



# Park Maintenance Standards



March 2014

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# MAINTENANCE MANAGEMENT AND OPERATION STANDARDS

## Purpose

The Parks Division of Rowlett has devoted careful consideration to developing a plan for the ongoing care and protection of the substantial assets that are our parks and grounds. The progressive attitude prevalent in all endeavors undertaken within Rowlett will continue as we strive to adopt, implement, and expand upon this maintenance plan. For both Rowlett residents and visitors, the goal of the Parks Grounds Maintenance Division is to present a positive image, safe and clean facilities, and well maintained properties.

The Parks Maintenance Division is responsible for over 900 acres of park land and other public spaces and will outline a maintenance approach under the following six divisions:

- **Turfgrass**
- **Playfields**
- **Playgrounds**
- **Trees & Landscaped Areas**
- **Walking Trails**
- **Facilities & Site Amenities**

## Standards

In establishing this maintenance plan we have used industry standards to guide us as we strive to provide Rowlett with world class park facilities. To achieve and maintain these standards we look to hire the right people for the right job and provide necessary training and professional development.

We have established a color system (Green, Yellow, Red) that ranks our parks based on maintenance needs, amenities and current condition. We also use the color index to rate the condition of those amenities that are within the parks. Our standards

**Green** indicates that a particular park facility is at our highest level of care and the amenities are in good to new condition. This facility will have certain features, amenities and care standards that are obvious to the trained and untrained eye. These facilities require more capital and human resources and will have amenities and a standard of care such as:

- Adequate to full irrigation.
- Trees are regularly pruned and maintained.
- Painting takes place at minimal every three (3) years.
- Mowing occurs minimally every seven (7) days or 30 times per year.
- Athletic Facilities are irrigated and mowed twice per week.
- Newer or up-to-date playground equipment.
- Stabilized shorelines.
- Trails are navigable and safe with adequate signage.
- Natural areas are protected
- Adequate ADA Accessibility

**Yellow** indicates the park may be in need of some aesthetic repairs on various items, however they are at an acceptable level and could be maintained at that level based on age and appearance of amenities and the level of care provided. It would require new amenities and an increase in the level of care by adding human and capital resources to move the park to a GREEN designation and maintain it at that level. Repairs are done as necessary and/or when resources are available. All urgent items are addressed immediately. A YELLOW designated park will:

- Have partial irrigation.
- Heat crack in green areas where visitors traverse.
- Painting every seven (7) to ten (10) years.
- Older playground equipment.
- Some ADA Accessibility
- Trees are removed or pruned base on code or safety violations.
- 48 hour response time to complaints
- Park and Rule Signage

**Red** indicates a particular park is in need of greater attention in specific areas and in need of major capital resources. Lakeside and Paddlepoint are examples of parks that have a RED designation and require major capital investment. The issues in these parks need to be addresses and have issues that have a level of liability exposure that needs to be addressed or will need to be addressed in the near future. A RED designation will:

- Not have no irrigation
- Have erosion degradation
- Have out of date playground equipment
- Have no ADA Accessibility
- Be mowed every 14 to 21 days
- Not have a forestry program – Emergencies Only
- Be in need of new sidewalks or major sidewalk repairs
- Have liability exposures

## **Turfgrass Maintenance**

We have also established a three (3) level system of maintenance for all of our Turfgrass areas. The levels are determined by need and resources available. Level 1 areas require the least amount of maintenance as these areas are comprised of undeveloped parks and difficult to reach areas. Level 2 areas are comprised of developed parks areas but are not highly used or they are in need of capital resources.

Finally, Level 3 areas are our highly used and highly visible areas such as Community Park, Herfurth, Medians and City Facilities.

# State of the Parks

## Green/Yellow/Red Definitions

**Green**

- Full irrigation
- Forestry program (tree pruning, replacement, and re-forestation)
- Athletic Fields mowed 2x per week
- Repainting takes place every 3 years
- Hazards repaired immediately
- Entire park mowed, edged, trimmed, & litter collected weekly (30 times per year min.)

**Yellow**

- Partial irrigation
- Forestry program: Trees removed or trimmed based on code violations, user complaints or dead vegetation that has become a safety issue
- Athletic fields mowed 1x per week (no rotation of fields)
- Repainting takes place every 7-10 years
- Hazards are repaired in 48 hours
- Park mowed, edged, trimmed, & litter collected minimum of 20 times per year

