NORTH PARK PLANNING COMMITTEE
PUBLIC FACILITIES, TRANSPORTATION, PARKS, AND PUBLIC ART SUBCOMMITTEE
www.northparkplanning.org
MEETING AGENDA: September 11, 2013 – 6:00 p.m.
North Park Recreation Center/Adult Center, 2719 Howard Avenue.

I. Parliamentary Items **(6:00 pm)**
   A. Call to Order
   B. Modifications to & adoption of the **September 11**, **2013** Agenda
   C. Chair's Comments
   D. Approval of Previous Minutes: July 10, 2013 & August 14, 2013
   E. Announcements: (See last page of Agenda for details and links)

II. **Non Agenda Public Comment** (2 min. each). Please fill out a Public Comment Sheet and give to Chair prior to the meeting.

III. **Information Items:**
   A. None

IV. **New/Current Business:** *(Action Items) See links to background info on page 2*
   A. **Capital Improvement Project (CIP) List Workshop:** Including but not limited to…Discussion of projects submitted last year and of new project requests received; various new traffic calming projects, BID projects, Joint Use projects, Parks projects, plazas, other infrastructure.
   Prioritization of NPPC's list for FYE 2015 (6:15 to 7:40)

V. **Old/Ongoing Business**: (*Update/discussion/possible Action Items*) (see announcements for links)
   (Note: these ongoing items may be trailed to following month if we run out of time)
   A. **Angle Parking Policy**: Discussion – Report/update from Ernie Bonn (7:40 to 7:45)
   B. **Utility Box Task Force:** Update and next steps (7:45 to 7:50)
   C. **Community Plan Update… Elements/Issues:** (7:50 to 7:55)

I. **Unfinished, New Business & Future Agenda Items.** (7:55 to 8:00)

II. **Next Meeting date: PF Subcommittee: Wed., August 14, 2013 – 6pm**

III. **Adjournment** (8:00 pm)

Times listed are estimates only. Please speak only when recognized by the Chair. Be respectful of others and their ideas.
Listen and be open-minded. No interruptions or side conversations. Stay focused on issues rather than personalities.

* **Subcommittee Quorum**: Total seated members cannot exceed 13, with a maximum of 7 elected NPPC Board Members (cannot exceed NPPC quorum) and 6 Community Voting Members. The majority of total seated members must be elected NPPC board members

** **Community Voting Members:** Community members gain subcommittee voting rights after attending at least three subcommittee meetings. Elected Board Members have voting rights anytime.

City of San Diego Street Design Manual: http://www.sandiego.gov/planning/pdf/peddesign.pdf

PF Subcommittee: Dionné Carlson (Chair) 619-584-2496 dionneleighcarlson@cox.net /René A. Vidales (Vice-Chair) 619-819-8690 lanphomus@cox.net
UD Subcommittee: Robert Barry (Chair) 619 954-5588 Robert.Barry@cox.net / Cheryl Dye (Vice-Chair) Cheryl.dye@cox.net

Links/Notes/ Attachments/Background for Current/Ongoing Agenda Items: 8/14/2013

CIP Links:
City Presentation: http://www.sandiego.gov/planning/community/pdf/cpc/fy15cip.pdf
CPC Presentation: http://www.sandiego.gov/planning/community/pdf/cpc/nipp.pdf

Link to San Diego General Plan Recreation Element:
http://www.sandiego.gov/planning/genplan/pdf/generalplan/recreationelement.pdf -

SANDAG Regional Bike Projects:
- Uptown Regional Bike Corridor **Community Advisory Group**: Beth Robrahn, Project Manager
  http://www.keepsandiegomoving.com/RegionalBikeProjects/uptown_intro.aspx
- Mid-City Regional Bike Corridor (Includes North Park) Advisory Group: Bridget Enderle, Project Manager
  http://www.keepsandiegomoving.com/RegionalBikeProjects/NorthParkMidCity_intro.aspx

NPPC-PF Subcommittee 08/14/2013 Announcements:

SANDAG News:
The July 2013 edition of rEgion, the SANDAG electronic newsletter, is now available online. Articles include:
- I-805 in South County to be closed Aug. 18-19
- SBX violators get 'Clean Slate'
- SchoolPool now open for enrollment
- Ideas for a world-class transportation center
- Special events platform to ease traffic around fairgrounds
- SANDAG expands free motorist aid program

Find SANDAG on Facebook: SANDAGregion and Twitter: @SANDAG

SANDAG Mid-City Rapid Bus Project has started Construction - Info and updates here:
http://www.keepsandiegomoving.com/Mid-city-rapid/midcity-rapid-bus-intro.aspx

UPAS Steet Pipeline Project :

http://cipapp.sandiego.gov/CIPDetail.aspx?ID=S11022 Project Sheet

http://maps.sandiego.gov/cpm/default.aspx?cip=S11022 The Map

North Park Community Association (NPCA):
See the NPCA's home page http://northparksd.org/ and their community calendar at http://northparksd.org/meetings-calendar.
Contact news@northparksd.org to have your event/meeting added to the calendar

University Heights Community Association (UHCA):
See the UHCA home page http://uhsd.org/

Adams Ave Business Association (AABA): http://www.adamsavenuebusiness.com/

University Heights Community Development Corporation (UHCDC): www.uhcdc.org

El Cajon Boulevard Business District: www.theboulevard.org

North Park Main Street: http://northparkmainstreet.com/

THE CITY OF SAN DIEGO

Golden Hill Fire Station

Otay Mesa Transportation Improvements

Mission Valley Branch Library

A CITIZEN'S GUIDE TO INFRASTRUCTURE: QUICK LOOK

Cherokee Park

Canyonside Recreation Center

Charles L. Lewis III Memorial Skate Park

IBA

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Follow us on Twitter @SanDiegoIBA
Updated: July 2013

This is the Quick Look. For the full version of this Guide please visit:
www.sandiego.gov/iba/otherdocs

Introduction

The mission of the Office of the Independent Budget Analyst (IBA) is to provide clear, objective, and unbiased budgetary and policy analysis and advice to the City Council and the public. Our office developed this Guide to provide a solid foundation of knowledge about the City of San Diego's infrastructure issues and Capital Improvements Program (CIP) for interested citizens.

