

City of Denton Parks & Recreation Maintenance Standards Manual

UNITE, GROW,



Denton Parks and Rec

Sept 2023

Opening Statement

Our maintenance standards are driven by the Parks and Recreation Mission, to unite and grow lives by preserving parks and encouraging play.

The purpose of this manual is to set maintenance standards for all parks and other properties maintained by Park Maintenance with a goal to provide safe, functional and aesthetically appealing parks and facilities while applying environmentally-responsible practices.

This manual is not intended to set rigid policies. It is intended to act as a guide for the delivery of services within our parks and is to be used as a training/learning tool that clearly defines roles and a level of expectation

Mission Statement

To unite and grow lives by preserving parks and encouraging play.

Vision Statement

To be the premier regional provider of parks, recreation, open space, and trails, and to provide all residents access to high quality programs and experiences.

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Core Values

The infographic features a vertical bar on the right side with a blue top half and a red bottom half. The text 'CITY OF DENTON' is written vertically in white on the blue section, and 'CORE VALUES' is written vertically in large white letters on the red section. The main content area has a grey background with a white geometric pattern.

Inclusion
Creating an environment where individuals and groups are valued, respected, and supported.

Collaboration
Listening, being open-minded and forward-thinking, while working together towards a collective goal.

Quality Service
Anticipating, recognizing, and proactively addressing the needs of those we serve.

Strategic Focus
Always thinking with the future in mind.

Fiscal Responsibility
Ensuring financial sustainability through the responsible use of City resources.


CITY OF DENTON

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Park Classifications

- Class AA – Maintenance applications associated with rentable athletic fields, including landscape, baseball fields, softball fields, soccer fields, football fields, etc. Athletic fields are mowed at least twice a week and landscape is schedule for maintenance one to two times per week.
- Class A – Highest level of maintenance applications for high visibility and high use areas on developed parkland, including irrigated parks and medians and public buildings. Turf is mowed once per week during the growing season.
- Class B – Moderate level of maintenance applications for locations with moderate activity and visibility including unirrigated neighborhood parks and medians. Turf is mowed every two weeks during the growing season
- Class C – Limited level of maintenance applications for naturalized areas that receive minimum use including ROW's, wildflower areas, and parks. Turf and other vegetation is mowed five to six times during the growing season. Designated wildflower areas are twice a year.
- Class D – Base level of maintenance for undeveloped park sites, natural open space, greenbelts, and preserves

Park Maintenance Objectives

Park Entrances:

- Park entrances are a top priority and should be maintained at a high level throughout the calendar year
- An emphasis should be placed on mowing, turf health, landscape beds and site lines despite seasonal impacts and undesirable environmental conditions. Efforts should always be made to ensure that park entrances are consistently well groomed and provide optimal curb appeal.



Class AA Parks

Athletic Field Turf:

- Turf is free of litter, debris and excessive clippings and leaves
- Turf is consistently mowed twice a week at 1.5" during the growing season from March to November
- Turf is relatively free of weeds and noticeable dips and holes
- Consistent turf coverage so that there are no areas of bare ground
- Standard maintenance practices are subject to change during wet conditions. In an effort to prevent damage to turf, mowing may be delayed until conditions allowed.
- Irrigation heads are to grade.
- Even coverage of water.
- Not excessively wet or dry.



Unacceptable



Standard



Athletic Fields

- Lines painted in grass are marked once per week with 4" white lines painted and clearly visible to referees/umpires. Lines are marked and measured with string or auto painter to ensure straight lines
- Lines will be measured and squared for the appropriate sport and age group



Unacceptable



Standard

Athletic Fields

Bleachers:

- Planks secure to framework and side capes securely fastened
- Rails required on bleachers that are on a hard surface or more than 3-tier high.
- Paint is in good condition and free of graffiti and damage.
- Flat and weed-free pad or concrete
- Bleacher/Dugout benches plank end caps are secured



Unacceptable



Standard

All Turf Areas

Ruts/Holes:

- Any ruts or holes need to be filled or fixed as soon as possible.
- Ruts need to be leveled out and brought back to original grade with loam and then over seeded.
- Do not drive onto park turf areas unless vehicle is needed for repairs or deliveries
- If driving on park turf, take alternate routes to reduce the deterioration of the ground and turf.



Unacceptable



Standard

Baseball/Softball Fields

Home Plate, Bases and Pitching Plates:

- Bases, pitching plates and home plates are securely installed.
- Flush with the ground to eliminate safety hazards.
- All damaged base anchors, toeplates and homeplates are replaced as needed if safety or functionality is compromised.



