

**PALM SPRINGS CEMETERY DISTRICT
AGENDA
REGULAR MEETING
OF THE
BOARD OF TRUSTEES**

Thursday, February 13, 2025 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].

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

If you would like to participate in this Board Meeting via teleconference, 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

2. ROLL CALL

3. PUBLIC COMMENTS

During this part of the meeting, the public is invited to address the Board of Trustees on any matter **not on the Agenda** or any item on the **Consent Agenda** by giving his or her name and city of residence for the record.

Pursuant to the Brown Act, the Board of Trustees will not take action on or discuss matters raised during the 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. Members of the public are expected to maintain a professional and courteous decorum during public comments. **If you wish to speak on an agenda item, please wait to be recognized by the Presiding Officer when that Agenda item is opened for public comments.**

4. CONFIRMATION OF AGENDA

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

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

5. CONSENT CALENDAR

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

- a. Approval of January 9, 2025 Regular Meeting Minutes

5. CONSENT CALENDAR – continued

- b. Approval of January Expenditures
 - General Fund \$ 107,966.09
 - Jan Reimburse Voucher 1835 \$ 34,216.43
 - Jan Reimburse Voucher 1836 \$ 75,183.66

 - Accumulative Capital Outlay \$ 23,863.88
 - Jan Reimburse Voucher 1837 \$ 23,863.88

 - Pet Memorial Park Cemetery \$.00
 - Total January 31, 2025 Expenditures, Checks & Visa/Debit Card
25212-25250 & Direct Deposits (Payroll) \$ 131,829.97
- c. Financial Reports as of January 31, 2025 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. Rob Dennis, RT Dennis Accountancy – Annual Audit Report
- b. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group
- c. Review for Discussion Possible Wireless Communications Tower – First Call Tower, LLC
- d. Sections B-39 through B-45 Burial Sites Expansion at DMP - Update
- e. Da Vall Drive & McCallum Way Exterior Wall Extension – Update
- f. Review for Discussion and Possible Approval Adjustments to Employee Bereavement and Jury Duty Benefits

7. LEGISLATIVE CALENDAR

- a. Resolution 3-2025, Transfer Interment Rights & Costs from PN to ACO & GF

8. TRUSTEE AND ATTORNEY SIGNATURES

9. BOARD DEVELOPMENT

- a. PSCD Action Planning Guide

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager

13. FUTURE AGENDA ITEMS

- a. Discussion in 2026/2027 – 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. Future Long-Range Planning – PSCD Staffing
- e. Discussion for Possible Trustee Meeting Attendance Compensation Increase in May 2025

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

- a. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District Manager
- b. Conference with Labor Negotiator (Government Code § 54954.5) District's Designated Labor District's Designated Representative: Steven B. Quintanilla, General Counsel
Unrepresented Employee: District Manager
- c. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Counsel
- d. Real Property Negotiations Pursuant to Government Code Section 54956.8
Property: Assessor Parcel No. 670230017-4 (6.72 Acres) and Assessor Parcel No. 670230019-6 (29.45 Acres)
District Negotiator: Board of Trustees of the Palm Springs Cemetery District and Steven B. Quintanilla, General Legal Counsel
Negotiating Parties: Mario J. Gonzales, President/CEO RM Da Vall, LLC and Michael Braun, Grit Development
Under Negotiation: Memorandum of Understanding, Price and Terms of Payment

15. CLOSED SESSION ANNOUNCEMENT

16. ADJOURNMENT

**THIS AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M.,
MONDAY, February 10, 2025**

Kathleen Jurasky, District Manager

**PALM SPRINGS CEMETERY DISTRICT
MINUTES**

REGULAR BOARD OF TRUSTEE MEETING

DATE: January 9, 2025
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 Trustee Pye at 2:00 P.M.

2. **ROLL CALL** Present: Jan M. Pye, Chairperson
Michael V. Smith, Vice Chairperson
Lynn T. Mallotto, Treasurer -Via ZOOM
Tim Radigan-Brophy, Member
LaFaye M. Platter, Secretary

Also Present: Kathleen Jurasky, District Manager
Steven Quintanilla, Attorney - Via ZOOM

3. **PUBLIC COMMENTS** Brad Anderson, Rancho Mirage submitted a letter on January 9, 2025, via email for public record.

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Radigan-Brophy, seconded by Trustee Platter to approve the agenda as presented. Motion carried, roll call 5-0 Mallotto, Platter, Pye, Smith and Radigan-Brophy.

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

6. **ADMINISTRATIVE CALENDAR** a. **Election of Officers** Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Platter to keep the current slate of officer: Trustee Pye, Chairperson, Trustee Smith, Vice Chairperson, Trustee Mallotto, Treasurer and Trustee Platter, Secretary. Motion carried; roll call 5-0. Mallotto, Platter, Pye, Radigan-Brophy and Smith.

b. **Review for Discussion and Approval PSCD 2024-2029 Strategic Plan** Following a discussion motion was made by Trustee Smith, seconded by Trustee Radigan-Brophy to approve PSCD 2024-2029 Strategic Plan. Motion carried; roll call 5-0. Mallotto, Platter, Pye, Radigan-Brophy and Smith.

c. **Review for Discussion and Approval Proposal from MSA Consulting, Inc. Staking Services Section B-39 through B-45 Burial Sites Expansion** Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Platter to approve the proposal in the amount of \$10,000.00 from MSA Consulting, Inc. for staking service. Motion carried; roll call 5-0. Mallotto, Platter, Pye, Radigan-Brophy and Smith.

6. ADMINISTRATIVE CALENDAR – continued

d. Sections B-39 through B-45 Sites Expansion at DMP – Update District Manager Jurasky reported the project has been approved and permitted by the City of Cathedral City, and she has a meeting with MSA Consulting, Inc. and Gary Chaney the possible general contractor/project manager on January 21, 2025, to discuss the project and the next steps.

e. Da Vall Drive & McCallum Way Exterior Wall Extension - Update District Manager Jurasky reported the project is with MSA Consulting, Inc. and they are preparing the staking documents for the wall, monument signage on the corner of Da Vall Drive and McCallum Way, and the drive approach on McCallum Way.

f. Review for Discussion and Approval - Dispose of Unrepairable 2005 Ford Ranger Pickup Truck - Grounds Supervisor Vehicle Following a discussion motion was made by Trustee Platter, seconded by Trustee Radigan-Brophy to approve disposing of the unrepairable 2005 Ford Ranger Pickup Truck. Motion carried; roll call 5-0. Mallotto, Platter, Pye, Radigan-Brophy and Smith. Trustee Smith suggesting looking into replacing the truck with a GMC truck.

District Manager Jurasky stated the truck will be purchased through the California Department of General Services (DGS) Government Procurement Program and she would keep a GMC in mind when the available trucks are provided to her.

Due to a prior commitment, Trustee Mallotto left the meeting at 2:21 P.M.

g. Discussion and Possible Approval to Change the Date of March 13, 2025, Board Meeting Due to Conflict with CAPC Annual Conference Following a discussion motion was made by Trustee Smith, seconded by Trustee Platter to approve changing the date of the March board meeting to 2:00 PM, Tuesday, March 11, 2025. Trustee Platter stated that she would be in attendance via ZOOM. Motion carried, roll call 4-0, Platter, Pye, Radigan-Brophy and Smith.

h. California Association of Public Cemeteries (CAPC) Annual Conference – Embassy Suites Monterey Bay, March 13-15, 2025, in Seaside, CA Following a discussion motion was made by Trustee Pye, seconded by Trustee Radigan-Brophy to approve Trustees, District Manager Jurasky and select staff attending the CAPC annual conference. This approval is to include all necessary expenses. Motion carried, roll call 4-0, Platter, Pye, Radigan-Brophy and Smith.

i. Discussion and Possible Approval to Change Date of April 10, 2025, Board Meeting Due to Conflict with Vacation - District Manager Jurasky Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Platter to approve changing the date of the April board meeting to 2:00 PM, Tuesday, April 22, 2025. Motion carried, roll call 4-0. Platter, Pye, Radigan-Brophy and Smith.

7. LEGISLATIVE **a. Resolution 2-2025, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Radigan-Brophy, seconded by Trustee Platter to approve Resolution 2-2025 transferring \$11,798.09 from PreNeed Fund, 51265 to the General Fund, 51270 and \$5,515.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275.00 from PreNeed Fund, 51275. Motion carried, roll call 4-0. Platter, Pye, Radigan-Brophy and Smith.

8. TRUSTEE AND ATTORNEY SIGNATURES All documents were signed as needed by the Trustees and attorney.

9. BOARD DEVELOPMENT **a. Riverside Local Agency Formation Commission (LAFCO) Cemetery District Municipal Service Review** District Manager Jurasky stated for continued Board development she placed this item on the agenda for the Board to understand what was involved in the details of her completing the Service Review.

10. PUBLIC HEARING CALENDAR – None

11. **COMMITTEE REPORTS** – None

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

b. **District Manager – Upcoming Events**

1. Wreaths Across America Ceremony – Report District Manager Jurasky reported the event was well attended, family orientated and very memorable.

