



## **ARDEN PARK RECREATION AND PARK DISTRICT**

1000 La Sierra Drive  
Sacramento, CA 95864  
(916) 483-6069

### **Board of Directors**

Chair Bill Andrews  
Vice Chair Rebecca Akroyd  
Secretary Brian Weatherford  
David Burke  
Nora Shetty

### **AGENDA**

#### **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**August 19, 2025**

**7:00 pm – Arden Park Community Center**

This meeting will be held at the above-stated location. This location is accessible to the public, and a member of the public may address the Board of Directors at this location. In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District office at (916) 483-6069. Requests should be made as early as possible, and preferably at least one full business day in advance of the start of the meeting. Documents and materials related to an open session item on this agenda submitted to this Board after distribution of the agenda packet are available for public inspection and copying at The District office located at the address listed above during normal business hours.

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**I. CALL TO ORDER**

- A. Welcome
- B. Roll Call and Announcement of a Quorum
- C. Agenda Approval

**II. PUBLIC REQUEST TO ADDRESS THE BOARD OF DIRECTORS**

- A. Any member of the public who requests to address the Board on any item which is not on the agenda may do so at this time. Any matter that requires action by the Board will be referred to the staff for action or staff will be asked to report back to the Board at a subsequent meeting. Comments pertaining to scheduled agenda items will be heard when that item is discussed by the Board. Comments are limited to three minutes per person unless further time is granted by the presiding officer.

**III. CONSENT AGENDA**

- A. Approval of the minutes of the Board Meeting held on July 15, 2025
- B. Financial Reports-
  - 1. Revenues
  - 2. Salaries
  - 3. General Fund Bills
  - 4. Benefit Assessment Bills
  - 5. Fixed Asset Bills
  - 6. Cash in Treasury

**IV. OLD BUSINESS**

- A. Consideration and possible action to approve a Memorial Donation Policy

**V. NEW BUSINESS**

- A. Discussion of a new service to bring the District's website into compliance with new legislation
- B. Discussion of sponsorship opportunities
- C. Discussion and possible action to nominate a board member to run for representative seats for the Sacramento LAFCo

**VI. REPORTS**

- A. Staff Report
- B. Standing Committee Reports
- C. Security Report

**VII. BOARD COMMENTS**

**VIII. ADJOURN**



## **ARDEN PARK RECREATION AND PARK DISTRICT**

1000 La Sierra Drive  
Sacramento, CA 95864  
(916) 483-6069

### **Board of Directors**

Chair, Bill Andrews  
Vice Chair Rebecca Akroyd  
Secretary Brian Weatherford  
David Burke  
Nora Shetty

## **MINUTES**

### **REGULAR MEETING OF THE BOARD OF DIRECTORS**

**July 15, 2025**

**7:00 pm – Arden Park Community Center**

This meeting will be held at the above-stated location. This location is accessible to the public, and a member of the public may address the Board of Directors at this location. In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District office at (916) 483-6069. Requests should be made as early as possible, and preferably at least one full business day in advance of the start of the meeting. Documents and materials related to an open session item on this agenda submitted to this Board after distribution of the agenda packet are available for public inspection and copying at The District office located at the address listed above during normal business hours.

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**I. CALL TO ORDER**

A. Welcome

B. Roll Call and Announcement of a Quorum

**Andrews called meeting to order at 7:00 pm and announced a quorum.**

C. Agenda Approval

**No changes to the agenda were requested.**

**II. PUBLIC REQUEST TO ADDRESS THE BOARD OF DIRECTORS**

A. Any member of the public who requests to address the Board on any item which is not on the agenda may do so at this time. Any matter that requires action by the Board will be referred to the staff for action or staff will be asked to report back to the Board at a subsequent meeting. Comments pertaining to scheduled agenda items will be heard when that item is discussed by the Board. Comments are limited to three minutes per person unless further time is granted by the presiding officer.

**Miller requested that members of the public fill out comment cards if they intend to make a comment. Public comments are for items not on the agenda. Board members can ask clarifying questions.**

**Randi Olson – Cresta Way resident**

- **Thanked the District for placing “No Fireworks” signs at the park on July 4<sup>th</sup>. There were no disturbances at Cresta Park.**
- **Prefers the old park hours “Dawn to Dusk” signs because people are still at the park after 9 pm.**
- **The memorial bench discussion was tabled at the last meeting but not agendized at this meeting. She believes the benches should be limited in number as there is open space called for in the Master Plan. Miller clarified that new procedures are in process.**
- **Questioned why the issues raised in a fellow resident’s email regarding the emergency response to a recent house fire was not on agenda.**

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**Rebecca Horvath – President, Arden Park Soccer**

- **Arden Park Soccer wants a small storage shed placed at Cresta Park. Arden Park Soccer would cover the cost.**

