



MINUTES
PARKS AND RECREATION COMMISSION
of the
CITY OF HANFORD

COUNCIL CHAMBERS
400 N. Douty St.
5:30 PM, Monday, November 13, 2017

CALL TO ORDER

ROLL CALL

Attendee Name	Title	Status	Arrived
Michael Stoddard	Chair Commissioner	Present	
Matthew Milnes	Vice Chair Commissioner	Present	
Patricia Lewis	Commissioner	Present	
Sarah Martinez	Commissioner	Present	
Karen Clancy	Commissioner	Present	
Joseph Castaneda	Commissioner	Present	
Gregory Kelley	Commissioner	Present	

FLAG SALUTE

Flag Salute was Lead by Chair Commissioner Stoddard

PUBLIC COMMENT

*This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Commission. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

No Public Comment

CONSENT CALENDAR

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and

then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Castaneda, Commissioner
SECONDER:	Matthew Milnes, Vice Chair Commissioner
AYES:	Stoddard, Milnes, Lewis, Martinez, Clancy, Castaneda, Kelley

A. Minutes: October 9, 2017

B. Parks Division Staff Report October '17

Tree City USA Recertification, Parks Superintendent Alvin Dias this is our 23rd year for the recertification process and requirements.

C. MONTHLY PARKS AND RECREATION REPORT

D. Sports, Longfield Center, Aquatics/Skate Park, Facilities, Community Promo/Events

Recreation Supervisor Armando DaSilva updated Commissioners on the Softball Tournament 15 teams for Toy fundraiser for Breakfast with Santa. In addition, we received some donations for this event from Bob Dowd and Family Healthcare Network. The Event is on Saturday, December 16, 2017 at 8:00 am-12pm. Supervisor Armando DaSilva gave a timeline of the activities, arrival of Santa Clause and the give away.

GENERAL BUSINESS

1. 23rd Tree City USA Recertification

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Stoddard, Chair Commissioner
SECONDER:	Matthew Milnes, Vice Chair Commissioner
AYES:	Stoddard, Milnes, Lewis, Martinez, Clancy, Castaneda, Kelley

STAFF COMMUNICATION

Tenative tour of the YMCA Building will be set for at next meeting in January 8, 2018 at 3:30 pm pending the confirmation from Brandon.

COMMISSIONERS ITEMS OF INTEREST

Commissioner Clancy commented on street trees and shrubs being an obstruction. Code Enforcement is responsible for issueing a code violation.

Commissioner Kelly complemented Parks & Recreation Department on their hard work. Commissioner had questions on the expenditure. Parks Superintendent informed Commissioner on the funding of the expenditure.

Commissioner Martinez complimented on the October Event-

Commissioner Milnes had an idea for an activity such as bicycling.

Commissioner Stoddard would like to see a survey mailed out that would ask the public for their opinion on the Hidden Valley Property.

Commissioner Castaneda commented on an idea of bringing more of the public downtown and maybe one idea would be an ice skating rink.

ADJOURNMENT

A. Motion to Adjourn

Chairman Stoddard Adjourned the Meeting at 6:01 pm

Respectfully submitted

Rosa Contreras
Admin Tech

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Stoddard, Chair Commissioner
SECONDER:	Matthew Milnes, Vice Chair Commissioner
AYES:	Stoddard, Milnes, Lewis, Martinez, Clancy, Castaneda, Kelley



**AGENDA
STAFF REPORT**

MEETING DATE: 11/13/2017	AGENDA SECTION: A
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SUBJECT:

Minutes: October 9, 2017

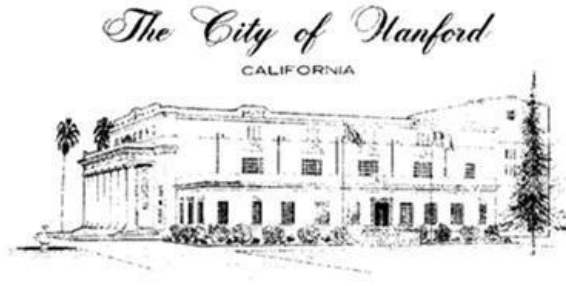
RECOMMENDATION:

Approve minutes of October 9, 2017

FISCAL IMPACT:

ATTACHMENTS:

OCTOBER 9, 2017 MINUTES



MINUTES
PARKS AND RECREATION COMMISSION
of the
CITY OF HANFORD

COUNCIL CHAMBERS
400 N. Douty St.
5:30 PM, Monday, October 9, 2017

CALL TO ORDER

Chairman Stoddard called the meeting to order at 5:30pm

ROLL CALL

Attendee Name	Title	Status	Arrived
Michael Stoddard		Present	
Matthew Milnes		Present	
Patricia Lewis		Present	
Sarah Martinez		Absent	
Karen Clancy		Present	
Joseph Castaneda		Present	
Gregory Kelley		Present	

FLAG SALUTE

Chair Commissioner Michael Stoddard led the flag salute

PUBLIC COMMENT

*This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Commission. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Commission. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. A maximum of three minutes is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.

Attachment: OCTOBER 9, 2017 MINUTES (2215 : MINUTES)

INTRODUCTION OF NEWLY APPOINTED COMMISSIONERS

Introduction of Newly Appointed Commissioners:

Karen Clancy
Joseph Castaneda
Gregory Kelley

CONSENT CALENDAR

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

Motion to approve the Consent Calendar, except for the item pulled for separate consideration.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matthew Milnes
SECONDER:	Patricia Lewis
AYES:	Stoddard, Milnes, Lewis, Clancy, Castaneda, Kelley
ABSENT:	Martinez

A. Monthly Parks and Recreation Report

B. Parks Division Staff Report August and September

C. Sports, Longfield Center, Aquatics/Skate Park, Facilities, Community Promo/Events

ITEMS PULLED FROM CONSENT CALENDAR

1. Approval of Minutes for August 14, 2017

Motion to approve the minutes.

RESULT:	APPROVED [3 TO 0]
MOVER:	Matthew Milnes
SECONDER:	Patricia Lewis
AYES:	Stoddard, Milnes, Lewis
ABSTAIN:	Clancy, Castaneda, Kelley
ABSENT:	Martinez

GENERAL BUSINESS

1. Street Tree Removal Request 284 E. Cortner

Parks Superintendent Alvin Dias requested for a tree removal approval. Mr. Dias responded to questions from the board.

Motion to approve.

Attachment: OCTOBER 9, 2017 MINUTES (2215 : MINUTES)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matthew Milnes
SECONDER:	Patricia Lewis
AYES:	Stoddard, Milnes, Lewis, Clancy, Castaneda, Kelley
ABSENT:	Martinez

2. Coe Park and Longfield Center Vinyl Fencing Condition

Parks Superintendent Alvin Dias requested for a Coe & Longfield Vinyl Fencing to be removed. Mr. Dias responded to questions from the board.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matthew Milnes
SECONDER:	Joseph Castaneda
AYES:	Stoddard, Milnes, Lewis, Clancy, Castaneda, Kelley
ABSENT:	Martinez

STAFF COMMUNICATION

Parks & Recreation Director-Craig Miller shared information on the YMCA building and the lease information. Civic Park Bike ordinance will be enforced and a new bike rack will be installed in front by the clock.

