

Tracy Public Cemetery District

Board Meeting Minutes
Of
October 9, 2024

Regular Board Meeting called to order at 5:30 pm by Chairman Derrick Davis at Valpico Memorial Park.

Roll Call:

Present: Chairman Derrick Davis, Vice-Chair Scott Arganbright, Trustee Kevin Tobeck, Trustee Eugene Birk, Trustee Bill Kaska, District Manager Maylene Warner, Office Admin Kim Queirolo, and Office Admin Loran Prater.

Review of Agenda Items:

Visitors in Attendance: None

Comments from the Floor: None

Minutes: The Regular Session Meeting Minutes of September 11, 2024, were approved by motion of Trustee Kaska second by Vice-Chair Arganbright, motion passed unanimous.

Financial Report: Financial reports for August 2024 were approved by motion of Trustee Tobeck, second by Vice-Chair Arganbright, motion passed unanimous.

Monthly Interments: A copy of the September 2024 Burial Report was included in the meeting packet; total for Schulte 12 burials which included 5 full casket burials, 0 infant burial and 7 cremation burials. 2 At-Need and 10 Pre-Need. Total for Valpico Memorial Park 4 burial which includes 2 full casket burial, 2 cremation burial and 0 baby burial. 3 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 September 2024, \$8,450.00. The cash amount of pre-paid interment rights and services used (Valpico) for the month of September 2024, \$0.00.

Review of Warrants: Warrants of September 19, 2024, were approved by motion of Trustee Kaska, second by, Vice-Chair Arganbright, motion passed unanimous.

Old Business:

A. District Business:

1. **District Polices:** Nothing to Report
2. **Ordinance:** Manager Warner reported she heard back from Brian Hughes from Best Best and Krieger regarding the ordinance for the cemetery, he mentioned he wants to come to the November board meeting to give an update. Update at next meeting.
3. **District Boundaries:** Manager Warner reported she heard back from Brian Hughes regarding district boundaries. Brian wants to come to the November board meeting to give an update. Update at next meeting.
4. **Lighting at Schulte West Side:** Trustee Arganbright suggested that we get more lighting on the west side of the cemetery. Manager Warner will try to get another quote. Trustee Tobeck will reach out to Tom Pereira, from Pereira Construction to see if the district can get an updated quote. Update at next meeting.
5. **Workplace Violence Prevention Program:** Manager Warner gave the Board of Trustees a packet of the proposed Workplace Violence Prevention Program. She asked the Board of Trustees to look at the packet and make any notes to change anything that needs to be corrected, the Board of Trustees asked to have our district attorney to take a look at it. Update at next meeting.

A. Schulte Memorial Park:

Fence by Corral: Manager Warner reported Kevin Cotta from Steel Guard Fence came to install new green slatted chain link fence to replace the wood fence. The whole area has a new slatted green fence around perimeter of the dirt pile.

B. Valpico Memorial Park:

ADA Compliant for Modular Home: Manager Warner reported that Tom Pereira from Pereira Construction will start working on the ADA ramp on the modular home at Valpico Memorial Park within the next week or two. Update at next meeting.

Valpico Expansion: Manager Warner reported she reached out to Tom Pereira, from Pereira Construction, he is searching for a cemetery designer for Valipco expansion. Tom suggested contacting Dan Schack from Schack and Company Inc. Update at next meeting.

Pre-Pour Foundation's Section 4: Manager Warner reported she had the groundskeepers install one more row of pre-poured foundation in section 4. She said the groundskeepers would like to continue working on the foundations for the district. Update at next meeting.

Irrigation: Nothing to report

Closed Session: None

Being no further business to discuss, the Regular Meeting was adjourned at 6:40 pm by Chairman Derrick Davis.

Respectfully,
Maylene Warner

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July through August 2024

	SCHULTE	ENDOW	PN	VALPICO	ENDOW	PN
Ordinary Income/Expense						
Income						
3005 · Lot Sales	7,600.00	0.00	0.00	21,850.00	0.00	0.00
3010 · Endowment Sales	0.00	3,600.00	0.00	0.00	10,600.00	0.00
3015 · Open/Close	8,450.00	0.00	6,150.00	14,500.00	0.00	7,150.00
3020 · Vault Sales	2,750.00	0.00	0.00	8,250.00	0.00	1,650.00
3025 · Vault Handling Fee	1,250.00	0.00	0.00	3,750.00	0.00	750.00
3030 · Saturday Service Fee	650.00	0.00	0.00	0.00	0.00	0.00
3040 · Non Resident Fee	2,100.00	0.00	1,400.00	0.00	0.00	0.00
3042 · Misc Sales	750.00	0.00	0.00	50.00	0.00	0.00
3045 · Curr-Taxes-Secured	8,514.51	0.00	0.00	0.00	0.00	0.00
3046 · Curr-Taxes-Unsecured	1,311.21	0.00	0.00	0.00	0.00	0.00
3048 · Supplemental-Taxes	16,638.90	0.00	0.00	0.00	0.00	0.00
3064 · Interest-STIFEL Advisors	0.00	19,810.96	0.00	0.00	0.00	0.00
3065 · Interest-County-Pre-Need	22,183.00	0.00	0.00	0.00	0.00	0.00
3066 · Interest-County-Gen-Res	35,584.00	0.00	0.00	0.00	0.00	0.00
3068 · Interest-County General	15,696.00	0.00	0.00	0.00	0.00	0.00
3073 · Interest-Cap Improvement Fund	13,140.00	0.00	0.00	0.00	0.00	0.00
3070 · Interest-Bank	27.21	0.00	0.00	0.00	0.00	0.00
3080 · Securities Gains/Losses	0.00	51,384.21	0.00	0.00	0.00	0.00
Total Income	136,644.83	74,795.17	7,550.00	48,400.00	10,600.00	9,550.00
Cost of Goods Sold						
4005 · Vault Purchase	0.00	0.00	0.00	12,971.00	0.00	0.00
Total COGS	0.00	0.00	0.00	12,971.00	0.00	0.00
Gross Profit	136,644.83	74,795.17	7,550.00	35,429.00	10,600.00	9,550.00
Expense						
5105 · Salaries Regular	83,734.50	0.00	0.00	0.00	0.00	0.00
5120 · Salaries Overtime	13,613.63	0.00	0.00	0.00	0.00	0.00
5130 · Retirement	35,072.48	0.00	0.00	0.00	0.00	0.00
5140 · Payroll Taxes						
FICA	6,035.58	0.00	0.00	0.00	0.00	0.00

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July through August 2024

	SCHULTE	ENDOW	PN	VALPICO	ENDOW	PN
Medicare	1,411.54	0.00	0.00	0.00	0.00	0.00
SDI	-1,070.81	0.00	0.00	0.00	0.00	0.00
State Unemployment	5,661.68	0.00	0.00	0.00	0.00	0.00
Total 5140 · Payroll Taxes	12,037.99	0.00	0.00	0.00	0.00	0.00
5150 · Health Insurance	19,645.59	0.00	0.00	0.00	0.00	0.00
5205 · Office Expense	4,882.68	0.00	0.00	356.68	0.00	0.00
5210 · Postage	401.16	0.00	0.00	0.00	0.00	0.00
5220 · Meeting Expense	1,047.87	0.00	0.00	400.00	0.00	0.00
5225 · Membership/Subsription Expense	75.00	0.00	0.00	0.00	0.00	0.00
5227 · Transportation	156.23	0.00	0.00	443.58	0.00	0.00
5230 · Prof Service	3,260.00	0.00	0.00	2,260.00	0.00	0.00
5240 · Sales Tax	1,758.71	0.00	0.00	0.00	0.00	0.00
5305 · Fuel-Oil-Lube	2,344.34	0.00	0.00	0.00	0.00	0.00
5315 · Uniforms & Laundry	1,855.77	0.00	0.00	0.00	0.00	0.00
5320 · Utility Expense	13,504.04	0.00	0.00	6,742.99	0.00	0.00
5405 · Maint-Equipment	523.24	0.00	0.00	0.00	0.00	0.00
5410 · Tire-Repair	63.31	0.00	0.00	0.00	0.00	0.00
5415 · Maint-Building/Grounds	28,424.76	0.00	0.00	2,116.07	0.00	0.00
Total Expense	222,401.30	0.00	0.00	12,319.32	0.00	0.00
Net Ordinary Income	-85,756.47	74,795.17	7,550.00	23,109.68	10,600.00	9,550.00
Net Income	-85,756.47	74,795.17	7,550.00	23,109.68	10,600.00	9,550.00

