

# PARKS AND LANDSCAPE MAINTENANCE

## Mission Statement

To enhance and improve the quality of life in the City of Sarasota by effectively and efficiently identifying, developing and delivering comprehensive programs that 1) provide safe, sustainable and aesthetically pleasing City parks, medians, City owned properties and other rights-of-way in accordance with best management practices, 2) provide Historical Society guidelines for cemetery maintenance and 3) provide and promote effective sustainable "Green" initiatives.

## Description of Operations

The Landscape Maintenance Division of the Public Works Department provides maintenance of landscaping on medians, at public buildings, at streetscape locations, at high visibility park areas, at public parking lots on a contractual basis, and at sanitary sewer lift stations contiguous to assigned areas, using best management practices. Irrigation systems are designed and maintained to provide maximum coverage using reclaimed water where available and in accordance with Southwest Florida Water Management District (SWFMD) guidelines.

Scheduled maintenance includes edging, mowing, blowing of grass clippings, weeding, litter control, pesticide and fertilizer applications, mulching, annual flower replacement and shrub, palm and tree pruning, removal and replacement. In addition, plantings are replaced in the case of auto accidents, vandalism and/or construction damage or purposes. Also provide the custodial maintenance services for restrooms located at Dr. Martin Luther King Jr. Park, Fredd "Glossie" Atkins Park and Bayfront Park.

In accordance with the City's Street Tree Program, trees are planted and maintained using accepted Florida Nursery standards in order to meet the program goal to preserve and establish tree canopy.

Additionally this section coordinates sustainable "Green" initiatives that help reduce the City's Green House Gas emissions through Alternative Transportation and City Fleet Vehicles, increase the recycling tonnage and usage for City Commercial and Residential property owners, promote Citywide water conservation and educate the City's property owners, increase City energy conservation by implementing alternative energy sources and/or using "Green" products, and promote new methods for building efficient and sustainable "LEED Certified" City and Private facilities.

## Department Expenditures by Cost Center

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
090701 ADMINISTRATION	461,297	525,712	404,209	0	404,209
090702 LANDSCAPE MAINTENANCE	2,118,835	2,047,920	2,015,991	0	2,015,991
090703 OPERATION & MAINT OF IRRIGATION S	217,255	305,339	245,156	0	245,156
090704 MAINTENANCE OF PARKS & MISCELLA	443,813	373,959	369,507	0	369,507
090705 BAYFRONT PARK LANDSCAPING	130,911	212,541	153,320	0	153,320
090706 URBAN FORESTRY		254,668	271,331	0	271,331
Totals	\$3,372,111	\$3,720,139	\$3,459,514	\$0	\$3,459,514

## Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	1,890,838	2,476,657	2,118,919	0	2,118,919
Non Personal Expenditures	1,424,814	1,227,390	1,333,000	0	1,333,000
Capital Expenditures	55,871	15,500	7,000	0	7,000
Transfer Expenditures	588	592	595	0	595
Totals	\$3,372,111	\$3,720,139	\$3,459,514	\$0	\$3,459,514

## Personnel Summary

Actual Positions	46.68	34.68	0.00	34.68
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# PARKS AND LANDSCAPE MAINTENANCE

**Revenue Summary**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
CHARGES FOR SERVICES	0	47,000	49,500	0	49,500
OTHER MISCELLANEOUS REVENUES	10,087	5,200	8,700	0	8,700
TRANSFERS	281,258	633,747	665,158	0	665,158
INTRAGOVERNMENTAL SERVICES	77,825	103,500	25,000	0	25,000
Totals	\$369,170	\$789,447	\$748,358	\$0	\$748,358

# **PARKS AND LANDSCAPE MAINTENANCE ADMINISTRATION**

## **Mission Statement**

To provide the managerial oversight and administrative support to the employees of the division to allow them to effectively and efficiently perform the duties assigned in order to meet division goals and objectives.

