

# CITY OF TAYLOR

## COMMUNITY PARKS OPERATIONS AND MAINTENANCE PLAN

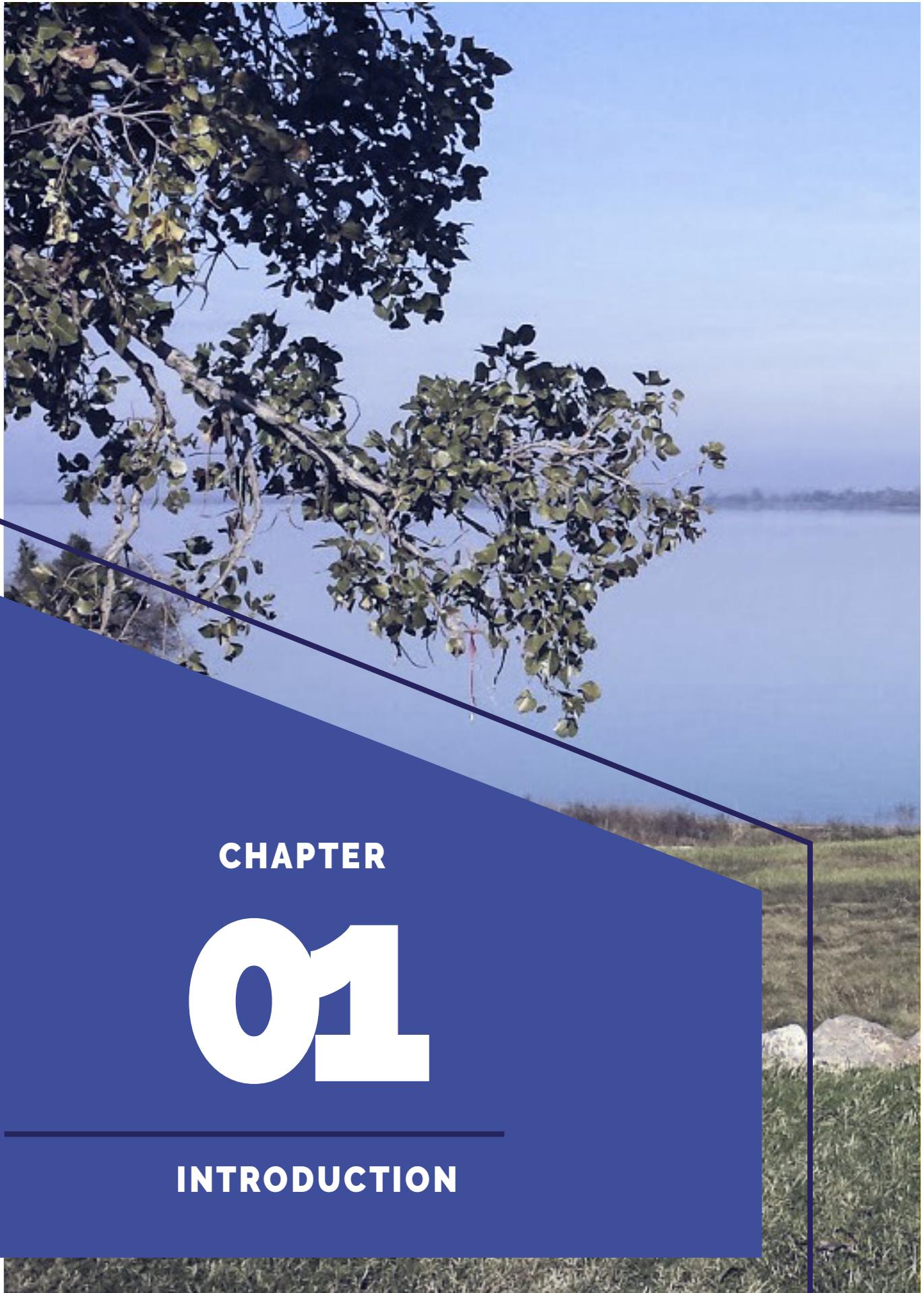
MAY 2021



HALFF

# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>03</b>
Executive Summary	
<b>TAYLOR PARKS SYSTEM AT-A-GLANCE</b>	<b>05</b>
Park Classifications	
Inventory	
Operating Budget	
Organizational Chart & Staffing Levels	
FTE Comparisons	
NRPA Park Maintenance Modes	
<b>TAYLOR COMMUNITY PARKS - EXISTING CONDITIONS &amp; COSTS</b>	<b>17</b>
Taylor Regional Park	
Murphy Park	
Fannie Robinson Park	
Bull Branch Park	
<b>OPERATIONS &amp; MAINTENANCE RECOMMENDATIONS</b>	<b>24</b>
Taylor Regional Park	
Murphy Park	
Fannie Robinson Park	
Bull Branch Park	
<b>APPENDICES</b>	<b>40</b>
Appendix A    Weekly Park Evaluation Form	
Appendix B    Park O&M Cost Estimate Template	
Appendix C    Manpower Estimate Template	
Appendix D    Detailed Explanation of Maintenance Modes	



## EXECUTIVE SUMMARY

### Purpose

Using Industry Standards, Best Management Practices, existing City of Taylor work order data and staff interviews, Halff Associates, Inc developed this report with the explicit intent of establishing and standardizing levels of service and applying those appropriately to the Community Parks that exist in the City of Taylor's inventory. It was also created for the express purpose of assistance with determining the appropriate level of staffing required to maintain these specific City assets.

The National Recreation and Park Association's Park Maintenance Standards and "mode system" was used as a guide, but this manual includes elements that are unique to Taylor so that it can specifically address its existing conditions and expected levels of service.

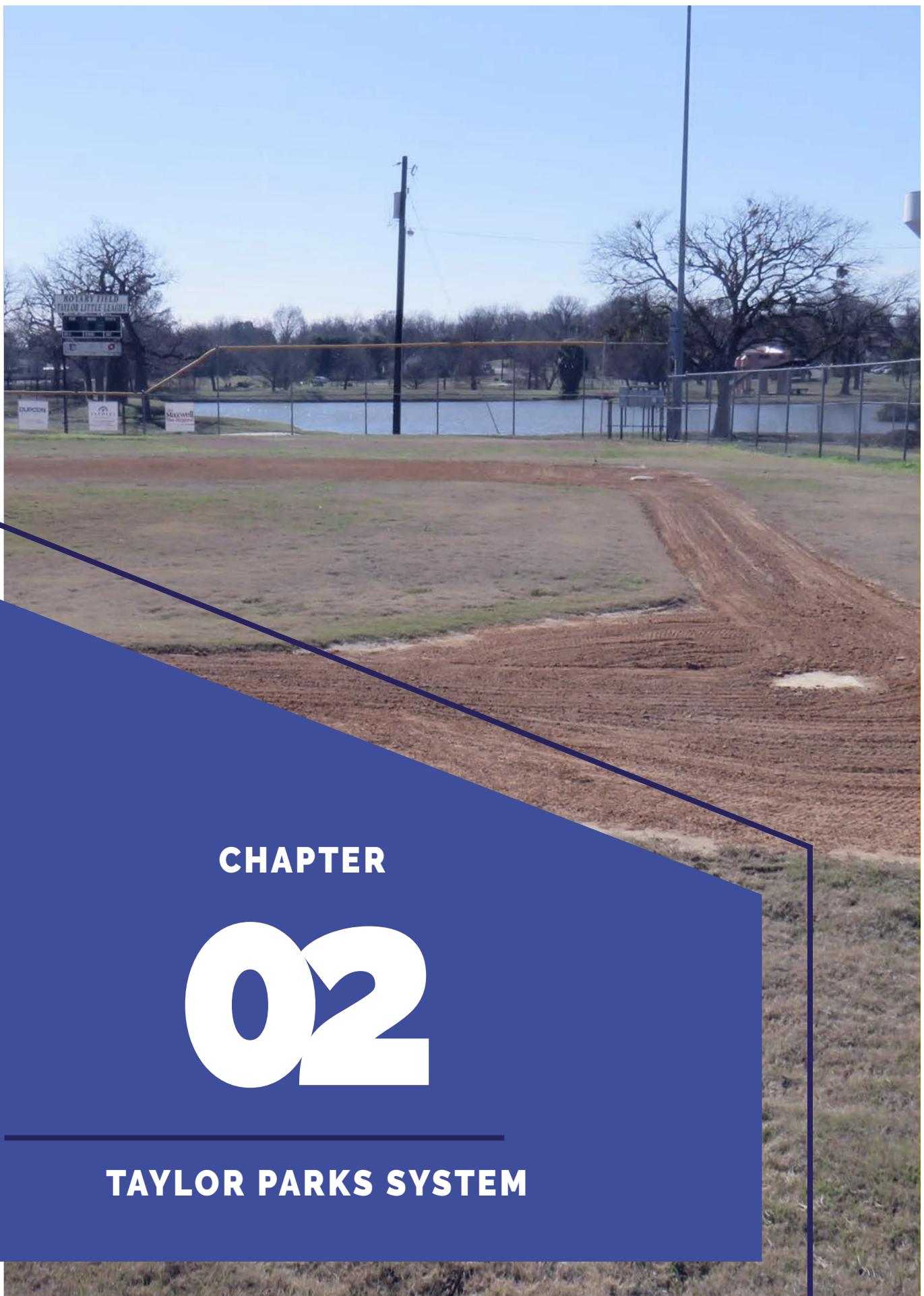
This manual has been prepared for public information and to be used as a guide to employees of the Parks & Recreation Department. This manual will serve as general direction for the area and frequency of maintenance for our parks, facilities, and equipment. This manual should be complimented with training to better ensure that maintenance staff is providing safe, clean and aesthetic parks.

### Parks Operations & Maintenance Responsibilities

Operations & Maintenance of the City of Taylor's Parks and Facilities is currently shared by the Parks & Recreation and Public Works Departments. Parks & Recreation staff are primarily responsible for all work that occurs at Taylor Regional Park, maintenance of other sports fields and other sports facilities throughout town, pool maintenance and miscellaneous cleaning and repair of parks and associated facilities. Public Works provides assistance with litter control, playscape maintenance, tree maintenance, trail maintenance, cleaning of some facilities and management of the parks mowing contract.

### Budget & Staffing Summary

The City of Taylor Parks & Recreation Department has a total operating budget for FY2021 of a little over \$1M. It is estimated that approximately 70% of that or \$700k is dedicated to maintenance of the City's parks and facilities. There is an additional estimated \$232k that is part of the Public Works budget (\$77k labor & \$155k mowing contract). Parks & Recreation currently employs eight (8) Full-Time Employees (FTE's). Seven (7) of those are dedicated to Parks Operations and Maintenance with one (1) of those being the Parks & Recreation Superintendent. That means that six (6) Parks & Recreation FTE's are currently dedicated to completing operations and maintenance tasks. There is an equivalent of two and a third (2.3) Public Works FTE's (based on total manhours) that are assisting on duties across the entire park system. **For operations and maintenance of the entire Taylor parks system there is the equivalent of eight and one-third (8.3) FTE's. This plan is specific to the Community Parks and estimates that in order to complete the appropriate levels of operations and maintenance for the just those four parks, there is a need for over eight (8) FTE's. When factoring Operations & Maintenance of the overall parks system, which was not studied here, it is anticipated that the required number of FTE's will exceed eleven (11).**



# TAYLOR PARKS AT-A-GLANCE



The Parks and Recreation Department is responsible for maintaining twenty athletic fields, three pools and a splash pad, developing and implementing city wide special events, sustaining tourism through activities at the Taylor Regional Park and Sports Complex and providing other recreational activities through cooperation with

Local leagues and associations.

Its Mission is “to enhance the quality of life through positive recreational experiences in the community by maintaining and enhancing park facilities and athletic fields, and facilitating quality special event programming and sports tournaments.”

## PARK CLASSIFICATIONS

The City of Taylor Parks System offers a variety of parks, trails and open spaces. Park users can choose to walk, bike, run and play at places with a range of amenities from pavilions, gazebos, playgrounds and aquatic facilities like the Murphy Park Pool and several splash pads.

Parks in Taylor’s System are divided into several classifications:



### COMMUNITY PARKS

10 to 100 acres in size. Community parks primarily serve multiple neighborhoods and contain athletic fields and large playgrounds. They offer both active and passive recreation. Better vehicular accessibility than neighborhood parks.



