



**AGENDA
PARKS & RECREATION ADVISORY BOARD
MEETING
CITY OF LEANDER, TEXAS**



Leander Activity Center
11880 Hero Way West, Suite 600 - Leander, Texas
Tuesday, June 11, 2024
Regular Meeting at 5:30 PM

**Chris Blaylock
Joshua Mogford
Cheryl McLaurin
Stephen Cook
Paul Delafuente**

**Marcia Back
Juan Alanis, Jr.
Council Liaison - Chris Czernek
Staff Liaison - Mark Tummons**

REGULAR MEETING

1. Open Meeting.
2. Roll Call.
3. Public Comments.
4. City Council Liaison Update.
5. Staff Liaison Update.
6. Sub-Committee Updates.

CONSENT AGENDA: ACTION

7. Approval of the minutes for the meeting held on April 9, 2024.

REGULAR AGENDA

8. Receive and make recommendations to the presentation of San Gabriel Park and Athletic Complex design and engineering by Parkhill.
9. Receive and make recommendations to the presentation of the Draft Parks and Recreation Maintenance Plan.
10. Receive and make recommendations on the presentation of the Draft North Brushy Creek wastewater line replacement at Benbrook Ranch Park.
11. Receive and make recommendations on the presentation on the 2019 Parks, Recreation, and Public Spaces Comprehensive Plan Draft project priorities for 2024.
12. Receive and make recommendations on the presentation of the Draft Adopt a Park Program.
13. Future Agenda Items.
14. Closing Statements.

15. Adjournment.

CERTIFICATION

The City of Leander is committed to compliance with the Americans 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 Parks and Recreation Advisory Board of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 7th day of June 2024 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.



Mark Tummons, Parks and Recreation Director



EXECUTIVE SUMMARY
6/11/2024

AGENDA SUBJECT:

Approval of the minutes for the meeting held on April 9, 2024.

BACKGROUND:

Attached are the minutes for the meeting held on April 9, 2024.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. April meeting minutes



**MINUTES
PARKS & RECREATION ADVISORY BOARD
MEETING
CITY OF LEANDER, TEXAS**



Leander Activity Center
11880 Hero Way West, Suite 600 - Leander, Texas
Tuesday, April 9, 2024
Regular Meeting at 5:30 PM

**Chris Blaylock
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Paul Delafuente**

**Marcia Back
Juan Alanis, Jr.
Council Liaison - Chris Czernek
Staff Liaison - Mark Tummons**

REGULAR MEETING

1. Open Meeting. Meeting was called to order at 5:31 pm.
2. Roll Call. All Boardmembers were present except for Boardmember Cook and Boardmember Delafuente.
3. Public Comments. There were none.
4. City Council Liaison Update. No update.
5. Staff Liaison Update. Update included: Solar Eclipse Recap, Senior Activity Center, Park Maintenance Plan, Mason Homestead Refurbishment, Horizon Lake Park was named by the City Council, Lakewood Splash Park rubberized surface replacement project, Mason Heritage Days, and a tour of the parks - Devine Lake, Benbrook, San Gabriel, Lakewood, Horizon, Veterans, and Bledsoe.
6. Subcommittee Updates. There were short updates from the following subcommittees: Natural/Environmental Resources, Recreation/Athletic/Event, and Parkland Development/Comprehensive Plan.

CONSENT AGENDA: ACTION

7. Approval of the minutes for the meeting held on February 13th, 2024. Motion to approve minutes was made by Boardmember Back. The motion was seconded by Boardmember McLaurin. The minutes were approved unanimously. 5 for 0 against.

REGULAR AGENDA

8. Discuss and consider action on the approval of the Memorandum of Understanding (MOU) with the Leander Foundation. The motion to approve the MOU was made by Boardmember Back. The motion was seconded by Boardmember Alanis. The MOU was approved unanimously. 5 for 0 against.
9. Future Agenda Items

- 10. Closing Statements.
- 11. Adjournment The meeting was adjourned at 6:00 pm. Tour of all parks occurred thereafter.

APPROVED

CHAIR

ATTEST:

STAFF LIAISON



EXECUTIVE SUMMARY
6/11/2024

AGENDA SUBJECT:

Receive and make recommendations to the presentation of San Gabriel Park and Athletic Complex design and engineering by Parkhill.

BACKGROUND:

The Parks and Recreation Board will receive an update/presentation related to the status of the San Gabriel Park and Athletic Complex currently in design and engineering. San Gabriel Park is an undeveloped 77-acre park site, located at 2401 US Hwy 183, along the north bank of the South San Gabriel River. The City-owned property can meet the top five priorities of the Parks, Recreation & Open Space Master Plan 2011-2021; the project was a top priority of the 2019 Parks, Recreation and Open Space Comprehensive Plan; in public input surveys conducted in mid-2021; and was approved and funded in the City's FY 22 Capital Improvement Plan (CIP).

Once farmland, this site has wide open spaces, adequate for athletic and recreational opportunities, as well as wilderness areas. And, unique to San Gabriel Park, there are two highly significant riparian areas. These two areas are incredible features that will enhance the planned venues for the park and their beauty will enhance the park's appeal and enjoyment.

The San Gabriel Park provides the opportunity for great recreation and sports venues for residents and visitors, enhancing the City's appeal with the beauty and environmental quality of this site, available to nearby neighborhoods, between both cities of Leander and Liberty Hill. The goal will be to eventually attach this park to other parks, such as Georgetown's nearby Garey Park, via trail systems.

HISTORY/TIMELINE:

- March 25, 2019 – The 2019 Parks, Public Spaces, and Recreation Comprehensive Plan noted the new South San Gabriel River Park, (aka San Gabriel Park) as one of the top priorities in the Parks system, to achieve the requirements of the city and its citizens.
- September 16, 2021 – The City Council approved the 2022 Capital Improvement Program (CIP) 5-year plan, which includes the design and construction of the South San Gabriel River Park and Trail system.

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. 2024-06-06_11876.23_LMAC_OverallConcept-ProgressSheets(opt)

