



## **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](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**

- 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 2<sup>nd</sup>/ 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 – 2<sup>nd</sup>

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 – 2<sup>nd</sup>

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- 2<sup>nd</sup>

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**

## Table of Contents

---

Profit and Loss .....	3
Balance Sheet.....	4
Statement of Cash Flows.....	5



# Profit and Loss

March 2021

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

# Balance Sheet

As of March 31, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Checking (7199)	26,155.00
<b>Total Bank Accounts</b>	<b>26,155.00</b>
<b>Total Current Assets</b>	<b>26,155.00</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>\$39,976.87</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	-6,493.32
<b>Total Equity</b>	<b>38,665.37</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$39,976.87</b>

# Statement of Cash Flows

March 2021

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

## 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	