TRACY PUBLIC CEMETERY DISTRICT

Balance Sheet

Accrual Basis

As of August 31, 2024

	Aug 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash General	21,500.00
1101 · Cash in Bank -General Operating	59,946.53
1112 · Cash in Bank-Pre-Need	51,450.00
1172 · Cash in Bank-Endowment	12,550.00
44101 · Cash in County-General operatin	3,041,043.41
44102 · Cash in County-Gen Reserve	1,418,548.51
44105 · Cash in County-Pre-Need	2,109,830.12
44191 · Capital Improvements Fund	1,187,527.30
Total Checking/Savings	7,902,395.87
Other Current Assets	
1273 · Endowment Acct	1,799,665.64
1274 · Endowment Interest Acct	1,059,943.95
1400 · Returned Checks	-107.00
1900 · Prepaid Expenses	44,912.00
Total Other Current Assets	2,904,414.59
Total Current Assets	10,806,810.46
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	14,475,544.76
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
2030 · Payroll Liabilities	801.65
2050 · Accrued Vacation	38,485.67
Total Other Current Liabilities	1,775,461.32
Total Current Liabilities	1,775,461.32
Long Term Liabilities	
2080-0 Health Insurance Retiree	96,218.00
Total Long Term Liabilities	96,218.00
Total Liabilities	1,871,679.32

TRACY PUBLIC CEMETERY DISTRICT

Balance Sheet

Accrual Basis

As of August 31, 2024

	Aug 31, 24
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	108,714.88
3900 · Retained Earnings	5,316,717.77
Net Income	39,848.38
Total Equity	12,603,865.44
TOTAL LIABILITIES & EQUITY	14,475,544.76

TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
July through August 2024

	Jul - Aug 24	Jul - Aug 23
Ordinary Income/Expense		
Income		
3005 · Lot Sales	29,450.00	31,650.00
3010 · Endowment Sales	14,200.00	14,000.00
3015 · Open/Close	36,250.00	34,700.00
3020 · Vault Sales	12,650.00	15,300.00
3025 · Vault Handling Fee	5,750.00	6,400.00
3030 · Saturday Service Fee	650.00	0.00
3040 · Non Resident Fee	3,500.00	8,400.00
3042 · Misc Sales	800.00	450.00
3045 · Curr-Taxes-Secured	8,514.51	14,948.19
3046 · Curr-Taxes-Unsecured	1,311.21	864.96
3048 · Supplemental-Taxes	16,638.90	116.88
3064 · Interest-STIFEL Advisors	19,810.96	13,751.48
3065 · Interest-County-Pre-Need	22,183.00	15,751.00
3066 · Interest-County-Gen-Res	35,584.00	24,647.00
3068 · Interest-County General	15,696.00	11,661.00
3073 · Interest-Cap Improvement Fund	13,140.00	9,216.00
3070 · Interest-Bank	27.21	56.47
3080 · Securities Gains/Losses	51,384.21	-3,136.48
Total Income	287,540.00	198,776.50
Cost of Goods Sold		
4005 · Vault Purchase	12,971.00	13,200.00
4010 · Buy Backs / Refunds		
4012 · Lot Buy Back	0.00	980.00
4014 · Opening / Closing Refund	0.00	475.00
4014-2 · Vault Buy Back	0.00	89.04
Total 4010 · Buy Backs / Refunds	0.00	1,544.04
Total COGS	12,971.00	14,744.04
Gross Profit	274,569.00	184,032.46
Expense		
5105 · Salaries Regular	83,734.50	69,784.50
5120 · Salaries Overtime	13,613.63	10,247.50
5130 · Retirement	35,072.48	22,203.61
5140 · Payroll Taxes		
FICA	6,035.58	4,962.01
Medicare	1,411.54	1,160.49
SDI	-1,070.81	-720.29
State Unemployment	5,661.68	2,892.72
Total 5140 · Payroll Taxes	12,037.99	8,294.93
5150 · Health Insurance	19,645.59	25,367.94
5165 · Vision Care	0.00	733.92

TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
July through August 2024

	Jul - Aug 24	Jul - Aug 23
5205 · Office Expense	5,239.36	10,925.47
5210 · Postage	401.16	0.00
5220 · Meeting Expense	1,447.87	1,059.51
5225 · Membership/Subscription Expense	75.00	0.00
5227 · Transportation	599.81	783.58
5230 · Prof Service	5,520.00	6,384.70
5240 · Sales Tax	1,758.71	1,578.27
5305 · Fuel-Oil-Lube	2,344.34	1,317.19
5315 · Uniforms & Laundry	1,855.77	1,987.13
5320 · Utility Expense	20,247.03	14,647.43
5325 · Small Tools	0.00	450.99
5405 · Maint-Equipment	523.24	5,071.41
5410 · Tire-Repair	63.31	0.00
5415 · Maint-Building/Grounds	30,540.83	259,178.65
Total Expense	234,720.62	440,016.73
Net Ordinary Income	39,848.38	-255,984.27
Net Income	39,848.38	-255,984.27

SCHULTE MEMORIAL PARK

Month	Full	Baby	Ash	AN	PN	PN USED	2024 Burials
January	10	0	4	1	13	\$10,260.00	14
February	4	1	9	6	8	\$4,450.00	14
March	2	0	6	2	6	\$1,330.00	8
April	9	0	9	2	16	\$9,030.00	18
May	5	0	5	0	10	\$6,055.00	10
June	5	0	9	4	10	\$5,280.00	14
July	8	0	11	4	15	\$10,120.00	19
August	8	0	3	2	9	\$4,400.00	11
September	5	0	7	2	10	\$8,450.00	12
October							
November							
December							
Totals	56	1	63	23	97	\$59,375.00	120

VALPICO MEMORIAL PARK

MONTH	FULL	BABY	ASH	AN	PN	PN USED	2024 Burials
January	0	0	0	0	0	\$ -	0
February	7	0	0	7	0	\$ -	7
March	7	0	0	2	5	\$5,200.00	7
April	3	0	0	3	0	\$ -	3
May	4	0	8	11	1	\$ -	12
June	1	0	1	2	0	\$ -	2
July	8	0	0	7	1	\$3,050.00	8
August	6	0	2	5	3	\$7,700.00	8
September	2	0	2	3	1	\$ -	4
October							
November							
December							
Totals	38	0	13	40	11	\$15,950.00	51

