



**Lewiston Business Improvement District
REGULAR MEETING AGENDA
December 14, 2023 - 8:30 AM
Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's website at cityoflewiston.org.

I. CALL TO ORDER

II. CITIZEN COMMENTS

An opportunity for citizens to address the Board with comments and/or questions. Citizens are asked to limit their time to three (3) minutes each. Comments and questions may be made by: 1) attending in-person; 2) emailing comments and questions prior to the meeting to khollingshead@cityoflewiston.org or dortiz@cityoflewiston.org; 3) mailing written comments prior to the meeting to Katie Hollingshead, PO Box 617, Lewiston ID 83501; 4) Calling 208-746-1318 x 7261 and leaving a message. Your message will then be forwarded to the Board.

III. ACTIVE AGENDA

A. APPROVAL OF NOVEMBER 9, 2023 MINUTES (ACTION ITEM)

B. REVIEW OF BANK STATEMENT & LEDGER

C. REVIEW OF INVOICES (ACTION ITEM)

1. QUICKBOOKS (AUTO WITHDRAWAL) \$90.00

2. NEON ONE \$153.47

3. POSTAL & COPY (BID PACKETS) \$255.36

4. PLAID FRIDAY EXPENSES \$66.50

5. FIRST FRIDAY EXPENSES \$96.98

6. BDL STAFF HOURS 78, VOLUNTEER HOURS 65 \$5,720.00

D. 2023 SUMMARY OF ACTIVITIES PRESENTATION

E. 2024 WORK PLAN

IV. BOARD MEMBER COMMENTS

V. BID ADMINISTRATOR COMMENTS

VI. STAFF LIASON COMMENTS - Action Item

A. QUERY OF BOARD MEMBERS TO ATTEND THE REGULARLY SCHEDULED JANUARY 11, 2023 MEETING (ELECTION OF BOARD OFFICERS).

VII. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Community Development Specialist Dawn Ortiz at least forty-eight (48) hours in advance of the meeting at 208-746-1318 ext. 7265.

November 09, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, November 09, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:34 a.m.

I. **CALL TO ORDER AND INTRODUCTION**

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Peter Cook; Susie Jones; Dr. Dennis Ohrtman; Michael Follett; Doug Bauer

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Katie Hollingshead, Assistant Planner

OTHERS PRESENT: Brenda Morgan, Executive Director for Beautiful Downtown Lewiston (BDL)

II. **PUBLIC COMMENTS**

None

III. **ACTIVE AGENDA**

A. **APPROVAL OF OCTOBER 12, 2023 MEETING MINUTES**

Vice Chairperson Meyers and Board Member Cook moved and seconded, respectively, the approval of the October 12, 2023 minutes. The motion carried 7-0.

B. **REVIEW OF BANK STATEMENT**

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the previous month's bank statement.

C. **REVIEW OF INVOICES (ACTION ITEM)**

1. **NORTHWEST MEDIA (With Additional information) (\$597)**

Vice Chairperson Meyers and Board Member Ohrtman moved and seconded, to approve reimbursement to BDL for the Northwest Media invoice in the amount of \$597. The motion carried 7-0.

2. **PUMPKIN PALOOZA EXPENSES (\$1237.20)**

Mrs. Morgan provided verbal summary of additional expenses accrued for Pumpkin Palooza.

Board Members Ohrtman and Follet moved and seconded, respectively the approval of Pumpkin Palooza expenses in the amount of \$1,237.20. The motion carried 7-0.

3. PLAID FRIDAY EXPENSES (\$127.93)

Mrs. Morgan provided a verbal summary of additional expenses accrued for Plaid Friday.

Vice Chairperson Meyers and Board Member Jones moved and seconded, respectively the approval of Plaid Friday expenses in the amount of \$127.93. The motion carried 7-0.

4. TOWN HALL MEETING EXPENSES (\$112.50)

Mrs. Morgan stated that the Town Hall Meeting expenses are for the cost of advertisement.

Vice Chairperson Meyers and Board Member Jones moved and seconded, respectively the approval of Town Hall Meeting expenses in the amount of \$112.50. The motion carried 7-0.

5. ARTWALK EXPENSES (\$1,814.08)

Mrs. Morgan provided a verbal summary of additional expenses accrued for Artwalk.

Vice Chairperson Meyers and Board Member Bauer moved and seconded, respectively, the approval of the final Artwalk Expenses in the amount of \$1,814.08. The motion carried 7-0.

6. DOWNTOWN TAILGATE EXPENSES (\$675.00)

Mrs. Morgan provided a verbal summary of additional expenses accrued for Downtown Tailgate. Board Member Jones asked if this is an event that will not be taking place next year and Mrs. Morgan stated correct, this event will not take place next year.

Vice Chairperson Meyers and Board Member Bauer moved and seconded, respectively, the approval of the final Downtown Tailgate Expenses in the amount of \$675.00. The motion carried 7-0.

7. PRESNELL GAGE (\$4,200.00)

Board member Ohrtman and Vice Chairperson Meyers moved and seconded, respectively the approval of Presnell Gage invoice for the financial review in the amount of \$4,200.00. The motion carried 6-0-1, with board member Bauer out of the room.

8. BDL STAFF HOURS 48, VOLUNTEER HOURS 59 (\$4,280)

Vice Chairperson Meyers and Board Member Cook moved and seconded, respectively the approval of the BDL staff hours and Volunteer hours in the amount of \$4,280.00. The motion carried 6-0-1, with board member Bauer out of the room.

IV. BOARD MEMBER COMMENTS

Board discussed having a Town Hall Meeting via Zoom since there was no turn out at the November Town Hall Meeting. Staff Hollingshead stated if the board decides to have a Zoom Town Hall Meeting she could request a QR code and then have it sent out with January invoices to rate payers.

Board member Ohrtman asked what can be done to provide to the business not on Main Street in regards to advertising. Would like to find a way to include these business and let the public know they are there.

Mrs. Morgan stated she has reached out and these business are okay with just being listed in the News Letter BDL puts out.

V. STAFF LIASON COMMENTS

Staff Hollingshead stated she spoke with the City's Park and Recreation Department in regards to installation of the planters, benches and trash receptacles. They have it on their winter workplan. They stated if the old planters could be removed before the new ones where placed it would be very beneficial. Staff Hollingshead stated she is going to reach to landscaping companies in regards to removing the dirt out of the old planters. She is also trying to coordinate with the City Electrician and the electrical contractor the City uses in regards to upgrading the lighting downtown. Staff Hollingshead final comment was to let the board know the 2024 Work plan will go before City Council on November 13, 2023.

A. Query of Board members to attend the regularly scheduled December 14, 2023 meeting

All board members present will be in attendance.

VI. BID ADMINISTRATOR COMMENTS

Mrs. Morgan stated there BDL will not continue with Downtown Tailgate next year, but they are going to be bringing back Cookies with Santa and will be doing pictures on December 1st with Santa. She also stated that BDL has changed office locations and will be including an innovation hub at the new location soon.

A. TOWN HALL FOLLOW UP

See comment under Board Comments

VII. ADJOURNMENT (ACTION ITEM)

There being no further business, Vice Chairperson Meyers and Board Member Follett, moved and seconded, respectively to adjourn. The motion carried 7-0 and the Business Improvement District adjourned at approximately 09:13 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

RECORDING SECRETARY

BID ADVISORY BOARD CHAIR

Approved this ____ day of _____, 2023.



Statement of Account

800-843-7128 | p1fcu.org

Member Number: *****855

Statement For: 11/01/2023 - 11/30/2023

Page: 1 of 3

PO Box 897 Lewiston, ID 83501-0897

RETURN SERVICE REQUESTED

695207 34070 1/3 UNQ 12-01-23 CLT
000034069 1



BEAUTIFUL DOWNTOWN LEWISTON REVITALIZATI
528 MAIN ST
LEWISTON ID 83501-1824



BUSINESS IMPROVEMENT DISTRICT ID 0041

Dividends Year-To-Date \$176.63

Beginning Balance	\$147,246.21
3 Total Deposits for	3,155.13
2 Total Withdrawals for	8,933.71-
Ending Balance	\$141,467.63

Annual Percentage Yield earned 0.150% from 11/01/2023 through 11/30/2023

Date	Transaction Description	Withdrawal	Deposit	Balance
11/09	Deposit By Check		\$1,372.64	\$148,618.85
11/10	Draft 2525 Tracer 871400000186003	8,843.71-		139,775.14
11/27	Deposit By Check		1,764.94	141,540.08
11/28	Withdrawal Ach Intuit * TYPE: QBooks Onl ID: 0000756346 CO: INTUIT * Entry Class Code: CCD	90.00-		141,450.08
11/30	Deposit Dividend 0.150%		17.55	141,467.63

Summary by Check Number * Asterisk next to number indicates skip in sequence 1 Checks Cleared for \$8,843.71

Number	Cleared	Amount	Number	Cleared	Amount	Number	Cleared	Amount
2525	11/10/23	\$8,843.71						



Continued on next page.



