

CAPITAL ASSET INVENTORIES

HELPING COMMUNITIES
INVENTORY THEIR
RESOURCES AND PLAN
FOR THE FUTURE



WORKFORCE
SERVICES
HOUSING & COMMUNITY
DEVELOPMENT
COMMUNITY
DEVELOPMENT OFFICE

The recommendations outlined here are simplified for use by leaders who are limited by time and funding. Engineering firms can provide an in-depth analysis of community asset conditions. Leaders should invest available resources (time, funding, knowledge, etc.) into the creation of a capital asset inventory and subsequent capital asset improvement plan to meet their community's needs.

CAPITAL ASSET PLANNING PROCESS

FIRST-YEAR STEPS

1 ESTABLISH A CAPITAL IMPROVEMENT PLAN PROCESS & POLICY

The municipal council should establish a capital improvement policy, CIP, and process that identifies responsible parties, timelines, and criteria for prioritizing projects—including an annual capital asset inventory.

2 CREATE A CAPITAL ASSET INVENTORY

Inventory existing assets, identify current conditions, needed repairs, replacement horizons and locations. Update inventory as changes occur. Refer to this list during each annual CIP process.

This step is the focus of this guide.

ANNUAL STEPS

4 DETERMINE OPERATIONS & MAINTENANCE COSTS

Through research, municipalities should determine the operation and maintenance costs of a new asset and ensure it is viable based on the city's budget.

3 IDENTIFY & PRIORITIZE CAPITAL FACILITY NEEDS

Identify and prioritize future projects by recognizing gaps among inventoried assets, or as emergencies and crises occur. Use prioritization criteria to determine which projects should be completed first.

5 PRESENT CIP TO COUNCIL IN PUBLIC MEETING & ADOPT PLAN

The party responsible for CIP preparation should present it to the city council who should review, adapt, alter and present the plan to residents before adoption.

6 IMPLEMENT THE PLAN

Use identified funding sources and available community capacity to implement the one-year project list. Throughout implementation, seek ways to improve preparation for future projects. Review status of one-year projects before starting the new CIP.

INTRODUCTION

Capital assets are a community's built and high-cost amenities, utilities, and facilities. Examples include roads, pipelines, sewage facilities, buildings, parks, arenas, recreation facilities, sheds, and vehicles. These assets require upkeep to maintain their value to a community—none are free of costs, even when they are ignored. Capital assets should be maintained to ensure financial stability, limit the effects of emergencies, and enable long-term strategic planning for cities, counties, and special service districts.

Unfortunately, leaders may neglect their capital assets because they are unaware of the asset's condition or even existence. A community's elected, appointed, and employed officials are responsible to identify and care for these assets with community staff assistance.

This document is intended to outline a simple process that will assist leaders in capital asset decision making. It discusses why every community should have a capital asset inventory, how to create the inventory, and advice to communities that are beginning or updating their inventories.

DO WE NEED A CAPITAL ASSET INVENTORY?

QUESTION

Y/N*

Our community has capital asset information aggregated in a single location.

Our capital asset information is easily accessible by both public works and leaders.

Our capital asset inventory includes information on the expected life of assets.

Our inventory includes information on the current condition of assets.

Our inventory has up-to-date information.

Our inventory includes current monetary values (accounting for depreciation).

Our inventory includes potential funding sources for future projects.

**CDO recommends considering the response "I don't know" as a no.*

THE PROBLEM

In interviews with leaders across rural Utah, they expressed three similar struggles regarding capital asset maintenance:

Lack of Knowledge: Leaders are unaware of their community's capital assets.

Reliance on Brain Trusts: Leaders rely heavily on information from a specific person (typically a long-tenured public works employee) who knows about the community's capital assets.

Distraction of "Fighting Fires": Leaders spend their time dealing with immediate problems and neglect the strategic planning which could prevent problems from occurring.

These issues lead to poor investment in, and poor management of, capital assets. Lack of knowledge causes decisions to be made without key information, potentially leading to unnecessary future costs (e.g., repairing a road only to realize the underlying water line needs replacement the following year). Issues may also arise when brain trusts retire or leave communities and take vital information with them. Finally, when leaders only deal with immediate issues they cannot prioritize their limited time and resources to long-term capital asset planning.

THE SOLUTION

Leaders can confront these problems that result from insufficient information by proactively collecting and compiling asset data. This is the essence of a capital asset inventory. Otherwise, costly emergencies will dictate when communities address problems. Getting ahead of problems requires community leaders to:

1. Institutionalize knowledge of existing capital assets and their condition.
2. Create a system for prioritizing asset projects and funding.