12:49 PM

10/08/24

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

September 1 through October 1, 2024

Name Address	Num	Name Account #	Split	Amount
A-1 WATER QUALITY				
1950 E. PACHECO BLVD Los Banos, Ca 93635	12833	6201000000	44101 · Cash in County-General o...	151.60
Total A-1 WATER QUALITY				151.60
Animal Damage Management				
16170 Vineyard Bld #150 Morgan Hill, CA 95037	12822	6260000000	44101 · Cash in County-General o...	150.00
16170 Vineyard Bld #150 Morgan Hill, CA 95037	12822	6260000000	44101 · Cash in County-General o...	100.00
Total Animal Damage Management				250.00
AT & T				
P.O. BOX 5019 CAROL STREAM, IL 60197-5019	12819	6201000000	44101 · Cash in County-General o...	685.79
Total AT & T				685.79
B.J.'S CONSUMER'S CHOICE PEST CONTROL				
P.O. Box 2249 MANTECA,CA 95336	12821	6260000000	44101 · Cash in County-General o...	77.00
Total B.J.'S CONSUMER'S CHOICE PEST CONTROL				77.00
BAKER SUPPLIES AND REPAIRS				
P O BOX 626 LOS BANOS, CA 93635	12823	6211000000	44101 · Cash in County-General o...	854.99
P O BOX 626 LOS BANOS, CA 93635	12823	6211000000	44101 · Cash in County-General o...	540.00
Total BAKER SUPPLIES AND REPAIRS				1,394.99
BAY ALARM CORPORATE OFFICE				
PO BOX 51041 LOS ANGELES CA 90051-5337	12835	62600000000	44101 · Cash in County-General o...	404.78
PO BOX 51041 LOS ANGELES CA 90051-5337	12835	62600000000	44101 · Cash in County-General o...	511.08
Total BAY ALARM CORPORATE OFFICE				915.86
BIG VALLEY TRACTOR/BOBCAT CENTRAL				
3516 NEWTON RD STOCKTON CA 95205	12826	6451000000	44101 · Cash in County-General o...	598.14
3516 NEWTON RD STOCKTON CA 95205	12826	6451000000	44101 · Cash in County-General o...	150.90
Total BIG VALLEY TRACTOR/BOBCAT CENTRAL				749.04
BLOMBERG & GRIFFIN ACCOUNTANCY CORP				
1013 N. CALIFORNIA STREET STOCKTON, C...	12836	6220000000	44101 · Cash in County-General o...	4,500.00
Total BLOMBERG & GRIFFIN ACCOUNTANCY CORP				4,500.00
CalPERS				
FINANCIAL REPORTING AND ACCOUNTING ...	12817	6050000000	44101 · Cash in County-General o...	17,110.02
Total CalPERS				17,110.02
CNH INDUSTRIAL ACCOUNTS				
PO BOX 5787 CAROL STREAM, IL 60197-5787	12842	6211000000	44101 · Cash in County-General o...	1,769.32
Total CNH INDUSTRIAL ACCOUNTS				1,769.32
DERRICK DAVIS				
2680 ATLANTA DR TRACY, CA 95376	12838	6226007100	44101 · Cash in County-General o...	100.00
Total DERRICK DAVIS				100.00
EUGENE BIRK				
475 Peerless Way Tracy, CA 95376	12841	6226007100	44101 · Cash in County-General o...	100.00
Total EUGENE BIRK				100.00
EWING				
3441 EAST HARBOUR DR PHOENIX, AZ 85034	12832	6260000000	44101 · Cash in County-General o...	579.28
Total EWING				579.28

12:49 PM

10/08/24

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

September 1 through October 1, 2024

Name Address	Num	Name Account #	Split	Amount
GOLDEN STATE RISK MANAGEMENT				
P.O.BOX706 WILLOWS, CA 95988	12815	6201000000	44101 · Cash in County-General o...	1,393.58
P.O.BOX706 WILLOWS, CA 95988	12815	6201000000	44101 · Cash in County-General o...	432.22
Total GOLDEN STATE RISK MANAGEMENT				1,825.80
JENSEN PRECAST				
9895 DOUBLE R BLVD RENO, NV 89521	12812	6226006900	44101 · Cash in County-General o...	6,100.00
9895 DOUBLE R BLVD RENO, NV 89521	12812	6226006900	44101 · Cash in County-General o...	900.00
Total JENSEN PRECAST				7,000.00
JOHN DEERE FINANCIAL				
P O BOX 4450 CAROL STREAM IL 60197-4450	12825	6211000000	44101 · Cash in County-General o...	58.62
Total JOHN DEERE FINANCIAL				58.62
KEVIN TOBECK				
1222 Citadelle St Tracy, Ca 95304	12840	6226007100	44101 · Cash in County-General o...	100.00
Total KEVIN TOBECK				100.00
MISSION UNIFORM SERVICE				
136 Coyado ave Modesto, Ca 95350-5813	12811	6246005200	44101 · Cash in County-General o...	790.91
Total MISSION UNIFORM SERVICE				790.91
NNIS, INC.				
1660 W LINNE RD. STE 121 TRACY, CA 95377	12818	6201000000	44101 · Cash in County-General o...	350.00
1660 W LINNE RD. STE 121 TRACY, CA 95377	12818	6201000000	44101 · Cash in County-General o...	100.00
Total NNIS, INC.				450.00
PACIFIC GAS & ELECTRIC CO				
P.O.BOX 997300 SACRAMENTO, CA 95899	12820	6249000000	44101 · Cash in County-General o...	4,294.40
P.O.BOX 997300 SACRAMENTO, CA 95899	12820	6249000000	44101 · Cash in County-General o...	1,306.71
Total PACIFIC GAS & ELECTRIC CO				5,601.11
QUALITY SECURITY SERVICES				
821 N. EL DORADO STREET STOCKTON, CA...	12829	6220000000	44101 · Cash in County-General o...	980.00
821 N. EL DORADO STREET STOCKTON, CA...	12829	6220000000	44101 · Cash in County-General o...	980.00
Total QUALITY SECURITY SERVICES				1,960.00
SAFETY-KLEEN SYSTEMS INC.				
PO BOX 975201 DALLAS, TX 75397-5201	12843	6211000400	44101 · Cash in County-General o...	179.24
Total SAFETY-KLEEN SYSTEMS INC.				179.24
SARVEY'S SHOES				
501 W. GRANTLINE RD TRACY, CA 95376	12830	6240050100	44101 · Cash in County-General o...	886.58
Total SARVEY'S SHOES				886.58
SCOTT G. ARGANBRIGHT				
TRACY, CA 95376	12839	6226007100	44101 · Cash in County-General o...	100.00
Total SCOTT G. ARGANBRIGHT				100.00
STEEL GUARD FENCE				
1852 W 11TH ST #330 TRACY,CA 95376	12813	6260000000	44101 · Cash in County-General o...	2,860.00
1852 W 11TH ST #330 TRACY,CA 95376	12831	6260000000	44101 · Cash in County-General o...	8,900.00
Total STEEL GUARD FENCE				11,760.00
STOCKTON PETROLIUM CO				
P.O.Box 326 Stockton, CA 95201	12834	6211000400	44101 · Cash in County-General o...	1,179.62
Total STOCKTON PETROLIUM CO				1,179.62

12:49 PM

10/08/24

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

September 1 through October 1, 2024

Name Address	Num	Name Account #	Split	Amount
TOUCHDOWN FIRE, INC				
22600 N. RIPON ROAD RIPON, CA 95376-8105	12844	6260000000	44101 · Cash in County-General o...	211.60
22600 N. RIPON ROAD RIPON, CA 95376-8105	12844	6260000000	44101 · Cash in County-General o...	107.00
Total TOUCHDOWN FIRE, INC				318.60
TRACY MATERIAL RECOVERY AND SOLID WASTE				
P.O Box 93 Tracy Ca 95378	12816	6260000000	44101 · Cash in County-General o...	1,096.76
P.O Box 93 Tracy Ca 95378	12816	6260000000	44101 · Cash in County-General o...	520.87
Total TRACY MATERIAL RECOVERY AND SOLID WASTE				1,617.63
TURF N TREE				
P.O BOX 70 TRACY, CA 95378	12828	6260000000	44101 · Cash in County-General o...	9,850.00
Total TURF N TREE				9,850.00
UBEO WEST LLC				
PO BOX 790448 ST. LOUIS, MO 63179-0448	12814	6201000000	44101 · Cash in County-General o...	773.30
Total UBEO WEST LLC				773.30
VAN'S ACE HARDWARE				
2695 N TRACY BLVD Tracy Ca 95376	12824	6211000000	44101 · Cash in County-General o...	356.15
Total VAN'S ACE HARDWARE				356.15
VISA				
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12827	6260000000	44101 · Cash in County-General o...	79.53
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12827	6260000000	44101 · Cash in County-General o...	256.25
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12827	6260000000	44101 · Cash in County-General o...	3,184.60
Total VISA				3,520.38
WILLIAM KASKA				
785 INDEPENDENCE DRIVE TRACY, CA 95376	12837	6226007100	44101 · Cash in County-General o...	100.00
Total WILLIAM KASKA				100.00
TOTAL				76,810.84

