

# INVENTORYING OF ASSETS IN PUBLIC OPEN SPACES

## Experiences from the Municipality of Lipjan/Lipljan



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Inventorying of assets

in Public Open Spaces

Experiences from  
the Municipality of Lipjan/Lipljan

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March, 2016

## *Acknowledgments*

This Guide is prepared by Helvetas/DEMOS based on the experience of the Municipality of Lipjan/Lipljan upon the inventorying process of Public Open Spaces in this Municipality.

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The officials engaged in field mapping of public open spaces, as well as members of the Working Group and Coordination Group for drafting of the Maintenance Plan and Investment Plan of Public Open Spaces in the Municipality of Lipjan/Lipljan, have also contributed to this process.

## *List of abbreviations*

<b>HSI-K</b>	Helvetas Swiss Intercooperation Kosovo
<b>POS</b>	Public Open Spaces
<b>POSMP</b>	Public Open Spaces Maintenance Plan
<b>POSIP</b>	Public Open Spaces Investment Plan
<b>DEMOS</b>	Decentralisation and Municipal Suppo

# Table of content

<b>1. Introduction .....</b>	<b>5</b>
1.1. Municipal objectives in terms of POS`s .....	6
<b>2. The state of play before drafting the POSMP, POSIP and inventorying .....</b>	<b>7</b>
<b>3. Asset inventorying process within POS and drafting of POSMP and POSIP in the Municipality of Lipjan/Lipljan .....</b>	<b>7</b>
3.1. Establishment of Coordination Group and the Working Group.....	8
3.2. Mapping of Public Open Spaces .....	8
3.3. Geodetic measurements .....	10
3.4. Physical verification of assets .....	12
<b>4. Other necessary steps for asset management .....</b>	<b>13</b>
4.1. Classification of assets within Public Open Spaces in e-pasuria .....	13
4.2. Inventorying, valuation and depreciation of assets in POS .....	14
4.3. Income generation opportunities .....	15
<b>5. Recommendations.....</b>	<b>16</b>
Annex 1 - Mayor`s decision on establishing the CG and WG .....	17
Annex 2 - List of identified POS`s.....	18
Annex 3 - Table of a park annual maintenance activities.....	19



# 1. INTRODUCTION

Public Open Spaces (POS) refers to spaces with accessibility of the public and which are designated to formal and informal, recreational, cultural, educational and sport activities and other community functions. POS`s, as municipal assets, promote a safe and sound community.

POS inventory enables the municipality to know the extent of its public spaces, what is their state, the location of these POS`s, and for planning the necessary budget for their maintenance.

The Working Group of Municipality of Lipjan/Lipljan, conducted the POS`s inventorying with support by DEMOS project. The established database was utilized for drafting the POS Maintenance Plan and POS Investment Plan.

Inventorying of assets<sup>1</sup> within these spaces is very important part of overall POS inventorying. It is essential to the municipality to map out assets available in these public space and their state of play, therefore assets inventory is of paramount importance in the overall POS inventorying. Based on this information, the municipality shall afterwards draft a POS necessary maintenance and investment plans. These plans , apart from assisting the municipality in fulfilling these goals, it shall orient the municipality on the right path towards achieving its objectives.

This Guide is intended to describe the procedure followed by the municipality of Lipjan/Lipljan upon asset inventorying within Public Open Spaces, so it can potentially be disseminated with other municipalities as guidebook on the manner how to achieve these goals.

Given that DEMOS also supports the municipalities in drafting mobility plans, it is provided that similar procedures can be followed in the case of assets inventorying, especially those that are part of the municipal spaces used for mobility.

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<sup>1</sup> E.g. benches, waste bins, playgrounds, public lighting poles, trees, etc.

In this Guide, the term Public Open Space includes all public areas relevant for the development of social and public life in the Municipality of Lipjan/Lipljan such as: parks and other green spaces, squares, trees, playgrounds, spaces within roundabouts, outdoor sport fields, markets, cemeteries, spaces surrounding monumental buildings, including walking tracks, public lighting and signalling within POS.

However, a similar procedure for municipal assets inventorying can be used for inventorying other municipal assets not covered by this Guide, including assets related to mobility.

