Spreckels Memorial District

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday July 6, 2022 5:30 pm

Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

Agenda order may be adjusted by Chair for purposes of meeting flow and to be respectful of the time concerns of guests present.

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

   Rick Magno, President
   Walan Chang, Vice-President
   David Kuhlmann, Director
   Jill Kramm, Director
   Saren Pierson, Secretary

4. PUBLIC COMMENTS: *At this time any person may comment on any item which is not on the agenda. Please state your name and address for the record. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next agenda. Board members may briefly respond to statements made or questions posed as permitted by Government Code Section 54954.2. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of five (5) minutes. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the Board of Directors.*

5. APPROVAL OF MINUTES:

   a. SMD Regular Board Meeting June 1, 2022

6. GENERAL MANAGER'S REPORT:

   a. Financial Reports April.
      1. Fund Balances as of 6/30/2022
      2. Budget FY 2022 FYTD to 6/30/2022
      3. Review of Deposits: County Fund 668 May [Period 11]

4. Review of Deposits: Wells Fargo Payroll Checking June
5. Review of Wells Fargo Bank Statements/Reconciliations May 2022.
6. Review of Five Star Bank Statements/Reconciliations May 2022
7. Review of Expenditures May 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

   a. Approve increase in Memorial Hall rental rates for calendar year 2023.

8. USE REQUESTS:

9. FUNCTION RECAP:

10. NEW BUSINESS:

11. CONTINUED BUSINESS:

    a. Spreckels 4th of July Celebration 2022. [Recap]
    b. Report on Audit in Progress FY's 2020 & 2021
    c. New Accounts with Five-Star Bank
    d. Update on Park Sewer Lateral Repairs.
    e. Upcoming Projects.
    f. Kitchen Ovens Replacement.
    g. Facilities Manager Employment Agreement Renewal.

12. REGULAR MONTHLY FACILITIES REPORTS:

    a. Review of Building/Equipment Inspection Report.
    b. Review of Park Operations and Safety Report

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday August 3, 2022 5:30 PM.

2022 Meeting Dates: January 12, February 2, March 2, April 6, May 4, June 1, June 29, July 6, August 3, September 7, October 5, November 2, December 7.

ADA COMPLIANCE

In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office at least one business day prior to the scheduled public meeting.

In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5th and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District during normal business hours. Email requests please use spreckelsmd.main@gmail.com.

Certification

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the July 6, 2022 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962

Paul J. Ingram, General Manager

Date 6/29/2024

To download the full agenda packet, please go to www.spreckelsmd.specialdistrict.org and click on the meeting date. Click on the link to the agenda.

Spreckels Memorial District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday June 1, 2022 5:30 pm

Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order by President Magno at 5:42 pm.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Walan Chang, Vice-President
David Kuhlmann, Director
Jill Kramm, Director
Saren Pierson, Secretary

Present: Magno, Kuhlmann, Kramm, Pierson
Absent: Chang ***QUORUM ESTABLISHED***

4. PUBLIC COMMENTS:

Shaheen Jorgensen thanked the board for the lighting repairs in the park.

5. APPROVAL OF MINUTES:

a. SMD Regular Board Meeting May 4, 2022

With notation added that Facilities Manger Employment Contract was inadvertently left off the agenda, motion to approve [Pierson] 2nd [Kuhlmann].
Ayes: Magno, Kuhlmann, Kramm, Pierson
Noes: None ***MOTION CARRIED***

6. GENERAL MANAGER'S REPORT:

a. Financial Reports April.
    1. Fund Balances as of 5/31/2022
    2. Budget FY 2021 FYTD to 5/31/2022

DRAFT

3. Review of Deposits: County Fund 668 April [Period 10]
4. Review of Deposits: Wells Fargo Payroll Checking May
5. Review of Wells Fargo Bank Statements/Reconciliations April 2022.
6. Review of Expenditures April 2022.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

a. Spreckels Unified School District Memorial Building Parking Lot MOU Renewal School Year 2022-23.

