

City of Manassas Parks Maintenance Plan



January 2017



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1. Maintenance Frequency Chart

Parks Maintenance Plan

City of Manassas

Executive Summary

Introduction

The City of Manassas provides a comprehensive system of public parks, recreation, and cultural resource amenities that greatly contributes to the quality of life in the City and surrounding areas. In order to plan for the future of this valuable system, the City's Community Development Department completed a Parks, Recreation, and Cultural Needs Assessment and Facilities Plan in November 2016. This plan identified the need for a parks maintenance plan and design standards to enhance the quality and aesthetics of the public amenities.



During the citizen focus groups and citizen surveys, an overwhelming response commented that they would like to see better maintenance and improvement of existing parks and facilities. The Green Play consultant team recommended that the City develop a formal parks maintenance plan with specific standards to guide the maintenance of City parks. The maintenance standards should support the community's vision of their parks and facilities. The plan will serve as an informational tool for the public and as a standard for City staff. The levels that are set forth in the maintenance plan will allow the public to determine if the maintenance is adequate or enhancements are necessary to meet the desire of the community.



Maintenance Plan – Collaborative Effort

The Maintenance plan was a collaborative effort amongst the following City departments:

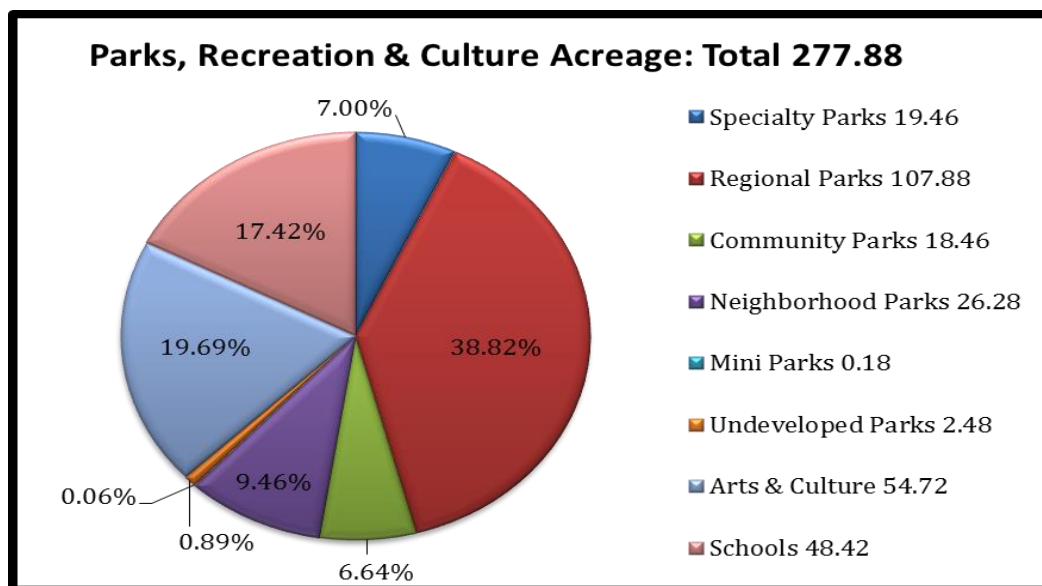
- Community Development Department:
 - Manassas Museum System
 - Neighborhood Services
 - Planning and Zoning
- Public Works Department:
 - Buildings and Grounds
 - Refuse and Recycling
 - Stormwater Management

Each division supports the routine maintenance, management, preventative care, and preservation of the parks and facilities. Financial support for the parks is derived from multiple operating budgets from the Public Works Department, Community Development Department, and the Manassas City Public School System. The support provided by these departments varies greatly but is task specific depending on the type of involvement. Through a proactive approach the buildings and grounds division will continue to implement, improve, and expand the maintenance plan. The continued support from these departments will achieve the goal of the maintenance plan by providing clean and safe facilities, a positive image, and well maintained parks.

Acres Maintained

The buildings and grounds division is responsible for approximately 227 acres of city park land and 50 acres of school green space. A summary of this inventory is provided in **Table 1**. The maintenance plan will outline the level of service for the following categories: turf grass, trees & landscaped areas, athletic fields, hard surface courts, trails and bikeways, historic sites, facilities and site amenities, signage and wayfinding, and stormwater management. Each category contains a detailed inventory and proposed level of service for park maintenance.

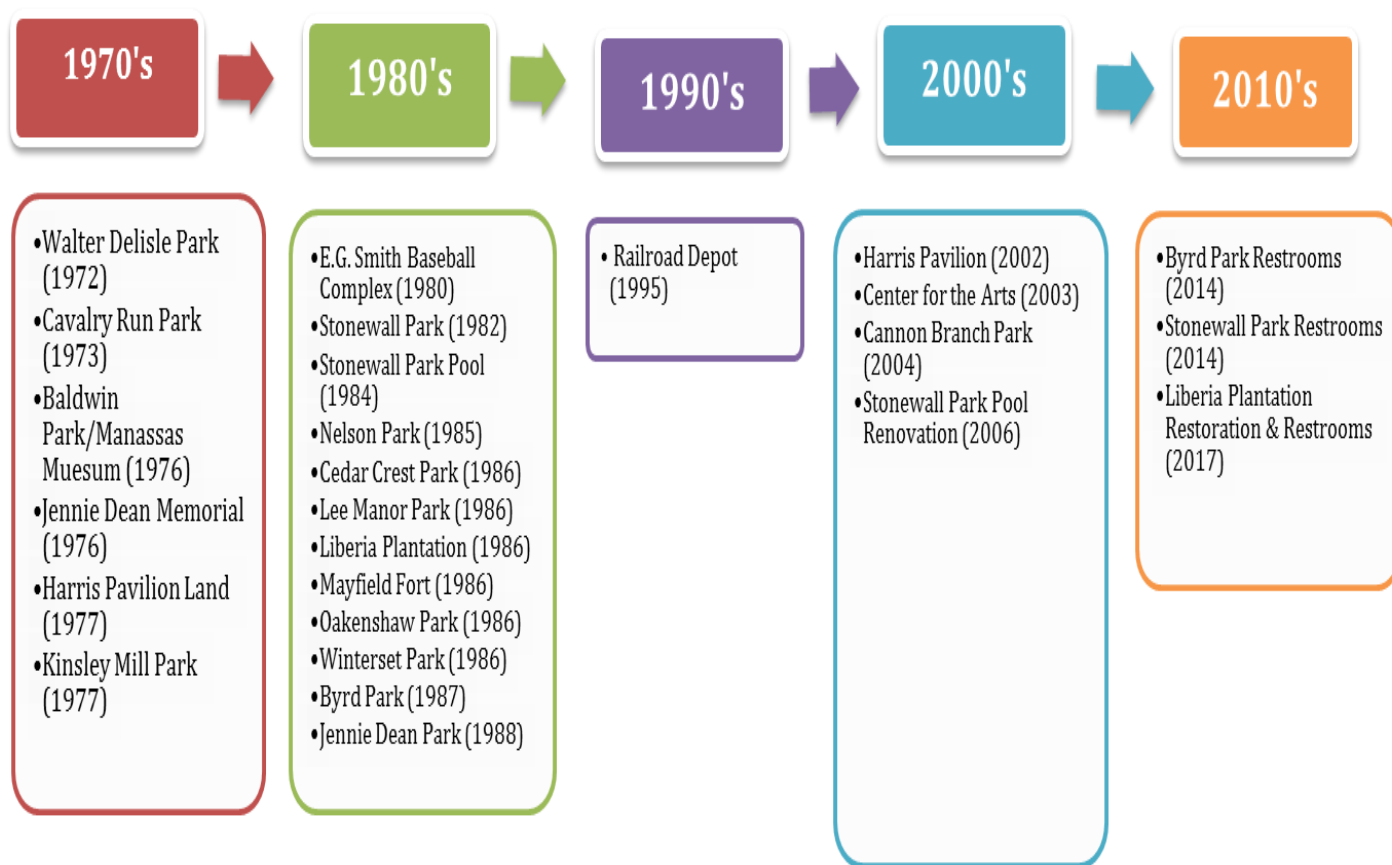
Table 1: Parks, Recreation & Culture Acreage



Park Timeline

Over the past 45 years the parks have experienced varying degrees of maintenance and growth. The beginning of parks and recreation in the City of Manassas can be traced back to 1972 with the purchase of Walter Delisle Park. The development of passive and active recreation varies throughout the City with the greatest growth in the 1980's when City purchased land for 12 different parks. During the past ten years the improvements stalled and the focus shifted to the safety of the parks which guided the repairs and changes to the facilities. Results of the pause in improvements have revealed the deterioration from overuse in the parks. The summary of the park establishment timeline is listed in **Table 2**.

Table 2: Park Establishment Timeline



Staffing

The average full-time employee works 2080 hours per year. This total includes vacation time, sick time, holidays, break periods, transportation time, meeting time, etc. The average maintenance employee works approximately 1500 hours per year. Park maintenance hours are spent completing tasks associated with cultural amenities and parks. Non-park maintenance hours are spent completing tasks that are associated with public grounds and streets. Inclement weather hours are spent inside the shop completing safety training, required equipment maintenance, and staff meetings. The data in the chart is based on employee generated work orders from July 1, 2015 – June 30, 2016. A summary of this data compiled from FY16 is provided in **Table 3**.

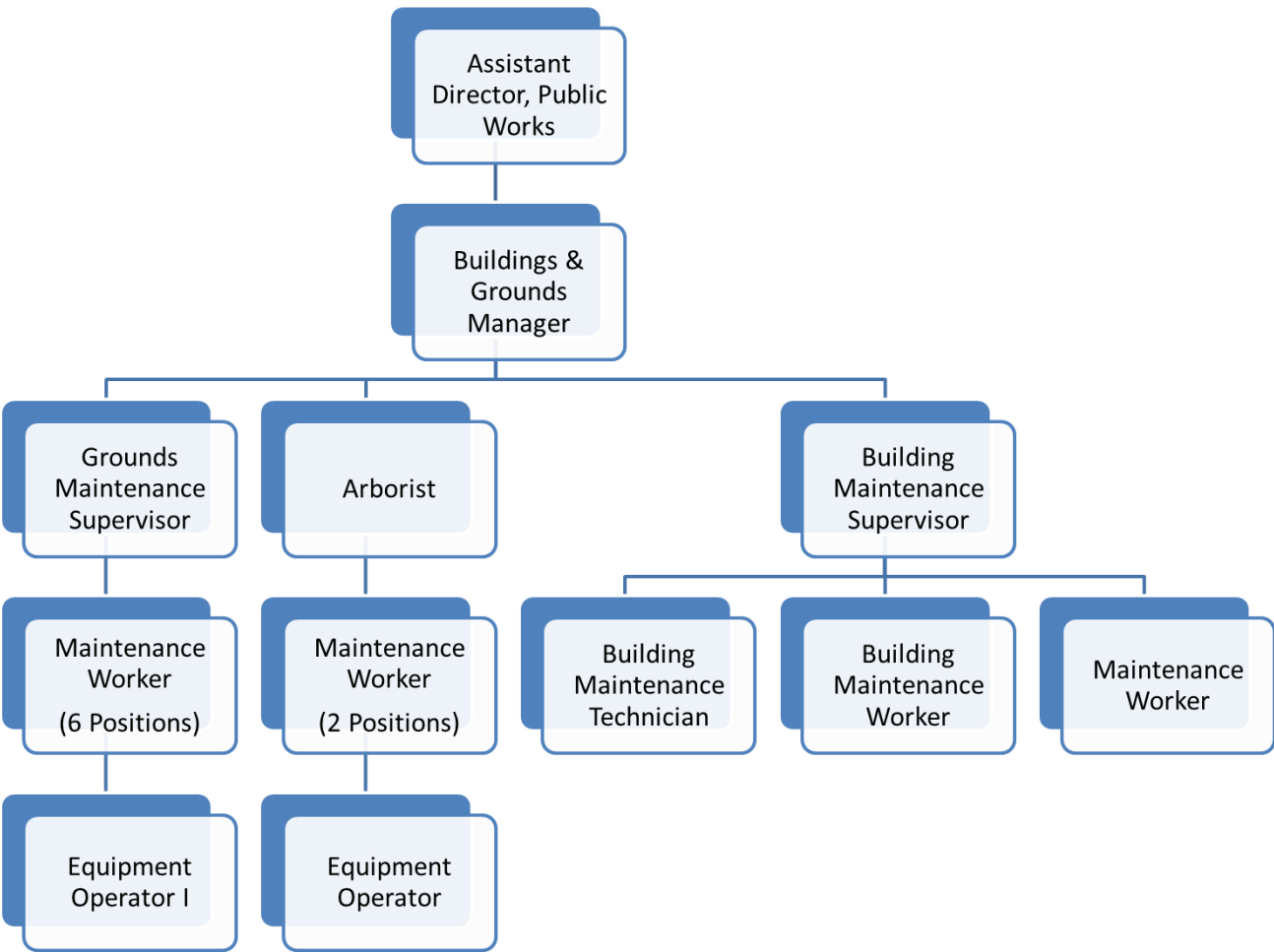
Table 3: Park Maintenance vs. Non-Park Maintenance Staff Hours

	Park Maintenance Hours	Non-Park Maintenance Hours	Work in Shop/ Rain/ Safety Meetings, etc.	Annual Hourly Total
FY16 Totals	4064	4812	2939.5	11815.5
Percentage of Maintenance Hours by job type	34.40%	40.73%	24.88%	
Divide by 8 B&G Employees	8	8	8	
Avg. Hours Per Employee Annually	508	601.5	367.4	1476.9
Percentage of time annually per employee by job type	24.4%	28.9%	17.6%	*71%

* The remaining 29% of time is attributed to transportation and break periods. The average is 2.2 hours per day per employee.

The City of Manassas, Buildings and Grounds division is responsible for the public buildings, parks, facilities, and cultural amenities maintenance. The division is comprised of the building maintenance, grounds maintenance, and beautification crews. In FY16 the division employed 17 full-time employees and the organizational chart is listed in **Table 4**. The maintenance division is supplemented by retained contractors, Manassas City Public Schools grounds crew and athletic directors, and volunteers to assist with various tasks.

Table 4: Buildings & Grounds Organizational Chart (FY16)



Level of Service

The City of Manassas maintains its parks in accordance with the National Recreation and Parks Association (NRPA) standards. The NRPA standards benchmark six levels of maintenance against which current and past practices are measured. The unique nature and needs of each park and areas within some parks are also considered in the benchmarks. These standards are:

Level 1:

Level 1 is reserved for special, high-visibility areas that require the highest level of maintenance. Regional parks and specialty parks should be maintained at this standard. This level is associated with well-developed public areas, stadiums, government grounds, or historic district.

Level 2:

Level 2 is the normal standard the average park user expects to see on a regular, recurring basis. It is the desired standard and at a moderate-level maintenance. Neighborhood and Community Parks should be maintained at this standard. The difference between Level 1 and Level 2 is the frequency rate of users. Maintenance standards can change by season or month depending on the level of park use. This level is associated with locations that have moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

Level 3:

Level 3 is just below the norm and result from staffing or funding limitations. The levels of maintenance limitations include reductions in frequency of maintenance and a focus on maintaining the safety of park facilities and improvements. This level is at a moderately low-level of maintenance. It is associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

Level 4:

Level 4 is one above allowing the land to return to its natural, undeveloped state. It is the minimum-level of maintenance. This level is associated with locations that have severe budget restrictions.

Level 5:

Level 5 is land allowed to revert to a natural state or undeveloped open space already in its natural condition.

Maintenance Level of Service Summary

The individual parks and facilities were measured based on the frequency of maintenance required due to the visibility in the community and the level of use by the public. The categories were broken down into sub categories to capture the details in the maintenance tasks necessary to provide clean, safe, and high quality parks and facilities. The summary of the parks and facilities maintenance are listed in **Table 5**.