☆ We changed the title from *A Citizen's Guide to the Capital Improvements Program* to *A Citizen's Guide to Infrastructure*, because infrastructure issues are a top priority for the City and encompass more than the CIP Budget. Understanding infrastructure issues is important to enable citizens to effectively become involved and provide thoughtful input on new and existing capital improvement projects. Ultimately, citizens will play a critical role in helping the City to identify and implement a more comprehensive solution to address infrastructure problems.

Note that we have both this Quick Look version and the full version of A Citizen's Guide to Infrastructure which are both available on our website. This guide can be used in conjunction with our Citizen's Guide to the City's Operating Budget which provides an outline of how the monies coming into the City will be spent to operate and maintain City functions and services. These documents will be updated annually to reflect changes to the processes. For additional information on the City's budget and other important topics, please visit our website www.sandiego.gov/iba, email sdiba@sandiego.gov, or phone (619) 236-6555.

Abbreviations

We tried to minimize the use of abbreviations, but you will hear many of these in discussions about infrastructure or the CIP.

ADA	Americans with Disabilities Act
CDBG	Community Development Block Grant
CDP	Coastal Development Permit
CIP	Capital Improvements Program
CIPRAC	CIP Review and Advisory Committee
CPC	Community Planners Committee
DIF	Development Impact Fees
FBA	Facilities Benefits Assessment
FM	Financial Management Department
FY	Fiscal Year
GO	General Obligation
IBA	Office of the Independent Budget Analyst
MACC	Multiple Award Construction Contracts
MAD	Maintenance Assessment District
M&R	Maintenance & Repair
PFFP	Public Facilities Financing Plan
PIO	Public Information Officer
PPP or P3	Public-Private Partnership
SDP	Site Development Permit

A Quick Look at Infrastructure

What is infrastructure, and why is it important?

Infrastructure includes the basic physical structures, systems, and facilities needed to provide services to residents and for the functioning of a community and its economy, such as sidewalks, streets, parks, fire stations, police facilities, and water and sewer systems. Infrastructure impacts the public health, safety, and the quality of life for San Diego communities as well as the tourism industry which is an important part of the City's economy. Decisions made regarding infrastructure projects are very important because they are generally large and expensive, and the assets they create will likely be required for decades of public use.

What infrastructure is within the City's area of responsibility?

Different entities are responsible for installing and maintaining the infrastructure that they own and operate and that is within their boundaries or jurisdiction. The City of San Diego is responsible for installing and maintaining a significant number of infrastructure assets as shown in the green box, such as storm drains, streets and facilities.

The City is not responsible for the trolley, rail, or bus systems which are owned and operated by the Metropolitan Transit System (MTS)—a California public agency. The County of San Diego, State of California, and U.S. governments also have responsibility for assets within the City of San Diego, including applicable facilities, roads, and highways.

Infrastructure within City's Area of Responsibility

- Airports (Brown and Montgomery Fields)
- Miramar Landfill
- Fire Stations
- Libraries
- City Parks & Recreation Centers
- Police Departments
- Water and Sewer Systems
- City Buildings
- QUALCOMM Stadium
- City-owned Real Estate
- Storm Drain System
- Streets, Sidewalks, Street Lights, and Traffic Signals

What are the City's responsibilities with regard to infrastructure?

The City's is responsible for the care and upkeep of existing assets, also known as Maintenance & Repair (M&R), as well as rehabilitation or replacement of those assets when needed. In addition, the City is responsible for providing needed new or expanded infrastructure.[1]

What happens when infrastructure assets are not maintained?

Providing ongoing M&R, such as resurfacing streets and repairing or replacing leaky roofs, is vital for maintaining the condition of assets. When M&R is not fully funded, it contributes to deferred maintenance and capital costs. The City has not fully funded M&R due to tight budgetary constraints and competing priorities. As a result the City now has an estimated $898 million backlog in deferred capital projects just for streets, facilities, and storm drains. This estimate is anticipated to significantly increase as information is collected in FY 2014 on the condition of City facilities, sidewalks, and park assets.

Compounding the problem, as assets continue to

Asset	Estimated Backlog
Buildings	$ 185 million
Streets	$ 478 million
Storm Drains	$ 235 million
Total	$ 898 million

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[1] Note that the operation of infrastructure assets, such as a fire station, is also the responsibility of the City. Operations are generally funded through the City's General Fund. Budgeting for operations is discussed in *A Citizen's Guide to the City's Budget Process*.

deteriorate, the cost of repair will exponentially increase and can result in peripheral damage. For example, deferring roof replacement could later result in needing to replace the roof structural members, walls, and floor of a building as was recently the case with the Museum of Man roof replacement project.

How can the City effectively maintain infrastructure assets?

Asset management is a recommended practice for effectively and sustainably managing assets

Core Asset Management Questions:

1. What is the current state of my assets?
2. What is my required level of service?
3. Which assets are critical to sustained performance?
4. What are my best operations and maintenance and CIP investment strategies?
5. What is my best long-term funding strategy?

at a desired level of service for the lowest life cycle cost. Asset Management provides needed information on existing assets, such as condition, so that City staff can develop optimal strategies for maintenance and rehabilitation or replacement of assets. The City has several important Asset Management efforts underway, including conducting condition assessments and developing standard Citywide minimum guidelines for managing assets. Ultimately, Asset Management will provide a sound basis for the City to identify the magnitude of the backlog; prioritize needed capital projects; and effectively focus limited resources.

How does the City identify needed infrastructure?

Optimally, identifying infrastructure needs for existing and new assets should be a collaboration between City staff and members of the public. City staff from departments that operate, manage, or maintain infrastructure assets have knowledge, experience, and expertise to identify capital needs as well as an understanding of related legal requirements and Mayoral and Council direction. As Citywide Asset Management is implemented, City staff will have a sound basis for identifying and prioritizing needs. Needed infrastructure is also identified through various long- and mid-range plans, such as the Regional Transportation Improvement Plan. In addition, City staff work with communities to identify needed public infrastructure and facilities, including new or expanded infrastructure, to be included in Community and Public Facilities Financing Plans (PFFP).

