



AGENDA

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

Thursday, September 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 Executive Order released on March 12, 2020, 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: 820 1517 0659

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 August 19, 2021

6. Treasurer's Report

7. New Business

- A. BID Fee Waiver Requests



8. Old Business

- A. Art, Wine & Music – See attached list of tasks done/tasks remaining
- B. Media & Marketing Plan Timeline Update/Report – tabled until after event/retreat (October meeting)
- C. Board Planning Session – rescheduled to September 27
- D. Nominations/Elections Report

9. Upcoming BID Board Meeting: Thursday, October 21 – 5:00 PM



MINUTES

WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS

Thursday, August 19, 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 5:07 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
- Christopher Bailey – Wiseman company
- Sue Cavazos – Harbor theater Suisun City

- Parvaneh Tavakol

iii. Guests

- Kristie Shields – bookkeeper

3. Public Comment - none

Magda Funk – decided not to wave BID fee for 2021

4. Board Comment

Laura > – Attended epic committee meeting -ARPA (American recovery plan) – task – recommendations – example would be gateway signage for Suisun City downtown business.

No set amount was determined

Kris L> 7.1 million was approved – in two payments (only one payment made)

City is collecting information from each department in order to decide funds allocation- must fit certain criteria.

Time line 6-8 weeks – 4 weeks to send recommendations

Laura asked about EDD money and if Suisun qualifies for it.

Kris will check and advise.

5. Approve Minutes of, July 15, 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. BID fee waiver request

None requested

B. Board planning session

- After the wine festival

- 4 hours/month suggested

Availability (days & time) discussed between the members

Location to be decided – Christopher offered the meeting room at

Wiseman 9/13/21 at 6:00PM

- Facilitator options discussed.

- Budget for facilitator set at \$300.00

Motion to approve the budget by Magda, 2nd Megan, all in favor

8. Old Business

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

- a. Application – sent by Laura /Kris not received- to be resubmitted
- b. Bands – one selected, John to recruit and propose 2nd band
- c. No updates on vendors from Brenda
- d. Website – in process of finalizing updates. Permission from Mike Hudson needed to update business
- e. Social Media – Instagram/Facebook/Twitter – John offered to manage it
- f. Volunteers – need more for tickets takers, money handlers, wrist bands
- g. Wine List – decided wine cost to be \$10-12
- h. Other items – storage – Magda and Laura to go there 8/27

B. Media & Marketing Plan Timeline Update/Report

Magda > Advertisement all set
Megan inquired on how the residents find out about the local events.
Per Kris, the city is in the process of updating their website and add an event calendar to the website

C. Nominations/Elections Report

- Kimberly still interested
- Next step to check with the other ones

9. Date and Time of Next BID Board Meeting:

September 16 – 5:00 PM – Suisun City Hall/Zoom

John - Motion to adjourn

Magda- 2nd

All in favor

Meeting adjourned at 6:08 PM

Management Report

Suisun City Waterfront BID

For the period ended August 31, 2021

Prepared by

B&K Tax Service

Prepared on

September 3, 2021

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Profit and Loss

August 2021

	Total
INCOME	
Total Income	
GROSS PROFIT	0.00
EXPENSES	
Advertising & Marketing	250.00
Insurance	1,454.00
Legal & Professional Services	170.00
Office Supplies & Software	70.00
Total Expenses	1,944.00
NET OPERATING INCOME	-1,944.00
NET INCOME	\$ -1,944.00

Balance Sheet

As of August 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking (7199)	28,036.15
Total Bank Accounts	28,036.15
Total Current Assets	28,036.15
Fixed Assets	
Accumulated Amortization	13,821.87
Total Fixed Assets	13,821.87
TOTAL ASSETS	\$41,858.02
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	-4,612.17
Total Equity	40,546.52
TOTAL LIABILITIES AND EQUITY	\$41,858.02

Statement of Cash Flows

August 2021

	Total
OPERATING ACTIVITIES	
Net Income	-1,944.00
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Net cash provided by operating activities	-1,944.00
NET CASH INCREASE FOR PERIOD	-1,944.00
Cash at beginning of period	29,980.15
CASH AT END OF PERIOD	\$28,036.15

Suisun City Waterfront BID

Checking (7199), Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/03/2021

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance.....	30,108.33
Checks and payments cleared (5).....	-1,944.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>28,164.33</u>
Uncleared transactions as of 08/31/2021.....	-128.18
Register balance as of 08/31/2021.....	<u>28,036.15</u>

Details

Checks and payments cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/06/2021	Bill Payment	3419	S&J Advertising Inc	-200.00
08/06/2021	Bill Payment	3421	B&K Tax Service	-170.00
08/06/2021	Bill Payment	3418	State Farm Auto Insurance	-1,454.00
08/06/2021	Bill Payment	3420	HBN Hudson Business Netwo...	-50.00
08/16/2021	Expense		Constant Contact	-70.00
Total				-1,944.00

