



## **AGENDA**

### **REGULAR MEETING OF THE SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS**

**Thursday, November 18, 2021  
5:00 PM**

**Suisun City Council Chamber Via Zoom  
701 Civic Center Blvd.  
Suisun City, CA 94585**

#### **NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), and in accordance with the provisions of SB 361 (2021) the following Suisun City Historic Waterfront Business Improvement District Meeting includes participation by teleconference. The public may attend the meeting via the Application, Zoom.*

*DUE TO CORONAVIRUS COVID-19 THE HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT  
MEETING WILL BE HELD VIA THE APPLICATION, ZOOM*

#### **ZOOM MEETING INFORMATION:**

**WEBSITE:** <https://zoom.us/join>

**WEBINAR ID:** 896 7497 6323

**CALL IN PHONE NUMBER: (707) 438-1720**

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING  
BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 4pm) OR  
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

#### **1. Call Meeting to Order**

#### **2. Introductions**

- i. City Representatives, City of Suisun City
- ii. Business Representatives
- iii. Guests

#### **3. Public Comment**

#### **4. Board Comment**



**5. Approve Minutes of October 21, 2021**

**6. Treasurer's Report**

**7. New Business**

- A. Restaurant Week 2022 – January 14-23, 2022

**8. Old Business**

- A. Annual report with budget – discussion; approval; council meeting schedule
- B. Christmas on the Waterfront
- C. Art, Wine & Music – update on profit/loss
- D. Board Planning Session – reschedule
- E. Website updating
- F. Media & Marketing Plan Timeline Update/Report

**9. Upcoming BID Board Meeting:** Thursday, December 16, 2021 – 5:00 PM



## MINUTES

### SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS

**Thursday, October 21, 2021**  
**Suisun City Council Chamber Via Zoom**

**The meeting was called to order at 5:01 pm by board president Laura Cole-Rowe.**

#### **Introductions**

**BID Representatives** – Laura Cole-Rowe, John Harter, Magda Funk, Megan Smith, Shelly Kontogiannis

**City of Suisun City** – Kris Loftus

**Business Representatives** – Melanie Fisher, the Wiseman Company

**Public Comment** – none

**Board Comment** – Cole-Rowe stated that the new owners of the Marina Lounge, 700 Main Street, will have a grand opening on October 29 at 5 p.m. She also explained about the council's ordinance to comply with AB361 to hold meeting remotely. Kontogiannis updated the board regarding the electrical box fire at Athenian Grill.

**Approve Minutes of September 16, 2021** – Moved by Smith, second by Funk to approve minutes of 9-16-21. Motion carried.

**Treasurer's Report** – Funk presented the balances in the accounts. Moved by Smith, seconded by Kontogiannis to approve as written. Motion carried.

#### **New Business**

**Annual report** – The draft of the annual report was presented. Cole-Rowe asked that the board send comments/suggestions for the report back to her within the week. She also asked Loftus when the report will be due – it would not be due as early as last year because the ordinance is not being amended. The 2022 budget and report will need to be approved at the next meeting. Discussion held on what is important for next year – Megan and Laura – marketing/trash; Magda – 2 large events and business involvement; Shelly – keep Mother's Day; enlist other organizations to help with marketing and encourage foot traffic; John - if we have to let one event go – keep Mother's Day.

**Christmas on the Waterfront** – set plans with businesses – Loftus went over plans for the holidays – Friday December 3 will be the Art Gala; artist auction and dinner; Saturday will be the traditional event, including boat parade, tree lighting, fireworks, music, ice skating (plastic rink), Santa, etc., plus the STA's art unveiling at their new building. He would like the businesses to be open – give



away hot chocolate, candy canes, etc. Give list to Kathleen for map; need to have all businesses listed by the Tuesday before the event. John and Laura will get the word out.

**Restaurant Week 2022** – Laura reported that we will go back to the old format as restaurant will be open and we will not have to do the take out only option that we did last year. Date TBD.

