



GARLAND

AGENDA

CITY COUNCIL WORK SESSION

City of Garland

Work Session Room, City Hall

William E. Dollar Municipal Building

200 North Fifth Street

Garland, Texas

Monday, April 18, 2022

6:00 p.m.

DEFINITIONS:

Written Briefing: Items that generally do not require a presentation or discussion by the staff or Council. On these items the staff is seeking direction from the Council or providing information in a written format.

Verbal Briefing: These items do not require written background information or are an update on items previously discussed by the Council.

NOTICE: The City Council may recess from the open session and convene in a closed executive session if the discussion of any of the listed agenda items concerns one or more of the following matters:

(1) Pending/contemplated litigation, settlement offer(s), and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct. Sec. 551.071, Tex. Gov't Code.

(2) The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.072, Tex. Gov't Code.

(3) A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.073, Tex. Gov't Code.

(4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, Tex. Gov't Code.

(5) The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076, Tex. Gov't Code.

(6) Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, Tex. Gov't Code.

(7) Discussions, deliberations, votes, or other final action on matters related to the City's competitive activity, including information that would, if disclosed, give advantage to competitors or prospective competitors and is reasonably related to one or more of the following categories of information:

- generation unit specific and portfolio fixed and variable costs, including forecasts of those costs, capital improvement plans for generation units, and generation unit operating characteristics and outage scheduling;
- bidding and pricing information for purchased power, generation and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies;
- effective fuel and purchased power agreements and fuel transportation arrangements and contracts;
- risk management information, contracts, and strategies, including fuel hedging and storage;
- plans, studies, proposals, and analyses for system improvements, additions, or sales, other than transmission and distribution system improvements inside the service area for which the public power utility is the sole certificated retail provider; and
- customer billing, contract, and usage information, electric power pricing information, system load characteristics, and electric power marketing analyses and strategies. Sec. 551.086; Tex. Gov't Code; Sec. 552.133, Tex. Gov't Code]

1. Public Comments on Work Session Items

Persons who desire to address the City Council on any item on the Work Session agenda are allowed three minutes to speak. Speakers are taken only at the beginning of the meeting, other than invited testimony.

Speakers are grouped by Work Session item and will be taken in the order of the Work Session agenda. Speakers must submit to the City Secretary a completed speaker's card before the beginning of the meeting. Speaker cards will not be accepted after the Mayor calls the meeting to order. Speaker cards are available in the lobby, at the visitor's side of the Work Session Room, and from members of staff.

Speakers are limited to addressing items on the Work Session agenda – any item relating to a Regular Session agenda item should be addressed at the Regular Session and any item not on an agenda may be addressed during the open microphone at the end of the Regular Session.

2. Consider the Consent Agenda

A member of the City Council may ask for discussion or further information on an item posted as a consent agenda item on the next Regular Meeting of the City Council. The Council Member may also ask that an item on the posted consent agenda be pulled from the consent agenda and considered for a vote separate from consent agenda items on the regular agenda. All discussions or deliberations on this portion of the work session agenda are limited to posted agenda items and may not include a new or unposted subject matter.

3. Written Briefings:

a. COVID-19 Briefing

Staff will provide an update to Council and ask for direction, if needed, on various matters related to COVID-19 and actions being taken by the City.

b. Cinco de Mayo Update

Garland Association For Hispanic Affairs (GAHFA) has requested the City Council to consider waiving expenditures for City services required for their event, Cinco de Mayo at Winters Amphitheater on Sunday, May 8, 2022. The City Council Policy on Special Event Policies states that requests from nonprofit organizations for donated services in excess of \$5,000 be brought to the City Council for consideration. Unless otherwise directed by Council, staff will proceed with the proposed assistance for the special event.

c. 2022-2023 CDBG, HOME and ESG Federal Grant Allocation

Information is being provided for Council review regarding the allocation of Community Development Block Grant (CDBG) funding, HOME Infill Partnership Grant (HOME) funding and the Emergency Solutions Grant (ESG) funding. A Public Hearing will be held regarding this item at the April 19, 2022 Regular Meeting. This item will be brought back before the Council on May 2, 2022, Work Session for discussion of CDBG, HOME, and ESG grant proposals. The final discussion on this item is scheduled for May 16, 2022, with formal Council approval scheduled for May 17, 2022.

d. Redevelopment of a City Owned Property - 215 Southwood

Unless directed otherwise, the Community Development Department intends to redevelop 215 Southwood which includes converting and renovating the existing single-family structure back to its original use as a residential home and then sell the property to an eligible household.

e. 2021-22 Budget Amendment No. 3

Council is requested to amend the 2021-22 Adopted Budget to appropriate \$1,702,780 in the Electric Utility Fund for GP&L Production to cover additional maintenance and repair costs on the Olinger and Spencer Power Plants and the Lewisville Hydro Plant. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the May 3, 2022 Regular Meeting.

4. Verbal Briefings:

a. Audit Committee Meeting Report

Council Member Rich Aubin, Chair of the Internal Audit Committee, will provide a committee report on the following items:

- Multifunction Devices Audit*
- Fire Permits & Inspections Audit Follow-Up*
- Weaver Presentation*
- Bond Program Audit Progress Update*
- Consider a new audit request - Hotel Occupancy Tax (HOT) Program Management Agreement with the Garland Cultural Arts Commission, Inc.*

b. Parks Operation and Maintenance Standards

Staff will provide Council with an overview of the Park Maintenance Operations Manual. This manual is intended to be an evolving and adaptive document that reflects the values and expectations of residents, City leadership and staff. It reflects these expectations in the form of appearance standards, maintenance task frequencies, standard operating procedures, and industry best practices.

c. World War II Exhibit - Manufacturing Victory

Staff will provide Council an update on the National World War II Museum traveling exhibit Manufacturing Victory scheduled for June 6-August 15 in the lobby of City Hall.

5. Announce Future Agenda Items

A member of the City Council, with a second by another member, or the Mayor alone, may ask that an item be placed on a future agenda of the City Council or a committee of the City Council. No substantive discussion of that item will take place at this time.

6. Council will move into Executive Session

**EXECUTIVE SESSION
AGENDA**

NOTICE: The City Council may recess from the open session and convene in a closed executive session if the discussion of any of the listed agenda items concerns one or more of the following matters:

The City Council will adjourn into executive session pursuant to Sections 551.087 and 551.071 of the Texas Government Code to deliberate or discuss commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations (551.087) and attorney/client matters concerning privileged and unprivileged client information related to the same (551.071).

7. Adjourn



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3. a.

Meeting Date: April 18, 2022

Item Title: COVID-19 Briefing

Summary of Request/Problem

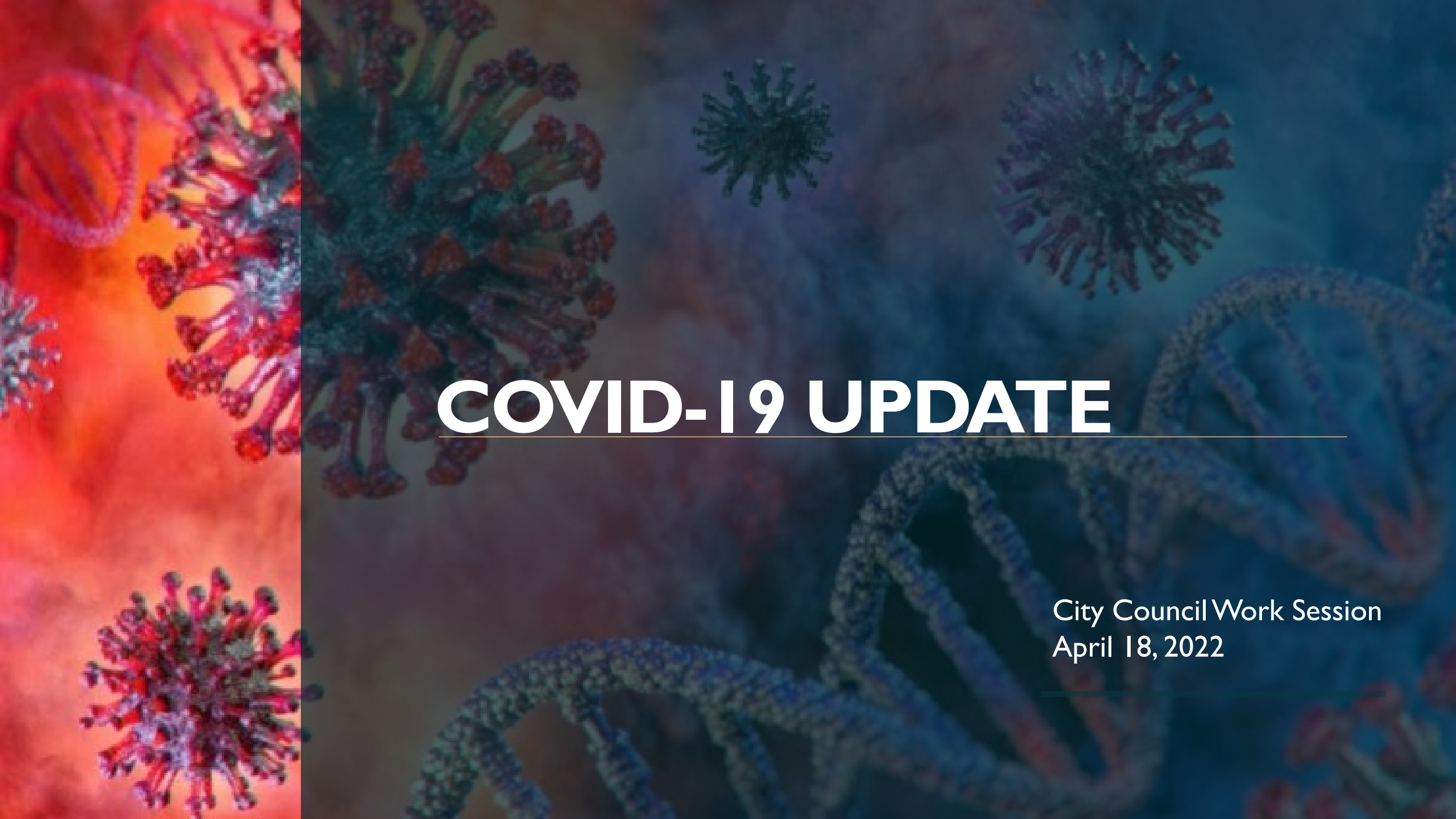
Staff will provide an update to Council and ask for direction, if needed, on various matters related to COVID-19 and actions being taken by the City.

Recommendation/Action Requested and Justification

Council discussion.

Attachments

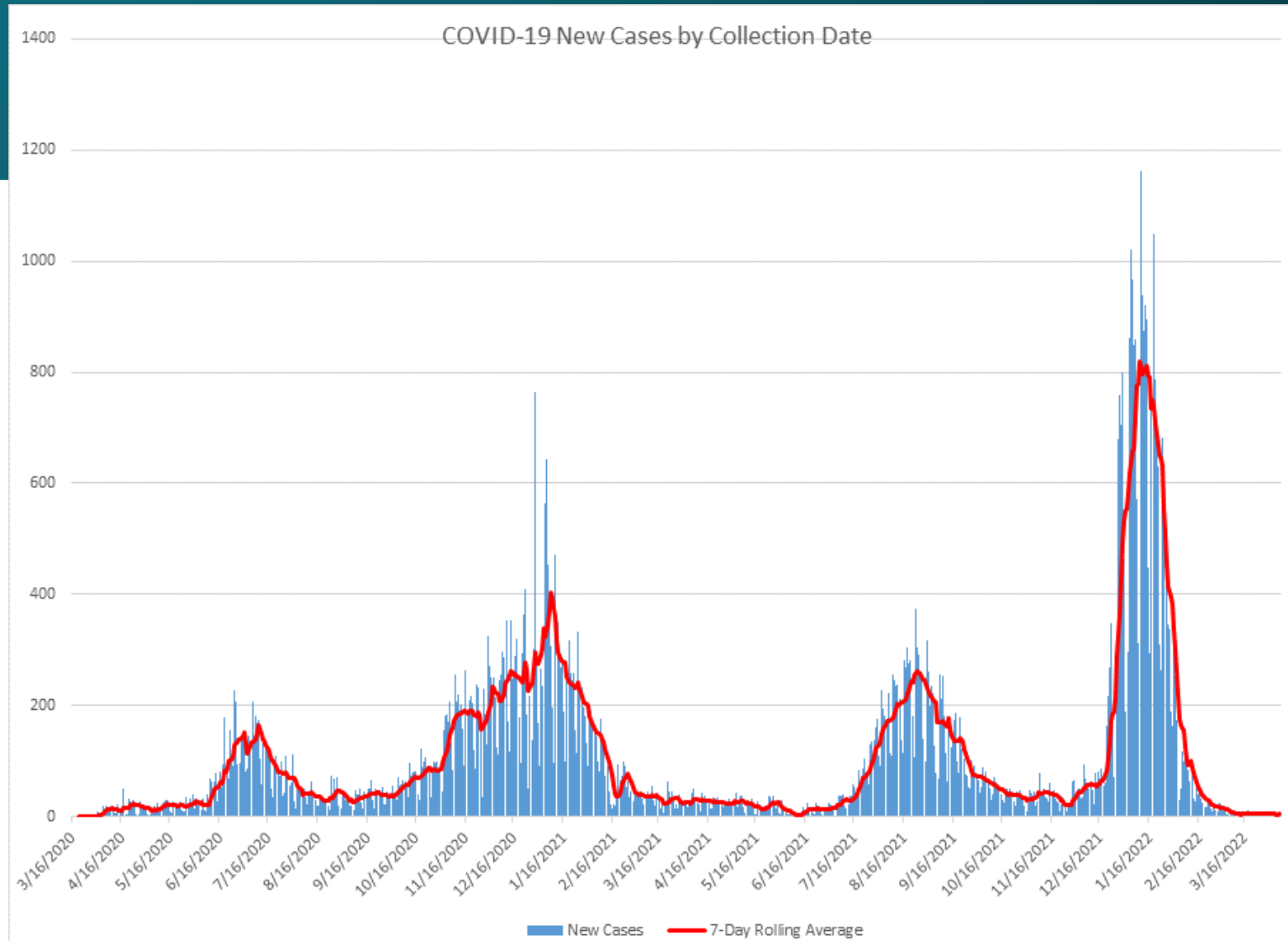
COVID-19 Presentation



COVID-19 UPDATE

City Council Work Session
April 18, 2022

Garland Impacts



Total Confirmed
60,450

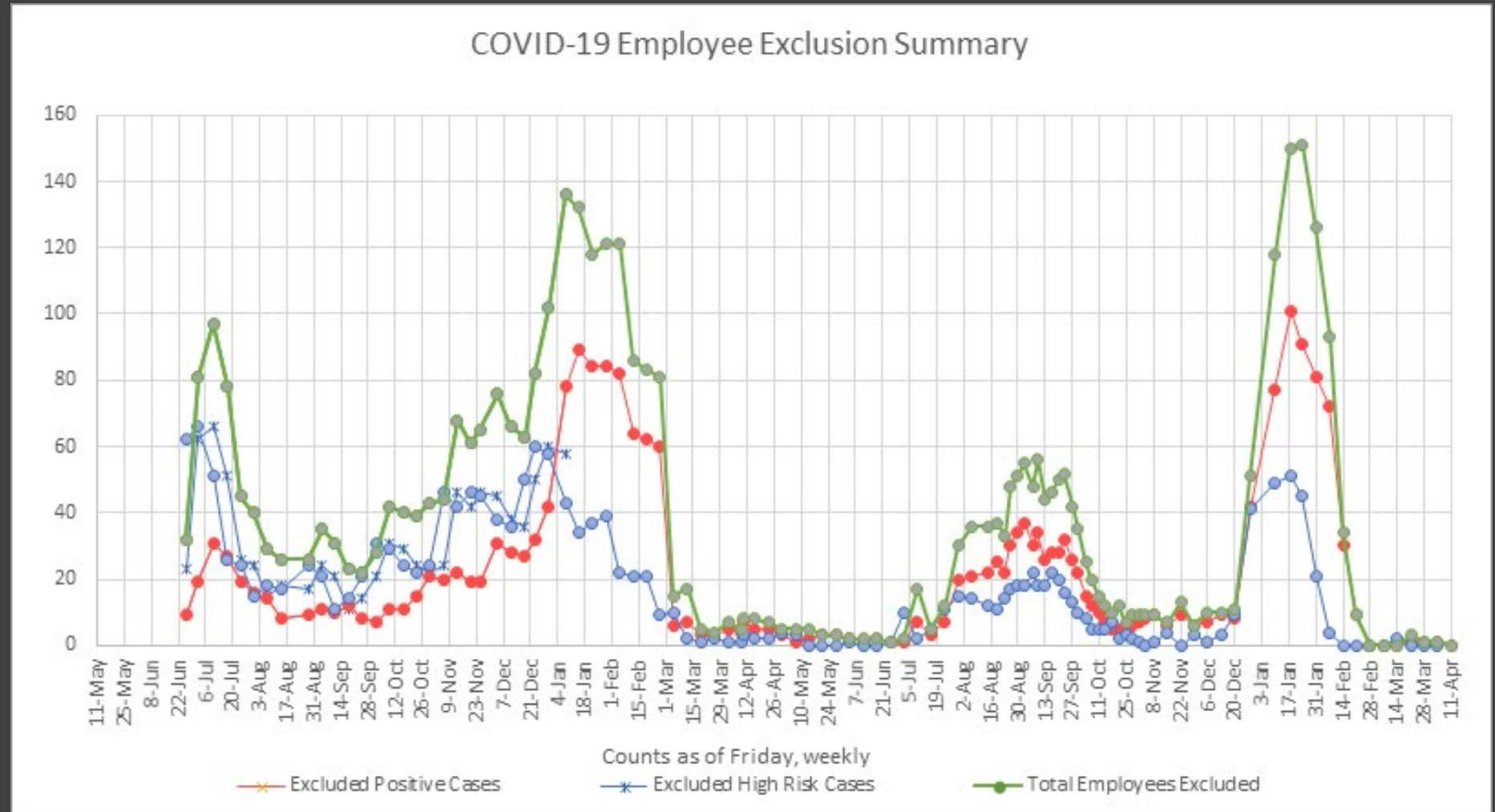
Total Recovered
59,482

Total Deaths
759

Active Cases
209

Current Staff Impacts

Total
Recovered
651
All
Departments



Garland Vaccinations Administered

Doses thru 4/8/22

First Doses	21,291
Second Doses	19,442
Booster Doses	6,691
Single Doses (Initial + Booster)	856
Pediatric First Doses	1,606
Pediatric Second Doses	1,299

Total	51,185
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Hospitalized COVID Patients and Percent COVID Patients to All Hospital Patients Dallas County

04/12/22 Numbers

80

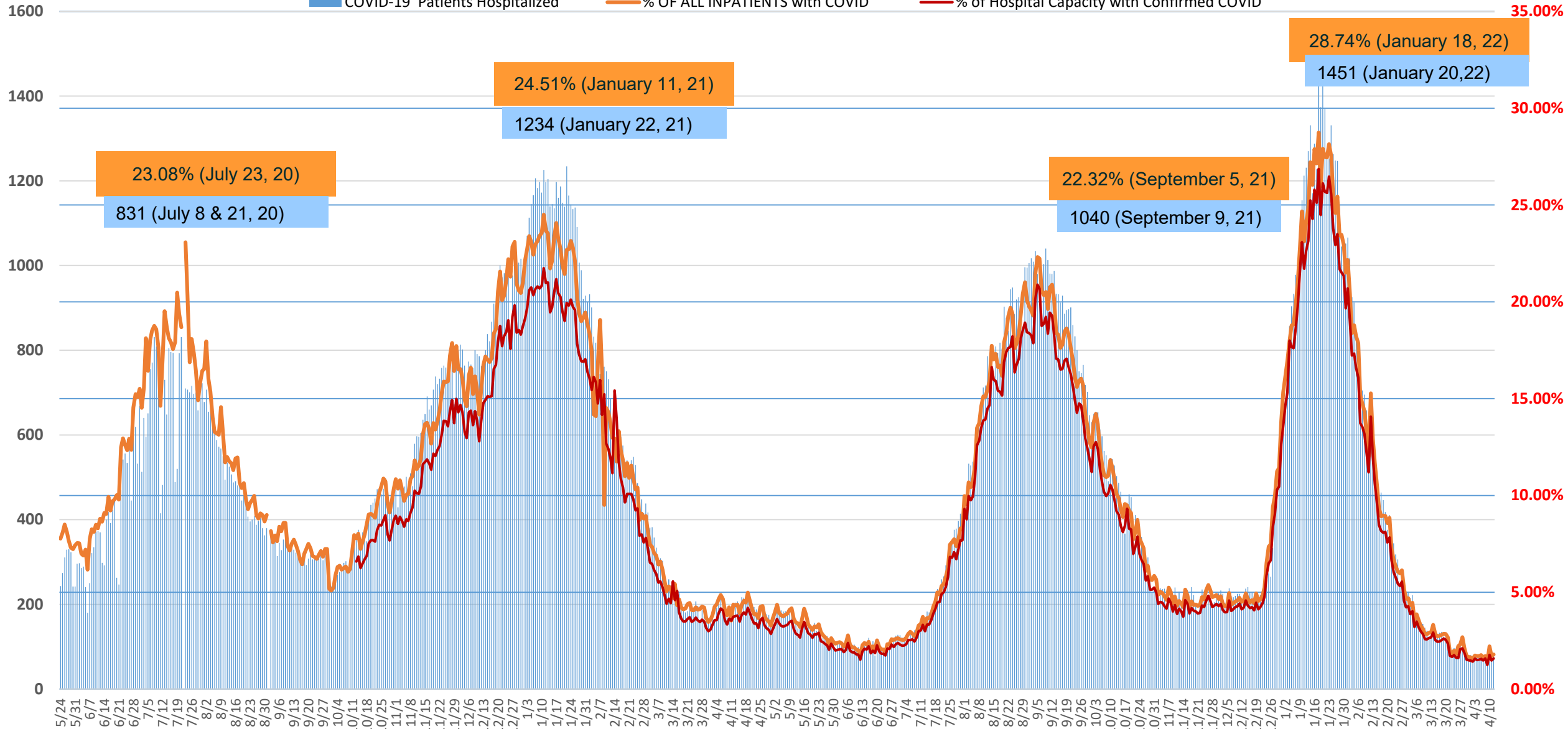
1.79%

1.58%

COVID-19 Patients Hospitalized

% OF ALL INPATIENTS with COVID

% of Hospital Capacity with Confirmed COVID





QUESTIONS



GARLAND POLICY REPORT

City Council Work Session Agenda

3. b.