13. **FUTURE AGENDA ITEMS** a. **Discussion in 2025/2026 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. **Future Long-Range Planning – PSCD Staff** No action taken

e. **Trustee Meeting Attendance Compensation** No action taken

14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** Safe Harbor language was read by Attorney Steven Quintanilla. Convened into Closed Session at 2:37 P.M.

a. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: District Manager

b. Conference with Labor Negotiator (Government Code § 54954.5) District’s Designated Labor District’s Designated Representative: Steven B. Quintanilla, General Counsel
Unrepresented Employee: District Manager

c. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Counsel

d. Real Property Negotiations Pursuant to Government Code Section 54956.8
Property: Assessor Parcel No. 670230017-4 (6.72 Acres) and Assessor Parcel No. 670230019-6 (29.45 Acres)
District Negotiator: Board of Trustees of the Palm Springs Cemetery District and Steven B. Quintanilla, General Legal Counsel
Negotiating Parties: Mario J. Gonzales, President/CEO RM Da Vall, LLC and Michael Braun, Grit Development
Under Negotiation: Memorandum of Understanding, Price and Terms of Payment

Returned to Open Session at 2:48 P.M.

15. **CLOSED SESSION ANNOUNCEMENT** – Attorney Steven Quintanilla announced no reportable action.

16. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 2:48 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, February 13, 2025.

DATE: _____

Jan M. Pye, Chairperson

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jan 1, 2025 to Jan 31, 2025

Date	Check #	Line Description		
1/2/25	25212	INV 260905 - LANDSCAPE MAINTENANCE FOR DEC 2024 NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
1/2/25	25213	INV 9002959368 - (4) #5 VAULTS; (6) #5 LINERS MATTHEWS INTERNATIONAL CORP	3,073.00	3,073.00
1/2/25	25214	INV 2030244256 - (2) TIRES FOR BACKHOE 310J PARKHOUSE TIRE, INC.	629.33	629.33
1/2/25	25215	INV 2531.003-19 SECTION B-39 - B-46-ENGINEERING & ENVIRONMENT INV 2531.005-01 DA VALL WALL DESIGN SERVICES MSA CONSULTING, INC	370.00 5,873.75	6,243.75
1/2/25	25216	INV 0272570-IN NICHE A-38 REPAIRS KMI COLUMBARIA INC	819.38	819.38
1/2/25	25217	REFUND PARTIAL OPEN/CLOSING COSTS FOR JAMES FRANKLIN DIFFERENCE BETWEEN CREMATION GRAVESIDE & WITNESS CARL TOBIN	265.00	265.00
1/2/25	25218	023-629271 SALES & USE TAX FOR PERIOD ENDING 12/31/2024 CALIFORNIA DEPT OF TAX & FEE ADMIN	1,270.00	1,270.00
1/6/25	25219	DISTRICT MANAGER CELL PHONE FOR 12/20/24 -1/19/25 AT & T MOBILITY	223.60	223.60
1/6/25	25220	INV 5424705 - COURIER SERVICE ON 12/16/2024 GLS US INC	37.85	37.85
1/6/25	25221	INV 12BBCFCB-0024 - WEBSITE SERVICES FOR JAN 2025 STREAMLINE	100.00	100.00
1/6/25	25222	INV 029437 - DEC 2024 SERVICE ON AMERICAS PLAZA FOUNTAIN ELOY'S POOL SERVICE & REPAIRS	80.00	80.00
1/6/25	25223	INV 6190 - FERTIGATION FOR DEC 2024 ECOFERT, INC	1,350.00	1,350.00
1/6/25	25224	INV 14L0032777377 - BOTTLED WATER READY REFRESH	145.29	145.29
1/6/25	25225	INV 71206 - PSCEMETERY.COM (12/29/2024 - 03/28/2025) VENER NET INC	134.85	134.85
1/6/25	25226	INV 2501133 - SECURITY PATROL FOR JAN 2025 MAXWELL SECURITY SERVICES, INC	907.50	907.50
1/9/25	25227	FOR JUL,AUG, SEP, OCT & NOV 2024 GENERAL LEGAL SERVICES INVOICES 3652, 3655, 3657, 3659, 3661 FOR JUL 2024 LEGAL SERVICES FOR PERSONNEL MATTERS-INV 3654 FOR LEGAL SERVICES RENDERED ON LEASE AGREEMENT INV 3656 (AUG), 3658 (SEP), 3660 (OCT), 3662 (NOV) FOR LEGAL SERVICES RENDERED ON ZENERGY COMPLAINT INV 3663 NOV 2024 QUINTANILLA & ASSOCIATES	4,353.00 462.50 2,220.00 4,218.00	11,253.50
1/9/25	25228	VOID***VOID***VOID		
1/9/25	25229	INV 40284 - REPAIRS ON CHAINSAW JIMMY'S EQUIPMENT	120.71	120.71
1/21/25	25230	INV 9003012841 - (6) #5 VAULTS; (2) #5 LINERS	2,893.00	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jan 1, 2025 to Jan 31, 2025

Date	Check #	Line Description		
		MATTHEWS INTERNATIONAL CORP		2,893.00
1/21/25	25231	INV 74634 - (12) GOLD CREMATION VAULTS ASCO PACIFIC, INC.	980.26	980.26
1/21/25	25232	INV IT0000006149 - PS FINANCIALS FOR DEC 2024 DATA VPN RIVERSIDE COUNTY INFORMATION TECHNOLOGY	76.56 4.66	81.22
1/21/25	25233	INV 985053 - KYOCERA COPIER FOR 12/16/24 - 1/15/25 INV 985054 - KYOCERA COPIER FOR 1/16/25 - 2/15/25 AIS	181.95 65.92	247.87
1/21/25	25234	INV 2531.003-20 SECTION B-39 - B-46 ENGINEERING & ENVIRONMENT INV 2531.005-02 DMP EXTERIOR WALL DESIGN MSA CONSULTING, INC	823.75 15,977.00	16,800.75
1/27/25	25235	CONTRACT C002929 - REFUND DIFFERENCE BETWEEN GRAVESIDE (PAID) & WITNESS SERVICE LINDA LACOSSE	265.00	265.00
1/27/25	25236	OFFICE PHONES FOR 01/07/25 TO 02/06/25 FRONTIER COMMUNICATIONS	600.33	600.33
1/27/25	25237	INV 5435303 - COURIER SERVICE ON 01/07/2025 GLS US INC	39.89	39.89
1/27/25	25238	INV 74677 - (12) PLASTIC VASES ASCO PACIFIC, INC.	353.56	353.56
1/31/25	25239	VOID***VOID***VOID		
1/31/25	25240	INV 13411 - CAPC MEMBERSHIP DUES FOR 2025 2025 GUIDE TO PUBLIC CEMETERY OPERATIONS (1 PRINTED COPY CALIFORNIA ASSOC OF PUBLIC CEMETERIES	630.00 55.00	685.00
1/31/25	25241	FEB 2025 PSCD EMPLOYEE DENTAL INSURANCE EXPENSE STANDARD INSURANCE COMPANY RB	600.72	600.72
1/31/25	25242	FEB 2025 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	72.90	72.90
1/31/25	25243	GROUND SUPERVISOR CELL PHONE FOR 1/20/25 - 2/19/25 T-MOBILE	125.81	125.81
1/31/25	25244	DISTRICT MANAGER CELL PHONE FOR 1/20/25 - 2/19/25 AT & T MOBILITY	223.93	223.93
1/31/25	25245	INV 2401547 - REPAIR HEADSTONE FOR GUSTAVO LINAREZ DAMAGED BY MOWER MULHERIN MONUMENTAL	150.00	150.00
1/31/25	25246	JAN 2025 PSCD EMPLOYEE RETIREMENT EXPENSE FOR K JURASKY JAN 2025 EMPLOYEE 403B PAYABLE FOR K JURASKY INVESCO INVESTMENT SERVICES, INC	757.83 2,576.94	3,334.77
1/31/25	25247	JAN 2025 PSCD EMPLOYEE RETIREMENT EXPENSE FOR E ARCHILA FRANKLIN - TEMPLETON	352.80	352.80
1/31/25	25248	JAN 2025 PSCD EMPLOYEE RETIREMENT EXPENSE FOR G HERRERA FRANKLIN - TEMPLETON	257.60	257.60

