



AGENDA

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

Thursday, July 15, 2021

5:00 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 Executive Order released on March 12, 2020, 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: 982 6725 8810

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. Call Meeting to Order

2. Introductions

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

3. Public Comment

4. Board Comment

5. Approve Minutes of June 17, 2021

6. Treasurer's Report



7. New Business

- A. Presentation from Jonathan Erwin, Resilient Neighborhoods Program Manager, Sustainable Solano, on Flood Resilience Action Plan
- B. BID Fee Waiver Requests
- C. Letter of Appreciation to retiring F-S Chamber CEO, Debi Tavey

8. Old Business

- A. Art, Wine & Music – updates/additions/ on timeline
 - a. Application
 - b. Insurance
 - c. Band (see attached contract)
 - d. MOU (attached)
 - e. Website
 - f. Social Media
 - g. Volunteers
- B. Media & Marketing Plan Timeline Update/Report
 - a. Daily Republic page
 - b. Decision on YourTown (\$200+ per month) - attachment
- C. Nominations/Elections Report

9. Date and Time of Next BID Board Meeting: August 19, 2021 – 5:00 PM



MINUTES

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

Thursday, June 17, 2021

5:00 PM – 6:00 PM

The meeting was called to order at 5:02 by president Laura Cole-Rowe.

Board members present – John Harter, Laura Cole-Rowe, Magda Funk, Shelley Kontogiannis, Megan Smith

City Representatives present – Kris Loftus, City of Suisun City

Guests – Brenda Mossa

Public Comment – none

Board Comment – Cole-Rowe mentioned that she attended the soft opening of the Holiday Inn Express.

5. Approve Minutes of May 15, 2021 Motion by Smith, seconded by Harter to approve minutes. Motion carried.

6. Treasurer's Report – Magda gave the treasurer's report. There are four invoices to be paid this month. Kristie is still working on taxes, Motion by Harter, seconded by Smith to accept the report. Motion carried.

7. New Business

- A. BID Fee Waiver Requests - none
- B. Report on BID fee payments – Cole-Rowe emailed the Finance Department – the total of BID fees received is \$10,100. Check to be processed this week. Cole-Rowe has the spreadsheet of who has paid. Needs to see if all board nominees are members in good standing. Will work with Shelley on this.
- C. Event Discussion Art, Wine & Music – The board went over the timeline, requirements, costs, permits, for the event with a share of the workplan spreadsheet on Zoom. After much discussion and questions/answers, and stressing the need for a lot of volunteers, the board decided to go ahead with the event. Motion by Funk, second by Kontogiannis to approve holding the event. Motion carried. Immediate (before next meeting) next steps are:
 - Laura to place workplan on Google Docs and share with board so they can update when things are done
 - Laura to place volunteer sign up on Google Docs – everyone to get volunteers, Shelly to take lead – to contact Mike Hudson for his church volunteers
 - Laura to complete city partnership agreement this weekend



- Laura to check with Clear Image on what the current image/branding is for AW&M so that it can be used for other branding
- Magda to start checking on liquor liability insurance
- Megan to check with Virgil's on glasses, tables and whatever else is there
- Megan to check with Mike (fiancée) to see if he will be available that weekend to haul trailer to the event
- John to check on bands
- Laura to write MOU for Brenda

8. Old Business

- A. Media & Marketing Plan Timeline Update/Report –
 - a. Laura reported that the Daily Republic will start running the Friday ad at no cost starting on July 9. Laura to get information from Kris on the city's waterfront events.
 - b. Decision on YourTown ad – Discussion – too late for July; will be too late for August by the next meeting. Laura would like to see a layout of the ad so that we can make a decision and start with September ad for AWM.
- B. Nominations/Elections Report – need to check on nominees in new paid BID fee list to see if they are members in good standing. Because the list has been late, we may wish to consider changing by-laws to reflect this and change elections to a later date.

9. Date and Time of Next BID Board Meeting:

July 15, 2021 – 5:00 PM – Suisun City Hall/Zoom

Motion by Harter, second by Cole-Rowe to adjourn meeting. The meeting was adjourned at 6:19 pm.