### **Old Business**

**Art, Wine & Music** – Discussion/recap –

Suggestions –

- Assign someone to deal with bands only during the event – set up, food/eater, parking
- Assign one person to parking lot to keep vendors out of close in parking for bands and handicapped parking
- Boy Scouts were great – give them \$100 donation
- Health Department – only things not correct were there needed to be hot water at the hand washing station in the wine booth, and the banner with our name on it - needed to have our address,
- Parking passes for bands may help
- Wine choices were better than before – suggestion would be to have all all wines at each station instead of separating by type of wine
- Up the pricing to \$10 for all wine next year – no discounts – too confusing
- Invoices still coming in – but looks like there will be a profit

**Board Planning Session** – Laura will talk to Margaret to reschedule.

**Website updating** – Laura briefly talked to Mike Hudson about updating business listing – she said she didn't seem to have the correct permissions on the back end to update.

**Media & Marketing Plan Timeline Update/Report** – important focus for 2021; need to start working on after annual report/renewal is done.

**Upcoming BID Board Meeting:** Thursday, November 18, 2021 – 5:00 PM

Meeting adjourned at 6:09 pm.

# Management Report

Suisun City Waterfront BID

For the period ended October 31, 2021

Prepared by

**B&K Tax Service**

Prepared on

**November 5, 2021**

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# Profit and Loss

October 2021

	Total
<b>INCOME</b>	
Sales	13,562.00
<b>Total Income</b>	<b>13,562.00</b>
<b>GROSS PROFIT</b>	<b>13,562.00</b>
<b>EXPENSES</b>	
Advertising & Marketing	423.97
Bank Charges & Fees	142.10
Job Supplies	2,915.85
Legal & Professional Services	1,190.00
Office Supplies & Software	70.00
Repairs & Maintenance	1,140.00
Web Development & Updates	50.00
<b>Total Expenses</b>	<b>5,931.92</b>
<b>NET OPERATING INCOME</b>	<b>7,630.08</b>
<b>NET INCOME</b>	<b>\$7,630.08</b>

# Balance Sheet

As of October 31, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Checking (7199)	32,089.55
Event Change	1,400.00
<b>Total Bank Accounts</b>	<b>33,489.55</b>
<b>Total Current Assets</b>	<b>33,489.55</b>
<b>Fixed Assets</b>	
Accumulated Amortization	13,821.87
<b>Total Fixed Assets</b>	<b>13,821.87</b>
<b>TOTAL ASSETS</b>	<b>\$47,311.42</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	1,311.50
<b>Total Accounts Payable</b>	<b>1,311.50</b>
<b>Total Current Liabilities</b>	<b>1,311.50</b>
<b>Total Liabilities</b>	<b>1,311.50</b>
<b>Equity</b>	
Opening Balance Equity	56,894.03
Retained Earnings	-11,735.34
Net Income	841.23
<b>Total Equity</b>	<b>45,999.92</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$47,311.42</b>

# Statement of Cash Flows

October 2021

	Total
OPERATING ACTIVITIES	
Net Income	7,630.08
Adjustments to reconcile Net Income to Net Cash provided by operations:	
<b>Net cash provided by operating activities</b>	<b>7,630.08</b>
NET CASH INCREASE FOR PERIOD	7,630.08
Cash at beginning of period	25,859.47
<b>CASH AT END OF PERIOD</b>	<b>\$33,489.55</b>

## Suisun City Waterfront BID

Item 6

Checking (7199), Period Ending 10/29/2021

## RECONCILIATION REPORT

Reconciled on: 11/05/2021

Reconciled by: Kristie Shields

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	25,271.11
Checks and payments cleared (19)	-4,701.85
Deposits and other credits cleared (4)	13,562.00
Statement ending balance	34,131.26
Uncleared transactions as of 10/29/2021	-2,041.71
Register balance as of 10/29/2021	32,089.55
Cleared transactions after 10/29/2021	0.00
Uncleared transactions after 10/29/2021	-3,695.94
Register balance as of 11/05/2021	28,393.61

