

**PROPOSAL FOR MANAGER & FOREMAN PAY RATES**

**MANAGER RATE PER HOUR**

\$27.00 BEGINING

\$32.00 ENDING

**FOREMAN RATE PER HOUR**

\$21.50 BEGINING

\$25.50 ENDING

# DRAFT

## Tulare Public Cemetery Board Resolution 2019/20-5

It was approved by the Tulare Public Cemetery District Governing Board, that the following Resolution be adopted:

RESOLUTION AUTHORIZING THE \_\_\_\_\_ TO MAKE APPLICATION FOR AND TO SIGN CERTAIN ASSURANCES WITH RESPECT TO APPLICATIONS FOR LOCAL, STATE AND FEDERAL PROGRAMS, PROJECTS OR GRANTS

WHEREAS, Several Local, State and Federal programs allow public and non-profit transportation providers to apply for administration, capital, and operation assistance programs or grants; and

WHEREAS, Tulare Public Cemetery District Governing Board must authorize someone by resolution, as the "Authorized Individual" to make application and administer the Public Benefit Grant Program;

NOW, THEREFORE, BE IT RESOLVED that the Tulare Public Cemetery District Governing Board hereby authorizes \_\_\_\_\_ to make application for, to sign required assurances, and to administer the Public Benefit Grant Program with respect to applications for Local, State and Federal programs, projects or grants, on behalf of this Tulare Public Cemetery District.

The foregoing Resolution was passed and adopted by the Tulare Public Cemetery District Governing Board at a regular meeting thereof, held on the 23rd day of April 2020

\_\_\_\_\_  
Signature Authorized Public Cemetery Board Official

# Zero Nox Inc.

525 N. Main St.  
 Porterville, CA 93257  
 Phone: 559-560-8013

[www.zeronox.com](http://www.zeronox.com)

Quote JE-1230




CONSULTANT <i>JE</i>	DATE 7/29/19	INVOICE # JE-1230
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### Quote For:

Tulare Public Cemetery District  
 900 E Kern Avenue  
 Tulare, CA 93274  
 559-686-5544

### Contact Person:

Leonor Castaneda  
 leonortcd@outlook.com  
 559-685-1263

Item Description	Quantity	Cost	Total
<b>2019 EC4 Utility Cart</b> Battery System: LA 72V/5KW Series (approx. 45 miles fully charged) Passenger Capacity: 4 Person w/ utility bed Fiberglass roof with laminated windshield Front headlights, signal lights, taillights, and brake lights Horn, seatbelts, radio, and windshield wiper Front and rear suspension with vibration absorber 4 Standard Rubber Tires Vehicle Weight: 2,500 lbs Load Capacity: 1,350 lbs 	2	\$19,995.00	\$39,990.00
Charger: 110V input, 72V output	INC		
ZeroNox Battery Warranty: 2 years	INC		
Freight and DMV Fee	INC		
		Subtotal	\$39,990.00
		Tax -8.25%	\$3,299.18
<b>TOTAL</b>			<b>\$43,289.18</b>

# Zero Nox Inc.

525 N. Main St.  
 Porterville, CA 93257  
 Phone: 559-560-8013  
[www.zeronox.com](http://www.zeronox.com)

Quote JE-1220




CONSULTANT <i>JE</i>	DATE 7/29/19	INVOICE # JE-1220
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**Quote For:**

Tulare Public Cemetery District  
 900 E Kern Avenue  
 Tulare, CA 93274  
 559-686-5544

**Contact Person:**

Leonor Castaneda  
 leonortcd@outlook.com  
 559-685-1263

Item Description	Quantity	Cost	Total
<b>2019 EFC2 Utility Cart – “eTuatara”</b> Battery System: LA 72V/10KW Series (approx. 50 miles fully charged) Passenger Capacity: 2 Person w/ utility bed Fiberglass roof with laminated windshield Front headlights, signal lights, taillights, brake lights, horn, & seatbelts Front suspension Independent Wishbone with Preload Adjustable Rear suspension Double Wishbone with Preload Adjustable 4 Standard Rubber Tires (high grip) Vehicle Weight: 2,350 lbs Load Capacity: 1,100 lbs 	2	\$17,900.00	\$35,800.00
Charger: 110V input, 72V output	INC		
ZeroNox Battery Warranty: 2 years	INC		
Freight and DMV Fee	INC		
		Subtotal	\$35,800.00
		Tax – 8.25%	\$2,953.50
<b>TOTAL</b>			<b>\$38,753.50</b>

