

1 [San Francisco Capital Planning Plan and Committee.]

2

3 **Ordinance amending the San Francisco Administrative Code by repealing Sections**
4 **3.20, 3.21, 3.22 and 3.23 in their entirety; adding new Sections 3.20 and 3.21 to establish**
5 **a requirement for a ten-year capital plan and to replace the Capital Improvements**
6 **Advisory Committee with the Capital Planning Committee, to assign administrative**
7 **responsibilities to the City Administrator, to broaden committee membership, and to**
8 **clarify the committee's mission.**

9 Note: Additions are single-underline italics Times New Roman;
10 deletions are ~~strikethrough italics Times New Roman~~.
11 Board amendment additions are double underlined.
12 Board amendment deletions are ~~strikethrough normal~~.

12 Be it ordained by the People of the City and County of San Francisco:

13 Section 1. The San Francisco Administrative Code is hereby amended by repealing
14 Sections 3.20, 3.21, 3.22 and 3.23 in their entirety:

15 ~~Sec. 3.20. Capital Improvement Advisory Committee.~~

16 ~~Formation. There is hereby created a Capital Improvement Advisory Committee (CIAC)~~
17 ~~consisting of the Mayor's Finance Director as Chair, President of the Board of Supervisors, City~~
18 ~~Administrator, Controller, Director of Public Works, Director of the Planning Department or their~~
19 ~~designees and two individuals chosen by the Chair of the CIAC to serve two-year terms. The CIAC~~
20 ~~shall review and advise the Mayor's Finance Office on all capital improvement projects and long-term~~
21 ~~financing proposals. The CIAC shall have the duty and the power to establish rules and regulations for~~
22 ~~the conduct of its affairs and for the procedures to be followed by the several boards, agencies,~~
23 ~~commissions and departments submitting information to the CIAC. The CIAC shall have such powers~~
24 ~~as may be necessary to enable it to fulfill its functions.~~

25 ~~Sec. 3.21. Submittal of Capital Improvement Projects.~~

1 ~~All departments, boards, agencies and commissions shall submit all capital improvement~~
2 ~~projects to the CIAC for review. The CIAC is an advisory body to the Mayor and the Board of~~
3 ~~Supervisors. However, no funds shall be appropriated until the CIAC completes its review of the~~
4 ~~proposal and submits its recommendation to the Mayor's Office. For matters related to the~~
5 ~~CIAC, "capital improvement" shall mean any public capital improvement or facilities maintenance~~
6 ~~project proposed with an estimated cost in excess of \$25,000 and regardless of funding source.~~

7 ~~Sec. 3.22. Submittal of Long Term Financing Proposals.~~

8 ~~All departments, boards, agencies and commissions shall submit all long term financing~~
9 ~~proposals for capital improvements to the CIAC for review. The Board of Supervisors shall not place~~
10 ~~on the ballot, or authorize the issuance of any long term financing until the CIAC completes its review~~
11 ~~of the proposal and submits its recommendation to the Board. Each proposal shall be in form and~~
12 ~~substance satisfactory to the CIAC and shall be accompanied by descriptive financial, architectural,~~
13 ~~and/or engineering data and all other pertinent material in sufficiently complete detail to permit the~~
14 ~~CIAC to review all aspects of the proposal. The CIAC shall make a written report to the Mayor and the~~
15 ~~Board analyzing the feasibility, cost, and priority of the proposal relative to the City's capital~~
16 ~~expenditure plan. For matters related to the CIAC, "long term financing" shall mean bonded~~
17 ~~indebtedness (including general obligation bonds, revenue bonds, lease financing structures and~~
18 ~~loans) which constitutes an obligation beyond one fiscal year.~~

19 ~~Sec. 3.23. Waiver.~~

20 ~~The Mayor or Board of Supervisors may waive any of the time requirements specified in rules~~
21 ~~adopted by the CIAC.~~

22 Section 2. The San Francisco Administrative Code is hereby amended by adding new
23 Sections 3.20 and 3.21, to read as follows:

24 Sec. 3.20. CAPITAL EXPENDITURE PLAN.

25 By March 1 of each year, the City Administrator shall annually submit to the Mayor and Board

1 of Supervisors a ten-year capital expenditure plan which shall include an assessment of the City's
2 capital infrastructure needs, investments required to meet the needs identified through this assessment,
3 and a plan of finance to fund these investments. By May 1 of each year, the Mayor and Board of
4 Supervisors shall annually review, update, amend, and adopt by resolution the ten- year capital
5 expenditure plan.