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jan 1, 2025 to Jan 31, 2025

Date	Check #	Line Description		
1/31/25	25249	JAN 2025 PSCD EMPLOYEE RETIREMENT EXPENSE FOR S LOZANO FRANKLIN - TEMPLETON	297.58	297.58
1/31/25	25250	JAN 2025 PSCD EMPLOYEE RETIREMENT EXPENSE FOR S VICKREY FRANKLIN - TEMPLETON	152.88	152.88
1/13/25	ADAMS TA	ADAMS TAX FORMS - 2024 FORM 1099 ACCESS KJ COMPANY DEBIT CARD	21.84	21.84
1/13/25	ADAMS TA	ADAMS TAX FORMS - 2024 FORM 1099 FILING KJ COMPANY DEBIT CARD	17.75	17.75
1/21/25	ADOBE	ADOBE ACROBAT PRO ANNUAL RENEWAL KJ COMPANY DEBIT CARD	239.88	239.88
1/29/25	AMAZON	AMAZON - PAPER NAPKINS KJ COMPANY DEBIT CARD	44.76	44.76
1/21/25	AMERICAN	AMERICAN AIR - CAPC ANNUAL CONFERENCE FOR K JURASKY KJ COMPANY DEBIT CARD	623.36	623.36
1/21/25	AMERICAN	AMERICAN AIR - CAPC ANNUAL CONFERENCE FOR J PYE KJ COMPANY DEBIT CARD	707.36	707.36
1/7/25	APPLE	APPLE - ICLOUD+ WITH 200 GB OF STORAGE KJ COMPANY DEBIT CARD	2.99	2.99
1/2/25	BURRTEC	TRASH SERVICE FOR JAN 2025 BURRTEC WASTE & RECYCLING SVCS	638.58	638.58
1/8/25	CALPERS	JAN 2025 PSCD EMPLOYEE HEALTH INSURANCE EXPENSE JAN 2025 PSCD RETIREE HEALTH INSURANCE EXPENSE JAN 2025 EMPLOYEE PORTION OF HEALTH INSURANCE CALPERS	7,201.69 1,306.25 1,132.72	9,640.66
1/10/25	COLONIAL	DEC 2024 EXTRA HEALTH INSURANCE FOR K JURASKY COLONIAL LIFE	203.78	203.78
1/21/25	CVWD	CVWD 332245-850914 WELL REPLENISHMENT FOR DEC 2024 COACHELLA VALLEY WATER DISTRICT	2,000.98	2,000.98
1/21/25	CVWD	CVWD 559833-884768 - ADMIN BUILDING FOR JAN 2025 COACHELLA VALLEY WATER DISTRICT	341.32	341.32
1/21/25	CVWD	CVWD 180819-512108 BUSINESS FOR JAN 2025 COACHELLA VALLEY WATER DISTRICT	26.08	26.08
1/21/25	CVWD	CVWD 559831-884770 FIRE PROTECTION COACHELLA VALLEY WATER DISTRICT	86.99	86.99
1/27/25	DWA	DWA - WMC USAGE FOR JAN 2025 DESERT WATER	562.89	562.89
1/2/25	EARTHILIN	INV000001854599 - OFFICE WIFI FOR JAN 2025 ONE RING NETWORKS	230.00	230.00
1/10/25	EDD_TAX	SIT P/R 12/26/2024 TO 01/08/2025 PAID 01/10/2025 SDI P/R 12/26/2024 TO 01/08/2025 PAID 01/10/2025 EMPLOYMENT DEVELOPMENT DEPT	332.32 173.09	505.41
1/24/25	EDD_TAX	SIT P/R 01/09/2025 TO 01/22/2025 PAID 01/24/2025 SDI P/R 01/09/2025 TO 01/22/2025 PAID 01/24/2025 EMPLOYMENT DEVELOPMENT DEPT	366.11 200.05	566.16

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jan 1, 2025 to Jan 31, 2025

Date	Check #	Line Description		
1/10/25	EDD_TAXa	SUI P/R 12/26/2024 TO 01/08/2025 PAID 01/10/2025	346.17	
		CA EDU & TRAINING P/R 12/26/2024 TO 01/08/2025 PAID 01/10/2025	14.42	
		EMPLOYMENT DEVELOPMENT DEPT		360.59
1/24/25	EDD_TAXa	SUI P/R 01/09/2025 TO 01/22/2025 PAID 01/24/2025	291.99	
		CA EDU & TRAINING P/R 01/09/2025 TO 01/22/2025 PAID 01/24/2025	12.17	
		EMPLOYMENT DEVELOPMENT DEPT		304.16
1/29/25	EDISON	8000493032 ADMIN BUILDING FOR 12/10/24 TO 01/09/25	660.03	
		8001545238 DAVALL GATE FOR 12/11/24 TO 01/10/25	31.72	
		8002601833 WELL #4 FOR 12/09/24 TO 01/08/25	3,767.79	
		8003526191 WELL #2 FOR 12/11/24 TO 01/10/25	199.75	
		8004476833 WMC FOR 12/11/24 TO 01/10/25	15.86	
		8004476833 WMC DCE FOR 12/11/24 TO 01/10/25	0.49	
		SO CAL EDISON		4,675.64
1/27/25	EWING	INV 24611265 - IRRIGATION SYSTEM REPAIR SUPPLIES	176.80	
		EWING IRRIGATION PRODUCTS INC		176.80
1/10/25	EXPRESS_T	FIT P/R 12/26/2024 TO 01/08/2025 PAID 01/10/2025	1,188.88	
		SOCIAL SECURITY P/R 12/26/2024 TO 01/08/2025 PAID 01/10/2025	1,788.52	
		MEDICARE P/R 12/26/2024 TO 01/08/2025 PAID 01/10/2025	418.28	
		BANK OF AMERICA		3,395.68
1/24/25	EXPRESS_T	FIT P/R 01/09/2025 TO 01/22/2025 PAID 01/24/2025	1,410.84	
		SOCIAL SECURITY P/R 01/09/2025 TO 01/22/2025 PAID 01/24/2025	2,067.47	
		MEDICARE P/R 01/09/2025 TO 01/22/2025 PAID 01/24/2025	483.54	
		BANK OF AMERICA		3,961.85
1/10/25	FEES	P/R 12/26/2024 TO 01/08/2025 PAID 01/10/2025	434.72	
		CBIZ PAYROLL		434.72
1/24/25	FEES	P/R 01/09/2025 TO 01/22/2025 PAID 01/24/2025	122.13	
		CBIZ PAYROLL		122.13
1/15/25	HOME DEP	HOME DEPOT - SUPPLIES TO REPAIR WALL IN GOLF CART BAY	64.02	
		EA COMPANY DEBIT CARD		64.02
1/24/25	STAPLES	STAPLES - PAPER TOWELS	36.36	
		KJ COMPANY DEBIT CARD		36.36
1/21/25	TRAVEL A	TRAVEL ACA - CAPC ANNUAL CONFERENCE FOR J PYE	55.00	
		KJ COMPANY DEBIT CARD		55.00
1/21/25	TRAVEL A	TRAVEL ACA - CAPC ANNUAL CONFERENCE FOR K JURASKY	55.00	
		KJ COMPANY DEBIT CARD		55.00
	Total		<u>109,972.37</u>	<u>109,972.37</u>

**PALM SPRINGS CEMETERY DISTRICT
PAYROLL DISBURSEMENT JOURNAL - GENERAL FUND
For JANUARY 2025**

Date	Reference	Employee	Amount
1/10/2025	6424	KATHLEEN JURASKY	3,056.02
1/10/2025	6425	LYNSEY GENCHI	1,181.32
1/10/2025	6426	STEPHANIE C. LOZANO	1,681.23
1/10/2025	6427	SCOTT W. VICKREY	809.19
1/10/2025	6428	EDGAR F. ARCHILA	2,042.60
1/10/2025	6429	GABRIEL C. HERRERA	1,544.23
1/24/2025	6435	KATHLEEN JURASKY	3,346.22
1/24/2025	6436	KATHLEEN JURASKY	400.00
1/24/2025	6437	LYNSEY GENCHI	1,369.70
1/24/2025	6438	STEPHANIE C. LOZANO	1,681.25
1/24/2025	6439	SCOTT W. VICKREY	113.54
1/24/2025	6440	EDGAR F. ARCHILA	2,042.60
1/24/2025	6441	GABRIEL C. HERRERA	1,544.23
1/24/2025	6442	LYNN T. MALLOTTO	77.99
1/24/2025	6443	LAFAYE M. PLATTER	241.87
1/24/2025	6444	JAN M. PYE	241.87
1/24/2025	6445	TIM RADIGAN-BROPHY	241.87
1/24/2025	6446	MICHAEL V. SMITH	241.87
<u>1/01/2025 to 01/31/2025</u>			<u>21,857.60</u>

**GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
For JANUARY 2025**

January Cash Disbursement Journal	109,972.37
January Payroll Disbursement Journal	21,857.60
TOTAL PSCD DISBURSEMENTS	<u>131,829.97</u>
TOTAL GENERAL FUND EXPENDITURES	<u>107,966.09</u>
January Payment Voucher # 1835	34,216.43
January Payment Voucher # 1836	75,183.66
Total General Fund Payment Vouchers	<u>109,400.09</u>
Less Voided Check # 25239	<u>(1,434.00)</u>
TOTAL ACO EXPENDITURES	<u>23,863.88</u>
January ACO Payment Voucher # 1837	23,863.88
MSA Consulting, Inc.	6,243.75
Check 25215 dated 1/2/25	
Section B-39 Thru B-46 Engineering (370.00)	
Da Vall Wall Design Services (5,873.75)	
KMI Columbaria	819.38
Check 25216 dated 1/2/25	
Desert Memorial Park Niches	
MSA Consulting, Inc.	16,800.75
Check 25234 dated 1/21/25	
Section B-39 Thru B-46 Engineering (823.75)	
Da Vall Wall Design Services (15,977.00)	
PET CEMETERY DRAWDOWNS	<u>0.00</u>
Loan Amount:	25,000.00
Current Balance Remaining:	15,000.00
TOTAL JANUARY 2025 DISBURSEMENTS	<u>131,829.97</u>

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
January 2025**

SALES

	Prior Months		January		FY 2024/2025 YTD Totals		FY 2023/2024 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	121	0	11	0	132	0	151	0
Adult, A&B	3	0	0	0	3	0	5	0
Premium	0	0	0	0	0	0	5	0
Baby	1	0	0	0	1	0	3	0
Cremation	7	0	2	0	9	0	20	0
Niche	27	0	5	0	32	0	26	0
TOTALS	159	0	18	0	177	0	210	0

LOT REPURCHASES

	Prior Months		January		FY 2024/2025 YTD Totals		FY 2023/2024 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	3	0	0	0	3	0	11	1
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	3	0	0	0	3	0	11	1

TOTAL INTERMENTS

	Prior Months		January		FY 2024/2025 YTD Totals		FY 2023/2024 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	96	0	11	0	107	0	121	1
Baby	1	0	0	0	1	0	4	0
Cremation	31	3	3	0	34	3	34	1
Niche	20	0	5	0	25	0	17	0
TOTALS	148	3	19	0	167	3	176	2

