



A G E N D A

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

MONDAY, JUNE 26, 2023

5:00 PM

Suisun City Council Chambers - 701 Civic Center Blvd, - City of Suisun City, CA 94585

AGENDA

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

Monday, June 26, 2023

5:00 PM

NOTICE

Pursuant to Government Code Section 54953(b) the following Suisun City Historic Waterfront Business Improvement District Board of Directors meeting includes teleconference participation by:

- Board Member John Harter, Waterfront Comics, 609 Main Street, Suisun City, CA 94585
- Board Member Shelly Kontogiannis, Athenian Grill, 750 Kellogg Street, Suisun City, CA 94585.
- Board Member Megan Smith, Ironwood American Bistro, 203 Main Street, Suisun City, CA 94585
- Board Member Elaine Byers, Edward Jones, 153 Valencia Drive, Fairfield, CA 94533

MEETINGS ARE HELD IN-PERSON, PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM

Remote Public Comment is available by emailing clerk@suisun.com (prior to 4:00 pm) or via website or zoom

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

WEBINAR ID: 819 3283 4566

CALL IN PHONE NUMBER: (707) 438-1720

(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)

1. Call Meeting to Order

- 2. Introductions**
 - i. City Representatives, City of Suisun City
 - ii. Business Representatives
 - iii. Guests
- 3. Public Comment**
- 4. Board Comments**
- 5. Approval of Minutes - tabled**
- 6. Financial Reports**
 - A. April, May 2023; BID Check received/on its way; taxes completed
- 7. Old Business**
 - A. Mother's Day Recap - Cole-Rowe/all
 - B. General meeting/town hall - hold online in July 0 choose date, discuss topics & speakers - Richardson/Cole-Rowe
 - C. Update on Art, Wine & Music - Richardson
 - D. Social media - followers increasing - Richardson/Cole-Rowe
- 8. New Business**
 - A. Possible Farmers Market in downtown
 - B. Updated PO Box "ownership"
- 9. Next BID Meeting:** Monday, July 17, 2023 - 5 PM

On the horizon (future meetings)

- Meet with Public Works Director and City Manager, Update by-laws

Suisun City Waterfront BID

Checking (7/199), Period Ending 04/28/2023

RECONCILIATION REPORT

Reconciled on: 06/20/2023

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance	
Checks and payments cleared (1)	9,801.47
Deposits and other credits cleared (0)	-70.00
Statement ending balance	9,731.47

Uncleared transactions as of 04/28/2023

Register balance as of 04/28/2023	-4,198.03
Cleared transactions after 04/28/2023	5,533.44
Uncleared transactions after 04/28/2023	0.00
Register balance as of 06/20/2023	9,130.24
	14,663.68

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/17/2023	Expense		Constant Contact	-70.00
Total				-70.00

Additional Information

Uncleared checks and payments as of 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/06/2023	Bill Payment	3553	B&K Tax Service	-239.00
04/26/2023	Bill Payment	3560	Laura Cole-Rowe	-2,635.03
04/26/2023	Bill Payment	3559	S&J Advertising Inc	-690.00
04/26/2023	Bill Payment	3561	B&K Tax Service	-634.00
Total				-4,198.03

Uncleared checks and payments after 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/15/2023	Expense		Intuit	-0.27
05/15/2023	Expense		Intuit	-75.60
05/15/2023	Expense		Constant Contact	-70.00
05/16/2023	Expense		Intuit	-5.89

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/06/2023	Bill Payment	3563	Daily Republic	-450.00
06/14/2023	Bill Payment	3564	Clear Image Sign Co	-557.00
06/15/2023	Expense		Constant Contact	-70.00
Total				-1,228.76

Uncleared deposits and other credits after 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/15/2023	Deposit			1.00
05/15/2023	Deposit			1,987.00
05/16/2023	Deposit			141.00
05/30/2023	Deposit	9		8,230.00
Total				10,359.00

Suisun City Waterfront BID
Westamerica Bank Bill Payment List

April 1-28, 2023

DATE	NUM	VENDOR	AMOUNT
Checking (7199)			
04/26/2023	3559	S&J Advertising Inc	-690.00
04/26/2023	3560	Laura Cole-Rowe	-2,635.03
04/26/2023	3561	B&K Tax Service	-634.00
Total for Checking (7199)			\$ -3,959.03

Suisun City Waterfront BID
Westamerica Bank Balance Sheet Detail
As of April 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
Beginning Balance	Checking (7199)								9,562.47
04/17/2023	Expenditure			CONSTANTCONTACT 8552295506 // LAURA COLE					9,492.47
04/26/2023	Bill Payment (Check)	3560	Constant Contact		Office Supplies & Software		\$70.00	-70.00	9,422.47
04/26/2023	Bill Payment (Check)	3559	Laura Cole-Rowe		Accounts Payable (A/P)		\$2,635.03	-2,635.03	6,787.44
04/26/2023	Bill Payment (Check)	3561	S&J Advertising Inc		Accounts Payable (A/P)		\$690.00	-690.00	6,167.44
			B&K Tax Service		Accounts Payable (A/P)		\$634.00	-634.00	5,533.44
Total for Checking (7199)									
	Accumulated Amortization							\$ -4,029.03	
	Beginning Balance								13,821.87
Total for Accumulated Amortization									
TOTAL ASSETS									
LIABILITIES AND EQUITY									
	Equity							\$ -4,029.03	\$19,355.31
	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								
	Net Revenue							\$ -31,355.02	\$ -31,355.02
Total Equity									
								\$ -7,637.70	\$ -7,637.70
Total Liabilities and Equity									
								\$ -38,992.72	\$19,355.31
								\$ -38,992.72	\$19,355.31