Meeting Date: April 18, 2022
Item Title: Cinco de Mayo Update
Submitted By: Andy Hesser, Managing Director
Strategic Focus Areas:

ISSUE

Garland Association For Hispanic Affairs (GAHFA) has requested the City Council to consider waiving expenditures for City services required for their event, Cinco de Mayo at Winters Amphitheater on Sunday, May 8, 2022. The City Council Policy on Special Event Policies states that requests from nonprofit organizations for donated services in excess of \$5,000 be brought to the City Council for consideration.

OPTIONS

The City Council may:

1. Approve the proposed recommendations for special events assistance
2. Deny or revise proposed funding levels, or
3. Return the item to staff for further review and recommendations.

RECOMMENDATION

Staff recommends the City Council approve funding assistance (waiving fees and charges for City services) in the amount of \$11,000 for the Garland Cinco de Mayo Festival.

For the 2022 event, planning discussions with each necessary department have been conducted to capture costs and to layout plans for the event. In addition, planning meetings will be held between representatives from Transportation, Police, Health, Environmental Waste, Fire and Park Maintenance.

At the meetings, the below areas and plans will be examined:

- Traffic & Parking Plan
- Emergency Services (EMS and Fire) Plans
- Police and Event Security Plans
- Environmental Waste Plan
- Setup/Teardown Plan

It has been determined that this year's **estimated** cost for the Cinco de Mayo will be:

Police \$3000 Traffic control and security

Transportation \$800 Installation and removal of barricades

Transportation	\$800	Installation and removal of barricades
Environmental Waste Services	\$800	Installation and removal of waste containers
Port-A-Lets	\$1650	Outside service rental
Cleaning Services	\$1500	Outside service
Light Towers	\$700	Outside service rental
Signage	\$350	Outside service
In-Kind Equipment & Services	\$2200	Staffing, generators
TOTAL	\$11,000	

Unless otherwise directed by City Council, staff will proceed with the proposed assistance for the special event.

The city supports the event organizer by offering assistance with TABC compliance, Port-A-Lets, lighting equipment, and staff to provide setup and teardown help. Additionally, the city has contracted cleaning services to keep our park clean during and following the event.

BACKGROUND

Cinco de Mayo returns after two years of cancellations due to Covid-19. Their event will begin at 2:30 pm and includes a car show, live music, vendors, and food trucks. The event is family-friendly and will spotlight the unity among Garland's diverse community.

By assisting various nonprofit organizations through the donation of City services for nonprofit special events, the City promotes and celebrates the diversity and vitality of the community. From parades and festivals to various multicultural events, the City of Garland is showcased through the efforts of these nonprofit organizations.

CONSIDERATION

The 2021-22 annual operating budget has \$116,500 budgeted in the General Fund to provide assistance in covering fees and expenses for City services for special events held by nonprofit organizations. The proposed assistance for Cinco de Mayo is within the budgeted amount.

Attachments

- 2022 Special Event Permit Application
- 2022 Special Event Assistance Program Application
- Cinco de Mayo Event Site Map
- GAFHA 501©3 nonprofit certificate

Attachments

Special Event Asst. Program Application
Special Event Application
Cinco de Mayo Final Layout



GARLAND

TEXAS MADE HERE

Special Event Assistance Program Application

Date Submitted March 29, 2022
(Must be minimum 45 days prior to event)

Please type or print legibly

SECTION 1: Event Information

Event title: Cinco de Mayo Festival
Event location: Winters Park - Amphitheater
Event date(s): May 8, 2022 Start time: 2:30 pm End time: 9 pm
Event description: Festival featuring art, crafts and musical entertainment

Is this a new event? Yes ☐ No ☒ - If no, # years event has been held prior to current year: 8
Previous Attendance: 5,000 Estimated Attendance this year: 1,000 - 3,000
Event Purpose/Mission? To celebrate Latino culture

How will this event benefit the Garland community? Promote and celebrate the diversity of Garland

How will the proceeds of this event be used? Fund scholarships provided by GARHA to GISD graduating high school seniors

SECTION 2: Event Host Information - Proof of 501(c)3, 501(c)4, 501(c)6 status (official IRS letter)

Applicant's Name (event host): Garland Association for Hispanic Affairs
Applicant's Address: P.O. Box 460506
Best Phone (on-site): 214-604-0135 Email: TTORRES316@aol.com
Host Organization: Garland Association for Hispanic Affairs
Organization's Address: P.O. Box 460506
Organization tax ID #: 75-2692649

Non-Profit Status: (circle one) 501(c)3 | 501(c)4 | 501(c)6 | Neither

NOTE: Upon approval of the event application, and at least ten (10) days prior to the event, the event host shall provide the City with evidence of public event liability insurance in the amount of \$500,000 per occurrence for bodily injury and property damage arising from the event. The insurance shall be written with an insurance company authorized to transact business in the State of Texas and have a current rating of "A" or better by A.M. Best Key Rating Guide.

SECTION 3: Event Logistics

Listed below are logistical elements that may be a part of your event. "Services available through City" indicates what the City of Garland may be able to provide through the Special Event Assistance Program. The "Applicant's Responsibilities" section refers to logistical elements which may be a part of your event, but that are typically provided by the event Host or producer. Please check all in both sections that apply to your event:

*May be subject to additional permit, fees, or approval

Services Available through City

- ☒ Barricades
- ☒ Electrical Power (if available)
- ☒ Park Use (Approval by Director of Parks Dept.)
- ☒ Police/ Security
- ☒ Preparation of City-owned Facility/
X Property
- ☒ Running Water (if available)
- ☒ Street Closures
- ☒ Traffic/ Crowd Control
- ☒ Trash/ Recycling Containers

Applicant's Responsibility

- ☒ Alcohol at Event*
- ☐ Amusement Rides*
- ☐ Animals*
- ☒ Clean up Event Area or Facility
- ☐ Fireworks*
- ☒ Food/ Beverages*
- ☒ Generators*
- ☐ Jumpers/Bounce House* Merchandising*
- ☐ Off-site Parking & Transportation
- ☐ Open Flames*
- ☐ Overnight Security*
- ☐ Portable Restrooms
- ☒ Signs/ Banners* (City signage ordinances apply)
- ☒ Sound Amplification*
- ☒ Stage/ Grandstand/ Scaffolding
- ☒ Temporary Fencing
- ☐ Tents

SECTION 4: Supplemental Application Materials

Listed below are additional documents that are required in order to complete the application for event assistance. Each item is due at the time the application is submitted, unless otherwise indicated.

- ☒ Copy of proposed event site plan and/or route plan (parades/runs)
- ☒ Proof of 501(c)3, 501(c)4, 501(c)6 status (official IRS letter)
- ☐ Third Party Special Event Application
- ☒ Copy of the group's Insurance Certificate, listing City of Garland as additional insured
(due no later than 10 days prior to the event date)

I certify that the event for which this application has been prepared will be open to all citizens, and that attendance will not be limited by age, sex race, physical impairment, or other means. I further certify that the event's Host by a non-profit organization. On behalf of the Event Host, I agree to abide by the Special Events Guidelines provided with this Application. I further certify that the facts contained in this Application are accurate.

The Event Host does hereby fully release, discharge and Indemnify the City of Garland and its officers, agents, servants, and employees from and against any and all claims from injuries, damage or loss which might occur during the special event set forth in this Application, regardless of cause and even if caused by the City of Garland.

MANUEL BAZAN

EVENT CHAIR

Print name

Title

MANUEL BAZAN

MARCH 29TH 2022

Signature *Manny Bazan*

Date

PRE-EVENT BUDGET

Budget must be submitted on this form or in this format for review. If applying as a pre-existing event, applicant must submit final total profit/loss from the previous year's event as well.

PROJECTED REVENUE

Admission fees/ticket sales	0
Booth sales/rental	2000
Souvenir/merchandise sales	0
Concession sales	0
Donations	0
Sponsorships	10K
Other _____	
Total projected revenue	

PROJECTED EXPENSES

Administrative Expenses:	300
Staff	
Facility rental	0
Supplies	200
Operating Expenses:	10K
Entertainment	
Portable restrooms	CITY
Generators Tent	1K
Stage/sound/lighting	2500
Food, lodging	
Decorations/signage	1K
Rental expense (tables, chairs, etc.)	
Other _____	
Advertising/Promotion Expenses:	
Posters/flyers (design & printing)	1K
Brochures (design & printing)	500
Print ads	200
Radio/television ads	500
Total projected expense	18K

PROJECTED PROFIT OR (LOSS)

LOSS FOR 2022

Manny Bazan
MANUEL BAZAN JR

Signature of organization representative

MARCH 29TH 2022

Date

POST-EVENT BUDGET REPORT

(from previous year)

REVENUE

Budget must be submitted on this form or in this format for review.

Admission fees/ticket sales	_____
Booth sales/rental	_____
Souvenir/merchandise sales	_____
Concession sales	_____
Donations	_____
Sponsorships	_____
Other _____	_____

Total Revenues

=====

EXPENSES

Administrative Expenses:

Staff	_____
Facility rental	_____
Supplies	_____

Operating Expenses:

Entertainment	_____
Portable restrooms	_____
Generators Tent	_____
Stage/sound/lighting	_____
Food, lodging	_____
Decorations/signage	_____
Rental expense (tables, chairs, etc.)	_____
Other _____	_____

Advertising/Promotion Expenses:

Posters/flyers (design & printing)	_____
Brochures (design & printing)	_____
Print ads	_____
Radio/television ads	_____

Total Expenses

20k

=====

PROFIT OR (LOSS)

2019 Profit of about \$200

From: noreply@civicplus.com
To: [Special Events](#)
Subject: [EXTERNAL] Online Form Submittal: Third Party Special Event Application
Date: Thursday, March 3, 2022 4:02:40 PM

Third Party Special Event Application

Applicant/Event Host Information

Event Host/Contact Person	Tony
Event Host/Contact Person	Torres
Host Organization Title	Garland Association for Hispanic Affairs
Organization Type	Non-Profit - 501(c)(3) or (c)(6) Certificate Required
Address	P.O. Box460506
City	Garland
State	TX
Zip Code	75048
Best Phone Number	972-768-5154
Email Address	cincodemayogarland@gmail.com
Liability Insurance:	<i>Field not completed.</i>
Nonprofit Certificate	GAFHA 2022.jpg
Mitigation Strategy Plan	<i>Field not completed.</i>

Event Description

Event Name/Title	Cinco De Mayo Fest 2022
Event Start Date	5/8/2022
Event End Date	5/8/2022
Link to Event Website (If applicable)	https://cincodemayogarland.com/
Event Type	Concert/Festival
Detailed Event Description	Fun run in am and festival to follow. Concert / vendors / kids activities

Event Location & Maps

Event Location	Garland City Park
List Park and/or Venue Name	winters park
Location of Event	1419 Spring Creek Dr, Garland, TX 75040
City	Garland
State	TX
Zip Code	75040
Street Closures/ Neighboring Streets	NOT SURE YET
Site Map/ Event Layout	Cinco De Mayo map.png

Layout/ Map Requirements

1) All Equipment/ Activity/ Food/ Beverage/ Merchandise Vendors & Locations including Tent Size

2) Sound/Power/Staging Locations

3) Street Closures (If Applicable)

4) EMS/ PD/ Restroom/ Trash Container Locations (If Applicable)

5) Activities/Festivities/Signage Locations

Event Schedule

Event Start Date & Time	5/8/2022 3:00 pm
Event End Date & Time	5/8/2022 9:00 PM
Event Setup Date & Time	5/8/2022 9:00 AM
Event Teardown Date & Time	5/8/2022 10:00 PM

(Section Break)

Multiple Day Schedule

If your event occurs on multiple or consecutive days, enter Start and End times for each day of the week on which your event will occur.

First Event Day - Start Date & Time	Field not completed.
First Event Day - End Date &	Field not completed.

Time

Second Event Day - Start Date & Time

Field not completed.

Second Event Day - End Date & Time

Field not completed.

Third Event Day - Start Date & Time

Field not completed.

Third Event Day - End Date & Time

Field not completed.

More Dates & Times?

Field not completed.

Event Activities, Entertainment & Equipment

Activities, Entertainment & Equipment.

- Check all that applies to your event.

*Amplified Sound/PA System, *Electricity/Generator ,
*Food/ Food Vendors, Stage/Grandstand/ Scaffolding,
*Tents , Trash/Recycling Containers, Vehicles/Floats
(Car Show or Parade)

List ALL equipment vendors for above checked elements & location of setup.

TBD

Entertainment:

DJ/Disc Jockey, Live Band, Live Performance
(theatrical or musical)

Does your event involve entertainment?

YES

Stage:

- List all Stages/Grandstands/Scaffolding and dimensions: (Number of Stages, Size and Location)
- List N/A if there will NOT be a stage.

TBD

Tents:

- List all tents and dimensions: (Number of Tents, Size and Location)
- List N/A if there will NOT be any tents.

Field not completed.

Public Participation, Vendors, & Fees

Are you advertising/inviting the public to participate?	Yes - Open to the Public
Estimated Amount of Attendance	TBD
Does this event have an Admission or Registration Fee?	No - the event is FREE
Benefiting Organization	GAFHA
Benefiting Organization Type	Non-Profit - 501(c)3 or (c)(6) Certificate Required
Benefiting Non-Profit - 501(c)3 or other Certificate Required	GAFHA 2022_1.jpg
<u>Alcohol:</u> - Will there be any Alcohol Vendors at your event?	*Alcohol Sales
<u>Food:</u> - Will there be any Food & Non-Alcoholic Beverage Vendors at your event?	*Food/Beverage Sales
<u>Merchandise:</u> - Will there be any merchandise vendors at your event?	Merchandise Sales
List all Vendors, Types and Locations	TBD
Signage, Security, & Waste Management	
<u>Signage:</u> - Will any signs or banners be used for the event?	Yes - please describe below.
If yes, please describe size and location.	TBD
<u>Event Flyer:</u> - Is there a draft or final event flyer for the event?	No - I do <u>NOT</u> have an event flyer
<u>Police/ Security/ Crowd Control:</u> - Does your event require a police/security presence? (Traffic or Crowd Control)	Yes - Police/ Security is needed at my event

If yes, please indicate the method by which you will hire the required officers.

I request police be hired, staffed & overseen by GPD & Special Events Office (Subject to Approval)

Waste:

Will extra trash barrels or dumpsters be needed for the event?

Yes - I need extra trash barrels or dumpsters

If yes, please list number and location of extra trash barrels or dumpsters needed.

TBD

Portable Restrooms:

- Will there be portable restrooms at your event?

Yes - I will have portable restrooms at my event

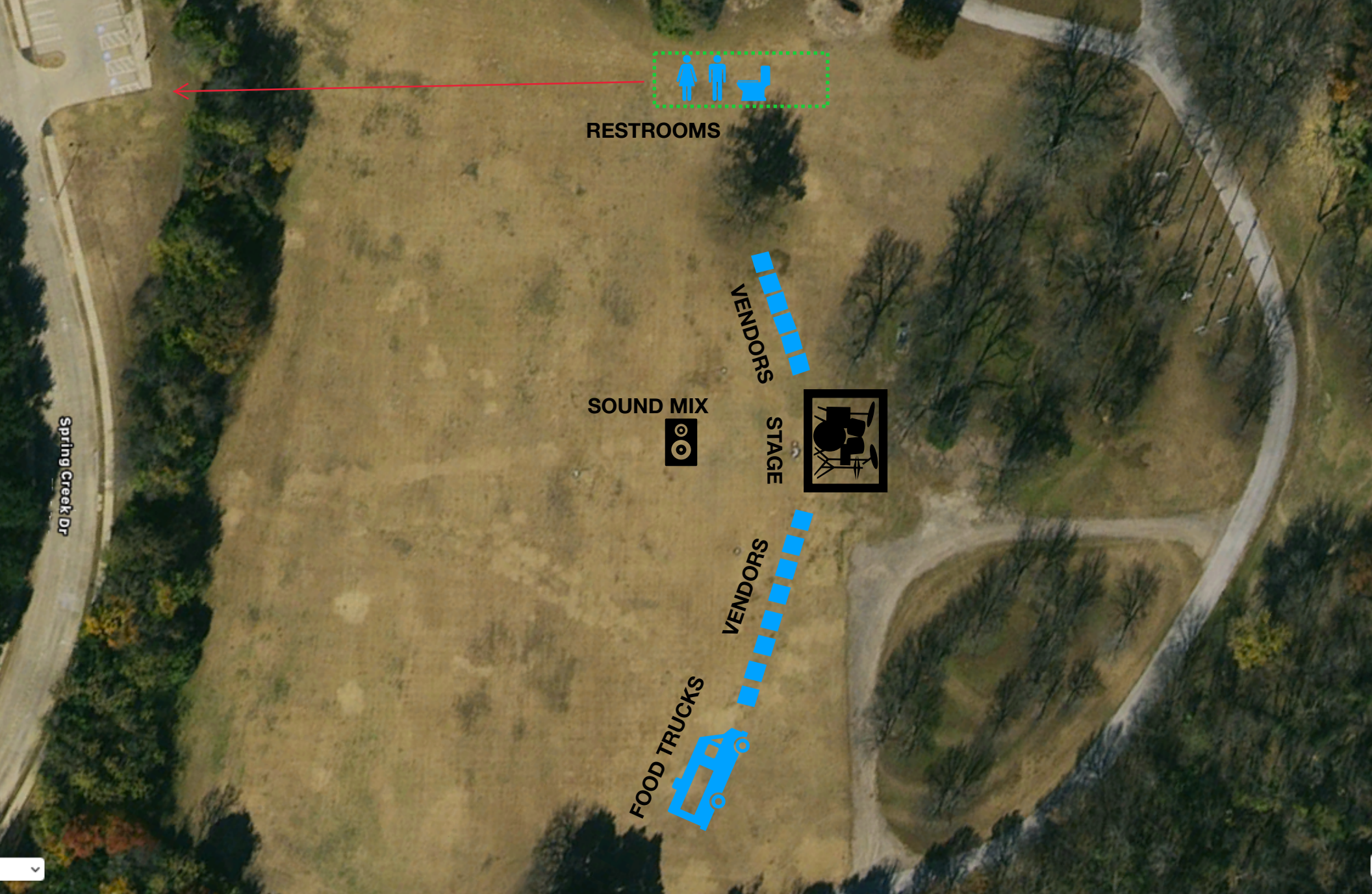
(Section Break)

Other:

Please explain any further special requests or further event information we need to know about your event.

N/A

Email not displaying correctly? [View it in your browser.](#)



Final 2022 Cinco Layout



GARLAND POLICY REPORT

City Council Work Session Agenda

3. c.

Meeting Date: April 18, 2022

Item Title: 2022-2023 CDBG, HOME and ESG Federal Grant Allocation

Submitted By: Mona Woodard, Neighborhood Services Administrator

Strategic Focus Areas: Enhanced Quality of Life through Amenities, Arts, and Events
Vibrant Neighborhoods and Commercial Centers

ISSUE

Information is being provided for Council review regarding the allocation of Community Development Block Grant (CDBG) funding, HOME Infill Partnership Grant (HOME) funding and the Emergency Solutions Grant (ESG) funding.

OPTIONS

A Public Hearing will be held regarding this item at the Regular Meeting on April 19, 2022. This item will be brought back before the Council on May 2, 2022, Work Session for discussion of CDBG, HOME, and ESG grant proposals. The final discussion on this item is scheduled for May 16, 2022, with formal Council approval scheduled for May 17, 2022.

BACKGROUND

The City expects to receive the following funding from the Department of Housing and Urban Development for 2022-2023:

CDBG: - \$2,187,595

HOME: - \$701,303

ESG: - \$193,644

For all Federal grant applications, the proposed budget for the fiscal year 2022-2023 must be submitted to the Department of Housing and Urban Development by August 13, 2022. There have been several input meetings to solicit feedback on the proposed use of funding.

CONSIDERATION

HUD sets a maximum limit of 15% of the entitlement funding that can be made available for public service activities. A total of \$328,139 is available for the CDBG Public Services Category, and staff received twelve (12) CDBG public services applications requesting funding. The total amount of funding requested by applicants is \$824,688. In addition, there is \$1,617,512 in CDBG Project funding available, and there were three (3) internal City Department applications submitted. Community Development will use the remaining \$437,519 in CDBG Administrative funding to manage the grant programs. HUD regulations limit CDBG monies used for administrative and planning to no more than 20% of the entitlement funding available.

HOME entitlement funding available totals \$701,303, and application requests equal that amount. HUD regulations require that 15% of the HOME funding be used by a Community Housing Development Organization (CHDO). HUD allows up to 10% to be used for the program's administration.

The total funding available for the ESG program is \$193,644. In addition, the Community Development Department will use \$23,024 in ESG funding for administration and data collection. Other categories include Shelter Operations and Street Outreach in the amount of \$112,919 and Rapid Rehousing/ Homeless Prevention for \$65,201.

