

MEMORANDUM

FOR: DISTRIBUTION

**FROM: YOUTH, PARKS, AND COMMUNITY ENRICHMENT DEPARTMENT
PARK MAINTENANCE DIVISION**

RE: SERVICE LEVEL EXPECTATIONS FOR CITY PARKS AND PARKWAYS

The Department of Youth, Parks, and Community Enrichment (YPCE) is responsible for providing safe and well-maintained park facilities. In execution of these responsibilities the Park Maintenance Division (PMD) has established baseline service levels for all city maintained parks and parkways. The service levels detailed herein reflect PMD's current capabilities based on available funding and the division's ability to apply these services levels equally across the city's expansive geography.

Core Services: Core Services are maintenance services that PMD provides to all developed neighborhood, community, and regional parks within the city. The delivery of core services is standardized across all park facilities to ensure safe and equal access to all persons.

Core Services	Tasks	Service Level
Mowing		
	Turf Mowing	Weekly
	Turf Edging (Mechanical)	Monthly
	Weed Trimming (Mechanical)	Every 4-5 weeks
	Noxious Weed Abatement	1- 2x year
Irrigation		
	Irrigation Programing	Seasonally
	Irrigation Maintenance	Reactive
Clean-up Inspection		
	Restrooms	1-2x daily
	Hazards and Vandalism	Daily
	Park Amenities	Daily
	Play Areas	Daily
	Picnic Areas	Daily
	Tennis/Basketball Courts	Daily
	Hardscape/Walkways	Daily
Waste Pick-up		
	Waste P/U and Removal	1-2x daily
Seasonal		
	Fertilization	0-1x yearly
	Shrub Bed Maint.	1x yearly
	Ground Cover Maint.	1x yearly
	Leaf Removal (seasonal)	Daily

Continued

Supplemental Landscape Services: Supplemental Landscape Services are maintenance services that PMD provides on a supplemental basis as additional funding is available. The delivery of these services are based on an individual park’s need.

Supplemental Landscape Services		
	Baseball Infield Service	Special Project
	Turf Renovations	Special Project
	Replacement of Flowers/Shrubby	Special Project

Sports Field Maintenance: Sports Field Maintenance, not otherwise provided within our Core Services, is limited to sports fields hosted for league play by the City’s Community Enrichment Division. All other sports field maintenance including, but not limited to, adding field lines, setting baseball bases, installing temporary soccer goals or nets, rolling fields, infield dragging, etc. (referred to herein as “preparing the field for play.”) is the responsibility of the permitted user group.

Preparation of the Field for Play (by Permit Holders)

When submitting a permit application, sports organizations should include requests for permission to engage in activities necessary to prepare the field for play, as defined above. Such requests will be reviewed and approval by the City’s permitting and maintenance staff. Such activities, if approved, shall be completed by the permit holder at the permit holder’s expense, shall not cause any damage to the City’s facilities, and shall be completed during the time covered by the permit issued.

Additional Field Maintenance or Enhancement Requests

Some organizations may want to fund or otherwise make more substantial improvements or maintenance services to a City field, above and beyond the core services provided by the City.

Requests for such improvements will be considered by the City during the field allocation process. If the City approves such a request, it will be treated as a planned maintenance closure. Substantial field maintenance or enhancement requests, beyond the preparation for play, must be submitted at <https://forms.cityofsacramento.org/f/ParkEnhancement>

Tree Maintenance within City Park and Parkways: The Parks City Arborist and the Park Maintenance Division are the custodians for the care and maintenance of all trees within the City’s parks and parkways. The Parks City Arborist strives to keep up to date and detailed information for all 25,000+ trees within the city’s parks. The coordination of proactive tree pruning is coordinated by the Parks City Arborist which is performed on a 10-year rotational schedule, unless otherwise limited by available funding.

The Parks City Arborist has recently joined the Division after a two-year absence. The Parks City Arborist is now able to respond to all citizen-initiated requests for tree pruning, risk assessments, and tree removals within city parks and parkways. Requests for tree pruning outside of the 10-year rotational cycle within city parks is limited to threats to public safety, or as may be required by city ordinance to maintain prescribed clearance limits from other objects within city parks. Tree removals are determined on a case-by-case basis and are generally limited to trees with one of the following conditions: Uncorrectable structural defect, incurable disease, or confirmed mortality.