Public input is necessary for understanding desired levels of service for assets as well as community priorities. Members of the public observe and understand the needs in their communities. Recognizing that thoughtful public input can add great value to infrastructure planning, the City now has a formal public input process on infrastructure needs and priorities through the Community Planners Committee (CPC).

How do infrastructure needs become funded capital projects?

Like many cities, the City of San Diego has a Capital Improvements Program (CIP) for installing new and replacing or rehabilitating existing infrastructure. Currently, the City's mechanism for getting projects approved and implemented is the annual CIP budget process. This is because the City currently does not have a Citywide Multi-Year Capital Improvements Plan. Recognizing the importance of such a plan to provide an overall, transparent view of where the City is with regard to infrastructure, staff are in early stages of developing a draft plan.

This is an important step because a Multi-Year Capital Plan will show what projects are planned; what projects are needed; what revenue is projected from existing funding sources; and what priority projects lack a funding source. This will help the City to identify a more comprehensive solution for infrastructure problems. Additionally, City staff can more effectively plan for CIP projects to address community needs over five-years (or more) rather than in an annual budget.

How does the annual CIP process work?

Understanding the City's CIP is important to enable citizens to effectively become involved and provide thoughtful input on new and existing capital improvement projects. Capital projects generally take multiple years to complete, require special funding sources, and are included in the CIP Budget which is separate from the City's Operating Budget.

Keys to Understanding the CIP:

1. **The CIP is a complex process.** As shown on page 4, this process includes identifying, prioritizing, and finding funding for needed projects; developing and approving the annual CIP Budget; and implementing multi -year capital improvement projects.

2. **Many City departments and organizations are involved in the CIP.** Some key players include:
   - *Asset-owning departments i*dentify, prioritize, and—working with the Mayor, Council, and appropriate City departments—find funding for needed capital improvement projects. Asset-owning departments or divisions includes Airports, Environmental Services, Fire-Rescue, Library, Park & Recreation, Police, Public Utilities, Public Works-General Services, QUALCOMM Stadium, Real Estate Assets, and Transportation & Storm Water.
   - The *Financial Management (FM) Department* reviews project funding requests, confirms the availability of funds, and develops the CIP budget.
   - The Mayor's *CIP Review and Advisory Committee (CIPRAC) r*eviews proposed CIP projects from a Citywide perspective and forwards proposed budget recommendations for the Mayor's and, during the annual budget process, City's Council's approval. CIPRAC includes senior-level officials from City departments that are involved with the CIP.
   - The *Public Works Department (formerly Engineering & Capital Projects)* implements and manages approved projects in the CIP Budget and provides status updates to the City Council.

3. **The CIP is constrained by limited available funding and funding sources that have specific restrictions on how they can be used. The General Fund is not a primary source of funding for the CIP, because it is used to fund the City's core community services, such as Police, Fire, and Park & Recreation.**
   - The City's infrastructure needs significantly exceed available resources, so the City has competing priorities for limited funds.
   - The CIP is funded from various sources which often have restrictions on how they can be used, for example based on the type of project or a specific community or geographic location.
   - As a result, there is relatively little discretionary funding available and some Departments, such as Public Utilities which is supported through water and sewer rates, have significantly more available funds than others.

4. **The annual CIP Budget process is the City's mechansism for getting projects approved and implemented.**
   - In recent years, the majority of the CIP budget has funded ongoing projects and only a small portion has been available to begin new projects.
   - Given funding constraints and competing priorities, many capital projects have been deferred resulting in a backlog. To address the backlog, the City has issued two of six planned bond issuances as part of the Five-Year Deferred Capital Funding Plan.
   - The CIP Budget includes five years of funding for (1) ongoing projects started in previous years and (2) new projects starting in the current fiscal year. Currently, the CIP Budget does not include new projects starting in later fiscal years. These could be included in the Multi-Year Capital Improvements Plan currently in early stages of development by staff.

Identifying Projects for the CIP Budget

Asset-owning City departments that operate, manage, or maintain capital assets—such as Public Utilities, Transportation & Storm Water, and Park & Recreation—are responsible for identifying needed capital projects. Each department has its own way of identifying needs depending on available resources.

How staff identify projects

Department staff generally identify needed CIP projects based on one or more of the following:

- City policy and direction from Mayor and City Council.
- Legal requirements or mandates.
- Long- and mid-range plans that guide implementation of Citywide, regional, departmental, and/or community goals.
- Formal assessments of the condition of assets and systems that use this information to identify the best approach for addressing needs.
- Department staff assessments of needs based on experience, repair and maintenance records, and observations.
- City Council priorities and requests.
- Public input through Council Members, planning or advisory committees, and/or budget hearings.

☆ **New Formal Public Input Process**
The City recently formalized the process to obtain public input on community infrastructure needs and priorities through the CPC (Council Policy 000-32). The FY 2015 round was kicked off at the June CPC meeting.

Identifying Funding and Prioritizing Projects

Identifying Funding – The General Fund is not a primary source of funding for the CIP. Asset-owning department staff—working with the Mayor, City Council, and appropriate City Departments—identify funding for proposed projects, but must do so within several constraints:

- Needs greatly exceed available resources so there are competing priorities for limited funds.
- Many of the funding sources for capital improvement projects have restrictions on how they can be spent, including:
  - on a specific project type, such as water system or transportation, and/or
  - within a certain community or geographical area.

As a result, there has been relatively little discretionary funding available.

Prioritizing Projects – Asset-owning department staff provide a ranking for each project based on Council Policy 800-14 which includes guidelines and weighted factors, such as

- impact to health and safety (25%),
- impact of deferring the project (15%), and
- community investment (10%).

Public Works Department staff refine the priority score during implementation.

Given the constraints discussed above, CIP projects typically do not compete across different project categories, funding sources, or project phases.

☆ **New Priority Ranking Factors**
Public Works staff are revising and improving upon the existing priority ranking factors. These will be included in a Mayoral Directive after approved by the Mayor, potentially in September 2013.

