

Tracy Public Cemetery District

Board Meeting Minutes
Of
May 18, 2022

Regular Board Meeting called to order at 5:30 pm by Chairman Eugene Birk at Schulte Memorial Park District office.

Roll Call:

Present: Chairman Eugene Birk, Vice-Chair Kevin Tobeck, Trustee Derrick Davis, Via-Phone Trustee Scott Arganbright, Via-Phone Trustee Dianne Timan, Manager Warner and Office Admin Brandy Zamora.

Review of Agenda Items:

Visitors in Attendance: None

Comments from the Floor: None

Minutes: The Regular Session Meeting Minutes of April 13, 2022 were approved by motion of Trustee Arganbright, second by Trustee Davis, motion passed unanimous.

Financial Report: March 2022 Financial reports were approved by motion of Trustee Davis, second by Trustee Tobeck, motion passed unanimous.

Monthly Interments: A copy of the April 2022 Burial Report was included in the meeting packet; total for Schulte 15 burials which included 7 full casket burials, 1 infant burial and 7 cremation burials. 1 At-Need and 14 Pre-Need. Total for Valpico Memorial Park 5 burial which includes 5 full casket burial, 0 cremation burial and 0 baby burial. 4 At-Need and 1 Pre-Need.

Pre-Need Account: The cash amount of pre-paid interment rights and services used (Schulte) for the month of April 2022, \$4,700.00. The cash amount of pre-paid interment rights and services used (Valpico) for the month of April 2022, \$2,800.00

Review of Warrants: Warrants of April 27, 2022 were approved by motion of Trustee Davis, second by Trustee Tobeck, motion passed unanimous.

Trustees Comments:

Old Business:

A. District Business:

- 1. District Polices:** Nothing to report
- 2. Boot Allowance for Groundkeepers:** Manager Warner requests boot allowance to increase to \$250.00 starting next fiscal year. Manager Warner had Office Admin Loran Prater call Sarvey's to ask how much the cost is for a pair of boots, they range between \$230.00 to \$350.00 plus tax. Board approved boot allowance to be increased to \$250.00 per year. Approved by motion of Trustee Davis, second by Timan, motion passed unanimous.
- 3. Possible Groundskeeper New Hires:** Manager Warner reported that she received two resumes for operations manager and groundskeeper. Board requested Manager Warner to post a description of job openings on Zip Recruiter. Update at next meeting.
- 4. Rules/Regulations for Schulte and Valpico -** Board of Trustees advised Manager Warner to call Fair Oaks Cemetery District to find out how they write their rules & regulations. Update at next meeting.
- 5. Bench Donation:** Manager Warner approved a bench donation from the Lopez family. The Lopez family requested that the bench be put close to their son's grave in Section: C1E Row: 01 Grave: 116

A. Schulte Memorial Park

- **Main Entrance Project (2nd Phase):** Vice-Chair Tobeck reported he is waiting on the bid from All Steel Fence Company, but received a bid from Steel Guard Fence \$165,000.00, quote includes; masonry columns, installation of fence, gates & operator ASP and installation of sign. Vice-Chair Tobeck reported that Silva Electric's bid is approximately \$50,000.00. Manager Warner reported we did receive a bid from R and S Erection in the amount of \$92,250.00; quote includes vehicle & pedestrian gates and operators & access control. CalCo declined to bid. Manager Warner reported that Arktos' bid is \$626,113; quote includes provide & install, powder coat , gate operations, pedestrian gate, wall & planter, masonry, trench backfill, patch for electrical, low voltage & irrigation sleeve to planter box, Victorian 20' light pole with fixture, steel arch structure and landscape planter sign painted to match arch sign. Update at next meeting.
- **Two dead-End Roads on Eastside:** No quote from Turf N Tree. Update at next meeting.

B. Valpico Memorial Park:

- **Irrigation:** Nothing to report

Closed Session: None

Trustee Timan hung up at 7:30 p.m.

Being no further business to discuss, the Regular Meeting was adjourned at 8:00 pm by Trustee Tobeck.

