



Parks, Greenbelts and Streetscapes Maintenance Standards

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Useful Links:

IPM

<https://www.cityofdavis.org/city-hall/public-works-utilities-and-operations/integrated-pest-management>

Stormwater

<https://www.cityofdavis.org/city-hall/public-works-utilities-and-operations/stormwater>

UFMP

<https://www.cityofdavis.org/city-hall/urban-forestry/city-of-davis-urban-forest-management-plan>

Parks Master Plan

<https://www.cityofdavis.org/home/showpublisheddocument/3160/635713549755500000>

Open Space Strategic Plan

<https://www.cityofdavis.org/home/showpublisheddocument/9259/637738868997570000>

Tree Zones

<https://www.cityofdavis.org/city-hall/urban-forestry/city-tree-maintenance>

Leaf Blowers

<https://www.cityofdavis.org/city-hall/public-works-utilities-and-operations/environmental-resources/emergency-action-on-leaf-blowers>

Irrigation Reduction

<https://www.cityofdavis.org/city-hall/public-works-utilities-and-operations/water/drought-information-water-use-restrictions>

Solid Waste and Recycling

<https://www.cityofdavis.org/city-hall/public-works-utilities-and-operations/solid-waste-and-recycling/sb-1383-calrecycle-organics-regulations/sb-1383-information-for-residents>

CHAPTER ONE – INTRODUCTION & BACKGROUND

1.1 LANDSCAPE MAINTENANCE STANDARDS PURPOSE AND GOAL

- City of Davis Parks and Community Services Department manages a system that encompasses 485 acres of parks, greenbelts, streetscapes, and landscape areas within the City of Davis. These areas serve a population of more than 67,000 residents. The Parks division is organized into two work groups: Parks, Greenbelt & Landscape Maintenance, and Irrigation.
- City of Davis Parks and Community Services Department routinely updates its landscape and maintenance standards to align with best management practices and to incorporate current City Council goals. Additionally, the goal of the Landscape Maintenance Standards is to provide the most effective and efficient operational strategies as well as address the necessary resources to support the current and future parks system with the City of Davis.

1.2 ORGANIZATIONAL STRUCTURE

- Maintenance services are currently organized into two operational groups. These two groups include a) parks, greenbelts & landscape maintenance and b) irrigation maintenance. The largest of the two groups is maintenance of the City's parks, greenbelt and landscape areas. The Department also has maintenance personnel on-site at nine locations. Currently, the City employs two Park Supervisors, one who oversees City crews and maintenance contracts and the other oversees irrigation maintenance.

CURRENT DAVIS PARKS DIVISION STAFFING

- Parks Manager (1)
- Park Supervisor (1)
- Park Maintenance Crew Lead (2)
- Parks Maintenance Worker II (5)
- Parks Maintenance Worker I (1)
- Sports Field Maintenance Worker (1)
- Irrigation Supervisor (1)
- Irrigation Technician (3.75)
- Office Assistant II (0.75)

1.3 PREVENTATIVE MAINTENANCE

- The objective of the preventative maintenance program is to extend the life of equipment, infrastructure and facilities and improve the efficiency of resources by reducing the number of trouble calls required.
- Specific work activities include:
 - Annual Work Plan: Coordinate Annual Work Plan and review/revise quarterly
 - Work-plan Development and Scheduling: Preparing daily/weekly work plans and scheduling technicians based on established maintenance standards
 - Work Execution: Performance of work plans including inspection process and implementing quality standards
 - Supervision and Quality Control: Supervisors and/or Crew Supervisors perform quality control checks on completed work to ensure work is completed to standards
 - Performance Monitoring and Reporting: Maintain data and prepare reports presenting the maintenance performance based on established measurements
 - Resource Protection: Identify and document natural resources, implement protective actions, and complete restoration activities
 - Improved Efficiency: Identify and assign the appropriate duties to complete the task
 - Training: Identify and implement training for staff and volunteers to safely perform each task

1.4 SERVICE DELIVERY ALIGNMENT

- Staffing needs for the Department should be focused on creating positions that increase capacity to implement efficient and effective improvements; namely with the addition of more qualified Parks Maintenance personnel.
- Parks maintenance responsibilities are completed by two teams. Each team has a Crew Lead, whose responsibilities include scheduling, purchasing, delegation of tasks and other leadership responsibilities.

STAFF TRAINING

- The Department currently has a training program for park and landscape maintenance staff. The training program aims to improve productivity and safety through monthly safety meetings and professional development courses. The Department can improve upon its current standard training program by further developing a training sequence plan for each trade. The training program includes:
 - Conduct job safety analysis to assist in determining critical training
 - Implementation of maintenance standards
 - General instruction related to supervision and use of available technology and equipment
 - Further instruction and implementation of the Department's asset management software

- On-going skill evaluation needs to occur to demonstrate appropriate skill levels required to maintain the system assets

1.4.1.1 STAFF TRAINING BY JOB FUNCTION

- Each parks maintenance worker has a training matrix integrated into their annual evaluation. The type of training for maintenance employees should be in the following areas:
 - Proper use of equipment
 - Working with seasonal, part-time and volunteers
 - Integrated Pest Management (IPM)
 - Customer service
 - Playground safety
 - Technology training
 - First Aid
 - Emergency response
 - Incident reporting training
 - Human resources training such as working with difficult people, diversity, sexual harassment, supervision, mandated reporting.
 - Driver safety training

