

FAIR OAKS RECREATION AND PARK DISTRICT

Standing Committee Special Meeting

A Special Meeting of the Standing Policy Review Committee has been called by
the Committee Chair

Chair: Darren Mounts

Member: Ralph Carhart

The Policy Review Committee, will be conducted via Zoom and in person:

Join Zoom Meeting:

<https://us02web.zoom.us/j/87345380207>

Meeting ID: 873 453 80207

FAIR OAKS RECREATION AND PARK DISTRICT

DISTRICT OFFICE

4150 Temescal Street

FAIR OAKS, CA 95628

3:30 PM

1. Call To Order

2. AUDIENCE/PUBLIC COMMENT (NON-AGENDA ITEMS)

(Any person may address the Board upon any subject within the jurisdiction of the Fair Oaks Recreation and Park District. Each speaker is limited to a maximum of THREE (3) minutes. Any matter requiring Board action will be referred to staff or committee for a report and action at a subsequent meeting).

3. AGENDA

3.I. Standing Policy Review Committee:

3.I.i. Review And Discussion Of Policy Updates: Tree Policy, Chair Dedication Policy.

Documents:

[2024 TREE PROTECTION POLICY.PDF](#)

[CHAIR DEDICATION-FAIR OAKS PERFORMING ARTS POLICY.PDF](#)

4. ADJOURNMENT

I, Michael J. Aho, District Administrator for the Fair Oaks Recreation and Park District, do hereby certify that this agenda has been posted at 4150 Temescal Street, Fair Oaks, California at least 24 hours prior to the Special Meeting of the Policy Review Committee of the Board of Directors in accordance with Government Code Section 54950.5, the Ralph M. Brown Act.

If you need a disability related accommodation to participate in these

meetings, please contact the Park District Office at (916) 966-1036 (voice) or (916) 966-9863 (fax).



TREE PROTECTION POLICY

PURPOSE

It is the intent of the Fair Oaks Recreation & Park District to protect the urban forest within its boundaries in order to provide a long-lasting canopy which can be enjoyed by future generations. To that end, Fair Oaks Recreation & Park District is initiating the following policy in regards to tree protection throughout its properties.

This policy is intended to support rather than replace any tree protection guidelines outlined within Sacramento County Code.

DEFINITIONS

Compaction – The exertion of force on soil so that it becomes more dense.

Diameter at Breast Height (DBH) – A standard method of expressing the diameter of the trunk or bole of a standing tree. Tree trunks are measured at the height of an adult's breast, standardized at 4 ½' above the ground.

Drip Line – The area defined by the outermost circumference of a tree canopy where water drips from and onto the ground.

Fertilization – The action or process of artificially applying fertilizer to soil or land.

Fill – Soil and other materials placed on top of the natural soil level.

Heavy Equipment – Equipment, machinery or vehicles that exert ground pressure in excess of 8 pounds per square inch.

Irrigation – The watering of land by artificial means to foster plant growth.

ISA – International Society of Arboriculture.

Native Tree – Trees which have developed, occurred naturally, or existed in the Sacramento region for many years. This includes, but is not limited to, the Blue Oak, Valley Oak, and Interior Live Oak. For a more comprehensive list of native trees: <https://sactree.org/resources/native-trees/>

Pollarding – To cut all the branches of a tree back to the trunk or main stem.

Pruning – The act or practice of cutting or lopping off undesired twigs, branches or roots.

Roots – The part of a plant which attaches it to the ground or to a support, typically underground, conveying water and nourishment to the rest of the plant via numerous branches and fibers.

Root Protection Zone (RPZ) – An area surrounding a tree which is typically half again as large as the area from the trunk to the edge of the drip line. The RPZ is measured outwards from the trunk by creating a circle with a radius of 1', 1 ¼', or 1 ½' for each inch of DBH of the trunk.

“Good” Protection – A RPZ with a radius of 1' per inch of DBH of the trunk.

“Better” Protection – A RPZ with a radius of 1 ¼' per inch of DBH of the trunk.

“Best” Protection – A RPZ with a radius of 1 ½' per inch of the DBH of the trunk.

Trenching – The act of creating a long cut in the ground.

Trunk – The stem and main wooden axis of a tree.

TREE PROTECTION POLICY

I. Fertilization

- a. Fertilization of mature trees shall only be permitted after, and in response to, a certified soil analysis which has determined that there are nutrient deficiencies in the soil.
- b. Fertilization of newly planted trees shall be prohibited.
- c. Fertilization of drought-stressed trees shall be prohibited.
- d. When fertilization is deemed necessary, liquid deep root injection shall be the preferred method of performed fertilization.

