

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

Thursday, November 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 open for public comments.**

4. CONFIRMATION OF AGENDA

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

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

5. CONSENT CALENDAR

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

- a. Approval of October 23, 2025, Regular Meeting Minutes

5. CONSENT CALENDAR – continued

- b. Approval of October Expenditures
 - General Fund \$ 144,735.75
 - Oct Reimburse Voucher 1863 \$ 37,728.51
 - Oct Reimburse Voucher 1864 \$ 106,941.36

 - Accumulative Capital Outlay \$ 634.89
 - Oct Reimburse Voucher 1865 \$ 634.89

 - Pet Memorial Park Cemetery \$.00
 - Total October 31, 2025 Expenditures Checks & Visa/Debit Card
25507-25542 & Direct Deposits (Payroll) \$ 145,370.64
- c. Financial Reports as of October 31, 2025 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. Succession Planning October 31, 2025, Meeting Report – Trustees Radigan-Brophy and Smith
- b. Review for Discussion and Possible Approval to Place a Port-O-Potty at DMP
- c. Review for Discussion and Possible Approval PSCD Workplace Violence Prevention Plan
- d. Review for Discussion and Possible Approval –Trustee Annual Year-End Luncheon
- e. Sections B-39 through B-46 Burial Sites Expansion at DMP – Update
- f. Welwood Murray Cemetery Niche Project - Update
- g. Da Vall Drive & McCallum Way Exterior Wall Extension – Update

7. LEGISLATIVE CALENDAR

- a. Resolution 11-2025, Transfer Interment Rights & Costs from PN to ACO & GF

8. TRUSTEE AND ATTORNEY SIGNATURES

9. BOARD DEVELOPMENT - None

10. PUBLIC HEARING CALENDAR - None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager
 - 1. AMVETS Post 66 Veterans Day Ceremony at DMP – Report
 - 2. Wreaths Across America Ceremony, 12:00 P.M., Saturday, December 13, 2025, at DMP & WMC

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. Trustee Meeting Attendance Compensation

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

15. CLOSED SESSION ANNOUNCEMENT - None

16. ADJOURNMENT

17. NEXT REGULAR BOARD MEETING - 2:00 P.M., Thursday, December 11, 2025

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

Kathleen Jurasky, District Manager

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

DATE: October 23, 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
Tim Radigan-Brophy, Member

Also Present: Kathleen Jurasky, District Manager

Not Present: LaFaye M. Platter, Secretary

District Manager Jurasky reported that Trustee Platter had informed her that due to a prior commitment she would not be able to attend today's meeting.

Motion was made by Trustee Mallotto seconded by Trustee Radigan-Brophy, to excuse Trustee Platter. Motion carried, roll call 4-0 Mallotto, Pye, Radigan-Brophy and Smith.

3. **PUBLIC COMMENTS** – None

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

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

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group** Mr. Wilson reported that at the end of the third quarter the accounts are collectively up \$460,000.00, and said this represents a year-to-date increase of 3.83%. He also said if returns continue as expected, the annual rate should hit 5% by year-end. He reported that 11% of the portfolios still earn less than market rates. However, by the end of next year all low-yield investments will have matured and removed from the portfolios.

He further stated that as investments reach maturity they will be reinvested in the most secure and highest yielding options available. Mr. Wilson stated that the District investments are in great shape for the foreseeable future.

Mr. Wilson requested that he and the investment committee Trustees Mallotto and Smith schedule an end-of-year meeting to discuss investment strategies. They agreed to discuss scheduling a date and time with him.

Following a discussion motion was made by Trustee Radigan-Brophy seconded by Trustee Mallotto to receive and file the investment report. Motion carried; roll call 4-0 Mallotto, Pye, Radigan-Brophy and Smith.

6. ADMINISTRATIVE CALENDAR – continued

b. Steven B. Quintanilla, District Legal Counsel Resignation and Discussion for Replacement Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Mallotto directing District Manager Jurasky to contact two attorneys that had previously worked for the district to discuss the possibility of either being the district's attorney. The motion also directed her to prepare a recognition plaque and an appreciation lunch or dinner for attorney Quintanilla service to the district since September 1997. District Manager will report back to the Board with several options. Motion carried, roll call 4-0, Mallotto, Pye, Radigan-Brophy and Smith.

c. Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities Following a discussion motion was made by Trustee Smith, seconded by Trustee Radigan-Brophy to approve amending Board of Trustees General Provisions and Government item 2 increasing Trustee meeting compensation from \$265.34 to \$278.61 per meeting. Not to exceed \$1671.66 per month per Trustee. Motion carried, roll call 4-0, Mallotto, Pye, Radigan-Brophy and Smith.

d. Review for Discussion and Approval – 2025-2026 Budget Revisions Following a discussion regarding legal fees, and due to the ongoing status of the landfill legal issues motion was made by Trustee Mallotto, seconded by Trustee Smith to approve increasing the 2025-2026 Legal Fees budget from \$15,000.00 to \$115,000.00. Motion carried, roll call 4-0, Mallotto, Pye, Radigan-Brophy and Smith.

e. Sections B-39 through B-46 Burial Sites Expansion at DMP – Update District Manger Jurasky reported the aluminum grave markers have been shipped, and the sections will be opened for sell when received and installed.

f. Welwood Murray Cemetery Niche Project – Update District Manager Jurasky reported that the contractor is currently in the process of creating the bases for the cremation niches.

g. Da Vall Drive & McCallum Way Exterior Wall Extension – Update District Manager Jurasky stated that the plans are still in the Cathedral City planning department for review.

7. LEGISLATIVE CALENDAR a. Resolution 9-2025, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Smith, seconded by Trustee Radigan-Brophy to approve Resolution 9-2025 transferring \$18,030.78 from PreNeed Fund, 51265 to the General Fund, 51270 and \$5,795.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275.00 from PreNeed Fund, 51275. Motion carried, roll call 4-0. Mallotto, Pye, Radigan-Brophy and Smith.

b. Resolution 10-2025, 2025-2026 Revised Budget Adoption Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Smith to approve Resolution 10-2025 increasing the legal expenditure from \$15,000.00 to \$115,000.00 due to current dump site litigation. Motion carried, roll call 4-0. Mallotto, Pye, Radigan-Brophy and Smith.

c. Staff Report and Ordinance 01-2025, PSCD Increasing the Trustees' Compensation for Attending Board Meetings from \$265.34 to \$278.61 Following a discussion motion was made by Trustee Smith, seconded by Trustee Radigan-Brophy to approve Ordinance 01-2025 increasing the Trustees' compensation for attending board meetings from \$265.34 to \$278.61 effective November 1, 2025. Motion carried, roll call 4-0. Mallotto, Pye, Radigan-Brophy and Smith.

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

9. BOARD DEVELOPMENT

a. Pass the Torch, Succession Planning Following a discussion a succession planning sub-committee consisting of Trustees Radigan-Brophy and Smith was created to address this subject. District Manager Jurasky will participate in all meetings.

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS – None

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

b. **District Manager**

1. Dia de los Muertos/Day of the Dead – No Event This Year

2. Sons of the American Revolution Monument at DMP – Unveiling Ceremony October 23, 2025 District Manager Jurasky stated that the event held at 11:00am today was very touching, celebratory and is nice to the cemetery. She showed the board a photo of the monument that was dedicated. Trustee Smith was in attendance; he agreed with District Manager Jurasky and said the monument really looks great.

3. AMVETS Post 66 Veterans Day Service, 10:00am, Tuesday, November 11, 2025

13. FUTURE AGENDA ITEMS a. **Discussion in 2026/2027 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 – None

15. CLOSED SESSION ANNOUNCEMENT – None

16. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:15 P.M.