## Details

## Checks and payments cleared (19)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/07/2021	Check	3422	B&K Tax Service	-170.00
09/07/2021	Check	3424	Clear Image Sign Co	-513.46
10/01/2021	Check		Laura Cole-Rowe	-1,841.76
10/04/2021	Expense			-34.18
10/04/2021	Check	3445	John Lawrance	-130.00
10/04/2021	Expense			-0.37
10/04/2021	Expense			-107.55
10/04/2021	Check	3432	Jake Baker	-230.00
10/05/2021	Bill Payment	3455	Laura Cole-Rowe	-370.61
10/05/2021	Check	3448	Bruce Wilmott	-130.00
10/05/2021	Bill Payment	3454	S&J Advertising Inc	-200.00
10/06/2021	Check	3446	Merci Magdalena	-130.00
10/06/2021	Check	3458	Magda Nathan-Funk	-25.95
10/06/2021	Check	3457	Daily Republic	-223.97
10/06/2021	Check	3456	HBN Hudson Business Netwo...	-50.00
10/06/2021	Check	3447		-130.00
10/07/2021	Check	3431	Kyle F Turner	-200.00
10/14/2021	Check	3449	Virgils Bait Shop	-144.00
10/15/2021	Expense		Constant Contact	-70.00
Total				-4,701.85

## Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/04/2021	Deposit			946.00
10/04/2021	Deposit			5.00
10/04/2021	Deposit			3,123.00
10/04/2021	Deposit	9		9,488.00
Total				13,562.00

## Additional Information

## Uncleared checks and payments as of 10/29/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	3411	VSC Press Printing Publishing...	-128.18
10/05/2021	Bill Payment	3430	B&K Tax Service	-240.00

DATE	TYPE	REF NO.	PAYEE	Item	AMOUNT (USD)
10/05/2021	Bill Payment	3453	Solano diversified Services Inc		-1,140.00
10/06/2021	Check	3459	Athenian Grill		-533.53
Total					-2,041.71

Uncleared checks and payments after 10/29/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/04/2021	Bill Payment	3460	Solano diversified Services Inc	-1,140.00
11/04/2021	Bill Payment	3462	Platinum Party & Event Rentals	-1,133.47
11/04/2021	Bill Payment	3463	M & M Sanitary LLC	-1,002.47
11/04/2021	Bill Payment	3465	B&K Tax Service	-170.00
11/04/2021	Bill Payment	3464	HBN Hudson Business Netwo...	-50.00
11/04/2021	Bill Payment	3461	S&J Advertising Inc	-200.00
Total				-3,695.94

# Suisun City Waterfront BID

Item 6

## Profit and Loss Art & Wine Festival

All Dates

10-2-2021 EVENT	
Income	
Sales	13,557.00
<b>Total Income</b>	<b>\$13,557.00</b>
GROSS PROFIT	<b>\$13,557.00</b>
Expenses	
Advertising & Marketing	1,137.43
Bank Charges & Fees	142.10
Job Supplies	5,051.79
Legal & Professional Services	950.00
<b>Total Expenses</b>	<b>\$7,281.32</b>
NET OPERATING INCOME	<b>\$6,275.68</b>
NET INCOME	<b>\$6,275.68</b>

## Suisun City Waterfront BID

### Transactions by tag

Date	From/To	Category	Memo	Type	Amount	Tags
2021-11-03	M & M Sanitary LLC	Job Supplies		Bill	-\$1,002.47	● Art and Wine 10-10-2-2021 event
2021-11-03	Platinum Party & Event Rentals	Job Supplies		Bill	-\$1,133.47	● Art and Wine 10-10-2-2021 event
2021-10-14	Virgils Bait Shop	Job Supplies	CHECK 3449 CHECK Ice	Expense	-\$144.00	● Art and Wine 10-10-2-2021 event
2021-10-07	Kyle F Turner	Legal & Professional Services	CHECK 3431 CHECK Music	Expense	-\$200.00	● Art and Wine 10-10-2-2021 event
2021-10-06	Daily Republic	Advertising & Marketing		Expense	-\$223.97	● Art and Wine 10-10-2-2021 event
2021-10-06	Magda Nathan-Funk	Job Supplies		Expense	-\$25.95	● Art and Wine 10-10-2-2021 event
2021-10-06	Athenian Grill	Job Supplies		Expense	-\$533.53	● Art and Wine 10-10-2-2021 event
2021-10-06		Legal & Professional Services	CHECK 3447 CHECK Music	Expense	-\$130.00	● Art and Wine 10-10-2-2021 event

