



# City of Rialto

## Agenda

### Recreation and Parks Commission

*Chairperson Joe Britt*

*Vice-Chairperson Scott Sparks*

*Commissioner James Maldonado*

*Commissioner Jan Morrison*

*Commissioner Jose Aparicio*

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Tuesday, November 1, 2022

6:30 PM

Rialto City Hall, Council Chambers, 150 S. Palm  
Ave. Rialto CA 92376

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*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Maintenance & Facilities Department at (909) 421-7279. Notification 48-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].*

*Members of the public are given an opportunity to speak on any listed agenda items. Please notify the Community Services Department if you wish to do so. All agendas are posted in the City Hall Administration Building (150 South Palm Avenue, Rialto, CA 92376) at least 72-hours in advance of the meeting. Copies of the staff reports relating to each item on the agenda are on file in the Community Services Department. Please call (909) 421-4949 to inquire about any items described on the agenda.*

*Based upon the open meeting laws (the Brown Act), additional items may be added to the agenda and acted upon by the Transportation Commission only if it is considered to be a "subsequent need" or "emergency item" and is added by a two-thirds vote. Matters raised under Oral Communications may not be acted upon at that meeting other than as provided above.*

**a. CALL TO ORDER**

**b. ROLL CALL**

**c. PLEDGE OF ALLEGIANCE**

**d. APPROVAL OF MINUTES FROM REGULAR MEETING**

[22-967](#)

October 4, 2022 Recreation and Parks Commission Meeting Minutes

Attachments: [October 4, 2022 - Parks and Recreation Meeting Minutes.pdf](#)

**e. PUBLIC COMMENT**

**f. STAFF UPDATES**

[22-972](#)

Field Allocation Presentation

**g. DISCUSSION AND/OR ACTION ITEMS**

[22-968](#) Discussion: Hall of Fame - Mission and Vision

**Attachments:** [Mission and Vision Statements.pdf](#)

[22-969](#) Discussion: Committee Updates  
Sports, Holiday/Events, Hall of Fame

[22-971](#) Discussion: Memorial Tree Policy

**Attachments:** [Inglewood - Tree Dedication Planting Policy.pdf](#)  
[Torrance Tree Dedication Brochure.pdf](#)  
[South Pasadena dedication tree policy.pdf](#)  
[Fullerton Memorial Tree Kios.pdf](#)  
[Escondido ParkandOpenSpaceMemorialPolicy.pdf](#)

h. **COMMISSIONER REPORTS**

i. **ADJOURNMENT**



# City of Rialto

## Legislation Text

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**File #: 22-967, Version: 1, Agenda #:**

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October 4, 2022 Recreation and Parks Commission Meeting Minutes

**CITY OF RIALTO  
RECREATION AND PARKS COMMISSION MINUTES  
TUESDAY, OCTOBER 4, 2022  
IN PERSON MEETING  
150 S. PALM AVE., RIALTO CA, 92376**

a. **CALL TO ORDER:** The meeting was called to order at 6:33pm by Chair Britt.

b. **ROLL CALL:**

ROLL CALL/COMMISSIONERS	PRESENT	ABSENT	PRESENT TO DATE
Jose Aparicio		X	
Joe Britt	X		
James Maldonado		X	
Jan Morrison	X		
Scott Sparks	X		

**STAFF MEMBERS PRESENT:**

c. **PLEDGE OF ALLEGIANCE:** Led by Commissioner Morrison

d. **APPROVAL OF MINUTES:** Item 21-0905

**ACTION:** Approve the November 2, 2021, minutes

**MOTION:** Vice Chair Sparks      **Seconded by:** Commissioner Morrison

**MOTION PASSES YES:** X      **NO:** 0      **ABSTAIN:** 0

**Noting the absence of** Commissioner Aparicio and Commissioner Maldonado

e. **PUBLIC COMMENT**

None

f. **STAFF UPDATES**

**Director Alvarado gave updates on department programming:**

- September 17<sup>th</sup> Pet A Palooza was held at the Civic Center. Our department had an information booth, where we handed out information and various department marketing items.
- September 23<sup>rd</sup> Viva La Fiesta was held at Rialto City Park. Had a great turn out. The event had many vendors, various activities, various live entertainment, and Salsa Tasting Showdown (MADD fundraiser).