Note: In accordance with Sacramento City Code 12.56.030, the removal of all trees, living or dead, unless otherwise assessed as contributing to a hazardous condition, must be publicly posted for removal. A written objection to a tree’s removal may be made in regard to the tree’s removal within 15 days of the posting date. Written objections should be directed to: City of Sacramento, Department of Public Works, Urban Forestry Division, 5730 24th St., Bldg. 12A, Sacramento, CA 95822 or email at urbanforestry@cityofsacramento.org

Tree Plantings: The Park Planning and Development Services Division is responsible for all tree plantings as part of new park developments, capital improvement projects, and major renovation projects. The planting of new trees or the replacement planting of removed trees within currently existing developed city parks or parkways is supported by the Park Maintenance Division in partnership with the Parks City Arborist. The Park Maintenance Division's current available budget for tree planting is limited. The Division actively seeks grant funding to supplement its budgeted maintenance funding to facilitate the replacement and management of its extensive tree inventory.

The Parks City Arborist and the Park Maintenance Division Volunteer Coordinator support and coordinates many public initiated tree plantings led by volunteers. Beginning in Fall of 2024 the Park Maintenance Division will be sponsoring multiple annual events where individual volunteers can participate in tree plantings. These tree plantings will be in selected parks where the need is greatest, including parks with limited existing tree canopy and parks within under resourced communities.

For individuals wishing to participate in one of these Park Maintenance Division sponsored events please visit our VIP (Volunteer in Parks) website at www.CityofSacramento.org/ParksandRec/Volunteer to pre-register and receive announcements.

Persons or groups wishing to coordinate their own volunteer tree planting event are encouraged to submit a VIP Volunteer Questionnaire no later than 60 days prior to the desired event date at: https://sacramento.formstack.com/forms/ypce_ypce_vip_volunteer_questionnaire_dev

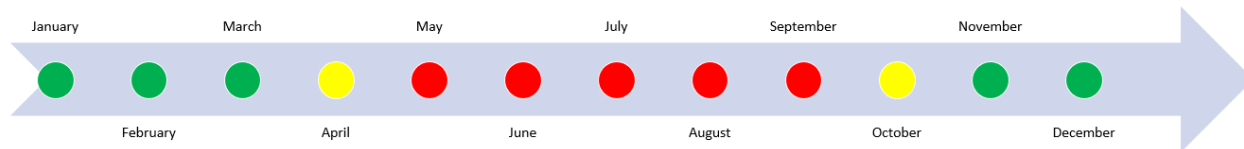
Process:

1. Upon receipt of a completed VIP Volunteer Questionnaire the Parks City Arborist will consult with the Park Maintenance Division to determine if the requested park location would benefit from additional tree plantings.

Note: The approval process takes into consideration many factors including existing tree canopy within the desired park, current recreational uses, existing or future planned park amenities, availability of irrigation, and likelihood that the newly planted trees will continue to thrive after planting. To increase the likelihood of a newly planted tree's future success a planting calendar has been created. Please see the graphic below.

TREE PLANTING SEASON & DEADLINES

Tree planting in parks can occur in the months of November, December, January, February and March.
Special circumstances may allow planting in April and October but is not recommended.
Planting in May, June, July, August and September will not be allowed going forward.
Park enhancement forms must be submitted at least 60 days before the proposed planting date.



Credit: Jodi Carlson, City Arborist

2. All approved tree planting requests will be coordinated by the Parks City Arborist and the Park Maintenance Volunteer Coordinator. If appropriate, a site meeting will be scheduled to discuss preferred tree planting locations and desired tree species. In all cases the City Arborist maintains final approval authority for planting locations and species selection.
3. The Park Maintenance Division and the City Arborist partner with third-party growers in the acquisition of trees for both new and replacement plantings. For the benefit of volunteers, the Sacramento Tree Foundation is often able to donate trees for volunteer plantings with funding supported by SMUD.
4. The Parks City Arborist will create a tree planting plan for the Park Maintenance Division to begin the preparation necessary to support the tree planting. Park Maintenance will auger all planned tree planting locations prior to the planting event date and coordinate the delivery of all trees provided by the Sacramento Tree Foundation.
5. On the day of the planting event Park Maintenance will provide all tools and equipment necessary to support the volunteer effort. The Parks City Arborist or other designated person will participate during the planting event to provide necessary directions and planting instructions.