

MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE PLAN UPDATE

FOR

GRIDLEY-BIGGS CEMETERY DISTRICT



ADOPTED OCTOBER 3, 2019
BUTTE LAFCO RESOLUTION No. 04 2019/20

DISTRICT DATA SHEET

GRIDLEY-BIGGS CEMETERY DISTRICT

Contact: Pat Teague, District Manager
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GOVERNING BOARD

The District is governed by a three-member Board of Trustees, appointed by the Butte County Board of Supervisors to serve four-year, staggered terms. The Board of Trustees meet on the third Wednesday of each month at 8:30 a.m. at the District Office located at 2023 Highway 99 in Gridley, CA.

FORMATION INFORMATION

The District was formed by the Butte County Board of Supervisors on June 29, 1927.

PURPOSE

- Enabling Legislation: Division 8 of the CA Health & Safety Code relating to cemeteries and specifically pursuant to Public Cemetery Districts (Health and Safety Code §9000 et seq.)
- Empowered Services: To own, operate and maintain cemeteries within jurisdictional boundary and provide interment services to district residents and property owners, as well as eligible non-residents.
- Provided Services: Sale of Burial Plots, Interment Services and Provision of Endowment Care.

AREA SERVED

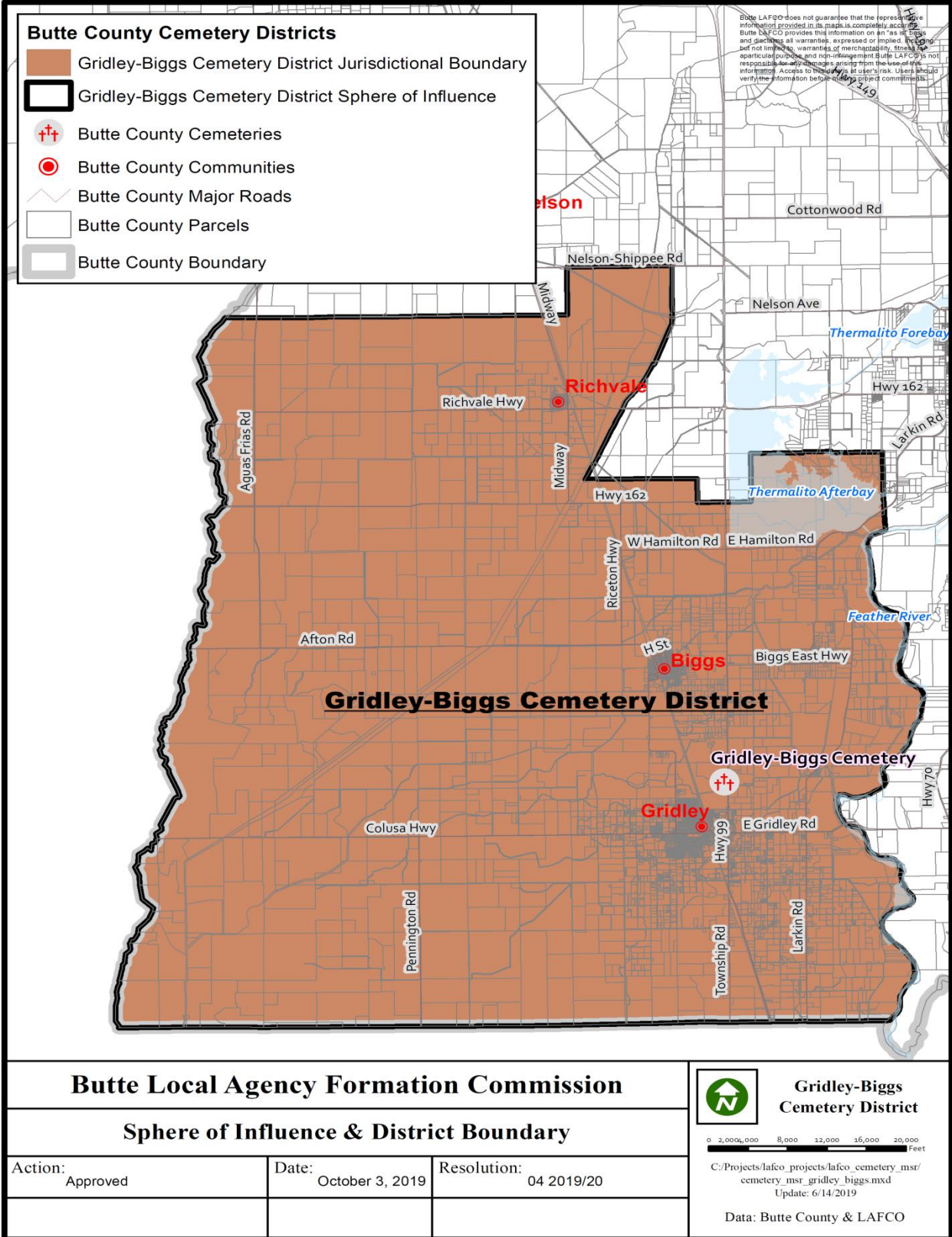
- Supervisorial District: 4
- Number of Parcels: 6,793
- Acreage: 122,472 (191 Square Miles)
- Estimated Population: 15,699
- Location: Southwestern corner of Butte County, containing the communities of Gridley, Biggs and Richvale.
- Sphere of Influence: Coterminous.

