

Tracy Public Cemetery District

Board Meeting Minutes
Of
November 13, 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, Manager Maylene Warner, and Office Admin Kim Jager-Queirolo

Review of Agenda Items:

Visitors in Attendance: Brian Hughes, attorney from Best Best and Krieger, Mandy Matta and ?? Garza??

Comments from the Floor: Mandy Matta spoke regarding her concern that items are being stolen/taken from the headstone of her family member. She also stated that on the West side of the cemetery, there are families that are very disrespectful toward visitors, while also drinking alcohol, smoking and parking on both sides of the road. She also voiced concern about how dark the road is at the entrance to the cemetery. Trustee Keven Tobeck did let her know that the road is city, and that the city is currently working on road upgrades in that area.

Mrs. Garza suggested that security might arrive earlier than 8:30 pm to do their check. She also voiced concerns about how dark some areas of the cemetery are at night.

Vice-Chair Scott Arganbright informed the family that the cemetery is working on additional lighting, and also suggested to board that we add security cameras to face our problem areas.

A letter submitted by Annette Armandi was read by Manager Maylene Warner. The letter was a request to close our gates earlier than 8:30 pm as she is concerned about the families that are showing disrespect to other families as well as vandalism.

Minutes: The Regular Session Meeting Minutes of October 9, 2024 were approved by motion of Trustee Tobeck, second by Vice-Chair Arganbright, motion passed unanimous.

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

Monthly Interments: A copy of the October 2024 Burial Report was included in the meeting packet; total for Schulte 11 burials which included 4 full casket burials, 0 infant burial and 7 cremation burials. 3 At-Need and 8 Pre-Need. Total for Valpico Memorial Park 12 burial which includes 9 full casket burial, 3 cremation burial and 0 baby burial. 10 At-Need and 2 Pre-Need.

Pre-Need Account: The cash amount of pre-paid interment rights and services used (Schulte) for the month of October 2024, \$1,650.00. The cash amount of pre-paid interment rights and services used (Valpico) for the month of October 2024, \$????

Review of Warrants: Warrants of October 11, 2024 was approved by motion of Trustee Kaska, second by, T Arganbright, motion passed unanimous.

Old Business:

A. District Business:

1. **District Polices:** Nothing to report

2. **Ordinance:** Brian Hughes, attorney from Best Best and Krieger presented examples of ordinances for board to review. He will be working with our city and county rules to create an ordinance and ordinance policy. Brian requested a list of all activities that the board would like to have listed in the ordinance by January 1, 2025. He will have it to the board to review at the January 2025 board meeting, Update at next meeting.

3. **District Boundaries:** Brian Hughes, attorney from Best Best and Krieger reported that he is researching all aspects of district boundaries, and that he is working on gathering further information, Update at next meeting.
4. **Workplace Violence Prevention Plan:** Manager Warner reported that she submitted the packet of the proposed Workplace Violence Prevention Plan to attorney, Brian Hughes, to review. Brian returned corrections to Manager Maylene. Updated packets were given to Board of Trustees, and Manager Maylene has asked them to review and make any changes. Update at next meeting.
5. **Security:**
Manager Warner received 2 quotes for night time after hours security sweep of both Schulte and Valpico after gates lock as per request from Vice-Chair Davis and Trustee Arganbright. After review, it was suggested that we add a second sweep. Manager Warner will be requesting new quotes. Update at next meeting.
6. **Pricelist:** Manager Warner handed out a copy of the proposed 2025 price list to the Board for their review. Update at next meeting.
7. **Letter Regarding Planter Boxes:** Manager Warner notified Trustees that a letter has been sent out to the families that have loved ones buried at both cemetery locations to notify them that all planter boxes and miscellaneous items at graves need to be removed by December 31, 2024.
8. **Car Parked on Graves:** Manager Warner reported to the Board that a letter was sent out to the Finau Family regarding the incident reported on October 21, 2024, that involved a vehicle of a family member that drove onto cemetery graves located in section C1E, and parked over graves.
9. **Wreaths Across America:** Manager Warner reported that Wreaths Across America will be held on Saturday, December 14, 2024, at 10 AM at the Schulte location. The Tracy Public Cemetery District, and Board of Trustees have donated 20 wreaths to the Wreaths Across America Event.

A. Schulte Memorial Park

Lighting at Schulte West Side: Trustee Tobeck reported that Pereira Construction will be adding 3 lights on to the roof edge of the pump house on November 14, 2024. Update at next meeting.

B. Valpico Memorial Park:

ADA Compliant for Modular Home: Manager Warner reported that the ramp has been installed, and door installation has been completed. We are waiting on ramp handrails and handicap parking to be painted. Update at next meeting.

Valpico Expansion: Manager Warner reported that Scott from Schack and Company picked up a copy of the original plans. They will review and follow up with Maylene. Update at next meeting.

Pre-Pour Foundations Section 4: Manager Warner reported that the groundskeepers have installed a total of three rows of pre-poured foundation in section 4. She said that the groundskeepers will continue to work on the foundations as time permits. Update at next meeting.

Closed Session: None

Being no further business to discuss, the Regular Meeting was adjourned at 7:16 pm by Chairman Kevin Tobeck.

Respectfully,
Maylene Warner

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July through September 2024

	SCHULTE	ENDOW	PN	VALPICO	ENDOW	PN
Ordinary Income/Expense						
Income						
3005 · Lot Sales	9,200.00	0.00	0.00	45,300.00	0.00	0.00
3010 · Endowment Sales	0.00	4,200.00	0.00	0.00	20,800.00	0.00
3015 · Open/Close	12,950.00	0.00	6,950.00	23,100.00	0.00	32,150.00
3020 · Vault Sales	3,300.00	0.00	0.00	12,650.00	0.00	8,450.00
3025 · Vault Handling Fee	1,500.00	0.00	0.00	6,250.00	0.00	3,350.00
3030 · Saturday Service Fee	650.00	0.00	0.00	0.00	0.00	0.00
3040 · Non Resident Fee	3,500.00	0.00	1,400.00	0.00	0.00	1,400.00
3042 · Misc Sales	750.00	0.00	0.00	100.00	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	35,033.10	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	41.10	0.00	0.00	0.00	0.00	0.00
3080 · Securities Gains/Losses	0.00	74,203.70	0.00	0.00	0.00	0.00
Total Income	144,958.72	113,436.80	8,350.00	87,400.00	20,800.00	45,350.00
Cost of Goods Sold						
4005 · Vault Purchase	7,000.00	0.00	0.00	12,971.00	0.00	0.00
Total COGS	7,000.00	0.00	0.00	12,971.00	0.00	0.00
Gross Profit	137,958.72	113,436.80	8,350.00	74,429.00	20,800.00	45,350.00
Expense						
5105 · Salaries Regular	120,126.50	0.00	0.00	0.00	0.00	0.00
5120 · Salaries Overtime	21,384.38	0.00	0.00	0.00	0.00	0.00
5130 · Retirement	50,029.60	0.00	0.00	0.00	0.00	0.00
5140 · Payroll Taxes						
FICA	8,773.67	0.00	0.00	0.00	0.00	0.00

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July through September 2024

	SCHULTE	ENDOW	PN	VALPICO	ENDOW	PN
Medicare	2,051.91	0.00	0.00	0.00	0.00	0.00
SDI	-1,556.60	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	14,930.66	0.00	0.00	0.00	0.00	0.00
5150 · Health Insurance	36,755.61	0.00	0.00	0.00	0.00	0.00
5160 · Dental Insurance	1,393.58	0.00	0.00	0.00	0.00	0.00
5165 · Vision Care	432.22	0.00	0.00	0.00	0.00	0.00
5205 · Office Expense	6,005.98	0.00	0.00	712.93	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	979.53	0.00	0.00
5225 · Membership/Subscription 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	8,740.00	0.00	0.00	3,240.00	0.00	0.00
5240 · Sales Tax	1,758.71	0.00	0.00	0.00	0.00	0.00
5305 · Fuel-Oil-Lube	3,703.20	0.00	0.00	0.00	0.00	0.00
5315 · Uniforms & Laundry	3,533.26	0.00	0.00	0.00	0.00	0.00
5320 · Utility Expense	18,889.01	0.00	0.00	8,712.38	0.00	0.00
5405 · Maint-Equipment	3,804.31	0.00	0.00	690.90	0.00	0.00
5410 · Tire-Repair	63.31	0.00	0.00	0.00	0.00	0.00
5415 · Maint-Building/Grounds	55,110.87	0.00	0.00	3,423.22	0.00	0.00
Total Expense	348,341.46	0.00	0.00	18,202.54	0.00	0.00
Net Ordinary Income	-210,382.74	113,436.80	8,350.00	56,226.46	20,800.00	45,350.00
Net Income	-210,382.74	113,436.80	8,350.00	56,226.46	20,800.00	45,350.00