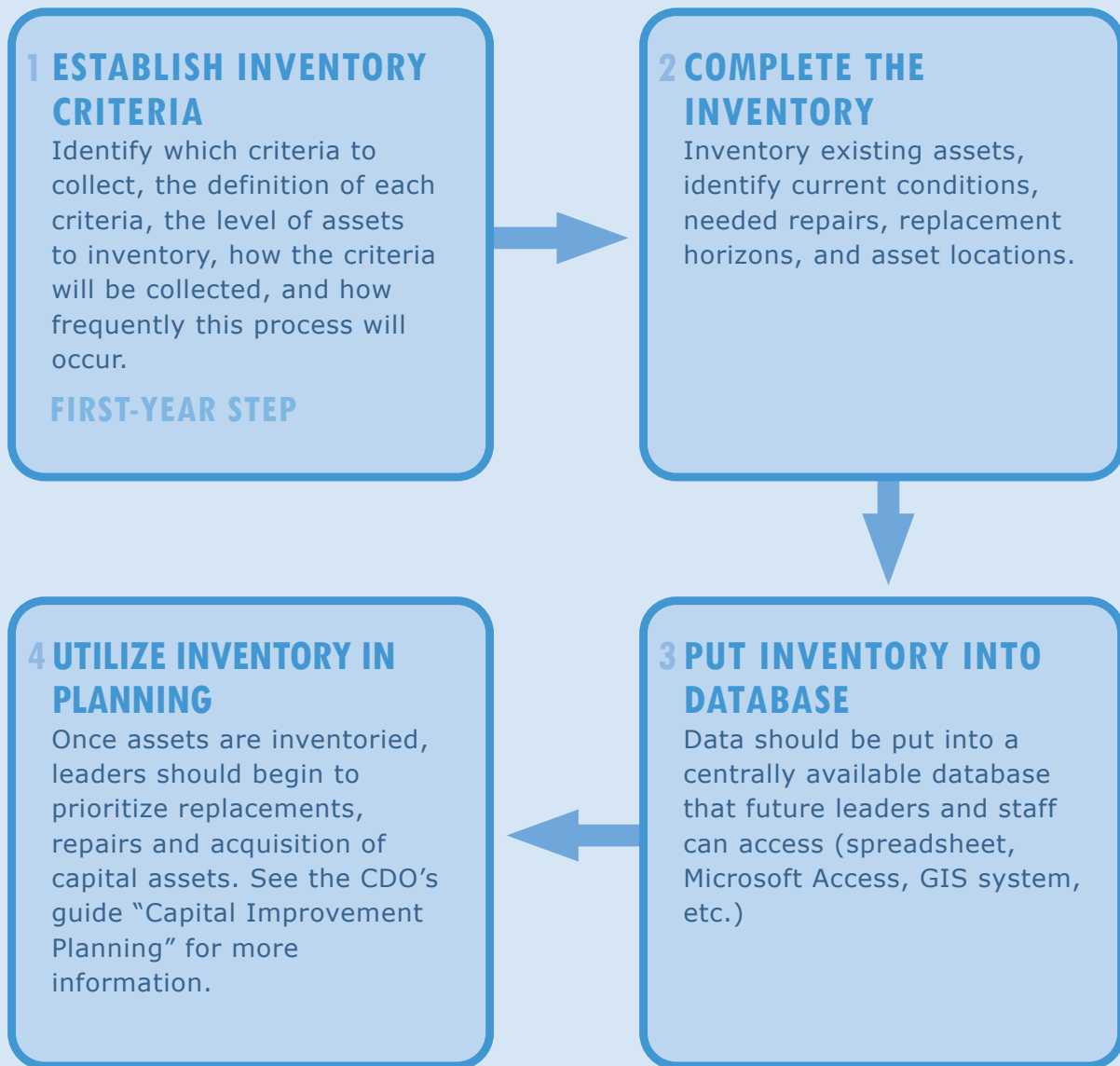
Creating a capital asset inventory institutionalizes knowledge by centralizing it for all users and ensuring that necessary information stays available in the community regardless of staff or leadership turnover.

Additionally, the data in a properly completed capital asset inventory informs a capital improvement plan (CIP) of the communities assets. The CIP lists and highlights capital projects the community will consider within the next 3-5 years. Without the information from the capital asset inventory, leaders cannot properly prioritize community projects, potentially increasing the community's financial burden. Age, condition, and repair data should be incorporated to maximize the inventory's usefulness.

INVENTORY PROCESS

While there are many different methods communities can use to inventory their capital assets, there are four generally applicable steps that your community can employ when completing your capital asset inventory (CAI).

Most communities have adapted these elements into a system that works for their unique situation; local processes may have more or fewer sections, or may be in a different order.