**Debbie Skaliski – Cresta Way resident**

- **Students at the recent Arden Middle School “Play Day” damaged the tennis courts with their pickleball racquets and should be held accountable.**
- **Loves the new signs at the tennis courts and suggested that tennis courts be locked at night.**

### **III. CONSENT AGENDA**

A. Approval of the minutes of the Board Meeting held on June 17, 2025

B. Financial Reports-

1. Revenues
2. Salaries
3. General Fund Bills
4. Benefit Assessment Bills
5. Fixed Asset Bills
6. Cash in Treasury

**Motion to approve the Consent Agenda made by Akroyd, seconded by Weatherford. Motion carried unanimously, 5-0.**

### **IV. NEW BUSINESS**

A. Consideration and possible action to approve Resolution No. 25-07-08, Approving and Adopting the Final Budget for the General Fund 334 for the Fiscal Year 2025-2026.

**3 items were added to the Preliminary Budget:**

- **\$5,000 for new pool furniture**
- **\$30,000 to replace the lifeguard shed with a larger shed that will provide storage for maintenance staff and office space for aquatics staff. Burke cautioned about permit requirements with a larger shed.**
- **\$33,000 for a new mower, which will allow all mowing to be completed in one day. The out of service mower will be disposed of, leaving maintenance staff with 2 working mowers. Note that this expense was not included in the budget that was presented in the agenda packet.**

**Motion to approve Resolution 25-07-08 with addition of \$33,000 for a new mower made by Burke, seconded by Akroyd. Motion carried unanimously, 5-0**

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B. Consideration and possible action to approve Resolution No. 25-07-09, Approving and Adopting the Final Budget for the Benefit Assessment District Fund 397A for the Fiscal Year 2025-2026.

**Motion to approve Resolution No. 25-07-09 made by Akroyd, seconded by Burke. Motion carried unanimously, 5-0.**

C. Consideration and possible action to approve an engagement letter with Larry P. Bain, CPA for audit services

**Motion to approve an engagement letter with Larry P. Bain, CPA for audit service made by Weatherford, seconded by Shetty. Motion carried unanimously, 5-0.**

D. Consideration and possible action to approve an employment contract with the District's General Manager

**A General Manager employment contract was drafted by the HR Committee. The General Manager position would be removed from the pay plan and covered by the employment contract instead. The key points of the contract are as follows:**

- **No automatic COLA or merit increases. Any increases would be decided by the Board.**
- **An Executive Leave benefit would be added to the GM position. 5 years of Executive Leave will be received in the first 5 years of service, and 10 years of Executive Leave will be received after 5 years of service. This leave provision will be added to the Employee Manual.**
- **All other leave accruals and benefits remain the same. This can be renegotiated when a new GM is hired.**
- **Andrews clarified that the auto allowance is not a reimbursement and does not provide compensation for commute miles. Miller noted that an auto allowance is also received by the Park Maintenance Supervisor for the times he comes to the office in his off-hours. Other district employees submit a travel voucher and are directly reimbursed for business mileage.**
- **The contract is valid for 18 months. The term expiration date was set for 1/1/2027, so the contract should be amended to reflect this. The HR Committee and counsel approve of the contract.**

**Motion to approve the General Manager employment contract with modifications to keep language gender-neutral and to set contract expiration date to 01/01/2027 was made by Shetty,**

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**seconded by Akroyd. Motion carried unanimously, 5-0.**

- E. Consideration and possible action to write off an uncollectible debt.  
**Motion to write off uncollectible debt of Alex Wright was made by Weatherford, seconded by Burke. Motion carried unanimously, 5-0.**

## **V. REPORTS**

### **A. Staff Report**

- **Recreation and aquatics programs are going well; we are over halfway done with summer programming.**
- **Miller resigned from the CAPRI Board.**
- **The July 4<sup>th</sup> event went well with a big turnout. Thanks to Weatherford and Akroyd for helping with the BBQ. Andrews mentioned that a car went through the barricade again this year.**
- **Security was hired at both parks on the evening of July 4<sup>th</sup> until midnight and "No Fireworks" signs were posted.**
- **Our next Movie in the Park is 8/1.**

### **B. Standing Committee Reports**

- **The HR Committee is reviewing the revised personnel manual.**
- **The Facilities Committee has received the asbestos report and abatement estimate for the fire station.**
- **Sac Metro Fire was contacted for guidance on the Cresta Park parking issues during soccer season. A meeting is scheduled for 7/17 at Cresta Park with Sac Metro Fire and the Dept. of Transportation to discuss high peak time use.**
- **Miller searched unsuccessfully for guidance on capacity of sports fields.**
- **Resident Joyce Williams sent an email regarding emergency response at Cresta Park.**

### **C. Security Report**

- **2 public disturbances involving fireworks were noted.**
- **Security has been doing more detailed searches and noting maintenance items and lock issues.**

