



**AGENDA
CITY COUNCIL RETREAT
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas
Saturday - July 29, 2023 at 8:30 AM



Mayor – Christine DeLisle
Place 1 – Kathryn Pantalion-Parker
Place 2 – Esme Mattke Longoria, *Mayor Pro Tem*
Place 3 – David McDonald

Place 4 – Na'Cole Thompson
Place 5 – Chris Czernek
Place 6 – Becki Ross
City Manager – Rick Beverlin

City Council of the city of Leander, Texas will convene on Saturday, July 29, 2023, at the time stated above to hold a retreat to allow the city councilmembers to communicate and assess the current status of issues, programs and policies that affect the city of Leander and to engage in comprehensive planning regarding the city's anticipated future issues and needs for its citizens regarding the items listed in this agenda. The items listed below are for discussion purposes only and no formal action or votes will be taken. As a quorum of the members of the city council will be present, this agenda is being posted in compliance with chapter 551 Texas Government Code and the Texas Open Meeting Act. **The meeting will be live-streamed at the following link:** <https://www.leandertx.gov/video>. *A brief 15 minute mid-morning break is anticipated.*

1. Open Meeting
2. Roll Call
3. Closing of Low Water Crossing on CR 177
4. Water conservation
 - Past year's activities
 - Expansion of program
 - Ordinance update
5. Partnerships with parks and recreation department
6. Maintenance of parks, medians and city facilities
7. Invocation and proclamation procedures
8. Adjournment

CERTIFICATION

This meeting will be conducted pursuant to the Texas Government Code Section 55 1.001 et seq. At any time during the meeting the Council reserves the right to adjourn into Executive Session on any of the above posted agenda items in accordance with the Sections 55 1.071 [litigation and certain Consultation with attorney], 551.072 [acquisition of interest in real property], 55 1.073 [prospective gift to city], 55 1.074 [certain personnel deliberations] or 551.076 [deployment/implementation of security personnel or devices]. The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the City Council of the City of Leander, Texas. was posted on the bulletin board at City Hall in Leander, Texas on the 24 day of July 2023 by 5:00 pm pursuant to Chapter 551 of the Texas Government Code.

A handwritten signature in cursive script that reads "Dara Crabtree". The signature is written in dark ink and is positioned above a horizontal line.

Dara Crabtree, City Secretary, TRMC



EXECUTIVE SUMMARY
07/29/2023

AGENDA SUBJECT:

Closing of Low Water Crossing on CR 177

Attachments

1. CR 177 Presentation



Item 3 – Closing of CR 177 Low Water Crossing

July 29, 2023

Dan Grimsbo, PE Executive Director of Infrastructure
Emily Truman, PE City Engineer
Gina Ellison, PE Public Works Director

Item 3 – CR 177 Low Water Crossing

History

- Accidents & Incidents
- Improvements
- Ongoing Issues

Development

- Wildspring
- Lone Star Landing

Proposed Improvements

Outreach

History

October 2018



Credit: Markus, viewer

A school bus that was found in Brushy Creek at CR 177 in Williamson County.

Accidents – 24 total

- 13 at CR 177 and Ronald Reagan Blvd.
- 1 at CR 177 and Valley View
- 4 related to waterway or ditch

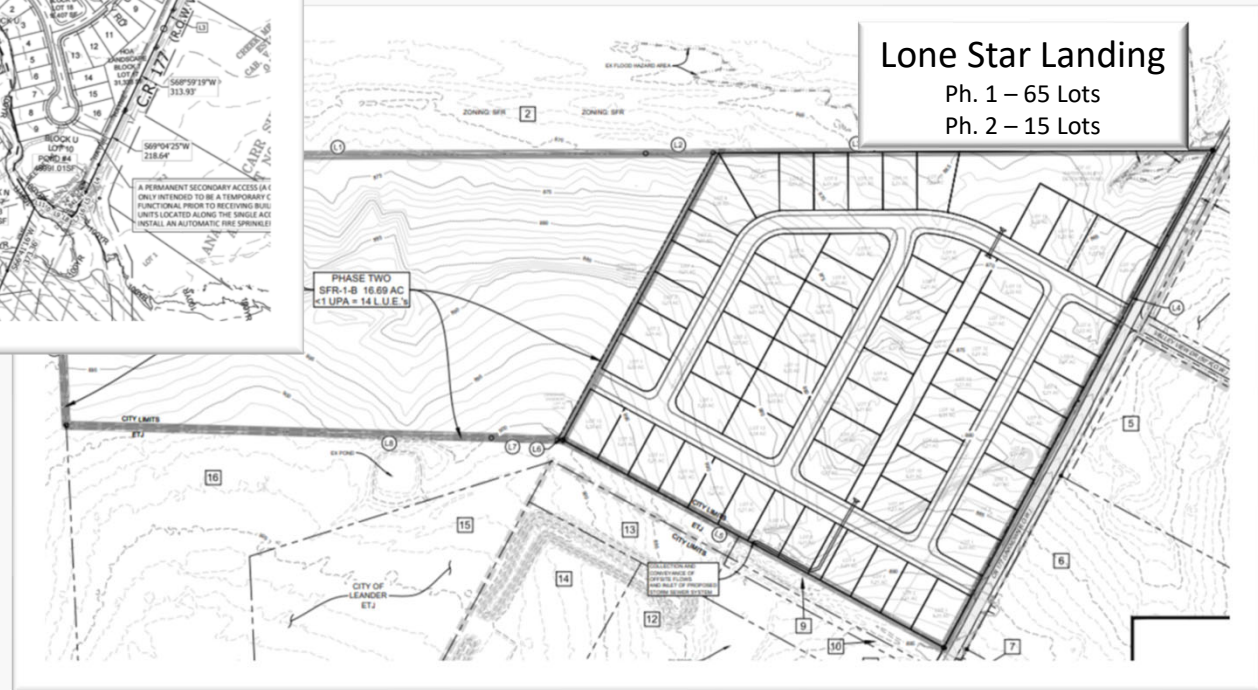
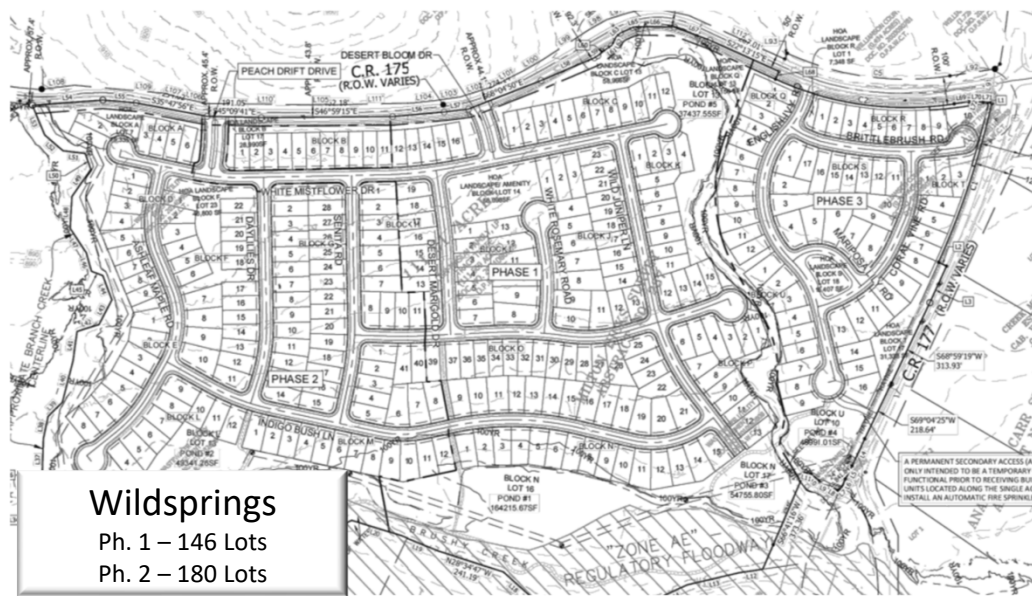
LISD Bus

Vandalism to gates

Improvements



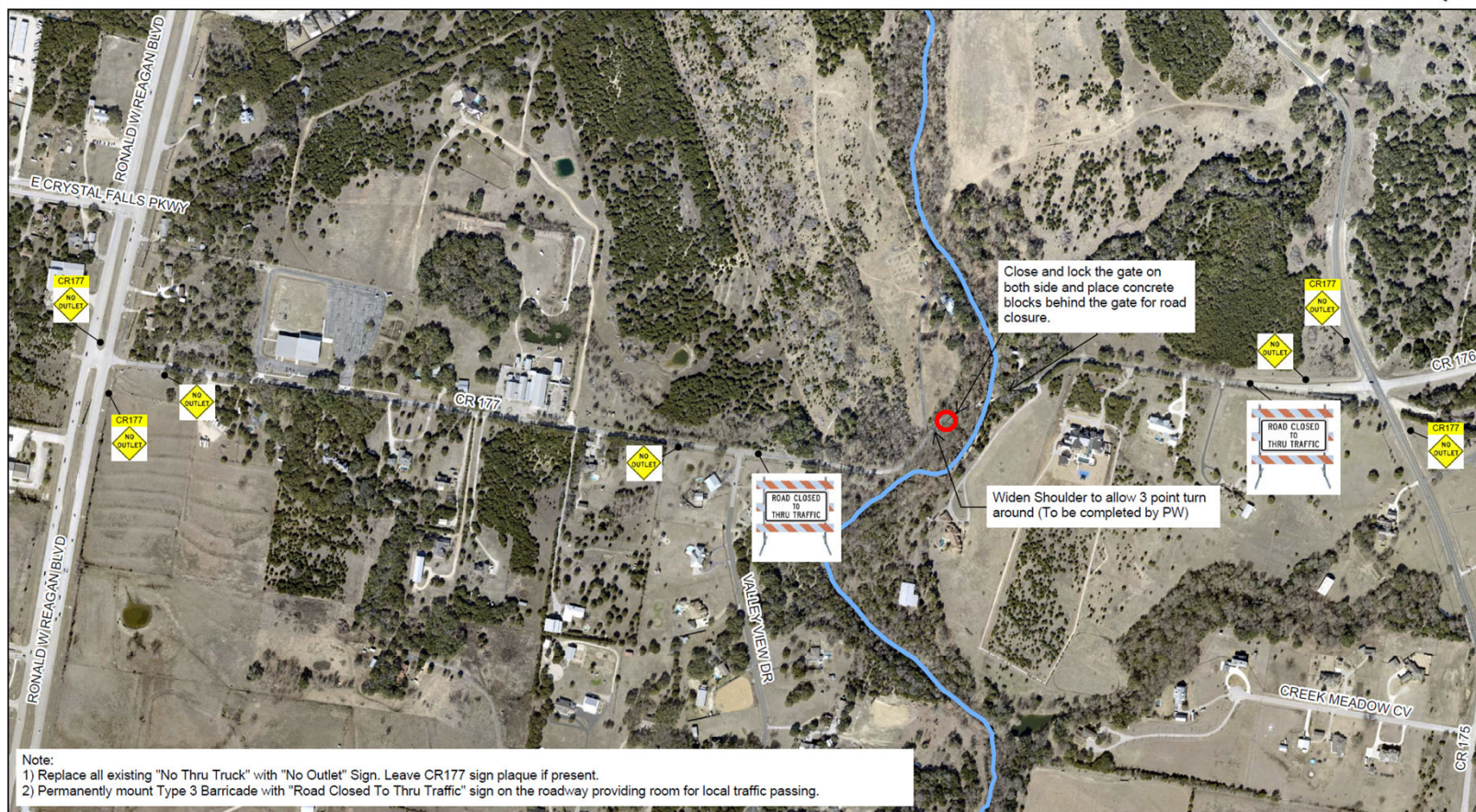
Developments



Proposed Traffic Control



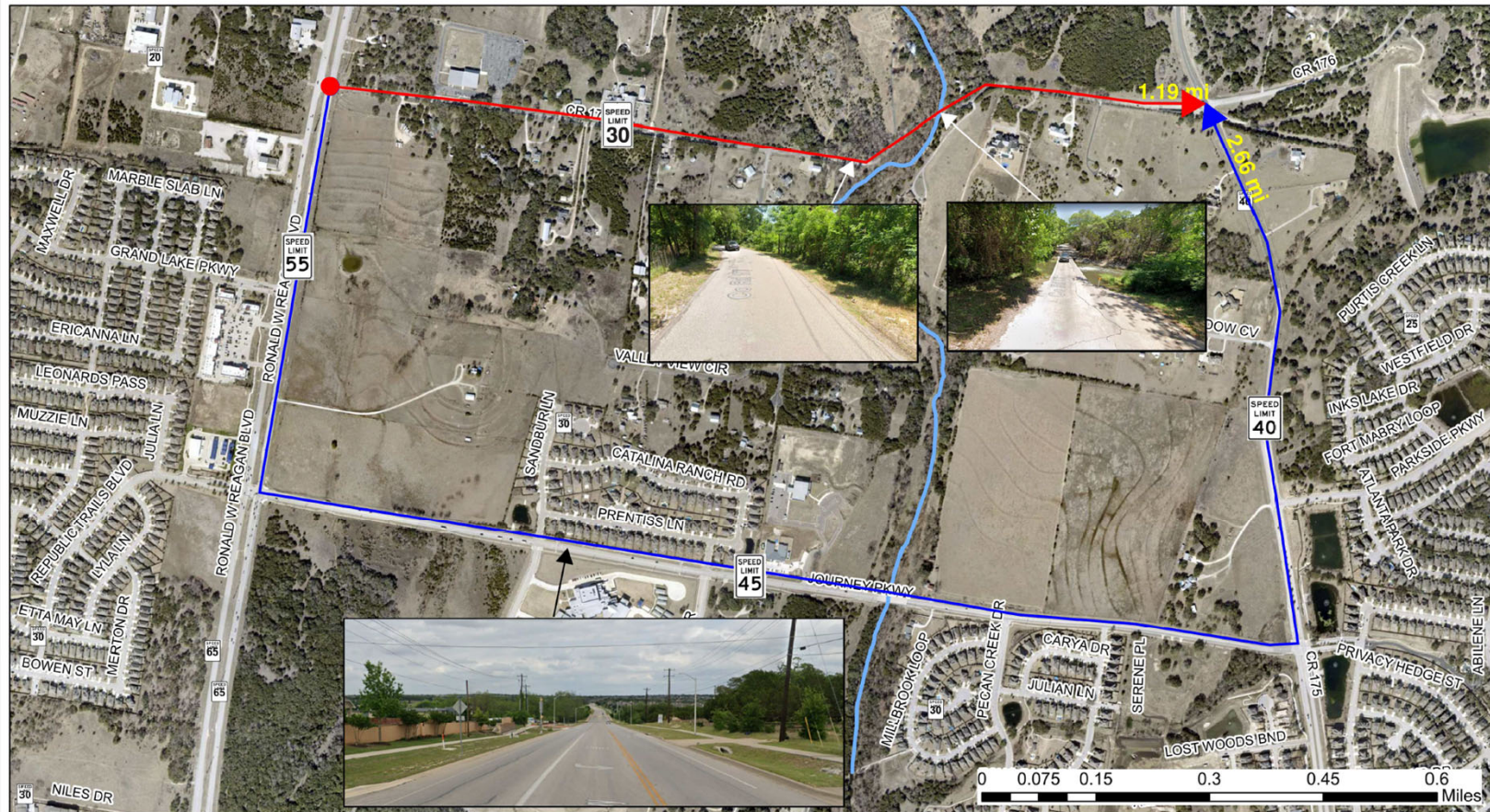
CR 177 Low Water Crossing Closure Signage Plan

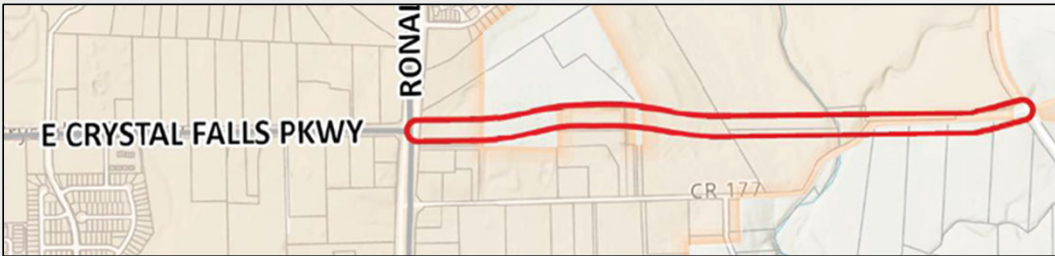


Existing Conditions & Route



CR 177 Low Water Crossing Site Conditions

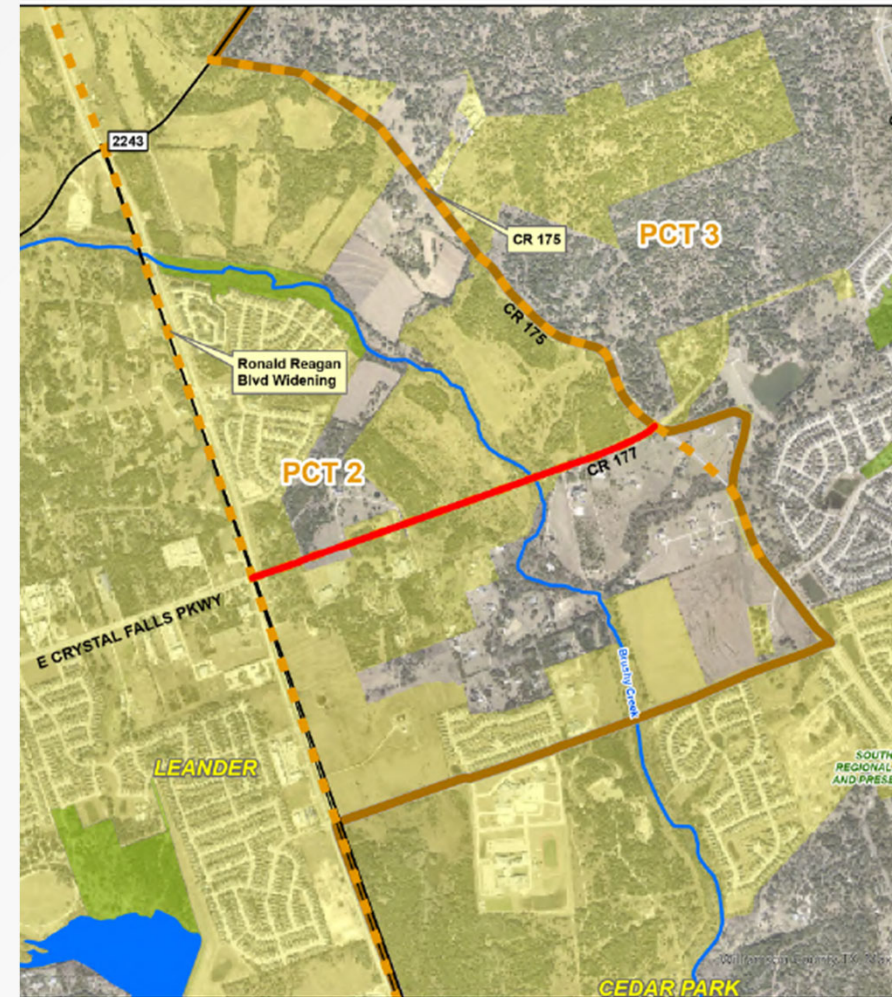




Williamson County Bond Election

\$10 million est. ROW & Design
(Total \$43.2 million estimated)

- 75/25% = \$7.5 million from county and \$2.5 million from city
- 1 mile of 4-lane divided arterial
- In Transportation Master Plan



Crystal Falls Parkway

Initial Outreach

Stakeholders

- Leander Engineering, Public Works, Fire, and Police
- Williamson County
- Leander Independent School District
- Williamson Co. EMS

City of
Leander



QUESTIONS?



EXECUTIVE SUMMARY
07/29/2023

AGENDA SUBJECT:

Water conservation

- Past year's activities
- Expansion of program
- Ordinance update

Attachments

1. Water Conservation update
2. Water Conservation plan



Item 4 – Water Conservation

July 29, 2023

Gina Ellison, PE
Bill Teeter

Public Works Director
Conservation Coordinator

Year in Review

Program's First Year

- Built relationships: Irrigation community, HOAs, Chamber of Commerce, AgriLife Extension Service, LCRA
- Performed HOA controller inspections to assure compliance
- Embarked on public education program
 - 20-30 citizen contacts/month
- Enhanced social media presence with social media posts, interviews, and events
- Live presentations
- Irrigation Pilot Program
 - 93 participants
- Assisted Code Enforcement on violations
- 1st Rain Barrel Sale
- Participation in regional conservation group
- Mayor's Monarch Pledge
- Took over cross connection control
- Worked Phase 3 and 4 Events

...the next 12 months

Program Expansion

- Continue with efforts already underway
 - Irrigation assessments
 - Rain barrel sale
- Add to education related to irrigation and hardening our landscapes
- Promote landscape conversion
- Continue the Mayor's Monarch Pledge
- Event booths
- New programs
 - Car wash registration
 - HOA/Commercial bi-annual inspection
 - "Garden in a box"
 - New homeowner outreach
- Dedicated enforcement
 - Temporary summer compliance staff
- Build conservation information on web page
- Targeted contacts with high users
- Increase marketing materials

Article 13.09 Water Conservation Ordinance

Updates for Discussion

- Remove “no water” Mondays
- Have one watering schedule for all customers
- Drip irrigation
- Watering hours
- Fine structure
- Car Wash registration
- Bi-annual audit requirement for large irrigation systems

Article 13.09 Water Conservation Ordinance

Days/Time Updates

- Remove “no water” Mondays
- Residential & Commercial – same schedule
- Remove drip irrigation exception
- Adjust hours

Watering Days/Times (Phase 2 – 1-day/week)		
Automatic Irrigation Systems, Hose-End Sprinklers, Soaker Hoses, and Drip Irrigation		
Last Digit of Meter Address	Allowed Watering Day	Allowed Watering Hours
6	Monday	Midnight – 7am 7pm – Midnight
1, 5	Tuesday	
8	Wednesday	
0, 3	Thursday	
9	Friday	
2, 4	Saturday	
7	Sunday	

Article 13.09 Water Conservation Ordinance

Fine Structure – Residential

Current

Conservation Phase	1 st Offence	2 nd Offence	3 rd Offence	4 th & Subsequent
Phase 1	Warning	\$50	\$100	\$200
Phase 2	Warning	\$50	\$100	\$200
Phase 3	Warning	\$50	\$100	\$200
Phase 4	Warning	\$1,000	\$1,000	\$1,000

Potential Option

Conservation Phase	1 st Offence	2 nd Offence	3 rd Offence	4 th & Subsequent
Phase 1	Warning	\$50	\$75	\$250
Phase 2	Warning	\$75	\$150	\$400
Phase 3	Warning	\$150	\$300	\$500
Phase 4	Warning	\$1,000	\$1,000	\$1,000

Article 13.09 Water Conservation Ordinance

Car Wash Registration

- Annual inspection
- List on website
- Provide City of Leander signage
- Discount on sewer bill?

PART 3 – INSPECTION CHECKLIST

CERTIFICATION REQUIREMENTS FOR ALL VEHICLE WASHES:

(Check all that comply)

- ☐ All water-using devices must be maintained to original or improved specifications for the conservation of water.
- ☐ All spray nozzles utilized at the vehicle wash will be replaced annually with stainless steel or hard ceramic nozzles to assure maximum efficiency of water used.
- ☐ All handheld spraywands must incorporate nozzle protectors.
- ☐ All water leaks of any kind must be repaired as they occur.
- ☐ All toilets utilized at the vehicle wash facility must be replaced with toilets that use 1.6 gallons per flush or less.
- ☐ All hoses or faucets shall be equipped with automatic shutoff valves.
- ☐ All driveways and impervious areas should be cleaned by sweeping instead of washing.
- ☐ Driveways may be washed with high pressure, low volume water systems for health and safety purposes ONLY.
- ☐ All spot-free reverse osmosis concentrate (if any used) must be reused in the wash water holding tank.
- ☐ Oil-water separator in proper working order.
- ☐ Copy of yearly pumping receipts showing quarterly manifest of sump service.
- ☐ In good standing with SAWS Resource Compliance department.

Date of last sump service by licensed waste hauler ____/____/____

Approximate number of cars serviced last year: _____

Sample from San Antonio Water System (SAWS)

Article 13.09 Water Conservation Ordinance

Commercial/HOA Annual Irrigation Inspection

- Compliance with water conservation ordinance
- Inspect every 2 years
- Assures large users are watering efficiently and on schedule

City of
Leander



QUESTIONS?

ARTICLE 13.09
WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN

§ 13.09.001. Declaration of policy, purpose and intent.

- (a) In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of extreme drought, periods of abnormally high water usage, system contamination, or extended reduction in ability to supply water due to equipment failure, water supply shortage or other water supply emergency conditions, the city hereby adopts the following regulations and restrictions on the delivery and consumption of water (“the plan”).
- (b) Water uses regulated or prohibited under this article are considered to be nonessential and continuation of such uses during times of water shortage or other emergency water supply condition deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in section 13.09.014 of this article.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.002. Public involvement.

The public may have an opportunity to provide input on preparation of the plan at a regularly scheduled public meeting of the city.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.003. Public education.

The city will periodically provide the public with information about the plan, including information about the conditions under which each phase of the plan is to be initiated or terminated and the drought response measures to be implemented in each phase. This information may be provided by, but is not limited to, media releases, bill inserts, website announcements, digital platform messages, or other similar methods of mass communication.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.004. Coordination with regional water planning groups.

The service area of the city is located within Regional Water Planning Group (RWPG) G, Brazos River Authority, and the city has given this plan to the Lower Colorado River Authority, and the Brazos River Authority.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.005. Authority to implement response measures.

In the event of unusual operational events, catastrophic occurrences, severe weather events, or other public emergencies, the city manager or city manager’s designee may implement mandatory water restrictions in addition to those set out in this article. The city manager or city manager’s designee is hereby authorized and directed to implement the applicable provisions of this article upon determination that such implementation is necessary to protect public health, safety and welfare. The city manager or city manager’s designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this article. Unless otherwise specified by the city manager, the city manager’s primary designee is the public works director and the alternate designee is the city

§ 13.09.005
engineer.

§ 13.09.008

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.006. Notice of implementation of mandatory provisions.

The city shall notify the executive director of the state commission on environmental quality and the LCRA general manager in writing within five (5) business days of the implementation of any mandatory provisions of the drought contingency plan.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.007. Applicability.

The provisions of this plan shall apply to all persons, customers, and property utilizing water provided by the city. The terms “person” and “customer” as used in the plan include individuals, corporations, partnerships, associations and all other legal entities. The provisions of this article do not apply to:

- (1) Persons who use water from private wells; or
- (2) Persons who otherwise use water from a source other than the city’s water utility system.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.008. Definitions.

For the purposes of this plan, the following definitions shall apply:

BRA. The Brazos River Authority or successor agency.

Conservation. Those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer. Any person, company or organization using water supplied by the city.

Domestic water use. Water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry or institution.

Industrial water use. The use of water in processes designed to convert materials of lower value into forms having greater usability and value, including the development of power by means other than hydroelectric.

Landscape irrigation. Water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, parks, rights-of-way, and medians.

LCRA. The Lower Colorado River Authority, or successor agency.

Nonessential water use. Water uses that are neither essential nor required for the protection of public health, safety, and welfare, including, but not limited to:

- (1) Landscape irrigation, except as otherwise provided under this article;
- (2) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (3) Use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (4) Use of water to wash down buildings or structures for purposes other than immediate fire protection;

§ 13.09.008

§ 13.09.010

- (5) Flushing gutters or permitting water to run or accumulate in any gutter or street;
- (6) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, ornamental ponds, Jacuzzi-type pools, or similar;
- (7) Use of water in a fountain or pond for aesthetic or scenic purposes such as fountains, reflecting pools, and water gardens except where necessary to support aquatic life;
- (8) Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (9) Use of water from hydrants or flush valves for construction purposes or any other purposes other than firefighting.

System. The combination of components of the water supply network that carry, store, or move potable water from a centralized treatment plant to water customers. Components include but are not limited to transmission lines, pumps, ground and elevated storage tanks.

TAC. Texas Administrative Code.

TCEQ. Texas Commission on Environmental Quality.
(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.009. Initiation and termination of water conservation and drought response phases.

- (a) The city manager or city manager's designee shall monitor the water supply and/or demand conditions on a daily basis and determine when conditions warrant initiation or termination of each phase of the plan. The base water conservation plan, outlined in phase 1, shall be in force at all times unless subsequent phases are enacted. Water supply conditions will be determined by the source of supply, system capacity, and weather conditions. Water demand will be measured by the peak daily demands on the system.
- (b) The city manager or city manager's designee shall implement the applicable provisions of this article upon determination that such implementation is necessary to protect public health, safety and welfare.
- (c) The triggering criteria described below are based on information provided by LCRA and BRA; and are further based on known system capacity limits.
- (d) Public notification of the initiation or termination of water conservation and drought response phases shall be by one or more combination of methods which may include, but is not limited to, media releases, bill inserts, website announcements, digital platform messages, automated telephone calls, and signs posted at service area entry points.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.010. Conservation phase 1 - base conditions.

- (a) Water use requirements. Phase 1 base conditions will be in effect year-round.
 - (1) Notice(s) will be designed to increase customer awareness of water conservation and encourage the most efficient use of water. The city shall keep a copy of the current public announcement on water conservation awareness on file and available for inspection by TCEQ.
- (b) City actions. To manage supply, the city will:

§ 13.09.010

§ 13.09.010

- (1) Continually review system operations, identify ways to improve system efficiency and accountability, and actively promote water conservation.
 - (2) Request water customers to voluntarily limit and reduce the use of water for nonessential purposes and to practice water conservation.
 - (3) Establish mechanisms to remind water customers to practice water conservation year-round.
- (c) Customer actions. Under threat of penalty for violation, the following conditions shall apply to all retail water customers:
- (1) It is unlawful for any customer to waste water through use that serves no practical purpose. Such water waste includes the failure to repair a leak, either inside or outside a home, building, or facility, within a reasonable time, not to exceed 60 days from the date that a notice was provided about the leak resulting in water runoff or accumulation in a street, gutter, or parking lot.
 - (2) Residential water customers who choose to use water for landscape irrigation may only do so in accordance with a twice-weekly watering schedule on designated days, shown below, and designated times, shown in part (5) of this section, as determined by the city:
 - (A) Properties with a street address number ending in 1, 5, or 9 may water on Tuesday and/or Friday.
 - (B) Properties with a street address number ending in 2, 4, 6, or 8 may water on Wednesday and/or Saturday.
 - (C) Properties with a street address number ending in 0, 3, or 7 may water on Thursday and/or Sunday.
 - (3) Commercial, multi-family, and homeowners association water customers who choose to use water for landscape irrigation may only do so in accordance with a once-weekly watering schedule on designated days, shown below, and designated times, shown in part (5) of this section, as determined by the city:
 - (A) Properties with a street address number ending in 1, 5, or 9 may water on Tuesday.
 - (B) Properties with a street address number ending in 2, 4, 6, or 8 may water on Saturday.
 - (C) Properties with a street address number ending in 0, 3, or 7 may water on Thursday.
 - (4) Landscape irrigation by way of automatic systems or hose-end sprinklers is not allowed on Monday.
 - (5) Landscape irrigation by way of automatic systems or hose-end sprinklers is limited to the hours from 12:00 a.m. (midnight) to 10:00 a.m. and from 7:00 p.m. to 12:00 a.m. (midnight), in accordance with the applicable watering schedules and designated watering days as determined by the city.
 - (6) Landscape irrigation limits do not apply if the irrigation is performed:
 - (A) By means of a hand-held hose, soaker hose, or drip irrigation system.
 - (B) At a commercial plant nursery.

§ 13.09.010

§ 13.09.011

(C) During the testing of new irrigation system installation or existing irrigation system repair.

(7) Requests for one-time exceptions to phase 1 landscape irrigation limits would be considered by the city on a case-by-case basis and may be granted for up to 21 days for new lawn installations. (Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.011. Conservation phase 2 - water use reduction.

(a) Triggers. Customers shall adhere to phase 2 conditions when one or more of the following occurs:

- (1) Total daily water demand equals or exceeds 90% of the total operation system treatment capacity for 3 consecutive days;
- (2) Total daily water demand equals or exceeds 90% of the firm capacity of key pump stations for 3 consecutive days;
- (3) The combined storage of Lake Travis and Lake Buchanan reaches 900,000 acre-feet in accordance with LCRA requirements, which are subject to change.
- (4) The city manager or city manager's designee determines that phase 2 response measures are necessary to protect public health, safety, and welfare.

(b) Demand reduction target. Phase 2 response measures are designed to achieve a 20% reduction in water use.

(c) City actions. To manage supply, the city will:

- (1) Discontinue water main and line flushing unless necessary for public health reasons.
- (2) Visually inspect lines on a regular basis and repair leaks.
- (3) Suspend hydrant testing.
- (4) Suspend use of potable water for the following city operations:
 - (A) Vehicle washing.
 - (B) Street cleaning.
 - (C) Landscape irrigation in city parks except by hand-held hose or drip irrigation. The city may continue irrigation by way of automatic systems or hose-end sprinklers for up to 21 days only when necessary to salvage new installations.
- (5) Increase efforts to inform the public on water conservation strategies including:
 - (A) Conduct a monthly review of customer use records;
 - (B) Contact customers with unusually high usage to help identify potential leaks and provide customers with water saving tips and practices to better manage water use and reduce monthly costs.

(d) Customer actions. Under threat of penalty for violation, the following phase 2 response measures shall apply to all retail water customers:

- (1) Residential water customers who choose to use water for landscape irrigation may only do so in accordance with a once-weekly watering schedule on designated days, shown below, and

§ 13.09.011

§ 13.09.011

designated times, shown in section 13.09.010(c)(5), as determined by the city:

- (A) Properties with a street address number ending in 1, 5, or 9 may water on Friday.
 - (B) Properties with a street address number ending in 2, 4, 6, or 8 may water on Wednesday.
 - (C) Properties with a street address number ending in 0, 3, or 7 may water on Sunday.
- (2) Commercial, multi-family, and homeowners association water customers who choose to use water for landscape irrigation may only do so in accordance with a once-weekly watering schedule on designated days, shown below, and designated times, shown in section 13.09.010(c)(5), as determined by the city:
- (A) Properties with a street address number ending in 1, 5, or 9 may water on Tuesday.
 - (B) Properties with a street address number ending in 2, 4, 6, or 8 may water on Saturday.
 - (C) Properties with a street address number ending in 0, 3, or 7 may water on Thursday.
- (3) Landscape irrigation limits do not apply if the irrigation is performed:
- (A) By means of a hand-held hose, soaker hose, or drip irrigation system.
 - (B) At a commercial plan nursery.
 - (C) During the testing of new irrigation system installation or existing irrigation system repair.
- (4) Other nonessential water uses are prohibited except under the following circumstances:
- (A) Use of water from hydrants or flush valves for construction purposes.
 - (B) The addition of water to a pool or splash pad where necessary to maintain the water purification system in service or to maintain structural integrity of the pool.
 - (C) The washing of vehicles or boats at a commercial car wash facility, or as part of a charity or fundraising event held on a commercial property during the property's designated watering day as defined in subsection (d) of this section.
- (e) Wholesale. The city will keep wholesale treated water customers informed about demand and current and projected supply conditions. The city will initiate discussions with wholesale treated water customers about potential curtailment and implementation of mandatory measures to reduce all nonessential water uses.
- (f) Termination. Phase 2 may be rescinded when one or more of the following occurs:
- (1) The water treatment plant capacity conditions listed above as a triggering event have ceased to exist for 5 consecutive days;
 - (2) LCRA announces that voluntary restrictions by its firm raw water customers are no longer needed;
 - (3) The city manager or city manager's designee determines that the applicable provisions are no longer necessary to protect public health, safety, and welfare; or
 - (4) Upon termination of phase 2, the city publicly announces to its customers the end of phase 2 and return to phase 1 conditions.

§ 13.09.012. Conservation phase 3 - water emergency.

- (a) Triggers. Customers shall adhere to phase 3 conditions when one or more of the following occurs:
- (1) Total daily water demand equals or exceeds 95% of the total operation system treatment capacity for (3) consecutive days;
 - (2) Total daily water demand equals or exceeds 95% of firm capacity of key pump stations for three consecutive days;
 - (3) LCRA general manager or board declares a water emergency.
 - (4) The city manager or city manager's designee determines that phase 3 response measures are necessary to protect public health, safety, and welfare.
- (b) Demand reduction target. Phase 3 response measures are designed to achieve a 50% reduction in water use.
- (c) City actions. To manage supply, the city will, in addition to phase 2 response measures:
- (1) Discontinue water main and line flushing unless necessary for public health, safety, and welfare.
 - (2) Explore additional emergency water supply options, which may include arranging for the emergency purchase of water from utilities for which there exists proper agreements for such purchase;
 - (3) Increase efforts to inform the public on water conservation strategies;
 - (4) Increase the detection and repair of water leaks in the distribution system;
 - (5) Read water meters as necessary to ensure compliance with this program for the benefit of all the customers.
- (d) Customer actions. Under threat of penalty for violation, phase 2 response measures, along with the following measures which may supersede, shall apply to all retail water customers:
- (1) Landscape irrigation is prohibited except by means of a hand-held hose.
 - (2) Industrial water uses are prohibited except for some limited uses as deemed necessary by the city manager or city manager's designee to protect public health, safety, and welfare.
- (e) Wholesale. The city will contact its wholesale treated water customers to initiate mandatory measures to control water demand and to ensure capacity for emergency response requirements . Mandatory measures will include the curtailment of nonessential water uses in accordance with the wholesale water customer's own drought contingency plan.
- (f) Terminations. Phase 3 may be rescinded when one or more of the following occurs:
- (1) The water treatment plant capacity condition listed above as a triggering event has ceased to exist for five (5) consecutive days;
 - (2) The LCRA announces that mandatory restrictions by its firm raw water customers are no longer required;

§ 13.09.012

§ 13.09.013

(3) The city manager or city manager's designee determines that phase 3 response measures are no longer necessary to protect public health, safety, and welfare; or

(4) Upon termination of phase 3, the city publicly announces to its customers the end of phase 3 and return to phase 2 conditions.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.013. Conservation phase 4 - water system failure.

(a) Triggers. Customers shall adhere to the phase 4 response measures when one or a combination of the following occurs:

(1) Major water line breaks or pump system failures that cause substantial loss of ability to provide water service;

(2) Natural or man-made contamination of the water supply source;

(3) Water demand approaches a reduced delivery capacity for all or part of the system, creating a situation in which water system demand exceeds water system capacity, for an extended length of time, as determined by the city manager or his/her designee;

(4) The city manager or city manager's designee determines that phase 4 response measures are necessary to protect public health, safety, and welfare.

(b) Demand reduction target. Phase 4 response measures are designed to limit the daily water demand to no more than 50% capacity.

(c) City actions. To manage supply, the city will:

(1) Assess the severity of the problem and identify the actions needed and time required to resolve the problem.

(2) Issue applicable public notifications and messaging as to the water system or source failure.

(3) Severely restrict or prohibit, as appropriate, all water system uses in the affected service area.

(4) Read meters as often as needed to ensure program compliance for the benefit of all customers.

(5) Minimize flushing for dead-end mains.

(6) Cease allowance or approval of applications for new, additional, expanded, or larger water service connections, meters, service lines, pipeline extensions, mains, or water service facilities unless project is deemed necessary to resolve the water system failure.

(7) Operate the distribution system according to applicable regulations.

(8) Initiate emergency interconnects or alternative supply arrangements.

(d) Customer actions. Under threat of penalty for violation, phase 3 response measures, along with the following measures which may supersede, shall apply to all retail water customers:

(1) Use of water is restricted as deemed necessary to meet the emergency.

(e) Wholesale. The city will contact its wholesale treated water customers to initiate mandatory measures to control water demand and to ensure capacity for emergency response requirements . This may include ceasing water supply to the wholesale water customer.

§ 13.09.013

§ 13.09.014

(f) Termination.Phase 4 may be rescinded when one or more of the following occurs:

- (1) The water system failure conditions listed above as a triggering event has ceased to exist for five (5) consecutive days.
- (2) The city manager or city manager's designee determines that phase 4 response measures are no longer necessary to protect public health, safety, and welfare.
- (3) Upon termination of phase 4, the city publicly announces to its customers the end of phase 4 and return to phase 3 conditions.

(Ordinance 21-020-00 adopted 3/18/21)

§ 13.09.014. Enforcement; penalty; termination of water service.

(a) Compliance.No person or entity shall knowingly or intentionally allow the use of water from the city for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this article, or in an amount in excess of that permitted by the drought response phase in effect at the time pursuant to action taken by the city manager, or his/her designee, in accordance with provisions of this plan.

(b) Administrative violation procedures.

- (1) Penalties.Except as otherwise stated herein, each violation of this plan within a 12-month period may be enforced as an administrative violation pursuant to the following:

Violation	Residential Customer	Commercial Customer
First offense	Courtesy warning	Courtesy warning
Second offense	\$50.00	\$200.00
Third offense	\$100.00	\$400.00
Fourth and subsequent offense(s)	\$200.00, and non-emergency disconnection	\$1,000.00, and non-emergency disconnection

- (2) Penalties during conservation phase 4.Each violation of this plan that occurs within a 12-month period during conservation phase 4 may be enforced as an administrative violation pursuant to the following:

Violation	Residential Customer	Commercial Customer
First offense	Courtesy warning	Courtesy warning
Second and subsequent offense(s)	\$1,000.00, and emergency disconnection*	\$1,000.00, and emergency disconnection*

* Water service may be disconnected under the emergency disconnection procedures set forth in subsection (d)(1) below for a second violation of this article that occurs during conservation phase 4.

- (3) Notice of first offense.If the city manager, or city manager's designee reasonably believes that a person or entity has violated this plan, then a notice of first offense shall be in writing and include the name and address of the alleged offender, a location and description of the alleged offense and a description of the administrative fees for subsequent violations. This notice will

§ 13.09.014

§ 13.09.014

be mailed or hand delivered to the alleged offender's utility billing address.

- (4) Notice of second and/or subsequent offense. If the city manager or city manager's designee reasonably believes that a person or entity has violated this plan again subsequent to and within a 12-month period immediately following the date of the preceding offense, then a notice of second offense will be mailed containing the same information as described in the preceding subsection and a description of the administrative fee for the offense. This notice will be mailed to the alleged offender's utility billing address.
- (5) Appeal of administrative offense.
- (A) An alleged offender may appeal an administrative offense as set forth in this article. They request of an appeal shall not suspend or delay an alleged offender's obligation to pay current outstanding utility or administrative fees. Upon successful appeal of an offense, the city will refund administrative fees paid by the alleged offender.
- (B) At the city manager's or city manager designee's discretion, an appeal or final review hearing may be conducted by a scheduled telephone conference involving the alleged offender, pertinent city staff, and testifying witnesses. Prior to any telephone conference, each testifying witness's name, address, telephone number, and relationship to the alleged offender shall be submitted to the city manager, along with any or other supporting documentation or physical evidence to be considered during the conference. Any unidentified witness or supporting documents and evidence shall be considered during an appeal conference or meeting.
- (C) Within fifteen (15) business days of the date of the notice of offense, an alleged offender may appeal the administrative offense and fee by submitting a written request to the city manager or city manager's designee. Within 15 business days of the receipt of such request, the city manager or city manager's designee shall appoint one or more pertinent hearing officers and schedule an appeal hearing or telephone conference. At the appeal hearing, the alleged offender may present relevant evidence and bears the burden of proof to show by a preponderance of the evidence why he or she should not be held in violation or assessed a fee. The hearing officers shall consider all relevant evidence as presented and render a decision within five (5) business days of the conclusion of the appeal hearing. A copy of the decision shall be mailed to the alleged offender's utility billing address.
- (D) An alleged offender may appeal the hearing decision by submitting a written request to the city manager within five (5) business days of their receipt of the decision. Within five (5) business days of receiving a timely appeal, the city manager or city manager's designee shall conduct a final review hearing. At this hearing, the alleged offender may present relevant evidence as described in the preceding subsection. The city manager or designee shall consider relevant evidence and render a written decision within five (5) business days of the conclusion of the final review hearing. A copy of the decision shall be mailed to the alleged offender's utility billing address. The final review hearing decision is final and binding.
- (E) Should the alleged offender fail to attend a scheduled appeal, it is their responsibility to contact the city manager or city manager's designee within five working days of the scheduled date of the appeal. Failure to do so or the attend the rescheduled appeal for any reason shall constitute a default, render final the administrative offense and associated fee, and further waive the offender's right to an appeal.

§ 13.09.014

§ 13.09.014

- (6) Notices. All notices regarding alleged administrative offenses, including, without limitation, notices of offenses, appeal hearing and final review hearing decisions, shall be in writing and forwarded to the alleged offender via first class mail and/or certified mail, return receipt requested, to the alleged offender's current utility billing address. All notices delivered in this manner shall be deemed as received by the alleged offender within five (5) days of the mailing's postmark.
- (c) Enforcement as criminal violation. Alternatively, and at the city manager's discretion, any violation of this article may be enforced as a criminal violation in accordance with subsection (1) below.
- (1) Criminal penalty. Any person who shall violate any of the provisions of this article, or shall fail to comply therewith, or with any of the mandatory requirements thereof, within the city limits shall be deemed guilty of an offense and shall be liable for a fine not to exceed the sum of two thousand dollars (\$2,000.00). Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein.
- (d) Termination of water service; reconnection charge. The city manager or city manager's designee shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur in accordance with this section. Services discontinued under such circumstances shall be restored only upon payment of the reinstatement fee set forth in the city's fee schedule, and any other costs incurred by the city in discontinuing service. In addition, suitable assurance must be given to the city that the same action shall not be repeated while the plan is in effect. Compliance with this article may also be sought through injunctive relief in the district court.
- (1) Emergency termination. If an officer charged with enforcement of this article determines that a violation of this article constitutes an immediate threat to the public health, safety and welfare, and the owner, occupant, or person in control of the property (the "responsible party") is absent or fails to immediately remedy the violation, the officer may terminate water services to such property. The city manager shall hold a hearing within 72 hours after termination of service to determine whether the responsible party violated this article, unless a later hearing date is requested by the responsible party or the responsible party is unable to be located, in which case the hearing shall be held as soon as possible. Promptly after terminating service, the officer charged with enforcement of this article shall give the responsible party written notice of the termination and hearing in compliance with TAC, title 30, section 291.88(b), by personal delivery or posting notice of the hearing on or near the front door of each building on the property, or at the Property Manager's door if available. If it is determined at the hearing that the responsible party did not violate this article, the responsible party's utilities shall be immediately reconnected without charge to the responsible party.
- (2) Non-emergency termination. An officer charged with enforcement of this article who determines that a violation of this article is present may seek termination of wastewater [water] service to the property at which the violation is present after notice and hearing as provided in this subsection. The officer charged with enforcement of this article shall give written notice of the violation of this article to the responsible party and the requirement that the violation be remedied within ten (10) days or water service will be disconnected, such notice to comply with TAC, title 30, section 291.88(a). If the responsible party fails to remedy the violation within the time specified in the notice, the officer charged with enforcement of this article may terminate water service. The responsible party may request a hearing by the city manager regarding termination of service. Written notice of the time and date of the hearing shall be given to the responsible party at least ten days before the hearing date.

§ 13.09.014

§ 13.09.015

Notices required by this subsection shall be delivered to the responsible party by in-person service, [or] by letter addressed to the responsible party at his/her post office address.

- (3) Determination at hearing; appeals. If the city manager determines at a hearing held under subsection (1) or (2) above that the responsible party did not violate this article, the responsible party's utilities shall be immediately reconnected without charge to the responsible party. If it is determined that the responsible party violated this article, as appropriate, water service shall not be reconnected until the responsible party remedies the violation of this article and pays all required reconnection fees. The city manager's decision may be appealed to the city council in writing within ten days of the city manager's decision.

(e) Responsibility for violation.

- (1) For purposes of this article, the person or customer in whose name the utility billing office last billed or who is receiving the economic benefit of the water supply is presumed to have knowingly made, caused, used or permitted the use of water received from the city for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this article and proof that the violation occurred on the person's or customer's property shall constitute a rebuttal presumption that the person or customer committed the violation.
- (2) Any person, including a person classified as a water customer of the city, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children, and proof that a violation, committed by a child, occurred on property within the parent's control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this article and that the parent could not have reasonably known of the violation.
- (3) A person commits an offense if the person performs an act prohibited by this article or fails to perform an act required by this article. Each instance of a violation of this article is a separate offense.
- (4) Proof of a culpable mental state is not required for a conviction of an offense under this article.
- (5) If a person is convicted for three or more violations of this article within a 12-month period, water service may be disconnected or restricted.
- (6) During phases 3 or 4, the city reserves the right to perform an emergency disconnection for violations of nonessential water uses, regardless of previous violations.
- (7) The city's authority to seek injunctive or other civil relief available under the law is not limited by this article.

(Ordinance 21-020-00 adopted 3/18/21; Ordinance 22-087-00 adopted 9/15/2022)

§ 13.09.015. Variances.

- (a) The city manager or city manager's designee may grant variances:

§ 13.09.015

§ 13.09.015

- (1) From specific applications of the outdoor water schedule, providing that the variances do not increase the time allowed for watering but rather alter the schedule for watering; and
 - (2) Allowing the use of alternative water sources (i.e., groundwater, reclaimed wastewater) that do not increase demand on potable water sources for outdoor use. Variance requests may be submitted to staff and need not meet the requirements of subsection (b) below.
- (b) The city manager or city manager's designee may, in writing, grant temporary variance for existing water uses otherwise prohibited under this plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:
- (1) Compliance with this plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the plan is in effect.
 - (2) Alternative methods can be implemented which will achieve the same level of reduction in water use.
- (c) Persons requesting an exemption from the provisions of this article shall file a petition for variance with the city within five (5) working days after the plan or a particular drought response phase has been invoked. All petitions for variances shall be reviewed by the city manager or city manager's designee, and shall include the following:
- (1) Name and address of the petitioner(s);
 - (2) Purpose of water use;
 - (3) Specific provision(s) of the plan from which the petitioner is requesting relief;
 - (4) Detailed statement as to how the specific provision of the plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if the petitioner complies with the plan;
 - (5) Description of the relief requested;
 - (6) Period of time for which the variance is sought;
 - (7) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this plan and compliance date; and
 - (8) Other pertinent information.
- (d) Variances granted by the city shall be subject to the following conditions, unless waived or modified by the city manager or city manager's designee:
- (1) Variances granted shall include a timetable for compliance.
 - (2) Variances granted shall expire when the specific provision of the plan from which the petitioner requested relief is no longer in effect or prior to expiration if, the petitioner has failed to meet specified requirements.
- (e) No variance shall be retroactive or otherwise justify any violation of this plan occurring prior to the issuance of the variance.

(Ordinance 21-020-00 adopted 3/18/21)



EXECUTIVE SUMMARY
07/29/2023

AGENDA SUBJECT:

Partnerships with parks and recreation department

BACKGROUND:

The Parks & Recreation Department regularly partners with other boards, agencies, nonprofits, businesses, and citizens to support and enhance City operations. These partnerships help stretch our public resources and tax dollars to achieve successful outcomes.

Partnerships achieve success when all involved stakeholders establish mutual goals and a sense of co-ownership. However, it requires significant effort to establish trust among partners, and transparency and mutual respect are key factors.

Attachments

1. LYSA agreement
2. Disc Golf agreement
3. Sponsor agreement
4. Sponsor list



**City of Leander
Parks and Recreation Department
Youth Sport Organization Utilization Agreement**

This Youth Sport Organization Utilization Agreement hereinafter referred to as the “Agreement”, for the use of athletic facilities is designed to ensure that athletic facilities owned and/or operated by the City of Leander, hereinafter referred to as “City” and the Parks and Recreation Department, hereinafter referred to as “Department”, are utilized efficiently and safely. Leander Youth Soccer Association, hereinafter referred to as “Organization”, is intended to enhance and enrich the interest of our youth and to promote participation in wholesome recreational activities.

In order to establish a mutual understanding and working relationship between various organizations and the City, the following is agreed to by all parties concerned.

Term- Feb. 27, 2023 – June 1, 2023 (spring only) The Organization will provide the following information prior to the start of the season:

1. Copy of approved current constitution and by-laws for organization.
2. Proposed organization schedule of events. Detailed practice and game schedules must be communicated to City representative no later than two weeks before each season.
3. Proof of organization’s current general liability insurance policy stating the City of Leander as additionally Insured
4. Proof of CPR Certification for members of Organization who will be on site during activities.
5. Proof of Passed Background Checks for Coaches, Volunteers, and Referees.

General Agreements

1. The Organization understands that the City is the sole owner of the facilities and any contribution of services, amenities and cash or donation on the part of Organization does not imply ownership on behalf of the Organization.
2. Use of City facilities are for the primary use of citizens living within the city limits and ETJ.

3. All persons will be offered the opportunity to participate in all the Organization's programs regardless of gender, race, national origin, religion or disability in accordance with present state and federal law.
4. Organization must operate as a non-profit corporation, as set forth by the Internal Revenue Service.
5. No construction or alterations may be done on City property/facility without prior authorization of the City.
6. Advertising is permitted at the City facilities only with prior approval of the Department.
7. The Organization will not allow any other organization, association or group to use the City facilities. No third party subcontracting is permitted.

Delineation of Field Space

The City will set aside all field space at Robin Bledsoe Park Multipurpose Fields for the following days and times from Feb. 27, 2023 –June 1, 2023 (spring only)

Also, these dates: Feb. 6, 9, 13, 16 5:00pm-9:00pm North

Sundays- 12pm-6pm (full)

Mondays-5pm-9pm (south end)

Tuesdays-5pm-9pm (full)

Wednesdays- 5pm-9pm (full)

Thursdays – 5pm-9pm (full)

Fridays- 5pm-10pm (south end only)

Saturdays- 8am-10pm (full complex)

Obligation of the City

1. To oversee, manage, and accept all capital improvement projects for athletic facilities.
2. To approve advertising permitted at athletic facilities.
3. The City will provide maintenance and repairs to athletic facilities and more specifically as follows:
 - A. Will prepare all playing surfaces, buildings and grounds on the City owned property prior to the beginning of the league season and as deemed necessary by the Department.
 - B. Maintain playing surfaces to include leveling and drainage work deemed necessary by the Department.
 - C. Maintain all fences, bleachers and gates in a safe and secure condition.
 - D. Maintain structural integrity of concession stand, restrooms and storage buildings.

- E. Maintain all area and field lighting. Repair and replace lights, poles, wires, fuses, transformers and other equipment related to the lighting of the field. The Department will maintain lighting schedules for facilities with programmable lighting system. Organization must communicate lighting needs to City representative by the first day of practice each season.
- F. Maintain all field irrigation system(s).
 - Watering schedules are managed and authorized by the City
 - The Department reserves the right to restrict watering schedules if conditions deem it necessary
- G. To provide, inspect and maintain fire extinguishers and pest control service at all City facilities.
- H. Field striping will be done at the beginning of the Spring and Fall seasons. Organizations will be responsible for paying *Initial Set-Up Fee* plus the cost of materials used each alteration for the execution of this activity. (See fees section below for the outline of fees) The *Initial Set-Up Fee* covers preseason application and mid-season re application. Additional striping needs can be requested and reviewed by the department. The cost of the requests will be assessed at the time the request is submitted.
- I. Lightning Detection
 - The City will maintain the lightning detection system at Bledsoe and Benbrook Parks. Organization will make every effort to assure all participants/spectators follow prompts to vacate fields during lightning events.
- J. Maintain all synthetic turf areas to include, but not limited to raking, dragging and sweeping.
- K. Furnish trash receptacles and trash liners. Remove all trash deposited in outdoor containers as deemed necessary by the department.
- L. Clean and stock restrooms daily
- M. Maintain all parking areas
- N. Provide utility services for facilities including electrical, water and sewer where required.
- O. The City retains the right and privilege to enter and inspect all buildings and premises at any time.
- P. The Department will abide by and establish a line of communication between the Organizations's President, or designated representative, and a City appointed liaison.
- Q. The Department's obligations under this agreement will be performed as soon as, and to the extent that, budgeted funds and resources are available for performance of its obligations. All maintenance and repair requests will be addressed in priority order by the Department's ability.

- R. The City reserves the right to determine the safety of the field playing conditions and reserves the right to close all facilities of deemed necessary.

Obligation of the Youth Sport Organization

- 1. To utilize athletic facilities efficiently and safely, to enhance and enrich the interest of our youth and to promote participation in wholesome recreational activities.**
- 2. To seek approval from the Department for advertising permitted at athletic facilities.**
- 3. The Organization is obligated to provide the Department with a proposed schedule of all facility usage. This is to include, but is not limited to: schedules for practices, games, tournaments, camps/clinics and league ceremonies.**
- 4. The Organization shall at all times during the term of this Agreement maintain in effect general public liability insurance policy written by a company acceptable to the City and licensed to do business in Texas, covering the Organization's program(s) at the City's facility against claims for personal injury, death or damage to property to the limit of not less than one-million dollars per occurrence (\$1,000,000.00) and three million dollars (\$3,000,000.00) aggregate. The City shall be named as additional insured on such policy and it shall cover all perils arising from the activities of the Organization relative to this Agreement. Licensee shall not cause any insurance to be canceled nor permit any insurance to lapse. All insurance certificates shall include a clause to the effect that the policy shall not be canceled, reduced, restricted or otherwise limited until forty-five (45) days after the City has received written notice as evidenced by a return receipt of registered or certified mail. Certificates of insurance shall be provided to the City prior to this Agreement becoming valid.**
- 5. By the execution of this Agreement, the Organization does hereby indemnify and hold harmless the City and its officers, agents and employees from and against any and all suits, actions or claims of any character, type or description, including all expenses of litigation, court cost and attorney's fees, brought or made for or on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by, the act or failure to act by the Organization or its agents, volunteers or employees in the use of the**

facilities as set forth in this Agreement.

6. The Organization is deemed responsible for the conduct of its participants, coaches/trainers and spectators. The Department can require Organization to hire security if the Department feels it is in the best interest of the City. These decisions will be made on a case by case basis and will usually pertain to special events or tournaments. This pertains to unauthorized field usage outside of approved days and times.
7. The Organization shall report any facility damage, dangerous or unsafe conditions, or unusual or suspicious situations to the Department as soon as possible but no longer than the next business day.
8. The Organization shall:
 - i. Prohibit its coaches and players from kicking/throwing balls into any fences unless it occurs in the natural course of a game. This policy is also to include surrounding structures and buildings. Failure to enforce this policy may result in the Organization incurring costs associated with the repairs of the fencing, structures or buildings.
 - ii. Be responsible for keeping the facility clean of all trash, generated by the players, spectators and participants. All such items shall be placed in the City provided trash receptacles.
9. The Organization shall have a written "emergency situation" plan in effect. This plan shall include the shelter plans, evacuation plans and routes, and all necessary supervisory assignments and duties.
10. Organization officials, coaches or volunteers are restricted from driving vehicles of any description on facility walkways or turf areas without prior permission. The operation of motor vehicles and/or parking vehicles on turf areas is prohibited by City ordinance. It is the organization's responsibility to make sure all of their officials, coaches, spectators, participants and volunteers are aware of and comply with this ordinance.
11. Organization shall not allow any food or drinks (water only) on the synthetic turf surface. All pop up tent usage must be monitored and no stakes are allowed. Organization will not allow their participants/visitors to bring pets onto the synthetic turf area.

Fee Structure:

Organization agrees to pay the City according to the following breakdown:

- \$8 per player registered for each season
- \$500 concession stand usage
- \$500 per week field usage fee for spring dates
- \$250 initial striping setup fee and \$250 for additional restriping
- \$10 per hour of lights usage
- All other field usage outside of the contracted timeframes will be subject to a rate equivalent to ½ the Resident Rate for the specific field size requested

Miscellaneous Provisions

Severability- In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

No waiver of immunity- Nothing in this Agreement shall be construed to make the City or its respective agents or representatives liable in situations it is otherwise immune from liability.

Authority to Execute- Each party represents to the other that the individual signing this Agreement below has been duly authorized to do so by its respective governing body and that this Agreement is binding and enforceable as to each party.

Governing Law and Venue- This Agreement shall be governed by the laws of the State of Texas. Venue for all lawsuits concerning this Agreement will be in the Williamson County, Texas.

Interpretation- Although drawn by the City, this Agreement shall, in the event of any dispute over its meaning or application, be interpreted fairly and reasonably, and neither more strongly for or against either party.

Termination- This Agreement may be terminated, without cause, by either party here to by delivering written notice of termination not later than thirty (30) days before the effective date of termination.

purpose of playing games, practices and/or tournaments and related activities upon the terms and conditions stated herein, located on that certain tract(s) of land in the City of Leander, Williamson County, Texas.

The City of Leander, Texas, Robin Bledsoe Park- Gabriel & Jayne Serna Fields located at 601 S Bagdad in said City.

Authorized organization:

Name: Jayne E. Serna

Signature: Jayne E. Serna

Date: 2-13-2023

Parks and Recreation Department Director

Name: Mark Tummons

Signature: Mark Tummons

Date: 2-13-2023

MEMORANDUM OF UNDERSTANDING
JOINT PROPERTY ENHANCEMENT PROJECT BY
CITY OF LEANDER PARKS AND RECREATION
AND
HILL COUNTRY HYZERS DISC GOLF CLUB

To: Mark Tummons, Parks and Recreation Director, City of Leander
Christopher Albert, Hill Country Hyzers Board Member
Alexander 'Xan' Erwin, Hill Country Hyzers Board Member
Mike Olse, Olse Disc Golf Design

From: Kelsey Heiden, Assistant Parks and Recreation Director, City of Leander

Date: September 2, 2022

Subject: Joint property enhancement project at Benbrook Ranch Park Disc Golf Course

INTRODUCTION:

The Hill Country Hyzers Disc Golf Club ("HCH"), and the City of Leander Parks and Recreation Department ("LPARD"), agree to work cooperatively on the Benbrook Ranch Park Disc Golf Course Redesign ("PROJECT"), in the manner specified below in this Memorandum of Understanding ("MOU"):

\$10,000 will be awarded to Olse Design (Mike Olse) in a partnership between: Leander Parks and Recreation (LPARD), Hill Country Hyzers Disc Golf Club (HCH), and Mint Discs (MINT). The project will include a design document outlining the proposed tee and basket locations for each hole. Additionally, Mike Olse will work with LPARD and the HCH during implementation of new holes, moving dirt, trimming trees, and for basket and tee placement.

It is understood by all parties herein that this MOU is not intended to be a legally binding agreement and that it is solely for the purpose of stipulating, outlining and facilitating proposed steps necessary for institution of the PROJECT.

HCH AGREES TO THE FOLLOWING:

1. Fund \$4,501 towards the Benbrook Ranch Park Disc Golf Course redesign master plan, as designed by Olse Disc Golf Design.
2. Work with Mint Discs to fundraise for the PROJECT, collecting and funding an additional \$2,500 towards the Benbrook Ranch Park Disc Golf Course redesign master plan, as designed by Olse Disc Golf Design.
3. Utilize HCH members to assist in clearing of the PROJECT.
4. Utilize HCH members to assist in implementation of the PROJECT.

LPARD COOPERATION FOR THE FOLLOWING:

5. Identify proposed space on CITY property, as determined by CITY, to accommodate the PROJECT.
6. Fund \$2,999 towards the Benbrook Ranch Park Disc Golf Course redesign master plan, as designed by Olse Disc Golf Design.
7. Purchase of new sleeves for baskets as determined by the PROJECT design.
8. Utilize Parks and Recreation Maintenance and Operations team members to assist in clearing and implementation of the PROJECT.

9. Utilize Parks and Recreation Maintenance and Operations team members to correct current and planning for future erosion control concerns as determined by the PROJECT plan.
10. Installation of drainage culverts at creek crossings.
11. Utilize community volunteers, as determined by CITY, with HCH to help maintain the PROJECT.
12. Installation of concrete tee pads at existing and new tee locations, as determined by the PROJECT design.
13. Relocation of baskets, as determined by the PROJECT design.

HCH AND LPARD AGREE TO THE FOLLOWING:

1. Work together to develop, for the benefit of the community, programs to further expand the PROJECT.

TERM:

The term for the MOU is through the completion of the design and implementation of the PROJECT, not to exceed one year.

AMENDMENT OR TERMINATION:

This MOU will become effective on the date of the last signature written below (the "Effective Date") and will remain in force thereafter, until the project is completed, unless and until terminated as specified herein. CITY or HCH may terminate at any time, with or without notice, if HCH or CITY desires to terminate this MOU, a written notice is requested to be given to parties no less than 10 calendar days prior to the desired date of termination.

City of Leander Parks and Recreation	Kelsey Heiden	kheiden@leandertx.gov
Hill Country Hyzers Disc Golf Club	Alexander 'Xan' Erwin	xan.erwin@yahoo.com
Hill Country Hyzers Disc Golf Club	Christopher Albert	Christopher.Albert00@gmail.com
Olse Disc Golf Design	Mike Olse	mikeolsediscgolfdesign@mail.com

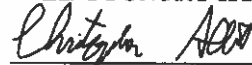
CITY OF LEANDER, TEXAS



Mark Tummons
Parks and Recreation Director

11-8-22

HILL COUNTRY HYZERS DISC GOLF CLUB

 04 Nov 22

Christopher Albert
Chairperson

 8 Nov. '22

Alexander 'Xan' Erwin
Secretary

MIKE OLSE DISC GOLF DESIGN

 11/4/22

Mike Olse
Owner, Disc Golf Design

CITY OF LEANDER)
)
COUNTY OF WILLAMSON)

SPONSORSHIP AGREEMENT

THIS SPONSORSHIP AGREEMENT (the, "Agreement") entered into this 31st day of May, by and between the City of Leander, Texas, a Texas municipal corporation (the, "City"), and Austin Fitness Group, a LLC (the, "Sponsor").

WHEREAS, the City has offered an opportunity to the Sponsor to sponsor a City events, described in greater detail in **Exhibit A** (the, "Event") attached hereto and incorporated herein by reference, and the Sponsor has agreed to do so, subject to the following terms and conditions.

NOW THEREFORE, for good and valuable consideration, the City and the Sponsor agree to the following terms and conditions:

1. The sponsor agrees to provide a sponsorship fee of \$1,000.00 to be paid to the City by check made payable to the City five business days prior to the Event.
2. The City will provide to the Vendor the ability to display the materials as described in the Event according to the sponsorship level that corresponds to the sponsorship fee provided as described in the Event.
3. The Sponsor agrees to permit the City to review Vendor materials that will be displayed for the Event 5 days prior to the Event. The City reserves the right to determine specifications of materials and request changes in the materials that will be displayed.
4. Permission to display the materials is only valid during the Event and the Sponsor is responsible for removing any Sponsor materials on City property at the conclusion of the Event.
5. **INDEMNIFICATION. SPONSOR AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY, CITY COUNCIL MEMBERS, OFFICIALS, AGENTS, EMPLOYEES, AND VOLUNTEERS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, ATTORNEY'S FEES) ARISING OUT OF OR RESULTING FROM ANY NEGLIGENT ACT, ERROR, OMISSION, INTENTIONAL TORT, WILLFUL MISCONDUCT, OR BREACH OF CONTRACT, INCLUDING FAILURE TO PAY EMPLOYEES, AGENTS, SUBCONTRACTORS, OR SUPPLIER, OCCURRING DURING THE PERFORMANCE OF THIS AGREEMENT, BY THE SPONSOR, SPONSOR'S EMPLOYEES, SPONSOR'S SUBCONTRACTORS, OR ANY OTHER PARTY TO WHICH THE SPONSOR MAY BE LEGALLY LIABLE TO IN CONNECTION WITH THIS AGREEMENT. IT IS AGREED AND UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN SHALL INDEFINITELY SURVIVE ANY EXPIRATION, COMPLETION, OR TERMINATION OF THIS AGREEMENT.**
6. Termination. Either party may terminate this Agreement by providing a 60 day notice to the other party. Upon timely termination the sponsorship fee described in §1 will be refunded.
7. Choice of law. This Agreement is to be governed by and construed in accordance with the law of the State of Texas. Proper venue for any dispute or litigation shall be in Williamson County, Texas.

8. To the extent permitted by law, no public official or employee shall be personally responsible for any liability arising as a result of this Agreement.
9. This Agreement represents the entire and integrated agreement between the City and the Sponsor, and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may only be amended by written agreement approved and executed all parties to this Agreement.
10. No action or failure to act by the City shall constitute a waiver of a right or duty afforded them under the Agreement, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing. No waiver of any provision of the Agreement shall be of any force or effect, unless such waiver is in writing, expressly stating to be a waiver of a specified provision of the Agreement and is signed by the party to be bound thereby.
11. This Agreement and the rights, obligations, and liabilities created herein, shall be binding upon and inure to the benefit of the heirs, executors, administrators, legal representatives, successors, and assigns of each of the parties hereto, but no rights obligations, or liabilities herein shall be assignable or delegable by the Artist without prior written consent of the City.
12. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

IN WITNESS WHEREOF, the parties have voluntarily executed this Agreement the 8 day of

June, 2023

SPONSOR

By: Brianne Dezzutti (Orangetheory)

Name: Brianne Dezzutti

Title: Marketing Director

The City of Leander, Texas
a Texas municipal corporation

By: Mark Tummons

Name: Mark Tummons

Title: Director 6/23/23

EXHIBIT A

Event: Liberty Fest

Sponsor commits to sponsor Liberty Fest with the City of Leander Parks and Recreation Department at the Patriot Level for a fee of \$1,000. Liberty Fest will take place on July 3, 2023. In exchange for this sponsorship package, Sponsor will receive the following:

- Company Name/Logo on all Ads and Flyers (SM)
- Link to Company's Website from Event Website
- Name/Logo Recognition in Email Marketing (SM)
- Display of Company Banner at Event Site
- PA Recognition
- Vendor Space for Distribution

The above fees will need to be paid in 1 installment of \$1,000 on or by June 28, 2023.

Once completed, this form can be returned with payment to:

Leander Parks and Recreation –
C/O Mariel Guenther
PO Box 319, Leander, TX 78646
Or
Email: mguenther@leandertx.gov

ACDI

Atmos Energy

Austin Fitness Group

Austin Telco Federal Credit Union

Brown Distributing

Camp Bow Wow

CapMetro

Carlson Law Firm

Cool Atmosphere Heating and Air, LLC

H-E-B

Honda

Leander Beauty Supply

Leander Citizens Police Academy Alumni Association

Leander Historical Preservation

Leander Public Arts and Culture Commission

Life Church

Loram Technologies, Inc.

