



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

**Monday, September 19, 2022
5:00 PM – 6:00 PM
Suisun City Council Chamber Via Zoom
701 Civic Center Blvd.
Suisun City, CA 94585**

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and in accordance with the provisions of SB 361 (2021) the following Suisun City Historic Waterfront Business Improvement District Meeting includes participation by teleconference. The public may attend the meeting via the Application, Zoom.

*DUE TO CORONAVIRUS COVID-19 THE HISTORIC WATERFRONT BUSINESS IMPROVEMENT
DISTRICT MEETING WILL BE HELD VIA THE APPLICATION, ZOOM*

ZOOM MEETING INFORMATION:

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

WEBINAR ID: 816 2478 0180

CALL IN PHONE NUMBER: (707) 438-1720

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 4pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

1. Closed Session - Personnel – Hiring of Administrative Coordinator

2. Open Session - Call Meeting to Order

3. Introductions

- i. City Representatives, City of Suisun City
- ii. Business Representatives
- iii. Guests

4. Public Comment

5. Board Comment



6. Approve Minutes of August 18, 2022

7. Treasurer's Report – Magda Funk

8. Old Business

- A. Art, Wine & Music – Cole-Rowe
 - a. Workplan Timeline schedule
 - b. Need Volunteers
 - c. ServSafe Alcohol training/ABC License – done and submitted
 - d. Vendors, Music, Dance Troup
 - e. Advertising
 - f. Other
- B. Election Procedure Update
- C. September (October) Mixer Update

9. New Business

- A. End of the Year Report/BID Hearing

10. Next BID Meeting: Monday, October 17, 2022 – 5:00 PM



MINUTES

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

Thursday, August 18, 2022

5:00 PM – 6:00 PM

Zoom Meeting

Meeting called to order at 5:02 pm by President Laura Cole-Rowe.

Attendance:

City Representatives, City of Suisun City – Kris Lofthus

Board – Magda Funk, John Harter, Laura Cole-Rowe, Megan Smith, Shelly Kontogiannis

Public Comment - none

Board Comment – Discussion on moving day of week for board meeting as it is difficult for our restaurant representatives as they have customers. Bylaws do not specify what day of the week; consensus was to move to the third Monday of the month.

5. Approve Minutes of June 16, 2022 and July 21, 2022 – Motion by Funk, seconded by Harter to approve minutes of June and July. Motion carried.

6. Treasurer's Report – Magda Funk As per

7. Old Business

- A. Update/Continue SCHWBID Media & Marketing Plan & timeline – Board went through the plan for the final time and consensus was that it is complete for what we can do this year.
- B. Art, Wine & Music – Cole-Rowe went through the timeline, volunteers, musical entertainment. Has not been able to procure sponsorship. Cole-Rowe is finishing the ServSafe Alcohol training for the ABC License; Funk has ordered glasses and ordered portable toilets/wash stations; Harter will get 20 cases of water; Cole-Rowe to contact Delta One for security. Cole-Rowe stressed the importance of volunteers; ordered ads from YourTown and is talking with the Daily Republic; will place Facebook ads.
- C. Sign repair status (Hwy 12/Sunset) – Lofthus mentioned that the city will need to find a new location for the sign as the Tractor Supply will be going to that location. Cole-Rowe will let Clear Image sign know and have them get size of sign to the city so that we can use the same banner for future sign.



- D. Election Procedure Update – Cole-Rowe still working on database for this.
- E. September Mixer Update – Cole-Rowe contacted city manager about contract us to Solano Transportation Authority rooftop; he did not know if there was an agreement in place – Laura to contact Daryl Hall at STA as her friend that used to work there no longer does. Other locations were discussed. Aiming for Sept. 27, 5-7 pm.
- F. Interviews for independent work for BID update – Interview will be conducted before next meeting; board will discuss in closed session at the beginning of the meeting.

8. New Business – none

Meeting adjourned at 6:04 pm.

9. Upcoming BID Meeting: Thursday, September 19, 2022 – 5:00 PM

Suisun City Waterfront BID

Checking (7199), Period Ending 08/31/2022

RECONCILIATION REPORT

Reconciled on: 09/08/2022

Reconciled by: Kristie Shields

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

Summary

USD

Statement beginning balance.....	19,876.74
Checks and payments cleared (6).....	-1,807.10
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	18,069.64
Uncleared transactions as of 08/31/2022.....	-1,898.18
Register balance as of 08/31/2022.....	16,171.46
Cleared transactions after 08/31/2022.....	0.00
Uncleared transactions after 08/31/2022.....	-4,248.07
Register balance as of 09/08/2022.....	11,923.39

Details

Checks and payments cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/10/2022	Bill Payment	3522	Laura Cole-Rowe	-18.00
08/10/2022	Bill Payment	3523	James Funk	-162.50
08/10/2022	Bill Payment	3524	Gabriela Satmarean	-155.60
08/10/2022	Bill Payment	3526	B&K Tax Service	-181.00
08/11/2022	Bill Payment	3450	Solano diversified Services Inc	-1,220.00
08/15/2022	Expense		Constant Contact	-70.00
Total				-1,807.10