## **VI. BOARD COMMENTS**

- **Burke inquired about soccer seeding tournament dates. Horvath replied that the AP soccer seeding tournament is 8/23 at Arden Park but that no seeding tournament will be held at Cresta Park.**

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- **Burke wants to see specifics on traffic mitigation issues at Cresta during soccer season. Horvath responded that they will ramp up social media posting with “what does a good neighbor look like” suggestions and carpooling and biking expectations. If that does not work they will explore signage and cone placement.**
  - **Burke asked if Arden Park Soccer made a request in the past for a soccer shed. Yes, a prior request was made and it was denied.**
  - **Memorial bench requests are on hold until we formulate a policy. We have 3 requests in the queue currently. The Facilities Committee will discuss this issue.**

**VII. CLOSED SESSION**

- A. Closed Session Conference with Real Property Negotiator pursuant to Government Code Section 54956.8  
Property Locations: 970 La Sierra Drive, 1000 La Sierra Drive  
Agency Negotiator: Colin Miller  
Negotiating Parties: Arden Park Recreation and Park District and Sacramento County Water Agency  
Under Negotiation: Property Negotiations  
**No closed session held.**

**VIII. ADJOURN**

**Motion to adjourn the meeting made at 8:32 pm by Akroyd, seconded by Shetty. Motion carried unanimously, 5-0.**

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Board Co-Chair  
August 19, 2025

**ARDEN PARK RECREATION AND PARK DISTRICT**

**REVENUE REPORT August 19, 2025**

<b>ACCOUNT</b>	<b>FY 2025-2026</b>	<b>TOTALS</b>
94942900	Facility Rentals	
	Block	\$500
	Community Center	\$2,384
	Picnic Areas	\$1,711
	Pool	\$485
	<b>Facility Rentals Total 94942900</b>	<b>\$5,080</b>
96964600	Recreation Services	
Youth	Baby Ballet/Pre-Ballet/Gymnastics/Tiny To1	\$2,196
	Before & After School Program	\$5,449
	Cresta Critters	\$8
	Explorers Summer Camp	-\$174
	Junior Leader	\$450
	Little Explorers	\$2,350
	Preschool	\$50
	Summer Theatre Camp	\$225
	Swim Lessons/Lap Swim	\$1,987
	Tennis	\$2,080
Events	4th of July	\$200
	Movie in the Park	\$600
	Tents in Town	\$450
Adult	Advertising	\$400
	Country Line Dancing	\$795
	Jazzercise	\$274
	Paint and Sip	\$144
	Pool Daily Fees	\$3,292
	Pool Passes	\$40
	Time to Thrive	\$840
	Zumba Gold	\$65
Financial	Credit from Account	-\$3,001
	Credit to Account	\$4,017
	<b>Recreation Total 96964600</b>	<b>\$22,737</b>
97979000	Miscellaneous Revenue	
	Cancellation Fee	\$1,441
	<b>Misc. Total 97979000</b>	<b>\$1,441</b>
	<b>TOTAL REVENUE</b>	<b>\$29,258</b>

**Financial Data July 9, 2025 through August 12, 2025**

ARDEN PARK RECREATION & PARK DISTRICT  
BOARD MEETING OF August 19, 2025

**SALARIES AND WAGES**

**FISCAL YEAR 2025-2026**

**SUMMARY**

**REGULAR EMPLOYEES**

1) Burr, Willie	Park Maintenance Supervisor	\$6,371
2) Dominguez, Angelo	Maintenance Worker I	\$3,738
3) Maesomy, Darcie	Recreation Supervisor	\$6,396
4) Massey, Darwin	Maintenance Worker I	\$3,675
5) Miller, Colin	General Manager	\$9,900
6) Phillips, Cathy	Operations Supervisor	\$6,396
<b>Sub-total Regular Employees</b>		<b>\$36,476</b>
* FICA		\$2,419
Deferred comp (employer contribution)		\$2,550
Aug Kaiser(4518), Aug Co-Power(138)		\$4,656
<b>Sub-total Benefits</b>		<b>\$7,206</b>

**Regular Employees & Benefits Total \$46,101**

**PART-TIME / SEASONAL EMPLOYEES**

1) Aquatics	\$21,739	
2) Recreation Coordinator	\$3,945	
3) Recreation Leader	\$32,971	
4) Scorekeeper	\$507	
5) Special Event	\$2,658	
<b>Sub-total Part-time / Seasonal Employees</b>		<b>\$61,820</b>
* FICA		\$3,831

**Part-time / Seasonal Employees Total \$65,651**

State of California EDD - Unemployment	
CAPRI - Workers Comp.	
* Employer contributions SUI(1203) & Medicare (1462)	\$2,665

