

Parks, Buildings and Grounds Commission Meeting Agenda



March 10, 2025 - 5:30 PM
Mayor's Conference Room
3805 S. Casper Dr.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. February 10, 2025, Meeting Minutes
4. **NEW BUSINESS**
 - A. Discussion and possible recommendation to the Common Council for the denial of the Temporary Easement request WI-WK-002.200 for use of the Stigler Nature Preserve.
 - B. Discussion and possible recommendation to the Common Council for the approval of Resolution 2025-06 Amending the 2024 Capital Projects Budget to expand card access controls at the Recycling Center, Historical Museum, and New Berlin Hills Clubhouse.
 - C. Discussion and possible recommendation to the Common Council for the approval of Resolution 2025-07 Amending the 2025 Capital Projects Budget for a facility needs studies to determine an improvement schedule.
5. **UPDATES**
6. **ADJOURN**

Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.

Parks, Buildings and Grounds Commission MEETING MINUTES



February 10, 2025 - 5:30 PM
Mayor's Conference Room
3805 S. Casper Dr.

MINUTES

1. CALL TO ORDER

Mayor Ament called the meeting to order at 5:31 PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Mayor Ament, Commissioner Ferrante, Commissioner Rafel, Commissioner Wicihowski
Excused: Alderperson Scott La Fever

Staff Present: Director of Public Works Lucas Pichler, Deputy Director of Public Works Mike Eder, Parks Supervisor Josh Fabian, and Facilities Supervisor Bob Loohauis

3. APPROVAL OF MINUTES

MOTION: Motion to Approve the January 13, 2025, Meeting Minutes

VOTE: Motion by: Commissioner Wicihowski
Second by: Commissioner Ferrante
Motion Passed 4-0

A. 01/13/25 Meeting Minutes

4. NEW BUSINESS

A. Discussion and possible recommendation to the Common Council for the approval of Resolution 2025-03 Amending the 2025 Capital Projects Budget to purchase two turf mowers.

MOTION: Motion to Approve the recommendation to the Common Council for the approval of Resolution 2025-03 Amending the 2025 Capital Projects Budget to purchase two turf mowers

VOTE: Motion by: Commissioner Wicihowski
Second by: Commissioner Rafel
Motion Passed 4-0

B. Discussion and possible recommendation to Common Council to award the Fire Station #4 Generator Replacement Project to the most responsive and responsible bidder, Pieper Electric, Inc., in the amount of \$122,493.00. The total project cost, including contingencies, is not to exceed \$123,000.00 from account 04251300 61514 C2022.

MOTION: Motion to Approve the recommendation to Common Council to award the Fire Station #4 Generator Replacement Project to the most responsive and responsible bidder, Pieper Electric, Inc., in the amount of \$122,493.00. The total project cost, including contingencies, is not to exceed \$123,000.00 from account 04251300 61514 C2022.

VOTE: Motion by: Commissioner Wicihowski
Second by: Commissioner Ferrante
Motion Passed 4-0

5. UPDATES

Parks Supervisor Josh Fabian gave updated ongoing projects.

6. ADJOURN

MOTION: Motion to Adjourn at 5:50 PM

VOTE: Motion by: Commissioner Wicihowski
Second by: Commissioner Rafel
Motion Passed 4-0

Respectfully Submitted,

Robert T. Rafel MBA
PB & G Commission Secretary



REQUESTED ACTION STATEMENT

DATE: February 20, 2025

TO: Mayor
Common Council
Parks, Buildings and Grounds Commission

FROM: Tamara Simonson – City Engineer

ISSUE: TC Energy/ANR Pipeline Company Pipe Replacement, Temporary Easement Request.

REQUESTED:

Recommend to the Common Council the denial of the Temporary Easement request WI-WK-002.200 for use of the Stigler Nature Preserve.

FISCAL IMPACT: N/A

FINDINGS:

1. Project includes replacement of 1.4 miles of existing 18-inch and 22-inch diameter Line 301 pipe with 30—inch diameter pipe.
2. Construction is expected to begin in August 2026 for any clearing. Mainline construction in the Spring of 2027.
3. The area shown on Exhibit A for use as additional temporary workspace contains high quality, old growth trees which this nature preserve was established to protect.

