

AGENDA

REGULAR MEETING OF THE SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS MONDAY, AUGUST 21, 2023

5:00 PM

701 Civic Center Blvd, City of Suisun City, CA 94585

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: **816 2478 0180**

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

6. Financial Reports

Financial Reports: June 2023 and July 2023

7. Old Business

- A. General meeting/town hall rescheduled
- B. Email/newsleter
- C. Update on Art, Wine & Music Richardson/Cole-Rowe
- D. Elections
- E. Bylaw updates
- F. Joint Council/BID meeting Tuesday, September 12, 2023 corrected date

8. New Business

9. Next BID Meeting: Monday, September 18, 2023 - 5 PM

On the horizon (future meetings)

• Meet with Public Works Director and City Manager

Checking (7199), Period Ending 06/30/2023

RECONCILIATION REPORT

Reconciled on: 07/31/2023

Reconciled by: Kristie Shields

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

Uncleared transactions as of 06/30/2023 -4,329.30 Register balance as of 06/30/2023 17,816.38 Cleared transactions after 06/30/2023 0.00 Uncleared transactions after 06/30/2023 -5,000.45 Register balance as of 07/3/1/2023 12,815.93	Statement beginning balance	Summary
	15,705.68 -4,846.00 -11,286.00 22,145.68	USD

Details

Checks and payments cleared (6)

11,286.00				Total
1,800.00 9,486.00		တ လ	Deposit Deposit	06/30/2023
AMOUNT (USD)	PAYEE	REF NO.	TYPE	DATE
			eared (2)	Deposits and other credits cleared (2)
-4,846.00				Total
-20.00			TAPE 100	
-1,800.00	Netwilled Reill		Typongo	06/30/2023
-70.00	Constant Contact		Expense Expense	06/21/2023
-466.00	CA dept of TAx		Expense	06/15/2023
-1,800.00	Returned Item		Expense	06/01/2023
-690.00	S&J Advertising Inc	3559	Bill Payment	04/26/2023
AMOUNT (USD)	PAYEE	REF NO.	TYPE	DATE

Additional Information

Uncleared checks and payments as of 06/30/2023

02/06/2023	DATE
Bill Payment	ТҮРЕ
3553	REF NO.
B&K Tax Service	PAYEE
-239.00	AMOUNT (USD)

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
06/20/2023	Bill Payment	3566	M & M Sanitary LLC	-2,080.80
06/20/2023	Bill Payment	3565	B&K Tax Service	-1,002.50
Total				-4,329.30
Uncleared checks and payments after 06/30/2023	ents after 06/30/2023			
DATE	ЗААТ	REF NO.	PAYEE	AMOUNT (USD)
07/08/2023	Bill Payment	3567	Virgils Bait Shop	-87.50
07/08/2023	Bill Payment	3568	Tamuri Richardson	-3,549.99
07/08/2023	Bill Payment	3569	Laura Cole-Rowe	-1,281.96
07/17/2023	Expense		Constant Contact	-81.00
Total				

Westamerica Bank Check Detail June 2023

	06/30/2023	06/21/2023	06/20/2023	06/20/2023	06/15/2023	06/14/2023	06/13/2023	06/06/2023	06/01/2023	DATE
	Expenditure	Expenditure	Bill Payment (Check)	Bill Payment (Check)	Expenditure	Bill Payment (Check)	Expenditure	Bill Payment (Check)	Expenditure	TRANSACTION TYPE
		Returned Item	3566 M & M Sanitary LLC	3565 B&K Tax Service	Constant Contact	3564 Clear Image Sign Co	CA dept of TAx	3563 Daily Republic	Returned Item	NUM NAME
NIGHT DEPOSIT ANNUAL FEE	NIGHT DEPOSIT ANNUAL FEE	RETURNED ITEM RETURNED ITEM			CONSTANTCONTACT 8552295506 / LAURA COLE CONSTANTCONTACT 8552295506 / LAURA COLE		CA DEPT TAX FEE CDTFA EPMT / SUISUN CITY HISTORIC W14640985 CA DEPT TAX FEE CDTFA EPMT / SUISUN CITY HISTORIC W14640985		RETURNED ITEM	MEMO/DESCRIPTION
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20.00	-20.00	-1,800.00 1,800.00	-2,080.80 -2,080.80	-1,002.50 -1,002.50	-70.00 70.00	-557.00 -557.00	-466.00 466.00	-450.00 -450.00	1,800.00	AMOUNT

Suisun City Waterfront BID Westamerica Bank Balance As of June 30, 2023

Checking (7199)