Suisun City Waterfront BID

Checking (7199), Period Ending 05/31/2023

RECONCILIATION REPORT

Reconciled on: 06/20/2023

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance	9,731.47
Checks and payments cleared (9)	-4,384.79
Deposits and other credits cleared (4)	10,359.00
Statement ending balance	15,705.68
Uncleared transactions as of 05/31/2023	-929.00
Register balance as of 05/31/2023	14,776.68
Cleared transactions after 05/31/2023	0.00
Uncleared transactions after 05/31/2023	-1,077.00
Register balance as of 06/20/2023	13,699.68

Details

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/26/2023	Bill Payment	3560	Laura Cole-Rowe	-2,635.03
04/26/2023	Bill Payment	3561	B&K Tax Service	-634.00
05/15/2023	Expense		Constant Contact	-70.00
05/15/2023	Expense		Intuit	-0.27
05/15/2023	Expense		Intuit	-75.60
05/16/2023	Expense		Intuit	-5.89
05/16/2023	Check		Kyle Turner	-225.00
05/19/2023	Check	3562	Barney torney	-500.00
05/23/2023	Check		B&K Tax Service	-239.00
Total				-4,384.79

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/15/2023	Deposit			1,987.00
05/15/2023	Deposit			1.00
05/16/2023	Deposit			141.00
05/30/2023	Deposit	9		8,230.00
Total				10,359.00

Additional Information

Uncleared checks and payments as of 05/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/06/2023	Bill Payment	3553	B&K Tax Service	-239.00
04/26/2023	Bill Payment	3559	S&J Advertising Inc	-690.00
Total				-929.00

Uncleared checks and payments after 05/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/06/2023	Bill Payment	3563	Daily Republic	-450.00
06/14/2023	Bill Payment	3564	Clear Image Sign Co	-557.00
06/15/2023	Expense		Constant Contact	-70.00
Total				-1,077.00

Suisun Historic Waterfront BID
2023 Budget Approved

	<u>2023 Approved Budget</u>	CURRENT
Ordinary Income/Expense		
Income		
REVENUE		
Mothers Day Income	10000	10359
Business Assessments	13000	
Art Wine Income/Other Event Income	14000	
Total REVENUE	37000	
Transfer from reserve	6000	
Total Income	43000	
Expense		
Advertising Expense		
Electronic Media	500	
Print Media	500	
Social Media Campaigns	600	
Marketing Program	9250	1100
Total Advertising Expense	10850	
Event Expenses		
Art Wine/Other Event Expenses	8,000.00	
Mothers Day Craft Faire	6,000.00	5189
Restaurant Week	2000	1653
BID Mixer/Quarterly meetings	500	
Total Event Expenses	16500	
Operating Expenses		
Accounting Fees	1500	1043
Bank Charges	200	
Contract Labor	6,000.00	725
Insurance	2100	
Miscellaneous Expenses (banners, etc)	700	152.14
Office Supplies	600.00	70

Postage, shipping, delivery	300	
Tax Preparation	800	
Taxes	200.00	
Web Hosting & Upgrades	500.00	20.17
Total Operating Expenses	<u>12900</u>	
Beautification - Cleanup	<u>0</u>	
Total Expense	<u>40,250.00</u>	
Net Ordinary Income	<u>2,750.00</u>	
Net Income	<u>2,750.00</u>	

Income		
	Credit Card Deposit 1	\$ 1,987.00
	Credit Card Deposit 2	\$ 141.00
	Test payment	\$ 1.00
	Cash	\$ 3,430.00
	Brenda's Payment	\$ 3,000.00
	TOTAL	\$ 8,559.00
Expenses	Ice	\$ 87.50
	Champagne/OJ Order 1	\$ 121.99
	Champagne/OJ Order 2	\$ 116.70
	Champagne/OJ Order 3	\$ 181.79
	Champagne/OJ Order 4	\$ 142.92
	Champagne/OJ Order 5	\$ 51.81
	Porta Potties	\$ 1,040.40
	Sales Tax	\$ 466.00
	Kyle Turner (Band)	\$ 225.00
	Barney Tornay (Band 2)	\$ 500.00
	Banners/Signs	\$ 557.00
	ABC Permit	\$ 50.00
	Wine Glasses	\$ 1,839.94
	Daily Republic	\$ 450.00
	Facebook Ads	\$ 99.99
	YourTown Ads	\$ 690.00
	Wristbands	\$ 24.92
	TOTAL	\$ 6,558.46
	Profit/Loss	\$ 2,000.54