## 1.1. Municipal objectives in terms of POS`s

- Maintain all existing public open spaces within the municipal territory
- Provide POS with a well access, well connected, highly functional and distinctive/ identifiable.
- Manage with POS quality in order to ensure that they are attractive and safe for all users.
- Support and actively promote the partnership and community involvement.

In order to achieve the municipal objectives, the municipality shall draft a Public Open Spaces Maintenance Plan (POSMP) as well as POS Investment Plan, both aiming to efficiently plan the preservation, improvement, investment and the successful management of POS`s in all periods, as well as, and to plan the necessary areas of POS`s for a midterm period.

## 2. THE STATE OF PLAY BEFORE DRAFTING THE POSMP, POSIP AND INVENTORYING

Before the inventorying process, the Municipality lacked a POS maintenance plan. Lacking of such plan, as well as, lacking of inventory of assets in these spaces, the Municipality was not able to know or approach to the following:

- The extent of public green space per capita, and the extant of opens spaces for the future;
- To distribute the parks appropriately or have an admissible range of coverage;
- To set the appropriate priorities with regard to maintenance needs and the needs for investment in Public Open Spaces;
- Was not aware of the real situation of the assets within these spaces, and could not effectively oversee the maintenance or any kind of investment.

## 3. ASSET INVENTORYING PROCESS WITHIN POS AND DRAFTING OF POSMP AND POSIP IN THE MUNICIPALITY OF LIPJAN/LIPLJAN

In order to draft a POSMP and POSIP, the Municipality in cooperation with DEMOS, initially undertaken the following steps in inventorying of assets within POS`s, such as:

- It appointed a Working and Coordination Group for asset inventorying and drafting the POSMP and POSIP;
- Mapped out all Public Open Spaces within the Municipality;
- It outlined the Spaces with priority;
- Staff was trained for the use of Q-GIS application;
- A detailed recording of priority Public Open Spaces, including the mapping out of assets within POS`s;
- It identified the condition assets within POS`s.

## 3.1. Establishment of Coordination Group and the Working Group

Initially, the Mayor by a decision have established a Coordination Group composed of three members and a Working Group composed of five members, vested with tasks to draft the Public Open Spaces Maintenance Plan. An integral part of the above task is the mapping of POS`s and inventorying of asset within these Spaces<sup>2</sup> conducted in cooperation with DEMOS experts.

## 3.2. Mapping of Public Open Spaces

In order to map out all Public Open Spaces, Q-GIS application was used<sup>3</sup>, in which case not only the Spaces were identified, but also determined, based on priorities, spaces to be further tackled by the Plan. The reasons of choosing the use of Q-GIS are: is open source, is free of charge, can be downloaded and is user friendly.

Priorities were set based on the vision of Municipality, mid-term objectives and based on budget foreseen for the coming years. DEMOS have also in this phase provided support by training of the Municipality staff for the use of Q-GIS application.

**All mapped out spaces are classified into the following subclasses:**

- Parks;
- Squares;
- Children's playgrounds;
- Markets;
- Roundabouts;
- Parking lots;
- Green spaces along the sidewalks;
- Sport terrains;
- Cemeteries, etj.

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2 Copy of decision is attached to Annex 1

3 For more information how to use this application, see the guide on: [http://helvetas-ks.org/demos/?page\\_id=65](http://helvetas-ks.org/demos/?page_id=65)