Management Report

Suisun City Waterfront BID

For the period ended June 30, 2021

Prepared by

B&K Tax Service

Prepared on

July 9, 2021

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Profit and Loss

June 2021

	Total
INCOME	
Total Income	
GROSS PROFIT	0.00
EXPENSES	
Advertising & Marketing	50.00
Bank Charges & Fees	20.00
Legal & Professional Services	704.49
Office Supplies & Software	198.18
Repairs & Maintenance	1,140.00
Total Expenses	2,112.67
NET OPERATING INCOME	-2,112.67
NET INCOME	\$ -2,112.67

Balance Sheet

As of June 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking (7199)	21,440.15
Total Bank Accounts	21,440.15
Total Current Assets	21,440.15
Fixed Assets	
Accumulated Amortization	13,821.87
Total Fixed Assets	13,821.87
TOTAL ASSETS	\$35,262.02
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	1,311.50
Total Accounts Payable	1,311.50
Total Current Liabilities	1,311.50
Total Liabilities	1,311.50
Equity	
Opening Balance Equity	56,894.03
Retained Earnings	-11,735.34
Net Income	-11,208.17
Total Equity	33,950.52
TOTAL LIABILITIES AND EQUITY	\$35,262.02

Statement of Cash Flows

June 2021

	Total
OPERATING ACTIVITIES	
Net Income	-2,112.67
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Net cash provided by operating activities	-2,112.67
NET CASH INCREASE FOR PERIOD	-2,112.67
Cash at beginning of period	23,552.82
CASH AT END OF PERIOD	\$21,440.15

Suisun City Waterfront BID

Balance Sheet Detail
As of June 30, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
06/14/2021	Checking (7199)			Beginning Balance					23,552.82
06/14/2021	Bill Payment (Check)	3411	VSC Press Printing Publishing INC		Accounts Payable (A/P)		\$128.18	-128.18	23,424.64
06/14/2021	Bill Payment (Check)	3414	B&K Tax Service		Accounts Payable (A/P)		\$704.49	-704.49	22,720.15
06/14/2021	Bill Payment (Check)	3413	HBH Hudson Business Networks		Accounts Payable (A/P)		\$50.00	-50.00	22,670.15
06/15/2021	Bill Payment (Check)	3412	Solano diversified Services Inc		Accounts Payable (A/P)		\$1,140.00	-1,140.00	21,530.15
06/30/2021	Expense		Constant Contact	CONSTANTCONTACT 8552295506 LAURA COLE	Office Supplies & Software		\$70.00	-70.00	21,460.15
	Expense			NIGHT DEPOSIT ANNUAL FEE	Bank Charges & Fees		\$20.00	-20.00	21,440.15
	Total for Checking (7199)							\$ -2,112.67	
	Accumulated Amortization								13,821.87
	Beginning Balance								
	Total for Accumulated Amortization								\$ -2,112.67
TOTAL ASSETS									
	LIABILITIES AND EQUITY							\$ -2,112.67	\$35,262.02
	Equity								
	Operating Balance Equity								
	Beginning Balance								56,894.03
	Total for Operating Balance Equity								
	Retained Earnings								
	Beginning Balance								1,454.00
	Total for Retained Earnings								
	Net Income							\$ -11,827.84	\$ -11,827.84
	Total Equity							\$ -11,258.17	\$ -11,258.17
	Total Liabilities and Equity							\$ -23,086.01	\$35,262.02
								\$ -23,086.01	\$35,262.02

Suisun City Waterfront BID

Item 6

Westamerica Bank Check Detail

June 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (7199)						
06/14/2021	Bill Payment (Check)	3411	VSC Press Printing Publishing INC			-128.18
						-128.18
06/14/2021	Bill Payment (Check)	3412	Solano diversified Services Inc		R	-1,140.00
						-1,140.00
06/14/2021	Bill Payment (Check)	3413	HBN Hudson Business Networks			-50.00
						-50.00
06/14/2021	Bill Payment (Check)	3414	B&K Tax Service			-704.49
						-704.49
06/15/2021	Expense		Constant Contact	CONSTANTCONTACT 8552295506 LAURA COLE	R	-70.00
				CONSTANTCONTACT 8552295506 LAURA COLE		70.00
06/30/2021	Expense			NIGHT DEPOSIT ANNUAL FEE	R	-20.00
				NIGHT DEPOSIT ANNUAL FEE		20.00

Management Report

Suisun City Waterfront Foundation
For the period ended June 30, 2021

Prepared by
B&K Tax Service

Prepared on
July 9, 2021

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Profit and Loss

June 2021

This report contains no data for your specified date range.

