

PALM SPRINGS CEMETERY DISTRICT

**AGENDA
VIDEO CONFERENCE
REGULAR MEETING
OF THE
BOARD OF TRUSTEES**

Thursday, January 14, 2021 at 2:00 P.M.

31-705 Da Vall Drive, Cathedral City, California

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact District Manager Kathleen Jurasky by telephone at (760) 328-3316 forty-eight hours prior to the meeting. Such timely notification will enable the District to make reasonable arrangements to ensure accessibility to this meeting. [CFR 35.102-35.104, ADA title 11].

YOU MAY JOIN THE MEETING AND COMMENT BY CONTACTING THE DISTRICT'S OFFICE AT 760-328-3316 TO OBTAIN THE MEETING VIDEO LINK

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

During this part of the meeting, the public is invited to address the Board of Trustees only on the matter listed on this Emergency Meeting agenda. Unless additional time is authorized by the Board of Trustees, remarks on Agenda items shall be limited to 3 minutes.

If you wish to speak on an agenda item, please wait to be recognized by the Presiding Officer when that Agenda item is opened for public comments.

4. CONFIRMATION OF AGENDA

During this part of the meeting, the Board of Trustees may announce any items being pulled from the Agenda or continued to another date.

Items not appearing on the Agenda may be added to the Agenda as "Urgency items" provided two-thirds of the Trustees present determine there is a need to take immediate action on the item and the need to take immediate action came to the attention of the Board of Trustees after the posting of the Agenda.

5. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by one roll call vote. There will be no separate discussion of these items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar for separate discussion and/or action.

a. Approval of December 10, 2020 Teleconference Regular Meeting Minutes

b. Approval of November Expenditures

General Fund		\$ 94,302.71
Dec Reimburse Voucher 1693	\$ 34,700.00	
Dec Reimburse Voucher 1694	\$ 59,286.71	
Dec Reimburse Voucher 1694a	\$ 116.00	
Accumulative Capital Outlay		\$ 0,000.00
Dec Reimburse Voucher	\$ 0,000.00	
Pet Memorial Park Cemetery		\$.00

Total December 31, 2020 Expenditures Checks & Visa/Debit Card
23365-23396 & 23372-23374** Direct Deposits (Payroll) \$ 94,302.71
**Employee Appreciation Incentives

c. Financial Reports as of December 31, 2020 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. Rob Dennis, RT Dennis Accountancy – Annual Audit Report
- b. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group
- c. District Manager Employment Agreement – Amendments
- d. East 40 Acres Lease Agreement – Update

7. LEGISLATIVE CALENDAR

- a. Resolution 01-2021, Adopting Miscellaneous Employee Policies and Procedures, Acknowledgment Form and Employee Handbook Introduction to be Incorporated in the District's Employee Handbook Employee
- b. Resolution 02, 2021, Transfer Interment Rights & Costs from PN to ACO & GF

8. TRUSTEE AND ATTORNEY SIGNATURES

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager

13. FUTURE AGENDA ITEMS

- a. Discussion in 2021/2022 – Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums
- b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs
- c. Marketing/Advertising
- d. Review for Discussion and Possible Approval the Concept of Public Restrooms - Veterans Chapel
- e. Lease Agreement Property Taxes January 2022
- f. PSCD Master Plan Discussion – Desert Memorial Park

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

- a. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)
Title: General Legal Counsel

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

17. ADJOURNMENT

**THIS AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M.,
MONDAY, January 11, 2021**

**PALM SPRINGS CEMETERY DISTRICT
MINUTES
TELECONFERENCE REGULAR
BOARD OF TRUSTEE MEETING**

DATE: December 10, 2020

TIME: 2:00 P.M.

PLACE: 31-705 Da Vall Drive, Cathedral City, California 92234

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 2:00 P.M.

2. **ROLL CALL**

Present: Jan M. Pye, Chairperson
William G. Kleindienst, Vice Chairperson
Lynn T. Mallotto, Treasurer - Arrived at 2:03 P.M.
Bary A. Freet, Member, Secretary
Tim M. Radigan-Brophy, Member

Also, Present: Kathleen Jurasky, District Manager
Steven B. Quintanilla, Quintanilla & Associates

3. **PUBLIC COMMENTS** None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve the Agenda as presented. Motion carried; vote 4-0 Freet, Kleindienst, Pye and Radigan-Brophy.

5. **CONSENT CALENDAR** Motion was made by Trustee Radigan-Brophy, second by Trustee Kleindienst to approve the Consent Calendar as presented. Motion carried; roll call 4-0 Freet, Kleindienst, Pye and Radigan-Brophy.

6. **ADMINISTRATIVE CALENDAR**

Trustee Mallotto arrived at 2:03 PM

Trustee Freet informed the Trustees he will resigning from the PSCD Board effective January 15, 2020. He stated that he has informed Supervisor Perez's office, and they are seeking applicants for his replacement.

a. Election of Officers

Chairperson: Trustee Kleindienst nominated Trustee Pye. Nominations were closed by Trustee Kleindienst, and Trustee Radigan-Brophy seconded the nomination. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Vice Chairperson: Trustee Pye nominated Trustee Kleindienst. Nominations were closed by Pye, and Trustee Radigan-Brophy seconded the nomination. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Secretary: Trustee Pye nominated Trustee Radigan-Brophy. Nominations were closed by Trustee Kleindienst, and Trustee Kleindienst seconded the nomination. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Treasurer: Trustee Pye nominated Trustee Mallotto. Nominations were closed by Trustee Kleindienst, and Trustee Kleindienst seconded the nomination. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

6. ADMINISTRATIVE CALENDAR - Continued

b. PSCD Master Plan Discussion – Desert Memorial Park No action taken

c. Wreaths Across America at Welwood Murray Cemetery – Update Trustee Kleindienst Trustee Kleindienst reported he received a list of 131 veterans buried at Welwood Murray Cemetery from District Manager Jurasky. He stated he worked with the Palm Springs Historical Society to review the list, and as a result 7 additional names were added.

Trustee Kleindienst said he has received all volunteer waiver release forms and will give them to District Manager Jurasky at the conclusion of the event or soon thereafter. He also reported that he had spoken with Amy Blaisdell, POI for the City of Palm Springs and it was agreed the due to COVID-19 no announcement should be made before the event. Trustee Kleindienst said that a press release would be done the day after the event.

He also reported that family members for Welwood Murray will be in attendance to place a wreath on his grave. Trustee Kleindienst said he is pleased with the tremendous significance this event has for the families participating. He said that Peg Ellington from DAR stated that after the event Wreaths Across America will be offering 2021 wreaths at a cost of 2 for \$15.00, which usually cost \$15.00 each.

d. East 40 Acres Lease Agreement - Update No action taken

7. LEGISLATIVE – None

8. TRUSTEE SIGNATURES AND ATTORNEY District Manager Jurasky will contact Trustees and attorney to arrange for signature completion. Attorney Steven Quintanilla reported that resolutions and payment vouchers can be set-up for e-signatures.

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS Trustee Pye requested that the sub-committee work with attorney Quintanilla to secure a location for District Manager Jurasky’s evaluation be addressed at the December 10, 2020 Board meeting. When the committee has made a decision, they will advise District Manager Jurasky and she will schedule a meeting with the entire Board.

12. REPORTS **a. Trustee Report** – None

b. District Manager

1. Employee Performance Appreciation Incentives

District Manager Jurasky reported that she gave incentives as follows:

S. Lozano \$800.00, E Archila \$1,000.00 and S. Vickrey \$2,000.00

2. Wreaths Across America at Desert Memorial Park – Update District Manager Jurasky reported all volunteer waiver release forms have received, and said due to COVID-19 there will not be a public notice.

13. FUTURE AGENDA ITEMS **a. Discussion in 2021/2022 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums** No action taken

b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs No action taken

c. Marketing/Advertising No action taken

d. Review for Discussion and Possible Approval the Concept of Public Restrooms – Veteran Chapel No action taken

e. Lease Agreement Property Taxes January 2022 No action taken

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE Safe Harbor language was read by attorney Steve Quintanilla. Convened into Closed Session at 2:20 P.M.

- a. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)
Title: District Manager
- b. Labor Negotiations – Unrepresented Employee (Pursuant to Government Code Section 54957.6(a))
Unrepresented Employee: Kathleen Jurasky, District Manager
District Representative: Steven B. Quintanilla, General Legal Counsel

Reconvened into Open Session at 3:23 P.M.

15. CLOSED SESSION ANNOUNCEMENT – No reportable action

16. OPEN SESSION – a. **District Manager Employment Agreement, Salary, Compensation and other Terms**
No action taken

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:23 P.M. The next regular board meeting via ZOOM is scheduled for 2:00 P.M., Thursday, January 14, 2021.