Potbelly

Smokey Mo's

The Williamson Museum

United Rentals

Vistago Print

Whataburger



EXECUTIVE SUMMARY
07/29/2023

AGENDA SUBJECT:

Maintenance of parks, medians and city facilities

BACKGROUND:

Parks & Recreation Department maintenance operations include activities designed to ensure Leander public parks are clean, safe, and operational. The Department utilizes three (3) resources to perform maintenance, including City staff, third-party operators, and volunteers. Maintenance work consists of daily restroom cleaning and trash removal, weekly/biweekly landscaping, seasonal upkeep, and facility repairs and construction. While the Department has 20 maintenance staff positions budgeted, seven (7) remain unfilled.

The Department also maintains contracts with private companies to perform a variety of mowing, trimming, and pruning duties in select areas. Department volunteers, often from local area churches or other nonprofits, may help remove trash and debris or may provide input on anticipated development projects.

Parks and Public Works Department staff are discussing ways to improve workload efficiencies by potentially consolidating or modifying some of the City's overall landscaping contract work.

Attachments

1. Parks Maintenance status
2. Parks Maintenance 2017 plan
3. Parks Maintenance baseball fields
4. Parks Mowing agreement
5. Public Works Mowing agreement



PARKS AND RECREATION-TRAILS

07/24/2023

Trails maintained by Parks Staff as of July 2023:

1. Valley Vista 2317 (Caddo Canoe Dr.) .65
2. Leander Commons Park (ACC Trails) 2.68 Miles
3. Mason Creek Greenbelt .33 Mile
4. W. South St. Trail .25 Mile
5. Benbrook Park/Oak Creek 1.3 Miles)
6. Bagdad Heritage Trail 3 miles
7. Veterans Park .50 mile
8. Lakewood Park Trails 1.5 miles
9. Future Horizon Lake Park Trail 1 Mile
10. All Fire and Police landscape beds

Trails maintained by HOA agreements:

1. Oak Creek HOA-Sections of Benbrook Park and ROW
2. Sarita Valley (Wedgescale Pass)
3. Lakewood Park Dam (Upper Brushy Creek-WCID)

Trails and City Sites maintained by Contract Mowing (E.P.S.I.)

1. City Hall Complex/Chamber of Commerce
2. Old Town Park
3. Fire and Police Admin. Building
4. Fire Station 1 (excluding landscape beds)
5. Fire Station 2
6. Fire Station 4
7. Fire Station 5
8. Leander Public Library
9. Mason Homestead
10. Police Shooting Range
11. ACC Trails
12. Bagdad Heritage Trails-North
13. Broade Way, Bagdad S. West St. Row
14. Crystal Falls Medians
15. Sarita Valley Greenbelt/Trail (3117 Rabbit's Trail Dr.) .67 Miles
16. Stuarts Crossing Trail
17. Northcreek Ranch Park
18. Old Town Park
19. Veterans Park



Parks Maintenance Projects – Currently Active
07/25/2023

- | | | |
|-----|-----------------|--|
| 1. | Lakewood Park | Repair work of splash pad surfacing |
| 2. | Lakewood Park | Addition of sand for sand volleyball court |
| 3. | Lakewood Park | Concrete addition to pavilions |
| 4. | Lakewood Park | Inclusive swing repair |
| 5. | Lakewood Park | Slide repair |
| 6. | Bledsoe Park | Daily backwashing and chemicals for splashpad and pool |
| 7. | Bledsoe Park | Repair work of concession area roof panel (vandalism) |
| 8. | Bledsoe Park | Replacement of stolen basketball rim (vandalism) |
| 9. | Bledsoe Park | New gate installed between splashpad/pool |
| 10. | Bledsoe Park | Grooming/Brushing artificial turf surface |
| 11. | Bledsoe Park | Replace existing playscape (starting Aug. 7) |
| 12. | Bledsoe Park | Improved drainage |
| 13. | Bledsoe Park | Installation of movie screen for pool events; information kiosks near turf entry gates; landscaping beds |
| 14. | Bledsoe Park | Trail sealant |
| 15. | Benbrook Park | Daily mowing/maintenance/aeration/herbicide/fertilizer/top dressing/overseeding of fields and restrooms. |
| 16. | Benbrook Park | Field 4-level infield/outfield; Field 5-install foul poles |
| 17. | Benbrook Park | Removal of spray paint graffiti in restrooms (vandalism) |
| 18. | Benbrook Park | Construct of disc golf water crossings and signage |
| 19. | Mason Homestead | Cleaning and maintenance between rentals |
| 20. | Mason Homestead | Removal of downed tree branches along property line |
| 21. | Mason Homestead | Review/maintenance of existing open water wells/cisterns |
| 22. | Mason Homestead | Repair of split rail fence, irrigation |
| 23. | Devine Lake | Site prep for new playground installation, inspection |
| 24. | Devine Lake | Installation of Rotary Club bench/picnic table |
| 25. | Devine Lake | Sealant on trail system |
| 26. | Veterans Park | Maintenance on fountains, flags, lighting fixtures, parking |
| 27. | Special Events | Cleaning and site prep at various locations |

OPERATIONS/MAINTENANCE TEAM 7-2023

NAME	PRIMARY SITE/ RESPONSIBILITY	POSITION	SUPERVISOR
Esteban Aguilar	Lakewood	Maintenance I	Pablo Rodriguez
Reynaldo Elias	Lakewood	Maintenance I	Pablo Rodriguez
Pablo Rodriguez	Lakewood	Crew Lead	Tony Savage
Benjamin Kilmain	Bledsoe	Crew Lead	Tony Savage
Jesse Babyak	Benbrook/Disc Golf	Maintenance I	David Forbes
John Lowe	Benbrook/Athletics	Maintenance I	David Forbes
David Forbes	Benbrook/Athletics	Crew Lead	Tony Savage
Benjamin Martinez	Mowing/Trails	Maintenance I	Brian Gonzales
Aiden Pineda	Mowing/Trails	Maintenance II	Brian Gonzales
Brian Gonzales	Mowing/Trails	Crew Lead	Tony Savage
Doug Joyner	Facilities/Construction	Maintenance I	Eduardo Rodriguez
Eduardo Rodriguez	Facilities/Construction	Foreman	Tony Savage
Tony Savage	All – Planning/ Scheduling	Maintenance Supervisor	Greg Olmer
Open Position*	Trash/Restrooms Rounds/Service	Maintenance I	Ben Kilmain
Open Position*	Trash/Restrooms Rounds/Service	Maintenance I	Ben Kilmain
Open Position*	Lakewood	Maintenance I	Pablo Martinez
Open Position*	Mowing/Trails	Maintenance I	Brian Gonzales
Open Position*	Bledsoe	Maintenance I	Ben Kilmain
Open Position*	Benbrook	Maintenance I	David Forbes
Open Position*	Facilities/Construction	Maintenance I	Eduardo Rodriguez

**Currently interviewing for all open positions*

2017

Leander Parks and Recreation Maintenance and Operations Plan

Mark Tummons - Director

Roger Flowers –

Maintenance Supervisor

07/01/2017

Table of Contents

100: Purpose and Scope	5
200: Department Mission, Vision, and Leadership Philosophy	5
201: Mission	5
202: Vision	5
203: Leadership Philosophy	5
300: Executive Summary	5
400: Park Types and Acreage	6
401: Pocket Parks	6
402: Neighborhood Parks	6
403: Community Parks	7
404: Regional Parks	7
405 Paved Trails	7
406: Special Use Areas	7
407: Natural Use Areas	7
408: Natural Trails	7
500: Parks Maintenance Division Property Mode Levels	7
501: Park and Property Maintenance Modes Overview	7
502: Park and Property Maintenance Level Standards	8
502A: Mode Level A	9
502B: Mode Level B	12
502C: Mode Level C	15
502D: Mode Level D	17
503: Listing of Parks and Properties by Mode Level	18
503A: Mode Level A	18
503B: Mode Level B	18
503C: Mode Level C	18
503D: Mode Level D	18
504: Major Park Amenities by Location-Picnic Shelters	18
505: Major Park Amenities by Location-Playscapes	19
506: Major Park Amenities by Location-Basketball Courts	19
507: Major Park Amenities by Location-Picnic Areas	19
508: Major Park Amenities by Location-Restrooms	19
600: Park Maintenance Standards and Operating Procedures	19
601: Annual Flowers and Spring Flowering Bulbs	19
602: Athletic Fields	20
603: Barbecue Grills	21
604: Basketball Courts	22
605: Drinking Fountains	22
606: Gates/Fences/Bollards	22
607: Greenway Trails – Hard Surfaced Trails	23
608: Greenway Trails – Natural Surfacing	23
609: Irrigation within Parks and Athletic Fields	23
610: Landscaped Areas	24
611: Mulching	25

612: Parking Areas	25
613: Rights of Ways	26
614: Playscape Areas	26
615: Restrooms	27
616: Shelters	27
617: Sidewalks	28
618: Signs	28
619: Trash Cans/Litter	28
620: Trees	30
621: Turf grass	30
700: Miscellaneous Maintenance Responsibilities	31
701: Maintenance of Park and Athletic Field Lighting	31
702: Maintenance of Restrooms, Picnic Shelters, and Recreation Facilities	32
703: Low Water Bridges and other park bridges	32
704: Ponds/Waterways within Parks	32
705: Flags and Flagpoles	32
706: Skate Park	32
800: Emergency/Weather Response Operations	33
801: Flood Response	33
802: Snow Removal	33
803: Sidewalk Snow and Ice Removal	33
804: Storm Damage	33
805: Other Emergency Response	34
900: Vehicles and Equipment	34
901: Vehicle Fueling Procedures	34
902: Driving Within Park Properties	34
903: Vehicle Use, Vehicle Checklists and Sign-Outs	34
904: Vehicle Safety and Inspection	35
905: Equipment Care and Use	36
1000: Facilities	37
1001: Opening of Facilities	37
1002: Closing of Facilities	37
1003: Emergency Facility Closings	37
1004: Inclement Weather Procedures – Athletic Complexes	38
1005: Inclement Weather Procedures – Indoor/Outdoor Fitness and Rentals	38
1006: Facility Cleaning Reports	38
1007: Facility Safety	39
1008: Burglary and Vandalism Procedures	39
1009: Building or Property Damage	40
1010: Keys and Locks	40
1011: Maintenance Matrix	40
1012: Division Specific Inventories	41
1013: Facility Rentals/Use of Recreation or Parks Facilities by other City Departments	41
1100: Park Maintenance Staff Assessment	41
1101: Additional Park Maintenance Assessment Information	42
1102: Need for a Work Order Software System	43
1103: Maintenance Staff Training Recommendations	43

1200: Addendum	44
1201: Athletic Fields Maintenance Standards – full Version	44
1202: Park Mowing Contract	48
1203: Playground Inspection Form	52
1204: Park Inspection Form	54
1204: Employee Vehicle Accident Form	62
1205: Employee On-The-Job Injury (OJI) Form	63
1206: Commemorative Tree Registration Form	64

100: Purpose and Scope

Welcome to Leander Parks and Recreation's Parks Maintenance Division. This Comprehensive Parks Maintenance and Operations Plan is intended for use by employees, volunteers, and administrative staff as a source of important information about the Parks Division and its' operations.

The purpose of this manual is two-fold:

1. To provide each employee or volunteer with a learning tool which will guide them in doing an effective and efficient job in the maintenance of Leander's Park system.
2. To provide all personnel with a guide for interpreting policies and procedures related to the delivery of services within parks and facilities managed by the Parks Maintenance Division.

While every effort will be made to distribute updates or revisions as they occur, employees and volunteers have the responsibility of ensuring they have the most recent policies and procedures. It is expected that this Plan will be re-evaluated on an annual basis. Upon complete review, the employee or volunteer will sign a compliance statement attesting to understanding the material and will be held accountable to all policies and procedures outlined within this document.

200: Department Mission, Vision, and Leadership Philosophy

201: Vision Statement

The City of Leander's Parks and Recreation Department seeks to be positioned as a premier "best in class" parks and recreation system in the state and nation to create "Community" through people, parks, and programs.

202: Mission Statement

Our Mission is to maximize all available resources to provide a high-quality system of well-maintained parks, public spaces, natural areas and a variety of positive recreational facilities and programs that are accessible, cost effective, and enrich citizens' life values.

203: Leadership Philosophy

The Leander Parks and Recreation Leadership Team is a group of dedicated professionals who value honesty, integrity, respect, trust, and diversity as their core values, utilizing these as well as thorough and timely communication procedures and positive leadership to propel the organization forward to fulfill our vision and mission.

300: Executive Summary

The Parks Maintenance Division consists of 11 full-time staff who oversees five (5) major operational sections: A). Parks and Public Spaces; B). Greenways and Trails; C). Athletic fields; D. Construction/Development; and E). Aquatics. Additional Key operations include historic sites, riparian areas, as well as community special event support. The Division maintains more than 12 parks, greenways/trails, athletic venues, and open spaces covering more than 450 acres. Collectively more than 12 miles of paved greenways/trails are offered to citizens and visitors alike.

Game fields are used for a variety of athletic contests, serving youth recreation leagues; youth "select" clubs; and a variety of other events and/or tournaments each year. Leander staff is also proud of our City

Hall horticulture/garden program that provides a variety of native plants and grasses for citizens to view and determine what may work best for them at their homes. The department also services more than 20 community events each year, bringing vitality and a variety of events to city parks. A simplistic breakout of service delivery includes:

- Maintenance of Mode Level A park properties
- Specific median plantings and upkeep
- Tree care and tree planting within parks, and city-owned public spaces,
- Commemorative Tree Programs
- Maintaining parks within Maintenance Mode Levels B through D
- Athletic fields maintenance (Premier, game, practice, and tournament-level)
- Aquatic facilities including public pool and splash park.
- Greenways/Trails including sidewalks which are considered alternative transportation modes.
- Responsible for all “non-green and growing” park amenities, including:
Basketball courts; Park entrances and directional signs; all trash cans, picnic tables, grills, benches, and pet waste stations; shelter cleaning and maintenance; playground and skate park inspection and maintenance; small to medium sized park construction projects; department community event support.

The Parks Division also oversees key volunteer programs, including community cleanup initiatives, painting projects and relevant Eagle Scout projects. Division staff assists with a myriad of park and greenway cleanup projects, trail building and maintenance, and other park improvement projects.

Support services such as business operations and administration, secretarial support, marketing and information, park planning, special projects, reservations for department-managed facilities, and resource development fall under the Administration Division and the auspices of the Parks and Recreation Director and key staff. Recreation facility management, leisure program development and implementation, and recreation service delivery are the responsibility of the Recreation Supervisor and key staff.

400: Park Types and Acreage

401: Pocket Parks/Plazas (Typically less than 1 acre)

- City Hall Plaza/Pat Bryson Building (Native plants; sitting benches)
- Old Town Green Space (Stage, picnic tables, open space)
- Parks and Recreation Office

402: Neighborhood Parks (2-10 acres, with one major experience)

- Mason Homestead (Historical with meeting rooms)
- North Creek Park (Playscape, Pavilion, Open space)
- Mason Creek Park (Playscape; Walking trail, Open space)

403: Community Parks (usually 10-100 acres, with two or more major experiences)

- Benbrook Ranch Park – 46.5 acres (Little League Athletic Complex; Skate Park; Playscape; Pavilions; Restrooms)
- Devine Lake (Walking/hiking; Fishing; Picnicking; Playscape; Restroom)
- Robin Bledsoe Park (Multi-purpose fields; Soccer; Playscape; Pavilion; Community Pool; Splash Park; Basketball Courts; Amphitheater; Concession Facility; Parking lots (2).
- Benbrook Disc Golf Course
- Veterans Park - Flag Plazas; Wall of Honor; Reflective Walking Trail
- Senior Activity Center – (Undeveloped – scheduled to open in 2022)

404: Regional Parks (Three + major experiences per park)

- Lakewood Park –
- San Gabriel Park - (Undeveloped – scheduled to open 2022 – to include: Sports Complex; Natural areas; Picnic areas; Hiking Trails; River access

405: Paved Trails within Linear Parks/Greenways (Acreage reflects all Parks Division-maintained areas OUTSIDE established city parks)

- Brushy Creek Greenway at Sarita Valley
- Brushy Creek Greenway at Oak Creek (Park and Greenway)
- Brushy Creek Trail at TOD
- Mason Ranch Creek Public Greenway
- Bagdad Road Public Greenway
- Mason Creek Greenway

406: Special Use Areas

- East Crystal Falls Medians 183 to Ronald Reagan

407: Natural/Preservation Areas

- Sarita Valley Conservation Area

408: Natural Trails (includes gravel, mulch, natural trails)

- Benbrook Granite Trail

Total Park Acreage within City Limits (515 acres)

500: Park and Property Maintenance Modes

501: Maintenance Modes Overview

The purpose of this section is to set maintenance standards for all parks and other properties maintained by the Parks and Recreation Department, with the goal of providing safe, functional, and aesthetically appealing parks and facilities. Properties are divided into maintenance service levels or “modes”, which take into consideration the acceptable quality levels and type of park usage, location, type and size of landscapes, amenities and facilities, athletic fields, and hardscape items. Standards are then established for all maintenance activities within these maintained properties. *It is important to note that all maintenance modes are considered to be optimal and assumes that all needed*

resources and manpower are available. Actual maintenance levels may be lower than listed and may fluctuate due to the availability of resources.

As a guideline, the National Recreation and Parks Association (NRPA) have developed four modes of service levels. These service levels provide a framework for management to identify alternative levels of service. By grouping the properties into modes and setting standards for each maintenance category in each mode, all properties will be clean, well maintained, and in proper working condition for use by the public. In addition, properties that are used the most will receive the highest levels of maintenance. Some properties may cross over between two or more modes, depending upon amenities available at that park.

502: Park and Property Maintenance Modes and Standards – (Service Level Definition and Level of Required Maintenance Staffing)

"Mode Level A" - State-of-the art maintenance applied to a high quality, diverse landscape usually associated with City-owned core facilities, destination parks with high levels of visitation and the like. Turf is lush, free from weeds and cut to a precise level. Plants and trees in parks are pruned for safety, tree health and ornamental beauty. Planter beds are well raked and cultivated. Facilities, playscapes and other active use areas are cleaned and maintained routinely. Hardscapes are regularly swept, and litter is collected 5-7x per week. Typically requires one dedicated park maintenance worker per 4 to 6 developed park acres.

"Mode Level B" - A reasonably high level of maintenance associated with well-developed park areas with higher visitation rates. Major difference with Mode Service Level "A" is areas will generally be neat and orderly in their appearance with some tolerance for wear and tear; turf is not cut on frequent, regular intervals at precise level and plants and trees in parks are pruned and trimmed at a somewhat lesser frequency. Litter control is more periodic and facility/hardscape maintenance is less frequent. Typically requires one park maintenance worker per 6 to 10 developed park acres.

"Mode Level C" - The lowest expected service level for fully developed active parks or a moderate level of maintenance associated with park locations of large size, of average development, and/or visitation. Maintenance is accomplished, usually with longer service intervals, to keep the park safe and minimally serviceable to the community. Turf management such as mowing, reseeding, and sodding, weed control, fertilization and irrigation are practiced to maintain generally healthy grass, but not useful for a variety of high-traffic organized sports and leisure activities. Turf maintenance services are applied less frequently than other maintenance modes. This level requires one park maintenance worker per approximately 10 to 18 park acres.

"Mode Level D" - A minimal service level to parklands or open space with no facilities with the intent to maintain safe grounds and a "natural" ambience. Generally, inspection services and litter control are conducted, but on an infrequent basis. Usually such services are conducted as "fill-in" work by

staff but otherwise one park maintenance worker can cover twenty to perhaps a hundred acres of parkland or open space.

502A: Mode Level A – State-of-the-art, intensive, frequent maintenance applied to a high quality, diverse landscape usually associated with City-owned core facilities, destination parks with high levels of visitation and the like. Inspect all park areas and document any noticeable deficiencies.

Maintenance Task	Frequency	Additional Comments
Park Lighting	1x/week during operating period March 1 – Nov. 30	As needed December - February
Litter Removal (Hand)	Daily March 1 – Nov. 30; 2x/week Dec. - Feb	Walk entire park site
Empty Trash Receptacles	Daily March 1 – Nov. 30. 2x/week Dec. - Feb	Replace liners when more than ½ full or strong odor
Empty Dumpsters	Empty Before 100% full	Normally on contract with ACDI
Graffiti Removal/Vandalism	Cleaned and/or repaired within 48 hours	Incidents causing safety hazard to be taken out of service immediately
Hardscape (Roads, parking lots, plazas, signage, etc.)	Daily year-round	Free of glass, litter, debris, signs are distinct and readable
Walkways/Trail Sweeping & Cleaning	3-5x/week March 1 – Nov. 30; 1x/week Dec. – Feb.	Clear of litter, trip hazards, limbs, leaves
Basketball Courts/Goals	Sweep/blow: 1x/week March 1 – Nov 30; Pressure wash: 2x's per year (spring/fall). Nets: checked 1x/week –	Ensure backboards and rims are secure, free of rust & nets intact replaced as needed
Pavilions/Picnic Tables	Daily March 1 – Nov. 30. 2x's/week Dec. - Feb	Clean, free of litter, tables have no sharp edges
Maintenance Task	Frequency	Additional Comments
Grills	Inspect/Clean: 1x/week March 1 – Nov. 30	Remove rust/stains and paint with High Heat Grill paint 1x annually – normally spring
Restrooms/Port-o-lets Inspected/Cleaned	Daily March 1 – Nov 30 2-3x/week Dec. - Feb	Non-heated are winterized end of November
Drinking Fountains - Cleaned & Operational	3x/week March 1 – Nov. 30;	Winterized end of November
Structures (Fences/Gates/ Fabric/Rails/Posts	Minimum Bi-monthly March 1 – Nov. 30; Painted annually in spring	Securely fastened, free of holes, gaps, and rust
Waterway, Streams, Rivers, Creeks, Lakes, Ponds	Inspected monthly to ensure a safe, healthy, and aesthetically pleasing venue	Weed and algae growth to be managed. Fish to be monitored through TPWD

Maintenance Task	Frequency	Additional Comments
Aquatics – Public Pool & Splash Park	Pool daily between May 15 th and September 1; Splash Park daily between May 1 and October 15 th	Clean pool, bathhouse, amenities; check filtration and chemical controller; In conjunction with 3 rd party
Dog Park/Dog Bag Dispensers	Minimum 3x/week annually – free of items left behind; Bag dispensers to be filled	Be in compliance with zero tolerance off-leash policy
Equipment (General) – i.e., adult swings; sitting benches, etc.	1x/week March 1 – Nov 30; 2x/month Dec. – Feb.	Maintained and operated according to manufacturer's recommendations
Equipment (Repairs) - i.e., adult swings; sitting benches, etc.	48 hours within notice; paint/stain 1x/year	Close if items must be ordered; repair to manufacturer's specifications
Playgrounds/Playscapes Site Inspections & Documentation	At minimum weekly review by staff; Written Inspection 1x/month on an annual basis	Identify and remove any hazards, clear off debris, touch up or paint as needed
Playgrounds/Playscapes Fall Zone Materials	Move materials to a consistent level 3x/week; Add material at least 1x/year	Material levels must comply with ASTM and National Playground Institute Standards
Playground Sanitization	2x/year pressure wash and sanitize with cleaner	Remove dirt, mold, and mildew
Trees and Shrubs	2x/year inspect for dead limbs, insect infestation and disease; remove as needed	Mulch at 3-4" depth, if mulched do not place against trunk of tree
Flower Beds (Planning)	2x/year evaluate, monitor, and plan beds	Coordinate with Garden Club or other professionals
Annuals (Planting)	Limited to 2x/year and plant according to requirements to maximize floral display	Beds should be raised and mow away from beds. Remove annuals after first frost
Perennials (Planting)	2x/year - Preferred for durability, foliage, and low maintenance	Beds should be raised and mow away from beds
Flower bed Maintenance	2x/month – deadhead, trimmed and thinned (by Variety); 2x/month - weeds and other growth removed; Fertilization at minimum 2x/year	Supplemental organic materials (mulch) to be added in early spring. A second addition could be applied in early fall
Ornamental Grasses	1x/year to cut back in February to promote new growth	Should plant a variety with various colors throughout the growing seasons
Park/Open Space Turf (General)	Inspect 2x/month - ensure free of disease and insect infestation; fill holes that may have developed	At minimum 90% coverage is considered healthy and thriving, with less than 15% weeds
Park/Open Space Turf (Mowing)	Every 7 – 14 days, some is in-house and others by contract. Turf height is typically 3"	Walkways, driveways, parking lots free of grass clippings after mowing

Maintenance Task	Frequency	Additional Comments
Park/Open Space Turf (Irrigation)	Adhere to guidelines set forth by Leander Utilities Department and industry BMP.	Irrigation to occur between the hours of 10 p.m. and 6 a.m.
Park/Open Space Turf (Trimming & Edging)	Every 7 – 14 days. Hand trim to match mowing height	Round-up or similar to be used in select areas to reduce hand trimming
Park/Open Space Turf (Fertilization)	1x/year, typically in the fall; 3 lbs. of nitrogen per 1000 sq. feet or as soil test requires	Additional applications can be made based on turf health needs
Park/Open Space Turf (Aeration)	1x/year, typically in the fall; can use hollow tine (core), slicing, or deep tine	Promote increased porosity for enhance uptake of oxygen, water, and nutrients
Park/Open Space Turf (Herbicide)	To be applied as needed only in accordance with Texas Department of Agriculture Guidelines	Herbicides and pesticides to only be used by licensed applicators
Park/Open Space Turf (Overseeding)	Up to 2x/year, typically spring and/or fall.	Use on noticeable bare spots (less than 90% cover)
Park/Open Space Turf (Top Dressing)	Typically, not used for general park turf, unless specific Bermudagrass or other has been established in select sites	To be used primarily when soil tests or leveling needs determine the application
Irrigation System (General)	Inspect 1x/weekly from March 1 to Nov 30 to ensure system is functional (No leaks); Repairs to be made within 24 hours after identification. Dec – Feb. system is winterized	Frequency and amount should be checked weekly; water meters to be checked monthly to ensure no unseen leaks.
Athletic Field - Premier	Daily – Feb 15 th to Nov 30 th to keep fields in safe, playable, and consistent surface	See Appendix for complete Athletic Field Maintenance Guidelines
Athletic Field - Premier (Re-lamp Lighting)	2x/year if needed	Inspect at beginning of spring and fall seasons
Athletic Field - Premier (Scoreboard re-lamp)	2x/ year as needed	Inspect/repair at beginning of spring and fall seasons
Athletic Field - Premier (Bleachers)	1x/month Feb – November 30 – repair and clean as needed. Minimum 2x's/year to pressure wash	Hardware intact, surface is clean, no sharp edges or protrusions
Athletic Field - Premier (Layout)	2x/year – develop a plan to ensure proper lining or painting of fields for user groups	Athletic Coordinator to work with all user groups and Maintenance Supervisor to plan for each season
Athletic Field - Premier (Dugouts/Player areas)	1x/daily from Feb to Nov 30 th 2x/annually pressure wash	Inspect and remove to be free of trash, clean, and ready for the next day

Maintenance Task	Frequency	Additional Comments
Athletic Field - Premier (Baseball/softball Usage Hours)	Recommended maximum number of permitted hours per year for baseball/softball field usage is 800 hours	To meet the safety and playability requirements
Athletic Field - Premier (Soccer/multi-purpose Usage Hours on Natural Turf)	700 hours is the recommended maximum number of hours per year for soccer/multi-purpose fields	To meet the safety and playability requirements
Athletic Field - Premier (Soccer/multi-purpose Usage Hours on Synthetic Turf)	3000 hours is the recommended maximum number of hours per year for soccer/multi-purpose fields	Routine maintenance will be planed and expected on certain days therefore limiting play on those days/times

502B: Mode Level B – Reasonably high level of maintenance associated with well-developed park areas with high visitation rates. Inspect all park areas and document any noticeable deficiencies.

Maintenance Task	Frequency	Additional Comments
Park Lighting	2x/month during operating period March 1 – Nov. 30	As needed December - February
Litter Removal (Hand)	Daily March 1 – Nov. 30; 2x/week Dec. - Feb	Walk entire park site
Empty Trash Receptacles	Daily March 1 – Nov. 30. 2x/week Dec. - Feb	Replace liners when more than ½ full or strong odor
Empty Dumpsters	Empty Before 100% full	Normally on contract with ACDI
Graffiti Removal/Vandalism	Cleaned and/or repaired within 48 hours	Incidents causing safety hazard to be taken out of service immediately
Hardscape (Roads, parking lots, plazas, signage, etc.)	Daily year-round	Free of glass, litter, debris, signs are distinct and readable
Walkways/Trail Sweeping & Cleaning	2-3x/week March 1 – Nov. 30; 1x/week Dec. – Feb.	Clear of litter, trip hazards, limbs, leaves
Basketball Courts/Goals	Sweep/blow: 1x/week March 1 – Nov 30; Pressure wash: 2x's per year (spring/fall). Nets: checked 1x/week –	Ensure backboards and rims are secure, free of rust & nets intact replaced as needed
Pavilions/Picnic Tables	Daily March 1 – Nov. 30. 2x/week Dec. - Feb	Clean, free of litter, tables have no sharp edges
Grills	Inspect/Clean: 2x/month March 1 – Nov. 30; Dec. – February as needed	Remove rust/stains and paint with High Heat Grill paint 1x annually – normally spring
Restrooms/Port-o-lets Inspected/Cleaned	Daily March 1 – Nov 30 2x/week Dec. - Feb	Non-heated are winterized end of November
Drinking Fountains - Cleaned & Operational	1-2x/week March 1 – Nov. 30;	Winterized end of November

Maintenance Task	Frequency	Additional Comments
Structures (Fences/Gates/ Fabric/Rails/Posts)	Inspected 1x/month Annually. Painted annually in spring	Securely fastened, free of holes, gaps, and rust
Waterway: Streams, Rivers, Creeks, Lakes, Ponds	Inspected monthly to ensure a safe, healthy, and aesthetically pleasing venue	Weed and algae growth to be managed. Fish to be monitored through TPWD
Dog Park/Dog Bag Dispensers	2x/week annually – free of items left behind; Bag dispensers filled	Be in compliance with zero tolerance off-leash policy
Equipment (General) – i.e., adult swings; sitting benches, etc.	2-3x/month March 1 – Nov 30; Monthly Dec. – Feb.	Maintained and operated according to manufacturer's recommendations
Equipment (Repairs) - i.e., adult swings; sitting benches, etc.	Within 48 hours of notice; paint/stain 1x/year	Close if items must be ordered; repair to manufacturer's specifications
Playgrounds/Playscapes Site Inspections & Documentation	At minimum weekly review by staff; Written Inspection 1x/month on an annual basis	Identify and remove any hazards, clear off debris, touch up or paint as needed
Playgrounds/Playscapes Fall Zone Materials	Move materials to a consistent level 1-2x/week; Add material at least 1x/year	Material levels must comply with ASTM and National Playground Institute Standards
Playground Sanitization	2x's/year pressure wash and sanitize with cleaner	Remove dirt, mold, and mildew
Trees and Shrubs	2x's/year inspect for dead limbs, insect infestation and disease; remove as needed	Mulch at 3-4" depth, if mulched do not place against trunk of tree
Flower Beds (Planning)	2x's/year evaluate, monitor, and plan beds	Coordinate with Garden Club or other professionals
Annuals (Planting)	Limited to 2x's/year and plant according to requirements to maximize floral display	Beds should be raised and mow away from beds. Remove annuals after first frost
Perennials (Planting)	2x's/year - Preferred for durability, foliage, and low maintenance	Beds should be raised and mow away from beds
Flower bed Maintenance	2x's/month – deadhead, trimmed and thinned (by Variety); 2x's/month - weeds and other growth removed. Fertilization at minimum 2x's/year	Supplemental organic materials (mulch) to be added in early spring. A second addition could be applied in early fall
Ornamental Grasses	1x/year to cut back in February to promote new growth	
Park/Open Space Turf (General)	Inspect 2x's/month - ensure free of disease and insect infestation; fill holes that may have developed	At minimum 90% coverage is considered healthy and thriving, with less than 15% weeds
Park/Open Space Turf (Mowing)	Every 10 – 21 days depending on season/site; Some areas are in- house and others by contract. Turf height is typically 3"	Walkways, driveways, parking lots free of grass clippings after mowing

Maintenance Task	Frequency	Additional Comments
Park/Open Space Turf (Irrigation)	Adhere to guidelines set forth by Leander Utilities Department and industry BMP.	Irrigation to occur between the hours of 10 p.m. and 6 a.m.
Park/Open Space Turf (Trimming & Edging)	Every 10 – 21 days depending on season/site; Hand trim to match mowing height	Round-up or similar to be used in select areas to reduce hand trimming
Park/Open Space Turf (Fertilization)	1x/year, typically in the fall; 3 lbs. of nitrogen per 1000 sq. feet or as soil test requires	Additional applications can be made based on turf health needs
Park/Open Space Turf (Aeration)	1x/year, typically in the fall; can use hollow tine (core), slicing, or deep tine	Promote increased porosity for enhance uptake of oxygen, water, and nutrients
Park/Open Space Turf (Herbicide)	To be applied as needed only in accordance with Texas Department of Agriculture Guidelines	Herbicides and pesticides to only be used by licensed applicators
Park/Open Space Turf (Overseeding)	Up to 1x/year, typically spring and/or fall	Use on noticeable bare spots (less than 90% cover)
Park/Open Space Turf (Top Dressing)	Typically, not used for general park turf, unless specific Bermudagrass or other has been established	To be used primarily when soil tests or leveling needs determine the application
Irrigation System (General)	Inspect 1x/weekly from March 1 to Nov. 30 to ensure system is functional (No leaks); Repairs to be made within 24 hours after identification. Dec – Feb. system is winterized	Frequency and amount should be checked weekly; water meters to be checked monthly to ensure no unseen leaks.
Athletic Fields (General – Game and Practice)	Inspect daily – Feb 15 th to Nov 30 th to keep fields in safe, playable, and consistent surface	See Appendix for complete Athletic Field Maintenance Guidelines
Athletic Field (Re-lamp Lighting)	2x's/year if needed	Inspect at beginning of spring and fall seasons
Athletic Field (Scoreboard re-lamp)	2x's/ year as needed	Inspect/repair at beginning of spring and fall seasons.
Athletic Field (Bleachers)	1x/month Feb. – November 30 – repair and clean as needed. Minimum 2x's/year to pressure wash	Hardware intact, surface is clean, no sharp edges or protrusions
Athletic Field (Layout)	1x/year or as needed – develop a plan to ensure proper lining or painting of fields for user groups	Athletic Coordinator to work with all user groups and Maintenance Supervisor to plan for each season
Athletic Field (Dugouts/Player areas)	3x/week from Feb. to Nov 30 th 2x's/annually pressure wash	Inspect and remove to be free of trash, clean, and ready for the next day

Maintenance Task	Frequency	Additional Comments
Athletic Field (Baseball/softball Usage Hours)	Recommended maximum number of permitted hours per year for baseball/softball field usage is 1300 hours	To meet the safety and playability requirements
Athletic Field (Soccer/multi-purpose Usage Hours on Natural Turf)	1100 hours is the recommended maximum number of hours per year for soccer/multi-purpose fields	To meet the safety and playability requirements
Athletic Field (Soccer/multi-purpose Usage Hours on Synthetic Turf)	3000 hours is the recommended maximum number of hours per year for soccer/multi-purpose fields	Routine maintenance will be planed and expected on certain days therefore limiting play on those days/times

502C: Mode Level C – Lowest expected service level for fully developed parks and/or a moderate level of maintenance associated with park locations of large size, of average development and/or visitation. Inspect all park areas and document any noticeable deficiencies.