TEMPORARY EASEMENT
Tract Number: WI-WK-002.200

THIS TEMPORARY EASEMENT (this "**Agreement**"), is made as of this _____ day of _____, 20____, by and between **City of New Berlin, a municipal corporation**, whose address is 3805 S CASPER DR, New Berlin, WI 53151 (whether one or more, the "**Grantor**"), and **ANR Pipeline Company**, a Delaware corporation, whose address is 700 Louisiana Street, Ste. 700, Houston, Texas 77002 (the "**Grantee**"). Grantor and Grantee are hereinafter sometimes referred to individually as a "**Party**" and collectively as the "**Parties**."

WHEREAS, Grantor is the present owner of certain real property being described in that certain Guardian's Deed, dated 6/21/1994, from Thomas Stigler, as Guardian of Harold Stigler to City of New Berlin, a municipal corporation recorded in the Register of Deeds Office for Waukesha County, Wisconsin in Document No. 1974622, Warranty Deed, dated 6/21/1994, from Mildred Leair, Dorothy Casper, Lawrence Stigler, Regina Honeyager, Isabelle Honeyager, Frederick Stigler, Thomas Stigler, Donald Stigler, Anthony Stigler, Richard Stigler and James Stigler to City of New Berlin, a municipal corporation recorded in the Register of Deeds Office for Waukesha County, Wisconsin in Document No. 1974623, identified as parcel number NBC 1185999002, being more particularly described as Parcel A: That part of the Northeast 1/4 of Section 9, in Township 6 North, Range 20 East, in the City of New Berlin, Waukesha County, Wisconsin, bounded and described as follows, to-wit: Commencing at the Northeast corner of said 1/4 Section; running thence South on the Section line 84.60 rods; thence West 75.65 rods; thence North 84.60 rods; thence East 75.65 rods to the place of beginning. EXCEPTING THEREFROM that part thereof conveyed to Orrin W. Barker and Rachel L. Barker, his wife, by Warranty Deed dated May 15, 1941 and recorded May 19, 1941 in Volume 303 of Deeds, Page 565, as Document No. 240732. ALSO EXCEPTING THEREFROM that part conveyed to Ory Defferding and Irma Defferding, his wife, or the survivor, by Warranty Deed dated July 5, 1941 and recorded July 14, 1941 in Volume 306 of Deeds, Page 544, as Document No. 242050. ALSO EXCEPTING THEREFROM that part conveyed to City of New Berlin, a Municipal Corporation, by Warranty Deed dated June 15, 1968 and recorded June 21, 1968 in Volume 1126 of Deeds, Page 600, as Document No. 715923. ALSO EXCEPTING THEREFROM that part thereof conveyed to the City of New Berlin, a Municipal Corporation, by Warranty Deed dated October 3, 1970 and recorded December 14, 1970 in Volume 1213 of Deeds, Page 87, as Document 774948. PARCEL B: That fractional part of the Northeast 1/4 of Section 9, in Township 6 North, Range 20 East, in the City of New Berlin, Waukesha County, Wisconsin, bounded and described as follows: Commencing at the Southwest corner of said 1/4 Section; thence North on the West line of said 1/4 Section 81 rods and 3 feet; thence East 80 rods and 7 feet; thence South 5-1/5 rods; thence East 76.65 rods more or less to the East line of said Section; thence South on the East line of said 1/4 Section 75 rods and 12 feet, more or less to the South line of said Section; thence West on the South line of said 1/4 Section to the place of beginning. EXCEPTING THEREFROM those lands described as: Certified Survey Map recorded November 20, 1968 in Volume 6 of Certified Survey Maps on Pages 109, 110, and 111, as Document No. 727219, being part of the Northeast 1/4 of Section 9, in Township 6 North, Range 20 East, in the City of New Berlin, Waukesha County, Wisconsin. ALSO EXCEPTING THEREFROM that part thereof conveyed to City of New Berlin, a Municipal Corporation, by Warranty Deed dated June 15, 1968 and recorded June 21, 1968 in Volume 1126 of Deeds, Page 600, as Document No. 715923. ALSO EXCEPTING THEREFROM those lands described a Certified Survey Map recorded December 6, 1989 in Volume 49 of Certified Survey Maps on Pages 280, 281, and 282, as Document No. 1568206, being a part of the Northwest 1/4, Southwest 1/4 and Southeast 1/4 of the Northeast 1/4 and being a Redivision of Outlot 1 of Certified Survey Map No. 5350, all in Section 9, in Township 6 North, Range 20 East, in the City of New Berlin, Waukesha County, Wisconsin. ALSO EXCEPTING THEREFROM

