

UNITE, GROW,



Denton Parks and Rec

**Park Maintenance
and Operations
Management Standards**

Date Adopted/Last Review: 2-1-23

Signature: 

Park Planning and Operations Division

The Park Planning and Operations Division consists of five sub-divisions that are responsible for park development, maintenance, and care of the City's parks, trails, and athletic field, and aquatic maintenance. Staff within this division also oversee the mowing of medians, right-of-ways, parks, and various other city-owned properties.

Park Planning

This sub-division oversees park planning and design, CIP project implementation, parkland dedication and development management, grant funding, and land acquisition. Areas of control include the Integrated Pest Management Plan, Plan, Parks, Recreation, and Trails Master Plan, and the application of GIS.

Park Maintenance

This sub-division (north and south) oversees more than 4,500 acres of parkland containing 90 neighborhood, community, and linear parks, 53 miles of trails, and the maintenance of developed and undeveloped parkland, parks, playgrounds, trails, cemeteries, and amenities thereof. Ballfield maintenance crews maintain 80 athletic fields for baseball, softball, soccer, and football, located within six sports complexes throughout the City. These fields are regularly maintained and prepped daily for league play, which consists of approximately 10,000 games per year. Other areas of maintenance include irrigation, park signage, lighting, landscaping, and public irrigation, turf, trees, shrubs, and groundcover maintenance throughout the City's streetscapes, ROWs, and medians.

Landscape and Cemetery Maintenance

This sub-division maintains 370,357 square feet of landscape beds in parks, on medians, and around public buildings. Maintenance includes fertilizing, weed and litter removal, trimming, seasonal color change out, and upkeep of 38 acres of cemeteries, including litter removal, road maintenance, fence maintenance, and grave placement.

Aquatic Maintenance

This sub-division maintains a natatorium, water park, community pool, and spray ground totaling 1.3 million gallons of water throughout the year, and over annual 220,000 patrons.

Urban Forestry

This sub-division oversees the Urban Forest Master Plan with areas of interest that include long-range tree canopy, preservation, tree mitigation, and developer and project compliance. Management duties include tree planting, pruning & removal contract administration, design review, emergency response, pest management, service request-response, community engagement, and Urban Forestry Master Plan development and implementation. Guidance regarding tree-related issues is shared with other departments, including Engineering, Community Improvement Services, and Development Services.

Accountability

Each year staff in leadership roles within Parks and Recreation will review, edit, update and comprehend the Park Maintenance and Operations Management standards to assure the document is providing quality direction and utilized through the year for planning, maintenance, and decision making.

Position	Name	Initial & Date
Director	Gary Packan	DocuSigned by: <i>Gary Packan</i> 1-31-23
Assistant Director	Fince Espinoza	DocuSigned by: Fince Espinoza 1-31-23
Parks Manager	Craig Arrington	DocuSigned by: <i>Craig Arrington</i> 1-31-23
Parks Manager	Marshall McGee	DocuSigned by: <i>Marshall McGee</i> 1-31-23
Parks Manager	Russell Koch	DocuSigned by: <i>Russell Koch</i> 1-31-23
Park Planning Manager	Vacant	
Parks Aquatics Supervisor	Tom Klimko	DocuSigned by: <i>Thomas Klimko</i> 1-31-23
Parks Field Supervisor	Gary Green	DocuSigned by: <i>Gary Green</i> 1-31-23
Parks Field Supervisor	Sam Huggenberger	DocuSigned by: <i>Sam Huggenberger</i> 1-31-23
Parks Field Supervisor	Brian Noles	DocuSigned by: <i>Brian Noles</i> 1-31-23
Parks Field Supervisor	Erik Miller	DocuSigned by: <i>Erik Miller</i> 1-31-23
Parks Field Supervisor	Vacant	
Sr. Park Planner	Jason Donnell	DocuSigned by: <i>Jason Donnell</i> 1-31-23
Park Planner	Chris Escoto	DocuSigned by: <i>Chris Escoto</i> 1-31-23
Urban Forester	Haywood Morgan	DocuSigned by: <i>Haywood Morgan</i> 1-31-23

Purpose of the Plan

The purpose of this plan is to manage forward efficiently and effectively the operational standards, classifications, and for this division and defines services performance expectations, quality standards, and frequency of service deliveries.

