

FAIR OAKS CEMETERY DISTRICT**Sales by Client Detail****February 2024**

	Date	Product/Service	Qty	Sales Price	Amount
1118748 FECHNER, Linda					
	02/16/2024	PreNeed:Cremation O&C - PreNeed			529.00
	02/16/2024	PreNeed:Urn Vault - PreNeed			294.00
Total for 1118748 FECHNER, Linda					\$ 823.00
1142262 Buckley, Milton					
	02/05/2024	Vaults:Standard Vault - AtNeed			941.00
	02/05/2024	Misc.:Convenience Fee			78.23
	02/05/2024	Opening & Closing:Casket O&C - AtNeed			1,294.00
Total for 1142262 Buckley, Milton					\$ 2,313.23
1144187 Bufkin, Francis & Carolyn					
	02/02/2024	Markers:Marker Setting Veteran			242.00
Total for 1144187 Bufkin, Francis & Carolyn					\$ 242.00
1144195 Edgett, Charles & Linda					
	02/21/2024	Vaults:Standard Vault - AtNeed			941.00
	02/21/2024	Opening & Closing:Casket O&C - AtNeed			1,294.00

Total for 1144195 Edgett, Charles & Linda					\$ 2,235.00
1151182 Agarkova, Katerina					
	02/29/2024	Markers:Marker Setting - 12x36	1	362.00	362.00
Total for 1151182 Agarkova, Katerina					\$ 362.00
1154742 Holbrook, Thomas					
	02/05/2024	PreNeed:Urn Vault - PreNeed			294.00
	02/05/2024	PreNeed:Cremation O&C - PreNeed			529.00
Total for 1154742 Holbrook, Thomas					\$ 823.00
1154845 Lundy, Richard & Dorsetta					
	02/02/2024	Plot Fees Collected:Plot Fees			4,292.00
	02/02/2024	Endowment Fund:Endowment			820.00
Total for 1154845 Lundy, Richard & Dorsetta					\$ 5,112.00
1154962 DiCicco, Tom & Anne					
	02/09/2024	Opening & Closing:Niche O&C			353.00
	02/09/2024	Markers:Niche Scroll Plate			412.00
	02/09/2024	Markers:Niche Scroll Plate			412.00
	02/09/2024	Plot Fees Collected:Plot Fees			3,410.00
	02/09/2024	Endowment Fund:Endowment			588.00

	02/09/2024	Misc.:Interment Rights			0.00
	02/09/2024	Opening & Closing:Niche O&C			353.00
Total for 1154962 DiCicco, Tom & Anne					\$ 5,528.00
1155013 Sweikar, Kurt					
	02/26/2024	Endowment Fund:Endowment			987.00
	02/26/2024	Misc.:Interment Rights			0.00
	02/26/2024	Plot Fees Collected:Plot Fees			5,495.00
	02/26/2024	Vaults:DD Vault - AtNeed			1,764.00
	02/26/2024	PreNeed:Casket O&C - PreNeed			1,294.00
Total for 1155013 Sweikar, Kurt					\$ 9,540.00
1155016 WARREN, GEORGE & SHERRY					
	02/27/2024	Endowment Fund:Endowment			987.00
	02/27/2024	Plot Fees Collected:Plot Fees			5,495.00
Total for 1155016 WARREN, GEORGE & SHERRY					\$ 6,482.00
1155021 Schemel, Jessica					
	02/28/2024	Misc.:Interment Rights			0.00
	02/28/2024	Endowment Fund:Endowment			588.00
	02/28/2024	Plot Fees Collected:Plot Fees			3,410.00

	02/28/2024	Markers:Niche Scroll Plate			412.00
	02/28/2024	Opening & Closing:Niche O&C			353.00
Total for 1155021 Schemel, Jessica					\$ 4,763.00
Guillermo Barron - Med					
	02/07/2024	Other	1	5.69	5.69
Total for Guillermo Barron - Med					\$ 5.69
TOTAL					\$ 38,228.92
Monday, Mar 04, 2024 07:55:07 AM GMT-8 - Accrual Basis					

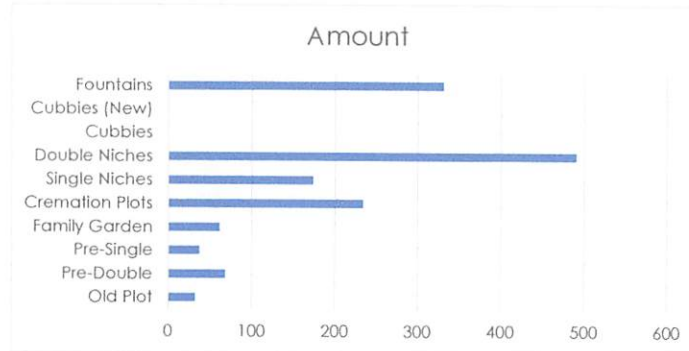
BURIALS													
FY 2023/2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
STANDARD	2	2	2	1	0	1	5	1					14
DELUXE			1		1								2
TITAN		1											1
DOUBLE				1		1							2
Pre-VAULTED	1	3	2	2	3	6	3	4					24
OTHER		3			1	4	2						10
BABY													0
ASHES-PLOT	10	5	3	5	6	3	2	4					38
ASHES-NICHE	3	4	1	0	3	0	1	1					13
23-24 TOTAL	16	18	9	9	14	15	13	10	0	0	0	0	104
22-23 TOTAL	32	19	12	17	11	13	13	18	29	17	15	26	222
21-22 TOTAL	18	21	14	22	19	17	18	27	15	18	13	20	222
VAULT SALES													
FY 2023/2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
STANDARD	3	1	2		1	2	2	1					12
DELUXE													0
TITAN													0
DOUBLE	2												2
PB DOUBLE		1	3	1	1	3							9
PB SINGLE													0
OTHER	1				1								2
URN	5	4	2	7	5	4	2	2					31
NICHE													0
23-24 TOTAL	11	6	7	8	8	9	4	3	0	0	0	0	56
22-23 TOTAL	13	19	9	5	12	6	11	6	6	12	7	13	119
21-22 TOTAL	14	10	11	17	19	19	13	22	9	8	16	28	186
VAULT INVENTORY FY 2023/2024													
		BAL		RCVD		USED		BAL		INV #			
STANDARD		6				1		5		888			
										881,902.			
DELUXE		2						2		840,			
TITAN		1						1		629			
DOUBLE		3						3					
OTHER		1						1		842 OVR			
URN		68				4		64					
NICHE		43				1		42					
INVENTORY		START		RTNS		SOLD		PYMTS		ON HOLD		BALANCE	
FULL PLOT		36						4				32	
CREMATION PLOT		235						1				234	
SINGLE NICHE		174						1				173	
MEDIUM NICHE		72						4				68	
OAK KNOLL		78						10				68	
OK MED NICHE		429					1	6				422	
ACORN		38					1					37	
FAMILY GARDEN		64						3				61	
FOUNTAINS		334					1	5				328	
FT TRIPLES		4						0				4	
PLOTS SOLD													
FY 2023/2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
TAX RES	6	3	3	1	4	2	2						21
NON TAX RES	2	1	3	4	3	0	3	2					18
OUT OF DIST	2	0	1	0	0	1	0	1					5
23-24 TOTAL	10	4	7	5	7	3	5	3	0	0	0	0	44
22-23 TOTAL	6	17	7	3	3	3	6	8	4	7	10	12	86
21-22 TOTAL	16	7	8	5	8	7	6	7	6	2	9	7	88

Fair Oaks Cemetery District

Plot / Niche
Inventory

3/4/2024

Plot Type	Amount
Old Plot	32
Pre-Double	68
Pre-Single	37
Family Garden	61
Cremation Plots	234
Single Niches	173
Double Niches	490
Cubbies	0
Cubbies (New)	0
Fountains	331



Cremations Available =	958
Casket Burial Available =	468
Average Cremation Burials Per Year =	117
Average Casket Burials Per Year =	105
Approx. Years for Cremations =	8.2
Approx. Years for Casket Burials =	4.5

Notes:

Got Fountains open with out spending a ton of money (in-house)
Increased number of burials and reputation

Prices raised to cover costs and budget

Money invested in pre-need

Created more spaces in Fountains with non-vaulted singles

Created over 200 cremation only spaces, allowed 4 cremations per plot to allow access to more burials without losina inventory

Built more cubbies in-house saving the cemetery money

Created 70 more family gardens by utilizing land between existing graves.

