

PALM SPRINGS CEMETERY DISTRICT

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

Thursday, January 14, 2016 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 10, 2015 Special Meeting Minutes

b. Approval of December Expenditures

General Fund		\$ 84,683.28
December Reimburse Voucher 1514	\$ 29,264.68	
December Reimburse Voucher 1515	\$ 34,295.52	
Accumulative Capital Outlay		\$ 1,459.90
December Reimburse Voucher 1517	\$ 1,459.90	

Total December 31, 2015 Expenditures Checks & Visa/Debit Card		
20590-20644 & Direct Deposits (Payroll)		\$ 86,143.18

c. Financial Reports as of December 31, 2015 (F-1 thru F-15)

d. Resolution 1-2016, Employee Year-End Appreciation Bonuses

e. District Manager Salary Adjustment

f. Resolution 10-2015, To Amend the Headstone Policy to Allow for Two Photographs to be on a Headstone

6. ADMINISTRATIVE CALENDAR

- a. District Investment General Overview & Update – Neal Wilson, C & N Financial
- b. CAPC Annual Conference March 17-19, 2016 in Monterey, CA
- c. Da Vall Drive Entry Remodel & Ramon Road Exit – Update
- d. Pet Cemetery – Update

7. LEGISLATIVE CALENDAR

8. BOARD DEVELOPMENT

- a. Your Role as a Special District Advocate

9. PUBLIC HEARING CALENDAR – None

10. REPORTS

- a. Trustees
- b. Manager

11. FUTURE AGENDA ITEMS

- a. Discussion in 2016/2017 – 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. Strategic Planning Study Session
- d. Marketing

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

13. CLOSED SESSION ANNOUNCEMENT

14. ADJOURNMENT

THIS NOTICE OF AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M., Monday, January 11, 2016

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

DATE: December 10, 2015

TIME: 11:00 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 11:00 A.M.

2. **ROLL CALL**

Present: Jan Pye, Chair
Lenny Pepper, Vice Chair
Jane Alcumbrac, Treasurer
John Lea, Secretary
Lynn Malotto, Member

Also Present: Kathleen Jurasky, District Manager
Steven Quintanilla, Green, de Bortnowsky & Quintanilla

3. **PUBLIC COMMENTS** – None

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

District Manager Jurasky requested a moment to address the Board before going into Closed Session. She stated that too often during our busy schedule we sometime forget to recognize and say thank you those who are instrumental in assuring that the District is successful. District Manager Jurasky thanked the Board for being open to and supportive of ideas such as a pet cemetery, desert landscape interment section and Dia de los Muertos/Day of the Dead.

She thanked attorney Steve Quintanilla for determining how the District could actually build a pet cemetery, for no legal fee increases since 1997 and constantly keeping her informed legal changes that affect the District.

She also thanked financial advisor Neal Wilson for safeguarding the District investment and waiving his commissions during the volatile market.

Neal Wilson was excused from the meeting at 11:03 A.M.

5. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – Safe Harbor language was read attorney Steve Quintanilla. Convened into Closed Session at 11:03 A.M.

a. **Government** code section 54956.9(d)(2) - conference with legal counsel - significant exposure to litigation

Number of cases: One

District Manager was excused from the meeting.

b. Conference with Labor Negotiators Regarding Unrepresented Employee Pursuant to Government Code Section 54954.5 (f).

Position: District Manager

6. **CLOSED SESSION ANNOUNCEMENTS** Returned to Open Session at 11:37 A.M. District Manager Jurasky returned to the meeting. No reportable action.

7. CONSENT CALENDAR Due to the fact that Trustees Lea and Pepper were not at the November board meeting Trustee Pye requested that item 7a Minutes be approved separately. Motion was made by Trustee Pepper, seconded by Trustee Lea to approve items 7b and 7c on the Consent Calendar. Motion carried, roll call 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

Motion was made by Trustee Pye, seconded by Trustee Mallotto to approve item 7a on the Consent Calendar. Motion carried, roll call 3-0 Alcumbrac, Mallotto, and Pye. Abstained: Trustee Lea and Trustee Pepper.

8. ADMINISTRATIVE CALENDAR a. Election of Officers Trustee Pepper moved that Trustee Pye remain as Chairperson. Trustee Alcumbrac moved that the slate of officers remain the same except she nominated Trustee Mallotto for Treasurer. Nominations are as follows: Jan Pye, Chairperson, Lenny Pepper, Vice-Chairperson, John Lea, Secretary and Lynn Mallotto, Treasurer. Slate of officers was approved by vote 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

b. District Investment General Overview & Update – Neal Wilson, C & N Financial Neal Wilson reported that all the accounts have officially transferred over from Union Banc to C & N Financial. He stated that he doesn't anticipate any significant changes from previous month.

c. PSCD Dump Truck – Replacement District Manager Jurasky reported the District currently owns two dump trucks a 1994 and a 1995 which are starting to break down more often and she said that it is time for the District to purchase new dump trucks. She stated that she would be looking into purchasing through the State of California Department of General Services (DGS) Procurement Division as was done when the backhoe was purchased. She reported that she had done some pricing and that the dump truck retail cost is \$62,000.00 - \$65,000.00, and that the District budgeted \$50,000 for 2015-2016. However, purchasing through DGS the cost will be less than retail. District Manager Jurasky stated that she would bring this back to the Board when she has actual cost.

Neal Wilson asked what the District would do with the old trucks, and District Manager Jurasky stated that they would be sold as is and available to the general public.

d. Da Vall Drive Entry Remodel & Ramon Road Exit – Update and Discussion District Manager Jurasky reported that the estimated construction costs for the Da Vall Entry remodel are not complete.

District Manager Jurasky that she constantly thinks about the Ramon Road exit, which was the original entry, and that she has been doing some investigations at the city of Cathedral City to find out if Ramon Road can again be the main entry. She reported that she was advised by the city that a survey would need to be done for deceleration for the right turn. She said that before the District spends the \$85,000.00 to remodel the Da Vall entry she would like the Board's approval to contact Sanborn A/E, Inc. civil engineers to conduct the survey. Following a discussion District Manager Jurasky was directed to contact Sanborn A/E, Inc to conduct the survey.

e. PSCD Grounds Supervisor Retirement After 22 Year 8 Months – Jesse Madrigal District Manager Jurasky reported that Jesse Madrigal will officially retire December 31, 2015, and she would like to give him a catered retirement luncheon at the District office on Wednesday, December 30, 2015. She stated that the guest list would include his wife, vendors, mortuaries staff, city officials etc. and the cost would be under \$1,000.00. She said that she will prepare and distribute invitations. The Board agreed that the luncheon is a great idea.

f. Employee Performance Appreciation Bonuses District Manager Jurasky reported that she will be giving appreciation bonuses as follows: \$3,500.00 for Grounds Supervisor Madrigal (retiring), \$800.00 for Grounds man Reyna, \$600.00 for Office Accountant Clark and \$300.00 for Administrative Assistant Brown and \$50.00 for Assistant Office Accountant Vickrey. The report was received and filed.

g. Possible Pet Cemetery – Update District Manager Jurasky reported that she received the paperwork from attorney Steve Quintanilla to form a nonprofit for the pet cemetery and filing requires a name for the non-profit. She stated that she would like to use Palm Springs Cemetery District Pet Cemetery to get paperwork moving and then amend the filing when we have an official name. She further stated that the Board of Directors would be the current PSCD Board of Trustees. Trustee Pye suggested a seven member board of directors with the two additional people from the community who are involved with animals.

District Manager Jurasky also stated that it is her goal to raise private funds to build the cemetery, and have a student naming contest.

District Manager Jurasky said that she had discussed the District's five acre land donation to the non-profit with Mark Matthews, and he suggested the District designation five acres for the pet cemetery and donate 1-2 acres. This would give the District the flexibility to either donate or sell the remaining land to the non-profit.

h. Desert Landscape Interment Site – Update District Manager Jurasky stated that she is waiting on estimated construction costs from RGA Landscape Architects, Inc.

9. LEGISLATIVE a. Resolution 10-2015, To Amend the Headstone Policy to Allow for Two Photographs to be on a Headstone Motion was made by Trustee Pepper, seconded by Trustee Lea to approve Resolution 10-2015, to amend the headstone policy to allow for two photographs to be on a headstone as revised to read “ approved by District Manager or Designee of the District Manager”. Motion carried, vote 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

10. BOARD DEVELOPMENT – None

11. PUBLIC HEARING CALENDAR – None

12. REPORTS a. Trustee Report – Trustee Alcumbrac asked attorney Steve Quintanilla about trustee meeting compensation increases. Following a discussion District Manager Jurasky was directed to place this item on a future agenda after her and Trustee Mallotto, Treasurer have done a mid-year budget review.

b. Manager Report – District Manager Jurasky reported that there were only two landscape contractors at the job walk and only Kirkpatrick Landscaping Services, Inc. submitted a bid.

13. FUTURE AGENDA ITEMS a. Discussion in 2015/2016 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. Strategic Planning Study Session No action taken

d. Marketing No action taken

14. ADJOURNMENT Meeting was adjourned by Trustee Pye at 12:03 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, January 14, 2016.

