



## Agenda

### **SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY Meeting Notice**

**DATE:** Tuesday, May 23, 2023, 10:00 a.m.  
**LOCATION:** Legislative Chamber, Room 250, City Hall  
 Watch SF Cable Channel 26 or 99  
 (depending on your provider)  
 Watch [www.sfgovtv.org](http://www.sfgovtv.org)

**PUBLIC COMMENT CALL-IN:** 1-415-655-0001; Access Code: 2594 475 2235 # #

To make public comment on an item, when the item is called, dial '\*3' to be added to the queue to speak. Do not press \*3 again or you will be removed from the queue. When the system says your line is unmuted, the live operator will advise that you will be allowed 2 minutes to speak. When your 2 minutes are up, we will move on to the next caller. Calls will be taken in the order in which they are received.

**COMMISSIONERS:** Mandelman (Chair), Melgar (Vice Chair), Chan, Dorsey, Engardio, Peskin, Preston, Ronen, Safaí, Stefani, and Walton

**CLERK:** Elijah Saunders

### **Remote Participation**

Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or may watch SF Cable Channel 26 or 99 (depending on your provider) or may visit the SFGovTV website ([www.sfgovtv.org](http://www.sfgovtv.org)) to stream the live meeting or may watch them on demand.

Members of the public may comment on the meeting during public comment periods in person or remotely. In-person public comment will be taken first; remote public comment will be taken after.

Written public comment may be submitted prior to the meeting by emailing the Clerk of the Transportation Authority at [clerk@sfcta.org](mailto:clerk@sfcta.org) or sending written comments to Clerk of the Transportation Authority, 1455 Market Street, 22nd Floor, San Francisco, CA 94103. Written comments received by 5 p.m. on the day before the meeting will be distributed to Board members before the meeting begins.

1. Roll Call
2. Chair's Report – **INFORMATION**
3. Executive Director's Report – **INFORMATION**



- 4. Approve the Minutes of the May 9, 2023 Meeting – ACTION\*** **page 5**

### **Consent Agenda**

- 5. [Final Approval] Appoint Sean Kim as the District 1 Representative to the Community Advisory Committee – ACTION\*** **page 9**

- 6. [Final Approval] State and Federal Legislation Update – ACTION\*** **page 15**  
**Support:** AB 361 (Ward).

- 7. [Final Approval] Allocate \$4,270,000 in Traffic Congestion Mitigation Tax Funds, with Conditions, to the San Francisco Municipal Transportation Agency for the FY24 & FY25 Application-Based Residential Traffic Calming Program – ACTION\*** **page 19**

- 8. [Final Approval] Approve Programming Priorities for Up to \$5,640,041 in San Francisco's Estimated Fiscal Year 2023/24 State Transit Assistance County Block Grant Funds – ACTION\*** **page 41**

Projects: BART: Elevator Attendant Program through the San Francisco Lifeline Transportation Program Cycle 3 (up to \$2,340,041). SFMTA: Paratransit Program (\$3,300,000)

- 9. [Final Approval] Adopt the School Access Plan Final Report - ACTION\*** **page 67**

### **Items From the Personnel Committee**

- 10. Adopt Three Revised Job Classifications and a Revised Organization Chart – ACTION\*** **page 139**

### **Other Items**

- 11. Introduction of New Items – INFORMATION**

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

- 12. Public Comment**

- 13. Adjournment**

\*Additional Materials

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Items considered for final approval by the Board shall be noticed as such with **[Final Approval]** preceding the item title.

The meeting proceedings can be viewed live or on demand after the meeting at [www.sfgovtv.org](http://www.sfgovtv.org). To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.



**San Francisco  
County Transportation  
Authority**

Board Meeting Notice – Agenda

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language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Transportation Authority at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

If any materials related to an item on this agenda have been distributed to the Board 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.

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; [www.sfethics.org](http://www.sfethics.org).

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San Francisco  
County Transportation  
Authority





# DRAFT MINUTES

## **San Francisco County Transportation Authority**

Tuesday, May 9, 2023

### **1. Roll Call**

Chair Mandelman called the meeting to order at 10:00 a.m.

**Present at Roll Call:** Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Preston, Peskin, Ronen, and Walton (9)

**Absent at Roll Call:** Commissioners Safai (entered during Item 3) and Stefani (entered during item 3) (2)

### **2. Approve the Minutes of the April 25, 2023 Meeting - ACTION**

There was no public comment.

Commissioner Peskin moved to approve the minutes, seconded by Commissioner Ronen.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Preston, Peskin, Ronen, and Walton (9)

Absent: Commissioners Safai and Stefani (2)

### **3. Community Advisory Committee Report - INFORMATION**

Vice Chair Kat Siegal presented the Community Advisory Committee (CAC) report for the April 25 meeting. Vice Chair Siegal reported that the CAC requested that BART extend the elevator ambassador program to all San Francisco stations and staff them with a staff from a neighborhood community-based organization. She continued by reporting that the CAC next discussed the School Access Plan Final Report where some CAC members commented that they wanted the transit ambassador strategy to be bumped from a tier 2 to a tier 1 recommendation, and also were interested in the recommendation about expanding shuttle and yellow bus programs. Vice Chair Siegal reported that a few CAC members did express a lack of confidence due to the lack of quantified data about the effectiveness of the recommendations. Finally she stated that with respect to the Active Communities plan, the CAC requested more information on how community partners from equity priority communities were chosen and requested that additional community partners from District 10 and Chinese language communities be identified.

There was no public comment.

### **4. Appoint Sean Kim as the District 1 Representative to the Community Advisory Committee Meeting - ACTION**

Amelia Walley, Analyst, presented the item per the staff memorandum.



Sean Kim spoke to his interest and qualifications in being reappointed to the CAC.

Commissioner Chan stated that Sean Kim was a first generation Korean American small business owner, who along with his wife Alice, has been very dedicated to community building. She stated that she was excited to appoint Sean Kim to the CAC and that his past experience as a member of the Geary Bus Rapid Transit (BRT) CAC would help him in this role and that he would represent the voice of small business owners and people of color.

Vice Chair Melgar thanked Commissioner Chan for bringing this appointment forward and stated that she supported it. She explained that while she had not always agreed with Sean Kim in the past, it was important to engage with people who you disagree with because it lead to better decisions. She stated that it was good to have the diversity of our city reflected on the CAC.

Commissioner Safai stated that it was great to have the perspective of a small business owner on the CAC and that he was happy to support the appointment.

Commissioner Chan thanked her colleagues and agreed that it was critical to have different voices represented. She stated that in the past, decisions have been made for the community rather than by the community, especially around land use and housing. She agreed with Vice Chair Melgar in that the involvement of diverse voices would lead to better policies and projects.

During public comment, Henry Chan spoke in support of Sean Kim.

Jean Barish spoke in support of Sean Kim and stated that as a district 1 resident she was familiar with his work and that he was uniquely qualified for the CAC seat. She stated that in addition to owning Joe's Ice Cream with his wife Alice, he was a leader of the Geary Boulevard Merchants Association. She went on to state that he used Muni to get his kids to school and around the city and that this allowed him to understand the needs of the Richmond District's residents.

Richard Rothman stated the district 1 seat had been vacant for a while and thought that Sean Kim would be an excellent candidate. He stated that Mr. Kim really understood what went on along the Geary Street corridor and that he really knew the neighborhood.

Commissioner Chan moved to appoint Sean Kim to the CAC, seconded by Vice Chair Melgar.

The motion to appoint Sean Kim was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Preston, Peskin, Ronen, Safai, Stefani, and Walton (11)

## **5. State and Federal Legislation Update - ACTION**

Mark Watts, Sacramento Advocate, and Amber Crabbe, Public Policy Manager, presented the item per the staff memorandum.

Vice Chair Melgar thanked staff for the presentation and stated that it was good news. She stated that she was excited to support Assembly Bill (AB) 361 (Ward) which would



allow for easier enforcement of traffic violations for cars double parked blocking bike lanes. She spoke anecdotally about her bike commute to City Hall along Portola which had a narrow bike lane that was often encroached on by commercial vehicles and commuter buses and that this was very dangerous and occurred all over the city.

There was no public comment.

Vice Chair Melgar moved to approve the item, seconded by Commissioner Peskin.

The item was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Preston, Peskin, Ronen, Safai, and Stefani (10)

Absent: Commissioner Walton (1)

**6. Allocate \$4,270,000 in Traffic Congestion Mitigation Tax Funds, with Conditions, to the San Francisco Municipal Transportation Agency for the FY24 & FY25 Application-Based Residential Traffic Calming Program – - ACTION**

Lynda Viray, Transportation Planner, presented the item per the staff memorandum.

Chair Mandelman asked when the new Traffic Calming Program process would begin.

Damon Curtis, Traffic Calming Program Manager, stated that it would begin on July 1st.

There was no public comment.

Commissioner Melgar moved to approve the item, seconded by Commissioner Preston.

The item was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Preston, Peskin, Safai, and Stefani, (9)

Absent: Commissioners Ronen and Walton (2)

**7. Approve Programming Priorities for Up to \$5,640,041 in San Francisco's Estimated Fiscal Year 2023/24 State Transit Assistance County Block Grant Funds – ACTION\***

David Long, Transportation Planner, presented the item per the staff memorandum.

There was no public comment.

Commissioner Preston moved to approve the item, seconded by Commissioner Safai.

The motion was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Preston, Peskin, Ronen, Safai, Stefani, and Walton (10)

**8. Adopt the School Access Plan Final Report – ACTION**

David Long, Transportation Planner, presented the item per the staff memorandum.

There was no public comment.

Vice Chair Melgar moved to approve the item, seconded by Commissioner Dorsey.



The motion was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Preston, Peskin, Ronen, Stefani, and Walton (10)

Absent: Safai (1)

**9. Preliminary Fiscal Year 2023/24 Budget and Work Program - INFORMATION\***

Lily Yu, Principal Management Analyst, and Tilly Chang, Executive Director, presented the item per the staff memorandum.

Commissioner Chan thanked Director Chang and her staff for their leadership and appreciated her expertise and great advice. She stated that she was excited to work with the Transportation Authority on the Geary/19<sup>th</sup> Avenue Subway Regional Connection Study.

Director Chang thanked Commissioner Chan and gave kudos to her staff.

During public comment, Roland Lebrun stated that he was concerned that objective number 26 from the Executive Director's 2023 performance objectives was missing from the work program plan. He explained that the Baylands Development Corporation had issued an notice of preparation for the Baylands Specific Plan in April and that the circulation plan was lacking.

## **Other Items**

**10. Introduction of New Items - INFORMATION**

There were no new items introduced.

**11. Public Comment**

During public comment, Roland Lebrun commented on the Caltrain fiscal cliff issue and proposed holding the VTA accountable to their obligated contributions and having the other two involved counties match them, thereby helping Caltrain with it's financial situation.

**12. Adjournment**

The meeting was adjourned at 11:03 a.m.



## Memorandum

### AGENDA ITEM 5

**DATE:** May 2, 2023

**TO:** Transportation Authority Board

**FROM:** Maria Lombardo – Chief Deputy Director

**SUBJECT:** 5/9/2023 Board Meeting: Appoint Sean Kim as the District 1 Representative to the Community Advisory Committee

<p><b>RECOMMENDATION</b>   <input type="checkbox"/> Information   <input checked="" type="checkbox"/> Action</p> <p>Per Section 5.2(a) of the Administrative Code, each Commissioner shall nominate one member to the Community Advisory Committee (CAC). Neither staff nor CAC members make recommendations regarding CAC appointments.</p> <p><b>SUMMARY</b></p> <p>There is one open seat on the 11-member CAC for the District 1 representative. Commissioner Chan has indicated her intent to nominate Sean Kim to fill the District 1 vacancy left when the previous member elected not to seek reappointment after their term expired. CAC members serve for a 2-year term. The current roster of CAC members is included in Attachment 1. The application for the District 1 candidate is included in Attachment 2.</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: CAC Appointment</p>
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### BACKGROUND

As described in the Transportation Authority's Administrative Code, the CAC shall provide input to the Transportation Authority in:

1. Defining the mission of the Transportation Authority;
2. Reflecting community values in the development of the mission and program of the Transportation Authority, and channeling that mission and program back to the community;



3. Defining criteria and priorities for implementing the Expenditure Plan programs consistent with the intention of the half-cent sales tax funding purposes; and
4. Monitoring the Transportation Authority's programs and evaluating the sponsoring agencies' productivity and effectiveness.

## **DISCUSSION**

The Board appoints eleven members to the CAC and each Commissioner nominates one member to the committee.

Per Section 5.2(a) of the Administrative Code, the CAC:

"...shall include representatives from various segments of the community, such as public policy organizations, labor, business, seniors, people with disabilities, environmentalists, and neighborhoods, and reflect broad transportation interests. The committee is also intended to reflect the racial and gender diversity of San Francisco residents."

An applicant must be a San Francisco resident to be considered eligible for appointment. Applicants are asked to provide residential location and areas of interest but provide ethnicity and gender information on a voluntary basis. CAC applications are distributed and accepted on a continuous basis. CAC applications were solicited through the Transportation Authority's website, Commissioners' offices, and email blasts to community-based organizations, advocacy groups, business organizations, as well as at public meetings attended by Transportation Authority staff or hosted by the Transportation Authority. Applications can be submitted through the Transportation Authority's website at [www.sfcta.org/cac](http://www.sfcta.org/cac).

All applicants have been advised that they need to appear in person before the Board in order to be appointed, unless they have previously appeared. If a candidate is unable to appear before the Board on the first appearance, they may appear at the following Board meeting in order to be eligible for appointment.

## **FINANCIAL IMPACT**

The requested action would not have an impact on the adopted Fiscal Year 2022/23 budget.

## **CAC POSITION**

None. The CAC does not make recommendations on the appointment of CAC members.

## **SUPPLEMENTAL MATERIALS**

- Attachment 1 - CAC Roster
- Attachment 2 - CAC Application (Mr. Sean Kim)
- Attachment 3 - Resolution

Attachment 1  
Updated 05.03.23

Community Advisory Committee Members

NAME	GENDER	ETHNICITY*	DISTRICT	NEIGHBORHOOD	AFFILIATION / INTEREST	FIRST APPOINTED	TERM EXPIRATION
VACANT			1				
Kevin Ortiz, Chair	M	H/L	9	Mission	Neighborhood, Public Policy	Dec 2019	Jan 2024
Eric Rozell	M	C	6	Tenderloin	Disabled, Neighborhood, Seniors	Jan 2022	Jan 2024
Kat Siegal	F	C	5	NP	NP	Feb 2022	Feb 2024
Sara Barz	F	C	7	Sunnyside	Business; Environment; Social and Racial Justice; Neighborhood; Public Policy	July 2022	July 2024
Najuawanda Daniels	F	AA	10	Hunters Point	Social and racial justice; Labor; Neighborhood; Public Policy	Sept 2022	Sept 2024
Rachael Ortega	F	C	8	NP	Business; Environment; Social and racial justice; Neighborhood; Public Policy	Oct 2022	Oct 2024
Jerry Levine	M	C	2	Cow Hollow	Business, Neighborhood, Public Policy	Nov 2018	Nov 2024
Calvin Ho	M	NP	4	Outer Sunset	Business, Disabled, Environment, Social and racial justice, Labor, Neighborhood, Public Policy, Senior	December 2023	Dec 2024
Mariko Davidson	F	NP	11	Ingleside	Environment; Neighborhood; Public Policy	February 2023	Feb 2025
Rosa Chen	F	A	3	Chinatown	Business, Disabled, Environment, Neighborhood, Public Policy, Seniors	Mar 2021	Apr 2025

\*A - Asian | AA - African American | AI - American Indian or Alaska Native | C - Caucasian | H/L - Hispanic or Latino | NH - Native Hawaiian or Other Pacific Islander | ME - Middle Eastern | NP - Not Provided (Voluntary Information)



**San Francisco  
County Transportation  
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## **San Francisco County Transportation Authority**

### Application for Membership on the Community Advisory Committee

<b>Sean</b>	<b>Kim</b>	<b>Male</b>	
FIRST NAME	LAST NAME	GENDER (OPTIONAL)	
<b>East Asian</b>		<b>No</b>	
ETHNICITY (OPTIONAL)		IDENTIFY AS HISPANIC, LATINO, OR LATINX? (OPTIONAL)	
<b>District 1</b>	<b>Central Richmond</b>	<b>[ redacted ]</b>	<b>[ redacted ]</b>
HOME SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF RESIDENCE	HOME PHONE	HOME EMAIL
<b>[ redacted ]</b>	<b>[ redacted ]</b>	<b>[ redacted ]</b>	<b>[ redacted ]</b>
STREET ADDRESS OF HOME	CITY	STATE	ZIP
<b>[ redacted ]</b>	<b>[ redacted ]</b>	<b>[ redacted ]</b>	<b>[ redacted ]</b>
WORK SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF WORKPLACE	WORK PHONE	WORK EMAIL
<b>[ redacted ]</b>	<b>[ redacted ]</b>	<b>[ redacted ]</b>	<b>[ redacted ]</b>
STREET ADDRESS OF WORKPLACE CITY		STATE	ZIP

#### **Statement of qualifications:**

This is Sean Kim who is a resident and a business owner in central Richmond district. My spouse, Alice and I co-operate Joe's Ice Cream at 18th ave and Geary Blvd since 2012. We moved to current address in San Francisco on 2013 and raised 3 children here. All of my children have used MUNI for commuting to school. I have enjoyed riding MUNI to attend meeting and going out to entertainment. I am an immigrant from Seoul, South Korea where citizens are heavily rely on mass transportation. Currently I am one of Geary Improvement Project CAC members since Nov 2021.

#### **Statement of objectives:**

If appointed, I would like to contribute to delivery voices from family with kids and seniors and small businesses. As San Francisco is one of lowest population metro under age 18, city needs to include voices from families with children and seniors. I believe that City's transportation is one of the greatest means to support them grow and thrive in San Francisco. Also as a small business owner, I would love to deliver their voices and share the information with them to prepare and adapt to City's policies properly.



San Francisco County Transportation Authority  
Application for Membership on the Community Advisory Committee

**Please select all categories of affiliation or interest that apply to you:**

Business;Disabled;Environment;Social and racial justice;Labor;Neighborhood;Public Policy;Senior

**Can you commit to attending regular meetings (about once a month for the Transportation Authority CAC, or once every two to three months for project CACs):**

Yes

By entering your name and date below, and submitting this form, you certify that all the information on this application is true and correct.

**sean kim**

**4/4/2023**

NAME OF APPLICANT

DATE



**San Francisco  
County Transportation  
Authority**

BD050923

RESOLUTION NO. 23-47

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RESOLUTION APPOINTING SEAM KIM AS THE DISTRICT 1 REPRESENTATIVE TO  
THE COMMUNITY ADVISORY COMMITTEE OF THE SAN FRANCISCO COUNTY  
TRANSPORTATION AUTHORITY

WHEREAS, Section 131265(d) of the California Public Utilities Code, as implemented by Section 5.2(a) of the Administrative Code of the San Francisco County Transportation Authority, requires the appointment of a Community Advisory Committee (CAC) consisting of eleven members; and

WHEREAS, There is currently a vacancy on the CAC for a District 1 representative; and

WHEREAS, At its May 9, 2023, meeting, Commissioner Chan nominated Sean Kim as the District 1 CAC representative and Sean Kim spoke to their interest and qualifications for serving on the CAC; and

WHEREAS, The Board reviewed and considered the applicant's qualifications and experience and recommended appointing Sean Kim to serve on the CAC for a period of two years; now therefore, be it

RESOLVED, That the Board hereby appoints Sean Kim as the District 1 representative to serve on the CAC of the San Francisco County Transportation Authority for a two-year term; and be it further

RESOLVED, That the Executive Director is authorized to communicate this information to all interested parties.

San Francisco County Transportation Authority  
Agenda Item 6

**State Legislation - May 2023**

(Updated May 1, 2023)

To view documents associated with the bill, click the bill number link.

Staff is recommending a new support position on Assembly Bill (AB) 361 (Ward) as shown in **Table 1**.

**Table 2** provides an update on AB 645 (Friedman), on which the Transportation Authority has a support position.

**Table 3** shows the status of active bills on which the Board has already taken a position, or that staff has been monitoring as part of the watch list.

**Table 1. Recommended New Positions and Additions to Watch List**

Recommended Positions	Bill # Author	Title and Summary
Support	AB 361 <a href="#">Ward</a> D	<p><b>Vehicles: video imaging of bicycle lane parking violations.</b></p> <p>This bill would authorize a pilot, through January 1, 2030, for cities to install automated forward-facing cameras on city-owned parking enforcement vehicles for the purpose of citing parking violations occurring in bicycle lanes. This would be similar to the authorization SFMTA already has to use forward-facing cameras on transit vehicles to enforce parking violations in transit-only lanes. The devices would be for the sole purpose of capturing parking violations and would be required not to unnecessarily capture images of other streets users. The bill would require the local agency to provide options to reduce or waive the payment of a parking penalty for indigent persons. Only warning notices could be issued for the first 60 days of the program and the agency must make a public announcement and provide the public with information about the program before it begins. Tickets would be civil penalties (not moving violations) and the bill provides for a process to contest the ticket. For privacy purposes, the bill would limit the public's right to access the images captured.</p> <p>Bike lanes provide dedicated space on the roadway to improve safety. When a motorist parks in the bike lane, it undermines that space and creates a dangerous environment for cyclists, causing them to swerve into the traffic lane. Currently, the only tool cities have to discourage drivers from stopping in bike lanes are tickets issued by parking control officers, who must record the vehicle VIN number and affix the citation on the vehicle being cited. This takes time and exposes the officer to potential assaults since they must leave their vehicle. Authorizing these forward-facing cameras would improve safety and allow SFMTA to improve their ability to disincentivize this dangerous behavior. San Francisco's State Legislation Committee approved a support position on this bill in April.</p>

San Francisco County Transportation Authority  
Agenda Item 6

**Table 2. Notable Updates on Bills in the 2023-2024 Session**

Adopted Positions	Bill # Author	Title and Update
Support	<a href="#">AB 645</a> <a href="#">Friedman</a> D	<p><b>Vehicles: speed safety system pilot program.</b></p> <p>This bill would authorize, until January 1, 2032, the Cities of Los Angeles, San Jose, Oakland, Glendale, and Long Beach, and the City and County of San Francisco to establish a Speed Safety System Pilot Program (also known as automated speed enforcement) on designated safety corridors, on streets with a high number of speed contest or exhibition incidents, and in school zones (with some conditions). AB 645 specifies that any violation would be subject only to civil penalties. It would also make all photographic, video, or other visual or administrative records confidential except for the number of violations issued and the speeds at which they were issued for. To participate, a jurisdiction would have to meet specified requirements, including provisions such as a public information campaign, a warning period, privacy protections, a diversion program, and an impact analysis on street safety and economic impact on the communities where it is utilized.</p> <p>Since we presented this bill to the Transportation Authority in April, the bill was amended to include limits of the number of speed safety systems that can be installed in a jurisdiction and to add performance criteria that must be met for a system to operate longer than 18 months. A city with a population of between 800,000 and 3,000,000 would be limited to no more than 33 systems citywide. The amendments also added Assemblymember Ting as a primary author, Senator Wiener as a principal coauthor, and Assemblymember Haney as a coauthor.</p> <p>We are pleased to report that AB 645 passed out of the Assembly Transportation Committee with a vote of 12-0 and out of the Assembly Privacy and Consumer Protections Committee with a vote of 8-1. It will next be heard at Assembly Appropriations. We continue to work with our state legislative advocate Mark Watts to communicate the Transportation Authority's support of this important legislation.</p>

San Francisco County Transportation Authority  
Agenda Item 6

**Table 3. Bill Status for Positions Taken in the 2023-24 Session**

Below are updates for the two-year bills for which the Transportation Authority have taken a position or identified as a bill to watch. Updates to bills since the Board's last state legislative update are italicized.

Adopted Positions / Monitoring Status	Bill # Author	Bill Title	Update to Bill Status <sup>1</sup> (as of 05/04/2023)
Support	<a href="#">ACA 1</a> <a href="#">Aguiar-Curry</a> D Haney D  Principal Coauthor: <a href="#">Wiener</a> D	<b>Local government financing: affordable housing and public infrastructure: voter approval.</b>  Reduces the voter threshold from two-thirds to 55% for a city, county, or special district to approve a bond measure that funds the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing.	Assembly Desk
	<a href="#">AB 251</a> <a href="#">Ward</a> D	<b>California Transportation Commission: vehicle weight safety study.</b>  Requires the formation of a task force to study the relationship between vehicle weight and injuries to vulnerable road users and the costs and benefits of a passenger vehicle weight fee.	Assembly Appropriations
	<a href="#">AB 645</a> <a href="#">Friedman</a> D	<b>Vehicles: speed safety system pilot program.</b>  Establish a pilot safety program, including limited authorization of speed safety cameras.	<i>Assembly Appropriations</i>
Watch	<a href="#">AB 6</a> <a href="#">Friedman</a> D	<b>Transportation planning.</b>  Spot bill to require regions to fund transportation projects that significantly contribute toward their sustainable communities strategy goals and the state's climate goals.	<i>Assembly Appropriations</i>
	<a href="#">AB 7</a> <a href="#">Friedman</a> D	<b>Transportation: funding: capacity projects.</b>  Spot bill to eliminate single occupancy vehicle freeway capacity projects.	Assembly Appropriations
	<a href="#">AB 761</a> <a href="#">Friedman</a> D	<b>Transit Transformation Task Force.</b>  Establishes a task force to develop policies to grow transit ridership and improve the transit experience, requiring a report to the Legislature by January 1, 2025.	Assembly Appropriations

<sup>1</sup>Under this column, "Chaptered" means the bill is now law, "Dead" means the bill is no longer viable this session, and "Enrolled" means it has passed both Houses of the Legislature. Bill status at a House's "Desk" means it is pending referral to a Committee.



**San Francisco  
County Transportation  
Authority**

BD050923

RESOLUTION NO. 23-48

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RESOLUTION ADOPTING A SUPPORT POSITION ON ASSEMBLY BILL (AB) 361  
(WARD)

WHEREAS, The Transportation Authority approves a set of legislative principles to guide transportation policy advocacy in the sessions of the Federal and State Legislatures; and

WHEREAS, With the assistance of the Transportation Authority's legislative advocate in Sacramento, staff has reviewed pending legislation for the current Legislative Session and analyzed it for consistency with the Transportation Authority's adopted legislative principles and for impacts on transportation funding and program implementation in San Francisco and recommended adopting a new support position on Assembly Bill (AB) 361 (Ward) as shown in Attachment 1; and

WHEREAS, At its May 9, 2023 meeting, the Board reviewed and discussed AB 361 (Ward); now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts a new support position on AB 361 (Ward); and be it further

RESOLVED, That the Executive Director is directed to communicate this position to all relevant parties.

