



BOARD OF DIRECTORS MEETING
August 6, 2024 * 1503 GARNET AVE
AGENDA

1. **Introductions**
Sign in
2. **Public Comment/Non Agenda Announcements**
Limited to 2 minutes on any non-agenda items, items may be referred to committees or future agenda item
3. **Additions to Agenda (3 minutes)** **Info Item**
Items will be added to a future agenda
4. **Political Representative’s Reports (10 minutes)** **Info Item**
 District 1 – Cambria Head 77th Assembly District- Mariah Kallhoff
 Mayor’s Office- Emily Piatanesi Senate District 39 – Cole Reed
 County Supervisor – Meghan Elledge-LeVota 52nd District- Cesar Solis
 Economic Development - **Info Item**
5. **Community Partners Reports (3 mins each)** **Info Item**
 - a) PB Tuesday Farmers’ Market
 - b) PB Town Council
 - c) PB Woman’s Club
 - d) PB Planning Group
 - e) Beautiful PB
6. **President’s Report (3 minutes)** **Info Item**
a) Upcoming events
7. **Previous Board Meeting Minutes Approval: (3 mins)**
a) **Approval of the June 7, 2024 Meeting Minutes** **Action Item**
8. **Financial Report (3 mins)**
Review and approve the financials of May 2024
Review and approve the financials of June 2024 **Action Item**
9. **Committee Reports (30 mins)**
 - a) **Organization Committee**
 - a. Board Elections **Action Item**
 - b. Accounting Services RFP **Action Item**
 - b) **Fundraising Committee** **Info Item**
a. Update
 - c) **Parking Advisory Board – update** **Info Item**
a. update
 - d) **BeachFest** **Action Item**
 a. Sponsorship update (\$10,250 remaining goal)
 - i. *Thank you to our confirmed sponsors Earl & Birdie Taylor, Diamond Parking, Mavericks, Ocean Park Inn, Mate Maker, IPS Group, Bay City.*
10. **CEO REPORT- Lee** **Info Item**
 - a) **Executive Director Updates**
 - i. **Grant updates**
11. **Adjourn**

THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator at least five (5) working days before the meeting at (858) 273-3303 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.



BOARD OF DIRECTORS MEETING
June 4, 2024 * 1503 GARNET AVE
MINUTES

Call to Action: 12:02pm

1. Introductions

Ellen C, Rebekah W., Randall E., Jennifer N., David R., Officer Thrift, Kayla S., Karla T., Mariah, Wilber L., Eric M., Lisa G., Sunny L., Vanessa B., Cole R., Patrick A., Paul M., Dean S., Eve A.,

2. Public Comment/Non Agenda Announcements

None

3. Additions to Agenda (3 minutes) None Info Item

4. Political Representative’s Reports (10 minutes) Info Item

District 1 – Karla Tirado:

- Ingraham St. Was repaved last Thursday- Friday, permanent stripping to proceed.
- On May 13th the Council voted to add electric vehicle stations on city property for public use.
- Funding for emergency repairs was approved for Crystal Pier. (1M.)

77th Assembly District- Mariah Kallhoff-

- Climate Action Day in Del Mar
- 8 Bills made it past the Senate

Senator Tony Atkins- Cole

- Non-profit of the year Award
- 1.5 M will be allocated to public event funding. The city has submitted requests and this is in process.

SDPB Northern Division: Officer Thrift- There were 150 officers on patrol for the Memorial Day weekend, we want to thank the community for providing lunch to our officers.

- There were no major incidents that weekend reported.
- Our team is preparing for the 4th of July weekend.
- Feel free to provide feedback.

5. Community Partners Reports (3 mins each) Info Item

- PB Tuesday Farmers’ Market- Expanding to Mission Blvd.
- a) PB Woman’s Club- 20,000 dollars was raised at the High Tea Fundraiser
 Sponsored the Belmont Park station to feed our officers and fire stations.
 Looking into getting industrial stove donated for station 21

6. President’s Report (3 minutes) Info Item

- a) Upcoming events
 DPB Community Expo was a great success.
 Coast of PB was the most successful to date.
 Heart of PB is scheduled for Sept. 18th

7. Previous Board Meeting Minutes Approval: (3 mins) Action Item

- a) Approval of the May 7, 2024 Meeting Minutes

Eric made motion to approve the May 7, 2024 meeting minutes, Lisa seconded the motion

8. Financial Report (3 mins)

Review and approve the financials of April 2024

Action Item

Kayla made a motion to approve the financials for April 2024, David seconded the motion, unanimous approval.