Respectfully,
Maylene Warner

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July 2021 through April 2022

	SCHULTE	END SCHULTE	PN SCHULTE	VALPICO	END VALPICO	PN VALPICO
Ordinary Income/Expense						
Income						
3016 · Disinterment Fee Income	5,150.00	0.00	0.00	0.00	0.00	0.00
3005 · Lot Sales	178,900.00	0.00	0.00	90,700.00	0.00	0.00
3010 · Endowment Sales	0.00	103,050.00	0.00	0.00	34,300.00	0.00
3015 · Open/Close	138,785.00	0.00	129,550.00	23,500.00	0.00	47,350.00
3020 · Vault Sales	51,650.00	0.00	35,500.00	9,400.00	0.00	12,800.00
3025 · Vault Handling Fee	19,000.00	0.00	11,000.00	3,350.00	0.00	4,550.00
3030 · Saturday Service Fee	9,750.00	0.00	0.00	0.00	0.00	0.00
3040 · Non Resident Fee	48,800.00	0.00	19,550.00	3,500.00	0.00	2,100.00
3042 · Misc Sales	7,200.00	0.00	50.00	0.00	0.00	0.00
3045 · Curr-Taxes-Secured	1,011,318.34	0.00	0.00	0.00	0.00	0.00
3046 · Curr-Taxes-Unsecured	48,051.97	0.00	0.00	0.00	0.00	0.00
3047 · Prior-Taxes	398.57	0.00	0.00	0.00	0.00	0.00
3048 · Supplemental-Taxes	696,928.04	0.00	0.00	0.00	0.00	0.00
3049 · State HOPTR	2,323.34	0.00	0.00	0.00	0.00	0.00
3064 · Interest-STIFEL Advisors	0.00	48,926.68	0.00	0.00	0.00	0.00
3065 · Interest-County-Pre-Need	2,148.00	0.00	309,115.00	0.00	0.00	0.00
3066 · Interest-County-Gen-Res	1,912.00	0.00	0.00	0.00	0.00	0.00
3068 · Interest-County General	4,869.00	0.00	0.00	0.00	0.00	0.00
3073 · Interest-Cap Improvement Fund	2,509.00	0.00	0.00	0.00	0.00	0.00
3070 · Interest-Bank	324.79	0.00	0.00	0.00	0.00	0.00
3071 · Misc	143.27	0.00	0.00	0.00	0.00	0.00
3080 · Securities Gains/Losses	0.00	-146,092.02	0.00	0.00	0.00	0.00
Total Income	2,230,161.32	5,884.66	504,765.00	130,450.00	34,300.00	66,800.00
Cost of Goods Sold						
4005 · Vault Purchase	38,062.00	0.00	0.00	3,156.00	0.00	0.00
4010 · Buy Backs / Refunds						
4012 · Lot Buy Back	0.00	0.00	0.00	3,850.00	0.00	0.00
4013 · Non Resident Refund	1,400.00	0.00	0.00	0.00	0.00	0.00
4010 · Buy Backs / Refunds - Other	2,555.00	0.00	0.00	19,150.00	0.00	0.00
Total 4010 · Buy Backs / Refunds	3,955.00	0.00	0.00	23,000.00	0.00	0.00
Total COGS	42,017.00	0.00	0.00	26,156.00	0.00	0.00

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July 2021 through April 2022

	SCHULTE	END SCHULTE	PN SCHULTE	VALPICO	END VALPICO	PN VALPICO
Gross Profit	2,188,144.32	5,884.66	504,765.00	104,294.00	34,300.00	66,800.00
Expense						
5231 · County Auditor	10,798.06	0.00	0.00	0.00	0.00	0.00
5105 · Salaries Regular	301,837.73	0.00	0.00	0.00	0.00	0.00
5120 · Salaries Overtime	49,742.19	0.00	0.00	0.00	0.00	0.00
5130 · Retirement	118,255.32	0.00	0.00	0.00	0.00	0.00
5140 · Payroll Taxes						
FICA	22,364.20	0.00	0.00	0.00	0.00	0.00
Medicare	5,219.83	0.00	0.00	0.00	0.00	0.00
SDI	-4,201.16	0.00	0.00	0.00	0.00	0.00
State Unemployment	8,209.20	0.00	0.00	0.00	0.00	0.00
5140 · Payroll Taxes - Other	7,699.77	0.00	0.00	0.00	0.00	0.00
Total 5140 · Payroll Taxes	39,291.84	0.00	0.00	0.00	0.00	0.00
5150 · Health Insurance	143,478.09	0.00	0.00	0.00	0.00	0.00
5165 · Vision Care	733.92	0.00	0.00	0.00	0.00	0.00
5205 · Office Expense	15,809.32	0.00	0.00	2,843.65	0.00	0.00
5210 · Postage	232.00	0.00	0.00	0.00	0.00	0.00
5220 · Meeting Expense	5,292.27	0.00	0.00	0.00	0.00	0.00
5225 · Membership/Subscription Expense	738.00	0.00	0.00	0.00	0.00	0.00
5230 · Prof Service	11,022.18	0.00	0.00	212.00	0.00	0.00
5240 · Sales Tax	8,343.60	0.00	0.00	0.00	0.00	0.00
5305 · Fuel-Oil-Lube	6,584.46	0.00	0.00	2,248.55	0.00	0.00
5315 · Uniforms & Laundry	7,881.52	0.00	0.00	0.00	0.00	0.00
5320 · Utility Expense	33,170.64	0.00	0.00	14,194.88	0.00	0.00
5405 · Maint-Equipment	8,132.44	0.00	0.00	484.45	0.00	0.00
5410 · Tire-Repair	45.00	0.00	0.00	0.00	0.00	0.00
5415 · Maint-Building/Grounds	68,365.50	0.00	0.00	19,128.85	0.00	0.00
Total Expense	829,754.08	0.00	0.00	39,112.38	0.00	0.00
Net Ordinary Income	1,358,390.24	5,884.66	504,765.00	65,181.62	34,300.00	66,800.00
Net Income	1,358,390.24	5,884.66	504,765.00	65,181.62	34,300.00	66,800.00