TRACY PUBLIC CEMETERY DISTRICT

Balance Sheet

Accrual Basis

As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash General	21,500.00
1101 · Cash in Bank -General Operating	106,210.42
1112 · Cash in Bank-Pre-Need	97,100.00
1172 · Cash in Bank-Endowment	15,350.00
44101 · Cash in County-General operatin	2,902,220.03
44102 · Cash in County-Gen Reserve	1,418,548.51
44105 · Cash in County-Pre-Need	2,109,830.12
44191 · Capital Improvements Fund	<u>1,187,527.30</u>
Total Checking/Savings	7,858,286.38
Other Current Assets	
1273 · Endowment Acct	1,811,824.21
1274 · Endowment Interest Acct	1,085,827.01
1400 · Returned Checks	-107.00
1900 · Prepaid Expenses	<u>44,912.00</u>
Total Other Current Assets	<u>2,942,456.22</u>
Total Current Assets	10,800,742.60
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	<u>-1,063,476.89</u>
Total Fixed Assets	<u>3,668,734.30</u>
TOTAL ASSETS	<u><u>14,469,476.90</u></u>
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	<u>38,485.67</u>
Total Other Current Liabilities	<u>1,775,461.32</u>
Total Current Liabilities	1,775,461.32
Long Term Liabilities	
2080-0 Health Insurance Retiree	<u>96,218.00</u>
Total Long Term Liabilities	<u>96,218.00</u>
Total Liabilities	1,871,679.32

TRACY PUBLIC CEMETERY DISTRICT
Balance Sheet

Accrual Basis

As of September 30, 2024

	Sep 30, 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	33,780.52
Total Equity	12,597,797.58
TOTAL LIABILITIES & EQUITY	14,469,476.90

TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
 July 1 through November 12, 2024

	Jul 1 - Nov 12, 24	Jul 1 - Nov 12, 23
Ordinary Income/Expense		
Income		
3005 · Lot Sales	73,850.00	59,850.00
3010 · Endowment Sales	36,200.00	28,900.00
3015 · Open/Close	114,950.00	87,600.00
3020 · Vault Sales	34,850.00	32,900.00
3025 · Vault Handling Fee	15,850.00	15,400.00
3030 · Saturday Service Fee	1,300.00	1,300.00
3040 · Non Resident Fee	12,600.00	18,900.00
3042 · Misc Sales	2,200.00	1,500.00
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	35,033.10	32,651.96
3065 · Interest-County-Pre-Need	46,323.00	32,796.00
3066 · Interest-County-Gen-Res	51,894.00	47,678.00
3068 · Interest-County General	52,306.00	24,207.00
3073 · Interest-Cap Improvement Fund	26,794.00	19,131.00
3070 · Interest-Bank	41.10	79.19
3071 · Misc	0.00	195.00
3080 · Securities Gains/Losses	74,203.70	27,408.82
Total Income	604,859.52	446,427.00
Cost of Goods Sold		
4005 · Vault Purchase	19,971.00	20,630.00
4010 · Buy Backs / Refunds		
4012 · Lot Buy Back	0.00	1,130.00
4014 · Opening / Closing Refund	500.00	475.00
4014-2 · Vault Buy Back	0.00	739.04
Total 4010 · Buy Backs / Refunds	500.00	2,344.04
Total COGS	20,471.00	22,974.04
Gross Profit	584,388.52	423,452.96
Expense		
5105 · Salaries Regular	155,720.00	130,736.50
5120 · Salaries Overtime	29,125.13	27,030.39
5130 · Retirement	64,658.54	44,594.41
5140 · Payroll Taxes		
FICA	11,460.40	10,503.98
Medicare	2,680.26	2,457.29
SDI	-2,033.29	-1,528.21
State Unemployment	12,576.56	8,001.19
Total 5140 · Payroll Taxes	24,683.93	19,434.25
5150 · Health Insurance	53,935.63	56,966.48

TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
July 1 through November 12, 2024

	Jul 1 - Nov 12, 24	Jul 1 - Nov 12, 23
5160 · Dental Insurance	2,787.16	0.00
5165 · Vision Care	864.44	733.92
5205 · Office Expense	12,752.25	28,191.91
5210 · Postage	406.74	0.00
5220 · Meeting Expense	4,948.48	2,347.72
5225 · Membership/Subscription Expense	75.00	0.00
5227 · Transportation	1,203.48	1,229.64
5230 · Prof Service	15,830.00	12,699.15
5240 · Sales Tax	3,991.46	3,334.63
5305 · Fuel-Oil-Lube	4,708.58	2,801.54
5315 · Uniforms & Laundry	4,537.86	4,139.46
5320 · Utility Expense	47,846.69	25,016.82
5325 · Small Tools	0.00	2,836.84
5405 · Maint-Equipment	6,326.27	11,276.41
5410 · Tire-Repair	63.31	20.00
5415 · Maint-Building/Grounds	72,385.34	306,313.60
Total Expense	506,850.29	679,703.67
Net Ordinary Income	77,538.23	-256,250.71
Net Income	77,538.23	-256,250.71

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	4	0	7	3	8	\$1,650.00	11
November							
December							
Totals	60	1	70	26	105	\$61,025.00	131

SCHULTE
Full: 3
Baby: 0
Ash: 7
NOV. 2024

VALPICO
Full: 3
Baby: 0
Ash: 0

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	9	0	3	10	2	\$ -	12
November							
December							
Totals	47	0	16	50	13	\$15,950.00	63

1:07 PM

11/12/24

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

October 11, 2024

Name Address	Num	Name Account #	Split	Amount
A-1 WATER QUALITY				
1950 E. PACHECO BLVD Los Banos, Ca 93635	12859	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	12864	6260000000	44101 · Cash in County-General o...	150.00
16170 Vineyard Bld #150 Morgan Hill, CA 95037	12864	6260000000	44101 · Cash in County-General o...	100.00
Total Animal Damage Management				250.00
ATT LONG DISTANCE CO				
P.O. BOX 5025 CAROL STREAM IL 60197-5025	12868	6249000000	44101 · Cash in County-General o...	53.57
Total ATT LONG DISTANCE CO				53.57
B.J.'S CONSUMER'S CHOICE PEST CONTROL				
P.O. Box 2249 MANTECA,CA 95336	12867	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	12869	6211000000	44101 · Cash in County-General o...	438.41
Total BAKER SUPPLIES AND REPAIRS				438.41
BIG VALLEY TRACTOR/BOBCAT CENTRAL				
3516 NEWTON RD STOCKTON CA 95205	12847	6451000000	44101 · Cash in County-General o...	59.64
Total BIG VALLEY TRACTOR/BOBCAT CENTRAL				59.64
CalPERS				
FINANCIAL REPORTING AND ACCOUNTING ...	12845	6050000000	44101 · Cash in County-General o...	70.00
Total CalPERS				70.00
DERRICK DAVIS				
2680 ATLANTA DR TRACY, CA 95376	12850	6226007100	44101 · Cash in County-General o...	100.00
Total DERRICK DAVIS				100.00
EUGENE BIRK				
475 Peerless Way Tracy, CA 95376	12852	6226007100	44101 · Cash in County-General o...	100.00
Total EUGENE BIRK				100.00
EWING				
3441 EAST HARBOUR DR PHOENIX, AZ 85034	12860	6260000000	44101 · Cash in County-General o...	1,078.69
3441 EAST HARBOUR DR PHOENIX, AZ 85034	12860	6260000000	44101 · Cash in County-General o...	704.54
Total EWING				1,783.23
GOLDEN STATE RISK MANAGEMENT				
P.O.BOX706 WILLOWS, CA 95988	12846	6201000000	44101 · Cash in County-General o...	696.79
P.O.BOX706 WILLOWS, CA 95988	12846	6201000000	44101 · Cash in County-General o...	216.11
P.O.BOX706 WILLOWS, CA 95988	12862	6201000000	44101 · Cash in County-General o...	400.00
Total GOLDEN STATE RISK MANAGEMENT				1,312.90
Grover Landscape Services				
6224 STODDARD RD MODESTO, CA 95356	12866	6260000000	44101 · Cash in County-General o...	570.00
6224 STODDARD RD MODESTO, CA 95356	12866	6260000000	44101 · Cash in County-General o...	320.00
Total Grover Landscape Services				890.00
KEVIN TOBECK				
1222 Citadelle St Tracy, Ca 95304	12854	6226007100	44101 · Cash in County-General o...	100.00
Total KEVIN TOBECK				100.00