17. NEXT REGULAR BOARD MEETING IS SCHEDULED FOR 2:00 P.M., Thursday, November 13, 2025

DATE: _____

Michael V. Smith, Vice Chairperson

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

Date	Check #	Line Description		
10/1/25	25507	INV 266984 - LANDSCAPE MAINTENANCE FOR SEP 2025 NISSHO OF CALIFORNIA, INC	25,935.00	25,935.00
10/1/25	25508	INV 25J0032777377 - BOTTLED WATER & OTHER SUPPLIES INCLUDES HYDRATION HERO ANNUAL MEMBERSHIP PRIMO BRANDS	330.76	330.76
10/1/25	25509	INV 79128 - ANNUAL WORKERS COMPENSATION RECONCILIATION SPECIAL DISTRICT RISK MANAGEMENT AUTH	7,862.12	7,862.12
10/1/25	25510	INV 9003828256 - (2) #5 VAULTS; (10) #5 LINERS MATTHEWS INTERNATIONAL CORP	3,477.00	3,477.00
10/1/25	25511	INV 6579 - FERTIGATION FOR SEP 2025 ECOFERT, INC	1,350.00	1,350.00
10/1/25	25512	INV 12BDCFCB-0033 - STREAMLINE FLEX WEB SERVICES FOR OCT 20 STREAMLINE	140.00	140.00
10/3/25	25513	INV 2510133 - SECURITY PATROL FOR OCT 2025 MAXWELL SECURITY SERVICES, INC	907.50	907.50
10/3/25	25514	TROUBLESHOOT MONITOR ISSUE ERICH FISCHER	170.00	170.00
10/13/25	25515	INV 208169278 - 6500 LBS OF RYE GRASS SEED SIMPLOT TURF & HORTICULTURE	9,373.65	9,373.65
10/13/25	25516	INV 7501894249 - REPAIR ELECTRICAL LINE DAMAGED ON 3/03/2025 SOUTHERN CALIF EDISON CO	3,525.46	3,525.46
10/13/25	25517	REPURCHASE INTERMENT RIGHTS IN SECTION B-37 #189 & 190 CONTRACT C002791 ENDOWMENT CARE FEE IS NON-REFUNDABLE KAMEL MERABET	3,100.00	3,100.00
10/16/25	25518	ACCOUNT BLIC-IN-002764-2024 BUSINESS LICENSE RENEWAL - 2025 CITY OF CATHEDRAL CITY	46.00	46.00
10/16/25	25519	IT0000006384 - PS FINANCIALS FOR SEP 2025 DATA VPN RIVERSIDE COUNTY INFORMATION TECHNOLOGY	95.70 4.66	100.36
10/16/25	25520	IN1049699 - KYOERA COPIER FOR 10/16/2025 - 11/15/2025 AIS	293.30	293.30
10/17/25	25521	REPURCHASE 1/5 OF INTERMENT RIGHTS IN SECTION B-36 #363,364,3 ENDOWMENT CARE IS NON-REFUNDABLE ROBERT MALCOLM LEYDORF	920.00	920.00
10/17/25	25522	REPURCHASE 1/5 OF INTERMENT RIGHTS IN SECTION B-36 #363,364,3 ENDOWMENT CARE IS NON-REFUNDABLE WILLIAM FREDERICK LEYDORF	920.00	920.00
10/17/25	25523	REPURCHASE 1/5 OF INTERMENT RIGHTS IN SECTION B-36 #363,364,3 ENDOWMENT CARE IS NON-REFUNDABLE KATHERINE ANN DUSTIN	920.00	920.00
10/17/25	25524	REPURCHASE 1/5 OF INTERMENT RIGHTS IN SECTION B-36 #363,364,3 ENDOWMENT CARE IS NON-REFUNDABLE THOMAS RICHARD LEYDORF	920.00	920.00
10/17/25	25525	REPURCHASE 1/5 OF INTERMENT RIGHTS IN SECTION B-36 #363,364,3	920.00	

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

Date	Check #	Line Description		
		ENDOWMENT CARE IS NON-REFUNDABLE DEBORAH MARY LEYDORF		920.00
10/29/25	25526	INV 1260 - 2025 GUIDE TO PUBLIC CEMETERY OPERATIONS WITH EL CALIFORNIA ASSOC OF PUBLIC CEMETERIES	55.00	55.00
10/29/25	25527	INV 9003904426 - (5) #5 VAULTS; (8) #5 LINERS MATTHEWS INTERNATIONAL CORP	3,987.00	3,987.00
10/29/25	25528	INV 15J0032777377 - BOTTLED WATER PRIMO BRANDS	34.16	34.16
10/29/25	25529	NOV 2025 PSCD EMPLOYEE DENTAL INSURANCE EXPENSE STANDARD INSURANCE COMPANY RB	703.60	703.60
10/29/25	25530	NOV 2025 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	83.25	83.25
10/29/25	25531	GROUND SUPERVISOR CELL PHONE FOR 10/20/25 - 11/19/25 T-MOBILE	129.95	129.95
10/29/25	25532	INV 25J032777377 - BOTTLED WATER PRIMO BRANDS	198.37	198.37
10/29/25	25533	INV 5580848 - COURIER SERVICE ON 10/13/25 GLS US INC	44.01	44.01
10/31/25	25534	DISTRICT MANAGER CELL PHONE FOR 10/20/25 - 10/19/25 AT & T MOBILITY	217.36	217.36
10/31/25	25535	NOV 2025 PSCD EMPLOYEE VISION INSURANCE EXPENSE METLIFE GROUP BENEFITS	82.00	82.00
10/31/25	25536	INV 2531.005-09 - DA VALL WALL FINAL DESIGN SERVICES MSA CONSULTING, INC	467.50	467.50
10/31/25	25537	OCT 2025 PSCD EMPLOYEE RETIREMENT EXPENSE - K JURASKY OCT 2025 EMPLOYEE 403B PAYABLE INVESCO INVESTMENT SERVICES, INC	1,223.42 4,009.62	5,233.04
10/31/25	25538	OCT 2025 PSCD EMPLOYEE RETIREMENT EXPENSE - E ARCHILA FRANKLIN - TEMPLETON	560.95	560.95
10/31/25	25539	OCT 2025 PSCD EMPLOYEE RETIREMENT EXPENSE - L GENCHI FRANKLIN - TEMPLETON	360.36	360.36
10/31/25	25540	OCT 2025 PSCD EMPLOYEE RETIREMENT EXPENSE - G HERRERA FRANKLIN - TEMPLETON	405.72	405.72
10/31/25	25541	OCT 2025 PSCD EMPLOYEE RETIREMENT EXPENSE - S LOZANO FRANKLIN - TEMPLETON	440.21	440.21
10/31/25	25542	OCT 2025 PSCD EMPLOYEE RETIREMENT EXPENSE - S VICKREY FRANKLIN - TEMPLETON	229.32	229.32
10/1/25	AMAZON	AMAZON - CORRECTION TAPE+ KJ COMPANY DEBIT CARD	15.21	15.21
10/1/25	AMAZON	AMAZON - PACKING TAPE KJ COMPANY DEBIT CARD	12.45	12.45
10/8/25	APPLE	ICLOUD+ WITH 200 GB KJ COMPANY DEBIT CARD	2.99	2.99