DATE: _____

Tim Radigan-Brophy, Secretary

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
December 2020**

SALES

	Prior Months		December		FY 2020/2021 YTD Totals		FY 2019/2020 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	113	0	24	0	137	0	52	0
Adult, A&B	4	0	2	0	6	0	18	0
Premium	17	0	1	0	18	0	42	0
Child	1	0	0	0	1	0	2	0
Cremation	16	0	0	0	16	0	13	0
Niche	15	0	5	0	20	0	6	0
TOTALS	166	0	32	0	198	0	133	0

LOT REPURCHASES

	Prior Months		December		FY 2020/2021 YTD Totals		FY 2019/2020 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	3	0	1	0	4	0	6	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	3	0
TOTALS	3	0	1	0	4	0	9	0

TOTAL INTERMENTS

	Prior Months		December		FY 2020/2021 YTD Totals		FY 2019/2020 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	115	0	20	0	135	0	88	0
Child	1	0	0	0	1	0	4	0
Cremation	20	0	5	1	25	1	18	2
Niche	8	0	4	0	12	0	5	0
TOTALS	144	0	29	1	173	1	115	2

SATURDAY INTERMENTS

	Prior Months		December		FY 2020/2021 YTD Totals		FY 2019/2020 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	11	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	3	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	14	0

SUNDAY INTERMENTS

	Prior Months		December		FY 2020/2021 YTD Totals		FY 2019/2020 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	2	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	2	0

**PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE SIX MONTHS ENDING DECEMBER 31, 2020**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	25,615.00	15,505.00	10,110.00	189,750.00	121,585.00	68,165.00
MISC SPECIAL SET-UP	0.00	0.00	0.00	225.00	1,000.00	(775.00)
RETURNED CHECK BANK CHARGE	0.00	0.00	0.00	90.00	30.00	60.00
INTEREST RECEIVED	0.80	5.26	(4.46)	17.04	18.57	(1.53)
LAND LEASE	5,730.53	5,656.99	73.54	34,383.18	33,941.94	441.24
MISC INCOME	0.00	0.00	0.00	249.00	0.00	249.00
CREDIT CARD CONVEN FEE	699.74	267.67	432.07	4,215.50	2,687.48	1,528.02
SAT INTERMENT SURCHARGE	0.00	1,500.00	(1,500.00)	0.00	11,700.00	(11,700.00)
SUN INTERMENT SURCHARGE	0.00	1,100.00	(1,100.00)	0.00	4,400.00	(4,400.00)
WITNESS GRAVE CLOSING	0.00	1,000.00	(1,000.00)	0.00	6,150.00	(6,150.00)
TAX COLLECTIONS	153,538.87	132,035.91	21,502.96	163,859.34	141,344.09	22,515.25
VAULTS	1,025.00	615.00	410.00	8,405.00	5,775.00	2,630.00
CREMATION VAULTS	360.00	450.00	(90.00)	2,270.00	1,800.00	470.00
LINERS	1,760.00	1,095.00	665.00	14,865.00	9,400.00	5,465.00
GRAVE VASES	761.75	760.00	1.75	5,595.00	4,675.25	919.75
MEMORIAL WALL INCOME	0.00	0.00	0.00	0.00	300.00	(300.00)
ENR SURCHARGE	4,240.00	3,910.00	330.00	30,130.00	17,610.00	12,520.00
LOT TRANSFERS	200.00	0.00	200.00	1,200.00	600.00	600.00
COUNTY INTEREST INCOME	102.86	260.81	(157.95)	423.69	325.24	98.45
HANDLING FEE	7,770.00	4,930.00	2,840.00	62,060.00	39,995.00	22,065.00
PRENEED CONTRACT SERVICE CHG	500.00	700.00	(200.00)	4,300.00	3,300.00	1,000.00
VASE/HDSTN SET & CLEAN	3,830.00	3,490.00	340.00	29,325.00	23,194.95	6,130.05
TOTAL REVENUE	206,134.55	173,281.64	32,852.91	551,362.75	429,832.52	121,530.23
EXPENSES						
REGULAR SALARIES	37,909.75	29,770.72	8,139.03	139,025.30	151,391.69	(12,366.39)
BOT MEETING COMPENSATION	2,693.85	1,077.54	1,616.31	6,106.06	4,310.16	1,795.90
BOT CONFERENCES	0.00	0.00	0.00	0.00	2,061.00	(2,061.00)
BOT TRAVEL & EXPENSES	0.00	0.00	0.00	0.00	2,689.79	(2,689.79)
COVID-19 PAYROLL	0.00	0.00	0.00	4,921.29	0.00	4,921.29
RETIREMENT/PENSION	0.00	2,083.95	(2,083.95)	7,422.59	10,597.43	(3,174.84)
FICA	2,502.72	1,902.78	599.94	9,234.61	9,589.78	(355.17)
MEDICARE	585.32	445.01	140.31	2,159.72	2,242.77	(83.05)
EMPLOYEE GROUP INSURANCE	5,541.48	5,866.10	(324.62)	36,181.44	35,688.03	493.41
RETIREE GROUP INSURANCE	1,154.34	1,184.49	(30.15)	6,926.04	7,106.94	(180.90)
UNEMPLOYMENT INSURANCE	167.02	66.80	100.22	378.57	267.21	111.36
WORKERS COMP INSURANCE	562.36	583.61	(21.25)	3,358.26	3,401.82	(43.56)
ELECTRICITY	7,976.75	6,163.81	1,812.94	30,278.42	25,015.50	5,262.92
TELEPHONE	848.87	649.96	198.91	4,103.26	4,587.00	(483.74)
WATER	3,749.45	3,469.64	279.81	21,626.91	20,380.08	1,246.83
COMMUNITY OUTREACH	0.00	214.88	(214.88)	0.00	574.24	(574.24)
VISA-MASTER CHG FEES	722.91	688.68	34.23	5,319.08	5,369.61	(50.53)
COUNTY SERVICE CHARGE	100.36	0.00	100.36	589.43	470.59	118.84
GENERAL INSURANCE	2,190.03	1,632.63	557.40	13,140.18	9,795.78	3,344.40
LEGAL	0.00	0.00	0.00	2,994.00	2,408.00	586.00
LOT REPURCHASE	175.00	0.00	175.00	2,860.00	910.00	1,950.00
OFFICE EXPENSE	1,872.49	2,327.43	(454.94)	10,618.40	9,190.61	1,427.79
TRAVEL & CONVENTION	0.00	0.00	0.00	0.00	2,765.33	(2,765.33)
MTG EXP & SUPPLIES	0.00	505.41	(505.41)	0.00	534.39	(534.39)
AUDIT	0.00	0.00	0.00	6,320.00	6,750.00	(430.00)
ADVERTISING/PUBLICITY	314.05	182.30	131.75	1,292.46	1,303.80	(11.34)
MEMBERSHIP & DUES	400.00	3,767.00	(3,367.00)	5,646.87	4,846.38	800.49
AUTO TRUCK EXPENSE	934.80	0.00	934.80	6,230.26	0.00	6,230.26
LARGE EQUIPMENT REPAIRS	0.00	0.00	0.00	2,396.54	853.61	1,542.93
IRRIGATION SYSTEM REPAIRS	0.00	220.44	(220.44)	2,225.50	2,505.60	(280.10)
FERTILIZER AND SEED	0.00	0.00	0.00	7,634.25	7,601.03	33.22
GASOLINE, OIL, TIRES	0.00	0.00	0.00	587.71	3,263.82	(2,676.11)
PLANT & BUILDING	543.65	1,222.84	(679.19)	5,505.49	8,166.24	(2,660.75)
TOOLS & SUPPLIES	0.00	0.00	0.00	789.37	229.74	559.63
GRAVE LINERS & VAULTS	3,440.00	1,826.00	1,614.00	22,834.59	18,373.60	4,460.99
GRAVE VASES	0.00	0.00	0.00	3,214.90	2,963.04	251.86
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	19,748.00	4,952.00	123,166.61	86,859.24	36,307.37
CONTRACT BURIALS	0.00	0.00	0.00	0.00	1,914.00	(1,914.00)
SECURITY CAMERA EXPENSE	0.00	138.00	(138.00)	0.00	828.00	(828.00)
DMP GROUNDS SECURITY	725.00	725.00	0.00	4,350.00	4,350.00	0.00
COVID-19 EXPENSES	98.16	0.00	98.16	1,795.41	0.00	1,795.41
TOTAL EXPENSES	(99,908.36)	(86,463.02)	(13,445.34)	(501,233.52)	(462,155.85)	(39,077.67)
NET CHANGE FROM OPERATIONS	106,226.19	86,818.62	19,407.57	50,129.23	(32,323.33)	82,452.56
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	0.00	0.00	0.00	30,000.00	(30,000.00)
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0.00	0.00	30,000.00	(30,000.00)
NET CHANGE	106,226.19	86,818.62	19,407.57	50,129.23	(2,323.33)	52,452.56

**PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE SIX MONTHS ENDING DECEMBER 31, 2020**

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
REVENUE						
OPEN AND CLOSE	25,615.00	25,374.00	241.00	189,750.00	203,532.00	(13,782.00)
MISC SPECIAL SET-UP	0.00	233.00	(233.00)	225.00	1,891.00	(1,666.00)
RETURNED CHECK BANK CHARGE	0.00	4.00	(4.00)	90.00	32.00	58.00
INTEREST RECEIVED	0.80	3.00	(2.20)	17.04	24.00	(6.96)
LAND LEASE	5,730.53	5,492.00	238.53	34,383.18	44,431.00	(10,047.82)
MISC INCOME	0.00	0.00	0.00	249.00	0.00	249.00
CREDIT CARD CONVEN FEE	699.74	383.00	316.74	4,215.50	3,091.00	1,124.50
SAT INTERMENT SURCHARGE	0.00	1,506.00	(1,506.00)	0.00	12,429.00	(12,429.00)
SUN INTERMENT SURCHARGE	0.00	823.00	(823.00)	0.00	6,704.00	(6,704.00)
WITNESS GRAVE CLOSING	0.00	983.00	(983.00)	0.00	8,140.00	(8,140.00)
TAX COLLECTIONS	153,538.87	26,945.00	126,593.87	163,859.34	216,490.00	(52,630.66)
VAULTS	1,025.00	1,346.00	(321.00)	8,405.00	10,993.00	(2,588.00)
CREMATION VAULTS	360.00	0.00	360.00	2,270.00	0.00	2,270.00
LINERS	1,760.00	1,834.00	(74.00)	14,865.00	15,134.00	(269.00)
GRAVE VASES	761.75	717.00	44.75	5,595.00	5,778.00	(183.00)
MEMORIAL WALL INCOME	0.00	17.00	(17.00)	0.00	136.00	(136.00)
ENR SURCHARGE	4,240.00	3,804.00	436.00	30,130.00	30,732.00	(602.00)
LOT TRANSFERS	200.00	125.00	75.00	1,200.00	1,024.00	176.00
COUNTY INTEREST INCOME	102.86	13.00	89.86	423.69	104.00	319.69
HANDLING FEE	7,770.00	7,857.00	(87.00)	62,060.00	63,330.00	(1,270.00)
PRENEED CONTRACT SERVICE CHG	500.00	975.00	(475.00)	4,300.00	7,851.00	(3,551.00)
VASE/HDSTN SET & CLEAN	3,830.00	4,039.00	(209.00)	29,325.00	44,240.00	(14,915.00)
TOTAL REVENUE	206,134.55	82,473.00	123,661.55	551,362.75	676,086.00	(124,723.25)
EXPENSES						
REGULAR SALARIES	37,909.75	25,762.00	12,147.75	139,025.30	206,096.00	(67,070.70)
BOT MEETING COMPENSATION	2,693.85	1,122.00	1,571.85	6,106.06	8,976.00	(2,869.94)
BOT CONFERENCES	0.00	333.00	(333.00)	0.00	2,664.00	(2,664.00)
BOT TRAVEL & EXPENSES	0.00	375.00	(375.00)	0.00	3,000.00	(3,000.00)
COVID-19 PAYROLL	0.00	0.00	0.00	4,921.29	0.00	4,921.29
TEMPORARY HELP	0.00	333.00	(333.00)	0.00	2,664.00	(2,664.00)
RETIREMENT/PENSION	0.00	1,723.00	(1,723.00)	7,422.59	13,784.00	(6,361.41)
FICA	2,502.72	1,595.00	907.72	9,234.61	12,760.00	(3,525.39)
MEDICARE	585.32	399.00	186.32	2,159.72	3,192.00	(1,032.28)
EMPLOYEE GROUP INSURANCE	5,541.48	5,282.00	259.48	36,181.44	43,543.00	(7,361.56)
RETIREE GROUP INSURANCE	1,154.34	1,320.00	(165.66)	6,926.04	9,864.00	(2,937.96)
UNEMPLOYMENT INSURANCE	167.02	283.00	(115.98)	378.57	2,264.00	(1,885.43)
WORKERS COMP INSURANCE	562.36	694.00	(131.64)	3,358.26	5,552.00	(2,193.74)
ELECTRICITY	7,976.75	4,771.00	3,205.75	30,278.42	38,549.00	(8,270.58)
TELEPHONE	848.87	667.00	181.87	4,103.26	5,336.00	(1,232.74)
WATER	3,749.45	2,917.00	832.45	21,626.91	23,336.00	(1,709.09)
COMMUNITY OUTREACH	0.00	333.00	(333.00)	0.00	2,790.00	(2,790.00)
VISA-MASTER CHG FEES	722.91	642.00	80.91	5,319.08	5,160.00	159.08
RETURNED CHECK	0.00	4.00	(4.00)	0.00	32.00	(32.00)
COUNTY SERVICE CHARGE	100.36	100.00	0.36	589.43	800.00	(210.57)
EDUCATION	0.00	50.00	(50.00)	0.00	400.00	(400.00)
GENERAL INSURANCE	2,190.03	1,573.00	617.03	13,140.18	12,752.00	388.18
LEGAL	0.00	583.00	(583.00)	2,994.00	4,790.00	(1,796.00)
LOT REPURCHASE	175.00	542.00	(367.00)	2,860.00	4,336.00	(1,476.00)
OFFICE EXPENSE	1,872.49	1,458.00	414.49	10,618.40	11,664.00	(1,045.60)
TRAVEL & CONVENTION	0.00	917.00	(917.00)	0.00	7,336.00	(7,336.00)
UNIFORMS & SAFETY EQUIPMENT	0.00	100.00	(100.00)	0.00	824.00	(824.00)
MTG EXP & SUPPLIES	0.00	25.00	(25.00)	0.00	200.00	(200.00)
CONTRIBUTIONS	0.00	42.00	(42.00)	0.00	336.00	(336.00)
AUDIT	0.00	658.00	(658.00)	6,320.00	5,339.00	981.00
ADVERTISING/PUBLICITY	314.05	833.00	(518.95)	1,292.46	6,664.00	(5,371.54)
MEMBERSHIP & DUES	400.00	383.00	17.00	5,646.87	3,091.00	2,555.87
AUTO TRUCK EXPENSE	934.80	83.00	851.80	6,230.26	715.00	5,515.26
LARGE EQUIPMENT REPAIRS	0.00	292.00	(292.00)	2,396.54	2,459.00	(62.46)
EQUIPMENT REPAIRS	0.00	42.00	(42.00)	0.00	372.00	(372.00)
IRRIGATION SYSTEM REPAIRS	0.00	833.00	(833.00)	2,225.50	6,664.00	(4,438.50)
FERTILIZER AND SEED	0.00	896.00	(896.00)	7,634.25	7,168.00	466.25
GASOLINE, OIL, TIRES	0.00	458.00	(458.00)	587.71	3,664.00	(3,076.29)
PLANT & BUILDING	543.65	1,750.00	(1,206.35)	5,505.49	14,249.00	(8,743.51)
ROAD MAINTENANCE	0.00	6,208.00	(6,208.00)	0.00	31,541.00	(31,541.00)
TOOLS & SUPPLIES	0.00	250.00	(250.00)	789.37	2,051.00	(1,261.63)
GRAVE LINERS & VAULTS	3,440.00	2,933.00	507.00	22,834.59	23,464.00	(629.41)
GRAVE VASES	0.00	325.00	(325.00)	3,214.90	2,675.00	539.90
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	19,748.00	4,952.00	123,166.61	157,984.00	(34,817.39)
CONTRACT BURIALS	0.00	731.00	(731.00)	0.00	5,893.00	(5,893.00)
SECURITY CAMERA EXPENSE	0.00	213.00	(213.00)	0.00	1,704.00	(1,704.00)
DMP GROUNDS SECURITY	725.00	725.00	0.00	4,350.00	5,800.00	(1,450.00)
COVID-19 EXPENSES	98.16	0.00	98.16	1,795.41	0.00	1,795.41
TOTAL EXPENSES	99,908.36	91,306.00	8,602.36	501,233.52	714,497.00	(213,263.48)
NET CHANGE FROM OPERATIONS	106,226.19	(8,833.00)	115,059.19	50,129.23	(38,411.00)	88,540.23
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	10,501.00	(10,501.00)	0.00	63,368.00	(63,368.00)
OTHER EXPENSE APPROP CONTING	0.00	(1,668.00)	1,668.00	0.00	(13,344.00)	13,344.00
NET CHANGE	106,226.19	0.00	106,226.19	50,129.23	11,613.00	38,516.23

