

COUNTY of SAN BERNARDINO
OFFICE of the AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR

SELF-GOVERNED SPECIAL DISTRICTS' BUDGET TRANSMITTAL
(Please complete and submit this form with your FINAL Budget)

District: Twenty-nine Palms Public Cemetery District

SAP Fund Designation: 5093/5094/5095 Dept. No.: 735

District Activities: Cemetery

Date Proposed Budget Approved: May 19, 2020

Date Final Budget Approved: May 19, 2020

Tax Rate Anticipated: _____

Names of Board members and managers present and absent at Budget Hearing:

Present: Mary Kay Sherry
Rebecca Rinkes
Kathleen Arbaczewski
JAnn Larsen

Absent: Robert Stump

Place and hours within district where Proposed / Final Budgets may be inspected by the public:

Place and Address: Twenty-nine Palms Public Cemetery District
5350 Encelia Ave
Twenty-nine Palms CA 92277

Days and hours: M-F 8:00 - 4:00

Date and place for Final Budget Hearings in local area:

Date: May 19, 2020

Place: Twenty-nine Palms Public Cemetery District
5350 Encelia Ave
Twenty-nine Palms CA 92277

EMILY BARRY HELM

Name of Contact Person

760-367-9316

Phone Number

Mary Kay Sherry

Signature of Chairman or
Designated Representative



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Session Meeting Minutes

Tuesday, May 19, 2020

Opening:

1. Chairperson of the Twentynine Palms Public Cemetery, Chairperson Mary Kay Sherry, called the regular meeting of the Twentynine Palms Public Cemetery District to order at 4:30 p.m. on Tuesday, May 19, 2020. Present at roll call were Vice Chairperson Kathleen Arbaczewski, Trustees Rebecca Rinkes and JoAnn Larsen and District/General Manager, Board Secretary Emily Helm was also present. Trustee Gary Stump was absent. All present stood and recited the pledge of allegiance.
 - a. The current By-Laws have not been able to be found within the office or past records of the cemetery. It was suggested to possibly contact US Bank to inquire if they have a copy.
 - b. It has been brought to the attention of the GM of the Cemetery that there is no current Memorandum of Understanding (MOU) between San Bernardino County and the Twentynine Palms Public Cemetery. This oversight will be addressed with the County as to rectifying the oversight.

Cemetery District Manager Update:

1. Coronavirus (COVID-19) San Bernardino County Public Gathering Restrictions presented along with the City of Twentynine Palms Updated restrictions for Public Gatherings and Social Distancing.
2. 2018-2019 Audit has begun and if on schedule, should have it to present to the Board on the June 16th meeting.
3. Carl Moyer Grant Submitted with MBAQMD
4. Cemetery Building and Grounds Estimates for Necessary Repairs are on target. Painting of the building has been completed, all new HVAC units installed, bay door has been replaced and new roof will be starting on May 26, 2020.
5. Memorial Day Veteran's flags will be placed on Saturday, May 23, 2020 by the Boy Scouts and Young Marines organizations.
6. The cemetery has been issued a credit card through US Bank with a \$5000.00 limit.

Cemetery Board and Employee Comments:

1. Rebecca Rinkes commented on the Roses in the Lage Garden and that it was time to fertilize them as well. District GM, Emily Helm answered that fertilizer has already been purchased and will be applied during the coming week.

Public Comments:

This is the time for the public to address the Board on issues within their jurisdiction that are NOT on this agenda. All comments are to be directed to the Board and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. There is a time limitation of five minutes per person. The Board of Trustees is prohibited by State law from taking action or discussing items not included on the printed agenda. Public comments on specific agenda items will be deferred until consideration of the item on the agenda.

1. None, noted in agenda was the following directive from the City of Twentynine Palms; **Due to the current COVID-19 Pandemic, in conjunction with the City of Twentynine Palms Proclamation dated 03.17.2020 and pursuant to Twentynine Palms Municipal Code sections 2.20.060 (a) (b) and (c), and until further notice, effective immediately, meetings of the Twentynine Palms Public Cemetery District Board of Trustees meetings shall not be open to the public to protect the Board of Trustees and essential cemetery staff. Members of the public are encouraged to participate in Board meetings by alternative means including by**

submitting any comments to the Board of Trustees on matters either on, or not part of, the Board of Trustees meeting agenda by email to admin@29palmscemetery.org.

Consent Calendar:

1. Minutes from the March Regular Meeting of 04.21.2020 were emailed to the Board on 05.15.2020 and asked to be reviewed prior to the physical meeting. The minutes were presented with a motion of approval by Kathleen Arbaczewski, seconded by JoAnn Larsen and approved by all present. Gary Stump was absent.