2023 BID GENERAL LEDGER

Date	Details	Check #	Area 1 Commercial Residential & Public Investment	Area 2 Neighborhood Improvements	Area 3 Business Promotion & Neighborhood Marketing	Area 4 Administration	Deposit/Credit	Withdrawals/Debits	Ending Balance	Paid	Total Paid to BDL
1/1/2023	Beginning balance		\$13,000.00	\$62,000.00	\$41,000.00	\$67,000.00			\$77,099.61		
1/1/2023	Dinner in the Dark Radio Advertising (Pacific Empire)	3530			\$216.00			\$216.00	\$76,883.61	02/09/23	
1/3/2023	Dinner in the Dark Radio Advertising (McVey Entertainment)	3529			\$850.00			\$850.00	\$76,033.61	02/09/23	
1/4/2023	Dinner in the Dark Event Supplies (Stanchion Posts)	DEBIT			\$162.29			\$162.29	\$75,871.32	02/09/23	
1/5/2023	Dinner in the Dark Event Supplies (Mini Cornhole for raffle, Red Carpet)	DEBIT			\$97.39			\$97.39	\$75,773.93	02/09/23	
1/10/2023	2023 Town Hall Meeting Supplies (Suggestions box)	DEBIT			\$107.01			\$107.01	\$75,666.92	02/09/23	
1/11/2023	DEPOSIT						\$6,366.98		\$82,033.90		
1/16/2023	NEON ONE CRM - January Invoice (INV261198)	DEBIT				\$153.47		\$153.47	\$81,880.43	02/09/23	
1/27/2023	Additional A-frame signs for First Fridays	DEBIT		\$475.00				\$475.00	\$81,405.43	02/09/23	
1/27/2023	Discount Mugs - Hot August Hoops Waterbottles (DM543323D)	DEBIT			\$581.94			\$581.94	\$80,823.49	03/09/23	
1/27/2023	Intuit Quickbooks Online for BID Bookkeeping (1000205779852)					\$42.50		\$42.50	\$80,780.99	03/09/23	
1/30/2023	12 Black 90" Table Cloths for events	DEBIT		\$64.86				\$64.86	\$80,716.13	02/09/23	
1/30/2023	Dinner in the Dark Radio Advertising (Pacific Empire) (23010265 & 23010266)				\$582.00			\$582.00	\$80,134.13	03/09/23	
1/31/2023	12 Black 90" Table Cloths for events	DEBIT		\$64.86				\$64.86	\$80,069.27	02/09/23	\$2,190.88
1/31/2023	DEPOSIT Dividend (January)						\$10.38		\$80,079.65		
1/31/2023	Lewiston Tribune - First Friday & Dinner in the Dark Ads (560856)				\$987.50			\$987.50	\$79,092.15	03/09/23	
2/16/2023	NEON ONE CRM - February Invoice INV26074	DEBIT				\$153.47		\$153.47	\$78,938.68	03/09/23	
2/21/2023	Happy Day Restaurants (100)	3548			\$190.80			\$190.80	\$78,747.88	03/09/23	
2/23/2023	DEPOSIT						\$11,238.79		\$89,986.67	03/09/23	
2/26/2023	Printcraft Printing - Hot August Hoops & Dinner in the Dark Posters (166765)				\$152.64			\$152.64	\$89,834.03	03/09/23	
2/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001211897964)	DEBIT				\$42.50		\$42.50	\$89,791.53	03/09/23	
2/27/2023	DEPOSIT						\$27,274.25		\$117,065.78	03/09/23	
2/28/2023	DEPOSIT Dividend (February)						\$11.03		\$117,076.81	03/09/23	
3/9/2023	BID Project Hours - January & February		\$480.00	\$360.00	\$1,440.00	\$480.00		\$2,760.00	\$114,316.81	03/09/23	\$5,493.35
3/15/2023	BID reimbursement to BDL	2507						\$7,684.23			
3/15/2023	NEON ONE CRM - March Invoice (INV277167)					\$153.47		\$153.47	\$114,163.34	04/13/23	
3/17/2023	Dinner in the Dark & First Friday Radio Ad (Pacific Empire)	3554			\$582.00			\$582.00	\$113,581.34	04/13/23	
3/17/2023	Movie Under the Stars Extended Programming Pioneer Park	3556			\$575.00			\$575.00	\$113,006.34	04/13/23	
3/17/2023	Printcraft Printing - Downtown Property Tour Posters	3552			\$127.20			\$127.20	\$112,879.14	04/13/23	
3/17/2023	Dinner in the Dark photo backdrop (Balance after BDL trade)	3551			\$150.00			\$150.00	\$112,729.14	04/13/23	
3/17/2023	DEPOSIT						\$8,634.54		\$121,363.68	04/13/23	
3/17/2023	Lewiston Tribune - Dinner in the Dark and First Friday Ads (562304)	3553			\$3,232.25			\$3,232.25	\$118,131.43	04/13/23	
3/17/2023	Brava's - Dinner in the Dark Contract (balance after BDL trade)	3557			\$2,777.52			\$2,777.52	\$115,353.91	04/13/23	
3/25/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$6.26			\$6.26	\$115,347.65	05/11/23	
3/28/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$5.96			\$5.96	\$115,341.69	05/11/23	
3/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001217817732)	DEBIT				\$85.00		\$85.00	\$115,256.69	04/13/23	
3/31/2023	DEPOSIT Dividend (March)						\$15.69		\$115,272.38	04/13/23	
4/3/2023	DEPOSIT						\$15,493.48		\$130,765.86	05/11/23	
4/5/2023	DEPOSIT						\$1,240.17		\$132,006.03	05/11/23	
4/6/2023	McVey Entertainment - Downtown Property Tours	3565			\$500.00			\$500.00	\$131,506.03	05/11/23	
4/6/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$6.74			\$6.74	\$131,499.29	05/11/23	
4/7/2023	Postal Copy + April Newsletter Prints	DEBIT			\$520.98			\$520.98	\$130,978.31	05/11/23	
4/12/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$9.88			\$9.88	\$130,968.43	05/11/23	
4/12/2023	Postal Copy + BID Town Hall Postcards	DEBIT			\$197.95			\$197.95	\$130,770.48	05/11/23	
4/13/2023	BID Project Hours - March		\$360.00	\$640.00	\$600.00	\$760.00		\$2,360.00	\$128,410.48	04/13/23	\$10,054.66
4/13/2023	Earth Planter - Order#29111	2508		\$15,126.00				\$15,126.00	\$113,284.48	04/13/23	
4/14/2023	DEPOSIT						\$959.15		\$114,243.63	05/11/23	
4/16/2023	NEON ONE CRM - April Invoice (INV284292)	DEBIT				\$153.47		\$153.47	\$114,090.16	05/11/23	
4/22/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$8.65			\$8.65	\$114,081.51	05/11/23	
4/25/2023	DEPOSIT						\$23,189.68		\$137,271.19	05/11/23	
4/25/2023	BID reimbursement to BDL	2509						\$10,042.44	\$127,228.75		
4/26/2023	Perfection Traffic Control - Sound Downtown Traffic Control Plan	2513			\$125.00			\$125.00	\$127,103.75	05/11/23	
4/27/2023	Brava's - Town Hall Meeting	2510						\$1,357.13	\$125,746.62		
4/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001224233981)	DEBIT				\$85.00		\$85.00	\$125,661.62	05/11/23	
4/28/2023	Perks 7 Rec - Permit for Brackenbury Square Sound Downtown	3572			\$240.00			\$240.00	\$125,421.62	05/11/23	
4/28/2023	Printcraft Printing - Ladies Day Stamps	3582			\$381.60			\$381.60	\$125,040.02		
4/30/2023	BID Project Hours - April		\$640.00	\$800.00	\$1,200.00	\$400.00		\$3,040.00	\$122,000.02	05/11/23	\$6,888.62
4/30/2023	DEPOSIT Dividend (April)						\$16.81		\$122,016.83	05/11/23	