17,816.38

Monday, Aug 07, 2023 11:09:23 AM GMT-7 - Cash Basis

TOTAL

17,816.38 \$

0.00

Checking (7199), Period Ending 07/31/2023

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-239.00				Total
-239.00	B&K Tax Service	3553	Bill Payment	02/06/2023
AMOUNT (USD)	PAYEE	REF NO.	TYPE	DATE
			nents as of 07/31/2023	Uncleared checks and payments as of 07/31/2023
				Additional Information
-9,090.75				Total
-81.00	Constant Contact		Expense	07/17/2023
-1,281.96	Laura Cole-Rowe	3569	Bill Payment	07/08/2023
-3,549.99	Tamuri Richardson	3568	Bill Payment	07/08/2023
-87.50	Virgils Bait Shop	3567	Bill Payment	07/08/2023
-1,002.50	B&K Tax Service	3565	Bill Payment	06/20/2023
-2,080.80	M & M Sanitary LLC	3566	Bill Payment	06/20/2023
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450.00	Daily Republic	3563	Bill Payment	06/06/2023
AMOUNT (USD)	PAYEE	REF NO.	TYPE	DATE
			red (8)	Checks and payments cleared (8)
				Details
			Uncleared transactions as of 07/31/2023Register balance as of 07/31/2023	Uncleared transactions as o Register balance as of 07/3
0.00 13,054.93			JEGIEU (V)	Statement ending balance
22,145.68 -9,090.75			ce	Statement beginning balance
USD				Summary

Suisun Historic Waterfront BID 2023 Budget Approved

	Approved Budget	CURRENT
Ordinary Income/Expense		
Income		
REVENUE		
Mothers Day Income	10000	10359
Business Assessments	13000	9,486
Art Wine Income/Other Event Income	14000	
Total REVENUE	37000	
Transfer from reserve	6000	1800
Total Income	43000	
Expense		
Advertising Expense		
Electronic Media	500	
Print Media	500	
Social Media Campaigns	600	
Marketing Program	9250	7926.74
Total Advertising Expense	10850	7926.74
Event Expenses		
Art Wine/Other Event Expenses	8,000.00	2080.8
Mothers Day Craft Faire	6,000.00	5189
Restaurant Week	2000	1653

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4,329,30 17,816,38 0.00 5,000,45 12,815.93	15,705.68 -4,846.00 11,286.00 22,145.68	USD

Details

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11,286.00				Total
1,800.00 9,486.00		ග ග	Deposit Deposit	06/30/2023
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			s cleared (2)	Deposits and other credits cleared (2)
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-20.00				
-1,800.00	Returned Item			06/30/2023
-70.00	Constant Contact		Expense	06/21/2023
-466.00	CA dept of TAx		Expense	06/15/2023
-1,800.00	Returned Item		Expense	06/01/2023
-690.00	S&J Advertising Inc	3559	Bill Payment	04/26/2023
AMOUNT (USD)	PAYEE	REF NO.	TYPE	DATE

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07/08/2023	Bill Payment	3569	Laura Cole-Rowe	-1,281.96
07/17/2023	Expense		Constant Contact	-81.00
Total				-5,000.45

Westamerica Bank Check Detail June 2023

	06/30/2023	06/21/2023	06/20/2023	06/20/2023	06/15/2023	06/14/2023	06/13/2023	06/06/2023	06/01/2023	DATE /74
	Expenditure	Expenditure	Bill Payment (Check)	Bill Payment (Check)	Expenditure	Bill Payment (Check)	Expenditure	Bill Payment (Check)	Expenditure	TRANSACTION TYPE
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20.00	-20.00	-1,800.00 1,800.00	-2,080.80 -2,080.80	-1,002.50 -1,002.50	-70.00 70.00	-557.00 -557.00	-466.00 466.00	-450.00 -450.00	1,800.00 1,800.00	AMOUNT

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USD		J. C.	Summary	Summary

Additional Information

Total

07/17/2023 07/08/2023

Expense Bill Payment 07/08/2023 07/08/2023

06/06/2023 06/14/2023

06/20/2023 06/20/2023

Bill Payment Bill Payment

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Bill Payment Bill Payment

3568

Virgils Bait Shop Tamuri Richardson B&K Tax Service

M & M Sanitary LLC Daily Republic Clear Image Sign Co

-1,002.50 -87.50 -3,549.99 -1,281.96

-2,080.80 -557.00 450.00

Constant Contact

-9,090.75

Laura Cole-Rowe

3563 3564 3566 3565 3567

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AMOUNT (USD)	PAYEE	REF NO.	TYPE	DAIE

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to page Approved		
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Income		
REVENUE		
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Business Assessments	13000	9,486
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