1:07 PM

11/12/24

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

October 11, 2024

Name Address	Num	Name Account #	Split	Amount
KIMBERLY QUEIROLO				
501 E. SCHULTE ROAD TRACY, CA 95376	12871		44101 · Cash in County-General o...	146.06
Total KIMBERLY QUEIROLO				146.06
LORAN PRATER				
200 VERSAILLES CT TRACY, CA 95376	12870	620100000	44101 · Cash in County-General o...	457.61
Total LORAN PRATER				457.61
MISSION UNIFORM SERVICE				
136 Coyado ave Modesto, Ca 95350-5813	12856	6246005200	44101 · Cash in County-General o...	1,004.60
Total MISSION UNIFORM SERVICE				1,004.60
NNIS, INC.				
1660 W LINNE RD. STE 121 TRACY, CA 95377	12861	6201000000	44101 · Cash in County-General o...	350.00
1660 W LINNE RD. STE 121 TRACY, CA 95377	12861	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	12855	6249000000	44101 · Cash in County-General o...	8,144.52
P.O.BOX 997300 SACRAMENTO, CA 95899	12855	6249000000	44101 · Cash in County-General o...	1,306.71
Total PACIFIC GAS & ELECTRIC CO				9,451.23
QUILL LLC				
P.O. BOX 37600 PHILADELPHIA, PA 19101-06...	12865	6201000000	44101 · Cash in County-General o...	407.30
Total QUILL LLC				407.30
SCOTT G. ARGANBRIGHT				
TRACY, CA 95376	12853	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	12849	626000000	44101 · Cash in County-General o...	2,900.00
Total STEEL GUARD FENCE				2,900.00
TURF N TREE				
P.O BOX 70 TRACY, CA 95378	12858	6260000000	44101 · Cash in County-General o...	650.00
Total TURF N TREE				650.00
UBEO WEST LLC				
PO BOX 790448 ST. LOUIS, MO 63179-0448	12863	6201000000	44101 · Cash in County-General o...	876.44
Total UBEO WEST LLC				876.44
VAN'S ACE HARDWARE				
2695 N TRACY BLVD Tracy Ca 95376	12857	6211000000	44101 · Cash in County-General o...	197.15
Total VAN'S ACE HARDWARE				197.15
VISA				
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12848	6260000000	44101 · Cash in County-General o...	795.03
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12848	6260000000	44101 · Cash in County-General o...	396.27
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12848	6260000000	44101 · Cash in County-General o...	79.53
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12848	6260000000	44101 · Cash in County-General o...	198.81
Total VISA				1,469.64
WILLIAM KASKA				
785 INDEPENDENCE DRIVE TRACY, CA 95376	12851	6226007100	44101 · Cash in County-General o...	100.00
Total WILLIAM KASKA				100.00
TOTAL				23,679.38

1:04 PM

11/12/24

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

November 4, 2024

Name Address	Num	Name Account #	Split	Amount
CalPERS				
FINANCIAL REPORTING AND ACCOUNTING ...	12872	6050000000	44101 · Cash in County-General o...	17,110.02
Total CalPERS				17,110.02
GOLDEN STATE RISK MANAGEMENT				
P.O.BOX706 WILLOWS, CA 95988	12873	6201000000	44101 · Cash in County-General o...	216.11
P.O.BOX706 WILLOWS, CA 95988	12873	6201000000	44101 · Cash in County-General o...	696.79
Total GOLDEN STATE RISK MANAGEMENT				912.90
VISA				
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	75.30
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	250.23
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	79.53
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	121.63
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	134.62
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	333.30
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	465.30
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	333.30
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	279.63
P.O BOX 6818 CAROL STREAM, IL 60197-6818	12874	6260000000	44101 · Cash in County-General o...	5.58
Total VISA				2,078.42
TOTAL				20,101.34



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

SELF-CHECKOUT

EB Member 111928206454
1352242 FEBREZE VTY 9.99 A
2662877 LYSOL TBC 11.49 A
0000336719 /2662877 3.50-A
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
6262016 ***KS BATH** 19.99 A
1805039 PINESOL 2X 14.99 A
SUBTOTAL 70.93
TAX 4.37
**** TOTAL 75.30

XXXXXXXXXXXX5601 CHIP Read
AID: A0000000031010
Seq# 204505 App#: 901606
Visa Resp: APPROVED
Tran ID#: 428400204505....

APPROVED - Purchase
AMOUNT: \$75.30
10/10/2024 11:09 658 204 33 704

Visa 75.30
CHANGE 0.00
A 8.25% TAX 4.37
TOTAL TAX 4.37
TOTAL NUMBER OF ITEMS SOLD = 7
INSTANT SAVINGS \$ 3.50
10/10/2024 11:09 658 204 33 704



OP#: 704 Name: SCO
Thank You!
Please Come Again
Whse:658 Trn:204 Trn:33 OP:704



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

SELF-CHECKOUT

EB Member 111928206454
11 @ 3.99
E 782796 ***KSWTR40PK 43.89
11 @ 2.00
E 6900000000 CA REDEMP VA 22.00
E 1842951 GATORADE200Z 18.99
E 0300000000 CA REDEMP VA 1.20
E 1842951 GATORADE200Z 18.99
E 0300000000 CA REDEMP VA 1.20
1111161 DIXIE 10"PLT 19.99 A
127509 SOLO FOR 12.99 A
1193444 KS RED CUPS 11.99 A
1352242 FEBREZE VTY 9.99 A
E 1430961 NESTLE VTY 18.49
E 1899021 PEETS K-CUP 39.99
E 0000338777 /1899021 7.00-
E 1899021 PEETS K-CUP 39.99
E 0000338777 /1899021 7.00-
SUBTOTAL 245.70
TAX 4.53
**** TOTAL 250.23

XXXXXXXXXXXX5601 CHIP Read
AID: A0000000031010
Seq# 204506 App#: 040860
Visa Resp: APPROVED
Tran ID#: 428400204506....

APPROVED - Purchase
AMOUNT: \$250.23
10/10/2024 11:10 658 204 34 704

Visa 250.23
CHANGE 0.00
A 8.25% TAX 4.53
TOTAL TAX 4.53
TOTAL NUMBER OF ITEMS SOLD = 20
INSTANT SAVINGS \$ 14.00
10/10/2024 11:10 658 204 34 704



OP#: 704 Name: SCO
Thank You!
Please Come Again
Whse:658 Trn:204 Trn:34 OP:704

BOARD MEETING

Mountain Mike's Pizza

870 W Schulte Rd

Tracy, CA 95376

(209) 836-4141

#149

OCT
2004

10/09/2024 04:38:18 PM

Taken By: shanda

Transaction No: 153922245

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: 743626

Reference No: 428363245225

Card Issuer: Visa

Account No: XXXXXXXXXXXX5601

Acquired: Chip

Application Label: VISA CREDIT

IC: DA6D43CF18951A96

TVR: 0000008000

ATI: A0000000031010

TSI: 6800

ATC: 0040

IAD: 0601120321A000

ARC: 23

CID: 00

CVM: 6

Signature

EARN POINTS FOR YOUR PURCHASE!

1667566739597

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

Your Alhambra Water payment is in process.

From: Alhambra (customer@wateremail.com)

To: tpcd@att.net

Date: Friday, October 11, 2024 at 08:40 AM PDT

[View in Browser](#)

[Log In](#) | [FAQ](#) | [Shop](#)



Alhambra.

