



A G E N D A

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

MONDAY, JULY 15, 2024

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: Eleese Cheek, Marina Lounge, 1467 Legend Circle, Vallejo, CA

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**
 - City Representatives, City of Suisun City
 - Business Representatives
 - Guests
- 3. Public Comment**

4. **Board Comments**
5. **Approval of Minutes**
Approval of Minutes of June 17, 2024 Meeting
6. **Financial Reports**
June 2024 Financial Report
7. **New Business**
 - A. Introduction of new Board Members, discussion on the transitioning of the new Board, introduction of new Board to Kristie Shields.
 - B. Discussion of bylaws with City - can more than one person belong to the Board if they work for the same business? Can businesses outside the boundary join the Business Improvement District voluntarily?
8. **Old Business**
 - A. Discussion on request for funding from the City of Suisun City.
9. **Future Meetings: Next Business Improvement District Meeting - August 19, 2024**

MINUTES
REGULAR MEETING OF THE SUISUN CITY HISTORIC WATERFRONT BUSINESS
IMPROVEMENT DISTRICT BOARD OF DIRECTORS
Monday June 17, 2024, 5:00PM
Suisun City Council Chambers

Board members present: Laura Cole-Rowe, John Harter, Elaine Byers, Charmaine Gandy, Megan Smith
City Staff: Chris Loftus, Garret Toles, Mayor Alma Hernandez
Guests: Arsenia Miyaji with Wiseman Group,

Call Meeting to Order: The meeting was called to order at 5:09pm by President Laura Cole-Rowe

Public Comment: Mayor Alma Hernandez wanted to recognize the service of Laura Cole-Rowe with the SCHWIB.

Board Comment:

John Harker also wanted to thank Laura Cole-Rowe, Megan Smith, and Elaine Byers for their service on the board.

Approval of Minutes – June 3, 2024

Motion: *Board Member Harter made the motion to approve the minutes. Board Member Cole-Rowe seconded the motion on the floor.*

The motion passed with the following roll call vote:

<i>Cole-Rowe -</i>	<i>Yes</i>
<i>Harter -</i>	<i>Yes</i>
<i>Byers -</i>	<i>Yes</i>
<i>Gandy -</i>	<i>Yes</i>

Financial Report -May 2024 – Cole Rowe stated that a check for \$3,000 was received from Brenda from Mother's Day and will show on next month's report in June 2024

Motion: *Board Member Harter made the motion to approve the minutes. Board Member Byers seconded the motion on the floor.*

The motion passed with the following roll call vote:

<i>Cole-Rowe -</i>	<i>Yes</i>
<i>Harter -</i>	<i>Yes</i>
<i>Byers -</i>	<i>Yes</i>
<i>Gandy -</i>	<i>Yes</i>

New Business:

- A. *Counting of Ballots for SCHWBID – Byers and Cole-Rowe counted ballots:*
- B. *8 Ballots were received. The following received votes: John Harter (Waterfront Comics); Arsenia Mayaji (Wiseman Group); Charmaine Gandy (The Vault); Debra Newsome (Craft & Cork); Elease Cheek (Marina Lounge); Tezra Norman (Pacific Bay Estates)*

Acceptance of Ballot Results:

Motion: *Board Member Cole-Rowe made the motion to accept the ballot results. Board Member Harter seconded the motion on the floor*

The motion passed with the following roll call vote:

Cole-Rowe - Yes
Harter - Yes
Byers - Yes
Gandy - Yes
Smith - Yes

C. Nominations for officers of the new board:

*John Harter nominated and accepted position of President
Arsenia Mayaji nominated and accepted position of Vice President
Charmaine Gandy nominated and accepted position of Secretary
position of Treasurer is tabled until new members are present and discussed.*

D. Transitioning to new board:

*Cole-Rowe will hand over a sheet of all passwords/codes/expiration dates to Harter
Bank Card will need to be updated with officers of the board at West America and Valley Strong
Two people need to sign checks
Inventory of Trailer needs to be done
Need to remove wine from trailer
Board should get a DropBox for files
Need to apply for a BID Credit Card
PO Box Key will be given to Harter (Bookkeeper has the spare key)
Cole-Rowe is available to answer questions when the need arises.*

Old Business:

A. Update on Social Media with Convex.

Jason with Convex received City Graphics for upcoming events. And discussed posting businesses to showcase.

B. Discussion on request for funding from the City of Suisun City – Cole-Rowe.

Meeting with Cole-Rowe, Harter and Brett City manager is postponed due to Brett broken leg. Cole-Rowe asked Mayor Hernandez to elaborate on the funds. Approximately \$40,000 available. Stated that the council is holding off on doing anything with it until they have a clearer picture on how they want to market Suisun City. Loftus stated that the council and BID will need to come together for ideas.

Future Meetings:

July 15, 2024

Adjournment

Motion: Board Member Harter made the motion to adjourn the meeting. Board Member Cole-Rowe seconded the motion on the floor.

