

COMMISSION ON COMMUNITY INVESTMENT AND INFRASTRUCTURE

RESOLUTION NO. 10-2024

Adopted April 16, 2024

**APPROVING THE BUDGETS AND LEVIES OF SPECIAL TAXES FOR JULY 1, 2024
THROUGH JUNE 30, 2025 FOR COMMUNITY FACILITY DISTRICTS
ADMINISTERED BY THE SUCCESSOR AGENCY TO THE REDEVELOPMENT
AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO**

- WHEREAS, The Successor Agency to the Redevelopment Agency of the City and County of San Francisco (commonly known as the Office of Community Investment and Infrastructure or “OCII”) is implementing various Community Facilities Districts (“CFDs”) under the Mello-Roos Community Facilities Act of 1982, Cal. Government Code §§ 53311 *et seq.* (the “Mello-Roos Act”) in several redevelopment project areas of the City and County of San Francisco, including Mission Bay North and South, Hunters Point Shipyard, and the Candlestick Point areas of the Bayview Hunters Point, and one former project area, namely Rincon Point/South Beach; and,
- WHEREAS, The Mello-Roos Act authorizes local government agencies to form CFDs to levy and collect a special tax on real property in a designated area (in addition to property taxes and assessments imposed on those properties) for the construction or maintenance of public infrastructure and other specified facilities or property and for the provision of certain public services, and to borrow money by issuing bonds or incurring other forms of indebtedness to assist with financing such activities; and,
- WHEREAS, Under the Mello-Roos Act, the electors of a particular community facility district vote, at the time of formation, to approve the levy of special taxes on property owners in the district based on the Rate and Method of Apportionment (“Special Taxes”). The Special Taxes provide funding to construct or maintain specified public facilities benefiting those areas subject to the taxes; and,
- WHEREAS, Prior to its dissolution, the Redevelopment Agency of the City and County of San Francisco (“Former Agency”) administered several CFDs. Upon the dissolution of the Former Agency, OCII assumed the obligation to administer the CFDs, as described in Attachment A to this Resolution; and,
- WHEREAS, OCII’s authority as a CFD is separate from, but related to, its authority under the Community Redevelopment Law, as amended by the Redevelopment Dissolution Law. The Former Agency agreed to form new CFDs and issue debt secured by the Special Taxes and to fund public infrastructure, described in the applicable CFD formation documents and in enforceable obligations (including the Mission Bay North Owner Participation Agreement, the Disposition and Development Agreement (“DDA”) for Hunters Point Shipyard (“HPS”) Phase 1, the DDA for Candlestick Point-HPS Phase 2 DDA); and,

WHEREAS, The revenues from Special Taxes are not tax increment funds subject to the Redevelopment Dissolution Law, but are funds of the CFDs, and such Special Tax revenues can only be used for the purposes authorized for such CFDs. To the extent that OCII is only using Special Taxes to fund authorized CFD activities, the budget governing those expenditures is not included in the OCII's annual budget approved by the Board of Supervisors; and,

WHEREAS, Each CFD has its own source of revenues and budgeted amount of funds that may only be used in the particular district. Overall, the aggregate total of all CFDs in the proposed CFD Budget, attached as Attachment A to this Resolution, is \$48.0 million and includes expenditure of \$20.5 million Fiscal Year (FY) 24-25 special tax levy and \$27.5 million in special tax fund balance collected in prior years; and,

WHEREAS, The proposed CFD Budget includes specific amounts under contracts approved by the Commission for CFD No. 1, CFD No 5, and CFD No. 8 for the provision of maintenance services; and,

WHEREAS, Approval of the CFD Budget is not a "project," as defined by the California Environmental Quality Act ("CEQA") Guidelines Section 15378(b)(4), because it is a government fiscal activity which does not involve a commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore, is not subject to environmental review under CEQA; now therefore be it

RESOLVED, That the Commission approves the CFD Budget, attached to this Resolution as Exhibit 1; and be it further

RESOLVED, That OCII is authorized to receive and expend, subject to any budget or contract approval that may be necessary, Special Taxes that may be received during the Fiscal Year 24-25 in excess of amounts included in the CFD Budget provided that those funds are spent in accordance with the authorized activities for the CFD that generated the additional Special Taxes.

I hereby certify that the foregoing resolution was adopted by the Commission at its meeting of April 16, 2024.


Commission Secretary

Attachment A : FY 24-25 Budgets for the Community Facility Districts

FY 24-25 Budgets for Community Facility Districts

The Successor Agency to the Redevelopment Agency of the City and County of San Francisco (commonly known as the Office of Community Investment and Infrastructure or “OCII”) administers seven Mello-Roos Community Facilities Districts (“CFDs”) in the Mission Bay North and South, Hunters Point Shipyard Phase One, and Hunters Point Shipyard Phase Two-Candlestick Point Project Areas, as well as in the former Rincon Point South Beach Redevelopment Project Area. CFDs are special taxing districts formed under the Mello-Roos Community Facilities Act of 1982, Cal. Government Code §§ 53311 *et seq.*, (“Mello-Roos Act”) to fund the construction or maintenance of specified public facilities and services, and to borrow money (by issuing bonds or incurring other debt) to assist with financing these facilities. One of these CFDs, however, for Mission Bay North public improvements, is inactive as there is no levy of special taxes and no CFD indebtedness associated with the district.

Under the Mello-Roos Act, the Commission is the legislative body that creates the CFDs and authorizes the levy of special taxes on property owners in a particular area (“Special Taxes”) to construct or maintain specified public facilities benefiting that area. OCII staff administers the CFDs. OCII’s authority as CFD administrator is separate from Redevelopment Dissolution Law. The formation of OCII’s CFDs, however, is related to the enforceable obligations arising under OCII’s former redevelopment authority; for example, the Mission Bay Owner Participation Agreements required the Redevelopment Agency to form and administer certain CFDs. OCII could not form a new CFD today outside of enforceable obligations and must comply with the existing scope of the resolutions of formation authorizing the CFDs.

The CFD budgets include estimates of the special tax levies for Fiscal Year 24-25, which will be finalized in August 2024. Under the Mello Roos Act, the special tax levy is set by the Rate and Method of Apportionment (“RMA”), which is approved by the Commission at the time of CFD formation. The CFD budgets also detail the projected FY 24-25 expenditures (“FY 24-25 CFD Budget”), including 2025 debt service amounts. The following draft budgets narrative provides background on CFDs and the CFD budget process, as well as a budget and workplan for each CFD.

CFD Background

The Mello-Roos Act provides an alternative method of financing certain public capital facilities and maintenance type services and allows local agencies to create CFDs to fill some funding gaps created after the passage of Prop 13 (June 1978). CFDs have the power to:

- Levy and collect special tax;

- Finance specified public facilities and services; and
- Borrow money (issue bonds or incur debt) to finance public facilities.

A CFD is a voter-approved district that levies a special tax based on the unique tax formula RMA approved by the Commission at formation. CFDs help to amortize costs over a longer time period to reduce the upfront burden of development. Repayment of CFD debt is secured by a special tax on property bills. To form a CFD, the landowners must petition for formation and obtain 2/3 approval with property owners within the district boundaries.

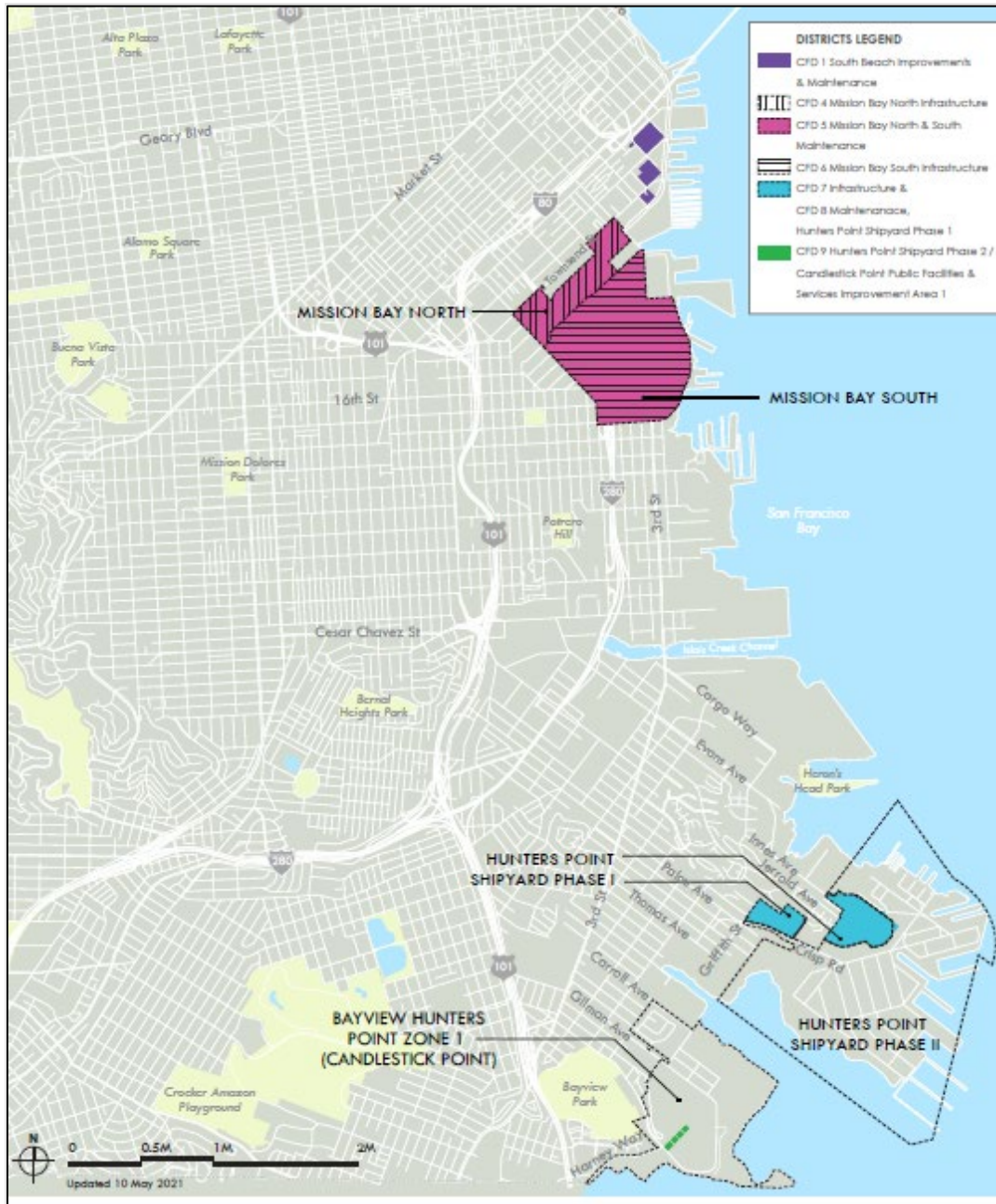
CFDs may provide funding to construct public facilities, maintenance type services related to those facilities or both, but the scope of facilities funding or maintenance funding must comply with the CFD formulation documents on which the electors voted. OCII administers the following types of CFDs:

1. **Maintenance CFDs:** CFD 5 Mission Bay (North and South) Maintenance District and CFD 8 Hunters Point Shipyard Phase One Maintenance District provide funds to operate and maintain open space parcels and parks as specified in the applicable resolutions of formation. Maintenance CFDs are formed to fund maintenance services on an on-going basis above and beyond the normal tax base.
2. **Infrastructure CFDs:** CFD 6 Mission Bay South Public Improvements District, and CFD 7 Hunters Point Shipyard Phase One Improvements District provide funds to acquire and develop parks and infrastructure such as streetscapes and sewers in the district¹. Infrastructure CFDs in OCII Redevelopment Project Areas were formed to provide a revenue source for infrastructure before property tax increment was available, (i.e., largely when the developer was the property owner and the sole taxpayer). Infrastructure CFDs often issue bonds to fund infrastructure. The amount of debt each CFD may issue is established by the Commission at CFD formation. The special tax collected in the CFD pays the debt service on the bonds. For infrastructure CFDs, the funds can only be used for infrastructure in each Project Area's Infrastructure Plan. The funds cannot be used for repairs.
3. **Infrastructure and Maintenance CFDs:** CFD 1 South Beach Improvements and Maintenance District and CFD 9 Hunters Point Shipyard Phase Two / Candlestick Point Public Facilities and Services District are both infrastructure and maintenance CFDs. At this time, both districts levy only the services portion of the special tax levy; CFD 1 because the infrastructure improvements for the CFD are complete and the debt is fully matured or paid off CFD 9 because no debt has been issued and no infrastructure improvements are yet under construction.

¹ CFD 4 Mission Bay North Public Improvements District is also an infrastructure CFD, but is no longer active. It does not collect special taxes and does not have any CFD indebtedness.

Map 1 shows the locations of the existing OCII CFDs in San Francisco.

Map 1: Geographic Boundaries of OCII's CFDs



Map 2 shows the locations of the parks in Mission Bay.

Map 2: Mission Bay Parks



Map 3 shows the locations of the parks in Hunters Point Shipyard/Candlestick Park.

Map 3: Hunters Point Shipyard Candlestick Point Parks



Table 1 shows background on OCII's CFDs:

Table 1: Background on OCII's CFDs

CFD	Title	Formation Year	Infrastructure/ Maintenance	Term	Outstanding Debt (\$M)	Available Bond Capacity (\$M)
CFD 1	South Beach Improvements & Maintenance	1988	Infrastructure / Maintenance	Facilities Ended; Services No Sunset	\$0.0	\$0.0
CFD 4	Mission Bay North Public Improvements	1999	Infrastructure	2032	\$0.0	\$0.0
CFD 5	Mission Bay North & South Maintenance District	1999	Maintenance of Parks	FY 2043-44	N/A	N/A
CFD 6	Mission Bay South Public Improvements	2000	Infrastructure	2050	\$119.8	\$56.1
CFD 7	Hunters Point Shipyard Phase One Improvements	2005	Infrastructure	FY 2055-56	\$28.4	\$30.5
CFD 8	Hunters Point Shipyard Phase One Maintenance	2008	Maintenance	No sunset	N/A	N/A
CFD 9	Hunters Point Shipyard Phase 2 / Candlestick Point Public Facilities & Services	2018	Infrastructure / Maintenance	Facilities 75 years; Services No Sunset	\$0.0	\$202.0 (Project Area 1)

Outstanding debt as of 8/31/24.

The term is the length of time through which the CFD is active. Outstanding debt shows the amount of principal outstanding for CFDs that have issued bonds. The maximum bond authorization is the remaining amount of debt the CFD may issue.

CFD Budgets Process

The CFD budgets are set each year first through the updating of the special tax. Each CFD levy is set each year based on the RMA of special taxes, as adopted in each CFD's resolution of formation.

