



AGENDA

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

Thursday, December 16, 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: 844 3180 8020

CALL IN PHONE NUMBER: (707) 438-1720

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING
BY EMAILING 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 November 18, 2021



6. Treasurer's Report

7. New Business

- A. Resignation of Kristie Shields
- B. Written criteria for next bookkeeper/selection of new bookkeeper; transition of documents and electronic media
- C. Mother's Day Event – inviting Brenda Mossa to next meeting to discuss

8. Old Business

- A. Restaurant Week 2022 – January 14-23, 2022 - update
- B. Council meeting for BID Renewal 12-7-21; public hearing 12-21-21
- C. Christmas on the Waterfront recap
- D. Board Planning Session – scheduled for Monday, January 10, 6 pm at Athenian Grill
- E. Website updating
- F. Media & Marketing Plan Timeline – please be familiar with it as we will be discussing at retreat

9. Upcoming BID Meetings:

- Monday, January 10, 2022 6 pm - Board Planning Session
- Thursday, January 13, 2022 – 5:00 PM – regular board meeting



MINUTES

WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS

Thursday, November 18, 2021

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

ZOOM MEETING INFORMATION:

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

WEBINAR ID: 899 2077 3442

CALL IN PHONE NUMBER: (707) 438-1720

1. Call Meeting to Order at 5:02 pm

2. Introductions

i. City Representatives, City of Suisun City

- Suisun City Admin
- Kris Loftus

ii. Business Representatives

- Laura Cole-Rowe – President
- Magda Funk – Treasurer
- John Harter – Board Member
- Shelly K- Board member
- Megan Smith- Board member

iii. Guests

- Kristie Shields – bookkeeper

3. Public Comment - none

4. Board Comment

Magda Funk > expressed that she is uncomfortable serving as a treasurer due to miscommunication issues that occur lately.

She referred to emails that are not received by all members along with Veteran's Day event last minute notification. Overall she is not satisfied with the communication about what is going on in downtown Suisun City because she cannot help if she doesn't know

Laura > brought up the idea of working as a team in order to make a positive impact and that requires more members to be involved besides board members.

Megan > the trash cleanup helps a lot. Also she would like to know what does the city of Suisun City's expectations are from BID?

Laura > took responsibility for the miscommunication issue brought up by Magda. In regards discounts she stated that she does not want to turn Suisun City into a discounted city as she would like to keep a good clientele coming to support the business hit so hard by the 2020 pandemic.

Laura also explained the reason why the specific budget vs actual reports were requested.

On this note Megan offered to provide copies of the old budgets and reports she has from the time she was a treasurer.

Clarification between Laura and Kristie on the details of the reports and budgets

John > clarified the Veteran's day event and the relationship with the city planning.

Shelly > brought up the time put in by all members as volunteers on top of the time dedicated for the businesses each one of them is running and how some details can be missed in the mix of responsibilities.

5. Approve Minutes of October 21, 2021

Motion to approve by John/Magda 2nd/ all in favor

6. Treasurer's Report

Presented by Magda – update on the account balances for the two banks

7. New Business

A. Restaurant week 2022- January 14-23, 2022

8. Old Business

A. Annual Report with budget – discussion, approval, council meeting schedule

Draft budget

Proposed budget

Expenses

- Advertised less than expected
- Discussed per event and other categories
- Reduced the cleanup from 3 times to 2 times/week

Motion to approve report and budget as presented – Magda

John 2nd

All in favor

Kris confirmed council meeting is scheduled for December 3, 2021

B. Christmas on the Waterfront

Scheduled for December 4th 2021

- Boat parade
- Ice-skate ring
- Music
- Vendors
- Fireworks at 7:00PM

Details of the event and agenda were discussed

Press release on the event – website and social media

C. Art, Wine & Music – updates/additions/on timeline

Laura – profit was approximately \$6,000

Brenda reached out to BID to confirm Mother’s Day event in 2022

It was confirmed that the Mother’s Day event will take place.

D. Board Planning Session – reschedule

January 10 – in person

Shelly offered to host it at Athenian Grill

E. Website Updating

Magda will reach out to Mike Hudson to get access to website

B. Media & Marketing Plan Timeline Update/Report

Tabled until after event/retreat (October meeting)

9. Upcoming BID Board Meeting:

Thursday, December 16, 2021 – 5:00 PM – Suisun City Hall/Zoom

John - Motion to adjourn

Shelly- 2nd

All in favor

Meeting adjourned at 6:05 PM

Management Report

Suisun City Waterfront BID

For the period ended November 30, 2021

Prepared by

B&K Tax Service

Prepared on

December 6, 2021

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Profit and Loss

November 2021

| | Total |
|-------------------------------|--------------------|
| INCOME | |
| Total Income | |
| GROSS PROFIT | 0.00 |
| EXPENSES | |
| Advertising & Marketing | 250.00 |
| Job Supplies | 2,135.94 |
| Legal & Professional Services | 170.00 |
| Office Supplies & Software | 70.00 |
| Repairs & Maintenance | 1,140.00 |
| Total Expenses | 3,765.94 |
| NET OPERATING INCOME | -3,765.94 |
| NET INCOME | \$-3,765.94 |