CAPITAL ASSET MANAGEMENT ASSISTANCE

To help communities begin this process, the Community Development Office (COD) established the Capital Asset Program (CAP) and created Capital Asset Self-Inventories (CASI). The Capital Asset Program (CAP) was established to assist communities with improving capital asset management. CASI is intended to be a simple starting point for communities who are interested in capital asset inventories. CASI can be filled out with as much or as little information as a community has; however, the more information the community puts into CASI, the more valuable it becomes. It is meant to be a valuable resource for leaders to refer to when making purchasing, building, and replacement decisions. CASI should be filled out by community employees and leaders, and does not need to be a professionally completed assessment.

The Community Development Office, in partnership with the Regional Planning Program of each Association of Government and the State of Utah's Automated Geographic Reference Center (AGRC), offers a program to assist communities in the completion of these simple capital asset inventories. The Capital Asset Program (CAP) offers a suite of resources and tools in support of community-performed capital asset inventories. The program offers an ArcGIS Online Organization which provides a platform for communities to gather, store, and analyze capital asset inventory data.

The Community Impact Fund Board (CIB) requires all applicants to have completed a CASI in FY2022 or later to qualify for CIB funds. Contact your local Association of Government Regional Planner or the Community Development Office for more information (see Appendix B).

ESTABLISH INVENTORY CRITERIA

Identify which criteria to collect, the definition of each criteria, the level of assets to inventory, how the criteria will be collected, and how frequently this process will occur.

HOW DO I GO ABOUT IT?

A capital asset inventory begins with first identifying what information you need to gather. This may be established in your community's capital planning policies; however, if not, the Government Finance Officers Association (GFOA) recommends that communities maintain 12 data points¹. The Community Development Office added three additional fields to improve data collection, aggregation, and reporting.

The following are suggested data points to gather during an asset inventory:

Classification	Maintenance History
Name/Title	Replacement Costs
Description	Revenues
Location	O&M Costs
Physical Dimensions	Capacity vs. Current Use
Condition	Current Value
As-Built Document Location	Remaining Useful Life
Warranty Location	

Each of these criteria will need to be defined so those using the information will know what constitutes each (*e.g., Location will be defined as the physical address and GPS coordinates of the asset's main location. For systems [pipe, road] it will be the section access point*). Some are straightforward (name, description), while others require more detail (classification, capacity).

Asset condition is a particularly difficult data point. You will need to establish clear objective criteria and frameworks for asset condition. Defining this criteria may be difficult for many technical systems. Reach out to technical experts for assistance (Appendix A).

How each data point will be collected will also need to be defined. Some assets will clearly need a precise visual inspection (condition, location, physical dimensions), but for others, an estimate will serve the purpose of the inventory (replacement costs, remaining useful life). More detail may sometimes be required and the level of importance of an asset should dictate the level of care in inventorying the asset (*i.e., drinking water is more important than playground equipment*).

This is also the time when communities should define what system they will use to aggregate and analyze the data. Any system used should be available to those who need it—now and in the future—and should enable consistent collection of data points. This can range from a simple spreadsheet to complex custom software systems. A Geographic Information System (GIS) component can provide useful function (see pg 15).

HOW TO CATEGORIZE ASSETS

Categorizing assets provides a structure for inventorying and general management. There are many ways to categorize assets. For the Capital Asset Self-Inventory, the Community Development Office uses three macro categories which include several sub-categories:

1. General Community & Administration

- Recreation & Community Assets
- Community Vehicles
- Community Facilities
- Planning

2. Public Safety

- Police
- Fire
- Animal Control
- Criminal Justice

3. Water & Transportation

- Culinary Water
- Secondary & Wastewater
- Sewer
- Solid Waste
- Roads, Curbs, Gutter & Sidewalk

Categorizing assets will help communities create manageable inventory workflows and update schedules. For example, in the schedule shown on the next page, the community commits to reviewing one of five categories each year.

Note that some of these categories (i.e., fire, police, solid waste, etc.) may not be managed by the entity conducting the inventory, but may be managed by a municipality, county, special service district, or adjacent community instead. If this is the case with your community, make a note of it and focus your efforts on services your community does provide.



HOW TO CATEGORIZE COMPLEX ASSETS

Some assets consist of smaller assets or components. For instance, a park may consist of many smaller, diverse features. Larger grouping makes inventorying easier by reducing the number of items to track. However, too big of a grouping makes the information less valuable to leaders.

When deciding what scale to subdivide assets, leaders must balance the division of assets with the practicality of collecting the information. Subdivide community-wide assets (roads, water pipes, electrical lines, etc.) into blocks or small neighborhoods. Separate complex assets with multiple components, like parks, into their individual parts (see example to the right).

Every community should make this decision based on their available time and needs. The Community Development Office recommends making this process simple, consistent, and adaptive based on experience.

Throughout this process, leaders will experience difficulties and uncertainties on how to proceed. We encourage communities to reach out to professionals for assistance and adapt this guidance to their local needs.

