



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 (7199), 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

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DATE	TYPE	REF NO.	PAYEE	COLUMN THE PORT
06/06/2023	Bill Payment	3563		AMOUNI (USD)
06/14/2023 06/15/2023	Bill Payment Expense	3564	Lally Republic Clear Image Sign Co Constant Contact	-450.00 -557.00 -70.00
10(a)				-1,228.76
Uncleared deposits and other credits after 04/28/2023	er credits after 04/28/2023			
DATE	TYPE	DEG NO		
05/15/2023	Demosit	INC. NO.	PAYEE	AMOUNT (USD)
05/15/2023	Deposit			1.00
05/16/2023	Deposit			1,987.00
05/30/2023	Deposit	σ		141.00
Total		5		8,230.00
				10,359.00

Suisun City Waterfront BID

Westamerica Bank Bill Payment List

April 1-28, 2023

	-2,635.03 -634.00
VENDOR	S&J Advertising Inc Laura Cole-Rowe B&K Tax Service
MUN	3559 3560 3561
UALE Chacking (7100)	04/26/2023 04/26/2023 04/26/2023 Total for Checking (7199)

Suisun City Waterfront BID Westamerica Bank Balance Sheet Detail

As of April 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMONESCEIETION					
ASSETS				**CMITION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
Checking (7199) Begimning Balance 04/17/2023 04/26/2023 04/26/2023 04/26/2023 04/26/2023	Expenditure Bill Payment (Check) Bill Payment (Check) Bill Payment (Check)	3560 3569 3561	Constant Contact Laura Cole-Rowe S&J Advertising Inc B&K Tax Service	CONSTANTCONTACT 8552295506 / LAURA COLE	Office Supplies & Software Accounts Payable (A/P) Accounts Payable (A/P) Accounts Payable (A/P)		\$70.00 \$2,635.03 \$690.00	-70.00 -2,635.03 -690.00	9,562.47 9,492.47 6,857.44 6,167.44
Accumulated Amortization Beginning Balance	6						00.4004	-034.00	0,033.44
Total for Accumulated Amortization TOTAL ASSETS	mortization								13,821.87
LIABILITIES AND EQUITY Equity								\$ -4,029.08	\$19,365.31
Opening Balance Equity Beginning Balance									
Total for Opening Balance Equity Relational Company	se Equity								56,894.03
Beginning Balance Total for Retained Earnings									1 464 00
Retained Eamings		1							DO:LOL()
Net Revenue								\$-31,366.02	\$-31,366.02
Total Equity			I					\$ -7,637.70	\$-7,637.70
Total Liabilities and Equity				mours in the second				\$ -38,992.72	\$19,355.31
								\$ -38,992.72	\$19,355.31

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Suisun City Waterfront BID

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

RECONCILIATION REPORT

Reconciled on: 06/20/2023

Reconciled by: Kristie Shields

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

Summary

Statement beginning balance 9,731.47 Checks and payments cleared (9) Deposits and other credits cleared (4) Statement ending balance 10,555.00 As the content of the conten	Uncleared transactions as of 05/31/2023 Register balance as of 05/31/2023 Cleared transactions after 05/31/2023 Uncleared transactions after 05/31/2023 Uncleared transactions after 05/31/2023 Register balance as of 06/20/2023
Statement beginning balance Checks and payments deared (9). Deposits and other credits cleared Statement ending balance.	Uncleared transactions as of 05/31 Register balance as of 05/31/2023 Cleared transactions after 05/31/20 Uncleared transactions after 05/31/20 Register balance as of 06/20/2023

Details

Checks and payments cleared (9)

04/26/2023 05/15/2023 05/15/2023	TYPE	REF NO.	PAYEE	(OSI // INI IOWO
05/15/2023 05/15/2023 05/16/2023 05/19/2023 05/19/2023 05/23/2023 05/23/2023	Bill Payment Bill Payment Expense Expense Expense Check Check Check Check	3561 3561 3562	Laura Cole-Rowe B&K Tax Service Constant Contact Intuit Intuit Kyle Turner Barney tomey B&K Tax Service	-2,635.03 -2,635.03 -73.00 -73.00 -75.60 -5.89 -5.89 -5.89 -5.89 -5.89 -5.89 -5.89 -5.89 -5.89 -5.89 -5.89 -5.80 -
Deposits and other credits cleared (4)				
UALE DE/LE/2023	TYPE	REF NO.	PAYEE	AMOUNT // INFORM
05/16/2023 05/16/2023 05/30/2023 Total	Deposit Deposit Deposit Deposit	σ		1,987.00 1.987.00 1.00 141.00 8,230.00

Additional Information

II Found 600 Note		TYPE	REF NO.	DAVEE	
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		czypense		Constant Contact	-70.0
	10121				-1,077.0

Suisun Historic Waterfront BID 2023 Budget Approved

	2023 Approved Budget	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	12900	
Beautification - Cleanup	0	
Total Expense	40,250.00	
Net Ordinary Income	2,750.00	
Net Income	2,750.00	

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