Attachments

Grant Workbook FY 22-23

Available Funding

2022-2023 Projected Federal Grant Funding

Community Development Block Grant (CDBG)	\$	2,187,595
HOME Partnership Grant - (HOME)	\$	701,303
Emergency Solutions Grant - (ESG)	\$	<u>193,644</u>
TOTAL	\$	3,082,542
Carryover/Reprogrammed Funding	\$	195,576

Maximum Category Expenditures Per Grant Program

FY-2022-23 - Entitlement Grant Funding

Community Development Block Grant

Entitlement	\$2,187,595
CDBG Carryover	\$195,576
TOTAL	\$2,383,171

Maximum Expenditures Available Per Category

Maximum CDBG Administration Available	\$437,519
Maximum CDBG Public Services Available	\$328,139
Maximum CDBG Citywide Initiatives Available	\$1,617,512
TOTAL	\$2,383,171

HOME Investment Partnership

Entitlement	\$701,303
HOME Carryover	\$1,528,233
TOTAL	\$2,229,536

Maximum Expenditures Available Per Category

Maximum HOME Administration Available	\$70,130
Minimum CHDO Set Aside Required	\$105,195
Maximum City Sponsored Projects	\$2,054,210
TOTAL	\$2,229,536

Emergency Solutions Grant

Entitlement	\$193,644
TOTAL	\$193,644

Maximum Expenditures Available Per Category

Maximum ESG Administration Available	\$14,523
Required ESG Shelter Operations/Street Outreach	\$112,919
Required ESG Rapid Rehousing/Prevention	\$65,201
Required ESG HMIS Data Base	\$1,000
Total	\$193,644

GRAND TOTAL	\$4,806,351
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GARLAND

CDBG Carryover Funding

Program		Annual Carryover Amount	Cummulative Reprogram Balance
FY 20-21			
1582	Garland Police Boxing		\$ 6,275.00
1581	Elderly Yard Care		\$ 437.00
1579	Achievement Center		\$ 32,201.82
1588	Meals on Wheels		\$ 97.00
1586	Salvation Army		\$ 22,715.58
1592	Sidewalk Repair		\$ 50,000.00
1594	Code Enforcement		\$ 10,899.39
1589	CDBG Grant Administration		\$ 72,949.83
		\$ -	\$ 195,575.62

Requests for Funding



CDBG 2022-2023 Federal Grant Allocations

Reviewed Applications - Public Services

Application Title	Organization Name	Category	Requested Amount	RFP Score (Max 100)	Previous Year Allocation	RFP Remaining Budget	Council Averaged Allocated Amount	RFP Remaining Budget
Public Service Applications			Maximum Available		\$ 328,139			
Citywide Initiatives								
Garland Police Boxing Program	City of Garland Police Department	Youth Services	\$ 28,663	88.00	27,121	\$ 299,476		\$ 328,139
S.T.A.R.S. Summer Day Camp	City of Garland Parks Department	Youth Services	\$ 80,000	80.67	30,257	\$ 219,476		\$ 328,139
Lawn Care Assistance Program	City of Garland Code Enforcement	Elderly Services	\$ 26,400	67.00	22,666	\$ 193,076		\$ 328,139
Non-Profit Public Services								
Long Term Care Ombudsman Program - Garland	Senior Citizens of Greater Dallas	Elderly Services	\$ 18,000	94.00	16,611	\$ 175,076		\$ -
Meals on Wheels	Visiting Nurse Association	Elderly Services	\$ 15,600	93.67	10,650	\$ 159,476		\$ -
Family Violence Survivor Services Program	Hopes Door/New Beginning	Homeless Services	\$ 60,000	92.00	33,376	\$ 99,476		\$ -
Special Needs Care and Training	Achievement Center of Texas	Special Needs	\$ 58,800	92.00	57,507	\$ 40,676		\$ -
At Risk Family Therapy Program	Counseling Institute of Texas (CIT)	Counseling Services	\$ 60,000	91.33	16,173	\$ (19,324)		\$ -
Value Added Health Care	Hope Clinic	Medical Services	\$ 120,000	90.67	80,118	\$ (139,324)		\$ -
Workforce Training	Transcend Stem	Community Progam	\$ 219,725	89.00	0	\$ (359,049)		
Emergency Rental Assistance	Salvation Army	Homeless Services	\$ 77,500	85.67	28,660	\$ (436,549)		\$ -
Summer Youth Camp Program - New Project	Restoration Church	Youth Services	\$ 60,000	76.00	5,000	\$ (496,549)		\$ -
			\$ 824,688				\$ -	

Citywide Initiatives - Applications

0

City Core Services Projects	Request		FY 21-22 Allocation		Staff Recommend
Code Enforcement - Officers	\$	250,000	\$	250,000	\$ 250,000
Garland Home Repair Program	\$	600,000	\$	543,000	\$ 600,000
Housing Initiatives GREAT Homes Program	\$	767,512	\$	271,602	\$ 767,512
					\$ -
Project Applicaton Total					Recommended Total
	\$	1,617,512			\$ 1,617,512
Project Applications Total					
	\$	1,617,512			\$ 1,617,512

Housing and Community Services Administration Funding

Purpose	Organization Name	Category	RFP Maximum Budget	Requested Amount		Funding Available?	RFP Remaining Budget	Staff Recommend
Grant Operations/Training/ Salaries	City of Garland	Housing/Community Services	\$ 437,519	\$ 437,519		yes	\$ -	\$ 437,519

Reviewed Applications - HOME Infill City Sponsored Projects

Application Title	Organization Name	Administering Department	Requested Amount	New/Existing Project	Staff Recommend
HOME Infill - New Single Family Home Construction	City of Garland	Housing/Community Services	\$ 2,054,210	Existing	\$ 2,054,210
CHDO Infill - Single Family Home Development	Habitat for Humanity	Housing/Community Services	\$ 105,195	Existing	\$ 105,195
HOME Program Administraton	City of Garland	Housing/Community Services	\$ 70,130	Existing	\$ 70,130
					\$ -
					\$ 2,229,536
					TOTAL Available
					\$ 2,229,536

Reviewed Applications - Emergency Solutions Grant - Projects

Total Available \$ **193,644.00**

Application Title	Organization Name	Maximum Available per Category	Requested Amount	Existing/New Project	Staff Recommended
ESG Shelter Operations/Street Outreach		\$112,919			
Shelter Operations	Hope's Door/New Beginning		\$130,000	Existing	
Street Outreach	Helen's Project - NEW Applicant		\$50,050	NEW	
Street Outreach	Metro Releif		\$142,027	Existing	
Rapid Rehousing/Prevention Rental Assistance		\$65,610			
	Hope's Door/New Beginning Ctr		\$60,000	Existing	\$32,805
	Under 1 Roof		\$186,600		\$32,805
Data Collection - Metro Dallas Homeless Alliance		\$1,000			
	City of Garland Community Development		\$1,000	Existing	\$1,000
ESG Program Administration/Operations		\$14,115			
	City of Garland Community Development		\$14,115	Existing	\$14,115
		Total Available	Total Requested		Total Recommended
		\$193,644	\$583,792		\$193,644

Public Service Applicants

2022-2023 Citywide Initiatives Public Service Category Applicants

<u>Citywide Initiatives</u>	New/Existing Project	Requested Amount	Application Score	Type of Service
Garland Police Boxing Program	Existing	\$ 28,663	88.00	Boxing and Tutoring - Afterschool
Parks S.T.A.R.S program	Existing	\$ 80,000	80.67	Youth Summer Camp Program
Code Compliance - Elderly Yard Care Program	Existing	\$ 26,400	67.00	Lawn care
CDBG Funding Requested		\$ 135,063		

2022-2023 Non-Profit Public Service Category Applicants

<u>Counseling Services</u>	New/Existing Project	Requested Amount	Application Score	Type of Service
The Counseling Institute of Texas, Inc.	Existing	\$ 60,000	91.33	Youth Court Referrals
CDBG Funding Requested		\$ 60,000		

<u>Disabled/Special Needs Programs</u>	New/Existing Project	Requested Amount	Application Score	Type of Service
Achievement Center of Texas	Existing	\$ 58,800	92.00	Day Habilitation Services for children and adults with disabilities
CDBG Funding Requested		\$ 58,800		

<u>Elderly Programs</u>	New/Existing Project	Requested Amount	Application Score	Type of Service
Garland Ombudsman Program - Senior Citizens of Greater Dallas	Existing	\$ 18,000	94.00	Nursing Home Ombudsmen
Meals on Wheels - VNA Program	Existing	\$ 15,600	93.67	Meals on Wheels
CDBG Funding Requested		\$ 33,600		

<u>Homeless, Housing and Work Force Training Assistance Programs</u>	New/Existing Project	Requested Amount	Application Score	Type of Service
Hopes Door/New Beginning Center - Domestic Violence (also receives ESG funds)	Existing	\$ 60,000	92.00	Case Management/ Counseling Domestic Violence
Transcend STEM	Existing	\$ 219,725	89.00	Workforce/Rental Assistance
Salvation Army - Rental Assistance Program	Existing	\$ 77,500	85.67	Emergency Rental Assistance
CDBG Funding Requested		\$ 357,225		

<u>Medical/Dental Programs</u>	New/Existing Project	Requested Amount	Application Score	Type of Service
Hope Clinic	Existing	\$ 120,000	90.67	Medical Services
CDBG Funding Requested		\$ 120,000		

<u>Youth Programs</u>	New/Existing Project	Requested Amount	Application Score	Type of Service
Restoration Church - Summer Youth Program	Existing	\$ 60,000	76.00	Summer Camp/Day Care Program
CDBG Funding Requested		\$ 60,000		

Total Application Requests	\$ 824,688
Total Funding Available	\$ 328,139
Balance to Reconcile	\$ 496,549

Public Service Applicants

Counseling Services Summary Sheets

Applicants	Requested Amount		Application Score
Counseling Institute of Texas	\$60,000		91.33
TOTAL Funding Requested		\$60,000	

2022-23 CDBG Application Summary: Public Services

Category: Counseling Services

Applicant Agency: The Counseling Institute of Texas Inc.
3200 Southern Drive Ste 100
Garland TX 75043

Contact Person: Susan Hennum **Title** Director

Email/Phone shennum@citexas.org 972-271-4300

Project Name: Counseling Assistance Fund

Amount Requested: \$60,000

Unit of Service: 1 person receiving assistance

Number of Persons Served: 75 People

Application Score

91.33

Project Description:

CDBG Funding is requested to assist low income families within the City of Garland by providing counseling services. The goal is to service 75 families or individuals by providing each individual or family with 10 – 12 sessions. (Charge for session does not change based on how many family members attend.) All funds received are used to pay for the cost of the counseling session and costs related to the session; no administrative position is funded through CDBG. Families are asked to pay a small co-pay ranging from \$0 to \$15.

DUNS Number: 867405706

Scoring Category	Application Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>13.33</u>	15	
<u>Organizational Capacity</u>	<u>12.67</u>	15	
<u>Budget</u>	<u>18.00</u>	20	
<u>Project Benefits</u>	<u>14.67</u>	13	
<u>Project Specifics</u>	<u>32.67</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>91.33</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	13	15	12	13.33
Organizational Capacity	11	14	13	12.67
Budget	15	20	19	18.00
Project Benefits	14	15	15	14.67
Project Specifics	31	35	32	32.67
Performance Indicators				
TOTAL	84	99	91	91.33

Public Service Applicants

Disabled/Special Needs Summary Sheets

Applicants	Requested Amount		Application Score
Achievement Center of Texas	\$58,800		92.00
TOTAL Funding Requested		\$58,800	

2022-2023 CDBG Application Summary: Public Services

Category: Special Needs Programs

Applicant Agency: Achievement Center of Texas
2950 N. Shiloh Road
Garland, TX 75044

Contact Person: Andrew Malik **Title:** Executive Director

Email/Phone amalik@act.com 972-414-7700

Project Name: Daycare and Training for Persons with Special Needs

Amount Requested: \$58,800

Unit of Service: People

Number of Persons Served: 8

Application Score

92.00

Project Description:

As recipients of the Community Development Block Grant for over 20 years, we have been able to help countless families and students by subsidizing tuition. While many families wait 15+ years for Medicaid funds to open up, the block grant funds have been a lifeline to so many students. Each year we are able to help 17-21 students with reduced fees and access to programs that are geared towards them and their goals, but due to the rising cost of wages and new cost of covid we will only be able to help about half of the amount of clients as we helped before. We are working tirelessly to provide the best services within the city of Garland, however, inflation and other extenuating circumstances have caused us to increase our cost per hour. If we are fortunate enough to receive funding it goes to provide our students with the opportunity to learn within a classroom setting, while also going out into the community and volunteering their time to give back. Students receiving the subsidy are able to participate in all center activities, events, and community outings at no extra charge.

DUNS Number: 122567691

Scoring Category	Application Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>14.33</u>	15	
<u>Organizational Capacity</u>	<u>12.67</u>	15	
<u>Budget</u>	<u>19.33</u>	20	
<u>Project Benefits</u>	<u>12.67</u>	13	
<u>Project Specifics</u>	<u>33.00</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>92.00</u>	100	

	Application Scores			
	JW	MW	LJ	Average Score
Project Characteristics	13	15	15	14.33
Organizational Capacity	13	14	11	12.67
Budget	19	19	20	19.33
Project Benefits	14	14	10	12.67
Project Specifics	29	35	35	33.00
Performance Indicators				
TOTAL	88	97	91	92.00

Public Service Applicants

Elderly Services Summary Sheets

Applicants	Requested Amount	Application Score
VNA - Meals on Wheels	\$15,600	93.67
Senior Citizens of Greater Dallas	\$18,000	94.00
Elderly Yard Care Program - Code Department	\$26,400	67.00
TOTAL Funding Requested	\$60,000	

2022-2023 CDBG Application Summary: Public Services

Category: Elderly Services

Applicant Agency:

The Visiting Nurse Association (VNA)

1600 Viceroy Dr Ste 400

Dallas TX

Contact Person:

Cheryl Jones Jobe, LMSW

Title: Manager

Email/Phone

jonesc@vnatexas.org

214-689-2682

Project Name:

Meals on Wheels Program

Amount Requested:

\$15,600

Unit of Service:

1 person

Number of Persons Served:

8

Project Description:

VNA Meals on Wheels provides nutritious, hot, home-delivered meals to those who due to illness, advanced age or disability are unable to provide or prepare meals for themselves. The purpose of Meals on Wheels is to nourish the whole person by providing nutritious home-delivered meals and social contact for seniors and disabled adults. With funding from the City of Garland CDBG, eight clients will receive hot, nutritious meals delivered by friendly volunteers for an entire year (2,080 meals total).

DUNS Number:

75119057

Application Score

93.67

Scoring Category	Application Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>14.33</u>	15	
<u>Organizational Capacity</u>	<u>12.33</u>	15	
<u>Budget</u>	<u>19.33</u>	20	
<u>Project Benefits</u>	<u>14.67</u>	13	
<u>Project Specifics</u>	<u>33.00</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>93.67</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	15	13	15	14.33
Organizational Capacity	11	13	13	12.33
Budget	20	18	20	19.33
Project Benefits	14	15	15	14.67
Project Specifics	35	29	35	33.00
Performance Indicators				
TOTAL	95	88	98	93.67

2022-2023 CDBG Application Summary: Public Services

Category: Elderly Services

Applicant Agency: Senior Citizens of Greater Dallas, Inc.
3910 Harry Hines Blvd.
Dallas TX 75219

Contact Person: Suzanna Sulfstede, LMSW **Title** Director

Email/Phone ssulfstede@TheSeniorSource.org 214-525-6114

Project Name: Long Term Care Ombudsman Program - Garland

Amount Requested: **\$18,000**

Unit of Service: 1 person

Number of Persons Served: 780

Application Score

94.00

Project Description:

The Long-Term Care Ombudsman Program, federally mandated by the Older Americans Act, is charged with improving the quality of life and care for frail, vulnerable elderly and disabled individuals residing in long-term care facilities and protecting their health, safety, welfare and rights. CDBG funds will be used to continue partially funding salary and fringes (\$17,500), as well as mileage (\$500) for a staff ombudsman serving all Garland nursing home residents. The Garland Ombudsman monitors care provided in the facilities and works to resolve complaints to the satisfaction of the resident. Activities will include visitation and direct advocacy for 780 unduplicated elderly and disabled residents, as well as one-on-one consultation on long-term care issues for residents, families and facility staff.

DUNS Number 74860933

Scoring Category	Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>14.00</u>	15	
<u>Organizational Capacity</u>	<u>13.00</u>	15	
<u>Budget</u>	<u>19.00</u>	20	
<u>Project Benefits</u>	<u>14.67</u>	13	
<u>Project Specifics</u>	<u>33.33</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>94.00</u>	100	

	Application Scores			
	JW	MW	LJ	Average Score
Project Characteristics	12	15	15	14.00
Organizational Capacity	14	10	15	13.00
Budget	18	19	20	19.00
Project Benefits	14	15	15	14.67
Project Specifics	32	33	35	33.33
Performance Indicators				
TOTAL	90	92	100	94.00

2022-2023 CDBG Application Summary: Public Services

Category: Elderly Services

Applicant Agency: Garland Code Compliance Department
210 Carver
Garland TX 75040

Contact Person: Rick Barker **Title** Administrator

Email/Phone rbarker@garlandtx.gov 972-485-6424

Project Name: Lawn Care Assistance Program (Elderly Lawn Care)

Amount Requested: \$26,400

Unit of Service: 1 person receiving assistance

Number of Persons Served: 60

Application Score

67.00

Project Description:

This program assists the elderly and/or disabled to maintain their property by mowing their lawns. The program has been able to provide this service to approximately 60 residents. We do request maximum funds allowed for staff administration of the program.

Scoring Category	Application Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>11.00</u>	15	
<u>Organizational Capacity</u>	<u>8.67</u>	15	
<u>Budget</u>	<u>13.00</u>	20	
<u>Project Benefits</u>	<u>8.67</u>	13	
<u>Project Specifics</u>	<u>25.67</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>67.00</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	13	11	9	11.00
Organizational Capacity	10	9	7	8.67
Budget	15	15	9	13.00
Project Benefits	12	12	2	8.67
Project Specifics	31	26	20	25.67
Performance Indicators				
TOTAL	81	73	47	67.00

Public Service Applicants

Homeless Services Summary Sheets

Applicants	Requested Amount	Application Score
Salvation Army - Rental Assistance	\$77,500	85.67
Transcend Stem	\$219,725	89.00
Hopes Door/New Beginning - Case Mgmt. Domestic Violence	\$60,000	92.00
TOTAL Funding Requested	\$357,225	

2022-2023 CDBG Application Summary: Public Services

Category: Homeless Services/Training

Applicant Agency: Salvation Army
451 West Avenue D
Garland TX 75040

Contact Person: Shelly Hood **Title** Captain

Email/Phone shelley.hood@uss.salvationarmy.org 972-272-4531

Project Name: Emergency Rental Assistance Program

Amount Requested: **\$77,500**

Unit of Service: 1 person receiving assistance

Number of Persons Served: 79

Application Score
85.67

Project Description:

The Salvation Army Garland Corps requests \$77,500.00 for our homeless prevention program. The program will provide CDBG funded emergency rental and mortgage assistance coupled with longer-term case management and housing stabilization services, including food pantry access, home visits, and monthly budgeting. At the end of six months, clients will have participated in case management activities focused on financial stability, developed a balanced budget, and followed the budget to demonstrate the household is living within its means. These program services will provide 25 at-risk households with the foundation to make informed decisions necessary to prevent an eviction/foreclosure, promote financial independence, wellbeing, and housing security and achieve financial stability. The target population is low-income City of Garland residents, both individuals and families, who are at risk of becoming homeless. While CDBG funding allows for the project to serve households with low to moderate income limits, at or below 80% of the Area Median Family Income (AMI) as defined by HUD, for the purposes of this grant, priority will be households at or below 60% AMI to ensure those most in need are receiving this limited resource. To be considered "at-risk", the household must have an eviction/foreclosure notice or notice to pay or quit.

DUNS Number: 32781127

Scoring Category	Application Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>12.00</u>	15	
<u>Organizational Capacity</u>	<u>12.67</u>	15	
<u>Budget</u>	<u>18.00</u>	20	
<u>Project Benefits</u>	<u>13.00</u>	13	
<u>Project Specifics</u>	<u>30.00</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>85.67</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	12	11	13	12.00
Organizational Capacity	14	11	13	12.67
Budget	15	20	19	18.00
Project Benefits	14	10	15	13.00
Project Specifics	31	26	33	30.00
Performance Indicators				
TOTAL	86	78	93	85.67

2022-2023 CDBG Application Summary: Public Services

Category: Homeless Services/Training

Applicant Agency: New Beginning Center/Hopes Door
860 Avenue F, Ste 100
Plano TX 75074

Contact Person: Christina Coultas **Title** Director of Programs

Email/Phone ccoultas@hdnbc.org 469-969-7124

Project Name: Family Violence Treatment Program

Amount Requested: \$60,000

Unit of Service: 1 person receiving assistance

Number of Persons Served: 200

Application Score

92.00

Project Description:

HDNBC is dedicated to eliminating domestic violence in our community by providing comprehensive support services and shelter to victims of domestic violence. The proposed program (Domestic Violence Services) as outlined in this application serves to provide vital services to Garland domestic violence victims in the form of emergency shelter, licensed professional counseling, and advocacy (case management) to 200 unduplicated Garland residents at our emergency shelter and outreach office located in Garland. Activities: counseling, case management shelter. Funding request equivalent to 1 FTE counselor salary, plus benefits.

Duns Number 557412079

Scoring Category	Application Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>14.67</u>	15	
<u>Organizational Capacity</u>	<u>14.00</u>	15	
<u>Budget</u>	<u>17.67</u>	20	
<u>Project Benefits</u>	<u>14.00</u>	13	
<u>Project Specifics</u>	<u>31.67</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>92.00</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	14	15	15	14.67
Organizational Capacity	14	13	15	14.00
Budget	15	18	20	17.67
Project Benefits	14	13	15	14.00
Project Specifics	32	28	35	31.67
Performance Indicators				
TOTAL	89	87	100	92.00

2022-2023 CDBG Application Summary: Public Services

Category: Homeless Services/Training

Applicant Agency: Transcend STEM
 320 S. State Hwy 121N Ste J207
 Coppell TX 75019

Contact Person: Haphen Muchapondwa **Title** CEO

Email/Phone haphen@transcendstem.org 469-735-6234

Project Name: Workforce Training and Development Program

Amount Requested: **\$219,725**

Unit of Service: 1 person receiving assistance

Number of Persons Served: 55

Application Score
89.00

Project Description:

The Community Services Stabilization and Workforce Development Program is designed to complement stabilization with job readiness, workforce training, financial literacy and/or entrepreneurship as determined by client specific needs. The need to stabilize participants before they can be trained and become self sustaining has become even more apparent especially with the impact of COVID 19. The needs to be addressed include financial literacy, job readiness, workforce training and self sufficiency through entrepreneurship. Homelessness is an all time high especially with the impact of COVID 19, so has joblessness. With that, today's employer is looking for skilled worker who can be hired and bring special skills as quickly as possible without waiting for years for participants to become trained. Skills are job specific and industry approved. Training can be online, a hybrid of

Duns Number 79936771

Scoring Category	Application Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>12.67</u>	15	
<u>Organizational Capacity</u>	<u>12.67</u>	15	
<u>Budget</u>	<u>19.00</u>	20	
<u>Project Benefits</u>	<u>13.67</u>	13	
<u>Project Specifics</u>	<u>31.00</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>89.00</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	11	12	15	12.67
Organizational Capacity	11	14	13	12.67
Budget	20	17	20	19.00
Project Benefits	13	13	15	13.67
Project Specifics	29	29	35	31.00
Performance Indicators				
TOTAL	84	85	98	89.00

Public Service Applicants

Medical Services Summary Sheets

Applicants	Requested Amount		Application Score
Hope Clinic	\$120,000		90.67
TOTAL Funding Requested		\$120,000	

2022-2023 CDBG Application Summary: Public Services

Category: Health Care Services

Applicant Agency: Hope Clinic
800 S Sixth Street Ste 100
Garland TX 75040

Contact Person: Tanya Downing **Title** Executive Director

Email/Phone tanya.downing@bswhealth.org 469-800-2521

Project Name: Medical Clinic for Uninsured and Underserved

Amount Requested: **\$120,000**

Unit of Service: 1 person receiving assistance

Number of Persons Served: 1500

Application Score

90.67

Project Description:

Celebrating 20 years this year, Hope Clinic of Garland, Inc. will provide comprehensive, primary healthcare services and urgent care services to 1,500 unduplicated individuals, resulting in 7,500 patient encounters during 2022-2023. CDBG funds are needed to provide primary care, urgent care, chronic health management, medication assistance, specialist referrals, behavioral health, spiritual counseling, and access to basic needs and resources. Our purpose is to improve the overall quality of health, decrease hospitalization and minimize emergency room visits. Led by Hope Clinic's medical director, physicians, medical assistants, nurses, counselors and other clinical support, the clinic delivers a holistic approach to patient care, provided free-of-charge to Garland residents.