**Red**

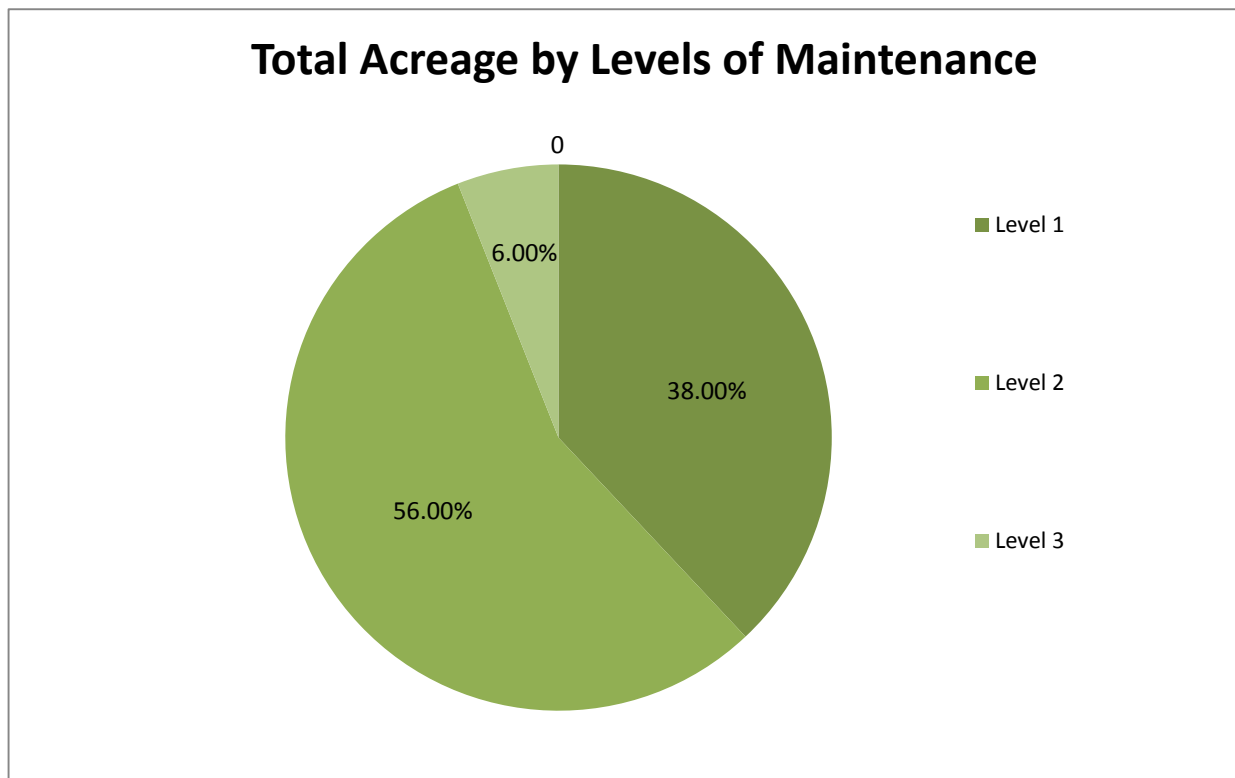
- No irrigation
- No forestry program-emergencies only
- Undeveloped parks in close proximity to neighborhoods
- Athletic fields mowed 1x a week; fields are prepared for games only and there are no rotations
- Park mowed, edged, trimmed, & litter collected 15 times per year (bi-weekly) or less

### **Turfgrass Statement of Intentions:**

To provide safe and appealing Turfgrass areas for all users of Rowlett’s parks and grounds, including municipal buildings grounds. Maintenance of Turfgrass playing surfaces for all sports fields will focus on safety and playability through the entire season. Training materials will be provided to partner associations that outline maintenance best practices. A close relationship and excellent communication with the partner associations and daily users of the athletic facilities will be paramount to the success of the maintenance plan. The overall Turfgrass maintenance philosophy will be geared toward implementing industry accepted cultural best practices to help reduce the need for pesticide applications. Given the wide variety of uses for the Turfgrass areas, three (3) levels of maintenance will be established with Level 1 having the lowest maintenance standards and Level 3 the highest.

### ***Turfgrass Management Summary***

- 554 acres of parkland areas are maintained – Level 2
- 46 acres of Athletic Fields - Level 3
- 372 acres Rough Cut areas – Levels 1
- 11 acres Municipal offices (Fire, Police, and City Hall) and Other Areas – Level 3
- 3 levels of maintenance



<b>TURF MANAGEMENT – LEVEL 1</b>	
Mowing and Trim	Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height-of-cut (HOC) between 4” and 12” to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Mowing cycle approximately every 3 weeks. Height not to exceed code regulation of 12”.
Seeding	Thin or bare areas deemed unacceptable will be documented and addressed by priority. Renovation will consist of soil cultivation, seeding, and fertilization using a “starter” type product. Methods of renovation will be determined by site restrictions, equipment, labor, and material availability.
Herbicides	Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
PGR’s	No Plant Growth Regulators (PGR’s) will be used at this level because of labor cost and material cost.



<b>TURF MANAGEMENT – LEVEL 2</b>	
Mowing and Trim	Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height-of-cut (HOC) between 3/4” up to 3” to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy.
Seeding	Thin or bare areas deemed unacceptable will be documented and addressed by priority. Renovation will consist of soil cultivation, seeding, and fertilization using a “starter” type product. Methods of renovation will be determined by site restrictions, equipment, labor, and material availability.
Cultivation	Aerification will be done once every 12 weeks during the growing season or as equipment and labor are available. Preferred equipment will be the ground driven Ryan aerifier with a 3/4” dual hollow tine set-up. Seeding operations should be coordinated with aerification to maximize the value of both processes.
Fertilization	Turf will receive 2 applications of fertilizer in March, mid-June and early September each year that consists of at least 1 lb of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a “bank” of available nutrients. Additional fertilizer inputs will be driven by labor and resource availability.
Herbicides	Turf will receive one annual applications of broadleaf weed selective herbicide. Application will ideally be executed in the Spring months if weather or labor permits or in select areas in February as dictated by soil temperatures and germination characteristics or grassy weeds. The goal is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual “spot treatment” type application. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
PGR’s	Plant growth regulators (PGR’s) will not be used at this level. .



