

PALM SPRINGS CEMETERY DISTRICT

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

Thursday, January 10, 2019 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].

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 on any matter **not on the Agenda** or any item on the **Consent Agenda** by stepping to the lectern and giving his or her name and city of residence for the record. 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 13, 2018 Special Meeting Minutes

b. Approval of December Expenditures

General Fund		\$ 95,803.53
December Reimburse Voucher 1623	\$ 30,545.96	
December Reimburse Voucher 1624	\$ 62,187.57	
Accumulative Capital Outlay		\$.00
Pet Memorial Park Cemetery		\$.00

Total December 31, 2018 Expenditures Checks & Visa/Debit Card
22284-22341 & 22305-22308 (Bonuses) and Direct Deposits (Payroll) \$ 95,803.53

c. Financial Reports as of December 31, 2018 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. Strategic Planning Discussion and Approval – Jim McComb, Strategic Planner
- b. Rob Dennis, RT Dennis Accountancy – Annual Audit Report
- c. District Investment General Overview & Update – Neal Wilson, C & N Financial
- d. CAPC Annual Conference March 7-9, 2019 in Seaside-Monterey, CA

7. LEGISLATIVE CALENDAR

- a. Resolution 1-2019, Adopting a Paid Leave Policy

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 2019/2020 – 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

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

17. ADJOURNMENT

THIS NOTICE OF AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M., MONDAY, January 7, 2019

Kathleen Jurasky, District Manager

**PALM SPRINGS CEMETERY DISTRICT
MINUTES
SPECIAL BOARD OF TRUSTEE MEETING**

DATE: December 13, 2018

TIME: 11:30 A.M.

PLACE: Spencer's Restaurant, 701 Baristo Road, Palm Springs, California

1. CALL TO ORDER The meeting was called to order by Chairperson Pye at 11:32 A.M.

2. ROLL CALL

Present: Jan Pye, Chairperson
Lenny Pepper, Vice Chairperson
William G. Kleindienst, Secretary
Lynn T. Mallotto, Treasurer
Jane Alcumbrac, Member

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

3. PUBLIC COMMENTS – None

4. CONFIRMATION OF AGENDA Motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve the Agenda as presented. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

5. CONSENT CALENDAR Motion was made by Trustee Pepper, seconded by Trustee Pye to approve the Consent Calendar as presented. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

6. ADMINISTRATIVE CALENDAR **a. Election of Officers** District Manager Jurasky reported that the Riverside County Board of Supervisors next board meeting is January 8, 2019 a day after the terms of Trustees Alcumbrac and Pepper expires, and new Trustees will not have been appointed. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Pepper to defer this item to the January 10, 2019 board meeting. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

b. Discussion and Approval Meeting with Jim McComb – Strategic Planner Following a discussion the Board agreed to schedule a meeting with Mr. McComb to discuss the possibility of moving forward with a strategic planning study session.

District Manager Jurasky was directed to contact Mr. McComb, obtain dates he is available and email the information to the Board for the purpose of scheduling a meeting with the board in early January 2019.

c. Solar Lights - Update District Manager Jurasky reported that she had spoken with Sheila Lutzker, and Ms. Lutzker stated that she hadn't talked with any other families regarding the solar lights. However, her family would be willing to participate in a solar light removal program.

Following a discussion District Manager Jurasky was directed to meet with the interested families on the day of a regular Board meeting to review the solar light removal program prior to meeting with the Board.

7. LEGISLATIVE **a. Resolution 28-2018, Transfer Interment Rights & Costs from PN to ACO & GF (Prior Years)** Motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Resolution 28-2018 Transferring \$6,260.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

b. Resolution 29-2018, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Resolution 27-2018 transferring \$14,088.66 from PreNeed Fund, 51265 to the General Fund, 51270 and \$2,570.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

8. TRUSTEE AND ATTORNEY SIGNATURES Trustee signatures were completed

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES – None

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

b. District Manager Report

1. DMP Tree Trimming – Kirkpatrick Landscaping, Inc. District Manager Jurasky reported that Kirkpatrick Landscaping was behind on this year’s tree trimming due to employee shortage.

Trustees Alcumbrac and Pepper Service Honors:

Trustee Pye requested that Trustee Kleindienst read a letter to Trustees Alcumbrac and Pepper in honor of their service and retirement from the PSCD Board. They were than presented with a binder containing letters of appreciation from PSCD District Manager and Staff, certificates of recognition from Mayors and Council Members: Cathedral City, Desert Hot Springs, Palm Springs, and Rancho Mirage, Assembly; Chad Mayes, Eduardo Garcia, Senator Jeff Stone, Congressman Dr. Raul Ruiz and Supervisor V. Manuel Perez. They also received a Proclamation from the Riverside County Board of Supervisors.

13. FUTURE AGENDA ITEMS **a. Discussion in 2018/2019 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 No action taken

14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – None

15. **CLOSED SESSION ANNOUNCEMENTS** – None

16. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 12:01 P.M. The next board meeting is scheduled for 2:00 P.M., Thursday, January 10, 2019.

DATE: _____

William G. Kleindienst, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Dec 1, 2018 to Dec 31, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
12/3/18	22284	DEC 2018 PSCD EMPLOYEE HEALTH INSURANCE E DEC 2018 PSCD RETIREE HEALTH INSURANCE EXP DEC 2018 EMPLOYEE PORTION OF HEALTH INSUR P.E.R.S.	4,842.18 1,146.90 930.69	6,919.77
12/3/18	22285	DEC 2018 PSCD EMPLOYEE DENTAL INSURANCE EX STANDARD INSURANCE COMPANY RB	378.08	378.08
12/3/18	22286	DEC 2018 PSCD EMPLOYEE LIFE INSURANCE EXPE STANDARD INSURANCE COMPANY RQ	62.40	62.40
12/3/18	22287	DEC 2018 PSCD EMPLOYEE VISION INSURANCE EXP METLIFE GROUP BENEFITS	56.54	56.54
12/3/18	22288	K JURASKY EXTRA HEALTH INSURANCE FOR PAY COLONIAL LIFE	203.78	203.78
12/3/18	22289	JANITORIAL SERVICES - NOVEMBER 2018 JAMILETH MOYA	350.00	350.00
12/3/18	22290	GROUND SUPERVISOR & OFFICE CELL PHONES FO SPRINT	124.75	124.75
12/3/18	22291	TRASH SERVICE - DECEMBER 2018 BURRTEC WASTE & RECYCLING SVCS	358.17	358.17
12/3/18	22292	INVOICE 1811-013 - NOVEMBER MAINTENANCE SER SOUTH WEST PUMP & DRILLING	150.00	150.00
12/3/18	22293	INVOICE 20493 - OFFICE INVOICE 20266 - MAINT INVOICE 13411 - FIRE DESERT ALARM INC	89.85 89.85 119.97	299.67
12/3/18	22294	INVOICE 026068 - MONTHLY SERVICE ON AMERICA ELOY'S POOL SERVICE & REPAIRS	50.00	50.00
12/3/18	22295	INVOICE IT0000002441 - PS FINANCIALS FOR OCTOB INVOICE IT0000002447 - DATA VPN FOR OCTOBER RIVERSIDE COUNTY INFORMATION TECHNOLOGY	74.64 9.10	83.74
12/3/18	22296	TECH SUPPORT FOR COMPUTERS ERICH FISCHER	273.00	273.00
12/3/18	22297	2019 MEMBERSHIP DUES 2019 ADVERTISING THOUSAND PALMS CHAMBER OF COMMERCE	175.00 75.00	250.00
12/3/18	22298	INVOICE 5055 - LANDSCAPE MAINTENANCE FOR N LESS \$302.26 FOR (2) RAISED VASES DAMAGED BY KIRKPATRICK LANDSCAPING SERVICES	19,445.74	19,445.74
12/3/18	22299	MEMBERSHIP THRU DEC 2019 PALM DESERT CHAMBER OF COMMERCE	200.00	200.00
12/3/18	22300	INVOICE 6532558 - IRRIGATION SYSTEM REPAIR SU EWING IRRIGATION PRODUCTS, INC	157.97	157.97

