

AGENDA TRANSMITTAL

MEETING DATE: November 18, 2014

CITY AGENDA ITEM: Implementation of Reorganization to Create a Development Services Department:

- a. Council Adoption of Resolution No. 2014-__: Amending the Salary Resolution No. 2014-75 to Establish the Classes of Development Services Director, Accounting Services Manager, and Accounting Technician; and
- b. Council Adoption of Resolution No. 2014-__: Adopting the 4th Amendment to the Annual Appropriation Resolution No. 2014-47 to Appropriate Funds for the Creation of the Development Services Department.
- c. Council Adoption of Resolution No. 2014-__: Authorizing the City Manager to Recruit and Appoint an Accounting Technician and Any Other Vacancy in the Account Clerk Series as a Result of Implementing the Proposed Reorganization.

FISCAL IMPACT: Annual ongoing savings of roughly \$65,000 will be realized by reallocating the Economic Development Director/Financial Services Manager position (and incumbent) to a new class of Development Services Director in order to oversee the management of planning, housing and economic development. This assumes costs associated with the reclassification of Senior Accountant to Accounting Services Manager, as well as a \$50,000 retainer for higher-level planning contract support, as needed.

BACKGROUND: The FY 2014-15 budget included the recommendation to create a new Development Services Department to recognize the need to have some dedicated resources to our Economic Development efforts, which were lost with the demise of redevelopment. As outlined in the budget document, basic elements of this reorganization plan include:

- Reallocate the position of Economic Development Director/Fiscal Services Manager to Development Services Director, with responsibility for economic development, unwinding of redevelopment and oversight of planning and housing, while maintaining existing responsibilities as part of the City Budget Team.
- In Administrative Services, reclassify Senior Accountant to Accounting Services Manager with a direct reporting relationship to the Assistant City Manager/Administrative Services Director; this recognizes day-to-day supervisory and management responsibilities of the Accounting Services and Utility Billing & Collection Team.
- Reallocate the current position of Senior Account Clerk to Accounting Technician to recognize the full breadth of responsibilities for the payroll function, higher level

PREPARED BY:

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

S. Bragdon

accounting support functions (such as business license administration) and lead supervision over accounts payable.

- In Planning, assess higher level planning level support needed similarly to the contract City Engineer position in Public Works, with opportunity to explore covering with a part-time annuitant.

Given the budget realities that we have to work within, this opportunity to reorganize arose with the departure of the Community Development Director in May 2014, and the retirement of our Senior Account Clerk for Payroll in September.

STAFF REPORT: To better understand the proposed reorganization, which again, takes advantage of vacancies in Community Development and Administrative Services, the following table outlines current filled positions in both of these areas, as compared with the filled positions proposed through the reorganization.

COMMUNITY DEVELOPMENT			
Existing Classifications	Positions	Proposed Classifications	Positions
Community Development Director	1	Community Development Director	0
		Development Services Director	1
Associate Planner	1	Associate Planner	1
		Assistant Planner (BayREN Grant)	1
		Higher Planning Support (Hourly as needed; Up to \$50,000)	Hourly As Needed
Housing Manager	1	Housing Manager	1
Housing Specialist	2	Housing Specialist	2
Administrative Assistant	1	Administrative Assistant	1
STAFFING TOTAL	7		7
ADMINISTRATIVE SERVICES			
ACM/Admin. Services Director	1	ACM/Admin. Services Director	1
Management Analyst (risk)	1	Management Analyst (risk)	1
Econ. Dev. Director/Fin. Svcs.	1	Financial Services Manager	0
		Accounting Services Manager	1
Senior Accountant	1	Senior Accountant	0
Accountant	1	Accountant	1
Senior Account Clerk (payroll)	1	Senior Account Clerk (payroll)	0
		Accounting Technician	1
Account Clerk III (AP)	1	Account Clerk III (AP)	1
Account Clerk I/II (water)	2	Account Clerk I/II (water)	2
STAFFING TOTAL	9		8

In looking at the total number of positions between these areas, the overall savings is one position. Savings from this position ultimately covers the costs for higher level contract planning support, which is proposed at \$50,000, as well as the reclassification to the newly proposed class of Accounting Services Manager.

From a workload perspective in the Administrative Services Department, responsibilities previously assigned to the Financial Services Manager are being allocated to the ACM/Administrative Services Director, Accounting Services Manager, and Development Services Director (i.e., budget), with increased productivity anticipated in the newly created class of Accounting Technician. In planning, responsibilities formerly assigned to the Community Development Director are being assumed by the Development Services Director (i.e., departmental management and administration), contract support on an hourly as needed basis (higher level planning expertise), and Associate Planner. With these reallocations of responsibilities, along with the assumption that over time, less time will be required to unwind redevelopment activities, so that more dedicated time would be available for economic development activities. Class specifications for Development Services Director, Accounting Services Manager and Accounting Technician are attached.

Regarding the proposed “hourly support as needed” for higher level planning support, \$50,000 – depending on the level of expertise needed and resulting hourly rate – can provide the equivalent of 25% of a position. However, instead of hiring a contract person for set hours per week as we have with the City Engineer, it is recommended that a retainer for support be established similar to the City Attorney contract. As the year progresses, and economic development and planning activity ideally increases with the improving economy, staff will be assessing whether there is a sustainable amount of work to be performed at a higher level than our current Associate Planner, which could warrant a reclassification, or if the work remains more sporadic and best supported through a retainer. The use of a retainer, however, provides the greatest flexibility at this time.

Another area we will be watching through the balance of the year is the demand for economic development support as the economy continues to improve. It is important to recognize that while economic development services will be streamlined by combining the management of planning, housing and economic development services under one department head, the resources (i.e., time) available to undertake economic development activities is far, far less than our recent past when we had a full-time Economic Development Director, Project Manager, Marketing Manager, and hourly contract support as needed. But at least this is a start.

To implement the reorganization as outlined above, it is recommended that the City Council take the following actions:

- Create a new classification of Development Services Director; salary range same as current classification of Economic Development Director and Community Development Director.
- Reflect a title change of current class of Senior Account Clerk to Accounting Technician; salary level the same as Senior Account Clerk; provides better clarity of responsibilities as bridge between accounting clerical series and the accounting professional series.

- Reclassify current position of Senior Accountant to Accounting Services Manager to reflect supervisory and managerial responsibilities of incumbent for all accounting services in the Administrative Services Department; top step salary set to \$7,057 which is about 10% above the Senior Accountant class.
- Authorize that all positions proposed in the reorganization be filled including any vacancies that may arise from incumbents successfully promoting upward as a result of the reorganization.
- Allocate \$50,000 for higher-level contract planning services on an as needed basis.

Supporting Resolutions are attached.

RECOMMENDATION: It is recommended that the City Council adopt:

1. Resolution No. 2014-__: Amending the Salary Resolution No. 2014-75 to Establish the Classes of Development Services Director, Accounting Services Manager, and Accounting Technician; and
2. Resolution No. 2014-__: Adopting the 4th Amendment to the Annual Appropriation Resolution No. 2014-47 to Appropriate Funds for the Creation of the Development Services Department.
3. Resolution No. 2014-__: Authorizing the City Manager to Recruit and Appoint an Accounting Technician and Any Other Vacancy in the Account Clerk Series as a Result of Implementing the Proposed Reorganization.

ATTACHMENTS:

1. Resolution No. 2014-__: Amending the Salary Resolution No. 2014-75 to Establish the Classes of Development Services Director, Accounting Services Manager, and Accounting Technician.
2. Resolution No. 2014-__: Adopting the 4th Amendment to the Annual Appropriation Resolution No. 2014-47 to Appropriate Funds for the Creation of the Development Services Department.
3. Resolution No. 2014-__: Authorizing the City Manager to Recruit and Appoint an Accounting Technician and Any Other Vacancy in the Account Clerk Series as a Result of Implementing the Proposed Reorganization.
4. Class Specifications for Development Services Director, Accounting Services Manager, and Accounting Technician.

RESOLUTION NO. 2014-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AMENDING THE SALARY RESOLUTION NO. 2014-75 TO ESTABLISH THE CLASSES
OF DEVELOPMENT SERVICES DIRECTOR, ACCOUNTING SERVICES MANAGER,
AND ACCOUNTING TECHNICIAN**

WHEREAS, on November 18, 2014, the City Council approved the creation of the Development Services Department through a reorganization of the duties of certain employees in The Community Development Department and the Administrative Services Department; and

WHEREAS, one of the classes needed to implement this reorganization would be the reallocation of the Economic Development Director position to a Development Services Director position at the same level of compensation; and

WHEREAS, another one of the classes needed to implement this reorganization would be the reclassification of the Senior Accountant position to an Accounting Services Manager position with an increase in compensation of about 10%; and

WHEREAS, another one of the classes needed to implement this reorganization would be the reallocation of the Senior Account Clerk position to an Accounting Technician position at no additional compensation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Suisun City that the consolidated Salary Resolution, attached as Exhibit A, shall be and is hereby adopted and, and shall remain in effect unless or until it is amended by Resolution of the City Council of the City of Suisun City. All previously adopted Resolutions that may be in conflict with this Resolution are hereby rescinded.

BE IT FURTHER RESOLVED that the amounts indicated as monthly compensation are for comparison purposes only. The hourly compensation amounts indicated shall be the basis for compensation for all job classes listed in Exhibit A. Temporary employees may be compensated at the hourly rate for any applicable job class listed in Exhibit A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City, duly held on the 18th day of November 2014 by the following vote:

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

WITNESS my hand and the seal of said City this 18th day of November 2014.

Linda Hobson, CMC
City Clerk

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 1 - Executive Management

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Ending	Hourly
City Manager*	100	\$ 9,955	\$ 57.43	\$ 13,439	\$ 77.54
Assistant City Manager/Admin. Services*	105	\$ 8,319	\$ 48.00	\$ 11,231	\$ 64.79
Building & Public Works Director*	123	\$ 7,332	\$ 42.30	\$ 9,898	\$ 57.11
Public Works Director/City Engineer*	120	\$ 7,332	\$ 42.30	\$ 9,898	\$ 57.11
Community Development Director*	130	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Development Services Director*	128	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Economic Development Director*	125	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Chief Building Official*	135	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Recreation & Community Services Director*	140	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92
Fire Chief*	115	\$ 6,538	\$ 37.72	\$ 8,826	\$ 50.92

*Exempt

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 2 - Police Management

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Monthly	Hourly
Police Chief*	110	\$ 7,332	\$ 42.30	\$ 9,898	\$ 57.11
Police Commander*	255	\$ 6,518	\$ 37.60	\$ 8,799	\$ 50.77