DUNS Number: 805698052

Scoring Category	Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>14.33</u>	15	
<u>Organizational Capacity</u>	<u>13.67</u>	15	
<u>Budget</u>	<u>17.67</u>	20	
<u>Project Benefits</u>	<u>14.67</u>	13	
<u>Project Specifics</u>	<u>30.33</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>90.67</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	13	15	15	14.33
Organizational Capacity	13	13	15	13.67
Budget	13	20	20	17.67
Project Benefits	14	15	15	14.67
Project Specifics	35	21	35	30.33
Performance Indicators				
TOTAL	88	84	100	90.67

Public Service Applicants

Youth Services Summary Sheet

Applicants	Requested Amount		Application Score
Restoration Church Summer Youth Program	\$60,000		76.00
Garland Police Boxing	\$28,663		88.00
Garland Parks - STARS Program	\$80,000		80.67
TOTAL Funding Requested		\$108,663	

2022-2023 CDBG Application Summary: Public Services

Category: Youth Services

Applicant Agency: Garland Police Department
101 S Ninth Street
Garland TX 75040

Contact Person: Lt. David Swavey **Title** Director

Email/Phone dswavey@garlandtx.gov 972-205-2039

Project Name: Youth Police Boxing Program

Amount Requested: \$28,663

Unit of Service: Persons

Number of Persons Served: 140

Application Score
88.00

Project Description:

We are an after school at-risk youth program that involves Garland Police Officers, a City Municipal Judge and a master's level Educator that promotes academic excellence and mentoring. Providing youth an opportunity to develop discipline, self-esteem, self-confidence, and address obesity through the sport of boxing and or karate. The program is geared for approximately 140 children annually and funds are used to support staff positions, of the twelve positions that are in the program CDBG supports three from a head coach at \$11,000 annually one assistant coach at \$10,000, and one administrative assistant at \$7,000, for a total of \$28,000.00 annually

Scoring Category	Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>13.67</u>	15	
<u>Organizational Capacity</u>	<u>13.67</u>	15	
<u>Budget</u>	<u>18.33</u>	20	
<u>Project Benefits</u>	<u>12.67</u>	13	
<u>Project Specifics</u>	<u>29.67</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>88.00</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	14	13	14	13.67
Organizational Capacity	13	13	15	13.67
Budget	17	18	20	18.33
Project Benefits	14	13	11	12.67
Project Specifics	33	29	27	29.67
Performance Indicators				
TOTAL	91	86	87	88.00

2022-2023 CDBG Application Summary: Public Services

Category: Youth Services

Applicant Agency: Garland Parks and Recreation Department
1701 Dairy Road
Garland TX 75040

Contact Person: Rhonda McTyre **Title** Rec. Supervisor

Email/Phone rmctyre@garlandtx.gov 972-205-2721

Project Name: S.T.A.R.S Summer Camp Program

Amount Requested: \$80,000

Unit of Service: 1 person receiving assistance

Number of Persons Served: 150

Application Score
80.67

Project Description:

S.T.A.R.S stands for "Standing Tall and Reaching for Success" and we strive to show every camper ways to achieve success. S.T.A.R.S. Camp is a traditional summer camp for low-income families at a reduced fee. Campers will experience small and large group games and activities, possibly field trips, along with a special guest to speak towards the mission of S.T.A.R.S. Camp. Campers and counselors will each take home memories of a fun-filled summer. Parents will rest assured their campers will be well taken care of and have fun at an affordable price.

Scoring Category	Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>11.67</u>	15	
<u>Organizational Capacity</u>	<u>13.00</u>	15	
<u>Budget</u>	<u>14.33</u>	20	
<u>Project Benefits</u>	<u>12.67</u>	13	
<u>Project Specifics</u>	<u>29.00</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>80.67</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	13	10	12	11.67
Organizational Capacity	14	12	13	13.00
Budget	15	18	10	14.33
Project Benefits	13	12	13	12.67
Project Specifics	31	24	32	29.00
Performance Indicators				
TOTAL	86	76	80	80.67

2022-2023 CDBG Application Summary: Public Services

Category: Youth Services

Applicant Agency: Restoration Community Fellowship Church
414 Castle Drive
Garland TX 75040

Contact Person: Robert Shepherd **Title** Pastor

Email/Phone robeshop@hotmail.com 214-802-9102

Project Name: After School Summer Program

Amount Requested: \$60,000

Unit of Service: 1 person receiving assistance

Number of Persons Served: 20

Application Score

76.00

Project Description:

Restoration Community Fellowship Church will be able to continue to provide low cost after school programs and summer camp opportunity to an estimated 20 under served and low-income children through CDBG funds provided by the City of Garland. These programs will be an opportunity whereby children will have the opportunity to be supervised in a safe place, loving, and caring environment without having to self-supervise themselves. This program will allow low-income families to not have to make the decision of leaving their children home without adult supervision. It is our hope that through CDBG funds, we will be able to provide nutritious meals, teach life skills through arts, science, and educational curriculums that will aide in the educational advancement of those who attend our programs. We seek to provide service to 20 children during the school year through our after-school program and 20 children during the summer month through our summer camp program.

DUNS Number: 79872747

Scoring Category	Average Score	Maximum Score	Comments
<u>Project Characteristics</u>	<u>12.33</u>	15	
<u>Organizational Capacity</u>	<u>10.33</u>	15	
<u>Budget</u>	<u>10.33</u>	20	
<u>Project Benefits</u>	<u>14.33</u>	13	
<u>Project Specifics</u>	<u>28.67</u>	37	
<u>Performance Indicators</u>		-5	
<u>TOTALS</u>	<u>76.00</u>	100	

	Application Scores			
	JW	SH	LJ	Average Score
Project Characteristics	11	13	13	12.33
Organizational Capacity	10	12	9	10.33
Budget	12	17	2	10.33
Project Benefits	13	15	15	14.33
Project Specifics	29	29	28	28.67
Performance Indicators				
TOTAL	75	86	67	76.00

City Department Summary Sheets

City Department Summary Sheets

Applicants	Requested Amount
Code Enforcement Officers	\$250,000
Community Development - GREAT Homes Housing Initiatives Program	\$767,512
Community Development - Garland Home Repair Programs	\$600,000
Street Department	
TOTAL Funding Requested	\$1,617,512

2022-2023 CDBG Application Summary

Category: City Projects

Applicant Agency:

City of Garland - Code Enforcement

210 Carver

Garland TX 75040

Contact Person:

Rick Barker

Title: Administrator

Email/Phone

rbarker@garlandtx.gov

972-485-6400

Project Name:

Code Enforcement Officers

Amount Requested:

\$250,000

Number of Persons Served:

City wide populations - TBD per block group worked

Project Description:

The one year program will specifically target CDBG areas and will provide over 20,000 property inspections and nuisance abatements on a proactive and reactive basis beginning October 1, 2022 through September 30, 2023. The funding will provide salaries for 3 code enforcement officers.

DUNS Number:

137709606

**Code
Enforcement
Department**

2022-2023 CDBG Application Summary

Category: City Projects

Applicant Agency:	City of Garland -Community Development Department	
	800 Main Street	
	Garland TX 75040	
Contact Person:	Mona Woodard	Title: Grant Manager
Email/Phone	mwoodard@garlandtx.gov	972-205-2141
Project Name:	GREAT Homes - Housng Initiatives Program	
Amount Requested FY:	\$767,512	

**Community
Development
Department**

Number of Persons Served: 2 Single Family Properties or 1 low-income rental community

Project Description:

It's anticipated the Program will provide funding to acquire, renovate, resell 2 single-family properties or address other to be identified needs in low-income rental communities in Garland. Beneficiaries will be low-income persons living in Garland.

DUNS Number: 137709606

2022-2023 CDBG Application Summary

Category: City Projects

Applicant Agency:	City of Garland -Community Development Department	
	800 Main Street	
	Garland TX 75040	
Contact Person:	Mona Woodard	Title: Grant Manager
Email/Phone	mwoodard@garlandtx.gov	972-205-2141
Project Name:	Garland Home Repair Program	
Amount Requested:	\$600,000	
Number of Persons Served:	40 Total	

**Community
Development
Department**

Project Description:

The program serves low income homeowners with renovations and repairs up to \$40,000. Assistance will be provided may be provided in the form of a grant. The new program will be provided in 2 different tiers: (1) Minor Repair Program - funding will be provided up to \$5,000 per project to mostly elderly or disabled persons. (2) Substantial Repair Program - funding will be provided up to \$40,000 per project to low-income Garland homeowners. The new program combines 2 of the previous grant programs, the Minor Repair Program and the Single Family Rehabilitation Program together to streamline the project management.

DUNS Number: 137709606

City Department Summary Sheets

Applicant	2022-2023 Amount
Community Development	\$701,303
Administration Funding	\$70,130
Community Development - 15% Set Aside Requirement	\$105,195
City New Home Infill Construction Program	\$2,054,210
TOTAL 2022-2023 Funding Requested	\$2,229,536

2022-2023 HOME Partnership Program

Category: City Project

Applicant Agency: City of Garland - Community Development Department
800 Main Street
Garland TX 75040

Contact Person: Mona Woodard Grants Administrator

Email/Phone: mwoodard@garlandtx.gov 972-205-2141

Project Name: HOME Partnership Program

Amount Requested: **\$701,303**

Number of Units: 7

**Community
Development
Department**

Project Description:

The HOME Program provides funding to develop low income housing. HOME regulations require that 15% (\$105,195) of funding benefit a Community Development Housing Organization (CHDO) to produce low income Housing. The City of Garland Housing and Community Services Department will utilize program income and prior years remaining entitlement funding to develop new infill single family homes and to acquire, renovate and resell existing single family property and provide loans and down payment assistance to low income homebuyers.

Total Cumulative Funding Allocated

	Grant Entitlement Funding	Program Income Generated	Expended/ Committed	Balance
New Funding Requested (FY 22)	\$701,303.00			\$701,303.00
Current Entitlement Funding Available FY19, FY20, FY21	\$2,114,543.00		\$719,163.48	\$1,395,379.52
Program Revenue - Revolving Loans		\$198,007.33	\$65,153.93	\$132,853.40
	TOTAL Cumulative			\$2,229,535.92

*current balance as of 4-1-22 per PR27 report

*current balance as of 4-1-22 per PR27 report

DUNS Number: 137709606

City Department Summary Sheets

\$193,644

Applicants	Applications	Staff Recommended
Shelter Services and Street Outreach Funding - \$112,919 Maximum Available		
<i>Metro Relief Street Outreach Program</i>	\$142,027	
<i>Hopes Door New Beginning - Shelter Services Program</i>	\$130,000	
<i>Helen's Project - SAFE Project - Street Outreach - New Applicant</i>	\$50,050	
<i>Maximum Available under Regulation is 60% of Grant Allocation</i>		
Rapid Re-housing/Homeless Prevention - Rental Assistance - \$65,610. Maximum Available		
<i>Hopes Door New Beginning</i>	\$60,000	
<i>Under 1 Roof</i>	\$186,600	
Data Collection - Community Development Department	\$1,000	\$1,000
Administration - Community Development Department	\$14,115	\$14,115
TOTAL Funding Requested	\$583,792	\$15,115
TOTAL Funding Available	\$193,644	\$193,644
Balance to Reconcile	#	\$178,529

**Community Development Department receives the Administration and Data Collection Funding*

\$15,115

2022-2023 Emergency Solutions Grant

Category: Emergency Shelter/Rapid Rehousing

Applicant Agency:	Hope's Door - New Beginning Center			ESG Emergency Shelter and Rapid Rehousing
	860 Avenue F, Ste 100			
	Plano TX 75074			
Contact Person:	Christina Coultas	Title:	CEO	
Email/Phone	ccoultas@hdnbc.org		469-969-7124	
Project Name:	Domestic Violence Shelter Services and Rapid Rehousing Services			
Amount Requested Shelter Services FY 22/23:	\$130,000 330 Clients Served			
Amount Requested Rapid Rehousing FY 22/23:	\$60,000 23 Clients Served			
Number of Persons Served	330			

Project Description:

Victims who flee domestic violence face numerous obstacles that prevent them from being safe from abuse and ultimately self-sufficient. Hope's Door New Beginning Center (HDNBC) provides Emergency Shelter and a Rapid Rehousing Program which will enable approximately 330 clients (170 households) victims to lead a life free from violence while remaining independent and self-sufficient. The Project Goal is to provide domestic violence victims and their children the opportunity to immediately flee an abusive, potentially life-threatening situation. While in the shelter, victims and their children will gain education and services needed to prevent and/or reduce their exposure to further forms of domestic violence. Without this assistance, victims would lack shelter and valuable resources that could possibly prevent continued life-threatening violence and/or homelessness. Residents may stay in our shelter up to 90 days where they work on setting and obtaining goals, including obtaining housing.

The purpose and priority for clients entering our Rapid Re-housing Program is to provide medium- term (more than 3 months, but not more than 12 months) of rental assistance necessary to assist approximately 23 victims. The program will serve 1-3 households consisting of adult heads of household and their children who are at risk from becoming homeless or prevent homeless due to domestic violence. Services would include: 1) Financial assistance costs which includes the following: Rent and Security Deposits, Application Fees, Childcare, Utility Deposits, Moving Cost Assistance. Housing Relocation and Stabilization Services which include the following: Case Management, Counseling, Outreach and Engagement, Housing Search and Placement, Legal Advocacy, and Credit Repair. Funds requested will cover 2FTE (1 Bilingual Case Manager and 1 Bilingual Advocate) and Rental Assistance for the Rapid re-housing program.

DUNS Number: The purpose a 557412079 _____

2022-2023 Emergency Solutions Grant

Category: Street Outreach

Applicant Agency:	Metro Relief Street Outreach Program	ESG Rental Street Outreach - Services	
	5201 S Colony Blvd #545		
	The Colony TX 75056		
Contact Person:	Katie Besly		Title: Development Director
Email/Phone	katie@metrorelief.org		214-773-7254
Project Name:	Metro Relief Street Outreach Program		

Amount Requested
Homeless Prevention FY 22/23: **\$142,027**

Number of Persons Served 456

Project Description:

The Emergency Solutions Grant (ESG) program was designed by the U.S. Department of Housing and Urban Development (HUD) to provide individuals and families at-risk or experiencing homelessness with vital services to rapidly help them regain stability in permanent housing. A critical aspect in providing coordinated assistance to those currently experiencing homelessness is Street Outreach Programming. Street Outreach Programs extend the capacity of local Continuums of Care (COC) by reaching out to unsheltered individuals and providing social services “outside the walls” of the typical case management. Street Outreach case managers work closely with their homeless clients to help them access emergency health and mental health services, housing, employment assistance, transportation, and services targeting special populations, like the elderly, disabled, and veterans.

The purpose of the Metro Relief’s Garland Street Outreach Program (SOP) is to work in collaboration with the City of Garland, the Garland Police Department, and other MDHA participants to decrease the number of unsheltered homeless and chronically homeless individuals living in encampments and in uninhabitable places. The Metro Relief Garland SOP is intentionally designed to provide extremely low-barrier, person-centered, non-facility services. Our goal is to make homelessness rare, brief, and non-recurring in the City of Garland. For the 12-month period of the grant contract, Metro Relief will engage a minimum 456 un-duplicated homeless adults through the Garland SOP and case managing at least 330 of these individuals. ESG funding will be designated toward the costs of: 1) emergency assistance supplies, like food, water, and first aid materials; 2) critical document replacement; 3) a mobile outreach vehicle supplies and mileage; 4) two Mobile Case Managers at 0.80 FTE; 5) one HMIS data manager at 0.50 FTE. The ESG program cost per person served is estimated to range from \$311 to \$430 per un-duplicated homeless individual.

DUNS Number: 452389719

2022-2023 Emergency Solutions Grant

Category: Rapid Re-housing

Applicant Agency:	<u>Under 1 Roof</u>			ESG Rental Street Outreach - Services
	<u>5787 S. Hmpton Rd. Suite 270</u>			
	<u>Dallas TX 75232</u>			
Contact Person:	<u>Verna Jones</u>	Title:	<u>Executive Director</u>	
Email/Phone	<u>vjones@under1roofdallas.org</u>		<u>214-298-4002</u>	
Project Name:	<u>Metro Relief Street Outreach Program</u>			

Amount Requested

Homeless Prevention FY 22/23: **\$186,600**

Number of Persons Served 10 clients

Project Description:

The purpose of Under 1 Roof programs are to provide permanent supportive housing and support services to homeless and low-income individuals and families in our community.

The primary goal of Under 1 Roof is to offer safe, affordable housing so homeless individuals, families and their children, seniors, and vets are not living on the streets, at shelters, or in places unfit for human habitation. We also provide individualized support services that address and correct the issues that led to homelessness.

Under 1 Roof served 503 households (979 individuals) in Dallas County during 2021. Most of those seeking emergency financial assistance are the “working poor,” low-income renters who struggle with a meager budget. 90% of Under 1 Roof clients are single mothers with children. They are hourly workers and have been severely impacted by business closures. The closures, restrictions, and unknown future create stressors that increase the potential for abuse or neglect.

We anticipate serving 10 households with funding from the City of Garland’s Emergency Solutions Grant Program. Funding will support Case Manager (1FTE) to provide services to 10 households, including rapid rehousing support and tracking and reporting all client activity and performance related to the program.

DUNS Number: 452389719

2022-2023 Emergency Solutions Grant

Category: Street Outreach

Applicant Agency: Helen's Project - **New Applicant**

3939 Polk St

Dallas, TX 75224

Contact Person: Kayla Mainja

Title: CEO President

Email/Phone km2015@hlproject.org

830-800-0263

Project Name: **SAFE Project**

**ESG
Rental Street
Outreach -
Services**

Amount Requested

Homeless Prevention FY 22/23: **\$50,050**

Number of Persons Served 120

Project Description:

Our case management is vital to making sure all of the moving pieces to get the client to become self-sufficient and stable come together. We focus on the stabilization of the client through case management while continuing to offer support through continued case management even after gaining permanently housing and employment. Case managers conduct thorough needs assessments to create outcome goals that clients will work towards accomplishing.

Case managers use different tools to help clients identify their needs and prioritize their focus depending on the client's background, such as substance abuse history, domestic violence history, criminal backgrounds, and for our adolescents, case managers use the Commercial Sexual Exploitation – Identification Tool (CSE-IT). Case managers use information provided through the in-take process and the initial meeting with the client to create an individualized service plan for the client. Each client has an individualized service plan that outlines their goals and objectives as well as prioritizes client's needs. Client's progress and assistance are tracked. Case managers teach clients how to advocate for themselves and guide them to find the necessary resources and services. During the initial engagement or intake process, we conduct an intake evaluation that determines which stage of change the client currently is in and we utilize that to determine the frequency of case management sessions.

Our client's are divided into four tiers. Tier 1: is the lowest tier and means that the client is not fully ready to commit to change but is willing to work on smaller goals. This tier receives monthly case management. Tier 2: is for client's that are actively involved with case management but needs minimal support. This receives monthly case management. Tier 3: is for clients that were actively receiving weekly case management but based on their individualized service plan, they have accomplished enough goals that allow them to be seen less frequently. This tier receives bi-weekly case management. Tier 4: is for client's that have high critical needs and have committed to participating in active case management. This tier receives weekly case management.

DUNS Number: 9141765377

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GARLAND POLICY REPORT

City Council Work Session Agenda

3. d.

Meeting Date: April 18, 2022

Item Title: Redevelopment of a City Owned Property - 215 Southwood
(Harmony House)

Submitted By: Mona Woodard, Neighborhood Services Administrator

Strategic Focus Areas: Vibrant Neighborhoods and Commercial Centers

ISSUE

The Community Development Department proposes redeveloping a city-owned residential resource center located at 215 Southwood, Garland, TX 75040, formerly known as the Harmony House. The Department currently holds title to the facility and proposes converting and renovating the existing single-family home back to its original use and then sold to an eligible household.

OPTIONS

1. Approve the redevelopment of 215 Southwood
2. Deny the redevelopment of 215 Southwood

RECOMMENDATION

Staff recommends the redevelopment of 215 Southwood.

BACKGROUND

The Community Development Department acquired the property with Community Development Block Group (CDBG) funding in 1995. The single-family home was converted and used as a neighborhood policing and resource center through March 2022. In addition to serving as a Neighborhood Police Storefront, the Harmony House Project originally provided neighborhood residents with services such as: (1) legal clinics, (2) GED classes, (3) ESL classes, (4) computer literacy classes, and (5) and provided group meeting space.

The property is no longer used as a Neighborhood Police storefront. Recently, The Freemonters Neighborhood Association notified the City that the use of the resource center has decreased and the association no longer intends to use the property.

CONSIDERATION

Housing redevelopment is an approved use through the CDBG program. Because the current facility is located within an existing single-family neighborhood, conversion back to a single-family home would complement the surroundings. Therefore, if approved, the Community Development Department will move forward to convert and renovate back to a single-family home with all the current amenities. Once completed, the property will be marketed to an eligible household.



GARLAND POLICY REPORT

City Council Work Session Agenda

3. e.

Meeting Date: April 18, 2022
Item Title: 2021-22 Budget Amendment No. 3
Submitted By: Allyson Bell Steadman, Budget Director
Strategic Focus Areas: Sound Governance and Finances

ISSUE

Amend the 2021-22 Adopted Budget to appropriate \$1,702,780 in the Electric Utility Fund for GP&L Production to cover additional maintenance and repair costs on the Olinger and Spencer Power Plants and the Lewisville Hydro Plant.

OPTIONS

- A. Approve 2021-22 Budget Amendment No. 3 as proposed.
- B. Do not approve 2021-22 Budget Amendment No. 3.

RECOMMENDATION

Option (A) – Approve 2021-22 Budget Amendment No. 3 as proposed. An ordinance amending the FY 2021-22 Adopted Budget will be included on the May 3, 2022, City Council Regular Meeting agenda for consideration.

BACKGROUND

Garland Power & Light is projecting a budgetary shortfall due to costs associated with the weatherization enhancements made at the Olinger Power Plant to ensure operational availability and satisfy new Public Utility Commission of Texas requirements. In addition, both the Olinger and Spencer Power Plants experienced unexpected equipment failures, including an Olinger 2A boiler feed pump and Spencer 4-2 circulating water pump. Also, additional and unexpected repair costs have been identified during maintenance activities at all three generation facilities.

Budget Amendment No. 3 proposes to increase the Electric Utility Fund's FY 2021-22 appropriation by \$1,702,780 to avoid a budgetary shortfall due to the costs associated with maintenance and repair on the Olinger and Spencer Power Plants and the Lewisville Hydro Plant. Funding for this request will come from fund balance reserves.