EQUIPMENT REQUIREMENTS

- Regularly scheduled equipment replacement is essential to maintaining an efficient fleet of vehicles and rolling stock. Regular replacements of vehicles and rolling stock help to avoid budgetary challenges created by widespread failure of the equipment inventory during one budget year. Additionally, scheduled vehicle and rolling stock replacements will ensure that needed equipment will be available in an emergency, which in turn will result in improved staff productivity.
- An equipment replacement schedule plan is maintained and executed by the Public Works Fleet Manager for each class of equipment. The replacement schedule is based on criteria such as, hours of use, annual downtime and annual maintenance costs. Additionally, equipment replacements are based on the equipment life cycle along with the annual equipment conditional assessment.
- Landscape maintenance equipment, other than mowers, are maintained by internal staff, either with minor repairs completed in-house, or through the use of local small engine repair businesses. Once a piece of equipment reaches the end of its life cycle, it is taken out of service and an assessment and plan for replacement is made.
- By the beginning of 2024, gas-powered landscape maintenance equipment will no longer be available for purchase in the state of California. In preparation for this change, City staff have begun phasing out this type of equipment in favor of electric-powered landscape maintenance equipment.

STANDARDS INSPECTION, MONITORING AND REPORTING

- Standard inspections are conducted by parks supervisors based on work-team reports and documented completion of the project.
- Non-compliant or underperformance will be noted by the supervisors and recorded in the employee file or evaluation. Additional employees should be redirected to complete work projects as scheduled to prevent the allocation of over-time pay that will not be permitted without prior notification of the Parks & Community Services Director, Assistant Director or Parks Manager.

INFORMATION SYSTEMS AND TECHNOLOGY

- Parks recognizes the value of a robust work order management system to provide needed information regarding areas of need, asset management and funding requests.
- The Department currently uses a mixture of internal spreadsheets and the GoRequest system to track workflow.
- Communication tools include mobile phones with internet functionality that have been assigned to all Department staff. Mobile phones and tablets enable Parks Maintenance staff to complete specific tasks, such as inspections, work orders and on-call assignments. Staff will be trained on a continuing basis on the use of technology equipment, especially for the use of the work order management system.

1.5 MAINTENANCE STANDARDS

- Maintenance standards create an estimated frequency schedule for staff to follow that ensures amenities will be available and working for visitors and users to enjoy. Maintenance standards allow staff to be proactive in managing the fixed assets of the Department. Maintenance standards establish a guideline for maintenance staffing and budgeting to achieve the frequency schedule and provide a baseline for accountability by demonstrating that the standards are being met.
- Preventative maintenance standards support a level of predicted lifecycle of capital improvements, and in most cases, extends the asset life beyond the expected time period. Preventative maintenance provides a safe and quality experience for visitors and users of park facilities and decreases the liability exposure of the Department. The standards presented in Chapter 3 are the basis for the preventative maintenance plan and are presented by type of facility.

CHAPTER TWO – MAINTENANCE AND OPERATING STANDARDS

- These standards are developed based on a standardized maintenance model and follow best practices as established by National Recreation & Park Association (NRPA), but customized to the City of Davis park needs and community expectations. The following maintenance standards will apply to community parks, neighborhood parks, greenbelts, sports complexes and high use community areas.

- Maintenance standards are developed for the maintenance of neighborhood parks, community parks and greenbelt areas. These standards will cover major elements from turf, hard surfaces, landscaping, trees, natural areas, irrigation and related amenity structures in place. These standards have been reconciled with performance specifications and standards established for contract maintenance of parks, greenbelts and landscape areas, with the goal of establishing the same standard, regardless of who performs the actual work.

2.1 MAINTENANCE STANDARDS FOR ALL CITY PARKS, PLAYING FIELDS, GREENBELTS AND STREETSCAPES

TURF MAINTENANCE – HIGH PROFILE AREAS (SMALL AREAS, ENTIRE AREA VISIBLE TO FOOT TRAFFIC)

- Mowing shall occur once/week-40 weeks- mid-February to mid-November
- For the period of November 16 through February 13 mowing shall be required every two weeks (or as needed, depending on growth conditions)
- Turf shall be mowed to maintain a uniform height of not less than two (2) inches and not higher than three (3) inches
- All lawns with a concrete border, such as sidewalks, shall be edged when the turf is mowed
- All fences, light standards and structures shall be free of plant growth to a minimum border of 6 inches
- Tree wells shall be maintained no less than 18 inches and no more than 24 inches, depending on the diameter of the tree trunk from base of trees
- All playfield turf shall have no less than 80% turf coverage at any given time
- 15% acceptable weed infestation for landscaped areas in between scheduled services
- 5% acceptable weed infestation for bare areas in between scheduled services
- Clippings shall be mulched and excessive clippings are to be removed
- All turf areas shall be aerated once per year between the months of November-April to a depth of three (3) inches
- Soil moisture shall be consistent throughout the turf area; there should no wet or dry areas
- Turf areas shall firm enough for foot and mower traffic
- When necessary, apply wetting agents to assist in uniform soil moisture
- Inspect daily for insects, disease and stress and respond to outbreaks within 24 hours
- All turf areas shall be fertilized once per year, in accordance with aeration, with a balanced product, in accordance with the label
- Top dress/over seed when needed