Maintenance Task	Frequency	Additional Comments
Park Lighting	1x/month during operating period March 1 – Nov. 30	As needed December - February
Litter Removal (Hand)	1x/week March 1 – Nov. 30; 1x/month Dec. – February	Walk entire park site
Empty Trash Receptacles	3x/week Year-round	Replace liners when more than ½ full or strong odor
Graffiti Removal/Vandalism	Cleaned and/or repaired within 48 hours	Incidents causing safety hazard to be taken out of service immediately
Hardscape (Roads, parking lots, plazas, signage, etc.)	2x/week	Free of glass, litter, debris, signs are distinct and readable
Walkways/Trail Sweeping & Cleaning	2x/week March 1 – Nov. 30; 1x/week Dec. – Feb.	Clear of litter, trip hazards, limbs, leaves
Pavilions/Picnic Tables	1x/weekly March 1 – Nov. 30. 2x/month Dec. - Feb	Clean, free of litter, tables have no sharp edges
Grills	Inspect/Clean: 1x/month year-round	Remove rust/stains and paint with High Heat Grill paint 1x annually – normally spring
Restrooms/Port-o-lets Inspected/Cleaned	Daily March 1 – Nov 30 2x/week Dec. - Feb	Non-heated are winterized at end of November
Drinking Fountains - Cleaned & Operational	2-3x/month March 1 – Nov. 30;	Winterized at end of November
Structures (Fences/Gates/Fabric/Rails/Posts)	Inspected Monthly year-round. Painted annually in spring	Securely fastened, free of holes, gaps, and rust

Maintenance Task	Frequency	Additional Comments
Waterway: Streams, Rivers, Creeks, Lakes, Ponds	Inspected bi-annually to ensure a safe, healthy, and aesthetically pleasing venue	Weed and algae growth to be monitored. Debris removed if creating flow issues
Dog Park/Dog Bag Dispensers	2-3x/month, annually – free of items left behind; Bag dispensers to be filled	Be in compliance with zero tolerance off-leash policy
Equipment (General) – i.e., adult swings; sitting benches, etc.	Quarterly – year-round.	Maintained and operated according to manufacturer's recommendations
Equipment (Repairs) - i.e., adult swings; sitting benches, etc.	Within 48 hours from notice; Paint/stain 1x/year	Close if items must be ordered; repair to manufacturer's specifications
Playgrounds/Playscapes Site Inspections & Documentation	At minimum weekly review by staff; Written Inspection 1x/month on an annual basis	Identify and remove any hazards, clear off debris, touch up or paint as needed
Playgrounds/Playscapes Fall Zone Materials	Move materials to a consistent level weekly; Add material at least 1x/year	Material levels must comply with ASTM and National Playground Institute Standards
Playground Sanitization	2x/year pressure wash and sanitize with cleaner	Remove dirt, mold, and mildew
Trees and Shrubs	2x/year inspect for dead limbs, insect infestation and disease; remove as needed	Mulch at 3-4" depth, if mulched do not place against trunk of tree
Flower Beds (Planning)	Not typically associated with Mode Level C	Coordinate with Garden Club or other professionals
Annuals (Planting)	Not typically associated with Mode Level C	Beds should be raised and mow away from beds. Remove annuals after first frost
Perennials – Planting if needed	2x/year - Preferred for durability, foliage, and low maintenance	Beds should be raised and mow away from beds
Flower bed Maintenance	Not typically associated with Mode Level C 1x's/month - weeds and other growth removed or as needed;	Supplemental organic materials (mulch) to be added in early spring. A second addition could be applied in early fall
Ornamental Grasses	1x/year to cut back in February to promote new growth	
Park/Open Space Turf (General)	Inspect 1x/month - ensure free of disease and insect infestation; fill holes that may have developed	At minimum 90% coverage is considered healthy and thriving, with less than 15% weeds
Park/Open Space Turf (Mowing)	Every 21 – 30 days, some is in-house and others by contract. Turf height is typically 3"	Walkways, driveways, parking lots free of grass clippings after mowing
Park/Open Space Turf (Irrigation)	Not typically associated with Mode Level C	Irrigation to occur between the hours of 10 p.m. and 6 a.m.

Maintenance Task	Frequency	Additional Comments
Park/Open Space Turf (Trimming & Edging if needed)	Every 21 – 30 days. Hand trim to match mowing height	Round-up or similar to be used in select areas to reduce hand trimming
Park/Open Space Turf (Herbicide)	To be applied as needed only in accordance with Texas Department of Agriculture Guidelines	Herbicides and pesticides to only be used by licensed applicators
Park/Open Space Turf (Overseeding)	1x/year, typically spring or fall	Use on noticeable bare spots (less than 90% cover)
Park/Open Space Turf (Top Dressing if needed)	Typically, not used for general park turf, unless specific Bermudagrass or other has been established	To be used primarily when soil tests or leveling needs determine the application

502D: Mode Level D – Minimal service level to parklands or open space with no facilities with the intent to maintain safe grounds and a "natural" ambience. Inspect all park areas 1-2 X's annually and document any noticeable deficiencies.

Maintenance Task	Frequency	Additional Comments
Litter Removal (Hand)	Inspect 1-2x's/year - typically late fall and again late winter	Walk entire park site when underbrush/foliage has died back
Vandalism (Typically to signage, fencing/gates, or	If notified or noticed - repaired within 48 hours	Incidents causing safety hazard to be taken out of service immediately
Hardscape (Roads, parking lots, signage, etc.)	Inspect 1-2x's/year - typically late fall and again late winter	Free of glass, litter, debris, signs are distinct and readable
Natural Surface Trails – (If Present)	Inspect 1-2x's/year - typically late fall and again late winter	Note any trip hazards, remove fallen limbs, debris, etc.
Structures (Fences/Gates/Fabric/Rails/Posts	Inspect 1-2x's/year - typically late fall and again late winter	Securely fastened, free of holes or gaps, no fallen posts
Waterway: Streams, Rivers, Creeks, Lakes, Ponds	Inspect 1-2x's/year - typically late fall and again late winter	Check if free flowing, no debris, or logs creating a dam, erosion
Trees	Inspect 1-2x's/year typically late fall and again late winter	Check for dead limbs, insect infestation and disease; remove if determined to be hazard to other property
Park/Open Space Turf (General/Mowing)	Inspect 1-2x's/year typically late fall and again late winter	Occasional bush hogging may be done, but mostly left alone

503: Listing of Parks and Property by Mode

503A: Mode 1 Locations:

Benbrook Ranch Park (Athletic Complex)

Robin Bledsoe Park (Multi-purpose fields, Pool, Splash Park,)

503B: Mode 2 Locations:

Robin Bledsoe Park (Amphitheater, Basketball Courts, Playscape, Pavilion)

Benbrook Skate Park

Devine Lake Park

North Creek Ranch

Parks & Recreation Office

Veterans Park

503C: Mode 3 Locations:

Bagdad Road Greenway

Benbrook Disc Golf Course

Mason Creek Park

Brushy Creek Greenway at Benbrook Ranch

Brushy Creek Greenway at Oak Creek

Brushy Creek Greenway at Sarita Valley

Brushy Creek Greenway at TOD

Mason Creek Greenway

Mason Creek Greenway/Trails of Leander

Mason Creek Greenway/Mason Hills Ranch

503D: Mode 4 Locations:

Lakewood Park (To be developed, but open for minimal walk-in use)

San Gabriel Park Property (To be developed, not open to general public)

Sarita Valley Conservation Area

504: Listing of Major Park Amenities by Location-Pavilions/Shelters:

Benbrook Skatepark Playscape Pavilion

Robin Bledsoe Pavilion

Devine Lake Pavilion

Northcreek Ranch Pavilion

505: Listing of Major Park Amenities by Location- Playscapes (playgrounds)

Benbrook Ranch Playscape

Devine Lake Playscape

Northcreek Ranch Pavilion

Mason Creek Playscape

Robin Bledsoe Pavilion

506: Listing of Major Park Amenities by Location -Basketball Courts:

Robin Bledsoe Basketball Courts – two full size/4 half courts

507: Listing of Major Park Amenities by Location-Picnic areas:

Devine Lake

Robin Bledsoe

Mason Creek Park

508: Listing of Major Park Amenities by Location-Restrooms:

Benbrook Ranch

Devine Lake

Robin Bledsoe

600: Park Maintenance Standards and Operating Procedures

Maintenance of all items listed below includes all standards of performance, which help guide staff members and volunteers to the level of performance expected in the performance of all maintenance duties. This will allow for consistent, high quality customer service.

601: Annual Flowers and Spring-Flowering Bulbs

Annual flowers provide seasonal color and interest to high visibility landscaped medians, rights-of-way, and other public property. To do this, summer annual flower beds are established and maintained in select areas throughout city parks from approximately April 1 – October 30. Winter annuals (pansies) are planted between November 1 and April 1.

Locations for beds are identified by Department Maintenance Supervisor. The bed size and shape are staked out and area checked for underground utility lines. Soil testing may be done prior to initial planting, and then on an “as needed” basis, usually every three years. A planting plan is created for each bed and the beds must be designed with plants that will not become too tall as to create sight clearance problems yet will provide bright splashes of color that can be visible as motorists and pedestrians pass by. Most, if not all the plants are contract-grown.

Prior to planting, beds are fertilized with granular 10-10-10 fertilizer and rototilled. Some half-hardy annuals can be planted approximately a month before the last frost date, but most annuals must be planted after all danger of frost is past. After planting, the beds can be treated with a pre-emergent herbicide and mulched. These procedures should provide optimum growing conditions to provide bright, colorful flower beds.

Maintenance is done on a bi-monthly basis or as needed, and includes watering, weeding, inspection for insects and disease, edging and dead-blooming and supplemental fertilizing with a water soluble 20-20-20 fertilizer mixed in with the water.

Spraying for weeds, insects or disease is done on an as needed basis and must be done when the temperature is above 50 F and below 85° F, and the wind is calm to prevent drift.

The Austin Grow Green Guide is the manual of choice in selecting plants, trees, and shrubs.

602: Athletic Fields

The primary focus of athletic field maintenance is to maintain and ensure safe and uniform playing conditions. Maintenance is scheduled with a close eye on field wear and unsafe playing conditions throughout the scheduled sports year. Top-dressing, rolling, and reseeding are performed as needed, with standards identified by the Parks Maintenance Supervisor and/or Athletic Coordinator. Fertilizer and weed, insect and fungal controls are scheduled for all game fields. Practice fields are not maintained as intensively but must still provide a safe playing surface. A field may be totally renovated if it is deemed to be in unplayable or unsafe condition.

Depending upon the sport, but “Field resting” occurs primarily in mid to late summer and typically the months of December and January and possibly a portion of February.

Bermudagrass, such as Celebration or Latitude 36 (or similar) may be used on high profile, game, or premier athletic fields. This aggressive turf grows best in the hot, humid late spring and summer months and is rated drought toughness. Typically, Texas doesn’t have prolonged periods of harsh winter temperatures, but if weather forecasts indicate this occurrence the Department may insulate with tarps or turf blankets, which help retain daytime heating and keep soil temperatures slightly higher than uncovered turf.

On practice fields or in other areas, Tall Fescue, Kentucky Bluegrass, Perennial Ryegrass, or a blend of two or more of these seed types may be utilized, depending upon location, wear and use patterns, and funding available.

See Appendix _____ for more specific field requirements.

Athletic fields are maintained “in season” as follows:

- All fields with lines painted in grass are marked once per week w/ 4” white lines, with lines painted and clearly visible to referees/umpires. Strings are pulled to assure straight line.
- All infields are marked day of game with 4” lines of white marking lime, applied with a drop line marker. Strings are pulled to assure straight lines.
- All divots and holes are fully filled and tamped.
- Check all jock boxes so they match existing infield grades or infield soils so that no part of the jock box is exposed at any time to eliminate dangerous sliding hazards.
- Grass is edged, with unwanted vegetation removed from fence lines, dugout areas, walkways, etc.
- All goals are securely anchored, nets fully attached and goal posts straight.
- All damaged nets, base anchors, toeplates and home plates are replaced as needed if safety or functionality is compromised.
- Infield lips are removed prior to start of spring practices to facilitate smooth transitions from skinned infield to outfield grass.
- Warning track material is checked and added as needed prior to each season’s games, and after heavy rains. If damage is evident, drag and back fill warning track areas.

603: Barbecue Grills

Our goal is to provide clean and accessible barbecue grills. Grills are cleaned and inspected on a routine basis and are available for use year-round, with peak usage occurring from April through October.

Standards include:

- Routine cleaning includes cleaning of the grill and removal of any trash in or around the grill area.
- Inspection is done to check for grill stability, broken or damaged equipment. If problems are noted that cannot be immediately resolved, the Maintenance Supervisor is notified, a work order is generated, and the grill is scheduled for repair or replacement and is marked as unusable by wrapping with yellow caution tape.
- These tasks are performed on between March 1 and November 30.

604: Basketball Courts

The basketball courts at Robin Bledsoe are heavily used (daily) and are routinely swept and blown off. Nets are inspected and replaced as needed, and visible damages are repaired. In addition, the areas around the courts are policed for glass and/or trash. Regularly scheduled maintenance includes:

- Courts are pressure-washed twice each year in the spring and the fall.
- Routine maintenance is primarily done between March 1 – November 30, and includes sweeping/blowing off all courts, general inspection, and removal of any trash, graffiti, and inspection for damage to surfaces, fences, and benches.
- Fallen leaves are removed between November and January.
- Net inspection is done each month, year-round. Any problems are repaired, or nets/hardware replaced.
- Surfaces are crack filled when conditions warrant, and re-sealed or painted approximately once every 5 years, as funding is available.

605: Drinking Fountains

Drinking fountains are available for use from approximately the second week of March through the second week of November. Facilities Maintenance staff are responsible for the draining and winterizing of fountains. Some units are “frost-free” and may be available year-round. It is the goal of the department to replace all older units with “frost free” units as funding is available.

- Drinking Fountains are cleaned once each week and as needed before any reservations or scheduled activity at a specific park location between March 1 and November 30. Routine cleaning includes wiping down the basin with cleaning solution, removing any contaminants, and removal of any trash at or around the area.
- Inspection is done by operating the fountain and looking for any leaks, broken equipment, damage, and/or graffiti.

606: Gates/Fences/Bollards

Our goal is to provide and maintain appealing and functional gates/fences/bollards in the park and greenway areas, which restrict access to citizen/visitor vehicles, therefore potentially reducing vandalism while increasing safety for all park patrons. To do this, gates/fences/bollards are inspected on a routine basis. Parks are open year-round; therefore, inspection and maintenance is done throughout the year.

- Gates/fences/bollards are inspected with each park cleaning visit and during all park inspection visits. Inspection is done to check for stability, broken equipment, damages, and/or vandalism. If such problems are noted, the Maintenance Supervisor is notified, a work order generated, and the problems are scheduled for repair or replacement.

607: Greenway Trails – Hard Surfaces

Our goal is to provide safe, attractive, and functional pathways for recreational, alternative transportation and fitness uses. Users will be provided with smooth, level, and hard surfaces on which to walk, run, skate, and bicycle. These trails will be maintained to allow for travel by individuals of all abilities. Maintenance activities will prevent deterioration of the hard surface and will remove obstructions.

- Hard surface trails are inspected weekly, with obstructions such as litter, fallen tree debris, stones, gravel, sand, and grass clippings removed from the surface.
- Mud and debris are removed as soon as possible following flooding events.
- Entry gates and bollards are maintained and kept secure to prevent unauthorized access to the trail by motor vehicles or other equipment that could damage trail surfaces or interfere with the experience of the trail user.
- Signs and other trail markings are inspected and repaired/renovated as needed.

608: Greenway Trails – Natural

Our goal is to provide safe and functional pathways for recreational and fitness uses. Trail surfaces are typically decomposed granite, mulch, dirt, or small stones. Most pathways are maintained to a width sufficient enough to allow two individuals to pass by one another without having to step off the trail. Due to existing terrain and other conditions, some trails may be narrower, and be designated as such. Users will be provided with clearly marked and relatively unobstructed paths through wooded and meadow areas. These trails will be maintained to allow for foot travel or mountain bike. Maintenance activities will prevent erosion of the path surface and vegetative overgrowth of the pathway.

- Maintenance is performed primarily by City employees, but occasionally by volunteers or other organizations with assistance by city personnel.
- Inspection of natural greenway trails will be performed department personnel.
- Erosion control designs and devices such as out sloped surfaces, drainage dips, and water bars will be installed and maintained to protect the integrity of the trail and to prolong its useful life.
- Pruning of encroaching vegetation will be performed in a natural manner on an as needed basis. Blazes and other trail signage will be inspected, maintained, and replaced in a timely manner as needed.

609: Irrigation within Parks and Athletic Fields

Our goal is to ensure that all Mode One athletic field and park turf and landscaped areas are adequately watered. Without irrigation, turf goes dormant, or is stressed, allowing weeds and other

unwanted vegetation, which creates less safe and less desirable turf. Many park turf areas are not irrigated unless they are athletic fields or plant beds.

Authorized city personnel check irrigation systems weekly between March and October to verify proper operation.

All sprinklers not properly functioning (head is stuck in one position, does not pop up or is stuck in the “up” position) should be repaired prior to any scheduled athletic contest to protect all players. If repairs cannot be made by in-house staff, the Maintenance Supervisor is notified, who notifies a contracted irrigation specialist to schedule any repair(s) needed.

All systems shall be winterized prior to December 1st each year by qualified staff. Winterizing requires compressed air to be blown into each line, fully removing all water, and minimizing chance for damage.

Water cannons shall be utilized between midnight and 10AM only, unless emergency conditions dictate. Cannons shall be winterized at the end of each season, similar to in-ground irrigation systems.

610: Landscaped Areas (Shrubs, Perennials, Ornamental Grasses)

Our goal is to ensure that all landscapes in park medians, rights-of-way and on other public property are maintained in an aesthetically pleasing manner. When new landscapes are planned, trees, shrubs and other plants are chosen that will provide the needed shape, form, and size for the area. When the landscapes are in median strips, rights-of-way or near intersections, plant material must be chosen that will not get too tall as to create sight clearance problems. Plant material is obtained from a commercial grower, and installed by department personnel, or via a contractor.

Shrubs, trees, and other plant material can be planted in spring between February and May. Fall planting can be accomplished from early October until late December in most years. Once the plant material is installed, (according to standard horticultural methods), a pre-emergent herbicide and mulch is added. These practices should provide optimum growing conditions to provide landscapes that will provide interest for many years. Perennial plants and ornamental grasses are used in permanent landscapes as companion plants to trees and shrubs. These include native species and are usually very hardy and require lower maintenance levels than many shrubs.

All landscapes will be maintained in the following manner during the growing season and includes watering (until established), weeding, pruning, mulching, inspection, and pest management.

Landscaped areas are considered properly maintained when they are free or relatively free of weeds, and all plant material kept appropriately pruned so as to avoid sight clearance/lane impediment throughout the growing season. Pruning may include selective cutting or shearing. Plant material will be pruned at the appropriate time of the year, using correct horticultural pruning practices. When properly trimmed, the plant material will look natural, and be proportionate to the area in which it is growing. If a plant produces blooms, it must be determined whether it is a

spring, summer or fall flowering plant in order to prune at the appropriate time so as to not disturb the bloom period.

Perennials and ornamental grasses will be cut to the ground (or close to the ground) in late winter to rejuvenate them for the next season.

Mulching is completed annually, using mulch approved by the Maintenance Supervisor at a depth of not more than 2". Mulch should not be piled at the base of shrubs or trees; mulch rings shall be utilized on all newly planted shrubs and trees to help collect and hold rainwater and supplemental water.

Inspection for insects and disease is done by trained staff members. Frequency is based upon type of shrub(s) or trees and their propensity for harboring insects or disease, general condition of the planting, and location. All problems are noted and discussed with the Maintenance Supervisor, with recommendations for corrective action made within a timely manner.

Spraying for weeds, insects or disease is done on an as needed basis by qualified personnel only and when the wind is calm.

611: Mulching

Our goal is to ensure that all landscapes in medians, rights-of-way and on other public property are mulched in an aesthetically pleasing manner. Mulch reduces weed growth, insulates during cold and hot weather, conserves moisture and adds aesthetic beauty to provide a finished look to landscapes.

When new landscapes are installed, mulch will be added after planting. Existing landscapes will be re-mulched on a regular basis based upon maintenance modes. Depending on what is to be mulched, and where it is located, different mulches may be used. Mulch types include triple-shredded mixed hardwood, double-shredded mulch, (both purchased from outside suppliers), or chip mulch made available through the Parks Maintenance crews from chipped trees and brush. Additional acceptable mulch types include pine straw.

612: Parking Areas

Our goal is to provide clean, safe, and accessible parking areas for the public to use. To do this, parking areas are cleaned of any trash on a routine basis. Parks are open year-round; therefore, routine maintenance and cleaning are done on the parking areas throughout the year. Cleaning schedules are based upon park size, frequency of use, and number of amenities within the property.

Routine maintenance includes:

- Emptying parking lot trash cans and replacing the trash can liner.
- General cleaning of all trash in parking spaces, especially corners of curbed lots
- Glass, cigarette butts and graffiti removal.

613: Rights-of-ways (R.O.W.)

All medians, rights-of-way and other similar public property are to be maintained in an aesthetically pleasing manner, so as to provide attractive landscapes within difficult to plant areas without impeding sight clearances.

If plants are chosen to be used in median strips, rights-of-way or near intersections, plant material must be chosen that will not get too tall as to create sight clearance problems. Plant material is obtained from a commercial grower and installed by department personnel. Follow all maintenance procedures as outlined in Section 611.

614: Playground Areas

Playgrounds provide clean, safe, and enjoyable experiences for children between the ages of 2-12. To do this, playground areas are cleaned, inspected, and maintained on a regular basis. Playgrounds are open year-round; therefore, routine maintenance and cleaning are done throughout the year, which includes:

- Loose trash pick-up, graffiti, and glass removal in and around all play surfaces and fall zones at minimum once per week, more on high use areas.
- Casual Playground Inspections (checking the play equipment for obvious safety hazards and vandalism) by staff when collecting/checking for trash and hazards is completed at minimum weekly.
- Mulch is maintained within the fall zone to a minimum depth of 9" (compacted); greater depths may be maintained depending upon specific recommendations for a playground component.
- Mulch is raked back into swing areas, slide exits, and fall zones at least once per month; more frequently if time allows.
- Playground mulch is "fluffed" at least once per year using a mini rototiller.
- Thorough written safety inspections are done on each playground area once per month, following a prescribed checklist.
- Safety violations and hazards are documented and then immediately addressed and repaired by staff. If an item cannot be immediately addressed, the playground is marked closed with caution tape, or specific (damaged) parts are removed.
- Appropriate signage indicating the target age group for the apparatus is required at each location and should be clean and easy to read without graffiti or defacing present.
- All playground inspection records are maintained by the Maintenance Supervisor, which follows all city records management guidelines.

615: Restrooms

Our goal is to provide clean, sanitary, appealing, and well-supplied restrooms for the public. To do this, restroom cleaning is performed from approximately March 1 until November 30 each year in all locations. Some restroom locations could either open earlier or close later depending upon weather

conditions. Some restrooms are open year-round to provide the best possible level of customer service. Currently, year-round restrooms are located at: Bledsoe, Benbrook, and Lakewood Parks. Ultimate opening/closing dates take athletic and other events and shelter reservations into consideration, as well as the average temperature to provide maximum customer service, but minimize damage to the facility through the possibility of freezing pipes. Currently, restroom cleaning is performed by park maintenance staff. Specific cleaning standards are outlined within the current custodial contract. A summarized version is listed below:

- Restrooms must be cleaned, sanitized, and stocked on a regular basis. Restroom cleanliness is one of the most likely causes for complaints from our citizens/customers, so it is important that these issues are handled in a timely fashion.
- Cleaning involves sweeping the floor and behind the doors, removing cobwebs, sanitizing all surfaces (toilet, sink, handrails, doors, and walls), and washing the floors. If toilets or sinks are stopped up and must be unstopped by plunging. Burned-out light bulbs are to be replaced upon notification or inspection. Broken fixtures and other problems that cannot be solved shall be reported immediately to the Maintenance Supervisor.
- All restrooms shall be appropriately stocked with toilet tissue. Soap dispensers, paper towel holders and hand blow dryers should be checked and stocked. Additional restroom maintenance completed by Park Division staff includes:
- Graffiti removal-removed within 48 hours of notification of its existence.
- If using graffiti remover is not successful, spot painting of graffiti can be accomplished for short period of time (3-30 days), with full painting completed by park maintenance staff in a reasonable time frame (within 30 days).
- Restrooms located near a shelter are spot-checked for cleanliness and toilet paper by the park maintenance crews prior to any shelter reservations at that location. Toilet paper is added if levels are insufficient for the event(s) scheduled.

616: Shelters

Shelters shall be barrier-free to all patrons and conform to all ADA standards, and be safe, clean, and inviting. To do this, shelters are cleaned on a routine basis, as well as spot cleaned prior to reservations. Shelters can be reserved from March 1 - November 30 each year and are also available for use at no charge on a first come, first served basis year-round. Reservations are taken by the Parks Administrative Assistant and entered into the Departments Reservation System. Reservation notices are posted at reserved shelters each week by the park's maintenance staff.

Maintenance at shelters includes:

- Shelters and picnic tables are pressure-washed at twice a year, and more often at high use locations.

- Wooden picnic tables are typically painted or stained once a year.
- Routine cleaning (as well as cleaning prior to reservations) includes sweeping/blowing off the shelter floor, raking around the perimeter of the shelter, emptying, and wiping off trash cans, picking up loose trash, cleaning grills and wiping off picnic tables. These tasks are performed on a regular basis between March 1 and November 30.

617: Sidewalks and Walkways

Sidewalks and walkways may be constructed of concrete, asphalt, or natural materials such as stone or crushed granite. They should be barrier-free and conform to all ADA standards where feasible. Routine maintenance is done on sidewalk areas throughout the year. Routine Maintenance includes:

- Sweeping or blowing off the walkways as needed.
- Checking for cracks, uneven surfaces and erosion issues and repair as needed.
- Any damages and/or concerns found during inspections are reported to the Maintenance Supervisor, and repairs are scheduled.

618: Signs

Our goal is to provide attractive, consistent, and correct informational signage throughout our park and greenway network. Signs are typically maintained by Parks Maintenance Division staff. Most signs are found within, as well as, adjacent to park locations. Many of the signs within our parks are made to order from the city's Sign Shop. Others, such as park entrance signs, are made by specialty sign vendors. Signs are inspected on a routine basis throughout the year. Inspection includes:

- Check for stability, damage and/or vandalism. If such problems are noted, the Maintenance Supervisor is notified.
- Repairs, graffiti removal and/or painting are to be completed by division staff when feasible, giving this work a high priority for completion within 48 hours. Sign damage that cannot be completed with in-house staff is contracted to a local sign fabricator for completion.

619: Trash Cans and Park Litter

Parks and green spaces should have adequate, clean trash cans for the public to use. Trash cans are provided in all parks, near shelters, in park parking lots and near athletic fields and playgrounds. Trash is picked up within parks and trash cans are emptied and cleaned on a routine basis year-round. Routine maintenance includes:

- Removal of trash can liner and replacement as needed. Dependent upon the amount of trash, the plastic bag is changed each time the trash is emptied. Small amounts of trash may be picked out of the can, and the plastic bag left.

- Trash cans are wiped down with a sanitizing cleaner on a bi-monthly basis in high use parks, monthly in low use locations.
- Graffiti is removed within 48 hours of notification of its existence.
- Loose litter in turf areas is picked up according to schedule, as well as just before mowing. The optimum service frequency for cleaning and emptying trash cans and picking up litter in the various parks can be found in the Landscape Maintenance Modes.
- Staff members involved in picking up trash will be supplied with gloves to protect their hands. Masks will also be available if needed. Appropriate hand washing shall be completed after completing trash collection.
- Sharps containers are provided in each truck for disposal of any needles or other sharp objects they encounter while cleaning parks.
- Potentially hazardous materials found while cleaning should not be touched or removed. Indicators may be cans, barrels, or other closed metal container. Staff is to call the Maintenance Supervisor to potentially determine its contents and process for removal. If deemed to be hazardous, maintenance supervisor will contact environmental waste contractor to determine next steps.

620: Trees

Our goal is to provide healthy shade and ornamental trees to city property. Trees maintained by parks department staff are located in parks, some along or adjacent to residential streets, in medians, and in other public spaces, such as City Hall.

Trees can be planted as either replacement plantings or as new plantings. Often, as trees die or have to be removed, replacement trees will be ordered and planted as budgets allow. Locations and tree types are selected by the Maintenance Supervisor, with input from a variety of sources, including the Austin Grow Green Guide. Trees are obtained, on the most part, from commercial nurseries and are planted by city personnel.

Trees can be dug during dormancy and planted during both spring and fall seasons, ideally from January 1 through May 1 in the spring and from November 1 to December 30 in the fall. Once trees are planted, mulch is added, and trees are staked. Treegators (15–20-gallon green bags located at the base of each newly planted tree) are used to deliver adequate trickled water, increasing the likelihood of their survival. Treegators can be filled quickly, allow personnel to water more trees per day, use less staff time and extend the length of watering time. Trees are watered at the time of planting and during the first growing season following planting. Fall planted trees require less watering than trees planted in Spring but should be monitored and watered as needed during the first year of establishment.

Watering may be necessary during the second growing season, particularly for trees on dry sites or during times of very dry conditions.

Pruning is typically not recommended during the first growing season following planting. Established trees are inspected on average every four years and pruned by city personnel on a 2–4-year schedule dependent upon location. Some trees may be pruned annually or on an as needed basis due to their location close to high traffic areas, such as walkways or trails. Pruning is performed in compliance with national pruning standards. Trees are often pruned for the purposes of removing large dead limbs, raising limbs to keep clear of vehicular and pedestrian traffic, and for sight clearance at intersections. Topping is not an acceptable pruning method, is injurious to the tree, and is not practiced by the parks department.

Cabling, bracing, bark tracing, cavity work and other tree surgery practices will be performed by city personnel at the recommendation of the Maintenance Supervisor. Spraying and fertilization applications will be performed by city personnel on an as needed basis.

Tree removal decisions are made by the Maintenance Supervisor in conjunction with the Parks and Recreation Director and trees are typically removed by city personnel. All limbs will be chipped on site and transported to a central location to be used as mulch for natural surface trails. Diseased trees as determined by a professional horticulturist/forester will be entirely disposed of for burial in the regional landfill. Trees will be removed in a safe and expeditious manner and stumps will be removed in a timely manner following tree removal. Stumps will be ground out below grade and the area re-graded and seeded by city personnel. Some stumps may remain, dependent upon location and size, to be used as possible chains saw carvings and sculpture artwork.

All specific tree maintenance tasks are determined by the Maintenance Supervisor and follow ANSI standards for tree care. Improper use of tree care equipment performed by untrained staff can lead to serious injury or death. All staff utilizing chain saws must have appropriate chain saw chaps, face shield and helmet. All work zone safety protection equipment, to include. Walkway signage, flashing arrow board, appropriate lane closures, other signage and/or flagging operations should be in place at the job site.

Commemorative trees are donated to the city in memory or in honor of a loved one. Each Commemorative tree has a marker that identifies the honoree. These markers should remain clean, intact, and presentable. Notify the Maintenance Supervisor should a marker become damaged, destroyed, or is missing to be refurbished or replaced.

621: Turf Grass Areas

Our goal is to ensure that all turf grass areas are properly mowed and maintained at the highest quality level possible. Most turf grass areas are mowed and maintained by an outside contractor. Turf may be replaced via sod or seed. Proper pest, weed and plant disease management is important to maintain proper turf health. Soil tests are performed to determine nutrient needs. Regular visual inspections identify pest and disease issues.

Routine maintenance of turf includes:

- Mowing heights are adjusted according to turf type and season. Fescues, bluegrass, and ryegrass (as well as blends of these turf types) generally are mowed at 3.5 to 4" year-round. This mowing height helps turf to recover from wear and tear, reduces weed pressure, and helps reduce hot summer stress.
- Mowers shall have blades that are sharp, with blades changed regularly for best and even cuts.
- Mulch mowing is performed in open areas each fall between November and January to grind up fallen leaves, helping to increase organic matter and nutrient levels in the soil.
- Aeration: Aeration is most successful after receiving rainfall. Most open spaces are aerated once per year, in spring or fall. Several passes in different directions should be made, pulling plugs as deep as possible.
- Renovations/seeding: As needed, most open space areas will use a blend of fescue, Bluegrass, or other southern varieties. Seed should be applied at a rate of 5-8 pounds/1000 square feet, with a starter fertilizer (10-20-10 or similar) applied at seeding. All seed should be raked/dragged in, with a thin cover of hydro mulch or straw to help conserve moisture. Unlike athletic fields and/or other key park open space turf that has a fertility and weed control program, the majority of open space turf grass does not.
- Edging and string trimming helps detail proper turf grass maintenance. All curbs, sidewalks, shrub beds and trees should be maintained without damaging the obstacles in which you are edging. Never utilize a string trimmer directly against a tree, especially young trees, as it will damage and likely kill the tree. Mulch rings should be provided at all trees.
- Clippings are cleared and blown from sidewalks, roadways back into the turf to complete the mowing process.
- All fertilizing should be done in the fall within non-irrigated parks and landscaped areas. One to three pounds of nitrogen should be applied at one, two or three split applications in the fall or before winter approaches.

700: Miscellaneous Department Responsibilities

701: Maintenance of Park and Athletic Field Lighting

Lights are typically maintained by Park Maintenance Division, with occasional assistance from Public Works or outside contractor. All lighting located at athletic fields, as well as some decorative park lighting is maintained by either Park Maintenance staff or outside lighting specialist. All problems should be reported to the Maintenance Supervisor.

702: Restrooms, Picnic Shelters, and Recreation Facilities Electrical and Plumbing

These facilities, including the electrical and plumbing, as well as most structural issues are primarily maintained by Park Maintenance staff. Issues are reported to the Maintenance Supervisor to plan for repair.

703: Low Water Bridges and Park Bridges

After significant weather events, park low water and waterway bridges are checked for log and debris accumulation. If found, they are removed from low water bridges and waterway bridge abutments by parks maintenance staff.

704: Ponds/Waterways within Parks

Most pond/waterway issues are handled within Parks and Recreation through routine inspections. If mosquito breeding is determined due to standing water within ponds or creeks mosquito control “dunks” are applied per label directions. If a pond’s algae levels accumulate to unacceptable levels, an algaecide should be applied per label instructions. If drain pipes which channel water into or out of ponds are clogged, they should be cleaned in a timely manner to prevent blockages and flooding. These items are handled through the Parks Maintenance Supervisor. Trees along waterways are also maintained by the department’s maintenance division. All issues involving trees within waterways should be forwarded to the Maintenance Supervisor, who will determine the appropriate course of action.