The maximum special tax rates for each CFD are based on the amount of taxable property in each CFD as well as allowed inflation rates for the year. Furthermore, the special tax levy cannot be set higher than total projected expenditures for the CFD. Each year, the special tax levy is finalized in early August after development status is finalized as of June 30 and the inflation rate is established by Consumer Price Index ("CPI") published by the Bureau of Labor Statistics in July of each year.

The FY 24-25 CFD budgets sources include the projected special tax levy for FY 24-25, which assumes the FY 23-24 special tax levy amount inflated by CPI. Budgets sources also include special tax fund balance, which is special tax collected in a prior year but unexpended.

FY 24-25 CFD Budgets

The Expenditure categories for the FY 24-25 budgets include:

- **Debt Service:** Debt service payments on previously issued debt for infrastructure districts that have issued bonds to reimburse infrastructure built in the district or refund outstanding bond proceeds.
- **Maintenance and Operations:** Services provided under contract or under a joint facilities agreement with OCII to maintain park systems and streetscapes in maintenance CFDs, often including landscaping, janitorial, security, utilities, and tree maintenance services.
- **Capital:** Payments to maintain, install, or repair capital improvements in parks and open space.
- **Infrastructure Reimbursement:** Direct reimbursement to developer for costs of completed infrastructure.
- **Debt Refunding:** Bond proceeds and interest accrued to refund a bond issuance if a refunding opportunity such as a better interest rate or bond rating should arise.
- **Administrative Expenses:** OCII staffing and administration costs (including partial funding for CFD staff to oversee the CFDs, insurance costs, 1% County admin fee), which include budgeting, accounting, monitoring on-going revenue and expenditures, managing the bond portfolio and debt service payments, and complying with reporting requirements.

CFD administration requires technical tax experience and therefore OCII has retained the services of a special tax consultant, Goodwin Consulting Group, Inc. (“Goodwin”) to assist OCII in the CFDs’ administration. Goodwin will perform a subset of the more technical administrative activities including administering the special tax, ensuring compliance with annual disclosure and reporting requirements, and providing as needed analytical support for bond issuance or other matters.

- **Contingency:** Capital repair/replacement reserve for unforeseen expenditures.

Special taxes represent 100% of the revenue funding for the annual budget of the CFDs that collect a special tax levy. All CFDs levy a special tax except for CFD 4. Some CFDs have a Contingency, which is shown by individual CFD below. Contingencies reflect special tax received and budgeted in prior years that has not yet been expended and are held in capital repair/replacement reserve. This occurs when CFD expenditures are less than anticipated.

Below are the individual CFD budgets by project area and CFD.

RINCON POINT SOUTH BEACH

CFD 1: South Beach Improvements and Maintenance

CFD 1, OCII’s oldest CFD, provides landscape and hardscape maintenance for four public plazas, irrigation, special plaza furniture, lighting systems; and streetscape maintenance in several areas within the former Rincon Point South Beach Project Area. Currently, OCII contracts with Forster & Kroeger Landscape Maintenance, Inc. to provide these services. The current contract expires June 30, 2024. OCII staff issued a Request for Proposals (“RFP”) for a new contract in March 2024. CFD 1 is an infrastructure and maintenance CFD; however, as all bond proceeds have been expended and the bonds have been repaid, the infrastructure portion of the CFD 1 financing is no longer active. Therefore, the special tax only funds the maintenance, capital repairs and administration of this CFD.

In FY 24-25, CFD 1 has a budget of \$0.5 million. The majority of expenses are spent on on-going operational and capital improvement costs, as summarized in the table and text below. The remainder of expenses are for administrative expenses and a contingency capital repair/replacement reserve to be used in the event of unforeseen circumstances. In FY 24-25, the special tax levy will fund \$0.2 million of CFD 1 expenditures. CFD 1 also anticipates using \$0.3 million of the fund balance to fund maintenance and operations and to fund a one-time repair of certain deferred capital improvements, which have been included in the RFP issued in March of 2024 for a new maintenance contract. The capital improvements will include, but are not limited to, resetting pavers and stones, replacing missing pavement and stones, planting trees in empty tree wells, replacing at-risk plaza trees, pruning plaza trees, replacing broken lights, replacing

incandescent lights with LED lights, and replacing or aligning bollards. In FY 24-25, OCII will continue to work with its current contractor and new contractor to maintain the plazas and streetscapes. Table 3 shows the FY 24-25 CFD 1 Budget.

Table 3: FY 24-25 CFD 1 Budget

Expenditure Type	Expenditure Detail	Special Tax	Fund Balance	Total
Maintenance and Operations	Professional services to maintain plazas and streetscapes including landscaping, janitorial services, and utilities	\$87,023	\$62,977	\$150,000
Capital Repair	Planned repairs on existing capital	\$0	\$250,000	\$250,000
Administrative Expenses	Staffing and consulting costs to administer CFD, plan for capital repairs, and manage RFP process	\$122,082		\$122,082
Total		\$209,105	\$312,977	\$522,082

MISSION BAY NORTH AND SOUTH

The Mission Bay Project Areas include CFD 4, an infrastructure CFD for Mission Bay North; CFD 6, an infrastructure CFD for Mission Bay South; and CFD 5, a maintenance CFD for Mission Bay North and South.

CFD 4: Mission Bay North Public Improvements

CFD 4 was established to fund the reimbursement of public infrastructure in Mission Bay North, such as streets, utilities, and parks that have been constructed by the Mission Bay master developer. The FY 24-25 CFD 4 budget is \$0 due to the fact the outstanding debt was paid off in FY 22-23. Also CFD 4 is currently not levying a special tax.

CFD 6: Mission Bay South Public Improvements

CFD 6 levies a special tax to fund debt service and to reimburse the Mission Bay master developer for public infrastructure built in the district, such as streets, utilities, and parks. Any special tax remaining at the end of the year stays in the fund balance and will be used to fund future reimbursement requests by the master developer for completed infrastructure that the City has accepted.

The FY 24-25 CFD 6 Budget includes \$29.8 million in expenditures, the largest portion of which reflects funds to reimburse the developer for reimbursement claims submitted for infrastructure work completed. The second largest expense is debt service payments for the CFD 6 Special Tax Bond Series 2023 for Mission Bay South public improvements. The smallest expenditure in the budget is for administrative expenses. As of December 31, 2023, CFD 6 had a fund balance of

\$18.0 million. All of these funds are budgeted in FY 24-25 to reimburse the developer for reimbursement applications submitted for completed infrastructure work.

Table 5: FY 24-25 CFD 6 Budget

Expenditure Type	Expenditure Detail	Special Tax	Fund Balance	Total
Debt Service	Debt service for previously issued debt	\$8,223,963		\$8,223,963
Administrative Expenses	Staffing and consulting costs to administer CFD	\$337,356		\$337,356
Infrastructure Reimbursement	Direct reimbursement to developer for costs of infrastructure construction	\$3,246,092	\$18,033,389	\$21,279,480
Total		\$11,807,410	\$18,033,389	\$29,840,798

Series 2005A, 2005B, 2013A, 2013B and 2013C bonds were issued in CFD 6, and the proceeds from these bonds have been fully expended to reimburse the developer for infrastructure completed in the district. The CFD 6 Special Tax Bond Series for Mission Bay South public improvements was refunded in FY 23-24 to take advantage of market conditions and savings. The CFD 6 Special Tax Bond Series 2023 will have an outstanding principal of \$119.8 million at the beginning of FY 24-25.

CFD 5: Mission Bay (North & South) Maintenance

CFD 5 levies a special tax to maintain the passive and active park and open space in Mission Bay. For FY 24-25 there will be 30.2 acres of park and open to maintain, including 6.0 new acres to be added in FY 24-25. When all the Mission Bay parks are complete, CFD 5 will include 41 total acres of park and CFD funds will remain available to cover park maintenance costs until 2044. Maintenance and operations expenses include landscaping, janitorial and security. Pursuant to the Long Range Property Management Plan and as part of the ongoing asset transfer process, OCII terminated its Ground Lease with the City and County of San Francisco which owns the Mission Bay park parcels, on January 1, 2024 and entered into a joint facilities agreement with the City to have the City maintain the Mission Bay parks. CFD 5 funds can only be used for maintenance and repairs of Mission Bay parks and cannot be used on infrastructure. In FY 24-25, OCII will provide the City and County of San Francisco Recreation & Park Department (“RPD”), the City and County of San Francisco Public Works Department (“PW”) and the Port of San Francisco (“Port”) with CFD 5 funds for the maintenance and operations of the park and open spaces. Operations Plans have been submitted by RPD (Exhibit A) and the Port (Exhibit B).

The FY 24-25 CFD 5 budget includes up to \$3.7 million in expenditures. The vast majority of total expenditures are budgeted for maintenance and operations provided by RPD, DPW and the Port to operate the 30.2 acres of completed parks and open space across the district. Per RPD, DPW and the Port, parks maintenance and operations for the district are \$3.5 million in FY 24-25. The

CFD 5 budget includes a small expenditure for administrative expenses. CFD 5 will generate \$3.0 million in special taxes, and \$0.7 million will be drawn from fund balance to cover the gap.

Table 6: FY 24-25 CFD 5 Budget

Expenditure Type	Expenditure Detail	Special Tax	Fund Balance	Total
Maintenance and Operations	Professional services to maintain park system including landscaping, janitorial, and security	\$2,826,915	\$664,410	\$3,491,325
Administrative Expenses	Staffing and consulting costs to administer CFD	\$175,453	\$0	\$175,453
Total		\$3,002,368	\$664,410	\$3,666,778

As of December 31, 2023, CFD 5 had a fund balance of \$10.9 million, but expenditures in the district are projected to continue to exceed revenue as new open space is added to the system. Therefore, the existing fund balance will be used to offset future funding shortfalls. RPD and the Port will be required to fund shortfall beyond what can be covered by the CFD 5 fund balance in future years.

HUNTERS POINT SHIPYARD

The Hunters Point Shipyard project area includes CFD 7, an infrastructure CFD for Hunters Point Shipyard Phase 1; CFD 8, a maintenance CFD for Hunters Point Shipyard/Candlestick Point Phase 1; and CFD 9, an infrastructure and maintenance CFD for Hunters Point Shipyard/Candlestick Point Phase 2.

CFD 7: Hunters Point Shipyard Phase One Improvements

CFD 7 levies a special tax to fund debt service and to reimburse the Shipyard Phase One developer for public infrastructure built in the district, such as streets, utilities, and parks. Any special tax remaining at the end of the year falls to fund balance, which will be used to reimburse the developer for infrastructure as it is completed.

The FY 24-25 CFD 7 budget includes \$11.4 million in expenditures. The majority of the expenditures are budgeted for direct reimbursement of infrastructure costs. The second highest expenditure is budgeted for debt service. The smallest portion of expenditure is budgeted for administrative expenses.

Table 7: FY 24-25 CFD 7 Budget

Expenditure Type	Expenditure Detail	Special Tax	Fund Balance	Total
Debt Service	Debt service for previously issued debt	\$1,895,850		\$1,895,850
Administrative Expenses	Staffing and consulting costs to administer CFD	\$302,782		\$302,782
Infrastructure Reimbursement	Direct reimbursement to developer for costs of infrastructure construction	\$1,134,628	\$8,047,142	\$9,181,770
Total		\$3,333,260	\$8,047,142	\$11,380,402

The majority of the FY 24-25 CFD 7 Budget is supported by fund balance. The fund balance was generated over the years while the developer completed infrastructure such as streets and parks in preparation for a reimbursement request. In those years, the CFD retained collected special tax to fund these future infrastructure reimbursement requests. In FY 24-25 the developer will submit an infrastructure reimbursement that will reimburse multiple years of infrastructure cost. The remainder of the budget is supported by the FY 24-25 special tax levy.

Series 2014 Bonds were issued for CFD 7, and the proceeds from this bond have been fully expended to reimburse the developer for infrastructure completed in the district. This bond will have an outstanding principal of \$28.4 million at the beginning of FY 24-25. OCII does not plan to issue additional debt in FY 24-25.

CFD 8: Hunters Point Shipyard Phase One Maintenance

CFD 8 levies a special tax to fund the maintenance of five acres of active park space including a regional park, a neighborhood park and eight pocket parks, a Community Facilities Building (“CFB”), 13 acres of open space, and streetscape improvements, (“HPS 1 Facilities”). OCII owns the land on which the HPS 1 Facilities have been developed. The developer, HPS Development Co., LP, constructs and maintains the parks and open space until the HPS 1 Facilities are complete and are submitted for inspection to receive a Certificate of Completion. At that point, maintenance responsibilities are transferred to OCII (or in the case of streets and sidewalks, are transferred as right of way to the City). Pocket Parks numbers 9-16 and the CFB have transferred to OCII and are currently maintained by POSM (the HPS 1 Facilities maintenance firm). In FY 24-25, OCII will continue to accept completed HPS 1 Facilities from the developer and manage the accepted Facilities. At full build out, the responsibilities include landscape maintenance, janitorial services, building maintenance, property management, capital repairs, approximately 10,500 linear feet of streetscapes; subdrains; and public artworks.

Under Redevelopment Dissolution Law, the HPS 1 Facilities must be eventually transferred to the City. OCII staff and RPD are working to transfer the parks to RPD and the streetscapes to DPW (there are no Port parks in HPS).

Under Redevelopment Dissolution Law, the ownership of the HPS 1 Facilities must be eventually transferred to the City. OCII staff are working with the City to transfer ownership of the parks and open space to RPD, and the streetscapes to DPW, and the artworks to the Arts Commission. (there are no Port parks in HPS). OCII anticipates transferring the maintenance responsibilities for the parks and open space to RPD in early 2025. OCII plans to transfer the ownership of all of the Hilltop Facilities (Hillside is not complete yet) to the City before the end of FY 24-25.

Table 8: FY 24-25 CFD 8 Budget

Expenditure Type	Expenditure Detail	Special Tax	Fund Balance	Total
Maintenance and Operations	Professional services to maintain and operate the Facilities. Includes utilities	\$1,255,000		\$1,255,000
Capital Expenses	Planned capital expenses for Facilities	\$206,521	\$318,479	\$525,000
Administrative Expenses	Staffing and consulting costs to administer CFD	\$281,005		\$281,005
Capital repair/replacement reserve	Capital repair/replacement reserve for maintenance, capital, and administrative expenditures		\$100,000	\$100,000
Total		\$1,742,526	\$418,479	\$2,161,005

The FY 24-25 CFD 8 budget is \$2.2 million. The proposed FY 24-25 CFD 8 budget includes \$1.7 million from special taxes and \$0.4 million from fund balance. As of December 31, 2024, CFD 8 had a fund balance of \$8.3 million. The fund balance is composed wholly of special tax levied in prior years but unexpended.

