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From: Christine West  
Date: September 18, 2023  
Subject: Staff Report

# September Staff Report

## BUILDING IMPROVEMENT CAMPAIGN

**Fundraising** – The District has received \$835 in donations since the last meeting, increasing the grand total is **\$200,905** since July 2021. An anonymous donor is tentatively committed another \$100,000 - \$125,000 depending on the final estimate for the kitchen. As a result, the work to begin the kitchen remodel is now underway.

VFW Bingo Players	\$695
Joe Loquiao	\$140
<b>TOTAL</b>	<b>\$835</b>

**Kitchen Remodel** – The architect is currently working with the city, county, and electrical engineers to finalize details on utilities. Permits are taking several months to work through the city and county. So we are aiming to begin bid process after the first of the year. Staff will continue to update this each month.

## MARKETING

**Veterans Day Parade** – Planning for the Parade is well underway. The theme is “Our True Heroes.” We promoted it at the August Chamber of Commerce breakfast meeting, thanks to Danny Molina III, who sponsored it for the committee. Promotion has included an email blast to all Chamber members interested in sponsorships and parade entries, posting on the District’s social media, and a post card.

**Overpass Salute** – Staff orchestrated local veterans’ participation on the recent Overpass Salute for a WWII veteran who was transported from the San Jose Airport to his final resting place in Seaside. This event made the news and has acknowledged by the Fire Chief for the strong turnout.

**La Ofrenda Festival '23** – The District is an official sponsor of this event, which is the inaugural Dia de la Muertos Festival and Wellness Fair. Our sponsorship includes one altar for of Gilroy’s KIAs, which will be position at the art studio next door beginning Oct. 1, with the festival on Oct 28.

**Food Truck Fly Over** – The San Martin Airport has invited the Gilroy Veterans Hall to participate in the annual Food Truck Fly Over on Saturday, Oct. 21. Staff will be on hand with information about the hall and services for veterans.

## **VETERANS ASSISTANCE**

### **Events**

- VSO/VA/CalPhones – Oct. 6 & 20
- Vets and Tech – Sept. 21

## **MAINTENANCE**

**Building Rekeyed** – It has been nearly 10 years since the last time the building's main door had been rekeyed and even longer since the security code was changed. This was all done to increase security for the building. All individuals holding a front door key were required to sign out a new key.

**Fireplace Gas Line** – During PG&E's routine inspection, staff informed the technician about a smell of gas. After an inspection, it was determined that there was a small leak in the fireplace line. A licensed plumber was brought in to repair it and it's now safe and ready to use this winter.

**Signs** – Installed sponsor sign on the mural and two bike policy signs – one in front of the building and another by the bike rack.

**Basic Maintenance** – Jesse has repaired tiles in the BBQ area, which were cracked and missing. fixed kitchen door from sticking, the electrical outlets in the kitchen (one abandoned due to safety issues and one improved), replaced worn out soap dispensers and other small repairs.

## **ADMINISTRATIVE**

**Annual Financial Audit** – Staff is currently working with the accountant and auditor on this process.

**Business Census Report** – Staff completed the business census for the state early in September. This is a required report.

**Public Records Request** – Staff responded to one public records request for employee salaries from OpentheBooks.com.

**District Boundary Map** – Staff notified LAFCO that the map they have on file had somehow been corrupted and was not accurate since the last year. The District is required to review boundary maps for the County annually and this is when the error was discovered.

**Next Board Meeting** - Next meeting is Oct. 16, 2023.