TRACY PUBLIC CEMETERY DISTRICT

Balance Sheet

As of April 30, 2022

Accrual Basis

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash General	51,975.00
1101 · Cash in Bank -General Operating	152,785.73
1112 · Cash in Bank-Pre-Need	82,650.00
1172 · Cash in Bank-Endowment	39,750.00
44101 · Cash in County-General operatin	2,933,824.18
44102 · Cash in County-Gen Reserve	1,317,150.51
44105 · Cash in County-Pre-Need	1,915,792.12
44191 · Capital Improvements Fund	1,048,767.30
Total Checking/Savings	7,542,694.84
Other Current Assets	
1273 · Endowment Acct	1,507,593.29
1274 · Endowment Interest Acct	921,767.87
1400 · Returned Checks	-77.00
1499 · Undeposited Funds	2,600.00
1900 · Prepaid Expenses	44,912.00
Total Other Current Assets	2,476,796.16
Total Current Assets	10,019,491.00
Fixed Assets	
2500 · Valpico Land	3,314,661.31
2150 · Land Improvements	384,836.19
2200 · Building	517,847.00
2300 · Furniture & Equipment	514,866.69
2400 · Accumulated Depreciation	-1,063,476.89
Total Fixed Assets	3,668,734.30
TOTAL ASSETS	13,688,225.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2076 · Deferred Inflows	58,663.00
2075 · Deferred Outflows	-337,757.00
2090 · Deferred Income Pre-Need	981,651.00
2070-0 · Pension Liability	1,016,587.00
2010 · Accounts Payable - Manual	12,115.00
2020 · Wages Payable	4,915.00
2050 · Accrued Vacation	38,485.67
Total Other Current Liabilities	1,774,659.67
Total Current Liabilities	1,774,659.67
Long Term Liabilities	
2080-0 Health Insurance Retiree	96,218.00
Total Long Term Liabilities	96,218.00
Total Liabilities	1,870,877.67

TRACY PUBLIC CEMETERY DISTRICT

Balance Sheet

Accrual Basis

As of April 30, 2022

	<u>Apr 30, 22</u>
Equity	
2800 · Fixed Assets Equity	3,516,836.00
2810 · Endowment Equity	1,073,811.02
2820 · General Fund Equity	2,451,350.39
2850 · Pre-Need Equity	96,587.00
3000 · Opening Bal Equity	109,405.79
3900 · Retained Earnings	2,476,589.91
Net Income	2,092,767.52
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Total Equity	11,817,347.63
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TOTAL LIABILITIES & EQUITY	13,688,225.30
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TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
 July 2021 through April 2022

