

**PALM SPRINGS CEMETERY DISTRICT**  
**AGENDA**  
**VIDEO CONFERENCE**  
**REGULAR MEETING**  
**OF THE**  
**BOARD OF TRUSTEES**  
**Thursday, November 11, 2021 at 2:00 P.M.**

31-705 Da Vall Drive, Cathedral City, California

---

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

---

**IMPORTANT NOTICE**

**NEW LAW**

**Pursuant to Assembly Bill No. 361**

**Effective September 16, 2021**

**The Public May Observe the Meeting and Offer Public Comment Remotely**

**If you would like to participate in this teleconferenced Board Meeting, please follow these instructions:**  
**YOU MAY JOIN MEETING AND COMMENT VIA ZOOM AT <https://us02web.zoom.us/j/2464673948>; or**  
**CALL IN: 669-900-6833 MEETING ID: 246 467 3948**

---

**1. CALL TO ORDER**

**1a. WELCOME NEW BOARD MEMBER, INTRODUCTIONS AND OATH OF OFFICE**

LaFaye McFarland Platter

**2. ROLL CALL**

**3. PUBLIC COMMENTS**

At this time, pursuant to the Brown Act, any person may comment on matters of general interest within the subject matter jurisdiction of the Board of Trustees, NOT listed on the agenda. Pursuant to the Brown Act, the Board of Trustees will not take action on or discuss matters raised during Public Comment portion of the agenda that are not listed on the agenda.

Comments shall be limited to three (3) minutes per speaker. Speakers may not yield their time to others without the consent of the Presiding Officer. All comments shall be directed to the Board of Trustees and shall be devoid of any personal attacks unrelated to District business. Members of the public are expected to maintain a professional, courteous decorum during 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 14, 2021 Teleconference Regular Meeting Minutes**

## 5. CONSENT CALENDAR - continued

- b. Approval of October Expenditures
  - General Fund \$ 110,828.96
  - Oct Reimburse Voucher 1720 \$ 57,527.27
  - Oct Reimburse Voucher 1721 \$ 52,259.35
  
  - Accumulative Capital Outlay \$ 10,395.00
  - Oct Reimburse Voucher 17222 \$ 10,395.00
  
  - Pet Memorial Park Cemetery \$ .00
  - Total Oct 31, 2021 Expenditures Checks & Visa/Debit Card  
23777-23821 & Direct Deposits (Payroll) \$ 121,223.96
- c. Financial Reports as of October 31, 2021 (F-1 thru F-5A)

## 6. ADMINISTRATIVE CALENDAR

- a. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group
- b. Ratification of Chairperson Pye and Vice Chairperson Kleindienst Executive Decision for Expenditures in the Amount of \$121,826.00 to Pull Pump for Inspection and Repairs as an Urgency Measure for Well #4 Repairs
- c. Review for Discussion Long Range Planning - PSCD Staffing
- d. Discussion for Approval to Cancel PreNeed Contract in Default – G. Ramirez, Contract #C003334
- e. CAPC Annual Conference March 10-12, 2022 in Seaside, CA
- f. Review for Discussion and Possible Approval –Trustee Annual Year-End Meeting Luncheon
- g. East 40 Acres Lease Agreement – Update

## 7. LEGISLATIVE CALENDAR

- a. Staff Report and Resolution 8-2021, PSCD Board of Trustees Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing Continued Remote Teleconference Meetings of Board of Trustees

## 8. TRUSTEE AND ATTORNEY SIGNATURES

## 9. BOARD DEVELOPMENT

- a. Users Guide to the Ralph M. Brown Act 2020 Edition & A.B 361 Remote Meetings

## 10. PUBLIC HEARING CALENDAR – None

## 11. COMMITTEES

## 12. REPORTS

- a. Trustees
- b. District Manager
  - 1. Strategic Barometer
  - 2. COVID-19 Fiscal Relief for Special Districts – Application Submitted October 13, 2021

**13. FUTURE AGENDA ITEMS**

- a. Discussion in 2021/2022 – Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums
- b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs
- c. Marketing/Advertising
- d. Lease Agreement Property Taxes January 2022
- e. Discussion for Possible Cell Tower Location at Desert Memorial Park

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

**15. CLOSED SESSION ANNOUNCEMENT**

**16. OPEN SESSION**

**17. ADJOURNMENT**

**THIS AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M.,  
MONDAY, November 8, 2021**

---

Kathleen Jurasky, District Manager

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

**DATE:** October 14, 2021

**TIME:** 2:00 P.M.

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

1. **CALL TO ORDER** Meeting was called to order by Vice Chairperson Kleindienst at 2:00 P.M.

2. **ROLL CALL**

Present: Jan M. Pye, Chairperson – Arrived at 2:02 P.M.  
William G. Kleindienst, Vice Chairperson  
Tim M. Radigan-Brophy, Secretary  
Lynn T. Mallotto, Treasurer.

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

3. **PUBLIC COMMENTS** Brad Anderson stated he resides in Rancho Mirage, CA. He said he submitted a written letter to District Manager Jurasky to be entered into public record for the October 14, 2021 board meeting. Mr. Anderson expressed interest regarding the District investments and money movement.

He said he had requested a recording of a prior meeting from the District Manager, and he was informed that recordings are not kept after minutes were prepared. Mr. Anderson stated he feels all meetings should be recorded and retained

Mr. Anderson stated his concerns regarding the contract for District's legal counsel being discussed during closed session.

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

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

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group** Mr. Wilson reported the market is still acting abnormal, and for the fiscal year ending September 30, 2021 the three combined accounts were down \$5,938.00. He stated looking forward into the fourth quarter he still sees inflation as an issue, and is looking for interest rates to move slightly upwards.

He reported the GE Bond lost its "A" rating and was sold to stay in compliance with investment guidelines, and also reported he sold the Schwab Money Market Mutual Fund to stay within the 20% maximum allowed requirement.

Mr. Wilson informed the Board he received the 2021 California Investment Guidelines from auditor Robert Dennis, CPA. He stated he had reviewed the guidelines, and he then gave the Board a brief overview of how they affect the District's current portfolios. Mr. Wilson said to keep within guidelines necessary adjustments will be made where needed.

He requested a meeting with the investment committee Trustees Mallotto and Radigan-Brophy to discuss the State's Investment Guidelines in more detail, and to review proposed investments for money coming due. The Mr. Wilson and investment committee will meet, and report back to the Board at a future date

Following a discussion, the investment report was received and filed.

**6. ADMINISTRATIVE CALENDAR - Continued**

**b. Cahuilla Chapter, Daughters of the American Revolution for National Day of Service – Clean Veteran Headstones at Desert Memorial Park** District Manager Jurasky reported the Daughters of the American Revolution requested permission to clean veteran headstones in the older sections at DMP on Saturday, October 16, 2021 and Saturday, October 23, 2021.

She stated she contacted attorney Quintanilla to find out if their request could be granted. Attorney Quintanilla said the request could be approved provided all participant sign an indemnification and waiver form to protect the District.

District Manager Jurasky stated attorney Quintanilla prepared a Memorial Marker Acknowledgement form for volunteer signature. She further stated she obtained signed forms from all volunteers involved in the National Day of Service to clean veteran headstones.

**c. East 40 Acres Lease Agreement - Update** District Manager Jurasky reported she was contacted by Kyle Ghirardi, Code Compliance Officer from the city of Rancho Mirage regarding clean-up and repair code violations on the property. She stated on September 29, 2021 she called Mario Gonzales, Da Vall Center, LLC regarding the violations, and spoke with Christina Martinez informing of the violations, and requested corrections to be in compliance with the lease agreement. Ms. Martinez stated she would convey the information to Mr. Gonzales.

District Manger Jurasky reported to date the violations have not been corrected. Following a discussion District Manager and attorney Quintanilla were directed to send a letter to Mario Gonzales, Da Vall Center, LLC stating he is in violation of the lease agreement and to reiterate to delinquency of past due prior property taxes.

**7. LEGISLATIVE a. Resolution 6-2021, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Radigan-Brophy, seconded by Trustee Kleindienst to approve Resolution 6-2021 transferring \$31,408.90 from PreNeed Fund, 51265 to the General Fund, 51270 and \$15,600.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried; roll call 4-0. Kleindienst, Mallotto, Pye and Radigan-Brophy.

**b. Resolution 7-2021, Adopting Miscellaneous Employee Policies and Procedures, Acknowledgment Form and Employee Handbook Introduction to be Incorporated in the District's Employee Handbook** Attorney Quintanilla stated several laws have changed, and COVID-19 related issues have arisen since the last handbook revision.

He reviewed the miscellaneous employee policies and procedures that were updated and implemented in the current revised employee handbook. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve Resolution 7-2021. Motion carried; vote 4-0 Kleindienst, Mallotto, Pye and Radigan Brophy.

**Agenda items 7c and 9a were combined to be addressed with one motion**

**c. Assembly Bill No. 361 Regarding Remote Board Meetings – Staff Report** Attorney Quintanilla gave an overview and explained the requirements of AB 361. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to receive and file Assembly Bill No.361, and continue with remote meeting until the Board approves returning to in person or until AB 361 sunsets. Motion carried; roll call 4-0. Kleindienst, Mallotto, Pye and Radigan-Brophy.

**8. TRUSTEE SIGNATURES AND ATTORNEY** District Manager Jurasky will contact Trustees and attorney to arrange for signature completion.

**9. BOARD DEVELOPMENT a. Review for Discussion and Possible Approval – Return to in Person Board Meetings (See Agenda item 7c)**

**b. Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities** Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve no revisions be made to the Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities. Motion carried; 4-0 Kleindienst, Mallotto, Pye and Radigan Brophy.

**10. PUBLIC HEARING CALENDAR – None**

**11. COMMITTEE REPORTS** Trustee Kleindienst reported the Palm Springs Historical Society license agreement with PSCD to conduct tours at Welwood Murray Cemetery has been executed and give to District Manager Jurasky.

He stated the Palm Springs Historical Society would like tours to start later this year or early 2022, and reported there are currently over 1,400 persons already interested in taking the tours.

**12. REPORTS a. Trustee Report** Trustee Pye reported she had been ill, and stated it was not COVID-19 related.

**b. District Manager District Manager**

1. Strategic Barometer - District Manager reviewed updates.
2. Grounds Man Hired - September 7, 2021 – October 1, 2021 District Manager Jurasky reported new hire could not handle the working at the cemetery and his last day was October 1, 2021.
3. Board Appointment Update – District Manager Jurasky stated the appointment of LaFaye Platter is on the Riverside County Board of Supervisors agenda October 19, 2021.
4. Rye Grass Seed Increase – District Manager Jurasky reported due to the lack of availability the seed increased from \$7,634.25 in 2020 to \$13,944.90 in 2021. She stated she checked several vendors, and they were all more than double the cost of the 2020 supplier.
5. AT&T Proposal for Wireless Communication Facility – Status – District Manager Jurasky reported they selected another location. Trustee Radigan-Brophy requested this be a future agenda item. District Manager Jurasky was directed to place “cell tower location” under Future Agenda Items.
6. Welwood Murray Cemetery – Gate Repairs – District Manager Jurasky reported the gate repairs were completed on October 8, 2021.