<b>TURF MANAGEMENT – LEVEL 3</b>	
Mowing and Trim	Turf will be mowed and trimmed as needed and no less than twice weekly to maintain a HOC between ¾” to 2” to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy.
Seeding/Sod	Seeding will be done as needed to maintain an acceptable turf stand. The preference will be a full-scale, fall overseeding in conjunction with hollow tine aerification. Spring and summer seeding will be as needed and will be paired with some form of cultivation to maximize the efficacy of the seeding operation. Thinning or bare areas will be treated as a priority. Sod will be utilized as a last resort in areas where excessive use prevents establishment of turf from seed.
Cultivation	Aerification will be performed at least 6 times yearly with a ground driven aerifier. A ¾” dual hollow or solid tone set-up and 2X pattern will achieve 12% surface disruption per operation. Aerification and seeding should be combined whenever possible.
Fertilization	Fertilizer will be applied to achieve a minimum annual input of 4 pounds of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a “bank” of available nutrients. Macro and micro nutrient inputs will be based in part on soil and water test results. Additional fertility inputs will be driven by labor and resources. Will be scheduled between late Winter to late Spring and in September.
Irrigation	Level 3 areas have in-ground irrigation systems run by central controllers. Water will be applied as needed to achieve 1” of water per week with an emphasis placed on maintaining the driest conditions possible to support <b>the Turf grass stand</b>
Herbicides	Pre-emergent herbicides will be applied in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Broadleaf weeds will be treated 1 or 2 times annually as weather and labor permit. The 3 year plan is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual “spot treatment” type application. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
Fungicides	Application of fungicides will be assessed by the Grounds Manager and applied preventatively as labor and resources allow.
Insecticides	One application annually to prevent all species of white grubs. Additional inputs needed to control surface feeding insects will be evaluated to assess potential damage and treated accordingly.
PGR’s	PGR’s will be utilized to enhance color, density and lateral shoot growth with an overall emphasis on reducing vertical growth.
Soil and Water Testing	Soil tests will be taken at a reasonable interval to be determined by the Grounds Manager. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations
Topdressing Cultivation	Topdressing will be implemented as aggressively as possible. Targeted annual depth will be ½” of a sand based material applied incrementally not to exceed 1/8” per application. Sand particle size should fall within the medium specifications not to exceed 1mm in size. Organic matter should compose at least 20% of the mix. Topdressing will be combined with cultivation operations whenever possible.



## Mowing Areas

<b>Mowing Areas</b>	<b>Irrigation Y/N</b>	<b>Developed Y/N</b>	<b>Level of Management Required</b>	<b>Level of Management Performed</b>
<b>Community Park (Soccer, Baseball, Softball)</b>	<b>Y</b>	<b>Y</b>	<b>3</b>	<b>2</b>
<b>Community Park (Trails)</b>				
<b>Herfurth Park (Baseball, Tee Ball)</b>	<b>Y</b>	<b>Y</b>	<b>3</b>	<b>2</b>
<b>Veterans Park</b>	<b>Y</b>	<b>Y</b>	<b>3</b>	<b>3</b>
<b>*Pecan Grove</b>	<b>P</b>	<b>Y</b>	<b>2</b>	<b>2</b>
<b>*Katy Park</b>	<b>P</b>	<b>Y</b>	<b>3</b>	<b>2</b>
<b>Nature Trail</b>	<b>N</b>	<b>P</b>	<b>1</b>	<b>1</b>
<b>Lakeside Park</b>	<b>N</b>	<b>Y</b>	<b>2</b>	<b>1</b>
<b>*Springfield Park</b>	<b>P</b>	<b>Y</b>	<b>3</b>	<b>2</b>
<b>Paddle Point Park</b>	<b>N</b>	<b>Y</b>	<b>1</b>	<b>3</b>
<b>Schrade Park</b>	<b>N</b>	<b>N</b>	<b>3</b>	<b>1</b>
<b>Shorewood Park</b>	<b>P</b>	<b>Y</b>	<b>3</b>	<b>2</b>
<b>*Kenwood Heights Parks</b>	<b>P</b>	<b>Y</b>	<b>3</b>	<b>3</b>
<b>Scruggs Park</b>	<b>N</b>	<b>Y</b>	<b>3</b>	<b>2</b>
<b>*Twin Star Park</b>	<b>P</b>	<b>Y</b>	<b>3</b>	<b>2</b>
<b>Cedar Bridge Park</b>	<b>N</b>	<b>N</b>	<b>1</b>	<b>1</b>
<b>Columbia Park</b>	<b>N</b>	<b>N</b>	<b>1</b>	<b>1</b>
<b>Edwards Park</b>	<b>N</b>	<b>N</b>	<b>1</b>	<b>1</b>
<b>*Twin Star</b>	<b>P</b>	<b>N</b>	<b>1</b>	<b>3</b>
<b>Mayors Park</b>	<b>N</b>	<b>N</b>	<b>1</b>	<b>2</b>
<b>*(ELC) Environment Learning Center</b>	<b>P</b>	<b>N</b>	<b>1</b>	<b>3</b>
<b>Muddy Creek</b>	<b>N</b>	<b>N</b>	<b>1</b>	<b>1</b>

\* Partial Irrigation\*

## SECTION 2 – Playfields

### Level 3

Our playfields consist of soccer fields (13); Baseball Fields (11). The softball fields have skinned infields and the baseball fields have grass infields. We have one ball field (Angel's Field) at Springfield Park.

#### Infields

##### Statement of Intentions:

To provide a safe, level, groomed infield surface suitable for baseball and softball. Parks Grounds Maintenance Division has responsibility for turf, irrigation maintenance and repair, training Partner Associations, and the production of any desired training materials.