	<u>Jul '21 - Apr 22</u>	<u>Jul '20 - Apr 21</u>
Ordinary Income/Expense		
Income		
3016 · Disinterment Fee Income	5,150.00	0.00
3005 · Lot Sales	269,600.00	235,450.00
3010 · Endowment Sales	137,350.00	115,650.00
3015 · Open/Close	339,185.00	261,550.00
3020 · Vault Sales	109,350.00	84,500.00
3025 · Vault Handling Fee	37,900.00	28,050.00
3030 · Saturday Service Fee	9,750.00	4,550.00
3040 · Non Resident Fee	73,950.00	51,800.00
3042 · Misc Sales	7,250.00	12,221.46
3045 · Curr-Taxes-Secured	1,011,318.34	892,203.45
3046 · Curr-Taxes-Unsecured	48,051.97	45,222.69
3047 · Prior-Taxes	398.57	0.00
3048 · Supplemental-Taxes	696,928.04	31,635.25
3049 · State HOPTR	2,323.34	5,559.53
3064 · Interest-STIFEL Advisors	48,926.68	20,541.10
3065 · Interest-County-Pre-Need	311,263.00	9,001.00
3066 · Interest-County-Gen-Res	2,993.00	8,384.00
3068 · Interest-County General	60,294.00	9,833.00
3073 · Interest-Cap Improvement Fund	3,449.00	7,773.00
3070 · Interest-Bank	324.79	157.64
3071 · Misc	143.27	0.00
3080 · Securities Gains/Losses	-146,092.02	-18,619.17
Total Income	3,029,806.98	1,805,462.95
Cost of Goods Sold		
4005 · Vault Purchase	41,218.00	35,594.78
4010 · Buy Backs / Refunds		
4012 · Lot Buy Back	3,850.00	1,050.00
4013 · Non Resident Refund	1,400.00	600.00
4010 · Buy Backs / Refunds - Other	21,705.00	6,505.00
Total 4010 · Buy Backs / Refunds	26,955.00	8,155.00
Total COGS	68,173.00	43,749.78
Gross Profit	2,961,633.98	1,761,713.17
Expense		
5231 · County Auditor	10,798.06	14,096.00
5105 · Salaries Regular	301,837.73	338,550.98
5120 · Salaries Overtime	49,742.19	46,908.41
5130 · Retirement	118,255.32	134,488.77
5140 · Payroll Taxes		
FICA	22,364.20	23,898.46
Medicare	5,219.83	5,050.54
SDI	-4,201.16	-4,107.13
State Unemployment	8,209.20	7,837.20

TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
 July 2021 through April 2022

	Jul '21 - Apr 22	Jul '20 - Apr 21
5140 · Payroll Taxes - Other	7,699.77	538.64
Total 5140 · Payroll Taxes	39,291.84	33,217.71
5150 · Health Insurance	143,478.09	109,698.01
5165 · Vision Care	733.92	1,069.84
5205 · Office Expense	18,652.97	13,421.47
5210 · Postage	232.00	220.00
5220 · Meeting Expense	5,292.27	5,954.75
5225 · Membership/Subscription Expense	738.00	1,178.00
5230 · Prof Service	11,234.18	16,124.55
5240 · Sales Tax	8,343.60	7,230.00
5250 · Bank Charges	0.00	-2.50
5305 · Fuel-Oil-Lube	8,833.01	6,269.58
5315 · Uniforms & Laundry	7,881.52	6,954.44
5320 · Utility Expense	47,365.52	51,454.89
5330 · Equipment Purchase	0.00	17,333.77
5405 · Maint-Equipmnet	8,616.89	24,913.30
5410 · Tire-Repair	45.00	0.00
5415 · Maint-Building/Grounds	87,494.35	231,086.93
Total Expense	868,866.46	1,060,168.90
Net Ordinary Income	2,092,767.52	701,544.27
Net Income	2,092,767.52	701,544.27

SCHULTE MEMORIAL PARK

Month	Full	Baby	Ash	AN	PN	PN USED	2022 Burials
January	18	0	11	10	19	\$3,705	29
February	12	0	5	4	13	\$4,805	17
March	13	0	9	11	11	\$7,750	22
April	7	1	7	1	14	\$4,700.00	15
May	4	0	3	1	6	\$2,700.00	7
June							
July							
August							
September							
October							
November							
December							
Totals	54	0	0	27	63	\$ 23,660.00	90

VALPICO MEMORIAL PARK

MONTH	FULL	BABY	ASH	AN	PN	PN USED	2022 Burials
January	3	0	1	4	0	\$ -	4
February	1	0	0	1	0	\$ -	1
March	1	0	1	2	0	\$ -	2
April	5	0	0	4	1	\$ 2,800.00	5
May	4	0	0	4	0	\$ -	4
June						\$ -	
July						\$ -	
August						\$ -	
September						\$ -	
October						\$ -	
November						\$ -	
December						\$ -	
Totals						\$ -	