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

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

**c. Marketing/Advertising** No action taken

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

**e. Lease Agreement Property Taxes January 2022** No action taken

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

15. **CLOSED SESSION ANNOUNCEMENT**

16. **OPEN SESSION** - None

17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:11 P.M. The next regular board meeting via ZOOM is scheduled for 2:00 P.M., Thursday, November 11, 2021.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Tim Radigan-Brophy, Secretary

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Oct 1, 2021 to Oct 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
10/1/21	23777	INV 238267 - SEP 2021 MONTHLY LANDSCAPE MAINTENANC LESS RAISED VASE DAMAGED BY MOWER 9/15/2021 NISSHO OF CALIFORNIA, INC	24,588.87	24,588.87
10/1/21	23778	INV 208127654 - RYE GRASS SEED (6,000 lbs) SIMPLOT TURF & HORTICULTURE	14,028.75	14,028.75
10/1/21	23779	INV 43321 - CHECKED MOTION SENSOR SWITCHES BRADLEY ELECTRIC,INC	135.00	135.00
10/1/21	23780	INV 65195 - (12) CREM VAULTS (GOLD) (12) GRAY VASES; (18) RAISED VASES ASCO PACIFIC, INC.	809.15 856.86	1,666.01
10/1/21	23781	INV 8027101 TOILET PAPER, PAPER TOWELS, AND OTHER J WAXIE SANITARY SUPPLY	262.10	262.10
10/1/21	23782	INV000000425000 - OFFICE WIFI ONE RING NETWORKS	200.00	200.00
10/1/21	23783	VOID***VOID***VOID		
10/1/21	23784	IN047998 - (6) #5 LINERS; (4) #5 VAULTS WHITED CEMETERY SERVICE	2,095.00	2,095.00
10/1/21	23785	TRASH SERVICE FOR OCT 2021 BURRTEC WASTE & RECYCLING SVCS	425.82	425.82
10/1/21	23786	INV 2531.001-08 - SECTION B-39 - B-44 LANDSCAPE ARCHITE MSA CONSULTING, INC	320.00	320.00
10/1/21	23787	INV 638 - 2021 AUDIT (90%) RT DENNIS ACCOUNTANCY	7,290.00	7,290.00
10/4/21	23788	INV 19330006 - KYOCERA COPIER CONTRACT PAYMENT MARLIN BUSINESS BANK	144.64	144.64
10/4/21	23789	INV 475429 - (297 GALLONS) GASOLINE; (250 GALLONS) DIES BECK OIL INC	2,081.75	2,081.75
10/5/21	23790	REPURCHASE INTERMENT RIGHTS SECTION B-33 #482 ENDOWMENT CARE FEE IS NON-REFUNDABLE GINGER L BUSKIRK NAYLOR	540.00	540.00
10/5/21	23791	CA SALES & USE TAX FOR PERIOD 07/01/2021 TO 09/30/2021 CALIFORNIA DEPT OF TAX & FEE ADMIN	1,400.00	1,400.00
10/5/21	23792	INV 8972207 - SEP 2021 PEST CONTROL MAINTENANCE WESTERN EXTERMINATOR	88.30	88.30
10/5/21	23793	INV 2110133 - OCT 2021 SECURITY PATROL MAXWELL SECURITY SERVICES, INC	725.00	725.00
10/6/21	23794	OCT 2021 PSCD EMPLOYEE DENTAL INSURANCE EXPENSE STANDARD INSURANCE COMPANY RB	463.80	463.80
10/6/21	23795	YELLOW PAGE ADVERTISING FOR SEP 2021 DEX YP	181.10	181.10



**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Oct 1, 2021 to Oct 31, 2021

Date	Check #	Line Description	Debit Amount	Credit Amount
10/13/21	23796	INV 571 - FOR LEGAL SERVICES RENDERED IN AUG 2021 INV 572 - FOR LEGAL SERVICES RENDERED IN AUG 2021 FO QUINTANILLA & ASSOCIATES	600.00 2,681.50	3,281.50
10/13/21	23797	WMC USAGE FOR OCT 2021 DESERT WATER AGENCY	656.24	656.24
10/13/21	23798	332245-850914 - WELL REPLENISHMENT FOR SEP 2021 COACHELLA VALLEY WATER DIST	2,794.76	2,794.76
10/18/21	23799	INV 37190 - REPAIRS TO WMC EAST & WEST GATES PALM SPRINGS WELDING, INC	350.00	350.00
10/18/21	23800	559833-884768 - COMMERCIAL FOR PERIOD ENDING 10/08/20 180819-512108 - BUSINESS FOR PERIOD ENDING 10/08/2021 559831-884770 - FIRE PROTECTION COACHELLA VALLEY WATER DIST	31.93 24.71 86.99	143.63
10/18/21	23801	OFFICE PHONES FOR PERIOD ENDING 11/06/2021 FRONTIER COMMUNICATIONS	393.16	393.16
10/25/21	23802	INV 65399 - (12) WHITE CREMATION VAULTS ASCO PACIFIC, INC.	815.22	815.22
10/25/21	23803	INV 01J0032777377 - BOTTLED WATER & OTHER SUPPLIES READY REFRESH	46.98	46.98
10/25/21	23804	IN048274 - (10) #5 LINERS; (1) #7 LINER; (1) #0 LINER WHITED CEMETERY SERVICE	2,357.00	2,357.00
10/25/21	23805	IT0000005068 - PS FINANCIALS FOR SEPT 2021 DATA VPN FOR SEPT 2021 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	81.22 4.66	85.88
10/25/21	23806	INV 028880 - MONTHLY SERVICE ON AMERICAS PLAZA FOU ELOY'S POOL SERVICE & REPAIRS	50.00	50.00
10/25/21	23807	NOV 2021 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	75.89	75.89
10/26/21	23808	INV 4558659 - COURIER SERVICE FOR 9/09/21; 9/22/21; 10/07/21 GLS US	53.34	53.34
10/26/21	23809	IN734459 - KYOCERA COPIER FOR PERIOD 10/16/21 TO 11/15/ IN737235 - WATER COOLER FOR PERIOD 10/16/21 TO 11/15/21 AIS	159.24 32.63	191.87
10/26/21	23810	K JURASKY - EXTRA HEALTH INSURANCE FOR PAY PERIO COLONIAL LIFE	203.78	203.78
10/28/21	23811	INV 18358 - SERVICE ON WELL #4 L O LYNCH QUALITY WELLS & PUMPS INC	10,075.00	10,075.00
10/28/21	23812	INV 65429 - (12) GRAY TRION VASES ASCO PACIFIC, INC.	434.83	434.83
10/28/21	23813	INV 15510590 - IRRIGATION SYSTEM REPAIR SUPPLIES INV 15155819 - IRRIGATION SYSTEM REPAIR SUPPLIES	298.59 8.69	

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Oct 1, 2021 to Oct 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
		EWING IRRIGATION PRODUCTS, INC		307.28
10/28/21	23814	GROUND SUPERVISOR & OFFICE CELL PHONES FOR PERIO SPRINT	130.70	130.70
10/29/21	23815	INV 36562 - (12) SHIRTS; (12) PANTS GUYS & GALS UNIFORMS	822.65	822.65
10/29/21	23816	INV 9705 - REPLACED URINAL FLUSH VALVE IN MENS REST GOODMAN PLUMBING, INC	330.00	330.00
10/29/21	23817	DISTRICT MANAGER CELL PHONE FOR PERIOD ENDING 11/ AT & T MOBILITY	175.12	175.12
10/29/21	23818	OCT 2021 EMPLOYEE RETIREMENT EXPENSE-K JURASKY OCT 2021 EMPLOYEE 403B PAYABLE - K JURASKY INVESCO INVESTMENT SERVICES, INC	624.88 1,846.16	2,471.04
10/29/21	23819	OCT 2021 PSCD EMPLOYEE RETIREMENT EXPENSE - E ARC FRANKLIN - TEMPLETON	239.02	239.02
10/29/21	23820	OCT 2021 PSCD EMPLOYEE RETIREMENT EXPENSE - S LOZ FRANKLIN - TEMPLETON	286.27	286.27
10/29/21	23821	OCT 2021 PSCD EMPLOYEE RETIREMENT EXPENSE - S VICK FRANKLIN - TEMPLETON	246.40	246.40
10/7/21	CALPE	OCT 2021 PSCD EMPLOYEE HEALTH INSURANCE EXPENSE OCT 2021 PSCD RETIREE HEALTH INSURANCE EXPENSE CALPERS	5,797.31 764.41	6,561.72
10/1/21	DEBIT	HOME DEPOT - WASP SPRAY COMPANY DEBIT CARD	4.30	4.30
10/25/21	DEBIT	LESLIE'S - HEADSTONE CLEANING SUPPLIES COMPANY DEBIT CARD	73.90	73.90
10/25/21	DEBIT	HOME DEPOT - HOSE FOR BURIALS; SUPPLIES FOR BAY DO COMPANY DEBIT CARD	143.32	143.32
10/1/21	DEBIT	VENEER NET, INC - WEBSITE PSCEMETERY.COM (06/29/2021 VENEER NET, INC - WEBSITE PSCEMETERY.COM (09/29/2021 COMPANY DEBIT CARD	134.85 134.85	269.70
10/8/21	DEBIT	ICLOUD+ WITH 200 GB OF STORAGE COMPANY DEBIT CARD	2.99	2.99
10/1/21	DEBIT	STAPLES - PRINTER INK, COPY PAPER & OTHER SUPPLIES COMPANY DEBIT CARD	185.65	185.65
10/21/21	DEBIT	STAPLES - PRINTER INK & OTHER SUPPLIES STAPLES - DISINFECTANT, WIPES COMPANY DEBIT CARD	281.18 46.83	328.01
10/26/21	DEBIT	MICROSOFT: PUBLISHER COMPANY DEBIT CARD	159.99	159.99
10/15/21	DEBIT	HP INSTANT INK COMPANY DEBIT CARD	19.56	19.56

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Oct 1, 2021 to Oct 31, 2021

Date	Check #	Line Description	Debit Amount	Credit Amount
10/8/21	EDD_T	SIT P/R 09/23/2021 TO 10/06/2021 PAID 10/08/2021	265.89	
		SDI P/R 09/23/2021 TO 10/06/2021 PAID 10/08/2021	140.02	
		EMPLOYMENT DEVELOPMENT DEPT		405.91
10/22/21	EDD_T	SIT P/R 10/07/2021 TO 10/20/2021 PAID 10/22/2021	230.32	
		SDI P/R 10/07/2021 TO 10/20/2021 PAID 10/22/2021	127.95	
		EMPLOYMENT DEVELOPMENT DEPT		358.27
10/8/21	EDD_T	SUI P/R 09/23/2021 TO 10/06/2021 PAID 10/08/2021	85.56	
		EMPLOYMENT DEVELOPMENT DEPT		85.56
10/22/21	EDD_T	SUI P/R 10/07/2021 TO 10/20/2021 PAID 10/22/2021	44.54	
		EMPLOYMENT DEVELOPMENT DEPT		44.54
10/27/21	EDISO	WELL #4 FOR PERIOD 09/09/21 TO 10/10/21 - 8002601833	5,815.70	
		ADMIN BUILDING FOR PERIOD 09/10/21 TO 10/11/21 - 8000493	1,030.97	
		DAVLL GATE FOR PERIOD 09/13/21 TO 10/12/21 - 8001545238	26.31	
		WELL #2 FOR PERIOD 09/13/21 TO 10/12/21 - 8003526191	525.66	
		WMC FOR PERIOD 09/13/21 TO 10/12/21 - 8004476833	16.03	
		WMC DESERT COMMUNITY ENERGY - 8004476833	0.39	
		SO CAL EDISON		7,415.06
10/8/21	EXPRES	FIT P/R 09/23/2021 TO 10/06/2021 PAID 10/08/2021	963.31	
		SOCIAL SECURITY P/R 09/23/2021 TO 10/06/2021 PAID 10/08/20	1,446.90	
		MEDICARE P/R 09/23/2021 TO 10/06/2021 PAID 10/08/2021	338.38	
		BANK OF AMERICA		2,748.59
10/22/21	EXPRES	FIT P/R 10/07/2021 TO 10/20/2021 PAID 10/22/2021	775.21	
		SOCIAL SECURITY P/R 10/07/2021 TO 10/20/2021 PAID 10/22/20	1,322.03	
		MEDICARE P/R 10/07/2021 TO 10/20/2021 PAID 10/22/2021	309.20	
		BANK OF AMERICA		2,406.44
10/8/21	FEES	P/R 09/23/2021 TO 10/06/2021 PAID 10/08/2021	101.62	
		CBIZ PAYROLL		101.62
10/22/21	FEES	P/R 10/07/2021 TO 10/20/2021 PAID 10/22/2021	88.74	
		CBIZ PAYROLL		88.74
	<b>Total</b>		<b>105,057.57</b>	<b>105,057.57</b>