The POSM maintenance budget is approved as part of the Commission’s annual approval of the CFD budget.

CFD 9: Hunters Point Shipyard Phase 2 / Candlestick Point Public Facilities and Services

CFD 9 is both a maintenance and infrastructure CFD. However, because no infrastructure has been completed in the district, the CFD levies only a portion of the maintenance special tax levy. FivePoint pays this special tax levy.

The FY 24-25 budget includes \$0.4 million in expenditures. The majority of expenditures consist of the contingency capital repair/replacement reserve for future park maintenance. The budget also includes funds for administrative expenses.

Table 9: FY 24-25 CFD 9 Budget

Expenditure Type	Expenditure Detail	Special Tax
Administrative Expenses	Staffing and consulting costs to administer CFD	\$45,500
Contingency capital repair/replacement reserve	capital repair/replacement reserve for maintenance, operations, and capital expenditures	\$389,864
Total		\$435,364

Although no open space has been completed in the district, the CFD levies a special tax to build a capital repair/replacement reserve for future maintenance and operations. Once open space is complete and maintenance is funded by the CFD, large one-time expenses, such as replacing pavers, lighting and other fixtures, may occur.

As of December 31, 2023 CFD 9 had a fund balance of \$2.1 million. The fund balance is generated through the maintenance special tax levy in the district.

Exhibit A: RPD CFD #5 Operations Plan

Exhibit B: Port CFD #5 Operations Plan

**MISSION BAY OPEN SPACE
MAINTENANCE AND OPERATIONS PLAN**

The Recreation and Parks Department (“RPD”) will be responsible for the overall management of the property including landscape, janitorial, general maintenance, and security services, as well as any special conditions of the Mission Bay Open Space System improvements. RPD will be responsible for their areas and components of the park improvements as shown on the plans, specifications, and project manuals provided for each park as they are added to the Memorandum of Agreement.

The RPD will maintain the parks in a first-class condition and operate the parks so as to enhance the enjoyment and safety of the general public. Recreation and Parks defines first class condition as the park maintenance standards set by the City Controller. All Park improvements will be maintained in accordance with the park plans, as-built plans, project manual specifications, and manufacturer specifications unless otherwise agreed upon by OCII.

This Scope of Work is broken into five main sections: I) General Park Management, II) Landscaping Maintenance, III) Janitorial Services, IV) Security Services, and V) Reporting Requirements.

I. Management

A. General Management. RPD will:

1. Manage parks with internal Departmental staff skilled in park operations and maintenance. A staffing plan will be reviewed and approved by OCII on an annual basis.
2. Oversee the coordination of any services of subcontractors.
3. Maintain all park systems and improvements.
4. Certify that all the park improvements have been built in accordance with the plans and specifications.
5. Provide general supervision of field operations.
6. Act as public liaison and liaison with OCII for the park system.
7. Utilize, if needed, independent sub-contractors to fulfill its property management responsibilities under the Scope of Services. However, the Departments, will have final responsibility for the management, operation, maintenance, and security of the Mission Bay Open Space System.

8. Negotiate, secure and manage all subcontracts necessary for the provision of services in accordance with City Purchasing Policies.
9. Resolve conflicts with members of the public and day-to-day issues as they arise.
10. Attend to all legal responsibilities entailed in operations of the Mission Bay Open Space System. Assure compliance with all local, state and federal codes and regulations pertaining to the work, including those pertaining to workplace safety and toxic chemicals.
11. Conduct and assure quality control of all operations to the satisfaction of OCII and any technical consultants such as landscape architects, horticulturists, engineers, security advisors and others, which OCII may retain.
12. Assure that appropriate licensing and bonding is maintained for any Mission Bay Open Space System worker providing services where licensing or bonding is required.
13. Assure that appropriate training is given to all City staff.
14. Work cooperatively with the San Francisco Department of Public Works (“SFDPW”) on Open Space Parcels’ construction guarantee during the warranty period as described in the Public Improvement Agreement or Improvement Permit for each Open Space Parcel as provided by OCII.
15. Review plans for future development as it relates to the Mission Bay Open Space System by-OCII or others and advise OCII on their operational aspects or impact on Mission Bay Open Space System operations.
16. Purchase any appropriate additional furnishing, fixtures and equipment (FF&E) necessary for operations. Provide dog waste bags in existing dispensers.
17. Prepare and submit to OCII a Mission Bay Open Space System Operations Summary, that includes possible proposed changes to operating procedures.
Perform the following Capital Renewal and Facility Management tasks: RPD will maintain Capital Asset Facility Assessment data through their existing asset management systems that details current capital facilities and equipment needs.
18. Update and implement a Site Emergency Action Plan (“Plan”) providing for the protection of life and property during emergencies, which may affect the Mission Bay Open Space System. The Plan will follow existing departmental policies and procedures and outline management and staff responsibilities, evacuation procedures, management and staff duties in an emergency situation. RPD will conduct preventative maintenance such as

maintaining life safety systems inspections and records logs.

- Be responsible for emergency preparedness training and relevant practice drills for all employees and subcontractors who work in the Mission Bay Open Space System.

19. Guided by existing city policies, screen potential Departmental staff for any behavior or past record, which might indicate inappropriateness for employment in a family-oriented environment.
20. Maintain good working relations with adjacent users near Mission Creek and in the surrounding Mission Bay neighborhood. The Departments will also attend meetings of the Mission Bay Citizens Advisory Committee (“CAC”) at a minimum every other month and respond to any concerns that the CAC may have.
21. Provide information about the Mission Bay parks on each Department’s respective websites. Content shall include but not be limited to permitting and event information and general park information.

B. Permits and Reservations. RPD will:

1. Allocate all fee revenue into a projected solely used for the operations and maintenance of parks in Mission Bay
2. Ensure that limitations on occupancy and other life-safety codes are strictly enforced for all events.

3. Require that any event sponsor secures all appropriate local, state, and federal permits.
 4. Coordinate with Mission Bay community on all events within the parks
 5. All Recreation and Parks permits shall be issued in accordance with Recreation and Park Department policies for other similar park properties. All fees for permits and reservations shall follow Recreation and Park policies and follow the City's park code fee schedule for permit and reservation charges.
- C. Management of Performance Areas. RPD will:
1. Be reimbursed for event services on a per event basis, by the event client for out-of-pocket staff charges incurred for a particular event.
 2. Maintain the performance areas located in P1 (the landscaped steps and performance area) and P17 (the IPE wood deck) in good operating order and advise OCII of any repairs that may become necessary.
- D. Special Conditions.
1. Public Use. RPD will:
 - i. Ensure that operations are planned and executed to maximize the public enjoyment of the Mission Bay Open Space System and minimize any disruption or inconvenience to the heavy public use of the site.
 - ii. The Departments will follow the Mission Bay Good Neighbor Policy and city code concerning noise producing activities and will consult with OCII on addressing community concerns.
 - iii. Generally, schedule automatic irrigation systems for operations when the Mission Bay parks are closed. Irrigation system inspection and maintenance to occur during open hours.
 - iv. Ensure that movement of equipment or materials will be minimized in duration and impact to visitors.
 2. Coordination with Adjacent Users. RPD will:
 - i. Coordinate with the affected user any park activity that might affect an adjacent user to the Mission Bay Open Space System, and make every reasonable effort to minimize the negative impact of any activity on such users. The other users include Oracle Park, Chase Center, UCSF, and the residential developments on the surrounding blocks. Such coordination will also extend to users on the blocks surrounding the park parcels should any Mission Bay Open Space System activity appear likely to negatively impact them.
 - ii. Coordinate with adjacent users to minimize and mitigate any potential

- negative impact on the Mission Bay parks by any adjacent use.
- iii. Schedule any noise-gathering event or maintenance activity that might affect the Mission Creek Harbor Association, UCSF, or any adjacent user on days that would avoid or minimize such conflict.
- iv. Coordinate its pedestrian and traffic control efforts, including street crosswalk control, with adjacent users.

E. Administration Support. RPD will:

1. Provide all necessary office support as it relates to the management of the property including issuing permits and providing public information.
2. Provide professional bookkeeping necessary to maintain the records as specified in this Contract.
3. Respond to all audit requests.
4. Separately budget and track all revenue and expenditure related to special events.
5. Separately track and budget all capital expenditure.
6. Provide all necessary office supplies and small equipment.
7. Maintain all outdoor areas and components and all related systems in an attractive, usable and safe condition, pursuant to OCII plans and specifications and manufacturer's recommendations. The Departments are responsible for all systems and improvements within the Mission Bay Open Space System. As-built record drawings for all park improvements will be provided to the Departments at Contract Commencement.

F. Engineering. The RPD shall perform the following tasks as applicable:

1. Manage the provision of all site utilities at all times, including but not limited to the following:
 - i. Lighting & electrical systems
 - ii. Irrigation electrical systems
 - iii. Water (drinking fountains, restrooms, P1 Pavilion building, maintenance building) systems
 - iv. Waste management services.
 - v. Portions of the stormwater drainage system for the bioswales within designated parks within the Mission Bay Open Space System is the responsibility of the San Francisco Public Utilities Commission ("PUC") and is excluded from this contract as outlined in Attachment J, Mission Bay Green Infrastructure Maintenance Manual. However, Recreation and Parks will coordinate with the PUC when maintenance

of the stormwater drainage system in the bioswales is necessary. Recreation and Parks will notify the PUC if it notices any drainage issues, though the PUC retains liability for the drainage system. The surface landscaping and other non-stormwater drainage system features in the bioswales are included in the contract and shall be maintained as described in this Scope of Services and in accordance with Attachment J, Mission Bay Green Infrastructure Maintenance Manual, as may be amended from time to time.

2. Plumbing
 - i. Clean sand traps yearly.
 - ii. Inspect and clean drains on a periodic basis
 - iii. Establish an annual testing program for back flow devices in accordance with the Public Utility Commission requirements.
 - iv. Check water meters and valves on a periodic basis
 - v. Service domestic hot water pumps.
 - vi. Locate and map all water service valves.
Inspect all faucets, and toilets daily and repair any problems immediately.
3. Storm System, Sanitary System, City Water
 - i. Inspect regularly to assure proper working order.
 - ii. Immediately repair any breaks or other damage.
 - iii. Clear pipes and clean outs as necessary.
 - iv. Inspect and maintain sand interceptors.
 - v. Clear lines as necessary using approved mechanical methods.
4. Lighting & Electrical
 - i. Maintain all electrical panels mechanical and lighting.
 - ii. Complete regular rounds around the parks.
 - iii. Replace lamps as necessary.
 - iv. Clean fixtures regularly to provide full light levels to PUC approved levels.
 - v. Inspect regularly for necessary maintenance or repair.
 - vi. Routine maintenance per manufacturer's recommendations.
 - vii. Responsibility for damage to utility lines and other site improvements resulting from maintenance work being performed.
5. HVAC
 - i. Clean condenser coils on rooftop HVAC.
 - ii. Perform routine maintenance on HVAC units.
 - iii. Replace filters as required.
6. Inspections. Where necessary and in consultation with OCII, schedule and coordinate the following inspections by subject matter experts or professionals:

- i. Safety inspection.
- ii. Storm system inspection.
- iii. Drainage inspection.
- iv. Woodwork inspection.
- v. Lighting inspection.
- vi. Vandalism inspection.
- vii. Horticultural inspection.

7. Decomposed Granite Paths

- i. In the event that any decomposed granite paths are included in any parks, maintain compaction in the decomposed granite paths at the firmness and stability level specified in the park specification manuals.
- ii. Keep free of any plant material.

8. Public Boat Launch (NP4)

- i. Inspect all gate, railings and horizontal surfaces for conditions that may require repair and initiate repairs as necessary using appropriate contractors.
- ii. Consult with marine construction specialists for care of boat launch materials located on or below surface of water.

9. Sports Courts (NP4 and P24)

- i. Inspect condition of court surfaces, backboards and nets. Coordinate repairs and replacements as necessary.

G. Construction/Project Management. RPD will:

- 1. Attend construction related meetings during the development and construction of the Mission Bay future parks. Departments will provide advice and comments to OCII's on all matters related to park management, maintenance, operation, and security.
- 2. Inspect and work collaboratively with SFDPW on the Phase-In Parcels during the construction period and review construction work to ensure that work has been built in accordance with the park plans and specifications, and local building codes.
- 3. Review work plans, drawings, and schedules associated with the development and construction of the Mission Bay Phase-In Parcels.
- 4. Conduct inspections of Phase-In Parcels upon completion and assist OCII with the development of punch lists for outstanding construction items.
- 5. Concept design for parcels on City property will be reviewed and approved by the Recreation and Park Commission.

H. Signage. RPD will:

1. Departments will install park hours and rules signs on their respective parcels.
2. Implement OCII-approved informational signage program throughout the Mission Bay Open Space System.
3. Replace signs as information is updated or if damaged.

II. Landscape Maintenance

A. General. RPD will:

1. Provide supervised labor as necessary to maintain the outdoors and landscape components in an attractive, usable, and safe condition, pursuant to OCII specifications and manufacturer specifications.
2. Oversee all landscape operations for all park parcels.
3. The Departments will make any necessary major repairs or replacement of landscape items. The Departments will make repairs and replacement in a timely manner and in accordance with appropriate specifications.
4. Provide all landscape maintenance supplies and all equipment necessary for landscape maintenance tasks, including fuel and maintenance and repair tools.
5. Maintain all areas in a neat and orderly appearance. Remove all debris generated by maintenance work at the end of each day.
6. Attend maintenance walk-throughs with OCII (subcontractors to be present as requested)
7. Provide soil fertility and other test reports, with analysis, from testing laboratories if requested by OCII.
8. Provide vandalism and horticultural inspections upon request of OCII
9. Properly dispose of all rubbish, green waste, and recycling materials in the appropriate trash bins.
10. RPD will maintain the properties in accordance with its Park Maintenance Standards (Attachment A) and implement park maintenance plans developed for each parcel (Attachment B).

11. RPD shall comply with all requirements of San Francisco's Integrated Pest Management ("IPM") Ordinance (Chapter 3, S F Environment Code) (codelibrary.amlegal.com/codes/san_francisco/latest/sf_environment/0-0-0-160).