- October 1<sup>st</sup> MADD was held at Joe Sampson Park. 5K, 10K, and 5K walk. Great event. The department had an information booth for the community to learn about our department offerings and upcoming events.
- Rialto Progress Magazine went out for the community to stay up to date with programs, events and other city information that our residents get to stay up to date on.
- The department is getting ready for our annual Halloween-Hi-Jinks event which will be held Monday, October 31<sup>st</sup> from 5:30pm-9:30pm at Civic Center
- Mobile Recreation is coming to an end next month in November. The kids are having a great time participating in the various activities that the staff have planned for them
- The Senior Center held their Health Expo that had many vendors sharing information with our Seniors. Assemblymember Eloise Reyes handed out resource bags, and Feeding America provided our Senior Community with supplemental food boxes (150).
- The senior center also held their scoops for seniors and all who attended enjoyed the sweet treats
- Variety Tot sports had a great turn out this session. The kids and the parents had so much fun
- Contract classes are going well with plenty of participants registered in classes, especially the Folklorico and Karate Classes
- On October 2<sup>nd</sup> we took over 50 kids to the LA Dodgers game. The Dodgers provided a charter bus, shirts, game tickets, and lunch tickets. Everyone had a great day.
- The department has recently hired 9 staff that have been assigned to various programs, and 5 staff were promoted within the department.
- Halloween Pumpkin Patch will be Saturday, October 15 at the Tom Sawyer Pool from 10am-2pm
- Socktober Campaign will run from October 3<sup>rd</sup> through October 31<sup>st</sup>
- Hall of fame will be coming up in November. Nominations are closing soon.
- The department is still offering youth scholarships
- Rialto Teen Center is open Tuesday-Friday 3pm-6pm
- COVID-19 testing sites (Rialto Community Center, Metro Parking Lot near Bonnie View, and Jerry Eaves Park)

#### **g. DISCUSSION AND/OR ACTION ITEMS**

##### **ITEM: 22-901** Discussion: Hall of Fame—Mission and Vision

- Tabled until November meeting.

##### **ITEM: 21-0923** Discussion on ADHOC Committee Updates

- No updates

##### **ITEM: 22-905** Discussion on CIP Updates

- Updates provided on:
  - Building 300 –almost done
  - Design meeting scheduled for the 400 bldg.
  - Frisbie Dog park update on maintenance Project
  - Preston Portable walk thru
  - Going out to Bid for Andresen Park ADA walking path

- PE Trail expansion: started construction last Monday. They are working on miscellaneous removals

ITEM: 22-907 Action: Socktober.

- Commission wants to see video on Rialto Network to get the word out.

ITEM: 22-908 Discussion: Committee Updates

- No Committee updates

## **h. COMMISSIONER REPORTS**

**Commissioner Morrison:** Attended Viva La Fiesta. The place was packed. Did Salsa Tasting and watched the show. Event was great. Are we going to be rotating Mobile Recreation to different Parks? Hasn't been able to come by Teen Center. Would like to see Teen Center Programming on the North end and maybe use space at the church. The North end feels like they are a part of Fontana. Likes the posting for Hall of Fame. Wanted to know if JJ Fad could be inducted in the Hall of Fame? Wants to know if there will be a park at the new development. Thank you for keeping the activities out there for her to repost and share.

**Vice Chair Sparks:** Thank you for posting about the events. Appreciates the Facebook posts and promotions. Agrees with Commissioner Morrison would like to see programming up at the North end. Can we post event/program advertising on Live Oak/Riverside and on Terra Vista and Alder too) to help get the word out to the North end. Can we look at doing some programming at Citrus Grove (on Willow) behind Eisenhower?

**Chair Britt:** Would love for the City to put a large building by the 210 and pepper on West side to do a convention center. Mobile Recreation can we to other areas?

## **i. ADJOURNMENT**

With no other business to attend, Chair Britt adjourned the meeting at 8:01 pm with the next regular meeting to be held at 6:30pm, on Tuesday, November 1, at the City Council Chambers located at 150 S. Palm Ave, Rialto, CA 92376

Respectfully Submitted,

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Cynthia Alvarado-Crawford, Director  
Department of Community Services



# City of Rialto

## Legislation Text

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**File #: 22-972, Version: 1, Agenda #:**

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Field Allocation Presentation



# City of Rialto

## Legislation Text

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**File #: 22-968, Version: 1, Agenda #:**

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Discussion: Hall of Fame - Mission and Vision



## Mission and Vision Statements

### Commissioner Aparicio

**The Mission** of the HALL OF FAME EVENT is to Honor Rialto Residents who have made a purposeful impact within themselves and their community, and who continue to create value through service as local and global leaders.

**The Vision** is for this honoree to partner with the City of Rialto and residents as a goodwill ambassador representative in continued active service to the community.