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Dec 1, 2018 to Dec 31, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
12/3/18	22301	INVOICE 1812133 - SECURITY PATROLL DECEMBER MAXWELL SECURITY SERVICES	725.00	725.00
12/3/18	22302	DISTRICT MANAGER CELL PHONE USE FOR PERIO AT & T MOBILITY	148.67	148.67
12/3/18	22303	INVOICE IN037323 -(1) #7 BELL LINER (2) #5 LINERS DELIVERY WHITED CEMETERY SERVICE	310.00 270.00 126.00	706.00
12/5/18	22304	INVOICE INV000000255704 - CEMETERY #2 (LESS FIN INVOICE INV000000255697 - OFFICE (LESS FINANCE ONE RING NETWORKS	414.00 414.00	828.00
12/12/18	22309	INVOICE IN037412 - (8) #5 LINERS (6) #5 VAULTS (1) B VAULT (1) #7 LINER DELIVERY WHITED CEMETERY SERVICE	1,080.00 1,092.00 144.00 310.00 126.00	2,752.00
12/12/18	22310	INVOICE 0000119353 - AC STSTEM MAINTENANCE ESSER SERVICES INC	225.00	225.00
12/12/18	22311	INVOICE 5144 - SATURDAY BURIAL 12/01/18 9:00 SATURDAY BURIAL 12/01/18 10:00 SATURDAY BURIAL 12/08/18 10:30 SATURDAY BURIAL 12/08/18 11:00 KIRKPATRICK LANDSCAPING SERVICES	348.00 348.00 348.00 348.00	1,392.00
12/12/18	22312	INVOICE 6581907 - MONTHLY BILL FOR NOVEMBER WESTERN EXTERMINATOR	78.00	78.00
12/12/18	22313	WMC USUAGE DESERT WATER AGENCY	696.53	696.53
12/12/18	22314	DESKTOP PROFESSIONAL RENEWAL - 11/19/2018 TO E-FILECABINET.COM, LC	150.00	150.00
12/12/18	22315	YELLOW PAGES ADVERTISING DEX YP	180.40	180.40
12/12/18	22316	BUSINESS LICENSE RENEWAL - 2019 CITY OF CATHEDRAL CITY	143.00	143.00
12/12/18	22317	INVOICE 2001957263 - FA SAGE BUSINESS CARE GOL SAGE SOFTWARE INC	468.00	468.00
12/12/18	22318	CSDA MEMBERSHIP RENEWAL 2019 CALIFORNIA SPECIAL DIST ASSOC	3,587.00	3,587.00
12/12/18	22319	INVOICE IN534807 - COPIER MAINTENANCE CONTR INVOICE IN533521 - WATER COOLER CONTRACT 11/ AIS	56.60 30.38	86.98

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Dec 1, 2018 to Dec 31, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
12/12/18	22320	LOT REPURCHASE SECTION B-35 #491 (RECEIPT 299 MATTHEW THOMPSON	1,550.00	1,550.00
12/12/18	22321	LOT REPURCHASE SECTION A-19 #91 (RECEIPT 0059 ALEXIS LEE MARTONE	120.00	120.00
12/12/18	22322	LEGAL SERVICES FROM 7/1/2018 TO 7/31/2018 LEGAL SERVICES FROM 8/1/2018 TO 8/31/2018 LEGAL SERVICES FROM 9/1/2018 TO 9/30/2018 QUINTANILLA & ASSOCIATES	2,078.00 1,260.50 321.00	3,659.50
12/12/18	22323	SUBWAY - BIRTHDAY GIFT CARD FOR RAMON CVS - CANDY FOR BOT MEETINGS FAMOUS FOOTWEAR - WORK BOOTS FOR EDGAR EWING - IRRIGATION BUBBLERS HOME DEPOT - PLANTS/FLOWERS FOR MEMORIAL LOWES - ANT BAIT HOME DEPOT - CAUTION TAPE HOME DEPOT - CAULKING FOR NICHE SHUTTERS PETTY CASH	25.00 9.98 78.56 14.28 43.66 45.82 39.23 10.44	266.97
12/12/18	22324	LOT REPURCHASE A-37 #117 & 118 (RECEIPT 20488) PAULINE FREIDIN	1,400.00	1,400.00
12/13/18	22325	ACCOUNT 332245-850914 - WELL #4 REPLENISHMEN COACHELLA VALLEY WATER DIST	4,079.46	4,079.46
12/21/18	22326	ACCOUNT 3-001-6901-55 WELL #2 FOR PERIOD ENDI ACCOUNT 3-003-6360-97 WMC FOR PERIOD ENDING ACCOUNT 3-011-5009-75 DAVALL GATE FOR PERIOD ACCOUNT 3-016-9582-84 WELL #4 FOR PERIOD ENDI ACCOUNT 3-040-5194-97 ADMIN BUILDING FOR PERI SOUTHERN CALIF EDISON CO	473.46 28.81 56.47 2,710.90 630.09	3,899.73
12/21/18	22327	ACCOUNT 180819-512108 ACCOUNT 559833-884768 ADMIN BUILDING ACCOUNT 559831-884770 FIRE PROTECTION COACHELLA VALLEY WATER DIST	16.96 28.18 75.90	121.04
12/21/18	22328	OFFICE PHONE SERVICE FOR PERIOD ENDING 01/0 FRONTIER COMMUNICATIONS	428.35	428.35
12/21/18	22329	INVOICE 1812-005 DECEMBER WELL MAINTENANC SOUTH WEST PUMP & DRILLING	150.00	150.00
12/21/18	22330	INVOICE 56870 - (12) GOLD & (12) WHITE CREM VAU ASCO PACIFIC, INC.	1,499.36	1,499.36
12/21/18	22331	INVOICE 570946 - IRRIGATION SYSTEM REPAIR SUP HIGH TECH IRRIGATION, INC	319.58	319.58
12/21/18	22332	JAN 2019 PSCD EMPLOYEE HEALTH INSURANCE EX JAN 2019 PSCD RETIREE HEALTH INSURANCE EXPE JAN 2019 EMPLOYEE PORTION OF HEALTH INSURA P.E.R.S.	5,277.87 1,184.49 589.32	7,051.68
12/21/18	22333	JAN 2019 PSCD EMPLOYEE DENTAL INSURANCE EX	378.08	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Dec 1, 2018 to Dec 31, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
		STANDARD INSURANCE COMPANY RB		378.08
12/21/18	22334	JAN 2019 PSCD EMPLOYEE LIFE INSURANCE EXPEN STANDARD INSURANCE COMPANY RQ	62.40	62.40
12/21/18	22335	JAN 2019 PSCD EMPLOYEE VISION INSURANCE EXP METLIFE GROUP BENEFITS	56.54	56.54
12/21/18	22336	EXTRA HEALTH INSURANCE FOR K JURASKY FOR COLONIAL LIFE	203.78	203.78
12/31/18	22337	JANITORIAL SERVICES FOR OCTOBER 2018 JAMILETH MOYA	350.00	350.00
12/31/18	22338	**VOID**VOID**		
12/31/18	22339	DEC 2018 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	268.93	268.93
12/31/18	22340	DEC 2018 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	262.39	262.39
12/31/18	22341	DEC 2018 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	367.65	367.65
12/31/18	22342	DEC 2018 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	267.45	267.45
12/11/18	DEBIT JR	HOME DEPOT - TOOLS COMPANY DEBIT CARD	28.41	28.41
12/13/18	DEBIT JR	USPS - POSTAGE STAMPS COMPANY DEBIT CARD	50.00	50.00
12/24/18	DEBIT JR	HOME DEPOT - ANT BAIT & LIGHT BULBS COMPANY DEBIT CARD	93.18	93.18
12/4/18	DEBIT KJ	AMAZON - BINDERS FOR TRUSTEES COMPANY DEBIT CARD	73.71	73.71
12/4/18	DEBIT KJ	GLOBAL INDUSTRIAL - RESTROOM BABY CHANGI COMPANY DEBIT CARD	231.10	231.10
12/8/18	DEBIT KJ	SEE'S CANDIES FOR TRUSTEES COMPANY DEBIT CARD	219.27	219.27
12/6/18	DEBIT KJ	USPS - POSTAGE STAMPS COMPANY DEBIT CARD	30.00	30.00
12/8/18	DEBIT KJ	ICLOUD: 200GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
12/4/18	DEBIT KJ	STAPLES - OFFICE SUPPLIES (PRINTER INK, PROTE COMPANY DEBIT CARD	287.71	287.71
12/13/18	DEBIT KJ	SUBWAY - GIFT CARD FOR JUAN BIRTHDAY	25.00	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Dec 1, 2018 to Dec 31, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
		COMPANY DEBIT CARD		25.00
12/13/18	DEBIT KJ	SPENCERS - BOT ANNUAL LUNCHEON COMPANY DEBIT CARD	301.71	301.71
12/18/18	DEBIT KJ	TOPS - 2018 FORM 1099s COMPANY DEBIT CARD	18.65	18.65
12/17/18	DEBIT KJ	AGUA CALIENTE - STAFF HOLIDAY LUNCH COMPANY DEBIT CARD	94.83	94.83
12/18/18	DEBIT KJ	STAPLES - INK CARTRIDGES & OTHER OFFICE SUP COMPANY DEBIT CARD	340.09	340.09
12/27/18	DEBIT KJ	STAPLES - OFFICE SUPPLIES COMPANY DEBIT CARD	41.40	41.40
12/7/18	EDD_TAX	SIT P/R 11/22/2018 TO 12/05/2018 PAID 12/07/2018 SDI P/R 11/22/2018 TO 12/05/2018 PAID 12/07/2018 EMPLOYMENT DEVELOPMENT DEPT	248.36 108.30	356.66
12/21/18	EDD_TAX	SIT P/R 12/06/2018 TO 12/19/2018 PAID 12/21/2018 SDI P/R 12/06/2018 TO 12/19/2018 PAID 12/21/2018 EMPLOYMENT DEVELOPMENT DEPT	367.48 148.81	516.29
12/21/18	EDD_TAX	SUI P/R 12/06/2018 TO 12/19/2018 PAID 12/21/2018 EMPLOYMENT DEVELOPMENT DEPT	55.67	55.67
12/7/18	EXPRESS_	FIT P/R 11/22/2018 TO 12/05/2018 PAID 12/07/2018 SOCIAL SECURITY P/R 11/22/2018 TO 12/05/2018 PAID MEDICARE P/R 11/22/2018 TO 12/05/2018 PAID 12/07/2 BANK OF AMERICA	805.39 1,342.84 314.07	2,462.30
12/21/18	EXPRESS_	FIT P/R 12/06/2018 TO 12/19/2018 PAID 12/21/2018 SOCIAL SECURITY P/R 12/06/2018 TO 12/19/2018 PAID MEDICARE P/R 12/06/2018 TO 12/19/2018 PAID 12/21/2 BANK OF AMERICA	945.98 1,873.19 438.09	3,257.26
12/7/18	FEES	P/R 11/22/2018 TO 12/05/2018 PAID 12/07/2018 CBIZ PAYROLL	71.26	71.26
12/21/18	FEES	P/R 12/06/2018 TO 12/19/2018 PAID 12/21/2018 CBIZ PAYROLL	106.41	106.41
	Total		76,956.98	76,956.98

