



A G E N D A

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

MONDAY, DECEMBER 18, 2023

5:00 PM

Suisun City Council Chambers - 701 Civic Center Boulevard - Suisun City, California

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 - November 20, 2023
Approval of Minutes of November 20, 2023 Meeting

6.. Financial Reports - Tabled until next month (report not received in time)

7.. Appointment of Elaine Byers to Secretary effective February 1, 2024.

8.. Old Business

- A. General meeting/town hall – Thursday, February 1, 6 pm online – speakers, topics, need committee
- B. BID Holiday Event – Gandy/Cole-Rowe
- C. Hiring of Social Media/Website Coordinator – Cole-Rowe
- D. BID Annual Report/2024 Budget – December 5 meeting results; public hearing - Tuesday, December 19

9.. New Business

- A. Restaurant Week – January 12-21, 2024
- B. January BID meeting will focus on new workplan (destination marketing, etc.)

Next BID Meeting: To be Determined - Monday, January 15 is federal holiday (MLK Day); checking with city on available dates for January and February (President's Day)



**MINUTES
SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT**

**Monday, November 20, 2023, 5:00 PM
Suisun City Council Chambers/Virtual Zoom**

Board members present: Laura Cole-Rowe, John Harter, Elaine Byers, Megan Smith, Debra Newsome, Charmaine Gandy

City Staff: Janet Hull, Kris Lofthus

The meeting was called to order at 5:02 pm. Laura welcomed everyone to the meeting.

No Public Comment or Board comment.

Approval of Minutes – Moved by Smith, seconded by Harter to approve October minutes. Motion carried.

Financial Reports – Moved by Harter, seconded by Gandy to approve September & October 2023 financial reports. Motion carried.

Old Business

- A. General meeting/town hall – to schedule for January with speakers and also to reveal new workplan and solicit comments /input on it. Need committee to work on.
- B. Newsletter – Laura to get newsletter out regarding Christmas event.
- C. Art, Wine & Music preliminary report update – showing a loss of about \$1800; have not received sponsorship funds.
- D. Joint Council/BID meeting – Date has not yet been determined.

New Business

- A. Appointment of Secretary for BID board – Cole-Rowe – Discussion on appointing a secretary; Elaine volunteered but cannot start until the February meeting. Will bring back for formal vote next meeting.
- B. Holiday Event “piggyback” with tree lighting – will encourage businesses to stay open and hold a wreath decorating contest. Gandy/Cole-Rowe will work on details.
- C. By-Laws updates – Cole-Rowe went through the minor changes recommended in bylaws. Discussion held. Moved by Smith, seconded by Harter to approve. Motion carried.
- D. Support Letter for fishing dock grant – Hull explained the dock grant and how a support letter would help. Moved by Smith, seconded by Gandy to approve sending letter. Motion carried.
- E. Hiring of Social Media/Website Coordinator – Cole-Rowe wants to explore the possibility of hiring a professional social media/website coordinator and to track the productivity (metrics) of such. Will bring back at a later meeting with description.
- F. Approval of BID Annual Report/2024 Budget – Motion by Smith, seconded by Harter to approve report. Cole-Rowe asked that everyone attend the meetings on December 5 and December 19.

Next BID Meeting: Monday, December 18, 2023 – 5 PM

Moved by Smith, seconded by Harter to adjourn meeting at 6:01 PM. Motion carried.