Balance Sheet

As of November 30, 2021

| | Total |
|-------------------------------------|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Checking (7199) | 28,323.61 |
| Event Change | 1,400.00 |
| Total Bank Accounts | 29,723.61 |
| Total Current Assets | 29,723.61 |
| Fixed Assets | |
| Accumulated Amortization | 13,821.87 |
| Total Fixed Assets | 13,821.87 |
| TOTAL ASSETS | \$43,545.48 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable (A/P) | 1,311.50 |
| Total Accounts Payable | 1,311.50 |
| Total Current Liabilities | 1,311.50 |
| Total Liabilities | 1,311.50 |
| Equity | |
| Opening Balance Equity | 56,894.03 |
| Retained Earnings | -11,735.34 |
| Net Income | -2,924.71 |
| Total Equity | 42,233.98 |
| TOTAL LIABILITIES AND EQUITY | \$43,545.48 |

Statement of Cash Flows

November 2021

| | Total |
|-------------------------------------------------------------------------|--------------------|
| OPERATING ACTIVITIES | |
| Net Income | -3,765.94 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| Net cash provided by operating activities | -3,765.94 |
| NET CASH INCREASE FOR PERIOD | -3,765.94 |
| Cash at beginning of period | 33,489.55 |
| CASH AT END OF PERIOD | \$29,723.61 |

Suisun City Waterfront BID

Checking (7199), Period Ending 11/30/2021

RECONCILIATION REPORT

Reconciled on: 12/06/2021

Reconciled by: Kristie Shields

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

| Summary | USD |
|----------------------------------------------|------------------|
| Statement beginning balance..... | 34,131.26 |
| Checks and payments cleared (7)..... | -4,093.47 |
| Deposits and other credits cleared (0)..... | 0.00 |
| Statement ending balance..... | <u>30,037.79</u> |
| Uncleared transactions as of 11/30/2021..... | -1,714.18 |
| Register balance as of 11/30/2021..... | 28,323.61 |
| Cleared transactions after 11/30/2021..... | 0.00 |
| Uncleared transactions after 11/30/2021..... | -3,341.90 |
| Register balance as of 12/06/2021..... | 24,981.71 |

Details

Checks and payments cleared (7)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|--------------|--------------|---------|---------------------------------|------------------|
| 10/05/2021 | Bill Payment | 3453 | Solano diversified Services Inc | -1,140.00 |
| 10/05/2021 | Bill Payment | 3430 | B&K Tax Service | -240.00 |
| 11/04/2021 | Bill Payment | 3465 | B&K Tax Service | -170.00 |
| 11/04/2021 | Bill Payment | 3462 | Platinum Party & Event Rentals | -1,133.47 |
| 11/04/2021 | Bill Payment | 3461 | S&J Advertising Inc | -200.00 |
| 11/04/2021 | Bill Payment | 3460 | Solano diversified Services Inc | -1,140.00 |
| 11/15/2021 | Expense | | Constant Contact | -70.00 |
| Total | | | | -4,093.47 |

Additional Information

Uncleared checks and payments as of 11/30/2021

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|--------------|--------------|---------|----------------------------------|------------------|
| 06/14/2021 | Bill Payment | 3411 | VSC Press Printing Publishing... | -128.18 |
| 10/06/2021 | Check | 3459 | Athenian Grill | -533.53 |
| 11/04/2021 | Bill Payment | 3463 | M & M Sanitary LLC | -1,002.47 |
| 11/04/2021 | Bill Payment | 3464 | HBN Hudson Business Netwo... | -50.00 |
| Total | | | | -1,714.18 |

Uncleared checks and payments after 11/30/2021

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|--------------|--------------|---------|---------------------------------|------------------|
| 12/02/2021 | Expense | | | -730.00 |
| 12/03/2021 | Bill Payment | 3470 | Gabriela Salmarean | -135.00 |
| 12/03/2021 | Bill Payment | 3471 | Daily Republic | -76.05 |
| 12/03/2021 | Bill Payment | 3469 | HBN Hudson Business Netwo... | -50.00 |
| 12/03/2021 | Bill Payment | 3468 | Laura Cole-Rowe | -389.61 |
| 12/03/2021 | Bill Payment | 3473 | B&K Tax Service | -222.50 |
| 12/03/2021 | Bill Payment | 3472 | Clear Image Sign Co | -598.74 |
| 12/03/2021 | Bill Payment | 3467 | Solano diversified Services Inc | -1,140.00 |
| Total | | | | -3,341.90 |