### Commissioner Morrison

**Vision:** To recognize and celebrate individuals who have graduated from one of the local Rialto's High Schools and have demonstrated exemplary Academic, Artistic and Athletic Talents as well as continue to use their skills to better the community.

**Mission:** The Hall of Fame Recognition Ceremony is a visual and tangible way for the City to Reinforce and celebrate the qualities and values of the community by;

Reinforcing the ethnic and cultural diversity, sense of community, rich cultural assets, supportive business climate and commitment to the health and safety of all residents.

Continuing to write the story of the City of Rialto and the ties that reinforce the sense of family environment, quality schools and great community assets that make our community thrive.

Rialto Community Services strives to improve and enrich the lives of citizens of all ages and abilities by providing activities and services for mental, physical, and social well-being of the community we serve.

The Community will be invited to submit applications for current or former residents who:

- Graduated from a local High School ***after 5 years post graduate activity***
- Present evidence of ***notable*** ongoing community involvement

Present evidence of ***notable*** achievement in Academic, Artistic or Athletic Arena

### Chair Britt

One of the most exciting times of the year as far as our community is concerned is The Hall of Fame, For years it has been dedicated to our sports programs for those who have lived in the City of Rialto, and have gone on to play in professional sports, all sports. The community gets a chance to participate by nominating their favorite sports hero that has lived in our great city and have gone to shine in his or her profession.

For some time now, the Parks and Recreation Commission have played around with the notion of extending the Hall of Fame to other forms of excellence, past and present, without leaving no one behind. By opening our search to include education, business, and community service with the same criteria that has been in place.

Our mission is to promote leaders, past and present, by promoting excellence within our great city and by instilling a sense of pride for the citizens of Rialto by leaving no one person behind in our quest for excellence.

### **Commissioner Maldonado**

**Mission Statement:** Rialto's Hall of Fame aims to commemorate and disseminate the impact of those who have helped shape our history, and whose legacy continues to inspire progress in our community

**Vision Statement:** Rialto's Hall of Fame will be a hallmark of the community that provides intergenerational inspiration through its storied history and unrivaled inductees



# City of Rialto

## Legislation Text

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**File #: 22-969, Version: 1, Agenda #:**

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Discussion: Committee Updates

Sports, Holiday/Events, Hall of Fame



# City of Rialto

## Legislation Text

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**File #: 22-971, Version: 1, Agenda #:**

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Discussion: Memorial Tree Policy



## PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

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**DATE:** April 14, 2009

**TO:** Mayor and Council Members

**FROM:** Parks, Recreation and Community Services Department

**SUBJECT:** Tree Dedication Planting Policy

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**1. Proposal:**

It is recommended that the Mayor and Council Members do the following:

- 1) Approve the attached Tree Dedication Planting Policy to allow residents and groups/organizations to participate in continuing the beautification of the City's urban forest; and
- 2) Approve a tree dedication planting by the Inglewood Rotary Club on May 2, 2009.

**2. Background:**

The Parks, Recreation and Community Services Department – Tree Maintenance Division – is responsible for the maintenance of approximately 26,000 trees throughout the City of Inglewood. Some of the activities of this Section include, but are not limited to, stump and root pruning, stump removal, hedge trimming, cutting tree wells, removing and replanting parkways trees, inspecting trees for diseases and insects, and treating pests and weeds if found. The main objective is to maintain all City trees and landscapes in a safe, healthy, and beautiful condition, from the time they are planted through maturity.

Occasionally, the City is approached by individuals and or organizations that want to plant trees on public property. Earlier this year, the Rotary Club requested to plant a tree here at City Hall or another very public setting. Currently, there are no guidelines in place to regulate this activity.

The Tree Dedication Planting Policy provides guidelines for the planting of trees on public property by residents and groups/organizations. Under the proposed policy, dedication trees may be purchased or donated to celebrate a special event, memorialize a loved one, or for a variety of special interests and occasions. Anyone wishing to donate funds or to donate dedication trees shall first complete a Tree Dedication Planting Application. Applicants will be notified of available sites for planting and the variety of tree(s) desirable at the specific location. Applicants will be given an option to purchase a tree (consistent with the City's Tree Master Plan and minimum planting size) or donate funds for a tree to be purchased by the City on their behalf.

City staff will prepare planting sites for each tree dedication. Trees will be planted two times a year (May/November), in conjunction with the City's annual Inglewood **7**

Beautification Association (IBA) Spring and Fall planting. Whenever a dedication tree is planted, information noting the planting site will be added to the City's tree inventory. Each donation will be recognized by the issuance of a letter of acknowledgement to both the applicant and the honoree or the honoree's family when the tree is planted. Dedication plaques and/or signs used to identify the site will be approved on a case by case basis depending on the location of the tree.