CREDIT
CARD
PAYMENT

Payment Received

Thank you for your recent payment. It should be processed within 2 business days.

Account Number	2774934 12150551
----------------	------------------

Payment Amount	\$279.63
----------------	----------

Confirmation Number	04617G
---------------------	--------

[View Account](#)

For additional help, email us at customerservice@primowater.com
or call our customer support hotline at [1-800-4-WATERS](tel:1-800-4-WATERS)



Account Number: SME94744

Due Date: 10/14/24

Invoice Number: B1-425670741

Issue Date: 10/14/24

Purchase Order: N/A

Account Summary

Previous Balance: \$ 121.63
Last Payment: \$ -121.63
Adjustments: \$ 0.00
Past Due: \$ 0.00
Recurring/One Time Charges: \$ 119.98
Usage Charges: \$ 0.00
Current Charges: \$ 119.98
Taxes: \$ 1.65
Total Current Invoice: \$ 121.63
Total Due: \$ 121.63
Due Date: 10/14/24

Bill To:

Maylene warner
501 E Schulte Rd
Tracy, CA 95376-8105

Customer since: 1/14/20

SHOP

Check out the Hughesnet Customer Care website for information on how to read your Hughesnet invoice

For Billing Questions, Contact:

866-347-3292

Visit myhughesnet.com and click Pay Now at the top of the page.

Detach along this line and return the above section with your payment.



DUE DATE	ACCOUNT NUMBER	AMOUNT DUE	PAYMENT CLOSED
10/14/24	SME94744	\$ 121.63	\$



Account Number: SME00197735

Due Date: 10/21/24

Invoice Number: B1-425872951

Issue Date: 10/21/24

Purchase Order: N/A

Account Summary

Previous Balance: \$ 134.62

Last Payment: \$ -134.62

Adjustments: \$ 0.00

Past Due: \$ 0.00

Recurring/One Time Charges: \$ 132.97

Usage Charges: \$ 0.00

Current Charges: \$ 132.97

Taxes: \$ 1.65

Total Current Invoice: \$ 134.62

Total Due: \$ 134.62

Due Date: 10/21/24

Bill To:

Maylene Warner

501 E Schulte Rd

Tracy, CA 95376-8105

Customer since: 9/21/21

HOUSE

Check out the Hughesnet Customer Care website for information on how to read your Hughesnet invoice

For Billing Questions, Contact:

866-347-3292

Visit myhughesnet.com and click Pay Now at the top of the page.

Detach along this line and return the above section with your payment.



DUE DATE	ACCOUNT NUMBER	AMOUNT DUE	PAYMENT CLOSED
10/21/24	SME00197735	\$ 134.62	\$



Guest Name: **Maylene Warner**
501 Est Schulterd
Tracy, CA 95376 USA

Room #: **224**
Folio #: **RRHC3CCB6.2 - 1**
Group #:
Guests: **1**
Clerk: **KPETTIT**

CL #:

CC #:

Arrive: 10/23/24

Time: 15:43

Depart: 10/25/24

Time: 07:25

Status: HIST

Date	Description	Reference	Comment	Charges	Credits
10/23/2024	ACCOMMODATION	224		\$134.00	\$0.00
10/23/2024	OCCUPANCY TAX	224t	OCCUPANCY TAX	\$13.40	\$0.00
10/24/2024	ACCOMMODATION	224		\$169.00	\$0.00
10/24/2024	OCCUPANCY TAX	224t	OCCUPANCY TAX	\$16.90	\$0.00
10/25/2024	PAY VISA	Ck Out 07:25	*****5601	\$0.00	(\$333.30)

Folio Balance:	\$0.00
----------------	---------------

KIM'S ROOM



Guest Name: **Maylene Warner**
501 Est Schulterd
Tracy, CA 95376 USA

Room #: **201**
Folio #: **RRHC3CCB6.1 - 1**
Group #:
Guests: **1**
Clerk: **JMENDOZ**

CL #:

CC #:

Arrive: 10/23/24

Time: 15:40

Depart: 10/25/24

Time: 08:21

Status: HIST

Date	Description	Reference	Comment	Charges	Credits
10/23/2024	ACCOMMODATION	201		\$194.00	\$0.00
10/23/2024	OCCUPANCY TAX	201t	OCCUPANCY TAX	\$19.40	\$0.00
10/24/2024	ACCOMMODATION	201		\$229.00	\$0.00
10/24/2024	OCCUPANCY TAX	201t	OCCUPANCY TAX	\$22.90	\$0.00
10/25/2024	PAY VISA	Ck Out 08:20	*****5601	\$0.00	(\$465.30)

Folio Balance:	\$0.00
----------------	--------

MANAGER
MEETING
AT
ROLLING
HILLS



Guest Name: **Maylene Warner**
501 Est Schulterd
Tracy, CA 95376 USA

Room #:
Folio #: **RRHC3CCB6.2 - 1**
Group #:
Guests: **1**
Clerk: **KPETTIT**

CL #:

CC #:

Arrive: 10/23/24

Time: 15:43

Depart: 10/25/24

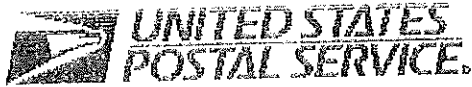
Time: 07:25

Status: HIST

Date	Description	Reference	Comment	Charges	Credits
10/23/2024	ACCOMMODATION	224		\$134.00	\$0.00
10/23/2024	OCCUPANCY TAX	224t	OCCUPANCY TAX	\$13.40	\$0.00
10/24/2024	ACCOMMODATION	224		\$169.00	\$0.00
10/24/2024	OCCUPANCY TAX	224t	OCCUPANCY TAX	\$16.90	\$0.00
10/25/2024	PAY VISA	Ck Out 07:25	*****5601	\$0.00	(\$333.30)

Folio Balance: \$0.00

JOSE
RAM



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

10/30/2024 03:18 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.73
Tracy, CA 95377			
Weight: 0 lb 0.40 oz			
Estimated Delivery Date			
Fri 11/01/2024			
Certified Mail®			\$4.85
Tracking #:			
9589 0710 5270 0429 6246 93			
Total			\$5.58

Grand Total: \$5.58

Credit Card Remit \$5.58
Card Name: VISA
Account #: XXXXXXXXXXXX5601
Approval #: 834446
Transaction #: 181
AID: A0000000031010 Chip
AL: VISA CREDIT
PIN: Not Required

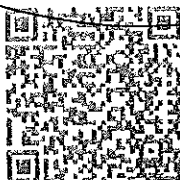
Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

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

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.



or call 1-800-410-7420.

UFN: 057884-0376
Receipt #: 840-59560090-4-8363839-2
Stack: 07

9589 0710 5270 0429 6246 93

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com Tracy, CA 95377	
Certified Mail Fee \$4.85	
Postage \$0.73	
Total Postage and Fees \$5.58	
Sent To	
Street and Apt. No., or PO Box No.	
City, State, ZIP+4®	
PS Form 3800, January 2023 PSN 7530-02-000-9017 See Reverse for Instructions	

PEREIRA

Industrial Construction & Maintenance, Inc.
15355 W. Grant Line Rd. Tracy, CA 95304
CA. Cont. LIC. #777098 - QAL LIC. #104686

CELL: (209) 321-6764 OFFICE: (209) 835-2393 FAX: (209) 835-9993

www.pereiraindustrialservices.com

10/31/2024

Quote #14

Tracy Public Cemetery
501 E Schulte Rd
Tracy, CA 95376
Attn: Maylene Warner

LED WALL PACKS @ PUMP HOUSE

We are pleased to provide labor & equipment for the following scope of work:

- Run circuit from subpanel in pump house to west, north and east wall on interior of pump house.
- Install LED wall pack light fixtures on exterior at all (3) locations.

TOTAL COST: \$2,173.56

NOTES:

- Proposed LED wall packs are RAB brand model: WP3XFU150, has built in dusk to dawn photocell, runs at 21,552 lumens, 5000k in color temp and have a 5-year manufacturer warranty.
- See spec sheets.

INCLUDED:

- Labor and material.