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05/18/22

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

May 18, 2022

Name Address	Num	Name Account #	Split	Amount
A-1 WATER QUALITY 1950 E. PACHECO BLVD Los Banos, Ca 93635	11928	6201000000	44101 · Cash in County-General o...	69.90
Total A-1 WATER QUALITY				69.90
Animal Damage Management 16170 Vineyard Bld #150 Morgan Hill, CA 95037	11932	6260000000	44101 · Cash in County-General o...	150.00
16170 Vineyard Bld #150 Morgan Hill, CA 95037	11932	6260000000	44101 · Cash in County-General o...	100.00
Total Animal Damage Management				250.00
ASCO PACIFIC INC P.O.BOX 3467 GARDENA, CA 90247	11933	6238000000	44101 · Cash in County-General o...	300.32
Total ASCO PACIFIC INC				300.32
ATT LONG DISTANCE CO P.O. BOX 5025 CAROL STREAM IL 60197-5025	11923	6249000000	44101 · Cash in County-General o...	1,238.58
P.O. BOX 5025 CAROL STREAM IL 60197-5025	11923	6249000000	44101 · Cash in County-General o...	221.45
Total ATT LONG DISTANCE CO				1,460.03
B.J.'S CONSUMER'S CHOICE PEST CONTROL P.O. Box 2249 MANTECA, CA 95336	11930	6260000000	44101 · Cash in County-General o...	160.00
Total B.J.'S CONSUMER'S CHOICE PEST CONTROL				160.00
BAKER SUPPLIES AND REPAIRS P O BOX 626 LOS BANOS, CA 93635	11931	6211000000	44101 · Cash in County-General o...	461.67
Total BAKER SUPPLIES AND REPAIRS				461.67
Best Best & Krieger, Attorney at Law P.O BOX 1028 RIVERSIDE, CA 92502	11925	6220000000	44101 · Cash in County-General o...	676.87
Total Best Best & Krieger, Attorney at Law				676.87
California Depart of Tax & fee Admin of tax & fee Admini P.O.BOX 942879 SACRAM...	11920	6030000000	44101 · Cash in County-General o...	3,040.96
Total California Depart of Tax & fee Admin				3,040.96
DAVID FARNSWORTH, CPA 11501 DUBLIN BLVD, SUITE 200 DUBLIN, CA...	11934		44101 · Cash in County-General o...	195.00
Total DAVID FARNSWORTH, CPA				195.00
Employment Development Department P.O.BOX 826276 SACRAMENTO, CA 94230-6...	11921	6273000100	44101 · Cash in County-General o...	1,081.32
Total Employment Development Department				1,081.32
KENNER'S WELDING SHOP 11071 W Clover Rd Tracy Ca 95376	11919	6211000000	44101 · Cash in County-General o...	450.00
11071 W Clover Rd Tracy Ca 95376	11919	6211000000	44101 · Cash in County-General o...	50.00
Total KENNER'S WELDING SHOP				500.00
MISSION UNIFORM SERVICE 136 Coyado ave Modesto, Ca 95350-5813	11924	6246005200	44101 · Cash in County-General o...	1,177.66
Total MISSION UNIFORM SERVICE				1,177.66
NAPA AUTO PARTS 80 EAST 11TH ST TRACY CA 95376	11927	6211000000	44101 · Cash in County-General o...	7.12
Total NAPA AUTO PARTS				7.12
TURF N TREE P.O BOX 70 TRACY, CA 95378	11926	6260000000	44101 · Cash in County-General o...	9,750.00
Total TURF N TREE				9,750.00

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05/18/22

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

May 18, 2022

Name Address	Num	Name Account #	Split	Amount
VAN'S ACE HARDWARE 2695 N TRACY BLVD Tracy Ca 95376	11935	6211000000	44101 · Cash in County-General o...	102.26
Total VAN'S ACE HARDWARE				102.26
VAN CLEVE CONCRETE PRODUCTS, INC P.O. Box 455 KINGSBURG, CA 93631	11929	6226006900	44101 · Cash in County-General o...	6,337.00
Total VAN CLEVE CONCRETE PRODUCTS, INC				6,337.00
VISA P.O BOX 6818 CAROL STREAM, IL 60197-6818	11922	6260000000	44101 · Cash in County-General o...	1,767.14
Total VISA				1,767.14
TOTAL				27,337.25

TURF-N-TREE

P.O.Box 70
Tracy, California
95378-0070

Estimate

DATE

5/19/2022

NAME / ADDRESS

Tracy Public Cemetery District
501 E. Schulte Rd.
Tracy, Ca 95376

DESCRIPTION	TOTAL
Landscape Installation :	26,645.00
Two areas - approximately 18'x100' each on east side of grounds.	
Remove and dispose of existing asphalt and 4'-6' of base rock.	
Backfill with sandy loam top soil to match grade to adjacent lawn.	
Amend and prep for new lawn.	
Install Fescue/blue blend rolled sod.	

EAST SIDE
POSSIBLE NEW
DEVELOPMENT.

State Contractors License #
738877
Phone #: (209) 830-0288
Certified Arborist ISA #
WE-9031A

ATTENTION
Due to rising credit card fees we have a 3.75% charge on all credit card transactions.
We apologize for the fee and appreciate your understanding and business.