Parks Superintendent-Alvin Dias Updated lighting at Rotary Field

Parks & Recreation Supervisor-Susie Chavez welcomed new commissioners, Mid Sept to end of October are very busy. Update on the Toddler T-Ball. Also turning the Civic into a Haunted House. Family fun for the public.

Parks & Recreation Supervisor-Armando Da Silva gave an update on the Renaissance Fair 10,000-12,000 people attended our Renaissance fair, 41 vendors & 12 Guilds around 300 participants in the Renaissance Fair. Halloween Party on the 27th at the Longfield Center. Breakfast with Santa. Extremely busy. Adult Softball has started and it is looking good. Pool is officially closed. Until beginning of May.

COMMISSIONERS ITEMS OF INTEREST

Chair Commissioner Stoddard commented on the Bike rack that is being installed by the clock at the Civic Park. In addition, requested information from Council Member Sue Sorenson regarding the public comment going from 5 minutes to 3 minutes.

ADJOURNMENT

Chairman Stoddard Adjourned the Meeting at 6:27pm

Respectfully submitted

Rosa Contreras
Admin Tech



**AGENDA
STAFF REPORT**

MEETING DATE: 11/13/2017	AGENDA SECTION: B
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SUBJECT:

Parks Division Staff Report October '17

RECOMMENDATION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Park Division Staff Report October '17

Park Division Staff Report October '17

- ✓ Mow Civic / Courthouse, Parks and Sports Fields weekly
- ✓ Median Island Herbicide Application, litter clean up and irrigation repair
- ✓ Perform weekly inspections of the Landscape Assessment District Landscapes
- ✓ Civic/Courthouse – prep grounds for Renaissance Faire and hang banners on the Civic
- ✓ Civic/Courthouse – planted dedication tree and installed commemorative plaque
- ✓ Rotary – coordinated off loading of lighting equipment and site inspection for the lighting project
- ✓ 10th Ave Parkway – pruned shrubs, picked up leaf litter and removed dead trees
- ✓ Downtown District – repaired raised planter bed on 7th and Irwin St and damaged planter curbs and drains at various locations
- ✓ Downtown District – completed the annual Downtown 2010 project enhancing downtown planters, removing old shrubs and installing new plants and bark
- ✓ Downtown District – installed new welcome to downtown sign on 7th St and Santa Fe
- ✓ Glacier Park – installed a new drinking fountain and replaced damaged rock wall grips
- ✓ Coe Park & Longfield – removed vinyl fencing along Douty St
- ✓ Airport – performed weed abatement along taxiway, runway and hangers

- ✓ Centennial Park – installed new drain line from parking lot to nuisance area to remove water build up
- ✓ Splash Pads – shut down and drained systems for winter months
- ✓ Hidden Valley Park – repaired gazebo due to vandalism
- ✓ Community Garden – delivered soil for planter boxes
- ✓ Youth Athletic Complex – began aeration and fertilization of the turf areas
- ✓ Employees – started new Maintenance Worker which was approved as an addition in July budget ammendments



AGENDA STAFF REPORT

MEETING DATE: 11/13/2017

AGENDA SECTION: C

SUBJECT:
MONTHLY PARKS AND RECREATION REPORT



Monthly Parks and Recreation Report

Susie Chavez, Supervisor for Divisions
1719-Youth Services & 1720-Adult & Special Populations -1720

November 6, 2017

Teen Center/Youth Activities (Division 1719 Youth Services)

1. The Fall 2017 Toddler T-ball season ended on Saturday, October 28th with the players coming in their Halloween costumes. After their games were completed they were given a certificate and a special treat bag. This season was the biggest since the program began 5 years ago with just two teams. This fall season there were 6 teams and 72 players were enrolled. Professional photos were done by Garcia Sports

Photography and the parents were very happy with the results.

2. The Halloween Haunted Maze was held for the 3rd year with the largest turn out since its inception. On Saturday the maze was open for 3 hours and there were 701 people ...Sunday afternoon during the Fall Family Festival 308 little trick or treaters went thru the maze with the lights on and no scares just candy given to them at each station. Sunday evening the maze was open for an hour and a half and 515 people went thru it. Making the grand total 1,524 total people.
3. The Fall Family Festival was expanded to add food and craft vendors and it went extremely well. The event was held from 1 p.m. to 4 p.m. with carousel rides, train rides and bounce houses/slide/obstacle course for the children to enjoy free of charge. Over 300 trick or treaters went thru the daylight version of the Haunted Maze. Each paid a \$1 entrance fee. There were 12 vendors: (10) Craft vendors paid \$10 and (2) food Vendors paid \$25 for their space. At the end of the event we held a costume contest for the children and gave out 6 first and 2nd prizes.
4. The 2017-2018 CST Jam school field trips are scheduled to begin Monday November 13th with the Kings River Hardwick elementary schools. At this point in time we have 8 field trips scheduled for November and 6 field trips for the month of December.

Senior Center, Adult & Special Populations (Division 1720):

1. The October Food Bank co-sponsored with the Kings County Commission on Aging and held at the Longfield Center, had a total of 375 families come and pick up some of the 16,000 pounds of fresh produce that was available. There were strawberries, lettuce, kiwis, bread, squash, and vegetable trays with carrots, bell peppers and ranch dressing.
2. The Top Soc Soccer special needs players and their families had their end of the year party at the Teen Center. They were able to play the Teen Center games and enjoy fire truck and carousel rides courtesy of the Chamber of Commerce.

FISCAL IMPACT:

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 11/13/2017	AGENDA SECTION: D
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SUBJECT:

Sports, Longfield Center, Aquatics/Skate Park, Facilities, Community Promo/Events

FISCAL IMPACT:

ATTACHMENTS:

Toy Collection Tournament 2017

Christmas Party Flyer 2017

November 2017 Commission Report

Adult Men's & Coed Softball Tournament

TOYS - 4 - KIDS

To Benefit the Longfield Center Christmas Toy Giveaway Program

\$150 PER TEAM + ONE (\$10) TOY PER PLAYER

MEN's Tournament: Saturday, November 18, 2017

COED Tournament: Sunday, November 19, 2017

City of Hanford Adult Softball Complex, 1226 Centennial Dr. Hanford, CA

Tournament Begins at 9 a.m. **If the weather permits**

Registration Fee Includes

Umpire Fee / 1st & 2nd Place T-Shirts / Double Elimination Tournament

Registration: Registration begins October 2, 2017, Monday through Friday
8 a.m. - 5 p.m. at the Hanford Parks & Recreation Office, 321 N. Douty Street, Suite E

Roster: A minimum of 10 players and a maximum of 15 on the official roster



"Get Lucky"
2015 & 2016 Champions

**TOURNAMENT WILL BE OPERATED UNDER HANFORD PARKS & RECREATION SOFTBALL LEAGUE RULES. TO
OBTAIN A COPY OF THE HANFORD PARKS & RECREATION RULES, PLEASE CALL THE NUMBER BELOW TO REQUEST ONE.**

Home Run Derby: 12 p.m. on field 5 / \$5 per player / May use own Pitcher

Winner wins 1/2 of Home Run Derby fee

*Tournament Players ONLY!

Hanford Parks & Recreation Department

321 N. Douty Street, Suite B, Hanford, CA 93230

559.585.2525 / adasilva@cityofhanfordca.com



www.cityofhanfordca.com



LONGFIELD CENTER

Breakfast with Santa!



Saturday, December 16, 2017 / 8 a.m. - 12 p.m.

Children 10 years & under

FREE Breakfast (Pancakes and Sausage)

8 a.m. - 9:30 a.m.

Special Visit with Photo & Holiday Gift/Treats

Gifts/Treats are limited to first come, first served.

10 a.m. - 12 p.m.



CITY of HANFORD**Hanford Park & Recreation Department****Commission Report / Monday, November 13, 2017****Sports (Adults)**

Toys-4-Kids Tournament will take place on Saturday, November 18th and Sunday, November 19th at 9am. The departments Kids-4-Kids Tournament will raise funds and toys for the Breakfast with Santa and Toy Giveaway at Longfield Center. Please see attached flyer for more information.

Aquatics & Skate Park

The Hanford Plunge is closed for the season.

Skate Park continues to be used by all ages.

Longfield Community Center & Community Garden

Open to the Public Monday – Friday / 1pm – 9pm & Saturday / 1pm – 5pm

Community Food Bank continues to take place every first Wednesday of the Month from 10am – 12pm.

Friday Night Fun took place on Friday, October 27th with 60 participants.

2nd Annual Thanksgiving Feed will take place on Saturday, November 18th at 3pm. This event is put on by the Traffic Queenz S.C. and sponsored by the Parks and Recreation Department. This event is Free to the Community.

Breakfast with Santa and Toy Giveaway will take place on Saturday, December 16th from 8am to 12pm. Breakfast will be served from 8am to 9:30am, 10am Santa will arrive on a Hanford Fire Truck, 11:30am Toy Giveaway, DJ, Games, Prizes and Bounce Houses. This event is free to the community.

Facilities Management

The Hanford Civic Auditorium reservations continue to grow and we're currently taking reservations for 2018 and 2019 and filling up quick.

New Chairs for the Civic Auditorium have been purchased. Old white chairs will be used at other city facilities.

Community Events/Promotions

4th Annual Spring Kids Fest / Saturday, March 17, 2018 from 12pm to 3:30pm / Pre Sale \$4 or Day of Event \$5 / geared for children 2 to 12 / Hidden Valley Park

Respectfully Submitted by Armando M. da Silva, Recreation Supervisor



AGENDA STAFF REPORT

MEETING DATE: 11/13/2017	AGENDA SECTION: 1
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SUBJECT:

23rd Tree City USA Recertification

RECOMMENDATION:

BACKGROUND:

The Parks Division has held the distinction of being registered by the National Arbor Day Foundation as a "Tree City USA" for the past twenty two (22) years; with recertification this will be our twenty third (23rd) year. As part of the Tree City USA recertification, the City must meet criteria set forth by the National Arbor Day Foundation, complete and submit the recertification packet. With the Tree City USA designation, the city is eligible for various Cal Fire Grants and is nationally recognized.

FISCAL IMPACT:

ATTACHMENTS:

23rd Arbor Day Recertification

TREE CITY USA® APPLICATION

Select one: ☐ First Time Applicant OR ☒ Recertification



TREE CITY USA status is awarded for work completed by the community during the calendar year. Please contact your State Urban Forestry Coordinator for your state's deadline, mailing address and any additional information required by your state. The common deadline is December 31 but can vary by state. Completed applications with attachments can be mailed to your State Urban Forestry Coordinator. To apply online and for additional information, please visit portal.arborday.org.

Community Information

Community Name (as it should appear on recognition materials) CITY OF HANFORD

Community Website _____

Mayor or Equivalent

First Name DAVID

Last Name AYERS

Professional Title MAYOR

Address 319 N DOUTY ST

City HANFORD

State CA

Zip Code 93230

Email Address DAyers@cityofhanfordca.com

Phone Number (ex. 402-473-9553) (559) 779-4696

Fax Number (559) 585-2595

City Forestry Contact: Person who is responsible for completing and answering questions about this application.

First Name ALVIN

Last Name DIAS

Professional Title PARKS SUPERINTENDENT

Address 900 S 10TH AVE

City HANFORD

State CA

Zip Code 93230

Email Address adias@cityofhanfordca.com

Phone Number (ex. 402-473-9553) (559) 585-2031

Fax Number (559) 583-1529

Standard ①: Tree Board or Department

Frequency of Tree Board Meetings: ☐ Weekly ☐ Bi weekly ☒ Monthly ☐ Quarterly ☐ Semiannually ☐ Annually

Chairperson: If your city or town has a Tree Board, list your chairperson or head board member. If your city or town doesn't have a Tree Board, list your city department or manager.

First Name MICKEY

Last Name STODDARD

Professional Title _____

Address 321 N DOUTY ST SUITE B

City HANFORD

State CA

Zip Code 93230

Email Address _____

Phone Number (ex. 402-473-9553) (559) 585-2525

Fax Number _____

Other Tree Board Members or Staff

First Name JEFF

Last Name SILVESTRE

First Name CATHERINE

Last Name WILLIS

First Name JACK

Last Name SCHWARTZ

First Name MATHEW

Last Name MILNES

If additional Tree Board members are needed, please attach

Standard ②: A Community Tree Ordinance

Date Current Tree Ordinance was established _____

NEW Applicants (required) ☐ Current ordinance is attached.
RECERTIFICATIONS: ☒ Our ordinance as last submitted is unchanged and still in effect.
☐ Our ordinance has been changed. The new version is attached.
**Standard ③: A Community Forestry Program
with an Annual Budget of at Least \$2 per capita**

Community Population _____

To review program standards and application resources, visit arborday.org/treecity

Tree Planting and Initial Care

\$

PLEASE SEE ATTACHMENTS

Tree Maintenance

\$

Tree Removals

\$

Management

\$

Utility Line Clearance

\$

Volunteer Time

\$

Other (please explain)

\$

Total Community Forestry Expenditures

\$

307,714.20

Please attach Annual Work plan (if required by your state) and supporting budget documents.

Trees Planted _____

95

Trees Pruned _____

491

Trees Removed _____

65

Standard ④: Arbor Day Observance and Proclamation

Date of observation _____

APRIL 7, 2017

Please attach program of activities, photos, and/or news coverage. Attach Arbor Day Proclamation.

Mayor or Equivalent Signature

Title

Date

Application Certification To Be Completed By The State Forester:

Community: _____

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained therein, said community is eligible to be certified as a Tree City USA community, having in my opinion met the four standards required for recognition.

State Forester Signature

Title

Date

Mail completed application with requested attachments to your state forester no later than December 31 (unless your state has instituted a different deadline.)





