

ARDEN PARK

RECREATION AND PARK DISTRICT

1000 La Sierra Drive, Sacramento, CA 95864

Phone 916.483.6069 Fax 916.483.6060

Email clerk@aprpd.org Web www.aprpd.org

August 3, 2010

Hon. Steve White, Presiding Judge
Sacramento County Superior Court
720 9th Street, Dept. 47
Sacramento, CA 95814

Judge White,

Enclosed is the Arden Park Recreation and Park District's response to the Survey of Independent Districts conducted by the Sacramento Grand Jury.

If you have any questions or need more information, please feel free to contact me by phone at 916-483-6069 or by email at cmiller@aprpd.org.

Sincerely,

Colin Miller
District Administrator

Enclosure: Grand Jury Response

Arden Park Recreation and Park District Grand Jury Report Response

Finding 1.0

Recommendation 1.1- In the fall of 2009, the Board of Directors initiated the preparation of a strategic plan for the District. Tasks were divided and given to separate committees. One of the committees is working through revisions of the District's personnel policies, retirement plans and will also look at operations policies. The review of the by-laws will be a part of this committee's task.

Recommendation 1.2- The Directors of this District are not compensated for meetings and, in the rare occasion that they travel, are reimbursed for actual costs of travel, food and lodging only.

Recommendation 1.3- Consent calendars are used only for approval of routine reports and monthly expenses (i.e. payroll, monthly utility bills, and incidental purchases). These items are listed in detail on the agenda and documentation is included in the agenda packet which is available online and in the office for public preview before board meetings. Directors can, and occasionally do, pull items off of the consent agenda for individual discussion and consideration. All compensation issues for employees are considered under separate agenda items.

Finding 2.0

Recommendation 2.1- The District does not offer any type of monetary award for educational achievement.

Recommendation 2.2- In cases where a degree or certification is required, the District will only recognize a degree from accredited institutions or certifications from state agencies.

Finding 3.0

Recommendation 3.1- The District does not participate in a pension plan. The District offers a matching contribution to a 457 Deferred Compensation plan. The match is up to a 5% of salary contribution by the employee and is funded at each payroll. The District has no long term obligation under this plan.

Recommendation 3.1- The District does not participate in a pension plan.

Recommendation 3.2- The District does not participate in a pension plan.

Recommendation 3.3- The District does not participate in a pension plan.

Recommendation 3.4- The District does not participate in a pension plan. The deferred compensation plan match is based on employee contribution.

Finding 4.0

Recommendation 4.1- The District follows the County of Sacramento purchasing guidelines which specify when competitive bidding is required. In most cases, any purchase that is over \$3,000 is made after receiving written bids from multiple vendors. This is much more restrictive than the County prescribed policy.

Whenever possible, the District takes advantage of state and national cooperative purchasing programs such as the California Multiple Award Schedules (CMAS) or the U.S. Communities program. The goods and services offered through these programs have gone through a competitive pricing evaluation and can be purchased without acquiring bids.

Finding 5.0

Recommendation 5.1- The District contracts with Larry Bain, C.P.A. to conduct and file an Independent Financial Audit each year.

Recommendation 5.2- The District will conduct a management audit in conjunction with the financial audit this year.