Budgeting for the CIP (FY 2015)

July-August	Education and outreach to the public via the Community Planning Groups. One training session will be held in each of the nine Council Districts.
July-October	Community Planning Groups conduct outreach and gather recommended CIP projects and submit to CPC (Sept. 24). CPC compiles and forwards list to the City (October).
November - January	Asset-owning department staff assess projects requested by public. Asset-owning departments submit proposed projects and requested funding to Financial Management (FM). FM confirms availability of requested funds. CIPRAC reviews proposed projects and funding requests, may make adjustments, and submits for Mayor's approval.
January - March	FM works with asset-owning departments and prepares Proposed Budget.
April 15	Mayor releases Proposed Budget to the Public.
May	City Council holds public budget hearings, including separate hearing for the CIP. Council may recommend changes to Proposed Budget. Mayor's May Revision to Proposed Budget released.
June	City Council reviews final changes and approves budget.
July 1	New Fiscal Year begins.

Implementation of Projects in the Approved CIP Budget

Public Works is primarily responsible for implementation and management of approved projects from the CIP Budget (as shown below). In a few cases, such as if a department has specialized needs, the asset-owning department will manage the project .

Capital improvement projects frequently are large, expensive, and take multiple years to complete.

Project Implementation Phases

Project Initiation

↓

Planning/Pre-Design

↓

Design

↓

Construction Bid & Award

↓

Construction

↓

Post-Construction

Monitoring and Oversight – Per CIP streamlining and transparency initiatives, Public Works staff report on the state of the CIP two times annually and are available to present to Committees or the full Council upon request.

Important Resources

Documents

- **City of San Diego FY 2014 Approved Budget**
  In June 2013, the City of San Diego approved the FY 2014 Budget which began on July 1, 2013. The budget document consists of three volumes:

  1. Budget Overview & Schedules
  2. Department Detail for the City's Operating Budget
  3. Capital Improvements Program (CIP) Budget

  The FY 2014 budget and past year's budgets can be found on the Financial Management Department's (FM) website at www.sandiego.gov/fm/annual.

- **City Council Budget Policy 000-02**
  This Council Policy establishes guidelines and standards relating to the operating and CIP budgets, budgetary controls, and revenues and expenditures.

- **City Council Project Prioritization Policy 800-14**
  The purpose of this Council Policy is to establish an objective process for ranking CIP projects. Asset-owning departments utilize this policy when ranking their needs lists before submitting them to CIPRAC.

- **City Council Transparency Policy 000-31**
  The CIP Transparency Policy establishes the standard requirements for enhancing CIP transparency and improving access to publicly available information related to the CIP. It also establishes the framework for making the information readily available to interested parties by using a combination of presentations to the City Council, stakeholder meetings, and media including the City's Website.

- **City Council Community Planners Committee Policy 600-09**
  This Policy establishes a citizens' organization responsible in an advisory capacity to the City on those matters related to the General Plan and respective Community Plans. Among other duties, this committee serves in an advisory capacity to the Community Planning Committees to ensure optimal coordination on a comprehensive or citywide basis and promotion of solutions of matters of mutual concern shared among the communities of San Diego.

- **City Council Community Planning Groups Policy 600-24**
  This policy identifies responsibilities and to establish minimum operating procedures governing the conduct of planning groups when they operate in their officially recognized capacity.

- **City Council Policy on Neighborhood Input on Infrastructure Needs and Priorities 000-032**

This policy formalizes the role and process for neighborhood input on infrastructure needs and priorities for consideration in the City's CIP Budget and [future] Multi-Year Capital Improvements Plan.

Infrastructure –Related Reports

Public Works Department

- State of the CIP (Report 13-036, May 22, 2013)
- State of the CIP (Report 12-116, October 24, 2012)

Office of the IBA

- San Diego Infrastructure Status Report and Important Next Steps (IBA-13-27, June 20, 2013)
- Review of Proposal to Require Compliance with the State's Prevailing Wage Laws on all City Public Works Projects (IBA-13-26, June 18, 2013)
- Asset Management: Citywide Practices for Maintaining Infrastructure and Identifying Capital Needs (IBA-13-16, March 15, 2013)
- 2013 Lease Revenue Bonds - $30 Million Capital Improvement Projects Financing: Background Information and Options for Consideration (IBA-13-15, March 8, 2013)
- 2013A Lease Revenue Bonds – $30M Capital Improvement Projects Financing combined with the Refunding of two Bonds Originally Issued in 2003 (IBA-13-10, March 1, 2013)
- Street Preservation Ordinance and Damage Fee (IBA-12-51REV, December 3, 2012)
- Capital Improvement Program: Public Input and the Need for a Multi-Year Plan (IBA-12-39, September 21, 2012)
- Response to Grand Jury Report Titled "San Diego City Street Repair, Funding, and Reforms" (IBA-12-27REV, June 22, 2012)
- Deferred Capital (IBA-12-13, March 20, 2012)
- Deferred Capital Funding Options (IBA-12-09, Feb. 6, 2012)
- CIP Streamlining and Contracting Improvements (IBA-12-04 Update, March 15, 2012)
- Deferred Capital (IBA-11-63, Nov. 2, 2011)

Office of the City Auditor

- Capital Improvements Program (OCA-11-027, June 2011)
- Public Utilities Capital Improvement Program (OCA-12-001, Sep. 2011)
- General Services – Facilities' Maintenance Division (OCA-13-008, Nov. 2012)
- Street Divisions Pothole Repair Operations (OCA-12-012, April 2013)

City Contacts

🔸 **City Council**

The San Diego City Council serves as the Legislative branch of City Government that sets policy direction; enacts, modifies, and reviews legislation; and adopts the Annual Budget. Currently, there are nine council districts within the City of San Diego. To see which district your neighborhood falls in visit www.sandiego.gov/citycouncil. Council district contact information is as follows:

District 1 – Sherri Lightner (Council President Pro-Tem)
Email: sherrilightner@sandiego.gov
Phone: (619) 236-6611

District 2 – Kevin Faulconer
Email: kevinfaulconer@sandiego.gov
Phone: (619) 236-6622

District 3 – Todd Gloria (Council President)
Email: toddgloria@sandiego.gov
Phone: (619) 236-6633