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

Date	Check #	Line Description		
10/1/25	BURRTEC	TRASH SERVICE FOR OCT 2025 BURRTEC WASTE & RECYCLING SVCS	668.49	668.49
10/7/25	CALPERS	OCT 2025 PSCD EMPLOYEE HEALTH INSURANCE EXPENSE OCT 2025 PSCD RETIREE HEALTH INSURANCE EXPENSE OCT 2025 EMPLOYEE PORTION OF HEALTH INSURANCE (SCOTT) OCT 2025 EMPLOYEE PORTION OF HEALTH INSURANCE (STEPHANI CALPERS)	8,365.40 1,302.36 1,132.72 89.54	10,890.02
10/10/25	COLONIAL	OCT 2025 EXTRA HEALTH INSURANCE FOR K JURASKY COLONIAL LIFE	151.16	151.16
10/16/25	CVWD	332245-850914 WELL REPLENISHMENT FOR SEP 2025 COACHELLA VALLEY WATER DISTRICT	3,836.58	3,836.58
10/16/25	CVWD	559833-884768 COMMERCIAL FOR OCT 2025 COACHELLA VALLEY WATER DISTRICT	32.45	32.45
10/16/25	CVWD	180819-512108 BUSINESS FOR OCT 2025 COACHELLA VALLEY WATER DISTRICT	26.78	26.78
10/16/25	CVWD	559831-884770 FIRE PROTECTION COACHELLA VALLEY WATER DISTRICT	86.99	86.99
10/16/25	DWA	WMC USAGE FOR OCT 2025 DESERT WATER	755.78	755.78
10/1/25	EARTHLIN	INV 000001935736 OFFICE WIFI FOR OCT 2025 EARTHLINK	235.00	235.00
10/1/25	EDD	SALES TAX FOR PERIOD 7/01/2025 TO 9/30/2025 CA DEPT OF TAX & FEE ADMIN	1,428.00	1,428.00
10/3/25	EDD_TAX	SIT P/R 09/18/2025 TO 10/01/2025 PAID 10/03/2025 SDI P/R 09/18/2025 TO 10/01/2025 PAID 10/03/2025 EMPLOYMENT DEVELOPMENT DEPT	385.83 185.96	571.79
10/17/25	EDD_TAX	SIT P/R 10/02/2025 TO 10/15/2025 PAID 10/17/2025 SDI P/R 10/02/2025 TO 10/15/2025 PAID 10/17/2025 EMPLOYMENT DEVELOPMENT DEPT	360.84 181.15	541.99
10/31/25	EDD_TAX	SIT P/R 10/16/2025 TO 10/29/2025 PAID 10/31/2025 SDI P/R 10/16/2025 TO 10/29/2025 PAID 10/31/2025 EMPLOYMENT DEVELOPMENT DEPT	375.43 200.98	576.41
10/31/25	EDD_TAXa	SUI P/R 10/16/2025 TO 10/29/2025 PAID 10/31/2025 CA EDU & TRAINING P/R 10/16/2025 TO 10/29/2025 PAID 10/31/2025 EMPLOYMENT DEVELOPMENT DEPT	25.47 1.06	26.53
10/28/25	EDISON	8000493032 ADMIN BUILDING FOR 09/11/25 TO 10/09/25 8001545238 DAVALL GATE FOR 09/12/25 TO 10/12/25 8002601833 WELL #4 FOR 09/10/25 TO 10/08/25 8003526191 WELL #2 FOR 09/12/25 TO 10/12/25 8004476833 WMC FOR 09/12/25 TO 10/12/25 8004476833 WMC DCE FOR 09/12/25 TO 10/12/25 SO CAL EDISON	1,353.59 3,777.78 358.44 0.68	25.59 40.29 5,424.61
10/16/25	EWING	INV 27831759 - IRRIGATION SYSTEM REPAIR SUPPLIES EWING IRRIGATION PRODUCTS INC	35.79	35.79
10/3/25	EXPRESS_T	FIT P/R 09/18/2025 TO 10/01/2025 PAID 10/03/2025 SOCIAL SECURITY P/R 09/18/2025 TO 10/01/2025 PAID 10/03/2025	1,311.94 1,921.67	

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

Date	Check #	Line Description		
		MEDICARE P/R 09/18/2025 TO 10/01/2025 PAID 10/03/2025 BANK OF AMERICA	449.43	3,683.04
10/17/25	EXPRESS_T	FIT P/R 10/02/2025 TO 10/15/2025 PAID 10/17/2025 SOCIAL SECURITY P/R 10/02/2025 TO 10/15/2025 PAID 10/17/2025 MEDICARE P/R 10/02/2025 TO 10/15/2025 PAID 10/17/2025 BANK OF AMERICA	1,263.60 1,871.69 437.73	3,573.02
10/31/25	EXPRESS_T	FIT P/R 10/16/2025 TO 10/29/2025 PAID 10/31/2025 SOCIAL SECURITY P/R 10/16/2025 TO 10/29/2025 PAID 10/31/2025 MEDICARE P/R 10/16/2025 TO 10/29/2025 PAID 10/31/2025 BANK OF AMERICA	1,373.01 2,077.00 485.74	3,935.75
10/3/25	FEES	P/R 09/18/2025 TO 10/01/2025 PAID 10/03/2025 CBIZ PAYROLL	96.68	96.68
10/17/25	FEES	P/R 10/02/2025 TO 10/15/2025 PAID 10/17/2025 CBIZ PAYROLL	125.70	125.70
10/31/25	FEES	P/R 10/16/2025 TO 10/29/2025 PAID 10/31/2025 CBIZ PAYROLL	117.89	117.89
10/17/25	FRONTIER	OFFICE PHONES FOR 10/07/25 -11/06/25 FRONTIER	702.18	702.18
10/2/25	HOME DEP	HOME DEPOT - RAT BAIT EA COMPANY DEBIT CARD	98.23	98.23
10/28/25	HOME DEP	HOME DEPOT - SECTION B-39 - B-46 CONCRETE FOR SECTION MARK EA COMPANY DEBIT CARD	167.39	167.39
10/1/25	SMITH PIP	SMITH PIPE - IRRIGATION PARTS FOR REPAIRS EA COMPANY DEBIT CARD	62.88	62.88
10/1/25	STAPLES	STAPLES - FACIAL TISSUES & GLASS CLEANER KJ COMPANY DEBIT CARD	21.28	21.28
10/29/25	STAPLES	STAPLES - PAPER TOWELS KJ COMPANY DEBIT CARD	42.44	42.44
10/7/25	USPS	USPS - CERTIFIED POSTAGE FOR CONTRACT IN DEFAULT EA COMPANY DEBIT CARD	10.48	10.48
10/26/25	ZAPATERI	ZAPATERIA - WORK BOOTS FOR E.ARCHILA EA COMPANY DEBIT CARD	125.00	125.00
	Total		<u>112,589.81</u>	<u>112,589.81</u>

**PALM SPRINGS CEMETERY DISTRICT
PAYROLL DISBURSEMENT JOURNAL - GENERAL FUND**

For October 2025

Date	Reference	Employee	Amount
10/3/2025	6683	KATHLEEN JURASKY	3,335.42
10/3/2025	6684	LYNSEY GENCHI	1,407.38
10/3/2025	6685	STEPHANIE C. LOZANO	1,743.34
10/3/2025	6686	SCOTT W. VICKREY	245.42
10/3/2025	6687	EDGAR F. ARCHILA	2,155.62
10/3/2025	6688	GABRIEL C. HERRERA	1,615.01
10/17/2025	6695	KATHLEEN JURASKY	3,335.42
10/17/2025	6696	LYNSEY GENCHI	1,375.05
10/17/2025	6697	STEPHANIE C. LOZANO	1,493.06
10/17/2025	6698	SCOTT W. VICKREY	234.22
10/17/2025	6699	EDGAR F. ARCHILA	2,155.63
10/17/2025	6700	GABRIEL C. HERRERA	1,615.04
10/31/2025	6706	KATHLEEN JURASKY	3,335.44
10/31/2025	6707	KATHLEEN JURASKY	400.00
10/31/2025	6708	LYNSEY GENCHI	1,407.38
10/31/2025	6709	STEPHANIE C. LOZANO	1,653.80
10/31/2025	6710	SCOTT W. VICKREY	699.37
10/31/2025	6711	EDGAR F. ARCHILA	2,155.63
10/31/2025	6712	GABRIEL C. HERRERA	1,615.04
10/31/2025	6713	LYNN T. MALLOTTO	77.99
10/31/2025	6714	JAN PYE	241.85
10/31/2025	6715	TIM M. RADIGAN-BROPH	241.85
10/31/2025	6716	MICHAEL V. SMITH	241.87
10/01/2025 to 10/31/2025			32,780.83

**PALM SPRINGS CEMETERY DISTRICT
GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
For OCTOBER 2025**

October Cash Disbursement Journal		112,589.81
October Payroll Disbursement Journal		32,780.83
TOTAL PSCD DISBURSEMENTS		<u>145,370.64</u>
TOTAL GENERAL FUND EXPENDITURES		<u>144,735.75</u>
October Payment Voucher # 1863	37,728.51	
October Payment Voucher # 1864	106,941.36	
Total General Fund Payment Vouchers	<u>144,669.87</u>	
Refund from So. Cal. Edison	65.88	
TOTAL ACO EXPENDITURES		<u>634.89</u>
October ACO Payment Voucher # 1865	634.89	
Home Depot	167.39	
Bank Debit dated 10/28/25		
Section B-39 - B-46 Concrete for Section Markers		
MSA Consulting, Inc.	467.50	
Check 25536 dated 10/31/25		
Da Vall Wall Final Design Services		
PET CEMETERY DRAWDOWNS		<u>0.00</u>
Loan Amount:	25,000.00	
Current Balance Remaining:	15,000.00	
TOTAL October 2025 DISBURSEMENTS		<u>145,370.64</u>