705: Flagpoles

All flagpoles and flags within city parks are maintained by Park Maintenance staff. Flags should be properly lighted when flown at night, otherwise they must be removed each day. Report damaged flags, burned out lights, etc. to the Maintenance Supervisor, who will ensure the issues are resolved.

706: Skatepark

This facility, located within Benbrook Ranch Park, is the responsibility of the Parks Maintenance Division. Daily maintenance/cleaning is provided by Parks Maintenance Division staff.

Larger maintenance projects and/or upgrades are planned through the Departments Capital Improvement Plan.

Programming, promotional activities and/or rentals are the responsibility of the Departments Recreation Program Division and/or the Administrative Assistant. Inspections are completed by parks maintenance staff at minimum weekly.

800: Emergency/Weather Response Operations

801: Flood Response

Our goal is to protect Department/City property and equipment. Several parks and greenway trails are located in flood plain areas. All department staff are subject to assist in the various evacuation,

monitoring, and clean-up steps during a flood event. The degree of those responses is dependent on the predicted and actual water level of the rivers and streams during any given event.

802: Snow Removal within Streets

While snow events in the central Texas region are very infrequent, ice/freezing rain events can occur more often. Parks Maintenance Division staff may be called upon to assist the Public Works Department (or others) in ensuring the effective removal of snow and ice from city streets as well as sidewalks.

The Maintenance Supervisor will assign park maintenance personnel to specific designated areas to assist with removal. During non-working hours crews will be called in when deemed necessary and assigned to working areas or directed to stand-by positions.

803: Sidewalk Snow and Ice Removal

The Department of Parks and Recreation shall designate one or more personnel to oversee the City Parks sidewalk snow/ice operations. Park sidewalks and parking lots are of primary concern and high visitation venues will be cleared or treated first.

Weather bulletins are checked and upon receiving a forecast for at least 50 percent probability of snow, ice and/or freezing rain, one or more park maintenance trucks will be readied for operations. The truck will be equipped with ice melting materials, shovels, and related tools. Cleaning of all sidewalks around park facilities, public buildings, trails, and other sidewalks will begin with the next regular shift after snow/ice has stopped falling. As a general rule the removal of snow and ice from steps going into City buildings, including park facilities and Library will be addressed at the same time as the sidewalks.

804: Storm Damage

Timeliness is the goal of staff assisting in storm damage response and repair. Park Maintenance Staff desires to protect and enhance public safety and city-owned assets by ensuring passable roadways and sidewalks. Response to tree related damage in city parks, such as that which occurs as the result of a wind or ice storm, is a responsibility of the Parks Maintenance Division. Typically, depending upon the severity and extent of the damage, staff will provide 24-hour response to determine amount of damage and estimate the time frame for clearing through a priority listing.

Large scale events can lead to Public Works Department requesting park staff assistance to clear other areas outside of parks, such as streets and ROW's.

805: Other Emergency Response

While unlikely, emergencies such as chemical spills, fires, or other catastrophic man-made disasters may occur. Key department staff could be included in the city's overall response. Emergencies of

this magnitude generally require a coordinated response, utilizing various local, state, or federal agencies.

900: Vehicles and Equipment

901: Vehicle Fueling Procedures:

Parks and Recreation vehicles, as well as any other Department equipment needing fuel, is monitored by the City Gas Card system, which requires all users to utilize a swipe card to gain access to the pumps at select gas stations in the City. Users insert vehicle information such as vehicle number and mileage along with the last four digits of their Social Security number. Fuel is not to be dispensed into private or unauthorized vehicles. All fuel purchases are monitored by the City Finance Department which sends each department a detailed report showing each vehicles' fuel usage with dates, times and gallons used, as well as price paid per gallon and price paid overall.

902: Driving within Park Properties

Employees (and customers) should drive/park within designated areas only. Vehicles should not be operated outside of designated parking areas or service drives unless required by the task at hand (for example, a bucket truck trimming trees in a park). Employees should not drive or park on curbs or sidewalks. All and any vehicle operated within parks cause compaction, and tire ruts can create safety issues. Our customers often wish to park directly next to a park facility, such as a picnic shelter, however, employees seeing customer's vehicles within a park should approach them in a positive manner and ask them to move their vehicle and call the Police if any issues arise. Likewise, Department staff and maintenance staff should set the example for others and also not park in grass areas, sidewalks, etc.

Department UTV's such as gators, and pick-up trucks are not allowed to traverse grass areas while ground is wet, mud is prevalent, etc., especially after a recent rain event. This includes not just during normal maintenance duties, but also during special events and recreation programs. Use during this period does nothing but create safety issues and eventually unnecessary and unwarranted additional turf maintenance repairs.

903: Vehicle Use, Vehicle Checklists and Sign-Out

The appearance and cleanliness of Leander Parks and Recreation Departments vehicular fleet should reflect the pride each one of us takes in the day-to-day performance of our jobs and the positive image we want to exhibit toward the citizens of Leander. We also need to emphasize the need to properly operate and care for the mechanical condition of the fleet.

All City of Leander Parks and Recreation vehicles and equipment are to be appropriately checked out prior to their first use each day. In addition, every Friday afternoon is reserved for vehicle and equipment inspection and clean-up. The driver/inspector is to complete a checklist, noting any problems and safety issues.

Not all staff has their own vehicles and vehicles are not directly assigned to a specific staff person or crew. Typically, Crew Chiefs or crews have a vehicle that they primarily use, equip, and take care of. Despite limited vehicles, depending upon the need any staff person can operate any vehicle with approval from the Maintenance Supervisor. Due to a small maintenance staff, there is not a reservation process in place, but that could change as our staff and parks expand.

Additional vehicle fleet policies:

- Our staff is reminded to be courteous and remember to fuel the vehicle upon completion of use, remove all items and clean/sweep out the vehicle if appropriate.
- No smoking whether cigarettes, cigars or vaping supplies are not allowed to be used in Department vehicles at any time.
- Some vehicles in the parks fleet require a CDL license to be driven and must not be utilized by holders of “regular” driver’s licenses.
- Use of a city vehicle is a privilege and one that can be removed should an employee exhibit abuse of the privilege and of the vehicle. Request for reimbursement for mileage in personal vehicle can be done by use of proper form and whenever a City vehicle is not available.
- Staff may not use City vehicles for personal use or for personal advantage. You may not take a City vehicle home for any reason unless approved by the Department Director.

904: Vehicle Safety and Inspection

Vehicle inspection is a critical component required for a safe trip that also provides good customer service and thorough inspections are completed every Friday. Each user is responsible for the proper operation of that vehicle. If the operator feels that the vehicle is unsafe, do not use it and initiate repairs immediately. If a problem is discovered during a weekend, the staff person should contact their immediate Supervisor and find a replacement vehicle or cancel the trip.

Friday Equipment Checks Include:

- Brakes and Belts - Push brake pedal to floor. Should feel resistance. Check brake fluid reservoir to insure it is full. Check to see that all belts are in place. Check for twisted, worn or frayed belts.
- Emergency/Safety Equipment, such as fire extinguisher and First Aid Kit is in place.
- Gas filled indicator is “full.”
- Tires/Wheels/Lug Nuts tightly secured.
- Tires properly inflated (see vehicle handbook for air pressure)
- Any excessive wear on tires (tread is worn or uneven), no cracks in wheel surface.
- No corrosion on battery, terminals, or battery cables; Battery tightly secured on battery shelf; Battery connections are tight and secure.
- Listen for excessive noise in exhaust system; look for any hanging pieces or broken brackets.
- Seat Belts are all operating properly; their accessible to passengers; secured to floor.
- Vehicle seats, under and behind seats, floor is clean of food, paper trash, or other debris, etc.
- Gauges/Instruments/Horn are all functioning properly; no red/orange warning indicator lights.

- Oil, water, brake, transmission, steering and windshield wiper fluid levels are checked; check engine and under vehicle for any fluid leaks; any streaks on engine parts or fluid puddle under vehicle?
- Check headlights, signal, brake, and reverse lights.
- Check outside appearance - oil, mud, tar, or other debris on side of or under vehicle?
- Steering wheel properly and easily turns.
- Start engine - listen for high-pitched whine.
- Windshield Wipers operating correctly; check for worn or torn blades.
- Look for any broken springs or suspension parts.
- Check ensure that trailer hitch(es) has a secure connection to the vehicle.
- Ensure that all trailer wire connections are clean and functioning; ensure that all wires are not frayed or hanging too low to be damaged; ensure that emergency chains are secure.
- Ensure that all power windows, seats, mirrors and other are functioning correctly.
- Exterior of vehicle is washed, cleaned and free of mud, dirt, debris.

905: Equipment Care and Use

The purpose of this section is to ensure that all equipment care and equipment use is handled in a professional manner. Use the owner's manual to read and understand the operating functions of each piece of equipment. Understand the equipment's proper functions and limitations, as well as operator's safety and the safety of others around you. Become familiar with all levers, switches, and controls. Know what it takes to shut down the machine in case of an emergency. Make sure to keep all shields, safety devices and warning decals in place. If a shield or safety device or decal is malfunctioning, illegible or damaged then repair or replace it before operating the machine. Look for damaged equipment, leaks and/or other visual damage. Check all fluids, lubricants, and grease fittings. Make sure to fill or add any necessary items.

Start your equipment and make sure it is in proper running order before leaving for your work location.

If repairs need to be addressed, notify your supervisor or Maintenance Supervisor. Never misuse or abuse equipment, only use your equipment for its intended use. Verify with the Maintenance Supervisor what Personal Protective Equipment (PPE) is required for each piece of equipment.

906: Vehicle or Equipment Accidents

All accidents involving a motor vehicle or motorized equipment shall be documented using the Motor Vehicle Accident Report form. This report is to be filled out ASAP by the driver/operator and the immediate supervisor, signed by the Maintenance Supervisor, as well as the Department Director, and received by Human Resources within 24 hours of the incident, if not sooner.

1000: Facilities

1001: Opening of Parks/Facilities

Maintenance staff members are expected to report no later than 10 minutes before their scheduled starting time. Staff are provided their work orders for the day and load necessary tools and equipment and are typically off Maintenance Shop premises by 15 minutes after start time. Upon arrival, a quick perusal of the park/site is completed; unlock any doors as needed; turn off interior lights and, if appropriate, turn off exterior lights. The bathrooms must be checked, making sure they are unlocked, clean and in working order.

Facility should be checked for minor repairs, such as broken locks on doors or burned-out lights, especially exit and exterior lights. The employee should document and then report any needed repairs to the Maintenance Supervisor immediately, so they have time to respond as quick as possible.

Employees are responsible for minor clean up inside and outside the facility, such as trash, glass, grass on sidewalks, etc. If applicable, staff should check the answering machine for any messages.

Staff assigned to facilities and areas that contain playground equipment should perform an inspection of the equipment after the facility inspection. Any damaged or vandalized equipment should be reported to the Crew Chief or Maintenance Supervisor immediately.

All trash cans should be checked, emptied, and cleaned. Grounds should be checked for any trash and debris that needs to be removed.

1002: Closing of Parks/Facilities

Typically, employees with parks maintenance division do not close parks or facilities as their day usually ends long before closing time. However, occasionally, whether it's due to emergency or special event, closing or shutting down a facility or park becomes necessary. Staff should place all equipment in its proper place; lock all doors; and turn off all lights, with the exception of security lighting; clean loose trash from floors or park site and if applicable, the security system needs to be enabled. If the park/facility has an entrance gate that requires locking, it should be locked as employees are leaving.

1003: Emergency Facility Closing

After an accident or emergency incident only the Maintenance Supervisor, Recreation Supervisor, or Department Director will be responsible for determining whether the park/facility will be closed. If that decision is made, proceed with the following:

- Call any persons or organizations that were scheduled to use the facility and advise them of the closing.
- Post a sign stating, "This park/facility has been closed due to _____ and will reopen at _____ (give time/date)."
- Refer any questions from the media to the City Public Information Officer or a properly designated departmental spokesperson.

1004: Inclement Weather Procedure – Athletic Complexes

Weekday: The Athletic Coordinator and/or the Recreation Supervisor will consult with the Maintenance Supervisor and Department Director and a decision will be made by 3:00 p.m. if their activities will take place for the evening. The information will be distributed via either Department website, social media and phone or a combination of the above.

Weekends: (Including holidays and during school vacation periods) Athletic Coordinator or Recreation Supervisor will contact Maintenance Supervisor by 7:45 a.m. to determine closings and/or cancelling of games/fields. The Director will be informed at the time of the decision. League/Coaches will be informed by 8:00 a.m. the day of. The Maintenance Supervisor will contact maintenance staff regarding whether or not to report to work.

1005: Inclement Weather Procedure – Fitness classes (Indoor or Outdoor); Facility Rentals (Indoor or Outdoor)

The Recreation Supervisor will consult with the Maintenance Supervisor (especially outdoor classes) and Department Director as early as possible regarding scheduled fitness classes and make determination.

The Public Information Officer is to be contacted will be responsible for providing information to the radio and television stations, in the case of major events or tournaments. The Recreation Supervisor will handle this responsibility if the Public Information Officer is unavailable.

The Recreation Supervisor will contact staff regarding whether or not to report to work. Recreation Supervisor (or designated staff) will also contact clubs, organizations, and rentals if facilities will not be open.

1006: Facility Cleaning Reports

In the Parks Division, the Maintenance Supervisor who oversees in-house and contracted facility cleaning shall work closely with both to ensure cleanliness and proper function of facilities and that they are ready for next renter. Cleaning staff should immediately report any problems to the Maintenance Supervisor so the cleaning crew can be contacted to correct the problem.

1007: Facility Safety

This summary list identifies the key safety responsibilities for recreation and rental facilities. Each facility will have specific requirements and special elements unique to that site. The following summary is a guide and basis:

- Staff training has been completed and records have been filed for future reference.
- Emergency phone numbers and “call back” list is clearly posted.
- Emergency evacuation plans are clearly posted.
- Other possible emergency (flooding or other natural disasters) actions are clearly posted.
- Fire and burglar alarms are in place and activated.

- MSDS books are available in maintenance office if needed and available to all staff.
- Shelters are free from trash, debris, or hazardous conditions.
- Parking areas are free from trash, debris, or hazardous conditions.
- Walkway or other features are free from trash, debris, or hazardous conditions.
- Lighting is operational.
- Entrances are free from trash, debris, or hazardous conditions.
- Activity areas are free from trash, debris, or hazardous conditions.
- Facility is clean, restroom clean, etc.
- Glass is clean.
- Trash is removed.
- Biohazards are not in place.
- Trash Cans are available and not overflowing.
- Access control is functional.
- Bollards are functional.
- Fencing is in perfect condition (not falling down/dilapidated); does not have any hard or sharp edges or projections.
- Gates are functional; if pool – automatic closures are functional and able to shut; secured with latch, lock, chain, or another implement.
- Emergency Exits are well identified and functioning properly; are clear from trash or furniture and easily identifiable; “Exit” light functioning.
- 8.5” x 11” placards showing emergency routes and fire extinguishers locations.
- Cleaning and program fluids/chemicals are properly stored.
- Adequate lighting throughout
- Adequate ventilation throughout
- Sturdy containers and storage shelves
- First Aid Kits are properly stocked and readily available.

1008: Burglary and Vandalism Procedures

In case of burglary at a facility, staff should call the police immediately and indicate the locations of entry. Employees should not enter the facility until the police arrive. Staff should list in writing any missing items and describe issue. Staff should give the police an accurate detailed account of missing items. Upon completion of the report, staff should always ask the police for a copy of the official police report. The employee should call the Supervisor for their Division and they will contact Maintenance Supervisor to repair any structural damage such as broken locks or windows, among other things. Staff should prepare a detailed report in writing. A copy of the report and the police report must be submitted to the supervisor with copies of these reports staying on file at the Parks and Recreation office as well. Vandalism of facilities and park property should be reported as soon as possible, and corrective action taken to restore damaged areas to their original state.

1009: Building or Property Damage

Employees should immediately report building damage such as broken doors or windows to Maintenance Supervisor to schedule repair as soon as possible. In case the building cannot be properly

secured during (or after) work hours, Maintenance Supervisor is to be informed of the situation so that they can send someone to secure the facility. In this case, staff must stay in the building until work is completed. The Recreation Supervisor must be contacted to assess the safety of having participants in the facility.

1010: Keys and Locks

It is important that all offices, recreation facilities and storage locations are locked at the end of each business day. Facility access is restricted through the issuance of a very limited number of keys; appropriate staff is given keys to access locations within their span of control. Keys should not be loaned to anyone else. Keys are issued by the Parks Maintenance Supervisor or his/her designee and are logged within a journal to manage key issuance. Staff issued keys are responsible for their safekeeping; lost keys may require out-of-pocket expenditures to re-key areas where security has been compromised. Likewise, keys issued to customers must also be appropriately logged. At many parks, bollards, or chains block vehicle access. Park gates and bollards are to be locked each time a vehicle/employee enters or exits the facility, to restrict access by non-authorized users. Substantial damage may occur if people drive vehicles on athletic fields, or drive near places children are present, such as playgrounds.

1011: Maintenance Matrix (Other than Emergency Situations)

A Maintenance Matrix has been developed in lieu of work order forms for the near future. It is anticipated that a work order system software program will be purchased and employed in the next two years. The Matrix is used for minor and major repairs at parks and facilities. It is based upon monthly inspections and analysis of parks and facilities. Monthly the Parks and Recreation Director and the Maintenance Supervisor review the Matrix and update with those items that have been closed/completed and those items that have been added. The Matrix identifies needs based on completion in 10, 25 or 90 working days. Emergency or safety items will be given to the Maintenance Supervisor as soon as the problem is identified to be corrected.

Other Parks and Recreation staff overseeing park programs or facilities may send an email request detailing the exact problem, location of the repair requested, approximate date of damage, and the cause of the damage, if known, and any additional information that the staff deem appropriate to the Maintenance Supervisor as a request for repair.

1012: Division-Specific Inventories

Non-consumable equipment (including equipment with electric powered motors) with a value of \$100 or more shall be inventoried by all divisions once per year, typically by May 31. Parks Maintenance Division gasoline powered equipment shall be inventoried once per year, by December 31. Each Division Supervisor identifies a key staff member who is responsible for completing this inventory. All serial numbers, make and model numbers, license plate number (if applicable) date of purchase, purchase price, etc. shall be recorded on the appropriate inventory form.

The Department of Finance completes an annual inventory of all city owned assets with a value of \$5,000 or more each winter, which is verified by Division Supervisors for accuracy. No consumable inventories are required by department staff at this time. Consumable items are generally less than \$100 in cost and are used in a timely manner. Examples of consumable items include paints, lumber, metal fasteners, gloves, food items, small give-away department logo items designed for youth service programs, etc.

1013: Facility Rentals/Use of Park or Recreation Facilities by Other City Departments

Interdepartmental usage of Parks and Recreation facilities must be approved by the Director of Parks and Recreation or designee. Use of a center by a department for a meeting, training seminar, staff retreat, etc. can be done during the Mason Homestead's operating hours at no cost. Department activities will take priority over requests by City departments. A reservation form and fee waiver form would need to be submitted to Parks and Recreation at least two (2) weeks in advance.

If a city department desires to use the facility beyond the operating hours for a meeting, training seminar, staff retreat, etc., arrangements can be made to provide that department with a key. The key will be issued to the person designated to be responsible for opening and closing, set up, and clean up to leave the facility ready for public use. This person will need to visit the site prior to the date of usage in order to be oriented as to what is required of them. A reservation form and fee waiver form would need to be submitted to Parks and Recreation at least two (2) weeks in advance.

If a City department desires to use the facility for a social function such as a reception or holiday celebration, that department will be assessed a cost of \$25 per hour of use. This usage will be treated the same as a non-profit organization. A reservation form and fee waiver form will need to be submitted at least two (2) weeks in advance for non-alcohol events. If the event is to include alcohol and it is permitted at that particular facility, the City department will also be responsible for any applications and fees associated with obtaining alcohol permits, both from the City as well as from the Texas ABC Board.

1100: Park Maintenance Staff Group Assessment

Through on-site evaluation and discussions with the maintenance staff, the following baseline information was identified as needing improvement for the future:

- Special events have a major time and cost impact on the park's maintenance operation and budget, not to mention the Maintenance Divisions work priorities. This needs to be addressed in the budget process to adequately cover these costs.
- The quality and level of service for park maintenance is comparable with other suburban parks systems in the Austin market area. All parks viewed appear to be well maintained in primarily a Level 2 Maintenance Mode established by the National Recreation and Park Association. This is an acceptable level of maintenance for cities and follows what 70% of the parks systems in the United States are accomplishing in today's operating practices.

- Most visitor experiences are positive based on comments the staff receive and complaints/compliments on record.
- The cost structure for maintenance activities has been increasing over the past five years because of additional parks coming online, aging of some other facilities and the high demand and usage by the public of these resources due to huge population growth.
- The Park Maintenance Division does not have a documented work order system to help them prioritize and maintain the asset lifecycle of resources they manage and to track the true cost to maintain a park related task or an amenity. This should be budgeted for within the next two years.
- The available inspection time by supervisors is limited and, in some cases, lacking due to a high workload demand.
- The park maintenance staff does not have an established lifecycle maintenance plan for buildings and park amenities that is built into daily operations and yearly capital improvement plans to maximize the value and useful life of these assets.
- Environmental maintenance standards and practices for natural areas management need to be made a part of the overall maintenance program for the system for the future.
- A process to measure park maintenance success is not in place.
- Maintenance staffing levels are below National Standards.
- Park staff manages through weekly work plans and Monthly Maintenance Matrix, but they are not documented in a work order system.
- There is no or limited number of staff on-site during the peak visitation hours (Evenings/weekends) at parks and recreation sites to support the volume of peak maintenance needs that many times occur. Department does utilize weekend flex scheduling and on-call personnel to assist with issues as they arise.
- There is no maintenance endowment currently in place that supports maintaining existing assets to keep them in a quality maintenance mode level of care and condition which should be evaluated during the budget process.
- Additional Maintenance Standards need to be developed and implemented as new parks and facilities come online.

1101: Additional Park Maintenance Assessment

Based on staff conversations and Director's observations, it is apparent that the maintenance department currently operates at a Level 2 standard for park maintenance based on National Recreation and Parks Association maintenance mode criteria. NRPA standards list six maintenance modes of which four are practiced by city parks and recreation systems for frequency of care for all elements of parks maintenance functions, with Level 1 being the highest. The key to a system wide approach to consistent park maintenance standards is to tie available staff hours and equipment requirements to the frequency of the task. Standards should be developed in the following areas:

- Equipment Maintenance

- Routine Park Janitorial Maintenance
- Athletic Use Area Maintenance
- Turf Maintenance
- Security and Ballfield Light Maintenance
- Playground Maintenance
- Park Amenities Maintenance
- Sign Maintenance
- Park Usage Standards
- Training Standards
- Supervisory Standards

1103: Need for a Work Order Software System

The Department does not currently operate by a structured work order system. Instead, they operate from a weekly task list. Additional items related to the need for a work order system are as follows:

- The staff would like to manage priorities through a maintenance work order system but currently the technology and staff resources are not available to enter data in a timely manner to effectively use a work order system effectively.
- The Parks and Recreation Director is in favor of implementing a maintenance work order system to accurately determine maintenance standards, frequency of task, and the cost of service both direct and indirect to maintain all aspects of the park and recreation system.
- A work order system would also help to adequately determine the cost to maintain all parks and recreation facilities, determine the asset lifecycle of existing amenities in order to anticipate capital improvement needs and the required staffing and equipment levels necessary to meet the expectations of the community and City Council especially as new parks and recreation facilities come online.

1104: Maintenance Staff Training Recommendations

Currently, all key maintenance positions have job descriptions, which is a preferred practice. These job descriptions must be re-evaluated on an annual basis to ensure they are still concurrent and appropriate based on what is expected and required of the maintenance staff.

The maintenance staff has training programs in place primarily in athletic/turf maintenance, pesticide and herbicide application and park safety. However, the skilled technical equipment staff (aquatics/plumbing, construction, electrical) has not been afforded the opportunity to participate in similar programs to increase their efficiency levels generally due to budget and employee time constraints.

1200: Addendum

1201: Athletic Fields Maintenance Standards – full Version

1202: Park Mowing Contract

1203: Playground Inspection Form

1204: Park Inspection Form

1204: Employee Vehicle Accident Form

1205: Employee On-The-Job Injury (OJI) Form

1206: Commemorative Tree Registration Form

BENBROOK PARK PREMIER FIELD MAINTENANCE

INFIELD			Benbrook Premier Field Maintenance																	
			<u>Time:</u>		Games		Daily		Weekly		Monthly		Yearly		Pre/Post Season		MidSeason			
			<u>Field Size:</u>		90' Field	60' Field	90' Field	60' Field	90' Field	60' Field	90' Field	60' Field	90' Field	60' Field	90' Field	60' Field	90' Field	60' Field		
<u>Category:</u>	<u>Maintenance Job:</u>		<u>Notes:</u>																	
General:		Inspection Chalking					Y	Y												
		Raking																		
		Dragging	Ideally before practice/game																	
		Spiking																		
		Conditioning	1 or 2/week unless rain							Y	Y									
		Conditioning Repair	spot checked													Y	Y	Y	Y	
		Striping																		
Lip/Management:		Sodding	as needed																	
		Broom																		
		Blowing																		
		Leaf Raking																		
		Edging							Y	Y										
		Sod Cutting							Y	Y										
		Clay replacement																		
		Clay placing																		
Repairs:		Filling in Holes							Y	Y										
		Base cleaning																		

Outfield

Benbrook Premier Field Maintenance

Time:

Field Size:

Daily	
90' Field	60' Field

Weekly	
90' Field	60' Field

Monthly	
90' Field	60' Field

Yearly	
90' Field	60' Field

Pre/Post Season	
90' Field	60' Field

MidSeason	
90' Field	60' Field

Category:

Maintenance Job:

Notes:

General: Inspection as needed; grass height of 1" mid/2" off season as

Mowing needed

Verticutting depth of 3-4"; pattern changing granual

Filling in holes compost

Irrigation pulling by hand as needed; spray twice/yr will help

Airrating determine root depth

Fertilizer

Top Dress

Reseeding

Weed killing

Insecticide

Soil testing

Painting

y	y
y	y
y	y

2 times	2 times
4 times	4 times

1 time	1 time

4 times	4 times
2-3 times	2-3 times
1-2 times	1-2 times
1 time	1 time
2 times	2 times
2 times	2 times
2 times	2 times

y	y

y	y

Perimeter

Benbrook Premier Field Maintenance

Time:

Field Size:

Daily	
90' Field	60' Field

Weekly	
90' Field	60' Field

Monthly	
90' Field	60' Field

Yearly	
90' Field	60' Field

Pre/Post Season	
90' Field	60' Field

MidSeason	
90' Field	60' Field

Category:

Maintenance Job:

Notes:

General:

Nets

Y	Y
Y	Y
Y	Y

[illegible]

Y	Y

y	y
2 times	2 times
2 times	2 times
y	y

[illegible][illegible]

Guard rail cleaning

Mound Repair

Mound Replacement as needed

Conditioning as needed

Bull Pins:

Cleaning restrooms

Pick up trash

Cleaning dugouts

Buildings

y

Y

y

Y

y

Y

Y

Y

General Timeline:

Benbrook Premier Field Maintenance

	Event for field usage:	Week:		Event for field usage:	Week:
January	CLOSED	1	July	All Star Tourny	1
	For	2		Practices as needed in July	2
	Maintenance	3		CLOSED for	3
	and Rest	4		Maintenance	4
	LL Tryouts	5		and Rest	5
February		1	August	CLOSED	1
	LL Practices Begin	2		For	2
		3		Maintenance	3
		4		and Rest	4
		5		LL Tryouts and Practices Begin	5
March	Start Spring LL	1	September		1
		2		Start Fall LL	2
		3			3
		4			4
		5			5
April		1	October		1
		2			2
		3			3
		4			4
		5			5
May		1	November	End Fall LL	1
		2		CLOSED	2
		3		For	3
		4		Maintenance	4
	End Spring LL	5		and Rest	5
June			December		
	LL City Tourny	1		CLOSED	1
	Practices as needed	2		For	2
		3		Maintenance	3
	LL City End/All Stars Start	4		and Rest	4
		5			5

KEY:

	Hard Closures on Fields - no use
	LL Games - heavy use
	End of Regular LL season - moderate to less use Buffer
	times - light use

Product Applications

Benbrook Premier Field Maintenance

<u>Brand:</u>		<u>Product:</u> League Red	<u>Application Description:</u> Conditioning	<u>Amounts/yr:</u> 2	<u>Price/unit:</u>
Turf	Pro	Field Conditioner Quick Dry	Infield	palets	
Turf	Pro	Professional Mound Clay Mound	drying puddles		
Turf	Pro	Master Block	binding and patching clay bricks clay bricks	10-15 bags	
Turf Pro			under pitchers and batters	1 palet	
		Dirt		4-5 bags	
			Infield dirt mix (sand, silt, clay)		
		Fertilizer		1 dumptruck load	
none		Top Dress	feeds grass		
		weed killer	compost	29 bags	
		Insecticide	weed killer		
Mears		Princess Grass seed	ant killer	21 bags	
			reseeding	13 bags	\$23.35/50lbs
		chalk		10-20lbs	
Dimension		aerosol paint	infield lines		
Top Choice			outfield lines	12 bags/season 40 cans/season	\$29.12/50lbs
none					\$187/10lbs



Purchasing Division
105 N. Brushy Street Leander,
TX 78641 www.leandertx.gov

Solicitation #S22-019

**REQUEST FOR PROPOSAL
PARK AND MUNICIPAL PROPERTY LANDSCAPE
MAINTENANCE AND MOWING**

Responses Due: March 17, 2022



REQUEST FOR PROPOSAL PARK AND MUNICIPAL PROPERTY LANDSCAPE MAINTENANCE AND MOWING

PART I

GENERAL

1. **PURPOSE:** The City of Leander, herein after “City”, seeks an agreement with a qualified Individual, Firm, or Corporation, herein “Respondent”, to provide full, turnkey services inclusive of necessary equipment and labor to maintain various park property and municipal buildings as specified herein resulting in clean, attractive and safe areas. Work shall include mowing, edging, fertilization and ornamental bed pruning, maintenance and mulching at select locations
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City’s standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City’s Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City’s website by visiting https://www.leandertx.gov/sites/default/files/fileattachments/finance/page/233/purch_terms_2020.pdf.
 - 2.1. Any exception to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the Solicitation Document. WARNING: Exception to or additional terms and conditions may result in disqualification of the response.
3. **INSURANCE:** The Respondent shall meet or exceed ALL requirements set forth by the Insurance Requirements as identified on the City’s website at https://www.leandertx.gov/sites/default/files/fileattachments/finance/page/233/purch_terms_2020.pdf.
4. **ATTACHMENTS:** Attachments A through E are herein made a part of this solicitation.
 - 4.1. Attachment A: Reference Sheet
 - 4.2. Attachment B: CIQ Form
 - 4.3. Attachment C: Bid Sheet
 - 4.4. Attachment D: Landscape Maintenance and Mowing Cycle Schedule
 - 4.5. Attachment E: Location Map
5. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Kelly Wenzel, General Services Manager
Purchasing Department
City of Leander Telephone:
512-528-2792
kwenzel@leandertx.gov

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Leander through the Purchasing Department.

6. **RESPONDENT REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.

6.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the provision or service described herein.

7. **BEST VALUE EVALUATION AND CRITERIA:** Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their proposal and ensure a mutual understanding of the services to be provided and the approach to be used.

All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- Proposed fees;
- Reference of Respondent and of Respondent's services;
- Quality of the Respondent's services;
- The extent to which the services meet the City's needs;
- Respondent's past relationship with the City;
- Any relevant criteria specifically listed in the solicitation to include, but not limited to, the results of the vendor's proposed program demonstration and field test of Fuel Card.

7.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

8. **COMMITTEE REVIEW:** An evaluation committee will review each response to determine the most highly qualified Respondent on the basis of demonstrated competence and qualifications using the following weighted criteria. A consensus score will be assigned to each response. A committee of City of Leander evaluators has been established to evaluate the Solicitation Responses.

Criteria	Possible Points
Cost	25
Relevant Qualifications and Experience	25
Available Resources	10
Methodology, Approach, and Schedule	20
Work Samples	20

References	Acceptable/ Inacceptable
Total	100

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City.

9. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <https://bids.leandertx.gov/>.

9.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

9.2. Chapter 176, Texas Local Government Code requires that disclosures of certain relationships be made in relation to certain contracts with the City. Local government officers are the members of the City Council, the City Manager, and other City employees or agents who exercise discretion in planning, recommending, selecting and contracting of a vendor. Please contact the City Secretary for a list of City employees and agents who may qualify as local government officers. Click here **Chapter 176, Texas Local Government Code**, to review this requirement.

9.3. A completed CIQ Form, herein Attachment B, is required with each response.

9.4. Once a selection is made and the City has the intent to award, the successful respondent will be required to submit Form 1295 to the State of Texas electronically prior to executing the agreement or purchase order.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

10. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:

10.1. The term "agreement" shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto. At a minimum, the following documents will be incorporated into the agreement:

- 10.1.1. Solicitation document, attachments and exhibits;
- 10.1.2. Solicitation addendums, if applicable;
- 10.1.3. City's Definitions, Terms and Conditions;
- 10.1.4. Successful Respondent's submission.

10.2. The initial term of the resulting agreement shall be five (5) consecutive twelve (12) month periods from the effective date. The agreement may be renewed for two (2) additional periods of time, not to exceed twelve (12) months each, provided both parties agree in writing prior to the expiration of the current term.

10.3. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the successful

Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.

- 10.4.** If the agreement is terminated, for any reason, respondent shall turn over all material, records and deliverables created to date within fifteen (15) working days after completion of duties through the termination date.
- 11. PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
- 11.1.** There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
- 11.2.** The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 11.3.** There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 11.4.** The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.
- 12. NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

PART II

SCHEDULE

- 1. SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

Event	Event Date*
RFP Released	February 24, 2022
Deadline for Vendor Questions Submitted to the City of Leander	March 4, 2022 at 5:00 PM CST
Questions and Answers to be posted on the City of Leander website on or before	March 8, 2022 at 5:00 PM CST
RFP Opened (last day to submit Responses)	March 17, 2022 at 3:00 PM CST
Contract Award Target	No later than April 2022

Oral Presentation (if necessary)	TBD
Services to begin upon execution of contract	

*The City of Leander reserves the right to change the dates in the Schedule of Events above upon written notification to prospective Vendors through a posting on the City of Leander website. It is the responsibility of interested Vendors to check the City of Leander website for all updates and changes.