HUGHES NET
SHOP

\$ 181.63

VALPICO

WATER/ CLEANING
SUPPLIES -

COSTCO
WHOLESALE

Tracy #658
3250 W. Grantline Road
Tracy, CA 95377
(209) 830-5343

34 Member 111928206454

*****Bottom of Basket*****

E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00

*****BOB Count 12*****

TOTAL NUMBER OF ITEMS SOLD = 12

*****Bottom of Basket*****

6262016 ***KS BATH** 19.99 A

6262016 ***KS BATH** 19.99 A

*****BOB Count 2 *****

*****Bottom of Basket*****

*****BOB Count 0 *****

2662877 LYSOL TBC 11.49 A

0000334506 /2662877 3.50-A

1805039 PINESOL 2X 14.99 A

0000334511 /1805039 4.00-A

1805039 PINESOL 2X 14.99 A

0000334511 /1805039 4.00-A

1805039 PINESOL 2X 14.99 A

0000334511 /1805039 4.00-A

1988113 FABULOSO 9.99 A

0000335203 /1988113 2.50-A

TOTAL NUMBER OF ITEMS SOLD = 19

E 1430961 NESTLE VRTY 18.49

TOTAL NUMBER OF ITEMS SOLD = 20

SUBTOTAL 178.80

TAX 7.30

*** TOTAL 186.10

XXXXXXXXXXXX5601 CHIP Read

AID: A0000000031010

Seq# 10768 App#: 50825G

Visa Resp: APPROVED

Tran ID#: 422700010768....

APPROVED - Purchase

AMOUNT \$186.10

08/14/2024 14:45 658 10 228 41

Visa 186.10

CHANGE 0.00

A 8.25% TAX 7.30

TOTAL TAX 7.30

TOTAL NUMBER OF ITEMS SOLD = 20

INSTANT SAVINGS \$ 18.00

08/14/2024 14:45 658 10 228 41



21065801002282408141445

OP#: 41 Name: Eric W. (FE)

Thank You!

Please Come Again

Whse:658 Trn:10 Trn:228 OP:41

Total BOB Item Count = 14

Items Sold: 20

34 08/14/2024 14:45

WATER'S
GATORADS



875 South Tracy Blvd
(209) 830-2840
Store:781

Cashier: Raquel

08/14/24

15:39:18

Member card number: XXXXXX7585

GROCERY

GTOR O APPLE BURST	10.99F
Save when you buy 21	
=> 7.99 Sale price	-3.00F
Regular Price	12.79
+BEV CRV 12PK/1LT	1.20F
2 @ 1/ 10.99	
GTOR ZERO GLC CHRY	21.98F
Save when you buy 21	
=> 7.99 Sale price	-6.00F
2 @ -3.00 off each	
Regular Price	25.58
2 @ 1/ .40	
+GROC CRV NO TX 8PK	.80F
GTOR ZERO GLCR FRZ	10.99F
Save when you buy 21	
=> 7.99 Sale price	-3.00F
Regular Price	12.79
+GROC CRV NO TX 8PK	.40F
2 @ 1/ 10.99	
GTOR ZERO GRAPE	21.98F
Save when you buy 21	
=> 7.99 Sale price	-6.00F
2 @ -3.00 off each	
Regular Price	25.58
2 @ 1/ .40	
+GROC CRV NO TX 8PK	.80F
6 @ 1/ 10.99	
GTOR ZERO LME CMBR	65.94F
Save when you buy 21	
=> 7.99 Sale price	-18.00F
6 @ -3.00 off each	
Regular Price	76.74
6 @ 1/ .40	
+GROC CRV NO TX 8PK	2.40F
GTOR ZERO LMN LM	10.99F
Save when you buy 21	
=> 7.99 Sale price	-3.00F
Regular Price	12.79
+GROC CRV NO TX 8PK	.40F
3 @ 1/ 10.99	
GTOR ZERO ORANGE	32.97F
Save when you buy 21	
=> 7.99 Sale price	-9.00F
3 @ -3.00 off each	
Regular Price	38.37
3 @ 1/ .40	
+GROC CRV NO TX 8PK	1.20F
MENTO PURE GUM MNT	4.49F
CE Engagement Points Earn	
=> RESERVED FOR CUSTOMER	
RESERVED FOR CUSTOMER	
SUBTOTAL	139.53
TOTAL TAX	.00
TOTAL	139.53
Visa TENDER	139.53
Acct:*****5601	
APPRVL CODE 05989G	
Cas Ref# 21334	
CASH CHANGE	.00
NUMBER OF ITEMS	33

MONOPOLY
SAVINGS ROAD TRIP
COLLECT & WIN GAME

OVER \$30,000,000 IN
PRIZES & MONEY SAVING OFFERS
Get your Game Board
to join the game &
follow the roads to riches!
See SavingsRoadTrip.com
for details

MONOPOLY TICKETS EARNED TODAY: 17

Save Mart #781
875 South Tracy Blvd
Tracy CA 95376
(209)830-2840

08/14/2024 15:40:51
VISA CREDIT Entry Method: Chip
CARD #: XXXXXXXXXXXXX5601
PURCHASE - APPROVED
AUTH CODE:05989G

Mode:	Issuer
AID:	A0000000031010
TVR:	8000008000
IAD:	06011203A0A000
TSI: 6800	ARC: 00
IC:	AD6CA792C1637541
MID: 992583	TID: 001 RRN: 053314

Total: USD\$ 139.53

THANK YOU FOR
SHOPPING AT SAVE MART!

Trx:156 Term:5 Store:781 15:41:00

*** Thank you for Shopping Today ***
You have earned 132 base points
on this purchase.
Your rewards balance is 203 points
Please visit the Save Smart App
or go online www.savemart.com
to check your Rewards Balance
and view your expiring points.
Choose Rewards and More!

We want to hear from you!
Within 3 days from today take our online
survey about this store visit and
YOU WILL RECEIVE

5% OFF

your next purchase.

To take the survey, enter the
invitation code below at:
www.luckysupermarkets.com/survey
-invitation code-

7812270050156

Upon completion of the survey write
the 11-digit code below

Keep the original receipt and give it
to the cashier with your next purchase

Queremos saber su opinion.
Durante los proximos 3 dias
completa nuestra encuesta en linea
sobre su visita de compras hoy
y recibira
5% de descuento

Mountain Mike's Pizza

870 W Schulte Rd

Tracy CA

(209) 836-4141

AUG
2024

#132

BOARD
MEETING

08/14/2024 04:39:48 PM

Taken By: kendri

Transaction No: 152678822

Phone Carryout

Item	QTY	Price
Everest LARGE	1	33.99
Pizza LARGE	1	33.99
<First Half>		
Chicken Club		
<Second Half>		
Pizza		
Ham, Pineapple		
Pepsi 2 Liter	1	5.49

Order Total: 73.47

Sales Tax: 6.06

Total: 79.53

Credit Card XX5601: 79.53

Authorization Code: 943076

Reference No: 422786061353

Card Issuer: Visa

Account No: XXXXXXXXXXXX5601

Acquired: Chip

Application Label: VISA CREDIT

TC: 8BA8831846DCD183

TVR: 8080008000

AID: A0000000031010

TSI: 6800

ATC: 0035

IAD: 0601120321A000

ARC: Z3

CTD: 00

CVM: 6

Signature

EARN POINTS FOR YOUR PURCHASE!