Balance Sheet

As of June 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
Solano First	1,159.30
Total Bank Accounts	1,159.30
Total Current Assets	1,159.30
TOTAL ASSETS	\$1,159.30
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	1,846.26
Retained Earnings	-686.96
Net Income	
Total Equity	1,159.30
TOTAL LIABILITIES AND EQUITY	\$1,159.30

Statement of Cash Flows

June 2021

	Total
OPERATING ACTIVITIES	
Net Income	
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Net cash provided by operating activities	0.00
FINANCING ACTIVITIES	
Opening Balance Equity	1,846.26
Net cash provided by financing activities	1,846.26
NET CASH INCREASE FOR PERIOD	1,846.26
Cash at beginning of period	-686.96
CASH AT END OF PERIOD	\$1,159.30

Management Report

Suisun City Waterfront Foundation

For the period ended December 31, 2020

Prepared by

B&K Tax Service

Prepared on

July 9, 2021

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Profit and Loss

January - December 2020

	Total
INCOME	
Total Income	
GROSS PROFIT	0.00
EXPENSES	
Legal & Professional Services	563.96
Uncategorized Expense	123.00
Total Expenses	686.96
NET OPERATING INCOME	-686.96
NET INCOME	\$-686.96

Balance Sheet

As of December 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
Solano First	-686.96
Total Bank Accounts	-686.96
Total Current Assets	-686.96
TOTAL ASSETS	\$ -686.96
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Retained Earnings	
Net Income	-686.96
Total Equity	-686.96
TOTAL LIABILITIES AND EQUITY	\$ -686.96

Statement of Cash Flows

January - December 2020

	Total
OPERATING ACTIVITIES	
Net Income	-686.96
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Net cash provided by operating activities	-686.96
NET CASH INCREASE FOR PERIOD	-686.96
CASH AT END OF PERIOD	\$ -686.96

Suisun City Waterfront Foundation
 Solano First, Period Ending 09/30/2020

RECONCILIATION REPORT

Reconciled on: 06/12/2021

Reconciled by: Kristie Shields

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

Summary	USD
Statement beginning balance	1,846.26
Service charge	-563.96
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	1,282.30
Register balance as of 09/30/2020	1,282.30

Suisun City Waterfront Foundation

Solano First, Period Ending 10/30/2020

RECONCILIATION REPORT

Reconciled on: 07/01/2021

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance.....	1,282.30
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>1,282.30</u>
Register balance as of 10/30/2020.....	1,282.30

Suisun City Waterfront Foundation
 Solano First, Period Ending 11/30/2020

RECONCILIATION REPORT

Reconciled on: 07/01/2021

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance	1,282.30
Service charge	-123.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	1,159.30
Register balance as of 11/30/2020	1,159.30

Suisun City Waterfront Foundation
Solano First, Period Ending 12/31/2020

RECONCILIATION REPORT

Reconciled on: 07/01/2021

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance.....	1,159.30
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>1,159.30</u>
Register balance as of 12/31/2020.....	1,159.30

Suisun City Waterfront Foundation
Solano First, Period Ending 03/31/2021

RECONCILIATION REPORT

Reconciled on: 07/01/2021

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance.....	1,159.30
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>1,159.30</u>
Register balance as of 03/31/2021.....	1,159.30



ENGAGEMENT CONTRACT

City of Suisun: On The Water Weekend

THIS AGREEMENT IS MADE BY AND BETWEEN: Jake Baker (Band Rep) for The 7th Sons (Band) and The City of Suisun (Client).