9. Committee Reports (30 mins)

a) Organization Committee

a. Officer Elections

i. Nomination of New Board member (s) to fill vacancies

1. 2 Vacancies

No action was taken

b. Accounting Services RFP

No action was taken

Action Item
Action Item

b) Fundraising Committee

a. Update: This is a working group.

Meeting to be changed to the third Wednesday of each month at 9 a.m.

Action Item
Info Item

c) Parking Advisory Board – update

a. Bike Everywhere Day – May 16 – Pit Stop on Cass and Garnet – update

- 100 riders stopped by the booth; free t-shirts were given away to participants.
- This was a collaboration between Discover PB and Beautiful PB
- Currently discussing yellow curbs for Grocery Outlet to have a loading area.
- Ad hawk Pathways meeting was well organized and allowed the public to express their opinions in an engaging way.
- Next meeting is scheduled for June 11th

Info Item

d) BeachFest

a. Sponsorship update (\$13,750 remaining goal)

i. *Thank you to our confirmed sponsors Earl & Birdie Taylor, Diamond Parking, Mavericks, Ocean Park Inn, Mate Maker, IPS Group, Bay City.*

- *Only need \$8,000 to meet fundraising goal*
- *2 bands are confirmed, A liquor and beer sponsor are confirmed.*

Action Item

10. CEO REPORT- Lee

a) Executive Director Updates

i. SBEP Advocacy/BID Budget Appropriation Process – update

ii. Small Business Advisory Board

Info Item

11. Adjourn 12:43p.m.

THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator at least five (5) working days before the meeting at (858) 273-3303 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.

Discover Pacific Beach
Balance Sheet
As of May 31, 2024

	May 31, 24	May 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 - Discover PB Operating (4991)				
1002 - Discover PB - Special Projects	122,575	122,575	0	0%
1001 - Discover PB Savings	9,913	9,913	0	0%
1000 - Discover PB Operating (4991) - Other	(76,607)	(112,716)	36,109	32%
Total 1000 - Discover PB Operating (4991)	55,881	19,772	36,109	183%
1008 - Paypal	9,026	8,809	217	2%
1009 - Paypal - BACC	2,866	1,989	877	44%
1006 - Farmers Market # 6739	62,611	95,149	(32,538)	(34%)
1025 - Merrill Lynch	119,144	113,940	5,204	5%
1030 - Petty Cash	75	0	75	100%
Total Checking/Savings	249,603	239,659	9,944	4%
Accounts Receivable				
1200 - Accounts Receivable	23,183	21,557	1,626	8%
Total Accounts Receivable	23,183	21,557	1,626	8%
Other Current Assets				
Deposit - Rent	1,450	1,450	0	0%
Total Other Current Assets	1,450	1,450	0	0%
Total Current Assets	274,236	262,666	11,570	4%
Fixed Assets				
Furniture & Equipment	16,734	16,734	0	0%
Leasehold Improvements	49,388	49,388	0	0%
Accumulated Depreciation	(13,013)	(13,013)	0	0%
Accumulated Amortization	(49,388)	(49,388)	0	0%
Total Fixed Assets	3,721	3,721	0	0%
Other Assets				
Clearing Account	(762)	(610)	(152)	(25%)
Total Other Assets	(762)	(610)	(152)	(25%)
TOTAL ASSETS	277,195	265,777	11,418	4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2020 - AP Farmers Market	4,363	2,932	1,431	49%
2000 - Accounts Payable	8,933	7,852	1,081	14%
Total Accounts Payable	13,296	10,784	2,512	23%
Credit Cards				
US Bank	900	0	900	100%
Total Credit Cards	900	0	900	100%
Other Current Liabilities				
2100 - Payroll Liabilities	22	5,877	(5,855)	(100%)
Total Other Current Liabilities	22	5,877	(5,855)	(100%)

Discover Pacific Beach
Balance Sheet
As of May 31, 2024

	May 31, 24	May 31, 23	\$ Change	% Change
Total Current Liabilities	14,218	16,661	(2,443)	(15%)
Total Liabilities	14,218	16,661	(2,443)	(15%)
Equity				
1110 - Retained Earnings	210,193	281,626	(71,433)	(25%)
3000 - Opening Bal Equity	35,272	35,423	(151)	(0%)
Net Income	17,513	(67,933)	85,446	126%
Total Equity	262,978	249,116	13,862	6%
TOTAL LIABILITIES & EQUITY	277,196	265,777	11,419	4%