*Exempt

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 3 - Professional/Technical

Job Class	Range	Starting		Ending	
		Monthly	Hourly	Ending	Hourly
Assistant City Engineer*	210	\$ 6,273	\$ 36.19	\$ 8,468	\$ 48.85
Financial Services Manager*	225	\$ 5,447	\$ 31.43	\$ 7,353	\$ 42.42
Accounting Services Manager*	207	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Police Support Services Manager*	270	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Assistant/Associate Engineer- Associate*	221	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Fire Division Chief*	237	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Public Works Superintendent*	265	\$ 5,227	\$ 30.16	\$ 7,057	\$ 40.71
Project Manager*	260	\$ 4,757	\$ 27.45	\$ 6,422	\$ 37.05
Senior Accountant*	205	\$ 4,757	\$ 27.45	\$ 6,422	\$ 37.05
Senior Building Inspector*	215	\$ 4,757	\$ 27.45	\$ 6,422	\$ 37.05
Assistant/Associate Engineer-Assistant*	220	\$ 4,752	\$ 27.42	\$ 6,416	\$ 37.01
Assistant/Associate Planner-Associate*	251	\$ 4,531	\$ 26.14	\$ 6,117	\$ 35.29
Management Analyst I/II-II*	236	\$ 4,531	\$ 26.28	\$ 6,117	\$ 35.29
Housing Manager*	230	\$ 4,356	\$ 25.13	\$ 5,880	\$ 33.92
Info. Technology Systems Administrator*	275	\$ 4,356	\$ 25.13	\$ 5,880	\$ 33.92
Marketing Manager*	245	\$ 4,136	\$ 23.86	\$ 5,584	\$ 32.21
Accountant*	200	\$ 4,119	\$ 23.76	\$ 5,560	\$ 32.08
Assistant/Associate Planner-Assistant*	250	\$ 4,119	\$ 23.76	\$ 5,560	\$ 32.08
Management Analyst I/II-I*	235	\$ 4,119	\$ 23.76	\$ 5,560	\$ 32.08
Marina Supervisor*	240	\$ 4,119	\$ 23.76	\$ 5,560	\$ 32.08
Administrative Fire Captain*	201	\$ 3,663	\$ 17.08	\$ 4,945	\$ 23.05
Public Works Supervisor*	222	\$ 3,663	\$ 21.13	\$ 4,945	\$ 28.53
Sec to City Mgr/Dep City Clerk*	300	\$ 3,613	\$ 20.84	\$ 4,877	\$ 28.14
Recreation Supervisor*	241	\$ 3,288	\$ 18.97	\$ 4,439	\$ 25.61

Bold denotes benchmark class

*Exempt

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 4 - Police Non-Management

Job Class w/ Incentive &/or Assignment P Range	A Step		B Step		C Step		D Step		E Step		F Step		G Step	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Police Officer														
Police Officer w/ POST Int. Certificate	\$ 4,667	\$26.93	\$4,900	\$28.27	\$5,145	\$29.68	\$5,403	\$31.17	\$5,673	\$32.73	\$5,956	\$34.36	N/A	N/A
Police Officer w/ POST Int. & Adv Certs	\$ 4,900	\$28.27	\$5,145	\$29.68	\$5,403	\$31.17	\$5,673	\$32.73	\$5,956	\$34.36	\$6,254	\$36.08	N/A	N/A
Senior Police Officer	N/A	N/A	N/A	N/A	\$5,145	\$29.68	\$5,403	\$31.17	\$5,673	\$32.73	\$5,956	\$34.36	N/A	N/A
Senior Police Officer w/ POST Int. Cert.	N/A	N/A	N/A	N/A	\$5,403	\$31.17	\$5,673	\$32.73	\$5,956	\$34.36	\$6,254	\$36.08	N/A	N/A
Senior Police Officer w/ POST Int. & Adv	N/A	N/A	N/A	N/A	\$5,673	\$32.73	\$5,956	\$34.36	\$6,254	\$36.08	\$6,567	\$37.89	N/A	N/A
Master Police Officer	N/A	N/A	N/A	N/A	\$5,145	\$29.68	\$5,402	\$31.17	\$5,672	\$32.73	\$5,956	\$34.36	\$6,254	\$36.08
Master Police Officer w/ POST Int. Cert.	N/A	N/A	N/A	N/A	\$5,402	\$31.17	\$5,672	\$32.73	\$5,956	\$34.36	\$6,254	\$36.08	\$6,566	\$37.88
Master Police Officer w/ POST Int. & Adv	N/A	N/A	N/A	N/A	\$5,672	\$32.73	\$5,956	\$34.36	\$6,254	\$36.08	\$6,566	\$37.88	N/A	N/A
Police Sergeant														
Police Sergeant w/ POST Int. Certificate	\$ 5,812	\$33.53	\$6,103	\$35.21	\$6,408	\$36.97	\$6,728	\$38.82	\$7,065	\$40.76	\$7,418	\$42.79	N/A	N/A
Police Sergeant w/ POST Int. & Adv.	\$ 6,103	\$35.21	\$6,408	\$36.97	\$6,728	\$38.82	\$7,065	\$40.76	\$7,418	\$42.79	\$7,789	\$44.93	N/A	N/A
Master Police Sergeant	N/A	N/A	N/A	N/A	\$7,065	\$40.76	\$7,418	\$42.79	\$7,789	\$44.93	\$8,178	\$47.18	N/A	\$49.54

Bold denotes benchmark class

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 5 - General City Service

Job Class	Range	A Step		B Step		C Step		D Step		E Step	
		Monthly	Hourly								
Computer Technician	545	\$4,496	\$25.94	\$4,721	\$27.23	\$4,957	\$28.60	\$5,204	\$30.03	\$5,465	\$ 31.53
Building Inspector I/II-II	521	\$4,276	\$24.67	\$4,490	\$25.90	\$4,715	\$27.20	\$4,950	\$28.56	\$5,198	\$ 29.99
Public Works Inspector	570	\$4,276	\$24.67	\$4,490	\$25.90	\$4,715	\$27.20	\$4,950	\$28.56	\$5,198	\$ 29.99
Youth Services Specialist	590	\$3,990	\$23.02	\$4,189	\$24.17	\$4,399	\$25.38	\$4,619	\$26.65	\$4,850	\$ 27.98
Senior Com. & Rec. Technician	530	\$3,902	\$22.51	\$4,097	\$23.64	\$4,302	\$24.82	\$4,517	\$26.06	\$4,743	\$ 27.36
Building Inspector I/II-I	520	\$3,888	\$22.43	\$4,083	\$23.55	\$4,287	\$24.73	\$4,501	\$25.97	\$4,726	\$ 27.27
Housing Specialist I/II-II	561	\$3,638	\$20.99	\$3,820	\$22.04	\$4,011	\$23.14	\$4,211	\$24.29	\$4,422	\$ 25.51
Com. & Rec. Technician I/II-II	526	\$3,547	\$20.46	\$3,724	\$21.49	\$3,911	\$22.56	\$4,106	\$23.69	\$4,311	\$ 24.87
Housing Specialist I/II-I	560	\$3,465	\$19.99	\$3,638	\$20.99	\$3,820	\$22.04	\$4,011	\$23.14	\$4,212	\$ 24.30
Administrative Assistant II	511	\$3,465	\$19.99	\$3,638	\$20.99	\$3,820	\$22.04	\$4,011	\$23.14	\$4,212	\$ 24.30
Recreation Coordinator	580	\$3,378	\$19.49	\$3,547	\$20.47	\$3,725	\$21.49	\$3,911	\$22.56	\$4,106	\$ 23.69
Accounting Technician	508	\$3,366	\$19.42	\$3,534	\$20.39	\$3,711	\$21.41	\$3,896	\$22.48	\$4,091	\$ 23.60
Senior Account Clerk	505	\$3,366	\$19.42	\$3,534	\$20.39	\$3,711	\$21.41	\$3,896	\$22.48	\$4,091	\$ 23.60
Senior Maintenance Worker	568	\$3,313	\$19.12	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$ 23.23
Fleet Mechanic	555	\$3,313	\$19.11	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$ 23.23
Com. & Rec. Technician I/II-I	525	\$3,313	\$19.11	\$3,479	\$20.07	\$3,653	\$21.07	\$3,835	\$22.13	\$4,027	\$ 23.23
Administrative Assistant I	510	\$3,237	\$18.68	\$3,399	\$19.61	\$3,569	\$20.59	\$3,747	\$21.62	\$3,935	\$ 22.70
Rec. Prog. & Admin. Coordinator	581	\$3,237	\$18.68	\$3,399	\$19.61	\$3,569	\$20.59	\$3,747	\$21.62	\$3,935	\$ 22.70
Maintenance Worker I/II-II	566	\$3,156	\$18.21	\$3,314	\$19.12	\$3,480	\$20.07	\$3,654	\$21.08	\$3,836	\$ 22.13
Community Services Officer I/II-II	536	\$3,125	\$18.03	\$3,281	\$18.93	\$3,445	\$19.88	\$3,617	\$20.87	\$3,798	\$ 21.91
Account Clerk III	503	\$3,016	\$17.40	\$3,166	\$18.27	\$3,325	\$19.18	\$3,491	\$20.14	\$3,666	\$ 21.15
Maintenance Worker I/II-I	565	\$2,869	\$16.55	\$3,013	\$17.38	\$3,164	\$18.25	\$3,322	\$19.16	\$3,488	\$ 20.12
Bldg Maintenance Worker I/II-II	516	\$2,869	\$16.55	\$3,013	\$17.38	\$3,164	\$18.25	\$3,322	\$19.16	\$3,488	\$ 20.12
Community Services Officer I/II-I	535	\$2,839	\$16.38	\$2,981	\$17.20	\$3,130	\$18.06	\$3,287	\$18.96	\$3,451	\$ 19.91
Account Clerk I/II-II	501	\$2,742	\$15.82	\$2,879	\$16.61	\$3,023	\$17.44	\$3,174	\$18.31	\$3,333	\$ 19.23
Office Assistant	509	\$2,709	\$15.63	\$2,844	\$16.41	\$2,986	\$17.23	\$3,135	\$18.09	\$3,292	\$ 18.99
Bldg Maintenance Worker I/II-I	515	\$2,608	\$15.05	\$2,739	\$15.80	\$2,875	\$16.59	\$3,019	\$17.42	\$3,170	\$ 18.29
Account Clerk I/II-I	500	\$2,492	\$14.38	\$2,617	\$15.10	\$2,748	\$15.85	\$2,885	\$16.64	\$3,029	\$ 17.48

Bold denotes benchmark class

*Exempt

SALARY SCHEDULE

Exhibit A

Effective: July 1, 2014

Section 6 - Temporary/Hourly

Job Class	Range	A	B	C	D	E
Traffic Engineer - Temp	959	\$85.00				
Economic Development Consultant	955	\$65.00				
Assistant Engineer - Temp	900	\$19.05	\$20.00	\$21.00	\$22.05	\$23.15
Police Officer - Temp	905	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Firefighter - Temp	910	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Maintenance Worker II - Temp	916	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Communications & Records Tech I - Temp	920	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Administrative Assistant I - Temp	925	\$15.44	\$16.21	\$17.02	\$17.87	\$18.76
Community Services Officer I/II-I - Temp	930	\$14.79	\$15.53	\$16.31	\$17.13	\$17.98
Maintenance Worker I - Temp	915	\$14.79	\$15.53	\$16.31	\$17.13	\$17.98
Recreation Specialist Supervisor	939	\$13.95	\$14.65	\$15.38	\$16.15	\$16.96
Building Maintenance Worker I/II-I - Temp	914	\$13.45	\$14.12	\$14.83	\$15.57	\$16.35
Office Assistant - Temp	926	\$12.68	\$13.32	\$13.98	\$14.68	\$15.42
Recreation Specialist III	937	\$12.68	\$13.32	\$13.98	\$14.68	\$15.42
Recreation Specialist II	936	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Financial Services Intern	951	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Planning/Public Works Intern	945	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Computer Systems Intern	950	\$11.53	\$12.11	\$12.71	\$13.35	\$14.01
Recreation Specialist I	935	\$10.48	\$11.00	\$11.55	\$12.13	\$12.74
Recreation Leader/Building Attendent III	943	\$9.68	\$10.16	\$10.67	\$11.21	\$11.77
Recreation Leader/Building Attendent II	942	\$8.80	\$9.24	\$9.70	\$10.19	\$10.70
Recreation Leader/Building Attendent I	941	\$8.00	\$8.40	\$8.82	\$9.26	\$9.72

RESOLUTION NO. 2014-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 4TH AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2014-47 TO APPROPRIATE FUNDS FOR THE CREATION OF THE
DEVELOPMENT SERVICES DEPARTMENT

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

THAT Section 011 of Part III of the Annual Appropriation Resolution No. 2014-47 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	COMMUNITY DEVELOPMENT DEPARTMENT Planning	\$ (7,000)
TO:	ADMINISTRATIVE SERVICES DEPARTMENT Administrative Services Administration, Accounting, Utility Billing & Collection	<u>\$ 7,000</u>
	TOTAL Section 011	<u>\$ -</u>

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

<u>General Fund</u>		<u>Sources</u>	<u>Uses</u>
Appropriations:			
A/C No. 011-90110-3410	Regular Salary	\$ -	\$ (7,000)
A/C No. 011-90110-1820	Regular Salary	<u>\$ -</u>	<u>\$ 7,000</u>
	Total ___ Fund	<u>\$ -</u>	<u>\$ -</u>

THAT the purpose is to appropriate funds for for the implementation of the Development Services Department reorganization.