Total **\$26,645.00**

TURF-N-TREE IS NOT RESPONSIBLE FOR
DAMAGE TO IRRIGATION PIPE OR WIRING
DUE TO STUMP GRINDING.

209-830-0288

TURF N TREE

6/16/2011

**22,644.00

Twenty-Two Thousand Six Hundred Forty-Four and 00/100*****

TURF N TREE
P.O BOX 70
TRACY, CA 95378

6260000000

TURF N TREE

RECLAIMING GRAVE ROAD PROJECT

6/16/2011

22,644.00

Per Kristy, This amount was for the whole project (All 4 rows) including.....

Demolition

Concrete Curbing

Backfill/Prep

Fescue / blue Sod blend installed

Cash in County-Gener 6260000000

22,644.00

TURF N TREE

RECLAIMING GRAVE ROAD PROJECT

6/16/2011

22,644.00

THIS WAS THE AMOUNT BACK IN 2011
FOR THE 2 SIDE ROADS

Cash in County-Gener 6260000000

22,644.00

Schulte/Valpico:

Every person entering onto the Tracy Public Cemetery grounds shall be responsible for **their** own safety and shall exercise due caution and care.

Due to the safety of the public and our employees, the Tracy Public Cemetery District requires that all upright monuments and vases installed at this cemetery be pinned to the base or the cement foundation at time of installation. A minimum of two stainless steel pins shall be installed on all monuments not exceeding twenty-six-inch height limit and a four-foot width. Any monuments exceeding the twenty-six-inch height and the four-foot width are required additional pins every two feet. All pins are to be made of stainless steel and shall be six inches long and (3/8) inch in diameter. Pins are to be equally distributed within the monument and base. **Offensive verbiage on headstones is not permitted.**

Decorations Permitted: real or artificial floral arrangements must be secured with styrofoam within unbreakable containers on headstone area only. No items can be placed on top of the grass of the grave in the way of the mower or weed eater, they will be removed without notice. No sand, gravel or rocks shall be placed in vases on or near base or headstone. Funeral designs and floral pieces will be removed either on the fourth day after service or when floral pieces become unsightly, whichever occurs first. Cemetery personnel will remove any faded and unsightly floral arrangements weekly. No decorations allowed in the trees, fences or bushes. **No more than two vases or two solar lights per headstone.** Private planting of any kind will not be permitted. Donations of benches, floral bushes or trees must be approved by the district. A letter must be sent to the cemetery office requesting to donate one of the listed above. Please contact us for additional information. The district manager will place at his/her discretion, but will be placed as close to the buried family member within the cemetery grounds.

Care of Graves and Cemetery Grounds: No food (wrapped or unwrapped) or drinks of any kind may be placed on the gravesite. No alcohol or drinking of alcohol or presence of illegal substances is permitted on the cemetery grounds. Candles, luminaries, burning of any combustible materials, open flames, fireworks of any kind or BBQing are **NOT** permitted on the cemetery grounds. **No decorations of any kind is permitted on the grass area of gravesite.**

Interments: Cancellations and rescheduling for any graves already opened will incur the current district rate for opening/closing, **no exceptions.** It is a violation of the law to provide false information or documents in order to purchase interment rights (plots) and services. If any information provided to verify residency, property ownership or to qualify as an eligible non-resident is found to be falsified, the district can and will require payment of out of district fees. (Per California Health & Safety Code(s): 9060 (b) 9061 (a) Saturday Services; depends on availability of staff, an additional fee is required and must conclude by 11:30 AM. Any afternoon services Monday-Friday will require an afternoon deposit in which you will get back provided that the service concludes by 3:30 P.M. No interments on Sundays or any of the following holidays: January 1, Martin Luther King Jr's birthday, Lincoln's birthday, President's Day, Memorial Day, July 4, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day (including the day before & after), Christmas

Prior to the lowering of the casket, all witnesses **must** move at least 15 feet back from the grave. **For safety purposes, once the casket is lowered and the lowering device is removed, only** cemetery personnel are allowed near the open grave.

REVISED
RULES & REGS

GROUNDKEEPER

(NEW)
RESUME

Travis Zamora-Kinstler

919 Pantera Ave
Manteca, CA 95336

tzamora491@yahoo.com
(510) 925-5146

Skills Summary:

Analytical and interpersonal skills. Critical thinking. Strong organization/planning and decision-making skills. Personal Computers. Trouble shooting skills. Telecommunications technician. Problem Resolution. Strong oral and written communications

Work History:

JMACCGlobal, Fremont, CA

Associative Assistant

2019 – 2022

Required to speak with knowledge and confidence about the cannabis industry and adjust communication and interaction with customers from different walks of life. Exercised patience, perseverance and versatility through roadblocks and performed tasks outside of job description such as inventory management, working at dispensary, driving deliveries to entire Bay Area, collecting cash payments and Venmo transactions and meeting with key clients representing senior management.

