

COUNCIL POLICY**CURRENT**

SUBJECT: PARK AND RECREATION FACILITY LANDSCAPE DESIGN
POLICY NO.: 200-14
EFFECTIVE DATE: August 24, 1981

BACKGROUND:

The City of San Diego has a large number of landscaped park and recreation facilities, and additional facilities will be required to serve the City's increasing population. The cost of development and maintenance of these facilities continues to rise while there is a concurrent reduction in financing available for this purpose. There is also an increased awareness of the need to promote user safety in these facilities and to conserve diminishing water and energy resources. This Council Policy provides direction for the design, or redesign, of landscaped areas which will meet community needs within the limits of available resources.

PURPOSE:

To provide policy guidance to City staff and design consultants relative to the landscape design of general park and recreation facilities.

POLICY:

It is the policy of the City Council that landscaping for new facilities, and the improvement or redevelopment of existing facilities, be designed in a manner that will assure user safety and facility function, reduce water and energy use, and reduce construction and maintenance costs through conformance with the following guidelines.

DESIGN GUIDELINES:**I. Landscaping - General**

- a. High maintenance, water demanding landscaping will be limited to those areas where such improvement is essential.
- b. Each facility should be designed to retain significant existing native or naturalized plant growth, if any, consistent with intended use of the facility and the other requirements of this policy.

II. Visual Access

- a. Site grading, the location of park furnishings, structures and plantings must permit adequate visual access into the entire site from an adjacent public thoroughfare, building or parking lot.

III. Grading - Drainage

- a. Site grading shall be accomplished in such a manner as to reduce steep grades and/or eliminate unnecessary grade changes.

- b. Adequate drainage must be provided particularly for active use areas.

IV. Irrigation Systems

- a. Irrigation systems will be automated and designed to apply water at a rate which will minimize runoff.
- b. Irrigation systems for non-turfed, but planted areas, will be operated by a controller that is independent from units that control turf area irrigation.
- c. The most effective and readily available vandal/theft resistant components will be utilized.

V. Lighting

- a. Area and parking lot lighting will be provided where ambient light from adjacent areas is inadequate for user safety and convenience.
- b. Lighting for athletic areas will be provided at a minimum level consistent with user safety and intended use.
- c. Energy efficient fixtures will be utilized.
- d. Automatic controls, with convenient manual override, will be provided.
- e. Athletic area lighting will be operated by controls which do not operate other lighting systems.

VI. Furnishings and Fixtures

- a. Avoid the use of “custom” designed park furnishings and fixtures, i.e., picnic facilities, benches, drinking fountains, lighting fixtures, play and athletic equipment, etc., except in unique and special situations.
- b. Avoid the use of wooden bollards, fences, barricades, walls, play equipment and other “timber” structures.
- c. The use of vandal resistant materials and installation methods are required.
- d. Park furnishings located in turf shall be limited in number and so spaced as to permit the effective use of mechanized maintenance equipment and the effective operation of the irrigation system.
- e. Park structures, fixtures and furnishings located in turf areas will be provided with a concrete pad or footing flush with the adjacent turf and sufficiently wide to permit efficient turf maintenance.
- f. Locate children’s play apparatus in informal groupings in non-turfed areas. Avoid the use of formalized enclosures and a sand base. Limit apparatus to basic equipment such as slides, swings and climbers.

VII. Native/Naturalized Plantings

- a. The restoration of natural areas disturbed by site development with native or naturalized plantings, in a manner which will require minimal maintenance, including irrigation, is encouraged, if consistent with the intended use of the facility and the other requirements of this policy.
- b. Plant material will be selected that will provide a “natural” succession of plants designed to provide initial surface stabilization followed by a permanent, long lived plant community.

VIII. Turf

- a. Turf plantings will be generally limited to areas where required for functional use.
- b. Turf areas should be of a size and configuration to permit the most effective use of mechanized maintenance equipment and reduce turf edging.
- c. Turf areas should terminate at the inside edge of perimeter walks wherever possible.
- d. Concrete mowing strips are required at the interface of turf area with shrub or groundcover plantings.
- e. Athletic fields will be turfed only if they are multi-sports fields. Single use baseball fields and softball fields will not be turfed. Baseball infields will not be turfed.

IX. Trees and Shrubs

- a. Plant selection shall be limited to those species which are considered to be relatively disease and pest free, and require minimal trimming to be maintained in a safe and attractive condition.
- b. Drought tolerant species should be utilized where practical, particularly in non-turfed areas.
- c. Planting locations and spacing will permit normal plant development without undue crowding or trimming. Plant symbols on drawings and general development plans will be in scale with the mature size of the species proposed.
- d. Trees planted in turfed areas will be spaced to permit the most effective use of mechanized maintenance equipment and operation of the irrigation system.
- e. Dense tree groves should be excluded from turfed areas. Where planted, the soil surface under such groves must be mulched with a wood chip product or equal.
- f. Shrub plantings will not be permitted except where required, i.e., for safety, and to screen objectionable views.
- g. Foundation planting of park and recreation buildings is prohibited, except in unique design situations.

X. Groundcover

- a. Living groundcovers will be permitted only where absolutely necessary to control surface erosion.
- b. Plant selection must be limited to low maintenance species.
- c. Drought tolerant species should be utilized where practical.

XI. Non-Planted Areas

- a. Non-planted areas must be covered with mulch, wood chip product, decomposed granite or other material suitable for the intended use of the area.

IMPLEMENTATION:

- I. Landscape design will conform to the guidelines listed above.
- II. General development plans for the landscaping of new facilities, or significant redevelopment of existing facilities, will be approved by the Park and Recreation Board, its appropriate subcommittees and the Public Facilities and Recreation Committee of the City Council prior to the preparation of construction documents or implementation of City force landscaping projects. The Police Department will advise the Park and Recreation Department staff relative to the public safety aspects of the proposed design.
- III. It is understood that deviation from specific sections of the guidelines due to special site conditions and/or use considerations may be required. However, such deviations must be fully justified and approved at the time of general plan approval.
- IV. Staff will assure that detailed construction documents are prepared in a manner consistent with this policy and the approved general plan.

CROSS REFERENCE:

City Charter Sec. 55
Municipal Code Sec. 63.01
Council Policy 200-05

HISTORY:

Adopted by Resolution R-254869 08/24/1981

ATTACHMENT B

REQUEST FOR COUNCIL ACTION				CERTIFICATE NUMBER (FOR COMPTROLLER'S USE ONLY)	
CITY OF SAN DIEGO					
TO: CITY COUNCIL		FROM (ORIGINATING DEPARTMENT): Public Works/Engineering		DATE: 2/25/2015	
SUBJECT: Process Improvement and Streamlining for Capital Improvement Program (CIP) Delivery					
PRIMARY CONTACT (NAME, PHONE): Richard Leja, 619-533-5112 M.S. 908A			SECONDARY CONTACT (NAME, PHONE): Abi Palaseyed, 619-533-4654 M.S. 908A		
COMPLETE FOR ACCOUNTING PURPOSES					
FUND					
FUNCTIONAL AREA					
COST CENTER					
GENERAL LEDGER ACCT					
WBS OR INTERNAL ORDER					
CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00
FUND					
FUNCTIONAL AREA					
COST CENTER					
GENERAL LEDGER ACCT					
WBS OR INTERNAL ORDER					
CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00
COST SUMMARY (IF APPLICABLE): Not Applicable					
ROUTING AND APPROVALS					
CONTRIBUTORS/REVIEWERS:		APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED	
Liaison Office		ORIG DEPT.	Gibson, Marnell	03/03/2015	
Financial Management		CFO			
		DEPUTY CHIEF	LoMedico, Stacey	03/06/2015	
		COO			
		CITY ATTORNEY			
		COUNCIL PRESIDENTS OFFICE			
PREPARATION OF:	<input type="checkbox"/> RESOLUTIONS	<input type="checkbox"/> ORDINANCE(S)	<input type="checkbox"/> AGREEMENT(S)	<input type="checkbox"/> DEED(S)	
This is an informational item only					
STAFF RECOMMENDATIONS: Accept the report.					
SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION)					
COUNCIL DISTRICT(S):	All				
COMMUNITY AREA(S):	Citywide				
ENVIRONMENTAL IMPACT:	Not Applicable				
CITY CLERK	Not Applicable				

INSTRUCTIONS:	
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**COUNCIL ACTION
EXECUTIVE SUMMARY SHEET
CITY OF SAN DIEGO**

DATE: 2/25/2015

ORIGINATING DEPARTMENT: Public Works/Engineering

SUBJECT: Process Improvement and Streamlining for Capital Improvement Program (CIP) Delivery

COUNCIL DISTRICT(S): All

CONTACT/PHONE NUMBER: Richard Leja/619-533-5112 M.S. 908A

DESCRIPTIVE SUMMARY OF ITEM:

This item is for informational purposes only and is presented to discuss the planned Process Improvement and Streamlining Measures for the Delivery of CIP Projects.

STAFF RECOMMENDATION:

Accept the report.

EXECUTIVE SUMMARY OF ITEM BACKGROUND: As described in the Mayor's State of the City address and referred to in the report to the City Council's Committee for Infrastructure on January 21, 2015, the Public Works Department has identified several process improvement and streamlining measures that will improve the development and delivery of the City's Capital Improvement Program (CIP) projects. Some of the key measures are:

- On-line Construction Contract Bidding
- Dedicated Environmental (CEQA) Teams for CIP projects
- Expanded Use of JOC and MACC contracts

Detailed descriptions of all of the proposed measures are contained in the attached report. It is estimated that all of these improvements will collectively reduce time to complete most CIP projects by up to 15 weeks. Some measures will improve the delivery time of specific CIP project types by as much as 24 weeks, depending on the applicability.

FISCAL CONSIDERATIONS: Overall CIP cost reductions of approximately \$3M to \$9M annually are anticipated.

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE): Not applicable

PREVIOUS COUNCIL and/or COMMITTEE ACTION: On January 21, 2015, the City's first consolidated Multi-Year Capital Planning Report (MYCP) was presented to the City Council's Committee for Infrastructure, which refers to these proposed measures.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: Measures related to construction have been presented to various industry professional organizations.

