

Board of Trustees
Noel Hatch
Maribel Marroquin
William E. Nelson
Kelly Rivers
Cynthia Ward



District Office
25751 Trabuco Road
Lake Forest, CA 92630-4348
Phone: (949) 951-9102
Fax: (949) 951-0236
www.occemeterydistrict.com

Tim Deutsch
General Manager

ORANGE COUNTY CEMETERY DISTRICT

December 23, 2019

Special District Leadership Foundation
1112 I Street, Suite 200
Sacramento, CA 95814
Attn: Neil McCormick

Dear Neil,

The Orange County Cemetery District respectfully submits the following information and application for renewal of the District Transparency Certificate of Excellence. I have uploaded copies of the basic requirements below and have listed several items that require some explanation or website link, which are listed below in order as they appear in the checklist.

Basic Requirements

- Current Ethics Training for all Board Members – certificates uploaded
- Compliance with the Ralph M. Brown Act – policy and agenda uploaded
- Public Records Act Policy – policy uploaded
- Reimbursement Policy – policy uploaded
- Annual disclosure of board member or employee reimbursement – copy of recent document was uploaded – Copies are accessible upon request through the District office
- State Controllers Special District Financial Transaction Report – 2018 filing was uploaded
- Annual Audit – copy of most recent audit document is uploaded – a copy was made available to the public when it was reviewed by Board at the January 8, 2019 Board Meeting and a copy is available to the public at the District office or on the District website at <https://occemeterydistrict.com/article.cfm?id=45>
- Other Policies – Conflict of Interest, Form 700 for Board and General Manager, Code of Ethics/Values/Board Conduct and Reserve Policies were uploaded

Website Requirements

- Names of Board members/terms - <http://www.occemeterydistrict.com/section.cfm?id=95>
- Name of general manager /key staff with contact info - <http://www.occemeterydistrict.com/article.cfm?id=16>
- Election procedures/deadlines - <http://www.occemeterydistrict.com/section.cfm?id=95>
- Board meeting schedule - <http://www.occemeterydistrict.com/article.cfm?id=6>
- District's mission statement - <http://www.occemeterydistrict.com/article.cfm?id=8>
- Description of services/functions and service area - <http://www.occemeterydistrict.com/article.cfm?id=5>

- Authorizing statute/enabling act - <https://www.occemeterydistrict.com//images/occd2/Documents/EnablingAct.pdf>
- Current district budget - <http://www.occemeterydistrict.com/article.cfm?id=25>
- Most recent financial audit - <http://www.occemeterydistrict.com/article.cfm?id=45>
- Archive of Meeting Minutes - <http://www.occemeterydistrict.com/article.cfm?id=6>
- Link to State Controllers website for compensation – located on bottom of page under Salary Information - <http://www.occemeterydistrict.com/article.cfm?id=25>
- Link to State Controllers website for Financial Transaction Report <https://occemeterydistrict.com/article.cfm?id=45>
- Reimbursement and Compensation Policy - <https://occemeterydistrict.com/article.cfm?id=129>
- Home Page Link to Agendas/Board Packets – located on the middle of home page <https://occemeterydistrict.com/index.cfm>
- SBS 272 Compliance – Enterprise Catalogs – down at the bottom of the page <https://occemeterydistrict.com/section.cfm?id=121>

Additional Website Items (at least 4)

- Board member ethics training certificates – <https://www.occemeterydistrict.com/section.cfm?id=95>
- Last 3 years of audits - <http://www.occemeterydistrict.com/article.cfm?id=45>
- Financial Reserves Policy - <https://www.occemeterydistrict.com/article.cfm?id=143>
- Downloadable Public Records Act Request - <https://occemeterydistrict.com/article.cfm?id=55>
- Most recent MRS & SOI studies – <http://www.occemeterydistrict.com/article.cfm?id=100>
- District's Make The Difference website link - <https://occemeterydistrict.com/article.cfm?id=131>

Outreach/Best Practices Requirements – at least 2 items

- Regular District newsletter or communication – see uploaded recent newsletter. District produces this every other month. It is posted on website and at all three cemetery locations for the public. We also e-mail it out to a list of stakeholders who were identified in the 2015-19 Strategic Plan document, as well as interested customers who have signed up through the District office. Here is the website link to the newsletter - <http://www.occemeterydistrict.com/article.cfm?id=46>
- Special Community Engagement Project – At the 2018 CSDA Annual Conference, the District received an award for Exceptional Public Outreach and Advocacy for the District's efforts to increase educational awareness of the history of the district's three cemeteries. A link on the District's website details the three events that were undertaken within the 2017-18 fiscal year. On the website is the video which was created by CSDA prior to the presentation of this award. Staff continues to plan, coordinate and successfully implement at least 3 of these community programs annually, which includes a "Night-time" based historical tour of each cemetery. In July 2019, held its second nighttime historical walk at the Anaheim Cemetery. Plans are underway to host one at the El Toro Memorial Park in 2020. Please click on this link to access the full article and video <https://occemeterydistrict.com/article.cfm?id=139>

Should you have any questions, please do not hesitate to call me at the District office (949) 951-9102, extension 112. Respectfully submitted,

Tim Deutsch
General Manager