Unacceptable



Standard

Baseball/Softball Fields

Skinned Infield Playing Surface:

- Weed and grass free during scheduled seasons.
- Flat and free of any rocks, holes and debris,
- Any field with washed out areas need to be filled in and leveled out.
- Infield lips are removed prior to start of Spring practices to facilitate smooth transitions from skinned infield to outfield grass.



Unacceptable



Standard

Baseball/Softball

Batting Cage/Hitting Station Nets:

- Netting is secure to cable and posts.
- Pulled tight, little or no sag in netting.
- Netting is free of any rips or holes.
- Frames and hardware are functional and secure



Unacceptable



Standard

Soccer Fields

Soccer Goals:

- All soccer goals shall be securely anchored into the ground at all times
- Nets should be mended when identified. Once net is unsightly it must be replaced
- All metal must be secured to one another and repaired upon inspection



Unacceptable



Standard



Landscape Beds

- Beds are free of weeds, litter, and debris and have consistent defined edges. Ground cover shall be edged as need to keep plant growth from extending beyond curbs, sidewalks, buildings and turf
- Plants appear healthy, free of dead plants and limbs
- Plant material kept appropriately pruned to provide clear sight lines
- Mulching is completed annually, at a depth of not more than 2". Mulch should not be piled at the base of shrubs or trees
- Weed control activities adhere to PARD's Integrated Pest Management policy and guidelines.



Unacceptable



Standard

Landscape Beds

- Plant replacement shall be routine as needed
- Seasonal mulching improves beautification and moisture preservation
- Regular weeding and removal of litter and leaves is required



Unacceptable



Standard

Landscape Beds

- Missing landscape as well as mulch or crushed granite
- Drip irrigation should not be visible
- Medians should not be absent of plant material, mulch, DG, or stamped concrete
- In this case below, island needs trees or landscape with mulch, river rock or DG



Landscape Beds

- Perennials are to be cut back in January through February
- Through the growing season spent blooms are to be cut back to plant height to promote growth and bloom



Landscape Beds

Various Weed Challenges

- Aggregate areas such as DG or rock shall be free of weeds and debris
- Pre-emergent herbicide shall be used twice a year in turf, landscape and aggregate areas to combat weed infestations



Unacceptable



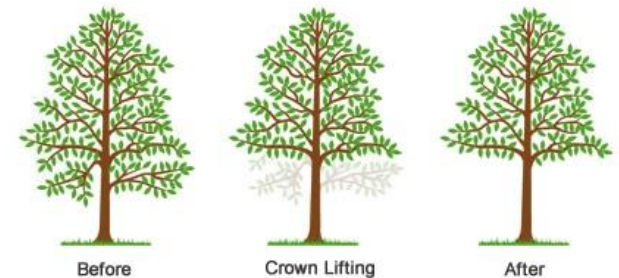
Standard

Tree Care

- Pruning will be performed in accordance with ISA's best practices
- Trees should appear healthy and hazards removed, there are no broken or hanging limbs
- Low hanging branches are trimmed so they do not impede visibility, walkways or other amenities
- Trees are pruned to a standard clearance of 15' over roadways and 8' over walkways' or 1/3 of the height of the tree.



Unacceptable



Acceptable

Tree Care

- Remove all debris, limbs or trimmings within 24 hours of pruning.
- If pruned limbs/debris cannot be removed from a site within 24 hours, it must be positioned out of the way of patrons and situated where staff can access it without driving into the park.
- Trees that are less than 6 caliper inches shall be mulched annually and kept free of vegetation



Unacceptable



Standard

Tree Care

Stumps:

- Keep the area around the stump clear so the stump is visible
- Remove or stump grind the stump and backfill within 14 days of tree removal
- Backfill area with soil and level on an as needed basis



