

**Work Session Agenda  
Raymore Parks and Recreation Board**

**Tuesday, October 8, 2019  
6:00pm**

**Gilmore Room at Centerview  
227 Municipal Circle  
Raymore, Missouri 64083**

**1. Work Session Protocol**

Board Chairman Trautman will address the Board on protocol of future work sessions.

**2. Park Maintenance Management Plan**

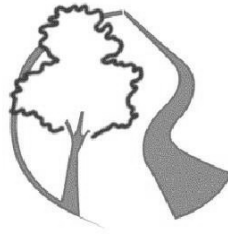
Staff will brief the Park Board on the Park Maintenance Management Plan. (attached)

**3. No Tax Increase General Obligation Bond Issue - April 2020**

Parks and Recreation Director Nathan Musteen will update the Park Board on the City Council's discussion regarding the GO Bond and potential projects.

**4. CIP Project Updates**

**5. Adjournment**



## **RAYMORE PARKS AND RECREATION PARK MAINTENANCE MANAGEMENT PLAN**

The objectives of Raymore's Groundskeeping Operation are similar to most public parks and recreation departments. Budget and staffing constraints, weather, and special event operations make it impossible to satisfactorily achieve grounds maintenance objectives every day of the year. However, by identifying priorities and setting maintenance standards appropriate to the property's use, the division can measure its success and strive to perform its mission as efficiently as possible.

The mission:

**PRIDE...**  
**Parks and Recreation – Ideas, Dreams, and Excellence**  
*And getting better everyday*

1. Provide a clean, safe, and healthy environment to maximize visitor experience.
2. Manage public areas with positive environmental ethics that include preserving flora and fauna and an esthetically pleasing landscape.
3. Provide safe facilities for visitors and staff and minimize potential liability to the City.
4. Promote positive City public relations and enhance cost recovery potential for the City.
5. Provide for a continual tracking of park resources to ensure fiscal responsibility.

Five basic maintenance levels (A, B, C, D, and E) have been prescribed based on the property's level of public use, visibility to the general public, and revenue production. No service level standard assignment should be interpreted to indicate that a park or public property is of lesser value to the system, but rather, assignments are intended to manage the properties at their highest and best use. Further, service level standard assignments for a property or area may change over the course of the year as activities and events go in and out of season.

## Definitions

*Park area types:*

### **Type A – High Visibility Areas**

Requiring the highest level of care, *High Visibility Areas* are those areas that are most frequently visited, higher in prominence based on the activities held on the grounds, or those areas that need more attention due to the drive-by quality of the property. State of the Art maintenance is applied to a high quality, diverse landscape often associated with City-owned buildings.

### **Type B – Activity Areas**

*Activity Areas* are those areas currently being used for programs and services such as baseball fields during the baseball season, the soccer venue during soccer season, playgrounds, and picnic shelters during the picnic season. This high level of maintenance is associated with well-developed park areas with reasonably high visitation rates.

### **Type C – Other Areas**

Included in the *Other Areas* category are those activity areas that are not in season, areas surrounding activity areas, and non-native areas of neighborhood and community parks. This moderate level of maintenance is associated less active areas in community parks as well as neighborhood parks and areas of moderate to low levels of visitation.

### **Type D – Native/Natural Areas**

Linear parks, trail easement areas, and stream buffer areas in active park properties require special care to create a treatment train for storm water flowing across the ground and into streams. Care for *Native/Natural Areas* designated by the Board shall strive to meet or exceed the best management practices prescribed by APWA pursuant to the Clean Water Act while balancing the aesthetic desires of neighboring homeowners.

### **Type E - Undeveloped Properties**

Not yet in service for the public use, those park properties purchased but not yet developed or in use are included in this category. This category of property receives minimal maintenance, geared toward hazard mitigation. Some areas may be used for cultivation, varying the level of service from that prescribed herein.

*Service definitions:*

*Aerating* – a maintenance practice by which the ground is loosened or softened through the removal of dirt plugs using a special piece of equipment

*Amenities* – any of a group of features added to a park property in order to enhance the patron experience. Examples of amenities are rest room, shelters, drinking fountains, trails, and the like.