Discover Pacific Beach Profit & Loss May 2024

	May 24	May 23	Jul '23 - May 24
Ordinary Income/Expense			
Income			
4430 - Clean and Safe Program			
Lord of the Wings	0	0	0
Total 4430 - Clean and Safe Program	0	0	0
4110 - Grants	25,000	0	41,903
4115 - Beach Area Community Court	3,000	2,050	25,150
4120 - SBEP	0	2,520	34,231
4220 - BID	12,436	12,866	141,107
4230 - Public Right of Way	0	100	0
4300 - Special Events			
4377 - Wild Rides	0	0	2,179
4310 - Annual Dinner			
4312 - Raffle	0	0	1,860
4313 - Ticket Sales	0	0	11,750
4310 - Annual Dinner - Other	0	0	2,375
Total 4310 - Annual Dinner	0	0	15,985
4335 - Coast Walk	11,940	16,050	11,940
4350 - Contributions Income	0	0	616
4375 - Christmas on Crystal Pier	0	0	5,400
4376 - Holiday Parade	0	0	19,511
Total 4300 - Special Events	11,940	16,050	55,631
4320 - Beachfest			
Action Sports	0	0	6,575
Artist Booth	0	1,860	8,125
Fish Taco Challenge	0	0	10,434
Food booth	0	0	6,655
Merchant Booth	0	900	3,975
Sponsors	15,715	5,000	53,940
Total 4320 - Beachfest	15,715	7,760	89,704
4400 - Other Income			
4440 - Membership Dues(Banks)	0	2,400	0
4460 - Merchandise	0	0	40
4470 - Miscellaneous Income	4	1,012	154
4486 - Mixers Business	0	0	5
4400 - Other Income - Other	0	0	550
Total 4400 - Other Income	4	3,412	749
4410 - Banner District	0	0	12,250
4510 - Farmers Market	20,198	20,501	209,889
7010 - Interest Income	432	438	4,800
Total Income	88,725	65,697	615,414
Gross Profit	88,725	65,697	615,414
Expense			
6100 - Operating			

Discover Pacific Beach Profit & Loss May 2024

	May 24	May 23	Jul '23 - May 24
6105 · Auto Expense	250	250	2,750
6110 · Bank Fees-CC/LF/Service	1,003	954	9,358
6135 · Insurance-Liability	1,311	0	4,649
6155 · Meals	9	112	928
6156 · Training and Conferences	0	0	2,572
6160 · Office Supplies/Equip	1,405	1,052	5,010
6170 · Postage and Delivery	0	0	139
6175 · Printing and Reproduction	310	388	3,444
6180 · Rent	3,660	11,193	43,812
6182 · Tax-Business	0	0	310
6185 · Telephone-Cell/Office	273	352	3,985
6190 · Utilities-GEW/Sanitation/Refuse	1,201	868	15,845
6195 · Payroll Expense			
Staff-Executive Director	8,251	7,175	90,764
Staff-Admin Support	5,373	7,673	91,357
Employer Tax	1,600	1,576	19,007
Processing Fee	95	21	584
Insurance-Health	950	850	10,450
Insurance-Work Comp	0	301	822
Total 6195 · Payroll Expense	16,269	17,596	212,984
6199 · Miscellaneous	40	33	1,424
6205 · Accounting	1,238	1,125	21,288
6225 · Dues and Subscriptions	0	150	300
Total 6100 · Operating	26,969	34,073	328,798
6300 · Design & Improvements			
6323 · Clean and Safe Program			
Lord of the Wings	0	0	50
6323 · Clean and Safe Program - Other	0	6,240	48,971
Total 6323 · Clean and Safe Program	0	6,240	49,021
6305 · Banner	0	232	5,747
6310 · Beach area community court	0	92	58
6315 · Farmers Market Expenses			
6315-01 · FM - Wages	6,879	5,280	54,839
6315 · Farmers Market Expenses - Other	1,061	1,699	41,362
Total 6315 · Farmers Market Expenses	7,940	6,979	96,201
Total 6300 · Design & Improvements	7,940	13,543	151,027
6500 · Special Events Promotions			
6210 · Annual Dinner	0	0	9,101
6515 · Coast Walk	1,377	1,555	1,917
6519 · Christmas on Crystal Pier	0	0	5,574
6520 · Holiday Parade	756	269	12,607
6540 · Heart Walk	0	0	2,581
6541 · Wild Rides Car Show	0	0	2,179
6510 · Beachfest			