Table 5: Maintenance Level of Service Summary	Turf Management	Turfgrass	Seeding/Sod	Cultivation	Fertilization	Irrigation	Plant Growth Regulators	Trees & Landscape Management	Pruning	Floral Plantings	Disease & Insect Management	Herbicides	Fungicides	Insecticides	Soil/Water Testing	Refuse & Recycling Management	Refuse Collection	Litter Control	Recycling Collection	Snow Removal Management	Athletic Field Management
Baldwin Park/Manassas Museum	3.0	3	3	3	3		3	3.0	4	2	5.0	5	5	5	5	3.0	2	2	5	3.0	
Byrd Park	2.8	3	3	3	3	2	3	3.5	3	4	5.0	5	5	5	5	3.7	3	3	5	5.0	3.0
Center for the Arts/Candy Factory								3.5	3	4	5.0	5	5	5	5	3.7	3	3	5	4.0	
Cannon Branch Park	3.0	3	3				3	5.0	5	5	5.0	5	5	5	5	4.3	4	4	5	5.0	
Cavalry Run Park	3.0	3	3	3			3	3.5	3	4	3.0	3	2	2	5	3.7	3	3	5	5.0	
Cedar Crest Park	4.2	3	5		5	5	3	5.0	5	5	5.0	5	5	5	5	5.0	5	5	5	5.0	
Dean Park	2.8	3	3	3		2	3	2.5	3	2	3.0	3	2	2	5	3.7	3	3	5	5.0	3.0
E.G. Smith Baseball Complex	2.8	3	3	3		2	3	2.5	3	2	5.0	5	5	5	5	3.7	3	3	5	5.0	2.0
Harris Pavilion	2.5	3	3	3	1	2	3	2.0	3	1	3.0	3	2	2	5	3.7	3	3	5	3.0	
Historic District	3.0						3	2.0	3	1	5.0	5	5	5	5	3.7	3	3	5	2.0	
Jennie Dean Memorial	3.0	3	3		3		3	2.5	3	2	3.0	3	2	2	5	3.7	3	3	5	5.0	
Kinsley Mill Park	2.8	3	3	3		2	3	3.5	3	4	5.0	5	5	5	5	3.7	3	3	5	5.0	4.0
Lee Manor Park	3.0						3	4.5	4	5	5.0	5	5	5	5	5.0			5		
Liberia Plantation	3.0	3	3				3	3.5	3	4	3.0	3	2	2	5	3.7	3	3	5	5.0	
Manassas Railroad Depot	3.0	3	3	3	3		3	2.5	3	2	3.0	3	2	2	5	3.7	3	3	5	2.0	
Mayfield Fort	3.0	3	3				3	3.5	3	4	3.0	3	2	2	5	3.7	3	3	5	5.0	
Nelson Park	3.0	3	3		3		3	3.0	4	2	5.0	5	5	5	5	3.7	3	3	5	4.0	
New Britain Park	4.2	3	5		5	5	3	5.0	5	5	5.0	5	5	5	5	5.0	5	5	5	5.0	
Oakenshaw Park	2.8	3	3	3		2	3	3.5	3	4	3.0	3	2	2	5	3.7	3	3	5	5.0	4.0
Stonewall Park	3.0	3	3	3			3	2.5	3	2	3.0	3	2	2	5	3.0	3	3	3	4.0	
Walter Delisle Park	3.0	3	3				3	4.0	4	4	5.0	5	5	5	5	3.7	3	3	5	5.0	
Winterset Park	3.0	3	3	3			3	3.5	3	4	5.0	5	5	5	5	3.7	3	3	5	5.0	
Baldwin Elementary	2.8	3	3	3		2	3	3.5	3	4	3.0	3	2	2	5	2.7	1	3	4	3.0	4.0
Haydon Elementary	2.8	3	3	3		2	3	3.5	3	4	3.0	3	2	2	5	2.7	1	3	4	3.0	5.0
Jennie Dean Elementary	2.8	3	3	3		2	3	3.5	3	4	3.0	3	2	2	5	2.7	1	3	4	5.0	3.0
Mayfield Intermediate	2.7	3				2	3	3.5	3	4	3.0	3	2	2	5	2.7	1	3	4	3.0	
Metz Middle	2.7	3				2	3	3.5	3	4	3.0	3	2	2	5	2.7	1	3	4	3.0	1.0
Osborn High School	2.7	3				2	3	3.5	3	4	3.0	3	2	2	5	2.3	1	3	3	3.0	1.0
Round Elementary	2.8	3	3	3		2	3	3.5	3	4	3.0	3	2	2	5	2.7	1	3	4	3.0	4.0
Weems Elementary	2.8	3		3		2	3	3.5	3	4	3.0	3	2	2	5	2.7	1	3	4	3.0	4.0

Table 5: Continued

Table 5: Maintenance Level of Service Summary	Hard Surface Court Management	Trails & Bikeways Management	Park Trails	Connector Trails	Bikeways	Historic Site Management	Distinctive Features	Structure Maintenance	Historical Landscaping	Cast Iron	Repointing Brick	Pest/Insect Prevention	General Site Inspections	Facilities & Site Amenities Management	Playgrounds	Site Furnishings	Community Pool	Outdoor Facilities	Gazebos/Pavilions	Signage & Wayfinding Management	Stormwater Management
Baldwin Park/Manassas Museum	3.0	3.5	4		3	2.9	2	2	3	3	4	3	3	3.0	3	3		3	3	4.0	
Byrd Park	3.0	2.5	2		3									3.0	3	3		3	3	4.0	
Center for the Arts/Candy Factory	3.0	3.0			3	2.8	2	2			4	3	3	3.0		3					
Cannon Branch Park	3.0	3.0	4		2	3.7	4		4				3	3.0		3				4.0	2.0
Cavalry Run Park	3.0	5.0			5									3.0	3	3				4.0	
Cedar Crest Park	3.0	5.0			5															5.0	5.0
Dean Park	3.0	2.0	2		2									3.0		3		3		4.0	2.0
E.G. Smith Baseball Complex	3.0	5.0	5											3.0		3		3	3	4.0	
Harris Pavilion	3.0	3.0			3									3.0		3		3	3		
Historic District	3.0	3.0			3									3.0		3			3		
Jennie Dean Memorial	3.0	2.0			2	3.5	3		4		4		3	3.0		3				4.0	
Kinsley Mill Park	3.0	3.0	3		3									3.0	3	3				4.0	4.0
Lee Manor Park		3.0			3									3.0		3				4.0	3.0
Liberia Plantation	3.0	3.0			3	3.0	3	3	3		3	3	3	3.0		3				4.0	
Manassas Railroad Depot	3.0	3.5	4		3	3.0	2	2	3	4	4	3	3	3.0		3					
Mayfield Fort	3.0	1.0			1	3.5	3		4	4			3	3.0		3				4.0	
Nelson Park	3.0	4.5	4		5									3.0		3			3	4.0	
New Britain Park	3.0	5.0			5															5.0	
Oakenshaw Park	3.0	3.0	4		2									3.0	3	3				4.0	2.0
Stonewall Park	3.0	2.5	2		3									3.0	3	3	3	3	3	4.0	5.0
Walter Delisle Park	3.0	3.5	2		5									3.0	3	3				4.0	
Winterset Park	3.0	5.0			5									3.0	3	3				4.0	
Baldwin Elementary	3.0	3.0			3									2.0	2						
Haydon Elementary	3.0	5.0			5									2.0	2						
Jennie Dean Elementary	3.0	4.0	5		3									2.0	2						
Mayfield Intermediate	3.0	3.0			3																
Metz Middle	3.0	2.0			2																
Osborn High School	3.0	3.0			3																
Round Elementary	3.0	3.5	4		3									2.0	2						
Weems Elementary	3.0	3.0			3									2.0	2						

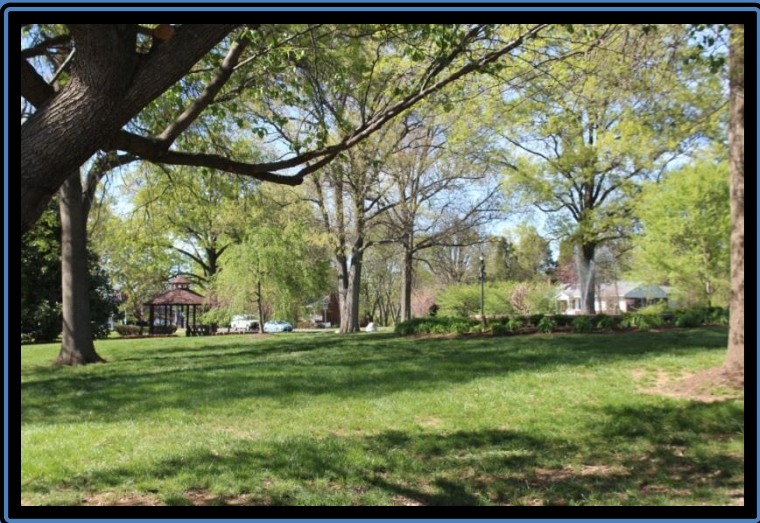
Turf Management

Purpose:

The City of Manassas manages 227 acres of turf. The goal is to provide safe and appealing grounds for public use within the availability of resources and labor. Turf management experiences peak seasons of maintenance with increased demands on labor and resources. Five levels of maintenance have been defined to address the diverse park and cultural amenities. Level 1 is the highest level of care and level 5 is a natural, undeveloped park.

Turf Management Summary:

- Mowing of over 360 acres of grass on public grounds including the medians and the right of way
- Maintenance of 11 city parks and 8 school ball fields
- Operation and maintenance of 2 cemeteries



Turf Management

Level 1:

High-level maintenance. Associated with well-developed public areas, government grounds, or the historic district. Recommended level for most organizations.

<u>Turf Care:</u>	Grass cut once every five working days. Weed control practiced when weeds present a visible problem or when weeds represent 5 % of the turf surface. Turf will be mowed and trimmed to maintain a height of cut between 1.5" and 3.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Hard edging will occur at least three times a year. Maintenance edging will be continuous throughout the mowing season.
<u>Seeding/Sod:</u>	Reseeding or sodding when bare spots are present. Seeding will be done as needed to maintain an acceptable turf stand. The preference will be a full-scale, fall over seeding in conjunction with hollow tine aerification. Spring and summer seeding will be as needed and will be paired with some form of cultivation to maximize the efficacy of the seeding operation. Thinning or bare areas will be treated as a priority. Sod will be utilized as a necessary in areas where excessive use prevents establishment of turn from seed.
<u>Cultivation:</u>	Aeration as required but not less than two times per year. Aerification will be performed at least once and preferably twice annually with the Ryan ground driven aerifier. A 3/4" dual hollow tine set-up and 2 x patterns will achieve 12% surface disruption per operation. Aerification and seeding should be combined whenever possible.
<u>Fertilization:</u>	Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen and potassium percentages should follow local recommendations. Phosphorus should only be added after determined by soil test. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth. Turf fertilizer will be applied at least eight times per year but not to exceed the maximum annual input of 4 pounds of actual nitrogen per thousand square feet as determined by soil tests. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Macro and micro nutrient inputs will be based in part on soil and water test results. Additional fertility inputs will be driven by labor and resources.

Turf Management

Level 1 - Continued

<u>Irrigation:</u>	Sprinkler irrigated - electric automatic commonly used. Frequency of use follows rainfall, temperature, season length, and demands of plant material. Level 1 area has in-ground irrigation systems run by a central controller. Water will be applied on an as needed basis with an emphasis placed on maintaining the driest conditions possible to support the turf grass stand. Reduced length of turf grass wetness will be the primary goal when programming. Nozzle precipitation rates will determine run times. Syringing will be performed in the afternoons if turf grass stands display signs of wilt. All efforts will be made to coordinate notification with appropriate departments when syringing is necessary.
<u>Plant Growth Regulators (PGR's):</u>	PGR's will be utilized to enhance color, density and lateral shoot growth with an overall emphasis on reducing vertical growth.

Level 2:

Moderate-level maintenance. Associated with locations that have moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

<u>Turf Care:</u>	Grass cut once every seven working days. Weed control measures normally used when 50% of small acres are weed infested or when 15% of the general turf is infested with weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 2.0" and 3.5" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Hard edging will occur at least two times a year. Maintenance edging will be continuous throughout the mowing season.
<u>Seeding/Sod:</u>	Thin or bare areas deemed unacceptable will be documented and addressed by priority. The preference will be a full-scale, fall and spring over seeding in conjunction with hollow tine aerification. Renovation will consist of soil cultivation, seeding, and fertilization using a "starter" type of product. Sod will be utilized as a last resort in areas where excessive use prevents establishment of turf from seed. Methods of renovation will be determined by site restrictions, equipment, labor, and material availability.
<u>Cultivation:</u>	Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Aerification will be done not less than twice a year. Preferred equipment will be the ground driven Ryan areifer with a 3/4" dual hollow tine set-up. Seeding operations should be coordinated with aerification to maximize the value of both processes.

Turf Management

Level 2 - Continued

<u>Fertilization:</u>	Applied only when turf vigor seems to be low. Low-level application will be done at least twice per year. Rate suggested is one-half the level recommended. Turf will receive at least four or more annual applications of fertilizer in the each year that do not exceed the the maximum quantity of 4 lbs. of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Additional fertilizer inputs will be driven by labor and resource availability.
<u>Irrigation:</u>	Level 2 areas may or may not have in-ground irrigation systems. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material. Water will be applied as needed to supplement natural rainfall with a target amount of 1" per week. The policy will factor deep and infrequent applications. Rain Train style units will be utilized where available.
<u>Plant Growth Regulators (PGR's):</u>	Plant growth regulators (PGR's) may be utilized on turf areas to reduce labor requirements.

Level 3:

Moderately low-level maintenance. Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

<u>Turf Care:</u>	Grass cut once every ten working days. Weed control measures normally used when 50% of small acres are weed infested or when 15% of the general turf is infested with weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 2.0" and 3.5" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Hard edging will occur at least once a year. Maintenance edging will be scheduled with every other regular mow during the season.
<u>Seeding/Sod:</u>	Thin or bare areas deemed unacceptable will be documented and addressed by priority. The preference will be a full-scale, fall over seeding in conjunction with hollow tine aerification. Renovation will consist of soil cultivation, seeding, and fertilization using a "starter" type of product. Methods of renovation will be determined by site restrictions, equipment, labor, and material availability.

Turf Management

Level 3 - Continued

<u>Cultivation:</u>	Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Aerification will be done once annually or as equipment and labor are available. Preferred equipment will be the ground driven Ryan areifer with a 3/4" dual hollow tine set-up. Seeding operations should be coordinated with aerification to maximize the value of both processes.
<u>Fertilization:</u>	Applied only when turf vigor seems to be low. Low-level application will be done annually. Rate suggested is one-half the level recommended. Turf will receive at least two annual applications of fertilizer each year that consists of at least 1 lb. of actual nitrogen per thousand square feet, not to exceed 4 lbs. annually. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Additional fertilizer inputs will be driven by labor and resource availability.
<u>Irrigation:</u>	Dependent on climate. Limited manual servicing is required as needed by in-ground irrigation or portable systems.
<u>Plant Growth Regulators (PGR's):</u>	None.

Level 4:

Minimum-level maintenance. Associated with locations that have severe budget restrictions.

<u>Turf Care:</u>	Low-frequency mowing scheduled based on species. Low-growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 2.5" and 4" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. No edging or weed eating in level 4 maintenance.
<u>Seeding/Sod:</u>	Thin or bare areas deemed unacceptable will be documented and addressed if safety concerns arise.

Turf Management

Level 4 - Continued

<u>Fertilization:</u>	Applied only when turf vigor seems to be low. Low-level application will be done annually. Rate suggested is one-half the level recommended. Turf will receive one annual application of fertilizer in the autumn of each year that consists of at least 1 lb. of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Additional fertilizer inputs will be driven by labor and resource availability.
<u>Irrigation:</u>	No irrigation.
<u>Plant Growth Regulators (PGR's):</u>	None.

Level 5:

Natural area that is not developed.

<u>Turf Care:</u>	Not mowed. Weed control only if legal requirements demand.
<u>Seeding/Sod:</u>	None.
<u>Fertilization:</u>	Not fertilized.
<u>Irrigation:</u>	No irrigation.
<u>Plant Growth Regulators (PGR's):</u>	None.

Turf Management

Maintenance Categories																				
Turfgrass																				
Level 1																				
Level 2																				
Level 3																				
Level 4																				
Level 5																				
Seeding/Sod																				
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	Libertia Plantation																			
	Manassas Railroad Depot																			
	Mayfield Fort																			
	Nelson Park																			
	New Britain Park																			
	Oakenshaw Park																			
	Stonewall Park																			
	Walter Delisle Park																			
	Winterset Park																			
	Baldwin Elem																			
	Haydon Elem																			
	Jennie Dean Elem																			
	Mayfield Intermediate																			
	Metz Middle																			
	Osborn High																			
	Round Elem																			
	Weems Elem																			

Turf Management

Maintenance Categories	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Park	Cavalry Run Park	Cedar Crest Park	Dean Park	E. G. Smith Baseball Complex	Harris Pavilion	Historic Distric	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Plantation	Manassas Railroad Depot	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem	Haydon Elem	Jennie Dean Elem	Mayfield Intermediate	Metz Middle	Osbourn High	Round Elem	Weems Elem	
	Fertilization																														
	Level 1								✓																						
	Level 2																														
	Level 3	✓	✓								✓					✓															
	Level 4																														
Level 5						✓												✓													
Irrigation																															
Level 1																															
Level 2								✓																							
Level 3																															
Level 4																															
Level 5						✓												✓													
Plant Growth Regulators																															
Level 1																															
Level 2																															
Level 3																															
Level 4																															
Level 5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Trees and Landscape Management

Purpose:

The intention is to provide an overall aesthetically pleasing landscape to enhance the beauty of the City. Focus is to maintain and improve the beautification of public spaces within the Historic District, parks, and cultural amenities. Proper pruning, fertilization, weed control, and water management will support the growth and maintenance of plant life.

Landscaped Areas Inventory:

- Planting flowers, mulching tree and flower beds and maintaining over 130,000 square feet of public landscape areas
- Providing 90+ hanging baskets in the Historic District
- Responsible for 6,600+ trees on City properties and within the public right-of-way



Tree Management Program:

The City of Manassas has shown its commitment to the principles of the Arbor Day Foundation for several decades. Public Works staff works in conjunction with the City Council appointed Beautification Committee to focus not only on the City's tree canopy, but also on landscaping and other beautification efforts. We incorporate trees and landscaping standards in all new development to ensure Manassas continues to have a healthy natural environment.



Trees and Landscape Management

Level 1:

Seasonal flower beds are planted on a full rotation (3x a year) consisting of early spring, summer, and fall flowers. Level 1 landscaped area requires a watering source sufficient for 1 inch irrigation a week. This level of maintenance has comprehensive week and pest control programs. Liquid feeding is done once a week. Plant replacement and broadcast fertilization is done annually and on an as needed basis. Trees are mulched one time every two years. Flower beds are mulched two times a year. Tree pruning is done annually and shrub pruning is done four times a year.

Pruning:

Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.

Floral Plantings:

Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least three blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially free of weeds.

Level 2:

Level 2 landscaped areas receive bi-weekly maintenance. Flowerbeds are planted one time only with summer season annuals. Level 2 landscaped areas require a water source sufficient for proper plant maintenance. This level of maintenance has comprehensive week and pest control programs. Tree and shrub pruning are done bi-annually. Mulching, fertilizations, and plant replacement are done on an annual basis.

Pruning:

When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed annually.

Floral Plantings:

Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds are essentially kept free of weeds.

Trees and Landscape Management

Level 3:

Level 3 landscape areas do not include flower beds of any kind. Trees and shrubs within this level will receive monthly inspections. Landscapes within this level will receive a comprehensive integrated pest management and weed control program. Pruning, mulching and fertilization will be done on an annual basis.

<u>Pruning:</u>	When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.
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<u>Floral Plantings:</u>	Only perennials or flowering trees or shrubs.
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Level 4:

Level 4 landscapes will have limited weed and pest control chemical applications. Tree and shrubs pruning will be performed on an as needed basis only.

<u>Pruning:</u>	No regular trimming. Safety or damage from weather may dictate actual work schedule.
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<u>Floral Plantings:</u>	None. May have wildflowers, perennials, flowering trees, or shrubs in place.
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Level 5:

Level 5 landscaped areas allow for the property to remain in its natural state. Tree and shrub pruning will be performed only when safety is a consideration.

<u>Pruning:</u>	No pruning unless safety is involved.
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<u>Floral Plantings:</u>	None.
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Trees and Landscape Management

Maintenance Categories	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Park	Cavalry Run Park	Cedar Crest Park	Dean Park	E. G. Smith Baseball Complex	Harris Pavilion	Historic District	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Plantation	Manassas Railroad Depot	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem.	Haydon Elem.	Jennie Dean Elem.	Mayfield Intermediate	Metz Middle	Osborn High	Round Elem.	Weems Elem.
	Pruning																													
	Level 1																													
	Level 2																													
	Level 3		✓	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓		✓
	Level 4	✓																												
	Level 5				✓		✓																							
Floral Plantings																														
Level 1									✓																					
Level 2	✓					✓		✓		✓					✓															
Level 3																														
Level 4		✓	✓		✓																									
Level 5																														

Disease and Insect Management

Purpose:

The overall disease and insect management philosophy will be geared toward implementing industry accepted cultural best practices to help reduce the need for pesticide applications. The focus will be to identify and treat the disease or insect to reduce the possibility of an epidemic. Preservation of the trees and plant life in the City will enhance the beauty and support green initiatives.

Disease and Insect Management Inventory:

- Inspecting over 130,000 square feet of public landscape areas
- Responsible for 6,600+ trees on City properties and within the public right-of-way
- 360+ acres of turf



Disease and Insect Management

Level 1:

Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventative measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

<u>Herbicides:</u>	Pre-emergent herbicides will be applied in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Broadleaf weeds will be treated 1 or 2 times annually as weather and labor permit. The 3 year plan is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual "spot treatment" type application. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
<u>Fungicides:</u>	Application of fungicides will be assessed by the Grounds Manager and applied preventatively. Inspections for signs of fungus will occur weekly.
<u>Insecticides:</u>	At least one or more applications will be applied annually to prevent all species of white grubs. Additional inputs needed to control surface feeding insects will be evaluated to assess potential damage and treated accordingly.
<u>Soil/Water Testing:</u>	Soil and water tests will be taken once annually or at a reasonable interval to be determined by the Grounds Manager. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations.

Disease and Insect Management

Level 2:

Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.

<u>Herbicides:</u>	Turf will receive one annual application of broadleaf weed selective herbicide. Application will ideally be executed in the autumn of the year when weeds are actively growing. The application may be executed in the spring months if weather or labor restrictions preclude fall application. The 3 year plan is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual "spot treatment" type application. Pre-emergent herbicides may be applied to select areas in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
<u>Fungicides:</u>	Application of fungicides will be assessed by the Grounds Manager and applied preventatively as labor and resources allow. Inspections for fungus will occur twice a month.
<u>Insecticides:</u>	One application will be applied to prevent all species of white grubs in the fall. Additional inputs needed to control surface feeding insects will be evaluated to assess potential damage and treated accordingly as resources and labor allows.
<u>Soil/Water Testing:</u>	Soil and water tests will be taken once every two years. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations.

Disease and Insect Management

Level 3:

None except where the problem is epidemic and the epidemic condition threatens resources or the public.

<u>Herbicides:</u>	Turf will receive application of broadleaf weed selective herbicide as needed. Pre-emergent herbicides may be applied as needed to select areas in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
<u>Fungicides:</u>	Application of fungicides will be assessed by the Grounds Manager and applied preventatively as labor and resources allow. Inspections for fungus will occur once a month.
<u>Insecticides:</u>	Additional inputs needed to control surface feeding insects will be evaluated to assess potential damage and treated accordingly as resources and labor allows.
<u>Soil/Water Testing:</u>	Soil and water tests will be taken once every three years. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations.

Level 4:

No control except in epidemic or safety situations.

<u>Herbicides:</u>	Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
<u>Fungicides:</u>	Application of fungicides will be assessed by the Grounds Manager and applied preventatively as labor and resources allow. Inspections for fungus will occur biannually.
<u>Insecticides:</u>	Applications will be applied on a complaint basis and potential damage will be treated accordingly as resources and labor allows.
<u>Soil/Water Testing:</u>	Soil and water tests will be take once every four to five years.

Disease and Insect Management

Level 5:

No control except in epidemic or safety situations.

<u>Herbicides:</u>	None.
<u>Fungicides:</u>	None.
<u>Insecticides:</u>	None.
<u>Soil/Water Testing:</u>	Soil and water tests will be taken once every five or more years when conditions deem necessary.

Disease and Insect Management

Maintenance Categories	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Park	Cavalry Run Park	Cedar Crest Park	Dean Park	E. G. Smith Baseball Complex	Harris Pavilion	Historic District	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Plantation	Manassas Railroad Depot	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem.	Haydon Elem.	Jennie Dean Elem.	Mayfield Intermediate	Metz Middle	Osborn High	Round Elem.	Weems Elem.	
	Herbicides																														
	Level 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Level 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Level 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Level 4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Fungicides																															
Level 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Insecticides																															
Level 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Soil/Water Testing																															
Level 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Refuse and Recycling Management

Purpose:

The City's Refuse and Recycling program regularly schedules the removal of trash and recycling from all government buildings, parks, and cultural amenities. In conjunction with the City of Manassas Police Department, the enforcement of city codes and Virginia State Law governing litter and dumping are enforced. Through improved education and outreach the City of Manassas can achieve increased recycling targets and reduce contaminated recycling and the volume of recreational park waste.

Refuse and Recycling Program:

- 11 Parks, 8 ball fields, 19 public facilities receive regularly scheduled collection year-round
- 4 specialty events receive support from the Street Dept. to clean and collect refuse on public streets
 - Railroad Festival
 - July 4th Celebration
 - Greater Manassas Christmas



Refuse and Recycling Management

Level 1:

Trash and recycling receptacles will be placed throughout the parks, municipal buildings, and cultural amenities to facilitate a clean environment. At a minimum for every trash receptacle, one recycling receptacle shall be placed with it. Weekend rentals, specialty events, and tournaments will receive collection services. Increased use may dictate daily or more frequent cleaning.

<u>Refuse Collection:</u>	Collection will occur at a minimum of once a day, five days a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals. Offsite movement of trash depends on size of the containers and use by the public.
<u>Litter Control:</u>	Litter patrols will occur at a minimum during regularly scheduled hours five days a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals. The frequency may be increased with expected higher participant rates.
<u>Recycling Collection:</u>	Collection will occur at a minimum of once a day, five days a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals.

Level 2:

Trash and recycling receptacles will be placed throughout the parks, municipal buildings, and cultural amenities to facilitate a clean environment. At a minimum for every two trash receptacles, one recycling receptacle shall be placed with it. These locations are areas of high to moderate use by the public. Increased use may dictate daily or more frequent cleaning on an as needed basis and when budget allows.

<u>Refuse Collection:</u>	Collection will occur at a minimum of three to four times a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals as needed.
<u>Litter Control:</u>	Litter patrols will occur at a minimum of three to four times a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals as needed. The quantity may be increased with special events as needed when budget allows.
<u>Recycling Collection:</u>	Collection will occur at a minimum of three to four times a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals as needed.

Refuse and Recycling Management

Level 3:

Trash and recycling receptacles will be placed throughout the parks, municipal buildings, and cultural amenities to facilitate a clean environment. At a minimum for every three trash receptacles, one recycling receptacle shall be placed with it. These locations are areas of moderate use by the public. Specialty events, tournaments, and picnic rentals will create a plan for collection and removal from public grounds.

<u>Refuse Collection:</u>	Collection will occur at a minimum of two to three times a week during normal working hours, Monday - Friday only.
<u>Litter Control:</u>	Litter patrols will occur at a minimum of two to three times a week during normal working hours, Monday - Friday only.
<u>Recycling Collection:</u>	Collection will occur at a minimum of two to three times a week during normal working hours, Monday - Friday only.

Level 4:

Trash and recycling receptacles will be placed throughout the parks, municipal buildings, and cultural amenities to facilitate a clean environment. At a minimum for every four to five trash receptacles, one recycling receptacle shall be placed with it. These locations are areas of low use by the public. Specialty events, tournaments, and picnic rentals will create a plan for collection and removal from public grounds.

<u>Refuse Collection:</u>	Collection will occur at a minimum of one time or less a week during normal working hours, Monday - Friday only. Complaints may increase cleaning and servicing during normal working hours.
<u>Litter Control:</u>	Litter patrols will occur at a minimum of one time or less a week during normal working hours, Monday - Friday only. Complaints may increase cleaning and servicing during normal working hours.
<u>Recycling Collection:</u>	Collection will occur at a minimum of one time or less a week during normal working hours, Monday - Friday only. Complaints may increase cleaning and servicing during normal working hours.

Refuse and Recycling Management

Level 5:

On demand or complaint basis.

These locations are undeveloped parks that have been allowed to return to a natural state. Servicing will be driven by budget and labor availability on a complaint basis.

<u>Refuse Collection:</u>	None.
<u>Litter Control:</u>	Litter patrols will occur on demand or complaint basis during normal working hours, Monday - Friday only.
<u>Recycling Collection:</u>	None.

Refuse and Recycling Management

Maintenance Categories	Refuse Collection																										
	Level 1																										
	Level 2	✓																									
	Level 3		✓																								
	Level 4				✓																						
	Level 5																										
Litter Control																											
Level 1																											
Level 2	✓																										
Level 3		✓																									
Level 4					✓																						
Level 5																											
Recycling Collection																											
Level 1																											
Level 2																											
Level 3																											
Level 4																											
Level 5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Snow Removal Management

Purpose:

The City of Manassas Public Works Department manages snow removal along all public streets, schools, commuter rail and public parking lots to include City Hall, Animal Shelter, Boys and Girls Club, Public Works Facility, Fire, Rescue and Police. Public Works crews also clear all sidewalks around these facilities.

The Street Department is the primary responder during snow events within the City:

- Improve public safety
- Ensure that emergency responders can reach residents
- Keep commuters and commerce moving safely through our community

Snow Removal Inventory:

- 254 Lane Miles of Roadway
- 8 School Parking Lots
- 7 Municipal Parking Lots
- Clearing of all sidewalks in front of City owned properties.



Snow Removal Management

Level 1:

Snow removed by noon the day following snowfall. Heated sidewalks installed and systems operated from a central controller. Gravel or snowmelt will be used to reduce ice accumulation. Snow will be loaded and hauled away.

Level 2:

Snow removal done based on local law requirements but generally accomplished within 24 hours of following the end of the snowfall. Gravel or snowmelt will be used to reduce ice accumulation.

Level 3:

Snow removal done based on local law requirements but generally accomplished within 48 hours following the end of the snowfall. Some crosswalks or surfaces may not be cleared at all.

Level 4:

Snow removal done based on local law requirements but generally accomplished within 72 hours following the end of the snowfall. Some crosswalks or surfaces may not be cleared at all.

Level 5:

Only as necessary.

Snow Removal Management

Maintenance Categories	Snow Removal				
	Level 1	Level 2	Level 3	Level 4	Level 5
			✓		
					✓
Baldwin Park/Manassas Museum					
Byrd Park					✓
Center for the Arts/Candy Factory			✓		
Cannon Branch Fort					✓
Cavalry Run Park					✓
Cedar Crest Park					✓
Dean Park					✓
E. G. Smith Baseball Complex			✓		
Harris Pavilion		✓			
Historic District		✓			
Jennie Dean Memorial					✓
Kinsley Mill Park					✓
Liberia Mansion					✓
Manassas Railroad Depot		✓			
Mayfield Fort					✓
Nelson Park				✓	
New Britain Park					✓
Oakenshaw Park					✓
Stonewall Park				✓	
Walter Delisle Park					✓
Winterset Park					✓
Baldwin Elem.			✓		
Haydon Elem.			✓		
Jennie Dean Elem.					✓
Mayfield Intermediate			✓		
Metz Middle			✓		
Osborn High			✓		
Round Elem.			✓		
Weems Elem.			✓		

Athletic Field Management

Purpose:

The purpose is to provide safe, level, groomed athletic fields suitable for public use. The City of Manassas Buildings and Grounds Maintenance Division, along with the Manassas City Public School system have been tasked with the responsibility to care for the turf, infields, irrigation, and repair when resources and labor allows. The field maintenance and upkeep is supplemented through express license agreements and volunteers. Each field is to be used for its intended use to prevent unnecessary field damage. The athletic fields are open to public use and rentals annually from March 15 to November 15. The fields remained closed during the winter season for preventative maintenance and preservation.