*Chemical application*

*Fertilizing* – the application of certain chemicals prescribed to enhance the growth of trees, flowers, and grasses

*Herbicide application* – the application of certain chemicals prescribed to inhibit the growth of certain types of vegetation; also pre-emergents

*Pesticide application* – the application of certain chemicals prescribed to inhibit the infestation of certain insects

*Community Park* – a park greater than 25 acres in size with a service radius of 2 miles

*Edging* – a maintenance practice by which turf is trimmed along a sidewalk or landscape bed

*Facilities* – any of a group of amenities constructed to enhance the patron experience while visiting a public property.

*Grounds* – a general term describing the outdoor portion of a property

*Growing Season* – a phrase referring to the time period during which turf and other vegetation will actively grow. Generally, that season is from April through October.

*Inspections* – any of a group of ...

*Facility inspections* – required and documented safety inspections of occupied facilities owned by the City and conducted monthly

*Safety inspections* – any of a number of documented inspections conducted as prescribed for amenities and facilities owned by the City

*Visual inspections* – any of a number of random inspections by supervisors with the purpose of identifying maintenance deficiencies

*Landscape Beds* – designated areas designed with flowering plants and grasses intended to enhance the aesthetic appearance of public property

*Linear Park* – generally, a long narrow park property often containing a trail

*Mowing* – a maintenance process by which turf is kept trimmed as prescribed

*Finish mowing* – mowing resulting in a distinctly uniform height of turf

*Brush-hog mowing* – mowing resulting in a rough-cut appearance often used in areas requiring higher turf heights

*Bat-wing mowing* – mowing accomplished using a larger pull-behind mower and resulting in a moderately uniform turf height

*Neighborhood Park* – a park property 5-20 acres in size with a service radius of less than ½ mile

*Playground* – a park amenity designed to enhance the physical activity of children often including climbing features, slides, and swings

*Season* – refers to the time period during which a sports activity is scheduled

*Seeding* – a maintenance process by which new grass is planted

*Broadcast seeding* – seeding accomplished by spreading seed either by hand or using a push-behind spreader

*Split-seeding* – seeding accomplished with a machine that drives the seed into the ground

*Hydro-seeding* – seeding accomplished via a sprayer which broadcasts seed, fertilizer, and water

*Skate Park* – a park amenity designed specifically for skateboard, scooter, or bicycle use and typically including ramps, pipes, and rails

*Stream Buffer* – the environmentally sensitive area on either side of a stream

*Trail* – a path constructed either as a park amenity or as a part of the City's pedestrian transportation system

*Trimming* – a maintenance process by which vegetation is cut, often in areas where mowers cannot reach or in high visibility areas to enhance the appearance of the turf areas

*Turf* – any of a group of vegetative plants covering the ground and not in landscape beds

*Weeds* – any of a group of undesired vegetation

## Service Level Standards



## Type A: High Visibility Areas

### *Quality Standards – Design and Appearance*

<b>QUALITY</b>	<b>STANDARD – HIGH VISIBILITY AREAS</b>
<b>Design</b>	Areas should be designed with an eye toward aesthetic appearance, art, and beautification.
<b>Turf</b>	Turf should be dark green and lush; Free from weeds, insects, fungus, or foreign grasses; Cut to a uniform 3” height after mowing; Turf areas edged with clean lines along sidewalks; Trimmed on edges and around trees and landscape beds; Grass blown off sidewalks and parking areas.
<b>Irrigation</b>	Spray and drip irrigation systems should be included with each landscape bed and turf area; Automatic control system shall be used.
<b>Chemical application</b>	Regular chemical application shall be planned and executed to prevent weeds, limit infestation of insects and fungus, and enhance turf growth.
<b>Landscape Beds</b>	Shall be common in high visibility areas; Planted with seasonal color; Include shade trees, shrubs, and both native and non-native plants and grasses, and designed with landscape edging/borders; Beds shall be maintained in a weed-free, trimmed condition with fresh mulch and regular changes in seasonal planting areas.
<b>Signs</b>	All signage shall be professional-looking, meet the sign code, and include monuments, directional signage.
<b>Flags/Flagpoles</b>	A single flagpole may be used at each site; Flags flown should be tatter-free; Flags may be removed from poles during high winds.
<b>Parking Areas</b>	Parking areas shall be designed with shade trees, curb, guttering, highly visible markings for stalls, including accessible spaces; Well lit with appropriate fixtures to match the architecture of the facility and/or the property and set on photocell controllers.
<b>Litter Control</b>	Grounds shall be litter-free with no litter larger than a quarter left behind after litter removal; Receptacles for trash, cigarettes, and recyclables shall be readily available and of a quality to match the surrounding site and facilities.
<b>Trees/Shrubs</b>	Trees and shrubs shall be common in high visibility areas as it suits the property and any facilities on the site; Maintained with fresh mulch; Trimmed/pruned, watered, fertilized;

	Disease/insect-free; Inventoried.
<b>Ponds/Lakes</b>	Ponds or lakes may be used provided that they have fountains or other features to enhance the property's appearance.