Discover Pacific Beach
Profit & Loss
May 2024

	May 24	May 23	Jul '23 - May 24
Beer Garden	0	0	1,810
City & County Fees	0	150	7,626
Entertainment	0	0	5,800
Equipment Rental	0	0	21,885
Kids	0	0	2,225
Marketing / Printing	748	0	8,716
Professional Orgainzers	5,285	0	18,172
Staging	0	0	18,156
Supplies and Misc.	370	0	950
Total 6510 - Beachfest	6,403	150	85,340
Total 6500 - Special Events Promotions	8,536	1,974	119,299
6600 - Outreach			
6220 - Contributions	0	0	1,080
6235 - Election	0	0	3,275
6505 - Advertising - Marketing	0	0	784
6551 - Mixers	0	0	52
6615 - Business Development	0	48	468
6650 - Newsletter	227	195	2,497
6651 - Marketing & Promotions	32	211	483
6600 - Outreach - Other	0	0	17
Total 6600 - Outreach	259	454	8,656
Total Expense	43,704	50,044	607,780
Net Ordinary Income	45,021	15,653	7,634
Other Income/Expense			
Other Income			
Employee Retention Credit	0	12,701	0
Total Other Income	0	12,701	0
Net Other Income	0	12,701	0
Net Income	45,021	28,354	7,634

Discover Pacific Beach A/R Aging Summary As of May 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Audeo Charter School					1,800	1,800
City of San Diego (SBE)			205	2,795		3,000
Diamond Parking - C		715	715			1,430
Ecology Center	3,022		3,600		3,008	9,630
IPS Group, Inc.			1,000			1,000
Ocean Park Inn					5,000	5,000
Patrick Smith			125			125
Randall's Sandals			125			125
Steve Cordigyan					415	415
Tavern At The Beach					450	450
The Hideout Bar & Grill					208	208
TOTAL	3,022	715	5,770	2,795	10,881	23,183

Discover Pacific Beach A/P Aging Summary As of May 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
AT&T	0	273	0	0	0	273
City Treasurer	420	0	0	0	0	420
Da-Le Ranch	541	0	0	0	0	541
EDCO Disposal Corporation	1,201	0	0	0	0	1,201
Fuel Thy Cells	25	0	0	0	0	25
Gorilla Service Industries	0	2,643	0	0	0	2,643
Herritage Family Farms	404	0	0	0	0	404
JR Organics	431	0	0	0	0	431
MP Family Farm	398	0	0	0	0	398
Platinum Event Rentals	0	0	0	0	3,484	3,484
R&L Farms	55	0	0	0	0	55
Rodney Kawano Farm	179	0	0	0	0	179
Safiros Sanitation	708	885	0	0	0	1,593
SG Bookkeeping Services, LLC	1,333	0	0	0	0	1,333
Smit Farms	316	0	0	0	0	316
TOTAL	6,011	3,801	0	0	3,484	13,296

Discover Pacific Beach
Balance Sheet
As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 - Discover PB Operating (4991)				
1002 - Discover PB - Special Projects	122,575	122,575	0	0%
1001 - Discover PB Savings	9,913	9,913	0	0%
1000 - Discover PB Operating (4991) - Other	(70,067)	(105,902)	35,835	34%
Total 1000 - Discover PB Operating (4991)	62,421	26,586	35,835	135%
1008 - Paypal	0	3,557	(3,557)	(100%)
1009 - Paypal - BACC	2,197	2,520	(323)	(13%)
1006 - Farmers Market # 6739	78,782	91,019	(12,237)	(13%)
1025 - Merrill Lynch	119,536	114,344	5,192	5%
1030 - Petty Cash	75	0	75	100%
Total Checking/Savings	263,011	238,026	24,985	10%
Accounts Receivable				
1200 - Accounts Receivable	19,038	23,531	(4,493)	(19%)
Total Accounts Receivable	19,038	23,531	(4,493)	(19%)
Other Current Assets				
Deposit - Rent	1,450	1,450	0	0%
Total Other Current Assets	1,450	1,450	0	0%
Total Current Assets	283,499	263,007	20,492	8%
Fixed Assets				
Furniture & Equipment	16,734	16,734	0	0%
Leasehold Improvements	49,388	49,388	0	0%
Accumulated Depreciation	(13,013)	(13,013)	0	0%
Accumulated Amortization	(49,388)	(49,388)	0	0%
Total Fixed Assets	3,721	3,721	0	0%
Other Assets				
Clearing Account	0	1,310	(1,310)	(100%)
Total Other Assets	0	1,310	(1,310)	(100%)
TOTAL ASSETS	287,220	268,038	19,182	7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2020 - AP Farmers Market	4,184	4,455	(271)	(6%)
2000 - Accounts Payable	14,590	12,002	2,588	22%
Total Accounts Payable	18,774	16,457	2,317	14%
Credit Cards				
US Bank	286	286	0	0%
Total Credit Cards	286	286	0	0%
Other Current Liabilities				
2100 - Payroll Liabilities	0	5,679	(5,679)	(100%)
Total Other Current Liabilities	0	5,679	(5,679)	(100%)