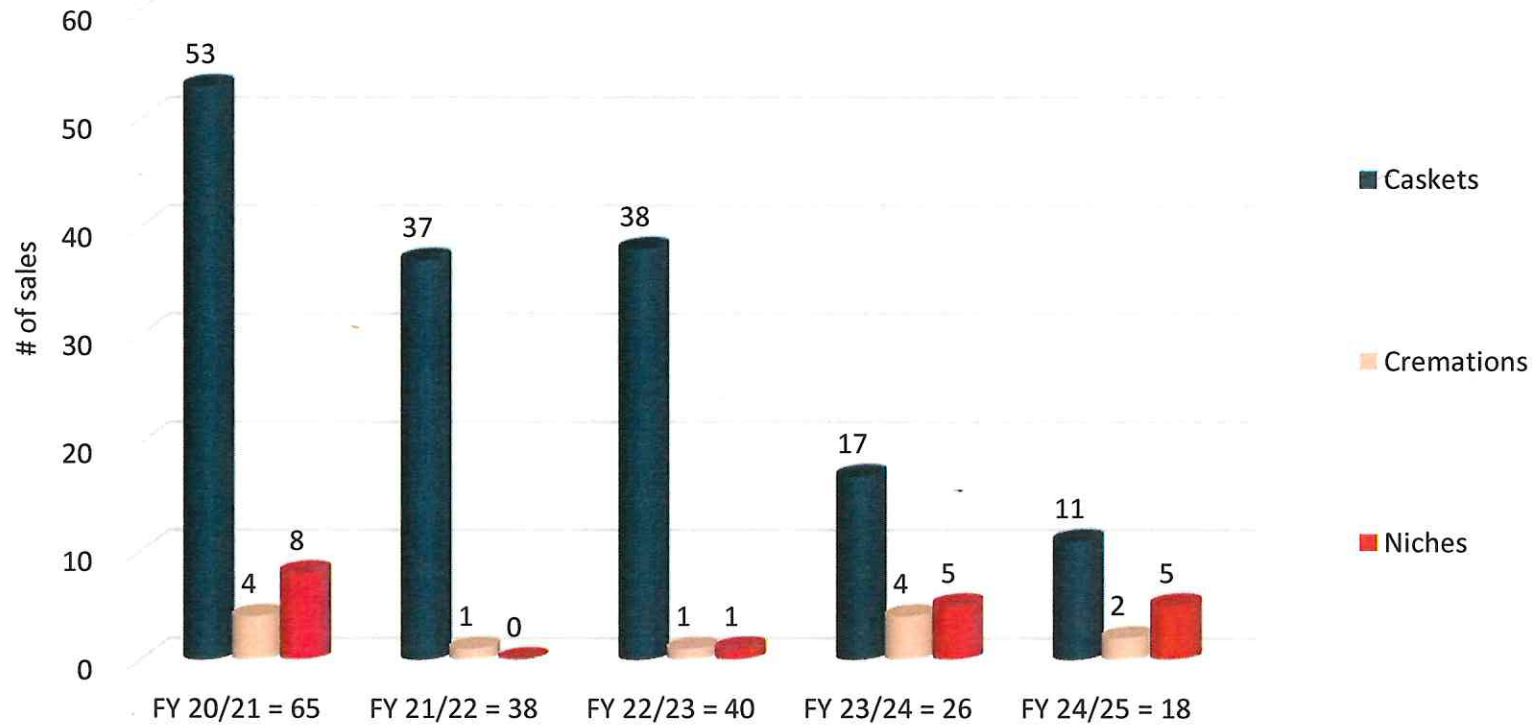
SATURDAY INTERMENTS

	Prior Months		January		FY 2024/2025 YTD Totals		FY 2023/2024 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Baby	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

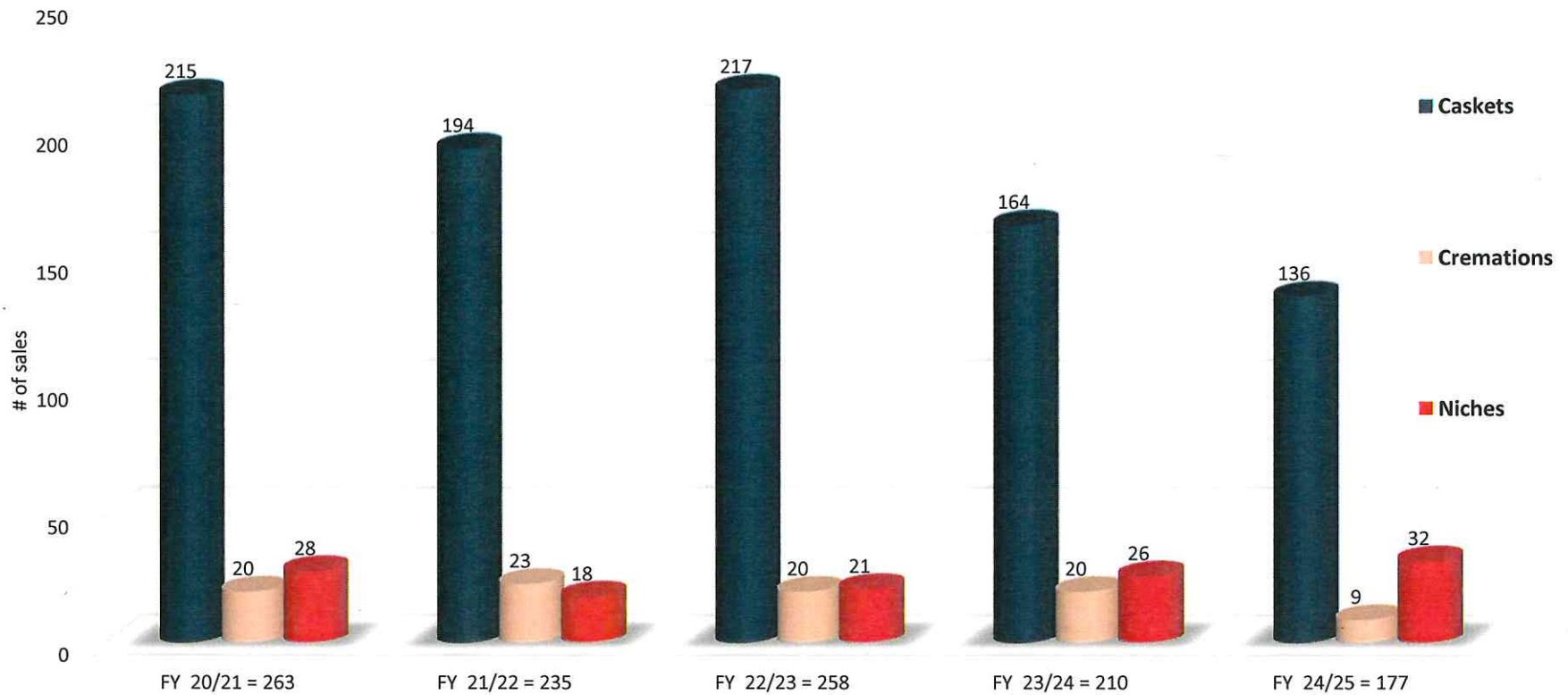
SUNDAY INTERMENTS

	Prior Months		January		FY 2024/2025 YTD Totals		FY 2023/2024 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Baby	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

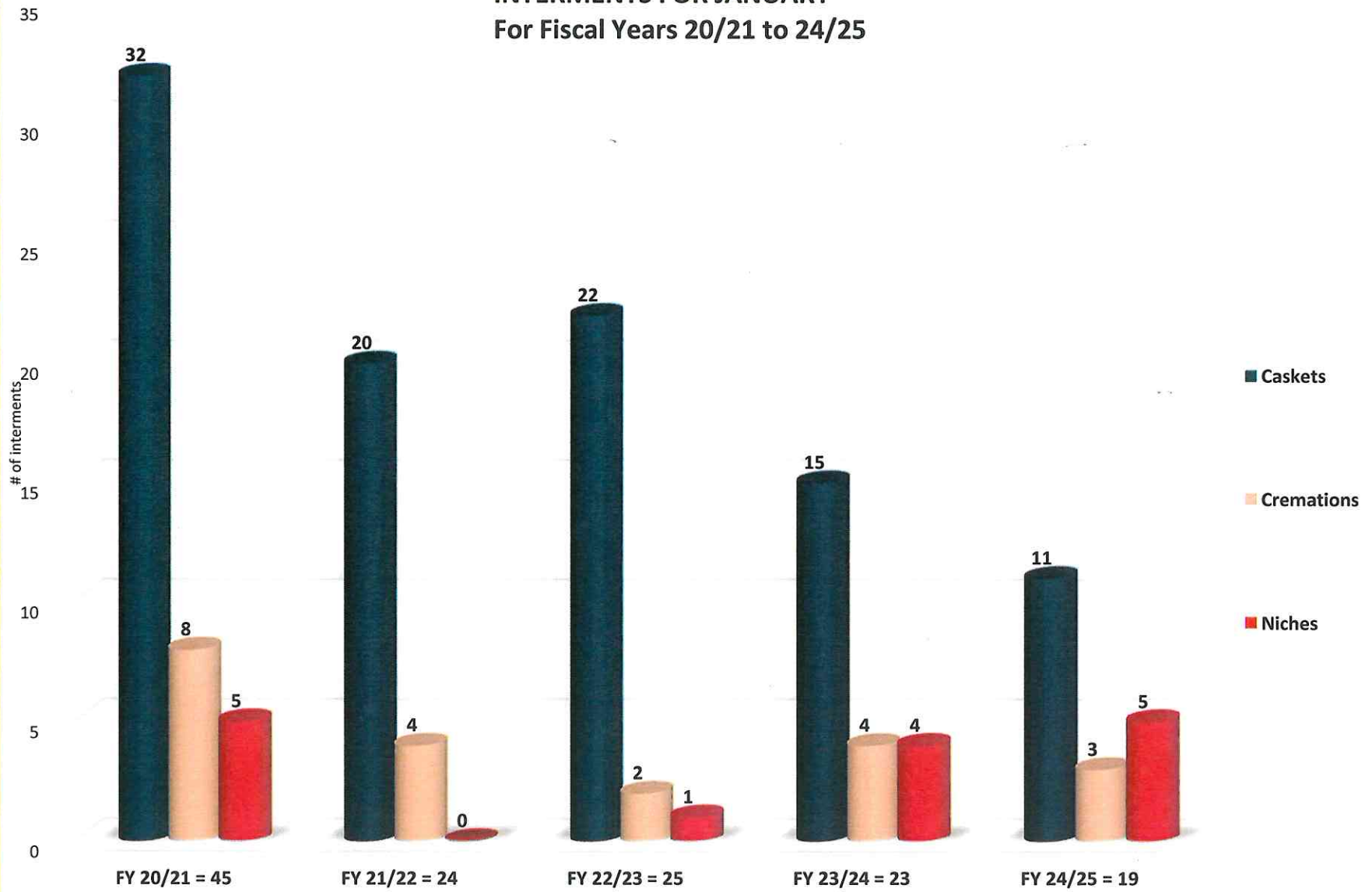
PSCD Site Sales For JANUARY for Fiscal Years 20/21 - 24/25