**PALM SPRINGS CEMETERY DISTRICT  
Payroll Disbursement Journal-General Fund  
For October 2021**

Date	Reference	Employee	Amount
10/8/2021	5341	KATHLEEN JURASKY	2,615.00
10/8/2021	5342	STEPHANIE C. LOZANO	1,331.47
10/8/2021	5343	STEPHANIE C. LOZANO	620.08
10/8/2021	5344	SCOTT W. VICKREY	1,389.51
10/8/2021	5345	EDGAR F. ARCHILA	1,417.83
10/8/2021	5346	JOSE MARTINEZ	1,025.92
10/22/2021	5353	KATHLEEN JURASKY	2,615.00
10/22/2021	5354	KATHLEEN JURASKY	400.00
10/22/2021	5355	STEPHANIE C. LOZANO	1,331.47
10/22/2021	5356	SCOTT W. VICKREY	1,389.51
10/22/2021	5357	EDGAR F. ARCHILA	1,375.83
10/22/2021	5358	WILLIAM G. KLEINDIENST	163.69
10/22/2021	5359	LYNN T. MALLOTTO	163.70
10/22/2021	5360	JAN M. PYE	163.69
10/22/2021	5361	TIM RADIGAN-BROPHY	163.69
<b>10/1/21 thru 10/31/21</b>			<b>16,166.39</b>

**GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP  
October 2021**

October Cash Disbursement Journal	<b>105,057.57</b>
October Payroll Disbursement Journal	<b>16,166.39</b>
<b>TOTAL PSCD DISBURSEMENTS</b>	<b><u>121,223.96</u></b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b><u>110,828.96</u></b>
October Payment Voucher # 1720	57,527.27
October Payment Voucher # 1721	52,259.35
<b>Total Payment Vouchers</b>	<b>109,786.62</b>
Void Check (#23690 dated 7/20/21)	1,042.34
<b>TOTAL ACO EXPENDITURES</b>	<b><u>10,395.00</u></b>
October ACO Payment Voucher #1722	
MSA Consulting - Check 23786	320.00
Landscape Plans for Section B-39 - B-44	
LO Lynch Quality Wells & Pumps - Check 23811	10,075.00
Service on Well #4	
<b>PET CEMETERY DRAWDOWNS</b>	<b><u>0.00</u></b>
Loan Amount:	25,000.00
Current Balance Remaining:	15,000.00
<b>TOTAL October DISBURSEMENTS</b>	<b><u>121,223.96</u></b>

**PALM SPRINGS CEMETERY DISTRICT  
SITE SALES & INTERMENTS  
October 2021**

**SALES**

	Prior Months		October		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	68	0	24	0	92	0	83	0
Adult, A&B	3	0	1	0	4	0	4	0
Premium	9	0	1	0	10	0	15	0
Child	1	0	1	0	2	0	1	0
Cremation	13	0	5	0	18	0	12	0
Niche	9	0	3	0	12	0	11	0
<b>TOTALS</b>	<b>103</b>	<b>0</b>	<b>35</b>	<b>0</b>	<b>138</b>	<b>0</b>	<b>126</b>	<b>0</b>

**LOT REPURCHASES**

	Prior Months		October		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	3	0	1	0	4	0	1	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>

**TOTAL INTERMENTS**

	Prior Months		October		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	58	0	16	0	74	0	96	0
Child	1	0	1	0	2	0	1	0
Cremation	22	1	11	0	33	1	16	0
Niche	8	0	5	0	13	0	7	0
<b>TOTALS</b>	<b>89</b>	<b>1</b>	<b>33</b>	<b>0</b>	<b>122</b>	<b>1</b>	<b>120</b>	<b>0</b>

**SATURDAY INTERMENTS**

	Prior Months		October		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SUNDAY INTERMENTS**

	Prior Months		October		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PALM SPRINGS CEMETERY DIST  
INCOME STATEMENT - GENERAL FUND  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2021**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	28,660.00	41,325.00	(12,665.00)	109,190.00	135,390.00	(26,200.00)
RETURNED CHECK BANK CHARGE	0.00	0.00	0.00	60.00	90.00	(30.00)
INTEREST RECEIVED	2.18	3.85	(1.67)	6.35	15.37	(9.02)
LAND LEASE	24,412.04	5,730.53	18,681.51	24,412.04	22,922.12	1,489.92
MISC INCOME	0.00	0.00	0.00	100.00	224.00	(124.00)
CREDIT CARD CONVEN FEE	941.14	489.00	452.14	2,657.00	2,481.58	175.42
TAX COLLECTIONS	2,675.73	10,320.47	(7,644.74)	2,675.73	10,320.47	(7,644.74)
VAULTS	920.00	2,460.00	(1,540.00)	3,340.00	6,355.00	(3,015.00)
CREMATION VAULTS	1,060.00	720.00	340.00	3,490.00	1,640.00	1,850.00
LINERS	1,850.00	2,735.00	(885.00)	7,978.00	10,705.00	(2,727.00)
GRAVE VASES	1,600.00	905.00	695.00	5,571.75	3,978.25	1,593.50
ENR SURCHARGE	4,930.00	4,650.00	280.00	19,250.00	20,950.00	(1,700.00)
LOT TRANSFERS	300.00	300.00	0.00	300.00	800.00	(500.00)
COUNTY INTEREST INCOME	30.12	9.54	20.58	201.47	320.83	(119.36)
HANDLING FEE	8,140.00	13,730.00	(5,590.00)	32,210.00	45,095.00	(12,885.00)
PRENEED CONTRACT SERVICE CHG	1,800.00	800.00	1,000.00	6,000.00	3,100.00	2,900.00
VASE/HDSTN SET & CLEAN	5,900.00	5,885.00	15.00	24,725.00	20,940.00	3,785.00
<b>TOTAL REVENUE</b>	<b>83,221.21</b>	<b>90,063.39</b>	<b>(6,842.18)</b>	<b>242,167.34</b>	<b>285,327.62</b>	<b>(43,160.28)</b>
EXPENSES						
REGULAR SALARIES	21,769.93	17,845.12	3,924.81	91,209.81	79,220.83	11,988.98
BOT MEETING COMPENSATION	718.36	718.36	0.00	1,436.72	2,514.26	(1,077.54)
COVID-19 PAYROLL	0.00	0.00	0.00	0.00	4,921.29	(4,921.29)
RETIREMENT/PENSION	1,396.57	1,249.16	147.41	6,044.25	5,889.96	154.29
FICA	1,384.47	1,141.13	243.34	5,699.96	5,328.56	371.40
MEDICARE	323.78	266.88	56.90	1,333.05	1,246.20	86.85
EMPLOYEE GROUP INSURANCE	6,337.00	6,017.51	319.49	25,665.18	24,606.55	1,058.63
RETIREE GROUP INSURANCE	764.41	1,154.34	(389.93)	3,057.51	4,617.36	(1,559.85)
UNEMPLOYMENT INSURANCE	130.10	44.54	85.56	281.78	155.88	125.90
WORKERS COMP INSURANCE	49.76	562.36	(512.60)	453.74	2,233.54	(1,779.80)
ELECTRICITY	7,415.06	7,729.39	(314.33)	33,241.54	21,530.07	11,711.47
TELEPHONE	698.98	641.44	57.54	2,833.82	2,595.84	237.98
WATER	3,594.63	2,990.84	603.79	13,200.54	14,990.82	(1,790.28)
VISA-MASTER CHG FEES	804.28	543.14	261.14	2,696.41	3,551.03	(854.62)
COUNTY SERVICE CHARGE	85.88	0.00	85.88	273.73	489.07	(215.34)
GENERAL INSURANCE	2,117.83	2,190.03	(72.20)	8,471.32	8,760.12	(288.80)
LEGAL	3,281.50	1,316.00	1,965.50	4,283.50	1,974.00	2,309.50
LOT REPURCHASE	540.00	0.00	540.00	1,440.00	1,135.00	305.00
OFFICE EXPENSE	1,420.03	1,527.86	(107.83)	5,808.63	7,385.56	(1,576.93)
UNIFORMS & SAFETY EQUIPMENT	822.65	0.00	822.65	822.65	0.00	822.65
MTG EXP & SUPPLIES	0.00	0.00	0.00	103.79	0.00	103.79
AUDIT	7,290.00	0.00	7,290.00	7,290.00	6,320.00	970.00
ADVERTISING/PUBLICITY	450.80	184.14	266.66	893.00	794.21	98.79
MEMBERSHIP & DUES	0.00	3,861.00	(3,861.00)	450.00	4,671.00	(4,221.00)
AUTO TRUCK EXPENSE	0.00	3,494.13	(3,494.13)	921.93	3,494.13	(2,572.20)
LARGE EQUIPMENT REPAIRS	0.00	2,119.58	(2,119.58)	0.00	2,347.29	(2,347.29)
IRRIGATION SYSTEM REPAIRS	307.28	118.58	188.70	3,681.82	2,055.17	1,626.65
FERTILIZER AND SEED	14,028.75	7,634.25	6,394.50	14,028.75	7,634.25	6,394.50
GASOLINE, OIL, TIRES	2,081.75	175.96	1,905.79	2,484.74	587.71	1,897.03
PLANT & BUILDING	1,641.22	132.50	1,508.72	3,737.95	2,880.24	857.71
TOOLS & SUPPLIES	221.52	0.00	221.52	1,235.08	73.14	1,161.94
GRAVE LINERS & VAULTS	6,076.37	4,662.59	1,413.78	16,892.58	17,604.59	(712.01)
GRAVE VASES	1,291.69	879.61	412.08	3,817.10	2,043.62	1,773.48
CONTRACT TREE/GARDEN MAINTNCE	24,588.87	24,588.87	0.00	73,988.87	73,766.61	222.26
SECURITY CAMERA EXPENSE	0.00	0.00	0.00	179.70	0.00	179.70
DMP GROUNDS SECURITY	725.00	725.00	0.00	2,900.00	2,900.00	0.00
COVID-19 EXPENSES	46.83	640.50	(593.67)	148.34	1,697.25	(1,548.91)
<b>TOTAL EXPENSES</b>	<b>(112,405.30)</b>	<b>(95,154.81)</b>	<b>(17,250.49)</b>	<b>(341,007.79)</b>	<b>(322,194.85)</b>	<b>(18,812.94)</b>
<b>NET CHANGE FROM OPERATIONS</b>	<b>(29,184.09)</b>	<b>(5,091.42)</b>	<b>(24,092.67)</b>	<b>(98,840.45)</b>	<b>(36,867.23)</b>	<b>(61,973.22)</b>
OTHER REVENUE & EXPENSE						
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
<b>NET CHANGE</b>	<b>(29,184.09)</b>	<b>(5,091.42)</b>	<b>(24,092.67)</b>	<b>(98,840.45)</b>	<b>(36,867.23)</b>	<b>(61,973.22)</b>