FINANCIAL INFORMATION

Fiscal Year 2018-19

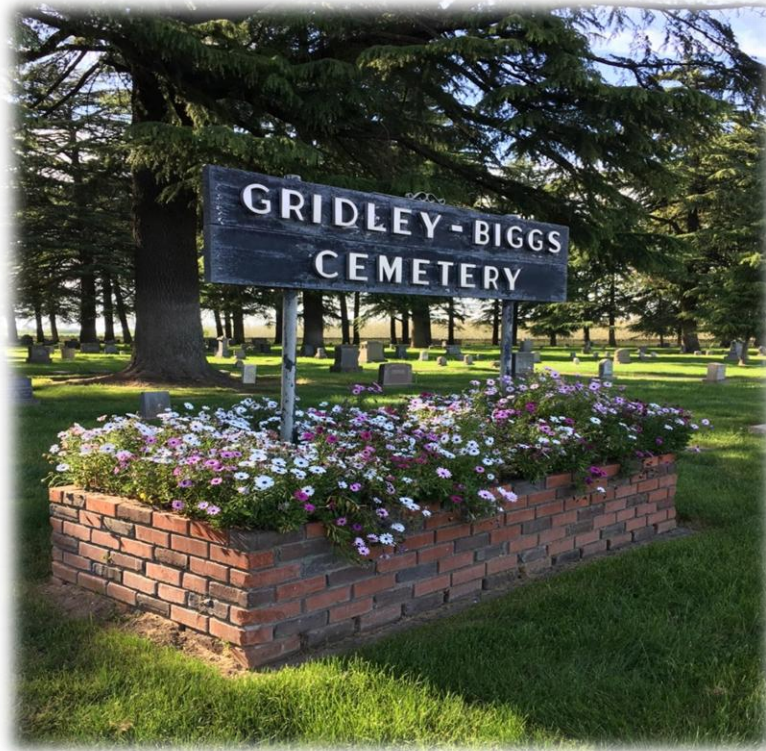
Revenues:	\$577,662	Property Tax Allocation, Current Services, Miscellaneous Revenue, Assessments and Interest
Expenditures:	\$531,397	Salaries & Benefits, Services & Supplies, Fixed Assets and Appropriations-Contingency
Fund Balance, Year End:	\$2,231,268	

Gridley Biggs Cemetery District Boundaries and Sphere of Influence



NOTE:

Upon commencement of the Butte County Public Cemetery District MSR/SOI Plan Update, LAFCo sent a memorandum, dated May 10, 2019 to the eight Public Cemetery Districts in Butte County. The memorandum provided the Districts with an thoroughly outlining the process, an evaluation questionnaire, a desired outcome and requested actions. The *Gridley-Biggs Cemetery District responded promptly and provided all documents, as requested.*



District Characteristics

Formed in 1927, the Gridley-Biggs Cemetery District is located in the southeastern corner of Butte County and contains the communities of Gridley, Biggs and Richvale. The district is bordered by the Oroville Cemetery District to the east, abuts the county line on the south and west and extends north roughly to Nelson-Shippee Road. The District owns and operates the Gridley-Biggs Cemetery located at 2023 Highway 99 in Gridley.

Prior to 1877, the Gridley Biggs Cemetery was known as the “Wharton Burial Grounds” named after John O. Wharton, a local farmer who deeded the first portion of land to the community for burials. On March 17, 1877, the Wharton Burial Grounds became the Live Oak Cemetery Association. The Association was formed as the Gridley-Biggs Cemetery District on June 29, 1927. The first known burial occurred in November 1855.