Tulare Public Cemetery District  
**Balance Sheet**  
 As of March 31, 2020

	<u>Mar 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
00 · Clearing Acct.	9,437.00
10100 · Petty Cash	525.13
10150 · Bank of The Sierra - CHK ACCT	36,412.92
10500 · Cash in Treasury (772)	260,908.76
10600 · Endowment - Reserved (773)	
1620 · Edowment Care 1620	316,017.92
10600 · Endowment - Reserved (773) - Other	1,189,826.25
<b>Total 10600 · Endowment - Reserved (773)</b>	<u>1,505,844.17</u>
10700 · Cash in Expansion Account (807)	66,961.97
10900 · Endowment - Unreserved (817)	342,331.18
<b>Total Checking/Savings</b>	<u>2,222,421.13</u>
<b>Other Current Assets</b>	
10 · Customer Balance Due	263.17
12001 · Undeposited Funds	2,581.50
<b>Total Other Current Assets</b>	<u>2,844.67</u>
<b>Total Current Assets</b>	<u>2,225,265.80</u>
<b>TOTAL ASSETS</b>	<u><u>2,225,265.80</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	13,875.55
<b>Total Accounts Payable</b>	<u>13,875.55</u>
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	167.90
24010 · Pension Payable	2,267.22
25500 · Sales Tax Payable	3,536.49
<b>Total Other Current Liabilities</b>	<u>5,971.61</u>
<b>Total Current Liabilities</b>	<u>19,847.16</u>
<b>Total Liabilities</b>	19,847.16
<b>Equity</b>	
30000 · Opening Balance Equity	2,282,733.86
31100 · Retain Earnings	-175,912.49
Net Income	98,597.27
<b>Total Equity</b>	<u>2,205,418.64</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,225,265.80</u></u>

Tulare Public Cemetery District  
Profit & Loss Budget Performance  
March 2020

	Mar 20	Budget	Jul '19 - Mar 20	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · County Taxes	0	14,647	104,280	131,820	175,760
4801 · Interest Income - 772	1,410	250	3,308	2,250	3,000
5400 · Charges for Current Services	71,750	50,833	573,228	457,500	610,000
5805 · Misc. Revenue	63	1,667	1,194	15,000	20,000
5835 · Other Revenue	6,759	270	10,894	2,430	3,240
<b>Total Income</b>	<b>79,981</b>	<b>67,667</b>	<b>692,905</b>	<b>609,000</b>	<b>812,000</b>
<b>Expense</b>					
<b>6000 · Payroll and Employee Benefits</b>					
6001 · Regular Payroll	22,627	20,708	186,905	186,375	248,500
6002 · Overtime	1,989	417	7,777	3,750	5,000
6004 · Benefits	-999	3,167	55,184	28,500	38,000
6005 · Extra Help	5,294	4,583	58,372	41,250	55,000
6008 · Directors Fees	0	250	1,400	2,250	3,000
6011 · Retirement-SD Portion	0	2,000	21,640	18,000	24,000
6012 · Social Security and Medicare	1,883	1,500	14,893	13,500	18,000
6015 · Workers Compensation Ins	0	1,500	22,323	13,500	18,000
6016 · Unemployment Ins.	198	417	1,478	3,750	5,000
<b>Total 6000 · Payroll and Employee Benefits</b>	<b>30,993</b>	<b>34,542</b>	<b>369,972</b>	<b>310,875</b>	<b>414,500</b>
<b>7003 · Penalties</b>	<b>0</b>	<b>500</b>	<b>1,317</b>	<b>4,500</b>	<b>6,000</b>
7004 · Clothing and Personal Supplies	606	333	3,142	3,000	4,000
7005 · Telecommunications	408	500	5,121	4,500	6,000
7006 · Vaults and Crypts	11,274	5,417	62,360	48,750	65,000
7009 · Household Supplies	110	125	1,048	1,125	1,500
7010 · Insurance	0	1,750	11,351	15,750	21,000
7025 · Mileage Reimbursement Expense	0	67	67	80,250	107,000
7030 · Maintenance and Repairs	5,515	8,917	80,853	80,250	107,000
7036 · Office Supplies and Expense	1,411	2,042	10,961	18,375	24,500
7039 · Miscellaneous	0	208	379	1,875	2,500
7043 · Professional Fees	5,053	1,708	33,792	15,375	20,500
7045 · Security	59	333	2,170	3,000	4,000