Created a new single casket area, with the flexibility to incorporate double if needed and save monbey by not pre-vaulting.

Finished East section to allow for more casket burials.



Guillermo Barron
District Manager
Gonzalo Vega
District Foreman
Mysti Lingenfelter
Admin Assist

FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628
Phone (916) 966-1613 Info.FOCD@gmail.com
www.fairoakscemetery.com
ESTABLISHED 1902

BOARD OF TRUSTEES
Robert Clouse-Chairman
Carolyn Flood-Vice Chairman
Patricia Vogel
Albert D. Neufeld
Pete Schroeder

**"It is our mission to partner with our community to preserve
our past & memorialize our future"**

Established 1902

FY 2024 ATTENDANCE

January 2024

VACATION	BALANCE FORWARD	MONTHLY ACCRUAL	TAKEN	YEAR TO DATE BALANCE
GUILLERMO	212.02	16.67		228.69
GONZALO	274.00	10.00	-8.00	276.00
MYSTI	7.42	10.00		17.42
				\$16,336.18

SICK	BALANCE FORWARD	MONTHLY ACCRUAL	TAKEN	YEAR TO DATE BALANCE
GUILLERMO	171.50	8.00	-30.00	149.50
GONZALO	201.00	8.00		209.00
MYSTI	37.50	8.00	-37.50	8.00
				\$11,369.49

DENTAL / VISION	BEGINNING BALANCE	USED	YEAR TO DATE BALANCE
GUILLERMO	\$ 2,000.00	\$ -	\$ 2,000.00
GONZALO	\$ 2,000.00	\$ -	\$ 2,000.00
MYSTI	\$ 2,000.00	\$ (2,000.00)	\$ -

info.focd@gmail.com

From: Google Business Profile <businessprofile-noreply@google.com>
Sent: Friday, February 9, 2024 5:32 AM
To: info.focd@gmail.com
Subject: Fair Oaks Cemetery District, your performance report for January 2024

Business Profile



Your Business Profile report with 349 interactions* last month

See how Fair Oaks Cemetery District at 7780 Olive Street, Fair Oaks, California 95628 performed in January 2024 compared to the previous month.


[See full report](#)


Your performance at a glance


 **39**
calls
+18%

 **0**
messages

 **212**
people asked for directions
+43%

 **98**
website visits from profile
+12%

 **865**
profile views
-5%

 **355**
searches
-10%

**An interaction is when a customer calls, messages you, makes a booking, is sent to your website, or requests directions from your Business Profile.*

Top search terms

From: Fair Oaks Chamber of Commerce <GroupMessaging@chamberorganizer.com>
Sent: Saturday, March 2, 2024 7:56 AM
To: Guillermo Barron; gbarron.focd@gmail.com
Subject: 02/2024 - Monthly Statistics Information Report for Members

Dear Guillermo,

The Fair Oaks Chamber of Commerce is pleased to provide last months business intelligence report from our online promotion of Fair Oaks Cemetery.

The Chamber had a total of 1276078 member exposures last month through the membership directory and you had a total of 5828 of those exposures. In addition, you had 14 direct views of your Traffic Catcher Website System and a total of 0 views of your Google Map.

If you have very few views or none at all for any of these categories you may still need to optimize your online advertising system. The views above do not include views and search engine requests from the Community on Display Catalog Advertising System. For these results go to:
<http://www.ectownusa.com/EcTownUSA2006/stats.html>

If you would like to login, please use the following link. If you cannot remember your user name and password please enter your email address in the lost password box and it will be emailed to you:
http://chamberorganizer.com/members/mlogin.php?org_id=FAIR

If you have any questions please use the following link for contact information:
http://chamberorganizer.com/members/contactus_page.php?org_id=FAIR

Most organizations offer full optimization services. Take a tour by clicking here:
<http://membertour.ectownusa.com>



IMPORTANT INFORMATION

The Gold River Banking Center is being consolidated into our new Sacramento Point West Banking Center. Your banking accounts will automatically be transferred - Effective May 16, 2024.

February 16, 2024

Dear Valued Client:

We are writing to share that our Gold River Banking Center will close on Thursday, May 16, 2024 at 3 p.m. and be consolidated with our new, state of the art Sacramento Point West Banking Center. We will also continue to offer full-service banking at two other convenient locations in Folsom and Roseville, and through our many digital banking services.

Our spacious new Point West Banking Center is designed to elevate your relationship banking experience. You will continue to experience our signature financial advocacy and full-service banking services with added amenities including extended hours, private offices to conduct your banking transactions, a conference space available for client use at no charge, and complimentary specialty coffees and beverages.

IMPORTANT INFORMATION:

- **Your account(s) will automatically be transferred to the Point West Banking Center located at 1435 River Park Drive, Suite 100, Sacramento CA, 95815 on Thursday, May 16, 2024, at 3:00 p.m. when the Gold River location permanently closes. The hours of operation for the Point West Banking Center are: Monday – Friday 9:00 a.m. - 5:00 p.m.**
- **The Central Valley Community Bank team will arrange everything related to the transfer of your banking relationship to Point West Banking Center, including moving your account(s), bank records and any other banking arrangements we normally handle for you at the Gold River Banking Center.**
- **All account numbers will remain the same and your checks, credit and debit card(s), and loan coupons will continue without interruption.**

The Point West Banking Center offers all the banking conveniences to which you are accustomed with the exception of an onsite ATM. However, as a MoneyPass ATM network member you have access to over 40,000 ATMs fee-free by using your Central Valley Community Bank Visa® Debit Card. To find a MoneyPass ATM near you, visit www.moneypass.com.

For questions regarding your banking relationship, please contact Whitney Baugher, Point West Banking Center Manager at (916) 235-4602 or Whitney.Baugher@cvcb.com. You may also contact Jeff Martin, Northern Market Executive at (916) 235-4610 or Jeff.Martin@cvcb.com.

Our team of professional bankers value your relationship and look forward to continuing to provide you with the best possible service before, during and after this transition.

Sincerely,

A handwritten signature in black ink, appearing to read "Blaine Lauhon", written over a horizontal line.

Blaine Lauhon
Executive Vice President, Chief Banking Officer



Mission: *Serving, Representing and enhancing business growth and success in the Fair Oaks Community*

On behalf of the Board of Directors I would like to ***Thank you*** for your continued membership with the Fair Oaks Chamber of Commerce.

Please find (enclosed) your date tag to add to your membership plaque. If you do not have a plaque or would like to upgrade to the NEW membership plaque for a small fee, please reach out to me. I have also enclosed a Proud member sticker for your business window, car or where ever you would like to display it for all to see.

I want to make sure that you are aware of how to use your ***“Golden Tool”*** (your membership) in your business toolbox. **Your Free Landing Page and Mobile app has been created for you by ChamberNation**, who is our database website and server. Fair Oaks is one of the first Chambers in our area to have this new virtual technology for our members. Using this system gives you more exposure on the SEO our website, business directory and the internet.