Date	From/To	Category	Memo	Type	Amount	Tags
2021-10-06	Merci Magdalena	Legal & Professional Services	CHECK 3446 CHECK Music	Expense	-\$130.00	Art and Wine 10-2-2021 event ●
2021-10-05	Laura Cole-Rowe	Job Supplies		Bill	-\$370.61	Art and Wine 10-2-2021 event ●
2021-10-05	S&J Advertising Inc	Advertising & Marketing		Bill	-\$200.00	Art and Wine 10-2-2021 event ●
2021-10-05	Bruce Wilmott	Legal & Professional Services	CHECK 3448 CHECK Music	Expense	-\$130.00	Art and Wine 10-2-2021 event ●
2021-10-04	John Lawrance	Legal & Professional Services	CHECK 3445 CHECK	Expense	-\$130.00	Art and Wine 10-2-2021 event ●
2021-10-04		Sales	BRANCH DEPOSIT	Deposit	\$9,488.00	Art and Wine 10-2-2021 event ●
2021-10-04		Sales	INTUIT 23156015   DEPOSIT   SUISUN CITY HISTORIC W524771997200320	Deposit	\$946.00	Art and Wine 10-2-2021 event ●
2021-10-04		Sales	INTUIT 22541305   DEPOSIT   SUISUN CITY HISTORIC W524771997200320	Deposit	\$3,123.00	Art and Wine 10-2-2021 event ●
2021-10-04	Jake Baker	Legal & Professional Services	CHECK 3432 CHECK music	Expense	-\$230.00	Art and Wine 10-2-2021 event ●
2021-10-04		Bank Charges & Fees	INTUIT 66201895   TRAN FEE   SUISUN CITY HISTORIC W524771997200320	Expense	-\$107.55	Art and Wine 10-2-2021 event ●

Date	From/To	Category	Memo	Type	Amount	Tags
2021-10-04		Bank Charges & Fees	INTUIT 57949775   TRAN FEE   SUISUN CITY HISTORIC W524771997200320	Expense	-\$0.37	Art and Wine 10-2-2021 event ●
2021-10-04		Bank Charges & Fees	INTUIT 66777225   TRAN FEE   SUISUN CITY HISTORIC W524771997200320	Expense	-\$34.18	Art and Wine 10-2-2021 event ●
2021-10-01	Laura Cole-Rowe	Job Supplies	CHECK 3430 CHECK Wine Cost	Expense	-\$1,841.76	Art and Wine 10-2-2021 event ●
2021-09-30	CASH	Event Change		Expense	-\$900.00	Art and Wine 10-2-2021 event ●
2021-09-30	CASH	Event Change		Expense	-\$500.00	Art and Wine 10-2-2021 event ●
2021-09-07	S&J Advertising Inc	Advertising & Marketing		Expense	-\$200.00	Art and Wine 10-2-2021 event ●
2021-09-07	Clear Image Sign Co	Advertising & Marketing		Expense	-\$513.46	Art and Wine 10-2-2021 event ●

