

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell
 From: James Gargiulo
 Date: June 17, 2024
 Subject: Staff Report

June Staff Report

FUNDRAISING

Fundraising – The District has received \$178 in donations since the last meeting, increasing the grand total is **\$245,528** since Jul 2021.

VFW Bingo Players	\$178.00
Total	\$178.00

BUILDING IMPROVEMENTS

Kitchen – Staff are reviewing the bathroom remodel Request for Proposal (RFP) which will be used as a template to create the kitchen RFP. Also, we are evaluating when the construction would be least disruptive to renters and events, but regardless, the construction is likely to happen after the Nov 5 election due to the additional building security needed in Nov.

Approved Budget 2-26-24	\$400,000		
Preliminary Estimate	\$348,666		
Total Fundraising	\$339,971*	<i>Includes Legion Assoc. donation</i>	
Date	Payee	Description	Cost
1/29/24	Print Spot	Printing - Drawings	\$218.27
3/16/24	All Bay Env.	Lead/Asbestos Tests	\$1,575.00
4/14/24	Davco Assoc.	Architectural drawings	\$5,395.69
4/14/24	Central Pacific	Electrical & Mechanical	\$8,155.00
Total			\$15,343.96

Reserves – A sample 30-Year Reserve Funding Plan has been included at the end of this report. The permanent Executive Director can create a plan for the District during the next fiscal year. This plan will help the District evaluate if the reserves are sufficient to cover all future anticipated facility costs.

Office Mailbox – Jesse installed a mailbox on the inside of the Admin office door. This ensures that rental payments are secured instead of falling on the floor.

HALL RENTALS

Fiscal Year	Total Rentals for the Year	% Increase Over Last Year	Sales
2013-14	138	0	\$ 4,715
2014-15	192	39%	\$ 33,361
2015-16	217	13%	\$ 42,853
2016-17	214	-1%	\$ 44,962
2017-18	222	4%	\$ 66,151
2018-19	314	41%	\$ 89,586
2019-20	291	-7%	\$ 28,791
2020-21	60	-79%	\$ 8,345
2021-22	218	263%	\$ 55,345
2022-23	326	50%	\$ 55,566
2023-24	354	10%	\$ 61,393

Annual Tenants – We are still working to sign the lease agreements with all annual tenants, and we hope to have this completed by Jun 30.

Gilroy Veterans Club (Bar Council) – As of Apr 1, the District has resumed billing the bar for rent. The Apr-Jun rent is past due as of Jun 14.

MARKETING

eNewsletter – Staff have not sent an eNewsletter since the Feb meeting.

Social Media – As of last week, the Rental Manager has control of the Facebook account, and we no longer need the prior Executive Director’s personal account to access the Hall’s Facebook account. This new Facebook account is under control of the District. We have started to post more regularly on Facebook.

We still do not have control of the Nextdoor.com account, which is linked to the prior Executive Director’s personal account. We are evaluating if we want to continue using this social media option.

Hometown Hero Banners – We continue to receive interest from the public about purchasing banners because of the Memorial Day display. The City will be taking down the banners and returning them to the District very soon. Staff have set calendar reminders to request that the City display the banners for all future Memorial and Veterans Days.

Beginning Jul 1, the price of the banners will increase from \$75 to \$115. This increase is to cover the cost of the District’s labor for taking orders, coordinating with the printer, and working with the City. As a result, the full cost of displaying the banners will not be an out-of-pocket cost to the District. The original price only accounted for printing the banners.

The District’s attorney confirmed that the existing banners can be considered surplus because they have already been used. Therefore, the District will return the banners to

the Veterans or families if they request them. Any banners that remain in the District's possession will be displayed for future holidays.

Veterans Day Events – The parade will be at 1pm on Sat, Nov 9. We believe this time will generate the biggest turnout. The ceremony to honor Veterans will be at 11am on Mon, Nov 11, consistent with the history of Veterans Day.

