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AGENDA

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

**Monday, February 27, 2023
5:00 PM**

**Suisun City Council Chamber Via Zoom
701 Civic Center Blvd.
Suisun City, CA 94585**

NOTICE

The following Suisun City Historic Waterfront Business Improvement District Meeting includes participation by teleconference in accordance with subdivisions (b), (e), or (f) of Section 54953 of the Government Code, as applicable. 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: 843 9358 4631

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. **Appointment of Elaine Byers, Edward Jones, to Board of Directors**
6. **Approval of Minutes**
Approval of the Minutes of January 23, 2023.
7. **Financial Reports**
Financial Reports - Final for 2022; January 2023 – Cole-Rowe
8. **Old Business**
Mother’s Day Plans and Timeline – Cole-Rowe/all
9. **New Business**
 - A. Presentation/Discussion/Approval of Art, Wine & Music event and Cinco de Mayo event – Richardson /Cole-Rowe
 - B. Next general meeting; mixer – Richardson
10. **Next BID Meeting:** Monday, March 20, 2023 - 5:00 PM
On the horizon (future meetings)
 - Meet with Nouae Vue – Public Works Director
 - Meet with Greg Folsom – City Manager
 - Update By-laws
 - Brown Act Changes – discussion and policy setting – Cole-Rowe



MINUTES

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

**Monday, January 23, 2023
5:00 PM – 6:00 PM**

Meeting called to order at 5:01 pm by president Laura Cole-Rowe.

Introductions/present

Janet Hull, City of Suisun City
Jim Bermudez, City of Suisun City
Princess Washington, Mayor Pro-Tempore

Business Representatives

Laura Cole-Rowe
John Harter
Megan Smith
Shelly Kontogiannis
Tamuri Richardson

Public Comment – none

Board Comment – Cole-Rowe expressed appreciation of John Harter answering all the comments and questions on Facebook for Restaurant Week.

Approval of Minutes of Sept. 2022, Oct. 2022, Nov. 2022, Dec. 2022 John Harter moved approval of the minutes; Shelly Kontogiannis seconded the motion. Motion carried unanimously.

Financial Report – Final for 2022 – Cole-Rowe – tabled until we can get online access to bank statements.

Conversation with Jim Bermudez – Development Services Director, City of Suisun City – Mr. Bermudez gave an overview of his background; wants to know more about Waterfront issue. Q and A on various items, including homeless issues in the plaza. Ms. Washington commented about pursuing a grant for a fishing dock on the side of the waterfront close to the city hall.

Old Business

- A. Budget/BID Hearing Wrap Up/Approval – Cole-Rowe reported on the approval of the BID continuing for 2023.
- B. Restaurant Week, January 13-22, 2023 – Cole-Rowe asked the restaurant owners present about their experience. Facebook reach for \$200 was 21,000+ not including unpaid posts.



New Business

A. Approval of Mother's Day Event Contract 2023 for B. Mossa – Cole-Rowe presented Mother's Day contract for Brenda Mossa. Moved by John Harter, seconded by Shelly Kontogiannis to approve contract. Motion passed unanimously.

B. Discussion on Art, Wine & Music event and Cinco de Mayo event – Richardson briefly discussed a Cinco de Mayo event in May and will submit a proposal on that and Cinco de Mayo at next meeting.

Motion to adjourn meeting at 5:54 pm by Harter, seconded by Smith. Next BID Meeting: Monday, Feb 27, 2023 – 5 PM (third Monday is holiday)

On the horizon (future meetings)

- Meet with Nouae Vue – Public Works Director
- Meet with Greg Folsom – City Manager
- Update by-laws
- Brown Act changes – discussion and policy setting – Cole-Rowe

Suisun City Waterfront BID

Checking (7199), Period Ending 12/30/2022

RECONCILIATION REPORT

Reconciled on: 01/26/2023

Reconciled by: Kristie Shields

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

Summary

USD

Statement beginning balance.....	14,820.72
Checks and payments cleared (3).....	-894.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>13,926.72</u>
Uncleared transactions as of 12/30/2022.....	-2,155.58
Register balance as of 12/30/2022.....	11,771.14
Cleared transactions after 12/30/2022.....	0.00
Uncleared transactions after 12/30/2022.....	-1,804.75
Register balance as of 01/26/2023.....	9,966.39

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/05/2022	Bill Payment	3535	B&K Tax Service	-203.00
12/02/2022	Expense			-621.00
12/15/2022	Expense		Constant Contact	-70.00
Total				-894.00

Additional Information

Uncleared checks and payments as of 12/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	3411	VSC Press Printing Publishing INC	-128.18
07/06/2022	Bill Payment	3520	Daily Republic	-550.00
10/05/2022	Bill Payment	3546	John Harter	-46.90
12/10/2022	Bill Payment	3547	Solano diversified Services Inc	-1,220.00
12/10/2022	Bill Payment	3548	B&K Tax Service	-210.50
Total				-2,155.58