### NEIGHBORHOOD PARKS

Size varies but typically less than 2 acres. Neighborhood parks primarily serve individual neighborhoods and are typically within walking or biking distance



### SPECIALTY PARKS

Size varies but typically less than 3 acres. Special use facilities are constructed to accommodate specific recreational activities

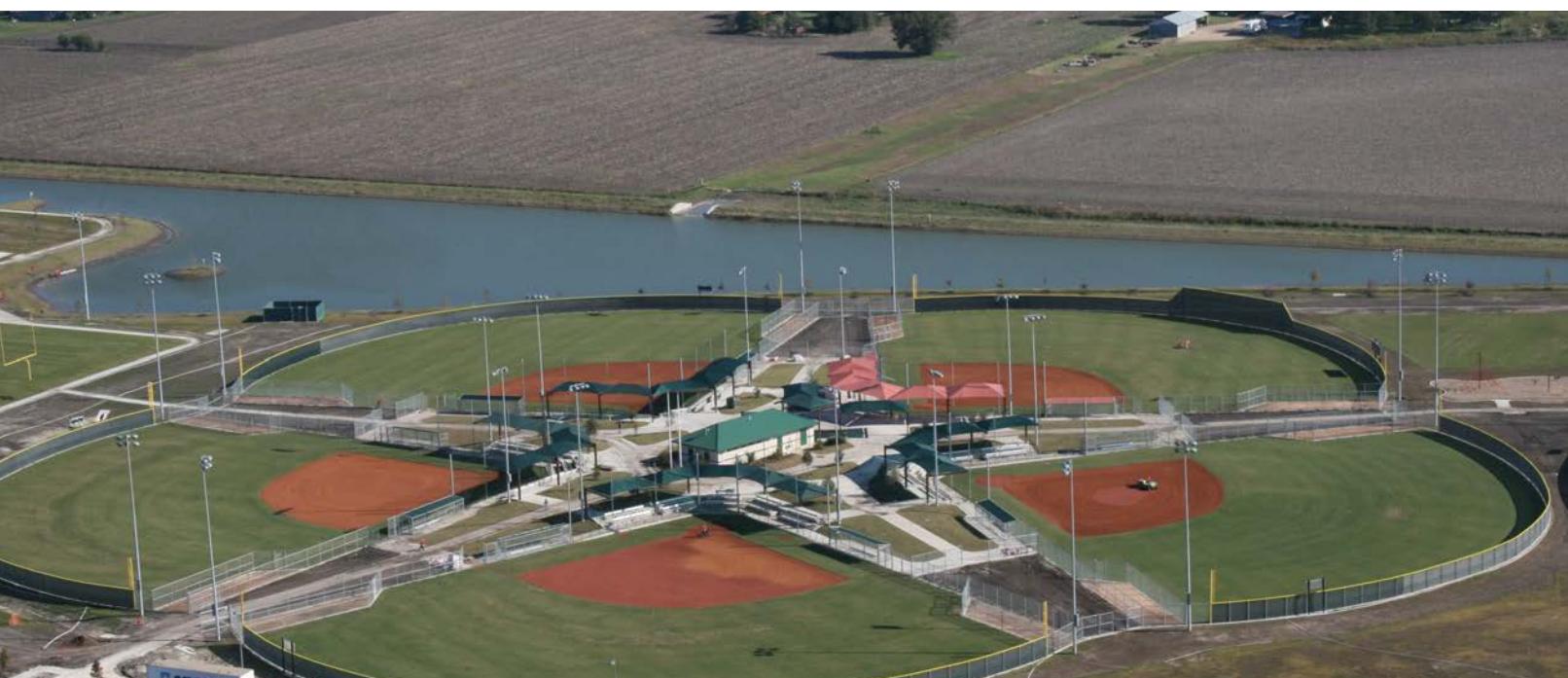


### OPEN SPACE/UNDEVELOPED

Size varies. Green-space and natural areas typically include passive recreation and conservation lands. These facilities vary in size and do not serve a specific geographic region and can serve as ecological habitat areas for wildlife and water quality control or as undeveloped parkland.

## INVENTORY

Park Acres, Usage and Mode Application				
Park Name	Acreage	Usage	Mode	Location
Community Parks				
Murphy Park	60	High	II & I-B	1600 Veterans Dr
Bull Branch Park	50	High	II	Randall St
Fannie Robinson Park	20	High	II & I-B	260 S. Dolan St.
Taylor Regional Park	80	High	I-A	210 Carlos G. Parker Blvd.
Pierce Park	0.34			326 Porter St
Burkett Street Greenbelt	17			813 Burkett St
Neighborhood Parks				
Gano Courts	0.3			606 Gano St
Jason Park	1.429			2509 Jason Dr
Mallard Neighborhood Park	0.15			2509 Jason Dr
Specialty Parks				
Heritage Square	2			400 N Main St
Doak Ball Fields	10			501 Doak St
Open Space/Undeveloped				
East Fourth Street Park	3.04			Hwy 79 & Dolan St
East Third Street Park	0.13			E 3rd St
Dolan Avenue Park	4.5			427 LP
<b>Total Acres</b>	<b>248.89</b>			



## ORGANIZATIONAL STRUCTURE

The following narrative describes the roles that are currently in the Parks & Recreation Department's Organizational Chart.

### PARKS & RECREATION DIRECTOR

The Parks & Recreation Director shall be responsible for supervising, reviewing, scheduling and monitoring the operations and maintenance within the park system. This will also include coordinating with third-party groups for maintenance needs before and after a special events.

### PARKS & RECREATION SUPERINTENDENT

The Parks & Recreation Superintendent shall be responsible for supervising, reviewing, scheduling and monitoring the operations and maintenance within the park system. This will also include coordinating with other departments, subcontractors and third-party groups for maintenance needs before and after a special events.

### MAINTENANCE STAFF

#### Crew Leader

This person shall oversee and verify the quality of work completed by the maintenance laborers. They may serve as the liaison between the Parks & Recreation Superintendent and the individual maintenance laborers and will be responsible for informing the Parks & Recreation Superintendent of issues, concerns or questions that arise during maintenance activities.

#### Athletic Field Tech

This person is generally supervised by a Crew Leader or Parks & Recreation Superintendent.

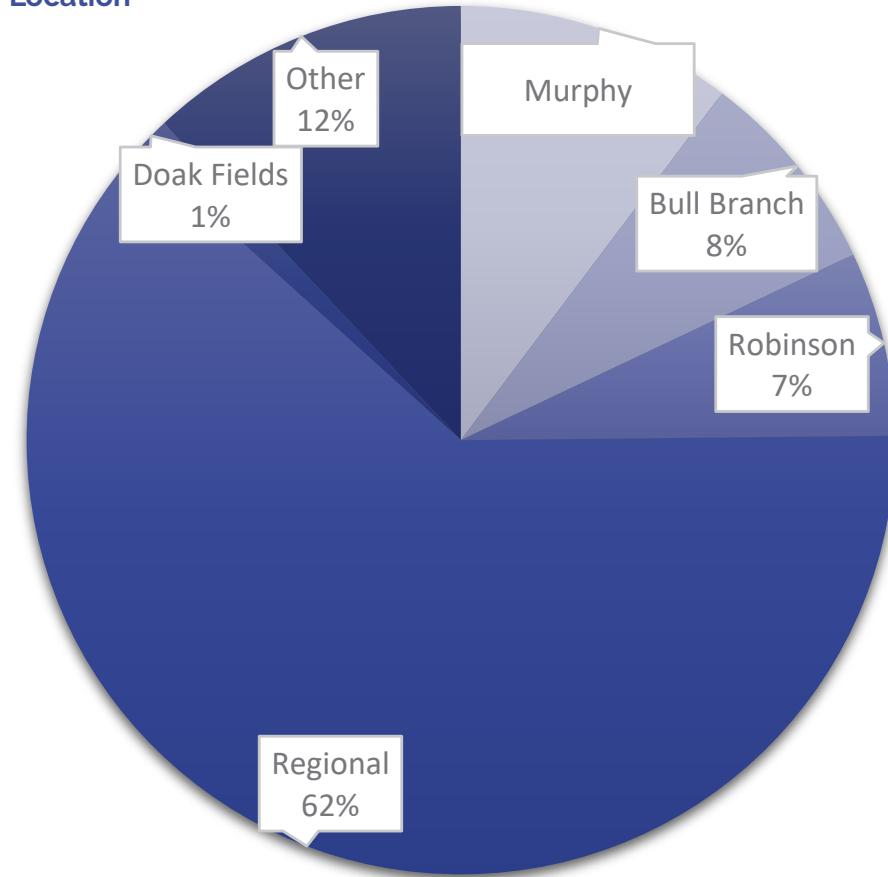
**The Parks & Recreation Department has eight (8) total FTE's in the FY2021 Operating Budget. Six (6) of these are dedicated to the Operations & Maintenance of the City's park system.**

## Park Operations and Maintenance for Taylor

The City of Taylor currently handles Parks Operations and Maintenance with a two-pronged approach. Both the Parks and Recreation and Public Works Departments are responsible for various activities. The Parks & Recreation Department has seven (7) full-time staff dedicated to its responsibilities and approximately \$850K of the total \$1.04M Parks & Recreation Annual Budget goes to Park Maintenance. The Public Works Department does not have dedicated staff for their responsibilities, but spends approximately \$45K per year towards Park Maintenance. In addition to these two departments, the City also utilizes an outside contractor for parks mowing.

The Parks & Recreation Department's primary focus is Taylor Regional Park. This can be easily seen by the breakdown of tracked hours worked by location

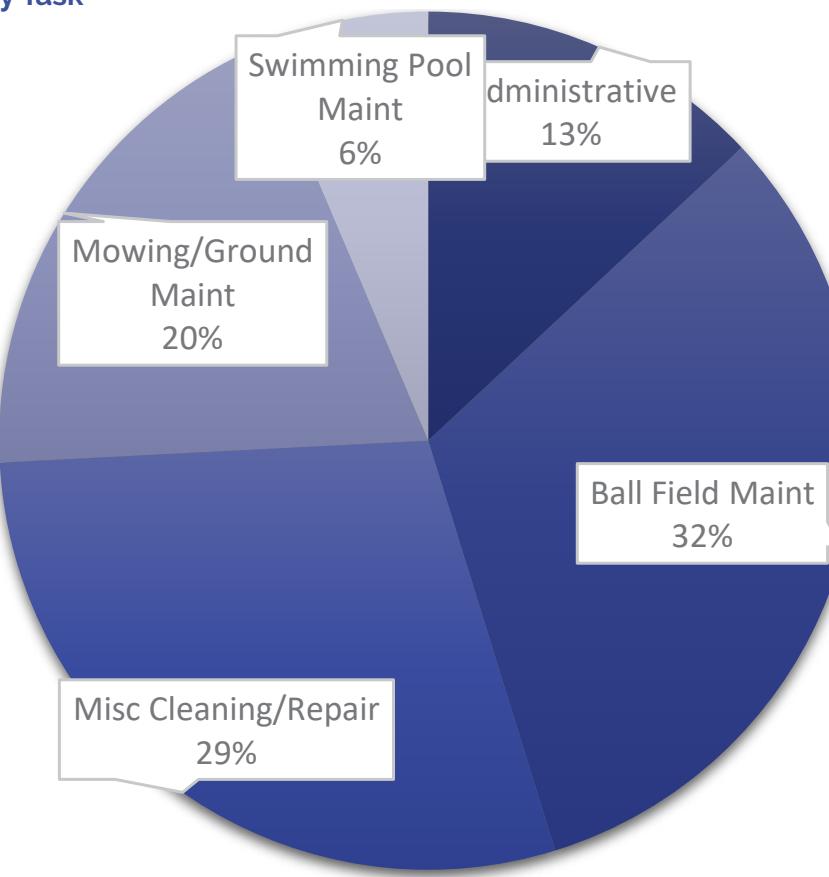
Hours Worked by Location



Approximately 87% of the total hours worked are conducted at the four Community Parks included in this Operations and Maintenance Plan. "Other" at 12% represents the balance of the parks system and other activities.

The vast majority of the time spent at Taylor Regional Park involves sports field maintenance, prep for weekend tournaments and cleanup after such. Other duties undertaken by Parks & Recreation Staff include maintenance and repairs at other parks, pavilion and other rental facilities "make-readies", litter control, pool maintenance, special events and shared restroom cleaning with Public Works.

Hours Worked by Task



Public Works staff manage the existing mowing contract, share in restroom cleaning duties, maintain the City's playgrounds and provide other assistance with heavy and specialized repairs like parking lot maintenance and drainage work.

# TAYLOR COMMUNITY PARKS

## COMPARISONS TO AREA CITIES

### COMPARISONS TO AREA CITIES

CITY	POPULATION	MAINTAINED ACRE-AGE	MAINTAINED ACRES PER CAPITA PER 1,000	PARKS MAINTENANCE BUDGET	MAINTENANCE COSTS PER CAPITA	COST PER MAINTAINED ACRE	MAINTENANCE FTE'S	MAINTENANCE FTE'S PER CAPITA PER 1,000	MAINTAINED ACRES PER FTE
TAYLOR	18000	322↓	17.89↑	\$930,000.00↓*	\$50.00↑	\$2,795.03↑	8↓	0.44	46
HUTTO	36,000	165	4.58	\$550,000.00	\$15.28	\$3,333.33	4	0.11	41.25
BUDA	20,000	380	19.00	\$800,000.00	\$40.00	\$2,105.26	11	0.55	34.55
KYLE	48,000	620	12.92	\$1,300,000.00	\$27.08	\$2,096.77	15	0.31	41.33
LEANDER	62,000	430	6.94	\$1,650,000.00	\$26.61	\$3,837.21	18	0.29	23.89
CEDAR PARK	85,000	655	7.71	\$1,800,000.00	\$21.18	\$2,748.09	24	0.28	27.29
PFLUGERVILLE	73,000	1100	15.07	\$1,750,000.00	\$23.97	\$1,590.91	24	0.33	45.83
GEORGETOWN	90,000	1000	11.11	\$3,000,000.00	\$33.33	\$3,000.00	22	0.24	45.45
ROUND ROCK	120,000	1529	12.74	\$5,000,000.00	\$41.67	\$3,270.11	56	0.47	27.30
AVERAGE	66,750	735	11.99	\$1,872,222.22	\$31.63	\$2,787.48	22	0.33	35.86

\* INCLUDES \$320K FROM  
PW BUDGET (APPROX.  
\$77K IN LABOR AND  
\$155K FOR PARKS MOW-  
ING CONTRACT)