EXCLUDED:

- No permits, drawings, and engineering.
- No overtime, weekends, or holiday work.
- No other work other than mentioned above.
- No hazardous clean-up.
- All work is quoted to be performed during normal business hours; Monday-Friday 7am-3:30 pm.
- Pereira Industrial will not accept or allow any retention of funds for this or any other project.
- If at any time we are denied complete and uninterrupted access to our work areas this standby time will be billed at \$130.00 per man hour.
- We accept no liability for any damage to buried conduit, pipe, wood, beams or footings concealed in or under concrete, asphalt surfaces or existing soils or walls. Not responsible for any underground private utilities not marked by U.S.A underground alert services.

This quote shall remain in effect for a period not to exceed (15) calendar days. Thank you for the opportunity to bid this project. We look forward to hearing from you.

Sincerely,

Thomas E. Pereira, President
Pereira Industrial Construction & Maintenance, Inc.

FOR YOUR INFORMATION, THIS IS COMING UP & WOULD LIKE TO KNOW WHO WOULD LIKE TO ATTEND.

Conference Agenda

Thursday, March 13, 2025
 6:00-9:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
 8:00 a.m. Exhibitor's set-up displays
 8:00 a.m. **Annual Golf Tournament - Laguna Seca Golf Ranch**
 4:30-7:00 p.m. Registration Desk Open
 5:30-7:00 p.m. Hospitality in Exhibitor's Showroom

Friday, March 14, 2025
 6:00-9:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
 7:15 a.m. Registration Desk Opens
 8:00 a.m. Call To Order - Pledge of Allegiance
 8:10 a.m. Welcome/Program Introductions
 8:15 a.m. Featured Cemetery - Madera Cemetery District
Presented by: Arthur Gardner, District Manager
 8:30 a.m. Harassment Prevention Training,
Presented by: The Honorable Karen A. O'Neil
 Break: Visit Exhibits
 10:30 a.m. Harassment Prevention Training,
Presented by: The Honorable Karen A. O'Neil
 11:00 a.m. Lunch: Exhibitors Introductions
 11:30 a.m. "Mel Lewis Memorial Awards"
 Are You Meeting Legally?
Presented by: Robert "Bob" Hunt, Attorney
 3:00 p.m. **Adjourn - Visit Exhibits/Scavenger Hunt Drawing**
 3:30-4:30 p.m. Board of Directors Meeting - Observers Welcome
 6:00 p.m. Dinner/The Killer Dueling Pianos/Door Prizes

Saturday, March 15, 2025
 7:00-10:30 a.m. Cooked-to-Order breakfast for registered Hotel Guests
 7:15 a.m. Registration Desk Opens
 8:00 a.m. Combined Group Session:
 Trustees/Managers/Secretaries
 10:00 a.m. Break: Visit Exhibits
 10:50 a.m. **Exhibitor's Drawing**
 11:00 a.m. Brown Act Compliant Agenda Development and
Preparation: A Practitioner's Perspective:
Presented By: Danny Brown, CSDM District Manager,
 South Kern & Tehachapi Cemetery District
 Lunch
 12:00 Noon Donation Drawing
 1:20 p.m. Annual Meeting - Board of Directors Election
 1:30 p.m. How Many Hats Does A Public Cemetery District
 2:30 p.m. Manager Wear, *Presented by:* Mark R. Velasquez,
 Esq. Attorney at Law
 3:30 p.m. **Adjourn - Grand Prize Drawing**
 4:00 p.m. Board of Directors Meeting - Election of Officers
 6:00 p.m. Annual Awards Dinner & Door Prizes

CONFERENCE LOCATION Embassy Suites Monterey Bay 1441 Canyon Del Rey Seaside, CA

Make your hotel reservations with the Embassy Suites Hotel. The hotel is charging CAPC guests \$244.60 for a King and \$267.04 for a Bay View or a Double (Tax included).

For Reservations call (800) 362-2779 and mention you are with California Association of Public Cemeteries or reference the group code "CMT".

Or go to www.embassysuitesmontereybay.com and under special rates enter group code "CMT".

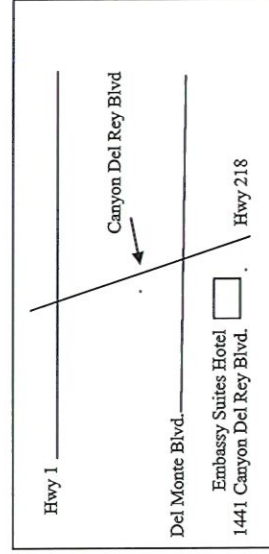
The hotel is holding a block of rooms for us until:
 Sunday, February 9, 2025

Hotel check-in time is 4:00 p.m. and check-out time is 11:00 a.m. Hotel room rate includes cooked-to-order breakfast each day and free standard guestroom Wi-Fi. Self Parking is \$10.00 per night.

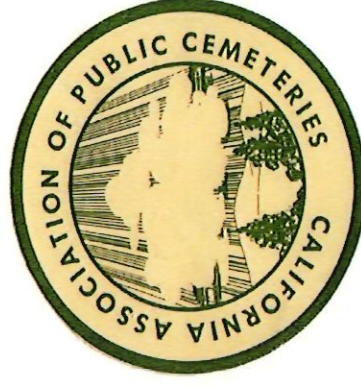
For additional information call the CAPC office at:
 (951) 925-1111 or toll free (888) 344-9858.

**MAKE YOUR HOTEL
 RESERVATIONS TODAY!**

Directions to Embassy Suites Hotel



California Association of Public Cemeteries



67th Annual Conference

March 13 - 15, 2025

Embassy Suites Monterey Bay
 1441 Canyon Del Rey
 Seaside, CA 93955

CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES

67th ANNUAL CONFERENCE
March 13th-15th, 2025
REGISTRATION

Name _____ Position _____
Guest Name _____
District _____
Address _____
City/State/Zip _____

First time attendee at CAPC event, Yes _____ No _____
Please complete separate registration for each attendee and return with payment no later than Friday, February 7, 2025. Refunds will only be made on cancellations received in the CAPC office by February 7, 2025.

Member Registration Fee (For One Person): \$ 572.00

Includes:
• Thursday Evening Hospitality
• Friday Lunch (Buffet)
• Friday Dinner (Plated)
(Special Need: _____ Vegetarian Lunch)
• Saturday Lunch (Buffet)
• Saturday Awards Dinner (Plated)
(Special Need: _____ Vegetarian Dinner)

Guest Friday Buffet Lunch @ \$ 76.00 each
Southern Fried Chicken Wings, Trifles Trifles w/ Garlic Glaze, Mac & Cheese, Veggie, BBL'S, Green Bean Salad, Fruit Salad, Bread Roll, Peanut Butter & Cookies
Guest Friday Plated Dinner @ \$ 91.00 each
(Special Need: _____ Vegetarian Lunch)
Grilled Chicken Breast with Arroz de Pavo, Mushroom Sauce and Rice, Caesar Salad, Baked Sourdough Bread and Raspberry Cheesecake
Guest Saturday Buffet Lunch @ \$ 73.00 each
Deli: Roast Beef & Turkey Sandwiches, Kettle Chips, Potato Salad, Tortellini & Grilled Vegetable Salad, Mixed Green Salad & Chef's Desserts
Guest Saturday Awards Plated Dinner @ \$ 91.00 each
(Special Need: _____ Vegetarian Dinner)
Grilled Sliced Tri-Tip with Roasted Garlic Glaze, Veggies & Potatoes, Monterey Salad, Baked Sourdough Bread and Trussan

Hospitality Co-Sponsor (Optional)
\$ 50.00 to \$ 99.00 Silver
\$ 100.00 to \$ 199.00 Gold
\$ 200.00 and up Platinum

Total Enclosed: \$ _____
Send completed registration and check to:
California Association of Public Cemeteries
P.O. Box 119
San Jacinto, CA 92581
Phone: 951-925-1111
Toll Free (CA): 888-344-9858
Fax: 951-652-3643

No refunds for cancellations received after February 7, 2025.
Applications from CAPC member districts are being accepted until January 17, 2025 for Scholarships to attend the conference. Contact CAPC.

CAPC CONFERENCE HIGHLIGHTS

Who should attend: Trustees, Managers, Secretaries and employees interested in increasing their knowledge of public cemetery district governance, operation and administration.