Municipal Service Review Factors for Gridley-Biggs Cemetery District

Pursuant to GC §56430, in order to update a SOI for a city or special district, the associated MSR must include written determinations that address various factors regarding the ability of the subject agency to provide services. The following provides an analysis of the seven categories or components required by §56430 for the Municipal Service Review for the Gridley-Biggs Cemetery District:

MSR Factor No. 1: Growth and Population Projections for the Affected Area

The District's jurisdictional boundaries consist of the southwestern corner of Butte County, containing the communities of Gridley, Biggs and Richvale. Population growth within the District varies by location. The following table provides population data for Butte County for the years 2010 to 2019:¹

California Department of Finance Historical Population Estimates

Butte County	4/1/2010	1/1/2011	1/1/2012	1/1/2013	1/1/2014	1/1/2015	1/1/2016	1/1/2017	1/1/2018	1/1/2019	2010-2019 Growth Rate	Compound Annual Growth Rate 2010-2019
Biggs	1,707	1,711	1,703	1,713	1,708	1,767	1,899	1,905	1,894	2,066	21.0%	2.34%
Chico	86,187	86,819	88,068	89,283	90,217	91,306	92,117	93,383	92,861	112,111	30.1%	3.34%
Gridley	6,584	6,585	6,519	6,648	6,655	6,654	6,663	6,704	6,921	7,224	9.7%	1.08%
Oroville	15,546	15,532	15,524	15,989	15,994	16,139	17,999	18,037	18,091	21,773	40.1%	4.45%
Paradise	26,218	26,215	25,915	25,759	25,769	25,739	25,755	25,841	26,423	4,590	-82.5%	-9.17%
Uninc.	83,758	83,966	83,335	82,949	82,958	82,862	80,270	80,534	81,706	78,702	-6.0%	-0.67%
Inc.	136,242	136,862	137,729	139,392	140,343	141,605	144,433	145,870	146,190	147,764	8.5%	0.94%
Total	220,000	220,828	221,064	222,341	223,301	224,467	224,703	226,404	227,896	226,466	2.9%	0.33%

The growth rate of Butte County as a whole for 2010 to 2019 was 2.9 percent, which is a compounded annual growth rate of approximately 0.33 percent. As of January 1, 2019, the table reflects a population redistribution due to the devastating Camp Fire in November of 2018.

In May 2019, the Demographic Research of the California Department of Finance released updated population growth projections for all of the counties in the State of California². In 2030, the population projection for Butte County is 246,880 and is approximately nine percent higher than the county's current population. This represents a compounded annual growth rate of approximately one percent.

Based upon historical growth rates, the anticipated growth rate of one percent for Butte County as projected by the California Department of Finance for Butte County appears to be the most accurate. The current population project for the Gridley-Biggs Cemetery District is 15,699 and is anticipated to grow at an annual rate of one percent.

¹ State of California, Department of Finance, *E-4 Population Estimates for Cities, Counties, and the State, 2011-2019, with 2010*. Sacramento, California, May 2019.

² Projections prepared by the Demographic Research Unit, California Department of Finance, May 2019.

MSR Determination 3.1.1: The District's current population is anticipated to grow at an annual rate of one percent with no demonstrable effect on District services.

MSR Factor No. 2: The Location and Characteristics of any Disadvantaged Unincorporated Communities within or Contiguous to the Sphere of Influence

In accordance with CKH, §56425-56430, LAFCo is required to address the location and characteristics of any disadvantaged unincorporated communities within or contiguous to a special district's sphere of influence if that city or special district provides sewer, municipal and industrial water, or structural fire protection services.

The District was formed in 1927 pursuant to Division 8 of the HSC relating to cemeteries and specifically pursuant to Public Cemetery Districts (HSC §9000 et seq.) with the purpose to own, operate and maintain cemeteries within jurisdictional boundary and provide interment services to district residents, property owners and eligible non-residents. The District does not provide domestic water, fire protection or wastewater services. Therefore, pursuant to CKH, §56425(e)(5); LAFCo is not required to address disadvantaged communities within the MSR.

MSR Determination 3.2.1: The District does not provide domestic water, fire protection or wastewater services. Therefore, pursuant to CKH, §56425(e)(5); LAFCo is not required to address disadvantaged communities within the MSR.