DATE OF AGREEMENT: 06/28/2021

DATE OF ENGAGEMENT: 10/02/2021

LOCATION: **Waterfront, Suisun, CA**

PERFORMANCE TIME: 2pm – 4pm

COMPENSATION: \$750.00

PAYMENT TERMS: Payment due on date of service **prior to the performance**. We prefer cash or separate checks payable to each musician.

DETAILS:

- Band will supply all instruments and equipment including PA if needed
- Band members can park, unload, and setup equipment behind the stage at 12pm
- The Band may take 1 15- minute between the 1st and 2nd set
- Client will provide food and refreshments for band members
- A Tip Jar will be allowed to be placed on the stage, announced, and passed

AS INDEPENDENT CONTRACTORS, THE PERFORMERS ASSUME ALL RESPONSIBILITY FOR WITHHOLDING TAX, SOCIAL SECURITY, STATE TAX, PUBLIC LIABILITY AND WORKMAN'S COMPENSATION INSURANCE AS WELL AS ANY LICENCING, UNION CONTRACTS, DUES AND ALL OTHER MISCELLANEOUS OBLIGATIONS.

THE UNDERSIGNED AGREE TO ALL OF THE ABOVE MENTIONED TERMS AND CONDITIONS:

A blue ink signature, appearing to read 'mug', written over a horizontal line.

SIGNATURE OF BAND REP

Mark "Jake" Baker
321 Ceclila Way #14
Tiburon, CA 94920
415-847-2670
Jake@JakeBaker.com

SIGNATURE OF CLIENT

Suisun City "On The Water"
Laura Cole-Rowe
1107 Park Lane, Suisun City, CA 94585
(707) 631-5029
lauracolerowe@yahoo.com

**Professional Services/Event Planning for Art, Wine and Music Event 2021 for the Suisun City
Historic Waterfront Business Improvement District**

SUISUN CITY HISTORIC WATERFRONT BID

AGREEMENT FOR SERVICES/MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT FOR SERVICES/MEMORANDUM OF UNDERSTANDING is between SUISUN CITY HISTORIC WATERFRONT BID, hereinafter referred to as "SCHWBID," and Brenda L. Mossa, hereinafter referred to as "Event Planner."

SCHWBID requires services for a qualified independent contractor for professional special event services for the district.

Scope of Work:

Duties related to SCHWBID's participation in the following event: Art, Wine and Music at the Suisun Waterfront on Saturday, October 2, 2021 from 11 a.m. – 5 p.m. This will include solicitation of artisan and food participants for event, mapping, any other duties assigned to the Event Planner for the execution of said event, and on-site management of the artisans and food participants the day of the event.

SCHWBID will pay for advertising, printed promotional materials (including outdoor billboards) entertainment (and related expenses), ice, radios, printing, portable toilets, special event insurance, sound system (if applicable), security, hand washing stations, tent and table rentals, wine glasses, ticket sale costs, wrist bands, ABC permitting fees, signage and any other miscellaneous supplies for the event. SCHWBID will provide social media, press releases and website services for the event. SCHWBID will not pay for any services by other independent contractors (except by written contract) or volunteers before the event or the day of the event.

Event Planner is responsible for the Solano County Health permit, printing, postage and office supplies for solicitation and confirmation of qualified vendors.

SCHWBID will provide a reasonable number of volunteers the day of the event to assist Event Planner with set up of the event, duties during the event, and break down/clean up after the event.

Timeline:

Work shall commence immediately for solicitation of vendors for the events.

Event Planner is willing to perform these services pursuant to the terms and conditions set out in this Agreement.

IT IS MUTUALLY AGREED, as follows:

1. SCOPE OF SERVICES

SCHWBID hereby engages the Event Planner, and Event Planner agrees to perform the services as described above.

2. METHOD OF PAYMENT

Event Planner shall be paid as follows: Event Planner will charge qualified artisan, packaged and non-packaged food vendors for their participation.

SCHWBID will receive a flat fee of \$3,500 from the Event Planner, payable within 10 days of the conclusion of the event.

3. WARRANTY

SCHWBID has relied upon the professional ability and training of the Event Planner as a material inducement to enter into this Agreement. The Event Planner hereby warrants that all of its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptances of the Event Planner's work by SCHWBID shall not operate as a waiver or release.