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2020**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	27,640.00	19,895.00	7,745.00	192,265.00	125,035.00	67,230.00
CURRENT INTEREST & DIVIDENDS	3,918.59	3,969.76	(51.17)	9,430.77	10,740.40	(1,309.63)
COUNTY INTEREST INCOME	828.31	1,997.50	(1,169.19)	1,950.27	2,492.06	(541.79)
GAIN/INVEST FAIR VALUE INCREAS	2,294.87	(353.82)	2,648.69	13.29	10,438.72	(10,425.43)
	<u>34,681.77</u>	<u>25,508.44</u>	<u>9,173.33</u>	<u>203,659.33</u>	<u>148,706.18</u>	<u>54,953.15</u>
TOTAL REVENUE	34,681.77	25,508.44	9,173.33	203,659.33	148,706.18	54,953.15
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	2,645.07	2,436.69	208.38
COUNTY SERVICE CHARGE	0.00	0.00	0.00	5.27	0.00	5.27
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,650.34)</u>	<u>(2,436.69)</u>	<u>(213.65)</u>
TOTAL EXPENSES	0.00	0.00	0.00	(2,650.34)	(2,436.69)	(213.65)
	<u>34,681.77</u>	<u>25,508.44</u>	<u>9,173.33</u>	<u>201,008.99</u>	<u>146,269.49</u>	<u>54,739.50</u>
NET CHANGE FROM OPERATIONS	34,681.77	25,508.44	9,173.33	201,008.99	146,269.49	54,739.50
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	0.00	0.00	0.00	(3,770.00)	(1,625.00)	(2,145.00)
REVENUE TRANSFER OUT	0.00	0.00	0.00	0.00	30,000.00	(30,000.00)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,770.00)</u>	<u>28,375.00</u>	<u>(32,145.00)</u>
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0.00	(3,770.00)	28,375.00	(32,145.00)
	<u>34,681.77</u>	<u>25,508.44</u>	<u>9,173.33</u>	<u>204,778.99</u>	<u>117,894.49</u>	<u>86,884.50</u>
NET CHANGE	34,681.77	25,508.44	9,173.33	204,778.99	117,894.49	86,884.50

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2020**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	0.00	0.00	0.00	70.00	(70.00)
ENDOWMENT CARE DEPOSITS	18,255.00	18,963.61	(708.61)	126,010.50	97,659.11	28,351.39
CURRENT INTEREST & DIVIDENDS	7,254.00	7,301.02	(47.02)	22,030.42	44,328.21	(22,297.79)
COUNTY INTEREST INCOME	724.55	1,499.00	(774.45)	1,738.57	1,870.23	(131.66)
GAIN/LOSS INVESTMENT FMV	(3,062.62)	(977.51)	(2,085.11)	(14,854.54)	9,420.50	(24,275.04)
TOTAL REVENUE	23,170.93	26,786.12	(3,615.19)	134,924.95	153,348.05	(18,423.10)
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	14,686.48	21,515.96	(6,829.48)
TOTAL EXPENSES	0.00	0.00	0.00	14,686.48	21,515.96	(6,829.48)
NET CHANGE	23,170.93	26,786.12	(3,615.19)	120,238.47	131,832.09	(11,593.62)

**PRENEED FUND
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2020**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	10,255.11	8,848.82	1,406.29	66,824.98	75,152.59	(8,327.61)
CURRENT DEFERRED REVENUE	6,934.65	4,348.01	2,586.64	38,969.58	48,576.64	(9,607.06)
CURRENT INTEREST & DIVIDENDS	5,122.62	6,133.04	(1,010.42)	15,696.43	23,535.65	(7,839.22)
COUNTY INTEREST INCOME	559.18	1,240.65	(681.47)	1,375.01	1,690.11	(315.10)
GAIN/INVEST FAIR VALUE INCREAS	3,031.99	(777.38)	3,809.37	(2,256.35)	7,012.54	(9,268.89)
TOTAL REVENUE	25,903.55	19,793.14	6,110.41	120,609.65	155,967.53	(35,357.88)
EXPENSES						
INVESTMENT FEES	0.00	0.00	0.00	5,129.69	4,819.71	309.98
LOSS ON TRANSFER (INTER COSTS)	0.00	0.00	0.00	4,725.23	5,034.07	(308.84)
SALES TRANSFR OUT (PRIOR YR)	0.00	0.00	0.00	3,770.00	7,290.00	(3,520.00)
TOTAL EXPENSES	0.00	0.00	0.00	13,624.92	17,143.78	(3,518.86)
NET CHANGE	25,903.55	19,793.14	6,110.41	106,984.73	138,823.75	(31,839.02)

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Dec 1, 2020 to Dec 31, 2020

Date	Check #	Line Description	Debit Amount	Credit Amount
12/3/20	23365	INV 233203 - NOV 2020 MONTHLY LANDSCAPE MAINTEN NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
12/3/20	23366	INV 18588761 - KYOCERA COPIER CONTRACT MARLIN BUSINESS BANK	144.64	144.64
12/3/20	23367	R/O 771022/2 - FORD RANGER - GEAR SHIFT LINKAGE PALM SPRINGS MOTORS	934.80	934.80
12/3/20	23368	IT0000004370 - PS FINANCIALS FOR OCT 2020 IT0000004376 - DATA VPN FOR OCT 2020 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	95.70 4.66	100.36
12/3/20	23369	INV 2012133 - SECURITY PATROL FOR DEC 2020 MAXWELL SECURITY SERVICES, INC	725.00	725.00
12/3/20	23370	INV 7009 - 2021 MEMBERSHIP DUES THOUSAND PALMS CHAMBER OF COMMERCE	175.00	175.00
12/3/20	23371	TRASH SERVICE FOR DEC 2020 BURRTEC WASTE & RECYCLING SVCS	411.15	411.15
12/4/20	23375	VOID***VOID***VOID		
12/4/20	23376	DEC 2020 PSCD EMPLOYEE VISION INSURANCE EXPENS METLIFE GROUP BENEFITS	65.95	65.95
12/7/20	23377	IN044508 - (8) #5 VAULTS; (12) #5 LINERS WHITED CEMETERY SERVICE	3,440.00	3,440.00
12/7/20	23378	WMC USAGE FOR DEC 2020 DESERT WATER AGENCY	989.04	989.04
12/24/20	23379	DISTRICT MANAGER CELL PHONE FOR PERIOD ENDING AT & T MOBILITY	348.23	348.23
12/24/20	23380	MONTHLY SERVICE ON AMERICAS PLAZA FOUNTAIN ELOY'S POOL SERVICE & REPAIRS	50.00	50.00
12/24/20	23381	SAGE FA BUSINESS CARE GOLD 1 YEAR #2002285130 SAGE SOFTWARE INC	541.00	541.00
12/24/20	23382	INV #6876773 - PEST CONTROL MAINTENANCE (ANTS) WESTERN EXTERMINATOR	82.50	82.50
12/24/20	23383	332245-850914 - WELL REPLENISHMENT FOR NOV 2020 559833-884768 -ADMIN BUILDING FOR DEC 2020 559831-884770 -FIRE PROTECTION METER 180819-512108 - BUSINESS FOR DEC 2020 COACHELLA VALLEY WATER DIST	2,631.54 24.20 86.99 17.68	2,760.41
12/24/20	23384	OFFICE PHONES FOR PERIOD ENDING 01/06/2021 FRONTIER COMMUNICATIONS	369.20	369.20
12/24/20	23385	YELLOW PAGE ADVERTISING FOR NOV 2020 DEX YP	179.20	179.20
12/24/20	23386	INV 00L0032777377 - BOTTLE WATER AND OTHER SUPPLI	85.27	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Dec 1, 2020 to Dec 31, 2020

Date	Check #	Line Description	Debit Amoun	Credit Amoun
		READY REFRESH BY NESTLE		85.27
12/30/20	23387	REFUND OF OVERPAYMENT OF BURIAL COSTS FOR JUA AUDREY SMITH	25.00	25.00
12/30/20	23388	REPURCHASE BURIAL RIGHTS #58 SECTION A-14 MICHAEL R HALL	175.00	175.00
12/30/20	23389	GROUND SUPERVISOR & OFFICE CELL PHONES FOR PE SPRINT	131.44	131.44
12/30/20	23390	IN682042 - WATER COOLER FOR PERIOD ENDING 01/15/20 IN682041 - KYOCERA COPIER FOR PERIOD ENDING 01/15/ AIS	32.63 39.15	71.78
12/30/20	23391	INVOICE 71014 - MEMBERSHIP RENEWAL DEC 2020 - 2021 PALM DESERT AREA CHAMBER OF COMMERCE	225.00	225.00
12/30/20	23392	EMAIL SERVICES - OCT 2020 EMAIL SERVICES - NOV 2020 TROUBLE SHOOT NETWORK CONNECTIONS ERICH FISCHER	31.00 31.00 300.00	362.00
12/30/20	23393	INV 66241 - WEBSITE HOSTING FOR PSCEMETERY.COM VENER NET INC	134.85	134.85
12/30/20	23394	INV 4355843 - COURIER SERVICE ON 12/08/2020 GLS US	16.59	16.59
12/30/20	23395	JAN 2021 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	74.54	74.54
12/30/20	23396	K JURASKY EXTRA HEALTH INSURANCE FOR PAYPERI COLONIAL LIFE	203.78	203.78
12/8/20	DEBIT	DEC 2020 PSCD EMPLOYEE HEALTH INSURANCE EXPEN DEC 2020 PSCD RETIREE HEALTH INSURANCE EXPENSE DEC 2020 EMPLOYEE PORTION OF HEALTH INSURANCE CALPERS	5,400.99 1,154.34 720.78	7,276.11
12/30/20	DEBIT	3-001-6901-55 WELL #2 FOR PERIOD ENDING 12/15/20 3-003-6360-97 WMC FOR PERIOD ENDING 12/15/20 3-011-5009-75 DAVALL GATE FOR PERIOD ENDING 12/15/2 3-040-5197-97 ADMIN BUILDING FOR PERIOD ENDING 12/1 3-016-9582-84 WELL #4 FOR PERIOD ENDING 11/10/20 3-016-9582-84 WELL #4 FOR PERIOD ENDING 12/11/20 3-052-1550-32 WMC DESERT COMMUJNITY ENERGY FOR SO CAL EDISON	246.04 13.69 23.65 467.05 4,623.36 2,602.73 0.23	7,976.75
12/8/20	DEBIT KJ	ANEKA BROWN - (5) FACE SHIELDS FOR BOARD OF TRU COMPANY DEBIT CARD	65.55	65.55
12/11/20	DEBIT KJ	HP - POST WARRANTY CARE PACK (2 YEARS) & XL INK COMPANY DEBIT CARD	57.80	57.80
12/7/20	DEBIT KJ	ICLOUD: 200 GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
12/18/20	DEBIT KJ	USPS - POSTAGE STAMPS	165.00	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Dec 1, 2020 to Dec 31, 2020