Featuring:

- **Harassment Prevention Training:** Required Training for Trustees & Designated Staff Members.
- **Are You Meeting Legally?:** In this session we will discuss what constitutes a "meeting" under the Brown Act and when, where and how you can meet within the law, including online interactions.
- **Brown Act Compliant Agenda Development and Preparation: A Practitioner's Perspective:** Properly preparing and assembling a board meeting agenda that will enhance the flow of the meeting and assure transparency and compliance with requirements under the California Government Code.
- **How Many Hats Does a Public Cemetery District Manager Wear:** The presentation discusses the many different roles that a district manager must play, sometimes at the same time. The presentation will facilitate a discussion of the best methods on how to handle the many roles and the support that you may be able to reply upon.
- **Problem Solving:** Trustees, Managers/Secretaries combined breakout session will provide the opportunity to share information and ask questions about problems that are common to other districts.
 - To ensure your problem will be addressed, submit your problem/question in advance with the attached Registration.
- **Exhibitors of Cemetery:** Equipment, supplies, computer programs, liability/property & workers' compensation insurance and much more.
- **Friday - Exhibitor's Scavenger Hunt Drawing:** You must visit Exhibits.
- **Saturday - Exhibitor's Drawing:** You must visit Exhibits.
- **Grand Door Prize:** A drawing for the Grand Door Prizes will be held at the end of the conference programs on Saturday afternoon. You have to be present to win.
- **Door Prizes:** Traditionally, Districts bring door prizes that are common to their area of the state. These are distributed to attendees at the evening events.

"AND MUCH MORE"

Special Events:

Thursday, March 13, 2025:

- **CAPC Annual Golf Tournament:** Laguna Seca Golf Ranch
- **Hospitality:** Don't miss the Thursday evening Exhibitor's Hospitality from 5:30 - 7:00 p.m. Co-Sponsored by CAPC, Participating Districts and Exhibitors. There will be a tempting variety of hors d'oeuvres and fellowship with other cemeteryans from districts throughout the state.
 - Districts and Exhibitors are encouraged to help make this another successful event. All co-sponsors funds collected will be used for the Thursday evening Exhibitor's Hospitality.
- **Recognition for Hospitality Co-Sponsors:**
 - \$ 50.00 to \$ 99.00 Silver
 - \$ 100.00 to \$ 199.00 Gold
 - Over \$ 199.00 Platinum

Friday, March 14, 2025:

Join us for Dinner:
The Killer Dueling Pianos

Saturday, March 15, 2025: Saturday evening will be our Annual Awards Dinner which will include announcing the selection of the Presidents' Award, Trustee & Manager of the Year, Cemeteryan of the Year and Ruben Siemens-Wayne Byington Memorial Award.

"Donated Door Prizes
are encouraged and appreciated"

Drawings for door prizes donated by Districts and Exhibitors will be held at Friday and Saturday evening events.

California Association of Public Cemeteries

Trustee of the Year Award

Manager of the Year Award

Nominations are being accepted by the CAPC Awards Committee for selection of the "Trustee and Manager of the Year" for 2025.

Trustee of the Year

This award will be given to a trustee who has been nominated by his/her district for exceptional performance on behalf of the cemetery district. A committee appointed by the president will select the winning recipient.

Areas to be considered for the award are:

- Commitment of time and energy to working with others to improve and enhance their district.
- Developed new approaches, methods and systems to improve organizational effectiveness.
- Demonstrated imagination and creativity in finding solutions to problems and fostered changes that have benefitted their district.
- Developed a plan to achieve excellence within their district.

The nominee shall have served on a board of a public cemetery district for not less than four (4) years or one (1) full term, and is currently serving as a Trustee or recently retired within the past 12 months.

Any CAPC member district may submit a nominee from their district for consideration by the Awards Committee.

Manager of the Year

This award will be given to a manager who has been nominated by his/her district for innovative costs savings, beautification of the cemetery, etc.... A committee appointed by the president will select the winning recipient.

Areas to be considered for the award are:

- A manager who has gone above their job description to understand and meet the immediate as well as underlying needs of their district.
- Act as role model, displaying a positive and professional image at all times.
- Does whatever it takes to accomplish a task.
- Demonstrates a commitment to providing a positive, supportive and welcoming environment, bringing out the best in other individuals recognizing the potential in every employee.
- An individual that understands the financial concerns of their cemetery district and continually has ideas to keep expenses down, and at the same time allow their district to continue to improve, grow and expand.

The nominee shall have served as a district manager for not less than two (2) years, and is currently serving as a Manager or recently retired within the past 12 month.

Any CAPC member district may submit a nominee from their district for consideration by the Awards Committee.

Nominations and supporting material must be received by the CAPC office no later than December 31, 2024

ORDINANCE NO. 2022-01

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE
SANTA MARIA CEMETERY DISTRICT PROHIBITING
CONDUCT DISRUPTING PEACEFUL AND QUIET
ENJOYMENT OF CEMETERY GROUNDS**

Adopted by the Board of Trustees of the

SANTA MARIA CEMETERY DISTRICT

On Date of Sept 12, 2022

WHEREAS, the Trustees of the Santa Maria Cemetery District Board of Trustees have repeatedly encountered complaints of excessive noise and inappropriate behavior by visitors to the grounds of the Cemetery District; and

WHEREAS, the Trustees of the Santa Maria Cemetery District Board of Trustees recognize that all visitors to the grounds of the Cemetery District have a right to a peaceful and quiet environment in which they can visit and grieve their loved ones. The mission of the District, consistent with the Health and Safety Code, is to meet the cultural, economic, religious, and social needs of its diverse community; and

WHEREAS, the Santa Maria Cemetery District acknowledges that Santa Maria Municipal Code Section 6-5.02 prohibits the consumption of any alcoholic beverage on public property; and

WHEREAS, the Santa Maria Cemetery District acknowledges that Santa Maria Municipal Code Section 6-1.01 prohibits the disturbance or conduct that interrupts the quiet during funerals and funeral processions; and

WHEREAS, the Santa Maria Cemetery District recognizes that Santa Maria Municipal Code Section 6-4.01 prohibits the discharge of any firearm, gun or rifle, or other gun or device discharging by the use of powder, air, or springs, and bullet or shot of any kind, or any sling or slingshot in the City of Santa Maria at locations other than designated shooting galleries, shooting

ranges, or other applicable recreational facilities; and

WHEREAS, the Santa Maria Cemetery District recognizes that its Rules and Regulations place restrictions on, and conditions for, music played or performed on Cemetery Grounds; and

WHEREAS, the Santa Maria Cemetery District recognizes that California Penal Code Section 602 (q) prohibits persons staying on property open to the public during those hours of the day or night when the property is regularly closed to the public; and

WHEREAS, the Santa Maria Cemetery District recognizes that the Cemetery District's current Rules and Regulations and the relevant Santa Maria Municipal Code Sections and the relevant California Penal Code Section are insufficient to adequately deter and punish offending conduct in order to ensure visitors are afforded peace and quiet in which to grieve; and

WHEREAS, pursuant to Health and Safety Code Section 9041, Santa Maria Cemetery District is granted all rights and powers necessary to carry out its function, amongst them the ability to adopt ordinances; and

WHEREAS, pursuant to Health and Safety Code Section 8133, the authorities having jurisdiction and control of cemeteries may make and enforce general rules and regulations, and appoint sextons or other officers to enforce obedience to the rules and regulations, with such powers and duties regarding the cemetery as may be necessary; and

WHEREAS, the Santa Maria Cemetery District desires to enact civil penalties in the form of an infraction in order to encourage visitors to conduct themselves appropriately on District grounds; and

WHEREAS, the Santa Maria Cemetery District understands and acknowledges that financial penalties may be unduly burdensome for certain individuals and, accordingly, seek to implement a process for granting a hardship waiver in the event the offending individual demonstrates an intent and ability to abide by appropriate standards of conduct.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SANTA MARIA CEMETERY DISTRICT ORDAIN AS FOLLOWS:

1. The above recitals and true and correct, and incorporated herein.

1.01 Purpose

The Trustees of the Santa Maria Cemetery District determine that all visitors to the grounds of Santa Maria Cemetery District are entitled to a peaceful and quiet environment without the intrusion of excessive noise, annoyances, harassment, or conduct that disturbs their right to grieve or visit loved ones in peace.