The objective of this plan is to maximize metrics and quantifiable outcomes to highlight and reward performance to the Parks, Recreation, and Beautification Board and City Council. The goal is to identify areas of opportunity that will influence growth, improve service integrity, and strengthen staff retention.

The application of this plan serves to apply and improve best practices against national standards and benchmarks identified by the National Recreation and Park Association (NRPA).

The expectation of this plan is to merge strategies that support the strategic plan in the form of process improvements, utilization of technology, asset and inventory management, volunteer outreach, and project completion efficiency.



Service Level Classifications | Maintenance Standards

LEVEL ONE | Parks and Open Spaces

Maintenance applications associated with city parks such as North Lakes Park, Quakertown Park, and South Lakes Park; primarily sports complexes, pools, recreation centers, other municipal facilities, and downtown district properties.

- ✓ All AA and A Turf are Level One.
- ✓ Provide a clean, safe, well-maintained appearance to these areas.

LEVEL ONE | Park Amenities

Maintenance applications associated with all park amenities including restrooms,

formal athletic fields, playgrounds, outdoor pool and public building grounds, and permitted picnic sites.

- ✓ All AA and A Turf are Level 1
- ✓ Maintain a safe and clean appearance

LEVEL TWO | Park Amenities

Maintenance applications primarily associated with neighborhood parks, parkways, and informal athletic fields. Examples of Level Two parks include Denia Park, Milam Park, And Nette Schultz.

- ✓ All B Turf is Level 2
- ✓ Maintain an orderly and neat appearance with some tolerance to wear and tear

LEVEL THREE | Undeveloped or Natural Areas

Maintenance applications associated with undeveloped sites or remote natural areas or parks including open parkland areas, natural vegetation areas, wildlife and preserve areas, and areas seldom publicly used except for specific leisure activities such as hiking.

- ✓ All C and D Turf are Level 3

Please see *Appendix B* for an alphabetized list of all parks and facilities and their assigned service level. Each park and/or natural area is designated a specific maintenance level.

Following are the specific elements that are to be maintained and the performance specifications for each maintenance function, including the inspection frequency and response priorities.

CLASS AA | Turf and Landscape

Maintenance applications associated with rentable athletic fields, including landscape, baseball fields, softball fields, soccer fields, football fields, etc.

- ✓ Responsible for 69.48 Class AA acres
- ✓ Mow turf 2 times per week in growing season.
- ✓ Mow turf 1 time per week in the offseason (ryegrass)
- ✓ Maintain landscape 52 cycles per year
- ✓ Irrigate turf and landscape

CLASS A | Turf and Landscape

Highest level of maintenance applications for high visibility and high use areas on developed parkland, including the Civic Center, parks, athletic fields, and other City buildings including the fire stations.

- ✓ Responsible for 277.67 Class A acres
- ✓ Maintain mowing and landscape no less than 32 per year
- ✓ Irrigate turf

CLASS B | Turf and Landscape

Moderate level of maintenance applications for locations with moderate activity and visibility including neighborhood parks and medians.

- ✓ Responsible for 517.79 Class B acres
- ✓ Mow turf a minimum of 20 cycles per year
- ✓ Non-irrigated turf

CLASS C | Turf and Landscape

Limited level of maintenance applications for naturalized areas that receive minimum use and no hardscape development including perimeter control, roadside mowing, wildflower areas, parks, and rights-of-ways.

- ✓ Responsible for 486.84 Class C acres
- ✓ Mow a minimum of 5 times per year
- ✓ Non-irrigated turf

Class D Turf and Landscape

Base level of maintenance for undeveloped park sites, natural, open space, greenbelts and preserves.