District 4 – Myrtle Cole
Email: myrtlecole@sandiego.gov
Phone: (619) 236-6644

District 5 – Mark Kersey
Email: markkersey@sandiego.gov
Phone: (619) 236-6655

District 6 – Lorie Zapf
Email: loriezapf@sandiego.gov
Phone: (619) 236-6616

District 7 – Scott Sherman
Email: scottsherman@sandiego.gov
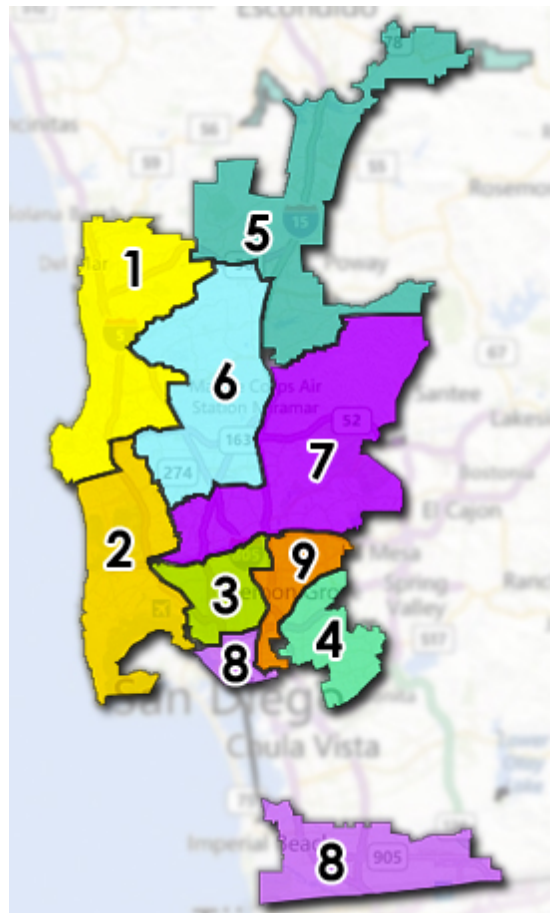Phone: (619) 236-6677

District 8 – David Alvarez
Email: davidalvarez@sandiego.gov
Phone: (619) 236-6688

District 9 – Marti Emerald
Email: martiemerald@sandiego.gov
Phone: (619) 236-6699

🔸 **Mayor's Office**

The Mayor serves as the City's Chief Executive Officer, similar to the governor or the president. Through the Chief Operating Officer, the office oversees the City's daily operations and implements programs and inititives to carry out the City's policy objectives. The Mayor's office is also responsible for proposing the City's Annual

Budget by April 15th of each fiscal year, revising as appropriate after input from the public and City Council through the May budget hearings, and then producing the final Adopted Budget that is approved in June. To contact the Office of the Mayor, call 619-236-6330 or go to the office's website at www.sandiego.gov/mayor.

Public Works Department Public Information Officers (PIOs)

Once a capital project is approved, E&CP is the department that implements, manages, and oversees the project throughout the process. A number of PIOs are utilized to update interested citizens on specific capital projects, and can be contacted via the CIP website's project information hotline: 619-533-4207 or email address: engineering@sandiego.gov.

Office of the Independent Budget Analyst (IBA)

The IBA objectively and independently provides analysis, reports, and advice on issues that affect the budget. Reports are presented to City Council during Council meetings, budget hearings, and Committee meetings. To see IBA reports, presentations, and other related documents, visit: www.sandiego.gov/iba

Asset-owning Department Contacts

In addition to the PIOs that are assigned to some of the departments to provide information about CIP projects, asset-owning departments may also be contacted by interested parties with questions or project input. See departments' websites and contact information in the table below.

Department or Division	Website	Contact Information
Airports Division	www.sandiego.gov/airports	Brown: 619-424-0455 Montgomery: 858-573-1440
Fire-Rescue	www.sandiego.gov/fire	Asst. Chief Ken Barnes 619-533-4302; KBarnes@sandiego.gov
Library	www.sandiego.gov/public-library	Stephanie Gilbert 619-236-5889; SGilbert@sandiego.gov
Park & Recreation	www.sandiego.gov/park-and-recreation	Jim Winter, Project Officer II 619-235-5257; JWinter@sandiego.gov
Police	www.sandiego.gov/police	Lt. Kevin Mayer, 619-531-2675, kmayer@pd.sandiego.gov Detective Gary Hassen 619-531-2900; GHassen@pd.sandiego.gov
Public Utilities	www.sandiego.gov/publicutilities	Arian Collins, Supervising PIO 619-527-3121; ACollins@sandiego.gov Kurt Kidman, Customer Support, Supervising PIO 619-533-4185; KKidman@sandiego.gov Eric Symons, Long-Range Planning & Water Resources, Supervising PIO 858-614-5795; ESymons@sandiego.gov
Public Works- General Services	www.sandiego.gov/generalservices	Racquel Vasquez, Senior PIO 619-533-3196; RVasquez@sandiego.gov Pierrette Storey, Senior PIO 619-533-3781; PStorey@sandiego.gov

Department or Division	Website	Contact Information
QUALCOMM Stadium	www.sandiego.gov/qualcomm	Stadium Contact: 619-641-3100 stadium@sandiego.gov
Real Estate Assets	www.sandiego.gov/real-estate-assets	Division Contact: 619-236-6020
Transportation & Storm Water	www.sandiego.gov/planning/programs/transportation www.sandiego.gov/stormwater	Bill Harris, Supervising PIO 858-541-5354; BillHarris@sandiego.gov
Environmental Services	www.sandiego.gov/environmental-services	Dennis Williams, PIO 858-573-1241; WilliamsDL@sandiego.gov Jose Ysea, PIO 858-573-1291; JYsea@sandiego.gov

Community Groups, Committees and Districts

Community Planning Committee (CPC)
The Community Planning Committee was created to ensure communication between the various Community Planning Groups and to solicit public input on Citywide issues through the CPGs. Each Community Planning Group designates their chairperson to act as their community's representative to the CPC. For information on CPC meeting agendas, minutes and other information visit: www.sandiego.gov/planning/community/cpc

Community Planning Groups (CPGs)
Community Planning Groups act as a formal mechanism for community input in the CIP decision-making process. They give citizens an opportunity for involvement in suggesting projects to the City Council, the Planning Commission, asset-owning departments, and other decision makers. For more information on your community's CPG visit: www.sandiego.gov/planning/community/pdf/cpg/contactlist.pdf