DATE: _____

John M. Lea, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Dec 1, 2015 to Dec 31, 2015

Date	Check #	Line Description	Debit Amount	Credit Amount
12/1/15	20590	Dec 2015 PSCD Health Insurance Expense Dec 2015 Employee Portion of Health Insurance P.E.R.S.	5,494.54 515.97	6,010.51
12/1/15	20591	Dec 2015 PSCD Dental Insurance Expense STANDARD INSURANCE COMPANY RB	465.48	465.48
12/1/15	20592	Dec 2015 PSCD Employee Life Insurance Expense STANDARD INSURANCE COMPANY RQ	63.22	63.22
12/1/15	20593	Dec 2015 PSCD Vision Insurance Expense METLIFE- GROUP BENIFITS	69.21	69.21
12/1/15	20594	K Jurasky Extra Health Insurance 11/13/15 & 11/ COLONIAL LIFE	203.78	203.78
12/3/15	20595	BOTTLE WATER INVOICE # 05K0032777377 READY REFRESH BY NESTLE	59.94	59.94
12/3/15	20596	VPN CONNECTION 10/1/2015 - 10/31/2015 99901 RIVERSIDE COUNTY INFORMATION TECHN	9.10	9.10
12/3/15	20597	DISTRICT MANAGER CELL PHONE CHARGE AT & T MOBILITY	88.00	88.00
12/3/15	20598	GROUND SUPERVISOR CELL PHONE & OFFI SPRINT	90.27	90.27
12/3/15	20599	SUPPLIES NAPA AUTO PARTS	2.99	2.99
12/3/15	20600	FOUNTAIN SERVICE NOV 2015 INVOICE # 01 ELOY'S POOL SERVICE & REPAIRS	40.00	40.00
12/3/15	20601	BUSINESS LICENSE RENEWAL CITY OF CATHEDRAL CITY	148.00	148.00
12/10/15	20602	COPY MACHINE MAINTENANCE INVOICE # AIS	45.36	45.36
12/10/15	20603	MEMBERSHIP DUES SAM'S CLUB	100.00	100.00
12/10/15	20604	BATTERY TRANS # 3018487800 O'REILLY AUTOMOTIVE, INC	109.75	109.75
12/10/15	20605	NOVEMBER PUMP MAINTENANCE JOB # S15 SOUTH WEST PUMP & DRILLING	150.00	150.00
12/10/15	20606	2016 MEMBERSHIP DUES INV # 5032 THOUSAND PALMS CHAMBER OF COMMER	175.00	175.00
12/10/15	20607	JANITORIAL SERVICES JAMILETH MOYA	250.00	250.00
12/10/15	20608	MONITERING SERVICE OFFICE 12/1/2015 TO MONITERING SERVICE MAINT 12/1/2015 TO FIRE MONITORING PROTECTION 12/1/2015 T	89.85 89.85 119.97	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Dec 1, 2015 to Dec 31, 2015

Date	Check #	Line Description	Debit Amount	Credit Amount
		DESERT ALARM INC		299.67
12/10/15	20609	TRASH DEC 2015 BURRTEC WASTE & RECYCLING SVCS	328.70	328.70
12/10/15	20610	WMC USUAGE DESERT WATER AGENCY	1,225.52	1,225.52
12/10/15	20611	NOV 2015 CONT MAINTENANCE INV # 1146 KIRKPATRICK LANDSCAPING SERVICES IN	14,550.00	14,550.00
12/10/15	20612	Install Da Vall Gate Opener: Estimate # 8368 PATTON ENTERPRISES, INC	1,459.90	1,459.90
12/15/15	20613	Catering Services for Madrigal Retirement Lunch NOLBERTO HIGUERA OLIVAS	580.00	580.00
12/25/15	20619	WATER COOLER 12/16/2015 to 01/15/2016 IN33 Copier Maintenance Cont 12/21/15 to 1/20/16:Invo AIS	29.16 49.90	79.06
12/25/15	20620	ACCOUNT NUMBER 180819-512108 FIRE PROTECTION ACCOUNT NUMBER 5598 ADMIN BLDG ACCOUNT NUMBER 559833-884 COACHELLA VALLEY WATER DIST	19.00 20.00 23.34	62.34
12/25/15	20621	PEST CONTROL WESTERN EXTERMINATOR	67.50	67.50
12/25/15	20622	COURIER SERVICE INVOICE NUMBER 29634 GOLDEN STATE OVERNIGHT	109.37	109.37
12/25/15	20623	YELLOW PAGES DEX MEDIA	185.85	185.85
12/25/15	20624	DECEMBER MAINTENANCE INVOICE # 1512- SOUTH WEST PUMP & DRILLING	150.00	150.00
12/25/15	20625	IRRIGATION SYSTEMS REPAIRS INVOICE # HIGH TECH IRRIGATION, INC	162.45	162.45
12/25/15	20626	UPGRADED EFILE SOFTWARE SERVICE INV SHARMEN NETWORKS, LLC	200.00	200.00
12/25/15	20627	1-M CONNECTION 01/01/2016-01/31/2016 ACC 1-M CONNECTION 01/01/2016-01/31/2016 ACC SKY RIVER COMMUNICATIONS INC	138.00 138.00	276.00
12/25/15	20628	RENEWAL FOR FIXED ASSET PROGRAM 200 SAGE SOFTWARE INC	405.00	405.00
12/25/15	20629	TELEPHONE CHARGES VERIZON COMMUNICATIONS	407.50	407.50
12/25/15	20630	SECURITY 12-01 thru 12-31 INVOICE # 1512133 MAXWELL SECURITY SERVICES	725.00	725.00
12/25/15	20631	ADVERTISING FOR LANDSCAPE CONTRACT	822.00	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Dec 1, 2015 to Dec 31, 2015

Date	Check #	Line Description	Debit Amount	Credit Amount
		THE DESERT SUN		822.00
12/25/15	20632	10 #5 LINERS INVOICE # IN025136	1,290.00	
		8 #5 LINERS & 4 #5 VAULTS INVOICE # IN025	1,708.00	
		WHITED CEMETERY SERVICE		2,998.00
12/25/15	20633	WELL REPLENISHMENT ACCOUNT # 332245- COACHELLA VALLEY WATER DIST	3,908.80	3,908.80
12/25/15	20634	WELL #2	753.53	
		WMC	29.16	
		DA VALL GATE	56.76	
		WELL #4	5,646.67	
		ADMIN BLDG	661.19	
		SOUTHERN CALIF EDISON CO		7,147.31
12/28/15	20635	VPN Connection 11/1/15 to 11/30/15: Invoice 9990 RIVERSIDE COUNTY INFORMATION TECHN	9.10	9.10
12/28/15	20636	Dec 2015 Monthly Fountain Service : Invoice 0174 ELOY'S POOL SERVICE & REPAIRS	40.00	40.00
12/28/15	20637	Gound Supervisor Cell & Office Cell Phone SPRINT	81.85	81.85
12/28/15	20638	District Manager Cell Phone Charges AT & T MOBILITY	88.00	88.00
12/28/15	20639	24 Watermelon Lime and Plastic Cups: Invoice 05 READY REFRESH BY NESTLE	41.87	41.87
12/31/15	20640	J Madrigal Dec 2015 PSCD Retirement Expense FRANKLIN - TEMPLETON	935.75	935.75
12/31/15	20641	S Brown Dec 2015 PSCCD Retirement Expense FRANKLIN - TEMPLETON	226.57	226.57
12/31/15	20642	J Reyna Dec 2015 PSCD Retirement Expense FRANKLIN - TEMPLETON	306.70	306.70
12/31/15	20643	K jurasky Dec 2015 PSCD Retirement Expense	549.36	
		K Jurasky Retirement Contribution	1,123.08	
		OPPENHEIMER FUNDS SERVICES		1,672.44
12/31/15	20644	R Clark Dec 2015 PSCD Retirement Expense OPPENHEIMER FUNDS SERVICES	270.56	270.56
12/1/15	DEBIT J	Tool Set for Shop (Home Depot) COMPANY DEBIT CARD	140.61	140.61
12/3/15	DEBIT J	Ant Bait & Wasp Spray (Lowe's) COMPANY DEBIT CARD	134.94	134.94
12/1/15	DEBIT KJ	Name Tag for Scott Vickrey (Desert Promotional Desk Name Plates for Board Meeting COMPANY DEBIT CARD	10.90 167.50	178.40
12/3/15	DEBIT KJ	Candy for Trustees - Dec 2015 Luncheon Meeting	188.50	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Dec 1, 2015 to Dec 31, 2015