PALM SPRINGS CEMETERY DISTRICT
Payroll Disbursement Journal-General Fund
For the Period From December 1, 2018 to December 31, 2018

Date	Reference	Employee	Amount
12/7/2018	4403	KATHLEEN JURASKY	2,308.50
12/7/2018	4404	JUAN F. REYNA	1,635.71
12/7/2018	4405	STEPHANIE C. LOZANO	1,238.87
12/7/2018	4406	SCOTT W. VICKREY	1,288.12
12/7/2018	4407	EDGAR F. ARCHILLA	1,422.01
12/17/2018	22305	JUAN F. REYNA	1,000.00
12/17/2018	22306	STEPHANIE C. LOZANO	500.00
12/17/2018	22307	SCOTT W. VICKREY	500.00
12/17/2018	22308	EDGAR F. ARCHILLA	400.00
12/21/2018	4413	KATHLEEN JURASKY	2,308.48
12/21/2018	4414	KATHLEEN JURASKY	400.00
12/21/2018	4415	JUAN F. REYNA	1,046.38
12/21/2018	4416	STEPHANIE C. LOZANO	1,238.88
12/21/2018	4417	STEPHANIE C. LOZANO	48.53
12/21/2018	4418	SCOTT W. VICKREY	1,280.77
12/21/2018	4419	EDGAR F. ARCHILLA	1,507.80
12/21/2018	4420	JANE ALCUMBRAC	164.05
12/21/2018	4421	WILLIAM G. KLEINDIENST	164.06
12/21/2018	4422	LYNN T. MALLOTTO	164.05
12/21/2018	4423	LENNY PEPPER	66.28
12/21/2018	4424	JAN M. PYE	164.06
12/1/18 thru 12/31/18			18,846.55

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP DECEMBER 2018

December Cash Disbursement Journal (Includes ACO listed below)	76,956.98
December Payroll Disbursement Journal	18,846.55
TOTAL PSCD DISBURSEMENTS	<u>95,803.53</u>
TOTAL GENERAL FUND EXPENDITURES	<u>95,803.53</u>
December Payment Voucher # 1623	30,545.96
December Payment Voucher # 1624	62,187.57
	<u>92,733.53</u>
Lot Repurchases:	
Thompson - check 22320	1,550.00
Martone - check 22321	120.00
Freidin - check 22324	1,400.00
	<u>3,070.00</u>
TOTAL ACO EXPENDITURES	<u>0.00</u>
PET CEMETERY DRAWDOWNS	<u>0.00</u>
Loan Amount:	25,000.00
Current Balance Remaining:	14,853.80
TOTAL DECEMBER 2018 DISBURSEMENTS	<u>95,803.53</u>

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
December 2018**

SALES

	Prior Months		December		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	29	0	7	0	36	0	26	0
Adult, A&B	30	0	1	0	31	0	27	0
Premium	33	0	7	0	40	0	62	0
Child	3	0	0	0	3	0	1	0
Cremation	15	0	2	0	17	0	11	0
Niche	15	0	1	0	16	0	10	0
TOTALS	125	0	18	0	143	0	137	0

LOT REPURCHASES

	Prior Months		December		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	2	0	3	0	5	0	3	0
Cremation	0	0	2	0	2	0	2	0
Niche	0	0	0	0	0	0	1	0
TOTALS	2	0	5	0	7	0	6	0

TOTAL INTERMENTS

	Prior Months		December		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	65	1	13	0	78	1	88	0
Child	3	0	0	0	3	0	1	0
Cremation	16	2	8	1	24	3	18	1
Niche	10	0	2	0	12	0	10	0
TOTALS	94	3	23	1	117	4	117	1

SATURDAY INTERMENTS

	Prior Months		December		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	6	0	3	0	9	0	2	0
Child	0	0	0	0	0	0	0	0
Cremation	3	0	1	1	4	1	2	0
Niche	0	0	0	0	0	0	1	0
TOTALS	9	0	4	1	13	1	5	0

SUNDAY INTERMENTS

	Prior Months		December		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	2	0	0	0	2	0	4	0
Child	0	0	0	0	0	0	0	0
Cremation	1	0	0	0	1	0	1	0
Niche	0	0	0	0	0	0	1	0
TOTALS	3	0	0	0	3	0	6	0

**PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE SIX MONTHS ENDING DECEMBER 31, 2018**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	25,690.00	17,010.00	8,680.00	128,235.00	144,325.00	(16,090.00)
MISC SPECIAL SET-UP	0.00	0.00	0.00	675.00	1,100.00	(425.00)
RETURNED CHECK BANK CHARGE	30.00	0.00	30.00	30.00	0.00	30.00
INTEREST RECEIVED	2.72	0.99	1.73	22.23	6.58	15.65
LAND LEASE	5,492.23	5,265.79	226.44	32,953.38	31,594.74	1,358.64
CREDIT CARD CONVEN FEE	201.83	574.64	(372.81)	2,351.44	1,933.44	418.00
SAT INTERMENT SURCHARGE	1,350.00	900.00	450.00	10,350.00	4,200.00	6,150.00
SUN INTERMENT SURCHARGE	0.00	0.00	0.00	3,000.00	5,300.00	(2,300.00)
WITNESS GRAVE CLOSING	700.00	400.00	300.00	4,550.00	4,650.00	(100.00)
TAX COLLECTIONS	46,865.74	119,708.78	(72,843.04)	55,697.13	130,533.49	(74,836.36)
VAULTS	1,295.00	730.00	565.00	5,380.00	5,095.00	285.00
CREMATION VAULTS	630.00	275.00	355.00	2,160.00	1,735.00	425.00
LINERS	1,440.00	1,050.00	390.00	9,265.00	10,050.00	(785.00)
GRAVE VASES	886.75	731.75	155.00	4,473.80	3,627.00	846.80
ENR SURCHARGE	3,910.00	1,350.00	2,560.00	22,230.00	19,610.00	2,620.00
LOT TRANSFERS	200.00	0.00	200.00	600.00	300.00	300.00
COUNTY INTEREST INCOME	0.00	150.98	(150.98)	254.49	430.35	(175.86)
HANDLING FEE	7,940.00	5,085.00	2,855.00	40,375.00	43,350.00	(2,975.00)
PRENEED CONTRACT SERVICE CHG	600.00	1,200.00	(600.00)	4,700.00	5,100.00	(400.00)
VASE/HDSTN SET & CLEAN	3,970.00	4,560.00	(590.00)	21,120.00	22,490.00	(1,370.00)
TOTAL REVENUE	101,204.27	158,992.93	(57,788.66)	348,422.47	435,430.60	(87,008.13)
EXPENSES						
REGULAR SALARIES	25,196.27	30,119.80	(4,923.53)	150,791.10	144,909.28	5,881.82
BOT MEETING COMPENSATION	897.95	897.95	0.00	6,106.06	5,746.88	359.18
BOT CONFERENCES	0.00	0.00	0.00	1,725.00	358.81	1,366.19
RETIREMENT/PENSION	1,166.42	2,108.39	(941.97)	9,958.05	10,021.19	(63.14)
FICA	1,608.03	1,913.29	(305.26)	9,663.88	9,276.95	386.93
MEDICARE	376.07	447.46	(71.39)	2,260.10	2,169.61	90.49
EMPLOYEE GROUP INSURANCE	11,114.09	5,618.55	5,495.54	37,816.99	33,708.52	4,108.47
RETIREE GROUP INSURANCE	2,331.39	1,169.28	1,162.11	8,065.89	6,603.20	1,462.69
UNEMPLOYMENT INSURANCE	55.67	55.67	0.00	378.57	356.30	22.27
WORKERS COMP INSURANCE	586.29	705.42	(119.13)	3,282.12	4,058.94	(776.82)
ELECTRICITY	3,899.73	6,569.30	(2,669.57)	30,549.67	31,711.86	(1,162.19)
TELEPHONE	701.77	656.50	45.27	4,017.82	4,030.03	(12.21)
WATER	4,897.03	3,149.91	1,747.12	27,511.85	21,414.47	6,097.38
COMMUNITY OUTREACH	0.00	112.00	(112.00)	664.13	941.27	(277.14)
VISA-MASTER CHG FEES	625.24	801.18	(175.94)	4,782.12	2,973.17	1,808.95
COUNTY SERVICE CHARGE	83.74	0.00	83.74	462.24	390.94	71.30
EDUCATION	0.00	0.00	0.00	254.99	0.00	254.99
GENERAL INSURANCE	1,494.09	1,372.75	121.34	8,964.54	8,236.50	728.04
LEGAL	3,659.50	42.00	3,617.50	6,005.50	1,596.00	4,409.50
LOT REPURCHASE	3,070.00	1,325.00	1,745.00	5,300.08	7,680.00	(2,379.92)
OFFICE EXPENSE	2,638.30	1,929.52	708.78	11,748.90	7,246.88	4,502.02
TRAVEL & CONVENTION	0.00	0.00	0.00	2,785.83	1,395.80	1,390.03
UNIFORMS & SAFETY EQUIPMENT	78.56	532.63	(454.07)	78.56	1,119.88	(1,041.32)
MTG EXP & SUPPLIES	594.69	0.00	594.69	1,084.74	0.00	1,084.74
AUDIT	0.00	0.00	0.00	6,750.00	6,800.00	(50.00)
ADVERTISING/PUBLICITY	255.40	187.00	68.40	1,292.40	2,012.00	(719.60)
MEMBERSHIP & DUES	3,962.00	3,033.00	929.00	4,875.36	3,358.39	1,516.97
AUTO TRUCK EXPENSE	0.00	0.00	0.00	1,059.64	789.44	270.20
LARGE EQUIPMENT REPAIRS	0.00	0.00	0.00	0.00	125.06	(125.06)
EQUIPMENT REPAIRS	0.00	0.00	0.00	225.00	40.00	185.00
IRRIGATION SYSTEM REPAIRS	491.83	0.00	491.83	1,500.87	1,158.09	342.78
FERTILIZER AND SEED	0.00	131.25	(131.25)	7,422.19	7,103.41	318.78
GASOLINE, OIL, TIRES	0.00	1,835.16	(1,835.16)	1,397.02	1,835.16	(438.14)
PLANT & BUILDING	2,370.65	1,193.10	1,177.55	10,718.48	9,435.73	1,282.75
TOOLS & SUPPLIES	132.03	8.87	123.16	338.20	820.41	(482.21)
GRAVE LINERS & VAULTS	4,957.36	0.00	4,957.36	15,852.73	12,513.68	3,339.05
GRAVE VASES	0.00	1,006.50	(1,006.50)	1,723.32	1,740.25	(16.93)
CONTRACT TREE/GARDEN MAINTNCE	19,445.74	19,748.00	(302.26)	98,353.80	98,306.36	47.44
CONTRACT BURIALS	1,392.00	0.00	1,392.00	4,002.00	2,784.00	1,218.00
SECURITY CAMERA EXPENSE	414.00	138.00	276.00	690.00	828.00	(138.00)
DMP GROUNDS SECURITY	725.00	725.00	0.00	4,350.00	4,350.00	0.00
TOTAL EXPENSES	(99,220.84)	(87,532.48)	(11,688.36)	(494,809.74)	(459,946.46)	(34,863.28)
NET CHANGE FROM OPERATIONS	1,983.43	71,460.45	(69,477.02)	(146,387.27)	(24,515.86)	(121,871.41)
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	1,490.08	0.00	1,490.08	28,865.08	30,000.00	(1,134.92)
TOTAL OTHER REVENUE & EXPENSE	1,490.08	0.00	1,490.08	28,865.08	30,000.00	(1,134.92)
NET CHANGE	3,473.51	71,460.45	(67,986.94)	(117,522.19)	5,484.14	(123,006.33)

PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE SIX MONTHS ENDING DECEMBER 31, 2018