EXAMPLE: SUBDIVIDING A PARK

Hyde & Seek Park to the right provides a great example of multiple assets contained within the same unit—a park. One way to subdivide this asset is to organize the park's amenities into eight components:

1. Tennis courts
2. Playground
3. Pavilion
4. Sidewalk network
5. Sprinkler system
6. Parking lot
7. Bathrooms
8. Basketball court



1

8

5

4

6

7

3

2

COMPLETE THE INVENTORY

Clearly and thoughtfully defining the criteria and process will make the actual collection of data much more organized and efficient.

Once the required data is defined, simply write down what you currently know. The form at the end of this document may help provide some structure. Do not worry if there are gaps in your knowledge—these gaps provide a starting point for your efforts.

Review any documentation that exists, including recent repair reports or original construction documentation. After you've written down your current knowledge, go physically examine each asset as you've defined in your collection criteria. Some criteria, like current use, may require multiple inspections at various times and seasons.

While inventorying, you may realize some practicalities require changes to your process or data points. Update and adapt your process to reflect these insights; this should be an iterative, adaptive process.

WHO CAN DO THIS?

As communities develop their inventorying process, they should consider who can help complete the project and start making sense of the results. Those responsible or most familiar with the public assets should be involved. This is usually a public works employee, if the community has them. If not, maintenance staff, town council members, or volunteers can help pull the information together. Engineering firms will likely be required to obtain complete and more accurate information on certain assets, particularly on asset condition, remaining useful life, and replacement/repair costs.

Those inventorying the community assets should have some level of training, a common understanding of the data points to collect and how to collect them, as well as a specific deadline and fill out a similar form for each asset they inventory.

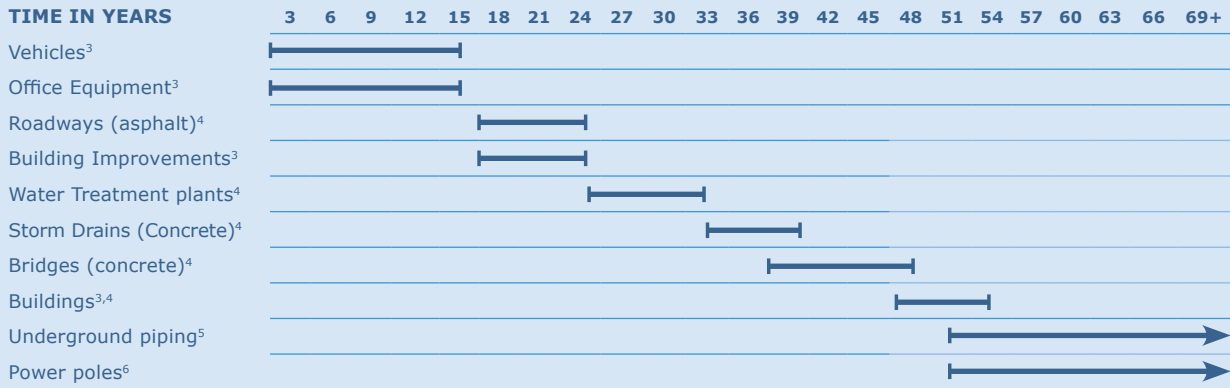
The Community Development Office is working with regional planners in each Association of Government to assist with simple capital asset self-assessment. Assistance and technical resources are available to help. Contact your regional planner for information and assistance (Appendix B).

BUT WHAT IF I DON'T KNOW WHERE TO GET THIS INFORMATION?

Talk to your Regional Planner from your local Association of Government. They have resources and can help communities identify where they should start to begin compiling a capital asset inventory. Additionally, community members who have previously been in leadership or staff positions may have experience or knowledge of the asset and should be utilized to complete the inventory. Your community may also want to contract with an engineering firm to complete a more thorough assessment of the current condition and location of capital assets. To completely understand some assets, the utilization of a professional engineering firm will be required. For others, the information will simply not be available. Some data points will be an estimate or left blank. There is still value in creating a centralized database of this information, even with the unknowns. Identifying what you don't know is nearly as important as identifying what you do. Once complete, make decisions about whether it is worth the investment of time and money to research the gaps.



ESTIMATED USEFUL LIFE



The time frames above list a small number of common capital assets and their estimated useful lives. These estimates were retrieved from multiple organizations in multiple states; differences in weather and use patterns could significantly alter an asset’s useful life.

For accounting purposes, communities should determine depreciation rates for their assets based on the best available information (see right).

These estimated useful lives are presented as a starting place as communities determine how much time they can expect each of their capital assets to last. Just because an asset has reached or surpassed its original useful life does not mean that the asset must be replaced. Assets typically last longer than the length of time for which they are bonded but may fail earlier.

As your community conducts its asset inventory, these useful life estimates can serve as placeholders for assets that you have no information about.

The Government Accounting Standards Board (GASB) established general useful life estimates for the purpose of depreciating assets over time. Their baseline is valuable when considering bonding repayment time periods.