B. Plantings. RPD will perform the following tasks:

1. Lawn
 - i. Provide all work necessary to maintain lawn in vigorous, healthy condition, including but not limited to, mowing, watering, edging, aerating, fertilizing, weeding, disease and pest control.
2. Ground cover
 - i. Provide all work specified for lawn, except mowing and thatching.
 - ii. Trim as necessary to re-invigorate growth and maintain neat appearance.
 - iii. Control any erosion potential.
3. Trees
 - I. Provide all work necessary to achieve continued healthy growth, includes watering, checking, adjusting, and replacing stakes and ties, fertilizing if necessary, weeding, disease and pest control.
 - II. Prune as needed to create and maintain an attractive, strong, healthy and hazard-free branching structure.
 - III. Prune to maintain and accentuate each species' natural growing habits per instructions of the landscape architect.
 - IV. Maintain limb clearances of street trees, as specified in the plans and specifications, pursuant to City standards.
 - V. Remove and replace downed, dying, and dead trees.
4. Shrubs & perennials
 - i. Provide all work as specified for trees, as applicable.
 - ii. Shrubs shall be pruned as often as is necessary to maintain vigorous growth and a neat appearance.
5. Weed control
 - i. Hand weeding preferred.
 - ii. RPD shall comply with all requirements of San Francisco's Integrated Pest Management ("IPM") Ordinance in their weed management activities.
6. Fertilization
 - i. Fertilize as necessary to maintain vigorous, healthy growth.
7. Insect and Pest Management
 - i. RPD shall comply with all requirements of San Francisco's Integrated Pest Management ("IPM") Ordinance These requirements include but are not

- limited to: Using pesticides as a last resort, using only pesticides on the current SF Reduced Risk Pesticide List ([2022 sf reduced risk pesticide list.pdf](#)), posting notifications of all pesticide applications three days before treatment, leaving these postings for at least four days after treatment, and reporting all pesticide use in a format acceptable to the San Francisco Department of the Environment.
- ii. RPD shall implement IPM activities under the guidance of its IPM program staff that shall minimize the use of toxic chemical and gets rid of pests by methods that pose a lower risk to public and environmental health. RPD shall implement IPM activities as outlined below:
 - i. Inspect for diseases and pests and control any discovered diseases and pests using approved methods under the direction of the Departments IPM supervisor.
 - ii. Monitor pest ecosystem to determine pest population, size, occurrence and natural predator population, if present.
 - iii. Consider a range of potential treatments for the pest problem and select control strategies that may be implemented effectively and in a manner that is long-lasting and the least disruptive effect on the environment.
 - iv. Employ non-pesticide management tactics first. Consider the use of chemicals only as a last resort and select and use chemicals only within an IPM Program.
 - v. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use and local conditions.
 - vi. Monitor treatment to evaluate effectiveness and continue monitoring records as part of the IPM program.
8. Replacement of Plant Material
- i. Replace plant material, which is damaged or disfigured as a result of negligent acts or omissions in the performance of the work. Replacements shall be of similar size and species as damaged or disfigured plants.
9. Irrigation Scheduling and Maintenance
- i. Schedule system inspections and maintenance on a routine basis.
 - ii. Set seasonal programming for the irrigation system.
10. Maintenance of Mulch and Decomposed Granite at Treewells
- i. Replenish bark areas and decomposed granite as needed.

III. Janitorial Services - RPD will perform the tasks in Section III as applicable.

A. General. RPD will:

1. Provide daily janitorial service to the public restrooms and daily service to the Mission Bay open space site office, to be established by the Department.
2. Provide daily janitorial service to the P1 pavilion building including the storage areas, breezeway, interior pavilion spaces, and trash room.
3. Provide all janitorial and general maintenance supplies and equipment.
4. Properly dispose of all rubbish, green waste, and recycling materials in the appropriate Scavenger trash bins.

B. Exterior Structure & Grounds Services. RPD will:

1. Litter Control & Trash Collection
 - i. Control litter throughout site daily.
 - ii. Empty all external trash receptacles every morning or as needed and wipe them down as needed.
 - iii. Keep recyclable glass, metal and paper separate, as provided by the trash receptacles, where possible and in accordance with SFE policy.
 - iv. Immediately remove litter from all paths, pavilion areas, and the public sidewalk adjacent to all park parcels.
 - v. Keep Scavenger Service trash enclosure clean and free of debris. Hose and wipe down area as needed.
 - i. Provide litter control following major events to be paid on a per event basis by the event client.
2. Hardscape (including sports courts and kids play areas)
 - i. Sweep daily or as needed.
 - ii. Hose down as necessary.
 - iii. Inspect weekly for lifted, separated, cracked or other damaged paving.
 - iv. Clean all hardscape in all common areas on an as-needed basis.
 - v. Keep free of any plant materials.

3. Walls & Exterior Surfaces
 - i. Inspect and clean surfaces on a regular basis.
 - ii. Immediately remove postings.
 - iii. Remove and treat for graffiti pursuant to the specifications and manufacturer's recommendations.
 - iv. Clean P1 Pavilion glass walls and doors (interior and exterior) and P18 pumpstation glass/tile walls and doors (exterior) as needed.
 - v. Clean P1 Pavilion and P18 pumpstation glass doors daily or as needed.
 4. Woodwork
 - i. Per approved standards, allow wood to weather naturally.
 - ii. Inspect regularly for cracking, splintering or other damage.
 - iii. Remove and treat for graffiti, in a manner according to appropriate standards.
 5. Site Furniture and Kids Play Equipment
 - i. Maintain per manufacturer's recommendations.
 - ii. Inspect routinely for necessary maintenance or repair.
 6. Signage
 - i. Clean as needed to remove dirt or rust.
 - ii. Immediately remove any postings or graffiti.
 7. Shoreline
 - i. Remove litter and debris from shoreline area to the high tide water line along Mission Creek Channel.
 8. Dog Play Areas
 - i. Remove dog waste from grounds and receptacles daily.
 - ii. Ensure stone mulch is rinsed with water regularly.
 9. Sand Volleyball Court
 - i. Monitor site daily for removal of waste and debris. Rake as prescribed by approved standards to ensure groomed look.
- C. Restrooms. RPD will:
1. Provide custodial staffing for additional times outside of normal operating hours, during special events, with an hourly reimbursement to be provided by the event client.
 2. Require custodial staffing to immediately advise the Park Rangers of any individual whom he or she suspects of violating any portion of the Park Code, or of engaging in behavior which may be offensive to other users of the Mission Bay facilities.

3. Restroom Service Specifications.

i. Daily Service. RPD will provide the following daily services (seven times per week):

- a. Restroom hours are as follows: summer 8am to 8pm, winter 8am to 5:30 pm.
- b. Restock all restrooms with supplies from the stock, including paper towels, toilet tissue, seat covers and hand soap, as required.
- c. Clean, sanitize and polish all mirrors, dispensers, faucets, flush meters and brightwork with non-scratch disinfectant cleaner. Wipe dry all sinks.
- d. Clean and sanitize all toilets, toilet seats, urinals, sinks and showers with non-scratch disinfectant cleaner.
- e. Remove stains, descale toilets, urinals and sinks, as required.
- f. Mop all restroom floors with disinfectant solution.
- g. Empty, clean and sanitize all waste, sanitary napkin and tampon receptacles.
- h. Remove all restroom trash. Clean and sanitize touch points, grab bars, and fixtures.

ii. Monthly Services. RPD will provide the following services on a monthly basis:

- a. Wipe down all tile walls, doors, and metal partitions. Partitions shall be left clean and unstreaked after this work.
- b. Clean all ventilation grills.
- c. Dust all doors and door jambs.
- d. Dust all low reach and high reach areas, including, but not limited to, structural ledges, mirror tops, partition tops and edges, air conditioning diffusers and return air grilles within the P1 pavilion building and maintenance building,

D. Janitorial Closet Service Specifications:

1. Daily Services. RPD will provide the following services daily (seven times a week):

- i. Maintain the service closet in a neat and orderly fashion.
- ii. Discard general trash.
- iii. Sweep and/or mop flooring.
- iv. Clean and disinfect slop sink.

E. Health and Safety. In accordance with their existing policies and procedures, RPD will provide the following services at all times:

1. Ensure that all cleaning chemicals are handled in compliance with all local, state, and federal health and safety laws.

IV. Security Services

A. Security

1. Deployment of Park Ranger staffing will occur on land under RPD jurisdiction and be adjusted based on site security needs and in consultation with OCII. Park Ranger staff will enforce the Park Code and its provisions including enforcement of park hours. RPD will provide security services through its Park Ranger program through a combination of foot patrol and mobile security officers on multiple means of patrol including bicycles, utility terrain vehicles and cars. RPD will provide daily staffing coverage, seven (7) days a week with a trained bike or foot patrol Ranger predominantly deployed during day shifts, excluding periods of inclement weather, availability of trained bike patrol staff, or other operational limitations. During evening shifts, patrols will be conducted in cars or utility terrain vehicles.
2. Provide security services through RPD's Park Ranger program via mobile security officers on multiple means of patrol including bicycles, utility terrain vehicles and cars. Deployment of Ranger staffing will be based on site security needs and in consultation with OCII. RPD will provide passing calls and on call service through Park Ranger dispatch during nighttime hours.

B. General Duties. RPD will:

1. The Rangers will be deployed according to the Department's policies and procedures for the work unit.

2. Provide additional security for special events on a per event basis with reimbursement provided by the event client.
3. Provide all security supplies and maintenance of security equipment.
4. Park Rangers will be trained in accordance with Departmental and City policies. Training shall include crowd control techniques and appropriate demeanor for dealing with the general public. Departments shall provide on-site training at Mission Bay, prior to their assignment to Mission Bay.
5. Assist Mission Bay visitors with information as requested and maintain a helpful and courteous manner at all times.
6. Require that Park Ranger personnel be uniformed and unarmed.
7. Endeavor to provide the same security officers to the same shift where possible and minimize changes in personnel.
8. Coordinate Mission Bay security activities with those of adjacent users, including Oracle Park, Chase Center, UCSF, residents, and other stakeholders.
9. Coordinate Mission Bay security activities with the San Francisco Police Department.
10. Refer violators of the City Park Code to the appropriate social service agencies. The Departments will also refer those in need to appropriate social service agencies and will coordinate with such agencies to assist these agencies in the provision of the needed services.
11. Be responsible for all “incident response”, in collaboration with appropriate city agencies and within the scope and duties of the Park Ranger unit, and enforce the City Park Code, including hours of operation.

Attachment A

Recreation and Parks – Park Evaluation Standards

Members of the public may view standards by which Recreation and Park Department park features are evaluated for cleanliness and condition. Park features include athletic fields, buildings, playgrounds, restrooms, lawns, court surfaces and picnic areas.

[Attachment on following
page]

Feature	Element	Standard
Athletic Field	Cleanliness	hypodermic needle, condom, dead animal, feces, feces-filled bag, or broken glass
Athletic Field	Cleanliness	large abandoned item (fallen trees or limbs, furniture, luggage, tent-like structure, etc.)
Athletic Field	Cleanliness	grime, filth, soil or debris build-up prevents full access to a table, seat, or field area
Athletic Field	Cleanliness	litter: 3 different spots has 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Athletic Field	Cleanliness	organic debris: leaf litter, seed pods, etc., lie 2" deep continuously for a distance of 5' within play area
Athletic Field	Drainage	1 large pool (5' long or larger) or 2 smaller pools (each 3' long)
Athletic Field	Equipment	any other type of equipment is missing or damaged
Athletic Field	Equipment	home plate or pitching rubber missing
Athletic Field	Equipment	soccer goal: frame is cracked or broken, or missing a wheel, net has 1 hole or gap 11" wide and long, or net is missing
Athletic Field	Equipment	windcreens: 2 windcreens are unanchored or damaged
Athletic Field	Fencing	chain link bulges 8.5" from vertical or has completely separated from fence poles
Athletic Field	Fencing	fence pole is bent or leans 8.5" or more from vertical
Athletic Field	Fencing	gate does not open fully or cannot be closed enough to latch, or gate latch is missing or not operational
Athletic Field	Fencing	hole or gap: any opening 4.5" wide or larger within a fence or at its edge
Athletic Field	Fencing	unstable or unanchored fence pole or horizontal bar
Athletic Field	Fencing	sharp edge, protrusion, rot, or splintering
Athletic Field	Graffiti	non-wood surface has graffiti on it
Athletic Field	Graffiti	sticker is on a field structure
Athletic Field	Graffiti	wood surface has graffiti on it
Athletic Field	Paint	multiple colors: touch-up paint does not match original color
Athletic Field	Paint	peeling, chipped, or missing paint strip 4.5" long and 1" wide or larger
Athletic Field	Seating	all-metal table or seat: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has a sharp edge or protrusion
Athletic Field	Seating	concrete or stone table or seat: unstable; or has a leg which is missing, broken or unanchored
Athletic Field	Seating	wood or synthetic table or seat: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has rot or splintering
Athletic Field	Signage	no signage present at the athletic field
Athletic Field	Signage	sign pole is unstable, or is bent or leans 8-1/2" or more from vertical
Athletic Field	Signage	unanchored or upside down sign
Athletic Field	Signage	sign text is illegible
Athletic Field	Structures	light poles or other permanent structures are damaged
Athletic Field	Surface Quality	ball diamond: 2" deep depression lies within 3' of either home plate or the pitching rubber
Athletic Field	Surface Quality	natural turf: 1 hole 4.5" wide and deep or larger
Athletic Field	Surface Quality	natural turf: all brown turf area 10' wide and long or larger
Athletic Field	Surface Quality	natural turf: bare areas: 1 large area (5' wide and long or larger) or 3 small areas (each 3' wide and long or larger)
Athletic Field	Surface Quality	natural turf: hardscape is 2" higher or lower (or more) than adjacent field turf for a distance of five feet
Athletic Field	Surface Quality	natural turf: mounds created by a gopher or other animal rise 2" above the surrounding turf
Athletic Field	Surface Quality	natural turf: tire rut 4.5" deep and 5" long or longer
Athletic Field	Surface Quality	synthetic turf: 2 edges frayed or unanchored, or 1 hole or tear inside the field
Athletic Field	Turf Maintenance	bench, pole, or sign has turf around it which is 4.5" higher than the rest of the field
Athletic Field	Turf Maintenance	curb, pavement, or path is covered by 4.5" or more or turf overgrowth or turf soil for a distance of 5'
Athletic Field	Turf Maintenance	fence, retaining wall, or structure has turf along it which is 4.5" taller than the rest of the field for a distance of 5'
Athletic Field	Turf Maintenance	infield turf is more than 4.5" high at any location
Athletic Field	Turf Maintenance	outfield or other turf is more than 4.5" high at any location, whether in the outfield or outside of the play area
Athletic Field	Weeds	11" long strip of weeds in any part of the athletic field
Buildings & General Amenities	Cleanliness	grime, soil, or debris build-up on a drinking fountain, seating, or other amenity impedes use
Buildings & General Amenities	Drinking Fountains	no drinkable stream of water; drips or leaks; overshoots its bowl; or standing water that does not drain
Buildings & General Amenities	Fencing	chain link bulges 8.5" from vertical or has completely separated from fence poles
Buildings & General Amenities	Fencing	fence pole is bent or leans 8.5" or more from vertical
Buildings & General Amenities	Fencing	gate does not open fully or cannot be closed enough to latch, or gate latch is missing or not operational
Buildings & General Amenities	Fencing	hole or gap: any opening 4.5" wide or larger within a fence or at its edge
Buildings & General Amenities	Fencing	unstable or unanchored fence pole or horizontal bar