## **Description of Operations**

The Administration program provides support and management for employees who provide landscape maintenance and sustainability services Citywide. Landscape training is provided to employees in procedures consistent with good horticultural practices, sustainability and best management practices necessary to ensure normal, vigorous and healthy growing plant material. The program provides administrative assistance to personnel to ensure compliance with all Federal, State and local regulations.

In addition, this section coordinates sustainable "Green" initiatives that help reduce the City's Green House Gas emissions through Alternative Transportation and City Fleet Vehicles, increase the recycling tonnage and usage for City Commercial and Residential property owners, promote Citywide water conservation and educate the City's property owners, increase City energy conservation by implementing alternative energy sources and/or using "Green" products, and promote new methods for building efficient and sustainable "LEED Certified" City and Private facilities. Buildings that meet the standards and qualify as a Green Building will be fast tracked through the City's permitting process.

## **CITYWIDE PRIORITIES**

### **PRIORITY - Sustainability/Green Initiatives**

#### **Strategy**

Provide support for community activities promoting safety, health, cultural and recreation for the citizens.

#### **Task**

- To furnish assistance to special events.
- To furnish plant material to enhance public art installation.
- To furnish assistance to neighborhood cleanups.
- To furnish assistance to cemetery cleanups.

### **PRIORITY - Citizen Engagement**

#### **Strategy**

Provide timely and courteous responses to requests for services.

#### **Task**

- To provide customers with status of request.
- To respond to 90 % of initial non-emergency service requests within 2 working days.

### **PRIORITY - Safe Community**

#### **Strategy**

Provide personnel with a productive and safe working environment.

#### **Task**

- To provide monthly safety meetings for Department of Public Works employees.
- To provide employee training for landscaping, tree trimming, traffic control and chemical application.

# PARKS AND LANDSCAPE MAINTENANCE ADMINISTRATION

## PRIORITY - Budget

### Strategy

Provide contract administration and field verifications of all contractual services.

### Task

To review plans for functional maintenance and cost effective designs.

To provide quality assurance for planning and construction services.

To coordinate, monitor and inspect project or service.

To contract closeout and acceptance by Public Works.

To complete 80% of original contract work within 10% of budget and time allocated.

## PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Hours spent on community service	Number	140	150	150	150
Landscape service requests received	Number	316	320	320	350
Hours spent on training	Number	590	610	625	565
Competitive bid contracts utilized	Number	8	9	9	11
<b>Effectiveness Measure</b>					
Contract work completed within 10% of budget & time allocated	Percent	85%	85%	85%	85%
<b>Efficiency Measure</b>					
Requests responded to within 2 days	Percent	85%	85%	85%	85%
Training hours per employee per year	Number	17.75	18.5	20.0	20.0

## **Expenditures By Category**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	324,135	346,244	270,720	0	270,720
Non Personal Expenditures	134,403	177,876	131,394	0	131,394
Capital Expenditures	2,171	1,000	1,500	0	1,500
Transfer Expenditures	588	592	595	0	595
Totals	\$461,297	\$525,712	\$404,209	\$0	\$404,209

## **Personnel Summary**

Actual Positions	5.68	3.08	0.00	3.08
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## **Revenue Summary**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
OTHER MISCELLANEOUS REVENUES	1,389	0	0	0	0
Totals	\$1,389	\$0	\$0	\$0	\$0

# PARKS AND LANDSCAPE MAINTENANCE

## LANDSCAPE MAINTENANCE

### **Mission Statement**

To enhance and improve the quality of life in the City of Sarasota by maintaining safe and aesthetically pleasing City parks, medians and other right of way in accordance with best management practices for residents and visitors traveling in Sarasota.