ASSET CLASS	ESTIMATED USEFUL LIFE ³
Infrastructure	30
Buildings	50
Building Improvements	20
Vehicles	2-15
Office Equipment	3-15
Computer Equipment	3-15

Most assets should have some information on expected life in the construction documents. If this information is not available, general estimates can be collected by contacting other communities with similar assets and climates. They should hopefully have information on when their assets needed major repairs or replacement. If you still need help, reach out for assistance (Appendix A).

INPUT INVENTORY INTO DATABASE

Data should be put into a centrally available database that future leaders and staff can access (spreadsheet, Microsoft Access, GIS system, etc.)

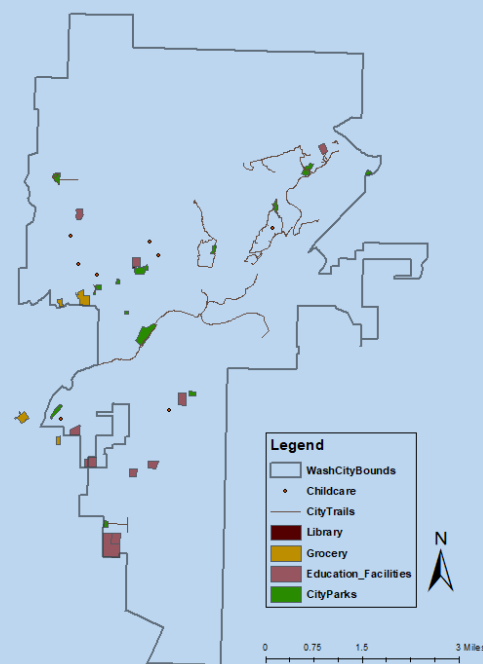
While the system and format to be used should have been defined and set up while establishing the criteria, after the data has been collected, it should be entered into a database. Ensure the data is entered accurately and captures all the data collected; as with any database, the analysis is only as reliable as the data entered is accurate.

The system should be centrally accessible by all parties who need access to the data. Although there are more complex systems and software packages, a simple spreadsheet can be an effective database for small towns. Having a simple system now does not preclude adopting a more sophisticated system later as the needs of the community change.

GIS TECHNOLOGY

While having a simple database is immensely helpful for communities in their capital asset management, using Geographic Information Systems (GIS) technology can increase the usefulness of that data. Most assets a community owns have a physical location within the town, also referred to as a geospatial location. GIS combines geospatial location data with other data to enable data-rich maps and analysis.

Inserting information into an GIS mapping system can give a more accurate idea of current capital asset conditions and locations. Using GIS technology can provide precise location information and allow communities to analyze that data in numerous ways. The Community Development Office has informational resources to help introduce communities to GIS use: <https://cdotoolbox.wordpress.com/2020/11/12/gis-applications-in-municipal-management-strategies-for-small-towns/>.



Washington City's critical facilities.



CAPITAL ASSET PROGRAM DATABASE

In order to help rural communities which may not be able to afford an ArcGIS license, the Community Development Office (CDO) has created a large database, the Capital Asset Program Database, where rural communities can input and store their GIS data. Additionally, if you already have an ArcGIS license, but would like to tie in your data, you can link into this database. For more information of GIS, please see the CDO's guide GIS Mapping: <https://cdotoolbox.wordpress.com/2020/11/12/gis-applications-in-municipal-management-strategies-for-small-towns/>. For information about how to store or link your community's information in the Capital Asset Program (CAP) Database, please talk to your Regional Planner (Appendix B).

UTILIZE INVENTORY IN PLANNING

Once assets are inventoried, leaders should begin to prioritize replacements, repairs and acquisition of capital assets. See the CDO's guide "Capital Improvement Planning" for more information.

WHAT DO I DO WITH MY INVENTORY?

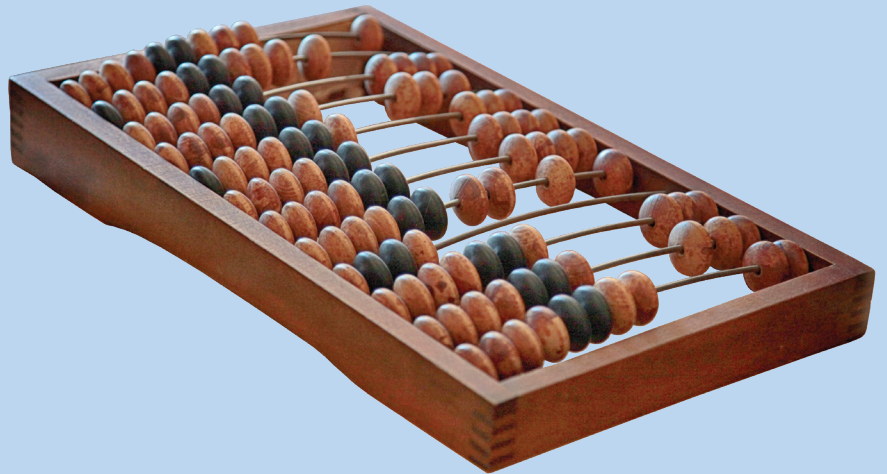
Asset inventories are a tool for capital asset planning. They make it easy to compare likely repair and replacement time frames so that leaders can start preparing for when assets will need servicing or replacement. These plans then turn into action items: how much to save, what to fix, what to delay fixing, what to replace, which repairs need to be coordinated, what to demolish, what to repurpose, how much to adjust rates, and how to integrate assets with regional partners.

Without using information about asset conditions to plan for the future, the inventory loses value, just as plans developed without an accurate inventory will not properly account for community needs. This document is the first step to informed capital facility planning. Additional work, including public outreach, will be necessary to determine community priorities for creating a plan and committing funds. See the Utah Community Development Office's guide on Capital Improvement Planning (Appendix B)

The information collected in the inventory, including the gaps in information that were found, should be presented to leadership clearly and concisely. An effective capital asset inventory will help them as they decide how to utilize the information in plans.

HOW DOES THIS RELATE TO OUR BUDGET?

After its initial creation, a capital asset inventory does not necessarily determine how or where funds should be appropriated through the budgeting process. Rather, the inventory allows leaders to see what costs will occur soon so leaders can prepare for and prioritize which repairs, replacements, and new construction will take priority in the upcoming funding cycle. Leaders should take into account public feedback as they consider how to prioritize spending.



THE INVENTORY'S LONG-TERM PURPOSE

Capital asset inventories should inform a capital improvement plan (CIP), and operations and maintenance planning (for more information on these subjects, refer to the CDO's other guides in the Capital Asset Series). The information on the replacement time frame, maintenance needs, and use of assets help leaders recognize future costs. This provides time to save funds, find multiple funding sources, or transition to a new, different, or regional use of specific assets. Information on every asset may not be available, but identifying what you do not know will inform what you will need to discover to make the best possible CIP for your community.



CONCLUSION

Capital asset inventories, even simple ones, help leaders have the information needed to anticipate and plan for future costs. The process does not need to be complicated. Much of the work happens up front, as leadership works to define the process and criteria for conducting the inventory. After, gathering existing information, each asset is examined. This data is put into a database enabling access and analysis. Using that data, leaders can start planning ahead to better manage their capital assets and to secure a better long-term future for their community.

APPENDIX A

CONDITION ASSESSMENT RESOURCES

Organization	Description	Location
Utah Local Technical Assistance Program (LTAP) (Roadways)	The LTAP program provides technical assistance to communities across the state. A primary service of the organization is its Transportation Asset Management System (TAMS). TAMS is a computer program that enables communities to create and manage a condition assessment of the community's entire roadway. LTAP also provides training on roadway maintenance and key skills.	Site: http://www.utahltap.org/
Community Development Office's Capital Asset Self Inventory (General)	This spreadsheet is a very simple means of indentifying, documenting, and tracking an entities assets, their lifespan, replacement timeframe, history, etc. It is not intended to perfectly measure condition, but rather to assess general information that help leaders in the prioritization of projects. At times additional assessment from engineering firms may be required to obtain all necessary information.	Site: Contact your local AOG
Water Environment Research Foundation (WERF) & American Water Works Association (AWWA) (Water & Sewer)	This instructive guide goes beyond simply tracking assets by laying out strategies for developing an asset maintenance plan/program. This is an in-depth look at development of asset assessment procedures for both condition and performance assessment. It provides a valuable framework for thinking about when and how to scale-up a community's water and sewer asset condition assessment.	Site: https://riversideca.gov/pworks/masterplan-wastewater.asp <u>Volume 12</u>

**A multitude of additional assessment and cataloging tools and examples are available online. These can and should be referenced for ideas about how best to track and catalogue your community's assets.*

CONTACTS

Organization	Website	Phone	Email/Web Contact	Assistance
Rural Water Association of Utah (RWAU)	rwau.net	(801) 756-5123	https://www.rwau.net/contact-us	Water asset condition assessment, water rate questions, etc.
Utah Local Technical Assistance Program (LTAP)	utahltap.org	(435) 797-2931	www.utahltap.org/contact.php	Road training opportunities, TAMS road assessment software, etc.

