



Republika e Kosovës
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Municipality of
Lipjan/Lipljan



Public Open Spaces
Maintenance Plan
2016-2020
Municipality Lipjan/Lipljan

Public Open Spaces

Maintenance Plan

2016-2020

Municipality Lipjan/Lipljan

The construction of inclusive, sound, functional, attractive and productive cities is one of the greatest challenges that humanity is facing nowadays. The most important part of the puzzle to achieving this may be with PS's which are rightly regarded as the heart of urban areas.

May, 2016

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List of abbreviations

POS	Public Open Spaces
POSMP	Public Open Spaces Maintenance Plan
POSIP	Public Open Spaces Investment Plan
DEMOS	Decentralisation and Municipal Support Project
HSI-K	Helvetas Swiss Intercooperation Kosovo
SCO-K	Swiss cooperation office - Kosovo
GIS	Geographical Information System
MAL	Municipal Assembly of Lipjan/Lipljan
ML	Municipality of Lipjan/Lipljan
MDP	Municipal Development Plan
UDP	Urban Development Plan
URP	Urban Regulatory Plan
UZ-E	Urban Zone – East
UZ-W	Urban Zone – West
UZ-S	Urban Zone – South
UZ-C	Urban Zone – Centre

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1. INTRODUCTION

POSS maintenance is one of the key issues that local governments of Kosovo are dealing with in this recent decade. However, currently in majority of Kosovo cities, efforts are being made in the field of management, namely on the POS maintenance.

Encouraged by DEMOS project, funded by the Swiss Government, as technical support to partner municipalities in their development is also this POS Maintenance Plan. This Plan is expected to improve overall POS status and its rational use, and to improve the access to public services for attractive and safe environments for the citizens of the project partner municipalities.

1.1. The profile of the municipality of Lipjan/Lipljan

Lipjan/Lipljan lies in the central part of Kosovo Valley and is believed that it was populated 6000 years ago and that was part of the Illyrian town, Ulpiana, through which were crossing important trading routes. During XIV - XV centuries Janjeve was known as a centre of mining development. Moreover, in 1665, in this area was opened one of the first schools in Kosovo.

Municipal total area is 338,54 km², while the city (urban area) is 10.24 km², and includes the cadastral zones: Lipjan/Lipljan, Grackë e Vjetër/Staro Gacko, Hallaq i Madh/Veliki Allac, Banullë/Banula, Topliqan/Toplicane, and Gllgovc/Gllgovac.

The municipality is comprised of 62 settlements, with total of 57,605 inhabitants; only in the urban area there are total of 7,364 inhabitants. The population density is 170 inhabitants/km².

There are 66.97 km of urban roads, of total of 751 km in the municipal area. There are 8 parks and squares, or 0.46 ha per capita. There are 15 parking spaces, with over 410 parking lots.

Some of the important objectives derived from the MDP & UDP related to POS are:

- increase of green spaces;
- development of green corridors, along with the construction of new roads and the renovation of existing ones, pedestrian paths, bicycle paths, green pads in the industrial areas, green pads along the roads in residential areas, along roads with heavy traffic, etc.;
- reduction of the current traffic intensity through the promotion of public transport and creation of the conditions for movement on foot and by bicycles;
- preservation of cultural values, historical, archaeological, and other values;
- conservation and preservation of landscape and natural protected areas: Blinaja National Park in the west, Cultural and Historical Park in Kleçkë and Divjakë, Gadime Marble Cave, etc.

Public Open Spaces Maintenance Plan(POSMP) is also a mid-term strategic document, drafted in accordance with the municipal development plan and urban development plan, and by the decisions and regulations related to POS.

1.2. POS functions

1. **Experiencing nature:** an opportunity for citizens to experience the rich natural, cultural, and archaeological sites etc.
2. **Recreation:** provision of diverse opportunities for recreation in natural environments; walking, jogging, cycling, social gatherings, cultural events.
3. **Education:** POSs can serve as natural classrooms by its teaching/learning and research opportunities to students and children of different age groups.
4. **Urban design:** environments in POSs are characterized with limitations to constructional developments and provide good landscapes and views, define urban borders, and discourage uncontrolled urban extensions.
5. **Creation of heritage:** conservation of important features of natural environment in the city of Lipjan/Lipljan is a high priority for citizens and program ambitions concerning riverbeds, green corridors, railways, roads, etc.
6. **Cultural events:** education of public to conserve the nature and environment and citizens' awareness raising.
7. **Climate regulatory functions:** conservation of flora and fauna diversity, CO2 balance, motivation and inspiration for culture, art, etc.

1.3. POS Maintenance Plan Scope

Public Open Spaces (POS) included in this plan indicates public areas of importance for the development of social and public life in the city of Lipjan/Lipljan, such as parks, squares, parking spaces, sidewalks, cemeteries and areas around sacral and monumental buildings, including public lighting therein.

The purpose of the Maintenance Plan (MP) is to clearly define the needs/requirements and actions of local government and of the relevant municipal directories to maintain POSs at a desirable standard level. It is intended to enable the identification, justification and to define the priorities necessary for the maintenance of POS and other assets therein.

The Plan covers a mid-term period 2016-2020, it is revisable and can be supplemented and updated on yearly and empirical basis after the analysis of its implementation in the previous year.

1.4. Governing principles

Below are mentioned some of the governing principles for the management and maintenance of POSs, as legal and community planning processes, based on the strategy for POS as a vital part of the local development framework, in order to improve and maintain the character of spaces where citizens live, act and spend their free time:

1. Maintaining all POSs in good and functional condition;
2. Uniform distribution of POSs in all settlements, formal or non-formal;
3. Proper addressing of all design and operational issues related to the POSs maintenance needs;
4. Regular maintenance standardization. In the near future, it can be expected to set a relatively normalized system, and the same to be adopted for planning, reviewing of the maintenance supplementing requirements, or to develop the new public spaces.

Zones/fields of the POS maintenance, recommended for the standardization in this/and in the updated documents until the expected normalization in future project cycles, are:

1. Maintenance of the greenery (low, medium, high);
2. Maintenance of the constructed spaces (squares, pedestrian paths and paved areas);
3. Maintenance of vehicle parking spaces;
4. Maintenance of POS fences;
5. Maintenance of public lighting within POS;
6. Maintenance of cemeteries.

Standard descriptions in the form of technical specifications for different areas of maintenance of POS are an integral part of this document (Annex 4).

Due to yet not good current situation, planning of capital expenditures, necessary for revitalization, is included in the Public Open Spaces Investment Plan (POSIP), and the same was compiled after detailed recording of the current state of POSs in the city.

1.5. Reference documents for drafting POSMP

Some of the documents within the legal framework in which the drafting of this plan is referred to are:

1. Municipal Development Plan, 2013-2023;
2. Urban Development Plan, 2013-2018;
3. Urban Regulatory Plans, of 2010;
4. Municipal Regulations on Public Services;
5. Law no. 03/L-040 on Local Self-Government, Official Gazette of the RK/Prishtina: year III/no. 28/04 June 2008, Article 17, paragraph p, provision and maintenance of parks and public spaces;
6. Law on Spatial Planning (Law no. 04/L-174, 31 July 2013);
7. Law on Environmental Protection (Law no. 03/L-025, 26 February 2009);
8. Local Economic Development Strategy 2005-2007, March 2005, supported by World Bank Group, LGI and RIINVEST, and Local Economic Development Strategy 2012-2017;
9. Law on Waters of Kosovo;
10. Law on Wastes;
11. Law on Nature Protection;
12. Law on Forests in Kosovo.

Chapter V of the Local Economic Development Strategy, "Vision and Projects" envisages Lipjan/Lipljan with high economic and industrial development, with ecological and tourism development in accordance with modern standards, with attractive living and investment conditions.

While Chapter VII, in the targets has referred the projects such as: Strategic Development Plan 2004-2005, underground cadastral surveying, creation of the database for municipal properties and industrial zones, boulevard "Lidhja e Prizrenit" project and construction of roundabouts in the city centre, establishment of the free spaces in the area of the centre, in accordance with the UDP, revitalization and maintenance of the Sitnica river bed, flood protection, etc.

Chapter III of the MDP, in the section Natural Heritage, strategy 3, provides improvement of the quality of green spaces, increasing the number of parks and green spaces in settlements with high residential density and construction of a new park in the city of Lipjan/Lipljan.

Chapter IV of the same plan, provides the development of projects envisaged by this Plan, to increase green areas in the city and in other settlements through re-treatment of currently free or unused areas, and creation of new green areas in and around the city and other settlements.

In the UDP, Chapter 7, paragraph 7.1.6, Nature and Landscape, and paragraph 7.2.1, Measures for the Protection of Landscape, Natural Values and of Cultural and Historical Integrities, special emphasis is devoted to green spaces along the Sitnica River, which are intended to be integrated in the POS in the current centre of the city.

2. CURRENT SITUATION AND ANALYSIS OF POS

Table 1 shows a list of all the existing POSs, emerged from the mentioned inventorying by typology, with the name or location, with attributes such as the surface area, and the current state and ownership.

Tab. 1: List of existing POSs in the city of Lipjan/Lipljan

No.	Typology and the name/location of POS	POS code	Surface in m ²	Current situation	Ownership
1	Park at Prim. School "Vëllezerit Frashëri"	HHP-1_D	2.698	not good	Municipal
2	Park at the Railway	HHP-2_J2	2.385	not good	Municipal
3	Park behind MAL building	HHP-3_G1	1.994	not good	Municipal
4	Park at the House of Culture	HHP-4_ZUP 1	1.672	not good	Municipal
5	Park at the old dwellings	HHP-5_F	876	average	Municipal
6	Park at the kindergarten	HHP-6_F1	1.741	average	Municipal
7	Greenery at the House of Culture	HHP-16&17_ZUP-1	2.817	average	Municipal
8	Park behind the Railway	HHP-18_J2	4.422	not good	Municipal
9	Park in the UZ-W	HHP-23_ZUP8	11.841	not good	Municipal
10	Square	HHP-25&26	6.000	not good	Municipal
11	Sports field	HHP-20_ZUL 5	8.487	not good	Municipal
12	Parking lot behind MAL building	HHP-8 & 9_G1	5.638,90	average	Municipal
13	Parking lot at the kindergarten	HHP-10_F1	4.445,41	average	Municipal
14	Parking lot behind PTK building	HHP-11_F3	4.484,88	average	Municipal
15	Parking lot at the House of Culture	HHP-12_ZUP 1	3.603,06	not good	Municipal
16	Parking lot next to old dwellings	HHP-13_ZU QEND.	4.487,28	average	Municipal
17	City Market	HHP-21_B	5.078	average	Municipal
18	Sidewalk at the str. "Lidhja e Prizrenit"	HHP-27_TR-LP	9.900	average	Municipal
19	Sidewalk at the str. "Skënderbeu"	HHP28_TR-SK	4.500	average	Municipal
20	Sidewalk at the str. "Skënderbeu"	HHP29_TR-SK	5.472	average	Municipal
21	Muslims cemeteries	HHP-22_ZUP 4	19.362	average	Municipal
22	Christians cemeteries	HHP24_ZUL8	13.574	average	Municipal
Total POS			125.476,53		

Figure 1 shows a map of a part of the city, the centre of the city where existing POSs are mainly grouped.



Fig. 1: POS in the urban zone of the city centre of Lipjan/Lipljan

2.1. Current situation of POSs

The working group has undertaken a detailed inspection to evidence and update the POSs inventory, to measure the areas, as well as to assess their current situation in the city of Lipjan/Lipljan. This was the first phase of systematic assessment, promotion and development of the POSMP in the urban zone of the city.

The results of this inventorying are presented in details in the thematic maps created in QGIS application, as well as in a tabular form (Annex 1 and 2 in this document), drafted during the regular sessions with the consultants from DEMOS project. In the same are presented POSs with attributes by typology, size, quality, and by attendance of the citizens.

Some of the plans and projects referred to, such as: the drafting of MDP, UDP, the project of “Lidhja e Prizrenit” boulevard, including roundabout, have already been completed, while others, like those related to POS along the Sitnica River and interconnection with the POS in the city centre, the reconstruction of the “Adem Jashari” square, etc., in the absence of funds still remain only as long-term plans of the MAL.

Also, the routine maintenance of the Sitnica River, for the same reasons is not yet included in the current plans, and is applied only in certain situations as a protective measure against flooding.

2.2. Data on the current POSs areas

To have an idea of the current offer of POS in the city of Lipjan/Lipljan, from the mentioned inventory are obtained data on spaces per capita, which are shown in Table 2.

Tab. 2: Current POS offer in the city of Lipjan/Lipljan - The space for active and passive recreation

POS by typology	Area in m ²	No. of inhabitants	POS area in m ² / inhabitants
Parks/green areas	30.446	7.364	4,13
Squares	3.986	7.364	0,54
Playgrounds	8.487	7.364	1,15
Total POS in m ²	42.919	7.364	5,82

Tab. 3: Current POS offer in the city of Lipjan/Lipljan – Constructed and other areas

POS by typology	Area in m ²	No. of inhabitants	POS area in m ² / inhabitants
Parking lots	12.652	7.364	1,72
Green markets	5.078	7.364	0,69
Sidewalks	19.872	7.364	2,70
Total POS in m ²	37.602	7.364	5,11

Tab. 4: Current POS offer in the city of Lipjan/Lipljan - Cemeteries

POS by typology	Area in m ²	No. of inhabitants	POS area in m ² / inhabitants
Cemeteries	32.936	7.364	4,47

From the tables above, it is evident that the existing local standards do not coincide with those designed and intended for POS (squares, parks and recreation), while the current situation can generally be described as follows:

1. Current area of POSs for active and passive recreation is 5,82 m²/inhabitants (tab. 2).
2. Current offer in terms of access, with a focus on distance (distance - time); Although no analysis has yet been performed, in terms of covering range with POS, from the general observations it is clear that existing areas are largely concentrated in the centre. They do not cover the urban zones outside city centre.
3. For the moment it cannot be claimed that they are really sufficient and interrelated well, but it is a goal of the municipality of Lipjan/Lipljan to provide the same in a long-term plan at a desirable standard level.

Standards intended/foreseen in municipal plans are adapted in POSMP; The municipal government aims to provide POSs for active and passive recreation in a sufficient number and amount to meet the needs of natural content, squares, paths and other spaces distributed spatially so that they are closer to citizens. Targeted quantitative standard of POS in a long-term plan is 10 m²/inhabitants.

2.5. Current contracts for POS management

POS maintenance in the past and now are done through service contracts outsourced to external operators respectively, three-year framework contract. The same are managed by the officer appointed to oversee infrastructure projects. From numerous defects identified in them, the following can be mentioned:

- a. deficiencies in division of maintenance zones/fields;
- b. deficiencies in maintenance planned activities;
- c. incorrect descriptions of maintenance activities;
- d. lack of technical specifications;
- e. deficiencies in planning and maintenance dynamics, etc.

The above mentioned deficiencies have questioned the relevance of the bid prices in previous contracts, and consequently monitoring of maintenance could be made more difficult.

2.6. Operational costs for the maintenance of POSs in the past three years

From previous contracts analysis, data on unit and maintenance prices of POSs are presented in the following table:

Tab. 5: POSs maintenance in the period 2012-2013

POS by typology	Unit / m ²	Average price unit €/m ²	POS maintenance price/ total in €
Parks/green areas	9.375	0,78	7.349
Parking lots	3.282	0,444	1.458
The total for POS maintenance	12.657	0,70	8.807

*) Squares are covered under contracts for road maintenance; Markets are maintained by users, while cemeteries are not maintained at all.

Tab. 6: POSs maintenance in the period 2014-2016

POS by typology	Unit / m ²	Average price unit €/m ²	POS maintenance price/ total in €
Parks/green areas	18.100	0,11	1.972
Parking lots	6.729	0,09	590
The total for POS maintenance	24.829	0,103	2.562

*) Squares are covered under contracts for road maintenance; Markets are maintained by users, while cemeteries are not maintained at all.

2.7. Graphical and tabular data on existing POSs

A summary on POSs areas ratio by typologies are presented in the following:

Summary of POS in surface

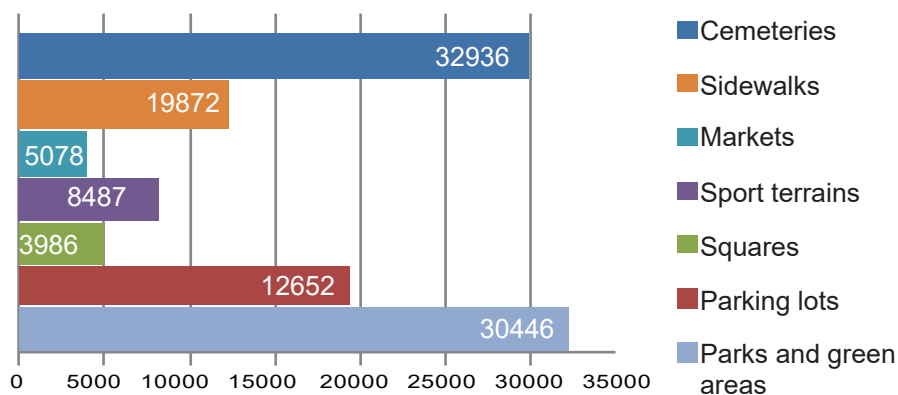
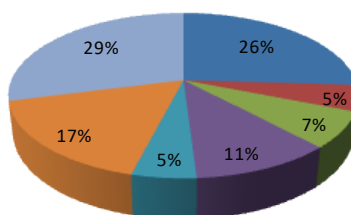


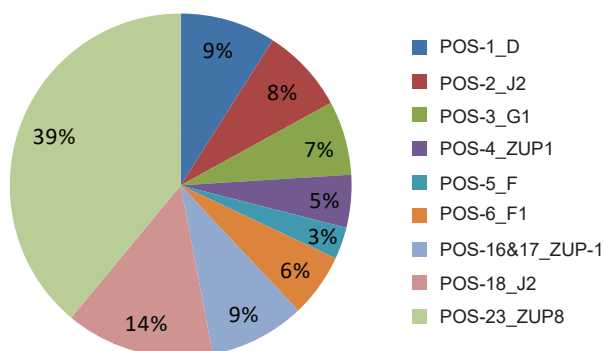
Fig. 3: Summary –POSs by area

POS surface report in percentage

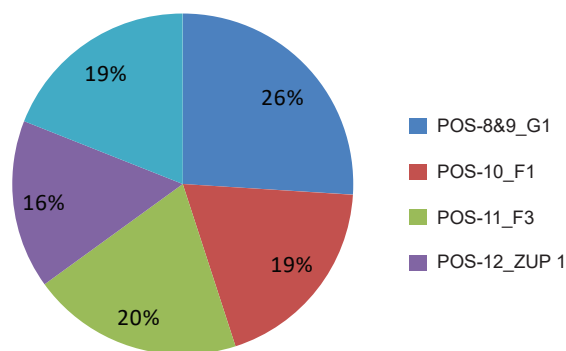
■ Parks ■ Squares ■ Sport fields ■ Parking lots
■ Markets ■ Sidewalks ■ Cemeteries



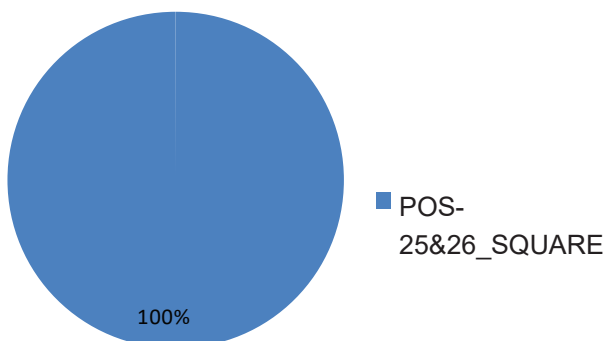
1. Parks



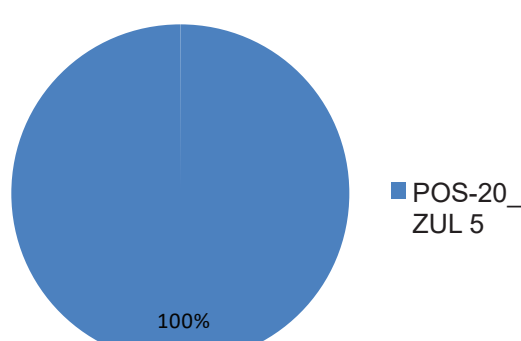
2. Parkings



3. Squares



4. Sport fields



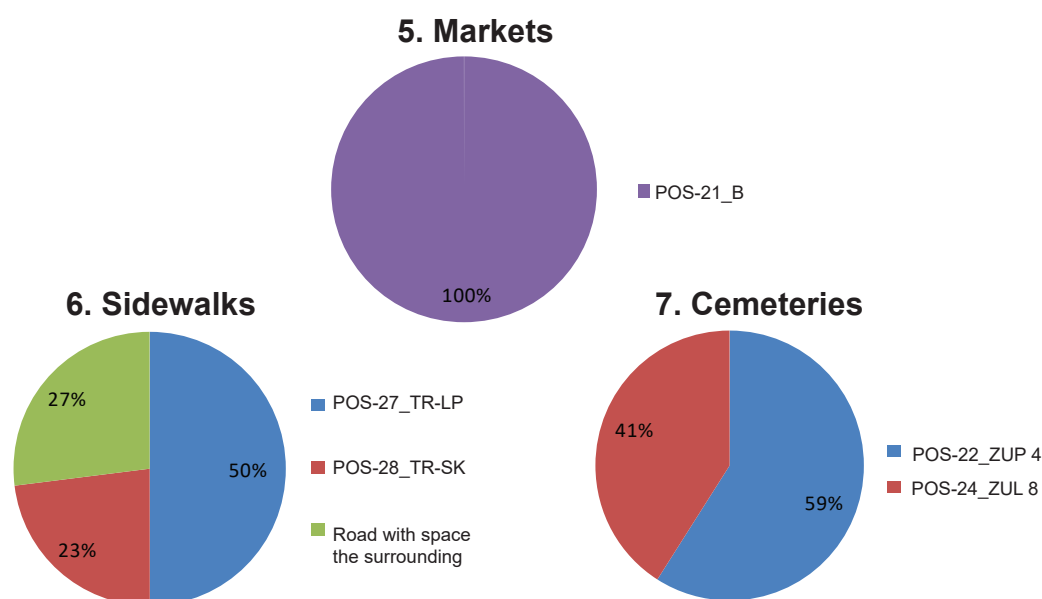


Fig. 4: POSs ration in percentage

**) Explanations for codes/abbreviations in naming POS are given in Table 1 at the beginning of this chapter

Tabular data from maintenance planning for Public Open Spaces (POSs) for certain typologies in the medium term period 2016-2020 are provided in table.7 from 1 to 7.

Tab. 7: Planned maintenance of POS in the period 2016-2020

7.1 Parks				
No.	POS Code	Area in m ²	Maintenance total in €	Price in € for m ² ¹
1	HHP-1_D	2.698	5.239,47	1,94
2	HHP -2_J2	2.385	5.125,63	2,15
3	HHP -3_G1	1.994	4.503,55	2,26
4	HHP -4_ZUP 1	1.672	3.381,80	2,02
5	HHP -5_F	876	1.903,95	2,17
6	HHP -6_F1	1.741	3.596,23	2,07
7	HHP -16&17_ZUP-1	2.817	5.229,77	1,86
8	HHP -18_J2	4.422	8.077,82	1,83
9	HHP -23_ZUP8	11.841	6.469,14	0,55
	Total	30.446	43.527,36	1,43

7.2 Squares				
No.	POS Code	Area in m ²	Maintenance total in €	Price in € for m ²
1	HHP -25&26_Square	6.000	6.262,00	1,04

7.3 Playgrounds				
No.	POS Code	Area in m ²	Maintenance total in €	Price in € for m ²
1	HHP -20_ZUL 5	8.487	5.108,61	0,60

¹ Unit prices are rounded up

7.4 Parking lots				
No	POS Code	Area in m ²	Maintenance total in € ²	Price in € for m ² ²
1	HHP -8 & 9_G1	3.356	5.638,90	1,68
2	HHP -10_F1	2.351	4.445,41	1,89
3	HHP -11_F3	2.536	4.484,88	1,77
4	HHP -12_ZUP 1	1.987	3.603,06	1,81
5	HHP -13_ZU CENTRE	2.422	4.487,28	1,85
	Total	12.652	22.659,53	1,79

7.5 Markets				
No.	POS Code	Area in m ²	Maintenance total in €	Price in € for m ²
1	HHP-21_B	5.078	4.108,62	0,81

7.6 Sidewalks				
No.	POS Code	Area in m ²	Maintenance total in €	Price in € for m ²
1	HHP -27_TR-LP	9.900	9.336,00	0,94
2	HHP 28_TR-SK	4.500	5.886,80	1,31
3	HHP 29_TR-SK	5.472	11.014,50	2,01
	Total	19.872	26.237,30	1,32

7.7 Cemeteries				
No.	POS Code	Area in m ²	Maintenance total in €	Price in € for m ²
1	HHP -22_ZUP 4	19.362	4.534,26	0,23
2	HHP 24_ZUL8	13.574	3.213,02	0,24
	Total	32.936	7.747,28	0,24

Tab. 8: Recap of POSs maintenance for the period 2016-2020

POSs Summary Table by typology and planned annual maintenance				
No.	POS by typology	Area in m ²	Maintenance total in €	Price in € for m ²
1	Parks	30.446,00	43.527,36	1,43
2	Squares	6.000	6.262,00	1,04
3	Playgrounds	8.487,00	5.108,61	0,60
4	Parkings	12.652,00	22.659,53	1,79
5	Markets	5.078,00	4.108,62	0,81
6	Sidewalks	19.872	26.237,30	1,32
7	Cemeteries	32.936,00	7.747,28	0,24
	POS Total	115.471,00	115.650,70	1,00

2 Unit prices are rounded up

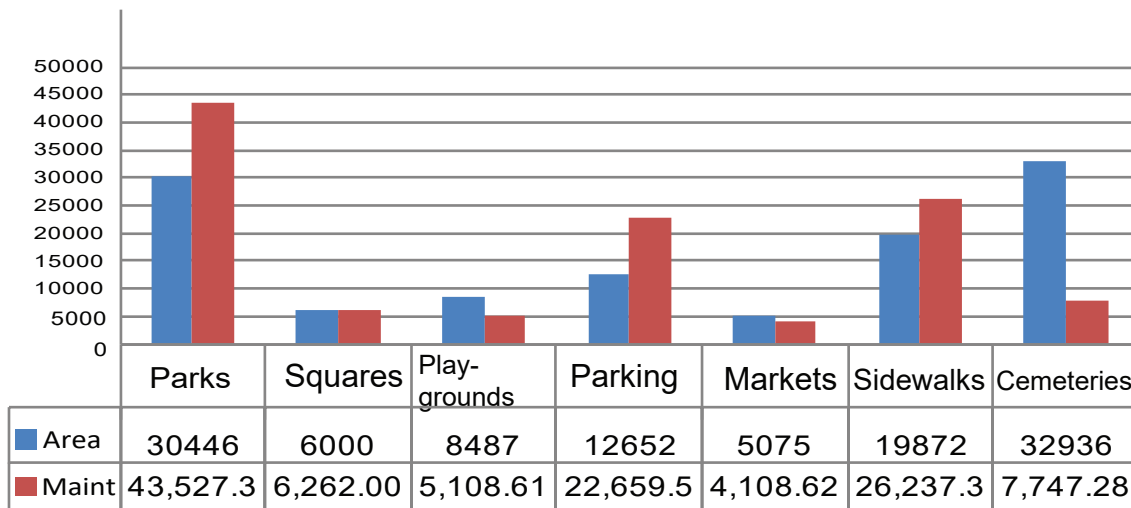


Fig. 5: Graphical presentation - Recap of POSs maintenance in EUR, for the period 2016-2020

POS manintance report in percentage

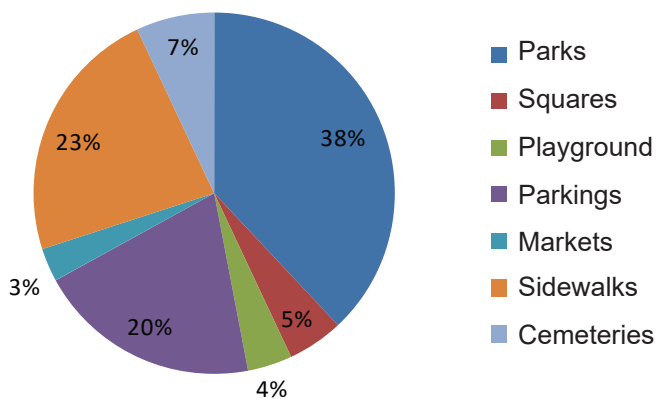


Fig. 6 Graphical presentation - Recap of POSs maintenance expressed in percentage for the period 2016-2020

2.8. General descriptions of activities for different areas of maintenance

a) Cleaning activities include: collection and disposal of waste, leaves, cleaning of drainage canals, cleaning of graffiti, paths and built surfaces (with cobblestones, asphalt, concrete, fountains and artworks, etc).

b) Horticulture activities include: irrigation, mowing, planting, fertilization, ventilation, disinfection, maintenance of low, medium and high greenery etc.

c) In maintenance activities of constructed areas within the POS such as maintenance/small repairs in trails, constructed areas, urban furniture, children playgrounds, fountains, irrigation systems, maintenance of sculptures other works art and public lighting, etc.

3. VISION, OBJECTIVES AND STRATEGY ON POSs

3.1. The Vision of Municipality of Lipjan/Lipljan on POSs

The vision for the municipality of Lipjan/Lipljan is defined in the Municipal and Urban Development Plans and the Local Economic Development Strategy which is “*Centre for natural and cultural heritage values as well as ensuring sustainable urban environment*”.

In order to provide a vision for POSs in municipality of Liplan/ Ljipljane, working group in consultation with coordination group has developed the following general objectives:

1. Providing of public spaces with good access well connected, highly functional and distinct/identifiable.
2. Managing the quality of POS to ensure that they are attractive and safe for all users.
3. Supporting and actively promoting public-private partnerships and community involvement. Support and partnership both in terms of awareness, preservation of POSs, and also regarding active participation and consultation with citizens in planning of new POS in accordance with community needs - (*request from public debate held on December 8, 2015*)

3.2. Specific goals and objectives

Goal 1 – Improving the quality of the existing POSs

- **Objective 1:** Increasing maintenance level and improvement of quality of POS in the medium term 2016-2020 through the implementation of the drafted plan.

Goal 2 – Promotion of POS

- **Objective 1:** Sensitizing the community for POSs maintenance in the medium term 2016-2020.

Goal 3 - Revitalization of the existing POS

- **Objective 1:** Revitalizing of the existing parks 8.746, 00m², by the end of 2016.
- **Objective 2:** Revitalizing of the existing parks 10.710, 00m², by the end of 2017.
- **Objective 3:** Revitalizing of the existing 9.900, 00m² parking lots by the end of 2020.
- **Objective 4:** Revitalizing of 18.000m² parks and green spaces by the end of 2020.
- Rehabilitation and reconstruction of the square “Adem Jashari”, existing area of 6.000m².

Goal 4 - Investments in new POS

- **Objective 1:** By 2020 must be established green corridors/tree lines with 1,300 new trees planted along the sidewalks and surrounding areas.
- **Objective 2:** Creation of new POS with an area of about 14.000m², until 2018 which will contribute on raising the quantitative standard with 1,84m²/ban;
 - The park at ETC (ZUP1) with 10.011,00m², and
 - The park at the church (POS-B) with 3.544m²,
- **Objective 3:** By the end of 2020, reconstruction of “Adem Jashari” square with an area of 6,000 m².

4. FINANCIAL PLAN

Annual maintenance plan is based on current budgets of Lipjan/Lipljan municipality for creating the opportunity to provide satisfactory quality at POSs. The starting point of the financial plan is to enable covering of maintenance cost for annual planned maintenance activities. Maintenance Plan for the period 2016-2020 includes all existing public spaces as well as all POS maintenance costs which will be built or new investments in areas as part of an investment plan for the period covered by the plan. New invested areas will be included in the maintenance plan in the planned period.

Public Open Spaces in 2015 constitute:

- Existing POS areas constitute 115.471,00m²;
- The number of public open spaces is 22;
- The estimated value of annual costs for maintained spaces is 115.698,24 EUR;
- The average monthly value of maintenance costs is 9.958 EUR;
- **Constructed area** - maintenance costs amounts to 69 652 EUR (50,1% of the total annual costs);
- **Cleaning Activities** - maintenance costs amounts to 28,103 EUR (40.2% of the total annual costs);
- **Horticultural Activities** - maintenance costs amounts to 21 626 EUR (28, 4% of the total annual costs).

4.1. The need for new maintenance budget (continuous) (which will be developed along with the new budget for investment in POS)

Tab. 9: Summary table of annual maintenance for POSs

Number of spaces	22
The value of annual maintenance	115.698,24 euro
The average monthly value of maintenance	9.641,52 euro

Division of maintenance by categories	Euro	Euro/ %	m ²	m ² /%
Sidewalks	26.237	22,7%	29.074	8,9%
Parking	22.660	19,6%	26.937	8,3%
Parks	43.527	37,6%	138.447	42,5%
Cemeteries	7.747	6,7%	98.808	30,3%
Playgrounds	5.109	4,4%	15.245	4,7%
Squares	6.262	5,4%	7.156	2,2%
Markets	4.156	3,6%	10.207	3,1%
Total	115.698	100,0%	325,874	100,0%

Maintained areas	EUR	m ²	euro/ m ²	January to June -2016	July to December -2016	January to June -2016	July to December -2016
CAs - Constructed areas	73.385	148.995	0,49	37.271	36.113	50,8%	49,2%
CA - Cleaning activities	25.243	175.722	0,14	14.362	10.881	56,9%	43,1%
H- Horticultural activities	17.070	1.157	14,75	15.474	1.597	90,6%	9,4%
Total	115.698	325.874		67.107	48.591	58,0%	42,0%

Tab. 10: Maintenance by main categories (monthly)

Maintained areas	EUR	%
CAs - Constructed areas	73.385	63,4%
CA - Cleaning activities	25.243	21,8%
H- Horticultural activities	17.070	14,8%
Total	115.698	100,0%

Tab. 11: Maintenance by main categories (monthly)

Maintained surfaces	01	02	03	04	05	06	07	08	09	10	11	12	Total
CAs - Constructed areas	5.664	5.664	7.803	6.041	6.052	6.047	6.052	6.047	6.052	5.981	6.452	5.530	73.385
CA - Cleaning activities	-	1.424	3.785	2.900	2.937	3.317	3.334	3.317	2.968	1.262	-	-	25.243
H- Horticultural activities	27	27	14.798	185	185	252	194	220	319	582	105	177	17.070
Total	5.691	7.114	26.386	9.127	9.174	9.615	9.580	9.584	9.339	7.825	6.557	5.707	115.698
In %	4,9%	6,1%	22,8%	7,9%	7,9%	8,3%	8,3%	8,3%	8,1%	6,8%	5,7%	4,9%	100%

Tab. 12: Maintenance by main categories (quarterly)

Category	Q1/2016	Q2/2016	Q3/2016	Q4/2016	Total	%
CAs - Constructed areas	19.131	18.140	18.151	17.963	73.385	63,4%
CA - Cleaning activities	5.208	9.154	9.619	1.262	25.243	21,8%
H- Horticultural activities	14.852	622	733	864	17.070	14,8%
Total	39.191	27.916	28.502	20.089	115.698	100,0%
In %	33,9%	24,1%	24,6%	17,4%	100,0%	

Tab. 13: Maintenance by main categories (semi-annual)

Category	January to June -2016	July to December -2016	Total	%
CAs - Constructed areas	37.271	36.113	73.385	63,4%
CA - Cleaning activities	14.362	10.881	25.243	21,8%
H- Horticultural activities	15.474	1.597	17.070	14,8%
Total	67.107	48.591	115.698	100,0%
In %	58,0%	42,0%	100,0%	

Maintenance costs - 2016 by categories

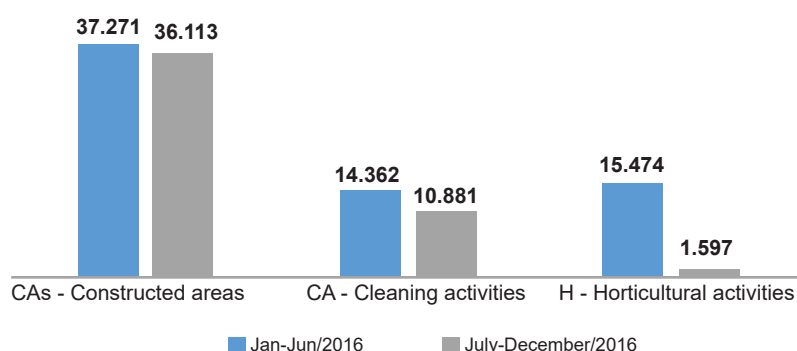


Fig. 7: Maintenance costs by categories

Tab. 14: Maintenance by categories (expressed in value)

Category	Square	Park	Parking	Playground	Sidewalks	Market	Cemeteries	Total	%
CAs - Constructed areas	5,942	23,349	15,863	3,972	17,107	3,199	3,952	73,385	63%
CA - Cleaning activities	50	17,051	207	683	3,428	30	3,795	25,243	22%
H- Horticultural activities	270	3,127	6,590	454	5,703	927	-	17,070	15%
Total	6,262	43,527	22,660	5,109	26,237	4,156	7,747	115,698	100%
In %	5.4%	37.6%	19.6%	4.4%	22.7%	3.6%	6.7%	100.0%	

Tab. 15: Maintenance by main categories (calculated area)

Category	Square	Park	Parking	Play-ground	Sidewalks	Market	Cemeter-ies	Total	%
CAs - Constructed areas	7,156	32,857	25,594	11,495	28,800	10,156	32,936	148,995	46%
CA - Cleaning activities	-	105,440	710	3,700	-	-	65,872	175,722	54%
H- Horticultural activities	-	150	633	50	274	51	-	1,157	0%
H- Horticultural activities	7,156	138,447	26,937	15,245	29,074	10,207	98,808	325,874	100%
In %	2.2%	42.5%	8.3%	4.7%	8.9%	3.1%	30.3%	100.0%	

Tab. 16: Maintenance by main categories (Maintenance value of calculated areas)

Category	Value	Value in %	m ²	m ² %
Parks	43.527	37,6%	138.447	42,5%
Sidewalks	26.237	22,7%	29.074	8,9%
Parking lots	22.660	19,6%	26.937	8,3%
Cemeteries	7.747	6,7%	98.808	30,3%
Squares	6.262	5,4%	7.156	2,2%
Playgrounds	5.109	4,4%	15.245	4,7%
Markets	4.156	3,6%	10.207	3,1%
Total	115.698	100,0%	325.874	100,0%

The value of annual maintenance

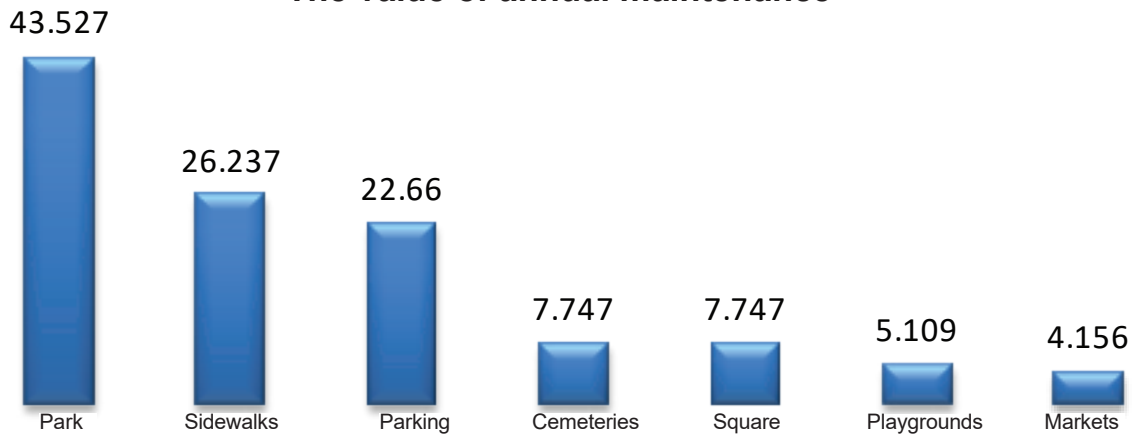


Fig. 8: The value of annual maintenance

Cash flows of maintenance costs of season cost calculation

Tab. 17: Annual POSs maintenance costs, per month

Category	01	02	03	04	05	06	07	08	09	10	11	12	Total
Annual maintenance cost	5.691	7.114	26.386	9.127	9.174	9.615	9.580	9.584	9.339	7.825	6.557	5.707	115.698
In %	4,9%	6,1%	22,8%	7,9%	7,9%	8,3%	8,3%	8,3%	8,1%	6,8%	5,7%	4,9%	100,0%

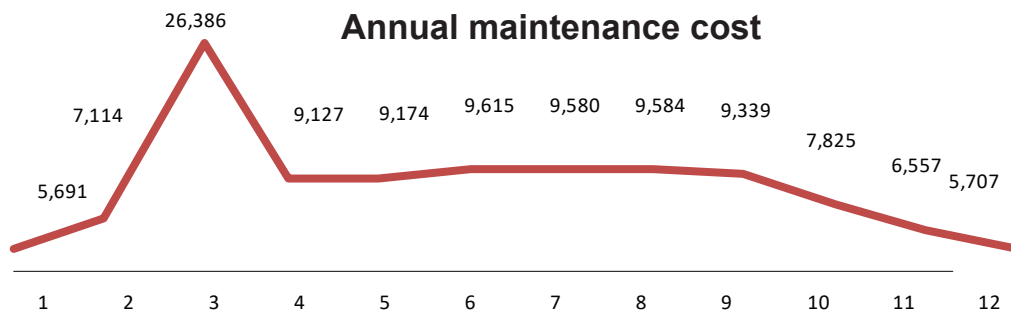


Fig. 9: Annual maintenance costs

Tab. 18: Maintenance by POSs categories (monthly)

Category	01	02	03	04	05	06	07	08	09	10	11	12	Total	In %
Squares	143	193	962	600	600	600	600	600	610	600	612	143	6.262	5,4%
Parks	536	1.071	9.574	4.290	4.435	4.490	4.457	4.430	4.461	3.125	2.120	536	43.527	37,6%
Parking lots	1.342	1.392	7.082	1.405	1.404	1.410	1.409	1.439	1.486	1.381	1.550	1.358	22.660	19,6%
Playgrounds	290	325	1.152	376	413	413	413	413	415	376	230	290	5.109	4,4%
Sidewalks	2.644	3.195	6.570	1.264	1.460	1.510	1.510	1.510	1.497	1.023	1.411	2.644	26.237	22,.
Markets	406	436	717	203	203	203	203	203	210	660	305	406	4.156	3,6%
Cemeteries	329	501	329	988	659	988	988	988	659	659	329	329	7.747	6,7%
Totali	5.691	7.114	26.386	9.127	9.174	9.615	9.580	9.584	9.339	7.825	6.557	5.707	115.698	100,0%

Tab. 19: Maintenance by POSs categories (quarterly). Comparative analysis of the first quarter (base) - Calculated seasonality

Category	TM1	TM2	TM3	TM4	Total
Squares	1.298	1.800	1.810	1.355	6.262
Parks	11.182	13.215	13.349	5.782	43.527
Parking lots	9.817	4.219	4.334	4.290	22.660
Playgrounds	1.767	1.203	1.242	896	5.109
Sidewalks	12.409	4.234	4.517	5.078	26.237
Markets	1.560	609	616	1.371	4.156
Cemeteries	1.160	2.635	2.635	1.317	7.747
Other	-	-	-	-	-
Total	39.191	27.916	28.502	20.089	115.698
In %	33,9%	24,1%	24,6%	17,4%	100,0%

Maintenance by POSs categories (Quarterly)

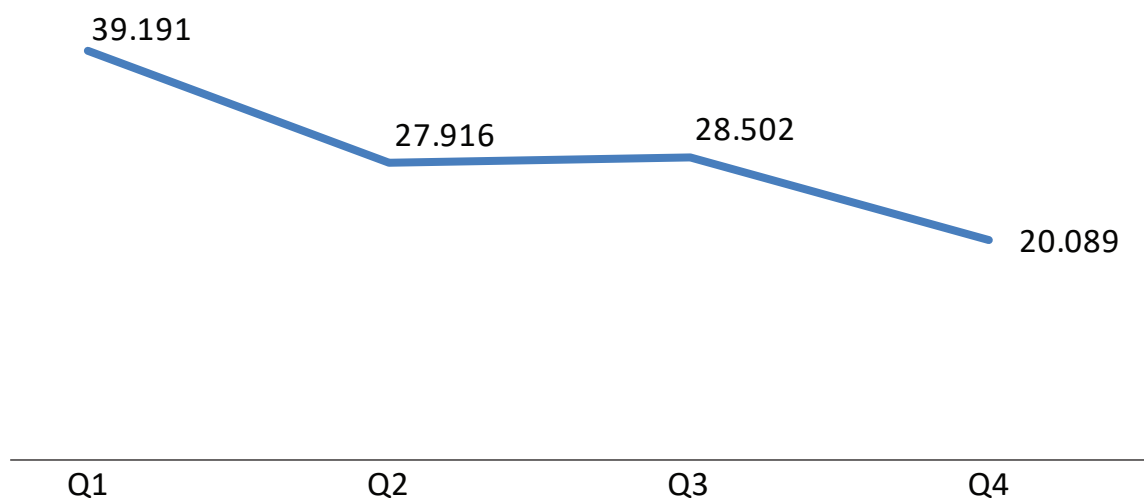


Fig. 10: Maintenance by POSs categories

Tab. 20: POSs summarized table with details

Category	Annual costs	Monthly average	Squares	Parks	Parking	Playgrounds	Sidewalks	Markets	Cemeteries	Activities	m ²	CA - Constructed areas	CA - Cleaning activities	H- Horticultural activities
HHP-889_G1	5.230	436	-	5.230	-	-	-	-	-	178	14.385	-	2.704	2.525
HHP-5_H	4.156	346	-	-	-	-	-	4.156	-	68	10.207	927	3.199	30
HHP-24_ZUL	5.239	437	-	5.239	-	-	-	-	-	195	12.332	725	2.710	1.804
HHP-27_TRO-TUARE	4.445	370	-	-	4.445	-	-	-	-	231	4.822	1.377	3.068	-
HHP-6_ZU QENDRA	4.485	374	-	-	4.485	-	-	-	-	288	6.191	1.499	2.779	207
HHP-13_ZU QENDRA	3.603	300	-	-	3.603	-	-	-	-	136	4.075	990	2.613	-
HHP-22_ZUP	4.487	374	-	-	4.487	-	-	-	-	232	4.965	1.363	3.124	-
HHP-2_J2	8.078	673	-	8.078	-	-	-	-	-	178	22.360	-	4.245	3.833
HHP-23_ZUP	5.126	427	-	5.126	-	-	-	-	-	199	10.969	1.035	2.538	1.553
HHP-18_J2	5.109	426	-	-	-	5.109	-	-	-	86	15.245	454	3.972	693
HHP-25&26-SHESHI	4.534	378	-	-	-	-	-	-	4.534	25	58.086	-	2.323	2.211
HHP-16&17_ZUP-1	6.469	539	-	6.469	-	-	-	-	-	46	47.364	-	4.144	2.325
HHP-4_ZUP 1	3.213	268	-	-	-	-	-	-	3.213	25	40.722	-	1.629	1.584
HHP-26_TR-SKK	6.262	522	6.262	-	-	-	-	-	-	109	7.156	270	5.942	50
HHP-1_D	9.336	778	-	-	-	-	9.336	-	-	104	19.800	563	7.623	1.150
HHP-25_TR-LP	5.887	491	-	-	-	-	5.887	-	-	118	9.000	1.980	3.465	442
HHP-20_ZUL	11.015	918	-	-	-	-	11.015	-	-	90	274	3.160	6.019	1.836
HHP-10_F1	4.504	375	-	4.504	-	-	-	-	-	193	9.698	447	2.522	1.535
HHP-3_G1	3.382	282	-	3.382	-	-	-	-	-	190	8.498	156	1.785	1.441
HHP-21_B	1.904	159	-	1.904	-	-	-	-	-	190	3.850	423	994	487
HHP-12_ZUP	3.596	300	-	3.596	-	-	-	-	-	191	8.992	343	1.706	1.547
HHP-11_F3	5.639	470	-	-	5.639	-	-	-	-	230	6.883	1.360	4.279	-
Total	115.698	9.642	6.262	43.527	22.660	5.109	26.237	4.156	7.747	3.302	325.874	17.070	73.385	25.243

5. PUBLIC AWARENESS

5.1. Municipal strategy and community activities

Community, civil society and public involvement in the management and maintenance of a POS is generally important and the influence of participants is of general interest in preserving and promoting the POS. They all know and recognize the importance that POS have for the local identity and civic welfare.

The importance of the process of binding energy in plants, called photosynthesis, during which the carbon dioxide (CO₂) is absorbed and oxygen (O₂) is released, is well known. The citizens may recall the effects of this process on balancing the pollution, through leaflets with symbolic and figurative messages, through cultural activities and events organized with children of primary schools and also with other young people, in high schools, in preschool institutions, outdoors, etc.

In this context, the respective departments in the municipal institutions with the community and with the civil society, may plan various cultural events on specific dates such as: the day of spring, the day of the earth, etc. which would recall the basic knowledge and would encourage public attention regarding the environment in which the citizens spend much of their precious time.

Municipal strategy, as mentioned above, in this regard could be applied through various public activities such as:

1. Environmental awareness through education

- Lectures/presentations in schools focused on environmental values and on the contribution that children can give in this regard.
- Organization of cultural, sports and social events followed by activities of cleaning, planting of saplings, different spatial arrangements, etc.

2. Leaflets, artworks and media campaigns, etc

The role of local media can be used through programs dedicated to POSs, the publication of various civic organizations, interviews with youth and elderly, different educational programs, promotion of ideas and projects, etc.

Publications in the media may proceed the cultural events and activities scheduled on certain days as those mentioned above, by inviting citizens to participate and contribute to the assessment, planning and maintenance of common areas.

3. Joint actions and campaigns with civil society

Municipal and local leaders, neighbourhood representatives, supported by institutions and local businesses, may invite the citizens in the organization of joint activities with communities regarding the cleaning of POS.

The beginning of the spring season can be marked with activities organized for cleaning and decoration of the city. The activities of community, civil society and school children can be planned in advance on an annual basis and in various fields such as:

- Activities for cleaning parks and green spaces (which can be followed by cultural activities)
- Activities for improving and cleaning playgrounds (which can be followed by sporting activities).
- Care dedicated to the existing greenery (removal of dried branches, pruning, irrigation, replanting, etc.). Businesses can help in this area with means of transport by granting saplings or working tools and assistive elements.

Aiming to promote public awareness in such events, symbolic rewards may be anticipated. Such events can have the attention and curiosity of citizens regarding the POSs.

Stimulating or identifying epithets may eventually be divided for distinctive areas, such as:

- for destination
- for attractiveness
- for the comfort and opportunities for recreation.

Activities of civil society and non-governmental organizations, ecologists associations, etc., in promoting natural projects such as:

- promotion of ecosystem around the rivers; the creation of natural trails for hiking, maintenance of existing trees, planting new trees, etc.
- the creation of green corridors along the track with green buffers, trees, pedestrian and bicycle paths, etc.

6. MONITORING AND REVISION

Nomination of the official responsible for monitoring & evaluation of POSMP, projects and activities, pursuant to the approved plan.

The responsible officer supervises the operator engaged for POS maintenance, verifies the services offered in quantitative and qualitative terms and does the acceptance of works on the basis of temporary situations before approving the payments. The same, prepares monthly reports for the Directory of Public Services and the Directory of Finance, while in semi-annual basis he/she prepares a summary of periodic reports with recommendations, which may be submitted to the relevant committees within the MAL.

Monitoring may be described as follows:

1. Determination of implementing aspects of the plan which is monitored/observed by the responsible officials.
2. Compilation of forms for recording data on the basis of which the progress in implementing the plan is assessed.
3. The findings and their systematization during the observation of the first cycle of implementation of POSMP, including the findings, critics and comments of the participants in the implementation of the plan and the systematization of data from the analysis of periodic and final reports by the overseeing body/officer.
4. Identification of the causes and possible consequences, of difficulties, including the analysis of applied materials, equipment used, methodology, as well as the evaluation of performance and workforce in implementing the plan.
5. Identification and evidencing of gaps in the previous plan, including job description, bills of quantities, technical details, as well as quality control and quality assurance during the first cycle of the implementation of the plan.
6. Periodic and final reports on the findings during the implementation of the previous cycle of the plan, the detection of potential defects and the appointment of the period for their improvement.
7. Subsequent visits and inspections to prove the improvement of possible defects, the evaluation of the implemented projects. The opinion of the beneficiaries and of the community can also be important for the amendments that can be made to the plan after completing the first cycle of the project, namely POSMP.

6.1. Supplementing and revising of POSMP

Supplementing of the Plan refers to minor changes in it, which can take place after the first cycle of the project. Revision refers to major and substantive changes in POSMP as a result of essential changes in goals and objectives. Revision is an interactive process and consists of the same steps as those applied during the drafting of the original/initial POS Maintenance Plan.

a. Below are some of the fields subject to the supplementation of the Plan:

- S changes in the objectives, strategy and maintenance planning policies;
- Potential changes in service delivery standards, etc.

b. Methodology and the steps to follow in case of supplementing of POSMP:

1. Drafting of the proposal for supplementing the Plan. The same can be prepared by officials responsible for preparing the POSMP, civil society, communities, citizens, etc.
2. The proposal is reviewed and analyzed by the departments responsible, in this case the Directory of Public Services and the Directory of Urbanism. A report published after the mentioned review, is submitted the Committee for Public Services, Committee on Urban Planning and the Committee on Policy and Finance, by highlighting the general implications explained in detail, including:
 - nature of supplementing the POSMP;
 - purpose of supplementing the Plan;
 - definition and description of sections of the Plan to be amended, including financial implications;
 - rational over Plan supplementing;
 - methodology proposed for amendments and supplements in POSMP.

ANNEXES

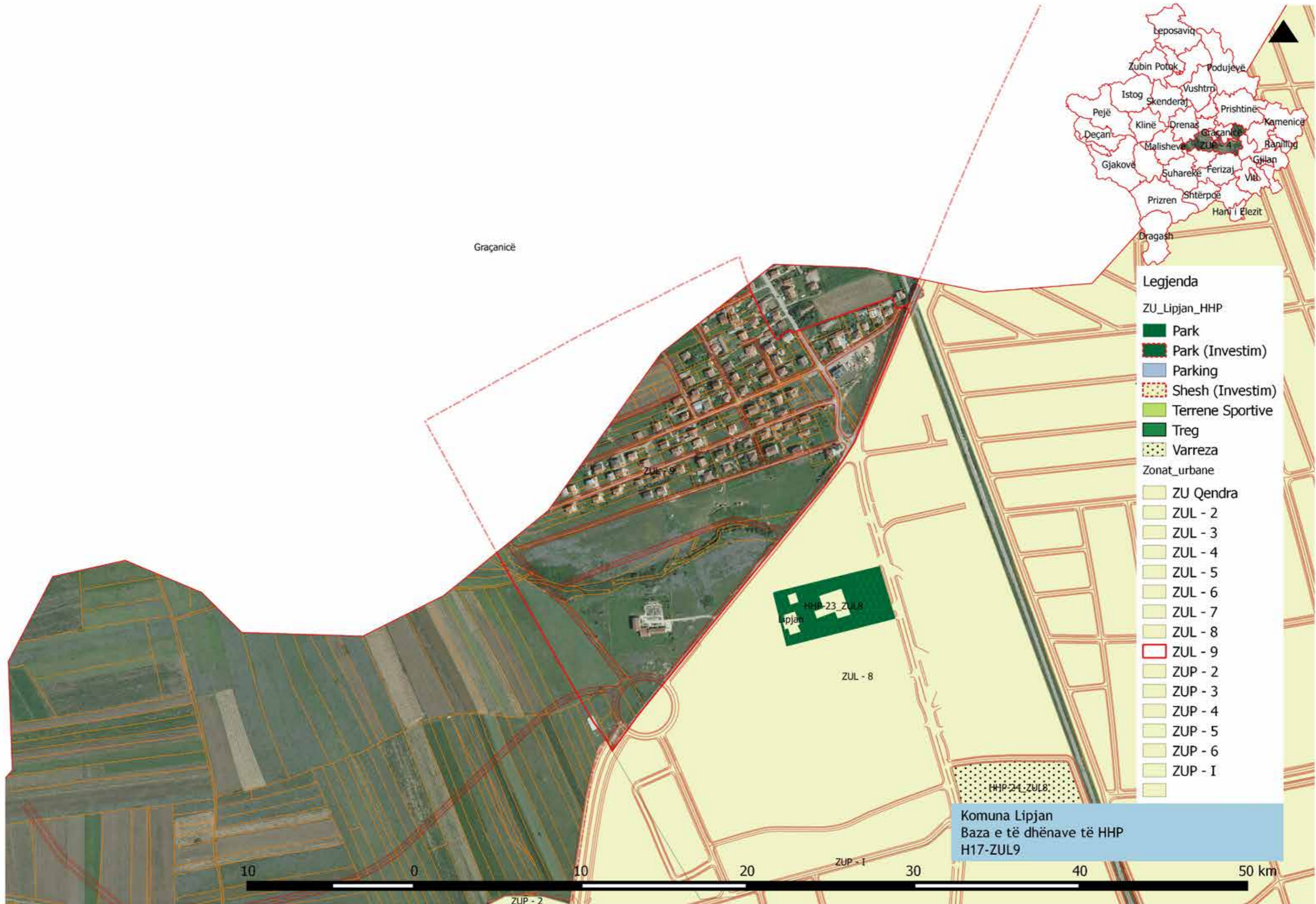
Annex 1: Thematic Maps

Annex 2: Inventory – POS maintenance plans, each separately – tabular forms

Annex 3. POS monitoring form

Annex 4: Technical specifications / Standards for POS maintenance

Annex 1: Thematic Maps



Graçanicë

ZUL - 9

HHP-23_ZUL8
Lipjan

ZUL - 8

HHP-24_ZUL8

ZUP - I

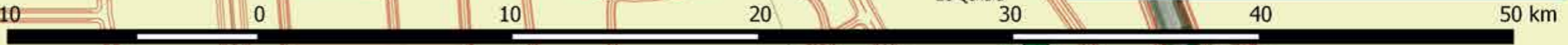
ZUP - 2



Legjenda

- ZU_Lipjan_HHP
- Park
- Park (Investim)
- Parking
- Shesh (Investim)
- Terrene Sportive
- Treg
- Varreza
- Zonat_urbane
- ZU Qendra
- ZUL - 2
- ZUL - 3
- ZUL - 4
- ZUL - 5
- ZUL - 6
- ZUL - 7
- ZUL - 8
- ZUL - 9
- ZUP - 2
- ZUP - 3
- ZUP - 4
- ZUP - 5
- ZUP - 6
- ZUP - I

Komuna Lipjan
 Baza e të dhënave të HHP
 H16-ZUL8



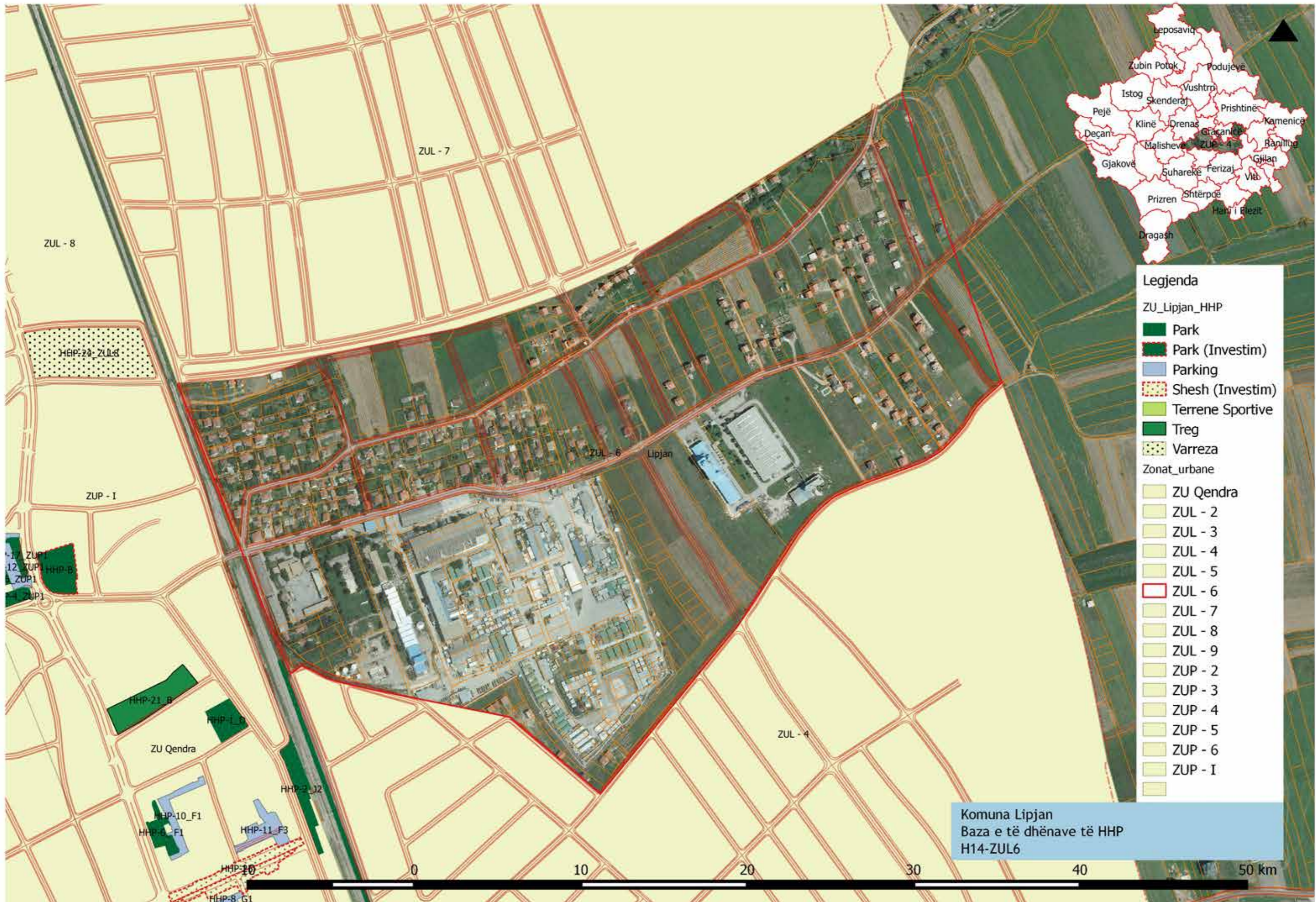


Legjenda

- ZU_Lipjan_HHP
- Park
- Park (Investim)
- Parking
- Shesh (Investim)
- Terrane Sportive
- Treg
- Varreza
- Zonat_urbane
- ZU Qendra
- ZUL - 2
- ZUL - 3
- ZUL - 4
- ZUL - 5
- ZUL - 6
- ZUL - 7
- ZUL - 8
- ZUL - 9
- ZUP - 2
- ZUP - 3
- ZUP - 4
- ZUP - 5
- ZUP - 6
- ZUP - I

Komuna Lipjan
 Baza e të dhënave të HHP
 H15-ZUL7



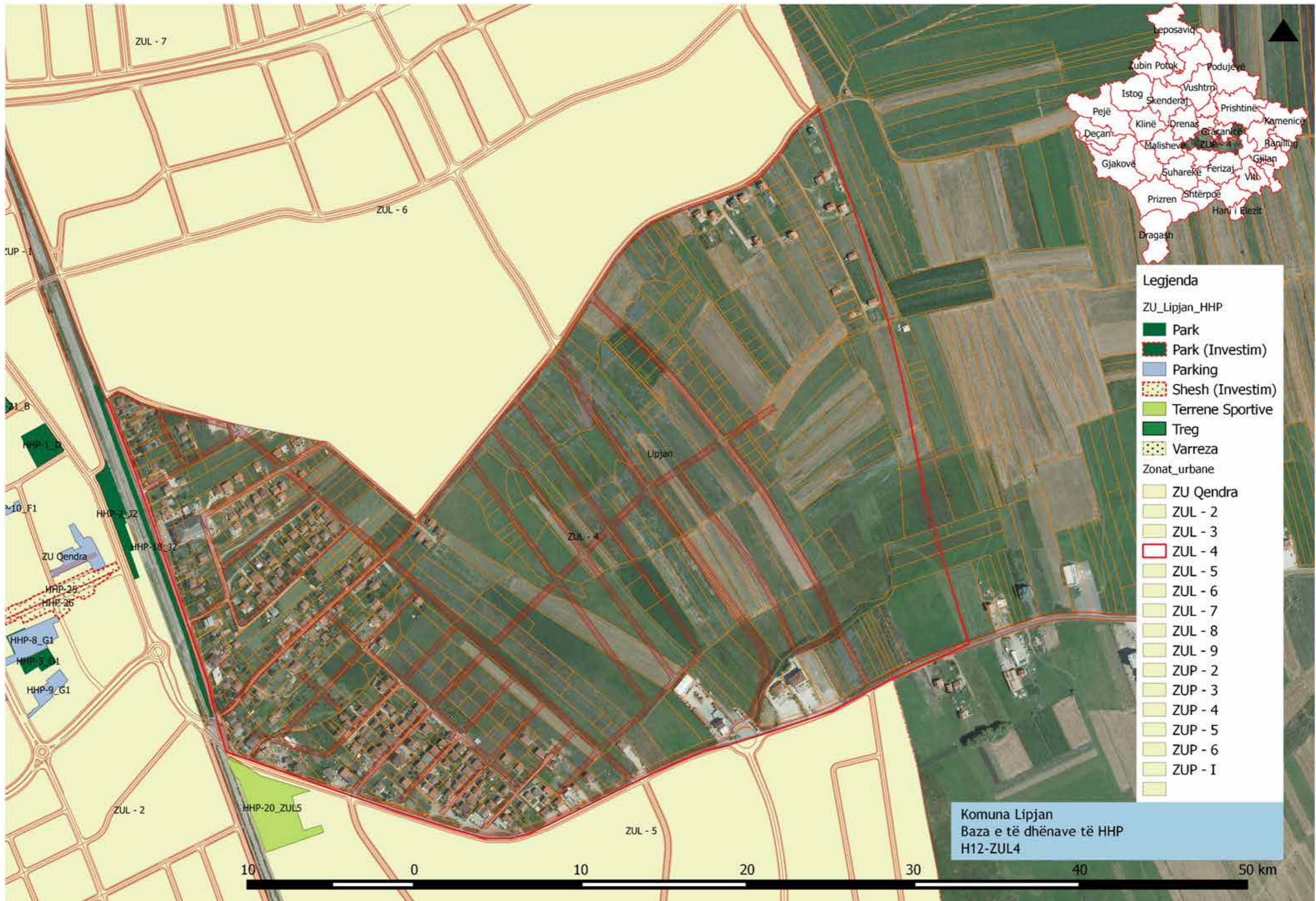


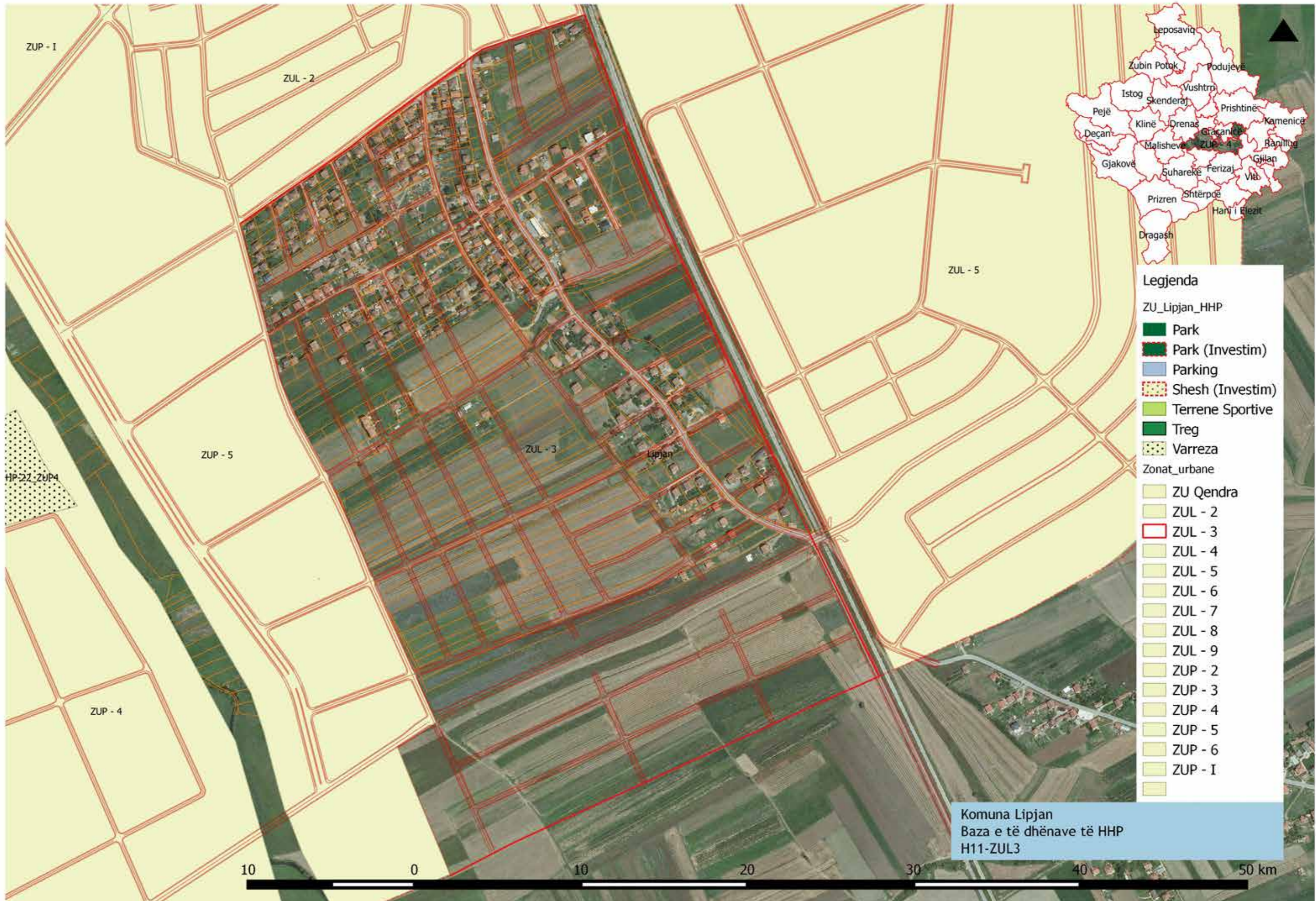
- Legjenda**
- ZU_Lipjan_HHP
 - Park
 - Park (Investim)
 - Parking
 - Shesh (Investim)
 - Terrene Sportive
 - Treg
 - Varreza
 - Zonat_urbane
 - ZU Qendra
 - ZUL - 2
 - ZUL - 3
 - ZUL - 4
 - ZUL - 5
 - ZUL - 6
 - ZUL - 7
 - ZUL - 8
 - ZUL - 9
 - ZUP - 2
 - ZUP - 3
 - ZUP - 4
 - ZUP - 5
 - ZUP - 6
 - ZUP - I

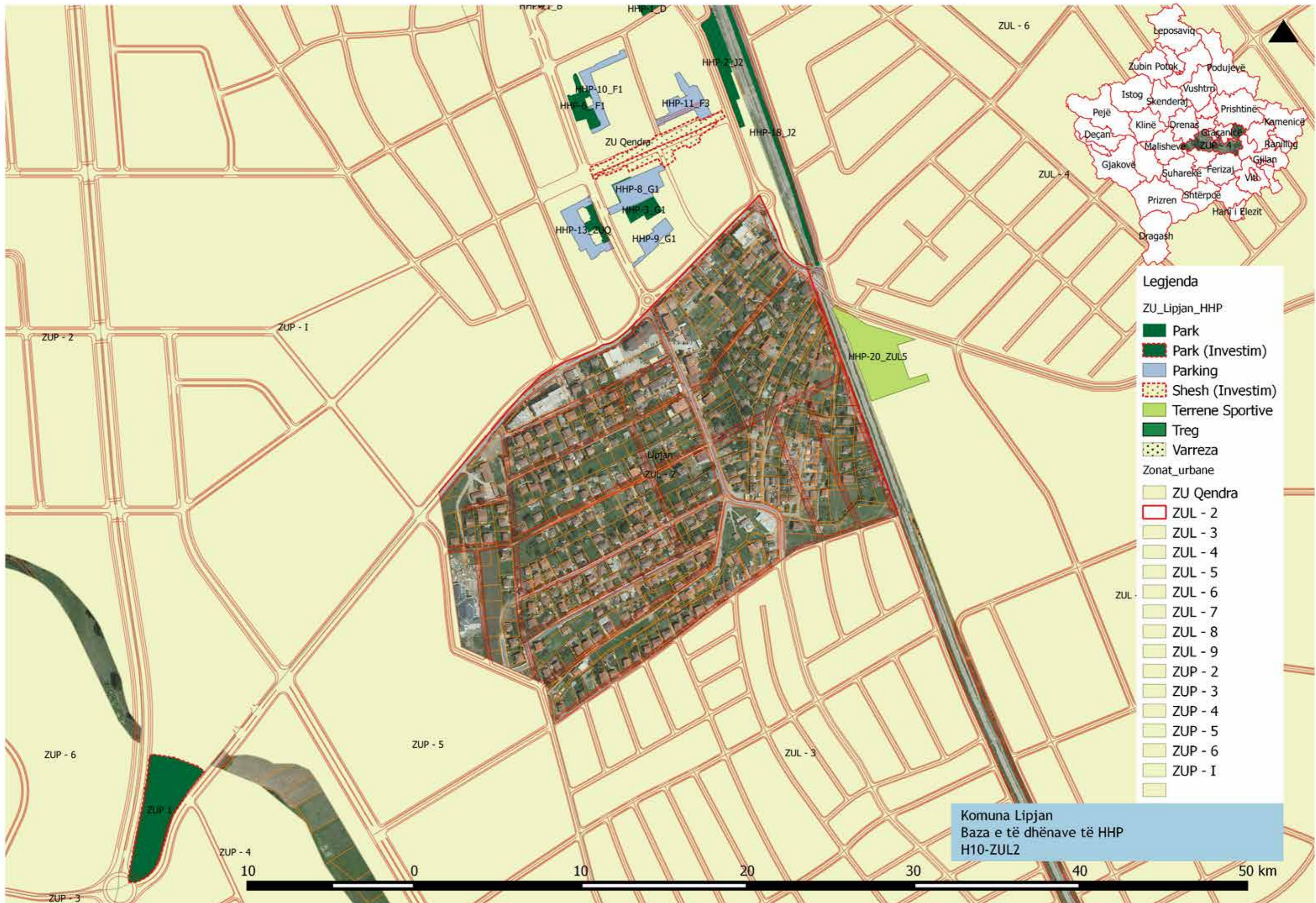
Komuna Lipjan
 Baza e të dhënave të HHP
 H14-ZUL6

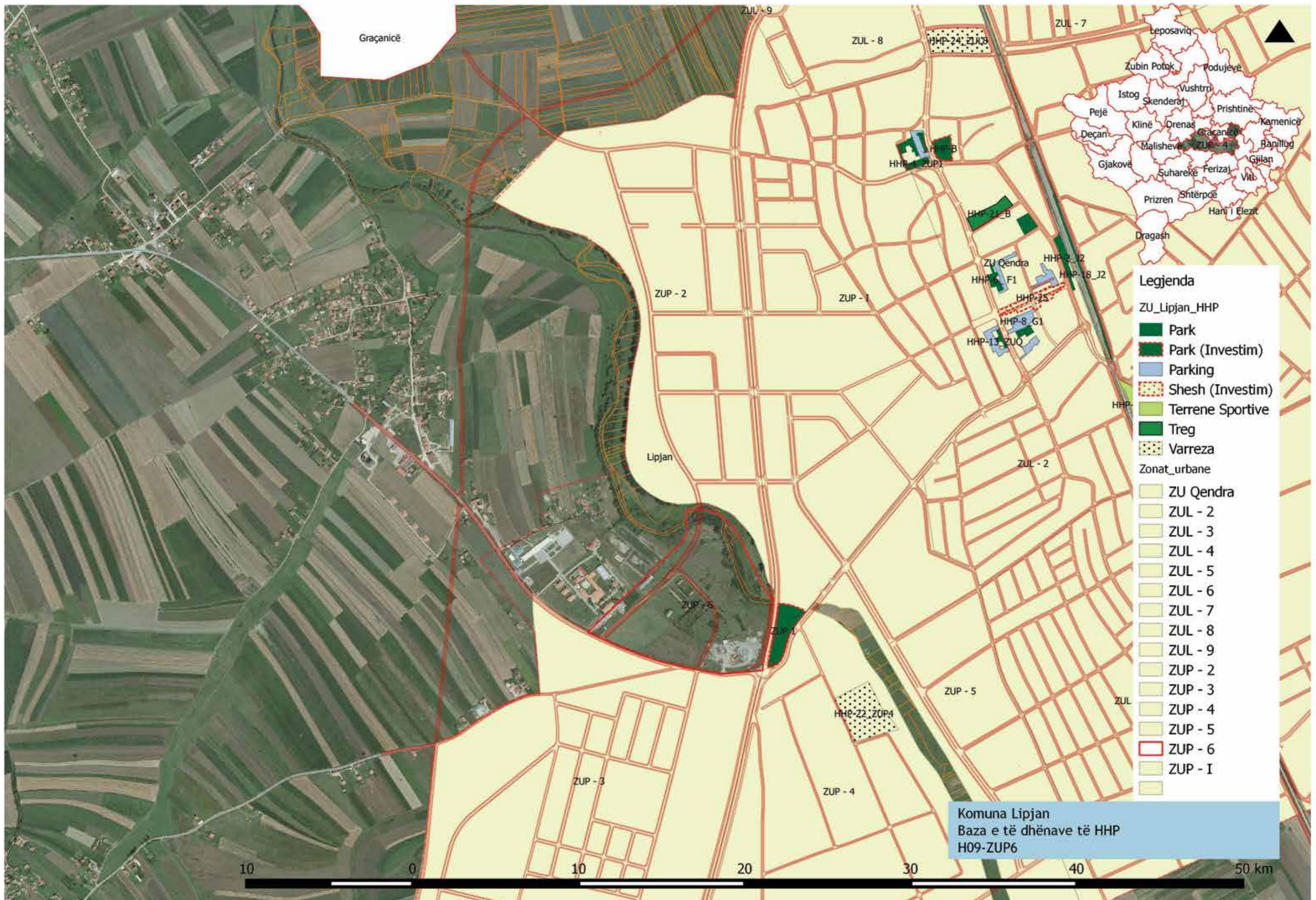












Graçanicë



- Legjenda**
- ZU_Lipjan_HHP
 - Park
 - Park (Investim)
 - Parking
 - Shesh (Investim)
 - Terrene Sportive
 - Treg
 - Varreza
 - Zonat_urbane
 - ZU Qendra
 - ZUL - 2
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 - ZUP - 2
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 - ZUP - 6
 - ZUP - I

Komuna Lipjan
Baza e të dhënave të HHP
H09-ZUP6

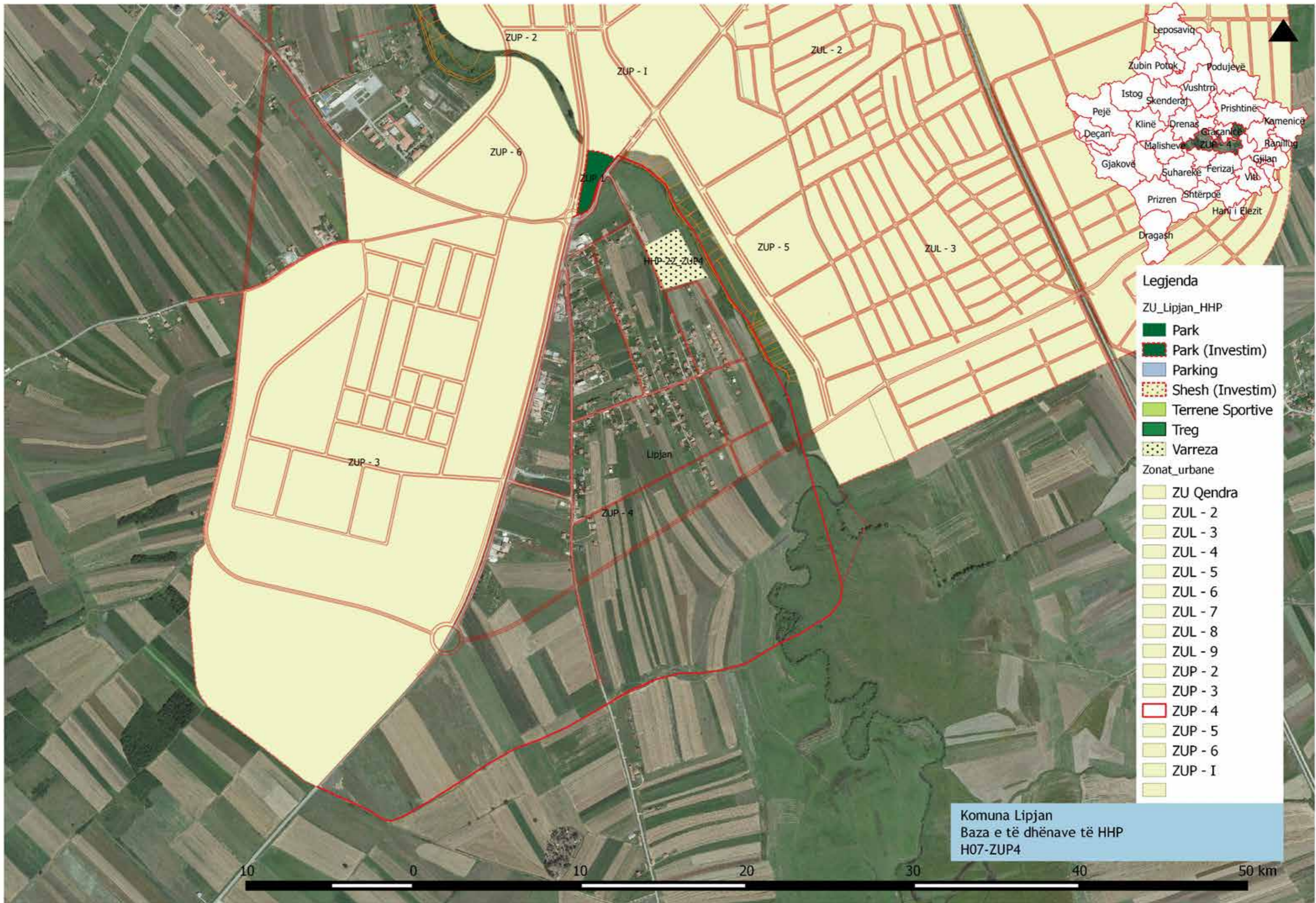


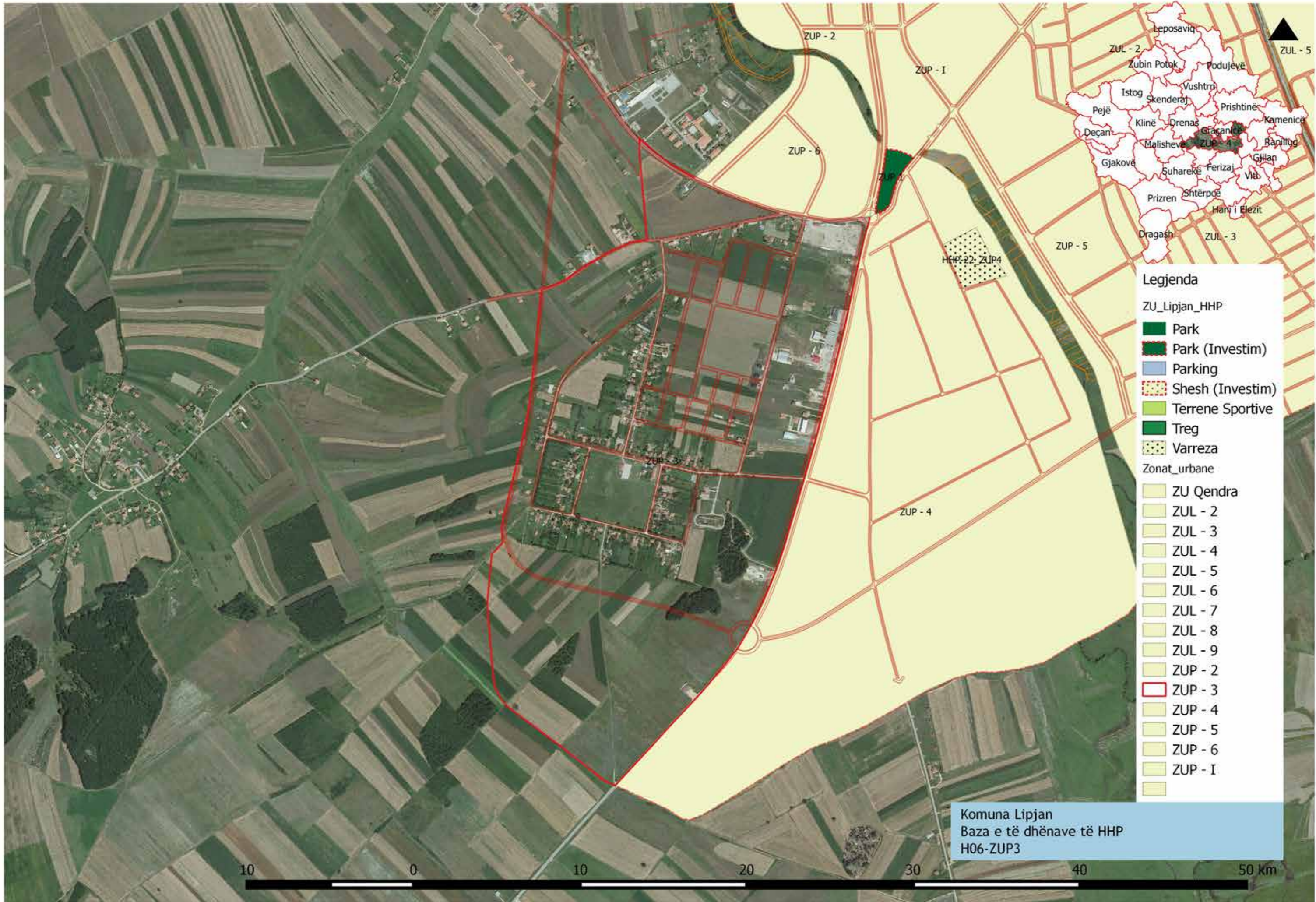


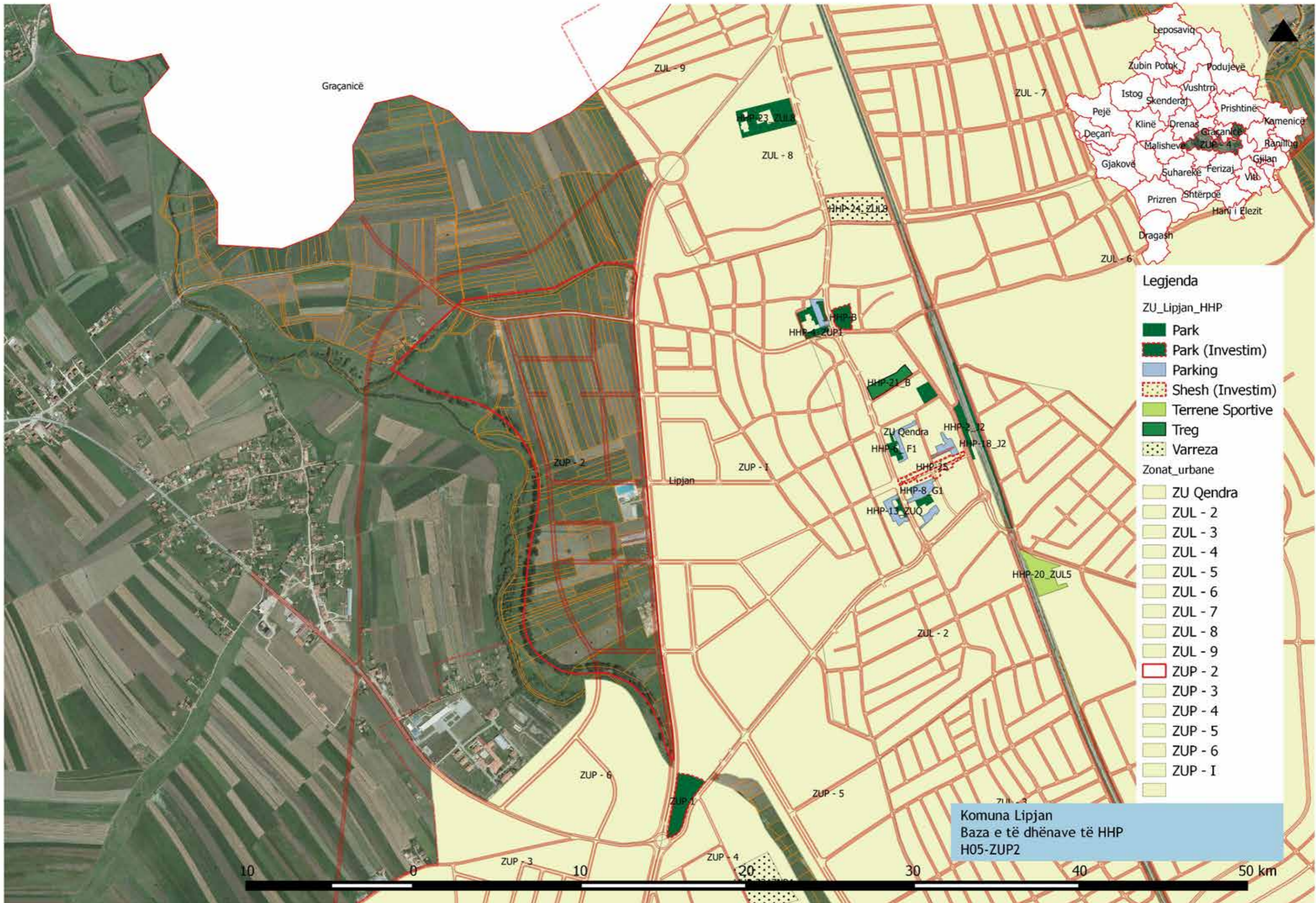
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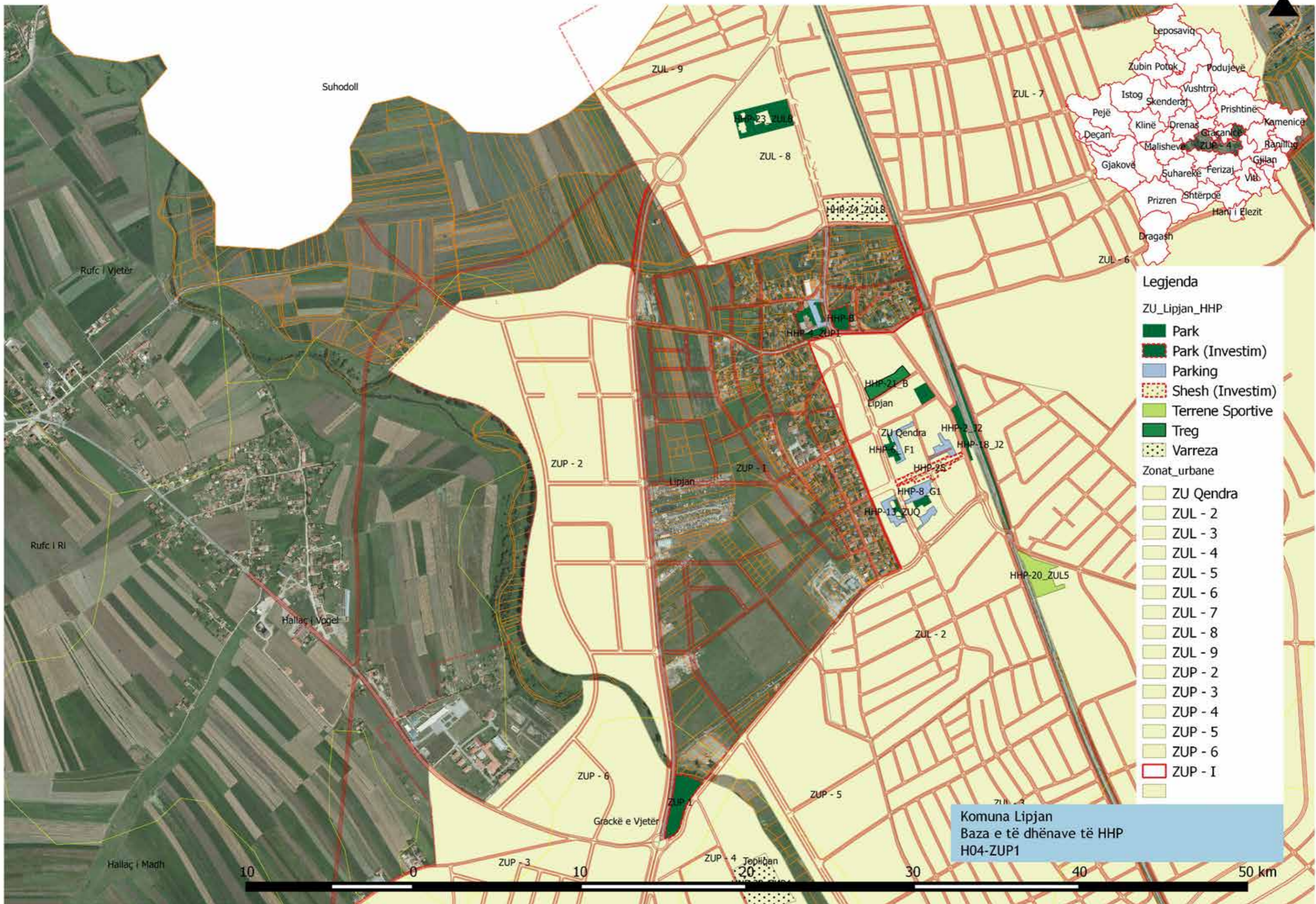
- ZU_Lipjan_HHP
- Park
- Park (Investim)
- Parking
- Shesh (Investim)
- Terrene Sportive
- Treg
- Varreza
- Zonat_urbane
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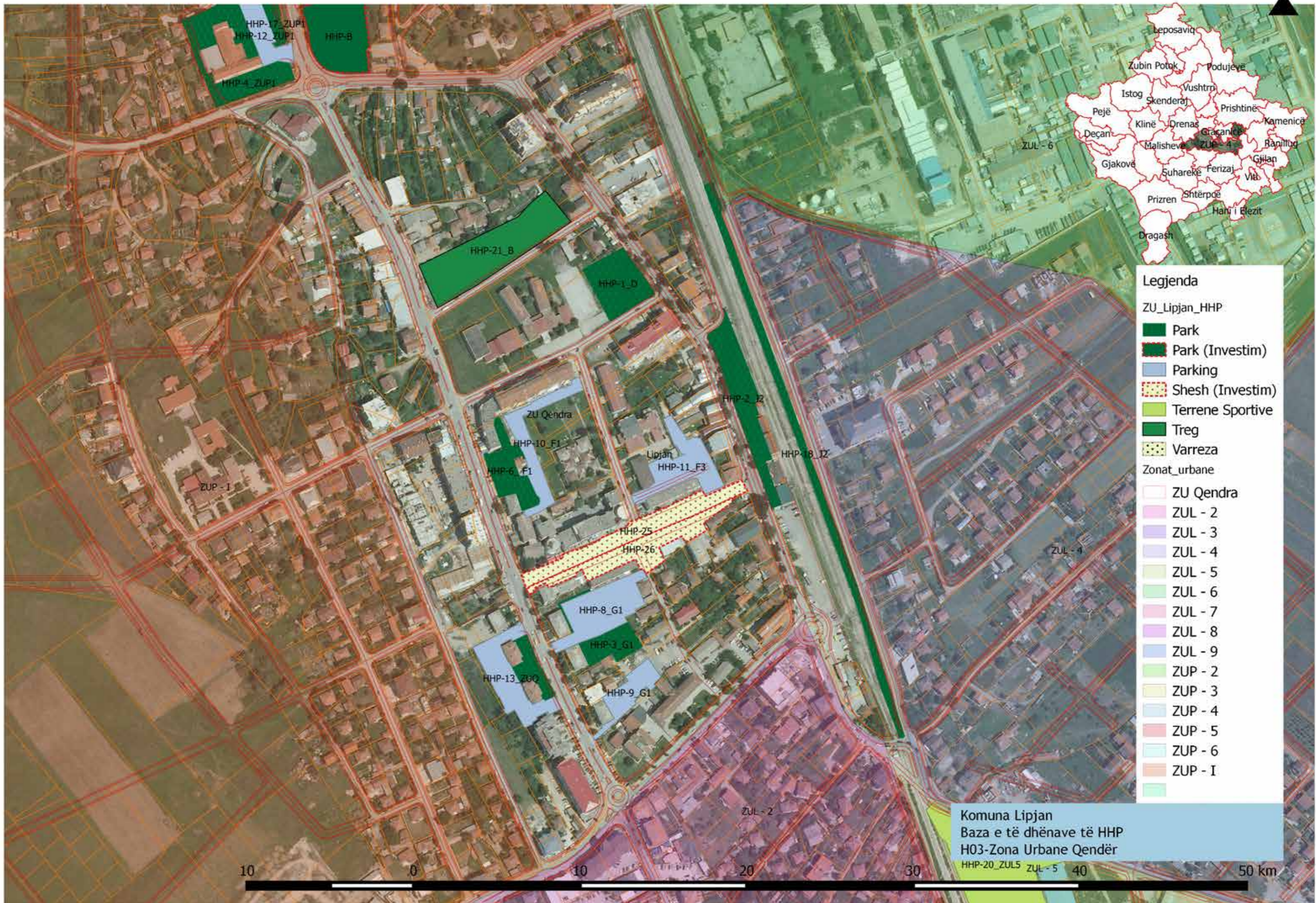


Legjenda

- ZU_Lipjan_HHP
- Park
- Park (Investim)
- Parking
- Shesh (Investim)
- Terrene Sportive
- Treg
- Varreza
- Zonat_urbane
- ZU Qendra
- ZUL - 2
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- ZUL - 5
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- ZUL - 7
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- ZUL - 9
- ZUP - 2
- ZUP - 3
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- ZUP - 6
- ZUP - I

Komuna Lipjan
 Baza e të dhënave të HHP
 H04-ZUP1

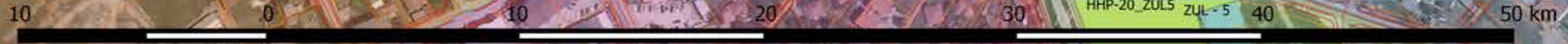


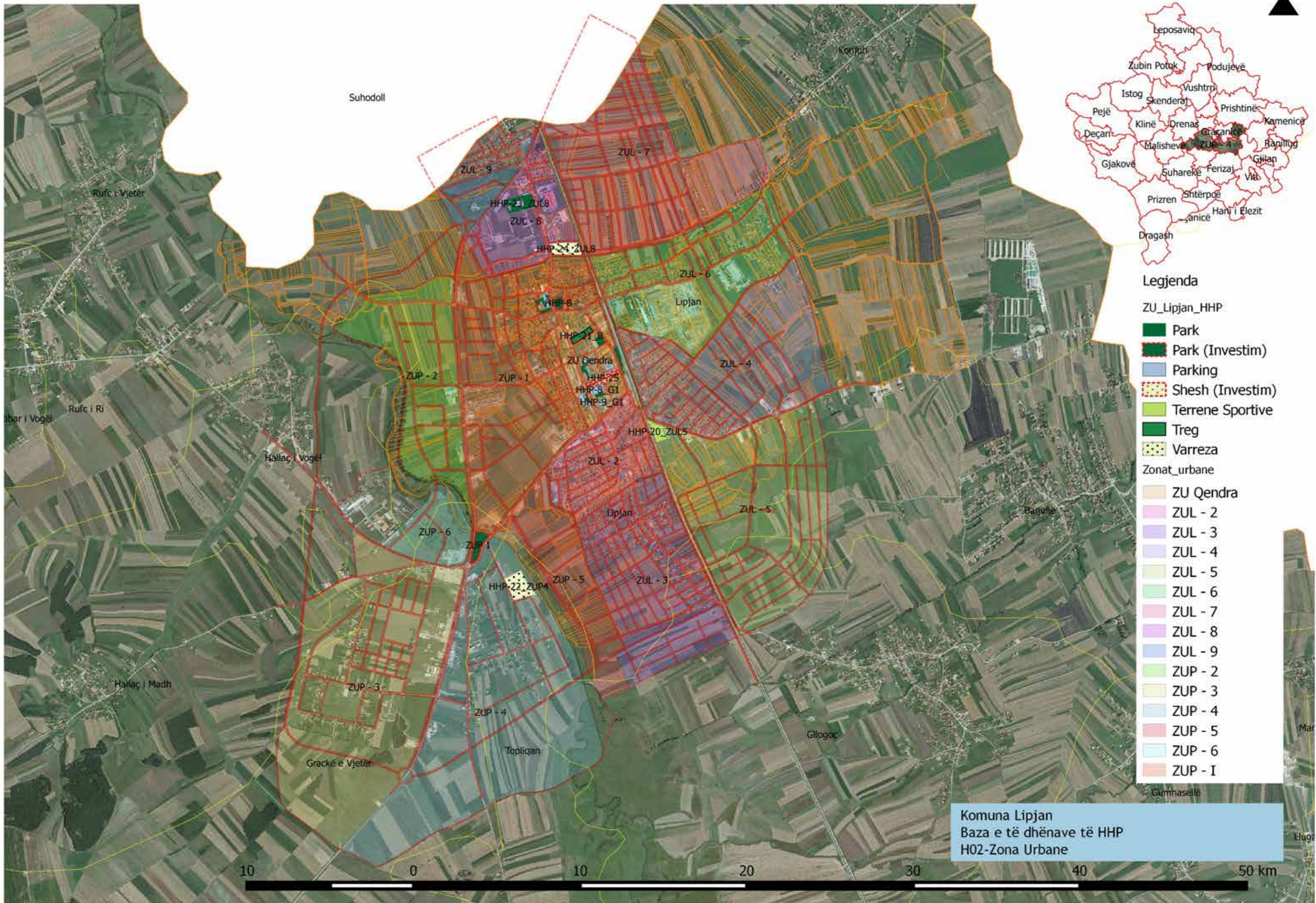


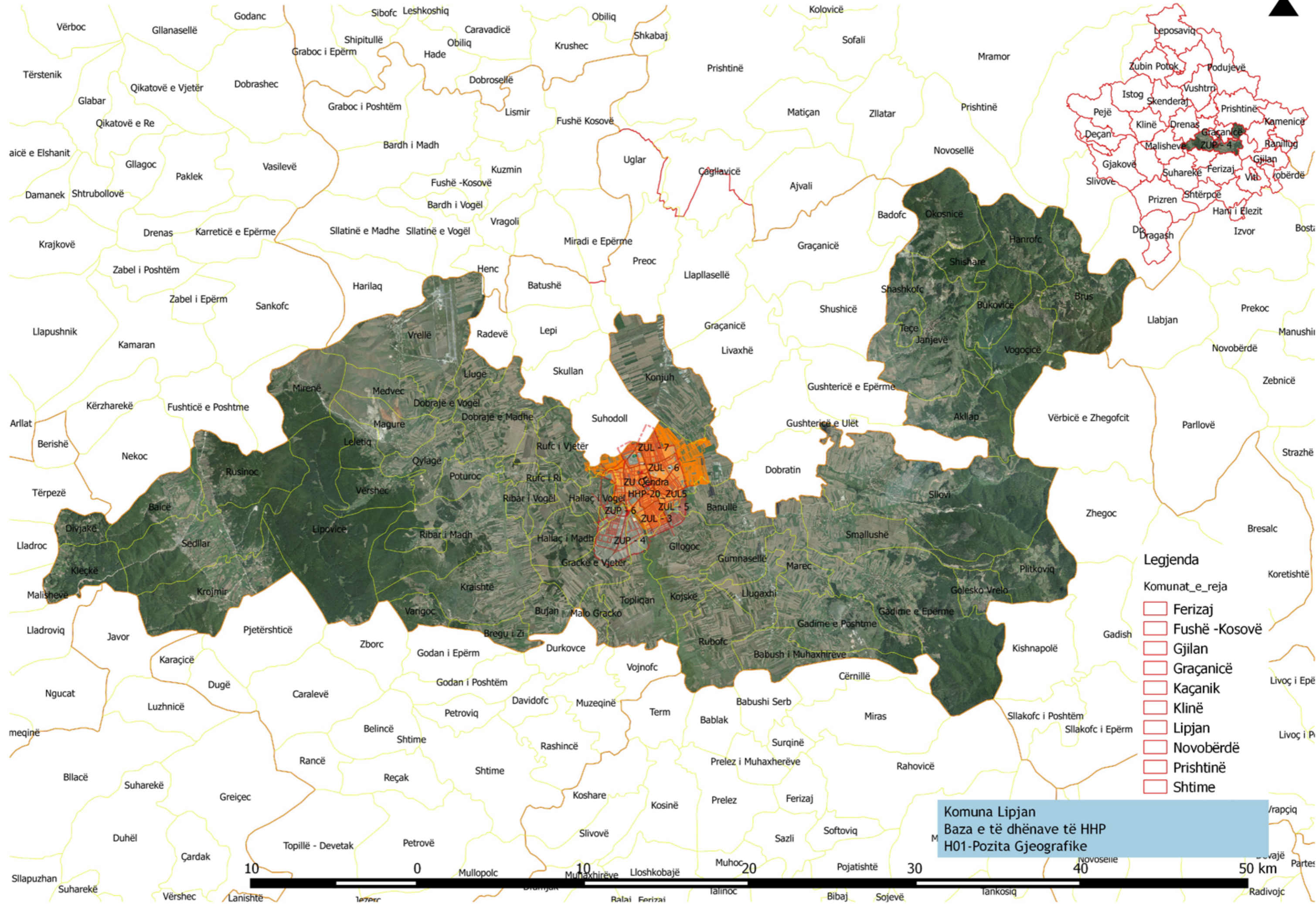
Legjenda

- ZU_Lipjan_HHP
- Park
- Park (Investim)
- Parking
- Shesh (Investim)
- Terrene Sportive
- Treg
- Varreza
- Zonat_urbane
- ZU Qendra
- ZUL - 2
- ZUL - 3
- ZUL - 4
- ZUL - 5
- ZUL - 6
- ZUL - 7
- ZUL - 8
- ZUL - 9
- ZUP - 2
- ZUP - 3
- ZUP - 4
- ZUP - 5
- ZUP - 6
- ZUP - I

Komuna Lipjan
 Baza e të dhënave të HHP
 H03-Zona Urbane Qendër
 HHP-20_ZUL5 ZUL - 5 40





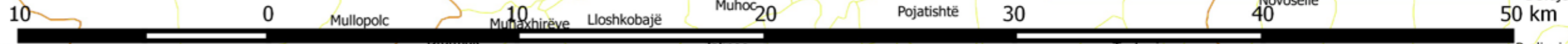


Legjenda

Komunat_e_reja

- Ferizaj
- Fushë -Kosovë
- Gjilan
- Graçanicë
- Kaçanik
- Klinë
- Lipjan
- Novobërdë
- Prishtinë
- Shtime

Komuna Lipjan
 Baza e të dhënave të HHP
 H01-Pozita Gjeografike



Annex 2: Inventory – POS maintenance plans, each separately – tabular forms

Project title		HHP-1_D																				
	Maintenance total cost	5,239.47		1.94																		
	Category	Park																				
						Number of activities undertaken at POS during the period of maintenance activities																
No.	HPP Name	Activity	Activity description	Unit	Quantity	Unit price	Total price (annual)	No. of activities (annual)	January	February	March	April	May	June	July	August	September	October	November	December		
1		CA	Collection and disposal of waste	m²	2698	€ 0.01	2,590.08	96	2	2	10	10	10	10	10	10	10	10	10	2	1	
2		CA	Removal of graffiti	m²	2,698	€ 15.00	40,47	1			1										1	
3		CA	Cleaning and maintenance of the fountain/tap	copè	1	€ 5.00	20.00	4			1		1		1						1	
4		CA	Removal of snow from pedestrian paths	m²	748	€ 0.01	59.84	8	2	2	1								1	2	1	
5		H	Irrigation of green area	m²	1950	€ 0.01	721.50	37			1	4	6	6	6	6	6	6	2		1	
6		H	Mowing the grass as per technical specification	m²	1950	€ 0.01	721.50	37			1	4	6	6	6	6	6	2			1	
7		H	Replanting of low greenery/grass	m²	97.5	€ 0.20	19.50	1			1										1	
8		H	Fertilization of the green areas	m²	1950	€ 0.10	195.00	1			1										1	
9	HHP-1_D	H	Plowing of low greenery/flowers	m²	100	€ 0.05	5.00	1				1									1	
10		H	Planting low greenery/flowers	m²	100	€ 0.20	20.00	1				1									1	
11		H	Maintenance of high greenery - pruning trees	piece	19	€ 5.00	95.00	1		1											1	
12		H	Disinfection, disinsection and deratization	m²	2698	€ 0.01	26.98	1				1									1	
13		CE	Maintenance of urban furnitures/benches	piece	3	€ 20.00	120.00	2			1			1							1	
14		CE	Maintenance of urban furnitures/bins	piece	5	€ 50.00	250.00	1			1										1	
15		CE	Maintenance/repairment of cobblestones paths in case of damage as per technical specification	m²	37.4	€ 9.00	336.60	1			1										1	
16		CE	Maintenance of lighting	piece	18	€ 0.50	18.00	2			1							1			1	

Project title		HPP-2_J2																		
No.	Name of POS	Activi- teti	Activity description	Unit	Quantity	Unit price	Total price (annual)	No. of activities (annual)	Number of activities undertaken at POS during the period of maintenance activities											
									January	February	March	April	May	June	July	August	September	October	November	December
	Maintenance total cost		5,125.63			2.15														
	Category		Park																	
1		CA	Collection and disposal of waste	m ²	2385	€ 0.01	2,289.60	96	2	2	10	10	10	10	10	10	10	10	10	2
2		CA	Removal of graffiti at painted surfaces	m ²	2.385	€ 15.00	35.78	1			1									
3		CA	Cleaning and maintenance of the fountain as per technical specification	copè	1	€ 20.00	160.00	8			1	1	1	1	1	1	1	1	1	
4		CA	Removal of snow from pedestrian paths	m ²	655	€ 0.01	52.40	8	2	2	1								1	2
5		H	Irrigation of green area	m ²	1730	€ 0.01	640.10	37			1	4	6	6	6	6	6	6	2	
6		H	Mowing of grass	m ²	1730	€ 0.01	640.10	37			1	4	6	6	6	6	6	6	2	
7		H	Replanting of low greenery/grass	m ²	86.5	€ 0.20	17.30	1			1									
8		H	Fertilization of the green areas	m ²	1730	€ 0.10	173.00	1			1									
9		H	Plowing of low greenery/flowers	m ²	100	€ 0.05	5.00	1				1								
10		H	Planting low greenery/flowers	m ²	100	€ 0.20	20.00	1				1								
11		H	Maintenance of high greenery - pruning trees	piece	4	€ 5.00	20.00	1		1										
12		H	Maintenance of medium greenery - pruning of ornamental plants	piece	14	€ 1.00	14.00	1		1										
13		H	Disinfection, dissection of POS	m ²	2385	€ 0.01	23.85	1				1								
14		CE	Maintenance of urban furnitures/seats	piece	3	€ 60.00	180.00	1			1									
15		CE	Maintenance of urban furnitures/bins	piece	5	€ 50.00	250.00	1			1									
16		CE	Maintenance/repairment of cobblestones paths	m ²	65.5	€ 9.00	589.50	1			1									
17		CE	Maintenance of public lighting	piece	15	€ 0.50	15.00	2			1							1		

Project title		HHP-3_G1																				
No.	Name of POS	Activity	Activity Description	U.	Quantity	Unit price	Total price (annual)	No. of activities (annual)	Number of activities undertaken at POS during the period of maintenance activities													
									January	February	March	April	May	June	July	August	September	October	November	December		
	Maintenance total cost		4,503.55			2.26																
	Category		Park																			
1		CA	Collection and disposal of waste	m ²	1994	€ 0.01	1,914.24	96	2	2	10	10	10	10	10	10	10	10	10	10	2	
2		CA	Removal of graffiti	m ²	1,994	€ 15.00	29,91	1			1											
3		CA	Cleaning and maintenance of children's playground	m ²	110	€ 5.00	550.00	1			1											
4		CA	Removal of snow from pedestrian paths	m ²	342	€ 0.01	27.36	8	2	2	1									1	2	
5		H	Irrigation of green areas	m ²	1652	€ 0.01	611.24	37			1	4	6	6	6	6	6	6	2			
6		H	Mowing of grass as per technical specification	m ²	1652	€ 0.01	611.24	37			1	4	6	6	6	6	6	6	2			
7		H	Replanting of low greenery/grass	m ²	82.6	€ 0.20	16.52	1			1											
8		H	Fertilization of the green areas	m ²	1652	€ 0.10	165.20	1			1											
9		H	Plowing of low greenery/flowers	m ²	100	€ 0.05	10.00	2				1			1							
10		H	Planting of low greenery/flowers	m ²	100	€ 0.20	20.00	1				1										
11	HPP-3_G1	H	Maintenance of high greenery - pruning trees	piece	13	€ 5.00	65.00	1		1												
12		H	Maintenance of medium greenery - pruning shrubs and ornamental plants	piece	16	€ 1.00	16.00	1		1												
13		H	Disinfection, disinsection as per technical specification	m ²	1994	€ 0.01	19.94	1				1										
14		CE	Maintenance/repairment of urban furnitures/benches	piece	3	€ 60.00	180.00	1			1											
15		CE	Maintenance of urban furniture/bins	piece	2	€ 50.00	100.00	1			1											
16		CE	Maintenance/repairment of cobblestones paths, in case of damage, replacement with new ones as per technical specification	m ²	17.1	€ 9.00	153.90	1			1											
17		CE	Maintenance of lighting as per technical specification	piece	13	€ 0.50	13.00	2			1					1						

Project title		HHP-5_H																		
Category		Park																		
Maintenance total cost		1,903.95																		
		€ 1,903.95																		
		Number of activities undertaken at POS during the period of maintenance activities																		
No.	Name of POS	Activity	Activity description	U.	Quantity	Unit price	Total price (annual)	No. of activities (annual)	January	February	March	April	May	June	July	August	September	October	November	December
1		CA	Collection and disposal of waste as per technical specification	m²	876	0.01	840.96	96	2	2	10	10	10	10	10	10	10	10	10	2
2		CA	Removal of graffiti at painted surfaces as per technical specification	m²	0.876	15.00	13.14	1			1									
3		CA	Maintenance/repairment of objects (benches) for daily stance in the park, as per technical specifications	piece	11	10.00	110.00	1			1									
4		CA	Removal of snow from pedestrian paths, as per technical specification	m²	375	0.01	30.00	8	2	2	1								1	2
5		H	Irrigation of green area as per technical specification	m²	501	0.01	185.37	37			1	4	6	6	6	6	6	6	2	
6		H	Mowing the grass as per technical specification	m²	501	0.01	185.37	37			1	4	6	6	6	6	6	6	2	
7		H	Replanting of low greenery/grass as per technical specification	m²	100	0.20	20.00	1			1									
8		H	Fertilization of the green areas as per technical specification	m²	501	0.10	50.10	1			1									
9		H	Plowing of low greenery/flowers as per technical specification	m²	50	0.05	2.50	1				1								
10		H	Planting low greenery/flowers as per technical specification	m²	50	0.20	10.00	1				1								
11		H	Maintenance of high greenery - pruning trees as per technical specification	piece	5	5.00	25.00	1		1										
12		H	Disinfection, dissection and deratization	m²	876	0.01	8.76	1				1								
13		CE	Maintenance of urban furnitures/wooden bins as per technical specification	piece	5	50.00	250.00	1			1									
14		CE	Maintenance/repairment of cobblestones paths in case of damage as per technical specification	m²	18.75	9.00	168.75	1			1									
15		CE	Maintenance of lighting as per technical specification	piece	4	0.50	4.00	2			1							1		

Project title		HHP-6_ZU CENTER																		
	Maintenance total cost	3,596.23			2.07															
	Category	Park																		
							Number of activities undertaken at POS during the period of maintenance activities													
No.	Name of POS	Activity	Activity description	U.	Quantity	Unit price.	Total price (annual)	No. of activities (annual)	January	February	March	April	May	June	July	August	September	October	November	December
1		CA	Collection and disposal of waste as per technical specification	m ²	1741	€ 0.01	1,671.36	96	2	2	10	10	10	10	10	10	10	10	10	2
2		CA	Removal of graffiti at painted surfaces as per technical specification	m ²	1.741	€ 15.00	26.12	1			1									
3		CA	Removal of snow from pedestrian paths as per technical specification	m ²	110	€ 0.01	8.80	8	2	2	1								1	2
4		H	Irrigation of green area as per technical specification	m ²	1631	€ 0.01	603.47	37			1	4	6	6	6	6	6	6	2	
5		H	Mowing the grass as per technical specification	m ²	1631	€ 0.01	603.47	37			1	4	6	6	6	6	6	6	2	
6		H	Replanting of low greenery/grass as per technical specification	m ²	200	€ 0.20	40.00	1			1									
7		H	Fertilization of the green areas as per technical specification	m ²	1631	€ 0.10	163.10	1			1									
8		H	Plowing of low greenery/flowers as per technical specification	m ²	100	€ 0.05	5.00	1				1								
9		H	Planting low greenery/flowers as per technical specification	m ²	200	€ 0.20	40.00	1				1								
10		H	Maintenance of high greenery - pruning trees as per technical specification	piece	9	€ 5.00	45.00	1		1										
11		H	Maintenance of medium greenery pruning firs and green fence (ornamental plants) as per technical specification	piece	30	€ 1.00	30.00	1		1										
12		H	Disinfection, disinsection as per technical specification	m ²	1741	€ 0.01	17.41	1				1								
13		CE	Maintenance of urban furnitures/benches as per technical specification	piece	3	€ 60.00	180.00	1			1									
14		CE	Maintenance of urban furnitures/wooden bins as per technical specification	piece	2	€ 50.00	100.00	1			1									
15		CE	Maintenance/repairment of cobblestones paths in case of damage as per technical specification	m ²	5.5	€ 9.00	49.50	1			1									
16		CE	Maintenance of lighting as per technical specification	piece	13	€ 0.50	13.00	2			1							1		

Project title		HHP-11_F3																			
No.	Name of POS	Activity	Activity description	Ni.	Quantity	Unit price	Total price (annual)	No. of activities (annual)	January	February	March	April	May	June	July	August	September	October	November	December	
	Maintenance total cost		4,484.88			1.77															
	Category		Parking																		
Number of activities undertaken at POS during the period of maintenance activities																					
1		CA	Collection and disposal of waste as per technical specification	m ²	2536	€ 0.01	2,434.56	96	2	2	10	10	10	10	10	10	10	10	10	10	2
2		CA	Removal of graffiti at painted surfaces as per technical specification	m ²	2.536	€ 15.00	38.04	1			1										
3		CA	Removal of snow from parking, as per technical specification	m ²	2536	€ 0.01	202.88	8	2	2	1									1	2
4		CA	Irrigation of green area as per technical specification	m ²	280	€ 0.01	103.60	37			1	4	6	6	6	6	6	6	2		
5		H	Mowing the grass as per technical specification	m ²	280	€ 0.01	103.60	37			1	4	6	6	6	6	6	6	2		
6		H	Planting low greenery/grass, replanting of grass if applicable as per technical specification	m ²	50	€ 0.20	10.00	1			1										
7		H	Fertilization of the green areas as per technical specification	m ²	280	€ 0.10	28.00	1			1										
8		H	Plowing of low greenery/flowers as per technical specification	m ²	50	€ 0.05	5.00	2				1			1						
9		H	Planting low greenery/flowers as per technical specification	m ²	50	€ 0.20	10.00	1				1									
10		H	Maintenance of high greenery - pruning trees as per technical specification	piece	10	€ 5.00	50.00	1		1											
11		CE	Maintenance of urban furnitures/bins/movable containers in the middle of the area, disposal of surrounding waste, as per technical specification	piece	6	€ 0.50	288.00	96	2	2	10	10	10	10	10	10	10	10	10	10	2
12		CE	Maintenance/repairment of the parking area with cobblestones in case of damage, as per technical specifications	m ²	126.8	€ 9.00	1,141.20	1			1										
13		CE	Cleaning storm drains as per technical specification	piece	13	€ 0.50	13.00	2	0	0	1	0	0	1	0	0	0	0	0	0	0
14		CE	Cleaning of waste water channels, and in case of blockages, the unblocking should be done as per technical specification	m ⁱ	130	€ 0.20	52.00	2	0	0	1	0	0	0	0	0	0	1	0	0	0
15		CE	Maintenance of lighting as per technical specification	piece	5	€ 0.50	5.00	2	0	0	1	0	0	0	0	1	0	0	0	0	0

Project title		HHP-27_TROTUARE																		
	Maintenance total cost		11,014.50																	
	Category		Sidewalks																	
No.	Name of POS	Activity	Activity description	U.	Quantity	Unit price	Total price (annual)	No. of activities (annual)	January	February	March	April	May	June	July	August	September	October	November	December
1		CA	Collection and disposal of waste under Article 1.4 of the technical specification along pedestrian paths (sidewalks) in average width B = 3.0 m at both sides of the road	m'	5472	€ 0.01	2,079.36	38	2	2	3	4	4	4	4	4	4	3	2	2
2		CA	Removal of snow from pedestrian paths/sidewalks in average width B = 2.0 m", under Article 1.7 of the technical specification	m'	10944	€ 0.01	3,939.84	36	10	10	2								4	10
3		H	Maintenance of high greenery - pruning trees as per technical specification	piece	63.3	€ 5.00	316.50	1		1										
4		H	Irrigation of decorative trees as per technical specification	piece	633	€ 0.20	1,519.20	12			1	1	2	2	2	2	2	2		
5		CE	Maintenance of urban furnitures/bins, as per technical specification	piece	3	€ 50.00	150.00	1			1									
6		CE	Maintenance/repairment of cobblestones paths in case of damage as per technical specification	m²	273.6	€ 9.00	2,462.40	1			1									
7		CE	Replacement of the curbstones in case of damage as per technical specification	m'	109.44	€ 5.00	547.20	1			1									
	Project title		HHP-22_ZUP 4																	

Number of activities undertaken at POS during the period of maintenance activities

Annex 3. POS monitoring form

Annex 4: Technical descriptions typical for POSs maintenance

Investor: Lipjan/Lipljan MUNICIPALITY

Project: Maintenance of Public Open Spaces

Establishment of a comprehensive system which will serve to municipal departments responsible for maintaining the POSs is seen as a current need. With the aim of supporting the municipality in defining a standard approach at the local level, two typical models/levels of the maintenance are proposed for implementation. Models and other elements can be added further in order for it to become a maintenance program based on which the budget for POS maintenance would be prepared.

Difference between these two so-called classes/levels of maintenance is the approach towards the POS maintenance, in the intensity of maintenance and the frequency of activities. One of the options described above may respond precisely or not as much for POS. Maintenance unit prices vary from settlement to settlement or from model to model due to the workforce engaged, market price of materials, project phase, seasonal duration, environment humidity, utilization intensity of the POS, etc.

It would be preferable to define standard values for maintenance in order to normalize them during iterative cycles of the Plan. The standard descriptions mentioned can serve to us in the future also as measuring criteria on evaluating and monitoring the POSs maintenance.

Serial no.	Description of maintenance activities
1.	Model I:
	The maintenance applied in high quality and diverse landscapes, referred to urban zones with high movement such as public squares, city centres, government spaces or parks with a high frequency of visitors.
1.1.	Grass areas - Grass height based on grass type/variety. Mowing at least once in every five days or more often (in three days). Ventilation as needed, but not less than twice a year. Replanting as necessary. Control of weeds as their presence shall not be more than 5% of the area.
1.2.	Fertilization - according to optimal requirements for a certain type and also to ensure adequate nutrition during the whole year. The percentage of nitrogen, phosphorus and potassium, according to the recommendations for service providers. Trees, shrubs and flowers to be fertilized as needed for optimal growth.
1.3.	Irrigation - automatic or manual spraying may be adequate. Frequency of application as needed and depending on rainfall, temperatures, and seasonal conditions.
1.4.	Collection of garbage/trash - At least once a day, 7 days a week and more often in spaces with high intensity of visits. Collection points and bins to be sufficient for receiving garbage without evident overflow.
1.5.	Pruning - The frequency depends on the type and variety of trees and shrubs, project requirements (shaped or natural). Pruning in the vegetation periods.

1.6.	Pests and diseases control - may be as follows: 1) preventive; according to any pre- determined program. 2) correctional; by chemical or mechanical means to eliminate the problems observed. 3) without applying any particular measure since no concrete damages have been noticed on the trees or greenery or since various insects do not significantly irritate. It is foreseen to prevent or detect the problems and avoid them at an early stage.
1.7.	Removal of snow - should commence immediately after having been accumulated at 5cm thickness. Roads, paths and spaces for parking of vehicles are by no means allowed to be covered with snow longer than the midday of the following day after the snowfall stops. Application of salts and sand is considered appropriate to reduce the risk of injuries from sliding.
1.8.	Lighting - Maintenance must ensure the purpose of the project. Damaged systems must be repaired as soon as they are noticed. Replacement of bulbs should be made on the first working day after the reporting of the breakdown.
1.9.	Surfaces - Wiping, cleaning and washing the surfaces must be conducted so that the accumulation of sand, dirt and/or leaves shall not create unpleasant or uncertainty impression in the surface at any time. Wiping and colouring of stains on the existing structures must be applied whenever the surfaces are seen as damaged from weather conditions or they are consumed over time. Colouring of surfaces made of wood is conducted at least once (maybe twice) a year. Stains from paved surfaces should be removed/cleaned or coloured within five days from the identification.
1.10.	Repairs - All constituent elements shall be repaired immediately after being noticed, if the replacement parts and workers are available. When repairs are critical and may present obstacles for users, the same may be extended for an appropriate period.
1.11.	Inspection - Inspections of surfaces by the person responsible should be carried out on daily basis.
1.12.	Flowers/flower beds - it is necessary to care for irrigation, fertilization, control of diseases and weeds at least once a week. A desirable standard should be the situation of fresh flowers and without weeds.
1.13.	Roof spaces for rest – are not always parts of the projects but where they exist, they should be given special care and daily cleaning, especially on days with very high attendance.
1.14	Special content - elements such as fountains, springs with drinking water, sculptures, artwork, poles for placing the flags, controlling barriers, etc. may be part of integral projects and the same also require maintenance which for the first class spaces may be of relatively high orders.

2	Model II:
	Average level of maintenance related with locations of average or low development, visited with average or low frequency, with limited budgetary capacities for maintenance.
2.1.	Grass areas - The height of the grass by type/variety. Mowing at least once in 10 days. Ventilation is not applied except if poor quality of the surface does not impose it or the fertilization of space. Replanting is conducted only in cases when large barren surfaces are observed. Control measures against weeds when more than 50% of small surfaces are covered with them, or when 15% or more of the total area is covered with poor quality.
2.2.	Fertilization - only when the grass has no power to be developed normally. Rare fertilization, once a year. The suggested rate, half of the amount foreseen for spaces of the first class.
2.3.	Irrigation - Depending on the prevailing climate. Spaces rely on precipitation with possible complementary irrigation during dry periods. When it is necessary, frequency regulated would be one to two times (or maybe two to three times) a week.
2.4.	Collection of garbage/trash - At least two to three times a week. The highest frequency of usage may detect a more frequent maintenance during the hot periods.
2.5.	Pruning - When it is necessary, for health reasons or for visual effects and images. For most of the trees and shrubs not more often than once in two or three years.
2.6.	Pests and diseases control - Only in case of any epidemic or based on serious complaints. Control measures can be applied when the tree existence is threatened or where the convenience of users comes into question..
2.7.	Removal of snow - based on the requirements under local laws but in general should be applied on the day after the snowfall. Some of the areas or paths may not be cleaned at all.
2.8.	Lighting - replacement of bulbs when noticed they are damaged/burned out or after damages were reported.
2.9.	Surfaces - Wiping based on complaints. Repair or replacement depending on the available budget.
2.10.	Surfaces - Wiping based on complaints. Repair or replacement depending on the available budget.
2.11.	Inspection - once a week.
2.12.	Flowers/flower beds - Only maintenance of perennial herbs.
2.13.	Roofed areas for rest - when they exist, are maintained at least twice a week, and even more often depending on cases.
2.14	Special content - minimum maintenance considering the function and safety of users.



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