LEANDER MUNICIPAL ATHLETIC COMPLEX
At San Gabriel River Park

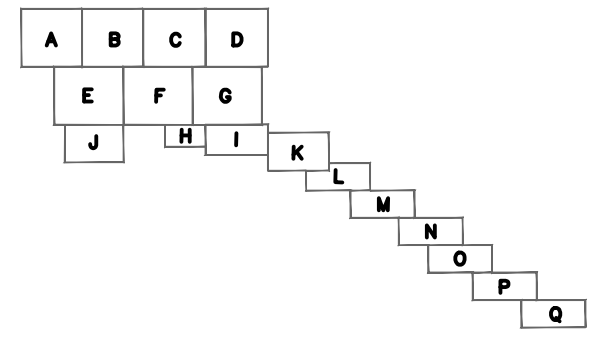


ADDRESS
2201 N US HWY 183
Leander, Texas 78641

CLIENT
City of Leander
201 N. Brushy St, Leander, TX 78641

PROJECT NO.
11876.22

KEY PLAN



REVISIONS

#	DATE	DESCRIPTION

GRADING LAYOUT
LG101

IN PROGRESS

For Preliminary Review Purposes Only

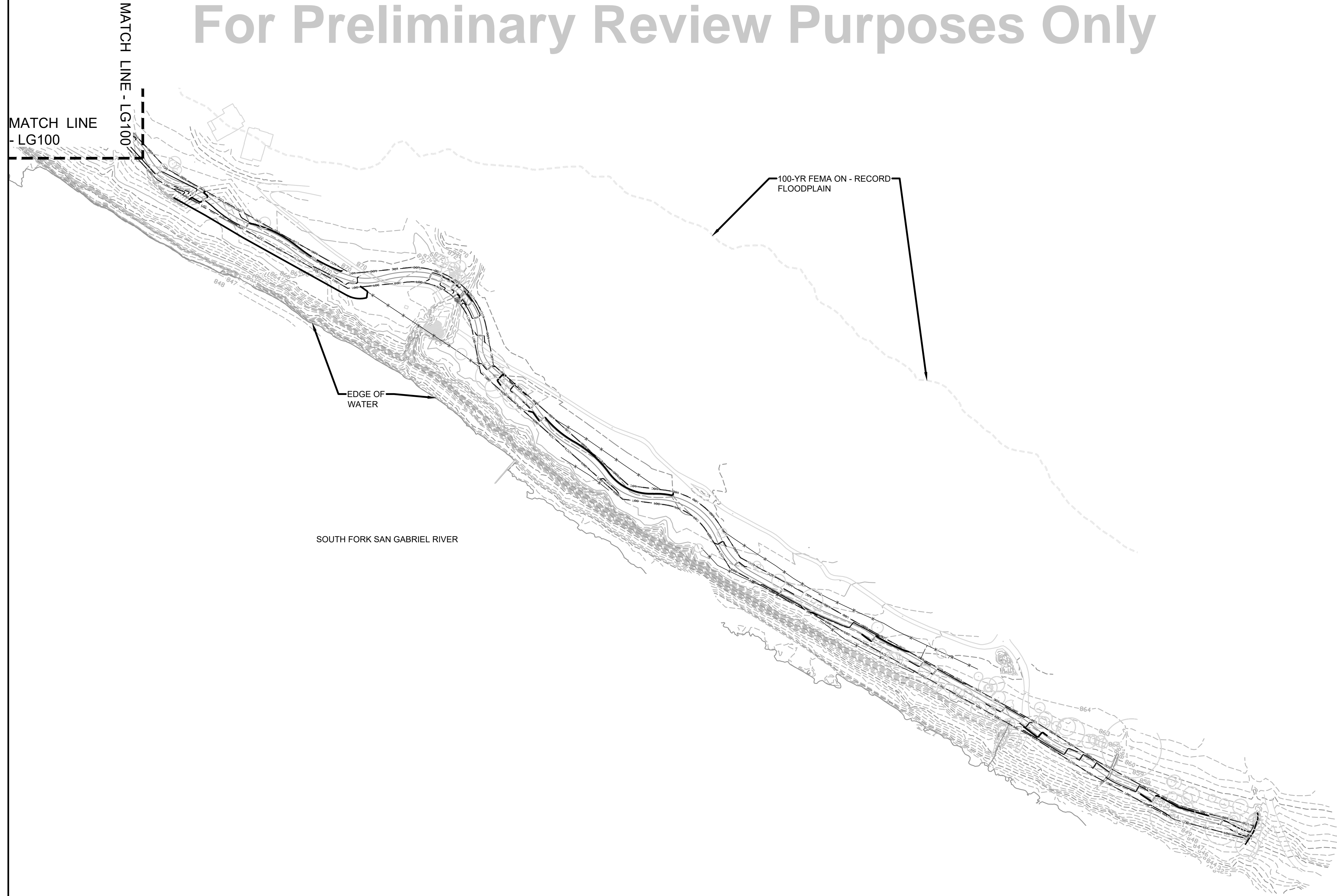
EXISTING UTILITIES
CONTRACTOR MUST VERIFY LOCATION OF ALL OVERHEAD AND UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL COORDINATE WITH CITY OFFICIALS AND UTILITY COMPANIES IN LOCATING UTILITIES. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR LOSSES DUE TO DAMAGE TO UTILITIES. LOCATION FOR ALL UTILITIES SHOWN ON PLANS ARE APPROXIMATE. CONTRACTOR SHALL CALL TEXAS 811, 1-800-344-8377.

- GENERAL EARTHWORK NOTES**
- ALL SPOT GRADES ARE TOP OF PAVING GRADES UNLESS OTHERWISE NOTED.
 - CROSS SLOPES AND LATITUDINAL SLOPES OF WALKING SURFACES ARE NOT TO EXCEED 2.0% (1:50).
 - PARKING LOTS ARE NOT TO EXCEED 5.0% (1:20).
 - LONGITUDINAL SLOPES OF WALKING SURFACES AND INTENDED ACCESSIBLE ROUTE OF PARKING LOTS ARE NOT TO EXCEED 5.0% (1:20).
 - TURFGRASS SLOPES ARE NOT TO EXCEED 25% (1:4).

- NOTES:**
1. THE EARTHWORK FOR THIS PROJECT IS A NECESSARY AND INCIDENTAL PART OF THE WORK. TO THE BEST OF THE ARCHITECT/ENGINEER'S KNOWLEDGE THE EARTHWORK WILL BALANCE. IN THE CASE THAT THE EARTHWORK DOES NOT BALANCE, THE CONTRACTOR IS RESPONSIBLE FOR ANY ADDITIONAL COSTS ASSOCIATED WITH HAUL OFF OR IMPORT. THE TOTAL COST SHALL BE INCLUDED IN THE BID PROPOSAL AS A LUMP SUM. PAYMENT WILL NOT BE MADE ON A UNIT PRICE BASIS OR BY ANY OTHER SEPARATE MEASURED PAYMENT METHOD.
 2. REFER TO SPECIFICATIONS FOR DISPOSAL OF EXCESS CUT MATERIAL.
 3. CONTRACTOR SHALL STRIP, STOCKPILE AND RE-SPREAD A MINIMUM OF 6" OF TOPSOIL IN ALL DISTURBED AREAS. IN AREAS OF CUT, THE GRADE SHALL BE EXCAVATED TO 6" BELOW FINISH GRADE, THEN TOPSOIL SHALL BE RE-SPREAD ABOVE THE SUB GRADE ELEVATION.
 4. ALL EARTHWORK SHALL CONFORM TO THE GEOTECHNICAL REPORT NO. 57026 PROVIDED BY HOWLAND ENGINEERING AND SURVEYING CO., INC. ON APRIL 04, 2022.

GRADING LEGEND

	PROPERTY LINE
	LANDSCAPE LIMITS OF CONSTRUCTION
	EXISTING 1' CONTOUR
	EXISTING 5' CONTOUR
	PROPOSED 1' CONTOUR
	PROPOSED 5' CONTOUR
	PROPOSED SPOT GRADE
	EXISTING TREE TO BE PRESERVED
	100-YR ATLAS 14 EXISTING FLOODPLAIN
	FEMA ON-RECORD FLOODPLAIN AE
	100-YR PRE-ATLAS 14 FLOODPLAIN
	100-YR ATLAS 14 ULTIMATE FLOODPLAIN
	100-YR PRE-ATLAS 14 ULTIMATE FLOODPLAIN
	FEMA 500-YR FLOODPLAIN
	CULTURAL RESOURCE BOUNDARY
	AVOIDANCE BUFFER



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LEANDER MUNICIPAL ATHLETIC COMPLEX