**Quality Standards – Maintenance**

<b>TASK</b>	<b>STANDARD – A – HIGH VISIBILITY AREAS</b>
<b>Inspections</b>	<p>Safety inspections – as needed or prescribed</p> <p>Facility inspections – monthly, or as prescribed by the City's insurance carrier</p> <p>Visual inspections – conducted by the supervisor at least weekly</p> <p>All acts of vandalism shall be reported to a supervisor who will notify both the Director and the Police Department to file a report.</p>
<b>Amenities</b>	<p>Fencing – cleaned and painted annually, weed trimmed weekly</p> <p>Drinking Fountains – seasonally in service, cleaned weekly</p> <p>Fountains – seasonally in service, inspected weekly</p>
<b>Mowing</b>	<p>Mowed weekly to a uniform height, or more often during peak growing season</p> <p>Clippings blown off sidewalks and parking areas immediately</p>
<b>Trimming</b>	Turf areas trimmed weekly
<b>Edging</b>	Edged as needed
<b>Irrigation</b>	<p>Controller set for best practice to conserve water (green effort) while maintaining green turf from March to November</p> <p>System maintained in working condition and tested as needed</p> <p>System winterized annually</p>
<b>Chemical application</b>	<p>Herbicide application – broad leaf preventer applied every 1-2 months, crab grass and sedge preventer applied from June through August</p> <p>Fertilization – turf areas fertilized 2x – 3x year, trees as needed, landscape beds upon planting and when prescribed to enhance blossom color</p> <p>Pesticide application – monthly to prevent infestation in facilities,</p>



	as needed to prevent infestation in flower beds
<b>Aerating</b>	Turf areas - 2x per year
<b>Seeding</b>	Split-seeding performed after aeration 2x year Sodding used to repair bare spots Over-seeding by broadcast as needed in trouble areas
<b>Landscape Beds</b>	Weeded and raked weekly, or as needed Trimmed weekly Seasonal plantings replaced 4x year
<b>Signs</b>	Vandalism removed within 24 hours of occurrence Broken or damaged signs replaced within 1 week
<b>Flags/Flagpoles</b>	Inspected twice per year Flags lowered per City policy Tattered flags replaced within 2 days of report
<b>Parking Areas</b>	Restriped annually Seal coated every three years Mill and overlay maintenance at 5 years or reconstruction at 10 years or sooner if warranted
<b>Ground trash</b>	Removed daily
<b>Inclement Weather</b>	Parking areas pre-treated and plowed per PW specifications Sidewalks and entry areas pre-treated and salted with a "green" version of Ice-melt
<b>Trees/Shrubs</b>	Trees pruned/trimmed annually, shrubs trimmed seasonally as prescribed for the species
<b>Ponds/Lakes</b>	Trash removed as needed

