



## **AGENDA**

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

**Thursday, January 20, 2022**

**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:** 838 5609 4442

**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 December 16, 2021**



## **6. Treasurer's Report**

## **7. New Business**

- A. Written criteria for next bookkeeper/selection of new bookkeeper; transition of documents and electronic media
- B. Mother's Day Event – discussion with Brenda Mossa

## **8. Old Business**

- A. Restaurant Week 2022 – January 14-23, 2022 - update
- B. Council hearing for BID Renewal 12-21-21
- C. Board Planning Session – discussion, assignments for board members, job description for contracted helper, next steps for media/marketing plan timeline
- D. Website updating/Constant Contact – Laura

## **9. Upcoming BID Meetings:**

Thursday, February 17, 2022 – 5:00 PM



## MINUTES

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

**Thursday, December 16, 2021**

The meeting was called to order at 5:05 pm by BID president Laura Cole-Rowe

#### Attendance

- Kris Loftus, City of Suisun City
- Laura Cole-Rowe – President
- Magda Funk – Treasurer
- John Harter – Vice President
- Megan Smith – Board member

**Public Comment** - none

**Board Comment** - none

**Approval of Minutes of November 18, 2021** – Moved by Funk, seconded by Smith to approve the board minutes. Motion carried.

**6. Treasurer's Report** – Moved by Cole-Rowe, seconded by Smith to approve the treasurer's report as written. Motion carried.

#### 7. New Business

- A. **Resignation of Kristie Shields** – discussion of next steps to replace her as the bookkeeper. She will do the December financial statements and 1098/1099 filing; it is not necessary for her to do the 2021 IRS/State filing as it is not due until May 15, 2022.
- B. **Written criteria for next bookkeeper/selection of new bookkeeper; transition of documents and electronic media** – Magda will handle the transfer of electronic information; Laura, Megan and Magda will work on the job description for a future bookkeeper. To discuss at board retreat.
- C. **Mother's Day Event** – we be inviting Brenda Mossa to next meeting to discuss the Mother's Day event.

#### 8. Old Business

- A. **Restaurant Week 2022 – January 14-23, 2022** – Laura has sent letters to all restaurants in the district; will follow up by email. John has info on new restaurant opening on 603 Main Street – to give to Laura.
- B. **Council meeting for BID Renewal 12-7-21; public hearing 12-21-21** – Laura attended the council meeting on 12-7-21; no major questions – just a couple of clarifications asked by council, and interest in helping the BID pay for Solano Diversified Service. Need to check with them on current route.



Magda mentioned that the fees are going up for 2022. Laura will attend the public hearing on 12-21-21.

- C. **Christmas on the Waterfront recap** – Loftus gave recap of the event. It was well-attended.
- D. **Board Planning Session** – scheduled for Monday, January 10, 6 pm at Athenian Grill. Board responsibilities, bylaws, marketing plan and policy manual will be discussed in addition to plans for the year.
- E. **Website updating** – Magda now receives email for the address [info@suisunwaterfront.com](mailto:info@suisunwaterfront.com). Laura will work with Mike Hudson on being able to change the businesses on the website.
- F. **Media & Marketing Plan Timeline** – since we will be going over this at the retreat and making a new timeline, Laura asked that everyone becomes familiar with it and will resend to all board members.

#### **Upcoming BID Meetings:**

Monday, January 10, 2022 6 pm - Board Planning Session

Thursday, January 20, 2022 – 5:00 PM – regular board meeting

Meeting was adjourned at 5:46 pm.

# Management Report

Suisun City Waterfront BID

For the period ended December 31, 2021

Prepared by

**B&K Tax Service**

Prepared on

**January 7, 2022**

## Table of Contents

---

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



# Profit and Loss

December 2021

	Total
<b>INCOME</b>	
Sales	2,308.75
<b>Total Income</b>	<b>2,308.75</b>
<b>GROSS PROFIT</b>	<b>2,308.75</b>
<b>EXPENSES</b>	
Advertising & Marketing	724.79
Job Supplies	389.61
Legal & Professional Services	357.50
Office Supplies & Software	70.00
Repairs & Maintenance	1,140.00
Taxes & Licenses	730.00
<b>Total Expenses</b>	<b>3,411.90</b>
<b>NET OPERATING INCOME</b>	<b>-1,103.15</b>
<b>NET INCOME</b>	<b>\$ -1,103.15</b>

# Balance Sheet

As of December 31, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Checking (7199)	27,220.46
Event Change	1,400.00
<b>Total Bank Accounts</b>	<b>28,620.46</b>
<b>Total Current Assets</b>	<b>28,620.46</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>\$42,442.33</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	-4,027.86
<b>Total Equity</b>	<b>41,130.83</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$42,442.33</b>



# Statement of Cash Flows

December 2021

	Total
OPERATING ACTIVITIES	
Net Income	-1,103.15
Adjustments to reconcile Net Income to Net Cash provided by operations:	
<b>Net cash provided by operating activities</b>	<b>-1,103.15</b>
NET CASH INCREASE FOR PERIOD	<b>-1,103.15</b>
Cash at beginning of period	29,723.61
<b>CASH AT END OF PERIOD</b>	<b>\$28,620.46</b>