- Add infield mix once a year and on as a needed basis in accordance with turf density goals and maintenance of vigorous growing conditions
- Paper, rubbish and other debris shall be removed prior to mowing

WEED ABATEMENT

- Weed abatement shall include a variety of techniques that are designed to remove plant tissue above-ground in order to exhaust plant resources and prevent re-sprouting. Many of these techniques may need to be combined to prevent re-sprouting or shall be completed repeatedly for greater effectiveness
- Cutting with bladed hand tools shall be used when soil disturbance should be minimized, due to weed seed banks with the potential to spread and germinate or due to sensitive biological and cultural resources
- Cutting shall be timed properly and occur multiple times of year for most kinds of plants to effectively limit reproduction and spread
- Stems cut near public use areas shall be either cut flush to the ground or removed promptly to avoid creating tripping hazards or opportunity for other injuries
- String trimming shall be completed using the proper head and cutting material (plastic stream, metal or plastic blades) for the type of plant material being removed
- String trimming shall be completed by keeping the head low to the ground, moving side to side in order to sever the stems of unwanted vegetation
- All cut vegetation should be removed from the location and disposed of in green waste bins
- Chemical applications for weed abatement shall be completed under the guidelines and approval of the City's IPM policy

TREE AND SHRUB MAINTENANCE

- Tree wells shall be maintained no less than 18 inches and no more than 24 inches from the trunk of trees depending on the trunk size
- String trimmers shall not be used at the base of trees
- Trees and shrubs shall be pruned as dictated by species at least once annually or as needed as defined by American National Standards Institute AS 300 Standards for pruning
- Epicormic growth (suckers) on the trunks of trees shall be removed annually
- Inspect seasonally for insects and diseases and reports deficiencies within 48 hours
- 4" of organic mulch shall be placed around each tree within a minimum 18" ring or allow grass to grow around the base of the tree
- 4" of organic mulch shall be placed around shrub beds to minimize weed growth
- Hazardous limbs and plants shall be removed from both trees and shrubs immediately upon discovery
- Dead tree and plant material shall be removed within 30 days of discovery

- Invasive plants shall be removed or treated yearly, in high visible areas or as needed by cultural, mechanical and chemical means
- Ground covers shall be cut back in height a minimum of annually to prevent growth onto sidewalks and curbs. Ground cover heights shall be maintained so as to give the appearance of uniformity
- Ground covers at the base of fences and residential facilities shall be pruned back to a minimum of six (6) inches
- Ground areas in shrub beds shall kept free of rocks, glass and debris at all times
- All weeds, cuttings and debris shall be disposed of at an off-site location in green waste disposal bins
- Corrective Pruning - Pruning of trees and shrubs shall be done as needed to achieve the following:
 - As necessary to prevent wind and storm damage and to correct misshaping caused by wind.
 - To raise lower limbs of trees to a nine-foot clearance over walks or bike paths and to a sixteen-foot clearance over roadways.
 - To cut back shrubs to a one-foot minimum clearance of walking, jogging and bike paths.
 - To cut back shrubs or raise tree limbs that rub on walks, fences, buildings, or poles.
 - To remove suckers, water spouts, and other undesirable growth.
 - To remove all dead or damaged branches.
 - Where shrubs have become a nuisance or hazard, removal as an alternative to pruning will be considered
 - To provide path light clearance as necessary
 - Prune/trim trees and shrubs as dictated by species as needed
 - Inspect regularly for insects and diseases. Respond to outbreaks within 48 hours
 - Annual health inspection of trees within 15 feet of playground structures and picnic areas with the assistance of Urban Forestry

STORM PREPAREDNESS AND CLEANUP

- Best management practices shall be followed to reduce pollutants from landscape activities to the maximum extent possible
- Drain covers shall be inspected at least twice monthly, before rain and immediately after flooding
- Prior to rain events forecasted to be one (1) inch of rain within 24 hours, all storm drain inlets shall be inspected and all debris removed to prevent clogging and localized flooding
- Debris and organic materials shall be removed from drain covers immediately

- Maintain water inlet height at 100% of design standard
- All large downed trees and large limbs that staff is unable to handle shall be reported to Urban Forestry
- All vegetative debris shall be removed from greenbelt pathways and sidewalks

IRRIGATION SYSTEMS

- Irrigation systems shall be set up to conserve and protect water resources and the environment, and the schedule changed as required to provide supplemental water to maintain functional and healthy turf and landscape with minimal amounts of water
- Watering shall be dictated by seasonal weather conditions and the California Irrigation Management Information System (CIMIS)
- Watering shall be managed to prevent unnecessary runoff, ponding and overwatering
- Irrigation systems shall be inspected a minimum of once per month or when alarms present on the central irrigation system daily
- Repairs shall be initiated to non-functioning systems within 24 hours of discovery. Repairs shall be prioritized by the Irrigation Supervisor and corrections completed as soon as possible after identification
- Back flow testing shall be completed annually (Public Works)
- Watering shall occur nightly between the hours of 9pm and 6am, 7 days/week so as not to impact the City's water supply systems
- Each valve shall be operational only twice per week
- Trimming around sprinkler heads and valve boxes shall be done as necessary to provide efficient sprinkler operation