- ✓ Natural and undeveloped areas
- ✓ Non-irrigated turf
- ✓ Includes open space, nature preserves, and trail areas
- ✓ Responsible for 860.49 Class D acres

Appendix A – Turfgrass Maintenance Plan

MAINTENANCE TASK	Class AA	Class A	Class B	Class C	Class D
Mow, edge, and trim	Two times per week. Mow at 1.5 – 2”, clippings not collected.	32 mowing cycles per year, every seven days at 2.5-3”, clippings not collected. Leaves are shredded and returned to soil.	Every 14 days Mow at 2.5-3”, clippings not collected. Leaves are shredded and returned to soil.	5-7 mowing cycles. Mow at 4-6” clippings not collected. Leaves are shredded and returned to soil.	As needed to maintain an identified particular natural state or within City code.
Fertilization	4-5 lbs of Nitrogen per 1000 square feet per year	3 lbs Nitrogen per 1000 square feet year in 2 applications – In conjunction with Athletic field fertilization	As needed	None	None
Irrigation	Minimum of 1” per week, repairs w/in 24 hours. Potential increase watering due to drought or ryegrass transition. Deep watering cycles recommended.	Approximate 1” per week, repairs within 48 hours.	None	None	None
Aerification	Five times per year in conjunction with fertilizer applications.	As needed	As needed	None	None
Over-seed/sod	Over-seed ryegrass on athletic fields. Oct. 1. Sod during field renovations.	Over-seed all bare areas in turfgrass once during growing season.	As needed	None	None

Leaf Removal	Mow & mulch	Mow & mulch	Mow & mulch	None	None
<p>Pesticide Program:</p> <ul style="list-style-type: none"> • Herbicide • Insecticide • Fungicide • Rodenticide 	<p>January, February, March</p> <p>Pre-emergent for summer grassy weeds. (Oxidiazon)</p> <p>Glyphosate on infield skinned surfaces and transition areas during the growing season.</p> <p>Spot treat broadleaf and/or grassy weed infestations during from March until December.</p> <p>May and August Broadcast treatment for fire ants with Advion, Extinguish, or Award II, 1lb per acre. Spot treat for fire ants during the warm season.</p> <p>April - September Monitor and treat for pest infestations such as grub worms, army worms and other pesticides detrimental to plant health or public safety.</p>	<p>January, February, March</p> <p>Non-selective herbicide on dormant Bermuda.</p> <p>Pre-emergent for summer grassy weeds (Barricade Dimension, Specticle, or Pendimethalin.</p> <p>May and August Broadcast treatment for fire ants with Advion, Extinguish, or Award II, 1lb per acre. Spot treat for fire ants during the warm season.</p> <p>April - September Monitor and treat pest infestations such as grub worms, army worms and other pests that detrimental to plant health or public safety.</p> <p>August and September Pre-emergent for winter weeds by October 1.</p>	<p>January, February, March</p> <p>Non selective herbicide on dormant Bermuda.</p> <p>Pre-emergent for summer grassy weeds (Barricade Dimension, Specticle, or Pendimethalin.</p> <p>May and August Broadcast treatment for fire ants with Advion, Extinguish, or Award II, 1lb per acre. Spot treat for fire ants during the warm season.</p> <p>April - September Dependent on location, pest and amount of infestation.</p> <p>August and September Pre-emergent for winter weeds by October 1.</p>	<p>As needed to maintain an identified particular natural state or within City code.</p>	<p>As needed to maintain an identified particular natural state or within City code.</p>