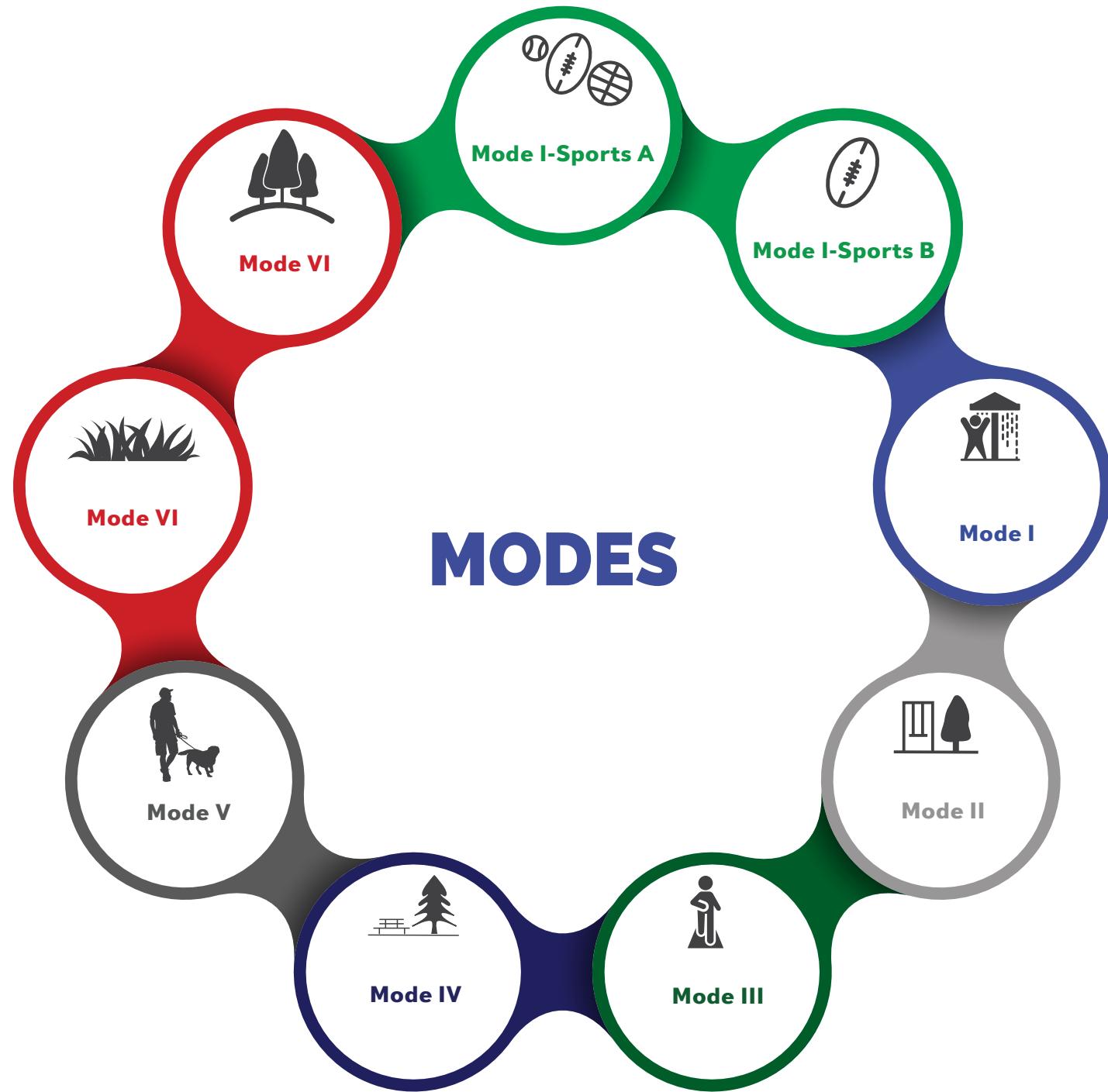
NOT A KEY INDICATOR

BETTER THAN AVERAGE

WORSE THAN AVERAGE

## NRPA PARK MAINTENANCE MODES

Levels of Service for maintaining parks and the frequency of maintenance are differentiated through a “mode system”. Each mode is broken into thirteen elements. All parks or facilities may not contain all elements of each mode.



**Mode I-Sports A** – Involves state of the art maintenance applied to a high quality sports field or facility that receives high usage for games and practices.

**Mode I-Sports B** – Involves state of the art maintenance applied to a high quality sports field or facility that receives high usage for practices.

**Mode I** - Involves state of the art maintenance applied to a high quality, diverse landscape usually a high traffic urban areas such as public squares, malls and/or high coverage parks.

**Mode II** - Involves a high level of maintenance associated with well-developed park areas with reasonably high Usage.

**Mode III** - Involves a moderate level of maintenance associated with moderate or low development of parks with intermediate or low levels of usage.

**Mode IV** - Involves a low level of maintenance associated with undeveloped or remote parks with low usage.

**Mode V** - Involves maintenance for natural areas associated with limited opportunities for recreational use.

**Mode VI** – Grow Zone - Involves a minimum level of maintenance for areas identified as “Grow Zones”.

**Mode VI** - Involves a minimum level of maintenance for undeveloped properties.



## MAINTENANCE ELEMENTS

Each mode contains some or all of these maintenance elements:

**Turf Care** mowing, aeration, reseeding or sodding, weed control

**Fertilizer** fertilization of turf, trees, shrubs or floral plantings

**Irrigation** automated or manual watering of turf, trees, shrubs or floral plantings

**Litter Control** pick-up and disposal of trash, receptacle service and cleaning

**Arbor Care** pruning, training and trimming of trees, shrubs and floral plantings

**Disease and Insect Control** prevention, correction and management of disease and/or insects in turf, trees, shrubs, floral plantings or buildings either by chemical or cultural methods

**Lighting** cleaning, lamp replacement and maintenance of security, field, accent, or walkway lights

**Surfaces** sweeping, cleaning, washing and maintenance of walkways, floors or play surfaces

**Repairs** maintenance required by inspection or schedule to facilities or equipment

**Inspection** visual and physical examination of a park, facility, equipment or component of the aforementioned to insure compliance, safety, and proper operation

**Floral** watering, fertilizing, disease control, pruning, weeding, planting or removal  
Planting of ornamental or flowering plants

**Restrooms** cleaning, sweeping, washing and stocking of restrooms

**Special** equipment or facilities such as fountains, drinking fountains, sculptures, speaker systems, features, flag poles, goals, nets, screens, parking devices, tables, benches, play units, signs and any equipment or special facility within a park or building



# TAYLOR COMMUNITY PARKS EXISTING CONDITIONS

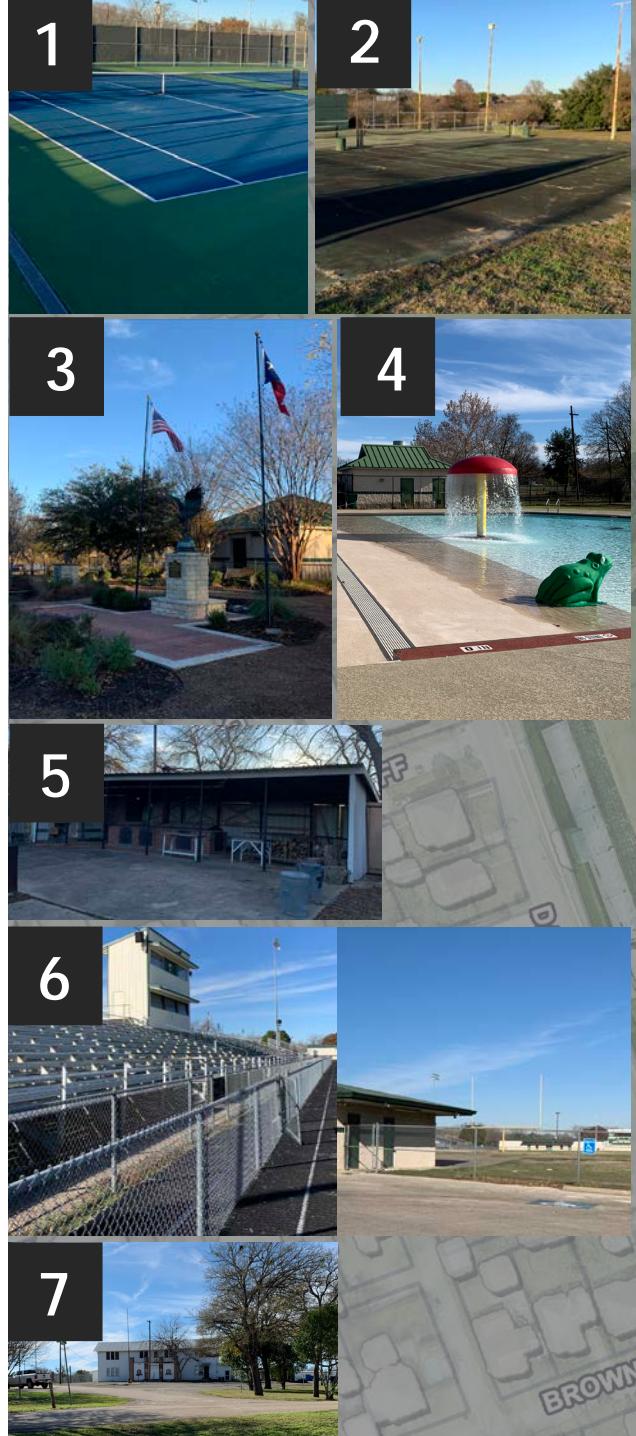
## TAYLOR REGIONAL PARK

- Pavilion
- Restroom
- Playground
- Baseball Fields
- Trails
- Soccer Fields



# TAYLOR COMMUNITY PARKS EXISTING CONDITIONS

## MURPHY PARK



# TAYLOR COMMUNITY PARKS EXISTING CONDITIONS

## BULL BRANCH PARK

- Pavilion
- Restroom
- Playground
- Fishing Pier
- Baseball Fields
- Trails



# TAYLOR COMMUNITY PARKS EXISTING CONDITIONS

## FANNIE ROBINSON PARK



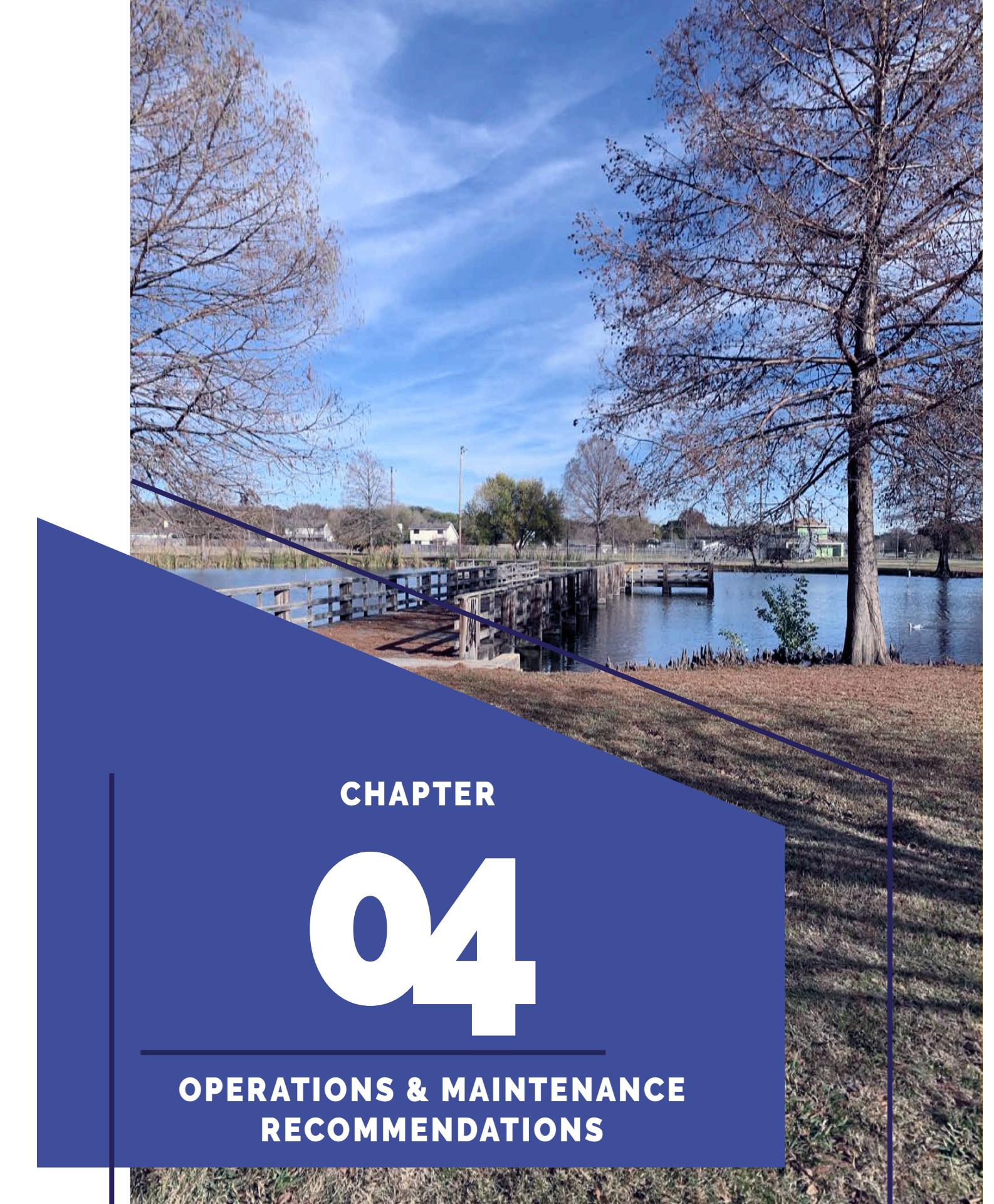
# TAYLOR COMMUNITY PARKS

## ESTIMATED ANNUAL COST OF MAINTENANCE

ESTIMATED ANNUAL COST OF MAINTENANCE				
ACTIVITY	TAYLOR REGIONAL PARK	MURPHY PARK	ROBINSON PARK	BULL BRANCH PARK & TRAIL
<b>MOWING</b>				
LABOR	\$49,481.28	\$2,420.28	\$1,613.52	\$2,151.36
MATERIALS	\$2,500.00	\$500.00	\$500.00	\$500.00
<b>SUBTOTAL</b>	<b>\$51,981.28</b>	<b>\$2,920.28</b>	<b>\$2,113.52</b>	<b>\$2,651.36</b>
<b>AERATION</b>				
LABOR	\$1,075.68	\$44.82	\$44.82	\$89.64
MATERIALS	\$300.00	\$50.00	\$50.00	\$100.00
<b>SUBTOTAL</b>	<b>\$1,375.68</b>	<b>\$94.82</b>	<b>\$94.82</b>	<b>\$189.64</b>
<b>FERTILIZATION &amp; WEED CONTROL</b>				
LABOR	\$717.12	\$44.82	\$44.82	\$89.64
MATERIALS	\$4,000.00	\$500.00	\$500.00	\$750.00
<b>SUBTOTAL</b>	<b>\$4,717.12</b>	<b>\$544.82</b>	<b>\$544.82</b>	<b>\$839.64</b>
<b>OVERSEEDING</b>				
LABOR	\$358.56	\$44.82	\$44.82	\$89.64
MATERIALS	\$1,500.00	\$150.00	\$150.00	\$300.00
<b>SUBTOTAL</b>	<b>\$1,858.56</b>	<b>\$194.82</b>	<b>\$194.82</b>	<b>\$389.64</b>
<b>TOPDRESSING</b>				
LABOR	\$38,724.48	\$89.64	\$2,151.36	\$358.56
MATERIALS	\$3,000.00	\$250.00	\$250.00	\$500.00
<b>SUBTOTAL</b>	<b>\$41,724.48</b>	<b>\$339.64</b>	<b>\$2,401.36</b>	<b>\$858.56</b>
<b>INFIELD MAINTENANCE</b>				
LABOR	\$9,681.12	\$44.82	\$1,075.68	\$89.64
MATERIALS	\$1,500.00	\$200.00	\$200.00	\$400.00
<b>SUBTOTAL</b>	<b>\$11,181.12</b>	<b>\$244.82</b>	<b>\$1,275.68</b>	<b>\$489.64</b>
<b>FIELD STRIPING</b>				
LABOR	\$19,362.24	\$44.82	\$1,075.68	\$89.64
MATERIALS	\$1,500.00	\$200.00	\$200.00	\$400.00
<b>SUBTOTAL</b>	<b>\$20,862.24</b>	<b>\$244.82</b>	<b>\$1,275.68</b>	<b>\$489.64</b>
<b>LITTER CONTROL</b>				