To cover the cost of the tree and labor, \$200 must be submitted with each dedication request. In the event an application for a tree dedication is denied, funds will be returned.

All Tree Dedication Plantings are subject to the approval of the Parks, Recreation and Community Services Director and the Parks and Recreation Commission.

On April 2, 2009, the Parks and Recreation Commission voted to recommend the approval of the Tree Dedication Planting Policy by the Mayor and Council Members to allow residents and groups/organizations to participate in continuing the beautification of the City's urban forest.

In anticipation of this policy, staff has been working with the Inglewood Rotary Club to identify an appropriate planting site and species for a planting next month. Should this item be approved, staff recommends the Inglewood Rotary Club be allowed to dedicate a tree in the name of the Rotary Club during the City's IBA Spring planting on May 2, 2009. A site at City Hall (on the South Mall by the parking structure ) has been identified and was also approved for Mayor and Council consideration by the Parks, Recreation and Community Services Director and the Parks and Recreation Commission on April 2, 2009 during their regular monthly Commission meeting. The species to be planted is a 24" box Crape Myrtle.

- **Statement of Options**

The Mayor and Council Members have the following options:

- A. Approve Tree Dedication Planting Policy**

Approving the Tree Dedication Planting Policy will not only establish guidelines, but, it will allow individuals and organizations an opportunity to contribute to the beautification and maintenance of the City's tree population. It will also commemorate, in some instances, a special or specific occasion.

- B) No Action**

Not approving the Tree Dedication Planting Policy will require staff to revisit the subject and result in the City having no guidelines for non-City plantings on public property.

- **Administrative/Management**

The Parks Division will provide oversight for the Tree Dedication Planting program.

- **Financial/Funding Issues and Sources**

Each planting request must be accompanied by a \$200 payment to cover the cost of the tree and labor. Tree Dedication income will be deposited in a revenue account established for receipt of related funds.

**3. Critical Milestone:**

Trees are purchased as needed. Individuals interested in applying for a tree dedication must do so in writing (using the required form) to the Director of Parks, Recreation and Community Services at least 45 days prior to the scheduled planting. Applications received after the 45-day deadline will be planted on the next scheduled City planting date.

**4. Previous Legislative Action:**

There is no previous Legislative Action by the Mayor and Council Members.

**5. Substantiation of Recommendation:**

The approval for this policy is recommended to provide standard guidelines for the management of the City's tree population. This is part of a larger policy and ordinance being drafted by the Department to preserve and protect the community's urban forest and to promote the health and safety of City trees, from the time they are planted through maturity.

**6. Description of any Attachments:**

1. Tree Dedication Policy
2. Tree Dedication Application

**7. Legal Review Verification:** YD

This report, in its entirety, has been submitted to, reviewed and approved by the Office of the City Attorney.

**8. Finance Review Verification:** YD

This report in its entirety, has been submitted, reviewed and approved by the Finance Department.

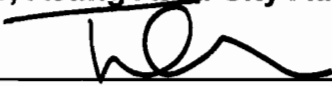
**PREPARED BY:** Sabrina Barnes, Parks, Recreation and Community Services Director  
Rita Gardner, Park Administration Superintendent  
Mark Martinez, Tree Maintenance Supervisor

**COUNCIL PRESENTER:** Sabrina Barnes, Parks, Recreation and Community Services Director

**PROOFREAD FOR ACCURACY:** Sabrina Barnes

**ACA APPROVAL:** Michael D. Falkow, Acting Asst. City Administrator

**CITY ADMINISTRATOR APPROVAL:**



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# Inglewood



# California

PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

## **Tree Dedication Planting Policy**

### **1. PURPOSE**

To provide the City Council and Administration with guidelines to control tree planting:

- a) On public property
- b) In public parks
- c) As an occurrence to commemorate a person, a special event or a date

### **2. POLICY**

Persons/groups/associations wishing to plant a tree on public property must:

- a) Complete a written application to the Parks, Recreation and Community Services Department detailing:
  - o Applicants contact information
  - o Reason for the request
  - o Preferred species
  - o Preferred planting date

Tree dedication planting will be approved by the Parks, Recreation and Community Services Department and Parks and Recreation Commission bases on the following conditions:

- a) The tree species is an approved species as identified in the City's Tree Master Plan.
- b) The tree meets the minimum tree planting size requirement.
- c) The new tree will be planted at a site designated by the City/Department.
- d) Planting site meets the minimum planting site requirements.