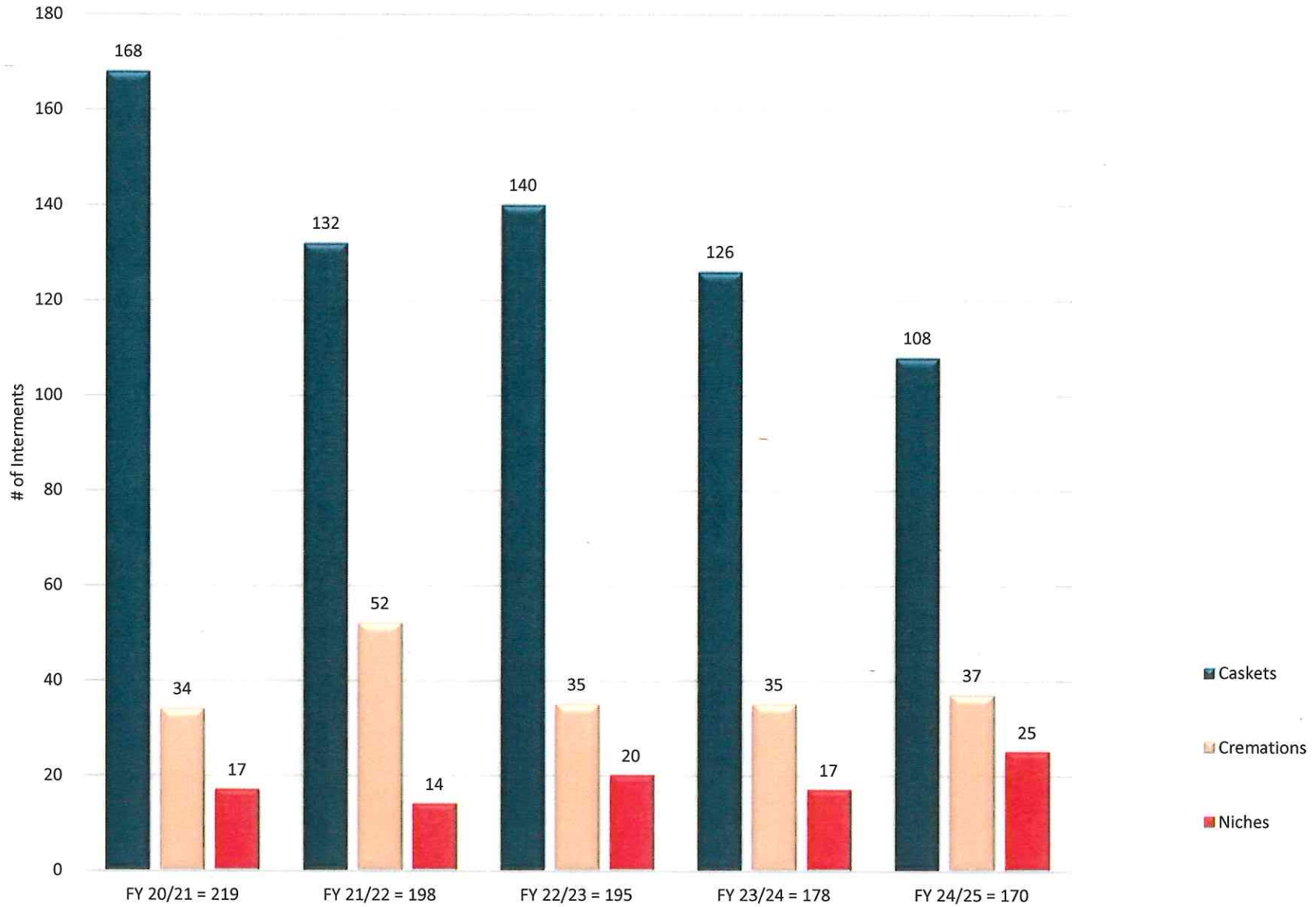
PSCD Site Sales by Fiscal Years 20/21 - 24/25 thru JANUARY



INTERMENTS FOR JANUARY For Fiscal Years 20/21 to 24/25



PSCD INTERMENTS BY FISCAL YEARS 20/21 - 24/25 thru JANUARY



PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2025

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	25,770.00	23,435.00	2,335	169,505.00	198,430.00	(28,925)
MISC SPECIAL SET-UP	0.00	0.00	0	500.00	0.00	500
RETURNED CHECK BANK CHARGE	0.00	30.00	(30)	30.00	60.00	(30)
INTEREST RECEIVED	0.80	0.66	0	5.24	3.74	2
LAND LEASE	7,235.39	6,937.09	298	50,647.73	48,559.63	2,088
MISC INCOME	0.00	0.00	0	25.00	25.00	0
CREDIT CARD CONVEN FEE	766.55	904.34	(138)	4,368.47	4,824.45	(456)
WITNESS GRAVE CLOSING	400.00	1,800.00	(1,400)	5,000.00	7,800.00	(2,800)
TAX COLLECTIONS	296,255.31	207,459.62	88,796	311,814.33	284,029.94	27,784
VAULTS	960.00	1,160.00	(200)	8,200.00	10,440.00	(2,240)
CREMATION VAULTS	450.00	450.00	0	2,525.00	2,520.00	5
LINERS	2,990.00	2,060.00	930	17,135.00	17,950.00	(815)
GRAVE VASES	495.00	965.00	(470)	6,929.50	7,714.34	(785)
ENR SURCHARGE	4,800.00	3,000.00	1,800	23,960.00	26,490.00	(2,530)
LOT TRANSFERS	0.00	300.00	(300)	800.00	1,000.00	(200)
COUNTY INTEREST INCOME	6,524.64	0.00	6,525	14,187.71	25,635.04	(11,447)
DONATIONS & GRANTS	0.00	0.00	0	5.18	1,004.51	(999)
HANDLING FEE	7,905.00	6,930.00	975	48,980.00	59,245.00	(10,265)
PRENEED CONTRACT SERVICE CHG	600.00	800.00	(200)	4,600.00	3,500.00	1,100
VASE/HDSTN SET & CLEAN	5,340.00	5,520.00	(180)	28,145.00	32,880.00	(4,735)
TOTAL REVENUE	360,492.69	261,751.71	98,741	697,363.16	732,111.65	(34,748)
EXPENSES						
REGULAR SALARIES	29,928.13	27,757.44	2,171	236,164.40	238,292.40	(2,128)
BOT MEETING COMPENSATION	1,326.75	718.36	608	5,869.98	4,669.34	1,201
BOT CONFERENCES	0.00	554.00	(554)	3,875.00	1,254.00	2,621
BOT TRAVEL & EXPENSES	762.36	0.00	762	762.36	1,405.11	(643)
RETIREMENT/PENSION	1,818.69	1,677.14	142	14,550.81	14,712.60	(162)
FICA	1,928.00	1,755.69	172	14,932.58	14,990.07	(57)
MEDICARE	450.90	410.61	40	3,492.30	3,505.76	(13)
EMPLOYEE GROUP INSURANCE	7,875.31	6,909.99	965	46,799.00	41,760.26	5,039
RETIREE GROUP INSURANCE	1,306.25	449.58	857	10,335.62	2,977.94	7,358
UNEMPLOYMENT INSURANCE	638.16	750.56	(112)	975.17	920.45	55
WORKERS COMP INSURANCE	3,085.86	1,413.92	1,672	20,041.12	11,176.55	8,865
ELECTRICITY	4,675.64	4,224.46	451	47,827.12	48,076.68	(250)
TELEPHONE	1,173.67	880.93	293	6,516.04	5,578.08	938
WATER	3,018.26	2,253.21	765	27,777.96	25,435.51	2,342
COMMUNITY OUTREACH	0.00	0.00	0	395.25	2,000.15	(1,605)
VISA-MASTER CHG FEES	640.48	784.84	(144)	4,409.71	4,659.12	(249)
COUNTY SERVICE CHARGE	111.72	55.32	56	682.56	411.60	271
GENERAL INSURANCE	3,135.42	2,849.45	286	21,947.94	19,946.15	2,002
LEGAL	11,253.50	0.00	11,254	11,253.50	937.00	10,317
LOT REPURCHASE	0.00	0.00	0	3,200.00	2,790.00	410
OFFICE EXPENSE	1,675.10	1,306.18	369	14,519.70	11,742.82	2,777
TRAVEL & CONVENTION	678.36	644.00	34	1,523.36	3,166.65	(1,643)
UNIFORMS & SAFETY EQUIPMENT	0.00	57.79	(58)	100.00	158.73	(59)
MTG EXP & SUPPLIES	0.00	0.00	0	8,109.93	629.41	7,481
CONTRIBUTIONS	0.00	200.00	(200)	0.00	200.00	(200)
ADVERTISING/PUBLICITY	234.85	134.85	100	2,240.51	404.55	1,836
MEMBERSHIP & DUES	630.00	0.00	630	7,941.00	7,326.00	615
CA EDUCATION & TRAINING (EDD)	26.59	24.21	2	37.47	28.17	9
AUTO TRUCK EXPENSE	0.00	144.92	(145)	210.00	589.93	(380)
LARGE EQUIPMENT REPAIRS	0.00	545.50	(546)	2,835.56	545.50	2,290
EQUIPMENT REPAIRS	120.71	0.00	121	198.27	0.00	198
IRRIGATION SYSTEM REPAIRS	176.80	156.21	21	1,325.62	3,116.40	(1,791)
FERTILIZER AND SEED	1,350.00	1,350.00	0	19,352.35	20,383.99	(1,032)
GASOLINE, OIL, TIRES	629.33	2,906.54	(2,277)	3,279.65	3,712.34	(433)
PLANT & BUILDING	868.58	9,369.68	(8,501)	20,953.00	21,715.92	(763)
TOOLS & SUPPLIES	64.02	0.00	64	1,227.65	2,584.25	(1,357)
GRAVE LINERS & VAULTS	6,946.26	2,869.22	4,077	37,134.03	35,262.66	1,871
GRAVE VASES	353.56	1,411.42	(1,058)	3,268.34	6,540.73	(3,272)
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0	147,964.22	148,200.00	(236)
SECURITY CAMERA EXPENSE	0.00	0.00	0	359.40	359.40	0
DMP GROUNDS SECURITY	907.50	825.00	83	5,857.50	5,775.00	83
COVID-19 EXPENSES	0.00	0.00	0	0.00	184.80	(185)
TOTAL EXPENSES	(112,490.76)	(100,091.02)	(12,400)	(760,245.98)	(718,126.02)	(42,120)
NET CHANGE FROM OPERATIONS	248,001.93	161,660.69	86,341	(62,882.82)	13,985.63	(76,868)
OTHER REVENUE & EXPENSE						
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0	0.00	0.00	0
NET CHANGE	248,001.93	161,660.69	86,341	(62,882.82)	13,985.63	(76,868)

PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2025

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
OPEN AND CLOSE	25,770.00	27,158.00	(1,388)	169,505.00	325,900.00	(156,395)
MISC SPECIAL SET-UP	0.00	83.00	(83)	500.00	1,000.00	(500)
RETURNED CHECK BANK CHARGE	0.00	13.00	(13)	30.00	150.00	(120)
INTEREST RECEIVED	0.80	1.00	0	5.24	15.00	(10)
LAND LEASE	7,235.39	6,937.00	298	50,647.73	83,245.00	(32,597)
MISC INCOME	0.00	0.00	0	25.00	0.00	25
CREDIT CARD CONVEN FEE	766.55	717.00	50	4,368.47	8,600.00	(4,232)
SAT INTERMENT SURCHARGE	0.00	1,633.00	(1,633)	0.00	19,600.00	(19,600)
SUN INTERMENT SURCHARGE	0.00	733.00	(733)	0.00	8,800.00	(8,800)
WITNESS GRAVE CLOSING	400.00	1,125.00	(725)	5,000.00	13,500.00	(8,500)
TAX COLLECTIONS	296,255.31	208,100.00	88,155	311,814.33	556,500.00	(244,686)
VAULTS	960.00	1,613.00	(653)	8,200.00	19,355.00	(11,155)
CREMATION VAULTS	450.00	425.00	25	2,525.00	5,100.00	(2,575)
LINERS	2,990.00	2,479.00	511	17,135.00	29,745.00	(12,610)
GRAVE VASES	495.00	1,030.00	(535)	6,929.50	12,355.00	(5,426)
MEMORIAL WALL INCOME	0.00	25.00	(25)	0.00	300.00	(300)
ENR SURCHARGE	4,800.00	3,981.00	819	23,960.00	47,770.00	(23,810)
LOT TRANSFERS	0.00	125.00	(125)	800.00	1,500.00	(700)
COUNTY INTEREST INCOME	6,524.64	0.00	6,525	14,187.71	9,500.00	4,688
DONATIONS & GRANTS	0.00	0.00	0	5.18	0.00	5
HANDLING FEE	7,905.00	8,307.00	(402)	48,980.00	99,685.00	(50,705)
PRENEED CONTRACT SERVICE CHG	600.00	667.00	(67)	4,600.00	8,000.00	(3,400)
VASE/HDSTN SET & CLEAN	5,340.00	4,323.00	1,017	28,145.00	51,870.00	(23,725)
TOTAL REVENUE	360,492.69	269,475.00	91,018	697,363.16	1,302,490.00	(605,127)
REGULAR SALARIES	29,928.13	32,471.00	(2,543)	236,164.40	389,652.00	(153,488)
BOT MEETING COMPENSATION	1,326.75	1,659.00	(332)	5,869.98	19,903.00	(14,033)
BOT CONFERENCES	0.00	0.00	0	3,875.00	3,000.00	875
BOT TRAVEL & EXPENSES	762.36	0.00	762	762.36	3,000.00	(2,238)
RETIREMENT/PENSION	1,818.69	2,221.00	(402)	14,550.81	26,646.00	(12,095)
FICA	1,928.00	2,044.00	(116)	14,932.58	24,522.00	(9,589)
MEDICARE	450.90	510.00	(59)	3,492.30	6,120.00	(2,628)
EMPLOYEE GROUP INSURANCE	7,875.31	7,235.00	640	46,799.00	86,825.00	(40,026)
RETIREE GROUP INSURANCE	1,306.25	930.00	376	10,335.62	11,160.00	(824)
UNEMPLOYMENT INSURANCE	638.16	900.00	(262)	975.17	1,918.00	(943)
WORKERS COMP INSURANCE	3,085.86	2,306.00	780	20,041.12	27,670.00	(7,629)
ELECTRICITY	4,675.64	5,294.00	(618)	47,827.12	63,526.00	(15,699)
TELEPHONE	1,173.67	823.00	351	6,516.04	9,878.00	(3,362)
WATER	3,018.26	3,022.00	(4)	27,777.96	36,262.00	(8,484)
COMMUNITY OUTREACH	0.00	167.00	(167)	395.25	2,000.00	(1,605)
VISA-MASTER CHG FEES	640.48	625.00	15	4,409.71	7,500.00	(3,090)
RETURNED CHECK	0.00	13.00	(13)	0.00	150.00	(150)
COUNTY SERVICE CHARGE	111.72	92.00	20	682.56	1,100.00	(417)
EDUCATION	0.00	33.00	(33)	0.00	400.00	(400)
GENERAL INSURANCE	3,135.42	3,135.00	0	21,947.94	37,625.00	(15,677)
LEGAL	11,253.50	750.00	10,504	11,253.50	9,000.00	2,254
LOT REPURCHASE	0.00	667.00	(667)	3,200.00	8,000.00	(4,800)
OFFICE EXPENSE	1,675.10	1,667.00	8	14,519.70	20,000.00	(5,480)
TRAVEL & CONVENTION	678.36	500.00	178	1,523.36	6,000.00	(4,477)
UNIFORMS & SAFETY EQUIPMENT	0.00	83.00	(83)	100.00	1,000.00	(900)
MTG EXP & SUPPLIES	0.00	167.00	(167)	8,109.93	2,000.00	6,110
CONTRIBUTIONS	0.00	0.00	0	0.00	200.00	(200)
AUDIT	0.00	0.00	0	0.00	8,500.00	(8,500)
ADVERTISING/PUBLICITY	234.85	250.00	(15)	2,240.51	3,000.00	(759)
MEMBERSHIP & DUES	630.00	625.00	5	7,941.00	7,500.00	441
CA EDUCATION & TRAINING (EDD)	26.59	0.00	27	37.47	0.00	37
AUTO TRUCK EXPENSE	0.00	417.00	(417)	210.00	5,000.00	(4,790)
LARGE EQUIPMENT REPAIRS	0.00	542.00	(542)	2,835.56	6,500.00	(3,664)
EQUIPMENT REPAIRS	120.71	250.00	(129)	198.27	3,000.00	(2,802)
IRRIGATION SYSTEM REPAIRS	176.80	583.00	(406)	1,325.62	7,000.00	(5,674)
FERTILIZER AND SEED	1,350.00	1,773.00	(423)	19,352.35	34,500.00	(15,148)
GASOLINE, OIL, TIRES	629.33	500.00	129	3,279.65	6,000.00	(2,720)
PLANT & BUILDING	868.58	3,000.00	(2,131)	20,953.00	36,000.00	(15,047)
ROAD MAINTENANCE	0.00	7,905.00	(7,905)	0.00	94,855.00	(94,855)
TOOLS & SUPPLIES	64.02	400.00	(336)	1,227.65	4,800.00	(3,572)
GRAVE LINERS & VAULTS	6,946.26	5,408.00	1,538	37,134.03	64,890.00	(27,756)
GRAVE VASES	353.56	814.00	(460)	3,268.34	9,768.00	(6,500)
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0	147,964.22	296,400.00	(148,436)
CONTRACT BURIALS	0.00	333.00	(333)	0.00	4,000.00	(4,000)
SECURITY CAMERA EXPENSE	0.00	83.00	(83)	359.40	1,000.00	(641)
DMP GROUNDS SECURITY	907.50	825.00	83	5,857.50	9,900.00	(4,043)
TOTAL EXPENSES	112,490.76	115,722.00	(3,231)	760,245.98	1,407,670.00	(647,424)
NET CHANGE FROM OPERATIONS	248,001.93	153,753.00	94,249	(62,882.82)	(105,180.00)	42,297
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	10,431.00	(10,431)	0.00	125,180.00	(125,180)
OTHER EXPENSE APPROP CONTING	0.00	(1,667.00)	1,667	0.00	(20,000.00)	20,000
NET CHANGE	248,001.93	162,517.00	85,485	(62,882.82)	0.00	(62,883)

