



# NEIGHBORHOOD PARTNERING PROGRAM

## NPP MAINTENANCE GUIDE

### Introduction

#### How are partnership projects maintained?

Depending on the type of project, your group may be responsible for maintaining all or part of the project.

#### How do I know which parts we will need to maintain?

This depends on the project. Each project is different, and the NPP team can help determine which parts of the project the City will be able to maintain and which parts would need to be up to your group to maintain.

In general, the City will maintain most infrastructure improvements, such as sidewalks, bike lanes or some major park equipment. In most other cases, such as landscaping, public art or community gardens, your group is responsible for the maintenance and upkeep for the life of the project.

#### Why is maintenance important?

Maintenance is important to help keep your project in good condition. This means that you must be prepared to replace or repair parts of the project if needed and must be able to do ongoing maintenance.

Projects that are not maintained can cause issues of safety or code violations and may have to be removed by the City. Abandoned or unmaintained projects can hurt the NPP program, costing the City time and money while taking resources away from other potential neighborhood projects.

#### Developing Your Maintenance Plan

When submitting your Cost Share or Adopt-A-Spot Project Proposal, you will develop your Maintenance Plan to describe how your group will take care of the different parts of your project.

#### Maintenance Description

For each part of your project, explain what maintenance is needed, who will be responsible for maintaining it, and how often maintenance will happen.

#### EXAMPLE: Project Part A: landscaping

- **Maintenance Needs:** watering, weeding, seasonal trimming
- **Maintained by:** Oakwood Neighborhood Association
- **Frequency:** watering to be done once per week; weeding done monthly; seasonal trimming twice a year (fall and spring)

#### Partnership Agreement

Our team will develop a Partnership Agreement outlining what your group and the City are each responsible for, including details about maintenance. In many cases, your group may be assuming responsibility for maintaining public space or right of way.

### Types of Maintenance

Maintenance will vary by project. Below is a list of common types of maintenance for NPP projects, including information and resources.

#### Murals and Public Art

- Graffiti is one of the biggest concerns for art and murals. Graffiti coating can be applied to murals for limited protection. In some cases, communities may need to hire the artist again to repair damaged murals.

#### Resources

- [Graffiti Response 101](#) - Architectural Resources Group
- [Graffiti Removal Technique](#) - City of Milwaukee Department of Neighborhood Services

#### Landscaping

- For landscaping projects, be prepared for regular maintenance. Depending on the project, this may include weekly, monthly or seasonal activities. Landscape projects will always require some maintenance.

#### Watering

- Keep in mind that most right of way areas do not have water sources, so be sure to consider how watering will be achieved.
- Drought-resistant plants still need watering for at least the first year for plants to establish.
- Austin experiences extreme heat and cold. Be prepared that plantings may need special attention during extreme weather or may even have to be replaced if lost.

## Weeding

- Weeds grow faster than most people realize. Be sure to consider and include appropriate weeding to make sure your landscaping is maintained.

## Keep Sidewalks, Streets and Right of Way Clear

- All plants, trees and objects must be trimmed and maintained to make sure they do not block the right of way (sidewalks, streets, other paths).
- See the City's [Right of Way Maintenance \(Sidewalks, Streets and Alleys\)](#) and remember, your group may have agreed to maintain some or all of the right of way.

### Resources

- See [Grow Green](#) resources in the Maintenance Programs and Organizations section below

## Trees

- Trees require special maintenance. Regularly check trees for signs of disease or damage, promptly address any issues, and regularly water and fertilize them.
- Trees must be pruned, trained and trimmed to make sure they do not grow to block roads, sidewalks, utility wires or other public items.
- Never prune within ten feet of power lines! For advice on pruning near power lines, visit [Austin Energy Tree Pruning](#).

### Resources

- [Tree Information Center](#)
- [Native Tree Growing Guide for Central Texas](#)
- [Find a Certified Arborist](#)
- [Tree Folks Austin](#)

## Trash Cleanup

Regular trash cleanups will help keep your project in good condition and is a good opportunity for people to stay engaged with the project and gain volunteer hours.