Actual planting will be under the supervision of the Parks, Recreation and Community Service Department.

### **INTRODUCTION**

The Parks, Recreation and Community Services Department – Tree Maintenance Division – is responsible for the maintenance of approximately 26,000 trees throughout the City of Inglewood. Some of the activities of this Section include, but are not limited to, stump and root pruning, stump removal,

hedge trimming, cutting tree wells, remove and replant parkways trees, inspect trees for diseases and insects, and treating pests and weeds if found. The main objective is to maintain all City trees and landscapes in a safe, healthy, and beautiful condition.

The City welcomes support from the community to help protect and maintain the City's urban forest. As such, dedication trees may be purchased or donated to celebrate a special event, in memory of a loved one, or for a variety of special interests and occasions. Anyone wishing to donate funds or to donate dedication trees shall first complete a Dedication Tree Planting Application. Applicants will be notified of available sites for planting and the variety of tree(s) desirable at the specific location. Applicants will be given an option to purchase a tree (consistent with the City's Tree Master Plan and minimum planting size) or donate funds for a tree to be purchased by the City.

City staff will prepare planting sites for each tree dedication. Trees will be planted two times a year (May/November), in conjunction with the City's annual Inglewood Beautification Association (IBA) Spring and Fall planting. Whenever a dedication tree is planted, information noting the planting site will be added to the City's tree inventory. Each donation will be recognized by the issuance of a letter of acknowledgement to both the applicant and the honoree or the honoree's family when the tree is planted.

To cover the cost of the tree and labor, \$200 must be submitted with each dedication request. Dedication plaques and/or signs used to identify the site will be approved on a case by case basis depending on the location of the tree. (An additional plaque fee will apply).

In the event an application for a tree dedication is denied, funds will be returned.

All Dedication Tree Plantings are subject to the approval of the Parks, Recreation and Community Services Director and Parks and Recreation Commission.

### **TREE SPECIES**

New street trees shall generally be of the same species as the predominate species on a street. If the existing species type is determined to be inappropriate, then a similar, compatible species will be planted that preserves the aesthetic qualities of the existing trees located on the street. The size of the tree at maturity should also be considered when selecting the tree species. All tree varieties must be of a species approved as part of the City's Tree Master Plan

### **MINIMUM PLANTING SIZE**

Trees shall be single stemmed trees, 1½" caliper (or larger) measured at breast height. Minimum container size shall be a 24" box for trees specified as 1½" caliper. The standard tree size shall be 6-10 feet in height. The root ball of each tree must hold intact during planting and be sized to contain adequate roots for good tree growth. Trees must not exhibit signs of being root bound from being in a container too long. Additionally, all trees shall be disease-free, have a

symmetrical, well-balanced crown and be capable of standing on their own without the nursery stake upon final inspection.

### **PLANTING SITE**

Planting sites shall be determined by the Tree Maintenance Supervisor. The planting site must meet the following minimum requirements.

- 1.) Adequate spacing (both above ground and under ground) must be present to allow healthy growth to maturity.
- 2.) Location must be conducive to good management practices and does not significantly disrupt maintenance activities or utilities.
- 3.) Water must be reasonably available for the maintenance of the tree.
- 4.) Trees shall not be planted where they would interfere with the growth of other trees in the immediate area or be overshadowed by an existing tree.
- 5.) Planting site shall allow a five foot minimum distance from gas, electric or water meters.
- 6.) Location shall be 10-feet from street lights, power lines and fire hydrants, and five-feet from walkways, driveways or other hardscape features.
- 7.) Site shall not be within 50-feet of the point of intersection of streets.

(Dated: 04/02/09)

# Inglewood



# California

PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

## Tree Dedication Planting Application

Anyone wishing to participate in the Tree Dedication Program must first complete a Dedication Tree Planting Application for each request for tree planting on City property. All tree dedication plantings are subject to the approval of the Parks, Recreation and Community Services Director and Parks and Recreation Commission. The location and tree species shall be determined by the Tree Maintenance Supervisor.

Name of Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

\$200 Application Fee Included: Cash: ☐ Check: ☐ # \_\_\_\_\_

Reason for Request: Special Event/Occasion \_\_\_\_\_ Dedication \_\_\_\_\_

Dedicated to:

Name	Relationship
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Preferred tree species for planting (must be approved by City):

I have read and acknowledge the minimum requirements and conditions for Tree Dedication Planting.