Feature	Element	Standard
Buildings & General Amenities	Fencing	sharp edge, protrusion, rot, or splintering
Buildings & General Amenities	Free-Standing Walls	concrete/brick/stone wall has large crack or break 2" wide and long (or larger); leans 8.5" or more from vertical; or is unstable
Buildings & General Amenities	Free-Standing Walls	metal wall leans 8.5" or more from vertical; or has breakage, deterioration, or rot that impairs the wall's functionality
Buildings & General Amenities	Free-Standing Walls	skateboarding guard is loose, broken or bent
Buildings & General Amenities	Free-Standing Walls	wooden or synthetic wall leans 8.5" or more from vertical; or has breakage, deterioration, or rot that impairs the wall's ability to contain a slope
Buildings & General Amenities	Graffiti	sticker is on a building or general amenity
Buildings & General Amenities	Graffiti	graffiti is on a building or general amenity
Buildings & General Amenities	Miscellaneous Infrastructure	crack or dent 1" wide and deep, or larger
Buildings & General Amenities	Miscellaneous Infrastructure	electrical wiring exposed and accessible to park users
Buildings & General Amenities	Miscellaneous Infrastructure	missing piece or other damage impedes use of the structure or access to a park area
Buildings & General Amenities	Miscellaneous Infrastructure	sharp edge, protrusion, rot or splintering
Buildings & General Amenities	Miscellaneous Infrastructure	unstable or insufficiently sturdy structure
Buildings & General Amenities	Paint	multiple colors: touch-up paint does not match original color
Buildings & General Amenities	Paint	peeling, chipped, or missing paint strip 4.5" long and 1" wide or larger
Buildings & General Amenities	Seating	concrete bench or chair: unstable; or has a leg which is missing, broken or unanchored
Buildings & General Amenities	Seating	metal bench or chair: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has a sharp edge or protrusion
Buildings & General Amenities	Seating	wood bench or chair: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has rot or splintering
Buildings & General Amenities	Signage	no general signage at this site
Buildings & General Amenities	Signage	sign pole is unstable, or is bent or leans 8-1/2" or more from vertical
Buildings & General Amenities	Signage	unanchored or upside down sign
Buildings & General Amenities	Signage	sign text is illegible
Buildings & General Amenities	Waste Receptacles	no recycling or dual-stream receptacle is available at this site
Buildings & General Amenities	Waste Receptacles	receptacle is full to the point of overflowing
Buildings & General Amenities	Waste Receptacles	waste receptacle is damaged or missing a part where it impedes use
Children's Play Areas	Cleanliness	hazardous litter: hypodermic needle, condom, feces, or broken glass
Children's Play Areas	Cleanliness	large abandoned item: fallen trees or limbs, furniture, luggage, tent-like structure, etc.
Children's Play Areas	Cleanliness	litter: 1 spot has 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Children's Play Areas	Cleanliness	soil or debris build-up prevents full access to a table, seat, or field area
Children's Play Areas	Fencing	fence pole is bent or leans 8.5" or more from vertical
Children's Play Areas	Fencing	gate does not open fully or cannot be closed enough to latch, or gate latch is missing or not operational
Children's Play Areas	Fencing	hole or gap: any opening 4.5" wide or larger within a fence or at its edge
Children's Play Areas	Fencing	unstable or unanchored fence pole or horizontal bar
Children's Play Areas	Fencing	sharp edge, protrusion, rot, or splintering
Children's Play Areas	Graffiti	non-wood surface has graffiti on it
Children's Play Areas	Graffiti	sticker is on a CPA surface
Children's Play Areas	Graffiti	wood surface has graffiti on it
Children's Play Areas	Paint	multiple colors: touch-up paint does not match original color
Children's Play Areas	Paint	peeling, chipped, or missing paint strip 4.5" long and 1" wide or larger
Children's Play Areas	Sand	hard/compacted sand
Children's Play Areas	Sand	object protrudes from sand and may cause tripping
Children's Play Areas	Sand	sand spills: sand is on a surface 5 feet or more away from a sandbox edge; or completely covers any play structure landing
Children's Play Areas	Sand	sandbox litter: 5 pieces of litter/debris of any size
Children's Play Areas	Seating	concrete bench or chair: unstable; or has a leg which is missing, broken or unanchored
Children's Play Areas	Seating	metal bench or chair: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has a sharp edge or protrusion
Children's Play Areas	Seating	wood bench or chair: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has rot or splintering
Children's Play Areas	Signage	no CPA-related signage at this site
Children's Play Areas	Signage	sign pole is unstable, or is bent or leans 8-1/2" or more from vertical
Children's Play Areas	Signage	unanchored or upside down sign
Children's Play Areas	Signage	sign text is illegible
Children's Play Areas	Structures	rust and/or denting: 3 strips, each 4.5" long and 1" wide, or larger

Feature	Element	Standard
Children's Play Areas	Structures	unstable, tilted, sunken, or deformed piece of play equipment
Children's Play Areas	Structures	bolt, screw or other fastener is missing or loose
Children's Play Areas	Structures	footing, handrail, ladder rung or play structure platform slat is loose, broken, bent or missing
Children's Play Areas	Structures	sharp edge, protrusion, rot or splintering
Children's Play Areas	Surface Quality	rubber surface: edge is curled 1" above grade, or a seam has a vertical drop of 1/2"
Children's Play Areas	Surface Quality	rubber surface: object protrudes from rubber and may cause tripping
Children's Play Areas	Surface Quality	rubber surface: unstable surfacing, rubber moves under foot
Children's Play Areas	Surface Quality	rubber surface: worn area 4.5" long and wide and 1/2" deep
Children's Play Areas	Surface Quality	sand: depth is 6" or less deep, in any location
Children's Play Areas	Surface Quality	sand: top of sand is or more below an adjacent curb or surface, in any location
Children's Play Areas	Surface Quality	synthetic turf: 2 edges are frayed or unanchored, or there is 1 hole or tear inside the synthetic turf
Children's Play Areas	Water Feature	CPA water feature does not work or has drips/leaks that cannot be stopped
Children's Play Areas	Weeds	11" long strip of weeds in any part of the CPA
Dog Play Area	Cleanliness	feces or feces-filled bag
Dog Play Area	Cleanliness	hazardous litter: hypodermic needle, condom, or broken glass
Dog Play Area	Cleanliness	large abandoned item: fallen trees or limbs, furniture, luggage, tent-like structure, etc.
Dog Play Area	Cleanliness	litter: 1 spot has 5 pieces of larger litter
Dog Play Area	Cleanliness	soil or debris build-up prevents full access to a bench or chair
Dog Play Area	Drainage	pools of water: 2 large pools (each 5 feet long or larger)
Dog Play Area	Equipment	dog bag dispenser has a missing piece or other damage that impedes use
Dog Play Area	Equipment	windcreens: 2 windcreens are unanchored or damaged
Dog Play Area	Fencing	fence pole is bent or leans 8.5" or more from vertical
Dog Play Area	Fencing	gate does not open fully or cannot be closed enough to latch, or gate latch is missing or not operational
Dog Play Area	Fencing	hole or gap: any opening 4.5" wide or larger within a fence or at its edge
Dog Play Area	Fencing	unstable or unanchored fence pole or horizontal bar
Dog Play Area	Fencing	sharp edge, protrusion, rot, or splintering
Dog Play Area	Graffiti	non-wood surface has graffiti on it
Dog Play Area	Graffiti	sticker is on a DPA surface
Dog Play Area	Graffiti	windscreen or wood surface has graffiti on it
Dog Play Area	Seating	all-metal table or seat: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has a sharp edge or protrusion
Dog Play Area	Seating	concrete or stone table or seat: unstable; or has a leg which is missing, broken or unanchored
Dog Play Area	Seating	wood or synthetic table or seat: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has rot or splintering
Dog Play Area	Signage	no dog-use signage at this site
Dog Play Area	Signage	sign pole is unstable, or is bent or leans 8-1/2" or more from vertical
Dog Play Area	Signage	unanchored or upside down sign
Dog Play Area	Signage	sign text is illegible
Dog Play Area	Surface Quality	dirt, sand, wood chips, decomposed granite, or turf: 5 large holes, each 4.5" wide and 4.5" deep, or larger
Dog Play Area	Surface Quality	synthetic turf: 2 edges are frayed or unanchored, or there is 1 hole or tear inside the synthetic turf
Greenspace	Cleanliness	hazardous litter: hypodermic needle, condom, dead animal, feces, feces-filled bag, or broken glass
Greenspace	Cleanliness	large abandoned item (fallen trees or limbs, furniture, luggage, tent-like structure, etc.)
Greenspace	Cleanliness	litter: 1 spot has 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Greenspace	Graffiti	non-wood surface has graffiti on it
Greenspace	Graffiti	sticker is on a Greenspace surface
Greenspace	Graffiti	wood surface has graffiti on it
Greenspace	Pruning	impeded use: a Greenspace plant impedes an athletic court, athletic field, or CPA, prevents clear access to any handrail, seat or amenity
Greenspace	Pruning	obstructed viewing: a Greenspace plant blocks any lamp, sign or art installation
Greenspace	Pruning	path intrusion: a Greenspace plant causes a sanctioned path or trail to be less than 3 feet wide and head height
Hardscape	Cleanliness	curb is covered by 4.5" of eroded soil, gravel or mulch, continuously for a distance of 5'
Hardscape	Cleanliness	hazardous litter: hypodermic needle, condom, feces, or broken glass
Hardscape	Cleanliness	large abandoned item: fallen trees or limbs, furniture, luggage, tent-like structure, etc.

Feature	Element	Standard
Hardscape	Cleanliness	litter: 1 spot has 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Hardscape	Cleanliness	soil or debris build-up prevents full access to a table, seat, or field area
Hardscape	Curbs	crack or hole 2" wide, or larger, going completely through a curb
Hardscape	Curbs	curb no longer functions due to breakage and deterioration
Hardscape	Curbs	parking block no longer functions due to breakage and deterioration
Hardscape	Drainage	impeded access: standing water prevents travel on a path or across a Hardscape area, use of a parking lot or road, or access to another Feature
Hardscape	Drainage	pools of water: 2 large pools (each 5 feet long or larger)
Hardscape	Graffiti	asphalt or wood surface has graffiti on it
Hardscape	Graffiti	concrete, brick, metal, or rubbery/synthetic surface has graffiti on it
Hardscape	Graffiti	sticker is on a hardscape surface
Hardscape	Paint	crosswalk or stop sign limit line has a 5' section which fails to clearly delineate where travel or stopping should occur
Hardscape	Paint	illegible text/symbol painted onto a hardscape; or any non-court game area that has a missing play line or a 5' section which fails to clearly delineate whether a ball or player
Hardscape	Paint	public parking lot has no striping or has 1 stall dividing line which fails to clearly delineate where cars should park
Hardscape	Parking & Road Signs	sign pole is unstable, or is bent or leans 8-1/2" or more from vertical
Hardscape	Parking & Road Signs	unanchored or upside down sign
Hardscape	Parking & Road Signs	sign text is illegible
Hardscape	Paths & Plazas	asphalt has a crack 2" wide or with a 1/2" vertical drop; a hole 2" wide and deep; or has a 2" uplifted ridge or crumbling surface that is 3'
Hardscape	Paths & Plazas	concrete, rubber, or other non-asphalt pavement has a crack 2" wide or with a 1/2" vertical drop; a hole 2" wide and deep; or has a 2" uplifted ridge or crumbling surface that is 3'
Hardscape	Roads & Lots	potholes & ridges:1 road/lot has 3 locations where: crumbling and loose asphalt 5' wide & long (or larger); pothole 4.5" wide and deep (or larger); or uplifted ridge rising 4.5" or more
Hardscape	Stairways	concrete/stone stair: step is broken, unstable or 11" or more higher than the surface below it
Hardscape	Stairways	handrail is unanchored, unstable, has missing rails or posts, or is missing from any stairway that has 3+ steps
Hardscape	Stairways	wooden stair: step is broken, unstable or 11" or more higher than the surface below it
Hardscape	Walkway Clearance	leaves 2" deep or plant trimmings on a path reduces the clean area for travel to less than 3' wide
Hardscape	Walkway Clearance	spill of decomposed granite, gravel, mulch, sand or soil on a path reduces the clean area for travel to less than 3' wide
Hardscape	Weeds	strip of continuous weeds rises above grade for a distance of 5'
Lawns	Cleanliness	hazardous litter: hypodermic needle, condom, feces, or broken glass
Lawns	Cleanliness	large abandoned item: fallen trees or limbs, furniture, luggage, tent-like structure, etc.
Lawns	Cleanliness	litter: 1 spot has 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Lawns	Drainage	1 large pool (5' long or larger)
Lawns	Drainage	access impeded: turf saturation prevents access to a lawn area or to another Feature
Lawns	Surface Quality	all brown turf area 10' wide and long or larger
Lawns	Surface Quality	bare areas: 1 large area (5' wide and long or larger) or 3 small areas (each 3' wide and long or larger) where the field has exposed soil and no grass
Lawns	Surface Quality	hardscape is 2" higher or lower (or more) than adjacent lawn turf for a distance of five feet
Lawns	Surface Quality	holes: 2 holes 4.5" wide and deep or larger
Lawns	Surface Quality	mounds created by a gopher or other animal rise 2" above the surrounding turf
Lawns	Surface Quality	tire rut 4.5" deep and five" long or longer
Lawns	Turf Maintenance	unmowed: all Lawn turf within 10' of you is more than 4.5" high
Lawns	Turf Maintenance	bench, pole, or sign has turf around it which is 4.5" higher than the rest of the lawn
Lawns	Turf Maintenance	curb, pavement, or path is covered by 4.5" or more or turf overgrowth or turf soil for a distance of 5'
Lawns	Turf Maintenance	fence, retaining wall, or structure has turf along it which is 4.5" taller than the rest of the lawn for a distance of 5'
Ornamental Beds	Cleanliness	hazardous litter: hypodermic needle, condom, feces, or broken glass
Ornamental Beds	Cleanliness	large abandoned item: fallen trees or limbs, furniture, luggage, tent-like structure, etc.
Ornamental Beds	Cleanliness	litter: 1 spot has 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Ornamental Beds	No Mow Grass	all-brown turf area 10' wide and long, or larger
Ornamental Beds	No Mow Grass	bare areas: 3 bare areas (each 3' wide and long, or larger) with exposed soil and virtually no grass
Ornamental Beds	Plants	dead plants are throughout 1/4 of 1 bed
Ornamental Beds	Plants	damaged plants: 2 broken or uprooted plants are in 1 ornamental bed
Ornamental Beds	Pruning	impeded use: a plant impedes an athletic court, athletic field or CPA, or prevents clear access to a handrail, seat or amenity
Ornamental Beds	Pruning	obstructed viewing: a plant blocks a lamp, sign or art installation
Ornamental Beds	Pruning	path intrusion: a plant causes a path or trail to be less than 3' wide and head height