#### Infield Maintenance

- The primary role of the Parks Division management and staff will be to train others to properly perform daily tasks that provide good playing conditions without detrimental effects to the fields. A policy for mandatory training attendance is being explored through a cooperative effort with the Parks & Recreation Department who assign use privileges to the various Athletic Associations.
- Grass Transition or “Lip”  
Because the formation of a raised “lip” presents a significant safety hazard to field users, management and staff will have an active role in training field users along with physical rehabilitation of the lip (either in-house or by contracted service) to maintain a safe transition.
- Cultivation Aerification will be done 6 times annually or as equipment and labor are available. Preferred equipment will be the ground driven aerator with a ¾” dual hollow or solid tine set-up. Seeding operations should be coordinated with aerification to maximize the value of both processes.
- Irrigation: The Grounds Manager or Crew Leader assigned to the athletic fields will schedule, via the central controller, the run times of sprinklers dedicated to skinned infields. The proper moisture level of a skinned infield will allow the player’s spiked shoe to sink into the surface.



## SECTION 2

### Soccer Fields

- 14 Fields
- 19.4 total acres
- 4 with lights
- Cut every 5 to 7 days
- All have irrigation
- Maintained by Parks Division personnel

Rowlett Community Park - Soccer Fields			Fields Dimensions												
Division	Complex	Field	Feet		Yards		Center Circle	Corner Arc	Goal Area Box	Penalty Area	Penalty Arc	Penalty Spot	Technical Area	Players Bench Dist from Fields	Spectators Bench Dist from Fields
			Width	Length	Width	Length									
U5/U6	East	<b>A</b>	60	90	20	30	3 Yards Radius	2 Foot Radius	N/A	N/A	N/A	N/A	6 Yards	2-3 Yards Minimum	2-3 Yards Minimum
U5/U6	East	<b>B</b>	60	90	20	30	3 Yards Radius	2 Foot Radius	N/A	N/A	N/A	N/A	6 Yards	2-3 Yards Minimum	2-3 Yards Minimum
U5/U6	West	<b>1</b>	60	90	20	30	3 Yards Radius	2 Foot Radius	N/A	N/A	N/A	N/A	6 Yards	2-3 Yards Minimum	2-3 Yards Minimum
U5/U6	West	<b>2</b>	60	90	20	30	3 Yards Radius	2 Foot Radius	N/A	N/A	N/A	N/A	6 Yards	2-3 Yards Minimum	2-3 Yards Minimum
U7/U8	West	<b>6</b>	90	150	30	50	5 Yards Radius	2 Foot Radius	6 x 6 Yards	N/A	N/A	N/A	8 Yards	3-4 Yards Minimum	3-4 Yards Minimum
U7/U8	West	<b>7</b>	90	150	30	50	5 Yards Radius	2 Foot Radius	6 x 6 Yards	N/A	N/A	N/A	8 Yards	3-4 Yards Minimum	3-4 Yards Minimum
U7/U8	West	<b>9</b>	90	150	30	50	5 Yards Radius	2 Foot Radius	6 x 6 Yards	N/A	N/A	N/A	8 Yards	3-4 Yards Minimum	3-4 Yards Minimum
U7/U8	West	<b>10</b>	90	150	30	50	5 Yards Radius	2 Foot Radius	6 x 6 Yards	N/A	N/A	N/A	8 Yards	3-4 Yards Minimum	3-4 Yards Minimum
U9/U10	East	<b>D</b>	120	197	40	66	6 Yards Radius	1 Yard Radius	4 x 4 Yards	12 Yards	2 Yards Radius	8 Yards	10 Yards	4-5 Yards Minimum	4-5 Yards Minimum
U9/U10	West	<b>5</b>	150	225	50	75	7 Yards Radius	1 Yard Radius	5 x 5 Yards	12 Yards	2 Yards Radius	8 Yards	10 Yards	4-5 Yards Minimum	4-5 Yards Minimum
U12	East	<b>E</b>	180	300	60	100	8 Yards Radius	1 Yard Radius	6 x 6 Yards	14 Yards	2 Yards Radius	8 Yards	12 Yards	4-5 Yards Minimum	4-5 Yards Minimum
U12 >	West	<b>4</b>	180	360	60	120	10 Yards Radius	1 Yard Radius	6 x 6 Yards	18 Yards	2 Yards Radius	12 Yards	12 Yards	4-5 Yards Minimum	4-5 Yards Minimum

## Section 3 Playgrounds

**Statement of Intentions:** Our goal is to provide safe playgrounds to the citizens and visitors of Rowlett. This will be accomplished by education and training our all of our parks division staff. We will conduct regular safety inspections of all of our playgrounds and immediately make necessary repairs to any areas that put our users at risk of injury and the City at risk of litigation.

Rowlett has seven parks with playgrounds: Katy Park, Kenwood Heights Springfield Park, Shorewood Park Scruggs Park Twin Star and Community Park. In 2013, our parks underwent a complete safety audit which revealed that all of our playgrounds were at varying level on non compliance based on standards established by the American Standards and Testing Materials (ASTM), the Consumer Product Safety Commission (CPSC) and endorsed by the National Parks and Recreation Association (NRPA). As a result of the 2013 all of the noncompliance issues were addressed.