5/2/2023	Incitel Consulting - Town Hall	2511						\$1,000.00	\$121,016.83		
5/2/2023	McVey Entertainment - Downtown Property Tours	3576			\$250.00			\$250.00	\$120,766.83	05/11/23	
5/2/2023	DEPOSIT								\$122,115.29		
5/4/2023	Jones Supply - Garbage Receptacles		\$692.18				\$1,348.46		\$121,423.11	06/08/23	
5/8/2023	Postal Copy + Crazy Days Posters	DEBIT			\$148.78			\$692.18	\$121,274.33	06/08/23	
5/9/2023	Postal Copy + BID Town Hall Area Posters	DEBIT						\$148.78	\$121,125.55	06/08/23	
5/9/2023	Staples - BID Town Hall Supplies	DEBIT				\$103.87		\$103.87	\$121,021.68	06/08/23	
5/10/2023	Corner Villa - Town Hall no-host bar	3580				\$404.55		\$404.55	\$120,617.13	06/08/23	
5/10/2023	Facebook Boosted Ads - Town Hall Meeting/Ladies Day/Crazy Days	DEBIT				\$70.00		\$70.00	\$120,547.13	06/08/23	
5/11/2023	Postal Copy + Ladies Day Posters & 24x36 A-frame Posters	DEBIT			\$175.00			\$175.00	\$120,372.13	06/08/23	
5/12/2023	Size-Mo Professional Sound - Sound Downtown Portable Stage	DEBIT			\$275.37			\$275.37	\$120,096.76	06/08/23	
5/16/2023	NEON ONE CRM - May Invoice (INV291830)	DEBIT			\$200.00			\$200.00	\$119,896.76	06/08/23	
5/19/2023	DEPOSIT					\$153.47		\$153.47	\$119,743.29	06/08/23	
5/19/2023	Postal Copy + Sound Downtown Posters	DEBIT					\$1,206.09		\$121,098.16		
5/22/2023	Facebook Boosted Ads - Crazy Days/Ladies Day	DEBIT			\$100.63			\$100.63	\$120,997.53	06/08/23	
5/24/2023	BID reimbursement to BDL	DEBIT			\$67.30			\$67.30	\$120,930.23	06/08/23	
5/24/2023	BID reimbursement to BDL	2512							\$115,780.34		
5/24/2023	Postal Copy + 24x36 Crazy Days A-frame Posters	DEBIT				\$319.74		\$319.74	\$115,460.60	06/08/23	
5/25/2023	Amazon - Sound Downtown Giveaways	DEBIT				\$58.32		\$58.32	\$115,402.28	06/08/23	
5/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001230464336)	DEBIT					\$85.00	\$85.00	\$115,317.28	06/08/23	
5/31/2023	BID Project Hours - May		\$720.00	\$1,240.00	\$1,920.00	\$400.00		\$4,280.00	\$111,037.28	06/08/23	\$12,665.70
5/31/2023	DEPOSIT Dividend (May)								\$111,054.78		
6/1/2023	Vine 46 Tasting Gift Certificats for Sound Downtown	DEBIT					\$17.50		\$110,975.28		
6/2/2023	DEPOSIT						\$3,700.00		\$114,675.28		
6/2/2023	Schurman's Brackenbury Improvements hardware	DEBIT		\$76.78					\$114,598.50		
6/8/2023	Financials and Hours for May	2514							\$107,082.69		
6/8/2023	Kings Throne - Crazy Days Porta Potties	3594	\$482.30					\$7,515.81	\$106,600.39		
6/8/2023	Printcraft Printing - Ladies Day Maps	3595			\$164.30			\$482.30	\$106,436.09		
6/9/2023	Staples - Ink for newsletter	DEBIT			\$137.79			\$164.30	\$106,298.30		
6/14/2023	Hells Canyon Apparel Sound Downtown Promotional Products	DEBIT			\$137.79			\$137.79	\$106,160.51		
6/15/2023	Facebook Boosted Ads - Crazy Days & Sound Downtown	2515			\$1,056.30			\$1,056.30	\$105,104.21		
6/17/2023	NEON ONE CRM - June invoice (INV300757)	DEBIT			\$250.00			\$250.00	\$104,854.21		
6/20/2023	DEPOSIT					\$153.47		\$153.47	\$104,700.74		
6/21/2023	Pre-approval Items from 6/8/23 meeting	2519					\$11,293.47		\$116,072.00		
6/22/2023	Facebook Boosted Ads - Sound Downtown	DEBIT						\$3,456.80	\$112,615.20	06/08/23	
6/22/2023	City of Lewiston Administrative Fees	2516			\$51.59			\$51.59	\$112,563.61		
6/23/2023	Printcraft Printing - Sound Downtown Banners	2517			\$75.60	\$7,000.00		\$7,000.00	\$105,563.61		
6/27/2023	Postal Copy + Hot August Hoops Posters and Labels	DEBIT			\$316.89			\$75.60	\$105,488.01		
6/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001236689581)	DEBIT						\$316.89	\$105,171.12		
6/30/2023	BID Project Hours - June		\$1,120.00	\$840.00	\$1,120.00	\$360.00		\$85.00	\$105,086.12		
6/30/2023	DEPOSIT Dividend (June)							\$3,440.00	\$101,646.12		
7/3/2023	QPINS Text Marketing - Sound Downtown, Artwalk & Hot August Hoops	DEBIT						\$16.22	\$101,662.34		
7/5/2023	McVey Entertainment - Crazy Days & Hot August Hoops	3608			\$597.00			\$597.00	\$101,065.34		
7/12/2023	DEPOSIT				\$1,100.00			\$1,100.00	\$99,965.34		\$15,744.62
7/16/2023	NEON ONE CRM - July Invoice (INV307788)	DEBIT					\$3,383.40	\$3,383.40	\$99,965.34		
7/21/2023	Jones Supply - 10 Garbage receptacles & liners	2520	\$692.18					\$153.47	\$99,811.87		
7/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001242967304)	DEBIT						\$692.18	\$99,119.69		
7/31/2023	DEPOSIT Dividend (July)							\$90.00	\$99,029.69		
7/31/2023	BID Project Hours - July		\$240.00	\$720.00	\$2,000.00	\$160.00		\$16.67	\$99,046.36		
7/31/2023	McVey Entertainment - Sound Downtown & Hot August Hoops	3608			\$500.00			\$3,120.00	\$95,926.36		
8/3/2023	Lewiston Tribune - Hot August Hoops, Crazy Days & Thank you Ad	3607			\$3,368.00			\$500.00	\$95,426.36		
8/9/2023	Croft Rentals - Tables, Chair & Canopies	3617			\$436.00			\$3,368.00	\$92,058.36		
8/9/2023	Hot August Hoops Team Shirts	3609			\$3,972.93			\$436.00	\$91,622.36		
8/9/2023	Printcraft Printing - HAH Coroplast Sponsor Signs	3613			\$169.60			\$3,972.93	\$87,649.43		
8/9/2023	Printcraft Printing - BID Banners	3612			\$135.15			\$169.60	\$87,479.83		
8/9/2023	Size-Mo Professional Sound 50% payment Sound Downtown	3614			\$3,400.00			\$135.15	\$87,344.68		
8/11/2023	DEPOSIT							\$3,400.00	\$83,944.68		
8/16/2023	Reimbursement to BDL for Invoices approved 8/10/23	2521					\$13,384.78		\$97,329.46		
8/16/2023	BID Project Hours - August		\$680.00	\$640.00	\$1,280.00	\$640.00		\$9,005.94	\$88,323.52		
8/17/2023	NEON ONE CRM - August (INV315102)	DEBIT						\$3,240.00	\$85,083.52		
8/31/2023	DEPOSIT Dividend (August)							\$153.47	\$85,237.00		
9/1/2023	McVey Entertainment - HAH, Downtown Tailgate & Artwalk	3633			\$1,000.00			\$17.32	\$85,100.84		
9/5/2023	DEPOSIT							\$1,000.00	\$84,100.84		
9/7/2023	DEPOSIT							\$6,709.37	\$90,810.21		\$16,221.68
9/14/2023	DEPOSIT							\$3,623.51	\$94,433.72		
9/15/2023	Reimbursement to BDL for Invoices approved 9/14/23	2522						\$11,402.08	\$105,835.80		
								\$16,221.68	\$89,614.12		

9/17/2023	BID Project Hours - Sept		\$400.00	\$640.00	\$1,200.00	\$1,600.00		\$3,840.00	\$85,774.12
9/17/2023	NEON ONE CRM - September (INV323070)					\$153.47		\$153.47	\$85,620.65
9/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001256735826)	DEBIT				\$90.00		\$90.00	\$85,530.65
9/28/2023	DEPOSIT						\$14,551.08		\$100,081.73
9/30/2023	Lewiston Tribune DT Tailgate & Artwalk Advertising	3628			\$3,071.00			\$3,071.00	\$97,010.73
9/30/2023	DEPOSIT Dividend (Sept)						\$17.70		\$97,028.43
10/4/2023	Postal Copy + Artwalk Maps	DEBIT			\$437.50			\$437.50	\$96,590.93
10/5/2023	Postal Copy + Artwalk A-frame posters	DEBIT			\$11.08			\$11.08	\$96,579.85
10/17/2023	BID Project Hours - October		\$1,040.00	\$880.00	\$1,600.00	\$760.00		\$4,280.00	\$92,299.85
10/17/2023	NEON ONE CRM - October (INV330640)	DEBIT						\$153.47	\$92,146.38
10/20/2023	Postal Copy + Pumpkin Palooza & Plaid Friday Posters	DEBIT			\$255.86			\$255.86	\$91,890.52
10/26/2023	DEPOSIT						\$2,589.90		\$94,480.42
10/27/2023	Croft Rentals Pumpkin Palooza 20 Tables & 40 Chairs	3637		\$250.00				\$250.00	\$94,230.42
10/27/2023	Reimbursement to BDL for invoices approved 10/12/23	2523						\$6,852.66	\$87,377.76
10/27/2023	Costco Candy for Pumpkin Palooza game sponsors	DEBIT			\$859.27			\$859.27	\$86,518.49
10/30/2023	Intuit Quickbooks Online for BID Bookkeeping (10001253203500)	DEBIT				\$90.00		\$90.00	\$86,428.49
10/31/2023	Presnell Gage Financial Review for 2022	2524						\$4,200.00	\$82,228.49
10/31/2023	DEPOSIT Dividend (Oct)						\$19.76		\$82,248.25
11/1/2023	Postal Copy + Bid Packets	DEBIT			\$255.36			\$255.36	\$81,992.89
11/9/2023	DEPOSIT						\$1,372.64		\$83,365.53
11/10/2023	Reimbursement to BDL for invoices approved 11/9/23	2525						\$8,843.71	\$74,521.82
11/13/2023	Postal Copy + Cookies with Santa Posters (First Friday)	DEBIT			\$96.98			\$96.98	\$74,424.84
11/17/2023	NEON ONE CRM - November (INV339770)	DEBIT				\$153.47		\$153.47	\$74,271.37
11/22/2023	Postal Copy + Plaid Friday Maps	DEBIT			\$66.50			\$66.50	\$74,204.87
11/27/2023	DEPOSIT						\$1,764.94		\$75,969.81
11/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001269629891)	DEBIT				\$90.00		\$90.00	\$75,879.81
11/30/2023	DEPOSIT Dividend (Nov)						\$17.55		\$75,897.36
	TOTAL SPENT YTD		\$4,494.48	\$19,687.50	\$25,078.67	\$11,324.24			\$75,897.36
	REMAINING BUDGET		\$8,505.52	\$42,312.50	\$15,921.33	\$55,675.76	\$170,843.39	\$179,883.34	
								\$60,584.89	



Invoice

Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

Invoice number: 10001269629891
Total: \$90.00
Date: Nov 27, 2023

Bill to

Brenda Morgan
Beautiful Downtown Lewiston Business Improvement District
301 Main St|Ste 103
Lewiston, ID 83501-1819
US
Address may be standardized for tax purposes
Company ID: 9130355649683296

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$90.00	\$90.00
Sales tax - Exempt:			\$0.00
Total invoice:			\$90.00

EFT information

Routing number: 323173313
Payment account ending: 4855
Name on the account: Brenda Morgan

Tax reporting information

Period for monthly fees: Nov 27, 2023 - Dec 27, 2023
Total without tax: \$90.00
Total tax: \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).