**Tulare Public Cemetery District**  
**Profit & Loss Budget Performance**  
 March 2020

	Mar 20	Budget	Jul '19 - Mar 20	YTD Budget	Annual Budget
7059 · Publications and Legal Notices	1,200	250	5,580	2,250	3,000
7073 · Training / Education	0	667	6,769	6,000	8,000
7081 · Utilities	2,362	3,750	33,444	33,750	45,000
7425 · Taxes	0	125	1,299	1,125	1,500
8001 · Graves Repurchase	0	833	4,865	7,500	10,000
8100 · Building and Improvements	0	1,500	0	13,500	18,000
8300 · Equipment	0	4,167	52,190	37,500	50,000
<b>Total Expense</b>	<b>58,991</b>	<b>67,667</b>	<b>686,680</b>	<b>609,000</b>	<b>812,000</b>
Net Ordinary Income	20,990	-0	6,225	-0	0
Other Income/Expense					
Other Income					
9100 · Endowment					
9101 · Endowment Revenue	6,498	5,000	50,229	45,000	60,000
9102 · Interest Income - EC	9,384	2,500	28,950	22,500	30,000
<b>Total 9100 · Endowment</b>	<b>15,882</b>	<b>7,500</b>	<b>79,179</b>	<b>67,500</b>	<b>90,000</b>
9200 · Fund for Future Expansion - 807					
9201 · Rent and Concessions - 807	0	0	8,400	8,400	8,400
9203 · Interest Income - 807	410	42	1,078	375	500
9200 · Fund for Future Expansion - 807 - Other	0	1,250	0	11,250	15,000
<b>Total 9200 · Fund for Future Expansion - 807</b>	<b>410</b>	<b>1,292</b>	<b>9,478</b>	<b>20,025</b>	<b>23,900</b>
9300 · Unreserved Funds - 817					
9301 · Interest Income - 817	2,155	542	3,714	4,875	6,500
<b>Total 9300 · Unreserved Funds - 817</b>	<b>2,155</b>	<b>542</b>	<b>3,714</b>	<b>4,875</b>	<b>6,500</b>
<b>Total Other Income</b>	<b>18,447</b>	<b>9,333</b>	<b>92,372</b>	<b>92,400</b>	<b>120,400</b>
Net Other Income	18,447	9,333	92,372	92,400	120,400
<b>Net Income</b>	<b>39,437</b>	<b>9,333</b>	<b>98,597</b>	<b>92,400</b>	<b>120,400</b>

4:50 PM  
04/07/20

**Tulare Public Cemetery District**  
**Reconciliation Summary**  
10150 · Bank of The Sierra - CHK ACCT, Period Ending 03/31/2020

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	<u>Mar 31, 20</u>
<b>Beginning Balance</b>	88,696.60
<b>Cleared Transactions</b>	
Checks and Payments - 65 items	-73,060.18
Deposits and Credits - 4 items	30,000.00
	<u>                    </u>
<b>Total Cleared Transactions</b>	-43,060.18
	<u>                    </u>
<b>Cleared Balance</b>	<b>45,636.42</b>
	<u>                    </u>
<b>Uncleared Transactions</b>	
Checks and Payments - 10 items	-9,223.50
	<u>                    </u>
<b>Total Uncleared Transactions</b>	-9,223.50
	<u>                    </u>
<b>Register Balance as of 03/31/2020</b>	<b>36,412.92</b>
	<u>                    </u>
<b>Ending Balance</b>	36,412.92



3:45 PM  
04/17/20

Tulare Public Cemetery District  
**Reconciliation Summary**  
10500 · Cash in Treasury (772), Period Ending 03/31/2020

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	<u>Mar 31, 20</u>
<b>Beginning Balance</b>	206,937.58
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-30,000.00
Deposits and Credits - 5 items	83,971.18
	<u>53,971.18</u>
<b>Total Cleared Transactions</b>	<u>53,971.18</u>
<b>Cleared Balance</b>	<b><u>260,908.76</u></b>
<b>Register Balance as of 03/31/2020</b>	260,908.76
<b>Ending Balance</b>	260,908.76

4:08 PM  
04/17/20

**Tulare Public Cemetery District**  
**Reconciliation Summary**  
10600 - Endowment - Reserved (773), Period Ending 03/31/2020