\* Figures taken from Payroll Reports & Compass

**\$2,665**

**GRAND TOTAL \$114,417**

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DATE

**Totals from PP202514 & PP202515**

**ARDEN PARK RECREATION AND PARK DISTRICT**  
**BOARD MEETING OF August 19, 2025**

**CLAIMS / BILLS APPROVED BY BOARD OF DIRECTORS**

**Fiscal Year 2025-2026**

	<u>SUMMARY</u>	<u>ACCT</u>	<u>ITEM</u>	
1	Brooke Swan	20203900	mileage	\$36.68
2	Cathy Phillips	20203900	mileage	\$50.54
3	USB-Sac Co Parking	20203900	parking	\$3.50
4	USB-Amazon,OfcMax,OfcDpt,DntnRecybll	20207600	office supplies	\$514.39
5	USB - Office Max	20208100	postage	\$73.00
6	Bliss Power Lawn	20214200	land imp maint	\$222.97
7	USB-Plumbing Svc,Har Tru,Lowes,Leslies Pool	20215100	mech sys maint	\$1,523.47
8	Emigh Hardware	20215100	mech sys maint	\$89.13
9	SMUD	20219100	street lights July	\$77.78
10	SMUD	20219100	6768691 Aug	\$2,742.44
11	SMUD	20219100	6768694 Aug	\$66.03
12	SMUD	20219100	6768695 Aug	\$62.11
13	PG&E	20219200	community center Aug	\$7.85
14	PG&E	20219200	pool heater Aug	\$56.31
15	Waste Management	20219300	Arden Park garbage - Aug	\$304.59
16	Waste Management	20219300	Cresta Park garbage - Aug	\$199.71
17	Sac County Utlities	20219500	sewer - Cresta Park	\$134.54
18	Sac County Utlities	20219500	sewer - Arden Park	\$343.21
19	Comcast	20219700	internet service	\$277.87
20	Sac County Utlities	20219800	water - Arden Park	\$3,356.40
21	USB-Intermedia	20219700	phone service	\$201.76
22	USB-Quick Quack, Autozone	20220500	auto maint	\$248.35
23	Arden Village Service	20223600	gas - May/June	\$1,223.06
24	USB-Amazon,Costco,WM Recycling	20228200	shop equip maint	\$220.48
25	Emigh Hardware	20232200	custodial supplies	\$60.32
26	USB-Amazon,Costco,Sams Club,SC Renewal	20232200	custodial supplies	\$1,707.43
27	McMurchie Law Firm	20253100	legal advice	\$459.00
28	Bryon D. Martin	20259100	band - Music in Park	\$600.00
29	Caltronics	20259100	copier - July	\$98.73
30	Clark Pest Control	20259100	pest control	\$118.00
31	Fastbreak Tech	20259100	support package renewal	\$1,400.00
32	Fastbreak Tech	20259100	Office 365 renewal	\$1,734.00
33	Fastbreak Tech	20259100	computer - rec supervisor	\$1,562.38
34	Fastbreak Tech	20259100	SSL renewal	\$99.99
35	Fastbreak Tech	20259100	monitor - rec supervisor	\$317.48
36	HB&T Environmental	20259100	asbestos survey	\$1,910.00
37	Wellnessmart	20259100	livescans	\$124.00
38	USB - ADT,Crashplan	20259100	professional services	\$168.02
39	Alison Lloyd	20259100	ballet/gymnastics/Tiny Tots - July	\$2,990.40
40	Dulcene Kessing	20259100	tennis - July	\$408.00
41	Melissa Shrout	20259100	Zumba - July	\$290.50
42	Performance-ology	20259100	boot camp/senior mobility - July	\$567.00
43	Susan Nicolos	20259100	paint & sip - Aug	\$151.20
44	Thaddeus White	20259100	tennis - July	\$1,505.00
45	Tina Goins	20259100	line dancing - July	\$1,075.90
46	Emigh Hardware	20285200	aquatics	\$65.26

47	GSAA	20285200	umpires - July	\$955.29
48	Nu Art Education	20285200	theatre camp	\$1,645.00
49	USB-Quickscores	20285200	adult sports	\$70.00
50	USB-Smart & Final,O'Reilly	20285200	after school	\$80.10
51	USB-Safeway, Amazon	20285200	aquatics	\$107.95
52	USB-Amazon,Dtree,Raley's,PTrb	20285200	Cresta Critters	\$496.67
53	USB-Amzn,BHRs,SKings,Rys,Tgt,Cco,Doms,RCanes	20285200	Explorers camp	\$2,692.33
54	USB-Amzn,S&F,Ace,WM,Tgt,OM,DT,Cco	20285200	July 4th	\$2,687.66
55	USB-Office Max,Fast Signs, Amazon	20285200	rec supplies	\$325.38
56	Jennifer McPeak	20285200	refund - recreation	\$75.00

**TOTAL \$ 38,584.16**

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DATE

**Financial Data July 9, 2025 through August 12, 2025**

ARDEN PARK RECREATION & PARK DISTRICT  
 BOARD OF DIRECTORS MEETING OF **August 19, 2025**  
 BILLS APPROVED BY BOARD OF DIRECTORS  
**BENEFIT ASSESSMENT DISTRICT**  
**INDEX 9399397000**