Athletic Field Inventory:

City Parks:

- Rectangular Fields: 2
- Diamond Fields: 15

Manassas City Public Schools:

- Rectangular: 3
- Diamond: 8



Athletic Field Management

Level 1:

League Play & Tournaments - These fields had a moderate to high visitation and should be maintained at a high level of maintenance. These fields are used for tournaments, league play and pick up games are allowed when they don't interfere with scheduled games or maintenance. Fields receive maintenance Monday through Friday.

<u>Equipment:</u>	Backstop, Player Benches (Permanent or Secured), Trash Receptacles (min. 2 mounted), Home Plate, Pitching Rubber, Bases, Bleacher Seating, Bleacher Pads (Concrete or Stone Dust), Foul Poles
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<u>Optional:</u>	Outfield Fencing, Player Cages, Warning Tracks, Mowing, Foul Strips, Irrigation, Lights
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Level 2:

League Play - These fields have moderate to high visitation, have league play and should be maintained at a high level of maintenance. Pick up games are allowed when they don't interfere with scheduled games or maintenance.

<u>Equipment:</u>	Backstop, Player Benches (Permanent or Secured), Trash Receptacles (min. 2 mounted), Home Plate, Pitching Rubber, Bases, Bleacher Seating, Foul Poles, Dugouts
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<u>Optional:</u>	Outfield Fencing, Player Cages, Bleacher Pads (Concrete or Stone Dust), Warning Tracks, Mow Strips
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Athletic Field Management

Level 3:

League and Neighborhood Play- These fields experience moderate visitation, heave league or individual team play and neighborhood pick up games. The fields should be maintained at a moderate level of maintenance. Pick up games are allowed as long as they do not interfere with league/team play or maintenance.

<u>Equipment:</u>	Backstop, Player Benches (Permanent), Trash Receptacles (min. 2 mounted), Home Plate, Dugouts
<u>Optional:</u>	Pitching Rubber, Bases, Bleacher Seating, Bleacher Pads, Outfield Fence, Player Cages, Foul Poles, Lights, Warning Tracks, Mow Strips

Level 4:

Neighborhood Fields have low to moderate visitation and should be maintained at a moderate level of maintenance. Neighborhoods use only, no league or tournament.

<u>Equipment:</u>	Backstop, Player Benches (Permanent), Trash Receptacles (min. 2 mounted), Home Plate
<u>Optional:</u>	Pitching Rubber, Bases, Outfield Fencing

Level 5:

Neighborhood Fields have low visitation and should be maintained at a low level of maintenance. Neighborhoods use only, no league or tournament.

<u>Equipment:</u>	Backstop, Home Plate
<u>Optional:</u>	Player Benches, Trash Receptacles, Pitching Rubber, Bases, Outfield Fencing

Athletic Field Management

Maintenance Categories	Athletic Fields																																		
	Level 1	Level 2	Level 3	Level 4	Level 5	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Dean Park	E. G. Smith Baseball Complex	Harris Pavilion	Historic District	Jennie Dean Memorial	Kinsley Mill Park	Liberia Mansion	Manassas Railroad Depot	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem.	Haydon Elem.	Jennie Dean Elem.	Mayfield Intermediate	Metz Middle	Osborn High	Round Elem.	Weems Elem.	
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Manassas City Public School System maintains the athletic fields for Metz Middle School & Osborn High School.

Hard Surface Court Management

Purpose:

The purpose is to provide safe and playable courts in a condition suitable for the level and intensity of the intended use. The hard surface courts are open to the public and rentals year-round. Stonewall Park and Lee Manor Park has lighted courts on timers allowing for nighttime play until 10:00 p.m. The City tennis courts were resurfaced in 2012 with the new Olympic colors. Bank Shot Basketball located in Byrd Park offers an enriched play environment composed of a series of novel sport challenges that invigorate the brain with mind-nurturing play experiences.

Hard Surface Court Inventory:

- Bank Shot Basketball Court: 1
- Basketball Court: 8
- Pickle Ball Court: 2
- Racquet Ball Court: 2
- Roller Hockey Court: 2
- Skate Park: 1
- Tennis Court: 13



Hard Surface Court Management

Level 1:

Should be cleaned, repaired, repainted, or replaced when their appearances have noticeable deteriorated.

Level 2:

Cleaned on a complaint basis. Repaired or replaced as budget allows.

Level 3:

Replaced or repaired when safety is a concern and when budget is available.

Level 4:

Serviced only when safety is a consideration.

Level 5:

Serviced only when safety is a consideration.

Hard Surface Court Maintenance

Maintenance Categories	Surface Courts				
	Level 1	Level 2	Level 3	Level 4	Level 5
			✓		
			✓		
			✓		
			✓		
Baldwin Park/Manassas Museum			✓		
Byrd Park			✓		
Center for the Arts/Candy Factory			✓		
Cannon Branch Fort			✓		
Cavalry Run Park			✓		
Cedar Crest Park			✓		
Dean Park			✓		
E. G. Smith Baseball Complex			✓		
Harris Pavilion			✓		
Historic District			✓		
Jennie Dean Memorial			✓		
Kinsley Mill Park			✓		
Liberia Mansion			✓		
Manassas Railroad Depot			✓		
Mayfield Fort			✓		
Nelson Park			✓		
New Britain Park			✓		
Oakenshaw Park			✓		
Stonewall Park			✓		
Walter Delisle Park			✓		
Winterset Park			✓		
Baldwin Elem.			✓		
Haydon Elem.			✓		
Jennie Dean Elem.			✓		
Mayfield Intermediate			✓		
Metz Middle			✓		
Osborn High			✓		
Round Elem.			✓		
Weems Elem.			✓		

Trails and Bikeways Management

Purpose:

Park Trails is defined by the NRPA as a multipurpose trail located within greenways, parks, and natural resource areas. Allow for relatively uninterrupted pedestrian movement to and through the City's park system and development areas, including, where possible, through commercial and industrial park. Effectively tie the various parks and recreation areas together to form a comprehensive park and trail system.

Connector Trails are defined by the NRPA as a multipurpose trail that emphasizes safe travel for pedestrians to and from parks and around the community.

Bikeways are defined by the NRPA as paved segments of roadways that serve to safely separate bicyclists from traffic. The City has approximately 21 miles of built shared use paths, bike lanes, and sign-shared roads.

Trails and Bikeways Inventory:

Walking Paths: 1.8 miles

- Winters Branch Trail: 0.9 Miles
- Stonewall Park: 0.9 Miles

Bikeways: 21 miles



Trails and Bikeways Management

Level 1:

Concrete or asphalt surface trails will be blown or swept free of debris as necessary to maintain a surface free of tripping hazards. Condition of the hard surface material will be assessed during daily rounds and deficiencies will be reported to the Grounds Manager to schedule immediate repair or replacement. Trails will be cleaned, repaired, or replaced when their appearances have noticeable deficiencies.

Park Trails:

Trails are used in situations where use patterns dictate separate paths for pedestrians, bicyclists, and in-line skates. An example would be a trail around an intercity specialty park or cultural amenity.

Connector Trails:

Trails are used in situations where use patterns dictate separate paths for pedestrians, bicyclists, and in-line skates. An example would be a trail within the shoulder of right of way of a collector street or parkway.

Bikeways:

Bike lanes should be used in situations where traffic volumes are heavy enough to warrant clear separation between bicycles and vehicles. Development will coincide with new road construction. Includes signage designating bike lane along the bikeway painted on the roadway and posted signs. Bike lockers and rental locations are easily accessible to the public and located along the bike lane.

Level 2:

Asphalt surface trails should be blown or swept free of debris as necessary to maintain a surface free of tripping hazards. Condition of the hard surface material will be assessed on a routine basis and deficiencies will be reported to the Grounds Manager. These surfaces will be cleaned on a complaint basis and repaired or replaced as budget allows.

Park Trails:

Trails are more suited to moderate use patterns, such as a trail suited for multipurpose use (bicyclists, pedestrians, in-line skates). These trails may connect housing subdivisions to the park system.

Connector Trails:

Trails are suited to lighter use patterns, such as a link between a parkway or thoroughfare and a nearby housing development.

Bikeways:

Bike lanes should be used in situations where traffic volumes are heavy enough to warrant clear separation between bicycles and vehicles. Development will coincide with new road construction. Includes signage designating bike lane along the bikeway painted on the roadway and posted signs. Bike lockers are located along the bike lane in commercial areas for public use.

Trails and Bikeways Management

Level 3:

Trail will be top-dressed and compacted with an aggregate material or stone dust to maintain a surface free of ruts or washout. Stabilization of surface material may be achieved using various urethane based products in areas that consistently experience water erosion. Replaced or repaired when safety is a consideration and when budget is available.

<u>Park Trails:</u>	Trails are suited for areas requiring low to moderate impact, such as walking trails within the park system.
<u>Connector Trails:</u>	None.
<u>Bikeways:</u>	Bike Routes (paved shoulders) should be used in all other situations. Development should coincide with new road construction. Includes signage designating bike route along the bikeway. Bike lockers are located at designated areas within the parks, historical sites, and cultural amenities.

Level 4:

Trail will be top-dressed and compacted with mulch to maintain a surface free of ruts or washout. Pathways will be addressed when tripping hazards or safety is a consideration.

<u>Park Trails:</u>	Trails are suited for areas requiring minimum impact, such as historical parks or forts.
<u>Connector Trails:</u>	None.
<u>Bikeways:</u>	None.

Level 5:

Trail will consist of natural environment materials compacted by regular foot traffic. Pathways will be addressed when tripping hazards or safety is a consideration.

<u>Park Trails:</u>	None.
<u>Connector Trails:</u>	None.
<u>Bikeways:</u>	None.

Trails and Bikeways Management

Maintenance Categories	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Dean Park	E. G. Smith Baseball Complex	Harris Pavilion	Historic District	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Manassas Railroad Depot	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem.	Haydon Elem.	Jennie Dean Elem.	Mayfield Intermediate	Metz Middle	Osbourn High	Round Elem.	Weems Elem.	
	Park Trails																														
	Level 1																														
	Level 2		✓				✓														✓										
	Level 3											✓																			
	Level 4	✓			✓										✓															✓	
Level 5								✓																✓							
Connector Trails																															
Level 1																															
Level 2																															
Level 3																															
Level 4																															
Level 5																															
Bikeways																															
Level 1																✓															
Level 2			✓			✓				✓																	✓				
Level 3	✓	✓							✓	✓		✓	✓	✓	✓					✓			✓		✓	✓		✓	✓	✓	✓
Level 4																															
Level 5																								✓							

Historic Site Management

Purpose:

The Public Works Division in conjunction with the Community Development Department and volunteers work collaboratively to preserve and maintain the City's nine historical sites. The staff serves as the caretakers of the historic structures, interiors, archaeological resources, natural resources, historical landscapes, artifacts and collections. The purpose of historical preservation is to protect the living history and to bring it to life through interpretation, research, events and exhibits.

Historical Sites Inventory:

- Cannon Branch Earthwork Fort
- Hopkins Candy Factory
- Jennie Dean Memorial/Manassas Industrial School
- Liberia Plantation
- Manassas Museum
- Manassas Railroad Depot
- Mayfield Earthwork Fort
- Old Town Hall



Historic Site Management

Level 1 Preservation:

High-level of visibility in the community with an above average participation in programs and events. The locations are available to visitors year-round with spaces available for event rentals and community meetings. Associated with well-developed historic sites and tourist attractions.

Distinctive Features:

Distinctive features include the preservation of the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment. Restoration and conservation will be driven by the recommendations of a 19th century masonry specialist and/or plaster repair contractor. Restoration is of the upmost importance unless it is unrealistic than repair work will follow guidelines for conservation. During inspection, document findings and recommend areas for immediate repair when the appearance, safety, or function is a consideration.

Structure Maintenance:

Document construction chronology to aid in future repair or restorations. Inspections will be conducted twice a year of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, clean the gutters and drains, and conduct any necessary maintenance that is threatening the structural integrity or appearance of the building. The HVAC system will be maintained to provide the adequate temperature and humidity control for the preservation of artifacts and exhibits.

Historical Landscapes:

Maintain the grounds at the recommended level 1 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth. Trimming back vine growth that has encroached on windows and doors and is clinging to the walls keeps vine tendrils from causing damage to the masonry and other historic materials. Plantings, gardens, and flowers will be historically appropriate for the location and receive at a minimum of four rotations a year.

Historic Site Management

Level 1 Preservation - Continued

<u>Cast Iron:</u>	Every two months inspect and remove deteriorating paint, arresting rust, and repainting cast iron and steel railings protects the longevity of the metal. Replace or repair deteriorating iron immediately to maintain the appearance and function of its intended use.
<u>Repointing Brick:</u>	Inspections will occur annually. Document areas showing signs of deterioration and repoint to maintain the appearance, safety, and structural integrity. New construction mortar has a life cycle of 50-100 years based on routine maintenance and preventative care. Patch products with a urethane base have a life cycle of 5-10 years, whereas, silicone based mortar has a life cycle of 15-20 years.
<u>Pest/Insect Prevention:</u>	Recommended to follow the Insect Pest Management (IPM) guidelines for historical properties. Inspections will occur on a monthly basis along with scheduled preventative maintenance. Positive results of pests/insects during inspection will require an abatement plan with inspections every two weeks until the situation is resolved. Annual termite inspections will be conducted on all wooden structures.
<u>General Site Inspections:</u>	Inspections will be conducted immediately following major storms, natural disasters, or electrical outages. During the inspection of the property identify any damage, document findings, and repair immediately if the findings compromise the appearance, function, or safety of the site.

Level 2 Preservation:

Moderate to high level of visibility in the community with an average level of participation in programs and events. The locations are available to visitors year-round. Associated with developed historic sites and tourist attractions.

<u>Distinctive Features:</u>	Distinctive features include the preservation of the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment. Restoration is of the upmost importance unless it is unrealistic then repair work will follow guidelines for conservation. During inspection, document findings and recommend areas for immediate repair when safety or function is a consideration.
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Historic Site Management

<i>Level 2 Preservation - Continued</i>	
<u>Structure Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Annual inspections will be conducted of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Every two years photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, clean the gutters and drains, and conduct any necessary maintenance that is threatening the structural integrity of the building. The HVAC system will be maintained to provide the adequate temperature and humidity control for the preservation of artifacts and exhibits.
<u>Historical Landscapes:</u>	Maintain the grounds at the recommended level 2 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth. Trimming back vine growth that has encroached on windows and doors and is clinging to the walls keeps vine tendrils from causing damage to the masonry and other historic materials. Plantings, gardens, and flowers will be historically appropriate for the location and receive at a minimum of two rotations a year.
<u>Cast Iron:</u>	Inspect quarterly and remove deteriorating paint, arresting rust, and repainting cast iron and steel railings protects the longevity of the metal. Replace or repair deteriorating iron that compromises the function or safety of its intended use.
<u>Repointing Brick:</u>	Inspections will occur every 2-3 years. Document areas showing signs of deterioration and repoint when structural integrity or safety is a consideration. New construction mortar has a life cycle of 50-100 years based on routine maintenance and preventative care. Patch products with a urethane base have a life cycle of 5-10 years, whereas, silicone based mortar has a life cycle of 15-20 years.

Historic Site Management

Level 2 Preservation – Continued

<u>Pest/Insect Prevention:</u>	The guidelines of the Insect Pest Management (IPM) for historical properties will be set standard for proper pest/insect control. Inspections will occur every 6 weeks along with scheduled preventative maintenance. Positive results of pests/insects during inspection will require an abatement plan with inspections every two weeks until the situation is resolved. Termite inspections will be conducted every two years on all wooden structures. Positive results of the termite inspections will result in annual inspections for the following two years.
<u>General Site Inspections:</u>	Inspections will be conducted during hours of operation following major storms, natural disasters, or electrical outages. During the inspection of the property identify any damage, document findings, and repair immediately if the findings compromise the function or safety of the site.