ADOPTED AND PASSED by the City Council of the City of Suisun City at a regular meeting thereof held on the 18th of November 2014 by the following vote:

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

WITNESS my hand and seal of the said City this 18th day of November 2014.

LINDA HOBSON, CMC
CITY CLERK

DEVELOPMENT SERVICES DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, plans, manages, oversees and directs the operations and services of the Development Services Department including planning, economic development and housing; manages and coordinates the administration and activities of the Successor Agency and Oversight Board associated with the wind-down of Redevelopment; assists with the preparation of the City's annual fiscal year budget and ongoing monitoring; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council, Successor Agency, and City Manager/Agency Executive Director/Housing Authority Executive Director.

IDENTIFYING CHARACTERISTICS

The Development Services Director is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the assigned Department and the City overall.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes responsibility for all services and activities of the Development Services Department including planning, economic development and housing.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff and contract service providers; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; directs staff support to appropriate boards and commissions; meets with staff to identify and resolve problems.
5. Oversees the City's planning functions and activities; works with planning staff and outside contractors in the development, management and implementation of complex planning and policy programs and projects including advanced planning studies and the environmental and development review process for all private and public development activities in the City.
6. Resolves sensitive, controversial and complex planning and development related issues; solves problems with developers, property owners, the public, architects, engineers and planners.
7. Oversees the City's Affordable Housing services and activities; oversees and provides support to programs that provide safe, sanitary and affordable housing for the community.

CITY OF SUISUN CITY
Development Services Director (*Continued*)

8. Administers the City's various economic development programs; conducts negotiations for the acquisition and disposition of real estate to support assigned programs.
9. Works with the City Manager in the development and implementation of the City's comprehensive economic development strategic plan aimed at promoting the retention and expansion of business activity within the community consistent with the goals, policies and programs within the General Plan; develops targeted marketing programs for identified business development.
10. Oversees and participates in the development and administration of the Department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
11. Works as part of the City's budget team; assists the Assistant City Manager/Administrative Services Director in preparing the City's budget; prepares expenditure and revenue calculations and projections as well as historical comparisons and trend analysis; manages the budgeting process including midyear reviews and budget modifications.
12. Selects, trains, motivates, and evaluates assigned personnel and contract service providers; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Conducts the formal selection of required consultants; negotiates and prepares contracts with outside consultants.
14. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
15. Provides responsible staff assistance to the City Manager; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to development services programs, policies, and procedures as appropriate.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of economic development; incorporates new developments as appropriate.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of development services.
- Principles and practices of program development and administration.
- Principles, practices and methods of economic development and job creation.
- Business, economic, and market forces and indicators.
- Labor market trends.
- Marketing, public information, and promotional techniques used in economic development.
- Principles, practices, and techniques used in real estate appraisals, prospect management, preparing and reviewing business plans, and the real estate development process.
- Land use planning and related regulations.

Long range economic development planning.
Principles and practices of contract development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations including those related to commercial and industrial development and redevelopment.

Ability to:

Oversee and participate in the management of a comprehensive development services program.
Oversee, direct, and coordinate the work of lower level staff and contractors.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of departmental goals, objectives, and procedures.
Coordinate multiple contracts, projects and cooperative ventures.
Collect, analyze, compile and present information and data.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, economics, planning real estate, marketing, or a related field. A Master's degree is desirable.

Experience:

Eight years of increasingly responsible experience in a development services related activities including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

November, 2014

ACCOUNTING SERVICES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction of the Assistant City Manager/Administrative Services Director, supervises, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; assists in the preparation of assigned budgets, annual audit, and year end closing; provides responsible and complex technical and accounting assistance to outside Departments; and provides highly responsible and complex staff assistance to the Assistant City Manager/Administrative Services Director.

IDENTIFYING CHARACTERISTICS

The Accounting Services Manager is a hands-on division manager providing advanced technical skills, leadership and full first-line supervision over the accounting series. Positions in this class focus on managing and directing assigned staff, performing the most complex and professional accounting duties within the Division, and assisting in the development, implementation and maintenance of policies and procedures relating to areas of assignment. The Accounting Services Manager is fully functional in all aspects of governmental accounting and performs a full range of complex professional accounting work.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises, plans, trains, and reviews the work of staff responsible for providing assigned accounting related services and activities; provides day-to-day coordination of workload and tasks; participates in performing the most complex work of the unit.
2. Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.
3. Establishes schedules and methods for providing accounting services; identifies resource needs; reviews needs with appropriate management staff and allocates resources accordingly.
4. Directs, coordinates, and reviews the work plan for Accounting Services within the Administrative Services Department; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Assists the Assistant City Manager/Administrative Services Director in identifying opportunities for improving service delivery methods and procedures; implements improvements.
6. Participates in the selection, training, motivating, and evaluating of assigned personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Participates in the development and administration of assigned budgets including Accounting Services and SSWA; monitors and approves expenditures; recommends adjustments as necessary.

CITY OF SUISUN CITY

Accounting Services Manager (Continued)

8. Provides staff assistance to the Assistant City Manager/Administrative Services Director, as well as other City Departments, SSWA and other outside agencies; may participate on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Oversees and participates in the compilation, reconciliation, analysis, and preparation of a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; oversees and participates in the preparation of work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
10. Participates in the preparation of the Comprehensive Annual Financial Report (CAFR); prepares and researches data for assigned sections; participates in preparation of narrative as assigned.
11. Oversees and participates in a variety of accounting duties within Accounting Services including those related to the processing, administration, and reconciliation of assigned City revenue sources, tracking bank transactions, preparing cash flows, preparation and submittal of financial reports related to grants and reconciliation and balancing of bank statement to fund balance and general ledger.
12. Participates in the year-end audit; compiles and prepares supporting schedules, work papers, and financial reports as requested by auditors.
13. Verifies for accuracy and processes journal entry requests; prepares correcting journal entries for errors found in general ledger analysis.
14. Approves accounts payable checks; verifies that accounts payable checks comply with the City's purchasing policy and have proper authorization.
15. Provides analytical and administrative support to special projects; researches, compiles, and reports data for special projects including those assigned by the Assistant City Manager/Administrative Services Director.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the accounting field.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services and activities of a comprehensive municipal accounting operation.
- Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Principles of supervision, training, and performance evaluation.
- Principles and practices of automated financial systems.
- Principles of municipal budget preparation and control.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate, direct and participate in the Accounting Services Division of the Administrative Services Department.

Supervise, organize, and review the work of assigned professional, technical and clerical accounting staff.

Assist in the development of goals, objectives, policies and procedures for providing assigned accounting services programs.

Independently perform the most difficult professional accounting assignments.

Examine and verify financial documents, reports, and transactions.

Prepare a variety of budgets, financial statements, reports, and analyses.

Analyze, post, balance, and reconcile financial data, ledgers, and accounts.

Analyze and draw conclusions from financial data.

Interpret financial data and recognize accounts that need detailed investigation.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Participate in the preparation and administration of assigned budgets.

Prepare clear and concise reports.

Analyze complex issues, evaluate alternatives, and reach sound conclusions.

Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.

Plan and organize work to meet changing priorities and deadlines.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Supervise and train assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or related field.

Experience:

Four years of increasingly responsible professional accounting experience that includes governmental accounting and two years of supervisory experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

November, 2014

ACCOUNTING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision of assigned supervisory or management staff, performs technical accounting work in the preparation, maintenance, and processing of accounting records and financial transactions; prepares and processes the City payroll and various fiscal reports; verifies, balances and adjusts accounts and journal entries; provides information and assistance to employees and City departments; performs a variety of tasks relative to assigned area of responsibility. Positions assigned to this class may perform specialized or generalized duties depending on departmental needs.

IDENTIFYING CHARACTERISTICS

The Accounting Technician is the full journey level technical accounting class within the accounting support series and serves as a bridge class between the clerical and professional accounting functions. Employees within this class are distinguished from the Account Clerk I/II/III by the performance of the full range of technical accounting support duties as assigned including preparing reports related to area of assignment such as payroll and supporting financial reporting, and the more complex accounting clerical functions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a range of technical and complex accounting clerical duties in support of the payroll function; inputs employee time sheets and verifies hours and time off; updates employee leave balances and related payroll records including use of vacation, sick leave, and related benefits.
2. Balances spreadsheets and payroll reports; processes status changes and calculates wage assignments.
3. Processes payroll checks through financial accounting system; prepares payments for third party vendors; responds to employee questions related to timesheets or use of paid leave.
4. Prepares and processes the City payroll; verifies and processes time sheets; prepares related reports and journal entries; reconciles daily counter cash revenue.
5. Performs a full range of customer service duties; provides information to the public, other governmental agencies, and City staff requiring the use of independent judgment and the interpretation of a variety of policies, rules, and procedures.
6. Calculates payments required for deferred compensation, wage garnishments, and PERS contributions.
7. Performs a range of technical and clerical accounting duties; verifies department timesheets for accuracy and completeness; completes, reconciles, and balances payroll; calculates overtime for hourly employees; tracks PERS eligibility and leave balances.

CITY OF SUISUN CITY
Accounting Technician (Continued)

8. Performs a range of technical and clerical accounting duties in support of department operations; generates journal entries for input, verifies for accuracy, and inputs into system; assists with cash receipts including inputting into system, checking for accuracy, and balancing report.
9. Performs the full range of Account Clerk I/II/III duties on a relief or support basis; may perform a variety of general office support functions including typing, record keeping, proofreading, forms generation, and preparation of periodic and special.
10. May provide lead supervision of accounting clerical staff.
11. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of payroll and assigned accounting system.
- Responsible technical accounting principles and practices used in financial record keeping, bookkeeping, and payroll.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Mathematical principles.
- Principles and practices used in establishing and maintaining files and information retrieval systems.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- Methods and techniques for basic report preparation and writing.
- English usage, spelling, grammar, and punctuation.
- Customer service techniques, practices, and principles.
- Methods and techniques of proper phone etiquette.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Perform a variety of responsible technical accounting duties in support of assigned accounting system, function, or program area.
- Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.
- Participate in the preparation of a variety of administrative and financial reports.
- Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.
- Research, compile, and interpret a variety of information and make appropriate recommendations.
- Work independently in the absence of supervision.
- Plan and organize work to meet changing priorities and deadlines.
- Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.
- Implement and maintain filing systems.

- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.
- Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs.
- Work cooperatively with other departments, City staff and officials, and outside agencies.
- Operate and use modern office equipment including a computer and various software packages.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Type and enter data at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in bookkeeping, accounting, business administration, or a related field.

Experience:

Three years experience performing increasingly responsible accounting support services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

November 14, 2006

AGENDA TRANSMITTAL

MEETING DATE: November 18, 2014

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

- a. Council Adoption of Resolution No. 2014-__ : 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. 2014-__ : Accepting the 2014 Annual Report, and Approving the Proposed Calendar Year 2015 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

FISCAL IMPACT: An undetermined amount of City staff time will be incurred by the Administrative Services Department collecting assessments and disbursing funds.

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 Streets 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 November 3, 2014, the District board submitted its annual report and proposed budget for the 2015 calendar year for City Council review, and requested consideration of continuation of the District and its related assessment for 2015.

Since the dissolution of the Redevelopment Agency and a shift to community-based funding for special events, the District has become a critical partner in maintaining the quantity and quality of events, and assuming the primary marketing role. In 2014, the District added a Ghost Walk as a new attraction that has proven successful in bringing visitors to the Waterfront on Friday evenings twice monthly. In addition to providing an entertaining ticketed happening, Ghost Walk brings diners to our local restaurants.

Additionally the District

- Sponsored a weekly advertisement in the Daily Republic open to all members.
- Worked collaboratively with Suisun City Police Department and Mission Solano to address the impact of homelessness in the Waterfront.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

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

[Handwritten Signature]
[Handwritten Signature]

- Continued to build Restaurant Week, associating it with the Visit California statewide effort.
- Continued to expand the Mother's Day Artisan Fair.
- Donated \$500 in cash to support the Saturday Night at the Movies.
- Coordinated publication of an updated Historic Walking Tour booklet with the Solano History Exploration Center, located at Lawler House.
- Expanded the Waterfront Festival featuring Art, Wine & Chocolate to more than 100 vendors.
- Co-sponsored the Wine Tasting at Harbor Square event, which ran from May through October.
- Provided trick or treating opportunities following the Halloween Parade.
- Held the 6th Annual Charity Tree Auction, coordinated arts and crafts vendors, and sold wine tasting for Christmas at the Waterfront.

More detailed information regarding District activities can be found in the 2014 Annual Report (please see Attachment 3).

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. Staff is not recommending any matching fund for the District. Continuation of the District is necessary this month so the assessment can be collected as part of the annual Business License billing cycle, which begins in early December.

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 November 3, 2014, the District submitted its 2014 Annual Report and Proposed 2015 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 as part of this staff report were

- The District's 2014 Annual Report and Proposed 2015 Budget.
- 12 months of actual District expenditure detail beginning Nov. 1, 2013, through Oct. 31, 2014.

- Profit and loss statement comparing District's 2014 budget to actual expenditures January through October 2014.
- Estimated District expenditures November through December 2014, and January 1 through March 31, 2015.

Staff has used these data to compile an exhibit comparing four years of actual budget results, the 2014 budget against year-to-date expenditures and estimated expenses, and the proposed 2015 budget.

The City Council is empowered to approve or disapprove the District budget in its entirety. In the event 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.

Matching Funds

The former Redevelopment Agency provided matching funds to support the efforts of the District. Given the constraints on the City's budget, staff is not recommending matching funds for the District, at this time.

District officers and board members will attend the Council meeting to answer any questions.

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2014-__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District; and
2. Adopt Resolution No. 2014-__: Accepting the 2014 Annual Report, and Approving the Proposed Calendar Year 2015 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

ATTACHMENTS:

1. Resolution No. 2014-__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District.
2. Resolution No. 2014-__: Accepting the 2014 Annual Report, and Approving the Proposed Calendar Year 2015 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.
3. The District's 2014 Annual Report and Proposed 2015 Budget.
4. 12 months of actual District expenditure detail beginning Nov. 1, 2013, through Oct. 31, 2014.

5. Profit and loss statement comparing District's 2014 budget to actual expenditures January through October 2014.
6. Estimated District expenditures November through December 2014, and January 1 through March 31, 2015.
7. Multiple Year Budget Analysis Prepared by Staff.

RESOLUTION NO. 2014-__

**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 will 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 re-authorize the imposition of a benefit assessment for the District; and

WHEREAS, in the opinion of this City Council, the businesses within the District will benefit from 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 18th day of November 2014 by the following vote:

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

WITNESS my hand and the seal of said City this 18th day of November 2014.

Linda Hobson, 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 2015 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. 2014-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE 2014 ANNUAL REPORT, AND APPROVING THE
PROPOSED CALENDAR YEAR 2015 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 2014 Annual Report, and approve the calendar year 2015 operating budget for the District.

PASSED AND ADOPTED at a meeting of the Suisun City Council duly noticed and held on the 18th day of November 2014 by the following City Council vote:

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

WITNESS my hand and the seal of said City this 18th day of November 2014.

Linda Hobson, City Clerk



**SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT
2014 ANNUAL REPORT TO THE CITY COUNCIL**

(Submitted to City of Suisun City staff on November 4, 2014)

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 2014.

SCHWBID End of Year Report 2014 – Recaps in detail our activities and accomplishments for 2014.

SCHWBID Proposed Program of Work for 2015 – Plans for marketing, events and other items for 2015.

Detailed Profit and Loss Statement (Income and Expenditures) – This report covers the period November 1, 2013 through October 31, 2014.

Estimated Pending Income and Expenses from November 1, 2014 through April 1, 2015. As this is an active period for SCHWBID because of the Christmas at the Waterfront and Restaurant Week activities, we will carry over funds to be able to pay expenses for the period of January 1, 2015 to April 1, 2015 (we usually receive BID fees by March each year).

Proposed 2015 SCHWBID Budget



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
- ❑ Supported City events including a contribution to the Suisun City Community Services Foundation for the Jazz Series event in the amount of \$500, and promoted all city events
- ❑ Updated and paid for Harbor Plaza signage, listing all events
- ❑ Planned and executed Waterfront District events that attracted residents from throughout the city and visitors from the surrounding communities, including Restaurant Week and Art, Wine and Chocolate in 2014
- ❑ Planned and successfully executed a new event, Ghost Walk, that takes place twice a month

During 2014, 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 partnership in the organization and the Waterfront District, since our original Memorandum of Understanding dated June 5, 2003.



SCHWBID End of the Year Report 2014

Over the past 11 years, the Suisun City Historic Waterfront Business Improvement District has continued to strengthen its vision for the Waterfront District area.

At the 2014 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 active with their support of 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 27 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 advertising content and design, distribution of Passport to Savings cards, website changes and involvement with 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 2014 Activities

Overview Status of 2014 Budget

A total of \$20,970 in BID fees was received for 2014 as of October 1, 2014 (slightly up from \$20,899.46 in 2013).

SCHWBID's 2014 budget was based on projections of \$52,970 in total income, including revenue from special events and sponsorship. A detailed breakdown of income and expenses is included in the financial report.

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. All 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 eight business owners/representatives, with representatives from each zone, ensuring business diversity on the board.

This year the board is meeting with each of the City of Suisun City's department heads. The purpose of these meetings is to foster a better understanding of each department, its processes and how it relates to the Waterfront District so that SCHWBID can become more involved as a stakeholder and have input on future projects.



2014 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.
- **Ability to participate in any SCHWBID event at no cost.**
- **Promotion of any business event at no cost** through SCHWBID's newsletters and social media.

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 2014:

1. **Waterfront District Dining and Business Directory Brochure** – 20,000 copies of the Waterfront District Dining and Business Directory Brochure were updated and printed in October 2014. These brochures are racked in businesses and other public places, and are sent with the City of Suisun City's marketing packages. Approximately 12,300 updated brochures will be mailed locally on November 10, 2014. All Waterfront District businesses are listed in the brochure, at no charge to the business.
2. **Passport to Savings Card** – Perhaps one of our most successful programs, more than 25,000 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. 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 places ads with KUIC and local newspapers/tabloids to promote events. The Waterfront District now has a weekly ad in the *Daily Republic* on Fridays each week where businesses get a reduced rate to advertise,



and SCHWBID can advertise all events that take place in the district. The *Daily Republic*, *Breeze*, *Local Happenings Magazine* and the *Vacaville Reporter* have continually been 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 a calendar. Our contract employee can make changes easily on both the database and other pages. Website statistics show an average of about 2,000 unique monthly visitors to the site in 2014, with an average of about 24,795 pages accessed monthly. Site activity increases during times of special events such as Restaurant Week, Waterfront Festival, Fourth of July and Christmas.
5. **Newsletters** – SCHWBID sends out two different newsletters – a 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 (with more than 700 active email addresses – a 20% increase over last year) 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. Visitors to SCHWBID's website can sign up for the free newsletter through a portal on the site, and those who buy online tickets to our events may sign up as well.
6. **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, and dining and business guides.
7. **Social Media** – SCHWBID promotes events, new businesses and items of interest through Facebook and Twitter. As of October 2014, we have more than 1,700 Twitter followers and 868 likes on Facebook (up from 400 at this time last year). More than 150 updates to Twitter and Facebook were posted in the past year.
8. **Brochure display at Harbormaster Office** – SCHWBID provides dining/business guides, walking tour brochures and flyers on events to the Harbormaster office.
9. **Solano County Fair Booth** - SCHWBID provided dining/business guides, walking tour brochures and flyers on events for this event.

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.



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 2013/2014 is as follows:

Restaurant Week – Ten Waterfront restaurants participated in our fourth Restaurant Week, Friday, January 17 through Sunday, January 26, 2014. 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 6,000 menus were downloaded from the website. In 2014 we became involved with California Restaurant Month, designated by Visit California, the state’s tourism partner. More than 35 destinations across California hosted restaurant weeks in January 2014. By partnering with Visit California, the Suisun Waterfront received additional recognition and exposure throughout the state.

Mother's Day Artisan Fair – The fifth 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. SCHWBID again contracted with Brenda Mossa to coordinate the vendors at this event. This year we added a new component to the event – we sold wine, champagne and mimosas by the glass, and used past event glasses. This proved to be a successful and profitable venture, and we plan to do this again in 2015.

Wine Tasting on the Square - SCHWBID worked with Harbor Square by co-sponsoring this event May through October 2014 by providing social media and public relations assistance.

Saturday Night at the Movies – SCHWBID contributed \$500 to Suisun City Community Services Foundation for sponsorship of this event.

Ghost Walk – SCHWBID added a new event this year – the Suisun City Ghost Walk. Based on the highly successful Benicia Ghost Walk (as well as others held in Northern California, including Martinez, Pleasanton and Eureka), the paranormal history of Suisun City is revealed with this exciting, interactive and fun Ghost Walk led by a paranormal investigator. The number of people on each tour has been slowly building (tour was sold out on October 10) and is limited to 30 people. The tour lasts approximately two hours, and tour guests frequently have dinner in one of the Waterfront’s many restaurants, or have a drink after the tour.



Annual Waterfront Festival 2014 – An estimated 7,000 people attended the Art, Wine and Chocolate event on October 4. SCHWBID again contracted with Brenda Mossa to coordinate the vendors of this event; there were more than 100 vendors at the event; which has grown substantially since its inception. Careful budgeting and increased attendance allowed us to show a 13% increase in net profit.

