



## **AGENDA**

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

**Thursday, September 17, 2020**

**5:00 PM – 6:00 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: 837 9017 3600**

**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. Greg Folsom, City Manager for Suisun City
- ii. Business Representatives
- iii. Guests

#### **3. Public Comment**

#### **4. Approve Minutes of July 23, 2020, August 20, 2020, and September 4, 2020 meetings**



**5. Treasurer's Report - Nathan-Funk/Luann Johns**

- i. Accept Treasurer's Report

**6. New Business**

- A. City Update - Folsom
- B. BID Directors' Terms; Need a Secretary – Cole-Rowe;
- C. BID Draft Budget for 2021; BID Hearing Schedule
- D. Trunk or Treat Event on Sat. October 31?
- E. Media and Marketing Plan - Committee

**7. Old Business**

- A. Cleanup Services to start 9-21-20 (contract attached)
- B. Thank You Signs for Windows/Update
- C. New Graphics for signs on Highway 12 / Gas Station; Highway 12/Pennsylvania; Sunset/Railroad
- D. Constant Contact/Facebook/Website other Logins

**8. Date and Time of Next BID Board Meeting:**

October 15, 2020 – 5:00 PM – Suisun City Hall/Zoom



## **MINUTES**

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

**Thursday, September 3, 2020**

**5:00 PM – 6:00 PM**

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

**Board Members present:** Harter, Cole-Rowe, Nathan-Funk, Kontogiannis, Smith

**City Staff Present:** Greg Folsom, John Kearns

**Business Representatives:** Parvaneh Tavakol

**Call to Order** - The meeting was called to order at 5:06 pm by President Cole-Rowe

**Introductions** – self introductions were made

**Public Comment** - None

**Approve Minutes of July 23, 2020 Meeting and August 20, 2020 Meeting** – this item was tabled until the next meeting

**Treasurer's Report** - Nathan-Funk – Magda reported that she, Laura, Megan and bookkeeper Luann Johns met on Zoom to go over the bookkeeping procedures and report. Bank signature cards will need to be signed soon; the bank will need the minutes of the July meeting that shows the officers elected to be on the bank signature cards. Two signatures are required. Magda gave the treasurer's report. Motion by Harter, seconded by Kontogiannis to accept the treasurer's report. Motion carried.

### **New Business**

**City Update** – Folsom reported that Los Altos will be holding outdoor dining in their parking lot this weekend.

**BID Directors' Terms** – tabled until next meeting.

**BID Fee Recommendations/Draft Budget for 2021** – Cole-Rowe reported that she, Folsom, Harter, and Nathan-Funk met on Zoom to discuss the BID fee recommendations. The recommendations are as follows:



- The committee unanimously recommends that the BID fee for 2020 be waived.
- The committee unanimously recommends to Eliminate Zones A, B and C – there will only be one “zone” for BID Fees. Businesses would be assessed as follows:

Type of Business	Assessment Amount
Retailers and Restaurants	\$200
Service and Professional Businesses	\$100
Lodging	\$10 per room
Financial Institutions	\$500
Beauty, nail salons, massage businesses and barber shops	\$25 per license
Cannabis Businesses	\$1,000

#### **New categories:**

##### **Cannabis Businesses**

**Beauty, nail salons, massage businesses and barber shops:** Currently only the owner of the “shop” is paying BID fees even though independent contractors withing the shops hold a business license. We propose that all license holder pay an annual fee of \$25. There are an additional 32 business licenses that would be added for this.

**Estimated income:** With the reduced fees, addition of a new hotel, and the additional of 32 beauty operator licenses, the estimate the total amount of BID fees for 2021 would be \$11,875

Cole-Rowe also presented a draft budget showing income for 2021. Discussion of fees and budget.

Motion by Kontogiannis, seconded by Harter to approve waiving the 2020 BID fees. Motion carried unanimously.

Motion by Harter, seconded by Kontogiannis to approve dissolving the BID Zones to one zone and the new set of fees. Motion carried unanimously.

Motion by Harter, seconded by Nathan-Funk to approve draft 2021 BID budget. Motion carried unanimously.



### **Old Business**

- **Update on Trash Pick-Up Services** – Laura contacted Julie at Solano Diversified Services – to discuss details this week.
- **Repair/replacement of banners/broken banner arms in district** – Laura reported that this was being done.
- **Signs for Windows** – Board discussed the thank you signs estimate and plans for distribution. Request to add BID logo to sign. John and Magda to help distribute and place.

**Quotes/Graphics for signs on Highway 12 / Gas Station; Highway 12/Pennsylvania; Sunset/Railroad** – Cole-Rowe - Discussion regarding the six prototypes for the signs. Consensus was to have BID logo on the signs. Designs will come back to the next meeting.