KEY STAKEHOLDERS AND PROJECTED IMPACTS: Key stakeholders include members of the public, the Mayor, City Council, Infrastructure Committee, Office of the Independent Budget

Analyst, Capital Improvement Program Review and Advisory Committee, Community Planners Committee and Community Planning Groups, Planning Commission and other stakeholders.

Gibson, Marnell

Originating Department

LoMedico, Stacey

Deputy Chief/Chief Operating Officer



THE CITY OF SAN DIEGO
REPORT TO THE CITY COUNCIL

DATE ISSUED: March 6, 2015

REPORT NO: 15-020

ATTENTION: Infrastructure Committee Agenda of March 11, 2015

SUBJECT: Capital Improvements Program (CIP) - Process Improvement and Streamlining

REQUESTED ACTION:

NONE. THIS IS AN INFORMATIONAL ITEM ONLY. NO ACTION IS REQUIRED ON THE PART OF THE COMMITTEE OR CITY COUNCIL

STAFF RECOMMENDATION:

Accept the report.

BACKGROUND AND OBJECTIVE:

Improving the systems associated with delivering infrastructure is one of the Mayor's goals presented in the State of the City address on January 14, 2015. This objective was also referenced in the Multi-Year Capital Planning (MYCP) Report that was presented to the City Council's Infrastructure Committee on January 21, 2015, which provided a five (5) year assessment of the current state of capital needs for the City's infrastructure and reinforced the need for effective implementation of the City's Capital Improvement Program (CIP). This report will outline several process improvement and streamlining measures that will benefit the implementation (delivery) of CIP projects for public infrastructure.

OVERVIEW OF THE CAPITAL IMPROVEMENT PROGRAM (CIP):

The delivery of CIP projects is typically managed by the Public Works Department (PWD) with supporting functions provided by several other service providing departments throughout the City including but not limited to City Comptroller, Debt Management, Development Services, Financial Management, Planning, Real Estate Assets, and others.

The portion of the CIP managed by the Public Works Department represents a total value of up to \$3.2B and nearly 1,000 projects. Each year the department delivers (designed/constructed) up to \$300M. This includes projects from a wide variety of infrastructure types including transportation, water, sewer, facilities, parks, drainage, stormwater quality, and others. To address this complexity, the delivery of CIP projects uses a variety practices and procedures for CIP project development to cover everything from contracting methods to outreach practices and internal approval procedures.

PREVIOUS CIP STREAMLINING MEASURES:

The Public Works Department works with other departments to continuously evaluate the efficiency of the CIP delivery process and identify needed improvements. In 2012 and 2013, a number of key CIP process improvement and streamlining measures were enacted to help deliver CIP project more efficiently and effectively including:

- Construction Contract Authority increased to \$30M
- CIP Consultant Contract Authority increased to \$1M
- Job Order Contracting (JOC) task limits increased to \$5M
- Multiple Award Construction Contract (MACC) program approved
- Council Policy of CIP Transparency
- Waterfall/Cascade CIP Project List approved
- Modify Bid Protest Procedure
- Amended Council Policy 600-24 and 600-33 for Park and Recreation Projects
- Amended the Site Development Permit Process for a CIP Streamlined option
- CIP Website for better public information.
- Contract Limits for Job Order Contracts from \$10M to \$30M approved
- Internal Service Fund for the PWD-EB FY15 Operating Budget
- Electronic CIP Advertisement (Planet Bids)

These streamlined practices are in use today on newer CIP projects and have allowed the PWD to deliver CIP in a more cost effective manner. Although only partial streamlining implementation has taken place on older projects due to procedural limitations, it is anticipated that additional efficiencies will be realized, once the older CIP projects are completed so that all CIP projects can benefit from these improvements.

ADDITIONAL CHALLENGES TO CIP DELIVERY:

Although the benefits of the previous CIP measures brought substantial benefit to the CIP program, several other areas of improvement to current procedures affect the current efficiency of CIP delivery including:

- Manual Processing of Construction Contract Bids
- Lack of CIP Dedicate Environmental Teams
- Partial Implementation of Alternative Delivery Contracting

Another major factor that affects the current efficiency of the CIP delivery costs is the size of CIP projects. Each CIP project includes fixed costs that are common to all projects such as the costs for construction contract procurement. Therefore, the use of a larger average project size would result in a lower overall CIP costs through sharing of these common expenses. Currently, the median size of a CIP project in the City of San Diego is \$1M with a substantial amount of projects lesser than this value:

CIP Project Size (\$)	% of CIP
0-100K	9%
101K-500K	25%
501K-1M	17%
1M+	49%

CIP DELIVERY COMPARISONS WITH OTHER AGENCIES:

To assist with this evaluation, CIP practices and performance are compared to established CIP benchmarks and Best Management Practices (BMP's). The City of San Diego is a founding member of the California Multi-Agency CIP Benchmarking Study (MABS), which compiles the CIP implementation experiences and project delivery costs for eight of the largest cities in California. The City of San Diego has consistently met the delivery CIP cost benchmarks described in this study.

NEW CIP PROCESS IMPROVEMENT AND STREAMLINING MEASURES:

Using these resources and their continuous CIP evaluation process, the Public Works Department has identified additional process improvement and streamlining measures that will further assist with the efficient delivery CIP projects. The measures currently under development include the following items:

A) On-Line Bidding and Award of Construction Contracts (eBidding/eSignatures)

- **Background** – Although bidding document distribution is currently practiced using on-line resources, bidding is still performed using hard copy bids and an in-person bid opening process. This limits the number of CIP projects that can be awarded daily.
- **Proposal** – On-Line Bidding and Award of Construction Contracts (eBidding/eSignatures)
- **Advantages:**
 - Increased Competition - increases potential bidder/proposer's knowledge of available work, thereby increasing competition, diversity, and inclusion.
 - Enhanced number of actions - Present physical space will no longer be required for bid opening, can accommodate multiple projects simultaneously.
 - Focused Distribution - Match project/contract requirements with contractors
 - Significantly reduced award process administration by 3 weeks.
 - Minimizing Human Error - eliminates the risk of over-sighted omissions and math errors from the bidder(s) input.
 - Reduced Number of Protests - all transactions within the bid are traceable.
 - Improved Audit Capabilities - Improved information flow and data collection
- **Action** – Amend Municipal Code to allow Digital Signatures to award contracts online (Purchasing). PWD is developing Citywide AR for Construction and A&E Contracts.
- **Timing** - Near Term (by July 1st)

B) Dedicated CIP Teams for CEQA Determination & Permitting

- **Background** - Many small CIP projects such as ADA improvements, sidewalks, resurfacing, and water/sewer group jobs are often determined to be exempt from CEQA. Interim project steps such as consultant design contracts and planning studies are also typically exempt. Currently, the PWD-ECP environmental staff reviews these actions and then the DSD/Planning staff reviews and process the NOE, which results in a duplication of effort. In addition, the CEQA and Permitting reviews for these actions are subject to the same intake process and review times as private development projects.

- **Proposal** – Delegate limited CEQA authority to the Principle Planner in PW-ECP for these actions.
- **Advantages** - This would result in savings of time (2-3 weeks) and costs to CIP projects by removing the duplicate reviews. With this, the Planning Department and Development Services Department staff would be able to focus on more complex projects with potentially significant impacts per CEQA and/or require higher level environmental documents (Mitigated Negative Declaration, Environmental Impact Reports).
- **Action** – Delegation Limited CEQA & Permit Authority
- **Timing** - Near Term (by July 1st)

C) Increased Use of Job Order Contracts (JOC)

- **Background** – Job Order Contracts (JOC) currently are used for most types of construction work, such as paving, sewer/water pipelines, and other infrastructure. However, usually one contract is used per asset.
- **Proposal** – Increase the size and number of JOC to cover all assets each with different geographical limits (at least two per asset).
- **Advantages:**
 - Greater flexibility in issuing tasks and for quicker CIP delivery
 - Since task issuance is quicker than formal advertisement/awarding, time savings could be on the order of \$5k per contract or task.
 - Extend the JOC approach for other asset types
- **Action** – Two Large JOC Paving contracts (two \$20M) currently being awarded.
- **Timing** - Near Term (by July 1st)

D) Increase Average Public Works Contract Size (from less than \$2M to over \$5M)

- **Background** – Over 50% of CIP Projects are less than \$1M (median), which results in higher CIP delivery costs due duplication of common activities, such as contract procurement. A small project requires the same level of processing that a large project does.
- **Proposal** – Combine CIP projects into larger contracts that have an average value of \$5M each. Increased EOC project goals will maintain overall commitment. Work closely with the Construction Industry to ensure appropriate bonding capacity.
- **Advantages** - Depending on the packaging of individual CIP projects from year to year, it would be feasible to recognize a total program savings (through project cost savings) of roughly \$1M- \$2M program wide annually (5%-24% per project).
- **Action** – Commitment of Asset Managing Departments
- **Timing** - Near Term (by July 1st)

E) Additional Construction Crew Usage (TSWD) for Small Improvements

- **Background** – Construction crews have limited availability for CIP work.
- **Proposal** – Provide additional concrete construction crew (approx. 12 staff) to implement small projects less than \$250k, which then don't require design plans by PWD.
- **Advantages** - Savings in design and contracting time which could result in a range of 15%-30% cost savings per project (vs. a formal design process) as well as a time savings of 12-24 weeks (depending on the scope of the project).