At San Gabriel River Park

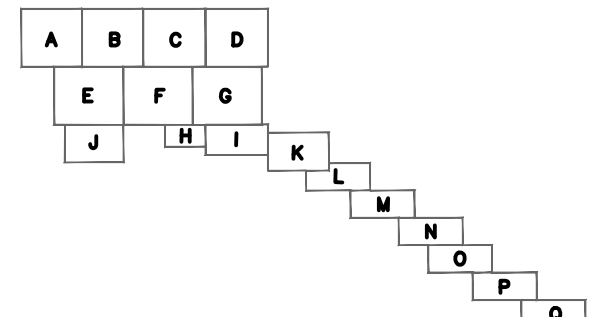


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KEY PLAN



REVISIONS	

PAVING & JOINTING LAYOUT

LJ101

IN PROGRESS

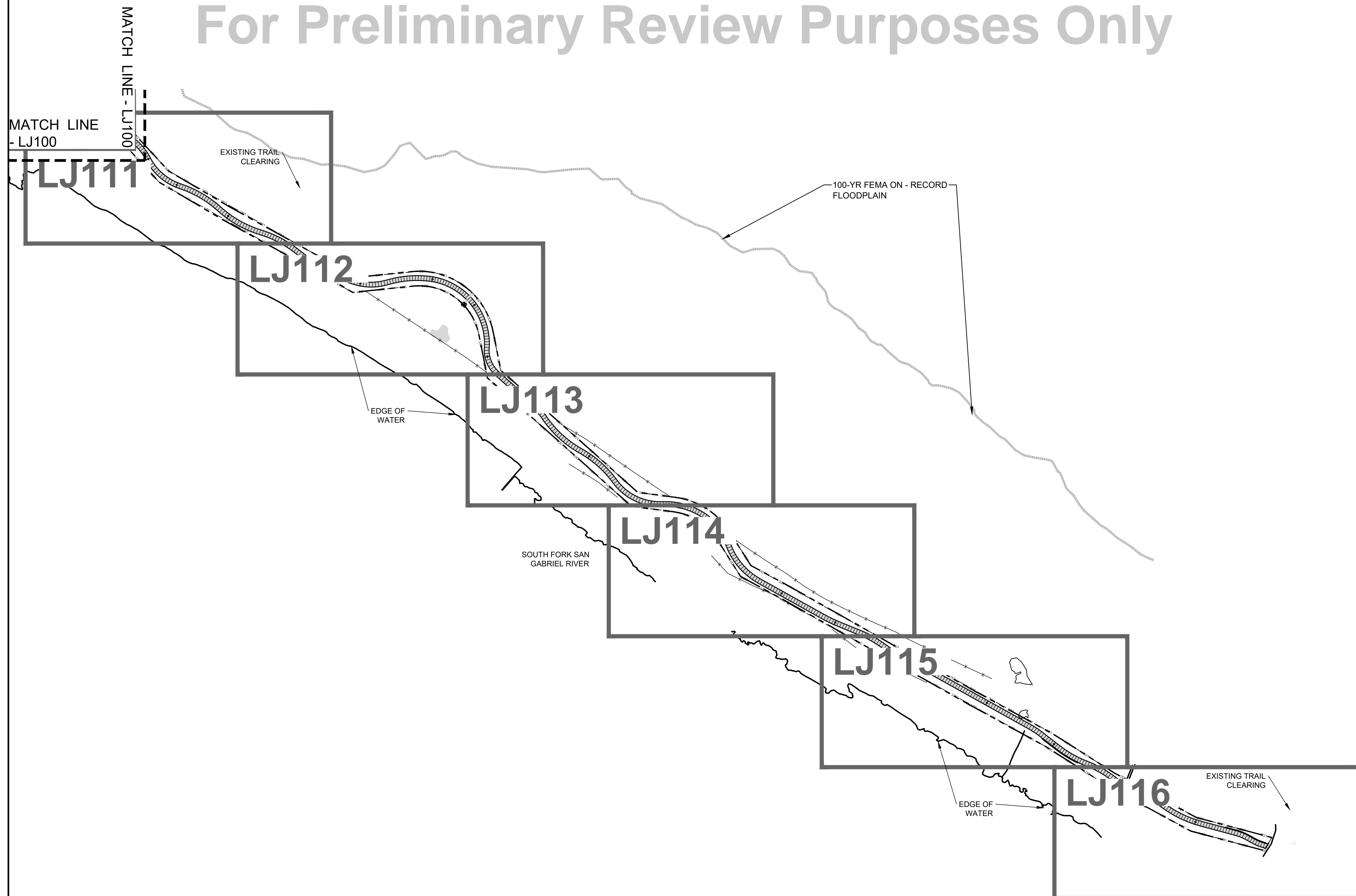
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NOTES:
1. REF TO D3+D5+C5/LD501 FOR CONNECTIONS TO ADJ PAVING.

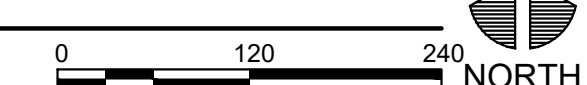
PAVING & JOINTING LAYOUT LEGEND

- DOWELED EXPANSION JOINT - PER DET A2/LD501
- SAWN CONTROL JOINT - PER DET A1/LD503
- 5" CONCRETE PAVING - PER DET C1/LD501
- 5" CONCRETE PAVING - PER DET C1/LD501
- 5" DECORATIVE CONC PAVING - PER DET C1/LD501
- U20 - Smoke
TROWELED WITH BROOM FINISH, INTEGRAL COLOR: UNI-MIX® "U20 - SMOKE" (REF TO SPECS)
- U34 - Brick Red
TROWELED WITH BROOM FINISH, INTEGRAL COLOR: UNI-MIX® "U34 - BRICK RED" (REF TO SPECS)
- U35 - Shadow Slate
TROWELED WITH BROOM FINISH, INTEGRAL COLOR: UNI-MIX® "U35 - SHADOW SLATE" (REF TO SPECS)
- 2" HMAC PAVING (PARKING) - PER DET A3/LD501
- 6" HMAC FIRE LANE PAVING - PER DET A3/LD501
- 8" CONC PAVING (FIRE LANE) - PER DET D1/LD501
- 8" CONCRETE PAVING (FIRE LANE) - PER DET D1/LD501
- 8" DECORATIVE CONC. PAVING (FIRE LANE) - PER DET D1/LD501
- U12 - Sunset Balje
TROWELED WITH BROOM FINISH, INTEGRAL COLOR: UNI-MIX® "U12 - SUNSET BALJE" (REF TO SPECS)
- U20 - Smoke
TROWELED WITH BROOM FINISH, INTEGRAL COLOR: UNI-MIX® "U20 - SMOKE" (REF TO SPECS)
- U34 - Brick Red
ROCK SALT FINISH, INTEGRAL COLOR: UNI-MIX® "U34 - BRICK RED" (REF TO SPECS)
- U35 - Shadow Slate
ROCK SALT FINISH, INTEGRAL COLOR: UNI-MIX® "U35 - SHADOW SLATE" (REF TO SPECS)
- EXPOSED ROADBASE AGGREGATE PARKING AS SPEC'D (ALT. BID NO. 14 - ONLY)
- EXPOSED ROADBASE AGGREGATE PARKING AS SPEC'D (ALT. BID NO. 14 - ONLY)



01

1" = 120'



CITY APPROVAL STAMP

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EXECUTIVE SUMMARY
6/11/2024

AGENDA SUBJECT:

Receive and make recommendations to the presentation of the Draft Parks and Recreation Maintenance Plan.

BACKGROUND:

Parks and Recreation Assistant Director, Greg Olmer, will present the Draft Parks and Recreation Maintenance Plan. The plan was created in 2017 but not fully adopted. Staff has revised the plan with assistance from field staff and are looking to incorporate the plan after internal reviews.

HISTORY/TIMELINE:

Parks and Recreation Maintenance Plan was created in 2017

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. Parks Maintenance and Operations Plan 2024 GO Edits



2024

Leander Parks and Recreation Maintenance and Operations Plan

Mark Tummons – Director

Greg Olmer-Assistant

Director

Tony Savage –

Maintenance Supervisor

05/13/2024

Approvals:

Todd Parton, City Manager

Mike Neu, Chief of Staff

Mark Tummons, Director Parks and Recreation

Christine DeLisle, Mayor

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- 1203: Playground Inspection Form
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- 1207: Commemorative Tree Registration Form
- 1208: Vehicle Inspection Form
- 1209: Material Inventory Form (\$100+)
- 1210: Maintenance Matrix
- 1211: MSDS/Hazard Communication Program
- 1212: Playground Audit Form

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:

'A Dynamic Community Revolving around Parks, Recreation and Public Spaces'

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

'To enhance and enrich the lives of all Leander citizens by providing access to superior park and public spaces and creating quality recreation, sports and leisure opportunities.'

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 20 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.