After recording return to:
Ohio Valley Acquisition, LLC
210 N. Walkup Ave.
Crystal Lake, IL 60014

Parcel No. NBC 1185999002

those lands described in Certified Survey Map No. 6227, being a redivision of Lot 3 in Certified Survey Map No. 6045, being a part of the Northwest 1/4 and Southwest 1/4 of the Northeast 1/4 of Section 9, in Township 6 North, Range 20 East, in the City of New Berlin, Waukesha County, WI. ALSO EXCEPTING FROM PARCELS A AND B the following Parcels: All those lands described in Certified Survey Map No. 4365, recorded July 21, 1983 in Volume 34 of Certified Survey Maps on Pages 295, 296, and 297, as Document No. 1222083. ALSO EXCEPTING all of Certified Survey Map No. 4715, recorded May 15, 1985 in Volume 38 of Certified Survey Maps on Pages 87, 88, and 89, as Document No. 1396063. ALSO EXCEPTING those lands conveyed in Personal Representative's Deed dated February 11, 1988 and recorded April 7, 1988 in Reel 987, Image 900, as Document No. 1473741. (the "**Property**"); and

WHEREAS, Grantee desires the right to use that certain Temporary Easement Area (as defined below) in connection with the construction on, over, under, across and/or through Grantor's Property (the "**Project**"), in the area more particularly described in Exhibit A attached hereto and incorporated herein.

NOW THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in further consideration of the mutual covenants and promises contained herein, the Parties hereto, intending to be legally bound, hereby promise and agree as follows:

1. **Grant of Temporary Easement.** Grantor, for itself, its heirs, executors, administrators, successors and assigns, hereby grants, sells and conveys to Grantee, for itself, its employees, agents, contractors, subcontractors, successors and assigns the exclusive right, liberty, privilege and easement to use that portion of Grantor's Property described and/or depicted in Exhibit A as "Temporary Workspace", "Additional Temporary Workspace" and/or "Staging Area" (collectively, the "**Temporary Easement Area**") for all purposes associated with the original construction of the Project, including, without limitation, preparation for, construction of, and Grantee's reclamation, mitigation and restoration activities related to, the Project. Grantor hereby agrees that Grantee's rights hereunder include, without limitation, the right to move, park and store vehicles, materials, supplies, equipment, and construction spoil within the Temporary Easement Area. Grantee shall also have all rights and privileges necessary or convenient for the full use of the rights herein granted, including, without limitation reasonably necessary rights of access, ingress and egress to the Temporary Easement Area over and across the Grantor's Property and any adjoining land owned by Grantor, and Grantor hereby agrees that Grantee's rights hereunder include, without limitation, the right to open, construct, improve, repair, maintain and use a new and/or existing road for ingress and egress. This is an easement only and not a conveyance as defined by sec. 77.21(1), Wis. Stats.

2. **Restoration.** At such time as Grantee no longer requires the use of the Temporary Easement Area for the purposes set forth herein, Grantee shall restore the area disturbed by Grantee's construction activities as near as practicable to its condition immediately prior to Grantee's use. In the instance of any claims of damage to Grantor's land or property, Grantor agrees to provide reasonable access to Grantee so that necessary repair, reclamation, or restoration work can be performed.

3. **Location.** Grantor and Grantee acknowledge that the actual location of the Temporary Easement Area may change because of engineering and/or other site or construction related factors. In such event, Grantor agrees to execute and deliver to Grantee any additional documents needed to correct the legal description of the Temporary Easement Area to conform to the actual location of the Temporary Easement Area. If such documents are required, they will be prepared by Grantee at Grantee's expense.

