

PALM SPRINGS CEMETERY DISTRICT

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

Thursday, November 9, 2017 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 October 12, 2017 Regular Meeting Minutes

b. Approval of October Expenditures

General Fund		\$ 92,666.39
Oct Reimburse Voucher 1590	\$ 15,899.81	
Oct Reimburse Voucher 1591	\$ 69,526.62	
Accumulative Capital Outlay		\$.00
Pet Memorial Park Cemetery		\$ 59.88
Pet Memorial Park Cemetery 2nd Loan Draw		\$ 4,515.89

Total October 31, 2017 Expenditures Checks & Visa/Debit Card
21655-21698 & Direct Deposits (Payroll) \$ 97,242.16

c. Financial Reports as of October 31, 2017 (F-1 thru F-6)

6. ADMINISTRATIVE CALENDAR

- a. District Investment General Overview & Update – Neal Wilson, C & N Financial
- b. Review for Discussion and Approval – Trustee Annual Year-End Meeting Luncheon

7. LEGISLATIVE CALENDAR

- a. Resolution 10-2017, 2017-2018 Budget Allocation Transfer
- b. Resolution 11-2017, Adoption of an Electronic Data Policy

8. TRUSTEE SIGNATURES

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager
 - 1. Dia de los Muertos-Day of the Dead Celebration

13. FUTURE AGENDA ITEMS

- a. Discussion in 2018/2019 – 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

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

- a. Conference with Labor Negotiator (Government Code § 54954.5) District's Designated Labor Negotiator: Steven B. Quintanilla, General Counsel
Unrepresented Employee: District Manager
- b. Real Property Negotiations pursuant to Government Code Section 54956.
Property: 40 Gross Acres Parcel described as the South West quarter of the South West quarter of Section 14, Township 4 South, Range 5 East, SBBM.
District Negotiators: Board of Trustee of the Palm Springs Cemetery District
Negotiating Parties: Mario J. Gonzales, President/CEO RM Da Vall, LLC
Under Negotiation: Terms of Lease Agreement, Acres to be Developed and Conceptual Site Plan

15. OPEN SESSION

- a. District Manager Employment Agreement Salary, Compensation and other Terms

16. CLOSED SESSION ANNOUNCEMENT

17. ADJOURNMENT

THIS NOTICE OF AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M., MONDAY, November 6, 2017

Kathleen Jurasky, District Manager

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

DATE: October 12, 2017

TIME: 2:00 P.M.

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

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 2:02 P.M.

2. **ROLL CALL**

Present: Jan Pye, Chair
Lenny Pepper, Vice Chair
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 Alcumbrac 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 Mallotto to approve the Consent Calendar as presented. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

Trustee Kleindienst left the meeting at 2:03pm before item 6a due to a conflict of interest, his wife does work for District lessee.

6. **ADMINISTRATIVE CALENDAR** a. **Request from Greg Pettis top Discuss Mario Gonzales' Development Proposal for East 40 Acres Parcel**

For the benefit of Trustees Kleindienst and Mallotto who were not on the Board at the time of the 40 Acres Lease, Trustee Pye requested that Attorney Steve Quintanilla give brief overview of the lease process, agreement and potential development.

He gave a overview, and also reviewed the contents of the Proposed Development Plan presented to the Board from Mario Gonzales, President/CEO RM Da Vall, LLC. Attorney Quintanilla stated that a significant component of the proposal is a request that the District declare some of the parcel surplus so that a housing development can be built.

District Manager Jurasky informed the Board that she received the proposal at 12:29pm today, and that is why it was given to them at the meeting.

Attorney Quintanilla mentioned the delinquent property taxes, and asked District Manager Jurasky for total amount to date. District Manager Jurasky reported that there is an amount of \$987,234.41 of past due taxes from 2009-2013. She further reported upcoming tax installments due December 11, 2017 and April 10, 2018 in the amount of \$7,197.62 each for parcel 1, and \$32,545.76 each for parcel 2.

Trustee Pye requested that the Board be allowed time to review the proposal before proceeding.

Mr. Gonzales thanked the Board for giving him the opportunity to present his proposal. He introduced Greg Pettis and Gary Howell, Coldwell Banker Palm Springs Office as the commercial leasing team.

6. ADMINISTRATIVE CALENDAR - Continued

He advised the Board the he has an arrangement the Riverside County Treasurer to pay the delinquent property taxes, and that payments are connected to developing the land, and he has every intention of getting them paid. He informed the Board that in 2014 he and John Wessman purchased Mark Matthews' interest in the land lease. He also stated that GHA is in the process of purchasing John Wessman's interest in the land lease.

Mr. Gonzales presented the Board with a proposed site plan which noted retail, hospitality, 69 single family residences and location of future commercial and residential sites. He discussed the proposed plan for development of the 40 acres and requested a 25-year extension on the current land lease.

Following a discussion Trustee Pye advised Mr. Gonzales that the Board received his presentation and will review his proposal. This item will be placed on the November 9, 2017 agenda for discussion under "Closed Session".

Mr. Gonzales thanked the Board for receiving his presentation, and asked that they consider the request for an extension of the lease agreement.

Trustee Kleindienst returned to the meeting at 2:51pm

b. District Investment General Overview & Update – Neal Wilson, C & N Financial Neal Wilson reported that he has decided to transition to L.P.L. Financial in San Diego, CA. He stated that he feels LPL Financial is well positioned to meet the Districts needs and provide a solid platform for him as our financial representative.

He stated that since he has a relationship with his bonds desk he will be working to purchase short term CD's, and inflation protected bonds. He further stated the he will try to get assets fully funded before the transition take place.

He requested another meeting with the investment committee before the end of the year. The will be in contact to schedule a date and time. Following a discussion the investment report was received and filed.

c. Review for Discussion and Approval Scheduling of Brown Act Presentation – Steven Quintanilla, Attorney Following a discussion the Board approved scheduling the presentation for 11:00am, Thursday, October 26, 2017. District Manager Jurasky was directed to contact Bellatrix at the Classic Club to reserve a meeting room.

d. Tamarisk Tree Removal Grant from Coachella Valley Mountain Conservancy – Update Due to the fact that wind and sand mitigation report from Hyphae recommends a wind break on the North end of DMP. District Manager Jurasky reported that she had contacted Coachella Valley Mountain Conservancy to find out if the \$85,000.00 grant can be used to remove the Tamarisk tree on the north end of DMP. She said that they have requested additional information regarding the new location which will be submitted to their Board for review.

7. LEGISLATIVE **a. Resolution 9-2017, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Resolution 9-2017 transferring \$27,433.22 from PreNeed Fund, 51265 to the General Fund, 51270 and \$6,170.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

8. TRUSTEE SIGNATURES

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES – None

12. REPORTS a. **Trustee Report** – Trustee Alcumbrac stated that about a month ago she came to DMP with a friend of her who was making arrangements for her 99-year old father, and it was a real eye-opener sitting on the sales side of the table with District Manager Jurasky assisting. She said it's not as simple as it looks, and the best part of the experience was that her friend felt at ease after being a wreck.