Discover Pacific Beach
Balance Sheet
As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
Total Current Liabilities	19,060	22,422	(3,362)	(15%)
Total Liabilities	19,060	22,422	(3,362)	(15%)
Equity				
1110 - Retained Earnings	210,193	281,626	(71,433)	(25%)
3000 - Opening Bal Equity	35,272	35,423	(151)	(0%)
Net Income	22,694	(71,432)	94,126	132%
Total Equity	268,159	245,617	22,542	9%
TOTAL LIABILITIES & EQUITY	287,219	268,039	19,180	7%

Discover Pacific Beach Profit & Loss June 2024

	Jun 24	Jun 23	Jul '23 - Jun 24
Ordinary Income/Expense			
Income			
4430 - Clean and Safe Program			
Lord of the Wings	0	400	0
Total 4430 - Clean and Safe Program	0	400	0
4110 - Grants	5,000	0	46,903
4115 - Beach Area Community Court	2,300	2,550	27,450
4120 - SBEP	0	4,029	34,231
4220 - BID	14,588	11,284	155,695
4300 - Special Events			
4377 - Wild Rides	0	0	2,179
4310 - Annual Dinner			
4312 - Raffle	0	0	1,860
4313 - Ticket Sales	0	0	11,750
4310 - Annual Dinner - Other	0	0	2,375
Total 4310 - Annual Dinner	0	0	15,985
4335 - Coast Walk	0	35	11,940
4350 - Contributions Income	0	0	616
4370 - Heart of PB Rest Walk	0	0	9,875
4375 - Christmas on Crystal Pier	0	0	5,400
4376 - Holiday Parade	0	0	19,511
Total 4300 - Special Events	0	35	65,506
4320 - Beachfest			
Action Sports	0	0	6,575
Artist Booth	0	0	8,125
Fish Taco Challenge	0	0	10,434
Food booth	400	500	7,055
Grants	0	2,000	0
Merchant Booth	0	0	3,975
Sponsors	715	0	54,655
Total 4320 - Beachfest	1,115	2,500	90,819
4400 - Other Income			
4460 - Merchandise	0	0	40
4470 - Miscellaneous Income	0	0	154
4486 - Mixers Business	0	0	5
4400 - Other Income - Other	0	0	550
Total 4400 - Other Income	0	0	749
4410 - Banner District	0	2,750	12,250
4510 - Farmers Market	20,245	21,490	230,134
7010 - Interest Income	392	404	5,192
Total Income	43,640	45,442	668,929
Gross Profit	43,640	45,442	668,929
Expense			
Legal Fees	0	315	0

Discover Pacific Beach Profit & Loss June 2024

	Jun 24	Jun 23	Jul '23 - Jun 24
6100 - Operating			
6105 - Auto Expense	250	250	3,000
6110 - Bank Fees-CC/LF/Service	761	617	9,793
6135 - Insurance-Liability	0	0	4,649
6155 - Meals	16	75	837
6156 - Training and Conferences	36	1,005	2,608
6160 - Office Supplies/Equip	762	568	5,772
6170 - Postage and Delivery	0	0	139
6175 - Printing and Reproduction	281	270	3,725
6180 - Rent	3,660	0	47,472
6182 - Tax-Business	0	0	310
6185 - Telephone-Cell/Office	323	197	4,220
6190 - Utilities-GEW/Sanitation/Refuse	1,201	868	17,046
6195 - Payroll Expense			
Staff-Executive Director	8,251	7,175	99,015
Staff-Admin Support	5,373	7,803	96,730
Employer Tax	1,639	1,497	20,624
Processing Fee	95	21	679
Insurance-Health	950	850	11,400
Insurance-Work Comp	0	48	822
Total 6195 - Payroll Expense	16,308	17,394	229,270
6199 - Miscellaneous	0	5	1,424
6205 - Accounting	1,275	1,875	22,563
6225 - Dues and Subscriptions	0	0	300
Total 6100 - Operating	24,873	23,124	353,128
6300 - Design & Improvements			
6323 - Clean and Safe Program			
Lord of the Wings	0	219	50
6323 - Clean and Safe Program - Other	6,100	6,240	48,831
Total 6323 - Clean and Safe Program	6,100	6,459	48,881
6305 - Banner	0	0	5,747
6310 - Beach area community court	0	119	58
6315 - Farmers Market Expenses			
6315-01 - FM - Wages	7,276	4,757	62,114
6315 - Farmers Market Expenses - Other	2,207	3,478	44,069
Total 6315 - Farmers Market Expenses	9,483	8,235	106,183
Total 6300 - Design & Improvements	15,583	14,813	160,869
6500 - Special Events Promotions			
6210 - Annual Dinner	(287)	0	8,814
6515 - Coast Walk	0	20	1,917
6519 - Christmas on Crystal Pier	0	0	5,574
6520 - Holiday Parade	0	0	12,552
6540 - Heart Walk	0	259	2,581
6541 - Wild Rides Car Show	0	0	2,179