INTEGRATED PEST MANAGEMENT

- All pesticide applications shall be in adherence to City of Davis' Integrated Pest Management Policy
- Chemical pesticides shall only be used upon approval and under strict guidelines
- Any conventional pesticide or herbicide used shall be named on the California Department of Agriculture's approved list and shall be applied in accordance with state, federal, and local laws
- Pesticides shall be brought to the work site in the original manufacturer's container, properly labeled with guaranteed analysis
- Signage - Small freestanding informational signs, provided by the City, shall be placed at each end of the area being treated 48 hours before the treatment is initiated. Additionally, small freestanding informational signs, provided by the City, shall be placed at each end of the area being treated until the material is dry. The signs shall be no more than 300 feet apart and may be moved along as the material dries. No pesticide application may be left unattended until dry. Signage shall be removed no less than 24 hours after an application has been completed

- Medians, and other approved areas, shall be maintained with chemical applications, provided they have been granted justifications from the IPM Specialist or designee from the Environmental Resource Division
- Play and Picnic Areas - No pesticides shall be used in play areas or designated picnic areas at any time. Approved applications in these areas are hand pulling, string trimming and/or torching
- Turf Areas - Pesticides shall not be used in turf areas unless prior approval has been received from the IPM Specialist or designee from the Environmental Resource Division
- Shrub Beds/Planted Areas/Medians - Weeds shall be controlled not to exceed a 15% population in all planters, entrances, medians, raised planter areas, and shrub beds per the updated City of Davis Integrated Pest Management (IPM) Policy. All weeds that exceed 12 inches shall be mechanically removed. Chemical applications shall not be an option on weeds that have exceeded this height or have gone to seed. Upon prior approval of the IPM Specialist, ERD Manager or designee, pre-emergent may be used in designated areas. Woodchips shall be available to the Contractor from the City at no charge when available. Mulching in place is encouraged where appropriate

TRASH CLEAN-UP AND DISPOSAL

- All trash and recycle receptacles shall be emptied a minimum of once weekly and more often if cans fill up sooner, as neglected waste presents an unsanitary condition
- Areas adjacent to waste bins shall be kept free of trash and debris
- Picnic Tables shall be washed down monthly, unless restricted due to drought mandate
- Leaf litter shall not be allowed to accumulate in upon turf, paved areas, medians, other hard surface areas or along fence lines and other structures
- Leaves in shrub beds may be left up to six inches of mulch ground cover to increase soil quality and moisture retention
- In areas where leaves may cause a fire hazard, may block drain inlets, or may be blown onto private property, street, walk and bike paths, leaves shall be picked up and either placed in beds where mulch is needed or hauled off

PLAYGROUND MAINTENANCE

- Play areas shall be kept clean and free of debris and animal feces at all times
- All equipment shall be kept clean and sanitary, and may require washing off debris and spilled materials
- All playground cushioning shall be kept free of vegetation
- Each playground shall be inspected monthly to ensure compliance with the current version of American Society for testing and Materials (ASTM) Performance Standard F1487 and the Consumer Product Safety Commission "Handbook for Public Playground Safety"
- Low-frequency playground inspections shall be completed at least bi-monthly or as required. All low-frequency inspections shall be completed by a Certified Playground

Safety Inspector (CPSI) trained staff or certified consultant. Safety-related repairs shall be completed immediately, when replacement components have been procured, and initiate other repairs within 48 hours of discovery, if possible

- Cushioning materials, such as engineered wood fiber and sand shall be raked and replaced under swings and slides to ensure compliance with California standards for drop testing

HARD SURFACE MAINTENANCE

- Hard surface courts include, tennis, pickleball, basketball, bocce, multi-use and bike polo court surfaces
- Debris and glass shall be removed immediately upon discovery
- Sand, dirt, and organic debris shall be removed from walks and hardcourt surfaces weekly
- Trip hazards shall be removed from pedestrian areas immediately upon discovery
- Instructional signs shall be painted when fading or indistinct annually
- Grass clippings shall be blown after mowing around hard surfaces daily
- Grass and weeds growing in cracks shall be removed as needed

OUTDOOR COURT MAINTENANCE

- Basketball, tennis, pickleball, bike polo and volleyball courts shall be inspected at least once monthly. All repairs shall be completed within 48 hours of discovery, or when replacement components are procured
- Court lines shall be repainted as needed
- Basketball, tennis, pickleball and volleyball nets shall be replaced when frayed, broken, or stolen.
- Goal posts, backboards, rims, fencing, and hardware shall be maintained so as to ensure their continued safe usage

SITE AMENITY MAINTENANCE

- Benches, trash containers, picnic tables and grills, bicycle racks, flag poles, drinking fountains, and other site amenities shall be inspected at least weekly. Repairs shall be completed within 24 hours of discovery, or when replacement components can be procured
- Cleaning/power wash of amenities shall occur twice yearly or as needed, unless restricted due to drought mandate
- Landscapes shall be inspected daily for insects, disease, and stress and outbreaks responded to within 24 hours

ATHLETIC FIELDS GROUNDS MAINTENANCE (SOCCER, LACROSSE, GIRLS SOFTBALL, ADULT SOFTBALL, BOYS BASEBALL AND MEN'S BASEBALL)