The Parks Division also began a program and policy that require monthly inspections of all playgrounds to ensure that we are maintaining an acceptable level of compliance. We are requiring that we maintain, at minimum, one Certified Playground Safety Inspector (CPSI) on staff. We also require that every two years that our playgrounds will have an audit completed on all playgrounds, preferably by an independent inspector if fiscally feasible. If not, our CPSI will conduct the Audit.



# Rowlett Playground Inspection Report

Location: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

Items To Be Checked	Condition	Date Repaired	Required Repairs
Posts and footings are not exposed, cracked or loose			
Screws, bolts and nuts are tight and secure			
Welds are intact and free of cracks ✓ Slide and deck enclosures ✓ Challenge ladders ✓ Swings, ring trek, track ride ✓ Cross beams			
No rust or corrosion on equipment			
No splintered, cracked or deteriorating wood			
No chipped or peeling paint			
Metal parts show no sign of cracks, bending, warping, or breakage			
All joints secure			
No sharp edges or unsafe protrusions			
No exposed moving parts, pinch or crush points			
Plastic is not cut or cracked			
All slide supports are anchored and secure			
S-hooks and chains are closed and not excessively worn			
Fall zone free of ✓ Trash Glass Weeds Pet debris			
Fall zone material is adequately deep			
Transition carpet covered with adequate fall zone material.			

Comments:

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## Section 4



**Trees and Landscape Statement of Intentions:** To provide areas of beautification in public spaces throughout the City of Rowlett. Proper pruning, fertilization, weed control, and water management will all result in plant material and overall landscaping that are aesthetically pleasing. Rowlett has a Tree City USA designation and will continue to work to maintain this designation by planting and managing trees in our effort to improve our air quality and the health benefit to our citizens.

### **Landscaped Area Inventory**

- Municipal Buildings (Fire, Police, City Hall Campus, Wet Zone, Public Works, Fire Administration Building, Library, Development Services, Community Center Campus), Parks and Trails.
- Medians and Streetscapes.

<b>TREE AND LANDSCAPE AREA MAINTENANCE</b>
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Plant Selection	The addition of new plant material will be approached with site characteristics in mind first. Both woody and herbaceous plants will thrive and require the least amount of additional inputs when they are located at an appropriate site. Stylistically, plant material will be chosen to match or compliment the original design of existing landscaped areas when rehabilitation or expansions are undertaken. When a master plan exists, choices will be made from the recommendations of the landscape architect. Once species have been selected, improved varieties that display insect, disease, and other stress resistance will be sought for use. The Rowlett Parks division is currently involved in Zero landscaping. This is a new approach we are trying to attain to help preserve water. The thought process is to plant areas which will require less water for plants to thrive. Ground color consists of stone/river rock or crushed granite and the plants are usually a cactus type plant or background. We have beds on Miller road which exemplify our new plant strategy in a effort to save water.
Pruning/ Removal	Best Practices as outlined by the International Society of Arborists (ISA), the Pennsylvania Horticulture Society (PHS), and other resources deemed as “expert” will govern the techniques and practices employed. It is expected that grounds staff will have a working knowledge of these practices and techniques. An inventory and assessment of trees throughout the parks and public spaces will be developed and administered by the Grounds Manager. Pruning or removal will first be applied to any specimen that poses a safety threat. Additional pruning or removal will be scheduled primarily in winter months as time and labor allows.
Bed Maintenance	Hard edging will be performed Bi-weekly with soft edging to follow as needed throughout the season to maintain a defined edge. Mulch or other treatments may be applied to cover the soil for aesthetic and protective purposes. Mulching will take place once annually in the spring. Cleaning, raking, or the addition of a mulch material will take place at the discretion of the Grounds Manager to maintain a neat appearance.
Fertilization	Many plants situated on an appropriate site with desirable soils do not require additional inputs of fertilizer to perform well. Granular fertilizers will be slow release, like Osmocote, for season long feeding. In some cases a foliar application of soluble 20-20-20 may be used; especially for flowering herbaceous material.
Water Management	Many plants situated on an appropriate site with desirable soils do not require additional inputs of water to perform well. Water will be applied at times when evaporation is least likely to interfere with retention. Irrigation will be applied to roots, and not overhead, whenever possible to limit leaf wetness. Where in-ground irrigation is available, such as the islands on 228, scouting and weather reports will determine run times for the sprinklers.
Herbicides	Both pre-emergent and post-emergent herbicides will be utilized in all appropriate areas to control weed infestations. Pre-emergent herbicides will be applied annually in the spring at a rate that will provide season long control of weeds that germinate from seed. Post-emergent herbicides will be used as a spot treatment to eradicate unwanted weeds.
Fungicides	Products will be applied only as needed to be determined by Grounds Manager. Woody and herbaceous plant materials that continue to display low resistance to diseases and insects should be considered for replacement with an improved variety rather than receiving perennial pesticide applications.

## Section 5

### Trails



### **Statement of Intentions:**

Statement of Intentions: To provide a safe, level, debris-free trail surface suitable for pedestrian activities or bicycle riding. Parks staff will perform weekly trail inspections.

Episodes of inclement weather that cause erosion of aggregate surfaces or strewn debris will be addressed at the earliest opportunity.