APPENDIX B

COMMUNITY DEVELOPMENT OFFICE ASSISTANCE

PROGRAM	DESCRIPTION	CONTACT
Capital Asset Program (CAP)	The Capital Asset Program (CAP) offers a suite of resources and tools in support of community-performed capital asset inventories. In partnership with the AGRC, the Community Development Office has established an ArcGIS Online Organization which provides a platform for communities to gather, store, and analyze capital asset inventory data.	https://cdtoolbox.wordpress.com/category/infrastructure-capital-asset-management/
Mapping & Technical Assistance (M-TAP)	The Mapping and Technical Assistance Program (M-TAP) provides rural municipalities with resources to overcome actual and perceived barriers to using Geographic Information Systems. The program connects municipalities with appropriate state, regional, and local resources, and provides basic mapping and geospatial analysis assistance to small towns with limited capacity.	https://jobs.utah.gov/housing/community/planning/programs.html

REGIONAL PLANNING PROGRAM CONTACTS



APPENDIX C

SCAN QR CODE FOR WORKS CITED AND ADDITIONAL RESOURCES



CAPITAL ASSET SELF-INVENTORY

DISCLAIMER

All information on the Capital Asset Self-Inventory is intended to be completed by city/town staff and elected officials, and should not require engineering assistance. This community completed inventory is not intended to replace a professionally completed capital asset inventory. No exact information is required on this self-inventory, but information should be estimated to the closest correct value or location. If your community has questions or requires assistance please contact your local AOG planner or the Community Development Office at community@utah.gov.

COMMUNITY INFO

Community Name:		Community Office Address:	
<input type="text"/>		<input type="text"/>	
Phone Number:	Email Address:	City/Town:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Community Website Address:		Mayor Contact:	
<input type="text"/>		Name: <input type="text"/>	
		Phone: <input type="text"/>	
		Email: <input type="text"/>	
1st Community Contact:		2nd Community Contact:	
Name: <input type="text"/>		Name: <input type="text"/>	
Phone: <input type="text"/>		Phone: <input type="text"/>	
Email: <input type="text"/>		Email: <input type="text"/>	

PRIORITIZATION SUMMARY SHEET

This list will help you prioritize the need of replacement for your capital assets. After you have reviewed the ratings you assigned each subcategory, use those ratings to assign a Priority Number per subcategory. Please contact your local AOG planner or the Community Development Office at community@utah.gov with any questions.

CATEGORIES	SUBCATEGORIES	NEED OF ATTENTION (1-5)	PRIORITY NUMBER
GENERAL COMMUNITY & ADMINISTRATION	RECREATION & COMMUNITY	N/A	
	COMMUNITY VEHICLES		
	PLANNING		
PUBLIC SAFETY	POLICE		
	FIRE		
	ANIMAL CONTROL		
	CRIMINAL JUSTICE		
PUBLIC WORKS	CULINARY WATER		
	SECONDARY & WASTEWATER		
	SEWER		
	SOLID WASTE		
	ROADS		
	POWER		

GENERAL COMMUNITY & ADMINISTRATION

Inventory all your General Community & Administration Assets in this section. If an item does not fit into one of the following subcategories, please edit this document to better fit your needs. Consider how much attention each subcategory needs and make a note of it in the upper right-hand corner of each subcategory. Please contact your local AOG planner or the Community Development Office at community@utah.gov with any questions.

RECREATION & CULTURAL

Recreational & Cultural Facilities (parks, trails, libraries, performing arts centers, etc.)

Rate the need of attention:

N/A

Name	Type	Main Features (form, amenities, size)	ADA Compliant (Yes, No, Unsure)	Condition (Good, Fair, Poor)	Adequate (Yes, No, Unsure)

What repairs/upgrades/additional facilities are required within the next five years?

COMMUNITY VEHICLES

Vehicle Inventory (General Use, Public Works, etc.)

Rate the need of attention:

Type (Van, truck, etc.)	Function (Parks, staff, etc.)	Year	Manufacturer	Condition (Good, Fair, Poor)	Adequate (Yes, No, Unsure)	Replacement Horizon (years)

What repairs/upgrades/additional facilities are required within the next five years?

PLANNING

		Rate the need of attention:	
General plan addresses the following sections:	<input type="checkbox"/> Land Use <input type="checkbox"/> Transportation <input type="checkbox"/> Housing (if > 1,000 pop.)	Year of general plan's last revision?	Do you have an active...? (List the year of last revision by the plan.)
Are the following current and adequate for town needs?	<input type="checkbox"/> Official map <input type="checkbox"/> Land use map <input type="checkbox"/> Zoning ordinances	Are there any plans to update the general plan within the next years?	<input type="checkbox"/> Water and Sewer Plan <input checked="" type="checkbox"/> Road Plan <input type="checkbox"/> Moderate Income Housing
Is the general plan adequate for town needs?	<input type="checkbox"/> Land Use <input type="checkbox"/> Transportation <input type="checkbox"/> Housing (if > 1,000 pop.)	If yes, explain:	

Do you have any unmet planning needs?

PUBLIC SAFETY ASSETS

Inventory all your Public Safety Assets in this section. If an item does not fit into one of the following subcategories, please edit this document to better fit your needs. Consider how much attention each subcategory needs and make a note of it in the upper right-hand corner of each subcategory. Please contact your local AOG planner or the Community Development Office at community@utah.gov with any questions.