- **Action** – Budget Approval
- **Timing** - Near Term (by July 1st)

F) Portfolio Approach for Consultant Authorizations

- **Background** –Every consultant contract for CIP must undergo a review by HR in reference to the labor agreements with MEA. Currently, these are performed individually for each CIP action, sometimes multiple actions per project.
- **Proposal** – Obtain approval for a group of consultant contracts for CIP projects based on a group (portfolio) of services for the entire year rather than individual actions.
- **Advantages** - For each action, it is estimated that a minimum of 8 hours of staff time and 3 weeks of project time would be saved, which could result in over \$500K per year. HR would also recognize a staff time savings.
- **Action** – Labor Union Discussions
- **Timing** - Near Term (by July 1st)

G) Use Current Construction Contracts for Planned Resurfacing

- **Background** – Currently, contracts for underground infrastructure install only interim resurfacing measures. Overlay or pavement replacements are performed later as part of roadway contracts.
- **Proposal** – Use the current contracts to install permanent resurfacing, using roadway funding sources.
- **Advantages:**
 - Faster implementation of resurfacing needs.
 - Less community disturbance.
- **Timing** - Near Term (by July 1st)

H) Expand the use of MACC contracts

- **Background** – MACC contracts are being used with great success on sewer & water projects.
- **Proposal:**
 - Implement MACC approach for Facilities and Stormwater (LID) Projects
 - Increase MACC Task Limit from \$10M to \$30M
- **Advantages:**
 - Schedule savings of approximately 20%, due to the removal of the 2nd bid process and the elimination of repeated Council Authorizations.
 - Cost savings of approximately \$25k-\$45k of staff time per project, depending on the size of the contract and the task limits.
- **Action** – In Council Action to amend the Design-Build Ordinance.
- **Timing** - Mid Term (6-8 Months)

I) Electronic Review Process for PA 2625 Actions

- **Background** – The 1472 has been converted to an electronic review process, which has saved both time and cost. However, the PA 2625 process has not been converted and is still required for all CIP actions.
- **Proposal** – Implement an Electronic Review Process for PA 2625 actions

- **Advantages** – Based on the conversion of the 1472 to an electronic process, it is estimated that time savings would be afforded for every 2625. This could result in \$1M annually program wide, a reduced process time of 2-4 weeks.
- Prevent documents from being lost during physical routing. Each project requires multiple 2625's to be processed throughout its life cycle.
- **Action** – In Progress.
- **Timing** - Long Term (12 months)

J) GDP Reform for Minor Park Improvements

- **Background** – The General Development Process (GDP) process is lengthy and makes no exceptions for minor park improvements. This significantly increases the time and cost to make minor park improvements, as similar agencies do already. Also, projects in the GDP phase undergo a preliminary environmental review for impacts that necessitates further detailed drawings.
- **Proposal** (3 parts)
 - Limit the GDP Step to Planning (scoping) Level Effort Only
 - ◆ Better manage expectations by identifying and communicating the Parks General Development Process as a planning phase -create the CIP project when scope has been agreed upon.
 - Minimize the number of community meetings (or GDP approval). Allow approvals to occur at a higher level of scope definition and minimize the number of meetings spent on details that are outside of the planning level phase:
 - ◆ Eliminate the Area Committee step identified in CP600-33, OR
 - ◆ Limit Area Committees' review of GDP/GDP Amendments to Community Parks (as opposed to a \$1M threshold) and larger (i.e. do not take Mini Parks and Neighborhood Parks).
 - ◆ Eliminate the Design Review Committee (this is already covered by a Licensed Landscape Architect that is hired as part of the GDP process)
 - ◆ Remove or simplify the environmental review during the GDP phase. The GDP can be approved by the P&R Board without a planning document. Environmental review will be addressed during the design phase.
- **Advantages:**
 - Allows the City to manage scope, cost and schedule expectations
 - Shortens the GDP process by removing the detailed scope discussions and allowing it to progress faster, which is estimated to be 2 months savings if both committees removed (i.e. 25%- 50% reduction in schedule for an 8 to 12 months GDP process)
 - Allows the City to be comparable to statewide benchmark measures for design/construction
 - Provides for better budget and schedule projections
 - Reduced costs (estimated \$25K or more per project) from staff and consultant time associated with these meetings, reports and GDP drawings).
- **Action** – Park Board and Community Outreach
- **Timing** - Long Term (12 months)

K) Standardization of Fire Stations and Comfort Station Designs

- **Background** – Currently, every fire station and comfortable station have custom designs for each project.
- **Proposal** – Develop a fixed set of facility exterior templates (and floor plans) for new fire stations citywide. These templates would be presented to the community in a menu style format. The community would then have the flexibility to customize the exterior building architectural style (color/material) to express the fabric of their community.
- **Advantages:**
 - Faster design by reducing the time and effort invested in community input process and construction drawing development (estimated 20-30% savings for schedule and budget)
 - Reduced Operations & Maintenance Costs through consistent layout and systems (Mechanical, Electrical, and Plumbing) and commonality of replacement equipment.
 - Consistent Planning Efforts with the better defined needs for READ and Planning to better estimate future facilities.
- **Action** – Under development
- **Timing** - Long Term (12 months)

L) Implement Batch/Options Contracting (Design Sequencing)

- **Background** – CIP projects are separately contracted.
- **Proposal** – The application of the options contracting delivery method of a single Construction or Design Build contract for the implementation of a set of CIP's with similar scopes; whereby not all the listed CIP's in the contract are fully funded. The prices for all of the projects listed in the options contract would be fixed for a set period (with the allowance of an escalation clause- e.g. after 1 year). For the example of sublets within a specific FY facilities annual allocation, a design build options contract can be issued at the beginning of the year (one procurement), allowing for the "shovel ready" concept-design can then commence in any order for any of the sublets in the option contract. If funding is determined insufficient to complete all of the listed sublets, the City can opt out of the remainder of work.
- **Advantages**
 - Anticipated Schedule Savings: 10-20% for each WBS or sublet
 - Anticipated Budget Savings: 10-20% for each WBS or sublet
- **Action** – Revising Internal Procedures
- **Timing** - Long Term (12 months)

M) Concept Based Selection of Design-Build Teams

- **Background** – Previously, design-build projects selected the best design build team and then obtained community input for scope development and subsequent design.
- **Proposal** – Design build teams develop competing design concepts and selection is made based on community input within a fixed budget limit. Community input is focused at this stage of the project rather than during design development. This prevents potential cost overruns and schedule delays. The conceptual design and team is selected based on community input, technical qualifications, Public Contracting Law Compliance, Equal Opportunity Compliance.

- **Advantages** - Streamline the design phase by reducing the time and effort invested in community input process:
 - Anticipated Design Phase Schedule Savings: 30-40%
 - Anticipated Budget Savings: 20-30%
 - Locks the overall cost of the project at the planning stage.
 - Prevents cost overruns due to changes in scope.
 - Streamlines the procurement process.
- **Action** – Revising Internal Procedures
- **Timing** – Long Term (12 months)

SCHEDULE BENEFITS SUMMARY:

The degree to which implementation of these streamlining measures will benefit individual projects depends their applicability to each individual project. Some measures only provide benefit to specific types of CIP projects (assets), while others benefit all projects. The following table provides a summary of the benefits for the proposed streamlining measures.

Process Improvement (Streamlining) Benefit Summary			
Benefit Type	Time Savings (Weeks)		Other Benefits
Measure	Asset Specific Measures	Measures for all Asset Types	
On-Line Bidding and Award of Construction	0	3	Project Cost Savings
Dedicated CIP Teams for CEQA	0	3	Project Cost Savings
Increased Use of Job Order Contracts	4	0	Project Cost Savings
Increased CIP Contract Size	0	0	Project Cost Savings
Additional Construction Crews for Small	24	0	Project Cost Savings
Portfolio Approach for Consultant Authorizations	0	3	Project Cost Savings
Use Current Contracts for Resurfacing	0	0	Less Community Impacts
Expand the use of MACC contracts	8	2	Project Cost Savings
Electronic Review Process for PA 2625 Actions	0	4	Better Process Reliability
GDP Reform for Minor Park Improvements	10	0	Project Cost Savings
Standardization of Facility Designs	10	0	Project Cost Savings
Batch/Options Contracting (Design Sequencing)	18	0	Project Cost Savings
Concept Based Selection of Design-Build Teams	12	0	Project Cost Savings
Totals	NA	15	

Once fully implemented, it is estimated that these measures will reduce the time required to complete most CIP projects by up to 15 weeks. Other measures could improve the delivery time of specific CIP project types by as much as 24 weeks, depending on the applicability.

ESTIMATED CIP FISCAL BENEFITS:

Savings from previous streamlining measures have resulted in an estimated savings of approximately 10%. It is anticipated that a similar savings will result from these new measures as well. However, the degree to which implementation of these measures will benefit the cost of the overall CIP program will depend of the applicability to each individual project and the mix of projects within the overall CIP and other factors.

Process Improvement (Streamlining) Cost Benefit Estimate					
Estimated Streamlining Benefit (CIP Project Life)	Estimated Streamlining Benefit (CIP Project Year)	Annual CIP Delivery - Constructed or Designed (\$)	Estimated Average Overall CIP Savings (\$)	Minimum* Annual Overall CIP Savings (\$)	Maximum* Annual Overall CIP Savings (\$)
10%	2%	\$ 300,000,000	\$ 6,000,000	\$ 3,000,000	\$ 9,000,000
<i>*50% variance expected due to the fluxuations in the mix of project types in the CIP.</i>					

Using this information, it is estimated that these measures will reduce the overall cost of CIP delivery between \$3M to \$9M annually for all CIP projects combined. However, benefits to individual CIP projects would highly vary, depending on the type of project and its current level of streamlining implementation.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:


On January 21, 2015, the City’s first consolidated Multi-Year Capital Planning Report (MYCP) was presented to the City Council’s Committee for Infrastructure, which refers to these proposed measures.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

Measures related to construction have been presented to various industry professional organizations.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

Key stakeholders include members of the public, the Mayor, City Council, Infrastructure Committee, Office of the Independent Budget Analyst, Capital Improvement Program Review and Advisory Committee, Community Planners Committee and Community Planning Groups, Planning Commission and other stakeholders.



 James Nagelvoort
 Public Works Department Director
 City Engineer



 Stacey LoMedico
 Assistant Chief Operating Officer



THE CITY OF SAN DIEGO
TO THE PARK AND RECREATION BOARD

DATE ISSUED: May 21, 2015

REPORT NO. 202

ATTENTION: Park & Recreation Board
Agenda of May 21, 2015

SUBJECT: Streamlining of Council Policy 600-33: (Community Notification and
Input for City-Wide Park Development Projects)

About the policy

- Purpose of the Council Policy 600-33
 - To assure that community members have adequate advance notification and opportunity to participate in the design phase of the park development projects.
 - This is a critical policy that is effective at notifying and engaging the community during the park improvement projects development process
 - The GDP is a conceptual master plan for a park's design. The GDP is used in presentations to Park and Recreation advisory bodies, as a basis for public project assessment and environmental documentation, and as the exhibit on which the Construction Plans will be based on.