4. MODIFICATIONS AND TERMINATION

This Agreement may be modified or amended only by written instrument signed by the parties hereto, and the compensation and time of performance of this Agreement shall be adjusted if they are materially affected by such modification or amendment.

Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance of nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing, by SCHWBID.

This Agreement may be terminated by the SCHWBID at any time, without cause, upon written notification to the Event Planner. The Event Planner may terminate this Agreement upon thirty (30) days written notice to SCHWBID provided Event Planner completes all pending tasks assigned to it by SCHWBID.

Following termination by SCHWBID or the Event Planner, the Event Planner shall be reimbursed for all expenditures made in good faith in accordance with the terms of this Agreement that are unpaid at the time of termination.

5. LAWS, REGULATIONS, PERMITS AND SAFETY

The Event Planner shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the conduct of the work. The Event Planner shall be liable for all

violations of the law in connection with work furnished by the Event Planner. If the Event Planner performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Event Planner shall bear all costs arising there from.

The Event Planner shall execute and maintain his/her work so as to avoid injury or damage to any person or property.

In carrying out the Event Planner's work, the Event Planner shall at all times, exercise all necessary precautions for the safety of employees and/or volunteers appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all federal, state and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act (as applicable). Safety precautions as applicable shall include instructions in accident prevention for all employees and/or volunteers such as safe walkways, scaffolds, fall protection, ladders, bridges, gang planks, confined space procedures, trenching & shoring, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries.

6. INSURANCE

The Event Planner agrees to carry insurance for this purpose as set out in the specifications. The Event Planner's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by SCHWBID, or its directors, officers, employees or authorized volunteers or independent consultants.

Workers' Compensation Insurance - By the Event Planner's signature hereunder, the Event Planner certifies that the Event Planner is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and the Event Planner will comply with such provisions before commencing the performance of the work of this Agreement. SCHWBID is aware that the Event Planner has no paid employees.

Liability Insurance - The Event Planner shall provide and maintain at all times during the performance of this Agreement, the following commercial general liability and automobile liability insurance:

Coverage - Coverage shall be at least as broad as the following:

Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001).

Limits - The Event Planner shall maintain limits no less than the following:

General Liability – One million dollars (\$1,000,000.00) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit or products – completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit and products – completed operations aggregate limit shall be twice the required occurrence limit.

Sub-Contractors - In the event that the Event Planner employs other sub-contractors as part of the services covered by this Agreement, it shall be the Event Planner's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

7. COMPLIANCE WITH LAW

The Event Planner shall be subject to and comply with all federal, state and local laws and regulations applicable with respect to its performance under this Agreement, including but not limited to, licensing, employment and purchasing practices; and wages, hours and conditions of employment.

8. RECORD RETENTION

Except for materials and records, delivered to SCHWBID, the Event Planner shall retain all materials and records prepared or obtained in the performance of this Agreement, including financial records, for a period of at least three years after the conclusion of the event. Upon request by SCHWBID, the Event Planner shall make such materials and records available to SCHWBID at no additional charge.

9. OWNERSHIP OF DOCUMENTS

All notes, materials and records of a draft or finished nature, such as plans, specifications, reports and maps, prepared or obtained in the performance of this Agreement, are the property of the Event Planner. All materials of a preliminary nature, such as survey notes, sketches, preliminary plans, computations and other data, prepared or obtained in the performance of this Agreement, shall be made available, upon request, to SCHWBID at no additional charge and without restriction or limitation on their use.

10. SUBCONTRACTS AND ASSIGNMENT

This Agreement binds the heirs, successors, assigns and representatives of the Event Planner. The Event Planner shall not enter into subcontracts for any work contemplated under this Agreement and shall not assign this Agreement or monies due or to become due, without the prior written consent of SCHWBID, subject to any required state or federal approval.

11. NONRENEWAL

The Event Planner understands and agrees that there is no representation, implication, or understanding that the services provided by the Event Planner under this Agreement will be purchased SCHWBID under a new agreement following expiration or termination of this Agreement, and waives all rights or claims to notice or hearing respecting any failure to continue purchase of all or any such services from the Event Planner.