MSR Factor No. 3: Present and Planned Capacity of Public Facilities, Adequacy of Public Services, and Infrastructure Needs or Deficiencies including Needs or Deficiencies related to Sewers, Municipal and Industrial Water, and Structural Fire Protection in any Disadvantaged, Unincorporated Communities within or Contiguous to the Sphere of Influence

Capacity

The Gridley-Biggs Cemetery currently consists of 21 acres, of which approximately two acre remains immediately available for future use. The District also owns 10-acres of land adjacent to the existing cemetery, which is currently leased for alfalfa. A conservative estimate for burials and disposal of remains allows that 800-1,000 persons can be accommodated per acre of land, which accounts for the variety of space needs for cremation and single-depth burials. The demand for services has averaged 116 annually in the past ten years; therefore, it is anticipated that they will generally increase at the same rate as population growth. With an average population growth of approximately one percent annually, it is estimated that the District could experience as many as 1,160 calls for service through 2030.

Public Services

Pursuant to Division 8 of the HSC, the District:

- May own, operate, improve, and maintain cemeteries and provide interment services within its boundaries.
- Shall maintain the cemeteries owned by the District.
- Shall have exclusive jurisdiction and control over its maintenance and management.

Infrastructure

Infrastructure is limited to the physical facilities located at the Gridley-Biggs Cemetery and includes an entry monument, a sign reflecting hours of operation and flower regulations, paved roads, drainage, curbs and perimeter fencing, all of which appear to be in good condition. The District has two septic systems and two wells, which are owned and maintained by the District.



Structures include an office, two shop buildings and a gazebo, which is utilized for services, meetings and/or activities. A niche facility, consisting of 226 niches are located near the office, of which 92 remain available. Another niche facility is located in and around the gazebo, consisting of 106 niches, of which 43 remain available.



The cemetery has a Military Veterans Court of Honor which includes flag poles, a podium, benches and meandering cement walkways for easy public access. Included within the Court of Honor, is a large brick wall bearing names of veterans, as well as 136 niches for remains of Veterans and their spouses. Of the 136 niches, 36 remain available.



The District also has an ossuary, an in ground vault in which cremains may be interred. The ossuary can accommodate 1,500 cremains, of which 41 have been interred. A memorial plaque reflects the names of those interred.

A restroom located within the District office serves cemetery personnel, as well as the public. In addition, a second public restroom is located adjacent to the gazebo.

Equipment

The District owns and operates a variety of maintenance and operations equipment, including landscape tools and vehicles, gravesite excavation and preparation equipment and other miscellaneous equipment. In addition, the *District maintains an adopted, detail-oriented, capital improvement plan* for the purpose of reviewing existing needs, as well as projecting future infrastructure needs and ensuring that the financial mechanisms are in place to fund those needs.



Capital improvement projects are funded normally through reserves and assessment district reserves through allocation in the District's budget, adopted annually.

MSR Determination 3.3.1: Based on average population growth estimates, the District has sufficient land resources to accommodate projected service demands well beyond 2030.

MSR Determination 3.3.2: The District has sufficient land resources and infrastructure to ensure that ongoing operations can accommodate projected service demands well beyond 2030, as it has a capital improvement plan and financial commitment practices in place.

MSR Determination 3.3.3: The District has sufficient equipment to ensure ongoing operation and maintenance to existing equipment can be made in a timely and efficient manner, as it has a capital improvement plan and financial commitment practices in place.

MSR Determination 3.3.4: The District does not provide water, sewer, or fire protection services and therefore, is not responsible for assuring that these services are adequately provided to the area within its boundaries.

MSR Factor No. 4: Financial Ability of Agencies to Provide Services

The District is in sound financial condition with respect to operating revenues and expenditures and reports no outstanding indebtedness, nor has it been a party to a legal action within the past five years, nor does it currently have outstanding litigation.

Revenues are drawn from property taxes, current and miscellaneous services, per parcel assessments and interest. Expenditures primarily consist of salaries and benefits; services and supplies, and fixed assets. The District maintains sufficient reserves for the purpose of funding future capital improvements and fixed assets.

Budget

On or before August 30th of each year, the District's Board of Trustees shall adopt a final budget (HSC §9070(a)). The District Manager prepares a preliminary operating budget, including revenues and expenditures and submits it to the District's Board of Trustees no later than June of each year. The final adopted budget becomes operative on July 1st each year. The District's Board of Trustees must approve all supplemental appropriations to its' budget and transfers between major funds. Budgets are available, upon request at the District's office.