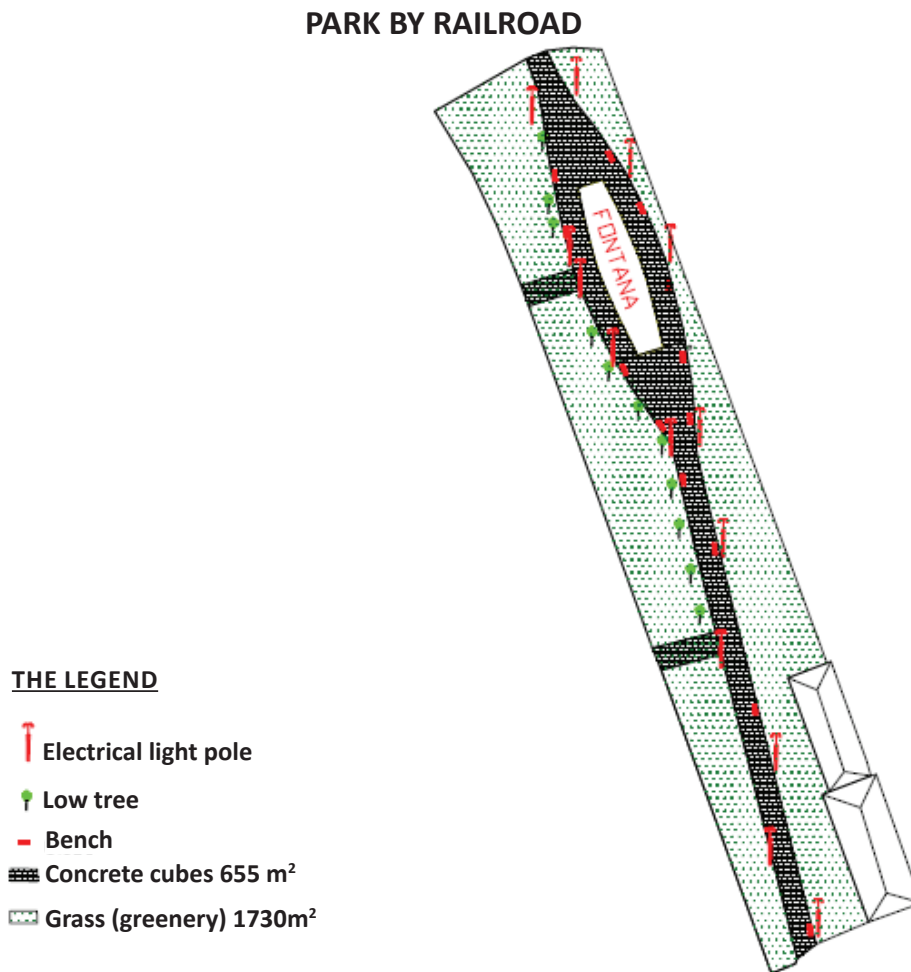


### 3.3. Geodetic measurements

Once the spaces were mapped out in Q-GIS, and deciding over POS`s to work with, it took place the recording phase of these spaces. The recording is carried out by the officials of the Geodesy and Cadastre Department. Initially, possession lists for each space were collected in order to prove whether the space is municipal property, only afterwards it took place the field work, respectively the surveying. During the surveying, for each space were evidenced the following :

1. Made sure that the space matches with all grids outlined in the possession list
2. Total space of the surveyed parcel is recorded
3. Green spaces within the parcels were surveyed and recorded
4. Spaces paved with cobble stones or other materials within the parcel were measured
5. Detailed measurement and records of assets within the parcel were conducted such as:
  - Trees, their number, location and size; low, medium or high
  - Lighting poles, their number and location
  - Benches, their number and location
  - Waste bins, their number and location
  - Fences recoded

The example of such a recording is shown below:



It is also worthy to mention that the measurement is made if the Municipality can afford such a thing, otherwise Q-GIS application enables to measure the POS from application itself. This enables the Municipality to save time from measurement, cost saving, as well as, measurements in Q-GIS are of an acceptable accuracy.

## 3.4. Physical verification of assets

Following the completion of geodetic measurement, is prepared a list of assets available within each Public Open Space. These information have been provided to the working group, whose task was to visit each space and verify the condition of all assets recorded.

The list is available in excel sheet database specifying details for each space<sup>5</sup> as follows:

- |                       |  |   |
|-----------------------|--|---|
| 1. Space denomination | 4. Assets within the space   |   |
| 2. Code               | <ul style="list-style-type: none"> <li>• High trees</li> <li>• Pine</li> <li>• Greenery</li> <li>• Sidewalk</li> </ul> | <ul style="list-style-type: none"> <li>• Waste bins</li> <li>• Poles</li> <li>• Manholes, etc.</li> </ul> |
| 3. Location           |  |   |

**For all the above assets is identified their current condition, such as:**

- The condition of trees and pines is identified as good or not good. A bad condition means the information that a certain tree needs to be replaced.
- The same identification is done for greenery, whereby information was provided about the condition of the greenery in a certain POS, whether the condition is good or need to be improved (qualified as not good)
- Sidewalks identified as in good or not good condition
- Regarding the physical verification of the waste bins, poles, fences, manholes etc. initially was identified whether such assets are available and if so what is their current condition
- Also for each POS, is provided an information on the frequency of use of the concerning space: high, medium or low frequency.