12. NON-AGENT

The Event Planner is an independent Event Planner of SCHWBID and shall not have the power or authority to act as the Agent of SCHWBID or to bind SCHWBID without its prior written authority.

13. COOPERATION WITH SCHWBID

Event Planner shall fully cooperate with SCHWBID during the course of performance of this Contract and at all times thereafter provided SCHWBID pays the reasonable costs of time and materials expended by Event Planner.

14. NOTICE

Any notices provided for herein are necessary to the performance of this Agreement and shall be given in writing by personal delivery or by prepaid first-class mail addressed as follows:

SCHWBID

Laura Cole-Rowe, President
Suisun City Historic Waterfront BID
P.O. Box 566
Suisun City, CA 94585

EVENT PLANNER

Brenda L. Mossa
3250 Congressional Circle
Fairfield, CA 94534

The parties have executed this Agreement the day and year first above written.

Suisun City Historic Waterfront BID

Brenda L. Mossa

By: _____
Laura Cole-Rowe

By: _____
Brenda L. Mossa

Date: _____

Date: _____

S & J Advertising's Your Town Monthly®



Item 8.B - b.
Administration & Billing:

555 Mason St., Ste. 250 • Vacaville, Ca. 95688
website: www.yourtownmonthly.com

Solano / Yolo Counties: 707-448-6446 • Fax 707-448-6943 • chandra@yourtownmonthly.com
Vacaville • Fairfield/Travis/Suisun/Cordelia • Dixon/Winters

Contra Costa/Alameda Counties: 925-328-0888 • Fax 925-397-3038 • eastbay@yourtownmonthly.com
San Ramon/Danville/Blackhawk/Alamo/Diablo • Pleasanton/Dublin • Walnut Creek/Lafayette • Livermore

Contract Exp. Date _____
For Office Use Only

Client Information

Business Name: _____ Business Type: _____
Client Contact: _____ Phone #: _____ Fax #: _____
Address (BILL TO): _____
Cell #: _____
Email: _____ Website: _____

Contact Information

Terms of Contract: _____ Sales Representative: _____ *All contracts subject to approval by publisher*
Special Instructions: _____

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Month(s) ad to run

JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC

Publication(s) ad to run in:

- ☐ Vacaville
☐ Fairfield/Travis/Suisun/Cordelia
☐ Dixon/Winters
☐ San Ramon/Danville
☐ Pleasanton/Dublin
☐ Walnut Creek/Lafayette
☐ Livermore
☐ Monthly Grapevine - Benicia/Vallejo/American Canyon
☐ Web
☐ Other _____

Ad Sizes:

- ☐ Full Page (7.5" wide x 9.625" high)
☐ Half Page (3.5" wide x 9.625" high or 7.5" x 4.65")
☐ Third Page (7.5" wide x 3" high or 3.5" x 6.5")
☐ Quarter Page (3.5" wide x 4.65" high or 7.5" x 2.25")
☐ Sixth Page (3.5" wide x 3" high)
☐ Eighth Page (3.5" wide x 2.25" high)
☐ Tenth Page (3.5" wide x 1.75" high) select publications
☐ Business Directory* (1.37" wide x 2.37" high)
*(Restrictions apply - 4 month contract, 25 word max., 1 logo or image, no exp. date.)
☐ Web Ads: _____

Other: _____

Price (per month/per issue): _____

Total Monthly Payment: _____

Total Due: _____

If advertisement is continued beyond the initial term set forth in this agreement, the ad will continue month-to-month and can be canceled anytime with a written cancellation request made at least 30 days in advance. _____ (Client Initials)

Interest will be charged on balances not paid in-full by the 15th of the month. Any fees incurred by a collection agency in an attempt to collect on past due bills shall be passed on to the client. If it is necessary to take legal action to enforce this contract, the prevailing party shall be entitled to all court costs and reasonable attorney fees.

First month due on receipt: Cash ☐ Check ☐ VISA/MC/AMEX/DISC ☐ AutoPay ☐

NOTE: Ad copy will remain the same from month to month unless client notifies his/her rep before ad copy deadline. Client will be notified of copy due date by email. _____ (Client Initials)

Customer Signature

Date: _____

Solano County's
Hidden Gem