1.02 Definitions

- (a) "District" means the Santa Maria Cemetery District and all of its grounds.
- (b) "Disturb" or "Disturbance" means conduct that disrupts or bothers persons of reasonable sensibilities visiting the District.
- (c) "Excessive Noise" means any sound which is plainly audible to a person of average hearing at a distance of fifty (50) feet from the noisemaker or device emitting said noise.
- (d) "Enforcement Officer" means any peace officer or employee, including his or her designee, with the authority to enforce this code, its adopted codes, applicable municipal codes, and/or applicable state codes.
- (e) "Citee" is any person cited with a violation pursuant to this ordinance.

1.03 Restricted Activity

- (a) No person, while on District grounds, shall generate or cause to generate any excessive noise. Funeral processions involving military honors or those for public safety employees are exempt from this section.
- (b) No person, while on District grounds, shall cook or otherwise prepare food on a rack over an open fire, or by utilizing a portable grill, or by utilizing a portable stovetop, or the like.
- (c) No person, while on District grounds, shall disturb any other visitors present, or cause to occur a disturbance.
- (d) No person, while on District grounds, shall erect tables or chairs or lay down blankets, rugs, or towels that obstruct any headstone, disturb any other visitor, or interfere with another visitor's ability to view or visit a grave. Events authorized by the District in

advance and in writing for Memorial Day or Veterans' Day are exempted from this requirement.

1.04 Violation

- (a) Violation of any section in this Ordinance is an infraction punishable by the following schedule of fines:
 - a. A fine not exceeding \$100 for a first violation;
 - b. A fine not exceeding \$200 for a second violation within one year after the first violation;
 - c. A fine not exceeding \$500 for each additional violation within one year of the first violation.
- (b) Fines may be levied by any Enforcement Officer with a reasonable belief that the offending party violated any section in this Ordinance.

1.04.1 Hardship

- (a) Any person that is issued a fine pursuant to this Ordinance is eligible to apply for a hardship waiver, which, if deemed sufficient, may reduce any fine issued.
- (b) Any person that desires to be considered for a reduction of the fine due to hardship must demonstrate that the Citee has made a bona fide effort to comply with this Ordinance after the first violation and that payment of the full amount of the fine would impose an undue financial burden.
- (c) Forms for hardship waivers shall be made available to the public upon request during normal business hours at the office of the District. Forms may be returned to the District clerk at the District's office during normal business hours.
- (d) Completed and submitted hardship waivers will be reviewed by a team designated by the Santa Maria Cemetery District Board of Trustees to review and approve or deny such waivers.

1.05 Exclusion

- (a) In addition to, or as an alternative to a criminal or administrative citation for a violation of this Ordinance, any visitor is subject to exclusion from the District if said visitor violates any of the provisions of this Ordinance within ninety (90) days after he or she was given a citation pursuant to Paragraph 1.04.
- (b) The Santa Maria Cemetery District Board of Trustees shall designate District employees or other designees who are authorized to issue exclusion notices.
- (c) If a District visitor violates any provision of this Ordinance within ninety (90) days

after the individual was given a citation pursuant to Paragraph 1.04, a designated District employee may issue a written exclusion notice excluding the person from the District. If the person is excluded from the District, the exclusion shall be for a period of no less than one (1) month and no more than twelve (12) months. The exclusion notice shall specify the person that is to be excluded from the District, the period of exclusion, the date and time the exclusion is to commence, and information concerning the right to appeal the exclusion notice to the team designated by the Santa Maria Cemetery District Board of Trustees to hear appeals pursuant to Paragraph 1.06.

- (d) The person to whom the exclusion notice is issued shall sign a written acknowledgment of its receipt and allow his or her photograph to be taken. If the excluded person refuses to sign a receipt or allow a photograph to be taken, the District employee, or District designee, issuing the exclusion notice shall make a written record of the refusal. Any refusal to sign or acknowledge the exclusion notice will not prevent it from taking effect.
- (e) Any violation of any provisions of this Ordinance that is confrontational or violent may result in the issuance of an exclusion notice immediately, without the necessity of a repeat offense. In addition, any criminal conduct as designated in the California Penal Code, whether or not such conduct is also a violation of the rules set forth herein, may result in the immediate issuance of an exclusion notice.

1.06 Procedure of Appeal of Exclusion Notice

- (a) The individual to whom an exclusion notice is issued shall have the right to appeal from the issuance of the notice.
- (b) A notice of appeal of an exclusion notice must be given to the District Manager at the District's office within five (5) business days of the issuance of an exclusion notice. The notice of appeal shall state, or contain, the following:
 - a. The appellant's name;
 - b. The appellant's address and a telephone number where he or she can be reached;
 - c. A concise statement as to why the appellant believes that the issuance of the exclusion notice was invalid or unjustified;
 - d. An attached copy of the exclusion notice.
- (c) The Santa Maria Cemetery District Board of Trustees shall designate a team of no less than two (2) employees or trustees to hear and handle any and all appeals of exclusion notices.

- (d) A failure to include any of the required information in the notice of appeal may result in a denial of the appeal.
- (e) A hearing on the appeal shall be held no more than twenty (20) calendar days after the filing of the appeal, unless postponed for good cause. The appellant shall be provided written notice of the hearing date, time, and location at least five (5) calendar days prior to the hearing date. The hearing shall afford a reasonable opportunity for the appellant to be present and present evidence that the exclusion notice is invalid or unjustified.
- (f) The decision of the appeals team shall be provided in writing to the appellant within five (5) business days of the hearing. The decision shall be final.
- (g) The District shall have the burden to show by a preponderance of the evidence that the exclusion notice was justified by a violation of the rules of conduct as set forth herein.
- (h) Copies of all documents used by the District at the hearing shall be made available to the appellant at least five (5) calendar days prior to the hearing if appellant requests such in writing.

1.07. Incorporated Codes

- (a) This Ordinance hereby incorporates the following codes:
 - a. Santa Maria Municipal Code Section 6-5.02.
 - b. Santa Maria Municipal Code Section 6-4.01.
 - c. Santa Maria Municipal Code Section 6-1.01.

1.08 Effective Date

- (a) This ordinance shall be effective 31 days after adoption.

INTRODUCED and passed first reading on the 8 day of Aug, 2022.

PASSED AND ADOPTED by the Board of Trustees of the Santa Maria Cemetery District on the 12th day of Sept, 2022 by the following vote:

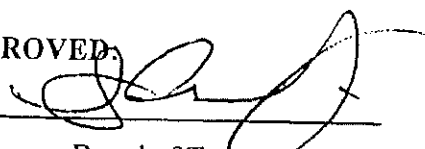
AYES: 4

NOES:

ABSENT: 1

ABSTAIN:

APPROVED:



Chairman, Board of Trustees

ATTEST:

A handwritten signature in black ink, appearing to read "Debra K. [unclear]", written over a horizontal line.

Clerk of the Board

*Santa
Maria*

ORDINANCE NO. 2024-1

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE
ALTA CEMETERY DISTRICT
PROHIBITING CONDUCT DISRUPTING PEACEFUL AND
QUIET ENJOYMENT OF CEMETERY GROUNDS**

Adopted by the Board of Trustees of the

ALTA CEMETERY DISTRICT

Dated _____

WHEREAS, the Trustees of the Alta Cemetery District Board of Trustees have repeatedly encountered complaints of excessive noise and inappropriate behavior by visitors to the grounds of the Cemetery District; and

WHEREAS, the Trustees of the Alta Cemetery District Board of Trustees recognize that all visitors to the grounds of the Cemetery District have a right to a peaceful and quiet environment in which they can visit and grieve their loved ones. The mission of the District, consistent with the Health and Safety Code, is to meet the cultural, economic, religious, and social needs of its diverse community; and

WHEREAS, the Alta Cemetery District acknowledges that _____ Municipal Code Section prohibits the consumption of any alcoholic beverage on public property; and

WHEREAS, the Alta Cemetery District acknowledges that _____ Municipal Code Section prohibits the disturbance or conduct that interrupts the quiet during funerals and funeral processions; and

WHEREAS, the Alta Cemetery District recognizes that _____ Municipal Code Section Prohibits the discharge of any firearm, gun or rifle, or other gun or device discharging by the use of powder, air, or springs, and bullet or shot of any kind, or any sling or slingshot in the County of At locations other than designated shooting galleries, shooting ranges, or other applicable recreational facilities; and