4. **Term.** This Temporary Easement shall commence on the date of this Agreement and terminate upon completion of the original construction of the Project, including, without limitation, completion of Grantee's reclamation, mitigation, and/or construction activities for the Project.

5. **Further Assurances.** Grantor shall execute and deliver such further instruments and take such other actions as may be reasonably requested by Grantee from time to time to effectuate, confirm or perfect the terms and intent of this Agreement and the rights granted to Grantee hereunder, including but not limited to joining in the execution of any and all governmental applications, authorizations, licenses, documents and title curative instruments.

6. **Additional Rights.** In addition to the rights granted herein, should restoration be required on the Property outside the easement granted herein as a result of Grantee's use of the Temporary Easement Area, Grantee shall have the right to take all actions necessary to complete such restoration and such actions shall not constitute a trespass. Unless already covered by a mutually agreed upon Supplemental Agreement and/or Release, Grantee shall pay Grantor the same price per acre that Grantee paid Grantor for the Temporary Easement Area.

7. **Successors and Assigns.** This Agreement and the covenants and agreements contained herein are covenants running with the land, shall be assignable in whole or in part, and shall be binding on and shall inure to the benefit of the Parties hereto and their respective heirs, successors, assigns, executors, administrators, and legal representatives. In the event Grantor intends to sell or transfer the Property prior to the termination of this Agreement, Grantor shall make any such transaction subject to this Agreement. Grantor agrees that Grantee shall have the right, but not the obligation, to record this Agreement at Grantee's sole cost and expense.

8. **Severability.** In the event any provision or any portion of any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable by reason of any law or public policy, such provision or portion thereof shall be considered to be deleted, and the remainder of this Agreement shall constitute the agreement between the Parties hereto covering the subject matter hereof.

9. **Entire Agreement; Modification.** This Agreement and any exhibits attached hereto, and incorporating any mutually agreed upon Supplemental Agreement and/or Release, constitutes the full and entire agreement of the Parties regarding the subject matter hereof and supersedes all prior or contemporaneous verbal or written agreements, representations or understandings pertaining thereto. This Agreement may be modified or amended only by a written agreement signed by each of the Parties hereto.

10. **Governing Law.** This Agreement shall be governed by the laws of the State in which the Property is located, without regard to conflicts laws or choice of law rules thereof.

11. **Arbitration.** Any dispute or claim arising out of or relating to this Agreement, or any Supplemental Agreement and/or Release, or the breach thereof, shall be resolved by three disinterested arbitrators, one to be appointed by the Grantor, one by the Grantee, and the third by the two so appointed, and the award of such three persons shall be final and conclusive. The cost of such arbitration will be borne equally by the parties.

12. **Joint Efforts.** The Parties stipulate and agree that this Agreement shall be deemed and considered for all purposes as prepared through the joint effort of the Parties and shall not be construed against one or the other as a result of the preparation, submittal, recording, or other event of negotiation, drafting or execution hereof.

13. **Authority.** Each Party and signatory to this Agreement represents and warrants to the other Party that it has full power, authority and legal rights, and has obtained all approvals necessary, to execute, deliver and perform this Agreement. Grantor binds itself, its heirs, successors, assigns, executors, administrators, and legal representatives to warrant and forever defend the interests and rights conveyed

herein unto Grantee, its successors and assigns, against every person whomsoever lawfully claims the same or any part thereof.

14. **Counterparts**. This Agreement may be executed in any number of counterparts, each of which shall constitute an original, but all of which shall constitute but one and the same instrument.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK;
SIGNATURE PAGE FOLLOWS]

WITNESS: _____

GRANTEE:

ANR Pipeline Company,
a Delaware corporation

By: _____

Name: _____

Title: _____

ACKNOWLEDGMENT OF GRANTEE

STATE OF _____,

COUNTY OF _____, to-wit:

Before me, the undersigned officer, personally appeared _____, who acknowledged themselves to be the _____ of **ANR Pipeline Company**, a Delaware corporation, and that he/she, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing on behalf of the company.

Given under my hand and official seal this _____ day of _____, 2024.

[SEAL]

Notary Public

Print Name: _____

My Commission Expires: _____

WITNESS: _____

GRANTEE:

ANR Pipeline Company,
a Delaware corporation

By: _____

Name: _____

Title: _____

ACKNOWLEDGMENT OF GRANTEE

STATE OF _____,

COUNTY OF _____, to-wit:

Before me, the undersigned officer, personally appeared _____, who acknowledged themselves to be the _____ of **ANR Pipeline Company**, a Delaware corporation, and that he/she, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing on behalf of the company.

Given under my hand and official seal this _____ day of _____, 2024.

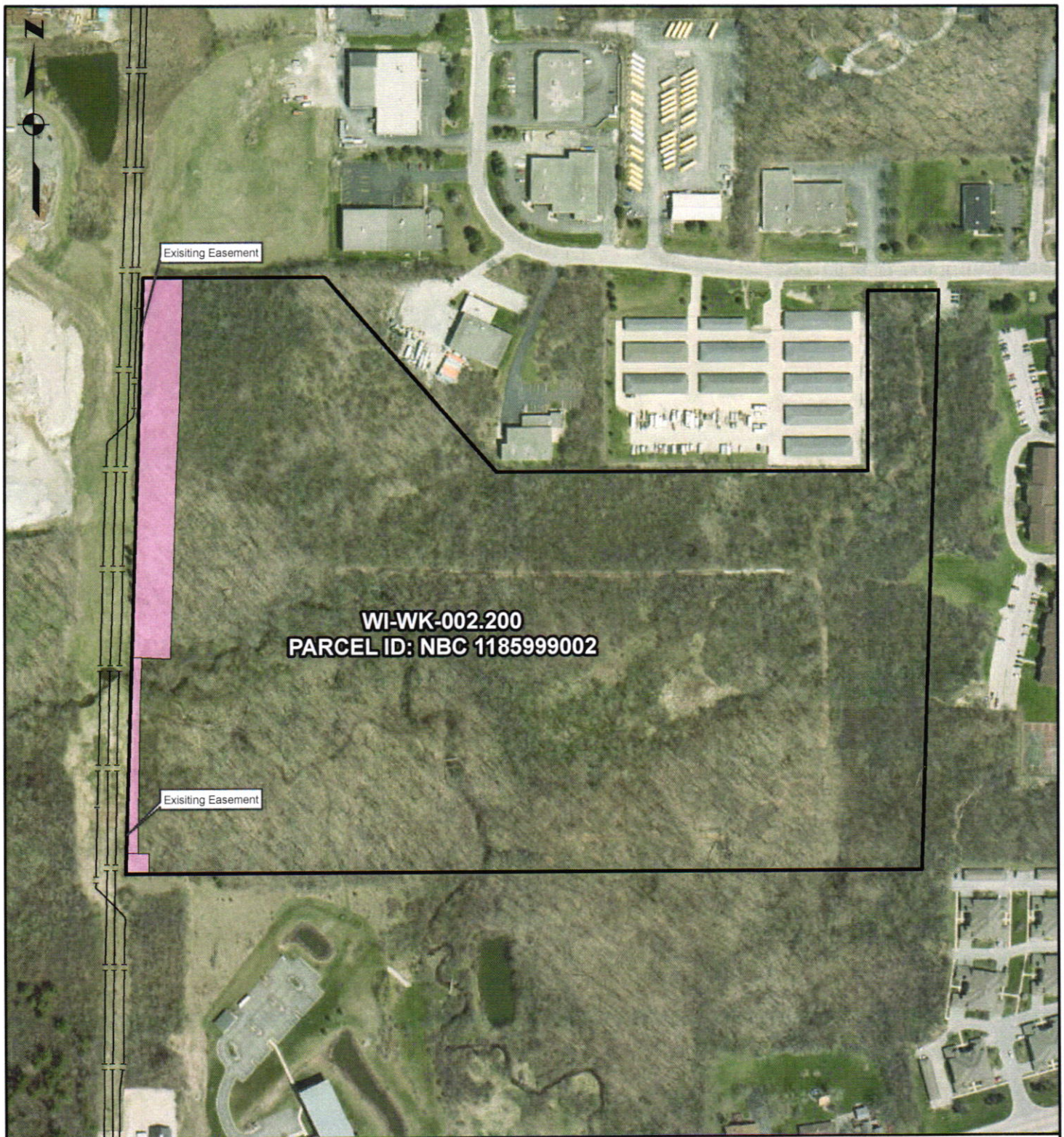
[SEAL]

Notary Public

Print Name: _____

My Commission Expires: _____

This instrument was prepared by:
Shana Sutter
Ohio Valley Acquisition, LLC
210 N. Walkup Ave.
Crystal Lake, IL 60014



LEGEND

—	PROPOSED PIPELINE	0 FT
	TEMPORARY ACCESS ROAD	0 AC
	EXISTING EASEMENT	0.005 AC
	TEMPORARY WORKSPACE	0 AC
	ADDL TEMP WORKSPACE	2.009 AC
	PROPOSED FENCE	0 AC
	PROPERTY BOUNDARY	
— —	EXISTING PIPELINES	

NOTES

1. EXHIBIT PROVIDED FOR GENERAL DISCUSSION PURPOSES ONLY AND IS NOT ISSUED FOR RECORDING.
2. EXHIBIT IS NOT A SURVEY PRODUCT
3. EXHIBIT SHOULD NOT BE USED FOR AUTHORITATIVE DEFINITION OF LEGAL BOUNDARY OR PROPERTY TITLE

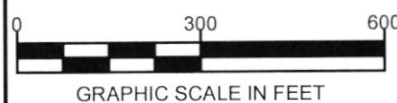


Exhibit A

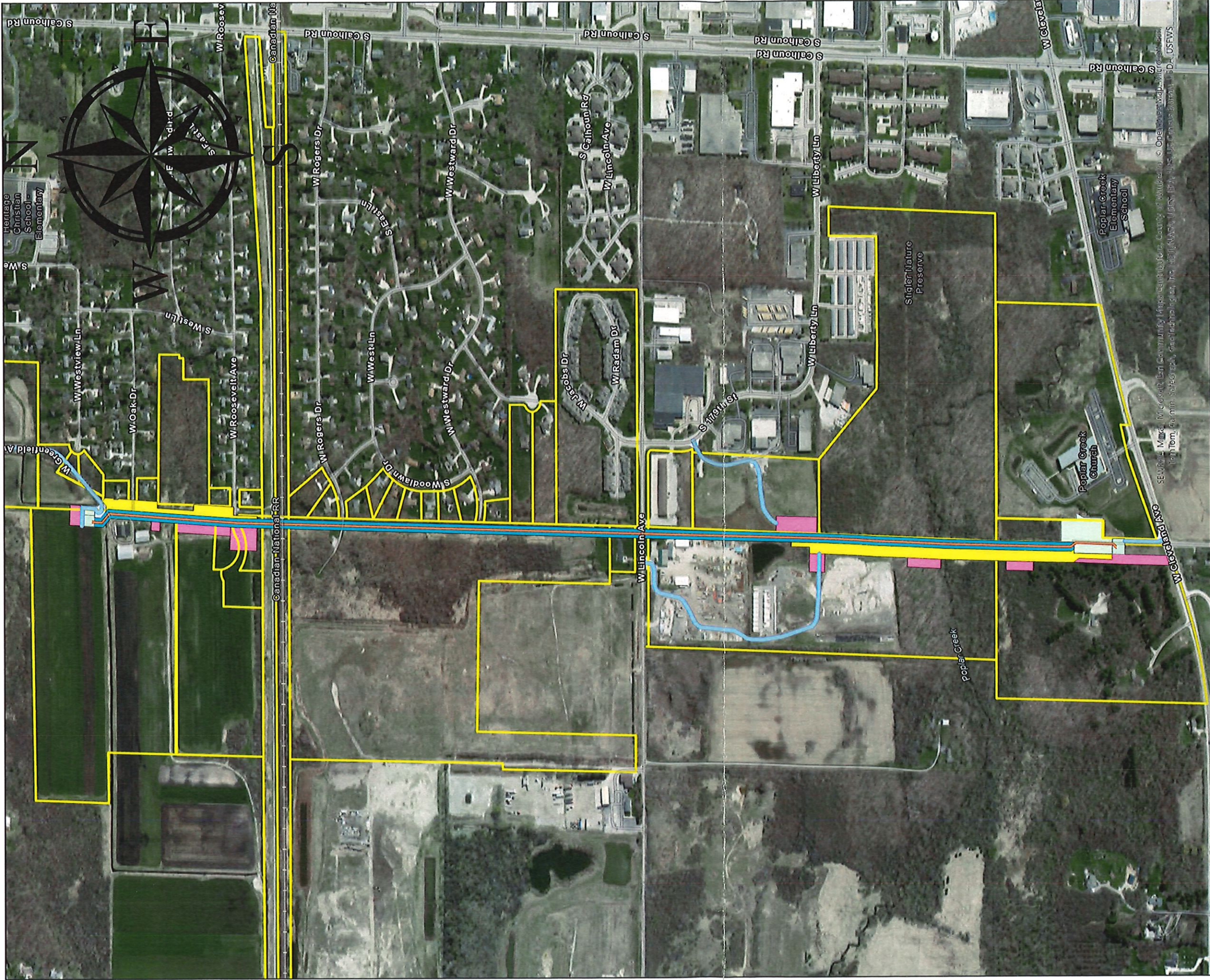
ANR PIPELINE COMPANY

WI-WK-002.200

PARCEL ID: NBC 1185999002

WAUKESHA COUNTY, WISCONSIN

DRAWN BY: TRC	11/20/2024	SCALE:	REV NO.
CHECKED BY: JEW	11/18/2024	1" = 300'	A
DRAWING NUMBER	SHEET		
M.002443-AHP-TRC-A-EXBT-0353	01 of 01		

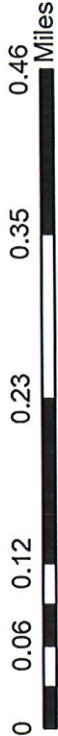


Legend

- Centerline
- Access Roads
- MLV-LR-Tieins
- Temporary workspace
- Permanent Easement
- Parcel Lines
- Facility
- ATWS
- Access Rd Workspace

Preliminary

Wakashaw County
New Berlin Township
TC Energy
Heartland Project
30" Installation



RESOLUTION NUMBER 2025-06

A RESOLUTION AMENDING THE 2025 CAPITAL PROJECTS BUDGET

WHEREAS, the City is desirous to expand card access controls at the Recycling Center, Historical Museum, and New Berlin Hills Clubhouse. The requested funds are from budget accounts for projects that have been completed under budget and may be transferred. appropriated for projects that may be deferred to perform a comprehensive analysis of the facility.

WHEREAS, It was determined that the Capital Projects Budget had to be amended to accomplish these goals.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of New Berlin that the Capital Projects Fund Budget be amended as follows:

EXPENDITURES - Increase

04251300 61411 C2024	Card Access Upgrades	\$69,500
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EXPENDITURES - Decrease

04251300 61414 C2023	Roof Replacement – Safety Building	\$ 34,000
04251300 61414 C2024	Roof Replacement – Golf Course	\$ 35,500

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish this resolution in the The Freeman within 10 days of adoption by the Common Council.

RESOLUTION ADOPTED by the New Berlin Common Council this 25th day of March 2025.

David Ament, Mayor

Countersigned:

Rubina R Medina, City Clerk



REQUESTED ACTION STATEMENT

DATE: February 21, 2025

TO: Mayor
Common Council
Parks, Buildings, & Grounds Commission

FROM: Lucas Pichler – Director of Public Works

ISSUE: Resolution Amending the 2024 Capital Projects Budget

REQUESTED:

Recommend to Common Council to approve Resolution 2025-06 Amending the 2024 Capital Projects Budget.

FISCAL IMPACT:

Funding Source:

EXPENDITURES - Increase

04251300 61411 C2024	Card Access Upgrades	\$69,500
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EXPENDITURES - Decrease

04251300 61414 C2023	Roof Replacement – Safety Building	\$ 34,000
04251300 61414 C2024	Roof Replacement – Golf Course	\$ 35,500

RATIONALE:

The roof replacement projects at both the Safety Building and the New Berlin Hills Golf Course have been completed and their accounts contain residual funds. The Department desires to install a card-activated gate at the Recycling Center and replace mechanical locks on doors within the New Berlin Historical Museum and the New Berlin Hills Clubhouse with card activated locks. Transferring these residual funds will allow the City to complete these projects without the need for additional borrowing.

RESOLUTION NUMBER 2025-07

A RESOLUTION AMENDING THE 2025 CAPITAL PROJECTS BUDGET

WHEREAS, the City is desirous to perform a facility needs studies to determine an improvement schedule. The requested funds are from budget accounts appropriated for projects that may be deferred to perform a comprehensive analysis of the facility.

WHEREAS, It was determined that the Capital Projects Budget had to be amended to accomplish these goals.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of New Berlin that the Capital Projects Fund Budget be amended as follows:

EXPENDITURES - Increase

04251300-61605-C2025	Facilities Plan	\$110,000
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EXPENDITURES - Decrease

04251300 61477 C2025	HVAC Controls - Library	\$ 50,000
04251300 61514 C2025	Generator – Safety Building	\$ 60,000

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish this resolution in the The Freeman within 10 days of adoption by the Common Council.

RESOLUTION ADOPTED by the New Berlin Common Council this 25th day of March 2025.

David Ament, Mayor

Countersigned:

Rubina R Medina, City Clerk



REQUESTED ACTION STATEMENT

DATE: February 10, 2025

TO: Mayor
Common Council
Parks, Buildings, & Grounds Commission

FROM: Lucas Pichler – Director of Public Works

ISSUE: Resolution Amending the 2025 Capital Projects Budget

REQUESTED:

Recommend to Common Council to approve Resolution 2025-07 Amending the 2025 Capital Projects Budget.

FISCAL IMPACT:

Funding Source:

EXPENDITURES - Increase

04251300-61605-C2025	Facilities Study	\$110,000
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EXPENDITURES - Decrease

04251300 61477 C2025	HVAC Controls - Library	\$ 50,000
04251300 61514 C2025	Generator – Safety Building	\$ 60,000

RATIONALE:

As part of the DPW – Facilities Division 2025 CIP Budget Request, funds were allocated the design of a generator replacement at the Public Safety Building and the design of HVAC controls replacement at the New Berlin Public Library. As the Department began work on these projects, we found that work on these projects will impact other facility mechanical components that also are in need of repair.

Currently facility CIP projects are selected by known issues within mechanical systems, and by requests submitted by the occupying department. Selecting projects in this method results in projects that address only one component of the mechanical system, without addressing unknown or unreported issues with related mechanical equipment. It also does not consider future improvements requested by other



departments, or operational changes within the department that affect the facility. This then creates additional projects with additional disruption and cost.

The Department would like to reallocate the design funds awarded to the Generator Replacement and HVAC Controls projects to new accounts which would provide for comprehensive studies for each the New Berlin Public Library and the Public Safety Building. If approved, the Department will hire a consultant to perform a comprehensive study of the facility needs, including mechanical systems, structural issues, and the needs of the occupying department. The study would then provide a plan that the Department will follow for future CIP budget requests and to complete facility improvement projects in a logical and cost-effective method.

By preparing a facility improvement plan for each of these facilities, the Department would be able to more accurately budget and plan for repairs. With this plan the Department would also be able to reduce redundant or conflicting work and would reduce disruption to the employees within the facility. The reduction of redundant or conflicting work will result in both cost and time savings.

The City has previously performed facilities studies, such as for City Hall. The study performed at City Hall identified a comprehensive summary of defects in the facility and provided a roadmap and justification for projects that resulted in over 10 years of projects to complete. By having a study in hand identifying the defects, the Council is provided the justification for each project within a facility.

Going forward, the Department is creating an asset inventory in the City's asset management system, Cartegraph. Maintenance on any facility will be logged against the facility's components. The asset management system will then allow the Department to use historical maintenance records, along with these studies, to prioritize future facility projects and provide necessary justification to the Council.