



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Julie Edmonds-Mares

**SUBJECT: PARKS MAINTENANCE  
LEVEL AND SCHEDULES**

**DATE:** May 22, 2013

Approved

Date

5/22/13

This memorandum is in response to questions raised during the 2013-2014 Proposed Budget Study Session regarding park maintenance schedules.

## ANALYSIS

The Parks, Recreation and Neighborhood Services (PRNS) Department provides a wide variety of parks maintenance services throughout the City's 180 neighborhood parks, 9 regional parks, and 39 Civic ground sites. The level of maintenance service and schedules for these facilities varies somewhat, but generally is as follows:

**1. Routine Landscape Maintenance:**

Includes inspecting playground and restroom; ensuring clean drinking fountains, tables, benches, and BBQ grills; picking-up garbage/litter; emptying trash cans; abating graffiti; and addressing vandalism through repair and/or cleanup.

*Schedule:* 5 days per week at all parks.

**2. Mowing Service:**

Includes mowing and edging turf; blowing off all walkways and hard court areas; and removing debris piles.

*Schedule:* Once per week at all parks during the peak season, and once every two weeks at all parks during the off season, with the exception of sports fields.

**3. Detail Landscape Maintenance:**

Includes planting and pruning trees; removing dead or infected/diseased trees; watering of trees, shrubs, hedges, and ground cover; raking and removing of leaves; replacing of nets as needed; abating weed; and reseeding and aerating of turf.

*Schedule:* Once every two weeks at all parks, or on an as needed/seasonal basis.

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The City's two regional parks – Alum Rock Park and Emma Prusch Farm Park – are assigned fixed maintenance staff that provide additional detailed maintenance at a higher frequency than described above. Further, Parks with two acres or less are maintained by a private vendor twice a week with additional services to meet demands as needed.

/s/

JULIE EDMONDS-MARES

Director of Parks, Recreation and  
Neighborhood Services

For questions please contact Steve Hammack, Deputy Director, at 408-793-5579.