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
REVENUE						
OPEN AND CLOSE	25,690.00	25,374.00	316.00	128,235.00	304,485.00	(176,250.00)
MISC SPECIAL SET-UP	0.00	233.00	(233.00)	675.00	2,800.00	(2,125.00)
RETURNED CHECK BANK CHARGE	30.00	4.00	26.00	30.00	50.00	(20.00)
INTEREST RECEIVED	2.72	3.00	(0.28)	22.23	35.00	(12.77)
LAND LEASE	5,492.23	5,492.00	0.23	32,953.38	65,907.00	(32,953.62)
CREDIT CARD CONVEN FEE	201.83	383.00	(181.17)	2,351.44	4,600.00	(2,248.56)
SAT INTERMENT SURCHARGE	1,350.00	1,506.00	(156.00)	10,350.00	18,075.00	(7,725.00)
SUN INTERMENT SURCHARGE	0.00	823.00	(823.00)	3,000.00	9,870.00	(6,870.00)
WITNESS GRAVE CLOSING	700.00	983.00	(283.00)	4,550.00	11,800.00	(7,250.00)
TAX COLLECTIONS	46,865.74	26,945.00	19,920.74	55,697.13	323,339.00	(267,641.87)
VAULTS	1,295.00	1,346.00	(51.00)	5,380.00	16,150.00	(10,770.00)
CREMATION VAULTS	630.00	0.00	630.00	2,160.00	0.00	2,160.00
LINERS	1,440.00	1,834.00	(394.00)	9,265.00	22,005.00	(12,740.00)
GRAVE VASES	886.75	717.00	169.75	4,473.80	8,600.00	(4,126.20)
MEMORIAL WALL INCOME	0.00	17.00	(17.00)	0.00	200.00	(200.00)
ENR SURCHARGE	3,910.00	3,804.00	106.00	22,230.00	45,650.00	(23,420.00)
LOT TRANSFERS	200.00	125.00	75.00	600.00	1,500.00	(900.00)
COUNTY INTEREST INCOME	0.00	13.00	(13.00)	254.49	150.00	104.49
HANDLING FEE	7,940.00	7,857.00	83.00	40,375.00	94,289.00	(53,914.00)
PRENEED CONTRACT SERVICE CHG	600.00	975.00	(375.00)	4,700.00	11,700.00	(7,000.00)
VASE/HDSTN SET & CLEAN	3,970.00	4,039.00	(69.00)	21,120.00	48,465.00	(27,345.00)
TOTAL REVENUE	101,204.27	82,473.00	18,731.27	348,422.47	989,670.00	(641,247.53)
EXPENSES						
REGULAR SALARIES	25,196.27	25,762.00	(565.73)	150,791.10	309,141.00	(158,349.90)
BOT MEETING COMPENSATION	897.95	1,122.00	(224.05)	6,106.06	13,469.00	(7,362.94)
BOT CONFERENCES	0.00	333.00	(333.00)	1,725.00	4,000.00	(2,275.00)
BOT TRAVEL & EXPENSES	0.00	375.00	(375.00)	0.00	4,500.00	(4,500.00)
TEMPORARY HELP	0.00	333.00	(333.00)	0.00	4,000.00	(4,000.00)
RETIREMENT/PENSION	1,166.42	1,723.00	(556.58)	9,958.05	20,675.00	(10,716.95)
FICA	1,608.03	1,646.00	(37.97)	9,663.88	19,752.00	(10,088.12)
MEDICARE	376.07	348.00	28.07	2,260.10	4,176.00	(1,915.90)
EMPLOYEE GROUP INSURANCE	11,114.09	6,602.00	4,512.09	37,816.99	79,220.00	(41,403.01)
RETIREE GROUP INSURANCE	2,331.39	0.00	2,331.39	8,065.89	0.00	8,065.89
UNEMPLOYMENT INSURANCE	55.67	283.00	(227.33)	378.57	3,395.00	(3,016.43)
WORKERS COMP INSURANCE	586.29	694.00	(107.71)	3,282.12	8,333.00	(5,050.88)
ELECTRICITY	3,899.73	4,771.00	(871.27)	30,549.67	57,251.00	(26,701.33)
TELEPHONE	701.77	667.00	34.77	4,017.82	8,000.00	(3,982.18)
WATER	4,897.03	2,917.00	1,980.03	27,511.85	35,000.00	(7,488.15)
COMMUNITY OUTREACH	0.00	333.00	(333.00)	664.13	4,000.00	(3,335.87)
VISA-MASTER CHG FEES	625.24	642.00	(16.76)	4,782.12	7,700.00	(2,917.88)
RETURNED CHECK	0.00	4.00	(4.00)	0.00	50.00	(50.00)
COUNTY SERVICE CHARGE	83.74	100.00	(16.26)	462.24	1,200.00	(737.76)
EDUCATION	0.00	50.00	(50.00)	254.99	600.00	(345.01)
GENERAL INSURANCE	1,494.09	1,573.00	(78.91)	8,964.54	18,873.00	(9,908.46)
LEGAL	3,659.50	583.00	3,076.50	6,005.50	7,000.00	(994.50)
LOT REPURCHASE	3,070.00	542.00	2,528.00	5,300.08	6,500.00	(1,199.92)
OFFICE EXPENSE	2,638.30	1,458.00	1,180.30	11,748.90	17,500.00	(5,751.10)
TRAVEL & CONVENTION	0.00	917.00	(917.00)	2,785.83	11,000.00	(8,214.17)
UNIFORMS & SAFETY EQUIPMENT	78.56	100.00	(21.44)	78.56	1,200.00	(1,121.44)
MTG EXP & SUPPLIES	594.69	25.00	569.69	1,084.74	300.00	784.74
CONTRIBUTIONS	0.00	42.00	(42.00)	0.00	500.00	(500.00)
AUDIT	0.00	658.00	(658.00)	6,750.00	7,900.00	(1,150.00)
ADVERTISING/PUBLICITY	255.40	833.00	(577.60)	1,292.40	10,000.00	(8,707.60)
MEMBERSHIP & DUES	3,962.00	383.00	3,579.00	4,875.36	4,600.00	275.36
AUTO TRUCK EXPENSE	0.00	83.00	(83.00)	1,059.64	1,000.00	59.64
LARGE EQUIPMENT REPAIRS	0.00	292.00	(292.00)	0.00	3,500.00	(3,500.00)
EQUIPMENT REPAIRS	0.00	42.00	(42.00)	225.00	500.00	(275.00)
IRRIGATION SYSTEM REPAIRS	491.83	833.00	(341.17)	1,500.87	10,000.00	(8,499.13)
FERTILIZER AND SEED	0.00	896.00	(896.00)	7,422.19	10,750.00	(3,327.81)
GASOLINE, OIL, TIRES	0.00	458.00	(458.00)	1,397.02	5,500.00	(4,102.98)
PLANT & BUILDING	2,370.65	1,750.00	620.65	10,718.48	21,000.00	(10,281.52)
ROAD MAINTENANCE	0.00	6,208.00	(6,208.00)	0.00	74,500.00	(74,500.00)
TOOLS & SUPPLIES	132.03	250.00	(117.97)	338.20	3,000.00	(2,661.80)
GRAVE LINERS & VAULTS	4,957.36	2,934.00	2,023.36	15,852.73	35,200.00	(19,347.27)
GRAVE VASES	0.00	325.00	(325.00)	1,723.32	3,900.00	(2,176.68)
CONTRACT TREE/GARDEN MAINTNCE	19,445.74	19,748.00	(302.26)	98,353.80	236,976.00	(138,622.20)
CONTRACT BURIALS	1,392.00	732.00	660.00	4,002.00	8,775.00	(4,773.00)
SECURITY CAMERA EXPENSE	414.00	213.00	201.00	690.00	2,550.00	(1,860.00)
DMP GROUNDS SECURITY	725.00	725.00	0.00	4,350.00	8,700.00	(4,350.00)
TOTAL EXPENSES	99,220.84	91,308.00	7,912.84	494,809.74	1,095,686.00	(600,876.26)
NET CHANGE FROM OPERATIONS	1,983.43	(8,835.00)	10,818.43	(146,387.27)	(106,016.00)	(40,371.27)
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	1,490.08	7,042.00	(5,551.92)	28,865.08	84,500.00	(55,634.92)
NET CHANGE	3,473.51	(1,793.00)	5,266.51	(117,522.19)	(21,516.00)	(96,006.19)

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2018**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	16,755.00	25,700.00	(8,945.00)	116,170.00	118,255.00	(2,085.00)
CURRENT INTEREST & DIVIDENDS	4,076.63	1,104.03	2,972.60	10,380.05	5,818.87	4,561.18
COUNTY INTEREST INCOME	0.00	111.42	(111.42)	450.02	1,499.48	(1,049.46)
GAIN/INVEST FAIR VALUE INCREAS	(3,267.42)	(3,248.20)	(19.22)	(7,228.58)	(5,379.41)	(1,849.17)
TOTAL REVENUE	17,564.21	23,667.25	(6,103.04)	119,771.49	120,193.94	(422.45)
	<u>17,564.21</u>	<u>23,667.25</u>	<u>(6,103.04)</u>	<u>119,771.49</u>	<u>120,193.94</u>	<u>(422.45)</u>
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	(28.78)	28.78	2,289.74	1,277.70	1,012.04
COUNTY SERVICE CHARGE	0.00	2.72	(2.72)	0.00	2.72	(2.72)
TOTAL EXPENSES	0.00	26.06	(26.06)	(2,289.74)	(1,280.42)	(1,009.32)
	<u>0.00</u>	<u>26.06</u>	<u>(26.06)</u>	<u>(2,289.74)</u>	<u>(1,280.42)</u>	<u>(1,009.32)</u>
NET CHANGE FROM OPERATIONS	17,564.21	23,693.31	(6,129.10)	117,481.75	118,913.52	(1,431.77)
	<u>17,564.21</u>	<u>23,693.31</u>	<u>(6,129.10)</u>	<u>117,481.75</u>	<u>118,913.52</u>	<u>(1,431.77)</u>
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	(8,830.00)	0.00	(8,830.00)	(13,530.00)	(6,595.00)	(6,935.00)
REVENUE TRANSFER OUT	0.00	0.00	0.00	25,500.00	30,000.00	(4,500.00)
TOTAL OTHER REVENUE & EXPENSE	(8,830.00)	0.00	(8,830.00)	11,970.00	23,405.00	(11,435.00)
	<u>(8,830.00)</u>	<u>0.00</u>	<u>(8,830.00)</u>	<u>11,970.00</u>	<u>23,405.00</u>	<u>(11,435.00)</u>
NET CHANGE	26,394.21	23,693.31	2,700.90	105,511.75	95,508.52	10,003.23
	<u>26,394.21</u>	<u>23,693.31</u>	<u>2,700.90</u>	<u>105,511.75</u>	<u>95,508.52</u>	<u>10,003.23</u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2018**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	60.00	(60.00)	190.00	120.00	70.00
ENDOWMENT CARE DEPOSITS	11,885.47	16,768.87	(4,883.40)	85,256.33	100,509.66	(15,253.33)
CURRENT INTEREST & DIVIDENDS	8,234.37	5,837.61	2,396.76	46,240.92	21,964.85	24,276.07
COUNTY INTEREST INCOME	0.00	542.51	(542.51)	352.71	5,583.05	(5,230.34)
GAIN/INVEST FAIR VALUE INCREAS	(2,595.34)	(12,673.40)	10,078.06	(8,253.75)	(17,822.43)	9,568.68
TOTAL REVENUE	17,524.50	10,535.59	6,988.91	123,786.21	110,355.13	13,431.08
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	(136.83)	136.83	13,980.93	8,756.56	5,224.37
TOTAL EXPENSES	0.00	(136.83)	136.83	13,980.93	8,756.56	5,224.37
NET CHANGE	17,524.50	10,672.42	6,852.08	109,805.28	101,598.57	8,206.71