Date	Check #	Line Description	Debit Amount	Credit Amount
		COMPANY DEBIT CARD		188.50
12/3/15	DEBIT KJ	Postage (PS Post Office) COMPANY DEBIT CARD	55.74	55.74
12/10/15	DEBIT KJ	Trustees Dec Meeting Luncheon (Spencers) COMPANY DEBIT CARD	288.29	288.29
12/3/15	DEBIT KJ	Dinner Meeting with Steve Quintanilla (Shame on COMPANY DEBIT CARD	66.08	66.08
12/9/15	DEBIT KJ	J Madrigal Retirement Award (Trophy Awards) COMPANY DEBIT CARD	118.27	118.27
12/17/15	DEBIT KJ	Staff Luncheon (Agua Caliente COMPANY DEBIT CARD	116.56	116.56
12/21/15	DEBIT KJ	Monthly Connection Fee COMPANY DEBIT CARD	25.00	25.00
12/16/15	DEBIT KJ	Small Tools (Plier 8 pc Set & Craftman 23pc Set COMPANY DEBIT CARD	254.44	254.44
12/21/15	DEBIT KJ	Tables & Chairs for Madrigal Luncheon (Classic COMPANY DEBIT CARD	171.22	171.22
12/11/15	EDD TAX	SIT P/R 11/26/2015 TO 12/09/2015 PAID 12/11/20 SDI P/R 11/26/2015 TO 12/09/2015 PAID 12/11/20 EMPLOYMENT DEVELOPMENT DEPT	284.71 114.94	399.65
12/24/15	EDD TAX	SIT PAYROLL 12/10/2015 to 12/23/2015 PAID 12 SDI 12/10/2015 to 12/23/2015 PAID 12/24/2015 EMPLOYMENT DEVELOPMENT DEPT	855.68 201.07	1,056.75
12/24/15	EDD TAX	CA EDU & TRAINING 12/10/2015 to 12/23/2015 SUI 12/10/2015 to 12/23/2015 PAID 12/24/2015 EMPLOYMENT DEVELOPMENT DEPT	0.50 23.50	24.00
12/11/15	EXPRESS	FIT P/R 11/26/2015 TO 12/09/2015 PAID 12/11/20 SOCIAL SECURITY P/R 11/26/2015 TO 12/09/20 MEDICARE P/R 11/26/2015 TO 12/09/2015 PAID BANK OF AMERICA	1,267.33 1,583.70 370.38	3,221.41
12/24/15	EXPRESS	FIT PAYROLL 12/10/2015 to 12/23/2015 PAID 12 SOCIAL SECURITY 12/10/2015 to 12/23/2015 PA MEDICATE 12/10/2015 to 12/23/2015 PAID 12/24 BANK OF AMERICA	2,760.37 2,770.35 647.89	6,178.61
12/11/15	FEES	PROCESSING FEES P/R 11/26/201 to 12/09/2015 CBIZ PAYROLL	67.64	67.64
12/24/15	FEES	PAYROLL PROCESSING PAYROLL 12/10/2015 CBIZ PAYROLL	95.14	95.14
	Total		60,684.67	60,684.67

PALM SPRINGS CEMETERY DIST
Payroll Disbursement Journal-General Fund
For the Period From Dec 1, 2015 to Dec 31, 2015

<u>Date</u>	<u>Reference</u>	<u>Employee</u>	<u>Amount</u>
12/11/15	3298	KATHLEEN JURASKY	2,324.25
12/11/15	3299	KATHLEEN JURASKY	1,288.05
12/11/15	3300	JESSE B. MADRIGAL	1,750.43
12/11/15	3301	STEPHANIE C. BROWN	1,130.56
12/11/15	3302	ROGER L. CLARK	1,337.35
12/11/15	3303	SCOTT W. VICKREY	998.98
12/11/15	3304	JUAN F. REYNA	1,275.38
12/17/15	20614	STEPHANIE C. BROWN	300.00
12/17/15	20615	ROGER L. CLARK	600.00
12/17/15	20616	JESSE B. MADRIGAL	5,000.00
12/17/15	20617	JUAN F. REYNA	800.00
12/17/15	20618	SCOTT W. VICKREY	50.00
12/24/15	3310	KATHLEEN JURASKY	1,595.13
12/24/15	3311	KATHLEEN JURASKY	400.00
12/24/15	3312	JESSE B. MADRIGAL	1,489.56
12/24/15	3313	STEPHANIE C. BROWN	1,117.99
12/24/15	3314	ROGER L. CLARK	1,337.36
12/24/15	3315	SCOTT W. VICKREY	1,034.17
12/24/15	3316	JUAN F. REYNA	1,197.05
12/24/15	3317	JANE ALCUMBRAC	91.45
12/24/15	3318	JOHN M. LEA	91.45
12/24/15	3319	LYNN T. MALLOTTO	91.45
12/24/15	3320	LENNY PEPPER	66.45
12/24/15	3321	JAN M. PYE	91.45
		12/1/15 thru 12/31/15	25,458.51

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP DECEMBER 2015

Cash Disbursement Journal (Includes ACO listed below)	60,684.67
Payroll Disbursement Journal	25,458.51
TOTAL PSCD DISBURSEMENTS	86,143.18
TOTAL GENERAL FUND EXPENDITURES	84,683.28
Payment Voucher # 1514	29,264.68
Payment Voucher # 1515	34,295.52 63,560.20
ACO DISBURSEMENTS	
Patton Enterprizes Inc	1,459.90
Da Vall Gate Opener	
TOTAL ACO EXPENDITURES	1,459.90
Payment Voucher # 1517	
TOTAL DECEMBER 2015 DISBURSEMENTS	86,143.18

PALM SPRINGS CEMETERY DISTRICT

SITE SALES & INTERMENTS

	Prior Months		Dec		2015 YTD Totals		YTD Totals Dec-14	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	41	0	7	0	48	0	56	0
Adult, A&B	39	0	8	0	47	0	36	0
Premium	24	0	7	0	31	0	20	0
Children	0	0	0	0	0	0	2	0
Cremation	2	0	0	0	2	0	5	0
Niche	10	0	2	0	12	0	10	0
TOTALS	116	0	24	0	140	0	129	0

	Prior Months		Dec		YTD 2015		YTD Dec 2014	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	3	0	0	0	3	0	7	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	3	0	0	0	3	0	7	0

INTERMENTS (Includes Saturday & Sunday)

	Prior Months		Dec		2015 YTD Totals		YTD Dec-14	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	78	2	19	0	97	2	92	2
Children	0	0	2	0	2	0	2	0
Cremation	12	2	3	0	15	2	26	0
Niche	9	0	2	0	11	0	7	0
TOTALS	99	4	26	0	125	4	127	2

	Prior Months		Dec		2015 YTD Totals		YTD Dec-14	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	7	1	0	0	7	1	4	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	4	0
TOTALS	7	1	0	0	7	1	8	0

	Prior Months		Dec		2015 YTD Totals		YTD Dec-14	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	1	1	3	0	4	1	4	1
Child	0	1	1	0	1	1	0	0
Cremation	0	0	0	0	0	0	1	0
TOTALS	1	2	4	0	5	2	5	1

**PALM SPRINGS CEMETERY DIST
GENERAL FUND TRIAL BALANCE
AS OF DECEMBER 31, 2015**

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
ASSETS:			
10002	CASH ON HAND - COUNTY	23,241.69	
10003	PETTY CASH	900.00	
10004	CHECKING - BANK OF AMERICA	4,104.11	
10005	CSH/HND-CNTY-RESTRICTED	14,400.00	
10008	CASH CLEARING - BBVA BANK	89,152.29	
10009	RESERVE - BANK OF AMERICA	35,071.07	
10015	ACD PURCHASES RECEIVABLE		171,995.18
10016	SECURITY DEPOSITS	130.50	
11034	NSF CHECKS RECEIVABLE	882.00	
14010	PREPAID INSURANCE	7,167.03	
14011	PREPAID W/C INSURANCE	4,402.83	
	ASSETS:	179,451.52	171,995.18
LIABILITIES:			
20101	REVOLVING FUND/IMPREST CASH		14,400.00
20102	SALES TAX PAYABLE		1,054.86
20109	LEASE DEPOSIT - PREPAID		30,657.76
20111	EMPLOYEES INSURANCE PAYABLE		1,968.66
20116	DUE TO ACO - INTERMENT RIGHTS		18,800.00
20117	DUE TO EDC - DMP DEPOSITS		13,077.23
20120	DUE TO PN - SALES		7,305.31
20121	DUE TO PN - DEFERRED REVENUE		15,816.78
20220	ACCRUED EMPLOYEE PAYROLL		3,928.96
20221	ACCRUED VACATION PAYABLE		12,908.57
27400	OPEB BENEFIT LIABILITY:GASB45		587,642.05
	LIABILITIES:		707,560.18
EQUITY:			
39004	BEGINNING BALANCE EQUITY		180,070.95
39005	RETAINED EARNINGS	777,528.02	
	TOTAL EQUITY:	777,528.02	180,070.95
REVENUE:			
40001	OPEN AND CLOSE		148,100.00
40201	MISC SPECIAL SET-UP		800.00
40202	RETURNED CHECK BANK CHARGE		25.00
40203	INTEREST RECEIVED		6.57
40204	LAND LEASE		30,079.50
40205	MISC INCOME		115.16
40205BAR	BROWN ACT REVENUE		1,041.00
40205CC	CREDIT CARD CONVEN FEE		2,414.56
40205SAT	SAT INTERMENT SURCHARGE		7,700.00
40205SUN	SUN INTERMENT SURCHARGE		6,375.00
40205WIT	WITNESS GRAVE CLOSING		4,400.00
40206	TAX COLLECTIONS		46,560.35
40207	VAULTS		7,350.00
40207-EX LG CRE	EX LG CREMATION VAULTS		1,615.00
40208	LINERS		9,390.00
40209	GRAVE VASES		4,907.34
40211	ENR SURCHARGE		21,660.00
40212	LOT TRANSFERS		810.00
40213	COUNTY INTEREST INCOME		83.90
40216	HANDLING FEE		46,450.00
40217	PRENEED CONTRACT SERVICE CHG		4,800.00
40218	VASE/HDSTN SET & CLEAN		20,890.00
	REVENUE:		365,573.38