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	<u>Mar 31, 20</u>
Beginning Balance	1,490,183.00
Cleared Transactions	
Deposits and Credits - 5 items	15,661.17
Total Cleared Transactions	<u>15,661.17</u>
Cleared Balance	<u><u>1,505,844.17</u></u>
Register Balance as of 03/31/2020	1,505,844.17
Ending Balance	1,505,844.17

4:15 PM  
04/17/20

**Tulare Public Cemetery District**  
**Reconciliation Summary**  
10700 · Cash in Expansion Account (807), Period Ending 03/31/2020

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	<u>Mar 31, 20</u>
<b>Beginning Balance</b>	64,594.41
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 3 items</b>	<u>2,367.56</u>
<b>Total Cleared Transactions</b>	<u>2,367.56</u>
<b>Cleared Balance</b>	<u><b>66,961.97</b></u>
<b>Register Balance as of 03/31/2020</b>	66,961.97
<b>Ending Balance</b>	66,961.97

4:25 PM  
04/17/20

**Tulare Public Cemetery District**  
**Reconciliation Summary**  
10900 · Endowment - Unreserved (817), Period Ending 03/31/2020

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	<u>Mar 31, 20</u>
<b>Beginning Balance</b>	340,176.33
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	2,154.85
<b>Total Cleared Transactions</b>	<u>2,154.85</u>
<b>Cleared Balance</b>	<u><b>342,331.18</b></u>
<b>Register Balance as of 03/31/2020</b>	342,331.18
<b>Ending Balance</b>	342,331.18

# Tulare Public Cemetery District Payroll Summary

March 2020

	Hours	Rate	Mar 20
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
Bereavement Time		17	0
Double-time hourly		40	0
Holiday Pay	48	14	940
Hourly	1,015	20	19,627
Hourly Sick	28	20	539
Hourly Vacation	78	20	1,521
Overtime (x1.5) hourly	58	30	1,989
<b>Total Gross Pay</b>	<u>1,227</u>		<u>24,616</u>
<b>Adjusted Gross Pay</b>	1,227		24,616
<b>Taxes Withheld</b>			
Federal Withholding			-1,577
Medicare Employee			-357
Social Security Employee			-1,526
CA - Withholding			-426
CA - Disability			-246
Medicare Employee Addl Tax			0
<b>Total Taxes Withheld</b>			<u>-4,132</u>
<b>Deductions from Net Pay</b>			
Health Insurance Deduction			-627
Wage Garnishment			-689
<b>Total Deductions from Net Pay</b>			<u>-1,316</u>
<b>Net Pay</b>	<u>1,227</u>		<u>19,168</u>
<b>Employer Taxes and Contributions</b>			
Federal Unemployment			12
Medicare Company			357
Social Security Company			1,526
CA - Unemployment			198
Dental Insurance (company paid)			283
Health Insurance (company paid)			7,214
Insurance Admin Fee			69
Vision Insurance (company paid)			39
CA - Employment Training Tax			7
<b>Total Employer Taxes and Contributions</b>			<u>9,706</u>