Date	Check #	Line Description	Debit Amount	Credit Amount
		COMPANY DEBIT CARD		165.00
12/5/20	DEBIT KJ	AMAZON - HAND SANITIZER WIPES COMPANY DEBIT CARD	32.61	32.61
12/6/20	DEBIT KJ	AMAZON - BATTERIES COMPANY DEBIT CARD	16.29	16.29
12/14/20	DEBIT KJ	HP POST WARRANTY CARE PACK (2 YEARS) COMPANY DEBIT CARD	68.00	68.00
12/21/20	DEBIT KJ	CVHARVESTBOX.COM COMPANY DEBIT CARD	48.00	48.00
12/4/20	EDD_TAX	SIT P/R 11/19/2020 TO 12/02/2020 PAID 12/04/2020 SDI P/R 11/19/2020 TO 12/02/2020 PAID 12/04/2020 EMPLOYMENT DEVELOPMENT DEPT	370.85 149.61	520.46
12/18/20	EDD_TAX	SIT P/R 12/03/2020 To 12/16/2020 PAID 12/18/2020 SDI P/R 12/03/2020 To 12/16/2020 PAID 12/18/2020 EMPLOYMENT DEVELOPMENT DEPT	354.27 159.51	513.78
12/31/20	EDD_TAX	SIT P/R 12/17/2020 TO 12/30/2020 PAID 12/31/2020 SDI P/R 12/17/2020 TO 12/30/2020 PAID 12/31/2020 EMPLOYMENT DEVELOPMENT DEPT	167.22 94.54	261.76
12/18/20	EDD_TAXa	SUI P/R 12/03/2020 To 12/16/2020 PAID 12/18/2020 EMPLOYMENT DEVELOPMENT DEPT	55.67	55.67
12/31/20	EDD_TAXa	SUI P/R 12/17/2020 TO 12/30/2020 PAID 12/31/2020 EMPLOYMENT DEVELOPMENT DEPT	111.35	111.35
12/4/20	EXPRESS_T	FIT P/R 11/19/2020 TO 12/02/2020 PAID 12/04/2020 SOCIAL SECURITY P/R 11/19/2020 TO 12/02/2020 PAID 12/0 MEDICARE P/R 11/19/2020 TO 12/02/2020 PAID 12/04/2020 BANK OF AMERICA	1,263.54 1,855.26 433.90	3,552.70
12/18/20	EXPRESS_T	FIT P/R 12/03/2020 To 12/16/2020 PAID 12/18/2020 SOCIAL SECURITY P/R 12/03/2020 To 12/16/2020 PAID 12/18 MEDICARE P/R P/R 12/03/2020 To 12/16/2020 PAID 12/18/20 BANK OF AMERICA	1,237.92 1,977.91 462.55	3,678.38
12/31/20	EXPRESS_T	FIT P/R 12/17/2020 TO 12/30/2020 PAID 12/31/2020 SOCIAL SECURITY P/R 12/17/2020 TO 12/30/2020 PAID 12/3 MEDICARE P/R 12/17/2020 TO 12/30/2020 PAID 12/31/2020 BANK OF AMERICA	603.10 1,172.26 274.16	2,049.52
12/4/20	FEES	P/R 11/19/2020 TO 12/02/2020 PAID 12/04/2020 CBIZ PAYROLL	81.32	81.32
12/18/20	FEES	P/R 12/03/2020 To 12/16/2020 PAID 12/18/2020 CBIZ PAYROLL	104.84	104.84
12/31/20	FEES	P/R 12/17/2020 TO 12/30/2020 PAID 12/31/2020 CBIZ PAYROLL	101.97	101.97
	Total		64,262.58	64,262.58

**PALM SPRINGS CEMETERY DISTRICT
Payroll Disbursement Journal-General Fund
For December 2020**

Date	Reference	Employee	Amount
12/4/20	5080	KATHLEEN JURASKY	3,109.46
12/4/20	5081	KATHLEEN JURASKY	2,319.03
12/4/20	5082	STEPHANIE C. LOZANO	1,244.68
12/4/20	5083	SCOTT W. VICKREY	681.09
12/4/20	5084	SCOTT W. VICKREY	1,286.57
12/4/20	5085	EDGAR F. ARCHILA	1,223.23
12/4/20	5086	EDGAR F. ARCHILA	1,223.23
12/18/20	23372	EDGAR F. ARCHILA	1,000.00
12/18/20	23373	STEPHANIE C. LOZANO	800.00
12/18/20	23374	SCOTT W. VICKREY	2,000.00
12/18/20	5092	KATHLEEN JURASKY	2,319.02
12/18/20	5093	KATHLEEN JURASKY	400.00
12/18/20	5094	KATHLEEN JURASKY	1,663.18
12/18/20	5095	STEPHANIE C. LOZANO	399.61
12/18/20	5097	SCOTT W. VICKREY	1,407.82
12/18/20	5098	EDGAR F. ARCHILA	1,223.23
12/18/20	5099	BARY A. FREET	164.05
12/18/20	5100	WILLIAM G. KLEINDIENST	164.05
12/18/20	5101	LYNN T. MALLOTTO	164.06
12/18/20	5102	JAN M. PYE	164.07
12/18/20	5103	TIM RADIGAN-BROPHY	164.05
12/31/20	5109	KATHLEEN JURASKY	2,319.02
12/31/20	5110	SCOTT W. VICKREY	1,286.58
12/31/20	5111	EDGAR F. ARCHILA	1,673.54
12/31/20	5112	BARY A. FREET	164.07
12/31/20	5113	BARY A. FREET	164.04
12/31/20	5114	BARY A. FREET	164.06
12/31/20	5115	BARY A. FREET	164.05
12/31/20	5116	BARY A. FREET	164.06
12/31/20	5117	WILLIAM G. KLEINDIENST	164.07
12/31/20	5118	WILLIAM G. KLEINDIENST	164.04
12/31/20	5119	WILLIAM G. KLEINDIENST	164.06
12/31/20	5120	WILLIAM G. KLEINDIENST	164.05
12/31/20	5121	WILLIAM G. KLEINDIENST	164.06
12/1/20 thru 12/31/20			30,040.13

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
December 2020

December Cash Disbursement Journal		64,262.58
December Payroll Disbursement Journal		30,040.13
TOTAL PSCD DISBURSEMENTS		<u>94,302.71</u>
TOTAL GENERAL FUND EXPENDITURES		<u>94,302.71</u>
December Payment Voucher # 1693	34,700.00	
December Payment Voucher # 1694	59,286.71	
December Payment Voucher # 1694a	116.00	
Total Payment Vouchers	<u>94,102.71</u>	
LOT Repurchases:		
Michael Hall, Section A-14 #58		175.00
Refund - Audrey Smith (Check 23387)		25.00
TOTAL ACO EXPENDITURES		<u>0.00</u>
PET CEMETERY DRAWDOWNS		<u>0.00</u>
Loan Amount:	25,000.00	
Current Balance Remaining:	15,000.00	
TOTAL DECEMBER DISBURSEMENTS		<u>94,302.71</u>



PALM SPRINGS CEMETERY
D I S T R I C T

STAFF REPORT

TO: Board of Trustees
FROM: Steven B. Quintanilla, General Counsel/Labor Negotiator
DATE: January 14, 2021
RE: District Manager Employment Agreement Amendment

Recommendation:

That the Board of Trustees approve the attached Amendment to the District Manager's Employment Agreement that provides a 4 percent and 6 percent salary increase in the District Manager's annual salary (excluding any benefits) for Fiscal Years 2019-20 and 2020-21, respectively.