Additional Information

Uncleared checks and payments as of 08/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	3411	VSC Press Printing Publishing INC	-128.18
06/03/2022	Bill Payment	3513	Solano diversified Services Inc	-1,220.00
07/06/2022	Bill Payment	3520	Daily Republic	-550.00
Total				-1,898.18

Uncleared deposits and other credits as of 08/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
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DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/10/2022	Bill Payment	3525	Clear Image Sign Co	0.00
Total				0.00

Uncleared checks and payments after 08/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/08/2022	Bill Payment	3532	B&K Tax Service	-186.00
09/08/2022	Bill Payment	3527	State Farm Auto Insurance	-33.22
09/08/2022	Bill Payment	3528	Solano diversified Services Inc	-1,220.00
09/08/2022	Bill Payment	3529	S&J Advertising Inc	-500.00
09/08/2022	Bill Payment	3530	Magda Nathan-Funk	-1,483.85
09/08/2022	Bill Payment	3531	Daily Republic	-825.00
Total				-4,248.07

Suisun City Waterfront BID

Westamerica Bank Check Detail

August 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (7199)						
08/10/2022	Bill Payment (Check)	3522	Laura Cole-Rowe		R	-18.00
						-18.00
08/10/2022	Bill Payment (Check)	3523	James Funk		R	-162.50
						-162.50
08/10/2022	Bill Payment (Check)	3524	Gabriela Satmarean		R	-155.60
						-155.60
08/10/2022	Bill Payment (Check)	3525	Clear Image Sign Co	Voided		0.00
						0.00
08/10/2022	Bill Payment (Check)	3526	B&K Tax Service		R	-181.00
						-181.00
08/11/2022	Bill Payment (Check)	3450	Solano diversified Services Inc		R	-1,220.00
						-1,220.00
08/15/2022	Expenditure		Constant Contact	CONSTANTCONTACT 8552295506 / LAURA COLE CONSTANTCONTACT 8552295506 / LAURA COLE	R	-70.00 70.00

Westamerica Bank Balance Sheet Detail

As of August 31, 2022

	Date	Amount	Balance
ASSETS			
Checking (7199)			
	Beginning Balance		17,978.56
	08/10/2022	-162.50	17,816.06
	08/10/2022	-181.00	17,635.06
	08/10/2022	-155.60	17,479.46
	08/10/2022	-18.00	17,461.46
	08/11/2022	-1,220.00	16,241.46
	08/15/2022	-70.00	16,171.46
Total for Checking (7199)		-\$ 1,807.10	
Event Change			
	Beginning Balance		1,400.00
Total for Event Change			
Accumulated Amortization			
	Beginning Balance		13,821.87
Total for Accumulated Amortization			
TOTAL ASSETS		-\$ 1,807.10	\$ 31,393.33

04:18:10 PM GMT-7 - Cash Basis

Suisun Historic Waterfront BID**2022 Budget vs Actual**

<u>Ordinary Income / Expense</u>	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>Over/ Under</u>
Income			
REVENUE			
Mother's Day Event	\$10,000.00	\$9,427.19	\$572.81
Business Assessments	\$11,875.00	\$13,228.75	\$1,353.75
Art & Wine	<u>\$10,000.00</u>		
Total Revenue	<u>\$31,875.00</u>		
Transfer from Reserve	\$12,000.00		
Total Income	\$43,875.00		
Expense			
Advertising Expense		11828.76	
Electronic Media	\$650.00		
Print Media	\$1,500.00	\$550.00	
Social Media Campaigns	\$600.00		
Marketing Program	<u>\$11,250.00</u>		
Total Advertising Expense	\$14,000.00	\$12378.76	\$1621.24
Event Expenses			
Art, Wine & Chocolate Festival	\$2,500.00	1646.35	853.65
Mother's Day Craft Fair	\$2,500.00	\$5,979.73	\$3,479.73
Restaurant Week	\$2,000.00		
BID Mixer	<u>\$600.00</u>		

Total Event Expenses	\$7,600.00	\$5,979.73	\$1,620.27
Operating Expenses			
Accounting Fees	\$1,200.00	1021.5	178.5
Bank Charges	\$35.00	\$97.57	62.57
Contract Labor	\$3,000.00		
Insurance	\$2,000.00	\$533.22	
Miscellaneous Expenses (Banners, etc.)	\$700.00		
Office Supplies/ Software	\$450.00	\$562.00	\$112
Postage, Shipping, Delivery	\$400.00	363.9	
Tax Preparation	\$550.00	\$796.00	\$246
Taxes	\$200.00		
Web Hosting & Upgrades	<u>\$495.00</u>	\$3560.0	\$3065.00
Total Operating Expenses	\$9,030.00		
Beautification - Cleanup	<u>\$14,400.00</u>	\$11960	2440.00
Total Expense	<u>\$45,030.00</u>		
Net Ordinary Income	(\$1,155.00)		
Net Income	(\$1,155.00)		

Suisun City Waterfront Foundation
Valley Strong Credit Union
Balance Sheet Standard
As Of AUGUST 31th 2022

ASSETS

Current Assets

Checking \$1,159.30

Savings \$25.00

TOTAL Assets **\$1,184.30**