**PRENEED FUND
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2018**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	6,947.06	11,334.47	(4,387.41)	45,652.85	82,699.23	(37,046.38)
CURRENT DEFERRED REVENUE	4,521.85	11,846.52	(7,324.67)	51,023.82	85,554.54	(34,530.72)
CURRENT INTEREST & DIVIDENDS	6,302.16	1,489.14	4,813.02	19,854.64	7,873.57	11,981.07
COUNTY INTEREST INCOME	0.00	338.27	(338.27)	325.42	4,838.42	(4,513.00)
GAIN/INVEST FAIR VALUE INCREAS	(3,880.61)	(4,528.50)	647.89	(9,344.39)	(9,116.05)	(228.34)
TOTAL REVENUE	13,890.46	20,479.90	(6,589.44)	107,512.34	171,849.71	(64,337.37)
EXPENSES						
INVESTMENT FEES	0.00	(53.70)	53.70	4,554.21	1,933.51	2,620.70
COUNTY SERVICE CHARGES	0.00	0.34	(0.34)	0.00	0.34	(0.34)
LOSS ON TRANSFER (INTER COSTS)	2,108.24	0.00	2,108.24	3,276.06	4,318.80	(1,042.74)
SALES TRANSFR OUT (PRIOR YR)	8,830.00	0.00	8,830.00	15,405.00	6,595.00	8,810.00
TOTAL EXPENSES	10,938.24	(53.36)	10,991.60	23,235.27	12,847.65	10,387.62
NET CHANGE	2,952.22	20,533.26	(17,581.04)	84,277.07	159,002.06	(74,724.99)

CONFERENCE LOCATION
Embassy Suites Monterey Bay
1441 Canyon Del Rey
Seaside, California 93955

Make your hotel reservations directly to the Embassy Suites Hotel. The hotel is charging CAPC guests \$ 202.83 (Tax included) single/double occupancy per night.

For Reservations Call (800) 362-2779 or the hotel directly at (831) 393-1115 mention group code CPC.

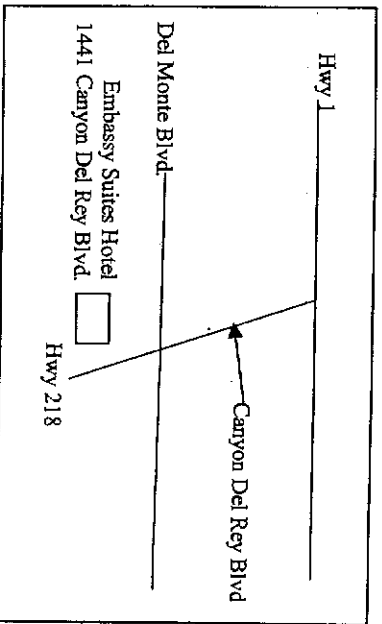
The hotel is holding a block of rooms for us until Monday, February 4, 2019.

Hotel check-in time is 4:00 p.m. and check-out time is 11:00 a.m. Hotel room rate includes cooked-to-order breakfast each day. Free standard guestroom WiFi for all Hilton Honors Members. All others \$ 5.00 per day. Self parking is \$5.00 per night.

For additional information call the CAPC office at (951) 925-1111 or toll free (888) 344-9858.

MAKE YOUR HOTEL RESERVATIONS
TODAY

Directions to Embassy Suites Hotel



California Association
of
Public Cemeteries



61st

Annual Conference
March 7 - 9, 2019

Embassy Suites
Monterey Bay
1441 Canyon Del Rey
Seaside, CA 93955

CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES

61st ANNUAL CONFERENCE
March 7 - 9, 2019

REGISTRATION

Name _____ Position _____

Guest Name _____

District _____

Address _____

City/State/Zip _____

First time attendee at CAPC event, Yes _____ No _____
Please complete separate registration for each attendee and return with payment no later than Friday, February 8, 2019. No Refunds will be made on cancellations received in the CAPC office after Friday, February 8, 2019.

Registration Fee (For One Person): \$ 420.00
 Registration for Non Member: \$ 520.00

Includes:

- Thursday Evening Hospitality
- Friday Buffet Lunch
- Friday Plated Dinner (Special: _____ Vegetarian Dinner)
- Saturday Buffet Lunch
- Saturday Plated Awards Dinner (Special: _____ Vegetarian Dinner) (*See meal menu below)
- Guest Friday Buffet Lunch @ \$ 44.00 each \$ _____
- *Seasonal Deli Buffet
- Guest Friday Dinner Plated @ \$ 71.00 each \$ _____
- (Special: _____ Vegetarian Dinner)
- *Baby Greens Salad/Chicken Involtini/Carrot Cake
- Guest Saturday Buffet Lunch @ \$ 52.00 each \$ _____
- *Southern Comfort Buffet
- Guest Saturday Awards Dinner @ \$ 70.00 each \$ _____
- (Special: _____ Vegetarian Dinner)
- *Spinach Caprese Salad/Grilled Tri-Tip/Chocolate Mousse
- Hospitality Co-Sponsor (Optional) \$ 50.00 to \$ 99.00 Silver \$ _____
- \$ 100.00 to \$ 199.00 Gold \$ _____
- \$ 200 and up Platinum \$ _____

Total Enclosed: \$ _____

Send completed registration and check to:
 California Association of Public Cemeteries Phone: 951-925-1111
 P.O. Box 119 Toll Free (CA) 888-344-9858
 San Jacinto, CA 92581 Fax 951-652-3643

Scholarship applications from CAPC member districts are being accepted until January 18, 2019 for Scholarships to attend the conference. Contact CAPC.

Conference Agenda

Thursday, March 7, 2019

- 6:00-9:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 8:00 a.m. Exhibitors set-up displays
- 8:00 a.m. **Annual Golf Tournament - Pacific Grove Golf Links**
- 3:00-5:00 p.m. Board of Directors Meeting - Observers Welcome
- 4:30-6:30 p.m. Registration Desk Open
- 5:30-7:00 p.m. **Hospitality in Exhibitors Showroom**

Friday, March 8, 2019

- 6:00-9:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 7:15 a.m. Registration Desk Opens
- 8:00 a.m. Call To Order—Pledge of Allegiance
- 8:15 a.m. Welcome/Program Introductions
- 8:30 a.m. Featured Cemetery: Galt-Arno Cemetery District
- 8:30 a.m. Presented by Belinda Ellis, Administrator
- 8:30 a.m. Avoiding Employee Lawsuits: Presented by Mark Velasquez
- 8:30 a.m. of Best Best & Krieger
- 10:30 a.m. Break - Visit Exhibits
- 11:00 a.m. Work Place Violence, What to Look for and Having a plan of Action: Presented by Damon Wasson, Deputy Chief of Police, City of Soledad Police Department

Noon

- 1:20 p.m. "Donation Drawing"
- 1:30 p.m. Harassment Prevention Training: Presented by Dennis Timoney, Chief Risk Officer, SDRMA
- 3:30 p.m. Adjoin - Visit Exhibits - Cash Door Prize
- 6:00 p.m. Dinner and Door Prizes

Saturday, March 9, 2019

- 7:00-10:30 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 7:30 a.m. Registration Desk Opens
- 8:00 a.m. Breakout Discussion Sessions: Trustees-Managers/Secretaries
- 8:00 a.m. Break: Visit Exhibits
- 10:00 a.m. Recap - Discussion Sessions
- 10:30 a.m. Governing the Unruly - How to Respond to Complaints from the Public: Presented by Karen O'Neil of Kirk & Simas
- 10:40 a.m. Lunch
- Noon "Donation Drawing"
- 1:20 p.m. Annual Meeting - Board of Directors Election
- 1:30 p.m. Legislative Update: Presented by CAPC's Legislative Committee
- 2:30 p.m. Adjoin "Grand Prize Drawing"
- 3:30 p.m. Board of Directors Meeting-Election of Officers
- 4:00 p.m. Annual Awards Dinner: "Honorary Membership"
- 6:00 p.m. "Presidents' Award"
- "Manager of the Year" / "Trustee of the Year"
- "Ruben Siemens-Wayne Byington Memorial Award"
- "Cemeterian of the Year"

CAPC CONFERENCE HIGHLIGHTS

Who should attend: Trustees, Managers, Secretaries and employees interested in increasing their knowledge of public cemetery district governance, operation and administration.

Featuring:

- **Avoiding Employee Lawsuits:** Your District is more likely to face a lawsuit from an employee than from any other source. This session will focus on the key reasons why one of your employees may sue the District, the types of causes of actions an employee can bring against the District, and things that you can do to minimize the chance of a lawsuit.

- **Work Place Violence, What to Look for and Having a plan of Action:** How to prepare for the unexpected.

- **Harassment Prevention Training:** Dennis Timoney, from SDRMA brings current harassment prevention information essential for meeting Federal and State laws.