### **Description of Operations**

The Landscape Maintenance Unit provides consistent maintenance of landscaping for improved medians, parkways and street trees. Scheduled maintenance includes weekly edging, mowing, weeding and spraying, blowing and litter control; bi-annual mulching; annual fertilizing; and on an as needed basis annuals are replaced and trees are trimmed. In addition, plants are replaced in the case of auto accidents, vandalism or construction and litter control is performed following special events such as parades and street festivals.

### **CITYWIDE PRIORITIES**

#### **PRIORITY - Sustainability/Green Initiatives**

##### **Strategy**

Maintain safe and aesthetically pleasing medians and other rights of way for residents and visitors traveling in Sarasota.

##### **Task**

- To maintain all landscape areas in accordance with established maintenance schedules.
- To keep landscape areas debris and litter free to enhance environmental quality.
- To use drought tolerant and native plants to the extent applicable.
- To regularly monitor for pests and use the least toxic substance to control them.
- To provide emergency response to vandalism.
- To maintain litter containers throughout the landscaped areas.

#### **PRIORITY - Sustainability/Green Initiatives**

##### **Strategy**

Maintain the tree planting program throughout the City's right of ways in accordance with the program guidelines.

##### **Task**

- To develop and maintain a healthy green environment for pedestrian designed shade.
- To trim low-reaching branches and palm trees that interfere with truck traffic using best management practices.

### **PERFORMANCE MEASURES**

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Acres maintained	Number	225	225	265	265
<b>Efficiency Measure</b>					
Acres maintained per person	Number	9.0	10.2	12.0	12.0

**PARKS AND LANDSCAPE MAINTENANCE**  
**LANDSCAPE MAINTENANCE**

**Expenditures By Category**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	1,146,929	1,336,015	1,152,445	0	1,152,445
Non Personal Expenditures	962,938	708,905	862,546	0	862,546
Capital Expenditures	8,968	3,000	1,000	0	1,000
Transfer Expenditures	0	0	0	0	0
Totals	\$2,118,835	\$2,047,920	\$2,015,991	\$0	\$2,015,991

**Personnel Summary**

Actual Positions	26.70	20.30	0.00	20.30
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**Revenue Summary**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
CHARGES FOR SERVICES	0	47,000	49,500	0	49,500
TRANSFERS	234,496	421,482	439,554	0	439,554
Totals	\$234,496	\$468,482	\$489,054	\$0	\$489,054

# PARKS AND LANDSCAPE MAINTENANCE OPERATION & MAINT OF IRRIGATION SYSTEMS

## Mission Statement

To enhance and improve the quality of life in the City of Sarasota by effectively identifying, developing and delivering comprehensive programs that provide scheduled maintenance and upgrades to the irrigation systems used in City parks, roadways, medians, right of ways and other City owned properties.

## Description of Operations

The unit operates and maintains City owned irrigation systems efficiently in order to conserve water while maintaining the plant material in a healthy and attractive condition in accordance with Southwest Florida Water Management District (SWFWMD) regulations and using reclaimed water supplies where available.

Scheduled maintenance includes repair and replacement of pipe and heads, review of watering times, review of coverage areas and clock adjustments. In addition, heads, clocks and pipe are replaced in the case of auto accidents, vandalism or construction.

## CITYWIDE PRIORITIES

### PRIORITY - Sustainability/Green Initiatives

#### Strategy

Maintain safe and aesthetically pleasing City parks, roadways, medians and other rights of way for residents and visitors traveling in Sarasota.

#### Task

To maintain irrigation systems to promote healthy growth of plant material using an established schedule.

To use drought tolerant and native plants to the extent applicable.

To provide emergency response to irrigation system line breaks.

To maintain irrigation systems in accordance with all SWFWMD, state and local regulations.

## PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Irrigation heads maintained	Number	8,430	8,645	11,645	12,000
<b>Efficiency Measure</b>					
Irrigation heads maintained per person	Number	2,810	2,882	3,882	4,000

## **Expenditures By Category**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	159,965	233,047	190,512	0	190,512
Non Personal Expenditures	56,580	69,792	53,144	0	53,144
Capital Expenditures	710	2,500	1,500	0	1,500
Totals	\$217,255	\$305,339	\$245,156	\$0	\$245,156

## **Personnel Summary**

Actual Positions	4.00	3.00	0.00	3.00
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**PARKS AND LANDSCAPE MAINTENANCE  
OPERATION & MAINT OF IRRIGATION SYSTEMS**

**Revenue Summary**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
OTHER MISCELLANEOUS REVENUES	1,058	0	0	0	0
INTRAGOVERNMENTAL SERVICES	4,937	3,500	0	0	0
Totals	\$5,995	\$3,500	\$0	\$0	\$0

# PARKS AND LANDSCAPE MAINTENANCE

## MAINTENANCE OF PARKS & MISCELLANEOUS AREAS

### **Mission Statement**

To enhance and improve the quality of life in the City of Sarasota by effectively identifying, developing and delivering comprehensive programs that provide consistent maintenance in accordance with best management practices and Historical Society guidelines for cemetery maintenance.

### **Description of Operations**

The unit provides consistent landscape maintenance services to designated buildings and grounds, City owned parking lots, parks, passive areas, water well stations, sanitary lift stations and Rosemary, Woodlawn, Galilee, and Oakland Cemeteries in accordance with best management practices and Historical Society guidelines for cemetery maintenance.

Scheduled maintenance includes edging, mowing, weeding and spraying, blowing, mulching, fertilizing, litter control and tree trimming.

In addition, the unit provides scheduled preventive maintenance, repairs, cleaning, chemical application and water quality testing on 10 fountains within the City.

### **CITYWIDE PRIORITIES**

#### **PRIORITY - Sustainability/Green Initiatives**

##### **Strategy**

Maintain safe and aesthetically pleasing City buildings, parking lots, parks, passive areas, fountains, potable water well stations, lift stations and cemeteries.

##### **Task**

To maintain all landscape areas in accordance with the established maintenance schedule.

To keep landscape areas clean of debris and litter to enhance the appearance of all City maintained buildings, parking lots, passive areas, fountains, well stations, lift stations and cemeteries.

To use drought tolerant and native plants to the extent applicable.

To regularly monitor for pests and use the least toxic substance to control them.

To provide emergency response to vandalism.

To maintain litter containers throughout the landscaped areas.

### **PERFORMANCE MEASURES**

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Acres of misc area maintained	Number	30	30	70	70
<b>Efficiency Measure</b>					
Acres of misc areas maintained / person	Number	10	10	23	23

### **Expenditures By Category**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	159,632	180,454	139,425	0	139,425
Non Personal Expenditures	240,159	189,505	228,082	0	228,082
Capital Expenditures	44,022	4,000	2,000	0	2,000
<b>Totals</b>	<b>\$443,813</b>	<b>\$373,959</b>	<b>\$369,507</b>	<b>\$0</b>	<b>\$369,507</b>

**PARKS AND LANDSCAPE MAINTENANCE  
MAINTENANCE OF PARKS & MISCELLANEOUS AREAS**

**Personnel Summary**

Actual Positions	3.30	2.30	0.00	2.30
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**Revenue Summary**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
OTHER MISCELLANEOUS REVENUES	7,640	5,200	8,700	0	8,700
TRANSFERS	46,762	157,453	165,755	0	165,755
INTRAGOVERNMENTAL SERVICES	72,888	100,000	25,000	0	25,000
Totals	\$127,290	\$262,653	\$199,455	\$0	\$199,455

# PARKS AND LANDSCAPE MAINTENANCE

## BAYFRONT PARK LANDSCAPING

### Mission Statement

To enhance and improve the quality of life in the City of Sarasota by effectively identifying, developing and delivering comprehensive programs that maintain the park as a safe and aesthetically pleasing area for the residents and visitors utilizing the park.