INVOICE

Neon One, LLC
PO BOX 677136
DALLAS TX 75267-7136
United States

Invoice# INV339770
Invoice Date: 11/16/2023
Due Date: 11/17/2023
Payment Terms: Due on receipt
Invoice Amount: \$153.47

Bill To

CUST07737 Beautiful Downtown Lewiston
301 Main Street, #103
Lewiston ID 83501
United States

ITEM / BUNDLE	DESCRIPTION	AMOUNT
NeonCRM Impact Subscription Fee	NeonCRM Impact Subscription Fee	153.47
NCRM Workflows	Workflows (15)	0.00
NCRM Support - Live Chat	Live Chat and Phone Support	0.00

Remittance Information

Preferred: Please submit a credit card or ACH payment by clicking "Pay Now" in the original email body. For any questions please contact billing@neonone.com. We appreciate your business.

Subtotal	\$153.47 US Dollar
Tax	\$0.00 US Dollar
Total	\$153.47 US Dollar
Amount Due	\$153.47 US Dollar
Balance	\$153.47 US Dollar
Overdue Balance	\$0.00 US Dollar

Postal & Copy +
601 3RD ST CLARKSTON, WA 99403
509-758-0234

Printing	100 @ 1.75	175.00 TX
20% discount		-35.00
15p, dbl-sided, color, x100		
Printing	100 @ 1.10	110.00 TX
15% discount		-16.50 TX
6p, dbl-sided, color, x100		
Computer Service		2.50 TX
SUBTOTAL		236.00
TAX		
State Tax on 236.00		19.36
TOTAL		255.36
TEND Visa		255.36

Discounts: \$51.50
Total savings: \$51.50

*810
Packets*

Total shipments: 0
Customer: None selected

11/01/2023
12:20 PM
#258679
Workstation: 0 - Master Workstation
CCTran# 284ae080-8da0-4a03-b4df-a02d6e0d8271

Thank you for your business

Brenda Morgan

From: Postal & Copy + <mailserver@notify.postalmate.net>
Sent: Wednesday, November 22, 2023 3:47 PM
To: Brenda Morgan
Subject: Postal & Copy + e receipt

e-Receipt

Postal & Copy +
601 3RD ST CLARKSTON, WA 99403
509-758-0234

plaid Friday Maps

Copies 200 @ 0.32 64.00
Computer service 2.50

SUBTOTAL 66.50
TAX 0.00
TOTAL 66.50
TEND Visa 66.50

Total shipments: 0
Beautiful Downtown Lewiston 11/22/2023
#259902 03:47 PM
Workstation: 9 - Auxiliary Workstation 9
CCTran# 2f0253e1-a580-4969-88f8-
f91c5d0ea921

Thank you for your business

Postal & Copy +
 601 3RD ST
 CLARKSTON, WA 99403
 Phone: 509-758-0234 | Fax: 509-758-0236

POSTAL & COPY +

Invoice # 259281 **Total Due: \$0.00** **Due Date: Paid** **Page: 1**

Bill To:

Beautiful Downtown Lewiston
 528 Main Street

LEWISTON, ID, 83501

Invoice Date: November 13, 2023
 Customer ID: 18193

QUANTITY	DESCRIPTION	PRICE	EXTENDED
100	Printing	\$0.99	\$99.00 TX
	12% discount	(\$11.88)	(\$11.88) TX
	Beautiful Downtown Lewiston		
	Cookies with Santa <i>First Friday</i>		
	VOIDCopies	\$0.00	\$0.00
1	Computer Service	\$2.50	\$2.50 TX

Workstation: 0 - Master Workstation

Notes:

Subtotal:	\$89.62
Sales Tax:	\$7.36
Total Sale:	\$96.98
Deposit:	\$96.98
Total Due:	\$0.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours	
<i>November 2023</i>			
AREA 1: Commercial Residential & Public Investments			
Economic Vitality Committee Meeting - Finalize 2024 work plan/Surveys	1	3	
Green space/Dog Park/Pop up Park	8	4	
Innovation Hub Grant/ArtWalk Grant Applications	2	6	
AREA 2: Neighborhood Improvements			
Crosswalk Beacons/Crosswalk paint	4	4	
Finalize downtown furnishing mapping	6	2	
Meeting with East end of BID for feedback on furnishings	8	2	
Design Committee Meeting - 2023 work plan and deciding on 2024 projects	3	8	
AREA 3: Business Promotion & neighborhood Marketing			
Swag Line strategic meeting	4	2	
2024 BID event involvement	4	1	
Promotions Meeting - 2024 Events	4	4	
Plaid Friday post event meeting	4	4	
First Friday Cookies with Santa strategic meetings	6	8	
Dinner in the Dark Committee Meeting - 2024 event layout	6	6	
AREA 4: Administration			
Monthly meeting with Mayor for BID updates	1		
Inventory of furnishings and purchased items for downtown	3	1	
Neon CRM Management & Updates	8	6	
BDL Website Updates	6	4	
Total Commercial, Residential & Public Investment	11	13	24
Total Neighborhood Improvements	21	16	37
Total Business Promotion & Neighborhood Marketing	28	25	53
Total Administration	18	11	29
Total Expended Nov 2023	78	65	143
Billable - \$40 per hour	\$3,120.00	\$2,600.00	\$5,720.00
Billed December 14th 2023	\$3,120.00	\$2,600.00	\$5,720.00



November 1st 2022

To: Lewiston City Council

Re: 2023 BID Scope of Work & Budget

This update is being provided to the Lewiston City Council based on the proposed scope of work regarding how the BID administrator, Beautiful Downtown Lewiston recommends using the special assessment revenue generated by the district for the 2023 calendar year. This work plan was approved by the BID Advisory board at our October 27th work session.

The chart below shows the area of work in column 1, approved estimated budget for 2021 in column 2, the 2021 actual expended amounts in column 3, the approved estimated budget for 2022 in column 4, the expended amounts for 2022 are to be determined after the financial review is completed, and the proposed estimated budget for 2023 in column 5.

During 2021, \$130,477.03 from the BID assessment collections was deposited into the designated account for BID activity.

BID assessments collected for 2022 will be reflected in the financial review, presented in 2023.

Area	Approved Budget 2021 3/2021 (95%)	2021 YTD EXPENDED	Approved Budget 2022 8/2021 (90%)	2022 YTD EXPENDED	Proposed Budget 2023
Area 1: Commercial, Residential, and Public Investment	\$25,000	\$2,223.10	\$20,236	TBD	\$13,000
Area 2: Neighborhood Improvements	\$51,000	\$1,893.00	\$48,000	TBD	\$62,000
Area 3: Business Promotion & Neighborhood Marketing	\$53,500	\$13,376.17	\$48,000	TBD	\$41,000
Area 4: BID Administration	\$13,000	\$19,755.27	\$18,764	TBD	\$22,000
Totals	\$142,500	\$37,247.54	\$135,000	TBD	\$138,000

The projects listed below have been approved by the BID advisory board as work plan items for the 2023 calendar year. These individual projects will require details on the benefit to the community, who's administering the project, cost in the form of 3 requested bids, depending on project scope, as well as pertinent details listed in the BID Project worksheet in order to be considered at the monthly BID advisory committee meetings.

As part of BDL's commitment to transparency, we will be submitting documentation monthly to the BID advisory board to include Project details/status updates, BID bank statements, invoices, and a project synopsis with accounting, if applicable, on a monthly basis that will also be available to ratepayers.

BDL has also created a yearly overview for BID deadlines to better manage expectations with the board, city council and the ratepayers. This will ensure all parties are aware of the expectations moving forward.