CONSIDERATION

Consider approval of an Ordinance amending the FY 2021-22 Adopted Budget at the May 3, 2022, City Council Regular Meeting.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

4. a.

Meeting Date: April 18, 2022

Item Title: Audit Committee Meeting Report

Submitted By: Jed Johnson, Internal Auditor

Summary of Request/Problem

Council Member Rich Aubin, Chair of the Internal Audit Committee, will provide a committee report on the following items:

- Multifunction Devices Audit
- Fire Permits & Inspections Audit Follow-up
- Weaver Presentation
- Bond Program Audit Progress Update
- Consider a new audit request - Hotel Occupancy Tax (HOT) Program Management Agreement with the Garland Cultural Arts Commission, Inc.

Recommendation/Action Requested and Justification

Council discussion.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

4. b.

Meeting Date: April 18, 2022

Item Title: Parks Operation and Maintenance Standards

Submitted By: Matthew Grubisich, Parks Director

Summary of Request/Problem

Staff will provide Council with an overview of the Park Maintenance Operations Manual. This manual is intended to be an evolving and adaptive document that reflects the values and expectations of residents, City leadership and staff. It reflects these expectations in the form of appearance standards, maintenance task frequencies, standard operating procedures, and industry best practices.

Recommendation/Action Requested and Justification

This is an informative presentation and no actions are requested at this time.

Attachments

Parks Operation Manual
Annual Work Calendars by Division



GARLAND

PARKS, RECREATION & CULTURAL ARTS

PARK MAINTENANCES OPERATIONS MANUAL



PURPOSE AND SCOPE

The Park Maintenance Operations Manual is intended to be an evolving and adaptive document that reflects the values and expectations of residents, City leadership, and staff. This manual reflects these expectations in the form of appearance standards, maintenance task frequencies, standard operating procedures and industry best practices.

This document seeks to strike a balance of realistic expectations with available resources that are appropriate for a wide variety of park types and uses. This plan also recognizes the inherent beauty and value of natural open spaces that include wildlife habitat, wetlands, prairies, forests, and floodplains and communicates the appropriate management of each.

The plan should be reviewed annually by staff to be updated and ensure its value and relevancy. The plan serves as a training tool for new employees and regular reference for existing employees. The operations plan should be used as a guide to drive budget requests and resource allocation. The plan should also be reviewed by Park Board to make recommendations to City Council for consideration every two or three years or when major changes need to be adopted.

The Operations Manual will reference other documents in the appendix such as inventories, maps, schedules, plant lists, inspection forms, and other department policies and documents. These should be considered part of the Manual and be updated accordingly. The master document should be saved on a network drive so that it is available to all employees.

Our parks, trails and right-of-ways are a beautiful asset to the community and contribute to the quality of life of Garland residents. This manual should serve as a guide to ensure that all of our recreational assets are maintained for a world class experience as well as the future enjoyment of our residents and visitors.

DEPARTMENT MISSION, VISION AND CORE VALUES AND STATEMENT OF INCLUSION

Vision Statement

Inspire people to live, work, play, and thrive in Garland

Mission Statement

Create dynamic experiences through parks, arts, and play.

CORE VALUES AND GUIDING PRINCIPLES

S	P	I	R	I	T
Service	Passion	Innovation	Respect	Inspiration	Teamwork
We deliver dynamic experiences	Our dedication and determination are contagious	We find new and creative ways to serve	Our actions honor, strengthen and encourage	We inspire action that leads to excellence	We are better together

STATEMENT OF INCLUSION

The City of Garland Parks, Recreation and Cultural Arts Department encourages people of all abilities to participate in recreation activities together and register for programs that are of interest to them. We strive to promote activities that provide a positive, independent leisure experience through standard, specialized, adapted, and inclusive programs.

EXECUTIVE SUMMARY

The Parks Division currently consists of 56 full-time employees who manage five (5) major operational sections: Horticulture/Urban Forestry; Athletics/Parks/Trails; Construction/Development; Medians/Right-Of-Ways (ROW); and Irrigation. Additional key businesses include lake frontage, riparian area, and downtown maintenance, as well as community event support.

The City of Garland also actively promotes a healthy urban tree canopy, and has been a “Tree City USA” member for 15 years. This department also services more than 15 community events each year bringing vitality and a variety of events to city parks. Below is a high level break down of services delivered:

Grounds Maintenance Operations

- The City is divided into two Divisions; North & South with a separate Athletic crew that oversees all athletic field maintenance.
- Each Division is responsible for
 - Mowing, edging, weeding, and general park up-keep
 - Trials
- Athletic Field Maintenance

Aquatics

- Responsible for start-up, daily maintenance, and shut down of 3 pools and 4 splash-pads

Horticulture/Urban Forestry

- Horticulture
 - Annual & Perennial flower bed plantings within parks and medians
 - Irrigated landscaped beds in parks and medians
 - Planters in downtown and around municipal buildings
 - Responsible for the oversight and management of the greenhouse
 - Adopt-A-Park and Volunteer in Park (VIP) programs
- Urban Forestry
 - All tree care and tree planting within parks, medians, and City property
 - Emergency response to downed trees
 - Up keep of tree inventory
 - Tree City USA & Arbor Day

Construction/Development

- Responsible for all “non-green and growing” park amenities, including:
 - Tennis and basketball courts
 - Park and directional signs
 - Trash cans, picnic tables, grills, benches and pet waste stations
 - Pavilion cleaning and maintenance
 - Playgrounds

- Small to medium sized park construction projects
- Small to medium sized pool repairs

Medians/ROW

- Mowing and edging City maintained ROW's
- Oversee contractors
- Litter control
- Chemical application

Irrigation

- Responsible for all irrigation within parks and ROW's

The Parks Division also oversees the Volunteer-In-Parks Program (VIP's), which includes the Adopt-A-Park and Adopt-A-Spot programs, Arbor Day celebration, and assists with a myriad of park and greenway clean-up projects, trail & median projects, park improvement projects, and several special events each year.

Parks utilizes the Cartegraph work order management system to track all assets and maintenance within the park system.

PARKS AND RECREATION FACTS

Park Sites

63

Acreage

➤ Park – Class "AA"	54
➤ Park – Class "A"	390.3
➤ Park – Class "B"	253.06
➤ Park – Class "C"	73.6
➤ Park – Class "D"	157
➤ Park – Class "E"	49
➤ Park – Class "F"	110.5
➤ Park – Class "G"	1,260.3
➤ Non-Park	24.5
Total Acreage	2,372.26 acres

Medians & ROW Acres & Linear Miles

➤ In-House	307.59	210.24 miles
➤ Contracted	172.76	76.1 miles
Total	480.35 acres	286.34 miles

Irrigated Acres

➤ Parks	397.90
➤ Medians/ROW's	30.06
Total Irrigated Acres	427.96

Horticulture Program (Square Feet)

➤ In-House	314,569
➤ Contracted Maintenance	196,477
Total	511,046 square feet = 11.7 acres of landscape beds

Miles of Trail

➤ Concrete Trails	17
➤ Natural Trails	18
Total Miles of Trails	30

Tennis & Athletic Courts

➤ Neighborhood Tennis Courts	22
➤ Tennis Center Courts	13
➤ Multi-Purpose Courts	18
Total	53

Sports Fields

➤ Softball Fields (Lights)	8
➤ Baseball Fields	
○ Lighted	14
○ Unlighted	3
➤ Soccer Fields	
○ Lighted	23
○ Unlighted	9
➤ Football Fields	3
➤ Cricket Fields	3

Playgrounds Sites

41

Picnic Facilities

➤ Picnic shelters	16
➤ Picnic tables	443
➤ Picnic grills	139

➤ Drinking Fountain	51
Picnic Sites	48
Recreation Centers	6
Swimming Pools	3
Splash Pads	4
Senior Centers	2
Pavilions	4
Dog Park	1 (3 paddocks)
Skate Parks	1

MAINTENANCE CLASSIFICATION

The purpose of this section is to define maintenance standards for all City properties maintained by the Parks Division with the goal of providing safe, functional and aesthetically appealing parks and facilities. Properties are divided into maintenance service levels which take into consideration park type, use, location, site limitations and amenities, features or equipment within each property.

Quality standards and task frequencies are established for all maintenance activities within each of these properties. It is important to note that each maintenance level is intended to be optimum given the available resources, manpower, funding, special event needs, weather and other uncontrollable circumstances.

The selection of which equipment is utilized to perform each task is at the discretion of the parks maintenance department and its supervisors based on a variety of considerations including safety and wear and tear on equipment. Any approved inspection forms that are used should reflect the current adopted maintenance standards.

Each maintenance level has a general description of maintenance expectations based on use, type of activities, landscaping and whether it is irrigated or not. For example, a park may be a Level A for some tasks due to amount of visitors, but may have un-irrigated areas or areas of low use that may necessitate bi-weekly mowing rather than weekly. **Appendix A: Maintenance Classification Maps by Park.**

Classification AA

The highest level of maintenance applied to areas that are highly visible, have frequent users and are tourism destinations. Significant efforts should be made to address problems quickly so as to maintain a top quality appearance to the public. Turf mowing and landscaping bed maintenance is performed

weekly during the growing season from March through October and bi-weekly from November through February.

Fertilizer, weed control and pest control are performed regularly and with proper timing. **Number of applications may be subject to available budget from year to year.** Pruning of shrubs, perennials, trees and annuals should be done at the optimum time for each species to maintain health and well-manicured natural appearance. Core aerification twice per year and slicer aerification should be done a minimum of one time and a maximum of three times during the growing season.

Litter control and restroom cleaning should be performed at least once per day seven days a week and more frequently as use patterns increase. The desired standard is for landscaping beds and turf areas to be virtually weed free.

MAINTENANCE TASK	FREQUENCY
TURF	
MOW	2x/week every 7 days in the growing season
PRE-EMERGENT WEED CONTROL	2x/year – mid February and mid-October
FERTILIZE BERMUDA 21-0-0	2x/year – March & April
FERTILIZE BERMUDA 24-2-12 4% iron	4x/year – May, June, July, Sept
TAKE SOIL TESTS	1x/year – late fall or early winter
POST-EMERGENT WEED CONTROL	4x/year – as needed
PRIMO	As needed in late spring and early summer
FIRE ANT TREATMENT –	As needed weekly or monthly to be ant free
CORE AERIFY	2x/year to remove 10% material
SLICE AERIFY	3x in the growing season
IRRIGATION	
WATER TURF 1"/WEEK AS NEEDED	Mid-March to mid-November (between freezes)
WATER SHRUBS AND TREES	As needed per zone and plant type to ensure proper consistent moisture
PEST CONTROL	Treat at first sign of pest presence
SHRUBS AND GROUND COVER	
PRUNE - see list for specific species	Frequent light pruning according to species needs to keep dense vigorous plants
FERTILIZE	As Needed
WEED BEDS (as needed) **	Weekly year round
PRE-EMERGE	3x/year February, May and October
ADD COMPOST to 2-3" depth	2x/year February & October
PRUNE ORNAMENTAL GRASSES - see list	1x/year in late winter just before new growth

SEASONAL COLOR	
BED PREP	2X/YEAR – March & October
PLANT COLOR BEDS/CONTAINERS	2x/year – March & October
PLANT BULBS	1x/year – November
FERTILIZE BEDS	2x/year – March & October
FERTILIZE CONTAINERS	Monthly as needed
TREES	
PRUNE	1x/year – winter and as needed
FERTILIZE	Only when stressed
MULCH/COMPOST AS NEEDED	2x/year
MISCELLANEOUS	
CLEAN RESTROOMS	Once per 7-days
MAINTENANCE TASK	FREQUENCY
EMPTY TRASH CANS	Daily if at least half full
LITTER AND DEBRIS PICK UP	Daily
CLEAN SURFACES WITH BLOWER/VACUUM	1x/week after landscape maintenance trip & as needed. More frequent during fall and winter
CHECK LIGHTS	1x/week
CHECK IRRIGATION	1x/week
CHECK BRIDGES/DOCKS	2x/month
CHECK OUTLETS/SPIGOTS	2x/month
WASH TRASH CAN INSERTS	1x/month
CHECK SURFACES-painted/stained	2x/month
CHECK FENCES AND SIGNAGE	1x/month
PAINT HAND RAILS	1x/year
INSPECT FOR PEST AND DISEASES	1x/month March - November
REPAIR VANDALISM	Immediately
REMOVE GRAFFITI	immediately
CLEAN DRINKING FOUNTAIN	Daily and as needed
PAINT RESTROOM INTERIOR AND DOORS	1x/year in late fall or early spring as temps permit
INSTALL CHRISTMAS DECORATIONS	1x/year complete by Thanksgiving holiday
CHECK LIGHTS	Weekly
CHECK GUARD AND STREET LIGHTS	Monthly
CHECK BALLFIELD LIGHTS	Monthly and after storms
RE-LAMP BALLFIELD LIGHTS	1x/year before the spring season

Classification A

The next highest level of maintenance includes grounds around City facilities, developed parks and landscaped medians and ROW's with high visibility. Turf mowing and landscaping bed maintenance is performed once per week during the growing season from March through October and bi-weekly if needed from November through February. Fertilizer, weed control and pest control as performed regularly and with proper timing.

Pruning of shrubs, perennials, trees and annuals should be done at the optimum time for each species to maintain health and well-manicured appearance. The desired standard is for landscaping beds and turf areas to be 95% weed free.

General litter control in neighborhood parks, facilities and ROW's should be performed once per week and more frequently if use patterns increase.

MAINTENANCE TASK	FREQUENCY
TURF	
MOW	Weekly every 7 days – during growing season
PRE-EMERGENT WEED CONTROL	2x/year – mid February and mid-October
FERTILIZE BERMUDA 21-0-0	2x/year – March & April
FERTILIZE BERMUDA 24-2-12 4% iron	4x/year – May, June, July, Sept
POST-EMERGENT WEED CONTROL	4x/year – as needed
FIRE ANT TREATMENT	2x/year and as needed weekly or monthly to be ant free
CORE AERIFY	As needed in worst areas
SLICE AERIFY	1x/year in the growing season
IRRIGATION	
WATER TURF 1"/WEEK AS NEEDED	Mid-March to mid-November (between freezes)
WATER SHRUBS AND TREES	As needed per zone and plant type to ensure proper consistent moisture
PEST CONTROL	Treat at first sign of pest presence
SHRUBS AND GROUND COVER	
PRUNE - see list for specific species	Frequent light pruning according to species needs to keep dense vigorous plants
FERTILIZE	3x/year April, June & September
WEED BEDS (as needed) **	Weekly year round
PRE-EMERGE	3x/year February, May and October
ADD COMPOST to maintain 2-3" depth	2x/year February & October
PRUNE ORNAMENTAL GRASSES - see list	1x/year in late winter just before new growth
SEASONAL COLOR	
BED PREP	2X/YEAR – March & October
PLANT COLOR BEDS/CONTAINERS	2x/year – March & October
MAINTENANCE TASK	FREQUENCY

FERTILIZE BEDS	2x/year – March & October
FERTILIZE CONTAINERS	Monthly
TREES	
PRUNE	1x/year – winter and as needed
FERTILIZE	Only as needed
MULCH/COMPOST AS NEEDED	2x/year
PRUNE CREPES	Only as needed
MISCELLANEOUS	
CLEAN RESTROOMS	Once per 7-days
EMPTY TRASH CANS	Daily if at least half full
LITTER AND DEBRIS PICK UP	Weekly and as needed/requested
MONITOR PUMPS/CHEMICALS	Daily
CLEAN SURFACES WITH BLOWER/VACUUM	1x/week after landscape maintenance trip & as needed. More frequent during fall and winter
CHECK LIGHTS	1x/week
CHECK IRRIGATION	1x/week
CHECK BRIDGES/DOCKS	2x/month
CHECK OUTLETS/SPIGOTS	2x/month
WASH TRASH CAN INSERTS	2x/year
CHECK SURFACES-painted/stained	2x/month
CHECK FENCES AND SIGNAGE	1x/month
PAINT HAND RAILS	1x/year
INSPECT FOR PEST AND DISEASES	1x/month March - November
REPAIR VANDALISM	Immediately
REMOVE GRAFFITI	immediately
CLEAN DRINKING FOUNTAIN	Daily and as needed
PAINT RESTROOM INTERIOR AND DOORS	1x/year in late fall or early spring as temps permit
IRRIGATION PUMP WINTERIZE	1X/year before first freeze
INSPECT IRRIGATION PUMPS	1X/month during growing season
CHECK PARK LIGHTS	Weekly
CHECK GUARD AND STREET LIGHTS	Monthly

Classification B

This level of maintenance is typically assigned to areas without irrigation systems, but may be visible or used by the public. This level includes developed park areas, right-of-ways, medians and other open areas that bi-weekly mowing during the growing season is appropriate. Certain Class B areas require slicing, weed control and pest control performed regularly and with proper timing as budget allows.

The mowing cycle may include trimming, edging and litter removal if the area includes amenities, trail or sidewalk. If area is a right-of-way, trimming and edging are not performed but litter removal is included in each cycle.

Cycles may be adjusted based on available resources and weather. Mowing may be delayed if it is determined that equipment used could cause damage to the area that may require additional resources to repair.

MAINTENANCE TASK	FREQUENCY
TURF	
MOW	Every 14 days – during growing season
EDGE AND TRIM	Every 14 days – during growing season
SHRUBS AND GROUND COVER	As needed
TREES	
PRUNE	As needed
PRUNE CREPES	As needed
MISCELLANEOUS	
LITTER AND DEBRIS PICK UP	Bi-weekly and as needed/requested
CLEAN SURFACES WITH BLOWER/VACUUM	1x/week after landscape maintenance trip & as needed. More frequent during fall and winter
INSPECT FOR PEST AND DISEASES	1x/month March - November
REPAIR VANDALISM	Immediately
REMOVE GRAFFITI	immediately

Classification C

Maintenance is performed monthly and includes mowing, litter removal and maintaining water flow. Tree trimming is only performed if they become an obstruction to traffic, limbs hanging less than 12' over trails, sidewalks, roadways, alleys or adjacent private property, or are determined to be a hazard. Areas with this level of maintenance typically include drainage ROW's, greenbelt areas, and undeveloped park areas with no intended use by the public.

MAINTENANCE TASK	FREQUENCY
TURF	
MOW	every 30-45 days – during growing season
EDGE CURBS, TRIM AROUND UTILITIES	every 30-45 days – during growing season
TREES	
PRUNE	winter and as needed
MISCELLANEOUS	
LITTER AND DEBRIS PICK UP	Every 30-45 days during regular cycle
INSPECT FOR PEST AND DISEASES	1x/month March - November
REPAIR VANDALISM	Immediately
REMOVE GRAFFITI	immediately

Classification D

Maintenance is performed four times annually and includes mowing, litter removal and maintaining water flow. Tree trimming is only performed if they become an obstruction to traffic, limbs hanging less than 12' over trails, sidewalks, roadways, alleys or adjacent private property, or are determined to be a hazard. Areas with this level of maintenance typically include drainage ROW's, greenbelt areas, and undeveloped park areas with no intended use by the public.

MAINTENANCE TASK	FREQUENCY
TURF	
MOW	4X/year
TREES	
PRUNE	1x/year – winter and as needed
MISCELLANEOUS	
LITTER AND DEBRIS PICK UP	4X/year
REPAIR VANDALISM	Immediately
REMOVE GRAFFITI	immediately

Classification E

Maintenance is performed two times annually and includes mowing, litter removal and maintaining water flow. Mowing is only performed on two of the quarterly cycles where possible. Tree trimming is only performed if trees are determined to be a hazard adjacent to trails, roadways or other park amenities. Areas with this level of maintenance typically includes drainage ROW's or floodplain with access challenges.

MAINTENANCE TASK	FREQUENCY
MOWING	Designated wildflower areas may be mowed
	Up to 2x/year
TREES	
PRUNE	1x/year for trees determined as hazard to trails
	Streets or adjacent private property
MISCELLANEOUS	
LITTER AND DEBRIS PICK UP	1X/year
REPAIR VANDALISM	Scheduled
REMOVE GRAFFITI	Scheduled

Classification F

Maintenance is performed one time annually and includes maintaining water flow, and floatable litter removal. Areas with this level of maintenance may include draining ROW's greenbelt areas and areas designated as natural open space such as prairies, wetlands, floodplains, forested areas etc. This designation is intended to protect these assets for their inherent ecological value and natural beauty.

Classification G

Areas designated with an G Classification include open space sites that are generally set aside for preservation of significant natural resources, remnant landscapes, open space and visual aesthetic or buffering functions. One of the major purposes is to enhance the livability and character of a community by preserving as many of its natural amenities as possible, as well as providing wildlife habitat in rapidly urbanizing areas. These may include both individual sites that exhibit natural resources, or lands that are unsuitable for development but that offer other natural resource potential. Examples include sites with steep slopes, old or second growth forests, wetlands, stream corridors. Maintenance in these area is minimal, litter removal and maintaining water flow.

Trail Maintenance

This is a designation for areas that border the City's trail system. Tasks include removal of all unwanted plant material in between hard surfaces, providing a clean crisp edge between turf and hard surfaces and removal of all litter, debris and foreign objects from trail surface.

This level is intended to address trail areas that may lie within the variety of other maintenance classifications so as to maintain a consistent appearance along the trail itself.

Based on adjacent turf area growth, tasks should be performed every 7 to 14 days to maintain desired appearance. Trails that lie entirely within an easement or ROW, will only include repair and replacement of the concrete itself as necessary.

MAINTENANCE TASK	FREQUENCY
TURF	
MOW	Every 7-14 days – during growing season
EDGE AND TRIM	EVERY 7-14 days – during growing season
SHRUBS AND GROUND COVER	As needed
TREES	
PRUNE	1x/year – winter and as needed
MISCELLANEOUS	
LITTER AND DEBRIS PICK UP	Every 7-14 days and as needed/requested
CLEAN SURFACES WITH BLOWER/VACUUM	1x/week after landscape maintenance trip & as needed. More frequent during fall and winter
INSPECT FOR PEST AND DISEASES	1x/month March - November
REPAIR VANDALISM	Immediately
REMOVE GRAFFITI	immediately

PARK MAINTENANCE APPEARANCE STANDARDS

Maintenance of all items listed below should strive to meet or exceed the following appearance and performance standards. This will allow for a consistent, high quality appearance throughout the park system.

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.

A. Turf

- Turf has a healthy dense stand of grass and coverage is no less than 95% of playable area.
- Bermudagrass is mowed 2 times per week during peak growing season, (usually May through September) at 1.0", and once per week in April and October at 1.5".
- Grass is edged, with unwanted vegetation removed from the warning track and skinned infields once per month on premier and game fields.
- All game and premier fields are slicer aerified monthly and core aerified at least once per year.
- All divots and holes are fully filled and tamped.