Every member has a **texting keycode** for their business. Using this allows you to drive more people to your site, get leads and use the digital business card platform. Your landing page and mobile app are also ADA compliant (that’s right! it’s a new law that websites need to be ADA compliant) and these pages are already done for you saving you hundreds of dollars. To see what your page looks like or to update and customize with your own details visit the FairOaksChamber.com website go to the **Welcome Center** and login (at the top right you will see Manage your ads).

Important to know when logging in.

- **Manage your Ads** – if this is the first time doing this, you will need to enter either your username or email and then click forgot password.
- **You will then get an email** – follow the link and log back in, now you will be able to update all your important info about your business. **Add photos, coupons, job listings, press releases, short elevator videos of your business, list your events etc.** The more you list the more exposure you get.

There are also easy video tutorials that can help you navigate how to make the most of this program. If you need help, please reach out to me. We will soon have classes on this feature and how to navigate through it and make the most of your membership.

Join us at one of our monthly luncheons, Fun after Five (Networking) Mixers, Joint Chamber and community events, plus some pop-ups. These are great opportunities for you to get out and meet other business members in your community. We have lots of connection opportunities for you to explore.

***Please Make** sure to follow our **NEW** pages on social media. Like, Follow, Tag us on <https://www.facebook.com/TheFairOaksChamber> and on Instagram <https://www.instagram.com/myfairoaks/>

If you have any questions or concerns, please reach out to me by email or a phone call.

Kimberley Pitillo ~ Executive Director
O: 916-967-2903 Email: info@fairoakschamber.com

March 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	29	Mar 1	2
3	4	5 Farmer's Market Tuesdays (Fair Oaks) 5:00pm Happy Hour Networking Mixer -	6	7	8	9
10	11	12 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA	13 9:00am Monthly Board Meeting (Fair Oaks Cemetery District (7780 Olive St, Fair	14 CAPC 66th Annual Conference 2024 (DoubleTree by Hilton Hotel San Diego - Mission Valle 2:00pm ASP Community NPO Meeting 5:00pm After Hours	15	16 6:00pm St. Patty's Dinner - hosted by the Fair Oaks Theatre
17	18	19 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA	20	21 11:30am Chamber Monthly Luncheon - 11:30 AM (Fair Oaks.)	22	23
24	25	26 Farmer's Market Tuesdays (Fair Oaks) 11:00am March Luncheon- Special	27	28 FOCAP Meeting Here	29	30
31	Apr 1	2	3	4	5	6

April 2024

April 2024							May 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628)) 5:00pm Happy Hour Networking Mixer -	3	4	5	6
7	8	9 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	10 9:00am Monthly Board Meeting (Fair Oaks Cemetery District) 5:00pm After Hours Mixer - Ribbon	11	12	13 9:00am Health and Wellness Resource Fair - 09:00 AM (La Sierra Community Center)
14	15	16 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	17	18 11:30am Chamber Monthly Luncheon - The Boardwalk - 11:30 AM (The Boardwalk)	19	20
21	22	23 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	24	25	26	27
28	29	30 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	May 1	2	3	4



COUNTY OF SACRAMENTO
OFFICE OF THE COUNTY COUNSEL - DOWNTOWN OFFICE

700 H Street, Suite 2650, Sacramento, California 95814 Telephone (916) 874-5544 Facsimile (916) 874-8207

May 24, 2012

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- John E. Reed
- Diana L. Ruiz
- Kathryn A. Shurtleff
- Janice M. Snyder
- Catherine Spinelli
- Samantha Tali
- Claire van Dam
- Silvia B. Viamos
- Timothy D. Weiland
- James R. Wood
- Elizabeth H. Wright
- James G. Wright

Mr. Robert W. Hunt
Hunt & Jessup
2200 Douglas Boulevard, Suite 150B
Roseville, CA 95661

Re: Oaths of Office

Dear Mr. Hunt:

This is in response to your inquiry regarding oaths of office for appointed members of cemetery districts.

This Office concurs in your assessment that the California Constitution requires such oaths for these officers.

However, we have conferred with the Deputy Clerk of the Board of Supervisors. In her long history in that position, the County has not administered the oaths for these positions. Apparently, it has been assumed that these would be administered at the District level.

If you have additional questions regarding this matter, please contact me.

Sincerely,

ROBERT A. RYAN, JR.
County Counsel

cc: Ms. Cyndi Lee
Ms. Lorraine Silva

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Balance Sheet Item	Beginning Balance	Period Debits	Period Credits	Ending Balance
* Cash in Treasury	782,960.45	45,490.72	58,317.10-	770,134.07
* Imprest Cash	200.00			200.00
* Accrued Interest Receivabl				
* Due from Other Funds Year				
* Accounts Receivable Year E				
* Land	356,503.00			356,503.00
* Building Structures	998,407.00			998,407.00
* Equipment	285,569.00			285,569.00
** Total Assets	2,423,639.45	45,490.72	58,317.10-	2,410,813.07
* Warrants Payable	6,169.00-	26,334.73	30,283.93-	10,118.20-
* Deposit Stale Warrants	4,700.11-			4,700.11-
* Claims Payable	18,366.64-	56,574.64	47,848.73-	9,640.73-
* Due to Others				
* PAYROLL_TAXES_N_BENEFITS	6,823.39-	39,046.34	38,215.26-	5,992.31-
* Deposits from Others	57,202.52-		237.02-	57,439.54-
* Deferred Credits	129.50			129.50
* Payroll Clearing	0.02	29,331.23	29,331.23-	0.02
* Borrowing Limit	119,624.93			119,624.93
* Borrowing Limit Offset	119,624.93-			119,624.93-
** Total Liabilities	93,132.14-	151,286.94	145,916.17-	87,761.37-
* Reserve Fund Balance	547,097.62-			547,097.62-
* Fund Balance	121,289.01-			121,289.01-
* Investments in GFA	1,640,479.00-			1,640,479.00-
* Revenues and Other Financi	441,895.96-		43,002.18-	484,898.14-
* Expenditures/Expenses	420,254.28	50,457.79		470,712.07
* Estimated Revenue	1,075,843.00			1,075,843.00
* Appropriations	1,075,843.00-			1,075,843.00-
* Start of System Clearing				
** Total Equity and Other Acc	2,330,507.31-	50,457.79	43,002.18-	2,323,051.70-
*** Total Liabilities & Equity	2,423,639.45-	201,744.73	188,918.35-	2,410,813.07-

Comparison List Local

Cemetery District	Manager's Salary	Benefits	Retirement	Ranking	Location / Burials	Degree?
Fair Oaks	39.02 Hourly / \$73,097 Annual	H-full, D/V limited	29.1% SCERS	Rank	Sacramento / 230	No
	Operating Budget: \$653,812	Total Employees: 8				
Roseville	48.32 Hourly / \$100,507 Annual	H - full / D - full	7% PERS	Rank	Placer / 210	No
	Operating Budget: \$1,297,789	Total Employees: 14				
Elk Grove	54.39 Hourly / \$104,437 Annual	H - full / D - full	80% SCERS	Rank	Sacramento / 115	Funeral Services
	Operating Budget: \$1,312,089	Total Employees: 14				
Newcastle, Rocklin, Gold Hill	51.18 Hourly / \$106,460 Annual	H - full / D - full	100% CALPERS	Rank	Placer / 220	No
	Operating Budget: \$1,550,778	Total Employees: 16				