VETERANS ASSISTANCE

Veterans Resource Fair – The fair occurred on Jun 1. Sam Palmisano from the American Legion led the event, and he reported that 25 Veterans attended. There were about the same number of vendors. The District donated \$228 to cover some of the food costs, and this was less than the \$450 estimate reported last month. Taji 100 donated the majority of the food.

Vets and Tech – Thanmay Sarath held an event on Jun 13, and more events will happen as his schedule allows. We have had preliminary discussions with his dad about a hack-a-thon to benefit the District.

ADMINISTRATIVE

Introduction of Patty Gutierrez, Rental Manager

New Office Hours – With the new Rental Manager, the office hours have been extended to include Mondays 9am-1pm.

Executive Director Transition – We are still working to transfer all vendor and administrative accounts from the prior Executive Director to the Interim Executive Director, and we will continue to work on this over the next several weeks.

Election Day on Nov 5 – Staff met with Santa Clara County Registrar of Voters (ROV) representatives on Jun 14.

- They will be using the facility for one training day about four to six weeks before the election and on Oct 30 to Nov 7. The Hall will be unavailable to all other renters during this time. The ROV agreed to finish on Nov 7 so that the VFW Bingo can still happen on Nov 8. Our online calendar has been updated for this.
- The District will be able to charge the County for use of the facility. We can decide how much to charge, and this amount has yet to be calculated.
- The District will spend money, an exact amount to be determined, to add a second layer of locks to the main hall and dining hall. The ROV requires that no one access the space when they are not onsite. Because the District has probably more than 20 people with keys to the building, these extra locks will only be accessible by the ROV and the Executive Director. The ROV agreed that we could bill them for the cost of installing the locks. We believe that this extra layer of security is worth the cost to prevent the District from being a part of or accused of any election integrity issues. This is a small cost to pay to mitigate a low-probability high-impact event. Once the election is over, the second layer of locks will remain permanently open until the next election.

Building Alarm – The emergency alarm contacts have been updated with Bay Alarm and the City based on new staff since the last meeting.

Staff Schedules – James Gargiulo has jury duty beginning the week of Jul 15, and he may need to call in for Jul 15 Board meeting. The Board will be updated if there will be an extended absence that impacts the District's operations.

Next Board Meeting - Next meeting is Jul 15, 2024.

SAMPLE: NOT ACTUAL SSCVMD DATA

Executive Summary

33842-3

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
Common Areas			
201 Asphalt - Major Reconstruction	50	7	\$152,500
202 Asphalt - Remove & Replace 25%	25	0	\$49,100
203 Asphalt - Seal/Repair/Restripe	5	0	\$12,750
204 Concrete Curbs - Repair	10	1	\$8,485
206 Concrete - Repair/Replace	10	1	\$17,000
323 Street Lights - Replace	25	12	\$9,340
403 Mailboxes - Replace	20	16	\$10,935
409 Bench - Replace	12	9	\$2,125
505 Wood Fence - Replace	18	12	\$53,200
1003 Irrigation Controller - Replace	12	0	\$5,305
1006 Irrigation System - Repair/Replace	30	4	\$63,650
1008 Trees - Trim/Remove	3	0	\$11,850
1009 Landscaping - Renovate	15	10	\$59,000
1402 Sinage - Replace	10	1	\$1,810
1911 CC&Rs - Update/Revise	1	0	\$3,090
15 Total Funded Components			

Note 1: Yellow highlighted line items are expected to require attention in this initial year.