Recent Experiences

- The duration and cost of GDP's has increased significantly
 - Time intensive
 - Spans upwards of a year or more
 - Cost
 - costs upwards of \$250K
- Applies the same level of effort to all Parks facilities regardless of:
 - Facility Type/ Use
 - Nature of Improvement
 - Replacement, expansion, new
 - Size (large or small)
 - Complexity/Topography (e.g. environmental/ next to sensitive habitat vs not, developed vs undeveloped property, historical significance,...)
 - Urgency (e.g. funding deadlines)

Impact of the Above

- Increases the total project cost
- The Duration of the GDP phase has a direct impact on the total project cost.
- As the duration of the GDP phase increases, the project takes on the risks of inflation, added regulations, and the administration charges for the duration of the process
- Increases in the total project cost can place projects on hold until funding is identified.
- Reduces the amenities that can be implemented within available project budget and forces the GDP to be implemented in phases.

Objectives of this Effort

- Solicit input for improvement and streamlining
 - From the park advisory bodies involved in the Council Policy 600-33
- Amend the council policy to provide:
 - Flexibility of the process due to size or complexity of the project
 - Shorten the GDP phase based on type of improvement
 - Reduce cost impacts

Community Outreach Options

- Want to maximize outreach to capture the opportunities to streamline
- Have limited number of staff and hours to apply on this process
- Seeking P&R Board's recommendation on outreach approach:
 - Option 1 - Ad hoc committee with representation from
 - P&R Board
 - City of San Diego
 - Park & Recreation Department
 - Planning Department
 - Public Works
 - Option 2 - Presentations to a limited number of key committees
 - P&R Board
 - Planning Commission
 - Community Planners Committee
 - Option 2 – All Inclusive Workshop with stakeholder groups from Park Advisory Bodies
 - *(Can establish an email account or web site to collect ideas)*

Timeline

- The intent would be to implement one of the above options within a 6 month time frame
 - Meeting 1 - Discuss the issues of concern
 - Meeting 2 - Propose draft recommendations
 - Meeting 3 – Finalize recommendations
 - Take the recommendations to the Mayor’s Office and Council for consideration and approval
 - Prepare a draft Council Policy 600-33 Amendment

We thank you for your time and look forward to working with you on this effort and hearing your recommendations.

Respectfully submitted,



Mark Nassar, Deputy Director
Public Works Department



CITY OF SAN DIEGO
COUNCIL PRESIDENT PRO TEM MARTI EMERALD
COUNCILMEMBER CHRIS CATE
COUNCILMEMBER SCOTT SHERMAN
COUNCILMEMBER DAVID ALVAREZ

MEMORANDUM

DATE: June 22, 2015

TO: Mayor Kevin Falconer

FROM: Council President Pro Tem Marti Emerald
Councilmember Chris Cate
Councilmember Scott Sherman
Councilmember David Alvarez

SUBJECT: Reform of Park Development Process and City Council Policy 600-33

In order to effectively and efficiently deliver high priority public park development projects, a fast track option is needed to expedite the approval and construction components of the General Development Plan (GDP) process.

Council Policy (CP) 600-33 (Community Notification and Input for City-Wide Park Development Projects) was passed in 2012 in an effort to streamline this process. While CP 600-33 accurately reflects the rationale for a policy change, the situation unfortunately remains and priority projects suffer from a long and delayed development process.

The community review process has been generally successful in gathering input on park development projects. However, this process has become very time-consuming, and staff intensive, resulting in unnecessary impacts on project funding and timelines.

-- Excerpt from Council Policy 600-33

In order to reform this expensive, inefficient, and overburdensome process, we ask staff to recommend two changes to the existing policy: 1) create an optional fast track process to be used in lieu of CP 600-33; 2) review and streamline the existing CP 600-33 to trim the multi-step process (37 steps identified in the flowchart alone) to a more reasonable and realistic level. The flowchart illustrating the current confusing, redundant, and inefficient process is attached to this memorandum.

A fast track option will still provide a balance of community review while also allowing for an expedited project timeline, freeing up funds available for hard costs, and potentially encouraging private investment, which may be lacking due to the uncertainty and potential delay within the current process. For instance, the review process for Tubman Park cost more than \$1.2 million without any work on the actual one acre park.

During the budget discussion, Beyer Park in the Otay Mesa-San Ysidro area was hailed as a prime candidate for a fast track option, and has received \$200,000 in the FY2016 budget to update and complete the GDP. Chollas Triangle Park may be another project to consider.

Fast Track Option

The fast track option would be exercised solely on the request, by written memorandum, of the affected Councilmember. The process will meet the minimum city, state, and federal legal requirements, but allow an existing or new General Development Plan to be streamlined as quickly as possible. We ask staff to reference Council Policy 200-08 (Criteria for the Installation of Stop Signs) which provides an instructive model for an alternative process or reference the way in which the Skyline Hills Library was developed as a real world example.

Although we defer to staff expertise, one option we recommend is to bring the GDP through the Recreation Council as an informational item and to the Park and Recreation Board for formal approval or directly to Council, leaving out any other step. We also recommend awarding a design/build contract to the contractor including public input as part of the scope of work with a hearing at the Recreation Council and direct final approval at City Council.

Streamlined CP 600-33 Process

We anticipate that the Fast Track Option would be used sparingly, likely with projects already enjoying high community support, although that decision would be left to each Councilmember in his or her judgment. However, when the Fast Track Option is not used, we ask staff to recommend reform to the current process which is inefficient and burdensome.

Again, we defer to staff expertise in redesigning the Council Policy with an eye to ensuring park planning moves quickly and efficiently through the process. However, we caution that small changes or the removal of a few steps will not significantly shorten the development as desired.

Request

Given the urgency of this issue, we request staff bring the Fast Track Option to the Infrastructure Committee at its July 22, 2015 meeting for City Council consideration in September. Reform of the current CP 600-33 process should also begin in July, followed by a workshop for the Park & Recreation Board and Community Planners Committee (CPC) in September, presented to Committee in October, and to the full Council in November.

CC: Stacey LoMedico, Assistant Chief Operating Officer
James Nagelvoort, Director of Public Works
Mark Nassar, Deputy Director of Public Works – Engineering
Brian Pepin, Director of Council Affairs
Diana Jurado-Sainz, Director of Legislative Affairs
Lee Friedman, Infrastructure Committee Consultant



City of San Diego

ATTACHMENT E

Capital Improvements Program (CIP): Process Improvement and Streamlining *Update*



Item #11

City Council Infrastructure Committee Meeting

July 22, 2015



Objectives & Background

- ❑ Mayor's goal of Improving CIP implementation
 - ❖ State of the City address (Jan 14, 2015)
- ❑ Multi-Year Capital Planning (MYCP)
 - ❖ City Council's Infrastructure Committee (Jan 21, 2015)
- ❑ CIP Streamlining and Cash Management Report
 - ❖ City Council's Infrastructure Committee (March 11, 2015)
 - ❖ City Council (April 21, 2015)
 - ❖ **Update of Streamlining Report Today**



Near Term Process Improvement Measures



Process Improvement and Streamlining Measure #1 (A): On-Line Bidding and Award of Construction Contracts

Replaces Hard Copy Bids with Electronic Submittals

➤ Similar to On-Line Tax Programs

Progress Update (Completion 2015)

✓ Pilot Contracts Bids for Two Projects:

- ✓ Sidewalk Construction Group
- ✓ Traffic Loop Construction Group

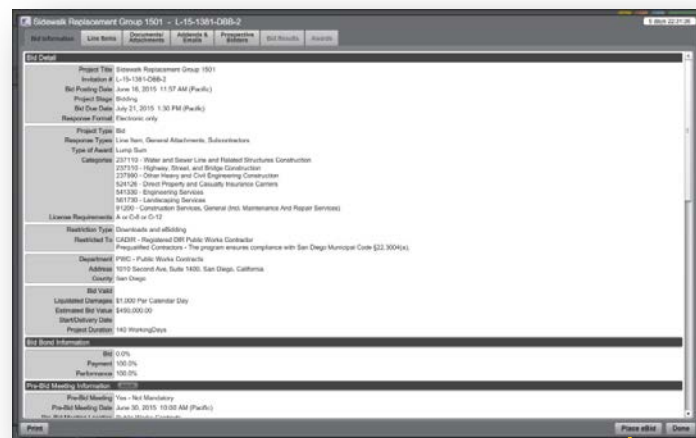
✓ Preliminary Results are Within the Projected 3 Week Award Time Savings.

✓ Industry Standard is 90 Days

✓ Additional Contract Pilot Data Needed for Verification

✓ City Contract (Planet Bids) Link

✓ <https://www.planetbids.com/portal/portal.cfm?companyID=17950>





Process Improvement and Streamlining Measure #2 (B):

Dedicated CIP Teams & Authority for CEQA & Permitting

- **Create Dedicated CEQA/Permit Review Teams for CIP Projects**
 - Within Development Services Dept (DSD)
- **Delegate Limited CEQA authority to PWD for Minor Actions**
 - Consultant Agreements and Other Common Exemptions (Pipeline Replacement, Paving, etc)
- **Progress Update (Completion 2015)**
 - ✓ Dedicated CIP Team within DSD created
 - Project Assignment Transfers Underway
 - ✓ CEQA Delegation Authority Memo Drafted





Process Improvement and Streamlining Measure #3 (C): **Increased Use of Job Order Contracts (JOC)**

- **Use Multiple JOC Contracts for Each Asset**
 - Separate Geographical Limits
 - Backup for Each Other (Redundancy)
- **Expand the Size of JOC Contracts**
- **Progress Update (Completed)**
 - ✓ Two \$20M Paving Contracts Awarded (April 2015)
 - ✓ Expanded Contracts Awarded for Pipelines (\$20M), Buildings, Street Lights & Traffic Signals (\$4.5M each)





Process Improvement and Streamlining Measure #4 (D): Increased Average Public Works Contract Size

- Increase Average Size from \$2M to \$5M
 - Combining Similar Projects
 - “One Dig” Approach
- **Progress Update (On-Going)**
 - ✓ Average Project Size FY16 is \$ 2.5M
 - ✓ New FY 16 Projects will Need to be Combined Into Larger Groups



Anticipated FY16 CIP Project Construction Award Sizes		
Size (\$)	Number of Projects	% of CIP
0-100K	20	9.6%
100K-500K	85	40.7%
500K-1M	29	13.9%
1M+-2M	15	7.2%
2M-5M	38	18.2%
5M+	22	10.4%
Total	209	