Comparison List Burial Count

Cemetery District	Manager's Salary	Benefits	Retirement	Ranking	Location / Burials	Degree?
Fair Oaks	39.02 Hourly / \$73,097 Annual	H-full, D/V limited	29.1% SCERS	Rank	Sacramento / 230	No
	Operating Budget: \$653,812	Total Employees: 8				
Auburn	40.82 Hourly / \$84,898 Annual	H - full / D - full	100% CALPERS	Rank	Placer / 185	No
	Operating Budget : \$998,130	Total Employees: 11				
Selma	42.45 Hourly / \$81,511 Annual	H - full / D - full	50% CALPERS	Rank	Fresno / 175	No
	Operating Budget : \$953,174	Total Employees: 18				
Solano	56.53 Hourly / \$108,539 Annual	H - 1,500/mo cap / D - full	13.182% CALPERS	Rank	Solano / 180	No
	Operating Budget : \$2,076,183	Total Employees: 21				

Salary

Monthly Budget	Monthly average used	Yearly Budget	Estimated yearly use	Difference		
20,833	14,059	250,000	182,746	67,254		

COLA for 2024 is 3.2% according to SSA



FAIR OAKS CEMETERY DISTRICT

Guillermo Barron
District Manager
Mysti Lingenfelter
Office Manager
Gonzalo Vega
District Foreman

7780 Olive Street Fair Oaks, CA 95628

Phone (916) 966-1613 Fax (916) 966-8921

www.fairoakscemetery.com

ESTABLISHED 1902

BOARD OF TRUSTEES
Robert Clouse-Chairman
Carolyn Flood-Vice Chairman
Patricia Vogel
Albert D. Neufeld
Peter Schroeder

"It is our mission to partner with our community to preserve our past & memorialize our future."

Minutes

OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF FAIR OAKS CEMETERY DISTRICT

Wednesday, February 14, 2024, at 9:00 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

1. Call to Order-9:00 a.m.
 - Chairman Schroeder called the meeting to order at 9:00am
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance
3. Roll Call of Board
 - Present were trustees Pete Schroeder, and Carolyn Flood, Pat Vogel, Don Neufeld, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
 - Trustee Bob Clouse was absent.
4. Public Comment on any agenda items - Open or Closed.
 - No Public Present.
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Update on Land/Tax Issues
 - Trustee Schroeder mentioned Mike Aho and the FORPD are looking to potentially buy and sell land
 - Trustee Schroeder to follow up with LAFCo regarding TRA's .
 - B. FEMA Update
 - Staff are working with FEMA adjustor on appeal for roof damage.
 - FEMA will pay out on other projects.
 - SAM.GOV renewed for another year.
 - C. Audit Update - Scott German
 - Audit is still in progress.
 - D. FOCD Policy Manual
 - Changes were proposed by the Policy committee.
 - Motion to accept the policy manual, as corrected. Moved by Trustee Neufeld 2nd by Trustee Flood. Approved 4/0/1
 - Yes: Flood, Vogel, Schroeder, Neufeld - Absent: Clouse
 - E. Salary/ Wage for District Manager
 - To be brought back at next meeting
6. Investment Committee Report
 - District Investment Accounts are following industry trends.
7. Finance Committee Report
 - The finance committee met prior to the board meeting. Trustee Vogel reported total claims were \$28,710.32.
8. Consent Calendar
 - A. Approval of Board Minutes of January 10, 2023
 - B. Approval of Board Minutes of SM January 19, 2023
 - C. Approval of Claims
 - Motion to accept the consent calendar, as Corrected. Moved by Trustee Neufeld 2nd by Trustee Flood. Approved 4/0/1

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting February 14, 2024

9. Information Items

A. District Foreman's Monthly Report

i. Safety Report

- This month's safety meeting was held to prevent slips, trips, and falls.
- ii. Any unusual activities
- Nothing to report.

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$42,836.16.
- District total income including tax revenue and interest reported as \$201,281.25

ii. Interments

- The district's 13 burials consisted of 5 cremations and 8 caskets.

iii. Attendance

- District Employee's attendance is up to date.

iv. Website Contacts

- Google Analytics showed 23 visits to our website in June.
- Chamber Catcher page had 8 direct views.

v. Correspondence

1. LAFCo Memo

2. LAFCo Voting

- Trustee Schroeder to contact LAFCo regarding timing of policy changes and voting.

3. ALP Increase

- Increase of cost to cover rising minimum wage ours comes out to approximately \$100 more per billing.

4. Sacramento County - Investment pool update

- County plans to move investments from 180 days to 270 days. .

vi. Upcoming events, conferences, and trainings

vii. Major Purchases or other Extraordinary Expenditure

viii. Incidents

- Lost 3 trees and a few large branches.

- Clean-up has begun.

- Fair Oaks Chamber of Commerce is putting in a project with Big Day of Service to help replant 15 of the trees we have lost over the last couple of years. Cost to the district will be minimal.

10. New Business - Board Discussion & Possible Action Items:

- Nothing to report.

11. Trustees Discussions, Questions, & Comments

- Trustee Neufeld asked clarifying questions about the budget overview.

12. Adjournment

- Chairman Schroeder adjourned the meeting at 10:25am.
Approved as ___ read ___ corrected.
Prepared by: Mysti Lingenfelter Board Clerk.

Votes: ___ Ayes ___ Nays ___ Abstain ___ Absent
--

FAIR OAKS CEMETERY DISTRICT							
Expenses by Vendor Summary							
February 2024							
	Total						
Adobe Inc.	29.99						
Alhambra	39.10	11.83	27.27				
ALP, Inc. 71810	15,466.00	4,218.00	4,218.00	3,655.60	3,374.40		
Alta Sierra Tree Service	375.00						
AutoZone	11.30						
CENIOM	91.47						
Citrus Heights Saw & Mower	712.14	101.22	395.38	215.54			
Comcast Business	420.23						
Diane Sue Roark 76879	550.00						
Fair Oaks Chamber	55.00						
FO Water District	1,131.23	575.24	555.99				
Fuel	556.75	85.24	119.95	25.43	143.24	104.74	78.15
Gold Country Copier	92.42						
Harris Industrial Gases	2,356.78	1,684.42	672.36				
iCloud	0.99						
Kiefer Landfill Facility	875.65	262.80	386.05	226.80			
Liberty Bell Smart Home	49.99						
Lowe's	1,062.71	629.69	(220.48)	653.50			
Lunch for Employee Incentive	353.64	60.45	5.69	56.95	62.88	36.31	131.36
Noah's Bagels	32.25						
Quill	139.43						
SMUD	576.25	276.36	83.54	16.06	200.29		

Sprinkler Service & Supply Inc.	72.84						
United States Postal Service	89.97						
Verizon	104.04						
Vista Print	117.11						
Waste Management	721.47	360.34	361.13				
TOTAL	26,083.75						
Monday, Mar 04, 2024 07:57:04 AM GMT-8 - Accrual Ba							