### **6.3 miles of walking trails:**

- Lake Side Park South – 0.5 mile trail segment internal and along the edge of Lake Ray Hubbard
- Shorewood Park – 0.5 mile internal concrete trail
- Pecan Grove Park – 1 mile internal concrete trail
- Rowlett Community Park – 1.1 mile internal concrete trail
- Springfield Park – 1.7 mile concrete trail segment internal and alongside Rowlett Creek
- Nature Trail – 1.5 mile decomposed granite trail

### **Trail Maintenance**

Trails should all be well maintained to ensure the safety and functionality of pedestrian and bicycle flow. Periodic refurbishing and debris removal will be necessary to assure ongoing serviceability. The degree of maintenance provided has a direct impact on facility service life, level of use, liability and community image. Inadequate facility maintenance conveys a feeling of lack of security or usability, resulting in fear for personal safety, and leading to decreased facility usage. A strong maintenance regimen is essential to the security and safety of users. Trail maintenance program will include:

- inspection of and repair or replacement of signs and bollards
- removal of debris
- repair of damage from seasonal washouts
- cleaning of drainage structures
- cleaning and upkeep of lighting where used
- maintenance of support facilities such as benches, drinking fountains, etc.
- maintenance of bridges
- inspecting the condition of trail-related structures
- emptying of trash cans

Trail will be top-dressed and compacted with material suitable for surface of trail and maintain a surface free of ruts or other tripping hazards. Stabilization of surface material may be achieved using various products in areas that consistently experience water erosion.

Hard surface trails will be blown or swept free of debris as necessary to maintain a surface free of tripping hazards. Condition of the hard surface material will be assessed during daily rounds and deficiencies will be reported to the Parks Supervisor or Manager to schedule for repair or replacement.



## Section 7 Equipment Inventory



The equipment inventory list is compiled of all of the tools, equipment and vehicles required to complete assignments and projects for the department. Part of being able to complete any task in an efficient manner is having the right tools. Those tools also need to be in good working condition. We have been fortunate that our crews take good care of our equipment, however it comes a time when equipment needs to be replaced in order to maintain a level of efficiency. The table below details all of our equipment along with the year of acquisition, miles/hrs and a suggested replacement year. Most of our equipment on average is more than seven (7) years old. In 2013, we were able to purchase several pieces of equipment such as a stump grinder, trencher, and a water wagon.

Dept	Year	Make	Model	Type	Location	Miles/Hrs	Replace
Parks	2012	Dodge	3500	1t w/dump	CP	11135	2019
Parks	2003	Ford	F-250 SD	3/4 ton P/U	CP	67385	Now
Parks	2001	Ford	F-250 SD	3/4 ton P/U	CP	63209	Now
Parks	2003	Ford	F-250 SD	3/4 ton P/U	CP	70056	Now
Parks	2006	Ford	F-250	3/4 ton P/U	PW	50420	Now
Parks	2006	Ford	F-250	3/4 ton P/U	PW		Now
Parks	2006	Ford	F-250	3/4 ton P/U	PW	33796	Now
Parks	2006	Ford	F-250	3/4 ton P/U	CP	43513	Now
Parks	2006	Ford	F-250	3/4 ton P/U		38480	Now
Parks	2000	Turfco	FD12	Metermatic 3 top dresser	CP		Now
Parks	1995	Jacobsen	GXJ-810	Utility vehicle		out of service	
Parks	2003	John Deere	BA72	Bobcat Sweeper Attachment	CP		Now
Parks	2003	John Deere	CA-25	Auger Attachment	CP		Now
Parks	2003	Wylie	Sprayer	Sprayer / Boom	CP		Now
Parks	2000	Terramite	T5C	Terramite	PW	1315 hrs	Now
Parks	2001	Hustler	4600	3 deck ridding Mower		out of service	Now
Parks	1990	Ford	1920	Tractor	CP	out of service	Now
Parks	2002	Kubota	L4300F	Tractor	PW	754 hrs	Now
Parks	2002	MTM	3004	Pressure Washer			Now
Parks	2002	John Deere	250	Skid Steer	CP	1695 due?	Now
Parks	2003	New Holland	TL80	Tractor	CP	182 due?	Now

Dept	Year	Make	Model	Type	Location	Miles/Hrs	Replace
Parks	1997	Billy Goat	KD510	Yard Vacuum	CP		Now
Parks	2000	Campbell Haus	Vt61720SAJ	5.5 Air Compressor	CP		Now
Parks	2002	Toro	Workman 2110	Utility Kart		1738 hrs	Now
Parks	2002	Toro	22171	Pro Line 20" S/P Mower			Now
Parks	2002	Miller	3500	Blue Star Welder			
Parks	1997	Honda	EB-2500	3" Trash Pump			Now
Parks	1997	Honda	EB-2500 X	Portable Generator	CP		Now
Parks	2000	Century	100	Wire Feed Welder			
Parks	2003	Stihl	FS-85	Gas Weed Eater			Now
Parks	1998	Stihl	FC-75	Edger	CP		Now
Parks	1998	Stihl	FS-85	Gas Weed Eater			Now
Parks	1998	Stihl	FS-85	Gas Weed Eater	CP		Now
Parks	2000	Stihl	HT-75	Pole limb Saw			Now
Parks	2000	Stihl	HS-85	Hedge Trimmer	CP		Now
Parks		Toro		Workman	PW	2397 hrs	Now
Parks	2002	Stihl	20T	14" Chain Saw	CP		Now
Parks	1998	Vermeer	BC 1250A	Chipper	CP	1012 hrs	Now
Parks	1998	Stihl	FC-75	Edger		1295 hrs	Now
Parks	1995	Stihl	28AV	16" Chain Saw			Now
Parks	1995	Stihl	44	24" Chain Saw	CP		Now
Parks	2003	Stihl	FS-85	Gas Weed Eater			Now
Parks	2003	Stihl	FC-75	Edger	PW		Now
Parks	2003	Mantis	7222D	Tiller	CP	out of service	Now
Parks	2004	Aera-Vator	AE-80	Aeroator	PW		Now
Parks	2004	Turf Tiger	2500TS	Top Dresser	PW		Now
Parks	2004	Lely	H-1250	3 Point Spreader	PW		Now
Parks	2005	Hustler	Super Z	Riding Mower	CP	out of service	Now
Parks	2005	Stihl	BR-550	Back Pack Blower	CP		Now
Parks	2005	Stihl	BR-550	Back Pack Blower	CP		Now
Parks	2005	Troy-Built	644A	Super Bronco 183632 big tiller	CP		Now