Background:

The Board of Trustees designated General Counsel as its Labor Negotiator with respect to the terms and conditions of the District Manager's Employment Agreement. During its closed session, the Board directed General Counsel to offer a salary adjustment to the District Manager who has not receive a salary adjustment since July 2018.

As instructed by the Board, the District Manager was offered a retroactive salary adjustment of 4 percent for Fiscal Year 2019-2020, and a salary adjustment of 6 percent for Fiscal Year 2020-2021. This adjustment does not change or effect any of the other benefits set forth in the District Manager's Employment Agreement. While the District Manager accepted the offer, state law provides that before taking final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive (such as the District Manager), the legislative body (such as the Board) must orally report a summary of its recommendation at the open meeting in which the final action is to be taken. (Government Code Section 54953(c)(3)) As such, before the Board approves the item, General Counsel must announce for the record what the proposed amendment includes.

Exhibit:

Proposed Amendment

**AMENDMENT TO AMENDED AND RESTATED
EMPLOYMENT AGREEMENT
by and between
PALM SPRINGS CEMETERY DISTRICT
and
KATHLEEN JURASKY**

This Amendment to the "Amended and Restated Employment Agreement by and between Palm Springs Cemetery District and Kathleen Jurasky," dated October 8, 2014, is made and entered into as of the 14th day of January 2020, by and between the Palm Springs Cemetery District ("District") and Kathleen Jurasky ("District Manager"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the Parties desire to amend the "Amended and Restated Employment Agreement by and between Palm Springs Cemetery District and Kathleen Jurasky," dated October 8, 2014, to provide a 4 percent and 6 percent salary increase in the District Manager's annual salary (which shall not include any increase to any benefits) for Fiscal Years 2019-20 and 2020-21, respectively.

NOW THEREFORE, in consideration of the foregoing recitals and other good and valuable consideration the receipt and adequacy of which is hereby acknowledged, the Parties hereby agree as follows:

AGREEMENT

Section 1. RECITALS

The Recitals set forth above are hereby incorporated into this Amendment by this reference, as though fully set forth herein.

Section 2. SALARY ADJUSTMENT

A. Commencing July 1, 2019, for Fiscal Year 2019-20, the District Manager's base gross annual salary shall be increased by 4 percent, which excludes any increase in any other benefits.

B. Commencing July 1, 2020, for Fiscal Year 2020-21, the District Manager's base gross annual salary shall be increased by an additional 6 percent, which excludes any increase in any other benefits.

Section 3. CONFLICTS

In the event there exists any conflicts between the terms and conditions of this Amendment and the "Amended and Restated Employment Agreement by and between Palm Springs Cemetery District and Kathleen Jurasky," dated October 8, 2014, and any subsequent amendments thereto, the terms of this Amendment shall be superseding.

Section 4. REMAINING PROVISIONS

All other remaining terms and conditions of the "Amended and Restated Employment Agreement by and between Palm Springs Cemetery District and Kathleen Jurasky," dated October 8, 2014, and any subsequent amendments thereto, which do not conflict with this Amendment shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed as of the date first written above.

**PALM SPRINGS
CEMETERY DISTRICT**

KATHLEEN JURASKY

Jan Pye, Chairperson

Kathleen Jurasky

ATTEST:

Tim Radigan-Brophy, Board Secretary

APPROVED AS TO FORM:

Steven B. Quintanilla
Steven B. Quintanilla, General Counsel



PALM SPRINGS CEMETERY D I S T R I C T

STAFF REPORT

TO: Board of Trustees
FROM: Steven B. Quintanilla, General Counsel
DATE: January 14, 2021
RE: Resolution Adopting Miscellaneous Policies for District Employee Handbook

Recommendation:

That the Board of Trustees adopt the attached Resolution approving Miscellaneous Policies, and Acknowledgement Form and Introduction for the District's Employee Handbook.

Background:

The District Manager and General Counsel have been reviewing and researching every policy in the Employee Handbook, for purposes of updating each of them so that they comply with all current state and federal labor laws, regulations and policies in addition to the prevailing case law on each issue.

The Board has already adopted several resolutions covering a variety of policies such as, but not limited to:

- Paid Leave Policies
- Unpaid Leave Policies
- Family Leave
- Military Leave
- Wages and Benefits
- Hours and Breaks
- Employee Confidentiality
- Polygraph Consent
- Employment Relationship and Termination
- Professional Conduct

The attached Resolution proposes the adoption of a variety of additional miscellaneous policies that don't necessarily fit in the above categories, but for efficiency purposes have



PALM SPRINGS CEMETERY D I S T R I C T

been included under one resolution. These include the following:

- **Employment Applications.** All applicants for employment with the District shall complete an employment application provided by the District.
- **Offers of Employment.** Offers of employment shall be contingent upon the applicant providing complete and accurate information in the District's employment application.
- **Former Names.** Solely for business-related reasons, an applicant shall be required to identify any other names used in the past for employment purposes.
- **Pre-Employment Inquiries.** This policy allows the District to ask a potential employee about his or her ability to perform job-related functions, with or without reasonable accommodation.
- **Questions About Discipline for Sexual Harassment.** This policy will further the District's commitment to providing a workplace free of sexual harassment and will allow the District to ask an applicant about previous discipline because of sexual harassment in the workplace.
- **Written Performance Evaluations.** The District may ask an applicant for copies of written performance evaluations from an applicant's previous employer.
- **Copy of Signed Application.** Upon request, an applicant shall be provided with a copy of any application the applicant has signed and submitted to the District.
- **Pre-Employment Medical Examination.** This policy allows the District to subject applicants for employment positions that requires physical exertion and/or exposure to a pre-employment medical examination prior to a conditional offer of employment.
- **Pre-Employment Background Investigation.** All applicants for employment positions shall be subject to a pre-employment criminal background investigation prior to a conditional offer of employment.



PALM SPRINGS CEMETERY D I S T R I C T

- **Parking.** This policy will require all employees to park personal and District vehicles in their designated parking spaces.
- **Authorized Visitors.** To protect the safety and security of the District's employees, visitors and facilities, only authorized visitors shall be allowed in the workplace.
- **Employee Bulletin Boards.** This policy states an employee is responsible for reading posted announcements and information on the employment bulletin boards located in the District's break room.
- **Staff Meetings.** This policy requires all employees to attend all staff meetings called by the District Manager.
- **Changes in Employee Information.** Employees shall be responsible for notifying the District of changes to required employee information to ensure all such information is accurate and current at all times.
- **Absences and Tardiness.** This policy establishes procedures for District employees regarding absences and tardiness.
- **Cobra Benefits.** This policy provides an eligible employee with notice of COBRA benefits and coverage under the District's health insurance plan.
- **Performance Evaluation.** This policy establishes the procedures for the District Manager to conduct periodic employee performance evaluations.
- **Post Release References – Sexual Harassment.** The District may provide information during reference checks conducted by a former employee's prospective employers regarding any sexually harassing behavior.
- **Adoption of Employee Handbook Introduction.** This adopts the introduction to the District's Employee Handbook.



PALM SPRINGS CEMETERY D I S T R I C T

- **Adoption of Employee Handbook Acknowledgment Form.** This adopts the Employee Handbook Acknowledgment Form.

Exhibits

Resolution Adopting Miscellaneous Policies for Employee Handbook

RESOLUTION NO. 01-2021

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT ADOPTING MISCELLANEOUS EMPLOYEE POLICIES AND PROCEDURES, ACKNOWLEDGEMENT FORM AND EMPLOYEE HANDBOOK INTRODUCTION TO BE INCORPORATED IN THE DISTRICT'S EMPLOYEE HANDBOOK

WHEREAS, the Palm Springs Cemetery District (the "District") is an independent special district duly organized and existing under and by virtue of the California Public Cemetery District Law, codified in Health and Safety Code Sections 9000 *et seq.*; and

WHEREAS, Health and Safety Code Section 9020 provides that the Board of Trustees (the "Board") shall serve as the legislative body of the District, govern the District, and establish policies for the operation of the District; and

WHEREAS, Health and Safety Code Section 9020 further provides that the faithful implementation of the District's policies shall be the responsibility of the employees of the District; and

WHEREAS, the District's Employee Handbook is intended to aid new and current employees in understanding the District's employee policies, procedures, and benefits; and

WHEREAS, the District's Employee Handbook also serves to educate supervisors and managers about the District's employee policies, procedures, and benefits and are a ready resource to use in addressing employees' questions and/or concerns about the application of certain policies, procedures, and benefits; and

WHEREAS, the District's Employee Handbook sets forth the uniform application of policies and procedures which promotes consistency of treatment of the District's employees; and

WHEREAS, the District's Employee Handbook should be periodically reviewed and revised as circumstances warrant, such as when state or federal employment law has changed, the District's operations have changed or some provisions have not worked out well from a practicable perspective; and

WHEREAS, the District Manager and General Legal Counsel recently reviewed the Employee Handbook and recommend certain changes to certain District employee policies for certain legal and practicable reasons; and

WHEREAS, this Resolution was presented at a teleconferenced meeting called and conducted pursuant to Executive Order N-29-20 issued by the Governor of the State of California on March 17, 2020; and

WHEREAS, the District's Board of Trustees desires to adopt various miscellaneous policies and procedures to be included in District's Employee Handbook.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Adoption of Miscellaneous Policies and Procedures.