FAIR OAKS CEMETERY DISTRICT				
Profit and Loss by Class				
February 2024				
	202A	208A	209A	TOTAL
Income				
96910 Cemetery Services				0.00
96910.0 PreNeed Collections	2,940.00		2,011.64	4,951.64
96910.1 Endowment Collections		3,970.00		3,970.00
96910.2 CSVC- Plot Fees	22,102.00			22,102.00
96910.3 Preneed Transfer - to Gen	1,150.00			1,150.00
96910.4 CSVC- Vaults	3,646.00			3,646.00
96910.5 CSVC- Open & Close	3,647.00			3,647.00
96910.6 CSVC- Miscellaneous	5.69			5.69
96910.61 Convivence Fees Collected	78.23			78.23
96910.62 96910.62 Interment Rights	0.00			0.00
Total 96910.6 CSVC- Miscellaneous	\$ 83.92	\$ 0.00	\$ 0.00	\$ 83.92
96910.8 CSVC- markers	1,840.00			1,840.00
Total 96910 Cemetery Services	\$ 35,408.92	\$ 3,970.00	\$ 2,011.64	\$ 41,390.56
Total Income	\$ 35,408.92	\$ 3,970.00	\$ 2,011.64	\$ 41,390.56
Gross Profit	\$ 35,408.92	\$ 3,970.00	\$ 2,011.64	\$ 41,390.56
Expenses				
11100.0 Salary	15,147.20			15,147.20
11240.0 Board	400.00			400.00
11320.0 Overtime	234.12			234.12
12100.0 Retire	3,193.62			3,193.62
12200.0 OASDHI	1,207.25			1,207.25
12300.0 Group Ins	3,267.63			3,267.63
12500.0 SUI	102.22			102.22
20290.0 Business Exp	87.25			87.25
20380.0 Employee Recognition	353.64			353.64
20760.0 Office Sup	139.43			139.43
20810.0 Postage	89.97			89.97
21030.0 Agri/Horti SVC	375.00			375.00
21040.0 Agri / Horti SUP	1,218.00			1,218.00
21910.0 Electricity	576.25			576.25
21930.0 Refuse Collect	1,597.12			1,597.12
21970.0 Telephone	524.27			524.27

21980.0 Water	1,131.23			1,131.23
22060.0 Auto Maint SUP	11.30			11.30
22360.0 Fuel- Lube	556.75			556.75
25910.0 Other Prof SVC	303.96			303.96
28980.0 Other Oper SUP	3,103.58			3,103.58
28990.1 Temp Workers	15,466.00			15,466.00
28990.2 Gates	550.00			550.00
Merchant deposit fees	263.53			263.53
Total Expenses	\$ 49,899.32	\$ 0.00	\$ 0.00	\$ 49,899.32
Net Operating Income	-\$ 14,490.40	\$ 3,970.00	\$ 2,011.64	-\$ 8,508.76
Other Expenses				
89999.0 Tranfer To Pre-need Liability			2,011.64	2,011.64
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 2,011.64	\$ 2,011.64
Net Other Income	\$ 0.00	\$ 0.00	-\$ 2,011.64	-\$ 2,011.64
Net Income	-\$ 14,490.40	\$ 3,970.00	\$ 0.00	-\$ 10,520.40
Monday, Mar 04, 2024 08:06:29 AM GMT-8				



FY15/16 Metro Fire Strategic Plan Implementation



Sacramento Metropolitan Fire District Five-Year Strategic Plan

EXECUTIVE SUMMARY

Strategic Planning for Fiscal Year 15/16 took a departure from the previous years in that the strategic goals and actions proposed herein were derived from Board of Directors determined as Vision Strategies. The Board of Directors met in workshop format to develop these strategies as they looked out into the District's five-year future. With respect to those strategies, Command Staff met in workshop format to address each with proposed actions, initiatives and goals included herein. These are the implementing actions necessary to realize the Board's five-year strategic Vision. The Board's five-year Vision Strategies are captured below by stating their outcomes in the year 2020, in no particular order.

In 5-years the Board of Directors will be able to say:

- *We have clear Policy criteria surrounding consolidation in the region*
- *We clearly understand response times and their trends*
- *We are continuing to implement transparency and openness methods and opportunities*
- *We enjoy a positive and productive reputation among our public and strategic partners*
- *We adhere to best Board practices and policies through training and self-assessment*
- *We consider organizational sustainability in decision-making and operational matters*

ENVIRONMENTAL SURVEY

As an Independent Special District, Metro Fire is just now coming out of the recession, a full 18-24 months behind most other forms of government. While this is "normal" for a primarily property tax driven budget, it has correspondingly delayed our ability to initiate substantive changes. Further complicating this landscape, the addition of novel revenue streams, primarily from the Federal Government's Ground Emergency Medical Transport and Medicare Reimbursement programs, have been added to the District's financial outlook. While on the surface this cost recovery is cause for relief, the permanence of the program is still unknown. Additional financial constraints are always looming, including Proposition 8 real estate value reductions and reassessments upon sale; a precipitous drop in grant funding opportunities; increases in interest rates; continually escalating benefit costs; and pending successor MOU negotiations scheduled for 2015 / 2016.

Integrity

Professionalism

Teamwork

Service Before Self

Sacramento Metropolitan Fire District Five-Year Strategic Plan

Given the current statewide firefighter hiring bubble, caused by the addition of a third shift in the late 1970's, it is common to hear that agencies cannot hire fast enough, and Metro Fire is no exception. As a result staffing has been adversely impacted to the further detriment of the overtime budget. As overtime costs escalate to an untenable amount, all approaches to contain these escalations must be examined.

All of this occurs simultaneously with what amounts to two administration changes. The 'new' current senior administrative officers all are anticipated to transition out in the next 12-24 months thus the need for aggressive planned succession of District leadership cannot be under estimated.

Metro Fire is more unified in effort and outlook than any time in the last decade. The core values of teamwork and professionalism have repeatedly demonstrated these obstacles be viewed as opportunities. It is for these opportunities that we eagerly embrace this strategic planning process with the vision of long-term sustainable outcomes.

BOARD STRATEGY 1

“We have clear Policy criteria surrounding consolidation in the region”

Overview Discussion:

Over the years the District has encountered numerous opportunities to consolidate with contiguous agencies for the provision of all hazards emergency services. The sixteen consolidations that proceeded have often presented themselves in a need-based fashion. Above all else they were guided by focusing on what is best for the public when evaluating the District’s delivery of services.

Implementation Approach:

- 1) Develop an intergovernmental reorganization taskforce:
 - a. Establish mission, goals, methodologies and principle based performance objectives to guide Metro Fire’s approach to reorganization.
 - b. Conduct an examination of the current all hazard delivery systems and evaluate feasible alternatives for the reorganization of these services to maximize deployment strategies, enhance service delivery and leverage efficiencies.

- 2) Develop a Communication and Outreach Plan
 - a. A communication and outreach plan will be developed and implemented for reasons of transparency and education.

- 3) Formalize decisional reporting highlighting Master Services elements
 - a. Identification of elements within an agency’s sphere of influence that defines how services will be delivered by the agency, including financing, levels of service, and the planned delivery of services. This is a draft intermediate and long-term plan of how the District proposes to provide services within the ultimate District boundaries.
 - b. These internal reports then inform other requisite reports, i.e., Municipal Services Review.

Implementing Actions:

Year 1

(1.1) - Identify stakeholders for taskforce / Establish guidance criteria, i.e., Mission, Goals, Methodologies and Performance Standards.

Year 2

(1.2) - Formalize a communication and outreach plan broken down by individual constituency and relevant narrative points for each.

Sacramento Metropolitan Fire District Five-Year Strategic Plan

Years 3-4

- (1.3) - Identify short and long term tasks and issues, formalize into process guidance check sheets and reporting templates.

BOARD STRATEGY 2

“We clearly understand response times and their trends”

Overview Discussion:

There are a myriad of planning assumptions that go into understanding response time data, including, but not limited to, the basis for the national standards relative to the Sacramento Metropolitan Fire District, the varieties of data sources, and the consistent application of metrics. The intent is to convey a level of Board understanding for the topic, and create clear and consistent, useful reports that can be used for policy decision.