Suisun City Waterfront BID

Westamerica Bank Balance Sheet Detail

As of November 30, 2021

Item 6

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | DEBIT | CREDIT | AMOUNT | BALANCE |
|-------------------------------|-------------------------------------------|------|---------------------------------|-------------------------------------------|----------------------------|------------|----------|----------------------|----------------------|
| ASSETS | | | | | | | | | |
| Checking (7199) | | | | | | | | | |
| | Beginning Balance | | | | | | | | 32,089.55 |
| 11/04/2021 | Bill Payment (Check) | 3461 | S&J Advertising Inc | | Accounts Payable (A/P) | | \$200.00 | -200.00 | 31,889.55 |
| 11/04/2021 | Bill Payment (Check) | 3463 | M & M Sanitary LLC | | Accounts Payable (A/P) | \$1,002.47 | | -1,002.47 | 30,887.08 |
| 11/04/2021 | Bill Payment (Check) | 3462 | Platinum Party & Event Rentals | | Accounts Payable (A/P) | \$1,133.47 | | -1,133.47 | 29,753.61 |
| 11/04/2021 | Bill Payment (Check) | 3460 | Solano diversified Services Inc | | Accounts Payable (A/P) | \$1,140.00 | | -1,140.00 | 28,613.61 |
| 11/04/2021 | Bill Payment (Check) | 3464 | HBN Hudson Business Networks | | Accounts Payable (A/P) | \$50.00 | | -50.00 | 28,563.61 |
| 11/04/2021 | Bill Payment (Check) | 3465 | B&K Tax Service | | Accounts Payable (A/P) | \$170.00 | | -170.00 | 28,393.61 |
| 11/15/2021 | Expense | | Constant Contact | CONSTANTCONTACT 8552295506 LAURA COLE | Office Supplies & Software | | \$70.00 | -70.00 | 28,323.61 |
| | Total for Checking (7199) | | | | | | | \$ -3,765.94 | |
| Event Change | | | | | | | | | |
| | Beginning Balance | | | | | | | | 1,400.00 |
| | Total for Event Change | | | | | | | | |
| Accumulated Amortization | | | | | | | | | |
| | Beginning Balance | | | | | | | | 13,821.87 |
| | Total for Accumulated Amortization | | | | | | | | |
| | TOTAL ASSETS | | | | | | | \$ -3,765.94 | \$43,545.48 |
| LIABILITIES AND EQUITY | | | | | | | | | |
| Equity | | | | | | | | | |
| | Opening Balance Equity | | | | | | | | 56,894.03 |
| | Beginning Balance | | | | | | | | |
| | Total for Opening Balance Equity | | | | | | | | |
| Retained Earnings | | | | | | | | | |
| | Beginning Balance | | | | | | | | 1,454.00 |
| | Total for Retained Earnings | | | | | | | | |
| | Retained Earnings | | | | | | | \$ -11,827.84 | \$ -11,827.84 |
| | Net Income | | | | | | | \$ -2,974.71 | \$ -2,974.71 |
| | Total Equity | | | | | | | \$ -14,802.55 | \$43,545.48 |
| | Total Liabilities and Equity | | | | | | | \$ -14,802.55 | \$43,545.48 |

Management Report

Suisun City Waterfront Foundation
For the period ended November 30, 2021

Prepared by
B&K Tax Service

Prepared on
December 6, 2021

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Profit and Loss

November 2021

This report contains no data for your specified date range.

Balance Sheet

As of November 30, 2021

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

Statement of Cash Flows

November 2021

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

Suisun City Waterfront Foundation

Solano First, Period Ending 11/30/2021

RECONCILIATION REPORT

Reconciled on: 12/06/2021

Reconciled by: Kristie Shields

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

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 11/30/2021..... | 1,159.30 |

Suisun City Waterfront Foundation

Item 6

Balance Sheet
As of November 30, 2021

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

Kristie Shields
Bookkeeper
Suisun City Historic Waterfront BID
1000 Texas Street Ste I
Fairfield, California 94533

December 6, 2021

Dear Magda Nathan-Funk/Laura Cole Rowe,

Please accept this as my notice of resignation from Suisun City Historic Waterfront BID as Bookkeeper . My last day with you will be January 7, 2022.

I am leaving in order to pursue opportunities elsewhere that will help me in my personal and professional development. I will be focusing heavily on tax services. I truly value my time working with Suisun City Historic Waterfront BID and am grateful for the support and opportunities that you have provided me over the last 1 year. I wish the best for Suisun City Historic Waterfront BID and hope that you have much success in the future.

I will gladly complete any necessary tax returns and 2021 accounting.

Let me know the next steps I should take, if any, and if I can be of any assistance during this transition. Thank you again for the opportunity to work with Suisun City Historic Waterfront BID.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kristie Shields', with a large, stylized flourish extending to the right.

Kristie Shields
707-548-8999
Notaryandtaxservice@gmail.com