**FISCAL YEAR 2024-2025**

<u>SUMMARY</u>	<u>ACCT</u>	<u>ITEM</u>	<u>AMOUNT</u>
1 USB - Valley Redwood	20210400	ag/hort supplies	\$456.53
		<b>TOTAL</b>	<b>\$456.53</b>

USB = U.S. Bank CalCard

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DATE

**Financial data July 9, 2025 through August 12, 2025**

ARDEN PARK RECREATION & PARK DISTRICT  
MEETING OF **August 19, 2025**  
BILLS APPROVED BY BOARD OF DIRECTORS

**FIXED ASSETS**

**FISCAL YEAR 2025-2026**

**COST CENTER 9339334000 & 9399397000**

<u>SUMMARY</u>	<u>ACCT</u>	<u>ITEM</u>	<u>AMOUNT</u>
<b>No expenses for this Board Report</b>			
<b>TOTAL</b>			<b>\$0.00</b>

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DATE

**FINANCIAL DATA July 9, 2025 THROUGH August 12, 2025**

**COMPASS REPORTS      FISCAL YEAR 2025/2026**  
**GENERAL FUND                      Cash in Treasury**

Report Period	Beginning Balance	Period Income	Period Expenses	Ending Balance
31-Jul-25	\$1,415,348	\$35,333	-\$205,486	\$1,245,195
31-Aug-25				
30-Sep-25				
31-Oct-25				
30-Nov-25				
31-Dec-25				
31-Jan-26				
28-Feb-26				
31-Mar-26				
30-Apr-26				
31-May-26				
30-Jun-26				

**COMPASS REPORTS    FISCAL YEAR 2025/ 2026**  
**BENEFIT ASSESSMENT DISTRICT**                      **Cash in Treasury**

Report Period	Beginning Balance	Period Income	Period Expenses	Ending Balance
31-Jul-25	\$101,231		-\$456	\$100,775
31-Aug-25				
30-Sep-25				
31-Oct-25				
30-Nov-25				
31-Dec-25				
31-Jan-26				
28-Feb-26				
31-Mar-26				
30-Apr-26				
31-May-26				
30-Jun-26				

# Arden Park Recreation and Park District Agenda Statement

**Meeting Date: August 19, 2025**

**Item No. IV.A**

**Item Title**

Consideration and possible action to approve a Memorial Donation Policy

**Item Summary**

Attached is an updated version of a proposed Memorial Donation Policy. Changes were made according to requests from the board when the draft policy was first presented.

**Attachment**

Draft Memorial Donation Policy



## **Arden Park Recreation and Park District Memorial Donation Program**

The Arden Park Recreation and Park District invites community members to honor loved ones through our **Memorial Donation Program**. This program provides a meaningful way to commemorate individuals while enhancing our parks for the enjoyment of all.

### **Donation Options**

Participants may donate the following items:

- **Memorial Benches** – Placed in designated park locations. Optional bronze plaque available.
- **Memorial Trees** – Trees will be planted in designated park locations.

### **Program Details**

- All donated items become the property of the **Arden Park Recreation and Park District**.
- The District reserves the right to deny a requested memorial based on requested language on memorial plaques
- Placement of benches and trees will be determined by District staff to ensure alignment with park master plans, accessibility, and long-term maintenance needs. The District may deny a memorial request based on available space.
- While we make every effort to honor the donor's preferred location, **the District reserves the right to relocate or remove items if necessary** due to park renovations, safety considerations, or other operational reasons.
- Donors will be notified if a relocation is planned, when possible.
- The standard lifespan for benches is 25-30 years; for trees, the District will make every effort to preserve and maintain them in a healthy condition.

## **Donation Process**

1. Contact the District Office at 916-483-6069 to request a Memorial Donation Application.
2. Complete and submit the application along with your donation fee. The donation fee for a tree includes the tree and installation. The donation fee for a bench includes the bench, shipping, a concrete pad for mounting and equipment rental for unloading and placing the bench. If multiple bench requests coincide with each other, the shipping and equipment rentals costs could be shared. This would lower the overall cost for each bench.
3. District staff will review the application and work with the donor to finalize installation and plaque wording.

Memorial donations are a lasting tribute and help support our mission of maintaining beautiful, welcoming parks for the Arden Park community. We are honored to assist you in creating a meaningful remembrance.



## ARDEN PARK RECREATION AND PARK DISTRICT MEMORIAL DONATION PROGRAM APPLICATION FORM

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### DONATION TYPE (check one or more):

- Memorial Bench – Approximately \$3,000 for a single bench
- Memorial Tree – \$750 (includes tree and planting)

### PREFERRED PARK LOCATION:

(Please list general area or park name; final placement will be determined by District staff)

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### PLAQUE INSCRIPTION (if applicable):

Plaques are custom made and may include text or photos. The price of the plaque depends on its size. The most used is 12"X12" which costs approximately \$600.