## Suisun City Waterfront BID

Checking (7199), Period Ending 12/31/2021

## RECONCILIATION REPORT

Reconciled on: 01/07/2022

Reconciled by: Kristie Shields

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

## Summary

USD

Statement beginning balance	30,037.79
Checks and payments cleared (10)	-4,241.87
Deposits and other credits cleared (1)	2,308.75
Statement ending balance	28,104.67
Uncleared transactions as of 12/31/2021	-884.21
Register balance as of 12/31/2021	27,220.46

## Details

## Checks and payments cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/04/2021	Bill Payment	3464	HBN Hudson Business Netwo...	-50.00
11/04/2021	Bill Payment	3463	M & M Sanitary LLC	-1,002.47
12/02/2021	Expense			-730.00
12/03/2021	Bill Payment	3468	Laura Cole-Rowe	-389.61
12/03/2021	Bill Payment	3472	Clear Image Sign Co	-598.74
12/03/2021	Bill Payment	3471	Daily Republic	-76.05
12/03/2021	Bill Payment	3470	Gabriela Satmarean	-135.00
12/03/2021	Bill Payment	3469	HBN Hudson Business Netwo...	-50.00
12/03/2021	Bill Payment	3467	Solano diversified Services Inc	-1,140.00
12/15/2021	Expense		Constant Contact	-70.00
Total				-4,241.87

## Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/21/2021	Deposit	9		2,308.75
Total				2,308.75

## Additional Information

## Uncleared checks and payments as of 12/31/2021

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
12/03/2021	Bill Payment	3473	B&K Tax Service	-222.50
Total				-884.21

# Suisun City Waterfront BID

Item 6

## Westamerica Bank Check Detail

December 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (7199)						
12/02/2021	Expense			CA DEPT TAX FEE   CDTFA EPMT   SUISUN CITY HISTORIC W9787120	R	-730.00
				CA DEPT TAX FEE   CDTFA EPMT   SUISUN CITY HISTORIC W9787120		730.00
12/03/2021	Bill Payment (Check)	3467	Solano diversified Services Inc		R	-1,140.00
						-1,140.00
12/03/2021	Bill Payment (Check)	3468	Laura Cole-Rowe		R	-389.61
						-389.61
12/03/2021	Bill Payment (Check)	3469	HBN Hudson Business Networks		R	-50.00
						-50.00
12/03/2021	Bill Payment (Check)	3470	Gabriela Satmarean		R	-135.00
						-135.00
12/03/2021	Bill Payment (Check)	3471	Daily Republic		R	-76.05
						-76.05
12/03/2021	Bill Payment (Check)	3472	Clear Image Sign Co		R	-598.74
						-598.74
12/03/2021	Bill Payment (Check)	3473	B&K Tax Service			-222.50
						-222.50
12/15/2021	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 December 31, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
Checking (7199)									
Beginning Balance									
12/02/2021	Expense			CA DEPT TAX FEE   CDTEA EPMT   SUISUN CITY HISTORIC W9787120					28,323.61
12/03/2021	Bill Payment (Check)	3469	HBN Hudson Business Networks		Taxes & Licenses		\$730.00	-730.00	27,593.61
12/03/2021	Bill Payment (Check)	3472	Clear Image Sign Co		Accounts Payable (A/P)		\$50.00	-50.00	27,543.61
12/03/2021	Bill Payment (Check)	3473	B&K Tax Service		Accounts Payable (A/P)		\$598.74	-598.74	26,944.87
12/03/2021	Bill Payment (Check)	3470	Gabriela Sarmarean		Accounts Payable (A/P)		\$222.50	-222.50	26,722.37
12/03/2021	Bill Payment (Check)	3471	Daily Republic		Accounts Payable (A/P)		\$135.00	-135.00	26,587.37
12/03/2021	Bill Payment (Check)	3468	Laura Cole-Rowe		Accounts Payable (A/P)		\$76.05	-76.05	26,511.32
12/03/2021	Bill Payment (Check)	3467	Solano diversified Services Inc		Accounts Payable (A/P)		\$389.61	-389.61	26,121.71
12/15/2021	Expense		Constant Contact	CONSTANTCONTACT   8552295506   LAURA COLE	Accounts Payable (A/P)		\$1,140.00	-1,140.00	24,981.71
12/21/2021	Deposit	9	Constant Contact	BRANCH DEPOSIT	Office Supplies & Software		\$70.00	-70.00	24,911.71
Total for Checking (7199)						\$2,308.75		2,308.75	27,220.46
Event Change								\$-1,103.15	
Beginning Balance									1,400.00
Total for Event Change									
Accumulated Amortization									
Beginning Balance									13,821.87
Total for Accumulated Amortization									
TOTAL ASSETS								\$-1,103.15	\$42,442.33
LIABILITIES AND EQUITY									
Equity									
Opening Balance Equity									
Beginning Balance									
Total for Opening Balance Equity								\$-11,827.84	\$-11,827.84
Retained Earnings								\$-4,077.86	\$-4,077.86
Beginning Balance								\$-16,906.70	\$-16,906.70
Total for Retained Earnings								\$-16,906.70	\$-16,906.70
Retained Earnings								\$-16,906.70	\$-16,906.70
Net Income									
Total Equity									
Total Liabilities and Equity									