Labor	\$49,077.90	\$5,050.08	\$5,050.08	\$5,050.08
Materials	\$2,000.00	\$250.00	\$250.00	\$300.00
subtotal	\$51,077.90	\$5,300.08	\$5,300.08	\$5,350.08
<b>Swimming Pool Maintenance</b>				
Labor	\$8,179.65	\$0.00	\$8,179.65	\$0.00
Materials	\$5,000.00	\$0.00	\$1,500.00	\$0.00
subtotal	\$13,179.65	\$0.00	\$9,679.65	\$0.00
<b>Pavilion Make-Readies</b>				
Labor	\$6,991.92	\$10,100.16	\$2,431.52	\$2,431.52
Materials	\$150.00	\$200.00	\$100.00	\$100.00
subtotal	\$7,141.92	\$10,300.16	\$2,531.52	\$2,531.52
<b>General Maint &amp; Repairs</b>				
Labor	\$9,322.56	\$2,431.52	\$2,431.52	\$2,431.52
Materials	\$1,500.00	\$400.00	\$400.00	\$600.00
subtotal	\$10,822.56	\$2,831.52	\$2,831.52	\$3,031.52
<b>Weekend Tournaments</b>				
Labor	\$28,684.80	\$0.00	\$0.00	\$0.00
subtotal	\$28,684.80	\$0.00	\$0.00	\$0.00
<b>Contract Mowing (Not Sports Fields)</b>				
Contract Mowing	\$44,550.00	\$25,775.40	\$13,645.80	\$30,324.00
<b>Utilities</b>				
Water	\$18,500.00	\$1,387.50	\$1,387.50	\$2,775.00
\$1.85 per 1000 gallons - .00185	10,000,000.00	750,000.00	750,000.00	1,500,000.00
Electricity	\$40,000.00	\$1,000.00	\$1,000.00	\$2,000.00
paid by Leagues	\$0.00	\$0.00	\$0.00	\$0.00
subtotal	\$58,500.00	\$2,387.50	\$2,387.50	\$4,775.00
Totals	\$347,657.31	\$51,178.68	\$44,276.77	\$51,920.24
Supervision % per location	0.50	0.05	0.05	0.10
Supervision Amount	81,368.00	8,136.80	8,136.80	16,273.60
Totals	<b>\$429,025.31</b>	<b>\$59,315.48</b>	<b>\$52,413.57</b>	<b>\$68,193.84</b>

**Total Estimated Annual Cost of Maintenance for  
Taylor Community Parks is \$608,948.20**



CHAPTER  
**04**  
OPERATIONS & MAINTENANCE  
RECOMMENDATIONS

# TAYLOR REGIONAL PARK

## MAINTENANCE AREAS



### Legend

#### Priority

- High
- Low

# TAYLOR REGIONAL PARK

## MAINTENANCE FREQUENCIES

MAINTENANCE TASK	HALFF PROPOSED
OVERALL	PARK INSPECTION COMPLETED MONTHLY
LITTER	
POLICE ENTIRE AREA/COLLECT LITTER	3-5/WEEK - MARCH 1 - NOVEMBER 30, 2/WEEK - DECEMBER 1 - FEBRUARY 28
EMPTY TRASH CANS/REPLACE LINERS	1/DAY - MARCH 1 - NOVEMBER 30, 1/WEEK - DECEMBER 1 - FEBRUARY 28
EMPTY TRASH CANS @ ATHLETIC FIELDS	1/DAY - MARCH 1 - NOVEMBER 30 (EARLY MORNING), 2/MONTH - DECEMBER 1 - FEBRUARY 28
DRINKING FOUNTAINS	
CLEAN (REMOVE DEBRIS, WIPE)	1/WEEK - MARCH 1 - NOVEMBER 30
GRILLS	
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
CLEAN	1/WEEK - MARCH 1 - NOVEMBER 30
PARK BENCHES/PICNIC TABLES	
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
CLEAN/WIPE AS REQUIRED W/ DISINFECTANT	1/WEEK - MARCH 1 - NOVEMBER 30
PRESSURE WASH	2/SEASON - MARCH & JULY
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
PAINT/STAIN/SAND	1/YEAR
PLAYGROUNDS	
INSPECT ALL PLAYGROUNDS MONTHLY	YEAR ROUND
FISHING PIER	
INSPECT MONTHLY	YEAR ROUND
LANDSCAPE MAINTENANCE	
PRUNE	2/YEAR - EARLY SPRING, SUMMER (DEPENDS UPON SPECIES)
INSPECT FOR DISEASE/INSECTS	1/MONTH - MARCH 1 - NOVEMBER 30
WEED	1/MONTH - MARCH 1 - NOVEMBER 30
MULCH (SPECIFY TYPE)	1 APPLICATION/YEAR WITH DOUBLESHREDDED MIXED HARDWOOD
BASKETBALL COURTS	
SWEEP/BLOW AS NEEDED	1/WEEK - MARCH 1 - NOVEMBER 30
PRESSURE WASH	1/YEAR - SPRING
NET INSPECTION	1/MONTH YEAR ROUND
BLEACHER/PLAYERS' BENCH AREAS	
PRESSURE WASH CONCRETE PADS	2/YEAR - MARCH & JULY
PRESSURE WASH BLEACHERS/BENCHES	2/YEAR - MARCH & JULY
SWEEP/BLOW CONCRETE PADS	2/MONTH - MARCH 1 - NOVEMBER 30
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
RESTROOMS	

CLEAN (PEAK SEASON)	1/DAY - MARCH 1 - NOVEMBER 30
CLEAN (OFF SEASON-OPEN RESTROOMS ONLY)	3-5/WEEK-DECEMBER 1-FEBRUARY 28
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
PAVILIONS	
SWEEP/BLOW	1/WEEK - MARCH 1 - NOVEMBER 30 AND/OR PRIOR TO RESERVATIONS
PRESSURE WASH	1/MONTH - MARCH 1 - NOVEMBER 30
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
TURF/GROUNDS	
ATHLETIC TURF	
AERATE	4/YEAR BETWEEN APRIL 1 - OCTOBER 31
FERTILIZE	3/YEAR BETWEEN APRIL 1 - OCTOBER 31
MOW	3/WEEK - MARCH 1 - NOVEMBER 30 (HYBRID BERMUDA), 2/WEEK - DECEMBER 1 - FEBRUARY 28 (ANNUAL RYE)
WEED CONTROL/CHEMICAL APPLICATIONS	3/SEASON (SPRING, SUMMER, FALL)
DRAG SKINNED AREAS	1/DAY - GAME FIELDS - DURING SEASON, 1/WEEK - PRACTICE FIELDS - DURING SEASON
FIELD MARKING	
PAINTING	
CHALKING	
PARK/OPEN SPACE TURF	
AERATE	2/YEAR - FALL AND SPRING
FERTILIZE	2/YEAR - FALL
WEED CONTROL	2/YEAR - SPRING AND FALL
MOW/TRIM	1/WEEK - MARCH 15 - NOVEMBER 15
REMOVE STICKS/ROCKS/DEBRIS/ETC.	1/MONTH YEAR ROUND (AS NEEDED)
IRRIGATION	
PARK TURF WATERING-UP TO 1"/WEEK AS NEEDED	MARCH 15 - NOVEMBER 30
ATHLETIC TURF WATERING-UP TO 1.5"/WEEK AS NEEDED	MARCH 15 - NOVEMBER 30
TREES	
PRUNE	1/THREE YEARS
REMOVE STUMPS	WITHIN 30 DAYS OF TREE REMOVAL
INSPECT	1/THREE YEARS
LEAF REMOVAL	
LEAF REMOVAL/MULCHING	1/WEEK (7 DAY CYCLE) - NOVEMBER 1 - DECEMBER 31

# MURPHY PARK MASTER PLAN

The updated Master Plan for Murphy Park includes several additions/renovations that must be considered when projecting future maintenance requirements and recommendations. These additions/renovations specifically considered:



# MURPHY PARK

## MAINTENANCE AREAS



### Legend

#### Priority

- High (Red)
- Low (Green)

# MURPHY PARK

## MAINTENANCE FREQUENCIES

MAINTENANCE TASK	HALFF PROPOSED
OVERALL	PARK INSPECTION COMPLETED MONTHLY
LITTER	
POLICE ENTIRE AREA/COLLECT LITTER	3-5/WEEK – MARCH 1 – NOVEMBER 30, 2/WEEK – DECEMBER 1 – FEBRUARY 28
EMPTY TRASH CANS/REPLACE LINERS	1/DAY – MARCH 1 - NOVEMBER 30, 1/WEEK – DECEMBER 1 – FEBRUARY 28
EMPTY TRASH CANS @ ATHLETIC FIELDS	1/DAY – MARCH 1 - NOVEMBER 30 (EARLY MORNING), 2/MONTH – DECEMBER 1 - FEBRUARY 28
DRINKING FOUNTAINS	
CLEAN (REMOVE DEBRIS, WIPE)	1/WEEK – MARCH 1 – NOVEMBER 30
GRILLS	
INSPECT	1/WEEK – MARCH 1 – NOVEMBER 30
CLEAN	1/WEEK – MARCH 1 – NOVEMBER 30
PARK BENCHES/PICNIC TABLES	
INSPECT	1/WEEK – MARCH 1 - NOVEMBER 30
CLEAN/WIPE AS REQUIRED W/ DISINFECTANT	1/WEEK – MARCH 1 - NOVEMBER 30
PRESSURE WASH	2/SEASON – MARCH & JULY
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
PAINT/STAIN/SAND	1/YEAR
PLAYGROUNDS	
INSPECT ALL PLAYGROUNDS MONTHLY	YEAR ROUND
TENNIS COURTS	
LANDSCAPE MAINTENANCE	
PRUNE	2/YEAR – EARLY SPRING, SUMMER (DEPENDS UPON SPECIES)
INSPECT FOR DISEASE/INSECTS	1/MONTH – MARCH 1 - NOVEMBER 30
WEED	1/MONTH – MARCH 1 - NOVEMBER 30
MULCH (SPECIFY TYPE)	1 APPLICATION/YEAR WITH DOUBLESHREDDED MIXED HARDWOOD
BASKETBALL COURTS	

SWEEP/BLOW AS NEEDED	1/WEEK – MARCH 1 – NOVEMBER 30
PRESSURE WASH	1/YEAR – SPRING
NET INSPECTION	1/MONTH YEAR ROUND
BLEACHER/PLAYERS' BENCH AREAS	
PRESSURE WASH CONCRETE PADS	2/YEAR – MARCH & JULY
PRESSURE WASH BLEACHERS/BENCHES	2/YEAR – MARCH & JULY
SWEEP/BLOW CONCRETE PADS	2/MONTH – MARCH 1 – NOVEMBER 30
INSPECT	1/WEEK – MARCH 1 – NOVEMBER 30
RESTROOMS	
CLEAN (PEAK SEASON)	1/DAY – MARCH 1 – NOVEMBER 30
CLEAN (OFF SEASON-OPEN RESTROOMS ONLY)	3-5/WEEK-DECEMBER 1-FEBRUARY 28
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
SWIMMING POOL	
SPLASHPAD	
PAVILIONS	
SWEEP/BLOW	1/WEEK – MARCH 1 – NOVEMBER 30 AND/OR PRIOR TO RESERVATIONS
PRESSURE WASH	1/MONTH – MARCH 1 – NOVEMBER 30
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
AMERICAN LEGION BUILDING	
TURF/GROUNDS	
ATHLETIC TURF	
AERATE	4/YEAR BETWEEN APRIL 1 – OCTOBER 31
FERTILIZE	3/YEAR BETWEEN APRIL 1 - OCTOBER 31
MOW	3/WEEK – MARCH 1 - NOVEMBER 30 (HYBRID BERMUDA), 2/WEEK – DECEMBER 1 - FEBRUARY 28 (ANNUAL RYE)
WEED CONTROL/CHEMICAL APPLICATIONS	3/SEASON (SPRING, SUMMER, FALL)