### ACKNOWLEDGMENT:

By signing below, I acknowledge that all donated items become the property of the Arden Park Recreation and Park District. I understand that while efforts will be made to accommodate placement preferences, the District reserves the right to move, replace, or remove donated items at its discretion for maintenance, renovations, or operational needs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Arden Park Recreation and Park District Agenda Statement

**Meeting Date: August 19, 2025**

**Item No. V.A**

**Item Title**

Discussion of a new service to bring the District's website into compliance with new legislation

**Item Summary**

We are required to post several documents on our website as PDF files-agendas, meeting minutes, budgets etc. The PDF format is difficult to convert to a format that can be used for blind people trying to access all the information on our website.

There is relatively new legislation that requires us to make our website accessible to blind members of the public. Staff have chosen to go with a solution provided by our website host Streamline. The tool is an overlay on our website that recognizes when a user is accessing a PDF file and instantly converts it to a usable format. We will pay \$100/month for the service.

**Attachment**

Legislative requirements for Special District Websites

## **Legislative Requirements for Special District Websites and ADA Compliance**

In California, special districts are required to maintain websites that comply with accessibility standards to ensure all citizens, including those with disabilities, have equal access to information and services.

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### **Senate Bill 929 (SB 929)**

Enacted in 2018, SB 929 requires all independent special districts in California to establish and maintain a website by January 1, 2020. The bill stipulates that these websites must include:

- Contact information for the district
- Agendas and minutes of board meetings
- A current budget
- Any other information deemed pertinent by the district

While SB 929 mandates the creation of websites, it does not explicitly address accessibility requirements. However, compliance with state and federal accessibility laws is implied.

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### **Assembly Bill 434 (AB 434)**

Effective July 1, 2019, AB 434 requires state agency websites to certify compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA standards. Although AB 434 specifically targets state agencies, it underscores California's commitment to digital accessibility, serving as a model for other public entities, including special districts.

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## **Americans with Disabilities Act (ADA) Compliance**

Under the ADA, public entities, including special districts, must ensure their services are accessible to individuals with disabilities. This extends to digital services, meaning websites must be perceivable, operable, understandable, and robust for all users. Non-compliance can result in legal action, financial penalties, and reputational harm.

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## The Unruh Civil Rights Act

The Unruh Act (California Civil Code § 51) guarantees that all individuals—regardless of disability, race, sex, religion, or other protected status—are entitled to full and equal accommodations and services in all business establishments, including those operated by public agencies.

While originally intended for physical spaces, courts have interpreted the Unruh Act to apply to digital services, including websites. In practice, this means a special district's failure to make its website accessible may not only violate the ADA but also the Unruh Act, exposing districts to **statutory damages of \$4,000 per violation**, plus attorneys' fees.

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## Consequences of Non-Compliance

### Legal Action

Thousands of web accessibility lawsuits are filed annually. Courts are increasingly recognizing that inaccessible websites are a form of discrimination.

### Financial Penalties

In California, statutory damages of \$4,000 per occurrence under the Unruh Act can accumulate quickly, leading to significant costs.

### Reputational Damage

Non-compliance erodes public trust and can harm relationships with constituents.

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## Government Agency ADA Compliance Lawsuits

- **National Association of the Deaf (NAD) v. Harvard & MIT (2015)**: Failure to caption online content led to a major settlement and revised accessibility practices.
  - **California Department of Corrections and Rehabilitation (2020)**: Required digital upgrades following lawsuit over inaccessible services.
  - **Florida Department of State (2019)**: Election websites updated after lawsuit over inaccessibility.
  - **Chicago Public Schools (2017)**: Forced to revamp digital content after a federal investigation.
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## Solutions for Achieving Website Accessibility Compliance

1. **Conduct Accessibility Audits:** Use tools like WAVE or Axe to identify and fix issues.
2. **Implement WCAG Guidelines:** Aim for WCAG 2.1 Level AA standards.
3. **Provide Training:** Equip staff with knowledge on accessibility best practices.
4. **Engage Accessibility Experts:** Partner with professionals to guide and validate remediation.
5. **Maintain Ongoing Monitoring:** Regularly test and ensure new content is compliant.

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By proactively addressing website accessibility, special districts can provide equitable access to all constituents, mitigate legal risks, and demonstrate a commitment to inclusivity.

# Arden Park Recreation and Park District Agenda Statement

**Meeting Date: August 19, 2025**

**Item No. V.B**

**Item Title**

Discussion of sponsorship opportunities

**Item Summary**

Staff were discussing upcoming events and sponsorship came up. Darcie mentioned that one of the members of a band that she booked asked about being a sponsor for events. He works for an association that provides outreach and education for the cannabis industry. They don't sell cannabis, they only promote. My initial reaction was a quick no. Darcie mentioned that she had received an inquiry from Arden Park residents who own a bar called Alibi. Again, the quick reaction was no.