Discover Pacific Beach
Profit & Loss
June 2024

	Jun 24	Jun 23	Jul '23 - Jun 24
6510 - Beachfest			
Beer Garden	0	0	1,810
City & County Fees	0	0	7,626
Entertainment	0	0	5,800
Equipment Rental	1,550	4,521	25,955
Kids	0	0	2,225
Marketing / Printing	32	75	8,747
Professional Orgainzers	0	5,095	18,172
Staging	0	0	18,156
Supplies and Misc.	22	22	973
Total 6510 - Beachfest	1,604	9,713	89,464
Total 6500 - Special Events Promotions	1,317	9,992	123,081
6600 - Outreach			
6220 - Contributions	0	0	1,080
6235 - Election	0	0	3,275
6505 - Advertising - Marketing	0	0	784
6551 - Mixers	0	0	52
6615 - Business Development	0	83	468
6650 - Newsletter	227	195	2,724
6651 - Marketing & Promotions	275	421	759
6600 - Outreach - Other	0	0	17
Total 6600 - Outreach	502	699	9,159
Total Expense	42,275	48,943	646,237
Net Ordinary Income	1,365	(3,501)	22,692
Net Income	1,365	(3,501)	22,692

Discover Pacific Beach A/R Aging Summary As of June 30, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Audeo Charter School					1,800	1,800
City of San Diego (SBE)				205	2,250	2,455
Diamond Parking - C		715		715		1,430
Ecology Center		3,022			3,008	6,030
IPS Group, Inc.				1,000		1,000
Ocean Park Inn					5,000	5,000
Patrick Smith				125		125
Randall's Sandals				125		125
Steve Cordigyan					415	415
Tavern At The Beach					450	450
The Hideout Bar & Grill					208	208
TOTAL		3,737		2,170	13,131	19,038

Discover Pacific Beach A/P Aging Summary As of June 30, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Acme Safety & Supply Corp.	0	0	0	0	3,020	3,020
AT&T	157	166	0	0	0	323
CDFA	1,960	0	0	0	0	1,960
Da-Le Ranch	98	0	0	0	0	98
EDCO Disposal Corporation	1,201	0	0	0	0	1,201
Gorilla Service Industries	0	0	2,643	0	0	2,643
Herritage Family Farms	336	0	0	0	0	336
JR Organics	294	0	0	0	0	294
MP Family Farm	318	0	0	0	0	318
Platinum Event Rentals	0	0	0	0	3,484	3,484
R&L Farms	117	0	0	0	0	117
Rodney Kawano Farm	130	0	0	0	0	130
SG Bookkeeping Services, LLC	1,370	0	0	0	0	1,370
Shoreline Community Services	0	3,050	0	0	0	3,050
Smit Farms	431	0	0	0	0	431
TOTAL	6,412	3,216	2,643	0	6,504	18,775

**Discover Pacific Beach
Business Improvement District**

1503 Garnet Ave,
San Diego, California
92109

Presorted Standard
U.S. Postage

PAID
San Diego, CA
Permit No. 3182



August 1, 2024

To: Pacific Beach Business Improvement Businesses and Associate Supporters

From: Wilber Lai, Secretary

RE: Nomination for 2024-2025 Elections to the Discover Pacific Beach Board of Directors and Annual Meeting

The Pacific Beach Community Development Corporation d.b.a. Discover Pacific Beach (DPB) is holding its annual election for the members of its Board of Directors. Representatives of businesses in the Pacific Beach Business District are eligible for election to the Board*. Board membership requires attending at least one Board meeting and one committee meeting per month. Board training is provided to all Board members.