# Suisun City Waterfront BID

Item 6

## Westamerica Bank Check Detail

October 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (7199)						
10/01/2021	Check		Laura Cole-Rowe	CHECK 3430 CHECK Wine Cost	R	-1,841.76
				CHECK 3430 CHECK Wine Cost		1,841.76
10/04/2021	Check	3445	John Lawrance	CHECK 3445 CHECK	R	-130.00
				CHECK 3445 CHECK		130.00
10/04/2021	Check	3432	Jake Baker	CHECK 3432 CHECK music	R	-230.00
				CHECK 3432 CHECK music		230.00
10/04/2021	Expense			INTUIT 66201895   TRAN FEE   SUISUN CITY HISTORIC W524771997200320	R	-107.55
				INTUIT 66201895   TRAN FEE   SUISUN CITY HISTORIC W524771997200320		107.55
10/04/2021	Expense			INTUIT 57949775   TRAN FEE   SUISUN CITY HISTORIC W524771997200320	R	-0.37
				INTUIT 57949775   TRAN FEE   SUISUN CITY HISTORIC W524771997200320		0.37
10/04/2021	Expense			INTUIT 66777225   TRAN FEE   SUISUN CITY HISTORIC W524771997200320	R	-34.18
				INTUIT 66777225   TRAN FEE   SUISUN CITY HISTORIC W524771997200320		34.18
10/05/2021	Bill Payment (Check)	3430	B&K Tax Service			-240.00
						-240.00
10/05/2021	Bill Payment (Check)	3453	Solano diversified Services Inc			-1,140.00
						-1,140.00
10/05/2021	Bill Payment (Check)	3454	S&J Advertising Inc		R	-200.00
						-200.00
10/05/2021	Bill Payment (Check)	3455	Laura Cole-Rowe		R	-370.61
						-370.61
10/05/2021	Check	3448	Bruce Wilmott	CHECK 3448 CHECK Music	R	-130.00
				CHECK 3448 CHECK Music		130.00
10/06/2021	Check	3456	HBN Hudson Business Networks		R	-50.00
						50.00
10/06/2021	Check	3457	Daily Republic		R	-223.97
				Waterfront festival 10-2-2021 invoice00005777		223.97
10/06/2021	Check	3458	Magda Nathan-Funk		R	-25.95
				Event 10/2/2021 reimbursement		25.95
10/06/2021	Check	3459	Athenian Grill			-533.53
				Event 10/2/2021 Reimbursements		533.53
10/06/2021	Check	3447		CHECK 3447 CHECK Music	R	-130.00
				CHECK 3447 CHECK Music		130.00
10/06/2021	Check	3446	Merci Magdalena	CHECK 3446 CHECK Music	R	-130.00
				CHECK 3446 CHECK Music		130.00
10/07/2021	Check	3431	Kyle F Turner	CHECK 3431 CHECK Music	R	-200.00
				CHECK 3431 CHECK Music		200.00
10/14/2021	Check	3449	Virgils Bait Shop	CHECK 3449 CHECK Ice	R	-144.00
				CHECK 3449 CHECK Ice		144.00

# Suisun City Waterfront BID

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Westamerica Bank Check Detail

October 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/15/2021	Expense		Constant Contact	CONSTANTCONTACT   8552295506   LAURA COLE	R	-70.00
				CONSTANTCONTACT   8552295506   LAURA COLE		70.00

