



Memorandum

**Department of Parks, Recreation
& Conservation**

To: PRC Maintenance Staff Supervisors

From: Ronald Anderson (Assistant Director of Parks)

Cc: Joseph Simoncini (Director of Parks), Jason Klein (Director of Conservation), Rich Belizze (Director of Golf), Kevin Cook (Director of Recreation)

Date: October 26, 2023

Re: Maintenance Operations Guidelines

We have updated the Maintenance Operations Master Plan which can be found on the departments shared drive. We will discuss the changes in the staff meeting on Thursday, November 16, 2023.

In the Maintenance Plan all of our duties have been outlined and procedures have been written for all maintenance tasks. This document will be reviewed and revised, as it is a living document to be updated by senior staff on a yearly basis or as needed.

