

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
CAPITAL PROJECT PLANNING GUIDELINES

Purpose -

To ensure that monies allocated to facilities and land owned or proposed to be owned and/or improved by Salt Lake County are allocated in a manner that meets the goals of the Council and county programs and agencies. To provide a safe and effective environment for programs servicing the citizens of Salt Lake County and to protect assets owned by Salt Lake County.

1.0 Definitions

- 1.1 Major Maintenance Projects - Any repair, replacement, reconstruction or rehabilitation of a building or a County owned structure or grounds, that maintains the property at original condition, and costs \$10,000 or greater. These projects are considered operational and will not be budgeted as part of the capital section of the budget.
- 1.2 Capital Maintenance Project - Any repair, replacement or reconstruction of County owned real property that constitutes a betterment (extends the useful life or increases the original value of the asset) and has a combined cost of \$10,000 or greater.
- 1.3 Capital Improvement Project - Expansion of County owned or occupied real property with a combined cost of \$10,000 or greater.
- 1.4 Capital Development Project - New construction or acquisition of a facility.
- 1.5 Land Acquisition - Land or water rights acquisition.
- 1.6 Carry-over Project - Current year projects where the agency has the same scope and has requested the project be re-budgeted in the next budget year.

2.0 Scope

- 2.1 All capital construction, including capital maintenance, major maintenance, capital development, land acquisition and carry-over projects of County owned or occupied property shall be subject to this policy, unless otherwise proscribed by the Mayor in cases where the County is participating with local, state or federal government and is not the primary participant in the project.
- 2.2 Carry-over projects will be re-budgeted with a formal budget request submitted by the agency benefiting from the project. The project will be listed within a category of carry-over projects where a high priority for funding is recommended.

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- 2.3 Major maintenance projects and operation costs and repairs identified by the Facilities Management Division and the agency shall be budgeted by agencies responsible for facilities within their operation budgets.
- 2.4 All capital maintenance projects, capital improvement projects, major maintenance, capital development projects, land acquisition projects and carry-over projects shall be reviewed for final prioritization recommendation by a prioritization committee. The Capital Projects Prioritization Committee is defined in Section 4.0 of this policy.
- 2.5 The Facilities Management Division shall receive and coordinate necessary information from all County agencies to define and justify which requests qualify as capital projects.
 - 2.5.1 Facilities Management shall establish a five-year Building Maintenance Plan utilizing a Facility Condition Index (FCI) for each building to be updated annually.
 - 2.5.2 Facilities Management shall establish a database that contains building system life-cycle information for a 30-year project of need for major building system maintenance.
 - 2.5.3 Facilities Management shall consider the sale or replacement of buildings with a high FCI rate for recommendation to the Mayor
 - 2.5.4 Facilities Management shall assign a higher funding priority for deferred maintenance backlog and “maintenance by replacement” projects.
 - 2.5.5 Facilities Management shall establish a point system scoring matrix, which includes a risk assessment component, to prioritize agency requests in addition to the FCI needs.
- 2.6 The Facilities Management Division [~~will~~] shall prepare a countywide capital project budget presentation for the Mayor. Managers of special or proprietary funds will include capital project requests within their organization budget requests. They [~~will~~] shall submit duplicate requests to the Facilities Management Division for inclusion in the countywide capital project budget presentation.
- 2.7 County agencies are responsible for obtaining and reflecting public opinion in any way they deem appropriate. Advisory boards, policy boards and county agency personnel will prioritize public input and related information concerning capital projects. Agencies will submit public priorities, and agency priorities, with capital project submittals in a format that best illustrates their recommendations.

3.0 Prioritization Criteria for Capital Maintenance and Appropriate Capital Improvement Projects

- 3.1 Projects that are related to protecting, enhancing or optimizing existing physical facilities will be prioritized according to the criteria set forth in this section.

3.2 Criteria

3.2.1 Highest Priority

- A. Projects mandated by law or ordinance.
- B. Projects that correct developing safety or health problems.
- C. Projects with grant or other funding sources in place.

3.2.2 High Priority

- A. Projects which will protect or optimize previous investment.
- B. Projects where a high overall long-term cost saving can be demonstrated.
- C. Projects that repair or replace facility components that are needed for the facility's intended functions.

3.2.3 Medium Priority

- A. Projects which are cosmetic in nature.

4.0 Capital Project Prioritization Committee

4.1 The purpose of the Capital Projects Prioritization Committee is to analyze annual budget requests for capital projects and make recommendations to the Mayor.

4.2 The Prioritization Committee shall be comprised of the Director of Facilities Management and representatives from:

4.2.1 Salt Lake County Development Services (Building Inspector);

4.2.2 Salt Lake County Facilities Management: Architect, Building Trade Supervisors, Project Manager, Real Estate, and Other County Agencies (as needed);

4.2.3 Salt Lake County CFO's office;

4.2.4 Salt Lake County Council's office; and

4.2.5 Additional subject matter experts (as needed).

4.3 The duties and responsibilities of this committee include:

- 4.3.1 Recommend priorities for present and future County building needs, as well as review the annual update of the five-year building plan;
 - 4.3.2 Recommend appropriations for capital improvements to specific projects;
 - 4.3.3 Review and approve agency master plans;
 - 4.3.4 Recommend to the Mayor and Council any statutory changes necessary to ensure an effective, well-coordinated building program; and
 - 4.3.5 Review established design criteria, standards and procedures in the planning and construction of new or remodeled buildings.
4. 4 The committee will meet as indicated below to complete recommendations to the Mayor:
- 4.4.1 Weekly, as need throughout the annual budget process.
 - 4.4.2 Monthly to review and prioritize the Facility Condition Index (FCI), if needed, and to review changes in scope of projects involving 10% or more of original budget (not to include change orders).
 - 4.4.3 May of following year to discuss any June budget adjustments.
- 4.5 The Prioritization Committee may request personal testimony from project representatives, Facilities Director, Department Heads, and Elected Officials if additional information is required.

APPROVED and PASSED this 14 day of August, 2012.

SALT LAKE COUNTY COUNCIL

David Wilde, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date