Uncleared deposits and other credits as of 12/30/2022

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 12/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/04/2023	Bill Payment	3549	Clear Image Sign Co	-483.00
01/04/2023	Bill Payment	3550	B&K Tax Service	-172.00
01/17/2023	Expense		Constant Contact	-70.00
01/18/2023	Bill Payment	3551	Laura Cole-Rowe	-24.61
01/18/2023	Bill Payment	3552	Clear Image Sign Co	-1,055.14
Total				-1,804.75

Suisun City Waterfront BID

Westamerica Bank Balance Sheet Detail

As of December 30, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
Checking (7199)									
	Beginning Balance								15,292.64
12/02/2022	Expenditure			CA DEPT TAX FEE CDTFA EPMT / SUISUN CITY HISTORIC W13092387	Taxes & Licenses	\$621.00		-621.00	14,671.64
12/10/2022	Bill Payment (Check)	3548	B&K Tax Service		Accounts Payable (A/P)	\$210.50		-210.50	14,461.14
12/10/2022	Bill Payment (Check)	3547	Solano diversified Services Inc		Accounts Payable (A/P)	\$1,220.00		-1,220.00	13,241.14
12/15/2022	Expenditure		Constant Contact	CONSTANTCONTACT 8552295506 / LAURA COLE	Office Supplies & Software	\$70.00		-70.00	13,171.14
Total for Checking (7199)								\$ -2,121.50	
Accumulated Amortization									
	Beginning Balance								13,821.87
Total for Accumulated Amortization									
TOTAL ASSETS								\$ -2,121.50	\$26,993.01
LIABILITIES AND EQUITY									
Equity									
Opening Balance Equity									
	Beginning Balance								56,894.03
Total for Opening Balance Equity									
Retained Earnings									
	Beginning Balance								1,454.00
Total for Retained Earnings									
Retained Earnings								\$ -15,905.69	\$ -15,905.69
Net Revenue								\$ -15,449.33	\$ -15,449.33
Total Equity								\$ -31,355.02	\$26,993.01
Total Liabilities and Equity								\$ -31,355.02	\$26,993.01

Suisun City Waterfront BID

Westamerica Bank Bill Payment List

December 1-30, 2022

DATE	NUM	VENDOR	AMOUNT
Checking (7199)			
12/10/2022	3547	Solano diversified Services Inc	-1,220.00
12/10/2022	3548	B&K Tax Service	-210.50
Total for Checking (7199)			\$ -1,430.50

Suisun City Waterfront BID
 Checking (7199), Period Ending 01/31/2023

RECONCILIATION REPORT

Reconciled on: 02/06/2023

Reconciled by: Kristie Shields

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

Summary

	USD
Statement beginning balance.....	15,326.72
Checks and payments cleared (9).....	-2,905.19
Deposits and other credits cleared (1).....	0.00
Adjustment.....	-674.92
Statement ending balance.....	<u>11,746.61</u>
Uncleared transactions as of 01/31/2023.....	-1,055.14
Register balance as of 01/31/2023.....	10,691.47

Details

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	3411	VSC Press Printing Publishing INC	-128.18
07/06/2022	Bill Payment	3520	Daily Republic	-550.00
10/05/2022	Bill Payment	3546	John Harter	-46.90
12/10/2022	Bill Payment	3548	B&K Tax Service	-210.50
12/10/2022	Bill Payment	3547	Solano diversified Services Inc	-1,220.00
01/04/2023	Bill Payment	3549	Clear Image Sign Co	-483.00
01/04/2023	Bill Payment	3550	B&K Tax Service	-172.00
01/17/2023	Expense		Constant Contact	-70.00
01/18/2023	Bill Payment	3551	Laura Cole-Rowe	-24.61
Total				-2,905.19

Deposits and other credits cleared (1)

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

Additional Information

Uncleared checks and payments as of 01/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/18/2023	Bill Payment	3552	Clear Image Sign Co	-1,055.14

Total

-1,055.14

Suisun City Waterfront BID

Westamerica Bank Balance Sheet Detail

As of January 31, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
Checking (7199)									
Beginning Balance									
01/04/2023	Bill Payment (Check)	3549	Clear Image Sign Co		Accounts Payable (A/P)		\$483.00	-483.00	12,688.14
01/04/2023	Bill Payment (Check)	3550	B&K Tax Service		Accounts Payable (A/P)		\$172.00	-172.00	12,516.14
01/17/2023	Expenditure		Constant Contact	CONSTANTCONTACT 8552295506 / LAURA COLE	Office Supplies & Software		\$70.00	-70.00	12,446.14
01/18/2023	Bill Payment (Check)	3552	Clear Image Sign Co		Accounts Payable (A/P)		\$1,055.14	-1,055.14	11,391.00
01/18/2023	Bill Payment (Check)	3551	Laura Cole-Rowe		Accounts Payable (A/P)		\$24.61	-24.61	11,366.39
01/31/2023	Check	ADJ		Reconcile Adjustment	Reconciliation Discrepancies		\$674.92	-674.92	10,691.47
Total for Checking (7199)								\$ -2,479.67	
Accumulated Amortization									
Beginning Balance									
Total for Accumulated Amortization									13,821.87
TOTAL ASSETS								\$ -2,479.67	\$24,513.34
LIABILITIES AND EQUITY									
Equity									
Opening Balance Equity									
Beginning Balance									
Total for Opening Balance Equity									56,894.03
Retained Earnings									
Beginning Balance									
Total for Retained Earnings									1,454.00
Retained Earnings								\$ -31,355.02	\$ -31,355.02
Net Revenue								\$ -2,479.67	\$ -2,479.67
Total Equity								\$ -33,834.69	\$24,513.34
Total Liabilities and Equity								\$ -33,834.69	\$24,513.34