Trustee Alcumbrac said she wanted to commend District Manager Jurasky and staff for the way they assist families. She said that she has been on the Board for over 23 years and had no idea what went on. She said she wanted to congratulate District Manager Jurasky, Staff and the Board for such a great experience. She expressed the importance of sharing this with the entire Board.

Trustee Mallotto wanted to congratulate District Manager Jurasky and Staff for an exceptional Pet Memorial Park Cemetery kick-off party. She stated that the event was wired like a Swiss watch and it was excellent in every way and people really enjoyed the evening.

Trustee Alcumbrac stated that it was a great location for a party.

Trustee Pye informed the Board that they may need to do strategic planning regarding future events at this location.

b. **District Manager Report** – District Manager Jurasky shared with the Board the publications the Day of the Dead event is listed. She shared the flyers and listing from Sunnylands CV Days of Muertos, RAP Foundation and the City of Cathedral City's events booklet.

13. FUTURE AGENDA ITEMS a. **Discussion in 2017/2018 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

e. **Brown Act Presentation – Steven Quintanilla, Attorney** No action taken

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE – Safe Harbor language was read by Steven Quintanilla the District's general legal counsel. Convened into Closed Session at 3:18 P.M.

a. **Public Employee Performance Evaluation Pursuant to Government Code §54945.6**

Title: District Manager

Returned to open session at 3:53 P.M.

15. CLOSED SESSION ANNOUNCEMENTS – Trustee Pye reported that the review was completed, however labor negotiations were not on the Agenda and will be placed on the November 9, 2017 agenda.

16. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:54 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, November 9, 2017.

DATE: _____

William G. Kleindienst, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Oct 1, 2017 to Oct 31, 2017

Date	Check #	Line Description	Debit Amount	Credit Amount
10/2/17	21655	OCT 2017 PSCD Employee Health Expense OCT 2017 Employee Portion of Health Insurance OCT 2017 PSCD Retiree Health Expense P.E.R.S.	5,138.22 1,233.13 1,169.28	7,540.63
10/2/17	21656	OCT 2017 PSCD Employee Dental Insurance Expense STANDARD INSURANCE COMPANY RB	363.56	363.56
10/2/17	21657	OCT 2017 PSCD Employee Life Insurance Expense STANDARD INSURANCE COMPANY RQ	62.40	62.40
10/2/17	21658	OCT 2017 PSCD Employee Vision Insurance Expense METLIFE GROUP BENEFITS	54.37	54.37
10/2/17	21659	K Jurasky Extra Health Insurance for payperiods 09/01/17, 0 COLONIAL LIFE	305.67	305.67
10/2/17	21660	Trash Service - OCT BURRTEC WASTE & RECYCLING SVCS	346.09	346.09
10/2/17	21661	Office - Monthly charge 11/01/2017 - 11/30/17 - Invoice INV00 Well #2 - Monthly charge 11/01/2017 - 11/30/17 - Invoice INV SKY RIVER COMMUNICATIONS INC	138.00 138.00	276.00
10/2/17	21662	Janitorial Services for SEPT 2017 JAMILETH MOYA	350.00	350.00
10/2/17	21663	(6) #5 Bell Liner - Invoice IN032488 (3) #5 Vaults Delivery Fee (6) #5 Bell Liner - Invoice IN032596 Delivery Fee WHITED CEMETERY SERVICE	768.00 522.00 110.00 768.00 110.00	2,278.00
10/2/17	21664	Lot Repurchase - Welwood Murray Cemetery Section 49 Lot LARRY LIGUORI	2,100.00	2,100.00
10/2/17	21665	LOT REPURCHASE B-36 #264, 265, 266 less cost of disinter Lot Repurchase (\$1,585 x 3) \$4755.00 Less Cost of Disinterment 3500.00 = \$1255.00 Check # 21665 to Gina Moraldi 627.50 Check #21666 to Albe GINA MORALDI	627.50	627.50
10/2/17	21666	LOT REPURCHASE B-36 #264, 265, 266 less cost of disinter Lot Repurchase (\$1,585 x 3) \$4755.00 Less cost of disinterment 3500.00 = \$1255.00 Check # 21665 to Gina Moraldi 627.50 Check # 21666 to Alb ALBERT MORALDI	627.50	627.50
10/2/17	21667	Weld Sod Cutter Blade - Invoice 53666 JIMMY'S EQUIPMENT	40.00	40.00
10/3/17	21668	Sales Taxes 07/01/2017 - 09/30/2017 SR EHC 023-629271 STATE BOARD OF EQUALIZATION	811.00	811.00
10/11/17	21669	LOT REPURCHASE - Section B-38 #281 BRIGITTE BUEGE	500.00	500.00

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Oct 1, 2017 to Oct 31, 2017

Date	Check #	Line Description	Debit Amount	Credit Amount
10/11/17	21670	Monthly bill for September WESTERN EXTERMINATOR	73.50	73.50
10/11/17	21671	Yellow Pages DEX MEDIA	187.00	187.00
10/11/17	21672	2016 Audit - Invoice 293 2017 Audit - Invoice 292 RT DENNIS ACCOUNTANCY	680.00 6,120.00	6,800.00
10/11/17	21673	Legal Services for 6/1/2017 to 6/30/2017 QUINTANILLA & ASSOCIATES	868.00	868.00
10/11/17	21674	Well Replenishment COACHELLA VALLEY WATER DIST	3,839.46	3,839.46
10/11/17	21675	WMC Usage DESERT WATER AGENCY	795.73	795.73
10/11/17	21676	Annual Fire Extinguisher Maintenance - Invoice 248911 Fire Extinguisher 5lb F/E ABC DESERT FIRE EXT. CO. INC	494.36 64.16	558.52
10/11/17	21677	Irrigation System Repair Supplies - Invoice 511143 Tools - Hand Shears HIGH TECH IRRIGATION, INC	256.00 42.31	298.31
10/11/17	21678	Landscape Maintenance - September 2017 - Invoice 4244 Less 2 Replacement Spartan Flush Vases hit by mowers on 8/2 \$19,748.00 - 211.38 (2 x 105.69) = \$19,536.62 KIRKPATRICK LANDSCAPING SERVICES INC	19,536.62	19,536.62
10/12/17	21679	CAPC Annual Education Seminar - Replace Check 21637 CAPC	280.00	280.00
10/18/17	21680	Bottled Water & Other Supplies READY REFRESH BY NESTLE	92.07	92.07
10/18/17	21681	(3) O/S Cremation Vaults - Invoice 53559 Delivery ASCO PACIFIC, INC.	201.00 28.07	229.07
10/18/17	21682	Office Phone Charges - 10/07/17 to 11/06/17 FRONTIER COMMUNICATIONS	421.96	421.96
10/18/17	21683	Security Patrol - 10-01 thru 10-31 Invoice 1710133 MAXWELL SECURITY SERVICES	725.00	725.00
10/18/17	21684	Well #2 - 3-001-6901-55 WMC - 3-003-6360-97 DaVall Road Gate - 3-011-5009-75 Well #4 - 3-016-9582-84 (Aug 9 - Sep 8, 2017) Well #4 - 3-016-9582-84 (Sep 8 - Oct 9, 2017) Admin Building - 3-040-5194-97 SOUTHERN CALIF EDISON CO	793.76 24.64 46.43 3,060.21 4,100.12 1,192.52	9,217.68
10/18/17	21685	Winter Grass Seed - Invoice 513561 HIGH TECH IRRIGATION, INC	6,590.25	6,590.25

