



AGENDA

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

Thursday, April 15, 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: 827 3715 7562

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

- Holiday Inn Opening on April 29 – Cole-Rowe

5. Approve Minutes of March 18, 2021

6. Treasurer's Report



7. New Business

- A. Q&A with Suisun City Police Chief Aaron Roth
- B. BID Fee Waiver Requests
- C. Report from City – who has renewed BID fees – Lofthus
- D. Future Events – Mother’s Day Flowers – Harter; Art, Wine & Music – Sat. Oct 2; other – Cole-Rowe
- E. Board discussion on: improvements to the website - ideas such as business of the week, what else; Discuss e-newsletter content (monthly task on Media & Marketing Plan) – Cole-Rowe

8. Old Business

- A. Media & Marketing Plan Timeline Update/Report – all
- B. Easter Promotion
- C. Nominations/Elections Report
- D. Trash pickup contract– Cole-Rowe
- E. Postcard Brochure Cost – Cole-Rowe
- F. Daily Republic/Your Town Ads – Cole-Rowe/Funk

9. Date and Time of Next BID Board Meeting:

May 20, 2021 – 5:00 PM – Suisun City Hall/Zoom



MINUTES

WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS

Thursday, March 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

ii. Business Representatives

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

iii. Guests

- Janet Hull – Harbor master Suisun City Marina

3. Public Comment - none

4. Board Comment

John H – Homeless camping in front of the business concerns- whom should we address this with?

Public property vs private property approach for homeless invasion

Van dumping and what can be done?

What can business community do and what their limitations are.

Suggestion – invite police to the next meeting for clarification and advise.

5. Approve Minutes of, November 19, 2020 and January 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

Announcement about the Solano First bank merging into Valley Strong Credit Union

Taxes due on May 15, 2021- request for Kristie to file – Magda noted some possible delays due to a robbery at accountant office.

Megan - Motion to accept

Shelly – 2nd

All in favor

7. New Business

A. Nominations Committee Report

Shelly nominated the following:

- Kim Richards
- Hildebrand Angel – Glass
- Silvia Domingo – Terracotta Designs
- Megan Smith – Ironweed Bistro

Board Members responsibilities:

- Attend board meetings
- Help with events – find other volunteers
- Get involved with the business community
- Promote downtown area
- Advocating for business
- Ideas to enhance downtown Suisun city

Ballot – printing or voting online (better option)

Options for the businesses whom prefer a printed ballot to be mailed to them.

A request for updated email list will be submitted to Donna

B. BID waiver requests – none

C. City updated Events Schedule – Janet Hull

List of events presented

- Mobile Easter Egg hunt
- 8 Movies events - In the park – Heritage Park – drive in opening 5/27
- Boat in @ Sheldon Plaza 5/1
- Gospel Sunday – waterfront
- Summer Concert – 7/24 – Harbor Plaza stage 7-9pm – every other Saturday until 9/4
- Car show 10/2 – overlaps with Wine and chocolate festival
- Trick or treat event
- Christmas on the waterfront – planning on bringing ice-skate ring

D. Easter Promotion BID Fee Waiver request

To be presented on social media channels

Details to be discussed on and with the participants

F. Update on trash pick-up – Laura Cole-Rowe

Currently 2x/week, but contract says 3x/week

Cost for once/week - \$579/month

Public works is coming back per Kriss Loftus

John proposed to continue with 1/week until we know what Public Works can do.

John - Motion to accept

Shelly – 2nd

All in favor

**G. Talking to a new member (on Media & marketing plan)-
Laura Cole-Rowe**

Member contact worksheet – for board members to use with new business

Welcome letter – states who we are, what we do, how we represent

Email to follow on the common message transmitted to the new businesses

8. Old Business

A. Media & Marketing Plan Timeline Update/Report – all

Graphic design and postcards discussed

Good photo shots of the water needed

Suggestions of places where these postcards can be picked up

- Crock center
- Train station
- Library
- Hotels in downtown

Add a QR code on the postcards

Downtown map – magnet cost

Laura will be working on combining the social media accounts

Town Magazine – Magda to inquire cost of adds to promote Suisun City
downtown district