<p>Fertilizer & Aerification Program</p>	<p>February</p> <p>15-0-5 with pre-emergent for control of summer weeds</p> <p>March</p> <p>A single application of fertilizer should take place. 1 lb of N per 1000 square feet.</p> <p>Aerification of turf should be done just prior to application of fertilizer.</p> <p>May</p> <p>A single application of slow release fertilizer should take place</p> <p>Aerification of turf should be done just prior to application of fertilizer.</p> <p>July</p> <p>A single application of fertilizer should take place.</p> <p>Aerification of turf should be done just prior to application of fertilizer.</p>	<p>April, May, June</p> <p>A single application of fertilizer should take place by mid-May. It should be applied at 1 pound of N per 1000 square feet. Aerification of turf should be done just prior to application of fertilizer.</p> <p>July, August, September</p> <p>One application of fertilizer should take place during this period in mid-July. It should be applied at 1 pound of N per 1000 square feet. Aerification of turf should be done just prior to application of fertilizer.</p>	<p>Treat as needed to prevent loss of turf.</p>	<p>None</p>	<p>None</p>
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	<p>August, September</p> <p>A single application of slow release fertilizer should take place.</p> <p>Aerification of turf should be done just prior to application of fertilizer.</p>				
<p>Action Threshold</p>	<p>Currently practicing good turf health practices, such as over-seeding, mulching, aeration, etc.</p> <p>Other measures will be taken prior to infestations to prevent degradation of the aesthetics, to eliminate rapidly declining plant health, to eliminate negative impacts on athletic programs and/or a threat to the public (wasps, mosquitos, etc.).</p>	<p>In some cases pests can be tolerated and is only considered a nuisance pest.</p> <p>Measures may be taken when infestations are present and are detrimental to plant health and a threat to public safety. Pests will be controlled in active areas such as playgrounds, hard surface trails, and around public buildings.</p>	<p>In some cases pests can be tolerated and is only considered a nuisance pest.</p> <p>Vegetation is critical for stream stabilization and is tolerated in specific locations.</p> <p>Measures may be taken when infestations are present and are detrimental to plant health and a threat to public safety. Pests will be controlled in active areas such as playgrounds, hard surface trails, and around public buildings.</p>	<p>As needed to maintain an identified particular natural state or within City code.</p>	<p>Measures will be taken for vegetation encroachment on soft surface trails.</p>

Appendix B - TREE / SHRUB MAINTENANCE

MAINTENANCE TASK	Class A	Class B	Class C	Class D
Tree Trimming	Remove low limbs as needed for safety and equipment access.	Only hazardous limbs as needed.	Only hazardous limbs as needed.	Only hazardous limbs as needed.
Shrub Trimming	Complete trim 5-7 times per year.	Complete trim 5 times per year.	Not performed	Not performed
Pesticide Program	As needed to prevent loss of plant material.	As needed to prevent loss of plant material.	Not performed	Not performed
Fertilization	2 times per year.	Not performed	Not performed	Not performed
Stump Removal	As needed when higher priority projects are completed.	As needed during winter.	As needed during winter.	Only hazardous trees as needed, others maintained for wildlife habitat.
Action Threshold	<p>Choosing proper plant material and practicing proper planting methods, fertilizing, mulching, etc.</p> <p>Other measures will be taken prior to infestations to prevent degradation of the aesthetics, rapidly declining plants, and/or hazardous situations to the public (wasps, mosquitos, etc.).</p>	<p>In some cases pests can be tolerated and is only considered a nuisance pest.</p> <p>Other measures will be taken prior to infestations to prevent degradation of the aesthetics, rapidly declining plants, and/or hazardous situations to the public (wasps, mosquitos, etc.).</p>	As needed to maintain an identified particular natural state or within City code.	None

Appendix C - FLOWERBED/PLANTING MAINTENANCE

MAINTENANCE TASK	Class AA & A	Class B	Class C	Class D
Planting/Bed Preparation	2 changes per year, when color is present.	Not performed	Not performed	Not performed
Fertilization	At planting; Bi-monthly after planting when color is present.	Not performed	Not performed	Not performed
Cultivation	2 times per year for color change outs.	Not performed	Not performed	Not performed
Mulch	Apply every 18 months or as needed (not in color beds).	Apply every 18 months or as needed.	Not performed	Not performed
Pest Control	Treat as needed to prevent loss of plant and degradation of appearance.	Treat as needed to prevent loss of plant material.	Not performed	Not performed
Action Threshold	<p>Choosing proper plant material and practicing proper planting methods, fertilizing, mulching, etc.</p> <p>Other measures will be taken prior to infestations to prevent degradation of the aesthetics, rapidly declining plants, and/or hazardous situations to the public (wasps, mosquitos, etc.).</p>	<p>Choosing proper plant material and practicing proper planting methods, fertilizing, mulching, etc.</p> <p>Other measures will be taken prior to infestations to prevent degradation of the aesthetics, rapidly declining plants, and/or hazardous situations to the public (wasps, mosquitos, etc.).</p>	Not applicable	Not applicable