Area 1: Commercial, Residential and Public Investment. Area 1 activities will provide investment to engage the community in public spaces, which will lead to improved property occupancy rates, downtown investment, increased residential units, enhancement of the user experience, and strengthening of the downtown economy. **Total 2023 BID Budget \$13,000**

- A. Create a list of Developers, identifying hurdles they are experiencing and provide assistance. **The BID board discussed this task several times and it didn't quite fit into our workplan. There are so many resources available to businesses that already have websites or social media to help. We agreed to redirect them or point links from the BDL page to those established pages.**
- B. Sponsor a forum where subject matter experts from CD, PW and P&R can provide an overview of the permitting process and answer the public's questions. **We hosted 3 Town Hall Meetings this year. The first one was May 9th and had about 30 people in attendance. Out of those present only 7 ratepayers were there. Our second meeting had 4 RSVP responses and we chose to cancel the meeting due to poor attendance. The last one had only the BID board members in attendance. BDL did provide an annual meeting with emphasis on Community Development, Public Works and Parks & Rec. However there were only 3 ratepayers in attendance and did not ask any questions during the meeting.**
- C. Develop a list of possible mural locations and content and secure property owner support. **We have compiled a list of mural locations and will move forward with a mural in 2024.**

Area 2: Neighborhood Improvements. Area 2 activities will strive to decrease traffic speeds, enhance pedestrian experience, improve bicycle safety, and invest in public spaces. **Total 2023 BID Budget \$62,000.**

- A. Coordinate with Parks and Recreation to improve Brackenbury Square with the installation of a sunshade, improved sound system lights, backdrop and removable seating. **The BID board opted to forgo the removable seating, lights and sound. Instead, we focused on the sunshades. These still needing to be installed and will be completed in 2024. The issue we faces with removable seating, lighting and sound is the availability for safe storage of these items as well as who would be responsible for maintaining it all.**
- B. Identify locations and specific text for way-finding signs. Sign details shall be submitted to DPW and the BID Board for approval. **We have an inventory of current signage from 1st to 9th. We have already taken down roughly 75 signs that are no longer needed, freeing up visibility of important signage. We plan on completing the signage in 2024 for wayfinding and safety.**
- C. Secure a recommendation from DPW and PD on the advisability of and type of crosswalk beacons. Install if appropriate. **We are still working on a solution for beacons or crosswalk safety including a schedule for painting the crosswalks throughout the year. The BID board discussed the cost of beacons and decided that the fund we have would not be able to cover the cost of them. Instead we are looking for a more cost effective solution with the same outcome.**

Area 3: Business Promotion & Neighborhood Marketing. Area 3 activities will provide investment to strengthen the current and future businesses with increased revenue, lower vacancy rates, increased longevity, and engagement of downtown for residents and visitors. **Total 2023 BID Budget \$41,000**

- A. Include pages or links on the BDL website of properties for sale or lease in the district. **We have been in the process of creating this page for local agents to promote their listings within the BID. This has been**

an intricate task that will take some time to test and work out the bugs before it can be ready for the public. This is slated for 2024.

- B. Continue to host Dinner in the Dark, Hot August Hoops and Downtown Tailgate. **Although we have decided to cancel Downtown Tailgate due to lack of participation from our community, BDL will continue to host Dinner in the Dark, Hot August Hoops and allocate funding from the cancelled event to support one of the following: Rodeo Royalty, 4-H or the Latah Fair.**
- C. Expansion of Programming in Brackenbury Square and Pioneer Park. Provide specific target of additional days of programming. **BDL has increased the number of Friday evenings with live music in Brackenbury Square. This includes 8 total weeks of the Summer Concert Series: Sound Downtown that will continue annually in June and July. We chose to help Parks & Rec with the Movie under the stars hosted in Pioneer Park this year.**
- D. Install banner brackets on ___ light poles. Purchase ___ banners. **This project is slated for 2024 with the production of banners, ordering the correct brackets for light posts and submitting permits for installation and removal of said banners during several events throughout the year.**
- E. Launch \$5 can change your community campaign. **BDL took the majority of the year to collect testimonials, some video and plenty of pictures to create a promotional video promoting our downtown corridor as well as the many events that BDL hosts as well as many local businesses and other non-profit organizations in our valley.**

Area 4: BID Administration. Area 4 focuses on providing fiscal transparency and managing communications of the work of BDL. The budget includes a \$7,000 annual fee from the City of Lewiston to bill and collect funds. **Total 2023 BID Budget \$22,000**

- A. Send quarterly newsletter to BID Advisory Board and ratepayers within the district **We included BID information in the monthly BDL newsletter that also went out to BID ratepayers. A lot of these were unfortunately returned due to inaccurate addresses for ratepayers. We attempted several times to get updated information with no success.**
- B. Hire accountant to complete bank reconciliations monthly for BID assessments **We hired Presnell Gage to complete the annual financial review. However it was not approved to use ratepayer assessments to hire a day to day bookkeeper. This has been a task that the BDL Executive Director has taken on.**
- C. Hire additional staff to put together information for quarterly newsletters **We have had two employees and an LCSC work scholar that have helped with content for the monthly newsletters and communications to the valley and ratepayers.**

In addition to these work items, we have really struggled to get ratepayer engagement, including both positive and negative feedback on the workplans. As a BID board there were a lot of learning curves in an attempt to run the Business Improvement District which led to a lot of trial and error. Overall, I truly believe this has been an incredible opportunity for the district and the city to really focus on what projects ratepayers, business owners and community members want to see happening.

I believe that adequate staffing and knowledge of Business Improvement Districts is crucial to making it work in favor of the ratepayers. Beautiful Downtown Lewiston along with its volunteers and board members have done an exceptional job at leaning into this new venture and making the best of it with the information we were given. We hope to continue our relationship with the city as they move forward with projects for our community. Beautiful Downtown Lewiston is focused on supporting our downtown district to promote quality business, cultural representation, and community growth. We appreciate all the support we've received even through some of our trials. Thank you for the opportunity to serve our community.

2023 BID PROJECT HOURS TRACKER

Month / Projects	BDL Staff Hours	BDL Volunteer Hours
<i>January 2023</i>		
AREA 1: Commercial Residential & Public Investments		
Economic Vitality Committee Meeting - Downtown Property Tours	2	2
Downtown Property Tour Committee Meeting	2	2
AREA 2: Neighborhood Improvements		
Meeting with Parks & Rec for benches, trashes & planters	2	1
AREA 3: Business Promotion & neighborhood Marketing		
Dinner in the Dark Follow-Up Meetings	2	3
First Friday Prep & Meetings	2	3
First Friday Marketing/Advertising meetings	3	6
Hot Auguts Hoops Meeting	1	3
AREA 4: Administration		
Neon CRM Management & Updates	3	
BDL Website Updates	6	
Month / Projects	BDL Staff Hours	BDL Volunteer Hours
<i>February 2023</i>		
AREA 1: Commercial Residential & Public Investments		
Downtown Property Tour Committee Meeting	2	2
AREA 2: Neighborhood Improvements		
Design Committee Meeting - Wayfinding & PW Update	2	4
AREA 3: Business Promotion & neighborhood Marketing		
Dinner in the Dark Follow-Up Meetings	2	2
First Friday Prep & Meetings	2	3
Hot Auguts Hoops Meeting	1	3
AREA 4: Administration		
Neon CRM Management & Updates	2	

BDL Website Updates	1		
Total Commercial, Residential & Public Investment	6	6	12
Total Neighborhood Improvements	4	5	9
Total Business Promotion & Neighborhood Marketing	13	23	36
Total Administration	12	0	12
Total Expended Jan-Feb 2023	35	34	69
Billable - \$40 per hour	\$1,400.00	\$1,360.00	\$2,760.00
Billed March 9th 2023	\$1,400.00	\$1,360.00	\$2,760.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours	
<i>March 2023</i>			
AREA 1: Commercial Residential & Public Investments			
Economic Vitality Committee Meeting - Downtown Property Tours	1	4	
Tourism & Economic Development Meeting	2	2	
AREA 2: Neighborhood Improvements			
Directory/Wayfinding/Banner Meeting	2	2	
Design Committee Meeting - Wayfinding	1	3	
Parks & Rec - Brackenbury Square Improvements	1	2	
Size-Mo Productions - Brackenbury/Sound Downtown Improvements	2	3	
AREA 3: Business Promotion & Neighborhood Marketing			
Radio & Tribune Meetings for Advertising	2	2	
Ladies Day Out prep & meetings	2	6	
Crazy Days prep & meetings	2	1	
AREA 4: Administration			
Neon CRM Management & Updates	4	2	
BID Bookkeeping	10		
BDL Website Updates	1	2	
Total Commercial, Residential & Public Investment	3	6	9
Total Neighborhood Improvements	6	10	16
Total Business Promotion & Neighborhood Marketing	6	9	15
Total Administration	15	4	19
Total Expended March 2023	30	29	59
Billable - \$40 per hour	\$1,200.00	\$1,160.00	\$2,360.00

Billed April 13th 2023	\$1,200.00	\$1,160.00	\$2,360.00
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Month / Projects	BDL Staff Hours	BDL Volunteer Hours	
<i>April 2023</i>			
AREA 1: Commercial Residential & Public Investments			
Economic Vitality Committee Meeting - Property Tour Updates	1	4	
Tourism & Economic Development Meeting	2	6	
Meeting with Public Works on event permitting	1		
Meeting with Community Development on Strategic Plan	2		
AREA 2: Neighborhood Improvements			
Directory/Wayfinding/Banner Meeting	2	4	
Design Committee Meeting - Wayfinding/Lighting	1	6	
Parks & Rec - Brackenbury Square Improvements	1	1	
Size-Mo Productions - Brackenbury/Sound Downtown Improvements	2	3	
AREA 3: Business Promotion & neighborhood Marketing			
Radio & Tribune Meetings for Advertising	2	4	
Ladies Day Out prep & meetings	2	6	
Crazy Days prep & meetings	2	8	
Marketing/Advertising meetings for Events	2	4	
AREA 4: Administration			
Neon CRM Management & Updates	2		
BDL Website Updates	8		
Total Commercial, Residential & Public Investment	6	10	16
Total Neighborhood Improvements	6	14	20
Total Business Promotion & Neighborhood Marketing	8	22	30
Total Administration	10	0	10
Total Expended April 2023	30	46	76
Billable - \$40 per hour	\$1,200.00	\$1,840.00	\$3,040.00
Billed May 9th 2023	\$1,200.00	\$1,840.00	\$3,040.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours
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May 2023