Funds

The District's funds are deposited with, and maintained by, the Butte County Treasurer and Tax Collectors Department; however the County has no control over how the District's funds are utilized. The funds that the District deposits with the County Treasurer are placed in the County's Investment Trust Fund, which accounts for the assets of legally separate entities that deposit cash with the County Treasurer in an investment pool, which commingles resources in the investment portfolio for the benefit of all participants. The District receives dividends from the Investment Trust Fund. Because the County Treasurer and Tax Collectors Department maintains the District's funds, the District's annual budget is included as a part of the County's overall annual budget.



Following are the funds in which the District utilizes:

- General Fund. This fund accounts for all financial resources except those to be accounted for in another fund. It is the general operating fund of the District. As of June 30, 2019, the District's General Fund balance is \$2,231,268. The following funds are reported within the General Fund.

- Pre-Need Trust Fund. This fund is used to account for deposits to the Pre-Need Trust Fund. The Fund consists of fees associated with burial, except for the sale of the plot, in the future. The principal amount represents deferred revenue of the General Fund and must remain until services are rendered, at which time the funds are transferred to the General Fund and recognized as current period revenue. Earnings on the trust fund may be expended without restriction. As of June 30, 2019, the District's Pre-Need Trust Fund balance is \$647,252.
- Endowment Care Principal Fund. A permanent fund which is used to account for deposits for endowment care. A fee is charged for each burial right sold by the District. The principal amounts of the trust may not be expended, but earnings of the fund are transferred to the Endowment Care Interest Fund and may be expended for the endowment care of burial plots. As of June 30, 2019, the District's Endowment Care Principal Fund balance is \$1,177,582.
- Endowment Care Interest Fund. This fund is a fiduciary fund for the benefit of the district and are reported as reserved assets of the General Fund. As of June 30, 2019, the District's Endowment Care Trust Fund balance is \$165,436.
- MTC Assessment Fund. Formed in 1994, this fund is used to account for assessments on property owners to be used for maintenance and future expansion of the cemetery. As of June 30, 2019, the District's MTC Assessment Fund balance is \$440,975.



Gridley-Biggs Cemetery District Budgets

FUND	REVENUE	2016-17		2017-18		2018-19	
		Adopted	Actual	Adopted	Actual	Adopted	Actual
2200	Current Secured Property Tax	175,000	199,384	175,000	213,377	175,000	211,311
2200	Current Unsecured Property Tax	9,500	11,113	9,500	11,028	9,500	11,913
2200	Current Supplemental Property Tax	5,503	2,834	5,503	3,236	5,503	3,086
2200	Prior Unsecured Property Tax	240	259	240	386	240	318
2200	Property Tax - RDA Residual	-	498	-	5,460	-	5,986
2200	Passthrough Property Tax	-	4,089	-	4,674	-	5,167
2200	Other Taxes	927	737	927	786	927	803
2200	Interest	10,456	9,923	10,456	13,897	10,456	14,649
2200	FMV Adjustment - Unrealized Gain (Loss)	-	(8,575)	-	(10,588)	-	13,155
2200	Property Tax Backfill Secured	-	-	-	-	-	11,650
2200	Property Tax Backfill Unsecured	-	-	-	-	-	73
2200	Homeowners' Property Tax Relief	4,000	3,063	4,000	3,088	4,000	3,038
2200	Special Assessments	-	82,770	-	85,714	-	87,644
2200	Charges for Current Services	125,000	178,950	125,000	138,795	125,000	116,968
2200	Miscellaneous Revenue	1,000	-	1,000	-	1,000	-
2200	Transfer In	22,070	22,070	22,070	-	22,070	-
2201	Interest	-	-	-	(13,074)	-	13,072
2201	Miscellaneous Revenue	-	42,655	-	28,835	-	23,915
2202	Interest	22,070	12,559	-	16,617	-	17,568
2202	FMV Adjustment - Unrealized Gain (Loss)	-	(10,447)	-	1,313	-	1,553
2205	Interest	-	6,535	-	8,271	-	8,467
2205	FMV Adjustment - Unrealized Gain (Loss)	-	(5,355)	-	(5,590)	-	7,030
2205	Charges for Current Services	-	(7,397)	-	(13,127)	-	13,109
2208	Interest	-	4,295	-	4,607	-	3,846
2208	FMV Adjustment - Unrealized Gain (Loss)	-	(3,404)	-	(2,409)	-	3,214
2208	Charges for Current Services	83,088	-	84,024	-	84,024	-
2209	FMV Adjustment - Unrealized Gain (Loss)	-	-	-	(125)	-	125
	Total Revenue	458,854	546,556	437,720	495,170	437,720	577,662
FUND	EXPENDITURES						
2200	Salaries & Benefits	350,000	257,265	350,000	286,490	350,000	320,556
2208	Salaries & Benefits	58,761	58,761	58,761	58,761	58,761	58,761
2200	Services & Supplies	165,000	87,031	165,000	105,608	165,000	99,796
2208	Services & Supplies	11,004	11,004	11,940	11,940	11,940	11,940
2200	Fixed Assets	50,000	11,564	50,000	26,795	50,000	34,137
2200	Appropriations - Contingency	25,000	-	25,000	-	25,000	-
2200	Special Items Expense	-	-	-	-	-	6,207
2202	Outflow Cash Transfer	22,070	22,070	-	-	-	-
2200	Rebates and Refunds	-	3,107	-	5,703	-	-
	Total Expenditures	681,835	450,801	660,701	495,298	660,701	531,397

