



AGENDA

Citizens Advisory Committee Meeting Notice

Date: Wednesday, September 2, 2020; 6:00 p.m.

Location: Watch <https://bit.ly/2Pmri3G>

PUBLIC COMMENT CALL-IN: 1-888-204-5987; Access Code: 2858465

Members: John Larson (Chair), David Klein (Vice Chair), Robert Gower, Jerry Levine, Stephanie Liu, Kevin Ortiz, Peter Tannen, Danielle Thoe, Sophia Tupuola and Rachel Zack

Remote Access to Information and Participation:

In accordance with Governor Gavin Newsom’s statewide order for all residents to “Stay at Home” - and the numerous local and state proclamations, orders, and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 disease. Pursuant to the lifted restrictions on video conferencing and teleconferencing, the Citizen Advisory Committee (CAC) meetings will be convened remotely and allow for remote public comment. Members of the public are welcome to stream the live meeting via the meeting link provided above. If you want to ensure your comment on any item on the agenda is received by the CAC in advance of the meeting, please send an email to clerk@sfcta.org by 8 a.m. on Wednesday, September 2nd, or call (415) 522-4800.

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This project update was presented to the Transportation Authority Board at its July 28 meeting and is included on the Consent Agenda for the September 2 CAC meeting for reference. Staff is not planning to make a presentation, but will be in attendance in case of questions.



6. Citizen Advisory Committee Vacancy - **INFORMATION**

The Board will consider recommending appointment of one member to the Citizens Advisory Committee (CAC) at an upcoming meeting. The vacancy is the result of the resignation of Ranyee Chiang (District 4 representative). Neither staff nor CAC members make recommendations regarding CAC appointments. CAC applications can be submitted through the Transportation Authority's website at www.sfcta.org/cac.

End of Consent Agenda

7. Adopt a Motion of Support to Program \$4,308,164 in Prop AA Vehicle Registration Fee Funds to Three Projects and Amend the 2017 Prop AA Strategic Plan - **ACTION*** 27
8. Adopt a Motion of Support to Allocate \$10,645,271 and Appropriate \$60,000 in Prop K Sales Tax Funds, with Conditions, and Allocate \$3,664,159 in Prop AA Vehicle Registration Fee Funds, with Conditions, for Nine Requests - **ACTION*** 37
- Projects:** (Caltrain) Marin Street and Napoleon Avenue Bridges Rehabilitation (\$180,624); (SFCTA) Golden Gate Park Sustainable Travel Study [NTIP Planning] (\$60,000); (SFMTA) L-Taraval Transit Enhancements (Segment B) - Additional Funds (\$4,055,032 Prop K, \$3,664,159 Prop AA), Fulton Street Safety [NTIP Capital] (\$236,215), Clay & Grant and Stockton & Stutter Conduits and Signal Modifications (\$420,000), Bayview Community Based Transportation Plan Implementation (\$180,000), 6th Street Pedestrian Safety (\$4,000,000), Short-Term Bike Parking (\$398,000), Slow Streets Program (\$1,175,400)
9. Adopt a Motion of Support to Adopt the Alemany Corridor Safety Project Final Report [NTIP Planning] - **ACTION*** 45
10. Adopt a Motion of Support to Adopt the Proposed Fiscal Year 2020/21 Budget and Work Program - **ACTION*** 49
11. Adopt a Motion of Support to Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$7,075,000 - **ACTION*** 81
12. Adopt a Motion of Support to Approve the Revised Procurement Policy and Travel, Conference, Training and Business Expense Reimbursement Policy - **ACTION*** 89

Other Items

13. Introduction of New Business - **INFORMATION**

During this segment of the meeting, CAC members may make comments on items not specifically listed above or introduce or request items for future consideration.

14. Public Comment
15. Adjournment

*Additional Materials

Next Meeting: September 23, 2020



**San Francisco
County Transportation
Authority**

Citizens Advisory Committee Meeting Agenda

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If any materials related to an item on this agenda have been distributed to the Citizens Advisory Committee after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

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DRAFT MINUTES

Citizens Advisory Committee

Wednesday, July 22, 2020

1. Committee Meeting Call to Order

Chair Larson called the meeting to order at 6:00 p.m.

CAC Members Present: Robert Gower, David Klein, John Larson, Jerry Levine, Stephanie Liu, Kevin Ortiz, Peter Tannen, Danielle Thoe, Sophia Tupuola, and Rachel Zack (10)

CAC Members Absent: none (0)

Transportation Authority staff members present were Tilly Chang, Michelle Beaulieu, Cynthia Fong, Rachel Hiatt, Anna LaForte, Maria Lombardo, Yvette Lopez-Jessop, Hugh Louch, Kaley Lyons, Mike Pickford, Eric Young, and Luis Zurinaga (Consultant).

2. Chair's Report - INFORMATION

Chair Larson reported that Items 6 and 7 were continued from the June CAC meeting due to time constraints and the items were approved on first reading at the July 14 Board meeting, so there was still opportunity for CAC members to weigh in on those items. He added that the Metropolitan Transportation Commission and Association of Bay Area Governments requested the public to provide feedback at an upcoming digital workshop on July 29 to inform the region's Plan Bay Area 2050. Chair Larson also reported that Member Danielle Thoe requested an urgent item related to a proposed Caltrain sales tax measure be agendized at that evening's meeting.

Ms. Thoe commented that staff had forwarded to CAC members a Caltrain tax measure resolution just introduced at the Board of Supervisors' (BOS') meeting the day prior, with the BOS intending to act on the measure on July 28 and SFMTA on August 4. She added that since there was an August 7 deadline for Caltrain to take the final vote to place the measure on the November 2020 regional ballot, there was an urgency to agendize the Caltrain 1/8-cent sales tax topic in order for CAC members to discuss the item and provide input.

There was no public comment on the Chair's Report.

Danielle Thoe moved to agendize the urgent Caltrain sales tax item, seconded by Robert Gower.

The item was agendized, without objection, by the following vote:

Ayes: CAC Members Gower, Klein, Larson, Levine, Liu, Ortiz, Tannen, Thoe, Tupuola, and Zack (10)

Absent: none (0)



Consent Agenda

3. **Approve the Minutes of the June 24, 2020 Meeting - ACTION***
4. **Quarterly Investment and Debt Compliance Report - INFORMATION***
5. **Progress Report for Van Ness Avenue Bus Rapid Transit Project - INFORMATION***

There was no public comment on the Consent Agenda.

David Klein moved to approve the Consent Agenda, seconded by Rachel Zack.

The Consent Agenda was approved by the following vote:

Ayes: CAC Members Gower, Klein, Larson, Levine, Liu, Ortiz, Tannen, Thoe, Tupuola, and Zack (10)

Absent: none (0)

End of Consent Agenda

6. **Adopt a Motion of Support for the Approval of the Fiscal Year 2020/21 Transportation Fund for Clean Air Program of Projects - ACTION***

Mike Pickford, Senior Transportation Planner, presented the item.

Member Peter Tannen asked if there was feedback on how successful the e-bike program had been to date. Mr. Pickford answered that SFMTA had provided a study from Portland State University, showing that e-bike subsidies proved successful in reducing emissions and sometimes were more cost-efficient than providing subsidies for electric vehicles. Mr. Tannen asked for the link to the study and Mr. Pickford agreed to send it to CAC members.

Member David Klein asked about the placement of the new bike racks and clarification on the expansion of locations for the service. Mr. Pickford answered that staff could provide the link to SFMTA's online map of the rack placement throughout the City, as well as information on project requests and outreach being done by SFMTA.

Mr. Klein asked if there was any information on the PresidioGo bus capacity, whether buses were being replaced or extended. Mr. Pickford answered that the Presidio project was to replace an existing bus with a transit-style bus similar to those at UCSF. Emily Beaulac, Transportation Operations Specialist at the Presidio Trust, added that it had a 22-seat capacity with standing room sections.

Anna LaForte, Deputy Director for Policy & Programming, asked Jason Hyde, Senior Transportation Planner at SFMTA, to speak on how locations were prioritized for bike parking. Mr. Hyde explained that a lot of racks were requested by the public but staff also proactively targeted installations in Communities of Concern, using information from neighborway / corridor projects, bike share/scooter share programs, and gap locations on the map where usages were high.

CAC Member Kevin Ortiz asked which organizations were being considered for outreach to Communities of Concern for the Emergency Ride Home program. Alex Bogdan, Senior Marketing and Community Engagement Manager at the Department of the Environment, answered that staff had not yet identified specific organizations but that the agency had a robust database of Community Based Organizations (CBOs) and a team that conducts ongoing outreach throughout San Francisco. She added she could follow-up to obtain specific names and contacts, if desired.



Mr. Ortiz asked how were applications received in regards to undocumented persons and communities of color that might not have access to internet. Sidd Mandava, Planner at SFMTA, answered that the first part of the program included outreach through CBOs community based transportation plans, and Board of Supervisors' offices. He said they would also have hard copy applications and translate them into at least Spanish, Mandarin, and Filipino.

CAC member Rachel Zack asked what the projected use of the Emergency Ride Home project would be or numbers from last year. Mike Pickford explained that the effectiveness is not measured by how many rides it provides since the program is meant to provide a level of comfort or reassurance to folks that they have a ride home if they need it. Alex Bogdan, Department of the Environment, said the program limits usage to 4-5 times per year per individual and pre-COVID they usually saw 4-5 reimbursements per month, which has declined during shelter-in-place. Ms. Bogdan noted that the program previously lacked funds to support outreach and translations, activities which are included in the current funding request. She said they hope to improve outreach to communities of color, non-English speakers and that this would improve usage, but there is no data yet to make a projection. Mr. Pickford provided a brief overview of the Air District's cost-effectiveness methodology for this type of project, e.g. the sponsor is allowed to use the San Francisco workforce, which is a large population, as the basis for evaluating program effectiveness.

CAC member Sophia Tupuola shared her concern around the lack of usage of the current bike racks and how she is hearing concerns about the loss of parking spaces. She acknowledged the desire to move to more sustainable modes of travel, but noted in many communities of concern, travelling by car is the only safe way to move around. She asked what type of program and outreach will be implemented to communities of concern to ensure more usage of the bike racks. Member Kevin Ortiz echoed Ms. Tupuola's comments and requested that the SFMTA provide concrete outreach plans with a list of who they plan to talk to so the CAC can review the list and provide feedback to the SFMTA. Mike Pickford answered that he would pass down the information and have the SFMTA project manager get in touch.

Danielle Thoe asked how SFMTA chooses their funding sources for the new bike racks noting other types of investments might result in greater emissions reductions. Mike Pickford responded that their funding plan includes TFCA, programmed Prop K sales tax funds and revenue from the bike share and scooter share programs. Ms. Thoe noted that there seem to be about 300 requests for bike racks per year, which seems to indicate the need for a stable funding source rather than competitive grants.

Mr. Larson noted for this source, staff makes decisions about priorities based on what has been submitted. He observed that it may seem odd that the Emergency Ride Home Program is tied to clean air and yet e-bikes, which seem so logically in the wheel house of this program needs some sort of dispensation, but that is a reflection of the current program requirements established by the Air District.

There was no public comment.

Stephanie Liu moved to approve the item, seconded by Rachel Zack.

The item was approved by the following vote:

Ayes: CAC Members Gower, Klein, Larson, Levine, Liu, Ortiz, Tannen, Thoe, Tupuola, and Zack (10)



Absent: none (0)

7. Adopt a Motion of Support to Affirm the San Francisco County Transportation Authority's Commitment to Supporting Efforts to Improve Cost-Effectiveness and to Advance Equity in Project Development and Delivery for Certain San Francisco Projects Proposed for Plan Bay Area 2050 - ACTION*

Michelle Beaulieu, Principal Transportation Planner, Government Affairs, presented the item.

David Klein asked what the threshold was for receiving an equity flag in the Plan Bay Area process, commenting that there are so many considerations factoring into equity that it doesn't seem possible to have a single measure for equity.

Ms. Beaulieu acknowledged that the Plan Bay Area approach was just one way to assess equity. For this purpose, the Metropolitan Transportation Commission divided high and low income at the 50% household income level and then used a ratio, e.g. if more benefits accrue to folks in the lower half of income, that project was deemed as advancing equity. Mr. Klein noted San Francisco would skew toward higher income given the population demographics versus another county like Solano. Ms. Beaulieu acknowledged this was accurate and stated that staff appreciates MTC setting this process up to raise equity flags and then asking congestion management agencies to respond with ways they will help to advance equity. She continued to note that this is why the proposed staff response points to the transit affordability programs that SFMTA already has in place as one example.

Mr. Klein noted that this equity methodology not capture the impacts of when high speed transit comes into an area that didn't have it before and suddenly that area becomes a very desirable place to live, and the very people you were trying to benefit may not be there as much. This is an example of the many angles to consider.

Ms. Beaulieu agreed noting that PBA 2050 addresses more than transportation. She said it also has a land use component that is making recommendations for things like tenant protection programs and planning for additional funding for affordable funding in the region.

There was no public comment.

Robert Gower moved to approve the item, seconded by Danielle Thoe.

The item was approved by the following vote:

Ayes: CAC Members Gower, Klein, Larson, Levine, Liu, Ortiz, Tannen, Thoe, Tupuola, and Zack (10)

Absent: none (0)

Caltrain Sales Tax Measure - INFORMATION/ACTION

Chair Larson called the Caltrain sales tax measure item for discussion.

Ms. Thoe introduced the item and elaborated on the background of the Caltrain sales tax measure which is under consideration for potential placement on the November 2020 ballot. She noted that Caltrain has no dedicated source of revenues and this makes it difficult to budget and plan since each year the amount of funding it will have is subject to negotiations among the members agencies. She also noted that there have been long standing governance issues related to Caltrain. Ms. Thoe said that she'd been tracking the Caltrain sales tax issue and saw that the San Francisco Board of Supervisors



(BOS) recently had proposed some governance provisions as part of the resolution that would support the Caltrain sales and those provisions would affect how and when the sales tax revenues could be disbursed to Caltrain. Ms. Thoe thanked staff for providing some background to her in advance of the meeting and asked staff to explain to the CAC the latest proposals and provide some context for how we got to the current situation, and what the options were on the table. She concluded by noting that District 6 has the most dangerous streets in the city and the most used Caltrain station in the city. She emphasized the importance of retaining Caltrain as a commute option for District 6 residents and expressed concern about post shelter-in-place impacts on congestion if Caltrain is unable to run regular service.

Director Chang thanked the CAC for allowing time in the meeting to discuss the item and further discussed the history and background of the Caltrain sales tax measure. She said yesterday three members of the San Francisco BOS introduced a Caltrain sales tax ballot measure resolution that included a set of provisions that they felt laid out the most responsible and comprehensive path for future Caltrain operations, long-term development, modernization, and increased service reliability, by addressing new revenue sources and establishing a process and timetable to address governance and accountability reforms. She said the resolution also provides funds for the immediate and continued operation of Caltrain service. Director Chang noted Caltrain governance is not a new issue and acknowledged it is very complex and frustrating, saying that staff shares the frustration with the public that has received a patchwork of information through social media and the press.

Director Chang continued by explaining that Supervisor Walton is one of three San Francisco Caltrain directors, with San Mateo and Santa Clara counties having three directors each, as well. She said the Caltrain sales tax committee and the ad hoc governance committee have been working collaboratively over the past year. She stated that 18-months ago Supervisor Walton - and she believed Mayor Liccardo of San Jose, had raised the need to address governance in parallel with discussions of a permanent revenue measure for Caltrain, which is needed for near term operations and the future development of Caltrain toward electrification and the long term vision described in Caltrain's Business Plan. Director Chang recounted that Supervisor Walton in his capacity as a Caltrain director had some trouble getting governance related items agendaized at the Caltrain Board last fall. Eventually, a governance-related item was agendaized and this led to the formation of ad hoc governance committee comprised of Caltrain Directors Walton, Cindy Chavez (Santa Clara) and David Pine (San Mateo). This committee worked with independent counsel to try and understand the ways Caltrain governance is currently set out in various agreements. For example, one real property agreement gave Samtrans certain governance rights (such as being the managing agency for Caltrain) in exchange for forgiving a portion of debt owed to Samtrans for purchase of original right-of-way for Caltrain. Another provision allows the same person who is the CFO and CEO of Samtrans to serve as the CEO of Caltrain. Director Chang said a lot of this information was aired publicly for the first time at the July 9 meeting of the ad hoc governance committee which despite good faith efforts that extended through the ensuing weekend, did not allow enough time for partner counties to come to agreement on a path forward before the San Francisco BOS July 14 deadline for November ballot submittals. Director Chang explained that Supervisors Walton and Peskin wanted to find a path forward that provided confidence that governance studies would continue in a timely way and that there would be CEO accountability to the Caltrain Board given that Samtrans currently has authority over the CEO position.



Director Chang further said that Supervisor Walton had long been raising concerns about the regressivity of the sales tax, and noted that this issue and governance came together for him given that the ability to manage the risk of regressivity lies heavily on the ability to shape policy and the ability to ensure equal representation. Director Chang noted that over the past year, it has been good to see responsiveness to Supervisor Walton's request for certain provisions in the ballot measure to create affordable fares; he helped support a means based fare pilot; and Caltrain staff has produced an equity study which helps identify the demographics of Caltrain riders which can inform planning to increase moderate and lower income riders. Director Chang continued by saying that Supervisor Walton wanted to ensure that this work would continue and to ensure equal representation for both San Francisco and Santa Clara noting that 80% of Caltrain revenue is generated in the two counties. She said her understanding was that Caltrain Director Chavez shared some of the same concerns.

Director Chang said that after the San Francisco BOS declined to introduce the Caltrain sales tax measure on July 14, San Francisco and Santa Clara elected officials along with members of the State Legislative delegation issued a joint statement calling for continued collaboration and problem solving to find a path forward. Ultimately, they agreed to language for the Caltrain sales tax resolution would provide for \$40 million to go directly towards immediate and continued Caltrain operations with another \$40 million at a second time point, with these points providing a timeline to come to agreement on governance. Director Chang explained that throughout this period Caltrain could access additional funds via a 2/3 vote of the Caltrain Board, otherwise the sales tax revenues would remain in a Caltrain-held escrow account. Another key time point is December 2022, if a governance solution is not reached, all parties agree to seek assistance from the state legislature (2023 legislation session) to resolve the matter. Director Chang closed by saying the resolution doesn't mandate a specific governance solution, it provides a timeline to do so, while providing funds for Caltrain to continue operations in the meantime.

Chair Larson asked if San Mateo and Santa Clara counties must pass resolutions with the same language for the escrow account to be legally binding and if the governance provisions would be in the ballot language. Director Chang answered that her understanding was that the escrow language would not be included in the ballot and affirmed that all the other member agencies would have to approve the exact same provisions.

Chair Larson asked how confident San Francisco was that the other participating agencies would take similar action. Director Chang answered that she couldn't speak for the other parties but her understanding was that Santa Clara would seek to pass their resolution by August 6, the day the Caltrain Board would take their final action. She added the San Francisco supervisors' goal was to have timely conversation and progress about governance and that they were open to feedback or ideas to address the issues. Director Chang noted that there was a useful governance study that was produced as part of the Caltrain Business Plan process. She suggested that interested CAC members review the Caltrain Board meeting of July 9 for additional information on governance.

Jerry Levine asked when the sales tax would expire. Director Chang adding that it was estimated at \$100 million annually, pre-COVID. [Chief Deputy Lombardo responded later in the meeting that it was being proposed as a 30-year sales tax.]



Ms. Thoe asked if Caltrain staff would be able to address the CAC at some point and if the sales tax would be able to address Caltrain's immediate funding needs.

Director Chang answered that Transportation Authority staff were only able to confirm agendaizing the topic late that day and had extended the invitation late in the day to Caltrain General Manager/CEO Director Jim Hartnett and his staff to come speak at CAC this evening if they were available or if not, invite them to come to the CAC at a future date if desired. She added staff of each operating agency were working together to determine the immediate funding need for the following year's service. Director Chang cited significant fare losses with COVID, e.g. Caltrain ridership has plummeted to 5% of pre-COVID levels. She said Caltrain, like other transit operators, was having to make tough decisions given the financial conditions. She said if the sales tax passes, the \$40 million should be enough to cover the COVID-fare revenue losses and keep the service running, but if they need more, the Caltrain Board would have the option to access additional funds from the escrow account with two-thirds vote under the new proposal.

David Klein commented that he was unsure if he could support the sales tax measure because the majority of Caltrain ridership are people with high salaries and at companies making billions of dollars. He commented that the measure seemed to be taxing the common person disproportionately more than the more wealthy person, that everyone was having to pay for a rail system that not everyone benefited from.

Ms. Thoe commented that she had also grappled with the same issue that Mr. Klein mentioned, but as she researched the issue she has become more excited about the future possibilities, citing the fare discount program introduced by Supervisor Walton and comparison of fares where, for example, San Francisco to San Bruno fare is cheaper than a full fare Muni ride and it would be cheaper with a discount. Ms. Thoe commented that talking Caltrain between Bayshore to 4th and King Station is the fastest way between those two points on public transit. Ms. Thoe agreed there was not an equitable distribution of ridership on Caltrain that reflects the community demographic but hoped that this is an opportunity to highlight the discount programs and Caltrain as an option and hoped that some of the regressiveness of the sales tax will be offset by some of the programs that Caltrain can provide and additional service, making it a more equitable system.

Chair Larson appreciated Ms. Thoe's points, noting that most people probably don't think about Caltrain as an intra-San Francisco commute option.

Member Rachel Zack asked what the other options were for resolving the governance issue, expressing concern about putting a major piece of public infrastructure in danger.

Director Chang replied that there may not be another clear path at this point, and added that this compromise was crafted working with colleagues in the south bay. She noted that the San Francisco supervisors shared the concerns Mr. Klein raised. Director Chang said the language has been introduced and could be changed, but would need to be mirrored in actions across the other approving bodies (7 in total), and to receive support from Supervisors Walton and Peskin would need to achieve the objectives and commitments sought by the supervisors. She reiterated that governance was important in managing the risk of regressivity through policy making, and there was still a little bit of time to change language to the ballot measure to find compromise language that would be amiable for San Mateo County as well.

Stephani Liu asked about the financial situation if additional federal relief funds were



not made available and if the ballot measure was not passed. Director Chang noted that many operators, not just Caltrain, would be facing increased financial challenges if there is not another tranche of federal relief funds. With respect to Caltrain, she said staff would find funds elsewhere to continue essential Caltrain service operations for the next two years, bridging the gap to the next election, and hoping that there is a recovery around that time. Director Chang said in her opinion there is no existential threat to not passing the measure this year, noting that Senator Jerry Hill's Senate Bill 797 does not appear to include a sunset date, so partner agencies could keep trying to pass a measure at the ballot. Emphasized that it isn't just Caltrain facing these financial challenges, but also Muni and other operators around the bay. She emphasized the importance of staying focused on the actual need when determining what level of essential services was appropriate.

During public comment, Roan Katal commented that even though San Francisco had committed to helping Caltrain, Santa Clara may have had a tougher decision since they also needed to fund their own transit system, the Santa Clara Valley Transportation Authority, and he requested Caltrain not be put at the mercy of that decision. He also commented that Caltrain Board passed a business plan in the previous year that addressed equity concerns, particularly the lack of daytime service, and recognized that if they provide (pre-COVID) BART style service they could get BART style ridership.

Ms. Thoe asked Director Chang what would happen if one of the other counties did not contribute their portion of funding saying she had heard that if one of the member agencies doesn't contribute all their funds, the others often follow suit. She asked if one of the other counties couldn't or didn't want to contribute funds politically, would San Francisco work to ensure there was at least service for its residents, or what the options would be.

Director Chang acknowledged that the financial situation was dire all around. In the past, when another member county didn't provide all the funds for whatever reason, sometimes the other members followed suit. On other occasions, counties had loaned money to one another, and asking the region for funding help was another option. Ms. Chang said ultimately, it came down to a policy decision within each county taking into consideration all the other needs they have to address. Chief Deputy Director Lombardo affirmed Director Chang's comments and added that there was still the possibility of additional federal relief as well.

Chair Larson asked for assistance in crafting language for a potential motion, reminding members that the sales tax resolution the CAC has been discussing is a resolution to place a measure on the ballot, and the

Ms. Liu commented that she would be supportive of any agreement the counties could make amongst each other and the priority should be to get something on the ballot for the voters to decide.

Robert Gower agreed that a more general motion would be preferable.

Director Chang suggested that the CAC could pass a motion of support for the resolution as introduced or amended by the sponsoring supervisors (Walton, Peskin, Haney), which would recognize all the work that had gone into developing the resolution while giving the sponsors the flexibility to respond to modifications proposed by other member agencies, acknowledging ongoing conversations between elected officials and their representatives, while having the flexibility of the CAC's support.

Mr. Gower asked for further clarification on how this topic.



Director Chang clarified that the goal was for all three counties (rather than just two) represented in the Caltrain Governance Ad Hoc Committee to be unanimous in bringing forth the measure to the voters, so that was why she made the recommendation of allowing flexibility of supervisorial sponsors' decisions to amend the motion.

Peter Tannen spoke in favor of the CAC approving something along the lines of general support, recognizing the complexity of the situation.

Chair Larson made a motion in agreement with what Director Chang recommended, stating that it was important to acknowledge the efforts put forth by the Supervisors to assure San Francisco communities were well represented, especially from an equity standpoint. He said he didn't want a motion that just supports putting the sales tax measure on the ballot with the message that here is the money and continue proceeding as before.

John Larson moved to support the Caltrain sales tax resolution as written or amended by the three supervisorial sponsors (Walton, Peskin, Haney), seconded by Jerry Levine.

There was no public comment on the new motion.

The item was approved by the following vote:

Ayes: CAC Members Gower, Klein, Larson, Levine, Liu, Tannen, Thoe, Tupuola, and Zack (9)

Abstains: Ortiz (1)

Absent: none (0)

Chair Larson thanked Danielle Thoe for agendizing the Caltrain item and enabling this important discussion. He said he hoped that this crisis would provide an opportunity for Caltrain to really rethink about what it had been doing and, hopefully, to be able to implement what the CAC heard about in the Caltrain Business Plan.

Ms. Thoe also thanked staff for helping to agendize the item and providing background to her and the CAC.

8. Progress Report for the Central Subway Project - INFORMATION*

Luis Zurinaga, project management oversight consultant to the Transportation Authority, and Nadeem Tahir, Program Director, Central Subway, presented the item.

Jerry Levine commented about the substantial amount of federal funds in the project and he said he recalled a federal requirement of 2% for art and other amenities. He asked if this was being applied to this project.

Mr. Nahir said there was a robust art program and SFMTA works with the Art Commission. The latter commissioned all the art work that was determined through a competition.

Peter Tannen asked what the complications with the auto train control and radio systems are that have exasperated the most recent delays.

Mr. Nahir said the train control and radio systems were designed around 2010 at the start of the project. Since then, SFMTA has changed some of the requirements that are now being implemented on the existing system as well. This triggered re-designs for the Central Subway, the need for contractor negotiations, and change orders - all of which took some time to complete.



Mr. Tannen asked for more information about the delay in committed funds as outlined in the memo.

Tom Maguire, Sustainable Streets Division Director, SFMTA said the memo is thorough in talking about areas where the schedule has slipped, and that it is tracking to go a little over budget; however, Mr. Maguire said SFMTA will not know with certainty if they are above or below the budget until closer to completion. He reported that the SFMTA has a rainy-day fund for situations like this with funding in place for potential overruns. He said the memo has the best estimate available now but cautioned as we get to the end of a large, complex project like this we learn a lot more. Mr. Maguire estimated that they would have a better forecast in about a quarter.

Mr. Larson mentioned the last question from Mr. Tannen was how reasonable is the use of rainy day funds for the project given that SFMTA is about to fall off the financial cliff due to COVID, and said it sounds like SFMTA built in those contingencies, as well. Mr. Maguire replied affirmative.

There was no public comment.

9. Update on the 15 Third Bus Study [NTIP Planning] - INFORMATION*

Due to time constraints this item was continued to the call of the Chair.

There was no public comment.

10. Traffic Congestion Mitigation Tax (TNC Tax) Program Guidelines - INFORMATION*

Due to time constraints this item was continued to the call of the Chair.

There was no public comment.

Other Items

11. Introduction of New Business - INFORMATION

No new items were introduced.

12. Public Comment

Through the chair, Peter Tannen asked some questions on item 11, which had been continued due to time constraints. Mr. Tannen shared his concerns on the two new routes that are being considered for implementation this summer when 40 existing routes have been cut and may not return for years and Director Tumlin has said Muni will fall off a financial cliff in less than two years. He also asked how the analysis can be finalized, if it didn't account for COVID behavior impacts and assumed T-line service will be the same as in fall of 2019. In addition, Mr. Tannen commented on limited community engagement, put on hold due to the pandemic, and that the new routes would accommodate new riders mostly shifting from other routes, and that the routes would overlap to some extent with existing routes.