Halloween Trick-or-Treat Promotion 2014 – 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 at the Waterfront 2013 – SCHWBID held its sixth annual "Charity Tree Auction" where local non-profit organizations decorate trees donated by SCHWBID. The trees are put up for auction to the public during the Christmas at the Waterfront event, and bid on by event attendees. Proceeds from each decorated tree are given back to the local non-profit. Our Christmas Market was held during the event, and the organization sold wine by the glass as an additional fundraiser. Vendors sold Christmas type items including ornaments, gift items, prepackaged holiday candy or prepackaged holiday cookies.

Membership Outreach And Communication

SCHWBID undertakes the following activities to keep member businesses informed:

General Meeting – A general meeting was held this year that included a presentation on the benefits and accomplishments of SCHWBID and plans for 2014.

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 contact to new district businesses.

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.

Member BBQ – The second member BBQ was held in August; more than 40 attended the event. Board members and staff did major outreach to members to give more information about what the BID does, and how members can get involved.

Internal Marketing Brochure – An updated internal marketing brochure to communicate the SCHWBID's purpose and benefits was mailed to all members in 2014, and is given to new members as part of their welcome package.



Annual Report – Members receive an annual report on SCHWBID's activities each year.

Homeless Issues - The SCHWBID board met with Police Chief Dadisho and representatives from Mission Solano on the impacts of homelessness in the Waterfront area. We are working with Mission Solano and their "Brighter Suisun" program and have encouraged businesses to report incidents in the Waterfront (drinking, fighting, drugs) to the police department.

2015 Proposed Budget

Budget Process – The budget is developed through the Budget Committee and the Board of Directors. The Board of Directors approved the budget at its October meeting.

2014/2015 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 2014 and 2015:

- **Waterfront District Dining and Business Directory Brochure** – Brochures will be reprinted as need arises in 2015.
- **Passport to Savings Card** – Should the existing inventory of this credit card sized marketing piece again be depleted, we would again consider ordering more of the cards to keep the program going, pending feedback from the participating businesses.
- **Miscellaneous Opportunity Marketing** – We will continue radio ads with KUIC and advertising with *The Breeze* for special events, and continue the monthly advertising page for the Waterfront District with the *Daily Republic*.
- **Website/Social Networking** – Our website, www.suisunwaterfront.com, will continue in 2015 with more updated content, including more news releases, and continued social networking.
- **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.
- **Brochure display at Harbormaster Office** – SCHWBID will continue to provide dining/business guides, walking tour brochures and flyers on events to the Harbormaster office.



- **Solano County Fair Booth** – SCHWBID will continue to provide dining/business guides, walking tour brochures and flyers on events for the fair display.
- **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 at the Waterfront 2014** – SCHWBID will hold the Charity Tree Auction and be responsible for recruiting arts, crafts and food vendors, food vendors at Christmas at the Waterfront through independent contractor Brenda Mossa on December 6, 2014. SCHWBID will also pay for advertising of this event to assist the city and the Suisun City Community Services Foundation in its endeavor. We will again have a wine booth at the event.
- **Restaurant Week 2015** – SCHWBID will hold the fifth Restaurant Week for Suisun City Waterfront restaurants the week of Friday, January 16 through Sunday, January 25, 2015. We will again partner with California Restaurant Month, designated by Visit California, the state's tourism partner.
- **Train Depot Celebration** – SCHWBID is setting aside funds to help the city celebrate the completion of the renovation of Suisun City Train Depot.
- **Ghost Walk** – SCHWBID plans to continue the Ghost Walk in 2015, April through October.
- **Mother's Day Artisan Fair** – SCHWBID will continue this event and continue wine, champagne and mimosa sales at the event.
- **Annual Art, Wine and Chocolate Festival** – SCHWBID will continue this event in October 2015.
- **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 2015** – Depending on fundraising in 2015, SCHWBID would continue the Charity Tree Auction and the Arts and Crafts event in 2015.

Additional Fundraising – Replacement of Banners

Banners – We will continue our plan to replace the downtown banners in 2015. SCHWBID notes that the banners that were purchased by SCHWBID in 2009 are faded and worn. As SCHWBID no longer receives a redevelopment subsidy from the City of Suisun, we have researched ways to



pay for the cost of new banners.

We have found that it is common to have banners sponsored by local businesses in a business district with the business name and / or logo at the bottom of each banner.

We are currently working with the Planning Department on the steps necessary for replacement of these banners. We are also working with the Lawler House Gallery to produce one-of-a-kind artwork for the banners.

SCHWBID will seek sponsorship from our waterfront businesses first, and consider sponsorship of others outside the district with limitations (such as being a Suisun City business or non-profit) to pay for these banners. The sponsorship will be \$300 for a three-year period, which will allow for the cost of the banners, any additional hardware needed, maintenance, replacement and removal for when the Independence Day and Christmas banners are put up each year.

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 in 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								
2015 Budget								
					Actual Jan 1, 2014 - Oct 31, 2014	2014 Budget	Under/Over Budget	2015 Budget
Ordinary Income/Expense								
Income								
REVENUE								
			Associate Membership		0.00	150.00	-150.00	150.00
			Banner Sponsorship		0.00	6,000.00	-6,000.00	6,000.00
			Christmas Wine Sales		0.00	800.00	-800.00	1,000.00
			Ghost Tour		3,483.22	3,000.00	483.22	5,500.00
			Mothers Day Event fees		1,340.00	1,500.00	-160.00	1,450.00
			Christmas Vendor Fees		0.00	1,000.00	-1,000.00	1,000.00
			Business Assessments		20,970.00	19,320.00	1,650.00	18,000.00
			Heritage Collection Book		60.00	100.00	-40.00	100.00
			Mothers Day Wine Sales		1,668.00	1,600.00	68.00	1,800.00
			Sponsorship		500.00	2,000.00	-1,500.00	2,000.00
			Waterfront Festival Revenue		19,669.63	17,500.00	2,169.63	18,500.00
			Total REVENUE		47,690.85	52,970.00	-5,279.15	55,500.00
			Total Income		47,690.85	52,970.00	-5,279.15	55,500.00
Expense								
Advertising Expense								
			Electronic Media		486.00	400.00	86.00	500.00
			Print Media		8,182.43	8,000.00	182.43	8,000.00
			Total Advertising Expense		8,668.43	8,400.00	268.43	8,500.00
			Downtown Banner Expense		0.00	3,200.00	-3,200.00	3,200.00
Event Expenses								
			BID Annual BBQ		954.24	500.00	454.24	700.00
			Art, Wine & Chocolate Festival		15,300.14	12,500.00	2,800.14	13,500.00
			Christmas In Old Town		2,169.16	5,500.00	-3,330.84	5,400.00
			City Events Enhancement		500.00	500.00	0.00	500.00
			Ghost Tour		2,503.07	2,420.00	83.07	3,800.00
			Halloween		11.33	50.00	-38.67	50.00
			Mothers Day Craft Faire		2,959.41	3,000.00	-40.59	3,350.00
			Restaurant Week		2,287.42	2,100.00	187.42	2,200.00
			Train Station/N. Main/Marketing		0.00	1,825.00	-1,825.00	500.00
			Total Event Expenses		26,684.77	28,395.00	-1,710.23	30,000.00

	Operating Expenses				
	Accounting Fees	1,000.00	1,200.00	-200.00	1,200.00
	Bank Charges	34.00	30.00	4.00	35.00
	Contract Labor	6,090.00	6,000.00	90.00	6,400.00
	Insurance	1,423.00	1,450.00	-27.00	1,600.00
	Miscellaneous Expenses	774.60	508.00	266.60	638.00
	Office Supplies	82.87	300.00	-217.13	300.00
	Postage, shipping, delivery	420.17	410.00	10.17	420.00
	Storage	950.00	1,092.00	-142.00	1,212.00
	Tax Preparation	555.00	550.00	5.00	560.00
	Taxes	10.00	30.00	-20.00	30.00
	Web Hosting & Upgrades	48.00	495.00	-447.00	495.00
	Total Operating Expenses	11,387.64	12,065.00	-677.36	12,890.00
	Tents	0.00	910.00	-910.00	910.00
	Total Expense	46,740.84	52,970.00	-6,229.16	55,500.00

SCHWBID Estimated Income/Expenses 11-1-14/12-31-14 and 1-1-15 thru 3-31-15

SCHWBID Estimated Expenses 11-1-14/12-31-14	Amount	Accounting Category
Bookkeeping Oct 13- Dec 13	\$ 300.00	Accounting Fees
Contract Labor Oct 13 - Dec 13	\$ 800.00	Contract Labor
Storage Expense	\$ 202.00	Storage
Christmas Event Expenses	\$ 3,000.00	Events: Christmas
Ghost Walk	\$ 350.00	Events: Ghost Walk
Office Supplies and printing	\$ 75.00	Office supplies
Postage for remainder of year	\$ 49.00	Postage, Shipping, Delivery
Total of estimated expenses through 12-31-14	\$ 4,776.00	
Estimated Income Balance of 2014		
Income from booth space Christmas	\$ 1,000.00	Revenue: Christmas Craft Faire
Income from Ghost Walk	\$ 500.00	Revenue: Ghost Walk
Net Income from wine sales at Christmas	\$ 500.00	Revenue: Christmas Craft Faire
Total Estimated Income	\$ 2,000.00	
Balance in Account as of 10-31-14	\$ 8,589.17	
Estimated income through 12-31-14	\$ 2,000.00	
Estimated Expenses through 12-31-14	\$ 4,776.00	
Balance to operate through Mar. 31, 2015	\$ 5,813.17	
SCHWBID Estimated Expenses 1-1-15/3-31-15		
Bookkeeping Jan 12 - Mar 12	\$ 300.00	Accounting Fees
Storage Expense	\$ 303.00	Storage
Contract Labor Jan 14 - Mar 14	\$ 1,000.00	Contract Labor
General Meeting Expense	\$ 150.00	Miscellaneous
Mother's Day Postcard advertising - sent in March	\$ 435.00	Event Expenses: Mothers Day
Restaurant Week	\$ 2,200.00	Event Expenses: Restaurant Week
Postage	\$ 49.00	Postage, Shipping, Delivery
Tax Preparation	\$ 560.00	Tax Preparation
P.O. Box fee	\$ 92.00	Postage, Shipping, Delivery
Total estimated expenses thru 3-31-14	\$ 5,089.00	

Suisun Historic Waterfront BID						
Profit and Loss Budget vs. Actual						
November 2013 through October 2014						
				Nov. 1, 2013 - October 31, 2014	2014 Budget	Under/Over Budget
Ordinary Income/Expense						
Income						
REVENUE						
			Associate Membership	150.00	150.00	0.00
			Banner Sponsorship	0.00	6,000.00	-6,000.00
			Christmas Wine Sales	674.00	800.00	-126.00
			Ghost Tour	3,483.22	3,000.00	483.22
			Mothers Day Event fees	1,340.00	1,500.00	-160.00
			Christmas Vendor Fees	943.00	1,000.00	-57.00
			Business Assessments	20,970.00	19,320.00	1,650.00
			Heritage Collection Book	60.00	100.00	-40.00
			Mothers Day Wine Sales	1,668.00	1,600.00	68.00
			Sponsorship	500.00	2,000.00	-1,500.00
			Waterfront Festival Revenue	19,669.63	17,500.00	2,169.63
			Total REVENUE	49,457.85	52,970.00	-3,512.15
			Total Income	49,457.85	52,970.00	-3,512.15
Expense						
Advertising Expense						
			Electronic Media	486.00	400.00	86.00
			Print Media	13,803.83	8,000.00	5,803.83
			Total Advertising Expense	14,289.83	8,400.00	5,889.83
			Downtown Banner Expense	0.00	3,200.00	-3,200.00
			Event Expenses	0.00		0.00
			BID Annual BBQ	954.24	500.00	454.24
			Art, Wine & Chocolate Festival	15,450.14	12,500.00	2,950.14
			Christmas In Old Town	5,159.78	5,500.00	-340.22
			City Events Enhancement	500.00	500.00	0.00
			Ghost Tour	2,503.07	2,420.00	83.07
			Halloween	31.81	50.00	-18.19
			Mothers Day Craft Faire	2,959.41	3,000.00	-40.59
			Restaurant Week	2,386.08	2,100.00	286.08
			Train Station/N. Main/Marketing	0.00	1,825.00	-1,825.00
			Total Event Expenses	29,944.53	28,395.00	1,549.53

