



A G E N D A

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

Suisun City Waterfront BID
Checking (7/19), 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.

Summary USD

Statement beginning balance	15,705.68
Checks and payments cleared (6)	-4,846.00
Deposits and other credits cleared (2)	11,286.00
Statement ending balance	22,145.68
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 07/31/2023	12,815.93

Details

Checks and payments cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/26/2023	Bill Payment	3559	S&J Advertising Inc	-690.00
06/01/2023	Expense		Returned Item	-1,800.00
06/13/2023	Expense		CA dept of Tax	-466.00
06/15/2023	Expense		Constant Contact	-70.00
06/21/2023	Expense		Returned Item	-1,800.00
06/30/2023	Expense			-20.00
Total				-4,846.00

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/16/2023	Deposit	9		1,800.00
06/30/2023	Deposit	9		9,486.00
Total				11,286.00

Additional Information

Uncleared checks and payments as of 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/06/2023	Bill Payment	3563	B&K Tax Service	-239.00

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

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/08/2023	Bill Payment	3567	Virgils Bait Shop	-87.50
07/08/2023	Bill Payment	3568	Tamurt 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 -5,000.45

Suisun City Waterfront BID
Westamerica Bank Check Detail
June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (7199)						
06/01/2023	Expenditure		Returned Item	RETURNED ITEM	R	-1,800.00
				RETURNED ITEM		1,800.00
06/06/2023	Bill Payment (Check)	3563	Daily Republic		C	-450.00
						-450.00
06/13/2023	Expenditure		CA dept of Tax	CA DEPT TAX FEE CDTFA EPMT / SUISUN CITY HISTORIC W14640985	R	-466.00
				CA DEPT TAX FEE CDTFA EPMT / SUISUN CITY HISTORIC W14640985		466.00
06/14/2023	Bill Payment (Check)	3564	Clear Image Sign Co			-557.00
						-557.00
06/15/2023	Expenditure		Constant Contact	CONSTANTCONTACT 8552295506 / LAURA COLE	R	-70.00
				CONSTANTCONTACT 8552295506 / LAURA COLE		70.00
06/20/2023	Bill Payment (Check)	3565	B&K Tax Service			-1,002.50
						-1,002.50
06/20/2023	Bill Payment (Check)	3566	M & M Sanitary LLC			-2,080.80
						-2,080.80
06/21/2023	Expenditure		Returned Item	RETURNED ITEM	R	-1,800.00
				RETURNED ITEM		1,800.00
06/30/2023	Expenditure			NIGHT DEPOSIT ANNUAL FEE	R	-20.00
				NIGHT DEPOSIT ANNUAL FEE		20.00

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

Checking (719) 17,816.38

TOTAL \$ 17,816.38 \$ 0.00

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

Suisun City Waterfront BID

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

RECONCILIATION REPORT

Reconciled on: 08/07/2023

Reconciled by: Kristie Shields

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Summary

USD

Statement beginning balance	22,145.68
Checks and payments cleared (8)	-9,090.75
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>13,054.93</u>
Uncleared transactions as of 07/31/2023	-239.00
Register balance as of 07/31/2023	12,815.93

Details

Checks and payments cleared (8)

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06/20/2023	Bill Payment	3565	B&K Tax Service	-1,002.50
07/08/2023	Bill Payment	3567	Virgil's 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				-9,090.75

Additional Information

Uncleared checks and payments as of 07/31/2023

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

Suisun Historic Waterfront BID
2023 Budget Approved

Ordinary Income/Expense	2023	
	Approved Budget	CURRENT
Income		
REVENUE		
Mothers Day Income	10000	10359
Business Assessments	13000	9,486
Art Wine Income/Other Event Income	14000	
Total REVENUE	<u>37000</u>	
Transfer from reserve	6000	1800
Total Income	43000	
Expense		
Advertising Expense		
Electronic Media	500	
Print Media	500	
Social Media Campaigns	600	
Marketing Program	<u>9250</u>	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

Suisun City Waterfront BID
Checking (7/199), Period Ending 06/30/2023
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