<sup>5</sup> Example of list is attached to Annex 3

The working group has prepared a report which provides very useful information what needs to be done further regarding Public Open Spaces Maintenance Plan. Information arising from the report guide the municipality in identifying green area in need of intervention, where to plant trees, or where to fix benches, poles or bins. Thus these are useful information for further continuation of drafting a good plan.

## 4. OTHER NECESSARY STEPS FOR ASSET MANAGEMENT

### 4.1. Classification of assets within Public Open Spaces in e-pasuria

The Municipality of Lipjan/Lipljan recorded all assets in POS`s whether as municipal or as projects assets in e-pasuria. However, within e-pasuria there is no option for separate classification of POS assets. So, e-pasuria provides no option for identification of a POS and in order to know in details the information of assets within a POS. This occurs due to:

- Gaps in existing Regulation 2/2013 on asset management by budgetary organizations. Categorization in this regulation is deficient, meaning there is no detailed categorization for POS at all. As a consequence, the depreciation rate is not mentioned at all.
- Considering that assets in POS are mainly registered as projects, it is difficult to identify these assets in projects and then to allocate them to the relevant POS.

Given these deficiencies, the municipality besides the existing recording in e-pasuria, has identified the POS`s assets in the form of excel sheets where assets are categorized as properties or POS, as data on space within POS recorded as green areas, as sidewalk, parking lots, as well as small assets such as benches, waste bins, trees, etc.

## 4.2. Inventorying, valuation and depreciation of assets in POS

Currently, no additional work has been done regarding the inventorying of assets within POS`s. However, the municipality plans to have processed information regarding POS`s, in order to be able to determine the value of an property within POS`s with all available assets. This shall be done by feeding the existing excel-based database with the data as follows:

1. Determining the value of assets in POS`s
  - From source documents registered in e-pasuria
  - Through monetary valuation or revaluation of assets if appropriate
2. Depreciation of assets and revaluation, or to the current value of assets
3. Assign serial or identification numbers (codes) for each asset in POS`s.

## 4.3 Replacement of assets

Municipality of Lipjan/Lipljan will replace the assets as to the POS Maintenance Plan and POS investment Plan developed for POS`s in the concerning Municipality. By this plan, the Municipality will know when the replacement of each asset in these properties needs to be done.

### 4.3. Income generation opportunities

Municipality of Lipjan/Lipljan is considering several income generation opportunities from the use of Public Open Spaces. In the following we will present several opportunities which are considered as potential by the municipal officials:

- Placement of advertising billboards in these spaces. The municipality is currently at the stage of establishing rules for the placement of temporary objects in POS`s. In these spaces, businesses can advertise themselves or their products. Payments will be made depending on the size of the advertisement, as well as the duration of advertisement placed in POS`s.
- Allowing the placing of businesses benches in POS`s. Usually these areas are very frequented, and visitors need to sit and be refreshed with drinks or food. The municipality plans to enable businesses to utilize these spaces even outside their business premises by enabling them to put seats and tables in parts to be used as open terraces of these businesses. This will be done mainly during the summer season and a monthly utility fee is planned to be required from businesses.
- Organising of mobile exhibitions. In these spaces can be placed stands made especially for use for the purposes of an exhibition. These stands are to be of alternative illuminated forms where posters or copies of works to be exhibited can be placed. Therefore, the municipality can generate incomes and contribute positively to raise the cultural awareness among citizens.
- Mobile businesses. Municipality plans to offer the possibility of issuing temporary permits to businesses which may carry out their activity in different mobile stands such as: ice cream sellers, fast foods, crafts etc.
- Organizing of fairs and cultural events. The Municipality plans to grant permits for similar events from which will generate incomes.
- The possibility of using the paid parking lots.

## 5. RECOMMENDATIONS:

In order for the Municipalities to have a clear inventory regarding the assets within POS`s, the following steps need to be undertaken:

- Initially, the proposal should be made how to improve the categorization in e-pasuria supporting or enabling registration of assets within POS`s.
- Property identification (municipal land) in e-pasuria matching the identified size of POS.
- Registration of specific assets such as: benches, electrical poles or other POS`s assets in e-pasuria so as to know which POS they belong to. Thus, when we have a project investment, the investment will not be registered in e-pasuria as project, but depending on what specification has the whole property belonging to a POS, it is then identified, removed from that project and finally allocated to relevant POS.

## Annex 1 – Mayor’s decision on establishing the CG and WG



REPUBLIKA E KOSOVËS  
REPUBLIKA KOSOVA  
REPUBLIC OF KOSOVA



KOMUNA E LIPJANIT  
OPŠTINA LIPLJAN  
MUNICIPALITY OF LIPJAN

Në mbështetje të neneve 13, 17 dhe 58 të Ligjit për Vetëqeverisjen Lokale Nr.03/L-040, Gazeta Zyrtare e Republikës së Kosovës, neneve 9,40 dhe 41 të Statutit të Komunës së Lipjanit INr.110-623 i datës 26.09.2008, Kryetari i Komunës merr

**VENDIM**  
**PËR FORMIMIN E GRUPIT KOORDINUES DHE GRUPIN PUNUES PËR PËRPILIMIN E**  
**PLANIT PËR MIRËMBAJTJEN E HAPËSIRAVE TË HAPURA PUBLIKE**

**Neni 1**

**Formimi dhe përbërja e grupeve**

Me këtë Vendim formohet grupi koordinues dhe grupi punues për përpilimin e planit për mirëmbajtjen e hapësirave të hapura publike.

Grupi kordinues formohet në përbërje si vijon:

1. Fitim Selimi, Nënkyetar i Komunës - Kryesues
2. Hestet Sahiti, Drejtor i Drejtoratit për Shërbime publike - anëtar
3. Shkëlzen Hajdini, Drejtor i Drejtoratit për Buxhet dhe Financa – anëtar

Grupi punues formohet në përbërje si vijon:

1. Hana Berisha, Drejtorati për Planifikim, Urbanizëm dhe Mbrojtje të mjedisit - Kryesuese
2. Valzim Mziu, Drejtorati për Shërbime Publike – anëtar
3. Rafete Retkoceri, Drejtorati për Shërbime Publike - anëtare
4. Ilir Shala, Drejtorati për Gjeodezi dhe Kadastër - anëtar
5. Avni Sahiti, Drejtorati për Inspektorat - anëtar

**Neni 2**

**Detyrat dhe përgjegjësitë e grupeve**

Detyrë e grupeve të lartëcekura është përpilimi i planit për mirëmbajtjen e hapësirave të hapura publike në koordinim dhe bashkëpunim me autoritetet e DEMOS -it.

**Neni 3**

**Hyrja në fuqi**

Vendimi hyn në fuqi menjëherë dhe me të njëjtin do të njoftohet të gjithë anëtarët e grupeve punuese dhe DEMOS.

INr. 312-29341  
Lipjan, më 17.06.2015

KRYETARI I KOMUNËS  
Imri Ahmeti

## Annex 2 – List of identified POS's

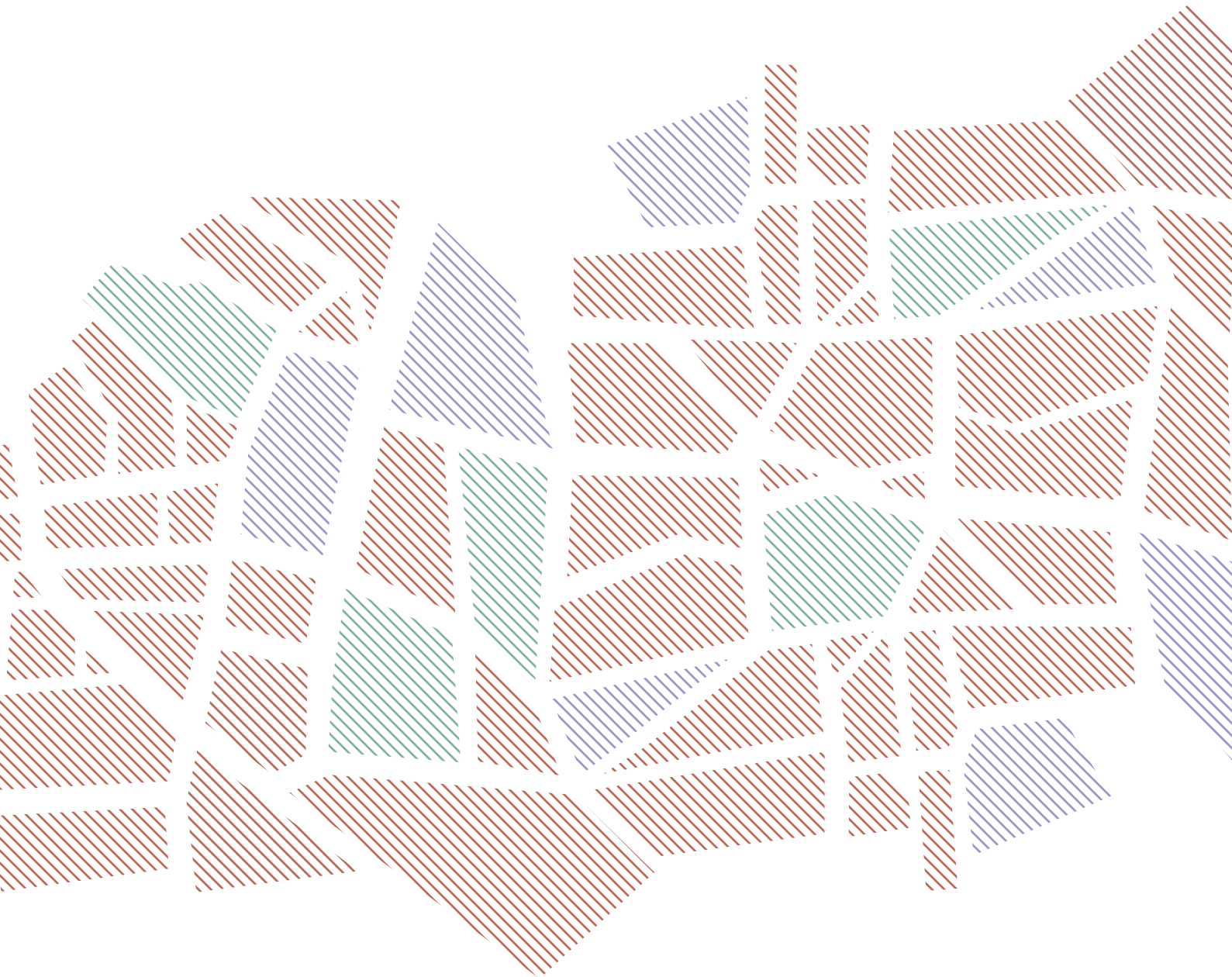
No.	Typology and name/location of POS	Code of POS	Area in m <sup>2</sup>	State of play	Ownership
1	Park at the secondary school "Vellezerit Frasherit"	HHP-1_D	2698	Not good	Municipal
2	Park at the railway station	HHP-2_J2	2385	Not good	Municipal
3	Park behind the building of MAL	HHP-3_G1	1994	Not good	Municipal
4	Park at the House of Culture	HHP-4_ZUP 1	1672	Not good	Municipal
5	Park at the old apartments	HHP-5_F	876	Medium	Municipal
6	Park at the children kindergarten	HHP-6_F1	1741	Medium	Municipal
7	Greenery at the house of culture	HHP-16&17_ZUP-1	2817	Medium	Municipal
8	Park behind the railway station	HHP-18_J2	4422	Not good	Municipal
9	Park at ZUP	HHP-23_ZUP8	11841	Not good	Municipal
10	Square	HHP-25&26	6000	Not good	Municipal
11	Sport field	HHP-20_ZUL 5	8487	Not good	Municipal
12	Parking lot behind the building of MAL	HHP-8 & 9_G1	5,638.90	Medium	Municipal
13	Parking lot at the kindergarten of children	HHP-10_F1	4,445.41	Medium	Municipal
14	Parking lot behind the post office building	HHP-11_F3	4,484.88	Medium	Municipal
15	Parking lot at the house of culture	HHP-12_ZUP 1	3,603.06	Not good	Municipal
16	Parking lot at the old apartments	HHP-13_ZU QEND.	4,487.28	Medium	Municipal
17	City market	HHP-21_B	5078	Medium	Municipal
18	Sidewalk at "Lidhja e Prizrenit"	HHP-27_TR-LP	9900	Medium	Municipal
19	Sidewalk at "Skenderbeu"	HHP28_TR-SK	4500	Medium	Municipal
20	Sidewalk at "Skenderbeu"	HHP29_TR-SK	5472	Medium	Municipal
21	Muslim cemeteries	HHP-22_ZUP 4	19362	Medium	Municipal
22	Christian cemeteries	HHP24_ZUL8	13574	Medium	Municipal
<b>Total POS</b>			<b>125,476.53</b>		