## Type B: Activity Areas

### *Quality Standards – Design and Appearance*

<b>QUALITY</b>	<b>STANDARD – B – ACTIVITY AREAS</b>
<b>Design</b>	Activity Areas should be designed with safety, accessibility, and durability as priorities, while still aesthetically pleasing for patrons.
<b>Turf</b>	<p>Play field turf should be lush and green, 90% weed-free, and have an average turf height which is appropriate for the activity and/or season</p> <p>Surrounding spectator areas may be 50% weed-free average 3" height after mowing</p> <p>A trimmed and edged appearance at the entry to the park and to the sports complex</p>
<b>Irrigation</b>	Sports fields shall be constructed with irrigation systems using a manual control system
<b>Chemical application</b>	Regular chemical application shall be planned and executed to prevent weeds, limit infestation of insects and fungus, and enhance turf growth on sports fields.
<b>Landscape Beds</b>	<p>Shall be installed at the entry to the park and/or complex, Planted with low-maintenance materials, Include shade trees, shrubs, and both native and non-native plants and grasses,</p> <p>Beds shall be maintained 75% weed-free condition</p>
<b>Signs</b>	All signage shall be professional-looking, meet the sign code, and include monuments, directional signage
<b>Flags/Flagpoles</b>	<p>A single flagpole may be used at each site</p> <p>Flags may be flown during events and activities, but not left flying continuously</p> <p>If a flag is flown, it shall be in a tatter-free condition</p>
<b>Parking Areas</b>	Parking areas shall be designed to meet code and with shade trees, visible markings for stalls, including accessible spaces, and Lit with security level lighting
<b>Litter Control</b>	Grounds shall be relatively litter-free with no items larger than a quarter left behind after litter removal, receptacles for trash and recyclables shall be readily available and of a quality to match the surrounding site and facilities
<b>Trees/Shrubs</b>	Trees and shrubs shall be used to provide spectator and user shade where appropriate, Trimmed/pruned as needed and inventoried
<b>Ponds/Lakes</b>	Ponds or lakes may be used provided that they have fountains or

	other features to enhance the property's appearance
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**Quality Standards – Maintenance**

<b>TASK</b>	<b>STANDARD – B – ACTIVITY AREAS</b>
<b>Inspections</b>	<p>Safety inspections – as needed or prescribed for the amenity, play areas inspected immediately prior to use for recreation programs</p> <p>Visual inspections – conducted by the supervisor daily</p> <p>All acts of vandalism shall be reported to a supervisor who will notify both the Director and the Police Department to file a report.</p>
<b>Amenities</b>	<p>Fencing – weed trimmed weekly, inspected for repair weekly</p> <p>Drinking Fountains – seasonally in service, cleaned daily</p> <p>Baseball Fields – dragged and lined daily, plates/bases/batters boxes rebuilt weekly or more often as needed, foul lines painted weekly, irrigated as needed</p> <p>Football Fields – mowed and striped weekly, irrigated as needed</p> <p>Soccer Fields – mowed and striped weekly, irrigated as needed</p> <p>Playgrounds – inspected weekly and components repaired or taken out of service as required, surfacing inspected weekly and rebuilt as needed, vandalism removed within 24 hours of report, concerns reported by the public shall be investigated within 24 hours</p> <p>Picnic Shelters – inspected daily, vandalism removed within 24 hours of report, picnic tables, grills, and foundations power-washed and sanitized weekly</p> <p>Rest rooms – inspected and cleaned daily, vandalism removed within 24 hours of report, power-washed and sanitized weekly</p> <p>Tennis Courts – courts shall be blown regularly to clear dirt and other debris from the surface. Surface of the tennis courts shall be washed as needed. Nets inspected and adjusted weekly.</p> <p>Skate Park - inspected weekly and components repaired or taken out of service as required, vandalism removed within 24 hours of report, concerns reported by the public shall be investigated</p>

	within 24 hours
<b>Mowing</b>	Play fields shall be cut to an average height appropriate for the sport weekly, or more often as needed  Surrounding spectator areas shall be mowed weekly to an average height of 3"
<b>Trimming</b>	Trimming weekly along fences, as needed in other areas
<b>Edging</b>	Edged as needed
<b>Irrigation</b>	Manually controlled for best practice to conserve water (green effort) while maintaining turf during dry weather periods System winterized annually
<b>Chemical application</b>	Herbicide application – broad leaf preventer applied 2x/year, crab grass and sedge preventer applied as directed by the manufacturer  Fertilization – turf areas fertilized 2x year, landscape beds upon planting  Pesticide application – as needed when an infestation threatens an area
<b>Aerating</b>	Turf areas – 1x to 2x per year
<b>Seeding</b>	Split-seeding performed after aeration 2x year Broadcast seeding as needed in trouble areas Sod to repair high traffic areas
<b>Landscape Beds</b>	Weeded monthly Trimmed as needed
<b>Signs</b>	Vandalism removed within 24 hours of occurrence Broken or damaged signs replaced within 2 weeks
<b>Flags/Flagpoles</b>	Pole and lighting inspected once per year
<b>Parking Areas</b>	Restriped annually Seal coated every three years Mill and overlay maintenance as needed
<b>Ground trash</b>	Removed daily
<b>Inclement Weather</b>	Snow removal shall be performed per PW specifications if a facility is rented or an activity is in season
<b>Trees/Shrubs</b>	Trees pruned/trimmed annually, shrubs trimmed seasonally as prescribed for the species
<b>Ponds/Lakes</b>	Trash removed as needed