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

SALES

	Prior Months		October		FY 2025/2026 YTD Totals		FY 2024/2025 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	50	0	9	0	59	0	99	0
Adult, A&B	4	0	2	0	6	0	3	0
Premium	0	0	0	0	0	0	0	0
Baby	1	0	0	0	1	0	0	0
Cremation	5	0	2	0	7	0	7	0
Niche	14	0	13	0	27	0	18	0
TOTALS	74	0	26	0	100	0	127	0

LOT REPURCHASES

	Prior Months		October		FY 2025/2026 YTD Totals		FY 2024/2025 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	5	0	7	0	12	0	1	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	5	0	7	0	12	0	1	0

TOTAL INTERMENTS

	Prior Months		October		FY 2025/2026 YTD Totals		FY 2024/2025 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	47	1	14	0	61	1	70	0
Baby	1	0	0	0	1	0	0	0
Cremation	5	0	7	0	12	0	15	1
Niche	9	0	6	0	15	0	14	0
TOTALS	62	1	27	0	89	1	99	1

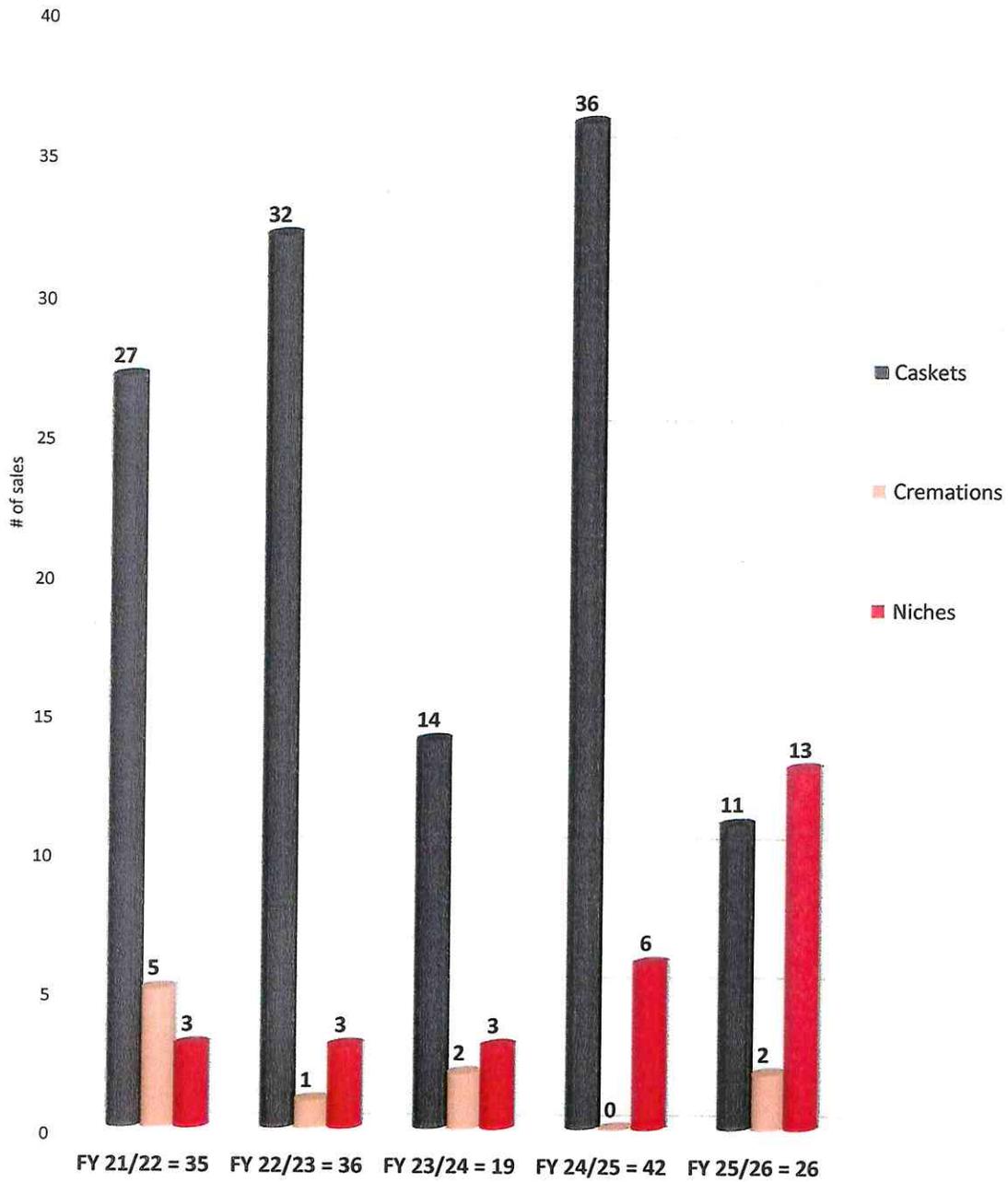
SATURDAY INTERMENTS

	Prior Months		October		FY 2025/2026 YTD Totals		FY 2024/2025 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

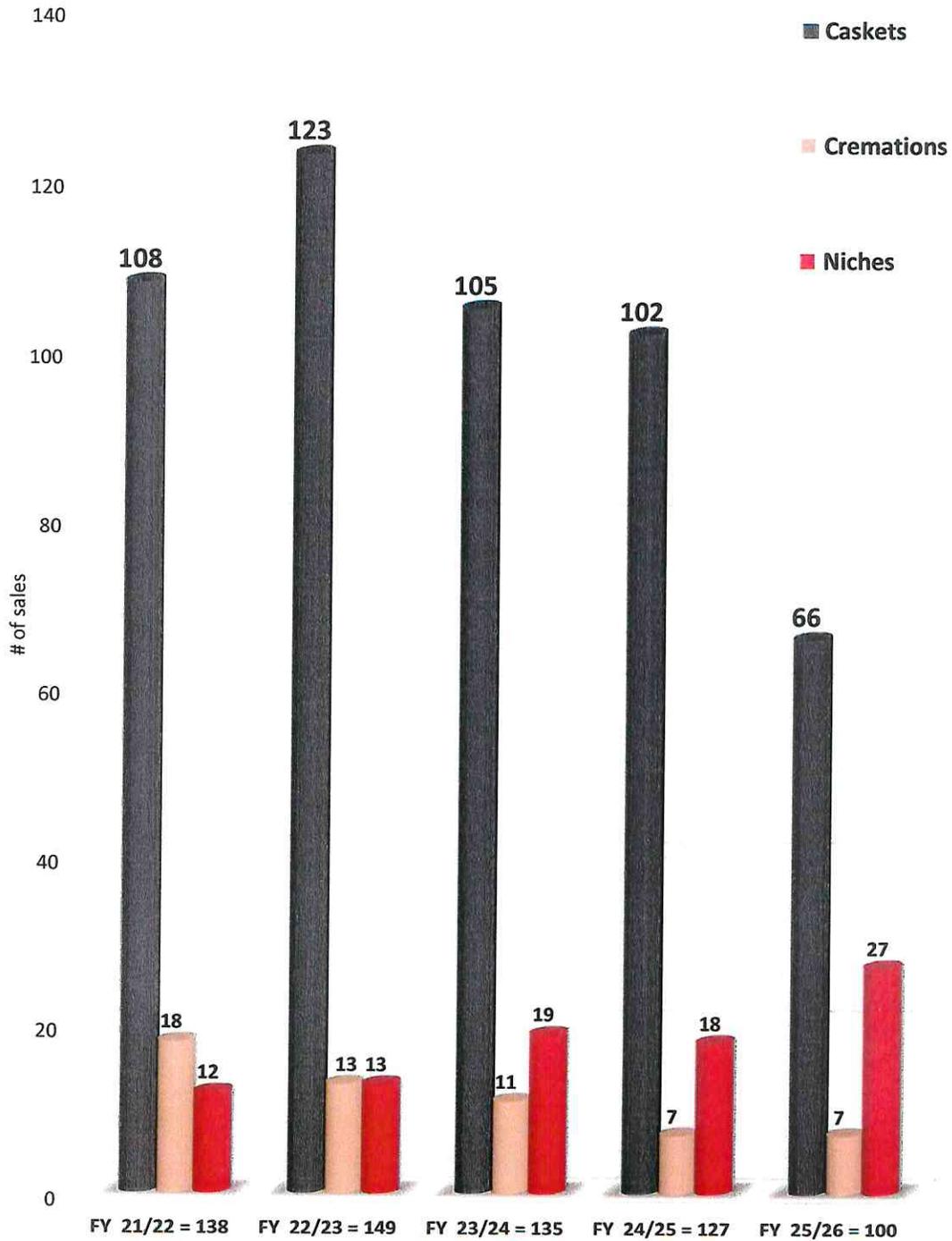
SUNDAY INTERMENTS

	Prior Months		October		FY 2025/2026 YTD Totals		FY 2024/2025 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