Dept	Year	Make	Model	Type	Location	Miles/Hrs	Replace
Parks	2005	Stihl	MS-192	14" Chain Saw			Now
Parks	2005	Stihl	FS-75	Edger	CP		Now
Parks	2005	Stihl	BR-550	Back Pack Blower			Now
Parks	2005	Honda	WX10	Water Pump	CP		Now
Parks	2005	Ex-cell	XR2600-1	Pressure Washer			Now
Parks	2005	Earthquake	E43	6" Auger			Now
Parks	2006	Stihl	HT-101	Telescoping Pole Saw	CP		2016
Parks	2006	Stihl	MS-460	20" Chain Saw	CP		Now
Parks	2006	Kombi		Line Striper	CP	2 in shed	2016
Parks	2006	Toro	Workman 2110	Utility vehicle	CP	999 due?	2016
Parks	2006	Toro	4500D	Grounds Master	PW	1486 hrs	Now
Parks	2006	Rhino	CY72	Brush Hog	CP		Now
Parks	2006	Aerway	AWGH3-75-157-B	Turf Aerator	CP		Now
Parks	2006	Echo	SRM-261T	Gas Weed Eater			Now
Parks	2006	Echo	SRM-261T	Gas Weed Eater			Now
Parks	2006	Echo	SRM-261T	Gas Weed Eater			Now
Parks	2007	King Kutter	TG-72_Y	3 Point Tiller 72"	CP		Now
Parks	2006	Texas Bragg	7' X 22'	Trailer	CP	out of service	2016
Parks	1996	Home made	5' X 8'	Trailer			
Parks	2003	HAWN	7' X 16'	Trailer	CP		
Parks		Stihl	BR550	Blower	PW		
Parks	1995	Home made	7' X 20'	Trailer	CP		Now
Parks	1995	Home made	7' X 16"	Trailer	CP		Now
Parks		Stihl	BR55C	Blower	PW		
Parks	1995	Home made	7' X 20'	Trailer	CP		
Parks	2002	Texas Bragg	5' X 10"	Trailer	CP		
Parks	2004	Big Tex	5' X 10'	Trailer	CP		
Parks	2007	Kromer AFM	B200HP	Striper	PW	135	Now
Parks	2009	Big Tex	10ET-20FW	Trailer	CP	jacobsen trailer	2016
Parks	2010	Husky	HU80432A	Pressure Washer			2017
Parks	2010	Scag	STT-35BVAC-55	72" zero turn mower	CP	521 due?	2017
Parks	2010	Honda	GX630	Pressure	PW	212 hrs	2017

Dept	Year	Make	Model	Type	Location	Miles/Hrs	Replace
				Washer			
Parks	2010	Blue Bird	SC550A	Sod Cutter	PW		2017
Parks	2010	Stihl	FS90R	Line Trimmer	CP		2017
Parks	2010	Stihl	FS90R	Weed Eater	PW		2017
Parks	2010	Stihl	FS90R	Weed Eater	CP		2017
Parks	2010	Stihl	HT10G	Pole Saw	PW		2017
Parks	2010	Toro	8703	Sand Pro	PW	667 hrs	2017
Parks	2007	Stihl	Br-550	Back pack blower			Now
Parks	2007	Stihl	BR- 500	Back pack blower			Now
Parks	2007	Stihl	BR-550	Back pack blower	CP		Now
Parks	2007	Stihl	ht- 101	Tele/pole saw	CP		Now
Parks	2007	Stihl	BG- 85	Hand Blower	CP		Now
Parks	2007	Stihl	BG- 85	Hand Blower	CP		Now
Parks	2008	Homelite	HG- 3500A	Generator			2015
Parks	2010	Scag	STT-35BVAC	Turf Tiger Mower	PW	511 hrs	2017
Parks	2011	Bob Cat	Utility Cart 3400	herfurth cart	CP	262 due?	2018
Parks	2011	Bob Cat	Utility Cart 3400	community cart	CP	757 due?	2018
Parks	2011	North Star	M157309P	Steam Cleaner	PW		2018
Parks	2012	stihl	Ms192TCE	16" Chain Saw	CP		2019
Parks	2012	Stihl	MS192TCE	16" Chain Saw	CP		2019
Parks	2013	Stihl	FS90R	Weed Eater	CP		2019
Parks		Stihl	FS190R	Weed Eater	PW		
Parks		Stihl	FC90	Edger	PW		
Parks		Stihl	BR600	Blower	PW		
Parks		Stihl	MS180C	Chainsaw	PW		
Parks	2013	Wylie Water Wagon	EXP-500S	Water Tank	CP		2020
Parks	2013	Bradco	SG26	Stump Grinder Attachment	CP		2020
Parks	2013	B&B	130940	Chem Spray	CP	TT300-PES-CENT	2020
Parks	2013	Jacobsen	R-311 T	Mower	CP	11' cut 3 deck	2020
Parks	2013	Stihl	MS441 C	36" Chainsaw	CP		2020
Parks	2013	Bradco	89220	Trencher Attachment	CP	5653 hrs	
Parks		Stihl	MS192TC	Chainsaw	PW		
Parks		Honda	WX10	Water Pump	PW		