Daily republic – top page to promote events

9. Date and Time of Next BID Board Meeting:

April 15, 2021 – 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 March 31, 2021

Prepared by

B&K Tax Service

Prepared on

April 8, 2021

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Profit and Loss

March 2021

| | Total |
|-------------------------------|---------------------|
| INCOME | |
| Total Income | |
| GROSS PROFIT | 0.00 |
| EXPENSES | |
| Advertising & Marketing | 50.00 |
| Legal & Professional Services | 172.50 |
| Office Supplies & Software | 125.00 |
| Reimbursable Expenses | 105.77 |
| Repairs & Maintenance | 1,140.00 |
| Total Expenses | 1,593.27 |
| NET OPERATING INCOME | -1,593.27 |
| NET INCOME | \$ -1,593.27 |

Balance Sheet

As of March 31, 2021

| | Total |
|-------------------------------------|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Checking (7199) | 26,155.00 |
| Total Bank Accounts | 26,155.00 |
| Total Current Assets | 26,155.00 |
| Fixed Assets | |
| Accumulated Amortization | 13,821.87 |
| Total Fixed Assets | 13,821.87 |
| TOTAL ASSETS | \$39,976.87 |
| 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 | -6,493.32 |
| Total Equity | 38,665.37 |
| TOTAL LIABILITIES AND EQUITY | \$39,976.87 |

Statement of Cash Flows

March 2021

| | Total |
|---|--------------------|
| OPERATING ACTIVITIES | |
| Net Income | -1,593.27 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| Net cash provided by operating activities | -1,593.27 |
| NET CASH INCREASE FOR PERIOD | -1,593.27 |
| Cash at beginning of period | 27,748.27 |
| CASH AT END OF PERIOD | \$26,155.00 |

Suisun City Waterfront BID

Checking (7199), Period Ending 03/31/2021

RECONCILIATION REPORT

Reconciled on: 04/08/2021

Reconciled by: Kristie Shields

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

Summary

USD

| | |
|---|------------------|
| Statement beginning balance..... | 28,988.27 |
| Checks and payments cleared (8)..... | -2,763.27 |
| Deposits and other credits cleared (0)..... | 0.00 |
| Statement ending balance..... | <u>26,225.00</u> |

| | |
|--|-----------|
| Uncleared transactions as of 03/31/2021..... | -70.00 |
| Register balance as of 03/31/2021..... | 26,155.00 |

Details

Checks and payments cleared (8)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|--------------|---------|---------------------------------|--------------|
| 02/11/2021 | Check | 3390 | Solano diversified Services Inc | -1,140.00 |
| 02/11/2021 | Check | 3391 | HBN Hudson Business Netwo... | -100.00 |
| 03/10/2021 | Bill Payment | 3398 | Magda Nathan-Funk | -55.00 |
| 03/10/2021 | Bill Payment | 3397 | Solano diversified Services Inc | -1,140.00 |
| 03/10/2021 | Bill Payment | 3399 | HBN Hudson Business Netwo... | -50.00 |
| 03/10/2021 | Bill Payment | 3401 | B&K Tax Service | -102.50 |
| 03/15/2021 | Expense | | Constant Contact | -70.00 |
| 03/29/2021 | Check | | | -105.77 |

Total -2,763.27

Additional Information

Uncleared checks and payments as of 03/31/2021

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|--------------|---------|--------------------|--------------|
| 03/10/2021 | Bill Payment | 3400 | Bee A Solution BAS | -70.00 |