Upon reflection, I thought it was worth discussing with the board. Cannabis and alcohol are legal. We have a vendor that sells alcohol at some of our events. Should we allow sponsorship as described above? Should we allow the sales of alcohol at our events?

Discuss.....

# Arden Park Recreation and Park District Agenda Statement

**Meeting Date: August 19, 2025**

**Item No. V.C**

**Item Title**

Discussion and possible action to nominate a board member to run for representative seats for the Sacramento LAFCo

**Item Summary**

The Sacramento LAFCo will be electing two new representatives on September 15, 2025. Attached you will find an information packet from Sacramento LAFCo regarding the election and the positions. Board action is required for one of our members to be nominated.

**Attachment**


Sac LAFCo election nomination packet



# MEMO

DATE: August 12, 2025

TO: Special District Presiding Officer

FROM: José C. Henríquez, Executive Officer   
Sacramento Local Agency Formation Commission

SUBJECT: Election of Special District Representatives to Sacramento LAFCo  
Nominations for Special District Commissioners (Two Regular and One Alternate Seats)

The Special District Selection Committee is electing representatives to serve on LAFCo. The seats are:

- **Regular (Voting) Special District Representative:** Serves on the Commission as a full, voting member. In this election, two seats are open:
  - A four (4) year term
  - A two (2) year term to finish out the term of former Commissioner Lindsey Carter
- **Alternate Special District Representative:** Serves on LAFCo in a non-voting capacity; however, the Alternate can vote whenever one of the Regular members is absent, recused or ineligible to vote. The person elected to this seat will serve a new 4-year term.

Newly-elected commissioners will begin their respective terms in January 1, 2026.

Due to the size of the Special District Selection Committee, it has been difficult to establish a quorum when meeting in person. Therefore, pursuant to the provisions of Government Code §56332(f), the Executive Officer has determined that the business of the Special District Selection Committee will be conducted in writing.

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### Commissioners

*Rich Desmond, Pat Hume, County Members* ■ *Rosario Rodriguez, Alternate*  
*Lisa Kaplan, Mat Pratton, City Members* ■ *Phil Pluckebaum, Dr. Jayna Karpinski-Costa, Alternates*  
*Chris Little, Public Member* ■ *Timothy Murphy, Alternate*  
*Gay Jones, Vacant, Special District Members* ■ *Charlea Moore, Alternate*

### Staff

*José C. Henríquez, Executive Officer* ■ *Desirae Fox, Kristi Grabow, Policy Analyst*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*

### **Special District Commissioners, Regular and Alternate Seats**

The Regular, 4-year voting seat is currently held by Gay Jones of Sacramento Metropolitan Fire Protection District. Her term will expire on December 31<sup>st</sup>, 2025. The Alternate seat is held by Charlea Moore from the Rio Linda Elverta Recreation & Park District. Her term will also expire on December 31<sup>st</sup>, 2025. Each new seat has a term of office of four years.

A second Regular seat has opened because of former Commissioner Carter's resignation. The person elected to this seat will finish out her term. This seat has a term of two years.

### **Nomination Requirements**

At the request of a special district that lost its nomination ballot, the nomination period has been extended. **All nominations are due in writing on or before 5:00 pm on September 15, 2025.** Nominations received after that date cannot be accepted and will be returned to your District. A nominee must be a Director from an independent special district within Sacramento County. To be valid, all nominations must include the following:

- 1) Name and district of the nominee;
- 2) Name of the nominating district; and
- 3) Signature of the Presiding Officer of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's Board (Resolution or Minute Order can be attached), certified by the Board Secretary, Board Clerk or District Manager.

Please submit a statement of qualifications (not to exceed one page) for each nominee.

***Please note all nominations received before the original deadline of August 31, 2025, are still valid, will appear on the election ballot and do not need to be resubmitted.***

### **Special District Representative Election (to be held after September 15, 2025)**

Once the nomination period is closed, the Executive Officer will prepare and distribute, by certified mail or by email, one ballot listing valid candidates and voting instructions to each Independent Special District. The one-page statement of qualifications, if provided, will be included as submitted. The ballot will include the names of all nominees submitted for these positions. The Districts must return their ballot to the Executive Officer by the date specified in the voting instructions, which will be at least 30 days from the date the ballots were distributed. Any ballot received after the specified date will not be valid.

Within 14 days of the election date, the Executive Officer will announce the winner of the most votes.

If you have any questions, please contact the LAFCo office at (916) 874-6458.