CITY of HANFORD
Hanford Parks & Recreation Department

321 North Douty Street, Suite B, Hanford, CA 93230 Office: 559.585.2525 Fax: 582-1152

2017 Tree City USA Application

Standard 1 Attachment – Tree Commission

- **January 9, 2017 Commissioner Appointments and Election of Chair and Vice Chair for the Hanford Parks and Recreation/Tree Commission.**
- **Hanford Parks and Recreation/Tree Commission Members:**
 - Mickey Stoddard – Chair**
 - Jeff Silvestre – Vice Chair**
 - Catherine Willis**
 - Jack Schwartz**
 - Mathew Milnes**
- Ex – Officio Members:**
 - Craig Miller, Parks & Recreation Director**
 - Alvin Dias, Park Superintendent**
 - Francisco Ramirez, Council Representative**
- **Hanford Parks and Recreation/Tree Commission Meeting Dates:**
 - January 9, 2017**
 - February 13, 2017**
 - March 13, 2017**
 - April 10, 2017**
 - May 8, 2017**
 - June 12, 2017**
 - July 10, 2017**
 - August 14, 2017**
 - September 11, 2017**
 - October 9, 2017**
 - November 13, 2017**
 - December 11, 2017**

CITY OF HANFORD**Proclamation****“ARBOR DAY”****April 7, 2017**

WHEREAS, the City of Hanford recognizes that trees contribute to the beauty of our residential streets, community parks, business districts, and school grounds; and

WHEREAS, trees enrich our lives by providing environmental benefits by cooling our air, providing shade, filtering pollutants, and softening the effects of streets and buildings; and

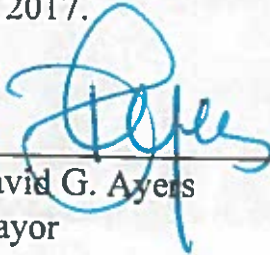
WHEREAS, the Arbor Day tradition continues by planting trees in Hanford which has been recognized by the Arbor Day Foundation as a Tree City U.S.A.; and

WHEREAS, the citizens of our community have recognized the importance of trees and will be planting trees at Encore Park on Friday, April 7, 2017, at 10:30 a.m.

NOW, THEREFORE, I, DAVID AYERS, Mayor of the City of Hanford, do hereby proclaim Friday, April 7, 2017, as “**Arbor Day**” and urge all residents to observe this day by planting trees and participating in a special event scheduled for 10:30 a.m. at Encore Park.

Presented this the 4th day of April, 2017.





David G. Ayers
Mayor

City of Hanford
Parks & Recreation Department

Celebrate
ARBOR DAY

Encore Park
Friday, April 7, 2017
10:30 am





CITY of HANFORD
Hanford Parks & Recreation Department

321 North Douty Street, Suite B, Hanford, CA 93230 Office: 559.585.2525 Fax: 582-1152

2017 Tree City USA Application

Standard 2 Attachment – Community Tree Ordinance

Hanford Municipal Code

[Up](#)[Previous](#)[Next](#)[Main](#)[Collapse](#)[Search](#)[Print](#)[No Frames](#)Title 12 STREETS, SIDEWALKS AND PUBLIC PLACES**Chapter 12.12 STREET TREES AND SHRUBS****Note**

- Prior history: Prior code §§ 7-2.01—7-2.13 and Ord. 96-18.

12.12.020 Definitions.

“Authorized street tree list” means that list identifying the types of trees which may be planted in park strips.

“City arborist” means an arborist who is a member of the International Society of Arborists (or equivalent organization) designated by the parks and recreation department director.

“Critical root zone” or “CRZ” means a defined circular area around a tree with a radius measured to the nearest foot of the tree’s longest drip line radius plus one foot as illustrated below.

“Damaged” means the removal of bark greater than three (3) inches across, the breaking or splitting of the main trunk, or the dislocation of the main trunk or any act compromising its health or structural integrity according to accepted industry standards or to cause damage that is severely detrimental to its overall aesthetics.

“Dead” means a tree, shrub, hedge, or other plant that is no longer alive, has been damaged beyond repair, or is in an advanced state of decline (where an insufficient amount of live tissue, green leaves, limbs, or branches exist to sustain life) and has been determined to be in such state by the director.

“Development project” means any exterior construction work associated with or requiring a building permit for any building addition, building demolition, site grading, excavation or site paving.

“Director” means the parks and recreation department director of the city of Hanford or designee.

“Hazard” or “hazardous condition” means any tree, shrub, hedge, or plant that is or appears to be: (1) dead; (2) likely to fall; (3) seriously diseased; (4) an obstruction or potential obstruction to pedestrian or vehicular traffic; (5) an obstruction or potential obstruction of any traffic signs, traffic control devices, streetlights, regulatory signs, or similar types of equipment or signs; or (6) in a condition that is detrimental to the public health, safety, or general welfare.

“Hedge” means any group of shrubs planted in line or in groups so that the branches of any one plant are intermingled or contact the branches of any other plant in the line or group.

“Heritage tree” means any of the following: (1) any Oak Tree native to Central California, Valley Oak Tree (*Quercus lobata*), with a diameter greater than ten (10) inches; or (2) any tree or a group of trees specifically designated by the city council for protection because of its historical significance, special character or community benefit.

“Imminent hazard” or “imminently hazardous condition” means a hazardous condition that presents an immediate threat to the health, safety, or general welfare of the public which requires immediate action to prevent injury to the public or property.

“Park strip” means that portion of the public street right-of-way between the curb or curb line and the adjacent sidewalk or property line, as applicable, used for or which may be used for the purpose of planting

and maintaining street trees, shrubs, hedges, or other plants. In some areas within the city, park strips may extend into a private property's yard beyond the sidewalk. Park strips may be located on private property or may abut private property.

"Prune" or "trim" means to remove any segment of the above- or below-ground woody tissue of a tree, shrub, hedge, or other plant. If pruning is done in nonconformance with said conditions of permit or without a permit, it shall be deemed a "removal."

"Remove" or "removal" means cutting to the ground, complete extraction, or killing by spraying, girdling, or any other means of a tree.

"Replacement" for the purposes of this chapter shall be determined by utilizing a certified tree and landscape appraiser or the most recent edition of the Guide for Plant Appraisal, published by the Council of Tree and Landscape Appraisers.

"Shrub" means a bush or plant (excluding weeds) more than twelve (12) inches tall but not more than six (6) feet tall.

"Street" means a public right-of-way owned by or under the control of the city whose primary function is to carry vehicular traffic and shall also include sidewalks and park strips.

"Topping" means the removal of branches from mature trees leaving stubs and large wounds on such trees.

"Tree" shall mean any perennial, woody plant species or cultivar that reaches a height exceeding six (6) feet at maturity, whether planted singly or as a hedge, or having secondary branches supported on a main stem or stems. The term "tree" includes street trees and heritage trees.

"Tree protection plan" means a plan in compliance with Section 12.12.310, Protection and preservation of heritage trees. (Ord. 15-12 § 1, 2015)

12.12.110 Authority to direct work on trees, shrubs, hedges, and other plants.

The planting of trees in park strips of less than five (5) feet in width shall be permitted only if the trees planted are selected from the authorized tree list for such area. If the park strip is five (5) feet or more in width, trees may be planted which are allowed in the authorized tree list for such area. (Ord. 15-12 § 1, 2015)

12.12.130 Prohibition of violation of chapter.

It is unlawful for any person to plant, remove, prune, or maintain any trees, shrubs, hedges, or other plants or cause the same to be done in violation of this chapter. (Ord. 15-12 § 1, 2015)

12.12.210 Pruning or removal of heritage or street tree—Permit required.

A. Except as provided in this section, it is unlawful for any person to prune or remove any heritage tree or remove a street tree, or do any construction work or activity that may affect the critical root zone of a heritage or street tree, without a permit issued by the director.

B. Each permit to prune or remove a heritage or street tree shall contain the following information:

1. Name of permit applicant;
2. Time period in which to complete the action specified or required in the permit;
3. Reason for pruning or removal;

4. If a tree will be removed, the type and species of the replacement tree to be purchased and planted by the permittee at the permittee's sole cost and expense;

5. Description of the pruning, if applicable; and

6. Location of the tree to be pruned or removed (address of property where tree is located and the specific location of the tree on the applicant's property).

C. The director shall, subject to the consultation requirements set forth below, issue a permit to prune or remove a street tree or prune a heritage tree only if at least one of the following criteria is met:

1. The tree creates a hazardous condition or imminently hazardous condition;

2. The type, species, or location of the tree is in conflict with the policy or plans of the city;

3. The tree interferes with electrical lines and the interference cannot be corrected by pruning the tree;

4. The tree has caused concrete or asphalt damage that results or could result in a hazardous condition or imminently hazardous condition and which cannot be resolved by other reasonable means;

5. The tree has or may cause damage to utilities, including without limitation water, sewer, communication lines or power lines, that results or could result in a hazardous condition or imminently hazardous condition and which cannot be resolved by other reasonable means;

6. The tree is in conflict with an approved development permit for an adjacent property or right-of-way;

7. Removal is required for thinning to allow proper spacing; or

8. Removal would allow a more desirable planting in conformance with the approved tree list.

D. The director shall, subject to the consultation requirements set forth below, issue a permit to remove a heritage tree only if the tree creates a hazardous condition or imminently hazardous condition.

E. Except as otherwise provided in this chapter, the director will consult with the commission on applications to remove street trees and applications to prune or remove heritage trees. The commission shall make recommendations to the director concerning heritage or street tree removal and heritage tree pruning after an inspection by a subcommittee of the commission and after deliberation by the commission. Requests for such inspections shall be made by the director at commission meetings. The director need not consult with the commission on heritage or street tree removal or heritage tree pruning if, in the director's reasonable judgment, a heritage or street tree poses an imminently hazardous condition. In such instance, the director may approve a permit without consulting the commission; provided however, the director will inform the commission of the issuance of such permit at the commission's meeting that immediately follows the permit's issuance. The director need not consult with the commission regarding applications to prune street trees.

F. If the city grants a permit for the removal of a heritage or street tree, the person or entity removing the tree must remove the tree's trunk to a minimum depth of two (2) feet below the adjacent ground level. (Ord. 15-12 § 1, 2015)

12.12.220 Permit application.

A. Applications for permits required under this chapter shall be submitted to the director, along with an application fee. Application fees shall be set by resolution of the city council. The director shall review each permit application that the city accepts for filing. As part of the review of each application, the director may request additional information from the applicant or conduct any investigation the director believes is necessary to complete the review. After the completion of the review of the permit application and advisory input by the commission, if required, the director shall provide written notice to the applicant of the decision to issue (as requested or modified) or deny the permit.

B. The notice shall be in a form prescribed by the director. The notice shall provide the opportunity for the applicant to appeal the director's decision.

C. An applicant wishing to appeal the director's decision shall submit a written request for an appeal hearing to the director within seven (7) calendar days of the property owner's receipt of the director's notice. The city council will serve as the hearing body for appeals. A hearing shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for hearing is filed in accordance with the provisions of this section. The city council will give the applicant an opportunity to be heard and will thereafter render a written decision regarding the director's decision on the permit application.

D. Permits issued for work occurring under Section 12.12.210 shall, except as otherwise provided herein, be valid for sixty (60) days, except permits issued to public utilities, which may be for a period of one year. The director may extend the effective period of a permit if the director finds good cause exists in a particular case. (Ord. 15-12 § 1, 2015)

12.12.230 Development permit combined.

The request for a heritage or street tree planting, pruning, or removal permit may be included as part of an application for a development permit. Where the request for planting, pruning, or removal permit is included as part of the development permit application, the development permit may serve as the planting, pruning, or removal permit and be processed under the application, noticing, hearing, and appeal provisions applicable to the development permit application, and no separate planting, pruning, or removal permit application and planting, pruning, or removal permit is required, so long as all of the substantive provisions and permit processing requirements of this chapter are satisfied as part of the processing of the development application. (Ord. 15-12 § 1, 2015)

12.12.240 No permit required.

A. Notwithstanding any provision of this chapter, no permit shall be required for pruning or removing a heritage or street tree if any of the following criteria are met prior to any work being performed:

1. An imminent hazard exists where the immediate pruning is necessary to protect the public health, safety, or welfare. The property owner who causes emergency work to be done must ensure that the heritage or street tree is not pruned more than is reasonably required to eliminate the imminent hazard; such party must obtain a permit for any non-emergency pruning of the same tree. The property owner causing the emergency pruning or removal must provide, within two (2) business days of the completion of the emergency work, written notice to the director that includes a full description of the work completed, the exact location where the work was performed, the bases for the emergency work, and photographs clearly showing the condition creating the imminently hazardous condition;

2. An imminently hazardous condition exists and the director provides written notice to the responsible property owner to take corrective action, and the owner complies strictly with such notice;

3. Removal of the tree is in connection with a city-approved public works project; or

4. A development permit, or amendment thereto, which allows the removal of a tree, has been issued by the city and accepted by the permit applicant pursuant to the provisions of this code pertaining to development permits.

B. In case of emergency, when a tree is hazardous or dangerous to life or property, it may be pruned or removed by order of the city's public works, parks and recreation, police, or fire departments, provided further, that any franchise public utility or representative of the city may remove or prune trees which interferes with the safe and efficient operation of the public service for which they are responsible, but only to

the extent made necessary by such interference, with the permission of the director and/or the city arborist. (Ord. 15-12 § 1, 2015)

12.12.260 Presentation of permit on request.

A. It is unlawful for any person to prune or remove or cause the same to be done to a heritage or street tree unless the permit or a copy of the permit allowing for this activity is maintained on the site where the tree to be pruned or removed is located.

B. It is unlawful for any person to prune or remove or cause the same to be done to a heritage or street tree unless the permit or a copy of the permit can immediately be presented upon request by an official or representative of the city.

C. It is unlawful for any person to engage in any work on or allow any work on a heritage or street tree that is subject to a permit to occur unless and until: (1) the permit or a copy of the permit is located on the site where the subject tree is located; and (2) the permit or a copy of the permit is readily available for presentation upon request as described in this section. (Ord. 15-12 § 1, 2015)

12.12.270 Revocation of permit.

A. The director may revoke a permit issued pursuant to this part if the director determines any of the following:

1. The permit was obtained or extended by false, misleading, or incomplete information;
2. One or more conditions set forth in the permit have been violated; or
3. One or more provisions of this chapter have been violated.

B. The director shall give written notice of the revocation of the permit to the applicant. The applicant may appeal the director's decision in accordance with the provisions of Section 12.12.220. (Ord. 15-12 § 1, 2015)

12.12.280 Reforestation.

Permits for heritage or street tree removal, removals without permits and acts causing damage to heritage or street trees shall require replanting in accordance with the following guidelines:

A. Trees removed under jurisdiction of a planning approval pursuant to this chapter shall conform to conditions specified in the planning approval.

B. Trees removed with a valid tree removal permit shall be replaced in accordance with this chapter and instructions identified by the director. Replacement instructions shall include direction on the location and species of the replacement tree. Tree replacement shall be one to four twenty-four (24) inch box size tree(s) determined by the director, for each tree removed.

C. Trees removed without a valid tree removal permit shall be replaced by one to four forty-eight (48) inch box size tree(s) for each tree removed at the discretion by the director if the value of the removed tree(s) was significantly greater than that of a forty-eight (48) inch box tree. In such cases of non-permitted removal, the determination of the level of replacement shall be within the discretion of the director, but will not exceed the actual tree loss as determined by the replacement value. In addition to the requirements of this subsection, penalties under Section 12.12.530 or other sanctions allowed by law may be imposed for removal of heritage or street trees without a permit.

D. Where the director determines that replanting is not feasible and/or appropriate, e.g., sufficient trees exist on site, the director may: (1) require that a payment of equal value to the cost of the purchase and installation of the replacement tree(s) be made to the city tree planting fund; or (2) place other conditions on the permit which are of equal value to the cost of the purchase and installation of the replacement tree(s).

E. Any person causing damage to a heritage or street tree shall be required to take such steps as may be required by the director to assure the future vitality of the tree(s), including costs of treatment and/or construction of protection barriers, or if the director determines that the damage is so great that the tree is no longer reasonably sustainable, replacement of the damaged tree per subsection C. (Ord. 15-12 § 1, 2015)

12.12.300 Property owner maintenance—Responsibility and duty to public.

A. Subject to the provisions of Section 12.12.110, each owner of property that is located in the city shall maintain and replace, when necessary, any street trees, shrubs, hedges, or other plants within a park strip located on or which abuts an owner's property in such condition so as to comply with this chapter. Each property owner shall plant and replace any removed or otherwise missing street trees in accordance with the requirements of Section 12.12.210.

B. A property owner required by this section to plant, maintain, and replace, when necessary, street trees, shrubs, hedges, and other plants shall owe a duty to the public using streets and/or sidewalks to maintain such street trees, shrubs, hedges, and other plants in a safe and non-hazardous condition. For purposes of this section, maintenance of street trees, shrubs, hedges, and other plants includes, without limitation: watering, pruning, fertilizing, pest control, spraying, removal of branches, leaves and other debris, weed abatement, and protection of the critical root zone. Watering shall occur in a manner consistent with the city's rules on water use identified in this code.

C. A property owner required by this section to maintain any street trees, shrubs, hedges, or plants shall comply with the following:

1. Provide the necessary maintenance so that street trees, shrubs, hedges, and plants do not become a hazard;
2. Provide a minimum of eight (8) foot vertical pedestrian clearance from the top of the sidewalk and a minimum fourteen (14) foot vertical vehicular clearance from the top of pavement, to any part of a street tree; provided however, each street tree shall be trimmed so that the vertical clearance around the entire tree is uniform and consistent;
3. Provide adequate clearance for unobstructed pedestrian and vehicular view of all traffic signals, street lights, regulatory signs, street name signs, and other similar types of equipment and signs;
4. All maintenance shall be completed in accordance with the guidelines of the American National Standard Institute (ANSI);
5. Obtain a permit as required in Section 12.12.210; and
6. Obtain an encroachment permit from the city's public works department for any work that the property owner or his or her contractor will perform within a public right-of-way or if any vehicle or equipment will operate or be parked in any public right-of-way as a result of any work pertaining to a tree, shrub, hedge, or other plant for which the property owner is responsible.

D. If any property owner fails to maintain any street trees, shrubs, hedges or other plants for which the owner is responsible in a non-hazardous condition as required by this section, and any person or entity suffers damage or injury to person or property, the property owner shall be liable for all damages and/or injuries caused by his or her failure to maintain the street trees, shrubs, hedges, or other plants.

E. If, in the opinion of the director, a tree, shrub, hedge, or other plant located on private property located outside of a park strip constitutes a nuisance or hazard, the process, procedures, and remedies described in this chapter with respect to street trees, shrubs, hedges, and other plants located in park strips, will be available to the city.

F. Any and all damage caused by a tree, shrub, hedge, or plant to any person or property or to any utility, street, sidewalk or other improvement shall be the responsibility of: (1) the owner of the property on which such tree, shrub, hedge, or plant is located; or (2) if the offending street tree, shrub, hedge, or plant is located within a park strip that abuts private property, the owner of the private property that abuts such park strip. (Ord. 15-12 § 1, 2015)

12.12.310 Protection and preservation of heritage trees.

A. Any person who owns, controls, has custody or possession of any real property within the city shall use reasonable efforts to maintain and preserve all heritage trees located thereon in a state of good health, pursuant to the provisions of these regulations.

B. Any application for discretionary development approval of real property or any other development project shall be accompanied by a signed statement by the property owner or authorized agent which discloses whether any heritage trees exist on property and described on the plans associated with the application the location of each such tree, its species, trunk size and drip line area. In addition, the location of any tree within thirty (30) feet of the area proposed for construction that is within the public right-of-way shall be shown on the plans identified by species.

C. In regard to any heritage tree designated by the city council for protection (hereinafter "protected tree"), any exterior construction work associated with any development project performed within a radius measured from the trunk center equal to ten (10) times the diameter of the trunk measured at four (4) feet above grade shall require the preparation and submittal of a tree protection plan for review and approval by the director and/or the city arborist prior to the issuance of any permit for a development project. The tree protection plan shall be prepared by a certified arborist.

D. A tree protection plan shall at minimum include the following requirements:

1. Prior to the commencement of any development project, fencing shall be installed at the drip line of any protected tree which will be affected by the construction and shall prohibit the storage of any construction materials, equipment or other materials inside the fence. The drip line shall not be altered in any way so as to increase the encroachment of the construction.

2. Prohibit extraction, soil deposit, drainage and leveling within the drip line unless approved by the director and the city arborist.

3. Prohibit disposal or depositing of oil, gasoline, chemicals, paints, solvents or other materials within the drip line or in drainage channels, swales or areas that may lead to the drip line.

4. Prohibit the attachment of wires, signs, ropes, or any foreign objects to any protected tree.

5. Utility service and irrigation lines shall be located outside of the drip line when feasible.

6. Include provision for the retention of the services of a certified arborist for periodic monitoring of the project site for the health of protected trees. An arborist or the director or designee must be present whenever activities occur which will pose a potential threat to the health of the protected trees or whenever any work needs to be done within the drip line of such tree.

7. Include other provisions as deemed necessary by the director and/or the city arborist to preserve the protected tree and insure compliance with those provisions.

8. Require that the parks and recreation department be notified whenever any damage or injury occurs to a protected tree during construction so that proper treatment may be administered.
9. Contain the signature of the property owner and building permit applicant. (Ord. 15-12 § 1, 2015)

12.12.320 Interfering with maintenance work or injuring street trees prohibited.

- A. No person shall in any way interfere with the city or its employees or contractors engaged in the planting, mulching, pruning, spraying, treating, or removal of any street tree, or in the removal of stone, cement, or other substance around the trunk of any street tree.
- B. No person shall, except with written permission of the director: (1) damage, cut, carve, girdle, or injure the bark of any street tree; (2) attach or keep attached, or cause the same, any sign, wire, device, or injurious material to any such tree or the guard or stake intended for the protection of such street tree; (3) allow any gaseous, liquid or solid substance, pesticide, herbicide, or similar chemical agent harmful to a street tree to come into contact with the roots, leaves, bark or any part of any street tree; (4) construct concrete, asphalt or brick paving or otherwise fill the ground area within four (4) feet of any street tree that may shut out/off air, light, or water to the street tree or its roots; (5) pile building material or other material around any street tree in any manner that will in any way injure the street tree; or (6) construct any raised planter around a street tree's trunk.
- C. As part of any construction work or activity of a building or structure, the owner or responsible party thereof shall place such guards around all nearby street trees that are required in the opinion of the director to effectively prevent injury to such trees.
- D. Tree stakes or guards may be placed around street trees by the city, the city's contractors, or by the owner of the property on which the street tree is located or which is located in a park strip abutting the owner's property as long as such stakes and guards are merely placed near street trees for the purpose of protecting and/or training such trees.
- E. Each property owner shall ensure that electrical lines and wires providing electricity to his or her property are secured so they do not come into contact with any street tree, and no person shall, without the written authorization of the director, attach to a street tree any electric wire or line, insulator, or device for the holding or securing of any electric wire or line, or electrical or utility poles.
- F. No person shall move any building or other object along any street in such manner as to injure any street tree. Whenever the director determines or reasonably believes that any street tree may be injured, the director may require the person moving the building or other object along a street in the city to furnish a bond in an amount sufficient to cover the damage or destruction of street trees. (Ord. 15-12 § 1, 2015)

12.12.330 Park strip inspection.

The director may inspect or cause to be inspected all street trees, shrubs, hedges, and other plants located within park strips. Upon discovering that any street tree, shrubs, hedges, or other plants within a park strip are dead, infected or infested with plant, animal, insect, or other condition detrimental to the growth, health, or life of any such street tree, the director may utilize the provisions of and pursue the remedies outlined in Sections 12.12.400 through 12.12.530. (Ord. 15-12 § 1, 2015)

12.12.340 Hazardous conditions—Sight obstructions on private property.

A. No owner or person in possession or control of any property shall maintain any tree, shrub, hedge or other plant located on his or her property, or located in a park strip abutting the owner's property, in a manner that causes or may cause a hazardous condition or imminently hazardous condition on a street.

B. No owner of property shall permit the existence of any tree, shrub, hedge, plant, mound of earth, boulders, or any other object located on his or her property or within a park strip abutting his or her property that obscures and/or impairs the view of passing motorists or pedestrians or which impairs the view of any street sign, traffic sign, or any other control device or sign placed upon the streets for the safety and convenience of the public. (Ord. 15-12 § 1, 2015)

12.12.400 Notice of violation.

If the director determines that a violation of this chapter has occurred or that the condition of any tree, shrub, hedge, or plant constitutes a violation of any provisions of this chapter, the director may, by written notice, notify the owner of the property in violation to take corrective action. A notice of violation may be provided in the form of an administrative citation or other form of writing that the director deems appropriate. (Ord. 15-12 § 1, 2015)

12.12.410 Notice of violation—Delivery.

The notice of violation specified in Section 12.12.400 may be given by delivering a written notice personally to the property owner, or by mailing the notice, certified with return receipt requested, to the property owner at his or her last known address as the same appears on the last equalized assessment rolls of the county. (Ord. 15-12 § 1, 2015)

12.12.420 Notice of violation—Contents.

Any notice of violation issued by the director pursuant to Section 12.12.400 shall contain the following information:

- A. The date of inspection;
- B. The address or a description of the property upon which such tree, shrub, hedge, or plant is located, or the address of the property which abuts the park strip in which such tree, shrub, hedge, or plant is located;
- C. A description of the violation;
- D. A description of the corrective action required to address the violation; and
- E. A definitive time period or deadline to complete the corrective action. (Ord. 15-12 § 1, 2015)

12.12.430 Notice of violation—Right to appeal.

A. The notice of violation will specify that the property owner may file with the director a written request for an appeal hearing. Such written request must be received by the director within fifteen (15) calendar days of the date of the notice of violation. The written request for hearing must clearly outline the reasons and bases for the property owner's objection to the notice of violation.

B. The director shall consider each written request for appeal. If the director does not alter his or her decision on an issue as a result of the written request for appeal hearing, the director shall set the matter for a hearing before the city council. The city council will serve as the hearing body for appeals involving notices of violation. A hearing shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for hearing is filed in accordance with the provisions of this section. The

city council will give the property owner an opportunity to be heard and will thereafter render a written decision regarding the notice of violation. (Ord. 15-12 § 1, 2015)

12.12.440 Work performed by city.

A. If the corrective action required by a notice of violation is not completed within the time specified in the notice, the city may, but shall not be required to, perform the required work or cause the work to be performed.

B. In cases of imminently hazardous conditions, the director shall have the authority to perform or cause to be performed corrective work necessary to abate the imminent hazard without first issuing a notice of violation to the property owner. (Ord. 15-12 § 1, 2015)

12.12.450 City invoice for work performed.

A. The property owner shall be responsible for all costs associated with any corrective action taken by the city, including, without limitation, costs of planting, removal, or pruning and the city's administration time and expenses associated therewith. After completion of the work by the city pursuant to Section 12.12.440, the city shall mail an invoice to the property owner. The property owner shall, except as otherwise provided in this section, remit full payment to the city within thirty (30) calendar days of the date of the city's invoice.

B. Any invoice not fully paid within the thirty (30) day calendar period referenced in the immediately preceding subsection shall be deemed delinquent and shall accrue interest at the rate of ten percent (10%) per year or the maximum interest rate allowed by law, whichever is less.

C. The costs payable to the city pursuant to this section may, at the director's discretion, be made in installments of no less than fifteen dollars (\$15.00) per month, which shall be included as a charge on the utility bills or property tax bills for the property at which the city provided services. A property owner wishing to pay the amount owed in installments pursuant to this subsection must submit a written request to the director within fifteen (15) calendar days of the date of the invoice issued by the city pursuant to this section; if a property owner fails to submit such a request within the fifteen (15) calendar-day period, the payment terms identified in subsection B shall apply. Each owner of real property who is allowed to make installment payments pursuant to this subsection shall execute a promissory note and/or other documents approved by the city to reflect: (1) the payment obligation; (2) interest at a rate equal to the local agency investment fund (LAIF) interest rate in effect on the date of execution of the promissory note and/or other documents; and (3) the city's cost to prepare and record the documents evidencing the debt owed to the city and to process such installment payments.

1. If the director determines that installment payments shall be added to a property's utility bills, the property owner shall also execute a lien or deed of trust, in a form approved by the city, that will be recorded against the real property at which the city provided services. In determining whether the amount owed to the city will be paid through installments added to a property's utility bills, the director may require satisfactory proof that the real property will sufficiently secure payment of the amount owed to the city.

2. If the director determines that installment payments shall be paid through an owner's property tax bills, the city will notify the Kings County tax collector of the amounts to be added to the tax roll. The amount added to each tax bill shall be the equivalent of the monthly installment rate approved by the director plus any administrative fees charged by Kings County to collect and process the payments. (Ord. 15-12 § 1, 2015)

12.12.460 Collection of city's costs.

A. To cause the payment of a delinquent amount, the director may pursue any remedy available to the city to enforce this code.

B. The city may add to the owner's unpaid balance any costs incurred by the city to collect a delinquent amount. (Ord. 15-12 § 1, 2015)

12.12.470 Collection of corrective action costs—Special assessment.

A. To cause the payment of a delinquent amount, the director may pursue any remedy available to the city to enforce this code.

B. The city may add to the owner's unpaid balance any costs incurred by the city to collect a delinquent amount.

C. If a property owner fails to pay a city invoice in a timely manner, the city may, but shall not be required to, declare the delinquent amount a special assessment against the owner's property.

D. If the city elects to declare a special assessment in accordance with subsection A, the director will cause a notice of a public hearing before the city council to be provided to the property owner in the manner specified in Section **12.12.430**. The notice will specify the day, hour, and place where the city council will hear and pass upon a report of the director (the contents of which are described below), together with written objections, if any, which may be raised by the property owner.

E. Prior to such hearing, the director shall prepare and file with the city council a report specifying the work performed by the city, the cost thereof, a description of the real property upon which the offending tree, shrub, hedge, or plant was located or a description of the real property abutting the park strip in which the offending street tree, shrub, hedge, or plant was located, and the assessment proposed to be levied against the property to pay the costs incurred by the city.

F. On the day and hour fixed for the hearing, the city council will hear and pass upon the report of the director, together with any written or oral objections which may be raised by any property owner liable for the cost of the city's corrective work. The city council may make such modifications in the report as it may deem just, after which, the report, as submitted or as modified, will be confirmed and provided to the property owner. The decision of the city council on all objections shall be final and conclusive.

G. The hearing will serve to provide full opportunity to the person subject to the city's invoice to be heard and object. The failure of any person to appear at the hearing shall constitute a failure to exhaust administrative remedies.

H. The city council, after confirmation of a special assessment amount, may:

1. Order a notice of lien to be delivered to the county for recording against the owner's property; or
2. Order the assessment amount to be submitted to the county tax assessor, who shall enter the amount thereof in the county's assessment records opposite the description of the particular property, and the amount shall be collected together with taxes assessed against the property. Thereafter, the city's assessment shall be collected at the same time and in the same manner as taxes against the property are collected and shall be subject to the same penalties and interest, and to the same foreclosure and sales rights and procedures in the event the owner fails to pay the assessment in a timely manner. (Ord. 15-12 § 1, 2015)

12.12.480 Private arrangements for tree trimming or removal.

The director may, if he or she deems it to be in the public's interest, cause street trees to be pruned or removed through a private arrangement between the city and the owner of the property on which such trees are located or the owner of the property that abuts the park strip in which the trees are located. The

arrangement will include terms under which the city will be reimbursed for initially paying the costs of such work on the owner's behalf. (Ord. 15-12 § 1, 2015)

12.12.500 No interference with enforcement of this chapter.

No person shall interfere with or delay an authorized representative or contractor of the city from executing and enforcing this chapter. (Ord. 15-12 § 1, 2015)

12.12.510 Failure to give or receive notice.

The failure to post, mail, or deliver by personal service any notice required under this chapter or the failure of any person to receive such notice shall not affect the validity of any proceedings or actions taken by the city or its officers, officials, employees, contractors, or volunteers under this chapter. (Ord. 15-12 § 1, 2015)

12.12.520 Additional penalties.

A. In addition to the reforestation requirements, described in Section [12.12.280](#), if the director finds that any person has violated this chapter by participating in any act constituting a violation under this chapter, the director may, through the issuance of administrative citations, impose a penalty of up to one thousand dollars (\$1,000.00) per participant per tree for such illegal act. A schedule of penalty amounts will be established by resolution of the city council.

B. Any person or entity violating the provisions of this chapter may be directed by the city to stop work and to prepare a mitigation plan to correct the violation and mitigate the damage inflicted. Once the violation is corrected and mitigation implemented, the city shall allow construction to resume. The mitigation plan shall be filed and approved by the city arborist, agreed to in writing by the property owner(s) and either implemented or guaranteed by the posting of adequate bond or other security. The mitigation plan shall include measures for protection of any remaining trees on the property and shall provide for replacement of each tree removed or damaged on the property or at locations approved by the director. The replacement ratio shall be determined by the director according to the provisions of this chapter. (Ord. 15-12 § 1, 2015)

12.12.530 Remedies.

The provisions of this chapter are non-exclusive and supplement any existing rights and remedies available to the city. The provisions of this chapter may be enforced by any remedies provided for in this municipal code or otherwise available in law or equity. Violations of this chapter may be prosecuted criminally, civilly, or administratively, either undertaken separately or in conjunction with other remedies, at the sole discretion of the city. Nothing in this chapter shall be deemed to prevent the city from commencing any administrative, legal, equitable, or criminal proceeding to enforce this chapter, the city's municipal code, or any law. (Ord. 15-12 § 1, 2015)

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CITY of HANFORD
Hanford Parks & Recreation Department

321 North Douty Street, Suite B, Hanford, CA 93230 Office: 559.585.2525 Fax: 582-1152

2017 Tree City USA Application

<u>Standard 3 Attachment Annual Work Plan:</u>	<u>No. of Trees</u>
• Residential Street Tree Pruning	11
• Street Median Tree Pruning	337
• Park Tree Pruning	83
• Downtown Street Tree Pruning	60
• Residential Street Tree Planting	9
• Park Tree Planting	18
• 10 th , 11 th and 12 th Ave Median Project Tree Planting	30
• Downtown Street Tree Planting	38
• Mistletoe Abatement	6
• Arborist Assessment	2
• Residential Street Tree Removals	23
• Park Tree Removals	12
• Downtown Street Tree Removals	30



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2017 Tree City USA Application

Standard 3 Attachment – Community Forestry Expenditures: **Totals**

- **Citywide Urban Forest Improvements 2016**
 - a) Parks Maintenance weighted Salaries \$20,057.63
 - b) Contractual Services – Tree Pruning/Removals \$31,811.00
 - c) Equipment Costs \$4,852.97
 - d) Material Costs \$8,801.30
 - e) Certified Arborist Assessments \$1,000.00
 - f) Soil and Water Analysis \$650.00

Parks Maintenance Expenditures \$67,172.90

- **10th Ave. 11th Ave. and 12th Ave. Street Median Project**
 - a) Installation of new center median irrigation, shrubs and trees

\$6,344.89

Project Total Expenditures \$6,344.89

- **Downtown 2010 Project**
 - a) Concrete Removal/Installation \$64,195.94
 - b) Tree Pruning \$35,412.00
 - c) 44 – New Trees \$11,478.69
 - d) Bark, Mulch, Fertilizer and Shrubs \$4,859.71
 - e) Irrigation Supplies \$318.51
 - f) Equipment \$94.00

Project Total Expenditures \$116,358.85



CITY of HANFORD

Hanford Parks & Recreation Department

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Standard 3 Attachment – Community Forestry Expenditures: **Totals**

• Landscape Assessment District Tree Replacement and Pruning	
a) Ashton Park	\$330.00
b) Country Crossings	\$19,900.00
c) Quail Run Park	\$5,200.00
d) Mansionette Estates	\$1,200.00
e) Gateway Estates	\$1,600.00
f) Stonecrest Estates	\$21,285.04
g) Pacific Grove	\$15,157.97
h) Cambridge	\$11,698.22
i) Cielo en Tierra	\$1,800.00
j) Park Monterey	\$1,850.00
k) Copper Valley	\$2,100.00
l) Mission Park	\$2,994.46
m) Sidonia	\$10,026.00
n) Le Parc	<u>\$15,945.87</u>

Project Total Expenditures **\$111,087.56**

• Silver Oaks Tree Replacement Project	
a) Tree removal labor costs	\$6,750.00

Project Total Expenditures **\$6,750.00**

Total Assessment Expenditures **\$307,714.20**

2017 Total Expenditures	<u>\$307,714.20</u>
City of Hanford Population	58,060
Dollar Amount Per Capita	\$5.30