May 2023			
AREA 1: Commercial Residential & Public Investments			
Economic Vitality Committee Meeting	1	4	
Tourism & Economic Development Meeting	2	6	
Meeting with Public Works on event permitting	1	2	
Meeting with Community Development on Strategic Plan	2		
AREA 2: Neighborhood Improvements			
Wayfinding/Banner/Swag Line Meeting	4	8	
Design Committee Meeting - Lighting/Wayfinding	2	6	
Parks & Rec - Brackenbury Square Improvements	2	1	
Size-Mo Productions - Brackenbury Improvements	2	6	
AREA 3: Business Promotion & neighborhood Marketing			
Promotions Committee Meeting	4	6	
Crazy Days prep & meetings	2	4	
Sound Downtown prep & meetings	8	4	
Hot August Hoops Meeting	4	6	
First Friday Meetings	4	6	
AREA 4: Administration			
Neon CRM Management & Updates	4		
BDL Website Updates	6		
Total Commercial, Residential & Public Investment	6	12	18
Total Neighborhood Improvements	10	21	31
Total Business Promotion & Neighborhood Marketing	22	26	48
Total Administration	10	0	10
Total Expended May 2023	48	59	107
Billable - \$40 per hour	\$1,920.00	\$2,360.00	\$4,280.00
Billed June 8th 2023	\$1,920.00	\$2,360.00	\$4,280.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours
June 2023		
AREA 1: Commercial Residential & Public Investments		
EVC - vacant spaces, surveys & workplan	6	2

SBDC Meeting - business resources, grants, legal	4	3	
EVC - Property listings webpage	4	2	
Small Business Grant Meeting	4	3	
AREA 2: Neighborhood Improvements			
Swag line planning & meetings	4	2	
Design Committee - Lighting repair	3		
Design Committee - Wayfinding	4	2	
Parks & Rec - Brackenbury, planters, benches, trashes	4	2	
AREA 3: Business Promotion & Neighborhood Marketing			
Artwalk Committee Meeting	4	8	
Hot August Hoops prep & meetings	6	4	
Downtown Tailgate meetings and planning	4	2	
Radio Advertising meeting - remaining events	2	2	
Regional Publication advertising meetings	4	4	
AREA 4: Administration			
Neon CRM Management & Updates	5		
BDL Website Updates	4		
Total Commercial, Residential & Public Investment	18	10	28
Total Neighborhood Improvements	15	6	21
Total Business Promotion & Neighborhood Marketing	14	14	28
Total Administration	9	0	9
Total Expended June 2023	56	30	86
Billable - \$40 per hour	\$2,240.00	\$1,200.00	\$3,440.00
Billed July 13th 2023	\$2,240.00	\$1,200.00	\$3,440.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours
<i>July 2023</i>		
AREA 1: Commercial Residential & Public Investments		
EVC - Email update on work plan items	1	1
SBDC - Meetings for grant opportunities	2	2
AREA 2: Neighborhood Improvements		
Swag line research & legal	4	2
Design Committee - Electrician bidding process	3	

Design Committee - Wayfinding, Signage, Guided Tour	3	6	
AREA 3: Business Promotion & neighborhood Marketing			
Artwalk Committee Meeting	2	10	
Hot August Hoops Committee Meeting	6	8	
Sound Downtown Meetings	2	6	
First Friday Meetings	2	8	
Downtown Tailgate committee meeting	2	4	
AREA 4: Administration			
Neon CRM Management & Updates	2		
BDL Website Updates	2		
Total Commercial, Residential & Public Investment	3	3	6
Total Neighborhood Improvements	10	8	18
Total Business Promotion & Neighborhood Marketing	14	36	50
Total Administration	4	0	4
Total Expended July 2023	31	47	78
Billable - \$40 per hour	\$1,240.00	\$1,880.00	\$3,120.00
Billed Aug 10th 2023	\$1,240.00	\$1,880.00	\$3,120.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours
<i>August 2023</i>		
AREA 1: Commercial Residential & Public Investments		
EVC - Post event Surveys 2023 & 2024 work plan	6	
Green space discussion & mapping	2	1
IEDA Meeting for Economic Development	5	3
AREA 2: Neighborhood Improvements		
Design Committee - Electrician bidding process	4	1
Design Committee - Wayfinding, Signage, Guided Tour	3	5
Directory meeting & location planning	2	1
AREA 3: Business Promotion & neighborhood Marketing		
Artwalk Committee Meeting - Token Program	5	8
LCV Tourism Meeting & Strategy	3	2
HAH Follow-up Meeting and survey distribution	4	6
Tribune meeting for signage & cross promotion	2	2

AREA 4: Administration			
Meeting with Mayor on BID Process	2	1	
Neon CRM Management & Updates	4	2	
BDL Website Updates	6	1	
Total Commercial, Residential & Public Investment	13	4	17
Total Neighborhood Improvements	9	7	16
Total Business Promotion & Neighborhood Marketing	14	18	32
Total Administration	12	4	16
Total Expended August 2023	48	33	81
Billable - \$40 per hour	\$1,920.00	\$1,320.00	\$3,240.00
Billed Sept 14th 2023	\$1,920.00	\$1,320.00	\$3,240.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours
<i>September 2023</i>		
AREA 1: Commercial Residential & Public Investments		
Economic Vitality Committee Meeting - 2024 Work plan and BID contributions	4	6
Green space mapping & workplan	4	4
IEDA Meeting for Economic Development	4	4
AREA 2: Neighborhood Improvements		
Design Committee Meeting - Wayfinding	3	2
Planter/Benches/ Trash Location mapping	6	1
Directory meeting & location planning	2	2
AREA 3: Business Promotion & neighborhood Marketing		
Event advertising meetings	4	1
Pumpkin Palooza Committee Meeting	6	2
Hype Team Meeting	3	4
Plaid Friday Committee meeting	4	6
AREA 4: Administration		
Meetings with Ratepayers about Town Hall Breakfast	8	6
Meeting with Mayor on BID Process	2	1
Neon CRM Management & Updates	6	4
BDL Website Updates	8	1

Work Scholar advisory meeting	2		
Work Scholar supervisor meeting	2		
Total Commercial, Residential & Public Investment	4	6	10
Total Neighborhood Improvements	11	5	16
Total Business Promotion & Neighborhood Marketing	17	13	30
Total Administration	28	12	40
Total Expended Sept 2023	60	36	96
Billable - \$40 per hour	\$2,400.00	\$1,440.00	\$3,840.00
Billed October 12th 2023	\$2,400.00	\$1,440.00	\$3,840.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours	
October 2023			
AREA 1: Commercial Residential & Public Investments			
Economic Vitality Committee Meeting - Finalize 2024 work plan	2	6	
Green space mapping & workplan	2	4	
Innovation Hub Grant Process	4	8	
AREA 2: Neighborhood Improvements			
Planter/Benches/ Trash Location mapping	4	2	
Directory meeting for pricing and installment	4	2	
Design Committee Meeting - 2023 work plan and deciding on 2024 projects	2	6	
Meeting with Parks & Rec - BID projects	1	1	
AREA 3: Business Promotion & neighborhood Marketing			
Event advertising meetings	2		
Promotions Meeting - 2023 Events	2	4	
Pumpkin Palooza Event and post event meeting	6	8	
ArtWalk Committee Meeting - post event meeting	4	6	
Dinner in the Dark Committee Meeting - 2024 event layout	4	4	
AREA 4: Administration			
Neon CRM Management & Updates	6	4	
Work Scholar advisory meeting	2		
Work Scholar supervisor meeting	2		
BDL Website Updates	1	4	
Total Commercial, Residential & Public Investment	8	18	26

Total Neighborhood Improvements	11	11	22
Total Business Promotion & Neighborhood Marketing	18	22	40
Total Administration	11	8	19
Total Expended Oct 2023	48	59	107
Billable - \$40 per hour	\$1,920.00	\$2,360.00	\$4,280.00
Billed November 9th 2023	\$1,920.00	\$2,360.00	\$4,280.00