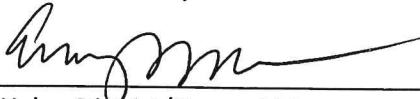
Current Business:

1. The proposed Budget for FY 2020.2021 was discussed at length and will be presented to San Bernardino County with all noted changes. Motion to approve the FY 2020.2021 Budget was put forth by Kathleen Arbaczewski and JoAnn Larsen seconded the motion. All present in favor, Gary Stump was absent.
2. Discussion on the development of a 501C3 Non-profit for the Twentynine Palms Public Cemetery. The local, US Bank "Education Fund" will be changed to The "Friends of the Twentynine Palms Cemetery" Account when the 501C3 is established. Research will be required to solidify whether or not the development of a 501c3 requires a resolution as well as a Board of Trustees vote. Rebecca Rinkes motioned to move forward and Kathleen Arbaczewski seconded. All present in favor, Gary Stump was absent.

Adjournment:

1. The Tuesday, May 19, 2020 Regular Meeting motion for adjournment by Kathleen Arbaczewski, seconded by JoAnn Larsen, and unanimously agree upon at 6:20 PM. Gary Stump was absent.
2. The next Regular Session Board Meeting will be held on Tuesday, June 16, 2020 at 4:30 PM in The Twentynine Palms Public Cemetery Community Room.

Minutes submitted by:



Emily Helm, District/General Manager

Approved by:



Mary Kay Sherry, Chairperson of the Twentynine Palms Cemetery Board of Trustees

County of San Bernardino
 Cost Center 7350005093, 29 Palms Cemetery District - General
 Fiscal Year: 2021

Appropriation	Commitment Item	Commitment Item Name	2019 Actuals	2020 Budget	2020 Quarter 2 Budget	2020 YTD Actuals	2020 Year End Estimate	2021 Other Amounts	2021 Request
100	51001070	Regular Salary	104,710.00	105,000.00	105,000.00	74,199.00	-	-	139,000.00
100	51001035	Overtime	5,059.00	500.00	500.00	633.00	-	-	2,000.00
100	51001120	Fica Oasdi-soc Sec T	-	6,510.00	6,510.00	-	-	-	6,510.00
100	51001200	Employee Grp Insuran	25,643.00	9,500.00	9,500.00	12,262.00	-	-	-
100	51001210	Unemployment Insuran	637.00	1,736.00	1,736.00	66.00	-	-	-
100	51001225	Fica Medicare Tax	8,397.00	1,523.00	1,523.00	5,725.00	-	-	4,000.00
100	51001235	Workers Comp Insuran	-	6,500.00	6,500.00	4,101.00	-	-	9,000.00
200	52002027	Staff Uniforms	78.00	350.00	350.00	152.00	-	-	6,800.00
200	52002030	Safety Equipment	-	500.00	500.00	205.00	-	-	500.00
200	52002031	Pr Sism Emacs (isf)	-	-	-	298.00	-	-	500.00
200	52002035	Phone Company Svcs (2,394.00	2,260.00	2,260.00	1,450.00	-	-	2,500.00
200	52002050	Purchase Of Material	-	-	-	674.00	-	-	2,000.00
200	52002075	Memberships	1,101.00	1,200.00	1,200.00	1,150.00	-	-	2,000.00
200	52002115	Computer Software Ex	13.00	2,800.00	2,800.00	6,200.00	-	-	1,200.00
200	52002116	Computer Hardware Ex	-	250.00	250.00	-	-	-	4,000.00
200	52002125	Inventoriable Equipm	836.00	500.00	500.00	1,479.00	-	-	10,000.00
200	52002150	Purchases For Resale	3,924.00	600.00	600.00	965.00	-	-	2,000.00
200	52002180	Utilities	10,499.00	7,500.00	7,500.00	10,032.00	-	-	3,600.00
200	52002182	Utilities-electricit	-	-	-	292.00	-	-	3,600.00
200	52002245	Other Insurance (isf	-	500.00	500.00	1,237.00	-	-	6,700.00
200	52002305	General Office Expen	334.00	200.00	200.00	-	-	-	1,000.00
200	52002355	Advertising	-	200.00	200.00	-	-	-	-
200	52002400	Prof & Specialized S	-	6,000.00	6,000.00	-	-	-	2,000.00
200	52002449	Prof and Spec Ser Legal	-	6,700.00	6,700.00	-	-	-	12,000.00
200	52002405	Auditing	6,700.00	6,700.00	6,700.00	-	-	-	7,000.00
200	52002415	County Svcs(Incl Co	2,466.00	-	-	1,468.00	-	-	-
200	52002425	Credit Card Merchant	1,166.00	750.00	750.00	337.00	-	-	750.00
200	52002427	Other Banking Servic	410.00	240.00	240.00	195.00	-	-	400.00
200	52002445	Other Profess & Spec	16,272.00	-	-	16,689.00	-	-	10,000.00
200	52002835	General Household Ex	51.00	150.00	150.00	468.00	-	-	300.00
200	52002855	General Maintenance-	306.00	250.00	250.00	16.00	-	-	250.00
200	52002860	Automotive Repair &	445.00	1,500.00	1,500.00	430.00	-	-	2,000.00
200	52002870	Gen Maint-struct,im	5,936.00	10,000.00	10,000.00	3,653.00	-	-	5,000.00
200	52002930	Maintenance Chrgs (i	64.00	-	-	64.00	-	-	-
200	52002953	Fuel	1,398.00	-	-	2,150.00	-	-	1,000.00