### Type C: Other Areas

#### *Quality Standards – Design and Appearance*

<b>QUALITY</b>	<b>STANDARD – C – OTHER AREAS</b>
<b>Design</b>	Activity Areas should be designed with safety, durability, and efficiency as priorities.
<b>Turf</b>	Play field turf should remain at least 90% weed-free, average turf height shall be 3-5” after mowing to keep them ready for the next sports season  Surrounding spectator areas may be 50% weed-free average 3-5” height after mowing
<b>Irrigation</b>	none
<b>Chemical application</b>	Chemical application shall be planned and executed to reduce the proliferation of weeds, limit infestation of insects and fungus, and improve turf.
<b>Landscape Beds</b>	Native/low maintenance beds only
<b>Signs</b>	All signage shall be focused on safety information, meet the sign code
<b>Flags/Flagpoles</b>	Not used
<b>Parking Areas</b>	Parking areas shall be designed to meet code and with shade trees, visible markings for stalls, including accessible spaces, and May be lit with security level lighting
<b>Litter Control</b>	Grounds shall be relatively litter-free with no items larger than a quarter left behind after litter removal, receptacles for trash and recyclables shall be readily available and of a quality to match the surrounding site and facilities
<b>Trees/Shrubs</b>	Trees and shrubs shall be allowed to grow naturally Trimmed/pruned as needed for patron safety
<b>Ponds/Lakes</b>	Ponds or lakes may be used provided that they have recreational benefit or exist prior to acquisition

#### *Quality Standards – Maintenance*

<b>TASK</b>	<b>STANDARD – C – OTHER AREAS</b>
<b>Inspections</b>	Safety inspections – as needed or prescribed for the amenity  Visual inspections – conducted by a supervisor weekly  All acts of vandalism shall be reported to a supervisor who will notify both the Director and the Police Department to file a report.
<b>Amenities</b>	Fencing – weed trimmed as needed

	<p>Drinking Fountains – seasonally in service, cleaned weekly if in service but not in an activity area</p> <p>Baseball Fields – mowed as needed</p> <p>Football Fields – mowed as needed</p> <p>Soccer Fields – mowed as needed</p> <p>Playgrounds – inspected weekly and components repaired or taken out of service as required, surfacing inspected weekly and rebuilt as needed, vandalism removed within 48 hours of report, concerns reported by the public shall be investigated within 24 hours</p> <p>Picnic Shelters – inspected weekly, vandalism removed within 48 hours of report</p> <p>Rest rooms – inspected and cleaned daily if in service, vandalism removed within 48 hours of report</p> <p>Tennis Courts – courts shall be inspected monthly and repairs made as needed. Nets inspected and adjusted monthly.</p> <p>Skate Park - inspected weekly and components repaired or taken out of service as required, vandalism removed within 48 hours of report, concerns reported by the public shall be investigated within 24 hours</p>
<b>Mowing</b>	All areas shall be mowed weekly during the growing season to an average height of 3”
<b>Trimming</b>	Trimming as needed conducive to a generally neat appearance as approved by the Park Superintendent.
<b>Edging</b>	Not performed
<b>Chemical application</b>	<p>Herbicide application – broad leaf preventer applied 2x/year, crab grass and sedge preventer applied as directed by the manufacturer</p> <p>Fertilization – turf areas fertilized 2x year, landscape beds upon planting</p> <p>Pesticide application – as needed when an infestation threatens an area</p>

<b>Aerating</b>	Turf areas - 2x per year
<b>Seeding</b>	Split-seeding performed after aeration 2x year Broadcast seeding as needed in trouble areas
<b>Landscape Beds</b>	Trimmed as needed
<b>Signs</b>	Vandalism removed within 48 hours of occurrence Broken or damaged signs replaced within 2 weeks
<b>Parking Areas</b>	Restriped as needed Mill and overlay maintenance as needed
<b>Ground trash</b>	Removed weekly or bi-weekly.  Receptacles emptied weekly, or more often as needed during/after an event
<b>Inclement Weather</b>	Snow removal not performed
<b>Trees/Shrubs</b>	Trimmed/pruned as needed for patron safety
<b>Ponds/Lakes</b>	Trash removed as needed

