



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**CONSENT**  
**January 27, 2009**

**Honorable Mayor and  
 Members of the City Council**

**Title: Facilities Programming Guide Scoring Samples Criteria**

**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

**Presenter:** Not applicable

**Department:** General Services

**Division:** Facilities & Real Property Management

**Organization No:** 13001541

### **Description/Analysis**

**Issue:** On August 19, 2008, City Council adopted Resolution No. 2008-582 approving the development of the Facilities Programming Guide (FPG). On September 16, 2008, staff returned to City Council for a follow-up discussion and requested approval of a Resolution regarding project scoring criteria and the ranking of projects. City Council approved an intent motion to approve staff recommendation with direction to staff to return with examples of implementation. Attachments 4 and 5 of this report contain the requested sample scoring criteria.

**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.

**Commission/Committee Action:** Not applicable

**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.

**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:

**Five Project Categories:**

- Arts and Culture
- Community
- Public Safety
- Recreation
- City Operations

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

**Scoring Criteria:**

Projects are proposed to be scored in three primary areas:

1. **Community**
  - Neighborhood and/or community knowledge and support
2. **Asset**
  - Impact of the following factors on an existing or new facility: Codes, Life Safety, Facility Condition, Historic Classification, Sustainability, etc.
3. **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:



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.
- On September 16, 2008, City Council approved an intent motion to approve staff recommendation with direction to staff to return with examples of implementation.

**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
- Planned 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.

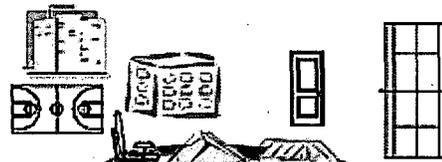
**Attachment 2**

## **FPG Project Categories**

- **Arts and Culture**
  - Convention Center
  - Museum
  - Old Sac
  - Theater
  - Zoo / Fairy Tale Town
- **Recreation**
  - Community Facility
  - Golf Course
  - Swimming Pool
- **Community**
  - Animal Care
  - Library
  - Marina
  - Parking Structure or Lot
  - Public Restroom(s)
- **City Operations**
  - Corporation Yard
  - Fueling Station
  - Maintenance Shop
  - Office
  - Special Use
  - Storage
  - Water Tower
  - Water Treatment Plant
- **Public Safety**
  - Police Station
  - Fire Station

## **Scoring Criteria**

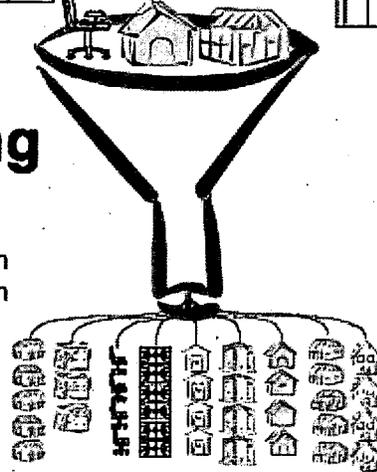
- *Projects are proposed to be scored in 3 primary areas*
  - **Community**
    - Neighborhood and/or community knowledge and support
  - **Asset**
    - Impact of the following factors on an existing or new facility: Codes, Life Safety, Facility Condition, Historic Classification, Sustainability, etc.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



# Facilities Programming Guide

A systematic approach to project selection

Categories & Scoring Criteria



## Project Categories

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



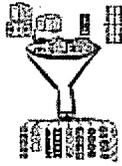
## Project Categories

- **City Operations**
  - Corporation Yard
  - Maintenance Shop
  - Storage
  - Fueling Station
  - Office
  - Water Treatment Plant
  - Water Tower
  - Special Use



## Project Scoring

- **Projects are proposed to be scored in 3 primary areas**
  - **Community**
    - Neighborhood and/or community knowledge and support
  - **Asset**
    - Impact of the following factors on existing or new facilities:
      - 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 historic value, but is not currently on a historic register
  - 2 points: The project is on a 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 any of the City's Sustainability Master Plan goals
  - 1 point: The project meets 1 or 2 of the City's Sustainability Master Plan Targets and Goals
  - 3 points: The project meets 3 or more of the City's Sustainability Master Plan Targets and Goals



## 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

## Attachment 3

## PROJECTS SELECTED FOR SCORING

**Project Name** George Sim Community Center  
**Category** Recreation  
**Building Type** Community Facility  
**Council District** 6  
**Description** Design and construction of an expansion to the George Sim Community Center.

**Project Name** Animal Care - Cattery Building  
**Category** Community  
**Building Type** Animal Care  
**Council District** 4  
**Description** Animal Shelter-Cattery Building: Construction of a cat shelter is in alignment with the recommendations of the Blue Ribbon Committee.

**Project Name** Oak Park Community Center Phase II  
**Category** Recreation  
**Building Type** Community Facility  
**Council District** 5  
**Description** Complete Phase II of the Oak Park Community Center Remodel/Expansion. Project includes construction of a gymnasium and stage, site infrastructure upgrades & parks enhancements.

**Project Name** South Natomas Community Center Improvements  
**Category** Recreation  
**Building Type** Community Facility  
**Council District** 1  
**Description** Improvements at the South Natomas Community Center site: Installation of a concession kitchen - needed for the current operations whether or not a multipurpose room is constructed.

**Project Name** Pocket Library  
**Category** Community  
**Building Type** Library  
**Council District** 7  
**Description** Construction of a freestanding 15,000 square foot join use facility with Sacramento City Unified School District in Sojourner Truth Park at Havenside and Swale River Way. The library will be part of the new SCUSD Science and Engineering High School campus.

**Project Name** Valley Hi-North Laguna Library  
**Category** Community  
**Building Type** Library  
**Council District** 8  
**Description** Construction of a freestanding 20,000 square foot library in Shasta Park at Bruceville Road and Shasta Lane across from Cosumnes River College.

**Project Name** Coloma Community Center, Window Renewal-(dual pane)  
**Phase 1**  
**Category** Recreation  
**Building Type** Community Facility  
**Council District** 6  
**Description** Upgrade and replace the existing single pane windows with new energy efficient dual pane windows in the Community Center.

SCORED AND PRIORITIZED PROJECTS (List)

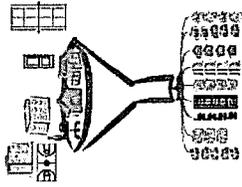


Council District

List

Category	Building Type	Project Name	Neighborhood / Interest Group Support	Community Benefit	Service Level Deficiencies	NET Revenue	Life safety	Mandates / Legal / Policy / Code	Facility Condition	Historic Designation	Operational Savings / Efficiencies	Sustainability	Long Range Facilities Planning	Environmental Suitability	Project Scope / Cost Estimate	Capital Budget	Total	Type of Project
Recreation	Community Facility	George Sim Community Center	1	2	4	1	0	0	1	0	0	2	1	2	3	0	17	New / Addition
Recreation	Community Facility	Oak Park Community Center Phase II	1	2	4	0	0	0	0	0	2	1	2	3	2	2	17	New / Addition
Recreation	Community Facility	Coloma Community Center, Window Renewal-(dual pane) Phase 1-3	0	1	2	0	3	2	1	1	1	1	0	2	1	0	15	Deferred Maintenance
Community	Animal Care	Animal Care - Cattery Building	1	1	2	1	0	2	0	0	1	1	2	1	1	0	12	New / Addition
Community	Library	Pocket Library	1	2	2	0	0	0	0	0	2	1	2	0	1	1	11	New / Addition
Recreation	Community Facility	South Natomas Community Center Improvements	1	2	2	1	0	0	0	0	0	0	1	2	0	2	11	Remodel
Community	Library	Valley Hi-North Laguna Library	1	1	2	0	0	0	0	0	2	1	2	1	1	0	10	New / Addition

SCORED AND PRIORITIZED PROJECTS (Sorted by Category)