241	52412410	Data Processing (ist	4,615.00	4,000.00	4,000.00	2,651.00	-	-
241	52412416	Cpu/Ent Printg (ist)	-	-	-	45.00	-	-
294	52942940	Private Mileage Non-	114.00	400.00	400.00	321.00	-	100.00
294	52942941	Conf/trng/seminar Fe	1,014.00	750.00	750.00	-	-	400.00
300	53003350	Taxes & Assessments	307.00	400.00	400.00	-	-	-
410	54104010	Improvements To Land	-	100.00	100.00	-	-	-
	410	54654065	Equipment Leased	-	-	-	-	2,200.00
440	54404040	Equipment	-	20,000.00	20,000.00	-	-	10,000.00
600	56006005	General Reserves (bu	-	18,381.00	18,381.00	-	-	-
600	56006020	Struct & Improv (bud	-	10,000.00	10,000.00	-	-	-
000	40008015	Prop Tx Cur Sec 1% T	136,362.00	150,000.00	150,000.00	82,354.00	-	10,000.00
000	40008025	Prop Tx Cur Unsec 1%	5,025.00	6,500.00	6,500.00	5,224.00	-	6,500.00
000	40008035	Prop Tx Cur Unitary	14,535.00	9,250.00	9,250.00	7,791.00	-	9,250.00
000	40008115	Prop Tx Pri Sec 1% G	2,210.00	3,000.00	3,000.00	1,649.00	-	3,000.00
000	40008125	Prop Tx Pri Unsec 1%	146.00	300.00	300.00	98.00	-	300.00
000	40008145	Int & Pen Delinquent	879.00	1,200.00	1,200.00	630.00	-	1,200.00
000	40008161	Negotiated Pass-thru	30,331.00	18,500.00	18,500.00	16,637.00	-	18,500.00
000	40008166	Residual Balance	3,133.00	2,500.00	2,500.00	2,703.00	-	2,500.00
000	40008176	5% Supplement Admin	(242.00)	-	-	-	-	3,000.00
000	40008191	Tax Sales Excess Proceeds	414.00	-	-	-	-	-
000	40008230	Supp Roll Current	2,145.00	1,250.00	1,250.00	819.00	-	1,250.00
000	40008235	Supp Roll Prior	2,422.00	2,250.00	2,250.00	2,365.00	-	2,250.00
030	40308500	Interest	537.00	700.00	700.00	861.00	-	700.00
040	40408800	Gen Tax Lvy Homeowne	1,319.00	800.00	800.00	647.00	-	800.00
070	40709247	Plaf Admin Charges	(935.00)	-	-	-	-	-
070	40709800	Other Services	54,157.00	25,000.00	25,000.00	14,623.00	-	20,000.00
075	40759255	Fee Ord-asmnt Tx Col	(1.00)	-	-	-	-	-
080	40808147	Prp Tx Sa Liquidatn	68.00	-	-	-	-	-
080	40809930	Other Sales	1,462.00	1,500.00	1,500.00	649.00	-	1,000.00
090	40909975	Operations Transfers In	9,572.00	10,000.00	10,000.00	4,809.00	-	8,000.00

County of San Bernardino
 Cost Center 7350005094, 29 Palms Cemetery District - Pre-Need Burial
 Fiscal Year: 2021

Appropriation Ur	Commitment Item	Commitment Item Name	2019 Actuals	2020 Budget	2020 Quarter 2 Budget	2020 YTD Actuals	2020 Year End	2021 Other	2021 Request	Variance
530	55305030	Operating Trsf Out	12,364.00	25,000.00	25,000.00	4,919.00	-	-	20,000.00	(25,000.00)
030	40308500	Interest	3,846.00	1,000.00	1,000.00	3,617.00	-	-	2,500.00	(1,000.00)
070	40709500	Mental Health Servic	2,043.00	-	-	-	-	-	-	-
070	40709800	Other Services	15,022.00	15,687.00	15,687.00	15,164.00	-	-	15,000.00	(15,687.00)
080	40809930	Other Sales	-	1,500.00	1,500.00	360.00	-	-	1,500.00	(1,500.00)
080	40809973	Other - State Dated	40.00	-	-	-	-	-	-	-

County of San Bernardino
 Cost Center 7350005095, 29 Palms Cemetery District - Endowment Care
 Fiscal Year: 2021

Appropriation	Commitment Item	Commitment Item Name	2019 Actuals	2020 Budget	2020 Quarter 2 Budget	2020 YTD Actuals	2020 Year End Estimate	2021 Other Amounts	2021 Request
030	40308500	Interest	1,914.00	1,000.00	1,000.00	1,843.00	-	-	1,500.00
070	40709800	Other Services	5,369.00	3,500.00	3,500.00	5,021.00	-	-	3,500.00