Level 3 Preservation:

Moderate to low level of visibility in the community with a low level of visitors with a minimum number of special events. The locations are available to visitors seasonally. Associated with historic sites that are minimally developed and available for passive recreation.

<u>Distinctive Features:</u>	Distinctive features include the preservation of the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment. Restoration is of the upmost importance unless it is unrealistic than repair work will follow guidelines for conservation. During inspection, document findings and recommend areas for repair when safety or function is a consideration. Repairs will occur when labor and resources are available.
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Historic Site Management

<i>Level 3 Preservation - Continued</i>	
<u>Structure Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Annual inspections will be conducted of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Every 3-5 years photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, clean the gutters and drains, and conduct any necessary maintenance that is threatening the structural integrity of the building. The HVAC system will be maintained to provide the adequate temperature and humidity control for the preservation of artifacts and exhibits.
<u>Historical Landscapes:</u>	Maintain the grounds at the recommended level 3 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth. Trimming back vine growth that has encroached on windows and doors and is clinging to the walls keeps vine tendrils from causing damage to the masonry and other historic materials. Maintain current site landscapes with additional plantings for special events when resources are available.
<u>Cast Iron:</u>	Inspect bi-annually and remove deteriorating paint, arresting rust, and repainting cast iron and steel railings protects the longevity of the metal. Replace or repair deteriorating iron that compromises the safety of its intended use.
<u>Repointing Brick:</u>	Inspections will occur every 3-5 years. Document areas showing signs of deterioration and repoint when structural integrity or safety is a consideration and resources are available. New construction mortar has a life cycle of 50-100 years based on routine maintenance and preventative care. Patch products with a urethane base have a life cycle of 5-10 years, whereas, silicone based mortar has a life cycle of 15-20 years.
<u>Pest/Insect Prevention:</u>	Inspections will occur quarterly along with scheduled preventative maintenance. Positive results of pests/insects during inspection will require an abatement plan with inspections every two weeks until the situation is resolved. Termite inspections will be conducted every three years on all wooden structures. Positive results of the termite inspections will result in annual inspections for the following two years.

Historic Site Management

Level 3 Preservation - Continued

<u>General Site Inspections:</u>	Inspections will be conducted during hours of operation following major storms, natural disasters, or electrical outages. During the inspection of the property identify any damage, document findings, and schedule repair if the findings compromise the function or safety of the site and when resources are available.
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Level 4 Preservation:

Low visibility in the community with a low level of visitors. These locations are available to visitors seasonally. Associated with historic sites that are minimally developed or have been allowed to return to a natural state which are available for passive recreation only.

<u>Distinctive Features:</u>	Distinctive features include the preservation of the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment. Restoration is of the utmost importance unless it is unrealistic than repair work will follow guidelines for conservation. During inspection, document findings and recommend areas for repair when safety is a consideration. Repairs will occur when labor and resources are available.
<u>Structure Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Annual inspections will be conducted of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Every 5-8 years photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, clean the gutters and drains, and conduct any necessary maintenance that is threatening the structural integrity of the building.
<u>Historical Landscapes:</u>	Maintain the grounds at the recommended level 4 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth causing damage to the masonry and other historic materials. Maintain current site landscapes when resources are available.

Historic Site Management

Level 4 Preservation - Continued

<u>Cast Iron:</u>	Annually inspect and remove deteriorating paint, arresting rust, and repainting cast iron and steel railings protects the longevity of the metal. Replace or repair deteriorating iron that compromises the safety of its intended use when resources are available.
<u>Repointing Brick:</u>	Inspections will occur every 5-8 years. Document areas showing signs of deterioration and repoint when structural integrity or safety is compromised and resources are available. New construction mortar has a life cycle of 50-100 years based on routine maintenance and preventative care. Patch products with a urethane base have a life cycle of 5-10 years, whereas, silicone based mortar has a life cycle of 15-20 years.
<u>Pest/Insect Prevention:</u>	Inspections will occur quarterly along with scheduled preventative maintenance. Positive results of pests/insects during inspection will require an abatement plan with inspections every two weeks until the situation is resolved. Termite inspections will be conducted every three years on all wooden structures. Positive results of the termite inspections will result in annual inspections for the following two years.
<u>General Site Inspections:</u>	Inspections will be conducted during hours of operation following major storms, natural disasters, or electrical outages. During the inspection of the property identify any damage, document findings, and schedule repair if the findings compromise the safety of the site and when resources are available.

Level 5 Preservation:

Undeveloped historic site that is maintained only to preserve the artifacts and allowing the grounds to remain in a natural state. Low visibility in the community with a low level of visitors. These locations are available to visitors seasonally for passive recreation only.

<u>Distinctive Features:</u>	Distinctive features include the preservation of the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment. Restoration is of the utmost importance unless it is unrealistic than repair work will follow guidelines for conservation. During inspection, document findings and recommend areas for repair when safety is a consideration.
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Historic Site Management

Level 5 Preservation - Continued	
<u>Structure Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Annual inspections will be conducted of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Every 10 years photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, document findings that are threatening the structural integrity of the building.
<u>Historical Landscapes:</u>	Maintain the grounds at the recommended level 4 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth causing damage to the masonry and other historic materials. Maintain current site landscapes when resources are available.
<u>Cast Iron:</u>	Inspect annually, document signs of deterioration, and make recommendations for repair when safety is a consideration.
<u>Repointing Brick:</u>	Inspections will occur every 10 years. Document areas showing signs of deterioration and recommend repointing when safety is a consideration.
<u>Pest/Insect Prevention:</u>	Termite inspections will be conducted every five years on all wooden structures. Positive results of the termite inspections will result in annual inspections for the following two years.
<u>General Site Inspections:</u>	None.

Historic Site Management

Maintenance Categories	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Dean Park	E. G. Smith Baseball Complex	Harris Pavilion	Historic District	Jennie Dean Memorial/Industrial School	Kinsley Mill Park	Lee Manor Park	Liberia Plantation	Manassas Railroad Depot	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem.	Haydon Elem.	Jennie Dean Elem.	Mayfield Intermediate	Metz Middle	Osbourn High	Round Elem.	Weems Elem.	
	Distinctive Features																														
	Level 1																														
	Level 2	✓		✓												✓															
	Level 3											✓			✓		✓														
	Level 4																														
	Level 5				✓																										
Structure Maintenance																															
Level 1																															
Level 2	✓		✓												✓																
Level 3														✓																	
Level 4																															
Level 5																															
Historical Landscapes																															
Level 1																															
Level 2																															
Level 3	✓													✓		✓															
Level 4				✓							✓					✓															
Level 5																															

Historic Site Management

Maintenance Categories	Cast Iron					Repointing Brick				
	Level 1					Level 1				
	Level 2					Level 2				
	Level 3	✓				Level 3				
	Level 4					Level 4	✓			
	Level 5					Level 5				
Baldwin Park/Manassas Museum										
Byrd Park										
Center for the Arts/Candy Factory										
Cannon Branch Fort										
Cavalry Run Park										
Cedar Crest Park										
Dean Park										
E. G. Smith Baseball Complex										
Harris Pavilion										
Historic District										
Jennie Dean Memorial/Industrial School										
Kinsley Mill Park										
Lee Manor Park										
Liberia Plantation										
Manassas Railroad Depot										
Mayfield Fort										
Nelson Park										
New Britain Park										
Oakenshaw Park										
Stonewall Park										
Walter Delisle Park										
Winterset Park										
Baldwin Elem.										
Haydon Elem.										
Jennie Dean Elem.										
Mayfield Intermediate										
Metz Middle										
Osborn High										
Round Elem.										
Weems Elem.										

Historic Site Management

Maintenance Categories	Pest/Insect Prevention														
	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Dean Park	E. G. Smith Baseball Complex	Harris Pavilion	Historic District	Jennie Dean Memorial/Industrial School	Kinsley Mill Park	Lee Manor Park	Liberia Plantation	Manassas Railroad Depot
	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem.	Haydon Elem.	Jennie Dean Elem.	Mayfield Intermediate	Metz Middle	Osborn High	Round Elem.	Weems Elem.
	Level 1														
	Level 2														
	Level 3	✓	✓												
	Level 4														
	Level 5														
General Site Inspections															
Level 1															
Level 2															
Level 3	✓	✓	✓								✓	✓	✓		
Level 4															
Level 5															

Facilities & Site Amenities Management

Purpose:

The Public Works Department is tasked with the technical services for of design, construction and rehabilitation of public infrastructure including roads, drainage, and parks infrastructure. The Building Maintenance Division consists of four employees whose primary function is to maintain all City owned facilities, totaling over 200,000 square feet in 19 buildings. Another key function of this crew is maintaining the playgrounds at City Parks and City Schools. Routine inspections are performed and any problems identified are immediately corrected to insure the safety of our playgrounds. Engineered wood fiber surfacing, around and under the equipment, serves as fall protection for children.

Facilities & Site Amenities Inventory:

- City Facilities: 19
- City Parks: 15
- Community Pool: 1
- Playgrounds: 12



Facilities & Site Amenities Management

Level 1:

Level 1 is reserved for special, high-visibility areas that require the highest level of maintenance. Regional parks and specialty parks should be maintained at this standard. This level is associated with well-developed community centers, libraries, and tourist attractions.

<u>Repairs:</u>	Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive. Immediate fix without disruption to public use.
<u>Playgrounds:</u>	Inspections will be conducted by staff four times a year. Playground surfacing will be replenished annually. Playground equipment upgrades will occur every three years.
<u>Outdoor Facilities:</u>	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/storage buildings. The facilities will remain open and available to the public year-round. The facilities will be inspected on a daily basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain a high quality of service and aesthetics. A heating system will be provided to prevent damage during the winter.
<u>Public Buildings:</u>	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected on a daily basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain a high quality of service and aesthetics. The HVAC system and furnace will receive routine and preventive maintenance.
<u>Inspections:</u>	Park inspections will be conducted by a staff member at least once a day when regular staff is scheduled.

Facilities & Site Amenities Management

Level 2:

Level 2 is the normal standard the average park user expects to see on a regular, recurring basis. It is the desired standard and at a moderate-level maintenance. Neighborhood and Community Parks should be maintained at this standard. Maintenance standards can change by season or month depending on the level of park use. This level is associated with locations that have outdoor amenities that are open to the public during a particular season.

<u>Repairs:</u>	Should be done whenever safety, function, or appearance is in question.
<u>Playgrounds:</u>	Inspection will be conducted by staff biannually. Playground surfacing will be replenished every two years. Playground equipment upgrades will occur every five years.
<u>Outdoor Facilities:</u>	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/outdoor storage. The facilities will remain open and available to the public during the operating season. The facilities will be inspected on a weekly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain moderate to high standard of safety and cleanliness. Facilities will be winterized to prevent damage during the winter.
<u>Public Buildings:</u>	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected on a weekly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain moderate to high standard of safety and cleanliness. The HVAC system and furnace will receive routine maintenance and when resources are available, preventive care.
<u>Inspections:</u>	Park inspections are conducted once per week when regular staff is scheduled.

Facilities & Site Amenities Management

Level 3:

Level 3 is just below the norm and result from staffing or funding limitations. The levels of maintenance limitations include reductions in frequency of maintenance and a focus on maintaining the safety of park facilities and improvements. This level is at a moderately low-level of maintenance. It is associated with locations affected by budget restrictions that cannot afford a high level of maintenance. These locations include park facilities and amenities that are infrequently used by the public.

<u>Repairs:</u>	Should be done whenever safety or function is in question.
<u>Playgrounds:</u>	Inspections will be conducted by staff at least once per year. Playground surfacing will be replenished at least once every three years. Playground equipment upgrades will occur every five to seven years.
<u>Outdoor Facilities:</u>	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/storage buildings. The facilities will remain open and available to the public during the season. The facilities will be inspected on a monthly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain moderately-low level of maintenance. Facilities will be winterized to prevent damage during the winter.
<u>Public Buildings:</u>	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain moderately-low level of maintenance. The HVAC system and furnace will receive routine maintenance.
<u>Inspections:</u>	Park inspections are conducted once per month when regular staff is scheduled.

Facilities & Site Amenities Management

Level 4:

Level 4 is one above allowing the land to return to its natural, undeveloped state. It is the minimum-level of maintenance. This level is associated with locations that have severe budget restrictions. These locations are limited to site furnishings (i.e. trash receptacles, benches, or picnic tables).

<u>Repairs:</u>	Should be done whenever safety or function is in question.
<u>Playgrounds:</u>	Inspections will occur on an as needed basis or when safety concerns are a consideration. Playground surfacing will be replenished to maintain a safe level when labor and resources are available. Playground equipment upgrades will occur every ten years.
<u>Outdoor Facilities:</u>	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/storage buildings. The facilities will remain open and available to the public year-round. The facilities will be inspected on a quarterly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain a minimum level of maintenance. Facilities will be winterized to prevent damage during the winter.
<u>Public Buildings:</u>	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected on a quarterly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain minimum level of maintenance. The HVAC system and furnace will receive routine maintenance.
<u>Inspections:</u>	Park inspections are conducted once every three months when regular staff is scheduled.

Facilities & Site Amenities Management

Level 5:

Level 5 is land allowed to revert to a natural state or undeveloped open space already in its natural condition. These locations typically do not have site furnishings or amenities.

<u>Repairs:</u>	Should be done whenever safety or function is in question.
<u>Playgrounds:</u>	Inspections will occur when safety concerns are a consideration. Playground surfacing will be replenished to maintain a safe level when labor and resources are available. Playground equipment upgrades will occur when safety is a consideration.
<u>Outdoor Facilities:</u>	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/storage buildings. The facilities will remain open and available to the public during the season when resources are available. The facilities will be inspected biannually for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed when safety is a consideration. Facilities will be winterized to prevent damage during the winter.
<u>Public Buildings:</u>	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected on a bi-annual basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed when safety is a consideration. The HVAC system and furnace will receive routine maintenance when resources and labor are available.
<u>Park Inspections:</u>	Park inspections will be conducted biannually when labor and resources are available.

Facilities & Site Amenities Management

Maintenance Categories	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Dean Park	E. C. Smith Baseball Complex	Harris Pavilion	Historic District	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Manassas Railroad Depot	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem.	Haydon Elem.	Jennie Dean Elem.	Mayfield Intermediate	Metz Middle	Osbourn High	Round Elem.	Weems Elem.
	Playgrounds																													
	Level 1																													
	Level 2																													
	Level 3	✓	✓			✓															✓			✓	✓				✓	✓
	Level 4																				✓									
Level 5																														
Site Furnishings																														
Level 1																														
Level 2																														
Level 3	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓										
Level 4																														
Level 5																														
Community Pool																														
Level 1																														
Level 2																														
Level 3																														
Level 4																														
Level 5																														

Facilities & Site Amenities Management

Maintenance Categories	Baldwin Park/Manassas Museum	Byrd Park	Center for the Arts/Candy Factory	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Dean Park	E. G. Smith Baseball Complex	Harris Pavilion	Historic District	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Manassas Railroad Depot	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Walter Delisle Park	Winterset Park	Baldwin Elem.	Haydon Elem.	Jennie Dean Elem.	Mayfield Intermediate	Metz Middle	Osbourn High	Round Elem.	Weems Elem.
	Outdoor Facilities (restrooms, concession stands, storage buildings)																													
	Level 1																													
	Level 2																													
	Level 3	✓	✓				✓	✓	✓	✓											✓									
	Level 4																													
	Level 5																													
Gazebos/Pavilions																														
Level 1																														
Level 2																														
Level 3		✓						✓	✓	✓							✓			✓										
Level 4																														
Level 5																														

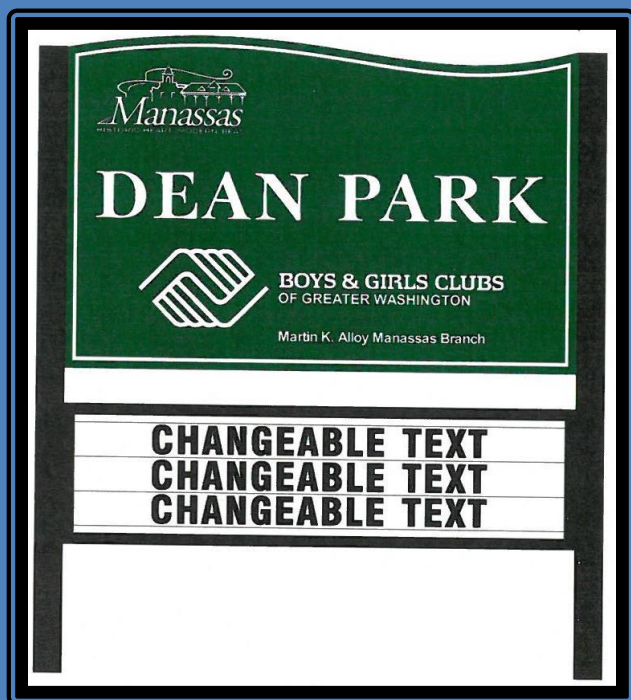
Signage & Wayfinding Management

Purpose:

The park signs shall be constructed and installed to assist the public in identifying the park, features, and amenities at each location. The field status signs will communicate the status of the athletic fields (open or closed). The purpose of the information kiosk is to provide a weather and vandal resistant board for posting of local history, special events, programs, and safety information. Park regulatory signs will be installed at each developed location to provide park hours, rules, regulations, and emergency contact information. Wayfinding signs will be used for all park identification to include the park entrance, trail blazing, walking trails, bike trails, and interpretive panels.