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

**\*\* FOR DEPARTMENT USE ONLY \*\***

Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reviewed by TMSuper. \_\_\_\_/\_\_\_\_ PASupt \_\_\_\_/\_\_\_\_ DIR \_\_\_\_/\_\_\_\_

Tree species available: \_\_\_\_\_ Location: \_\_\_\_\_

Check received: \_\_\_\_\_ Tree donation accepted: \_\_\_\_\_ Confirmation Letter sent: \_\_\_\_\_

Tree Inventory update completed: \_\_\_\_/\_\_\_\_/\_\_\_\_





# DEDICATION TREE PLANTING POLICY



## Introduction

The Public Works Department manages South Pasadena's urban community forest. The community forest includes trees in City parkways, median strips, public parks and other parkland areas. It is the policy of the City to enthusiastically accept donations for planting dedication trees and to accept donations of trees that meet the City's minimum requirements and conditions for planting. The park supervisor shall approve a location for planting, taking into consideration the site requirements and desirable tree species as described herein.

Dedication trees can be donated to celebrate the birth of a child, to celebrate a special event, to honor a special person in your life, in memory of the deceased, etc. The planting of dedication or donation trees is not limited to these purposes.

Anyone wishing to donate funds or to donate dedication trees shall first complete a Dedication Tree Planting application. Applicants will be notified of available sites for planting and the variety of tree(s) desirable at those sites. Applicants will be given an option to purchase a tree for planting, or to donate funds for a tree to be purchased by the City. The park supervisor will schedule tree planting upon approval of the application and acceptance of the donation. Whenever a dedication tree is planted, information noting the planting site will be included on the City's tree inventory and a photo will be added to the Dedication Tree Planting page of the City's website. Each donation will be recognized by the issuance of a card of acknowledgement to both the applicant and the honoree or the honoree's family when the tree is planted.

## Tree Species

New street trees shall generally be of the same species as the predominate species on a street. If the existing species type is determined to be inappropriate, then a similar, compatible species shall be planted that preserves the aesthetic qualities of the existing trees located on the street. Among other relevant factors, the size of the tree at maturity shall be a consideration for tree species selection.

## Minimum Planting Size

Trees shall be single stemmed trees, 1½" caliper (or larger) measured at breast height. Minimum container size shall be a 24" box for trees specified as 1½" caliper. The standard tree size shall be 6-10 feet in height.

The root ball of each tree must hold intact during planting and be sized to contain adequate roots for good tree growth. Trees must not exhibit signs of being root bound from being in a container too long. Additionally, all trees shall be disease free, have a symmetrical, well-balanced crown and be capable of standing on their own without the nursery stake upon final inspection.

## Planting Site

Planting sites shall be determined by the park supervisor. The planting site must meet the following minimum requirements.

- 1.) Adequate spacing (both above ground and under ground) must be present to allow healthy growth to maturity.
- 2.) Location must be conducive to good management practices and does not significantly disrupt maintenance activities or utilities.
- 3.) Water must be reasonably available for the maintenance of the tree.
- 4.) Trees shall not be planted where they would interfere with the growth of other trees in the immediate area or be overshadowed by an existing tree.
- 5.) Planting site shall allow five feet minimum distance from gas, electric or water meters.
- 6.) Location shall be fifteen feet from street lights, ten feet from fire hydrants, and five feet from walkways, driveways or other hardscape features.
- 7.) Site shall not be within 75-feet of the point of intersection of streets (per Municipal Code Section 34.6).

This Dedication Tree Policy supplements the City's Public Tree Management Policy, which contains further information about selection of tree species and planting requirements.

(Dated: 12/21/00)





## **INFORMATION AND INSTRUCTIONS ON MEMORIAL TREE, KIOSK AND BENCH DONATIONS IN FULLERTON CITY PARKS**

Individuals may donate a memorial bench, kiosk or tree for placement in a Fullerton City park, based on Fullerton City Council Resolution No. 10-37.

The Parks and Recreation Commission will review all applications for donating memorial benches, kiosks and trees at its monthly meeting, and will make a decision to approve or disapprove the applications.

### **RULES AND REGULATIONS**

- A. The Parks and Recreation Department will provide standards on the type, style, design, and placement of memorial benches, memorial kiosks memorial bench plaques, and memorial trees within the City's public parks. The list of approved benches, kiosks and trees will be based on these factors: size, usage, vandalism, traffic, security, view obstructions, location, and style compatibility.
- B. Donation requests must be submitted to the Parks and Recreation Department on the "Memorial Tree, Kiosk and Bench Donation" application form.
- C. All approved donations will become the property of the City of Fullerton.
- D. Applicants may choose to donate a new tree, kiosk or bench in a City park.
- E. Memorial plaques will only be allowed on benches and kiosks. All plaques will be uniform in size and material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)".