POLICE

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.) :

Police facility fully compliant with the Americans with Disabilities Act?	Expected changes to staff within the next five years:	Total #	Full-time	Part-time
		Officers		
		Staff		
Are police facilities adequate for their intended purpose?	Are staffing levels adequate for desired service level?			

VEHICLE INVENTORY

Type (van, truck, etc.)	Function (cruiser, transport, etc.)	Year	Manufacturer	Condition (Good, Fair, Poor)	Adequate (Yes, No, Unsure)	Replacement Horizon (years)

What repairs/upgrades/additional facilities are required within the next five years?

CRIMINAL JUSTICE

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.):

If present, are courthouse facilities adequate for their intended purpose?	If present, are jail facilities adequate for their intended purpose?
--	--

What repairs/upgrades/additional facilities are required within the next five years?

FIRE

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.):

Fire ISO Rating:	Average response time (minutes):	Station Operator:				
Fire station facility fully compliant with the Americans with Disabilities Act?	Service Area:	Station Size:	Total SqFt	# of bays		
Are facilities adequate for their intended purpose?	Are staffing levels adequate for desired service level?	Expected changes to staff in next five years:	Total #	Full-time	Part-time	Volunteers
			Firefighters			
			EMTs			

VEHICLE INVENTORY

Type (pumper, EMT, etc.)	Year	Manufacturer	Condition (Good, Fair, Poor)	Adequate (Yes, No, Unsure)	Replacement Horizon (years)

What repairs/upgrades/additional facilities are required within the next five years?

ANIMAL CONTROL

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.):

Expected changes to staff within the next five years:

Total #	Full-time	Part-time
---------	-----------	-----------

Are facilities adequate for community needs?

Are staffing levels adequate for desired service level?

What repairs/upgrades/additional facilities are required within the next five years?

PUBLIC WORK ASSETS

Inventory all your Public Work Assets in this section. If an item does not fit into one of the following subcategories, please edit this document to better fit your needs. Consider how much attention each subcategory needs and make a note of it in the upper right-hand corner of each subcategory. Please contact your local AOG planner or the Community Development Office at community@utah.gov with any questions.

SECONDARY & WASTEWATER SYSTEM

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.):

Does the community have a secondary (irrigation) water system?

Does the community have a storm water system?

- Retention basin
- Swale/ditch
- Dry retention
- Wet retention

- Irrigation ditch
- Treatment
- No system/unsure

Are the systems adequate for their intended purpose?

What repairs/upgrades/additional facilities are required within the next five years?

CULINARY WATER

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.):

Sources of culinary water and gallons per day:

Total gallons available:

Connections:

Residential

Commercial

#	Gal / day
Wells	
Springs	
Surface water	

Storage methods used, number and capacity:

Total storage capacity in million gallons (MG):

Average daily use (gallons):

#	Capacity
Tanks	
Reservoirs	

Average annual use:

Is water capacity adequate for town needs?

Is the storage system adequate for town needs?

Are pipes adequate for town needs?

What repairs/upgrades/additional facilities are required within the next five years?

SEWER SYSTEM

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.):

Total Capacity
(gallons/minute):

Type of sewer system

- Lagoon
 Treatment Plant
 Individual Septic
 Group Septic
 Other

Is the system adequate for its intended purpose?

What repairs/upgrades/additional facilities are required within the next five years?

SOLID WASTE

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.):

Type of solid waste collection:

Is solid waste collection adequate for community needs?

Landfill/transfer station distance and remaining capacity (gate Distance (miles): Capacity total: Remaining capacity:
cubic yards):

What repairs/upgrades/additional facilities or storage are required within the next five years?

ROADS

Rate the need of attention:

Miles of city-controlled road per surface type:

Paved:

Gravel/Dirt:

Date of last system-wide maintenance:

Are roadways adequate for current use?

What repairs/upgrades are required within the next five years?

POWER

Rate the need of attention:

Operated by (county, private company, municipality, special service district, etc.):

Miles of city-managed lines and number of poles:

Line

Poles

Number of Connections

Is a current power adequate for current use?

Date of last system-wide maintenance:

What repairs/upgrades/additional facilities or storage are required within the next five years?



**WORKFORCE
SERVICES
HOUSING & COMMUNITY
DEVELOPMENT
COMMUNITY
DEVELOPMENT OFFICE**

For more resources, visit <https://jobs.utah.gov/housing/community/>

This document is disseminated by the Community Development Office, housed in the Housing and Community Development Division, part of the Department of Workforce Services, in the interest of information exchange. The state assumes no liability for its contents or use thereof. This publication does not constitute a state standard, specification, specific recommendation or regulation.

community@utah.gov