Attachment:

1. State Legislation - May 2023



## Memorandum

### AGENDA ITEM 7

**DATE:** April 27, 2023

**TO:** Transportation Authority Board

**FROM:** Anna LaForte - Deputy Director for Policy and Programming

**SUBJECT:** 5/9/2023 Board Meeting: Allocate \$4,270,000 in Traffic Congestion Mitigation Tax Funds to the San Francisco Municipal Transportation Agency for the FY24 & FY25 Application-Based Residential Traffic Calming Program

#### **RECOMMENDATION** ☐ Information ☒ Action

Allocate \$4,270,000 in Traffic Congestion Mitigation Tax (TNC Tax) funds to the San Francisco Municipal Transportation Agency (SFMTA) for the FY24 & FY25 Application-Based Residential Traffic Calming Program

#### **SUMMARY**

In April 2023, the Transportation Authority Board approved programming the \$4,270,000 in requested TNC Tax funds to SFMTA's newly revised multi-phase, multi-year Application-Based Residential Traffic Calming Program. The revamped program is intended to reduce the timeline for implementation from 3-4.5 years to 9-12 months. Attachment 1 lists the subject request, including phases of work, supervisorial districts and leveraging of other funds. Attachment 2 provides a brief description of the project. Attachment 3 contains the staff recommendations.

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

### DISCUSSION

Attachment 1 summarizes the subject request. Attachment 2 includes a brief project description. Attachment 3 summarizes the staff recommendations for the request. An Allocation Request Form for the project is attached, with more detailed information on scope, schedule, budget, funding, and deliverables.



## **FINANCIAL IMPACT**

The recommended action would allocate \$4,270,000 in TNC Tax funds. The allocation would be subject to the Fiscal Year Cash Flow Distribution Schedule contained in the attached Allocation Request Form.

Attachment 4 shows the TNC Tax Fiscal Year 2022/23 allocations approved 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 Fiscal Year 2022/23 annual budget. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distributions in those fiscal years.

## **CAC POSITION**

The CAC considered this item at its April 26, 2023 meeting and unanimously adopted a motion of support for the staff recommendation.

## **SUPPLEMENTAL MATERIALS**

- Attachment 1 - Summary of Request
- Attachment 2 - Project Description
- Attachment 3 - Staff Recommendations
- Attachment 4 - TNC Tax Allocation Summary - FY 2022/23
- Attachment 5 - Allocation Request Form (1)
- Attachment 6 - Resolution



Source	EP Line No./ Category <sup>1</sup>	Project Sponsor <sup>2</sup>	Project Name	Current TNC Tax Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
						Expected Leveraging by EP Line <sup>3</sup>	Actual Leveraging by Project Phase(s) <sup>4</sup>		
TNC Tax	Residential Traffic Calming	SFMTA	FY24 & FY25 Application-Based Residential Traffic Calming	\$ 4,270,000	\$ 4,270,000	NA	0%	Planning, Design, Construction	TBD
<b>TOTAL</b>					<b>\$ 4,270,000</b>	<b>\$ 4,270,000</b>	<b>0%</b>	<b>0%</b>	

## Footnotes

<sup>1</sup> "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2021 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2022 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit) or the Traffic Congestion Mitigation Tax (TNC Tax) category referenced in the Program Guidelines.

<sup>2</sup> Acronyms: SFMTA (San Francisco Municipal Transportation Agency)

<sup>3</sup> "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%.

<sup>4</sup> "Actual Leveraging by Project Phase" is calculated by dividing the total non-Prop K, non-Prop AA, or non-TNC Tax 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 <sup>1</sup>

EP Line No./ Category	Project Sponsor	Project Name	TNC Tax Funds Requested	Project Description
Residential Traffic Calming	SFMTA	FY24 & FY25 Application-Based Residential Traffic Calming	\$ 4,270,000	<p>The Residential Traffic Calming Program is an evaluation of community-initiated requests for locations that can benefit from slower traffic speeds that can be achieved through implementation of low-cost safety improvements such as speed humps, speed cushions, speed tables, raised crosswalks, median islands, traffic circles, changes to lane widths, and lane shifting. The application-based program objectively evaluates requests and only recommends traffic calming where speeding is confirmed through data collection (in addition to other defined criteria).</p> <p>Starting with the FY 24 &amp; FY25 Application-Based Residential Traffic Calming Program, the SFMTA is changing the way this program is structured, from an annual program to SFMTA processing applications on a quarterly basis. This request will fund a multi-phase, two-year program to enable the SFMTA to plan, design, and construct approximately 200 traffic calming devices on a continuous rolling basis, with the goal of accelerating project delivery by as much as two years. The project will start in July 2023, and all locations will be open for use by June 2025.</p>
<b>TOTAL</b>			<b>\$4,270,000</b>	

<sup>1</sup> See Attachment 1 for footnotes.

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended	TNC Tax Funds Recommended	Recommendations
TNC Tax	SFMTA	FY24 & FY25 Application-Based Residential Traffic Calming			\$ 4,270,000	<p><b>Deliverable:</b> By June 2024, SFMTA shall provide an update to the Board on the new, rolling application-based program, including but not limited to the number of applications received and accepted, locations designed and constructed, recommended device by locations, and a summary of the project delivery challenges and successes.</p> <p><b>Multi-Phase Allocation:</b> We are recommending a multi-phase allocation given overlapping schedules of the planning, design, and construction phases at different locations.</p>
<b>TOTAL</b>			\$ -	\$ -	\$ 4,270,000	

<sup>1</sup> See Attachment 1 for footnotes.

Attachment 4.  
TNC Tax Allocation Summary - FY2022/23

TRAFFIC CONGESTION MITIGATION TAX (TNC Tax)					
FY2022/23	Total	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 4,451,857	\$ 300,000	\$ 659,400	\$ 3,492,457	\$ -
Current Request(s)	\$ 4,270,000	\$ -	\$ 1,287,500	\$ 2,367,500	\$ 615,000
New Total Allocations	\$ 8,721,857	\$ 300,000	\$ 1,946,900	\$ 5,859,957	\$ 615,000

The above table shows total cash flow for all FY 2022/23 allocations approved to date, along with the current recommended allocation(s).

# San Francisco County Transportation Authority

## Allocation Request Form

<b>FY of Allocation Action:</b>	FY2022/23
<b>Project Name:</b>	FY24 & FY25 Application-Based Residential Traffic Calming Program
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

### EXPENDITURE PLAN INFORMATION

<b>TNC TAX Expenditure Plans</b>	Traffic Calming
<b>Current TNC TAX Request:</b>	\$4,270,000
<b>Supervisory District</b>	TBD

### REQUEST

#### Brief Project Description

Multi-phase, two year grant to enable SFMTA to evaluate application-based residential traffic calming requests starting July 1, 2023 and to plan, design, and construct traffic calming devices on a continuous rolling basis, with the goal of accelerating project delivery by as much as two years. The project scope includes an estimated 200 traffic calming measures, including speed humps, speed cushions, speed tables and raised crosswalks.

#### Detailed Scope, Project Benefits and Community Outreach

##### Description

The San Francisco Municipal Transportation Agency (SFMTA) requests \$4,270,000 in TNC Tax funds for the Application-Based Residential Street Traffic Calming Program. The Proposition D Traffic Congestion Mitigation Tax was passed by San Francisco voters in November 2019. The measure, also referred to as the Transportation Network Company (TNC) Tax, is a surcharge on commercial ride-hail trips that originate in San Francisco, for the portion of the trip within the city. The intent of the TNC Tax program is to deliver improvements to transit reliability and safety on San Francisco's roadways, mitigating the effects of increased congestion due to TNC vehicles. This allocation will cover the planning, design, and construction of traffic calming devices in that have been requested by residents across the entire city.

##### Traffic Calming Demand

Interest in the residential street traffic calming program has increased significantly in the last several years as residents and elected officials alike have become more focused on achieving safer, more livable streets in San Francisco neighborhoods. During the five-year period July 2015 through June 2019 (FY16-17 through FY19-20 program cycles), an average of 101 traffic calming applications were submitted each year. Between July 2019 and June 2020 (FY20-21 program cycle), that number more than doubled to 221, and for the FY21-22 cycle the number of applications received soared to an all-time high of 341. More recently, between July 2021 and June 2022 (FY22-23 program cycle), application numbers returned to pre-pandemic levels, however, we have every reason to believe this decrease is only temporary and demand will remain high, particularly as the SFMTA implements additional reforms to the application-based program that are specifically designed to increase

participation by removing barriers to entry, streamlining administrative processes, and shortening the evaluation and construction timelines. Additional reforms include no longer requiring applicants submit a petition with their application, and no longer balloting residents as a matter of course during the legislative process.

In the last several years there also has been a comparable increase in the number of proactive traffic calming projects, which include direct requests by elected officials, emergency responses to specific incidents, and requests associated with separate projects or programs (e.g., Quick Build program, Slow Streets program, and Vision Zero).

No matter where they originate, all traffic calming requests effectively follow the same process. Requests are evaluated against established policies, standards and guidelines, requests that meet the criteria proceed to the next phase where designs are vetted with partner agencies and key stakeholders (particularly Muni and Fire), then recommended improvements are legislated and constructed.

Due to the increase in demand, SFMTA staff has been working with SFCTA staff and our project delivery partners to explore ways to expedite traffic calming delivery. To that end, SFMTA proposes changing the way application-based traffic calming is funded and managed going forward from an annual, separated phase process to something more integrated and frequent. Beginning with this allocation request, SFMTA proposes processing traffic calming applications on a quarterly rather than annual basis.

#### **Integration of Existing Traffic Calming Program of Projects**

The application-based traffic calming program has been evaluating applications on an annual basis for over ten years, therefore shifting to a quarterly model will require consolidating phases that are still in progress from previous program cycles.

Below is a list of previous program cycles along with details about how we intend to integrate any outstanding phases from those cycles into the new multi-phase structure:

#### **Application-Based Traffic Calming Program – FY18-19 Cycle**

- PLN Phase (138-907118) – COMPLETE
- DES Phase (138-907135) – COMPLETE
- CON Phase (138-907136) – In Progress. Nine traffic calming devices remain to be installed. All are on Public Work's list for construction and are expected to be complete by June 2023, before we begin the new multi-phase program structure in July 2023, therefore no integration is required.

#### **Application-Based Traffic Calming Program – FY19-20 Cycle**

- PLN Phase (138-907137) – COMPLETE
- DES Phase (138-907148) – COMPLETE
- CON Phase (138-907172) – COMPLETE

#### **Application-Based Traffic Calming Program – FY20-21 Cycle**

- PLN Phase (138-907149) – COMPLETE
- DES Phase (138-907176) – COMPLETE
- CON Phase (138-907185) – In Progress. The first two phases of this program cycle are complete, and a separate stand-alone allocation request for construction phase was approved in October 2022. That funding will allow completion of construction phase by June 2023, before we begin the new multi-phase program structure in July 2023, therefore no integration is required.

#### **Application-Based Traffic Calming Program – FY21-22 Cycle**

- PLN Phase (138-907173) – COMPLETE

- DES Phase (138-907186) – In Progress. A separate stand-alone allocation request for design phase was approved in October 2022. That funding will allow SFMTA staff to complete design phase by June 2023, before we begin the new multi-phase program structure in July 2023, therefore no integration is required.

- CON Phase – Funding for and completion of construction phase for the FY21-22 Cycle will be integrated into the new multi-phase program beginning July 2023 (see attached Schedule Details table).

#### Application-Based Traffic Calming Program – FY22-23 Cycle

- PLN Phase – In Progress. SFMTA expects to complete planning phase by June 2023, before we begin the new multi-phase program structure in July 2023, therefore no integration is required.

- DES Phase – SFMTA staff will submit a separate allocation request to fund and complete this phase concurrently with the new multi-phase program beginning January 2024 (see attached Schedule Details table).

- CON Phase – SFMTA staff will submit a separate allocation request to fund and complete this phase concurrently with the new multi-phase program beginning July 2024 (see attached Schedule Details table).

#### Application-Based Traffic Calming Program – FY23-24 Cycle

This program cycle, which would have collected applications between July 2022 and June 2023, has been deferred and will be incorporated into the new multi-phase program that will begin July 2023.

The SFMTA anticipates reopening the application-based traffic calming process in July 2023, which will shorten the overall timeframe for applications. Under the existing program structure, applications are accepted for twelve months, from July to June, then grouped together for evaluation each fall. Conversely, under the proposed new multi-phase program structure, SFMTA will evaluate applications on a rolling quarterly basis, which means applications received from July to September 2023 will be evaluated from October to December 2023. And more importantly, on blocks that qualify, implementation of recommended improvements should occur from January to June 2024, which is a full two years faster than implementation would be expected to occur under the existing program structure.

### Multi-Phase Application-Based Traffic Calming Process

Applications submitted between July 1, 2023 and September 30, 2023 (and applications submitted each quarter thereafter), will be grouped together for tracking purposes and proceed as follows:

#### 1. Planning Phase

**Evaluation:** As applications arrive, SFMTA staff will perform an initial assessment to ensure application is complete and the block is a suitable candidate for the traffic calming program. This includes but is not limited to the following: verifying block limits; verifying petition signatures (where applicable); checking for prior traffic calming applications and whether the block is already part of a separate project or program; and confirming street grade, street classification, lane configuration, and parking arrangement.

**Analysis & Determination:** SFMTA staff will collect the additional data needed to determine whether an application qualifies. Once this data is gathered for all applications, they will be evaluated primarily based on speeds, traffic counts, collisions, and nearby land use, which can include the presence of schools, transit stops, the bicycle network, commercial zone, and parks. This step is expected to take approximately two months to complete, with the majority of that time devoted to coordinating speed and volume data collection through an on-call consultant. A list of accepted locations will be provided with each quarterly report for this grant.

**Notification:** Once the analysis and determination is complete, applicants will be informed whether their location meets the criteria for acceptance and will proceed to design phase.

## 2. Design Phase

**Design Review & Device Selection:** SFMTA staff will investigate each accepted application location to determine the appropriate traffic calming tool, then those recommendations will be reviewed by SFFD, Muni and other stakeholders, where applicable.

**Final Approval:** SFMTA engineers will finalize the designs and bring the proposals through the SFMTA's standard approval process (TASC à Public Hearing à City Traffic Engineer). A list of designed and approved devices, by location, will be provided with each quarterly report for this grant.

## 3. Construction Phase

Once traffic calming measures have been approved, they will be handed off for construction by either city forces or as-needed private contractors. As part of the new quarterly evaluation structure, SFMTA staff anticipates constructing traffic calming devices on a continuous rolling basis as outlined in the schedule section below. A list of devices put out for construction and completed will be provided with each quarterly report for this grant.

Key Tasks:

- Mark location of devices in the field
- Construct devices to SFMTA specifications
- Conduct quality control inspections
- Prepare work orders and update striping drawings
- Install permanent signs and markings

## Environmental Review

All traffic calming measures implemented through this allocation request will receive environmental clearance by the SFMTA Environmental Review Team during design phase as part of the final approval process. Typically, traffic calming improvements will be categorically exempt.

## Efficiencies & Economies of Scale

Both labor and construction costs continue to increase each year. SFMTA requests this multi-phase, multi-year allocation to streamline the evaluation of traffic calming applications and accelerate the delivery of traffic calming measures as described above. These improvements will not be possible under the current structure, which involves collecting applications over a twelve-month period then submitting separate fund requests for the three phases, each of which can add 4-6 months to the project delivery timeline.

## Schedule

We anticipate construction will be performed by San Francisco Public Works (SFPW) and private contractors as necessary to meet demand. Regardless of the delivery method, construction of the improvements funded by this grant is expected to begin as early as January 2024 and continue on a rolling basis for the duration of the grant period.

A table outlining the new multi-phase, multi-year program approach is attached to this request. The first quarterly period will begin with a planning phase in July 2023, followed by a design phase that starts in October 2023, and finally a construction phase beginning in January 2024. This process will repeat in subsequent quarters through June 2025, as outlined in the table. The new approach will help streamline the application-based traffic calming program and allow SFMTA to better integrate traffic calming work into existing staff workplans.

Additionally, the construction phase for FY21-22 cycle will be integrated into and occur concurrently with the new multi-phase process beginning in July 2023. And finally, design and construction phases for FY22-23 cycle, will occur concurrently with the new multi-phase process beginning in January 2024 (or when funding from the separate allocation requests becomes available).



The multi-year aspect of this allocation request will provide sufficient time for these new processes to take hold and become fully incorporated into the workplans of SFMTA staff. Also, a multi-phase, multi-year allocation will provide the time and predictability needed to establish consistent project delivery pipelines.

SFMTA staff acknowledges the proposed schedule is ambitious and recognizes minor adjustments to individual phases, particularly those that overlap, may be necessary as we remake the application-based traffic calming program. All adjustments will be detailed in the quarterly progress reports provided to the SFCTA and SFMTA staff will notify the SFCTA in advance of any significant anticipated delays. SFMTA staff acknowledges potential project delivery challenges particularly during the initial implementation with overlapping constructions phases. SFMTA staff are prepared with existing resources including SFPW Bureau of Street and Sewer Repair and Job Order Contracts but will explore options like issuing a SFMTA contract to increase capacity if necessary.

### **Project Location**

TBD

### **Project Phase(s)**

Planning/Conceptual Engineering (PLAN), Design Engineering (PS&E), Construction (CON)

### **Justification for Multi-phase Request**

Multi-phase allocation is recommended given overlapping schedules of the planning, design and construction phases at different locations.

## **5YPP/STRATEGIC PLAN INFORMATION**

<b>Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?</b>	n/a
<b>Prop AA Strategic Plan Amount:</b>	n/a

# San Francisco County Transportation Authority Allocation Request Form

<b>FY of Allocation Action:</b>	FY2022/23
<b>Project Name:</b>	FY24 & FY25 Application-Based Residential Traffic Calming Program
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## ENVIRONMENTAL CLEARANCE

<b>Environmental Type:</b>	Categorically Exempt
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## PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (PLAN)	Jul-Aug-Sep	2023	Apr-May-Jun	2025
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)	Oct-Nov-Dec	2023	Apr-May-Jun	2025
Advertise Construction				
Start Construction (e.g. Award Contract)	Jan-Feb-Mar	2024		
Operations (OP)				
Open for Use			Apr-May-Jun	2025
Project Completion (means last eligible expenditure)			Jul-Aug-Sep	2025

## SCHEDULE DETAILS

Outreach during the design phase will consist of targeted communication with fronting property owners where necessary and the standard public notification process associated with Engineering Public Hearings. Residents will be periodically notified via email of the construction schedule. Staff will answer any questions or address concerns from residents about their projects. Construction for all traffic calming projects is coordinated with other citywide efforts.

# San Francisco County Transportation Authority

## Allocation Request Form

<b>FY of Allocation Action:</b>	FY2022/23
<b>Project Name:</b>	FY24 & FY25 Application-Based Residential Traffic Calming Program
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

### FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
EP-602: Traffic Calming	\$4,270,000	\$0	\$0	\$4,270,000
<b>Phases In Current Request Total:</b>	\$4,270,000	\$0	\$0	\$4,270,000

### COST SUMMARY

Phase	Total Cost	TNC TAX - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$200,000	\$200,000	Engineer's estimate based on prior work
Environmental Studies	\$0		
Right of Way	\$0		
Design Engineering	\$225,000	\$225,000	Engineer's estimate based on prior work
Construction	\$3,845,000	\$3,845,000	Engineer's estimate based on prior work
Operations	\$0		
Total:	\$4,270,000	\$4,270,000	

<b>% Complete of Design:</b>	0.0%
<b>As of Date:</b>	02/02/2023
<b>Expected Useful Life:</b>	30 Years

San Francisco County Transportation Authority  
TNC Tax Allocation Request Form

MAJOR LINE ITEM BUDGET FOR PLANNING

BUDGET SUMMARY						
Agency	Task 1 - Project Initiation	Task 2 - Needs and Opportunity Assessment	Task 3 - Public Participation	Task 4 - Develop Recommendations	Task 5 - Project Management	Total
SFMTA	\$ 10,000.00	\$ 45,000.00	\$ 15,000.00	\$ 45,000.00	\$ 25,000.00	\$ 140,000
SFCTA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -	\$ 60,000
Other Direct Costs	\$ -	\$ -	\$ -		\$ -	\$ -
Total	\$ 10,000	\$ 45,000	\$ 15,000	\$ 105,000	\$ 25,000	\$ 200,000

DETAILED LABOR COST ESTIMATE - BY AGENCY						
SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Sr. Engineer (5211)	20	\$ 103.50	\$ -	\$ 246.27	0.010	\$ 5,024
Engineer (5241)	100	\$ 89.44	\$ -	\$ 214.62	0.048	\$ 21,548
Associate Engineer (5207)	200	\$ 77.24	\$ -	\$ 187.15	0.096	\$ 37,496
Assistant Engineer (5203)	400	\$ 66.37	\$ -	\$ 163.19	0.192	\$ 65,274
Engineering Associate (5366)	40	\$ 62.32	\$ -	\$ 154.05	0.019	\$ 6,162
Senior Clerk (1406)	40	\$ 44.05	\$ -	\$ 112.39	0.019	\$ 4,496
Contingency	0	\$ -	\$ -	\$ -	0	\$ -
Total	801				0.385	\$ 140,000

# San Francisco County Transportation Authority

## TNC Tax Allocation Request Form

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### MAJOR LINE ITEM BUDGET

SUMMARY BY MAJOR LINE ITEM - DESIGN		
Budget Line Item	Totals	% of phase
1. Total Labor	\$ 225,000	
2. Consultant	\$ -	
3. Other Direct Costs *	\$ -	
4. Contingency	\$ -	0%
<b>TOTAL PHASE</b>	<b>\$ 225,000</b>	

TOTAL LABOR COST BY AGENCY	
SFMTA	\$ 225,000
SFPW	\$ -
<b>TOTAL</b>	<b>\$ 225,000</b>

# San Francisco County Transportation Authority

## TNC Tax Allocation Request Form

### MAJOR LINE ITEM BUDGET FOR CONSTRUCTION

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)					
Budget Line Item	Totals	% of contract	SFPW	SFMTA	Contractor
1. Traffic Calming					
Task 1: Asphalt Raised Crosswalk	\$ 400,000	11%	\$ 400,000	\$ -	\$ -
Task 2: Speed Table	\$ 180,000	5%	\$ -	\$ -	\$ 180,000
Task 3: Speed Hump/Cushion	\$ 2,400,000	66%	\$ 400,000	\$ -	\$ 2,000,000
Task 4: Traffic Island	\$ 240,000	7%	\$ 240,000	\$ -	\$ -
Task 5: Paint & Signs	\$ 400,000	11%	\$ -	\$ 400,000	\$ -
Subtotal	\$ 3,620,000	100%	\$ 1,040,000	\$ 400,000	\$ 2,180,000
2. Construction Management/Support	\$ 225,000	6%	\$ -	\$ 225,000	
4. Other Direct Costs *	\$ -	0%	\$ -	\$ -	
5. Contingency	\$ -	0%	\$ -	\$ -	
<b>TOTAL CONSTRUCTION PHASE</b>	<b>\$ 3,845,000</b>		<b>\$ 1,040,000</b>	<b>\$ 625,000</b>	<b>\$ 2,180,000</b>

[illegible]

# San Francisco County Transportation Authority Allocation Request Form

<b>FY of Allocation Action:</b>	FY2022/23
<b>Project Name:</b>	FY24 & FY25 Application-Based Residential Traffic Calming Program
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## SFCTA RECOMMENDATION

<b>Resolution Number:</b>		<b>Resolution Date:</b>	
<b>Total TNC TAX Requested:</b>	\$4,270,000	<b>Total TNC TAX Recommended</b>	\$4,270,000

<b>SGA Project Number:</b>		<b>Name:</b>	FY24 & FY25 Application-Based Residential Traffic Calming Program
<b>Sponsor:</b>	San Francisco Municipal Transportation Agency	<b>Expiration Date:</b>	12/31/2025
<b>Phase:</b>	Planning/Conceptual Engineering	<b>Fundshare:</b>	100.0%

### Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY2023/24	FY2024/25	Total
TNC TAX EP-602	\$100,000	\$100,000	\$200,000

### Deliverables

- Quarterly progress reports (QPRs) shall describe outreach, evaluation, prioritization, and project development activities (i.e. community meetings, balloting) performed in the prior quarter in addition to the standard requirements for QPRs (see Standard Grant Agreement for details).
- QPRs shall include the list of applications and status (e.g. under review, accepted, rejected), and identify the locations that will be considered for implementation.
- Upon completion of the planning phase, provide the final list of approved traffic calming measures by location.

<b>SGA Project Number:</b>		<b>Name:</b>	FY24 & FY25 Application-Based Residential Traffic Calming Program
<b>Sponsor:</b>	San Francisco Municipal Transportation Agency	<b>Expiration Date:</b>	12/31/2025
<b>Phase:</b>	Design Engineering	<b>Fundshare:</b>	100.0%

### Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY2023/24	FY2024/25	Total
TNC TAX EP-602	\$112,500	\$112,500	\$225,000

### Deliverables



1. Quarterly progress reports shall include the list of treatments by location, and note any changes to the accepted project locations, in addition to all other requirements described in the Standard Grant Agreement (SGA). See SGA for details.

2. On completion of the design phase, provide evidence of completion of design, i.e. SFMTA Board action(s) legislating the improvements planned for each location.

<b>SGA Project Number:</b>		<b>Name:</b>	FY24 & FY25 Application-Based Residential Traffic Calming Program
<b>Sponsor:</b>	San Francisco Municipal Transportation Agency	<b>Expiration Date:</b>	06/30/2026
<b>Phase:</b>	Construction	<b>Fundshare:</b>	100.0%

**Cash Flow Distribution Schedule by Fiscal Year**

<b>Fund Source</b>	<b>FY2023/24</b>	<b>FY2024/25</b>	<b>FY2025/26</b>	<b>Total</b>
TNC TAX EP-602	\$1,075,000	\$2,155,000	\$615,000	\$3,845,000

**Deliverables**

1. Quarterly progress reports shall provide the number of traffic calming projects constructed in the previous quarter by type and location, and note any changes to the accepted project locations, in addition to all other requirements described in the Standard Grant Agreement (SGA). See SGA for definitions.

2. QPRs shall include 2-3 photos of existing conditions, work being performed, and completed work, and photos documenting compliance with the TNC Tax attribution requirements as described in the SGA.

3. By June 2024, SFMTA shall provide an update to the Board on the new, rolling application-based program, including but not limited to the number of applications received and accepted, locations designed and constructed, recommended device by locations, and a summary of the project delivery challenges and successes since July 2023.

<b>Metric</b>	<b>PROP AA</b>	<b>TNC TAX</b>	<b>PROP L</b>
Actual Leveraging - Current Request	No PROP AA	0.0%	No PROP L
Actual Leveraging - This Project	No PROP AA	0.0%	No PROP L

# San Francisco County Transportation Authority Allocation Request Form

<b>FY of Allocation Action:</b>	FY2022/23
<b>Project Name:</b>	FY24 & FY25 Application-Based Residential Traffic Calming Program
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## EXPENDITURE PLAN SUMMARY

<b>Current TNC TAX Request:</b>	\$4,270,000
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- 1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement:

DC

## CONTACT INFORMATION

	Project Manager	Grants Manager
<b>Name:</b>	Damon Curtis	Joel C Goldberg
<b>Title:</b>	Project Manager	Grants Procurement Manager
<b>Phone:</b>	555-5555	555-5555
<b>Email:</b>	damon.curtis@sfmta.com	joel.goldberg@sfmta.com



RESOLUTION ALLOCATING \$4,270,000 IN TRAFFIC CONGESTION MITIGATION TAX FUNDS TO THE SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY FOR THE FY24 & FY25 APPLICATION-BASED RESIDENTIAL TRAFFIC CALMING PROGRAM

WHEREAS, The Transportation Authority received one request from the San Francisco Municipal Transportation Agency (SFMTA) for a total of \$4,270,000 in Traffic Congestion Mitigation Tax or TNC funds for the FY24 & FY25 Application-Based Residential Traffic Calming Program as summarized in Attachments 1 and 2; and

WHEREAS, The Transportation Authority approved programming of \$4,270,000 in TNC Tax funds for the SFMTA's FY24 & FY25 Application-Based Residential Traffic Calming Program at its April 25, 2023 meeting; and

WHEREAS, After reviewing the request, Transportation Authority staff recommended allocating a total of \$4,270,000 in TNC tax funds for the FY24 & FY25 Application-Based Residential Traffic Calming Program as described in Attachment 3 and detailed in the attached allocation request form, which includes staff recommendations for the TNC allocation amount, required deliverables, timely use of funds requirements, special conditions, and a Fiscal Year Cash Flow Distribution Schedule; and

WHEREAS, There are sufficient funds in the Capital Expenditures line item of the Transportation Authority's approved Fiscal Year 2022/23 budget to cover the proposed action; and

WHEREAS, At its April 26, 2023 meeting, the Community Advisory Committee (CAC) was briefed on the subject request and unanimously adopted a motion of support for the staff recommendation; and

RESOLVED, That the Transportation Authority hereby allocates \$4,270,000 in TNC tax funds for the SFMTA's FY24 & FY25 Application-Based Residential Traffic Calming Program as summarized in Attachment 3 and detailed in the attached allocation request form; and be it further

RESOLVED, That the Transportation Authority finds the allocation of these funds to be in conformance with the adopted TNC Guidelines and programming; and be it further

RESOLVED, That the Transportation Authority hereby authorizes the actual expenditure (cash reimbursement) of funds for these activities to take place subject to the



Fiscal Year Cash Flow Distribution Schedule detailed in the attached allocation request form; and be it further

RESOLVED, That the Capital Expenditures line item for subsequent fiscal year annual budgets shall reflect the maximum reimbursement schedule amounts adopted and the Transportation Authority does not guarantee reimbursement levels higher than those adopted; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the Executive Director shall impose such terms and conditions as are necessary for the project sponsor to comply with applicable law and adopted Transportation Authority policies and execute Standard Grant Agreement to that effect; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the project sponsor shall provide the Transportation Authority with any other information it may request regarding the use of the funds hereby authorized; and be it further

RESOLVED, That the Capital Improvement Program of the Congestion Management Program is hereby amended, as appropriate.

Attachments:

1. Summary of Request Received
2. Brief Project Description
3. Staff Recommendation
4. TNC Allocation Summary - FY 2022/23
5. TNC Allocation Request Form (1)



## Memorandum

### AGENDA ITEM 8

**DATE:** April 27, 2023

**TO:** Transportation Authority Board

**FROM:** Anna LaForte – Deputy Director for Policy and Programming

**SUBJECT:** 5/9/2023 Board Meeting: Approve Programming Priorities for Up to \$5,640,041 in San Francisco’s Estimated Fiscal Year 2023/24 State Transit Assistance County Block Grant Funds

#### RECOMMENDATION ☐ Information ☒ Action

Approve programming priorities for up to \$5,640,041 in San Francisco’s Estimated Fiscal Year (FY) 2023/24 State Transit Assistance (STA) funds as follows:

- Approve \$3,300,000 for the San Francisco Municipal Transportation Agency’s (SFMTA) Paratransit program
- Approve up to \$ 2,340,041 for the Bay Area Rapid Transit District’s (BART) Elevator Attendant Program through the San Francisco Lifeline Transportation Program (SF LTP) Cycle 3

#### SUMMARY

In FY 2023/24, San Francisco will receive up to \$5,640,041 in STA County Block Grant funds from the Metropolitan Transportation Commission (MTC). The Transportation Authority programs these funds in our capacity as the Congestion Management Agency (CMA). MTC has advised us to program 95% of expected revenues, with consideration for programming up to 100% should revenues meet full projections. Consistent with past programming cycles, we recommend programming \$3,300,000 in FY 2023/24 STA block grant funds to the SFMTA’s Paratransit program which includes the Essential Trip Card (ETC) program. We recommend programming up to \$2,340,041 (at 100% of revenue projection) to BART’s Elevator Attendant Program through the SF LTP which is funded by STA funds. The SF LTP supports projects that improve mobility for low-income residents by addressing transportation gaps or barriers identified through equity assessments and collaborative and

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



<p>inclusive community-based planning processes. The Elevator Attendant Program helps to improve safety, mobility, and accessibility for BART and SFMTA customers who rely on the elevators to access the four downtown shared BART and SFMTA stations. BART and SFMTA contribute equally to the cost of the program. Attachments 1 and 2 include detailed descriptions of the projects, including cost and funding information.</p>	
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## **BACKGROUND**

STA revenues come from the state sales tax on diesel fuel. It is a flexible transit funding program that can be used for a wide range of capital and operating purposes. It is also a volatile source of funding, even before the COVID-19 pandemic, given the fluctuations in the price of diesel fuel. In FY 2018/19, MTC began distributing a majority of the region's STA population-based funds to CMAs through a transit-focused STA County Block Grant program. The program allows each county to determine how best to invest in paratransit and other transit operating and capital needs, including providing lifeline transit services. Funds are distributed among the nine Bay Area counties based on the percentage that each county would have received in FY 2018/19 under the former regional programs. MTC requires that by May 15 of each year, CMAs submit the distribution policy for STA population-based funds.

In FYs 2018/19 and 2019/20, San Francisco received a total of \$7.7 million in STA block grant funds. The Board directed \$3.1 million to the SFMTA for its paratransit program based on the amount that SFMTA would have received under the regional program in FY 2018/19. For the remaining \$4.7 million, the Board approved the SF LTP Cycle 1 program of projects that address transportation needs of low-income populations, as shown in Table 1 on the following page.

In April 2020, the Board programmed all of San Francisco's estimated FY 2020/21 STA funds, up to \$3.794 million, to the SFMTA's paratransit program but due to decreased revenues the actual amount received by SFMTA was \$3,157,152.

In April 2021 the Board programmed all of San Francisco's estimated FY 2021/22 STA funds, up to \$3.013 million, for SFMTA's paratransit program given concerns with the impact of the pandemic on paratransit funding sources and the desire to meet the funding needs of the program. In June 2022, the Board programmed \$1.036 million in STA funds, mostly from excess STA revenues collected in FY 2021/22, to BART's Elevator Attendant Program (covering both BART and Muni shares) through SF LTP Cycle 2 to continue addressing the transportation needs of low-income populations.



<b>Table 1. San Francisco STA County Block Grant Program Fiscal Years 2018/19 – FY 2021/22</b>		
<b>Fiscal Year(s)</b>	<b>Project (Sponsor)</b>	<b>Total Amount (Actuals)</b>
FYs 2018/19 and 2019/20	Elevator Attendant Program (BART)	\$2,600,000
	San Francisco Community Health Mobility Navigation Project: Removing Health Care Transportation Barriers for Low Access Neighborhoods (SFMTA)	\$396,300
	Continuing Late Night Transit Service to Communities in Need (SFMTA)	\$1,609,700
	Paratransit (SFMTA)	\$3,141,610
FY 2020/21	Paratransit (SFMTA)	\$3,157,152*
FY 2021/22	Paratransit (SFMTA)	\$3,012,914
	Elevator Attendant Program (BART)	\$1,035,626
	<b>Total</b>	<b>\$14,953,302</b>

\* The Board programmed up to \$3,794,003 in STA County Block Grant funds for Paratransit in FY 20/21, but due to decreased revenues the actual amount received by SFMTA was \$3,157,152.

There were no funds available for CMAs to program in the FY 2022/23 STA County Block Grant program. In October 2021, the MTC Commission approved MTC Resolution 4481, which programmed American Rescue Plan transit formula funds in the Bay Area. As a part of this action, and in close coordination with transit operators MTC identified a need of \$85 million for various regional initiatives that emerged from the Blue Ribbon Transit Recovery Task Force. However, due to the need to preserve eligibility for transit operators to receive additional federal relief funds, the \$85 million came through an exchange of funds from the STA program and the Transit Capital Priorities program. This exchange resulted in the suspension of FY 2022/23 STA funds that would have been distributed to the CMAs through the STA County Block Grant program. SFMTA received STA funds directly from MTC in FY 2022/23 and used \$3,853,147 of those funds for Paratransit.

## **DISCUSSION**

In February each year, we receive an estimate of San Francisco's share of revenues for the next funding cycle as well as the current fiscal year, which may be higher or lower when confirmed at the end of each fiscal year following the State's reconciliation of revenues



generated. When the Board approved the SF LTP Cycle 2 funds in June 2022, we noted that we would return in Spring 2023 to program the FY 2023/24 STA revenues.

In FY 2023/24, San Francisco is projected to receive \$5,640,041 in STA revenues, which is higher than the previous three fiscal years. Due to the uncertainty of forecasting STA revenues, MTC recommends programming 95% of the estimated STA revenues, which is \$5,358,039 in available programming. We expect to receive updated FY 2023/24 revenues estimates in the fall, which may be higher than current estimates if the price of diesel fuel increases.

The estimated available STA funds for San Francisco and recommended programming for FY 2023/24 are shown in Table 2 below.

<b>Table 2. Estimated Fiscal Year 2023/24 STA Funds for San Francisco</b>	
<b>Total Funds at 100% estimate</b>	<b>\$5,640,041</b>
<b>Programming at 95% of Estimate *</b>	<b>\$ 5,358,039</b>
<b>Recommended Programming</b>	
SFMTA Paratransit Program	\$3,300,000
SF LTP Cycle 3 (BART's Elevator Attendant Program)	\$2,058,039, up to \$2,340,041**

\*Given the uncertainty of forecasting STA revenues, MTC recommends that CMAs program 95% of their county's estimated STA amount, up to 100% should revenues meet expectations.

\*\*We recommend programming up to \$2,340,041 to BART's Elevator Attendant Program if revenue actuals meet the current 100% estimate for FY23/24.

In San Francisco's FY 2023/24 STA funds come in lower than projected, the Transportation Authority will work with SFMTA and BART staff to adjust the Paratransit and BART Elevator Attendant Program funding plans accordingly.

**Recommendation.** As detailed in Attachment 1, we recommend programming \$3,300,000 in county block grant funds to SFMTA's FY 2023/24 paratransit program operations including the continuation of the ETC, a program that launched at the onset of the COVID-19 pandemic to help older adults and people with disabilities pay for essential trips in taxis. This funding amount is \$196,108 more than the annual average provided over the past 3 programming cycles, offsetting modest decreased contributions from BART and the San Francisco Department of Disability and Aging Services. The SFMTA provides paratransit services to persons with disabilities, in compliance with the Americans with Disabilities Act. These programs are critically important to persons with disabilities and the elderly who are unable to fully utilize other forms of public transportation.





Attachment 2 contains details of our recommendation to program \$2,058,039 at 95% of the STA revenue estimate, up to \$2,340,041 at 100% of the estimate, through SF LTP Cycle 3 for BART's Elevator Attendant Program in FYs 23/24 and 24/25. This funding amount is about \$41,855 less than the annual average provided over the past 2 programming cycles. This program provides attendants from the non-profit Urban Alchemy to monitor each elevator at the four downtown BART and SFMTA shared stations: Civic Center/UN Plaza, Powell Street, Montgomery Street, and Embarcadero. The attendants help to improve safety, mobility, and accessibility for customers who rely on elevators to access the transit systems, and discourage undesirable behaviors, improve elevator cleanliness and performance, decrease fare evasion, and reduce maintenance costs. The program also supports the economic recovery for downtown San Francisco and encourages people to take transit. BART and SFMTA have confirmed that the agencies agree on cost sharing and the funding strategy for the project, and the two agencies will evenly split the responsibility to provide \$4,727,234 in local matching funds evenly over the two-year program.

**Next Steps.** Following Board approval of this item, we will provide the Board resolution to MTC. We anticipate returning to the Board in Spring 2024 to program the FY 2024/25 STA revenues.

## **FINANCIAL IMPACT**

There are no impacts to the Transportation Authority's budget associated with the recommended action.

## **CAC POSITION**

The CAC considered this item at its April 26, 2023 meeting and unanimously adopted a motion of support for the staff position.

## **SUPPLEMENTAL MATERIALS**

- Attachment 1: FY 2023/24 STA Block Grant Program Recommendation - SFMTA's Paratransit Program
- Attachment 2: FY 2023/24 San Francisco LTP Project Recommendation - BART's Elevator Attendant Program
- Attachment 3: Resolution



**Attachment 1.**

**Fiscal Year 2023/24 State Transit Assistance County Block Grant Program  
Programming Recommendation**

## **Paratransit**

**Sponsor:** San Francisco Municipal Transportation Agency (SFMTA)

**Recommended State Transit Assistance County Block Grant Programming:** \$3,300,000

**Recommended Phase:** Operations

**Districts:** City-wide

### **SCOPE**

The SFMTA provides paratransit services to persons with disabilities, in compliance with the Americans with Disabilities Act (ADA). Paratransit services are provided to persons with disabilities who are unable to independently ride bus or light rail service some or all the time and are certified eligible according to federal criteria. Paratransit in San Francisco is administered by a broker that delivers service through a diverse set of providers and resources, including 100 city-owned vehicles that are less than 5 years old, private taxis and group vans associated with community-based organizations throughout the city. On June 14, 2016, the Board of Supervisors approved a contract with Transdev to provide paratransit broker services through June 30, 2021, with an option for a five-year extension, and in an amount not to exceed \$142,902,104. On May 14, 2021, the Board of Supervisors approved exercising the option for the five-year extension recommended by the SFMTA Board and increased the not to exceed amount to \$308,271,023.

The paratransit broker services include determination of client eligibility, customer service, overseeing and monitoring the operation of the taxi debit card system, procuring, subcontracting, and oversight of van and taxi services, and reporting and record keeping. Transdev itself operates the SF Access service and a portion of the group van services. All other transportation services for which the broker is responsible are procured via contracts with other providers. In addition, the broker is responsible for the continued development and implementation of the mobility management program, including activities to make it easier for San Francisco's disabled and senior residents to navigate the transportation services available to them, including the Shop-a-Round and Van Gogh shuttles and Ramp Taxi Incentives programs. The broker also administers the Essential Trip Card (ETC) program, which was initiated in response to the COVID-19 pandemic and reduced Muni service and will continue through FY 2023/24.

The ETC program is a taxi service available to all seniors and individuals with disabilities who need to complete essential trips. The Mobility Management staff at SF Paratransit have been engaging with the community to ensure individuals are informed about this program. Over the past year, staff have continued to conduct outreach, both virtual and in-person, to various organizations. Enrollment data has shown that most enrollees heard about the ETC program from either family/friends or were



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**Attachment 1.**

Fiscal Year 2023/24 State Transit Assistance County Block Grant Program

Programming Recommendation

Paratransit

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referred from a city agency or local nonprofit. The audience has ranged from social workers at Kaiser to staff workers at Catholic Charities to seniors and people with disabilities attending services at IT Bookman Community Center, OMI Senior Center, and Mission YMCA or residing at congregate housing sites, such as the Rosa Parks Apartments and the Sequoias. To make this a permanent program, long term funding will need to be identified.

Key performance trends for the Paratransit program are shown in the table below:

<b>PARATRANSIT PERFORMANCE INDICATORS</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 22/23 (AS OF FEB 2023)</b>
<b>Total Passenger Trips Provided</b>	751,166	720,807	592,207	387,136	488,085	339,472
<b>ETC Trips Provided</b>	N/A	N/A	3,963	63,729	83,939	55,496
<b>On-time Percentage: Group Van &amp; Access Van</b>	85.79%	83.07%	90.85%	99.32%	94.64%	93.21%
<b>On-time Percentage: Taxi</b>	97.17%	96.16%	95.53%	95.80%	92.79%	92.29%
<b>Complaints</b>	834	739	517	217	249	146
<b>Cost per Passenger Trip</b>	\$34.68	\$39.01	\$44.87	\$57.56	\$53.17	\$54.28

**Paratransit Draft Funding & Budget Changes - FY2023/24**

**Funding Plan - by sub-project**

	Approved		Proposed		Increase (Decrease)	% Change
	FY2022/23 Budget	% of Contract Budget	FY2023/24 Budget	% of Contract Budget		
<b>Revenues/Recovery</b>						
<b><u>Paratransit (including Essential Trip Card Program)</u></b>						
Federal Transit Agency 5307	\$ 5,442,399	16.5%	\$ 5,585,157	16.5%	\$ 142,758	3%
Prop K/L*	\$ 13,300,000	40.2%	\$ 14,039,647	41.4%	\$ 739,647	6%
BART ADA Contribution	\$ 2,336,549	7.1%	\$ 2,134,502	6.3%	\$ (202,047)	-9%
State Transit Assistance (STA) - Paratransit **	\$ 3,853,147	11.7%	\$ 3,300,000	9.7%	\$ (553,147)	-14%
SFMTA Operating Budget	\$ 7,432,605	22.5%	\$ 8,333,720	24.6%	\$ 901,115	12%
Department of Disabled and Aging Recovery	\$ 600,000	1.8%	\$ 500,000	1.5%	\$ (100,000)	-17%
<b>Paratransit subtotal</b>	<b>\$ 32,964,700</b>	<b>99.7%</b>	<b>\$ 33,853,026</b>	<b>99.9%</b>	<b>\$ 928,326</b>	

	FY2022/23 Budget	% of Contract Budget	FY2023/24 Budget	% of Contract Budget
<b><u>Shop-a-Round/ Van Gogh Shuttles</u></b>				
Prop K/L	\$ 61,832	0.2%	\$ -	0.0%
Other	\$ -	0.0%	\$ -	0.0%
<b>Shuttles subtotal</b>	<b>\$ 61,832</b>	<b>0.2%</b>	<b>\$ -</b>	<b>0.0%</b>

**Ramp Taxi Incentives**

Prop K/L	\$ 40,000	0.1%	\$ 40,000	0.1%
Other	\$ -	0.0%	\$ -	0.0%
<b>Taxi Incentives subtotal</b>	<b>\$ 40,000</b>	<b>0.1%</b>	<b>\$ 40,000</b>	<b>0.1%</b>
<b>Total</b>	<b>\$ 33,066,532</b>	<b>100.0%</b>	<b>\$ 33,893,026</b>	<b>100.0%</b>

**Major Line Item Budget**

	Approved		Proposed		Increase (Decrease)
	FY2022/23 Budget	% of Contract Budget	FY2023/24 Budget	% of Contract Budget	
<b><u>Apportionment</u></b>					
Paratransit Broker	\$ 33,066,532	100%	\$ 33,893,026	100%	\$ 826,494
Muni Paratransit Staff ***	\$ 383,975	1%	\$ 410,363	1%	\$ 26,387
<b>Total</b>	<b>\$ 33,450,507</b>	<b>101%</b>	<b>\$ 34,303,389</b>	<b>101%</b>	<b>\$ 852,881</b>

\* Staff will present the Prop L Strategic Plan Baseline to the Board in May 2023 and will present the Paratransit Prop L 5-Year Prioritization Program (5YPP) to the Board in July 2023. Prop L funds will be available for allocation to Paratransit either concurrently or following the 5YPP approval.

\*\* The Transportation Authority did not program any STA County Block Grant funds in FY 2022/23 due to the suspension of the program for one fiscal year when STA funds went directly from the Metropolitan Transportation Commission to transit operators. SFMTA received \$3,853,147 that they programmed to Paratransit. FY 2023/24 STA revenues are projections and annual amounts may be higher or lower when confirmed at the end of the fiscal year following the State's reconciliation of actual revenues generated. In the event of a shortfall in SF's STA funds for FY 2023/24, the SFMTA will work with Transportation Authority staff to adjust the Paratransit funding plan accordingly.

\*\*\* Not funded by Prop K or Prop L



## **Attachment 2.**

### **Fiscal Year 2023/24 San Francisco Lifeline Transportation Program (SF LTP) Cycle 3 Programming Recommendation**

## **Elevator Attendant Program**

**Sponsor:** Bay Area Rapid Transit (BART), with San Francisco Municipal Transportation Agency (SFMTA)

**Recommended SF LTP Cycle 3 Programming:** \$2,058,039, up to \$2,340,041

**Recommended Phase:** Operations

**Districts:** 3, 5, 6

## **SCOPE**

BART, the SFMTA and the non-profit Urban Alchemy will continue elevator attendant services during the 21-hour period that the Powell Street, Civic Center/UN Plaza, Montgomery Street, and Embarcadero stations are open to the public. The 21-hour day is broken up into three seven-hour shifts with eight to ten attendants on duty at a time. Attendants fill three shifts per day, with two attendants at each station, one attendant assigned to roam between two stations, and supervisors that assist with breaks. The attendants oversee the operation and cleanliness of each elevator within the stations, providing clean and functioning elevators for BART and SFMTA customers, particularly disabled passengers, seniors, and families with strollers who cannot use the stairs within the station. The transit four stations are located in Equity Priority Communities.

The initial 6-month Elevator Attendant pilot program began in April 2018. It was extended by BART and SFMTA with the help of \$2.6 million in SF LTP Cycle 1 funds programmed by the Transportation Authority Board in April 2019 through the State Transit Assistance Block Grant. In June 2022, the Board approved \$1,035,626 in SF LTP Cycle 2 funds which helps fund the project through June 2023. Since 2019, BART and SFMTA have had an agreement to administer the Program, whereby BART manages the service provider and tracks program data, invoices, and payments. Currently, BART and SFMTA are negotiating a new cost sharing agreement, expected to be executed by summer 2023.

In FY 2021/22, an average of 36,000 customers used the elevators at each station per month. BART expects modest ridership growth to 40,000 customers per station per month in FY 2023/24 and that 1,920,000 customers will benefit from the Program annually. This request for funding would extend the program at all four downtown BART and Muni stations for two additional years (FY23-24 and FY24-25).

The goals of the Elevator Attendant Program are to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order for all BART and SFMTA customers.



The following are objectives related to the project goals:

- Objective 1: Provide elevator service to transit customers
- Objective 2: Improve cleanliness at Civic Center/UN Plaza, Powell Street, Montgomery Street, and Embarcadero stations
- Objective 3: Reduce elevator down time at the downtown San Francisco stations

See the attached SF LTP Cycle 3 application for additional details on the Elevator Attendant Program.

**REPORTING AND PERFORMANCE METRICS**

As a condition of receiving the SF LTP funds, BART will be required to provide quarterly progress reports to the Transportation Authority. BART will report on the effectiveness of the project with the following performance metrics:

PERFORMANCE METRIC	DESCRIPTION	REPORTING FREQUENCY	GOAL
Users Served	Number of users of elevators at each station, including number of disabled users, users with strollers, luggage, bicycles, and carts.	Monthly	Increase or maintain access to users, particularly disabled users
Biowaste Incidents	Number of incidents, per station, in which BART cleaning staff encounter needles or biowaste in an elevator	Monthly	Reduce biowaste incidents
Passenger Cleanliness Rating	Passenger ratings for station cleanliness (1-4 scale), including platform areas and other areas. Data collected from quarterly passenger surveys.	Quarterly	Improve station cleanliness ratings
Elevator Availability	Percent of the time station elevators are available for patron use during service periods	Quarterly	Increase elevator availability



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Fiscal Year 2023/24 San Francisco Lifeline Transportation Program (SF LTP) Cycle 3

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**Programming Recommendation**

Elevator Attendant Program

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**COST (SEE DETAILS BELOW)**

	<b>TOTAL COST FY 2023/24 – FY 2024/25</b>
Attendant Costs (52 weeks per year, 7 days per week, 21 hours per day)	\$4,535,728
Program Oversight, Weekly Reporting, Workforce Development, Other Grant Activities	\$1,329,868
Non-Personnel/Variable Costs (e.g. phones, uniforms)	\$19,200
Indirect Costs (e.g. administration, overhead)	\$900,476
<b>Total Cost</b>	<b>\$6,785,272</b>

**FUNDING PLAN**

<b>SOURCE</b>	<b>STATUS</b>	<b>TOTAL FUNDING FY 2023/24 – FY 2024/25</b>	<b>% OF COST BY FUND SOURCE</b>
SF LTP Cycle 3	Planned	\$2,058,039	30%
BART Operating Funds	Planned	\$2,363,617	35%
SFMTA Operating Funds	Planned	\$2,363,617	35%
<b>Total Funding</b>		<b>\$6,785,272</b>	



## URBAN ALCHEMY ELEVATOR ATTENDANT ANNUAL BUDGET DETAILS

STATION	PARTICIPANTS/ STAFF	\$/HR	HOURS/ DAY	DAYS	UNITS	ANNUAL COST
<b>A. DIRECT PROGRAM PERSONNEL</b>						
<b>12 Months @ Powell St. Station</b>						
Worker Participants	7.50	\$21.00	7.00	365	-	\$402,413
Fringe Benefits	-	-	-	-	38%	\$152,917
<b>12 Months @ Civic Center Station</b>						
Worker Participants	7.50	\$21.00	7.00	365	-	\$402,413
Fringe Benefits	-	-	-	-	38%	\$152,917
<b>12 Months @ Montgomery Station</b>						
Worker Participants	7.50	\$21.00	7.00	365	-	\$402,413
Fringe Benefits	-	-	-	-	38%	\$152,917
<b>12 Months @ Embarcadero Station</b>						
Worker Participants	7.50	\$21.00	7.00	365	-	\$402,413
Fringe Benefits	-	-	-	-	38%	\$152,917
<b>Stand-In for Absence due to illness/PTO</b>	-	-	-	-	-	\$46,547
<b>Direct Program Personnel Total</b>	-	-	-	-	-	<b>\$2,267,864</b>
<b>B. PROGRAM OVERSIGHT, WEEKLY REPORTING, WORKFORCE DEVELOPMENT, AND OTHER GRANT ACTIVITIES</b>						
Program Director	1	\$36.00	8.00	260	-	\$74,880
Deputy Director	1	\$30.00	8.00	260	-	\$62,400
Site Supervisors	6	\$26.00	8.00	260	-	\$324,480
Fringe Benefits	-	-	-	-	44%	\$203,174
<b>Program Oversight Total</b>	-	-	-	-	-	<b>\$664,934</b>
<b>Personnel Total</b>	-	-	-	-	-	<b>\$2,932,798</b>
<b>C. NON-PERSONNEL / VARIABLE COSTS</b>						
Phones	1	-	-	-	\$2,000	\$2,000
Uniforms	38	-	-	-	\$200	\$7,600
<b>Non-Personnel Total</b>	-	-	-	-	-	<b>\$9,600</b>
<b>TOTAL DIRECT COSTS:</b>	-	-	-	-	-	<b>\$2,942,398</b>
<b>D. INDIRECT COSTS</b>						
<b>Administrative &amp; Overhead</b>	-	-	-	-	13%	<b>\$450,238</b>
<b>TOTAL COSTS PER YEAR</b>	-	-	-	-	-	<b>\$3,392,636</b>





# Elevator Attendant Program Details

## Project Need, Goals and Objectives

**Provide a detailed project description. Estimate the number of people per month and year that will be served by this project.**

The Elevator Attendant Program is a partnership between the San Francisco Bay Area Rapid Transit District (BART) and the San Francisco Municipal Transportation Agency (SFMTA), also known as Muni, to provide attendant services inside elevators located in San Francisco. The Program was launched as a 6-month pilot in April of 2018 at the Powell St. and Civic Center/UN Plaza stations, and it was expanded to Embarcadero and Montgomery St. stations in November of 2019. In 2020, the Program continued to provide services through the COVID-19 pandemic, although ridership was significantly reduced for both transit agencies. In FY 2021/22, an average of 36,000 customers used the elevators at each station per month. BART expects modest ridership growth to 40,000 customers per station per month in FY 2023/24 and that 1,920,000 customers will benefit from the Program annually. This request for funding would extend the program at all four downtown BART and Muni stations for two additional years (FY23-24 and FY24-25).

