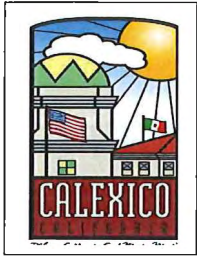


**AGENDA
ITEM**


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AGENDA STAFF REPORT

DATE: January 18, 2023

TO: Mayor and City Council

APPROVED BY: Esperanza Colio Warren, City Manager 

PREPARED BY: Lilliana Falomir, Public Works Manager – Administrative 

SUBJECT: Informational Item: Public Works Department – Parks Division
Parks and Landscaping Maintenance Schedule.

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Recommendation (*Item Requested by Council Member Romo*):

Informational Item: Public Works Department – Parks Division Parks and Landscaping Maintenance Schedule.

Background:

On December 21, 2022, during the City Council meeting future agenda item portion of the agenda, Council Member Romo requested a copy of the Public Works Department – Parks Division parks and landscaping maintenance schedule.

The Public Works Department – Parks Division provides maintenance to City parks, City facilities, green-areas, baseball fields and public restrooms. The maintenance includes but not limited to: cutting of grass, trimming trees, picking up trash, repairing and installing irrigation system, repairing plumbing issues, maintenance of playground equipment, tennis and basketball courts, lighting, fences, walkways, etc.

- 15 Parks 44.81 Acres
- 7 Baseball Fields 9.48 Acres
- 27 Green Areas 66.26 Acres
- 6 City Facilities 6.99 Acres
- 4 Parking Lots 4.48 Acres
- Total 132.02 Acres

Discussion & Analysis:

The Public Works Department – Park Division crew has three (3) parks and landscaping maintenance schedule:

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- Attachment No. 1 – Short Week (4-day work week) parks and landscaping maintenance schedule
- Attachment No. 2 – Long Week (5-day work week) parks and landscaping maintenance schedule
- Attachment No. 3 – Once a month parks and landscaping maintenance schedule

Please note that there are days and/or weeks that our Parks Division staff are unable to complete their daily park maintenance task due to the following:

- Holidays
- Shortage of staff (vacancies, medical leave, etc.)
- Equipment (lack of equipment, repairs, etc.)
- Special Projects/Events (downtown events, tournaments, etc.)
- Weather (winds, storms, etc.)
- Removal and/or transport of homeless items

Fiscal Impact:

No fiscal impact at this time.

Coordinated With:

City Manager's Office.
Public Works Department.

Attachment(s):

1. Short Week (4-day work week) Parks and Landscaping Maintenance Schedule
2. Long Week (5-day work week) Parks and Landscaping Maintenance Schedule
3. Once a Month Parks and Landscaping Maintenance Schedule
4. Public Works Department – Parks Division Organization Chart

ATTACHMENT #1

SHORT WEEK PARKS AND LANDSCAPING MAINTENANCE SCHEDULE

MONDAY	LOCATION
VILLA DE ORO RETENTION BASIN	CALLE DE ORO TO HARRINGTON STREET
VILLAS DE ORO MEDIAN	1100 AVENIDA DE ORO
SOUTH BIRCH GREEN BELT	700 E BIRCH STREET
NORTH BIRCH GREEN BELT	0-100 E BIRCH STREET
TUESDAY	
LOPEZ COURT CUL-D-SAC	200 BLOCK LOPEZ COURT
HERNANDEZ COURT CUL -D -SAC	200 BLOCK HERNANDEZ STREET
KENNEDY PARK	BETWEEN 200 BLOCK R KENNEDY STREET & ESPINOZA STREET
ANONOS COURT CUL-D-SAC	100 BLOCK ANNOS COURT
BANAGA STREET CUL-D-SAC	100 BANAGAS STREET
CAMARENA PARK	BETWEEN 100 BLOCK BANAGAS STREET & CAMARENA STREET
KENNEDY GARDEN PARK	200 BLOCK HERNANDEZ STREET
CAMARENA STREET CUL-D-SAC	100 CAMARENA STREET
WEDNESDAY	
APPLE BEES GREEN BELT	100 BLOCK ROBISON BLV
CAMPILLO FOUNTAIN	100 BLOCK AVENIDA CAMPILLO
COLE BLV RETENTION BASIN	COLE BLV & IMPERIAL AVENUE EAST
LAS CASITAS PARK	600 BLOCK JM. OSTREY STREET
HEBER PARK	900 BLOCK HAROLD AVENUE
FIRE STATION 2	900 WEST GRANT STREET
ANIMAL SHELTER	298 WEST SECOND STREET
THURSDAY	
NOSOTROS PARK	601 KLOKE AVENUE
NOSOTROS FIELD	600 BLOCK LINHOLM AVENUE
RODRIGUEZ PARK	900 BLOCK LINCOLN STREET
RODRIGUEZ FIELD	500 BLOCK SHERIDAN STREET
AMERICAN LEGION FIELD	400 BLOCK FIFTH STREET
ALEX RIVERA FIELD	400 BLOCK FIFTH STREET
RIO VISTA PARK	600 BLOCK EMILIA STREET

ATTACHMENT #2

LONG WEEK PARKS AND LANDSCAPING MAINTENANCE SCHEDULE

MONDAY	LOCATION
CITY HALL & VETERANS	608 HEBER AVENUE
CARNIEGE LIBRARY	420 HEBER AVENUE
POLICE & FIRE STATION	430 E. FIFTH STREET
ROCKWOOD PLAZA	400 BLOCK FIFTH STREET
TUESDAY	
BORDER PARK	100 BLOCK PAULIN AVENUE
CORTEZ PARK	1000 BLOCK SECOND STREET
COMMUNITY CENTER	707 DOOL AVENUE
CRUMMETT PARK	800 BLOCK BELCHER STREET
CAMARENA LIBRARY	850 ENCINAS AVENE
WEDNESDAY	
FIFTH & ANDRADE RETENTION BASIN	400 BLOCK ANDRADE AVENUE
DANIEL GUTIERREZ FIELD	900 BLOCK AVENUE
LIONESS PARK	1000 BLOCK HWY 98
VICTORIA PARK	900 HARRINGTON STREET
THURSDAY	
ANDRADE AVENUE GREEN BELT 1	1100-1300 BLOCK ANDRADE AVENUE
ANDRADE AVENUE GREEN BELT 2	2000 BLOCK ANDRADE AVENUE
ROSAS RETENTION BASIN	1100 ANDRADE AVENUE
CAMILIA RETENTION	1200 ANDRADE AVENUE
HOLDRIDGE GREEN AREA	1300 ANDREDE AVENUE
FRIDAY	
JOEL RIESEN FIELD	1100 SAPPHIRE STREET
MEADOWS DRIVE RETENTION BASIN	MEADOWS DRIVE & RANCHO FRONTERA
CORDOVA PARK	MEADOWS DRIVE & CLINTON AVENUE
PUBLIC WORKS YARD	549 PIERCE AVENUE

ATTACHMENT #3

ONCE A MONTH PARKS AND LANDSCAPING MAINTENANCE SCHEDULE

ONCE A MONTH	
BOWKER ROAD GREEN BELT	2000 BLOCK BOWKER RD
EAST RAINBOW GREEN BELT	1200 BLOCK KLOCKE AVENUE
SOUTH RAINBOW GREEN BELT	1000 BLOCK HWY 98
LAS HACIENDAS RETENTION BASIN	600 BLOCK SAM ELLIS STREET
EAST ZAPATA RETENTION BASIN	ZAPATA & BIELMA COURT
WEST ZAPATA RETENTION BASIN	ZAPATA & GRANERO AVENUE

ATTACHMENT #4

PARK MAINTENANCE DIVISION ORGANIZATIONAL CHART FISCAL YEAR 2022-2023