WHEREAS, the Alta Cemetery District recognizes that its Rules and Regulations place restrictions on, and conditions for, music played or performed on Cemetery Grounds; and

WHEREAS, the Alta Cemetery District recognizes that California Penal Code Section 602 (q) prohibits persons staying on the property open to the public during those hours of the day or night when the property is regularly closed to the public; and

WHEREAS, the Alta Cemetery District recognizes that the Cemetery District's current Rules and Regulations and the relevant Municipal Code Sections and the relevant California Penal Code Section are insufficient to adequately deter and punish offending conduct in order to ensure visitors are afforded peace and quiet in which to grieve; and

WHEREAS, pursuant to Health and Safety Code Section 9041, Alta Cemetery District is granted all rights and powers necessary to carry out its function, amongst them the ability to adopt ordinances; and

WHEREAS, pursuant to Health and Safety Code Section 8133, the authorities having jurisdiction and control of cemeteries may make and enforce general rules and regulation, and appoint sextons or other officers to enforce obedience to the rules and regulations, with such powers and duties regarding the cemetery as may be necessary; and

WHEREAS, the Alta Cemetery District desires to enact civil penalties in the form of an infraction in order to encourage visitors to conduct themselves appropriately on District grounds; and

WHEREAS, the Alta Cemetery District understands and acknowledges that financial penalties may be unduly burdensome for certain individuals and, accordingly, seek to implement a process for granting a hardship waiver in the event to offending individual demonstrates an intent and ability to abide by appropriate standards of conduct.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTA
CEMETERY DISTRICT ORDAIN AS FOLLOWS:**

1. The above recitals and true and correct, and incorporated herein.

1.01 Purpose

The Trustees of the Alta Cemetery District determine that all visitors to the grounds of Alta Cemetery District are entitled to a peaceful and quiet environment without the intrusion of excessive noise, annoyances, harassment, or conduct that disturbs their right to grieve or visit loved ones in peace.

1.02 Definitions

- (a) "District" means the Alta Cemetery District and all of its grounds.
- (b) "Disturb" or "Disturbance" means conduct that disrupts or bothers persons of reasonable sensibilities visiting the District.

- (c) "Excessive Noise" means any sound which is plainly audible to a person of average hearing at a distance of fifty (50) feet from the noisemaker or device emitting said noise.
- (d) "Enforcement Officer" means any peace officer or employee, including his or her designee, with the authority to enforce this code, its adopted codes, applicable municipal codes, and/or applicable state codes.
- (e) "Citee" is any person cited with a violation pursuant to this ordinance.

1.03 Restricted Activity

- (a) No person, while on District grounds, shall generate or cause to generate any excessive noise. Funeral processions involving military honors or those for public safety employees are exempt from this section.
- (b) No person, while on District grounds, shall cook or otherwise prepare food on a rack over an open fire, or by utilizing a portable grill, or by utilizing a portable stovetop, or the like.
- (c) No person, while on District grounds, shall disturb any other visitors present, or cause to occur a disturbance.
- (d) No person, while on District grounds, shall erect tables or chairs or lay down blankets, rugs, or towels that obstruct any headstone, disturb any other visitor, or interfere with another visitor's ability to view or visit a grave. Events authorized by the District in advance and in writing for Memorial Day or Veterans' Day are exempted from this requirement.

1.04 Violation

- (a) Violation of any section in this Ordinance is an infraction punishable by the following schedule of fines:
 - a. A fine not exceeding \$100 for a first violation;
 - b. A fine not exceeding \$200 for a second violation within one year after the first violation;
 - c. A fine not exceeding \$500 for each additional violation within one year of the first violation.
- (b) Fines may be levied by any Enforcement Officer with a reasonable belief that the offending party violated any section in this Ordinance.

1.04.1 Hardship

- (a) Any person that is issued a fine pursuant to this Ordinance is eligible to apply for a hardship waiver, which, if deemed sufficient, may reduce any fine issued.
- (b) Any person that desires to be considered for a reduction of the fine due to hardship must demonstrate that the Citee has made a bona fide effort to comply with this Ordinance

- after the first violation and that payment of the full amount of the fine would impose an undue financial burden.
- (c) Forms for hardship waivers shall be made available to the public upon request during normal business hours at the office of the District. Forms may be returned to the District clerk at the District's office during normal business hours.
 - (d) Completed and submitted hardship waivers will be reviewed by a team designated by the Alta Cemetery District Board of Trustees to review and approve or deny such waivers.

1.05 Exclusion

- (a) In addition to, or as an alternative to a criminal or administrative citation for a violation of the Ordinance, any visitor is subject to exclusion from the District if said visitor violates any of the provisions of this Ordinance within ninety (90) days after he or she was given a citation pursuant to Paragraph 1.04.
- (b) The Alta Cemetery District Board of Trustees shall designate District employees or other designees who are authorized to issue exclusion notices.
- (c) If a District visitor violates any provision of this Ordinance within ninety (90) days after the individual was given a citation pursuant to Paragraph 1.05, a designated District employee may issue a written exclusion notice excluding the person from the District. If the person is excluded from the District, the exclusion shall be for a period of no less than one (1) month and no more than twelve (12) months. The exclusion notice shall specify the person that is to be excluded from the District, the period of exclusion, the date and time the exclusion is to commence, and information concerning the right to appeal the exclusion notice to the team designated by the Alta Cemetery District Board of Trustees to hear appeals pursuant to Paragraph 1.06.
- (d) The person to whom the exclusion notice is issued shall sign a written acknowledgment of its receipt and allow his or her photograph to be taken. If the excluded person refuses to sign a receipt or allow a photograph to be taken, the District employee, or District designee, issuing the exclusion notice shall make a written record of the refusal. Any refusal to sign or acknowledge the exclusion notice will not prevent it from taking effect.
- (e) Any violation of any provisions of this Ordinance that is confrontational or violent may result in the issuance of exclusion notice immediately, without the necessity of a repeat offense. In addition, any criminal conduct as designated in the California Penal Code, whether or not such conduct is also a violation of the rules set forth herein, may result in the immediate issuance of an exclusion notice.

1.06 Procedure of Appeal of Exclusion Notice

- (a) The individual to whom an exclusion notice is issued shall have the right to appeal from the issuance of the notice.

- (b) A notice of appeal of an exclusion notice must be given to the District Manager at the District's office within five (5) business days of the issuance of an exclusion notice. The notice of appeal shall state, or contain, the following:
 - a. The appellant's name;
 - b. The appellant's address and a telephone number where he or she can be reached;
 - c. A concise statement as to why the appellant believes that the issuance of the exclusion notice was invalid or unjustified;
 - d. An attached copy of the exclusion notice.
- (c) The Alta Cemetery District Board of Trustees shall designate a team of no less than two (2) employees or trustees to hear and handle any and all appeals of exclusion notices.
- (d) A failure to include any of the required information in the notice of appeal may result in a denial of the appeal.
- (e) A hearing on the appeal shall be held no more than twenty (20) calendar days after the filing of the appeal, unless postponed for good cause. The appellant shall be provided written notice of the hearing date, time, and location, at least five (5) calendar days prior to the hearing date. The hearing shall afford a reasonable opportunity for the appellant to be present and present evidence that the exclusion notice is invalid or unjustified.
- (f) The decision of the appeals team shall be provided in writing to the appellant within five (5) business days of the hearing. The decision shall be final.
- (g) The District shall have the burden to show by a preponderance of the evidence that the exclusion notice was justified by a violation of the rules of conduct as set forth herein.
- (h) Copies of all documents used by the District at the hearing shall be made available to the appellant at least five (5) calendar days prior to the hearing if appellant requests such in writing.

1.07 Incorporated Codes

- (a) This Ordinance hereby incorporates the following codes:

1.08 Effective Date

- (a) This ordinance shall be effective 31 days after adoption.

INTRODUCED and passed first reading on the _____ day of _____, 2024.

PASSED AND ADOPTED by the Board of Trustees of the Alta Cemetery District on the _____ day of _____, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Chairman of the Board of Trustees

ATTEST:

Clerk of the Board

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 reposting 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.

CHARACTERISTICS 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 caller has ended the call, 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 of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- 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 chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives