

**Mowing and
Landscape Maintenance Division
Ordinance 2013-683-E**

Comprehensive Plan, Policy, and Procedures
Implementation Status Report

March 30, 2014

Dave McDaniel

Division Chief

Contract Mowing Comprehensive Plan Overview and Implementation Status Summary

Current Standards

- **Right of Way mowing schedule and standards based on roadway segment location**
 - ❑ 12 times per year cycle in high density commercial areas and along major roadways
 - ❑ 8 times per year cycle in residential neighborhoods
 - ❑ 4 times per year cycle in rural and industrial areas
- **Landscape, Median and Public Lands Maintenance**
 - ❑ 20 times per year
- **LaVilla Lots**
 - ❑ Mowed 8 times per year
 - ❑ Litter removal 8 times per year
- **Parks & Preservation Lands**
 - ❑ Parks 18 times per year
 - ❑ Preservation Lands 21 times per year
- **Stormwater Ponds**
 - ❑ Mowed 8 times per year
 - ❑ Sprayed 12 times per year
 - ❑ Litter clean up 12 times per year
- **Stormwater Outfall Ditch**
 - ❑ Flow channel and side slope vegetation growth selective & non-selective herbiciding 3 times per year
- **All contracts are unit price based. Tracking work at site and unit level enables future year budget and work plan refinement**
- **Standards for cycle times will be addressed in FY 2014/2015 service level enhancement**

Internal Mowing Comprehensive Plan Overview and Implementation Status Summary

- The Division currently maintains 741 of the 2683 City owned parcels.
 - Reconciled existing maintenance site data with Real Estate Division city owned parcel inventory
 - Identified several parcels no longer owned by the City and other parcels combined into a single parcel. Real Estate Division is currently updating inventory to reflect findings.
 - Updated the Division's park, public land and building site name, address and other parcel information to conform with City owned real estate and Property Appraiser databases
 - Currently investigating city parcels currently not maintained to determine which if any should be mowed and maintained. Maintenance will occur if there is anything on the lot that needs to be mowed

- Inspectors are assigned to each CPAC
 - Enables inspectors to learn the area and community they work in and take ownership of their work
 - Maximize time per day to inspect work completed by contractors
 - Conduct field investigations to locate Identify and classify Illegal dumping and other blight for removal

- Implementing systems and procedures to enable Division to complete blight and illegal dumping investigations 2 times per year in each CPAC

Cemetery Maintenance

- The Mowing and Landscape Maintenance Division is responsible for the upkeep of six cemeteries, Old City Cemetery, Mt. Olive Cemetery, Memorial Cemetery, Pinehurst Cemetery, Sunset Cemetery and Hillside Cemetery
- These cemeteries have multiple issues such as vegetation overgrowth and damaged and sunken graves.
- Current year plan for vegetation is to bid out one growing season of mowing upkeep
- Long term mowing plan is to role cemetery maintenance into a new park maintenance bid
- Investigation and cost estimate of grave repair is in process

Private Property Mowing/ Code Enforcement Abatement Plan & Procedure

- Code Enforcement generates work order packets for private property in need of mowing and trash abatement
- Work order packets are inter-officed to Mowing and Landscape Maintenance Division
- Work is distributed to proper contractor by Mowing and Landscape Maintenance Division
- Work is performed by Contractor and inspected by Mowing and Landscape Maintenance Division inspectors
- Once contractor compliance is verified Mowing and Landscape Maintenance Division process Contractor invoice
- Upon completion of the mowing and trash abatement effort, work order packets are inter-officed back to Code Enforcement for lien processing

Jacksonville Tree Canopy

- Proactively assess canopy for dead, dying and diseased trees for removal
- Continue to reduce backlog of tree trimming/maintenance issues
- Create bid documents for a county wide tree inventory



Special Event Mowing

- Liaison with Special Events to identify events
- Once events are identified determine level of support
- Work will be completed by in-house, contract or both after level of support has been finalized