Park & Recreation Committees
Park and recreation boards and committees act as a vehicle for public input to the Park & Recreation board which makes recommendation to City Council via Council or committee meetings. For more information please visit: www.sandiego.gov/park-and-recreation/general-info

Maintenance Assessment District
A Maintenance Assessment District (MAD) is a portion of a community in which property owners can vote to assess themselves to receive enhanced maintenance, landscaping, and lighting services. These services are above and beyond the City's baseline general services. For more information visit: www.sandiego.gov/park-and-recreation/general-info/mad.shtml
To see what MAD may exist in your community refer to this map: www.sandiego.gov/park-and-recreation/pdf/madmap.pdf

Frequently Asked Questions (FAQs)

1. **What is the difference between the City's Operating Budget and the CIP Budget?**
   The Operating Budget provides an outline of how the monies coming into the City will be spent to operate and maintain City functions and services, including public safety and parks and recreation. The Operating Budget is primarily supported by the General Fund and is used for day-to-day recurring expenses for City services and functions. In contrast, the CIP Budget allocates available revenue for capital projects to rehabilitate, improve, or build new public infrastructure, such as streets, libraries, parks, and water pipes. The CIP is funded from various sources that often have restrictions on how they can be spent. For more information refer to pages 14-18 of this Guide.

2. **Is the CIP budget a multi-year plan?**
   The CIP Budget is a "rolling" CIP which means that it includes five years of funding for: (1) projects started in previous years that are ongoing, and (2) new projects starting in the current fiscal year. Currently, the CIP Budget does not include the City's unfunded needs or new projects starting in later fiscal years.

3. **Can the City use more funds from the General Fund for CIP projects?**
   The General Fund is not used as a primary funding source for the CIP budget. Because it is the primary funding source for basic City services, and those funds are limited, General Fund monies are only used for the most urgent capital projects that do not have any other available funding sources. The use of the General Fund for capital projects impacts the operational budgets of the City departments requesting these funds.

4. **How can I determine if my project is capital in nature?**
   Capital improvements projects are construction projects that provide tangible long-term improvements or additions of a fixed or permanent nature; have value; and can be depreciated, such as a new or expanded library, replacement of aging water pipes, or a new streetlight. In contrast, maintenance includes ongoing upkeep and repairs, such as patching a roof, planting trees, painting a building, or replacing carpeting. Asset-owning department staff can provide additional clarification, if needed (see contact information on page 37 of this Guide.)

5. **Where can I find an asset-owning department's unfunded needs list?**
   City staff have posted departmental lists of unfunded needs and condition assessments on CPC's
   website: www.sandiego.gov/planning/community/cpc/resources.shtml.
   Contact the asset-owning departments directly if you need more information (see contact information on page 37 of this Guide).

6. **What is CIPRAC?**
   The Capital Improvement Program Review & Advisory Committee (CIPRAC) is an internal decision-making body made up of senior-level officials from City departments (See page 9 of this Guide for member departments). They review projects and

corresponding ranking scores submitted by asset-owning departments during the budget process, and make project recommendations to the Mayor for inclusion in the Mayor's budget. Their goal is to ensure that the projects are appropriately ranked from a City-wide perspective, balancing needs and budget with policy objectives.

7. **Why are CIPRAC's meetings closed to the public?**
CIPRAC is an internal decision-making body of departmental staff, so their meetings are not subject to the same legal requirements for public meetings. CIPRAC meetings occur later in the CIP budget process when project prioritization becomes finalized based on public, City Council, and City department input. Public input should optimally occur earlier in the CIP budget process (see budget process calendar on page 26 of this Guide). Public input on the CIP budget can be made by contacting: asset-owning departments while they are compiling their needs list; your City Council Member; your Community Planning Group; or the Mayor's Office.

8. **Why do projects with lower priority scores make it into the budget and receive funding over projects with higher scores?**
Although this may differ on a case by case basis, generally this occurs as a result of funding limitations and other rules associated with funds. For example, Water & Sewer Funds can only be expended for water and sewer projects, thus creating a situation where a low scored water or sewer project may be funded before a higher priority scored park or street project.

9. **How many projects were funded in FY 2014, and how many of those were new projects?**
For the FY 2014 CIP budget, there were 112 projects funded for a total of about $179 million. Of those 112 projects, 16 are new projects and the others are continued from previous fiscal years.

10. **How will I know if a project I am interested is funded?**
Projects that are proposed to be funded for the next fiscal year will be released in the Mayor's Proposed Budget by April 15th of the prior fiscal year, per City Charter requirements. The potential releasing a list of funded capital projects before this date (if available) is subject to mayoral policies.

11. **What happens to projects that do not make it into the CIP Budget?**
Asset-owning departments keep track of their unfunded needs, and any feasible project not selected for implementation remains on the department's unfunded needs list.

12. **How can I follow the progress of an approved capital project?**
The CIP website, www.sandiego.gov/cip/projectinfo, provides an updated interactive map and tools for public use that displays information on current approved capital projects. You may also contact the corresponding project manager listed in Volume 3 of the City's Adopted Budget – Capital Improvements Program found on the Financial Management Department's website www.sandiego.gov/fm/annual, contact your Council District's office, or contact the asset-owning department.

13. **Why would an approved project not have any funding identified for the current fiscal year even though it was identified for funding in previous fiscal years?**
    The City uses "phased funding" for CIP projects which is a good cash management practice. For example, a project will be started when it has sufficient funds to complete planning and design in order to get it off the ground. The remaining funds needed for project completion are shown in the budget as "unidentified funding."

    It is anticipated that funding to complete the construction of the project will be identified when it is needed in a future fiscal year. In some cases, funding cannot be identified when needed which can cause projects to be put on hold. The projects are generally shown in the CIP budget as "unfunded or underfunded." These projects remain in their current implementation phase until more funding can be identified or they are removed from the CIP budget.

14. **How is a capital project removed from the CIP budget?**
    A project comes off of the capital project list (and CIP budget) once it is completed or constructed, or through Council approval.

15. **Why do some projects languish without receiving money even though they have been approved as a capital project?**
    A common cause for this stems from a lack of available or eligible funding. Other issues may be that the proposed project is affected by legal or environmental requirements, or it may lack community support.