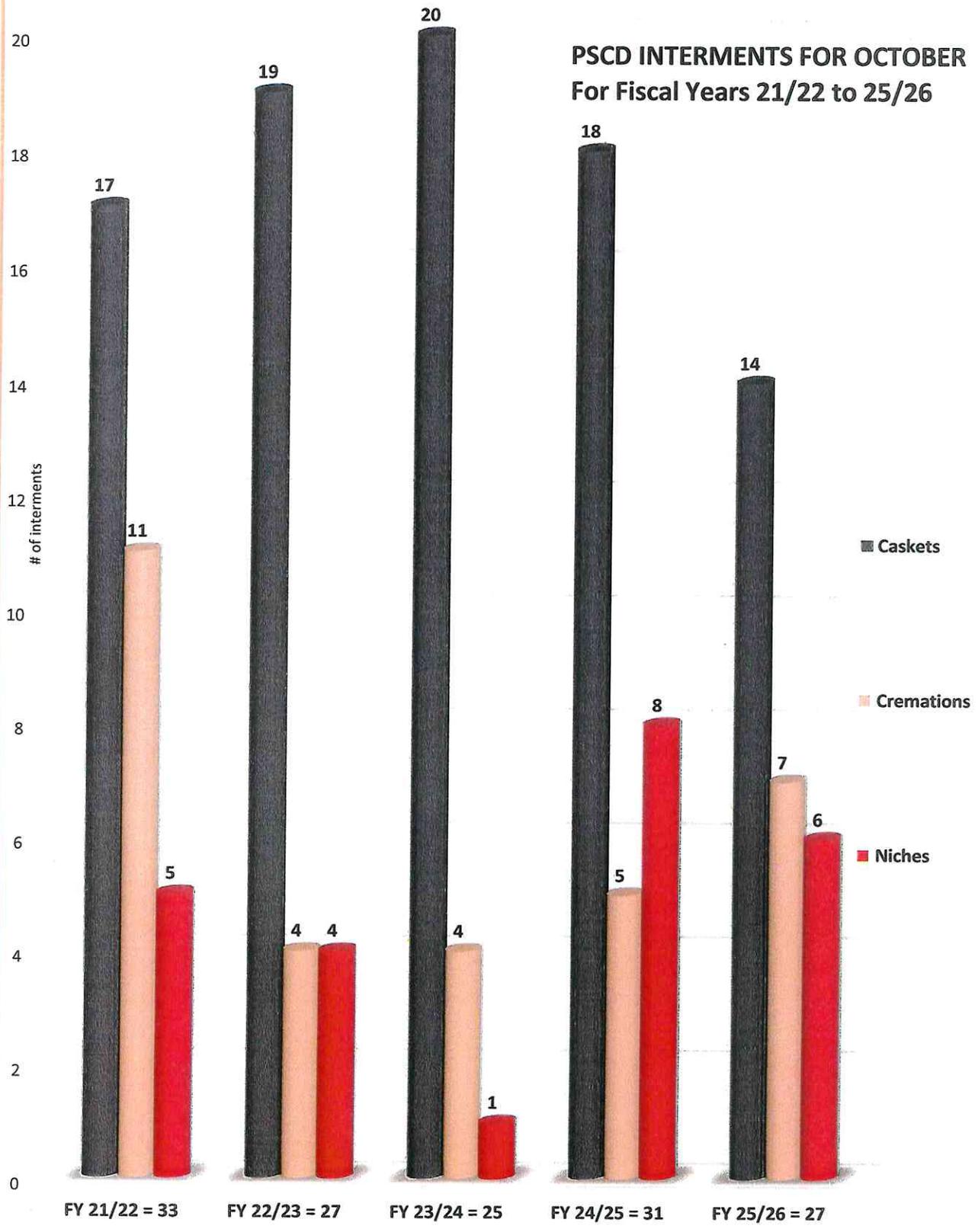
PSCD Site Sales For OCTOBER for Fiscal Years 21/22 - 25/26



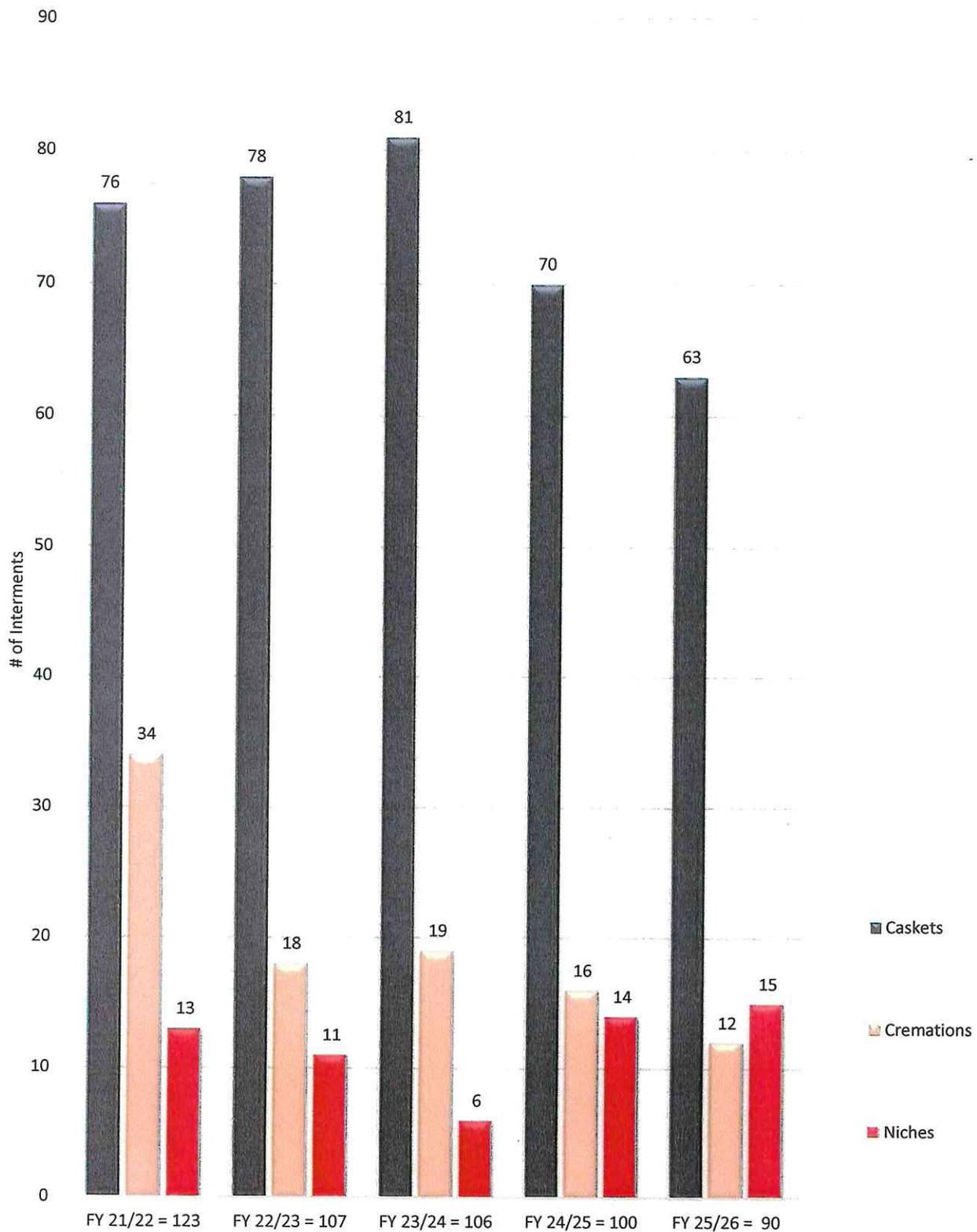
PSCD Site Sales by Fiscal Years 21/22 - 25/26 thru OCTOBER