Total -70.00

Suisun City Waterfront BID

Westamerica Bank Balance Sheet Detail

As of April 8, 2021

| TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | DEBIT | CREDIT | AMOUNT | BALANCE | CREATE DATE |
|---|-----|------|--------------------------|-------|-------|--------|----------------------|----------------------|--------------------|
| ASSETS | | | | | | | | | |
| Checking (7199) | | | | | | | | | |
| | | | Beginning Balance | | | | | 26,155.00 | |
| Total for Checking (7199) | | | | | | | | | |
| Accumulated Amortization | | | | | | | | | |
| | | | Beginning Balance | | | | | 13,821.87 | |
| Total for Accumulated Amortization | | | | | | | | | |
| TOTAL ASSETS | | | | | | | | \$39,976.87 | |
| LIABILITIES AND EQUITY | | | | | | | | | |
| Equity | | | | | | | | | |
| | | | Opening Balance Equity | | | | | | |
| | | | Beginning Balance | | | | | 56,894.03 | |
| 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 | | | | \$ -6,543.32 | \$ -6,543.32 | |
| Total Equity | | | | | | | | \$ -18,371.16 | \$39,976.87 |
| Total Liabilities and Equity | | | | | | | | \$ -18,371.16 | \$39,976.87 |

Suisun City Waterfront BID

Westamerica Bank Transaction Detail by Account

March 2021

| DATE | TRANSACTION TYPE | NUM | ADJ | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|----------------------|---------|-----|---------------------------------|---|----------------------------|---------------------|-----------|
| Checking (7199) | | | | | | | | |
| 03/10/2021 | Bill Payment (Check) | 3401 | No | B&K Tax Service | | Accounts Payable (A/P) | -102.50 | -102.50 |
| 03/10/2021 | Bill Payment (Check) | 3398 | No | Magda Nathan-Funk | | Accounts Payable (A/P) | -55.00 | -157.50 |
| 03/10/2021 | Bill Payment (Check) | 3399 | No | HBN Hudson Business Networks | | Accounts Payable (A/P) | -50.00 | -207.50 |
| 03/10/2021 | Bill Payment (Check) | 3400 | No | Bee A Solution BAS | | Accounts Payable (A/P) | -70.00 | -277.50 |
| 03/10/2021 | Bill Payment (Check) | 3397 | No | Solano diversified Services Inc | | Accounts Payable (A/P) | -1,140.00 | -1,417.50 |
| 03/15/2021 | Expense | | No | Constant Contact | CONSTANTCONTACT XXXXXX5506 LAURA COLE | Office Supplies & Software | -70.00 | -1,487.50 |
| 03/29/2021 | Check | | No | | CHECK 3385 CHECK | Reimbursable Expenses | -105.77 | -1,593.27 |
| Total for Checking (7199) | | | | | | | \$ -1,593.27 | |
| Advertising & Marketing | | | | | | | | |
| 03/10/2021 | Bill | 10106 | No | HBN Hudson Business Networks | Web Development and monthly hosting fees | Accounts Payable (A/P) | 50.00 | 50.00 |
| Total for Advertising & Marketing | | | | | | | \$50.00 | |
| Legal & Professional Services | | | | | | | | |
| 03/10/2021 | Bill | 1010 | No | B&K Tax Service | Invoice 1010 February Bookkeeping and Meeting | Accounts Payable (A/P) | 102.50 | 102.50 |
| 03/10/2021 | Bill | 208 | No | Bee A Solution BAS | BID Admin Services Nov-Feb 2021 | Accounts Payable (A/P) | 70.00 | 172.50 |
| Total for Legal & Professional Services | | | | | | | \$172.50 | |
| Office Supplies & Software | | | | | | | | |
| 03/10/2021 | Bill | | No | Magda Nathan-Funk | Postage reimbursement purchase on 03/08/2021 | Accounts Payable (A/P) | 55.00 | 55.00 |
| 03/15/2021 | Expense | | No | Constant Contact | CONSTANTCONTACT XXXXXX5506 LAURA COLE | Checking (7199) | 70.00 | 125.00 |
| Total for Office Supplies & Software | | | | | | | \$125.00 | |
| Reimbursable Expenses | | | | | | | | |
| 03/29/2021 | Check | | No | | CHECK 3385 CHECK | Checking (7199) | 105.77 | 105.77 |
| Total for Reimbursable Expenses | | | | | | | \$105.77 | |
| Repairs & Maintenance | | | | | | | | |
| 03/10/2021 | Bill | 20-3521 | No | Solano diversified Services Inc | Litter pickup Landscape Maintenance Dec | Accounts Payable (A/P) | 1,140.00 | 1,140.00 |
| Total for Repairs & Maintenance | | | | | | | \$1,140.00 | |