SAMPLE: NOT ACTUAL SSCVMD DATA

30-Year Reserve Plan Summary

33842-3
NSV

Fiscal Year Start: 2022				Interest: 0.50 %		Inflation: 3.00 %				
Reserve Fund Strength Calculations: (All values of Fiscal Year Start Date)				Projected Reserve Balance Changes						
Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	% Increase In Annual Reserve Contribs.	Reserve Contribs.	Loan or Special Assmts	Interest Income	Reserve Expenses	
2022	\$105,426	\$337,949	31.2 %	Medium	20.00 %	\$28,740	\$0	\$395	\$82,095	
2023	\$52,466	\$292,250	18.0 %	High	20.00 %	\$34,488	\$0	\$271	\$31,297	
2024	\$55,928	\$298,363	18.7 %	High	20.00 %	\$41,386	\$0	\$376	\$3,278	
2025	\$94,412	\$334,407	28.2 %	High	20.00 %	\$49,663	\$0	\$557	\$16,325	
2026	\$128,306	\$359,007	35.7 %	Medium	2.00 %	\$50,656	\$0	\$582	\$75,116	
2027	\$104,427	\$324,732	32.2 %	Medium	2.00 %	\$51,669	\$0	\$607	\$18,363	
2028	\$138,340	\$348,855	39.7 %	Medium	2.00 %	\$52,702	\$0	\$781	\$17,839	
2029	\$173,984	\$375,239	46.4 %	Medium	2.00 %	\$53,757	\$0	\$527	\$191,356	
2030	\$36,911	\$224,722	16.4 %	High	2.00 %	\$54,832	\$0	\$313	\$3,914	
2031	\$88,141	\$263,813	33.4 %	Medium	2.00 %	\$55,928	\$0	\$526	\$22,266	
2032	\$122,330	\$286,267	42.7 %	Medium	2.00 %	\$57,047	\$0	\$504	\$100,579	
2033	\$79,302	\$229,856	34.5 %	Medium	2.00 %	\$58,188	\$0	\$438	\$42,060	
2034	\$95,868	\$233,186	41.1 %	Medium	2.00 %	\$59,352	\$0	\$333	\$118,032	
2035	\$37,521	\$159,557	23.5 %	High	2.00 %	\$60,539	\$0	\$328	\$4,538	
2036	\$93,850	\$201,846	46.5 %	Medium	2.00 %	\$61,749	\$0	\$613	\$4,674	
2037	\$151,539	\$246,529	61.5 %	Medium	2.00 %	\$62,984	\$0	\$809	\$43,140	
2038	\$172,192	\$254,235	67.7 %	Medium	2.00 %	\$64,244	\$0	\$968	\$22,506	
2039	\$214,898	\$284,768	75.5 %	Low	2.00 %	\$65,529	\$0	\$1,228	\$5,107	
2040	\$276,548	\$335,521	82.4 %	Low	2.00 %	\$66,839	\$0	\$1,490	\$25,434	
2041	\$319,443	\$368,283	86.7 %	Low	2.00 %	\$68,176	\$0	\$1,758	\$5,418	
2042	\$383,959	\$424,112	90.5 %	Low	2.00 %	\$69,540	\$0	\$2,027	\$28,609	
2043	\$426,916	\$459,240	93.0 %	Low	2.00 %	\$70,931	\$0	\$2,110	\$82,523	
2044	\$417,435	\$441,446	94.6 %	Low	2.00 %	\$72,349	\$0	\$2,258	\$5,921	
2045	\$486,122	\$503,622	96.5 %	Low	2.00 %	\$73,796	\$0	\$2,606	\$6,098	
2046	\$556,425	\$569,131	97.8 %	Low	2.00 %	\$75,272	\$0	\$2,874	\$41,154	
2047	\$593,417	\$602,198	98.5 %	Low	2.00 %	\$76,778	\$0	\$2,516	\$259,503	
2048	\$413,208	\$413,110	100.0 %	Low	2.00 %	\$78,313	\$0	\$2,250	\$6,664	
2049	\$487,108	\$480,577	101.4 %	Low	2.00 %	\$79,879	\$0	\$2,558	\$33,186	
2050	\$536,359	\$524,608	102.2 %	Low	2.00 %	\$81,477	\$0	\$2,874	\$7,070	
2051	\$613,641	\$598,774	102.5 %	Low	2.00 %	\$83,106	\$0	\$3,265	\$7,282	