6 The capital expenditure plan shall include all recommended capital project investments for
7 each year of the plan. The plan shall incorporate all major planned investments to maintain, repair,
8 and improve the condition of the City's capital assets, including but not limited to city streets,
9 sidewalks, parks, and rights-of-way; public transit infrastructure; airport and port; water, sewer, and
10 power utilities; and all City-owned facilities.

11 The capital expenditure plan shall include a plan of finance for all recommended investments,
12 including proposed uses of General and Enterprise Funds to be spent to meet these requirements.
13 Additionally, the plan shall recommend the use and timing of long-term debt to fund planned capital
14 expenditures, including General Obligation bond measures.

15 The capital expenditure plan shall include a summary of operating costs and impacts on City
16 operations that are projected to result from capital investments recommended in the plan. This
17 operations review shall include expected changes in the cost and quality of City service delivery.

18 The plan shall also include a summary and description of projects deferred from the ten-year
19 capital expenditure plan given non-availability of funding necessary to meet assessed capital needs.

20 Sec. 3.21. CAPITAL PLANNING COMMITTEE.

21 There is hereby created a Capital Planning Committee consisting of the City Administrator as
22 chair, the President of the Board of Supervisors, the Mayor's Finance Director, the Controller, the City
23 Planning Director, the Director of Public Works, the Airport Director, the Executive Director of the
24 Municipal Transportation Agency, the General Manager of the Public Utilities System, ~~and the~~
25 General Manager of the Recreation and Parks Department, and the Executive Director of the Port

1 of San Francisco. Each member of the Capital Planning Committee may designate a person
2 to represent her or him as a voting member of the Committee. Such designations shall be in
3 written documents signed by the designating member and filed with the City Administrator, or
4 her or his designee.

5 *The mission of the Capital Planning Committee is to review the proposed capital expenditure*
6 *plan and to monitor the City's ongoing compliance with the final adopted capital plan. As such, the*
7 *Capital Planning Committee shall (1) establish prioritization and assessment criteria to assist the City*
8 *Administrator with the development of the capital expenditure plan, (2) annually review the City*
9 *Administrator's proposed capital expenditure plan prior to its submission to the Mayor and the Board*
10 *of Supervisors, and (3) review the annual budget and any proposed use of long-term debt, including*
11 *General Obligation bonds, to ensure compliance with the adopted capital expenditure plan.*

12 The Board of Supervisors shall not place on the ballot, or authorize the issuance of any
13 long term financing, until the Capital Planning Committee completes a review of the proposal
14 and submits its recommendation to the Board of Supervisors. Each proposal shall be in form
15 and substance satisfactory to the Committee, and shall be accompanied by descriptive
16 financial, architectural, and/or engineering data, and all other pertinent material in sufficiently
17 complete detail to permit the Committee to review all aspects of the proposal. The Committee
18 shall submit a written report to the Mayor and the Board analyzing the feasibility, cost, and
19 priority of each proposal relative to the City's capital expenditure plan.

20 /////

21 /////

22 /////

23 /////

24 /////

25 /////

1 The Chair of the Capital Planning Committee is hereby authorized to adopt such rules,
2 definitions, and procedures as are necessary to meet the requirements described in Section 3.20 and
3 3.21.

4
5 APPROVED AS TO FORM:
6 DENNIS J. HERRERA, City Attorney

7 By: _____
8 LINDA M. ROSS
9 Deputy City Attorney

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25