



AGENDA

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

Thursday, October 21, 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 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: 863 2020 8476

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 September 16, 2021

6. Treasurer's Report



7. New Business

- A. Annual report – approve or set additional meeting to approve; budget to be determined at meeting
- B. Christmas on the Waterfront – set plans with businesses – Lofthus
- C. Restaurant Week 2022

8. Old Business

- A. Art, Wine & Music – recap; profit/loss; suggestions for future – to be presented at meeting – Cole-Rowe
- B. Board Planning Session – reschedule
- C. Website updating
- D. Media & Marketing Plan Timeline Update/Report – important focus for 2021

9. Upcoming BID Board Meeting: Thursday, November 18, 2021 – 5:00 PM



MINUTES

WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS

Thursday, September 16, 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 5:17 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

iii. Guests

- Kristie Shields – bookkeeper

3. Public Comment - none

4. Board Comment

5. Approve Minutes of, August 19, 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 & 5 outstanding checks

Laura > mentioned the goods purchased for Wine & Arts Festival – receipts to be sent to Magda

7. New Business

A. BID fee waiver request

None requested

8. Old Business

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

- a. Entertainment booked
- b. More volunteers needed – Shelly contacted Mike Hudson to request help with volunteers
- c. Website – updated
- d. Wine ordered from Wooden Valley winery
- e. Social Media – Instagram/Facebook/Twitter – posts written- John will post them
- f. Billboard ordered
- g. Security contacted
- h. Covid protocol written and read- everyone agreed upon what was stipulated

Storage situation – Kris agreed to open it on 9/24- 8:00AM

Kristi – check the QR reader options for cards

Magda – change for the event and bring the safe box

John has the cash box

Toilets – discussion

No radio adds

Volunteer meeting scheduled for 9/29 at 5:30PM

Vendors – 70 signed up

Southern BBQ – late application, the board agreed to accept the application

Event communication – TBD – direct text or group text

Glasses – Magda will wash them

Kris – Bollards and sprinklers – reminder

Tables installation – Laura to send diagram

B. Media & Marketing Plan Timeline Update/Report

Tabled until after event/retreat (October meeting)

C. Board planning session – rescheduled for September 27 – Harbor theater

9. Date and Time of Next BID Board Meeting:

October 21 – 5:00 PM – Suisun City Hall/Zoom

John - Motion to adjourn

Shelly- 2nd

All in favor

Meeting adjourned at 6:07 PM

Management Report

Suisun City Waterfront BID

For the period ended September 30, 2021

Prepared by

B&K Tax Service

Prepared on

October 5, 2021

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Profit and Loss

September 2021

	Total
INCOME	
Total Income	
GROSS PROFIT	0.00
EXPENSES	
Advertising & Marketing	713.46
BookKeeping	170.00
Insurance	33.22
Office Supplies & Software	70.00
Repairs & Maintenance	1,140.00
Web Development & Updates	50.00
Total Expenses	2,176.68
NET OPERATING INCOME	-2,176.68
NET INCOME	\$-2,176.68

Balance Sheet

As of September 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking (7199)	24,459.47
Event Change	1,400.00
Total Bank Accounts	25,859.47
Total Current Assets	25,859.47
Fixed Assets	
Accumulated Amortization	13,821.87
Total Fixed Assets	13,821.87
TOTAL ASSETS	\$39,681.34
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	-6,788.85
Total Equity	38,369.84
TOTAL LIABILITIES AND EQUITY	\$39,681.34

Statement of Cash Flows

September 2021

	Total
OPERATING ACTIVITIES	
Net Income	-2,176.68
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Net cash provided by operating activities	-2,176.68
NET CASH INCREASE FOR PERIOD	-2,176.68
Cash at beginning of period	28,036.15
CASH AT END OF PERIOD	\$25,859.47

Suisun City Waterfront BID

Checking (7199), Period Ending 09/30/2021

RECONCILIATION REPORT

Reconciled on: 10/05/2021

Reconciled by: Kristie Shields

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

Summary

USD

Statement beginning balance	28,164.33
Checks and payments cleared (7)	-2,893.22
Deposits and other credits cleared (0)	0.00
Statement ending balance	25,271.11