	Operating Expenses			
	Accounting Fees	1,200.00	1,200.00	0.00
	Bank Charges	34.00	30.00	4.00
	Contract Labor	7,800.00	6,000.00	1,800.00
	Insurance	1,423.00	1,450.00	-27.00
	Miscellaneous Expenses	1,114.12	508.00	606.12
	Office Supplies	229.61	300.00	-70.39
	Postage, shipping, delivery	466.17	410.00	56.17
	Storage	950.00	1,092.00	-142.00
	Tax Preparation	555.00	550.00	5.00
	Taxes	10.00	30.00	-20.00
	Web Hosting & Upgrades	48.00	495.00	-447.00
	Total Operating Expenses	13,829.90	12,065.00	1,764.90
	Tents	0.00	910.00	-910.00
	Total Expense	58,064.26	52,970.00	5,094.26

Suisun Historic Waterfront BID						
Profit and Loss Budget vs. Actual						
January through October 2014						
				Jan - Oct '14	Budget	Under/Over Budget
Ordinary Income/Expense						
Income						
REVENUE						
		Associate Membership		0.00	150.00	-150.00
		Banner Sponsorship		0.00	6,000.00	-6,000.00
		Christmas Wine Sales		0.00	800.00	-800.00
		Ghost Tour		3,483.22	3,000.00	483.22
		Mothers Day Event fees		1,340.00	1,500.00	-160.00
		Christmas Vendor Fees		0.00	1,000.00	-1,000.00
		Business Assessments		20,970.00	19,320.00	1,650.00
		Heritage Collection Book		60.00	100.00	-40.00
		Mothers Day Wine Sales		1,668.00	1,600.00	68.00
		Sponsorship		500.00	2,000.00	-1,500.00
		Waterfront Festival Revenue		19,669.63	17,500.00	2,169.63
		Total REVENUE		47,690.85	52,970.00	-5,279.15
		Total Income		47,690.85	52,970.00	-5,279.15
Expense						
Advertising Expense						
		Electronic Media		486.00	400.00	86.00
		Print Media		8,182.43	8,000.00	182.43
		Total Advertising Expense		8,668.43	8,400.00	268.43
		Downtown Banner Expense		0.00	3,200.00	-3,200.00
Event Expenses						
		BID Annual BBQ		954.24	500.00	454.24
		Art, Wine & Chocolate Festival		15,300.14	12,500.00	2,800.14
		Christmas In Old Town		2,169.16	5,500.00	-3,330.84
		City Events Enhancement		500.00	500.00	0.00
		Ghost Tour		2,503.07	2,420.00	83.07
		Halloween		11.33	50.00	-38.67
		Mothers Day Craft Faire		2,959.41	3,000.00	-40.59
		Restaurant Week		2,287.42	2,100.00	187.42
		Train Station/N. Main/Marketing		0.00	1,825.00	-1,825.00
		Total Event Expenses		26,684.77	28,395.00	-1,710.23

	Operating Expenses			
	Accounting Fees	1,000.00	1,200.00	-200.00
	Bank Charges	34.00	30.00	4.00
	Contract Labor	6,090.00	6,000.00	90.00
	Insurance	1,423.00	1,450.00	-27.00
	Miscellaneous Expenses	774.60	508.00	266.60
	Office Supplies	82.87	300.00	-217.13
	Postage, shipping, delivery	420.17	410.00	10.17
	Storage	950.00	1,092.00	-142.00
	Tax Preparation	555.00	550.00	5.00
	Taxes	10.00	30.00	-20.00
	Web Hosting & Upgrades	48.00	495.00	-447.00
	Total Operating Expenses	11,387.64	12,065.00	-677.36
	Tents	0.00	910.00	-910.00
	Total Expense	46,740.84	52,970.00	-6,229.16
	Net Ordinary Income	950.01	0.00	950.01
	Net Income	950.01	0.00	950.01

Sulsun Historic Waterfront BID				
Profit and Loss Budget vs. Actual				
January through December 2013				
		Jan - Dec '13	Budget	Under/Over Budget
Ordinary Income/Expense				
Income				
REVENUE				
	Associate Membership	150.00	150.00	0.00
	Christmas Wine Sales	674.00		
	Mothers Day Event fees	1,240.00	2,000.00	-760.00
	Christmas Vendor Fees	943.00	1,000.00	-57.00
	Business Assessments	20,899.46	16,000.00	4,899.46
	Heritage Collection Book	90.00	100.00	-10.00
	Mothers Day Raffle	0.00	100.00	-100.00
	Sponsorship	0.00	2,000.00	-2,000.00
	Waterfront Festival Revenue	16,896.53	17,000.00	-103.47
	Total REVENUE	40,892.99	38,350.00	2,542.99
	Total Income	40,892.99	38,350.00	2,542.99
	Transfer from reserve	10,000.00	10,500.00	
	Total Revenue Budget	50,892.99	48,850.00	
Expense				
Advertising Expense				
	Electronic Media	378.00	400.00	-22.00
	Print Media	7,711.49	9,450.00	-1,738.51
	Total Advertising Expense	8,089.49	9,850.00	-1,760.51
Event Expenses				
	Art, Wine & Chocolate Festival	13,024.99	13,600.00	-575.01
	Christmas In Old Town			
	Festival of Trees Disbursement	324.80		
	Christmas In Old Town - Other	5,342.64	6,000.00	-657.36
	Total Christmas In Old Town	5,667.44	6,000.00	-332.56
	City Events Enhancement	500.00	500.00	0.00
	Halloween	20.48	50.00	-29.52
	Mothers Day Craft Faire	3,389.57	3,400.00	-10.43
	Restaurant Week	2,222.53	2,150.00	72.53
	Train Station/N. Main/Marketing	1,803.61	1,825.00	-21.39
	Total Event Expenses	26,628.62	27,525.00	-896.38
Operating Expenses				
	Accounting Fees	1,200.00	1,200.00	0.00
	Bank Charges	20.00	50.00	-30.00
	Contract Labor	7,687.50	6,600.00	1,087.50
	Insurance	769.00	769.00	0.00
	Miscellaneous Expenses	2,637.73	1,602.00	1,035.73
	Office Supplies	431.95	364.00	67.95
	Postage, shipping, delivery	410.00	350.00	60.00
	Tax Preparation	510.00	510.00	0.00
	Taxes	30.00	30.00	0.00
	Total Operating Expenses	13,696.18	11,475.00	2,221.18
	Total Expense	48,414.29	48,850.00	-435.71
	Net Ordinary Income	2,478.70	-10,500.00	12,978.70
	Net Income	2,478.70	-10,500.00	12,978.70

Suisun Historic Waterfront BID						
Profit and Loss Budget vs. Actual						
November 2013 through October 2014						
				Nov. 1, 2013 - October 31, 2014	2014 Budget	Under/Over Budget
Ordinary Income/Expense						
Income						
REVENUE						
			Associate Membership	150.00	150.00	0.00
			Banner Sponsorship	0.00	6,000.00	-6,000.00
			Christmas Wine Sales	674.00	800.00	-126.00
			Ghost Tour	3,483.22	3,000.00	483.22
			Mothers Day Event fees	1,340.00	1,500.00	-160.00
			Christmas Vendor Fees	943.00	1,000.00	-57.00
			Business Assessments	20,970.00	19,320.00	1,650.00
			Heritage Collection Book	60.00	100.00	-40.00
			Mothers Day Wine Sales	1,668.00	1,600.00	68.00
			Sponsorship	500.00	2,000.00	-1,500.00
			Waterfront Festival Revenue	19,669.63	17,500.00	2,169.63
			Total REVENUE	49,457.85	52,970.00	-3,512.15
			Total Income	49,457.85	52,970.00	-3,512.15
Expense						
			Advertising Expense			
			Electronic Media	486.00	400.00	86.00
			Print Media	13,803.83	8,000.00	5,803.83
			Total Advertising Expense	14,289.83	8,400.00	5,889.83
			Downtown Banner Expense	0.00	3,200.00	-3,200.00
			Event Expenses	0.00		0.00
			BID Annual BBQ	954.24	500.00	454.24
			Art, Wine & Chocolate Festival	15,450.14	12,500.00	2,950.14
			Christmas In Old Town	5,159.78	5,500.00	-340.22
			City Events Enhancement	500.00	500.00	0.00
			Ghost Tour	2,503.07	2,420.00	83.07
			Halloween	31.81	50.00	-18.19
			Mothers Day Craft Faire	2,959.41	3,000.00	-40.59
			Restaurant Week	2,386.08	2,100.00	286.08
			Train Station/N. Main/Marketing	0.00	1,825.00	-1,825.00
			Total Event Expenses	29,944.53	28,395.00	1,549.53

	Operating Expenses			
	Accounting Fees	1,200.00	1,200.00	0.00
	Bank Charges	34.00	30.00	4.00
	Contract Labor	7,800.00	6,000.00	1,800.00
	Insurance	1,423.00	1,450.00	-27.00
	Miscellaneous Expenses	1,114.12	508.00	606.12
	Office Supplies	229.61	300.00	-70.39
	Postage, shipping, delivery	466.17	410.00	56.17
	Storage	950.00	1,092.00	-142.00
	Tax Preparation	555.00	550.00	5.00
	Taxes	10.00	30.00	-20.00
	Web Hosting & Upgrades	48.00	495.00	-447.00
	Total Operating Expenses	13,829.90	12,065.00	1,764.90
	Tents	0.00	910.00	-910.00
	Total Expense	58,064.26	52,970.00	5,094.26

