

# ARDEN MANOR RECREATION AND PARK DISTRICT

A Special District Formed In 1953

Anna Sutton –Board Chair  
John Montes - Vice Chair  
Lisa Gibson - Secretary  
Warren Harding – Director  
Marcia Tedder – Director



Vacant – District Manager  
Maria Boland – Recreation Sup.

## REGULAR MEETING AGENDA

1415 Rushden Drive, Sacramento, CA 95864  
Thursday, April 20, 2017, 6:30pm

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### VISION STATEMENT

Arden Manor Recreation and Park District, in partnership with the community, contributes to a high quality of life for residents of all ages in a safe, clean, healthy environment. Residents participate in programs that promote and enrich individual, family, and cultural harmony and prosperity.

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### 1. CALL MEETING TO ORDER

- A. Roll Call: Gibson, Harding, Montes, Sutton, Tedder
- B. Pledge of Allegiance

2. **PUBLIC COMMENTS:** Under Government Code Section 54954.3 members of the public may address the Board on non-agenda items. Speakers may address Board on any agenda item during consideration of the item. Speakers are limited to three (3) minutes for their comments.

### 3. AGENDA APPROVAL , ADDITIONS AND / OR DELETIONS

### 4. PRESENTATIONS – None

### 5. CONSENT CALENDAR

- A. Acceptance of Minutes
  - 1. February 16, 2017
  - 2. April 3, 2017
- B. Financial Reports
  - 1. Reports on Revenues and Expenditures (February & March).
  - 2. Claims Submitted for Payment (February & March).
  - 3. Employee Benefit Report (February & March).

C. RECOMMENDED ACTION: Approve the Consent Calendar as presented.

6. **CORRESPONDANCE**

A. Capri Ratings questionnaire

7. **REGULAR CALENDAR**

A. Subject: Board consideration of staff proposal or other method to fill vacant District Manager position.  
Board to consider interim District Manager.

Recommendation: That the Board discusses and takes action deemed appropriate.

B. Subject: Board to consider EAP benefit for permanent staff.

Recommendation: That the Board discusses and takes action deemed appropriate.

C. Subject: Scholarship application

Recommendation: That the Board discuss and take action deemed appropriate.

D. Clarification for staff regarding elements contained in the personnel manual (District Manual)

Recommendation: That the Board discusses sick and vacation accrual/cap of how many hours can be accumulated. Also, to discuss out of class pay. Board to discuss restoring title of Administrative Assistant to the District Manager back to either Admin. Director or Admin. Services Manager.

E. Subject: Preliminary Budget

Informational

F. Subject: Update on the pool restoration project

Informational

G. Subject: Update to District billing changes

a. Background check fees from the Sherriff Department

b. Expected update for County payroll software.

c. Adobe- E-sign software continuation

Informational

H. Subject: Board approval of Swim Team credits.

8. **District Manager Report**

A. Board submit Form 700 to County Clerk.

9. **COMMENTS BY BOARD OF DIRECTORS**

10. **AGENDA ITEMS FOR NEXT MEETING – to be scheduled**

11. **CLOSED SESSION**

The Board may hold a closed session on any subject matter authorized under the State law Gov't Code § 54957(b) including but not limited to pending litigation, property acquisition negotiations, and personnel matters.

12. **ADJOURNMENT**