The Program addresses sanitation, safety, and security concerns inside each elevator. The Program provides services while trains are in service to ensure all customers in need of an elevator can benefit. Each station has two elevators, and each elevator has one attendant for each shift. Attendants staff the elevators during the 21-hour period when stations are open to the public. The 21-hour period is broken up into three seven-hour shifts. Each shift is also staffed with one floater and multiple supervisors to ensure the service is not interrupted. This service is important for people with disabilities, seniors, families with strollers, and tourists who cannot use the stairs or escalators within the station. The attendants greet customers, operate the elevator, collect data on the number of users and their demographics, and intervene to deter inappropriate behavior. Before the program, only 44% of elevator users rated themselves as very or somewhat satisfied using the elevators. Six months after the program was launched, customers expressed satisfaction stating, “very good for people with disabilities,” and “please keep this going. I feel so much safer.”<sup>1</sup>

**Describe the significance of the unmet transportation need or gap that the proposed project seeks to address and how the project will address that need or gap. Specify the goals and objectives of the project.**

The Elevator Attendant Program goals are to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order for all BART/Muni customers. Clean, functioning elevators are critical to increasing access to transit service for populations with mobility constraints. Concerns about security and safety in station areas are also barriers to transit access for riders. This can particularly impact people who are of low-income, people with disabilities, and minorities who may not have other transportation options and depend on transit and its elevators. The Elevator Attendant Program’s focus is to provide clean, safe, and reliable elevators for BART and SFMTA’s customers. The Program directly addresses a need in MTC’s Coordinated Public Transit – Human Services Transportation Plan (2018), which identifies safety investments for pedestrians and transfers between fixed route transit and paratransit as gaps in the transportation system. The Program assists to close these gaps in the system by providing pedestrians and people with disabilities safer and enhanced access to BART and SFMTA rail

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<sup>1</sup> Office of External Affairs, “Elevator Attendant Factsheet,” San Francisco Bay Area Rapid Transit District, 2021

service The Program also addresses ongoing frustrations with poor elevator conditions, expressed by customers and BART's Accessibility Task Force (BATF). The BATF provides advice to the BART Board of Directors and staff on disability-related concerns and advocates for people with disabilities and/or seniors, many of whom are of low-income.

Homelessness, crime, and cleanliness are national challenges that are impacting transit stations and systems. In California alone, 72% of the homeless population is unsheltered – the highest share of unsheltered homelessness of any state in the United States.<sup>2</sup> California's homeless population also grew by 22,000 over the pandemic. People experiencing unsheltered homelessness are far more likely to face health challenges, violence and trauma, and longer lengths of homelessness than people staying in shelters. Lack of affordable housing options is one of the reasons people end-up on the street. In San Francisco, elevators, bus, and train stations have become areas where people who are experiencing homelessness, and are unsheltered, congregate. BART and SFMTA's customers, and the residents living around the downtown San Francisco transit stations, have raised concerns about cleanliness and security of the stations and the elevators. With many people in San Francisco who are also experiencing mental health and substance use challenges, the elevators at the downtown stations were often subject to misuse and vandalism, often resulting in elevators not being able to be in use before the Elevator Attendant Program was launched. These impacts have been discussed in multiple City and County of San Francisco studies and plans, including the Tenderloin Neighborhood Plan for COVID-19, and BART's Customer Satisfaction Studies.

The Elevator Attendant Program addresses the needs of BART and SFMTA's customers and of downtown community members living near the stations. The attendants help to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order. Additionally, improved cleanliness of the elevators has helped to reduce elevator downtime. Customers, including those who arrive by paratransit and need to use the elevator to access fixed route transit service, now have more reliable elevator service to get to and from the platform. Thus, the Program enhances access for people with disabilities, paratransit riders, families with strollers, tourists, and a wider network of people living and working near the stations.

**Describe how the project supports and the specific benefits to Equity Priority Communities (EPCs) and disadvantaged populations, include a description of the EPCs and pertinent demographic data.**

The Elevator Attendant Program serves the community where the shared BART/Muni stations are located and provides specific benefits to EPCs and people who are historically disadvantaged. The Project's area expands from the Embarcadero station to the Civic Center/UN Plaza station. As shown in the Project's Area Map, Attachment 4, the stations are in an area with a high density of Equity Priority Communities (EPCs). Specifically, the stations are in an area with many people who have a disability, are of low-income, and/or are of a minority background. According to the San Francisco County Transportation Authority EPCs data, the Project's area has 17% to 33% of people with disabilities, 66% to 73% of people who identify as a minority, and 32% to 69% of people who are of low-income. Data captured by Elevator Attendants since the Program was launched, in April of 2018, includes one of these measures – people with disabilities. Between the summer of 2019 and 2022, the program served 3.7 million customers, including

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<sup>2</sup> Ian Gabriel and Victoria Ciudad-Real, "State of Homelessness In California Fact Sheet," Homelessness Policy Research Institute.

217,907 people with disabilities. The Program's quantitative and qualitative information demonstrates that the Elevator Attendant Program supports and provides benefits to the community where the stations are located.

### **Community-Identified Priority**

**Discuss how the project addresses a transportation gap and/or barrier identified in a Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused inclusive engagement with low-income populations. Indicate the name of the plan(s) and the page number(s) where the relevant gap and/or barrier is identified. Indicate the priority given to the project in the plan.**

MTC's Coordinated Public Transit – Human Services Transportation Plan (2018) addresses the mobility needs of seniors, people with disabilities, people on low-incomes and veterans. The plan states clean, functioning elevators help provide access to transit, particularly for groups with potential mobility limitations. The plan identifies elevator outages and lack of information about such outages as barriers to transit use (see pages 27, 47, 82, and 84). The Elevator Attendant Program helps to address these issues by reducing elevator service disruptions. The Elevator Attendant Program goals are to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order for all BART/Muni customers. The Elevator Attendant Program has significantly improved the elevator experience for BART and Muni customers, many of whom are of low-income, have a disability, and/or are seniors, by consistently meeting objectives that ensure the Program achieves its goals. BART and SFMTA have often heard from groups advocating for people with disabilities and other customers how the Program has made their experience on transit friendlier and safer.

### **Implementation Plan and Project Management Capacity**

**Is the project ready to be implemented? What, if any, major issues need to be resolved prior to implementation and when will they be resolved?**

The Elevator Attendant Program has been successfully operating since the spring of 2018. The Program expanded to provide services at all four downtown San Francisco stations since the fall of 2019. The Program is coordinated in partnership with SFMTA. Since 2019, BART and SFMTA have had an agreement to administer the Program, whereby BART manages the service provider and tracks program data, invoices, and payments. Currently, BART and SFMTA are finalizing details to extend the agreement through June 30, 2025. The Project is ready to be implemented in FY23-24 and FY24-25 without any lapse in service.

**Describe your organization's ability to provide and manage the proposed project.**

BART, in partnership with SFMTA, has successfully managed the Elevator Attendant Program since the spring of 2018. The Program has been managed by BART staff with extensive experience overseeing similar projects benefiting diverse community members. The Program was first managed by Mr. Tim Chan, Group Manager of Station Planning, who has over 20 years of experience in urban planning and relevant experience overseeing projects providing services to Equity Priority Communities. In 2021, the Program transitioned to be managed under BART's first position focused on social service partnerships. Mr. Daniel Cooperman, Senior Manager of Social Service Partnerships, with over 10 years of relevant experience, joined BART in May 2021. Mr. Cooperman will continue to manage the Program in FY23-24 and FY24-25.

**Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.**

The presence of attendants at transit station elevators and the partnership established between BART, SFMTA, and Urban Alchemy, a community-based organization (CBO) and social enterprise, is an innovative approach. The attendants serve as ambassadors for BART and the SFMTA in addition to helping to improve cleanliness, safety, and security. Urban Alchemy manages the elevator attendants, who are also participating in the organization's workforce development program. Urban Alchemy engages with "situations where extreme poverty meets homelessness, mental illness and addiction" with a "peaceful and supportive presence."<sup>3</sup> Urban Alchemy now has over five years of sourcing, training, and supervising the elevator attendants. BART is confident that the Program will continue to be successful in FY23-24 and FY24-25.

**Project Sustainability**

**Describe the project sustainability: (Operating Projects) describe efforts to identify potential funding sources for sustaining the service beyond the grant period. If funding is identified, provide the responsible agency(is) and funding sources for all ongoing service.**

BART and SFMTA jointly fund operation of the Program, each providing 50 percent of operational costs. The Program is currently funded through June 30, 2023. This LTP application is to fund costs for FY23-24 and FY24-25. BART and SFMTA are committed to continuing this initiative beyond the performance period of this grant.

**Cost-Effectiveness and Performance Indicators**

**Demonstrate how the proposed project is the most appropriate and cost-effective way in which to address the identified transportation need.**

Various plans and community input have identified the need to improve the sense of safety and security in accessing elevators at transit stations and the need to reduce elevator down time, thus improving transit access for people who are of low-income and/or have a disability. The Elevator Attendant Program addresses this transportation need in a cost-effective way that has multiple benefits to the community where the stations are located, BART and SFMTA riders – from San Francisco, Bay Area, or from outside the region, and people who have a disability. Since the program was launched, safety and security concerns have been significantly reduced. The presence of attendants at the elevators in downtown San Francisco stations has discouraged and reduced unwanted activities inside the elevators and decreased elevator down time due to cleaning and maintenance needs. Through the program, Urban Alchemy is providing elevator attendants at the four stations 52 weeks per year, 21 hours per day, 7 days per week, with eight to ten attendants on duty at a time (attendants fill three shifts per day, with two attendants at each station, one attendant that "floats" between two stations, and supervisors that assist with breaks). This is a total of 76,440 service

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<sup>3</sup> Urban Alchemy, "Our People," Transforming the Energy In Traumatized Urban Spaces," May 02, 2022, <https://urban-alchemy.us/>.



hours per year for a total cost of \$3,392,636 per fiscal year, including costs to pay attendants (with benefits), program oversight, weekly reporting, grant specific activities, equipment costs, and indirect costs.

**Identify performance measures to track the effectiveness of the project in meeting the identified goals. Provide the baseline and new or continued units of service to be provided (e.g., number of trips, service hours, etc.) and cost per unit of service (e.g., cost per trip or persons served per month and year).**

The Program goals are to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order for all BART/Muni customers. The following performance measures are being used, and will continue to be used, to track the effectiveness of the Program and report for the LTP grant in FY23-24 and FY24-25.

Performance Metric	Description	Reporting Frequency	Goal
Users Served	Number of users using elevators at each station, including number of disabled users, strollers, luggage, bicycles, and carts.	Monthly	Increase or maintain access to users, particularly disabled users
Biowaste Incidents	Number of incidents, per station, in which BART cleaning staff encounter needles or biowaste in an elevator	Monthly	Reduce biowaste incidents
Passenger Cleanliness Rating	Passenger ratings for station cleanliness (1-4 scale), including platform areas and other areas. Data collected from quarterly passenger surveys.	Quarterly	Improve station cleanliness ratings
Elevator Availability	Percent of the time station elevators are available for patron use during service periods	Quarterly	Increase elevator availability

## Coordination and Program Outreach

**Describe how the project will be coordinated with the community, public and/or private transportation providers, social service agencies, and non-profit organizations serving Equity Priority Communities. Describe plans to market the project, and ways to promote public awareness of the project.**

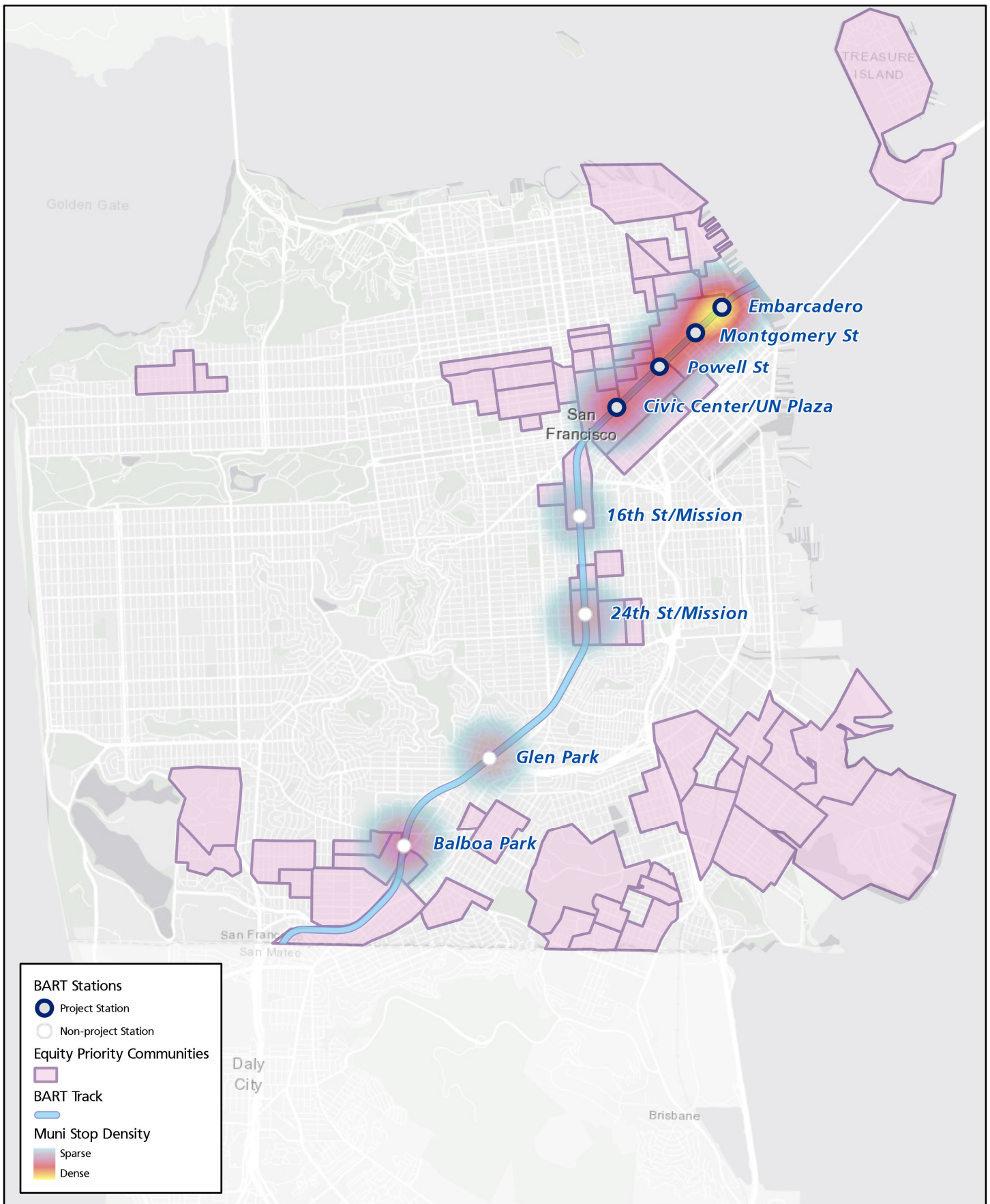
BART, the SFTMA, and Urban Alchemy work closely with the community in implementing the Elevator Attendant Program services. Urban Alchemy specifically serves low-income, “high-risk” youth and adults across San Francisco, providing workforce development opportunities for this population. These team members of a professional workforce simultaneously provide public safety and maintain clean public spaces, while engaging and educating the public. Attendants have come to be regarded as assets and stewards of the communities in which they work, creating a sense of safety and security in some of the most dangerous and socially impacted communities in San Francisco. Since 2018, BART and SFMTA have conducted media campaigns, including press releases, and other outreach to inform the public about the Program. The Elevator Attendants themselves are the ultimate ambassadors of the initiative. Recent news stories about the program can be found here:

<https://www.bart.gov/news/articles/2021/news20210518>

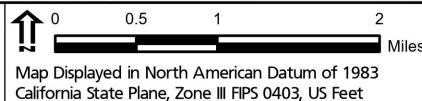
<https://www.sfchronicle.com/bayarea/article/BART-installs-gates-adds-attendants-to-make-14814852.php>

**Please confirm that BART and SFMTA are in agreement on project cost sharing, funding strategy, scope and schedule.**

BART and SFMTA agree on these items, this mutual agreement will be vetted through the execution of an extension to the current agreement between the agencies.



Notes:  
**Equity priority community** - <https://opendata.mtc.ca.gov/datasets/MTC::equity-priority-communities-plan-bay-area-2050/about>  
**Muni stops** - <https://data.sfgov.org/Transportation/Muni-Stops/i28k-bkz6>



San Francisco Bay Area Rapid Transit District  
 EGIS - BART Office of the CIO  
 2150 Webster St., 3rd Floor, Oakland, CA 94612



# Elevator Attendant Program

Helping riders, helping the community

Let's go.



## Program Goal: Ensure elevators at the four downtown SF stations consistently remain safe, clean, and in working order for all BART/Muni patrons.

Over the past several years, the joint BART/SFTMA stations in downtown San Francisco have been increasingly challenged by the broader regional problems of homelessness, safety & security, drug activities, and vandalism. The station elevators have been used as bathrooms or for drug use—reflecting a broader crisis of homelessness and opioid abuse.

Inspired by the success of San Francisco's Pit Stop Program, which provided attendants at street level restrooms, BART and SFMTA launched a 6-month pilot in April 2018 to provide elevator attendants at the Civic Center & Powell St. stations. Before the pilot, only 44% of elevator user rated themselves as very or somewhat satisfied.

After the pilot, satisfaction shot up to 93%. Common comments included:

- "thank you for cleanliness & respectful attendant,"
- "very good for people with disabilities,"
- "awesome service,"
- "program amazing—commuting with two children," and
- "please keep this going. I feel so much safer and it doesn't smell".

The pilot proved so popular that the agencies expanded it in November 2019 to Embarcadero & Montgomery stations, funded in part thanks to an MTC Lifeline Grant from SFCTA.

BART/SFMTA initiated successful collaboration with Urban Alchemy (UA) to provide elevator attendant staff. UA is a community-based organization providing employment training and opportunities for vulnerable populations to lift them out of the cycle of poverty and hopelessness. Lena Miller, Founder and Executive Director, notes the men and women filling the attendant jobs are committed to hard work and improving the community because they know employment is key to success, "It's a point of pride for them to be working and bettering their lives."

The program has made a huge difference for customers who use the elevators. Pre-pandemic, over 160,000 people in a month rode the elevators with an attendant, 9% of those people with disabilities and 5% with families.

The results are solid—the program benefits transit riders and ensures a clean, safe experience for elevator users connecting to and from Market street for

work, school, day care, entertainment, and tourism. A pleasant and welcoming Market Street and transit experience is essential to downtown San Francisco in supporting the region's recovery from the COVID-19 pandemic and improving access to many vulnerable populations who rely on elevators.

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**"This program is amazing on so many levels," said Paula Fraser, BART's Assistant Chief Transportation Officer. "These workers are from the community, they're helping our patrons, and they're improving the quality of life in our stations, which benefits everyone."**

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BART and SFMTA are seeking a funding partner to help support the Elevator Attendant program and our partnership with Urban Alchemy. The annual cost for the four downtown San Francisco stations is approximately \$3.3M (including support for the City's prevailing wage requirements, worker benefits and overhead costs).



## BART: Addressing a Financial Crisis While Improving Service

BART has played a critical role in keeping the Bay Area moving for 50 years. In 2023, the agency will continue to be a vital resource for the region by linking people to jobs, schools, entertainment, and opportunities. Ridership recovery is making slow progress, but remote work has disrupted BART's traditional revenue mix, creating great uncertainty about long-term financial stability. BART has received \$1.6 billion in federal aid that has helped sustain service, but the funding is expected to run out in mid-2025.

Reliable and ongoing new revenue sources are needed to avoid significant cuts and will reduce BART's reliance on fares amid uncertainties about future ridership trends. Investing in BART will provide solutions for many of the Bay Area's most pressing challenges including traffic, affordability, housing, safety, equity, and climate change.

### Pandemic Recovery and Financial Stability Strategies

- Provide frequent, reliable, safe, and clean service; reduce cancelled trips
- Adapt to changing commute patterns; gain new non-work trips
- Improve regional transit connections and coordination
- Maximize efficiencies, reduce overtime; improve long-term financial planning
- Explore opportunities for ongoing federal, state, and regional operating subsidy
- Continue to prioritize Transit-Oriented Development

### Improving the Rider Experience

To regrow ridership BART has made investments in improving the rider experience and prioritizing a clean and safe ride. BART fully restored service levels in 2022, following cuts during the height of the pandemic, and made improvements to weekend service. To better meet the needs of riders, especially families, BART reopened long-closed underground restrooms at several busy stations, with the commitment to reopen more as funds are identified.

2023 brings enhanced evening service between Oakland and San Francisco. Modernization efforts continue with the installation of new escalators in downtown San Francisco, purchasing of new fare gates, and adding more Fleet of the Future trains into service.

## BART Ridership Facts

### AVERAGE FY22 RIDERSHIP

Weekday . . . . . 111,311  
Saturday . . . . . 68,253  
Sunday . . . . . 48,373

FY22 ridership was 29% of FY19 ridership.

### CLIPPER FARES AND TRIPS

Riders pay for BART with the regional Clipper card.

Clipper fare range . . \$2.15–\$14.60\*  
Average fare . . . . . \$3.96  
Average trip length . . . . . 15 miles

*\*The Clipper fare between Oakland International Airport and San Francisco International Airport is \$17.60.*

*Riders pay a 50-cent surcharge on all trips using a paper ticket.*

Clipper is now available on your phone through Apple Pay and Google Pay. In December 2022, 23% of BART trips were made using mobile cards.

### CLIPPER DISCOUNTS

YOUTH CLIPPER: Ages 5-18 get 50% off

SENIOR CLIPPER: 65 years and over get 62.5% off

RTC CLIPPER: Persons with disabilities get 62.5% off

CLIPPER START: Qualified low-income adults get 20% off

### RIDERSHIP PROFILE

- 67% identify as non-white
- 43% do not have a vehicle
- 31% report having annual household incomes under \$50K
- 7% have a disability
- 49% identify as male  
48% identify as female  
3% identify as non-binary or self-describe

## A Visible Presence for Safety

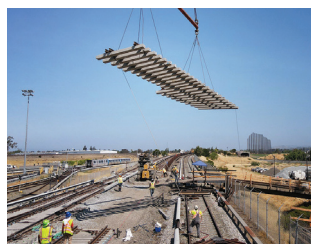
The BART Police Department is deploying sworn officers as well as unarmed Crisis Intervention Specialists and Transit Ambassadors to boost rider safety. Riders are now more likely than ever before to see safety personnel on board a train or in a station. There are signs that this proactive approach to safety is paying off:

- BPD officers in 2022 made more arrests than were made in any of the prior four years.
- Transit Ambassadors patrolled 12,058 trains and made 6,909 educational contacts.
- Crisis Intervention Specialists, who are focused on connecting people in need with support services, performed nearly 1,900 welfare checks across the system in just three months.
- Passenger surveys indicate a decrease in sexual harassment. In the last six months of 2021, 12% of surveyed riders said they experienced harassment at BART, compared to 9% of surveyed riders in 2022.
- Electronic item thefts fell from their peak in October 2019 of 141 to 35 in October 2022.



## Boosting Reliability to Rebuild BART

Replacing equipment that is more than 50 years old and has outlived its design life is essential for improving reliability and the overall rider experience. Critical rebuilding projects are underway thanks to voter-approved Measure RR, which provides \$3.5 billion to rebuild the backbone of BART. The Measure RR program is ahead of schedule with more than 40% of all scheduled work complete. That includes the replacement in 2022 of a major trackway interlocking between South Hayward and Union City stations and the completion of the earthquake retrofit of the Transbay Tube.



Since its approval by BART District voters in 2016, Measure RR has supported 153 rebuilding projects, such as replacing 47.3 miles of worn rail, 40 track switches, 46 miles of 34.5kV cable to ensure trains have a reliable source of electricity, and 59 miles of third-rail coverboard, protecting the electrified third rail that powers trains.

## The BART System Includes:



### San Francisco Bay Area Rapid Transit District

P.O. Box 12688, Oakland, CA 94604  
www.bart.gov

Sign up for text and email alerts  
at [www.bart.gov/alerts](http://www.bart.gov/alerts)

## FINANCIAL PERFORMANCE

The Operating Ratio is the percentage of costs paid by passenger fares, parking revenue, advertising, and other sources of revenue.

FY22 . . . . .	21%
FY21 . . . . .	12%
Pre-COVID . . . . .	71%

## STATIONS AND SERVICE

Total stations . . . . .	50
Route miles of track . . . . .	131
Maximum train speed . . . . .	70 mph
Average passenger on-time performance . . . . .	85.2%

## PARKING AND BIKE ACCESS

Stations with parking . . . . .	38
Total parking spaces . . . . .	50,000
Bike parking (lockers, racks, and bike stations) . . . . .	8,239

## FLEET\*

Fleet of the Future . . . . .	441
Active legacy cars . . . . .	421
Total vehicle fleet . . . . .	862

\*As of January, 2023

## ELECTRICITY

Third rail . . . . .	1000 volts DC
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## POWER SOURCES

In CY22, BART achieved a 100% greenhouse gas free ("GHG-free") power supply for its third consecutive year, including over 50% eligible renewable energy as defined under California state law. BART's electric supply portfolio is comprised of wholesale wind, solar, and hydroelectric sources, as well as five onsite solar projects located throughout the BART system.

## ROLE IN REGION

- Pre-pandemic, BART carried more than twice the people per hour through the Transbay Tube than used the Bay Bridge and carried over half the passenger miles traveled on transit in the region
- BART connects with 18 of the 26 regional transit operators
- One in five BART riders connect to another transit operator during their trip



**San Francisco  
County Transportation  
Authority**

BD050923

RESOLUTION NO. 23-50

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RESOLUTION APPROVING PROGRAMMING PRIORITIES FOR UP TO \$5,640,041 IN SAN FRANCISCO'S ESTIMATED FISCAL YEAR 2023/24 STATE TRANSIT ASSISTANCE COUNTY BLOCK GRANT FUNDS

WHEREAS, In 2018, the Metropolitan Transportation Commission (MTC) established a transit-focused State Transit Assistance (STA) County Block Grant program, combining funds that were previously distributed via a regional paratransit program, a regional Lifeline Transportation Program (LTP), and a northern counties/small transit operators' program; and

WHEREAS, As the Congestion Management Agency (CMA) for San Francisco, the Transportation Authority is responsible for administering San Francisco's STA County Block Grant program; and

WHEREAS, MTC requires that by May 15 of each year, CMAs submit the distribution policy for STA population-based funds; and

WHEREAS, STA funds come from the state sales tax on diesel fuel and have been a volatile source of funding even before the COVID-19 pandemic; and

WHEREAS, Annual STA revenues are projections and annual amounts may be higher or lower when confirmed at the end of each Fiscal Year (FY) following the State's reconciliation of actual revenues generated; and

WHEREAS, MTC's current projection for San Francisco's FY 2023/24 STA County Block Grant funds, totals \$5,640,041; and

WHEREAS, Given the uncertainty of forecasting STA revenues, MTC recommends that CMAs program 95% of their county's estimated STA amount; and

WHEREAS, Consistent with the prior cycle of STA County Block grant programming approved by the Transportation Authority Board, staff recommend programming \$3,300,000 in STA funds to support SFMTA's FY 2023/24 paratransit program operations, including the continuation of the Essential Trip Card program, a





program that launched at the onset of the COVID-19 pandemic to help older adults and people with disabilities pay for essential trips in taxis; and up to \$2,340,041 (100% of the STA estimate), through SF LTP Cycle 3 to BART's Elevator Attendant Program in FYs 2023/24 and 2024/25 as detailed in Attachments 1 and 2 respectively; and

WHEREAS, At its April 26, 2023 meeting the Community Advisory Committee considered this item and unanimously adopted a motion of support for the staff recommendation; now, therefore be it

RESOLVED, That the Transportation Authority hereby approves \$3,300,000 in FY 2023/24 for the SFMTA's Paratransit program and up to \$ 2,340,041 for BART's Elevator Attendant Program through the SF LTP Cycle 3; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate this information to the MTC, other relevant agencies, and interested parties.

Attachments:

1. FY 2023/24 STA Block Grant Program Recommendation - SFMTA's Paratransit Program
2. FY 2023/24 San Francisco LTP Project Recommendation - BART's Elevator Attendant Program

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San Francisco  
County Transportation  
Authority



## Memorandum

### AGENDA ITEM 9

**DATE:** April 27, 2023

**TO:** Transportation Authority Board

**FROM:** Rachel Hiatt - Deputy Director for Planning

**SUBJECT:** 05/09/2023 Board Meeting: Adopt the School Access Plan Final Report

#### **RECOMMENDATION** ☐ Information ☒ Action

Adopt the San Francisco School Access Plan Final Report.

#### **SUMMARY**

Requested by former District 4 Transportation Authority Commissioner Gordon Mar, the School Access Plan (the Plan) recommends strategies and policies which San Francisco city agencies (the City) and the San Francisco Unified School District (SFUSD) can implement to support the safe, convenient, and sustainable transportation of kindergarten through 5<sup>th</sup> grade students. The Plan complements San Francisco's existing Safe Routes to Schools programming by focusing strategies on students who must take long trips to school. The Plan's outreach and technical work focused on needs of equity priority communities. The Plan was funded by a Caltrans Sustainable Communities Planning Grant with local matching funds provided by former District 4 Commissioner Gordon Mar's office.

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

### **BACKGROUND**

In 2016, the Transportation Authority conducted the San Francisco Child Transportation Survey which gathered information about the school commute. This research revealed that the school trip is challenging for caregivers and students with over 60% of caregivers either actively seeking or open to alternatives to their current school commute. Requested by former District 4 Commissioner Gordon Mar, the San Francisco School Access Plan responds to this finding by identifying ways the City can support safe, easy, and sustainable school travel for kindergarten through 5<sup>th</sup>



grade (K-5) youth. The Plan complements San Francisco's existing Safe Routes to Schools programming by focusing on youth who must take long school trips beyond easy biking or walking distance.

In 2020, Caltrans awarded the Transportation Authority \$164,500 from the Sustainable Communities program to develop the Plan, which was matched by \$30,000 in General Fund add-back funding secured by former Supervisor Gordon Mar.

## **DISCUSSION**

The School Access Plan is informed by a review of school commute data, existing transportation programs, peer city experiences, and outreach with students and caregivers including focus groups, strategy workshops, pop-up events, town halls, and surveys. The Plan's outreach strategy and technical framework were designed to ensure strategies were shaped by and benefit vulnerable caregivers including residents of Equity Priority Communities and caregivers with low-incomes.

**Outreach.** School Access Plan outreach was organized into two rounds. The first round focused on hearing from students and caregivers about their transportation needs. We used the findings to confirm study goals and develop a long list of draft strategies to address needs. The first round consisted of outreach with youth ages 6-12 at seven Community Hubs in Equity Priority Communities and three in-language focus groups. During the second round of outreach, caregivers were asked to help refine and prioritize strategies through a series of five in-language workshops, a survey, six pop-up events at school sites, and two online town halls. We recruited participants from communities most impacted by inequitable K-5 school travel in San Francisco including Black, Pacific Islander, Latinx, Chinese, and low-income caretakers, who live in key areas such as Bayview-Hunters Point, Chinatown, Outer Mission, Tenderloin and Visitation Valley. We also promoted the plan and outreach events through community-based organizations, direct emails to caregivers, SFUSD's weekly newsletter, earned media coverage, and ad placements in the San Francisco Bayview Newspaper.

**Recommendations.** The School Access Plan recommends six core strategies to improve the safety, availability, and sustainability of school transportation for K-5 youth and their caregivers:

- Infrastructure Safety: Improve infrastructure safety around schools by expanding SFMTA's existing school walk-audit program.





- Transit Trainings: Implement transit trainings for youth through the existing Safe Routes to School Program and through the development of materials which allow SFUSD educators to plan transit focused field trips.
- Loading Zone Guidance: Ensure pickup and drop-off policies and management plans at school sites are informed by best practices, guided by effective collaboration between SFMTA and school sites, and communicated clearly to caregivers.
- Transportation Coordinators: Train or hire transportation coordinators who serve as an informational resource for caregivers and help facilitate school and aftercare transportation.
- Discounted Fare Program Awareness: Increase awareness of existing discounted fare programs by including informational materials in the school enrollment process.
- Shuttles: The School Access Plan found significant barriers to the implementation of new youth-focused shuttle programs but identified an expansion scenario for SFUSD's existing yellow school bus services and avenues to fund non-profit organizations to provide transportation to aftercare programs.

In addition to these core strategies, the Plan identifies strategies specific to youth in foster care and homeless youth who can experience unique transportation challenges. An implementation plan, funding strategy, and key next steps are identified for each strategy. The Plan also recommends a set of policy changes for San Francisco and regional agencies which would build capacity for youth-focused transportation planning and align ongoing planning and programming efforts to Plan findings.

## **FINANCIAL IMPACT**

The recommended action would not have an impact on the adopted Fiscal Year 2022/23 budget.

## **CAC POSITION**

The CAC considered this item at its April 26, 2023 meeting and adopted a motion of support to adopt the recommendations of the Plan by a vote of 6 ayes, 1 nay, and 2 abstentions.



## **SUPPLEMENTAL MATERIALS**

- Attachment 1 - Presentation
- Attachment 2 - San Francisco School Access Plan Final Report
- Attachment 3 - Resolution

# San Francisco School Access Plan



San Francisco  
County Transportation  
Authority

In  
partnership  
with:



Transportation Authority Board – Agenda Item 8  
May 9, 2023

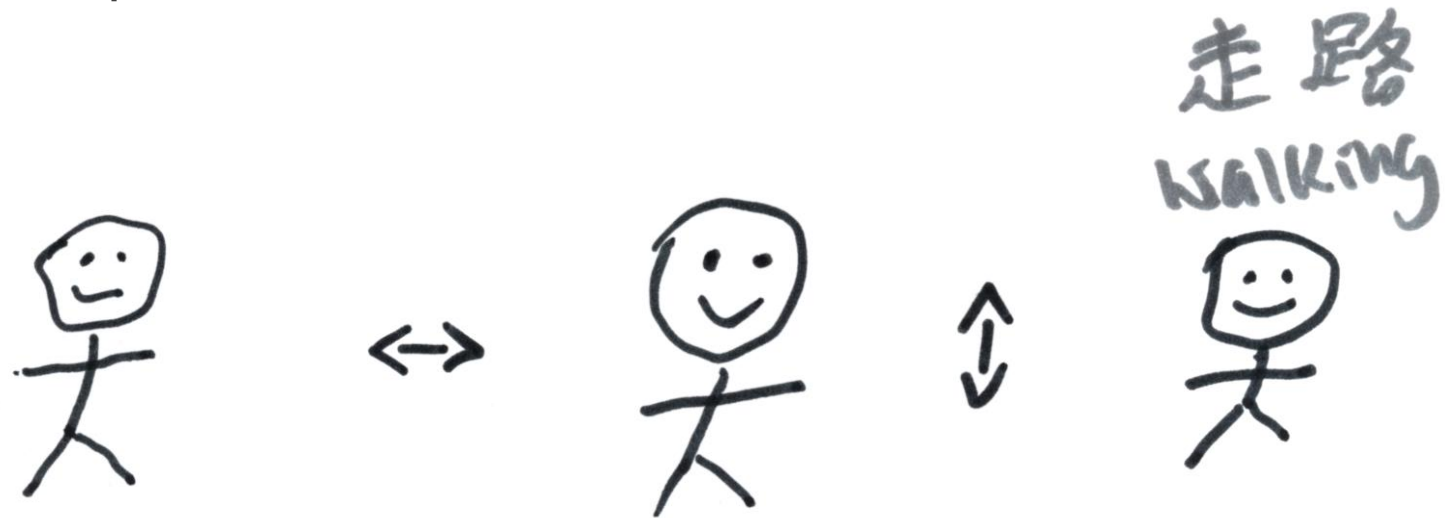
# Agenda

- Goals
- Outreach
- Draft Strategies
- Evaluation
- Recommendations



# Study Goals

1. Improve quality and availability of transportation options to school and afterschool activities
2. Ensure school transportation options are safe
3. Reduce greenhouse gas emissions, localized congestion, and air pollution near school sites



# Outreach

- Youth conversations at community hubs
- Focus groups
- Strategy workshops
- Survey (online and paper)
- Popup events
- Town halls



# Groups Reached Out To

## Community Groups

- APRISF
- BMAGIC
- Us4Us
- Samoan Community Development Center
- Samoan Dual Language Pre-K
- Excelsior Strong
- United Playaz
- All in SF
- Latino Task Force
- El Centro
- MEDA
- Community Youth Center
- Family Connections Centers

## SFUSD Affiliated Groups

- Community Advisory Committee for Special Education
- African American Parent Advisory Council
- District English Learners Advisory Committee
- Matua Advisory Council
- Chinese Parent Advisory Council
- Mission Graduates
- Chinese Immersion School
- Parents for Public Schools
- Kindergarten to College Program
- Many school-site leads

# Draft Strategies

## Five Categories

1. Improved Transportation Options
2. Safety Strategies
3. Communication and Information
4. Reduce Costs
5. Foster and Homeless Youth Specific



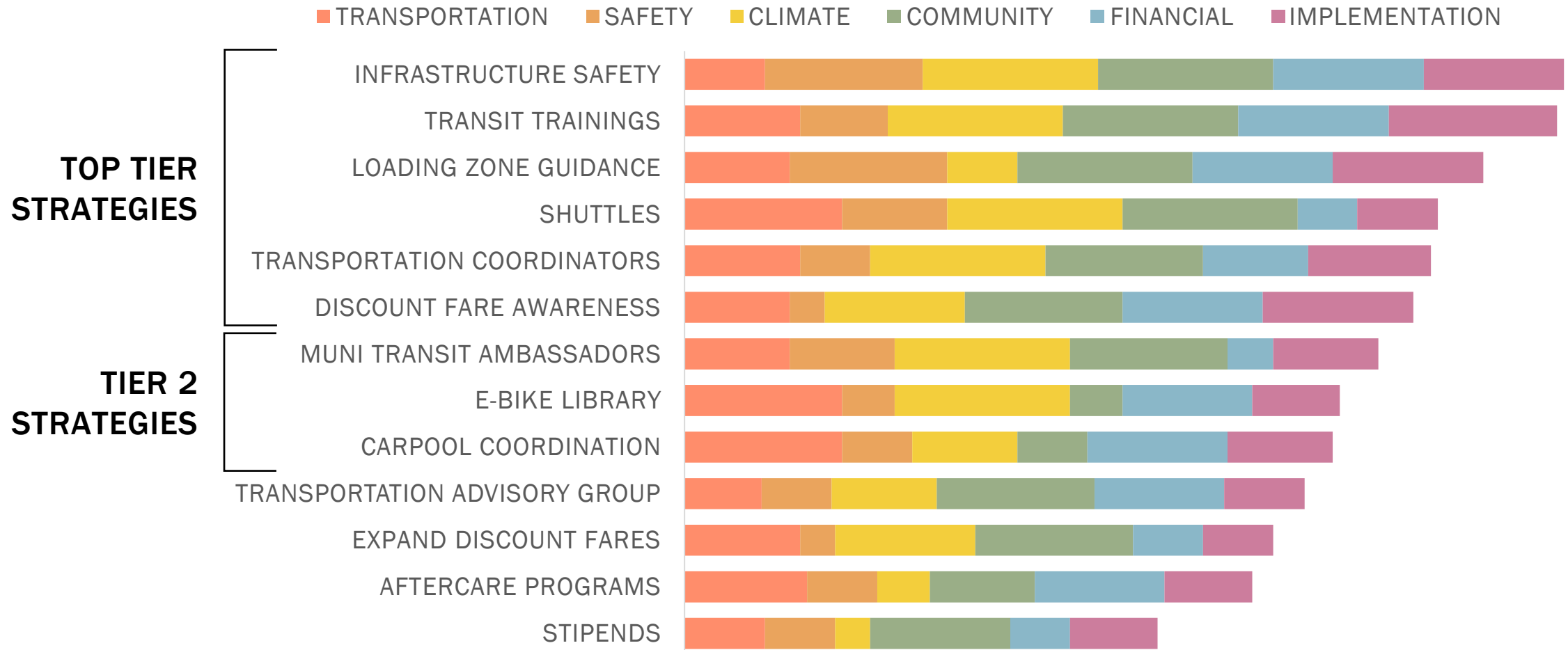


# Evaluation Framework

- Transportation Benefits
- Safety
- Community
- Implementation
- Financial Feasibility
- Climate



# Evaluation Results



# Top Tier Strategies

- Infrastructure Safety Improvements
- Transit Trainings
- Loading Zone Guidance



Photo by SFMTA Photography Department



# Top Tier Strategies (cont.)

- Shuttles: Yellow School Buses and Non-Profit Solutions
- Transportation Coordinators
- Discount Fare Program Awareness



# Policy Recommendations

- SFUSD's Elementary School Assignment Policy Update should continue to consider transportation outcomes
- Build transportation planning capacity at SFUSD
- Continue to support Safe Routes to Schools Programming
- Consider updating San Francisco's Transportation Demand Management Menu of Options to include e-bikes
- The Metropolitan Transportation Commission should include youth in the next Coordinated Public Transit – Human Services Transportation Plan Update

# Thank you.

[sfcta.org/school-access](https://sfcta.org/school-access)

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[sfcta.org/stay-connected](https://sfcta.org/stay-connected)





# San Francisco School Access Plan



San Francisco  
County Transportation  
Authority

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Draft Report: May 2023

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## Acknowledgments

The San Francisco School Access Plan was funded through a Caltrans Sustainable Transportation Planning Grant pursued at the request of former District 4 Commissioner Gordon Mar.

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Cover art by Ms. Arevalo's First Grade Class Room D202 at Dolores Huerta Elementary



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# Executive Summary

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## Introduction

The school commute in San Francisco is difficult for students and caregivers, especially for young students and their families. The San Francisco School Access Plan identifies ways the city can support easy, safe, and sustainable school travel for kindergarten through 5th grade (K-5) youth, especially those who need to take long trips beyond easy walking or biking distance.

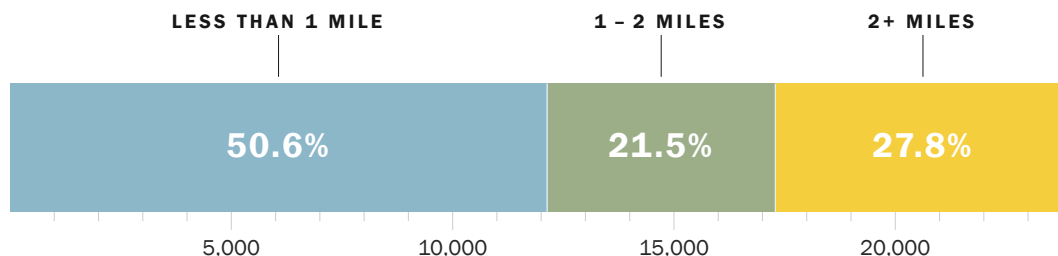
The Plan has three key goals:

1. Improve the quality and availability of transportation options to school and afterschool activities, especially for vulnerable caregivers and students
2. Ensure school related transportation options are safe
3. Reduce greenhouse gas emissions, localized congestion, and air pollution around school sites

## Summary of Current Conditions

Students entering elementary school in San Francisco Unified School District (SFUSD) apply to schools under a citywide choice policy, meaning that students can apply to any elementary school in the district. Forty four percent of K-5 SFUSD students travel outside of their neighborhood for school.<sup>1</sup> About half of students live more than one mile from their school and more than 25% live more than two miles from school (Figure 1). When surveyed, more than half of caregivers shared that getting to and from school is stressful often or daily. The most common reason caregivers shared for the stressful trip was that traveling to and from school “takes a long time.” More than half of K-5 SFUSD students are driven to school in a personal car.

**Figure 1. Distance from Home to School for K-5 SFUSD Students**



<sup>1</sup> 2017 SFUSD analysis, see Figure 6 for neighborhood boundaries

The impacts of long and stressful school commutes are not distributed evenly. A 2017 analysis by SFUSD found that Black students were more likely to travel outside of their home regions to attend school, while white students, as well as students living in northern and western San Francisco were least likely to travel. Foster and homeless youth also experience unique challenges which can include very long school trips across county lines.

## Existing School Transportation Programs

Transportation programs which focus on the school trip are limited in San Francisco.

### **SFUSD YELLOW SCHOOL BUSES**

SFUSD operates a fleet of yellow school buses. The majority of SFUSD's transportation resources serve the District's students who receive Special Education Services and have transportation included in their Individualized Educational Plans (IEPs). Remaining resources are dedicated to a fleet of 25 general education buses which serve 46 schools and approximately 2,000 students daily. Services align with SFUSD's General Education Transportation Policy.<sup>1</sup>

### **SAFE ROUTES TO SCHOOL<sup>2</sup>**

The Safe Routes to School (SRTS) program was created to make walking and bicycling to school safer and more accessible for children, including those with disabilities. The SRTS program is overseen by the San Francisco Municipal Transportation Agency (SFMTA) and provides outreach and educational programming to encourage sustainable transportation and safe travel at all 103 non-charter San Francisco public schools. San Francisco's school crossing guard program is a part of SRTS.

### **FREE MUNI FOR ALL YOUTH<sup>3</sup>**

The SFMTA currently offers free Muni to all youth 18 and younger with no application or sign-up process through the Free Muni For all Youth program. Muni fares for regular service are waived for students enrolled in SFUSD's English Learner and Special Education Services programs through the age of 22.

1 <https://go.boarddocs.com/ca/sfUSD/Board.nsf/goto?open&id=ALRLHC569513>

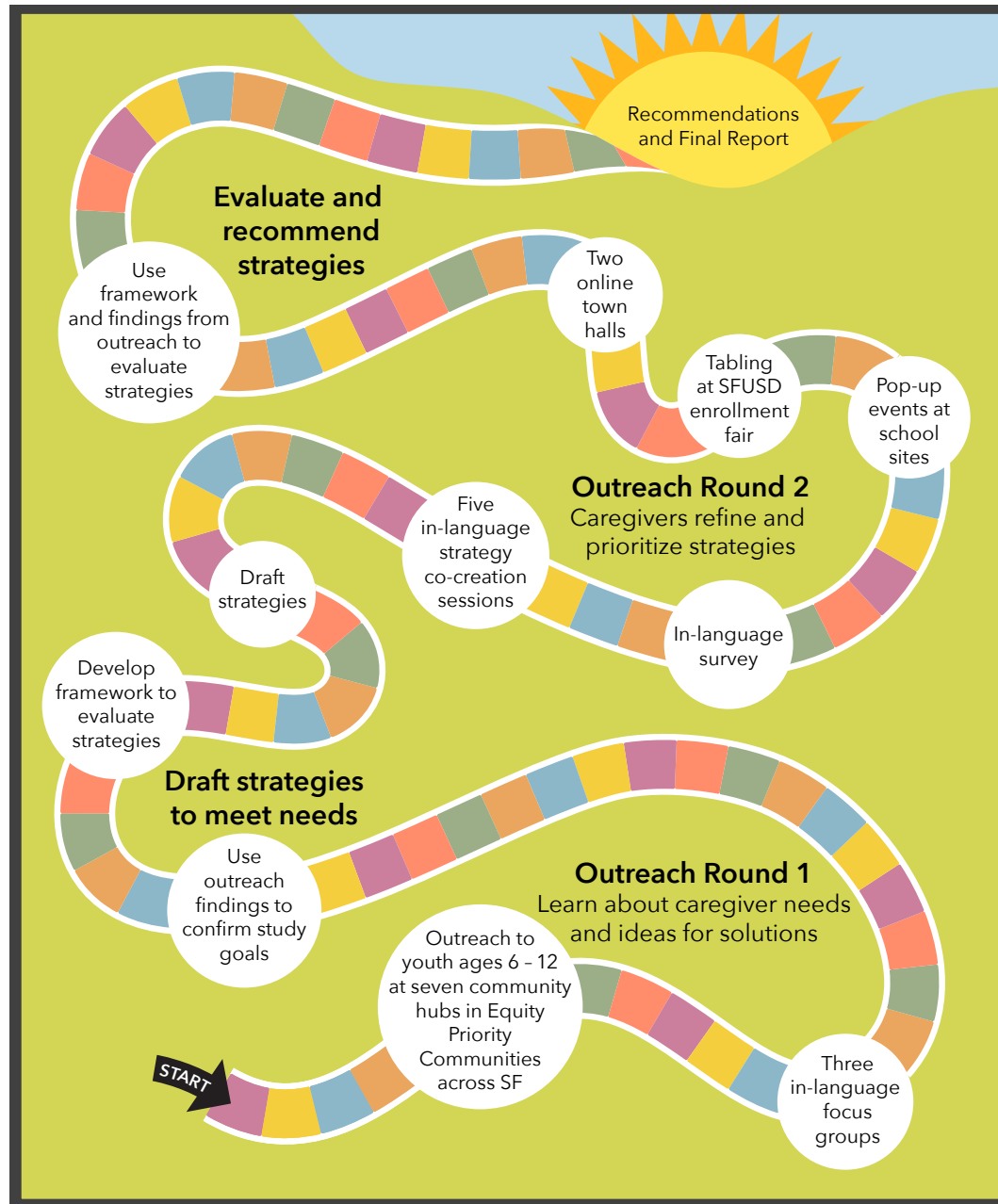
2 <https://www.sfsaferoutes.org/about/>

3 <https://www.sfmta.com/fares/free-muni-all-youth-18-years-and-younger>

## Public Engagement and Strategy Development

In order to develop useful, implementable transportation solutions which complement existing programs, the voices of people most affected need to be at the forefront of solution design. The School Access Plan included extensive public engagement which informed all study tasks including goal definition and strategy development (Figure 2).

**Figure 2. Study Process Diagram**



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## Recommendations

The School Access Plan identified six high performing strategies to support school transportation, shown below. The Plan also identified policy recommendations, strategies specific to Foster and Homeless youth, and a set of strategies which the city could pursue in the future after additional project development. These strategies as well as more details about the recommendations below can be found in chapter 5.

- **Infrastructure safety improvements:** San Francisco should expand investments in safe transportation infrastructure at school sites by expanding SFMTA's existing School Walk Audit program.
- **Transit safety trainings:** SFMTA, together with SFUSD, should conduct hands-on transit trainings for K-5 youth to familiarize students with the process of taking transit and how to do so safely.
- **Pick-up and drop-off zone guidelines:** Pickup and drop-off management plans are currently developed and implemented by individual school sites. The SFMTA should develop, or update as necessary, guidance for school administrators about best practices for loading zone management and informational materials for caregivers about expected behaviors and norms.
- **Shuttles – Yellow School Buses and Non-Profit Solutions:** San Francisco's city and county transportation agencies should look for opportunities to support SFUSD's existing yellow school bus program. The Department of Children, Youth, and their Families should consider including transportation programs in their standard grantmaking cycle to ensure equitable access and safe passage for youth attending afterschool programs.
- **Improve awareness of discounted fare programs for caregivers:** SFUSD and SFMTA should coordinate to ensure that caregivers enrolling students in school receive information about SFMTA's existing Lifeline Pass<sup>1</sup> for discounted Muni service.

<sup>1</sup> <https://www.sfmta.com/fares/lifeline-pass>

- **Transportation coordinators:** SFUSD, SFMTA, and the Department of Children, Youth, and their Families (DCYF) should consider identifying individuals who can help caregivers navigate available transportation options. At the school district level, counselors in the SFUSD Educational Placement Center are often the first contact points for new enrolling students. SFMTA should work with SFUSD to ensure counselors are aware of transportation resources. At the school site, SFUSD and DCYF should consider piloting a transportation coordinator role through staff at one of San Francisco's Beacon<sup>1</sup> schools.

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<sup>1</sup> <https://www.sfbeacon.org/about-us>



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CHAPTER 1

# Introduction and Plan Goals

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## Study Background and Purpose

The school commute in San Francisco is difficult for students and caregivers, especially for young students and their families. Like many cities around the country yellow school bus service in San Francisco is limited. Most parents and caregivers must arrange their own transportation to school and aftercare programs. The San Francisco County Transportation Authority's (SFCTA) 2016 Child Transportation Survey<sup>1</sup> found that caregivers are interested in alternatives to their current transportation options and that parents across all areas of the city and all demographic groups strongly believe the City should help improve school commutes.

At the direction of former SFCTA Commissioner Gordon Mar, the SFCTA developed the San Francisco School Access Plan (the Plan) to recommend strategies that the City and County of San Francisco pursue to improve sustainable transportation options for kindergarten through 5th grade (K-5) students. The Plan compliments San Francisco's existing Safe Routes to Schools Program<sup>2</sup> by focusing on caregivers and students who have trips to school and aftercare activities which are longer than a young child could reasonably walk or bike. The plan was funded through a Caltrans Sustainable Communities Planning Grant with matching local funds from former Commissioner Mar's office.

## Goals

Plan goals were developed with input from caregivers and students through in-language focus groups in addition to an interagency working group composed of representatives from the San Francisco Municipal Transportation Agency (SFMTA), the San Francisco Unified School District, the Department of Children, Youth and Their Families, and Caltrans.

Key goals for the School Access Plan include:

- Improve quality and availability of transportation options to school and afterschool activities, especially for vulnerable caregivers and students
- Ensure school related transportation options are safe
- Reduce greenhouse gas emissions, localized congestion, and air pollution around school sites

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<sup>1</sup> [https://www.sfcta.org/sites/default/files/2019-03/Child\\_Transportation\\_FINAL.pdf](https://www.sfcta.org/sites/default/files/2019-03/Child_Transportation_FINAL.pdf)

<sup>2</sup> <https://www.sfsaferoutes.org/?ref=logo>

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CHAPTER 2

# Existing Conditions

The nature of the school commute is complex, however key trends can be observed in San Francisco. This Chapter highlights key trends affecting school transportation for K-5 age students, then catalogs existing programs designed to help families with the school commute and relevant guiding policies. Finally, the chapter discusses larger national trends affecting school transportation.

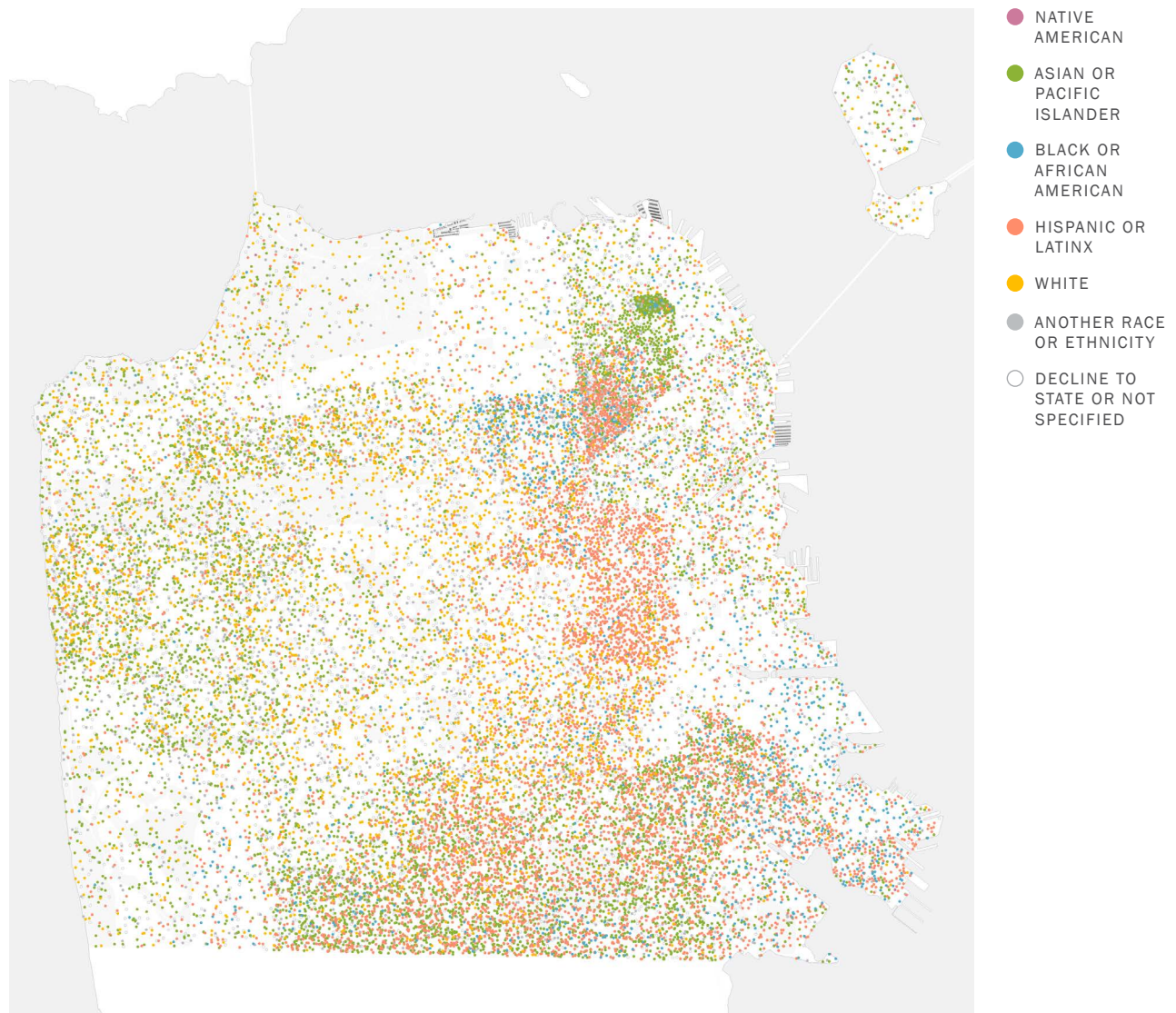
This analysis revealed that student home locations are not distributed evenly across San Francisco. This fact, combined with school application patterns, leads to many long school commutes. Students in the south and east tend to travel to the central regions for school. Most trips are taken by car for both kindergartners and 5th graders.

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## Where Do Students Live and Where are Schools Located?

Figure 3 shows the approximate home locations of K-5 SFUSD students by race. Elementary school aged children live across San Francisco, but tend to be concentrated in the Excelsior, Outer Mission, Mission, Bayview, Ingleside, Tenderloin, and Chinatown neighborhoods. Black and Latinx students tend to live in the South and East. White and Asian Students tend to live in the West.

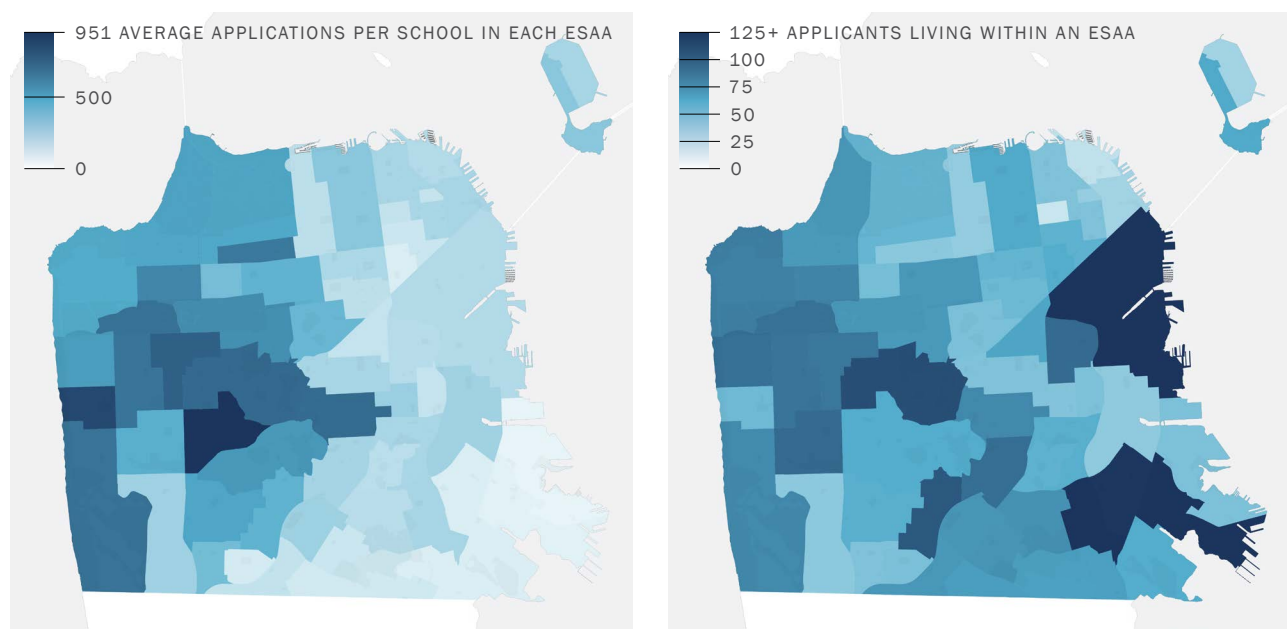
**Figure 3.** San Francisco K-5 SFUSD Home Locations



SFUSD has a citywide school choice policy, meaning that any student can apply to attend any school. Though students can apply anywhere, most elementary schools have a designated Elementary School Attendance Area (ESAA). Students living within an ESAA are not guaranteed admission to their ESAA school, but do receive preference in the admissions process<sup>1</sup>. Schools with certain specialized programs, such as K-8 instruction or language immersion programs do not have an ESAA.

Elementary school applications have a geographic pattern that differs from residential patterns. Applications tend to be concentrated in western San Francisco, though applicants are concentrated in Southeastern San Francisco (Figure 4).

**Figure 4. Applications and Home Locations by ESAA**



### NEW SCHOOL IN MISSION BAY

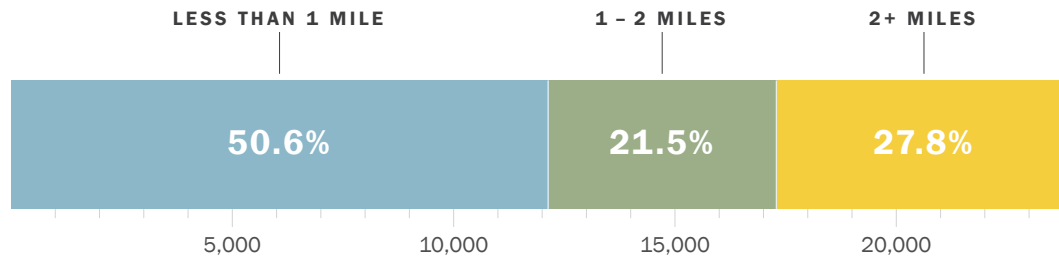
Of all SFUSD elementary schools, Daniel Webster had the most students within its ESAA applying to kindergarten in 2023. The growth in the student population is linked to new housing development in the Mission Bay and South of Market Neighborhoods. SFUSD is responding to this growth in the child population by building a new K-5 school in Mission Bay. Siting new facilities near residential growth has the potential to improve school transportation outcomes for families.

<sup>1</sup> <https://www.sfusd.edu/student-assignment-policy/tiebreakers/attendance-area>

## Student Travel Patterns

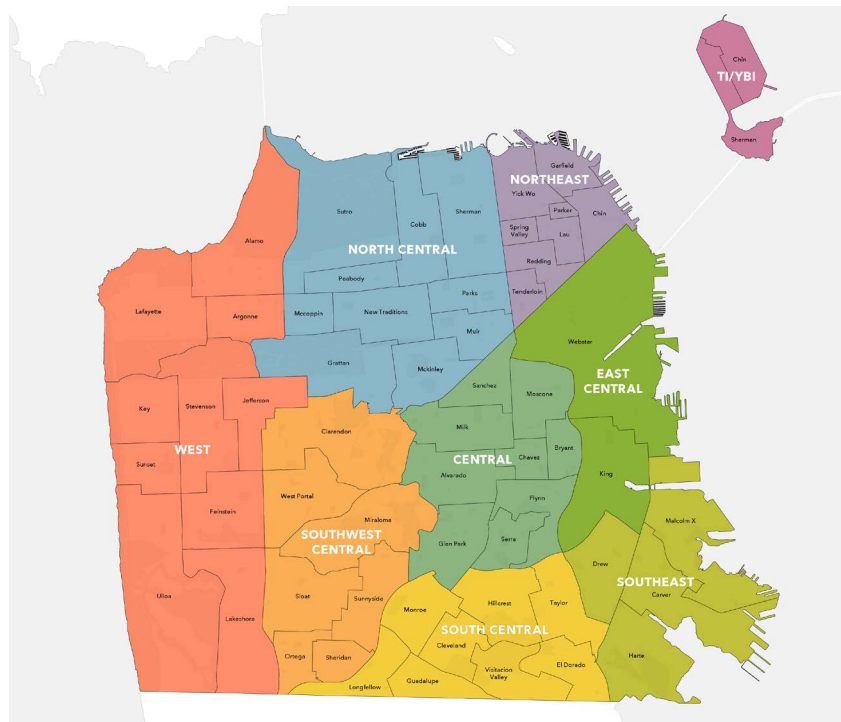
San Francisco's citywide choice policy and the observed school preferences seen in Figure 4 have led many SFUSD students to travel outside of their neighborhood for school. Figure 5 shows that around half of elementary school students travel more than one mile to school. One in four students travel more than two miles.

**Figure 5.** Home to school distance for K-5 SFUSD students



A 2017 Analysis by SFUSD divided San Francisco into nine regions and analyzed student travel across and within regions (Figure 6). The analysis found that 44% of K-5 students traveled outside of their home region to attend school. White students were least likely to travel outside of their region to attend elementary schools (37%), while Black students were most likely to travel (52%).

**Figure 6.** San Francisco regions used in 2017 SFUSD travel analysis



## FINDINGS FROM 2017 SFUSD TRAVEL ANALYSIS

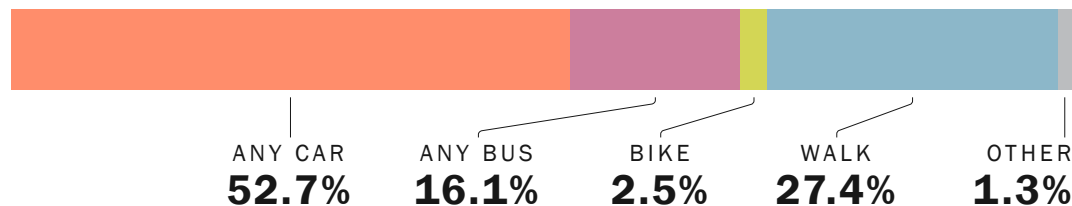
- In 2017, the Southwest Central and East Central regions had the highest percentage of elementary school students traveling into the region to attend school (58% each)
- The West region had significantly less inter-regional travel than other districts.
- Nearly 82% of K-5 students who live in the Southeast attended school in a different region, with more than 25% of students living in the southeast attending schools in the Central region.

**Table 1.** Interregional travel of SFUSD students (2017)

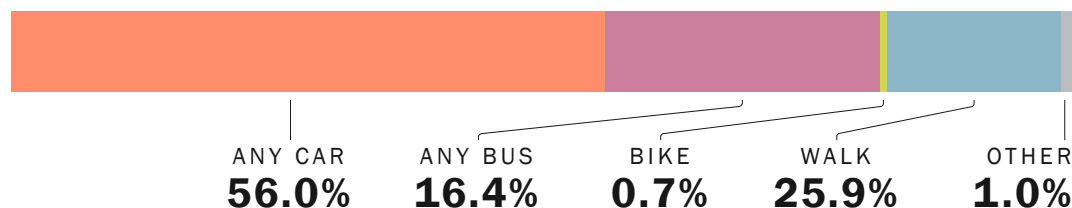
	STUDENTS ATTENDING SCHOOL IN REGION WHO LIVE ELSEWHERE	STUDENTS WHO LIVE IN REGION BUT ATTEND SCHOOL ELSEWHERE
<b>Central</b>	49%	37%
<b>East Central</b>	58%	64%
<b>North Central</b>	51%	27%
<b>Northeast</b>	41%	30%
<b>South Central</b>	28%	51%
<b>Southeast</b>	24%	82%
<b>Southwest Central</b>	58%	47%
<b>Treasure Island / Yerba Buena Island</b>	-	100%
<b>West</b>	33%	25%

Over 50% of SFUSD elementary school students in kindergarten and 5th grade travel to and from school by private car. Fifth grade students travel to school in very similar ways to kindergarten students.

**Figure 7.** Transportation mode share by SFUSD kindergarten students (2019)



**Figure 8.** Transportation mode share by SFUSD 5th grade students



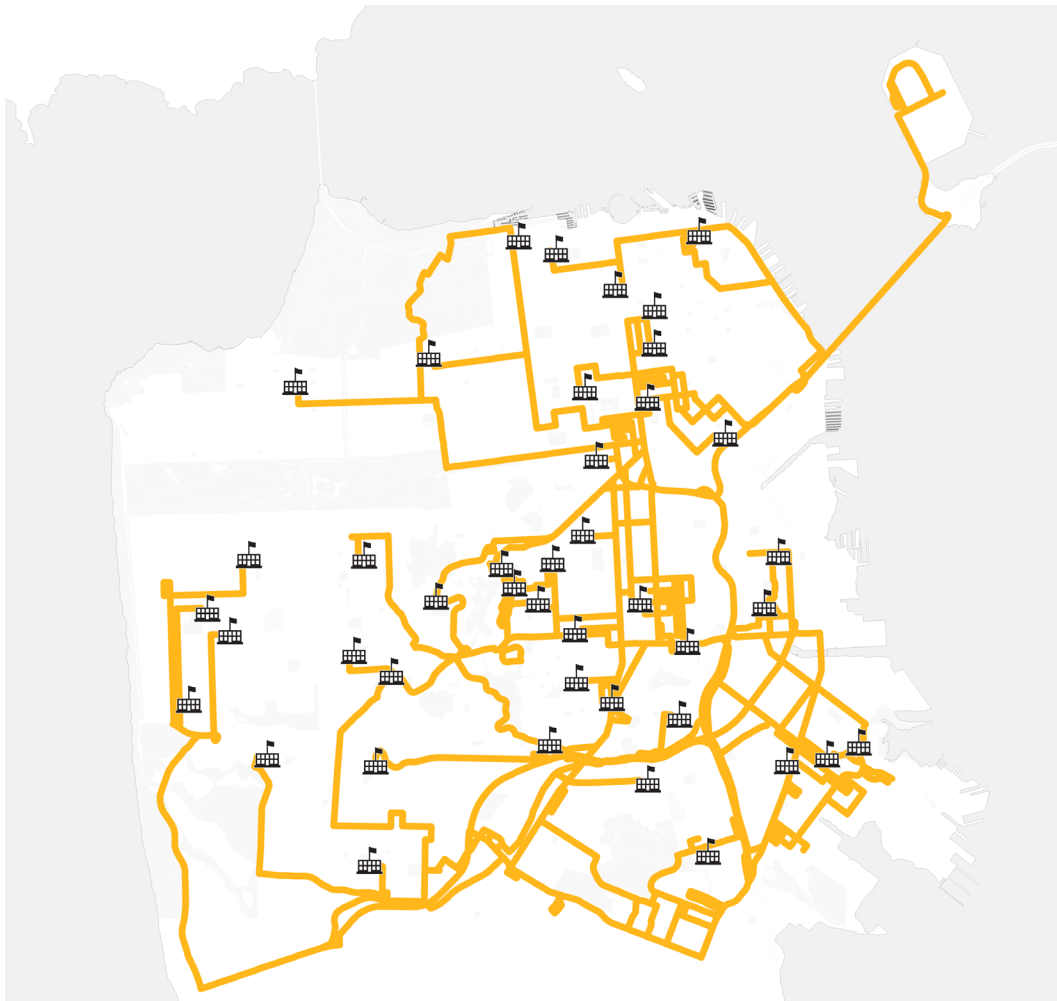


## Existing Programs to Facilitate Transportation

### YELLOW SCHOOL BUSES

SFUSD operates a fleet of vehicles with an approximate annual budget of \$30M. SFUSD is legally required to provide transportation to students who have transportation included in Individualized Educational Plans (IEPs). The majority of the department's budget funds 150 vehicles of various sizes used for IEP transportation. Remaining resources are dedicated to a fleet of 25 general education yellow school buses which serve 46 schools and approximately 2,000 students daily. More than 11,000 K-5 SFUSD students live more than a mile from school.

**Figure 9.** Map of SFUSD General Education Routes





Services align to SFUSD's General Education Transportation Policy<sup>1</sup> which prioritizes, among other things:

- Providing English Learners with access to language programs.
- Providing newcomers with access to newcomer programs.
- Providing low-income students living in areas of the city with the lowest average test scores with access to specialized schools and programs

SFUSD contracts with Zūm Transportation Services to operate the fleet. Zūm uses a unionized workforce and offers caregivers a mobile app where caregivers can view vehicle information and driver profiles as well as real-time bus locations. The app can notify caregivers when students are picked up or dropped off and allows caregivers to submit feedback.

## TRANSIT

### School Trippers

Muni's "school trippers" service provides extra afternoon buses on existing lines that begin their route at a school site, pick students up at the end of the school day, then continue along the route as normal. These provide capacity for the additional demand certain schools place on routes, leading to a less crowded trip for everyone. School tripper services currently serve only middle and high schools.

### Free Muni for Youth

The SFMTA has expanded the Free Muni for Low- and Moderate-Income Youth to all youth 18 years and younger, regardless of household income level. No application or proof of payment/Clipper card is required to ride Muni vehicles, with the exception of Cable Cars. Fares for regular service are waived for students enrolled in SFUSD's English Learner and Special Education Services programs through the age of 22.

### Muni Transit Assistant Program

The SFMTA's Muni Transit Assistant Program, (MTAP) trains members of the community in conflict resolution who then ride on specific routes with the purpose of diffusing and



<sup>1</sup> <https://go.boarddocs.com/ca/sfUSD/Board.nsf/goto?open&id=ALRLHC569513>

detering any conflicts, acts of vandalism, and who assist the bus operators as needed. The MTAP program is intended to function as workforce training, transitioning ambassadors to other roles within SFMTA after 2 – 3 years. Current MTAP staffing is concentrated on high schools.

### SAFE ROUTES TO SCHOOL

The Safe Routes to School (SRTS) program was created to help to make walking and bicycling to school safer and more accessible for children, including those with disabilities, and to increase the number of children who choose to walk, bicycle, take public transit, or ride in parental carpools. SRTS, currently implemented by SFMTA, includes a wide variety of programming including the crossing guard program, walk/roll to school week, bicycle education classes and more.



### COMMUNITY RESPONSES AND NON-PROFIT SOLUTIONS

#### Tenderloin Safe Passage

Tenderloin Safe Passage is a coalition of mothers, youth, seniors, volunteers, and service providers who are building a culture of safety under the umbrella of the Tenderloin Community Benefit District. The program provides training in personal safety skills, including situational awareness; clear communication; calm, respectful confidence; harm reduction and positive engagement. The program also seeks to provide a positive presence on the sidewalks and at intersections: greeting people, responding to emergencies, assisting in crosswalks, and reducing harmful activities by being present and welcoming. The program is funded through a variety of sources including philanthropic sources and San Francisco's Office of Economic and Workforce Development.

#### Mission Van Collaborative [defunct]

The Mission Van Collective was a program funded by the Department of Children, Youth, and their Families (DCYF) from 2002 to 2004. This program provided Mission District youth with van transportation to and from their after-school programs and on weekend field trips. The program was a collaborative effort of six Mission-based youth programs including Casa de los Jovenes, the Jamestown Community Center, Loco Bloco, Mission Girls Services, Mission Neighborhood Centers, and the Mission Science Workshop. The vans served approximately 400 youth per year between the ages 8 – 17.

## Guiding Policies

### SFUSD GENERAL EDUCATION TRANSPORTATION POLICY

Because of resource constraints, SFUSD is unable to accommodate all families who request transportation. Service is provided according to SFUSD's General Education Transportation Policy 5101.1<sup>1</sup> which requires, among other things, that resources be prioritized to:

- Support choice in school assignment as a tactic for creating diverse learning environments including transportation to racially isolated schools that have been historically under-enrolled
- Support equitable access to the range of opportunities offered to students including
  - » Providing access to language programs for English language learners
  - » Providing access to newcomer programs for newcomers
  - » Providing students living in densely populated attendance areas with reasonable access to schools in less densely populated areas of the city.
- Provide limited school bus transportation to support reasonable access for attendance area residents to their attendance areas school

### SFUSD ELEMENTARY SCHOOL ASSIGNMENT POLICY UPDATE

Because the school which a student attends changes the trip they must take to get there, school travel is closely tied to issues of school choice. Since 2010, SFUSD has operated under a citywide choice policy; students have been able to apply to and attend any school in San Francisco, regardless of the students' home location. This resulted in many long school commutes across neighborhoods.

In 2018, the Board of Education passed Resolution 189-25A1<sup>2</sup>, directing the district to transition to a zone-based choice policy. The new policy has three goals.

- **Diversity:** Create integrated elementary schools that provide students with the opportunity to experience the rich diversity of the city of San Francisco.
- **Predictability:** Offer families of elementary school students a high degree of predictability about where their children will be enrolled in school.

<sup>1</sup> <http://go.boarddocs.com/ca/sfUSD/Board.nsf/goto?open&id=ALRLHC569513>

<sup>2</sup> [https://www.boarddocs.com/ca/sfUSD/Board.nsf/files/B68VSV72D33E/\\$file/189-25A1%20Community%20Based%20SA%20System.pdf](https://www.boarddocs.com/ca/sfUSD/Board.nsf/files/B68VSV72D33E/$file/189-25A1%20Community%20Based%20SA%20System.pdf)

- **Proximity:** Create strong community connections to local schools and facilitate enrollment in an elementary school within a reasonable geographic distance.

The transition to a zone-based choice policy will affect the schools that students are eligible to apply to, and thus affect school commutes.

## National Context

Across the United States, yellow school buses are the dominant strategy employed to help caregivers and youth with the school commute, however the viability of yellow bus service is challenged in nearly all contexts.<sup>1</sup> A national driver shortage is threatening operator's ability to deliver service in the near-term, while structural challenges such as school choice programs, fuel costs, and school consolidation are increasing operating costs.

Facing challenges to traditional yellow bus services, some dense cities with robust public transportation networks are considering whether public transportation can play a larger role in the school commute. To reduce financial barriers to public transportation, some cities have developed and implemented reduced fare programs for students. San Francisco's Free Muni for All Youth program is one of the most comprehensive and user-friendly examples of such a policy.

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<sup>1</sup> [https://citiesandschools.berkeley.edu/reports/Beyond\\_the\\_Yellow\\_Bus.pdf](https://citiesandschools.berkeley.edu/reports/Beyond_the_Yellow_Bus.pdf)

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CHAPTER 3

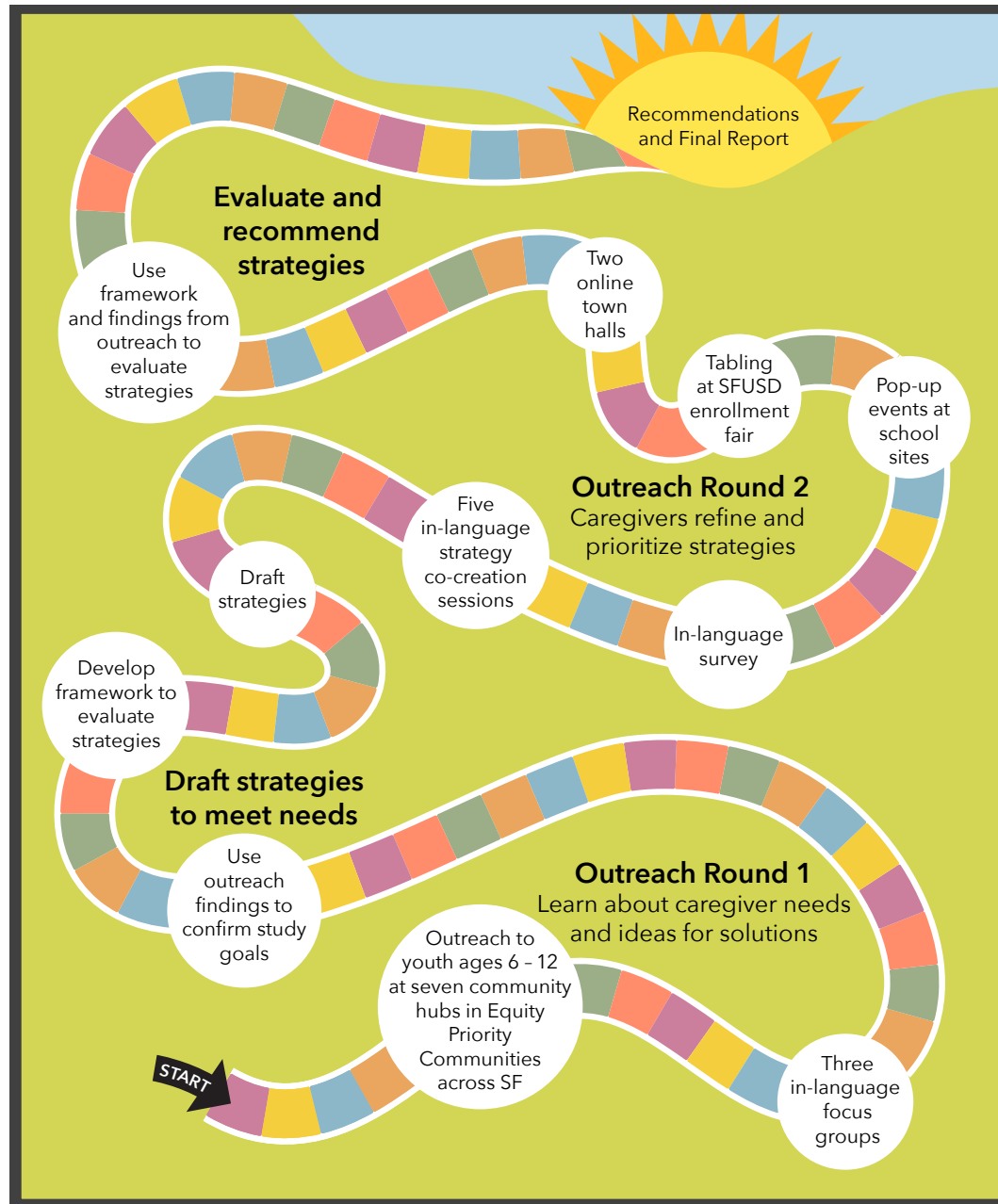
# Public Engagement

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## Study Approach

In order to develop useful, implementable solutions, San Francisco needs to ensure the voices of people most affected are at the forefront of solution design. The School Access Plan included extensive public engagement which informed all study tasks including goal definition and strategy development (Figure 10).

**Figure 10.** Study Process Graphic



## Who did we hear from?

### ROUND 1

The first round of outreach for the School Access Plan focused on hearing from students and caregivers about their transportation needs. Learnings were used to confirm study goals and develop a long list of draft strategies to address those needs (Chapter 4). The School Access Plan partnered with DCYF on outreach to youth ages 6 – 12 at seven Community Hubs<sup>1</sup> across San Francisco 's EPCs. Students participated in an art activity and were asked to draw the kind of transportation system they would like to use. Feedback was collected from students at the following Community Hubs:

- Boys and Girls Club of SF – Carver Elementary School (Bayview)
- Boys and Girls Club of SF – Tenderloin
- Cameron House (Chinatown)
- Chinatown YMCA
- City of Dreams (Bayview)
- Geneva Car Barn (Excelsior)
- HopeSF – Hunters View

Caregivers shared insight about transportation needs through a series of three in-language focus groups. Most participants were mothers, and many had more than one child in elementary school. Most participants used a car for their school trips.

**Table 2. Caregiver Focus Group Participant Profile**

NEIGHBORHOODS	LANGUAGE	PARTICIPANTS
Bayview, Tenderloin, Ingleside, Bernal Heights	Spanish	5
Vis Valley, Bayview, Ingleside, Outer Mission, Tenderloin	Cantonese	10
Bayview Hunters-Point Vis Valley, Outer Mission	English	6
<b>Total Participants</b>		<b>21</b>

### ROUND 2

The second round of outreach included workshops or “co-creation sessions” in which caregivers were asked to help refine and prioritize draft strategies. Participants were recruited from communities most impacted by inequitable K–5 school access in San Francisco including Black, Pacific Islander, Latinx, Chinese, and low-income caretakers, who live in key areas such as Bayview-Hunters Point, Chinatown, Outer Mission, Tenderloin and Visitation Valley. Only a subset of draft School Access Plan Strategies were brought to co-creation workshops with caregivers, as described in Chapter 4.

<sup>1</sup> <https://www.dcyf.org/chicasestudy>



**Table 3. Co-creation workshop participants**

TOTAL PARTICIPANTS	HOUSEHOLD INCOME	RACE (SELECT ALL THAT APPLY)
35	Less Than \$20,000: 12	Black descended or African American: 4
	\$20,000 To \$49,999: 15	East Asian: 8
	\$50,000 To \$99,999: 2	Southeast Asian: 1
	\$100,000 To \$149,999: 3	Hispanic: 6
	\$150,000 To \$199,999: 1	Meztizo: 1
	Over \$250,000: 1	Caucasian: 2
		Native American: 1
		Native American/Pacific Islander: 1
		Prefer Not to Say: 14

To gather input from a larger caregiver community, the Plan included a survey which caregivers could complete online or on paper. The survey was available in English, Spanish, Chinese, and Filipino. It was promoted through direct emails to all SFUSD families via SFUSD's newsletter, to community-based organizations, to parent advisory groups, and through ad placements in the San Francisco Bay View newspaper. SFCTA staff promoted the survey in-person at five pop-up events at school sites and at SFUSD's annual elementary school enrollment fair.

In total, the survey had 366 responses – 288 in English, 43 in Chinese, and 35 in Spanish. The majority of respondents (75%) identified as female and most respondents (62%) had more than one child attending school in San Francisco. Respondent home locations roughly matched the distribution of SFSUD's elementary school aged population shown in Figure 3. Twenty-two percent of respondents reported that their annual household income was less than \$50,000 and 22% reported that their annual household income was over \$250,000. Fourteen percent of respondents indicated that they prefer not to share their income. Most survey respondents (58%) typically have access to a car and an additional 22% sometimes have access to a car.

White respondents were overrepresented in the survey (42%). Sixteen percent of respondents identified as East Asian, 6% as South Asian, and 5% identify as Black descended or African American. Ten percent of respondents shared that they were of two or more races.

### THE SCHOOL COMMUTE IS OFTEN FACILITATED BY WOMEN

A clear majority of School Access Plan survey responses, focus groups interest, and co-creation participants were women, suggesting that school transportation responsibilities in San Francisco are often the responsibility of female identifying caregivers. A growing body of research recognizes women can have unique travel needs which should be explicitly considered.<sup>1</sup> This reality was reflected clearly in outreach findings where participants shared concerns about personal safety when traveling, especially on transit. SFTMA's Safety Equity Initiative<sup>2</sup> is an ongoing effort to create a safer environment for all Muni riders and SFMTA staff with a special focus on combating gender-based harassment and violence.

<sup>1</sup> [http://libraryarchives.metro.net/DB\\_Attachments/2019-0294/UnderstandingHowWomenTravel\\_FullReport\\_FINAL.pdf](http://libraryarchives.metro.net/DB_Attachments/2019-0294/UnderstandingHowWomenTravel_FullReport_FINAL.pdf)

<sup>2</sup> <https://www.sfmta.com/projects/safety-equity-initiative>



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## What Did We Learn?

### ROUND 1

The intent of the first round of outreach was to confirm needs and inform strategy development. Caregivers shared that school pickup and drop-off is often a chaotic and stressful undertaking, especially for families with more than one school-aged child. Many participants named the lack of safety, particularly for non-vehicular options, as a major challenge. Caregivers were concerned about injuries that can occur from traffic violence (unsafe driving) and about personal safety, especially on transit. Caregivers discussed challenges to riding Muni including unreliable and long trips, transfers, and crowded buses. Caregivers who drive shared that traffic is a common challenge.

When asked what kinds of solutions they were interested in, caregivers saw value in increasing the availability of yellow school buses but shared an appetite for a multi-pronged approach which prioritizes safety, affordability, and improved communication between caregivers, the city, and SFUSD. Caregivers wanted to prioritize strategies which are quick to implement and have lasting impacts. Caregivers also shared about the need for continued, multilingual engagement through the project development and implementation phases of recommendations.

### ROUND 2

The second round of outreach consisted of strategy co-creation workshops and a survey. Learnings from the second round were used to shape, evaluate, and prioritize strategies. Chapter 4 identifies how findings from Round 2 shaped strategies. Detailed Summary Reports of the co-creation workshops and the Survey are available by request.

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CHAPTER 4

# Strategy Development and Evaluation

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## Draft Strategies

The School Access Plan developed strategies to support easy, safe, and sustainable school travel for K-5 youth, especially those who need to take trips that are beyond easy walking or biking distance. Based on learnings from the first round of public engagement (Chapter 3), strategies were developed in four categories:

- **Improved Transportation Options:** Strategies that increase transportation options to and from school and after-school activities.
- **Safety:** Strategies which ensure that school travel is safe for students and caregivers.
- **Affordability:** Strategies which lower the cost of transportation for students and caregivers, especially for vulnerable groups.
- **Communication and Information:** Strategies that expand access to information about transportation options and create opportunities for dialogue amongst caregivers, SFUSD and city transportation officials.

For each draft strategy, an implementation timeline and high-level cost estimate were developed. Potential funding sources were identified, alongside likely challenges to program success, and synergy with other strategies. Together this information was used to evaluate strategies and identify promising interventions to improve school transportation. Timeline and cost ranges for individual strategies could vary significantly depending on how the strategy is implemented. For the purposes of initial development and evaluation, strategies were divided into three cost ranges (\$: less than \$100k, \$\$: \$100 – 250K, and \$\$\$: 250K+) and three implementation timelines (short-term: 1 – 2 years, medium-term: 2 – 4 years, and long-term: 5+ years) More detailed estimates were developed for recommended strategies (Chapter 6).

### IMPROVED TRANSPORTATION OPTIONS

Improved transportation options expand existing services or introduce new ways to get students to and from school. These services and programs provide more mobility options for students with limited options today and could reduce the number of single-occupancy vehicle trips to and from school. Strategies in this category include carpool coordination, shuttles, aftercare programs, and an electric bicycle lending library.

#### Carpool Coordination

##### \$\$ – Short Term

Carpools can reduce the number of single-occupancy vehicle trips to and from schools and congestion in school pickup and drop-off zones. They can reduce the burden on caregivers by reducing the frequency each individual is responsible for the school commute. Carpools could be implemented in several ways. For example, they could be

coordinated directly by SFUSD or agency staff, organized by caregivers, or coordinated through a third-party matching service.

Participants in focus groups were open to carpool solutions but shared that trust could be a barrier to successful implementation, as some don't have strong relationships with others at their school site after pandemic induced remote learning. The strategy may not work for caregivers who don't always have access to a car (42% of survey respondents).

## Shuttles

### \$\$\$ – Medium Term

Shuttles have been of consistent interest to community members and were recommended for further exploration by the SFCTA's 2016 Child Transportation Survey<sup>1</sup>. During co-creation workshops caregivers identified a number of features which they said should be included in a school serving shuttle including consistent routes, consistent drivers, and comprehensive driver training. Caregivers strongly preferred that the shuttle be operated by a non-profit, and many suggested that the shuttle be free. Although less critical to a shuttle program's success, caregivers in co-creation workshops also wanted a program to include real-time tracking, an adult assistant, and on-board cameras.

Survey respondents were very supportive of a shuttle program, with 70% of respondents sharing that they either absolutely or may use a shuttle. Most survey respondents (57%) said they would be willing to pay between \$1 and \$25 per week for shuttle service. Respondents with higher incomes were generally willing to pay more per week than respondents with lower incomes.

## Aftercare Programs

### \$\$ – Medium Term

Aftercare programs provide care for students after school hours at the school site or other community center. Although not a traditional transportation strategy, the School Access Plan considered whether improving access to such programs could improve the school commute by allowing caregivers more flexibility around pickup or drop-off timing.

About half of survey respondents shared that their child is already enrolled in before- or after-care programs, while 36% shared that they may or absolutely would enroll if programs were available. Though caregivers indicated they would use before-school and after-school programs, programs would be unlikely to change the way that respondents travel to and from school. About two-thirds (68%) of respondents indicated that they would travel in the same way that they do now if their child was enrolled in an aftercare program.

<sup>1</sup> [https://www.sfcta.org/sites/default/files/2019-03/Child\\_Transportation\\_FINAL.pdf](https://www.sfcta.org/sites/default/files/2019-03/Child_Transportation_FINAL.pdf)

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### Electric Bicycle Lending Library

#### \$\$\$ – Medium Term

An electric bike lending library would lend motorized bicycles to caregivers. Bicycles would be ridden by the caregiver while children would ride as passengers. In the 2016 child transportation survey, caregivers who biked had a high satisfaction level with their school commute compared to those who traveled other ways, however bicycles are not often considered good tools for long or hilly trips. The recent advent of electric bicycles has opened the possibility that this sustainable travel option could serve many more trips. By creating an electric bicycle lending library, San Francisco could reduce barriers for caregivers to access this transportation option.

In co-creation sessions, caregivers shared that this strategy would work best if bicycles could be checked out for long periods of time – for example a full semester. Caregivers shared that bicycle pickup should be located near schools, and that bicycles should be able to carry multiple children. In the survey, co-creation sessions, and focus groups, community members expressed concern about dangerous drivers and inadequate bicycle infrastructure. Forty percent of survey respondents indicated that they would not be comfortable with their child riding in the passenger seat of an electric bicycle, while 24% said that they would feel very comfortable.

### SAFETY STRATEGIES

Four strategies were developed specifically to increase the safety and comfort of students traveling to and from school. Strategies in this category include: Muni transit ambassadors, infrastructure safety improvements, pickup and drop-off zone guidance, and transit trainings.

#### Muni Transit Ambassadors

##### \$\$\$ – Medium Term

The Muni Transit Assistance Program (MTAP) deploys trained transit ambassadors on vehicles to defuse conflicts, prevent acts of vandalism, and assist bus operators. SFMTA hires ambassadors who have deep ties to San Francisco neighborhoods to increase feelings of community comfort. Ambassadors are currently deployed primarily on routes that serve middle and high schools. To increase safety for young students who ride Muni to school, the MTAP program could be expanded or re-oriented to prioritize stationing ambassadors on elementary school serving routes.

Caregivers in focus groups shared concerns about public transit which ambassadors could help address, including messy buses and conflicts between riders. Although a relatively small portion of caregivers take their students to school on Muni (16% of survey respondents), 37% of respondents said that it would make their school trip safer, suggesting that some caregivers may ride Muni more often if ambassadors were present.

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## Infrastructure Safety Improvements

### \$\$\$ – Long Term

Infrastructure safety around schools is meant to keep students and caregivers safe from conflicts with motor vehicles. SFMTA's school engineering program has a goal to construct one speed hump at every school in San Francisco and currently constructs approximately 20 per year. The program also conducts "walk audits" which bring agency staff, school administrators, and caregivers together to assess barriers to safe travel and identify infrastructure needed to support safety near an individual school site. SFMTA currently conducts approximately five walk audits per year. This strategy would expand SFMTA's existing walk audit program to serve additional schools.

Most survey respondents (52%) shared that infrastructure safety improvements would make their trip safer. Respondents shared that they are most interested in sidewalk improvements and protected bike lanes and intersections.

## Pickup and Drop-off Zone Guidance

### \$ – Short-Term

Currently, pickup and drop-off zone policies are developed by individual school sites. This strategy would develop guidance for school sites about best practices for loading zone management including information about support SFMTA is able to provide such as colored curb changes or parking enforcement. Guidance would also be developed for caregivers about expected behaviors and norms at their school site.

Focus group participants shared that traffic at pickup and drop-off is a common challenge and many survey respondents indicated that guidance would make their trip safer (46%). Respondents with an annual household income between \$20,000 and \$49,999 had the highest share of respondents report that guidance would make their school trip safer (59%).

## Transit Trainings

### \$ – Short-Term

Travel training is a tool that could be used to help inexperienced transit riders feel safe and comfortable using public transit for their school trip. Transit training could be offered to either caregivers or young students and cover a variety of topics, including how to board Muni buses, how to read maps, personal safety on transit, and fare programs like Free Muni for All Youth, Lifeline, and Clipper. Training could be one-time or recurring events. Events could take place at school sites as part of Safe Routes to School programming.

In focus groups, youth shared stories about feeling unsafe on buses. Caregivers shared stories of young students getting stuck in bus doors and having trouble boarding. Caregivers in co-creation sessions suggested that training would be more beneficial to students than to adults. Many reinforced that they would be unlikely to allow K-5

students to ride public transit alone but shared that training could improve feelings of safety when they accompany their students on Muni.

## **AFFORDABILITY STRATEGIES**

The School Access Plan developed a set of strategies meant to improve the affordability of school transportation including improving the awareness of existing fare programs, expanding discounted fare programs, and offering stipends for school travel to caregivers.

### **Expand Discount Fare Programs**

#### **\$\$\$ – Medium Term**

Existing discounted fare programs, including Muni Lifeline and Clipper START, provide discounts to eligible caregivers but not all caregivers. Free Muni for All Youth allows students to ride for free, but many caregivers do not feel comfortable with their student riding transit on their own. Discounted fare programs could be expanded to reduce the monetary barrier for caregivers of K-5 students to ride Muni to school with their students. This strategy would provide free Muni trips to caregivers who accompany a student on transit to or from school.

When asked why the school trip is stressful, 21% of caregivers shared that the cost of the trip creates stress. More caregivers cited long trips (53%), inconvenient timing (49%), safety (25%), and “other” (30%) reasons for the school trip being stressful. Among income groups, respondents with annual household incomes below \$20,000 had the highest share of concerns about the cost of traveling to school (26%). When asked whether the cost of Muni is a barrier to using Muni for the school trip, 71% of caregivers reported that either Muni isn’t an option for them regardless of cost, or that paying the fare is not a problem for them. The share of caregivers who reported that cost was a barrier to using Muni was higher for caregivers with lower incomes.

### **Discount Fare Program Awareness**

#### **\$ – Short-Term**

Several discounted fare programs exist for vulnerable caregivers and students, however, not all caregivers are aware of these programs. SFUSD and SFMTA could coordinate to increase awareness of existing discount programs amongst caregivers and students by developing and distributing informational materials through the school admissions or orientation sessions. Existing discounted fare programs include Free Muni for All Youth, the Muni Lifeline Program, and Free Muni for Seniors Program.

Survey respondents who indicated that the cost of Muni was a barrier to riding were asked about their awareness of the Muni Lifeline pass program. 28% of respondents shared that they were unaware of the Lifeline program. 19% had some knowledge of the pass but requested more information.

### School Travel Stipends

#### \$\$\$ – Medium-Term

In some cases, students may not be able to afford transportation and may not be served by SFUSD's general education transportation or Muni. Some of San Francisco's peer cities have developed temporary stipend programs for students in these circumstances. A school travel stipend could cover a variety of transportation costs, including gas or maintenance of a personal vehicle, transit fares, shared ride fares, or shared bicycle or scooter trips.

Most survey respondents shared they would spend extra funds for school transportation on gas or maintenance for their own vehicle (41%) or on travel costs for the bus or train (20%).

## COMMUNICATION AND INFORMATION

Clear communication and information are essential to spread awareness about school transportation options and build trust between the district, schools, and caregivers. The need to improve communication was frequently voiced by caregivers during public engagement. Strategies to address this need include implementing a transportation safety advisory group and identifying transportation coordinators.

### Transportation Safety Advisory Group

#### \$\$ – Near Term

SFUSD could create a Transportation and Safety Group that creates a space for caregivers to provide ongoing feedback to transportation and school officials about transportation issues. This strategy could be implemented as a district-wide committee similar to SFUSD's thirteen existing advisory councils, or at each school site.

Caregivers in focus groups emphasized that any groups created should include in-language access to enable participation from caregivers who don't speak English. Survey respondents with lower incomes were more likely to report that they would use a transportation advisory group than respondents with higher annual incomes.

### Transportation Coordinators

#### \$\$ – Near Term

A Transportation Coordinator is an individual or individuals who could help to facilitate school and aftercare transportation coordination with caregivers, ideally in-language. The Transportation Coordinator role could exist within the district and/or at school sites.

Caregivers in co-creation workshops expressed a preference for transportation coordinators at school sites, rather than centralized at the district. Survey respondents with an annual household income of less than \$20,000 had the largest share of



responses that were very interested in transportation coordinators (35%), while respondents with an annual household income of more than \$250,000 had the smallest share of responses that were very interested in this strategy (7%).

## Evaluation Methodology

In order to identify promising strategies the School Access Plan developed and applied an evaluation framework to draft strategies. The framework measured strategy performance across six objectives.

- 1. Transportation Benefits:** Improve quality and availability of transportation options to school and afterschool activities, especially for vulnerable caregivers and students.
- 2. Safety:** Ensure school-related transportation options are safe.
- 3. Climate:** Reduce greenhouse gas emissions, localized congestion, and air pollution around school sites.
- 4. Community:** Address the community's school access needs, especially for vulnerable caregivers and students.
- 5. Financial:** Maximize cost effectiveness and leverage existing resources.
- 6. Implementation:** Prioritize strategies that can be implemented quickly with lasting effects.

Most objectives are composed of multiple metrics, shown below. See Appendix A, available on request, for the full evaluation framework and results.

### TRANSPORTATION BENEFITS

#### Availability

Strategies that increase the number of available mobility options to school and afterschool activities score well.

#### Quality

Strategies that increase the frequency and reliability of mobility options to school and afterschool activities score well.

#### Affordability

Strategies that increase the affordability of mobility options to school and afterschool activities, especially for vulnerable caregivers and students score well.

#### Number of beneficiaries

Improvements that benefit many people are preferred to those that benefit few.

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## SAFETY CRITERIA

### Personal security

Strategies which address caregivers and students need for improved personal safety score well.

### Infrastructure safety

Infrastructure plays a key role in a student's safety traveling to/from school. Mobility options which protect students from traffic violence score well.

## CLIMATE CRITERIA

### Mode split

Mode split directly influences greenhouse gas emissions and air pollution around school sites. Single-occupancy vehicles cause congestion and emit more pollutants per person. Strategies that carry more than one student are encouraged.

## COMMUNITY CRITERIA

### Community support

Input from co-creation sessions and the project survey are used to measure community support, accounting for cultural, practical, and financial challenges to success voiced by caregivers.

### Serves Priority Populations

Strategies score well if they benefit Equity Priority Communities or low-income families.

## FINANCIAL CRITERIA

### Cost

Is the overall cost within a range that can realistically be funded with available sources

### Cost per beneficiary

The likely range of strategy beneficiaries is compared to the cost of a program. If a program's total cost is low, but it serves few caregivers it might still have a high cost per user. Similarly, even though a program's total cost is high, if it reaches many people, it might still have a low cost per beneficiary.

### Funding availability and financial sustainability

To the degree possible, strategies and related projects should have stable sources of funding. In the case of pilot or demonstration projects, there should be reasonable likelihood of continued funding for operations. It is recognized that continued funding can never be guaranteed, as it is subject to budget processes, as well as decisions and priorities of funders.

