



Resolution 2004-041

A RESOLUTION APPROVING THE ADOPTION OF CITY OF SHERWOOD MAINTENANCE STANDARDS

WHEREAS, the City has identified a need to adopt Parks and Recreation Maintenance Standards, Exhibit 1, and;

WHEREAS, the Parks and Recreation Board have reviewed and approved the proposed Maintenance Standards; and

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

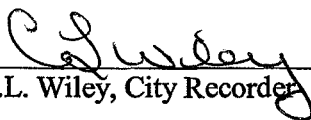
Section 1. The adoption of the City of Sherwood Maintenance Standards as described in Exhibit 1.

Section 2: This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 25th day of May 2004.


Mark O. Cottle, Mayor

ATTEST:


C.L. Wiley, City Recorder

City of Sherwood
Maintenance Standards

Maintenance of facilities will vary depending upon the extent of landscape design, season of use, moisture availability, and intensity of public use.

City of Sherwood Public Works Operations Manager is responsible for inspecting City property, homeowners associations' open spaces and water quality facilities annually during the first quarter of the calendar year for compliance with the following maintenance standards.

The City of Sherwood Public Works Operations Manager is also responsible for enforcing adherence to the standards. If upon notification of a deviation from a standard, the homeowners association does not correct the deviation, the homeowners association will be cited for a code violation.

City Standards of Care

The City's standard is to maintain all landscape and parks and recreation facilities in good condition. Health and safety issues shall take the highest priority, superceding all other maintenance items. A facility that can not be maintained in a safe condition meeting applicable code requirements shall be closed to use or otherwise secured to protect the public.

1. **Turf Care - Lawns and Sports Fields (This care item includes identified sports fields and lawn areas in developed recreation sites.)**

Grass height shall be maintained according to species and variety of grass. The grass shall be mown when grass height is greater than 2 inches to maintain a uniform height of 1 ½ inches. Grass clippings shall be removed from the site at the time of mowing. Trimming of edges and around objects shall be completed as part of the scheduled mowing. Aeration shall be done as required, not less than four times per year. Reseeding or sodding shall be completed as needed. Weed control shall be practiced so that no more that ten percent of the surface has weeds present at any time.

2. **Turf Care – Meadow and Open Play Areas (This care item includes open meadows and play areas outside or adjacent to developed recreation sites, parkway strips and all other lawn areas not included as part of #1 above.)**

Grass height shall be maintained according to species and variety of grass. The grass shall be mown when the height is greater than 3 inches. Trimming of edges and around objects may be completed as part of the scheduled mowing. Reseeding shall be performed as needed. Weed control shall be practiced so that no more that ten percent of the surface has weeds present at any time.

3. **Fertilizer**

Adequate fertilization shall be applied to plant species according to their optimum requirements. Application rates and times shall ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages shall follow local recommendations from the County Extension Service. Trees, shrubs, and flowers shall be fertilized according to their individual requirements of nutrients for optimum health and nutrition. Unusually long or short growing seasons may modify the requirements slightly.

4. **Irrigation**

Frequency of irrigation shall be adjusted to follow rainfall, temperature, length of season, and demands by plant metabolism/species to insure no over- or under-watering of plants and lawns. Inspection of irrigation systems shall be performed weekly to identify obvious problems affecting irrigation performance and efficiency. Repairs shall be performed promptly.

5. **Litter Control**

Litter control shall be provided a minimum of three times per week in a park or open space. Extremely high/low visitation may revise the frequency. Receptacles shall be plentiful enough to hold all trash generated between servicing without normally overflowing. No trash shall be present on site.

6. **Pruning**

Frequency shall be dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept is also a controlling factor, as are clipped hedges versus natural style. Timing shall be scheduled to take advantage of special growing characteristics. Pruning practices shall follow standards of International Society of Arboriculture (ISA) to maintain plants in optimal condition for each species, and all plant forms shall be maintained to keep the plants in their natural growth habits, except those specified by design to be pruned into formal shapes. Tree basins, stakes and tree guys shall be maintained and replaced as needed and shall be removed when no longer required.