Camp Fire Impacts

The District experienced a \$11,723 property tax loss in the FY 2018/19 resulting from properties destroyed by the Camp Fire. State legislation allowed for a temporary backfill of this loss in revenue, as shown in the budget above.

Fees

According to the District's Rules and Regulations, the Board of Trustees shall establish the rates for sale of burial rights, endowment care fund deposits and all other services performed by the District. The District maintains an adopted Fee Schedule, with the most recent, effective March 1, 2019. The District has reported that the Fee Schedule is reviewed yearly by the Board of Trustees during its budget proceedings and adoption. The Fee Schedule, along with the remainder of the District's Rules and Regulations is available, upon request at the District's office.

Audits & Financial Statements

Every year, the District retains the services of a certified public accountant to prepare the District's annual financial audit. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the District's financial statements. The District's financial statements include all transactions for which the District is financially accountable. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In reviewing audits for Fiscal Years ending June 30, 2018, 2017 and 2016, the District was shown to be *in conformity with auditing standards* generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Controller General of the United States. The Financial Reports did not identify any deficiencies in the District's internal financing controls, material weaknesses, or significant deficiencies in the District's financial reporting.

Audits are available for review upon request at the District's office.

MSR Determination 3.4.1: The District is in sound financial condition, has appropriate financial planning mechanisms in place to meet operational and long range planning needs and is in conformity with governmental requirements for financial accounting and auditing.

MSR Factor No. 5: Status of, and Opportunities for, Shared Facilities

Due to geographic constraints, it is difficult for the District to easily share facilities with other public cemetery districts as none of the eight cemetery districts in Butte County are within close enough proximity to one another to make shared facilities and equipment an easy or profitable operation and thus, financially beneficial. The District reports that consolidation or reorganization with another cemetery district has not been considered, nor does it have an interest to do so.

As mentioned earlier, the District has an ossuary, and in fact, contracts with the County of Butte for the interment of indigents. The contractual agreement is for two years, and was just recently renewed.

In addition, the District contracts with the County of Butte for the operation and maintenance of the Thompson Flat Cemetery District. Initially approved in 2000, the contractual agreement has been renewed on an annual basis.

MSR Determination 3.5.1: No deficiencies exist as a result of the lack of shared facilities, as maintenance and operational needs of the District are met through its current resources.

MSR Factor No. 6: Accountability for Community Service Needs, including Governmental Structure and Operational Efficiencies

The Gridley-Biggs Cemetery District is the only public cemetery authorized to own, operate and maintain cemeteries within its jurisdictional boundary.

Government Structure

The District is governed by a three member Board of Trustees, with four-year, staggered terms, appointed by the Butte County Board of Supervisors. Members of the Board receive \$50 per meeting, not to exceed \$100 in any one month. Currently, the District's Board of Trustees are as follows:

Name	Term	
	Start	End
Jack Bequette	5/7/2019	5/1/2023
Larry Hamman	5/24/2016	5/1/2020
Joe Hughes	3/27/2018	5/1/2022

Meetings

The Board of Trustees meet on the third Wednesday of each month at 8:30 a.m. in the District's office located at 2023 Highway 99 in Gridley. Agendas for the Board of Trustees are publicly noticed six to seven days in advance of meetings on the front window of the District's office. Meetings are held in compliance with both the Ralph M. Brown Act.