Month / Projects	BDL Staff Hours	BDL Volunteer Hours	
<i>November 2023</i>			
AREA 1: Commercial Residential & Public Investments			
Economic Vitality Committee Meeting - Finalize 2024 work plan/Surveys	1	3	
Green space/Dog Park/Pop up Park	8	4	
Innovation Hub Grant/ArtWalk Grant Applications	2	6	
AREA 2: Neighborhood Improvements			
Crosswalk Beacons/Crosswalk paint	4	4	
Finalize downtown furnishing mapping	6	2	
Meeting with East end of BID for feedback on furnishings	8	2	
Design Committee Meeting - 2023 work plan and deciding on 2024 projects	3	8	
AREA 3: Business Promotion & neighborhood Marketing			
Swag Line strategic meeting	4	2	
2024 BID event involvement	4	1	
Promotions Meeting - 2024 Events	4	4	
Plaid Friday post event meeting	4	4	
First Friday Cookies with Santa strategic meetings	6	8	
Dinner in the Dark Committee Meeting - 2024 event layout	6	6	
AREA 4: Administration			
Monthly meeting with Mayor for BID updates	1		
Inventory of furnishings and purchased items for downtown	3	1	
Neon CRM Management & Updates	8	6	
BDL Website Updates	6	4	
Total Commercial, Residential & Public Investment	11	13	24
Total Neighborhood Improvements	21	16	37
Total Business Promotion & Neighborhood Marketing	28	25	53

Total Administration	18	11	29
Total Expended Nov 2023	78	65	143
Billable - \$40 per hour	\$3,120.00	\$2,600.00	\$5,720.00
Billed December 14th 2023	\$3,120.00	\$2,600.00	\$5,720.00

2023 BID General Ledger

Date	Details	Check #	Area 1 Commercial Residential & Public Investment	Area 2 Neighborhood Improvements	Area 3 Business Promotion & Neighborhood Marketing	Area 4 Administration	Deposit/Credit	Withdrawals/D ebits
1/1/2023	Beginning balance		\$13,000.00	\$62,000.00	\$41,000.00	\$67,000.00		
1/1/2023	Dinner in the Dark Radio Advertising (Pacific Empire)	3530			\$216.00			\$216.00
1/3/2023	Dinner in the Dark Radio Advertising (McVey Entertainment)	3529			\$850.00			\$850.00
1/4/2023	Dinner in the Dark Event Supplies (Stanchion Posts)	DEBIT			\$162.29			\$162.29
1/5/2023	Dinner in the Dark Event Supplies (Mini Cornhole for raffle, Red Carpet)	DEBIT			\$97.39			\$97.39
1/10/2023	2023 Town Hall Meeting Supplies (Suggestions box)	DEBIT			\$107.01			\$107.01
1/11/2023	DEPOSIT						\$6,366.98	
1/16/2023	NEON ONE CRM - January Invoice (INV261198)	DEBIT				\$153.47		\$153.47
1/27/2023	Additional A-frame signs for First Fridays	DEBIT		\$475.00				\$475.00
1/27/2023	Discount Mugs - Hot August Hoops Waterbottles (DM5433230)	DEBIT			\$581.94			\$581.94
1/27/2023	Intuit Quickbooks Online for BID Bookkeeping (1000205779852)					\$42.50		\$42.50
1/30/2023	12 Black 90" Table Cloths for events	DEBIT		\$64.86				\$64.86
1/30/2023	Dinner in the Dark Radio Advertising (Pacific Empire) (23010265 & 23010266)				\$582.00			\$582.00
1/31/2023	12 Black 90" Table Cloths for events	DEBIT		\$64.86				\$64.86
1/31/2023	DEPOSIT Dividend (January)						\$10.38	
1/31/2023	Lewiston Tribune - First Friday & Dinner in the Dark Ads (560856)				\$987.50			\$987.50
2/16/2023	NEON ONE CRM - February Invoice INV269074	DEBIT				\$153.47		\$153.47
2/21/2023	Happy Day Restaurants (100)	3548			\$190.80			\$190.80
2/23/2023	DEPOSIT						\$11,238.79	
2/26/2023	Printcraft Printing - Hot August Hoops & Dinner in the Dark Posters (166765)				\$152.64			\$152.64
2/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001211897964)	DEBIT				\$42.50		\$42.50
2/27/2023	DEPOSIT						\$27,274.25	
2/28/2023	DEPOSIT Dividend (February)						\$11.03	
3/9/2023	BID Project Hours - January & February		\$480.00	\$360.00	\$1,440.00	\$480.00		\$2,760.00
3/15/2023	BID reimbursement to BDL	2507						\$7,684.23
3/15/2023	NEON ONE CRM - March Invoice (INV277167)					\$153.47		\$153.47
3/17/2023	Dinner in the Dark & First Friday Radio Ads (Pacific Empire)	3554			\$582.00			\$582.00
3/17/2023	Movie Under the Stars Extended Programming Pioneer Park	3556			\$575.00			\$575.00
3/17/2023	Printcraft Printing - Downtown Property Tour Posters	3552			\$127.20			\$127.20
3/17/2023	Dinner in the Dark photo backdrop (Balance after BDL trade)	3551			\$150.00			\$150.00
3/17/2023	DEPOSIT						\$8,634.54	
3/17/2023	Lewiston Tribune - Dinner in the Dark and First Friday Ads (562304)	3553			\$3,232.25			\$3,232.25
3/17/2023	Brava's - Dinner in the Dark Contract (balance after BDL trade)	3557			\$2,777.52			\$2,777.52
3/25/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$6.26			\$6.26
3/28/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$5.96			\$5.96
3/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001217817732)	DEBIT				\$85.00		\$85.00
3/31/2023	DEPOSIT Dividend (March)						\$15.69	
4/3/2023	DEPOSIT						\$15,493.48	
4/5/2023	DEPOSIT						\$1,240.17	
4/6/2023	McVey Entertainment - Downtown Property Tours	3565			\$500.00			\$500.00
4/6/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$6.74			\$6.74
4/7/2023	Postal Copy + April Newsletter Prints	DEBIT			\$520.98			\$520.98
4/12/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$9.88			\$9.88
4/12/2023	Postal Copy + BID Town Hall Postcards	DEBIT			\$197.95			\$197.95
4/13/2023	BID Project Hours - March		\$360.00	\$640.00	\$600.00	\$760.00		\$2,360.00
4/13/2023	Earth Planter - Order#29111	2508		\$15,126.00				\$15,126.00

4/14/2023	DEPOSIT						\$959.15	
4/16/2023	NEON ONE CRM - April Invoice (INV284292)	DEBIT				\$153.47		\$153.47
4/22/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$8.65			\$8.65
4/25/2023	DEPOSIT						\$23,189.68	
4/25/2023	BID reimbursement to BDL	2509						\$10,042.44
4/26/2023	Perfection Traffic Control - Sound Downtown Traffic Control Plan	2513			\$125.00			\$125.00
4/27/2023	Brava's - Town Hall Meeting	2510						\$1,357.13
4/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001224233981)	DEBIT				\$85.00		\$85.00
4/28/2023	Parks 7 Rec - Permit for Brackenbury Square Sound Downtown	3572				\$240.00		\$240.00
4/28/2023	Printcraft Printing - Ladies Day Stamps	3582				\$381.60		\$381.60
4/30/2023	BID Project Hours - April		\$640.00	\$800.00	\$1,200.00	\$400.00		\$3,040.00
4/30/2023	DEPOSIT Dividend (April)						\$16.81	
5/2/2023	Incite! Consulting - Town Hall	2511						\$1,000.00
5/2/2023	McVey Entertainment - Downtown Property Tours	3576			\$250.00			\$250.00
5/2/2023	DEPOSIT						\$1,348.46	
5/4/2023	Jones Supply - Garbage Receptacles		\$692.18					\$692.18
5/8/2023	Postal Copy + Crazy Days Posters	DEBIT			\$148.78			\$148.78
5/9/2023	Postal Copy + BID Town Hall Area Posters	DEBIT				\$103.87		\$103.87
5/9/2023	Staples - BID Town Hall Supplies	DEBIT				\$404.55		\$404.55
5/10/2023	Corner Villa - Town Hall no-host bar	3580				\$70.00		\$70.00
5/10/2023	Facebook Boosted Ads - Town Hall Meeting/Ladies Day/Crazy Days	DEBIT			\$175.00			\$175.00
5/11/2023	Postal Copy + Ladies Day Posters & 24x36 A-frame Posters	DEBIT			\$275.37			\$275.37
5/12/2023	Size-Mo Professional Sound - Sound Downtown Portable Stage				\$200.00			\$200.00
5/16/2023	NEON ONE CRM - May Invoice (INV291830)	DEBIT				\$153.47		\$153.47
5/19/2023	DEPOSIT						\$1,206.09	
5/19/2023	Postal Copy + Sound Downtown Posters	DEBIT			\$100.63			\$100.63
5/22/2023	Facebook Boosted Ads - Crazy Days/Ladies Day	DEBIT			\$67.30			\$67.30
5/24/2023	BID reimbursement to BDL	2512						\$5,149.89
5/24/2023	Postal Copy + 24x36 Crazy Days A-frame Posters	DEBIT			\$319.74			\$319.74
5/25/2023	Amazon - Sound Downtown Giveaways	DEBIT			\$58.32			\$58.32
5/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001230464336)	DEBIT				\$85.00		\$85.00
5/31/2023	BID Project Hours - May		\$720.00	\$1,240.00	\$1,920.00	\$400.00		\$4,280.00
5/31/2023	DEPOSIT Dividend (May)						\$17.50	
6/1/2023	Vine 46 Tasting Gift Certificats for Sound Downtown	DEBIT			\$79.50			\$79.50
6/2/2023	DEPOSIT						\$3,700.00	
6/2/2023	Schurman's Brackenbury Improvements hardware	DEBIT		\$76.78				\$76.78
6/8/2023	Financials and Hours for May	2514						\$7,515.81
6/8/2023	Kings Throne - Crazy Days Porta Potties	3594	\$482.30					\$482.30
6/8/2023	Printcraft Printing - Ladies Day Maps	3595			\$164.30			\$164.30
6/9/2023	Staples - Ink for newsletter	DEBIT			\$137.79			\$137.79
6/14/2023	Hells Canyon Apparel Sound Downtown Promotional Products	2515			\$1,056.30			\$1,056.30
6/15/2023	Facebook Boosted Ads - Crazy Days & Sound Downtown	DEBIT			\$250.00			\$250.00
6/17/2023	NEON ONE CRM - June Invoice (INV300757)	DEBIT				\$153.47		\$153.47
6/20/2023	DEPOSIT						\$11,233.47	
6/21/2023	Pre-approval items from 6/8/23 meeting	2519						\$3,456.80
6/22/2023	Facebook Boosted Ads - Sound Downtown	DEBIT			\$51.59			\$51.59
6/22/2023	City of Lewiston Administrative Fees	2516				\$7,000.00		\$7,000.00
6/23/2023	Printcraft Printing - Sound Downtown Banners	2517			\$75.60			\$75.60
6/27/2023	Postal Copy + Hot August Hoops Posters and Labels	DEBIT			\$316.89			\$316.89
6/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001236689581)	DEBIT				\$85.00		\$85.00
6/30/2023	BID Project Hours -June		\$1,120.00	\$840.00	\$1,120.00	\$360.00		\$3,440.00
6/30/2023	DEPOSIT Dividend (June)						\$16.22	
7/3/2023	QPINS Text Marketing - Sound Downtown, Artwalk & Hot August Hoops	DEBIT			\$597.00			\$597.00