In addition, the following 2 options may be applied to the standard wording selection:

1) Birth and death dates (full dates or just years): 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.

- F. The City will maintain the donated items unless other arrangements have been agreed upon. The City will not replace a donated item before its normal life expectancy, beyond the single replacement that is included as part of the original donation.
- G. The City does not assume responsibility for replacement due to vandalism or theft beyond the single replacement included in the original donation. The original donor or their family members will have the option to pay for replacement in the case of vandalism or theft beyond one (1) replacement.

- H. The City reserves the right to remove and relocate any memorial tree, kiosk or bench, if the location of the existing tree, kiosk or bench is in conflict with any future park improvement project(s) taking place in that location. The City will make every effort to contact the original donor or their family members to coordinate the relocation of the tree, kiosk or bench to a suitable location.

## **FEES**

All of the costs associated with the donation including purchase, installation, administration, maintenance, and replacement shall be paid by private funds. Maintenance and replacement fees will be placed in a restricted donation account to be used for annual maintenance and, as needed, future replacement. Fees are due upon approval. The fees may be reviewed annually before June 16 of each year. Fees may be reviewed, evaluated, changed and/or modified separately without affecting the remainder of this Resolution.

### **CURRENT FEES:**

**A. Memorial Trees (24" box) - \$1,000**

This fee covers the initial purchase and installation of the tree. Additionally, the fee amount will cover administration, maintenance and one (1) replacement due to vandalism, theft, or death by natural causes during the 20-year life expectancy of the tree.

**B. Memorial Kiosk - \$3,500**

This fee covers the initial purchase and installation of the kiosk, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) kiosk and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the kiosk.

**C. Memorial Bench - \$3,200**

This fee covers the initial purchase and installation of the bench, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) bench and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the bench.

**D. Replacement Fees**

If a tree, kiosk, bench or plaque needs to be replaced beyond the covered single replacement, the donor has the option to make an additional donation to continue the memorial. Replacement costs are as follows: Tree (24"box) - \$220; Kiosk - \$2,200; Bench - \$2,000; and Memorial Plaque - \$126.

### **HOW TO APPLY:**

1. Please complete the "Memorial Tree, Kiosk and Bench Donation Application Form."

2. If you have any questions about donating a memorial tree, kiosk or bench, or you need assistance in completing the form, you may call the Parks and Recreation Department at (714) 738-6575.
3. Submit the completed application form to the Fullerton Parks and Recreation Department at City Hall, 303 W. Commonwealth Avenue, Fullerton, CA 92832. Full payment is expected at that time in the form of a check or credit/debit card (Master Card or Visa).
4. Parks and Recreation staff will bring your completed application to the Parks and Recreation Commission at its monthly meeting for review and approval. The Commission regular meeting is on the second Monday of the month at 6:30 p.m. in the City Council Chamber. The meeting is open to the public but you do not need to be present at the meeting to have your application reviewed.
5. Should the Parks and Recreation Commission have any concerns or questions about the placement of the memorial bench or tree, staff will contact the applicant to make any adjustments needed.
6. If an application is not approved by the Commission, or if any required changes are not approved by the applicant, any funds collected will be returned to the applicant.
7. Once final approval and a final signature are obtained from the applicant, funds will not be returned on any items already ordered or installed, or services rendered. In the event of a cancelled donation, and prior to installation, any items ordered and paid for by the applicant are the property of the applicant, who would be responsible for picking up the items within 60 days. Thereafter, any unclaimed items become the property of the City.



# **CITY OF ESCONDIDO**

## ***POLICY FOR PLACING MEMORIALS IN CITY PARKS AND OPEN SPACE***

### **INTENT:**

Parks and public open space areas are to be open, aesthetically pleasing, and usable by the public. Memorials that commemorate or remember a special individual can be part of the open space experience provided they are designed and located appropriately. However, because public open space is a precious commodity, and the integrity of the City's natural and recreational areas must be protected, the design, installation, and maintenance of memorials requires standardized policies.

Requests for placing memorials in City public parks and/or open space areas are to be coordinated through the Director of Communications and Community Services (Director) and shall involve the City's Appearance Committee and/or others as directed by the City Manager, to solicit input from appropriate City Departments to evaluate the design, site selection, installation, and maintenance of memorials, and to ensure their public safety. The City has established the following policies.

Note: Temporary Roadside Memorials are subject to the criteria and standards provided in the City's "Temporary Roadside Memorial Policy."