The meeting was adjourned at 6:00pm with the following roll call vote:

The motion passed with the following roll call vote:

Cole-Rowe - Yes
Harter - Yes
Gandy- Yes
Byers - Yes
Smith- Yes

Suisun City Waterfront BID

Westamerica Bank Check Detail

June 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (7199)						
06/03/2024	Bill Payment (Check)	3613	Daily Republic		R	-550.00 -550.00
06/03/2024	Bill Payment (Check)	3614	Laura Cole-Rowe		R	-845.00 -845.00
06/03/2024	Bill Payment (Check)	3615	M&M Sanitary LLC		R	-1,040.35 -1,040.35
06/17/2024	Expenditure			CONSTANTCONTACT XXXXXX5506 / LAURA COLE CONSTANTCONTACT XXXXXX5506 / LAURA COLE	R	-81.00 81.00
06/27/2024	Bill Payment (Check)	3616	B&K Tax Service			-310.00 -310.00
06/28/2024	Expenditure			NIGHT DEPOSIT ANNUAL FEE NIGHT DEPOSIT ANNUAL FEE	R	-20.00 20.00

Suisun City Waterfront BID

Checking (7199), Period Ending 06/28/2024

RECONCILIATION REPORT

Reconciled on: 07/11/2024

Reconciled by: Kristie Shields

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

Summary

USD

Statement beginning balance	13,662.36
Checks and payments cleared (7)	-3,537.24
Deposits and other credits cleared (1)	3,000.00
Statement ending balance	<u>13,125.12</u>
Uncleared transactions as of 06/28/2024	-570.00
Register balance as of 06/28/2024	12,555.12

Details

Checks and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/06/2024	Bill Payment	3603	Clear Image Sign Co	-888.36
05/20/2024	Bill Payment	3611	Virgils Bait Shop	-112.53
06/03/2024	Bill Payment	3615	M&M Sanitary LLC	-1,040.35
06/03/2024	Bill Payment	3613	Daily Republic	-550.00
06/03/2024	Bill Payment	3614	Laura Cole-Rowe	-845.00
06/17/2024	Expense			-81.00
06/28/2024	Expense			-20.00
Total				-3,537.24

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/10/2024	Deposit	9		3,000.00
Total				3,000.00

Additional Information

Uncleared checks and payments as of 06/28/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/20/2024	Bill Payment	3610	B&K Tax Service	-260.00
06/27/2024	Bill Payment	3616	B&K Tax Service	-310.00
Total				-570.00

Uncleared deposits and other credits as of 06/28/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/25/2023	Bill Payment	3572	S&J Advertising Inc	0.00
Total				0.00

Suisun Historic Waterfront BID					
2024 Budget DRAFT					
		2023 Adopted Budget	Actual 1-1-23/ 10-31-23	2024 Proposed Budget	Actual 24
Ordinary Income/Expense					
Income					
REVENUE					
	Mothers Day Income	10,000.00	10,359.00	10,000.00	5,252.00
	Business Assessments	13,000.00	9,486.00	11,000.00	8,065.00
	Art Wine Income/Other Event Income	14,000.00	3,218.00	2,500.00	3,000.00
	Total REVENUE	37,000.00	23,063.00	23,500.00	
	Transfer from reserve	6,000.00	6,000.00	5,000.00	
	Total Income	43,000.00	29,063.00	28,500.00	16,317.00
Expense					
Advertising Expense					
	Electronic Media	500.00	0.00	500.00	
	Print Media	500.00	1,123.19	1,200.00	1,240.00
	Social Media Campaigns	600.00	0.00	1,000.00	
	Marketing Program	11,250.00	7,926.74	8,000.00	1,203.00
	Total Advertising Expense	12,850.00	9,049.93	10,700.00	2,443.00
Event Expenses					
	Art Wine/Other Event Expenses	8,000.00	5,077.45	0.00	2,009.35
	Mothers Day Craft Faire	6,000.00	5,189.00	6,000.00	3,801.21
	Restaurant Week (under marketing)	2,000.00	1,653.00	2,000.00	780.00
	BID Mixer/Quarterly meetings	500.00	0.00	500.00	
	Total Event Expenses	16,500.00	11,919.45	8,500.00	6,590.56
Operating Expenses					
	Accounting Fees	1,500.00	1,450.00	1,500.00	1,107.50
	Bank Charges	200.00	101.76	150.00	81.05
	Contract Labor	6,000.00	725.00	3,000.00	
	Insurance	2,100.00	534.00	2,100.00	1,489.27
	Miscellaneous Expenses (banners, etc)	700.00	152.14	500.00	232.00
	Office Supplies	600.00	70.00	300.00	486.00
	Postage, shipping, delivery	300.00	501.00	300.00	
	Tax Preparation	800.00	597.00	800.00	673.00
	Taxes	200.00	466.00	500.00	
	Web Hosting & Upgrades	500.00	20.17	150.00	
	Total Operating Expenses	12,900.00	4,617.07	9,300.00	4,068.82
	Beautification - Cleanup	0.00	0.00	0.00	
	Total Expense	42,250.00	25,586.45	28,500.00	13,102.38
	Net Ordinary Income	750.00	3,476.55	0.00	

Suisun City Waterfront BID
Westamerica Bank Balance
June 28th 2024

Checking (7199)

13,125.12

TOTAL

\$ 13,125.12 \$ 0.00

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