### **Items for Next Meeting – Media & Marketing Plan**

#### **Date and Time of Next BID Board Meeting:**

September 17, 2020 – 5:00 PM – Suisun City Hall/Zoom

Meeting adjourned at 5:50 pm.

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## Profit &amp; Loss

January through August 2020

	Jan-Aug 31,2020 Actual	Budget	Over/Under Budget
Ordinary Income/Expense			
Income			
Art,Wine Choc. Wine Sales	0.00	10000	-10,000
Business Assessments	0.00	19000	-19000
Ghost Tour	0.00	0	0
Mother's Day Craft Faire	0.00	10000	-10000
Wine Stroll	<u>0.00</u>	<u>1000</u>	<u>-1000</u>
Total Income	<u>0.00</u>	<u>40000</u>	<u>-40,000.00</u>
Total Income			
Expense			
Accounting Expense	1,638.50	2000	361.5
Advertising			
Brochures	0.00	2500	2500
Clear Image	1,505.28	4500	2994.72
Constant Contact	560.00	0	-560
Daily Republic	325.00	2000	1675
Electronic Media	859.55	1500	640.45
Facebook	0.00	500	500
Other Advertising	480.00	2500	2020
S&J Advertising	1,000.00	1500	500
Total Advertising	<u>4,729.83</u>	<u>15000</u>	<u>10270.17</u>
Bank Service Charges Expense	99.60	50	-49.6
Fees and Permits Expense	0.00	450	450
Insurance Expense	533.22	2000	1466.78
Liquor License Expense	0.00	250	250
Music Expense	1,200.00	2600	1400
Office Supplies Expense	0.00	300	300
Outside Services	721.24	300	-421.24
Postage Expense	148.00	200	52
Rental Expense	0.00	1800	1800
Sales Tax Expense	379.00	1548.75	1169.75
Security Expense	0.00	250	250
Supplies Expense	74.22	500	425.78
Taxes Expense	94.71	1200	1105.29
United Site Services Expense	563.96	1000	436.04
Wine Purchase Expense	0.00	2500	2500
Total Expense	<u>10,182.28</u>	<u>31948.75</u>	<u>-21766.47</u>
Net Ordinary Income	<u>-10,182.28</u>	<u>-31948.75</u>	<u>-21766.47</u>
Net Income	<u>-10,182.28</u>	<u>-31948.75</u>	<u>-21766.47</u>

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**SOLANO LANDSCAPING AND MAINTENANCE**  
a division of Solano Diversified Services  
Landscape Proposal/Contract, Contractor's License #720125

Phone # 552-9443

Fax # 552-9467

Address: 1761 Broadway, Suite 250, Vallejo, Ca 94589

<b>TO:</b>	Suisun City Historic Waterfront Business Improvement District	<b>Job Location:</b>	Suisun City Litter Pickup
	P.O. Box 566		
	Suisun City, CA 94585		
<b>Phone #</b>	707-631-5029	<b>Phone #</b>	707-631-5029
<b>Fax #</b>		<b>Fax #</b>	
<b>Contact Person:</b>	Laura Cole-Rowe <i>lauracole Rowe</i> Laura-cole Rowe@yahoo.com	<b>Contact Person:</b>	Laura Cole-Rowe

**Job specifications for 2X/week litter pickup Service**

1	Pick up litter on Main Street from Train Station to Morgan Ct. Portions of Driftwood Drive around the waterfront and the streets around the Theater, including Promenade.

**MATERIALS INCLUDED:**

Item	Quantity	Size	Total
Trash Bags			20.00

**Special Instructions: Deposit Trash Bags in cans along street**

*To start on 9-21-20; three month trial period for*

Any alteration or deviation in the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the agreed upon cost. This agreement does not include material price increases or additional labor required should unforeseen problems arise after the work has started.

**We Propose:** to furnish materials and labor in accordance with above specifications for the sums below:

<b>Material &amp; Supplies</b>	<b>20.00</b>
<b>Other: Dump Fee</b>	
<b>Labor</b>	<b>1120.00 per month</b>
<b>Total of Bid per month:</b>	<b>1140.00 per month</b>

**Payment is to be made as follows: Payment of the above amount to be paid monthly within 30 days of date of invoice. Late fee of \$15.00 will be applied if payment is not received within 30 days of date of invoice.**

Please note: Above price is good for 30 days from date of below. If not accepted within 30 days a new proposal will need to be drawn up.

**DATE:****Authorized Signature:**

**ACCEPTANCE OF PROPOSAL:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Signature:****DATE:**

*Laura Cole-Rowe*  
9-11-20

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- DINING
- SHOPPING
- RECREATION
- ENTERTAINMENT
- SERVICES



[suisunwaterfront.com](http://suisunwaterfront.com)

WE'RE OPEN FOR BUSINESS