4759980517445

Download the Mountain Mike's app &

join Mountain Rewards today!

In the app select EARN to scan
your QR Code for points within 48 hrs

HUGHES NET
VALPICO OFFICE |
HOUSE

\$ 134.60

VALPICO

SCHULTE
NICHES



How doers
get more done.

2461 NAGLEE ROAD TRACY, CA 95304
STORE MGR TERRY F (209)834-8975

1020 00004 99863 08/21/24 10:41 AM
SALE CASHIER SREY

000066700473 47#PORTLAND <A>
47LB PORTLAND CEMENT BLOCK
6@13.21 79.26
764661132608 60 MORTAR <A>
60LB SAKRETE TYPE S MASONRY MORTAR
3@6.27 18.81
071549000615 HMDEFWAND <A>
ORTHO HD INS KLR BASE RTU WAND 1 GA
073291324087 2X4-8 GD FIR <A>
1.5IN X 3.5IN - 8FT PREMIUM FIR
2@3.55 7.10
0000-999-735 CA LBR FEE <A,U>
CA LUMBER FEE
2@0.03 0.06N
038902169556 3DMT5 <A>
DECKMATE III, TAN, 3 IN, 5 LB 35.57

SUBTOTAL 157.77
SALES TAX 13.01
TOTAL \$170.78

XXXXXXXXXXXX5601 VISA
USD\$ 170.78
AUTH CODE 25354G/3042104 TA
Chip Read
ATD A0000000031010 VISA CREDIT

P.O.#/JOB NAME: CEMENTARY
<U> - NON-DISCOUNTABLE ITEM

1020 08/21/24 10:41 AM



1020 04 99863 08/21/2024 4123

RETURN POLICY DEFINITIONS
POLICY TO DAYS POLICY EXPIRES ON
A 30 11/19/2024



How doers
get more done.

2461 NAGLEE ROAD TRACY, CA 95304
STORE MGR TERRY F (209)834-8975

1020 00002 60992 08/26/24 11:21 AM
SALE CASHIER GISELLE

0000-439-606 5/8 RTD SHTG <A>
0.563IN X 48IN X 96IN; CDX PLYWOOD
4@30.61 122.44
0000-999-735 CA LBR FEE <A,U>
CA LUMBER FEE
4@0.30 1.20N
0000-439-614 3/4 RTD SHTG <A>
0.688IN X 48IN X 96IN; CDX PLYWOOD
0000-999-735 CA LBR FEE <A,U>
CA LUMBER FEE 0.37N
073291324087 2X4-8 GD FIR <A>
1.5IN X 3.5IN - 8FT PREMIUM FIR
8@3.55 28.40
0000-999-735 CA LBR FEE <A,U>
CA LUMBER FEE
8@0.03 0.24N
0000-427-969 1/2X10 REBAR <A>
1/2IN X 10FT REBAR
20@7.64 152.80
092097112834 SLEEVE ANCHO <A>
SLEEVE ANCHOR 1/2X3 HEX 25 PK 29.97
820909574569 MASONBRUSH <A>
ANVIL MASONRY BRUSH 9.87
044315430701 ABA44Z 4"X4" <A>
ABA44Z 4"X4" 16GA ZMAX ADJ POST BASE
20@12.97 259.40
092097114951 TAPCON+/RED <A>
TAPCON+/RED HEAD 1/2X10SDS DRILL BIT 19.67
030699151868 DOOR PULL <A>
PULL, DOOR 6.5" ZINC 4.47
195893920570 REBAR TIWIRE <A>
REBAR TIWIRE 16GA 400FT
2@11.92 23.84
737164179562 4X4-8 PT <A>
3.56INX3.56INX96IN PT GC BROWN HF
5@16.78 83.90
0000-999-735 CA LBR FEE <A,U>
CA LUMBER FEE
5@0.16 0.80N

SUBTOTAL 775.10
SALES TAX 63.73
TOTAL \$838.83

XXXXXXXXXXXX5601 VISA
USD\$ 838.83
AUTH CODE 55386G/8024753 TA
Chip Read
AID A0000000031010 VISA CREDIT

P.O.#/JOB NAME: CEMENTARY
<U> - NON-DISCOUNTABLE ITEM

1020 08/26/24 11:21 AM



1020 02 60992 08/26/2024 7127

RETURN POLICY DEFINITIONS
POLICY TO DAYS POLICY EXPIRES ON
1 30 11/19/2024



TRACY
125 W 9TH ST
TRACY, CA 95376-9998
(800)275-8777

08/28/2024 03:00 PM

Product	Qty	Unit Price	Price
PM Express	1		\$30.45
Flat Rate Env			
Bolingbrook, IL 60440			
Flat Rate			
Signature Requested			
Scheduled Delivery Date			
Fri 08/30/2024 06:00 PM			
Money Back Guarantee			
Tracking #:			
EK645296752US			
Insurance			\$0.00
Up to \$100.00 included			
Total			\$30.45

Grand Total: \$30.45

Credit Card Remit \$30.45

Card Name: VISA
Account #: XXXXXXXXXXXX5601
Approval #: 01783G
Transaction #: 155
AID: A0000000031010 Chip
AL: VISA CREDIT
PIN: Not Required

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Save this receipt as evidence of insurance. For information on filing an insurance claim go to <https://www.usps.com/help/claims.htm> or call 1-800-222-1811

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

Preview your Mail
Track your Packages
Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device.



NICHES
SCHULTE



How doers
get more done.

2461 NAGLEE ROAD TRACY, CA 95304
STORE MGR TERRY F (209)834-8975

1020 00004 24655 08/30/24 01:33 PM
SALE CASHIER MONICA

-----Instant Vol Savings-----
0000-666-249 60# SAKRETE <A>
60LB SAKRETE CONCRETE MIX
56@4.48 250.88
MAX REFUND VALUE \$225.68/56
Instant Vol Savings -25.20
SUBTOTAL 225.68
SALES TAX 18.62
TOTAL \$244.30

XXXXXXXXXXXX5601 VISA
USD\$ 244.30
AUTH CODE 32410G/4042945 TA
Chip Read
AID A0000000031010 VISA CREDIT

P.O.#/JOB NAME: CEMETARY

1020 08/30/24 01:33 PM



1020 04 24655 08/30/2024 0988

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
1 90 11/28/2024

A



How doers
get more done.

2461 NAGLEE ROAD TRACY, CA 95304
STORE MGR TERRY F (209)834-8975

1020 00004 22493 08/29/24 11:45 AM
SALE CASHIER EVELYN

099713048652 HRDW CLOTH <A> 26.65
1/4IN 4FT X 5FT HARDWARE CLOTH
-----Instant Vol Savings-----
0000-666-249 60# SAKRETE <A>
60LB SAKRETE CONCRETE MIX
56@4.48 250.88
MAX REFUND VALUE \$225.68/56
Instant Vol Savings -25.20

SUBTOTAL 252.33
SALES TAX 20.82
TOTAL \$273.15
XXXXXXXXXXXX5601 VISA
USD\$ 273.15
AUTH CODE 62703G/5042851 TA
Chip Read

AID A0000000031010 VISA CREDIT

P.O.#/JOB NAME: CEMETARY

1020 08/29/24 11:45 AM



1020 04 22493 08/29/2024 0281

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
1 90 11/27/2024

A

COUNTY OF SAN JOAQUIN
AUDITOR-CONTROLLER
PROPERTY TAX ALLOCATION SUMMARY
FISCAL YEAR 2024-2025

BEGINNING BALANCE (7/1/2024)

