



STAFF REPORT

Meeting Date: January 21, 2026

To: Board of Directors

From: Michael J. Aho – District Administrator

Subject: District Administrator Recruitment – Recommended Salary Range

I. Recommendation:

Approve the recommended salary range of \$132,500 – \$164,300 annually for the District Administrator position for inclusion in the recruitment brochure being developed by CPRS HR. CPRS HR has already been authorized by prior Board action to conduct the recruitment process; this action is solely to confirm the salary range for brochure purposes.

II. Background:

The District Administrator position is a critical leadership role responsible for overseeing the Fair Oaks Recreation and Park District's multi-facility park system, capital infrastructure investments, and expanded programming initiatives. The Board previously authorized CPRS HR to manage the recruitment process for this position, including candidate outreach and selection. As part of this effort, CPRS HR will also develop a comprehensive recruitment brochure to attract highly qualified candidates. Establishing an updated and competitive salary range is essential for inclusion in the brochure and ensures alignment with current market conditions and the District's operational complexity.

III. Problem /Situation/ Request:

To finalize the recruitment brochure an approved salary range is needed. Confirming this range ensures the brochure accurately reflects the District's compensation strategy and supports attracting qualified candidates.

IV. Financial Analysis:

The recommended salary range of \$132,500 – \$164,300 annually is based on a market compensation review using Arden Park Recreation and Park District with annual COLA adjustments. Two analytical scenarios were considered:

- **Scenario A1 and A2:** Applied inflationary adjustments of 3.0% (A1) and 3.6% (A2) to the annual prevailing market salary range for comparable District Administrator positions over a two-year period since the survey. This resulted in updated ranges between \$131,100 and \$159,322.

After reviewing both scenarios, staff determined Scenario A2 provides the most appropriate baseline. However, to account for the District's increased operational complexity—including oversight of a multi-facility park system, major capital projects, and expanded programming—the proposed range of \$132,500 to \$164,300 positions the District competitively in the market. Funding for this position is included in the District's existing executive leadership budget and does not require additional appropriations.

Attachment A provides a detailed comparison of the salary scenarios and the proposed range for transparency and reference.

Respectfully Submitted,

Michael J. Aho
District Administrator

Attachments:

Attachment A – District Administrator Salary Comparison Table

Arden Park Recreation and Park District
Total Compensation Survey
General Manager

Survey Benchmark Classification	Agency's Classification/Job Title	Show Current Hourly or Salaried Range Minimum Rate/Entry Step	Show Current Hourly or Salaried Range Maximum Rate/Top Step	Show Employee Actual/Flat Rate	Standard Work Week Schedule (i.e. 8-5, 9-80, Hybrid, Remote, every other Friday off, flex, etc)	FY 2023-2024 Average Actual % Pay Increase Granted	FY 2024-2025 Projected % of pay increase, if known	Longevity Pay (i.e., 5%)	At-Will Employment (Y or N)
Arcade Creek Recreation and Park District	General Manager	\$91,969	\$112,350	\$102,159	8 - 5	0.0%	0.0%	N/A	Y
Arden Manor Park and Recreation District	District Manager	\$65,582	\$83,702	\$72,305	9-5	5%	N/A	0%	Y
Arden Park Recreation and Park District	General Manager	\$89,856	\$110,074	\$107,827	8-5	Unknown	Unknown	N/A	Y
Auburn Area Recreation & Park District	District Administrator*	-	-	\$142,587	8:30 - 6	4% Merit and 3.2% COLA	3% Merit and 3% COLA	N/A	N
Carmichael Recreation & Park District	District Administrator	\$137,388	\$153,624	\$161,408	Exempt -Flex, average 40 hours per week	3% COLA	n/a	Negotiated	Y
Chico Area Parks & Recreation District	General Manager	-	-	\$143,324	8-5	N/A	N/A	N/A	N
Cosumnes Community Services District	Administrator of Parks & Recreation	\$223,248	\$260,376	\$241,812	8 - 5	N/A	N/A	N/A	Y
Fulton El Camino Recreation and Park District	General Manager	\$95,763	\$116,397	\$116,397	8 - 5	3% COLA on 07/01/23	5% Step on 07/01/24	N/A	Y
Mission Oaks Recreation & Park District	District Administrator	\$142,253	\$142,253	\$142,253	7-4	2% COLA	None	5% at 10 yrs & 15 yrs	N
North Highlands Recreation and Park District	District Administrator	\$91,092	\$110,724	\$100,908	8 - 5	4.0%	N/A	N/A	Y
North of the River Recreation and Park District	General Manager	-	-	\$165,000	8 - 5	N/A	N/A	N/A	Y
Orangevale Recreation & Park District	District Administrator	\$103,719	\$132,375	\$118,047	5 day/8 hour	4.0%	3.5%	10yr - 5%, 15yr - 5%, 20yr - 5%	Y
Rio Linda Elverta Recreation and Park District	General Manager	\$112,008	\$132,246	\$125,965	8-5	5.0%	5.0%	N/A	Y
Southgate Recreation and Park District	General Manager	\$175,851	\$224,436	\$224,436	8-5	5.0%	5.0%	-	Y
Sunrise Recreation and Park District	District Administrator	\$164,472	\$199,908	\$181,334	8-5	2.9%	3.0%	5% at Year 10	Y
Truckee Donner Recreation and Park District	General Manager	\$114,629	\$153,608	\$153,608	8 - 5	3.0%	1.0%	N/A	N
	All Survey Avg Prevailing Market Rates =	\$123,679	\$148,621	\$143,711	8-5	3.6%	2.9%	N/A	Y

*Contract Employee

Creative Management Solutions, Inc.

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