16. **Who do I contact regarding questions about a project that is unfunded?**
    If a project has already been approved and initiated, contact Public Works Department Public Information Officers via the CIP website's project information hotline: 619-533-4207 or engineering@sandiego.gov. In addition, Volume 3 of the City's Adopted Budget – Capital Improvements Program, has a project page on each approved CIP project, including the project manager and their contact information. www.sandiego.gov/fm/annual

17. **Is there available funding throughout the year that is not part of the regular budget to do small capital projects?**
    No additional planned funding is set aside throughout the fiscal year, but state and federal grants or other opportunities may become available. In addition, the CIP Budget includes Annual Allocations which are essentially pots of monies that may be used to fund ongoing maintenance and repair projects throughout the fiscal year. These are typically smaller projects that are expected to last for less than one year.

18. **Does the age of a community affect the investments it receives from the City?**
    The City does not prioritize specific communities over others, but there are two important points related to the age and level of development in a community.

    - First, more established communities will have older assets that may require improvement or replacement. This will increase the priority ranking score of the project.
    - Second, as discussed in more detail on page 13, more established communities that are at or near build out are only able to collect

Development Impact Fees (DIF) on developer infill or revitalization efforts. This generally provides less than 10% of the funding needed for identified public facilities. In contrast, communities that are relatively early in their planned development assess fees as development occurs. In this case, the Facilities Benefit Assessment (FBA) provides up to 100% of funds for public facilities projects identified in the community's financing plan.

19. **How does the legislation relating to the elimination of redevelopment money affect CIP projects that previously used this funding source?**
Many CIP projects have lost their funding source. As a result, they now compete for other funding sources.

20. **What qualifies a capital project as an emergency project?**
A capital project becomes an emergency project once there is a threat to the lives and safety of the public, such as to replace a failed water main and repair sidewalks streets and other public property damaged by the resultant flooding.

21. **When and how can I provide input into the projects that are selected for next year's CIP process?**
Citizens can provide input on needed CIP projects through various avenues, including:
- Contacting your City Council Member www.sandiego.gov/citycouncil;
- Providing public comment during City Council budget hearings;
- Contacting staff from the applicable asset-owning department shown in the table below; and/or
- Attending meetings or contacting representatives from community planning or recreation committees and other groups http://www.sandiego.gov/planning/involved/how.shtml.
- Participating in the newly formalized process to obtain public input on community infrastructure needs and priorities through the CPC (City Council Policy 000-32). This process is discussed in more detail on pages 24-27 of this Guide.

In order to provide input for the following fiscal year, it is most effective to become involved early in the CIP budget process before the asset-owning departments begin to compile and prioritize their needs lists. After the Mayor releases the Proposed Budget by April 15th, the public also has an opportunity for input through budget hearings that are held in May.

SUBJECT: NEIGHBORHOOD INPUT ON INFRASTRUCTURE NEEDS & PRIORITIES
POLICY NO.:   000-32
EFFECTIVE DATE: July 1, 2013

BACKGROUND:

In 2012, Public Works staff, before drafting the Fiscal Year 2014 Capital Improvement Program (CIP) budget, conducted the first-ever public process to gain community input on infrastructure suggestions and priorities. The public process was organized under the Community Planners Committee (CPC) and implemented by the community planning groups. Despite a shortened timeline and a steep learning curve, the City's community planning groups conducted public outreach, provided a forum for discussion, and built consensus for recommendations. These community priorities were submitted to the City for consideration in the upcoming budget.

The Council has long recognized public participation and collaboration enhances its   effectiveness, expands its range of options, and improves the quality of its decisions. Furthermore, the Council recognizes knowledge and talent are widely dispersed throughout our City, and all benefit when those skills and abilities are directed toward common goals. Along with City staff expertise, the public has an important role in developing the City's CIP.

In 1976, community planning groups were formed by Council Policy 600-24 and recognized by the Council to provide ground level organization for every neighborhood within the City of San Diego (City) as well as make recommendations to the Council and City staff. Planning groups are voluntarily created and maintained by members of their communities, provide democratic elections of their boards, and are subject to California's Open Meeting Law - the Ralph M. Brown Act ("Brown Act"). The CPC was formed under Council Policy 600-09 to advise the Council on citywide matters and consists of the chairs of the planning groups.

PURPOSE:

The purpose of this policy is to formalize a role and process for neighborhood input on infrastructure needs and priorities for consideration in the City's multi-year infrastructure plan, which is the blueprint for the annual CIP budget. It is intended the process be administratively efficient, structurally predictable, and result in timely community input. This policy is also intended to underscore the importance of citywide public understanding and outreach for the CIP, as well as the need to communicate in various formats to reach all San Diegans.

In developing its multi-year infrastructure plan, the City will consider the neighborhood input collected under this policy along with expert knowledge, judgment, and objective data and information on capital needs provided by City staff that is consistent with Asset Management policies and Council Policy 800-14 on CIP Prioritization.

POLICY:

Neighborhood input on infrastructure needs and priorities shall be overseen by the CPC and implemented through the community planning groups. The process shall provide for public engagement that is responsive to the needs of all of its communities, neighborhoods, and residents; and encourages full, effective, and equitable participation.

RESPONSIBILITIES:

1. In its executive and legislative role, the <u>City</u> shall:
   a. Initiate the annual community input process with a citywide public outreach effort.
   b. Assist planning groups in expanding their public education, outreach, and participation efforts.
   c. Provide City data in user-friendly and accessible formats including:
      1. All City data on current CIP projects and identified infrastructure needs by community planning area
         i. The City shall make this information accessible via a geographic information system on the City's website.
   d. Conduct CIP training sessions for planning groups, community leaders, and the general public. Within the constraints of staffing and budget, hold a training session in each council district.
   e. Bi-annually review and update, if necessary, Council Policy 800-14 "Prioritizing CIP Projects" to reflect the changing needs of the City and its residents.
   f. Maintain and annually update the Independent Budget Analyst's "Citizen's Guide to the Capital Improvements Program."
   g. Ensure that one or more of the following attend each meeting of each community planning group during the input process: Mayoral staff, Council staff, IBA staff, CPC Chair.
   h. Through each respective council office, issue a formal response to each community planning group regarding its annual submittals upon adoption of each multi-year infrastructure plan and/or annual CIP budget so that the public understands why a recommendation was not included or funded.
   i. Through the Council's Infrastructure Committee, with input from the CPC, community planning groups, and the Council offices, conduct annual public review of this policy and its implementation to identify strengths as well as areas needing improvement including consideration of adequate resources.

