



Maintenance and Operations Department

MEMORANDUM

DATE: February 21, 2024

TO: Honorable Mayor and City Council

THROUGH: Doug Thornley, City Manager Approved Electronically

FROM: Travis Truhill, Director of Maintenance and Operations

SUBJECT: Median Maintenance Program

On January 24, 2024, the City Council approved an augmentation to the Street Fund in support of the City's new Median Maintenance Program to improve the conditions of the City's streetscape.

All City owned landscaped medians and parkway strips (over 22.5 acres) are currently maintained by the Parks Department. The Parks Department, having very limited resources, has been unable to support this needed maintenance on a regular basis. The approved funding of this program and the transfer of maintenance responsibilities to the Maintenance and Operations Department will help to assure that the City's medians and parkway strips are kept in a clean and safe condition throughout the year.

Program Implementation Timeline:

- January 24, 2024: City Council approved an augmentation to the Street Fund in the amount of \$575,569. Initial investment includes hiring four Maintenance Workers, two vehicles, equipment, small tools, and an annual supply budget of \$30,000.
- January 29, 2024: Began hiring new staff process.
- February 28, 2024: Upon Council approval, vehicles and equipment will be purchased.
- April 1, 2024: Transfer median and parkway maintenance from the Parks Department to the Maintenance and Operations Department.

Program Operations:

The Maintenance and Operations Department, working with the Parks Department, has developed the following list of routine maintenance to be performed throughout each year.

- Paint and Sign - median curb painting, street sign maintenance, delineator maintenance.
- Concrete - repair of damaged concrete.
- Irrigation - repair and winterization of irrigation pipes, drip systems, fittings, backflow preventer and timers.
- Planter Beds - removal of litter and debris, weed removal, maintenance of weed blocking fabric, maintenance of ground cover.
- Vegetation - trimming and replacement of shrubs.
- Snow Removal - clear sidewalks of snow adjacent to City open spaces and properties. The Parks Department will clear sidewalks adjacent to City parks.

The Parks Department and the Urban Forester will retain maintenance responsibilities of all City owned trees with assistance provided from the Maintenance and Operations Department. Landscape Maintenance Districts (LMD) will continue to be overseen by the Parks Department at this time.