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Oct 1, 2017 to Oct 31, 2017

Date	Check #	Line Description	Debit Amount	Credit Amount
10/18/17	21686	2nd Draw-down of Loan to Pet Cemetery PET MEMORIAL PARK CEMETERY	4,515.89	4,515.89
10/25/17	21687	Monthly service for Americas Plaza fountain - September 201 Monthly service for Americas Plaza fountain - October 2017 - ELOY'S POOL SERVICE & REPAIRS	40.00 40.00	80.00
10/25/17	21688	180819-512108 Admin Building 559833-884768 Fire Protection 559831-884770 COACHELLA VALLEY WATER DIST	16.96 24.22 75.90	117.08
10/25/17	21689	DATA VPN - Period 09/01/2017 to 09/30/2017 - Invoice IT000 PS Financials - Period 09/01/2017 to 09/30/2017 - Invoice IT00 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	9.10 74.64	83.74
10/27/17	21690	District Manager Cell Phone Monthly Charge AT & T MOBILITY	140.65	140.65
10/27/17	21691	Ground Supervisor & Office Cell Phone Monthly Charge SPRINT	101.26	101.26
10/27/17	21692	Irrigation System Repair Supplies - Invoice 4282637 Irrigation System Repair Supplies - Invoice 4232805 EWING IRRIGATION PRODUCTS, INC	125.36 75.02	200.38
10/27/17	21693	Invoice 288176 CSID: CCTV113 Service Contract for 11/01/2 DESERT ALARM INC	179.85	179.85
10/31/17	21694	KJurasky OCT 2017 PSCD Employee Retirement Expense KJurasky OCT 2017 Employee 403b Payable OPPENHEIMER FUNDS SERVICES	483.43 1,846.16	2,329.59
10/31/17	21695	E. Archila OCT 2017 PSCD Employee Retirement Expense FRANKLIN - TEMPLETON	196.00	196.00
10/31/17	21696	S Brown OCT 2017 PSCD Employee Retirement Expense FRANKLIN - TEMPLETON	214.59	214.59
10/31/17	21697	J Reyna OCT 2017 PSCD Employee Retirement Expense FRANKLIN - TEMPLETON	277.19	277.19
10/31/17	21698	S Vickrey OCT 2017 PSCD Employee Retirement Expense FRANKLIN - TEMPLETON	218.69	218.69
10/14/17	DEBIT JR	G.H.Pools - Pumice Stone COMPANY DEBIT CARD	38.93	38.93
10/2/17	DEBIT KJ	Rancho Mirage HS Culinary Arts Fundraiser - 10/25/2017 COMPANY DEBIT CARD	11.54	11.54
10/2/17	DEBIT KJ	At-A-Glance Dya Book for 2018 - Order o532554659 COMPANY DEBIT CARD	28.39	28.39
10/10/17	DEBIT KJ	USPS - Postage Stamps (2 rolls) COMPANY DEBIT CARD	98.00	98.00

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Oct 1, 2017 to Oct 31, 2017

Date	Check #	Line Description	Debit Amount	Credit Amount
10/7/17	DEBIT KJ	Icloud - 200 GB Storage Plan COMPANY DEBIT CARD	2.99	2.99
10/12/17	DEBIT KJ	Vons - Sodas for Board Meetings COMPANY DEBIT CARD	14.66	14.66
10/13/17	DEBIT KJ	GoDaddy.com - Linux Hosting - Pet Cemetery COMPANY DEBIT CARD	59.88	59.88
10/25/17	DEBIT KJ	CVS - Office Candy COMPANY DEBIT CARD	30.04	30.04
10/18/17	DEBIT KJ	Coachell Valley Economic Partnership - Economic Summit 10 COMPANY DEBIT CARD	110.00	110.00
10/19/17	DEBIT KJ	Amazon.com - (3) HP 96A Black Toner Cartridges COMPANY DEBIT CARD	204.00	204.00
10/19/17	DEBIT KJ	Staples - Office Supplies - Order # 9779822568-000001 COMPANY DEBIT CARD	291.34	291.34
10/26/17	DEBIT KJ	Classic Club - Brown Act Training for Board & District Mana COMPANY DEBIT CARD	358.81	358.81
10/28/17	DEBIT KJ	El Ranchito - Breakfast for Ground Crew Volunteer Day of th COMPANY DEBIT CARD	62.99	62.99
10/28/17	DEBIT KJ	Home Depot - Ant Block COMPANY DEBIT CARD	95.49	95.49
10/27/17	DEBIT KJ	Spencer's - KJ Lunch with Trustee Pye COMPANY DEBIT CARD	81.60	81.60
10/30/17	DEBIT KJ	EB*Cathedral City Police Chief George Crums Retirement Di COMPANY DEBIT CARD	54.74	54.74
10/4/17	DEBIT KJ	Palm Springs Chamber of Commerce - Expo on 10/17/2017 COMPANY DEBIT CARD	25.00	25.00
10/23/17	DEBIT SB	Roscoe's - Meal for S.Brown at CSDA Conference 10/22 - 10/2 COMPANY DEBIT CARD	19.45	19.45
10/25/17	DEBIT SB	Tower Mart - Gas for CSDA Conference 10/22 - 10/24217 - SB COMPANY DEBIT CARD	26.52	26.52
10/24/17	DEBIT SB	Enterprise Rent-a-car - CSDA Conference 10/22-10/24/17 - S COMPANY DEBIT CARD	77.34	77.34
10/24/17	DEBIT SB	Embassy Suites - CSDA Conference 10/22-10/24/17 - S Brown COMPANY DEBIT CARD	346.08	346.08
10/13/17	EDD_TAX	SIT P/R 09/28/2017 to 10/11/2017 PAID 10/13/2017 SDI P/R 09/28/2017 to 10/11/2017 PAID 10/13/2017 EMPLOYMENT DEVELOPMENT DEPT	202.14 88.32	290.46
10/27/17	EDD_TAX	SIT P/R 10/12/2017 to 10/25/2017 Paid 10/27/2017 SDI P/R 10/12/2017 to 10/25/2017 Paid 10/27/2017 EMPLOYMENT DEVELOPMENT DEPT	298.19 100.98	399.17