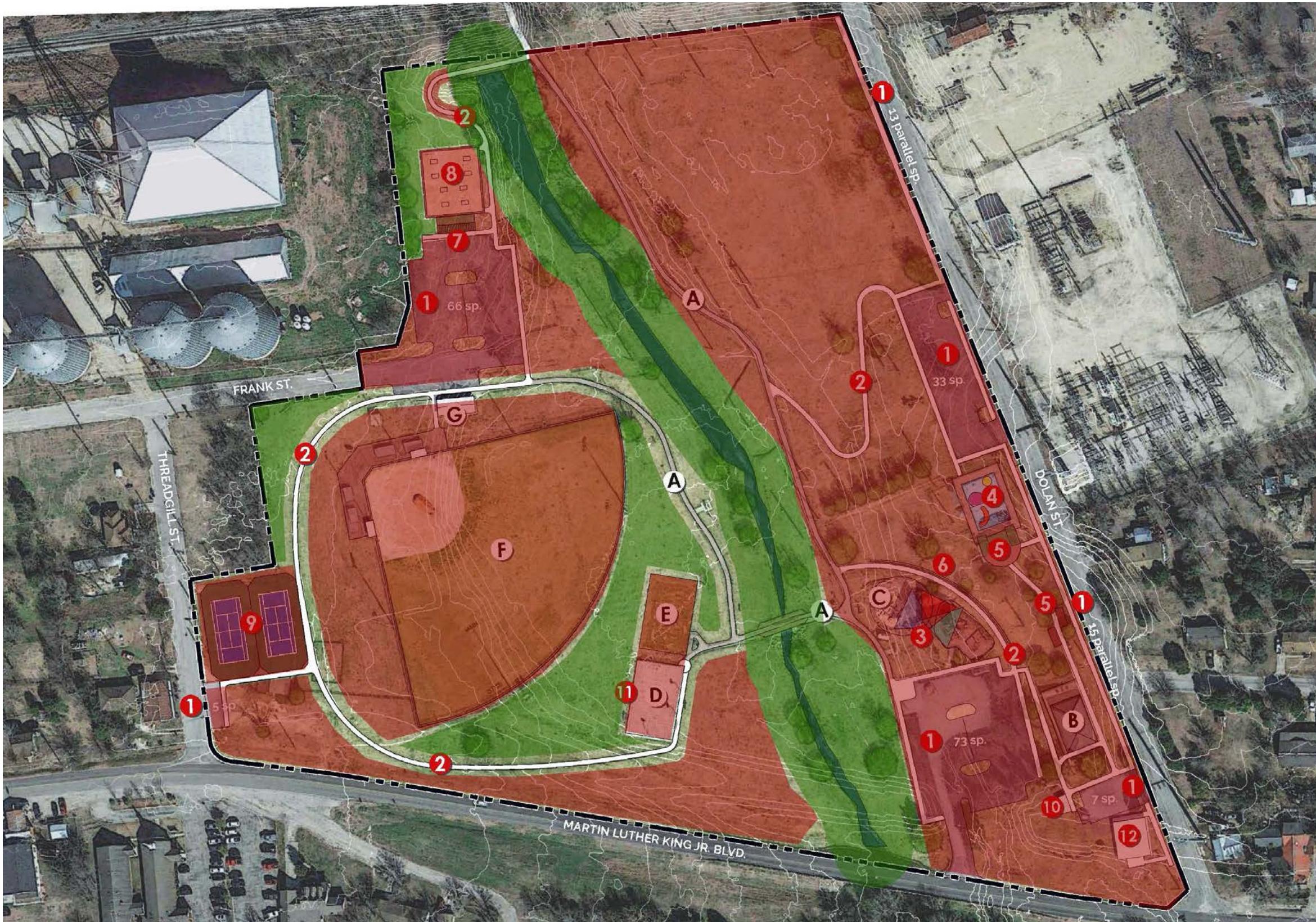
# FANNIE ROBINSON PARK

## MASTER PLAN



# FANNIE ROBINSON PARK

## MAINTENANCE AREAS



### Legend

#### Priority

- High (Red)
- Low (Green)

# FANNIE ROBINSON PARK

## MAINTENANCE FREQUENCIES

MAINTENANCE TASK	HALF PROPOSED
OVERALL	PARK INSPECTION COMPLETED MONTHLY
LITTER	
POLICE ENTIRE AREA/COLLECT LITTER	3-5/WEEK - MARCH 1 - NOVEMBER 30, 2/WEEK - DECEMBER 1 - FEBRUARY 28
EMPTY TRASH CANS/REPLACE LINERS	1/DAY - MARCH 1 - NOVEMBER 30, 1/WEEK - DECEMBER 1 - FEBRUARY 28
EMPTY TRASH CANS @ ATHLETIC FIELDS	1/DAY - MARCH 1 - NOVEMBER 30 (EARLY MORNING), 2/MONTH - DECEMBER 1 - FEBRUARY 28
DRINKING FOUNTAINS	
CLEAN (REMOVE DEBRIS, WIPE)	1/WEEK - MARCH 1 - NOVEMBER 30
GRILLS	
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
CLEAN	1/WEEK - MARCH 1 - NOVEMBER 30
PARK BENCHES/PICNIC TABLES	
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
CLEAN/WIPE AS REQUIRED W/ DISINFECTANT	1/WEEK - MARCH 1 - NOVEMBER 30
PRESSURE WASH	2/SEASON - MARCH & JULY
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
PAINT/STAIN/SAND	1/YEAR
PLAYGROUNDS	
INSPECT ALL PLAYGROUNDS MONTHLY	YEAR ROUND
TENNIS COURTS	
LANDSCAPE MAINTENANCE	
PRUNE	2/YEAR - EARLY SPRING, SUMMER (DEPENDS UPON SPECIES)
INSPECT FOR DISEASE/INSECTS	1/MONTH - MARCH 1 - NOVEMBER 30
WEED	1/MONTH - MARCH 1 - NOVEMBER 30
MULCH (SPECIFY TYPE)	1 APPLICATION/YEAR WITH DOUBLESHREDDED MIXED HARDWOOD
BASKETBALL COURTS	
SWEEP/BLOW AS NEEDED	1/WEEK - MARCH 1 - NOVEMBER 30
PRESSURE WASH	1/YEAR - SPRING
NET INSPECTION	1/MONTH YEAR ROUND
BLEACHER/PLAYERS' BENCH AREAS	
PRESSURE WASH CONCRETE PADS	2/YEAR - MARCH & JULY
PRESSURE WASH BLEACHERS/BENCHES	2/YEAR - MARCH & JULY
SWEEP/BLOW CONCRETE PADS	2/MONTH - MARCH 1 - NOVEMBER 30
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
RESTROOMS	
CLEAN (PEAK SEASON)	1/DAY - MARCH 1 - NOVEMBER 30

CLEAN (OFF SEASON-OPEN RESTROOMS ONLY)	3-5/WEEK-DECEMBER 1-FEBRUARY 28
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
SWIMMING POOL	
SPLASHPAD	
PAVILIONS	
SWEEP/BLOW	1/WEEK - MARCH 1 - NOVEMBER 30 AND/OR PRIOR TO RESERVATIONS
PRESSURE WASH	1/MONTH - MARCH 1 - NOVEMBER 30
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
COMMUNITY CENTER	
TURF/GROUNDS	
ATHLETIC TURF	
AERATE	4/YEAR BETWEEN APRIL 1 - OCTOBER 31
FERTILIZE	3/YEAR BETWEEN APRIL 1 - OCTOBER 31
MOW	3/WEEK - MARCH 1 - NOVEMBER 30 (HYBRID BERMUDA), 2/WEEK - DECEMBER 1 - FEBRUARY 28 (ANNUAL RYE)
WEED CONTROL/CHEMICAL APPLICATIONS	3/SEASON (SPRING, SUMMER, FALL)
DRAG SKINNED AREAS	1/DAY - GAME FIELDS - DURING SEASON, 1/WEEK - PRACTICE FIELDS - DURING SEASON
FIELD MARKING	
PAINTING	
CHALKING	
PARK/OPEN SPACE TURF	
AERATE	2/YEAR - FALL AND SPRING
FERTILIZE	2/YEAR - FALL
WEED CONTROL	2/YEAR - SPRING AND FALL
MOW/TRIM	1/WEEK - MARCH 15 - NOVEMBER 15
REMOVE STICKS/ROCKS/DEBRIS/ETC.	1/MONTH YEAR ROUND (AS NEEDED)
IRRIGATION	
PARK TURF WATERING-UP TO 1"/WEEK AS NEEDED	MARCH 15 - NOVEMBER 30
ATHLETIC TURF WATERING-UP TO 1.5"/WEEK AS NEEDED	MARCH 15 - NOVEMBER 30
TREES	
PRUNE	1/THREE YEARS
REMOVE STUMPS	WITHIN 30 DAYS OF TREE REMOVAL
INSPECT	1/THREE YEARS
LEAF REMOVAL	

# BULL BRANCH PARK

## MASTER PLAN

The updated Master Plan for Bull Branch Park includes several additions/renovations that must be considered when projecting future maintenance requirements and recommendations. These additions/renovations specifically considered:



# BULL BRANCH PARK

## MAINTENANCE AREAS



### Legend

#### Priority

High
Low

# BULL BRANCH PARK

## MAINTENANCE FREQUENCIES

MAINTENANCE TASK	HALFF PROPOSED
OVERALL	PARK INSPECTION COMPLETED MONTHLY
LITTER	
POLICE ENTIRE AREA/COLLECT LITTER	3-5/WEEK - MARCH 1 - NOVEMBER 30, 2/WEEK - DECEMBER 1 - FEBRUARY 28
EMPTY TRASH CANS/REPLACE LINERS	1/DAY - MARCH 1 - NOVEMBER 30, 1/WEEK - DECEMBER 1 - FEBRUARY 28
EMPTY TRASH CANS @ ATHLETIC FIELDS	1/DAY - MARCH 1 - NOVEMBER 30 (EARLY MORNING), 2/MONTH - DECEMBER 1 - FEBRUARY 28
DRINKING FOUNTAINS	
CLEAN (REMOVE DEBRIS, WIPE)	1/WEEK - MARCH 1 - NOVEMBER 30
GRILLS	
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
CLEAN	1/WEEK - MARCH 1 - NOVEMBER 30
PARK BENCHES/PICNIC TABLES	
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
CLEAN/WIPE AS REQUIRED W/ DISINFECTANT	1/WEEK - MARCH 1 - NOVEMBER 30
PRESSURE WASH	2/SEASON - MARCH & JULY
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
PAINT/STAIN/SAND	1/YEAR
PLAYGROUNDS	
INSPECT ALL PLAYGROUNDS MONTHLY	YEAR ROUND
FISHING PIER	
INSPECT MONTHLY	YEAR ROUND
LANDSCAPE MAINTENANCE	
PRUNE	2/YEAR - EARLY SPRING, SUMMER (DEPENDS UPON SPECIES)
INSPECT FOR DISEASE/INSECTS	1/MONTH - MARCH 1 - NOVEMBER 30
WEED	1/MONTH - MARCH 1 - NOVEMBER 30
MULCH (SPECIFY TYPE)	1 APPLICATION/YEAR WITH DOUBLESHREDDED MIXED HARDWOOD
BASKETBALL COURTS	
SWEEP/BLOW AS NEEDED	1/WEEK - MARCH 1 - NOVEMBER 30
PRESSURE WASH	1/YEAR - SPRING
NET INSPECTION	1/MONTH YEAR ROUND
BLEACHER/PLAYERS' BENCH AREAS	
PRESSURE WASH CONCRETE PADS	2/YEAR - MARCH & JULY
PRESSURE WASH BLEACHERS/BENCHES	2/YEAR - MARCH & JULY
SWEEP/BLOW CONCRETE PADS	2/MONTH - MARCH 1 - NOVEMBER 30
INSPECT	1/WEEK - MARCH 1 - NOVEMBER 30
RESTROOMS	

CLEAN (PEAK SEASON)	1/DAY - MARCH 1 - NOVEMBER 30
CLEAN (OFF SEASON-OPEN RESTROOMS ONLY)	3-5/WEEK-DECEMBER 1-FEBRUARY 28
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
PAVILIONS	
SWEEP/BLOW	1/WEEK - MARCH 1 - NOVEMBER 30 AND/OR PRIOR TO RESERVATIONS
PRESSURE WASH	1/MONTH - MARCH 1 - NOVEMBER 30
REMOVE GRAFFITI	WITHIN 24 HOURS OF NOTIFICATION OF EXISTENCE
TURF/GROUNDS	
ATHLETIC TURF	
AERATE	4/YEAR BETWEEN APRIL 1 - OCTOBER 31
FERTILIZE	3/YEAR BETWEEN APRIL 1 - OCTOBER 31
MOW	3/WEEK - MARCH 1 - NOVEMBER 30 (HYBRID BERMUDA), 2/WEEK - DECEMBER 1 - FEBRUARY 28 (ANNUAL RYE)
WEED CONTROL/CHEMICAL APPLICATIONS	3/SEASON (SPRING, SUMMER, FALL)
DRAG SKINNED AREAS	1/DAY - GAME FIELDS - DURING SEASON, 1/WEEK - PRACTICE FIELDS - DURING SEASON
FIELD MARKING	
PAINTING	
CHALKING	
PARK/OPEN SPACE TURF	
AERATE	2/YEAR - FALL AND SPRING
FERTILIZE	2/YEAR - FALL
WEED CONTROL	2/YEAR - SPRING AND FALL
MOW/TRIM	1/WEEK - MARCH 15 - NOVEMBER 15
REMOVE STICKS/ROCKS/DEBRIS/ETC.	1/MONTH YEAR ROUND (AS NEEDED)
IRRIGATION	
PARK TURF WATERING-UP TO 1"/WEEK AS NEEDED	MARCH 15 - NOVEMBER 30
ATHLETIC TURF WATERING-UP TO 1.5"/WEEK AS NEEDED	MARCH 15 - NOVEMBER 30
TREES	
PRUNE	1/THREE YEARS
REMOVE STUMPS	WITHIN 30 DAYS OF TREE REMOVAL
INSPECT	1/THREE YEARS
LEAF REMOVAL	
LEAF REMOVAL/MULCHING	1/WEEK (7 DAY CYCLE) - NOVEMBER 1 - DECEMBER 31