7/5/2023	McVey Entertainment - Crazy Days & Hot August Hoops	3608			\$1,100.00			\$1,100.00
7/12/2023	DEPOSIT						\$3,383.40	\$3,383.40
7/16/2023	NEON ONE CRM - July Invoice (INV307788)	DEBIT				\$153.47		\$153.47
7/21/2023	Jones Supply - 10 Garbage receptacles & liners	2520	\$692.18					\$692.18
7/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001242967304)	DEBIT				\$90.00		\$90.00
7/31/2023	DEPOSIT Dividend (July)						\$16.67	
7/31/2023	BID Project Hours -July		\$240.00	\$720.00	\$2,000.00	\$160.00		\$3,120.00
7/31/2023	McVey Entertainment - Sound Downtown & Hot August Hoops	3608			\$500.00			\$500.00
8/3/2023	Lewiston Tribune - Hot August Hoops, Crazy Days & Thank you Ad	3607			\$3,368.00			\$3,368.00
8/9/2023	Croft Rentals - Tables, Chair & Canopies	3617			\$436.00			\$436.00
8/9/2023	Hot August Hoops Team Shirts	3609			\$3,972.93			\$3,972.93
8/9/2023	Printcraft Printing - HAH Coroplast Sponsor Signs	3613			\$169.60			\$169.60
8/9/2023	Printcraft Printing - BID Banners	3612			\$135.15			\$135.15
8/9/2023	Size-Mo Professional Sound 50% payment Sound Downtown	3614			\$3,400.00			\$3,400.00
8/11/2023	DEPOSIT						\$13,384.78	
8/16/2023	Reimbursement to BDL for Invoices approved 8/10/23	2521						\$9,005.94
8/16/2023	BID Project Hours - August		\$680.00	\$640.00	\$1,280.00	\$640.00		\$3,240.00
8/17/2023	NEON ONE CRM - August (INV315102)	DEBIT				\$153.47		\$153.47
8/31/2023	DEPOSIT Dividend (August)						\$17.32	
9/1/2023	McVey Entertainment - HAH, Downtown Tailgate & Artwalk	3633			\$1,000.00			\$1,000.00
9/5/2023	DEPOSIT						\$6,709.37	
9/7/2023	DEPOSIT						\$3,623.51	
9/14/2023	DEPOSIT						\$11,402.08	
9/15/2023	Reimbursement to BDL for Invoices approved 9/14/23	2522						\$16,221.68
9/17/2023	BID Project Hours - Sept		\$400.00	\$640.00	\$1,200.00	\$1,600.00		\$3,840.00
9/17/2023	NEON ONE CRM - September (INV323070)					\$153.47		\$153.47
9/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001256735826)	DEBIT				\$90.00		\$90.00
9/28/2023	DEPOSIT						\$14,551.08	
9/30/2023	Lewiston Tribune DT Tailgate & Artwalk Advertising	3628			\$3,071.00			\$3,071.00
9/30/2023	DEPOSIT Dividend (Sept)						\$17.70	
10/4/2023	Postal Copy + Artwalk Maps	DEBIT			\$437.50			\$437.50
10/5/2023	Postal Copy + Artwalk A-frame posters	DEBIT			\$11.08			\$11.08
10/17/2023	BID Project Hours - October		\$1,040.00	\$880.00	\$1,600.00	\$760.00		\$4,280.00
10/17/2023	NEON ONE CRM - October (INV330640)	DEBIT						\$153.47
10/20/2023	Postal Copy + Pumpkin Palooza & Plaid Friday Posters	DEBIT			\$255.86			\$255.86
10/26/2023	DEPOSIT						\$2,589.90	
10/27/2023	Croft Rentals Pumpkin Palooza 20 Tables & 40 Chairs	3637		\$250.00				\$250.00
10/27/2023	Reimbursement to BDL for Invoices approved 10/12/23	2523						\$6,852.66
10/27/2023	Costco Candy for Pumpkin Palooza game sponsors	DEBIT			\$859.27			\$859.27
10/30/2023	Intuit Quickbooks Online for BID Bookkeeping (10001253203500)	DEBIT				\$90.00		\$90.00
10/31/2023	Presnell Gage Financial Review for 2022	2524						\$4,200.00
10/31/2023	DEPOSIT Dividend (Oct)						\$19.76	
11/1/2023	Postal Copy + Plaid Friday & Cookies with Santa (First Friday) Posters	DEBIT			\$255.36			\$255.36
11/9/2023	DEPOSIT						\$1,372.64	
11/10/2023	Reimbursement to BDL for Invoices approved 11/9/23	2525						\$8,843.71
11/17/2023	NEON ONE CRM - November (INV339770)	DEBIT				\$153.47		\$153.47
11/22/2023	Postal Copy + Plaid Friday Maps	DEBIT			\$66.50			\$66.50
11/27/2023	DEPOSIT						\$1,764.94	
11/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001269629891)	DEBIT				\$90.00		\$90.00
11/30/2023	DEPOSIT Dividend (Nov)						\$17.55	
	TOTAL SPENT YTD		\$4,494.48	\$19,687.50	\$25,078.67	\$11,324.24		
	REMAINING BUDGET		\$8,505.52	\$42,312.50	\$15,921.33	\$55,675.76	\$170,843.39	\$179,786.36

Business Improvement District 2024 Work Plan

Area #1: Commercial, Residential and Public Investment \$12,500

1. Include links on webpage or additional webpages to properties available for lease or purchase in the BID area.
2. Complete the Mural project identified in the 2020 work plan (either utilizing the LCSC work already completed or creating a different mural and soliciting bids from artists to complete)
3. Assist BID ratepayers with locating grants, tax incentives or other financial resources to pay for improvements to their properties within the district (could contract with a grant writer to provide some "how-to" support or workshops with partner agencies).
4. Identify ways that the BID can help ratepayers fill available spaces in the BID area (open houses, advertising, tours, etc).

Area #2: Neighborhood Improvements \$59,000 (plus unspent monies from previous years)

1. Finalize installation of sunshades in Brackenbury Square (solicit contractor bids to complete work)
2. Finalize design and locations for new wayfinding signage, purchase and complete installation.
3. Install already purchased planters, benches and trash receptacles.
4. Consider offering rate payers the opportunity to have a recognition plaque on planters, benches or trash receptacles placed in front of their properties.
5. Identify additional locations that would benefit from planters, benches or trash receptacles. Partner with Parks & Rec department on continued maintenance of additional items. Consider recommendation to City Council for increased funding to Parks & Rec department for the maintenance of Business Improvement District Funded items after the Business Improvement District is closed.
6. Research cost and locations for Pet Waste Station dispensers.
7. Research additional safety improvements that could feasibly be completed; such as lighting in parking lots, and along stairways from Normal Hill to the Downtown.
8. Complete installation of LED lights in City owned light posts along Main and D Streets.

Area #3: Business Promotion and Neighborhood Marketing \$39,000

1. Continue event support of existing events (Dinner in the Dark, Hot August Hoops, Crazy Days, Lady's Day Out, Artwalk)
2. Finish purchase and installation of Banner Brackets and purchase and install advertising banners.
3. Identify ways to incentivize people coming into downtown during events. Research the ability of the BID sponsoring and event outside of the BID area to bring recognition to the BID.
4. Focus on isolated businesses, not just retail stores, and identify ways the BID board can provide support (advertise job openings or do business spotlight)

Area #4: Administration \$63,500

1. Continue to publish a quarterly newsletter specifically for the BID ratepayers. Partner with key organizations for additional information about happenings in downtown.

2. Continue to utilize accountant for monthly bank account reconciliation. Increase number of invoices that are paid directly from BID bank account instead of reimbursements to BDL.