

# October Staff Report

## BUILDING MAINTENANCE AND IMPROVEMENTS

**Kitchen:** The plans have been approved for permit in the amount of \$3,879.54. In speaking with Lon from Davco Associates, who is the Districts’ architect, we should include this in the bid and let the contractor pull the permit. This way the permit will be under the contractor’s name. He also suggested that it would be better to make the contractor buy and install the hood, instead of the District purchasing the hood. Lon is assisting me with the bid packet, and then it will go to Kirsten for review. The Board of Directors will take action for approval in the next meeting and then it will be sent out publicly through approved channels.

Renewal by Anderson <http://www.renewalbyandersen.com/> has chosen the District as part of their “Give Back” program to provide and install all new windows in the Hall free of charge. After consulting with our legal counsel, it was stated that: “The District is subject to the public contracting code which has limitations on public works projects. Improvements can be donated but if the people doing the work are being paid, they have to comply with the prevailing wage provisions”. Renewal by Anderson stated that the staff will volunteer their time to install the windows. I reached back out to Kirsten, but have not received a response as of yet. I am hoping that we will be able to enter into a \$0 contract with Renewal by Anderson. If so, we will make a statement in the bid omitting Alternate #1, as noted on page 1 of the schematics, which was the installation of new windows.

<b>Approved Budget February 26, 2024</b>	\$400,000
<b>Preliminary Estimate</b>	\$348,666
<b>Total Fundraising as of September 30, 2024</b>	\$242,528.94*

<b>Actual Expenses</b>			
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Cost</b>
6/30/24		Balance Forward	\$20,501.05
7/3/24	Davco Associates	Respond to Health Dept	\$900.00
<b>Total</b>			<b>\$21,401.05</b>

\* Only includes cash received. The American Legion Association will donate whatever balance is needed to pay for the project once an exact amount is known.

## HALL RENTALS AND MARKETING

<b>Fiscal Year</b>	<b>Total Rentals for the Year*</b>	<b>% Increase Over Last Year</b>	<b>Sales</b>
2021-22	218	---	\$55,345
2022-23	326	50%	\$55,566
2023-24	364	12%	\$66,105
2024-25**	25		\$24,517

\*We are not sure of the methodology used to count rentals in prior years. For the current FY, only rentals that produce income are counted. The Bar Council, American Legion and VFW leases are counted as one rental per month

\*\*Through September 30, 2024

## **MARKETING**

On October 26 the District ED and Maintenance Coordinator will be tabling at the annual Food Truck Fly-in at the San Martin Airport in Morgan Hill. We have received an increase in feedback due to the Rental Managers consistent posting of events and information on the Districts Facebook page.

## **ELECTION**

**District Board of Directors:** The Board of Directors should have received emails on the next steps to solidify the current appointments of the following: John Ceballos (full-term), Ermelindo Puente Jr (full-term), and Rita Delgado (full-term).

## **ADMINISTRATIVE**

**Staffing:** Our Maintenance Coordinator had ankle surgery on 9/24 and is still recovering.

**Banking:** There was an issue with setting up access to Mobile Banking (depositing checks), and account access. The problem was resolved after a few conversations with customer care at Pinnacle Bank.

**Rentals:** After review of the current annual and one-time event rental agreements, inconsistencies were found in the "Use of Premises". Some contracts include use of the kitchen, where other contracts do not specify which areas can be used. Also, it is not clear what equipment is included in the rental, i.e. sound system, TV's and kitchen utensils kept in the storage room. In order to rectify this, there needs to be clarity on who owns every piece of equipment currently housed in the Hall and what can be included for use by renters. Once this is complete, new contracts, or amendments, will be written and presented to the board.

I am working on a revised rental price list which will be implemented on 1 January to new one-time event rentals.

**Building:** Building, office, storage, etc. key control needs to be tightened. It is currently unclear who has access to which parts of the Hall. To rectify this, we will firstly ask those who have any keys to areas in the Hall to come forward officially sign them out in our new key control log. If it is deemed this request did not work, we will begin changing locks within the Hall, beginning with the SSCVMD office door. This will continue until the District has a firm handle on key control in the Hall.

**Next Board Meeting:** November 18, 2024