



# REPORT TO COUNCIL

## City of Sacramento

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www.CityofSacramento.org

STAFF  
September 16, 2008

Honorable Mayor and  
Members of the City Council

**Subject:** Scoring Criteria Approval for the Facilities Programming Guide

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution** approving project scoring and ranking criteria for inclusion in the Facilities Programming Guide.

**Contacts:** Gary Szydelko, Supervising Architect, 808-8335; Cynthia Kranc, Facilities Manager, 808-2258

**Presenters:** Reina J. Schwartz, Director of General Services, 808-7195

**Department:** General Services

**Division:** Facilities and Real Property Management

**Organization No:** 3281

### **Description/Analysis**

**Issue:** On August 19, 2008, City Council adopted Resolution No. 2008-582 approving the development of the Facilities Programming Guide (FPG) and directed staff to return to Council for a follow-up discussion and approval of project scoring criteria and the ranking of projects. Accordingly, this report seeks Council approval of project scoring and ranking criteria for inclusion in the FPG.

**Policy Considerations:** Providing new facilities and upgrading existing facilities is consistent with the City's strategic plan to achieve sustainability and livability.

The FPG will be the approved process for prioritizing unfunded and, in some cases, underfunded or partially funded facilities Capital Improvement Projects (CIP). The scoring and ranking criteria established within the FPG will be used to set annual and long range priorities, which will allow staff to manage resources,



production capacity and operational/maintenance impacts, while still completing projects within a reasonable amount of time.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** The requested action is not subject to the provisions of CEQA under the general rule of Section 15061 (b)(3) that CEQA applies only to projects that have the potential for causing a significant effect on the environment.

**Sustainability Considerations:** The FPG is a tool to promote the Sustainability Master Plan because sustainability is an area of evaluation within the FPG scoring and ranking criteria.

**Commission/Committee Action:** None

**Rationale for Recommendation:** In accordance with the top recommendation in the 2003 Smith-Culp Report on improved project delivery and planning methods, the Facilities and Real Property Management Division staff began re-engineering various processes. As a result, staff recognized a need to develop a Facilities Programming Guide. "Facility" is defined as a structure governed by the California Building Code (CBC) and International Building Code (IBC), requiring a building permit. The scoring and ranking criteria established in the FPG will set the standard by which all facility and facility maintenance projects greater than \$100,000 will be prioritized within the following project categories:

**Six Project Categories:**

- Arts and Leisure
- Community
- Public Safety
- Recreation
- General Government
- Special / Enterprise Funds

The six project categories displayed above are explained in more detail in Attachment 2.

**Scoring Criteria:**

Projects are proposed to be scored in three primary areas:

**Community**

- Neighborhood and/or community knowledge and support

**Asset**

- How an existing or new facility is affected by
  - Codes, Life Safety, Facility Condition, Historic Classification, Sustainability, etc.

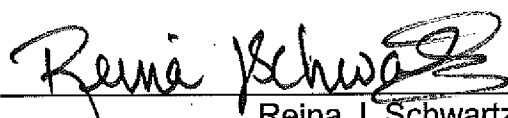
**Readiness**

- Is the project planned or urgent


**Financial Considerations:** There are no financial considerations associated with this report. The FPG will not be a funding document, but will be used as a tool to assist in identifying and prioritizing the City's new and on-going facilities maintenance needs.

**Emerging Small Business Development (ESBD):** No goods or services are being purchased as a result of this action.

Respectfully Submitted by:   
 Cynthia Kranc  
 Facilities Manager

Approved by:   
 Reina J. Schwartz  
 Director, Department of General Services

Recommendation Approved:

  
 for Ray Kerridge  
 City Manager

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**Attachment 1****Background Information:**

- On August 8, 2002, City Council adopted Resolution No. 2002-526, approving the execution of a professional services contract with Smith-Culp Consulting for an assessment/evaluation of the City's public facilities delivery process.
- In February 2003, Smith-Culp Consulting presented its findings in a Public Facility Project Delivery Process Assessment Study Report. The number one recommendation of the report stated that the City should develop an overall Capital Improvement Project (CIP) strategic planning and prioritizing process.
- During the period 2006 through early 2008, staff worked with and presented the concept of the Facilities Programming Guide (FPG) to all City departments as well as the Executive Team.

**Vision:**

The vision of the FPG is as follows:

- Annual documentation of prioritized projects to compliment the budget cycle
- Include all facility and facility maintenance projects greater than \$100,000
- Score and prioritize projects through a collaborative effort using consistent measurement criteria (see Attachment 2)
- New and future projects projected up to 20 years
- New maintenance projects
- Deferred maintenance projects

**Process (4 Step Approach):****Step 1:**

- Facilities staff will meet with the City Owned Real Estate (CORE) Team, to identify current and future Capital projects. (The CORE Team is made up of members of Executive Team).

**Step 2:**

- Categorize and prioritize projects
- Use same scoring criteria for all projects; and place prioritized projects in one of the following categories: Arts and Leisure, Community, Public Safety, Recreation, General Government and Special/Enterprise Funds. (see Attachment 2)

**Step 3:**

- Highest scoring projects in each category will be forwarded to the City Manager and Budget office for review and consideration.

Step 4:

- City Council selects the projects to fund through the annual budget cycle.

**Facilities Programming Guide (FPG) Contents:**

- **New facilities projects, facilities remodeling projects and new facilities construction** value greater than \$100,000 will be evaluated through the FPG scoring and ranking criteria.
- **Planned facilities maintenance** activities will be evaluated through industry benchmarks and recommended replacement schedules as previously approved by Council.
- **Deferred maintenance activities** will be evaluated and ranked through “useful life” and “emergency” status criteria as previously approved by Council.

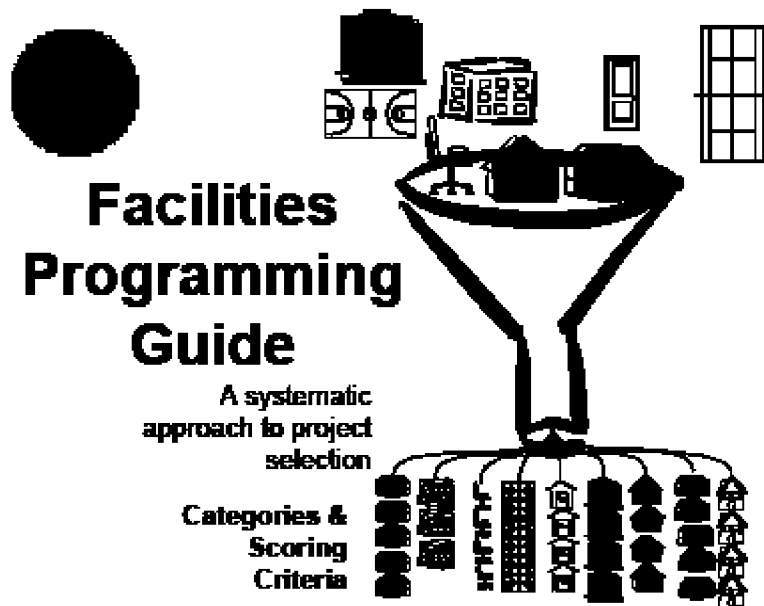
## Attachment 2

**FPG Project Categories**

- **Arts and Leisure**
  - Convention Center
  - Theater
  - Old Sac
  - Zoo / Fairy Tale Town
  - Museum
- **Recreation**
  - Park Structure
  - Golf Course
  - Swimming Pool
  - Community Center
  - Marina
- **Community**
  - Animal Care
  - Library
  - Surface Parking Lot
  - Public Restrooms
- **General Government**
  - Corporation Yard
  - Maintenance Shop
  - Storage
  - Fueling Station
  - Office
  - Special Use
- **Public Safety**
  - Police Station
  - Fire Station
  - Public Safety Office
- **Special / Enterprise Funds**
  - Parking Structure or Lot
  - Water Treatment Plant
  - Water Tower

**Scoring Criteria**

- *Projects are proposed to be scored in 3 primary areas*
  - **Community**
    - Neighborhood and/or community knowledge and support
  - **Asset**
    - How an existing or new facility is affected by
      - *Codes, Life Safety, Facility Condition, Historic Classification, Sustainability, etc.*
  - **Readiness**
    - Is the project planned or urgent



## Project Categories

- **Arts and Leisure**
  - Convention Center
  - Theater
  - Old Sac
  - Zoo / Fairy Tale Town
  - Museum
- **Community**
  - Animal Care
  - Library
  - Surface Parking Lot
  - Public Restrooms
- **Public Safety**
  - Police Station
  - Fire Station
  - Public Safety Office
- **Recreation**
  - Park Structure
  - Golf Course
  - Swimming Pool
  - Community Center
  - Marina





## Project Categories

- **General Government**
  - Corporation Yard
  - Maintenance Shop
  - Storage
  - Fueling Station
  - Office
  - Special Use
- **Special / Enterprise Funds**
  - Parking Structure or Lot
  - Water Treatment Plant
  - Water Tower



## Project Scoring

- **Projects are proposed to be scored in 3 primary areas**
  - **Community**
    - Neighborhood and/or community knowledge and support
  - **Asset**
    - How is an existing or new facility affected by
      - Codes, Life Safety, Facility Condition, Historic Classification, Sustainability, etc.
  - **Readiness**
    - Is the project planned or urgent



## Community

- **Neighborhood / Interest Group Support**
  - 0 points: The Neighborhood / Interest Group is not aware of project or opposes the project
  - 1 point: The Neighborhood / Interest Group supports the project
  
- **Community Benefit**
  - 0 points: The project will provide limited or no community benefit
  - 1 point: The project will enhance an existing program or service
  - 2 points: The project will support a new program or service



## Community

- **Service Level Deficiencies**
  - 0 points: There are NO deficiencies identified
  - 2 points: There are deficiencies identified and some are rectified by this project
  - 4 points: There are deficiencies identified and all are rectified by this project
  
- **NET Revenue**
  - 0 points: The completed project will not generate NET revenue
  - 1 point: The completed project will generate NET revenue



## Asset

- **Life safety**
  - **0 points:** The project has no Life Safety issues
  - **3 points:** The project addresses significant Life Safety issues
  
- **Mandates / Legal / Policy / Code**
  - **0 points:** There are no mandates, legal, policy or code requirements
  - **2 points:** There are mandates, legal, policy or code requirements that require this project be completed
  - **4 points:** A City function must be modified until project proceeds to satisfy mandates, legal, policy or code requirements



## Asset

- **Facility Condition**
  - **0 points:** The project is a new or fully refurbished facility
  - **1 point:** The project is an existing facility and requires repairs / refurbishment
  
- **Historic Designation**
  - **0 points:** The project is new or has no historic designation
  - **1 point:** The project is on an historic register



## Asset

- **Operational Savings / Efficiencies**
  - 0 points: The project will result in additional ongoing costs to the city or is cost neutral
  - 1 point: The project will result in minor long-term or ongoing savings/efficiencies to the city
  - 2 points: The project will result in significant long-term or ongoing savings/efficiencies to the city
- **Sustainability**
  - 0 points: The project does not meet or promote the City's Sustainability Master Plan
  - 1 point: The project meets a majority of the City's Sustainability Master Plan Targets and Goals
  - 3 points: The project has been programmed to meet the LEED Silver certification



## Readiness

- **Long Range Facilities Planning**
  - 0 points: The project is not included in an approved Master plan or the City General Plan
  - 1 point: The project is included in an approved Master plan or the City General Plan
- **Environmental Suitability**
  - 0 points: The site and/or existing facility requires environmental remediation or the site is "unknown"
  - 2 points: The site and/or existing facility is suitable for the intended use "as is"



## Readiness

- **Project Scope, etc.**
  - 0 points: The project has NO detailed project scope or project cost estimate
  - 1 point: The project has a detailed project scope OR project cost estimate
  - 3 points: The project has a detailed project scope AND project cost estimate
  
- **Capital Funding**
  - 0 points: There is no funding for this project
  - 1 point: The project is up to 25% funded and/or will generate other matching funds/in-kind support
  - 2 points: The project is more than 25% funded and/or will generate other matching funds/in-kind support

**RESOLUTION NO. 2008-xxxx**

Adopted by the City of Sacramento City Council

**September 16, 2008**

**APPROVING THE PROJECT SCORING AND RANKING OF PROJECTS CRITERIA  
FOR THE FACILITIES PROGRAMMING GUIDE**

**BACKGROUND**

- A. On August 8, 2002, City Council adopted Resolution No. 2002-526, approving the execution of a professional services contract with Smith-Culp Consulting for an assessment/evaluation of the City's public facilities delivery process.
- B. In February 2003, Smith-Culp Consulting presented its findings in a Public Facility Project Delivery Process Assessment Study Report. The number one recommendation of the report stated that the City should develop an overall Capital Improvement Project (CIP) strategic planning and prioritizing process.
- C. On August 19, 2008, City Council adopted Resolution No. 2008-582, approving the development of the Facilities Programming Guide (FPG) and directed staff to return to Council for approval of project scoring and ranking of projects criteria.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. The project scoring and ranking criteria for inclusion in the Facilities Programming Guide (FPG) is approved.