All questions regarding the solicitation shall be submitted via email to Purchasing@leandertx.gov by 5:00 PM on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage at: <https://bids.leandertx.gov/>.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <https://bids.leandertx.gov/> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before **3:00 PM**, on the date noted above to the Purchasing Department. Mail or carry sealed responses to:

FedEx, UPS or Hand Deliver to:

**City of Leander
Purchasing Department
105 N. Brushy Street
Leander, Texas 78641**

Mail to:

**City of Leander
Purchasing Department
PO Box 319
Leander, TX 78646**

- 3.1. Responses received after this time and date shall not be considered.
- 3.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and **"DO NOT OPEN"**.
- 3.3. Facsimile or electronically transmitted responses are **not acceptable**.
- 3.4. Late responses will be returned to Respondent unopened if return address is provided.
- 3.5. Responses cannot be altered or amended after opening.
- 3.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 3.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
4. **AGREEMENT NEGOTIATIONS:** In establishing an agreement as a result of the solicitation process, the City may:

- 4.1. Review all submittals and determine which Respondents are reasonable qualified for award of the agreement.
- 4.2. Determine the Respondent whose submittal is most advantageous to the City considering the evaluation criteria.
- 4.3. Attempt to negotiate with the most responsive Respondent an agreement at fair and reasonable terms, conditions and cost.
- 4.4. If negotiations are successful, enter into an agreement or issue a purchase order.
- 4.5. If not successful, formally end negotiations with that Respondent. The City may then:
 - 4.5.1. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.
 - 4.5.2. The City shall continue this process until an agreement is entered into or until all negotiations are terminated.
- 4.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.
5. **POST AWARD MEETING:** The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:
 - 5.1. Identify specific milestones, goals and strategies to meet objectives.
 - 5.2. Provide City contact(s) information for implementation of agreement.
6. **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART III

SPECIFICATIONS

1. **SCOPE OF WORK:** Successful respondent shall provide full, turnkey services inclusive of necessary equipment and labor to maintain various park property and municipal buildings as specified herein resulting in clean, attractive and safe areas.

Work shall include mowing, edging, fertilization and ornamental bed pruning, maintenance and mulching at select locations. The Scope of Work and Site Frequency Schedule is outlined on ATTACHMENT D herein. Project Areas are located in both Williamson and Travis Counties.

Performance of work shall not interfere with normal work of City employees or residents visiting park property.
2. **DEFINITIONS:** The following definitions shall apply to this specification:
 - 2.1. **CLEANING and REMOVAL OF TRASH and DEBRIS** shall mean any method by which filth, weeds, rubbish, refuse, or other matter that might be unhealthy and/or unsightly is removed from any property or lot and disposed of by approved methods as approved by the city and delineated in the City Code of Ordinances.
 - 2.2. **CONCURRENT MAINTENANCE** shall refer to all mowing, trimming, edging, and litter removal being completed on the same day. Should a given area be too large to complete

in a single day, any areas that have been mowed must be trimmed, edged, and litter removed on the same day the mowing occurs.

- 2.3. SUCCESSFUL RESPONDENT shall mean the person or firm or firms that awarded the Maintenance & Mowing Services Contract by the City.
- 2.4. FOREIGN GROWTH shall include all weeds, thickets, and noxious plants.
- 2.5. MULCH OR TREE RINGS shall refer to those areas adjacent to trees, shrub beds, and other purposefully planted landscape areas in which all plant growth is removed physically or chemically.
- 2.6. RIGHTS-OF-WAY shall refer to the areas on City streets and public thoroughfares. They shall include any and all portions within the streets, public thoroughfares, or intersection of streets such as grass areas, trees, concrete and concrete only areas.
- 2.7. SCALPING shall refer to any action, which results in the mowing of any turf area below a three-inch (3") height down to and including the soil.
- 2.8. SHRUB BEDS / LANDSCAPE BEDS shall mean any area purposefully planted in domestic or ornamental plant growth.
- 2.9. SITE FREQUENCY SCHEDULE shall mean the time periods established for the projected year within which all prescribed landscape activities shall be completed.
- 2.10. TRASH and LITTER shall mean any debris within the grounds required to be maintained under this contract including City property, right-of-ways, alleys, easements, streets, parking lots, sidewalks, curbs, hillsides, ditches, retention areas, private lots, etc., such as paper, bottles, cans, limbs, rocks, etc., which are not intended to be present as part of the landscape.
- 2.11. TRIMMING shall refer to the cutting or removal of all plant material immediately adjacent to or under structures, trees, poles, tables, signs, fences and shrub beds. Also includes removal of all plant material from expansion joints and any other cracks in curbs, sidewalks, driveways, and any other hard or concrete surface.
3. **PRICING:** Pricing shall be all inclusive of equipment, labor and supplies needed to perform the work as specified herein. Additional fees such as, but not limited to, fuel, taxes or other costs incurred shall not be permitted.
4. **PROJECT AREA LOCATIONS:** The locations of the Project Areas where work is to be performed are identified on the Location Map, herein ATTACHMENT D.
 - 4.1. The successful respondent shall perform maintenance and mowing services to all areas identified in this contract according to the Scope of Work and Site Frequency Schedule also included on ATTACHMENT D.
 - 4.2. Payment for all work shall be established by the prices submitted by the successful respondent in the Bid Proposal.
5. **MATERIALS AND SUPPLIES:** All materials and supplies used by successful respondent shall conform to the requirements listed herein.
 - 5.1. No material shall be used that will damage the turf, trees, shrubs, fixtures, or adjacent properties. Where a specific product is specified there shall be no deviation without the express permission of the City, in which case samples of all materials proposed for use

shall be submitted to the Inspector and approval thereof received from the Inspector before the material represented by the samples are used in the work to be performed.

- 5.2. Upon request, the successful respondent shall submit a list of all materials to be used in providing the landscape services.
- 5.3. The City may approve or disapprove any product prior to or during the term of the contract period.

6. SERVICE REQUIREMENTS: The successful respondent shall:

- 6.1. Obtain and provide all supervision, labor, equipment, services, fuel, oil, incidentals, permits, notifications and related items necessary to complete the Services specified herein;
- 6.2. Furnish all tools, hard hats, safety vests, rubber boots, gloves, transportation to and from the work area, and all other safety materials or devices necessary for workers to perform the work in a safe and orderly manner;
- 6.3. Provide all traffic control signage in accordance with TXDOT requirement.
- 6.4. Have an on-site supervisor at the site any time work is performed;
- 6.5. Protect all existing and newly installed work, materials, equipment, improvements, utilities, structures, and vegetation;
- 6.6. Perform on a schedule defined by the City to the specifications defined herein;
- 6.7. Perform in a professional workmanlike manner;
- 6.8. Submit invoice along with all supporting documentation specified herein.

7. CITY RESPONSIBILITY: The City shall:

- 7.1. Appoint a designated City representative;
- 7.2. Monitor and inspect the Project Areas;
- 7.3. Coordinate all work and scheduling with the successful respondent.

8. EQUIPMENT: Successful respondent shall furnish and maintain all equipment necessary to perform the work specified herein. The following equipment requirements shall apply:

- 8.1. Prior to and condition to award and start of Services, all equipment may be examined and approved by City. The City reserves the right to randomly inspect all equipment at any time during the term of the agreement or any extension period.
- 8.2. Insufficient and/or inadequate equipment as determined by the City is cause for rejection of any and all bids.
- 8.3. Once in service insufficient and/or inadequate equipment as determined by the City shall be removed from service and replaced at the successful respondent's expense.
- 8.4. Failure to provide suitable equipment for the performance of the work shall be grounds for termination of contract by City.
- 8.5. All mowers shall be kept in good operating condition and shall be maintained to provide a clean, sharp cut of vegetation at all times;

8.6. Equipment shall not be stored in Project Areas overnight.

9. **INSPECTION OF WORK:** Assistant Parks Director/ Maintenance Supervisor will monitor, inspect, evaluate and report on the Successful respondent's activities and ensuring that the work is performed to the quality level prescribed in this contract and in accordance with prescribed time schedules.

9.1. The contractor is responsible for establishing and maintaining an adequate quality control system to satisfactorily inspect and ensure that all work performed in each service is in full compliance with the contract.

9.2. The contractor shall designate, in writing, a Quality Control Inspector, whose main duty shall be to verify contract conformity of all work performed.

9.3. At the start of each work week the contractor will identify the areas his employees will be working in that week and e-mail a list of the areas to the Assistant Parks Director/ Maintenance Supervisor no later than 9:00 AM.

9.4. The contractor will be required to e-mail a weekly work summary to the Assistant Parks Director/ Maintenance Supervisor outlining the maintenance activities accomplished that week concerning this contract.

9.5. The Assistant Parks Director/ Maintenance Supervisor will make a quality inspection of completed areas within 72 hours, following receipt of weekly work summary.

(a) If completed areas do not meet contractual specifications:

(b) The Assistant Parks Director/ Maintenance Supervisor will contact the contractor to rework areas.

(c) Assistant Parks Director/ Maintenance Supervisor will then re-inspect areas within 24 hours of notification of completion.

(d) Areas requiring re-inspection MAY NOT be considered for payment for that billing cycle.

9.6. A quarterly "walk" of all properties will be conducted with the contractor and the Assistant Parks Director/ Maintenance Supervisor. This will be documented in writing as to the status of the performance.

9.7. Upon determination of any violation in the contract file for a determination of any violation of the specifications and/or terms of the contract, the Assistant Parks Director/ Maintenance Supervisor shall record the violation in the contract file for a determination of any liquidated damages or termination of contract.

9.8. Termination process shall be that outlined in Part I, #7 of this solicitation.

10. **PERFORMANCE EVALUATION MEETINGS:**

10.1. The contractor and the contractor's foreman/superintendent and the Assistant Parks Director/Maintenance Supervisor shall meet either quarterly or as often as determined necessary by, the City to discuss performance.

10.2. A meeting shall be held no later than one normal workday after a contract deficiency is noticed. Mutual, effort will be made to resolve any and all problems identified.

10.3. The minutes of this meeting will be documented in writing for both parties.

11. PAYMENT:

- 11.1. Work order information shall consist of mowing cycle dates, areas to be maintained, any special conditions and the acceptability of the maintenance activities performed. The completed orders, dated, and signed by the Successful respondent and Inspector, will be submitted for payment monthly, provided that in no event shall the City be obligated to pay the successful respondent more than the approved bid amount.
- 11.2. In most cases work orders will be given to the successful respondent seven (7) days prior to the start of a mowing cycle. It shall be mandatory that all work orders be filled out after completion of each cycle before another work order may be issued.
- 11.3. Failure to obtain a work order prior to beginning a maintenance cycle can result in non-payment for work performed. Work orders will be given according to the Maintenance Frequency Schedule

12. SCHEDULING: Schedule is detailed herein on ATTACHMENT D. Schedule shall be constructed as follows:

- 12.1. It is mandatory that a review of the contracted Project Areas be conducted prior to beginning the first mowing cycle. Such a review shall be attended by the contractor/s and the Assistant Parks Director and Maintenance Supervisor.
- 12.2. At the start of each work week the contractor will identify the areas his employees will be working in that week and e-mail a list of the areas to the Assistant Parks Director/ Maintenance Supervisor no later than 9:00 AM.
- 12.3. The contractor will be required to e-mail a weekly work summary to the Assistant Parks Director/ Maintenance Supervisor outlining the maintenance activities accomplished that week concerning this contract.
- 12.4. On the mowing cycle start date, the successful respondent shall begin work and shall proceed with all reasonable dispatch to completion. The successful respondent will be required to maintain all Project Areas assigned in the time allotments and maintenance cycles.
- 12.5. Work must be completed in consecutive days. Inclement weather may result in the cancellation of a mowing cycle only if the Assistant Parks Director or designated alternate determines that there was an insufficient time period during the entire mowing cycle available for the services, described to be performed.
- 12.6. Services shall be performed Monday through Saturday between the hours of 7:00 AM and 8:00 PM;
- 12.7. Unless otherwise instructed, the contractor(s) shall accomplish all tasks listed on a regular schedule as agreed upon by the contractor and the Assistant Parks Director.
- 12.8. Any variance from the prescribed schedule will require a minimum of twenty-four hour advance notification to the Assistant Parks Director / Maintenance Supervisor. It will be considered a breach of the contract if the schedule is repeatedly missed without prior notification.

13. LIBRARY AND MUNICIPAL BUILDINGS: Successful respondent will be required to coordinate the mowing scheduled of these areas with the Assistant Director / Maintenance Supervisor so not to interrupt any activity occurring at City buildings.

14. **DAMAGE:** Damage caused to City, State, Federal or private property, the workplace or its contents as a result of performance of work shall be remedied at the expense of the successful respondent.
- 14.1. The Vendor shall be responsible and liable for the safety; injury and health of its working personnel while its employees are performing service work.
 - 14.2. The successful respondent shall inspect all trees, structures and utilities for existing damages prior to conducting any work activity in the assigned Project Areas. Observed damage shall be documented to the City prior to beginning any Services.
 - 14.3. Project Areas may be checked for damage by the City prior to commencement of Services, and randomly during the Agreement term at the option of the City. Repair or replacement of trees, structures and utilities shall be at the expense of the successful respondent.
 - 14.4. Successful Respondent shall, at his own expense, carefully protect all trees, structures and utilities within Project Areas so that there shall be no damage or utility service loss.
 - 14.5. A check of all trees may be made at the end of the contract period. The Inspector and successful respondent will attend the inspection.
 - 14.6. Damages shall be documented by memo to the Inspector with copy to contract file and successful respondent.
 - 14.7. The successful respondent shall be responsible for all claims of car or windshield damage as result of performing Services.
 - 14.8. The successful respondent shall designate a contact person for damage claims.
 - 14.9. Damages shall be assessed against the successful respondent as follows: \$75 for any slight damage to tree, which is damaged that may heal; \$150 for badly damaged tree, which in the opinion of the Inspector or representative may eventually contribute to the death of the tree.
15. **WORK CREW / EMPLOYEES:** Only qualified, trained, competent and reliable personnel shall perform Services.
- 15.1. This contract is high visibility and working around the public-. Contractor will require all employees to report to work in clean uniforms, including shirt and pants. Uniforms shall have the contractor's name in a manner clearly identifiable to the public. Contractor must ensure that employees properly wear a shirt at all times.
 - 15.2. Contractor's employees must be courteous to the public at all times while at the work site.
 - 15.3. Contractor shall remove any personnel that is incompetent or endangers persons or property. The City shall have the right to request the immediate removal from its premises of any crew member or subcontractor crew member if they are not in compliance with this specification.
 - 15.4. Each work crew shall have a designated, English-speaking or bi-lingual Supervisor attending the work site with the authority to direct work and respond to crew inquiries about work details or priorities.
16. **SAFETY OF WORK CREW:** Due to the high traffic areas and visibility of work crews from the roadways, safety of the work crews shall include but not be limited to the following:

- 16.1. Successful respondent's crew shall wear and display proper warning devices (orange or yellow safety vest, flashers, strobe lights and warning signs) in order to ensure both employee and public safety. Crew shall dress and remain dressed in a presentable fashion. Inappropriate dress includes, but is not limited to, bare chest (no shirt) or shorts or the improper use of safety clothing and devices.
- 16.2. Crew shall wear protective eye and ear wear.
- 16.3. The successful respondent shall be responsible for furnishing all signs and traffic controls as required by TXDOT on Attachment E and make adjustments as required by City.
- 16.4. All signs shall be mounted on their own stands and be mounted not less than three feet (3 ft.) from the bottom of the sign to the natural ground line. Each sign shall have two brightly colored safety flags attached to it. It will not be permissible to hang or lean these signs. The signs shall be erected in such a manner that they shall not obstruct the traveling public view of the normal roadway signing.
- 16.5. All mowers working adjacent to public thoroughfares shall display a slow-moving vehicle emblem affixed to rear of mower;
- 16.6. All trucks shall display a highly-visible, 5-inch in diameter, omni-directional amber flashing light.
- 16.7. Successful respondent shall operate with caution in areas of the parks used by residents.

17. VEHICLES:

- 17.1. All vehicles utilized under this contract will be clean, free of mud, dirt, and grime, without noticeable rust spots and faded paint serviceable, and shall comply with safety standards required by the State of Texas.
- 17.2. All vehicles must be licensed for travel on public roads and maintain current registration inspection and insurance.
- 17.3. All vehicles used by the contractor will be identified with company name or logo, conspicuously displayed on door panels. Professionally done hand lettering, magnetic signs, or pressure sensitive decals may be used to comply with this specification.
- 17.4. Vehicles shall park in areas that do not create potentially hazardous traffic situations;

18. MOWING AND TRIMMING: The successful respondent shall mow and trim all turf areas as required, generally every 7, 14, or 28-days dependent upon the Scope of Work and Site Frequency Schedule beginning on or about during the contract term.

- 18.1. All litter (1" X 1" and larger) must be removed from turf prior to mowing. This includes but not limited to, bottles, cans, paper, brush, rocks, tree limbs, etc. which are not intended to be part of the landscape. Any papers, cans, or bottles cut or broken during maintenance operations shall be completely removed from the site immediately prior to proceeding with the maintenance of other areas.
- 18.2. Any material so discharged shall be removed immediately prior to proceeding with mowing of other areas (all trash and litter removed shall be disposed of by the Contractor to an offsite location).
- 18.3. All mowing equipment shall be equipped with sharp blades so as not to tear, but cleanly cut the blades of the grass. Bruising or rough cutting of the grass is not permitted. Mowers will be adjusted and operated so that the grass is cut at a uniform height.

- 18.4. Turf shall be cut in a professional manner - no scalping or uncut areas.
- 18.5. All grass shall be cut at a height of three (3") inches.
- 18.6. All structures, trees, poles, tables, signs, fences, and shrub beds are to be trimmed closely. Special care should be given to trimming around small trees as not to inflict damage to the bark of the trees.
- 18.7. All trimmings shall be accomplished by maintaining the required three (3") inch cutting height and concurrently with mowing operations.
- 18.8. Upon completion, mowed areas shall be free of clumped grass cuttings and the tire tracks/ruts from mowing equipment.
- 18.9. Care shall be taken to prevent discharge of grass clippings onto any paved surface such as streets, curb and gutters, parking lots, sidewalks, and/or onto adjacent properties.
- 18.10. The mowing cycle will include sweeping/removing grass clippings from sidewalks and hard surfaces and removing debris/litter from planting, shrub beds and turf areas.
- 18.11. All plant growth in cracks, seams, and joints of paved areas such as sidewalks curbs, medians, right-of-ways and driveways shall be cut down to the pavement surface during the completion of each mowing cycle.
- 18.12. Weeds:
 - (a) All concrete, asphalt areas, brick pavers, paved ends on medians, and right of-ways shall be weed/grass free and blown clean of all debris after each cycle.
 - (b) Weeds/grass growing in the expansion joints must be removed or treated with an approved herbicide as needed.
 - (c) All tree rings and planting beds shall be maintained free of weeds/grass. Weeds will be removed by contractor during each maintenance cycle. Non-selective herbicide may be applied to some areas by a licensed applicator.
19. **EDGING:** All sidewalks, curbs and steps must be mechanically/vertically edged using a metal blade exposing concrete surface to be completed by the end of the first cut.
 - 19.1. Sidewalks must be edged on both sides.
 - 19.2. If the successful respondent elects to use string line trimmers for edging, the edge and maintenance of the edge shall use the vertical cut approach.
 - 19.3. All material dislodged by edging must be removed from this site.
 - 19.4. Monofilament trimming will be used for grass around fences, building, tree wells, posts, and other obstacles.
20. **REMOVAL OF GRASS CLIPPINGS:**
 - 20.1. Removal of cut grass from the ground area where growth occurred will not generally be required. However, when clippings are heavy and cause bunching or detract from the finished product, turf areas should be raked and the clippings removed.
 - 20.2. Cut grass and debris which falls or is thrown by equipment upon pavement, street, curb, and gutters, sidewalks, driveways, or adjacent property through the action of the work

crew shall be removed from the area prior to the exit of the work crew from the immediate work site.

21. TREES AND SHRUBS:

- 21.1. No pruning of any trees shall be permitted without prior approval.
- 21.2. Trash and litter in shrub beds shall be removed during each mowing cycle.
- 21.3. Mulch rings shall be reshaped within twenty-four (24) hours when dislodged by mowing equipment or others.
- 21.4. Successful Respondent will be responsible throughout the contract period to manually remove all sucker growth from the bases and lower trunks of selected trees within the project area.
- 21.5. Damage to trees will result in a breach of contract and successful respondent shall be assessed for damages.

22. HERBICIDE TREATMENTS / TURF FERTILIZER APPLICATIONS:

22.1. NON-SELECTIVE HERBICIDE TREATMENTS:

- (a) Vegetation is defined as weeds, grass (excepting Bermuda grass) vines, and brush.
- (b) The contractor shall obtain a ninety percent (90%) control of all noxious weeds, grass, brush, (except Bermuda Grass) in prescribed areas and maintain the control of the vegetation throughout the growing season.
- (c) All areas in the parks, facilities, and medians/row within the city limits of Leander, Texas to receive herbicide treatments are listed on the bid sheet.
- (d) The use of herbicides to control such growth may be permitted with prior written approval of the Assistant Parks Director / Maintenance Supervisor and in accordance with all federal, state and local regulations.

22.2. NON-SELECTIVE HERBICIDE TREATMENT TECHNICAL SPECIFICATIONS:

- (a) Specified Herbicide:
 - Round-Up Pro - Monsanto (according to label recommendations)
 - Ornamec - specific for grass control (apply according to label recommendations)
- (b) Substitutions - The above Herbicide is suggested, based on past use. Other approved equal herbicides may be used if approved by the Assistant Parks Director / Maintenance Supervisor.
- (c) Care should be taken with landscape plants and species like plums, oaks, crape myrtles which have a tendency to produce suckers. Uptake through side shoots and suckers can also cause damage to the parent tree. Suckers can either be avoided or cut down before spraying commences. Fresh wounds from removing suckers need to form a callus or harden off before chemical treatments. Spray technicians shall carry a pair of bypass pruning shears to prune off any branches or suckers which are inadvertently sprayed.

- (d) Any green area can absorb the product and potentially cause damage, so care should be taken around low hanging branches that leaves are not sprayed. Using a guard or hood over the nozzle of the sprayer should minimize accidental damage. If damage occurs immediately prune off affected plant parts to prevent translocation of the chemical into the plant.

22.3. FERTILIZER APPLICATIONS:

- (a) Shall be applied to parks, facilities, medians/row, and planting beds within the city limits of Leander, Texas as listed on the bid sheet.

22.4. FERTILIZER APPLICATION – TECHNICAL SPECIFICATIONS:

- (a) The contractor should adhere to recommendations for target species:
 - Common Bermuda Grass 15-5-10 (NPK) (Slow Release)
 - St. Augustine 20-5-10 (NPK) (Slow Release)
 - Shurbs/Groundcover 13-13-13 (NPK) (Slow Release)
 - Flowering Shurbs 15-25-10 (NPK) (Slow Release)
- (b) Recommended rate of 4 to 6 actual pounds per 1,000 square feet.
- (c) All hard surfaces (sidewalks, parking, etc.) will be blown off after fertilizer applications.

22.5. HERBICIDE / FERTILIZER DAMAGE:

- (a) Any turf grass that is killed or permanently damaged by the application of herbicide or fertilizer, shall be replanted by the contractor by means of sodding. Growth will be assured. Replanting shall be done-at no additional cost to the City.
- (b) Care shall be taken to avoid herbicide drift and damage to adjacent trees, shrubs, and other plant material.

22.6. SCHEDULING OF HERBICIDE / FERTILIZER APPLICATION:

- (a) In lieu of detailed time/date schedules for treatment, the contractor shall, in coordination with the Assistant Parks Director, develop a schedule that is mutually agreeable to both. In the event of a disagreement, the schedule of the Assistant Parks Director will prevail.
- (b) The contractor shall not apply any herbicide when rainfall is forecasted within eight hours of time of applications, during periods of rainfall, immediately following periods of rainfall or while vegetation retains surface moisture. The City shall not pay for such services performed during such conditions.

22.7. LAWS AND REGULATIONS:

- (a) The contractor must have current Texas Department of Agriculture license. A copy of the license and a listing of the license numbers shall be required when bid is submitted and as they change during the contract period.

- (b) All herbicides shall be mixed and applied in strict accordance with the manufacturers E.P.A. Registered Label.
- (c) The contractor shall comply with all herbicide application requirements as set forth by the Texas Structural Pest Control Board, the Texas Department of Agriculture, the Federal Environmental Protection Agency and manufacturer's instructions provided with chemicals on labels and/or accompany brochures. If the chemical mix being used is suspect; the Texas Department of Agriculture will be requested to check and verify requirements.
- (d) All equipment used by the contractor for herbicide application must be inspected and licensed by Texas Department of Agriculture and must comply with all applicable State, Federal and OSHA regulations. The contractor shall submit a listing of equipment to be used with the bid as a basis for the City to determine the contractor's ability to perform the work within the time frame specified.
- (e) Warning signage will be required and will be mounted on 12"-24" stakes or holders. Signage is to be provided by the contractor with verbiage similar to the following:
"WARNING: This Park/Facility is scheduled for a Herbicide Treatment in the next 48 hours If turf appears wet, please stay off until dry." The signage is required to contain the contractors name and telephone number. The proper number and size of signs will be placed so as entrance into the Park from any direction will not be possible without at least one sign being seen. Signage to be removed by contractor within 48 hours after application completed by the contractor.

23. LANDSCAPE BED SPECIFICATIONS:

23.1. LANDSCAPE BED MAINTENANCE SPECIFICATIONS:

- (a) All bed areas will be clear of weeds, paper and debris each maintenance cycle.
- (b) Chemical practices shall not be a substitute for hand weeding where the latter is required for complete removal. However it is recommended that herbicides be used to control weeds as needed.
- (c) Remove dead plant material each maintenance cycle.
- (d) Rake existing mulch layer to break up matted layers and improve its appearance each maintenance cycle.
- (e) Cover exposed irrigation tubing each maintenance cycle.
- (f) Add insecticide (Merit) or approved equal as needed.
- (g) Add fungicide (Subdue) or approved equal as needed to control phytophthoral not to exceed four (4) applications annually.
- (h) Add granular fertilizer (Color Star, Osmocote) bi-annually. (April/September)

23.2. GROUND COVER TRIMMING SPECIFICATIONS:

- (a) Groundcovers and vines shall be pruned according to recommended horticultural practices to maintain overall general health and an attractive appearance.

- (b) The work shall comply with ANSI A300 (Part 1) - 2001 Pruning for Shrub, and other Woody Plant Maintenance - Standard Practices (Pruning) and ANSI Z133. 1-2006 for Operations Safety Requirements.
- (c) Ground cover plantings will be pruned to restrain perimeter growth to within planting bed areas where adjacent to sidewalks and curbs.

23.3. SHRUB/HEDGE PRUNING SPECIFICATIONS:

- (a) The work shall comply with ANSI A300 (Part 1) - 2001 Pruning for Shrub, and other Woody Plant Maintenance - Standard Practices (Pruning) and ANSI 2133. 1-2006 for Operations Safety Requirements.
- (b) Shrub/Hedge plantings will be pruned as needed to insure the correct shape and natural growth habit for the area in which the shrubs are growing¹
- (c) Shrub/Hedge plantings will be pruned to restrain perimeter growth to within planting bed areas where adjacent to sidewalks and curbs.
- (d) Tip prune selected branches of low growing shrubs or groundcover masses to maintain an even overall height to promote fullness.

23.4. SPECIFICATIONS FOR LANDSCAPE MATERIAL REPLACEMENT:

- (a) Contractor will maintain coverage of existing plantings in the landscape beds. At City's discretion contractor may be required to replace plant material.
- (b) Planting locations notated on bid sheet / attachments.
- (c) Plant material type, variety and color will be selected by Assistant Parks Director / Maintenance Supervisor.
 - Plants will be perennial species that live longer.
 - Plants will be drought and deer tolerant species.
- (d) Cost for replacement materials costs will be submitted and approved prior to install.
- (e) Warranty Period - all replacement plants will carry a one year replacement guarantee.

23.5. PLANTING SPECIFICATIONS:

- (a) Remove dead plant material.
- (b) Rake off existing mulch layer.
- (c) Clean weeds and any trash from planting bed.
- (d) Rake bed smooth and remove clods/rocks greater than 1"
- (e) Plant specified species.
- (f) Add insecticide at time of planting (Merit) or approved equal. (Fall/Winter planting only)
- (g) Add fungicide at the time of planting (Subdue) or approved equal. (Fall/Winter planting only)
- (h) Add granular fertilizer at time of planting. (Color Star, Osmocote) or approved equal.

24. SPECIFICATIONS FOR MULCH:

- 24.1. Mulch: non-living organic and inorganic materials customarily used in landscape design to retard erosion, retain moisture, maintain even soil temperature and control weeds.
- 24.2. Properties that are identified for mulch shall be maintained with a consistent material to the site, unless otherwise notified. Prior to installation of mulch, submit materials to be approved by the Assistant Parks Director / Maintenance Superintendent.
- 24.3. **FLOWER BED MULCH SPECIFICATIONS:**
- (a) Mulch should be placed at a depth of not to exceed 3" in non-irrigated areas; mulch depth is not to exceed 4" in irrigated areas, not touching the stem of the plants.
 - (b) Cover exposed irrigation tubing.
- 24.4. **TREE RING MULCH SPECIFICATIONS:**
- (a) Mulch should be placed at a depth of not to exceed 3" in non-irrigated areas; mulch depth is not to exceed 4" in irrigated areas.
 - (b) Depth will be evenly distributed in a doughnut shaped ring out to the trees drip line.
 - (c) If mulch is already present check the depth, do not add more if a sufficient layer is already in place.
 - (d) Rake old mulch to break up matted layers-and improve its appearance.
 - (e) Cover exposed irrigation tubing.

- 25. OMISSION:** It is the intent of the solicitation and specification to procure complete grounds maintenance services as described herein. Any services that have been omitted from this specification which are clearly necessary to complete the work shall be considered a requirement although not directly specified or called for in this document.

PART IV

RESPONSE REQUIREMENTS

- 1. SOLICITATION SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses **shall not exceed twenty (25) pages** in length (excluding title page, index/table of contents, work sample attachments (on flash drive) and dividers). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a printed, 8 1/2" X 11" sheet of paper.

The Respondent shall submit **one (1) original signed paper copy and two (4) copies** of its Response.

In addition, the Respondent shall submit one (1) flash drive containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). A complete copy of the Response includes all documents required by this Solicitation. The flash drive shall be titled: "SOLICITATION NUMBER - Complete copy of [Name of Respondent]'s submission." **Failure to provide a flash drive may result in disqualification for award.**

Area Map Number	Property Classification	Property Location	Monthly Maintenance Schedule												Total
			January	February	March	April	May	June	July	August	September	October	November	December	
City Facilities															
	A	City Hall Complex													
		Mow, Line Trim, Edge, Clean-up	2	2	2	4	4	4	4	4	4	2	2	2	36
		Turf Fertilization		1											1
		Trim Ground Cover	2	2	2	4	4	4	4	4	4	2	2	2	36
		Prune Shrub/Hedges	1	1	1	1	1	1	1	1	1	1	1	1	12
		Maintain Landscape Beds	1	1	1	1	1	1	1	1	1	1	1	1	12
		Pre-Emerge & Fertilization / Herbicide													0
		Mulch		1							1				2
	B	Fire & Police Admin Building + Fire Station No. 3													
		Mow, Line Trim, Edge, Clean-up	2	2	2	2	2	2	2	2	2	2	2	2	24
		Turf Fertilization		1											1
		Trim Ground Cover	2	2	2	2	2	2	2	2	2	2	2	2	24
		Prune Shrub/Hedges	1	1	1	1	1	1	1	1	1	1	1	1	12
		Maintain Landscape Beds	1	1	1	1	1	1	1	1	1	1	1	1	12
		Pre-Emerge & Fertilization / Herbicide													0
		Mulch		1							1				2
	C	Fire Station No. 1													
		Mow, Line Trim, Edge, Clean-up	1	1	1	2	2	2	2	2	2	1	1	1	18
	C	Fire Station No. 2													
		Mow, Line Trim, Edge, Clean-up	1	1	1	2	2	2	2	2	2	1	1	1	18
	C	Fire Station No. 4													
		Mow, Line Trim, Edge, Clean-up	1	1	1	2	2	2	2	2	2	1	1	1	18
	C	Fire Station No. 5													
		Mow, Line Trim, Edge, Clean-up	1	1	1	2	2	2	2	2	2	1	1	1	18
	A	Leander Public Library													
		Mow, Line Trim, Edge, Clean-up	2	2	2	4	4	4	4	4	4	2	2	2	36
		Turf Fertilization		1											1
		Trim Ground Cover	2	2	2	4	4	4	4	4	4	2	2	2	36
		Prune Shrub/Hedges	1	1	1	1	1	1	1	1	1	1	1	1	12
		Maintain Landscape Beds	1	1	1	1	1	1	1	1	1	1	1	1	12
		Pre-Emerge & Fertilization / Herbicide													0
		Mulch		1							1				2
	B	Mason Homestead													
		Mow, Line Trim, Edge, Clean-up	1	1	2	3	3	3	3	3	2	1	1	1	24
		Turf Fertilization		1											1
		Trim Ground Cover	1	1	2	3	3	3	3	3	2	1	1	1	24
		Prune Shrub/Hedges	1	1	1	1	1	1	1	1	1	1	1	1	12
		Maintain Landscape Beds	1	1	1	1	1	1	1	1	1	1	1	1	12
		Pre-Emerge & Fertilization / Herbicide													0
		Mulch		1							1				2
	D	Police Shooting Range													
		Mow, Line Trim, Edge, Clean-up		1	1	1	1	1	1	1	1	1	1	1	
Trails & Greenbelts															
	C	Austin Community College Trail													
		Mow, Line Trim, Edge, Clean-up	1	1	1	2	2	2	2	2	2	1	1	1	18
	C	Bagdad Heritage Trail													
		Mow, Line Trim, Edge, Clean-up	1	1	1	2	2	2	2	2	2	1	1	1	18
	C														

Landscape Maintenance - Cycle Description												
Area Map Number	Property Classification	Acres	Property / Description / Address	Cycles	Mowing		Bed Maintenance				Refresh / Replensh Mulch	Total Annual Cost
					Mow, Line Trim, Edge, Cealh-up	Turf Fertilization	Trim Ground Cover	Prune Shrub/Hedges	Maintain Landscape Beds	Pre-Emerge & Fertilization / Herbicide		
City Facilities												
1	A	0.8	City Hall Complex & Old Town Landscape 101 East Sonny Drive	#/YR \$/CY	36	2	36	12	12	1	2	
2	B	1.24	Fire & Police Admin Building + Fire Station No. 3 101 East Sonny Drive	#/YR \$/CY	24	1	24	12	12	1	2	
3	C		Fire Station No. 1 660 West San Gabriel Parkway	#/YR \$/CY	18	0	0	0	0	0	0	
4	C		Fire Station No. 2 1950 Crystal Falls Parkway	#/YR \$/CY	18	0	0	0	0	0	0	
5	C		Fire Station No. 4 10964 East Crystal Falls Parkway	#/YR \$/CY	18	0	0	0	0	0	0	
6	C		Fire Station No. 5 2800 Travisso Parkway	#/YR \$/CY	18	0	0	0	0	0	0	
7	A	3.45	Leander Public Library 1011 South Bagdad Road	#/YR \$/CY	36	0	12	12	12	1	2	
8	B	2.71	Mason Homestead 1101 South Bagdad Road	#/YR \$/CY	24	0	12	12	12	X	0	
9	D	2.45	Police Shooting Range 10201 RM 2243	#/YR \$/CY	12	0	0	0	0	0	0	