Uncleared transactions as of 09/30/2021	-811.64
Register balance as of 09/30/2021	24,459.47

Details

Checks and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/07/2021	Check	3425	Solano diversified Services Inc	-1,140.00
09/07/2021	Check	3427	HBN Hudson Business Netwo...	-50.00
09/07/2021	Check	3426	State Farm Auto Insurance	-33.22
09/07/2021	Check	3423	S&J Advertising Inc	-200.00
09/15/2021	Expense		Constant Contact	-70.00
09/30/2021	Check	3428	CASH	-500.00
09/30/2021	Check	3429	CASH	-900.00

Total	-2,893.22
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Additional Information

Uncleared checks and payments as of 09/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	3411	VSC Press Printing Publishing...	-128.18
09/07/2021	Check	3424	Clear Image Sign Co	-513.46
09/07/2021	Check	3422	B&K Tax Service	-170.00

Total	-811.64
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Suisun City Waterfront BID

Item 6

Westamerica Bank Check Detail

September 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (7199)						
09/07/2021	Check	3422	B&K Tax Service	August Invoice		-170.00
						170.00
09/07/2021	Check	3423	S&J Advertising Inc	Monthly Contract	R	-200.00
						200.00
09/07/2021	Check	3424	Clear Image Sign Co	Banners on Main St Invoice #3110		-513.46
						513.46
09/07/2021	Check	3425	Solano diversified Services Inc	Invoice 20-3730	R	-1,140.00
						1,140.00
09/07/2021	Check	3426	State Farm Auto Insurance	invoice #1118	R	-33.22
						33.22
09/07/2021	Check	3427	HBN Hudson Business Networks	Invoice 10177	R	-50.00
						50.00
09/15/2021	Expense		Constant Contact	CONSTANTCONTACT 8552295506 LAURA COLE	R	-70.00
				CONSTANTCONTACT 8552295506 LAURA COLE		70.00
09/30/2021	Check	3429	CASH	Art and Wine October 2nd 2021	R	-900.00
						900.00
09/30/2021	Check	3428	CASH	Art and Wine October 2nd 2021	R	-500.00
						500.00

Suisun City Waterfront BID

Westamerica Bank Balance Sheet Detail
As of September 30, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
Checking (7199)									
09/07/2021	Check	3422	B&K Tax Service		BookKeeping		\$170.00	-170.00	28,036.15
09/07/2021	Check	3427	HBN Hudson Business Networks		Web Development & Updates		\$50.00	-50.00	27,866.15
09/07/2021	Check	3424	Clear Image Sign Co		Advertising & Marketing		\$513.46	-513.46	27,816.15
09/07/2021	Check	3423	S&J Advertising Inc		Advertising & Marketing		\$200.00	-200.00	27,302.69
09/07/2021	Check	3425	Solano diversified Services Inc		Repairs & Maintenance		\$1,140.00	-1,140.00	27,102.69
09/07/2021	Check	3426	State Farm Auto Insurance		Insurance		\$33.22	-33.22	25,962.69
09/15/2021	Expense		Constant Contact	CONSTANTCONTACT 8552295506 LAURA COLE	Office Supplies & Software		\$70.00	-70.00	25,929.47
09/30/2021	Check	3429	CASH		Event Change		\$900.00	-900.00	25,859.47
09/30/2021	Check	3428	CASH		Event Change		\$500.00	-500.00	24,959.47
Total for Checking (7199)									\$-3,576.68
Event Change									
09/30/2021	Check	3429	CASH	Art and Wine October 2nd 2021	Checking (7199)	\$900.00		900.00	900.00
09/30/2021	Check	3428	CASH	Art and Wine October 2nd 2021	Checking (7199)	\$500.00		500.00	1,400.00
Total for Event Change									\$1,400.00
Accumulated Amortization									
Beginning Balance									
Total for Accumulated Amortization									13,821.87
TOTAL ASSETS									\$39,681.34
LIABILITIES AND EQUITY									
Equity									
Opening Balance Equity									
Beginning Balance									
Total for Opening Balance Equity									56,894.03
Retained Earnings									
Beginning Balance									
Total for Retained Earnings									1,454.00
Retained Earnings									
Net Income									\$-11,827.84
Total Equity									\$-6,898.85
Total Liabilities and Equity									\$-18,666.69
									\$39,681.34
									\$39,681.34

Management Report

Suisun City Waterfront Foundation

For the period ended September 30, 2021

Prepared by

B&K Tax Service

Prepared on

October 5, 2021

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Profit and Loss

September 2021

This report contains no data for your specified date range.