(Only 10% Meet Goal)



Process Improvement and Streamlining Measure #5 (E):

Expanded City Construction Crew Usage for Small Const

- **City Forces Work on Projects that Don't Require Plans**
 - Small Sidewalks, Curb Ramps, etc
- **Progress Update (Completion September 2015)**
 - ✓ 2 Add'l Crews (30 positions) Approved in FY16 Budget
 - ✓ **Doubles** Small CIP Capacity for Concrete & Signals



Process Improvement and Streamlining Measure #6 (F):

Portfolio Approach for Consultant Authorizations

- **Approval for Specialty Types and Groups of Work Items**
 - Work Not Performed by City Staff
 - Overall Portion of the CIP (Sustainable Staffing Levels)
- **Progress Update (Completion September 2015)**
 - ✓ Agreement Reached with MEA on Specialty Work Types
 - ✓ Discussions In-Progress for Interim Capacity Needs



Process Improvement and Streamlining Measure #7 (G):

Use Current Construction Contracts for Planned Resurfacing

- **Underground Infrastructure Adding Permanent Resurfacing**
 - Has Reduced Paving Delays
- **Progress Update (On-Going Implementation)**
 - ✓ In Use for Two Current Water & Sewer Projects
 - ✓ Addition to Future Projects In-Progress



Process Improvement and Streamlining Measure #8 (H):

Expanded Use of MACC Contracts

- **Increase MACC Task Limit from \$10M to \$30M**
- **Apply to Facilities and Stormwater Projects**
 - Once sufficient funding available
- **Progress Update (Completion Sept 2015)**
 - ✓ Council Request for Design-Build Ordinance Change Routing (Tentative August or September Meeting)





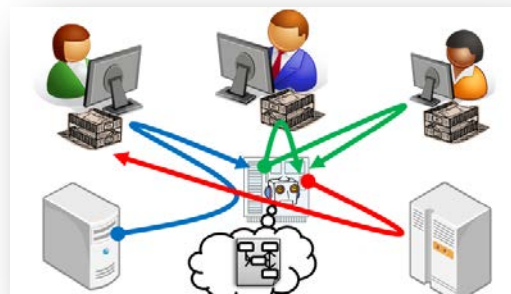
Longer Term (up to 2016) Process Improvement Measures



Process Improvement and Streamlining Measure #9 (I):

Electronic Review Process for Mayor's (PA 2625) Actions

- **Part of Replacement of Existing e1472 System**
 - New System Will Cover All Actions (PA2625 and 1544)
- **Progress Update (Completion June 2016)**
 - ✓ New System Vendor Selected (Hyland On-Base)
 - ✓ Estimated New System In Place Mid 2016



Process Improvement and Streamlining Measure #10 (J):

Park General Development Plan (GDP) Reform (Expanded)

- **Requires Council Policy Revision**
 - Request for Increased Reform by Four Council Offices
- **Progress Update (Completion January 2016)**
 - ✓ Community Workshop - September 2015
 - ✓ Infrastructure Committee - October 2015
 - ✓ Council - November 2015



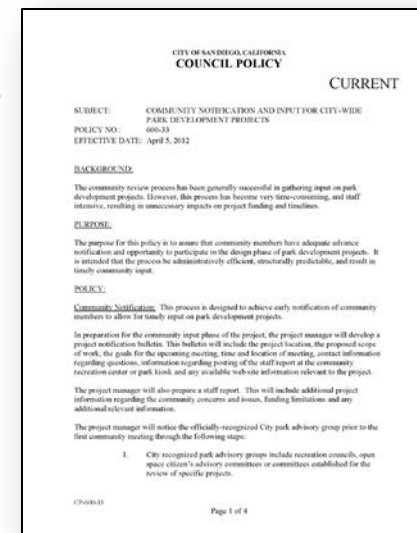


Process Improvement and Streamlining Measure #10 (J):

Park General Development Plan (GDP) Reform (Cont)

Council Policy 600-33 Revision Framework

- **Objective** - Reduce project overall duration and capital costs
- **Summary of Changes**
 - Include Rec. Council during creation/update of Community & Facilities Financing Plans prior to including in the budget
 - limit the process to 2 Rec. Council meetings: (1) input; (2) scope alt's selection
 - Do not go to P&R Board if project can meet set criteria, e.g.:
 - Joint Use with School District/ Comfort Stations/ Shade Structures
 - Do not amend approved GDP's if:
 - No change in use
 - Repair/replacement of existing amenities
 - P&R Director approves the GDP
 - Project proceeds to the Design Phase & then Construction





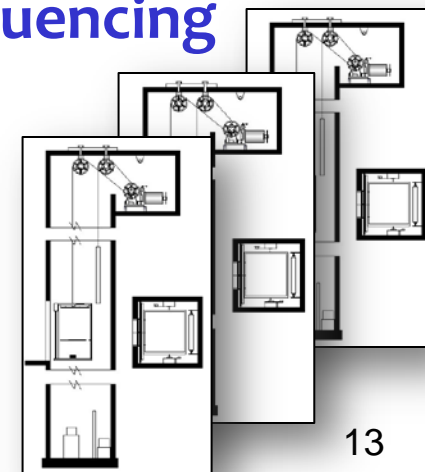
Process Improvement and Streamlining Measure #11 (K):
Standard Designs Fire Stations, Comfort Stations & Gazebos

- **Common design templates with limited configuration options**
- **Progress Update (Completion June 2016)**
 - ✓ Initiating through 2 new Fire Stations (Home Ave/ Skyline)
 - Currently in the process of hiring an architect
 - ✓ Applying same approach for Comfort Stations, and Gazebos



Process Improvement and Streamlining Measure #12 (L):
Options (Batch) Contracting/Design Sequencing

- **Used for Multiple Instances of Similar Projects**
 - Will be Extended to Other Asset Types After Pilot Done
- **Progress Update (Completion June 2016)**
 - ✓ Pilot project initiated with first location
 - ✓ Exercising option for implementation next location
 - ✓ Standard operating procedures will be created





Process Improvement and Streamlining Measure #13 (M):

Community Based Competitive Design

- **Requires New Council Policy for Facilities Projects**
 - Streamlined Community Outreach for Design Selection
- **Progress Update (Completion June 2016)**
 - ✓ Pilot Project (Skyline Hills Library) Construction Start August 2015
 - ✓ Using this pilot as basis for new council policy creation



Other Process Improvement and Streamlining Measures

Cash Management Streamlining

- **Various CIP Cash Management Actions by FM**
 - Revised Certification, Pooled Contingencies, Commercial Paper, and Others
- **Progress Update**
 - ✓ Process Development Underway by FM
 - ✓ Concurrent Council Action for First Pilot Project (Friars/163)





Conclusion

- **Benefits Consistent with Previous Estimates:**
 - Up to 15-24 Weeks Schedule Savings
 - Up to 10% Project Cost Savings
- **Future Updates:**
 - Return to Committee in January 2016





Questions?



CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY
ATTACHMENT F - Proposed

SUBJECT: PUBLIC NOTIFICATION AND INPUT FOR CITY-WIDE PARK DEVELOPMENT PROJECTS
POLICY NO.: 600-33
EFFECTIVE DATE: TBD-DRAFT

BACKGROUND:

The purpose of the Recreation Element of the City’s General Plan is to “preserve, protect, acquire, develop, operate, maintain, and enhance public recreation opportunities and facilities throughout the City for all users.” General Plan Policy RE-A.2 calls for community plans to guide and define park and recreation land use throughout the City. Park development projects (Projects) that implement the General Plan vision are initiated through a variety of mechanisms, including but not limited to community plans, impact fee studies, annual budget, grants, donations, and other sources. These Projects may include design and construction of new park areas and amenities as well as expansion to and replacement of amenities at existing park areas. Projects may be implemented by the City or private entities as part of a new development.

PURPOSE:

The purpose of this Council Policy is to assure the public has adequate advance notification and opportunity to participate in the input process of Projects. It is intended that the process be administratively efficient, structurally predictable, and result in timely public input. This Council Policy applies to all entities performing proposed improvements to the City’s park facilities.

DEFINITIONS:

- A. **Bulletin:** A one-page document that identifies, at a minimum, the Project name and location, proposed scope of work, time and location of a public meeting, goals for that public meeting, Project funding, and Project contact information.
- B. **Bulletin Distribution:** A process whereby the Project Manager has the following responsibilities to ensure that the public has timely and complete notice of a Project:
 - 1. Develop a Bulletin;
 - 2. Contact staff representative of the appropriate Recreation Council to advise of the Project;
 - 3. Contact staff representative(s) of appropriate City Council office(s) to seek names of members of the public who have expressed interest in the Project;
 - 4. Provide the Bulletin to the following entities/individuals:

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- a. Staff representative and chairperson of the Recreation Council,
 - b. Appropriate City Council office(s),
 - c. Interested members of the public,
 - d. Staff representative and chair of the recognized Community Planning Group, and
 - e. Property owners who surround the park within a minimum 300-foot radius of the Project site; and
5. Coordinate the creation and placement of a sign or public notice at the Project site that provides information contained in the Bulletin.
- C. Director: The Park and Recreation Department Director or his or her designee.
- D. General Development Plan (GDP): A conceptual master plan that identifies the activities and amenities to be included within a park. A GDP is the basis for Public Project Assessment and eventual construction documents. Improvements identified within a GDP may be implemented through multiple phases as funding is available.
- E. Park and Recreation Board: The advisory board created by City Council pursuant to San Diego Municipal Code Section 26.30(a). For some Projects, other City advisory bodies may make the final recommendation (for example, a Regional Park Task Force as authorized by Joint Exercise of Powers Authority or similar agreement).
- F. Project Manager: The City-approved individual who serves as the point of contact for the Project.
- G. Public Project Assessment: As provided in Development Services Department Information Bulletin 510, this is an assessment conducted by City staff to review the impacts of a Project, if any, including impacts to historic, cultural, archaeological, and environmental resources.
- H. Public Workshop: A gathering of members of the public, usually at a noticed Recreation Council meeting, to discuss the Project. Workshops must be placed on the Recreation Council's agenda and comply with the Ralph M. Brown Act for open meetings.
- I. Recreation Council: A group of individuals officially recognized by the City who are interested in promoting recreation opportunities by developing and promoting parks within their community. Many of these groups were established in accordance with Council Policy 700-42. For the purposes of this Council Policy, Recreation Councils also include citizens' advisory committees for open space and regional parks (i.e., Mission Trails, Otay Valley, Los Peñasquitos Canyon Preserve) and advisory committees for resource-based parks (i.e. Mission Bay, Balboa Park, Municipal Golf). In the absence of a Recreation Council in good standing with the City, the recognized Community Planning Group established under Council Policy 600-24, will serve as the Recreation Council. Recreation Councils give advisory recommendations.