> Code for police shooting range
> time for service

Area Map Number	Property Classification	Acres	Property / Description / Address	Cycles	Mowing		Bed Maintenance				Refresh / Replenish Mulch	Total Annual Cost
					Mow, Line Trim, Edge, Cealn-up	Turf Fertilization	Trim Ground Cover	Prune Shrub/Hedges	Maintain Landscape Beds	Pre-Emerge & Fertilization / Herbicide		
Trails & Greenbelts												
10	C	Austin Community College Trail 2.68	#/YR	18	0	0	0	0	0	0		
			\$/CY									
11	C	Bagdad Heritage Trail	#/YR	18	0	0	0	0	0	0		
			\$/CY									
12	C	Broade Way, Bagdad/ S. West St Row	#/YR	18	0	0	0	0	0	0		
			\$/CY									
13	A	Crystal Falls Medians	#/YR	24	1	24	12	12	12	2		
			\$/CY									
14	C	Sarita Valley Greenbelt 2.74	#/YR	18	0	0	0	0	0	0		
			\$/CY									
15	C	Stuarts Crossing Trail 1.78	#/YR	18	0	0	0	0	0	0		
			\$/CY									
Parks												
16	C	Mason Creek Park 2 801 Eagles Way	#/YR	18	0	0	0	0	0	0		
			\$/CY									
17	C	Northcreek Ranch Park 2.2 1001 North Creek Boulevard	#/YR	18	0	0	0	0	0	0		
			\$/CY									
18	A	Old Town Park 1.03 207 West South Street	#/YR	24	X	0	0	0	0	0		
			\$/CY									
19	A	Veterans Park 1.46 1200 West Sonny Drive	#/YR	24	1	24	12	12	1	2		
			\$/CY									

Irrigation inspections - zones, broken, times
 licensed irrigation what properties have irrigation

Landcape Maintenance - Cycle Description												
Area Map Number	Property Classification	Acres	Property / Description / Address	Cycles	Mowing		Bed Maintenance				Refresh / Replensh Mulch	Total Annual Cost
					Mow, Line Trim, Edge, Cealn-up	Turf Fertilization	Trim Ground Cover	Prune Shrub/Hedges	Maintain Landscape Beds	Pre-Emerge & Fertilization / Herbicide		
City Facilities												
1	A	City Hall Complex & Old Town Landscape 0.8	101 East Sonny Drive ✓	#/YR \$/CY	36 	2 	36 	12 	12 	1 	2 	
2	B	Fire & Police Admin Building + Fire Station No. 3 1.24	101 East Sonny Drive ✓	#/YR \$/CY	24 	1 	24 	12 	12 	1 	2 	
3	C	Fire Station No. 1 660 West San Gabriel Parkway		#/YR \$/CY	18 	0 	0 	0 	0 	0 	0 	
4	C	Fire Station No. 2 1950 Crystal Falls Parkway		#/YR \$/CY	18 	0 	0 	0 	0 	0 	0 	
5	C	Fire Station No. 4 10964 East Crystal Falls Parkway		#/YR \$/CY	18 	0 	0 	0 	0 	0 	0 	
6	C	Fire Station No. 5 2800 Travisso Parkway		#/YR \$/CY	18 	0 	0 	0 	0 	0 	0 	
7	A	Leander Public Library 3.45	1011 South Bagdad Road ✓	#/YR \$/CY	36 	0 	12 	12 	12 	1 	2 	
8	B	Mason Homestead 2.71	1101 South Bagdad Road ✓	#/YR \$/CY	24 	0 	12 	12 	12 	1 	0 	
9	D	Police Shooting Range 2.45	10201 RM 2243 ✓	#/YR \$/CY	12 	0 	0 	0 	0 	0 	0 	

unmarked truck -
Mason; Ham

Area Map Number	Property Classification	Acres	Property / Description / Address	Cycles	Mowing		Bed Maintenance				Refresh / Replensh Mulch	Total Annual Cost
					Mow, Line Trim, Edge, Cealn-up	Turf Fertilization	Trim Ground Cover	Prune Shrub/Hedges	Maintain Landscape Beds	Pre-Emerge & Fertilization / Herbicide		
Trails & Greenbelts												
10	C	Austin Community College Trail 2.68	#/YR \$/CY	18 0	0	0	0	0	0	0		
11	C	Bagdad Heritage Trail	#/YR \$/CY	18 0	0	0	0	0	0	0		
12	C	Broade Way, Bagdad/ S. West St Row	#/YR \$/CY	18 0	0	0	0	0	0	0		
13	A	Crystal Falls Medians	#/YR \$/CY	24 1	24	12	12	12	2			
14	C	Sarita Valley Greenbelt 2.74	#/YR \$/CY	18 0	0	0	0	0	0	0		
15	C	Stuarts Crossing Trail 1.78	#/YR \$/CY	18 0	0	0	0	0	0	0		
Parks												
16	C	Mason Creek Park 2 801 Eagles Way ✓✓✓	#/YR \$/CY	18 0	0	0	0	0	0	0		
17	C	Northcreek Ranch Park 2.2 1001 North Creek Boulevard ✓✓	#/YR \$/CY	18 0	0	0	0	0	0	0		
18	A	Old Town Park 1.03 207 West South Street ✓✓✓	#/YR \$/CY	24 1	0	0	0	0	0	0		
19	A	Veterans Park 1.46 1200 West Sonny Drive ✓✓✓	#/YR \$/CY	24 1	24	12	12	1	2			

trick

Parks								
Park Name	Address	Irrigation	Irrigation Operating	Schedule	Controler	Rain Sensor	Backflow Location	Acreage
Mason Creek Park	801 Eagles Way	YES	NO					1.8
Northcreek Ranch Park	1001 North Creek	YES	NO					2.15
Benbrook Ranch Park	1100 Halsey Drive	YES	YES	Tue, Thu, Sat				46.5
Robin Bledsoe Park	601 South Bagdad	YES	NO					16
Veterans Park	1101 South Bagdad	YES	NO		Electrical Closet in Library	YES		3.3
Devine Lake Park	1807 Waterfall Drive	NO						45.5
Lakewood Park	2040 Artesian Springs Crossing	YES	YES	Tue, Thu, Sat				119
Special Use Areas								
Park Name	Address	Irrigation	Irrigation Operating		Controler	Rain Sensor	Backflow Location	Acreage
Mason Homestead	1101 South Bagdad	YES	NO					3.5
Medians								
Property Name	Address	Irrigation	Irrigation Operating		Controler	Rain Sensor	Backflow Location	Acreage
Crystal Falls Medians	183 to Ronald Reagan	YES	NO		Nodes	NO	4 separate DCAs	N/A
Greenbelt / Conservation Parks								
Property Name	Address	Irrigation	Irrigation Operating		Controler	Rain Sensor	Backflow Location	Acreage/Miles
Sarita Valley Greenbelt	3117 Rabbit's Trail Drive							6.63
Mason Creek Greenbelt								2.9
Brushy Creek Trail								4.6
Undeveloped Park Properties								
Park Name	Address	Irrigation	Irrigation Operating		Controler	Rain Sensor	Backflow Location	Acreage
Travisso Development								45.5
San Gabriel Park								76.66
Leander Common								3.81
Senior Activity Center Site								5.33
McGraw Tract								11.38
Civic Properties								
Park Name	Address	Irrigation	Irrigation Operating		Controler	Rain Sensor	Backflow Location	Acreage
Leander Public Library	1101 South Bagdad	YES	YES			YES		
Police/Fire Administration/Station 3	101 East Sonny Drive	YES	NO		Utility closet NE of Bldg	YES	N of bldg near back drive	
City Hall Complex		YES	NO		#1 on Stone barrier NE of bldg	YES		
Fire Station 1	660 West San Gaberial Pkwy	YES	YES					
Fire Station 2	1950 Cyrstal Falls Pkwy	YES	YES					
Fire Station 4	10964 East Crystal Falls Pkwy	YES	YES					
Fire Station 5	2800 Travisso Pkwy	YES	YES					



#1 City Hall Complex
105 North Brushy Street

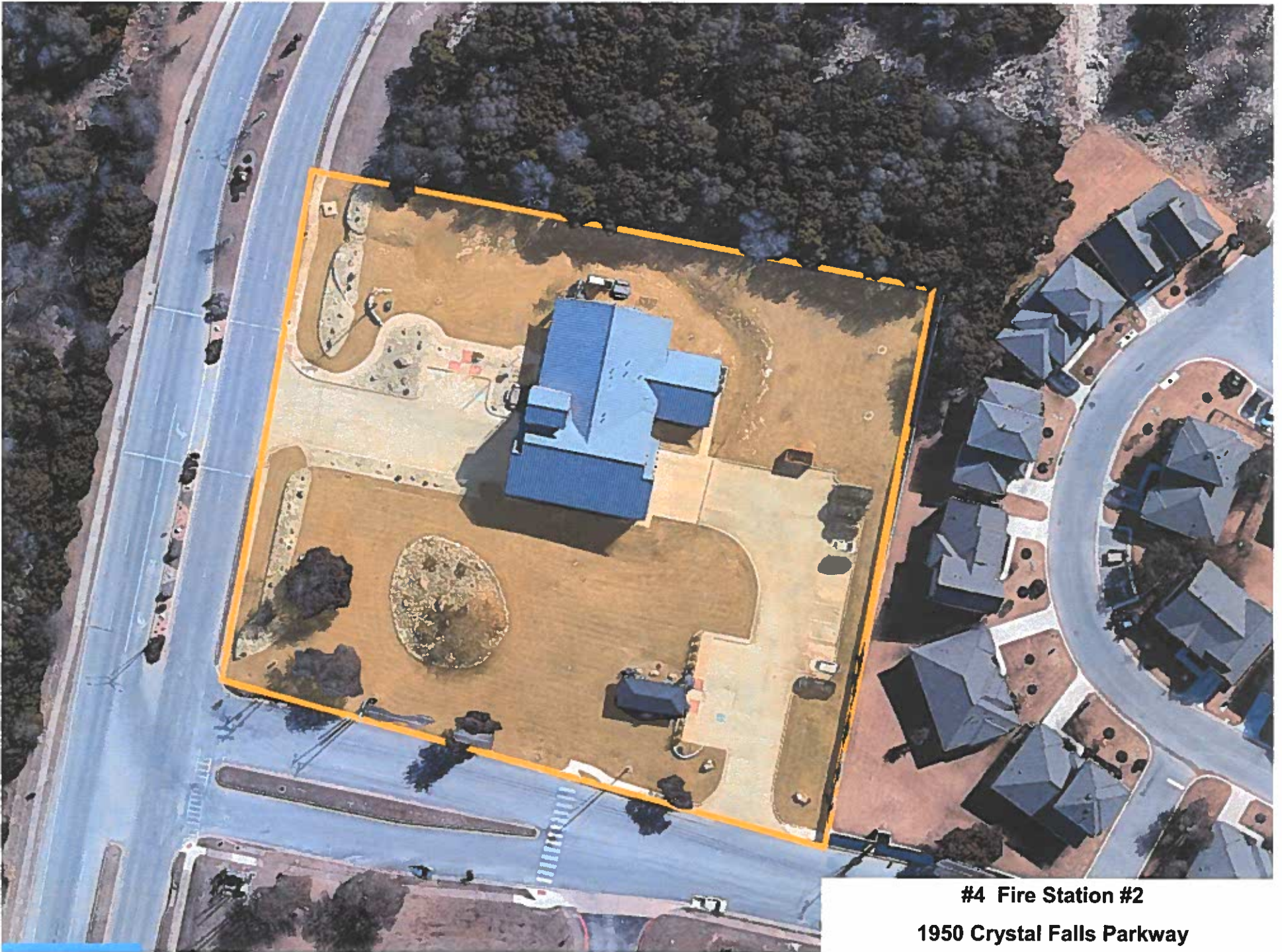


#2 Fire & Police Admin
101 East Sonny Drive



#3 Fire Station #1

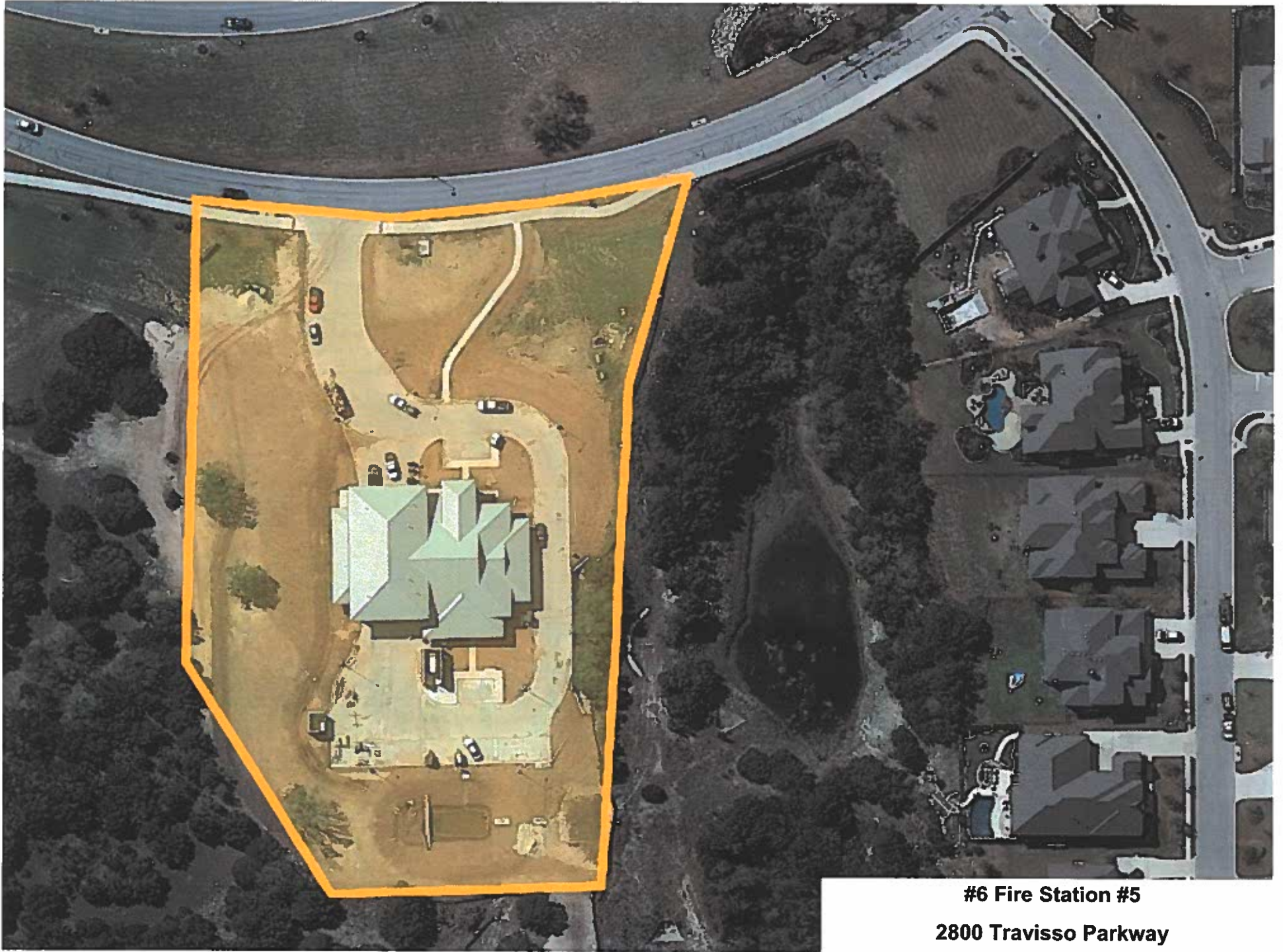
660 West San Gabriel Parkway



#4 Fire Station #2
1950 Crystal Falls Parkway



#5 Fire Station #4
10964 East Crystal Falls Parkway



#6 Fire Station #5
2800 Trivisso Parkway



#7 Leander Public Library
1101 South Bagdad Road



#8 Mason Homestead
1101 South Bagdad Road



#9 Police Shooting Range
10201 RM 2243



#10 Austin Community College Trail
Concrete greenway trail behind
ACC San Gabriel Campus



#11 Bagdad Heritage Trail
RM 2243 to Benbrook Ranch Park—East Side



#12 Broade Way, Bagdad/S. West Street Row



#13 Crystal Falls Medians
Medians from Ronald Regan Blvd. - HW 183



#14 Sarita Valley Greenbelt

**Concrete greenway trail behind Sarita Valley from
Ronald Reagan Blvd. — Wedgescale Pass**



#15 Stuarts Crossing Trail
Concrete greenway trail at the back of Stuarts Crossing
Neighborhood, along Brushy Creek



#16 Mason Creek Park
801 Eagles Way



#17 Northcreek Ranch Park
1001 North Creek Boulevard



#18 Old Town Park
207 West South Street



#19 Veterans Park
1200 West Sonny Drive



City of Leander

INVITATION FOR BID RIGHT-OF-WAY MOWING

PART I

GENERAL

1. **PURPOSE:** The City of Leander, herein after "City", seeks to establish a contract with a qualified person, firm or corporation, herein after "Respondent", to provide full, turnkey services inclusive of necessary equipment and labor to maintain right-of-way areas on various City roadsides (Services). Successful Respondent shall provide Services to mow right-of-way grass to 3-6 inches, provide hand trimming and hand edging of curbs, and landscape maintenance within specified time period(s). Right-of-way areas shall be clearly identified within this solicitation and shall be referred to as "Project Areas". Project Areas and scheduling are identified in **ATTACHMENT D**.

Budget for the Scope of Work outlined herein is \$240,000 per year.

Work includes the following mowing services on properties located in the City of Leander, Williamson and Travis Counties, Texas:

- Finish mowing, trimming, and edging along arterial roads with sidewalks, raised curbs and medians (Attachment D - Schedule A).
 - Mowing, trimming, and some edging along various types of roads with and/or without raised curbs and medians including drainage and detention areas (Attachment D - Schedule B).
 - Mowing and trimming along roads, detention and drainage areas with limited edging (Attachment D - Schedule C).
 - Landscape maintenance (Attachment D - Schedule D).
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City's Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City's website by visiting <http://www.leandertx.gov/finance/page/purchasing>.
 - 2.1. Any acceptance to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the response document. **WARNING:** Exception to or additional terms and conditions may result in disqualification of the response.
 3. **ATTACHMENTS:** Attachment A through F are herein made a part of this solicitation:
 - 3.1. Attachment A: Reference Sheet
 - 3.2. Attachment B: Conflict of Interest Questionnaire (CIQ)
 - 3.3. Attachment C: Bid Sheet

- 3.4. Attachment D: Project Areas, Scheduling and Map(s)
- 3.5. Attachment E: TX DOT Signage Requirements
- 3.6. Attachment F: Insurance Requirements
- 4. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Joy Simonton
General Services Manager
City of Leander
Telephone: 512-528-2730
jsimonton@leandertx.gov

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City through the Purchasing Department.

- 5. **REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive. All Respondents shall:
 - 5.1. Be firms, corporations, individuals or partnerships normally engaged in the sale and distribution of commodity or provision of the services as specified herein.
 - 5.2. Have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City.
 - 5.3. Identify any subcontractors to be used for this project. The City reserves the right to approve or disapprove all subcontractors prior to any work being performed.
- 6. **AGREEMENT TERM AND CANCELLATION:** The term "agreement" shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto.
 - 6.1. At a minimum, the following documents will be incorporated into the agreement:
 - 6.1.1. Solicitation document, attachments and exhibits;
 - 6.1.2. Solicitation addendums, if applicable;
 - 6.1.3. City's Definitions, Terms and Conditions;
 - 6.1.4. Successful Respondent's response documents.
 - 6.2. The initial term of the resulting agreement shall be three (3) consecutive twelve (12) month periods from the effective date. The agreement may be renewed for two (2) additional periods of time, not to exceed twelve (12) months each, provided both parties agree in writing prior to the expiration of the current term.
 - 6.3. The City reserves the right to review the Respondents' performance at the end of each twelve (12) month period and cancel all or part of the agreement(s) or continue the agreement(s) through the next period.
 - 6.4. Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice the Respondent of the deficiencies and the Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies with the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.
 - 6.5. If the agreement is terminated, for any reason, the Respondent shall turn over all records, to include but not be limited to the following: records of repairs, services, deliveries, and replacement parts, to the City within fifteen (15) working days after completion of duties contained in the agreement.

7. **PRICE INCREASE OR DECREASE:** A price increase shall not be permitted.
8. **BUDGET AND QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase or specific areas, including Reagan Boulevard mowing, is made or implied. The City will only order the services needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
 - 8.1. The City's appropriated budget for the Scope of Work outlined herein is \$240,000 per year.
9. **AWARD:** The City reserves the right to enter into an agreement or a purchase order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.leandertx.gov/finance/page/purchasing>.
 - 9.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.
 - 9.2. Chapter 176, Texas Local Government Code requires that disclosures of certain relationships be made in relation to certain contracts with the City. Local government officers are the members of the City Council, the City Manager, and other City employees or agents who exercise discretion in planning, recommending, selecting and contracting of a vendor. Please contact the City Secretary for a list of additional City employees and agents who may qualify as local government officers. Click here [Chapter 176, Texas Local Government Code](#), to review this requirement.
 - 9.2.1. The Local Government Officers that may be involved in the selection and recommendation of this award are:

Troy Hill, Mayor
Andrea Navarrette, Council Member Place 1
Michelle Stephenson, Council Member Place 2
Shanan Shepherd, Council Member, Place 3
Christine Sederquist, Council Member Place 4
Jeff Seiler, Council Member Place 5
Marci Cannon, Council Member Place 6
Kent Cagle, City Manager
Tom Yantis, Assistant City Manager
Joy Simonton, Purchasing Agent
Paige Saenz, City Attorney
Pat Womack, Director of Public Works
Michael Riley, Streets Supervisor
Gina Ellison, Project Manager
 - 9.2.2. A completed CIQ Form, herein Attachment B, is required with each response.
10. **ACCEPTANCE:** Acceptance inspection should not take more than ten (10) working days after performance of Services. The vendor will be notified within this time frame if the goods delivered or services performed are not in full compliance with the specifications. If any agreement or purchase order is canceled for non-acceptance, the needed good or service may be purchased elsewhere and the vendor may be charged full increase, if any, in cost and handling.
11. **ORDER QUANTITY:** The quantities shown on the Solicitation form are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the quantity of Services needed to satisfy operating and budget requirements, which may be more or less than indicated.

12. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
 - 12.1. There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
 - 12.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
 - 12.3. There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
 - 12.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.
13. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.
14. **DAMAGE:** The successful Respondent shall be responsible for damage to all City, State, Federal or private equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment. The Vendor shall be responsible and liable for the safety; injury and health of its working personnel while its employees are performing service work.
15. **ENVIRONMENT:** It is the intent of the City to purchase goods and services having the least adverse environmental impact, within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economic considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.
16. **INTERLOCAL COOPERATIVE CONTRACTING (PIGGYBACK):** Other governmental entities may be extended the opportunity to purchase off of the City's Agreements, with the consent and agreement of the awarded vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in a Respondent's submittal. However, all parties indicate their understanding and hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

PART II

SCHEDULE

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

- | | |
|---|--------------------------|
| 1.1. Solicitation released | October 25, 2018 |
| 1.2. Non-mandatory pre-bid meeting | November 1, 2018 |
| 1.3. Deadline for questions | November 6, 2018 |
| 1.4. City responses to all questions or addendums | November 8, 2018 |
| 1.5. Responses for solicitation due by 3:00 PM | November 13, 2018 |

All questions regarding the solicitation shall be submitted in writing by 5:00 PM on the due date noted in PART II, Paragraph 1. A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage, , <http://www.leandertx.gov/finance/page/solicitations>. Questions shall be submitted to the City contact named in PART I.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **PRE-SOLICITATION MEETING:** A non-mandatory pre-solicitation meeting will be held to fully acquaint Respondents with the unique needs of the City. The pre-solicitation meeting will be conducted on:

November 1, 2015 at 11:00 AM CT
City of Leander
City Hall Building
200 W. Willis Street
Leander, TX 78641

- 2.1. The City considers this pre-solicitation meeting **non-mandatory**.
- 2.2. It is the responsibility of the Respondent to be familiar with the specifications herein and to ask any relevant questions they may have concerning this solicitation.
3. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.leandertx.gov/finance/page/solicitations> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
4. **RESPONSE DUE DATE:** Signed and sealed responses are due no later than **3:00 PM**, on the date noted above to the Purchasing Department. Mail or carry sealed responses to:

Shipping Address (Hand delivery, UPS, FedEx or other carrier):

City of Leander
Purchasing Department
200 W. Willis Street
Leander, TX 78641

- 4.1. Responses received after this time and date shall not be considered.
- 4.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and **"DO NOT OPEN"**.

- 4.3. Facsimile or electronically transmitted responses are **not acceptable**.
 - 4.4. Late responses will be returned to Respondent unopened if return address is provided.
 - 4.5. Responses cannot be altered or amended after opening.
 - 4.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
 - 4.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
5. **COSTS INCURRED**: Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City

PART III

SPECIFICATIONS

1. **SCOPE OF WORK**: Successful Respondent shall provide Services to mow right-of-way grass to 3-6 inches, provide hand trimming and hand edging of curbs within specified time period(s). Project Areas and scheduling are identified in **ATTACHMENT D**.
2. **SERVICE REQUIREMENTS**: The successful Respondent shall:
 - 2.1. Obtain and provide all supervision, labor, equipment, services, fuel, oil, incidentals, permits, notifications and related items necessary to complete the Services specified herein;
 - 2.2. Furnish all tools, hard hats, safety vests, rubber boots, gloves, transportation to and from the work area, and all other safety materials or devices necessary for workers to perform the work in a safe and orderly manner;
 - 2.3. Provide all traffic control signage in accordance with TXDOT requirements specified in Attachment E;
 - 2.4. Have an on-site supervisor at the site any time work is performed;
 - 2.5. Protect all existing and newly installed work, materials, equipment, improvements, utilities, structures, and vegetation. Any property or incidentals damaged shall be repaired or replaced by the successful Respondent to the satisfaction of the City;
 - 2.6. Perform on a schedule defined by the City to the specifications defined herein;
 - 2.7. Perform in a professional workmanlike manner;
 - 2.8. Submit invoice along with all supporting documentation specified herein.
3. **CITY RESPONSIBILITY**: The City shall:
 - 3.1. Appoint a designated City representative;
 - 3.2. Monitor and inspect the ground maintenance at designated sites;
 - 3.3. Coordinate all work and scheduling with the successful Respondent.

4. **EQUIPMENT:** Prior to start of Services, all equipment may be examined and approved by City. The City reserves the right to randomly inspect all equipment at any time during the term of the agreement or any extension period. The following equipment requirements shall apply:
 - 4.1. Insufficient and/or inadequate equipment as determined by the City is cause for rejection of any and all proposals;
 - 4.2. Required minimum equipment is:
 - 4.2.1. One large (John Deere 5225 or equivalent) mower with batwing mowing deck;
 - 4.2.2. Two Scag Cheetah or equivalent mowers with 61" mowing deck
 - 4.2.3. Two (2) gas powered backpack blowers;
 - 4.2.4. Four (4) gas powered string trimmers;
 - 4.2.5. One (1) trailer to transport mowers and equipment.
 - 4.3. All rights-of-way shall be mowed with a tractor, brush hogs or similar type equipment or better as specified;
 - 4.4. All mowers shall be equipped with either safety chains or the manufacturer's safety device to prevent mower thrown objects;
 - 4.5. Chain shall be a minimum of 5/16 inches in size and links spaced side by side around the mower's front, sides, and rear;
 - 4.6. Maximum cutting widths for rigid frame rotary mowers shall be 108 inches;
 - 4.7. All mowers shall be kept in good operating condition and shall be maintained to provide a clean, sharp cut of vegetation at all times;
 - 4.8. Equipment shall not be stored on Project Areas overnight.
5. **SCHEDULING:** Schedule is detailed herein on ATTACHMENT D. Schedule shall be constructed as follows:
 - 5.1. Services shall be scheduled after TXDOT trash pick-up sessions.
 - 5.2. Services will be scheduled in coordination with the end of the wild flower season (approximately mid-February to mid-May), particularly on Reagan Boulevard. Mowing shall be delayed until mature seeds are set.
 - 5.3. Services shall be performed Monday through Saturday between the hours of 7:00 AM and 5:00 PM;
6. **MOWING:** Mowing work shall be conducted as follows:
 - 6.1. **Upon receipt of Work Authorization, all grass shall be cut at a height of 3-6 inches.**
 - Finish mowing to 3 inches, trimming, and edging along arterial roads with sidewalks, raised curbs and medians (Attachment D - Schedule A).
 - Mowing 3-4 inches, trimming, and some edging along various types of roads with and/or without raised curbs and medians including drainage and detention areas (Attachment D - Schedule B).
 - Mowing 4-6 inches and trimming along roads, detention and drainage areas with limited edging (Attachment D - Schedule C).
 - 6.2. Project Areas shall be completely mowed and shall be field verified by City staff at the initial commencement of Services within 24 hours of start of mowing of said area. City recognizes that Reagan Boulevard will take longer than 24 hours.

- 6.3. No scalping shall occur. Scalping shall mean any action resulting in the mowing of any turf area below a five-inch (3") height down to and including the soil.
- 6.4. Care shall be taken to prevent discharge of grass clippings or other debris onto paved surfaces such as highways, streets, parking lots, sidewalks, driveways, or onto adjacent properties. Any material so discharged shall be removed immediately prior to proceeding with mowing of other Project Areas.
- 6.5. Upon completion, a mowed area shall be free of clumped grass, trash and tire tracks or ruts from the mowing equipment.
- 6.6. Drainage channels and under bridges shall be included in Project Areas and mowed per specification.
7. **TRIMMING:** Trimming work shall be **conducted concurrently with mowing** and as follows:
 - 7.1. Hand trimmers shall be used to trim around fixed objects in the Project Areas such as guard rails;
 - 7.2. Small woody plants shall be removed;
 - 7.3. If trimming lags behind City may require mowing activity to cease until the trimming is caught up;
 - 7.4. Fence lines must be trimmed so that grass does not overhang into right-of-way.
8. **EDGING:** Edging work shall be conducted within 48-hours of mowing and as follows:
 - 8.1. Hand edgers or trimmers shall be used to edge curb areas such as frontage roads;
9. **REMOVAL OF GRASS CLIPPINGS:** Removal of cut grass from the Project Areas where growth occurred shall **not** be required unless grass is clumped. However, cut grass and debris which falls or is thrown upon the pavement, streets, sidewalks, driveways, or adjacent properties through the action of mowing or the action of the work crew, shall be removed from the area prior to the exit of the work crew from the work site.
10. **LANDSCAPE MAINTENANCE:** Specific to Attachment D – Schedule D, the landscape maintenance shall:
 - 10.1. Include the removal of trash, litter and debris within the limits of the contracted area;
 - 10.2. Include the removal of foreign growth such as weeds, thickets and noxious plants;
 - 10.3. Include the removal of plant material from concrete joints, cracks and from under fences and gates;
 - 10.4. Include the removal of dead plant material;
 - 10.5. Require successful Respondent to submit a separate quote for City approval on an as-needed basis for the replacement of dead plants.
11. **HERBICIDES:** Herbicide shall be permitted within the guidelines of the manufacture's recommended use.
12. **DAMAGE:** Damage caused to City, State, Federal or private property as a result of performance of Services shall be remedied at the expense of the successful Respondent.
 - 12.1. The successful Respondent shall inspect all trees, structures and utilities for existing damages prior to conducting any work activity in the assigned Project Areas. Observed damage shall be documented to the City prior to beginning any Services. Project Areas may be checked for damage by the City prior to commencement of Services, and randomly during the Agreement term at the option of the City. Repair or replacement of trees, structures and utilities shall be at the expense of the successful Respondent.

- 12.2. Successful Respondent shall, at his own expense, carefully protect all trees, structures and utilities within Project Areas so that there shall be no damage or utility service loss.
- 12.3. The City shall be notified immediately of any damage or accidental “knock-over” of street or highway signage.
- 12.4. The successful Respondent shall be responsible for all claims of car or windshield damage as result of performing Services.
- 12.5. The successful Respondent shall designate a contact person for damage claims.
13. **WORK CREW:** Only qualified, trained, competent and reliable personnel shall perform Services.
 - 13.1. The City shall have the right to request the immediate removal from its premises of any crew member or subcontractor crew member if they are not in compliance with this specification.
 - 13.2. Each work crew shall have a designated, English-speaking or bi-lingual Supervisor attending the work site with the authority to direct Service and respond to crew inquiries about Service details or priorities.
14. **SAFETY OF WORK CREW:** Due to the high traffic areas and visibility of work crews from the roadways, safety of the work crews shall include but not be limited to the following:
 - 14.1. Successful respondent’s crew shall wear and display proper warning devices (safety vest, flashers, strobe lights and warning signs) in order to ensure both employee and public safety. Crew shall dress and remain dressed in a presentable fashion. Inappropriate dress includes, but is not limited to, bare chest (no shirt) or shorts or the improper use of safety clothing and devices.
 - 14.2. Crew shall wear protective eye and ear wear.
 - 14.3. The successful Respondent shall be responsible for furnishing all signs and traffic controls as required by TXDOT on Attachment E and make adjustments as required by City.
 - 14.4. All signs shall be mounted on their own stands and be mounted not less than three feet (3 ft.) from the bottom of the sign to the natural ground line. Each sign shall have two brightly colored safety flags attached to it. It will not be permissible to hang or lean these signs. The signs shall be erected in such a manner that they shall not obstruct the traveling public view of the normal roadway signing.
 - 14.5. All mowers shall display a slow-moving vehicle emblem affixed to rear of mower;
 - 14.6. All trucks shall display a highly-visible, 5-inch in diameter, omni-directional amber flashing light.
15. **VEHICLE IDENTIFICATION AND PARKING:** Successful respondent vehicles shall be licensed for travel on public roads, and shall have the name of the successful Respondent clearly displayed on each side of the vehicle.
 - 15.1. Vehicles shall park in areas that do not create potentially hazardous traffic situations;
16. **COMMUNICATION:** The successful Respondent shall provide communication equipment as necessary to perform the Services. This may include 2-way radios, pagers, cellular phones, telephone answering devices, and fax machine.
 - 16.1. The successful Respondent shall respond to communication requests from the City within three (3) hours during the normal working hours of 7:00 a.m. to 4:00 p.m.
 - 16.2. The successful Respondent shall make contact with the City, at a time mutually agreed upon by the City and the successful Respondent. This contact is for the purpose of discussing

areas to be maintained, Successful Respondent's work schedule for the day, areas to be inspected for approval, and Work Authorizations that need to be signed. **Failure to contact the City's authorized designee, or designee, per the agreed upon schedule may constitute a breach of Contract and termination of Agreement.**

17. **WORK AUTHORIZATION, INSPECTION OF WORK AND WORK RECORD SUMMARY:**

- 17.1. A Work Authorization shall be issued from the City as notification to begin Services in a designated Project Area. The Work Authorization shall;
 - 17.1.1. Be issued before work is to begin in the specified Project Area.
 - 17.1.2. Consist of a written list of Project Area's designated for Services.
 - 17.1.3. Be considered complete when all work has been inspected and approved by the City and has been signed by the City. Such information shall consist of locations, acreage/mileage actually maintained, and the acceptability of the Services performed, date of completion.
 - 17.1.4. It shall be mandatory that all Work Authorizations be completed after the end of each cycle, before another Work Authorization may be issued. Failure to obtain Work Authorization prior to beginning Services for the next cycle may be considered a breach of contract by and grounds for termination of Agreement by the City.
- 17.2. The City shall make inspections or re-inspections to ensure the Services performed are completed per specification and in accordance with prescribed time schedules. Written approval of inspection shall accompany the completed Work Authorization and is required for payment. Upon determination of any violation of the specifications and/or terms of the agreement, the City shall proceed with appropriate action.
- 17.3. Work Record Summary shall mean a written record detailing the times and locations of when the successful Respondent and employees were on the job site performing Services. A Work Record Summary shall accompany all Invoices and Work Authorizations detailing dates, times, and locations of when work was completed per Contract specifications. Invoices without the supporting Work Authorization and Work Record Summary shall not be approved for payment.

PART IV

RESPONSE REQUIREMENTS

The City of Leander makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondent shall submit one (1) executed (signed) original and three (3) copies of each response.

For your bid to be responsive, all required attachments identified below shall be submitted with your proposal. The Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City unless the Respondent provides a return envelope and postage.

- 1. Responses shall be submitted on itemized, signed Bid Sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.
 - 1.1. In the event of errors in extension pricing, unit prices shall govern.

BASE BID SCHEDULE A	Map Sheet	Sched.	Ref #	Location	Approx. Area (Acres)	January	February	March	April	May	June	July	August	September	October	November	December	Total Frequencies	Annual Acres	
	E5,E6,E7	A	105	Crystal Falls Parkway (Hwy 183 to Reagan Blvd.)	12.70			2	2	2	3	2	3	2	2	2	2	22	279.40	
	C6,D6	A	106	Mel Mathis (2243 to SGP)	4.11			1	1	2	2	2	2	1	1	1	1	14	57.54	
	D5,D6,D7	A	107	Hero Way (US 183 to Reagan)	9.29			1	2	2	2	2	2	1	2	1	1	16	148.64	
	F7,F8	A	108	Journey Parkway (formerly CR179, from Reagan to CR175)	8.68			1	2	2	2	2	2	1	2	1	1	16	138.88	
	E8, F8	A	109	CR175 - CR176 South (City Limits)	4.71			1	2	2	2	2	2	1	2	1	1	16	75.36	
	D4, E4,E5,F5	A	111	Lakeline Blvd (Mason Ranch to 2243)	20.12			1	2	2	1	2	2	1	1	1	1	14	281.68	
	B4,B5	A	112	Collaborative Way	2.81			1	2	2	2	2	1	1	1	1	1	14	39.34	
	F5	A	113	Odor Control Station #12 1609 Lions Den	0.18			2	2	2	2	2	2	2	2	2	2	20	3.60	
	D5	A	119	Municipal Drive ROW (Northern Trl-Parks Dept including ROW at Frieze Automotive)	2.38			1	2	2	2	2	2	2	1	2	1	1	16	38.08
	F3	A	127	Travisso - Durango Hills ROW (South Side, front of WRP & Pond Walls)	0.78			1	2	2	2	2	2	2	1	2	1	1	16	12.48
	F3	A	128	Travisso Pond Interior incl RWPS	1.73			1	2	2	2	2	2	2	1	2	1	1	16	27.68
	F3	A	129	Durango Hills ROW (north side)	1.51			2	2	2	3	2	3	2	2	2	2	2	22	33.22
	E7	A	151	Ridgmar Road Entrance (aprox. 1,100 feet from Crystal Falls)	0.94			1	1	1	1	1	1	1	1		1	9	8.47	
	D4, D5,	A	159	Hero Way West from Approx. 940 feet W. of Lakeline to US 183	9.79		1	1	2	2	2	2	2	1	2		1	16	156.64	
Schedule A Subtotal																		227	1,301.01	

BASE BID SCHEDULE B	Map Sheet	Sched.	Ref #	Location	Approx. Area (Acres)	January	February	March	April	May	June	July	August	September	October	November	December	Total Frequencies	Annual Acres
			3	Deleted															
			4	Deleted															
	C5	B	6	Coulee Dr & Southbrook @ Plain Elem	0.86		1	1	1	1	1	1	1	1	1		1	10	8.60
	F5	B	7	CG - Bagdad to Wicklow	0.71		1	1	1	1	1	1	1	1	1		1	10	7.10
	F5,F6	B	8	East CG Abandoned ROW	0.47		1	1	1	1	1	1	1	1	1		1	10	4.70
	E7, E8	B	9	CR 177 - Reagan to City Limit	3.34		1	1	1	1	1	1	1	1	1		1	10	33.40
			10	Deleted															
	D6,D7	B	11	CR270 & Winding Oak (500' from Hero)	0.74		1	1	1	1	1	1	1	1	1		1	10	7.40
	D6,E6	B	12	Horizon Park - RM 2243 to E Crystal Falls	5.81		1	1	1	1	2	1	1	1	1		1	11	63.91
	E6	B	20	Leander Dr - E Crystal Falls to dead end	3.54		1	1	1	1	1	1	1	1	1		1	10	35.40
	C5,C6	B	25	San Gabriel Pkw - Bagdad to CR 270	37.94		1	1	1	1	1	1	1	1	1		1	10	379.40
	F5	B	37	B-CF - Pond&/Channel 1900 Wildfire	1.17		1	1	1	1	1	1	1	1	1		1	10	11.70
	F5	B	38	B-CF Co Glen GST	6.54		1	1	1	1	1	1	1	1	1		1	10	65.40
	F5	B	39	B-CF - Sedona Dr	1.42		1	1	1	1	1	1	1	1	1		1	10	14.20
	F5	B	47	LR - Kettering @ Bagdad	4.36		1	1	1	1	1	1	1	1	1		1	10	43.60
	F5	B	48	LR - S end Tumbling River	2.21		1	1	1	1	1	1	1	1	1		1	10	22.10
	D5	B	56	MC N Backlot Channel Em Rose N	0.58		1	1	1	1	1	1	1	1	1		1	10	5.80
	E5	B	57	MC N Backlot Channel Em Rose Bent	0.86		1	1	1	1	1	1	1	1	1		1	10	8.60
	D5	B	72	Old Town Village, Lots 11, 12, Pond	2.37		1	1	1	1	1	1	1	1	1		1	10	23.70
	F5	B	93	Boulders - Bagdad Pond	3.03		1	1	1	1	1	1	1	1	1		1	10	30.30
	D5,D6	B	114	RM 2243 (Hwy 183 to M. Mathis Schedule between TXDOT mowing)	1.44				1	1	1	1	1	1				6	8.64
	D6	B	118	Joule Interior	3.09			1	1	1	1	1	1	1	1			8	24.72
	D5	B	120	701 Municipal (Big Lot)	3.70			1	1	1	1	1	1	1	1			8	29.60
	D5	B	121	609 Municipal (Small Lot)	1.61			1	1	1	1	1	1	1	1			8	12.88
	F5	B	122	Hernandos Loop (South and East Sides & 125ft on CG)	0.93		1	1	2	2	2	2	2	1	1		1	15	13.95
	F5	B	123	Hernandos Loop Backlot Alley	0.61		1	1	2	2	2	2	2	1	1		1	15	9.15
	F5	B	124	Emerald Isle Drainage Esmt (Weedeater Only)	0.51			1	1	2	2	1	2	1	1		1	12	6.12
	F5	B	125	2103 Emerald Isle Esmt (Weedeater Only)	0.06		1	1	2	2	2	2	2	1	1		1	15	0.90
	F5	B	126	Kettering Line Easement (Bagdad to east end)	0.36		1	1	1	2	1	2	1	1	1		1	12	4.32
	D5	B	131	Broade Way	0.65		1	1	2	2	2	2	2	1	1		1	15	9.75
	F5	B	132	County Glen (north side)	0.09		1	1	2	2	2	2	2	1	1		1	15	1.35
	F5	B	133	County Glen (County Glen south side - both sides of Hernados	0.13		1	1	2	2	2	2	2	1	1		1	15	1.95
	D5	B	134	W. Broade St (South of 2243)	1.17		1	1	2	2	2	2	2	1	1		1	15	17.55
	D5	B	135	Abandoned ROW (W. Broade to 2243)	0.33			1	1	1	1	1	1	1	1			8	2.64
	D5	B	140	North Bagad Street ROW (north of W. Broade Street)	0.70		1	1	2	2	2	2	2	1	1		1	15	10.50
	D5	B	141	Alley east of Brushy Street	0.54		1	1	2	2	2	2	2	1	1		1	15	8.10
	F5	B	146	Kettering Backlot	0.12		1	1	1	2	1	2	1	1	1		1	12	1.44
	D6	B	162	Joule 10200 RM2243 Frontage & along driveway	0.35			1	1	1	1	1	1	1	1			8	2.80
	E5	B	165	Powell & Horseshoe ROW	1.68		1	1	2	2	2	2	2	1	1		1	15	25.20
Schedule B Subtotal																		403	956.87

KEY: BR = Benbrook Ranch B-CF = Boulders-Crystal Falls CG = County Glen CS/H = Cold Springs/Hazlewood HP = Horizon Park LR = Lakeline Ranch
OR = Oak Ridge MC = Mason Creek NC = North Creek RS = Ridgewood South VR = Vista Ridge WM = Westview Meadows

BASE BID SCHEDULE C	Map Sheet	Sched.	Ref #	Location	Approx. Area (Acres)	January	February	March	April	May	June	July	August	September	October	November	December	Total Frequencies	Annual Acres
	B5	C	1	Amanda's Way - CR 276 to W. City Limit	0.45			1	1	1	1	1	1	1	1		1	9	4.05
	A4, B4 & C5, F5	C	2	Bagdad Rd - S City Limit to Spivey	32.41		1	1	2	2	2	2	2	1	2		1	16	518.56
	B5,C5	C	13	CR 276 - N. City Limit to US 183	1.58			1	1	1	1	1	1	1	1		1	9	14.22
	B3,B4	C	14	CR 280 - Bagdad to Mesa Vista	7.39			1	1	1	1	1	1	1	1		1	9	66.51
	C6	C	16	Halsey from CR 279 to Heritage Grove	2.59			1	1	1	1	1	1	1	1		1	9	23.31
	C5	C	17	Heritage Grove - US 183 to Halsey	3.08			1	1	1	1	1	1	1	1		1	9	27.72
			18	Deleted															
	A7,B7	C	19	Kauffman Loop - Reagan 500' west	2.21			1	1	1	1	1	1	1	1		1	9	19.89
	F5	C	21	City Entry Monument Hwy 183 by RR	0.29			1	1	1	1	1	1	1	1		1	9	2.61
	C3, D3-D5	C	23	Hero Way West - Approx. 940 feet W. of Lakeline to W. City Limits	7.64		1	1	2	2	2	2	2	1	2		1	16	122.24
	A7, B7, C7, D7, E7, F7	C	24	Reagan Blvd - Hwy 29 to S City Limits includes around WQ & Detention Ponds at South ed and Booster Station at Reagan's Overlook	115.51					1	2	2	2	2	2	1	1	13	1,501.63
	E5,E6	C	26	South side Sonny Dr 183 to Leander Dr	0.60		1	1	2	2	2	2	2	1	2		1	16	9.60
	E5	C	27	West Dr at Mason Cr Sidewalk at Creek	5.51			1	1	1	1	1	1	1	1		1	9	49.59
	C5	C	28	BR Halsey Dr Pond 1	8.62			1	1	1	1	1	1	1	1		1	9	77.58
	C5	C	30	BR NE Channel - McCallum to SGP	1.90			1	1	1	1	1	1	1	1		1	9	17.10
	C5	C	31	BR N Washburn Channel	1.40			1	1	1	1	1	1	1	1		1	9	12.60
	C5	C	32	BR N SE Channel	2.51			1	1	1	1	1	1	1	1		1	9	22.59
	C5	C	33	BR N Halsey Channel- North Half	0.43			1	1	1	1	1	1	1	1		1	9	3.87
	C5	C	34	BR N Halsey Channel - South Half	0.49			1	1	1	1	1	1	1	1		1	9	4.41
	C5	C	35	BR Middlebrook Pond	1.93			1	1	1	1	1	1	1	1		1	9	17.37
	D5	C	36	BR Rubles Court Pond	0.64			1	1	1	1	1	1	1	1		1	9	5.76
	F5	C	40	B-CF Starr Pass Pond	0.26			1	1	1	1	1	1	1	1		1	9	2.34
	F7	C	41	CS/H Base of Dam, Access Esmt & Pond	10.82			1	1	1	1	1	1	1	1		1	9	97.38
	D5	C	42	E Willis Alley Ditch	0.56			1	1	1	1	1	1	1	1		1	9	5.04
	F6	C	43	HP Sec, Lot 15	10.02			1	1	1	2	1	1	1	1		1	10	100.20
	E6,F6	C	44	HP Sec 2, Lot 31 - CF to Mockingbird	3.51			1	1	1	2	1	1	1	1		1	10	35.10
	F5	C	45	LR - 2640 Lakeline	1.05			1	1	1	2	1	1	1	1		1	10	10.50
	E5	C	49	Magnolia Maintained by HOA (2.49 acres)															
	E5	C	50	MC - 1810 Mason Cr	2.19			1	1	1	2	1	1	1	1		1	10	21.90
	E5	C	51	MC Cr - 1501 Bagdad	2.85			1	1	1	2	1	1	1	1		1	10	28.50
	E5	C	52	MC - E of Moonglow	0.44			1	1	1	2	1	1	1	1		1	10	4.41
	E5	C	53	Woods @ MC - E of Moonglow Lot 18	0.86			1	1	1	2	1	1	1	1		1	10	8.64
	E5	C	54	Woods @ MC - E of Moonglow Lot 11	0.61			1	1	1	2	1	1	1	1		1	10	6.10
	E5,F5	C	55	MC Laurel-Parkwood Backlot	0.50			1	1	1	2	1	1	1	1		1	10	5.00
	D5	C	58	MC Backlot Channel Northern-Bentwood N	0.36			1	1	1	2	1	1	1	1		1	10	3.60
	E5	C	59	MC Backlot Channel Northern-Bentwood S	0.51			1	1	1	2	1	1	1	1		1	10	5.10
	E5	C	60	MC Tamarac Tr Channel	6.93			1	1	1	2	1	1	1	1		1	10	69.30
	E5	C	61	MC Sect 1, Blk Q, Lot 1	0.33			1	1	1	2	1	1	1	1		1	10	3.30
	E5	C	62	MC Sec 1 Blk R, Lot 1	0.53			1	1	1	2	1	1	1	1		1	10	5.30

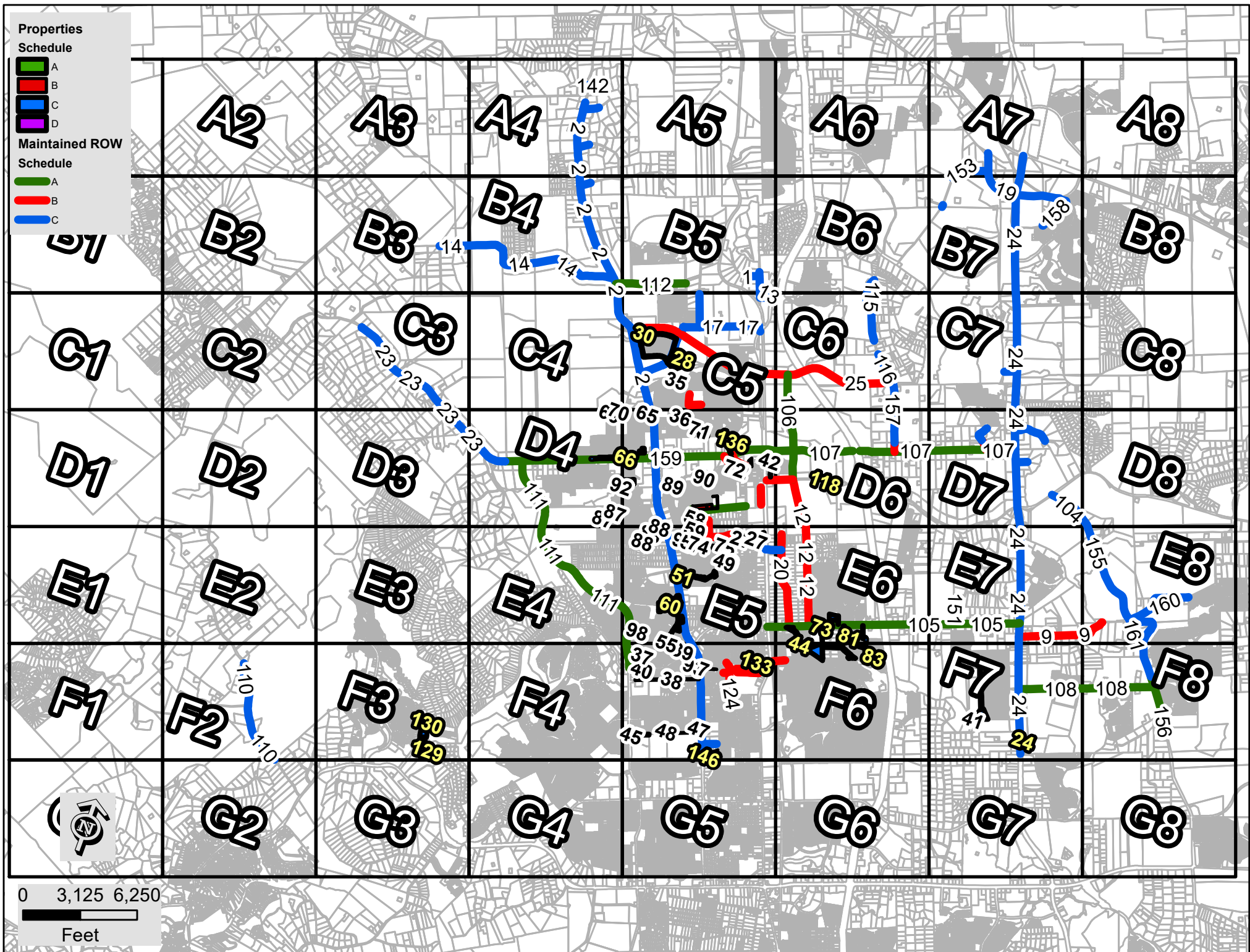
KEY: BR = Benbrook Ranch B-CF = Boulders-Crystal Falls CG = County Glen CS/H = Cold Springs/Hazlewood HP = Horizon Park LR = Lakeline Ranch
OR = Oak Ridge MC = Mason Creek NC = North Creek RS = Ridgewood South VR = Vista Ridge WM = Westview Meadows

BASE BID SCHEDULE C	Map Sheet	Sched.	Ref #	Location	Approx. Area (Acres)	January	February	March	April	May	June	July	August	September	October	November	December	Total Frequencies	Annual Acres
	F6	C	63	Mockingbird Channel	1.53			1	1	1	1	1	1	1	1		1	9	13.77
	D5	C	64	NC Sparkling Brook Sec 3a, Blk 1, Lot 5	1.17			1	1	1	1	1	1	1	1		1	9	10.53
	D5	C	65	NC Waterfall/Rio Bravo Pond	2.45			1	1	1	1	1	1	1	1		1	9	22.05
	D4,D5	C	66	NC Sec 1 Det Pond-Riverway to Deercreek	2.06			1	1	1	1	1	1	1	1		1	9	18.54
	D4	C	67	NC Sec 2 Pond - Deercreek to Sunnybrook	1.52			1	1	1	1	1	1	1	1		1	9	13.68
	D4	C	68	NC Sec 2 Open Space - W of Sunnbybook	0.12			1	1	1	1	1	1	1	1		1	9	1.08
	D4	C	69	NC Sec 3D @ Devine Lake Park Entrance	3.45			1	1	1	1	1	1	1	1		1	9	31.05
	D4,D5	C	70	NC Sec 3F @ Devine Lake Park Entrance	1.95			1	1	1	1	1	1	1	1		1	9	17.55
	D5	C	71	NC Estates Caballero/San Vicente Pond	4.87			1	1	1	1	1	1	1	1		1	9	43.83
	E6,F6	C	73	Pleasant Hill Elementary Electric Esmt	0.75			1	1	1	1	1	1	1	1		1	9	6.75
	E5	C	74	Richter Chanel - Leander Hts	2.40			1	1	1	1	1	1	1	1		1	9	21.60
	E5	C	75	Richter Chanel - Leander Hts (continued)	0.56			1	1	1	1	1	1	1	1		1	9	5.04
	E6,F6	C	76	RS Downridge/Mockingbird Pond	0.49			1	1	1	1	1	1	1	1		1	9	4.41
	F6	C	77	RS Vintage Channel N	1.28			1	1	1	1	1	1	1	1		1	9	11.52
	F6	C	78	RS Vintage Channel S	0.89			1	1	1	1	1	1	1	1		1	9	8.01
	F6	C	79	RS Vintage Pond	0.57			1	1	1	1	1	1	1	1		1	9	5.13
	E6	C	80	RS Channel @ ECFP	0.43			1	1	1	1	1	1	1	1		1	9	3.87
	E6,F6	C	81	RS Rutherford/St Helena Channel	1.37			1	1	1	1	1	1	1	1		1	9	12.33
	E6	C	82	RS Rutherford/St Helena Ponds	1.50			1	1	1	1	1	1	1	1		1	9	13.50
	F6	C	83	RS Calistoga Channels & Ponds	4.06			1	1	1	1	1	1	1	1		1	9	36.54
	F6	C	84	RS Calistoga Abandoned LS11	0.17			1	1	1	1	1	1	1	1		1	9	1.53
	E6	C	85	RS Vintage Backlot Channel	0.98			1	1	1	1	1	1	1	1		1	9	8.82
	E6	C	86	RS Vintage Backlot Channel (Cont)	0.10			1	1	1	1	1	1	1	1		1	9	0.90
	D4	C	87	VR Baranco Way Pond & Irr. Field	5.98			1	1	1	1	1	1	1	1		1	9	53.82
	D5,E5	C	88	VR Bledsoe Ponds	4.09			1	1	1	1	1	1	1	1		1	9	36.81
	D5	C	89	WM Pond Phase 1	4.19			1	1	1	1	1	1	1	1		1	9	37.71
	D5	C	90	WM Pond Phase 2	2.96			1	1	1	1	1	1	1	1		1	9	26.64
	E5	C	91	WM - Morgan Dr Pond & Channel	3.48			1	1	1	1	1	1	1	1		1	9	31.32
	D4,D5	C	92	Westwood Candleight Dr Pond	7.08			1	1	1	1	1	1	1	1		1	9	63.72
	E5	C	94	MC (1810 Mason Cr.)	1.01			1	1	1	1	1	1	1	1		1	9	9.09
	E5	C	95	MC (1810 Mason Cr.)	0.83			1	1	1	1	1	1	1	1		1	9	7.47
	E6	C	96	OR Detention Pond & Channel	3.51			1	1	1	1	1	1	1	1		1	9	31.59
	E5	C	98	MC Greening Way Channel at Primrose	0.13			1	1	1	1	1	1	1	1		1	9	1.17
			100	Deleted														0	0.00
			101	Deleted														0	0.00
			102	Deleted														0	0.00
	D7,D8,E8	C	104	CR175 - RM 2243 to 1 mile south at future City Limits	3.95			1	1	1	1	1	1	1	1		1	9	35.55
	F2	C	110	Nameless Road (2,400 lf, from 1431 to southwest corner of PEC substation, east side only)	1.60			1	1	1	1	1	1	1	1		1	9	14.40
	B6 & C6	C	115 & 116	CR270 (San Gab Pkwy to 1800 ft north & CR270 (1011 Davenport to 213 Beningfield)	3.68			1	1	1	1	1	1	1	1		1	9	33.12
	F3	C	130	Travisso Future Pond Site (Mow after vegetation is established)	7.32			1	1	2	2	2	2	2	1	1	1	14	102.48
	D5	C	136	W Broade St. (north of 2243 to North Park Meadows entrance)	1.10		1	1	2	2	2	2	2	1	2		1	16	17.60
	A4		142	Fawn Drive (Bagdad Rd to 480 ft east)	0.11			1		1	1	1		1		1		6	0.68
	A4		143	Spivey (south side only, north side owner maintained, Bagdad Rd to 960 ft east)	0.29			1		1	1	1		1		1		6	1.74

FY 2019-2020 RIGHT-OF-WAY MOWING - SCHEDULE C - Continued																		ATTACHMENT D	
BASE BID SCHEDULE C	Map Sheet	Sched.	Ref #	Location	Approx. Area (Acres)	January	February	March	April	May	June	July	August	September	October	November	December	Total Frequencies	Annual Acres
	A4	C	144	Oak Creek (Bagdad Rd to 540 ft east)	0.44			1		1	1	1		1		1		6	2.66
	B4	C	145	Live Oak (Bagdad Rd to 460 feet east)	0.27			1		1	1	1		1		1		6	1.60
	F5	C	147	Blueline Drive	0.22		1	1	1	2	1	2	1	1	1		1	12	2.65
	D7	C	148	CR 264 east of Reagan	1.53			1		1	1	1		1		1		6	9.18
	D7	C	149	Creekview east of Reagan	0.56			1		1	1	1		1		1		6	3.35
	C5	C	150	Oak Grove Road north of Heritage Grove	1.25			1	1	1	1	1	1	1	1		1	9	11.28
	B7	C	152	Kauffman Loop east of Reagan Blvd (incl. ROW in Annex Area J)	2.77			1	1	1	1	1	1	1	1		1	9	24.89
	A7,B7	C	153	CR 267 west of Kauffman Loop (Annex Area I)	0.55			1	1	1	1	1	1	1	1		1	9	4.92
	D7	C	154	Winding Oak (500'north of Hero to Airport Rd.)	0.38			1	1	1	1	1	1	1	1		1	9	3.44
	E8, F8	C	155	CR175 (Dec 2016 Annexation)	2.91			1	2	2	2	2	2	1	2	1	1	16	46.54
	F8	C	156	CR175, south of Trails of Shady Oak incl. median	1.18			1	2	2	2	2	2	1	2	1	1	16	18.87
	C6,D6	C	157	CR 270 between Hero Way and SGP	2.40			1	1	1	1	1	1	1	1		1	9	21.61
	B7	C	158	CR268 East of Reagan, south of Kauffman	2.63			1	1	1	1	1	1	1	1		1	9	23.63
	E8	C	160	CR 176 from CR 175 to E. City Limits	1.72			1	2	2	2	2	2	1	2	1	1	16	27.54
	E8	C	161	CR 175/Old CR 175	7.55			1	2	2	2	2	2	1	2	1	1	16	120.80
	C7	C	163	CR 274 from Ronald Reagan to dead end	1.05					1	2	2	2	2	2	1	1	13	13.65
	E4, E5	C	164	Old Quarry Rd from Bagdad to Approx. 200' East of Lakeline	2.51			1		1	1	1		1		1		6	15.04
	D3	C	166	CR 290 from RM 2243 to City Maintenance Limits	0.31		1	1	2	2	2	2	2	1	2		1	16	4.93
Schedule C Subtotal																		927	4,106.43

FY 2019-2020 RIGHT-OF-WAY MOWING - SCHEDULE D (LANDSCAPE MAINTENANCE)																		ATTACHMENT D	
BASE BID SCHEDULE D	Map Sheet	Sched.	Ref #	Location	Approx. Area (Acres)	January	February	March	April	May	June	July	August	September	October	November	December	Total Frequencies	Annual Estimated Acres
	F5	D	117	Crystal Falls Pump Station 1404 Wigwam, 0.12 Acres	0.08			2	2	2	2	2	2	2	2	2	2	20	1.6
	F5	D	21	City Entry Monument Hwy 183 by RR, 0.02 Acres (25'X25' See Sch C for mowing)	0.29			1	2	2	2	2	2	1	2	1	1	16	4.64
	F3	D	127	Travisso - Durango Hills ROW, 1.15 Acres (South Side, front of WRP & Pond Walls, see Sch. A for mowing.)	0.78			2	2	2	3	2	3	2	2	2	2	22	17.16
	F5	D	113	Odor Control Station #12 1609 Lions Den 0.18 Acres (See Sch. A for mowing.)	0.18			2	2	2	2	2	2	2	2	2	2	20	3.6
	D5	D	137	Public Works Landscape Maintenance	0.49			2	2	2	3	2	3	2	2	2	2	22	10.78
	Schedule D Subtotal																	100	37.78

FY 2019-2020 RIGHT-OF-WAY MOWING - BID ALTERNATE (EDGING)																		ATTACHMENT D	
BID ALTERNATE	Map Sheet	Sched.	Ref #	Location	Approx. Area (Acres)	January	February	March	April	May	June	July	August	September	October	November	December	Total Frequencies	Annual Estimated Acres
	D5, E5, F5		2	Bagdad Rd - S City Limit to Collaborative Way - Ribbon curb edging	25.58				1				1				1	3	76.74
	D4, D5		23	Hero Way West - 183A to Lakeline - Curb/Sidewalk edging	7.64				1				1				1	3	22.92
	F7, F8		108	Journey Parkway - Reagan to CR 175 - Ribbon Curb Edging	2.30				1				1				1	3	6.9
	E5, E6, E7		105	Crystal Falls Pkwy - Bagdad to Reagan - Curb edging	12.70				1				1				1	3	38.1
	E8, F8		156/109/161	CR 175 from S. City Limits to N. City Limits (approx. 250' N. of Creek Meadow Cove) Ribbon Curb Edging	5.89				1				1				1	3	17.67
																		15	162.33



CITY OF LEANDER RIGHT-OF-WAY MOWING - SCHEDULE - Add/Update FY2022-2023

Map Sheet	Sched.	Ref #	Location	Approx. Area (Acres)	January	February	March	April	May	June	July	August	September	October	November	December	Total Frequencies	Annual Acres	Remarks
F3	A	127	Durango Hills ROW (South Side, front of WRP & Pond Walls) and Interior of Travisso WWTP	0.79	1	1	2	2	2	2	2	2	2	2	1	1	20	15.8	Updated with more area and corrected acres per new road section
F3	A	128	Travisso Pond Interior incl RWPS	1.26			1	2	2	2	2	2	1	2	1	1	16	20.16	Corrected acres per new road section
F3	A	129	Durango Hills ROW (north side)	0.47			2	2	2	3	2	3	2	2	2	2	22	10.34	Corrected acres per new road section
D5, E5	B	174	South West Drive (Lion Dr to Horshoe Dr)_Only on west side ROW	0.81		1	1	1	1	1	1	1	1	1		1	10	8.1	New
C5,C6	B	25	San Gabriel Pkw - Bagdad to CR 270 (Inclduing medians along northline area)	38.19		1	1	1	1	1	1	1	1	1		1	10	381.9	Updated with more area
B4	D	168	280 Elevated Storage Tank (EST #2)	2.35	1	1	2	2	2	2	2	2	2	2	1	1	20	47	New
A7	D	169	Kaufmann Loop EST	1.46	1	1	2	2	2	2	2	2	2	2	1	1	20	29.2	New
D5	D	170	Lion Drive removed PS Location	0.17	1	1	1	1	1	1	1	1	1	1	1	1	12	2.04	New
E5	D	171	Northwest Booster Pump Station	0.33	1	1	1	1	1	1	1	1	1	1	1	1	12	3.96	New
C7	D	172	San Gabriel East Pump Station Complex	1.22	1	1	2	2	2	2	2	2	2	2	1	1	20	24.4	New
F5	D	146	Terminus GST #4 / Terminus PS #2 Complex including Kettering Backlot	1.65	1	1	2	2	2	2	2	2	2	2	1	1	20	33	New
F3	D	173	Travisso Booster Pump Station	0.31	1	1	2	2	2	2	2	2	2	2	1	1	20	6.2	New
D6	D	162	RM2243 WWTP Complex including the approach driveway and RM2243 Frontage	6.30	1	1	2	2	2	2	2	2	2	2	1	1	20	126	New
F5	D	117	Crystal Falls Complex Crystal Falls Complex - EST #1,GST #1	2.17	1	1	2	2	2	2	2	2	2	2	1	1	20	43.4	Updated with more area
F5	D	113	Odor Control Station #12at Muldeer Run including approach driveway	0.44	1	1	2	2	2	2	2	2	2	2	1	1	20	8.8	Updated with more area

Note: New added locations are highlited.



EXECUTIVE SUMMARY
07/29/2023

AGENDA SUBJECT:

Invocation and proclamation procedures

BACKGROUND:

Below is a list of individuals who provided the invocation for the past twelve (12) months along with proclamations issued during the same time period.

Invocations

Judge Edna Staut (07.07.2022)
Mayor Pro Tem Na'Cole Thompson (08.04.2022)
Pastor Andrea Moor of Summit Worship Center (08.18.2022)
Fire Chaplain Joe Bob Ellison (09.01.2022)
Jimmy Sanchez (09.15.2022)
Verdant Garg (10.10.2022)
Mayor Pro Tem Na'Cole Thompson (10.20.2022)
Pastor Conor O'Hearn of Hill Country Bible Church (11.03.2022)
Pastor Wendall Holmes (11.17.2022)
Chris Wimberly of Selah Church (12.01.2022)
Fire Chaplain Joe Bob Ellison (12.15.2022)
Pastor McDonald of DeMarcus Road Ministries (01.05.2023)
Pastor Wendall Holmes (01.19.2023)
Chris Wimberly of Selah Church (02.02.2023)
Bishop Mark Brown (02.16.2023)
Pastor Eric Bradford of Agape Christian Ministries (03.02.2023)
Reverend Joanna Crawford (03.16.2023)
Pastor Bettina Bunton of Victorious Living Christian Ministries (04.06.2023)
Mayor Pro Tem Na'Cole Thompson (04.20.2023)
Pastor Brian Lightsey of Life Church (05.04.2023)
Pastor Ron Bradshaw (05.18.2023)
Chris Wimberly of Selah Church (06.01.2023)
Reverend Joanna Fontaine Crawford (06.15.2023)
Victoria Chaudhuri of Baha'i Community (07.06.2023)

Proclamations

Park and Recreation Month (07.07.2022)
Emergency Preparedness (09.01.2022)
National Hispanic Heritage Month (09.15.2022)
National Planning Month (09.15.2022)
World Teachers Day (09.15.2022)
Clean Energy Week (09.19.2022)
Chiropractic Health Month (10.07.2022)
Diwali (10.10.2022)
Breast Cancer Awareness Month (10.20.2022)
DECA Month (11.01.2022)

Day of the Dead (11.03.2022)
Small Business Saturday (11.03.2022)
Family Caregivers (11.17.2022)
MLK Day (01.16.2023)
Black History Month (02.02.2023)
Week of Young Child (02.16.2023)
CAPCOG Flood Awareness (03.02.2023)
Womens History Month (03.02.2023)
Mayor's Monarch Pledge (03.16.2023)
Education and Sharing Day (04.02.2023)
Child Abuse Prevention and Awareness Month (04.06.2023)
National Public Safety Telecommunicators Week (04.06.2023)
Air Quality Awareness Week (04.20.2023)
Community Wildfire Protection Plan (04.20.2023)
Falun Dafa Day (05.04.2023)
National Day of Prayer (05.04.2023)
Older American Month (05.04.2023)
Police Week (05.04.2023)
Motorcycle Safety Awareness Month (05.18.2023)
National Public Works Week (05.18.2023)
Juneteenth Block Party (06.15.2023)
Leander Pride (06.15.2023)
Parks and Recreation Month (06.15.2023)
Leander Legacy: Honoring Aptz'i Pil' Symposium (07.06.2023)