Implementation Approach:

- 1) Educate the Board of Directors on response times reporting and methodologies:
The distillation of response time criteria and their trends is a complex undertaking requiring a balance between the amount and type of information needed to clarify without overwhelming the Board with data points. This understanding is a critical ingredient in the Board’s ability to link service levels to policy decisions.
- 2) Expand and refine reporting types and frequency:
With a contextual understanding of response times, it then becomes critical to develop and refine clear, consistent and useful metrics for Board use. Conveying these statistics on regularly scheduled intervals will lead to a comfort level and understanding; eventually leading to real time reporting through technology solutions such as a dashboard.
- 3) Clarify capital expenditures surrounding response times:
Fully prepared with useful, consistent data, the Board can be better prepared to make policy decisions. Narratives regarding where we “are” and where we are “going” regarding response times can begin within the first year; this will relate to other topics such as technology changes, i.e., computer aided dispatching and automatic vehicle locating; capability evolutions and dynamic staffing changes; zone coverage adjustments including station master planning/relocation and other such methodologies leading to the Board making more informed policy level decisions.

Implementing Actions:

Year 1-

- (2.1) - Bring in SME to develop a consistent messaging format of the current data. Schedule and present this data in consumable portions to facilitate education objectives.

Sacramento Metropolitan Fire District Five-Year Strategic Plan

(2.2) - Provide a wider spectrum of data points with direct linkages to Capital Facilities planning efforts.

(2.3) Transition response data reporting to twice yearly from once every two years to capture capability changes facilitated by a recovering economy.

Year 2-3

(2.4) - With the new Computed Aided Dispatching capabilities, develop and socialize consistent metrics for the District and surrounding jurisdictions. Ensure delivery and education on these metrics to the Board of Directors. Explore technological reporting opportunities with the new metrics like a dashboard.

Years 3-5

(2.5) - Develop and socialize planning metrics for interested parties, i.e., the development community, to bring planning transparency to response times.

BOARD STRATEGY 3

“We are continuing to implement transparency and openness methods and opportunities”

Overview Discussion:

Transparency promotes accountability and provides information to citizens about what their government agency is doing. We will take appropriate action, consistent with law and policy, to disclose information rapidly in forms that the public can readily find and use. We will harness new technologies to put information online and readily available to the public. We will solicit public feedback to identify information of greatest use to the public. Once transparency is elevated, higher accountability and better communication will lead to higher efficiencies.

Implementation Approach:

- 1) Educate the board, employees, and public on the elements of transparency. Utilize the District’s website as the core communication platform. Through outreach, solicitation, and collaboration, we will foster a culture of open communication.
- 2) Collect all required information to submit for and earn the District Transparency Certificate from the California Special Districts Association, Special District Leadership Foundation. Develop a clear, vetted, and practical action plan for maintaining transparency.

Sacramento Metropolitan Fire District Five-Year Strategic Plan

- 3) Strive to sustain the District's intent to remain transparent by meeting with the Citizens Advisory Committee for recommendations on highlighting: transparency, employee/community/Agency participation, and collaboration.

Implementing Actions:

Year 1

(3.1) - Involve all Divisions to acquire needed information for CSDA, SDLF Transparency Certificate

Through use of the website and staff reports, update Board of Directors, employees, and public to enhance the understanding of transparency

Year 2

(3.2) - Submit materials, receive certificate and recognition from CSDA, SDLF

(3.3) - Meet with the Citizen's Advisory Committee for issue specific needs

(3.4) - Establish, develop, and conduct a survey for means of internal employee assessment and external public assessment of the District

Years 3-5

(3.5) - Maintain the requirements of the transparency certificate by continually re-assessing and keeping policies and information current

(3.6) - Redesign and update the website; provide quality information that is easily accessible

(3.7) - Utilize the website to engage the community to find out what data is most desired

BOARD STRATEGY 4

“We enjoy a positive and productive reputation among our public and strategic partners”

Overview Discussion:

By maintaining trust-based relationships through open sharing of information, Metro Fire’s sphere of influence can grow. Programs emphasizing political involvement, community education, outreach, marketing and media relations will strengthen our position in both the fire service and in the communities we serve. The District will lead across the state by increasing active participation in professional organizations.

Implementation Approach:

1) Increased Footprint with Beneficial Associations:

Increase participation in key positions within professional organizations, expanding these roles and planning for succession.

Participation in professional organizations, i.e., Metro Chiefs and Cal Chiefs (Ops and EMS subcommittees), places the District in a position to shape the future of the fire service in California, both politically and financially. It strengthens our reputation as a leading fire agency, and as our personnel move into leadership roles within these organizations, our agency benefits from shared ideas and others’ lessons learned.

2) Continue and Refine Outreach Efforts:

Expand community education, outreach, marketing and media relations in order to improve the public perception of Metro Fire, making us irreplaceable to the communities we serve.

Utilizing public input and our Citizens Advisory process, determine where we are now and identify existing gaps. Develop plans to fill gaps, reach new target audiences, and reinforce currently successful programs.

Implementing Actions:

Year 1:

(4.1) - Identify organizations with which Metro Fire is actively participating and organizations with whom affiliation would be beneficial. Prioritize involvement based on long-term value, available personnel, and political impact.

Sacramento Metropolitan Fire District Five-Year Strategic Plan

(4.2) - Determine best methods for receiving and evaluating public input.

Year 2

(4.3) - Identify key personnel for long-term representation of Metro Fire in selected professional organizations, with clear expectations of progressing into leadership roles within each organization (i.e.-chairperson, vice-chair, etc.).

(4.4) - Using methods selected in Year 1, recruit public input. Determine gaps, strengths, and areas for improvement in public outreach. Prioritize actions for Year 3.

Year 3

(4.5) - Activate plan, reassess annually and adjust as needed.

(4.6) - Develop action plan to fill gaps and improve outreach as needed. Informally assess and adjust annually.

Years 4-5

(4.7) - Maintain participation in organizations, planning for succession, reassess annually and adjust as needed.

(4.8) - Reassess public perception using same methods as in Year 2. Adjust as needed.

BOARD STRATEGY 5

“We adhere to best Board practices and policies through training and self-assessment”

Overview Discussion:

The Board of Directors will adhere to the best Board practices and policies to assist them in being an integral part of Metro Fire. This process begins with becoming oriented to the District and their role as a Director, and continues throughout their four-year term with passive and active training applicable to growth in the role as Director and areas of special interest.

Implementation Approach:

1) New Board Orientations:

The work of a Board member in an agency as complex as Metro Fire can have a steep learning curve. A proper orientation for new Board members will increase capability and professionalism of the Board and brings them up to speed as quickly as possible. A good orientation also allows them to work well as a team now and in the future.

Sacramento Metropolitan Fire District Five-Year Strategic Plan

2) Board Training:

The Board will receive passive and active training to expand their knowledge, encourage making good policy, understand their roles, and properly direct staff toward the collective goals of the agency. Passive training includes general and required courses to encourage personal and professional growth. Specifically, the California Special Districts Association (CSDA) offers webinars on AB 1234 Ethics Training, Communication for Board and Staff, Best Board Practices, and the CSDA Leadership Academy course set. Other sources of direct and on-going training for the Board will also be considered. Active training includes seminars to gain knowledge on issue specific topics and is key to their role as a Director at Metro Fire. Specifically, attending Cap-to-Cap, CSDA's Annual Conference, and Legislative Days. The Board will also consider and adopt a bi-annual self-assessment toll to guide their performance and potential improvements.

3) Management of Board Policies and Procedures:

The Board is responsible for making policy. The current Board of Directors Policies and Procedures was adopted May 8, 2014. Additionally, the Board will work with staff to review and revise Board policies to ensure they meet standards in accordance with State and Federal Law and Government Code.