- f. All playing fields are scheduled for applications of fertilizer herbicide, pesticide or fungicide treatment each year as needed.

B. Skinned Infields

- a. 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 lines.
- b. Infield lips are removed prior to start of spring practices to facilitate smooth transitions from skinned infield to outfield grass.
- c. Infields are well drained with no standing water areas. Repair trouble low spots as soon as possible.
- d. Infields have proper soil consistency for intended usage. Profile should be 60% sand, 20% clay and 20% silt.
- e. Infields are free of weeds and grass at all times.
- f. Infields are free of rocks, dirt clods, and debris at all times.
- g. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance to manufacturer's specifications and league requirements.

C. Soccer Goals

- a. All goals are securely anchored, nets fully attached and goal posts straight.
- b. Nets are in good condition and free of holes, tears, and fraying which would allow a soccer ball to pass through.

D. Bleachers and Dugouts

- a. Hardware is intact, such as end-caps, nuts and bolts etc.
- b. Bracing is tightly connected.
- c. Seating surface is clean, smooth, free of protrusions, and have no exposed sharp edges or pointed corners.
- d. Bleacher areas have been cleaned, trash receptacles near bleacher seating area, and are in good condition.
- e. Underneath the bleachers are free of debris, trash, dirt, and food.

E. Field Lights and Scoreboards

- a. Electrical systems and components are operational and in compliance with appropriate building codes.
- b. 90% of lamps for each field are operational.
- c. Lights, poles and all components are inspected by a contractor prior to the spring season beginning. Make repairs as necessary.
- d. No electrical conducting wires are exposed.
- e. Ballast boxes and components are properly installed and secured.
- f. Lights provide uniform coverage on playing surface and fixtures are adjusted to eliminate dark or blind areas.

- g. Inspect ballfield lights, timers, controllers and other components following a storm or major lighting event.
- h. Scoreboards are fully functional, controllers are fully functional, hold a charge and properly communicate with the board.

Turf

Our goal is to ensure that all turfgrass areas are properly mowed and maintained at the highest quality level possible. Turf may be replaced via sod or seed. Proper fertility and 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.

- A. Irrigated turf areas 95% weed free
- B. No significant washouts or erosion
- C. Inspected periodically for holes or large cracks. Fill as needed
- D. Aerify regularly to reduce compaction and promote turf vigor
- E. Herbicides are applied according to the label, proper seasonality and target weed.
- F. Avoid scalping and sharp turns that damage turf.
- G. Remove no more than 1/3 of the blade during mowing.
- H. Fertilize at least two times per year. Recommended blend is 50% slow release SCU 27-0-5 with 4% iron and 4% sulfur or similar blend.
- I. Fertilizer must be watered in within 24 hours to eliminate turf burn.
- J. Landscape maintenance crew should spot spray selective herbicide for grassy and broad leaf weeds during regularly scheduled maintenance cycles.

Landscaped Areas (Shrubs, Perennials, Ornamental Grasses)

Our goal is to insure that all landscapes in 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.

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.

- A. 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 or renovated 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.

- B. 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. See the Horticulturist or Crew Supervisor for appropriate pruning times and techniques.
- C. Mulching is completed annually, using mulch approved by the Horticulturist 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.
- D. 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 Horticulturist, with recommendations for corrective action made within a timely manner.
- E. Spraying for weeds, insects or disease is done on an as needed basis by qualified personnel only. All treatments with registered pesticides are recorded per Texas Department of Agriculture and Consumer Services standards.

Trees

- F. Our goal is to provide a healthy urban forestry canopy for all city properties.
- G. All specific tree maintenance tasks are determined by the Urban Forester following 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. Forestry staff members are expected to utilize all appropriate PPE. All work zone safety protection equipment, including the flashing arrow board, appropriate lane closures, signage and/or flagging operations should be in place at every job site. For additional tree maintenance standards see "City of Garland Tree Manual".

Mulching

Our goal is to insure 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.

- A. Mulching is completed annually, using mulch approved by the Horticulturist 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.

Ponds and Fishing Piers/Decks

- A. Ponds
 - a. Pond surface is at least 90% clear of vegetation.
 - b. Water's edge is free of trash and debris.
 - c. Bank areas are free of wash outs and erosion.
 - d. Ponds are stocked with appropriate species of fish, water levels and budget permitting.
 - e. No significant erosion of channels or ditches.

B. Fishing Piers/Decks

- a. Planks are intact, smooth, structurally sound, free of splinters, and have no cracks greater than 1/4".
- b. Nails, bolts, or screws are flush with the surface.
- c. Planks are level with no excessive warping.
- d. Handrails are present and structurally sound.
- e. All piers and decks comply with the Americans with Disability Act.

General Grounds

- A. Grounds are mowed and trimmed according to adopted frequency.
- B. Park is free of graffiti, litter, debris, and hazards. Inspections performed according to the adopted frequency
- C. Parking lots are clean of debris, trash and graffiti
- D. All Parking lots striped as needed (stalls, fire lanes, handicap stencils etc.)
- E. No visible stumps, holes, broken equipment or amenities.
- F. Downed limbs are removed immediately.
- G. Dead Trees are removed immediately.
- H. Ants are treated according to annual calendar and spot treated regularly to avoid infestation. ANT MOUNDS MUST BE TREATED AT LEAST ONE WEEK PRIOR TO AN EVENT OR LARGE PROGRAM.

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:

- A. Loose trash pick-up, graffiti and glass removal in and around all play surfaces and fall zones at least once per week; more on high use areas.
- B. Casual Playground Inspections (checking the play equipment for obvious safety hazards and vandalism) by staff when collecting/checking for trash and hazards.
- C. Engineered Wood Fiber (EWF) 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.
- D. EWF is raked back into swing areas, slide exits, and fall zones at least once per month; more frequently if time allows.
- E. Playground EWF is "fluffed" at least once per year using a mini-rototiller.
- F. Thorough safety inspections are done on each playground area once per month, following a prescribed checklist for entrapment and entanglement hazards.
- G. 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.
- H. 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.

- I. All playground inspection records are maintained by the Playground Supervisor, and follows all city records management guidelines.

Basketball Courts

Prior to any large community events, the basketball courts are either swept or blown off, nets are inspected and replaced if needed, and visible damages are repaired. In addition, the areas around the courts are policed for glass and/or trash. Regularly scheduled maintenance includes:

- A. Courts are pressure-washed once each year in the spring.
- B. Routine maintenance is primarily done between March 1 – November 30, and includes sweeping/blowing off of all courts, general inspection, and removal of any trash, graffiti, and inspection for damage to surfaces, fences, and benches.
- C. Fallen leaves are removed between November and January
- D. Net inspection is done each month, year round. Any problems are repaired or nets/hardware replaced.
- E. Surfaces are crack filled when conditions warrant, and re-sealed approximately once every 10 years, if funding is available. For maximum effectiveness, crack filling can only be performed during warm weather months; primarily between the months of May and September.

Tennis Courts

Courts should be safe, clean, and in good condition for the public to use. To do this, tennis courts are cleaned and inspected on a routine basis.

- A. Courts are pressure-washed once each year in the spring.
- B. Routine maintenance is completed weekly and damage is to be reported to the Maintenance Supervisor for remedy.
- C. Net inspection is done each month, year round.
- D. Net tightening is completed during net inspections, and if needed between inspections as needed.
- E. Court surfaces are checked annually each spring for cracking which would impede play. Cracks are filled annually between May and September, as the material requires warm-hot weather for proper adhesion.
- F. Courts are overlayed on an approximate 10-year schedule, depending upon funding. Overlays include crack filling, adding several layers of sealant and colorant, and repainting of all lines.
- G. Leaf removal is done on a bi-weekly basis from November 1 – December 31, and once in the early spring to remove leaves accumulated during winter.

Barbecue Grills

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

- A. Cleaned once each week or as needed before any reservations or large scheduled events at a specific park location. Routine cleaning includes cleaning of the grill and removal of any trash in or around the grill area.
- B. Inspection is done to check for grill stability, broken or damaged equipment, and/or graffiti. If problems are noted that cannot be resolved, the appropriate 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.
- C. These tasks are performed on between March 1 and November 30.

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.

- A. Drinking Fountains are cleaned once each week and as needed before any reservations or scheduled activity at a specific park location. Routine cleaning includes wiping down the bowl with cleaning solution, removing any contaminants, and removal of any trash at or around the area.
- B. Inspection is done by operating the fountain and looking for any leaks, broken equipment, damage, and/or graffiti. If such problems are found and not repairable by the cleaning staff, then Facilities Maintenance staff and a work order is generated and the fountain is marked for repair.

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.

- A. 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 appropriate Maintenance Supervisor is notified, a work order generated and the problems scheduled for repair or replacement. These tasks are performed on a regular basis year round on all parks and greenways.

Restrooms

Our goal is to provide clean, sanitary, appealing and well-supplied restrooms for the public.

- A. Restrooms are clean, sanitary, and properly stocked with paper products and soap
- B. Lights and ventilation systems are operational.
- C. Toilets, water faucets, stall doors, and hand air dryers are operational.
- D. Restrooms are free of graffiti.
- E. Restroom doors are properly marked according to gender.
- F. Restrooms have clean trash receptacles.
- G. Restroom doors and locks are operational.

- H. Restrooms and signage are in compliance with the requirements of the Americans with Disabilities Act.

Signs

Our goal is to provide attractive, consistent and correct informational signage throughout our parks. 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 vendors. Signs are inspected on a routine basis throughout the year. Inspection includes:

- A. Check for stability, damage and/or vandalism. If such problems are noted, the appropriate division Maintenance Supervisor or Parks Superintendent is notified.
- B. Repairs, graffiti removal and/or painting are to be completed by division staff when feasible, giving this work a high priority for completion within 1-5 days when feasible. All sign damage that cannot be completed with in-house staff is contracted to a local sign fabricator for completion.

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.

- A. Hard surface trails are inspected weekly, with obstructions such as litter, fallen tree debris, stones, gravel, sand, and grass clippings are removed from the surface.
- B. Snow and mud are removed as soon as possible following completion of other assigned heavy weather event duties.
- C. 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.
- D. Painted lines, signs and other trail markings are inspected and repaired/renovated as needed. If signs need replacement, the Maintenance Supervisor will contact the Sign Shop to create an appropriate replacement sign.

Trails – Natural

- A. Maintenance is performed primarily by volunteers, with assistance by city personnel on an as-needed basis.
- B. Inspection of natural greenway trails will be performed by trained volunteers, as well as department personnel.
- C. 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. This is primarily done by trained volunteers or staff if needed.

- D. 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, primarily by trained volunteers or staff if needed.

Irrigation

- A. Irrigation system is fully operational with complete uniform coverage.
- B. System is free of leaks.
- C. Heads are installed according to intended use.
- D. Heads are properly adjusted with rotations and arcs set to reduce water run-off.
- E. Systems are set to run at specific times to minimize water evaporation and waste.
- F. Irrigation systems are visually inspected during each adopted maintenance cycle to look for leaks, broken heads and that each zone is working properly to avoid dry areas.
- G. Complete irrigation inspections are done monthly.
- H. Irrigation should be winterized by turning off all controllers and draining pumps to ensure no freeze damage occurs. Also to ensure sidewalks and streets do not become irrigated during freeze potential.

ANNUAL PARK MAINTENANCE SCHEDULE

Yearly Turf Maintenance Schedule for Class AA & A

January

- Irrigate .5" per week
- Spray winter weeds as needed
- Apply pre-emergent
- Complete any large repairs, construction or clean-up projects
- Inspect fences & dugouts and make repairs
- Install new bases and home-plate if needed

February

- Irrigate .5" per week
- Irrigation audit
- Apply Pre-emergent
- Skip aeration
- Let turf rest

March

- Irrigate 1" per week
- Mow at 1.5" alternating weekly
- Send in soil samples to Texas A&M
- Apply Broadleaf post-emergent as needed

April

- Irrigate 1" per week
- Mow at 1.5" alternating weekly
- Aeration – slicer
- Fertilize according to soil test
- Inspect irrigation, home-plate, and bases
- Apply Broadleaf post-emergent as needed

- Mow twice per week @ 1.5" – 2"
- Continue to treat weeds as necessary

May

- Aeration – core
- Irrigate 1" per week
- Put out fire ant bait
- Mow twice per week @ 1.5"-2"
- Spray out lips and cut out Bermuda runners

June

- Aeration – slicer
- Irrigate 1.5" per week
- Mow twice per week @ 1.5" - 2"
- Fertilize according to soil test
- Top-dress low spots

July

- Aeration – slicer
- Irrigate 1.5" per week
- Mow twice per week @ 1.5" – 2"
- Spray Primo in early July
- Fertilize according to soil test

August

- Aeration – slicer
- Irrigate 1.5" per week

September

- Aeration – slicer
- Irrigate 1.2" per week
- Mow twice per week @ 2"-2.5"
- Apply pre-emergent before October 15

October

- Irrigate 1" per week
- Mow twice per week @ 2" – 2.5"
- Put out fire ant bait

November

- Irrigate .5" per week
- Inspect irrigation
- Work on any large repairs
- Let turf rest

December

- Irrigate as needed
- Infield grass and lip maintenance
- Work on large repairs
- Let turf rest

**A more detailed annual work plan for each division can be found in the appendix.*

STANDARD OPERATING PROCEDURES AND BEST PRACTICES

Mowing Standards

- A. Follow weekly mowing schedule. If it is too wet to mow, continue on the same schedule and perform other items on the checklist. This is a good time to get caught up on repairs and improvements.
- B. If other high priorities need attention in your park, you do not necessarily have to edge EVERY week. Use that time to work on other things and edge every other week.
- C. Use the 1/3 rule! AVOID LARGE PILES OF GRASS CLIPPINGS. It kills the grass! If you get rained out on one cycle, raise your mower the next cycle or you have to go over it twice to scatter the clippings.
- D. Make sure that ALL mowers on ALL crews are mowing at the same height. For weekly mowing cycles on Bermuda grass, 2 to 2 ½ Inches.
- E. Avoid scalping. Especially on slopes and hill-tops. Take notice of your mowing pattern.

Safety Standards

- A. Read and be familiar with manuals for each piece of equipment
- B. Secure travel- mowers must be securely strapped down while in transport. Decks must be down and all loose objects secured.
- C. When mowers are parked the decks must be locked or in the lowered position. This minimizes the stress on the hydraulics
- D. Required PPE's at all times: Eye protection, hearing protection, hard hat and safety vest. Respiratory protection is also available but not required.
- E. Discharge shields must be down and functional at all times.
- F. Mower start up – warm up diesels with glow plug for 30 seconds. Throttle must be all the way down. Turnkey in short intervals. Do not hold starter down. Do not race a cold engine.
- G. Wear seat belts and make sure the roll bar protection system is up!
- H. Check mowing area prior to mowing. Be alert to obstacles, do not mow rocks, debris or limbs.
- I. Look behind you when you back up. Do not try to mow too close to obstacles. This slows you down and could damage the mower or the obstacle.
- J. Never assume that children or people see you or will move to avoid you. DO NOT MOW NEAR PEOPLE.
- K. Never fuel up with the engine on. NO SMOKING!
- L. When you shut the engine down, let it idle to cool down then shut off engine and put on the parking brake.
- M. CLEAN the mower after each use.
- N. If you mow on a slope, mow up and down not sideways to avoid a rollover.
- O. Mow high traffic areas first thing in the morning before people arrive.
- P. Avoid mowing wet grass. If it's damp from heavy dew, mow slowly.

Daily Inspections - must be performed daily before using the equipment

- A. Check oil
- B. Check coolant
- C. Check transmission, hydraulic and 4WD oil
- D. Check filters
- E. Check belts
- F. Check for leaks
- G. Check fuel and battery levels
- H. Check tire pressure – refer to manual

Service Intervals

- A. Sharpen blades weekly - Wear goggles!
- B. Change oil every 100 hours
- C. Lube all interior grease points every 100 hours
- D. Keep fuel fresh. Fuel goes bad after 30 days.
- E. Refer to each manual for exact service intervals

APPENDIX

- A. Strategic Goals
- B. Annual Work Plan
 - a. Grounds
 - b. Athletics
 - c. Irrigation
 - d. Construction Development
 - e. Horticulture
 - f. Medians & ROW's
- C. Park Maintenance Maps with Classifications

Appendix A: Strategic Goals

GARLAND PARKS OPERATION WORK PLAN (2-3 years)

GOAL #1: Create optimal playing conditions on all athletic fields that prioritizes safety and playability that will attract tournaments and increase league play.

Initiatives

1. 1.2.09 Upgrade and renovate existing sports fields throughout Garland. Improvements to include: (0-5 yrs.)
 - a. Restrooms
 - b. Concessions
 - c. Shade Structure
 - d. Lighting
 - e. Field conditions
2. 1.2.14 Investigate options to add batting cages at diamond field complexes with flexibility in design to ensure the best delivery of services. (0-5 yrs.)

GOAL #2: Stream line Parks Operation procedures to optimize resources, maximize the life cycle of all assets, and plan for future growth while controlling cost. – MP Organization Excellence

Initiatives

1. 4.5.07 Update Maintenance Operation Manual. (0-2 yrs)
 - a. 4.5.08 Determine maintenance standards that identify the number of employees required to maintain one acre of parkland and consider these costs when adding parkland to the system. (3-5 yrs.)
 - b. 4.4.19 Develop operational KPI's for Parks Division and reporting dashboard. (0-2 yrs.)
 - c. 4.4.17 Develop Council adopted maintenance standards and Maintenance Operations Plan. (0-2 yrs.)
2. 1.3.15 Develop an Environmental Best Management Practices (BMPs) Manual of sustainable practices to be employed as part of development and maintenance of parks: (0-2 yrs.)
 - a. Program for park turf management
 - b. Athletic fields
 - c. Program for tree health management
 - d. Program for IPM (integrated pest management)
 - e. Program for monitoring and inspecting playgrounds
3. 4.5.05 Streamline the work order process and fully integrate Cartagraph (0-2 yrs.)
4. 4.5.02 Increase maintenance budget to accommodate new facilities and programs. (ongoing)
5. 4.5.04 Expand storage capacity for equipment used for maintenance, special events, and programs. (ongoing)

GOAL #3: Provide a safe high quality, diversified parks and open space system for all age and interest groups.

Initiatives

1. 1.2.04 Improve and replace deteriorated and outdated features at all existing parks. (ongoing)
 - a. 1.2.01 Use the North Sector Park Improvements list (Table 8.2) as a guide for capital improvements priorities and timeframes in the North Sector. (0-10 yrs.)
 - b. 1.2.02 Use the Central Sector Park Improvements list (Table 8.3) as a guide for capital improvements priorities and timeframes in the Central Sector. (0-10 yrs.)
 - c. 1.2.03 Use the South Sector Park Improvements list (Table 8.4) as a guide for capital improvements priorities and timeframes in the South Sector. (0-10 yrs.)
2. 1.2.69 Implement adopted sign plan. (0-5 yrs.)
 - a. 1.1.16 Install trail markers and emergency signage along all trails with color coding for trail routes and mileage information. (0-2 yrs.)
3. 1.2.57 Add shade in the form of trees and structures around playgrounds and seating areas. (ongoing)
4. 4.5.14 Develop and implement comprehensive park turf management program. (0-2 yrs.)
5. 4.5.15 Develop and implement comprehensive tree health management program. (0-2 yrs.)

GOAL #4: Provide a high quality, diversified open space system that preserves and enhances significant environmental resources and features to protect threatened species, preserve habitat, retain migration corridors, preserve natural areas, and protects water resources.

Initiatives

1. 1.3.10 Restore underused parklands to natural areas, including the reduction or elimination of mowed and irrigated areas, reducing maintenance while improving park experiences. (ongoing)
2. 1.3.11 Develop a plan to identify potential spaces for restoration before implementation can begin and include strategies to educate the public on the benefits of restoration (e.g., Wynne Joyce Park). (0-5 yrs.)
3. 4.5.03 Reduce mowing and irrigated areas through nature restoration (meadows, prairies, woodlands, etc.) (0-5 yrs.)
4. 4.5.10 Identify features and spaces that are unused and remove them from the system or recommend maintenance reductions. (ongoing)
5. 4.5.13 Identify and implement city wide beautification and curb appeal projects (ongoing)
 - a. 1.2.70 Develop park Admin & Greenhouse offices as a native plant demonstration area. (0-2 yrs.)
 - b. 1.3.18 Develop landscaping options that use less water, such as the use of native plants and drip irrigation, and advertise examples of these principles for the private sector to mirror. (0-2 yrs.)

GOAL #5: Enhance and expand partnership opportunities with multiple stakeholders to share knowledge, expertise, volunteers and financial resources to help achieve the mission and goals of Garland Parks, Recreation and Cultural Arts Department.

1. 3.1.12 Develop and implement comprehensive volunteer program. (0-2 yrs)
2. 3.2.10 Collaborate with law enforcement to increase presence in the parks and an improved perception of safety for park users. (ongoing)
3. 3.2.21 Explore opportunities to partner with private entities, including homeowners associations, for the development of park features and trails on their properties, allowing for improvements currently without. (ongoing)
4. 3.2.23 Contribute to association newsletter to promote relevant programs and improvements to parks. (ongoing)
5. 3.2.24 Partner with GISD to formally allow access to school grounds and to improve and upgrade properties in underserved areas, most notably at Southgate, Caldwell, Williams, and Parkcrest Elementary Schools. (0-5 yrs.)

GOAL #6: Identify and implement city wide gateway and median improvements at major entryways to create unique, aesthetically pleasing beds that are unique to Garland.

1. 1.2.64 Ensure that entrance signs are attractive and landscaped in order to promote first impressions and the image of the City of Garland and PRCAD. (ongoing)
2. 4.5.12 Identify and implement city wide beautification and curb appeal projects. (ongoing)
3. Utilize Greenhouse to grow appropriate plant material for landscape beds to help reduce cost and increase diversity.