### Description of Operations

Bayfront Park, which is located on Sarasota Bay, includes amenities such as walking and bike paths along the bay; landscaped areas; traditional fountains; the Steigerwaldt/Jockey Childrens Fountain; Allen Play area; restrooms and picnic facilities.

### CITYWIDE PRIORITIES

#### PRIORITY - Sustainability/Green Initiatives

#### Strategy

Maintain Bayfront Park as safe and aesthetically pleasing area for the residents and visitors utilizing the park.

#### Task

To maintain all landscaped areas within the park in accordance with established schedules.

To maintain restrooms in a clean condition during all hours of operation.

To keep area clean of debris and litter to enhance appearance.

To trim low-reaching branches and palm trees that interfere with vehicle and pedestrian traffic.

To use drought tolerant and native plants to the extent applicable.

To regularly monitor for pest and weeds, using the least toxic substance to control them.

### PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Acres maintained	Number	42	42	42	42
<b>Efficiency Measure</b>					
Acres maintained per person	Number	10.5	10.5	10.5	10.5

### **Expenditures By Category**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	100,177	157,729	118,611	0	118,611
Non Personal Expenditures	30,734	51,312	33,709	0	33,709
Capital Expenditures	0	3,500	1,000	0	1,000
Totals	\$130,911	\$212,541	\$153,320	\$0	\$153,320

### **Personnel Summary**

Actual Positions	3.00	2.00	0.00	2.00
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**PARKS AND LANDSCAPE MAINTENANCE  
BAYFRONT PARK LANDSCAPING**

**Revenue Summary**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
TRANSFERS	0	54,812	59,849	0	59,849
Totals	\$0	\$54,812	\$59,849	\$0	\$59,849

# PARKS AND LANDSCAPE MAINTENANCE

## URBAN FORESTRY

### Mission Statement

It is the goal of the City of Sarasota's Urban Forestry Division to provide the public with environmental, economic, and aesthetic benefits of an actively managed urban forest for present and future generations. This will be accomplished through forward thinking leadership in urban forest management, tree planting and forest preservation.

### Description of Operations

This operation is responsible for the management of the Urban Forest located on City property and in rights-of-way. Programs include; maintain an inventory of all trees and palms, protect and inspect existing City trees and palms during construction or other activities within or near these trees, identify maintenance needs due to diseases, defects, pedestrian or vehicular safety hazards and clearance standards, train prune young trees to improve overall structure to increase longevity, removal of high risk and diseased trees to reduce the City's liability, mitigate and/or plant new with appropriate trees and/or palms and palm trimming to improve their aesthetic appearance.

In addition, a staff Arborist coordinates with other City departments regarding needs analysis for tree removal, protection of and proper species planting and relocations within City property or rights-of-way and implements the "Green Canopy" program, coordinates Arbor Day Celebrations with County School Board and private school groups, maintains the City's Tree City USA award status, and coordinates with Florida Department of Environmental Protection (FDEP) on management matters with mangroves.

### CITYWIDE PRIORITIES

#### PRIORITY - Sustainability/Green Initiatives

##### Strategy

Manage urban forestry located on City property and rights-of-way.

##### Task

Maintain inventory of all trees and palms.

Identify maintenance needs due to diseases, defects, lines of sight conflicts and clearance issues.

Trim and prune young trees to improve overall structure and increase longevity.

Remove high risk and diseased trees.

### PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Trees/palms maintained	Number	n/a	6,000	6,500	6,500
<b>Efficiency Measure</b>					
Trees/palms trimmed and pruned per FTE	Number	n/a	1,500	1,500	1,500

### Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	0	223,168	247,206	0	247,206
Non Personal Expenditures	0	30,000	24,125	0	24,125
Capital Expenditures	0	1,500	0	0	0
Totals	\$0	\$254,668	\$271,331	\$0	\$271,331

### Personnel Summary

Actual Positions	4.00	4.00	0.00	4.00
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