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2025**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	23,300.00	26,800.00	(3,500)	182,300.00	184,210.00	(1,910)
COUNTY INTEREST INCOME	18,159.43	0.00	18,159	37,381.51	32,033.32	5,348
CURRENT INTEREST & DIVIDENDS	990.97	2,202.40	(1,211)	31,145.53	20,961.21	10,184
GAIN/LOSS INVESTMENT FMV	2,791.29	5,567.46	(2,776)	(2,445.33)	17,553.82	(19,999)
TOTAL REVENUE	<u><u>45,241.69</u></u>	<u><u>34,569.86</u></u>	<u><u>10,672</u></u>	<u><u>248,381.71</u></u>	<u><u>254,758.35</u></u>	<u><u>(6,377)</u></u>
EXPENSES						
INVESTMENT ADVISOR FEES	1,379.32	0.00	1,379	4,176.46	2,667.61	1,509
COUNTY SERVICE CHARGE	9.84	16.45	(7)	39.51	37.47	2
TOTAL EXPENSES	<u><u>1,389.16</u></u>	<u><u>16.45</u></u>	<u><u>1,373</u></u>	<u><u>4,215.97</u></u>	<u><u>2,705.08</u></u>	<u><u>1,511</u></u>
NET CHANGE FROM OPERATION	<u><u>43,852.53</u></u>	<u><u>34,553.41</u></u>	<u><u>9,299</u></u>	<u><u>244,165.74</u></u>	<u><u>252,053.27</u></u>	<u><u>(7,888)</u></u>
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	5,515.00	0.00	5,515	13,017.00	36,035.00	(23,018)
TOTAL OTHER	<u><u>5,515.00</u></u>	<u><u>0.00</u></u>	<u><u>5,515</u></u>	<u><u>13,017.00</u></u>	<u><u>36,035.00</u></u>	<u><u>(23,018)</u></u>
NET CHANGE	<u><u>49,367.53</u></u>	<u><u>34,553.41</u></u>	<u><u>14,814</u></u>	<u><u>257,182.74</u></u>	<u><u>288,088.27</u></u>	<u><u>(30,906)</u></u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2025**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	0.00	0	120.00	0.00	120
ENDOWMENT CARE DEPOSITS	18,117.00	14,173.00	3,944	138,041.00	109,035.00	29,006
COUNTY INTEREST INCOME	5,191.61	0.00	5,192	10,307.34	8,411.93	1,895
CURRENT INTEREST & DIVIDENDS	16,099.99	16,109.95	(10)	134,640.62	79,401.06	55,240
GAIN/LOSS INVESTMENT FMV	5,776.37	39,186.40	(33,410)	46,233.94	125,744.95	(79,511)
TOTAL REVENUE	45,184.97	69,469.35	(24,284)	329,342.90	322,592.94	6,750
EXPENSES						
INVESTMENT ADVISOR FEES	7,103.92	0.00	7,104	21,505.59	13,737.13	7,768
TOTAL EXPENSES	7,103.92	0.00	7,104	21,505.59	13,737.13	7,768
NET CHANGE	38,081.05	69,469.35	(31,388)	307,837.31	308,855.81	(1,019)

**PRENEED FUND
INCOME STATEMENT
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2025**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	9,351.89	9,638.37	(286)	60,400.57	96,082.15	(35,682)
CURRENT DEFERRED REVENUE	8,568.26	12,673.16	(4,105)	51,095.03	58,882.56	(7,788)
COUNTY INTEREST INCOME	6,465.31	0.00	6,465	13,133.33	7,816.74	5,317
CURRENT INTEREST & DIVIDENDS	2,913.02	3,250.25	(337)	62,237.97	40,082.73	22,155
GAIN/LOSS INVESTMENTS FMV	1,279.66	13,599.50	(12,320)	18,209.46	47,633.36	(29,424)
TOTAL REVENUE	28,578.14	39,161.28	(10,583)	205,076.36	250,497.54	(45,421)
EXPENSES						
INVESTMENT FEES	2,868.56	0.00	2,869	8,633.64	5,504.06	3,130
COUNTY SERVICE CHARGES	0.00	0.68	(1)	1.36	1.02	0
LOSS ON TRANSFER (INTER COSTS)	1,362.82	0.00	1,363	3,360.79	3,510.73	(150)
SALES TRANSFR OUT (PRIOR YR)	5,515.00	0.00	5,515	13,017.00	37,785.00	(24,768)
TOTAL EXPENSES	9,746.38	0.68	9,746	25,012.79	46,800.81	(21,788)
NET CHANGE	18,831.76	39,160.60	(20,329)	180,063.57	203,696.73	(23,633)



DATE: 1/27/2025

RE: Wireless Communications Tower

Dear California Property Owner,

We have been searching for locations in California that may be suitable for the installation of a wireless communications tower. I have reviewed your property, and I feel it may be an ideal location for this type of venture. I would appreciate the opportunity to discuss this further with you.

The best way to reach me is by emailing me at: keith@firstcalltower.com or give me us a call @ (603) 438-2484

I added a reference beginning with the letters FC-, please have this ready when calling or include it in the email. I look forward to speaking with you.

Regards,

First Call Tower LLC

First Call Tower
3903 Northdale Blvd, Ste 100E,
Tampa, FL 33624
Number: 727-330-5635
Email: info@firstcalltower.com



0010962971001030
PALM SPRINGS CEMETERY DISTRICT
FC-CA-225A
69920 E Ramon Rd
Cathedral City CA 92234

Section 9.40 Bereavement Leave

In the event of a death in the immediate family of an employee or the employee's spouse, domestic partner or significant other, the employee will be provided up to three (3) working days off with pay per year to attend to any matters related to the death. For purposes of this policy, immediate family includes a spouse, domestic partner, significant other, parent, grandparent, grandchild, child, sibling, blood relative living with the employee, stepparents, step grandparents and stepsiblings. A one-day leave with pay per year will be provided in the event of the death of an aunt, uncle, niece, nephew, or cousin. Unused bereavement leave may not be rolled over to the subsequent year of employment.

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

Adopted: Resolution No. 01-2019 (07/09/2019)

Section 9.50 Jury Duty

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

Adopted: Resolution No. 01-2019 (07/09/2019)

Currently employees are allowed three (3) days per year for Bereavement Leave and five (5) days for Jury Duty.

**PALM SPRINGS CEMETERY DISTRICT
RESOLUTION 3-2025**

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

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

BE IT RESOLVED, by the Board of Trustees of the Palm Springs Cemetery District that \$25,692.85 of the funds in the PreNeed Fund, 51265 shall be transferred to the General Fund, 51270

FURTHER RESOLVED, the Board of Trustees of the Palm Springs Cemetery District that \$11,940.00 of the funds in PreNeed Fund, 51265, shall be transferred to the Accumulative Capital Fund, 51275.

BE IT FURTHER RESOLVED that these fund transfers are the result of interment costs and contract refunds incurred for the months of December 1, 2024 to January 31, 2025.