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Oct 1, 2017 to Oct 31, 2017

Date	Check #	Line Description	Debit Amount	Credit Amount
10/27/17	EDD_TAX	SUI P/R 10/12/2017 to 10/25/2017 Paid 10/27/2017 EMPLOYMENT DEVELOPMENT DEPT	55.67	55.67
10/13/17	EXPRESS	FIT P/R 09/28/2017 to 10/11/2017 PAID 10/13/2017 SOCIAL SECURITY P/R 09/28/2017 to 10/11/2017 PAID 10/ MEDICARE P/R 09/28/2017 to 10/11/2017 PAID 10/13/2017 BANK OF AMERICA	863.97 1,216.91 284.60	2,365.48
10/27/17	EXPRESS	FIT P/R 10/12/2017 to 10/25/2017 Paid 10/27/2017 SOCIAL SECURITY P/R 10/12/2017 to 10/25/2017 Paid 10/2 MEDICARE P/R 10/12/2017 to 10/25/2017 Paid 10/27/2017 BANK OF AMERICA	860.01 1,391.20 325.34	2,576.55
10/13/17	FEES	P/R 09/28/2017 to 10/11/2017 PAID 10/13/2017 CBIZ PAYROLL	90.52	90.52
10/27/17	FEES	P/R 10/12/2017 to 10/25/2017 Paid 10/27/2017 CBIZ PAYROLL	90.35	90.35
	Total		83,356.79	83,356.79

PALM SPRINGS CEMETERY DISTRICT
Payroll Disbursement Journal-General Fund
For the Period From Oct 1, 2017 to Oct 31, 2017

Date	Reference	Employee	Amount
10/13/17	3973	KATHLEEN JURASKY	1,823.86
10/13/17	3974	JUAN F. REYNA	1,523.44
10/13/17	3975	STEPHANIE C. BROWN	1,188.47
10/13/17	3976	SCOTT W. VICKREY	1,211.47
10/13/17	3977	EDGAR F. ARCHILLA	1,215.36
10/27/17	3983	KATHLEEN JURASKY	1,823.85
10/27/17	3984	KATHLEEN JURASKY	400.00
10/27/17	3985	JUAN F. REYNA	901.97
10/27/17	3986	JUAN F. REYNA	88.34
10/27/17	3987	STEPHANIE C. BROWN	1,181.82
10/27/17	3988	SCOTT W. VICKREY	588.05
10/27/17	3989	EDGAR F. ARCHILLA	1,215.36
10/27/17	3990	JANE ALCUMBRAC	164.24
10/27/17	3991	WILLIAM G. KLEINDIENST	164.23
10/27/17	3992	LYNN T. MALLOTTO	164.23
10/27/17	3993	LENNY PEPPER	66.45
10/27/17	3994	JAN M. PYE	164.23
		10/1/17 thru 10/31/17	<u>13,885.37</u>

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP October 2017

October Cash Disbursement Journal (Includes ACO listed below)	83,356.79
October Payroll Disbursement Journal	13,885.37

TOTAL PSCD DISBURSEMENTS 97,242.16

TOTAL GENERAL FUND EXPENDITURES 92,666.39

October Payment Voucher # 1590	15,899.81
October Payment Voucher # 1590	<u>69,526.62</u>
	85,426.43

TOTAL ACO EXPENDITURES 0.00

PET CEMETERY DRAWDOWNS

GoDaddy.com - Linux Hosting	59.88
2nd Draw-down of Loan	<u>4,515.89</u>
	<u>4,575.77</u>

Loan Amount:	25,000.00
Current Balance Remaining:	15,000.00

TOTAL October 2017 DISBURSEMENTS 97,242.16

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

SALES

	Prior Months		October		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult, C	13	0	5	0	18	0	30
Adult, A&B	14	0	3	0	17	0	37	0
Premium	42	0	8	0	50	0	16	0
Children	0	0	0	0	0	0	0	0
Cremation	3	0	4	0	7	0	0	1
Niche	3	0	2	0	5	0	9	0
TOTALS	75	0	22	0	97	0	92	1

LOT REPURCHASES

	Prior Months		October		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult	2	0	1	0	3	0	3
Cremation	1	0	1	0	2	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	3	0	2	0	5	0	3	0

TOTAL INTERMENTS

	Prior Months		October		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult	46	0	17	0	63	0	50
Children	0	0	0	0	0	0	0	0
Cremation	7	0	2	0	9	0	11	0
Niche	6	0	1	0	7	0	8	0
TOTALS	59	0	20	0	79	0	69	0

SATURDAY INTERMENTS

	Prior Months		October		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult	1	0	0	0	1	0	3
Cremation	2	0	0	0	2	0	0	0
Niche	1	0	0	0	1	0	4	0
TOTALS	4	0	0	0	4	0	7	0

SUNDAY INTERMENTS

	Prior Months		October		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult	1	0	2	0	3	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	1	0	1	0	0	0
TOTALS	1	0	3	0	4	0	0	0

**PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2017**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	45,955.00	23,350.00	22,605.00	106,710.00	69,955.00	36,755.00
MISC SPECIAL SET-UP	0.00	225.00	(225.00)	450.00	525.00	(75.00)
INTEREST RECEIVED	1.00	2.17	(1.17)	4.44	7.87	(3.43)
LAND LEASE	5,265.79	5,137.36	128.43	21,063.16	20,549.44	513.72
CREDIT CARD CONVEN FEE	268.90	481.62	(212.72)	845.29	1,169.64	(324.35)
SAT INTERMENT SURCHARGE	0.00	500.00	(500.00)	2,400.00	4,650.00	(2,250.00)
SUN INTERMENT SURCHARGE	3,675.00	0.00	3,675.00	4,700.00	0.00	4,700.00
WITNESS GRAVE CLOSING	1,000.00	400.00	600.00	3,700.00	2,250.00	1,450.00
TAX COLLECTIONS	0.00	0.00	0.00	5,944.95	5,822.26	122.69
VAULTS	2,040.00	1,065.00	975.00	3,975.00	3,780.00	195.00
CREMATION VAULTS	360.00	270.00	90.00	1,010.00	995.00	15.00
LINERS	2,250.00	1,495.00	755.00	7,350.00	3,880.00	3,470.00
GRAVE VASES	586.75	285.00	301.75	2,173.50	1,938.50	235.00
ENR SURCHARGE	4,095.00	4,095.00	0.00	15,470.00	11,675.00	3,795.00
LOT TRANSFERS	0.00	0.00	0.00	0.00	840.00	(840.00)
COUNTY INTEREST INCOME	50.02	13.32	36.70	140.37	97.90	42.47
HANDLING FEE	11,875.00	7,235.00	4,640.00	31,820.00	21,980.00	9,840.00
PRENEED CONTRACT SERVICE CHG	800.00	700.00	100.00	3,000.00	2,300.00	700.00
VASE/HDSTN SET & CLEAN	3,985.00	3,690.00	295.00	13,700.00	13,730.00	(30.00)
TOTAL REVENUE	82,207.46	48,944.47	33,262.99	224,456.71	166,145.61	58,311.10
EXPENSES						
REGULAR SALARIES	20,293.13	22,718.33	(2,425.20)	90,723.65	101,767.75	(11,044.10)
BOT BOARD MEETINGS	897.95	1,257.13	(359.18)	3,232.62	3,950.98	(718.36)
BOT CONFERENCES	358.81	263.09	95.72	358.81	2,537.29	(2,178.48)
BOT TRAVEL & EXPENSES	0.00	2,342.07	(2,342.07)	0.00	2,422.07	(2,422.07)
RETIREMENT/PENSION	1,389.90	1,178.42	211.48	6,228.18	5,292.42	935.76
FICA	1,304.04	1,476.68	(172.64)	5,781.16	6,510.45	(729.29)
MEDICARE	304.98	345.35	(40.37)	1,352.06	1,522.60	(170.54)
EMPLOYEE GROUP INSURANCE	5,618.55	6,669.14	(1,050.59)	22,471.42	26,835.35	(4,363.93)
RETIREE GROUP INSURANCE	1,169.28	0.00	1,169.28	4,264.64	0.00	4,264.64
UNEMPLOYMENT INSURANCE	55.67	77.94	(22.27)	200.42	244.95	(44.53)
WORKERS COMP INSURANCE	705.42	609.98	95.44	2,648.10	1,394.71	1,253.39
ELECTRICITY	9,217.68	4,239.85	4,977.83	23,369.38	16,904.08	6,465.30
TELEPHONE	663.87	516.61	147.26	2,705.33	2,164.99	540.34
WATER	4,752.27	3,958.69	793.58	13,935.90	14,288.75	(352.85)
COMMUNITY OUTREACH	264.27	110.00	154.27	684.27	230.00	454.27
VISA-MASTER CHG FEES	526.75	490.40	36.35	1,510.76	1,857.56	(346.80)
COUNTY SERVICE CHARGE	83.74	217.44	(133.70)	313.42	335.16	(21.74)
GENERAL INSURANCE	1,372.75	1,203.32	169.43	5,491.00	4,807.35	683.65
LOT REPURCHASE	3,855.00	0.00	3,855.00	6,355.00	905.00	5,450.00
OFFICE EXPENSE	1,161.96	1,088.73	73.23	4,438.60	4,254.41	184.19
TRAVEL & CONVENTION	309.79	3,304.22	(2,994.43)	1,395.80	5,656.62	(4,260.82)
UNIFORMS & SAFETY EQUIPMENT	0.00	0.00	0.00	587.25	0.00	587.25
MTG EXP & SUPPLIES	0.00	0.00	0.00	0.00	233.35	(233.35)
AUDIT	6,800.00	0.00	6,800.00	6,800.00	0.00	6,800.00
ADVERTISING/PUBLICITY	187.00	982.95	(795.95)	1,638.00	3,675.35	(2,037.35)
MEMBERSHIP & DUES	0.00	0.00	0.00	325.39	1,034.03	(708.64)
AUTO TRUCK EXPENSE	0.00	190.08	(190.08)	789.44	190.08	599.36
LARGE EQUIPMENT REPAIRS	0.00	0.00	0.00	125.06	0.00	125.06
EQUIPMENT REPAIRS	40.00	0.00	40.00	40.00	0.00	40.00
IRRIGATION SYSTEM REPAIRS	456.38	78.79	377.59	1,019.94	1,044.63	(24.69)
FERTILIZER AND SEED	6,590.25	6,867.00	(276.75)	6,972.16	6,867.00	105.16
GASOLINE, OIL, TIRES	0.00	0.00	0.00	0.00	1,961.44	(1,961.44)
PLANT & BUILDING	1,619.29	2,932.11	(1,312.82)	6,961.95	7,859.95	(898.00)
TOOLS & SUPPLIES	145.40	39.85	105.55	563.79	247.29	316.50
GRAVE LINERS & VAULTS	2,507.07	2,970.00	(462.93)	8,085.68	6,595.57	1,490.11
GRAVE VASES	0.00	0.00	0.00	733.75	353.78	379.97
CONTRACT TREE/GARDEN MAINTNCE	19,536.62	19,748.00	(211.38)	59,032.62	59,138.15	(105.53)
CONTRACT BURIALS	0.00	696.00	(696.00)	1,218.00	1,044.00	174.00
SECURITY CAMERA EXPENSE	138.00	138.00	0.00	552.00	731.85	(179.85)
DMP GROUNDS SECURITY	725.00	725.00	0.00	2,900.00	2,900.00	0.00
TOTAL EXPENSES	(93,050.82)	(87,435.17)	(5,615.65)	(295,805.55)	(297,758.96)	1,953.41
NET INCOME FROM OPERATIONS	(10,843.36)	(38,490.70)	27,647.34	(71,348.84)	(131,613.35)	60,264.51
OTHER INCOME & EXPENSE						
RESERVES TRANSFERRED IN	0.00	0.00	0.00	0.00	40,000.00	(40,000.00)
TOTAL OTHER INCOME & EXPENSE	0.00	0.00	0.00	0.00	40,000.00	(40,000.00)
NET INCOME (LOSS)	(10,843.36)	(38,490.70)	27,647.34	(71,348.84)	(91,613.35)	20,264.51

**PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2017**

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
REVENUE						
OPEN AND CLOSE	45,955.00	25,735.00	20,220.00	106,710.00	308,820.00	(202,110.00)
MISC SPECIAL SET-UP	0.00	133.34	(133.34)	450.00	1,600.00	(1,150.00)
RETURNED CHECK BANK CHARGE	0.00	4.17	(4.17)	0.00	50.00	(50.00)
INTEREST RECEIVED	1.00	1.67	(0.67)	4.44	20.00	(15.56)
LAND LEASE	5,265.79	5,265.92	(0.13)	21,063.16	63,191.00	(42,127.84)
CREDIT CARD CONVEN FEE	268.90	516.67	(247.77)	845.29	6,200.00	(5,354.71)
SAT INTERMENT SURCHARGE	0.00	1,302.09	(1,302.09)	2,400.00	15,625.00	(13,225.00)
SUN INTERMENT SURCHARGE	3,675.00	1,091.67	2,583.33	4,700.00	13,100.00	(8,400.00)
WITNESS GRAVE CLOSING	1,000.00	970.84	29.16	3,700.00	11,650.00	(7,950.00)
TAX COLLECTIONS	0.00	25,247.59	(25,247.59)	5,944.95	302,971.00	(297,026.05)
VAULTS	2,040.00	1,563.75	476.25	3,975.00	18,765.00	(14,790.00)
CREMATION VAULTS	360.00	0.00	360.00	1,010.00	0.00	1,010.00
LINERS	2,250.00	1,702.92	547.08	7,350.00	20,435.00	(13,085.00)
GRAVE VASES	586.75	848.75	(262.00)	2,173.50	10,185.00	(8,011.50)
MEMORIAL WALL INCOME	0.00	16.67	(16.67)	0.00	200.00	(200.00)
ENR SURCHARGE	4,095.00	3,748.34	346.66	15,470.00	44,980.00	(29,510.00)
LOT TRANSFERS	0.00	291.67	(291.67)	0.00	3,500.00	(3,500.00)
COUNTY INTEREST INCOME	50.02	14.34	35.68	140.37	172.00	(31.63)
HANDLING FEE	11,875.00	8,292.50	3,582.50	31,820.00	99,510.00	(67,690.00)
PRENEED CONTRACT SERVICE CHG	800.00	875.00	(75.00)	3,000.00	10,500.00	(7,500.00)
VASE/HDSTN SET & CLEAN	3,985.00	3,861.67	123.33	13,700.00	46,340.00	(32,640.00)
NICHE SHUTTER CLEAN-REPAINT	0.00	8.34	(8.34)	0.00	100.00	(100.00)
TOTAL REVENUE	82,207.46	81,492.91	714.55	224,456.71	977,914.00	(753,457.29)
EXPENSES						
REGULAR SALARIES	20,293.13	25,761.75	(5,468.62)	90,723.65	309,141.00	(218,417.35)
BOT BOARD MEETINGS	897.95	1,122.42	(224.47)	3,232.62	13,469.00	(10,236.38)
BOT CONFERENCES	358.81	333.34	25.47	358.81	4,000.00	(3,641.19)
BOT TRAVEL & EXPENSES	0.00	375.00	(375.00)	0.00	4,500.00	(4,500.00)
TEMPORARY HELP	0.00	333.34	(333.34)	0.00	4,000.00	(4,000.00)
RETIREMENT/PENSION	1,389.90	1,722.92	(333.02)	6,228.18	20,675.00	(14,446.82)
FICA	1,304.04	1,646.34	(342.30)	5,781.16	19,756.00	(13,974.84)
MEDICARE	304.98	347.75	(42.77)	1,352.06	4,173.00	(2,820.94)
EMPLOYEE GROUP INSURANCE	5,618.55	6,327.34	(708.79)	22,471.42	75,928.00	(53,456.58)
RETIREE GROUP INSURANCE	1,169.28	0.00	1,169.28	4,264.64	0.00	4,264.64
UNEMPLOYMENT INSURANCE	55.67	282.92	(227.25)	200.42	3,395.00	(3,194.58)
WORKERS COMP INSURANCE	705.42	733.84	(28.42)	2,648.10	8,806.00	(6,157.90)
ELECTRICITY	9,217.68	5,618.75	3,598.93	23,369.38	67,425.00	(44,055.62)
TELEPHONE	663.87	600.00	63.87	2,705.33	7,200.00	(4,494.67)
WATER	4,752.27	3,137.59	1,614.68	13,935.90	37,651.00	(23,715.10)
COMMUNITY OUTREACH	264.27	250.00	14.27	684.27	3,000.00	(2,315.73)
VISA-MASTER CHG FEES	526.75	633.34	(106.59)	1,510.76	7,600.00	(6,089.24)
RETURNED CHECK	0.00	4.17	(4.17)	0.00	50.00	(50.00)
COUNTY SERVICE CHARGE	83.74	25.00	58.74	313.42	300.00	13.42
EDUCATION	0.00	50.00	(50.00)	0.00	600.00	(600.00)
GENERAL INSURANCE	1,372.75	1,250.00	122.75	5,491.00	15,000.00	(9,509.00)
LEGAL	0.00	291.67	(291.67)	0.00	3,500.00	(3,500.00)
LOT REPURCHASE	3,855.00	541.67	3,313.33	6,355.00	6,500.00	(145.00)
OFFICE EXPENSE	1,161.96	1,333.34	(171.38)	4,438.60	16,000.00	(11,561.40)
TRAVEL & CONVENTION	309.79	916.67	(606.88)	1,395.80	11,000.00	(9,604.20)
UNIFORMS & SAFETY EQUIPMENT	0.00	58.34	(58.34)	587.25	700.00	(112.75)
MTG EXP & SUPPLIES	0.00	25.00	(25.00)	0.00	300.00	(300.00)
CONTRIBUTIONS	0.00	41.67	(41.67)	0.00	500.00	(500.00)
AUDIT	6,800.00	1,125.00	5,675.00	6,800.00	13,500.00	(6,700.00)
ADVERTISING/PUBLICITY	187.00	833.34	(646.34)	1,638.00	10,000.00	(8,362.00)
MEMBERSHIP & DUES	0.00	383.34	(383.34)	325.39	4,600.00	(4,274.61)
AUTO TRUCK EXPENSE	0.00	291.67	(291.67)	789.44	3,500.00	(2,710.56)
LARGE EQUIPMENT REPAIRS	0.00	166.67	(166.67)	125.00	2,000.00	(1,874.94)
EQUIPMENT REPAIRS	40.00	41.67	(1.67)	40.00	500.00	(460.00)
IRRIGATION SYSTEM REPAIRS	456.38	833.34	(376.96)	1,019.94	10,000.00	(8,980.06)
FERTILIZER AND SEED	6,590.25	895.84	5,694.41	6,972.16	10,750.00	(3,777.84)
GASOLINE, OIL, TIRES	0.00	458.34	(458.34)	0.00	5,500.00	(5,500.00)
PLANT & BUILDING	1,619.29	1,666.67	(47.38)	6,961.95	20,000.00	(13,038.05)
ROAD MAINTENANCE	0.00	166.67	(166.67)	0.00	2,000.00	(2,000.00)
TOOLS & SUPPLIES	145.40	100.00	45.40	563.79	1,200.00	(636.21)
GRAVE LINERS & VAULTS	2,507.07	2,932.92	(425.85)	8,085.68	35,195.00	(27,109.32)
GRAVE VASES	0.00	425.00	(425.00)	733.75	5,100.00	(4,366.25)
CONTRACT TREE/GARDEN MAINTNCE	19,536.62	19,748.00	(211.38)	59,032.62	236,976.00	(177,943.38)
CONTRACT BURIALS	0.00	954.59	(954.59)	1,218.00	11,455.00	(10,237.00)
SECURITY CAMERA EXPENSE	138.00	212.50	(74.50)	552.00	2,550.00	(1,998.00)
DMP GROUNDS SECURITY	725.00	675.00	50.00	2,900.00	8,100.00	(5,200.00)
TOTAL EXPENSES	93,050.82	85,674.73	7,376.09	295,805.55	1,028,095.00	(732,289.45)
NET INCOME FROM OPERATIONS	(10,843.36)	(4,181.82)	(6,661.54)	(71,348.84)	(50,181.00)	(21,167.84)
OTHER INCOME & EXPENSE						
RESERVES TRANSFERRED IN	0.00	4,181.82	(4,181.82)	0.00	50,181.00	(50,181.00)
TOTAL OTHER INCOME & EXPENSES	0.00	4,181.82	(4,181.82)	0.00	50,181.00	(50,181.00)
NET INCOME (LOSS)	(10,843.36)	0.00	(10,843.36)	(71,348.84)	0.00	(71,348.84)