FUND	TAX CODE	ENTITY	A	B	C = A + B	D	E	F = C + D + E
			1% SECURED	UNITARY SECURED	TOTAL CURRENT SECURED	(5% ALLOWANCE FOR DELINQUENCY)		TOTAL
						95% CURRENT UNSECURED	HOMEOWNERS EXEMPTION	
44001	13301	ESCALON CEMETERY	60,882.00	2,397.09	63,279.09	3,694.75	341.04	67,314.88
44101	13401	TRACY CEMETERY	1,211,115.11	27,215.58	1,238,330.69	73,501.28	6,784.41	1,318,616.38
44201	13501	AVENA DRAINAGE	18,600.93	873.98	19,474.91	1,129.17	104.23	20,708.31
44501	13701	NEW JERUSALEM DRAINAGE	131,283.92	5,418.32	136,702.24	7,967.64	735.44	145,405.32
45801	13601	NEW MARIPOSA DRAINAGE (CSJWCD)	5,398.78	230.03	5,628.81	327.72	30.25	5,986.78
45001	22901	COUNTRY CLUB SANITARY	94,640.91	3,412.57	98,053.48	5,743.65	530.16	104,327.29
45112	23001	WOODBIDGE SANITARY	57,392.45	2,379.24	59,771.69	3,483.33	321.52	63,576.54
45801	23301	CENTRAL SAN JOAQUIN WATER CONSER	63,631.21	2,331.24	65,962.45	3,861.91	356.47	70,180.83
46201	23801	LINDEN COUNTY WATER	98,002.30	4,312.74	102,315.04	5,947.82	549.00	108,811.86
45901	23401	NORTH SAN JOAQUIN WATER CONSER	381,063.61	13,542.61	394,606.22	23,126.56	2,134.66	419,867.44
46070	23670	STOCKTON EAST WATER DISTRICT	496,818.48	26,883.22	523,701.70	30,151.36	2,783.07	556,636.13
46601	24101	BANTA-CARBONA IRRIGATION	233,773.39	13,901.38	247,674.77	14,187.67	1,309.57	263,172.01
46701	24201	BYRON-BETHANY IRRIGATION	5,495,424.84	76,048.35	5,571,473.19	333,512.29	30,784.27	5,935,769.75
46801	24301	NAGLEE-BURKE IRRIGATION	542,700.47	15,789.96	558,490.43	32,935.64	3,040.07	594,466.14
46901	24401	OAKDALE IRRIGATION	464,094.23	12,673.66	476,767.89	28,165.23	2,599.74	507,532.86
47001	24601	SOUTH SAN JOAQUIN IRRIGATION	7,221,341.58	195,241.31	7,416,582.89	438,256.43	40,452.50	7,895,291.82
46701	24701	WEST SIDE IRRIGATION (BBID)	115,008.27	5,374.78	120,383.05	6,979.86	644.26	128,007.17
47201	24801	WEST STANISLAUS IRRIGATION	108,211.59	3,321.03	111,532.62	6,566.91	606.15	118,705.68
46501	24001	WOODBIDGE IRRIGATION	841,994.89	25,491.47	867,486.36	51,099.52	4,716.65	923,302.53
48001	13801	BOGGS TRACT FIRE	118,079.49	4,108.51	122,188.00	7,166.18	661.46	130,015.64
48101	13901	CLEMENTS RURAL FIRE	563,285.99	22,411.38	585,697.37	34,185.06	3,155.39	623,037.82
49901	15901	COLLEGEVILLE RURAL FIRE	60,921.39	2,480.60	63,401.99	3,697.40	341.28	67,440.67
48201	14001	EASTSIDE RURAL FIRE	2,760,693.12	107,622.13	2,868,315.25	167,543.72	15,464.83	3,051,323.80
48401	14101	ESCALON CONSOLIDATED FIRE	416,256.79	14,819.93	431,076.72	25,262.02	2,331.77	458,670.51
48501	14201	FARMINGTON RURAL FIRE	430,437.29	15,463.09	445,900.38	26,122.94	2,411.23	474,434.55
48601	14401	FRENCH CAMP-MCKINLEY RURAL FIRE	666,929.57	33,103.70	700,033.27	40,475.13	3,735.99	744,244.39
49001	14901	LATHROP-MANTECA RURAL FIRE	9,365,110.39	161,031.04	9,526,141.43	568,359.72	52,461.46	10,146,962.61
48701	14501	LIBERTY RURAL FIRE	1,307,375.92	40,898.12	1,348,274.04	79,343.37	7,323.65	1,434,941.06
48801	14601	LINCOLN RURAL FIRE	2,137,363.01	154,686.82	2,292,049.83	129,714.79	11,973.10	2,433,737.72
48901	14701	LINDEN-PETERS RURAL FIRE	3,154,802.79	110,868.04	3,265,670.83	191,461.83	17,672.55	3,474,805.21
48931	14831	LINDEN-PETERS RURAL FIRE ZONE 1	15,977.70	635.20	16,612.90	969.94	89.53	17,672.37
49101	15001	MOKELUMNE RURAL FIRE	802,453.21	31,839.01	834,292.22	48,700.45	4,495.21	887,487.88
49201	15101	MONTEZUMA RURAL FIRE	860,851.08	26,735.51	887,586.59	52,243.89	4,822.28	944,652.76
49301	15201	RIPON CONSOLIDATED FIRE	1,504,039.96	40,758.20	1,544,798.16	91,278.65	8,425.32	1,644,502.13
49401	15301	THORNTON RURAL FIRE	278,457.50	11,760.05	290,217.55	16,899.27	1,559.86	308,676.68
49501	15401	TRACY RURAL FIRE	10,875,194.21	229,331.42	11,104,525.63	660,005.07	60,920.63	11,825,451.33
49601	15501	TUXEDO-COUNTRY CLUB RURAL FIRE	1,722,298.11	59,581.60	1,781,879.71	104,524.79	9,647.98	1,896,052.48
49701	15601	WATERLOO-MORADA RURAL FIRE	2,114,272.78	87,962.08	2,202,234.86	128,313.39	11,843.75	2,342,392.00
49801	15701	WOODBIDGE RURAL FIRE	3,805,556.89	178,959.75	3,984,516.64	230,955.79	21,317.97	4,236,790.40
50001	22001	RECLAMATION DISTRICT 17	607,933.12	9,968.62	617,901.74	36,894.68	3,405.50	658,201.92
50101	22101	RECLAMATION DISTRICT 348	74,242.75	5,175.89	79,418.64	4,505.46	415.87	84,339.97
50201	22201	RECLAMATION DISTRICT 404	14,162.26	829.52	14,991.78	859.60	79.34	15,930.72
50401	22301	RECLAMATION DISTRICT 544	28,793.38	2,445.74	31,239.12	1,747.61	161.31	33,148.04
51101	22401	RECLAMATION DISTRICT 1608	247,738.41	9,924.27	257,662.68	15,034.71	1,387.75	274,085.14
51201	22501	RECLAMATION DISTRICT 1614	174,324.66	6,152.94	180,477.60	10,579.47	976.52	192,033.59
53201	22701	RECLAMATION DISTRICT 2030	41,971.60	77,025.09	118,996.69	2,547.08	235.10	121,778.87
54701	22601	RECLAMATION DISTRICT 2096	39,706.79	1,152.72	40,859.51	2,409.65	222.42	43,491.58
45201	23297	LOCKEFORD COMMUNITY SERVICE DIST	174,172.77	6,527.14	180,699.91	10,570.22	975.67	192,245.80
53601	22801	LOCKEFORD PROTECTION NO 1	3,195.47	226.46	3,421.93	193.59	17.87	3,633.39
47801	26001	MOUNTAIN HOUSE CSD	8,315,323.94	100,607.92	8,415,931.86	504,649.02	46,580.75	8,967,161.63