AT&T, San Jose, CA

Splicing Technician

2017 – 2019

As Lead Technician responsible for coordinating routing connections from central office into customer homes. Interfaced with upstream and downstream partners to ensure splicing work was performed in accordance with Corporate Standards. Maintained network integrity for customer voice and data services. Duties included prioritizing and preparing daily workload for peers and reassigning work as needed.

Romanoff Renovations, Stockton, CA

2016-2017

Flooring Installer

Coordinated floor installations with customers which included explaining products, materials, and services to customers prior to floor installation. Requirements included to be physically fit and able to load heavy flooring material into warehouse. Performed thorough and efficient installation of carpet, laminate, vinyl, and tile floors for commercial and residential sites. Ensured flooring materials were well-positioned, secure, and clean.

Angelanos Italian Restaurant, Manteca, CA

2016-2016

Waiter/cashier

Ensured food order was made correctly by kitchen staff and looked presentable to guests. Managed transactions by accepting cash payments or processing credit card payments with customers using cash registers. Provided positive customer experience with friendly and courteous service.

Languages

Some Spanish

Education

San Joaquin Delta College, Stockton
Business Management

2016- In progress

Portland State University, Portland OR

2017

**TRACY PUBLIC CEMETERY DISTRICT
2022/2023 Annual Budget**

<u>Description</u>	<u>Schulte Park</u>	<u>Valpico Park</u>	<u>District Total</u>
RECEIPTS			
Lot Sales	\$ 90,000	\$ 120,000	\$ 210,000
Endowment Sales	\$ 65,000	\$ 45,000	\$ 110,000
Open / Close	\$ 80,000	\$ 50,000	\$ 130,000
Vault Sales	\$ 40,000	\$ 60,000	\$ 100,000
Vault Handling	\$ 25,000	\$ 15,000	\$ 40,000
Saturday Service Charges	\$ 9,000	\$ 5,000	\$ 14,000
Non-Resident Fees	\$ 40,000	\$ 10,000	\$ 50,000
Miscellaneous Sales	\$ 5,000	\$ 1,000	\$ 6,000
County Property Tax Income	\$ 800,000	\$ 50,000	\$ 850,000
Interest Income	\$ 50,000	\$ 5,000	\$ 55,000
Acct Transfer from Capital Improvements Fund			
Gains & Losses	\$ -		
TOTAL RECEIPTS	\$ 1,204,000	\$ 361,000	\$ 1,565,000
DISBURSEMENTS			
Vault Purchases	\$ 35,000	\$ 5,000	\$ 40,000
Lot Buy Back / Refunds	\$ 3,000	\$ 300	\$ 3,300
Miscellaneous Purchases	\$ 1,000	\$ 600	\$ 1,600
Labor - Regular	\$ 300,000	\$ 75,000	\$ 375,000
Labor - Overtime	\$ 30,000	\$ 15,000	\$ 45,000
Payroll Taxes	\$ 30,000	\$ 15,000	\$ 45,000
Retirement Plan	\$ 90,000	\$ 35,000	\$ 125,000
Health & Dental Insurance	\$ 100,000	\$ 20,000	\$ 120,000
Vision Insurance	\$ 1,700	\$ 300	\$ 2,000
Workers Compensation Insurance	\$ 14,500	\$ 1,500	\$ 16,000
Office Expense	\$ 4,500	\$ 3,000	\$ 7,500
Postage	\$ 700	\$ 100	\$ 800
Meetings & Seminars	\$ 17,500	\$ 500	\$ 18,000
Membership Dues/Subscriptions	\$ 1,600	\$ 400	\$ 2,000
Professional Services	\$ 14,200	\$ 5,800	\$ 20,000
County Administrative Fees	\$ 14,800	\$ 4,200	\$ 19,000
Property/Liability Insurance	\$ 15,500	\$ 2,400	\$ 17,900
Sales Tax	\$ 10,000	\$ 1,300	\$ 11,300
Fuel & Oil	\$ 6,000	\$ 2,500	\$ 8,500
Laundry & Uniform	\$ 4,500	\$ 1,100	\$ 5,600
Utilities	\$ 39,000	\$ 18,000	\$ 57,000
Equipment Purchases	\$ 20,500	\$ 8,000	\$ 28,500
Equipment Maintenance	\$ 15,000	\$ 5,000	\$ 20,000
Buildings/Grounds Maintenance	\$ 145,000	\$ 70,000	\$ 215,000
Capital Improvements	\$ 200,000	\$ 61,000	\$ 261,000
Endowment Transfers	\$ 45,000	\$ 5,000	\$ 50,000
Pre-need Transfers	\$ 45,000	\$ 5,000	\$ 50,000
TOTAL DISBURSEMENTS	\$ 1,204,000	\$ 361,000	\$ 1,565,000
NET REVENUE/ (LOSS)			