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2017**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	7,770.00	16,770.00	(9,000.00)	52,990.00	62,935.00	(9,945.00)
CURRENT INTEREST & DIVIDENDS	310.51	0.00	310.51	1,222.22	2,432.84	(1,210.62)
COUNTY INTEREST INCOME	210.75	142.52	68.23	751.94	809.34	(57.40)
GAIN/INVEST FAIR VALUE INCREAS	(1,698.53)	0.00	(1,698.53)	389.05	(1,314.07)	1,703.12
TOTAL REVENUE	6,592.73	16,912.52	(10,319.79)	55,353.21	64,863.11	(9,509.90)
	6,592.73	16,912.52	(10,319.79)	55,353.21	64,863.11	(9,509.90)
EXPENSES						
INVESTMENT ADVISOR FEES	256.43	0.00	256.43	785.72	11.52	774.20
COUNTY SERVICE CHARGE	0.00	2.38	(2.38)	0.00	2.38	(2.38)
TOTAL EXPENSES	(256.43)	(2.38)	(254.05)	(785.72)	(13.90)	(771.82)
NET INCOME FROM OPERATIONS	6,336.30	16,910.14	(10,573.84)	54,567.49	64,849.21	(10,281.72)
OTHER INCOME & EXPENSE						
REVENUE TRANSFERRED IN	(6,170.00)	(4,225.00)	(1,945.00)	(6,595.00)	(4,225.00)	(2,370.00)
REVENUE TRANSFER OUT	0.00	0.00	0.00	0.00	40,000.00	(40,000.00)
TOTAL OTHER INCOME & EXPENSE	(6,170.00)	(4,225.00)	(1,945.00)	(6,595.00)	35,775.00	(42,370.00)
NET INCOME (LOSS)	12,506.30	21,135.14	(8,628.84)	61,162.49	29,074.21	32,088.28

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2017**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	60.00	970.00	(910.00)	60.00	970.00	(910.00)
ENDOWMENT CARE DEPOSITS	13,139.00	10,937.11	2,201.89	53,424.66	46,304.35	7,120.31
CURRENT INTEREST & DIVIDENDS	4,657.62	0.00	4,657.62	9,396.11	7,559.43	1,836.68
COUNTY INTEREST INCOME	861.94	317.56	544.38	2,438.95	1,637.93	801.02
GAIN/INVEST FAIR VALUE INCREAS	(4,868.58)	0.00	(4,868.58)	(3,147.12)	(25,271.39)	22,124.27
TOTAL REVENUE	13,849.98	12,224.67	1,625.31	62,172.60	31,200.32	30,972.28
EXPENSES						
INVESTMENT ADVISOR FEES	1,748.17	0.00	1,748.17	5,358.63	21.95	5,336.68
TOTAL EXPENSES	1,748.17	0.00	1,748.17	5,358.63	21.95	5,336.68
NET INCOME (LOSS)	12,101.81	12,224.67	(122.86)	56,813.97	31,178.37	25,635.60

**PRENEED FUND
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2017**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	11,966.54	7,912.56	4,053.98	54,444.89	41,002.41	13,442.48
CURRENT DEFERRED REVENUE	2,207.08	2,742.09	(535.01)	47,256.38	50,927.15	(3,670.77)
CURRENT INTEREST & DIVIDENDS	487.18	0.00	487.18	1,863.85	2,262.42	(398.57)
COUNTY INTEREST INCOME	523.78	164.76	359.02	1,438.25	847.87	590.38
GAIN/INVEST FAIR VALUE INCREAS	(2,605.05)	0.00	(2,605.05)	1,110.35	8,659.56	(7,549.21)
TOTAL REVENUE	12,579.53	10,819.41	1,760.12	106,113.72	103,699.41	2,414.31
EXPENSES						
INVESTMENT FEES	389.80	0.00	389.80	1,195.17	(6.98)	1,202.15
COUNTY SERVICE CHARGES	0.00	0.34	(0.34)	0.00	0.34	(0.34)
LOSS ON TRANSFER (INTER COSTS)	1,732.90	2,326.39	(593.49)	4,318.80	2,326.39	1,992.41
SALES TRANSFR OUT (PRIOR YR)	6,170.00	4,225.00	1,945.00	6,595.00	4,225.00	2,370.00
TOTAL EXPENSES	8,292.70	6,551.73	1,740.97	12,108.97	6,544.75	5,564.22
NET INCOME (LOSS)	4,286.83	4,267.68	19.15	94,004.75	97,154.66	(3,149.91)

PALM SPRINGS CEMETERY DISTRICT

**BUDGET TRANSFER
RESOLUTION 10-2017**

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

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

BE IT RESOLVED, by the Board of Trustees of the Palm Springs Cemetery District that the 2017-2018 Budget allocation in the amount \$30,000.00 shall be transferred from the Accumulative Capital Fund, 51275, to the General Fund, 51270.

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

Section 1. CERTIFICATION

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

APPROVED AND ADOPTED this 9th day of November 2017, by the following roll call vote:

Jan Pye, Chairperson

ATTEST:

William G. Kleindienst, Secretary



PALM SPRINGS CEMETERY
D I S T R I C T

STAFF REPORT

TO: Board of Trustees
FROM: Kathleen Jurasky, District Manager
Steven B. Quintanilla, General Counsel
DATE: November 9, 2017
RE: Resolution Adopting Electronic Data Policy

Recommendation:

That the Board of Trustees adopt the attached resolution approving the proposed Electronic Data Policy.

Discussion:

The proposed Electronic Data Policy ("Policy") establishes rules applicable to all "Users," defined as all persons who make use of District's computer system as part of their assigned official duties, including but not limited to, employees (full-time, part-time, and temporary); District volunteers; and contract support personnel and consultants.

The District's computer system includes the network server, computer hardware, program software (such as but not limited to computer virus and spam protection software), routers, modems, switches, Wi-Fi, internet, personal computers, lap top computers, notepads, smartphones, cellular phones, flash drives and thumb drives, licensed, leased or owned by the District. The Policy applies to all electronic data, including without limitation all electronic communications transmitted via the District's computer system and any electronic records created or stored on the District's computer system.