Dept	Year	Make	Model	Type	Location	Miles/Hrs	Replace
Parks		Stihl	HS86T	Hedge Trimmer	PW		
Parks		Skillsaw	HD77	Worm Drive Saw 7 1/4"	CP		
Parks		Stihl	FS110RX	Weed Eater	CP		
Parks		Stihl	FC-75	Edger	CP		
Parks		Stihl	MM5C	Hand Tiller	CP		
Parks		Stihl	HT-100	Small Pole Saw	CP		
Parks		Stihl	HL135	Hedge Trimmer	PW		
Parks		North Star	5560	Spray Tank	PW		
Parks	1988	Modern		3 point brush hog			
Parks	1988	Rhino	RT-21	3 point tiller			
Parks	1988	unknown	unknown	48" breaking plow			
Parks	1999	Muratori		3 point finish mower			
Parks	2000	Muratori	MR180	3 point finish mower			
Parks	2000	Muratori	E410	3 point curb dresser			

## APPENDIX



### Parks Daily Assignments

Date:

Fill out and send this back Dailey...

**Note:** Continue on Softball. Check out the other work order and have Alan and Michael address Twin Star, tilling and painting

Task	Assigned To	Completed Y/N - Comments
Continue renovating softball.	Travis/Jonathan/Alan/Mike	Finished trenching and we have laid most of the pipe.
Morning meeting with Keith at RCC	Travis/Jonathan/Alan/Mike	Complete
Run trash route.	Alan/Michael	Trash route is Complete
Run and get boots	Michael	He got his boots today
Plant the Lantana on Dalrock.	Alan/Mike	Have a few more we will put on Princeton Update. we have been watering them until we can breakaway to put these in.
Set up baseball fields Level out base circumference	Alan/Mike	All the fields are set up still need to level the cut outs.



**PARK MAINTENANCE**

Assigned To : \_\_\_\_\_

Date : \_\_\_\_\_

Completion Date: \_\_\_\_\_

Work Order:

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**PARK MAINTENANCE**

Assigned To: \_\_\_\_\_

Date : \_\_\_\_\_

Completion Date: \_\_\_\_\_

Work Order:

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## Equipment Training and Acknowledgement Form

I \_\_\_\_\_ acknowledge that I have been properly trained on the basic operation, maintenance and safety precautions and can safely operate \_\_\_\_\_ properly. I further understand that all equipment must be checked in and out on the daily maintenance check list. I also acknowledge and understand that all incidents, injuries and accidents must be reported immediately to a supervisor.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



# Park Lighting Inspection Report

**ATHLETIC FIELDS**

**SECURITY**

**SCOREBOARDS**

- Light Footings in good condition and pole secured
- Lights operable
- Lens in place and in good condition
- Timer set for designated times
- Key switch operable
- Electrical outlets operational and covers in place

## **X - Indicates item needs repair**

Athletic Field Lighting identification will be designated as follows: Towers will be numbered 1, 2, 3, etc from left to right starting at home plate and moving to 3<sup>rd</sup> baseline to 1<sup>st</sup> baseline. Rows will be lettered A, B, C, etc top row to bottom row. Lamps will be numbered 1, 2, 3, etc from left to right.

EXAMPLE: **2-B-4** would be the second tower past home-plate towards 3<sup>rd</sup> base, 2<sup>nd</sup> row of lights with the 4<sup>th</sup> lamp out.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

# Monthly Rowlett Playground Inspection Report

Location: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

Items To Be Checked	Condition	Date Repaired	Required Repairs
Posts and footings are not exposed, cracked or loose			
Screws, bolts and nuts are tight and secure			
Welds are intact and free of cracks ✓ Slide and deck enclosures ✓ Challenge ladders ✓ Swings, ring trek, track ride ✓ Cross beams			
No rust or corrosion on equipment			
No splintered, cracked or deteriorating wood			
No chipped or peeling paint			
Metal parts show no sign of cracks, bending, warping, or breakage			
All joints secure			
No sharp edges or unsafe protrusions			
No exposed moving parts, pinch or crush points			
Plastic is not cut or cracked			
All slide supports are anchored and secure			
S-hooks and chains are closed and not excessively worn			
Fall zone free of ✓ Trash Glass Weeds Pet debris			
Fall zone material is adequately deep			
Transition carpet covered with adequate fall zone material.			

Comments:

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**Rowlett Parks Department  
Operators Pre-Use Weekly Check List**



Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Item	Ok	ADD	Replace	Comments
<i>Engine Oil</i>				
<b>Tires Properly Inflated</b>				
Lug Bolts Tightened				
Battery				
Engine Coolant				
Deck Gear Box				
Body Damage				
Hydraulic Oil & Filter				
Check Blades				
Check deck for missing springs and grass shield				
Drive Belts				
Clean Radiator Dust Cover				
Fuel				
Air Filter				
Other:				

Hours / Miles: \_\_\_\_\_

Equipment # \_\_\_\_\_

Additional Remarks: \_\_\_\_\_