Balance Sheet

As of September 30, 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

September 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

Solano First, Period Ending 09/30/2021

RECONCILIATION REPORT

Reconciled on: 10/05/2021

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance.....	1,159.30
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>1,159.30</u>
Register balance as of 09/30/2021.....	1,159.30



DRAFT

SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT 2021 ANNUAL REPORT TO THE CITY COUNCIL

(Submitted to City of Suisun City staff on XXX)

Dear Mayor Wilson, Suisun City Council Members and City Staff:

The Suisun City Historic Waterfront Business Improvement District (SCHWBID) is pleased to submit the attached annual report to the City Council. The report includes the following:

- **SCHWBID End of Year Report 2021** – Recaps our activities for 2021.
- **SCHWBID Proposed Program of Work for 2022 – Future plans for 2022**
- **2021 Profit and Loss Statement (Income and Expenditures) vs. 2021 Budget**
- **Proposed 2022 SCHWBID Budget**

SCHWBID End of the Year Report 2021

SCHWBID again experienced a very unusual year because of the COVID19 pandemic. In recent months, the SCHWBID has made progress in getting the district back on track by doing the following:

- Keeping the contract with Solano Diversified Services for litter pickup in the district three times a week
- Monthly Meetings – A meeting was held each month with the BID Board of Directors with a quorum each month. With the assistance of the City Manager's office, meeting notifications to all BID members are being sent; the city has hosted these meetings and they are recorded on Zoom. When there are pressing issues, the board has scheduled an additional meeting. The board meeting is frequently attended by department heads, and other city staff.

Summary and Highlights of 2021 Activities

Overview Status of 2021 Budget

BID fees and Art, Wine and Music income was received for 2021 as of October 15, 2021. The balance in all checking and savings accounts as of October 15, 2021 is \$XXX

2021 Accomplishments

Special Events

Our most visible activities are our special events. Unfortunately, COVID-19 forced us to cancel the Mother's Day Artisan Fair. We were however, able to hold Restaurant Week in January and Art, Wine and Music (Waterfront Festival) in October.



2022 Proposed Budget

The Board of Directors approved the budget at its October 21, 2021 meeting. (Additional text once budget is approved).

2022 Proposed Program of Work

Because of continuing uncertainty regarding special events, lack of funding, and all work for the district being done on a volunteer basis, we will continue with three events for 2022: Restaurant Week, Mothers' Day Artisan Fair, and Art, Wine and Music (Waterfront Festival) in October. Our concentration will focus on marketing and cleanliness of the district.

- **Media and Marketing** – A Media and Marketing Plan was written in 2021, but not fully implemented, including the following items:
 - Waterfront District Dining and Business Directory Brochure
 - Miscellaneous Opportunity Marketing in local channels
 - Website Updating and Promotion
 - E-Newsletters – To the public and the membership
 - Social Media
 - Brochure display at Harbormaster Office and other places
- **New Business Orientation Program/Welcome Package**
- **Reinstatement of Business Watch**

The Board of Directors wants the Waterfront District and its businesses to succeed, increase the economic vitality of the area, be a clean and safe place for residents and visitors, and have a vibrant downtown area with empty buildings occupied and empty lots with new buildings and businesses. We realize that because of current economic conditions that this vision will be delayed. We look forward to working with the City of Suisun City again in the coming year, and provide input for future projects in the district, The Waterfront District in Suisun City is a special place in the Suisun City community and hopes to remain economically viable in years to come. SCHWBID looks forward to continuing its efforts to enhance it to the benefit of all involved.