PSCD INTERMENTS FOR OCTOBER For Fiscal Years 21/22 to 25/26



PSCD INTERMENTS BY FISCAL YEARS 21/22 - 25/26 thru October



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

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	29,300.00	42,600.00	(13,300)	103,000.00	113,600.00	(10,600)
MISC SPECIAL SET-UP	0.00	500.00	(500)	500.00	500.00	0
RETURNED CHECK BANK CHARGE	0.00	0.00	0	30.00	0.00	30
INTEREST RECEIVED	1.60	0.82	1	6.91	3.08	4
LAND LEASE	7,416.28	7,235.39	181	29,665.12	28,941.56	724
MISC INCOME	25.00	25.00	0	50.00	25.00	25
CREDIT CARD CONVEN FEE	506.16	450.54	56	2,851.81	2,489.59	362
WITNESS GRAVE CLOSING	600.00	800.00	(200)	2,400.00	3,200.00	(800)
TAX COLLECTIONS	17,189.93	15,559.02	1,631	17,192.19	15,559.02	1,633
VAULTS	1,650.00	2,560.00	(910)	4,950.00	5,100.00	(150)
CREMATION VAULTS	630.00	540.00	90	1,170.00	1,260.00	(90)
LINERS	2,390.00	4,085.00	(1,695)	11,660.00	12,305.00	(645)
GRAVE VASES	856.75	1,145.00	(288)	3,176.75	5,044.50	(1,868)
ENR SURCHARGE	4,400.00	7,200.00	(2,800)	14,000.00	14,410.00	(410)
LOT TRANSFERS	100.00	100.00	0	200.00	700.00	(500)
COUNTY INTEREST INCOME	311.39	622.13	(311)	4,983.94	7,663.07	(2,679)
DONATIONS & GRANTS	0.06	2.00	(2)	0.06	5.18	(5)
HANDLING FEE	8,475.00	12,440.00	(3,965)	31,950.00	32,800.00	(850)
PRENEED CONTRACT SERVICE CHG	600.00	300.00	300	2,100.00	3,100.00	(1,000)
VASE/HDSTN SET & CLEAN	3,130.00	4,535.00	(1,405)	14,930.00	17,150.00	(2,220)
TOTAL REVENUE	77,582.17	100,699.90	(23,118)	244,816.78	263,856.00	(19,039)
EXPENSES						
REGULAR SALARIES	46,438.43	28,997.28	17,441	141,544.23	118,665.21	22,879
BOT MEETING COMPENSATION	1,061.40	897.95	163	3,980.25	2,155.08	1,825
BOT CONFERENCES	0.00	0.00	0	0.00	3,875.00	(3,875)
RETIREMENT/PENSION	3,219.98	1,809.31	1,411	9,785.23	7,292.82	2,492
FICA	2,935.17	1,843.70	1,091	8,993.07	7,451.64	1,541
MEDICARE	686.45	431.18	255	2,103.22	1,742.72	361
EMPLOYEE GROUP INSURANCE	9,234.25	5,899.64	3,335	37,812.77	26,929.10	10,884
RETIREE GROUP INSURANCE	1,302.36	2,032.64	(730)	5,213.33	4,964.09	249
UNEMPLOYMENT INSURANCE	25.47	27.84	(2)	95.52	262.98	(167)
WORKERS COMP INSURANCE	1,741.25	3,085.86	(1,345)	4,344.29	10,783.54	(6,439)
ELECTRICITY	5,424.61	6,163.23	(739)	30,187.38	31,884.39	(1,697)
TELEPHONE	1,049.49	897.24	152	3,929.99	3,694.23	236
WATER	4,651.59	4,501.83	150	17,738.13	16,311.00	1,427
COMMUNITY OUTREACH	0.00	65.25	(65)	180.00	395.25	(215)
VISA-MASTER CHG FEES	608.16	456.34	152	2,904.95	2,597.99	307
COUNTY SERVICE CHARGE	136.96	87.60	49	375.92	382.88	(7)
GENERAL INSURANCE	3,073.05	3,135.42	(62)	12,292.20	12,541.68	(249)
LEGAL	0.00	0.00	0	13,284.00	0.00	13,284
LOT REPURCHASE	4,600.00	0.00	4,600	6,890.00	1,100.00	5,790
OFFICE EXPENSE	1,852.37	2,023.69	(171)	9,927.44	7,747.24	2,180
TRAVEL & CONVENTION	0.00	0.00	0	0.00	775.00	(775)
UNIFORMS & SAFETY EQUIPMENT	125.00	0.00	125	125.00	0.00	125
MTG EXP & SUPPLIES	0.00	3,000.00	(3,000)	357.23	7,109.68	(6,752)
ADVERTISING/PUBLICITY	140.00	100.00	40	460.00	369.70	90
MEMBERSHIP & DUES	0.00	0.00	0	790.00	835.00	(45)
CA EDUCATION & TRAINING (EDD)	1.06	0.90	0	3.98	8.49	(5)
LARGE EQUIPMENT REPAIRS	0.00	2,723.28	(2,723)	1,254.94	2,835.56	(1,581)
EQUIPMENT REPAIRS	0.00	0.00	0	256.04	0.00	256
IRRIGATION SYSTEM REPAIRS	98.67	0.00	99	5,412.13	882.86	4,529
FERTILIZER AND SEED	10,723.65	11,599.69	(876)	12,073.65	14,299.69	(2,226)
GASOLINE, OIL, TIRES	0.00	0.00	0	520.77	2,650.32	(2,130)
PLANT & BUILDING	4,280.94	7,991.40	(3,710)	9,659.78	14,949.81	(5,290)
TOOLS & SUPPLIES	98.23	139.05	(41)	239.02	628.10	(389)
GRAVE LINERS & VAULTS	7,464.00	5,656.00	1,808	20,558.00	22,233.00	(1,675)
GRAVE VASES	0.00	0.00	0	1,613.45	2,853.71	(1,240)
CONTRACT TREE/GARDEN MAINTNCE	25,935.00	24,700.00	1,235	77,346.45	74,100.00	3,246
SECURITY CAMERA EXPENSE	0.00	0.00	0	179.70	179.70	0
DMP GROUNDS SECURITY	907.50	825.00	83	3,630.00	3,300.00	330
TOTAL EXPENSES	(137,815.04)	(119,091.32)	(18,724)	(446,062.06)	(408,787.46)	(37,275)
NET CHANGE FROM OPERATIONS	(60,232.87)	(18,391.42)	(41,841)	(201,245.28)	(144,931.46)	(56,314)
OTHER REVENUE & EXPENSE						
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0	0.00	0.00	0
NET CHANGE	(60,232.87)	(18,391.42)	(41,841)	(201,245.28)	(144,931.46)	(56,314)