Hugh Louch, Deputy Director for Planning, said that SFMTA is not proposing to bring both of the routes into existence at this time. He explained that there are two distinct efforts happening. One is the subject Neighborhood Transportation Improvement Program (NTIP) planning study that the Transportation Authority conducted at the request of Commissioner Walton and these are the findings of that study. At the same time and associated with bringing back its rail service, the SFMTA is looking at bringing back an additional bus route. Part of the reason for doing this is because the rail service



would look pretty different than before with, for example, the T interlining with the M and at different frequencies the shutdown. The point of the route under consideration is to supplement and complement the rail service, which will be at reduced service compared to pre-COVID.

Mr. Louch continued noting that the study team has been concerned about the limited engagement. He said that the SFMTA is starting a more robust engaging process to make sure the route they are considering to bring forward with the return of rail service would respond to community needs and provide effective connections for those who are most dependent on transit right now. In contrast, Mr. Louch said the analysis for the NTIP study was pretty much done pre-pandemic and didn't consider that. However, he noted both efforts share the focus of trying to close equity gaps.

Finally, to Mr. Tannen's comment on mode shift, Mr. Louch said there is some shifting anticipated from other routes, but that the NTIP study also forecasts quite a lot of new riders.

13. Adjournment

The meeting was adjourned at 8:31 p.m.

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Memorandum

AGENDA ITEM 4

DATE: August 25, 2020
TO: Transportation Authority Citizens Advisory Committee
FROM: Eric Cordoba - Deputy Director for Capital Projects
SUBJECT: 09/02/2020 Citizen Advisory Committee Meeting: Progress Report for Van Ness Avenue Bus Rapid Transit Project

RECOMMENDATION Information Action

None. This is an information item.

SUMMARY

This is the monthly progress report on the San Francisco Municipal Transportation Agency's (SFMTA's) Van Ness Avenue Bus Rapid Transit (BRT) project requested by the Citizens Advisory Committee (CAC). The project incorporates a package of transportation improvements along a 2-mile corridor of Van Ness Avenue, between Mission and Lombard streets, including dedicated bus lanes, consolidated transit stops, and pedestrian safety enhancements. The cost of the BRT project is \$185.5 million. The BRT project is part of an overall larger Van Ness Improvement Project, totaling \$309.3 million, which combines the BRT project with several parallel infrastructure upgrade projects. As reported previously, the project team has transitioned to the BRT work in the center median. This work includes the demolition and reconstruction of street base mainly between McAllister and Eddy streets but will eventually expand north towards Geary Boulevard. Water and sewer work are complete and sewer abandonment work continues. The project is approximately 55.3% complete compared to 52.8% reported in July. We have invited SFMTA project staff to attend the September 23 CAC meeting to answer questions the CAC may have about the project.

- Fund Allocation
- Fund Programming
- Policy/Legislation
- Plan/Study
- Capital Project Oversight/Delivery
- Budget/Finance
- Contract/Agreement
- Other:



BACKGROUND

The Van Ness Avenue BRT aims to bring to San Francisco its first BRT system to improve transit service and address traffic congestion on Van Ness Avenue, a major north-south arterial. The Van Ness Avenue BRT is a signature project in the Prop K Expenditure Plan, a regional priority through the Metropolitan Transportation Commission's Resolution 3434, and a Federal Transit Administration Small Starts program project.

The construction of the core Van Ness Avenue BRT project, which includes pavement resurfacing, curb ramp upgrades, and sidewalk bulb outs, is combined with several parallel city-sponsored projects. These parallel projects, which have independent funding, include installing new overhead trolley contacts, street lighting, and poles replacement; SFgo traffic signal replacement; sewer and water line replacement; and storm water "green infrastructure" installation.

DISCUSSION

Status and Key Activities. As previously reported, the construction team has started the BRT scope of work which includes grading the street, forming curbs for the boarding islands, installing landscape irrigation, and installing traffic signal foundations. The team performed a traffic lane switch from McAllister to Eddy streets in early June and has turned the center median into a bus rapid transit construction zone with safety barriers on both sides. Bauman Landscape and Construction (Bauman) started installing irrigation sleeves for future landscaping in the median between Golden Gate Avenue and Turk Street. Bauman installed formwork between Turk and Eddy streets. Bauman also started BRT surveying in preparation for demolition and excavation of the median between Geary Boulevard and Post Street.

Bauman continued mid-block roadway work and sidewalk replacement on the both side of Van Ness Avenue. This work included the demolition of the existing sidewalk and pouring new concrete sidewalk, parking strip, and roadway between Broadway and Pacific Avenue. Bauman also installed sidewalk pavers between Vallejo and Green streets.

Phoenix Electric (Phoenix) started overhead catenary system installation and traction power circuits between Mission and McAllister streets. Phoenix also started midblock electric duct bank installation between Francisco and Bay streets. Phoenix continue to install streetlight poles between Jackson and Lombard streets. Phoenix is also installing communication foundation at Union Street and will install fiber optic cables.

Ranger Pipelines Inc. (Ranger) has completed sewer and water installation phase. Ranger also completed sewer abandonment between Grove and McAllister streets and between Sutter and Bush streets. Ranger is now working on sewer abandonment between Fell and Grove streets, and between Eddy and Sutter streets.

Van Ness Avenue continues to accommodate two lanes of northbound and southbound traffic along the corridor project limits. The project team is using temporary traffic control measures such as channelizer traffic cone and variable message signs to direct traffic. Temporary bus stop platforms have also been installed on both sides of Van Ness Avenue as needed.



Public and Business Outreach. SFMTA project staff continues to host monthly Van Ness BRT Community Advisory Committee meetings to provide project updates and address issues businesses and residents are having on Van Ness Avenue. The Van Ness Business Advisory Committee approved a motion to reschedule meetings to every-other month. Technical advisory services are also provided to impacted businesses by the Office of Economic and Workforce Development's Open for Business program, including legal assistance services, financial assistance, training and technical assistance, and grant and loan programs.

Project Schedule, Budget and Funding Plan. The project is approximately 55.3% complete, compared to 52.8% complete, reported in July to the CAC. The revised BRT service date remains anticipated for December 2021, delayed from the original late 2019 BRT service start date (Attachment 1) due to construction difficulties. We requested Walsh Construction expenditures to date but have not received them yet due to fiscal year end changes.

Construction soft costs, which include SFMTA and San Francisco Public Works staff, consultant, and bus substitution costs, total \$39.9 million as of June 30, 2020, out of \$50.3 million budgeted.

Current Issues and Risks. The project is currently more than a year and a half behind schedule, primarily due to challenges securing a utility subcontractor and the extent of utility conflicts encountered in the field. Unanticipated existing water and sewer pipe conditions required design changes, such as resequencing of construction, resizing of new pipes, or slip-lining existing sewer lines instead of installing new lines. With the sewer and water work completed, the surface work such as the BRT should proceed with less delays. However, any additional unforeseen work such as the installation of new concrete base at various locations along Van Ness Avenue may increase the scope of the project and caused additional contract workdays.

FINANCIAL IMPACT

None. This is an information item.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Project Schedule



Attachment 1: Van Ness Avenue BRT Project Schedule

Activities	2013				2014				2015				2016				2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. Conceptual Engineering + Environmental Studies*	■	■	■	■																																				
2. Preliminary Engineering (CER)		■	■	■	■	■																																		
3. Final Design					■	■	■	■	■	■	■	■	■	■	■	■																								
4. Construction Manager-General Contractor Process									■	■	■	■	■	■	■	■																								
5. Construction													■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■				
6. Revenue Operations Begin																																								

* Conceptual Engineering and Environmental Studies began in 2007 Key: ■ Currently Scheduled ■ Late Start since last report ■ Late Finish since last report

Date: June 20, 2019



Memorandum

AGENDA ITEM 5

DATE: July 24, 2020, Revised July 27, 2020

TO: Transportation Authority Board

FROM: Eric Cordoba - Deputy Director for Capital Projects

SUBJECT: 07/28/20 Board Meeting: Major Capital Project Update - Better Market Street

RECOMMENDATION Information Action

None. This is an information item.

SUMMARY

Led by San Francisco Public Works (SFPW), the Better Market Street (BMS) project is comprised of various streetscape enhancements, transit capacity and reliability improvements, and state of good repair infrastructure work along a 2.2-mile stretch of Market Street between Steuart Street and Octavia Boulevard. The project just completed the National Environmental Policy Act (NEPA) public comment period review process and may receive final certification of NEPA in August. The preliminary cost estimate based on 10% design for all phases of the project is \$604 million. Like most projects of this size at this stage of development, BMS has a significant funding gap (\$372 million). SFPW has developed a proposed phasing plan that could enable construction of Phase 1A (the segment between 5th and 8th streets) to start in 2021. Phase 1A, currently at 35% design, has \$86 million in secured funds, \$81 million in planned city agency contributions, and \$28 million to be identified funds out of an estimated \$195 million cost. The interagency BMS team is working closely with relevant City departments to prioritize essential scope and re-consider certain design features for this phase in an effort to reduce costs and close the funding gap; minimize business impacts; and ensure sufficient capacity of the bike facility given the larger than expected volumes already being experienced with the introduction of car free Market Street in January. Cristina Calderón Olea, SFPW project manager, will provide an update to the Board.

- Fund Allocation
- Fund Programming
- Policy/Legislation
- Plan/Study
- Capital Project Oversight/Delivery
- Budget/Finance
- Contract/Agreement
- Other: _____



BACKGROUND

Market Street is San Francisco's premier boulevard and an important local and regional transit corridor. The BMS project will completely reconstruct 2.2 miles of the corridor, from Steuart Street to Octavia Boulevard. It is a multi-modal project that includes among other features, bike lanes, pavement renovation, landscaping, Muni track replacement, and a new F-Line loop that would enable the streetcars to turnaround along McAllister Street and Charles J. Brenham Place, providing increased operational flexibility. In addition to its transportation-focused goals supporting the City's Transit First and Vision Zero policies, the project is also intended to help revitalize Market Street as the City's premier pedestrian boulevard. Although not part of the BMS project, the project team is coordinating with BART on its efforts to construct escalator canopies at BART/Muni entrances and to perform state of good repair work on BART ventilation grates.

The BMS project is a partnership between SFPW, which is the lead agency, the Transportation Authority, the San Francisco Municipal Transportation Agency (SFMTA), San Francisco Public Utilities Commission (SFPUC), and the San Francisco Planning Department, which led the environmental review.

DISCUSSION

Status and Key Activities. *Environmental Clearance:* BMS completed environmental review for California Environmental Quality Act (CEQA) and is currently undergoing environmental review for NEPA. The Planning Commission certified the EIR at a noticed hearing on October 10, 2019. SFPW and the SFMTA approved the project on October 15, 2019.

The California Department of Transportation (Caltrans) on behalf of Federal Highway Administration (FHWA) is overseeing the NEPA environmental review, consultation, and any other actions required by applicable federal environmental laws. Caltrans published the Notice of Availability and the Draft Environmental Assessment for BMS on May 29, and accepted public comment until July 14. SFPW anticipates final certification of NEPA Environmental Assessment in August.

Project Phasing and Potential Scope Changes: Large projects such as BMS often are implemented in phases due to funding availability (both timing and amount) and a desire to minimize construction impacts and disruptions. The project team has identified Phase 1 as Market Street between 5th and 8th streets.

In addition to the improvements on and adjacent to Market Street itself, Phase 1 includes a new surface loop for use by SFMTA's F-Market historic streetcar service. This new loop (F-Loop), Phase 1B, entails the construction streetcar tracks along McAllister and Charles J. Brenham streets, passing in front of the Hibernia Bank and new Proper Hotel. The F-Loop will allow SFMTA to increase service on the busiest portion of the existing F-Market route by



turning some vehicles at the new loop, rather than continuing to the current route terminus at Market and Castro streets.

The design team has completed 15% plans for the entire project corridor, and 35% design for the Phase 1A improvements (5th-8th streets). However, the project team and partner agencies are reevaluating the scope of the project to reduce the project cost and construction impact to businesses and residents. The project may only consider replacing or upgrading critical state of good repair work. SFTMA is determining the state of good repair scope and available funding for track, overhead lines, and traffic signals. The SFPUC is reevaluating sewer, water, and power duct banks which may be contingent on track replacement scope. SFPW is determining paving, sidewalk refurbishing, landscaping and other elements. The project team will maintain the existing curbline which will lead to considerable project savings since it will eliminate or reduce utility relocation. Partner agencies are in the process of drafting an updated project charter which will describe roles and responsibilities of the project team, determining the revised scope, confirming the construction budget, conducting community outreach, and value engineering to deliver a cost-effective project.

Quick-Build: To improve safety and transit performance, SFMTA implemented its Quick-Build program on Market Street on January 29. This program which consists of parking and traffic modifications that are fast and relatively cheap to implement such as painted safety zones, bike lanes, adjustments to parking regulations, parking and loading changes, and traffic lanes configuration changes. Quick-Build made Market Street car-free eastbound from 10th to Main streets, and westbound from Steuart Street to Van Ness Avenue. Vehicles are still allowed to cross Market street at intersections. The project has improved transit performance with Muni lines running 6% faster on average. The volume of cyclists has also increased by 25% which may require an increase in capacity of bike lanes. However, vehicle traffic congestion has increased marginally on nearby streets. On Mission Street, southbound vehicle speeds decreased by 4% during the morning commute hours due to increase in car traffic. On other adjacent streets, car speeds declined by an average of 1%.

Project Cost and Funding: The total project cost estimate, based on 10% design, is \$604 million. A significant portion of the total project cost represents state of good repair and infrastructure renewal work that would be required regardless of the BMS project. As noted above, the partner agencies are reevaluating the state of good repair scope of work which may reduce the total cost of the project.

Attachment 1 shows the current funding plan for the BMS Project. The BMS project has identified \$186 million from the federal BUILD grant program, One Bay Area Grant, BART, Prop K, Prop A General Obligation bond, and other funding sources (including \$81 million in planned city agency contributions), leaving an overall project funding gap of \$372 million. The estimated cost for Phase 1A is \$195 million. Phase 1A is funded through the design phase but has \$81 million in planned city agency contributions (SFMTA and PUC) a \$36 million gap in to be identified sources to fully fund construction. Phase 1B, includes the F- Loop streetcar



turnaround along McAllister Street and Charles J. Brenham Place, and is estimated to cost \$54 million. These estimates are based on the current scope which is being re-evaluated by the project team, in part, to reduce cost.

Current Issues and Risks: The COVID-19 pandemic and the subsequent stay-at-home orders issued in March by Bay Area public health agencies may delay the schedule of the project. These stay-at-home orders have impeded staff capacity and availability, not just at City departments, but also at Caltrans and the State Historic Preservation Office. The BMS team had to hold virtual public hearings for the Draft Environmental Assessment on June 17.

The BMS team had planned on conducting a research study with people with mobility disabilities and people with visual disabilities to identify detectable tactile material that will be used for separation between bike lanes and pedestrian area as part of the proposal for sidewalk-level bikeway on the project. However, the pandemic has also delayed this project.

Another major complication is the economic recession resulting from the pandemic and the stay-at-home orders. The freeze in economic activity has affected City department revenues and budgets. City departments are now focused on providing core services to residents and businesses. The project team was always determined to limit any construction impacts to businesses prior to COVID-19 but is even more committed to do so now.

As noted earlier, to help meet financial challenges and to reduce the impacts to businesses during project construction, SFPW and the partner departments are re-evaluating the scope implementation of the BMS project in order to reduce the impacts to businesses. They are also looking for other Quick-Build opportunities to realize more of the project benefits sooner and trying to accommodate the higher bicycle volumes after Market Street went car-free. This means that the first phase of construction may be delayed. The current schedule is to advertise the construction contract in early 2021. The BMS team will also get the project shovel ready in order to qualify for federal stimulus funds.

FINANCIAL IMPACT

None. This is an information item.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Better Market Street Project Funding Plan (Revised July 27, 2020)

BETTER MARKET STREET FUNDING PLAN
(Updated July 24, 2020), Revised July 27, 2020

ALL DOLLARS IN THOUSANDS

ENVIRONMENTAL AND PHASE 1A FUNDING

Funding Source	Status	Full Corridor Env. Review & 30% Design	Design Ph. 1A	Construction Ph. 1A	Future Phases	Total by Fund Source
General Fund	Allocated	5,100				5,100
Octavia Land Sales	Allocated	3,050				3,050
Market Octavia Impact Fees	Allocated	1,000				1,000
Transit Center Impact Fees	Allocated				2,000	2,000
Prop A GO Bond	Allocated	13,078	11,545			24,623
SFMTA Operating Funds	Allocated	3,000				3,000
Affordable Housing and Sustainable Communities (AHSC)	Allocated			2,700		2,700
Prop A GO Bond	Programmed			72,123		72,123
Market Octavia Impact Fees	Programmed				500	500
BART (8th/Grove/Hyde/Market)	Programmed		225	410		635
One Bay Area Grant (OBAG)	Programmed			3,366		3,366
Prop K sales tax (EP 22 & 44)	Programmed		2,230	11,634		13,864
BUILD (federal)	Programmed			15,000		15,000
PUC Sewer and Water Funds	Programmed		3,500			3,500
PUC Sewer and Water Funds	Planned			36,500		36,500
Other SFMTA Funds	Planned			44,574		44,574
Total Identified Funding		25,228	17,500	186,307	2,500	231,535
Phase 1A Funding						167,307
Phase 1A Design + Construction Cost						195,359
Phase 1A Design + Construction Need (Net of \$81.074 M in planned PUC/SFMTA funds)						(28,052)
Project Total (All Phases)						603,720
Project Total Need (All Phases)						(372,185)

OTHER POTENTIAL FUNDING SOURCES

Funding Source	Funding Requested	
Federal	FTA 5309 (New Starts, Small Starts, Core Capacity)	
Federal	FTA 5337 Fixed Guideway	
Federal	BUILD	
Federal	OBAG 3 (FYs 2022/23-2026/27)	
State	Senate Bill (SB) 1, Cap & Trade (ATP, LPP)	
Regional	Regional Measure 3 (bridge tolls): Phase 1	4,872
Regional	Regional Measure 3 (bridge tolls)	20,128
Local	SFMTA Prop B General Fund set-aside	

Local	New Funding (vehicle license fee, bonds, sales tax, TNC tax)	
Local	Prop K current/reauthorization	
Local	Transit Center Impact Fees	



Memorandum

AGENDA ITEM 7

DATE: August 20, 2020
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 9/22/2020 Board Meeting: Program \$4,308,164 in Prop AA Vehicle Registration Fee Funds to Three Projects and Amend the 2017 Prop AA Strategic Plan

RECOMMENDATION Information Action

Program \$4,308,164 in Prop AA Vehicle Registration Fee Funds to Three Projects:

- San Francisco Municipal Transportation Agency's (SFMTA's) Page Street Neighborway (Webster to Market) (\$262,636)
- SFMTA's L Taraval Improvement Project (Segment B - Sunset Boulevard to West Portal) (\$3,664,159)
- San Francisco Public Works's (SFPW's) Joice Alley Lighting Improvements (\$500,000)

Amend the 2017 Prop AA Strategic Plan.

SUMMARY

On June 26, 2020, we released a call for projects for an estimated \$4.24 million in Prop AA funds available. By the July 31, 2020 deadline we received four requests totaling \$6,376,795. Attachment 1 lists the requests, including a brief description and supervisorial district(s) for each project. Attachment 2 contains our programming recommendations for the \$4,308,164 available for projects, which includes additional funds recently de-obligated from a project completed under budget. We are recommending full funding for SFPW's Joice Alley Lighting Improvements which has limited funding options and SFMTA's L Taraval Improvement projects which was the highest scoring project in the Transit Reliability and Mobility Improvements category. We recommend partial funding from Prop AA for the Page Street Neighborway which can be fully funded with available Prop K funds. We are not recommending funding for BART's New Generation Pneumatic Barrier Style Accessible Fare Gates project in order to fund higher scoring projects. The proposed 2017 Strategic Plan amendment would incorporate the recommended projects into the relevant Prop AA 5-Year prioritized program of projects (5YPP) as shown in Attachment 3.

- Fund Allocation
- Fund Programming
- Policy/Legislation
- Plan/Study
- Capital Project Oversight/Delivery
- Budget/Finance
- Contract/Agreement
- Other:



BACKGROUND

In November 2010, San Francisco voters approved Prop AA, authorizing the Transportation Authority to collect an additional \$10 vehicle registration fee on motor vehicles registered in San Francisco to fund transportation improvements in the following three categories, with revenues split as indicated by the percentages: Street Repair and Reconstruction - 50%, Pedestrian Safety - 25%, and Transit Reliability and Mobility Improvements - 25%. Given its small size - less than \$5 million in annual revenues, one of Prop AA's guiding principles is to focus on small, high-impact projects that will provide tangible benefits to the public in the short-term. Thus, Prop AA only funds design and construction phases of projects and places a strong emphasis on timely use of funds. Correspondingly, Prop AA Strategic Plan policies allow for periodic calls for projects to reprogram cost savings or funds from programmed projects that failed to request funds in a timely manner.

The Prop AA Expenditure Plan requires development of a Strategic Plan to guide the implementation of the program and specifies that the Strategic Plan include a 5YPP for each of the Expenditure Plan categories as a prerequisite for allocation of funds. The intent of the 5YPP requirement is to provide the Board, the public, and Prop AA project sponsors with a clear understanding of how projects are prioritized for funding.

DISCUSSION

Call for Projects and Funds Available. In June 2020 we provided an update to the Board on available Prop AA funds, primarily due to the SFMTA 'cancelling' Phase 2 of the Muni Metro Station Enhancements project, freeing up \$3,503,099 in Prop AA funds from the Transit Reliability and Mobility Improvement for other eligible projects. Phase 1 of this project, also funded with Prop AA funds, is experiencing significant delays due to difficulties coordinating with active rail operations at the platforms, inadequate documentation of existing "as-built" station conditions, and a slower than anticipated process for obtaining permits from BART to conduct the work. SFMTA has put Phase 2 on hold to make Prop AA transit funds available for higher priority projects that are ready-to-go during the current 2017 Prop AA Strategic Plan period.

Additional available funds consist of de-obligated funds from projects completed under budget, higher than anticipated revenues, and interest earnings.

The Board approved an amendment to the 2017 Prop AA Strategic Plan to update the fiscal year of programming for several delayed projects, however, the Board did not approve an amendment for SFMTA's Bulb-outs at WalkFirst Locations project due to concerns over ongoing project delivery delays, resulting in \$500,000 in funds in the Pedestrian Safety category being made available for reprogramming.

As noted above, in June we issued a call for projects for approximately \$4.24 million in Prop AA funds and by the July 31, 2020 deadline we had received four applications requesting \$6,376,795 in Prop AA funds. Attachment 1 summarizes the applications received.

Subsequently, we were able to supplement the funds available with \$63,280 de-obligated from SFMTA's Webster Street Pedestrian Countdown Signals project, which was completed under budget. Table 1 below summarizes Prop AA funds available for this call for projects.



Table 1. Prop AA Funds Available for Projects	
Initial Funds Available (from Canceled Projects, Projects Unable to Meet Timely Use of Funds Requirements, Projects Completed Under Budget, and Interest Earnings)	\$4,244,884
Additional Funds De-obligated from Project Completed Under Budget	\$63,280
Total Available for Projects	\$4,308,164

Project Evaluation Process. We developed the draft programming recommendation based upon project information submitted in response to the Prop AA call for projects, application of the Board-adopted prioritization criteria, and follow-up communications with sponsors to clarify and seek additional project information as needed. We first screened project submissions for eligibility and determined that all four projects were eligible for Prop AA funding. We then evaluated the projects using program-wide prioritization criteria such as project readiness, community support, and construction coordination opportunities, and category specific criteria such as whether projects seeking funds from the Pedestrian Safety category are located on the High Injury Network or directly improve access to transit, schools, and/or Communities of Concern.

Draft Recommendations. Our recommendation is to fully fund two projects and partially fund one project, as summarized in Attachment 2 and detailed in the enclosed Project Information Forms. We are not recommending Prop AA funds for BART's New Generation Pneumatic Barrier Style Accessible Fare Gates, which was the lowest scoring application in the Transit Reliability and Mobility Improvement category. The main factors contributing to the lower score as compared to the higher scoring L Taraval project, is it would not improve the speed or reliability of transit service, was not being actively coordinated with other construction projects, and would not address a documented safety issue. Also, the L Taraval project is ready to advertise in Fall 2020, while the BART Fare Gate project will not be ready to go to construction until late in FY 21/22.

Prop AA Strategic Plan Amendment. The proposed Strategic Plan amendment would add the three projects recommended for funding to the 2017 Strategic Plan. Attachment 4 shows what the amended 2017 Prop AA Strategic Plan Programming and Allocations would look like if the proposed recommendations are approved.

Pending Allocation Request for L Taraval Project. Given the urgency of the construction schedule for the L Taraval project, SFMTA has requested that the Transportation Authority consider allocating the recommended Prop AA funds to the L Taraval project at the same meeting as the Board approves the programming. SFMTA's allocation request for Prop AA funds and additional Prop K funds programmed to the project is included as a separate agenda item at the September 2 Citizens Advisory Committee meeting. The staff recommendation is conditioned upon Board approval of the subject Prop AA programming.



FINANCIAL IMPACT

There are no impacts to the Transportation Authority's proposed Fiscal Year 2020/21 budget associated with the recommended action. Allocations of Prop AA funds are the subject of separate Board actions.

CAC POSITION

The Citizens Advisory Committee will consider this item at its September 2, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Summary of Applications Received
- Attachment 2 - Draft Recommendations
- Attachment 3 - Proposed 2017 Prop AA Strategic Plan Amendment
- Enclosure - Project Information Forms (3)

**Attachment 1.
Prop AA 2020 Summary of Applications Received¹**

Pedestrian Safety Category

#	Project Name	Brief Project Description	District(s)	Sponsor ²	Phase(s)	Total Project Cost	Prop AA Requested	Planned Allocation Fiscal Year(s)
1	Page Street Neighborway (Webster to Market)	Prop AA funds would be used to implement pedestrian, school zone, and traffic safety improvements. Scope includes six sidewalk bulbouts along Page Street at Gough, Laguna, and Buchanan streets to shorten crossing distances, slow turning vehicle traffic, and improve overall pedestrian safety and comfort. At the Page and Buchanan intersection (within the John Muir Elementary school zone), the project would construct the city's first raised intersection, with vertical deflection for vehicles, special paving to enhance pedestrian priority, and seating opportunities for rest/social gathering.	5	SFMTA	Construction	\$ 1,849,000	\$ 262,636	20/21
2	Joice Alley Lighting Improvements	This project will install four new pedestrian-scale street lights on Joice Alley, between Clay and Sacramento streets, making the path safer and more inviting for pedestrians. This alley is situated directly across from Gordon J. Lau Elementary. It is also located one block away from the Powell cable car line, one block away from the 30 Stockton line, and 2 blocks away from the new Chinatown subway station.	3	SFPW	Design, Construction	\$ 500,000	\$ 500,000	20/21, 21/22
Pedestrian Safety Category Subtotal						\$ 2,349,000	\$ 762,636	

Transit Reliability and Mobility Improvements Category

#	Project Name	Brief Project Description	District(s)	Sponsor ²	Phase(s)	Total Project Cost	Prop AA Requested	Planned Allocation Fiscal Year(s)
3	New Generation Pneumatic Barrier Style Accessible Fare Gates	BART seeks Prop AA funds to design, construct, install, and deploy 20 New Generation Pneumatic Barrier Style Accessible Fare Gates (AFGs) at the eight San Francisco BART stations and at the Daly City BART station. The New Generation Pneumatic Swing Style Barrier AFGs will benefit anyone who needs additional space and time to tag their Clipper card and pass through. These benefits are particularly important for people with disabilities and seniors. The new AFGs will be safer and provide a better customer experience. The customer experience will be improved as the advance sensor technology will recognize movements, including from animate objects like guide dogs, and provide adequate time to transition through the gate.	3,6,8,9,11	BART	Design, Construction	\$ 2,600,000	\$ 1,950,000	20/21, 21/22
4	L Taraval Improvement Project (Segment B – Sunset Boulevard to West Portal)	Replace light rail track and overhead contact system components along the L-Taraval light rail line, between West Portal and Sunset Boulevard. This project is part of a larger set of transit and street improvements including transit stop placement optimization, new sewer and water systems, construction of bus bulbs and boarding islands, pedestrian improvements, street resurfacing, installation of traffic signals, and traffic and turn lane modifications to improve safety, reduce travel time, and improve reliability on the L-Taraval corridor. SFMTA is requesting Prop AA funds in lieu of Regional Measure 3 funds originally planned to help fully fund the project.	4,7	SFMTA	Construction	\$ 71,209,060	\$ 3,664,159	20/21
Transit Reliability and Mobility Improvements Category Subtotal						\$ 73,809,060	\$ 5,614,159	

¹ Projects are not listed in priority order. Projects are sorted by category, then fiscal year in which Prop AA funds are needed, then by Sponsor, then by Project Name.

² Sponsor abbreviations include: the San Francisco Municipal Transportation Agency (SFMTA) and San Francisco Public Works (SFPW).

	Total Project Cost	Total Prop AA Requested
TOTAL	\$ 76,158,060	\$ 6,376,795

Attachment 2.
2020 Prop AA Call for Projects
Draft Programming Recommendations¹

Street Repair and Reconstruction Category

Evaluation Score	Project Name	Sponsor ¹	Phase(s)	Total Project Cost	Prop AA Requested	Recommended Prop AA Programming	Notes
			Subtotal	\$ -	\$ -	\$ -	No applications were submitted
			<i>Street Repair and Reconstruction Category Amount Available</i>			<i>\$318,089</i>	

Pedestrian Safety Category

Evaluation Score	Project Name	Sponsor ²	Phase(s)	Total Project Cost	Prop AA Requested	Recommended Prop AA Programming	Notes
15	Page Street Neighborway (Webster to Market)	SFMTA	Construction	\$ 1,849,000	\$ 262,636	\$ 144,005	In order to fully fund both Pedestrian Safety projects, our staff recommendation is to partially fund the Page Street Neighborway project with Prop AA funds (\$144,005) with the remaining funding (\$118,631) coming from the Prop K Bicycle Circulation and Safety category. There is \$360,000 in Prop K funds programmed to Page Street Neighborway Phase 2 (Webster to Stanyan), which has not yet started, that is available for allocation in FY 20/21 and another \$1.2 million programmed in FY 21/22. SFMTA has no objection to this recommendation.
12	Joice Alley Lighting Improvements	SFPW	Design, Construction	\$ 500,000	\$ 500,000	\$ 500,000	Recommend full funding from Prop AA due to the lack of other options for funding pedestrian-scale lighting.
			Subtotal	\$ 2,349,000	\$ 762,636	\$ 644,005	
			<i>Pedestrian Safety Category Amount Available</i>			<i>\$325,916</i>	

Transit Reliability and Mobility Improvements Category

Attachment 2.
2020 Prop AA Call for Projects
Draft Programming Recommendations¹

Evaluation Score	Project Name	Sponsor ²	Phase(s)	Total Project Cost	Prop AA Requested	Recommended Prop AA Programming	Notes
14	L Taraval Improvement Project (Segment B – Sunset Boulevard to West Portal)	SFMTA	Construction	\$ 71,209,060	\$ 3,664,159	\$ 3,664,159	Recommend full funding.
7	New Generation Pneumatic Barrier Style Accessible Fare Gates	BART	Design, Construction	\$ 2,600,000	\$ 1,950,000	\$ -	Staff will work with BART to identify funds for this project from other sources, including the regional transit operator's share of the Transportation Sustainability Fee and Prop K.
Subtotal				\$ 71,209,060	\$ 3,664,159	\$ 3,664,159	
<i>Transit Reliability and Mobility Improvements Category Amount Available</i>						<i>\$3,664,159</i>	

	Total Project Cost	Total Prop AA Requested	Recommended Prop AA Programming
TOTAL	\$ 73,558,060	\$ 4,426,795	\$ 4,308,164
<i>TOTAL Available</i>			<i>\$4,308,164</i>

¹ Projects are sorted by evaluation score from highest ranked to lowest. Total possible score varies by category.

² Sponsor abbreviations include the San Francisco Municipal Transportation Agency (SFMTA) and San Francisco Public Works (SFPW).

Attachment 3
 2017 Prop AA Strategic Plan
 Programming and Allocations
 Pending September 2020 Board

Project Name	Phase	Sponsor	Fiscal Year 2017/18	Fiscal Year 2018/19	Fiscal Year 2019/20	Fiscal Year 2020/21	Fiscal Year 2021/22	5-Year Total	
Street Repair and Reconstruction									
Target Funds Available in Category			\$ 2,264,097	\$ 3,980,066	\$ 2,290,392	\$ 2,205,817	\$ 2,175,836	\$ 12,916,208	
Geary Boulevard Pavement Renovation ^{1,2}	Construction	SFPW			\$ 3,386,732			\$ 3,386,732	
Richmond Residential Streets Pavement Renovation ²	Construction	SFPW				\$ 2,020,000		\$ 2,020,000	
23rd St, Dolores St, York St and Hampshire St Pavement Renovation ¹	Construction	SFPW			\$ 2,397,129			\$ 2,397,129	
Mission Street Transit and Pavement Improvement	Construction	SFPW				\$ 2,397,129		\$ 2,397,129	
Fillmore Street Pavement Renovation	Construction	SFPW					\$ 2,397,129	\$ 2,397,129	
Subtotal Programmed to Category (% all time)			49.4%	\$ -	\$ -	\$ 5,783,861	\$ 4,417,129	\$ 2,397,129	\$ 12,598,119
Cumulative Remaining Capacity				\$ 2,264,097	\$ 6,244,163	\$ 2,750,695	\$ 539,383	\$ 318,089	\$ 318,089
Pedestrian Safety									
Target Funds Available in Category			\$ 1,010,858	\$ 1,776,991	\$ 1,022,598	\$ 984,837	\$ 971,451	\$ 5,766,735	
Haight Street Streetscape (Pedestrian Lighting)	Construction	SFPW	\$ 2,052,000					\$ 2,052,000	
Potrero Gateway Loop (Pedestrian Safety Improvements) ^{1,2}	Design	SFPW			\$ 80,000			\$ 80,000	
Potrero Gateway Loop (Pedestrian Safety Improvements) ^{1,2,3}	Construction	SFPW				\$ 220,000		\$ 220,000	
Vision Zero Coordinated Pedestrian Safety Improvements (Bulbs & Basements) ^{1,2}	Construction	SFPW			\$ 700,000			\$ 700,000	
Arguello Boulevard Traffic Signal Upgrade	Construction	SFMTA		\$ 655,000				\$ 655,000	
5th Street Quick Build Improvements ^{2,3}	Construction	SFMTA				\$ 378,372		\$ 378,372	
Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection Improvements Segments F/G ²	Construction	SFMTA			\$ 368,519			\$ 368,519	
Western Addition Transportation Plan Implementation (Pedestrian Lighting) ¹	Design	SFPW			\$ 60,000			\$ 60,000	
Western Addition Transportation Plan Implementation (Pedestrian Lighting) ^{1,3}	Construction	SFPW				\$ 926,928		\$ 926,928	
Page Street Neighborway (Webster to Market)	Construction	SFMTA				\$ 144,005		\$ 144,005	
Joice Alley Lighting Improvements	Design, Construction	SFPW				\$ 500,000		\$ 500,000	
Subtotal Programmed to Category (% all time)			25.6%	\$ 2,052,000	\$ 655,000	\$ 1,208,519	\$ 2,169,305	\$ -	\$ 6,084,824
Cumulative Remaining Capacity				\$ (1,041,142)	\$ 80,849	\$ (105,073)	\$ (1,289,540)	\$ (318,089)	\$ (318,089)
Transit Reliability and Mobility Improvements									
Target Funds Available in Category			\$ 1,503,678	\$ 2,643,321	\$ 1,521,141	\$ 1,464,971	\$ 1,445,059	\$ 8,578,170	
Muni Metro Station Enhancements - Phase 1	Construction	SFMTA	\$ 2,465,316					\$ 2,465,316	
Third Street Transit and Safety Improvements ²	Construction	SFMTA			\$ 383,776			\$ 383,776	
Transit Stop Signage Enhancement Program - Phase 1	Design, Construction	SFMTA				\$ 1,043,898		\$ 1,043,898	
Transit Stop Signage Enhancement Program - Phase 2	Design, Construction	SFMTA				\$ 1,021,021		\$ 1,021,021	
L. Taraval Improvement Project (Segment B – Sunset Boulevard to West Portal)	Construction	SFMTA				\$3,664,159		\$ 3,664,159	
Subtotal Programmed to Category (% all time)			25.0%	\$ 2,465,316	\$ -	\$ 383,776	\$ 5,729,078	\$ -	\$ 8,578,170
Cumulative Remaining Capacity				\$ (961,638)	\$ 1,681,682	\$ 2,819,047	\$ (1,445,059)	\$ 0	\$ 0
Total Available Funds			\$ 4,778,633	\$ 8,400,377	\$ 4,834,131	\$ 4,655,626	\$ 4,592,346	\$ 27,261,113	
Total Programmed			\$ 4,517,316	\$ 655,000	\$ 7,376,156	\$ 12,315,512	\$ 2,397,129	\$ 27,261,113	
Cumulative Remaining Capacity			\$ 261,317	\$ 8,006,694	\$ 5,464,669	\$ (2,195,217)	\$ 0	\$ 0	

Allocated

Pending Action

Notes

- ¹ Comprehensive 2017 Strategic Plan Amendment (Res 19-48, approved 03/19/2019).
- ² Comprehensive 2017 Strategic Plan Amendment (Res 19-63, approved 06/25/2019).
- ³ Comprehensive 2017 Strategic Plan Amendment (Res 20-62, approved 06/23/2020).

Attachment 3
2017 Prop AA Strategic Plan
Cash Flow
Pending September 2020 Board

Project Name	Phase	Fiscal Year 2017/18	Fiscal Year 2018/19	Fiscal Year 2019/20	Fiscal Year 2020/21	Fiscal Year 2021/22	Fiscal Year 2022/23	Fiscal Year 2023/24	Total
Street Repair and Reconstruction									
Target Funds Available in Category		\$ 2,264,097	\$ 3,980,066	\$ 2,290,392	\$ 2,205,817	\$ 2,175,836			\$ 12,916,208
Geary Boulevard Pavement Renovation1, 2	Construction			\$ 846,683	\$ 1,246,683	\$ 1,293,366			\$ 3,386,732
Richmond Residential Streets Pavement Renovation2	Construction					\$ 2,020,000			\$ 2,020,000
23rd St, Dolores St, York St and Hampshire St Pavement Renovation1	Construction			\$ 750,000	\$ 1,647,129				\$ 2,397,129
Mission Street Transit and Pavement Improvement	Construction					\$ 1,198,565	\$ 1,198,564		\$ 2,397,129
Fillmore Street Pavement Renovation	Construction					\$ 480,000	\$ 1,437,129	\$ 480,000	\$ 2,397,129
Cash Flow Subtotal		\$ -	\$ -	\$ 1,596,683	\$ 2,893,812	\$ 4,991,931	\$ 2,635,693	\$ 480,000	\$ 12,598,119
Cumulative Remaining Capacity		\$ 2,264,097	\$ 6,244,163	\$ 6,937,873	\$ 6,249,878	\$ 3,433,782	\$ 798,089	\$ 318,089	\$ 318,089
Pedestrian Safety									
Target Funds Available in Category		\$ 1,010,858	\$ 1,776,991	\$ 1,022,598	\$ 984,837	\$ 971,451			\$ 5,766,735
Haight Street Streetscape (Pedestrian Lighting)	Construction	\$ 500,000	\$ 1,050,000	\$ 502,000					\$ 2,052,000
Potrero Gateway Loop (Pedestrian Safety Improvements)1, 2	Design				\$ 80,000				\$ 80,000
Potrero Gateway Loop (Pedestrian Safety Improvements)1, 2, 3	Construction					\$ 220,000			\$ 220,000
Vision Zero Coordinated Pedestrian Safety Improvements (Bulbs & Basements)1, 2	Construction			\$ 400,000	\$ 300,000				\$ 700,000
Arguello Boulevard Traffic Signal Upgrade	Construction		\$ 655,000						\$ 655,000
5th Street Quick Build Improvements2, 3	Construction				\$ 378,372				\$ 378,372
Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection Improvements Segments F/G2	Construction			\$ 368,519					\$ 368,519
Western Addition Transportation Plan Implementation (Pedestrian Lighting)1	Design			\$ 15,000	\$ 45,000				\$ 60,000
Western Addition Transportation Plan Implementation (Pedestrian Lighting)1, 3	Construction			\$ -	\$ 926,928				\$ 926,928
Page Street Neighborway (Webster to Market)	Construction				\$ 144,005				
Joice Alley Lighting Improvements	Design, Construction				\$ 87,000	\$ 413,000			\$ 500,000
Cash Flow Subtotal		\$ 500,000	\$ 1,705,000	\$ 1,285,519	\$ 1,961,305	\$ 633,000	\$ -	\$ -	\$ 6,084,824
Cumulative Remaining Capacity		\$ 510,858	\$ 582,849	\$ 319,927	\$ (656,540)	\$ (318,089)	\$ (318,089)	\$ (318,089)	\$ (318,089)
Transit Reliability and Mobility Improvements									
Target Funds Available in Category		\$ 1,503,678	\$ 2,643,321	\$ 1,521,141	\$ 1,464,971	\$ 1,445,059			\$ 8,578,170
Muni Metro Station Enhancements - Phase 1	Construction	\$ 1,232,658	\$ 1,232,658						\$ 2,465,316
Third Street Transit and Safety Improvements2	Construction				\$ 383,776				\$ 383,776
Transit Stop Signage Enhancement Program - Phase 1	Design, Construction				\$ 521,949	\$ 521,949			\$ 1,043,898
Transit Stop Signage Enhancement Program - Phase 2	Design, Construction				\$ 168,051	\$ 128,051	\$ 624,919	\$ 100,000	\$ 1,021,021
L Taraval Improvement Project (Segment B – Sunset Boulevard to West Portal)	Construction				\$ 1,832,080	\$ 1,832,079			\$ 3,664,159
Cash Flow Subtotal		\$ 1,232,658	\$ 1,232,658	\$ -	\$ 2,905,856	\$ 2,482,079	\$ 624,919	\$ 100,000	\$ 8,578,170
Cumulative Remaining Capacity		\$ 271,020	\$ 1,681,682	\$ 3,202,823	\$ 1,761,939	\$ 724,919	\$ 100,000	\$ 0	\$ 0
Total Available Funds		\$ 4,778,633	\$ 8,400,377	\$ 4,834,131	\$ 4,655,626	\$ 4,592,346			\$ 27,261,113
Total Cashflow		\$ 1,732,658	\$ 2,937,658	\$ 2,882,202	\$ 7,760,973	\$ 8,107,010	\$ 3,260,612	\$ 580,000	\$ 27,261,113
Cumulative Remaining Capacity		\$ 3,045,975	\$ 8,508,694	\$ 10,460,623	\$ 7,355,276	\$ 3,840,612	\$ 580,000	\$ 0	\$ 0

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Memorandum

AGENDA ITEM 8

DATE: August 27, 2020
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 9/22/2020 Board Meeting: Allocate \$10,645,271 and Appropriate \$60,000 in Prop K Sales Tax Funds, with Conditions, and Allocate \$3,664,159 in Prop AA Vehicle Registration Fee Funds, with Conditions, for Nine Requests

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Allocate \$180,624 in Prop K funds to the Peninsula Corridor Joint Powers Board (Caltrain) for:</p> <ol style="list-style-type: none"> 1. Marin Street and Napoleon Avenue Bridges Rehabilitation <p>Allocate \$10,464,647 in Prop K funds and \$3,664,159 in Prop AA funds, with conditions, to the San Francisco Municipal Transportation Agency (SFMTA) for:</p> <ol style="list-style-type: none"> 2. L-Taraval Transit Enhancements (Segment B) - Additional Funds (\$4,055,032 Prop K, \$3,664,159 Prop AA) 3. Fulton Street Safety [NTIP Capital] (\$236,215) 4. Clay & Grant and Stockton & Sutter Conduits and Signal Modifications (\$420,000) 5. Bayview Community Based Transportation Plan Implementation (\$180,000) 6. 6th Street Pedestrian Safety (\$4,000,000) 7. Short-term Bike Parking (\$398,000) 8. Slow Streets Program (\$1,175,400) <p>Appropriate \$60,000 in Prop K funds for:</p> <ol style="list-style-type: none"> 9. Golden Gate Park Sustainable Travel Study [NTIP Planning] <p>SUMMARY</p> <p>Attachment 1 lists the requests, including phase(s) of work and supervisorial district(s) for the projects. Attachment 2 provides a brief description of the projects. Attachment 3 contains the staff recommendations.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Fund Allocation <input checked="" type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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DISCUSSION

Attachment 1 summarizes the subject allocation requests, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources) compared with the leveraging assumptions in the Prop K Expenditure Plan.



Attachment 2 includes brief project descriptions. Attachment 3 summarizes the staff recommendations for each request, highlighting special conditions and other items of interest. An Allocation Request Form for each project is enclosed, with more detailed information on scope, schedule, budget, funding, deliverables and special conditions.

FINANCIAL IMPACT

The recommended action would allocate and appropriate \$10,705,271 in Prop K funds and allocate \$3,664,159 in Prop AA funds. The allocations and appropriation would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the enclosed Allocation Request Forms.

Attachment 4 shows the approved Prop K and Prop AA Fiscal Year 2020/21 allocations to date, with associated annual cash flow commitments as well as the recommended allocation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the approved provisional three-month Fiscal Year 2020/21 budget to accommodate the recommended action. Furthermore, sufficient funds will be included in the proposed Fiscal Year 2020/21 annual budget and in future budgets to cover the recommended cash flow distributions for those respective fiscal years.

CAC POSITION

The CAC will consider this item at its September 2, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 -Summary of Requests
- Attachment 2 - Project Descriptions
- Attachment 3 - Staff Recommendations
- Attachment 4 -Prop K/AA Allocation Summaries - FY 2020/21
- Enclosure - Allocation Request Forms (9)

Source	EP Line No./ Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Current Prop AA Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
							Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴		
Prop K	22P	PCJPB	Marin Street and Napoleon Avenue Bridges Rehabilitation	\$ 180,624		\$ 13,843,365	78%	99%	Construction	10
Prop K Prop AA	22U / Transit	SFMTA	L-Taraval Transit Enhancements (Segment B) - Additional Funds	\$ 4,055,032	\$ 3,664,159	\$ 66,459,011	78%	94%	Construction	4, 7
Prop K	30	SFMTA	Fulton Street Safety [NTIP Capital]	\$ 236,215		\$ 236,215	83%	0%	Construction	1
Prop K	33	SFMTA	Clay & Grant and Stockton & Sutter Conduits and Signal Modifications	\$ 420,000		\$ 420,000	41%	0%	Construction	3
Prop K	38	SFMTA	Bayview Community Based Transportation Plan Implementation	\$ 180,000		\$ 283,000	51%	36%	Design	10
Prop K	38	SFMTA	6th Street Pedestrian Safety	\$ 4,000,000		\$ 19,226,200	51%	79%	Construction	6
Prop K	39	SFMTA	Short-term Bike Parking	\$ 398,000		\$ 1,173,481	28%	66%	Construction	Citywide
Prop K	38, 39	SFMTA	Slow Streets Program	\$ 1,175,400		\$ 1,175,400	44%	0%	Construction	Citywide
Prop K	44	SFCTA	Golden Gate Park Sustainable Travel Study [NTIP Planning]	\$ 60,000		\$ 60,000	40%	0%	Planning	1, 4, 5
TOTAL				\$ 10,705,271	\$ 3,664,159	\$ 102,876,672	71%	90%		

Footnotes

¹ "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2019 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2017 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).

²

Acronyms: PCJPB (Peninsula Counties Joint Powers Board); SFCTA (San Francisco County Transportation Authority); SFMTA (San Francisco Municipal Transportation Agency)

³ "Expected Leveraging By EP Line" is calculated by dividing the total non-Prop K funds expected to be available for a given Prop K Expenditure Plan line item (e.g. Pedestrian Circulation and Safety) by the total expected funding for that Prop K Expenditure Plan line item over the 30-year Expenditure Plan period. For example, expected leveraging of 90% indicates that on average non-Prop K funds should cover 90% of the total costs for all projects in that category, and Prop K should cover only 10%.

⁴ "Actual Leveraging by Project Phase" is calculated by dividing the total non-Prop K or non-Prop AA funds in the funding plan by the total cost for the requested phase or phases. If the percentage in the "Actual Leveraging" column is lower than in the "Expected Leveraging" column, the request (indicated by yellow highlighting) is leveraging fewer non-Prop K dollars than assumed in the Expenditure Plan. A project that is well leveraged overall may have lower-than-expected leveraging for an individual or partial phase.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
22P	PCJPB	Marin Street and Napoleon Avenue Bridges Rehabilitation	\$ 180,624		Address structural deficiencies by retrofitting or replacing bridge structural elements to extend the useful life of the structures. The project also addresses trespasser encampments and illegal dumping through additional fencing and potential installation of fill material that still allows access to the bridge superstructure for inspections and repairs.
22U / Transit	SFMTA	L-Taraval Transit Enhancements (Segment B) - Additional Funds	\$ 4,055,032	\$ 3,664,159	<p>Replace light rail track and overhead contact system components along the L-Taraval light rail line, between West Portal and Sunset Blvd. This project is part of a larger set of transit and street improvements including transit stop placement optimization, sewer and water system infrastructure upgrades, bus bulbs and boarding islands, pedestrian improvements, street resurfacing, installation of traffic signals, and traffic and turn lane modifications to improve safety, reduce travel time, and improve reliability on the L-Taraval corridor. SFMTA anticipates the project will be open for use in Fall 2023.</p> <p>The Board previously approved \$11.2 million in Prop K funds for this project in December 2018 with an intent to allocate \$4,055,032 in additional Prop K funds in Fiscal Year 2019/20. Allocation of \$3,664,159 in Prop AA funds is conditioned upon Board approval of the Prop AA program of projects selected through the recent call for projects, which is a separate item on the September Board meeting agenda. Prop AA funds are requested in lieu of Regional Measure 3 funds originally planned to help fully fund the project.</p>
30	SFMTA	Fulton Street Safety [NTIP Capital]	\$ 236,215		This request will fund the implementation of recommendations from the Fulton Street Safety [NTIP Planning] project for safety improvements along 3 miles of Fulton Street between Stanyan and La Playa Streets along the border of Golden Gate Park, segments of which are located on the High Injury Network. Improvements include adding and extending daylighting at crosswalks at 34 intersections, implementing painted safety zones at 14 locations, adding signalized bike connections to Golden Gate Park at 10th and 22nd Avenues, paving an existing dirt path in Golden Gate Park at 22nd Avenue, and installing a westbound speed radar sign approaching 41st Avenue. See pages 32 & 33 of the enclosure for more details on the locations of each treatment. SFMTA expects the project to be open for use by March 2021.
33	SFMTA	Clay & Grant and Stockton & Sutter Conduits and Signal Modifications	\$ 420,000		Install traffic signal conduits, pole foundations and poles, upgraded vehicular signals with higher visibility, and pedestrian countdown signals at the intersections of Clay and Grant Streets and Stockton and Sutter Streets. SFPW will lead the construction phase and incorporate this scope into a sub-sidewalk basement curb ramp project. Project is expected to be open for use by Fall 2021.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
38	SFMTA	Bayview Community Based Transportation Plan Implementation	\$ 180,000		Design pedestrian safety improvements at high priority locations as recommended in the Bayview Community Based Transportation Plan. Safety improvements include two Rectangular Rapid Flashing Beacons at the intersections of Innes Avenue/Arelious Walker and Williams Avenue/Apollo Street and up to nine bulbouts at locations to be confirmed by the District 10 Supervisor and community stakeholders. Potential locations are shown on page 53 of the enclosure. SFMTA anticipates the design phase to be completed by December 2021.
38	SFMTA	6th Street Pedestrian Safety	\$ 4,000,000		Improve safety for all street users, and create safe and inviting public space by constructing a series of treatments on the High Injury Network corridor of 6th Street between Market Street and Brannan Street in the South of Market neighborhood. The project includes widened sidewalks, corner bulbouts, installation of traffic signals, marked crosswalks, and a lane reduction. SFMTA anticipates that the project will be open for use by Spring 2023.
39	SFMTA	Short-term Bike Parking	\$ 398,000		Requested Prop K funds will leverage TFCA funds approved by the Board in July 2020 to site, legislate, and install 1,420 bike racks (2,840 bike parking spaces) throughout San Francisco. Site selection will respond to requests for racks as well as proactive siting of racks in under-served areas. Project will encourage more people to use a non-motorized mode of travel, knowing they will have a secure place to lock their personal bike, bikeshare bike or scooter, thus shifting trips away from motor vehicles and reducing emissions. Members of the public may request a bike rack by calling 311. SFMTA anticipates that all racks will be installed by March 2020.
38, 39	SFMTA	Slow Streets Program	\$ 1,175,400		The SFMTA requests funds to convert the Slow Streets implemented on 17 residential streets from temporary to more permanent by replacing temporary barricades with more durable materials fixed in the roadway to reduce ongoing maintenance while continuing to provide needed space for socially distanced walking and biking. SFMTA will also use the requested funds to implement Slow Streets on 14 additional corridors as well as to conduct surveys and traffic counts before and after implementation to evaluate the effectiveness of the improvements. The durable materials will include flexible delineators in various configurations to reduce the width of intersections and discourage through traffic along Slow Streets, along with pedestrian-scale and roadway signage indicating the shared nature of these streets. See page 100 of the enclosure for the list of Slow Streets corridors. Slow Streets have grown to become an element of the city's infrastructure that can support economic recovery and the buildout of a comfortable and safe citywide bicycle network. Project will be open for use by Spring 2022.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
44	SFCTA	Golden Gate Park Sustainable Travel Study [NTIP Planning]	\$ 60,000		At the request of Commissioner Fewer, the Transportation Authority will use requested funds to convene a working group of city agencies, public institutions, and community groups to review the current closure of JFK Drive in Golden Gate Park to vehicles, and identify and address transportation needs. This would be conducted over the course of three number of meetings that would be used to identify concerns, provide a transparent analysis of those concerns, and develop consensus on the long-term strategy for the closure (continue, modify or terminate). Project team will present the final study report to the Board in early 2021.
TOTAL			\$10,705,271	\$3,664,159	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended	Recommendations
22P	PCJPB	Marin Street and Napoleon Avenue Bridges Rehabilitation	\$ 180,624	\$ -	Recommendation is to allocate funds deobligated from previous projects completed under budget. The San Francisco member share contribution to Caltrain's FY2020/21 capital budget will be presented to the Board in Fall 2020.
22U / Transit	SFMTA	L-Taraval Transit Enhancements (Segment B) - Additional Funds	\$ 4,055,032	\$ 3,664,159	<p>Special Condition: Allocation of \$3,664,159 in Prop AA funds is conditioned upon Board approval of the Prop AA programming recommendations for the recent call for projects, which is a separate item on the September 2020 Board meeting agenda.</p> <p>Allocation of \$4,055,032 in Prop K funds fulfills the Intent to Allocate approved by the Board in December 2018.</p>
30	SFMTA	Fulton Street Safety [NTIP Capital]	\$ 236,215		
33	SFMTA	Clay & Grant and Stockton & Sutter Conduits and Signal Modifications	\$ 420,000		
38	SFMTA	Bayview Community Based Transportation Plan Implementation	\$ 180,000		Special Condition: The Transportation Authority will not reimburse expenses for the design of the bulbouts until the intersection locations are confirmed by the District Supervisor.
38	SFMTA	6th Street Pedestrian Safety	\$ 4,000,000		5-Year Prioritization Program (5YPP) Amendment: Our recommendation is conditioned upon a cost-neutral amendment to the Traffic Calming 5YPP to accommodate SFMTA's requested cash flow for the project. See enclosed Allocation Request Form for details.
39	SFMTA	Short-term Bike Parking	\$ 398,000		
38, 39	SFMTA	Slow Streets Program	\$ 1,175,400		5YPP Amendment: Our recommendation is conditioned upon an amendment to the Traffic Calming and Bicycle Circulation/Safety 5YPPs. See enclosed Allocation Request Form for details.
44	SFCTA	Golden Gate Park Sustainable Travel Study [NTIP Planning]	\$ 60,000	\$ -	
TOTAL			\$10,705,271	\$3,664,159	

¹ See Attachment 1 for footnotes.

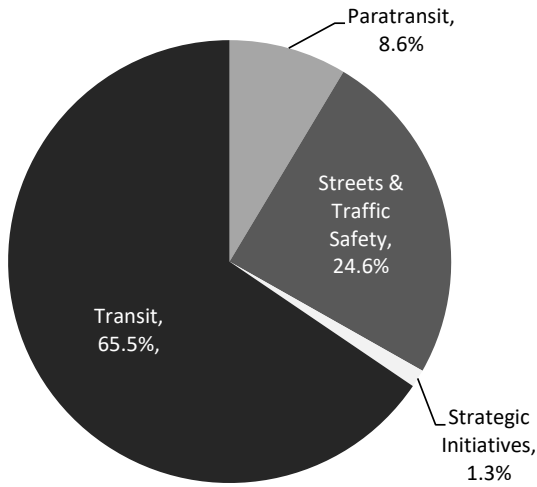
**Attachment 4.
Prop K Allocation Summary - FY2020/21
Prop AA Allocation Summary - FY2020/21**

PROP K SALES TAX

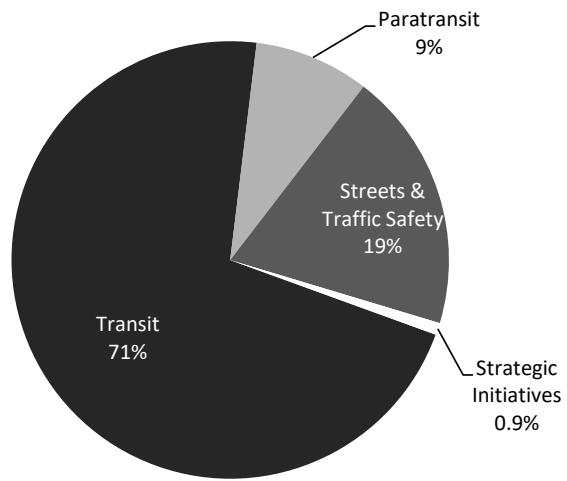
FY2020/21	Total	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 15,154,679	\$ 11,761,316	\$ 3,318,363	\$ 75,000	\$ -	\$ -	\$ -
Current Request(s)	\$ 10,705,271	\$ 1,539,473	\$ 4,341,060	\$ 3,647,326	\$ 1,177,412	\$ -	\$ -
New Total Allocations	\$ 25,859,950	\$ 13,300,789	\$ 7,659,423	\$ 3,722,326	\$ 1,177,412	\$ -	\$ -

The above table shows maximum annual cash flow for all FY 2020/21 allocations and appropriations approved to date, along with the current recommended allocation(s).

**Investment Commitments,
per Prop K Expenditure Plan**



Prop K Investments To Date

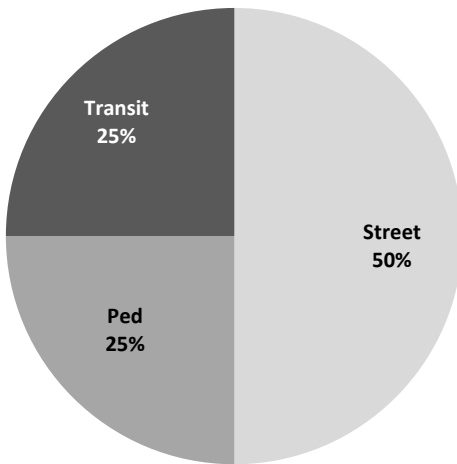


PROP AA VEHICLE REGISTRATION FEE

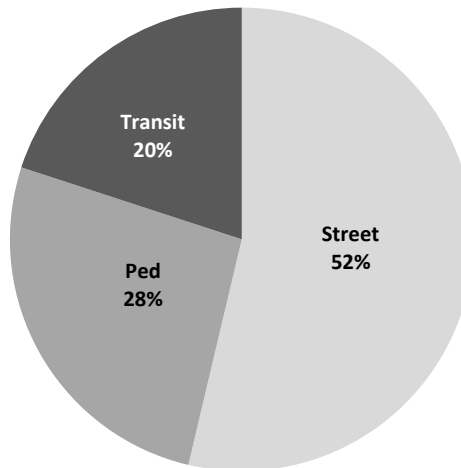
FY2020/21	Total	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Prior Allocations	\$ 1,043,898	\$ 521,949	\$ 521,949	\$ -	\$ -	\$ -
Current Request(s)	\$ 3,664,159	\$ 1,832,080	\$ 1,832,080	\$ -	\$ -	\$ -
New Total Allocations	\$ 4,708,057	\$ 2,354,029	\$ 2,354,029	\$ -	\$ -	\$ -

The above table shows total cash flow for all FY 2020/210 allocations approved to date, along with the current recommended allocation(s).

**Investment Commitments, per Prop AA
Expenditure Plan**



Prop AA Investments To Date





Memorandum

AGENDA ITEM 9

DATE: September 2, 2020

TO: Transportation Authority Board

FROM: Anna LaForte - Deputy Director for Policy and Programming

SUBJECT: 9/22/20 Board Meeting: Adopt the Alemany Corridor Safety Project Final Report [NTIP Planning]

RECOMMENDATION Information Action

Adopt the Alemany Corridor Safety Project Final Report [NTIP Planning].

SUMMARY

In September 2019, with the support of Commissioner Ahsha Safai, the Transportation Authority allocated \$100,000 in Prop K Neighborhood Transportation Improvement Program (NTIP) funds to the San Francisco Municipal Transportation Agency (SFMTA) for the Alemany Corridor Safety Project. SFMTA used the Prop K NTIP funds to conduct community outreach and develop conceptual designs for safety and accessibility improvements for approximately two miles of the Alemany corridor between Rousseau Street and Sickles Avenue, segments of which are located on San Francisco's High Injury Network. The enclosed draft final report describes near, mid, and long-term recommendations and next steps, which we also summarize in the memo section below. Victoria Chong, SFMTA project manager, will provide a summary of the project and its recommendations at the September 2 CAC meeting.

- Fund Allocation
- Fund Programming
- Policy/Legislation
- Plan/Study
- Capital Project Oversight/Delivery
- Budget/Finance
- Contract/Agreement
- Other: _____

BACKGROUND

The NTIP is intended to strengthen project pipelines and advance the delivery of community-supported neighborhood-scale projects, especially in Communities of Concern and other



underserved neighborhoods and areas with at-risk populations (e.g. seniors, children, and/or people with disabilities).

The Alemany Corridor Safety Project (Project) is intended to improve safety for all users of about two miles of Alemany Boulevard between Rousseau Street to the north and Sickles Avenue to the south. This segment of the Alemany corridor is a four-lane road with a four-foot center concrete island and Class 2 bike lanes going in each direction. Although the posted speed limit is 35 miles per hour, Alemany has a history of speed-related collisions. As noted above, segments of this stretch of the corridor are located on San Francisco's High Injury Network, which is comprised of just 12 percent of the city's streets, but accounts for more than 70 percent of severe and fatal traffic injuries.

DISCUSSION

Community Outreach. This Project leverages and builds upon the extensive community outreach conducted by the San Francisco Planning Department when developing the Excelsior and Outer Mission Neighborhood Strategy. Outreach for the Project included an open house at Balboa High School in December 2019 and a community survey open throughout the month of June 2020.

Feedback from the open house supported the need for traffic calming and pedestrian safety improvements, particularly at intersections without traffic signals. Based on this feedback and technical analysis from the existing conditions and traffic collision history, by March 2020 SFMTA staff had developed recommendations for safety improvements for the corridor. However, this also was the start of the COVID-19 pandemic. After discussions with Commissioner Safai's office, the SFMTA staff shared the recommendations with the community through the existing project email and mailing list. The New Mission Terrace Improvements Association further bolstered the advertisement of the safety improvement recommendations along with the Commissioner's office. Community members were asked to take a short survey in June, sharing their support or opposition for the proposed improvements. Most survey respondents supported the recommendations, with some respondents asking for even more aggressive safety and traffic calming measures.

Recommendations. SFMTA has developed near, mid, and long-term safety improvement recommendations for the Alemany corridor, as described below and in detail in the enclosed final report.

Near-Term Improvements. Within six months to one year, SFTMA proposes near-term improvements such as advanced limit lines, daylighting, pedestrian head start signal timing, two-stage turn boxes for bikes, continental crosswalks, and pavement markings and signage at various intersections along Alemany. The recommendations also include an upgrade to the existing bike lanes to buffered bike lanes along the length of the corridor.



Mid-Term Improvements. Within one to three years, SFMTA proposes upgrading signal lenses to a larger size and installing pedestrian countdown signals and accessibility improvements at various intersections along Alemany. The recommendations also include adding speed radar signage in both directions on the segment of Alemany between Santa Rosa Avenue and Cotter Street and corridor-wide signal re-timing.

Long-Term Improvements. Prop K is helping to fund the design of new traffic signals at the intersections of Alemany Boulevard and Rousseau, Theresa, and Lawrence streets, which are recommendations that were confirmed through this planning process. Long-term recommendations also include signal upgrades, evaluation of left-turn treatments, and pedestrian crossing improvements at other intersections that could be implemented within approximately three years.

Current Work Underway. Additional improvements are currently underway or completed as part of a Senate Bill 1 funded paving project on Alemany Boulevard between Rousseau Street and Seneca Avenue. Improvements to this segment of the Alemany corridor include a continental crosswalk, advanced limit lines, curb ramps, and a buffered bike lane. A traffic signal upgrade at the intersection of Alemany Boulevard and Sickles Avenue is currently in design as part of the Prop K funded Traffic Signal Upgrade Contract 35 project.

Additional Community Suggestions. Through this planning process, the project team also heard some feedback from community members that were not recommended through this study. This included the idea of adding a parking-protected bikeway on the corridor. Staff evaluated this idea and determined that there would be a number of tradeoffs to consider, such as reducing the number of travel lanes on Alemany, parking loss as a result of daylighting every driveway on the corridor for visibility and better sightlines, and potential debris and maintenance in the bikeway from trees, in addition to other considerations. In addition, reducing the speed limit was another community concern. Because the 85th percentile speed on Alemany Boulevard measured vehicles traveling at 35mph, a reduction would not be justifiable nor enforceable by the San Francisco Police Department.

Next Steps. The SFMTA plans to start implementing near-term improvements by the end of year. SFMTA will also work with the Transportation Authority and Commissioner Safai's office to determine strategies for funding the mid and long-term recommendations.

FINANCIAL IMPACT

There are no impacts on the proposed Fiscal Year 2020/21 budget associated with the recommended action.

CAC POSITION

The CAC will consider this item at its September 2, 2020 meeting.



SUPPLEMENTAL MATERIALS

Enclosure 1 - Alemany Corridor Safety Project Final Report



Memorandum

AGENDA ITEM 10

DATE: August 27, 2020
TO: Transportation Authority Board
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 09/15/20 Board Meeting: Proposed Fiscal Year 2020/21 Budget and Work Program

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Adopt the proposed Fiscal Year (FY) 2020/21 Budget and Work Program</p> <p>SUMMARY</p> <p>The purpose of this memorandum is to present the proposed Fiscal Year (FY) 2020/21 annual budget and work program and seek its adoption. The September 15 Board meeting will serve as the official public hearing prior to final consideration of the annual budget and work program at the September 22 Board meeting. There have been no changes made to the proposed annual budget and work program since the item was presented to the Board at its August 25, 2020 meeting.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input checked="" type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

Pursuant to State statutes (California Public Utilities Code, Sections 131000 et seq.), we must adopt an annual budget by June 30 of each year. As called for in our Fiscal Policy (Resolution 18-07) and Administrative Code (Ordinance 17-01), the Board shall set both the overall budget parameters for administrative and capital expenditures, the spending limits on certain line items, and adopt the budget prior to June 30 of each year.

On January 30, the World Health Organization declared the outbreak of the COVID-19 to be a public health emergency of international concern and on March 11, declared a worldwide pandemic of the COVID-19 disease. On February 25, San Francisco declared a state of emergency in response to the global spread of COVID-19 and on March 16, Mayor London Breed directed all residents to shelter in place. On March 4, Governor Gavin Newsom declared a state of emergency later signed Executive Order N-33-20 mandating all persons statewide to stay at home except as needed to maintain continuity of operations of the critical



infrastructure sectors. These COVID-19 related events have significantly affected our economy and agency revenues.

In light of the resulting unprecedented level of economic uncertainty, the significant impact of COVID-19 necessitated postponing the adoption of the full annual Budget and Work Program until September, similar to the schedule that Mayor Breed has set for the City's budget. In the interim, to provide for the necessary continuation of services and payment of expenditures, the Board approved a waiver at its June 23 meeting of the Administrative Code provision requiring adoption of the annual budget by June 30 and adopted a provisional three-month FY 2020/21 budget and work program until the time at which the full 12-month budget and work program for FY 2020/21 is adopted.

DISCUSSION

The proposed FY 2020/21 Work Program includes activities in four major functional areas: 1) Plan, 2) Fund, 3) Deliver, and 4) Transparency and Accountability. These categories of activities are organized to efficiently address our designated mandates, including administering the Prop K Sales Tax program; functioning as the Congestion Management Agency (CMA) for San Francisco; acting as the Local Program Manager for the Transportation Fund for Clean Air (TFCA) program; administering the \$10 Prop AA vehicle registration fee program (Prop AA); administering the Prop D Traffic Congestion Mitigation Tax program (TNC Tax); and operating as the Treasure Island Mobility Management Agency (TIMMA) for San Francisco. Our work program reflects the multi-disciplinary and collaborative nature of our roles in planning, funding, and delivering transportation projects and programs across the city, while ensuring transparency and accountability in the use of taxpayer funds.

Attachment 1 contains a description of our proposed work program for FY 2020/21. Attachment 2 displays the proposed budget in a format described in our Fiscal Policy. The division of revenues and expenditures into the Sales Tax program, CMA program, TFCA program, Prop AA program, TIMMA program, and TNC Tax program in Attachment 2 reflects our six distinct responsibilities and mandates. Attachment 3 shows a comparison of revenues and expenditures to the prior year's actual and amended budgeted numbers. Attachment 4 shows a more detailed version of the proposed budget. Attachment 5 shows our Board adopted agency structure and job positions. Attachment 6 provides additional descriptions and analysis of line items in the budget.

We have segregated our TIMMA function as a separate legal and financial entity effective July 1, 2017. The TIMMA FY 2020/21 Budget and Work Program will be presented as a separate item to the TIMMA Committee at its September 15 meeting and to the TIMMA Board at its September 22 meeting.

Revenues. Total revenues are projected to be \$143.3 million and are budgeted to increase by an estimated \$26.1 million from the FY 2019/20 Final Budget, or 22.3%, which is primarily due to expected increase in activities for the I-80/Yerba Buena Island Interchange Improvement and Bridge Structures project (collectively known as YBI Project), funded by federal and state grant funds. Sales tax revenues, net of interest earnings, are projected to be \$93.3 million or



65.2% of revenues. This is an increase of \$6.8 million compared to the budgeted sales tax revenues for FY 2019/20 as we anticipate a gradual recovery from the impact of COVID-19.

Expenditures. Total expenditures are projected to be about \$229.6 million. Of this amount, capital project costs, most of which are awarded as grants to agencies like the San Francisco Municipal Transportation Agency (SFMTA), are \$196.0 million. Capital projects costs are 85.3% of total projected expenditures, with another 5.1% of expenditures budgeted for administrative operating costs, and 9.6% for debt service and interest costs. Capital expenditures in FY 2020/21 of \$196.0 million are budgeted to increase by \$29.9 million, or 18.0%, from the FY 2019/20 final budget, which is primarily due to slower than anticipated Prop K capital expenditures in FY 2019/20 being carried forward to FY 2020/21 and the expected increase in activities for the YBI Project.

Debt service costs of \$21.9 million are for costs related to the assumed fees and interests for the expected drawdown from the Revolving Credit Loan Agreement, anticipated bond principal and interest payments for our Sales Tax Revenue Bond, and other costs associated with debt. Our debt program has allowed us more flexibility and has enabled us to cost effectively accelerate delivery of the Prop K programs.

Other Financing Sources/Uses. The Other Financing Sources/Uses section of Attachment 6 - Line Item Detail for the FY 2020/21 proposed budget includes anticipated drawdown from the Revolving Credit Loan Agreement. The estimated level of sales tax capital expenditures for FY 2020/21 may trigger the need to drawdown up to \$100 million from the Revolving Credit Loan Agreement as we anticipate to pay out all of the 2017 Sales Tax Revenue Bond proceeds and the interest earned on proceeds in the first half of the fiscal year. We will continue to monitor capital spending closely during the upcoming year by reviewing approved cash flow schedules for allocations, actual reimbursements, and progress reports in tandem with ongoing conversations with project sponsors, particularly our largest grant recipient, the SFMTA. This line item also includes inter-fund transfers among the sales tax, CMA, and TIMMA funds. These transfers represent the required local match to federal grants such as the Surface Transportation Program and Advanced Transportation and Congestion Management Technologies Deployment. Also represented are appropriations of Prop K to projects such as the Downtown Congestion Pricing Study and the Octavia Boulevard Circulation Study.

Fund Balance. The budgetary fund balance is generally defined as the difference between assets and liabilities, and the ending balance is based on previous year's audited fund balance plus the current year's budget amendment and the budgeted year's activity. There is a positive amount of \$46.6 million in total fund balances, as a result of the anticipated Revolving Credit Loan Agreement drawdown.

FINANCIAL IMPACT

As described above.



CAC POSITION

The CAC will consider this item at its September 2, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed Work Program
- Attachment 2 - Proposed Budget
- Attachment 3 - Proposed Budget - Comparison of Revenues and Expenditures
- Attachment 4 - Proposed Budget - Line Item Detail
- Attachment 5 - Agency Structure
- Attachment 6 - Line Item Descriptions

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

The Transportation Authority's Fiscal Year (FY) 2020/21 Work Program includes activities in five divisions overseen by the Executive Director: 1) Policy and Programming, 2) Capital Projects, 3) Planning, 4) Technology, Data, and Analysis, and 5) Finance and Administration. The Executive Director is responsible for directing the agency in keeping with the annual Board-adopted goals, for the development of the annual budget and work program, and for the efficient and effective management of staff and other resources. Further, the Executive Director is responsible for regular and effective communications with the Board, the Mayor's Office, San Francisco's elected representatives at the state and federal levels and the public, as well as for coordination and partnering with other city, regional, state, and federal agencies.

The agency's work program activities address the Transportation Authority's designated mandates and functional roles. These include: 1) serving as the Prop K transportation sales tax administrator; 2) serving as the Congestion Management Agency (CMA) for San Francisco; 3) acting as the Local Program Manager for the Transportation Fund for Clean Air (TFCA) program; 4) administering the \$10 Prop AA vehicle registration fee; and 5) administering the Prop D Traffic Congestion Mitigation Tax program. The Transportation Authority is also operating as the Treasure Island Mobility Management Agency (TIMMA). The TIMMA FY 2020/21 Work Program will be presented to the TIMMA Board as a separate item and is not reflected below.

Our work program reflects the multi-disciplinary and collaborative nature of our roles in planning, funding, and delivering transportation projects and programs across the city, while ensuring transparency and accountability in the use of taxpayer funds.

PLAN

Long-range, countywide transportation planning and CMA-related policy, planning, and coordination are at the core of the agency's planning functions. In FY 2020/21, we will continue to implement recommendations from the existing San Francisco Transportation Plan (SFTP, 2017), while advancing the next update (SFTP, 2021) through the San Francisco Long-range Transportation Planning Program, also known as ConnectSF, our multi-agency partnership with the San Francisco Municipal Transportation Agency (SFMTA), the San Francisco Planning Department (SF Planning), and others. This year, we are focused on delivering the SFTP to set a future transportation policy and investment direction for the City, while wrapping up the transit and streets and freeway modal studies. We will also continue to further corridor, neighborhood, and community-based transportation plans under our lead, while supporting efforts led by partner agencies. We will undertake new planning efforts meant to inform and respond to emerging trends and policy areas. This strategic area of focus for our planning work includes deepening our research on Transportation Network Companies, or TNCs (e.g., Lyft and Uber), use and impacts. Most of the FY 2020/21 activities listed below are multi-divisional efforts, often led by the Planning or Capital Projects divisions in close coordination with Technology, Data, and Analysis and the Policy and Programming divisions. Proposed activities include:

Active Congestion Management

- **San Francisco Transportation Re-Opening Working Group.** We will actively support this working group which is co-chaired by Transportation Authority Board Chair Aaron Peskin and SFMTA Director Jeff Tumlin. The working group, which is anticipated to meet weekly for the

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

next several months, will facilitate interdepartmental and interagency collaboration to further develop and vet the City's approach to transportation in support of San Francisco's re-opening. Many of our ongoing and new work program efforts, such as our COVID-Era Congestion Tracker, the Downtown Congestion Pricing Study, and our coordination and advocacy related to the regional Blue Ribbon Transit Recovery Task Force, will be highly relevant to this effort.

- **COVID-Era Congestion Tracker and COVID-19 Recovery Scenario Analysis.** The shelter-in-place (SIP) orders issued in mid-March 2020 have rapidly changed traffic patterns and congestion. Overnight, San Francisco went from experiencing some of the worst congestion in the country to being virtually congestion-free. Recently, as the economy begins to recover, we have seen traffic and congestion levels rising. The Transportation Authority's COVID-Era Congestion Tracker (<https://covid-congestion.sfcta.org/>) is an interactive map of critical roadways in San Francisco that provides decision-makers with the ability to monitor weekly changes in roadway congestion in order to identify emerging congestion "hot spots" and identify appropriate management strategies. The Congestion Tracker also allows users to view speed data for the city overall, or for particular segments, and to compare current speeds to pre-COVID conditions. We will continue to update the tracker, analyze the data, and use this as an input as we evaluate different scenarios for the re-opening of San Francisco. In addition, using the Transportation Authority's San Francisco Chained Activity Modeling Process (known as SF-CHAMP) activity-based travel demand model, staff are developing forecast scenarios to inform decision-makers about anticipated transportation system performance under different COVID-19 recovery scenarios given changes in employment and workforce participation, transit service levels, work-from-home trends, and public willingness to ride transit.
- **Downtown Congestion Pricing Study.** We have worked with the Policy Advisory Committee (PAC) and other stakeholders to set key goals and objectives, including advancing equity while reducing congestion, transit delays, traffic collisions, air pollution, and greenhouse gas emissions, and to establish alternative configurations for screening. We will complete the screening work this year and work with the PAC, community organizations, and the public to review program design options, benefits, and impacts of a potential congestion pricing program in San Francisco. We anticipate presenting the findings of this work in spring 2021.

SFTP Implementation and Board Support

- **Neighborhood Transportation Improvement Program (NTIP) Cycle 2.** We will identify and advance new projects through Cycle 2 of the sales tax-funded NTIP, and monitor implementation of projects funded through Cycles 1 and 2. Funds for Cycle 2 include \$100,000 in planning funds for each district and \$600,000 in local match funds for each district to advance NTIP projects toward implementation. We will continue to work closely on identification and scoping of new NTIP planning and capital efforts, including advancing recommendations from recently completed plans in coordination with Transportation Authority Board members and SFMTA's NTIP Coordinator, and will monitor and support new NTIP efforts led by other agencies. We continue to lead NTIP projects in five City supervisorial districts: Districts 3, 4, 5, 9, and 10.

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

- San Francisco School Access Plan.** The Transportation Authority was awarded a Caltrans Sustainable Planning Grant to develop a School Access Plan. Building on our prior work on the Child Transportation Study, this plan will develop near and medium-term school transportation solutions for medium- to long-distance K-5 school trips, focusing on improving equity for vulnerable students and families, including students with Individualized Education Plans, students experiencing homelessness, foster youth, and low-income youth.

Long Range, Countywide, and Inter-Jurisdictional Planning

- SFTP 2050 and ConnectSF.** With our partners SFMTA and SF Planning, we are working to wrap up the Streets and Freeways Study and the Transit Corridors Study this fiscal year. We are planning outreach this fall to review potential improvement options emerging from these studies, along with other planning and policy efforts. The SFTP will result in a fiscally constrained transportation investment and policy blueprint for San Francisco through the year 2050. The plan, which will be informed by the aforementioned modal studies as well as other plans and studies, will identify the policy and transportation investment options that help San Francisco advance towards our ambitious equity, greenhouse gas, safety, and other goals, given current and future funding sources. The 2017 SFTP and the SFTP update work completed to date have informed San Francisco's input into Plan Bay Area 2050. Both plans are slated for adoption in 2021. The SFTP will also be central to reauthorization of the Prop K sales tax wherein we can reset Expenditure Plan categories and extend the Expenditure Plan end date past FY 2033/34, which we will begin evaluating this year (see Fund section for additional details).
- Express Lane System Planning and Policy Support.** Although environmental review is paused, we continue to work on conceptual planning and equity studies for the San Francisco freeway system (including U.S. 101/I-280, mainline U.S. 101, I-280 West, and San Francisco-Oakland Bay Bridge (SFOBB) corridor) as a way to inform related Plan Bay Area 2050 and Streets and Freeways policy and planning work. This will also allow us to continue to coordinate with regional agencies on Express Lane Strategic Plan and U.S. 101 corridor plans with San Mateo and Santa Clara counties. Given the need to address growing congestion in the corridor, and to help prioritize Muni bus service, we would like to revisit resuming this work with SFMTA and Caltrans at the mid-year.
- Transportation Network Companies (TNC) Impact Studies.** Following our work on TNCs and congestion, we will continue to work with California Air Resources Board (CARB) to set emissions reduction targets for the sector. By mid-year, we anticipate releasing reports on the effects of TNCs on transit ridership and by year end, the report on TNCs and equity.
- Support Statewide and Regional Planning Efforts.** We will continue to support studies and planning efforts at the state and regional levels, including the California High-Speed Rail Authority's Business Plan and Environmental Impact Report; Caltrain and High-Speed Rail Business Plan coordination; California Transportation Commission (CTC)/California Air Resources Board (CARB) joint efforts on climate policy; State of California Public Utilities Commission (CPUC) data rulemaking and regulations for TNCs; and the Metropolitan Transportation Commission's (MTC's) Blue Ribbon Transit Recovery Task Force and Express

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

Lane white papers. We will also continue to coordinate with BART and other partner agencies to scope and advance the study of a potential second Transbay rail crossing, and associated connection to the west side.

Transportation Forecasting, Data and Analysis

- **Travel Forecasting and Analysis for Transportation Authority Studies.** We will provide modeling and data analysis to support efforts such as SFTP and ConnectSF, including the Streets and Freeways Study and the Transit Corridors Study; District 4 and District 5 neighborhood studies; Third Street-15 Bus Study; Treasure Island Mobility Management Program; Downtown Congestion Pricing Study; 22nd Street Station Location Study; and Downtown Rail Extension.
- **Congestion Management Program Update.** Every two years, we prepare and update to the San Francisco Congestion Management Program (CMP), which documents changes in multi-modal transportation system performance including roadway speeds, transit reliability, and bicycle and pedestrian counts. We will lead CMP data collection efforts in spring 2021.
- **Modeling Service Bureau.** We provide modeling, data analysis, and technical advice to City agencies and consultants in support of many projects and studies. Expected service bureau support this year for partner agencies and external parties is to be determined.
- **Transportation Sustainability Program Evaluation Study.** We will advance research on effective strategies for Travel Demand Management by major employers and institutions.
- **New Mobility Rulemaking.** We will continue to work with SFMTA to provide San Francisco's input to state and federal rulemaking opportunities, particularly related to CPUC's regulation of TNCs including data sharing; CPUC implementation of the TNC "Access for All" legislation; and CARB implementation of the TNC "Clean Miles" legislation. We will also continue to work on federal autonomous vehicle policies through transportation reauthorization and other legislative efforts.
- **Model Enhancements.** We are limiting our model development efforts to focus on understanding current essential travel patterns, as well as patterns that result from re-opening the City's economy. These efforts include tracking congestion trends and represent the new transit service levels in the region during SIP.

FUND

The Transportation Authority was initially established to serve as the administrator of the Prop B half-cent transportation sales tax (superseded by the Prop K transportation sales tax in 2003). This remains one of the agency's core functions, which has been complemented and expanded upon by several other roles including acting as the administrator for Prop AA, the Traffic Congestion Mitigation Tax (Prop D), the TFCA county program, and serving as CMA for San Francisco. We serve as a funding and financing strategist for San Francisco projects; advocate for discretionary funds and legislative changes to advance San Francisco project priorities; provide support to enable sponsor agencies to comply with timely-use-of-funds and other grant requirements; and seek to secure new sources of revenues for transportation-related projects and programs. The work program activities highlighted below are

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

typically led by the Policy and Programming Division with support from all agency divisions. Notable efforts planned for FY 2020/21 include:

Fund Programming and Allocations. We will continue to administer the Prop K sales tax, Prop AA vehicle registration fee, TFCA, and Traffic Congestion Mitigation Tax programs through which the agency directly allocates or prioritizes projects for grant funding; monitor and provide project delivery support and oversight for the San Francisco Lifeline Transportation Program, One Bay Area Grant, and State Transportation Improvement Program in our role as CMA. We will continue to provide technical, strategic, and advocacy support for a host of other fund programs, such as revenues distributed under Senate Bill 1 (see below), California's Cap-and-Trade and Active Transportation Programs, and federal competitive grant programs. Notable efforts for the first quarter of FY 2020/21 include Board adoption of the FY 2020/21 TFCA program of projects in July; conducting a Prop AA mid-cycle call for projects; and bringing the Traffic Congestion Mitigation Tax guidelines to the Board for information in July. We anticipate seeking approval of the Traffic Congestion Mitigation Tax guidelines in September, and programming and allocating funds shortly thereafter.

Senate Bill 1. We were pleased to see major Bay Area projects receive grant funds from the Transit and Intercity Rail Capital Program and State Highway Operations and Preservation Program, and continue to support the regional requests for Solutions for Congested Corridors funds (particularly BART Core Capacity), and our Board's approved San Francisco's project priorities for the Local Partnership Program (LPP) competitive funds (applications were due end of June). In the second quarter of FY 2020/21, we plan to identify and seek Board approval of project priorities for LPP formula funds that the agency prioritizes, as well as track pipeline projects for potential Caltrans Complete Streets funding opportunities. We will continue to engage our Board and regional MTC Commissioners, including seeking guidance on prioritizing funds.

Horizon and Plan Bay Area 2050. As CMA, we will continue to coordinate San Francisco's input to Plan Bay Area 2050 and related transit and housing policy efforts (Regional Housing Needs Allocation, Blue Ribbon Transit Recovery Task Force). These efforts involve close coordination with San Francisco agencies, the Mayor's office, the Association of Bay Area Governments and MTC Commissioners, and with Bay Area CMAs, regional transit agencies, and other community stakeholders.

New Revenue Options. As we have reported, some newly introduced revenue measures have changed and interested parties are no longer seeking to place the measures on the November ballot (a regional transportation measure (e.g., FASTER Bay Area) and a Bay Area housing bond). We continue to track Regional Measure 3 status (in litigation) and the Caltrain 1/8 cent sales tax measure headed for the November 2020 ballot, and are coordinating with SFMTA on needs and opportunities for a potential transportation measure in the next available election cycle, including Prop K reauthorization (see below).

Prop K Strategic Plan Update and Reauthorization. Just as we did with the first Prop B half-cent transportation sales tax measure, we are anticipating the need to update the Prop K Expenditure Plan categories to reflect new priorities that aren't eligible under the 2003 Expenditure Plan and to replenish funds for categories running out of funds by extending the end date of the Expenditure

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

Plan, currently set for FY 2033/34. In the first quarter, we will focus on development of an overall scope of work and approach for the reauthorization effort, developing a bridge strategy to keep projects moving, and a project pipeline under development until new funds are available. We will also continue efforts to refine scenarios for short- and long-term sales tax revenue projections evaluating the impacts of different trajectories for recovery from the pandemic-induced recession. We will use these forecasts to work with project sponsors on a 2020 Prop K Strategic Plan update that reflects a lower revenue forecast and seeks to counter balance the decline as much as possible by updating project reimbursement schedules for existing allocations and programmed but unallocated funds. We anticipate completing the Strategic Plan update this fall.

Legislative Advocacy. We will continue to monitor and take positions on state legislation affecting San Francisco's transportation programs and develop strategies for advancing legislative initiatives beneficial to San Francisco's interests and concerns at the state and federal level. Our advocacy builds off of SFTP recommendations, the agency's adopted legislative program (e.g., includes Vision Zero, new revenue, and project delivery advocacy), and is done in coordination with the Mayor's Office, the Self-Help Counties Coalition, and other city and regional agencies.

Funding and Financing Strategy and Federal Advocacy/Stimulus readiness. We will continue to provide funding and financing strategy support for Prop K signature projects, many of which are also included in MTC's Regional Transit Expansion Agreement. Examples include: Caltrain Electrification, the Downtown Extension, Geary Corridor Bus Rapid Transit (BRT), and Better Market Street. We will help position San Francisco's projects and programs and coordinate advocacy efforts for potential stimulus funding opportunities, including potential further federal COVID relief funds. We will continue to serve as a funding resource for all San Francisco project sponsors, including brokering fund swaps, as needed.

Capital Financing Program Management. Led by the Finance and Administration Division in close collaboration with the Policy and Programming Division, and with the support of our financial advisors, we will continue to provide effective and efficient management of our debt program to enable accelerated delivery of sales-tax funded capital projects at the lowest possible cost to the public.

Prop K Customer Service and Efficiency Improvements. This ongoing multi-division initiative will continue to improve our processes to make them more user-friendly and efficient for both internal and external customers, while maintaining a high level of transparency and accountability appropriate for administration of voter-approved revenue measures. The initiative includes maintaining and enhancing mystreetsf.com, our interactive project map, and the Portal, our web-based grants management database used by our staff and project sponsors. A key focus will be making refinements to the on-line allocation request form to improve user-friendliness and legibility.

DELIVER

The timely and cost-effective delivery of Transportation Authority-funded transportation projects and programs requires a multi-divisional effort, led primarily by the Capital Projects Division with support from other divisions. As in past years, the agency focuses on providing engineering support and

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

overseeing the delivery of the Prop K sales tax major capital projects, such as SFMTA's Central Subway, Van Ness Bus BRT, and facility upgrade projects; the Downtown Rail Extension; and Caltrain Modernization, including electrification. We also serve as lead agency for the delivery of certain projects, such as the I-80/Yerba Buena Island (YBI) Interchange Improvement Project, which typically are multi-jurisdictional in nature and often involve significant coordination with Caltrans. Key delivery activities for FY 2020/21 include the following:

Transportation Authority - Lead Construction:

- **I-80/YBI East Bound Off Ramp/Southgate Road Realignment Project.** We will continue working with Caltrans, BATA, Treasure Island Development Authority (TIDA), and the U.S. Coast Guard on final approvals and contracting documents. The project broke ground in June and has made good progress.
- **YBI West Side Bridges.** We will continue working on supplemental environmental review, final engineering and design of the West Side Bridges, and preparing for construction. We are also developing bicycle/pedestrian path plans for potential inclusion of this scope into the West Side bridges project. See YBI Bike/Ped Path below.

Transportation Authority - Lead Project Development:

- **I-280/Ocean Avenue South Bound Off-Ramp Realignment.** We will continue to advance I-280 Interchange modifications at Balboa Park; obtain approval of the combined Caltrans Project Study Report/Project Report and environmental document; prepare funding plan; and advance design efforts dependent on funding availability.
- **YBI Bike/Ped Path.** We will keep working with our partners, BATA, TIDA, SFMTA, and interested stakeholders (San Francisco and East Bay bicycle coalitions) to complete the YBI Bike/Ped Study with an emphasis on evaluating a bicycle/pedestrian connection on the western side of the island from the SFOBB East Span YBI viewing area down to the future Treasure Island Ferry Terminal and an ultimate connection point to the planned BATA-led SFOBB West Span Skyway Path.
- **Quint Street.** We will continue to work with San Francisco Department of Public Works and Office of Real Estate to acquire the right of way for the re-aligned Quint Street.

Transportation Authority - Project Delivery Support:

- **Caltrain Early Investment Program and California High-Speed Rail Program.** We coordinate with the California High-Speed Rail Authority and city agencies on high-speed rail issues affecting the City; and we work with Caltrain, MTC, the Mayor's Office, and Peninsula and regional stakeholders to monitor and support delivery of the Caltrain Early Investment Program, including the positive train control and electrification projects. This year we will continue to work closely with aforementioned stakeholders to support delivery of the blended Caltrain/High Speed Rail system to the Peninsula corridor that extends to the new Salesforce Transit Center, including leading critical Configuration Management Board efforts. We will also support policy discussions as requested for Caltrain funding and governance.

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

- **Central Subway.** We will continue to provide project management oversight and scope/cost/schedule and funding assessment and strategy, including participation in critical Configuration Management Board efforts.
- **Transbay Salesforce Transit Center, Caltrain Downtown Rail Extension (DTX).** We continue to perform project management oversight on the transit center (Phase 1). We are also moving forward with DTX project development efforts together with the Executive Steering Committee, consistent with the executed Memorandum of Understanding (MOU) with regional partners for the SF-Peninsula rail program. We are working closely with our MOU partners to advance critical potential phasing opportunities analysis, long range rail network planning, and funding plan development, and coordinating our efforts with BART/Capitol Corridor as they lead Transbay rail planning efforts for a second crossing.
- **Caltrain Railyards, Pennsylvania Extension, and 22nd Street ADA and Station Location Studies.** We will continue to support coordination at the Caltrain northern terminus railyards at 4th/5th and King streets, as well as leading the scoping for the Pennsylvania Avenue Extension of the DTX project. We are also partnering with Caltrain and SF Planning on ADA and station location/improvement studies for the 22nd Street Station.
- **Geary and Van Ness Avenue BRTs.** We will continue to oversee SFMTA construction efforts including environmental compliance for Geary Phase I and Van Ness BRTs. We are also working closely with SFMTA to review costs, value engineering, and phasing as well as optimization of Geary BRT Phase II project plans.
- **Better Market Street.** We will continue to participate in interagency project team meetings, with a current focus on value engineering; scope modifications to minimize disruptions to businesses during construction (and reduce cost); and accommodate higher than anticipated bike volumes, phasing, and strengthening funding plans.

TRANSPARENCY AND ACCOUNTABILITY

This section of the work program highlights ongoing agency operational activities and administrative processes to ensure transparency and accountability in the use of taxpayer funds. This work includes ongoing efforts lead by the Finance and Administration Division (e.g., accounting, human resources, procurement support), by the Technology, Data and Analysis Division (e.g., Information Technology and systems integration support), and by the Executive Office (e.g., Board operations and support, budgeting, and communications) as listed below:

Board Operations and Support. Staff Board meetings including standing and ad hoc committees, such as the Vision Zero Committee meetings.

Communications and Community Relations. Execute the agency's communications strategy with the general public, the our Board, various interest groups, and other government agencies. This is accomplished through various means, including fostering media and community relations; developing strategic communications plans for projects and policy initiatives; disseminating agency news and updates through 'The Messenger' electronic newsletter; social media and other web-based communications; supporting public outreach; and helping coordinate events to promote the agency's

Attachment 1 Proposed Fiscal Year 2020/2021 Annual Work Program

work. Communications staff will continue participating in training to advance outreach skills. This year, we plan to continue to:

- Refine outreach and communications techniques to adapt to SIP restrictions, with a focus on racial equity and seeking to engage Communities of Concern.
- Develop a website highlighting the beneficial impact of the agency's 30-year-old half-cent sales tax program

Audits. Prepare, procure, and manage fiscal compliance and management audits.

Budget, Reports, and Financial Statements. Develop and administer Transportation Authority budget funds, including performance monitoring, internal program, and project tracking. Monitor internal controls and prepare reports and financial statements.

Accounting and Grants Management. Maintain payroll functions, general ledger, and accounting system, including paying, receiving, and recording functions. Manage grants and prepare invoices for reimbursement.

Debt Oversight and Compliance. Monitor financial and debt performance, prepare annual disclosures, and complete required compliance activities.

Systems Integration. Enhance and maintain the enterprise resource planning system (business management and accounting software), and other financial systems to improve accounting functions, automate processes, general ledger reconciliations, and financial reporting, as well as enabling improved data sharing with the Portal. This year, we will continue to implement the next phases of the automated accounts payable process and to improve efficiency and ongoing performance management.

Contract Support. Oversee the procurement process for professional consultant contracts, prepare contracts, and manage compliance for contracts and associated Memoranda of Agreements and Understandings.

Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE). Administer our own DBE and LBE program, review and update policy for any new state and federal requirements, conduct outreach and review applications, and award certifications to qualifying businesses. Continue to participate in the multi-agency consortium of Bay Area transportation agencies with a common goal to assist small, disadvantaged, and local firms doing business with Bay Area transit and transportation agencies.

Policies. Maintain and update Administrative Code, Rules of Order, fiscal, debt, procurement, investment, travel, and other policies.

Human Resources. Administer recruitment, personnel, and benefits management and office procedures. We conduct or provide training for staff. We advance agency workplace excellence initiatives through staff working groups, training, and other means. This year, we continue to focus on racial equity training and the development of an agency racial equity action plan.

Office Management and Administrative Support. Maintain facilities and provide procurement of goods and services and administration of services contracts. Staff front desk reception duties. Provide

Attachment 1

Proposed Fiscal Year 2020/2021 Annual Work Program

assistance to the Clerk of the Board as required with preparation of agenda packets and minutes, updates to our website, and clerking meetings.

Legal Issues. Manage routine legal issues, claims, and public records requests.

Information Technology. Provide internal development and support; maintain existing technology systems including phone and data networks; develop new collaboration tools to further enhance efficiency and technological capabilities; and expand contact management capabilities.



	Proposed Budget by Fund						Proposed Budget Fiscal Year 2020/21
	Sales Tax Program	Congestion Management Agency Programs	Transportation Fund for Clean Air Program	Vehicle Registration Fee for Transportation Improvements Program	Treasure Island Mobility Management Agency Program	Traffic Congestion Mitigation Tax Program	
Revenues:							
Sales Tax Revenues	\$ 93,349,705	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,349,705
Vehicle Registration Fee	-	-	-	4,350,644	-	-	4,350,644
Traffic Congestion Mitigation Tax	-	-	-	-	-	7,383,949	7,383,949
Interest Income	681,431	-	2,737	1,700	-	89,184	775,052
Program Revenues	-	34,009,204	859,117	-	2,489,626	-	37,357,947
Other Revenues	45,299	-	-	-	-	-	45,299
Total Revenues	94,076,435	34,009,204	861,854	4,352,344	2,489,626	7,473,133	143,262,596
Expenditures							
Capital Project Costs	151,972,187	34,532,583	1,328,144	4,834,049	1,928,648	1,376,800	195,972,411
Administrative Operating Costs	6,443,614	4,310,580	47,155	217,533	568,413	95,813	11,683,108
Debt Service Costs	21,952,217	-	-	-	-	-	21,952,217
Total Expenditures	180,368,018	38,843,163	1,375,299	5,051,582	2,497,061	1,472,613	229,607,736
Other Financing Sources (Uses):	95,158,606	4,833,959	-	-	7,435	-	100,000,000
Net change in Fund Balance	\$ 8,867,023	\$ -	\$ (513,445)	\$ (699,238)	\$ -	\$ 6,000,520	\$ 13,654,860
Budgetary Fund Balance, as of July 1	\$ 14,315,218	\$ -	\$ 706,250	\$ 14,755,908	\$ -	\$ 3,196,273	\$ 32,973,649
Budgetary Fund Balance, as of June 30	<u>\$ 23,182,241</u>	<u>\$ -</u>	<u>\$ 192,805</u>	<u>\$ 14,056,670</u>	<u>\$ -</u>	<u>\$ 9,196,793</u>	<u>\$ 46,628,509</u>



**San Francisco
County Transportation
Authority**

**Attachment 3
Proposed Fiscal Year 2020/21 Budget
Comparison of Revenues and Expenditures**

Category	Fiscal Year 2018/19 Actual	Fiscal Year 2019/20 Approved Original Budget	Fiscal Year 2019/20 Approved Final Budget Amendment	Proposed Fiscal Year 2020/21 Budget	Variance from Fiscal Year 2019/20 Final Budget Amendment	% Variance
Sales Tax Revenues	\$ 115,670,918	\$ 110,861,695	\$ 86,554,444	\$ 93,349,705	\$ 6,795,261	7.9%
Vehicle Registration Fee	4,945,470	4,930,000	4,930,000	4,350,644	(579,356)	-11.8%
Traffic Congestion Mitigation Tax	-	-	3,249,395	* 7,383,949	4,134,554	127.2%
Interest Income	2,844,187	1,622,000	2,538,471	775,052	(1,763,419)	-69.5%
Program Revenues						
Federal	5,076,521	23,180,409	12,841,427	27,930,948	15,089,521	117.5%
State	754,186	2,148,445	610,187	2,510,046	1,899,859	311.4%
Regional and other	3,216,636	5,693,723	6,411,625	6,916,953	505,328	7.9%
Other Revenues	53,328	45,980	45,980	45,299	(681)	-1.5%
Total Revenues	132,561,246	148,482,252	117,181,529	143,262,596	26,081,067	22.3%
Capital Project Costs	127,884,701	242,496,571	166,114,894	195,972,411	29,857,517	18.0%
Administrative Operating Costs						
Personnel expenditures	6,247,903	8,117,924	7,935,048	8,734,417	799,369	10.1%
Non-Personnel expenditures	2,603,262	2,829,175	2,993,718	2,948,691	(45,027)	-1.5%
Debt Service Costs	33,566,262	22,314,250	21,794,250	21,952,217	157,967	0.7%
Total Expenditures	170,302,128	275,757,920	198,837,910	229,607,736	30,769,826	15.5%
Other Financing Sources (Uses)	-	67,000,000	-	100,000,000	100,000,000	N/A
Net change in Fund Balance	\$ (37,740,882)	\$ (60,275,668)	\$ (81,656,381)	\$ 13,654,860	\$ 95,311,241	-116.7%
Budgetary Fund Balance, as of July 1	\$ 152,370,912	\$ 68,455,233	\$ 114,630,030	\$ 32,973,649		
Budgetary Fund Balance, as of June 30	\$ 114,630,030	\$ 8,179,565	\$ 32,973,649	\$ 46,628,509		

*Six months of revenue since the collection began on January 1, 2020



	Proposed Budget by Fund						Proposed Fiscal Year 2020/21 Budget
	Sales Tax Program	Congestion Management Agency Programs	Transportation Fund for Clean Air Program	Vehicle Registration Fee for Transportation Improvements Program	Treasure Island Mobility Management Agency Program	Traffic Congestion Mitigation Tax Program	
Revenues:							
Sales Tax Revenues	\$ 93,349,705	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,349,705
Vehicle Registration Fee	-	-	-	4,350,644	-	-	4,350,644
Traffic Congestion Mitigation Tax	-	-	-	-	-	7,383,949	7,383,949
Interest Income	681,431	-	2,737	1,700	-	89,184	775,052
Program Revenues							
Federal							
Advanced Transportation and Congestion Management Technologies Deployment	-	-	-	-	989,626	-	989,626
Highway Bridge Program - I-80/Yerba Buena Island Interchange Improvement	-	24,807,479	-	-	-	-	24,807,479
Highway Bridge Program - Yerba Buena Island Bridge Structures	-	1,281,343	-	-	-	-	1,281,343
Surface Transportation Program 3% Revenue and Augmentation	-	852,500	-	-	-	-	852,500
State							
Planning, Programming & Monitoring SB45 Funds	-	260,000	-	-	-	-	260,000
Seismic Retrofit Proposition 1B - I/80 YBI Interchange Improvement Project	-	2,159,915	-	-	-	-	2,159,915
Sustainable Communities - School Access Plan	-	90,131	-	-	-	-	90,131
Regional and other							
BATA - I-80/Yerba Buena Island Interchange Improvement	-	3,261,450	-	-	-	-	3,261,450
SF Office of Public Finance - Downtown Congestion Pricing Study	-	824,975	-	-	-	-	824,975
SFPW - Octavia Improvements Study	-	142,518	-	-	-	-	142,518
SFMTA - Lake Merced Pedestrian Safety	-	4,859	-	-	-	-	4,859
SFMTA - School Access Plan	-	14,672	-	-	-	-	14,672
SF Planning - Alemany Interchange Improvement Study	-	2,204	-	-	-	-	2,204
SF Planning - Housing Element	-	41,146	-	-	-	-	41,146
SFMTA - Travel Demand Modeling Assistance	-	100,000	-	-	-	-	100,000
TIDA - Treasure Island Mobility Management Agency	-	-	-	-	1,500,000	-	1,500,000
TIDA - Yerba Buena Island Interchange Improvement & Bridge Structures	-	166,012	-	-	-	-	166,012
Vehicle Registration Fee Revenues (TFCA)	-	-	859,117	-	-	-	859,117
Other Revenues							
Sublease of Office Space	45,299	-	-	-	-	-	45,299
Total Revenues	\$ 94,076,435	\$ 34,009,204	\$ 861,854	\$ 4,352,344	\$ 2,489,626	\$ 7,473,133	\$ 143,262,596



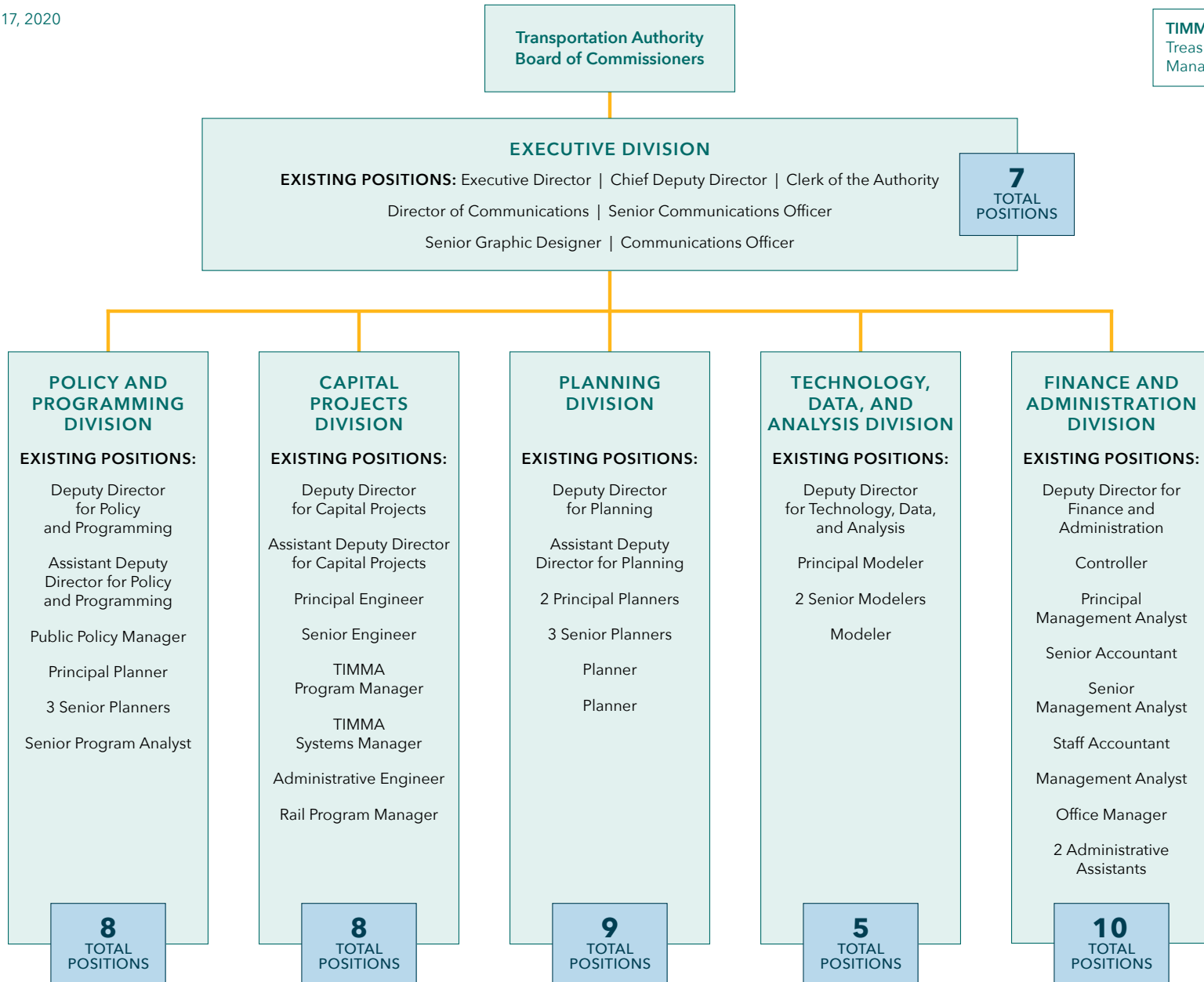
	Proposed Budget by Fund						Proposed Fiscal Year 2020/21 Budget
	Sales Tax Program	Congestion Management Agency Programs	Transportation Fund for Clean Air Program	Vehicle Registration Fee for Transportation Improvements Program	Treasure Island Mobility Management Agency Program	Traffic Congestion Mitigation Tax Program	
Expenditures:							
Capital Project Costs							
Individual Project Grants, Programs & Initiatives	\$ 150,000,000	\$ -	\$ 1,328,144	\$ 4,834,049	\$ -	\$ 1,376,800	\$ 157,538,993
Technical Professional Services	1,972,187	34,532,583	-	-	1,928,648	-	38,433,418
Administrative Operating Costs							
Personnel Expenditures							
Salaries	2,305,340	2,908,085	32,148	148,304	349,204	58,503	5,801,584
Fringe Benefits	1,076,133	1,357,495	15,007	69,229	163,009	27,310	2,708,183
Pay for Performance	224,650	-	-	-	-	-	224,650
Non-personnel Expenditures							
Administrative Operations	2,717,991	45,000	-	-	50,000	10,000	2,822,991
Equipment, Furniture & Fixtures	52,500	-	-	-	-	-	52,500
Commissioner-Related Expenses	67,000	-	-	-	6,200	-	73,200
Debt Service Costs							
Fiscal Charges	67,000	-	-	-	-	-	67,000
Interest Expenses	8,575,217	-	-	-	-	-	8,575,217
Bond Principal Payment	13,310,000	-	-	-	-	-	13,310,000
Total Expenditures	\$ 180,368,018	\$ 38,843,163	\$ 1,375,299	\$ 5,051,582	\$ 2,497,061	\$ 1,472,613	\$ 229,607,736
Other Financing Sources (Uses):							
Transfers in - Prop K Match to Grant Funding	-	4,833,959	-	-	7,435	-	4,841,394
Transfers out - Prop K Match to Grant Funding	(4,841,394)	-	-	-	-	-	(4,841,394)
Draw on Revolving Credit Agreement	100,000,000	-	-	-	-	-	100,000,000
Total Other Financing Sources (Uses)	95,158,606	4,833,959	-	-	7,435	-	100,000,000
Net change in Fund Balance	\$ 8,867,023	\$ -	\$ (513,445)	\$ (699,238)	\$ -	\$ 6,000,520	\$ 13,654,860
Budgetary Fund Balance, as of July 1	\$ 14,315,218	\$ -	\$ 706,250	\$ 14,755,908	\$ -	\$ 3,196,273	\$ 32,973,649
Budgetary Fund Balance, as of June 30	\$ 23,182,241	\$ -	\$ 192,805	\$ 14,056,670	\$ -	\$ 9,196,793	\$ 46,628,509
Fund Reserved for Program and Operating Contingency	\$ 9,334,971	\$ -	\$ 85,912	\$ 435,064	\$ -	\$ 738,395	\$ 10,594,342

Agency Structure 47 STAFF POSITIONS



Revised August 17, 2020

TIMMA:
Treasure Island Mobility
Management Agency

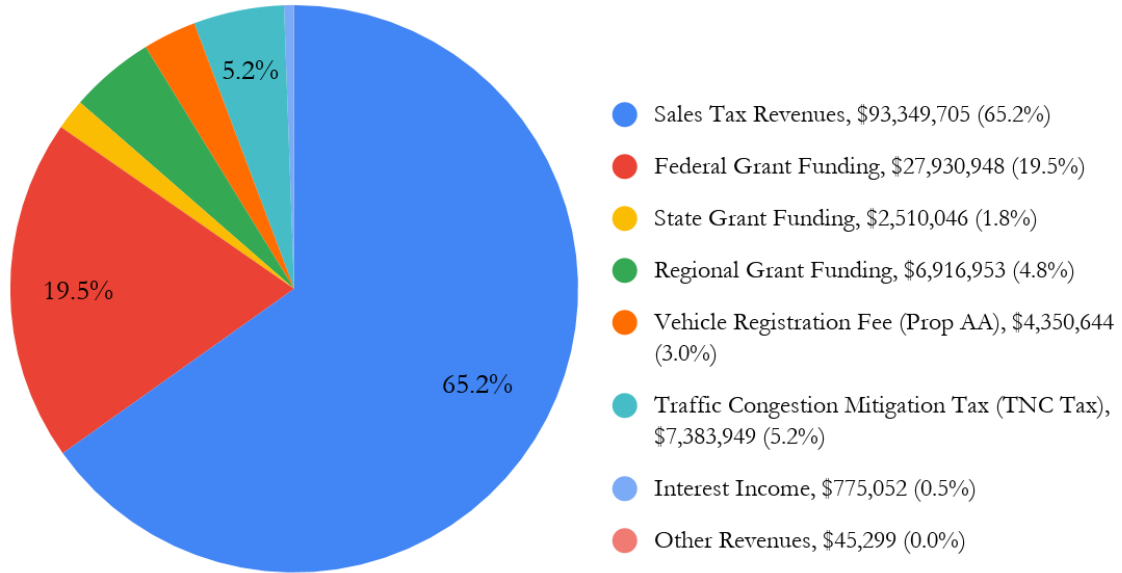


Attachment 6
Line Item Descriptions

TOTAL PROJECTED REVENUES..... \$143,262,596

The following chart shows the composition of revenues for the proposed FY 2020/21 budget.