The purpose of the Policy is to minimize the risk of exposing the District's computer system to damage that may be caused by external sources, viruses, computer contaminants and unauthorized users; to prevent the unauthorized release or distribution of confidential information; and, to aid in the efficient creation and transmission of District business-related information.

The Policy provides that the District's computer system and all electronic data contained therein is the exclusive property of the District and is provided to Users primarily for creating and transmitting District business-related information.

The Policy provides that the District reserves the right to inspect any component of the District's computer system and its related components for violations of this Policy or for violations of any other District rules, regulations or policies.

The Policy provides that all electronic data which contains confidential information shall not be disclosed to or shared with anyone unless such person is authorized by the District Manager, District's Legal Counsel or any applicable law to receive such information. The confidential information includes, but is not limited to, attorney-client

privileged information; confidential personnel information; confidential real estate negotiation/transactional information; confidential closed session information; and, any other information deemed confidential by the District Manager or District's Legal Counsel.

The Policy provides that users shall use their own District assigned e-mail addresses to identify themselves as the sender of any given e-mail pertaining to any District business-related matter.

The Policy provides that users shall not disable or circumvent any District-installed computer virus or spam protection software from their District-issued computers, laptops, notepads, cellular phones or smart phones unless authorized to do so by the District Manager or his or her designee.

The Policy provides that all electronic data in the District's computer system which contain any records, documents or information pertaining to District business shall not be permanently deleted or otherwise destroyed unless such permanent deletion or destruction is consistent with the District's Records Retention Policy.

The Policy provides that all electronic data that is 120 days or older shall be transferred to the District's relevant storage file, after which they shall be deleted from the User's storage.

The Policy provides that the District shall have the right to inspect, delete or retain any or all electronic data that is contained in the District's computer system that was created, sent or received by any User who is no longer employed or retained by the District.

The Policy provides that violations of the Policy by District employees are subject to discipline up to and including termination.

Finally, the Policy provides that questions regarding the implementation of the Policy should be directed as follows: legal questions, such as those concerning interpretations of the Public Records Act or the Brown Act, should be directed to the District's Legal Counsel; questions regarding any records retention schedules should be directed to the District Manager or designee; and, questions regarding technical issues related to the use of the District's electronic computer system should be directed to the District Manager or designee.

Exhibits

Resolution Adopting Electronic Data Policy.

Fiscal Impact

None.

RESOLUTION 11-2017

A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT BOARD OF TRUSTEES ADOPTING AN ELECTRONIC DATA POLICY

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 of Trustees") shall serve as the legislative body of the District, govern the District, and establish policies for the operation of the District; and

WHEREAS, the Board of Trustees the Board of Trustees wants to adopt an electronic data policy to minimize the risk of exposing the District's computer system to damage that may be caused by external sources, viruses, computer contaminants and unauthorized users; to prevent the unauthorized release or distribution of confidential information; and to aid in the efficient creation and transmission of District business-related information.

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

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Adoption of Electronic Data Policy.

That the attached Electronic Data Policy is hereby adopted.

Section 3. Severability.

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

Section 4. 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 or the Policy attached hereto are hereby repealed.

Section 5. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 6. Certification.

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

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Palm Springs Cemetery District at a regular meeting duly held on the 9th day of November 2017, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED:

Jan Pye, Chairperson

ATTEST:

William G. Kleindienst, Secretary

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel



PALM SPRINGS CEMETERY DISTRICT

ELECTRONIC DATA POLICY

Section A. Purposes of Policy.

The purposes of this Policy are as follows:

1. To minimize the risk of exposing the District's computer system to damage that may be caused by external sources, viruses, computer contaminants and unauthorized users;
2. To prevent the unauthorized release or distribution of confidential information; and
3. To aid in the efficient creation and transmission of District business-related information.

Section B. District's Computer System.

The District's computer system includes the network server, computer hardware, program software (such as but not limited to computer virus and spam protection software), routers, modems, switches, Wi-Fi, internet, personal computers, lap top computers, notepads, smartphones, cellular phones, flash drives and thumb drives, licensed, leased or owned by the District.

Section C. Persons Subject to Policy.

This Policy applies to all persons ("Users") who make use of District's computer system as part of their assigned official duties, including but not limited to the following:

1. Employees (full-time, part-time, and temporary);
2. District Volunteers; and
3. Contract support personnel and consultants.

Section D. Application.

This Policy applies to all electronic data, including without limitation all electronic communications transmitted via the District's computer system and any electronic records created or stored on the District's computer system.

Section E. District Property.

The District's computer system and all electronic data contained therein is the exclusive property of the District and is provided to Users primarily for creating and transmitting District business-related information.

Section F. District's Right to Inspect.

The District reserves the right to inspect any component of the District's computer system and its related components for violations of this Policy or for violations of any other District rules, regulations or policies.

Section G. Confidential Information.

All electronic data which contain confidential information such as those listed below shall not be disclosed to or shared with anyone unless such person is authorized by the General Manager, District's Legal Counsel or any applicable law to receive such information:

1. Attorney-client privileged information;
2. Confidential personnel information;
3. Confidential real estate negotiation/transactional information;
4. Confidential closed session information; and
5. Any other information deemed confidential by the General Manager or the District's Legal Counsel.

Section H. E-mail Addresses.

Users shall use their own District assigned e-mail addresses to identify themselves as the sender of any given e-mail pertaining to any District business-related matter.

Section I. Computer Viruses.

Users shall not disable or circumvent any District-installed computer virus or spam protection software from their District-issued computers, laptops, notepads, cellular phones or smart phones unless authorized to do so by the General Manager or his or her designee.

Section J. Destruction of Electronic Data.

All electronic data in the District's computer system which contain any records, documents or information pertaining to District business shall not be permanently deleted or otherwise destroyed unless such permanent deletion or destruction is consistent with the District's Records Retention Policy.

Section K. Electronic Data Filing.

All electronic data that is 120 days or older shall be transferred to the District's relevant storage file, after which they shall be deleted from the User's storage.

Section L. Separation from Employment.

The District shall have the right to inspect, delete or retain any or all electronic data that is contained in the District's computer system that was created, sent or received by any User who is no longer employed or retained by the District.

Section M. Violations.

Violations of this Policy by District employees are subject to discipline up to and including termination.

Section N. Questions.

Questions regarding the implementation of this Policy should be directed as follows:

- Legal questions, such as those concerning interpretations of the Public Records Act or the Brown Act, should be directed to the District's Legal Counsel.
- Questions regarding any records retention schedules should be directed to the General Manager or designee.
- Questions regarding technical issues related to the use of the District's electronic computer system should be directed to the General Manager or designee.