## Annex 3 – Table of a park annual maintenance activities

Name of POS		Activity description	U.	Quantity	Price per u. (in €/m <sup>2</sup> )	Annual maintenance price (in Euro)	No. of activities per year	Number of activities taken in POS during the maintenance activities period														
								Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.			
HHP-1-D	CA	Collection and disposal of waste according to technical specification	m <sup>2</sup>	2698	0.01	2,590.08	96	2	2	10	10	10	10	10	10	10	10	10	10	2	1	
	CA	Cleaning graffiti from constructed areas	m <sup>2</sup>	2.698	15.00	40.47	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
	CA	Fountain cleaning and maintenance	piece	1	5.00	20.00	4	0	0	1	0	1	0	1	0	1	0	1	0	0	0	3
	CA	Cleaning of snow in pedestrian paths	m <sup>2</sup>	748	0.01	59.84	8	2	2	1	0	0	0	0	0	0	0	0	0	1	2	4
	H	Irrigation of green area	m <sup>2</sup>	1950	0.01	721.50	37	0	0	1	4	6	6	6	6	6	6	2	0	0	0	5
	H	Mowing the grass according to the technical specification	m <sup>2</sup>	1950	0.01	721.50	37	0	0	1	4	6	6	6	6	6	6	2	0	0	0	6
	H	Replanting of low greenery/grass according to technical specification	m <sup>2</sup>	97.5	0.20	19.50	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	7
	H	Fertilization of green areas according to the technical specification	m <sup>2</sup>	1950	0.10	195.00	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	8
	H	Mihja of low greenery - flowers according to the technical specification	m <sup>2</sup>	100	0.05	5.00	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	9
	H	Planting low greenery/flowers according to the technical specification	m <sup>2</sup>	100	0.20	20.00	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	10
	H	Maintenance of high greenery/pruning trees	piece	19	5.00	95.00	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	12
	H	Disinfection, disinsection and deratization	m <sup>2</sup>	2698	0.01	26.98	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	13
	CE	Maintenance of urban furnitures - benches according to technical specification	piece	3	20.00	120.00	2	0	0	1	0	0	1	0	0	0	0	0	0	0	0	14
	CE	Maintenance of urban furnitures - bins according to the technical specification	piece	5	50.00	250.00	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	15
	CE	Maintenance - Repairment of paths with cobblestones	m <sup>2</sup>	37.4	9.00	336.60	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	16
	CE	Maintenance of lighting according to the technical specification	piece	18	0.50	18.00	2	0	0	1	0	0	0	0	0	0	1	0	0	0	0	17
	<b>Annual maintenance per POS (in Euro)</b>					1.94	5,239.47															

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**HELVETAS**  
Swiss Intercooperation

**KOSOVO**



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

**Swiss Cooperation Office Kosovo**