Unacceptable

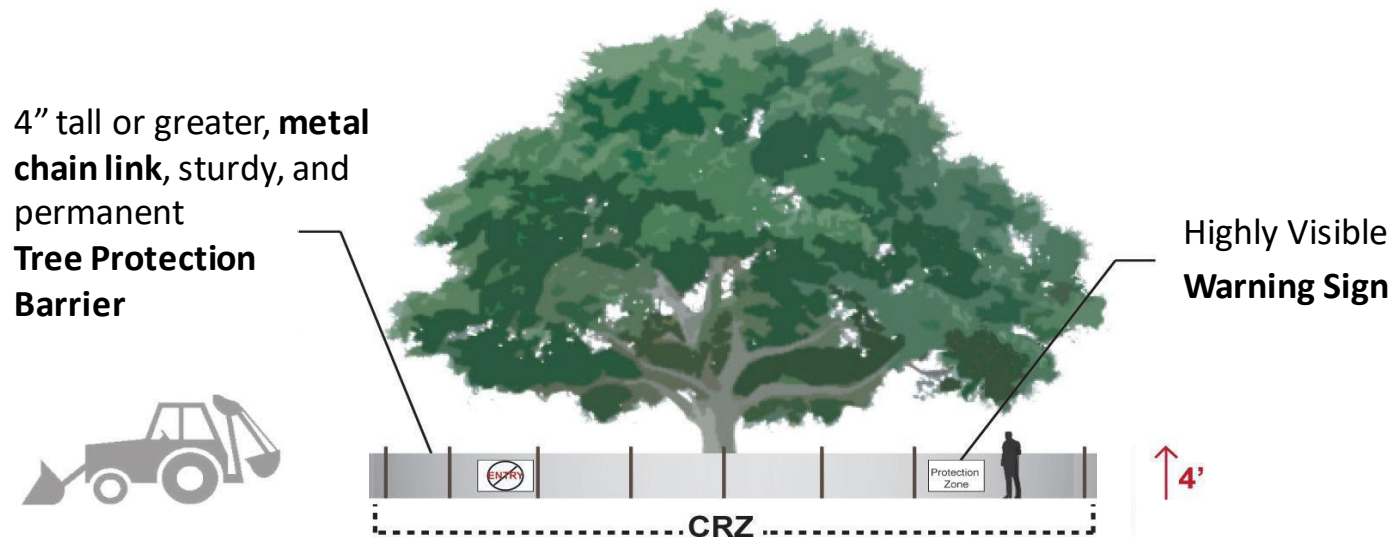


Standard

Tree Care

Tree Protection during construction:

- Working around trees a 4' fence chain link fence should be installed around dripline and supplemental water provided
- If fencing cannot be installed, 12 inches of mulch shall be applied under the drip line to limit compaction



Tree & Brush

Park Sight Lines:

- Maintain open site lines within the developed areas of the park
- Remove tree-suckers, non-native understory brush to keep sight lines open
- Keep desirable understory vegetation pruned to a maximum height of 3 ft.
- Prune tree limbs lower than 8'



Unacceptable



Standard

Irrigation

- Irrigation system components are functional and free of damage
- Systems are programmed to appropriate settings based on water restrictions and Evapotranspiration (ET) rates
- Irrigation systems are winterized by November 15th depending on weather, tournaments, etc.
- Irrigation systems are de-winterized by March 15th dependent on weather and park usage
- When performing any type of work at a park, all staff should perform visual inspections of turf and landscape to ensure full irrigation coverage is provided with minimal overspray onto hardscapes.
- Leaks or breaks shall be reported to your supervisor.



Unacceptable



Standard

Electrical

Electrical Components:

- Electrical system components are functional and free of damage
- Outlets/boxes are covered and secured on pedestals, buildings, pavilions
- All wires should be concealed
- Report electrical issues immediately to your supervisor



Unacceptable

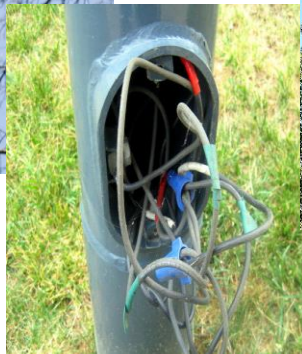


Standard

Electrical

Lights:

- Lenses should be secured to light fixture
- All wires shall be concealed
- Light poles shall be free of vandalism, graffiti and damage
- Fixtures are free of bird, dirt, wasp and bee nests
- Light poles are plumb and level free of damage, graffiti, and vandalism



Unacceptable

Standard

Signs & Plaques

- Signs should be free from vandalism, fading, cracking, flaking, etc. Replace as needed
- Posts must be plumb and level and the sign securely fastened to the post
- Signs need to be clear visible without obstructions from vegetation
- Signs shall abide by AASHTO and TMUTCD standards



Unacceptable



Standard



Trash Cans

- Cans should be free from debris, rust, holes, dents and graffiti
- Cans should have PARD approved liner bag place in all trash cans
- Placed in a level, accessible location - preferred on top of a concrete pad
- Cans should have fully functional lid that is plastic or metal painted to match
- Receptacles are not full or overflowing



Unacceptable



Standard

Drinking Fountains

- Drinking fountains are winterized November 15th and de-winterized March 15th
- All fixtures on the fountain are fully operational and drains are functioning properly
- Fountain is free of grim, leaks, damage, graffiti or broken equipment
- Paint is standardized approved PARD color and free from chipping and rust



Unacceptable



Standard

Benches & Picnic Tables

- Benches and tables are clean, free of graffiti and damage
- Benches and tables are straight, functional, secured to the concrete pad and free of hazards
- All park amenities shall be safe and secure for safety



Unacceptable



Standard

Gates & Fences

- Gates and fences are to be free of holes, protruding wires other damages and graffiti
- Split rail fencing posts are secure in the ground and rails are secure in posts.
- Gates, latches, fabric, and rails are secure and fully functional
- Paint should be in good condition, no chipping, peeling or fading.
- Fencing is securely attached to the posts and rails
- Rails are securely inserted in rail caps



Unacceptable



Standard

Pavilions & Structures

- Shelter will be structurally sound, free of litter, debris, rust, excessive fading, paint chipping and vandalism
- Electrical plugs and lights will be fully operational
- Floor surfaces will be cleaned and free of food, stains or debris
- Picnic tables, benches, trash cans grills will be clean and in good condition
- All pavilions are pressure washed at least 1X/year and more often at high use locations



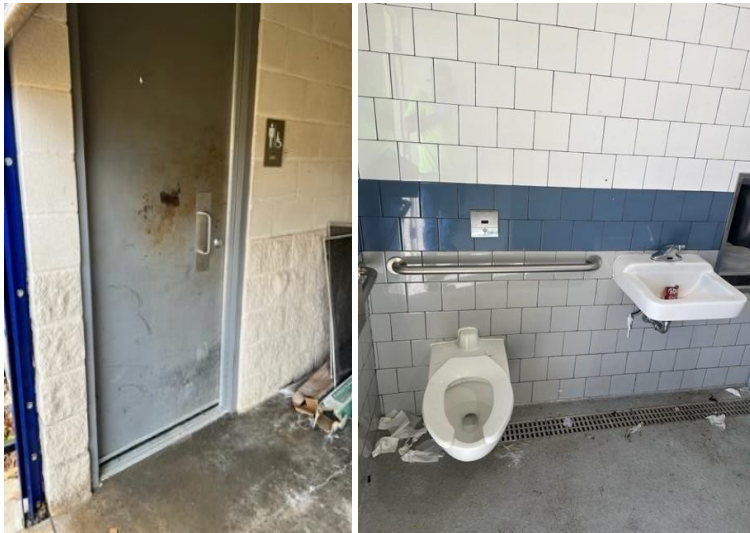
Unacceptable



Standard

Restrooms

- Restrooms are clean, sanitary, and properly stocked with paper products
- Restrooms are free of trash, debris, cobwebs, and damage or vandalism
- Lighting and ventilation systems are operational
- Toilets, faucets, stall doors, and hand dryers are operational
- Doors and locks are operational
- Restrooms have clean receptacles



Unacceptable



Standard

Parking Lots

- Surface is free of litter, debris, holes and hazards
- Striping is clear and visible
- Signs are clean, secure and legible
- Paint on curbs is uniform and intact
- Accessible parking spaces are clearly painted



Unacceptable



Standard



Bridges

- Bridge surface should be free of debris, trip hazards, loose boards, rails and large cracks
- Abutments should be flush with adjacent pathways
- Footings, deck and substructure are inspected annually and visually assessed weekly
- Railings should be smooth to touch, securely fastened to posts and free from vandalism
- Screw and nail heads should be flush with surfacing
- Per TAS/ADA no gaps in the tread more than $\frac{1}{2}$ inch wide and $\frac{1}{4}$ inch tall



Unacceptable



Standard

Trails & Pathways

Concrete Sidewalks:

- During the non growing season sidewalks may need to be blown to be kept clear of leaves and debris
- Sidewalks shall be edged and blown during the growing season and vegetation should not encroach onto the sidewalk. Expansion joints shall be free of vegetation
- Sidewalks shall be free from significant cracks, graffiti, accumulated dirt, mud, moss or algae
- Sidewalk expansion joints shall be free from trip hazards and must be sealed with a flexible sealant to prevent deterioration
- All trails and pathways shall be free of erosion, dirt and debris



Unacceptable



Standard

Trails and Pathways

Concrete Sidewalks/Pavers:

- Seasonally, pavers may need to be blown to be kept clear of leaves and debris
- Pending on sun/shade, concrete or bricks may become slippery with moss and need power washed
- Bricks at City Hall (Garden) receive a lot of shade and typically need power washed annually.



Unacceptable



Standard

Trails & Pathways

Soft Surface Trails:

- Pathways will be free from litter, debris, erosion, and holes
- Maintain 3' clear zone on each side of pathway
- Aggregate trails should be a minimum of 10' wide for clearance of emergency vehicles
- Natural and aggregate pathways will erode and will need repairs regularly.



Unacceptable



Standard

Trails & Pathways

Vegetation Encroachment:

- Vegetation encroaching above trail should be pruned to a minimum vertical clearance of 8'
- Maintain a minimum 3' clear zone on each side of the pathway for maintenance and emergency vehicles
- Bridges and shall be free of encroaching brush and trees and pruned 3 foot away from railings and decks
- Fallen limbs and trees shall be removed from the pathway within 24 hours of identification



Unacceptable

Standard

Medians & ROW's

- Medians and ROW's shall be free of litter, debris and excessive clippings
- Medians are Class B and mowed 24 cycles per growing season at a maximum of 3"
- ROW's are Class C and mowed 7 cycles per growing season and maintained between 6 to 12"
- Medians and ROW's shall be free from encroaching vegetation and 15' clearance above the roadway
- Vegetation shall not encroach the sight lines of street signs
- See Maintenance Standards for landscape and tree care



Unacceptable



Standard

Natural Areas

Trimming Disposal:

- Cut vegetation shall be distributed within the natural area with discretion and/or excessive amounts of material is hauled off to avoid attention
- No pruning debris may be placed in developed areas of the park
- Do not create a new path or trample growth in order to dispose of vegetation.
- For new/large projects, material must be removed or chipped on site
- The only trimming or cutting of trees/brush will be adjacent to trails. Any other cutting in a natural area must be approved by a Manager



Unacceptable



Standard

Flags

- Flag should be in good condition and free from rips, tears and fraying
- Ensure that ropes, clips, locks and pole are in good condition and operational
- Ensure that the star is facing up and white is on top on the Texas flag
- American flag shall have a light shining at night



Unacceptable



Standard

Playgrounds

- Routine and operational playground inspections are performed on a regular schedule.
- Furnishings are to be kept clean, painted, and graffiti free
- Equipment is functional, secure and free of safety hazards
- Play area is free of litter and debris
- Fall zone material is maintained at a consistent depth of 12”
- Chips are raked back into fall zones, swing areas, slide exits on a weekly basis



Unacceptable



Standard

Playgrounds

ADA transition ramps:

- Chips are raked and spread evenly over the ADA ramp so that wheelchairs will have a smooth transition into the playground. Ensure wood chips covers end/edge of the ADA transition ramp
- Do not blow chips off of the ADA transition ramp, creating a “mound” affect deeming the ramp inaccessible.



Unacceptable



Standard

Playgrounds

Surfacing:

- Fall zones need to be raked to a consistent depth of 12”
- Chips are raked backed into fall zones on a weekly basis
- Surfacing well drained
- Poured-In-Place surfacing shall be secured to the base material
- Borders are well defined and intact, free of large cracks and other damage



Unacceptable



Standard

Community Gardens

- Plots are released to gardeners for gardening February 1
- Water turned on March 15
- All plots are cleared just after November 29th so we can prepare plots for the following year
- If plots are “abandoned” all out of control vegetation will be cut



Dog Parks

- Area shall be free of trash and debris, vandalism, and graffiti
- Ground pet waste shall be removed once a week from inside pens and outside the immediate area
- North Lakes Dog Park pens will be open on a rotational basis set up by the Parks Department to prevent over compaction and provide time for maintenance
- Holes shall be backfilled on a regular maintenance schedule set up by the Parks Department
- Gates and fence shall be free of free paint chipping, holes, protruding wire and secure to the rails and post
- Gates shall remain closed at all times and self closing hinge and magnet shall be functional
- DG walkway shall be repaired on a regular maintenance schedule set up by the Parks Department



Basketball Courts

- Surface is free of litter and debris
- Court surface is free of fading, large cracks, holes, weeds and trip hazards
- Surfaces and structures are free of graffiti and are clearly marked



Unacceptable



Standard

Basketball Courts

Backboards and Rims:

- Basketball backboards are secured to the post, clean and graffiti free
- No visible rust or peeling paint.
- Nets are to be secure to rim and in good condition with no tears or breaks
- Shooter's square on the backboard are clearly marked



Unacceptable



Standard

Tennis Courts

Nets & Posts:

- Nets are secure to posts, rip free and have a strap attached at the center.
- Posts are to be plumb, no visible rust and secure in the sleeve.
- Posts are to be painted as needed and free of unsightly markings.



Unacceptable



Standard

Tennis Courts

Fencing:

- Fencing is securely attached to the posts, free from protrusions and free of any holes.
- Rails are secure, level and inserted properly into the rail caps.
- There shall be no gaps along the bottom of the fence that allow tennis balls to go through.



Unacceptable



Standard

Tennis Courts

Backboards:

- Practice backboards will be free of chipping, graffiti, warping and other damage
- Backboards shall be secured to the fence post
- Backboards must be painted regularly



Unacceptable



Standard

Tennis Courts

Surface:

- Surface of the courts are debris and graffiti free
- Large cracks shall be assessed, and repair as needed
- Keep blown off as needed
- Pressure washed annually or an as needed basis to reduce the algae and dirt build-up
- Resurfacing is scheduled for every 8-10 years set up by the Parks Department



Unacceptable



Standard

Tennis Courts

Perimeters:

- Evaluate and address limbs/trees that infringe on play courts.
- If there are no safety concerns or concerns have already been addressed, proceed to prune overhanging branches to a minimum vertical clearance of 10'.
Vegetation is cut to a minimum of 2' away from the fence to allow for better drainage.



Unacceptable



Standard



Downtown

- Curbing should be clear of leaves, litter, dirt, sand and more providing an aesthetically appealing environment
- Pressure washing should be on a routine basis defined by the Parks and Recreation Department
- Trashcans should be cleaned on a routing basis
- Poles, pots, benches, cans and other surfaces shall be free of graffiti, stickers, advertisements



Utility Boxes – Irrigation, Electric, Transportation

- Boxes should be clear of stickers, postings and tape
- Boxes should be free of graffiti
- Boxes with artwork should be checked for vandalism or maintenance needs
- Boxes must have operational lock



Unacceptable



Standard

Dog Bags & Dispensers

- Posts must be plumb. Signs must be securely fastened to the post
- Dog Dispensers must be regularly checked for bags and refill as needed on Area Check Route and Trash Route
- Signs shall abide by AASHTO and TMUTCD standards



Unacceptable



Standard

Ponds & Lakes

- Shorelines shall be free of litter and debris
- Docks must be free of litter, debris and fish remains
- Aerators and fountains are operational
- Ponds have “no swimming” signs around the perimeter
- Algae and invasive vegetation shall be at a minimum and the water must have a clean appearance



Unacceptable



Standard

Drain Basins, Culverts and Spillways

- All drainage inlets must be free of litter, debris and vegetation to allow free water flow
- Basins/Inlets and concrete apron are flush to existing grade



Unacceptable



Standard

Illegal Dumping

Various Construction Debris:

- Traffic cones, sandbags, election signs, “We Buy Home” signs left in various places
- Remove any construction debris left over that is on public property.
- Do not drive by these items. Take the time to pull over to safety and remove the items.
- Be on the lookout for these items throughout the City.
- Be the owner. You see it, you own it.



Illegal Dumping

- Locations with high activity of illegal dumping are on a scheduled route for inspection and pick up
- Homeless camps must be reported to your supervisor immediately after discovery
- Illegal dumping shall be removed within 24 hours of discovery



Artwork

- Artwork and bases shall be free of graffiti, vandalism, cracks, peeling, etc.
- Artwork pieces shall be secure to one another and to the base
- Artwork stones, rocks and signs shall be in the proper placement of the original design and secure



Vandalism & Graffiti

- Vandalism and Graffiti needs to be addressed as soon as possible or with 24 hours of discovery
- Advertisements on light poles, utility boxes, etc. is considered litter
- Murals shall be coated with Murashield and anti-graffiti coating after completion of mural
- Graffiti or vandalism of significant size or relating to gang activity needs to be photographed and reported to Denton Police Department.
- Report graffiti on non-park public property to CIS for City's graffiti removal program
- Graffiti shall be removed and not painted over
- Crew Leaders, Supervisors and Managers - All Vandalism and Graffiti shall be reported in the in Park Incident Tracker