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

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
OPEN AND CLOSE	29,300.00	25,458.00	3,842	103,000.00	305,500.00	(202,500)
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	1.60	1.00	1	6.91	15.00	(8)
LAND LEASE	7,416.28	7,235.00	181	29,665.12	86,824.00	(57,159)
MISC INCOME	25.00	0.00	25	50.00	0.00	50
CREDIT CARD CONVEN FEE	506.16	608.00	(102)	2,851.81	7,300.00	(4,448)
WITNESS GRAVE CLOSING	600.00	625.00	(25)	2,400.00	7,500.00	(5,100)
TAX COLLECTIONS	17,189.93	15,000.00	2,190	17,192.19	584,616.00	(567,424)
VAULTS	1,650.00	1,306.00	344	4,950.00	15,670.00	(10,720)
CREMATION VAULTS	630.00	435.00	195	1,170.00	5,225.00	(4,055)
LINERS	2,390.00	2,416.00	(26)	11,660.00	28,995.00	(17,335)
GRAVE VASES	856.75	937.00	(80)	3,176.75	11,245.00	(8,068)
MEMORIAL WALL INCOME	0.00	33.00	(33)	0.00	400.00	(400)
ENR SURCHARGE	4,400.00	3,583.00	817	14,000.00	43,000.00	(29,000)
LOT TRANSFERS	100.00	125.00	(25)	200.00	1,500.00	(1,300)
COUNTY INTEREST INCOME	311.39	2,000.00	(1,689)	4,983.94	12,500.00	(7,516)
DONATIONS & GRANTS	0.06	0.00	0	0.06	0.00	0
HANDLING FEE	8,475.00	7,479.00	996	31,950.00	89,750.00	(57,800)
PRENEED CONTRACT SERVICE CHG	600.00	642.00	(42)	2,100.00	7,700.00	(5,600)
VASE/HDSTN SET & CLEAN	3,130.00	3,991.00	(861)	14,930.00	47,890.00	(32,960)
TOTAL REVENUE	77,582.17	71,970.00	5,612	244,816.78	1,256,780.00	(1,011,963)
REGULAR SALARIES	46,438.43	34,172.00	12,266	141,544.23	410,066.00	(268,522)
BOT MEETING COMPENSATION	1,061.40	1,637.00	(576)	3,980.25	19,640.00	(15,660)
BOT CONFERENCES	0.00	0.00	0	0.00	4,500.00	(4,500)
BOT TRAVEL & EXPENSES	0.00	0.00	0	0.00	3,000.00	(3,000)
RETIREMENT/PENSION	3,219.98	2,386.00	834	9,785.23	28,635.00	(18,850)
FICA	2,935.17	2,188.00	747	8,993.07	26,252.00	(17,259)
MEDICARE	686.45	547.00	139	2,103.22	6,564.00	(4,461)
EMPLOYEE GROUP INSURANCE	9,234.25	7,391.00	1,843	37,812.77	88,692.00	(50,879)
RETIREE GROUP INSURANCE	1,302.36	1,101.00	201	5,213.33	13,190.00	(7,977)
UNEMPLOYMENT INSURANCE	25.47	129.00	(104)	95.52	1,548.00	(1,452)
WORKERS COMP INSURANCE	1,741.25	927.00	814	4,344.29	11,118.00	(6,774)
ELECTRICITY	5,424.61	5,790.00	(365)	30,187.38	69,485.00	(39,298)
TELEPHONE	1,049.49	1,075.00	(26)	3,929.99	12,905.00	(8,975)
WATER	4,651.59	3,309.00	1,343	17,738.13	39,710.00	(21,972)
CAPC CONFERENCE DONATIONS	0.00	0.00	0	0.00	200.00	(200)
COMMUNITY OUTREACH	0.00	167.00	(167)	180.00	2,000.00	(1,820)
VISA-MASTER CHG FEES	608.16	625.00	(17)	2,904.95	7,500.00	(4,595)
RETURNED CHECK	0.00	13.00	(13)	0.00	150.00	(150)
COUNTY SERVICE CHARGE	136.96	100.00	37	375.92	1,200.00	(824)
EDUCATION	0.00	33.00	(33)	0.00	400.00	(400)
GENERAL INSURANCE	3,073.05	3,318.00	(245)	12,292.20	39,810.00	(27,518)
LEGAL	0.00	9,583.00	(9,583)	13,284.00	115,000.00	(101,716)
LOT REPURCHASE	4,600.00	583.00	4,017	6,890.00	7,000.00	(110)
OFFICE EXPENSE	1,852.37	1,667.00	185	9,927.44	20,000.00	(10,073)
TRAVEL & CONVENTION	0.00	500.00	(500)	0.00	6,000.00	(6,000)
UNIFORMS & SAFETY EQUIPMENT	125.00	83.00	42	125.00	1,000.00	(875)
MTG EXP & SUPPLIES	0.00	250.00	(250)	357.23	3,000.00	(2,643)
AUDIT	0.00	0.00	0	0.00	8,500.00	(8,500)
ADVERTISING/PUBLICITY	140.00	375.00	(235)	460.00	4,500.00	(4,040)
MEMBERSHIP & DUES	0.00	683.00	(683)	790.00	8,200.00	(7,410)
CA EDUCATION & TRAINING (EDD)	1.06	0.00	1	3.98	0.00	4
AUTO TRUCK EXPENSE	0.00	417.00	(417)	0.00	5,000.00	(5,000)
LARGE EQUIPMENT REPAIRS	0.00	583.00	(583)	1,254.94	7,000.00	(5,745)
EQUIPMENT REPAIRS	0.00	167.00	(167)	256.04	2,000.00	(1,744)
IRRIGATION SYSTEM REPAIRS	98.67	417.00	(318)	5,412.13	5,000.00	412
FERTILIZER AND SEED	10,723.65	14,997.00	(4,273)	12,073.65	34,500.00	(22,426)
GASOLINE, OIL, TIRES	0.00	525.00	(525)	520.77	6,300.00	(5,779)
PLANT & BUILDING	4,280.94	3,250.00	1,031	9,659.78	39,000.00	(29,340)
ROAD MAINTENANCE	0.00	7,996.00	(7,996)	0.00	95,955.00	(95,955)
TOOLS & SUPPLIES	98.23	250.00	(152)	239.02	3,000.00	(2,761)
GRAVE LINERS & VAULTS	7,464.00	5,313.00	2,151	20,558.00	63,750.00	(43,192)
GRAVE VASES	0.00	713.00	(713)	1,613.45	8,560.00	(6,947)
CONTRACT TREE/GARDEN MAINTNCE	25,935.00	25,935.00	0	77,346.45	311,220.00	(233,874)
CONTRACT BURIALS	0.00	333.00	(333)	0.00	4,000.00	(4,000)
SECURITY CAMERA EXPENSE	0.00	83.00	(83)	179.70	1,000.00	(820)
DMP GROUNDS SECURITY	907.50	908.00	(1)	3,630.00	10,890.00	(7,260)
TOTAL EXPENSES	137,815.04	140,519.00	(2,704)	446,062.06	1,556,940.00	(1,110,878)
NET CHANGE FROM OPERATIONS	(60,232.87)	(68,549.00)	8,316	(201,245.28)	(300,160.00)	98,915
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	26,680.00	(26,680)	0.00	320,160.00	(320,160)
OTHER EXPENSE APPROP CONTING	0.00	(1,667.00)	1,667	0.00	(20,000.00)	20,000
NET CHANGE	(60,232.87)	(43,536.00)	(16,697)	(201,245.28)	0.00	(201,245)