Proposed FY 2020/21 Budget
Total Revenues \$143,262,596



Prop K Sales Tax Revenues:\$93,349,705

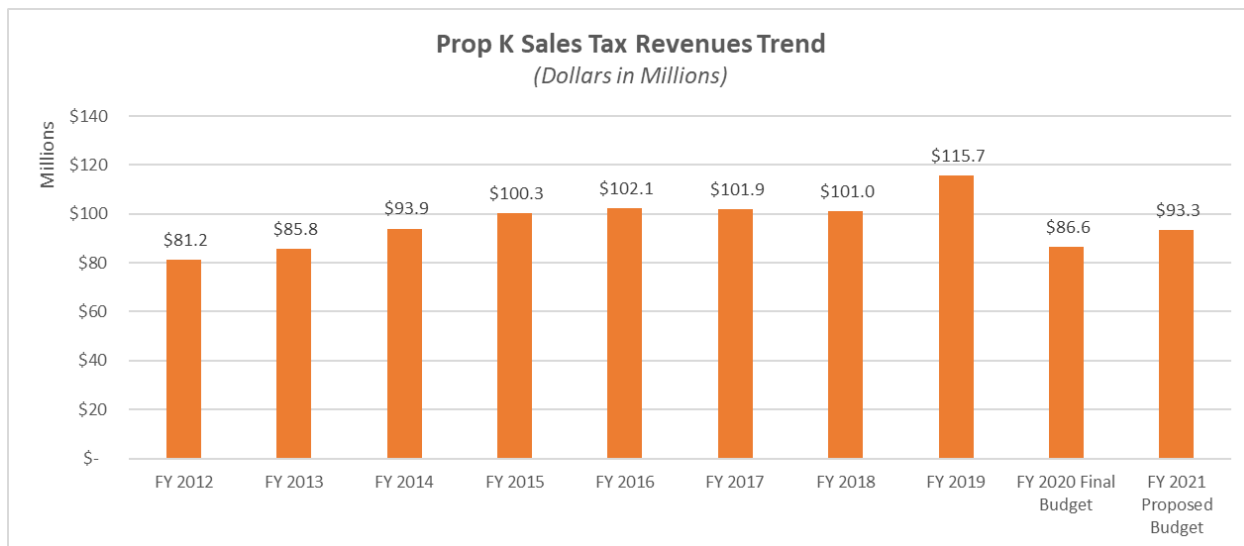
On November 4, 2003, San Francisco voters approved Proposition K (Prop K), the imposition of retail transactions and use tax of one-half of 1% in the City and County of San Francisco and the funding of the Prop K Expenditure Plan. The 30-year expenditure plan extends through March 31, 2034 and prioritizes \$2.35 billion (in 2003 dollars) and leverages another \$9 billion in federal, state, and local funds for transportation improvements. The expenditure plan restricts expenditures to four major categories: 1) Transit; 2) Streets and Traffic Safety; 3) Paratransit services for seniors and disabled people; and 4) Transportation System Management/Strategic Initiatives, and also accounts for the general administration of the Transportation Authority functions in support of the expenditure plan.

Based on Fiscal Year (FY) 2020/21 revenues to date, we project FY 2020/21 sales tax revenues to increase compared to the budgeted revenues for FY 2019/20 by 7.9% or \$6.8 million as we anticipate gradual recovery from the impact of COVID-19. The California Department of Tax and Fee Administration (CDFTA) provided relief to small businesses (those filing returns of less than \$1 million) by extending the first quarter return and payment date of July 31. Also, non-store and internet retail with the rapid ascendancy of e-commerce amid the global pandemic, hit a milestone in accounting for nearly 12% of total retail sales for the first quarter of calendar year 2020. The increase in non-store and interest retail and the unemployment insurance and pandemic assistance will likely help backfill spending categories that are constrained by business closures and stay-at-home orders. Through May 2020, we have collected \$96.4 million, which has already exceeded the FY 2019/20 final budgeted

Attachment 6 Line Item Descriptions

sales tax revenue of \$86.6 million. The sales tax revenue projection is net of the CDFTA's charges for the collection of the tax and excludes interest earnings budgeted in Interest Income.

The chart below reflects the eight-year historical and two-year budgeted receipts for Prop K sales tax revenues.



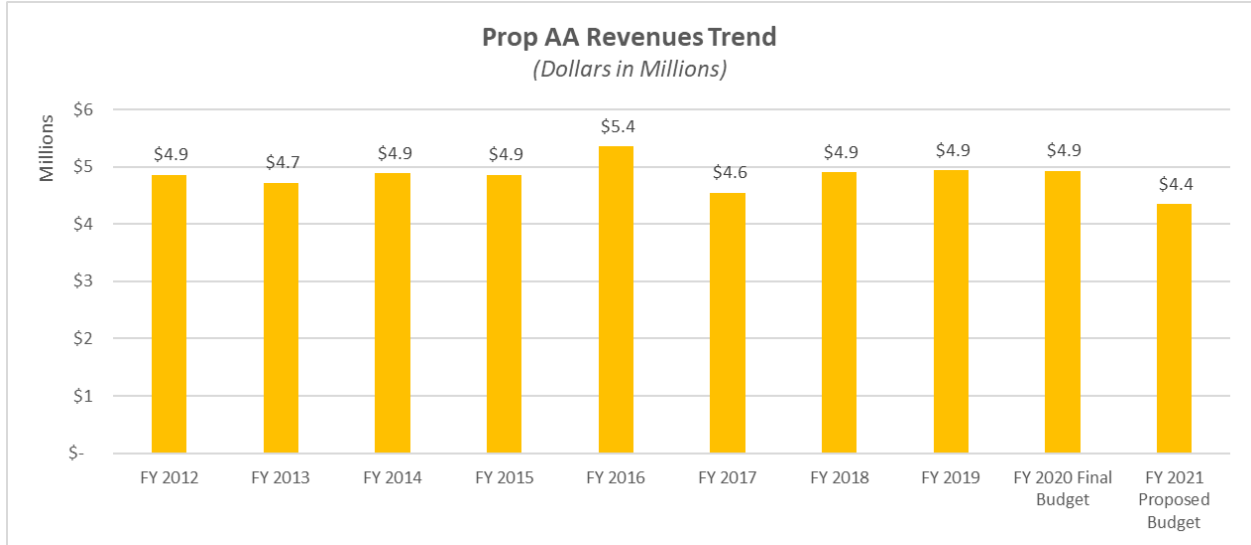
Vehicle Registration Fee for Transportation Improvements Program (Prop AA) Revenues: \$4,350,644

The Transportation Authority serves as the administrator of Proposition AA or Prop AA, a \$10 annual vehicle registration fee on motor vehicles registered in the City and County of San Francisco, which was passed by San Francisco voters on November 2, 2010. The 30-year expenditure plan continues until May 1, 2041 and prioritizes funds that are restricted to three major categories: 1) Street Repair and Construction, 2) Pedestrian Safety, and 3) Transit Reliability and Mobility Improvements.

Based on FY 2020/21 revenues to date, we project FY 2020/21 Prop AA revenues to decrease compared to the budgeted revenues for FY 2019/20 by 11.8% or \$579,356 due to the impact of COVID-19. This amount is net of the Department of Motor Vehicles' charges for the collection of these fees.

The chart below reflects the eight-year historical and two-year budgeted receipts for Prop AA revenues.

Attachment 6
Line Item Descriptions



Traffic Congestion Mitigation Tax (TNC Tax) Revenues:..... \$7,383,949

In November 2019, San Francisco voters approved measure Proposition D, also known as the TNC Tax enabling the City to impose a 1.5% business tax on shared rides and 3.25% business tax on private rides for fares originating in San Francisco and charged by commercial ride-share and driverless-vehicle companies until November 5, 2045. The Transportation Authority receives 50% of the revenues for capital projects that promote users’ safety in the public right-of-way in support of the City’s Vision Zero policy. The San Francisco Municipal Transportation Agency (SFMTA) receives the other 50% of revenues. The City began collecting TNC Tax revenues on January 1, 2020.

Based on continuous discussions and coordination with the City’s Controller’s Office and the SFMTA, we anticipate TNC Tax revenues will increase by 127.2% or \$4.1 million. This is primarily due to the collection of a full 12 months of revenue this year as compared to the previous year in which we had only collected six months of revenue since the collection commenced on January 1, 2020. We also anticipate a gradual recovery from the impact of COVID-19. We are expecting the first quarter of the fiscal year to be in line with what we experienced in the early days of the stay-at-home order.

Interest Income:..... \$775,052

Most of our investable assets are deposited in the City’s Treasury Pool. Due to the impact of the COVID-19 pandemic, the deposits in the Pooled Investment Fund for FY 2020/21 are assumed to earn approximately 1.3%, which is similar to the last quarter of FY 2019/20. The level of our deposits held in the pool during the year depends on the Prop K capital project reimbursement requests. Our cash balance consists largely of allocated Prop K funds, which are invested until invoices are received and sponsors are reimbursed. The FY 2019/20 budget for interest income shows a \$1.8 million or 69.5%, decrease as compared to FY 2019/20 which is partially due to the decline in interest rates resulting from the impact of COVID-19. The decrease in interest income is also due to the decrease in the bank balance, resulting in less interest earned on the deposits with the anticipated capital expenditures for project sponsors’ projects and programs in FY 2019/20.

Attachment 6
Line Item Descriptions

Congestion Management Agency (CMA) Programs Federal, State and Regional Grant
Revenues:.....\$34,009,204

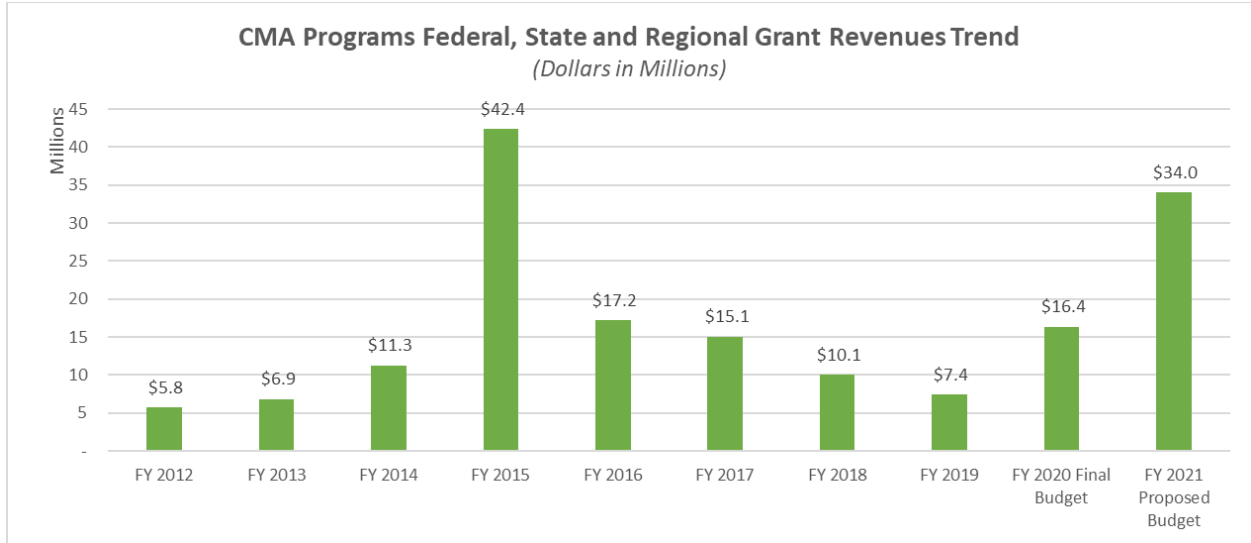
The Transportation Authority is designated under state law as the CMA for the City. Responsibilities resulting from this designation include developing a Congestion Management Program, which provides evidence of the integration of land use, transportation programming, and air quality goals; preparing a long-range countywide transportation plan to guide the City’s future transportation investment decisions; monitoring and measuring traffic congestion levels in the City; measuring the performance of all modes of transportation; and developing a computerized travel demand forecasting model and supporting databases. As the CMA, the Transportation Authority is responsible for establishing the City’s priorities for state and federal transportation funds and works with the Metropolitan Transportation Commission (MTC) to program those funds to San Francisco projects.

The CMA program revenues for FY 2020/21 will be used to cover ongoing staffing and professional/technical service contracts required to implement the CMA programs and projects, as well as for large projects undertaken in our role as CMA. CMA revenues are comprised of federal, state, and regional funds received from the agencies such as the MTC and the California Department of Transportation (Caltrans). Some of these grants are project-specific, such as those for the I-80/Yerba Buena Island (YBI) East Bound Off Ramp/Southgate Road Realignment and YBI West Side Bridges (collectively known as YBI Project) and the Downtown Congestion Pricing Study. Other funding sources, such as federal Surface Transportation Program fund, can be used to fund a number of eligible planning, programming, model development, and project delivery support activities, including the San Francisco Transportation Plan (SFTP) update and the Congestion Management Program. Regional CMA program revenues include City agency contributions for projects such as SFTP, Downtown Congestion Pricing Study, and technical and travel demand model services provided to City agencies in support of various projects.

The FY 2020/21 budget includes \$29,451,368 from federal and state funding, a \$16,519,319 increase as compared to FY 2019/20, largely due to expected increase in activities for the YBI Project (construction phase activities for the I-80/YBI East Bound Off Ramp/Southgate Road Realignment project and design phase activities for the YBI West Side Bridges project). The budget also includes \$4,557,836 from regional funding, a \$1,110,653 increase as compared to FY 2019/20 largely due to increased activities related to Downtown Congestion Pricing Study and the YBI West Side Bridges project.

The chart below reflects the eight-year historical and two-year budgeted receipts for CMA program revenues.

Attachment 6
Line Item Descriptions



Transportation Fund for Clean Air (TFCA) Program Regional Revenues:..... \$859,117

On June 15, 2002, the Transportation Authority was designated to act as the overall program manager for the local guarantee (40%) share of transportation funds available through the TFCA program. The TFCA Vehicle Registration Fee revenues (excluding interest earnings in the Interest Income section above) are derived from a \$4 surcharge on vehicles registered in the nine Bay Area counties and must be used for cost-effective transportation projects which reduce motor vehicle air pollutant emissions. FY 2020/21 TFCA revenues are expected to increase compared to the budgeted revenues for FY 2019/20 by 11.3% or \$87,364. Budgeted revenues are based on a funding estimate provided by the Bay Area Air Quality Management District, which administers these revenues.

Treasure Island Mobility Management Agency (TIMMA) Program Revenues:..... \$2,489,626

We are working jointly with the Treasure Island Development Authority (TIDA) on the development of the YBI Project. TIDA requested that we, in our capacity as CMA, lead the effort to prepare and obtain approval for all required technical documentation for the project because of our expertise in funding and interacting with Caltrans on design aspects of the project.

The Treasure Island Transportation Management Act of 2008 (Assembly Bill 981) authorizes the creation or designation of a Treasure Island-specific transportation management agency. On April 1, 2014, the City’s Board of Supervisors approved a resolution designating the Transportation Authority as the TIMMA to implement the Treasure Island Transportation Implementation Plan in support of the Treasure Island/YBI Development Project. In September 2014, Governor Brown signed Assembly Bill 141, establishing TIMMA as a legal entity distinct from the Transportation Authority to separate TIMMA’s functions from the Transportation Authority’s other functions. The eleven members of the Transportation Authority Board act as the Board of Commissioners for TIMMA. TIMMA is also a blended special revenue fund component unit under the Transportation Authority. Any costs not reimbursed by federal, state or regional funds will be reimbursed by TIDA.

The TIMMA FY 2020/21 revenues will be presented as a separate item to the TIMMA Committee at its September 15 meeting and to the TIMMA Board at its September 22 meeting.

Attachment 6
Line Item Descriptions

Other Revenues: \$45,299

Other revenues budgeted in FY 2020/21 include revenues from the sublease of our office space.

Attachment 6
Line Item Descriptions

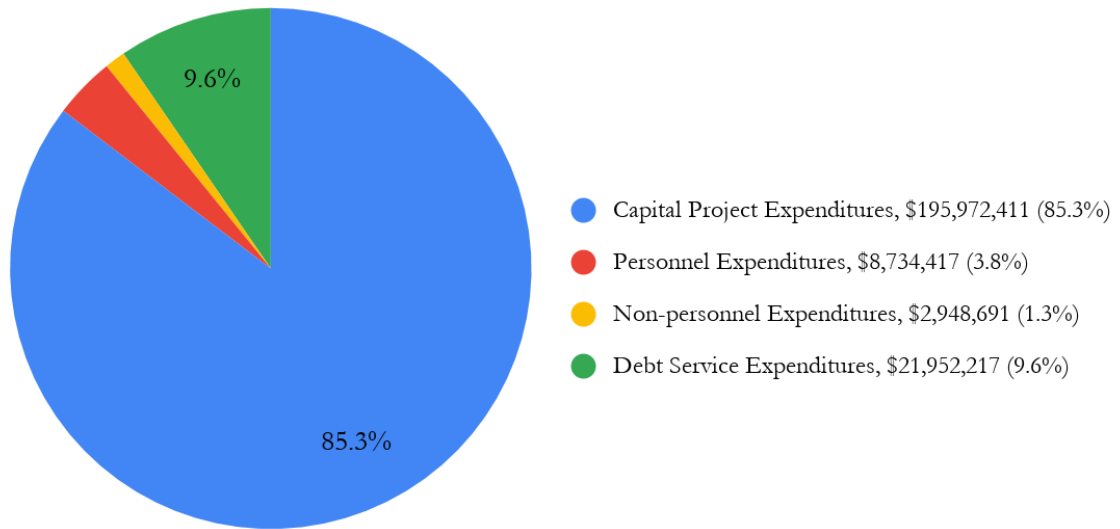
TOTAL PROJECTED EXPENDITURES..... \$229,607,736

Total Expenditures projected for the budget year are comprised of Capital Expenditures of \$196.0 million, Administrative Operating Expenditures of \$11.7 million, and Debt Service Expenditures of \$21.9 million.

The following chart shows the composition of expenditures for the proposed FY 2020/21 budget.

Proposed FY 2020/21 Budget

Total Expenditures \$229,607,736



CAPITAL EXPENDITURES..... \$195,972,411

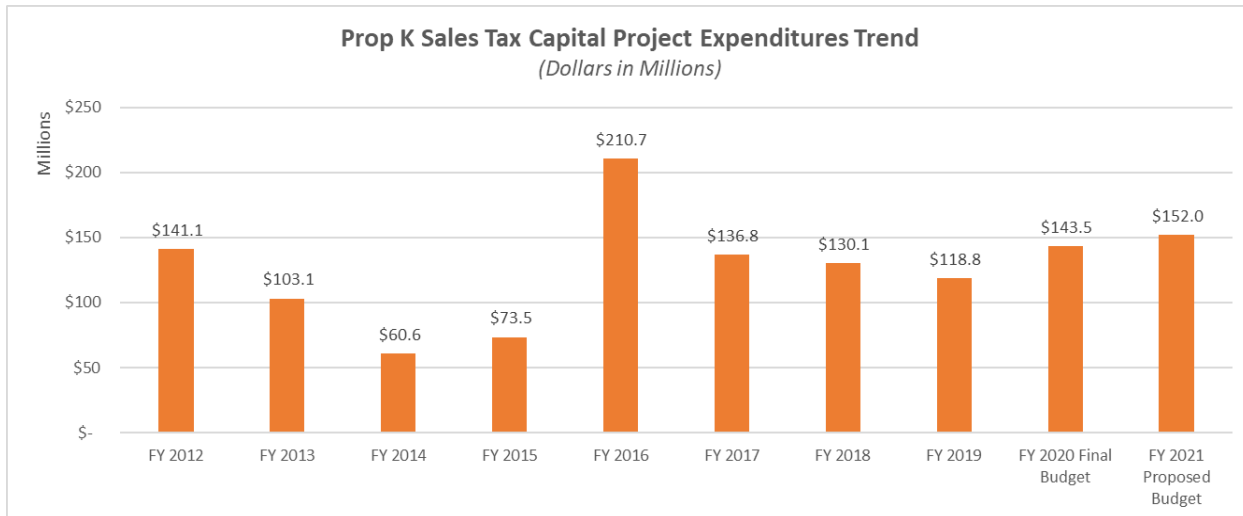
Capital expenditures in FY 2020/21 are budgeted to increase from the FY 2019/20 final budget by an estimated 33.2%, which is primarily due to anticipated higher capital expenditures for the Prop K program overall, most of which are awarded as grants to agencies like the SFMTA. Expenditures by Program Fund are detailed below.

Sales Tax Program Expenditures:..... \$151,972,187

The estimate of sales tax capital expenditures reflects the recent coordination with project sponsors for the 2020 Prop K Strategic Plan Update which involves updating project reimbursement schedules for the existing allocations with large remaining balances as well as programmed, but unallocated funds. Some of the main drivers of Prop K capital expenditures for FY 2020/21 are the Siemens Light Rail Vehicle Procurement project (\$45 million), Van Ness Bus Rapid Transit (\$11.1 million), paratransit (\$10.6 million), new and upgraded traffic signals, upgrades to SFMTA vehicle maintenance facilities projects, and traffic calming projects. Approximately \$42 million of the capital expenditures were carried forward from the FY 2019/20 final budget due to slower than anticipated sponsor reimbursement requests.

Attachment 6 Line Item Descriptions

The chart below reflects the eight-year historical and two-year budgeted Prop K sales tax program capital expenditures.

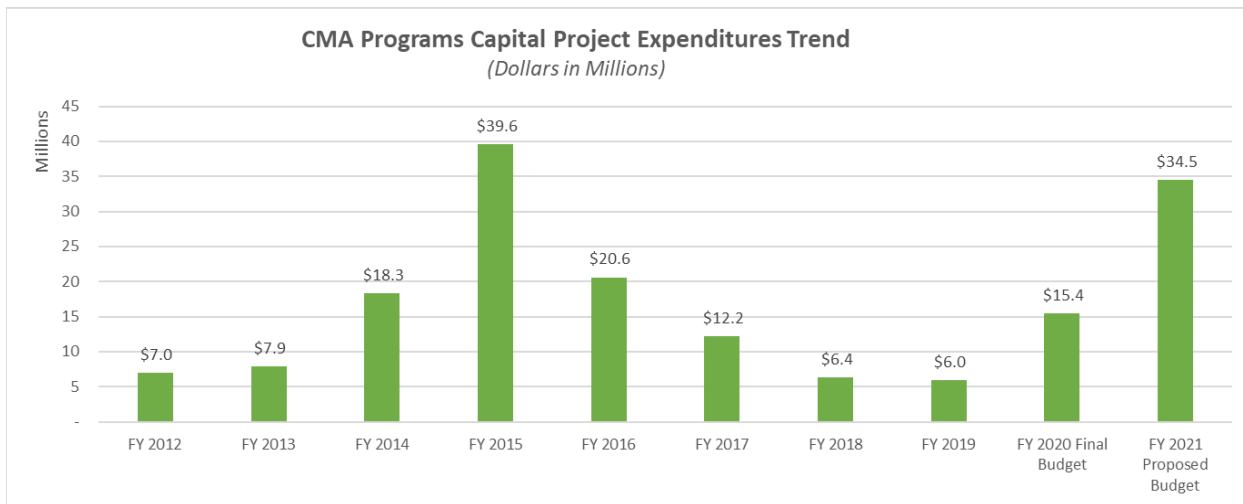


CMA Programs Expenditures:..... \$34,532,583

This line item includes technical consulting services such as planning, programming, engineering, design, environmental, or programming services, which are needed in order to fulfill our CMA responsibilities under state law. Included are various planning efforts and projects such as Downtown Congestion Pricing Study and the SFTP. Also included is the YBI Project, which is supported by federal, state, and regional funding.

Expenditures in FY 2020/21 are budgeted to increase by \$19.1 million as compared to FY 2019/20. This increase is primarily due to increased activities for the YBI projects in which there is an increase of \$20.1 million in capital expenditures.

The chart below reflects the eight-year historical and two-year budgeted CMA programs capital project expenditures.



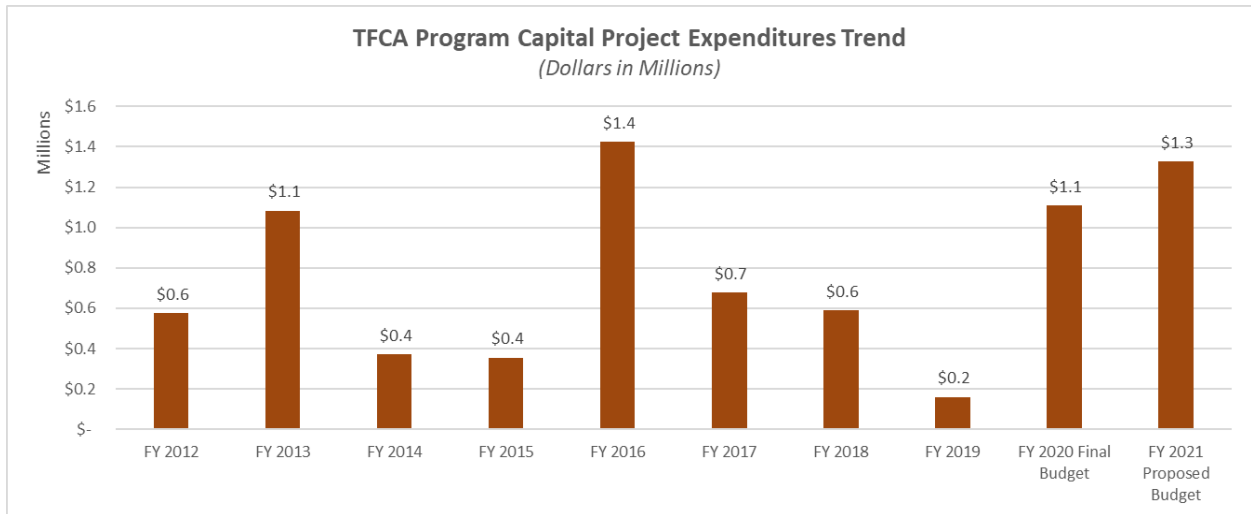
Attachment 6
Line Item Descriptions

TFCA Program Expenditures:..... \$1,328,144

This line item covers projects to be delivered with TFCA funds, a regional program administered by the Bay Area Air Quality Management District, with the Transportation Authority serving as the County Program Manager for San Francisco. These monies must be used for cost-effective transportation projects which reduce motor vehicle air pollutant emissions. The TFCA capital expenditures program includes new FY 2020/21 projects approved by the Board in July 2020, carryover prior year projects with multi-year schedules and other projects that were not completed as anticipated in FY 2019/20.

This year’s budget is higher than the FY 2019/20 budget of \$1,110,104 due to slower than anticipated expenditures for three electric vehicle charger projects that are expected to seek full grant reimbursements early in FY 2020/21 after the chargers are installed, one SFMTA vehicle project, and SFMTA’s FY 2020/21 Short Term Bike Parking project, which is expected to expend funds faster than typical TFCA projects.

The chart below reflects the eight-year historical and two-year budgeted TFCA capital project expenditures.



Vehicle Registration Fee for Transportation Improvements Program (Prop AA)

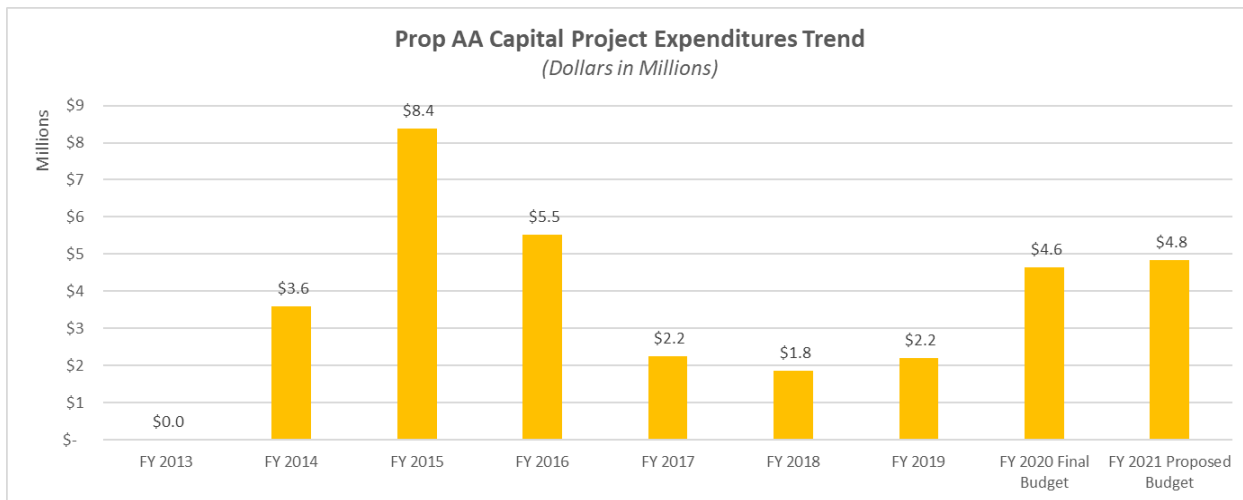
Expenditures:\$4,834,049

This line item includes projects that will be delivered under the voter-approved Prop AA Expenditure Plan. Consistent with the Prop AA Expenditure Plan, the revenues will be used for design and construction of local road repairs, pedestrian safety improvements, transit reliability improvements, and travel demand management projects. The Prop AA capital expenditures include FY 2020/21 projects programmed in the Prop AA Strategic Plan as amended in June 2020, carryover prior-year projects with multi-year schedules, and projects that were not completed as anticipated by the end of FY 2019/20. The largest capital project expenditures include San Francisco Public Works Geary Boulevard Pavement Renovation project; Haight Street Resurfacing and Pedestrian Lighting project; and 23rd Street, Dolores Street, York Street, and Hampshire Street Pavement Renovation project, which together account for approximately 50% of the FY 2020/21 budget amount. We will amend the budget if necessary, to reflect expected FY 2020/21 expenditures for projects determined through the open call for projects, to be approved by the Board in September 2020.

