



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2671
www. CityofSacramento.org

STAFF
August 19, 2008

Honorable Mayor and
Members of the City Council

Subject: Facilities Programming Guide

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** approving the development of a Facilities Programming Guide (FPG); and 2) directing staff to return to City Council for a follow-up discussion and approval of project scoring criteria and the ranking of projects.

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: Staff developed the proposed FPG process to encompass the specifics of the Smith-Culp recommendation to improve the planning of Capital Improvement Projects (CIP) and prioritizing the projects. The FPG will also help improve project delivery as it pertains to clear decision processes, detailed estimates, budgeting by phase, and evaluation criteria based on City-wide goals applied uniformly.

Vision

The vision of the FPG is as follows:

- Annual document 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
- * “Facility” is defined as a structure governed by the California Building Code (CBC) and International Building Code (IBC), requiring a building permit.

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: General Government; Special/Enterprise Funds; Arts and Leisure; Public Safety; Community; and Recreation. (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.

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 facilities Capital Improvement Projects (CIP). 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 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.

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 programming guide that would provide a comprehensive view of:

- New facility needs
- Planned major maintenance projects
- Deferred maintenance projects
- Future facility maintenance plans
- Increased communication across departments
- Improved accountability in getting the customer to success
- Better ability to forecast budgetary needs
- List of “prioritized” projects when funding becomes available
- The FPG should mirror the success of the other City programming guides as both the Transportation Programming Guide (TPG) and the Parks and Recreation Programming Guide (PRPG) were used to create the FPG.
- Due to the complexity of integrating and coordinating citywide efforts, the FPG will be an innovative approach to project planning, facility development, and project delivery as yet not seen in other cities.

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:


bon 
Ray Kerridge
City Manager

Table of Contents:

	Report	Pg 1
Attachments		
1	FPG Project Categories and Scoring Criteria	Pg 5
2	Draft Score Sheet	Pg 6
3	FPG Power Point Presentation Slides	Pg 7
4	Resolution	Pg 11

Attachment 1

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

- Readiness

- Is the project planned or urgent

Draft Score Sheet

DRAFT



Project Ranking

Facilities Programming Guide
Project Ranking Sheet

Building Type _____ **Category** _____

Project located in Council District _____ **Project located in Neighborhood Area** _____

Project Name _____

Description _____

Neighborhood / Interest Group Support	0 0 1	0 0 1
0 The Neighborhood / Interest Group is not aware of project or opposes the project		
1 The Neighborhood / Interest Group supports the project		
Community Benefit	0 0 1 2	0 0 1 2
0 The project will provide limited or no community benefit		
1 The project will enhance an existing program or service		
2 The project will support a new program or service		
Service Level Deficiencies	0 0 2 4	0 0 1 3
0 There are NO deficiencies identified		
2 There are deficiencies identified and some are rectified by this project		
4 There are deficiencies identified and all are rectified by this project		
NET Revenue	0 0 1	0 0 1
0 The completed project will not generate NET revenue		
1 The completed project will generate NET revenue		
Life safety	0 0 3	0 0 2
0 The project has no Life Safety issues		
3 The project addresses significant Life Safety issues		
Mandates / Legal / Policy / Code	0 0 2 4	0 0 1 3
0 There are no mandates, legal, policy or code requirements		
2 The project has legal, policy or code requirements that require this project be completed		
4 A City function must be modified until project proceeds to satisfy mandates, legal, policy or code requirements		
Facility Condition	0 0 1	0 0 1 2
0 The project is a new or fully refurbished facility		
1 The project is an existing facility and requires repairs / refurbishment		
Historic Designation	0 0 1	0 0 1
0 The project is new or has no historic designation		
1 The project is on an historic register		
Operational Savings / Efficiencies	0 0 1 2	0 0 1 2
0 The project will result in additional ongoing costs to the city or is cost neutral		
1 The project will result in minor, long-term or ongoing savings/efficiencies to the city		
2 The project will result in significant long-term or ongoing savings/efficiencies to the city		
Sustainability	0 0 1 3	0 0 1 3
0 The project does not meet or promote the City's Sustainability Master Plan		
1 The project meets a majority of the City's Sustainability Master Plan targets and goals		
3 The project has been programmed to meet the LEED Silver or higher certification		
Long Range Facilities Planning	0 0 1	0 0 1
0 The project is not included in an approved Master plan or the City General Plan		
1 The project is included in an approved Master plan or the City General Plan		
Environmental Suitability	0 0 2	0 0 2
0 The site and/or existing facility requires environmental remediation or the site is "unknown"		
2 The site and/or existing facility is suitable for the intended use "as is"		
Project Scope / Cost Estimate	0 0 1 3	0 0 1 3
0 The project has NO detailed project scope or cost estimate		
1 The project has a detailed project scope OR cost estimate		
3 The project has a detailed project scope AND cost estimate		
Capital Budget	0 0 1 2	0 0 1 2
0 There is no funding for this project		
1 The project is up to 25% funded and/or will generate other matching funds/in-kind support		
2 The project is more than 25% funded and/or will generate other matching funds/in-kind support		
Criteria Total	<input style="width: 50px; height: 20px;" type="text"/>	1



