

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
ANNUAL CAPITAL PROJECT PLANNING GUIDELINES

Purpose -

To insure 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. These projects fall within definitions B-E.

2.0 Scope

- 2.1 All capital construction, capital 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, 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 3.0 of this policy.
- 2.5 The Facilities Management Division will receive and coordinate necessary information from all County agencies to define and justify which are capital project requests.
- 2.6 The Facilities Management Division will 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 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.
 - 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 that 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 regarding the level and type of funding.
- 4.2 The Prioritization Committee shall be comprised of the director of Facilities Management, Mayor or designee, and Department Heads.
- 4.3 This committee will meet as needed to complete recommendations to the Mayor.
- 4.4 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 20 day of December, 2000.

BOARD OF COUNTY COMMISSIONERS
OF SALT LAKE COUNTY

Mark Shurtleff, Chair

ATTEST

APPROVED AS TO FORM:

Sherrie Swensen, County Clerk

District Attorney's Office Date