COUNTY OF SAN JOAQUIN
AUDITOR-CONTROLLER
PROPERTY TAX ALLOCATION SUMMARY
FISCAL YEAR 2024-2025

BEGINNING BALANCE (7/1/2024)

FUND	TAX CODE	ENTITY	A	B	C = A + B	(5% ALLOWANCE FOR DELINQUENCY)	E	F = C + D + E
			1% SECURED	UNITARY SECURED	TOTAL CURRENT SECURED	95% CURRENT UNSECURED	HOMEOWNERS EXEMPTION	TOTAL
55401	21901	SJC MOSQUITO ABATEMENT	7,153,328.71	241,032.27	7,394,360.98	434,128.91	40,071.52	7,868,561.41
55901	24901	S J REGIONAL TRANSIT DISTRICT	1,152,226.84	59,323.26	1,211,550.10	69,927.44	6,454.53	1,287,932.07
81140	40000	CITY OF ESCALON	1,404,844.50	47,667.06	1,452,511.56	85,258.81	7,869.67	1,545,640.04
81146	40600	CITY OF LATHROP	7,637,019.25	121,058.41	7,758,077.66	463,483.44	42,781.04	8,264,342.14
81054	40800	CITY OF LATHROP-STORM DRAINAGE	253,919.33	6,928.18	260,847.51	15,410.01	1,422.39	277,679.91
81148	40900	CITY OF LATHROP-STREET LIGHTING	29,927.88	1,069.74	30,997.62	1,816.32	167.65	32,981.59
81149	41000	CITY OF LATHROP-WATER DISTRICT	212,241.27	5,695.82	217,937.09	12,880.77	1,188.94	232,006.80
81141	40100	CITY OF LODI	14,157,487.62	455,630.27	14,613,117.89	859,204.61	79,307.40	15,551,629.90
81142	40200	CITY OF MANTECA	12,741,078.19	327,757.54	13,068,835.73	773,244.11	71,372.96	13,913,452.80
81143	40300	CITY OF RIPON	2,039,291.99	52,514.82	2,091,806.81	123,762.35	11,423.67	2,226,992.83
81055	40350	CITY OF RIPON-LIGHTING DISTRICT	15,674.87	658.95	16,333.82	951.43	87.82	17,373.07
81053	40700	CITY OF RIPON-MUNICIPAL SEWER	80,149.99	3,255.62	83,405.61	4,864.23	448.98	88,718.82
81144	40400	CITY OF STOCKTON	40,265,523.92	1,849,388.59	42,114,912.51	2,443,675.72	225,559.26	44,784,147.49
81145	40500	CITY OF TRACY	19,020,059.72	530,308.36	19,550,368.08	1,154,309.17	106,546.51	20,811,223.76
82005	30700	RPTTF-MANTECA-AREA NO 1	9,657,676.66	209,032.24	9,866,708.90	586,115.29	54,100.36	10,506,924.55
82010	30000	RPTTF-MANTECA-AREA 2	17,503,063.38	300,910.59	17,803,973.97	1,062,244.27	98,048.62	18,964,266.86
82015	30150	RPTTF-MANTECA-PROJECT AMENDED	5,262,456.39	52,176.07	5,314,632.46	319,373.51	29,479.22	5,663,485.19
82020	30175	RPTTF-MANTECA-MERGED PROJECT AMENDED	224,165.98	1,969.58	226,135.56	13,604.25	1,255.72	240,995.53
82030	30400	RPTTF-RIPON-COMMERCIAL PROJECT	7,286,748.13	213,034.11	7,499,782.24	442,226.05	40,818.91	7,982,827.20
82040	30800	RPTTF-STOCKTON-ALL NATIONS	226,867.47	9,113.03	235,980.50	13,768.11	1,270.84	251,019.45
82045	30900	RPTTF-STOCKTON-EASTLAND	632,414.37	14,980.09	647,394.46	38,380.64	3,542.66	689,317.76
82050	30300	RPTTF-STOCKTON-MCKINLEY AREA	1,664,916.86	46,107.39	1,711,024.25	101,042.12	9,326.52	1,821,392.89
82055	30850	RPTTF-STOCKTON-MIDTOWN	9,508,201.45	110,528.89	9,618,730.34	577,043.59	53,263.01	10,249,036.94
82060	30725	RPTTF-STOCKTON-NORTH STOCKTON	13,025,704.29	147,257.10	13,172,961.39	790,517.34	72,967.34	14,036,446.07
82065	30338	RPTTF-STOCKTON-PORT INDUSTRIAL	4,753,614.83	71,419.94	4,825,034.77	288,492.06	26,628.76	5,140,155.59
82070	30825	RPTTF-STOCKTON-ROUGH & READY ISLAND	1,714,243.02	26,912.41	1,741,155.43	104,035.85	9,602.85	1,854,794.13
82075	30827	RPTTF-STOCKTON-ROUGH & READY IS 2010	42,991.11	328.29	43,319.40	2,609.18	240.84	46,169.42
82080	30200	RPTTF-STOCKTON-SHARPS LANE VILLA	521,556.18	14,596.17	536,152.35	31,652.52	2,921.63	570,726.50
82085	30750	RPTTF-STOCKTON-SOUTH STOCKTON	11,277,570.65	125,512.32	11,403,082.97	684,424.67	63,174.64	12,150,682.28
82035	30100	RPTTF-STOCKTON-WEST END PROJ AREA NO 1	3,066,056.96	69,369.62	3,135,426.58	186,076.29	17,175.45	3,338,678.32
82090	30500	RPTTF-TRACY-DOWNTOWN	15,441,287.80	304,723.18	15,746,010.98	937,116.87	86,498.95	16,769,626.80
			278,295,610.91	7,412,190.96	285,707,801.87	16,889,493.16	1,558,955.46	304,156,250.49

TRACY PUBLIC CEMETERY DISTRICT

WORKPLACE VIOLENCE PREVENTION PROGRAM

dated

Table of Contents

Policy

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review:

Date of Last Revision(s):

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 by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

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.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence 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.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Maylene Warner, District Manager, has the authority and responsibility for implementing the provisions of this plan for Tracy Public Cemetery District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Maylene Warner	District Manager		(510) 224-7922	tpcd@att.net

- All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.
- All employees are responsible for complying with the WVPP, maintaining a violence-free work environment, attending all training, following all directions, policies, and procedures, and reporting suspicious persons in the area, and alerting the proper authorities when necessary.

EMPLOYEE ACTIVE INVOLVEMENT

Tracy Public Cemetery 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 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 written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, 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.

EMPLOYEE COMPLIANCE

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

- Provide comprehensive workplace violence prevention training to all new employees, employees, supervisors, and managers in the provisions of Tracy Public Cemetery District Workplace Violence Prevention Plan (WVPP)/the Plan.
- Evaluating employees to ensure their compliance with the Plan.
- Provide retraining to employees whose safety performance is deficient with the Plan.
- Recognizing employees who demonstrate safe work practices that promote the Plan in the workplace.
- Discipline employees for failure to comply with the Plan in accordance with the compliance requirements outlined in Tracy Public Cemetery District's Injury & Illness Prevention Program.

COMMUNICATION WITH EMPLOYEES

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 one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors, or manager, about any threats of violence or workplace violence. Employees may use the Workplace violence Complaint Form (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.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Tracy Public Cemetery District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. In the event a supervisor or manager is not available, the employee can report an incident directly to a Board Member. Personnel can anonymously report threats of workplace violence by completing a Workplace Violence Complaint Form and omitting their name from the Complainant section. A strict non-retaliation policy is in place.