### **MEMORIAL CRITERIA:**

1. A memorial may honor a deceased person or animal, or an event deemed to merit such an honor.
2. The location of memorials shall not interfere with maintenance activities, existing and proposed circulation and use patterns in the park or open space, and shall not impact any historic/cultural resource or sensitive habitat/species.
3. The memorial and its location, design, and materials shall be compatible with any adopted master plan for the park or open space, and any cultural or habitat resource considerations. Specific locations for the display of memorial plaques may be established from time to time.
4. Memorials shall be made of durable materials that will last over time, discourage graffiti, and not incur additional maintenance.
5. The cost of fabrication and installation of a memorial shall be borne by the donor.
6. The City reserves the right to remove or relocate any memorial for any reason. A reasonable effort will be made to contact the donor prior to the removal. Depending on the nature of the memorial, the City may request a Waiver of Rights pursuant to the

Visual Artists Rights Act prior to the installation of the memorial. (See, 17 U.S.C. § 106A(e)(1))

7. The memorial itself, and all artwork contained in it, must be appropriate for viewing by all ages of the general public. Artwork that is obscene or offensive in any way will not be approved.
8. Designated memorial locations may reach a saturation point at which time the City may consider closing the location to additional memorials, expanding the defined area of memorials at that location, or removing memorials to create room for new memorials and making a reasonable effort to return past memorials to their donors.

## **MEMORIAL OPTIONS:**

1. Plaques - Specific areas within public parks and open space areas may be established for the grouped display of memorial plaques involving seating walls, raised planter walls, fences, a defined area on a building wall, contemplative garden paths, etc. The appropriate size and material of the plaques will be specified by the Director.
2. Trees - Tree selection and planting locations will be chosen based on species, topography, soil condition, light exposure, mature plant size, maintenance requirements, and appropriateness for placement; and will be mutually agreed upon by the applicant and the City. The City does not guarantee the memorial tree's viability.
3. Other – Unique memorials in key locations may be considered for applications that represent broader community values; that meet the intent and criteria of this policy; that provide a public benefit; and that include a maintenance program acceptable to the City.
  - a. Park Furnishings – Memorial text may be included on a park furnishing that is donated by an applicant. Furnishings include benches, picnic tables, trash receptacles, recreational equipment, etc. The Director shall establish the specifications for the furnishing and memorial identification.
  - b. Peace Poles – A limited number of individual peace poles may be allowed in public parks as deemed appropriate by the City. Small plaques containing memorial text may be attached to the raised footing of the pole.

## **APPLICATION AND APPROVAL PROCESS:**

1. An application for a tree, bench or plaque memorial shall be completed in writing on forms provided by the City and shall be submitted to the Director with any application fee as may be established. Requests selected from the list of memorial options, and consistent with this Policy, shall be reviewed administratively by the Director or designee. The suitability of the memorial's requested location shall be determined by the Director in his/her sole discretion. The Director may identify an alternative location as more appropriate.

2. Applicants may request other, unique memorials. Such an application must include as much detail as possible including: the design, size, preferred location, materials, colors, maintenance plan, installation information, timeframe, purpose or historic significance, and such other information as the Director deems necessary for an evaluation of the application. The Director may request comments from council members, city staff or city commissions. Upon approval of a memorial request, the donor shall be responsible for the costs to fabricate and install the memorial, and shall coordinate all work with the designated Public Works staff.



## **City Park / Open Space Memorial Application**

**Donated furnishings or trees must be on the pre-approved list provided by the City.**

Date of Application: \_\_\_\_\_ Type of Memorial: (circle one) TREE BENCH PLAQUE

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

Donor Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name of person honored by memorial: \_\_\_\_\_

Location: PARK \_\_\_\_\_ Location \_\_\_\_\_

Street Address \_\_\_\_\_

Tree Type: \_\_\_\_\_

Bench: (circle one) NEW REPLACE EXISTING

Plaque Wording: \_\_\_\_\_

\_\_\_\_\_

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

### **OFFICE USE ONLY**

Date of Appearance Committee Meeting: \_\_\_\_\_ (circle one) APPROVED DENIED

Reason for Denial: \_\_\_\_\_

If this is a replacement memorial, original donor name, address, phone number:

\_\_\_\_\_

Date notified: \_\_\_\_\_ Is the original donor interested in replacing or restoring the memorial? YES/NO

If no, do they want the plaque returned? YES/NO \_\_\_\_\_

If no, date of disposal. \_\_\_\_\_

Total Payment Due: \_\_\_\_\_ (circle one) CASH CC CHECK # \_\_\_\_\_

Date memorial was installed: \_\_\_\_\_