Enclosure: Election Nomination Ballot

Government Code §56332





GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57607] ( Title 5 added by Stats. 1949, Ch. 81. )

DIVISION 3. CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF 2000 [56000 - 57550] ( Heading of Division 3 amended by Stats. 2001, Ch. 388, Sec. 1. )

PART 2. LOCAL AGENCY FORMATION COMMISSION [56300 - 56430] ( Part 2 added by Stats. 1985, Ch. 541, Sec. 3. )

CHAPTER 2. Formation of Commission and Selection of Commissioners [56325 - 56337] ( Chapter 2 added by Stats. 1985, Ch. 541, Sec. 3. )

**56332.** (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible

district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.  
*(Amended by Stats. 2018, Ch. 86, Sec. 6. (AB 3254) Effective January 1, 2019.)*



**August 19, 2025**

## **General Manager Report**

### **Events**

Planning continues for the Fall Festival. We located a bunch of old photos at the Fire Station. The APNA has agreed to reach out through their contact list to let folks know about the event.

### **CAPRI Site Inspection**

CAPRI has an inspection program where they perform site visits to examine districts' safety programs, conditions of facilities and compliance with safety related legislation. Each agency is inspected every 18 months. Our inspection is coming up in September. You should have recently received a couple of emails from Target Solutions to let you know about training that you need to do. Please complete those training programs as they are mandated and a part of our inspection. A successful inspection could lead to us getting a discount on our insurance premium.

### **Programs**

School started Thursday and we are in fall mode. We had a parent meet and greet with the Little Explorers parents on Tuesday. School pickups went well for day one.

Preschool starts after the Labor Day weekend.

## **Standing Committee Reports**

### **HR Subcommittee**

- General Manager contract is signed and filed.
- Committee is reviewing final comments on Personnel Manual. Should be able to get that to the Board for initial review in September

### **Facilities Subcommittee**

- We are still evaluating the asbestos information from the fire station

- Mr. Andrews and Mr. Burke met with representatives from the Sac County Fire and Sac County Department of Transportation office to examine the area around Cresta. Mr. Burke will be able to provide more details on what was discussed.

## Call for Service

#25-25099

Location Arden Park

Time: 2025-07-29 10:16 PM

Disturbance - Public

People are screaming at the park

## Security Log Outliers

**#25-27385**

### **Vehicle Patrol Visit**

Lozinto Eric

2025-08-12 9:15 PM

Arden Park

Arden parks and recreation Cresta park Patrol officer lozinto Patrolled the perimeter of the park In which this includes the bathrooms are locked the Tennis court and basketball court and playgrounds all clear There were 2 homeless people in the park. Getting ready to go to sleep. I asked him to leave, they left one is a male in his 50s or 60s. The other one is a female in their fifties or sixties. Both are white, push in a baby stroller

**#25-27141**

### **Vehicle Patrol Visit**

Lozinto Eric

2025-08-11 4:30 AM

Arden Park

Patrol Details

Patrol officer lozinto Patrolled the perimeter of the park In which this includes the bathrooms play grounds and tennis courts basketball court and the surrounding area and the main office All clear I ran into a group of young teenagers, about 8 of them. Don't know. What they were up to so I told them to get there butts home.

**#25-27082**

### **Vehicle Patrol Visit**

Lozinto Eric

2025-08-10 11:35 PM

Area(s) Patrolled

Cresta park

Patrol Details

Came across a fallen limb off the one of The oak trees

**#25-27037**

**Vehicle Patrol Visit**

Lozinto Eric

2025-08-10 8:53 PM

Area(s) Patrolled

Cresta park

Patrol Details

Patrol officer lozinto Patrolled the perimeter of the park In which this includes the bathrooms are locked the Tennis court and basketball court and playgrounds and the surrounding area all clear. I had a homeless person inside the park that was refusing to leave as soon as I called the sheriff's department. She heard that she got up and left

**#25-26595**

**Vehicle Patrol Visit**

Gataivasa KC

2025-08-08 12:10 AM

Patrol Details

Officer arrived at Cresta Park to conduct a perimeter patrol. Two individuals were observed near the restroom area and were advised that the park closes at sundown. They complied, walked to their vehicle, and left the area. While continuing the patrol, the officer observed three individuals—two males and one female—walking from La Sierra through the parkway. The officer informed them that the park closes at sundown and advised that they should be familiar with the rules and regulations of the Arden HOA. They complied, exited the park, and continued walking toward Arden.

**#25-26558**

**Vehicle Patrol Visit**

2025-08-07 9:37 PM

Patrol Details

Officer arrived at Cresta Park to conduct a perimeter patrol. Upon arrival, the officer observed a neighborhood resident walking their dog along the side of the park. Four teenagers were seen at the playground area and were informed that the park was closed; they complied, retrieved their bikes, and left the area. The officer also observed a couple near the restroom area and advised them that the park closes at sunset; they complied and returned to their vehicle. The officer then secured the restroom for the night. No suspicious activity, vandalism, or property damage was observed during the patrol. Cresta Park was secure.