Nominations are being solicited for **five (5) of the fifteen (15)** board member positions. Each director serves a three-year term. An interested person may be nominated by:

- 1) The DPB Nomination Committee; or
- 2) Submitting a petition signed by 20 businesses nominating him or her. A copy of the petition is on **the reverse side** of this memorandum. Petitions can be submitted to the DPB office at 1503 Garnet Avenue, Pacific Beach, CA 92109. Petitions must be received by **August 26, 2024 at 5pm**; or
- 3) Submitting a letter to DPB expressing his or her interest in becoming a board member. Letters can be submitted to the DPB Office. Letters expressing interest must be received by **August 26, 2024 at 5pm**; and
- 4) Attending the DPB Board of Directors meeting at 12 noon on Tuesday, **September 3, 2024**, and announcing his or her interest in becoming a candidate. The Board of Directors meets at the DPB Offices.

At the September Board of Directors meeting, the Board will formally accept nominations from interested parties once the Board has confirmed eligibility. The Board of Directors will also review the list of business and rental property license holders to confirm their representative's eligibility to be voting delegates for the election. DPB will mail written ballots to all Pacific Beach Business Improvement District Businesses and eligible Associate Supporters. Ballots must be received or postmarked by **October 01, 2024** to be counted.

Discover Pacific Beach's Annual Meeting shall be held on **October 15th 2024** at 5:00pm at TBD.

DPB works towards the economic revitalization of Pacific Beach. You can learn more about our programs and accomplishments in our 2022-2023 annual report and at our annual dinner.

Very truly yours,

Wilber Lai, Secretary

- PLEASE SEE REVERSE SIDE FOR PETITION INFORMATION -

NOMINATION FOR BOARD OF DIRECTORS

We, the undersigned hereby nominate (PRINT NAME): _____, a delegate of _____ business, located at _____, for a three-year term as a member of the Discover Pacific Beach Board of Directors. We certify that our nominee's business license is (LIST NUMBER & EXPIRATION DATE): _____, and the nominee is eligible to server as a director.

#	License Number	Expiration Date	Business Name	Signature of Authorized Representative	Printed Name of Authorized Representative	<input type="checkbox"/>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

FORMS MUST BE RECEIVED BY Sunny Lee, by 5:00 p.m. on August 26, 2024 at the DPB OFFICES, 1503 Garnet Avenue, Pacific Beach, CA 92109. NOMINATIONS RECEIVED AFTER THAT TIME AND DATE WILL NOT BE CONSIDERED. Nominations will only be taken from the floor at that time. Written ballots will be mailed out by **September 9, 2024**. *Please confirm your eligibility to vote and to be nominated as a candidate with Sunny Lee at 858-273-3303.



Discover Pacific Beach
1503 Garnet Avenue, San Diego, CA 92109
sunny@pacificbeach.org

Request for Proposals: Discover Pacific Beach

Discover Pacific Beach (Pacific Beach Community Development Corporation), the largest Business Improvement District in San Diego, invites proposals from CPA firms for regular bookkeeping services. Our organization seeks comprehensive support in various financial and administrative functions to facilitate our mission of promoting the Pacific Beach community both physically and economically. As a 501(c)(3) nonprofit corporation with a fiscal year ending on June 30, we prioritize accuracy, efficiency, and adherence to regulatory requirements.

Scope of Services:

1. Account Payable: Recording and allocating expenses, reconciling, and sending vendor payments, maintaining vendor files, including W-9's and proof of liability, as necessary, and organizing and filing transactions.
2. Account Receivable: Preparing and sending client invoices and monthly statements, receiving and recording client payments, handling bank deposits, and organizing and filing transactions.
3. Monthly reconciliation of all bank and/or line of credit statements.
4. Bi-monthly payroll processing, including payroll tax deposits if required.
5. Preparation of monthly financial reports, including but not limited to Balance Sheet and Profit & Loss reports.
6. Administrative duties, encompassing various functions.
7. Human Resources support, including 401k/IRA allocations and tracking, sick and vacation pay tracking, and employee benefits tracking and reconciliation.
8. Insurance management, including maintaining and managing existing and new policies, such as work comp and city audit preparation.
9. Corporation requirements, including filing quarterly Corporate Minutes and other state requirements, organizing and filing paperwork for easy access.
10. Participation in monthly management and Board of Director meetings.
11. Providing a monthly invoice illustrating the monthly allocation of time.

Response Requirements:

In your response to this Request for Proposal, we kindly request the following information:

1. Detailed explanation of your firm's experience in providing auditing, tax, and bookkeeping services to nonprofits and associations of comparable size to Discover Pacific Beach.
2. Information regarding any services provided to related industry associations or groups.
3. Fee proposal for FY 2025 bookkeeping services.