- **Governing the Unruly, How to Respond to Complainants from the Public:** This topic will discuss best practices for interacting with your constituents at trustee meetings, in the public, and in social media. This presentation will also briefly review the Public Records Act and make recommendations for decorum policies and practices.

- **State Legislation:** Hear the up-to-date legislative information that affects public cemetery districts.

- **Problem Solving:** Trustees, Managers/Secretaries Workshops provide the opportunity to share information and ask questions about problems that are common to other districts.

- **Exhibitors of cemetery:** Equipment, supplies, computer programs, liability/property & workers' compensation insurance and much more.

- **Door Prizes:** Traditionally, Districts bring door prizes that are common to their area of the state. These are distributed to attendees at the evening events.

- **Grand Door Prize:** A drawing for the Grand Door Prize will be held at the end of the conference programs on Saturday afternoon. You have to be present to win.

“AND MUCH MORE”

Special Events:

Thursday, March 7, 2019:

- **CAPC Annual Golf Tournament - Pacific Grove Golf Links**
- **Hospitality:** Don't miss the Thursday evening hospitality from 5:30 p.m. - 7:00 p.m. Co-Sponsored by CAPC, Participating Districts and Exhibitors. There will be a tempting variety of hors d'oeuvres, and fellowship with other cemeteryans from districts throughout the state.

- Districts and Exhibitors are encouraged to help make this another successful event. All co-sponsors funds collected will be used for the Thursday evening hospitality.

- **Recognition for Hospitality Co-Sponsors:**

- \$ 50.00 to \$ 99.00 Silver
- \$ 100.00 to \$ 199.00 Gold
- Over \$ 199.00 Platinum

Friday, March 8, 2019:

Join us for a relaxing Dinner

Saturday, March 9, 2019:

Saturday evening will be our annual awards dinner which will include announcing the selection of the Honorary Membership, President's Award, Trustee & Manager of the Year, Cemeteryan of the Year and Ruben Siemens-Wayne Byrington Memorial Awards.

“Donated Door Prizes

are encouraged and appreciated”

Drawings for door prizes donated by Districts and Exhibitors

will be held at

Friday and Saturday evening events.

California Association of Public Cemeteries

Trustee of the Year Award

Manager of the Year Award

Nominations are being accepted by the CAPC Awards Committee for selection of the "Trustee and Manager of the Year" for 2019.

Trustee of the Year

This award will be given to a trustee who has been nominated by his/her district for exceptional performance on behalf of the cemetery district. A committee appointed by the president will select the winning recipient.

Areas to be considered for the award are:

- Commitment of time and energy to working with others to improve and enhance their district.
- Developed new approaches, methods and systems to improve organizational effectiveness.
- Demonstrated imagination and creativity in finding solutions to problems and fostered changes that have benefitted their district.
- Developed a plan to achieve excellence within their district.

The nominee shall have served on a board of a public cemetery district for not less than four (4) years or one (1) full term, and is currently serving as a Trustee or recently retired within the past 12 months.

Any CAPC member district may submit a nominee from their district for consideration by the Awards Committee.

Manager of the Year

This award will be given to a manager who has been nominated by his/her district for innovative costs savings, beautification of the cemetery, etc.... A committee appointed by the president will select the winning recipient.

Areas to be considered for the award are:

- A manager who has gone above their job description to understand and meet the immediate as well as underlying needs of their district.
- Act as role model, displaying a positive and professional image at all times.
- Does whatever it takes to accomplish a task.
- Demonstrates a commitment to providing a positive, supportive and welcoming environment, bringing out the best in other individuals recognizing the potential in every employee.
- An individual that understands the financial concerns of their cemetery district and continually has ideas to keep expenses down, and at the same time allow their district to continue to improve, grow and expand.

The nominee shall have served as a district manager for not less than two (2) years, and is currently serving as a Manager or recently retired within the past 12 month.

Any CAPC member district may submit a nominee from their district for consideration by the Awards Committee.

Nominations and supporting material must be received by the CAPC office no later than January 31, 2019.

RESOLUTION NO. 1-2019

**A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT
BOARD OF TRUSTEES ADOPTING PAID LEAVE POLICIES**

WHEREAS, the Palm Springs Cemetery District (the "District") is a 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 District, govern the District, and establish policies for the operation 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 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 the District's paid leave policies for certain legal and practicable reasons.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Palm Springs Cemetery District as follows:

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Adoption of Paid Leave Policies.

That the following paid leave policies are hereby adopted:

Vacation Leave

A full-time employee is entitled to use paid vacation leave only after the anniversary date of his/her first full year of continuous full-time employment with the District. Part-time, hourly, temporary and seasonal employees are not entitled to paid vacation leave.

The rate of pay for paid vacation leave for a full-time employee shall be the same as the employee's regular rate of pay for the workweek in which the paid vacation leave is taken. Authorized used paid vacation leave will be paid in the next regular payroll period after the authorized paid vacation leave was taken. Employees shall not be entitled to any advancements of paid vacation leave prior to the time such paid vacation leave is duly earned pursuant to this policy.

Commencing on the date of completion of an employee's first six work months of continuous full-time employment with the District, the employee shall earn paid vacation leave for each work week in which the employee works a full-time eight hour work day each day, pursuant to the following schedule:

Years of Service	Hours Accrued Monthly	Days Per Year
6 months through 5th Year	8	12
6 th Years through 10 th Year	10	15
11 th Year	12.67	19
12 th Year through Separation	13.34	20

If an employee has accumulated 160 work hours (20 workdays) of unused paid vacation leave pursuant to this policy for any given year, the employee shall not be entitled to earn any paid vacation leave for that year, until such time the employee reduces his/her total accumulated unused paid vacation leave below the 160 work hours (20 workdays) maximum accumulated limit. At no time shall an employee be entitled to any retroactive paid vacation leave after reducing his/her hours below the maximum accumulated limit.

Employees must use paid vacation leave in minimum increments of one work hour. Employees are required to use at least 40 work hours (one workweek) but not more than 120 work hours (three workweeks) of paid vacation leave during any given year of employment, unless otherwise approved by the District Manager under special circumstances and provided that the additional vacation leave will not disrupt the general business operations of the District.

Employees may carry over a maximum of 24 work hours (three workdays) of unused earned paid vacation leave to the following year of employment provided that the amount of accumulated unused paid vacation leave during that following year will not exceed 160 work hours (20 workdays). Any unused earned vacation leave that is not carried over to the following year is compensable at the end of each year of

employment. After accumulating 160 work hours (20 workdays) of unused paid vacation leave, the employee shall not be entitled to earn any paid vacation leave for that year,

until such time the employee reduces his/her total accumulated unused paid vacation leave below the 160 work hours (20 workdays) maximum accumulated limit. At no time shall an employee be entitled to any retroactive paid vacation leave after reducing his/her hours below the maximum accumulated limit.

Requests to use paid vacation leave shall be made in writing and submitted to the District Manager at least 14 calendar days in advance of the employee's scheduled vacation. The District Manager may waive the 14 calendar days advance notice under special circumstances, provided that the reduced notice time does will result in the disruption of the general business operations of the District.

The District Manager shall approve written requests for vacation based on seniority by December 31. In addition, a request to use paid vacation leave may be denied for the following reasons: (a) the request was not submitted in a timely manner as set forth in this policy; (b) the vacation leave requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee; (c) there will be insufficient employee coverage during the vacation leave requested; (d) the employee lacks enough earned vacation leave to cover the amount of vacation leave requested; (e) the employee has taken 30 or more working days off during the current year of employment for other purposes; or (f) part of the paid vacation leave requested falls within three days of a paid holiday.

The rate of pay for the final payment of unused earned paid vacation leave for an employee shall be the same as the employee's regular rate of pay for the workweek at the time of the employee's separation or termination of employment with the District.

Holiday Leave

A full-time employee is eligible to receive paid holiday leave only after the anniversary date of his/her first six months of continuous full-time employment with the District. Part-time, temporary and seasonal employees are not entitled to paid holiday leave.

The rate of pay for paid holiday leave shall be the same as the employee's regular rate of pay for the workday the paid holiday leave is taken. Non-exempt employees must work on their scheduled workdays before and after a holiday in order to be entitled to holiday pay for the subject holiday, unless otherwise approved by the District Manager. An employee whose last day of employment with the District precedes the day of a paid holiday shall not be entitled to compensation for any subsequent paid holiday. Authorized used paid holiday leave will be paid in the next regular payroll period after the authorized paid holiday leave was taken. An employee shall not be entitled to any advancements of paid holiday leave prior to the day of the subject holiday. Holiday pay shall not be considered earned income like vacation leave.