II. Irrigation

- a. Irrigation shall be performed according to the guidelines established by the Sacramento Tree Foundation and industry best practices.
 - i. Irrigation rates and frequencies shall be dependent on the species of tree.
- b. Irrigation of any District tree shall be prohibited during any rain event and for one week thereafter.
- c. Irrigation within the boundaries of the Phoenix Vernal Pools shall be prohibited.
- d. Irrigation of mature Blue Oaks which have never received regular irrigation shall be prohibited.
 - i. Mature Blue Oaks which have previously received regular irrigation shall be irrigated at most once a month.
- e. Young trees (0-3 years)
 - i. For the first year, young trees shall be watered 2-3 times a week at a rate of approximately 5 gallons per irrigation cycle.
 - ii. For the second year, young trees shall be watered once a week at a rate of approximately 10 gallons per irrigation cycle.
 - iii. For the third year, young trees shall be watered once every other week at a rate of approximately 15 gallons per irrigation cycle.

III. Pruning

- a. Pruning shall be performed to the standards of the Western Chapter of the International Society of Arboriculture.
- b. Only dead, weakened, diseased or dangerous branches shall be removed.
- c. Pollarding shall not be performed on any District tree unless advised by an ISA certified arborist.
- d. Necessary pruning of deciduous trees shall be performed during winter dormant periods.
- e. Necessary pruning of evergreen species shall be performed during July and August.

IV. Root Protection Zone (RPZ)

- a. Whenever possible, the RPZ of native trees shall be measured to provide "Best" Protection.
 - i. When not possible to provide "Best" Protection, the minimum measurements of a native tree's RPZ shall provide "Good" Protection.
- b. Heavy equipment shall not be allowed to drive over, through, or remain at rest within the RPZ of any tree.
 - i. An exception shall be made for any heavy equipment necessary for pruning or other tree-health related tasks.

1. When heavy equipment is present in any tree's RPZ, $\frac{3}{4}$ " plywood shall be placed within the equipment's path of travel in order to reduce compaction.
- c. Trenching shall not be allowed within the RPZ of any tree.
 - i. An exception shall be made for any infrastructure or utility repairs that are deemed necessary.
 1. When deemed necessary, all trenching within the RPZ of any tree shall be performed by hand.
 - a. If roots are exposed, they shall be kept moist by wrapping them in damp burlap or by misting with a hose and shall be protected from sun exposure on hot, dry, or windy days.
 - b. No roots over 2" in diameter shall be damaged during excavation.
 - c. If a tree root must be severed, make a clean cut with a sharp saw to minimize damage, discourage decay, and encourage new root growth.
 - i. Cuts shall be made as far away from the trunk as possible to minimize the root mass that will be destroyed.
 - d. If accidental damage to a root of any diameter occurs, a clean cut shall be made immediately behind the ragged edge.
- d. Fill shall not be applied within the RPZ of any tree.
- e. Changing of the natural grades within the RPZ of any tree shall not be allowed.
- f. Laying new turf within the RPZ of any tree shall be prohibited.
 - i. Existing turf within the RPZ of any tree shall be managed in order to prevent turf growth immediately adjacent to the trunk.
- g. If additional plantings are desired within the RPZ of any tree, the species of tree shall determine appropriate plants for the area.
 - i. The moisture requirements of the individual species of tree shall be matched for any additional plantings.
 - ii. In general, shallow-rooted herbaceous perennials, bulbs, and ground covers shall be utilized.
 1. Preference shall be placed on native, drought-tolerant species.
- h. Wherever feasible, organic mulch should be applied to the RPZ.
 - i. If applied, mulch should be kept 6" away from the trunk.
 - ii. If applied, mulch shall be a minimum depth of 6".
 - iii. As much as is feasible, mulch shall be applied to the entirety of the RPZ up to the outermost edge of the drip line.
 - iv. If mulch is applied, it shall be refreshed every 1-2 years or as deemed necessary.

V. Trunk and Branch Protection

- a. As per Sacramento County Code § 19.04.110.

VI. Exceptions

- a. Exceptions to this policy shall only be made with the approval of the Parks & Facilities Manager with, whenever possible, advisement from an ISA certified arborist.

Approved By:

Parks and Facilities Manager

Date

District Administrator

Date

Jennifer Larkin, District Clerk

Filing Date



Chair Dedication Policy

Fair Oaks Performing Arts Center-Veterans Memorial Amphitheatre and Black Box Theatre

PURPOSE

The Chair Dedication Program at Fair Oaks Performing Arts Center offers patrons an opportunity to support the arts while commemorating their contributions through the dedication of a chair within our venue. This policy outlines the terms and procedures for participating in the program.

DEFINITION

This policy applies to all individuals and organizations interested in dedicating a chair at the Fair Oaks Performing Arts Center. This pertains to the formal dedication on the back of a seat in the Veterans Memorial Amphitheatre or a donation of a seat in the Black Box Theatre.

ELIGIBILITY

- Individuals, families, businesses, and organizations are eligible to participate.
- Contributions must meet the minimum donation requirement set by the Fair Oaks Performing Arts Center with consideration from Fair Oaks Recreation Foundation.

DEDICATION TERMS

- **Duration:** Chair dedications are valid for a period of five years from the date of the dedication ceremony.
- **Renewal:** Dedications may be renewed at the end of the five-year period upon additional contribution.
- **Recognition:** A plaque with the donor's name, or a name of their choosing, will be affixed to the dedicated chair.
- **Certificate:** A certificate of dedication will be available to for each dedication.

DONATION LEVELS

- **Standard Chair Donation-Black Box Theatre** (Does not include a plaque on the chair but will include name on Donor Wall in the Fair Oaks Performing Arts lobby): **\$500**
- **Premium Chair Dedication** (e.g., front row, central seats): **\$500**

APPLICATION PROCESS

- Interested parties must complete a Chair Dedication Application Form.

- Applications can be submitted online via our website or in person at the Fair Oaks Recreation and Parks Office.

APPROVAL PROCESS

- All applications are subject to review and based on availability of the open chairs.
- The committee will ensure that the proposed dedication text adheres to guidelines (e.g., length, appropriateness).
- If edits need to be made the committee will work with the purchaser to make certain the guidelines are clear.

DEDICATION CEREMONY

- Fair Oaks Performing Arts Center will host an inaugural Chair Dedication Ceremony to honor new and renewing donors.
- Donors will receive invitations to the ceremony and are encouraged to attend.

SEAT RESERVATIONS, MEMBERSHIPS AND SUBSCRIPTIONS

- **Dedicated Seat Usage:** The dedication of a chair does not include any reservation rights for specific performances or events. Dedicated seats are symbolic and do not guarantee seating for any specific event.
- **Event Tickets:** Donors must purchase tickets separately for any events they wish to attend. Owning a dedicated chair does not provide any priority or reserved seating privileges.
- **Membership Privileges:** Chair dedications do not confer membership privileges or benefits. Any membership or subscription programs offered by the Fair Oaks Performing Arts Center must be purchased separately. Unless the holder is a Fair Oaks Performing Arts Center Member, which allows privileges of per-purchasing tickets to FORPD standard performance events. (i.e. Main Stage Production Series).
- **Subscription Benefits:** Subscriptions to season tickets or other benefit programs are not included with chair dedications. Subscribers and members will receive benefits according to the terms of their specific programs, which are independent of chair dedications.
- **Special Events:** During special events or high-demand performances, seating will be allocated according to the venue's standard ticketing policies. Dedicated seats will not be reserved or held unless tickets are purchased according to these policies.
- **Notifications:** Donors will be notified of upcoming events and performances through standard promotional channels, but no special notifications or reservations will be made for chair dedication holders unless the holders are subscribers or hold a membership with the Fair Oaks Performing Arts Center.

TERMS AND CONDITIONS

- **Text for Plaque:** The text for the plaque must be appropriate and respectful. Fair Oaks Performing Arts Center, Fair Oaks Recreation Foundation, and Fair Oaks Recreation and Parks District reserve the right to approve all plaque inscriptions. Offensive, defamatory, or inappropriate text will not be permitted.

- **Non-Transferable:** Chair dedications are non-transferable and non-refundable. Once a chair has been dedicated, the donation cannot be transferred to another individual or organization, nor can the contribution be refunded.
- **Changes and Modifications:** Fair Oaks Performing Arts Center reserves the right to relocate or remove dedicated chairs as necessary (e.g., renovations, reconfigurations). In such cases, donors will be notified in advance and offered an alternative recognition option or relocation of the dedication to a similar seat.
- **Seat Limitations:** Due to limited availability, dedications are offered on a first-come, first-served basis until all 250 seats are dedicated. Once the limit is reached, no further dedications will be accepted until a seat becomes available.
- **Maintenance and Upkeep:** The Fair Oaks Performing Arts Center will maintain the dedicated chairs and plaques for the duration of the dedication period. However, the center is not responsible for damage caused by events beyond its control, such as natural disasters or vandalism.
- **Donor Responsibilities:** Donors are responsible for ensuring the accuracy of the information provided for the plaque. Any changes or corrections must be communicated promptly to the Fair Oaks Performing Arts Center.
- **Termination of Dedication:** The Fair Oaks Performing Arts Center reserves the right to terminate a dedication if the donor violates any terms and conditions, or if the dedicated text is later found to be inappropriate. In such cases, the donor will be notified, and the dedication will be removed without a refund.

FINANCIAL MANAGEMENT

- All donations received through the Chair Dedication Program will be used to support the Fair Oaks Performing Arts operations, programs, and maintenance.
- Donors will receive a receipt for their contributions, which will be tax-deductible as allowed by California law.

CONTACT INFORMATION

For more information or to apply for the Chair Dedication Program, please contact:

The Arts and Entertainment Manager
 4150 Temescal Street
 Fair Oaks, CA 95628
 916-966-1036
foundation@forpd.org

REVIEW AND AMENDMENTS

- This policy will be reviewed annually by the Fair Oaks Recreation Foundation.
- Fair Oaks Performing Arts Center and Fair Oaks Recreation and Parks District have the right to amend this policy as needed. Donors will be notified of any significant changes.