

March 30, 2021

Dear Bozeman Property Owners' Associations and Property Managers,

The City Parks & Recreation Department would like to extend a Thank You to all of our partner property owners' associations and property managers who provided assistance in year one of the Parks and Trails District (District). With the cooperation and expertise of local contractors, property owners' associations (POA'S) and property management company's the City conducted a District wide Park Maintenance Reimbursement Program. The program received overwhelming response from over 30 subdivisions and is currently providing reimbursement to POA's for contracted landscape and irrigation services on hundreds of acres of City park lands.

The Parks & Recreation Department remains committed to providing an outstanding Parks and Trails system for the citizens of Bozeman. In year two of the District, the City will continue to implement the five year transition plan with a focus on management of park lands using City managed service contracts for landscape and irrigation maintenance. In February 2021 the Parks & Recreation Department conducted a competitive public solicitation process requesting proposals from qualified professional landscape and irrigation maintenance service providers. The process was successful receiving 13 proposals and conducting a comprehensive evaluation to select qualified contractors credentialed to complete maintenance in the District park lands. The City has completed the selection process and is moving forward with finalization of service contracts to begin in spring of 2021.

What to expect for spring-summer 2021?

Beginning on April 12, 2021 under the guidance of the Parks Superintendent, selected landscape and irrigation specialists, along with City parks staff, will assume full responsibility for routine landscape and irrigation maintenance on City properties designated to be maintained in the District. This will include all of the subdivision park spaces previously maintained in year one of the District through reimbursements to Owner's Associations and Property managers under the Parks Maintenance Reimbursement program. With a reputable team of local contractors and parks staff assembled the City is confident all park properties will receive high quality routine scheduled maintenance April 2021 through October 2021 including but not limited to the following. (see table below/ pg. 2)

Park & Trails District Year Two Maintenance (beginning April 12, 2021)

- Routine mowing & trimming (weekly)
- Turf fertilization application (as needed)
- Weed removal & pest removal (as needed)
- Dog station maintenance (weekly)
- Garbage maintenance (weekly)
- Irrigation system startup & winterization (yearly)
- Irrigation system maintenance/programming (as needed)

(Winter maintenance 2021-22 will be completed by the Parks Division or City contractor)

How will the transition to the new contractors work?

The Parks and Recreation Department understands that there is some complexity to transitioning maintenance responsibility and will continue to work with POA's and property managers to create a smooth transition as the spring and summer season approaches. The contractors selected by the City are local experts and have years of previous experience with Property Owners' Associations, Property Management Companies & City Parks. The Parks Division is confident they will meet and exceed expectations of the public in all the City park spaces including those in subdivisions. The City's landscape and maintenance Contractors will begin maintenance as soon as weather allows. This will insure that they have time to become familiar with the property needs and transition smoothly into summer maintenance practices. Parks staff requests that POA's and property management notify contractors previously providing summer services in City parks during year one of the changes taking place beginning spring-summer 2021.

Will Open Space be included in maintenance for 2021?

The City Parks & Trails District only provides funding to continue to maintain designated City Park properties. The contractors hired by the City are aware that additional open spaces properties exist within the subdivision and will only maintain designated park land under the City contract. All Open Space will remain the maintenance responsibility of the POA's / property management companies and they are free to utilize contractors or perform maintenance as deemed appropriate. Should additional information or coordination be needed regarding the maintenance practices of City contractors please call the Parks & Recreation Department **(406) 582-2290** and the call will be directed to the appropriate point of contact.

What is the status for the Reimbursement Program moving forward?

Our intention is to continue to work with POA's and property managers to evaluate landscape and maintenance services completed July 1, 2020 through April 12, 2021 authorizing reimbursement for maintenance occurring during those times for mowing & trimming, dog stations, garbage removal, irrigation system maintenance, snow removal and other qualifying needs unique to park landscapes. Parks are now finalizing the reimbursements for all services completed 7/1/2020 - 12/31/2020. Please continue to submit invoices for eligible winter maintenance 1/1/2021-4/12/2021. The City will continue to coordinate with our partner POA's / property management companies to complete and finalize all reimbursable expenses for year one prior to 7/1/2021.

What is the process for reporting maintenance issues or concerns in City Parks?

For citizens with questions related to maintenance, irrigation or other inquiries within the City Parks the standard process will remain consistent: please call the Parks & Recreation Department main phone number **(406) 582-2290**. If the issues are not in a City Park property or are determined to exist in an Open Space area they will need to seek out the designated representative of the POA / property management company to report issues or receive further guidance.

We look forward to working with you and continued partnership to ensure the best care of our Parks and Trails!

Sincerely,



Luke Kline | **Contracts Coordinator**

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