

**Land Transfer Agreement Between
King County and Redmond North Little League**

Relating to the Ownership, Operation and Maintenance of Parks,
Open Space, Recreation Facilities and Programs

This Agreement is made and entered into this day by and between the Redmond North Little League, hereinafter "RNLL", a not-for-profit Washington corporation, and King County, a home rule charter county and political subdivision of the state of Washington, hereinafter called "County".

RECITALS

- A. WHEREAS RNLL desires to own, operate, and maintain a park, open space, recreation facilities and programs for the use and benefit of those participating in its youth softball and baseball programs, as well as for the use and benefit of the public; and
- B. WHEREAS the County, under the authority of RCW 36.89.050, King County Resolution 34571 and other federal, state and county laws, has acquired and developed a substantial park, recreation and open space system that depends on the continued operation of its many individual properties and facilities in order to fully serve the needs of the residents of King County and the cities within it; and
- C. WHEREAS the County desires to divest itself of ownership, management, and financial responsibility for local parks and recreational facilities and programs in urban areas, including that park known as Redmond Ridge Park, described in Exhibits A and B hereto; and
- D. WHEREAS the County does not have a sufficient, stable source of revenue to continue to manage and maintain its parks, open space, recreational facilities and programs at current levels; and
- E. WHEREAS the County is legally restricted from converting many of these parks, open space, and recreational facilities from their current uses without expending funds to replace the converted facilities; and
- F. WHEREAS given the legal restriction regarding conversion of Redmond Ridge Park, the marketability of the Park is limited and, as a result, the cost to operate the facility is approximately equal to the value of the property to the County; and

- G. WHEREAS RNLL provides scholarships, reduced fees or other means of assuring access to parks and recreational programming for County residents, and RNLL has a goal of ensuring that such facilities and programs are available to all persons desiring to use the park and recreational programs regardless of residency; and
- H. WHEREAS RNLL wishes to assume ownership of Redmond Ridge Park for the purposes of operating a facility in support of its youth softball and baseball programs, and to maintain, schedule and operate that facility for use by the public; and
- I. WHEREAS it is in the best interest of the public that RNLL and the County take those actions necessary to meet these desires and to cooperate in any transition to insure a smooth transition and avoid service disruption at Redmond Ridge Park;
- J. NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, RNLL and the County agree as follows:

1. Conveyance of Title

- 1.1. Within thirty (30) days of execution of this Agreement, King County shall convey to RNLL by bargain and sale deed its ownership interest, and/or, when possible, by assignment, any leasehold interest or shared use responsibility, in the following listed park/recreation site, which is described more fully in Exhibits A and B (the "Property"):

Redmond Ridge Park, 22915 NE Alder Crest Dr Redmond WA 98053

- 1.2. By and through such deed, the County shall convey to RNLL a fee simple interest in the property, subject to the covenants, conditions, and restrictions set forth in the deed and described below.
- 1.3. The deed from the County to RNLL shall also contain the following specific covenants pertaining to use, which covenants shall run with the land for the benefit of the County and the County land that makes up its public park, recreation and open space system. The County and RNLL agree that the County shall have standing to enforce these covenants, which shall be set forth as follows:

"RNLL covenants that the Property shall continue to be used in perpetuity for public park and recreation purposes unless other equivalent lands or facilities within the county or RNLL are received in exchange therefore and the replacement lands or facilities are used in perpetuity for public park and recreation purposes."

"RNLL covenants that it will operate and maintain the Park and provide public access to the Park at or above the level of service described in Exhibit C to the Property Transfer Agreement between RNLL and the County."

"RNLL further covenants that it will not limit or restrict access to and use of the Property by the public in any way that does not also apply to RNLL members. RNLL covenants that any and all user fees charged for the Property, including charges imposed by any lessees, concessionaires, service providers, other assignees, or any of them shall be at the same rate for the public as for RNLL members. RNLL further covenants that any such user fees will be reasonably related to RNLL's cost to maintain, improve or operate the Property for public park and recreation purposes."

"RNLL covenants that it shall place the preceding covenants in any deed transferring the Property or any portion of the Property for public park, recreation or open space uses."

- 1.4 The Property being conveyed includes the following specific equipment and supplies : two (2) soccer goals, two (2) bleachers at the soccer field, two (2) bleachers at the baseball field, and one (1) set of baseball bases for the baseball field, and an irrigation system for the Property; provided, that the County shall remove its radio control gear from the irrigation system for the Property, and shall replace that gear with a site-specific controller (Rainbird ESP-LXI or equivalent) for the Property's irrigation system. Except as provided in this Paragraph 1.6, RNLL takes all equipment and supplies AS IS and WHERE IS and agrees that the County holds no future responsibility with regard to the equipment and supplies or any occurrence related to or resulting from use of the equipment and supplies. King County retains title to any other equipment and supplies stored at Redmond Ridge Park not mentioned above for use at other King County facilities, and such equipment and supplies will be removed from the Property by King County within a reasonable time following delivery of the Deed given pursuant to Paragraph 1.3.

- 1.5 The County **specifically reserves to itself and to its personal representatives, heirs, successors, and assigns, the** right to undertake upon the Property all activities necessary to protect public health, safety, or welfare, or which are actively required by and subject to compulsion of any governmental agency with authority to require such activity.

2. Existing Restrictions, Agreements, Contracts or Permits

- 2.1 RNLL shall abide by and enforce all terms, conditions, reservations, restrictions and covenants of title at the time of conveyance and/or in the deed of conveyance, including but not limited to native growth protection easements, water conservation, use and monitoring requirements, and other plat conditions related to the Property or the Redmond Ridge Urban Planned Development.
- 2.2 RNLL shall abide by K.C.C. 7.08.080 as now codified or hereafter amended, which restricts the form and content of advertising allowed at County park facilities, and prohibits the advertisement of tobacco products as defined in King County Ordinance No. 10615, and also prohibits the advertisement of spirits as defined in King County Ordinance No. 14509.
- 2.3 Scheduling and Operation. RNLL shall schedule and operate the Property so that the public has use privileges similar to those that the public would have if King County were scheduling and operating the Property, and consistent with the requirements in 3.4 below.

3. Condition of Premises and Responsibility for Operations, Maintenance, Repairs, Improvements, and Recreation Services

- 3.1 RNLL has inspected and knows the condition of the Property and agrees to accept the Property in AS IS condition, and to assume full and complete responsibility for all operations, maintenance, repairs, improvements of, and provision of recreational services at, the Property.
- 3.2 King County does not make and specifically disclaims any warranties, express or implied, including any warranty of merchantability or fitness for a particular purpose, with respect to the Property, and no official, employee, representative or agent of King County is authorized otherwise.
- 3.3 RNLL acknowledges and agrees that except as indicated in paragraph 4.2, the County shall have no liability for, and that RNLL shall release and have no recourse against the County for, any defect or deficiency of any kind whatsoever in the Property without regard to whether such defect or deficiency was known or discoverable by RNLL or the County.

3.4 RNLL acknowledges and agrees that it shall provide a level of service (access, maintenance, scheduling, availability) to the public that is substantively equivalent to the level of service set forth in Exhibit C to this Agreement. RNLL further acknowledges and agrees that any failure to comply with this section 3.4 shall constitute a material breach of this Agreement. RNLL acknowledges and agrees that the County may sue to enforce specific performance of this section 3.4, or for such other legal or equitable remedy as the County deems appropriate in its sole discretion.

4. Environmental Liability

- 4.1 "Hazardous Materials" as used herein shall mean any hazardous, dangerous or toxic wastes, materials, or substances as defined in state or federal statutes or regulations as currently adopted or hereafter amended.
- 4.2 Nothing in this Agreement shall be deemed to waive any statutory claim for contribution that RNLL might have against the County under federal or state environmental statutes that arises from hazardous materials deposited or released on the Property by the County during the County's period of ownership. RNLL may not, however, assert such a claim to the extent that RNLL creates the need for or exacerbates the cost of remediation upon which a statutory claim for contribution is based as a result of RNLL performing construction activities on the Property, changing the configuration of the Property, or changing the use of the Property.
- 4.3 If RNLL discovers the presence of hazardous materials at levels that could give rise to a statutory claim for contribution against the County it shall immediately notify the County in writing. Such notice shall in no event be provided more than 10 days after discovery. The parties shall make their best efforts to reach agreement as to which party is responsible for remediation under the terms of this Agreement prior to undertaking any remediation.
- 4.4 In no event shall the County be responsible for any costs of remediation that exceed the minimum necessary to satisfy the state or federal agency with jurisdiction over the remediation.

5. Indemnification and Hold Harmless

- 5.1 King County shall indemnify and hold harmless RNLL and its officers, agents or employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, (i) which are caused by or result from a negligent action or omission of King County, its officers, agents and employees in performing its obligations pursuant to this Agreement, and/or (ii) arising from those occurrences related to the Property that occurred prior to the effective date of conveyance of the Property to RNLL, except to the extent that (a) indemnifying or holding RNLL harmless would be limited by Section 4 of this Agreement; or (b) the loss or damage is caused by or resulting from a negligent action or omission of RNLL. In the event that any suit based upon such a claim, action, loss or damage is brought against RNLL or RNLL and King County, King County shall defend the same at its sole cost and expense and, if final judgment be rendered against RNLL and its officers, agents and employees or jointly against RNLL and King County and their respective elected officials, officers, agents and employees, King County shall satisfy the same.
- 5.2 In executing this Agreement, the County does not assume liability or responsibility for or in any way release RNLL from any liability or responsibility which arises in whole or in part from the existence or effect of RNLL's rules, regulations, practices, acts, or omissions. If any cause, claim, suit, action or administrative proceeding is commenced in which RNLL's rules, regulations, practices, acts or omissions are at issue, RNLL shall defend the same at its sole expense and if judgment is entered or damages are awarded against RNLL, the County or both, RNLL shall satisfy the same, including all chargeable costs and attorney's fees.

- 5.3 RNLL shall indemnify and hold harmless King County and its elected officials, officers, agents and employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, (i) which are caused by or result from a negligent act or omission of RNLL, its officers, agents and employees in performing obligations pursuant to this Agreement, and/or (ii) arising from those occurrences related to the Property that occurred on or after the effective date of conveyance of the Property to RNLL, except to the extent that (a) indemnifying or holding the County harmless would be limited by Section 4 of this Agreement; or (b) the loss or damage is caused by or resulting from a negligent action or omission of King County. In the event that any suit based upon such a claim, action, loss or damage is brought against King County or King County and RNLL, RNLL shall defend the same at its sole cost and expense and, if final judgment be rendered against King County and its officers, agents and employees or jointly against King County and RNLL and their respective officers, agents and employees, RNLL shall satisfy the same.
- 5.4 Each party to this Agreement shall immediately notify the other of any and all claims, actions, losses or damages that arise or are brought against that Party relating to or pertaining to the Property.
- 5.5 Each party agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any employees, or agents. For this purpose, each party, by mutual negotiation, hereby waives, with respect to the other party only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW, but only to the extent necessary to indemnify the other party. The parties agree that this waiver was expressly, specifically, and mutually negotiated by them.

6. Audits and Inspections

- 6.1 Until December 31, 2012, any of either party's records related to any matters covered by this Property Transfer Agreement not otherwise privileged shall be retained by each party and shall be subject to inspection, review, and/or audit by either party at the requesting party's sole expense. Such records shall be made available for inspection during regular business hours within a reasonable time of the request.

7. Waiver and Amendments

7.1 Waiver of any breach of any term or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition shall be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

8. Entire Agreement and Modifications

8.1 This Property Transfer Agreement and its Exhibits sets forth the entire agreement between the parties with respect to the subject matter hereof. It may be supplemented by addenda or amendments, which have been agreed upon by both parties in writing. Copies of such addenda and amendments shall be attached hereto and by this reference made part of this contract as though fully set forth herein.

9. Duration and Authority

9.1 This Agreement shall be effective upon signature and authorization by both parties. The terms, covenants, representations and warranties contained herein shall not merge in the deed of conveyance, but shall survive the conveyance and shall continue in force unless both parties mutually consent in writing to termination.

10. Notice

10.1 Any notice provided for herein shall be sent to the respective parties at:

King County:
Kevin R. Brown
Director, Parks and Recreation
Division, DNRP
Rm 700, King Street Center
201 S. Jackson Street
Seattle, WA 98104

RNLL:
Redmond North Little League
Attn: President
P.O. Box 107
Redmond, WA 98052

11. Assignment. King County reserves the right to assign or otherwise transfer its rights or interests under this Agreement to a park and recreation service area, park and recreation district, or a metropolitan park district, organized under RCW 36.68.400 et seq., RCW Ch. 36.69, or RCW Ch., 35.61, all as now codified or hereafter amended; or to a city, to a homeowner's association, or to another local government jurisdiction. King County shall promptly notify RNLL upon the occurrence of any such assignment. RNLL shall not assign or otherwise transfer any of its rights or interests under this Agreement, or any of its rights or interests in or title to the Property, to any other person or entity unless and until the County (or its successor in interest) expressly approves such assignment or other transfer in writing, which approval shall not be unreasonably withheld; provided that this section shall not require County approval for RNLL to enter into short-term (five years or less) third party operating, concession, vendor, maintenance or service contracts that are otherwise consistent with the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

King County

RNLL

King County Executive

RNLL President

Date

Date

Approved as to Form:

Approved as to Form:

King County
Senior Deputy Prosecuting Attorney

RNLL Attorney

Date

Date

STATE OF WASHINGTON)
) SS
 COUNTY OF KING)

On this _____ day of _____, 2006, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared, to me known to be the individual described in and who executed the forgoing instrument, and acknowledged to me that _____ signed and sealed the said instrument as _____ free and voluntary act and deed for the uses and purposed therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

Notary Public in and for the
 State of Washington, residing

at _____
 City and State
 My appointment expires _____

STATE OF WASHINGTON)
) SS
 COUNTY OF KING)

On this _____ day of _____, 2006, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared, to me known to be the individual described in and who executed the forgoing instrument, and acknowledged to me that _____ signed and sealed the said instrument as _____ free and voluntary act and deed for the uses and purposed therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

Notary Public in and for the
 State of Washington, residing

at _____
 City and State
 My appointment expires _____

King County Parks Transferring to RNLL

Name of park

Amenities/facilities

Redmond Ridge

Park
Baseball field
Soccer field
Open play field
2 play equipment areas
Picnic shelter and tables
Restroom facility
Parking lot

Legal Descriptions

Tract P-801 of the plat of "Redmond Ridge Division 8 - A Master Plat" as recorded in Volume 208 of Plats, Pages 68 through 90, inclusive, under Recording No. 20021001000271, Records of King County, Washington

**PUBLIC USE OF PARK AND
SUMMARY OF MAINTENANCE TASKS AND RESPONSIBILITIES**

A. PUBLIC USE OF PARK

RNLL agrees to apportion its use of the Park (thus making the park available for general public use in accordance with this section):

1. Scheduling Seasons. For the purpose of apportioning scheduled use, the year shall be divided into four scheduling seasons:

Winter: November 1 – February 28 (Soccer only)

Spring: March 1 – May 31 (Soccer and Baseball)

Summer: June 1 – August 31 (Soccer and Baseball)

Fall: August 31 – October 31 (Soccer and Baseball)

2. General Use Priority. Reserved use of the athletic fields shall be scheduled through the assigned RNLL Representative or designee. The agreed upon percentage of adult and youth reserved usage is:
 - a. User Group Definitions: For the purpose of apportioning scheduled use, a user group a majority of whose participants are under the age of 19 shall be defined as a Youth Group. A user group a majority of whose participants are 19 years of age and older shall be defined as an Adult Group.
 - b. Scheduling Process and Procedures: RNLL will develop a written scheduling process and procedures that RNLL will follow to schedule activities and events at premises.
 - c. Soccer Field: It is understood and agreed the RNLL is seeking to convert the existing Soccer Field into one or two "Little-League"-scale baseball fields (hereinafter the "Little League Fields"). The terms of this in this Exhibit C related to the Soccer Field shall apply only until such time as the Soccer Field is closed to facilitate its conversion to Little League Fields.
 - i. Youth Soccer shall receive a minimum of 30% of the time available for scheduling during the Winter, Spring and Summer Scheduling.
 - ii. Adult Soccer will receive a minimum of 70% of the time available for scheduling during the Winter, Spring and Summer Scheduling Season.
 - iii. Youth Soccer shall receive a minimum of 50% of the time available for scheduling during the Fall Scheduling Season.
 - iv. Adult Soccer will receive a minimum of 50% of the time available for scheduling during the Fall Scheduling Season.

- d. Existing Baseball Field: Prior to Conversion of Soccer Field to Little League Fields: Until such time as the existing Soccer Field is converted to Little League Fields, the following use conditions shall apply to the existing adult-scale Baseball Field (hereinafter the "Existing Baseball Field"):
 - i. Youth Baseball/Softball shall receive a minimum of 70% of the time available for scheduling during the Spring and Summer Scheduling Season.
 - ii. Adult Baseball/Softball play will receive a minimum of 30% of the time available for scheduling during the Spring and Summer Scheduling Season.
 - iii. Youth Baseball/Softball shall receive a minimum of 50% of the time available for scheduling during the Fall Scheduling Season.
 - iv. Adult Baseball/Softball play will receive a minimum of 50% of the time available for scheduling during the Fall Scheduling Season.
- e. All Baseball Fields (both the Existing Baseball Field, and the Little League Fields anticipated to be built replacing the Soccer Field) will be closed for rest, repair, and renovation during the Winter Scheduling Season.
- f. Scheduled RNLL Use of Baseball Fields:
 - i. Existing Baseball Field: Prior to Conversion of Soccer Field: Scheduled RNLL activities shall not exceed 70% of scheduled time on the existing baseball field during the Spring Scheduling Season and no more than 50% of scheduled time on the baseball field during the Summer Scheduling Season.
 - ii. Existing Baseball Field After Conversion of Soccer Field: RNLL shall have no priority use of the Existing Field after Conversion of the Soccer Field to Little League Fields.
 - iii. New Little League Fields Located on Soccer Field: Scheduled RNLL activities on the Little League Fields constructed on and replacing the current Soccer Field site shall not exceed 80% of scheduled time on the new baseball fields during the Spring Scheduling Season and no more than 70% of scheduled time on the new baseball fields during the Summer Scheduling Season.
- g. Unscheduled time. Use of the athletic fields during times when they are not reserved shall be available to the public on a first-come, first-serve basis; provided that the use is consistent with the intended use of the field. The fields shall be available for use unless they are placed off-limits in accordance with this Exhibit C or other maintenance needs.
- h. Field Closures. During periods of inclement weather, field closures may result as determined by RNLL. Closure may also result from poor playing conditions or damages which would cause hazardous safety considerations for the public and/or excessive repair work to bring the field back to playable condition.

3. Specific Scheduling Priorities.
 - a. RNLL Priorities. During the Spring, Summer and Fall scheduling seasons, seven days a week from 8:00 a.m. to 11:45 p.m., except as otherwise provided and subject to the limitations of Section 2 of this Exhibit C, RNLL shall have first priority in reserving use of the athletic fields. During the Winter scheduling season, all other users shall have a higher priority than RNLL in reserving the soccer field. "RNLL use" means use for RNLL activities within the time reserved for RNLL.
 - b. Limited use period. It is the intent of both parties to designate the Winter scheduling season as a period of rest for the Baseball Fields with no scheduled use.

B. SUMMARY OF MAINTENANCE TASKS AND RESPONSIBILITIES

1. OPEN & CLOSE PARK

DEFINITION: The activities associated with opening and the safe closing and securing of parks and facilities to the public. Task includes travel to and from site location, task preparation, post-task cleanup and storage of equipment, tools and materials. Closing will/should be done by two people for safety

DESIRED RESULT: Between the posted hours of park closure and park gate opening, designated parks are to be cleared of park patrons, and gates and restrooms are to be closed and locked.

GENERAL TASK PROCEDURE: Open the park by visually inspecting the park and unlocking gates, restrooms and other facilities. Clean and service restrooms.

- Close the park preferably with at least two people, by clearing the park of visitors and locking the gates and facilities at the end of the day.
- Post notices on vehicles that are locked in (and notify King County Sheriff prior to lock in). If no response by Sheriff, leave gate open.

GENERAL FREQUENCY: Daily at designated sites.

TIME STANDARD: Calendar is January through December.

Time Standard

March 1 through October 31 - 1/2 hour to 1 hour depending on site.

November 1 through February 28 - 1/2 hour per park.

2. PAVEMENT CLEANING

DEFINITION: The cleaning of paved paths, sidewalks, stairs, court yards, parking lots, roadways and trails using a broom, motorized

blower, power washer or power sweeping equipment to clean paved surfaces.

DESIRED RESULT: Paved surfaces are to be kept clean, safe and free of contaminants, litter and debris to present an attractive appearance and eliminate potential safety hazards. All dust, dirt, rocks, snow, ice, algae, moss, oil, anti-freeze, organic debris, feces, litter and garbage will be cleaned up and removed from pavement. (Gravel areas also require filling potholes and grading.)

GENERAL TASK PROCEDURE:

- Inspect site
- Manually remove all large pieces of garbage, litter and debris.
- Cleanup any spilled contaminants (oil, anti-freeze etc.) using kitty litter or absorbent pads-dispose of in a container for transport and proper disposal.
- Cleanup and dispose of any infectious waste per safety policy/procedures.
- Using cleaning tools sweep, blow or wash paved surfaces to remove dirt and debris. If using blower be mindful of wind direction and avoid dusting park users and vehicles.
- Gather material and load for removal.
- If clearing snow and ice – start with removal on stairs, wheel-chair ramps, curbs and steep inclines. Clear a path for pedestrians to buildings. Clear in front of buildings. Clear drain inlets and snow melt travel areas to drains. Put down salt or de-icer, but make sure that the solution concentrate does not get into drains or on adjacent vegetation.
- Remove weeds from expansion joints.
- Inspect and clean drain inlets as necessary to remove debris.
- Clean equipment and return it for storage or transport.
- Transport debris to Transfer Station or collection/disposal site.

GENERAL FREQUENCY: As appropriate to site.

TIME STANDARD: Calendar is January through December.

Time Standard:

- Parking Lots — Variable depending on site and equipment available.
- Other Surfaces — Variable depending on site and equipment available.
- Trails — One hour per mile, 3 times per week
 - summer - two hours per mile, 3 times per week –
 - Winter - varies due to use, width of trail, and adjacent vegetation and topography.

3. **LITTER & GARBAGE PICKUP**

DEFINITION: The clean up of litter and garbage by hand, rake, broom, vacuum, poker, litter-getter, Rac-o-vac or rake, to remove and transport to waste receptacle or disposal site.

DESIRED RESULT: All park areas should be free of litter and debris to provide an attractive appearance and to reduce potential safety hazards.

GENERAL TASK PROCEDURE:

- Gather litter/garbage and dispose of properly into bags, cans or dumpsters.
- Properly tarp and transport to collection sites.
- Replace liner bags in garbage cans.
- Disposal of hazardous and infectious waste in appropriate containers will be done per safety policy/procedures
- Disposal of recyclable materials will be handled as appropriate
- Pressure wash and clean up garbage cans and containers as needed.

GENERAL FREQUENCY:

Major/high use sites One time per day, in addition to as needed.
Neighborhood Parks -Three times per week, in addition to as needed.

TIME STANDARD: Calendar is January through December.

4. **TRIMMING/EDGING/MOWING**

DEFINITION: The use of weed eaters, edgers and push mowers to cut and trim all turf borders, edges and areas near fences, trees, and the use of blowers and various hand tools to cleanup all turf residue.

The use of riding mowers to cut, and if needed Rako-Vacs Rac-o-vac to clean up residue, in general park turf areas. Turf areas include athletic fields, park lawns and meadows.

Task includes minor turf repair, task preparation time, post-task cleanup and general storage of equipment, tools and materials.

DESIRED RESULT: Turf should be cut cleanly at a height that is appropriate for the type of grass and mowing conditions, generally **2.0 - 2.5 inches**. The mowing pattern should display evenly spaced and straight lines, and should be alternately vertical, horizontal or diagonal mowed so that the grass blades are not always cut from the same direction. Lawns and adjacent paved areas to be free of clumps and grass clippings. All turf borders should be maintained and cut at the same length as the primary turf areas. Edges should be cut so that grass does not overlap concrete or border by more than one inch. All cutgrass to be removed from paved surfaces.

GENERAL TASK PROCEDURE:

- Inspect the site visually and pick up any rocks, litter and debris, make note of other obstacles.
- Move picnic tables and other park furniture.
- Mow area.
- Repair turf as warranted.
- Trim area.
- Edge area.
- Sweep or blow curbs, walks and stairs etc. and dispose of sod and plants debris.
- Clean and return equipment to storage or transport.

GENERAL FREQUENCY:

One to two times per week [seasonal] for irrigated and fertilized turf.
One time per week or one time per 2 weeks for non-irrigated, non-fertilized turf areas.
Hammer knife four times per year.

TIME STANDARD: Calendar is February 15 through November 15.

Time Standard -Push Mowing — 4,000 square feet per hour.

- Edging — 1,500 linear feet per hour.
- Weed eating — 1,800 square feet per hour.
- Ride Mowing — 1 acre per hour based on various types of riding mowers.
- Hammer knifing — one half-acre per hour based on more severe cutting conditions.

5. LANDSCAPING

DEFINITION: The routine care of plant beds, plantings, ornamental trees and shrubs, and prepared turf areas.

DESIRED RESULT: Landscaped areas should be free of litter, debris, weeds, spent blooms, unhealthy/dead/damaged plants. Landscape should display vigorous growth, good normal appearance, generally free of disease or insect infestation. Trees should be free of deadwood or unsafe branching. Landscape should be kept in a clean, safe, and attractive condition.

GENERAL TASK PROCEDURE:

- Edge, weed and mulch plant beds.
- Irrigate with appropriate sprinkling systems according to need and weather conditions.
- Plant annual/perennial plantings using proper preparation and planting techniques.
- Fertilize with appropriate fertilizers based on BMPs and soil tests.
- Support special site maintenance programs that emphasize landscape and horticultural settings.
- Prune to remove dead, diseased and misshapen branches, and to enhance natural shape of plants.
- Remove spent blooms of annuals and flowering shrubs.

GENERAL FREQUENCY: Variable, - at least twice a year.

TIME STANDARD: Calendar is January through December.

6. BRUSHING

DEFINITION: The clearing of brush, branches, natural growth [undergrowth, suckers, blackberries, thistles, etc.], felling trees, cutting and removing tree limbs, and clearing fallen trees. Cutting back vegetation for both view and safe sight lines.

DESIRED RESULT: Parks should be relatively free of undergrowth, overgrown brush and tree debris in order to maintain an attractive appearance, protect the safety of visitors and to reduce fire hazards. Viewpoints, vehicular, and high-density access areas should have a clear line of sight.

GENERAL TASK PROCEDURE:

- Assess area to determine the most efficient brush removal procedure.
- Assess safety needs of job site. Determine escape routes, set up flagging cones, barriers to regulate public access to site. Provide staff to control flagging of work area.
- Clear brush, or fall trees, cut and remove tree limbs, etc.
- Cut, gather, shred, chip and dispose of debris.
- If job is not completed at end of workday, secure site.
- Remove noxious weeds.

GENERAL FREQUENCY: As needed or planned - Storm and weather dependent.

TIME STANDARD: Calendar is January through December.

7. LEAF GATHERING

DEFINITION: The raking, blowing, mulching, sweeping and removal of leaves for composting on site or removal to an off site location. Also includes bagging, loading, transport and disposal/spreading of leaves. Task includes travel to and from sites, task preparation, post-task cleanup and storage of equipment, tools and materials.

DESIRED RESULT: Park should be relatively free of leaf accumulations in turf, in high visibility areas and especially in areas around drain inlets. Leaves should be mulched and recycled back into the turf, if possible. Well-composted leaves should be used as mulch in the landscape.

GENERAL TASK PROCEDURE:

- Gather leaves with appropriate equipment and dispose of in proper location for composting.
- Be careful not to rut the turf areas when collecting or mulching leaves.
- Mulch/recycle leaves into turf with mowers, if not too thick.
- Clean and return equipment to storage or transport.

GENERAL FREQUENCY: As needed.

TIME STANDARD: Calendar is October through January.

8. ATHLETIC FIELD MAINTENANCE

DEFINITION: Major or periodic athletic field maintenance performed to get fields, stands and fixtures in shape after major athletic events or weather related conditions; field preparation for practices and games as scheduled.

Athletic field maintenance and preparation includes: setting and checking field lights; installation or removal of pitching mounds, goal posts, fencing and bases; moving bleachers; adding surface materials; harrowing and floating playing surfaces; setting bases; dragging and lining fields; and performing litter control. Includes task preparation and post-task clean up and storage of equipment, tools and materials.

(Periodic restoration of field surfaces required based on site uses and condition. This includes grading, adding field soil mix, etc.)

DESIRED RESULT:

Fields and structures should be in a safe, clean condition for play. Grandstand and bleacher areas are free of litter and debris. Turf and dirt surfaces are level and present an inviting appearance to users.

GENERAL TASK PROCEDURE:

- Inspect fields to determine what work is necessary
- Remove litter and garbage.
- Water fields as necessary.
- Float, drag and line fields.
- Set bases.
- Set up/take down goal posts
- Set up/take down crowd control fencing.
- Haul and set bleachers.
- Major cleaning of bleachers and grandstands.
- Replace or reset base pegs, and plates and rubbers.
- Add additional soil when needed, install and/or remove pitching mounds.
- Repair turf, remove grass lip on infield edges, top-dress and remove ruts and depressions.
- Disc, float and level field.
- Harrow, rotera, aerate, and roll all-weather playing surfaces and infields.
- Check and clean all catch basins, drain lines and water spigots/irrigation heads.
- Short-cut turf and line field at the start of the season.
- Remove grass and debris from infield areas and warning tracks
- Clean equipment, and tool and return to storage area or transport.

GENERAL FREQUENCY:

Field Maintenance -At the start of softball/baseball season, soccer/football season and as needed or warranted by weather conditions, during the seasons.

Base Ball field Preparation -per schedule

Soccer Field Preparation [all-weather] -2 times per week

Soccer Field Preparation [turf] -1 time per week

TIME STANDARD:

Calendar:

- Baseball/Softball Preparation - January through December as scheduled or needed.
- Soccer Preparation - January through December as scheduled.
- Football Preparation - September through December as scheduled.
- Field Preparation - March through September.

Time Standard:

Maintenance — 1/2 to 2 hours per baseball/softball field.

- Maintenance — 5 to 8 hours per soccer/football turf and all-weather fields.
- Maintenance — 5 to 8 hours at the start of each season for initial prep of field.
- Preparation — 1 hour per standard baseball/softball field
- Preparation — 1/2 to 2 hours per soccer/football turf and all-weather fields.

9. **PLAY AREA INSPECTION/REPAIR**

DEFINITION: The weekly inspection and maintenance of play equipment and surfacing (including park exercise courses) to ensure safe use by the public.

DESIRED RESULT: Play structures should have all fasteners tight and moving parts secure and properly lubricated. No sharp edges, splinters or protruding parts that may cause injury should be present. Chain links and S-hooks should not be worn, cracked or stretched. Play surfaces should be clean, free of debris and level, especially near swings and other active structures. Play area surfacing should be maintained at required depths around footings and concrete. Handicapped access pads and all paved surfaces are to be clean of surface material. Inspection records should be kept.

GENERAL TASK PROCEDURE:

- Inspect play equipment for vandalism, broken or damaged parts, missing parts, jagged or exposed places, worn surfaces and bearings, etc.
- Make minor adjustments such as untangling swings.
- Pick up and dispose of litter, broken glass, garbage and debris.
- Rake and groom surface area around play area.
- Adjust, lubricate, repaint and perform minor repairs.
- Replacement of play equipment is consistent with current practices.
- Remove offensive graffiti.
- Immobilize unsafe play equipment.
- Prepare inspection forms and accurately note all deficient items for follow-up.
- Clean and return equipment to storage or transport.

GENERAL FREQUENCY: As needed - minimum of once per week.

TIME STANDARD: Calendar is January through December.

- 15 minutes per week for inspection.
- 2 to 3 hours per month for maintenance.

10. **RESTROOM AREAS**

DEFINITION: The cleaning, sanitizing and maintenance of restrooms.

Note: This task does not include winterization or de-winterization of the building and plumbing

DESIRED RESULT: Restrooms, shower facilities and bathhouses should be kept in a clean, safe, sanitary and inviting condition for the personal use of the public.

GENERAL TASK PROCEDURE:

- Visually check the structure, drinking fountains etc. and perform gutter, chase and other maintenance as required.
- Pick up and dispose of garbage and litter. Dispose of infectious and hazardous waste per policy.
- Clean and sanitize commodes, urinals, sinks and other surfaces using proper safety standards. Clean floors and walls as needed, be sure that all wash water is put into sanitary sewer inlets
- Replenish toiletry supplies.
- Check and replace light bulbs.
- Check sewer, water, and pump systems.
- Address malfunctions or damage.

GENERAL FREQUENCY: Daily to twice daily, depending on usage.

TIME STANDARD:

Calendar is seasonal March through October or year-round, depending on location and use.

- Time Standard: 30 minutes to 1 1/2 hours, depending on size and usage of facility.

11. **SEMI SKILLED CRAFTS WORK**

DEFINITION: The routine and minor plumbing repair, carpentry, fence repair, building repair and construction, construction and installation of signs, repair and maintenance of asphalt, concrete and gravel surfaces, painting, trail construction, and preparation of surfaces.

DESIRED RESULT: Through execution of these tasks, buildings, structures and paved areas will be kept in a state of good repair. This activity will assist in forestalling more extensive repair work.

GENERAL TASK PROCEDURE:

- Maintain and repair plumbing and water systems. Pump water to clear pipes, replace systems, etc.
Includes winterizing of restrooms and other buildings.
- Repair and replace fences, benches, locks and windows, construct and install signs, etc.
- Maintain and repair asphalt, concrete and gravel surfaces.
- Paint and related preparation of surfaces.

GENERAL FREQUENCY: As needed

TIME STANDARD: Calendar is January through December.

12. **DRAINAGE MAINTENANCE & REPAIR**

DEFINITION: The routine cleaning, maintenance and repair of drainage systems, culverts gutters, catch basins and oil separators.

DESIRED RESULT: All drains, catch basins, culverts, gutters and other drainage features should be kept clear, clean and functional, and in a state of good repair. No contaminates, or silt shall be allowed to enter the storm water system and cause contamination of waterways.

GENERAL TASK PROCEDURE:

- Inspect, clean and remove vegetation and debris from catch basins, gutters and other structures at least every 3-months. Best time to do this is when it is not raining.
- Check and clean debris and vegetation from drainage swales and culverts, at least once every 3 months. Be careful not to expose bare soil that can erode into the storm drainage.
- Clear grates, filters and other openings of debris and vegetation
- Perform routine inspections of oil separators and maintain as mandated by Water and Land Resources.
- Repair or replace missing or damaged grates, traps and doors.

GENERAL FREQUENCY: Inspections- Minimum of quarterly and corrective maintenance as required.

TIME STANDARD: Calendar is January through December.