Implementing Actions:

Year 1

(5.1) - New Board Member Orientation:

The Board Clerk will continue to develop an orientation for newly elected Board members introducing them to Metro Fire as an agency and their role as a Director. This orientation could include, but is not limited to, an introduction meeting(s) with the Fire Chief, Deputy Chiefs, CFO, Administration and Board Clerk. Also anticipated is an overview on fire operations, tours, training in Board roles and governance, the Brown Act and Ethics.

Years 1-2

(5.2) - Training:

Training will be scheduled on a two-year cycle. Each Board member will be advised of opportunities to attend various passive training events and one active training event during the cycle. On-going training will also be identified for the full Board and individual Board members. Training will be specifically budgeted and anticipated could include scheduled classes from providers such as CSDA and private training such as www.GoodBoardWork.com.

Sacramento Metropolitan Fire District Five-Year Strategic Plan

Years 1-5:

Policy:

(5.3) - In order to keep up with changes or new trends, policies will be evaluated on a regular basis. A rotation schedule will be set so that all Board policies will be reviewed within a five-year timeframe.

(5.4) - Existing Board policies specific to Board member duties will be incorporated to the Board of Directors Policies and Procedures.

BOARD STRATEGY 6 -

“We consider organizational sustainability in decision making and policy matters”

Overview Discussion:

It is critically important to the long-term efficient operations of the District to assure that management’s focus is maintained at a high level with a long-term view. Sustainability transcends decision-making when the long-term financial and political ramifications are weighed with current complex decisions. It is necessary to develop and maintain a supportive organizational system that insures management’s strategies give proper weight to these long-term considerations.

Implementation Approach:

1) Develop cultural values and procedures that promote long-term solutions:

The direction and tone established by senior management is critical to long-term institutional changes. Senior management will define a pathway for succession planning, which includes academic and program goals, and leadership and employee commitments.

2) Develop components that link the approach to increase programmatic sustainability:

Educate the Board and staff on the long-term funding of programs by establishing actuarial level funding and financial accountability for at fault loss policies, recognizing in-kind contribution levels, maintaining a position budgeting module, and noticing employees with their benefit statements.

Sacramento Metropolitan Fire District Five-Year Strategic Plan

Implementing Actions:

Year 1-2

(6.1) - Establish a multi-level Taskforce to research and develop sustainability solutions

Years 2-3

(6.2) - Formalize succession processes with Professional Growth Evaluations and Professional Growth Opportunity Plans/Develop and implement components surrounding sustainability.

Sacramento Metropolitan Fire District Five-Year Strategic Plan

Table 1 –The Strategic Plan “At a Glance”

BOARD STRATEGY	IMPLEMENTING ACTIONS	COMPLETION (Fiscal year)
<i>1.0 We have clear policy criteria surrounding consolidation in the region</i>		
	1.1 Identify stakeholders for taskforce / establish guidance criteria.	2015
	1.2 Formalize a communication and outreach plan.	2016
	1.3 Identify short and long term tasks and issues.	2017-18
<i>2.0 Board clearly understand response times and trends</i>		
	2.1 Develop consistent messaging format	2015
	2.2 Data points with direct linkage to Capital Facilities planning	2015
	2.3 Transition to twice yearly reporting	2015
	2.4 With the new CAD, develop and socialize consistent metrics	2016-17
	2.5 Socialize planning metrics with interested parties	2017-19
<i>3.0 We are continuing to implement transparency and openness methods and opportunities</i>		
	3.1 Involve all Divisions to acquire CSDA Transparency Certificate.	2015
	3.2 Submit materials, receive certificate and recognition from CSDA, SDLF.	2016
	3.3 Meet with the Citizen’s Advisory Committee for issue specific needs.	2016
	3.4 Establish, develop, and conduct a employee assessments and external public assessments of the District	2016
	3.5 Maintain the requirements of the transparency certificate	2017-19
	3.6 Redesign and update the website; provide quality information that is easily accessible.	2017-19

Integrity

Professionalism

Teamwork

Service Before Self

FY 2024		February				July-Feb.			annual
months for this report	annual budget	1/12	month actual	month to budget diff	ytd budget	ytd actual	ytd to budget diff	budget to actual	
8	A	B	C	D	E	F	G	H	
		(1/12 of A)		(+B-C)	(B x #mon)		(+E-F)	(+A-F)	
97300.1	memorial day donation	300.00	25.00	25.00	200.00	300.00	(100.00)	-	
97300.0	donations other	-	-	-	-	300.00	(300.00)	(300.00)	
97300.0	***	***	***	***	***	***	***	***	
97310.0	returned check chgs	-	-	-	-	-	-	-	
	Convenience Fees								
	Fund Balance Reserve	667,097.00	55,591.42	55,591.42	444,731.33		444,731.33	667,097.00	
TOTAL INCOME		1,075,843.00	89,653.58	41,390.56	48,263.02	717,228.67	730,101.83	(12,873.16)	345,741.17

	FY 2024	February	July-Feb.	annual
months for this report	annual	month to	ytd	ytd to
8	annual	month	ytd	budget
budget	budget	actual	budget	to actual
	A	B	C	D
		(1/12 of A)	(+B-C)	(B x #mon)
			(+E-F)	(+A-F)
EXPENSE				
merchant deposit fees	-	263.53	(263.53)	881.66
salary	250,000.00	20,833.33	15,147.20	5,686.13
board	8,000.00	666.67	400.00	266.67
overtime	4,000.00	333.33	234.12	99.21
retire	60,000.00	5,000.00	3,193.62	1,806.38
oasdh!	18,000.00	1,500.00	1,207.25	292.75
group insur	47,000.00	3,916.67	3,267.63	649.04
comp insur	8,000.00	666.67	-	666.67
12500.0	500.00	41.67	102.22	(60.55)
1000's Totals	395,500.00	32,958.33	23,815.57	9,142.76
20050.0	-	-	-	-
20290.0	12,000.00	1,000.00	87.25	912.75
20350.0	4,000.00	333.33	333.33	2,666.67
20380.0	1,000.00	83.33	353.64	(270.31)
20510.0	14,500.00	1,208.33	1,208.33	9,666.67
20610.0	1,700.00	141.67	-	141.67
20760.0	3,000.00	250.00	139.43	110.57
20810.0	4,000.00	333.33	89.97	243.36
21030.0	6,000.00	500.00	375.00	125.00
21040.0	9,000.00	750.00	1,218.00	(468.00)
21910.0	8,500.00	708.33	576.25	132.08
21930.0	5,000.00	416.67	1,597.12	(1,180.45)
21950.0	800.00	66.67	-	66.67
21970.0	6,300.00	525.00	524.27	0.73
21980.0	14,500.00	1,208.33	1,131.23	77.10
22050.0	5,000.00	416.67	-	416.67
22060.0	5,000.00	416.67	11.30	405.37
22260.0	4,000.00	333.33	-	333.33
22360.0	10,000.00	833.33	556.75	276.58
22750.0	3,000.00	250.00	-	250.00
22810.0	1,000.00	83.33	-	83.33
shop equip services	1,000.00	83.33	-	83.33
rent equipment	3,000.00	250.00	-	250.00
fuel lube	10,000.00	833.33	556.75	276.58
expend tools	4,000.00	333.33	-	333.33
auto maint supplie	5,000.00	416.67	11.30	405.37
auto maint services	5,000.00	416.67	-	416.67
water	14,500.00	1,208.33	1,131.23	77.10
telephone	6,300.00	525.00	524.27	0.73
stormwater	800.00	66.67	-	66.67
refuse collection	5,000.00	416.67	1,597.12	(1,180.45)
electricity	8,500.00	708.33	576.25	132.08
agri / horti supplie	9,000.00	750.00	1,218.00	(468.00)
agri / horti services	6,000.00	500.00	375.00	125.00
postage	4,000.00	333.33	89.97	243.36
membership	1,700.00	141.67	-	141.67
office supplie	3,000.00	250.00	139.43	110.57
1,175.87	175.87	1,824.13	1,824.13	2,000.00
3,541.50	2,208.17	458.50	2,666.67	2,666.67
5,625.00	3,625.00	375.00	4,000.00	4,000.00
(1,151.07)	(4,151.07)	10,151.07	6,000.00	6,000.00
4,322.10	1,488.77	4,177.90	5,666.67	5,666.67
859.43	(807.24)	4,140.57	3,333.33	3,333.33
340.25	73.58	459.75	533.33	533.33
2,055.57	(44.43)	4,244.43	4,200.00	4,200.00
7,027.03	2,193.70	7,472.97	9,666.67	9,666.67
4,329.05	2,662.38	670.95	3,333.33	3,333.33
4,276.92	2,610.25	723.08	3,333.33	3,333.33
1,757.00	423.67	2,243.00	2,666.67	2,666.67
5,687.74	2,354.41	4,312.26	6,666.67	6,666.67
(1,500.00)	(2,500.00)	4,500.00	2,000.00	2,000.00
(354.90)	(688.23)	1,354.90	666.67	666.67