Date Accepted: _____, 2022

Eugene Birk: _____ Chairman

Dianne Timan: _____ Derrick Davis: _____

Kevin Tobeck: _____ Scott Arganbright: _____



VJ Pressure Washing

315 Mt. OSO Ave
Tracy
95376
925-306-5987
info@vjpressurewashing.com

ESTIMATE

EST6085

DATE

Jun 14, 2022

TOTAL

USD \$3,500.00

TO

Tracy Public Cemetery District

501 West Schulte Road

Tracy
95376
209-835-2932
tpcd@att.net

DESCRIPTION	RATE	QTY	AMOUNT
Remove Hard Water (Fence) Roadside Fence: West Schulte Rd & South MacArthur Dr.	\$3,500.00	1	\$3,500.00
	TOTAL		USD \$3,500.00

Customer's satisfaction is 100% guaranteed.
Customer's water source will be used to perform services.

TO CLEAN FENCE



VJ Pressure Washing

315 Mt. OSO Ave
Tracy
95376
925-306-5987
info@vjpressurewashing.com

ESTIMATE
EST6086

DATE
Jun 23, 2022

TOTAL
USD \$1,950.00

TO

Tracy Public Cemetery District

12815 W Vilpico Road

Tracy CA
95377
209-835-2932
tpcd@att.net

DESCRIPTION	RATE	QTY	AMOUNT
Hard Water Removal from fence Roadside fence	\$1,950.00	1	\$1,950.00
TOTAL			USD \$1,950.00

Customer's satisfaction is 100% guaranteed.
Customer's water source will be used to perform services.

VALPICO
TO CLEAN
WROUGHT IRON
FENCE

Tracy Public Cemetery District

SCHULTE MEMORIAL PARK / VALPICO MEMORIAL PARK
501 E. SCHULTE RD.
TRACY, CALIFORNIA 95376

TRUSTEES

Eugene D. Birk

Kevin Tobeck

Dianne S. Timan

Derrick J. Davis

Scott G. Arganbright

CLERK OF THE BOARD

Maylene Warner

June 13, 2022

CALTRANS Division of Local Assistance

Attn: Office of State Programs

1120 N Street, MS 1

Sacramento, CA 95814

RE: Support for the East Schulte Safety and Multimodal Community Corridor Project

Dear Grant Funding Selection Committee:

TRACY PUBLIC CEMETERY DISTRICT supports the East Schulte Safety and Multimodal Community Corridor (ESSMCC) Project Cycle 6 Active Transportation Program grant application. The ESSMCC Project includes the construction of approximately 0.5 miles of buffered bike lanes and a road diet on Schulte Road from MacArthur Drive to Central Avenue, including enhanced crosswalks and RRFB's at key locations, and enhanced bike lanes and crossings along Schulte Road from Central Ave to Lauriana Lane. A sidewalk gap closure will be constructed on the west side of MacArthur Drive between Schulte Road and Hotchkiss Street. The ESMCC project will be a significant improvement to the area's overall active transportation network and provide meaningful connections to local schools. These improvements will provide a vital, safe, and user-friendly corridor for users of the Tracy Public Cemetery.

The ESMCC Project will provide a continuous and safe corridor for the bicyclists and pedestrians, connecting residents to community destinations such as the cemetery, schools, parks, transit stops, grocery stores, places of worship, and other recreational activities. Schulte Road either provides access to or must be crossed by children and their families to access numerous schools in the immediate project vicinity. This project follows the Complete Street principals as defined in the **City of Tracy Citywide Roadway & Transportation Master Plan** to be adopted in Fall 2022.

The East Schulte Safety and Multimodal Community Corridor Project is a vital active transportation project that will increase connectivity and benefit community health through walking and bicycling. The Tracy Public Cemetery District strongly supports this important project and asks that you approve the grant request. Thank you for your consideration of this project.

Sincerely,


Maylene Warner

District Manager

Tracy Public Cemetery District

TELEPHONE
(209) 835-2930

FACSIMILE
(209) 835-8441

E-MAIL
tpcd@att.net