Facilities Programming Guide

A systematic approach to project selection



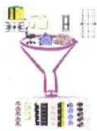
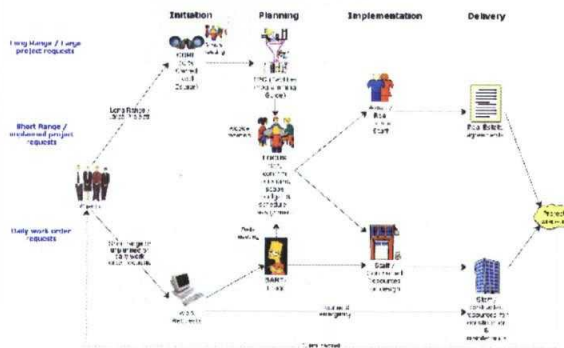
Goals for presentation

- **Introduce the Facilities Programming Guide (FPG) concept**
- **Present the FPG process**
- **Propose the FPG scoring criteria for prioritizing projects**
- **Reach agreement for moving the FPG concept forward and reporting back in a few weeks to discuss the FPG in greater detail including the scoring criteria**



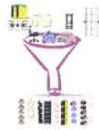
Facilities & Real Property Re-Engineering

Facilities & Real Property Management Division Plan for Getting the Customer to Success



Goals/Benefits

- **Universal knowledge of**
 - New facility needs
 - Planned Major Maintenance projects
 - Deferred Maintenance projects
- **Plan for the future**
- **Increased communication across departments**
- **Improved accountability in getting the customer to success**
- **Better able to forecast budget needs**
- **There will be a list of "prioritized" projects when funding becomes available**



Goals/Benefits

- **The Facilities Programming Guide (FPG) should mirror the success of the other City programming guides**
 - TPG (Transportation Programming Guide)
 - PRPG (Parks & Recreation Programming Guide)
- **Due to the complexity of integrating and coordinating citywide efforts, the FPG will be an innovative approach to project planning, facility development and project delivery not seen in other cities**

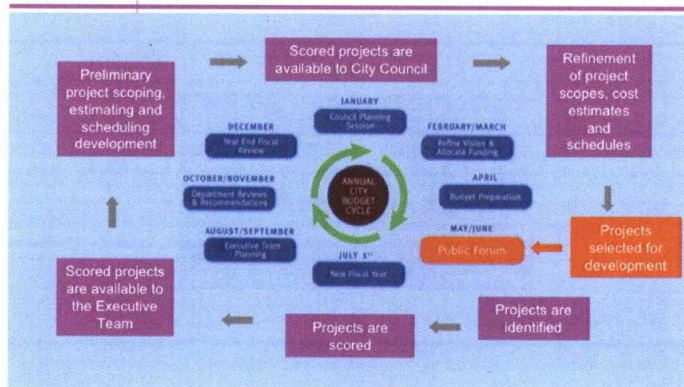


Vision

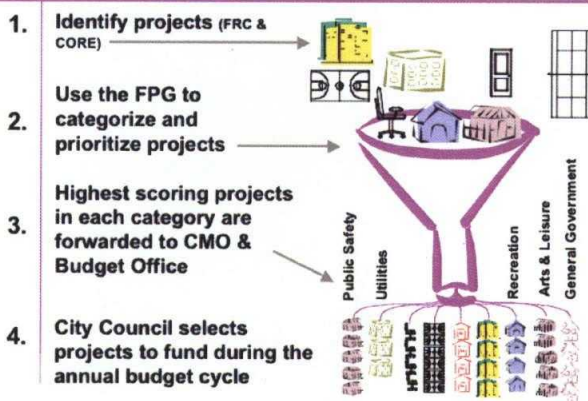
- **Annual document to compliment the budget cycle**
- **Includes all “facility” & “facility maintenance” projects > \$100k**
 Facility = a structure governed by the CBC & IBC and requires a building permit
- **Score Sheet (See handout)**
- **Prioritized Project List**
 - New / Future projects (20± years)
 - New maintenance projects
 - Deferred maintenance projects



FPG Process Schedule



FPG 4 Step Approach



RESOLUTION NO. 2008-xxxx

Adopted by the City of Sacramento City Council

August 19, 2008

APPROVING THE DEVELOPMENT OF THE 2009 FACILITIES PROGRAMMING GUIDE (FPG)

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. During the period 2006 through early 2008, staff worked with and presented the concept of the FPG to all City departments as well as the Executive Team.

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

- Section 1. The development of the 2009 Facilities Programming Guide (FPG) is approved.
- Section 2. Staff is directed to return to City Council for a follow-up discussion and approval of project scoring criteria and the ranking of projects.