Suisun City Waterfront BID

Westamerica Bank Bill Payment List

January 2023

DATE	NUM	VENDOR	AMOUNT
Checking (7199)			
01/04/2023	3549	Clear Image Sign Co	-483.00
01/04/2023	3550	B&K Tax Service	-172.00
01/18/2023	3551	Laura Cole-Rowe	-24.61
01/18/2023	3552	Clear Image Sign Co	-1,055.14
Total for Checking (7199)			\$ -1,734.75

Postage, shipping, delivery	300
Tax Preparation	800
Taxes	200.00
Web Hosting & Upgrades	<u>500.00</u>
Total Operating Expenses	12900
Beautification - Cleanup	<u>0</u>
Total Expense	<u>40,250.00</u>
Net Ordinary Income	<u>2,750.00</u>
Net Income	<u><u>2,750.00</u></u>

Suisun Historic Waterfront BID
2023 Budget Approved

	2023 Approved Budget	CURRENT
Ordinary Income/Expense		
Income		
REVENUE		
Mothers Day Income	10000	
Business Assessments	13000	
Art Wine Income/Other Event Income	14000	
Total REVENUE	<u>37000</u>	
Transfer from reserve	6000	
Total Income	43000	
Expense		
Advertising Expense		
Electronic Media	500	
Print Media	500	
Social Media Campaigns	600	
Marketing Program	9250	
Total Advertising Expense	<u>10850</u>	
Event Expenses		
Art Wine/Other Event Expenses	8,000.00	
Mothers Day Craft Faire	6,000.00	
Restaurant Week	2000	903
BID Mixer/Quarterly meetings	500	
Total Event Expenses	<u>16500</u>	
Operating Expenses		
Accounting Fees	1500	170
Bank Charges	200	
Contract Labor	6,000.00	
Insurance	2100	
Miscellaneous Expenses (banners, etc)	700	152.14
Office Supplies	600.00	70

Item	Who is responsible	Cost/Cost Est	Due by:	Status	Notes
Contact Boy Scouts for setup/breakdown	John		3/1/23		
Get permit/permission from city for event	Laura	-	3/1/23		
Social media - FB/Twitter - paid ads as we get closer; otherwise mention every ten days	Laura	\$ 250.00	3/1/23		
Health Permit for BID	Brenda/Laura	\$ 400.00	3/15/23		
Order wristbands	Laura	\$ 35.00	4/1/23		
First Round of Press Releases - DR, VV Reporter, KUIC & calendar on websites	Laura	\$ -	4/1/23		
Order tables, chairs, etc. from Platinum Services	Laura		4/1/23	Evaluate if needed	
BOE Permit	Laura		4/10/23		
Get Liquor License (no more than 30 days in advance)	Laura	\$ 50.00	4/10/23		
DR Ads	Laura		Place by 4/15/2023		
City Liaison - No Pet signs, additional garbage cans, lawn sprinklers off, folding chairs (how many do they have?) 6 ft tables - follow up in writing/email	Laura	\$ -	Comes w/ city trailer; check on 4/25/2023		
WEEK BEFORE EVENT					
Order Ice from Virgil's	Laura				
Purchase water, champagne and OJ for event for sale at BID booth	Laura				
Toilet paper for porta potties - ck inventory list - get more if necessary	Laura	\$ 10.00			
Get glasses and wristbands from storage	Laura				
Delivery of Porta Potties - lock them up!	Shelly/Laura	\$ -			
Update sign in back of the Ticket Sale Booth showing price and what you get for \$	Laura	\$ 20.00			

Set up 3 10 x 20 tents day before event - get volunteers					
Pick up trailer & set behind Tiza Art	Mike/Megan?		Thursday 5/5/2023		
DAY OF EVENT					
Set-up - No pets signs placed	Day of Volunteer	\$ -			
Set-up - traffic control before event	Day of Volunteer	\$ -			
Delivery of Ice from Virgil's	Laura				
Set-up BID booth - bring out glasses, signage, etc.	Laura/Day of Volunteer	\$ -			
Layout of event for vendors and copies for booth	Brenda	\$ -			
Breaking down champagne glass boxes during the day	Day of Volunteer				
Set-up - Tents	Day of Volunteer				
Set-up - BID booth	Day of Volunteer				
Clean-up and breakdown	Day of Volunteer				
AFTER EVENT					
May Board meeting - recap; income, expenses & profit	All	\$ -			
Pay Board of Equalization	Laura				