

EXHIBIT D

Baseline Parks Maintenance Service Levels for Westlake Park and Occidental Square

Baseline

The Department of Parks and Recreation (DPR) will provide the following baseline levels of maintenance and Park Ranger presence to Westlake Park and Occidental Square.

Cleaning and Landscaping

- Daily morning cleanings will be completed by 9:00 a.m. and will include the following:
 - Removal of trash from all surfaces and receptacles
 - Wash down of following surfaces:
 - Westlake Park
 - Concrete pavers
 - Seven Hills Art Pieces
 - Base levels of arch
 - Water fountain base
 - Permanent seating
 - Play Space
 - Occidental Square
 - Brick surfaces
 - Permanent seating
 - Future Play Space
 - Removal of leaves, as needed
 - Removal of graffiti tags
- Early afternoon second removal and/or topping off of any trash receptacles within the park
- Late afternoon third trash removal and/or top-off Wednesdays through Sundays, May-September.
- Twice per year pressure washing of Westlake Park fountain, arch and play area. Four times per year pressure washing and mechanical scrubbing of Occidental Square.
- Landscaping
 - Review of tree canopy of Occidental Square after leaves are fully grown and, if not detrimental to health of the trees, pruning for increased daylight. Pruning will be done winter 2016.
 - Annual mulch
 - Watering as needed
 - Replacing plants as needed
 - Basic plant maintenance
- Annual review of condition of Totems in Occidental Square and maintenance as needed, per the Office of Arts and Culture.
- Cleaning/maintenance of Occidental Square Kiosk, as needed.
- Outside of the identified cleaning hours, if needed, DBIA Ambassadors may pick up incidental litter, rinse, do light clean-ups, and remove graffiti, to bring the parks up to a standard of cleanliness expected for the successful execution of any event. No power equipment will be used for maintenance purposes.

Should the Baseline Services not match those listed either above or in any separate agreements, DBIA will notify DPR, commencing a 10-day period in which service levels will be cured to match those agreed upon unless the reduction in service is the result of budget-related needs of the City.

Maintenance

- Events or programs requiring significant electrical use:
 - DBIA will provide DPR with a load calculation for the full set up for events that will require electrical grid functionality within two weeks prior to the event. DPR staff will review and recommend changes, if needed, within 5 business days of receiving the load calculation.
 - For major events, DBIA will schedule on a regular business day *after* electrical installation is complete or almost complete and at least 24 hours prior to the event, a second on-site review with DPR electrician staff to trouble-shoot problems. DPR electricians work Monday through Friday, 6AM – 4:30PM and are available for on-time repair of the grid unless required to address departmental emergencies.
 - Should events fall after working hours, or on holidays, DBIA may choose to rely on the standard DPR on-call system. If this system is used, DBIA will be invoiced for the cost of any labor overtime required. Alternatively, for coverage during non-working or holiday hours, DBIA may pay the overtime cost of retaining one on site electrician in the case of events in Occidental Square, and two electricians for Westlake Park events to accommodate confined-space access requirements.
- DBIA will notify DPR of any maintenance or repair required for normal operations in both parks, initiating a process in which DPR sends the appropriate maintenance specialist to review and or repair the identified issue. Should the repair require major disruption to the surrounding area, DPR will submit to DBIA for approval a plan of repair. DPR commits to a good faith effort to respond as promptly as possible to all requests.

Park Rangers

- DPR will continue to provide Park Rangers services in both parks at a level similar to prior years, as staffing allows. Rangers will deter negative behavior through education, diplomacy, low-level enforcement in the form of written warnings or citations when appropriate, and by contacting SPD when needed. DPR will work with SPD in every way it can to support a strong partnership and collaboration between officers and Park Rangers. DPR will provide SPD with instructions regarding Parks Code and the Parks Code of Conduct, as needed.
- DBIA and DPR will develop a communication plan to ensure that Park Rangers are in direct communication with DBIA staff.

Additional Service

At the expense of DBIA, DPR will provide additional maintenance services in both Westlake and Occidental Squares. The scope of such services will be agreed upon prior to assumption of service.

Should any additional services, paid for by DBIA, not match those listed in any separate agreements, DBIA will notify DPR, commencing a 10-day period in which service levels will be cured to match those agreed upon.