**PALM SPRINGS CEMETERY DIST  
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2021**

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
<b>REVENUE</b>						
OPEN AND CLOSE	28,660.00	24,754.00	3,906.00	109,190.00	297,050.00	(187,860.00)
MISC SPECIAL SET-UP	0.00	75.00	(75.00)	0.00	900.00	(900.00)
RETURNED CHECK BANK CHARGE	0.00	6.00	(6.00)	60.00	70.00	(10.00)
INTEREST RECEIVED	2.18	3.00	(0.82)	6.35	35.00	(28.65)
LAND LEASE	24,412.04	5,817.00	18,595.04	24,412.04	69,798.00	(45,385.96)
MISC INCOME	0.00	0.00	0.00	100.00	0.00	100.00
CREDIT CARD CONVEN FEE	941.14	713.00	228.14	2,657.00	8,550.00	(5,893.00)
LATE FEE	0.00	1,075.00	(1,075.00)	0.00	12,900.00	(12,900.00)
SAT INTERMENT SURCHARGE	0.00	1,633.00	(1,633.00)	0.00	19,600.00	(19,600.00)
SUN INTERMENT SURCHARGE	0.00	733.00	(733.00)	0.00	8,800.00	(8,800.00)
TAX COLLECTIONS	2,675.73	29,880.00	(27,204.27)	2,675.73	358,562.00	(355,886.27)
VAULTS	920.00	1,421.00	(501.00)	3,340.00	17,050.00	(13,710.00)
CREMATION VAULTS	1,060.00	0.00	1,060.00	3,490.00	0.00	3,490.00
LINERS	1,850.00	1,988.00	(138.00)	7,978.00	23,850.00	(15,872.00)
GRAVE VASES	1,600.00	731.00	869.00	5,571.75	8,775.00	(3,203.25)
MEMORIAL WALL INCOME	0.00	25.00	(25.00)	0.00	300.00	(300.00)
ENR SURCHARGE	4,930.00	3,561.00	1,369.00	19,250.00	42,730.00	(23,480.00)
LOT TRANSFERS	300.00	133.00	167.00	300.00	1,600.00	(1,300.00)
COUNTY INTEREST INCOME	30.12	46.00	(15.88)	201.47	550.00	(348.53)
HANDLING FEE	8,140.00	7,848.00	292.00	32,210.00	94,175.00	(61,965.00)
PRENEED CONTRACT SERVICE CHG	1,800.00	667.00	1,133.00	6,000.00	8,000.00	(2,000.00)
VASE/HIDSTN SET & CLEAN	5,900.00	3,824.00	2,076.00	24,725.00	45,890.00	(21,165.00)
<b>TOTAL REVENUE</b>	<b>83,221.21</b>	<b>84,933.00</b>	<b>(1,711.79)</b>	<b>242,167.34</b>	<b>1,019,185.00</b>	<b>(777,017.66)</b>
<b>EXPENSES</b>						
REGULAR SALARIES	21,769.93	25,762.00	(3,992.07)	91,209.81	309,141.00	(217,931.19)
BOT MEETING COMPENSATION	718.36	1,122.00	(403.64)	1,436.72	13,469.00	(12,032.28)
BOT CONFERENCES	0.00	208.00	(208.00)	0.00	2,500.00	(2,500.00)
BOT TRAVEL & EXPENSES	0.00	250.00	(250.00)	0.00	3,000.00	(3,000.00)
TEMPORARY HELP	0.00	833.00	(833.00)	0.00	10,000.00	(10,000.00)
RETIREMENT/PENSION	1,396.57	1,725.00	(328.43)	6,044.25	20,697.00	(14,652.75)
FICA	1,384.47	1,577.00	(192.53)	5,699.96	18,919.00	(13,219.04)
MEDICARE	323.78	394.00	(70.22)	1,333.05	4,730.00	(3,396.95)
EMPLOYEE GROUP INSURANCE	6,337.00	5,842.00	495.00	25,665.18	70,106.00	(44,440.82)
RETIREE GROUP INSURANCE	764.41	1,113.00	(348.59)	3,057.51	13,353.00	(10,295.49)
UNEMPLOYMENT INSURANCE	130.10	283.00	(152.90)	281.78	3,395.00	(3,113.22)
WORKERS COMP INSURANCE	49.76	632.00	(582.24)	453.74	7,585.00	(7,131.26)
ELECTRICITY	7,415.06	4,020.00	3,395.06	33,241.54	48,250.00	(15,008.46)
TELEPHONE	698.98	667.00	31.98	2,833.82	8,000.00	(5,166.18)
WATER	3,594.63	3,354.00	240.63	13,200.54	40,250.00	(27,049.46)
COMMUNITY OUTREACH	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)
VISA-MASTER CHG FEES	804.28	750.00	54.28	2,696.41	9,000.00	(6,303.59)
RETURNED CHECK	0.00	4.00	(4.00)	0.00	50.00	(50.00)
COUNTY SERVICE CHARGE	85.88	100.00	(14.12)	273.73	1,200.00	(926.27)
EDUCATION	0.00	33.00	(33.00)	0.00	400.00	(400.00)
GENERAL INSURANCE	2,117.83	2,229.00	(111.17)	8,471.32	26,752.00	(18,280.68)
LEGAL	3,281.50	1,458.00	1,823.50	4,283.50	17,500.00	(13,216.50)
LOT REPURCHASE	540.00	542.00	(2.00)	1,440.00	6,500.00	(5,060.00)
OFFICE EXPENSE	1,420.03	1,500.00	(79.97)	5,808.63	18,000.00	(12,191.37)
TRAVEL & CONVENTION	0.00	583.00	(583.00)	0.00	7,000.00	(7,000.00)
UNIFORMS & SAFETY EQUIPMENT	822.65	83.00	739.65	822.65	1,000.00	(177.35)
MTG EXP & SUPPLIES	0.00	42.00	(42.00)	103.79	500.00	(396.21)
CONTRIBUTIONS	0.00	17.00	(17.00)	0.00	200.00	(200.00)
AUDIT	7,290.00	683.00	6,607.00	7,290.00	8,200.00	(910.00)
ADVERTISING/PUBLICITY	450.80	417.00	33.80	893.00	5,000.00	(4,107.00)
MEMBERSHIP & DUES	0.00	525.00	(525.00)	450.00	6,300.00	(5,850.00)
AUTO TRUCK EXPENSE	0.00	100.00	(100.00)	921.93	1,200.00	(278.07)
LARGE EQUIPMENT REPAIRS	0.00	333.00	(333.00)	0.00	4,000.00	(4,000.00)
EQUIPMENT REPAIRS	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)
IRRIGATION SYSTEM REPAIRS	307.28	692.00	(384.72)	3,681.82	8,300.00	(4,618.18)
FERTILIZER AND SEED	14,028.75	917.00	13,111.75	14,028.75	11,000.00	3,028.75
GASOLINE, OIL, TIRES	2,081.75	417.00	1,664.75	2,484.74	5,000.00	(2,515.26)
PLANT & BUILDING	1,641.22	1,833.00	(191.78)	3,737.95	22,000.00	(18,262.05)
ROAD MAINTENANCE	0.00	167.00	(167.00)	0.00	2,000.00	(2,000.00)
TOOLS & SUPPLIES	221.52	125.00	96.52	1,235.08	1,500.00	(264.92)
GRAVE LINERS & VAULTS	6,076.37	3,208.00	2,868.37	16,892.58	38,500.00	(21,607.42)
GRAVE VASES	1,291.69	375.00	916.69	3,817.10	4,500.00	(682.90)
CONTRACT TREE/GARDEN MAINTNCE	24,588.87	24,700.00	(111.13)	73,988.87	296,400.00	(222,411.13)
CONTRACT BURIALS	0.00	583.00	(583.00)	0.00	7,000.00	(7,000.00)
SECURITY CAMERA EXPENSE	0.00	125.00	(125.00)	179.70	1,500.00	(1,320.30)
DMP GROUNDS SECURITY	725.00	725.00	0.00	2,900.00	8,700.00	(5,800.00)
COVID-19 EXPENSES	46.83	125.00	(78.17)	148.34	1,500.00	(1,351.66)
<b>TOTAL EXPENSES</b>	<b>112,405.30</b>	<b>91,339.00</b>	<b>21,066.30</b>	<b>341,007.79</b>	<b>1,096,097.00</b>	<b>(755,089.21)</b>
<b>NET CHANGE FROM OPERATIONS</b>	<b>(29,184.09)</b>	<b>(6,406.00)</b>	<b>(22,778.09)</b>	<b>(98,840.45)</b>	<b>(76,912.00)</b>	<b>(21,928.45)</b>
<b>OTHER REVENUE &amp; EXPENSE</b>						
RESERVES TRANSFERRED IN	0.00	8,076.00	(8,076.00)	0.00	96,912.00	(96,912.00)
OTHER EXPENSE APPROP CONTING	0.00	(1,667.00)	1,667.00	0.00	(20,000.00)	20,000.00
<b>NET CHANGE</b>	<b>(29,184.09)</b>	<b>3.00</b>	<b>(29,187.09)</b>	<b>(98,840.45)</b>	<b>0.00</b>	<b>(98,840.45)</b>

**ACCUMULATIVE CAPITAL OUTLAY  
INCOME STATEMENT  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2021**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
<b>REVENUE</b>						
BURIAL RIGHT SALES	34,075.00	18,500.00	15,575.00	110,690.00	120,225.00	(9,535.00)
CURRENT INTEREST & DIVIDENDS	0.00	1,610.73	(1,610.73)	5,757.53	4,031.27	1,726.26
COUNTY INTEREST INCOME	110.50	76.80	33.70	700.50	1,121.96	(421.46)
GAIN/INVEST FAIR VALUE INCREAS	0.00	172.10	(172.10)	(2,478.55)	5,998.45	(8,477.00)
<b>TOTAL REVENUE</b>	<b>34,185.50</b>	<b>20,359.63</b>	<b>13,825.87</b>	<b>114,669.48</b>	<b>131,376.68</b>	<b>(16,707.20)</b>
	<u>34,185.50</u>	<u>20,359.63</u>	<u>13,825.87</u>	<u>114,669.48</u>	<u>131,376.68</u>	<u>(16,707.20)</u>
<b>EXPENSES</b>						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	1,321.38	1,317.06	4.32
COUNTY SERVICE CHARGE	0.00	0.00	0.00	0.00	5.27	(5.27)
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,321.38)</b>	<b>(1,322.33)</b>	<b>0.95</b>
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,321.38)</u>	<u>(1,322.33)</u>	<u>0.95</u>
<b>NET CHANGE FROM OPERATIONS</b>	<b>34,185.50</b>	<b>20,359.63</b>	<b>13,825.87</b>	<b>113,348.10</b>	<b>130,054.35</b>	<b>(16,706.25)</b>
	<u>34,185.50</u>	<u>20,359.63</u>	<u>13,825.87</u>	<u>113,348.10</u>	<u>130,054.35</u>	<u>(16,706.25)</u>
<b>OTHER REVENUE &amp; EXPENSE</b>						
REVENUE TRANSFERRED IN	0.00	(3,770.00)	3,770.00	0.00	(3,770.00)	3,770.00
<b>TOTAL OTHER REVENUE &amp; EXPENSE</b>	<b>0.00</b>	<b>(3,770.00)</b>	<b>3,770.00</b>	<b>0.00</b>	<b>(3,770.00)</b>	<b>3,770.00</b>
	<u>0.00</u>	<u>(3,770.00)</u>	<u>3,770.00</u>	<u>0.00</u>	<u>(3,770.00)</u>	<u>3,770.00</u>
<b>NET CHANGE</b>	<b>34,185.50</b>	<b>24,129.63</b>	<b>10,055.87</b>	<b>113,348.10</b>	<b>133,824.35</b>	<b>(20,476.25)</b>
	<u>34,185.50</u>	<u>24,129.63</u>	<u>10,055.87</u>	<u>113,348.10</u>	<u>133,824.35</u>	<u>(20,476.25)</u>



**ENDOWMENT CARE FUND  
INCOME STATEMENT  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2021**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
<b>REVENUE</b>						
WMC ENDOWMENT CARE	0.00	0.00	0.00	35.00	0.00	35.00
ENDOWMENT CARE DEPOSITS	31,729.41	14,350.00	17,379.41	100,309.23	80,375.50	19,933.73
CURRENT INTEREST & DIVIDENDS	0.00	807.78	(807.78)	8,019.21	14,755.51	(6,736.30)
COUNTY INTEREST INCOME	91.09	67.18	23.91	572.74	1,014.02	(441.28)
GAIN/LOSS INVESTMENT FMV	0.00	(3,135.03)	3,135.03	(10,507.70)	(9,168.30)	(1,339.40)
<b>TOTAL REVENUE</b>	<b>31,820.50</b>	<b>12,089.93</b>	<b>19,730.57</b>	<b>98,428.48</b>	<b>86,976.73</b>	<b>11,451.75</b>
<b>EXPENSES</b>						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	7,355.92	7,344.34	11.58
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,355.92</b>	<b>7,344.34</b>	<b>11.58</b>
<b>NET CHANGE</b>	<b>31,820.50</b>	<b>12,089.93</b>	<b>19,730.57</b>	<b>91,072.56</b>	<b>79,632.39</b>	<b>11,440.17</b>