Appendix D - PARK LITTER CONTROL

MAINTENANCE TASK	Class A	Class B	Class C	Class D
<p>Pick up ground trash & litter; empty receptacles.</p>	<p>Pick up trash and litter 5 days per week.</p> <p>All year</p> <p>Weekend trash route at more populated parks.</p>	<p>Pick up trash, litter and other debris twice per week from April through October. From November through March, pick up trash in all conspicuous park areas once per week.</p> <p>All year</p> <p>Weekend trash route at more populated parks.</p>	<p>Pick up trash, litter and debris from all conspicuous park areas weekly from April through October, monthly from November through March.</p>	<p>Remove illegal dumping as needed.</p>

Appendix E - ROAD & PARKING LOT MAINTENANCE

MAINTENANCE TASK	Paved Lots	Unpaved Lots
Inspect	Weekly	Weekly
Repair	As needed depending upon severity.	As needed depending upon severity.
Sweep	2 times/year or as needed.	Not applicable
Edge	Per mowing schedule.	Per mowing schedule
Weed Control	Apply pre-and post-emergent herbicides as needed to control unwanted vegetation growing in expansion cracks.	Apply post-emergent herbicides three times per year.
Crack Fill	As needed	
Seal Coat/Overlay	As needed	
Grade	As needed	As needed
Clean culverts and drain pipes	Monthly or as needed	Quarterly, or as needed
Striping/markings and wheel stops	Repaint every 2 years	

Appendix F - PLAYGROUND MAINTENANCE

MAINTENANCE TASK	Class A & B
Initial Audit High frequency inspections Low Frequency inspections	New Installation Weekly - Litter control, redistribute attenuating surfacing, free of vegetation and debris 6 times per year - loose or broken parts, component durability
Repair	As needed, immediately after receiving parts

Appendix G - PARK AMENITIES MAINTENANCE

MAINTENANCE TASK	Class A, B, C, D
Clean restrooms	Clean and restock daily
Restroom maintenance & repairs	Work order within 24 hours
Inspect Drinking Fountains	Weekly during season of use: March 15-Nov. 15
Pressure Wash	As needed
Clean Shelters and Picnic Pavilions	Weekly or clean when reserved for special events.
Vandalism/Graffiti	Address within 48 hours of notification; earlier if inappropriate graffiti.
Water Features <ul style="list-style-type: none"> • Mechanical (Fountains) • Natural (Ponds, Lakes) 	Inspect weekly when in use. Inspect quarterly & maintain as needed.
Inspect and/or repair benches, tables, grills	Monthly, or as needed
Inspect and/or repair park and directional/street signs	Quarterly, or as needed
Inspect and/or repair fencing	Quarterly, or as needed
Inspect and/or repair security & parking lot lighting	Monthly, or as needed
Inspect and/or repair swimming pools	Daily or as needed during season. Pre/Post season inspection of major repairs.
Inspect and/or repair neighborhood tennis nets, net covers, striping, and backboards.	Monthly, or as needed
Inspect and/or repair traffic barriers (post & cable, bollards, gates, handrails)	Monthly, or as needed
Inspect and/or repair bridges.	Quarterly or as needed
Inspect Hike & Bike / Rail Trail	Quarterly or as needed
Inspect and/or repair sidewalks	Quarterly or as needed
Creeks and drainage ditches	As needed

Appendix H - ATHLETIC FIELD MAINTENANCE

MAINTENANCE TASK	Class AA & A
Baseball Field	
Annual Off-Season Maintenance	<ul style="list-style-type: none"> -Once a year add clay or amendment if needed. -Till up clay area to break up hard spots. -Blade clay areas to proper grade. -Remove any silt build up along grass and fence lines. -Check outfield grass area for high and or low areas, and for large cracks, silt in material if needed.
Turf Irrigation Systems	Monthly inspections & repairs as needed.
Parking lots	Quarterly inspections
Ballfield lights	Monthly inspection & bulb replacement (if needed).
Bleachers	Quarterly inspections
Fences & Backstops	Quarterly inspections
Parking Lot Striping	Yearly inspections
Restrooms & Concessions	Plumbing, electrical and structural repairs as needed.
Scoreboards	Annually during the off-season service or as needed.
Softball Fields	
Annual Off-Season Maintenance	<ul style="list-style-type: none"> -Once a year add clay material if needed. -Till up clay area to break up hard spots. -Blade clay areas to proper grade. -Remove any silt build up along grass and fence lines. -Check outfield grass area for high and or low areas, and for large cracks, silt in material if needed.
Grounds Maintenance	League play, good quality, maintain safety standards