- Mowers capable of "striping" the turf shall be used on athletic turf

- Mowing shall occur twice weekly, mowing heights, 3” during cool season (day time highs consistently below 75 degrees)
- Edging of field perimeters shall occur twice monthly
- 95% turf coverage shall be present at the start of every season
- 80-85% turf coverage shall be maintained during gameplay seasons
- 5% weed infestation shall be considered acceptable in landscaping
- 0% bare area shall be present at the start of every season
- 15% bare and weak areas shall be considered acceptable after play begins
- Grass seed shall be applied to heavily worn areas as needed
- Grass clippings shall be removed if visible after mowing
- Aeration of athletic fields shall occur biannually, additional aeration shall be completed as needed
- Spot aeration of high use areas shall be completed as needed
- Thatch layers shall be inspected and removed if present
- Soil testing and irrigation checks shall be completed annually during the off-season, and nutrients added where needed
- Soil moisture shall be consistent
- No wet areas of turf or soil shall be present on athletic fields during gameplay
- No dry areas of turf shall be present on athletic fields during gameplay
- Athletic turf shall be firm enough for foot and mower traffic
- Wetting agents shall be applied to athletic turf to assist in uniform soil moisture
- Hand watering turf and infields shall occur as needed
- Daily inspections for insects, disease, and stress shall be completed and outbreaks responded to within 24 hours
- Fertilization shall occur annually during the off-season to promote new growth and strengthen emergent turf growth

FENCE AND GATE MAINTENANCE

- Fences, gates, and bollards shall be inspected at least twice annually, and whenever on site at a location where these are present. Complete safety-related repairs immediately. Complete other repairs within 48 hours of discovery
- Any holes or missing sections of the fence fabric shall be repaired within one month of discovery
- Annual inspections and removal of debris from fences, including weeds, vines or other invasive species shall be completed. Alignment adjustments shall be made on hinges and latches for smooth operation

SIGN MAINTENANCE

- Sign lettering, surfaces, and posts shall be inspected at least once monthly
- Signs shall be repaired/replaced to maintain design and safety standards within 24 hours of discovery

VANDALISM AND GRAFFITI REMOVAL

- All vandalism and graffiti shall be immediately to code enforcement
- Graffiti inside of parks restrooms shall be removed using a graffiti remover or by painting over it. When painting over graffiti, the entire surface area and not just the graffiti itself, shall be painted

LIGHTING LEVELS MAINTAINED

- Lighting shall be maintained in accordance with the City's Light Pollution policy
- Inspections of lighting shall occur once monthly or as needed to ensure lighting is functioning properly and in good repair
- Any lighting deficiencies shall be reported to Facilities Maintenance or Public Works Electrical divisions in the form of a work request

BROKEN EQUIPMENT STANDARD

- Broken equipment, including play structures, park amenities and irrigation shall be repaired as soon as possible, as staff is capable and parts are available when noticed or reported
- If staff is not able to repair, the broken equipment shall be signed and cordoned off with emergency tape indicating that the amenity is broken, not to be used, and if and when it will be repaired

RESTROOMS

- Restrooms shall be inspected, cleaned and stocked once a day; additional cleanings may be required as needed
- Broken equipment, plumbing or electrical issues shall be immediately reported to Facilities Maintenance
- Graffiti or vandalism on the exterior of the building shall be immediately reported to Code Enforcement. Graffiti on the interior of the restrooms shall be removed by Parks Maintenance staff
- Camping in restrooms shall be immediately reported to Code Enforcement

TRAILS & PATHWAYS

- Accessibility of handicapped/ADA accessible pathways, bridges, nature trails and park and greenbelt pathways shall be maintained at all times.
-

GREENBELTS, STREETSCAPES & MISCELLANEOUS LANDSCAPE AREAS

- Maintenance is divided between Parks staff and contracted service providers to maintain ground and landscape areas adjacent to City buildings and facilities, public parking lots and all City streetscapes.
- Non-landscaped corner islands and medians shall be kept free of all plant growth, dirt, soil and other debris

MAINTENANCE PROGRAM

- Debris and glass shall be removed immediately upon discovery
- Sand, dirt, and organic debris shall be removed from roads, walk paths, lots and hard surfaces weekly
- Trip hazards shall be removed from pedestrian areas immediately upon discovery
- Repair needs shall be reported to Public Works for asphalt and concrete walks, parking lots, roadways and other surfaces as needed
- All trails shall be inspected bi-monthly
- Soft surface trails shall be inspected for drainage problems at least once weekly during periods of rain
- Downed limbs, trees and other obstructions shall be removed from soft surface trails; All large downed trees shall be reported to Urban Forestry
- A uniform depth of three (3) to four (4) inches of compacted material on soft surface trails shall be maintained at all times
- Overhanging branches shall be removed within 84" of the trail surface at least twice annually
- Any roots threatening damage to walkway shall be removed upon discovery
- Bumper blocks shall be inspected and broken or missing blocks reported to Public Works immediately upon discovery
- Signage shall be inspected and repaired within means or reported to Public Works for follow up

2.2 OPERATIONAL WORK PRIORITIES

- The operational priorities of the Parks & Open Space division are to maintain parks, greenbelts, landscape areas, and streetscapes so that they are safe, accessible, clean and attractive. The following are more detailed operational work priorities:
- **Priority 1:** Conditions that pose an immediate threat or safety hazard to life, health (sickness/disease) or property (fire, explosion, water main break, building structural failure, and electrical failure).
- **Priority 2:** Notices from a regulatory agency to correct immediate hazards (fire code deficiency, hazardous material issue) or public accessibility.