Suisun Historic Waterfront BID						
Profit and Loss Budget vs. Actual						
January through October 2014						
				Jan - Oct '14	Budget	Under/Over Budget
Ordinary Income/Expense						
Income						
REVENUE						
			Associate Membership	0.00	150.00	-150.00
			Banner Sponsorship	0.00	6,000.00	-6,000.00
			Christmas Wine Sales	0.00	800.00	-800.00
			Ghost Tour	3,483.22	3,000.00	483.22
			Mothers Day Event fees	1,340.00	1,500.00	-160.00
			Christmas Vendor Fees	0.00	1,000.00	-1,000.00
			Business Assessments	20,970.00	19,320.00	1,650.00
			Heritage Collection Book	60.00	100.00	-40.00
			Mothers Day Wine Sales	1,668.00	1,600.00	68.00
			Sponsorship	500.00	2,000.00	-1,500.00
			Waterfront Festival Revenue	19,669.63	17,500.00	2,169.63
			Total REVENUE	47,690.85	52,970.00	-5,279.15
			Total Income	47,690.85	52,970.00	-5,279.15
Expense						
Advertising Expense						
			Electronic Media	486.00	400.00	86.00
			Print Media	8,182.43	8,000.00	182.43
			Total Advertising Expense	8,668.43	8,400.00	268.43
			Downtown Banner Expense	0.00	3,200.00	-3,200.00
Event Expenses						
			BID Annual BBQ	954.24	500.00	454.24
			Art, Wine & Chocolate Festival	15,300.14	12,500.00	2,800.14
			Christmas In Old Town	2,169.16	5,500.00	-3,330.84
			City Events Enhancement	500.00	500.00	0.00
			Ghost Tour	2,503.07	2,420.00	83.07
			Halloween	11.33	50.00	-38.67
			Mothers Day Craft Faire	2,959.41	3,000.00	-40.59
			Restaurant Week	2,287.42	2,100.00	187.42
			Train Station/N. Main/Marketing	0.00	1,825.00	-1,825.00
			Total Event Expenses	26,684.77	28,395.00	-1,710.23

		Operating Expenses			
		Accounting Fees	1,000.00	1,200.00	-200.00
		Bank Charges	34.00	30.00	4.00
		Contract Labor	6,090.00	6,000.00	90.00
		Insurance	1,423.00	1,450.00	-27.00
		Miscellaneous Expenses	774.60	508.00	266.60
		Office Supplies	82.87	300.00	-217.13
		Postage, shipping, delivery	420.17	410.00	10.17
		Storage	950.00	1,092.00	-142.00
		Tax Preparation	555.00	550.00	5.00
		Taxes	10.00	30.00	-20.00
		Web Hosting & Upgrades	48.00	495.00	-447.00
		Total Operating Expenses	11,387.64	12,065.00	-677.36
		Tents	0.00	910.00	-910.00
		Total Expense	46,740.84	52,970.00	-6,229.16
		Net Ordinary Income	950.01	0.00	950.01
		Net Income	950.01	0.00	950.01

SCHWBID Estimated Expenses 11-1-14/12-31-14	Amount	Accounting Category
Bookkeeping Oct 13- Dec 13	\$ 300.00	Accounting Fees
Contract Labor Oct 13 - Dec 13	\$ 800.00	Contract Labor
Storage Expense	\$ 202.00	Storage
Christmas Event Expenses	\$ 3,000.00	Events: Christmas
Ghost Walk	\$ 350.00	Events: Ghost Walk
Office Supplies and printing	\$ 75.00	Office supplies
Postage for remainder of year	\$ 49.00	Postage, Shipping, Delivery
Total of estimated expenses through 12-31-14	\$ 4,776.00	
Estimated Income Balance of 2014		
Income from booth space Christmas	\$ 1,000.00	Revenue: Christmas Craft Faire
Income from Ghost Walk	\$ 500.00	Revenue: Ghost Walk
Net Income from wine sales at Christmas	\$ 500.00	Revenue: Christmas Craft Faire
Total Estimated Income	\$ 2,000.00	
Balance in Account as of 10-31-14	\$ 8,589.17	
Estimated income through 12-31-14	\$ 2,000.00	
Estimated Expenses through 12-31-14	\$ 4,776.00	
Balance to operate through Mar. 31, 2015	\$ 5,813.17	
SCHWBID Estimated Expenses 1-1-15/3-31-15		
Bookkeeping Jan 12 - Mar 12	\$ 300.00	Accounting Fees
Storage Expense	\$ 303.00	Storage
Contract Labor Jan 14 - Mar 14	\$ 1,000.00	Contract Labor
General Meeting Expense	\$ 150.00	Miscellaneous
Mother's Day Postcard advertising - sent in March	\$ 435.00	Event Expenses: Mothers Day
Restaurant Week	\$ 2,200.00	Event Expenses: Restaurant Week
Postage	\$ 49.00	Postage, Shipping, Delivery
Tax Preparation	\$ 560.00	Tax Preparation
P.O. Box fee	\$ 92.00	Postage, Shipping, Delivery
Total estimated expenses thru 3-31-14	\$ 5,089.00	

Budget Activity	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 YTD (Oct.)	2014 Estimated	2015 Budget
REVENUES							
Associate Membership	\$ 225	\$ -	\$ 150	\$ 150	\$ -	\$ -	\$ 150
Mother's Day Event fees	\$ 1,020	\$ 1,300	\$ 1,240	\$ 1,500	\$ 1,340	\$ 1,340	\$ 1,450
Christmas Vendor Fees	\$ 960	\$ 940	\$ 943	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Christmas Wine Sales	\$ -	\$ -	\$ 674	\$ 800	\$ -	\$ 500	\$ 1,000
Business Assessments	\$ 16,320	\$ 17,541	\$ 20,899	\$ 19,320	\$ 20,970	\$ 20,970	\$ 18,000
City Match - Assessments	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fireworks Sales	\$ -	\$ 40,194	\$ -	\$ -	\$ -	\$ -	\$ -
Ghost Tour	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,483	\$ 3,983	\$ 5,500
Downtown Banner Sponsorship	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
Festival of Trees	\$ 5,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Heritage Collection Book	\$ 50	\$ -	\$ 90	\$ 100	\$ 60	\$ 60	\$ 100
Mother's Day Raffle	\$ -	\$ 85	\$ -	\$ -	\$ -	\$ -	\$ -
Mother's Day Wine Sales	\$ -	\$ -	\$ -	\$ 1,600	\$ 1,668	\$ 1,668	\$ 1,800
Sponsorship	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 500	\$ 500	\$ 2,000
Waterfront Festival Revenue	\$ 17,143	\$ 18,255	\$ 16,897	\$ 17,500	\$ 19,670	\$ 19,670	\$ 18,500
TOTAL REVENUES	\$ 56,846	\$ 78,315	\$ 40,893	\$ 52,970	\$ 47,691	\$ 49,691	\$ 55,500
Transfer from Reserve	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
TOTAL INCOME	\$ 56,846	\$ 78,315	\$ 50,893	\$ 52,970	\$ 47,691	\$ 49,691	\$ 55,500
EXPENDITURES							
<u>Advertising Expense</u>							
Electronic Media	\$ 6,487	\$ 669	\$ 378	\$ 400	\$ 486	\$ 486	\$ 500
Print Media	\$ 14,158	\$ 6,524	\$ 7,711	\$ 8,000	\$ 8,182	\$ 8,182	\$ 8,000
Advertising Expense - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Advertising Expense	\$ 20,645	\$ 7,193	\$ 8,089	\$ 8,400	\$ 8,668	\$ 8,668	\$ 8,500
Bicycle Racks	\$ 3,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Purchase - Tents	\$ -	\$ -	\$ -	\$ 910	\$ -	\$ -	\$ 910
Street Banner Hardware & Installation	\$ -	\$ -	\$ -	\$ 3,200	\$ -	\$ -	\$ 3,200
<u>Event Expenses</u>							
Fireworks Expenses	\$ -	\$ 33,578	\$ -	\$ -	\$ -	\$ -	\$ -
Waterfront Festival	\$ 13,803	\$ 15,966	\$ 13,025	\$ 12,500	\$ 15,300	\$ 15,300	\$ 13,500
Christmas In Old Town	\$ 6,949	\$ 5,099	\$ 5,667	\$ 5,500	\$ 2,169	\$ 5,169	\$ 5,400
City Events Enhancement	\$ -	\$ 1,358	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Train Station/ N. Main Event	\$ -	\$ -	\$ 1,804	\$ 1,825	\$ -	\$ -	\$ 500
Ghost Tour	\$ -	\$ -	\$ -	\$ 2,420	\$ 2,503	\$ 2,853	\$ 3,800
Halloween	\$ 38	\$ 29	\$ 20	\$ 50	\$ 11	\$ 11	\$ 50
Annual Member BBQ	\$ -	\$ -	\$ -	\$ 500	\$ 954	\$ -	\$ 700
Mother's Day Craft Faire	\$ 1,367	\$ 2,013	\$ 3,390	\$ 3,000	\$ 2,959	\$ 2,959	\$ 3,350
Restaurant Week	\$ 3,338	\$ 2,391	\$ 2,223	\$ 2,100	\$ 2,287	\$ 2,287	\$ 2,200
Subtotal Event Expenses	\$ 25,295	\$ 60,434	\$ 26,629	\$ 28,395	\$ 26,685	\$ 29,081	\$ 30,000
<u>Operating Expenses</u>							
Accounting Fees	\$ 1,100	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,000	\$ 1,300	\$ 1,200
Bank Charges	\$ -	\$ 20	\$ 20	\$ 30	\$ 34	\$ 34	\$ 35
Contract Labor	\$ 3,330	\$ 6,765	\$ 7,688	\$ 6,000	\$ 6,090	\$ 6,890	\$ 6,400
Insurance	\$ 776	\$ 1,999	\$ 769	\$ 1,450	\$ 1,423	\$ 1,423	\$ 1,600
Miscellaneous Expenses	\$ 112	\$ 100	\$ 2,638	\$ 508	\$ 775	\$ 775	\$ 638
Office Supplies	\$ 485	\$ 307	\$ 432	\$ 300	\$ 83	\$ 158	\$ 300
Postage, shipping, delivery	\$ 213	\$ 310	\$ 410	\$ 410	\$ 420	\$ 469	\$ 420
Storage	\$ -	\$ -	\$ -	\$ 1,092	\$ 950	\$ 1,152	\$ 1,212
Subscriptions & Memberships	\$ 495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Preparation	\$ 510	\$ 510	\$ 510	\$ 550	\$ 555	\$ 555	\$ 560
Taxes	\$ 88	\$ 25	\$ 30	\$ 30	\$ 10	\$ 10	\$ 30
Web Hosting & Upgrades	\$ -	\$ -	\$ -	\$ 495	\$ 48	\$ 48	\$ 495
Subtotal Operating Expenses	\$ 7,108	\$ 11,236	\$ 13,696	\$ 12,065	\$ 11,388	\$ 12,814	\$ 12,890
TOTAL EXPENDITURES	\$ 56,393	\$ 78,863	\$ 48,414	\$ 52,970	\$ 46,741	\$ 50,563	\$ 55,500
NET ORDINARY PROFIT (LOSS)	\$ 453	\$ (548)	\$ 2,479	\$ -	\$ 950	\$ (872)	\$ -

AGENDA TRANSMITTAL

MEETING DATE: November 18, 2014

SUCCESSOR AGENCY AGENDA ITEM: Discussion and Direction on Agency's Equity Participation in the One Harbor Center Office Building.

FISCAL IMPACT: The Equity Participation in the ownership of the One Harbor Center office building entitles the Agency to receive the greater of Five Hundred Thousand Dollars (\$500,000) or ten percent (10%) of the "Total Cumulative Gross Proceeds". These funds are to be remitted to the County for distribution consistent with redevelopment dissolution law. The City of Suisun City's share distribution would amount to approximately fourteen percent (14%).