# Suisun City Waterfront BID

Westamerica Bank Balance Sheet Detail

As of October 31, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
<b>ASSETS</b>									
Checking (7199)									
10/01/2021	Check		Laura Cole-Rowe	CHECK 3430 CHECK Wine Cost			\$1,841.76	-1,841.76	24,459.47
10/04/2021	Expense			INTUIT 66201895   TRAN FEE   SUISUN CITY HISTORIC W524771997200320			\$107.55	-107.55	22,617.71
10/04/2021	Expense			INTUIT 66777225   TRAN FEE   SUISUN CITY HISTORIC W524771997200320			\$34.18	-34.18	22,510.16
10/04/2021	Expense			INTUIT 57949775   TRAN FEE   SUISUN CITY HISTORIC W524771997200320			\$0.37	-0.37	22,475.98
10/04/2021	Deposit			INTUIT 14487255   DEPOSIT   SUISUN CITY HISTORIC W524771997200320				5.00	22,475.61
10/04/2021	Check	3445	John Lawrence	CHECK 3445 CHECK		\$5.00	\$130.00	-130.00	22,480.61
10/04/2021	Check	3432	Jake Baker	CHECK 3432 CHECK music			\$230.00	-230.00	22,350.61
10/04/2021	Deposit			INTUIT 23156015   DEPOSIT   SUISUN CITY HISTORIC W524771997200320		\$946.00		946.00	22,120.61
10/04/2021	Deposit	9		INTUIT 22541305   DEPOSIT   SUISUN CITY HISTORIC W524771997200320		\$3,123.00		3,123.00	23,066.61
10/04/2021	Deposit			BRANCH DEPOSIT		\$9,488.00		9,488.00	26,189.61
10/05/2021	Bill Payment (Check)	3455	Laura Cole-Rowe					-370.61	35,307.00
10/05/2021	Bill Payment (Check)	3430	B&K Tax Service					-240.00	35,067.00
10/05/2021	Bill Payment (Check)	3453	Solano diversified Services Inc					-1,140.00	33,927.00
10/05/2021	Check	3448	Bruce Wilcott	CHECK 3448 CHECK Music			\$130.00	-130.00	33,797.00
10/05/2021	Bill Payment (Check)	3454	S&J Advertising Inc				\$200.00	-200.00	33,597.00
10/06/2021	Check	3459	Athenian Grill				\$533.53	-533.53	33,063.47
10/06/2021	Check	3447	Daily Republic	CHECK 3447 CHECK Music			\$130.00	-130.00	32,933.47
10/06/2021	Check	3457	Magda Nathan-Funk				\$223.97	-223.97	32,709.50
10/06/2021	Check	3458	Merdi Magdalena	CHECK 3446 CHECK Music			\$25.95	-25.95	32,683.55
10/06/2021	Check	3446	HBN Hudson Business Networks				\$130.00	-130.00	32,553.55
10/06/2021	Check	3456	Kyle F Turner	CHECK 3431 CHECK Music			\$50.00	-50.00	32,503.55
10/07/2021	Check	3431	Virgils Bait Shop	CHECK 3449 CHECK Ice			\$200.00	-200.00	32,303.55
10/14/2021	Check	3449	Constant Contact	CONSTANTCONTACT   8552295506   LAURA COLE			\$144.00	-144.00	32,159.55
10/15/2021	Expense						\$70.00	-70.00	32,089.55
<b>Total for Checking (7199)</b>									<b>\$7,630.08</b>
Event Change									
Beginning Balance									
<b>Total for Event Change</b>									1,400.00
Accumulated Amortization									
Beginning Balance									
<b>Total for Accumulated Amortization</b>									13,821.87
<b>TOTAL ASSETS</b>									<b>\$47,311.42</b>
<b>LIABILITIES AND EQUITY</b>									
Equity									
Opening Balance Equity									
Beginning Balance									
<b>Total for Opening Balance Equity</b>									56,894.03
Retained Earnings									
Beginning Balance									
<b>Total for Retained Earnings</b>									1,454.00
Net Income									
<b>Net Income</b>									<b>\$-11,827.84</b>
<b>Total Equity</b>									<b>\$791.23</b>
<b>Total Liabilities and Equity</b>									<b>\$-11,036.61</b>
<b>Total Liabilities and Equity</b>									<b>\$-11,036.61</b>
<b>Total Liabilities and Equity</b>									<b>\$47,311.42</b>
<b>Total Liabilities and Equity</b>									<b>\$47,311.42</b>

**Suisun Historic Waterfront BID****November 2021 Bookkeeping Report**

2021 Actual	2021 Budget	Category Income / Expense
		Income
		REVENUE
		Mother's Day Income
		Business Associates
		Art Wine Income
		Total Revenue
		Transfer from Reserve
		Total Income
		Expenses
		Advertising Expense
		Electronic Media
		Print Media
		Food Media Charge
		Marketing Program
		Total Advertising Expense
		Event Expenses
		Art Wine & Chocolate Festival
		Mother's Day Craft Fair
		Restaurant Voucher
		Art Market
		Total Event Expenses
		Operating Expenses
		Property Charge
		Contract Labor

Prepared By: Kristie Shields

B&amp;K Tax Service

Insurance	\$2,000.00	
Miscellaneous Expenses (Banners, ect)	\$700.00	\$460.00
Office Supplies	\$450.00	
Postage, Shipping, Delivery	\$400.00	
Tax Preparation	\$550.00	
Taxes	\$200.00	
Web Hosting & Upgrades	<u>\$495.00</u>	\$150.00
<b>Total Operating Expenses</b>	<b>\$9,030.00</b>	
<b>Beautification - Cleanup</b>	<b><u>\$14,400.00</u></b>	\$2,280.00
<b>Total Expense</b>	<b><u>\$45,030.00</u></b>	<b>\$19,535.39</b>
Net Ordinary Income	(\$1,155.00)	
<b>Net Income</b>	<b>(\$1,155.00)</b>	