The District's Board of Trustees' meetings are open to the public. Generally, very few members of the public attend. Public comment is encouraged and any member of the public is welcome to address the Board with issues related to the District's areas of concern. No actions can be taken by the Board on such items at the time it is presented; however, the Board may direct the District Manager to agendaize such items for consideration at a future meeting. A majority of the Board shall constitute a quorum for the transaction of business. Meeting agendas and minutes are kept on record securely located within the District's office.

The District's Board of Trustees maintains an adopted set of Rules and Regulations which includes General Provisions and Government, Rules and Regulations, Marker Regulations, Flower Regulations and Policies and Standard Practices for Markers and Monuments and are all available at the District's office.

Staffing

While public sector management standards vary depending on the size and scope of the organization, there are minimum standards. Well-managed organizations evaluate employees annually, track employee and agency productivity, periodically review agency performance, prepare a budget before the beginning of the fiscal year, conduct periodic financial audits to safeguard the public trust, maintain relatively current financial records, conduct advanced planning for future service needs, and plan and budget for capital needs.



The structure of the District is relatively simple and is well suited to the type of operations undertaken by the District, with a District Manager hired by and who receives supervision and direction from the appointed Board of Trustees, and the remainder of the staff directly supervised by the District Manager.

The District Manager manages all cemetery operations, including coordinating services of the deceased and burial site preparation, provision of pre-need services and general responses to inquiries. Other staff includes:

- Secretary (1)
- District Grounds Superintendent (1)
- Groundskeeper (3)
- Seasonal Groundskeeper (1)

Website

The District does not have a website. In an effort to enhance service provisions, the District should consider creating a website to include Board meeting notices and agendas, minutes, financial information, audits, rules and regulations, maps, fees and general information readily available to the public.

Every California independent special district is required to maintain a website by January 1, 2020. Senate Bill 929 added GC §6270.6 and §53087.8 to provide the public easily accessible and accurate information about the district.

A special district does not have to have a website if, with a majority vote of its governing body at a regular meeting, the district adopts a resolution declaring that a hardship exists that prevents it from establishing or maintaining a website. The resolution adopted under this exception must include detailed findings based on evidence included in the meeting's minutes that support the board's determination. Examples of hardship include inadequate access to broadband network facilities, significantly limited financial resources, or insufficient staff resources. Finally, the resolution is only valid for one year. To continue to be exempt, the governing body must adopt a resolution pursuant to this exception every year so long as the hardship exists.

The California Special Districts Association has partnered with StreamlineWeb who provides an economical, fully supported and hosted website template for special districts. More information is available at <https://www.getstreamline.com/web>.

Community Service Needs

The District is closely aligned with the communities of Gridley and Biggs and makes its facilities available to numerous community service groups. The District participates in activities with several community groups, as well as conducts tours for local grade schools. Every year, the District together with other local groups in the Gridley and Biggs area, has a Memorial Day service.

Operational Efficiencies

As a cost avoidance and facilities sharing measure, the District is a member agency of the Golden State Risk Management Authority. The Golden State Risk Management Authority is a public entity formed by a joint powers agreement in accordance with the California Government Code. The purpose of this agreement is to administer a joint protection program wherein member agencies pool losses and claims, jointly purchase excess insurance, administrative and other services, including claims adjusting, data processing, risk management, loss prevention, legal and related services. As a participating member agency in the joint powers agreement, the Gridley-Biggs Cemetery District obtains both compensation and general liability insurance through the Golden State Risk Management Authority.

On a daily basis, the District performs a backup of all burial information on to an off-site server. Financial information and other general records are also backed up daily on zip drives and are securely stored on District premises.

MSR Determination 3.6.1: The District is the only public cemetery authorized to own, operate and maintain cemeteries within its jurisdictional boundary.

MSR Determination 3.6.2: The District is governed by a three member Board of Trustees who are appointed by the Butte County Board of Supervisors. The District holds regular meetings that are open and accessible to the public. The District maintains sufficient accountability in its governance; public meetings appear to be held in compliance with both the Ralph M. Brown Act; and upon request, information regarding the District appears to be available to members of the public.

MSR Determination 3.6.3: The structure of the District is relatively simple and is well suited to the type of operations undertaken by the District, with a District Manager hired by and who receives supervision and direction from the appointed Board of Trustees, and the remainder of the staff directly supervised by the District Manager.