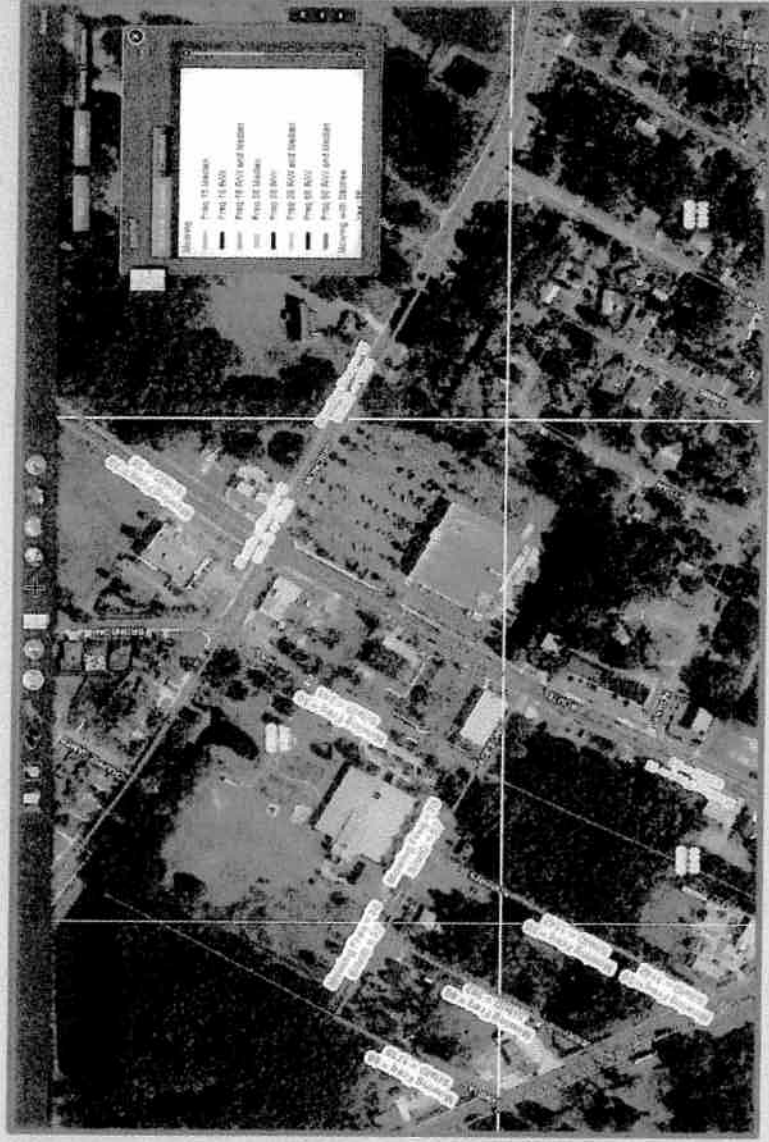


The Division's comprehensive plan leverages existing information to define scope of responsibility develop schedules work management tools & procedures

- Utilized Stormwater Utility database to refine GIS based right or way segment inventory and mowing schedule
- Currently evaluating road segment mowing cycle assignments for potential improvement
- Leveraged the City owned parcel database to develop a GIS based inventory of all parks, public building sites, cemeteries, and other grounds maintained
- Used GIS based inventory to set up routine mowing and landscape maintenance scheduling and completed work tracking and reporting tools.
- Instituting mechanisms to record and monitor work completed by Division staff and contractors for each site.
- Implemented tools and procedures to identify, record, and remove litter, illegal dumping and other forms of blight within public right of ways, on private property and within FDOT and railroad right of ways.

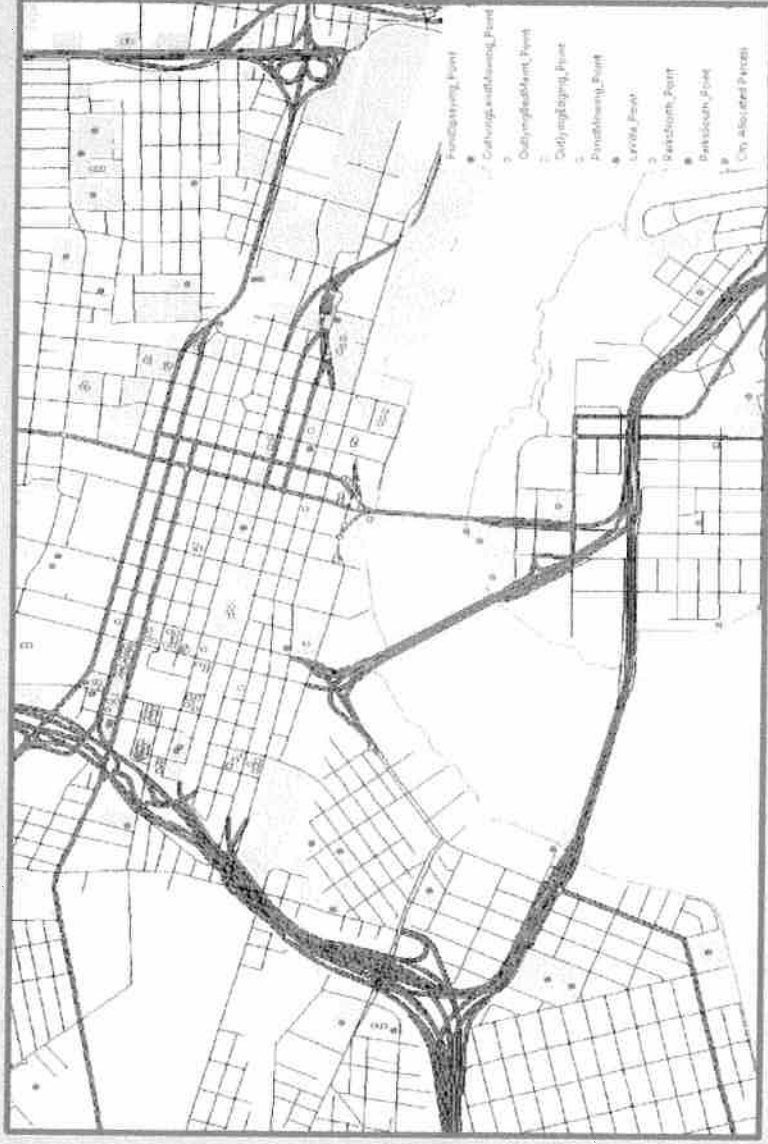
The volume of work completed by requires the Division to implement systems and procedures to monitor quality of work and adherence to schedule

- 1,852 roadway segments
 - 3,659 Acres mowed per cycle
 - 8,517,712 linear feet sidewalk/curb edged per cycle
 - 1467 Miles blown per cycle
 - 696 Miles of roadside stormwater drainage ditch mowed and cleaned per cycle
- Mowing of and litter removal from roadside drainage ditches supports NPDES MS4 Permit operation & maintenance



Of the 2683 parcels owned by the City 741 are currently mowed and maintained by the Mowing & Landscape Maintenance Division

- 328 Parks, 87 La Villa Lots, 213 Ponds, 113 Public Land Parcels
 - 2860 Acres mowed per cycle
 - 59 Acres Landscape bed maintenance per cycle
 - 53 Miles of edging per cycle
 - 651 Acres of litter removal
- The Division also mows and maintains 48 acres within 6 cemeteries



Mowing of stormwater ponds and outfall ditches and annual reporting of work completed supports compliance with NPDES MS4 Permit

- Each pond is sprayed 12 times per year to control vegetation that impacts the pond's ability to effectively pre-treat stormwater prior to discharge
- Litter is cleaned each mowing cycle
- Vegetation within the 696 miles of outfall ditch removes weeds, and shrubbery growth that can cause blockages and inhibit the transport and discharge of stormwater.
- Vegetation on 600 acres of outfall ditches is sprayed 2 times per year



The Division's plan includes completing 2 blight clean up and illegal dumping removals per CPAC each year

- Two inspectors are assigned to each CPAC to conduct investigations and inspect work completed by contractors
- Icon based codes used to assign appropriate resources and equipment to complete clean up
- Forward site specific inspection findings to the necessary agency as appropriate
- Locate and classify illegal dumping for forwarding to Solid Waste for removal
- Inform railroads, and FDOT of blight found within their right of ways
- Proactive removal of litter and illegal dumping is required under the City NPDES MS4 permit
 - The Division's plan and procedures enable the City to clearly demonstrate compliance
 - The tools and database enable us to annually report level of effort

City of Jacksonville
Mowing Division

Role: Administrator

Navigation: CITY OWNED PARCEL | ROW MOWING | POND | OUT ALL DITCH | PARCEL MOWING | OUTLYING LANDS | ILLEGAL DUMPING

Search for: _____ Go

Grid ID: _____ Go

CPAC NAME: _____ Type-ahead Search

ZIP CODE: _____ Go

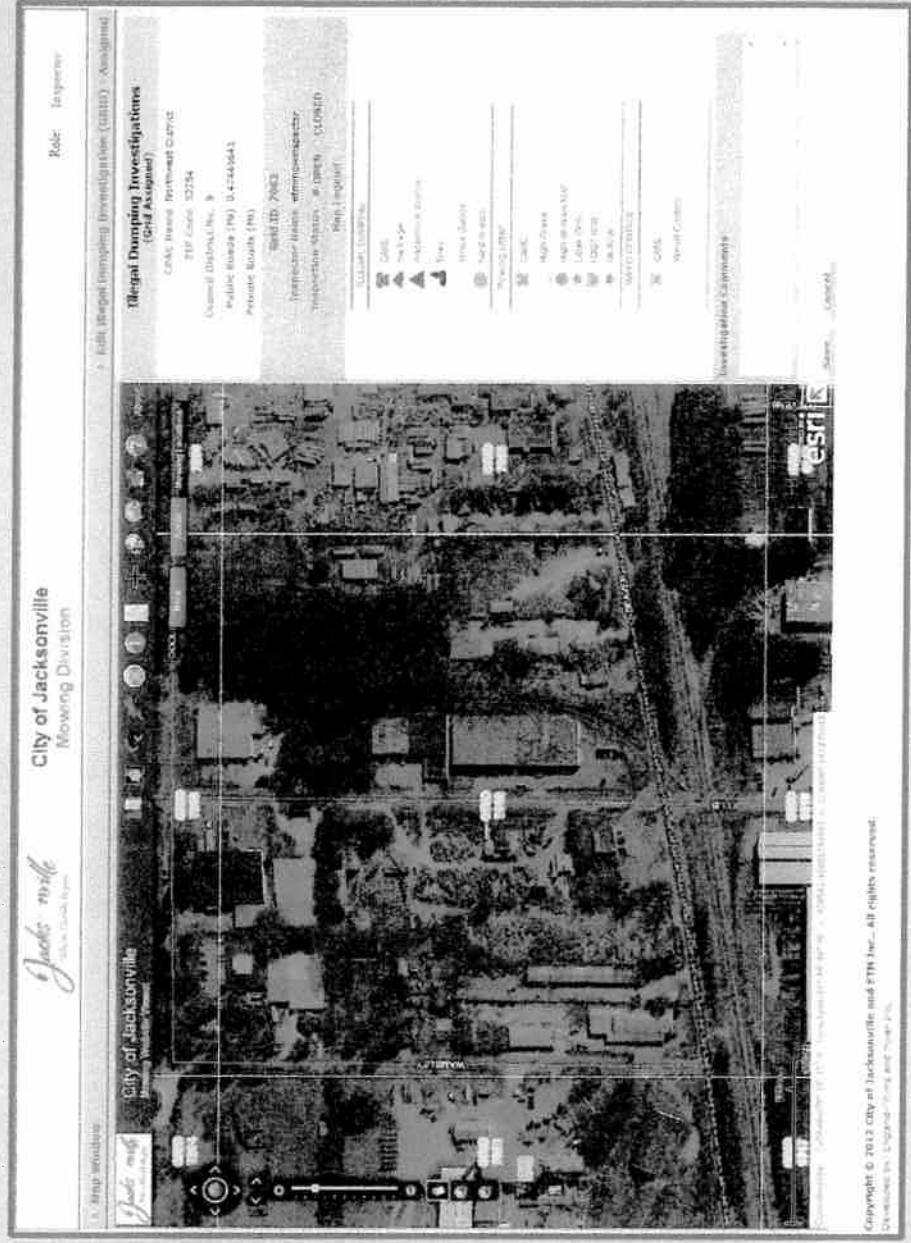
Council District No.: _____ Go

Inspector: Assign

Grid ID	CPAC Name	ZIP Code	Council District No.	Private Roads (MI)	Public Roads (MI)	Inspector Name	Inspection Status
30	0.27075070	0.00011582	0			Inspector Name	INS
31	0.80140052	0.00011582	0			Inspector Name	INS
32						Inspector Name	INS
33						Inspector Name	INS
34						Inspector Name	INS

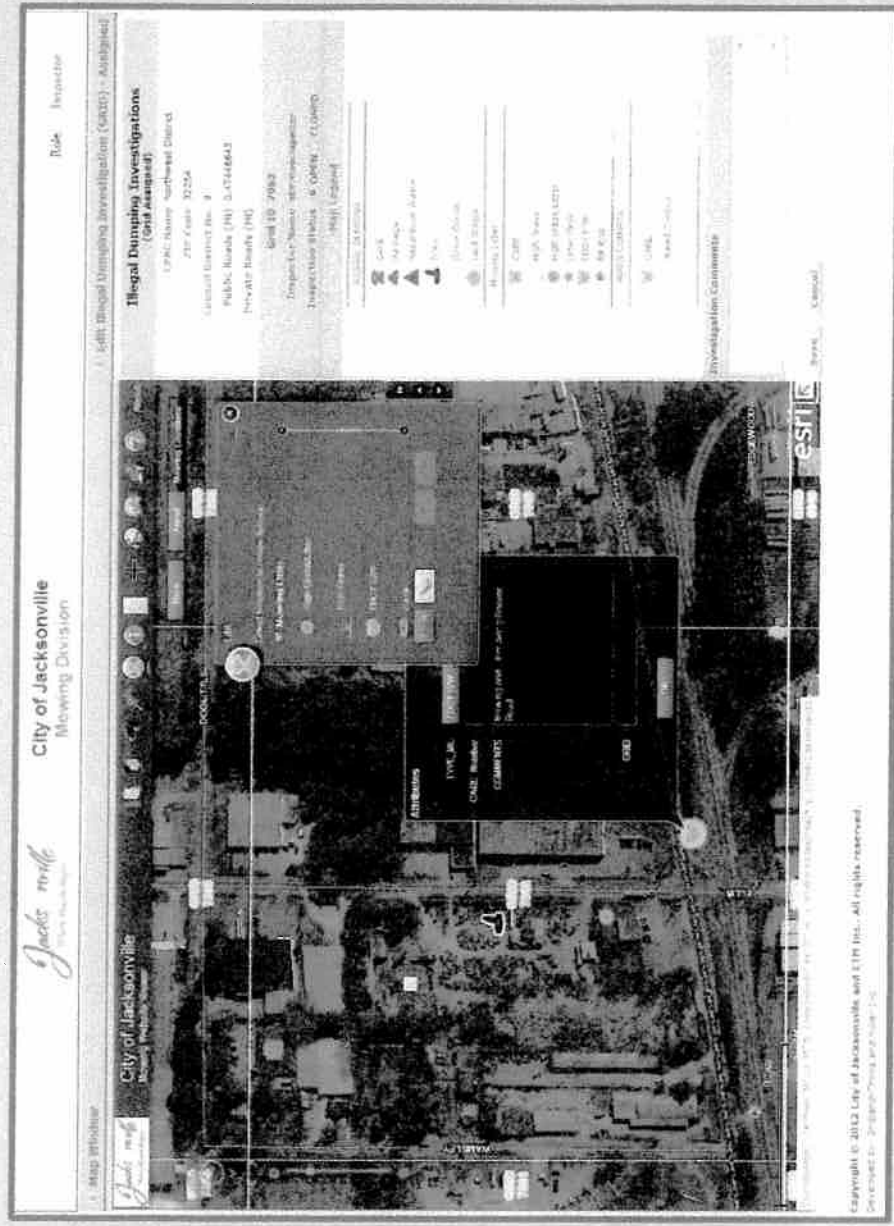
Master inspection forms have been created for the entire City

- Two inspectors are assigned to CPAC
- Forms for an area are assigned to each inspector
- Each inspector is assigned a laptop PC so they can open inspection forms and record findings



Each blight or illegal dumping site found is noted by location and type on the form

- Inspector selects from menu icon that represents type of blight observed places it on map
- Inspector can also add descriptive comments as appropriate and needed
- Inspector closes form and new blank form is created for future inspections
- Closed inspections are made available to supervisor for review and assignment for clean up



Read only copies are forwarded to other departments and agencies for action

- Completed inspections are stored in the database
- Inspection comments of sites forwarded to FDOT or railroad can reopened for update as appropriate
- Findings per inspection cycle can be analyzed to identify repeat problem sites and trends