BACKGROUND: The former Redevelopment Agency of the City of Suisun City and One Harbor Center, a California Limited Partnership ("Developer") entered into a Disposition and Development Agreement dated September 19, 2000, (the "DDA") for the purposes of Developer's acquiring and developing the One Harbor Center Office building. Pursuant to Article IV of the DDA, the Agency received an Equity Participation in exchange for the sale of the site and the Agency's contributions to site improvements and payment of development fees. Article IV of the DDA provides that the Agency may exercise a "Call Option" to demand payment of the Equity Participation within thirty (30) days after the 13th, 15th, 17th, and 19th anniversary date of the issuance of the Certificate of Occupancy (which was issued on December 14, 2001). Therefore, the Agency may exercise the call option for payment of the Equity Participation on or before January 13, 2015 ("First Call Option"). If the Call Option is not exercised on any of the aforementioned anniversary dates, the Equity Participation shall become due and payable as of the 20th anniversary date of the issuance of the Certificate of Occupancy.

The redevelopment dissolution laws have significantly altered how business can be conducted with respect to assets of the former redevelopment agency. Pursuant to California Health and Safety Code Section 34181, the Successor Agency is obligated to dispose of all assets and properties of the former redevelopment agency *expeditiously and in a manner aimed at maximizing value.*

STAFF REPORT: As previously mentioned, the Equity Participation in the ownership of the One Harbor Center office building entitles the Agency to receive the greater of Five Hundred Thousand Dollars (\$500,000) or ten percent (10%) of the "Total Cumulative Gross Proceeds." The Total Cumulative Gross Proceeds is essentially defined as 10% of the annual cash revenues after all expenses generated by the operation of the building, plus any cash reserves and equity in the building based on a sale or appraised value reduced by sale costs of 7%, repayments of loans secured by the development, and tenant's security deposits.

PREPARED BY:

Jason Garben, Economic Development Director
Suzanne Bragdon, City Manager

REVIEWED/APPROVED BY:

In the absence of a sale, and the Equity Participation becomes payable through the exercise of a Call Option or expiration of the 20-year term, the “appraised value” as mentioned above, shall be determined by the following process:

- One Harbor Center delivers to Agency its written “statement” of the fair market value of the development within 90 days after the exercise of the Call Option or expiration of the 20-year period.
- Agency has 30 days to respond to One Harbor Center’s written statement of fair market value by accepting or providing its own “response” with an opinion of a fair market value.
- The parties would then have ten days thereafter to meet and confer in good faith effort to reach an agreement. If no agreement is made, the matter is submitted to an arbitration process.
- The arbitrator would be an MAI appraiser with at least five years’ experience, who is familiar with the Fairfield-Suisun Area agreed upon by both parties. If the parties are unable to agree upon an appraiser within 30 days, either party has the right to apply for the appointment of a duly qualified person to act as arbitrator to the Presiding Judge of the Solano County Superior Court. In making a decision, the arbitrator is to determine whether the Developer’s “statement” or the Agency’s “response” most closely conforms to the arbitrator’s opinion of the fair market value.
- The arbitration process is final and binding, and the each party is required to pay one-half of the fees and costs of the arbitrator and all its own costs and attorneys’ fees in connection with the arbitration.

A complete copy of Article IV from the DDA is attached hereto and provides the complete provisions of the Agency’s Equity Participation.

RECOMMENDATION: It is recommended that the Successor Agency receive the presentation and provide staff with direction regarding the upcoming Call Option.

ATTACHMENTS:

1. Article IV of DDA – Equity Participation.

ARTICLE IV

EQUITY PARTICIPATION

4.1 **Equity Participation.** Agency shall receive the Equity Participation in the ownership of the Site, Buildings and Improvements as consideration for the sale of the Site and Agency's contribution to Site improvement and for payment of a portion of the development fees. The Equity Participation shall entitle Agency to receive the greater of Five Hundred Thousand Dollars (\$500,000) or ten percent (10%) of the "Total Cumulative Gross Proceeds" (as hereinafter defined) of the Development up to and including proceeds of sale of the Development, after repayment of loans secured by encumbrance upon the Development. The Equity Participation shall be paid upon sale of the Development. If the Equity Participation has not been paid to Agency prior to the twentieth (20th) anniversary date of issuance of the Certificate of Occupancy with respect to the Building, it shall become due and payable as of that date and shall be paid in the manner provided below.

4.2 **Form Of Equity Participation.** The form of the Equity Participation shall be determined by the parties prior to close of escrow. It may consist of a separate, recorded property interest in the Development or an interest in a "single purpose entity" formed for the purposes of taking title to the Site, developing and constructing the Building and Improvements and managing and leasing the same for profit, or other form acceptable to both parties.

4.3 **Definitions.** For purposes hereof, the following terms shall be defined as follows:

(a) "Total Cumulative Gross Proceeds" ("TCGP") shall mean: the cumulative total of all "Annual Net Proceeds" for the period beginning on the date of issuance of the certificate of occupancy with respect to the Building through the date of calculation, and shall include the sum of: (i) all remaining cash reserves, and (ii) the sales price of the Development as determined by sale or appraisal; reduced by: (x) real estate commissions and other expenses of sale (actual in the case of sale and 7% of appraised value if the value of the Equity Participation is to be determined by appraisal); (y) repayment of all loans secured by the Development; and (z) tenant's security deposits. If the sales proceeds include a note or notes and/or other property in addition to cash, the face amount of the note or notes and the value of the other property shall be included in TCGP and distributed accordingly.

(b) "Annual Net Proceeds" shall mean the excess of: (i) all Project revenues, including, but not limited to, (1) collected rents, (2) interest earned on cash reserves, and (3) reimbursements of expenses and tenant improvements collected from tenants; over (ii) all Project expenditures, including, but not limited to: (1) operating expenses, (2) payments of principal and interest on loan secured by the Project, (3) expenditures for tenant improvements and other capital improvements, (4) leasing commissions and other capitalized expenses, (5) costs of obtaining new loans, (6) annual increases in cash operating, replacement and other reserves as may be required by the Projects Lender(s) and (7) any other cash expenditures related to the

Project; all calculated on a cash basis. Security deposits received from tenants shall not be included in Project revenues.

(c) "Single Purpose Entity" shall mean a corporation, limited partnership or limited liability company organized solely for the purpose of the owning the Site, developing and constructing the Building and Improvements and leasing and managing the same for the production of income, which said entity shall not seek to dissolve or reorganize prior to fulfillment of its purpose, shall conduct business with its own funds and employees, shall maintain adequate financial resources to pay its debts as they fall due and shall not undertake to own, manage, operate or become a participant in any other properties or entities than as expressly herein provided.

4.4 Option to Demand Payment of Equity Participation Prior To Sale Of Development.

(a) If the Development has not been sold on or before the thirteenth (13th) anniversary date of the issuance of the Certificate of Occupancy for the Building, Agency shall have the right to require payment of the Equity Participation (the "Call Option") by giving written notice to Developer not later than thirty (30) days after expiration of the thirteenth (13th) anniversary.

(b) If the Call Option is not exercised in the manner above provided within thirty (30) days after the thirteenth (13th) anniversary date, Agency shall again have a Call Option arising and to be exercised in writing within thirty (30) days after the fifteenth (15th) seventeenth (17th) and nineteenth (19th) anniversary dates of the issuance of the Certificate of Occupancy for the Building. The Call Option may only be exercised by written notice given within the time windows expressly provided for herein. If a Call Option is exercised, the Equity Participation shall be paid on the earlier of (I) consummation of sale of the Development, or (II) one hundred eighty (180) days after exercise of the Call Option.

(c) If the Development has not been sold and no Call Option has been exercised, then the Equity Participation shall become due and payable as of the twentieth (20th) anniversary date of the issuance of the Certificate of Occupancy and shall be paid on the earlier of (I) consummation of sale of the Development, or (II) one hundred eighty days after the twentieth (20th) anniversary date of the issuance of the Certificate of Occupancy for the Building.

4.5 Determination Of Value In The Absence Of Sale. If the Equity Participation becomes payable through exercise of a Call Option or expiration of the twenty (20) year term, and the Development has not been sold to a bona fide third party at an arms-length sale, the value for purposes of determining the Equity Participation shall be the fair market value of the Development and shall be determined as follows:

(a) Not later than ninety (90) days after exercise of a Call Option or expiration of the twenty- (20) year period, Developer shall deliver to Agency its written statement (the "Statement") of the fair market value of the Development.

(b) Agency shall have thirty (30) days thereafter within which to respond either by accepting the Statement or by providing its own opinion of fair market value of the Development (the "Response").

(c) The parties shall have ten (10) days thereafter within which to meet and confer in a good faith effort to reach agreement. If they are unable to do so, the matter shall be submitted to arbitration in accordance with the following procedures:

(i) Such arbitration shall be final and binding between the parties, and the order of the arbitrator may be enforced in the manner provided for enforcement of a judgment of a court of law pursuant to the applicable provisions of the California Code of Civil Procedure.

(ii) The issue shall be submitted to the arbitrator (to be selected in the manner provided below) based solely on the Statement and the Response. The arbitrator shall be a person familiar with the Fairfield/Suisun Area with at least five- (5) years experience in real estate appraisal and with an MAI qualification. If the parties are unable to agree on the selection of a single person to serve as arbitrator for the resolution of the dispute within thirty (30) days after the date of the Response, then either party shall have the right to apply for the appointment of a duly qualified person to act as arbitrator to the Presiding Judge of the Superior Court of the County of Solano, State of California, and neither party shall have any right to object to the qualifications of said Judge to make such appointment. If the arbitrator resigns or refused to serve, then a new arbitrator shall be appointed as herein provided.

(iii) As soon as convenient after appointment, the arbitrator shall meet with the parties to hear evidence and argument on their Statement or Response. The arbitrator shall not be bound by the Rules of Evidence in the conduct of such proceeding although the arbitrator shall take account of said rules in considering the weight of the evidence. The decision of the arbitrator shall conform to law and the arbitrator shall be entitled to retain an independent attorney to advise him as to such questions of law that may arise during the proceeding. In making a decision, the sole function of the arbitrator shall be to determine whether (i) the Statement, or (ii) the Response most closely conforms to the arbitrator's opinion of fair market value of the Development.

(iv) Each party shall pay one-half (1/2) of the fees and costs of the arbitrator and all of its own costs and attorneys' fees in connection with the arbitration.

(v) The arbitrator shall have no right to award costs or attorneys' fees to either party unless the arbitrator determines that the Statement or the Response is based on a position totally lacking in merit or was asserted for purposes solely of delay, in which case the arbitrator shall have the right to award costs and attorneys' fees to the prevailing party.

4.6 Accounting For Annual Net Proceeds.

(a) Annual Accounting. Not later than ninety (90) days after the end of each calendar year, Developer shall provide to Agency an accounting for the Annual Net Proceeds for that year, broken down in detail as to the items of income and expense. For each year after the

first such year, the annual accounting shall include a schedule of Annual Net Proceeds for the preceding years to show the cumulative total of Annual Net Proceeds.

(b) **Audit.** Agency shall have one (1) year after the date of receipt of any such statement of Annual Net Proceeds within which to cause the same to be audited by a certified public accountant of its selection who shall not be retained on a contingent fee basis. Developer shall provide Agency's auditor with access to the complete books and records maintained with respect to the Building that are used by Developer to account for Annual Net Proceeds upon reasonable notice. Agency shall provide to Developer a copy of the report of its auditor promptly after the same has been prepared. If any such audit discloses discrepancies in the in the accounting for Annual Net Proceeds that is the subject of the audit, then Annual Net Proceeds shall be adjusted accordingly. Agency shall bear the costs of any such audit; provided, however, that if an audit discloses an understatement of Annual Net Proceeds in an amount equal to five percent (5%) or more, then Developer shall reimburse Agency for the cost of the audit upon demand supported by an invoice therefor from Agency's accountant.