**PRENEED FUND  
INCOME STATEMENT  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2021**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
<b>REVENUE</b>						
CURRENT SALES	15,709.05	9,061.66	6,647.39	75,586.81	52,414.32	23,172.49
CURRENT DEFERRED REVENUE	8,975.52	7,057.81	1,917.71	47,832.10	32,034.93	15,797.17
CURRENT INTEREST & DIVIDENDS	0.00	1,879.32	(1,879.32)	8,240.55	6,278.11	1,962.44
COUNTY INTEREST INCOME	65.02	51.84	13.18	397.83	815.83	(418.00)
GAIN/INVEST FAIR VALUE INCREAS	0.00	(985.67)	985.67	(3,724.89)	6,285.57	(10,010.46)
<b>TOTAL REVENUE</b>	<b>24,749.59</b>	<b>17,064.96</b>	<b>7,684.63</b>	<b>128,332.40</b>	<b>97,828.76</b>	<b>30,503.64</b>
<b>EXPENSES</b>						
INVESTMENT FEES	0.00	0.00	0.00	2,566.28	2,558.59	7.69
LOSS ON TRANSFER (INTER COSTS)	0.00	4,725.23	(4,725.23)	0.00	4,725.23	(4,725.23)
SALES TRANSFR OUT (PRIOR YR)	0.00	3,770.00	(3,770.00)	0.00	3,770.00	(3,770.00)
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>8,495.23</b>	<b>(8,495.23)</b>	<b>2,566.28</b>	<b>11,053.82</b>	<b>(8,487.54)</b>
<b>NET CHANGE</b>	<b>24,749.59</b>	<b>8,569.73</b>	<b>16,179.86</b>	<b>125,766.12</b>	<b>86,774.94</b>	<b>38,991.18</b>



**PALM SPRINGS CEMETERY**  
D E S E R T C E M E T E R Y

**STAFF REPORT**

**TO:** Board of Trustees  
**FROM:** Steven B. Quintanilla, General Counsel  
**DATE:** November 1, 2021  
**RE:** Assembly Bill No. 361 Regarding Continued Remote Board Meetings

---

---

**SPECIFIC REQUEST OR RECOMMENDATION:**

That the Board of Trustees adopt Resolution [next in line], making certain findings pursuant to AB 361, allowing continued teleconferenced meetings in accordance with AB 361 during the current State of Emergency related to the COVID-19 Pandemic.

---

**BACKGROUND**

The Governor recently signed AB 361 into law which took effect immediately. AB 361 permits legislative bodies subject to the Brown Act to continue to hold remote (teleconference/video internet) meetings until January 1, 2024, subject to the requirements set forth below:

**AGENDA POSTING REQUIREMENTS**

- Post meeting agendas at all usual locations where it remains feasible to do so, at least 72 hours before regular meetings.
  - In each instance where notice of the time of teleconferenced meeting is given or agenda is posted, clear notice of how the public may access the meeting and offer public comment must be provided, including whether via either a call-in or internet-based option.
  - Provide all relevant remote-access information, in meeting notice(s) and meeting agendas which may include, but not limited to, phone numbers, passwords, URLs, email addresses, etc.
  - Agenda shall identify and include an opportunity for all persons to attend via a call-in option or internet-based service option.
  - Agenda shall include an opportunity for members of the public to address the legislative body directly.
  - Agenda does not have to identify each teleconference location.
- 
- 

**Resolution 8-2021 Staff Report**

**7a 1 of 2**

**INFORMATION CONTINUED:**

- Agendas are not required to be posted at all teleconferenced locations.

**ACCESSIBILITY**

- Not required to make each teleconference location accessible to the public.
- Not required to have a quorum of Brown Act body members participate from within the territorial boundaries of the agency's jurisdiction.
- Not allowed to require written comments be submitted in advance of a meeting.
- Meetings must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the Board.
- Must allow members of public to access the meeting.
- If a disruption prevents the District from broadcasting the meeting to members of the public using the call-in option of internet-based service option, or in event of a disruption within the District's control which prevents members of the public from offering public comments using the call-in or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access is restored.
- Written/remote public comment must be accepted until the point at which the public comment period is formally closed.
- Where the legislative body provides timed public comment for each agenda item, it shall not close public comment period for the agenda item, or the opportunity to register to provide public comment, until that timed public comment period has elapsed.
- Where the legislative body does not provide timed public comment period, but takes public comment separately on each agenda item, it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time to register, or otherwise be recognized for purpose of providing public comment.
- Where the legislative body provides a timed general public comment period that does not correspond to a specific agenda item, it shall not close the public comment period or opportunity to register, until the timed general public comment period has elapsed.

If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference pursuant to AB 361, legislative bodies must make the following findings by majority vote no later than 30 days after its first remote meeting, and every 30 days thereafter:

- The legislative body has reconsidered the circumstances of the state of emergency; and
- Any of the following circumstances exist:
  - The state of emergency continues to directly impact the ability of the members to meet safely in person; or
  - State or local officials continue to impose or recommend measure to promote social distancing.

**Resolution 8-2021 Staff Report**

**7a 2 of 2**

**RESOLUTION NO. 8-2021**

**A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT BOARD OF TRUSTEES MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF BOARD OF TRUSTEES**

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

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

**WHEREAS**, as amended by AB 361, the Brown Act, as set forth in Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625 and that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020 (the "State of Emergency"), in accordance with Section 8825 of the California Emergency Act, and the state of emergency remains active; and

**WHEREAS**, as a result of the COVID-19 pandemic, the California Department of Health continues to recommend measures to promote social distancing.

**NOW, THEREFORE, THE BOARD OF TRUSTEES HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1. RECITALS**

That the Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**SECTION 2. FINDINGS**

That the Board of Trustees finds that it has reconsidered the circumstances of the previously declared and existing State of Emergency arising from the COVID-19 Pandemic and that the State of Emergency continues to directly impact the ability of the Board of Trustees to meet safely in person.

**SECTION 3. CONTINUED AB 361 REMOTE MEETINGS**

That the Board of Trustees may continue to conduct public meetings in accordance with Government Code Section 54953(e).

**SECTION 4. SEVERABILITY**

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

**SECTION 5. 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.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

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

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jan Pye, Board Chairperson

**ATTEST:**

---

Tim Radigan-Brophy, Secretary

**Agenda Item 9a**

**USERS GUIDE  
TO THE  
THE RALPH M. BROWN ACT**

**and**

**BROWN ACT GUIDE  
SUPPLEMENT  
A.B. 361  
REMOTE MEETINGS**





LAW OFFICES OF  
QUINTANILLA & ASSOCIATES

## **“Transparent and Open Government”**

### **USERS GUIDE TO THE THE RALPH M. BROWN ACT**

**2020 Edition**

**Legal Disclaimer:** The Law Offices of Quintanilla & Associates provides this Guide to the Ralph M. Brown Act as a source of useful information for the public. While the information in this Guide is about legal issues, it is not legal advice or legal representation. Because of the rapidly changing nature of the law and the need to rely on outside sources of information, The Law Offices of Quintanilla & Associates makes no warranty or guarantee of the accuracy or reliability of information contained herein.

## **I. HISTORICAL OVERVIEW OF THE ACT**

The Brown Act, officially known as the Ralph M. Brown Act (Government Code sections 54950-54963<sup>1</sup>) after its author, Assemblyman Ralph M. Brown (Turlock), was enacted in 1953 in response to mounting public concerns that local elected officials were avoiding requirements for providing the public with advance notice of public meetings by conducting secret "workshops" or "study sessions".

The stated intent of the Brown Act (also referred to herein as the "Act") is to ensure that public agencies deliberate and conduct their business in open public meetings that are open and accessible to the public.

The Act solely applies to local public agencies, boards, and councils, whereas the comparable Bagley-Keane Act mandates open meetings for State government agencies.

## **II. SUMMARY OF SUBJECTS COVERED BY THE BROWN ACT**

### **A. APPLICABILITY**

#### **1. Governing Bodies Subject to the Act**

The governing bodies of general law and charter cities, boards of supervisors and district boards are subject to the Brown Act.<sup>2</sup> A governing body is referred to herein as the "governing body" or the "body"; the governmental entity that is governed by the body is referred to herein as the "agency". The officials of governing bodies subject to the Brown Act are referred to herein as "public officials" or "members".

#### **2. Subsidiary Bodies Subject to the Act**

Subsidiary boards, commissions or advisory bodies created by agencies (i.e., Planning Commissions, Finance Authorities, etc.) are subject to the Act, whether permanent or temporary.<sup>3</sup>

#### **3. Standing Committees Subject to the Act**

A standing committee of a governing body is subject to the Act. A standing committee is one that has a continuing subject matter jurisdiction or a meeting schedule that has been fixed by formal action of the governing body, regardless of the number of members.<sup>4</sup>

#### **4. Private or Nonprofit Entities Subject to the Act**

The governing body of a private or nonprofit<sup>5</sup> entity formed by an agency to exercise authority that may lawfully be delegated by the governing body is subject to the Act.<sup>6</sup>

The governing body of a private or nonprofit entity that receives funds from an agency and whose body includes a member with full voting rights who also serves as a member of the governing body of the contributing agency is also subject to the Act.<sup>7</sup>

#### **5. Exempt Entities**

The following entities are exempt from the Brown Act:

- An ad hoc advisory committee of a governing body comprised of less than a quorum of members of the body<sup>8</sup>; and
- Businesses operating in the private sector.

#### **6. Newly Elected Officials**

Any person elected to serve as a member of the governing body who has not yet assumed the duties of office must conform his or her conduct to the requirements of the Brown Act.<sup>9</sup>

### **B. MEETINGS, DEFINED**

#### **1. What is a Meeting?**

A "meeting" is any congregation of a majority of the governing members of a covered body, at the same time and location including a teleconferenced location, to hear, discuss, deliberate or take action on any item that is within the covered body's subject matter jurisdiction.<sup>10</sup>

#### **2. What is Not a Meeting?**

Nothing in the Brown Act prevents a majority of members of a governing body from attending a function. The test is not whether a majority attends the function, but whether business of a specific nature within the subject matter jurisdiction of the agency is discussed. So long as the members do not discuss agency business, there is no violation of the Brown Act.