MSR Determination 3.6.4: The District should consider creating a website to enhance its service provisions, which will become a legal requirement on January 1, 2020.

MSR Determination 3.6.5: The District's operations run both effectively and efficiently and are representative of well organized and capable special district.

MSR Factor No. 7: Any Other Matter Related to Effective or Efficient Service Delivery, as Required by Commission Policy

None noted.

Sphere of Influence Factors for Gridley-Biggs Cemetery District

There are numerous factors to consider in reviewing a SOI Plan, including current and anticipated land uses, facilities, and services, as well as any relevant communities of interest. Updates generally involve a comprehensive review of the entire SOI Plan, including boundary and SOI maps and the District's MSR. In reviewing an agency's sphere, the Commission is required to consider and prepare written statements addressing five factors enumerated under GC §56425(e). Each of the SOI review factors for Gridley-Biggs Cemetery District is listed below, with a corresponding determination.

Located in the southwestern corner of Butte County, the Gridley-Biggs Cemetery District contains the communities of Gridley, Biggs and Richvale. The District is bordered by the Oroville Cemetery District to the east, abuts the County line on the south and west and extends north roughly to Nelson-Shippee Road. The District's Sphere of Influence is coterminous with its jurisdictional boundaries. The District has not requested any changes to current SOI boundaries.

SOI Factor No. 1: The Present and Planned Land Uses in the Area, including Agricultural and Open Space Lands

Cemetery districts perform a unique and vital service to the communities they serve. They are responsible for the efficient and effective operation of cemeteries, as well as the protection of historic gravesites in perpetuity. They do not have any authority to make land use decisions which is solely the responsibility for the County and/or city in which their boundaries are located. As such, the District is subject to the land use ordinances, zoning laws, and regulations established by the responsible jurisdiction.

SOI Factor No. 3.1.1: The District has no authority over land uses nor are its services considered to be essential to the development of land use patterns.



SOI Factor No. 2: The Present and Probable Need for Public Facilities and Services in the Area

Population is projected to grow annually, at approximately one percent; the present and probable need for cemetery facilities and services within the District is anticipated to remain minimal.

SOI Factor No. 3.2.1: The District has sufficient land resources to provide public services and facilities to its residents and to the future growth that has been projected for the communities of Gridley, Biggs and Richvale, as well as surrounding areas.

SOI Factor No. 3: The Present Capacity of Public Facilities and Adequacy of Public Services that the Agency Provides or is Authorized to Provide

The District has sufficient land resources to provide burial space to the existing and projected population within the District. The District's services and facilities are provided at a level commensurate with the expected operation of a public cemetery district.

SOI Factor No. 3.3.1: The District's present facilities and services are adequate for current and projected needs for the foreseeable future.

SOI Factor No. 4: The Existence of any Social or Economic Communities of Interest in the Area if the Commission Determines that they are Relevant to the Agency

In general, the District provides respectful and cost-effective services.

SOI Factor No. 3.4.1: The District encompasses essentially the communities of Gridley, Biggs, and Richvale and surrounding areas.

SOI Factor No. 5: For an Update of a Sphere of Influence of a City or Special District that Provides Public Facilities or Services Related to Sewers, Municipal and Industrial Water, or Structural Fire Protection, that Occurs Pursuant to Subdivision (G) on or after July 1, 2012, the Present and Probable Need for those Public Facilities and Services of Any Disadvantaged Unincorporated Communities Within the Existing Sphere of Influence

The District provides a unique and vital service to the communities it serves. It is responsible for the efficient and effective operation of the cemetery, as well as, the protection of historic gravesites in perpetuity. While there are disadvantaged unincorporated communities within the District's sphere, the District does not provide public facilities or services related to sewers, municipal and industrial water, or structural fire protection.

SOI Factor No. 3.5.1: The District does not provide public facilities or services related to sewers, municipal and industrial water, or structural fire protection.

Sphere of Influence Findings and Recommendations

The Gridley-Biggs Cemetery District SOI analysis and determinations indicate that:

1. The services being provided by the District are adequate and are being provided in a reasonably effective manner.
2. There are no substantial land use or service delivery deficiencies that demand modifications to the Districts' existing coterminous SOI boundary. In addition, neither the District nor LAFCo has requested any modifications to the existing SOI boundary.
3. The Commission affirms the existing coterminous SOI boundary as presented by the map in Section 3, Page 3.