2. In its advisory capacity, the <u>Community Planners Committee (CPC)</u> shall:
   a. Work with the City and the planning groups to improve implementation of this policy including:
      1. Provide support when requested by individual planning groups;
      2. Develop a standardized manner to collect and submit the recommendations and lessons learned;
      3. Partner with other stakeholder groups to enhance public outreach and direct public participation via planning group meetings;

4. Gather, assemble, and submit the community planning group recommendations to the City by October 1st of each year without evaluating or filtering each group's recommendations.
5. Gather, assemble, and submit the community planning group recommendations regarding "lessons learned" to the Infrastructure Committee by March 1st of each year to ensure continuous improvement for this policy and its implementation.

3. In its advisory capacity, each <u>Community Planning Group</u> shall:
   a. Start the community input process in July in order to allow as much time for outreach, input, deliberation and consensus-building prior to the October 1st submittal deadline.
   b. Conduct public outreach above and beyond Brown Act and Council Policy 600-24 requirements to obtain input from participants that reflects the diversity of the City's neighborhoods. Consideration shall be given to removing traditional barriers to participation including: day, time, and location of meetings; translation services; and inclusion of other community-oriented organizations.
   c. Provide outreach for and hold two (2) or more public hearings to gain community input.
   d. Through outreach, discussion, deliberation, and public input, develop consensus on recommendations, taking inspiration from the following:
      1. Prior years' community recommendations.
      2. Existing CIP projects that have not been funded or need additional funding in order to proceed.
      3. Public Facilities Financing Plans.
      4. Projects identified as documented and validated infrastructure needs by City staff.
      5. "New" projects that have not previously been considered by the City.
   e. Submit recommendations by October 1st in a format developed by the City in collaboration with the CPC that includes:
      1. Name of the Community Planning Group, Council District, Neighborhood/Community, Proposed Project Title, General Location, CIP Number (If any), Type of Project, Project Description, Project Purpose/Need, Project Urgency, and, Planning Group Vote.
      2. The priority of each recommendation.
      3. Supplemental information (graphics, plans).
      4. Description of the process conducted, including outreach, to encourage broad-based participation within the community planning group's diverse neighborhoods.
   f. Be an advocate for your community by participating in City Council deliberations during budget discussions the following May and June and/or through the development and updating of the multi-year infrastructure plan.
   g. Submit additional ideas for improving or refining the implementation of this policy or the policy itself to the CPC for its annual presentation to Infrastructure Committee.

<u>Limitations</u>:

Nothing in this policy shall preclude the right of the public or organizations to directly contact the Mayor's Office or the City Council or the ability of the Mayor's Office and the City Council to directly seek public input.

FY 2015 Capital Improvements Program (CIP)
Official Community Planning Group Recommendation
(Version: August 2013)

Community Planning Group:

Application Date:

Council District (1 - 9):

Neighborhood:

Proposed Project Title:

Project Address/Location:
(Be as detailed as possible)

GPS Coordinates (if known)

Latitude

Longitude

Currently on City's CIP List?

CIP No. (if any, aka WBS#)

TYPE OF PROJECT (check at least one)

Enterprise-Funded Assets
- [ ] Airport Facilities
- [ ] Drainage / Storm Drain Facilities - Pipes
- [ ] Drainage / Storm Drain Facilities - Channels
- [ ] Drainage / Storm Drain Facilities - Best Management Practices (BMP's)
- [ ] Drainage / Storm Drain Facilities - Pump Stations
- [ ] Environmental Facilities (Landfills)
- [ ] Flood Control Systems
- [ ] Golf Course Facilities
- [ ] Stadium and Convention Center
- [ ] Undergrounding Projects
- [ ] Wastewater - Wastewater collection systems
- [ ] Sewer facilities and structures (e.g., treatment plants - and pump stations)
- [ ] Water - Water and Reclaimed Water distribution systems
- [ ] Water facilities/structures (e.g., treatment plants, pump stations, reservoirs)
- [ ] Other

Mobility Facilities
- [ ] Bicycle Facilities (all classifications).
- [ ] Bridge Replacement, Retrofit, and Rehabilitation.
- [ ] Erosion control, slope stabilization, and retaining walls supporting mobility.
- [ ] Guardrails, Barrier Rails, and other structural safety enhancements.
- [ ] New Roads, Roadway Widening, and Roadway Reconfigurations.
- [ ] Street Enhancements including medians and streetscape.
- [ ] New Traffic Signals.
- [ ] Pedestrian Accessibility Improvements including curb ramps.
- [ ] Pedestrian Facilities including sidewalks but not curb ramps.
- [ ] Street Lighting including mid-block and intersection safety locations.
- [ ] Traffic Calming, Flashing Beacons, and other speed abatement work.
- [ ] Traffic Signal Interconnections and other signal coordination work.
- [ ] Traffic Signal Upgrades and Modifications.
- [ ] Other

Public Safety Assets
- [ ] Lifeguard stations
- [ ] Fire facilities and structures
- [ ] Police facilities and structures
- [ ] Other

Neighborhood Assets
- [ ] Libraries
- [ ] Park and recreation facilities and structures
- [ ] Community centers
- [ ] Public Arts and Cultural Facilities
- [ ] Community gardens
- [ ] Other

Project Description?   *(describe the general features – e.g. sidewalk, street lights)*

☐ Repair/Replace/Enhance/Expand Existing Infrastructure, **OR**
☐ New Project

Project Purpose/Need?   *(describe the benefits of project – e.g. pedestrian safety)*

Project Urgency?   *(risks/implications if not built - e.g. risk to public safety):*

Priority   *(priority relative to other CPG recommendations (1, 2, etc)*
 or relative to Type of Project (Park-1, Park-2, Mobility-1, Mobility-2, etc):

COMMUNITY PLANNING GROUP ACTION

CPG review date:
CPG Scoring (if any):
CPG Vote (Required):

CPG CONTACT   *(Privacy respected; list your contact information or that of your CPG)*
Name:
Address:
Email:
Telephone Number: