



A G E N D A

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

MONDAY, OCTOBER 16, 2023

5:00 PM

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

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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 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**
Approval of Minutes of September 18, 2023 Meeting
- 6. Financial Reports**
Financial Reports: August 2023
- 7. Old Business**
 - A. General meeting/town hall
 - B. Newsletter
 - C. Art, Wine & Music preliminary report, discussion of future of the event – Cole-Rowe
 - D. Elections
 - E. By Law updates
 - F. Joint Council/BID meeting – dates to reschedule
- 8. New Business**
 - A. Sponsorship of Virgil's Bass Derby
 - B. Holiday Event "piggyback" with tree lighting - Gandy
 - C. Annual Report for BID due
- 9. Next BID Meeting:** Monday, November 20, 2023 - 5:00 PM

Monday, September 18, 2023 5 pm

Suisun City Historic Business Improvement District Minutes

Suisun City Chambers/Virtual Zoom (Hybrid Meeting)

Board members Present: Laura Cole-Rowe, John Harter, Megan Smith

City Staff: Janet Hull

Public: Charmaine Gandy, The Vault Event Center; Debra Newsome, Craft and Cork

Meeting was called to order at 5:03 pm. Laura welcomed everyone to the BID Meeting.

Introductions: Charmaine Gandy, The Vault Event Center; Debra Newsome, Craft and Cork introduced themselves

No public comment or board comment.

Resignation of Shelly Kontogiannis from Board of Directors – Laura had spoken with Shelly about not being able to participate much, and she decided to resign from the board. Moved by Harter, seconded by Smith to accept her resignation with regret and best wishes. Motion carried.

Appointment of Charmaine Gandy, The Vault Event Center to Board of Directors – Moved by Harter, seconded by Byers to appoint Charmaine Gandy, The Vault Event Center to Board of Directors. Motion carried.

Appointment of Debra Newsome, Craft & Cork to the Board of Directors – Moved by Harter, seconded by Smith to appoint Debra Newsome, Craft & Cork to the Board of Directors. Motion carried.

Approval of Minutes - Moved by Smith, seconded by Harter to approve August minutes. Motion carried.

Financial Reports - were tabled as they were not received in time for the agenda.

Old Business

- A. General meeting/town hall will be rescheduled after the event.
- B. Newsletter – Laura is trying to get a newsletter out, but has been working on the event.
- C. Update on Art, Wine & Music; member event – Cole-Rowe gave a report on where we were with the event – still needs more volunteers – assignments were discussed; Gandy is working on “piggyback” event with downtown restaurants.
- D. Elections – Laura still needs list of paid BID members; Janet to get and send.
- E. By Law updates – are tabled until we can get some time to work on them after the event.
- F. Joint Council/BID meeting – will be rescheduled. Laura will find out when is a good time from mayor.

New Business – Laura will go over bylaws, Brown Act and history with new board member Gandy and Newsome on Saturday, September 23 at 1 pm.

Next BID Meeting: Monday, October 16, 2023 – 5 PM

On the horizon (future meetings)

- Meet with Public Works Director and City Manager

Harter moved for adjournment of meeting; Cole-Rowe seconded. Meeting Adjourned 5:31 pm

Suisun City Waterfront BID
Checking (7/199), Period Ending 08/31/2023
RECONCILIATION REPORT

Reconciled on: 09/25/2023
Reconciled by: Kristie Shields

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

Summary

Statement beginning balance	USD
Checks and payments cleared (1)	13,054.93
Deposits and other credits cleared (1)	-81.00
Statement ending balance	345.00
Uncleared transactions as of 08/31/2023	13,318.93
Register balance as of 08/31/2023	-689.00
Cleared transactions after 08/31/2023	12,629.93
Uncleared transactions after 08/31/2023	0.00
Register balance as of 09/25/2023	-81.00
	12,548.93

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/15/2023	Expense		Constant Contact	-81.00
Total				-81.00

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/25/2023	Deposit	9		345.00
Total				345.00

Additional Information

Uncleared checks and payments as of 08/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/06/2023	Bill Payment	3553	B&K Tax Service	-239.00
08/14/2023	Bill Payment	3570	B&K Tax Service	-450.00
Total				-689.00

Uncleared checks and payments after 08/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/15/2023	Expense		Constant Contact	-81.00
Total				-81.00

Suisun City Waterfront BID
Westamerica Bank Bill Payment List
August 2023

DATE	NUM	VENDOR	AMOUNT
Checking (7199)			
08/14/2023	3570	B&K Tax Service	-450.00
Total for Checking (7199)			\$ -450.00

Suisun City Waterfront BID
Westamerica Bank Balance
As of August 31 2023

Checking (7199) 13,318.93

TOTAL \$ 13,318.93 \$ 0.00

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

Suisun Historic Waterfront BID
2023 Budget Approved

	2023 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	345
Total REVENUE	<u>37000</u>	
Transfer from reserve	6000	
Total Income	43000	20190
Expense		
Advertising Expense		
Electronic Media	500	
Print Media	500	690
Social Media Campaigns	600	
Marketing Program	9250	7926.74
Total Advertising Expense	<u>10850</u>	8616.74
Event Expenses		
Art Wine/Other Event Expenses	8,000.00	2080.8
Mothers Day Craft Faire	6,000.00	5189
Restaurant Week	2000	1653
BID Mixer/Quarterly meetings	500	
Total Event Expenses	<u>16500</u>	8923
Operating Expenses		
Accounting Fees	1500	1450
Bank Charges	200	101.76
Contract Labor	6,000.00	725
Insurance	2100	
Miscellaneous Expenses (banners, etc)	700	152.14
Office Supplies	600.00	70

Postage, shipping, delivery	300	501
Tax Preparation	800	597
Taxes	200.00	466
Web Hosting & Upgrades	500.00	20.17
Total Operating Expenses	12900	4083.07
Beautification - Cleanup	0	
Total Expense	40,250.00	21622.81
Net Ordinary Income	2,750.00	
Net Income	2,750.00	