Restroom/Concessions	Permanent fixtures are cleaned daily. Portables are serviced weekly.
Pitcher Mound	As scheduled for games
Lights (Denia, Evers, North Lakes) -Parking Lot -Scoreboards	-Infield 30 foot-candles -Outfield 20 foot-candles -As scheduled for games -Replace bulbs as needed
Turf Irrigation Systems	Monthly inspections
Drinking Fountains	Quarterly inspections
Parking lots	Quarterly inspections
Ballfield lights	Monthly inspection & bulb replacement (if needed).
Bleachers	Quarterly inspections
Fences & Backstops	Quarterly inspections
Parking Lot Striping	Yearly inspections
Restrooms & Concessions	Plumbing, electrical and structural repairs as needed.
Scoreboards	Annual off-season service or as needed
Soccer/Football/Rugby Fields	
Grounds Maintenance	Line with paint weekly.
Concessions- Maintenance	As scheduled for games
Restroom - Maintenance	Permanent fixtures cleaned daily. Portable serviced bi-weekly.
Safety Check (lights, glass, fence, bleachers)	2-3 times per week
Lights - Maintenance	20 foot-candles
Parking Lot- Maintenance	As scheduled for games
Turf Irrigation Systems	Monthly inspections
Parking Lots - Trade	Quarterly inspections
Ballfield lights - Trade	Monthly inspection & bulb replacement (if needed).
Bleachers - Trade	Quarterly inspections

Parking Lot Striping - Trade	Yearly inspections
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Appendix I - ATHLETIC FIELD MAINTENANCE SPECIFICATIONS

MAINTENANCE TASK	Class A
Mowing	Every 7 days
Fertilizer	2 times per year
Weed Control	2 times per year
Irrigation	3 inches per month
Aerification	3 times a year
Pest Control	As required
Chemical Trim	3 times per year
Dragging Field	3-5 times per week
Litter Pickup	3-5 times per week during season
Pesticide Program Refer to IPM Program requirements before applying pesticides. Do NOT use products containing the active ingredients: 2-4,D, Dicamba, MCPP, and Simazine. Limit Fusilade, Surflan, and Snapshot to planter and color beds ONLY. Limit Primo to Hardscape items. Blue dye must be added to all spot spray	January, February, March Non-selective herbicide on dormant Bermuda. Pre-emergent in February to early March for summer grassy weeds (Barricade or Dimension – Pendametholyne). Roundup on infield, base paths and fences in early March. April, May, June MSMA in May & June (2 applications 7-10 days apart) for grassy weeds if needed. Roundup on infield, base paths and fences in April & June. Treat for Fire Ants in May with Logic bait (growth regulator) 1 pound per acre.

<p>applications, NOT broadcast spray.</p> <p>Post signs for at least 72 hours after application of any pesticide. Minimize contact with public.</p>	<p>July, August, September</p> <p>Pre-emergent for winter weeds by September 10. Treat for grub worms in late July/ August as needed.</p> <p>October, November, December</p> <p>Treat for Fire Ants in October with Logic bait (growth regulator) 1 pound per acre</p>
<p>Fertilizer & Aerification Program</p>	<p>January, February, March</p> <p>No fertilization or aerification during this period.</p> <p>April, May, June</p> <p>A single application of fertilizer should take place in mid May. It should be applied at 1 pound of Nitrogen per 1000 sf. Aerification of turf should be done just prior to application of fertilizer.</p> <p>July, August, September</p> <p>One application of fertilizer should take place during this period in mid July. It should be applied at 1.5 pounds of Nitrogen per 1000 square feet.</p> <p>October, November, December</p> <p>No fertilization or aerification during this period.</p>