Signage & Wayfinding Inventory:

- Information Kiosk: 2
- Park Regulatory Signs:
- Trailheads: 2
- Wayfinding Park Sign System:
 - Interpretive Signs
 - Park Entrance Signs
 - Trail Blazing



Signage & Wayfinding Management

Level 1:

Level 1 includes specialty parks, museum, and the library. These parks are noted on the GIS map, display a wayfinding system, historical markers, informational kiosk, trailhead posts, and park regulatory signs. The signage will be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.

Level 2:

Level 2 locations include regional parks with moderate to regular use. These parks are noted on the GIS maps, display a wayfinding system, historical markers, trailhead posts, and park regulatory signs. The signage is cleaned on a complaint basis and repaired or replaced as budget allows.

Level 3:

Level 3 locations include community parks with low to moderate use. These parks are noted on the GIS maps, display a wayfinding system, trailhead posts, and park regulatory signs. The signage is replaced or repaired when safety is a concern and when budget is available.

Level 4:

Level 4 locations include neighborhood parks with low or infrequent use. These parks are noted on the GIS maps, display a wayfinding system and park regulatory signs. The signage is replaced when safety is a consideration.

Level 5:

Level 5 locations include natural or undeveloped parks. Typically these parks are noted on GIS maps but are not identified in the community with signage.

Signage & Wayfinding Management

Maintenance Categories	Signage & Wayfinding				
	Level 1	Level 2	Level 3	Level 4	Level 5
Baldwin Park/Manassas Museum	✓			✓	
Byrd Park				✓	
Center for the Arts/Candy Factory				✓	
Cannon Branch Fort				✓	
Cavalry Run Park				✓	
Cedar Crest Park				✓	✓
Dean Park				✓	
E. G. Smith Baseball Complex				✓	
Harris Pavilion					
Historic District					
Jennie Dean Memorial/Industrial School				✓	
Kinsley Mill Park				✓	
Lee Manor Park				✓	
Liberia Plantation				✓	
Manassas Railroad Depot					
Mayfield Fort				✓	
Nelson Park				✓	
New Britain Park	✓				
Oakenshaw Park				✓	
Stonewall Park				✓	
Walter Delisle Park				✓	
Winteret Park				✓	
Baldwin Elem.					
Haydon Elem.					
Jennie Dean Elem.					
Mayfield Intermediate					
Metz Middle					
Osborn High					
Round Elem.					
Weems Elem.					

Stormwater Management

Purpose:

The City of Manassas consists of approximately ten (10) square miles draining to the Occoquan River. It is composed of primarily urban mixed use land development and surrounded by Prince William County. There are four watershed areas, Broad Run-Rocky Branch, Middle Bull Run, Lower Bull Run, and Occoquan River-Lake Jackson, these watershed areas discharge into the Occoquan River. The maintenance of the stormwater ponds is essential to the safety and cleanliness of the parks.

Stormwater Management:

- Storm Drains: 5,320
- Public Stormwater Ponds: 22
- Adopt-a-Stream Program
- Clean the Bay Day Annual Event



Stormwater Management

Level 1:

Level 1 is reserved for special, high-visibility areas that require the highest level of maintenance. Regional parks and specialty parks should be maintained at this standard. This level is associated with well-developed community centers, libraries, and tourist attractions where stormwater ponds are incorporated into the passive recreation and aesthetics of the park.

<u>Turf:</u>	Grass cut once every five to eight working days. Weed control practiced when weeds present a visible problem or when weeds represent 5 % of the turf surface. Turf will be mowed and trimmed to maintain a height of cut between 3.0" and 5.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
<u>Barriers:</u>	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be split rail with wire mesh, ornamental iron, or decorative wood fence painted/stained to match the aesthetics of the park. Fence will be regularly maintained for the upkeep of the appearance, function, and safety.
<u>Access:</u>	Access will be provided to the stormwater ponds for maintenance. The access point will be graded with a paved access road and a gate to control access. The path will be regularly maintained for the upkeep of the appearance, function, and safety.
<u>Water Quality:</u>	The water quality will be free of debris, clear, and clean. A mechanical device, such as a fountain, may be installed to circulate the water. Algaecide will be applied to the water weekly during periods of high heat and low rainfall. The water will be cleaned to remove the debris after every storm, heavy rainfall, and on a weekly basis during periods of light to no rain.
<u>Outfalls:</u>	These areas are to be maintained free of debris, installed grates, operating sluice gate with automation, and free of cracks or damage. The outfall channel will be constructed to eliminate or reduce erosion by planting grass or installing boulders. The channel will be clear of debris, trees, and brush to prevent flooding. Inspections and cleanings will occur on a regular schedule to maintain the appearance, safety, and function of the outfall and channel.
<u>Low Impact Development Solutions:</u>	Rain gardens, cisterns, and other low impact solutions will be utilized to alleviate stormwater effects on the parks. The stormwater will be used, wherever possible, to supplement the irrigation, provide passive recreation gardens, and to incorporate green infrastructure throughout the park.

Stormwater Management

Level 1 Continued

<u>Safety:</u>	Safety will be of the utmost importance. Barriers will be constructed to prevent or limit access to maintenance purposes only. Signage will be posted to educate the public of the dangers and possibility of rapidly rising water. Wherever possible, grates will be installed to limit or prevent public access into the outfalls, channels, and culverts.
<u>Inspections:</u>	Full inspections will occur semi-annually. Findings will be addressed to maintain the appearance, function, and safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise the appearance, safety, or structural integrity. Video inspections will be conducted where the area is unsafe for visual inspection.

Level 2:

Level 2 is the standard the average park user expects to see on a regular, recurring basis. It is the desired standard and at a moderate-level maintenance. Neighborhood and Community Parks should be maintained at this standard. Maintenance standards can change by season or month depending on the level of park use. This level is associated with locations that have outdoor amenities that are open to the public during a particular season. Stormwater ponds are incorporated into the passive recreation of the park.

<u>Turf:</u>	Grass cut once every eight to ten working days. Weed control measures normally used when 50% of small acres are weed infested or when 15% of the general turf is infested with weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 4.0" to 7.0" inches to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
<u>Barriers:</u>	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be split rail with wire mesh or vinyl-coated chain link. The fence will be regularly maintained for the upkeep of the function and safety.
<u>Access:</u>	Access will be provided to the stormwater ponds for maintenance. The access point will be graded with a well graded stone access road free of weeds and vegetation. The path will be regularly maintained for the upkeep of the function and safety.

Stormwater Management

Level 2 Continued

<u>Water Quality:</u>	The water quality will be free of debris and clean. A mechanical device, such as a fountain, may be installed to circulate the water. Algaecide will be applied to the water bi-monthly during periods of high heat and low rainfall. The water will be cleaned to remove the debris after every major storm.
<u>Outfalls:</u>	These areas are to be maintained free of debris, installed grates, manual operating sluice gate, and free of major cracks or damage. The outfall channel will be constructed to reduce erosion by planting grass or installing rip rap. The channel will be clear of debris, trees, and brush to prevent flooding. Inspections and cleanings will occur on a regular schedule to maintain the safety and function of the outfall and channel.
<u>Low Impact Development Solutions:</u>	Rain gardens, cisterns, and other low impact solutions will be utilized to alleviate stormwater effects on the parks when resources allow. The stormwater will be utilized to supplement the irrigation, provide passive recreation gardens, and to incorporate green infrastructure throughout the park when economically feasible.
<u>Safety:</u>	Safety will be considered when managing stormwater ponds. Barriers will be constructed to prevent or limit access to maintenance purposes only. Signage will be posted to educate the public of the dangers and possibility of rapidly rising water. Wherever possible, grates will be installed to limit or prevent public access into the outfalls, channels, and culverts when resources allow.
<u>Inspections:</u>	Full inspections will occur annually. Findings will be addressed to maintain the function and safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise the safety or structural integrity. Video inspections will be conducted where the area is unsafe for visual inspection.

Stormwater Management

Level 3:

Level 3 is just below the norm and result from staffing or funding limitations. The levels of maintenance limitations include reductions in frequency of maintenance and a focus on maintaining the safety of park facilities and improvements. This level is at a moderately low-level of maintenance. It is associated with locations affected by budget restrictions that cannot afford a high level of maintenance. These locations include park facilities and amenities that are infrequently used by the public. Stormwater ponds located within the parks are primarily focused on safety, function, and cleanliness.

<u>Turf:</u>	Grass cut once every nine to twelve working days. Weed control measures normally used when 50% of small acres are weed infested or when 15% of the general turf is infested with weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 5.0" to 8.0" inches to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Hard edging will occur at least once a year. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
<u>Barriers:</u>	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be vinyl-coated chain link. The fence will be regularly maintained for the upkeep of the function and safety.
<u>Access:</u>	Access will be provided to the stormwater ponds for maintenance. The access point will be a stone access road. The path will be regularly maintained for the upkeep of the safety.
<u>Water Quality:</u>	The water quality will be free of large debris and float-able trash. Algaecide will be applied to the water monthly on an as needed basis. The water will be cleaned to remove the debris after every major storm.
<u>Outfalls:</u>	These areas are to be maintained free of large debris with installed grates, manual operating sluice gate, and cracks or damage that does not compromise the structure. The outfall channel will be constructed to control erosion by planting grass or installing rip rap. The channel will be mostly clear of debris, trees, and brush to prevent flooding when resources allow. Inspections and cleanings will occur on a regular schedule to maintain the safety of the outfall and channel.
<u>Low Impact Development Solutions:</u>	Rain gardens, cisterns, and other low impact solutions will be utilized to alleviate stormwater effects on the parks when resources allow.

Stormwater Management

Level 3 Continued

	Safety will be considered when managing stormwater ponds. Barriers will be constructed to prevent or limit access to maintenance purposes only. Signage will be posted to educate the public of the dangers and possibility of rapidly rising water.
<u>Inspections:</u>	Full inspections will occur every two years. Findings will be addressed to maintain the safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise the safety or structural integrity.

Level 4:

Level 4 is one above allowing the land to return to its natural, undeveloped state. It is the minimum-level of maintenance. This level is associated with locations that have severe budget restrictions. Stormwater ponds located within the parks are primarily focused on safety and cleanliness.

<u>Turf:</u>	Grass cut once every eleven to fourteen working days. Weed control limited to legal requirements for noxious weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 7.0" and 10.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. No edging or weed eating in level 4 maintenance. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
<u>Barriers:</u>	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be vinyl-coated chain link.
<u>Access:</u>	Access will be provided to the stormwater ponds for maintenance. The access point will be a gravel or grass access road. The path will be periodically maintained for the upkeep of the safety.
<u>Water Quality:</u>	The water quality will maintain safe and sanitary conditions. Algaecide will only be used on an as needed basis if issues persist through multiple years. The water will be cleaned to remove the debris after every major storm on a complaint basis.

Stormwater Management

<i>Level 4 Continued</i>	
<u>Outfalls:</u>	These areas are to be moderately clear of debris with installed grates, manual operating sluice gate, and cracks or damage that does not compromise the structure. The outfall channel will be constructed to control erosion by planting grass or installing boulders. The channel will be moderately clear of debris, trees, and brush to prevent flooding when resources allow. Inspections and cleanings will occur on an as needed basis to maintain the safety of the outfall and channel.
<u>Low Impact Development Solutions:</u>	None.
<u>Safety:</u>	Safety will be considered when managing stormwater ponds. Barriers will be constructed to prevent or limit access to maintenance purposes only. Signage will be posted to educate the public of the dangers and possibility of rapidly rising water when resources allow.
<u>Inspections:</u>	Full inspections will occur every three to four years. Findings will be addressed to maintain the safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise safety.

<p style="text-align: center;"><u>Level 5:</u></p> <p><i>Level 5 is land allowed to revert to a natural state or undeveloped open space already in its natural condition. These locations typically do not have site furnishings or amenities. Stormwater ponds located within the parks are primarily focused on safety.</i></p>	
<u>Turf:</u>	Grass cut once every fourteen to twenty-one working days. Weed control only if legal requirements demand. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 10.0" and 12.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
<u>Barriers:</u>	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be aluminum chain link. The fence will be maintained for the upkeep of the safety as resources allow.

Stormwater Management

Level 5 Continued

<u>Access:</u>	Access will be provided to the stormwater ponds for maintenance. The access point will be a natural path or grass access road. The path will be periodically maintained for the upkeep of the safety when resources allow.
<u>Water Quality:</u>	The water quality will maintain safe and sanitary conditions. Algaecide will be applied to the water on a complaint basis. The water will be cleaned to remove the debris on a complaint basis.
<u>Outfalls:</u>	These areas are to be reasonably clear of debris with installed grates, manual operating sluice gate, and cracks or damage that does not compromise the structure. The outfall channel will be constructed to control erosion by planting grass or installing rip rap. Inspections and cleanings will occur on a complaint basis to maintain the safety of the outfall and channel.
<u>Low Impact Development Solutions:</u>	None.
<u>Safety:</u>	Safety will be considered when managing stormwater ponds. Signage will be posted informing the public of the dangers and hazards of rapidly rising water.
<u>Inspections:</u>	Full inspections will occur every five years. Findings will be addressed to maintain the safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise safety.

Stormwater Management

Maintenance Categories	Stormwater Management				
	Level 1	Level 2	Level 3	Level 4	Level 5
Baldwin Park/Manassas Museum					
Byrd Park					
Center for the Arts/Candy Factory					
Cannon Branch Fort					
Cavalry Run Park					
Cedar Crest Park					
Dean Park					
E. G. Smith Baseball Complex					
Harris Pavilion					
Historic District					
Jennie Dean Memorial/Industrial School					
Kinsley Mill Park					
Lee Manor Park					
Liberia Plantation					
Manassas Railroad Depot					
Mayfield Fort					
Nelson Park					
New Britain Park					
Oakenshaw Park					
Stonewall Park					
Walter Delisle Park					
Winterset Park					
Baldwin Elem.					
Haydon Elem.					
Jennie Dean Elem.					
Mayfield Intermediate					
Metz Middle					
Osbourn High					
Round Elem.					
Weems Elem.					

Adopt-a-Park Program

Purpose:

Section Reserved

Park Design Standards

Purpose:

The design standards will be incorporated into the historic district and recreational parks to maintain consistency throughout the City. During inspection as the findings identify site furnishings damaged beyond repair the new standard shall be installed as the new replacement. Parks that are receiving upgrades as part of a Capital Improvement Project that require site furnishings to be removed that are in good condition shall be moved to another park to replace deteriorating furnishings. As budget allows all site furnishings will be upgraded to the design standard within the City's historic district and recreational parks.