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2025**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	29,700.00	34,400.00	(4,700)	130,050.00	123,600.00	6,450
COUNTY INTEREST INCOME	906.43	1,699.06	(793)	13,816.33	19,222.08	(5,406)
CURRENT INTEREST & DIVIDENDS	12,598.77	12,888.90	(290)	27,230.45	26,844.09	386
GAIN/LOSS INVESTMENT FMV	681.88	(16,617.88)	17,300	3,118.51	31.69	3,087
TOTAL REVENUE	<u>43,887.08</u>	<u>32,370.08</u>	<u>11,517</u>	<u>174,215.29</u>	<u>169,697.86</u>	<u>4,517</u>
EXPENSES						
INVESTMENT ADVISOR FEES	1,472.49	1,413.26	59	2,929.24	2,797.14	132
COUNTY SERVICE CHARGE	21.36	0.00	21	50.86	29.67	21
TOTAL EXPENSES	<u>1,493.85</u>	<u>1,413.26</u>	<u>81</u>	<u>2,980.10</u>	<u>2,826.81</u>	<u>153</u>
NET CHANGE FROM OPERATION	<u>42,393.23</u>	<u>30,956.82</u>	<u>11,436</u>	<u>171,235.19</u>	<u>166,871.05</u>	<u>4,364</u>
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	5,795.00	7,502.00	(1,707)	5,795.00	7,502.00	(1,707)
TOTAL OTHER	<u>5,795.00</u>	<u>7,502.00</u>	<u>(1,707)</u>	<u>5,795.00</u>	<u>7,502.00</u>	<u>(1,707)</u>
NET CHANGE	<u>48,188.23</u>	<u>38,458.82</u>	<u>9,729</u>	<u>177,030.19</u>	<u>174,373.05</u>	<u>2,657</u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2025**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	60.00	(60)	60.00	120.00	(60)
ENDOWMENT CARE DEPOSITS	20,932.20	22,366.00	(1,434)	91,577.85	94,963.00	(3,385)
COUNTY INTEREST INCOME	484.60	481.67	3	6,153.83	5,115.73	1,038
CURRENT INTEREST & DIVIDENDS	36,941.01	19,229.09	17,712	91,513.13	84,106.48	7,407
GAIN/LOSS INVESTMENT FMV	2,388.49	(55,048.30)	57,437	30,596.88	53,403.49	(22,807)
TOTAL REVENUE	60,746.30	(12,911.54)	73,658	219,901.69	237,708.70	(17,807)
EXPENSES						
INVESTMENT ADVISOR FEES	7,583.34	7,276.66	307	15,090.79	14,401.67	689
TOTAL EXPENSES	7,583.34	7,276.66	307	15,090.79	14,401.67	689
NET CHANGE	53,162.96	(20,188.20)	73,351	204,810.90	223,307.03	(18,496)

**PRENEED FUND
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2025**

REVENUE	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
CURRENT SALES	8,042.65	6,695.08	1,348	22,341.31	38,475.78	(16,134)
CURRENT DEFERRED REVENUE	8,680.81	5,586.26	3,095	32,514.65	31,793.11	722
COUNTY INTEREST INCOME	461.01	604.56	(144)	6,012.91	6,668.02	(655)
CURRENT INTEREST & DIVIDENDS	19,754.68	18,905.77	849	38,084.67	35,143.48	2,941
GAIN/LOSS INVESTMENTS FMV	(591.06)	(22,100.51)	21,509	13,024.79	22,442.78	(9,418)
TOTAL REVENUE	36,348.09	9,691.16	26,657	111,978.33	134,523.17	(22,545)
EXPENSES						
INVESTMENT FEES	3,043.51	2,911.66	132	6,057.85	5,765.08	293
COUNTY SERVICE CHARGES	0.00	0.00	0	1.02	1.36	0
LOSS ON TRANSFER (INTER COSTS)	3,225.18	1,997.97	1,227	3,225.18	1,997.97	1,227
SALES TRANSFR OUT (PRIOR YR)	5,795.00	7,502.00	(1,707)	5,795.00	7,502.00	(1,707)
TOTAL EXPENSES	12,063.69	12,411.63	(348)	15,079.05	15,266.41	(187)
NET CHANGE	24,284.40	(2,720.47)	27,005	96,899.28	119,256.76	(22,357)

Kathleen Jurasky

From: Kelly Sanchez <ksanchez@burrtecdesert.com>
Sent: Monday, November 3, 2025 12:11 PM
To: Kathleen Jurasky
Subject: Quote Permanent Portable Unit

Hello,

Please see rates below.

Permanent Portable Unit - Standard

\$76.07 - Monthly (1x a week)

\$12 - Monthly Tray

\$31.30 - Delivery Fee (one time)

Thank you,

Kelly Jaquez

Customer Service Representative

O: 760.340.2113

F: 760.340.0417

E: customerservice@burrtecdesert.com

Burrtec Waste & Recycling Services

"We'll Take Care Of It"

Port-O-Potty Permanent Rental

\$ 88.07 Per Month

\$ 1,056.84 Annually

Agenda Item 6c

**PSCD Workplace Violence
Prevention Plan**

November 13, 2025



PALM SPRINGS CEMETERY
D I S T R I C T

WORKPLACE VIOLENCE PREVENTION PLAN

November 13, 2025

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Hazard Assessment & Correction Form
- C. Workplace Violence Emergency Response Scenarios & Procedures
 - Workplace Violence Act or Threats
 - Active Shooter
 - Bomb Threat
 - Civil Unrest
 - Medical Emergencies
 - Suspicious Package

Policy

Palm Springs Cemetery District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section [6401.9](#). Our written Plan is located at 31-705 Da Vall Drive, Cathedral City, CA 92234.

The following employers, employees, and places of employment are exempt from these requirements:

- Employers with less than 10 employees and no public access.

Definitions

Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log: The violent incident log required (Appendix A).

Plan: The workplace violence prevention Plan.

Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

Kathleen Jurasky, District Manager, is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan

Employees

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Employee Active Involvement

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigating of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

The Administrator is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

Communication

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

Coordination with Other Employers

The District will implement the following effective procedures to coordinate implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, the District will ensure that if our employees experience a workplace violence incident, we will record the information in the Violent Incident Log and provide a copy to the controlling employer.

Workplace Violence Incident Reporting Procedures

Employees should report all threats or acts of workplace violence to their District Manager or Supervisor. The Supervisor will be required to inform the District Manager. In the event a supervisor is not available, the employee can report an incident directly to the District Manager. Employee are protected for confidential reporting and no retaliation as stated in the Employee Handbook Code of Ethical Conduct.

Emergency Response Procedures

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notifying the District Manager or Supervisor,
- Upon being notified of a workplace violence emergency, the District Manager or designated “person-in-charge” will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

Workplace Violence Hazard Assessment

A Workplace hazard assessment will be conducted by the District Manager, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year’s workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The District Manager will implement the following procedures to correct the identified workplace violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees needing to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.

- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

Post Incident Response and Investigation

After a workplace incident, the Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace violence hazard has been identified.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.

- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name and job title, training dates, contents or a summary of the training sessions, and names/qualifications of persons conducting the training, will be maintained for a minimum of 3 years.

Training records shall be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries

The District Manager will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or become apparent.
- After a workplace violence incident.

- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace.

Incident ID # *:	Date and Time of Incident:	Department:
-------------------------	-----------------------------------	--------------------

* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Where Incident Occurred:

Workplace
 Parking lot
 Outside of Building
 Outside of workplace

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Workplace violence committed by:

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other:

Circumstances at time of incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other:

Consequences of incident:

Law enforcement/Security called? Yes No. If yes, explain:

Were actions taken to protect employees from continuing threat or other hazards? Yes No. If yes, explain:

Any injuries? Yes No. If yes, explain:

Emergency medical responders contacted, including on-site First Aid/CPR? Yes No. If yes, explain:

Did severity of injuries require reporting to Cal/OSHA? Yes No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature

Appendix B

**WORKPLACE VIOLENCE PREVENTION
HAZARD ASSESSMENT & CORRECTION FORM**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

Yes	No	Security Measures	Comments:
		Is there a response Plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

Appendix C

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the District Manager to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

ACTIVE SHOOTER

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at shooter.
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons if known.

Training resource:

- [Department of Homeland Security](#)
- [DHS Active Shooter Preparedness Video](#)

BOMB THREAT

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase and immediately notify the Administrator.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

REMAIN CALM			
Time call received:	Time call ended:		
Document any information from the phone display window:			
Engage caller as long as possible and document their words:			
Attempt to obtain information about the device:			
When will the device detonate or activate?			
Where is the device located?			
What kind of device is it?			
What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Nervous	Describe:
	<input type="checkbox"/> Senior		
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building?</i>			
<i>Unusual phrases:</i>			
<i>Any background noise or distinctive sounds?</i>			
Name of person received call			

CIVIL UNREST

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place the Administrator or person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

© 2014 American Red Cross

CPR/AED

NON-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, and a face mask comforting person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil or oil stains visible.
- Emit a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.

**PALM SPRINGS CEMETERY DISTRICT
RESOLUTION 11-2025**

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 \$10,849.39 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 \$7,275.00 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 October 1, 2025 to October 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 November 2025, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan M. Pye, Chairperson

ATTEST:

Lynn T. Malotto, Treasurer