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

Section 1. CERTIFICATION

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

APPROVED AND ADOPTED this 13th day of February 2025, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

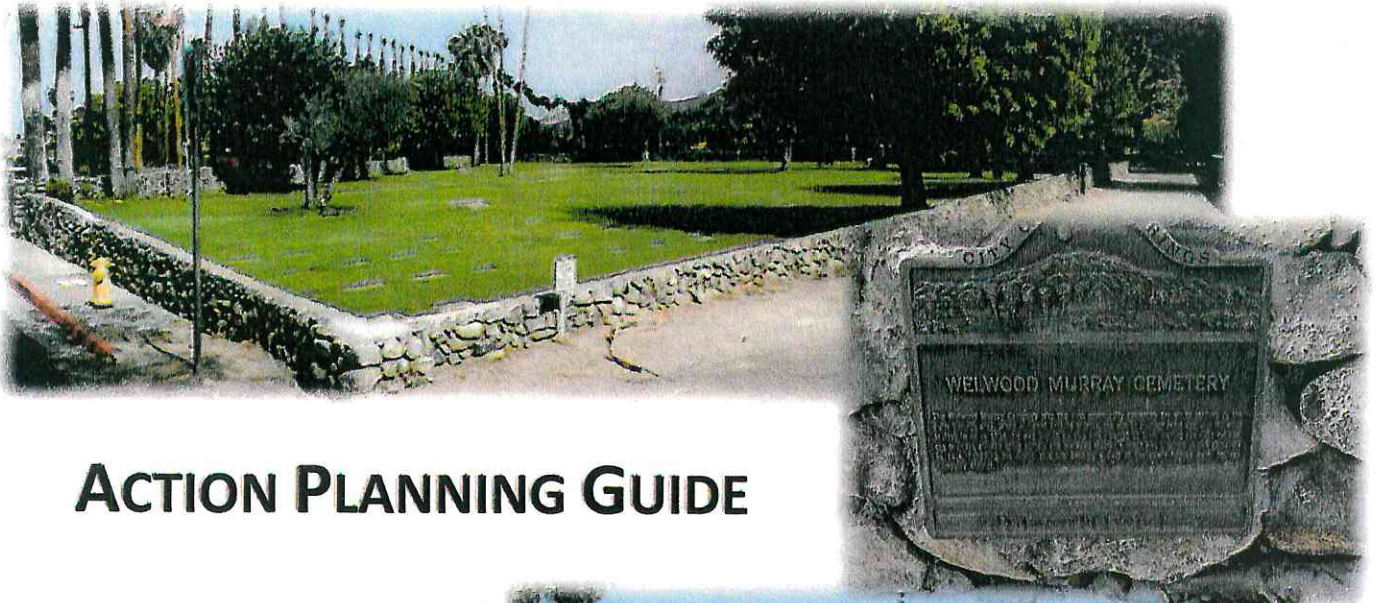
Jan M. Pye, Chairperson

ATTEST:

LaFaye M. Platter, Secretary



PALM SPRINGS CEMETERY DISTRICT



ACTION PLANNING GUIDE



**FOR USE IN PREPARING STAFF ACTION PLANS
TO EXECUTE THE 2024-2029 PSCD CORE STRATEGIES**

PALM SPRINGS CEMETERY DISTRICT ACTION PLANNING GUIDE

What is an Action Plan?

An Action Plan is a comprehensive set of specific steps designed to execute a Core Strategy, ultimately achieving one of the Strategic Goals outlined in the 2024-2029 PSCD Strategic Plan. Each Action Step details the precise actions needed to implement a Core Strategy effectively.

How does an Action Plan support the PSCD Strategic Plan?

While tactical Action Steps are usually not included in a strategic plan, they are vital for executing the Core Strategies and, consequently, achieving the Strategic Goals central to the PSCD Vision. This Vision is the ultimate measure of success for the District, with Core Strategies acting as the pathways toward its realization. Action Steps are the precise steps along these pathways.

1. **Organized Execution:** Action planning arranges these steps logically and efficiently before any action is taken, offering an advanced look at the required resources and time.
2. **Resource Management:** This foresight helps prioritize steps and strategies if resources such as time, staff, and budget are limited.

In summary, the Action Plan supports the PSCD Strategic Plan in this way:

- The PSCD Strategic Plan is the blueprint for realizing the Board's 2029 Vision.
- This Vision is realized through achieving ten Strategic Goals, each supported by specific Core Strategies.
- Action Steps execute these Core Strategies, ensuring the achievement of Strategic Goals.
- Goals successfully achieved mean a Vision successfully realized and a strategic plan with proven value as an effective management tool.

Who does the action planning at the Palm Springs Cemetery District?

In most California special districts paid staff develop and implement action plans to execute the strategy and vision that are conceived and defined by the governing Board of Trustees. This follows the basic definition of the roles of a board and staff: policy and strategic direction are set by the board and conducted by the staff.

In most California special districts, including PSCD, paid staff are responsible for developing and implementing action plans to conduct the strategy and vision set by the governing Board of Trustees. This division of roles follows the basic principle: the board sets policy and strategic direction, while the staff executes these plans.

What questions must be answered before preparing an Action Plan?

Before deciding on specific Action Steps to execute a Core Strategy, the action planner should thoughtfully address several critical questions:

- Why is executing this Core Strategy critically important?
- What will be lacking, or will be missed, if this Core Strategy is not executed? How will this affect other Core Strategies in the Strategic Plan? In what ways will the 2029 Vision or the District's Mission be impacted?
- What specific tasks need to be accomplished to execute the Core Strategy? What are the necessary Action Steps?
- How will completing these tasks and executing the Core Strategy affect other Core Strategies in the Strategic Plan?
- How long will it take to complete all of the necessary tasks, and why?
- What knowledge or information is needed to complete the tasks?
- What resources or facilities are required?
- Which staff members, Trustees and/or outside contractors will be involved?
- Will particular processes or procedures need to be followed?
- Is there a need to create any product, service, idea, or process to complete the tasks and execute the Core Strategy?
- How will the District's strengths, weaknesses, opportunities, and challenges affect the completion of the tasks? Could these factors seriously hinder the execution of one or more of the tasks or the Core Strategy as a whole?
- What inherent risks exist in completing the tasks? Can these risks be eliminated or mitigated? Are any risks significant enough to prevent the undertaking or execution of the Core Strategy?

What is included in the Action Plan?

Action Plans are meticulously organized to ensure that every Action Step directly contributes to achieving a Core Strategy and, subsequently, the Strategic Goal outlined in the 2029 Vision. For optimal effectiveness, the Action Plan is structured this way:

- 1. Alignment with Core Strategies and Strategic Goals:**
 - Each Action Step is aligned with a specific Core Strategy.
 - Core Strategies are mapped to the broader Strategic Goals within the 2029 Vision.
- 2. Detailed Action Steps:**
 - Specific Actions: Clearly define what action is to be taken.
 - Responsible Person: Assign the task to a specific individual responsible for its execution.

3. Cost Analysis:

- Hard Costs: Document the dollars spent on material resources required for the Action Step.
- Soft Costs: Account for staff time and other non-material resources.

4. Progress Monitoring:

- Status Updates: Continuously update the status of each Action Step to track progress towards completion.

How is the Action Plan developed?

Review the Strategic Goals in the District Vision and the Core Strategies that support each Strategic Goal, contemplate, and answer the questions listed on the previous page of this *Action Planning Guide*. The answers to the questions provide the context necessary to define specifically what needs to be accomplished to execute each Core Strategy. Once that result is clear, the action planner then brainstorms as many actions as they can think of that could be taken to execute the Core Strategy. Brainstorming is critical here. Record potential Action Steps as they come to mind, without regard to whether they are in any particular order and without regard to how important or unimportant they seem. Commit them to paper until everything that comes to mind is recorded.

Once brainstorming is completed, the action planner then puts all potential Action Steps in chronological order. Looking at the “brainstorm pool” of steps, which one seems to be the very first thing to do . . . the very first step to take? Which logically is the next step? Continue to ask, and answer, that question over and over and the “brainstorm pool” will begin to shrink as the chronology gradually falls into place. When (and if) the action planner reaches a point where the next step is unclear, which of the steps remaining in the “brainstorm pool” would be the last thing to do in executing the Core Strategy? Select the step and then work backwards until all of the brainstormed steps have been placed somewhere in the chronological order that begins today and concludes on the deadline date for executing the Core Strategy.

Once the list of steps is in chronological order the action planner evaluates the list in three ways prior to finalizing it. First, are there gaps between any of the steps that need to be filled with an additional step that was not thought of during brainstorming? If steps do not logically lead to one another, a step must be added. Second, are some steps similar? Do they achieve similar results for a similar purpose? If so, combine steps where it makes sense. Finally, do some steps now seem irrelevant or misplaced when viewed in the context of the chronological list? Should they be moved? Should they be dropped from the list of steps entirely?

Once the action planner is satisfied that all necessary steps are in the list, that all unnecessary ones are gone, and that the remaining list properly and efficiently executes the Core Strategy, the action planner adds an appropriate number of rows to the Plan template, inserts the Action Steps and adds all information that the columns in the Action Plan template call for.

How is an Action Plan executed?

Executing an Action Plan is straightforward yet requires diligence and proactive management. Here is how it can be done effectively:

1. Adherence to Deadlines and Budget:

- Complete Each Action Step: Ensure every action step is completed by its designated deadline.
- Stay Within Budget: Monitor expenditures to ensure that the steps are completed within the allocated budget.

2. Proactive Corrective Actions:

- Monitor Progress: Continuously track the progress of each action step to identify any delays or budget overruns early.
- Adjust as Needed: Take immediate corrective actions if a step is progressing too slowly, becoming too costly, or has lost relevance to the Core Strategy.

By maintaining a keen eye on deadlines, budgets, and the ongoing relevance of each action step, the Action Plan can be executed efficiently, ensuring the successful achievement of the Core Strategies and Strategic Goals.

How is progress toward achieving the Action Plan tracked and reported?

Progress toward achieving the Action Plan is systematically tracked and reported to ensure transparency and accountability:

1. Continuous Tracking:

- Status Column: Progress for each Action Step is continuously monitored and documented in the Status column of the Action Plan. This column is updated regularly to reflect real-time progress.

2. Monthly Reporting:

- District Manager's Role: The District Manager reviews the updated Status column and compiles a summary of progress.
- Management Report: The District Manager includes these updates in her monthly management report to the Board of Trustees.

By maintaining this structured approach, the District ensures that all stakeholders are kept informed about the progress and any potential issues, facilitating timely and informed decision-making.

Action Plan Spreadsheet

The template for the Palm Springs Cemetery District Action Plan was created as an Excel Spreadsheet and is a separate document that accompanies this *Action Planning Guide*.