**\*\* Provided that we can hold events.**

# Management Report

Suisun City Waterfront Foundation  
For the period ended October 31, 2021

Prepared by  
**B&K Tax Service**

Prepared on  
**November 5, 2021**

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## Profit and Loss

October 2021

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This report contains no data for your specified date range.

# Balance Sheet

As of October 31, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Solano First	1,159.30
<b>Total Bank Accounts</b>	<b>1,159.30</b>
<b>Total Current Assets</b>	<b>1,159.30</b>
<b>TOTAL ASSETS</b>	<b>\$1,159.30</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	1,846.26
Retained Earnings	-686.96
Net Income	
<b>Total Equity</b>	<b>1,159.30</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,159.30</b>

# Statement of Cash Flows

October 2021

	Total
OPERATING ACTIVITIES	
Net Income	
Adjustments to reconcile Net Income to Net Cash provided by operations:	
<b>Net cash provided by operating activities</b>	<b>0.00</b>
NET CASH INCREASE FOR PERIOD	<b>0.00</b>
Cash at beginning of period	1,159.30
<b>CASH AT END OF PERIOD</b>	<b>\$1,159.30</b>

## Suisun City Waterfront Foundation

Solano First, Period Ending 10/31/2021

## RECONCILIATION REPORT

Reconciled on: 11/05/2021

Reconciled by: Kristie Shields

Any changes made to transactions after this date aren't included in this report.

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## Summary

USD

Statement beginning balance .....	1,159.30
Checks and payments cleared (0) .....	0.00
Deposits and other credits cleared (0) .....	0.00
Statement ending balance .....	<u>1,159.30</u>
Register balance as of 10/31/2021 .....	1,159.30

## Suisun City Waterfront Foundation

Solano First, Period Ending 10/31/2021

## RECONCILIATION REPORT

Reconciled on: 11/05/2021

Reconciled by: Kristie Shields

Any changes made to transactions after this date aren't included in this report.

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## Summary

USD

Statement beginning balance.....	1,159.30
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>1,159.30</u>
Register balance as of 10/31/2021.....	1,159.30





**2<sup>nd</sup> DRAFT**

## **SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT 2021 ANNUAL REPORT TO THE CITY COUNCIL**

(Submitted to City of Suisun City staff on 11-19-21)

Greetings Mayor Wilson, Suisun City Council Members and City Staff:

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

- **SCHWBID End of Year Report 2021** – Recaps our activities for 2021.
- **SCHWBID Proposed Program of Work for 2022 – Future plans for 2022**
- **2021 Profit and Loss Statement (Income and Expenditures) vs. 2021 Budget**
- **Proposed 2022 SCHWBID Budget**

### **SCHWBID End of the Year Report 2021**

SCHWBID experienced a very unusual year because of the COVID-19 pandemic crisis. In recent months, the SCHWBID has adapted in the new normal that emerges as the pandemic recedes and made progress in getting the district back on track by doing the following:

- Collaborating with Solano Diversified Services for the beautification of the district by litter pickup maintenance three times a week.
- Communication and assistance for SCHWBID with members was of most importance offering fee waivers assistance.
- Monthly Meetings – A meeting was held each month with the BID Board of Directors with a quorum each month. With the assistance of the City Manager's office, meeting notifications to all BID members are being sent; the city has hosted these meetings and they are recorded on Zoom. When there are pressing issues, the board has scheduled an additional meeting. The board meeting is frequently attended by department heads, and other city staff.

### **Summary and Highlights of 2021 Activities**

#### **Overview Status of 2021 Budget**

BID fees and Art, Wine and Music income was received for 2021 as of October 31, 2021. The balance in all checking and savings accounts as of October 31, 2021 is \$35,008.85. We have a few more expenses to be paid for the Art, Wine and Music event as well as other expenses, including cleaning services for the fourth quarter of 2021.