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:

- Immediately notifying the manager, supervisor or Board Member.
- Dialing 911.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Maylene Warner	District Manager	Responsible for emergency response, hazard identification, and coordination with other employees; Conducts safety inspections, coordinates emergency response procedures, and communicates with other employees about the plan.	Office: (209) 835-2930 Cell: (510) 224-7922	tracypcd@att.net

Upon being notified of a workplace violence emergency, the Administrator or designated "person-in-charge" will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Tracy Public Cemetery District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard as well as annually.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted by the District Manager utilizing the Workplace Violence Prevention Hazard Assessment form and the Hazard Correction form.

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. Tracy Public Cemetery District will implement the following effective procedures to correct workplace violence hazards that are identified:

- 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 necessary 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, or other tracking methods.
- Corrective measures for workplace violence hazards will be specific to a given work area.

POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP 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.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: **[See attached Violent Incident Log]**
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Tracy Public Cemetery District will provide its employees with training and instruction on the definitions found on pages 1 and 2 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Tracy Public Cemetery District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- 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. How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Tracy Public Cemetery alerts, alarms, or systems that are in place to warn of emergencies.

Note: Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Tracy Public Cemetery District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.

RECORDKEEPING

Tracy Public Cemetery District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Tracy Public Cemetery District WVPP will be reviewed for effectiveness:

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

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Tracy Public Cemetery District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), Tracy Public Cemetery District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

"I, Maylene Warner, District Manager of Tracy Public Cemetery District hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."

Maylene Warner, District Manager

Date

TRACY PUBLIC CEMETERY DISTRICT
WORKPLACE VIOLENCE PREVENTION
EMERGENCY RESPONSE SCENARIOS AND PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS (Definition):

Workplace violence is any act or threat 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. The Tracy Public Cemetery District has a 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, 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, but not limited to:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General acts of aggressive behavior like hitting or kicking of 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 offered.
- Unreasonably agitated.
- Physical posturing (clenched fist).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know that 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 positive feedback until law enforcement has arrived.
- If at any time you believe that 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 aware of 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.

CHARACTERISITICS OF AN ACTIVE SHOOTER SITUATION:

An active shooter is an individual actively engaged in killing or attempting to kill people in a confirmed and populated area, 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 the 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, tools, phones).
- 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 shooter(s).
- Type of weapons if known.

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 call has ended, notify the district manager.
- If the threat was left on your voicemail, do not erase, and immediately notify the district manager.

WRITTEN THREAT

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

POSSIBLE EVACUATION

- The district manager 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!

Date: _____

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 of caller (circle those that apply):

Male Female

Young Adult Senior

Calm Nervous

Accent: Yes No If yes, describe: _____

Did you recognize the voice? Yes No If yes, who? _____

Did caller have knowledge of building/location? _____

Unusual phrases used: _____

Any background noise or distinctive sounds? _____

Name of person that 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 district manager, or per-in-charge will advise employees and guests or 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.
- TPCD will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

CPR

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 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, face mask if 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.
- 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 change. 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

TRACY PUBLIC CEMETERY DISTRICT

VIOLENCE IN THE WORKPLACE COMPLAINT FORM

This form is to be used to document any claim of violence including bullying, harassment, or retaliation, which occurs in the workplace. To ensure that all claims of violence are managed appropriately, effectively, and in accordance with the organization's policy, claims of violence, will be recoded using this form. Only those individuals authorized to receive such complaints may do so. An individual need not complete this form to report an act of violence but will be contacted by the District Manager to complete the form as part of an initial review of the matter. If needed, guidance can be obtained from the Board of Directors of designee.

Complainant: _____ Dept: _____

Name(s) of individual engaged in the harassment:

1. Please describe the specific incident of harassment alleged. Describe each incident separately, including dates, times, and locations. If you cannot remember exact dates, times, or locations, please provide approximations. Use additional pages if necessary.

2. Did you tell anyone about your experience after the alleged incident(s)? If yes, please provide their name(s).

3. Are there others who have witnessed this behavior or others who experienced similar behavior by the individual named in the incident log? If so, please provide their name(s) and state whether they are a witness to this behavior or an individual who has experienced similar behavior.

4. Did you speak to the individual named in this report about the alleged harassment? If yes, what was his or her response:

TRACY PUBLIC CEMETERY DISTRICT

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

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

**Do not identify employee by name, employee # or SSN. 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 (Enter location where the incident occurred)	Workplace Violence Type (Indicate which type(s)) (Enter the workplace violence type (see definitions, enter Type 1, 2,3,4)

Type of Incident (Check as many apply):

<ul style="list-style-type: none"> <input type="checkbox"/> Robbery <input type="checkbox"/> Verbal threat/harassment <input type="checkbox"/> Sexual threat/harassment/assault <input type="checkbox"/> Animal attack <input type="checkbox"/> Threat of physical force <input type="checkbox"/> Threat of use of weapon or object <input type="checkbox"/> Assault with a weapon or object 	<ul style="list-style-type: none"> <input type="checkbox"/> Grabbed <input type="checkbox"/> Kicked <input type="checkbox"/> Hit with an object <input type="checkbox"/> Shot (or attempted) <input type="checkbox"/> Bomb threat <input type="checkbox"/> Vandalism (of victim's property) <input type="checkbox"/> Vandalism (of employer's property) 	<ul style="list-style-type: none"> <input type="checkbox"/> Pushed <input type="checkbox"/> Scratched <input type="checkbox"/> Bitten <input type="checkbox"/> Slapped <input type="checkbox"/> Hit with fist <input type="checkbox"/> Knifed (or attempted) <input type="checkbox"/> Arson <input type="checkbox"/> Other: _____
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Workplace violence committed by(check):

<ul style="list-style-type: none"> <input type="checkbox"/> Family or Friend <input type="checkbox"/> Partner/Spouse <input type="checkbox"/> Former Partner/Spouse <input type="checkbox"/> Parent/Relative 	<ul style="list-style-type: none"> <input type="checkbox"/> Client <input type="checkbox"/> Family or friend of client <input type="checkbox"/> Customer <input type="checkbox"/> Family or friend of customer 	<ul style="list-style-type: none"> <input type="checkbox"/> Coworker <input type="checkbox"/> Manager/Supervisor <input type="checkbox"/> Stranger w/criminal intent <input type="checkbox"/> Other: _____
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Circumstances at time of incident:

<ul style="list-style-type: none"> <input type="checkbox"/> Employee performing normal duties <input type="checkbox"/> Employee isolated or alone <input type="checkbox"/> Working in a community setting 	<ul style="list-style-type: none"> <input type="checkbox"/> Working in poor lighting <input type="checkbox"/> Unable to get help or assistance <input type="checkbox"/> Working in unfamiliar/new location 	<ul style="list-style-type: none"> <input type="checkbox"/> Employee rushed <input type="checkbox"/> Working during low staffing levels <input type="checkbox"/> Other: _____
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Consequences of incident:

Law enforcement/Security called? <input type="radio"/> Yes <input type="radio"/> No If yes, explain:
Where actions taken to protect employees from continuing threat or other hazards? <input type="radio"/> Yes <input type="radio"/> No If yes, explain:
Any injuries? <input type="radio"/> Yes <input type="radio"/> No If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? <input type="radio"/> Yes <input type="radio"/> No If yes, explain:
Did severity of injuries require reporting to Cal/OSHA? <input type="radio"/> Yes <input type="radio"/> No If yes, enter date, time, and representative contacted:

This violent incident log was completed by:

Name of person completing this log: _____ Title: _____
Date Completed: _____ Signature: _____

TRACY PUBLIC CEMETERY DISTRICT
WORKPLACE VIOLENCE PREVENTION
HAZARD ASSESSMENT

Assessed By
(Name and Title): _____

Date: _____

[illegible]

TRACY PUBLIC CEMETERY DISTRICT WORKPLACE VIOLENCE PREVENTION HAZARD CORRECTION FORM

Assessed By
(Name and Title): _____

Date: _____

[illegible]