

Reference: Survey of Independent Special Districts

Honorable Steve White, Presiding Judge
720 9th Street, Dept. 47
Sacramento, CA 95814

Dear Judge White,

Attached you will find the requested responses to Findings 1 through 5 of the Grand Jury. Arden Manor Recreation and Park District is the smallest park district in Sacramento County with an operating budget for 2010-2011 of approximately \$618,540 with no cash reserves or contingency funds available.

Respectfully,

Jeffrey Gray
District Manager

Finding 1.0

Recommendation 1.1: Directors review and update by-laws on an ongoing basis and implement new policies as the need arises. There has not been a formal review process implemented. The Board agrees to begin a four year cycle of review of the District Manual to update all policies and procedures.

Recommendation 1.2: Directors limit compensation to Board meeting stipends and renewal of mandated Board member training expenses.

Recommendation 1.3: Consent calendars are used according to principles set forth in Section 5.1 of the Survey

Finding 2.0

Recommendation 2.1: The District budgets money for ongoing education and training of its employees but doesn't award cash to employees for completion of training.

Recommendation 2.2: Employees keep relevant certifications up to date as required.

Finding 3.0

Finding 3.0 is not relevant to our District as we have no connection to CalPERS and no post employment benefits.

Finding 4.0

Recommendation 4.1: Awarding contracts to the lowest responsive and responsible bidder for all of our purchases would require thousands of dollars worth of legal fees which would more than defeat the purpose of finding the lowest bidder. The process would create public safety problems due to delays in repairs while bidding takes place and cause delays in programming resulting in loss of revenue. We have a dwindling budget, we are understaffed with all employees sharing duties, and we always strive to find the lowest cost and highest quality for the people of our Park District. We bid for construction projects according to the rules of the California Uniform Public Construction Cost Accounting Act. In addition, Special Districts are authorized by the State of California's Leveraged Procurement Agreements (LPAs) "to buy directly from suppliers through existing contracts and agreements."

Finding 5.0

Recommendation 5.1: We complete and file a yearly Independent Financial Audit.

Recommendation 5.2: A thorough periodic management audit is a great idea, but with park facilities in disrepair and employee wages frozen, it would be hard to justify the time and expense of an additional audit.