## 2021 Achievements

### **Special Events**

Our most visible activities are our special events. Unfortunately, COVID-19 Crisis forced us to cancel the Mother's Day Artisan Fair. We were however, able to hold Restaurant Week in January and Art, Wine and Music (Waterfront Festival) in October.

### **2022 Proposed Budget**

The Board of Directors approved the budget at its November 18, 2021 meeting.

## 2022 Proposed Program of Work

As a result of the continuing uncertainty with Covid-19 business recovery, SCHWBID special events, lack of funding, and all work for the district being done on a volunteer basis, we will continue collaborating with three events for 2022: Restaurant Week, Mothers' Day Artisan Fair, and Art, Wine and Music (Waterfront Festival) in October. Our concentration will focus on marketing and environment cleanup of the district.

- **Media and Marketing** – A Media and Marketing Plan was written in 2021, but not fully implemented, including the following items:
  - Waterfront District Dining and Business Directory Brochure
  - Miscellaneous Opportunity Marketing in local channels
  - Website Updating and Promotion
  - E-Newsletters – To the public and the membership
  - Social Media
  - Brochure display at Harbormaster Office and other places
  - Signage, which we hope to be working with the City through ARPA funding.
- **New Business Orientation Program/Welcome Package**
- **Reinstatement of Business Watch**

The Board of Directors wants the Waterfront District and its businesses to succeed, increase the economic vitality of the area, be a clean and safe place for residents and visitors, and have a vibrant downtown area with empty buildings occupied and empty lots with new buildings and businesses. We realize that because of current economic conditions that this vision will be delayed. We look forward to working with the City of Suisun City again in the coming year, and provide input for future 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						
2021 Budget DRAFT						
				2021 Adopted Budget	Actual 1-1-21/ 10-31-21	2022 Proposed Budget
			Ordinary Income/Expense			
			Income			
			REVENUE			
			Mothers Day Income	10,000.00	0.00	10,000.00
			Business Assessments	11,875.00	10,400.00	10,400.00
			Art Wine Income	10,000.00	13,562.00	14,000.00
			Total REVENUE	31,875.00	23,962.00	34,400.00
			Transfer from reserve	12,000.00	12,000.00	8,000.00
			Total Income	43,875.00	35,962.00	42,400.00
			Expense			
			Advertising Expense			
			Electronic Media	650.00	1,471.32	650.00
			Print Media	1,500.00	1,000.00	1,500.00
			Social Media Campaigns	600.00	500.00	600.00
			Marketing Program	11,250.00	1,076.12	10,000.00
			Total Advertising Expense	14,000.00	4,047.44	12,750.00
			<b>Event Expenses</b>			
			Art, Wine & Chocolate Festival	2,500.00	7,281.32	8,000.00
			Mothers Day Craft Faire	2,500.00	0.00	2,500.00
			Restaurant Week	2,000.00	500.00	2,000.00
			BID Mixer	600.00	0.00	600.00
			Total Event Expenses	7,600.00	7,781.32	13,100.00
			<b>Operating Expenses</b>			
			Accounting Fees	1,200.00	1,878.00	1,800.00
			Bank Charges	35.00	162.10	200.00
			Contract Labor	3,000.00	1,200.00	800.00
			Insurance	2,000.00	2,020.44	2,100.00
			Miscellaneous Expenses (banners, etc)	700.00	460.00	700.00
			Office Supplies	450.00	1,071.18	600.00
			Postage, shipping, delivery	400.00	0.00	300.00
			Tax Preparation	550.00	650.00	650.00
			Taxes	200.00	0.00	200.00
			Web Hosting & Upgrades	495.00	450.00	495.00
			<b>Total Operating Expenses</b>	9,030.00	7,891.72	7,845.00
			<b>Beautification - Cleanup</b>	14,400.00	10,260.00	8,000.00
			Total Expense	45,030.00	29,980.48	41,695.00
			Net Ordinary Income	-1,155.00	5,981.52	705.00
			Net Income	-1,155.00	5,981.52	705.00