

## How to Use This Manual

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This manual represents present day ideals and should be seen as a flexible document that can readily adapt to new environmental information and management technologies. The wording of this manual has been carefully selected. "Shall" and "will" have been selected to indicate those activities that are performed as management practices. The verb "should" prescribes practices the Department should be performing to adequately care for the resources base.

In an effort to better portray this information, this manual has been divided into 11 chapters, which, when taken in their entirety, represent the breadth of the Parks & Community Services Department's maintenance operational responsibilities.

Each chapter has a consistent section format, as follows.

### Notes

Every page of this document is provided with a side column in which the reader can make notes. As this document is meant to be revised every 4 years, this enables readers to make any necessary corrections and/or updates as they arise.

### Section 1 – Purpose

Discusses the inventory of the resource being managed and describes the level of detail known about the resource. It explains the objectives for which that specific resource is managed and the role it serves in the community. This section also presents any of the environmental risks associated with the management of that resource and the effect it has on air and water quality.

### Section 2 – Definitions

Provides necessary definitions.

### Section 3 – Background

Provides background information about the resource, including: design elements considered during creation, renovation, or enhancement of the resource; and relevant policies.

### Section 4 – BMPs

Outlines the specific **Best Management Practices (BMP)** associated with the resource. BMP can be defined as: a clear and consistent set of directions to Parks staff for the management and maintenance of resource areas and the individual assets contained within those areas. Resource areas within the City of Bellevue parklands include landscape, horticulture, and urban forest

categories. This section also includes safety and risk management procedures and equipment requirements, if applicable.

### **Section 5 – IPM**

Outlines the specific Integrated Pest Management practices associated for each resource, discussing effects of each type of pest on each resource type.

### **Section 6 – Training**

Notes training needed or required.