Paid holidays include the following:

Holiday	Paid Day Off ⁽ⁱ⁾
New Year's Day	January 1 ⁽ⁱⁱ⁾
Martin Luther King Jr.'s Day	Third Monday in February
Presidents' Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 ⁽ⁱⁱ⁾
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas	December 25 ⁽ⁱⁱ⁾

⁽ⁱ⁾ An employee is entitled to compensation for the paid holiday even if the holiday falls on a day during the employee's vacation period.

⁽ⁱⁱ⁾ If the holiday falls on a Saturday, the preceding Friday shall be recognized as the paid day off for the subject holiday. If the holiday falls on a Sunday, the following Monday shall be recognized as the paid day off for the subject holiday.

An employee may be required to work on holidays. Work on a holiday shall be paid at a rate 1 ½ times the employee's regular rate of pay. Employee shall not be entitled to the payment of any additional overtime pay or other premium pay for working on a holiday, unless the time the employee works on the holiday exceeds 12 hours or is in excess of 8 hours on the seventh consecutive day of work in a workweek, which would entitle the employee to be compensated at a rate twice the employee's regular rate of pay.

Sick Leave

Paid sick leave may be used for diagnosis, care or treatment of an existing health condition of, or preventive care for the employee. Employees may also use paid sick leave to care for the employee's child, parent (including parent-in-law), spouse, registered domestic partner, grandparent, grandchild or sibling. Paid sick leave may also be used by an employee who is the victim of domestic violence, sexual assault or stalking.

An employee is only entitled to use paid sick leave beginning on his/her 90th day of employment.

Employees shall use a minimum of at least two work hours of paid sick leave at a time. Employees may not use more than 96 work hours (12 work days) of paid sick leave in any given year.

Employees shall make a verbal or written request to use paid sick leave as soon as practicable. If the employee's need to use paid sick leave is foreseeable in the future, the employee shall provide the District Manager with reasonable advance notice. No medical certification or doctor's note is required to verify an employee's request to use paid sick leave.

The rate of pay for paid sick leave for an employee shall be the same as the employee's regular rate of pay for the workweek in which the paid sick leave is taken. Authorized used paid sick leave will be paid in the next regular payroll period after the authorized paid sick leave was taken. Employees shall be entitled to payment of any accumulated unused paid sick leave upon termination/separation of employment with the District.

Commencing on the first day of employment, employees shall accrue 8 working hours (one day) per month per year of employment, provided that the employee has not accumulated 96 work hours (twelve work days) or more of unused paid sick leave for the given year.

Employees may carry over any unused paid sick leave to the following year of employment provided that the amount of accumulated unused paid sick leave during that following year will not exceed 96 work hours (twelve work days). After accumulating 96 work hours (twelve work days) of unused paid sick leave during any given year, the employee shall not be entitled to accrue any additional paid sick leave for that year, unless the employee reduces his/her total accumulated unused paid sick leave at or below the 96 work hours (twelve work days) maximum accumulated limit.

Bereavement Leave

In the event of a death in the immediate family of an employee or the employee's spouse, domestic partner or significant other, the employee will be provided up to three (3) consecutive working days off with pay to attend to any matters related to the death. For purposes of this policy, immediate family includes a spouse, domestic partner, significant other, parent, grandparent, grandchild, child, sibling, blood relative living with the employee, stepparents, step grandparents and stepsiblings. A one-day leave with pay will be provided in the event of the death of an aunt, uncle, niece, nephew, or cousin.

The employee will be paid at his/her regular rate of pay at the time the bereavement leave is taken, upon providing satisfactory evidence to the District Manager to support the bereavement leave claim. If an employee requires more than three (3) days of bereavement leave, the employee may use unused personal time off and vacation leave, subject to the prior approval of the District Manager.

Birthday Leave

Commencing on the date of completion of an employee's first six months of continuous full-time employment with the District, an employee may take a single paid workday off for employee's birthday. Part-time, hourly, temporary and seasonal employees are not entitled to a paid birthday off.

An employee will be compensated for eight work hours (one workday) of paid time off at the employee's regular rate of pay for the workweek in which his/her birthday falls only if the employee takes his/her birthday off. The time off provided for birthdays shall not be treated as earned income; as such, employees shall not be entitled to be compensated for any birthday time off that is not used. Nor will an employee be entitled to any additional compensation solely because he/she chooses to work on his/her birthday.

Should the employee's birthday fall on a Saturday or Sunday the employee may take either the preceding Friday or the following Monday as birthday time off.

Birthday Time Off can be used in conjunction with vacation or personal time off with prior approval of the District Manager.

Employees may not carry over any unused birthday time off to the following year of employment.

Requests to take a paid birthday off pursuant to this policy shall be made in writing and submitted to the District Manager at least ten business days in advance of the employee's birthday.

A request to take a paid birthday off on the employee's actual birthday may be denied for any of the following reasons: (a) the request was not submitted in a timely manner as set forth in this section; (b) the employee has taken 30 or more working days off during the current year of employment for other purposes; (c) the date requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee, in which case the employee may take off an alternative workday approved by the District Manager; or (d) there will be insufficient employee coverage on the employee's birthday, in which case the employee may take off an alternative workday approved by the District Manager.

Administrative Leave

Administrative leave which is a leave of absence with pay may be granted to exempt employees by the District Manager in recognition of work performed in excess of the employee's normal work hours and outside an employee's normal work schedule.

Paid Time Off (PTO) Leave

After completing the six (6) month probationary period with the District, a full-time employee is eligible to receive 32 work hours (4 workdays) Paid Time Off (PTO) leave on the first year anniversary of his/her employment with the District, and every annual anniversary date thereafter. Part-time, temporary and seasonal employees are not entitled to PTO leave. The amount of PTO leave an employee may receive every annual anniversary date shall be equivalent to the difference be equivalent to the amount of accumulated PTO leave less 64 work hours (8 workdays), up to a maximum of 32 work hours (4 workdays).

PTO leave may be rolled over to the following year of employment, but the employee shall not accumulate more than 64 work hours (8 workdays) of PTO per any given year of employment. Upon reaching 64 work hours (8 workdays) of accumulated PTO, the employee shall not be eligible to receive any additional PTO leave.

The rate of pay for PTO for an eligible full-time employee shall be the same as the employee's regular rate of pay for the workweek in which the PTO leave is taken. Authorized used PTO leave will be paid in the next regular payroll period after the authorized PTO leave was taken. Employees shall not be entitled to any advancements of PTO pay.

Employees may not use more than 64 work hours (8 workdays) of PTO leave in any given year and PTO may not be used in conjunction with any other leave, unless otherwise provided in this Employment Handbook.

Jury Duty

If an employee is called to serve on jury duty, the employee shall notify the District Manager as soon as reasonably possible. All regular full-time employees will be paid their regular wages while on jury duty (less amounts received from other sources for the jury duty), up to a maximum of five (5) days each calendar year. Employees may use available vacation, personal leave, or any other compensatory time off to compensate for otherwise unpaid service as a juror in a court proceeding. However, in no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on a jury. Evidence of jury duty attendance must be presented to the District Manager.

Voting Time

An employee may take the necessary time off to vote in a statewide election. An employee is entitled to a maximum of two hours paid time off to vote, provided that the

time taken to vote is within the first two hours or last two hours of the employee's regular work shift. If an employee knows or has reason to believe, on the third day before an election, that time off will be necessary to vote, the employee must give the District at least two working days' notice.

The District will post a notice of this provision at least ten (10) days before each statewide election.

Emergency Leave

Emergency leave with pay may be granted at discretion of the District Manager for an absence during local emergency situations such as extreme weather conditions, fire, flood or other public safety threat that make it impossible, unsafe or unadvisable to travel to the employee's location of employment or to perform the employees essential duties of his/her job. Emergency leave with pay may also be granted at discretion of the District Manager for an absence due to the malfunction of District-owned machinery or equipment if they are essential to the performance of the employee's duties of his/her job. In addition, emergency leave with pay may be granted based upon the declaration of a "State of Emergency" or other emergency alert made by the proper authorities that make it impossible, unsafe or unadvisable to travel to the employee's location of employment or to perform the employee's essential duties of his/her job.

Unless otherwise provided by law, the maximum number of paid hours/days of emergency leave shall be limited to 40 working hours (5 working days) per year. Unused emergency leave may not be carried over to the following year, and unused emergency leave shall not be compensable upon termination or separation of employment.

Section 3. 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 4. Severability.

That the Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this Resolution 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 as hereby adopted shall remain in full force and effect.

Section 5. 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 6. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 7. 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.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Palm Springs Cemetery District at a regular meeting duly held on the 10th day of January 2019, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

William G. Kleindienst, Secretary

Jan Pye, Chairperson

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel