



Park Facilities



Maintenance and Repairs Management Plan

Revision: 11 October 2012

City of Lake Stevens

Park Facilities Maintenance and Repairs

Management Plan

Purpose

The Park Facilities Maintenance and Repair Management Plan consist of policies, intent, and procedures of the City of Lake Stevens for managing the public parks within the jurisdiction of the City. The plan serves as a guide and is considered a living document subject to changes and revisions. The plan reflects the expectations of City management and maintains flexibility for modifications.

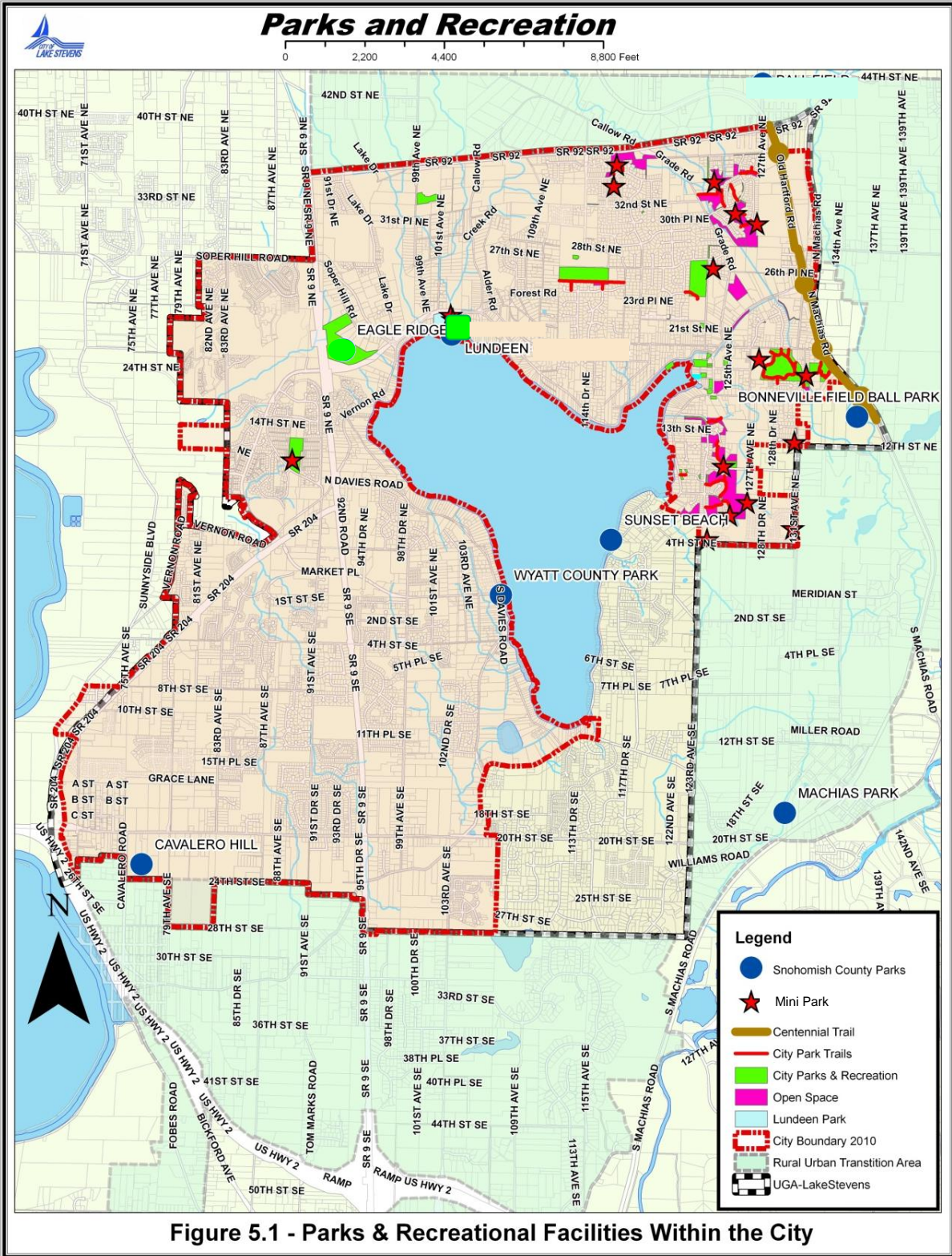
Background

The City maintains 3 types of public recreation facilities: regional, local, and mini parks . Most services for maintenance, repairs, and minor alterations are performed by the Public Works department staff. Contract services are typically used for specialty type work such as electrical, structural (i.e. shelter roofing), and large tree removal.

The public parks include:

- Lundeen Park
- North Cove Park
- Eagle Ridge Park
- North Lakeshore Swim Beach
- Catherine Creek (aka: Frisbee Park)
- Mill Cove Reserve Park
- Centennial Woods Park
- City Boat Launch
- Mini Parks (neighborhood parks)

A copy of the parks and recreation facilities within the City are shown on the map on the following page. Note some of the designated facilities shown are within the County's jurisdiction.



The following table is an excerpt from the December 2011 revision of the City's Comprehensive Plan, Table 5-2 Parks Inventory

Park Name	Area (Acres)	Type of Park	Level of Service Type	Adopted or Volunteer Maintained ¹
City Owned or Leased				
North Cove Park	4	Multi Purpose Park	Community	X
Centennial Woods Park	6.3	Natural, Passive Recreation	Community	
Eagle Ridge Park	27.9	Natural, Passive & Active Recreation, Neighborhood Park	Community	X
N. Lakeshore Swim Beach	0.5	Swim beach, dock	Community	X
Lundeen Park	9	Multi Purpose Park	Community	X
Catherine Creek Park	8	Multi Purpose Park	Community	X
City Boat Launch	0.75	Boat launch, dock	Community	X
Mill Cove Reserve	1	Natural, Passive Recreation	Local	
Reserve 1, 2 & 3 Tot Lot	0.26	Mini Park	Local	
Reserve	2.31	Trails	Local	
Schilling Short Plat Tot Lot	0.22	Mini Park	Local	
Baker Vista Subdivision	3.1	Two Mini Parks, trails	Local	X
Felt Short Plat Tot Lot	0.06	Mini Park	Local	
L.S. Woods	1.23	Trails	Local	
L.S. Woods	0.09	Mini Park	Local	
Williams Woods	0.72	Two Mini Parks	Local	
Catherine Creek Gardens	0.05	Mini Park	Local	
Lake Pointe	0.68	Mini park w/picnic, volleyball	Local	X
Timberlake Court	0.57	Mini Park	Local	
Catherine Creek Gardens	0.06	Mini Park	Local	
Lake Forest Estates	0.61	Mini Park	Local	
City trail south of H.S.	0.91	Trails	Local	X
Malia Heights	1.34	Natural, Passive recreation, open field	Local	
Subtotal	69.66			
County Owned				
Centennial Trail Existing	6.7	Multi user trail	County Maintained	X
LS Community Athletic Field	7.21	One Baseball Field	County Maintained	X
LS Community Park	43.26	Four Ballfields, Active, Passive, Natural Recreation	County Maintained	X
Wyatt Park	3	Multi Purpose Park, Boat Launch	County Maintained	
Sunset Beach	0.25	Mini Park	County Maintained	
Cavalero County Park	36	3 acre Off-Leash Dog Park, Undeveloped	County Maintained	
Subtotal	96.42			
Total	166.08			

¹ These facilities have some level of maintenance being performed by private individuals. This may include Homeowner Associations.

Policy Statement

In developing the park facilities maintenance, repair, and minor alterations management plan policies, the city considered a number of factors including:

- Public and employee safety, health, and welfare
- Protection and preservation of property
- Funding limitations
- Planned and unplanned services

- Policy P-1 First priority is given to safety.
- Policy P-2 Second priority is given to the operational preservation and reliability of the infrastructure.
- Policy P-3 Third priority is given to the performance of maintenance items such as paint, weeding, sod repair, and non-safety vegetation management.
- Policy P-4 Non-routine services deemed essential for the public safety and welfare by the Public Works Director, Safety Manager, or City Administrator shall take priority over other non-routine services.
- Policy P-5 Services performed shall not create a safety hazard condition or adversely impact the operations of a park usage.
- Policy P-6 Funding sources shall be identified prior to implementation of routine and non-routine services unless pre-authorized by the Mayor or City Administrator.
- Policy P-7 Level of services shall be used as a guideline with the exception of safety related inspections.
- Policy P-8 Public Works shall maintain a service note book to document when safety services are performed.
- Policy P-9 The City encourages volunteer services, especially for mini parks.

Level of Services Provided

There are two Level of Services provide: Community and Local.

Community: is defined as a park facility that typically services the community at large, can have high usage, and is considered a meeting destination.

Local: is defined as a park facility that typically services the local residents, has a lower usage, and does not have a regional draw as a destination.

The following tables are the current level of services provided for Community and Local City park facilities. These are used as a guideline and frequently are adjusted to accommodate usage, growing conditions, and weather.

LEVEL OF SERVICE – Community**Parks and Trails****Definition:** Services provided to perform maintenance for community and regional type Parks and Trails**Locations:** Properties purchased or dedicated for the public use as Parks or Trails typically not associated with a neighborhood or development.**Equipment:** Riding mowers, push mowers, hand tool, leaf blowers and pickers.

Service	Description	Frequency	
		ACTIVE May 1 st TO September 30 th	INACTIVE October 1 st TO April 30 th
LAWN MOWING	Mowing will be based on frequency during the Active period. During the Inactive period, mowing will be determined by visual inspection.	Every 10 days	7 times a season
EDGING	Performed along sidewalks and manicured plant beds.	2 times	1 times (spring)
WEEDING	Removal of weeds in manicured landscape areas.	4 times per year	Once per year
EMPTY GARBAGE	Collection of waste material and pickup of litter around receptacle.	Once per day	Once per month
PRUNING	Pruning on lower hanging trees and large scrubs.	2 times per year	None
TREE TRIMMING	Trimming lower hanging limbs, removal and trimming of damaged branches, and removal of safety concern branches.	2 times per year	Storm events as required
BARKING	Barking will be performed only in manicured landscape areas.	Once per year or spot as needed	None

RAKING AND PICKING UP LEAVES	Collection and disposal of leaves within park facilities.	2 times per year	2 times per year
PEDESTRAIN WAYS AND TRAILS	Litter pickup, removal of overhanging vegetation, spot cleaning, and blowing. Actual service on trail may be rotated during each frequency period.	2 times a month	7 times a season
WASH FACILITES	Cleaning shelter areas, park furnishings, and cooking areas.	Once per month	2 times (spring)
CHECK PLAY EQUIPMENT	Perform inspection of play equipment for safe operations. Repairs or adjustments will be performed as needed throughout the year.	Once per year	Once per year
RESTROOMS OPEN	During Active period, restrooms will be checked and serviced twice a day. During Inactive period restrooms will be serviced once each open day.	10am to 8pm daily	Closed
SWIM BEACH SERVICE	Pick up litter, maintenance of parking area, inspection of facilities.	2 times per week	2 times (spring)
BOAT RAMP	Pick up litter, maintenance of parking area, inspection of facilities.	2 times per week	Once per month
CLEAN PIERS	Pick up litter, performance of repairs, and inspection of facilities.	2 times per year	1 time (spring)

LEVEL OF SERVICE – Local**Parks and Trails****Definition:** Services provided to perform maintenance for local Parks and Trails**Locations:** Properties purchased or dedicated for the public use as Parks or Trails typically used for passive activities and within a neighborhood.**Equipment:** Riding mowers, push mowers, hand tool, leaf blowers and pickers.

Service	Description	Frequency	
		ACTIVE May 1 st TO September 30 th	INACTIVE October 1 st TO April 30 th
LAWN MOWING	Mowing will be based on frequency during the Active period. During the Inactive period, no mowing is performed.	One Spring and one Summer with a possible third mowing in late summer.	No work performed
WEEDING	Weed spraying in areas near structures and trails.	Once each year	No work performed
TREE TRIMMING	Trimming lower hanging limbs, removal and trimming of damaged branches, and removal of safety concern branches.	Up to 1 times per year	Storm events as required
RAKING AND PICKING UP LEAVES	Collection and disposal of leaves within park facilities.	Performed with mowing	No work performed
PEDESTRAIN WAYS AND TRAILS	Litter pickup and removal of overhanging vegetation.	Inspected and performed as needed with each mowing	No work performed
CHECK PLAY EQUIPMENT	Perform inspection of play equipment for safe operations. Repairs or adjustments will be performed as needed throughout the year.	Once per year	Once per year

Requesting Of Services

Requests for services should be submitted to the Public Works Superintendent. In the absence of the Public Works Superintendent, the request should be sent to both the Parks Lead and Public Works Director. In the request, it should include the following information:

- Description of services requested
- Building and location
- Required date and time that services must be completed (if applicable)
- Name, and telephone number or e-mail address of contact
- For non-routine, identify where funding has been allocated from

Adopt-A-Park

The City has an Adopt-A-Park program that allow for a Homeowners Association, individuals, or special interest groups to select a City park of their choice to perform volunteer services. These services typically consist of mowing, weeding, edging, and litter pickup. The City encourages homeowners and individuals to consider this as an option when a higher level of service is desired for their neighborhood park (mini park) or trail. Under this program, the volunteer provides the labor, protective clothing, and equipment needed to provide services. With arrangement with the City, debris and vegetation material collected and bagged will be picked up by the City. Interested parties should contact the City at 425-334-1012 and asked about the Adopt-A-Park program.

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