**Type D: Native/Natural Areas**

***Quality Standards – Design and Appearance***

<b>TASK</b>	<b>STANDARD – D – NATIVE NATURAL AREAS</b>
Design	Areas should be designed with best environmental practices prioritized to protect the stream and water quality
Turf	Turf shall be stair-stepped with the shorter turf heights away from the stream, allowing taller vegetation to filter water before it enters streams
Chemical application	Regular chemical application shall be planned and executed to enhance the growth of native species and inhibit non-native and invasive species
Landscape Beds	none
Signs	All signage shall be professional-looking, meet the sign code, and include park name and, if appropriate, trail information
Litter Control	Litter control efforts shall be focused on environmental protection
Trees	Trees shall be maintained in a natural condition with trimming efforts focused on pedestrian safety
Ponds/Lakes	Ponds or lakes shall be left in a natural condition

***Quality Standards – Maintenance***

<b>TASK</b>	<b>STANDARD – D – NATIVE/NATURAL AREAS</b>
Inspections	Safety inspections – as needed or prescribed for trails Visual inspections – conducted by the supervisor at least monthly
Amenities	Trails – set in a capital maintenance schedule for overlay or reconstruction, potholes and drainage issues maintained within a month of report
Mowing	Stream buffer areas – mowed 1-2x month during the growing season, allowed to grow when natives drop seed, and rough cut after the first hard freeze  Along trails – Mowed every 1-2 weeks during the peak growing season; the area should be mowed with a soft curved edge; areas within 150 feet of neighboring single family homes mowed to the property line
Chemical application	Herbicide application – annual application of non-native growth inhibitor
Seeding	Broadcast seeding performed 1x year with native grass and wildflower seeds appropriate for the buffer area



	Plugs installed as needed to accelerate growth
Signs	Vandalism removed within 24 hours of occurrence Broken or damaged signs replaced within 1 month
Ground trash	Removed monthly  Standards for litter control for the Adopt-A-Trail Program are established through the rules and regulations of Appendix B, City of Raymore Adopt-A-Trail Program
Trees	Trees pruned/trimmed as needed
Ponds/Lakes	Trash removed as needed
Streams	Man-made trash removed annually, or more often if a blockage occurs Natural debris not removed unless a structure is in danger of flooding

## Type E: Undeveloped Properties

### *Quality Standards – Design and Appearance*

<b>TASK</b>	<b>STANDARD – E – UNDEVELOPED PROPERTIES</b>
Design	Undeveloped areas shall remain as natural as the City Code will allow until a development plan has been determined or until construction of improvements has begun
Turf	Turf should be natural vegetation
Chemical application	Chemical use shall be limited to applications that inhibit the growth of invasive or noxious species
Litter Control	Litter control efforts shall be focused on environmental protection

### *Quality Standards – Maintenance*

<b>TASK</b>	<b>STANDARD – E – UNDEVELOPED PROPERTIES</b>
Inspections	Visual inspections – conducted by the supervisor monthly
Mowing	Mowed per city code along streets and near abutting single family properties  Remainder of turf rough-cut 1x year, or harvested as a crop
Chemical application	None, except to spot treat noxious weeds
Ground trash	Removed monthly