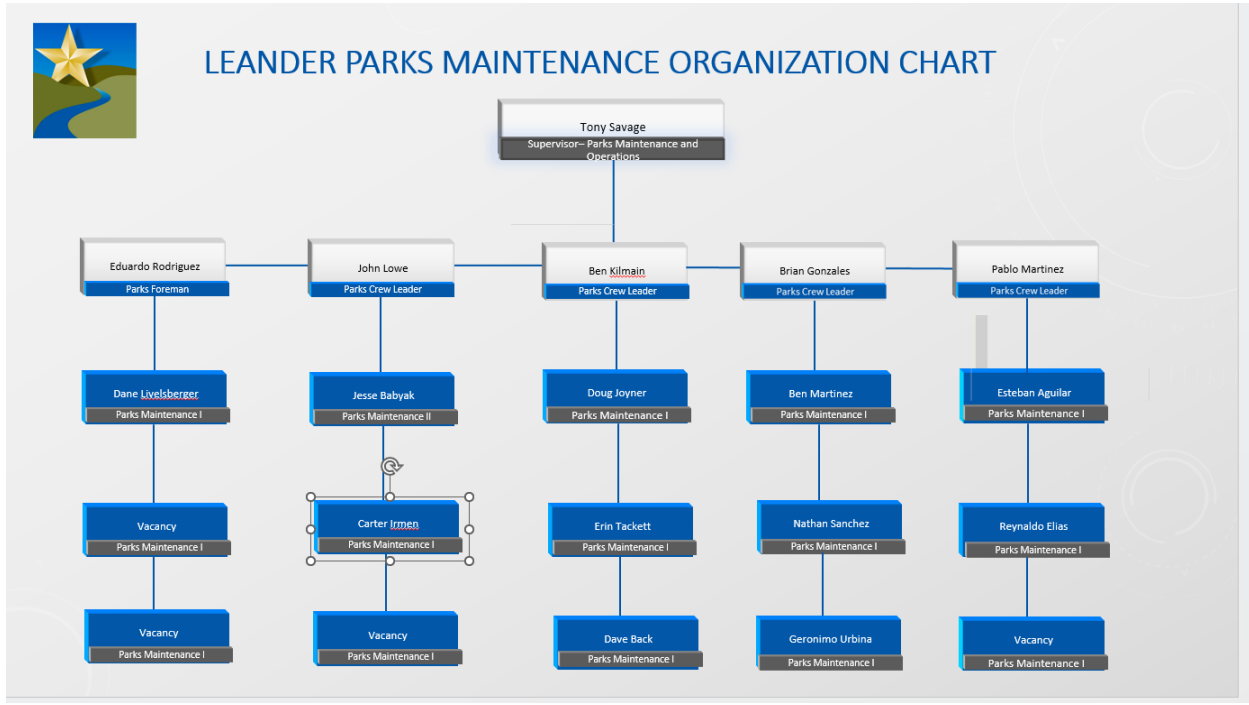
Game fields are used for a variety of athletic contests, serving youth recreation leagues; youth “select” clubs; and a variety of other events and/or tournaments each year. The department also services more than 20 community events each year, bringing vitality and a variety of events to city parks. A 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 parks.
- 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, Assistant 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.

301: Parks Maintenance Organization Chart:



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)
- Bryson Homestead - 6 acres (Historic home and barns. Currently under Preservation review. Not open to the public.)
- Leander Commons 3.87 acres

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

- Benbrook Ranch Park – 46.50 acres (Little League Athletic Complex; Skate Park; Playscape; Pavilions; Restrooms)
- Devine Lake-63 acres (Walking/hiking; Fishing; Picnicking; Playscape; Restroom)
- Robin Bledsoe Park-16 acres (Multi-purpose fields; Soccer; Playscape; Pavilion; Community Pool; Splash Park; Basketball Courts; Amphitheater; Concession Facility; Parking lots (2).
- Benbrook Disc Golf Course 12 acres
- Veterans Park – 5.4 acres Flag Plazas; Wall of Honor; Reflective Walking Trail
- Senior Activity Center –3.7 acres
- Horizon Lake Park 97.21 acres

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

- Lakewood Park –
- San Gabriel Park - (**Undeveloped** – scheduled to open 2026)– 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 2.74 acres
- Brushy Creek Greenway at Oak Creek (Park and Greenway)
- Brushy Creek Trail at TOD/CAPMETRO
- Mason Ranch Creek Public Greenway
- Bagdad Road Public Greenway
- Mason Creek Greenway .175 acres
- Stuart’s Trail 1.78 acres
- S. Street Condos
- Valley Vista Estates
- Devine Lake
- CARNEROS RANCH?
- BRUSHY CREEK AT ACC CAMPUS
- BRUSHY CREEK AT MARBELLA

406: Special Use Areas

- Benbrook Disc Golf Course

407: Natural/Preservation Areas

- Sarita Valley Conservation Area- 8.0 acres

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

- Benbrook Granite Trail
- Lakewood Granite and Natural Trails

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 Inspect/Clean 1x/month Dec.-Feb.	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; 1x/week Dec.-Feb.	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

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 1201 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 1201 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/foilage 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 A Locations:

Benbrook Ranch Park (Athletic Complex)
Lakewood Park
Robin Bledsoe Park (Multi-purpose fields, Pool, Splash Park)
Leander Library
Horizon Lake Park

503B: Mode B Locations:

Robin Bledsoe Park (Amphitheater, Basketball Courts, Playscape, Pavilion)
Benbrook Skate Park
Benbrook Disc Golf Course
Devine Lake Park
North Creek Ranch
Parks & Recreation Office
Veterans Park

503C: Mode C 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 D Locations:

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

Benbrook Baseball Pavilion

Robin Bledsoe Pavilion

Devine Lake Pavilion

Northcreek Ranch Pavilion

Lakewood Pavilion(s)-Bluebonnet, Live Oak, Texas Sage, Mockingbird, Cypress, Meadowlark

Horizon Lake Pavilion

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

Benbrook Ranch Playscape

Devine Lake Playscape

Northcreek Ranch Playscape

Mason Creek Playscape

Robin Bledsoe Playscape

Lakewood Playscape

Horizon Lake Playscape

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

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

Lakewood Park Basketball Courts-one full size court

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

Devine Lake

Lakewood Park

Robin Bledsoe

Horizon Lake Park

Mason Creek Park

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

Benbrook Ranch

Devine Lake

Robin Bledsoe

Lakewood

509: Listing of Major Park Amenities by Location-Aquatics:

Lakewood Splash Pad

Bledsoe Pool and Splash Pad

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 Spring/Summer-Wildflowers

Annual flowers provide seasonal color and interest to high visibility landscaped medians, rights-of-way, and other public property. To do this, spring/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, Tiff Tuff 419 (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 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 1201 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 Batter boxes and jox boxes so they match existing infield grades or infield soils so that no part of the jox 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 and Lakewood Park 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 weekly, year-round. Any problems are repaired, or nets/hardware replaced during heavy use months.
- 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 A 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/or Assistant 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. Bermuda and ryegrass (as well as blends of these turf types) generally are mowed at 1"-2" 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 spring and fall. One to three pounds of nitrogen should be applied at one, two or three split applications in the spring/ fall or before winter approaches.
- Herbicide (Spectacle and Barricade) should also be applied in the spring and fall as supplemental applications done as necessary to spot treat.

622: Aquatics

The City of Leander Parks and Recreation is responsible for (1) municipal pool at Robin Bledsoe park, (1) Splash Pad at Robin Bledsoe park and (1) splash pad at Lakewood park. The pool at Bledsoe park is a 65,000 gallon pool with a shallow and deep end of 12', along with a diving board. The pool was constructed in 1986 and has undergone renovations to the pool, filters and other amenities. The Bledsoe splash pad was also constructed in 1986 and upgrades to the splash pad surfacing occurred in 2018. The Lakewood splash pad was constructed in 2020 and features many splash features and is surrounded by pavilions/seating areas. Its playground surfacing was replaced in 2024. All sites are maintained by Parks Maintenance employees for general maintenance needs both in season and off season. In season, pool management employees assist with water chemistry and daily administration of the aquatic facilities.