- **Priority 3:** Special request from the City Manager, Department Director or designee determined to require immediate attention
- **Priority 4:** Program and service-related work intended to improve services for visitors, or the general public.
- **Priority 5:** Program and routine work intended to maintain parks, greenbelt, streetscapes and landscape areas in a safe and clean conditions.
- **Priority 6:** Routine work intended to improve the aesthetics or attractiveness of an area or facility.

2.3 CONTRACT MAINTENANCE SERVICES

- The Department contracts landscape maintenance services through a competitive bid process. Through a cost-benefit analysis, the Department shall determine which services would be best completed by contractors. The benefit analysis shall also consider the need for specialized equipment and labor skills, frequency of work, and seasonal aspects of services required.
- The Department shall continue to monitor opportunities for contract maintenance services and identify potential contracting opportunities that are beneficial to the Department.
- Contract services shall include basic maintenance of neighborhood parks, greenbelt areas, landscape areas and streetscapes, custodial maintenance of park restrooms and trash and recycling receptacle service, seasonal/periodic maintenance activities such as mowing, aeration, tree trimming and fertilization.

2.4 CITY EMPLOYEE VERSUS CONTRACT SERVICES RESPONSIBILITIES

- The following are recommended delineations of work to be performed by City employees versus contractors for the maintenance of parks and landscape areas. Bifurcation of the work utilizes the experience and knowledge of City personnel working in key park facilities, completing more intricate maintenance practices than those completed by contracted services in neighborhood parks and greenbelts.
- In general, City crews are responsible for the community parks, neighborhood parks with special purpose facilities or features, and a variety of city-wide functionalities that require knowledge, expertise, experience or ongoing relationships with internal and external customers.

CITY EMPLOYEE RESPONSIBILITIES – OPERATIONAL FUNCTIONS

- Water management and centralized computerized irrigation system operation.
- Major irrigation system repair and replacement – main line, lateral line, valves, booster pumps and controllers
- City and Community Service Division special event support
- Contract maintenance inspection and performance compliance quality assurance

- Integrated pest management compliance, procedures and practices
- Playground safety inspections, compliance with Consumer Product Safety Commission standards
- Repairs and renovations of parks and greenbelt areas within staff capabilities and training
- Major storm clean-up to park system not covered by maintenance contracts
- Safety repairs and replacement
- Sign maintenance

CITY EMPLOYEE RESPONSIBILITIES – PARK/GREENBELT/FACILITY LANDSCAPE AREAS (182.95 TOTAL ACRES)

- Anza Greenbelt (12.75 acres)
- Arroyo Park including inside pool fence area (15.8 acres)
- City Hall grounds and landscape areas (4.5 acres)
- Civic Center Ball Fields (4.0 acres)
- Central Park (4.8 acres)
- Community Park including inside pool fence area (25.5 acres)
- Covell Park including adjacent Greenbelts (14.15 acres)
- Mace Ranch Park & sport fields including adjacent Greenbelts (23 acres)
- Northstar Park and Pond including adjacent Greenbelts (19 acres)
- Playfields Park (16.5 acres)
- Pioneer Park (6.1 acres)
- Putah Creek Park (2.3 acres)
- Senior Center grounds and landscape areas (1.3 acres)
- Slide Hill Park including inside Manor Pool (12.0 acres)
- Walnut Park (15.5 acres)
- Westwood Park (5.75 acres)

CONTRACTOR RESPONSIBILITIES – OPERATIONAL FUNCTIONS

- Simple irrigation repairs above the tee with parts provided by the City
- Monitoring and maintenance of adequate irrigation coverage, including periodic reviews of system components to verify they meet original design criteria for efficient operation and uniform distribution of water
- Minor tree and shrub pruning completed by qualified personnel, using recognized and approved methods and techniques
- Weed Abatement
- Mowing, blowing and turf maintenance

- Parking Lot Maintenance
- Streetscape Maintenance

NORTHWEST LANDSCAPE CONTRACT RESPONSIBILITIES – NEIGHBORHOOD PARK AREAS, GREENBELT AREAS, OPEN SPACE, FACILITIES, STREETSCAPE AREAS & NON-LANDSCAPED AREAS (140.51 TOTAL ACRES)

A	NW Neighborhood Park Areas		Total Acreage	Turf Acreage
	1	Cannery Dog Park (2400 Cannery Loop)	0.32	0.20
	2	Harvest Park (1701 Harvest Street)	3.95	1.88
	3	Market Park (2551 Cannery Loop)	1.81	0.46
	4	Oak Grove Park (1900 Donner Avenue)	2.50	1.50
	5	Oxford Circle Park (5050 Oxford Circle)	3.90	2.75
	6	Robert Arneson Park (2800 Moore Avenue)	5.00	4.00
	7	Sandy Motley Park (1919 Moore Boulevard)	6.37	3.97
	8	Redwood Park (1111 Anderson Road)	3.30	2.00
	9	Sycamore Park (1313 Sycamore Lane)	5.60	4.80
	10	Whaleback Park (1011 Marina Circle)	1.50	0.57
	11	West Manor Park (809 Hacienda Avenue)	0.89	0.68
	12	Northstar Mini Park (240 Pintail Place)	0.30	0.20
	13	Oak Grove Park (1900 Donner Avenue)	2.50	1.50
		Sub-total:	38.34	24.51
B	NW Greenbelt Areas		Total Acreage	Turf Acreage
	1	Aspen GB	4.25	1.00
	2	Aspen Pond GB (includes south end)	5.30	0.25
	3	Covell GB, west of Anderson	2.00	0.50
	4	Evergreen GB	18.25	6.00
	5	Grande School Site Bike Path	0.25	0.00
	6	Green Meadows GB	6.30	2.00
	7	Heather Glen Walkway	0.75	0.00
	8	Northstar Perimeter GB	3.75	0.35
	9	Bluebird Island	0.03	0.00

