



Moseley Architects



Schools Outdoor Maintenance Agreement

City of Alexandria, Virginia Alexandria City Public Schools

August 6, 2007

Table of Contents

Introduction	page 1
Levels of Service to Be Provided	
Overview	page 2
Charles Barrett Elementary School	page 4
Cora Kelly School for Math, Science and Technology	page 5
Douglas MacArthur Elementary School	page 6
Francis C. Hammond Middle School	page 7
George Mason Elementary School	page 8
George Washington Middle School	page 9
James K. Polk Elementary School	page 10
Jefferson-Houston School for Arts and Academics	page 11
John Adams Elementary School	page 12
Lyles-Crouch Traditional Academy	page 13
Maury Elementary School	page 14
Minnie Howard High School	page 15
Mount Vernon Community School	page 16
Patrick Henry Elementary School	page 17
Samuel W. Tucker Elementary School	page 18
T.C. Williams High School	page 19
William Ramsay Elementary School	page 20
Cost Comparisons	page 21
Transfer of Resources Required in FY 2008	page 22
Interdepartmental City Contract	page 23
Memorandum of Understanding	page 24
Signature Page	page 25

Introduction



During the City Council Budget Hearings in 2006, the City Council proposed changes to the existing structure of maintenance responsibilities at the public schools. The proposal focused on developing better communication between the Departments of Recreation, Parks and Cultural Activities (RPCA), Transportation and Environmental Services (T&ES), and the Alexandria City Public Schools (ACPS).



Internal meetings were held between City and School Staff to further define the maintenance roles of each agency and to update the existing Memorandum of Understanding signed by each agency in 1997. In an effort to utilize and manage City resources more effectively, the School Board and City Council proposed that ACPS concentrate on educating the students, RPCA provide the grounds maintenance, and T&ES provide snow removal and paving for the 17 schools.



As part of the City Manager's desire to provide better efficiencies to the community and increase services, the internal working group proposed that the existing school grounds maintenance crew be reassigned to the RPCA Park Operations Division. The Park Operations Division was recently reorganized into seven districts that decentralized the operations to on-site locations, allowing them to gain a significant amount of time for maintenance functions that had previously been lost to inter-city travel.



The internal working group developed a plan that enabled ACPS to reassign the current grounds maintenance employees to the City, reducing ACPS's obligation to grounds maintenance functions and allowing them to concentrate on education. Working with the RPCA Park Operations Division, the City would gain additional efficiencies and provide a higher level of maintenance for each school, enhancing the beauty and providing a better quality of life for the community.

The estimate contained in this MOU for the cost of services in FY 2008 is \$577,000 including \$212,000 in material costs and horticultural services, and \$365,000 in wages and benefits, taking in consideration the reassignment of seven current Schools employees and one vacant position engaged in this function to the City's (RPCA) payroll at City wage and benefit rates. It is intended that this memorandum will be signed in July, 2007 and be retroactive to July 1, 2007.

Levels of Service to be Provided

Overview

Mowing Operations

The schools sites will be mown at frequencies prescribed in their assigned level of service, (discussed in more detail on page 20) April through October depending on weather conditions and the condition of the individual sites. Every attempt will be made to conduct mowing operations before the school day starts.

Leaf Collection

Leaf collection will begin with City scheduled removal of leaves during November and December. Collection activity will be conducted according to level of service assigned to each site. Every attempt will be made not to disrupt school activities.

Snow Removal

Each school will be treated as a top priority site for snow removal. The crews will operate on 12-hour shifts during snow removal days to make sure schools are plowed and sidewalks are cleared within the time frames listed per level of service. Winter maintenance programs will take place in January and February. The snow removal plans for each school are highlighted in yellow and orange on the following pages. The parking areas will be maintained in accordance with the 1997 City/School Facilities Use and Maintenance & Service Agreement, and/or its successor.

Spring Maintenance

In March and April, each site will receive additional maintenance including pruning the trees, overhauling the flower and shrub beds and repairs to the fields and turf areas. These activities may extend into the school day. Every attempt will be made not to disrupt school classes.

Tree Services

Yearly pruning and tree maintenance will be provided by RPCA on a regular schedule. During storm events RPCA's first priority is to provide arterial road access for health and safety concerns for the general public. Storm damage clean-up at schools will be assigned a priority status depending on damage. Any damage that inhibits school operations will be assigned top priority. All other storm damage will be attended to as soon as possible.

Levels of Service to be Provided

Overview

Horticulture Services

The goal is to provide perennials and seasonal color to all designated areas at each school according to the assigned level of service. The Horticultural Supervisor will determine and plant the landscaping areas. RPCA will consult with ACPS's Landscape Consultant to determine plant needs and provide a coordinated effort of planning for each site. Mulch will be provided through requests to the Facilities Department. Any additional landscape areas or services not identified in this plan that the ACPS desire will be at the expense of ACPS.

Additional Grounds Maintenance

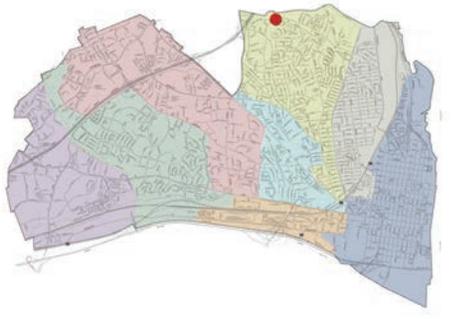
Trash removal at each site will be re-evaluated around the school perimeter including parking lots, and walkways. Historic trends and area uses will be studied to determine how often trash removal will be provided. Service will be provided daily, twice weekly or upon inspection every 5-7 days, depending on the trash can. All trash cans in the school and courtyards will remain the ACPS's responsibility to empty, maintain and service. Plans showing ACPS maintenance boundaries are included on the following pages.

Capital Improvement Projects

The City and ACPS recognize that consideration should be given to making capital improvements on school grounds maintained by RPCA. Such improvements could include, but are not limited to; new irrigation systems, synthetic fields, engineered play areas, miracle fields, etc. The RPCA will consult with ACPS staff during the development of the City Manager's proposed CIP. Such projects, if proposed by the City Manager, will be contained in the RPCA section of the CIP.

Levels of Service to be Provided

Charles Barrett Elementary School - Four Mile Run District



Charles Barrett School serves grades K- 5 and is located in the north end of the city adjacent to Charles Barrett Recreation Center.



Located at:
1115 Martha Custis Drive
Alexandria, VA 22302

Service Level 3

Snow Removal Plan



ACPS Maintenance



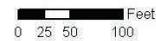
RPCA Snow Removal



T&ES Snow Removal



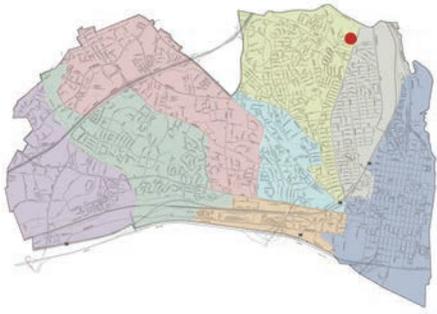
Property Boundary



August 6, 2007

Levels of Service to be Provided

Cora Kelly School for Math, Science and Technology - Four Mile Run District



Cora Kelly serves grades K- 5 and is located in the north portion of the city adjacent to Cora Kelly Recreation Center.



Located at:
3600 Commonwealth Avenue
Alexandria, VA 22305

Service Level 3

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary

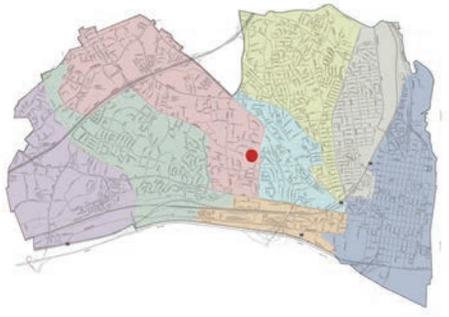
0 25 50 100 Feet



August 6, 2007

Levels of Service to be Provided

Douglas MacArthur Elementary School - Fort Ward District



Douglas MacArthur School serves grades K- 5 and is located in the center of the city.



Located at:
1101 Janneys Lane
Alexandria, VA 22302

Service Level 3

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary

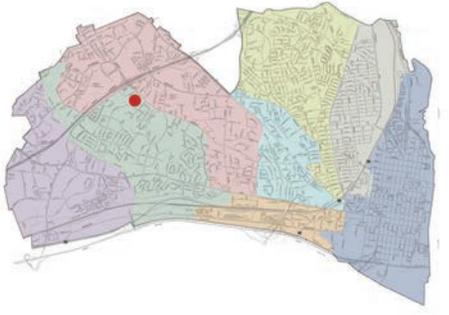
0 25 50 100 Feet



August 6, 2007

Levels of Service to be Provided

Francis C. Hammond Middle School - Fort Ward District



Francis C. Hammond School serves grades 6- 8 and is located in the west end of the city.



Located at:
4646 Seminary Road
Alexandria, VA 22304

Service Level 3

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal

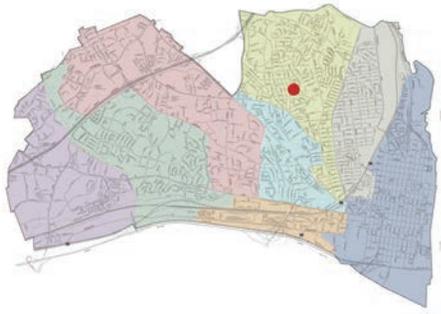


Property Boundary



Levels of Service to be Provided

George Mason Elementary School - Four Mile Run District



George Mason School serves grades K- 5 and is located in the north end of the city.



Located at:
2601 Cameron Mills Road
Alexandria, VA 22302

Service Level 3

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



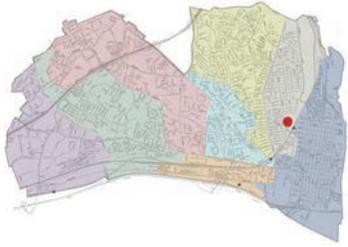
Property Boundary



August 6, 2007

Levels of Service to be Provided

George Washington Middle School - Simpson District



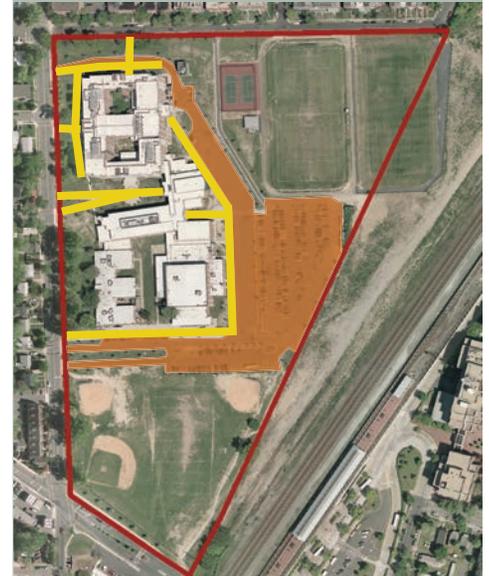
George Washington Middle School serves grades 6- 8 and is located in the central portion of the city.



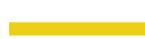
Located at:
1005 Mount Vernon Avenue
Alexandria, VA 22301

Service Level 3

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary

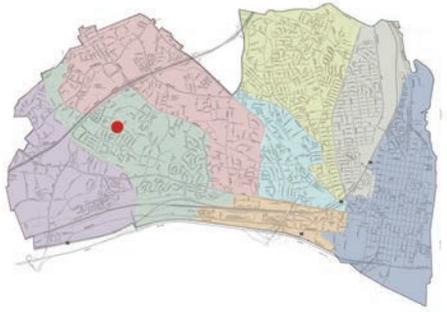
0 87.5 175 350 Feet



August 6, 2007

Levels of Service to be Provided

James K. Polk Elementary School - Holmes Run District



James K. Polk School serves grades K- 5 and is located in the west end of the city.

Located at:
5000 Polk Avenue
Alexandria, VA 22304

Service Level 3



Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



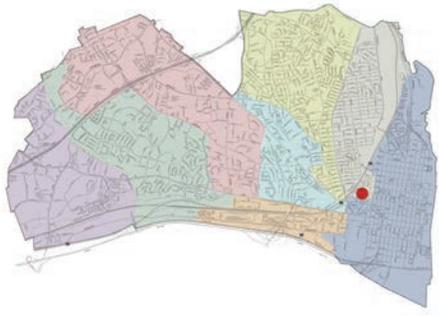
Property Boundary



August 6, 2007

Levels of Service to be Provided

Jefferson-Houston School for Arts and Academics - Simpson District



Jefferson-Houston serves grades K- 5 and is located in the southeast portion of the city adjacent to Jefferson-Houston Recreation Center.



Located at:
1501 Cameron Street
Alexandria, VA 22314

Service Level 3



Snow Removal Plan



ACPS Maintenance



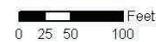
RPCA Snow Removal



T&ES Snow Removal



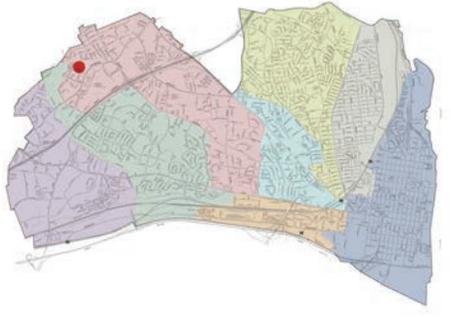
Property Boundary



August 6, 2007

Levels of Service to be Provided

John Adams Elementary School - Holmes Run District



John Adams School serves grades K- 5 and is located in the northwest portion of the city.



Located at:
5651 Rayburn Avenue
Alexandria, VA 22311

Service Level 3

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary

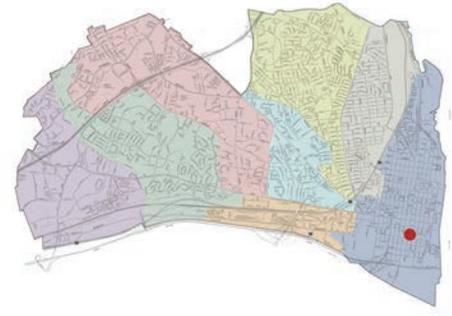


August 6, 2007

Levels of Service to be Provided

Lyles-Crouch Traditional Academy - Waterfront District

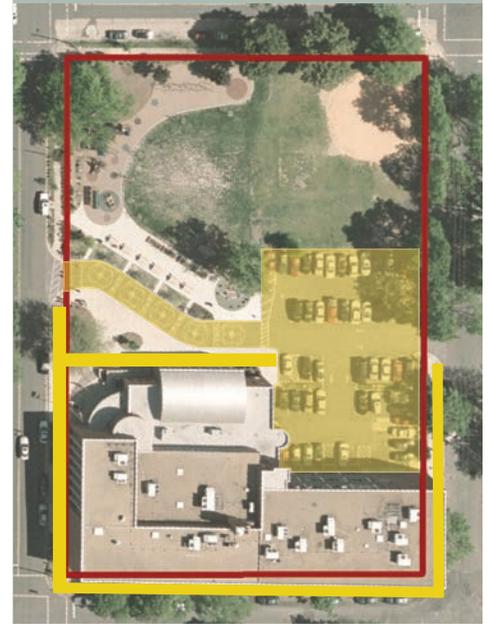
Lyles-Crouch serves students in grades K- 5 in the south Old Town area of the city.



Located at:
520 S. St. Asaph Street
Alexandria, VA 22314

Service Level 3

Snow Removal Plan



ACPs Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary

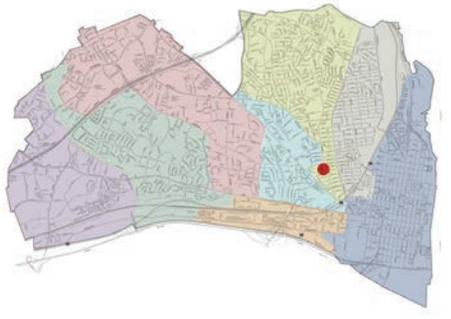
0 25 50 100 Feet



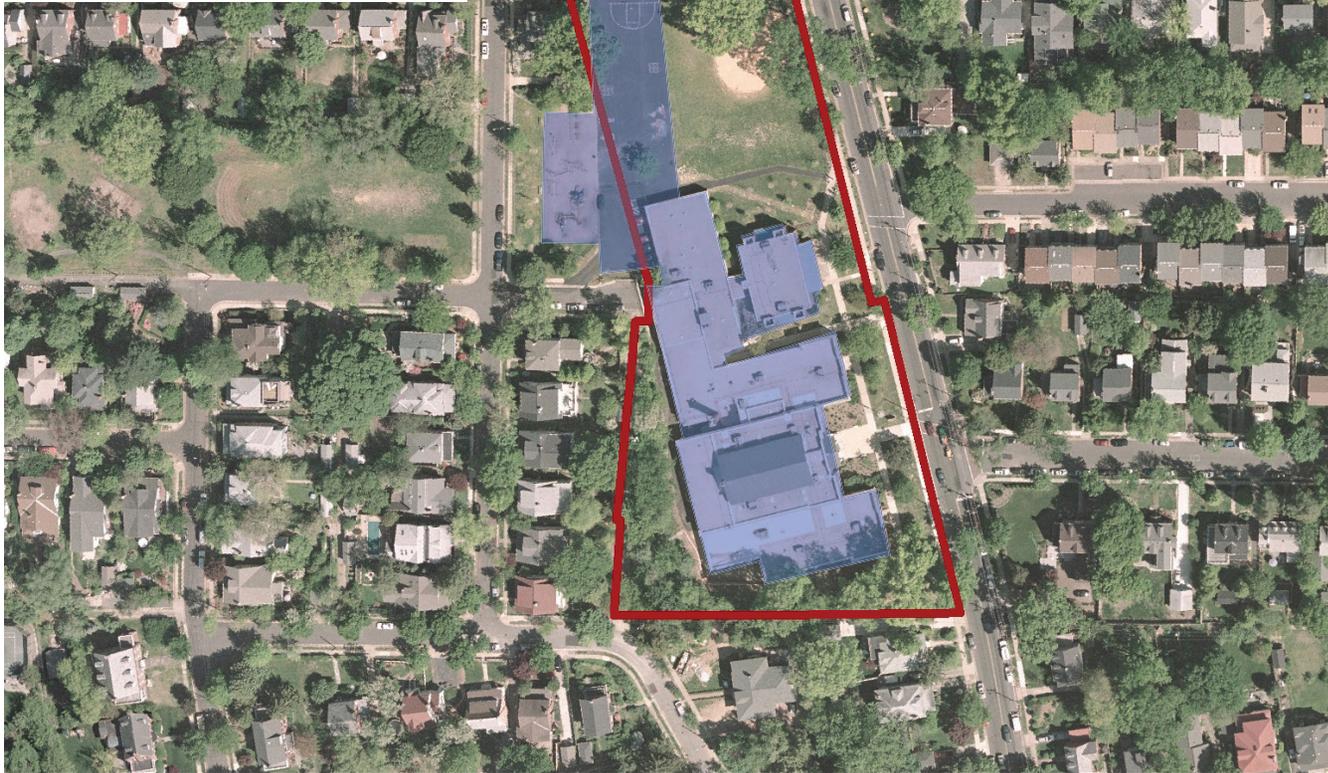
August 6, 2007

Levels of Service to be Provided

Maury Elementary School - Four Mile Run District



Maury School serves grades K- 5 and is located in the central portion of the city.



Located at:
600 Russell Road
Alexandria, VA 22301

Service Level 3

Snow Removal Plan



ACPS Maintenance



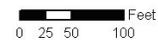
RPCA Snow Removal



T&ES Snow Removal



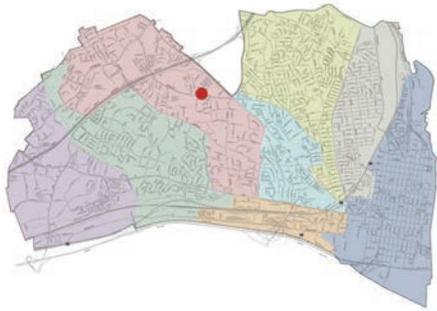
Property Boundary



August 6, 2007

Levels of Service to be Provided

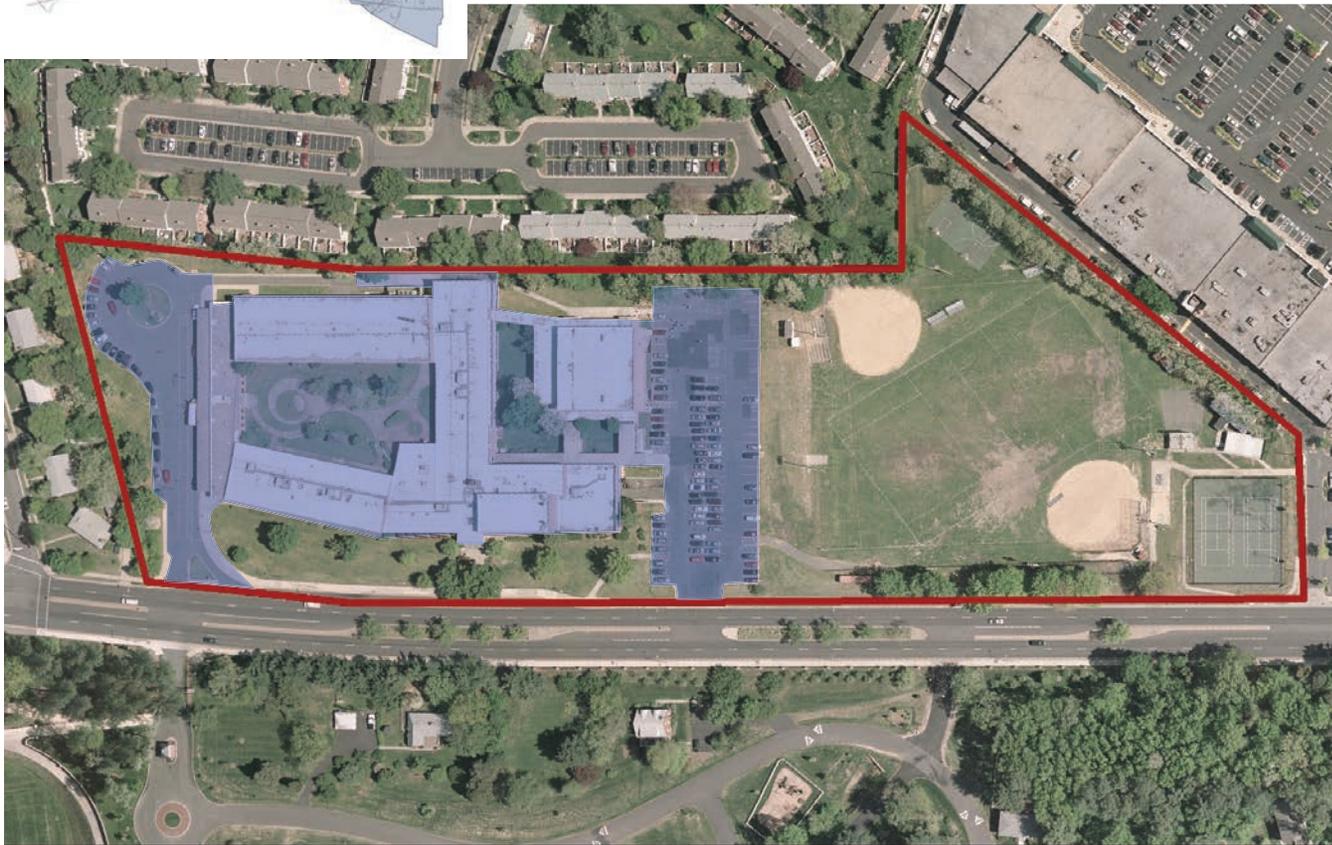
Minnie Howard High School - Fort Ward District



Minnie Howard High School serves 9th grade students and is located in the west end of the city.

Located at:
3801 W. Braddock Road
Alexandria, Virginia 22302

Service Level 3



Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary



August 6, 2007

Levels of Service to be Provided

Mount Vernon Community School - Simpson District



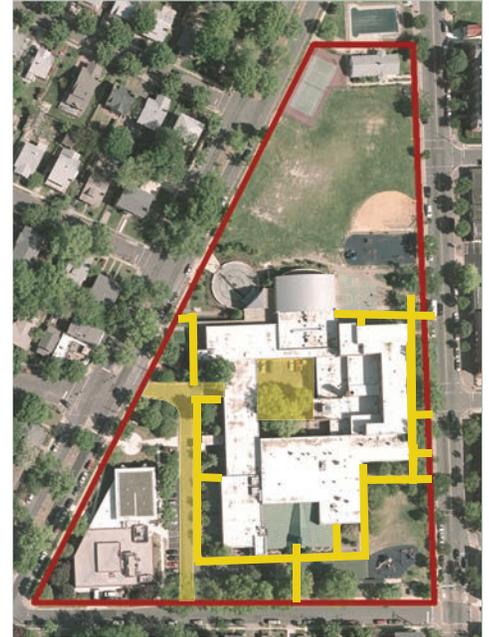
Mount Vernon School serves grades K- 5 and is located in the north end of the city adjacent to Mount Vernon Recreation Center.



Located at:
2601 Commonwealth Avenue
Alexandria, VA 22305

Service Level 3

Snow Removal Plan



ACPS Maintenance



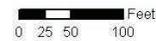
RPCA Snow Removal



T&ES Snow Removal

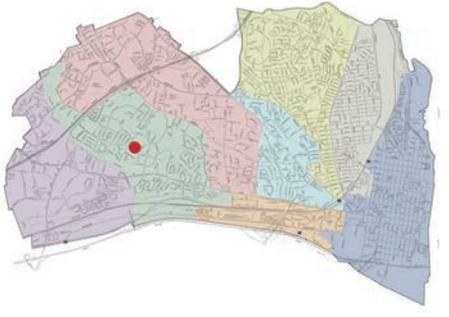


Property Boundary



Levels of Service to be Provided

Patrick Henry Elementary School - Holmes Run District



Patrick Henry serves grades K- 5 and is located in the west end of the city adjacent to Patrick Henry Recreation Center.



Located at:
4643 Taney Avenue
Alexandria, VA 22304

Service Level 3

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



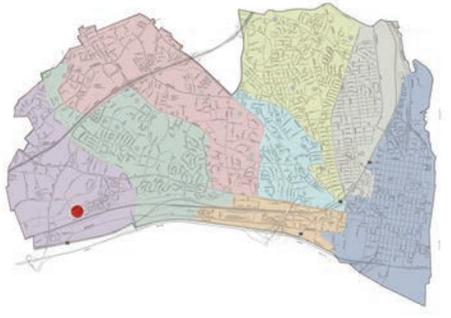
Property Boundary



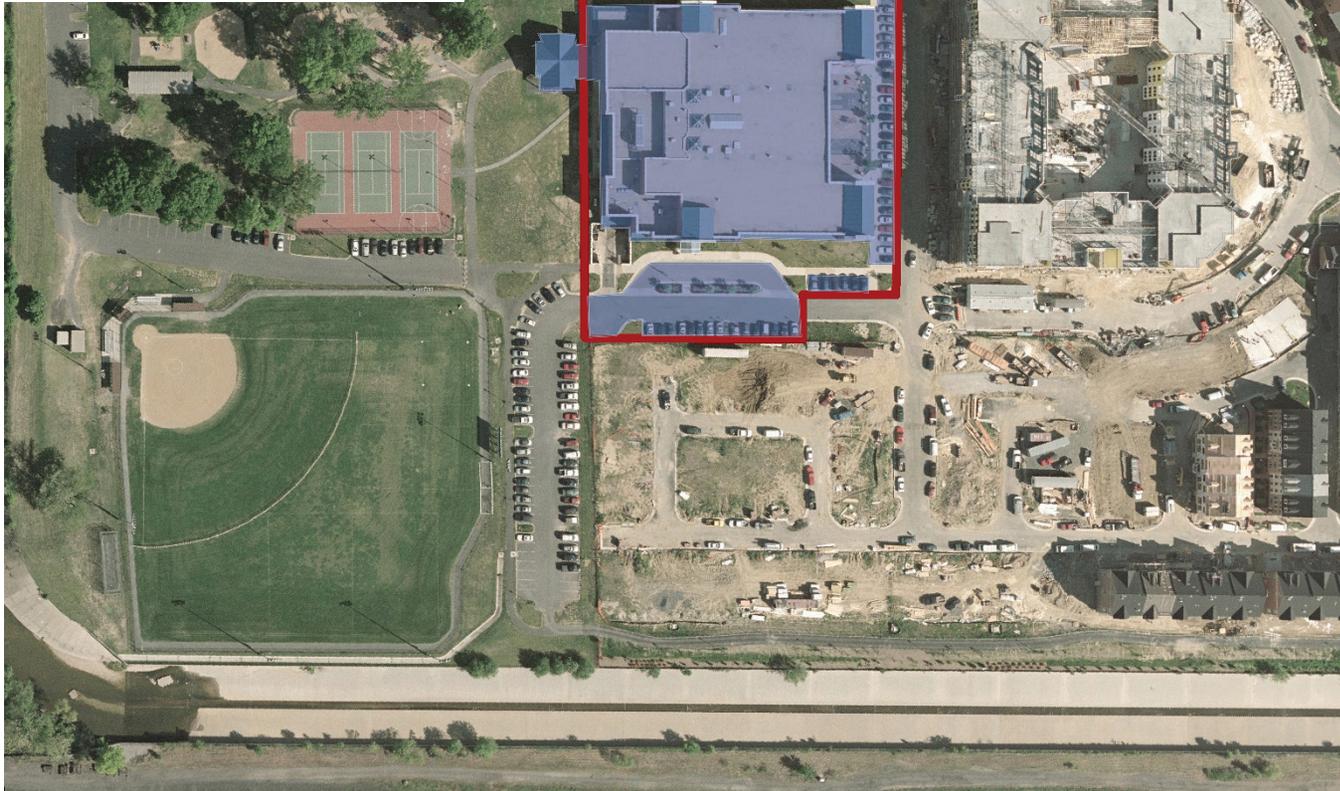
August 6, 2007

Levels of Service to be Provided

Samuel W. Tucker Elementary School - Brenman District



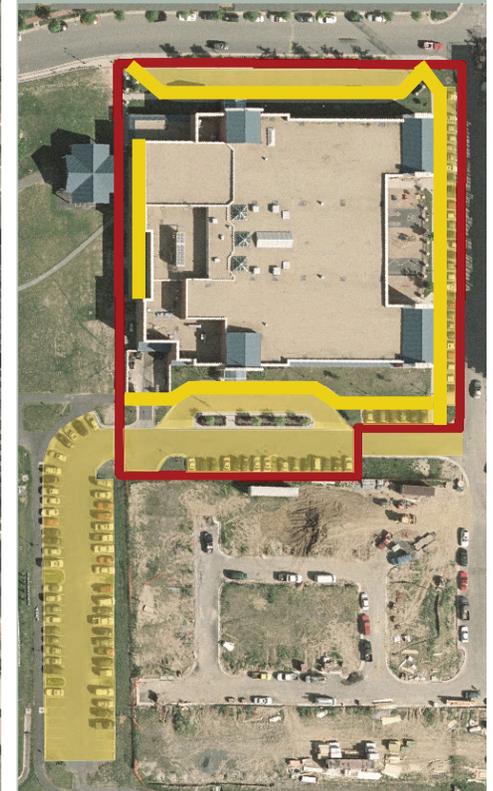
Samuel W. Tucker School serves grades K- 5 and is located in the southwest portion of the city adjacent to Cameron Station and Boothe Park.



Located at:
435 Ferdinand Day Drive
Alexandria, VA 22304

Service Level 3

Snow Removal Plan



ACPs Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary

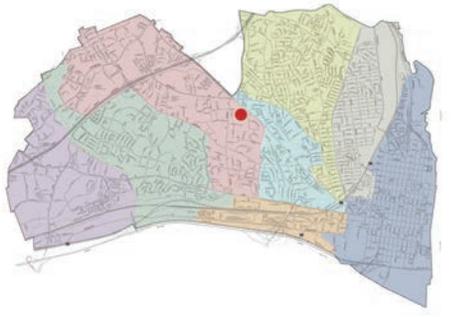


0 25 50 100 Feet



Levels of Service to be Provided

T.C. Williams High School - Fort Ward District



T.C. Williams School serves grades 10-12 and is located in the central portion of the city.



Located at:
3330 King Street
Alexandria, VA 22302

Service Level 3

*ACPS is responsible for all maintenance costs at T.C. Williams in Fiscal Year 2008.

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary

0 87.5 175 350 Feet



Levels of Service to be Provided

William Ramsay Elementary School - Holmes Run District



William Ramsay serves grades K- 5 and is located in the west end of the city adjacent to William Ramsay Recreation Center.



Located at:
5700 Sanger Avenue
Alexandria, VA 22311

Service Level 3

Snow Removal Plan



ACPS Maintenance



RPCA Snow Removal



T&ES Snow Removal



Property Boundary

0 87.5 175 350 Feet



August 6, 2007

Levels of Service to be Provided

Proposed Operating Costs- Non-Personnel

District	Material Cost
Brenman District	\$4,000
Samuel W. Tucker School	\$4,000
Waterfront District	\$4,000
Lyles-Crouch	\$4,000
Holmes Run District	\$52,000
John Adams	\$20,000
Patrick Henry	\$16,000
James K. Polk	\$8,000
William Ramsay	\$8,000
Fort Ward District	\$24,000
Francis C. Hammond	\$16,000
Douglas MacArthur	\$4,000
Minnie Howard	\$4,000
T.C. Williams	\$0
Four Mile Run District	\$36,000
Charles Barrett	\$8,000
Cora Kelly	\$16,000
George Mason	\$8,000
Maury	\$4,000
Simpson District	\$44,800
George Washington	\$28,800
Jefferson-Houston	\$8,000
Mount Vernon	\$8,000
Horticultural Services	\$47,200
Total	\$212,000

Maintenance Levels

Level 1

Horticulture:	4 seasons of color: Spring, Summer, Fall, and Winter (annuals)
Mowing:	7 day schedule (April- October)
Leaf Collection:	7 day schedule
Snow Removal:	Bare Pavement within 4 hours
Trash Removal:	Daily

Costs of materials:
\$560,000/ year

Level 2

Horticulture:	2 seasons of color: Spring, Fall, (annuals)
Mowing:	7-10 day schedule (April- October)
Leaf Collection:	10 day schedule
Snow Removal:	Bare Pavement within 6 hours
Trash Removal:	Twice weekly

Costs of materials:
\$460,000/ year

Level 3

Horticulture:	No annuals- Perennials only
Mowing:	10-14 day schedule- April- October
Leaf Collection:	15 day schedule
Snow Removal:	Bare Pavement within 8 hours
Trash Removal:	Inspections every 5-7 days

Costs of materials and horticultural services:
\$212,000 in FY 2008

Note: Actual expenses may vary.

Transfer of Resources Required in FY 2008



Transfer of Equipment

Rolling Stock and Equipment Replacement Inventory

1. 1998 GMC Truck
2. 2004 Halmark Trailer
3. 2004 Halmark Trailer
4. 2005 72" Mower
5. 2006 Leaf Blower
6. 2003 Truck Loader



Personnel Transfer to City Employment

1. William Bannister
2. Eric McKinney
3. Gregory Ross
4. Willie Ruffan
5. Joe Burks
6. Marlon Newman
7. Ralph Wanzer
8. Vacant



August 6, 2007

Interdepartmental City Contract

WHEREAS, The City of Alexandria is fortunate to be able to provide many fine public facilities for use by its citizens; and

WHEREAS, the Alexandria City Manager and the Alexandria School Superintendent jointly have agreed that it is in the best public interest to work together to ensure the maximum feasible public use of these facilities for educational and recreational purposes; and

WHEREAS, the Alexandria City Public Schools (ACPS), and the City of Alexandria Department of Recreation, Parks, and Cultural Activities (RPCA), agree to have the RPCA provide outdoor ground maintenance activities and mutual services related to their specific areas of responsibility and for the ACPS to provide for the education and indoor maintenance of the Schools and mutual services related to their specific areas of responsibility.

NOW THEREFORE, the Alexandria City Manager and the Alexandria School Superintendent do hereby enter into the following agreement for the cooperative use, management and financial support of these community facilities.

Philosophy, Situation, and Terms of This Agreement

- A. The purpose of this agreement is to provide detailed understanding and structure for cost effective grounds maintenance associated with school grounds, open space, and park property to provide greater efficiency to the City of Alexandria taxpayers.
- B. It is recognized that the ACPS and other City agencies are limited in financial, personnel, and facility resources to support their respective programs. Therefore, establishing a mutual maintenance agreement that provides best management practices to support the mission and desires of the City residents and provides maximum effective utilization of all public/community facilities is beneficial.
- C. That the City Manager shall recommend to City Council and the Alexandria School Superintendent shall recommend to ACPS School Board that \$577,000 shall be provided from the FY 2007 year-end fund balance of the ACPS operating fund to effectuate this funding arrangement, and City and ACPS staff shall recommend appropriate actions be taken by City Council and ACPS School Board to do so.

Interdepartmental City Contract

- D. RPCA shall provide all outdoor grounds maintenance in the designated areas found in this agreement and that the current ACPS ground maintenance positions, as identified in this agreement, shall be reassigned to RPCA.
- E. That the City Council approve an ACPS fund balance transfer of personnel and non-personnel operational expenses in the amount of \$577,000, which shall be included in the FY 2008, RPCA operating budget. After this one time transfer, RPCA will maintain these costs through the City budget process.
- F. City/School staff believe that this reallocation of responsibilities will provide both the City and Schools with a cost savings benefit and consistent care that relates to the City's overall grounds care program.
- G. The existing City Schools maintenance facility work group as appointed by the City Manager and the School Superintendent, respectively agree that this oversight committee address any grounds maintenance /snow removal issues that may arise, and develop strong communication avenues to communicate with the principals, PTA, and community.
- H. The existing City/School maintenance facility work group shall attempt to resolve all issues relating to the joint use of the facilities as covered by the guidelines contained herein and in the Memorandum of Understanding signed by all in 1997 and/or its successor.
- I. This Memorandum of Understanding incorporates all provisions of the 1997 City/School Facilities Use and Maintenance & Service Agreement, and/or its successor.
- J. School principals and RPCA staff will jointly review the condition of the facilities on a quarterly basis (March, June, September, and December), and report their findings to the Director of RPCA and to the School Facilities Director.
- K. ACPS shall be responsible for the electrical and water costs associated with each site. ACPS shall be responsible for the litter pick up at all ACPS sponsored events. RPCA shall be responsible for litter pick up at all RPCA sponsored events. RPCA shall empty the designated trash cans identified at each site and be responsible for daily litter pick up of the grounds with the understanding that there is a coordinated effort to keep the grounds clean. If additional cleaning or trash services are required for special School events the costs will be determined before the event and paid for by ACPS.

Interdepartmental City Contract

Funding

In FY 2009 and thereafter, the City and Schools shall fund necessary costs pursuant to this agreement in accordance with normal budgetary procedures. If either RPCA or ACPS staff believe that a change in the negotiated levels of service are warranted for any reason, each shall notify the other in a timely fashion during the development of their respective budget requests.

City staff shall make good faith efforts to maintain the levels of service as negotiated in this agreement and shall add whatever is necessary in the RPCA budget to cover inflation, COLAs, increased benefits costs and other operational cost increases that are necessary to provide that level of service. If the ACPS desires higher levels of service than those negotiated here, then the cost of such increases would be the responsibility of ACPS.

Public Information

The City/School Staff Facilities Committee will prepare annually for the City manager and Superintendent of Schools an evaluation report on the administration of this agreement, which will be disseminated by the Manager and Superintendent as they deem appropriate.

This agreement is made on this _____ Day of _____ 200__, by and between the Superintendent of Alexandria, VA, Public Schools, and the City Manager of Alexandria, VA. It formalizes and gives credence to procedures for proper use of the City/School Facilities and assigns responsibilities for the ground maintenance and snow removal for the 17 school facilities.

This agreement shall be for an indefinite term commencing on July 1, 2007. Either party may terminate this agreement unilaterally upon giving the other party, in writing, twelve months notice of its intention to terminate the agreement by July 1 so that appropriate budget adjustments may be made by both parties for the fiscal year commencing twelve months later.


By: City Manager of Alexandria, VA
8.8.07
Date


By: Superintendent, Alexandria City
Public Schools
8-7-07
Date