Feature	Element	Standard
Ornamental Beds	Weeds	vines: 2 plants within a single bed are overtaken by blackberry, ivy, or poison oak
Ornamental Beds	Weeds	weeds exist in more than 1/4 of a bed
Outdoor Courts	Cleanliness	grime or spillage on seating, equipment, or court surface impedes its use
Outdoor Courts	Cleanliness	hazardous litter: hypodermic needle, condom, feces, or broken glass
Outdoor Courts	Cleanliness	large abandoned item: fallen trees or limbs, furniture, luggage, tent-like structure, etc.
Outdoor Courts	Cleanliness	litter: 1 spot has 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Outdoor Courts	Cleanliness	organic debris: leaf litter, seed pods, etc., lie 2" deep continuously for a distance of 5'
Outdoor Courts	Cleanliness	soil or debris: build-up prevents full access to a table, seat, or court area
Outdoor Courts	Drainage	pool of water: 1 small pool 22" long or larger
Outdoor Courts	Equipment	any other type of equipment at the outdoor court is missing or damaged
Outdoor Courts	Equipment	fitness court equipment is damaged or missing
Outdoor Courts	Equipment	golf cage synthetic turf tee pad is missing or damaged
Outdoor Courts	Equipment	horseshoe stake is missing or unanchored
Outdoor Courts	Equipment	tennis net center hangs 4-1/2 inches below horizontal or lower
Outdoor Courts	Equipment	windscreens: 2 windscreens are unanchored or damaged
Outdoor Courts	Equipment	basketball, golf, volleyball, or tennis net is missing, unanchored, or worn to an extent that play would be affected
Outdoor Courts	Fencing	chain link bulges 8.5" from vertical or has completely separated from fence poles
Outdoor Courts	Fencing	fence pole is bent or leans 8.5" or more from vertical
Outdoor Courts	Fencing	gate does not open fully or cannot be closed enough to latch, or gate latch is missing or not operational
Outdoor Courts	Fencing	hole or gap: any opening 4.5" wide or larger within a fence or at its edge
Outdoor Courts	Fencing	unstable or unanchored fence pole or horizontal bar
Outdoor Courts	Fencing	sharp edge, protrusion, rot, or splintering
Outdoor Courts	Graffiti	asphalt, windscreen, or wood surface has graffiti on it
Outdoor Courts	Graffiti	metal or concrete surface has graffiti on it
Outdoor Courts	Graffiti	sticker is on a court surface
Outdoor Courts	Paint	multiple colors: touch-up paint does not match original color
Outdoor Courts	Paint	peeling, chipped, or missing paint strip 4.5" long and 1" wide or larger on any court surface or equipment
Outdoor Courts	Paint	play lines: there is no play line striping or a 5' section of line fails to clearly delineate whether a ball or player would be in or out of bounds
Outdoor Courts	Seating	all-metal table or seat: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has a sharp edge or protrusion
Outdoor Courts	Seating	concrete or stone table or seat: unstable; or has a leg which is missing, broken or unanchored
Outdoor Courts	Seating	wood or synthetic table or seat: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has rot or splintering
Outdoor Courts	Signage	no sports signage at this court
Outdoor Courts	Signage	sign pole is unstable, or is bent or leans 8-1/2" or more from vertical
Outdoor Courts	Signage	unanchored or upside down sign
Outdoor Courts	Signage	sign text is illegible
Outdoor Courts	Structures	light poles or other permanent structures are damaged
Outdoor Courts	Structures	crack or hole 1/2" wide or larger, or any vertical drop-off or uplift that is 1/2" or more
Outdoor Courts	Weeds	3 strips of continuous weeds that each rise above grade for a length of 11"
Restrooms	Cleanliness	fixture: a toilet, sink, diaper changing station, or waste receptacle has filth or spillage on it
Restrooms	Cleanliness	floor has filth or spillage on it
Restrooms	Cleanliness	hazardous litter: hypodermic needle, condom, feces, or broken glass is present
Restrooms	Cleanliness	litter: 5 pieces of litter of any size and in any location (on floor, wall, ceiling, etc.)
Restrooms	Equipment	diaper-changing station is broken or unanchored
Restrooms	Equipment	electric hand dryer does not work or is unanchored
Restrooms	Equipment	plumbed fixture (a toilet, urinal, faucet or sink) leaks, does not work, does not drain, or is unanchored
Restrooms	Equipment	sink faucet does not deliver a usable stream of water
Restrooms	Equipment	soap dispenser is missing, broken or unanchored
Restrooms	Equipment	toilet paper dispenser is missing, broken or unanchored
Restrooms	Equipment	toilet seat is missing, broken or unanchored
Restrooms	Graffiti	non-wood surface has graffiti on it

Feature	Element	Standard
Restrooms	Graffiti	sticker is on a restroom surface
Restrooms	Graffiti	wood surface has graffiti on it
Restrooms	Lighting	no lighting in this restroom; too dark to see surroundings
Restrooms	Lighting	light is not working
Restrooms	Paint	multiple colors: touch-up paint on a door, partition, walls, or ceiling does not match original color
Restrooms	Paint	peeling, chipped, or missing paint strip 4.5" long and 1" wide or larger
Restrooms	Signage	gender or hours of operation not posted
Restrooms	Signage	unanchored or upside down sign
Restrooms	Signage	sign text is illegible
Restrooms	Structures	crack or dent 1" wide and deep, or larger
Restrooms	Structures	door or latch is missing or does not work
Restrooms	Structures	impeded access due to damage to a door, floor area, partition, or wall
Restrooms	Supplies	no paper towels or soap in entire restroom
Restrooms	Supplies	no toilet paper in a stall
Restrooms	Waste Receptacles	no trash can is inside the restroom
Restrooms	Waste Receptacles	receptacle is full to the point of overflowing (and is thus too full to use)
Trees	Cleanliness	hazardous litter: hypodermic needle, condom, feces, or broken glass inside a tree well
Trees	Cleanliness	tree litter: a kite, plastic bag, or other abandoned object is in a tree branch
Trees	Cleanliness	tree well litter: a tree well has either 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Trees	Graffiti	graffiti is on a tree
Trees	Graffiti	sticker is on a tree
Trees	Pruning	impeded use: a living tree or tree well plant impedes an athletic court, athletic field or CPA, or prevents clear access to a handrail, seat or amenity
Trees	Pruning	obstructed viewing: a living tree or tree well plant blocks a lamp, sign or art installation
Trees	Pruning	path intrusion: a living tree or tree well plant causes a path or roadway to be less than 3' wide and head height
Trees	Tree Condition	dead standing tree
Trees	Tree Condition	dead limbs: 3 dead limbs (each 4.5" in diameter or larger) on one living tree
Trees	Tree Condition	hanger: tree limb 4.5" in diameter or larger is hanging from a tree
Trees	Weeds	ivy is growing 5+ feet up the trunk of a tree, or is in the branches of a small tree
Trees	Weeds	tree well: patch of weeds 11" wide and long in a tree well
Table Seating Areas	Cleanliness	coals/ash fill a grill to the point of overflowing
Table Seating Areas	Cleanliness	grime or spillage on a table, seat, or grill impedes use
Table Seating Areas	Cleanliness	hazardous litter: hypodermic needle, condom, feces, or broken glass
Table Seating Areas	Cleanliness	large abandoned item: fallen trees or limbs, furniture, luggage, tent-like structure, etc.
Table Seating Areas	Cleanliness	litter: 1 table seating area has either 5 pieces of larger litter or 10 pieces of small litter (1" or smaller)
Table Seating Areas	Cleanliness	soil or debris build-up prevents full access to a table, seat, or grill
Table Seating Areas	Graffiti	non-wood surface has graffiti on it
Table Seating Areas	Graffiti	sticker is on a table or seat
Table Seating Areas	Graffiti	wood surface has graffiti on it
Table Seating Areas	Grills	grill broken or missing, but the grill's support structure is still present
Table Seating Areas	Grills	sharp edge or protrusion on a grill structure
Table Seating Areas	Paint	multiple colors: touch-up paint does not match original color
Table Seating Areas	Paint	peeling, chipped, or missing paint strip 4.5" long and 1" wide or larger
Table Seating Areas	Seating	all-metal table or seat: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has a sharp edge or protrusion
Table Seating Areas	Seating	concrete or stone table or seat: unstable; or has a leg which is missing, broken or unanchored
Table Seating Areas	Seating	wood or synthetic table or seat: unstable or unsteady; has a leg or slat which is missing, broken or unanchored; or has rot or splintering

Attachment B

Recreation and Parks – Park Maintenance/Operations Plans

[Attachment on following
page]

NP1-NP5 Esplanade, Sports Courts and DPA													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
All Amenities & Structures													
Litter and Debris Removal	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Graffiti/Vandalism Monitoring	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Signage Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Drinking Fountains Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Report required work orders to Supervisor	Daily	X	X	X	X	X	X	X	X	X	X	X	X
TURF													
Repair Ruts and Holes	Daily	X	X	X	X	X	X	X	X	X	X	X	X
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Mowing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Edging/Detailing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Aerating / Dethatching	Bi-Annually			X						X			
Top Dress and Overseed	Bi-Annually			X						X			
Fertilizing	Bi-Annually			X						X			
Shrub/Perennial beds													
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Dead Plant Removal and Replacement	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Hedging and Shearing	Annually											X	
Mulch	Annually	X											
Erosion Control	Annually										X	X	
Trees													
Safety Prune for Clearance	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Vine Removal	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Safety, Health, and Clearance Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Stakes for Removal	Bi-Annually			X						X			
Selective Pruning	Annually										X	X	

NP1-NP5 Esplanade, Sports Courts and DPA													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
Hardscape/Plazas/Picnic Areas/Sports Courts													
Blow/Sweep	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Trashcans	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Clean and Inspect Tables and Benches	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Check volleyball court for debris	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Detail String Trimming	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Manual raking/cleaning volleyball court	Monthly				X	X	X	X	X	X	X	X	
Pressure washing	3 X/year				X			X			X		
Mechanical sweeping volleyball court	3 X/year			X			X			X			
Monitor and Clean Storm Drains	Annually								X				
Irrigation													
Check and Adjust Irrigation Controller - % Adj.	As Needed			X	X	X	X	X	X	X	X	X	X
Inspect grounds for dry and wet spots	Weekly			X	X	X	X	X	X	X	X	X	
Manual Irrigation Where Necessary	Weekly				X	X	X	X	X	X	X		
Full Irrigation Inspection and Repair	Monthly			X	X	X	X	X	X	X	X	X	
Check for Accurate Up to Date Irrigation Map	Annually	X											X
Berry Street Dog Play Area													
Blow/Sweep	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Trashcans	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Clean and Inspect Tables and Benches	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Clean Artificial Turf Surface and Amenities	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Rake Gravel High Spots	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Detail String Trimming	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor and Clean Storm Drains	Annually								X				

P1/P2 Mission Creek													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
All Amenities & Structures													
Litter and Debris Removal	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Graffiti/Vandalism Monitoring	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Signage Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Drinking Fountains Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Report required work orders to Supervisor	Daily	X	X	X	X	X	X	X	X	X	X	X	X
TURF													
Repair Ruts and Holes	Daily	X	X	X	X	X	X	X	X	X	X	X	X
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Mowing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Edging/Detailing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Aerating/Dethatching	Bi-Annually			X						X			
Top Dress and Overseed	Bi-Annually			X						X			
Fertilizing	Bi-Annually			X						X			
Shrub/Perennial beds													
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Dead Plant Removal and Replacement	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Hedging and Shearing	Annually											X	
Mulch	Annually	X											
Erosion Control	Annually										X	X	
Trees													
Safety Prune for Clearance	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Vine Removal	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Safety, Health, and Clearance Inspections	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Stakes for Removal	Bi-Annually			X						X			
Selective Pruning	Annually										X	X	

P1/P2 Mission Creek													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
Hardscape/Plazas/Picnic Areas/CPAs													
Blow/Sweep	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Trashcans	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Clean and Inspect Tables and Benches	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Detailed String Trimming	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Pressure Wash Pavilion Plaza	3x/year				X			X			X		
Monitor and Clean Storm Drains	Annually									X			
Irrigation													
Check and Adjust Irrigation Controller - % Adj.	As Needed			X	X	X	X	X	X	X	X	X	
Inspect grounds for dry and wet spots	Weekly			X	X	X	X	X	X	X	X	X	
Manual Irrigation Where Necessary	Weekly				X	X	X	X	X	X	X		
Full Irrigation Inspection and Repair	Monthly			X	X	X	X	X	X	X	X	X	
Check for Accurate Up to Date Irrigation Map	Annually	X											X
Green Infrastructure													
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Plantings	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Clear obstructing debris and sediment	Semi-annual			X							X	X	
Mulch	Annually										X	X	
Remedial Maintenance	Annually										X	X	
Certifications	Annually										X	X	

P3 East Esplanade													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
All Amenities & Structures													
Litter and Debris Removal	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Graffiti/Vandalism Monitoring	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Signage Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Drinking Fountains Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Report required work orders to Supervisor	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Shrub/Perennial beds													
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Dead Plant Removal and Replacement	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Hedging and Shearing	Annually											X	
Mulch	Annually	X											
Erosion Control	Annually										X	X	
Trees													
Safety Prune for Clearance	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Vine Removal	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Safety, Health, and Clearance Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Stakes for Removal	Bi-Annually			X						X			
Selective Pruning	Annually										X	X	
Hardscape/Plazas/Picnic Areas													
Blow/Sweep	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Trashcans	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Clean and Inspect Tables and Benches	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Detail String Trimming	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Pressure Wash Large Paved Areas	3x/year				X			X			X		
Monitor and Clean Storm Drains	Annually								X				

P3 East Esplanade													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
Irrigation													
Check and Adjust Irrigation Controller - % Adj.	As Needed			X	X	X	X	X	X	X	X	X	
Inspect grounds for dry and wet spots	Weekly			X	X	X	X	X	X	X	X	X	
Manual Irrigation Where Necessary	Weekly				X	X	X	X	X	X	X		
Full Irrigation Inspection and Repair	Monthly			X	X	X	X	X	X	X	X	X	
Check for Accurate Up to Date Irrigation Map	Annually	X											X
Green Infrastructure													
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Plantings	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Clear obstructing debris and sediment	Semi-annual			X							X	X	
Mulch	Annually										X	X	
Remedial Maintenance	Annually										X	X	
Certifications	Annually										X	X	

P5 Channel Street Dog Park													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
Full Irrigation Inspection and Repair	Monthly			X	X	X	X	X	X	X	X	X	
Check for Accurate Up to Date Irrigation Map	Annually	X											X
Dog Play Area													
Blow/Sweep	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Trashcans	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Clean and Inspect Tables and Benches	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Deep Clean Artificial Turf Surface and Amenities	Bi-weekly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor and Clean Storm Drains	Annually								X				

P6 - Kids Park Children's Play Area													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
Amenities & Structures													
Litter and Debris Removal	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Graffiti/Vandalism Monitoring	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Signage inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Drinking Fountains Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Report required work orders to Supervisor	Daily	X	X	X	X	X	X	X	X	X	X	X	X
TURF													
Repair Ruts and Holes	Daily	X	X	X	X	X	X	X	X	X	X	X	X
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Mowing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Edging/Detailing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Aerating / Dethatching	Bi-Annually			X						X			
Top Dress and Overseed	Bi-Annually			X						X			
Fertilizing	Bi-Annually			X						X			
Shrub/Perennial beds													
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Dead Plant Removal and Replacement	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Hedging and Shearing	Annually											X	
Mulch	Annually	X											
Erosion Control	Annually										X	X	
Trees													
Safety Prune for Clearance	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Vine Removal	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Safety, Health, and Clearance Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Stakes for Removal	Bi-Annually			X						X			
Selective Pruning	Annually										X	X	

P6 - Kids Park Children's Play Area													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
Hardscape/Plazas/Picnic Areas/CPAs													
Blow/Sweep	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Trashcans	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Clean and Inspect Tables and Benches	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Inspect Playground Equipment	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Sand sifting	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Detail String Trimming	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor and Clean Storm Drains	Annually								X				
Irrigation													
Check and Adjust Irrigation Controller - % Adj.	As Needed			X	X	X	X	X	X	X	X	X	
Inspect grounds for dry and wet spots	Weekly			X	X	X	X	X	X	X	X	X	
Manual Irrigation Where Necessary	Weekly				X	X	X	X	X	X	X		
Full Irrigation Inspection and Repair	Monthly			X	X	X	X	X	X	X	X	X	
Check for Accurate Up to Date Irrigation Map	Annually	X											X
Green Infrastructure													
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Plantings	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Clear obstructing debris and sediment	Semi-annual			X							X	X	
Mulch	Annually										X	X	
Remedial Maintenance	Annually										X	X	
Certifications	Annually										X	X	

P16/P17 Mission Commons													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
Amenities & Structures													
Litter and Debris Removal	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Graffiti/Vandalism Monitoring	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Signage Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Drinking Fountain Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Report required work orders to Supervisor	Daily	X	X	X	X	X	X	X	X	X	X	X	X
TURF													
Repair Ruts and Holes	Daily	X	X	X	X	X	X	X	X	X	X	X	X
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Mowing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Edging/Detailing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Aerating / Dethatching	Bi-Annually			X						X			
Top Dress and Overseed	Bi-Annually			X						X			
Fertilizing	Bi-Annually			X						X			
Shrub/Perennial beds													
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Dead Plant Removal and Replacement	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Hedging and Shearing	Annually											X	
Mulch	Annually	X											
Erosion Control	Annually										X	X	
Trees													
Safety Prune for Clearance	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Vine Removal	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Safety, Health, and Clearance Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Stakes for Removal	Bi-Annually			X						X			
Selective Pruning	Annually										X	X	

P26 Mariposa Park													
MAINTENANCE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Frequency												
Amenities & Structures													
Litter and Debris Removal	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Graffiti/Vandalism Monitoring	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Signage inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Drinking Fountains Inspections	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Report required work orders to Supervisor	Daily	X	X	X	X	X	X	X	X	X	X	X	X
TURF													
Repair Ruts and Holes	Daily	X	X	X	X	X	X	X	X	X	X	X	X
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Mowing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Edging/Detailing	Bi-Weekly			X	X	X	X	X	X	X	X	X	
Aerating Dethatching	Bi-Annually			X						X			
Top Dress and Overseed	Bi-Annually			X						X			
Fertilizing	Bi-Annually			X						X			
Shrub/Perennial beds													
IPM/Gopher Trapping	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Weeding	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Dead Plant Removal and Replacement	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Selective Pruning	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Hedging and Shearing	Annually											X	
Mulch	Annually	X											
Erosion Control	Annually										X	X	
Trees													
Safety Prune for Clearance	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Weeding/Vine Removal	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Safety, Health, and Clearance Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Monitor Stakes for Removal	Bi-Annually			X						X			
Selective Pruning	Annually										X	X	

Attachment C Mission Bay Good Neighbor Policy

Type of Noise Covered by Policy: Pile driving or other extreme noise generating activity.

Policy Language: “Pile driving or other extreme noise generating activity (80 dBA at a distance of 100 feet) **shall be limited to 8:00 am to 5:00 pm, Monday through Friday.** No pile driving or other extreme noise generating activity is permitted on Saturday, Sundays and holidays. Requests for pile driving on Saturdays may be considered on a case by case basis by the Office of Community Investment and Infrastructure (OCII) with approval at the sole discretion of the Executive Director. “

(Please note - we **rarely/never** approve Saturday work.)

Applicability of Policy: Applies to all Mission Bay development. It does not apply outside of Mission Bay.

Holidays Recognized under the Policy: For purposes of the Policy, OCII and the community recognizes the City’s official holiday schedule, as follows:

- **New Years Day**
- **Dr. Martin Luther King, Jr. Day**
- **President's Day**
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Indigenous Peoples Day, Italian American Heritage Day**
- **Veterans Day**
- **Thanksgiving Day and the Day After**
- **Christmas Day**

MISSION BAY OPEN SPACE
MAINTENANCE AND OPERATIONAL STANDARDS

The Port will be responsible for the overall management of the property including landscape, janitorial, general maintenance, and security services, as well as any special conditions of the Mission Bay Open Space System improvements. The Port will be responsible for *its respective* areas and components of the park improvements as shown on the plans, specifications, and project manuals provided for each park as they are added to the Funding Agreement.

Port will maintain the parks in a first-class condition and operate the parks so as to enhance the enjoyment and safety of the general public. All Park improvements will be maintained in accordance with the park plans, as-built plans, project manual specifications, and manufacturer specifications unless otherwise agreed upon by OCII.

This Scope of Work is broken into four main sections: I) General Park Management, II) Landscaping Maintenance, III) Janitorial Services, and IV) Security Services.

I. Management

A. General Management. Port will:

1. Manage their respective parks with internal Departmental staff skilled in park operations and maintenance. A staffing plan will be reviewed and approved by OCII on an annual basis.
2. Oversee the coordination of any services of subcontractors.
3. Maintain all park systems and improvements.
4. Certify that all the park improvements have been built in accordance with the plans and specifications.
5. Provide general supervision of field operations.
6. Act as public liaison and liaison with OCII for the park system.
7. Utilize, if needed, independent sub-contractors to fulfill its property management responsibilities under the Scope of Services. However, the Departments, will have final responsibility for the management, operation, maintenance, and security of the Mission Bay Open Space System.

8. Negotiate, secure and manage all subcontracts necessary for the provision of services in accordance with OCII and City Purchasing Policies.
9. Resolve conflicts with members of the public and day-to-day issues as they arise.
10. Attend to all legal responsibilities entailed in operations of the Mission Bay Open Space System. Assure compliance with all local, state and federal codes and regulations pertaining to the work, including those pertaining to workplace safety and toxic chemicals.
11. Conduct and assure quality control of all operations to the satisfaction of OCII and any technical consultants such as landscape architects, horticulturists, engineers, security advisors and others, which OCII may retain.
12. Assure that appropriate licensing and bonding is maintained for any Mission Bay Open Space System worker providing services where licensing or bonding is required.
13. Assure that appropriate training is given to all City staff.
14. Work cooperatively with the San Francisco Department of Public Works (“SFDPW”) on Open Space Parcels’ construction guarantee during the warranty period as described in the Public Improvement Agreement or Improvement Permit for each Open Space Parcel as provided by OCII.
15. Purchase appropriate furnishing, fixtures and equipment (FF&E) necessary for operations.
16. Update and implement an Emergency Preparedness Plan (“Plan”) providing for the protection of life and property during emergencies, which may affect the Mission Bay Open Space System as listed in Attachment G, Reporting Requirements. The Plan will follow existing departmental policies and procedures and outline management and staff responsibilities, evacuation procedures, management and staff duties in an emergency situation, and preventative maintenance such as maintaining life safety inspection and records logs.
17. The Contractor will work cooperatively with the San Francisco Police Department and San Francisco Fire Department on entrance and exit procedures and will coordinate the Plan with adjacent uses.

18. Be responsible for emergency preparedness training and relevant practice drills for all employees and subcontractors who work in the Mission Bay Open Space System.
19. Promptly obtain proper medical assistance for Departmental staff, Subcontractors, or any member of the public, as the need arises.
20. Guided by existing city policies, screen potential Departmental staff for any behavior or past record, which might indicate inappropriateness for employment in a family-oriented environment.
21. Maintain good working relations with adjacent users near Mission Creek and in the surrounding Mission Bay neighborhood. The Departments will also attend meetings of the Mission Bay Citizens Advisory Committee (“CAC”) and respond to any concerns that the CAC may have.
22. Provide information about the Mission Bay parks on each Department’s respective websites. Content shall include but not be limited to permitting and event information and general park information.

B. Permits and Reservations. Departments will:

1. Allocate all fee revenue into a projected solely used for the operations and maintenance of parks in Mission Bay
2. Ensure that limitations on occupancy and other life-safety codes are strictly enforced for all events.
3. Require that any event sponsor secures all appropriate local, state, and federal permits.
4. \

C. Management of Performance Areas. Departments will:

1. Be reimbursed for event services on a per event basis, by the event client for out-of-pocket staff charges incurred for a particular event.
2. Maintain the performance areas located in P1 (the landscaped steps and performance area) and P17 (the IPE wood deck) in good operating order and advise OCII of any repairs that may become necessary.

D. Special Conditions.

1. Public Use. Departments will:

- i. Ensure that operations are planned and executed to maximize the public enjoyment of the Mission Bay Open Space System and minimize any disruption or inconvenience to the heavy public use of the site.
 - ii. The Departments will follow the Mission Bay Good Neighbor Policy and city code concerning noise producing activities and will consult with OCII on addressing community concerns.
 - iii. Generally schedule automatic irrigation systems for operations when the Mission Bay parks are closed.
 - iv. Ensure that movement of equipment or materials will be minimized in duration and impact to visitors.
2. Coordination with Adjacent Users. Departments will:
- i. Coordinate with the affected user any park activity that might affect an adjacent user to the Mission Bay Open Space System, and make every reasonable effort to minimize the negative impact of any activity on such users. The other users include Oracle Park, Chase Center, UCSF, and the residential developments on the surrounding blocks. Such coordination will also extend to users on the blocks surrounding the park parcels should any Mission Bay Open Space System activity appear likely to negatively impact them.
 - ii. Coordinate with adjacent users to minimize and mitigate any potential negative impact on the Mission Bay parks by any adjacent use.
 - iii. Schedule any noise-gathering event or maintenance activity that might affect the Mission Creek Harbor Association, UCSF, or any adjacent user on days that would avoid or minimize such conflict.
 - iv. Coordinate its pedestrian and traffic control efforts, including street crosswalk control, with adjacent users.
- E. Administration Support. Departments will:
- 1. Provide all necessary office support as it relates to the management of the property including issuing permits and providing public information.
 - 2. Provide professional bookkeeping necessary to maintain the records as specified in this Contract.
 - 3. Respond to all audit requests.
 - 4. Separately budget and track all revenue and expenditure related to special events.
 - 5. Separately track and budget all capital expenditure.
 - 6. Provide all necessary office supplies and small equipment.

7. Maintain all outdoor areas and components and all related systems in an attractive, usable and safe condition, pursuant to OCII plans and specifications and manufacturer’s recommendations. The Departments are responsible for all systems and improvements within the Mission Bay Open Space System. As-built record drawings for all park improvements will be provided to the Departments at Contract Commencement.
- F. Engineering. The Departments shall perform the following tasks as applicable:
1. Manage the provision of all site utilities at all times, including but not limited to the following:
 - i. Lighting & electrical systems
 - ii. Irrigation electrical systems
 - iii. Water (drinking fountains, irrigation) systems
 - iv. Scavenger service.
 - v. Portions of the stormwater drainage system for the bioswales within designated parks within the Mission Bay Open Space System is the responsibility of the San Francisco Public Utilities Commission (“PUC”) and is excluded from this contract as outlined in Attachment J, Mission Bay Green Infrastructure Maintenance Manual. However, Recreation and Parks will coordinate with the PUC when maintenance of the stormwater drainage system in the bioswales is necessary. Port will notify the PUC if it notices any drainage issues, though the PUC retains liability for the drainage system. The surface landscaping and other non-stormwater drainage system features in the bioswales are included in the contract and shall be maintained as described in this Scope of Services and in accordance with Attachment J, Mission Bay Green Infrastructure Maintenance Manual, as may be amended from time to time.
 2. Plumbing
 - i. Clean sand traps yearly.
 - ii. Inspect and clean drains daily.
 - iii. Establish an annual testing program for back flow devices in accordance with the Public Utility Commission requirements.
 - iv. Check water meters and valves on a periodic basis
 - v. Service domestic hot water pumps.
 - vi. Locate and map all water service valves.
 - vii. Inspect all faucets and drinking fountains and repair any problems immediately.
 3. Storm System, Sanitary System, City Water

- i. Inspect regularly to assure proper working order.
- ii. Immediately repair any breaks or other damage.
- iii. Clear pipes and clean outs as necessary.
- iv. Inspect and maintain sand interceptors.
- v. Clear lines as necessary using approved mechanical methods.

4. Lighting & Electrical

- i. Maintain all electrical panels mechanical and lighting.
- ii. Complete regular rounds around the parks.
- iii. Replace lamps as necessary.
- iv. Clean fixtures regularly to provide full light levels.
- v. Inspect regularly for necessary maintenance or repair.
- vi. Routine maintenance per manufacturer's recommendations.
- vii. Responsibility for damage to utility lines and other site improvements resulting from maintenance work being performed.

5. Inspections. Where necessary and in consultation with OCII, schedule and coordinate the following inspections by subject matter experts or professionals:

- i. Safety inspection.
- ii. Storm system inspection.
- iii. Drainage inspection.
- iv. Woodwork inspection.
- v. Lighting inspection.
- vi. Vandalism inspection.
- vii. Horticultural inspection.

6. Decomposed Granite Paths

- i. In the event that any decomposed granite paths are included in any parks, maintain compaction in the decomposed granite paths at the firmness and stability level specified in the park specification manuals.
- ii. Keep free of any plant material.