	10	Senda Nueva GB (including Dos Pinos Drainage Ditch)	8.46	6.00
	11	Wildhorse GB	10.90	4.00
		Sub-total:	60.96	20.10
C	NW Open Space		Total Acreage	Turf Acreage
	1	West Water Tank (2074 John Jones Road)	0.56	0.00
		Sub-total:	0.56	0.00
D	NW Facilities		Total Acreage	Turf Acreage
	1	Cannery Farmhouse (1550 Cannery Ave)	0.20	0.01
	2	Fire Station #31, Headquarters 5th St. (7915)	0.52	0.20
	3	Fire Station #32 , Arlington Blvd (7916)	0.57	0.10
	4	8th St. Tower, 530 W. 8th (7522)	1.20	
	5	Wake Forest Parking Lot (4438)	0.50	
	6	Well # 1, 617 E St. (7522)	0.12	
	7	Well # 25, 1188 Arlington Blvd (7522)	0.04	
	8	Well # 28, 2101 Glacier (7522)	0.12	
	9	Well # 30, 1819 Lake (7522)	0.53	
	10	Well # 31, 2074 John Jones Rd (7522)	0.50	
	11	West Area Tank, 3003 John Jones Rd. (7522)	2.24	
		Sub-total:	6.54	0.31
E	NW Streetscapes & Miscellaneous Landscape Areas		Total Acreage	Turf Acreage
	1	512 5th Street	0.04	
	2	Anderson Road Streetscape	1.51	
	3	Arlington Blvd Streetscape	1.39	
	4	Audubon Circle Empty Lot	0.35	
	5	Covell Blvd Corridor (W of Poleline, Northside east of Poleline)	5.93	
	6	Denali Drive Streetscape	0.80	
	7	Cannery Streetscapes	3.01	
	8	Elm Lane cut through	0.10	
	9	F Street Bikepath (Covell to Grande)	2.09	
	10	F Street Corridor (Covell to City Limit)	1.57	

	11	Guaymas Huerta bike corridor	0.15	
	12	H St. Corridor (8th to Covell)	2.27	
	13	Lake Blvd Streetscape	0.99	
	14	Oyster Bay streetscape (S of Detention Basin)	0.11	
	15	Rio Grande / Santa Rosa bike path	0.05	
	16	Russell Blvd (B Street to 113)	0.61	
	17	Shasta Drive Streetscape (Covell to Denali)	1.13	
	18	Sloan Street to Rodin Place Cut through	0.05	
	19	Summer Tree at Aurora	0.75	0.40
	20	Sycamore Lane at Cassell	0.11	
	21	Villanova islands (w of Oak)	0.10	
	22	Wildhorse Streetscapes (Moore, Wright, Rockwell)	9.00	1.00
	23	West Covell Streetscapes (North side of street from 113 to Risling Court)	0.18	
		Sub-total:	32.29	1.40
F	NW Non-Landscaped Areas		Total Acreage	Turf Acreage
	1	Corner "pork chops" on Covell @ Denali, Shasta, Sycamore, Anderson, Oak, Catalina, F, J, L & Wright (29 count)	0.40	
	2	Medians: Covell W of 113, Covell E of 113 & Anderson	0.31	
	3	Russell Blvd (Arthur to Arlington Blvd)	0.81	
	4	3 rd Street Between A & B Streets	0.30	
		Sub-total:	1.82	0.00
	SUMMARY		Total Acreage	Turf Acreage
	A	NW Parks	38.34	24.51
	B	NW Greenbelts	60.96	20.10
	C	NW Open Space	0.56	0.00
	D	NW Facilities	6.54	0.31
	E	NW Streetscapes & Miscellaneous Landscape	32.29	1.40
	F	NW Non-Landscaped	1.82	0.00
	Total All NW Areas		140.51	46.32

SOUTHEAST LANDSCAPE CONTRACT RESPONSIBILITIES – NEIGHBORHOOD PARK AREAS, GREENBELT AREAS, STREETSCAPE AREAS, & FACILITY AREAS (156.49 TOTAL ACRES)

A	SE Neighborhood Park Areas		Total Acreage	Turf Acreage
	1	La Playa Park (3350 La Playa Drive)	4.80	3.50
	2	John Barovetto Park (4400 Alhambra Drive)	6.90	5.00
	3	Cedar Park (626 K Street)	0.57	0.46
	4	Chestnut Park (1020 Chestnut Lane)	6.10	4.40
	5	N Street Mini Park (567 N Street)	0.23	0.12
	6	Toad Hollow Dog Park (1919 2 nd Street)	7.37	2.36
	6	Willow Creek Park (3830 Cowell Boulevard)	4.60	3.50
	7	Village Park (919 Arnold Street)	0.82	0.32
	8	Woodbridge Mini Park (921 La Paz Drive)	0.40	
		Sub-total:	31.79	19.66
B	SE Greenbelt Areas		Total Acreage	Turf Acreage
	1	Barony GB	1.04	
	2	El Macero Estates GB	7.40	2.50
	3	Mace Ranch GB (Old Mace Ranch including tunnel)	12.03	3.00
	4	Mace Ranch GB	9.78	3.00
	5	Putah Creek Parkway (Drummond to Woodbridge)	2.40	
	6	Putah Creek Parkway (Drummond to DaVinci)	2.93	
	7	Putah Creek Parkway (Chiles/Davis Commons/Olive Drive)	4.76	
	8	Rosecreek GB	1.25	0.50
	9	Southfield GB	5.10	1.70
	10	Sunnyside GB	1.50	0.50
	11	University GB	0.70	0.46
	12	Willow Creek GB	6.30	2.00
	13	Willow Creek GB extension to Drummond	0.21	
	14	Willowbank GB (9 & 10)	3.19	1.00