Following are the five exceptions that permit a majority of members of a body to gather without prompting the Brown Act meeting requirements:

- A majority of the body may attend a public conference or similar gathering that addresses issues of general interest to the public, provided that a majority of the body do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the body's subject matter jurisdiction.<sup>11</sup>
- A majority of the body may attend an open and publicized meeting organized by another organization to address a topic of concern to the community provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the body's subject matter jurisdiction.<sup>12</sup>
- A majority of the body may attend a meeting of a governing body of another local agency, or a legislative body of another local agency. Again, the majority cannot discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within their agency's subject matter jurisdiction, again provided that it is an open and publicized meeting.<sup>13</sup>
- A majority of the body may attend an open and noticed meeting of a standing committee of the governing body. The governing body members who are not standing committee members may attend only as observers, meaning that they cannot speak or otherwise participate in the meeting. A majority of the members must not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the governing body's subject matter jurisdiction.<sup>14</sup>
- A majority of the body may attend a purely social or ceremonial occasion. Once again, a majority cannot discuss business among themselves of a specific nature that is within the subject matter jurisdiction of the agency.<sup>15</sup>

*Example: A local organization is sponsoring the first of many candidates' forums. Each candidate will present his or her platform in the upcoming Municipal election. Candidates include four of the existing members of the City Council. Result: The forum is not a meeting, provided it is open and publicized and organized by a person or organization other than the agency to address a topic of local community concern, and provided a majority of the governing body do not discuss agency business among themselves, other than as part of the scheduled program.*

### **3. Teleconferenced Meetings [SEE AB 361]**

The Brown Act provides for the audio or video teleconferencing of any meeting subject to the following conditions:

- A teleconferenced meeting must comply with all other Brown Act requirements.<sup>16</sup>
- All votes taken during a teleconferenced meeting must be accomplished by roll call.<sup>17</sup>
- The notice and agenda of the meeting must identify the teleconference location and must provide the public with the opportunity to address the members at the teleconferenced location.<sup>18</sup>
- A meeting agenda must be posted at the teleconferenced location.<sup>19</sup>
- The teleconferenced location must be accessible to the public.<sup>20</sup>
- During the teleconference, at least a quorum of the members of the body must participate from locations within the body's jurisdictional boundaries.<sup>21</sup>

### **4. Prohibited Serial Meetings**

A series of private meetings (known as "serial meetings") by which majority of members of the body commit themselves to decision concerning public business or engage in collective deliberation on public business violates open meeting requirement imposed by the Brown Act. There may be nothing improper about the substance of a serial meeting; the problem is the process, which deprives the public of an opportunity for meaningful participation in decision-making.

The Brown Act prohibits a majority of the members of a legislative body, outside a public meeting, from using a series of communications of any kind,

directly or through intermediaries, "to discuss, deliberate, or take action" on any item of business within its jurisdiction.<sup>22</sup> "Taking action" means a collective decision by a majority of the body, a collective commitment or promise by a majority to make a decision, or an actual vote of the body upon a motion, proposal, resolution, order or ordinance.<sup>23</sup>

The Brown Act does not prohibit public agency employees or officials from engaging in separate conversations or communications with members of a legislative body outside of a meeting to answer questions or provide information regarding a matter, as long as that employee or official does not communicate a member's comments or position on a matter to any other member.<sup>24</sup> Officials must be cognizant of the difference between informational exchanges and prohibited consensus-building; officials must take great care to neither elicit information from council or board members nor share the comments or position of one council or board member with other members of the board or council outside of a public meeting.

*Example 1: Council member A contacts Council member B to discuss a proposed building project that the council will act upon in the future. Council member B later contacts Council member C and discusses the project, and reveals Council member A's opinions regarding the project to Council member C. Result: A prohibited serial meeting has been conducted since there was discussion between a quorum of council members outside of an open, public meeting concerning a matter within the City Council's subject matter jurisdiction.*

*Example 2: One by one, a developer telephones and speaks with each council member for a decision on the developer's proposed project. During the phone conversation, the developer reveals to a majority of the council members the opinions of other members. Result: With the developer acting as the intermediary, a prohibited serial meeting has been conducted since there was discussion between a quorum of council members outside of an open, public meeting concerning a matter within the City Council's subject matter jurisdiction.*

*Example 3: A staff member briefs each council member about a pending project prior to a formal meeting and, in the process, reveals information about each member's respective views. Result: With the staff member acting as the intermediary, a prohibited serial meeting has been conducted since there was discussion between a quorum of council members outside of an open, public meeting concerning a matter within the City Council's subject matter jurisdiction.*

*Example 4: Council member A sends an email to a developer with a pending project congratulating him on the merits of the project. The developer forwards the email to all the remaining council members. Council members B and C confer in private about the opinion expressed by Member A. Result: A prohibited serial meeting has been conducted since there was discussion between a quorum of council members outside of an open, public meeting concerning a matter within the City Council's subject matter jurisdiction.*

*Example 5: One by one, the Mayor telephones the other council members to inquire as to whether to schedule a special meeting to discuss a pending project. **Result:** No serial meeting has been conducted, provided the Mayor avoids soliciting the opinions of the other members regarding the merits of the project.*

## **C. NOTICE, AGENDA AND MEETING REQUIREMENTS**

### **1. Regular and Adjourned Regular Meetings**

A meeting of the governing body must be conducted within the local agency's jurisdiction except in limited circumstances.<sup>25</sup> The meeting place must not prohibit the admittance of any person on the basis of race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability. Members of the public must be able to gain admittance without making a payment or purchase.<sup>26</sup>

Notice of the meeting must be mailed at the time the agenda is posted or mailed when the agenda is distributed to all or a majority of the legislative body, whichever occurs first, to those who request it, including each local newspaper, radio and television station that has requested it.<sup>27</sup>

At least seventy-two hours in advance of the meeting, notice of the meeting and the meeting agenda must be posted in areas that are freely accessible to the public at all times and on the local agency's website, if the local agency has one.<sup>28</sup>

The agenda must describe each item of business to be transacted or discussed and must provide the time, and location of the meeting.<sup>29</sup> Action or discussion on any item not described in the agenda is prohibited, unless one of the urgency exemptions is applicable.<sup>30</sup> However, members may briefly respond to statements made or questions asked by the public.<sup>31</sup>

Additionally, members may<sup>32</sup>:

- ask a question for clarification
- make a brief announcement
- make a brief report on activities
- provide a reference to staff or other sources for factual information
- request staff report to the body at a future meeting
- direct staff to place a matter of business on a future agenda

The governing body may take action on items of business not described in the agenda under any one of the following urgent conditions:

- A majority of the members determine that an emergency exists, such as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both.<sup>33</sup>
- Two-thirds of the members present (or all of the members if less than two-thirds are present) determine that there is a need to take immediate action and the need for that action came to the attention of the body after the agenda was posted.<sup>34</sup>
- The item appeared on the agenda of a meeting of the governing body held not more than five days earlier and the item was continued from that meeting.<sup>35</sup>

The governing body may conduct only public votes, with no secret ballots. The governing body must publicly report any action taken and the vote on that action of each member present.<sup>36</sup>

Prior to taking final action, the governing body must orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken.<sup>37</sup>

For a meeting occurring on and after January 1, 2019, local agencies that have a website must comply with additional notice requirements. In general, the agenda must be posted on the local agency's primary website homepage, accessible through a prominent, direct link. The direct link to the agenda cannot be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.<sup>38</sup>

In lieu of providing a direct link to the agenda, a local agency may provide a direct link to an integrated agenda management platform on its primary website homepage. The integrated agenda management platform is a website which is dedicated to providing the entirety of a local agency's agenda information.<sup>39</sup> The direct link to the integrated agenda management platform cannot be in a contextual menu.<sup>40</sup>

Regardless of whether a local agency provides a direct link to the agenda or to an integrated agenda management platform, the online copy of the agenda must be formatted in the following manner:<sup>41</sup>



- Retrievable, downloadable, indexable, and electronically searchable by commonly used internet search applications.
- Platform independent and machine readable.
- Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

## **2. Special Meetings**

A special meeting may be called by the governing body's presiding officer or a majority of the body.<sup>42</sup> A special meeting of the governing body must be conducted within the agency's jurisdiction except in limited circumstances.<sup>43</sup> The meeting place must not prohibit the admittance of any person based on race, religious creed, color, national origin, ancestry, or sex and must be accessible to disabled persons.<sup>44</sup> Members of the public must be able to gain admittance without making a payment or purchase.<sup>45</sup>

At least twenty-four hours prior to the meeting, the following must be accomplished:

- The call and notice of the meeting must be posted in a location that is freely accessible to the public at all times, and on the local agency's website, if the local agency has one.<sup>46</sup>
- Written notice of the meeting must be delivered to, and received by each member of the governing body, unless the member has filed a written waiver of the notice or if the member is actually present at the meeting when it convenes.<sup>47</sup>
- Written notice of the meeting must be delivered to and received by each local newspaper of general circulation and each radio or television station that requested written notice.<sup>48</sup>

The call and notice of the meeting agenda must describe each item of business to be transacted or discussed.<sup>49</sup> Action or discussion on any item not described in the agenda is prohibited.<sup>50</sup> The governing body may conduct only public votes, with no secret ballots.<sup>51</sup>

A special meeting may not be called regarding salaries, salary schedules, or fringe benefits of a local agency executive. However, this prohibition does not apply to a local agency calling a special meeting to discuss the local agency's budget.<sup>52</sup>

### **3. Emergency Meetings**

The governing body may conduct an emergency meeting if the majority of the body determines there is a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both.<sup>53</sup> All special meeting requirements are applicable to the emergency meeting, except for the twenty-four hour notice requirement.<sup>54</sup>

One hour prior to the emergency meeting, the presiding officer or his or her designee must notify by telephone each local newspaper of general circulation and radio or television station that has requested notice of special meetings. If telephone services are not functioning, the notice requirement is waived. As soon after the emergency meeting as possible, the media must be informed of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting.<sup>55</sup>

During an emergency meeting, the body may meet in closed session if agreed to by a two-thirds vote of the members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.<sup>56</sup>

As soon after the emergency meeting as possible, the minutes of the meeting, a list of persons who the agency notified or attempted to notify, a copy of the roll call vote and any actions taken at the meeting must be posted in a public place and must remain posted for a minimum of ten days.<sup>57</sup>

### **4. Simultaneous Meetings**

A legislative body that has convened a meeting and whose membership constitutes a quorum of any other legislative body (such as a city council and housing authority board) may convene a meeting of the subsequent legislative body, simultaneously or in serial order, only if a clerk or member of the convened legislative body verbally announces the amount of compensation or stipend (not including reimbursements), if any, that each member will be entitled to receive as a result of convening the simultaneous or serial meeting of the subsequent legislative body.<sup>58</sup>

The announcement need not be made if the amount of compensation is determined by statute and no additional compensation is authorized by the local agency.<sup>59</sup>

## **D. CLOSED SESSIONS**

As discussed below, closed meetings are the exception and are permitted by the Brown Act only if they meet defined purposes and follow special requirements.<sup>60</sup>

## **1. Personnel**

The governing body may convene into closed session to discuss the appointment, employment, performance evaluation, discipline and complaints about or dismissal of a specific employee, unless the employee requests a public session.<sup>61</sup>

Prior to conducting a closed session on specific complaints or charges brought against an employee by another person or employee, the agency must provide the employee written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session. The notice must be delivered to the employee personally or by mail at least twenty-four hours before the time for holding the session. If notice is not given, any disciplinary or other action taken by the governing body against the employee based on the specific complaints or charges in the closed session is null and void.<sup>62</sup>

The agenda must describe the closed session in the following manner:<sup>63</sup>

- Public Employee Appointment Title: (Specify description of position to be filled)
- Public Employment Title: (Specify description of position to be filled)
- Public Employee Performance Evaluation Title: (Specify position title of employee being reviewed)
- Public Employee Discipline/Dismissal/Release (No additional information is required in connection with a closed session to consider discipline, dismissal, or release of a public employee. Discipline includes potential reduction of compensation.)

The governing body must report action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session at the public meeting during which the closed session is held. The report must identify the title of the position. The report of a dismissal or of the nonrenewal of an employment contract must be deferred until the first public meeting following the exhaustion of administrative remedies, if any.<sup>64</sup>

## **2. Litigation**

The governing body may convene into closed session to discuss with its legal counsel pending litigation when discussion in open session concerning

those matters would prejudice the agency's position in the litigation.<sup>65</sup> Litigation is pending when any of the following circumstances exist:

- Litigation, to which the agency is a party, has been initiated formally.<sup>66</sup>
- A point has been reached where, in the opinion of the governing body on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the agency.<sup>67</sup>
- Based on existing facts and circumstances, the governing body is meeting only to decide whether a closed session is authorized under the Act.<sup>68</sup>
- Based on existing facts and circumstances, the governing body has decided to initiate or is deciding whether to initiate litigation.<sup>69</sup>

An agency is considered to be a "party" or to have a "significant exposure to litigation" if an agency officer or employee is a party or has significant exposure to litigation concerning prior or prospective activities or alleged activities during the course and scope of that office or employment. This includes litigation in which it is an issue whether an activity is outside the course and scope of the office or employment.<sup>70</sup>

The facts and circumstances that indicate significant exposure to litigation are as follows:<sup>71</sup>

- Facts and circumstances that might result in litigation against the agency but which the agency believes are not yet known to a potential plaintiff or plaintiffs. Such facts and circumstances need not be disclosed.
- Facts and circumstances, including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the agency and that are known to a potential plaintiff or plaintiffs. Such facts or circumstances must be publicly stated on the agenda or announced.
- The receipt of a claim pursuant to the Government Claims Act or some other written communication from a potential plaintiff threatening litigation. The claim or communication must be available for public inspection.
- A statement made by a person in an open and public meeting

threatening litigation on a specific matter within the responsibility of the governing body.