623: Mowing/Contract Mowing

The Parks and Recreation Department staff has 4 staff members dedicated to mowing of specific City of Leander park areas: These include the following:

- Parks and Recreation Administration office
- Benbrook Ranch Park
- Robin Bledsoe Park
- Devine Lake Park
- Lakewood Park
- Sarita Valley Greenbelt
- ACC/Leander Commons
- Stuart’s Crossing
- Benbrook Disc Golf Course

The Parks and Recreation Department also contracts out mowing services for a total of 13 total city locations, including other city department facilities. Contracted mowing assists with keeping all locations with a standardized mowing frequency plan, less wear and tear on city owned mowing equipment as well as assisting with keeping workloads manageable for in house staffing responsibilities. The city maintains 3 year contracted cycles, with a 2 year optional extension period.

The Parks Director and Parks Supervisor will be responsible for administration of the contract mowing and compliance as well as oversight of in house mowing for training of staff, equipment maintenance, setting up frequency schedules, and staffing assignments. Mowing maps are created to assist staff members with mowing specifications at each location as well as frequency of mowing.

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

These facilities, located within Benbrook Ranch Park and Lakewood Park, are the responsibility of the Parks Maintenance Division. Daily maintenance/cleaning is provided by Parks Maintenance Division staff.

707: Dog Parks

Lakewood park has a dedicated Dog Park area divided into 3 separate sections, specific to dog sizes. This fenced in area allows pet owners to allow their dogs to be in an unleash area to enjoy the park and socialize. The area has dog waste stations that are to be restocked weekly and maintained by Lakewood Park staff for any repairs/maintenance necessary.

708: Fishing Piers

Leander Parks and Recreation maintains (2) fishing piers located in 2 separate parks. Lakewood Park has a circular fishing pier on the South section of the park and allows fishing access to the lake.

Horizon Lake park has a linear fishing pier on the South side of the lake with access to the lake. Both locations have trash receptacles and should add fishing line recycling options in the near future to assist in keeping the lake and shoreline clean.

709: Sand Volleyball Courts

Lakewood Park has the only sand volleyball court available for general, open play. The sand requires replenishment on an annual basis by maintenance staff and daily review for any hazards as well as maintenance checks on the standards and net.

710: National Fit Court

Robin Bledsoe Park has a 'National Fit Court' near the South side of the park. This grant funded fitness circuit area was established in 2018 and features 7 total zones designed to provide a full body workout. Bledsoe maintenance staff is responsible for weekly inspection of equipment to ensure safe operation as well as recommendations for replacement of features as needed.

711: Sculpture Garden

This area within Lakewood Park on the East side of the park contains over 20+ pieces of artwork either on loan or purchased through Leander Public Arts and Culture Commission. Lakewood Staff members are responsible for maintenance of the woodchip trail that allows park users access to the art pieces as well as signage installation at the sculpture garden. LPACC members are responsible for establishing a maintenance/replacement schedule for the artwork.

712: Disc Golf Courses

Benbrook Park has a professionally designed 18 hole disc golf course that is maintained by the Parks and Recreation Department in partnership with the Hill Country Hyzers Disc Golf Club. This partnership exists to help advocate for the growth of the game as well as attracting tourism to the city through, open play, leagues, and tournaments. Mowing staff is responsible for the regular mowing cycles in the park and Oak Creek area, as well as general maintenance of the Tee boxes and baskets.

713: Mason Homestead

This historic home was donated to the City in 2007 and serves as a rental opportunity as well as a host site for Mason Heritage Days, and Bluegrass Music Festival. Parks Maintenance Staff is responsible for cleaning and maintenance of the interior of the historic home as well as general upkeep of the exterior amenities.

714: Bryson Farmstead

J.C. Bryson Farmstead is a recorded historic Texas Landmark near the intersection of Toll 183A and San Gabriel Parkway. This 6 acre site is set for preservation enhancements to the historic structures and additional site improvements. Parks Maintenance staff only periodically mows/maintains the grounds on a as-needed basis until the final preservation project has been completed.

715: Kayak and Canoe Launch Area

Lakewood Park has a covered, kayak and canoe launching site in partnership with a vendor that supplies kayaks/canoes/ Stand up paddleboards, for use on the lake. This site require park maintenance inspections for any vandalism as well as maintenance of the dock areas and signage.

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.

806: Senior Activity Center

The Senior Center is a designated shelter, warming/cooling center for the City and will be staffed during these types of events as directed by City Management. This site will also serve as a Voting site during election cycles.

807: Leander Activity Center

The Leander Activity Center is a designated shelter, warming/cooling center for the City and will be staffed during these types of events as directed by City Management.

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

The Public Information Officer is to be contacted and 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 and/or Parks and Recreation Manager 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 TABC 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 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 documented post event completion.
- 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 occurs frequently. 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

1102: Need for a Work Order Software System

The Department does currently operate by a structured work order system (Productive Parks).

- 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. Reports entered into the system are done post-event completion and not fully utilizing the system to generate work orders (tasks) in the system, due to lack of resources (staff time) available. A part time or full time staff member would greatly assist with data entry as well as task order processing and tracking.
- 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. Parks Maintenance and Operations Supervisor will work in coordination with the Director/Assistant Director and Parks and Recreation Manager during budget cycle, to identify and estimate costs for Maintenance Staff to attend Conferences/Trainings/Workshops, for the subsequent year.

1200: Addendum

Tab 1: 1201: Athletic Fields Maintenance Standards – full version (2017)

Tab 2: 1202: Park Mowing Contract

Tab 3: 1203: Playground Inspection Form

Tab 4: 1204: Park Inspection Form

Tab 5: 1205: Employee Vehicle Accident Form

Tab 6: 1206: Employee On-The-Job Injury (OJI) Form

Tab 7: 1207: Commemorative Tree Registration Form

Tab 8: 1208: Vehicle Inspection Form

Tab 9: 1209 Material Inventory Form \$100+

Tab 10: 1210: Maintenance Matrix-Parks

Tab 11: 1211: MSDS

Tab 13: 1212: Aquatics Policy/Procedures

Tab 14: 1213: Playground Audit Form



EXECUTIVE SUMMARY
6/11/2024

AGENDA SUBJECT:

Receive and make recommendations on the presentation of the Draft North Brushy Creek wastewater line replacement at Benbrook Ranch Park.

BACKGROUND:

Parks and Recreation Director, Mark Tummons, will present on the Draft North Brushy Creek wastewater line replacement at Benbrook Ranch Park.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. 30_plan 6-2024