### Resources

- [Austin Resource Recovery](#) - provides a wide range of services designed to transform waste into resources while keeping our community clean
- [Residential Bulk Collection](#) - collects items that are too large for your trash cart during specially-scheduled bulk collections
- See [Keep Austin Beautiful](#) and Austin Parks Foundation's [It's My Park Day](#) resources in the **Maintenance Programs and Organizations** section below

## Safety and Inspection

- Regular checkups can help maintain safety on project parts, including issues such as rust, broken pieces.
- You may consider blocking off spaces that have become unsafe.

### Resources

- If there is damage or needed maintenance that is outside of your group's responsibility (refer to your Partnership Agreement), use the resources below or notify [City of Austin 3-1-1](#).

## Maintenance Programs & Organizations

### Grow Green

#### Mission

Grow Green is a gardening education program that promotes sustainable landscaping practices. It addresses water quality and conservation, recycling, encourages using the right plant in the right place and the least impact-related way to address pest issues.

#### Contact

[AustinTexas.gov/GrowGreen](http://AustinTexas.gov/GrowGreen)  
[Denise.Delaney@AustinTexas.gov](mailto:Denise.Delaney@AustinTexas.gov)  
 (512) 974-2581

#### Resources

- [23 Grow Green fact sheets on big picture and pest-related topics](#)
- [Grow Green - Recursos en Español](#)
- [Rebates, Free Stuff and Grants](#) to help your garden grow
- [Landscape Design, Installation & Maintenance information](#), including demonstration gardens and design templates
- [Native & Adapted Plant Guide for Central Texas](#)
  - [Downloadable pdf](#)
  - [Searchable database](#)
- [Landscape Professionals](#)
  - [Training specifically for landscape professionals](#)
  - [List of Grow Green Landscape Professionals](#) who have completed the training series
- [Pest Information \(Integrated Pest Management\)](#)
- [Drainage Solutions](#)
- [Map of Grow Green Distribution Locations](#)
- [Native and Adapted Landscape Plant Guide](#)
- [Earth-wise Guide to Weeds](#)
- [FAQs](#)

## Keep Austin Beautiful

### Mission

Keep Austin Beautiful inspires and educates all Austinites to volunteer together, beautify green spaces, clean waterways, and reduce waste every day.

### Contact

[KeepAustinBeautiful.org](http://KeepAustinBeautiful.org)  
[info@keepaustinbeautiful.org](mailto:info@keepaustinbeautiful.org)  
(512) 391-0617

### Resources

- [Community Cleanups](#) - lead your own neighborhood cleanup with supplies, trash pickup and volunteer postings through Keep Austin Beautiful
- [Love Where You Live Day](#) - a monthly event that invites individuals and small groups to beautify the areas around their homes and neighborhoods
- [Keep Austin Beautiful Day](#) - an annual event in April that mobilizes hundreds of volunteers for a day of community service throughout Austin
- [Event Calendar](#)

## Austin Parks Foundation

### Mission

Keep Austin Beautiful inspires and educates all Austinites to volunteer together, beautify green spaces, clean waterways, and reduce waste every day.

### Contact

[AustinParks.org](http://AustinParks.org)  
[apf@AustinParks.org](mailto:apf@AustinParks.org)  
(512) 477-1566

### Resources

- [It's My Park Day](#) - a biannual, community-led day of service where volunteers work in parks and green spaces around Austin on projects to improve their community parks like litter cleanup, tree mulching, invasive species management and more
  - It's My Park Day is a good opportunity to get your neighborhood involved in maintaining the project and gain volunteer hours.
- [Event Calendar](#)

## Tree Folks

### Mission

Tree Folks' mission is to empower Central Texans to build stronger communities through planting and caring for trees.

### Contact

[TreeFolks.org](http://TreeFolks.org)  
[Admin@TreeFolks.org](mailto:Admin@TreeFolks.org)  
(512) 443-LEAF (5323)

### Resources

- [General Tree Care and Maintenance](#) - everything from general tree care and maintenance to troubleshooting tips and tricks
- [Urban Forest Stewards](#) - equipping community members with the skills to protect Central Texas' trees
- [Event Calendar](#)

### Maintenance Check-In

Our team will check in periodically to make sure you're following your maintenance plan and Partnership Agreement. We'd like to see how you've taken care of your project so that your community can keep enjoying it. Your group can send us photos from any major maintenance projects or events.

Thank you for your partnership. Your maintenance work makes these projects possible!