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POLICY:

- A. Relationship to City-Approved Plans: The Project should be consistent and in conformance with the City's General Plan, applicable community plan(s) and/or master plan(s), and impact fee studies.
- B. Review Process for Projects: The review process for a Project varies depending on the complexity of the Project, including whether a GDP amendment is required. A GDP is required when a new amenity is proposed for a park. Prior to the public input phase, the City will determine the public notice and hearing process based on the Project scope. It is anticipated for budgeting and scheduling purposes that Projects requiring no GDP amendment will have one Recreation Council meeting, Minor Projects requiring a GDP amendment will have two Recreation Council meetings, and Major Projects requiring a GDP amendment or new GDP will have three Recreation Council meetings. Additional meeting(s) beyond those identified in this Council Policy may impact the Project by increasing the Project timeline and reducing the funding available for the Project's construction.
 - 1. Projects Consistent with Existing GDP and No GDP Amendment Required
 - a. Projects will be determined by the City to be consistent with an existing GDP based on the following conditions:
 - i. A GDP for the park site has already been approved through a previous public process, and
 - ii. One of the following factors is true:
 - a) The GDP includes the Project as a planned amenity, or
 - b) The Project provides amenities that will improve park patron safety and accessibility without conflicting with the GDP, or
 - c) The Project replaces an existing amenity consistent with the GDP that no longer meets current standards or has outlived its useful life.
 - iii. These types of Projects may include amenities that were included in the GDP but were not funded or constructed at the time of GDP approval and/or initial park development.
 - b. Projects consistent with an existing GDP may include:
 - i. Security lighting
 - ii. Picnic shade structures
 - iii. Accessibility improvements
 - iv. Comfort station improvements and/or expansion
 - v. Improvements related to health and safety

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- c. The public notice and hearing process for Projects consistent with an existing GDP involves the following steps:
 - i. Recreation Council Meeting: The Project Manager will request the Project be placed on the agenda for a Recreation Council meeting. At the noticed meeting:
 - a) The Project Manager will present Project scope, schedule, cost, and related relevant information.
 - b) If appropriate to the Project, alternatives may be considered by the Recreation Council.
 - c) Members of the public will have an opportunity to review and comment on the Project.
 - ii. After the Recreation Council meeting, no additional public input is required for the Project to proceed to subsection “C” of this Council Policy for approval.
2. Projects Requiring a GDP Amendment or New GDP
- a. Minor Projects are those that require a GDP amendment, but are minor in nature (Minor Projects).
 - i. Projects will be determined by the City to be Minor Projects based on the following conditions:
 - a) An amended GDP is required, and
 - b) The proposed improvements are minor in nature and do not displace other park uses.
 - ii. Minor Projects may include:
 - a) New comfort stations
 - b) New sports field lighting (where no sports field lighting currently exists)
 - c) Upgraded or expanded tot lots or playgrounds
 - d) Parking lot expansion of less than 25% of existing parking lot
 - e) Turf conversion from natural to synthetic or vice-versa
 - b. Major Projects are those that require GDP amendments or the development of a new GDP (Major Projects).
 - i. Projects will be determined by the City to be Major Projects based on the following conditions:

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- a) A new or amended GDP is required to add the proposed improvements, or
- b) The new improvements are major in nature and/or may displace other park uses.
- ii. Major Projects may include:
 - a) New tot lot or playground
 - b) New park or expansion of an existing park
 - c) New recreation center or expansion of an existing recreation center
 - d) New aquatic complex or expansion of an existing aquatic center
 - e) New special activity park (e.g., skate park, dog off-leash)
 - f) Parking lot expansion greater than 25% of existing parking lot
 - g) New joint-use facilities (i.e. multi-purpose sports fields and jogging tracks on school district property)
- c. The public notice and hearing process for Minor Projects and Major Projects involves the following steps:
 - i. Bulletin Distribution
 - ii. Public Workshop(s): The Project Manager will request a Public Workshop be scheduled and placed on the agenda for a Recreation Council meeting (regular or special meeting).
 - a) The Project Manager conducts the Public Workshop(s) and is responsible for:
 - 1. Efficiently using the time available during the Public Workshop(s) to maximize the time for public input.
 - 2. Providing details of the Project, including proposed scope, schedule, cost, and related information.
 - 3. Discussing steps for Project review and approval.
 - 4. Compiling a list of members of the public who have expressed interest in the Project. This list will be used to contact interested members of the public with information about subsequent public meetings.
 - b) Based on the information provided by the Project Manager, the Recreation Council and members of the public will be invited to provide input regarding the Project. This input will provide guidance on the community's desires for the Project and will be used to develop

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conceptual alternatives that incorporate identified priorities within the Project budget.

- iii. Between the initial Public Workshop and the subsequent Recreation Council meeting(s), the Project Manager will gather and review feedback from the Public Workshop and develop conceptual alternatives for the next meeting.
- iv. Recreation Council Meeting(s):
 - a) The Project Manager will request the Project be placed as an “action item” on the agenda for a Recreation Council meeting and present conceptual alternatives for consideration by the Recreation Council.
 - b) Members of the public will have an opportunity to review and comment on the proposed alternatives presented by the Project Manager.
- v. Park and Recreation Board Review:
 - a) Prior to inclusion on the Park and Recreation Board agenda, the Project Manager will route the Project through the Public Project Assessment process, including the appropriate environmental document.
 - b) The Project Manager will prepare a staff report for the Park and Recreation Board in accordance with Park and Recreation Board Policy No. 1011 and the Consultant’s Guide to Park Design and Development. The staff report shall include a copy of the proposed GDP amendment or new GDP and supporting documentation. The Director will review and approve the staff report prior to review by the Park and Recreation Board.
 - c) Minor Projects: The Director shall provide each member of the Park and Recreation Board with the staff report and notice of the recommendation made by the Recreation Council with respect to the Minor Project. Within five (5) business days of the date of the notice, any member of the Park and Recreation Board may request the Director place the Minor Project on the agenda for the next Park and Recreation Board meeting for review and discussion. If a member of the Park and Recreation Board has the Minor Project placed on the agenda for discussion, the Park and Recreation Board will consider the Minor Project at the next Park and Recreation Board meeting and take action to recommend approval, disapproval, or modification of the Minor Project and any required GDP amendment or adoption of a new GDP. Alternatively, if the five (5) business days have elapsed and no

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member of the Park and Recreation Board has elected to hear the Minor Project, then the Park and Recreation Board is deemed to have recommended approval of the Minor Project and the Minor Project will proceed to subsection “C” of this Policy.

- d) Major Projects: The Director will cause the Major Project to be included as an “action item” on the agenda for the next available Park and Recreation Board meeting. At that meeting, the Park and Recreation Board will consider the Major Project and take action to recommend approval, disapproval, or modification of the Major Project and any required amendment or adoption of a new GDP. Upon receiving a recommendation from the Park and Recreation Board, the Major Project will proceed to subsection “C” of this Policy.

- C. Final Approval of the GDP or Project: As designated by the Mayor, the Director has authority to approve, deny, or modify all GDPs and all Projects based on input from Recreation Councils and the Park and Recreation Board. Upon approval by the Director, a Project may proceed to the next phase of development and subsequent construction. A Project proceeding to the next phase will also proceed through the City’s development and construction permitting process, as necessary, which may include review by state and local agencies, including the California Coastal Commission and the City’s Historic Resources Board.

HISTORY:

Adopted by Resolution R-298444 - 09/29/2003

Amended by Resolution R-307347 - 04/05/2012

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

ATTACHMENT G – Strikeout/Underline

SUBJECT: ~~COMMUNITY PUBLIC~~ NOTIFICATION AND INPUT FOR CITY-
WIDE PARK DEVELOPMENT PROJECTS
POLICY NO.: 600-33
EFFECTIVE DATE: ~~April 5, 2012~~ TBD-DRAFT

BACKGROUND:

~~The community review process has been generally successful in gathering input on park development projects. However, this process has become very time-consuming, and staff intensive, resulting in unnecessary impacts on project funding and timelines. The purpose of the Recreation Element of the City’s General Plan is to “preserve, protect, acquire, develop, operate, maintain, and enhance public recreation opportunities and facilities throughout the City for all users.” General Plan Policy RE-A.2 calls for community plans to guide and define park and recreation land use throughout the City. Park development projects (Projects) that implement the General Plan vision are initiated through a variety of mechanisms, including but not limited to community plans, impact fee studies, annual budget, grants, donations, and other sources. These Projects may include design and construction of new park areas and amenities as well as expansion to and replacement of amenities at existing park areas. Projects may be implemented by the City or private entities as part of a new development.~~

PURPOSE:

~~The purpose for of this Council pPolicy is to assure that community members have the public has adequate advance notification and opportunity to participate in the design phase input process of park development pProjects. It is intended that the process be administratively efficient, structurally predictable, and result in timely public input. This Council Policy applies to all entities performing proposed improvements to the City’s park facilities.~~

DEFINITIONS:

- A. Bulletin: A one-page document that identifies, at a minimum, the Project name and location, proposed scope of work, time and location of a public meeting, goals for that public meeting, Project funding, and Project contact information.
- B. Bulletin Distribution: A process whereby the Project Manager has the following responsibilities to ensure that the public has timely and complete notice of a Project:

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COUNCIL POLICY

ATTACHMENT G – Strikeout/Underline

1. Develop a Bulletin;
 2. Contact staff representative of the appropriate Recreation Council to advise of the Project;
 3. Contact staff representative(s) of appropriate City Council office(s) to seek names of members of the public who have expressed interest in the Project;
 4. Provide the Bulletin to the following entities/individuals:
 - a. Staff representative and chairperson of the Recreation Council,
 - b. Appropriate City Council office(s),
 - c. Interested members of the public,
 - d. Staff representative and chair of the recognized Community Planning Group, and
 - e. Property owners who surround the park within a minimum 300-foot radius of the Project site; and
 5. Coordinate the creation and placement of a sign or public notice at the Project site that provides information contained in the Bulletin.
- C. Director: The Park and Recreation Department Director or his or her designee.
- D. General Development Plan (GDP): A conceptual master plan that identifies the activities and amenities to be included within a park. A GDP is the basis for Public Project Assessment and eventual construction documents. Improvements identified within a GDP may be implemented through multiple phases as funding is available.
- E. Park and Recreation Board: The advisory board created by City Council pursuant to San Diego Municipal Code Section 26.30(a). For some Projects, other City advisory bodies may make the final recommendation (for example, a Regional Park Task Force as authorized by Joint Exercise of Powers Authority or similar agreement).
- F. Project Manager: The City-approved individual who serves as the point of contact for the Project.
- G. Public Project Assessment: As provided in Development Services Department Information Bulletin 510, this is an assessment conducted by City staff to review the impacts of a Project, if any, including impacts to historic, cultural, archaeological, and environmental resources.
- H. Public Workshop: A gathering of members of the public, usually at a noticed Recreation Council meeting, to discuss the Project. Workshops must be placed on the Recreation

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Council's agenda and comply with the Ralph M. Brown Act for open meetings.

- I. Recreation Council: A group of individuals officially recognized by the City who are interested in promoting recreation opportunities by developing and promoting parks within their community. Many of these groups were established in accordance with Council Policy 700-42. For the purposes of this Council Policy, Recreation Councils also include citizens' advisory committees for open space and regional parks (i.e., Mission Trails, Otay Valley, Los Peñasquitos Canyon Preserve) and advisory committees for resource-based parks (i.e. Mission Bay, Balboa Park, Municipal Golf). In the absence of a Recreation Council in good standing with the City, the recognized Community Planning Group established under Council Policy 600-24 will serve as the Recreation Council. Recreation Councils give advisory recommendations.

POLICY:

~~Community Notification: This process is designed to achieve early notification of community members to allow for timely input on park development projects.~~

~~In preparation for the community input phase of the project, the project manager will develop a project notification bulletin. This bulletin will include the project location, the proposed scope of work, the goals for the upcoming meeting, time and location of meeting, contact information regarding questions, information regarding posting of the staff report at the community recreation center or park kiosk and any available web site information relevant to the project.~~

~~The project manager will also prepare a staff report. This will include additional project information regarding the community concerns and issues, funding limitations and any additional relevant information.~~

~~The project manager will notice the officially recognized City park advisory group prior to the first community meeting through the following steps:~~

- ~~1. City recognized park advisory groups include recreation councils, open space citizen's advisory committees or committees established for the review of specific projects.~~
- ~~2. Project manager will notice the staff representative and each member of the officially recognized park advisory group with the project bulletin and staff report.~~

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3. — ~~Project manager will notice the appropriate City Council office(s) with the project bulletin and staff report.~~
4. — ~~In the absence of a recognized park advisory group, notification shall be provided to the recognized Community Planning Group for the community in which the park development is to occur. In the notification it shall be clear the processing is via this Council Policy due to the absence of a recognized park advisory group. Where applicable, the recognized Community Planning Group may refer the project to their established park subcommittee for review and recommendation, followed by a formal vote on the project by the full Community Planning Group. The Community Planning Group shall be asked to take action on the park development's design phase which shall be used in the advisory review for the park's final design and compliance with the Council Policy. All notices and hearings shall also be noticed to the nearest officially recognized park advisory group.~~
5. — ~~Project manager will notice the staff representative to the City recognized local community planning board/group and each community planning board/council member with the project bulletin inviting them to attend the community meeting.~~
6. — ~~Prior to the first community meeting, the project manager will contact the appropriate council office(s) staff representative(s) to seek names of community members who have expressed interest in the proposed project or site. Project manager will notice these community members with the project bulletin.~~
7. — ~~Project manager will coordinate the creation and posting of a sign or community notice at the subject park site identifying the upcoming community meeting and contact information.~~
8. — ~~Project manager will notice surrounding park neighbors within a minimum 300' radius of the park or project site for projects that will be significantly increasing the number of users at the site, for example, a new community or neighborhood park, new joint use areas, visitor center or new lights at an existing site.~~

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~~For additional notification, the project manager will discuss the next steps for the approval for the project at each community meeting and compile a list of community members who have expressed interest in the project. Based on this list the project manager will contact community members regarding additional community meetings during the design approval process.~~

~~Community Input Process: Community meetings should efficiently utilize community members', staff and consultants' time. The meetings should be well organized with a clear purpose. The officially recognized park advisory group will be the sponsor for local community input. Park development projects should be presented to the local community two times receiving a recommendation from the officially recognized park advisory group at the second meeting. The input process should include the following steps:~~

- ~~1. In preparation for the first meeting, the project manager will prepare project information that outlines the roles for the design team and community members, the anticipated scope of work, the project budget and funding sources, and projected time schedule. With this information, the officially recognized park advisory group provides input regarding the development of a preferred project program, as well as a community priority ranking of the proposed program elements. This information will give the design team clear direction regarding community desires and will be used to develop conceptual alternatives that maintain community priorities and the project budget.~~
- ~~2. These conceptual alternatives are presented to the officially recognized park advisory group and community at the second meeting. At this second meeting, the community will have an opportunity to review and comment on the proposed alternative plans. Community members will be allowed to: a) recommend individual elements from the conceptual alternatives to be synthesized into a preferred alternative plan, or b) endorse the presented conceptual plan that best meets the outlined project program and priorities identified by the community. Complex projects, such as new community parks or the design for a new recreation center may require an additional meeting with the officially recognized park advisory group. Cost estimates and schedules will be based on the process outlined in this policy. Any additional meeting(s) beyond those outlined will impact the project by increasing the project timeline and reducing the funding available for construction.~~
- ~~3. Following a recommendation from the officially recognized park advisory group, the design team will incorporate the proposed revisions and prepare a preferred project plan for review and recommendation by the appropriate review committees and boards. Each of these committee and board meetings is a public meeting and~~

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~~provides additional opportunities for community input. These additional review committees could include:~~

- ~~a. SCRAB—Sub-Committee for the Removal of Access Barriers~~
- ~~b. FARB—Facilities Access Review Board~~
- ~~c. Park and Recreation Board—Area Committees~~
- ~~d. Park and Recreation Board—Design Review Committees~~
- ~~e. HRB—Historical Resources Board design assistance sub-committee~~
- ~~f. HRB—Historical Resources Board~~

~~It is intended that each of these committees and boards will require one meeting, assuming all applicable project information is accurately compiled and presented in accordance with Park and Recreation Board Policy No. 1011 and submittal standards established in the Consultants Guide to Park Development. Each of these committees and boards will make a recommendation on the proposed project, with or without conditions, to the subsequent committees or boards. Any conditions of approval will be incorporated into the proposed project, as appropriate, and forwarded to the appropriate decision making body for approval.~~

~~The Park and Recreation Board is a publicly noticed meeting and is provides an opportunity for additional community input. In most cases, the Park and Recreation Board will make the final decision on park development projects. In some communities, final approval may be required by other decision makers depending upon jurisdiction, such as the City Council and/or Coastal Commission, etc.~~

- A. Relationship to City-Approved Plans: The Project should be consistent and in conformance with the City’s General Plan, applicable community plan(s) and/or master plan(s) and impact fee studies.
- B. Review Process for Projects: The review process for a Project varies depending on the complexity of the Project, including whether a GDP amendment is required. A GDP is required when a new amenity is proposed for a park. Prior to the public input phase, the City will determine the public notice and hearing process based on the Project scope. It is anticipated for budgeting and scheduling purposes that Projects requiring no GDP amendment will have one Recreation Council meeting, Minor Projects requiring a GDP amendment will have two Recreation Council meetings, and Major Projects requiring a GDP amendment or new GDP will have three Recreation Council meetings. Additional meeting(s) beyond those identified in this Council Policy may impact the Project by increasing the Project timeline and reducing the funding available for the Project’s construction.

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1. Projects Consistent with Existing GDP and No GDP Amendment Required

a. Projects will be determined by the City to be consistent with an existing GDP based on the following conditions:

- i. A GDP for the park site has already been approved through a previous public process, and
- ii. One of the following factors is true:
 - a) The GDP includes the Project as a planned amenity, or
 - b) The Project provides amenities that will improve park patron safety and accessibility without conflicting with the GDP, or
 - c) The Project replaces an existing amenity consistent with the GDP that no longer meets current standards or has outlived its useful life.
- iii. These types of Projects may include amenities that were included in the GDP but were not funded or constructed at the time of GDP approval and/or initial park development.

b. Projects consistent with an existing GDP may include:

- i. Security lighting
- ii. Picnic shade structures
- iii. Accessibility improvements
- iv. Comfort station improvements and/or expansion
- v. Improvements related to health and safety

c. The public notice and hearing process for Projects consistent with an existing GDP involves the following steps:

- i. Recreation Council Meeting: The Project Manager will request the Project be placed on the agenda for a Recreation Council meeting. At the noticed meeting:
 - a) The Project Manager will present Project scope, schedule, cost, and related relevant information.
 - b) If appropriate to the Project, alternatives may be considered by the Recreation Council.
 - c) Members of the public will have an opportunity to review and comment on the Project.

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ii. After the Recreation Council meeting, no additional public input is required for the Project to proceed to subsection “C” of this Council Policy for approval.