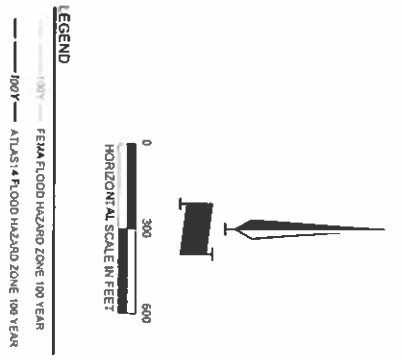
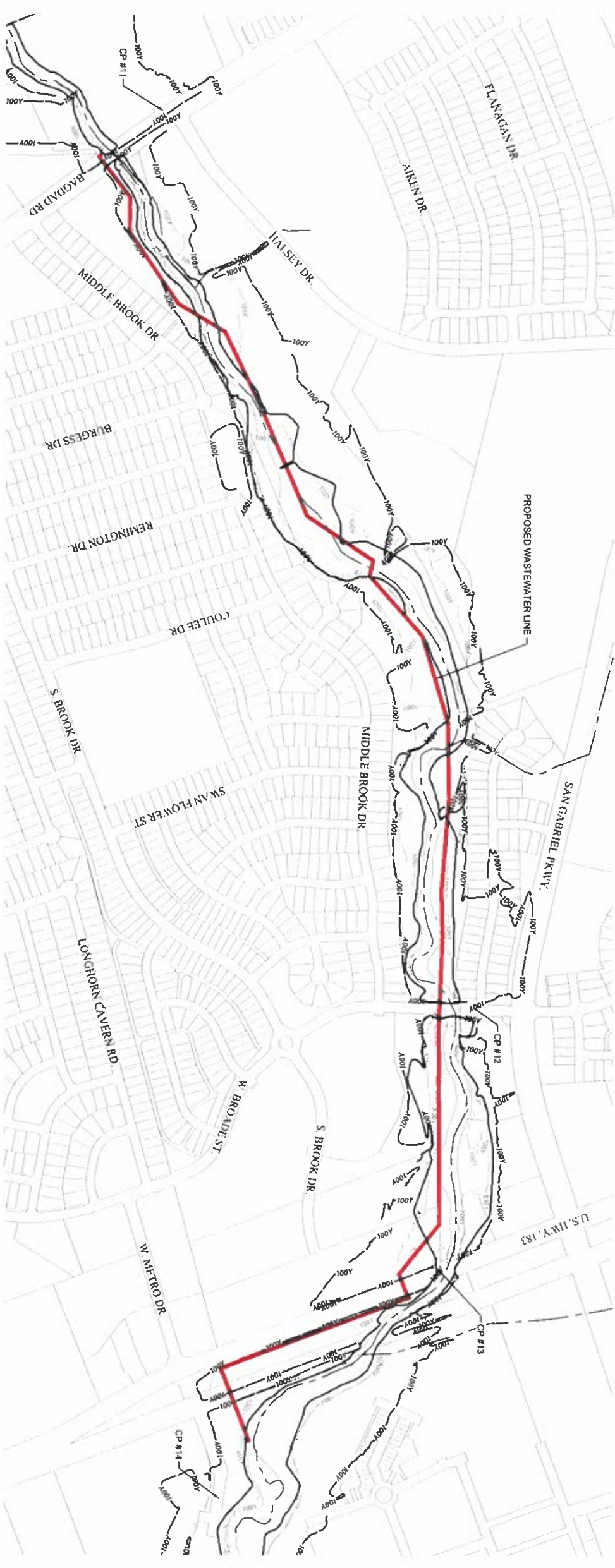
BENCHMARKS
 COORDINATES: SICHOM HERSON
 NAD 83
 4003. TEXAS CENTRAL U.S. FEET
 VERTICAL: NAVD83 U.S. FEET
 CAF: 0.99986

TO GET TO STATE PLANE
 COORDINATES X.CAF = STATE PLANE
 CP #10 - CUT 'X' ON A CONCRETE CURB INLET LOCATED ON THE WEST SIDE OF NORTH BAGDAD ROAD APPROXIMATELY 96' SOUTH WESTERLY OF THE INTERSECTION OF HALSEY DRIVE AND NORTH BAGDAD ROAD.
 COORDINATES:
 N: 10181743.33
 E: 3065986.48
 EL: 1000.18

CP #11 - CUT 'X' ON A CONCRETE CURB INLET LOCATED ON THE WEST SIDE OF WEST BROADE STREET APPROXIMATELY 63' SOUTH WESTERLY OF THE INTERSECTION OF WEST BROADE STREET AND WILFLOMER SPRINGS DRIVE.
 COORDINATES:
 N: 10189171.94
 E: 3074038.14
 EL: 972.85

CP #12 - CUT 'X' ON THE SOUTH END OF A CONCRETE HEADWALL LOCATED ON THE WEST SIDE OF NORTH U.S. HIGHWAY 183 BETWEEN SAN GABRIEL PARKWAY AND WEST METRO DRIVE APPROXIMATELY 810' SOUTHEASTERLY ALONG NORTH U.S. HIGHWAY 183 FROM THE INTERSECTION OF SAN GABRIEL PARKWAY AND NORTH U.S. HIGHWAY 183 AND APPROXIMATELY 1300' NORTHWESTERLY ALONG DRIVE AND NORTH U.S. HIGHWAY 183
 COORDINATES:
 N: 10188885.31
 E: 3075519.28
 EL: 965.80

CP #13 - CUT 'X' ON A CONCRETE CURB INLET LOCATED ON THE NORTH SIDE OF WEST METRO DRIVE APPROXIMATELY 100' NORTHWESTERLY FROM THE INTERSECTION OF WEST METRO DRIVE AND FULLMAN STREET
 COORDINATES:
 N: 10188885.31
 E: 3075519.28
 EL: 965.80



REV NO	BY	DATE	REVISION DESCRIPTION

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CITY OF LEANDER
 NORTH BRUSHY CREEK WASTEWATER INTERCEPTOR - BENBROOK SEGMENT, WW.41
 OVERALL LAYOUT

DRAFT 30%
 THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF FRANK T. PHELAN LIC. # 36874 05/23/2024
 IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES

PROJECT NUMBER	16020.00
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SHEET NUMBER	03 OF 11

APPROVAL
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EXECUTIVE SUMMARY
6/11/2024

AGENDA SUBJECT:

Receive and make recommendations on the presentation on the 2019 Parks, Recreation, and Public Spaces Comprehensive Plan Draft project priorities for 2024.

BACKGROUND:

Parks and Recreation Director, Mark Tummons, will present the 2019 Parks, Recreation, and Public Spaces Comprehensive Plan Draft project priorities.

HISTORY/TIMELINE:

- Burditt Land/Place was awarded the contract in 2018 to produce the Park's Comprehensive Plan.
- The plan was completed in 2019 and accepted by the City Council on March 7, 2019.
- The Parks and Recreation Board reviewed and updated the project priority list in 2020 and again in 2022.
- The Board will be reviewing the project priority list for 2024.

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. PARK PROJECT PRIORITIES 6-2024

CITY OF LEANDER PARKS AND RECREATION

PARK PROJECT PRIORITIES

Effective Date: January 2020

Based upon:

*2019 Park, Public Space and Recreation Comprehensive Plan;
Staff Strategic Planning, and
Parks and Recreation Board Planning*

Updated 6-2024

Gray = 0 – 3 years

Green = 3 – 5 years

Orange = 5 – 8 years

Blue = 8 - 10 years

Yellow = Recent Completions

Gray = 0 – 3 years

(Low Dollars/Low Effort) – NO PARTICULAR ORDER

Dog Park – Devine Lake (wait until Master Plan is completed)

Community Garden– Mason Homestead (seek volunteer group to assist)

Field 5 at Benbrook Ranch (FY 22 Funding – *(Completed)*)

Field 5 at Benbrook Ranch – need sideline and outfield fencing - *(Completed)*

Dog Waste Stations along various trails

Picnic area refurbishment – Bledsoe Park (Request in FY 23 Budget) *(Completed)*

Culvert/Drainage refurbishment – Bledsoe Park (Request in FY 23 Budget) *(Completed)*

Concession Stand refurbishment – Bledsoe Park

Skate Park upgrades – Benbrook Ranch Park (Request in FY 23 Budget)

(Moderate Dollars/Low to Moderate Effort)

Security Camera System – Veterans Park/Library (Request in FY 25 Budget)

Security Camera System – Benbrook Ranch Park

Security Camera System – Lakewood Park

Lakewood (and/or Devine Lake) Sustainability Certification (Request in FY 23 Budget)

(Moderate to high dollars/Moderate to High Effort)

Lease of Property on Hero Way for Activity Facility (Occupy March 2022) *(Completed)*

Bryson Farmstead – Preservation Plan – Historical Landmark (In process) *(Completed)*

Sculpture Garden – Lakewood Park – Ribbon Cutting August 2022. *(Completed)*

Devine Lake HOA Public Park Land Donations – (82.30 & 65.70 acres). *(Completed)*

Horizon Lake Public Park Land Donations and Development – (82 acres). *(Completed)*

Sullivan Tract Public Park Land Donation – (in process)

Travisso Public Park Land Donation Master Plan Development – (58 acres)

Batting Cages (additional) at Benbrook Ranch Park

(High Dollars/High Effort)

Old Town Park (Behind City Hall) - Design process completed. Waiting on other O.T construction

Golf Course – Phase I – Driving Range and Short Game Upgrades – *(Completed)*

Active Adult/Senior Activity Center - Design & Construction docs completed. **(In construction)**

Northline Central Park – in conjunction with the Northline Development – In process

Recreation Center Site Selection Master Plan and Design*

Recreation Center Development and Construction*

Devine Lake Master Plan (Request in FY 25 Budget)

Lakewood Park Tot/all-inclusive Playground addition

San Gabriel Park Master Plan (Completed)

San Gabriel Park-Phase 1 Design and Engineering - in process

- Girls Softball Complex
- Multi-use artificial turf sports fields (Soccer, Lacrosse, Rugby, Field Hockey, Football)
- Adult Softball Complex
- Trail Head/Nature Center/Interpretive Center for Dinosaur tracks

San Gabriel River Trail (Linear Park) – (In process along with SG Park Design)

- Pedestrian access under 183A –CTRMA to connect with park shared-use pedestrian path.
- Trail Head at the Park

Pave existing North Brushy Creek Trail - Benbrook Ranch Park (begin in 2024)

Playground Replacement Program – begin in 2023 – prioritize replacements *(completed Bledsoe Playground and Devine Lake Playground in 2023)*

Shade Cover over the Playground – Bledsoe Park (Completed)

- Shade Cover over playground – Benbrook Ranch Park
- Shade Cover over playground – Mason Creek Park
- Shade Cover over the Playground – Northcreek Ranch

Add Concession Stand – Benbrook Ranch Park

A Public Park within 10 minute walk of every home – track percentages (%)

Additional park land acquisition for parks, trails and trail heads

Green = 3 – 5 years

(Low Dollars/Low Effort) – NO PARTICULAR ORDER

Trail identification mile markers – Sarita Valley Trail (and other trails) (Proposed)

New Backstop netting – Benbrook Ranch Park

Upgrade existing and add New Pavilions – Devine Lake

New Playground (out of flood plain) – Devine Lake (Completed)

Additional Landscaping – Mason Homestead

Baseball Backstop (Practice Field) – Northcreek Ranch

Benches at Trails – Sarita Valley; Brushy Creek in TOD, etc.

(Moderate Dollars/Low to Moderate Effort)

Trail head at Mason Creek Trail along Sonny and South West Drives

Brushy Creek Trail at Hero Way (Bond project - Postponed until further notice)*

Additional Picnic Pavilions – Benbrook Ranch Park

UV Sanitation System – Bledsoe Park Aquatic Center. (Completed)

Additional Paved Trails - Devine Lake (inside and perimeter)

Parking Expansion – Devine Lake

Bird Blind – Devine Lake

Championship Disc Golf Course – Lakewood Park

Pave perimeter walking trail (new) – Northcreek Ranch

Pave walking trail and other upgrades - Mason Creek Park

Mason Homestead house maintenance – Exterior painting, wood trim replacement, cisterns – to be done in 2024.

(Moderate to high dollars/Moderate to High Effort)

Expansion of Benbrook Disc Golf Course – Championship level. (Completed)

Bryson Farmstead preservation construction – home and barns

Additional Batting cages – Benbrook Ranch Park

Replace decomposed granite trails with paved/concrete walking trails – Benbrook Ranch

Fishing Pier - Devine Lake

Group Pavilion – Devine Lake

Expand/pave trails with boardwalks as needed – Devine Lake

Pave existing trails (perimeter) - Bledsoe Park

Existing Trail heads with signage monuments and kiosks

Brushy Creek Trail – 183A to Ronald Reagan

(High Dollars/High Effort)

San Gabriel Park- Phase 2*

Community Built Playground – Veterans Park/Library

Leander Commons Park (At TOD/across for ACC) Design and Construction

Re-furbish/expand Skate park – Benbrook Ranch Park

***2016 Approved Bond Projects**

Orange = 5-8 years

(Low Dollars/Low Effort)

Trail refurbishment – Mason Creek Park (in process through developer)

Small sports courts such as Tetherball; Four-square; ½ court Basketball; etc. – Mason Creek Park

Add picnic pavilions, restrooms, at Horizon Lake Park

(Moderate Dollars/Low to Moderate Effort)

Outdoor exercise equipment – Benbrook Ranch Park

Relocation of the basketball court (if Pool is expanded) – Bledsoe Park

Marquis/LED Signs at Parks – Primary: Park Office and Bledsoe; Secondary: Benbrook

Add Parking Spaces (8-10) – Northcreek Ranch

Basketball Court (new) – Northcreek Ranch

Continue paved walking trails– Mason Creek Greenway

Picnic pavilion – Sarita Valley Trail

Outdoor exercise equipment – Sarita Valley Trail

Additional parking spaces - Veterans Park

Additional Sand Volleyball Courts – Locations TBD

(Moderate to high dollars/Moderate to High Effort)

Large Trail Head along Brushy Creek along 2243 near Waste Water Station

Expanded aquatics facilities (beach entry/water play) – Bledsoe Park

Splash pad renovation/expansion – Bledsoe Park

Bird Blind/Observation Areas – Devine Lake (possible Master Gardner’s project)

Boardwalk – Devine Lake (possible Eagle Scout Project)

Pocket Parks for underserved communities – develop locations

Mason Homestead house maintenance – Interior painting, wood work replacement

Trail extension – Sarita Valley Trail

Trail Head Parking – Sarita Valley Trail

Nature-oriented trails – Various Locations

On-street bike lanes – Various Locations

Riparian (Floodplain) Corridor Protection – Various sites

Habitat and Conservation Preservation Sites - Various

(High Dollars/High Effort)

San Gabriel Park – Phase 3 (if needed)

Baseball 8 or 12-plex and concession/restrooms (Sport Tourism)

Travisso Park Development (New) – Future 58 acre Travisso Park

Blackburn Community Park – Ronald Reagan Blvd. – SE side of Leander

New Regional Park or Parks (100 acres+)

Acquire property for additional parking at Lakewood Park

Trail Connections (example: under Ronald Reagan at San Gabriel River and at Brushy Creek)

Lakewood Park Performance and Concert Stage – **Design Completed** – RFI for naming rights

Bledsoe Park Improvements from 2019 Comprehensive Plan – Pool expansion; beach and water play; pool bathhouse; new pool bathhouse; renovated splashpad

Crystal Falls Golf Club:

Irrigation system replacement - CFGC

Cart path upgrades- CFGC

Topographic upgrades (playability) - CFGC

Pro Shop Expansion

Restaurant- CFGC (Completed in 2021)

New/Enhanced Greens- CFGC (to be done in 24/25)

Enhanced outdoor patio and event space - CFGC

Park and Recreation Office Relocation and/or Expansion – Municipal Drive

Library Expansion, Relocation, Repurpose, second site – Public Library

Blue = 8-10 years

(Low Dollars/Low Effort)

Additional Trails and Pedestrian pathways (especially connecting other parks and/or trails) -
See existing CIP

(Moderate Dollars/Low to Moderate Effort)

BMX/Mountain Bike Facility

(Moderate to high dollars/Moderate to High Effort)

Public Tennis Courts; Tennis Center (Indoor) –Devine Lake Park or other

Basketball Courts – Devine Lake Park

Sand Volleyball – Devine Lake Park

Additional Trail heads – Various trail locations

(High Dollars/High Effort)

Pool Bath house renovation/expansion – Bledsoe Park

Pool enclosure for indoor use during winter– Bledsoe Park

Synthetic Turf replacement at Bledsoe Park (2027-2030)

Indoor Aquatic Center featuring Olympic size pool

9-hole lighted par 3 golf course

Festival/Event grounds – Location TBD

Convention Center/Sports Arena – In conjunction with others (CVB; Private partnership)

Yellow = Completions (2017 – 2020)

Minor Projects (Low Dollars/Low Effort)