Attachment 6 Line Item Descriptions

For FY 2020/21, we expect expenditures to increase compared to the FY 2019/20 final budget of \$4,631,435. This increase is primarily due to capital projects that are behind schedule but expected to make significant progress in the coming year, especially the Haight Street Resurfacing and Pedestrian Lighting project and several additional projects that are expected to begin construction in FY 2020/21.

The chart below reflects the seven-year historical and two-year budgeted Prop AA capital project expenditures.



Traffic Congestion Mitigation Tax Program (TNC Tax) Expenditures:.....\$1,376,800

The Proposition D or TNC Tax passed by San Francisco voters in November 2019, imposes a per-ride fee on Transportation Network Companies (TNC) (e.g., Uber and Lyft) trips originating in San Francisco. Revenues are split evenly between the SFMTA and Transportation Authority, with our 50% share designated for pedestrian and bicycle safety improvements. The Board is anticipated to adopt the TNC Tax Program Guidelines this fall, followed by the inaugural programming and allocation of funds. The capital expenditures amount for FY 2020/21 is a placeholder, which can be revisited mid-year following Board approval of the inaugural programming and allocation. We expect expenditures to be \$1,376,800.

TIMMA Program Expenditures:.....\$1,928,648

The TIMMA FY 2020/21 expenditures will be presented as a separate item to the TIMMA Committee at its September 15 meeting and to the TIMMA Board at its September 22 meeting.

ADMINISTRATIVE OPERATING EXPENDITURES..... \$11,683,108

Operating expenditures include personnel, administrative, Commissioner-related, and equipment, furniture and fixtures expenditures.

Personnel:..... \$8,734,417

Personnel costs are budgeted at a higher level by 10.1% as compared to the FY 2019/20 final budget, reflecting a budget of 42 full-time equivalents. The increase in personnel costs is primarily due to vacant positions previously removed in FY 2019/20 final budget as part of response to COVID-19 and proposed reinstatement into the FY 2020/21 budget. The increase in fringe cost reflects the

Attachment 6
Line Item Descriptions

corresponding increase in personnel costs. Capacity for merit increases is also included in the pay-for-performance and salary categories; however, there is no assurance of any annual pay increase. Employees are not entitled to cost of living increases. All salary adjustments are determined by the Executive Director based on merit only.

Non-Personnel:..... \$2,948,691

This line item includes typical operating expenditures for office rent, telecommunications, postage, materials and office supplies, printing and reproduction equipment and services, and other administrative support requirements for all of our activities, along with all administrative support contracts, whether for City-supplied services, such as the City Attorney legal services and the Department of Technology cablecast services, or for competitively procured services (such as auditing, legislative advocacy, outside computer system support, etc.). Also included are funds for ongoing maintenance and operation of office equipment, computer hardware, licensing requirements for computer software, an allowance for replacement furniture and fixtures, Commissioner meeting fees, and compensation for Commissioners’ direct furniture, equipment and materials expenditures related to Transportation Authority activity.

Non-personnel expenditures in FY 2020/21 are budgeted to decrease from the FY 2019/20 final budget by an estimated 1.5%, which is primarily due to an anticipated decrease in travel, training, and equipment, furniture and fixture costs.

DEBT SERVICE COSTS..... \$21,952,217

We have a \$140 million Revolving Credit Loan Agreement with State Street and U.S. Bank National Association and the full balance is currently available to draw upon for Prop K capital project costs and 2017 Sales Tax Revenue Bonds. This line item assumes fees and interests related to the expected drawdown from the Revolving Credit Loan Agreement noted in the Other Financing Sources/Uses section, anticipated bond principal and interest payments, and other costs associated with our debt program. Debt service expenditures in FY 2020/21 are comparable to the prior year.

OTHER FINANCING SOURCES/USES.....\$100,000,000

The Other Financing Sources/Uses section of the Line Item Detail for the FY 2020/21 budget includes anticipated drawdowns from the Revolving Credit Loan Agreement. The estimated level of sales tax capital expenditures for FY 2020/21 may trigger the need to drawdown up to \$100 million from the Revolving Credit Loan Agreement as we anticipate paying out all of the remaining 2017 Sales Tax Revenue Bond proceeds and the interest earned on proceeds in the first half of the fiscal year. We will continue to monitor capital spending closely during the upcoming year through a combination of cash flow needs for allocation reimbursements, progress reports and conversations with project sponsors, particularly our largest grant recipient, the SFMTA.

This line item also includes inter-fund transfers of \$4.8 million among the sales tax, CMA, and TIMMA funds. These transfers represent the required local match to federal grants such as the Surface Transportation Program and Advanced Transportation and Congestion Management Technologies Deployment. Also represented are appropriations of Prop K to projects such as the Downtown Congestion Pricing Study and the Octavia Boulevard Circulation Study.

BUDGETARY FUND BALANCE FOR CONTINGENCIES..... \$10,594,342

Attachment 6
Line Item Descriptions

Our Fiscal Policy directs that we shall allocate not less than 5% and up to 15% of estimated annual sales tax revenues as a hedge against an emergency occurring during the budgeted fiscal year. In the current economic climate, a budgeted fund balance of \$9.3 million, or 10% of annual projected sales tax revenues, is set aside as a program and operating contingency reserve. We have also set aside \$85,912 or about 10% as a program and operating contingency reserve respectively for the TFCA Program; \$435,064 or about 10% as a program and operating contingency reserve respectively for the Prop AA Program; and \$738,395 or about 10% as a program and operating contingency reserve respectively for the TNC Tax Program.

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Memorandum

AGENDA ITEM 11

DATE: August 28, 2020
TO: Transportation Authority Board
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 8/15/2020 Board Meeting: Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$7,075,000

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Execute contract renewals and options for various annual professional services in an amount not to exceed \$7,075,000:</p> <ul style="list-style-type: none"> • Department of Technology (\$50,000) • Office of the City Attorney (\$100,000) • On-call Project Management Oversight and General Engineering Consultant Services (\$6,500,000) • SPTJ Consulting (\$325,000) • Wiltec, Inc (\$100,000) <p>SUMMARY</p> <p>We annually contract for certain professional support services in areas where factors like cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff. The purpose of this memo is to present the annual contract renewals and options for Fiscal Year (FY) 2020/21 and to seek approval. Attachment 1 provides summary information for the proposed contracts for FY 2020/21 with brief descriptions of the recommended services and amounts in the memo below.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input checked="" type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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BACKGROUND

We annually contract for certain professional support services in areas where factors like cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff. Services requested from outside firms include video production services for Board and Committee meetings, general legal counsel services, bond and disclosure counsel services, on-call project management and engineering consulting services, computer network services, and performance monitoring services associated with the Congestion Management Program. The contract amounts proposed are annual limitations, as these professional support services are provided through contracts where costs are incurred only when the specific services are used.



DISCUSSION

Attachment 1 provides summary information for the proposed contracts for FY 2020/21.

Below are brief descriptions of the recommended services and amounts.

Department of Technology	\$50,000
<p>The Department of Technology records and telecasts all Transportation Authority Board and Committee (e.g. Vision Zero Committee) meetings held virtually and at City Hall with a regularly scheduled playback date and time for public review. In FY 2020/21, we will also continue to utilize the Department of Technology to record and telecast all Treasure Island Mobility Management Agency (TIMMA) Board and Committee meetings.</p>	
Office of the City Attorney	\$100,000
<p>The Office of the City Attorney (City Attorney) provides verbal and written legal representation advice and counsel on matters related to the routine operations of the Transportation Authority contracts and interagency agreements labor matters, Brown Act, and California Public Records Act. We also utilize the City Attorney for litigation activities when appropriate.</p>	
On-call Project Management Oversight and General Engineering Consultant Services	\$6,500,000
<p>On-call project management oversight and general engineering consultant services are intended to augment and complement our internal resources by providing specialized expertise, serving as an on-call supplement to staff particularly for oversight and delivery support for major capital projects, handling tasks during peak workloads, and taking on tasks requiring quicker response times than existing staff resources alone would permit. On February 28, 2017, through Resolution 17-25, we awarded three-year consultant contracts, with an option to extend for two additional one-year periods, for on-call project management oversight and general engineering services to the 28 firms listed in Attachment 2 for a combined amount not to exceed \$6,000,000. On April 23, 2019, through Resolution 19-54, we approved the first contract option in an amount not to exceed \$4,000,000, for a combined total contract amount not to exceed \$10,000,000. During FY 2020/21, we anticipate a higher level of effort of consultant services as several projects advance forward, in particular the Treasure Island Mobility Management Agency Program, Yerba Buena Island Bridge Structures and Southgate Road Realignment Projects, Downtown Extension, and Hillcrest Road Widening Project, among others. The proposed action will exercise the second and final renewal options.</p>	
SPTJ Consulting, Inc.	\$325,000
<p>SPTJ Consulting provides information technology support services of our computer hardware and software, office networking equipment, telecommunications systems, servers, and disaster recovery preparation. On November 27, 2018, through Resolution 19-26, we awarded a two-year consultant contract, with options to extend for three additional one-year periods to SPTJ Consulting, Inc. in an amount not to exceed \$480,000 for computer network and maintenance services. During FY 2020/21 and due to COVID-19, we need to maintain an elevated level of technology support for the production of virtual</p>	



Committee and Board meetings. The proposed action will exercise the first of three renewal options.

Wiltec, Inc.

\$100,000

As the Congestion Management Agency for San Francisco, we prepare the Congestion Management Program (CMP) for San Francisco every two years in accordance with state law to monitor congestion on the CMP roadway network and adopt plans for mitigating traffic congestion that falls below certain thresholds. On February 26, 2019, through Resolution 19-44, we awarded a two-year consultant contract, with two options to extend for two-year periods to Wiltec, Inc. , which provides performance monitoring and analysis services for our CMP. The proposed action will exercise the first of two renewal options.

FINANCIAL IMPACT

The proposed Fiscal Year 2020/21 budget includes this year's activities and sufficient funds will be included in future budgets to cover the remaining cost of the contracts. The proposed contracts will be funded by a combination of federal and state grants, and Prop K funds. TIMMA activities for these contracts will be funded by a federal grant, a memorandum of agreement from the Treasure Island Development Authority and Prop K funds.

CAC POSITION

The Citizens Advisory Committee will consider this item at its September 2, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed FY 2020/21 Professional Services Expenditures
- Attachment 2 - On-call Project Management Oversight and General Engineering Assigned Task Orders

**Attachment 1:
Proposed Fiscal Year 2020/21 Professional Services Expenditures**

Professional Services	Description of Services	Previous Year Contract	Increase/ (Decrease)	Proposed Fiscal Year 2020/21 Contract	Procurement Type/Contract Options	Contract Goal	Utilization to Date
CCSF-Department of Technology	Video Production Services for Transportation Authority and TIMMA Committee/ Board Meetings	\$ 50,000	-	\$ 50,000	Sole Source	N/A	N/A
CCSF-Office of the City Attorney	General Counsel Services	\$ 100,000	-	\$ 100,000	Sole Source	N/A	N/A
28 Shortlisted Consultants	On-call Project Management Oversight and General Engineering Consultant Services	\$4,000,000	\$2,500,000	\$6,500,000	Competitively bid. Second of two renewal options	N/A	55% DBE 21% LBE 21% SBE
SPTJ Consulting, Inc.	Computer Network and Maintenance Services	\$ 240,000	\$85,000	\$ 325,000	Competitively bid. First of three renewal options.	15% DBE, LBE or SBE	91% DBE 91% LBE
Wiltec, Inc.	Performance Monitoring and Analysis Services for Congestion Management Program	\$ 100,000	-	\$100,000	Competitively bid. First of two renewal options	16% DBE	50% DBE
	Total	\$4,490,000	\$2,585,000	\$7,075,000			

Attachment 2
On-call Project Management Oversight and General Engineering
Assigned Task Orders from 2017 to 2020

Prime Consultant¹	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
AECOM	Downtown Extension Project Delivery Review	\$26,646		
Associated Right of Way Services, Inc. (SBE)	19 th Avenue Combined City Project	\$55,813		
	Lombard Street Corridor	\$6,739		
Brierley Associates Corporation	Downtown Extension Tunnel Options Study	\$87,657	Doctor Mole, Inc.	\$37,233
			Alta Engineering Group, Inc. (DBE,LBE,SBE)	\$5,287
Fehr & Peers (LBE)	Freeway Corridor Management Study	\$134,825	Emergent Transportation Concepts, LLC (DBE,SBE)	\$62,099
HDR Engineering, Inc. (LBE)	Yerba Buena Island West-Side Bridges	\$300,000	KL Bartlett Consulting (DBE,SBE)	\$15,200
HNTB Corporation (LBE)	19 th Avenue Combined City Project	\$24,793		
	Lombard Street Corridor	\$13,990		
	Treasure Island Mobility Management Agency Program	\$1,215,634	FRFS Consulting	\$202,405
			KL Bartlett Consulting (DBE,SBE)	\$96,584
			Tollpoint LLC (DBE)	\$109,545
Circlepoint (SBE)			\$51,442	

¹ The following firms are under the on-call transportation project management oversight and general engineering contract but do not have executed task orders to date: Biggs Cardosa Associates, Inc.; Cardno, Inc.; Ernst & Young Infrastructure Advisors; Gannett Fleming, Inc. (formerly Traffic Technologies Inc.); Kimley-Horn; Kittelson & Associates, Inc.; McMillen Jacobs Associates; MNS Engineers, Inc.; Overland, Pacific, & Cutler, Inc.; Rajappan & Meyer Consulting Engineers, Inc.; Silicon Transportation Consultants; Sperry Capital, Inc.; and Stantec Consulting Services, Inc.

Prime Consultant ¹	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
			HT Harvey & Associates	\$12,000
IDS California (DBE)	Downtown Extension Project Delivery Review	\$132,217	Arup N. America (LBE)	\$34,580
			Nossaman LLP (LBE)	\$53,977
			Permut Consult	\$8,000
Mott MacDonald, LLC	ConnectSF Streets and Freeways Study	\$58,430		
	Kearny Street Multimodal Implementation Plan Traffic Analysis	\$5,223		
Parisi Transportation Consulting (SBE)	District 9 Freeway Study	\$159,732		
	Yerba Buena Island/Treasure Island Multiuse Pathway and Transportation Analysis	\$240,474		
Parsons Transportation Group (LBE)	Van Ness Bus Rapid Transit Project	\$92,929		
SENER Engineering and Systems, Inc.	Downtown Extension Project Delivery Review	\$35,905		
T.Y. Lin International	Downtown Extension	\$213,112		
	San Francisco Municipal Transportation Agency's Siemens Light Rail Vehicle Repairs	\$182,472		
WMH Corporation (SBE)	US 101/I-280 Managed Lanes Project	\$899,235	Associated Right of Way Services, Inc. (SBE)	\$2,708
			Circlepoint (SBE)	\$73,740
			Emergent Transportation Concepts, LLC (DBE,SBE)	\$99,750
			Fehr & Peers (LBE)	\$250,631
			Gray-Bowen-Scott (SBE)	\$8,718

Prime Consultant ¹	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
			HNTB Corporation (LBE)	\$17,324
			MGE Engineering, Inc. (DBE,SBE)	\$15,914
			Rail Surveyors and Engineers, Inc. (DBE, SBE)	\$37,005
			WRECO (DBE,SBE)	\$24,229
WMH Corporation (SBE)	I-280 High Occupancy Vehicle Lanes Project Implementation Planning Services	\$75,000		
WSP USA, Inc. (LBE)	Lombard Crooked Street Reservations and Pricing Study	\$56,243	CHS Consulting Group (DBE,LBE,SBE)	\$13,130
	Downtown Extension Project Delivery Review	\$297,478	McKinsey & Company	\$100,000
Zurinaga Associates (DBE)	Yerba Buena Island Ramps, Bridge Structures and Southgate Road Realignment Projects	\$2,450,605	KL Bartlett Consulting (DBE,SBE)	\$252,336
			PDM Group, Inc. (DBE)	\$1,884,189
			Pendergast Consulting Group (DBE,SBE)	\$90,765
			Cole Management & Engineering, Inc.	\$123,803
	Project Management Oversight	\$1,958,095	KL Bartlett Consulting (DBE,SBE)	\$70,598
	Treasure Island Mobility Management Agency Program	\$11,044	KL Bartlett Consulting (DBE,SBE)	\$690
			Pendergast Consulting Group (DBE,SBE)	\$9,954
	US 101/I-280 Managed Lanes Project	\$13,298	PDM Group, Inc. (DBE)	\$12,922
	ConnectSF Streets and Freeways Study	\$8,860	PDM Group, Inc. (DBE)	\$8,614
	Total Task Orders Awarded to Date		\$8,756,449	

Prime Consultant ¹	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
Total Task Orders Allocated to Subconsultants				\$3,785,372
Total Task Orders Awarded to Disadvantaged Business Enterprise Firms (55%)				\$4,832,502
Total Task Orders Awarded Local Business Enterprise Firms (21%)				\$1,831,092
Total Task Orders Awarded to Small Business Enterprise Firms (21%)				\$1,837,123
Total Contract Amount				\$10,000,000



Memorandum

AGENDA ITEM 12

DATE: August 28, 2020
TO: Transportation Authority Board
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 09/15/20 Board Meeting: Approval of the Revised Procurement Policy and Travel, Conference, Training and Business Expense Reimbursement Policy

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Recommend approval of the revised Procurement Policy and Travel, Conference, Training and Business Expense Reimbursement Policy (Travel Policy).</p> <p>SUMMARY</p> <p>We review all policies periodically to ensure compliance with current statutes and Transportation Authority objectives. We are recommending modifications to the Procurement and Travel Policies to conform to and be consistent with local government ordinances. Below are brief descriptions of each policy and attached are the proposed policies with red-line changes.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input checked="" type="checkbox"/> Other: Policies</p>
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BACKGROUND

We develop and implement policies and procedures to organize and formalize agency activities, and to ensure compliance with current statutes and Transportation Authority objectives. It is the Transportation Authority's directive to review its Procurement Policy at least once every three years and Travel Policy periodically.

Below is a brief description of the Procurement and Travel Policies, which are the subject of this memorandum.

Procurement Policy: The Procurement Policy is designed to guide decisions pertaining to procurement, including the modes, methods and procedures for acquiring the materials, equipment and services necessary to carry out the operations of the Transportation Authority.

Travel, Conference, Training and Business Expense Reimbursement Policy: This document establishes a set of policies relating to travel, conference, training and business expenses, and



establishes procedures for reimbursement of commissioners and employees. These rules and guidelines are designed to safeguard public funds and to ensure the Transportation Authority and its personnel are using the most economical and well-documented procedures in a consistent manner.

DISCUSSION

At the request of Commissioner Ronen, we are proposing to update our Procurement and Travel Policies to align with Chapter 12X of the San Francisco Administrative Code, which prohibits staff travel and contracting in states that allow discrimination against lesbian, gay, bisexual and transgender individuals or has restrictive abortion laws. Ordinances under the San Francisco Administrative Code do not automatically apply to the Transportation Authority, since it is a separate governmental entity rather than a City department. However, in keeping with the public policy objectives leading to the City's adoption of the ordinances, we are proposing to adopt appropriate elements of the contracting prohibitions and travel ban contained in Ordinances 189-16 and 200-19.

The list of states banned from travel and contracting under both ordinances is known as the "Covered State List" and is maintained and updated by the City Administrator on at least a semiannual basis. The Covered State List, updated as of October 16, 2019, include: Alabama, Arkansas, Florida, Georgia, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Mississippi, Nebraska, Nevada, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, West Virginia, and Wisconsin.

The Procurement Policy and Travel Policy were last adopted by the Transportation Authority Board through Resolution 18-07. Wendel Rosen LLP have reviewed these policies and based on legal counsel review, we are recommending changes as proposed in Attachments 1 and 2. Proposed changes are shown in redline and only reflect the addition of language related to Chapter 12X.

FINANCIAL IMPACT

The recommended action would not have an impact on the proposed Fiscal Year 2020/21 budget.

CAC POSITION

This item will be presented to the CAC at their September 2, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed Procurement Policy
- Attachment 2 - Proposed Travel, Conference, Training and Business Expense Reimbursement Policy



PROCUREMENT POLICY

I. INTRODUCTION

The Procurement Policy is designed to guide decisions pertaining to procurement, including the modes, methods and procedures for acquiring the materials, equipment and services necessary to carry out the operations of the San Francisco County Transportation Authority (Transportation Authority). This policy is intended to establish the manner in which all Transportation Authority procurement activities shall be conducted, and define the requirements and/or limitations for the Transportation Authority and those individuals, firms or agencies doing business with the Transportation Authority. It is intended to be consistent with the Transportation Authority's Administrative Code, the Proposition K Sales Tax Expenditure Plan (Expenditure Plan), federal and state regulations, and general prudent accounting and financial management practices.

II. SCOPE AND AUTHORITY

The Procurement Policy applies to the operations of the Transportation Authority and is not applicable to the operations of any project sponsoring agencies of the Transportation Authority, unless otherwise specifically provided. The Transportation Authority may enter into an agreement to solicit and award contracts on behalf of a sponsoring agency, if requested and if it is determined to be in the best interest of the Transportation Authority and the sponsoring agency. The award of such contracts shall be for goods and services for programs or projects contained in the Expenditure Plan.

The Procurement Policy provides guidelines for procuring materials and supplies, professional and technical services, and lease and rental agreements. The Procurement Policy is separate from, but shall be applied in conjunction with, the Transportation Authority's Strategic Plan, adopted Fiscal Policy and Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE) Policy, as applicable. Overall policy direction shall be the responsibility of the Transportation Authority Board (Board). Responsibility for implementation of the Procurement Policy, and day-to-day responsibility and authority for structuring, implementing, and managing the Transportation Authority's policies, goals, and objectives, shall lie with the Executive Director. This Policy will be reviewed and updated as required or deemed advisable at least once every three years. Any changes to the policy are subject to approval by the Board at a public meeting.

III. PROCUREMENT PROCESS

Open competition is the basis for efficient, economic and fair public procurement. It is the policy of the Transportation Authority to competitively bid the procurement of all goods and services, and to encourage small and local firms to do business with the Transportation Authority. All procurement activities are considered to be contractual obligations encompassing financial compensation in return for the rendering of specific goods and/or services. All procurements are to be negotiated on a fixed-price or cost plus fee basis.

A. General Provisions



All procurement transactions, regardless of purchasing methodology or dollar value, shall be conducted in a manner that maximizes open and free competition. Solicitation for offers, whether by an informal or formal bid process or through competitive negotiation shall:

1. incorporate a clear and accurate description of the technical requirements for the materials, product or services to be procured; and
2. clearly set forth all requirements which bidders must fulfill, and all other factors to be used in evaluating the proposals.

All bids or proposals must be submitted to and received at the location designated no later than the exact time and date stated in bid or proposal requirements, and must be date- and time-stamped and logged as received by Transportation Authority personnel. Bids or proposals received after the date and time deadline will be returned unopened and will be considered as disqualified. A bid or proposal may be withdrawn prior to bid or proposal opening for any reason by a bidder or his/her authorized representative, provided a written request to withdraw is received by the Transportation Authority prior to bid or proposal opening. After bid or proposal opening, a bid or proposal may be withdrawn only for material obvious error(s) and subject to written approval by the Executive Director.

The Transportation Authority reserves the right to modify and/or suspend any and all aspects, terms, conditions and requirements of any procurement, to obtain further information from any firm or person responding to the procurement, to waive any informality or irregularity as to form or content of the procurement document or any response thereto, to be the sole judge of the merits of the bids or proposals received, and to reject any or all bids or proposals for any reason provided that such actions are made in accordance with federal and state laws.

Contract awards shall be made only to responsive and responsible contractors that possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as compliance with public policy, record of past performance, and financial and technical resources. False statements in proposals will be a basis for disqualification. All contract awards shall be documented by written purchase order, written contract or written memorandum. Contracts, including all options therein, will generally be limited to a maximum period of five (5) years.

The Transportation Authority annual budget establishes the monetary limits for the procurement of goods and services subject to this Policy. All procurements, whether formal or informal, shall be in compliance with the Transportation Authority's non-discrimination policy, DBE/LBE Policy, if applicable, and any other Transportation Authority contracting policy in effect at the time of the procurement.

B. Conflict of Interest

No employee, officer or agent of the Transportation Authority shall participate in the procurement process, or in the award or administration of a contract, if such participation would result in a conflict of interest, real or apparent, as defined by state and federal laws. No employee, officer, or agent shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements. The Transportation Authority shall be subject to Articles 1 and 3 of Title 9, Chapter 7 of the California Government



Code and the regulations which implement those provisions as well as the San Francisco County Transportation Authority Conflict of Interest Code.

C. Informal Bid Process

Solicitations for goods and services that are anticipated to be equal to or less than \$75,000 may go through an informal Request for Proposal (RFP) or bid process. Quotes may be requested by telephone, via the Internet or through the mail from known qualified vendors or from current vendor catalogs and/or websites. Routine purchases in the amount of \$25,000 or less should be distributed equitably among qualified competitively priced suppliers, with consideration given to DBE/LBE utilization as applicable and as permitted by law. It is not permissible to segment the contract or use multiple solicitations for similar goods or services in order to circumvent the limitation for formal solicitation.

The informal bid or solicitation process shall include a minimum of three quotes from potential providers to ascertain that the proposed price is fair and reasonable. Transportation Authority files shall maintain support documentation demonstrating that a sufficient number of quotes were obtained.

Except in the case of an emergency, or a finding by the Board by two-thirds vote of all its voting members that, in its opinion, the supplies, equipment or materials may be purchased at a lower price in the open market, awards of contracts for supplies, equipment and materials in excess of \$25,000 shall be awarded to the lowest responsible and responsive bidder. Awards of contracts for supplies, equipment and materials not in excess of \$25,000 will generally be awarded to the lowest bidder after a competitive process, but other factors including but not limited to delivery date and known performance and, if applicable and permitted by law, DBE/LBE participation may be considered in selecting the vendor.

Awards of contracts for professional services, including legal, financial advisory, private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and at a price that is fair and reasonable, in accordance with state and federal laws.

D. Formal Bid Process

Solicitation of goods and/or services that are anticipated to be in excess of \$75,000 shall be required to go through a formal Request for Proposal (RFP) or Invitation for Bid (IFB) process. An RFP process will also be used to procure professional and technical services as applicable in accordance with the provisions of California Government Code Section 4526 and applicable federal laws and regulations. Award of a contract for professional services will be qualifications-based and will consider multiple factors that will be clearly stated in the RFP, although price may be considered during the negotiation of the contract. Procurement for establishing an on-call or preapproved list of professional services providers shall be based on a qualifications-based process in accordance with state and federal law, and price may be taken into consideration when negotiating a contract with a firm selected from such a list to fulfill task orders.



For procurements anticipated to be in excess of \$75,000, an Invitation for Bids (IFB) process will be used to procure all supplies, equipment, or materials that are standard in nature, character, and quality; easily defined; and/or reasonably accessible in the open market. Award will be made to the lowest responsive and responsible bidder after competitive bidding, except in an emergency declared by the vote of two-thirds of the voting membership of the Board pursuant to California Public Utilities Code Section 131285. If, after rejecting bids received, the Transportation Authority, pursuant to California Public Utilities Code Section 131286, determines and declares by a two-thirds vote of the voting membership of the Board that, in its opinion, the supplies, equipment, or materials may be purchased at a lower price in the open market, the Transportation Authority may proceed to purchase these supplies, equipment, or materials in the open market without further observance of the provisions regarding contracts, bids, or advertisement.

Solicitation for offers in the formal bid process shall include the following:

1. A clear and accurate written description of the project scope and deliverables, and technical requirements for the materials, product, or service being procured;
2. Special conditions or restricting policies, policy goals such as DBE/LBE goals, if applicable, patents, liquidated damages and performance, bid or indemnification requirements;
3. Proposed timetable for the project or service;
4. General format requirements and number of copies/items (if applicable) to be delivered;
5. Date of pre-proposal conference, if applicable;
6. A clear definition of the evaluation criteria to be used in evaluating the bids or proposals; and
7. Date, time, and place for submission of final bids or proposals.

If a pre-proposal conference is held, a listing of those in attendance showing name(s) of attendees and agency or company represented shall be maintained in the resulting contract files.

Responses to RFPs for professional and technical services shall require identification of the bidders or proposer's key employees and subcontractors. Bidders or proposers shall be required to notify the Transportation Authority of any pending lawsuits or labor disputes that may interfere with the delivery of services.

Procurements in amounts greater than \$75,000 shall require a formal notice process including advertising requests for bids or proposals in local appropriate newspapers or other media outlets. Notice should occur with sufficient time to allow bidders or proposers reasonable time in which to respond. The term "reasonable time" may vary depending on the complexity of the proposed project. Thirty (30) calendar days shall be considered the standard time allotted in notification to potential bidders or proposers. More or less time may be allotted at the determination of the Executive Director.



RFPs and IFBs will be reviewed by a selection panel appointed by the Executive Director. The Executive Director may elect to assemble a separate cost evaluation panel to review cost proposals and evaluate cost assumptions. Based on their reviews and analysis, the selection panel and cost evaluation panel, if any, shall rank bids or proposals. The Executive Director will recommend to the Board award of a contract, based on the results of the procurement process and the recommendations the selection panel and cost evaluation panel, if any, to the bidder or proposer most advantageous to the Transportation Authority. In the case of IFBs, the Executive Director will recommend award to the lowest responsive and responsible bidder or proposer.

Copies of all correspondence, including negative response letters, copies of evaluation sheets/scores, and copies of all bids or proposals not being considered further shall be maintained in the files.

In the event that only a single bid or proposal is submitted, the Transportation Authority shall document its efforts in soliciting responses; and record the history of all correspondence, negotiations, including parties involved, etc. that took place with reference to the award of the resulting contract.

IV. NONCOMPETITIVE NEGOTIATED AGREEMENTS (SOLE SOURCE)

A noncompetitive, negotiated contract may be developed when special conditions arise. These types of agreements are defined as "Sole Source" agreements. Conditions under which noncompetitive, negotiated contracts may be acceptable include:

1. A unique commodity or specialized professional service is known to be available from only one vendor;
2. An emergency of such magnitude that cannot permit delay; or
3. Competition is determined to be inadequate after solicitation of a number of sources.

In these cases, the Transportation Authority will develop an adequate scope of work, evaluation factors and cost estimate, and conduct negotiations with the vendor to ensure a fair and reasonable cost. The Transportation Authority will document details of the special conditions and retain those details in the respective contract file for audit and grant review purposes.

V. PROHIBITING CONTRACTING IN STATES THAT ALLOW DISCRIMINATION AGAINST LGBT INDIVIDUALS AND IN STATES WITH RESTRICTIVE ABORTION LAWS

[On October 14, 2016, through Ordinance 189-16, the City and County of San Francisco prohibited city contracting involving states that allow discrimination against lesbian, gay, bisexual and transgender individuals. This prohibition became effective on February 11, 2017. On August 9, 2019, through Ordinance 200-19, the City and County of San Francisco prohibited city contracting involving states with certain laws that restrict abortion access. This prohibition became effective January 1, 2020. The list of states banned from contracting under both Ordinances is known as the Covered State List and is maintained and updated by the City Administrator on at least a semiannual basis.](#)



The Ordinances do not automatically apply to the Transportation Authority, since it is a separate governmental entity rather than a City department. In keeping with the public policy objectives leading to the City's adoption of the Ordinances, however, the Transportation Authority has adopted appropriate elements of the contracting prohibitions contained in the Ordinances, as further detailed below. Pursuant to this section, the Transportation Authority shall not: enter into a contract with a contractor that has its United States headquarters in a state on the Covered State List or where any or all of the work on the contract will be performed in a state on the Covered State List, unless it meets one or more of the exemption criteria detailed below.

This section shall not apply to contracts that meet one or more of the following circumstances:

1. The needed services are available only from one source, as supported by sufficient justification.
2. The contract is necessary to respond to an emergency which endangers the public health or safety.
3. There are no qualified responsive bidders or prospective vendors that comply with the requirement of this section; and the needed service, project or property is essential to the Transportation Authority or the public.
4. The public interest warrants the granting of an exemption due to potential adverse impact on services.
5. The services to be purchased are available under a bulk purchasing arrangement with a federal, state, or local government entity or a group purchasing organization; the purchase under such arrangement will substantially reduce the Transportation Authority's cost of purchasing such services, and the purchase under such arrangement is in the best interest of the Transportation Authority.
6. The services are planned to be funded in whole or in part by regional, state, federal, or private funding.
7. Application of this ban will violate or would be inconsistent with the terms or conditions of a grant or agreement with a public agency.

Additionally, this section shall not apply to contracts advertised, solicited, initiated, or executed prior to the effective date of this revised policy, including amendments to existing contracts and task orders under existing on-call contracts.

Application of this section does not apply to: (1) work performed on a contract by a subcontractor, subconsultant or supplier; or (2) the supply of off-the-shelf equipment.

Application of this section does not apply to procurements under on-call contracts, where on-call bench was established prior to the effective date of this revised policy.

If during the term of a contract, the contractor moves its headquarters, or the location from which it will provide services to the Transportation Authority, to a state on the Covered State List, such a move shall not constitute grounds to terminate the contract.

For the purposes of this section, "contract" means an agreement between the Transportation Authority and any person or entity that provides, at the expense of the Transportation Authority,



[for public works, public improvements, commodities or services to be purchased, not including contracts for underwriting services for the purchase and sales of Transportation Authority bonds, notes, and other forms of indebtedness.](#)

[The Transportation Authority shall document any applicable contract exemption\(s\) and provide such documentation to the Executive Director prior to execution of the contract by the Transportation Authority, or prior to specific action by the Board authorizing award of the contract to the contractor, if applicable.](#)

V.VI. PROCUREMENT PROTEST AND APPEAL PROCEDURES

It shall be the policy of the Transportation Authority to have established protest procedures which shall apply to all procurements of supplies, equipment, and services. A copy of these policies and procedures shall be maintained in the Transportation Authority's offices for general inspection and review by the public. In addition, the Transportation Authority shall provide, upon request, a copy of these protest policies and procedures to all individuals, associations, corporations, and companies with which the Transportation Authority conducts business.

A bidder or proposer that has timely submitted a bid or proposal in response to a procurement of the Transportation Authority may file a protest asserting that the Transportation Authority has failed to follow applicable policies or procedures relative to seeking, evaluating, and/or awarding a contract or has failed to comply with relevant specifications or procedures contained in the bid documents or request for proposals. In order to file a protest, the protester must be an actual bidder or proposer whose direct economic interests would be affected by the award of a procurement contract or by the failure to award a procurement contract.

Such protests must be filed within the earlier of five (5) business days after (i) notice, actual or constructive, of the Transportation Authority's finding that the bidder or proposer's bid or proposal is not being considered further or (ii) an award of the contract by the Transportation Authority to another bidder or proposer.

A protest shall be deemed filed when the Transportation Authority actually receives the protest by mail or personal delivery. Failure to file a timely protest shall constitute a waiver of the right to file a protest under these procedures. Within five (5) business days of receipt of an untimely protest, the Transportation Authority shall notify the individual or entity that the protest was untimely and is being rejected. Such notice shall constitute the final decision of the Transportation Authority relative to the untimely protest.

All protests filed must be filed by an actual bidder or proposer responding to the procurement and must be in writing and include the following information:

1. Name of individual or entity filing protest;
2. Business address and telephone number of individual or entity;
3. Name and title of contact person;
4. Description of specific procurement and the action or decision being protested;
5. A clear and concise statement of the protest, including identification of:



- a. procedures or specifications contained in bid documents or request for proposals which were allegedly not complied with, or
- b. specific instance(s) of Transportation Authority failure to follow its policies and procedures;
6. Detailed factual support for the protest, including relevant documents or correspondence;
7. Desired resolution of the protest; and
8. Dated signature of individual, or authorized representative of entity, filing the protest.

The Executive Director shall review and consider all stated concerns and issues alleged to be in non-compliance and issue a decision within five (5) business days of receipt of the protest. If the decision of the Executive Director is not satisfactory to the protesting party, the protesting party may appeal that decision to the Board. The appeal must be filed within five (5) business days of the date of the decision. The appeal must clearly state the basis for disputing the decision of the Executive Director.

The appeal shall be referred to the Board, which shall consider whether to accept the appeal and hold a hearing on the matter. If a majority of the Board does not wish to accept the appeal, the Board shall defer to the decision of the Executive Director as final.

If a majority of the Board agrees to accept the appeal and hold a hearing on the matter, the protesting party shall be notified of the hearing date and time, which shall be scheduled at the earliest convenience of the Board. At the hearing, the protesting party shall be allowed fifteen (15) minutes to present its case. The Transportation Authority staff shall then be allowed fifteen (15) minutes to present the Transportation Authority's case. The Board may extend these time periods at its discretion.

The Board shall review and act upon the appeal at its next regularly scheduled meeting unless it determines that additional time to consider the appeal is required. The Board shall issue written notification to the protester of its decision which shall constitute the final decision of the Transportation Authority.

VI.VII. CONTRACT ADMINISTRATION

No contractual obligations, administrative or capital, shall be assumed by the Transportation Authority in the excess of its ability to pay as defined by the adopted final budget and the Strategic Plan. Approval of the Board is required prior to the execution of any contract for the procurement of goods or professional services that authorizes payments that in the aggregate exceed \$75,000 in a fiscal year. The Executive Director is authorized to approve and execute all such contracts that authorize payments not in excess of \$75,000 per fiscal year, provided that the amounts are consistent with the adopted final budget, as amended in accordance with the Fiscal Policy for the current fiscal year or, in the event that the contract was not completed in a single fiscal year, the contiguous fiscal year(s). The Executive Director is authorized to amend contracts to extend time, to add or delete tasks of similar scope and nature, and to increase or reduce the total amount of the contract. The Executive Director may execute such amendments without prior Board approval, if the amount of the amendment does not exceed \$75,000.



All expenditures shall comply with all federal, state and local statutory requirements and other legal restrictions placed on the use of said funds. The Executive Director shall execute all contracts in conformance with the monetary limits established in the adopted final budget. The Executive Director and/or his/her designee has the responsibility for monitoring all contractual agreements for compliance with the terms and conditions established in the contract and for rendering payment upon completion of services or delivery of goods and materials as agreed.



TRAVEL, CONFERENCE, TRAINING AND BUSINESS EXPENSE REIMBURSEMENT POLICY

I. PURPOSE AND GENERAL POLICY

- A. **Purpose.** This document establishes a set of policies relating to travel, conference, training and business expenses, and establishes procedures for reimbursement of eligible San Francisco County Transportation Authority (Transportation Authority) Commissioners and employees, herein referred to as Transportation Authority personnel, for such expenses. These rules and guidelines are designed to safeguard public funds and to ensure the Transportation Authority and its personnel are using the most economical and well-documented procedures in a consistent manner.
- B. **General Policy.** The Transportation Authority recognizes that in some instances it is necessary and/or convenient for authorized Transportation Authority personnel to incur expenses for travel, training and other business purposes in connection with the official business of the Transportation Authority. Additionally, the Transportation Authority recognizes the benefit of attendance at meetings, conferences and other functions which advance professional knowledge and provide opportunities to exchange information related to transportation, government operations and issues. The policy of the Transportation Authority is to pay or reimburse Transportation Authority personnel for such expenses, travel and fees that a reasonable and prudent person would incur when traveling on official business and which serve a Transportation Authority purpose and are deemed necessary and/or advantageous to the Transportation Authority.
- C. **Limitations.** Travel and meeting expenditures shall not exceed the approved budget, except with justification and documentation, and shall be consistent with associated policies established by the Transportation Authority. Eligible Transportation Authority personnel are entitled to claim reimbursement for actual, reasonable and necessary expenses for eligible expenses incurred in the discharge of their official duties, subject to the limitations set forth herein.

II. ELIGIBILITY

- A. **Eligible Personnel.** Expenses are authorized for Transportation Authority Commissioners and employees (Transportation Authority personnel). Travel expenses may be authorized for the purpose of conducting business on behalf of the Transportation Authority, including employment interviews.
- B. **Eligible Travel Expenses.** The following expenses are eligible for reimbursement in connection with authorized Transportation Authority business, travel, conferences, meetings, and training, subject to the restrictions identified in this policy. Travel expenses are subject to review by the Deputy Director for Finance and Administration and will only be approved if deemed reasonable and proper. Reimbursements shall be for actual expenditures (receipts required for expenses greater than \$25) for amounts not to exceed the per diem rates and



allowances established by the General Services Administration (GSA) and/or United States Department of Defense (USDOD) as appropriate¹ :

1. Meals;
 2. Lodging;
 3. Transportation charges (including commercial carrier fares, rental car charges, private car mileage allowances, parking, bridge and road tolls, and necessary taxi, transportation network company or public transit fares); and
 4. Miscellaneous expenses:
 - a. Local and long distance business telephone calls, faxes and internet access by the most economical practicable commercial service;
 - b. Registration fees for attending conferences, seminars, conventions, meetings, or other training of professional societies or community organizations;
 - c. Tips to porters, baggage carriers, bellhops, hotel staff, and stewards or stewardesses;
 - d. Purchase of necessary training or conference materials or supplies;
 - e. Business expenses in connection with the preparation of clerical or official reports while on training or travel status; and
 - f. Unforeseen or unusual expenses which are justified, necessary and substantiated.
- C. **Non-Eligible Travel Expenses.** Transportation Authority personnel are not eligible to claim reimbursement for the following items:
1. Personal telephone calls;
 2. Alcoholic beverages and entertainment expenses;
 3. Constructive expenses, which are those which might have been incurred for Transportation Authority business but were not; such as:
 - a. if two individuals traveled together to a meeting in one car and each claimed full transportation costs, then one would be making a "constructive" claim; or
 - b. if an individual on a trip stayed with friends or relatives, it would be "constructive" to claim a lodging expense.
 4. Expenses which are excessive or unreasonable as determined by the Deputy Director for Finance and Administration.
- D. **Expense Limitations.** Reimbursement of costs shall be based on the minimum number of days and hours required to transact Transportation Authority business. Costs incurred due to early or late arrival shall be at the traveler's expense unless it is shown that the savings in

¹ Per diem is an allowance for lodging (excluding taxes), meals and incidental expenses. The GSA establishes per diem rates for destinations within the Continental United States. The United States Department of State establishes the foreign rates.



airfare outweighs other costs. In that event, it is up to the traveler's discretion as to whether he or she wishes to take advantage of the reduced airfare by traveling at an earlier/later date.

- E. **Cash Advance.** Cash advances may be requested to cover anticipated travel expenses for out-of-area or overnight travel if requested a minimum of ten working days before departure. Cash advances shall not be less than \$100 nor more than the estimated expenses listed on the approved travel authorization form. Advances must be refunded immediately when an authorized trip is canceled or indefinitely postponed.

III. TRAVEL AUTHORIZATION

- A. **Approval.** Before any Transportation Authority paid or reimbursed overnight or out-of-area travel may take place, Transportation Authority personnel must first submit a travel authorization form to their supervisor for approval, who will forward the approved form to the Deputy Director for Finance and Administration to verify that sufficient funds are available in the Transportation Authority's budget for the travel. The Deputy Director for Finance and Administration will forward the approved form to the Executive Director for final approval. Transportation Authority Commissioners must submit the travel authorization form to the Executive Director for pre-approval. The Executive Director is authorized to approve travel requests for Transportation Authority personnel consistent with this policy. The Executive Director will inform the Chairperson of the Transportation Authority of all Commissioner travel requests in excess of \$5,000. All travel requests must be approved in advance, prior to incurring any reimbursable expenses.
- B. **Local Travel.** Local travel, which does not involve overnight travel, can be reimbursed by the Transportation Authority without pre-verification of travel funds availability but staff shall obtain verbal approval from their respective supervisor and the Executive Director. If overnight travel is necessary, a travel authorization form shall be submitted prior to incurring reimbursable expenses.
- C. **Out-of-Area Travel.** Out-of-area travel is defined as 50 miles or more beyond the San Francisco city limits.
- D. **Travel Authorization Form.** The travel authorization form shall list the destination, purpose and justification for the trip, departure and return dates, and the estimated costs for transportation, meals, lodging, registration, and other expenses.

IV. PROHIBITING STAFF TRAVEL TO STATES THAT ALLOW DISCRIMINATION AGAINST LGBT INDIVIDUALS AND IN STATES WITH RESTRICTIVE ABORTION LAWS

[On October 14, 2016, through Ordinance 189-16, the City and County of San Francisco prohibited staff travel to states that allow discrimination against lesbian, gay, bisexual and transgender individuals. This prohibition became effective on February 11, 2017. On August 9, 2019, through Ordinance 200-19, the City and County of San Francisco prohibited staff travel in states with certain laws that restrict abortion access. This prohibition became effective January 1, 2020.](#)



The list of states banned from travel under both Ordinances is known as the Covered State List and is maintained and updated by the City Administrator on at least a semiannual basis.

The Ordinances do not automatically apply to the Transportation Authority, since it is a separate governmental entity rather than a City department. In keeping with the public policy objectives leading to the City's adoption of the Ordinances, however, the Transportation Authority has adopted appropriate elements of the travel prohibitions contained in the Ordinances, as further detailed below. Pursuant to this section, the Transportation Authority shall not: 1) require any of its employees or officers to travel to a state on the Covered State List, or 2) approve a request for Transportation Authority-funded travel to a state on the Covered State List, unless such travel meets one or more of the exemption criteria detailed below.

This section shall not apply to travel that is one or more of the following:

1. Necessary for the enforcement of any state or Transportation Authority law, rule or policy.
2. Necessary for the defense of any legal claim against the Transportation Authority.
3. Required by city, state, or federal law.
4. Required to meet contractual obligations incurred by the Transportation Authority.
5. Necessary for the protection of public health, welfare, or safety.

For purposes of this section, "travel" does not include landing in a state by plane to make a connecting flight to a destination outside that state, or traversing a state by automobile, train, bus, or otherwise, to reach a destination outside that state.

The Transportation Authority shall document any travel exemption requests and provide them to the Executive Director prior to considering the travel request.

IV.V. PROCEDURES FOR CLAIMING EXPENSE REIMBURSEMENT

- A. **Expense Report.** Any reimbursement for expenses incurred on behalf of the Transportation Authority shall be claimed on an expense report. Expense reports shall be submitted within 45 days of incurring the expenses, and the reports shall be accompanied by adequate documentation supporting the expenses.

The total amount of all expenses pertaining to a particular trip should be accounted for the traveler on an expense report form. If the total actual cost of a trip exceeds the amount listed on the travel authorization form, justification and documentation of the excess cost must be provided. In the absence of a satisfactory explanation, any amount in excess of the estimated cost approved on the travel authorization form shall not be allowed. If the cash advance exceeds the actual reimbursable expense, then the traveler shall immediately return the excess amount with the expense report.

- B. **Nature of Claim.** Claims must be for actual and necessary expenses consistent with this document; not for "constructive" expenses.
- C. **Per Diem Adjustments.** Per diem claims will be adjusted, using the appropriate per meal rate, in those instances where meals are provided gratis or as part of a registration or any other fee claimed on the expense report.



- D. **Required Information.** Each claim must clearly indicate the date, nature of expense and amount for which reimbursement is being claimed.
- E. **Receipts.** Receipts or proof of payment must be submitted with the claim to substantiate expenditures for public carrier fares, rental cars, lodging (indicating the single rate), meals, conference or seminar registration fees, and for any unusual items or items not specifically related to travel. Claims must be recorded and certified on an expense report. For any official business in-transit travel destination, Transportation Authority personnel must provide a receipt and narrative to substantiate claimed travel expenses for lodging and a receipt for any authorized expenses incurred costing over \$25. Itemized receipts shall be obtained and submitted with the expense report. If a receipt cannot be obtained or has been lost for expenses greater than \$25, a statement to that effect shall be made on the expense report and the reason given. In absence of a satisfactory explanation, the amount involved shall not be allowed.
- F. **Commissioner Reports.** Transportation Authority Commissioners attending a meeting, conference, or training at the expense of the Transportation Authority shall provide a brief written and oral report of such at the next regular Board meeting of the Transportation Authority. The report must include a statement of how the Commissioner's attendance has an impact on, or was associated with, Transportation Authority business, and include any materials distributed at the meeting, conference, or training that could be helpful to other Commissioners.
- G. **Expenses Not Covered by Transportation Authority Policy.** In the event where an expense does not qualify for reimbursement under this policy, to be reimbursable, the expense shall be approved by the Transportation Authority Board, in a public meeting before the expense is incurred, unless the expense is related to lodging in connection with a conference or organized educational activity conducted in compliance with California Government Code s. 54952.2(c), including but not limited to ethics training required by Article 2.4 (commencing with §. 53234) of the Government Code.

V.VI. PREPAYMENT OF CONFERENCE/SEMINAR/TRAINING FEES

All requests for prepayment of conference/seminar/training will be submitted for approval a minimum of ten working days in advance of the conference/seminar/training, unless reasonable justification is provided. If the ten-day requirement cannot be met, Transportation Authority personnel may personally pay registration fees and other expenses at their own risk and seek reimbursement on the expense report.

VI.VII. MEAL EXPENSE

- A. **General.** Transportation Authority personnel may incur expenses for the purchase of meals for persons not employed by the Transportation Authority, with whom the Transportation Authority is transacting business. The name and business affiliation of the person, as well as the purpose of the business meeting, must be included in the expense report. The maximum per-person expenditure shall not exceed a reasonable amount under the particular circumstances and shall not exceed the set per diem amount established by the GSA or USDOD as appropriate. Actual costs shall include reasonable and customary gratuities, but



not the cost of alcoholic beverages. All such expenditures for personnel must be approved in advance by the Executive Director.

- B. **Restrictions.** The purchase of non-travel-related meals is authorized only when Transportation Authority personnel are required, and where approved in advance by the Executive Director in the following circumstances:
1. to attend a breakfast, lunch or dinner meeting concerning Transportation Authority business affairs because of the official position or duties of the individual;
 2. to attend a meeting between Commissioners and staff when required to conduct Transportation Authority business outside of normal business hours;
 3. to attend consecutive or continuing morning and afternoon and night sessions of a Transportation Authority, Board of Supervisors, city council, commission, district or other public agency meeting to cover an agenda;
 4. to act as host for official guests of the Transportation Authority, such as members of examining boards, official visitors, and speakers or honored guests at banquets or other official functions; and
 5. to attend off-site training events (training workshops, seminars, and retreats) and ready access to reasonably priced meals is not available. The Executive Director may elect to either provide meals to the attendees or authorize individuals to purchase their own meals and claim reimbursement in accordance with provisions of this document.
- C. **Local Area Meals.** Reimbursement for employee meals in the local area must be associated with Transportation Authority business and must be approved in advance by the Executive Director. Meal expenses incurred prior to authorization will be at the risk of the employee. Meals should not exceed the per diem rates and allowances established by the GSA or USDOD as appropriate. Unusual costs must be justified in writing.
- D. **Out-of-Area Meals.** Reimbursement for employee meals during periods of approved trips out-of-area must be approved on the travel authorization form. Reimbursement for out-of-area meals will be based on either actual costs, for which receipts must be provided for expenditures exceeding \$25, and in accordance with the per diem of the federal standard meal allowance, including single day and total trip meal rates, as established by the GSA or USDOD as appropriate. Unusual costs must be justified in writing.
- E. **Special Functions.** Reimbursement for meals at special functions, such as banquet meals at authorized conferences, professional meetings, or special events or functions, may be eligible for reimbursement at rates different than the per diem allowances. Eligibility for such reimbursements is based on pre-approval by the Executive Director or the Transportation Authority Board in accordance with this policy.

VII.VIII. LODGING EXPENSES

Reimbursement is allowable for single-room lodging expenses associated with attendance at out-of-area conferences or meetings. The cost of a single room will be reimbursed when travel exceeds the day's duration. Where available, government and group rates must be requested.



No reimbursement is authorized for overnight accommodations within the nine Bay Area counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma unless prior authorization is granted.

Transportation Authority personnel will be expected to be prudent in the choice of lodging and will submit proper documentation to justify the expense. The Executive Director will approve the lodging as part of the approval of the travel request, and reserves the right to determine which lodging is prudent, based on economic, comfort, safety, and reasonability considerations. If lodging is required in connection with a conference or activity, lodging shall be at the location where the conference or activity is being held. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available at the time of booking. If the group rate is not available and the hotel has no remaining vacancies, comparable lodging that is consistent with the requirements of this policy shall be used. No lodging shall be reimbursed on the final day of a conference or activity unless reasonable justification is provided or unless authorized by the Executive Director.

VIII.IX. MEANS OF TRANSPORTATION

- A. **General.** All travel must utilize the most efficient, direct and economical mode of available transportation. Transportation Authority personnel shall use government and group rates offered by providers of transport where available. If for personal convenience, Transportation Authority personnel travel an indirect route and travel is interrupted, any resulting extra expense will be borne by the individual except for reasons beyond the control of the individual. For employees, any resulting excess travel time, except where beyond the control of the employee, will not be considered work time, but will be charged the appropriate type of leave.

Charges or loss of refunds resulting from failure to cancel reservations in accordance with the carrier's rules and time limits will not be reimbursed, unless it can be shown that such failure resulted from circumstances beyond the control of Transportation Authority personnel.

Unused portions of transportation tickets are subject to refund and, when purchased by the Transportation Authority, the individual traveler is responsible to see that they are turned in promptly to secure such a refund.

- B. **Local Travel.** Transportation Authority personnel are encouraged to make optimum use of available public transit services and carpooling for local area travel. The following modes of transportation are to be used in the following priority:
1. public transportation;
 2. privately-owned motor vehicles;
 3. taxis, cabs, or transportation network companies; and
 4. rental cars, after exhausting all other available options.
- C. **Air and Rail Travel.** Transportation Authority personnel shall use coach-class or equivalent accommodations for air and rail travel whenever possible. Any additional fees for seat location



upgrades, seat spacing upgrades, or preferential boarding will not be reimbursed unless documentation is provided that there were no other reasonable options available and unless authorized by the Executive Director for special circumstances (e.g. physical or medical conditions).

D. Automobiles

1. Privately-owned Automobile for Official Business

- a. In instances where Transportation Authority personnel use their private automobiles for transportation between their normal work location and other designated work locations (e.g., the site of a meeting), Transportation Authority personnel may be reimbursed for such mileage based upon the standard mileage rate as established by the GSA. When actual mileage exceeds by 10% the reasonable distance between points, Transportation Authority personnel must justify such excess. Inability to do so will result in the reimbursement being based on mileage for the most direct route. Mileage rate of reimbursement will be adjusted as required. Mileage reimbursement for out-of-area trips shall not exceed the cost of the most efficient and economical direct air rate. Transportation Authority personnel who use their privately-owned motor vehicles for transportation while on official Transportation Authority business must carry at least the minimum automobile liability insurance for privately-owned motor vehicles as required by the State of California. Reimbursement for this minimum automobile liability insurance coverage shall not be allowed. When using privately-owned motor vehicles, Transportation Authority personnel will not be reimbursed for any damages that may occur.
- b. Charges for ferries, bridges, tunnels, or toll roads will be allowed. Reasonable charges will also be allowed for necessary parking.
- c. Property damage to the automobile owned by Transportation Authority personnel incurred without fault or cause of the traveler shall be reimbursed in an amount up to \$250 or the amount of the deductible on the traveler's auto insurance policy, whichever is the lesser amount, for each accident. The Transportation Authority will assume an assignment of subrogation rights up to the amount expended, for recovery of such sums from third parties, known or unknown at the time of such payment.
- d. In order to be paid mileage for travel which originates other than at the normal work location, the mileage must be in excess of that normally driven from the traveler's residence to and from the normal work location. The requesting traveler will include justification in the expense report. In the absence of satisfactory justification, the mileage expense shall not be allowed.

2. Rental Automobiles

- a. Rental automobiles may be used when such rental is considered to be more advantageous to the Transportation Authority than the use of other means of transportation. Advance reservations should be made whenever possible and Transportation Authority personnel are expected to be prudent in the selection of an automobile model.



- b. The traveler must obtain full collision coverage. Any additional charge for this coverage will be allowed for reimbursement.
 - c. Charges for ferries, bridges, tunnels, or toll roads will be allowed. Reasonable charges will also be allowed for necessary parking.
- E. **Other Modes of Transportation.** Limousine, taxi and transportation network company fares will be allowed for travel where public transportation is not practical or available. Examples may include, but are not limited to, travel between transportation terminal and hotel, between hotel and place of business, and between places of business.
- F. **Reimbursement.** Unless otherwise provided above, the Transportation Authority will reimburse its personnel for transportation at the rates established by the GSA or USDOD as appropriate.

~~IX.X.~~ **BAGGAGE**

- A. Charges incurred for excess baggage will be reimbursed if justified as necessary for the purpose of the trip. An explanation of the circumstances and payment receipts must accompany the claim for reimbursement. Charges for checking and handling of baggage, including reasonable and customary gratuities will be allowed.