Additional Information

Uncleared checks and payments as of 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	3411	VSC Press Printing Publishing...	-128.18
Total				-128.18

Suisun City Waterfront BID

Westamerica Bank Balance Sheet Detail
As of August 31, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
Checking (7199)									
	Beginning Balance								29,980.15
08/06/2021	Bill Payment (Check)	3420	HBN Hudson Business Networks				\$50.00	-50.00	29,930.15
08/06/2021	Bill Payment (Check)	3421	B&K Tax Service				\$170.00	-170.00	29,760.15
08/06/2021	Bill Payment (Check)	3418	State Farm Auto Insurance				\$1,454.00	-1,454.00	28,306.15
08/06/2021	Bill Payment (Check)	3419	S&J Advertising Inc				\$200.00	-200.00	28,106.15
08/16/2021	Expense		Constant Contact				\$70.00	-70.00	28,036.15
	Total for Checking (7199)			CONSTANTCONTACT 8552295506 LAURA COLE				\$-1,944.00	
	Accumulated Amortization								13,821.87
	Beginning Balance								
	Total for Accumulated Amortization							\$-1,944.00	\$41,858.02
TOTAL ASSETS									
LIABILITIES AND EQUITY									
	Equity								
	Opening Balance Equity								56,894.03
	Beginning Balance								
	Total for Opening Balance Equity								1,454.00
	Retained Earnings								
	Beginning Balance								
	Total for Retained Earnings								
	Retained Earnings								
	Net Income								
	Total Liabilities and Equity							\$-11,827.84	\$-11,827.84
								\$-4,662.17	\$-4,662.17
								\$-16,490.01	\$41,858.02
								\$-16,490.01	\$41,858.02

Suisun City Waterfront BID

Item 6

Westamerica Bank Check Detail

August 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (7199)						
08/06/2021	Bill Payment (Check)	3418	State Farm Auto Insurance		R	-1,454.00
						-1,454.00
08/06/2021	Bill Payment (Check)	3419	S&J Advertising Inc		R	-200.00
						-200.00
08/06/2021	Bill Payment (Check)	3420	HBN Hudson Business Networks		R	-50.00
						-50.00
08/06/2021	Bill Payment (Check)	3421	B&K Tax Service		R	-170.00
						-170.00
08/16/2021	Expense		Constant Contact	CONSTANTCONTACT 8552295506 LAURA COLE	R	-70.00
				CONSTANTCONTACT 8552295506 LAURA COLE		70.00

Management Report

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

Prepared by
B&K Tax Service

Prepared on
September 3, 2021

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Profit and Loss

August 2021

This report contains no data for your specified date range.

Balance Sheet

As of August 31, 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

August 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

Item 6

Solano First Balance Sheet

As of August 31, 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

Art, Wine & Music as of 9-12-21

What has been done:

- Entertainment Booked
- Volunteers solicited and spreadsheet update (see vacancies attached)
- Volunteer flyer
- Sommelier obtained to work event
- Website update
- MOU for Brenda
- Event insurance
- Wine ordered (Shelly & Laura)
- All social media/Facebook posts written between 9-10 & day of event – free and paid
- Billboards ordered and up
- Health Permit application submitted
- Security contacted for event – waiting for contract
- Paid ads for DR & Breeze
- COVID protocol written (see attached)
- Masks and sanitizer ordered
- Alcohol permit filled out with map – waiting for PD signature
- Event on Nextdoor
- Event on Patch
- Event on Local Wine Events
- Registered with Board of Equalization – waiting for ID number

What's remaining:

- Trip to storage with list of items that we need – check to see if anything needs to be ordered (wristbands, wine glasses, signage updated, toilet paper, locks for portable toilets, tickets) How many no pet signs?
- Square reader – must check internet available at location to see if this is going to work
- Change for event (mostly ones); Magda please handle a few days before the event as I just ordered checks and I'm concerned that we won't get them before the event – need \$900 in ones as wine is \$9 – John has a supply at store - you will need to write a check for cash and give to him. You will also need to write another check for cash to get \$5 and \$10 bills as well (\$500 worth) as we will get \$20 bills. Please tell Kristie to categorize as petty cash. When we make the deposit from the event, the total of the petty cash will go back in as petty cash in QuickBooks so it zeroes it out.
- Table, tent, chair rentals – what do we need that city does not have?
- Portable toilets/handwashing stations
- Detailed Press release including wineries, sommelier, etc. to DR, VV Reporter
- Are we spending \$ on radio ads?
- Volunteer Zoom meeting