- A statement threatening litigation made by a person outside an open and public meeting on a specific matter within the responsibility of the governing body so long as the official or employee of the agency receiving knowledge of the threat makes a contemporaneous or other record of the statement prior to the meeting. That record must be available for public inspection. The record need not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on their behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed.

The agenda must describe the closed session in the following manner:<sup>72</sup>

- Conference With Legal Counsel--Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers) or Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)
- Conference With Legal Counsel--Anticipated Litigation Significant exposure to litigation pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9: (Specify number of potential cases)
- Initiation Of Litigation Pursuant To Paragraph (4) of Subdivision (d) of Section 54956.9: (Specify number of potential cases)

Agency approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation must be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. If the approval is to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but must specify that the direction to initiate or intervene in an action was given and that the action, the defendants, and the other particulars must be disclosed to any person upon inquiry, once the litigation is formally commenced, unless the disclosure would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or if

disclosure would jeopardize its ability to conclude existing settlement negotiations to its advantage.<sup>73</sup>

The governing body must report approval given to its legal counsel of a settlement of pending litigation at any stage prior to or during a judicial or quasi-judicial proceeding after the settlement is final, as specified below.<sup>74</sup>

- If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.<sup>75</sup>
- If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.<sup>76</sup>

### **3. Property Negotiations**

The governing body may convene into closed session to discuss with the agency's identified bargaining agent, the purchase, sale, exchange or lease of real property by or for the agency.<sup>77</sup> A lease includes renewal or renegotiation of a lease. Prior to the closed session, the governing body must hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate. Negotiators may be members of the governing body.<sup>78</sup>

The agenda must describe the closed session in the following manner:<sup>79</sup>

- **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Agency negotiator: (Specify names of negotiators attending the closed session) (If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: (Specify name of party (not agent)) Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

The governing body must report its approval of an agreement concluding real estate negotiations after the agreement is final.<sup>80</sup> If the body's own approval renders the agreement final, it must report that approval and the substance of the agreement in open session at the same public meeting during which the closed session is held.<sup>81</sup> If final approval rests with the other party to the negotiations, the agency must disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the agency of its approval.<sup>82</sup>

#### **4. Labor Negotiations**

The governing body may convene into closed session with designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.<sup>83</sup> The closed session with the agency's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of the agency's available funds and funding priorities, but only insofar as those discussions relate to providing instructions to the agency's designated representative.<sup>84</sup>

The term "employee" includes an officer or an independent contractor who functions as an officer or an employee, but does not include any elected official, member of the governing body, or other independent contractors.<sup>85</sup>

Prior to the closed session, the governing body must hold an open and public session in which it identifies its designated representatives.<sup>86</sup> The agenda must describe the closed session in the following manner:<sup>87</sup>

- **CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)

The closed session must be for the purpose of reviewing the body's position and instructing the agency's designated representatives<sup>88</sup> and may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.<sup>89</sup> The closed sessions must not include final action on the proposed compensation of one or more unrepresented employees.<sup>90</sup>

The governing body must publicly report (orally or in writing) the action taken in closed session and the vote or abstention of every member present and voting concerning the approval an agreement that concludes labor negotiations with represented employees. The report must be made after the agreement is final and has been accepted or ratified by the other party and must identify the item approved and the other party or parties to the negotiation.<sup>91</sup>

## **5. Liability Claims**

The governing body may convene into closed session to discuss a claim for the payment of tort liability losses and public liability losses.<sup>92</sup> The agenda must describe the closed session in the following manner:<sup>93</sup>

- **LIABILITY CLAIMS**

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name).

The governing body must report disposition of claims discussed in closed session as soon as reached in a manner that identifies the name of the claimant, the name of the agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant.<sup>94</sup>

## **6. Joint Powers Agencies**

When the controlling joint powers agency agreement or the joint powers agency's regulations or bylaws permit, any person who serves as both a member of the governing body of a joint powers agency and as a member of the governing body of a member agency may disclose information to the member agency's legal counsel, or to other agency members in a closed session when the information was obtained in a JPA closed session and has direct financial or liability implications for the member agency.<sup>95</sup>

If the controlling joint powers agency agreement or the joint powers agency's regulations or bylaws permit, any person who serves as both a designated alternate member of the JPA and as a member of the governing body



of a member agency may attend the JPA closed session in lieu of the member agency's primary representative.<sup>96</sup>

When the controlling joint powers agency agreement or the joint powers agency's regulations or bylaws permit, the governing body of a member agency, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a JPA closed session.<sup>97</sup> The agenda must describe the closed session in the following manner:<sup>98</sup>

- CONFERENCE INVOLVING A JOINT POWERS AGENCY (Specify by name).

Discussion will concern: (Specify closed session description used by the joint powers agency.) Name of local agency representative on joint powers agency board: (Specify name)

(Additional information listing names of agencies or titles of representatives attending the closed session as consultants or other representatives.)

#### **7. Other Permissible Closed Session Topics**

- Security of public buildings and services or a threat to the public's right of access to public services or facilities.<sup>99</sup>
- License applications for people with criminal records.<sup>100</sup>
- Threats to public services or facilities.<sup>101</sup>

#### **8. Disclosure and Reporting of Items**

Prior to holding a closed session, the governing body must disclose, during open session, the item or items to be discussed in closed session. The disclosure may be by reference to the item as listed by number of letter on the agenda. During the closed session, the governing body may consider only those items covered in the disclosure.<sup>102</sup>

After the closed session, the governing body must reconvene into open session and make the required reports of action taken and the vote or abstention of the members in closed session.<sup>103</sup> The required reports may be made orally or in writing.<sup>104</sup>

The governing body shall provide to anyone who has submitted a written request within 24 hours of the posting of the agenda, or to anyone who has made

a standing request for all documentation, copies of any documents that were finally approved or adopted in the closed session, if the requester is present at the time the closed session ends.<sup>105</sup> If the documents require substantive amendments and retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the governing body, or his or her designee orally summarizes the substance of the amendments for the benefit of the requester or any other person present and requesting the information.<sup>106</sup>

Documents finalized in closed session must be made available to the public on the next business day following the meeting. If the documents require substantial amendment or retyping, copies must be made available as soon as completed.<sup>107</sup>

## **9. Permitted Closed Session Attendees**

Only the members of the governing body and the support staff necessary to conduct business regarding a specified item (i.e., legal counsel, consultants, and negotiators) may attend a closed session.<sup>108</sup>

## **10. Confidentiality of Closed Session Discussions**

A person may not disclose confidential information that has been acquired by being present in a closed session to a person not entitled to receive it, unless the governing body authorizes disclosure of that confidential information.<sup>109</sup>

"Confidential information" is defined by the Brown Act as a communication made in a closed session that is specifically related to the basis for the governing body to meet lawfully in closed session under the Act.<sup>110</sup>

Violations of the confidentiality provision may be addressed by the use of the remedies currently available by law, including, but not limited to the following:<sup>111</sup>

- Injunctive relief to prevent the disclosure of confidential information.
- Disciplinary action against an employee who has willfully disclosed confidential information, provided the employee in question has received training as to the requirements of either this section or otherwise has been given notice of the requirements of this section.
- Referral of a member of a legislative body who has willfully disclosed confidential information to the grand jury.

It is not a violation of the confidentiality prohibition for a person to do any of the following:<sup>112</sup>

- Make a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the illegality of an action taken by a legislative body of a local agency or the potential illegality of an action that has been the subject of deliberation at a closed session if that action were to be taken by a legislative body of a local agency.
- Express an opinion concerning the propriety or legality of actions taken by a legislative body of a local agency in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.
- Disclose information acquired by being present in a closed session that is not confidential.

## **E. ADJOURNED MEETINGS**

### **1. Adjournment Permitted**

The governing body may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.<sup>113</sup> When a regular or adjourned regular meeting is adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes.<sup>114</sup>

### **2. Adjournment by the Clerk or Secretary**

If all the members of the governing body are absent from any regular or adjourned regular meeting, the clerk or secretary of the governing body may declare the meeting adjourned to a stated time and place.<sup>115</sup> The clerk must give written notice of the adjournment in the same manner as is provided for special meetings. If the order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.<sup>116</sup>

Within twenty-four hours after the time of the adjournment, a copy of the order or notice of adjournment must be conspicuously posted on or near the door of the place where the adjourned meeting was held.<sup>117</sup>

## **F. CONTINUED HEARINGS**

### **1. Authority**

Any hearing being held during a meeting, and any hearing that was

noticed or ordered to be held during a meeting, may be continued by the governing body to a subsequent meeting of the governing body.<sup>118</sup>

## **2. Notice**

The clerk must give written notice of the continuance in the same manner as for giving notice of a special meeting.<sup>119</sup> Within twenty-four hours after the time of the continuance, a copy of the notice of continuance must be conspicuously posted on or near the door of the place where the continued hearing was held. However, if the hearing is continued for a period of less than twenty-four hours after the time specified in the hearing notice or order, a copy of the notice of continuance must be posted immediately following the meeting at which the governing body ordered the continuance.<sup>120</sup>

## **G. RIGHTS OF THE PUBLIC AT MEETINGS**

### **1. Attendance**

An agency cannot require the public to register their names, provide other information, complete a questionnaire, or otherwise fulfill any condition to attend a meeting of the governing body.<sup>121</sup> If an attendance list, register, questionnaire or similar document is circulated to the public present at the meeting, the document must clearly state that signing, registering or completing the document is voluntary and all persons may attend regardless of filling out the document.<sup>122</sup>

An agency's meeting place must not prohibit the admittance of any person based on sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation and must be accessible to disabled persons. Members of the public must be able to gain admittance without making a payment or purchase.<sup>123</sup>

### **2. Access to Meeting Records**

If a writing is a public record and relates to an agenda item for an open session of a regular meeting of the agency's legislative body and the writing is distributed less than 72 hours prior to the meeting, the writing must be made available for public inspection when the writing is distributed to all, or a majority of all, of the members of the legislative body.<sup>124</sup>

The agency must make the writing available for public inspection at a public office or location that the agency designates for that purpose. The agency must list the address of the office or location on the agendas for all meetings of the legislative body. The agency may also post the writing on its website in a position and manner that makes it clear that the writing relates to an agenda item

for an upcoming meeting.<sup>125</sup>

### **3. Right to Record Proceedings**

Any person attending an open and public meeting of the governing body has the right to record the proceedings with an audio or video tape recorder or a still or motion camera providing the recording can proceed without noise, illumination or obstruction of views that would be a persistent disruption to the meeting.<sup>126</sup> Any person may inspect any audio or film recording of an open and public meeting of the governing body. The inspection must be provided without charge on a video or tape player made available by the agency.<sup>127</sup> The agency may erase or destroy the recording thirty days after the taping or recording.<sup>128</sup> Any inspection of an audio or video recording shall be provided without charge on equipment made available by the Agency.