	FY 2024		February			July-Feb.			annual
	months for this report	annual	1/12	month	month to	ytd	ytd	ytd to	budget
	8	budget	0.0833%	actual	budget diff	budget	actual	budget diff	to actual
		A	B	C	D	E	F	G	H
			(1/12 of A)		(+B-C)	(B x #mon)		(+E-F)	(+A-F)
22820.0	shop equip supplies	4,000.00	333.33	51.08	282.25	2,666.67	3,326.12	(659.45)	673.88
22910.0	other equip services	500.00	41.67	-	41.67	333.33	516.56	(183.23)	(16.56)
22920.0	other equip supplies	1,200.00	100.00	-	100.00	800.00	425.69	374.31	774.31
23130.0	uniforms	1,000.00	83.33		83.33	666.67	-	666.67	1,000.00
23210.0	custodial services	-	-		-	-	-	-	-
25050.0	accounting	18,000.00	1,500.00	4,925.00	(3,425.00)	12,000.00	4,925.00	7,075.00	13,075.00
25070.0	assess coll services	10,000.00	833.33	1,873.00	(1,039.67)	6,666.67	8,348.94	(1,682.27)	1,651.06
25310.0	general counsel	2,000.00	166.67		166.67	1,333.33	-	1,333.33	2,000.00
25910.0	other prof services	19,000.00	1,583.33	303.96	1,279.37	12,666.67	10,270.27	2,396.40	8,729.73
28520.0	memorial day	12,720.00	1,060.00	-	1,060.00	8,480.00	122.81	8,357.19	12,597.19
28520.1	memorial temp workers	21,280.00	1,773.33		1,773.33	14,186.67	-	14,186.67	21,280.00
28980.0	other operating supplies	25,000.00	2,083.33	3,103.58	(1,020.25)	16,666.67	17,041.96	(375.29)	7,958.04
28990.0	other operating services	13,400.00	1,116.67	-	1,116.67	8,933.33	607.73	8,325.60	12,792.27
28990.1	temp workers	150,000.00	12,500.00	15,466.00	(2,966.00)	100,000.00	114,817.30	(14,817.30)	35,182.70
28990.2	gates	6,600.00	550.00	550.00	-	4,400.00	4,500.00	(100.00)	2,100.00
29340.0	public works	500.00	41.67	-	41.67	333.33	227.40	105.93	272.60
2000.0	2000's Totals	403,500.00	33,625.00	32,932.83	692.17	269,000.00	234,285.86	34,714.14	169,214.14
32100.0	lease interest	-	-		-	-	-	-	-
32300.0	lease payment	-	-		-	-	-	-	-
3000.0	3000's Totals	-	-	-	-	-	-	-	-
41010.0	land purchase	169,843.00	14,153.58		14,153.58	113,228.67	-	113,228.67	169,843.00
42020.0	structure / impr	25,000.00	2,083.33	-	2,083.33	16,666.67	16,500.00	166.67	8,500.00
43030.0	equipment	50,000.00	4,166.67	-	4,166.67	33,333.33	10,249.14	23,084.19	39,750.86
44030.0	computer software	-	-		-	-	-	-	-
4000.0	4000's Totals	244,843.00	20,403.58	-	20,403.58	163,228.67	26,749.14	136,479.53	218,093.86
66900.0	reconciliation differences	-	-		-	-	-	-	-
80400.0	commodities	32,000.00	2,666.67	-	2,666.67	21,333.33	7,112.53	14,220.80	24,887.47
80400.1	scroll plates	-	-	-	-	-	4,420.70	(4,420.70)	(4,420.70)

FY 2024		February				July-Feb.			annual
months for this report	annual budget	1/12	month actual	month to budget diff	ytd budget	ytd actual	ytd to budget diff	budget to actual	
8	A	B	C	D	E	F	G	H	
		(1/12 of A)		(+B-C)	(B x #mon)		(+E-F)	(+A-F)	
80400.2	urn vaults	-	-	-	-	5,507.47	(5,507.47)	(5,507.47)	
80410.0	bank serv chgs	-	-	-	-	-	-	-	
8000.0	8000's Totals	32,000.00	2,666.67	-	2,666.67	21,333.33	17,040.70	4,292.63	
TOTAL EXPENSE		1,075,843.00	89,653.58	56,748.40	32,905.18	717,228.67	479,663.89	237,564.78	596,179.11
NET ORDINARY INCOME			-		-	-	-	-	
OTHER INCOME/EXPENSE			-		-	-	-	-	
OTHER EXPENSE			-		-	-	-	-	
89999.0	transfer to pre-need liab	-	-	2,011.64	(2,011.64)	-	34,724.59	(34,724.59)	
TOTAL OTHER EXPENSES		-	-	2,011.64	(2,011.64)	-	34,724.59	(34,724.59)	
NET OTHER INCOME/EXPENSE		-	-	2,011.64	(2,011.64)	-	34,724.59	(34,724.59)	
NET INCOME		-	0.00	(17,369.48)	17,369.48	0.00	215,713.35	(215,713.35)	

Sacramento Metropolitan Fire District Five-Year Strategic Plan

	3.7 Utilize the website to engage the community to find out what data is most desired.	2017-19
<i>4.0 We enjoy a positive and productive reputation among our public and strategic partners</i>		
	4.1 Active participation in outside organizations	2015
	4.2 Determine best methods for gathering and evaluating public input	2015
	4.3 Identify key representatives within each agency	2016
	4.4 Recruit public input to determine gaps.	2016
	4.5 Activate public outreach plan	2017
	4.6 Develop action plan to fill gaps and improve outreach as needed	2017
	4.7 Maintain participation in organizations, planning for succession, reassess annually and adjust as needed.	2018-19
	4.8 Reassess public perception using same methods as in Year 2.	2018-19
<i>5.0 We adhere to best Board practices and policies through training and self-assessment</i>		
	5.1 Strategy: New Board Member Orientation	2015
	5.2 Board Member Training	2015-16
	5.3 Regular Policy Evaluation:	2015-2019
	5.4 Incorporate existing policies in to Board Policies and Procedures	2015-2019
<i>6.0 We consider organizational sustainability in decision making and policy matters</i>		
	6.1 Establish a multi-level Taskforce to research and develop sustainability solutions	2015-16
	6.2 Formalize succession processes with Professional Growth Evaluations and Professional Growth Opportunity Plans	2016-17

Integrity

Professionalism

Teamwork

Service Before Self