

Eligible SNAP Request	Capital Improvements (Non- Eligible SNAP Items)	Routine Service Items (Non- Eligible SNAP Items)
<i>Pending Availability of Operating Budget Funds under \$25,000</i>	<i>(Typically Considered Under CIP) Projects Costing Over \$25,000</i>	<i>Year round request and CIP programs -Request through 311</i>
<ul style="list-style-type: none"> • Picnic tables • Benches • Barbecue grills/pits • Trash receptacles • Standard park signage • Park access controls - gates and fencing • Drinking Fountains • Restripe recreational amenities (i.e. tennis courts, basketball courts, etc.) • Tree planting & maintenance (esplanade ONLY) • Mulch esplanade • Minor drainage corrections on park grounds (other drainage improvements will require major grading & infrastructure via CIP) • Minor trail and parking lot repairs (other repair/replacement must be accomplished via CIP) 	<ul style="list-style-type: none"> ▪ Land Acquisition ▪ Basketball pavilions, sports facilities and fields ▪ Buildings ▪ Parking lots/walking trails ▪ Security lighting ▪ Aquatics facilities ▪ Playgrounds ▪ Picnic shelters/pavilions ▪ Skate parks ▪ Major drainage improvements (within parks) ▪ Standard playground ▪ Bleachers 	<ul style="list-style-type: none"> ▪ Emergency repairs ▪ Maintenance requests for facilities or park grounds <p><i>See full list of Online Service Request/311</i></p>

Online Facilities Maintenance Request through 311 (Non- Eligible SNAP Items)

<u>Type of Service Request</u>	<u>Task Duration</u>	<u>Description of Task</u>
PR Ballfield Maintenance	14	Repair football/softball/soccer/volleyball field inside a city park
PR Break-in	4	Unauthorized access inside a city park
PR Park Sidewalk Repair	42	Broken paved sidewalk inside a city park
PR Court Surface Repair	14	Broken paved basketball or tennis court inside a city park
PR Park Curb Repair	42	Broken curb (not by tree root) inside a city park
PR Dugout Repair	42	Repair hardball/softball dugout in a city park
PR Electrical Hazard	4	Wire dangling/down/sparking in a city park
PR Fountain Repair	10	Drinking/decorative fountain <i>not gushing</i> or <i>shooting</i> water on trail/ esplanade/ in a park
PR Fountain Repair Urgent	4	Drinking/decorative fountain if gush/ shoot water on bike trail/ esplanade/ in a city park
PR Graffiti	4	Mischievous mark (not on traffic sign) on bike trail, esplanade, or inside City Park. If on traffic sign, use <i>TMM - Traffic Sign Maintenance</i>
PR Lights	20	Light out, early/late (not dangling/ down/ sparking) on bike trail <i>or</i> inside a city park
PR Major Water Leak	4	\Water leak <i>gushing</i> in a park

PR Minor Water Leak	10	Water leak but <u>not gushing</u> in a park
PR Playground/Court Equipment	42	Replace or repair backstop, basketball backboard, basketball goal, basketball net, slides, soccer goal, swing and its parts, tennis net, or tennis net binder in a city park
PR Pool Fence Repair	4	Open or damaged gate/fence around pool <u>inside</u> a city park
PR Posts	42	Post(s) in ground that border street or parking lot: repair/ replace.

Online Recreation Request through 311 (Non- Eligible SNAP Items)

<u>Type of Service Request</u>	<u>Task Duration</u>	<u>Description of Task</u>
PR Pool Fence Repair		
PR Pool Water Quality Control		

Online Grounds Maintenance Request through 311 (Non- Eligible SNAP Items)

<u>Type of Service Request</u>	<u>Duration of Task</u>	<u>Description of Task</u>
PR Clean Pavilion/Restroom	14	Clean permanent, outdoor pavilion/restroom inside a city park
PR Dead Animal	14	Report dead animal inside a city park (SR is now private)
PR Litter Park	14	Report glass, or trash dumped/ overflowed/ scattered or in a city park.
PR Litter Esplanade	14	Report glass, or trash dumped/ overflowed/ scattered on bike trail, esplanade,
PR Mow Park	14	Mow grass on ballfield, park, & playground. Esplanades are mowed on a two-week schedule during growing season. Not for <u>SPARKS Parks</u>.

PR Mow Esplanade	14	Mow esplanades or medians are mowed on a two-week schedule during growing season. <i>Not for roadside</i>
PR Pest Control	14	Ants, bees, mice, rats, snakes, or wasps <u>in</u> a park; bees <u>in</u> a tree <u>in</u> city right-of-way
PR Portacan	14	Portable toilet: burned, dirty, full, or turned over
PR Hole in Ground	14	Hole in unpaved ground (not ballfield/ bike trail) on esplanade <i>or</i> inside a city park
PR Sprinkler Repair	3	Sprinkler head damaged on a ballfield; sprinkler heads damaged on an esplanade report to Parks Adoption Coordinator

Online Forestry Request through 311 (Non- Eligible SNAP Items)

<u>Type of Service Request</u>	<u>Duration of Task</u>	<u>Description of Task</u>
PR Tree Trim	180	Trim tree or shrub <u>in</u> a park, <u>on</u> esplanade, or <u>in</u> city right-of-way
PR Tree Stump Grinding	45	
PR Tree Removal	180	Remove tree <u>in</u> a park, <u>on</u> esplanade, or <u>in</u> city right-of-way