Level of Service Summary Chart

<b>ALTERNATIVE LEVELS OF SERVICE</b>					
<b>TASK</b>	<b>Mode A Visibility</b>	<b>Mode B Activity</b>	<b>Mode C Other</b>	<b>Mode D Native</b>	<b>Mode E Undev.</b>
<b><i>Turf Care</i></b>					
Mowing	Weekly	Weekly	Weekly	Prescribed	2x/year
Aerate	2x/year	2x/year	1-2x/year	NA	NA
Fertilize	2x/year	2x/year	1-2x/year	Prescribed	NA
Edge	As needed	As needed	NA	NA	NA
Trim	Weekly	Weekly	As needed	NA	NA
Apply herbicide	Monthly	Prescribed	As needed	Prescribed	NA
Apply pesticide	As needed	As needed	NA	NA	NA
<b><i>Litter Control</i></b>					
Ground trash	Daily	Daily	Weekly	As needed	Annually
Empty receptacles	Daily	Daily	Weekly	As needed	NA
<b><i>Tree/Shrub Care</i></b>					
Prune/trim trees	1x/year	1x/year	1x/year	As needed	NA
Prune shrubs	2x/year	1x/year	As needed	NA	NA
Irrigate	As needed	As needed	NA	NA	NA
Fertilize	2x/year	As needed	As needed	NA	NA
Inventory	Annually	Annually	As needed	As needed	NA
<b><i>Landscape Beds</i></b>					
Replace seasonal beds	4x/year	2x/year	annually	NA	NA
Weeding	Weekly	Weekly	Monthly	NA	NA
Pruning	Weekly	Monthly	Annually	NA	NA
Mulching	4x/year	Pre-season	NA	NA	NA
<b><i>Rest Rooms</i></b>					
Cleaned/supplied	Daily	Daily	Weekly	NA	NA
Power-washed	Weekly	Weekly	NA	NA	NA
<b><i>Picnic Areas</i></b>					
Shelters swept/cleaned	Daily	Daily	Weekly	NA	NA
Power-washed	Weekly	Weekly	Monthly	NA	NA
Painted/refurbished	As needed	As needed	Annually	NA	NA
<b><i>Inspections</i></b>					
Safety	NA	Daily	Weekly	NA	NA
Facility	Monthly	Monthly	NA	NA	NA
Visual	Daily	Daily	Weekly	Weekly	Monthly
<b><i>Athletic Facilities</i></b>					
Drag/line fields	NA	Daily	NA	NA	NA
Paint fields	NA	Weekly	As needed	NA	NA
Level infields	NA	4x/year	NA	NA	NA

Rebuild mounds/boxes	NA	Weekly	NA	NA	NA
Aerate/Seed	NA	2x/year	NA	NA	NA
Fertilize	NA	2x/year	As needed	NA	NA
Herbicide	NA	Monthly	As needed	NA	NA
Irrigate	NA	As needed	As needed	NA	NA
Inspect/repair fencing	NA	Weekly	monthly	NA	NA
<b>Playgrounds</b>					
Inspect/repair	NA	Daily	Weekly	NA	NA
<b>Skate Park</b>					
Inspect/repair	NA	Daily	Weekly	NA	NA
<b>Tennis Courts</b>					
Sweep/clear debris	NA	Daily	Weekly	NA	NA
Inspect/adjust nets	NA	Weekly	Weekly	NA	NA
<b>Trails/Pathways</b>					
Inspect/repair	Monthly	Monthly	Annually	Annually	NA
Overlay/Reconstruct	As needed	As needed	As needed	NA	NA
<b>Parking Areas</b>					
Inspect/clean	Daily	Daily	Weekly	NA	NA
Restripe	Annually	Annually	As needed	NA	NA
Seal coat	Every 3 yrs	Every 3 yrs	NA	NA	NA
Overlay/Reconstruct	Every 5 yrs	Every 5 yrs	As needed	NA	NA

Service Level Standard Assignments – Proposed

Property	Proposed Assignment	Comments
City Hall – north side	A	Main entry for City business
City Hall – south side	B	Secondary entry for City business
City Hall – detention basin	D	Goal - to convert to natives
South Madison Roundabout	A	
Recreation Park – Sports Fields	B	Seasonal activities
Recreation Park – playgrounds/shelters	B	Seasonal activities; rental facilities; special events would receive extra care
Recreation Park – venue entry areas	B+	
Recreation Park – other areas	C	
Recreation Park – east field	D	Scouting natural area; east shelter is managed as other shelters
Recreation Park – Park House	B	Rental facility
Recreation Park – Maintenance Facility Area	C+	
Memorial Park – Sports Fields	B	Seasonal activities
Memorial Park – playgrounds/shelters	B	Seasonal activities; rental facilities; special events would get extra care
Memorial Park – entry areas	B+	
Memorial Park – west stream areas	D	
Memorial Park – Other Areas	C	
Ward Park – playground/walking path	B	Seasonal activities

Ward Park – other areas	C	
Original Town Neighborhood Property	C-	Designation is for current state – as property is developed it may change
Good Parkway, Eagle Glen Linear Park, greenway easements in LeMor, Timber Trails, Brookside	D	
Public Works Facility	B-	Flag kept in an “A” condition
Hawk Ridge Park	D/E	Area around the lake kept as a D for fishing use; remainder cultivated by contract
Eagle Park	B+	Flag kept in an “A” condition