



Responsibilities of Department and Adopter

Parks, Recreation and Cultural Services Department Responsibilities

- Provide water for flower beds by an automated irrigation system, within permitted Parks, Recreation & Cultural Services utilities budget guidelines, on a specified schedule.
- Repair or adjust the irrigation system, as needed, throughout the growing season. Parks, Recreation and Cultural Services will notify adopter of the assigned irrigation system water days or any changes in the schedule that may occur during the adoption.
- Remedy any safety hazards, which might develop within the flower bed area.
- Provide two (2) safety vests to be used during flower bed installation and maintenance.
- Provide a flower bed design that specifies the variety of flower, the exact quantity of flowers for the dimensions of the bed and the plant spacing and specifications.
- Acknowledge the adoption through signage placed by the flower bed.
- If at any time the Parks, Recreation and Cultural Services Department deems the installed flower bed is unsightly, contact will be made with the adopter group. If identified issues are not corrected within five (5) business days, Department staff will remove the flower bed.

Adopter Responsibilities

- Locate utility and irrigation lines prior to any rototilling and/or digging.
- If adopter is providing own flower bed design and the flower bed is on a City median, the design must follow guidelines provided by the City Horticulturist to insure City Code height restrictions will not be exceeded that could cause visibility problems to traffic.
- Rototill and/or dig up the soil in the flower bed 4 to 6 inches in depth prior to planting.
- Schedule a plant pick-up date and time with the City Greenhouse staff at least two weeks prior to desired date.
- Notify and coordinate planting date with the Parks, Recreation and Cultural Services Department so as to insure irrigation system is operating and that the flower bed will receive water on the designated watering days.
- Administer a 10-16-8 granular fertilizer to the soil in the flower bed after rototilling but prior to planting.
- Plant flowers in accordance with established flower bed design.
- Water flower bed thoroughly after planting. If planting occurs on other than designated watering day, an alternate source of water will need to be provided, such as a water tank.
- Visit the adoption site twice weekly to weed, dead head, trim, replace plants where needed, and remove and dispose of litter and weeds.
- Any vandalism and/or theft of flowers will need to be replaced in accordance with the design.
- Flowers will be removed and disposed of between flowers removed between October 1-October 31.
- Flower bed will be rototilled and raked clean by October 31.
- Return the volunteer hours tracking sheet at the end of the adoption period to:

MAIL: City Greenhouse
1003 Glen Avenue
Colorado Springs, CO 80905

OR

FAX: (719) 385-6579
Attn: Springs in Bloom - Donna Sanchez

Springs in Bloom • Attention: Donna Sanchez

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