**PALM SPRINGS CEMETERY DIST
GENERAL FUND TRIAL BALANCE
AS OF DECEMBER 31, 2015**

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
EXPENSES:			
60101	REGULAR SALARIES	161,921.30	
60102	BOT BOARD MEETINGS	3,200.00	
71101	RETIREMENT/PENSION	10,266.19	
71201	FICA	10,173.78	
71202	MEDICARE	2,379.36	
72301	EMPLOYEE GROUP INSURANCE	35,103.49	
72601	UNEMPLOYMENT INSURANCE	489.60	
73101	WORKERS COMP INSURANCE	4,228.63	
81111	ELECTRICITY	33,125.23	
81112	TELEPHONE	3,520.00	
81113	WATER	22,009.93	
83308	COMMUNITY OUTREACH	520.00	
83309	VISA-MASTER CHG FEES	3,922.39	
83311	COUNTY SERVICE CHARGE	77.80	
83312	EDUCATION	424.49	
83313	GENERAL INSURANCE	7,167.12	
83314	LEGAL	714.00	
83315	LOT REPURCHASE	2,020.00	
83316	OFFICE EXPENSE	12,322.51	
83317	TRAVEL & CONVENTION	5,227.68	
83319	MTG EXP & SUPPLIES	167.50	
83321	AUDIT	10,500.00	
83323	ADVERTISING/PUBLICITY	2,962.10	
83324	MEMBERSHIP & DUES	1,230.00	
83325	BOT CONFERENCE	1,100.00	
83326	BOT TRAVEL & EXPENSE	2,811.23	
84410	AUTO TRUCK EXPENSE	301.77	
84412	EQUIPMENT REPAIRS	268.86	
84413	IRRIGATION SYSTEM REPAIRS	2,452.50	
84414	FERTILIZER AND SEED	7,194.00	
84415	GASOLINE, OIL, TIRES	2,287.13	
84416	PLANT & BUILDING	17,107.18	
84418	TOOLS & SUPPLIES	793.59	
84419	GRAVE LINERS & VAULTS	16,159.01	
84420	GRAVE VASES	1,740.93	
84422	CONTRACT TREE/GARDEN MAINTN	72,455.15	
84423	CONTRACT BURIALS	4,200.00	
84424	SECURITY CAMERA EXPENSE	1,325.70	
84425	DMP GROUNDS SECURITY	4,350.00	
	EXPENSES:	468,220.15	
 REPORT TOTALS		1,425,199.69	1,425,199.69

**PALM SPRINGS CEMETERY DIST
BALANCE SHEET
DECEMBER 31, 2015**

ASSETS

ASSETS

CASH ON HAND - COUNTY	23,241.69	
PETTY CASH	900.00	
CHECKING - BANK OF AMERICA	4,104.11	
CSH/HND-CNTY-RESTRICTED	14,400.00	
CASH CLEARING - BBVA BANK	89,152.29	
RESERVE - BANK OF AMERICA	35,071.07	
ACO PURCHASES RECEIVABLE	(171,995.18)	
SECURITY DEPOSITS	130.50	
NSF CHECKS RECEIVABLE	882.00	
PREPAID INSURANCE	7,167.03	
PREPAID W/C INSURANCE	4,402.83	
 TOTAL ASSETS		 7,456.34
 TOTAL ASSETS		 7,456.34

LIABILITIES AND EQUITY

LIABILITIES

REVOLVING FUND/IMPREST CASH	14,400.00	
SALES TAX PAYABLE	1,054.86	
LEASE DEPOSIT - PREPAID	30,657.76	
EMPLOYEES INSURANCE PAYABLE	1,968.66	
DUE TO ACO - INTERMENT RIGHTS	18,800.00	
DUE TO EDC - DMP DEPOSITS	13,077.23	
DUE TO PN - SALES	7,305.31	
DUE TO PN - DEFERRED REVENUE	15,816.78	
ACCRUED EMPLOYEE PAYROLL	3,928.96	
ACCRUED VACATION PAYABLE	12,908.57	
OPEB BENIFIT LIABILITY:GASB45	587,642.05	
TOTAL LIABILITIES		707,560.18
 TOTAL LIABILITIES		 707,560.18

EQUITY

BEGINNING BALANCE EQUITY		
RETAINED EARNINGS	180,070.95	
NET INCOME	(777,528.02)	
TOTAL EQUITY	(102,646.77)	
		(700,103.84)
 TOTAL LIABILITIES AND EQUITY		 7,456.34

**PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE SIX MONTHS ENDING DECEMBER 31, 2015**

REVENUE	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
OPEN AND CLOSE	27,100.00	26,275.00	825.00	148,100.00	137,822.44	10,277.56
MISC SPECIAL SET-UP	0.00	400.00	(400.00)	800.00	800.00	0.00
RETURNED CHECK BANK CHARGE	25.00	0.00	25.00	25.00	0.00	25.00
INTEREST RECEIVED	0.47	0.23	0.24	6.57	4.07	2.50
LAND LEASE	5,013.25	4,820.42	192.83	30,079.50	28,922.52	1,156.98
MISC INCOME	0.00	0.00	0.00	115.16	3,101.21	(2,986.05)
BROWN ACT REVENUE	0.00	0.00	0.00	1,041.00	444.00	597.00
CREDIT CARD CONVEN FEE	394.66	155.75	238.91	2,414.56	1,057.47	1,357.09
SAT INTERMENT SURCHARGE	0.00	0.00	0.00	7,700.00	5,550.00	2,150.00
SUN INTERMENT SURCHARGE	3,425.00	950.00	2,475.00	6,375.00	6,375.00	0.00
WITNESS GRAVE CLOSING	1,200.00	750.00	450.00	4,400.00	3,850.00	550.00
TAX COLLECTIONS	40,307.69	38,649.82	1,657.87	46,560.35	44,439.20	2,121.15
VAULTS	1,650.00	1,580.00	70.00	7,350.00	4,760.00	2,590.00
EX I.G CREMATION VAULTS	255.00	340.00	(85.00)	1,615.00	2,040.00	(425.00)
LINERS	1,705.00	1,785.00	(80.00)	9,390.00	10,345.00	(955.00)
GRAVE VASES	873.60	855.00	18.60	4,907.34	3,920.15	987.19
MEMORIAL WALL INCOME	0.00	0.00	0.00	0.00	175.00	(175.00)
ENR SURCHARGE	4,160.00	5,250.00	(1,090.00)	21,660.00	14,900.00	6,760.00
LOT TRANSFERS	90.00	90.00	0.00	810.00	450.00	360.00
COUNTY INTEREST INCOME	40.28	20.69	19.59	83.90	44.77	39.13
HANDLING FEE	9,060.00	8,550.00	510.00	46,450.00	42,330.00	4,120.00
PRENEED CONTRACT SERVICE CHG	700.00	900.00	(200.00)	4,800.00	4,100.00	700.00
VASE/HDSN SET & CLEAN	3,805.00	3,645.00	160.00	20,890.00	19,290.00	1,600.00
TOTAL REVENUE	99,804.95	95,016.91	4,788.04	365,573.38	334,720.83	30,852.55
	99,804.95	95,016.91	4,788.04	365,573.38	334,720.83	30,852.55
EXPENSES						
REGULAR SALARIES	34,771.59	27,043.27	7,728.32	161,921.30	144,744.43	17,176.87
BOT BOARD MEETINGS	500.00	500.00	0.00	3,200.00	2,900.00	300.00
RETIREMENT/PENSION	2,288.94	0.00	2,288.94	10,266.19	5,923.75	4,342.44
FICA	2,177.03	1,697.88	479.15	10,173.78	9,090.20	1,083.58
MEDICARE	509.14	397.08	112.06	2,379.36	2,125.93	253.43
EMPLOYEE GROUP INSURANCE	6,092.45	5,151.62	940.83	35,103.49	29,809.23	5,294.26
UNEMPLOYMENT INSURANCE	24.00	16.00	8.00	489.60	321.42	168.18
WORKERS COMP INSURANCE	733.81	413.58	320.23	4,228.63	2,915.74	1,312.89
ELECTRICITY	7,147.31	10,555.40	(3,408.09)	33,125.23	32,970.54	154.69
TELEPHONE	780.62	939.38	(158.76)	3,520.00	3,208.72	311.28
WATER	5,196.66	7,501.16	(2,304.50)	22,009.93	23,341.65	(1,331.72)
COMMUNITY OUTREACH	0.00	85.00	(85.00)	520.00	995.85	(475.85)
VISA-MASTER CHG FEES	857.28	318.08	539.20	3,922.39	1,779.47	2,142.92
COUNTY SERVICE CHARGE	18.20	27.04	(8.84)	77.80	67.60	10.20
EDUCATION	0.00	0.00	0.00	424.49	0.00	424.49
GENERAL INSURANCE	1,194.52	1,232.72	(38.20)	7,167.12	7,396.32	(229.20)
LEGAL	0.00	0.00	0.00	714.00	56.00	658.00
LOT REPURCHASE	0.00	0.00	0.00	2,020.00	2,660.00	(640.00)
OFFICE EXPENSE	3,424.89	1,452.86	1,972.03	12,322.51	7,498.24	4,824.27
TRAVEL & CONVENTION	600.00	0.00	600.00	5,227.68	5,233.90	(6.22)
UNIFORMS & SAFETY EQUIPMENT	0.00	243.75	(243.75)	0.00	243.75	(243.75)
MTG EXP & SUPPLIES	167.50	0.00	167.50	167.50	0.00	167.50
AUDIT	0.00	0.00	0.00	10,500.00	8,750.00	1,750.00
ADVERTISING/PUBLICITY	1,007.85	366.40	641.45	2,962.10	1,714.20	1,247.90
MEMBERSHIP & DUES	175.00	200.00	(25.00)	1,230.00	1,055.00	175.00
BOT CONFERENCE	0.00	0.00	0.00	1,100.00	927.11	172.89
BOT TRAVEL & EXPENSE	0.00	32.60	(32.60)	2,811.23	424.54	2,386.69
BOT EDUCATION & VOCATIOANAL	0.00	0.00	0.00	0.00	305.86	(305.86)
AUTO TRUCK EXPENSE	109.75	0.00	109.75	301.77	186.57	115.20
LARGE EQUIPMENT REPAIRS	0.00	0.00	0.00	0.00	902.77	(902.77)
EQUIPMENT REPAIRS	0.00	0.00	0.00	268.86	0.00	268.86
IRRIGATION SYSTEM REPAIRS	162.45	3,637.50	(3,475.05)	2,452.50	8,618.73	(6,166.23)
FERTILIZER AND SEED	0.00	0.00	0.00	7,194.00	8,734.96	(1,540.96)
GASOLINE, OIL, TIRES	0.00	0.00	0.00	2,287.13	3,489.67	(1,202.54)
PLANT & BUILDING	1,373.95	1,344.19	29.76	17,107.18	9,782.45	7,324.73
TOOLS & SUPPLIES	381.55	364.23	17.32	793.59	650.30	143.29
GRAVE LINERS & VAULTS	2,998.00	0.00	2,998.00	16,159.01	13,695.59	2,463.42
GRAVE VASES	0.00	0.00	0.00	1,740.93	1,157.42	583.51
CONTRACT TREE/GARDEN MAINTNCE	14,550.00	14,454.15	95.85	72,455.15	72,523.35	(68.20)
CONTRACT BURIALS	0.00	0.00	0.00	4,200.00	1,950.00	2,250.00
SECURITY CAMERA EXPENSE	138.00	0.00	138.00	1,325.70	911.70	414.00
DMP GROUNDS SECURITY	725.00	0.00	725.00	4,350.00	0.00	4,350.00
TOTAL EXPENSES	(88,105.49)	(77,973.89)	(10,131.60)	(468,220.15)	(419,062.96)	(49,157.19)
NET INCOME FROM OPERATIONS	11,699.46	17,043.02	(5,343.56)	(102,646.77)	(84,342.13)	(18,304.64)
OTHER INCOME & EXPENSE						
TOTAL OTHER INCOME & EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
NET INCOME (LOSS)	11,699.46	17,043.02	(5,343.56)	(102,646.77)	(84,342.13)	(18,304.64)

PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE SIX MONTHS ENDING DECEMBER 31, 2015

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
REVENUES						
OPEN AND CLOSE	27,100.00	23,829.17	3,270.83	148,100.00	285,950.00	(137,850.00)
MISC SPECIAL SET-UP	0.00	83.33	(83.33)	800.00	1,000.00	(200.00)
RETURNED CHECK BANK CHARGE	25.00	4.17	20.83	25.00	50.00	(25.00)
INTEREST RECEIVED	0.47	1.25	(0.78)	6.57	15.00	(8.43)
LAND LEASE	5,013.25	5,061.42	(48.17)	30,079.50	60,737.00	(30,657.50)
MISC INCOME	0.00	0.00	0.00	115.16	0.00	115.16
BROWN ACT REVENUE	0.00	0.00	0.00	1,041.00	0.00	1,041.00
CREDIT CARD CONVEN FEE	394.66	579.17	(184.51)	2,414.56	6,950.00	(4,535.44)
SAT INTERMENT SURCHARGE	0.00	920.83	(920.83)	7,700.00	11,050.00	(3,350.00)
SUN INTERMENT SURCHARGE	3,425.00	720.83	2,704.17	6,375.00	8,650.00	(2,275.00)
WITNESS GRAVE CLOSING	1,200.00	687.50	512.50	4,400.00	8,250.00	(3,850.00)
TAX COLLECTIONS	40,307.69	22,422.50	17,885.19	46,560.35	269,070.00	(222,509.65)
VAULTS	1,650.00	1,295.00	355.00	7,350.00	15,540.00	(8,190.00)
EX LG CREMATION VAULTS	255.00	0.00	255.00	1,615.00	0.00	1,615.00
LINERS	1,705.00	1,660.42	44.58	9,390.00	19,925.00	(10,535.00)
GRAVE VASES	873.60	674.58	199.02	4,907.34	8,095.00	(3,187.66)
MEMORIAL WALL INCOME	0.00	16.67	(16.67)	0.00	200.00	(200.00)
ENR SURCHARGE	4,160.00	2,875.00	1,285.00	21,660.00	34,500.00	(12,840.00)
LOT TRANSFERS	90.00	82.50	7.50	810.00	990.00	(180.00)
COUNTY INTEREST INCOME	40.28	10.00	30.28	83.90	120.00	(36.10)
HANDLING FEE	9,060.00	7,183.33	1,876.67	46,450.00	86,200.00	(39,750.00)
PRENEED CONTRACT SERVICE CHG	700.00	741.67	(41.67)	4,800.00	8,900.00	(4,100.00)
VASE/HDSTN SET & CLEAN	3,805.00	3,182.08	622.92	20,890.00	38,185.00	(17,295.00)
NICHE SHUTTER CLEAN-REPAINT	0.00	8.33	(8.33)	0.00	100.00	(100.00)
TOTAL REVENUES	99,804.95	72,039.75	27,765.20	365,573.38	864,477.00	(498,903.62)
	99,804.95	72,039.75	27,765.20	365,573.38	864,477.00	(498,903.62)
EXPENSES						
REGULAR SALARIES	34,771.59	25,652.50	9,119.09	161,921.30	307,830.00	(145,908.70)
BOT BOARD MEETINGS	500.00	625.00	(125.00)	3,200.00	7,500.00	(4,300.00)
TEMPORARY HELP	0.00	333.33	(333.33)	0.00	4,000.00	(4,000.00)
RETIREMENT/PENSION	2,288.94	1,667.33	621.61	10,266.19	20,008.00	(9,741.81)
FICA	2,177.03	1,550.13	626.90	10,173.78	18,601.46	(8,427.68)
MEDICARE	509.14	345.38	163.76	2,379.36	4,144.54	(1,765.18)
EMPLOYEE GROUP INSURANCE	6,092.45	6,882.42	(789.97)	35,103.49	82,589.00	(47,485.51)
UNEMPLOYMENT INSURANCE	24.00	210.00	(186.00)	489.60	2,520.00	(2,030.40)
WORKERS COMP INSURANCE	733.81	733.83	(0.02)	4,228.63	8,806.00	(4,577.37)
ELECTRICITY	7,147.31	4,821.58	2,325.73	33,125.23	57,859.00	(24,733.77)
TELEPHONE	780.62	516.67	263.95	3,520.00	6,200.00	(2,680.00)
WATER	5,196.66	3,265.92	1,930.74	22,009.93	39,191.00	(17,181.07)
COMMUNITY OUTREACH	0.00	250.00	(250.00)	520.00	3,000.00	(2,480.00)
VISA-MASTER CHG FEES	857.28	441.67	415.61	3,922.39	5,300.00	(1,377.61)
RETURNED CHECK	0.00	4.16	(4.16)	0.00	50.00	(50.00)
COUNTY SERVICE CHARGE	18.20	25.00	(6.80)	77.80	300.00	(222.20)
EDUCATION	0.00	25.00	(25.00)	424.49	300.00	124.49
GENERAL INSURANCE	1,194.52	1,319.00	(124.48)	7,167.12	15,828.00	(8,660.88)
LEGAL	0.00	291.67	(291.67)	714.00	3,500.00	(2,786.00)
LOT REPURCHASE	0.00	416.67	(416.67)	2,020.00	5,000.00	(2,980.00)
OFFICE EXPENSE	3,424.89	1,333.33	2,091.56	12,322.51	16,000.00	(3,677.49)
TRAVEL & CONVENTION	600.00	916.67	(316.67)	5,227.68	11,000.00	(5,772.32)
UNIFORMS & SAFETY EQUIPMENT	0.00	50.00	(50.00)	0.00	600.00	(600.00)
MTG EXP & SUPPLIES	167.50	25.00	142.50	167.50	300.00	(132.50)
AUDIT	0.00	1,004.17	(1,004.17)	10,500.00	12,050.00	(1,550.00)
ADVERTISING/PUBLICITY	1,007.85	833.33	174.52	2,962.10	10,000.00	(7,037.90)
MEMBERSHIP & DUES	175.00	350.00	(175.00)	1,230.00	4,200.00	(2,970.00)
BOT CONFERENCE	0.00	208.33	(208.33)	1,100.00	2,500.00	(1,400.00)
BOT TRAVEL & EXPENSE	0.00	150.00	(150.00)	2,811.23	1,800.00	1,011.23
AUTO TRUCK EXPENSE	109.75	291.67	(181.92)	301.77	3,500.00	(3,198.23)
LARGE EQUIPMENT REPAIRS	0.00	250.00	(250.00)	0.00	3,000.00	(3,000.00)
EQUIPMENT REPAIRS	0.00	41.67	(41.67)	268.86	500.00	(231.14)
IRRIGATION SYSTEM REPAIRS	162.45	1,083.33	(920.88)	2,452.50	13,000.00	(10,547.50)
FERTILIZER AND SEED	0.00	833.33	(833.33)	7,194.00	10,000.00	(2,806.00)
GASOLINE, OIL, TIRES	0.00	458.33	(458.33)	2,287.13	5,500.00	(3,212.87)
PLANT & BUILDING	1,373.95	1,666.67	(292.72)	17,107.18	20,000.00	(2,892.82)
ROAD MAINTENANCE	0.00	166.67	(166.67)	0.00	2,000.00	(2,000.00)
TOOLS & SUPPLIES	381.55	100.00	281.55	793.59	1,200.00	(406.41)
GRAVE LINERS & VAULTS	2,998.00	2,501.25	496.75	16,159.01	30,015.00	(13,855.99)
GRAVE VASES	0.00	406.67	(406.67)	1,740.93	4,880.00	(3,139.07)
CONTRACT TREE/GARDEN MAINTNC	14,550.00	19,748.00	(5,198.00)	72,455.15	236,976.00	(164,520.85)
CONTRACT BURIALS	0.00	437.50	(437.50)	4,200.00	5,250.00	(1,050.00)
SECURITY CAMERA EXPENSE	138.00	200.00	(62.00)	1,325.70	2,400.00	(1,074.30)
DMP GROUNDS SECURITY	725.00	725.00	0.00	4,350.00	8,700.00	(4,350.00)
TOTAL EXPENSES	88,105.49	83,158.18	4,947.31	468,220.15	997,898.00	(529,677.85)
NET INCOME FROM OPERATIONS	11,699.46	(11,118.43)	22,817.89	(102,646.77)	(133,421.00)	30,774.23
OTHER INCOME & EXPENSE						
RESERVES TRANSFERRED IN	0.00	11,118.43	(11,118.43)	0.00	133,421.00	(133,421.00)
TOTAL OTHER INCOME & EXPENSES	0.00	(11,118.43)	11,118.43	0.00	(133,421.00)	133,421.00
NET INCOME (LOSS)	11,699.46	0.00	11,699.46	(102,646.77)	0.00	(102,646.77)