9. Sports Courts

- i. Inspect condition of court surfaces, backboards and nets. Coordinate repairs and replacements as necessary.

G. Construction/Project Management. Departments will:

- 1. Attend construction related meetings during the development and construction of the Mission Bay Phase-In Parcels. Departments will provide advice and comments to OCII's on all matters related to park management, maintenance, operation, and security.

2. Inspect and work collaboratively with SFDPW on the Phase-In Parcels during the construction period and review construction work to ensure that work has been built in accordance with the park plans and specifications, and local building codes.
3. Review work plans, drawings, and schedules associated with the development and construction of the Mission Bay Phase-In Parcels.
4. Conduct inspections of Phase-In Parcels upon completion and assist OCII with the development of punch lists for outstanding construction items.
5. Concept design for parcels on City property will be reviewed and approved by the Recreation and Park Commission.

H. Signage. Departments will:

1. Departments will install park hours and rules signs on their respective parcels.
2. Implement OCII-approved informational signage program throughout the Mission Bay Open Space System.
3. Replace signs as information is updated or if damaged.

II. **Landscape Maintenance**

A. General. Departments will:

1. Provide supervised labor as necessary to maintain the outdoors and landscape components in an attractive, usable, and safe condition, pursuant to OCII specifications and manufacturer specifications.
2. Oversee all landscape operations for all park parcels.
3. The Departments will make any necessary major repairs or replacement of landscape items. The Departments will make repairs and replacement in a timely manner and in accordance with appropriate specifications.
4. Provide all landscape maintenance supplies and all equipment necessary for landscape maintenance tasks, including fuel and maintenance and repair tools.
5. Maintain all areas in a neat and orderly appearance. Remove all debris generated by maintenance work at the end of each day.

6. Attend maintenance walk-throughs with OCII (subcontractors to be present as requested)
7. Provide soil fertility and other test reports, with analysis, from testing laboratories if requested by OCII.
8. Provide vandalism and horticultural inspections upon request of OCII
9. Properly dispose of all rubbish, green waste, and recycling materials in the appropriate trash bins.
10. Port shall comply with all requirements of San Francisco's Integrated Pest Management ("IPM") Ordinance (Chapter 3, San Francisco Environment Code), and San Francisco's Zero Waste Ordinance

B. Plantings. Departments will perform the following tasks:

1. Lawn
 - i. Provide all work necessary to maintain lawn in vigorous, healthy condition, including but not limited to, mowing, watering, edging, aerating, fertilizing, weeding, disease and pest control.
2. Ground cover
 - i. Provide all work specified for lawn, except mowing and thatching.
 - ii. Trim as necessary to re-invigorate growth and maintain neat appearance.
 - iii. Control any erosion potential.
3. Trees
 - i. Provide all work necessary to achieve continued healthy growth, includes watering, checking, adjusting, and replacing stakes and ties, fertilizing if necessary, weeding, disease and pest control.
 - ii. Prune as needed to create and maintain an attractive, strong, healthy and hazard-free branching structure.
 - iii. Prune to maintain and accentuate each species' natural growing habits per instructions of the landscape architect.
 - iv. Maintain limb clearances of street trees, as specified in the plans and specifications, pursuant to City standards.
4. Shrubs & perennials
 - i. Provide all work as specified for trees, as applicable.
 - ii. Shrubs shall be pruned as often as is necessary to maintain vigorous

growth and a neat appearance.

5. Weed control
 - i. Hand weeding preferred.
 - ii. RPD shall comply with all requirements of San Francisco's Integrated Pest Management (“IPM”) Ordinance in their weed management activities.

6. Fertilization
 - i. Fertilize as necessary to maintain vigorous, healthy growth.

7. Insect and Pest Management
 - i. Departments shall comply with all requirements of San Francisco's Integrated Pest Management (“IPM”) Ordinance (Chapter 3, San Francisco Environment Code). These requirements include but are not limited to: Using pesticides as a last resort, using only pesticides on the current SF Reduced Risk Pesticide List, posting notifications of all pesticide applications three days before treatment, leaving these postings for at least four days after treatment, and reporting all pesticide use in a format acceptable to the San Francisco Department of the Environment.
 - ii. Department shall implement IPM activities under the guidance of it’s IPM program staff that shall minimize the use of toxic chemical and gets rid of pests by methods that pose a lower risk to public and environmental health. Departments shall implement IPM activities as outlined below:
 - iii. Inspect for diseases and pests and control any discovered diseases and pests using approved methods under the direction of the Departments IPM supervisor.
 - iv. Monitor pest ecosystem to determine pest population, size, occurrence and natural predator population, if present.
 - v. Consider a range of potential treatments for the pest problem and select control strategies that may be implemented effectively and in a manner that is long-lasting and the least disruptive effect on the environment.
 - vi. Employ non-pesticide management tactics first. Consider the use of chemicals only as a last resort and select and use chemicals only within an IPM Program.
 - vii. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use and local conditions.
 - viii. Monitor treatment to evaluate effectiveness and continue monitoring records as part of the IPM program.

8. Root Care
 - i. Inspect shrubs and raise any whose root crowns have settled below soil level.
 - ii. Inspect trees and provide necessary root pruning for trees according to

appropriate standards.

9. Replacement of Plant Material
 - i. Replace plant material, which is damaged or disfigured as a result of negligent acts or omissions in the performance of the work. Replacements shall be of similar size and species as damaged or disfigured plants.
10. Irrigation Scheduling and Maintenance
 - i. Schedule system inspections and maintenance a minimum of once per month.
 - ii. Set seasonal programming for the irrigation system.
11. Maintenance of Mulch and Decomposed Granite at Treewells
 - i. Replenish bark areas and decomposed granite as needed.

III. Janitorial Services - Departments will perform the tasks in Section III as applicable.

A. General. Departments will:

1. Provide daily janitorial service to the public restrooms and daily service to the Mission Bay open space site office, to be established by the Department.
2. Provide additional janitorial services to the open space event areas in all parks as well as the public restrooms after each event use as requested by OCII. All Any additional janitorial services for special events to be paid for by event client.
3. Provide all janitorial and general maintenance supplies and equipment.
4. Properly dispose of all rubbish, green waste, and recycling materials in the appropriate Scavenger trash bins.

B. Exterior Structure & Grounds Services. Departments will:

1. Litter Control & Trash Collection
 - i. Control litter throughout site daily.
 - ii. Empty all external trash receptacles every morning or as needed and wipe them down as needed.
 - iii. Keep recyclable glass, metal and paper separate, as provided by the trash receptacles, where possible and in accordance with SFE policy.
 - iv. Immediately remove litter from all paths, pavilion areas, and the public sidewalk adjacent to all park parcels.

- v. Keep Scavenger Service trash enclosure clean and free of debris. Hose and wipe down area as needed.
 - i. Provide litter control following major events to be paid on a per event basis by the event client.
2. Hardscape (including sports courts and kids play areas)
- i. Sweep daily or as needed.
 - ii. Hose down as necessary.
 - iii. Inspect weekly for lifted, separated, cracked or other damaged paving.
 - iv. Clean all hardscape in all common areas on an as-needed basis.
 - v. Keep free of any plant materials.
3. Walls & Exterior Surfaces
- i. Inspect and clean surfaces on a regular basis.
 - ii. Immediately remove postings.
 - iii. Remove and treat for graffiti pursuant to the specifications and manufacturer's recommendations.
4. Woodwork
- i. Per approved standards, allow wood to weather naturally.
 - ii. Inspect regularly for cracking, splintering or other damage.
 - iii. Remove and treat for graffiti, in a manner according to appropriate standards.
5. Site Furniture and Kids Play Equipment
- i. Maintain per manufacturer's recommendations.
 - ii. Inspect daily for necessary maintenance or repair.
6. Signage
- i. Clean as needed to remove dirt or rust.
 - ii. Immediately remove any postings or graffiti.
7. Shoreline
- i. Remove litter and debris from shoreline area along Mission Creek Channel.

IV. Security Services

A. Security

- 1. Port will staff Mission Bay with a combination of contracted security and Port assigned SFPD officers to enforce the Port Code and provide security. 2 SFPD officers will be available 7 days per week from 9:00AM to

7:00PM. Port contracted security will have patrols available 24 hours per day, seven days per week. Emergencies will be dealt with through the 911 system..

B. General Duties. Departments will:

1. Contracted security and Port assigned SFPD officers will be deployed according to the Departments policies and procedures for the work unit.
2. Provide additional security for special events on a per event basis with reimbursement provided by the event client.
3. Provide all security supplies and maintenance of security equipment.
4. Assist Mission Bay visitors with information as requested and maintain a helpful and courteous manner at all times.
5. Require that contract security personnel be uniformed and unarmed.
6. Endeavor to provide the same security officers to the same shift where possible and minimize changes in personnel.
7. Coordinate Mission Bay security activities with those of adjacent users, including Oracle Park, Chase Center, UCSF, residents, and other stakeholders.
8. Coordinate Mission Bay security activities with the San Francisco Police Department.
9. Refer violators of the City/Port Code to the appropriate social service agencies. The Departments will also refer those in need to appropriate social service agencies and will coordinate with such agencies to assist these agencies in the provision of the needed services.
10. Be responsible for all “incident response”, in collaboration with appropriate city agencies and within the scope and duties of the SFPD, and enforce the Port Code, including hours of operation.

P18 Port of SF Frequency Schedule of Landscape Maintenance

B.	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
13	Staking-Remove/Adjust	X						
14	Vine Training						X	
D.	Paved Area Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control						X	
G.	Special Considerations	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Site Reviews/Inspections				X			
2	Landscape Maint.Report					4X		
3	Irrigation Report					4X		
5	Replace Controllor Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment							NA

P18 Port of SF Frequency Schedule General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immediately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	

P21 Port of SF Frequency Schedule of Landscape Maintenance

B.	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
13	Staking-Remove/Adjust	X						
14	Vine Training						X	
D.	Paved Area Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control						X	
G.	Special Considerations	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Site Reviews/Inspections				X			
2	Landscape Maint.Report					4X		
3	Irrigation Report					4X		
5	Replace Controllor Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

P21 Port of SF Frequency Schedule General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immediately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Bike racks							
Inspect	X						
Repair						X	
Walls and Exterior Surfaces							
Clean sitting wall surfaces			X				
Inspect	X						
Touch-up or repaint						X	
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Inventory all light bulbs and build stock							On-going
Replace lamps						X	
Clean fixtures					2X		
Inspect			X				
Repair						X	
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Preventive Maintenance Drains					3X		Enzymes or flush
Backflow device testing					1X		
Inspect water meters					1X		Or as needed
Preventive Maintenance Pumps				X			Repair as needed
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	

P22 Port of SF Frequency Schedule of Landscape Maintenance

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Clipping Removal		X					
3	Neat Appearance	X						
4	Weed Control- Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		
8	Pest Control							
	a. Monitor	X						
	b. Treat turf with Fertilizer including Dimension							As needed by Pest Control subcontractor
9	Mow		X					Seasonal Summer/Winter
10	Edge		X					
11	Aeration					2X		Spot aeration after events as needed
12	Dethatch						X	
13	Overseed turf after events						X	
B.	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
13	Staking-Remove/Adjust	X						
14	Vine Training						X	
D.	Paved Area Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control						X	

G.	Special Considerations	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Site Reviews/Inspections				X			
2	Landscape Maint.Report					4X		
3	Irrigation Report					4X		
5	Replace Controller Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

P22 Port of SF Frequency Schedule General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immediately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Bike racks							
Inspect	X						
Repair						X	
Walls and Exterior Surfaces							
Clean sitting wall surfaces			X				
Inspect	X						
Touch-up or repaint						X	
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Inventory all light bulbs and build stock							On-going
Replace lamps						X	
Clean fixtures					2X		
Inspect			X				
Repair						X	
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Preventive Maintenance Drains					3X		Enzymes or flush
Backflow device testing					1X		
Inspect water meters					1X		Or as needed
Preventive Maintenance Pumps				X			Repair as needed
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	

P23 Port of SF Frequency Schedule of Landscape Maintenance

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Clipping Removal		X					
3	Neat Appearance	X						
4	Weed Control- Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		
8	Pest Control							
	a. Monitor	X						
	b. Treat turf with Fertilizer including Dimension							As needed by Pest Control subcontractor
9	Mow		X					Seasonal Summer/Winter
10	Edge		X					
11	Aeration					2X		Spot aeration after events as needed
12	Dethatch						X	
13	Overseed turf after events						X	
B.	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
13	Staking-Remove/Adjust	X						
14	Vine Training						X	
D.	Paved Area Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control						X	

G.	Special Considerations	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Site Reviews/Inspections				X			
2	Landscape Maint.Report					4X		
3	Irrigation Report					4X		
5	Replace Controller Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

P23 Port of SF Frequency Schedule General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immidately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Bike racks							
Inspect	X						
Repair						X	
Walls and Exterior Surfaces							
Clean sitting wall surfaces			X				
Inspect	X						
Touch-up or repaint						X	
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Inventory all light bulbs and build stock							On-going
Replace lamps						X	
Clean fixtures					2X		
Inspect			X				
Repair						X	
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Preventive Maintenance Drains					3X		Enzymes or flush
Backflow device testing					1X		
Inspect water meters					1X		Or as needed
Preventive Maintenance Pumps				X			Repair as needed
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	

P24 Port of SF Frequency Schedule of Landscape Maintenance

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Clipping Removal		X					
3	Neat Appearance	X						
4	Weed Control- Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		
8	Pest Control							
	a. Monitor	X						
	b. Treat turf with Fertilizer including Dimension							As needed by Pest Control subcontractor
9	Mow		X					Seasonal Summer/Winter
10	Edge		X					
11	Aeration					2X		Spot aeration after events as needed
12	Dethatch						X	
13	Overseed turf after events						X	
B.	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
13	Staking-Remove/Adjust	X						
14	Vine Training						X	
D.	Paved Area Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control						X	

G.	Special Considerations	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Site Reviews/Inspections				X			
2	Landscape Maint. Report					4X		
3	Irrigation Report					4X		
5	Replace Controller Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

P24 Port of SF Frequency Schedule General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immediately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Bike racks							
Inspect	X						
Repair						X	
Walls and Exterior Surfaces							
Clean sitting wall surfaces			X				
Inspect	X						
Touch-up or repaint						X	
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Inventory all light bulbs and build stock							On-going
Replace lamps						X	
Clean fixtures					2X		
Inspect			X				
Repair						X	
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Preventive Maintenance Drains					3X		Enzymes or flush
Backflow device testing					1X		
Inspect water meters					1X		Or as needed
Preventive Maintenance Pumps				X			Repair as needed
Inspect restroom faucets and toilets	X						Repair as needed
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	