2. Projects Requiring a GDP Amendment or New GDP

a. Minor Projects are those that require a GDP amendment, but are minor in nature (Minor Projects).

i. Projects will be determined by the City to be Minor Projects based on the following conditions:

a) An amended GDP is required, and

b) The proposed improvements are minor in nature and do not displace other park uses.

ii. Minor Projects may include:

a) New comfort stations

b) New sports field lighting (where no sports field lighting currently exists)

c) Upgraded or expanded tot lots or playgrounds

d) Parking lot expansion of less than 25% of existing parking lot

e) Turf conversion from natural to synthetic or vice-versa

b. Major Projects are those that require GDP amendments or the development of a new GDP (Major Projects).

i. Projects will be determined by the City to be Major Projects based on the following conditions:

a) A new or amended GDP is required to add the proposed improvements, or

b) The new improvements are major in nature and/or may displace other park uses.

ii. Major Projects may include:

a) New tot lot or playground

b) New park or expansion of an existing park

c) New recreation center or expansion of an existing recreation center

d) New aquatic complex or expansion of an existing aquatic center

e) New special activity park (e.g., skate park, dog off-leash)

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- f) Parking lot expansion greater than 25% of existing parking lot
- g) New joint-use facilities (i.e. multi-purpose sports fields and jogging tracks on school district property)
- c. The public notice and hearing process for Minor Projects and Major Projects involves the following steps:
 - i. Bulletin Distribution
 - ii. Public Workshop(s): The Project Manager will request a Public Workshop be scheduled and placed on the agenda for a Recreation Council meeting (regular or special meeting).
 - a) The Project Manager conducts the Public Workshop(s) and is responsible for:
 - 1. Efficiently using the time available during the Public Workshop(s) to maximize the time for public input.
 - 2. Providing details of the Project, including proposed scope, schedule, cost, and related information.
 - 3. Discussing steps for Project review and approval.
 - 4. Compiling a list of members of the public who have expressed interest in the Project. This list will be used to contact interested members of the public with information about subsequent public meetings.
 - b) Based on the information provided by the Project Manager, the Recreation Council and members of the public will be invited to provide input regarding the Project. This input will provide guidance on the community's desires for the Project and will be used to develop conceptual alternatives that incorporate identified priorities within the Project budget.
 - iii. Between the initial Public Workshop and the subsequent Recreation Council meeting(s), the Project Manager will gather and review feedback from the Public Workshop and develop conceptual alternatives for the next meeting.
 - iv. Recreation Council Meeting(s):

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- a) The Project Manager will request the Project be placed as an “action item” on the agenda for a Recreation Council meeting and present conceptual alternatives for consideration by the Recreation Council.
- b) Members of the public will have an opportunity to review and comment on the proposed alternatives presented by the Project Manager.
- v. Park and Recreation Board Review:
 - a) Prior to inclusion on the Park and Recreation Board agenda, the Project Manager will route the Project through the Public Project Assessment process, including the appropriate environmental document.
 - b) The Project Manager will prepare a staff report for the Park and Recreation Board in accordance with Park and Recreation Board Policy No. 1011 and the Consultant’s Guide to Park Design and Development. The staff report shall include a copy of the proposed GDP amendment or new GDP and supporting documentation. The Director will review and approve the staff report prior to review by the Park and Recreation Board.
 - c) Minor Projects: The Director shall provide each member of the Park and Recreation Board with the staff report and notice of the recommendation made by the Recreation Council with respect to the Minor Project. Within five (5) business days of the date of the notice, any member of the Park and Recreation Board may request the Director place the Minor Project on the agenda for the next Park and Recreation Board meeting for review and discussion. If a member of the Park and Recreation Board has the Minor Project placed on the agenda for discussion, the Park and Recreation Board will consider the Minor Project at the next Park and Recreation Board meeting and take action to recommend approval, disapproval, or modification of the Minor Project and any required GDP amendment or adoption of a new GDP. Alternatively, if the five (5) business days have elapsed and no member of the Park and Recreation Board has elected to hear the Minor Project, then the Park and Recreation Board is deemed to have recommended approval of the Minor Project and the Minor Project will proceed to subsection “C” of this Policy.
 - d) Major Projects: The Director will cause the Major Project to be included as an “action item” on the agenda for the next available Park

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and Recreation Board meeting. At that meeting, the Park and Recreation Board will consider the Major Project and take action to recommend approval, disapproval, or modification of the Major Project and any required amendment or adoption of a new GDP. Upon receiving a recommendation from the Park and Recreation Board, the Major Project will proceed to subsection “C” of this Policy.

- C. Final Approval of the GDP or Project: As designated by the Mayor, the Director has authority to approve, deny, or modify all GDPs and all Projects based on input from Recreation Councils and the Park and Recreation Board. Upon approval by the Director, a Project may proceed to the next phase of development and subsequent construction. A Project proceeding to the next phase will also proceed through the City’s development and construction permitting process, as necessary, which may include review by state and local agencies, including the California Coastal Commission and the City’s Historic Resources Board.

HISTORY:

Adopted by Resolution R-298444 - 09/29/2003
Amended by Resolution R-307347 - 04/05/2012

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COUNCIL POLICY

CURRENT

SUBJECT: COMMUNITY NOTIFICATION AND INPUT FOR CITY-WIDE
PARK DEVELOPMENT PROJECTS
POLICY NO.: 600-33
EFFECTIVE DATE: April 5, 2012

BACKGROUND:

The community review process has been generally successful in gathering input on park development projects. However, this process has become very time-consuming, and staff intensive, resulting in unnecessary impacts on project funding and timelines.

PURPOSE:

The purpose for this policy is to assure that community members have adequate advance notification and opportunity to participate in the design phase of park development projects. It is intended that the process be administratively efficient, structurally predictable, and result in timely community input.

POLICY:

Community Notification: This process is designed to achieve early notification of community members to allow for timely input on park development projects.

In preparation for the community input phase of the project, the project manager will develop a project notification bulletin. This bulletin will include the project location, the proposed scope of work, the goals for the upcoming meeting, time and location of meeting, contact information regarding questions, information regarding posting of the staff report at the community recreation center or park kiosk and any available web site information relevant to the project.

The project manager will also prepare a staff report. This will include additional project information regarding the community concerns and issues, funding limitations and any additional relevant information.

The project manager will notice the officially-recognized City park advisory group prior to the first community meeting through the following steps:

1. City recognized park advisory groups include recreation councils, open space citizen's advisory committees or committees established for the review of specific projects.

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2. Project manager will notice the staff representative and each member of the officially- recognized park advisory group with the project bulletin and staff report.
3. Project manager will notice the appropriate City Council office(s) with the project bulletin and staff report.
4. In the absence of a recognized park advisory group, notification shall be provided to the recognized Community Planning Group for the community in which the park development is to occur. In the notification it shall be clear the processing is via this Council Policy due to the absence of a recognized park advisory group. Where applicable, the recognized Community Planning Group may refer the project to their established park subcommittee for review and recommendation, followed by a formal vote on the project by the full Community Planning Group. The Community Planning Group shall be asked to take action on the park development's design phase which shall be used in the advisory review for the park's final design and compliance with the Council Policy. All notices and hearings shall also be noticed to the nearest officially recognized park advisory group.
5. Project manager will notice the staff representative to the City-recognized local community planning board/group and each community planning board/council member with the project bulletin inviting them to attend the community meeting.
6. Prior to the first community meeting, the project manager will contact the appropriate council office(s) staff representative(s) to seek names of community members who have expressed interest in the proposed project or site. Project manager will notice these community members with the project bulletin.
7. Project manager will coordinate the creation and posting of a sign or community notice at the subject park site identifying the upcoming community meeting and contact information.

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8. Project manager will notice surrounding park neighbors within a minimum 300' radius of the park or project site for projects that will be significantly increasing the number of users at the site, for example, a new community or neighborhood park, new joint use areas, visitor center or new lights at an existing site.

For additional notification, the project manager will discuss the next steps for the approval for the project at each community meeting and compile a list of community members who have expressed interest in the project. Based on this list the project manager will contact community members regarding additional community meetings during the design approval process.

Community Input Process: Community meetings should efficiently utilize community members', staff and consultants' time. The meetings should be well organized with a clear purpose. The officially-recognized park advisory group will be the sponsor for local community input. Park development projects should be presented to the local community two times receiving a recommendation from the officially-recognized park advisory group at the second meeting. The input process should include the following steps:

1. In preparation for the first meeting, the project manager will prepare project information that outlines the roles for the design team and community members, the anticipated scope of work, the project budget and funding sources, and projected time schedule. With this information, the officially-recognized park advisory group provides input regarding the development of a preferred project program, as well as a community priority ranking of the proposed program elements. This information will give the design team clear direction regarding community desires and will be used to develop conceptual alternatives that maintain community priorities and the project budget.
2. These conceptual alternatives are presented to the officially-recognized park advisory group and community at the second meeting. At this second meeting, the community will have an opportunity to review and comment on the proposed alternative plans. Community members will be allowed to: a) recommend individual elements from the conceptual alternatives to be synthesized into a preferred alternative plan, or b) endorse the presented conceptual plan that best meets the outlined project program and priorities identified by the community. Complex projects, such as new community parks or the design for a new recreation center may require an additional meeting with the officially-recognized park advisory group. Cost estimates and schedules will be based on the process outlined in this policy. Any additional meeting(s) beyond those outlined will impact the project by increasing the project timeline and reducing the funding available for construction.

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3. Following a recommendation from the officially-recognized park advisory group, the design team will incorporate the proposed revisions and prepare a preferred project plan for review and recommendation by the appropriate review committees and boards. Each of these committee and board meetings is a public meeting and provides additional opportunities for community input. These additional review committees could include:
 - a. SCRAB- Sub-Committee for the Removal of Access Barriers
 - b. FARB – Facilities Access Review Board
 - c. Park and Recreation Board – Area Committees
 - d. Park and Recreation Board – Design Review Committees
 - e. HRB – Historical Resources Board design assistance sub-committee
 - f. HRB – Historical Resources Board

It is intended that each of these committees and boards will require one meeting, assuming all applicable project information is accurately compiled and presented in accordance with Park and Recreation Board Policy No. 1011 and submittal standards established in the Consultants Guide to Park Development. Each of these committees and boards will make a recommendation on the proposed project, with or without conditions, to the subsequent committees or boards. Any conditions of approval will be incorporated into the proposed project, as appropriate, and forwarded to the appropriate decision-making body for approval.

The Park and Recreation Board is a publicly-noticed meeting and is provides an opportunity for additional community input. In most cases, the Park and Recreation Board will make the final decision on park development projects. In some communities, final approval may be required by other decision-makers depending upon jurisdiction, such as the City Council and/or Coastal Commission, etc.

HISTORY:

Adopted by Resolution R-298444 - 09/29/2003

Amended by Resolution R-307347 - 04/05/2012

ATTACHMENT I

DRAFT Park CIP Streamlining Flow Chart Comparison Existing and Proposed