**ACCUMULATIVE CAPITAL OUTLAY FUND
TRIAL BALANCE
AS OF DECEMBER 31, 2015**

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
CURRENT ASSETS:			
002343	CASH ON DEPOSIT -COUNTY	16,441.79	
003343	ASSET RPLCE RSRVE-LAND/BLD/ET	477,465.75	
004343	ASSET PURCHASE HOLDING ACCO		132,903.53
006343	CASH - INTEREST/DIVIDENDS	553,736.01	
007343	INVESTED FUNDS - PSCD	222,563.48	
008343	DUE FROM GF/PN/EDC	342,889.20	
018343	UNREALIZED G/L ON SECURITIES		160,602.90
	CURRENT ASSETS:	1,613,096.23	293,506.43
FIXED ASSETS:			
010343	AUTO	63,482.63	
011343	LARGE EQUIPMENT	120,901.08	
012343	BUILDINGS	1,810,006.10	
013343	EQUIPMENT	54,327.54	
014343	FURNITURE & FIXTURES	123,071.93	
015343	LAND & IMPROVEMENTS	1,853,072.03	
016343	WATER SYSTEMS	944,582.53	
	FIXED ASSETS:	4,969,443.84	
OTHER ASSETS:			
	OTHER ASSETS:	0.00	
CURRENT LIABILITIES:			
131343	ACCUMULATED DEPRECIATION		2,342,263.64
	CURRENT LIABILITIES:		2,342,263.64
RETAINED EARNINGS:			
141343	RETAINED EARNINGS		3,838,729.77
	RETAINED EARNINGS:		3,838,729.77
REVENUE:			
201343	BURIAL RIGHT SALES		99,050.00
203343	CURRENT INTEREST & DIVIDENDS		3,326.95
213343	COUNTY INTEREST INCOME		575.78
230343	GAIN/INVEST FAIR VALUE INCREA:	1,275.34	
500343	REVENUE TRANSFERRED IN		6,350.00
	REVENUE:	1,275.34	109,302.73
EXPENSES:			
311343	COUNTY SERVICE CHARGE		12.84
	EXPENSES:		12.84
	REPORT TOTALS	6,583,815.41	6,583,815.41

**ACCUMULATIVE CAPITAL OUTLAY
BALANCE SHEET
DECEMBER 31, 2015**

ASSETS

CURRENT ASSETS

CASH ON DEPOSIT -COUNTY	16,441.79	
ASSET RPLCE RSRVE-LAND/BLD/ETC	477,465.75	
ASSET PURCHASE HOLDING ACCOUNT	(132,903.53)	
CASH - INTEREST/DIVIDENDS	553,736.01	
INVESTED FUNDS - PSCD	222,563.48	
DUE FROM GF/PN/EDC	342,889.20	
UNREALIZED G/L ON SECURITIES	(160,602.90)	
TOTAL CURRENT ASSETS		1,319,589.80

FIXED ASSETS

AUTO	63,482.63	
LARGE EQUIPMENT	120,901.08	
BUILDINGS	1,810,006.10	
EQUIPMENT	54,327.54	
FURNITURE & FIXTURES	123,071.93	
LAND & IMPROVEMENTS	1,853,072.03	
WATER SYSTEMS	944,582.53	
TOTAL FIXED ASSETS		4,969,443.84

OTHER ASSETS

TOTAL OTHER ASSETS		0.00
TOTAL ASSETS		6,289,033.64

LIABILITIES AND EQUITY

CURRENT LIABILITIES

ACCUMULATED DEPRECIATION	2,342,263.64	
TOTAL CURRENT LIABILITIES		2,342,263.64

TOTAL LIABILITIES		2,342,263.64
--------------------------	--	---------------------

RETAINED EARNINGS

RETAINED EARNINGS	3,838,729.77	
NET INCOME	108,040.23	
TOTAL RETAINED EARNINGS		3,946,770.00
TOTAL LIABILITIES AND EQUITY		6,289,033.64

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2015**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	18,800.00	13,750.00	5,050.00	99,050.00	87,125.00	11,925.00
CURRENT INTEREST & DIVIDENDS	0.00	762.61	(762.61)	3,326.95	4,987.71	(1,660.76)
COUNTY INTEREST INCOME	288.92	170.67	118.25	575.78	335.21	240.57
GAIN/INVEST FAIR VALUE INCREAS	0.00	(3,973.60)	3,973.60	(1,275.34)	(102,524.01)	101,248.67
TOTAL REVENUE	19,088.92	10,709.68	8,379.24	101,677.39	(10,076.09)	111,753.48
	<u>19,088.92</u>	<u>10,709.68</u>	<u>8,379.24</u>	<u>101,677.39</u>	<u>(10,076.09)</u>	<u>111,753.48</u>
EXPENSES						
COUNTY SERVICE CHARGE	0.00	0.00	0.00	(12.84)	0.00	(12.84)
TOTAL EXPENSES	0.00	0.00	0.00	12.84	0.00	12.84
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12.84</u>	<u>0.00</u>	<u>12.84</u>
NET INCOME FROM OPERATIONS	19,088.92	10,709.68	8,379.24	101,690.23	(10,076.09)	111,766.32
	<u>19,088.92</u>	<u>10,709.68</u>	<u>8,379.24</u>	<u>101,690.23</u>	<u>(10,076.09)</u>	<u>111,766.32</u>
OTHER INCOME & EXPENSE						
REVENUE TRANSFERRED IN	0.00	0.00	0.00	(6,350.00)	(1,800.00)	(4,550.00)
TOTAL OTHER INCOME & EXPENSE	0.00	0.00	0.00	(6,350.00)	(1,800.00)	(4,550.00)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,350.00)</u>	<u>(1,800.00)</u>	<u>(4,550.00)</u>
NET INCOME (LOSS)	19,088.92	10,709.68	8,379.24	108,040.23	(8,276.09)	116,316.32
	<u>19,088.92</u>	<u>10,709.68</u>	<u>8,379.24</u>	<u>108,040.23</u>	<u>(8,276.09)</u>	<u>116,316.32</u>

**ENDOWMENT CARE FUND
TRIAL BALANCE
AS OF DECEMBER 31, 2015**

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
ASSETS:			
002342	CASH ON DEPOSIT - COUNTY	877,815.01	
003-342	INTEREST ON DEPOSIT-COUNTY	125,496.31	
006342	CASH - INTEREST/DIVIDENDS	1,225,889.40	
007342	INVESTED FUNDS - PSCD	3,152,495.45	
018342	UNREALIZED G/L ON SECURITIES		179,393.50
	ASSETS:	5,381,696.17	179,393.50
 RETAINED EARNINGS:			
141342	RETAINED EARNINGS- ENDOWMEN		4,655,208.79
142342	ACCRUED INTEREST & DIVIDENDS		428,240.45
143342	REALIZED INVESTMENT GAIN/LOS:		18,405.00
	RETAINED EARNINGS:		5,101,854.24
 REVENUE:			
200342	WMC ENDOWMENT CARE		250.00
201342	ENDOWMENT CARE DEPOSITS		80,753.61
203342	CURRENT INTEREST & DIVIDENDS		18,954.74
213342	COUNTY INTEREST INCOME		1,346.66
230342	GAIN/INVEST FAIR VALUE INCREA:	856.58	
	REVENUE:	856.58	101,305.01
 EXPENSES:			
	EXPENSES:	0.00	
 REPORT TOTALS			
		5,382,552.75	5,382,552.75

**ENDOWMENT CARE FUND
BALANCE SHEET
DECEMBER 31, 2015**

ASSETS

ASSETS

CASH ON DEPOSIT - COUNTY	877,815.01	
INTEREST ON DEPOSIT-COUNTY	125,496.31	
CASH - INTEREST/DIVIDENDS	1,225,889.40	
INVESTED FUNDS - PSCD	3,152,495.45	
UNREALIZED G/L ON SECURITIES	(179,393.50)	

TOTAL ASSETS		5,202,302.67
--------------	--	--------------

TOTAL ASSETS		5,202,302.67
--------------	--	--------------

LIABILITIES AND FUND EQUITY

LIABILITIES

TOTAL LIABILITIES		0.00
-------------------	--	------

RETAINED EARNINGS

RETAINED EARNINGS- ENDOWMENT	4,655,208.79	
ACCRUED INTEREST & DIVIDENDS	428,240.45	
REALIZED INVESTMENT GAIN/LOSS	18,405.00	
NET INCOME	100,448.43	

TOTAL RETAINED EARNINGS		5,202,302.67
-------------------------	--	--------------

TOTAL LIABILITIES AND FUND EQUITY		5,202,302.67
-----------------------------------	--	--------------

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2015**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	0.00	0.00	250.00	1,250.00	(1,000.00)
ENDOWMENT CARE DEPOSITS	13,077.23	11,662.50	1,414.73	80,753.61	67,327.93	13,425.68
CURRENT INTEREST & DIVIDENDS	0.00	3,151.89	(3,151.89)	18,954.74	13,802.15	5,152.59
COUNTY INTEREST INCOME	663.71	487.71	176.00	1,346.66	917.61	429.05
GAIN/INVEST FAIR VALUE INCREAS	0.00	(6,315.58)	6,315.58	(856.58)	(44,734.80)	43,878.22
TOTAL REVENUE	13,740.94	8,986.52	4,754.42	100,448.43	38,562.89	61,885.54
EXPENSES						
TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
NET INCOME (LOSS)	13,740.94	8,986.52	4,754.42	100,448.43	38,562.89	61,885.54

**PRENEED FUND
TRIAL BALANCE
AS OF DECEMBER 31, 2015**

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
CURRENT ASSETS:			
002392	CASH ON DEPOSIT- COUNTY	520,933.83	
006392	CASH -INTEREST/DIVIDENDS	402,933.60	
007392	INVESTED FUNDS -PSCD	724,220.75	
018392	UNREALIZED G/L - SECURITIES		146,561.18
034392	CONTRACTS RECEIVABLE		
	CURRENT ASSETS:	62,362.11	
		1,710,450.29	146,561.18
 LIABILITIES:			
101392	DEFERRED REVENUE PAYABLE		770,693.30
	LIABILITIES:		770,693.30
 RETAINED EARNINGS:			
141392	RETAINED EARNINGS		525,402.40
142392	ACCRUED INTEREST & DIVIDENDS		168,973.88
	RETAINED EARNINGS:		694,376.28
 REVENUE:			
201392	CURRENT SALES		48,447.14
202392	CURRENT DEFERRED REVENUE		55,304.95
203392	CURRENT INTEREST & DIVIDENDS		17,004.97
213392	COUNTY INTEREST INCOME		528.95
230392	GAIN/INVEST FAIR VALUE INCREA		
	REVENUE:	15,186.45	
		15,186.45	121,286.01
 EXPENSES:			
310392	INVESTMENT FEES	142.42	
311392	COUNTY SERVICE CHARGES	298.56	
320392	LOSS ON TRANSFER (INTER COSTS)	489.05	
335392	SALES TRANSFR OUT (PRIOR YR)	6,350.00	
	EXPENSES:	7,280.03	
		7,280.03	
 REPORT TOTALS		1,732,916.77	1,732,916.77

**PRENEED FUND
BALANCE SHEET
DECEMBER 31, 2015**

ASSETS

ASSETS

CASH ON DEPOSIT- COUNTY	520,933.83	
CASH -INTEREST/DIVIDENDS	402,933.60	
INVESTED FUNDS -PSCD	724,220.75	
UNREALIZED G/L - SECURITIES	(146,561.18)	
CONTRACTS RECEIVABLE	62,362.11	

TOTAL ASSETS		1,563,889.11
--------------	--	--------------

TOTAL ASSETS		1,563,889.11
--------------	--	--------------

LIABILITIES AND EQUITY

LIABILITIES

DEFERRED REVENUE PAYABLE		
TOTAL LIABILITIES	770,693.30	770,693.30

RETAINED EARNINGS

RETAINED EARNINGS	525,402.40	
ACCRUED INTEREST & DIVIDENDS	168,973.88	
NET INCOME	98,819.53	
TOTAL RETAINED EARNINGS		793,195.81

TOTAL LIABILITIES AND EQUITY		1,563,889.11
------------------------------	--	--------------

**PRENEED FUND
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2015**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	7,305.31	11,740.98	(4,435.67)	48,447.14	41,609.04	6,838.10
CURRENT DEFERRED REVENUE	15,816.78	8,962.61	6,854.17	55,304.95	43,707.33	11,597.62
CURRENT INTEREST & DIVIDENDS	0.00	2,481.90	(2,481.90)	17,004.97	11,291.44	5,713.53
COUNTY INTEREST INCOME	319.35	199.92	119.43	528.95	379.95	149.00
GAIN/INVEST FAIR VALUE INCREAS	0.00	(7,181.64)	7,181.64	(15,186.45)	(43,585.98)	28,399.53
TOTAL REVENUE	23,441.44	16,203.77	7,237.67	106,099.56	53,401.78	52,697.78
EXPENSES						
INVESTMENT FEES	0.00	0.00	0.00	142.42	0.00	142.42
COUNTY SERVICE CHARGES	0.00	74.86	(74.86)	298.56	374.30	(75.74)
LOSS ON TRANSFER (INTER COSTS)	0.00	0.00	0.00	489.05	4,883.67	(4,394.62)
SALES TRANSFR OUT (PRIOR YR)	0.00	0.00	0.00	6,350.00	3,620.00	2,730.00
TOTAL EXPENSES	0.00	74.86	(74.86)	7,280.03	8,877.97	(1,597.94)
NET INCOME (LOSS)	23,441.44	16,128.91	7,312.53	98,819.53	44,523.81	54,295.72

RESOLUTION NO. 1-2016

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT FINDING AND DETERMINING THAT A PUBLIC PURPOSE IS SERVED BY A FINANCIAL CONTRIBUTION FROM THE GENERAL FUND TO DISTRICT EMPLOYEES IN THE FORM OF YEAR-END BONUSES AND THAT THE CONTRIBUTION WILL BENEFIT THE MEMBERS OF THE DISTRICT

WHEREAS, the Board of Trustees of the Palm Springs Cemetery District (the "Board") has the discretion to make a financial contribution using the general fund provided the expenditure serves a public purpose; and

WHEREAS, the Board desires to make a financial contribution to the employees of the District in the form of a year-end bonus; and

WHEREAS, the Board has determined that providing a financial bonus to the employees of the District serves a public purpose in that such bonuses will foster employee loyalty to the District, strengthen relationships between the District employees and the Board, and show the District's appreciation for employees' dedication and hard work, all of which will benefit the members of the District by minimizing District employee turnover.

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

Section 1. FINDINGS REGARDING DISTRIBUTION OF YEAR-END BONUSES TO DISTRICT EMPLOYEES

That the Board of Trustees of the Palm Springs Cemetery District finds as follows:

- That providing a financial bonus to the employees of the District serves a public purpose in that such bonuses will foster employee loyalty to the District, strengthen relationships between the District employees and the Board, show appreciation for employees' dedication and hard work; and
- That providing a financial bonus to the employees of the District will benefit the members of the District by minimizing District employee turnover.

Section 2. APPROVAL OF DISTRIBUTION OF YEAR-END BONUSES TO DISTRICT EMPLOYEES

That the Board approves year-end bonuses to be distributed for the calendar year ending 2015 to the following employees in the amounts indicated:

<u>Employee</u>	<u>Bonus Net Amount</u>
Jesse Madrigal, Grounds Supervisor (Retired)	\$5,000.00
Stephanie Brown, Administrative Assistant	\$ 300.00
Roger Clark, Office Accountant	\$ 600.00
Juan Reyna, Groundsman	\$ 800.00
Scott Vickrey, Assistant Office Accountant	\$ 50.00

Section 3. 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, 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan Pye, Chairperson

ATTEST:

John M. Lea, Secretary

RESOLUTION 10-2015

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT ("DISTRICT") AMENDING THE HEADSTONE POLICY CONTAINED IN THE DISTRICT'S HEADSTONE AGREEMENT TEMPLATE TO ALLOW FOR TWO PHOTOGRAPHS TO BE ON A HEADSTONE

WHEREAS, the Palm Springs Cemetery District (the "District"), is a special district duly organized and existing under California Health and Safety Code section 9000 et seq. known as the Public Cemetery District Law; and

WHEREAS, the governing body of the District is the Board of Trustees (the "Board"); and

WHEREAS, the Board has established headstone policy, which is evidenced in the Palm Springs Cemetery District Headstone Agreement template, and which currently provides as follows:

SPECIAL HEADSTONE: Petrograph with bust of photo of deceased, or scene approved by _____ of the Palm Springs Cemetery District on _____. (All special headstones must be approved by a representative of the District).

WHEREAS, the Board currently only allows one (1) photograph to be on a headstone; and

WHEREAS, the Board desires to amend the headstone policy to allow for a maximum of two (2) photographs to be on a headstone.

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

Section 1. RECITALS

That the above recitals are true and correct and are hereby incorporated herein by this reference.

Section 2. AMENDING THE LANGAUGE CONTAINED IN THE HEADSTONE POLICY RELATED TO PHOTOGRAPHS ON HEADSTONES

That the Board hereby amends the headstone policy language contained in the District's Headstone Agreement template to allow for two photographs to be on a headstone as follows:

SPECIAL HEADSTONE – ONE PHOTOGRAPH: Petrograph with a of **photograph** of deceased, **a photograph of the deceased's family or members thereof, or scene approved by _____ of the Palm Springs Cemetery District on _____.** (All special headstones must be approved by the District Manager or a Designee of the District Manager).

SPECIAL HEADSTONE- – TWO PHOTOGRAPH(S): Petrograph of **photograph** of deceased, **a photograph of the deceased's family or members thereof, or scene, or any combination thereof totaling no more than two (2) photographs approved by _____ of the Palm Springs Cemetery District on _____.** (All special headstones must be approved by the District Manager or a Designee of the District Manager). **More than two photographs on a headstone is prohibited.**

Section 3. OTHER ACTIONS

That the Board of Trustees hereby authorizes the Board President, any Trustees designated by the President, the District Manager and the District's Legal Counsel to execute and deliver any and all documents necessary in order to consummate the transactions authorized hereby.

Section 4. 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.

Section 5. EFFECTIVE DATE

That this resolution shall take effect immediately upon its passage.

[THIS PORTION IS INTENTIONALLY LEFT BLANK]

PASSED AND APPROVED this 14th day of January, 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan Pye, Chairperson

ATTEST:

John M. Lea, Secretary

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

REVIEWED:

Kathleen Jurasky, District Manager

5f 3 of 4

PALM SPRINGS CEMETERY DISTRICT

HEADSTONE AGREEMENT

The Board of Trustees of the Palm Springs District do authorize _____ to place a headstone on the grave of _____, Section _____, Lot _____, providing the purchaser and all other parties concerned agree to the following:

As headstones are the property of the purchaser, all parties agree that at no time shall they hold the Cemetery District responsible for any damage which may occur following the installation of said headstone on this grave. All repairs or replacement must be done at the purchaser's expense.

Please indicate type of headstone

_____ **REGULAR HEADSTONE**

_____ **SPECIAL HEADSTONE – ONE PHOTOGRAPH:** Petrograph with a photograph of the deceased, a photograph of the deceased's family or members thereof, or scene approved by _____ of the Palm Springs Cemetery District on _____.

*(All special headstones must be approved by **the District Manager or a Designee of the District Manager**).

_____ **SPECIAL HEADSTONE – TWO PHOTOGRAPHS:** Petrograph with a photograph of deceased, a photograph of the deceased's family or members thereof, or scene, or any combination thereof totaling no more than two (2) photographs approved by _____ of the Palm Springs Cemetery District on _____.

* (All special headstones must be approved by **the District Manager or a Designee of the District Manager**).

More than two photographs on a headstone is prohibited.

_____ **WAIVER FOR PORCELAIN OR OTHER INLAY** - (Special Headstone with porcelain or other inlays are not approved by the District.)

_____ **CENOTAPH HEADSTONE**

(The word "CENOTAPH" must be engraved on the headstone)

Signature of grave owner or authorized purchaser

Date executed _____

FOR CEMETERY DISTRICT OFFICE USE:

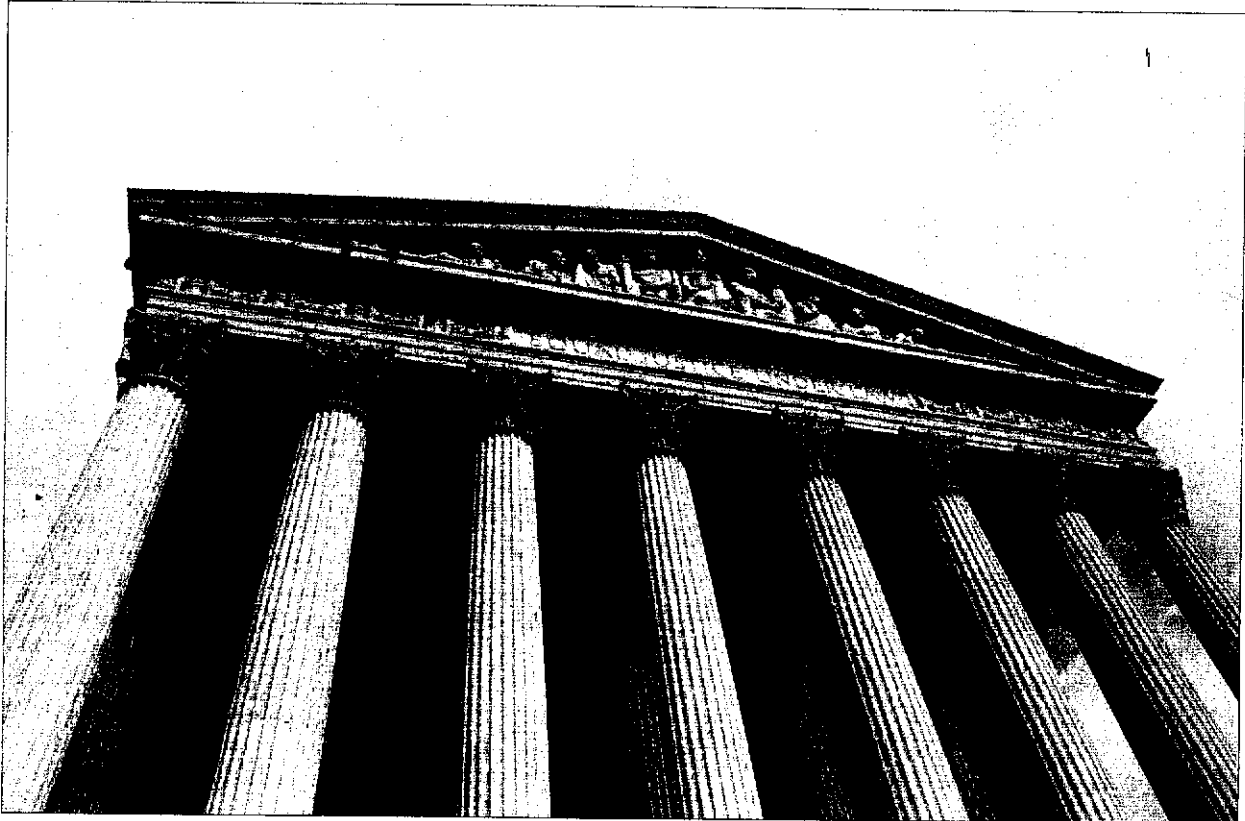
Date received _____

Authorized Personnel _____

Revised 12-10-2015

YOUR ROLE

AS A SPECIAL DISTRICT ADVOCATE



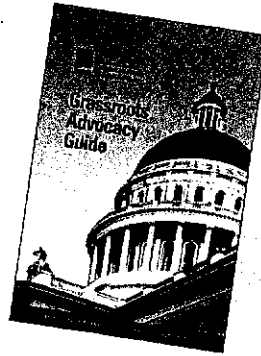
The special district community and their governing officials, more than ever, are coming together to create a presence and united voice. The California Special Districts Association (CSDA) is continuing to work to increase the visibility of special districts with key decision-makers and create a network of activists throughout California. All special district officials should play an active role in educating other local officials and legislators on special districts and the issues that impact their resources and services.

Special districts can no longer sit idle as competing interests vie for shrinking state resources. The time for active engagement is now!

Ever looming state budget deficits have necessitated increased legislative advocacy and grassroots engagement by special district officials in a more active and visible manner. Furthermore, term limits have resulted in a weaker knowledge base with incoming candidates of the services that are provided by special districts and the issues facing them. It is the job of every elected official to educate state legislators early about special districts and gain support for protecting local revenues and services.

Meet with legislators

One of the key roles you can play as a director and special district advocate is to meet with your legislators. Cultivating relationships with decision makers is essential; it is the most significant advocacy role you



**DOWNLOAD
CSDA'S
GRASSROOTS
ADVOCACY GUIDE.**

can play as a special district official. Meetings can be as simple as stopping by your legislators local office to introduce yourself and the special district you represent, or even setting up a formal appointment to discuss issues that are facing your district and special districts in general.

Another possibility is to hold a breakfast or coffee event and invite the legislator and his or her staff to attend, or to take them on a tour of your facility. CSDA's Advocacy & Public Affairs Department can help districts set meetings with their legislators in the district or the Capitol. These are the most effective types of meetings.

Respond to Calls to Action

Throughout the legislative session, you may receive a "Call to Action" from various organizations, including CSDA. These Calls to Action typically pertain to a particular piece of legislation that will affect your district. It is imperative that you take a moment to review the information and take action! A visit, phone call, fax, email or letter to your legislator can make a huge difference on issues that could affect your district, and how it operates.

CSDA also regularly updates its Grassroots Action Center with the top legislative issues facing special districts, including tools that help districts take action such as sample letters. If your district is new to such efforts, CSDA offers members a Grassroots Advocacy Guide as well as sample policies for taking a position on legislation.

Get involved at the local and state levels

CSDA encourages all special district staff and directors to get involved in activities and events throughout the state. This includes participation in local special district chapters and LAFCo meetings, as well as statewide functions like CSDA's annual Special Districts Legislative Days. These are opportunities to learn and discuss the major issues of the year, as well participate in visits with legislators in the Capitol.

CSDA has a Grassroots Mobilization Survey, which asks board members and staff if they know a particular legislator, and how well they know that legislator. At specific points

during the legislative session, respondents will be asked to make a phone call or two to that legislator to support a bill that promotes special districts or to oppose legislation that would harm districts. If you know a legislator, be sure to fill out the Grassroots Mobilization Survey.

Work together with cities, counties and other special districts

Much like the special district you represent, the cities, counties and other special districts near you play an integral role in your region. As a director, you should work to establish strong relationships and help to create an atmosphere that is conducive to sharing information and ideas with other local agencies.

Get to know other elected officials in your area. This will help you to better understand issues facing other local governments and can also assist in identifying issues that each agency may have in common. Partnering with cities, counties and other special districts on common issues can bring additional influence to a specific cause or legislative matter and result in benefiting each agency's constituents.

RESOURCES FOR BECOMING A SPECIAL DISTRICT ADVOCATE

California Special Districts Association (CSDA)
www.csda.net

League of California Cities
www.cacities.org

California State Association of Counties
www.counties.org

California Association of LAFCos
www.calafco.org

California State Senate
www.senate.ca.gov

California State Assembly
www.assembly.ca.gov