	15	Woodbridge GB	4.07	1.50
	16	Verona GB	0.76	
	17	New Harmony GB	1.38	
	18	La Playa GB	1.40	0.35
		Sub-total:	66.20	16.51
C	SE Open Space		Total Acreage	Turf Acreage
			0	0
		Sub-total:	0.00	0.00
D	SE Facilities		Total Acreage	Turf Acreage
	1	Fuel Facility (1717 Fifth Street)	0.67	
	2	PW Corp Yard East (1717 Fifth Street)	0.85	
	3	PW Corp Yard West (1717 Fifth Street)	0.69	
	4	PCS Corp Yard (1818 Fifth Street)	0.38	
	5	Fire Station #33 (425 Mace Boulevard)	1.00	0.10
	6	Police Department (2600 Fifth Street)	1.50	
	7	East Water Tank	0.16	
	8	Well #15 (Manzanita at East Covell)	0.19	
	9	Well #26 (2850 Cowell Boulevard)	0.05	
	10	Well#32 (3608 Chiles Road)	0.11	
	11	El Macero SLS1 (44501 S El Macero Drive)	0.10	
	12	F Street Parking Structure (101 F Street)	0.75	
	13	Boy Scout Cabin and Parking Lot (616 First Street)	0.40	0.10
	14	Depot Lot (840 Second Street)	2.00	
	15	G Street Plaza (206 G Street)	0.50	
	16	Davis Enterprise Parking Lot (320 G Street)	0.75	
	17	E Street Plaza and Parking Lot (210 E Street)	0.75	
	18	Bank Lot (310 E Street)	0.50	
	19	Richards Boulevard/Olive Drive Parking Lot (979 Olive Drive)	0.56	
		Sub-total:	11.91	0.20
E	SE Streetscapes & Miscellaneous Landscape Areas		Total Acreage	Turf Acreage
	1	2 nd Street Medians, West of Mace Boulevard	0.30	

	2	2 nd to 3 rd Street between E and D Streets (cut through)	0.20	
	3	5 th Street Corridor (East of L Street, including Round-About)	3.83	
	4	8 th Street at J Street and Chestnut Lane	0.11	
	5	Aggie Village	2.00	0.75
	6	Alhambra Corridor (includes monument corners)	3.68	0.20
	7	AMTrack Station	4.58	
	8	Chiles Road Auto Sign	0.03	
	9	Cottonwoods Islands	0.03	
	10	Covell Boulevard Corridor (East of Poleline, not including Wildhorse)	3.21	
	11	Covell/Dennison Plant Strip	0.38	
	12	Cowell Medians, Round-About and Streetscape	1.24	
	13	Danbury Corridor	0.33	
	14	Dave Pelz Overcrossing	2.22	
	15	Drummond Streetscape (including Round-About at Cowell)	0.89	
	16	El Macero – Public Ag Buffer	1.28	
	17	H Street to Sweetbriar Road	3.98	
	18	Lillard Corridor (Cowell to Danbury)	0.13	
	19	Loyola Drive	0.30	
	20	Mace Boulevard Corridor (includes I-80 overcrossing, Bike Lanes from El Macero to San Marino & Red Bud & Blue Oak)	2.30	
	21	Mace Drainage Bike Channel	2.05	
	22	Mace Park N' Ride	2.00	
	23	Mace Tree Lane (2 nd Street to 5 th Street)	3.00	
	24	Maidu/San Thomas Bike Path	0.20	
	25	Pacifico Apartments Enclosed Area	0.10	
	26	Poleline Road (Cowell to East Covell)	4.85	
	27	Ponteverde Lane at Tulip Drive	0.05	

	28	Research Park Drive islands	0.07	
	29	Richards Boulevard Undercrossing	0.75	
	30	San Miguel Way Streetscape (includes Alicante)	0.32	
	31	San Rafael Way (5 th Street to Ponteverde)	0.44	
	32	Spruce/Cypress Bike Path	0.10	
	33	Toad Hollow Streetscape (Kendall at 2 nd Street)	1.11	
	34	Tulip Lane at East Covell Boulevard	0.53	
		Sub-total:	46.59	0.95
F	SE Non-Landscaped Areas		Total Acreage	Turf Acreage
			0.00	0.00
		Sub-total:	0.00	0.00
	SUMMARY		Total Acreage	Turf Acreage
	A	SE Parks	31.79	19.66
	B	SE Greenbelts	66.20	16.51
	C	SE Open Space	0.00	0.00
	D	SE Facilities	11.91	0.20
	E	SE Streetscapes & Miscellaneous Landscape	46.59	0.95
	F	SE Non-Landscaped	0.00	0.00
	Total All SE Areas		156.49	37.32