



G R E A T E R S A L T L A K E

Municipal Services District

Greater Salt Lake Municipal Services District Member Communities: Capital Project Request Instructions

The Greater Salt Lake Municipal Services District, in collaboration with Public Works Engineering, is testing a new project selection process for the 2023 Capital Improvement Projects Budget. **Residents, stakeholders, staff, and elected officials are encouraged to submit their project requests through the online request form by March 31st, 2023.** After that date, staff will review the submitted projects for each community, considering feasibility, elected official priorities, and cost. A list of recommended projects will be shared with and reviewed by the applicable Town, County, or Metro Township Council. Once a project list has been submitted by the Council, the MSD Board of Trustees will make its decision on which projects to fund in 2023. Capital projects include new sidewalk construction, addressing storm drain concerns, and traffic calming projects. Requests for Parks & Recreation projects or Public Works Operations projects may also be submitted through this form; however, these projects are funded separately from the Capital Improvements Budget.

Attached you will find a project request form that asks for the following information:

- A project description;
- A description of the concern the project would address;
- The location of the project, including the project extent;
- A description of any safety issues being addressed by the project;
- The priority-level of the project if submitting multiple projects, with 1 being the highest;
- Which Metro Township, Town, or Area of Unincorporated County the project falls in;
- Description of the department responsible for the project, if known; and
- Whether the project is located on a State/UDOT or Local Road

In June 2023, PW Engineering will meet with each community and the Unincorporated Area's Community Council Liaison to share cost estimates for submitted projects, answer any questions, and discuss how projects will be prioritized.

Following the direction of the applicable Town, Metro Township, or County Council, PW Engineering will return to each community in July 2023 with a recommended list of projects. The final list of recommended projects for each community will be submitted to the MSD Board of Trustees in late summer 2023, for their consideration in the budgeting process.

The goal of this online form is to provide a mechanism for the Councils to submit projects requests for consideration in the budgeting process and to allow staff to track and compare requests in preparation for June meetings with the Councils.

Please contact Shane Ellis, PE at (385) 468-6600 with PW Engineering if you have any questions about this form or capital projects.

Requesting Date *

Name and/or Email of Requester *

Priority *

Rank project priority (with 1 being your highest priority)

Project Description

Concern Project Will Address

Provide information on the problem the project will address.

Location of Project

Specify the extents of the project. Provide address(es) or road intersection information.

Safety Issue

Is this project addressing a safety issue?

Metro/Town/Other

Specify where in Unincorporated SL County the project is located.

Department

Specify responsible agency if known. PW Engineering, PW Operations, or SLCo Parks & Rec

Road Jurisdiction

Specify if the Project is on a State UDOT road, Local road, or NA if not on a road.

Send me a copy of my responses