Facilities Programming Guide

Council District

List

Building Type	Project Name	Neighborhood / Interest Group Support	Community Benefit	Service Level Deficiencies	NET Revenue	Life safety	Mandates / Legal / Policy / Code	Facility Condition	Historic Designation	Operational Savings / Efficiencies	Sustainability	Long Range Facilities Planning	Environmental Suitability	Project Scope / Cost Estimate	Capital Budget	Total	Type of Project
Community																	
Animal Care	Animal Care - Cattery Building	1	1	2	1	0	2	0	0	0	1	1	2	1	0	12	New / Addition
Library	Pocket Library	1	2	2	0	0	0	0	0	0	2	1	2	0	1	11	New / Addition
Library	Valley Hi-North Laguna Library	1	1	2	0	0	0	0	0	0	2	1	2	1	0	10	New / Addition
Recreation																	
Community Facility	George Sim Community Center	1	2	4	1	0	0	1	0	0	2	1	2	3	0	17	New / Addition
Community Facility	Oak Park Community Center Phase II	1	2	4	0	0	0	0	0	0	2	1	2	3	2	17	New / Addition
Community Facility	Coloma Community Center, Window Renewal-(dual pane) Phase 1-3	0	1	2	0	3	2	1	1	1	1	0	2	1	0	15	Deferred Maintenance
Community Facility	South Natomas Community Center Improvements	1	2	2	1	0	0	0	0	0	0	1	2	0	2	11	Remodel

## **RESOLUTION NO. 2009-xxxx**

Adopted by the City of Sacramento City Council

**January 27, 2009**

### **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.
- D. On September 16, 2008, City Council approved an intent motion to approve staff recommendation with direction to staff to return with examples of implementation.

#### **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.

#### **Table of Contents:**

Exhibit A - Project Scoring Sheet

Exhibit A

**Facilities Programming Guide**  
Project Ranking Sheet



**Project Scoring**

Community	<b>Neighborhood / Interest Group Support</b> <span style="float: right;">00 01</span>	Asset	<b>Historic Designation</b> <span style="float: right;">00 01 02</span>
	0 The Neighborhood / Interest Group is not aware of project or opposes the project		0 The project is new or has no historic designation
	1 The Neighborhood / Interest Group supports the project		1 The project has historic value, but is not currently on a historic register
	<b>Community Benefit</b> <span style="float: right;">00 01 02</span>		2 The project is on a historic register
	0 The project will provide limited or no community benefit		<b>Operational Savings / Efficiencies</b> <span style="float: right;">00 01 02</span>
	1 The project will enhance an existing program or service		0 The project will result in additional ongoing costs to the city or is cost neutral
	2 The project will support a new program or service		1 The project will result in minor long-term or ongoing savings/efficiencies to the city
	<b>Service Level Deficiencies</b> <span style="float: right;">00 02 04</span>		2 The project will result in significant long-term or ongoing savings/efficiencies to the city
	0 There are NO deficiencies identified		<b>Sustainability</b> <span style="float: right;">00 01 02</span>
	2 There are deficiencies identified and some are rectified by this project		0 The project does not meet any of the City's Sustainability Master Plan goals
4 There are deficiencies identified and all are rectified by this project	1 The project meets 1 or 2 of the Sustainability Master Plan targets or goals		
<b>NET Revenue</b> <span style="float: right;">00 01</span>	2 The project meets 3 or more of the Sustainability Master Plan targets or goals		
0 The completed project will not generate NET revenue	<b>Long Range Facilities Planning</b> <span style="float: right;">00 01</span>		
1 The completed project will generate NET revenue	0 The project is not included in an approved Master plan or the City General Plan		
<b>Life safety</b> <span style="float: right;">00 03</span>	1 The project is included in an approved Master plan or the City General Plan		
0 The project has no Life Safety issues	<b>Environmental Suitability</b> <span style="float: right;">00 02</span>		
3 The project addresses significant Life Safety issues	0 The site and/or existing facility requires environmental remediation or the site is "unknown"		
<b>Mandates / Legal / Policy / Code</b> <span style="float: right;">00 02 04</span>	2 The site and/or existing facility is suitable for the intended use "as is"		
0 There are no mandates, legal, policy or code requirements	<b>Project Scope / Cost Estimate</b> <span style="float: right;">00 01 03</span>		
2 There are mandates, legal, policy or code requirements that require this project be completed	0 The project has NO detailed project scope or cost estimate		
4 A City function must be modified until project proceeds to satisfy mandates, legal, policy or code requirements	1 The project has a detailed project scope OR cost estimate		
<b>Facility Condition</b> <span style="float: right;">00 01</span>	3 The project has a detailed project scope AND cost estimate		
0 The project is a new or fully refurbished facility	<b>Capital Budget</b> <span style="float: right;">00 01 02</span>		
1 The project is an existing facility and requires repairs / refurbishment	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		

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Criteria Total