

# City of Los Alamitos

## Administrative Regulation

Regulation:	<b>10.2</b>
Title:	<b>Tree Dedication Memorial Program</b>
Authority:	<b>Chet Simmons, City Manager per City Council Resolution 2022-15</b>
Date:	<b>April 18, 2022</b>
Revised:	

**Purpose:** The purpose of this policy is to establish a Tree Dedication Memorial Program for the City of Los Alamitos.

**Application:** This policy applies city-wide.

### Regulation:

The City of Los Alamitos is pleased to memorialize someone special in a demonstration that is both everlasting and aesthetic with adoption of the Tree Dedication Memorial Program. Interested individuals will be required to submit an application and payment in order to dedicate a tree. Each application will be evaluated based on program criteria. The Development Services Department will administer this program under the direction of the City Manager.

- The formal request of a tree dedication memorial will require an application, proof of residency, either by residence or business, and complete payment for service and parts. Checks should be made payable to the City of Los Alamitos.
- The tree(s) can be selected from a pre-approved list provided by the City and will be planted at a City park.
- The cost of the tree, plaque and parts, and labor will be set at fair market value and remain consistent.
- The location of the tree dedication memorial is exclusive to City parks in areas that are predetermined by City Staff to ensure safety, proper maintenance, and visibility on behalf of those who purchase the package.
- Upon approval of an application, City Staff will complete all purchases and perform the necessary labor.

- Purchase of a tree includes:
  - A bronze plaque and small pre-fabricated canister for flowers
  - The bronze plaque dimensions are 4" x 8". The plaque is set flush in a 6"x 10" concrete base
  - The character size of the script will be limited to fit the plaque purchased through a local vendor
- The City maintains discretion for location placement should the desired location not be available.
- The City will determine the timeline for completion of the tree dedication.
- While small ceremonies may take place, large gatherings and formal attendance is required to be communicated to the City of Los Alamitos.
- Ongoing general maintenance of the tree and parts will be conducted by the City. Protection from possible vandalism, weather, damage, and theft cannot be guaranteed. In most cases, the City will make a prudent effort to report any issues to the applicant and offer reasonable repairs or replacement.
- In the event of necessary removal due to park development or determination of hazards, out of courtesy and respect, the City of Los Alamitos will attempt to notify the applicant. The City reserves the right to execute removal without the applicant's consent.