Appendix B: Divisional Annual Work Plans

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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: JANUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment	Daily	
2. Employee Committee to inspect vehicles/equipment	Daily	
3. Conduct training classes in equipment maintenance and operation	Every 3 rd Friday	
4. Conduct weekly tailgate/safety meeting	Every Wednesday	
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Monthly playground inspection		
9. Repair play equipment		
10. Check and clean leaves out of pools		
11. Fire extinguisher inspection		
12. Winter project list		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: FEBRUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operations	Every 3 rd Friday	
4. Conduct weekly tailgate/safety meetings	Every Wednesday	
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Monthly playground inspections		
9. Aquatics meeting		
10. Update inventories		
11. Truck tool inventories		
12. Order pool supplies/chemicals		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: MARCH

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings	Every Wednesday	
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Monthly playground inspection		
9. Start pool prep		
10. De-winterize restrooms in all parks		
11. Repair playground equipment		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: APRIL

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>	<i>Every Wednesday</i>	
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly playground inspection</i>		
9. <i>Pool prep</i>		
10. <i>Fire inspection for Surf & Swim</i>		
11. <i>Change time clocks around pools</i>		
12. <i>Repair playground equipment</i>		
13. <i>Review goals with crew</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: MAY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings	Every Wednesday	
5. Clean up yard/equipment room		
6. Prepare Monthly Reports		
7. Review vehicle/equipment reports		
8. Monthly playground inspection		
9. Pool prep		
10. Repair playground equipment		
11. Pool Health Inspections		
12. Splash pad prep		
13. Splash pad health inspection		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: JUNE

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>	<i>Daily</i>	
2. <i>Employee Committee to inspect vehicles/equipment</i>	<i>Daily</i>	
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>	<i>Every Wednesday</i>	
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly playground inspection</i>		
9. <i>Repair playground equipment</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: JULY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment	Daily	
2. Employee Committee to inspect vehicles/equipment	Daily	
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings	Every Wednesday	
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Monthly playground inspection		
9. Repair playground equipment		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: AUGUST

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>	<i>Daily</i>	
2. <i>Employee Committee to inspect vehicles/equipment</i>	<i>Daily</i>	
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>	<i>Every Wednesday</i>	
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly playground inspections</i>		
9. <i>Winterize Bradfield and Holford pool</i>		
10. <i>Repair playground equipment</i>		
11. <i>Truck tool inventory</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: SEPTEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment	Daily	
2. Employee Committee to inspect vehicles/equipment	Daily	
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings	Every Wednesday	
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Monthly playground inspection		
9. Winterize Surf & Swim		
10. Winterize Splashpads		
11. Repair playground equipment		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: OCTOBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment.</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>	<i>Every Wednesday</i>	
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly playground inspection</i>		
9. <i>Annual equipment service</i>		
10. <i>Reset time clocks</i>		
11. <i>Update maintenance calendar</i>		
12. <i>Update inventories</i>		
13. <i>Repair playground equipment</i>		
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PARK OPERATION MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: NOVEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>	Weekly	
4. <i>Conduct weekly tailgate/safety meetings</i>	Every Wednesday	
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Winterize park restrooms</i>		
9. <i>Monthly playground inspection</i>		
10. <i>Christmas decorations</i>		
11. <i>Finish winterize of Surf & Swim</i>		
12. <i>Repair playground equipment</i>		
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17.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: AQUATICS/PLAYGROUNDS

MONTH: DECEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>	<i>Every Wednesday</i>	
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly playground inspection</i>		
9. <i>Repair/replace playground equipment</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: JANUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meeting		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Monthly Picnic Inspection		
9. Remove Christmas Deco from Plaza		
10. Repair Playground Equip.		
11. Start Fence Repairs		
12. Fire Extinguisher Inspection		
13. Winter Project List		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: FEBRUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operations		
4. Conduct weekly tailgate/safety meetings		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Monthly Picnic Inspection		
9. Fence Repairs		
10. Update Inventories		
11. Truck tool Inventory		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: MARCH

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Monthly Picnic Inspection		
9. Dewinterize Restrooms in all Parks		
10. Repair Playgrounds		
11. Repair Picnic Equipment		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: APRIL

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly Picnic Inspection</i>		
9. <i>Fire Inspection for Surf</i>		
10. <i>Change Time Clocks</i>		
11. <i>Repair Playground Equipment</i>		
12. <i>Repair Picnic Equipment</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: MAY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare Monthly Reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly Picnic Inspection</i>		
9. <i>Inspect Tennis Courts</i>		
10. <i>Repair Picnic Equipment</i>		
11. <i>Repair Playground Equipment</i>		
12. <i>Paint and Repair Facilities</i>		
13. <i>Paint Park I.D. Signs</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: JUNE

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly Picnic Inspections</i>		
9. <i>Repair Tennis Courts</i>		
10. <i>Repair Picnic Equipment</i>		
11. <i>Repair Playground Equipment</i>		
12. <i>Repair Fences</i>		
13. <i>Paint all Entry Way Signs</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: JULY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly Picnic Inspections</i>		
9. <i>Repair Playground Equipment</i>		
10. <i>Repair Picnic Equipment</i>		
11. <i>Repair Tennis Courts</i>		
12. <i>Repair Fences</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: AUGUST

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly Picnic Inspections</i>		
9. <i>Repair Playground Equipment</i>		
10. <i>Repair Picnic Equipment</i>		
11. <i>Truck Tool Inventory</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: SEPTEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly Picnic Inspection</i>		
9. <i>Repair Playground Equipment</i>		
10. <i>Repair Picnic Equipment</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: OCTOBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment.</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly Picnic Inspection</i>		
9. <i>Annual Equipment Service</i>		
10. <i>Reset Time Clocks</i>		
11. <i>Update Maintenance Calendar</i>		
12. <i>Update Inventories</i>		
13. <i>Repair Playground Equipment</i>		
14. <i>Repair Picnic Equipment</i>		
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PARK OPERATION MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: NOVEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Winterize Park Restrooms</i>		
9. <i>Monthly Picnic Inspection</i>		
10. <i>Decorate Plaza for Christmas</i>		
11. <i>Repair Playgrounds</i>		
12. <i>Repair Picnic Equipment</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: CONSTRUCTION & DEVELOPMENT

MONTH: DECEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Monthly Picnic Inspection</i>		
9. <i>Christmas Lighting on Plaza</i>		
10. <i>Repair Playground Equipment</i>		
11. <i>Repair Picnic Equipment</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: JANUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct tailgate/safety meeting	weekly	
2. Inspect irrigation pumps	monthly	
3. Review vehicle/equipment reports	monthly	
4. Work on winter project list	daily	
5. Inspect and repair irrigation	daily	
6. Inventory-Tools	Every six months	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: FEBRUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct tailgate/safety meetings	weekly	
2. Review vehicle/equipment reports	monthly	
3. Work on winter projects	daily	
4. Inspect irrigation pumps	monthly	
5. Inspect& repair irrigation	daily	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: MARCH

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct tailgate/safety meetings	weekly	
2. Review vehicle/equipment reports	monthly	
3. De-winterize drinking fountains	15th	
4. Turn on all irrigation meters	End of month	
5. Inspect class AA sites	weekly	
6. Inspect class A sites	weekly	
7. Inspect all other landscapes	monthly	
8. Inspect irrigation pumps	monthly	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: APRIL

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct tailgate/safety meeting	weekly	
2. Review vehicle/equipment reports	monthly	
3. Drinking fountain inspections	weekly	
4. Inspect AA sites	weekly	
5. Inspect A sites	weekly	
6. Inspect all other landscapes	monthly	
7. Inspect irrigation pumps	monthly	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: MAY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct tailgate/safety meetings	weekly	
2. Review vehicle/equipment reports	monthly	
3. Inspect drinking fountains	weekly	
4. Inspect AA sites	weekly	
5. Inspect A sites	weekly	
6. Inspect all other landscapes	monthly	
7. Inspect irrigation pumps	monthly	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: JUNE

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct tailgate/safety meeting	weekly	
2. Review vehicle/equipment reports	monthly	
3. Inspect drinking fountains	weekly	
4. Inspect AA sites	weekly	
5. Inspect A sites	weekly	
6. Inspect all other landscapes	monthly	
7. Inspect irrigation pumps	monthly	
8. Tool inventory	Every six months	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: JULY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Review vehicle/equipment reports</i>	<i>monthly</i>	
2. <i>Conduct tailgate/safety meetings</i>	<i>weekly</i>	
3. <i>Inspect drinking fountains</i>	<i>weekly</i>	
4. <i>Inspect AA sites</i>	<i>weekly</i>	
5. <i>Inspect A sites</i>	<i>weekly</i>	
6. <i>Inspect all other landscapes</i>	<i>monthly</i>	
7. <i>Inspect irrigation pumps</i>	<i>monthly</i>	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: AUGUST

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Review vehicle/equipment reports	monthly	
2. Conduct tailgate/safety meeting	weekly	
3. Inspect drinking fountains	weekly	
4. Inspect AA sites	weekly	
5. Inspect A sites	weekly	
6. Inspect all other landscapes	monthly	
7. Inspect irrigation pumps	monthly	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: SEPTEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Review vehicle/equipment reports	monthly	
2. Conduct tailgate/safety meetings	weekly	
3. Inspect drinking fountains	weekly	
4. Inspect AA sites	weekly	
5. Inspect A sites	weekly	
6. Inspect all other landscapes	monthly	
7. Inspect irrigation pumps	monthly	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: OCTOBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Review vehicle/equipment reports	monthly	
2. Conduct tailgate/safety meeting	weekly	
3. Inspect drinking fountains	weekly	
4. Inspect irrigation pumps	monthly	
5. Inspect AA sites	weekly	
6. Inspect A sites	weekly	
7. Inspect all other landscapes	monthly	
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PARK OPERATION MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: NOVEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Review vehicle/equipment reports	monthly	
2. Conduct tailgate/safety meetings	weekly	
3. Inspect drinking fountains	Until 15th	
4. Winterize drinking fountains	15th	
5. Inspect repair irrigation	As needed	
6. Winterize irrigation pumps	15th	
7. Winter Projects	As needed	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: IRRIGATION

MONTH: DECEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Review vehicle/equipment reports	monthly	
2. Conduct tailgate/safety meetings	weekly	
3. Inspect repair irrigation	As needed	
4. Winter projects	As needed	
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: JANUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meeting</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>Heavy Tree pruning, including Live Oaks</i>		
11. <i>Small equipment Inventory and PM</i>		
12. <i>Start up and PM Heavy equipment</i>		
13. <i>Begin mowing cycle ROWs</i>		
14. <i>Edging ROWs</i>		
15. <i>Post emergent weed control</i>		
16. <i>Tree planting</i>		
17. <i>Supplemental tree watering</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: FEBRUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operations		
4. Conduct weekly tailgate/safety meetings		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Chemical Inventory		
9. Storm water Reports		
10. Heavy tree pruning, including Live Oaks		
11. Mowing turf ROWs		
12. Edging ROWs		
13. Pre-emergent weeds control (Dimension)		
14. Post emergent herbicide turf		
15. Tree Planting		
16. Supplemental tree watering		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: MARCH

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Chemical Inventory		
9. Storm water Reports		
10. Light tree pruning, NOT Live Oaks		
11. Mowing ROWs		
12. Edging ROWs		
13. Post emergent herbicide turf		
14. Turf fertilization, 28-3-10, 50% SCU w/ 4.5% Iron		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: APRIL

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>Light tree pruning, NOT Live Oaks</i>		
11. <i>Mowing Turf ROWs</i>		
12. <i>Edging ROWs</i>		
13. <i>Post emergent herbicide</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: May

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings		
5. Clean up yard/equipment room		
6. Prepare Monthly Reports		
7. Review vehicle/equipment reports		
8. Chemical Inventory		
9. Storm water Reports		
10. Turf fertilization, 28-3-10, 50% SCU plus 4.5% Iron		
11. Light tree pruning, NOT Live Oaks		
12. Mowing Turf ROWs		
13. Edging ROWs		
14. Post emergent weed control		
15. Light tree pruning, NOT Live Oaks		
16. Mowing turf ROWs		
17. Edging ROWs		
18. Post emergent weed control		
19.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: JUNE

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>Light tree pruning, NOT Live Oaks</i>		
11. <i>Mowing Turf ROWs</i>		
12. <i>Edging ROWs</i>		
13. <i>Post emergent weed control</i>		
14. <i>Supplemental tree watering</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: JULY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>Light tree pruning, NOT Live Oaks</i>		
11. <i>Mowing turf ROWs</i>		
12. <i>Edging ROWs</i>		
13. <i>Post emergent weed control</i>		
14. <i>Supplemental tree watering</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: AUGUST

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>Light tree pruning, NOT Live Oaks</i>		
11. <i>Mowing Turf ROWs</i>		
12. <i>Edging ROWs</i>		
13. <i>Post emergent weed control</i>		
14. <i>Supplemental tree watering</i>		
15. <i>Aeration of turf areas if needed</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: SEPTEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>Light tree pruning, NOT Live Oaks</i>		
11. <i>Mowing Turf ROWs</i>		
12. <i>Edging ROWs</i>		
13. <i>Pre-emergent turf, (Barricade)</i>		
14. <i>Post emergent weed control</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: OCTOBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment.</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>light tree pruning, NOT Live Oaks</i>		
11. <i>Mowing ROWs</i>		
12. <i>Edging ROWs</i>		
13. <i>Post emergent weed control</i>		
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PARK OPERATION MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: NOVEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>Heavy Tree Pruning, Including Live Oaks</i>		
11. <i>Mowing Turf ROWs</i>		
12. <i>Edging ROWs</i>		
13. <i>Post emergent weed control</i>		
14. <i>Winterization PM large equipment</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: MEDIANS

MONTH: DECEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Chemical Inventory</i>		
9. <i>Storm water Reports</i>		
10. <i>Large equipment Service PM</i>		
11. <i>Small equipment Inventory</i>		
12. <i>Winterization Small equipment PM</i>		
13. <i>Post emergent weed control</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: JANUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meeting		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Chemical Inventory		
9. Storm water Reports		
10. Heavy Tree Pruning, including Oaks		
11. Post Emergent weed control		
12. Insect / Disease control		
13. Crepe Myrtle trimming		
14. Pressure wash Greenhouse(GH) floors		
15. Clean water walls GH		
16. PM all fans and dampers in GH		
17. Irrigation inspection GH		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: FEBRUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operations		
4. Conduct weekly tailgate/safety meetings		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Heavy Tree pruning, including Oaks		
9. Rose pruning		
10. Rose Fertilization		
11. New mulch in beds		
12. Chemical Inventory		
13. Storm water Reports		
14. Ornamental grass cutback		
15. Pre-emergent beds (Snapshot)		
16. Post emergent weed control		
17. Insect / Disease control		
18. Start Spring seeding in Greenhouse(GH)		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: MARCH

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Light tree pruning. NOT Live Oaks.		
9. Tree fertilization injections		
10. Annual color change		
11. Fertilization of color (Colorstar)		
12. Chemical Inventory		
13. Storm water Reports		
14. Post emergent weeds in beds		
15. Insect / Disease control		
16. Open water walls Greenhouse(GH)		
17. Fertilization GH (Ozmocote)		
18. Irrigation inspection GH		
19. Irrigation inspection color beds		
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21.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: APRIL

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Light tree pruning, NOT Live Oaks</i>		
9. <i>Post emergent weed control</i>		
10. <i>Insect / Disease control</i>		
11. <i>Bed fertilization</i>		
12. <i>Chemical Inventory</i>		
13. <i>Storm water Reports</i>		
14. <i>Bed plant replacement</i>		
15. <i>Supplemental watering of new plants</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: MAY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare Monthly Reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Light tree pruning, NOT Live Oaks</i>		
9. <i>Refresh mulch in beds</i>		
10. <i>Fertilization of roses</i>		
11. <i>Annual color change</i>		
12. <i>Chemical Inventory</i>		
13. <i>Storm water Reports</i>		
14. <i>Color fertilization (Colorstar)</i>		
15. <i>Post emergent weed control</i>		
16. <i>Insect / Disease control</i>		
17. <i>Irrigation inspection color beds</i>		
18. <i>Supplemental watering of new plants</i>		
19.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: JUNE

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Light tree pruning, NOT Live Oaks</i>		
9. <i>Pre-emergent Beds (Prodiamine)</i>		
10. <i>Post emergent weed control</i>		
11. <i>Insect / Disease control</i>		
12. <i>Chemical Inventory</i>		
13. <i>Storm water Reports</i>		
14. <i>Supplemental watering of new plants</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: JULY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Post emergent weed control</i>		
9. <i>Insect / Disease control</i>		
10. <i>Irrigation adjustment Greenhouse(GH)</i>		
11. <i>Irrigation inspection GH</i>		
12. <i>Chemical Inventory</i>		
13. <i>Storm water Reports</i>		
14. <i>Light tree pruning, NOT Live Oaks</i>		
15. <i>Supplemental watering of new plants</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: AUGUST

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Light tree pruning, NOT Live Oaks</i>		
9. <i>Chemical Inventory</i>		
10. <i>Storm water reports</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: SEPTEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Light tree pruning, NOT Live Oaks</i>		
9. <i>Annual color change</i>		
10. <i>Fertilization Color (Colorstar)</i>		
11. <i>Pre-emergent beds(Snapshot)</i>		
12. <i>Chemical Inventory</i>		
13. <i>Storm water Reports</i>		
14. <i>Post emergent weed control</i>		
15. <i>Insect / Disease control</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: OCTOBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment.</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Light tree pruning, NOT Live Oaks</i>		
9. <i>Post emergent weed control</i>		
10. <i>Insect / Disease control</i>		
11. <i>Irrigation inspection Greenhouse</i>		
12. <i>Chemical Inventory</i>		
13. <i>Storm water Reports</i>		
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PARK OPERATION MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: NOVEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Heavy tree pruning, including Live Oaks</i>		
9. <i>Refresh mulch</i>		
10. <i>Post emergent weed control</i>		
11. <i>Insect / Disease control</i>		
12. <i>Chemical Inventory</i>		
13. <i>Storm water Reports</i>		
14. <i>Seed Grasses Greenhouse(GH)</i>		
15. <i>Split groundcovers GH</i>		
16. <i>Close water wall GH</i>		
17. <i>Split plants GH</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: HORTICULTURE

MONTH: DECEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meetings		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Heavy tree pruning, Including Live Oaks		
9. Post emergent weed control		
10. Insect / Disease control		
11. Power wash Greenhouse(GH)		
12. Chemical Inventory		
13. Storm water Reports		
14. Begin PM of fans and dampers		
15. Shut down exterior water GH		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: ATHLETICS

MONTH: JANUARY 2022

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment.		
2. Check local evapotranspiration data irrigate as needed (typically 0-.5" per week).		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meeting.		
5. Clean up yard/equipment room		
6. Prepare monthly reports.		
7. Review vehicle/equipment reports.		
8. Stormwater Reports.		
9. Athletic Light Inspections.		
10. Athletic field inspections.		
11. Add sod to areas that show extreme wear.		
12. Apply post emerg and trim spray weeds as needed.		
13. Inspect fences and dugouts and make or schedule repairs.		
14. Aerate 2 directions on all athletic fields with league play if temperature, staff, and time allow.		
15. Chemical Inventory order chemicals needed as budget allows.		
16. Continue spraying lips with glyphosate and cut arches.		
17. Soccer goals should be removed for out-of-season fieldwork.		
18. Benches at all football fields should be removed.		
19. All winter projects including renovations completed by end of the month.		

PARK OPERATIONS MAINTENANCE CALENDAR DISTRICT: ATHLETICS MONTH: FEBRUARY 2022		
PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Check local evapotranspiration data irrigate as needed (typically 0- .5" per week).</i>		
3. <i>Conduct training classes in equipment maintenance and operations.</i>		
4. <i>Conduct weekly tailgate/safety meetings.</i>		
5. <i>Clean up yard/equipment room.</i>		
6. <i>Prepare monthly reports.</i>		
7. <i>Review vehicle/equipment reports.</i>		
8. <i>Athletic Light Inspections.</i>		
9. <i>Athletic Field Inspections.</i>		
10. <i>Chemical Inventory order chemicals needed as budget allows.</i>		
11. <i>Stormwater Reports.</i>		
12. <i>Apply post emerg and trim spray weeds as needed.</i>		
13. <i>Replace/repair bleacher boards.</i>		
14. <i>Inspect fences and dugouts and make or schedule repairs.</i>		
15. <i>Soccer and Football fields receive their first painting by end of the month.</i>		
16. <i>Soccer goals and bleachers are placed before the end of the month.</i>		
17. <i>Begin season maintenance rotation.</i>		
18. <i>Begin field prep for games were handled in-house.</i>		
19. <i>Apply pre-emergent to all fields.</i>		
20. <i>Begin foul line and football field lining schedules. (alternate weeks)</i>		
21. <i>Apply broadcast ant bait in all areas. Apply spot treatment ant baits as needed.</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: ATHLETICS

MONTH: MARCH 2022

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Check local evapotranspiration data irrigate as needed (typically 1" per week).		
3. Conduct training classes in equipment maintenance and operations.		
4. Conduct weekly tailgate/safety meetings.		
5. Clean up yard/equipment room.		
6. Prepare monthly reports.		
7. Review vehicle/equipment reports.		
8. Athletic Light Inspections.		
9. Athletic Field Inspections.		
10. Chemical Inventory order chemicals needed as budget allows.		
11. Stormwater Reports.		
12. Apply post emerg and trim spray weeds as needed. Begin Tribute Total spraying backpack spot spraying only.		
13. Athletic maintenance schedule.		
14. Athletic lining schedule (alternate weeks).		
15. Athletic field prep for games where scheduled.		
16. Aerate 1 direction on all athletic fields with league play if staff and time allow.		
17. Send soil samples in for testing.		
18. Apply spot treatment ant baits as needed.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: ATHLETICS

MONTH: APRIL 2022

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Check local evapotranspiration data irrigate as needed (typically 1" per week).		
3. Conduct training classes in equipment maintenance and operations		
4. Conduct weekly tailgate/safety meetings.		
5. Clean up yard/equipment room.		
6. Prepare monthly reports.		
7. Review vehicle/equipment reports.		
8. Athletic Light Inspection.s		
9. Athletic Field Inspections.		
10. Chemical Inventory order chemicals needed as budget allows.		
11. Stormwater Reports.		
12. Apply post emerg and trim spray weeds as needed. Continue Tribute Total spraying backpack spot spraying only.		
13. Athletic maintenance schedule.		
14. Athletic lining schedule (alternate weeks).		
15. Athletic field prep for games where scheduled.		
16. Aerate 1 direction on all athletic fields with league play if staff and time allow.		
17. Fertilize according to soil test results.		
18. Apply spot treatment ant baits as needed.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: ATHLETICS

MONTH: MAY 2022

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Check local evapotranspiration data irrigate as needed (typically 1" per week).		
3. Conduct training classes in equipment maintenance and operations.		
4. Conduct weekly tailgate/safety meetings.		
5. Clean up yard/equipment room		
6. Prepare monthly reports.		
7. Review vehicle/equipment reports.		
8. Athletic Light Inspections.		
9. Athletic Field Inspections compile a list of between season maintenance tasks.		
10. Chemical Inventory order chemicals needed as budget allows.		
11. Stormwater Reports.		
12. Apply post emerg and trim spray weeds as needed. Continue Tribute Total spraying backpack spot spraying only.		
13. Athletic maintenance schedule until spring leagues end.		
14. Athletic lining schedule (alternate weeks).		
15. Athletic field prep for games where scheduled.		
16. Core or slice aerate in 1 direction Top dress with USGA rounded aggregate sand at 1/4" depth and drag in on all athletic fields with league play if funding, staff, and time allow.		
17. Fertilize according to soil test results.		
18. Apply spot treatment ant baits as needed.		

PARK OPERATIONS MAINTENANCE CALENDAR		
DISTRICT: ATHLETICS		MONTH: JUNE 2022
PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Check local evapotranspiration data irrigate as needed (typically 1.5" per week).		
3. Conduct training classes in equipment maintenance and operations.		
4. Conduct weekly tailgate/safety meetings.		
5. Clean up yard/equipment room.		
6. Prepare monthly reports.		
7. Review vehicle/equipment reports.		
8. Athletic Light Inspections.		
9. Athletic Field Inspections.		
10. Chemical Inventory order chemicals needed as budget allows.		
11. Stormwater Reports.		
12. Apply post emerg and trim spray weeds as needed. . Continue Tribute Total spraying backpack spot spraying only.		
13. Between season field maintenance.		
14. Prep for Asian Soccer.		
15. Fertilize if budget allows.		
16. Core or slice aerate in 1 direction Top dress with USGA rounded aggregate sand at 1/4" depth and drag in on all athletic fields with league play if funding, staff, and time allow.		
17. Primo Max application at 11 ounces per acre if funding allows.		
18. Apply spot treatment ant baits as needed.		
19. Top dress any low areas.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: ATHLETICS

MONTH: JULY 2022

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Check local evapotranspiration data irrigate as needed (typically 1.5" per week).		
3. Conduct training classes in equipment maintenance and operations.		
4. Conduct weekly tailgate/safety meetings.		
5. Clean up yard/equipment room.		
6. Prepare monthly reports.		
7. Review vehicle/equipment reports.		
8. Athletic Light Inspections.		
9. Athletic Field Inspections.		
10. Chemical Inventory order chemicals needed as budget allows.		
11. Stormwater Reports.		
12. Apply post emerg and trim spray weeds as needed. Continue Tribute Total spraying backpack spot spraying only.		
13. Finish Between season field maintenance.		
14. Fertilize if budget allows. (If not finished with June fertilizer).		
15. Aeration 1 direction 2 times during the month.		
16. Primo Max application at 11 ounces per acre if funding allows. (If not finished with June application).		
17. Athletic maintenance schedule.		
18. Athletic lining schedule (alternate weeks).		
19. Athletic field prep for games where scheduled.		
20. Apply spot treatment ant baits as needed.		

PARK OPERATIONS MAINTENANCE CALENDAR		
DISTRICT: ATHLETICS		MONTH: AUGUST 2022
PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Check local evapotranspiration data irrigate as needed (typically 1.5" per week).</i>		
3. <i>Conduct training classes in equipment maintenance and operations.</i>		
4. <i>Conduct weekly tailgate/safety meetings.</i>		
5. <i>Clean up yard/equipment room.</i>		
6. <i>Prepare monthly reports.</i>		
7. <i>Review vehicle/equipment reports.</i>		
8. <i>Athletic Light Inspections.</i>		
9. <i>Athletic Field Inspections.</i>		
10. <i>Chemical Inventory order chemicals needed as budget allows.</i>		
11. <i>Stormwater Reports.</i>		
12. <i>Apply post emerg and trim spray weeds as needed. Continue Tribute Total spraying backpack spot spraying only.</i>		
13. <i>Athletic maintenance schedule.</i>		
14. <i>Athletic lining schedule (alternate weeks).</i>		
15. <i>Athletic field prep for games where scheduled.</i>		
16. <i>Aerate 1 direction on all athletic fields with league play if staff and time allow.</i>		
17. <i>Apply spot treatment ant baits as needed.</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: ATHLETICS
MONTH: SEPTEMBER 2022

1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Check local evapotranspiration data irrigate as needed (typically 1.5" per week).</i>		
3. <i>Conduct training classes in equipment maintenance and operations.</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room.</i>		
6. <i>Prepare monthly reports.</i>		
7. <i>Review vehicle/equipment reports.</i>		
8. <i>Athletic Light Inspections.</i>		
9. <i>Athletic Field Inspections (compile a list of winter field renovations).</i>		
10. <i>Chemical Inventory order chemicals needed as budget allows.</i>		
11. <i>Stormwater Reports.</i>		
12. <i>Apply post emerg and trim spray weeds as needed. . Continue Tribute Total spraying backpack spot spraying only.</i>		
13. <i>Athletic maintenance schedule.</i>		
14. <i>Athletic lining schedule (alternate weeks).</i>		
15. <i>Athletic field prep for games where scheduled.</i>		
16. <i>Aerate 1 direction on all athletic fields with league play if staff and time allow.</i>		
17. <i>Apply pre-emergent to all fields before Oct 15.</i>		
18. <i>Apply spot treatment ant baits as needed.</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: ATHLETICS
MONTH: OCTOBER 2022

1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Check local evapotranspiration data irrigate as needed (typically 1" per week).</i>		
3. <i>Conduct training classes in equipment maintenance and operations.</i>		
4. <i>Conduct weekly tailgate/safety meetings.</i>		
5. <i>Clean up yard/equipment room.</i>		
6. <i>Prepare monthly reports.</i>		
7. <i>Review vehicle/equipment reports.</i>		
8. <i>Athletic Light Inspections.</i>		
9. <i>Athletic Field Inspections.</i>		
10. <i>Chemical Inventory order chemicals needed as budget allows.</i>		
11. <i>Stormwater Reports.</i>		
12. <i>Apply post emerg and trim spray weeds as needed. . Continue Tribute Total spraying backpack spot spraying only.</i>		
13. <i>Athletic maintenance schedule.</i>		
14. <i>Athletic lining schedule (alternate weeks).</i>		
15. <i>Athletic field prep for games where scheduled.</i>		
16. <i>Aerate 1 direction on all athletic fields with league play if staff and time allow.</i>		
17. <i>Fertilize if budget allows.</i>		
18. <i>Apply spot treatment ant baits as needed.</i>		
19. <i>Begin renovation material ordering and projects as time and league schedule allows.</i>		

PARK OPERATION MAINTENANCE CALENDAR

DISTRICT: ATHLETICS
MONTH: NOVEMBER 2022

1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Check local evapotranspiration data irrigate as needed (typically .5" per week).</i>		
3. <i>Conduct training classes in equipment maintenance and operations.</i>		
4. <i>Conduct weekly tailgate/safety meetings.</i>		
5. <i>Clean up yard/equipment room.</i>		
6. <i>Prepare monthly reports.</i>		
7. <i>Review vehicle/equipment reports.</i>		
8. <i>Athletic Light Inspections.</i>		
9. <i>Athletic Field Inspections.</i>		
10. <i>Chemical Inventory order chemicals needed as budget allows.</i>		
11. <i>Stormwater Reports.</i>		
12. <i>Apply post emerg and trim spray weeds as needed.</i>		
13. <i>Apply spot treatment ant baits as needed.</i>		
14. <i>Athletic maintenance schedule.</i>		
15. <i>Athletic lining schedule (alternate weeks).</i>		
16. <i>Athletic field prep for games where scheduled.</i>		
17. <i>Winter projects/ renovations.</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: ATHLETICS
MONTH: DECEMBER 2022

1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Check local evapotranspiration data irrigate as needed (typically .5" per week).</i>		
3. <i>Conduct training classes in equipment maintenance and operations</i>		
4. <i>Conduct weekly tailgate/safety meetings</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Athletic Light Inspections</i>		
9. <i>Athletic Field Inspections</i>		
10. <i>Chemical Inventory order chemicals needed as budget allows.</i>		
11. <i>Stormwater Reports</i>		
12. <i>Apply post emerg and trim spray weeds as needed.</i>		
13. <i>Apply spot treatment ant baits as needed.</i>		
14. <i>Winter projects/ renovations</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: JANUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance, operation, and safety.		
2. Check local evapotranspiration data irrigate as needed (typically 0-.5" per week).		
3. Conduct weekly tailgate/safety meeting.		
4. Clean up yard/equipment room.		
5. Prepare monthly reports.		
6. Review vehicle/equipment reports.		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections.		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Paint or replace trash barrels.		
13. Inspect all district trails for winter maintenance issues.		
14. Perform maintenance on all equipment serviceable by district personnel.		
15. Spray weeds as needed -Round up, revolver, 3-way, cool power, tribute.		
16. Apply spot treatment ant baits as needed.		
17. Sign maintenance and installation		
18. Work on winter project		
19. Inspect all district pavilions and restrooms repair/ clean as needed.		
20. Inspect all bridges and docks address any issues.		
21. Mow/mulch any leftover leaves		
22. Remove all suckers and low hanging branches from district trees.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: FEBRUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operations.		
2. Check local evapotranspiration data irrigate as needed (typically 0- .5" per week).		
3. Conduct weekly tailgate/safety meetings.		
4. Clean up yard/equipment room.		
5. Prepare monthly reports.		
6. Review vehicle/equipment reports.		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections.		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections.		
11. Storm water Reports.		
12. Finish maintenance on equipment in preparation for mowing season.		
13. Inspect all district trails.		
14. Replace/repair bleacher boards.		
15. Begin trim spray rotation and Cont. apply post emerg and to spray weeds as needed.		
16. Apply broadcast ant bait in all parks. Apply spot treatment ant baits as needed.		
17. Continue work on winter projects.		
18. Apply pre-emergent to parks.		
19. Inspect all district pavilions and restrooms repair/ clean as needed.		
20. Inspect all bridges and docks address any issues.		
21. Send soil samples to lab for testing.		
22. Order fertilizer for all parks based on data from soil tests.		
23. Remove all suckers and low hanging branches from district trees.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT MONTH: MARCH		
PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation.		
2. Check local evapotranspiration data irrigate as needed (typically 1" per week).		
3. Conduct weekly tailgate/safety meetings.		
4. Clean up yard/equipment room.		
5. Prepare monthly reports.		
6. Review vehicle/equipment reports.		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections.		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections.		
11. Storm water Reports.		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. Cont. trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
17. If bulk fertilizer not applied in Feb, it must be done this month.		
18. Begin mowing sch.@ 1.5" coordinating with athletic crew line painting sch. And irrigation sch.		
19. Apply spot treatment ant baits as needed.		
20. Schedule Port-A-Lets.		

<i>21. Aerate in one direction were time and staffing allows.</i>		
<i>22. Begin batwing mowing sch.</i>		
<i>23. Remove all suckers and low hanging branches from district trees.</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: APRIL

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation.		
2. Check local evapotranspiration data irrigate as needed (typically 1" per week).		
3. Conduct weekly tailgate/safety meetings.		
4. Clean up yard/equipment room.		
5. Prepare monthly reports.		
6. Review vehicle/equipment reports.		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections.		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections.		
11. Storm water Reports.		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel.		
14. Cont. trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
17. Apply spot treatment ant baits as needed.		
18. Fertilize areas showing stress as needed.		
19. Cont. mowing sch.@ 1.5-2" coordinating with athletic crew line painting sch. And irrigation sch.		
20. Cont. Batwing mowing sch.		

21. <i>Aerate in one direction were time and staffing allows.</i>		
22. <i>Remove all suckers and low hanging branches from district trees.</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: MAY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation		
2. Check local evapotranspiration data irrigate as needed (typically 1.25" per week)		
3. Conduct weekly tailgate/safety meetings		
4. Clean up yard/equipment room		
5. Prepare Monthly Reports		
6. Review vehicle/equipment reports		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. Cont. trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
17. Apply spot treatment ant baits as needed.		
18. Cont. mowing sch. @ 1.5-2" coordinating with athletic crew line painting sch. And irrigation sch.		
19. Cont. Batwing mowing sch.		
20. Aerate in one direction were time and staffing allows.		

21. <i>Remove all suckers and low hanging branches from district trees.</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: JUNE

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation		
2. Check local evapotranspiration data irrigate as needed (typically 1.5" per week)		
3. Conduct weekly tailgate/safety meetings		
4. Clean up yard/equipment room		
5. Prepare Monthly Reports		
6. Review vehicle/equipment reports		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. Cont. trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
17. Apply spot treatment ant baits as needed.		
18. Cont. mowing sch. @ 1.5-2" coordinating with athletic crew line painting sch. And irrigation sch.		
19. Cont. Batwing mowing sch.		
20. Aerate in one direction where time and staffing allows.		

21. <i>Remove all suckers and low hanging branches from district trees.</i>		
22. <i>Order fertilizer for August application</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: JULY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation		
2. Check local evapotranspiration data irrigate as needed (typically 1.5" per week)		
3. Conduct weekly tailgate/safety meetings		
4. Clean up yard/equipment room		
5. Prepare Monthly Reports		
6. Review vehicle/equipment reports		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. Cont. trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
17. Apply spot treatment ant baits as needed.		
18. Cont. mowing sch. @ 1.5-2" coordinating with athletic crew line painting sch. And irrigation sch.		
19. Cont. Batwing mowing sch.		
20. Aerate in one direction were time and staffing allows.		

21. <i>Remove all suckers and low hanging branches from district trees.</i>		
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PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: AUGUST

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation		
2. Check local evapotranspiration data irrigate as needed (typically 1.5" per week)		
3. Conduct weekly tailgate/safety meetings		
4. Clean up yard/equipment room		
5. Prepare Monthly Reports		
6. Review vehicle/equipment reports		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. Cont. trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
17. Apply spot treatment ant baits as needed.		
18. Cont. mowing sch. @ 1.5-2" coordinating with athletic crew line painting sch. And irrigation sch.		
19. Cont. Batwing mowing sch.		
20. Aerate in one direction were time and staffing allows.		

21. <i>Remove all suckers and low hanging branches from district trees.</i>		
22. <i>Bulk fertilize</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: SEPTEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation		
2. Check local evapotranspiration data irrigate as needed (typically 1" per week)		
3. Conduct weekly tailgate/safety meetings		
4. Clean up yard/equipment room		
5. Prepare Monthly Reports		
6. Review vehicle/equipment reports		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. Cont. trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
17. Apply spot treatment ant baits as needed.		
18. Cont. mowing sch. @ 2-2.5" coordinating with athletic crew line painting sch. And irrigation sch.		
19. Cont. Batwing mowing sch.		
20. Aerate in one direction were time and staffing allows.		

21. <i>Remove all suckers and low hanging branches from district trees.</i>		
22. <i>Apply fall pre-emergent</i>		
23. <i>Prepare and order fescue seed.</i>		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: OCTOBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation		
2. Check local evapotranspiration data irrigate as needed (typically 1" per week)		
3. Conduct weekly tailgate/safety meetings		
4. Clean up yard/equipment room		
5. Prepare monthly reports		
6. Review vehicle/equipment reports		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. Cont. trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
16. Update winter projects list		
17. Update inclement weather project list		
18. Apply spot treatment ant baits as needed.		
19. Cont. mowing sch. @ 2-2.5" coordinating with athletic crew line painting sch. And irrigation sch.		
20. Cont. Batwing mowing sch.		

21. <i>Remove all suckers and low hanging branches from district trees.</i>		
22. <i>Sow fescue</i>		

PARK OPERATION MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: NOVEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation		
2. Check local evapotranspiration data irrigate as needed.(typically.5" per week)		
3. Conduct weekly tailgate/safety meetings		
4. Clean up yard/equipment room		
5. Prepare monthly reports		
6. Review vehicle/equipment reports		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Park Inspections		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. . Final trim spray sch. and Cont. apply post emerg and to spray weeds as needed.		
15. Inspect all bridges and docks address any issues		
16. Inspect all district pavilions and restrooms repair/ clean as needed.		
17. Apply spot treatment ant baits as needed.		
18. Mow as needed mulch leaves.		
19. Finish Batwing mowing		
20. Remove all suckers and low hanging branches from district trees.		
21. Finalize winter project list.		

PARK OPERATIONS MAINTENANCE CALENDAR

DISTRICT: NORTH DISTRICT

MONTH: DECEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Conduct training classes in equipment maintenance and operation		
2. Check local evapotranspiration data irrigate as needed.(typically.5" per week)		
3. Conduct weekly tailgate/safety meetings		
4. Clean up yard/equipment room		
5. Prepare monthly reports		
6. Review vehicle/equipment reports		
7. Inspect playground equipment and level playground cushion materials remove any weeds from EWF and expansion joints.		
8. General Inspections		
9. Chemical Inventory order chemicals needed as budget allows.		
10. Athletic Light Inspections		
11. Storm water Reports		
12. Inspect all district trails.		
13. Perform maintenance on all equipment serviceable by district personnel		
14. Inspect all bridges and docks address any issues		
15. Cont. apply post emerg and to spray weeds as needed.		
16. Inspect all district pavilions and restrooms repair/ clean as needed		
17. Sign/barrier maintenance		
18. Mow as needed mulch leaves.		
19. Update maintenance calendars		
20. Apply spot treatment ant baits as needed.		
21. Update reports for next year		
22. Review goals and objectives		
23. Remove all suckers and low hanging branches from district trees.		

24. <i>Work on winter projects as time and staff allows.</i>		
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PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & Central GROUNDS

MONTH: JANUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Equipment maintenance</i>		
2. <i>Tree Maintenance</i>		
3. <i>Trail Clean up</i>		
4. <i>Conduct weekly tailgate/safety meeting</i>		
5. <i>Clean up yard</i>		
6. <i>Post-Emergent Weed Control</i>		
7. <i>Mulch Leaves</i>		
8. <i>Chemical Inventory</i>		
9. <i>Stormwater Reports</i>		
10. <i>Pavilion Maintenances</i>		
11. <i>Prepare mowing Schedule</i>		
12. <i>Prepare Litter Schedule</i>		
13.		
14.		
15.		
16.		
17.		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & Central GROUNDS

MONTH: FEBRUARY

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Equipment Maintenances		
2. Pre-Emergent Mid-February		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety meeting		
5. Clean up yard/equipment room		
6. Trail Maintenances		
7. Spray Rig Maintenances		
8. Roundup - Class A Turf For Grassy Weeds		
9. Mulch Leaves		
10. Clean debris from Curbs		
11. Tree Maintenances		
12. Pavilion Maintenances		
13.		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: March

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/ equipment</i>		
3. <i>Conduct training classes in equipment and operation</i>		
4. <i>Conduct weekly tailgate/safety</i>		
5. <i>Clean up yard/equipment rooms</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Prepare for mowing Season</i>		
8. <i>Cool Power - Class A Turf, For Broadleaf's Weed</i>		
9. <i>Teat fire ant mounts</i>		
10. <i>Prepare restroom</i>		
11. <i>Clean Disc Golf Course/ Add Mulch around pads</i>		
12		
13.		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: April

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Start Turn on Irrigation Controller</i>		
3. <i>Started mowing Schedule</i>		
4. <i>Conduct weekly tailgate/safety meeting</i>		
5. <i>Clean up yard/equipment rooms</i>		
6. <i>Fire ant Control</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Slice Dog Park Turf</i>		
9. <i>Clean pavilion</i>		
10. <i>Disc Golf Course Maintenances</i>		
11. <i>Spray Roundup (as needed)</i>		
12. <i>Check all Playground areas</i>		
13. <i>Apply Spot Treatment ant Baits</i>		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: May

	COMPLETION DATE	STATUS/EXP LANATION
1. Perform preventative maintenance on equipment		
2. Advion - Class A Turf Fire ant Bait		
3. Order Bags Fertilizer		
4. Conduct weekly tailgate/safety		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Roundup Spraying Fences, sign Poles, Trees, etc.		
9. order Bulk - Fertilizer		
10. Slice Dog Park Turf		
14. Spray For Broadleaf Weeds		
12. Started Slice all Class A Turf		
13.		
15.		
16.		
17.		
18.		
19.		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: June

	COMPLETION DATE	STATUS/EXPLANATI ON
1. Perform preventative maintenance on equipment		
2. Slice Class A Turf/ Dog Park Turf		
3. Conduct training classes in equipment maintenance and operation		
4. Conduct weekly tailgate/safety		
5. Clean up yard/equipment room		
6. Roundup Spraying Fences, sign Poles, Trees, etc.		
7. Fertilize Class A Turf, (Bag)		
15.		
9.		
10.		
11.		
12.		
13.		

SOUTH GROUNDS

01/19/22

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: July

	COMPLETION DATE	STATUS/EXPLANATIO ON
1. Perform preventative maintenance on equipment		
2. Mow All Class Turf		
3. Check Irrigation		
4. Conduct weekly tailgate/safety		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8. Clean Disc Golf Course/ Add Mulch around pads		
9.		
10.		
11.		
12.		
13.		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: August

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Employee Committee to inspect vehicles/equipment</i>		
3. <i>. Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>. Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
8. <i>Clean Hike/ Bike/Exercise Trails</i>		
9. <i>Second Application of Fire Ant Bait</i>		
10. <i>Clean Picnic/Pavilion Pads</i>		
11. <i>Clean Disc Golf Course/ Add Mulch around pads</i>		
12.		
13.		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: SEPTEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2.		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety</i>		
5. <i>Clean up yard/equipment room</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Clean Disc Golf Course/ Add Mulch around pads</i>		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: October

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. Perform preventative maintenance on equipment		
2. Employee Committee to inspect vehicles/equipment		
3. Pre-emergent Application - Class A Turf		
4. Conduct weekly tailgate/safety		
5. Clean up yard/equipment room		
7. Review vehicle/equipment reports		
8. Started Tree Maintenance's		
9. Equipment Maintenances		
10.		
11.		
12.		

PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: NOVEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. . Perform preventative maintenance on equipment		
2. . Employee Committee to inspect vehicles/equipment		
3. Started Equipment Maintenance's		
4. Conduct weekly tailgate/safety		
5. Clean up yard/equipment room		
6. Prepare monthly reports		
7. Review vehicle/equipment reports		
8.		
9.		
10.		
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PARKS DIVISION MAINTENANCE CALENDAR

DISTRICT: SOUTH & CENTRAL GROUNDS

MONTH: DECEMBER

PROJECT	COMPLETION DATE	STATUS/EXPLANATION
1. <i>Perform preventative maintenance on equipment</i>		
2. <i>Help with set up Christmas</i>		
3. <i>Conduct training classes in equipment maintenance and operation</i>		
4. <i>Conduct weekly tailgate/safety meeting</i>		
5. <i>Clean up yard/equipment rooms</i>		
6. <i>Prepare monthly reports</i>		
7. <i>Review vehicle/equipment reports</i>		
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**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. c.

Meeting Date: April 18, 2022

Item Title: World War II Exhibit - Manufacturing Victory

Submitted By: Andy Hesser, Managing Director

Summary of Request/Problem

Staff will provide Council an update on the National World War II Museum traveling exhibit *Manufacturing Victory* scheduled for June 6-August 15 in the lobby of City Hall.

Recommendation/Action Requested and Justification

Information only.