Board consensus that future MOU approvals should explore shared parking lot improvement projects such as slurry seal of paving.
Motion to approve [Kramm] 2nd [Kuhlmann].
Ayes: Magno, Kuhlmann, Kramm, Pierson
Noes: None ***MOTION CARRIED***

b. Resolution 2022-01: Resolution Ordering an Election. [Elections 2022: Directors Magno and Chang. Filing Period July 18 to August 12]

Motion to adopt [Kramm] 2nd [Kuhlmann].
Ayes: Magno, Kuhlmann, Kramm, Pierson
Noes: None ***MOTION CARRIED***

8. USE REQUESTS:

a. Laurel Jehovah's Witnesses Religious Service

Motion to approve [Pierson] 2nd [Kramm].
Ayes: Magno, Kuhlmann, Kramm, Pierson
Noes: None ***MOTION CARRIED***

9. FUNCTION RECAP:

10. NEW BUSINESS:

a. Kitchen Ovens Replacement.

Facilities Manager will research sources and prices.

b. Additional Trees in Park.

Director Kramm wishes to add two new trees to park.

c. Hall Rental Rates CY 2023.

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Discussion of raising rental rates to comparable with other venues in the area. A new rate structure will be presented at the July 6th meeting.

11. CONTINUED BUSINESS:

a. Spreckels 4th of July Celebration 2022.
b. Report on Audit in Progress FY's 2020 & 2021
c. Report on LAFCO Special District Alternate Commissioner Election.
d. New Accounts with Five-Star Bank
e. Update on Park Sewer Lateral Repairs.
f. Upcoming Projects.
g. Facilities Manager Employment Agreement Renewal.

12. REGULAR MONTHLY FACILITIES REPORTS:

a. Review of Building/Equipment Inspection Report.
b. Review of Park Operations and Safety Report

13. FUTURE AGENDA ITEMS:

Explore name change to Spreckels Veterans Memorial District.

14. ADJOURN REGULAR MEETING: Next meeting Wednesday June 29, 2022 5:30 PM.

The meeting was adjourned at 7:32 PM.

2022 Meeting Dates: January 12, February 2, March 2, April 6, May 4, June 1, June 29, July 6, August 3, September 7, October 5, November 2, December 7.

Respectfully submitted, Approval date_____

_____
Paul J. Ingram, General Manager

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SPRECKELS MEMORIAL DISTRICT FUND
BALANCES AS OF 6/30/2022

COUNTY FUND 668	$ 145,219.90
FIVE STAR GENERAL CHECKING	$ 31,909.17
FIVE STAR PAYROLL CHECKING	$ 3,045.36
WELLS FARGO GENERAL CHECKING	$ 1,361.48
WELLS FARGO PAYROLL CHECKING	$ 2,724.56
TOTAL	$ 184,260.47

Spreckels Memorial District
Adopted Budget FYTD to 6/30/2022

Income	Budget	FYTD		
July 4th	$10,000.00	$7,660.89	$2,339.11	76.61%
Memorial Building & Park rent	$20,000.00	$44,920.00	-$24,920.00	224.60%
Sub Total	**$30,000.00**	$52,580.89	-$22,580.89	175.27%
Per Capita Grant	$177,960.00	$177,960.00	$0.00	100.00%
COVID Relief from CA		$33,815.00		
Property Tax	$235,000.00	$238,289.53	-$3,289.53	101.40%
Special Assessment	$44,500.00	$43,161.25	$1,338.75	96.99%
Interest on Pooled Investments	$2,000.00	$311.84	$1,688.16	15.59%
Sub Total	**$459,460.00**	$493,537.62	-$34,077.62	107.42%
Total Income	**$489,460.00**	$546,118.51	-$56,658.51	111.58%
Expense				
Salaries				
Pay Roll Expenses	**$90,000.00**	$96,175.85	-$6,175.85	106.86%
Employee Benefits				
Workers Comp	$2,500.00	$1,525.80		61.03%
Total Salary and Benefits	**$92,500.00**	$97,701.65	-$5,201.65	105.62%
Operations Budget				
4th of July	**$10,000.00**	$3,408.74	$6,591.26	34.09%
Professional Services				
Audits	$8,000.00	$6,447.00	$1,553.00	80.59%
Administration Fees	$3,000.00	$2,860.00	$140.00	95.33%
Advertising	$1,200.00	$426.25	$773.75	35.52%
Legal Services	$2,000.00	$1,526.40	$473.60	76.32%
Parcel Management	$3,875.00	$3,800.00	$75.00	98.06%
Bank Fees	$50.00	$12.00	$38.00	24.00%
Property Tax	$450.00	$444.80	$5.20	98.84%
Sub Total	**$18,575.00**	$15,516.45	$3,058.55	83.53%
Education				
Board and Staff Education	$1,500.00	$588.50	$911.50	39.23%
Dues and Subscriptions	$2,500.00	$2,118.99	$381.01	84.76%
Sub Total	**$4,000.00**	$2,707.49	$1,292.51	67.69%
MAINTENANCE				
Building Materials	$1,200.00	$935.16	$264.84	77.93%
Electrical Repairs Hall	$1,000.00	$898.47	$101.53	89.85%
Electrical Repairs Park	$250.00	$8,300.00	-$8,050.00	3320.00%
Equipment Purchase	$1,000.00	$1,070.53	-$70.53	107.05%
Equipment Rental	$500.00	$3,405.52	-$2,905.52	681.10%

Power Equipment Repairs	$200.00	$548.62	-$348.62	274.31%
Plumbing Repairs Hall	$250.00	$113.15	$136.85	45.26%
Plumbing Repairs Park	$250.00	$5,117.25	-$4,867.25	2046.90%
HVAC	$2,000.00		$2,000.00	0.00%
Equipment Maint & Repairs Hall	$1,000.00	$2,183.50	-$1,183.50	218.35%
Equipment Maint & Repairs Park	$1,000.00	$4,201.80	-$3,201.80	420.18%
Sprinkler Supplies	$500.00	$3,097.48	-$2,597.48	619.50%
Sprinkler System Repairs	$850.00	$7,660.00	-$6,810.00	901.18%
Park Plants	$250.00	$543.78	-$293.78	217.51%
Fuel	$850.00	$1,058.58	-$208.58	124.54%
Pest Contol	$600.00	$390.00	$210.00	65.00%
Landscape Maintenance Contract	$25,000.00	$25,460.00	-$460.00	101.84%
Tree Maintenance	$2,500.00	$675.00	$1,825.00	27.00%
Turf Treatment	$6,500.00	$5,158.18	$1,341.82	79.36%
Water Treatment	$1,400.00	$1,324.90	$75.10	94.64%
Sub Total	**$47,100.00**	$72,141.92	-$25,041.92	153.17%
Utilities				
PG&E Park	$5,000.00	$2,732.84	$2,267.16	54.66%
PG&E Hall	$12,000.00	$17,689.59	-$5,689.59	147.41%
Water / Park	$20,000.00	$17,173.03	$2,826.97	85.87%
Water / Hall	$3,500.00	$3,757.17	-$257.17	107.35%
Sewer	$1,300.00	$1,514.86	-$214.86	116.53%
Telephone and Internet	$5,500.00	$5,596.09	-$96.09	101.75%
Sub Total	**$47,300.00**	$48,463.58	-$1,163.58	102.46%
Supplies				
Janitorial Supplies	$4,000.00	$3,973.63	$26.37	99.34%
Sub Total	**$4,000.00**	$3,973.63	$26.37	99.34%
Office/Operating Expenses				
Office Supplies	$500.00	$687.28	-$187.28	137.46%
Office Equipment	$100.00		$100.00	0.00%
Post Office Box	$225.00	$232.00	-$7.00	103.11%
Website	$600.00	$600.00	$0.00	100.00%
Postage and Delivery	$55.00	$58.00	-$3.00	105.45%
Sub Total	**$1,480.00**	$1,577.28	-$97.28	106.57%
Insurance				
General Liability / Property Insurance	$3,000.00	$19,524.35	-$16,524.35	650.81%
Sub Total	**$3,000.00**	$39,048.70	-$36,048.70	1301.62%
Total Operations	**$227,955.00**	$284,539.44	-$56,584.44	124.82%
Capital Expense				
Building		9800	-$9,800.00	#DIV/0!
Park	$370,000.00	357504.36	$12,495.64	96.62%
Sub Total	**$370,000.00**	367304.36		99.27%
Emergency Reserve				
Total Expense	**$597,955.00**	$651,843.80	($53,888.80)	109.01%

Fund 668 - Spreckels Memorial District
Account Type Liability
BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
Sub BSA/Obj/Rev 4010 - Current Secured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4010 - Current Secured				**(2,092,669.57)**	**0.00**	**0.00**	**(2,092,669.57)**

Sub BSA/Obj/Rev 4015 - Current Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4015 - Current Unsecured				**(82,061.61)**	**0.00**	**0.00**	**(82,061.61)**

Sub BSA/Obj/Rev 4025 - Prior Secured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX40_22_PRSEC		05/10/2022	Prior Secured - Mar-Apr 2022		0.00	(229.65)	
Total for Sub-BSA 4025 - Prior Secured				**(39,455.55)**	**0.00**	**(229.65)**	**(39,685.20)**

Sub BSA/Obj/Rev 4030 - Prior Unsecured

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4030 - Prior Unsecured				**(764.46)**	**0.00**	**0.00**	**(764.46)**

Sub BSA/Obj/Rev 4035 - Current Supplemental

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

Fund	668 - Spreckels Memorial District						
Account Type	Liability						
BSA/Obj/Rev	B-2530 - Assets Held as Agency for Others						
Sub BSA/Obj/Rev	4035 - Current Supplemental						
Total for Sub-BSA 4035 - Current Supplemental				**(37,377.24)**	**0.00**	**0.00**	**(37,377.24)**
Sub BSA/Obj/Rev	4040 - Prior Supplemental						
Transaction ID	**Jrnl Doc Ref (Code,Dept,ID)**	**Transaction Date**	**Description**	**Beginning Balance**	**Debits**	**Credits**	**Ending Balance**
					0.00	0.00	
Total for Sub-BSA 4040 - Prior Supplemental				**(2,176.55)**	**0.00**	**0.00**	**(2,176.55)**
Sub BSA/Obj/Rev	4090 - Other Property Taxes						
Transaction ID	**Jrnl Doc Ref (Code,Dept,ID)**	**Transaction Date**	**Description**	**Beginning Balance**	**Debits**	**Credits**	**Ending Balance**
					0.00	0.00	
Total for Sub-BSA 4090 - Other Property Taxes				**(4,602.28)**	**0.00**	**0.00**	**(4,602.28)**
Sub BSA/Obj/Rev	5030 - HOPTR						
Transaction ID	**Jrnl Doc Ref (Code,Dept,ID)**	**Transaction Date**	**Description**	**Beginning Balance**	**Debits**	**Credits**	**Ending Balance**
JV,1110,PTAX38_22_HOX		05/04/2022	HOPTR 35%		0.00	(305.65)	
Total for Sub-BSA 5030 - HOPTR				**(10,879.40)**	**0.00**	**(305.65)**	**(11,185.05)**
Sub BSA/Obj/Rev	5325 - Other In Lieu Revenues						
Transaction ID	**Jrnl Doc Ref (Code,Dept,ID)**	**Transaction Date**	**Description**	**Beginning Balance**	**Debits**	**Credits**	**Ending Balance**
					0.00	0.00	
Total for Sub-BSA 5325 - Other In Lieu Revenues				**(79,907.58)**	**0.00**	**0.00**	**(79,907.58)**
Sub BSA/Obj/Rev	5415 - Special Assessments						

Deposit Summary

6/29/2022 4:39 PM

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 06/08/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Past Tool Collectors	Building Rent	650.00
		Jose Tenorio-Munoz	Building Rent	1,500.00
		Charles Swanston	Deposit	500.00
		Rock Solid Jade	Deposit	500.00
		Moses For Sheriff	Building Rent	250.00
Less Cash Back:				
Deposit Total:				**3,400.00**

Deposit Summary

6/29/2022 4:38 PM

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 06/28/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Seoul Food 831	Vendor Fees	200.00
		Spreckels Community Services District	Office Rent	100.00
Less Cash Back:				
Deposit Total:				**300.00**

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 06/30/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
	Electronic Tr...	PayPal	Vendor Fees	7,460.89
Less Cash Back:				
Deposit Total:				**7,460.89**

Facilities Manager Employment Agreement

This agreement is made and entered into September 8, 2021 between Spreckels Memorial District, a Public Agency, hereinafter called District, and Joseph Velasquez, Facilities Manager, hereinafter called Facilities Manager.

1. The purpose of this agreement is to state the terms and conditions under which the Facilities Manager will perform his duties at the Spreckels Veterans Memorial Building, located at 90 Fifth Street Spreckels, California 93962, and Spreckels Memorial Park and Annex, located at 60 Llano Avenue, Spreckels, California 93962, herein after referred to as "facilities".

2. Facilities Manager agrees that he will, during the term of this agreement, perform the following duties to the best of his ability:

   a. All those general and specific job responsibilities set forth in that certain document, entitled **FACILITIES MANAGER JOB DESCRIPTION (Spreckels Veterans Memorial Building and Spreckels Memorial Park),** amended September 8, 2021 by the Board of Directors of the District, a copy of which is attached hereto and made a part hereof.

   b. Will live at the apartment within the Spreckels Veterans Memorial Building, 90 Fifth Street, Spreckels, CA 93962, as required by the District, subject to restrictions described in Paragraph 3. g. of this agreement.

3. District agrees to:

   a. Furnish all equipment and supplies necessary for the performance of the work provided herein.

   b. Pay Facilities Manager an hourly wage of **$21.98,** paid weekly, and based upon a 40 hour work week.

   c. Carry Worker's Compensation Insurance on behalf of Facilities Manager and pay the premiums as required by law.

   d. Deduct from said salaries, all amounts required by law including, but not limited to, Federal Income Withholding Tax, State Income Withholding Tax, and Facilities Manager State Disability Insurance Contributions.

   e. Facilities Manager will earn 3 days of sick leave per year. Accrued payment will not be awarded if sick leave is not taken.

f. Facilities Manager will earn 14 days' vacation time per year. Vacation time cannot be accrued and at the end of each contract year any unused vacation must be paid for or taken.

g. Provide Facilities Manager with an unfurnished one bedroom apartment at Spreckels Veterans Memorial Building, 90 Fifth Street, Spreckels CA 93962. All utilities, WiFi internet and cable TV shall be furnished by the District. Only Facilities Manager and his two sons are allowed to live in apartment, unless by advance approval by the District Board of Directors. Pets are not allowed. Smoking is not allowed. Facilities Manager shall not engage in illegal activity or possess illegal substances in apartment or on Premises.

4. Facilities Manager shall not employ a sub-contractor or another employee to perform the duties herein unless approval is first received from the Board of Directors of the District.

5. Facilities Manager shall be present at the Premises for all building uses or when members of the public are present. In the event Facilities Manager cannot be present at the building, he shall make arrangements for substitute personnel previously approved by the Board of Directors of the District.

6. Facilities Manager will receive a yearly Employee Performance Evaluation.

7. Facilities Manager shall report to the Spreckels Memorial District General Manager.

8. In performing the duties required of the Facilities Manager under this agreement, Facilities Manager shall comply with all applicable federal, state, county and other governmental statutes, ordinances and regulations. In the event of an incident, Facilities Manager will notify the General Manager or a Board Member as soon as possible or within 24 hours of incident.

9. This Employment Agreement shall renew automatically upon expiration of the current year's term unless a request for review is made by the District or the Facilities Manager.

In witness hereof, the parties have executed this agreement as of the day and year first written above.

_____ _____

Facilities Manager Date General Manager Date

FACILITIES MANAGER JOB DESCRIPTION
(Spreckels Veterans Memorial Building and Spreckels Memorial Park)

TITLE: FACILITIES MANAGER (designated "Manager" herein)
REPORTING TO: GENERAL MANAGER, FACILITIES CHAIR AND BOARD OF DIRECTORS

GENERAL JOB RESPONSIBILITIES:

a. Spreckels Veterans Memorial Building: Perform general cleaning and upkeep of main building, garages parking lot and the surrounding areas. Manage building event rentals and non-rental uses of building by community and youth groups.
b. Spreckels Memorial Park and Annex: Oversee park landscape maintenance by Park Landscape Maintenance Contractor. Oversee maintenance of park trash containers and janitorial tasks for park restrooms. Manage rental uses of group picnic areas in park.