### **4. Participation**

Every regular meeting agenda must provide an opportunity for the public to address the governing body on any item of interest to the public that is within the governing body's subject matter jurisdiction.<sup>129</sup> At a regular meeting, the public must be provided an opportunity to address the governing body concerning any item described on the meeting agenda before or during consideration of that item.<sup>130</sup> However, an agenda for a regular meeting need not provide the public with the opportunity to address the body on any item that has already been considered by a committee composed exclusively of members of the body at a public meeting at which the public was given an opportunity to address the committee before or during its consideration of the item, unless the item has been substantially changed since the committee heard the item.<sup>131</sup>

Every notice for a special meeting must provide an opportunity for the public to address the governing body concerning any item described in the notice before or during consideration of that item.<sup>132</sup>

The governing body may adopt reasonable regulations regarding public participation, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. However, the governing body must provide at least twice the allotted time to a member of the public who utilizes a translator, unless the governing body uses a simultaneous translation equipment in a manner that allows the governing body to hear the translated public testimony simultaneously.<sup>133</sup>

### **5. Disorderly Conduct of the Public**

The members of the governing body may order the meeting room cleared, in the event a group or groups of individuals willfully interrupt the meeting and

orderly conduct is unfeasible and cannot be restored by removal of individuals.<sup>134</sup> News media representatives must be permitted to attend the session, except those who participated in the disturbance.<sup>135</sup> Only matters appearing on the agenda shall be considered at a meeting which has been ordered cleared.<sup>136</sup>

### **III. REMEDIES AND PENALTIES FOR VIOLATIONS OF THE ACT**

#### **A. Criminal Penalties**

A member of the governing body may be charged with a misdemeanor if he or she attends a meeting of the body where action is taken in violation of the Act provided the member intended to deprive the public of information to which it is entitled under the Act.<sup>137</sup>

#### **B. Civil Penalties**

The district attorney or any interested person may file an action requesting the court do any of the following:<sup>138</sup>

- Stop or prevent violations or threatened violations of the Act by members of a governing body.
- Determine the applicability of the Act to ongoing actions or threatened future action of the body.
- Determine whether any rule or action by the body to penalize or otherwise discourage the expression of one or more of its members is valid or invalid under state or federal laws.
- Compel the body to audio-record its closed sessions as ordered by the court. The court has the discretion, upon a judgment of a violation of any of the closed session provisions of the Act, to order the body to audio record its closed sessions and preserve the recordings for the period and under the terms of security and confidentiality the court deems appropriate.<sup>139</sup>

The district attorney or any interested person may also file an action to determine the applicability of the Act to past actions of the body only if the person alleging the violation first submits a cease and desist letter by mail or fax to the clerk or secretary of the body, or if the agency does not have a clerk or secretary, to the chief executive officer, clearly describing the past action of the body and nature of the alleged violation. The letter must be submitted within nine months of the alleged violation. If the body responds within thirty (30) days with an unconditional commitment to cease and desist, and not repeat the past action, in a form specified by the Act, no action may be brought against the entity. The

response must be approved by the body during open session at a regular or special meeting as a separate item of business, and not on the consent agenda.<sup>140</sup>

If the body fails to respond within the time limit, or responds without an unconditional commitment to cease and desist and not repeat the action, the district attorney or interested person may file an action within sixty (60) days of the expiration of the thirty day period or receipt of the response from the body. Failure to file the action within sixty days shall thereafter bar commencement of the action.<sup>141</sup>

The legislative body may rescind an unconditional commitment to cease, desist, and not repeat the action by a majority vote at an open session at a regular meeting as a separate item of business, not on the consent agenda. Written notice must be provided at least thirty (30) days prior to the meeting to each person to whom the unconditional commitment was made, and to the district attorney. Upon such rescission, the district attorney or any interested person may again file an action against the entity.<sup>142</sup>

Additionally, the district attorney or any interested person may file an action seeking a judicial determination that an action taken by the body is null and void under the Act.<sup>143</sup> However, prior to such action, the Act provides the body up to thirty days in which to cure or correct the defect.<sup>144</sup>

The court may award court costs and reasonable attorney fees to the successful plaintiff who is successful in filing an action against the agency and/or its members under the Act. The costs and fees must be paid by the agency and are not a personal liability of any public officer or employee of the agency.<sup>145</sup> If the agency successfully defends the action, the court may award it court costs and reasonable attorney fees if the court finds that the action was clearly frivolous and totally lacking in merit.<sup>146</sup>

When an action brought to determine the applicability of the Act to a past action of the body is dismissed because the body has provided an unconditional commitment to cease and desist made after the initial thirty (30) day period permitted for doing so, the court shall award court costs and reasonable attorney fees to the plaintiff if the filing of the action caused the legislative body to issue the unconditional commitment.<sup>147</sup>

---

<sup>1</sup> Unless otherwise specified, all statutory references are to the California Government Code.

<sup>2</sup> § 54951, 54952(a)

<sup>3</sup> § 54952(b)

<sup>4</sup> § 54952(b)

<sup>5</sup> Epstein v. Hollywood Entertainment Dist. II Bus. Improvement Dist. (2001), 87 Cal. App. 4th 862, 873

---

6 § 54952(c)  
7 § 54952(c), §5492(c)(B)  
8 § 54952(b)  
9 § 54952.1  
10 § 54952.2(a)  
11 § 54952.2(c)(2)  
12 § 54952.2(c)(3)  
13 § 54952.2(c)(4)  
14 § 54952.2(c)(6)  
15 § 54952.2(c)(5)  
16 § 54953(b)(1)  
17 § 54953(b)(2)  
18 § 54953(b)(3)  
19 § 54953(b)(3)  
20 § 54953(b)(3)  
21 § 54953(b)(3)  
22 § 54952.2(b)(1)  
23 § 54952.6  
24 § 54952.2(b)(2)  
25 § 54954(b)-(e)  
26 § 54961  
27 § 54954, § 54954.1  
28 §§ 54954(a), 54954.2(a)  
29 § 54954.2(a)(1)  
30 § 54954.2(a)(3), § 54954.2(b)  
31 § 54954.2(a)(3)  
32 § 54954.2(a)(3)  
33 § 54954.2(b)(1)  
34 § 54954.2(b)(2)  
35 § 54954.2(b)(3)  
36 § 54953(c)  
37 § 54953(c)(3)  
38 § 54954.2(a)(2)(A)  
39 § 54954.2(a)(2)(D)  
40 § 54954.2(a)(2)(C)  
41 § 54954.2(a)(2)(B)  
42 § 54956  
43 § 54954(b)  
44 § 54961(a)  
45 § 54961(a)  
46 § 54956  
47 § 54956  
48 § 54956  
49 § 54956  
50 § 54956  
51 § 54953(c)  
52 § 54956(b)  
53 § 54956.5(a)(1)  
54 § 54956.5(d)  
55 § 54956.5(b)(2)  
56 § 54956.5(c)  
57 § 54956.5(e)  
58 § 54952.3



---

59 § 54952.3(a)  
60 § 54962  
61 § 54957(b)(1)  
62 § 54957(b)(2)  
63 § 54954.5(e)  
64 § 54957.1(a)(5)  
65 § 54956.9(a)  
66 § 54956.9(d)(1)  
67 § 54956.9(d)(2)  
68 § 54956.9(d)(3)  
69 § 54956.9(d)(4)  
70 § 54956.9(h)  
71 § 54956.9(e)  
72 § 54954.5(c)  
73 § 54957.1(a)(2)  
74 § 54957.1(a)(3)  
75 § 54957.1(a)(3)(A)  
76 § 54957.1(a)(3)(B)  
77 § 54956.8  
78 § 54956.8  
79 § 54954.5(b)  
80 § 54957.1(a)(1)  
81 § 54957.1(a)(1)(A)  
82 § 54957.1(a)(1)(B)  
83 § 54957.6(a)  
84 § 54957.6(a)  
85 § 54957.6(b)  
86 § 54957.6(a)  
87 § 54954.5(f)  
88 § 54957.6(a)  
89 § 54957.6(a)  
90 § 54957.6(a)  
91 § 54957.1(a)(6)  
92 § 54956.95(a)  
93 § 54954.5(d)  
94 § 54957.1(a)(4)  
95 § 54956.96(a)(1)  
96 § 54956.96(a)(2)  
97 § 54956.96(b)  
98 § 54954.5(j)  
99 § 54957(a)  
100 § 54956.7  
101 § 54957(a)  
102 § 54957.7(a)  
103 § 54957.7(b)  
104 § 54957.1(b)  
105 § 54957.1(b)  
106 § 54957.1(b)  
107 § 54957.1(c)  
108 86 Ops. Cal. Atty. Gen. 210, 215 (2003).  
109 § 54963(a)  
110 § 54963(b)  
111 § 54963(c); (d)

---

112 § 54963(e)  
113 § 54955  
114 § 54955  
115 § 54955  
116 § 54955  
117 § 54955  
118 § 54955.1  
119 § 54955.1  
120 § 54955.1  
121 § 54953.3  
122 § 54953.3  
123 § 54961  
124 § 54957.5(b)(1)  
125 § 54957.5(b)(2)  
126 § 54953.5(a)  
127 § 54953.5(b)  
128 § 54953.5(b)  
129 § 54954.3(a)  
130 § 54954.3(a)  
131 § 54954.3b)  
132 § 54954.3(a)  
133 §§ 54954.3(b)(1-3)  
134 § 54957.9  
135 § 54957.9  
136 § 54957.9  
137 § 54959  
138 § 54960(a)  
139 § 54960(b)  
140 § 54960.2  
141 § 54960.2  
142 § 54960.2  
143 § 54960.1(a)  
144 § 54960.1(c)  
145 § 54960.5  
146 § 54960.5  
147 § 54960.5

**BROWN ACT GUIDE  
SUPPLEMENT**

**A.B. 361  
REMOTE MEETINGS**

AB 361 permits legislative bodies subject to the Brown Act to continue to hold remote (teleconference/video internet) meetings until January 1, 2024, subject to the requirements set forth below:

**AGENDA POSTING REQUIREMENTS**

- Post meeting agendas at all usual locations where it remains feasible to do so, at least 72 hours before regular meetings.
- In each instance where notice of the time of teleconferenced meeting is given or agenda is posted, clear notice of how the public may access the meeting and offer public comment must be provided, including whether via either a call-in or internet-based option.
- Provide all relevant remote-access information, in meeting notice(s) and meeting agendas which may include, but not limited to, phone numbers, passwords, URLs, email addresses, etc.
- Agenda shall identify and include an opportunity for all persons to attend via a call-in option or internet-based service option.
- Agenda shall include an opportunity for members of the public to address the legislative body directly.
- Agenda does not have to identify each teleconference location.
- Agendas are not required to be posted at all teleconferenced locations.

**ACCESSIBILITY**

- Not required to make each teleconference location accessible to the public.
- Not required to have a quorum of Brown Act body members participate from within the territorial boundaries of the agency's jurisdiction.
- Not allowed to require written comments be submitted in advance of a meeting.
- Meetings must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the Board.
- Must allow members of public to access the meeting.
- If a disruption prevents City from broadcasting the meeting to members of the public using the call-in option of internet-based service option, or in event of a disruption within the City's control which prevents members of the public from offering public comments using the call-in or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access is restored.
- Written/remote public comment must be accepted until the point at which the public comment period is formally closed.
- Where the legislative body provides timed public comment for each agenda item, it shall not close public comment period for the agenda item, or the opportunity to register to provide public comment, until that timed public comment period has elapsed.

- Where the legislative body does not provide timed public comment period, but takes public comment separately on each agenda item, it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time to register, or otherwise be recognized for purpose of providing public comment.
- Where the legislative body provides a timed general public comment period that does not correspond to a specific agenda item, it shall not close the public comment period or opportunity to register, until the timed general public comment period has elapsed.

If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference pursuant to AB 361, legislative bodies must make the following findings by majority vote no later than 30 days after its first remote meeting, and every 30 days thereafter:

- The legislative body has reconsidered the circumstances of the state of emergency; and
- Any of the following circumstances exist:
  - The state of emergency continues to directly impact the ability of the members to meet safely in person; or
  - State or local officials continue to impose or recommend measure to promote social distancing.