Site Furnishings Design Summary:

- Bench
- Dog Waste Station
- Game Table
- Grill
- Picnic Table
- Recycling Receptacle
- Trash Receptacle



Park Design Standards

Park Design Standard:	Historic District – Baldwin Park, Manassas Museum, Nelson Park, Walter Delisle Park	
Company:	Victor Stanley	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Maple Recycle Plastic Slats, Black Powder Coated Steel Frame	
Product Number:	Description:	Unit Cost:
C-10	6 ft. Bench, Recycled Plastic Slats, Powder Coated Steel, Black Ductile Iron End Frames, Surface Mount	\$1,496.00 + shipping

COLORS

Standard



Optional



SLATS

Recycled Plastic



Wood



C-10

Park Design Standards

Park Design Standard:	Historic District – Manassas Railroad Depot, Old Town Businesses	
Company:	Victor Stanley	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Ipe Wood Slats, Black Powder Coated Steel Frame	
Product Number:	Description:	Unit Cost:
C-10	6 ft. Bench, Ipe Wood Slats, Powder Coated Steel, Black Ductile Iron End Frames, Surface Mount	\$1,496.00 + shipping

COLORS

Standard



Optional



SLATS

Recycled Plastic



Wood



C-10

Park Design Standards

Park Design Standard:	Government Buildings – City Hall Plaza	
Company:	Victor Stanley	
Quote #:	SI35138	
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Black Top/Seats, Black Powder Coated Frame	
Product Number:	Description:	Unit Cost:
FRE-20	6 ft. Bench, Perenne Series Freesia Backed Flat Arm Steel, Horizontal Steel Slat Seating, Powder Coated Steel, Surface Mount	\$1,296.00 + shipping
FRE-23	6 ft. Bench, Perenne Series Freesia Backless Flat Arm Steel, Horizontal Steel Slat Seating, Powder Coated Steel, Surface Mount	\$1,096.00 + shipping

COLORS Standard



Optional



SLATS Recycled Plastic



Wood



FRE-20



FRE-23

Park Design Standards

Park Design Standard:	Recreational Parks	
Company:	Wabash Valley	
Quote #:		
Date of Quote:	11/10/2016	
Phone #:	800-385-0075	
Website:	www.playspec.com	
Colors:	Green Top/Seats, Black Powder Coated Frame	
Product Number:	Description:	Unit Cost:
PP306 (D)	Prestige Series, 8' Bench with Back, In-ground Mount, Diamond Pattern, Green Top/Seats, Plastisol Coated Seats, Black Powder Coated Frame	\$594.00 + shipping

Wabash Colors		Beige	White*
Gray	Yellow	Blue	Orange*
Teal	Slate Blue	Cranberry	Kelly Green
Purple	Red	Bronze	Brown
Black	Green	*White & Orange only available in frame colors	



Inground

Portable

Surface Mount



PP306 (D)

Park Design Standards

Park Design Standard:	Historic District & Recreational Parks	
Company:	Dog Waste Depot	
Quote #:	Depot-25277	
Date of Quote:	5/13/2016	
Phone #:	800-678-1612	
Website:	www.dogwastedepot.com	
Colors:	Forest Green, Black Frame	
Product Number:	Description:	Unit Cost:
Depot-023	Mini Dog Waste Station with ONEpul Bag System	\$119.00 + shipping

Colors

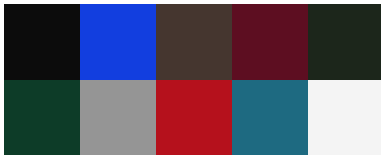


Depot-023

Park Design Standards

Park Design Standard:	Historic District – Harris Pavilion	
Company:	Victor Stanley	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Ipe Wood Slats or Maple Recycle Plastic Slats, Black Powder Coated Steel Frame	
Product Number:	Description:	Unit Cost:
IP-36	3ft. Square Top, Independent Post Table, Ipe Wood Slats, Powder Coated Steel Frame, In-ground Mount	\$1,496.00 + shipping
IP-36	3ft. Square Top, Independent Post Table, Recycled Plastic Slats, Black Powder Coated Steel Frame, In-ground Mount	\$1,296.00 + shipping
IP-48	4ft. Square Top, Independent Post Table, Recycled Plastic Slats, Powder Coated Steel Frame, In-ground Mount	\$1,496.00 + shipping
IP-48	4ft. Square Top, Independent Post Table, Ipe Wood Slats, Powder Coated Steel Frame, In-ground Mount	\$1,696.00 + shipping
Surface Mount	Surface Mount for IP-36 or IP-48	\$336.00
Gameboard	Chess/Checker Board, Table Top Mount	\$196.00
FB-324	2ft. Seat, Heightened Back, Contoured Armrests, Recycled Plastic Slats, Powder Coated Steel Frame, Surface Mount	\$996.00/Seat + Shipping
FB-324	2ft. Seat, Heightened Back, Contoured Armrests, Ipe Wood Slats, Powder Coated Steel Frame, Surface Mount	\$1,092.00/Seat + Shipping

COLORS Standard



Optional



SLATS

Recycled Plastic



Wood



IP-36, IP-48,
FB-324

Park Design Standards

Park Design Standard:	Historic District – Baldwin Park, Manassas Museum, Nelson Park, Walter Delisle Park	
Company:	Victor Stanley	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Maple Recycled Plastic Slats, Black Powder Coated Steel Frame	
Product Number:	Description:	Unit Cost:
CM-565	8 ft. Portable Rectangle Picnic Table, Recycled Plastic Slats, Two 8ft. Backless Benches Included, Powder Coated Steel Frames, Surface Mount Tabs	\$1,946.00 + shipping
CM-565	8 ft. Portable Rectangle Picnic Table, Recycled Plastic Slats, Two 6ft. Backless Benches Included, ADA Accessible, Powder Coated Steel Frames, Surface Mount Tabs	\$1,796.00 + shipping
CM-565	6 ft. Portable Rectangle Picnic Table, Recycled Plastic Slats, Two 6ft. Backless Benches Included, Powder Coated Steel Frames, Surface Mount Tabs	\$1,596.00 + shipping
Gameboard	Chess/Checker Board, Table Top Mount	\$196.00
Skateboard Guards	Optional Skateboard Guards, Frame Mount	\$48.00/each \$96.00/pair

COLORS

Standard



Optional



SLATS

Recycled Plastic



Park Design Standards

Park Design Standard:	Recreational Parks	
Company:	Wabash Valley	
Quote #:		
Date of Quote:	11/10/2016	
Phone #:	800-385-0075	
Website:	www.playspec.com	
Colors:	Green Plastisol Coated Top/Seats, Black Powder Coated Frame	
Product Number:	Description:	Unit Cost:
SG111(D)	Signature Series, 8' Picnic Table, 2-3/8" Frame, Portable, Diamond Pattern, Black, Plastisol Coated Seats, Powder Coated Frame	\$769.00 + shipping
SG135	Surface Mount – Adaptor for 2-3/8" Legs (Set of 2)	\$22.00 + shipping



Wabash Colors		Beige	White*
Gray	Yellow	Blue	Orange*
Teal	Slate Blue	Cranberry	Kelly Green
Purple	Red	Bronze	Brown
Black	Green	*White & Orange only available in frame colors	

Park Design Standards

Park Design Standard:	Recreational Parks	
Company:	Upbeat Site Furnishings	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	314-755-1252	
Website:	www.upbeat.com	
Colors:	Black Powder Coated Steel	
Product Number:	Description:	Unit Cost:
100PRG	Standard Park Grill, In-ground Mount, Powder Coated Steel, 4-way Adjustable Cooking Height, 300 sq. in. Cooking Surface, 5yr. Warranty, 15" L x 20" W x 10" D	\$180.00 + shipping
200PRG	Large Park Grill, In-ground Mount, Powder Coated Steel, Double Grates, 4-way Adjustable Cooking Height, 1008 sq. in. Cooking Surface, 5yr. Warranty, 32" L x 36" W x 10" D	\$475.00 + shipping



100PRG



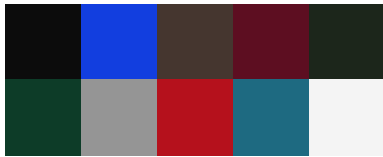
200PRG

Park Design Standards

Park Design Standard:	Historic District	
Company:	Victor Stanley	
Quote #:	SI35138	
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Black Receptacle, Black Lid, Black Liner	
Decals:	Decal located on the Ribbon, Modern Beat Logo	
Product Number:	Description:	Unit Cost:
RB-36	36 Gallon Receptacle, Standard Tapered Formed Lid, Bottom Recessed Pedestal, High Density Plastic Liner, Powder Coated Steel , Brand Decal	\$996.00 + shipping
RB-36	36 Gallon Receptacle, Black Recycle Lid, Bottom Recessed Pedestal, High Density Plastic Liner, Powder Coated Steel , Brand Decal, Lid Decal	\$1,092.00 + shipping

COLORS

Standard



Optional



SLATS

Recycled Plastic



LIDS



RB-36

Park Design Standards

Park Design Standard:	Recreational Parks	
Company:	Wabash Valley	
Quote #:		
Date of Quote:	11/10/2016	
Phone #:	800-385-0075	
Website:	www.playspec.com	
Colors:	Black Receptacle, Kelly Green Lid, Black Liner	
Decal:	Recycling Decal on Lid "Bottles & Cans Only"	
Product Number:	Description:	Unit Cost:
LR300 (D)	32 Gallon Receptacle, Plastisol Coated	\$247.00 + shipping
LR310	32 Gallon Receptacle Liner, Black	\$30.00
LR100	In-ground Mount Post Package for Receptacles, Powder Coated	\$61.00
FT100	Flat Top Lid with 8" Opening, Inward Slope	\$88.00



LR300 (D)

Wabash Colors			
		Beige	White*
Gray	Yellow	Blue	Orange*
Teal	Slate Blue	Cranberry	Kelly Green
Purple	Red	Bronze	Brown
Black	Green	*White & Orange only available in frame colors	



LR100



Inward 14"

FT100



LR310

Park Design Standards

Park Design Standard:	Government Buildings - City Hall Plaza	
Company:	Victor Stanley	
Quote #:	SI35138	
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Black Receptacle, Black Lid, Black Liner	
Product Number:	Description:	Unit Cost:
PRS-12	Production Series, Stand Alone Ash Urn, Stainless Steel Ashtray, Black Plastic Liner, Ashtray Cover, Powder Coated Steel	\$996.00 + shipping

COLORS

Standard



Optional



SLATS

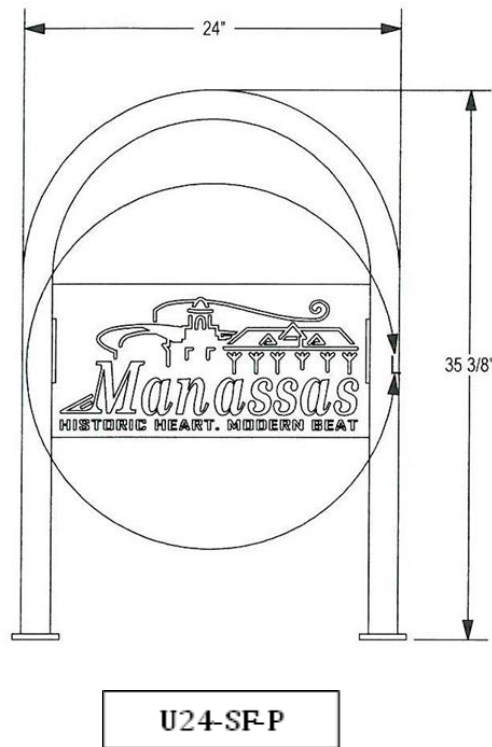
Recycled Plastic



PRS-12

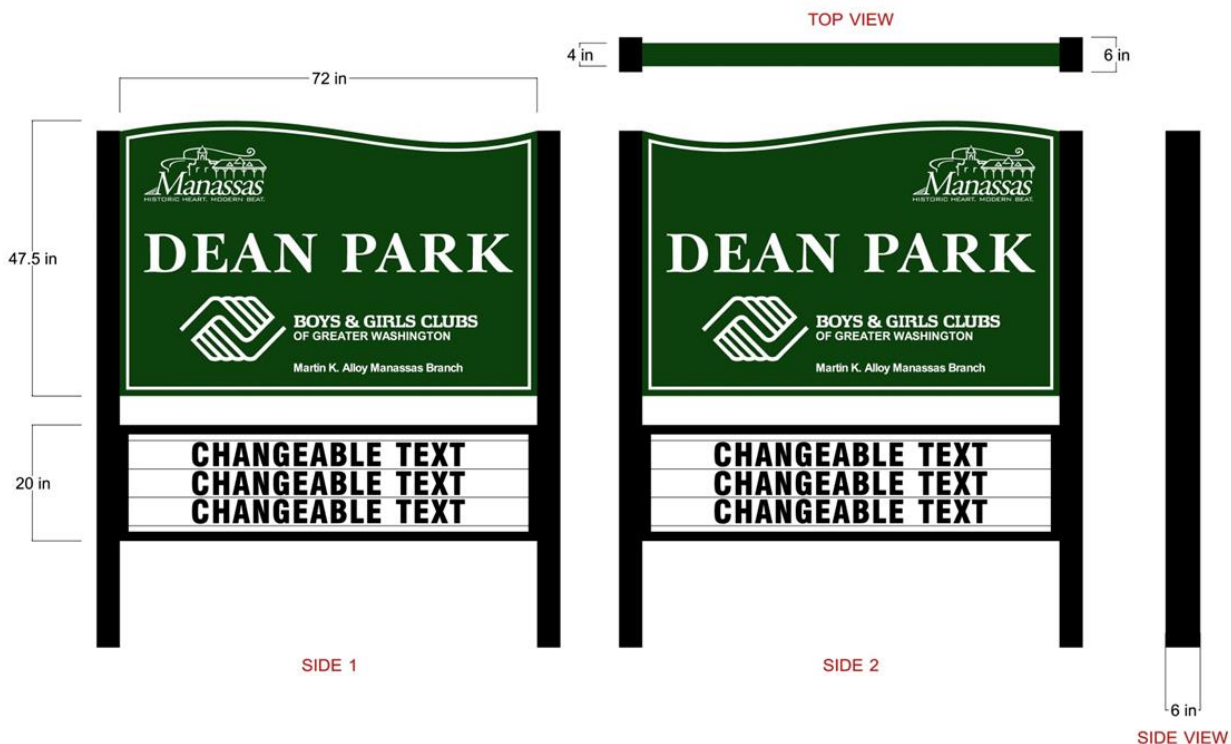
Park Design Standards

Park Design Standard:	Recreational Parks, Historic District, Government Buildings	
Company:	MADRAX	
Quote #:	Q67463	
Date of Quote:	7/28/16	
Phone #:	1-800-448-7931	
Website:	www.madrax.com	
Colors:	Black Powder Coated	
Decals:	Decal "Modern Beat" Logo, Laser Cut, Logo placed on each end cap	
Product Number:	Description:	Unit Cost:
U24-SF-P	U24' Bike Rack – 1.90 OD Tube 24 OS L – 3x6 2 Holes Surface Mount – Powder Coat	\$129.00 + shipping
MSCMX	Custom U24' Bike Rack with City of Manassas Laser Cut Plate Lean Bar – 1.90 OD Tube 24 OS L – 3x6 2 Holes Surface Mount – Powder Coat	\$229.00 + shipping



Park Design Standards

Park Design Standard:	Recreational Parks & Historic District	
Company:	SignGraphX	
Quote #:	8448	
Date of Quote:	10/27/15	
Phone #:	703-335-7446	
Website:	www.signgraphx.com	
Colors:	Green Background – Recreational Parks, Brown Background – Historic Parks, White Lettering with Park Name and Address	
Decals:	Decal “Modern Beat” Logo in Upper Right Corner	
Changeable Text:	Added to Regional Park Entrance Signs (Dean Park, Stonewall Park)	
Size:	4’ – 6’ Signs, Consideration is given to sign placement, park size, and location.	
Product Number:	Description:	Unit Cost:
Aluminum Sign	Double Sided Aluminum Post and Panel Sign to be Dark Green with White Lettering, 47.50 vertical, 72.0 horizontal, 4.0 depth	\$3,300.00
Install	Installation	\$500.00
Changeable Text	Double Sided Aluminum Changeable Copy Area – This does not have a vandal proof cover.	\$1,400.00