SPECIFIC JOB RESPONSIBILITIES:

1. BUSINESS HOURS
   a. Manager shall be responsible for all District facilities 24 hours per day, 7 days per week. As a non-exempt employee, Manager shall be paid on an 8 hour per day, 40 hour per week basis. Facilities Manager shall use hours per day and week as needed to handle facilities needs at all hours. For extended hours worked to manage facilities rental events, as well as work performed on designated days off or legal holidays, Manager shall be paid overtime in accordance to CA State employment law.
   b. Manager must be on Memorial Building premises whenever building is occupied by anyone.

2. PUBLIC RELATIONS
   The Manager:
   a. Must be courteous and act in a professional manner at all times.
   b. Must be dressed in a professional manner when interacting with users of the Facilities.
   c. Shall interview Facilities users and explain building and park rules, rental contracts, deposit and security requirements.
   d. Shall be in attendance during all Memorial Building functions.
   e. Shall prepare the Facilities and advise and assist users before and after all functions.
   f. Shall enforce all rental contract rules and regulations.
   g. Shall instruct all Memorial Building users in the proper use of kitchen equipment and enforce the user kitchen rules.
   h. Has the authority to call law enforcement or take other action needed with unruly users. This must be done in a courteous and diplomatic manner.
   i. Shall not consume alcoholic beverages while on duty.

3. PURCHASING
   a. Debit card for incidental purchases shall be kept in the General Manager's office. Manager shall use card as needed and return card with receipts for purchases to General Manager's office.

4. MEMORIAL BUILDING INTERIOR MAINTENANCE AND SETUP
   The Manager shall:
   a. Prepare Meeting Room for monthly Spreckels Memorial District and Spreckels Community Services District board meetings including arranging of dais tables and chairs for board members and audience.
   b. Thoroughly re-clean kitchen area, including the kitchen floor after each usage.
   c. Return Auditorium and Banquet Room tables and chairs to proper location after cleaning and each usage.
   d. Keep garbage in proper containers and in proper place.
   e. Keep the Manager's apartment in reasonably neat, clean and orderly condition.
   f. Maintain all floors in a clean, waxed and buffed condition.
   g. Vacuum and clean all carpets, as necessary.
   h. Keep restrooms clean and properly supplied at all times.
   i. Keep windows clean.
   j. Wipe down walls, as necessary.
   k. Perform minor maintenance on building, building equipment and other minor duties, as needed.
   l. Keep storage areas neat and clean.

5. MEMORIAL BUILDING EXTERIOR MAINTENANCE
   The Manager shall:
   a. Keep the exterior of the building in neat, clean and orderly condition.
   b. Maintain the garage, storage and dumpster enclosure in an orderly manner.
   c. Keep parking lot free of litter.
   d. Plant and maintain flower beds.

6. BUILDING SECURITY
   The Manager shall:
   a. Be responsible for maintenance of all exterior illumination lights, including parking lot, rear alley and Building perimeter walls and be responsible that all lights are turned on and off at the proper times.
   b. Check all safety lights monthly.

7. MISCELLANNEOUS
   The Manager shall:
   a. Inspect the flag, flagpole and halyard daily. Replace flag as required and dispose of old flag in a proper manner.
   b. Make a security check of the building and grounds, including exit doors, lights and parking lot, immediately prior to retiring each evening and after any use of the building.
   c. Make building inspections and report to the Board on a monthly basis.

d. Be responsible to receive telephone calls on the Memorial Building rental phone line and retrieving voicemail messages.

8. MEMORIAL PARK DUTIES

The Manager shall:

a. Manage park usage at group picnic areas.
b. Oversee Landscape Maintenance Contractor.
c. Oversee the District Part Time Utility Worker in tasks assigned to him which include:
d. Regular emptying of park trash containers.
e. Regular janitorial service of Park restrooms.

Amended this _____ day of _____ in the year_____

Signed,

_____ _____

General Manager Date Facilities Manager Date