That the following policies and procedures are hereby adopted and shall be incorporated into the District's Employee Handbook into the sections to be designated ("TBD") as follows:

Section [TBD] Employment Applications

All applicants for employment with the District shall complete an employment application provided by the District. Since the District relies on the accuracy of employment application information during the hiring process, incomplete applications shall be rejected and returned to the applicant. The applicant shall be responsible for determining what information is lacking in an incomplete application and the applicant may resubmit a complete application for the District's consideration.

All complete applications shall remain active for employment consideration for six months, commencing from the date the applicant submits a complete application to the District, after which the applicant may resubmit a new complete application. The District shall not be obligated to inform an applicant of the expiration of the six-month period in which an application is considered active.

Section [TBD] Offers of Employment

In addition to other requirements, offers of employment shall be contingent upon the applicant providing complete and accurate information in the District's employment application pertaining to the following:

- (a) Previous employment;
- (b) Reasons for leaving previous employment;
- (c) Scholarly degrees obtained; and
- (d) All other information requested in the District's employment application.

The applicant shall also certify that his or her representations made in the District's employment application are true and correct and acknowledge that he or she understands that an offer of employment may be withdrawn based on any misrepresentations made in the applicant's employment application.

Section [TBD] Former Names

Solely for business-related reasons (*e.g.*, to enable the employer to check the applicant's past work record), an applicant shall be required to identify any other names that he or she may have used in the past for employment purposes.

Section [TBD] Pre-Employment Inquiries

An applicant may be asked of his or her ability to perform job-related functions and to describe or demonstrate how, with or without reasonable accommodation, he or she will be able to perform job-related functions. Such inquiries may include the following:

- Can you perform the functions of this job (essential and/or marginal), with or without reasonable accommodation?
- Will you please describe/demonstrate how you would perform those functions? (Description may include essential and/or marginal functions.)
- Can you meet the attendance requirements of this job?

Section [TBD] Questions About Discipline for Sexual Harassment

Because the District is committed to providing a workplace free of sexual harassment and can be held strictly liable for sexual harassment conduct by supervisors, the District may ask an applicant whether he or she was ever disciplined or terminated because of sexual harassment in the workplace.

Section [TBD] Written Performance Evaluations

The District may ask an applicant for copies of written performance evaluations from the applicant's previous employer.

Section [TBD] Copy of Signed Application

Upon request, an applicant shall be provided with a copy of any application the applicant has signed and submitted to the District.

Section [TBD] Pre-Employment Medical Examination

Certain positions of employment for the District require physical exertion, including, but not limited to, standing for extended periods of time during interment services, walking for extended periods of time, bending to retrieve and place items from or on the surface of the ground, reaching to retrieve items from shelves and/or to maintain trees and other vegetation, carrying and handling tools and equipment, and maintaining balance while walking on uneven surfaces. Certain positions may expose employees to loud noises from mechanical and landscaping equipment and to sustained, adverse environmental elements such as heat, cold, wind and blowing sand.

All applicants for employment positions that require such physical exertion and/or exposures shall be subject to a pre-employment medical examination prior to a conditional offer of employment. The District will pay for the examination and has the discretion to select the care provider. The District Manager determines the employment positions that are subject to this requirement.

An offer of employment may be withdrawn on the basis of the results of a mandated pre-employment medical examination only if the applicant is unable to perform essential functions of the job with reasonable accommodation, no reasonable accommodation exists, or the applicant poses a direct threat to health or safety in the workplace and no reasonable accommodation would eliminate this risk or reduce it to an acceptable level.

Medical information obtained in pre-employment medical examinations shall be kept on separate forms and in separate, confidential files.

Section [TBD]. Pre-Employment Background Investigation

A. In furtherance of the District's commitment to providing a secure and safe environment for employees and members of the public, including those who are particularly vulnerable due to extreme grief and emotional distress, all applicants for employment positions shall be subject to a pre-employment criminal background investigation prior to a conditional offer of employment. The District will pay for the investigation examination and has the discretion to select the provider.

B. A prospective employee will not clear the background check if required to register as a sex offender.

C. A conviction of any of the following Penal Code (PC) sections may be grounds for disqualification for any employment position with the District unless mitigating circumstances exist:

- A serious felony, including those enumerated at PC §1192.7(c)
- A violent felony, including those enumerated at PC § 667.5(c)
- Robbery, when it is charged and proved that the defendant personally used a deadly or dangerous weapon in the commission of the crime (PC §211)
- Assault on government official (PC §217.1)
- False imprisonment (PC §236)
- Assault and battery laws (PC §§240-248)
- Kidnapping for ransom, extortion or robbery (PC §209)

D. A conviction of any of the following Penal Code (PC) sections may be grounds for disqualification for the District Manager and Office Accountant positions unless mitigating circumstances exist:

- Embezzlement - fraudulent appropriation of property by a person to whom it has been entrusted (PC §503)
- Extortion - obtaining property by a wrongful use of force or fear or under a color of official right (PC §518)
- Use of a false or forged public record or alteration of a certified copy of a public record (PC §§115, 115.3)
- Embezzlement and falsification of accounts (PC §424)
- Forgery and counterfeiting (PC §§470-483.5)

E. An applicant's criminal conviction may only be used as a basis for denying employment if, after making an individualized assessment, the District makes a preliminary determination the applicant's conviction history has a direct and adverse relationship with the specific duties of the prospective position that justify denying employment. In making the assessment, the District will consider all the factors enumerated at Government Code section 12952(c)(1) and will not consider the types of criminal history enumerated at Labor Code section 432.7(a)(1) and (a)(2).

F. Notwithstanding the foregoing provisions in this section, with the exception of a person who is required to register as a sex offender, the District may approve employment of a person who would otherwise not clear the background investigation due to criminal history if the District finds support for the exception based on extenuating circumstances. In weighing whether an applicant's conviction should give rise to an exception for disqualification based on criminal history, the District will consider the following factors:

- The relationship between the offense leading to the conviction and the type and nature of the applicant's prospective employment position at the District.
- The person's employment before and after the offense leading to the conviction.
- The person's efforts and success at rehabilitation since the offense leading to the conviction.
- The likelihood the offense leading to the conviction would prevent the person from performing his or her job responsibilities if employed by the District.
- The circumstances and/or factors indicating the offense leading to the conviction is likely to be repeated.
- The nature, severity, number, and consequences of the offense leading to the conviction.
- The circumstances surrounding the offense leading to the conviction.
- The amount of time elapsed since the offense leading to the conviction.

G. In the event the District's preliminary determination is that an applicant's conviction history disqualifies him or her from employment, the District will notify the applicant of the preliminary determination in writing, which notice shall include the information mandated by Government Code section 12952(c)(2) and the factors listed above so that the applicant is provided an opportunity to provide details to support a finding of extenuating circumstances. The applicant will be provided the time allotted by Government Code section 12952(c)(3) in which to respond to the notice. The District will consider information submitted by the applicant before making a final decision.

H. In the event the District's final decision is to deny the application in whole or in part because of the applicant's conviction history, the District will notify the applicant of the final decision in writing, which notice shall include the information mandated by Government Code section 12952(c)(5).

Section [TBD] Parking

Employee shall park all personal and District vehicles in their designated parking spaces. Employees shall not park in any parking spaces reserved for the visiting public.

Section [TBD] Authorized Visitors

To protect the safety and security of the District's employees, visitors, and facilities only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security guard's confidential information, decreases insurance liability, protects employee welfare, and limits distractions. An authorized visitor includes persons who are present on District property for the purpose of conducting or participating in official District business.

Personal visitors are occasionally permitted provided they do not disrupt the employee's work duties and or interfere with the District's daily operations. Personal visitors are only permitted during normal business hours while an employee is on a bona fide work break.

Section [TBD] Employment Bulletin Boards

Employees are responsible for reading posted announcements and information on the employment bulletin boards located in the District's break room. The information contained on the employment bulletin boards include important information regarding certain employment laws and regulations pertaining to your rights as an employee.

Section [TBD] Staff Meetings

Employees shall be required to attend all staff meetings called by the District Manager. These meetings allow the District Manager to inform employees about the District's activities, programs, policies and other important information pertaining to the District's operations.

Section [TBD] Changes in Employee Information

Employees shall be responsible for notifying the District of changes such as the employee's mailing address, telephone number, name, number of dependents, and emergency contacts to ensure all such information is accurate and current at all times.

Section [TBD] Absences and Tardiness

Except as otherwise provided in this section or elsewhere in this policy, an employee who fails to report for a scheduled work day or fails to return to duty at the conclusion of an authorized break is considered "absent." An "excused absence" occurs when an employee provides the District Manager at least 30 minutes advance notice of an absence (including the reason for the absence) by either emailing, faxing, texting or telephoning the District Manager or leaving a message on the District's voice mail system.

Except as otherwise provided in this section or elsewhere in this policy, an employee who fails to timely report at the start of his/her scheduled work day or fails to timely return to duty at the conclusion of an authorized break shall be deemed "tardy." An "excused tardy" occurs when the employee provides at least 30 minutes advance notice of tardiness (including the reason for the tardy) to the District Manager, by either emailing faxing, texting or telephoning the District Manager or leaving a message on the District's voice mail.

In the event it is not feasible for an employee to provide 30 minutes' advance notice of an absence or tardiness due to emergency or illness, the employee must make his/her best effort to inform the District Manager of the reason for the employee's absence/tardiness as soon as feasible.

Any absence or tardiness that does not satisfy the conditions listed above shall be deemed an "unexcused absence" or "unexcused tardy."

An employee with an unexcused absence or unexcused tardy may be subject to disciplinary action, up to and including termination.

Section [TBD]**Cobra Benefits**

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and qualified beneficiaries the opportunity to continue health insurance coverage under the District's health insurance plan when a "qualifying event" would normally result in the loss of eligibility.

Common qualifying events include:

- Resignation.
- Termination of employment.
- Death of an employee.
- Reduction in an employee's hours.
- Leave of absence.
- Divorce or legal separation.
- A dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the District's group rates plus an administrative fee. The District will provide each eligible employee with a notice describing rights under COBRA when the employee becomes eligible for coverage under the District's health insurance plan.

Section [TBD].**Performance Evaluation**

The District Manager shall strive to conduct on a periodic basis, as set forth herein, a performance evaluation of each employee of the District, except those appointed by the Board of Trustees. A copy of all performance evaluations shall be maintained in each employee's personnel file.

Performance evaluations shall be targeted to be performed at the following times:

- Halfway through an employee's probationary period (3 months)
- Upon completion of an employee's probationary period (6 months)
- Upon completion of an employee's first year of employment, then annually on or about June 1
- Upon the employee's separation or termination for purposes of documenting performance status at time of separation/termination
- Within 6 months of the employee receiving an overall performance rating of "Improvement Needed" or lower
- Whenever an employee's performance falls below acceptable standards

Performance evaluation forms shall be designed to evaluate an employee objectively. Employees shall be assigned one of the following rankings:

- Outstanding: Excellent performance that far exceeds the job's requirements
- Very Good: Above average performance that exceeds the job's requirements
- Satisfactory: Acceptable performance that meets the job's requirements

- Improvement Needed: Minimally acceptable performance that meets some of the job's requirements
- Unacceptable: Unacceptable performance that does not meet the job's requirements

Section [TBD] Post Release References – Sexual Harassment

Pursuant to Section 47(c) of the California Civil Code, the District may provide information during reference checks conducted by a former employee's perspective employers regarding whether the former employee previously engaged in sexually harassing behavior while employed with the District.

Section 3. Adoption of Employee Handbook Introduction.

That the following Introduction to the District's Employee Handbook is hereby adopted and shall be incorporated in the Employee Handbook in the section to be designated ("TBD") as follows:

Introduction

The Palm Springs Cemetery District ("District") Employee Handbook establishes policies, procedures, benefits, and working conditions that must be complied with by all District employees as a condition of their employment with the District.

This Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the District of any kind.

The policies, procedures, benefits and working conditions outlined in this Employee Handbook shall be applied at the discretion of District. As such, the District reserves the right to withdraw or change any of the policies, procedures, benefits, and working conditions described in this Employee Handbook at any time, for any reason, and without prior notice, unless otherwise required by law.

The District values the talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the District alike can thrive. In addition, the District's commitment to providing quality service to the public is unwavering. The policies, procedures and working conditions described in this Employee Handbook are intended to provide a work environment in which both the employees' interests and the interests of the public served by the District are on balance best served.

Employment at the District is on an "at-will basis" which means that the employee or the District may terminate the employment relationship at any time, for any reason, with or without cause. Only a written agreement, approved by the Board of Trustees can change the "at-will" nature of the employment of any individual.

It is important that you review the policies, procedures, working conditions, and benefits described in this Employee Handbook and ask any questions you may have regarding the application or purpose of any of the policies, procedures, working conditions, and benefits contained in this Employee Handbook.

You will be asked to acknowledge your receipt of this Employee Handbook and affirm that you have read, understand, accept and agree to abide by its terms and conditions.

Section 4. Adoption of Employee Handbook Acknowledgement Form.

That the following Employee Handbook Acknowledgement Form is hereby adopted and shall be incorporated in the Employee Handbook as follows:

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT POLICY

This is to acknowledge that on _____, 20____, I received a copy of Palm Springs Cemetery District Employee Handbook. I understand that it contains important information about the District's policies, that I am expected to read the Employee Handbook and familiarize myself with its contents, and that the policies in the Employee Handbook apply to me.

I understand that the statements contained in the Employee Handbook are guidelines for employees concerning some of The District's policies, procedures, benefits and work conditions and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the District. I also understand that no supervisor or any other employee of the District other than the Board of Trustees has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the at-will relationship described above.

I acknowledge that the District may modify or rescind any policies, practices, benefits or work conditions described in the Employee Handbook, other than the employment at-will policy, at any time without prior notice to me.

I understand and agree that my employment with the District is at-will, and can be terminated at any time, with or without cause and with or without notice. I further understand and agree that the District retains sole discretion to modify the terms and conditions of employment.

This is the entire agreement between the District and me on these issues which cannot be modified except by a change in the Employee Handbook or an agreement, in writing duly approved by the Board of Trustees and executed by the Board President and approved as to form by the District's General Legal Counsel.

Date: _____

Employee's Signature

Print Employee's Name

Section 5. District Manager Authorization.

That the District Manager is authorized to place these policies in an organized manner in the District's Employee Handbook and to prepare any forms the District Manager, in consultation with General Legal Counsel, deem are necessary or convenient to administering or implementing any particular policy.

Section 6. Necessary Actions.

That the Board of Trustees hereby directs and authorizes the District Manager and designee and other appropriate staff members and District officials to take all necessary and appropriate actions to effectuate the purpose of this Resolution subject to any modifications as may be approved by the Board of Trustees from time to time during the State of Emergency.

Section 7. Severability.

That the Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this Resolution or the Policies attached hereto be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution and Policies as hereby adopted shall remain in full force and effect.

Section 8. Repeal of Conflicting Provisions.

That all the provisions heretofore adopted by the Board of Trustees that are in conflict with the provisions of this Resolution are hereby repealed.

Section 9. Effective Date.

That this Resolution shall take effect upon its adoption.

Section 10. Certification.

That the Secretary of the Board of Trustees shall certify to the passage and adoption of this Resolution, enter the same in the book for original resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this Resolution is passed and adopted.

PASSED, APPROVED AND ADOPTED on this 14th day of January, 2021.

Jan Pye, Board Chairperson

ATTEST:

Tim Radigan-Brophy, Board Secretary

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

**PALM SPRINGS CEMETERY DISTRICT
RESOLUTION 02-2021**

RESOLUTION OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT, RIVERSIDE COUNTY, CALIFORNIA, REQUESTING TRANSFER OF FUNDS HELD IN THE PRENEED FUND TO THE GENERAL FUND AND THE ACCUMULATIVE CAPITAL OUTLAY FUND.

WHEREAS, it has been determined by the Board of Trustees of the Palm Springs Cemetery District that said District now has on deposit with the Treasurer of Riverside County, funds in the Preneed Fund; now, therefore,

BE IT RESOLVED, by the Board of Trustees of the Palm Springs Cemetery District that \$20,982.64 of the funds in the PreNeed Fund, 51265 shall be transferred to the General Fund, 51270

FURTHER RESOLVED, the Board of Trustees of the Palm Springs Cemetery District that \$4,320.00 of the funds in PreNeed Fund, 51265, shall be transferred to the Accumulative Capital Fund, 51275.

BE IT FURTHER RESOLVED that these fund transfers are the result of interment costs and contract refunds incurred for the months of September 1, 2020 to December 31, 2020.

BE IT FURTHER RESOLVED, that the Manager of the District is hereby authorized and directed to forward a certified copy of this resolution to the Treasurer of Riverside County and to the Auditor-Controller of Riverside County.

Section 1. CERTIFICATION

The Secretary of the Board of Trustees shall certify to the passage and adoption of this Resolution, enter the same in the book for original Resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this Resolution is passed and adopted.

APPROVED AND ADOPTED this 14th day of January 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan M. Pye, Chairperson

ATTEST:

Tim Radigan-Brophy, Secretary