Park Design Standards

Park Design Standard:	Recreational Parks – Municipal Pool	
Company:	In the Swim	
Quote #:	3778621-11082016-1	
Date of Quote:	11/8/2016	
Phone #:	888-859-6951 ext. 6362	
Website:	www.intheswim.com	
Colors:	White Frame, White and Blue Slats	
Product Number:	Description:	Unit Cost:
P8500	Chaise Lounge Stacking – Aluminum	\$158.00 + shipping



Park Design Standards

Park Design Standard:	Historic District & Recreational Parks	
Company:	Victor Stanley	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Bronze Plaque	
Product Number:	Description:	Unit Cost:
Bronze Plaque	4" x 6" Custom Bronze Plaque, 4 Lines of 14 Characters Each	\$196.00



Bronze Plaque
Example

VICTOR STANLEY													
TEMPLATE													

Background Options: Black Pebble, Brown Pebble, or Hunter Green Pebble

Park Design Standards

Park Design Standard:	Historic District & Recreational Parks	
Company:	Outdoor Home Center, LLC	
Quote #:		
Date of Quote:	Summer 2016	
Phone #:	703-795-6451 or 703-501-7771	
Website:	www.outdoorhomecenter.com	
Colors:	Modern Beat Logo Colors (Red, Blue, Green, or Black)	
Product Number:	Description:	Unit Cost:
KP52	Fanback Chair, 15" seat height	\$355.00 + shipping



KP52
Fan Back Chair
15" seat height

Appendix

Maintenance Frequency Chart

The Maintenance Frequency Chart was developed through information gathering by staff on the current maintenance practices, task frequency, responsible job class, and the asset life cycle. Analysis of the data was conducted and translated into a chart divided into maintenance categories. Each maintenance category lists the cultural amenities and parks that receive the corresponding level of service. The chart elements are defined as follows:

- Park Maintenance Task – The categories of maintenance broken down into detailed tasks. The categories include: General Park Maintenance, Park Amenities, Facilities, Playing Courts, Athletic Fields, and Landscaping.
- Goal – The desired outcome of maintaining the corresponding task.
- Frequency – The frequency in which the task occurs measured in days, weeks, months, or years.
- Recommendations – Industry recommended frequency in which the task should occur.
- Timeframe – The time in which the task occurs measured by months, seasons, or years.
- Job Class – The defined position that carries out the task includes various staff and contractors.
- Life Cycle – The expected life cycle of a park or cultural asset.
- Goal – The desired outcome of the related park maintenance task.
- “X” – An “X” denotes that the category item exists at the corresponding location
- “✓” – A “✓” denotes that the category maintenance tasks occurs at the corresponding location

The frequency sets the actual level of maintenance with available staffing and contract limitations. It is important to address rain delays and natural weather occurrences. These issues interrupt the regular scheduled maintenance task and rescheduling is subject to the availability of the staff, equipment, and contractors. In addition, most maintenance tasks require equipment that requires regular maintenance that can cause potential delays in completing the task.

** The maintenance of the parks and athletic fields are maintained primarily by the Public Works Buildings and Grounds staff. In addition, the division is supplemented through the following:

- Private contractors authorized by the City through the bid process
- Manassas City Public School System – Grounds Keepers and Athletic Directors
- Greater Manassas Baseball League at E.G. Smith Baseball Complex
- Volunteers, Teams and Leagues – Athletic Fields, Parks, and Historic Sites
- Stonewall Park Swim Team at Stonewall Park Pool

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osborn High School	Round Elem. School	Weems Elem. School
Park Amenities - Drinking Fountains							X					X	X						X				X											
Goal: Provide a functional, safe, and clean drinking fountain for public use.																																		
Inspect drinking fountain	1x/year/as needed		April-October	Grounds Crew			✓					✓	✓						✓				✓											
Install Drinking Fountain	As needed	1-5 years	Year-round	Grounds Crew	5 years		✓					✓							✓				✓											
Clean drinking fountain	As needed		April-October	Grounds Crew			✓					✓							✓				✓											
Repair drinking fountain	As needed		April-October	Grounds Crew			✓					✓	✓						✓				✓											
Summerize/Winterize water fountain	2x/year		April-October	Grounds Crew			✓					✓							✓				✓											
Park Amenities - Park Benches						X	X		X				X	X		X	X			X		X	X	X	X	X								
Goal: Provide a functional, safe, and clean seating area for public use.																																		
Inspect Park Benches	1x/year/as needed		Year-round	Grounds Crew		✓	✓		✓				✓	✓		✓	✓			✓		✓	✓	✓	✓	✓								
Install Park Benches			Year-round	Grounds Crew	20 years	✓	✓		✓				✓	✓		✓	✓			✓		✓	✓	✓	✓	✓								
Clean Park Benches	As needed		Year-round	Grounds Crew		✓	✓		✓				✓	✓		✓	✓			✓		✓	✓	✓	✓	✓								
Repair Park Benches	As needed		Year-round	Grounds Crew		✓	✓		✓				✓	✓		✓	✓			✓		✓	✓	✓	✓	✓								
Park Amenities - Bicycle Rack						X	X						X											X										
Goal: Provide a functional, safe, and clean bicycle rack for public use.																																		
Inspect Bicycle Rack	1x/year/as needed		Year-round	Grounds Crew		✓	✓						✓											✓										
Install Bicycle Rack	As needed	Every 10-20 years	Year-round	Grounds Crew	20 years	✓	✓						✓											✓										
Clean Bicycle Rack	As needed		Year-round	Grounds Crew		✓	✓						✓											✓										
Repair Bicycle Rack	As needed		Year-round	Grounds Crew		✓	✓						✓											✓										
Park Amenities - Park Lighting						X	X	X	X		X	X	X	X		X	X	X	X	X		X	X	X		X								
Goal: Provide a lighting to illuminate portions of the park to include parking lots.																																		
Inspect Lighting	1x/year/as needed		Year-round	Utilities Crew		✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓								
Install Lights	As needed	Every 3-20 years	Year-round	Utilities Crew	20 years	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓								
Paint Light Poles	As needed		Year-round	Utilities Crew		✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓								
Repair Lighting	As needed		Year-round	Utilities Crew		✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓								

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Intern. School	Metz Middle School	Osbourne High School	Round Elem. School	Weems Elem. School	
Facilities - Picnic Areas						X	X		X				X			X				X		X	X		X	X									
Goal: Provide a clean, safe, and functional picnic tables and grills for public use.																																			
Inspect Grill	1x/month/as needed	1x/month	April-October	Grounds Crew		✓	✓		✓							✓							✓			✓									
Install/Replace Grill	As needed	Every 5-10 years	Year-round	Grounds Crew	10 years	✓	✓		✓							✓							✓			✓									
Repair Grill	As needed		Year-round	Grounds Crew		✓	✓		✓							✓							✓			✓									
Clean Grill	1x/month/as needed		Year-round	Grounds Crew		✓	✓		✓							✓							✓			✓									
Paint Grill	As needed	1x/year	Year-round	Grounds Crew		✓	✓		✓							✓							✓			✓									
Inspect Picnic Table	1x/month/as needed	1x/month	Year-round	Grounds Crew		✓	✓		✓							✓				✓		✓	✓		✓	✓									
Repair Picnic Table	As needed		Year-round	Grounds Crew		✓	✓		✓							✓				✓		✓	✓		✓	✓									
Install/Replace Picnic Table	As needed	Every 10-15 years	Year-round	Grounds Crew	15 years	✓	✓		✓							✓				✓		✓	✓		✓	✓									
Replenish Picnic Area Mulch	As needed	1x/year	Year-round	Grounds Crew																															
Facilities - Concession Stands							X						X										X												
Goal: Provide a functional, safe, and clean concession for rental.																																			
Inspect concession stand	As needed		April-October	Grounds Crew			✓																												
Clean concession stand	As needed		April-October	Grounds Crew			✓																												
Repair concession stand	As needed		April-October	Grounds Crew			✓																												
Summerize/Winterize concession stand	2x/year		April-October	Grounds Crew			✓																												
Facilities - Park Restrooms						X	X				X	X	X	X									X	X											
Goal: Provide clean, hygienic restrooms for public use																																			
Clean and restock seasonal restrooms	7x/week		April-October	Contractor			✓					✓	✓										✓												
Clean and restock	As needed		Year-round	Contractor		✓					✓			✓										✓											
Odor control	7x/week		April-October	Contractor		✓	✓				✓	✓	✓	✓									✓	✓											
Repair	As needed		April-October	Building Maint.		✓	✓				✓	✓	✓	✓									✓	✓											
Inspect facility	1x/month/as needed		April-October	Grounds Crew		✓	✓				✓	✓	✓	✓									✓	✓											
Summerize/Winterize	2x/year		April-October	Grounds Crew			✓					✓	✓										✓												

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osborn High School	Round Elem. School	Weems Elem. School
Athletic Fields - Baseball 60-90 ft. field (Level 2)												X	X															X						
Goal: Provide high level of maintenance for league play, tournaments, and occasional pick up games.																																		
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1x/week	April-October	Contractor								✓	✓															✓						
Grass Seed	1x/year		Fall	Grounds Crew								✓	✓															✓						
Fertilize	4x/year		Spring/Fall	Contractor								✓	✓															✓						
Aerate	1x/year		Fall	Grounds Crew								✓	✓															✓						
Install/Replace Base pads		1x/year	March	Grounds Crew	2 years																													
Install/Replace Home plate	As needed	1x/year	March	Grounds Crew	2 years							✓	✓															✓						
Install/Replace Pitching rubber		1x/year	March	Grounds Crew	2 years																													
Install/Replace Foul poles		Every 10-30 years	March	Grounds Crew	30 years																													
Install/Replace Field Lights		25-40 years	Year-round	Utilities Crew	40 years							✓	✓															✓						
Install fence/backstop	As needed	Every 5-20 years	Year-round	Contractor	20 years							✓	✓															✓						
Replenish infield mix	As needed	1x/year	April-October	Grounds Crew	1 year							✓	✓															✓						
Regrade - Drag, scarify and hand-rake	As needed	1x/year	Mid Season	Grounds Crew								✓	✓															✓						
Turf Maintenance		Level 2 Quality		Grounds Crew																														
Warning Tracks, Mowing and Foul Strips	As needed	1x/month	April-October	Grounds Crew	1 year							✓	✓																✓					
Lining (Dry) Outfield		1x/week	April-October	Grounds Crew																														
Lining (Wet) Outfield		1x/week	April-October	Grounds Crew																														
Lining (Dry) Infield		Daily	April-October	Grounds Crew																														
Rake/Drag Pull	3x/week	3x/week	March-November	Grounds Crew								✓	✓															✓						
Reset Bases		3x/week	April-October	Grounds Crew																														
Refuse Pickup	As needed	Daily	April-October	Grounds Crew								✓	✓																✓					
Inspect home plate	As needed	Daily	April-October	Grounds Crew								✓	✓															✓						
Inspect lighting	1x/year/as needed	Daily	April-October	Grounds Crew								✓	✓															✓						
Inspect batting cages	As needed	Daily	April-October	Grounds Crew								✓	✓															✓						
Inspect fences	1x/year/as needed	Daily	April-October	Grounds Crew								✓	✓															✓						
Remove debris - hand-rake	As needed	1x/month	April-October	Grounds Crew								✓	✓															✓						
Hand-rake - bases/home plate/pitching rubber	As needed	4x/week	April-October	Grounds Crew								✓	✓															✓						
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew								✓	✓															✓						
Repair lighting	As needed		April-October	Electric Dept.								✓	✓															✓						

[illegible]

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osborn High School	Round Elem. School	Weems Elem. School
Athletic Fields - Baseball 60-90 ft. field (Level 4)																X						X					X	X					X	X
Goal: Provide moderate level of maintenance for neighborhood use only.																																		
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1x/Every 2 weeks	April-October	Contractor												✓						✓					✓	✓					✓	✓
Grass Seed	1x/year		Fall	Grounds Crew												✓						✓					✓	✓					✓	✓
Fertilize	4x/year		Spring/Fall	Contractor												✓						✓					✓	✓					✓	✓
Aerate	1x/year		Fall	Grounds Crew												✓						✓					✓	✓					✓	✓
Install/Replace Base pads		1x/year	March	Grounds Crew	2 years																													
Install/Replace Home plate	As needed	1x/year	March	Grounds Crew	2 years											✓						✓					✓	✓					✓	✓
Install/Replace Pitching rubber		1x/year	March	Grounds Crew	2 years																													
Install/Replace Field Lights		25-40 years	Year-round	Utilities Crew	40 years																													
Install fence/backstop	As needed	Every 5-20 years	Year-round	Contractor	20 years											✓						✓					✓	✓					✓	✓
Replenish infield mix	As needed	1x/year	April-October	Grounds Crew	1 year											✓						✓					✓	✓					✓	✓
Turf Maintenance		Level 4 Quality		Grounds Crew																														
Rake/Drag Pull	3x/week	1x/Every 3 weeks	March-November	Grounds Crew												✓						✓					✓	✓					✓	✓
Reset Bases		1x/Every 3 weeks	April-October	Grounds Crew																														
Refuse Pickup	As needed	1x/Every 3 weeks	April-October	Grounds Crew												✓						✓					✓	✓					✓	✓
Inspect home plate	As needed	Daily	April-October	Grounds Crew												✓						✓					✓	✓					✓	✓
Inspect lighting	1x/year/as needed	Daily	April-October	Grounds Crew																														
Inspect batting cages	As needed	Daily	April-October	Grounds Crew																														
Remove debris - hand-rake	As needed	1x/month	April-October	Grounds Crew												✓						✓					✓	✓					✓	✓
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew												✓						✓					✓	✓					✓	✓
Repair lighting	As needed		April-October	Electric Dept.																														
Athletic Fields - Soccer/Football (Level 1)																															X	X		
Goal: Provide high level of maintenance for league and tournament play.																																		
Mow/Trim/Blow Clippings	2-3x/week/as needed	1x/week	Feb. - Nov.	Grounds Crew																											✓	✓		
Grass Seed	1x/year		Feb. - Nov.	Grounds Crew																											✓	✓		
Fertilize	4x/year		Feb. - Nov.	Contractor																											✓	✓		
Aerate	1x/year		Feb. - Nov.	Grounds Crew																											✓	✓		

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Athletic Fields - Soccer/Football (Level 4)																							X						X						
Goal: Provide moderate level of maintenance for neighborhood use only.																																			
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1x/Every 2 weeks	April-October	Contractor																			✓						✓						
Grass Seed	1x/year		Fall	Grounds Crew																															
Fertilize	4x/year		Spring/Fall	Contractor																															
Aerate	1x/year		Fall	Grounds Crew																			✓						✓						
Turf Maintenance		Level 4 Quality		Grounds Crew																															
Field set-up		1x/year	March	Grounds Crew																															
Field take-down		1x/year	March	Grounds Crew																															
Refuse Pickup	As needed	1x/Every 3 weeks	April-October	Grounds Crew																			✓						✓						
Inspect lighting	1x/year/as needed	Daily	April-October	Grounds Crew																															
Inspect goal posts	As needed	Daily	Year-round	Grounds Crew																			✓						✓						
Inspect player benches	As needed	Daily	April-October	Grounds Crew																															
Paint goal posts	As needed		April-October	Grounds Crew																			✓						✓						
Mitigate field hazards/regrade	As needed		April-October	Grounds Crew																			✓						✓						
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew																			✓						✓						
Repair lighting	As needed		April-October	Electric Dept.																															
Athletic Fields - Bleachers (aluminum)							X					X	X																	X		X	X		
Goal: Provide clean and safe athletic fields for recreational use																																			
Inspect bleachers	1x/year/as needed		April-October	Grounds Crew			✓					✓	✓																	✓					
Install/Replace Bleachers	As needed	Every 5-10 years	Year-round	Grounds Crew	10 years		✓					✓	✓																✓						
Clean bleachers	As needed	1x/month	Year-round	Grounds Crew			✓					✓	✓																✓						
Replace planks	As needed	1x/year	Year-round	Grounds Crew			✓					✓	✓																✓						