9:00 AM  
 04/21/20  
 Accrual Basis

Tulare Public Cemetery District  
 Check List Without Payroll  
 March 2020

Date	Num	Name	Memo	Amount	Balance
<b>10150 · Bank of The Sierra - CHK ACCT</b>					
03/25/2020			Service Charge	-30.00	-30.00
03/16/2020	AUT...	Southern California ...		-404.05	-434.05
03/16/2020	AUT...	AT &T Internet		-70.00	-504.05
03/16/2020	AUT...	AT & T Mobility		-89.87	-593.92
03/19/2020	AUT...	City of Tulare		-1,225.75	-1,819.67
03/25/2020	AUT...	AT & T Phone's		-174.27	-1,993.94
03/26/2020	AUT...	AT & T Phone's		-74.18	-2,068.12
03/30/2020	AUT...	CALPERS		-1,438.48	-3,506.60
03/30/2020	AUT...	CALPERS		-1,487.69	-4,994.29
03/09/2020	1872	Alberto Aguilar		-868.79	-5,863.08
03/09/2020	1873	CARQUEST AUTO ...		-35.56	-5,898.64
03/09/2020	1874	David Faria		-772.51	-6,671.15
03/09/2020	1875	Ewing Irrigation & L...		-588.58	-7,259.73
03/09/2020	1876	Farmers Tractor & E...		-754.71	-8,014.44
03/09/2020	1877	Gary V. Burrows Inc.		-354.25	-8,368.69
03/09/2020	1878	Home Depot Cedit ...		-204.07	-8,572.76
03/09/2020	1879	Insurica		-3,650.00	-12,222.76
03/09/2020	1880	Linder Equip CO.		-262.36	-12,485.12
03/09/2020	1881	Morris Levin & Son		-299.67	-12,784.79
03/09/2020	1882	Nexem Staffing and ...		-1,876.89	-14,661.68
03/09/2020	1883	Office Depot		-718.25	-15,379.93
03/09/2020	1884	Res Com		-90.00	-15,469.93
03/09/2020	1885	TF Tire & Service		-25.00	-15,494.93
03/09/2020	1886	Tulare County Coun...		-656.31	-16,151.24
03/09/2020	1887	Valley Expetec		-371.25	-16,522.49
03/09/2020	1888	Waste Management...		-223.98	-16,746.47
03/09/2020	1889	Wizix		-148.16	-16,894.63
03/19/2020	1890	California Industrial ...		-252.14	-17,146.77
03/19/2020	1891	Morris Levin & Son		-69.24	-17,216.01
03/19/2020	1892	Nexem Staffing and ...		-2,283.72	-19,499.73
03/19/2020	1893	Omega		-875.13	-20,374.86
03/19/2020	1894	Reed Shaffer		-430.56	-20,805.42
03/19/2020	1895	Soap Man		-110.42	-20,915.84
03/19/2020	1896	Tulare County Coun...		-103.20	-21,019.04
03/19/2020	1897	US Bank Equipment...		-89.23	-21,108.27
03/27/2020	1908	christy Valut CO.,Inc.		-444.00	-21,552.27
03/27/2020	1909	Giotto's Alarm Tech,...		-58.50	-21,610.77
03/27/2020	1910	Lowe's		-600.05	-22,210.82
03/27/2020	1911	SoCalGas		-117.58	-22,328.40
03/27/2020	1912	Wilbur - Ellis Compa...		-279.84	-22,608.24
03/27/2020	1913	Hydraulic Controls,I...		-161.15	-22,769.39
03/27/2020	1914	Streamline		-1,200.00	-23,969.39
Total 10150 · Bank of The Sierra - CHK ACCT				-23,969.39	-23,969.39
<b>TOTAL</b>				<b>-23,969.39</b>	<b>-23,969.39</b>

**TULARE PUBLIC CEMETERY DISTRICT  
2018 - 2020 MONTHLY INTERMENT COMPARISON**

**MARCH INTERMENTS 2018**

BODY BURIALS	KERN		14
	NORTH		13
NICHES/HEX			0
CREMATION BURIALS	KERN		7
	NORTH		1
BABY BURIALS	KERN		0
	NORTH		0
<b>TOTALS</b>			<b>35</b>

	<u>BODY</u>	<u>CREMATION</u>	<u>TOTAL</u>
JAN	22	5	27
FEB	18	7	25
MAR	27	8	35
<b>TOTAL</b>	<b>67</b>	<b>20</b>	<b>87</b>

Percentage Total: **77%** **23%**

**MARCH INTERMENTS 2019**

BODY BURIALS	KERN		8
	NORTH		20
NICHES/HEX			0
CREMATION BURIALS	KERN		4
	NORTH		0
BABY BURIALS	KERN		0
	NORTH		0
<b>TOTALS</b>			<b>32</b>

	<u>BODY</u>	<u>CREMATION</u>	<u>TOTAL</u>
JAN	14	8	22
FEB	15	9	24
MAR	28	4	32
<b>TOTAL</b>	<b>57</b>	<b>21</b>	<b>78</b>

Percentage Total: **73%** **27%**

**MARCH INTERMENTS 2020**

BODY BURIALS	KERN		7
	NORTH		16
NICHES/HEX			3
CREMATION BURIALS	KERN		4
	NORTH		1
BABY BURIALS	KERN		0
	NORTH		1
<b>TOTALS</b>			<b>32</b>

	<u>BODY</u>	<u>CREMATION</u>	<u>TOTAL</u>
JAN	33	6	39
FEB	20	6	26
MAR	24	8	32
<b>TOTAL</b>	<b>77</b>	<b>20</b>	<b>97</b>

Percentage Total: **79%** **21%**