# TAYLOR COMMUNITY PARKS

## MANPOWER ESTIMATE

MANPOWER & MAINTENANCE COST ESTIMATES					
EMPLOYEE NAME	HOURLY PAY RATE	ANNUAL HOURS	ANNUAL SALARY	ANNUAL SALARY W/ BENEFITS	AVG LOADED RATE
AVERAGE PARK EMPLOYEE	\$15.42	2080	\$32,073.60	\$46,602.94	\$22.41
AVERAGE PW EMPLOYEE	\$16.09	2080	\$33,467.20	\$48,627.84	\$23.38
<b>MOWING (SPORTS FIELDS ONLY)</b>					
TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	COST	HOURS
3	8	\$22.41	92	\$49,481.28	2208
MURPHY PARK					
STAFF	HRS		FREQ	COST	
3	1	\$22.41	36	\$2,420.28	108
ROBINSON PARK					
STAFF	HRS		FREQ	COST	
3	1	\$22.41	24	\$1,613.52	72
BULL BRANCH PARK & TRAIL					
STAFF	HRS		FREQ	COST	
2	2	\$22.41	24	\$2,151.36	96
				<b>TOTAL</b>	<b>\$55,666.44</b>
					2484
<b>AERATION (SPORTS FIELDS ONLY)</b>					
TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	TOTAL	
1	8	\$22.41	6	\$1,075.68	48
MURPHY PARK					
STAFF	HRS		FREQ	TOTAL	
1	1	\$22.41	2	\$44.82	2
ROBINSON PARK					
STAFF	HRS		FREQ	TOTAL	
1	1	\$22.41	2	\$44.82	2
BULL BRANCH PARK & TRAIL					
STAFF	HRS		FREQ	TOTAL	
1	2	\$22.41	2	\$89.64	4
				<b>TOTAL</b>	<b>\$1,254.96</b>
					56
<b>FERTILIZATION &amp; WEED CONTROL (SPORTS FIELDS ONLY)</b>					
TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	TOTAL	
2	4	\$22.41	4	\$717.12	32
MURPHY PARK					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	1	\$44.82	2
ROBINSON PARK					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	1	\$44.82	2
BULL BRANCH PARK & TRAIL					
STAFF	HRS		FREQ	TOTAL	
2	2	\$22.41	1	\$89.64	4
				<b>TOTAL</b>	<b>\$896.40</b>
					40
<b>OVERSEEDING (SPORTS FIELDS ONLY)</b>					

TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	TOTAL	
2	8	\$22.41	1	\$358.56	16
MURPHY PARK					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	1	\$44.82	2
ROBINSON PARK					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	1	\$44.82	2
BULL BRANCH PARK & TRAIL					
STAFF	HRS		FREQ	TOTAL	
2	2	\$22.41	1	\$89.64	4
				<b>TOTAL</b>	<b>\$537.84</b>
					24
<b>TOPDRESSING (SPORTS FIELDS ONLY)</b>					
TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	TOTAL	
3	16	\$22.41	36	\$38,724.48	1728
MURPHY PARK					
STAFF	HRS		FREQ	TOTAL	
2	2	\$22.41	1	\$89.64	4
ROBINSON PARK					
STAFF	HRS		FREQ	TOTAL	
2	2	\$22.41	24	\$2,151.36	96
BULL BRANCH PARK & TRAIL					
STAFF	HRS		FREQ	TOTAL	
2	2	\$22.41	24	\$2,151.36	96
				<b>TOTAL</b>	<b>\$55,666.44</b>
					2484
<b>AERATION (SPORTS FIELDS ONLY)</b>					
TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	TOTAL	
1	8	\$22.41	6	\$1,075.68	48
MURPHY PARK					
STAFF	HRS		FREQ	TOTAL	
1	1	\$22.41	2	\$44.82	2
ROBINSON PARK					
STAFF	HRS		FREQ	TOTAL	
1	1	\$22.41	2	\$44.82	2
BULL BRANCH PARK & TRAIL					
STAFF	HRS		FREQ	TOTAL	
1	2	\$22.41	2	\$89.64	4
				<b>TOTAL</b>	<b>\$1,254.96</b>
					56
<b>FERTILIZATION &amp; WEED CONTROL (SPORTS FIELDS ONLY)</b>					
TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	TOTAL	
2	4	\$22.41	4	\$717.12	32
MURPHY PARK					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	1	\$44.82	2
ROBINSON PARK					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	1	\$44.82	2
BULL BRANCH PARK & TRAIL					
STAFF	HRS		FREQ	TOTAL	
2	2	\$22.41	1	\$89.64	4
				<b>TOTAL</b>	<b>\$896.40</b>
					40
<b>FIELD STRIPING</b>					
TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	TOTAL	
3	8	\$22.41	36	\$19,362.24	864
MURPHY PARK					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	1	\$44.82	2
ROBINSON PARK					
STAFF	HRS		FREQ	TOTAL	
3	8	\$22.41	36	\$19,362.24	864
BULL BRANCH PARK & TRAIL					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	1	\$44.82	2
				<b>TOTAL</b>	<b>\$1,075.68</b>
					48
<b>Weekend Tournament Work</b>					
TAYLOR REGIONAL PARK					
STAFF	HRS	RATE	FREQ	TOTAL	
2	16	\$22.41	40	\$28,684.80	1280
ROBINSON PARK					
STAFF	HRS		FREQ	TOTAL	
2	1	\$22.41	24	\$1,075.68	48
				<b>Manpower Cost Total</b>	<b>\$262,370.68</b>
					11,652

Bull Branch Park & Trail					
Staff	Hrs		Freq	Total	
2	1	\$22.41	2	\$89.64	4
<b>Litter Control</b>					
Taylor Regional Park					
Staff	Hrs	Rate	Freq	Total	
3	2	\$22.41	365	\$49,077.90	2190
Murphy Park					
Staff	Hrs		Freq	Total	
2	1	\$23.38	108	\$5,050.08	216
Robinson Park					
Staff	Hrs		Freq	Total	
2	1	\$23.38	108	\$5,050.08	216
				<b>Total</b>	<b>\$64,228.14</b>
					2838
<b>Swimming Pool Maintenance</b>					
Murphy Park					
Staff	Hrs		Freq	Total	
1	1	\$22.41	365	\$8,179.65	365
Robinson Park					
Staff	Hrs		Freq	Total	
1	1	\$22.41	365	\$8,179.65	365
				<b>Total</b>	<b>\$16,359.30</b>
					730
<b>Pavilion Make-Readies</b>					

## BEST MANAGEMENT PRACTICES (BMP'S) AND STRATEGIES FOR TAYLOR

The Parks & Recreation industry has established numerous Best Management Practices (BMP's) and strategies regarding Parks Maintenance in order to more effectively and efficiently provide service. Due to the relatively limited types of operations and maintenance activities that City staff undertake, this plan only references several key ones. As Taylor grows and adds more parks and a greater variety of types of facilities, there will be additional BMP's that will be applicable and strategies that can be implemented.

Some of the key ones that Taylor should consider are

### Staff

Well-trained and competent staff are necessary to effectively and efficiently manage a parks system. While not inexpensive, specialized training and certifications should be considered. These include Certified Playground Safety Inspector (CPSI), Certified Professional Turf Manager (CPTM), Licensed Irrigator (LI) and Applicator's License from the Texas Department of Agriculture (TDA) for herbicides and pesticides.

### Landscape Maintenance

Parks and open spaces are currently mown from "curb-to-curb". The use of "Grow Zones" can reduce the amount and cost of mowing by establishing areas for native grasses and wildflowers to flourish.

### Work Order and Work Tracking Software

While the City of Taylor is currently utilizing a system to track the work completed, a more robust system that allows the generation of specific work orders and includes all of the park system properties, facilities and other assets is recommended. There are numerous solutions out there that can assist with preventative maintenance, work scheduling, life cycle tracking and other features.

### Centralized Irrigation Control

Taylor is geographically large enough and has the number of irrigated facilities that would make a Centralized Irrigation Control System a valuable tool. These systems can conserve water by effectively reducing water use to only the amount needed by the turf, shutdown systems due to leaks and notify staff immediately and by maximizing the available "water windows" that are best for turf and the water operator.

### Integrated Access Controls

Much like a Centralized Irrigation, Integrated Access Controls can be a valuable tool. Time Locks for restrooms and card readers for controlling access to facilities allow the operator to not have to worry about unauthorized access and vandalism when no one should be there.

### Sports Lighting Controls

Taylor utilizes Musco Sports Lights for most, if not all, of the sports lights. Musco offers integrated lighting controls for their systems that allows the operator to setup schedules, manage access by third parties to use the lights and even calculate usage and costs by facility if needed.

### Energy Conservation

LED lighting should be used on all new fixtures and older technologies (incandescent, fluorescent and HID) should be replaced when and where appropriate.

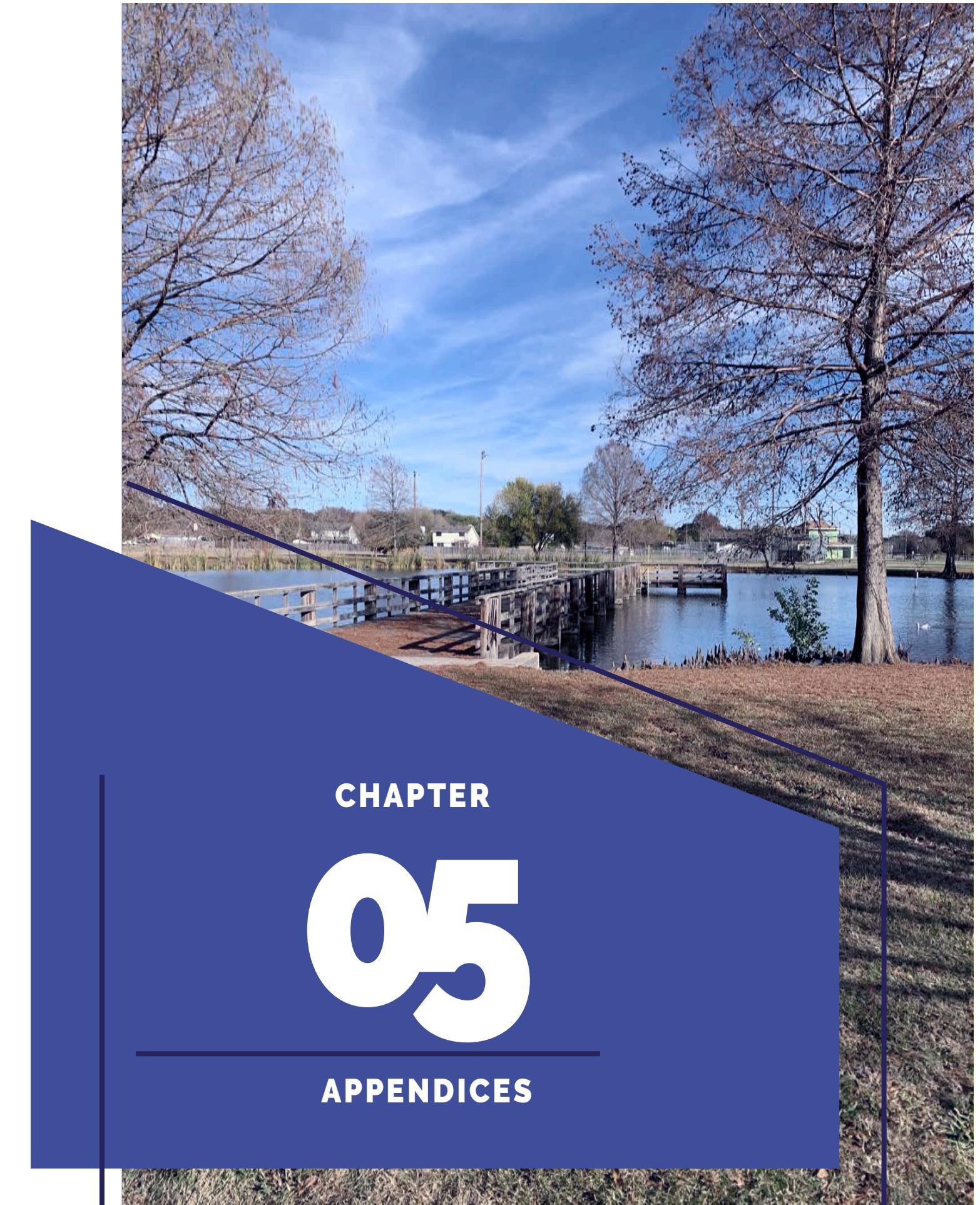
When and where possible, things like occupancy sensors in restrooms, timers on tennis court lights and lights under pavilions can greatly reduce the amount of energy expended when there are no users present.

### Pet Waste Collection

Continued use of pet waste stations and adding more at peak locations can be very effective in improving water quality and the user experience of parks and trails.

### Standardized Equipment

Establishing standard types and even brands of equipment can greatly increase park maintenance efficiency by reducing the number of different replacement parts and materials needed for repairs. Examples of this are site amenities that are consistent across locations allow for some spare parts to be kept available that will work for any number of locations and even having the same toilet paper dispensers so that you do not have to stock different sizes of rolls.



# APPENDIX A

## WEEKLY PARK EVALUATION FORM

### Weekly Park Evaluation

Name of Park: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Evaluation Ratings: \_\_\_\_\_

Excellent

Good

Fair - Comment Required

Poor - Comment Required

#### Observations

<b>General Appearance (1st Impression)</b>	<b>Landscaping</b> (general appearance)
Rating:	Rating:
Comments:	Comments:
<b>Grass</b> (mowing condition)	<b>Shrub and Tree Care</b>
Rating:	Rating:
Comments:	Comments:
<b>Turf Condition</b>	<b>Erosion Control/Grading</b>
Rating:	Rating:
Comments:	Comments:
<b>Litter</b>	<b>Weed Control</b>
Rating:	Rating:
Comments:	Comments:
<b>Walks, Curbs and Steps</b>	<b>Ballfields</b>
Rating:	Ratings:
Comments:	Comments:
<b>Mulch &amp; Borders in Planting Beds</b>	<b>Tennis Courts</b>
Rating:	Rating
Comments:	Comments:

<b>Signs - Conditions/Needs</b>	<b>Swimming Pool</b>
Rating:	Rating:
Comments:	Comments:
<b>Restrooms</b>	<b>Parking Lots</b>
Rating:	Rating:
Comments:	Comments:
<b>Picnic Shelter</b>	<b>Fencing</b>
Rating:	Rating:
Comments:	Comments:
<b>Playground</b>	<b>Picnic Tables</b>
Rating:	Rating:
Comments:	Comments:
<b>Benches</b>	<b>Buildings (Storage, Sheds, Gazebo)</b>
Rating:	Rating:
Comments:	Comments:
<b>Water Fountains</b>	<b>Lighting/Electrical</b>
Rating:	Rating:
Comments:	Comments:
<b>Other</b>	<b>Other</b>
Rating:	Rating:
Comments:	Comments:

# APPENDIX B

## MANPOWER ESTIMATE TEMPLATE

MANPOWER & MAINTENANCE COST ESTIMATES					
EMPLOYEE NAME	HOURLY PAY RATE	ANNUAL HOURS	ANNUAL SALARY	ANNUAL SALARY W/ BENEFITS	AVG LOADED RATE
AVERGE PARK EMPLOYEE	\$	2080	\$	\$	\$
AVERGE PW EMPLOYEE	\$	2080	\$	\$	\$
MOWING (SPORTS FIELDS ONLY)					
PARK NAME					
STAFF	HRS	RATE	FREQ	COST	HOURS
#	#	\$	#	\$	#
			TOTAL	\$	#
AERATION (SPORTS FIELDS ONLY)					
PARK NAME					
STAFF	HRS	RATE	FREQ	TOTAL	
#	#	\$	#	\$	#
			TOTAL	\$	#
FERTILIZATION & WEED CONTROL (SPORTS FIELDS ONLY)					
PARK NAME					
STAFF	HRS	RATE	FREQ	COST	HOURS
#	#	\$	#	\$	#
			TOTAL	\$	#
OVERSEEDING (SPORTS FIELDS ONLY)					
PARK NAME					
STAFF	HRS	RATE	FREQ	COST	HOURS
#	#	\$	#	\$	#
			TOTAL	\$	#
TOPDRESSING (SPORTS FIELDS ONLY)					
PARK NAME					
STAFF	HRS	RATE	FREQ	COST	HOURS
#	#	\$	#	\$	#
			TOTAL	\$	#
INFIELD MAINTENANCE					

PARK NAME											
STAFF	HRS	RATE	FREQ	COST	HOURS						
#	#	\$	#	\$	#						
				TOTAL	\$	#					
FIELD STRIPING											
STAFF	HRS	RATE	FREQ	COST	HOURS						
#	#	\$	#	\$	#						
					TOTAL	\$	#				
LITTER CONTROL											
STAFF	HRS	RATE	FREQ	COST	HOURS						
#	#	\$	#	\$	#						
					TOTAL	\$	#				
SWIMMING POOL MAINTENANCE											
STAFF	HRS	RATE	FREQ	COST	HOURS						
#	#	\$	#	\$	#						
					TOTAL	\$	#				
GENERAL MAINT & REPAIRS											
STAFF	HRS	RATE	FREQ	COST	HOURS						
#	#	\$	#	\$	#						
					TOTAL	\$	#				
MANPOWER COST TOTAL						\$	#				
FULL-TIME HOURS	STAFF TRAINING	TRAVEL TO/FROM WORK SITE	MISC*	VACATION	SICK LEAVE	PERSONAL HOLIDAY	ACTUAL WORKING HOURS				ESTIMATED # OF EMPLOYEES TO COMPLETE WORK
2080	24	260	144	80	40	88	24	1420	#		1420#

\* EMPLOYEE FUNCTIONS, STAFF EVENTS, STAFF MEETINGS, CITY HALL/HR VISITS, ETC

# APPENDIX C

## ESTIMATED COST OF MAINTENANCE TEMPLATE

ESTIMATED ANNUAL COST OF MAINTENANCE	
ACTIVITY	PARK NAME
MOWING	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
AERATION	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
FERTILIZATION & WEED CONTROL	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
OVERSEEDING	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
TOPDRESSING	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
INFIELD MAINTENANCE	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
FIELD STRIPING	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$

LITTER CONTROL	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
SWIMMING POOL MAINTENANCE	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
GENERAL MAINT & REPAIRS	
LABOR	\$
MATERIALS	\$
SUBTOTAL	\$
CONTRACT MOWING (NOT SPORTS FIELDS)	
CONTRACT MOWING	\$
UTILITIES	
WATER	\$
\$ PER 1000 GALLONS - #	#
ELECTRICITY	\$
PAID BY LEAGUES	\$
SUBTOTAL	\$
TOTALS	
	\$0.00
SUPERVISION % PER LOCATION	#
SUPERVISION AMOUNT	\$
TOTALS	
	\$

# APPENDIX D

## DETAILED EXPLANATION OF MODES

### MODE I – SPORTS A

State of the art maintenance applied to a high-quality sports field or facility that receives high usage for games and practices.

1. Turf care--Grass height maintained at 1.5" to 2" depending on sport and variety of turf. Mowed at least twice per week, including the "off-season" as there will be over seeding to ensure that there is year-round turf. Aeration is required on a monthly basis. Reseeding or sodding as needed. Weed control should be practiced using pre and post emergent herbicides so that no more than five percent of the surface has weeds present.

2. Fertilizer -- Adequate fertilization applied at least quarterly to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus and potassium percentages should follow local recommendations from your County Extension Service. Trees, shrubs and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may modify the requirement slightly.

3. Irrigation – Automatic irrigation system used. Frequency and duration depend on rainfall, temperature, season and demands of plant material. Irrigation tests conducted at least once per week and full irrigation audits conducted twice per year.

4. Litter control--Minimum of once per day, 7 days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash generated between servicing without normally overflowing.

5. Pruning-- Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor as are clipped hedges versus natural style. Timing usually scheduled to coincide with low demand periods or to take advantage of special growing characteristics such as pruning after flowering.

6. Disease and/insect Control - Control program may use any of three philosophies: 1.) Preventative; a scheduled chemical or cultural program designed to prevent significant damage. 2.) Corrective; application of chemical or mechanical controls designed to eliminate observed problems. 3.) Integrated pest management; withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, mosquitoes, gnats, etc. At this maintenance level the controlling objective is to not have the public notice any problems. It is anticipated at Mode I – Sports A that problems will either be prevented or observed at a very early stage and corrected immediately.

7. Lighting - Light tests on sports lights conducted once per month. Any outage not detected by system to be reported immediately to the Parks Operations Supervisor and the vendor. Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Bulb replacement should be done during the first working day after the outage is reported.

8. Surfaces--Sweeping, cleaning and washing of surfaces needs to be done so that at no time does an accumulation of sand, dirt and leaves distract from the looks or safety of the area. Repainting or restaining of structures should occur when weather or wear deteriorate the appearance of the covering. Stains to surfaces should be taken off within five working days. Graffiti should be washed off or painted over the next working day after application.

9. Repairs - Repairs to all elements of the design should be done immediately upon discovery provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time period which is least disruptive.

10. Inspection of this area should be done daily by a member of staff.

11. Floral plantings - Normally extensive or unusual floral plantings are part of the design. These may include ground level beds, planters or hanging baskets. Often multiple plantings are scheduled, usually at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care of watering, fertilizing, disease control, disbudding and weeding is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weed free.

12. Restrooms—At least once per day servicing. Especially high traffic areas may require multiple servicings or a person assigned as an attendant.

13. Special features-- Features such as fountains, drinking fountains, sculpture, speaker systems, structural art, flag poles or parking and crowd control devices may be part of the integral design. Maintenance requirements can vary drastically but for this mode it should be of the highest possible order.



## DETAILED EXPLANATION OF MODES

### MODE I – SPORTS B

State of the art maintenance applied to a high-quality sports field or facility that receives high usage for practices.

1. Turf care--Grass height maintained at less than 2". Mowed at least once per week, including the "off-season" as there will be over seeding to ensure that there is year-round turf. Aeration is required on a quarterly basis. Reseeding or sodding as needed. Weed control should be practiced using pre and post emergent herbicides so that no more than five percent of the surface has weeds present.

2. Fertilizer -- Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus and potassium percentages should follow local recommendations from your County Extension Service. Trees, shrubs and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may modify the requirement slightly.

3. Irrigation – Automatic irrigation system used. Frequency and duration depends on rainfall, temperature, season and demands of plant material. Irrigation tests conducted at least once per week and full irrigation audits conducted twice per year.

4. Litter control--Minimum of once per day, 7 days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash generated between servicing without normally overflowing.

5. Pruning-- Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor as are clipped hedges versus natural style. Timing usually scheduled to coincide with low demand periods or to take advantage of special growing characteristics such as pruning after flowering.

6. Disease and/insect Control - Control program may use any of three philosophies: 1.) Preventative; a scheduled chemical or cultural program designed to prevent significant damage. 2.) Corrective; application of chemical or mechanical controls designed to eliminate observed problems. 3.) Integrated pest management; withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, mosquitoes, gnats, etc. At this maintenance level the controlling objective is to not have the public notice any problems. It is anticipated at Mode I – Sports B that problems will either be prevented or observed at a very early stage and corrected immediately.

7. Lighting - Light tests on any sports lights conducted once per month. Any outage not detected by system to be reported immediately to the Parks Operations Supervisor and the vendor. Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Bulb replacement should be done during the first working day after the outage is reported.

8. Surfaces--Sweeping, cleaning and washing of surfaces needs to be done so that at no time does an accumulation of sand, dirt and leaves distract from the looks or safety of the area. Repainting or restaining of structures should occur when weather or wear deteriorate the appearance of the covering. Stains to surfaces should be taken off within five working days. Graffiti should be washed off or painted over the next working day after application.

9. Repairs - Repairs to all elements of the design

should be done immediately upon discovery provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time period which is least disruptive.

10. Inspection of this area should be done daily by a member of staff.

11. Floral plantings - Normally extensive or unusual floral plantings are part of the design. These may include ground level beds, planters or hanging baskets. Often multiple plantings are scheduled, usually at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care of watering, fertilizing, disease control, disbudding and weeding is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weed free.

12. Restrooms—At least once per day servicing. Especially high traffic areas may require multiple servicings or a person assigned as an attendant.

13. Special features-- Features such as fountains,

drinking fountains, sculpture, speaker systems, structural art, flag poles or parking and crowd control devices may be part of the integral design. Maintenance requirements can vary drastically but for this mode it should be of the highest possible order.



## DETAILED EXPLANATION OF MODES

### MODE I

State of the art maintenance applied to a high quality diverse landscape. Usually associated with high traffic urban areas such as public squares, malls, governmental grounds or high visitation parks.

1. Turf care--Grass height maintained according to species and variety of grass. Mowed at least once per week during the growing season. Aeration as required, not less than twice per year. Reseeding or sodding as needed. Weed control should be practiced so that no more than five percent of the surface has weeds present.

2. Fertilizer -- Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus and potassium percentages should follow local recommendations from your County Extension Service. Trees, shrubs and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may modify the requirement slightly.

3. Irrigation — Automatic irrigation commonly used. Frequency and duration depends on rainfall, temperature, season and demands of plant material.

4. Litter control--Minimum of once per day, 7 days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash generated between servicing without normally overflowing.

5. Pruning-- Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor as

are clipped hedges versus natural style. Timing usually scheduled to coincide with low demand periods or to take advantage of special growing characteristics such as pruning after flowering.

6. Disease and/insect Control - Control program may use any of three philosophies: 1.) Preventative; a scheduled chemical or cultural program designed to prevent significant damage. 2.) Corrective; application of chemical or mechanical controls designed to eliminate observed problems. 3.) Integrated pest management; withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, mosquitoes, gnats, etc. At this maintenance level the controlling objective is to not have the public notice any problems. It is anticipated at Mode I that problems will either be prevented or observed at a very early stage and corrected immediately.

7. Lighting - Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Bulb replacement should be done during the first working day after the outage is reported.

8. Surfaces--Sweeping, cleaning and washing of surfaces needs to be done so that at no time does an accumulation of sand, dirt and leaves distract from the looks or safety of the area. Repainting or restaining of structures should occur when weather or wear deteriorate the appearance of the covering. Stains to surfaces should be taken off within five working days. Graffiti should be washed off or painted over the next working day after application.

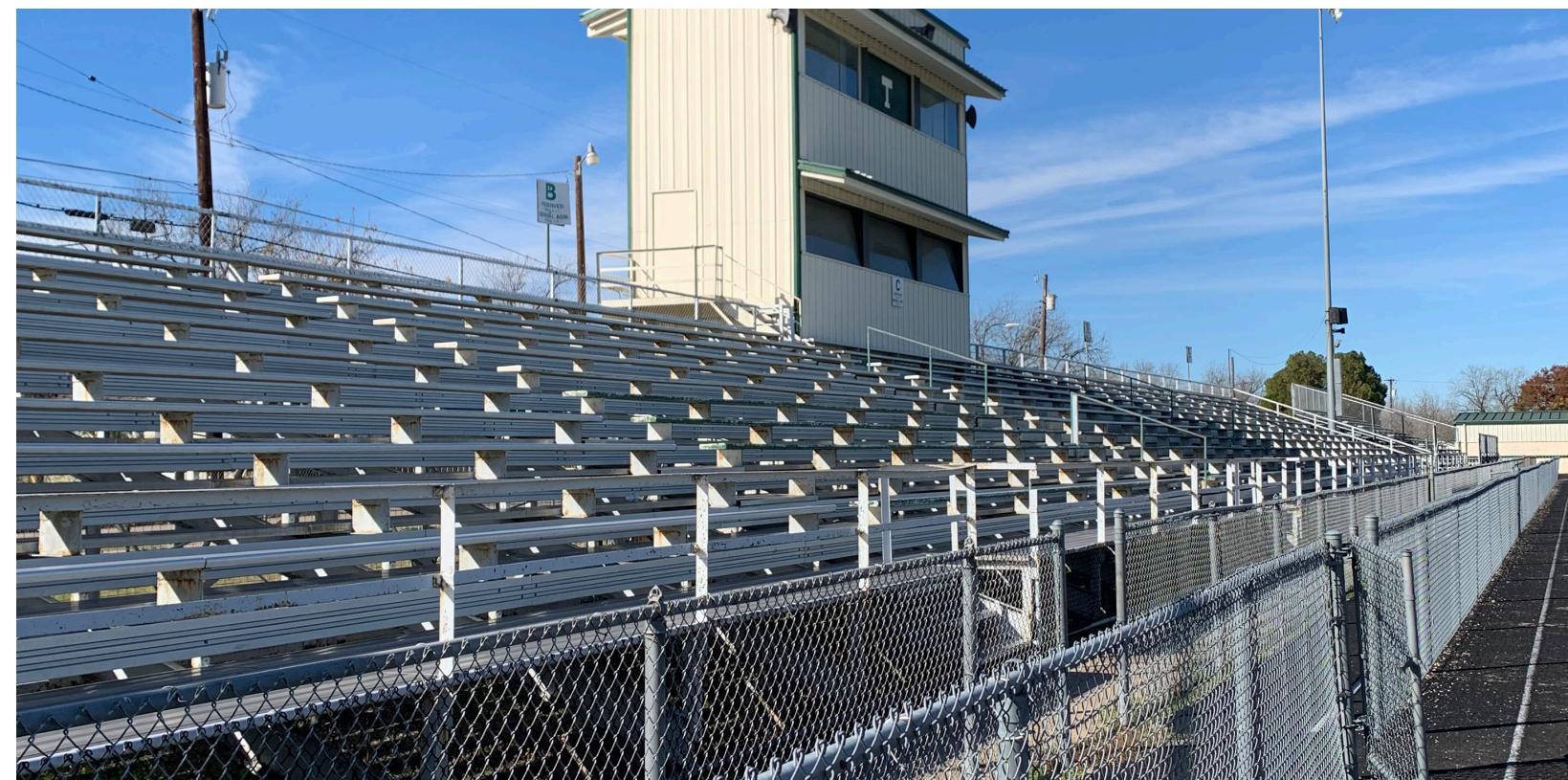
9. Repairs - Repairs to all elements of the design should be done immediately upon discovery provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time period which is least disruptive.

10. Inspection of this area should be done daily by a member of staff.

11. Floral plantings - Normally extensive or unusual floral plantings are part of the design. These may include ground level beds, planters or hanging baskets. Often multiple plantings are scheduled, usually at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care of watering, fertilizing, disease control, disbudding and weeding is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weed free.

12. Restrooms--Not always a part of the design but where required will normally receive no less than once per day servicing. Especially high traffic areas may require multiple servicing or a person assigned as attendant.

13. Special features-- Features such as fountains, drinking fountains, sculpture, speaker systems, structural art, flag poles or parking and crowd control devices may be part of the integral design. Maintenance requirements can vary drastically but for this mode it should be of the highest possible order.



## DETAILED EXPLANATION OF MODES

### MODE II

High level maintenance--associated with well developed park areas with reasonably high visitation.

1. Turf care--Grass cut once per ten (10) day period during the growing season. Aeration as required but not less than once per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present visible problem. Some pre-emergent products may be utilized at this level.

2. Fertilizer--Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils and rainfall. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus and potassium percentage should follow local recommendations from the County Extension Service. Trees, shrubs and flowers should receive fertilizer levels to ensure optimum growth.

3. Irrigation--Some type of irrigation system available. Frequency of use follows rainfall, temperature, seasonal length, and demands of plant material.

4. Litter control--Minimum of once per day, two days a week. Off-site movement of trash dependent on size of containers and use by the public. Containers are serviced.

5. Pruning-- Usually done at least once per season for training and/or clearance unless species planted dictate more frequent attention. Sculptured hedges or high growth species may dictate a more frequent requirement than most trees and shrubs in natural growth style plantings.

6. Diseases and disease control--Usually done

when disease or insects are inflicting noticeable damage, reducing vigor of plant materials or could be considered a bother to the public. Some preventative measures may be utilized such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

7. Lighting -- Replacement or repair of fixtures when observed or reported as not working.

8. Surfaces -- Should be cleaned, repaired, repainted or replaced when appearance has noticeably deteriorated.

9. Repairs--Should be done whenever safety, function, or bad appearance is in question.

10. Inspection - Inspection twice per week when regular staff is scheduled.

11. Floral planting--Some sort of floral plantings present. Normally no more complex than two rotations of bloom per year. Care cycle usually at least once per week except watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.

12. Restrooms - When present should be maintained at least twice per week as long as they are open to public use. High use may dictate more. Servicing period should ensure an adequate supply of paper and that restrooms are reasonably clean and free from bad odors.

13. Special features--Should be maintained for safety, function and high quality appearance as per established design.

## DETAILED EXPLANATION OF MODES

### MODE III

Moderate level maintenance associated with moderately developed parks with intermediate to low levels of usage.

1. Turf care -- Cut once every two weeks. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Reseeding or resodding done only when major bare spots appear. Weed control practiced when weeds present a visible problem.

2. Fertilizer Applied only when turf vigor seems to be low. Low level application done on a once per year basis. Rate suggested is one-half the level recommended for species and variety.

3. Irrigation—Irrigation not typical. If present, frequency and duration depend on rainfall, temperature, season and demands of plant material.

4. Litter control-- Minimum service of two times per week. High use may dictate higher levels during warm season.

5. Pruning -- When required for health, clearance or reasonable appearance. With most tree and shrub species this is every one to three years.

6. Disease and Insect Control--Done only on epidemic or serious complaint basis. Control measures may be put into effect when the health or survival of the plant material is threatened or where there may be a public nuisance.

7. Lighting -- Replacement or repair of fixtures when report filed or when noticed by employees.

8. Surfaces – Cleaned, repaired, repainted or replaced when appearance has noticeably deteriorated.

9. Repairs--Should be done whenever safety or function is in question.

10. Inspections--Once per week.

11. Floral planting--Only perennials or flowering trees or shrubs

12. Rest rooms -- When present, serviced a minimum of twice per week. High use may dictate higher levels during warm season.

13. Special features – Maintained as needed for function and safety.

## DETAILED EXPLANATION OF MODES

### MODE IV

Low level of maintenance associated with undeveloped or remote parks with low level of usage.

1. Turf care - Low frequency mowing schedule based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing to aid public use or reduce fire danger. Weed control limited to legal requirements of noxious weeds.

2. Fertilizer--Not fertilized.

3. Irrigation--No irrigation.

4. Litter control -- Once per week or less. Complaint may increase level above one servicing.

5. Pruning-- No regular trimming. Safety or damage from weather may dictate actual work schedule.

6. Disease and Insect Control--None except where epidemic and epidemic condition threatens resource or public.

7. Lighting-- Replacement on complaint or employee discovery.

8. Surfaces -- Replaced or repaired when safety is a concern and when budget is available.

9. Repairs - Should be done when safety or function is in question.

10. Inspections – Once per week.

11. Floral plantings -- None, may have wildflowers, perennials, flowering trees or shrubs in place.

12. Restrooms--When present, twice per week.

13. Special features-- Minimum maintenance to allow safe use.

## DETAILED EXPLANATION OF MODES

### MODE V

Low level of maintenance for natural areas associated with limited opportunities for recreational use.

1. Turf care -- Normally not mowed but grassed parking lots, approaches to buildings or road shoulders, may be cut to reduce fire danger. Weed control on noxious weeds.

2. Fertilizer--None.

3. Irrigation--None.

4. Litter control -- Based on visitation, may be more than once per day if crowds dictate that level.

5. Pruning--Only done for safety.

6. Insect and Disease Control--Done only to ensure safety or when problem seriously discourages public use.

.

7. Lighting-- Replaced on complaint or when noticed by employees.

8. Surfaces--Cleaned on complaint. Repaired or replaced when budget will permit.

9. Repairs -- Done when safety or function impaired. Should have same year service on poor appearance.

10. Inspection -- Once per day when staff is available.

11. Floral planting - None introduced except at special locations such as interpretive buildings, headquarters, etc. Once per week service on these designs. Flowering trees and shrubs, wildflowers, present but demand no regular maintenance.

12. Restrooms-- Frequency geared to visitor level. Twice per week is the common routine but for some locations and reasons frequency may be more often.

13. Special features--Repaired whenever safety or function is a concern. Appearance corrected in the current budget year.

## DETAILED EXPLANATION OF MODES

### MODE VI - GROW ZONE

Minimum level of maintenance for areas identified as "Grow Zones".

1. Turf areas—Mowed at least once per month one mower's width along any trail, sidewalk or street. Mowed at least once per month two mower's width along the fences and/or property lines of adjacent properties. The remaining area to be mowed no more than twice per year and done so only after wildflowers and native plants have gone to seed. Wildflower and native grass seed applied at an appropriate rate to get areas established. Weed control only if legal requirements demand it.

2. Fertilizer--Not fertilized.

3. Irrigation--No irrigation.

4. Litter control-- On demand or complaint basis.

5. Pruning -- No pruning unless safety is involved.

6. Disease insect control - No control except in epidemic or safety situations.

7. Lighting -- Replacement on complaint basis.

8. Surfaces -- Serviced when safety is consideration

9. Repairs -- Should be done when safety or function is in question.

10. Inspection - Once per week.

11. Floral plantings--None.

12. Restrooms - Service based on need.

13. Special features - Service based on lowest acceptable frequency for feature. Safety and function interruption a concern when either seem significant.

## DETAILED EXPLANATION OF MODES

### MODE VI

Minimum level of maintenance for undeveloped properties.

1. Turf areas--Not mowed. Weed control only if legal requirements demand it.

2. Fertilizer--Not fertilized.

3. Irrigation--No irrigation.

4. Litter control-- On demand or complaint basis.

5. Pruning -- No pruning unless safety is involved.

6. Disease insect control - No control except in epidemic or safety situations.

7. Lighting -- Replacement on complaint basis.

8. Surfaces -- Serviced when safety is consideration

9. Repairs -- Should be done when safety or function is in question.

10. Inspection - Once per week.

11. Floral plantings--None.

12. Rest rooms - Service based on need.

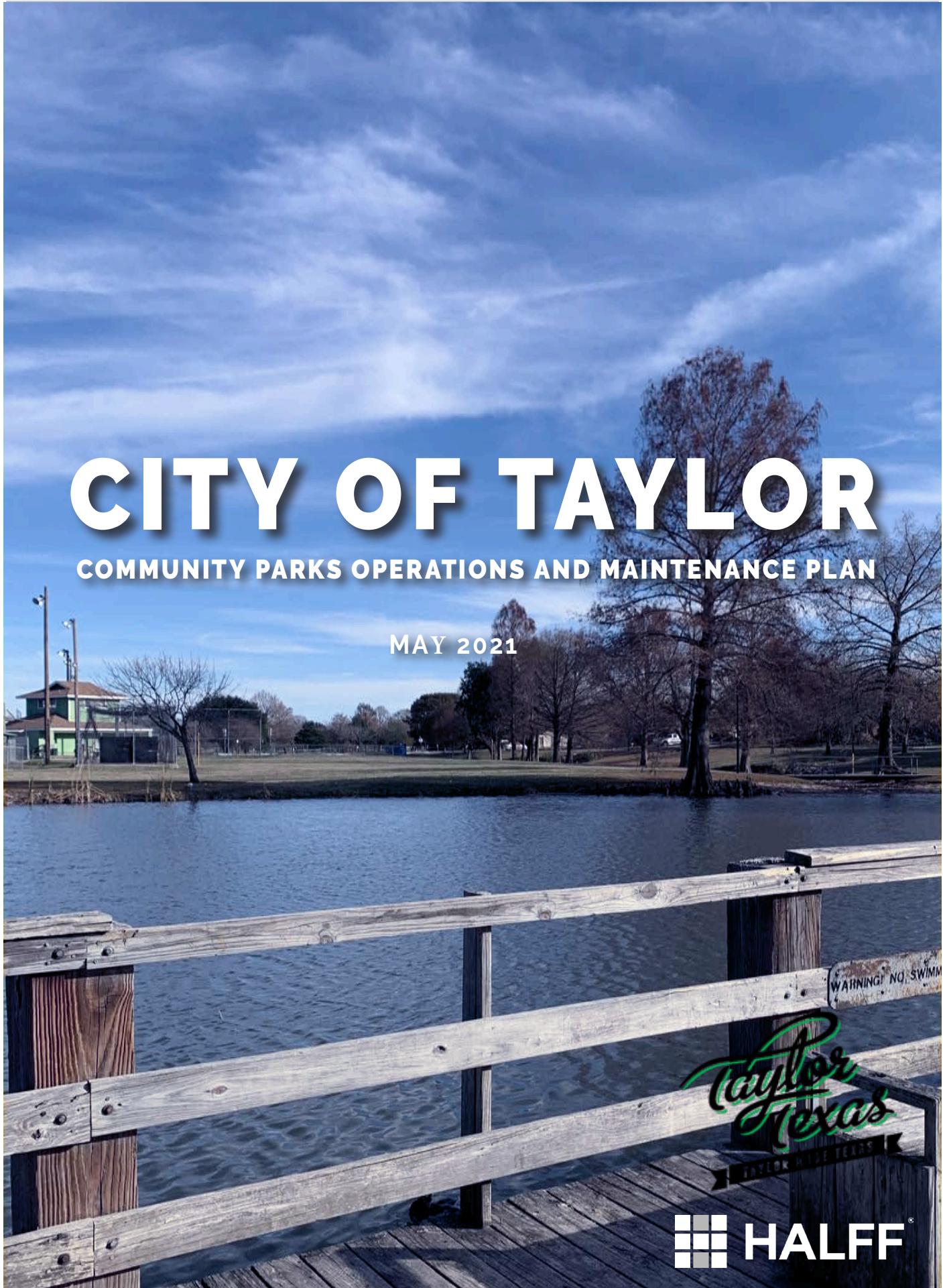
13. Special features - Service based on lowest acceptable frequency for feature. Safety and function interruption a concern when either seem significant.

interruption a concern when either seem significant.

# CITY OF TAYLOR

COMMUNITY PARKS OPERATIONS AND MAINTENANCE PLAN

MAY 2021



 **HALFF**