7. Disease and Pest Control (Pests include insects, snails, slugs, rodents and mammals.)

Control program may use either of two philosophies: 1) Corrective: application of chemical or mechanical controls designed to eliminate observed problems. 2) Integrated pest management: withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of bees, flies, mosquitoes, gnats, etc. Problems shall be observed at an early stage and corrected

8. Lighting

Maintenance shall preserve the original design. Damaged systems shall be repaired within the first week of discovery. Bulb replacement shall be done within the first week after the outage is reported.

9. Surfaces

Sweeping, cleaning, and washing of surfaces shall be done so no accumulation of sand, dirt or leaves distract from the appearance or safety of the area. Re-sealing of surfaces or re-surfacing shall occur when weather or wear have begun to deteriorate the surface or the appearance of the surface. Joint maintenance shall occur once per year for areas that need repair. Repainting or re-staining of structures shall occur when weather or wear deteriorate the appearance of the covering. Stains to surfaces shall be removed within thirty working days. Graffiti shall be washed off or painted over within the first working week after reported or observed.

10. Inspection (including play structures, buildings and surfaces)

Inspections shall be done weekly. Play structures shall be inspected as needed but no less frequently than once each week.

11. Repairs (including play structures, buildings, fences and surfaces)

Repairs to all elements of the design shall be done immediately upon discovery, provided replacement parts and technicians are available to accomplish the job but less longer than within the first week. When disruption to the public might be major and the repair not critical, repairs may be postponed to a less disruptive time period. Safety and health issues shall be repaired immediately.

12. Planting Beds (including ground level beds, planters and hanging baskets)

When multiple annual plantings are scheduled, provide at least two blooming cycles per year. Fertilizing, disease control, disbudding, pruning, mulching, necessary shrub replacements and weeding shall be performed at least every two weeks. The desired standard is mostly weed free. Dead or damaged plants and shrubs shall be removed and replaced promptly, considering optimum weather conditions and plant survival.

13. Restrooms

When provided, restrooms shall receive servicing no less than 3 times per week.. Maintenance shall be adjusted in response to high/low use periods. Unclean restrooms will not be permitted.

14. Special Features

Features such as water features, drinking fountains, signs, sculpture, speaker systems, structural art, flag poles or parking and crowd control devices may be part of the integral design. Maintenance requirements can vary drastically but it should be adequate to maintain the intent of the features.

15. Trail Corridors - The Trail Corridor consists of the trail's surface, 4 feet on each side of the trail (and vegetation near the trail which has the potential of interfering with trail users) and 10 feet above the trail surface.

Condition inspections shall be conducted on a quarterly basis; inventories and inspection records of trail features (bridges, signage, bollards, retaining walls, benches, steps) shall be updated and maintained on an annual basis; trail corridor shall be free of hazards including protruding limbs, hazard trees, potholes, and fallen debris; vandalized areas shall be repaired within 48 hours; cut debris shall not be piled adjacent to trails, instead it shall be either spread out to mimic natural conditions or

removed completely; areas prone to patrons cutting across natural terrain shall be modified to prevent this action and disturbed areas shall be repaired; litter shall be removed on a monthly basis; vegetation adjacent to the trail shall be maintained in such a way as to resemble the surrounding natural area (i.e. no nonnative plants and landscaping).

16. Natural Areas and Greenways (including areas outside of trail corridors)

Most of these properties are intended to be preserved in a natural state and as a result these areas are not subject to intensive maintenance activities.

Litter and hazard tree removal shall be accomplished yearly or on an "as reported" basis.

17. Tree, Plant or Shrub Replacement

Dead or damaged trees, plants or shrubs, shall be replaced within 2 weeks of discovery. The replacement species shall be to match the original unless a pest or disease problem prevents doing so.

Any substitution request shall be submitted in writing with the location of the plant, tree or shrub and the reason for the substitution to the Public Works Operations Manager for approval.

18. Water Quality Facilities

As required, mow around the fence, mow road, remove trees blocking inlet and outlet, and remove all noxious vegetation. At a drainage ditch, weeds shall be cut back and maintained on both sides of the bank. Cut out dead trees. Cut back weeds in ditch and on the banks of the ditch. Mow in and around the fence, the embankment and dyke on all sides.