Refurbish Amphitheater Stage at Bledsoe Park
Refurbish Bledsoe Park Splash Park
Basketball Court upgrades at Bledsoe Park
Pedestrian Bridge at Benbrook Park (over Brushy Creek)
Ballfield Maintenance and Storage Facility – Benbrook Ranch Park
Park Office Art Mural Project – Municipal Drive
Mason Homestead trees

Moderate Projects (Moderate Dollars/Low to Moderate Effort)

Mason Creek Trail Extension*
Bledsoe Pool Re-plaster
Bledsoe Fitness Court
Bledsoe Park Security Camera System
City/Cap Metro Trail Project (Adjoin ACC)
Golf Course Easement Acquisition

Major Projects (Moderate to High dollars/Moderate to High Effort)

Amphitheater/Berm seating area – Veterans Park
Additional Parking Lot North – Bledsoe Park
Eagle Statue at Bledsoe Park*
Senior Activity Center Architecture Design, Engineering and Constructions documents
Devine Lake Park – Additional 75 Acres

Extensive Projects (High Dollars/High Effort)

Synthetic Turf at Bledsoe Park Athletic Complex (2017-18)*
Crystal Falls Median Landscaping & Beautification (2018)*
Veterans Park – Phases I, II, & III (2019)*
Benbrook Ranch Park – 4th Ballfield Addition (2020)
Lakewood Park (9-2020)*

***- Approved Bond Projects**



EXECUTIVE SUMMARY
6/11/2024

AGENDA SUBJECT:

Receive and make recommendations on the presentation of the Draft Adopt a Park Program.

BACKGROUND:

Parks and Recreation Director, Mark Tummons, will present the Draft Adopt a Park Program. The primary intention of this program is to partner with various community entities to match selective maintenance and special projects within the City's park system to sustain a clean, safe, and aesthetic environment. The City of Leander's park system includes over 400 acres of parks, trails, and natural areas, and this program can assist in encouraging community ownership, protection, and nurturing of parks, and identify future park supporters and community leaders.

HISTORY/TIMELINE:

The program is anticipated to begin on 10/01/2024

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. CITY OF LEANDER TEXAS ADOPT A PARK PROGRAM OVERVIEW

CITY OF LEANDER TEXAS ADOPT-A-PARK PROGRAM

PURPOSE

The primary intention of this program is to partner with various community entities to match selective maintenance and special projects within the City's park system in order to sustain a clean, safe, and aesthetic environment. The City of Leander's park system includes over 400 acres of parks, trails and natural areas and this program can assist in encouraging community ownership, protection and nurturing of parks, and identify future park supporters and community leaders.

GUIDELINES

The Adopt-a-Park Program is voluntary and designed for organizations, businesses and individuals desiring to enhance the appearance of our parks and contribute to their local community. Tasks include routine maintenance, clean-up, and beautification of our parks, trails and open spaces. The City of Leander Parks and Recreation Department will work with individuals, groups, organizations and businesses to select a park, trail or natural area. Selection is done on a first come first served basis.

The term of the agreement will be for an initial one (1) year period. If agreeable by both parties the agreement may be renewable for an additional one (1) year period. Each adopting group will be committed to a minimum of four (4) visits per year performing the maintenance outlined in the agreement.

The Leander Parks and Recreation Department will:

- Identify parks, park areas, trail/trailhead, or natural areas needs and provide instruction for the assigned work project.
- Place a sign in the park, natural area, or trail/trailhead crediting the individual, organization/group or business for their assistance.
- Provide trash bags and be responsible for collecting and disposing of the filled bags.
- Provide, if available, minor tools and equipment (rakes, shovels, small hand tools, etc.) to conduct the project.

Children under the age of eighteen (18) participating with the adopting group will be required to have emergency contact information accessible at the site. There must also be one adult supervisor for every seven (7) children/youth.

Adopting individuals or group will need to:

1. Complete a log sheet of the hours worked and submit them within one week of the completion of your workday to the Parks and Recreation Department. The form will be provided by the Parks and Recreation Department (see attachments).
2. Notify the Parks and Recreation Department at minimum of four weeks in advance of a workday. This notification will also include the type of work to be performed.

SAFETY GUIDELINES

These recommendations are not all inclusive. Take all precautions necessary to avoid accidents.

Safety DO'S

- DO make sure that all participants are familiar with Departmental safety recommendations.
- DO assign one volunteer as a safety coordinator who will oversee other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
- DO wear light or brightly colored clothing which is appropriate for the work associated with the program.
- Hard-soled, closed toe and protective shoes and gloves are required.
- DO dress appropriately for the weather and take breaks on a regular basis.
- DO work only when the weather is fair and in the daylight.
- DO bring water to drink and wear sunscreen and sunglasses.
- DO be aware of your physical limitations. Refrain from doing any activities beyond your capabilities.
- DO be aware of traffic on adjacent roads and driveways.
- DO watch and take precaution for:
 - Snakes, bees, ants, other animals and insects.
 - Noxious and poisonous weeds.
 - Glass, barbed wire, pipes and debris with sharp or rusted edges.
 - Unexpected holes or ditches.

Safety DON'TS

- DON'T step into the roadway for any reason. Don't pick up litter or debris on the roadway surface or close to the edge of the road.
- DON'T go bare footed or wear flip flops.
- DON'T park vehicles in "No Parking" areas.
- DON'T play around or do anything to distract passing drivers or park patrons.
- DON'T bring pets to the site.
- DON'T leave children/youth unattended at any time.
- DON'T pick up any materials that may be hazardous to your health (e.g. chemicals, firearms, hypodermic needles, etc.).
- Please notify the Parks and Recreation Department if hazardous conditions exist. Call 911 for emergencies or _____ for nonemergency's.

ADOPT-A-PARK APPLICATION

Please type or print legibly.

Organization Name (as it is to appear on a sign):

Organization Contact Person: _____

Telephone: _____ Cell:

Email: _____

Mailing Address: _____

Estimated # Participants: _____ Annual # of workdays: _____

Preferred Adoption Location: _____

Projected Start Date:

Anticipated workday(s): M T W TH F Sa Su

(please circle one day)

STATEMENT OF UNDERSTANDING

As representative of this organization, I have read and agree to abide by the polices, regulations, and safety recommendations put forth by City of Leander in regard to the Adopt-A-Park Program. I understand that this is an application for the Adopt-A-Park Program and that a Department representative will contact me to finalize an Agreement. In addition, I understand that a Department Representative will make the final determination as to whether a group can participate and will make the final determination of the park, natural land, trail/trailhead assignment.

Signature: _____ Date:

ADOPT-A-PARK
MEMORANDUM OF UNDERSTANDING
BETWEEN
City of Leander Parks and Recreation Department
AND
Program Participant/Organization

ADOPT-A-PARK PROGRAM
MINOR PARTICIPANT AGREEMENT

I, the undersigned, hereby represent that my child(ren) has/have volunteered to participate in the City of Lander Adopt-A-Park Program during the Agreement Period

_____.

I have read the safety recommendations associated with the Program and have discussed them with my child(ren).

I acknowledge and am aware that participation in this program has inherent risks and hazards. I understand that it is my child(ren)'s responsibility to be aware of his/her physical condition and refrain from doing any physical activities beyond his/her capabilities.

I agree to defend, indemnify and hold harmless the City of Leander, and its officers and its employees, and hereby release the same, from and against any and all liability, claims, demands and expenses, including court costs and reasonable attorney fees, on account of any property damage, bodily injury, sickness, damage, or other loss of any kind whatsoever, which arise out of or are in any manner connected with the work to be performed under the Adopt-A-Park Program, if such injury, loss or damage is caused in whole or in part by, the act, omission, or other fault of my child(ren).

Name of Child:

Address:

Name of Child:

Address:

Name of Child:

Address:

Contact in Case of an Emergency:

Emergency Contact Telephone Number(s):

Parent's/Guardian Signature: _____ Date:
