

Median Maintenance Plan

City of Farmers Branch

Parks Division

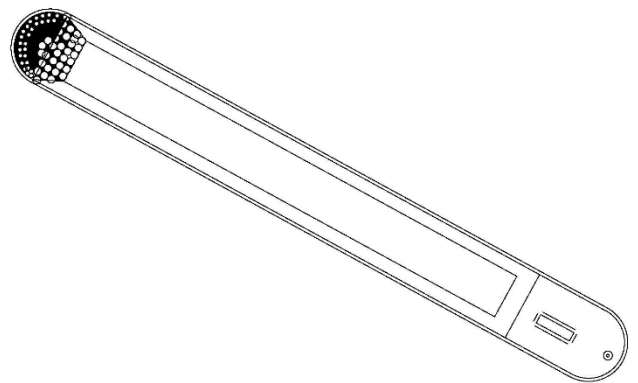
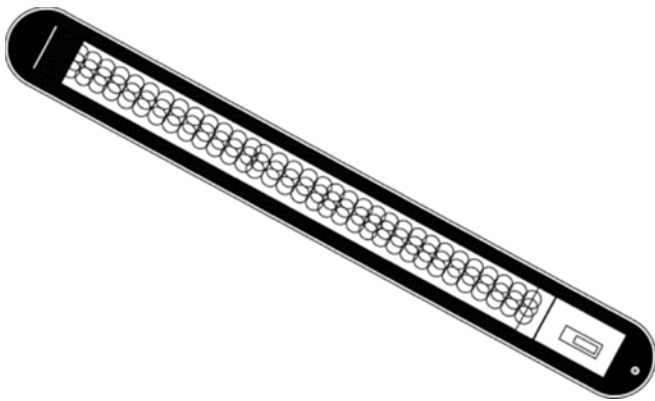
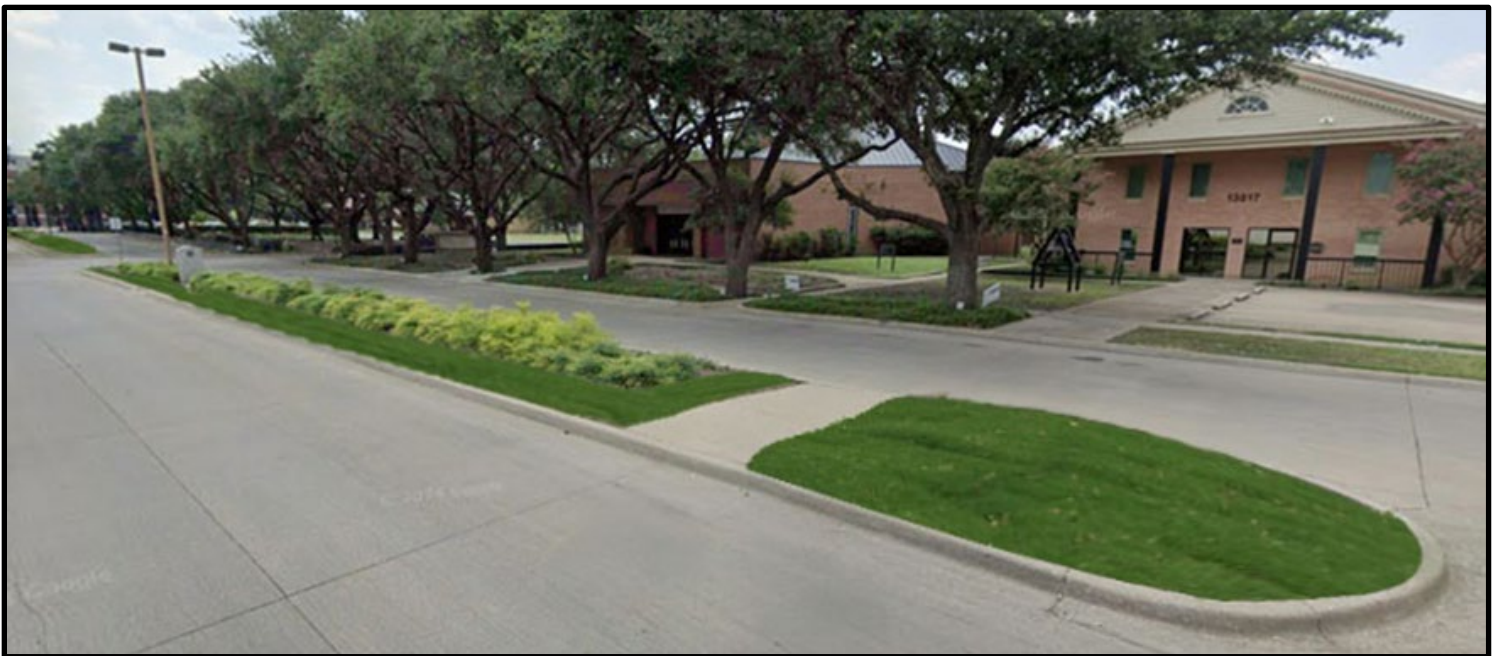


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1. Purpose

This document establishes a proactive plan to organize and maintain the appearance, safety, and functionality of the City of Farmers Branch’s median areas. The responsibility for median maintenance and design is upheld by the **Parks and Recreation Department**, in collaboration with the Public Works Department.

2. General Objectives

- Preserve the intended median design.
- Maintain a safe and attractive appearance, continuing to implement city branding and identification.
- Protect the city’s natural habitats, including ecosystems of native animals and vegetation.
- Prevent degradation and minimize visual blight.
- Follow a general maintenance schedule, accounting for seasonal changes.
- Optimize resources, including labor, materials, budget, and personnel.
- Mitigate vegetation obstructions.
- Implement community outreach measures.
- Develop standardized plans for traffic control and establish evaluation criteria for medians.

3. Scope of Work

3.1 Vegetation Management

- Mowing, trimming, weeding, mulching, pruning, removal, planting, and plant health care.

3.2 Soil Management

- Erosion control (especially in riparian areas¹), soil testing as needed, and application of soil amendments.

3.3 Irrigation Management

- System evaluation, installation, adjustments, and repairs.

3.4 Debris and Litter Removal

- Regular cleaning, weeding, and proper waste disposal.

¹ Mustang Trail

3.5 Infrastructure Maintenance

- Maintenance of hardscape elements (e.g., patterned concrete, stonework, pavers).
- Maintenance of softscape plantings.
- Tree removal or installation as part of green infrastructure initiatives.

3.6 Drainage Maintenance

- Inspect damage, clean and repair systems, and address any issues that may burden water drainage.

3.7 Compliance

- Ensure alignment with the City’s Landscaping Code, Article 4 – *Site Development Standards*, Section 4.1 – *Landscaping*.

4. Maintenance Activity Schedule

The following table outlines the proposed frequency of maintenance activities. This schedule may be adjusted based on seasonal changes, weather conditions, acts of God, vandalism, city branding updates, the specific needs of each median or area, and available manpower.

Activity	Frequency	Timing Considerations
Mowing / Trimming / Edging	- Irrigated properties: Weekly - Non-irrigated: Biweekly - Dormant season: Once to twice a month (varies) <i>Note: Excludes areas designated as “no mowing zones” by the Parks Division</i>	Avoid disturbing flowering plants during bloom. Adjust based on plant growth rates, adverse weather, and safety(public ²).

² Public refers to pedestrians and staff.

MEDIAN MAINTENANCE PLAN

Activity	Frequency	Timing Considerations
Weed Control	- Irrigated areas: Twice a week - Growing season: Biweekly	Prioritize pre-emergent treatments to prevent seed germination. Use appropriate methods, including manual removal. Follow a pre- and post-emergent schedule.
Pruning Schedule	Seasonally (twice a year: spring and fall)	Prune shrubs and trees to support seasonal growth. Remove dead or diseased branches as needed.
Mulching	Biannually (spring and fall)	Replenish mulch to maintain appropriate layer/coverage for various plant types.
Fertilization	Biannually (spring and fall)	Provide or replace nutrients for plants and turf.
Planting / Plant Sustainability	Weekly	Monitor for pests, diseases, damage, vandalism, and nutrient deficiencies. Implement treatments using Integrated Pest Management (IPM) practices. Install seasonal plantings as needed.

MEDIAN MAINTENANCE PLAN

Activity	Frequency	Timing Considerations
Erosion Control	After significant rainfall events	Inspect for signs of soil erosion (e.g., rills, gullies ³). Repair damaged areas promptly and maintain erosion control structures.
Soil Testing	As needed	Assess pH, nutrient levels, and organic matter content. Amend soil based on test results.
Irrigation System Maintenance	Monthly during irrigation season	Inspect for leaks, clogs, and malfunctioning components. Adjust watering schedules based on weather and plant needs.
Debris and Litter Removal	Twice a week	Remove trash, leaves, and other debris to maintain a clean and attractive appearance.
Tree Removal	As needed	Remove overgrown, dead, or damaged trees that compromise the integrity of the median.
Entryway Signs	Weekly	Inspect and report any damage to entryway signs.

³ Located at Marsh Lane and Brookhaven

5. Personnel and Equipment

5.1 Personnel

Supervisor

Oversees maintenance activities, schedules tasks, and manages personnel/maintenance staff.

Maintenance Staff

Perform manual, hands-on tasks such as mowing, trimming, weeding, irrigating, applying herbicides, and other related duties.

5.2 Equipment

- Mowers⁴ (various types, depending on median size and vegetation)
- Trimmers
- Edgers
- Hand tools (shovels, rakes, pruning shears, etc.)
- Backpack sprayers
- Irrigation tools
- Wheelbarrows
- Trash collection equipment
- Personal Protective Equipment (PPE)
- Fertilizer spreaders
- Spray truck
- Chainsaw / pruners
- Bucket Truck

6. Materials

The following materials support the ongoing maintenance and restoration of medians:

- Mulch
- Fertilizer
- Herbicides (pre- and post-emergent)
- Insecticides and/or fungicides (if needed, and as part of an Integrated Pest Management [IPM] program)
- Soil amendments (if needed, based on soil test results)
- Replacement plants and/or trees (as needed)

⁴ Done by contractor

- Irrigation parts

7. Documentation

Accurate documentation ensures transparency, accountability, and informed decision-making.

- Maintain records of all maintenance activities, including dates, location, task performed and materials used in the **EAM work order system (Fix)**.
- Record soil test results and any amendments applied.
- Document pest or disease outbreaks and treatments.
- Establish treatment plans for pervasive species.
- Track irrigation system maintenance and repairs.
- Record infrastructure damage and repairs.

8. Monitoring and Evaluation

Routine monitoring ensures that the maintenance plan remains effective and adaptive.

- Regularly monitor the condition of restored medians. A **bi-weekly review** is recommended.
- Evaluate plant health, weed presence, erosion, and overall appearance.
- Adjust the maintenance plan based on monitoring results and changing conditions.
- Assess the effectiveness of the irrigation system

9. Safety Protocols for Median Maintenance

To ensure the safety of personnel, the public, and the environment, all maintenance activities should adhere to the following safety standards and procedures:

9.1 General Safety Guidelines

- All maintenance activities shall be performed in accordance with applicable local, state, and federal safety regulations.
- Personnel must wear appropriate Personal Protective Equipment (PPE) at all times and remain aware of their surroundings.
- Equipment must be maintained in safe operating condition and used according to manufacturer guidelines.

9.2 Traffic Safety

- Implement traffic control measures when working near or within roadways to protect both workers and the public.

- Use signage, cones, barriers, and flaggers as appropriate to guide traffic safely around work zones.

9.3 Safe Work Practices

- Establish and follow **Standard Operating Procedures (SOPs)** for all maintenance tasks.
- Conduct safety briefings before beginning work, especially in high-traffic or high-risk areas.
- Ensure all personnel are trained in the proper handling and disposal of materials, including herbicides, fertilizers, and other chemicals.

9.4 Public Awareness

- Inform the public of planned and active median restoration through posted signage and public notices.
- Signage should be clear, visible, and placed in advance of the work zone to enhance public awareness and staff safety.

9.5 Interdepartmental Coordination

- Coordinate with other city departments and external agencies to ensure alignment on safety protocols, traffic control, and emergency response procedures.

9.6 Hazard Mitigation⁵

- Identify medians that pose safety risks due to overgrowth, poor visibility, or deteriorating infrastructure.
- Consider replacing hazardous landscaping with Pavestone or patterned concrete where appropriate.
- Seek funding for these improvements through grants or capital improvement programs.

⁵ Applies to narrow medians, no-mow zones, and sloped areas located within high-traffic corridors

10. Mowing Operations

City of Farmers Branch – Mowing Contract Overview

The City of Farmers Branch contracts mowing services to maintain designated areas in either an orderly or natural state. Mowing may be performed by a contractor and typically follows the schedule below:

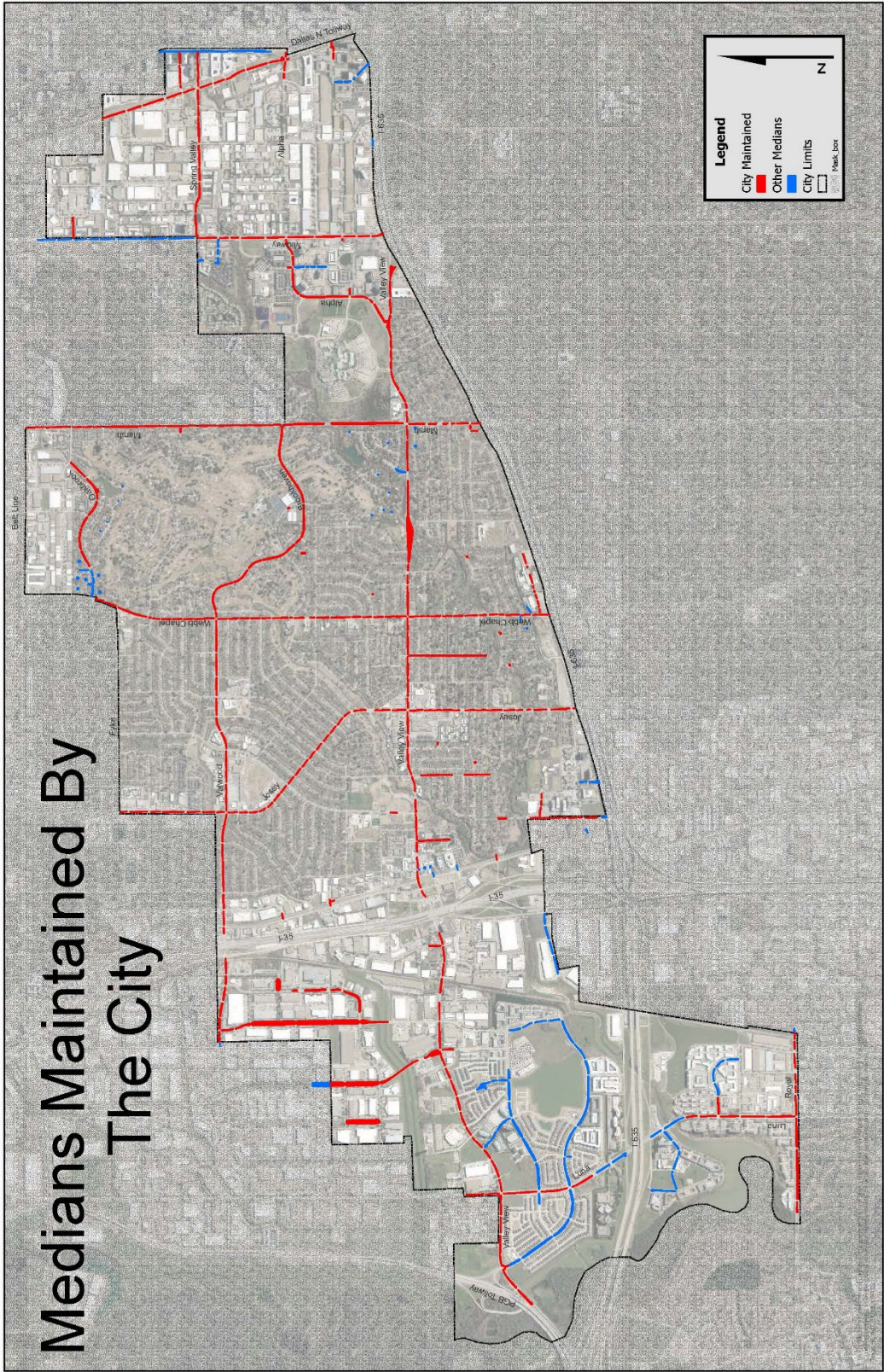
- **Irrigated areas:** Weekly
- **Non-irrigated areas:** Biweekly
- **Low-visibility areas** (not visible to the public): Monthly

Mowing schedules are determined based on geographical considerations to ensure efficiency and consistency across the city.

Examples of Mowing Zones

- City Hall and Valley View Lane
- Recreation Center and Valwood Parkway
- Webb Chapel Lane

11. Median Map



12. Community Relations

12.1 Notification to Staff and Residents

Residents and staff will be informed about upcoming restoration and maintenance activities through on-site signage and announcements via the City's official communication channels.

- Email notifications may be sent to neighborhood associations or registered community groups in affected areas.
- Social media updates will be posted on the City's official platforms to reach a broader audience, if necessary.
- Parks and Recreation Department (PARD) front desk staff will be notified and briefed on the project to assist with incoming inquiries.

12.2 Timing of Notifications

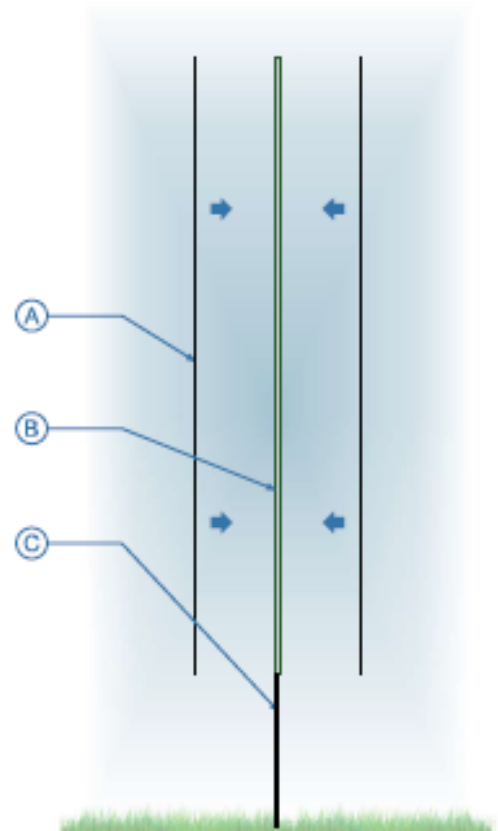
- Notices will be posted at least one week prior to the start of work.
- Updates will be provided throughout the project via the project update page or City website, especially if there are changes to the schedule or scope.

12.3 Signage Details

- Signage will include a link to the project status map, which will list active projects and be updated weekly or biweekly, as needed.
- Signs will be posted in the median or in a clearly visible location for both pedestrians and drivers.



FRONT VIEW



SIDE VIEW

13. Example Notification Letter

Subject: Upcoming Median Maintenance – Stay Informed

Dear [Resident/Staff Member],

We want to inform you about upcoming median restoration and maintenance activities scheduled to begin in your area. These efforts are part of our ongoing commitment to maintaining safe and attractive community spaces.

What to Expect

- Work will begin the week of **[insert date]**
- Activities may include plant replacement, irrigation repairs, and general cleanup
- Crews will be working during **[insert hours/days]**

Stay Informed

- On-site signage will be posted in advance of work
- Visit our **[City Website]** or check the **[Project Status Map link]** for weekly or biweekly updates
- Follow us on **[social media handles]** for real-time notifications

Questions or Concerns?

Please contact **[insert contact name or department]** at **[phone number]** or **[email address]**.

Thank you for your patience and support as we enhance our community spaces.

Warm regards,

[Your Name]

[Your Title]

City of **[City Name]**

14. Definitions

- **Median⁶:** The portion of a divided roadway or driveway that separates vehicular traffic traveling in opposite directions. Restrictive medians include physical barriers that prohibit traffic from crossing, such as concrete barriers, raised curbs or islands, and grassed or swaled medians.
- **Softscapes:** Natural elements such as plants, trees, shrubs, and flowers.
- **Hardscapes:** Man-made elements including pavers, concrete, signage, and public art.
- **Riparian:** A buffer of natural vegetation adjacent to a watercourse or waterbody.
- **Rill:** A shallow channel formed by the erosive action of flowing surface water.
- **Gully:** A trench-like channel created by running water, typically active during and after rainfall.
- **Grow Zones:** Areas adjacent to a creek or waterway that support a mix of riparian vegetation. These plants are adapted to withstand both drought conditions and periods of high water levels.

15. References

- Google Images – Rills and Gullies
- City of Farmers Branch – Sustainability
- Merriam-Webster Dictionary – Rill
- PAS Report 521/522 – Planning for Urban Green Infrastructure
- Definition by Planners' Dictionary

16. City Palette(Ongoing Development)

Medians should feature **low-growing plant materials** that do not obstruct drivers' views, while remaining consistent with the **City of Farmers Branch landscape palette**.

Current Plant Palette

- **Pink Muhly**
- **Liriope**
- **Oak Trees**

Design Intent

The landscape design for medians prioritizes both safety and aesthetic cohesion. Low-profile plantings are selected to maintain clear sightlines for drivers, reducing visual obstructions at intersections and along roadways. This approach supports the City's branding goals while enhancing the visual appeal of public spaces.

17. Additional Notes

Collaboration with the Public Works Department will include coordination on the following elements:

- Signage
- Concrete and paver installation (**hardscape elements**)
- Visibility and sightline considerations
- Traffic control devices and placement