



July 19, 2013

VIA EMAIL

Gary T.S. Reed
General Manager
Saratoga Cemetery (SCD)
Madronia Cemetery
14766 Oak Street
Saratoga, CA 95070

**Re: Implementation of the Recommendations of LAFCO's Special Districts
Service Review: Phase 1 and Sphere of Influence Updates**

Dear Mr. Reed:

As you know, LAFCO recently adopted the Special Districts Service Review: Phase 1 Report for six special districts in Santa Clara County, including the Saratoga Cemetery District (SCD). The Report is available on the LAFCO Website (www.santaclara.lafco.ca.gov) under "What's New?" The Report identifies several opportunities and includes several recommendations for improving special district services in the county. Specifically, the Report provides recommendations for improving the accountability and transparency of districts through changes in their operations, management, and administration, and recommendations on potential governance structure alternatives, where applicable.

District's Response is Requested

In an effort to follow-up on these recommendations, LAFCO is requesting that SCD:

1. Review the chapter of the Service Review Report pertaining to the District and provide a written response to LAFCO on how the District plans to implement the recommendation(s) presented in the Report and summarized in Attachment A, along with a time-frame for that implementation, and
2. Provide an explanation if the agency does not plan to implement a recommendation.

70 West Hedding Street ▪ 11th Floor, East Wing ▪ San Jose, CA 95110 ▪ (408) 299-5127 ▪ www.santaclara.lafco.ca.gov

COMMISSIONERS: Pete Constant, Sequoia Hall, Margaret Abe-Koga, Linda J. LeZotte, Mike Wasserman, Susan Vicklund Wilson

ALTERNATE COMMISSIONERS: Johnny Khamis, Yoriko Kishimoto, Terry Trumbull, Cat Tucker

EXECUTIVE OFFICER: Neelima Palacherla

Response Due No Later Than September 6, 2013

Please provide a written response to LAFCO as soon as possible and **no later than September 6, 2013**. If you have any questions or concerns or would like to meet to discuss the District's plans, I can be reached at (408) 299-5127 / neelima.palacherla@ceo.sccgov.org or you may contact Dunia Noel, LAFCO Assistant Executive Officer, at (408) 299-5148 / dunia.noel@ceo.sccgov.org.

Lastly, I would like to thank you and the District for participating in LAFCO's Special Districts Service Review: Phase 1 and for your consideration and timely response to this request.

Sincerely,



Neelima Palacherla
LAFCO Executive Officer

Attachment:

- A. Recommendations for the Saratoga Cemetery District (SCD)

Cc:

Saratoga Cemetery District Board of Directors
LAFCO Members

SARATOGA CEMETERY DISTRICT (SCD)

The following are recommendations that SCD should implement in order to improve the accountability and transparency of the District:

1. Website

- a. Include District's comprehensive policies and administrative regulations

2. Policies

- a. Adopt a reserve fund policy

3. Operational Practices

- a. Conduct a rate study, taking into consideration long-term capital improvement needs
- b. Conduct formal review of adequacy of the endowment care fund and adopt appropriate fees based on review