Submission Details:

Please submit your response to this Request for Proposal no later than June 15, 2024, to the address provided above. For any inquiries regarding the RFP, please feel free to contact us. We also appreciate acknowledgment if you choose not to submit a proposal.

Thank you for considering partnering with Discover Pacific Beach in our mission to enhance the Pacific Beach community. We look forward to reviewing your proposal.

Sincerely,
Sunny Lee
Executive Director
Discover Pacific Beach

**CONTRACT AGREEMENT
BETWEEN DISCOVER PACIFIC BEACH AND SG Bookkeeping Services, LLC**

Pacific Beach Community Development Corporation d/b/a Discover Pacific Beach (hereinafter "DPB") located at 1503 Garnet Avenue, Pacific Beach, CA 92109 and SG Bookkeeping Services, LLC (hereinafter "Contractor") enter into the following Work Agreement whereby Contractor agrees to perform the duties as outlined in Attachment #A.

RECITALS:

DPB is a management corporation that manages the Pacific Beach Business Improvement District (hereinafter "BID"). The mission of DPB is to Revitalize and Promote the Pacific Beach Community both physically and economically. The contractor is a legitimate corporation or company recognized by the City of San Diego and is operating its business within the laws of the city of San Diego and holds all the necessary certifications, insurance, or bonds required to complete the work stated in Attachment #A.

- It is the policy of DPB to be an equal opportunity employer and to recruit, hire, train and promote to all job levels the most qualified applicants without regard to race, color, religion, sex, national origin, age, handicap, sexual orientation, or veteran status.
- DPB is a Drug Free Workplace, the use, sale, dispersion or possession of illegal drugs or narcotics on Discover Pacific Beach property can result in immediate termination of contract.

AGREEMENT:

DPB and Contractor do hereby agree as follows:

- The Contractor agrees to complete the work described in attachment #A within the time outlined below under "Contract Duration" for the amount specified below in under "Fees". Unless specified in Attachment #A the payment schedule will be determined by DPB and will be based on project completion as determined by DPB.

Contract Duration:

- This contract shall commence on July 1, 2024 and end on completion of audit approval of fiscal year 2028. Payment as described below under "fees" shall be furnished upon completion of the project as determined by DPB.

Fees:

The monthly amount unless mutually agreed upon by both parties.

- The contracted amount shall include worker wages, supervision, related expenses, materials, and administrative costs incurred by the Contractor.
- Additional duties and compensation shall be agreed upon and approved by the DPB on an as needed basis.

Resolution of Disputes:

- Any conflicts arising from the performance of this contract shall be resolved by the Contractor and the Executive Director of the Pacific Beach Community Development Corporation.
- Each party shall reserve the right to terminate this contract with a 30 day written notice of termination. This Contract may be amended and/or extended by mutual agreement, in writing, of both parties through endorsed attachment to this agreement. Extension not to exceed 1 years.

SG Bookkeeping Services, LLC

Pacific Beach Community Development Corp. d/b/a Discover Pacific Beach

By: _____
Stephanie Garner, Member

By: _____
Lysundra Lee , Executive Director

Date

Date

Attachment # A

The Contractor will provide:

- All functions of **Account Payable**; recording and allocating expenses, reconciling and sending vendor payments, maintain vendor files (including W-9's & proof of liability, when needed) organizing and filing of transactions
- All functions of **Account Receivable**; preparing and sending client invoices and monthly statements, receiving and recording clients payments, taking care of bank deposits, organizing and filing transactions
- **Reconciliation** of all bank and/or line of credit statements on a monthly basis
- **Payroll processing**, bi-monthly, including payroll tax deposits (if needed)
- Preparation of monthly **financial reports** (to include, but not limited to Balance sheet and P&L reports)
- **Administrative duties**; (to include, but not limited too)
- Human Resources support: (to include, but not limited to 401k/IRA allocations and tracking, sick and vacation pay tracking, and employee benefits tracking and reconciliation)
- Insurances: (maintain and manage existing and new policies, including work comp and city audit preparation)
- Corporation requirement: (if needed) filing of quarterly Corporate Minutes and other state requirements, organize and file paperwork for easy access
- Meetings: participate in monthly management and Board of Director meetings
- Provide a monthly invoice illustrating monthly allocation of time.

DPB will provide:

- Monthly payment of invoice submitted by contractor based on a rate of \$80 per hour for the first year, each fiscal year after the hourly rate will increase 5%. It is assumed that this will amount to between 16-24 hours per month.