## IMPLEMENTATION CRITERIA

### Implementation time-frame

Strategies that can be implemented in the near term are preferred, as long as they are also sustainable.

### Phasing

Strategies which can be implemented in phases score well

### Coordination

Strategies which create opportunities for constructive coordination across agencies and resource leveraging score well.

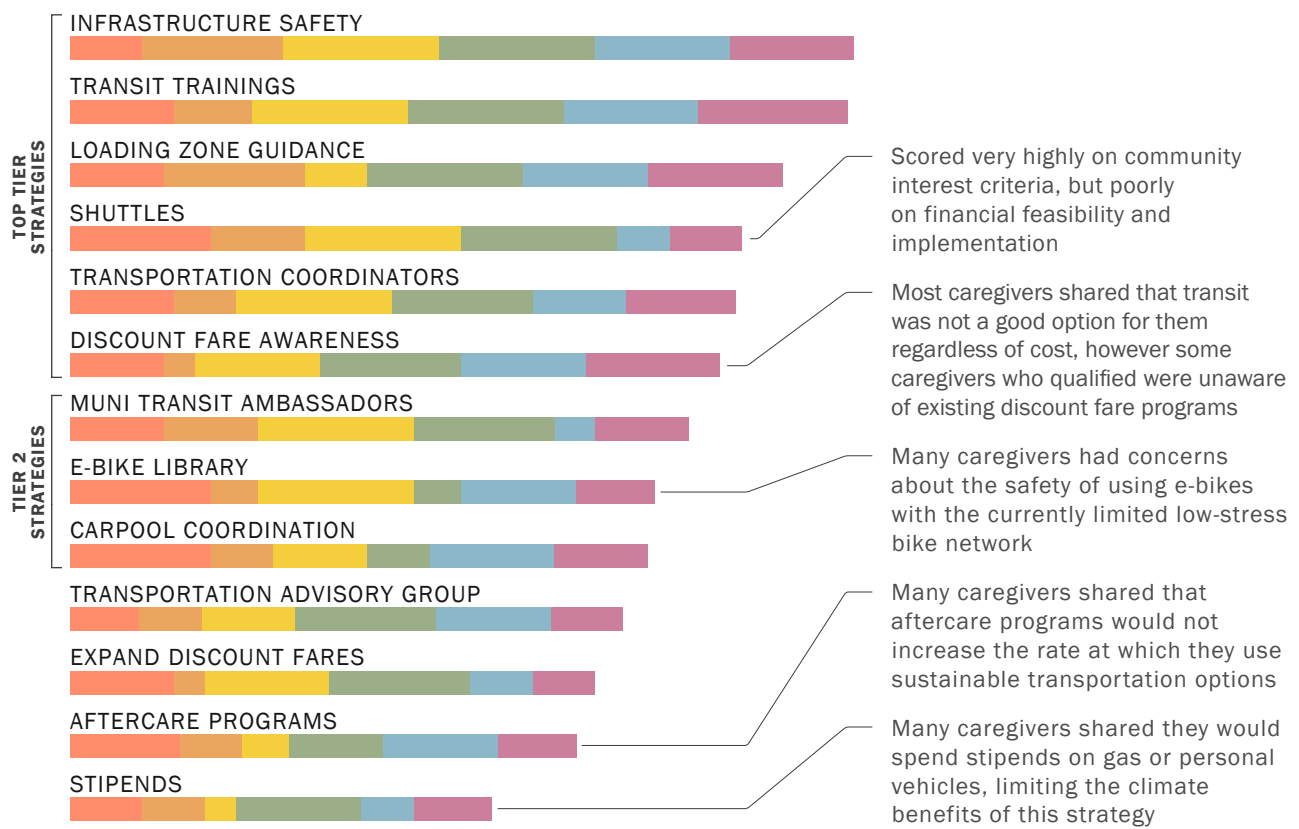
### Project champion

Support from a potential project sponsor ("champion") will be critical to successful implementation. This includes support from lead and supporting entities, which may take the form of formal endorsement by organizations and individuals, support by elected governing bodies, and connections to adopted plans to carry out the strategy.

## Evaluation Results

**Figure 11. Strategy Evaluation Results**

TRANSPORTATION SAFETY CLIMATE COMMUNITY FINANCIAL IMPLEMENTATION



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CHAPTER 5

# Recommendations and Next Steps

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## Tier 1 Strategies

Based on the strategy evaluation in Figure 11, the School Access Plan identified six high performing strategies, including shuttles, infrastructure safety improvements, pickup and drop-off zone guidance, transit trainings, existing fare program awareness, and transportation coordinators.

### INFRASTRUCTURE SAFETY IMPROVEMENTS

SFMTA should continue to implement infrastructure safety improvements around school sites and should expand its Schools Engineering Program to conduct additional walk audits which bring agency staff, school administrators, and caregivers together to assess barriers to safe travel and identify needed improvements. The current walk-audits program conducts 5 audits per year with an annual budget of approximately \$280,000. Program costs scale approximately linearly, thus expanding the program to serve 20 schools per year would require a budget of approximately \$1,000,000. SFMTA would need to add staff capacity to the schools engineering team to accommodate more than 10 walk audits per year.

**Next Steps:** The SFCTA and SFMTA should coordinate to increase resources and staff capacity to execute an expanded walk audits program. The agencies should develop a methodology for prioritizing school sites for an expanded program which considers demonstrated safety challenges, the extent to which the school serves students from Equity Priority Communities, and whether the school site has had recent infrastructure safety investments. A combination of local funding sources could be directed to the program including Proposition L and the TNC Tax. Longer-term, higher-cost engineering treatments recommended as part of the walk audit program may be installed as part of larger capital projects or separate programmatic improvement initiatives which could be funded through a combination of One Bay Area Grant Program, Proposition AA, Proposition L, General Obligation Bonds, and Safe Routes to BART for schools near BART. The SFCTA should also demonstrate an approach to school-centered network safety analysis through the upcoming Mission Bay School Access Study.<sup>1</sup>

### TRANSIT TRAININGS

SFMTA, together with SFUSD, should conduct transit trainings for youth to help young people feel comfortable riding transit and to cultivate the next generation of transit riders. SFUSD's Safe Routes to School Coordinator (a position funded through SFMTA's SRTS program) should build on SFMTA's previous experience with the "Step Up" education program to develop a field-trip curriculum for elementary school aged students which educators can use to teach youth the basics about riding transit safely. The curriculum could be designed as a stand-alone trip, or with lessons that can be built into existing SFUSD field trips which use transit.

<sup>1</sup> [https://www.sfcta.org/sites/default/files/2023-02/SFCTA\\_CAC\\_PropKGroupedAllocationsMEMO\\_2023-02-22.pdf](https://www.sfcta.org/sites/default/files/2023-02/SFCTA_CAC_PropKGroupedAllocationsMEMO_2023-02-22.pdf)

**Next Steps:** The SFMTA-funded Safe Routes to School Coordinator should incorporate transit training development into the work plan for upcoming SRTS grant applications. Once the curriculum is developed, the SRTS program should include information about curriculum availability in outreach to educators at school sites. SFUSD can also identify areas that transit trainings can be integrated into school activities. Curriculum development is estimated to cost less than \$100,000 and should be integrated into the scope of the existing SRTS program.

### **PICKUP AND DROP-OFF ZONE GUIDANCE**

Pickup and drop-off policies are currently developed ad-hoc by individual school sites. City agencies guide policies in several ways: The San Francisco Planning Department requires new schools and childcare facilities to develop a Pickup and Drop-Off Management Plan.<sup>1</sup> SFMTA and SFUSD staff have regular meetings to discuss emergent loading issues at specific school sites. San Francisco schools, however, would benefit from a more consistent process which ensures pickup and drop-off management plans are informed by best practices and guided by increased collaboration between SFMTA and school site administrators.

**Next Steps:** SFMTA and SFUSD should build on existing processes to ensure school administrators are able to implement effective and safe loading zones. This process should begin with SFMTA developing (or updating as necessary) two sets of informational materials. The first should describe best practices for loading zone management for an audience of school site administrators. Materials should describe what services the SFMTA is available to provide, for example curb painting and parking enforcement. The second set of informational materials should be designed for caregivers and should communicate expected behaviors and norms at school pickup and drop-off. These communication materials should be made available to school sites who can then distribute them to caregivers as needed. Materials development is estimated to cost less than \$100,000 and should be included in the existing Schools Engineering Program. Site-specific loading zone management policies should be developed through the walk-audit program and should include a caregiver communications strategy. The implementation of effective and safe loading zones will require ongoing commitment from school sites who manage loading zones on a day-to-day basis.

### **SHUTTLES – YELLOW SCHOOL BUSES AND NON-PROFIT SOLUTIONS**

Shuttle based strategies are very popular with community members across income levels, home locations, and racial groups. Many caregivers shared that shuttles could be a transformative transportation option and would work best with a variety of supplemental features including consistent routes and consistent drivers, real-time tracking, an extra adult assistant, and on-board cameras. Unfortunately, opportunities

<sup>1</sup> [https://sfplanning.org/sites/default/files/forms/SchoolChildcareManagementPlan\\_SupplementalApplication.pdf](https://sfplanning.org/sites/default/files/forms/SchoolChildcareManagementPlan_SupplementalApplication.pdf)

to develop new community shuttles are limited. Shuttle programs are expensive to implement, and few sources of ongoing operational funding exist. Though caregivers did express a willingness to pay for a shuttle, the cost of such programs far exceeds the revenues that could be generated from fare collection.

Because of significant constraints to implementation, the School Access Plan does not recommend City agencies develop new youth-serving shuttle systems at this time. Instead, the plan recommends three ways the City can respond to the strong community interest in shuttle strategies:

1. San Francisco should consider ways to fund an expansion of SFUSD's existing yellow school bus operations. SFUSD's bus service includes many of the features caregivers want in a shuttle service including consistent routes and drivers and real time tracking. The coming years will be an especially appropriate time to consider yellow school bus service expansion because SFUSD will be transitioning from the current citywide choice policy to a zone-based choice policy for students entering elementary school in the 2026-27 school year.<sup>1</sup> As the zone-based policy is implemented, SFUSD will be faced with the difficult challenge of reconfiguring bus routes to serve altered transportation patterns while maintaining services for students who enrolled under the legacy citywide choice policy and depend on current routes. Service expansion will help SFUSD serve both new trips and matriculating students during the years following the policy update.

**Next Steps:** SFUSD should coordinate with city transportation agencies to study and quantify the need for yellow school buses among priority populations in San Francisco, then define incremental service expansion opportunities. The California State Legislature has shown interest in recent years in expanding funding for school transportation. For example, State Assembly Bill 181 (AB181)<sup>2</sup> – the Home to School Transportation Reimbursement Program passed in 2022 – reimburses school districts with qualifying transportation plans a portion of their transportation expenses. SFUSD should pursue AB181 funding and the SFCTA should consider positions on school transportation related bills during upcoming legislative sessions. City agencies should collaborate with SFUSD to pursue funding opportunities as they arise.

<sup>1</sup> <https://www.sfusd.edu/schools/enroll/student-assignment-policy/student-assignment-changes/march-2023-update>

<sup>2</sup> <https://www.cde.ca.gov/ls/tn/tr/>

### ONE YELLOW SCHOOL BUS EXPANSION SCENARIO

**Context:** During the school year 2010 - 2011 SFUSD reduced the transportation budget by 44%, reducing the General Education bus fleet from 44 to 25 buses. In 2022, those 25 buses served 46 schools and approximately 2,000 students daily with a budget of \$4.1M. In 2022, more than 6,500 SFUSD students had school commutes longer than two miles, meaning that existing yellow school bus service was able to serve fewer than one third of students with long commutes.

**Expansion:** For an annual budget of approximately \$8.6M (\$4.5M increase<sup>1</sup>), SFUSD estimates they could operate 19 additional school buses, returning the fleet to the same size as 2010. The expanded fleet could serve 1520 new students, a 76% increase. The expanded budget would also fund two full-time positions within the SFUSD's transportation department to manage the expanded fleet. Expanded services would need to align to SFUSD's board adopted General Education Transportation Policy,<sup>2</sup> and would take approximately two years to implement. There currently no identified source of funding for such a service expansion, nor is this scenario recommended in any adopted plans. It is meant to be illustrative and describe one possible service expansion.

2. The Department of Children, Youth, and their Families (DCYF) should consider funding nonprofits to provide transportation for students to aftercare activities. DCYF has funded shuttle programs in the past, including the former Mission Van Collaborative (See Chapter 2). DCYF is currently updating their agency Services Allocation Plan which will describe goals, priorities, and approaches for the agency's upcoming 5-year funding cycle. Following the Services Allocation Plan, DCYF will release a Request for Proposals (RFP) inviting non-profit organizations to apply for funds and provide the services described.

**Next Steps:** DCYF should recognize the need for safe and sustainable youth-focused transportation in their Services Allocation Plan and reserve funds for transportation programs. Following RFP awards, DCYF should issue a Notice of Funding Availability to solicit proposals from non-profits interested in providing transportation which supports aftercare programs.

<sup>1</sup> Includes expected and contractual year-over-year cost increases

<sup>2</sup> <https://go.boarddocs.com/ca/sfusd/Board.nsf/goto?open&id=ALRLHC569513>



3. Where community shuttles are being developed or piloted, operators should consider including trips to school or aftercare activities for K-5 youth in service plans.

**Next steps:** The demand responsive shuttle currently being piloted in District 10<sup>1</sup> and ongoing planning for an on-demand microtransit shuttle in District 4<sup>2</sup> should consider including youth-focused trips to their service plans.

## TRANSPORTATION COORDINATORS

A Transportation Coordinator is an individual or individuals who could help to facilitate school and aftercare transportation, ideally in-language. The Transportation Coordinator role could exist at either the school district level or at school-specific sites and could be responsible for a variety of activities such as:

- Developing informational materials that describe school transportation options and resources
- Consulting with caregivers about school transportation through one-on-one calls or in-person meetings
- Helping students and caregivers plan school trips
- Coordinating carpools
- Coordinating bus pools by pairing/grouping students to ride transit together
- Distributing pickup and drop-off guidance
- Helping caregivers enroll in Muni Lifeline and other discount fare programs
- Helping organize community engagement for SFMTA walk audits
- Monitoring caregiver travel choices and assisting with research into the effectiveness of existing transportation programs

**Next steps:** The school Access Plan identified two pathways for implementing transportation coordinators:

1. Enrollment counselors in SFUSD's Educational Placement Center are often the key point-of-contact for families enrolling in a new school, especially newcomer families. Enrollment counselors do not have the capacity to take on significant new transportation coordination responsibilities, but counselors do currently consult with

<sup>1</sup> [https://www.sfmta.com/sites/default/files/reports-and-documents/2022/04/5-5-22\\_cac\\_item\\_9\\_our\\_community\\_our\\_shuttle\\_program\\_slide\\_presentation.pdf](https://www.sfmta.com/sites/default/files/reports-and-documents/2022/04/5-5-22_cac_item_9_our_community_our_shuttle_program_slide_presentation.pdf)

<sup>2</sup> <https://www.sfcta.org/projects/district-4-microtransit-business-plan>

enrolling families on an ad-hoc basis about transportation issues. SFMTA should develop an annual training for enrollment counselors to ensure they are aware of all available transportation resources and information. SFMTA should ensure simple resources are available for counselors to distribute and should designate a clear point-of-contact at SFMTA for counselors with inquiries. Improving district-level transportation coordination in this manner is estimated to cost less than \$100,000. Costs should be absorbed into existing operating budgets or piloted with funds from a multi-pronged grant proposal as described below.

2. Beacon Centers<sup>1</sup> are schools in San Francisco which have integrated non-profit services and other community resources at the school site. Today, 27 San Francisco schools are designated Beacon Centers, and each has a dedicated Beacon Coordinator. The Beacon Coordinator's role is to strengthen the linkage between the school and other community resources. The transportation coordinator role should be piloted with a Beacon Coordinator (or other Beacon staff) at the school site. The pilot should help define key roles and responsibilities for the coordinator and develop a model that could be implemented at other school sites. The cost of this strategy is variable but could be piloted for less than \$100,000 for a single school site with funds from DCYF's standard grantmaking process, or through a coordinated grant proposal as outlined below.

### **IMPLEMENTING COMPLEMENTARY STRATEGIES**

The most effective implementation of School Access Plan strategies will likely involve implementing multiple complementary strategies simultaneously. In addition to advancing individual strategies as described in "next-steps" sections, the City of San Francisco (via SFMTA, SFUSD, DCYF, and SFCTA) should pursue a coordinated approach to implement transit trainings, discounted fare awareness, and transportation coordinators. Implementing these three strategies in a coordinated fashion will help address the needs of caregivers who don't take transit because cost is a barrier, the needs of caregivers and students who avoid transit because they concerned about personal safety, and the needs of caregivers who require more hands-on guidance from trained transportation coordinators. This coordinated implementation approach can improve transit usage by students and caregivers, reducing single occupancy vehicle usage, and supporting San Francisco's mode shift goals. The Bay Area Air Quality Management District and California Air Resources Board operate several grant programs which could fund a proposal that packages together such a multi-pronged approach in a single funding request.

<sup>1</sup> <https://www.sfbeacon.org/aboutbeaconcenters>

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### **FARE PROGRAM AWARENESS**

Several existing discount fare programs exist for vulnerable caregivers and students, however, not all caregivers and students are aware of these programs. SFUSD and SFMTA should coordinate to increase awareness of existing discounted programs amongst caregivers and students.

**Next Steps:** SFMTA should develop informational materials about existing fare programs and coordinate with SFUSD to distribute those materials during the annual school enrollment process. SFUSD and SFMTA should also explore whether the Lifeline program application process could better integrated with SFUSD's Multipurpose Family Income Form. Materials development and coordination with SFUSD is estimated to cost less than \$100,000 and should be funded within the existing discount fare program budgets or through a coordinated grant proposal as outlined below.

## SUMMARY

**Table 4.** Top Scoring Transportation Strategies with Cost, Funding Strategy, and Implementing Agency

	<b>COST</b>	<b>FUNDING STRATEGY</b>	<b>IMPLEMENTING AGENCY</b>
<b>Shuttles</b>	<ul style="list-style-type: none"> <li>• Variable depending on service design.</li> <li>• ~\$160,000 per year per SFUSD yellow school bus</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly Bill 181 (2022) — operating funds</li> <li>• Various air quality grants exist that can subsidize vehicle purchase costs.</li> <li>• DCYF NOFA (following DCYF Services Allocation Plan — operating funds)</li> </ul>	<p>SFUSD — Yellow Bus Services</p> <p>DCYF — Aftercare Transportation</p> <p>SFCTA + SFUSD — Continue to monitor state and federal legislatures for new funding opportunities</p>
<b>Infrastructure Safety Improvements</b>	<ul style="list-style-type: none"> <li>• ~\$60,000 per walk-audit, including implementation of approximately six low-cost improvements</li> <li>• An expansion of the walk-audit program beyond 10 audits per year would require expanding staff capacity within SFMTA's Schools Engineering Group</li> </ul>	<ul style="list-style-type: none"> <li>• Safe Routes to BART for schools near BART.</li> <li>• State Active Transportation Program</li> <li>• Local funds such as Proposition L, Proposition AA, General Obligation Bonds, and local TNC Tax.</li> <li>• Longer-term, higher-cost engineering treatments recommended as part of the walk audit program may be installed as part of larger capital projects or separate programmatic improvement initiatives</li> </ul>	<p>SFMTA</p>
<b>Pickup/Drop-off Zone Guidance</b>	<ul style="list-style-type: none"> <li>• &lt; \$100,000 for Citywide guidance about school loading zone best practices</li> <li>• Site specific loading management policies should be built into the SFMTA's existing walk audit program.</li> </ul>	<ul style="list-style-type: none"> <li>• California Office of Traffic Safety Grants</li> <li>• Incorporate site-specific loading zone management policies and communication materials into existing SFMTA walk audits</li> </ul>	<p>SFMTA</p>
<b>Transit Trainings</b>	<ul style="list-style-type: none"> <li>• &lt; \$100,000 for curriculum development.</li> <li>• Variable costs for implementation. Curriculum could be incorporated into existing field trips with little resource investment or through expanded SRTS programming.</li> </ul>	<ul style="list-style-type: none"> <li>• Include in future SRTS grant applications</li> <li>• Local or regional air quality funds such as the Transportation Fund for Clean Air (TFCA)</li> <li>• Packaged into CARB STEP grant.</li> <li>• CARB Community Air Protection Program (Bayview/Hunters Point specific)</li> </ul>	<p>SFMTA + SFUSD</p>
<b>Fare Program Awareness</b>	<ul style="list-style-type: none"> <li>• &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Existing discount fare program funding envelope</li> <li>• Packaged into CARB STEP grant.</li> <li>• Local or regional air quality funds such as TFCA</li> <li>• CARB Community Air Protection Program (Bayview/Hunters Point specific)</li> </ul>	<p>SFMTA + SFUSD</p>
<b>Transportation Coordinators</b>	<ul style="list-style-type: none"> <li>• &lt; \$100,000 for district-level training and coordination</li> <li>• \$100,000 – \$250,000 for pilot of site-level transportation coordinator. Variable depending on number of sites and role responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• California Community Schools Partnership Program Extension Grant</li> <li>• DCYF annual funding — Beacon Community School Grants</li> <li>• Local or regional air quality funds such as TFCA (for transit or carpool encouragement activities)</li> <li>• Packed into CARB STEP grant.</li> <li>• CARB Community Air Protection Program (Bayview/Hunters Point specific)</li> </ul>	<p>SFUSD + SFMTA — District-level coordinators</p> <p>DCYF — School site level coordinators</p>

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## Tier 2 Strategies

In addition to the Tier 1 strategies described above, the School Access Plan identified a set of strategies which have potential to improve sustainable school transportation but require additional project development, including an expansion of SFMTA's MTAP program, the establishment of an electric bike lending library, and a carpool coordination program.

### **MUNI TRANSIT ASSISTANCE PROGRAM EXPANSION**

Expansion of the Muni Transit Assistance Program (MTAP) scored well in community support evaluation metrics. The perception of safety on Muni is a clear barrier for some caregivers who might otherwise take their students on Muni and an expansion of the MTAP program could alleviate some of those concerns. MTAP expansion to all school-serving Muni routes, however, would be challenging to implement, as staffing the existing program has been difficult. The SFMTA should pursue a data collection effort which identifies priority areas for targeted MTAP expansion. An MTAP expansion could be pursued after the data collection identifies expansion scenarios which maximize the number of beneficiaries to program expansion cost.

### **ELECTRIC BIKE LENDING LIBRARY**

E-bike lending libraries scored well in the transportation benefits metrics and climate metrics, but did not score well in the safety and community support criteria. There was some community interest in e-bike programs, however many caregivers shared that there is not enough safe and protected bicycle infrastructure to make e-bike options a safe and reliable transportation option. This strategy should be pursued in the future in tandem with city efforts to expand the low-stress bicycle network such as the Active Communities Plan<sup>1</sup> or Mission Bay School Access Study.<sup>2</sup>

### **CARPOOL COORDINATION**

The Plan evaluated three different versions of the carpool strategy: carpool coordination by SFUSD and/or schools; coordination by third-party matching services; and coordination by caregivers. Carpool coordination by caregivers scored the highest of the three options. Agency experience with carpool coordination has seen limited benefits – it requires significant effort and consistent support at program startup. Once carpools form, it can be difficult to maintain a continuous pool of interested families. Third party carpool matching services may suffer from a lack of caregiver trust and are not guaranteed to persist from year-to-year. The carpool coordination strategy should be considered when the transportation coordinator role is established at a school site. This person can work with caregivers to share information about carpool

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<sup>1</sup> <https://www.sfmta.com/projects/active-communities-plan>

<sup>2</sup> [https://www.sfcta.org/sites/default/files/2023-02/SFCTA\\_CAC\\_PropKGroupedAllocationsMEMO\\_2023-02-22.pdf](https://www.sfcta.org/sites/default/files/2023-02/SFCTA_CAC_PropKGroupedAllocationsMEMO_2023-02-22.pdf)

options and connect caregivers who are interested. Carpooling strategies could also be more effective after SFUSD transitions to a zone-based assignment policy because there will likely be more overlap in caregiver travel patterns. There are also concerns within SFUSD about unclear legal liabilities that could fall on organizers of carpools. These concerns will need to be addressed before the carpool coordination strategy is implemented, potentially by developing a legal notice for transportation providers absolving the district of liability.

## Strategies for Foster and Homeless Youth

Foster and homeless youth experience some unique transportation challenges. The School Access Plan worked with SFUSD's Foster Youth Services Coordinating Program and program for Students and Families Experiencing Homelessness to develop three strategies which address those unique challenges.

### **DEVELOP A FORUM FOR REGIONAL COORDINATION OF SCHOOL-OF-ORIGIN TRANSPORTATION**

Many foster youth who attend SFUSD schools receive home placements outside of San Francisco. If a foster student wishes to remain at the school they attended prior to the home placement (their "school-of-origin") SFUSD and the San Francisco Human Services Agency (SFHSA) are legally obligated to provide reasonable transportation accommodations. Some long trips overlap geographically with trips made by school districts or child welfare agencies in other counties. For example, other school districts may be providing transportation to a non-public School in San Francisco or driving through San Francisco to provide school-of-origin transportation to Marin.

Currently, school districts and child welfare agencies coordinate on an ad-hoc basis, but coordination relies on individual staff relationships with no forum or framework for collaboration. Establishing such a forum could allow child welfare agencies to define a strategy for transportation when school-of-origin trip needs overlap. As a first step to implement this strategy, SFUSD, should identify which local educational agencies provide transportation to non-public schools in San Francisco or Marin county (with travel through San Francisco). SFUSD should coordinate with those agencies on a forum for regional cooperation.

### **CONSIDER ALLOWING SFUSD EMPLOYEES TO PROVIDE SCHOOL-OF-ORIGIN TRANSPORTATION**

As described above, many foster youth in San Francisco receive placements outside of San Francisco county but wish to remain at an SFUSD school-of-origin. These trips can be very long and difficult, but the SFHSA and SFUSD are legally obligated to provide reasonable transportation accommodations.

Some long school-of-origin trips overlap geographically with commute patterns of SFUSD and SFHSA employees – especially trips which begin in the East Bay. If SFUSD employees were allowed to drive foster students some school-of-origin transportation could be provided efficiently and effectively, however concerns about SFUSD liability have prevented district employees from providing transportation in personal vehicles. These concerns could be addressed by developing a legal notice for transportation providers absolving the district of liability, or by establishing a sanctioned program to provide job training and compensation to SFUSD employees who are well positioned to provide school-of-origin transportation. Precedent does exist for SFUSD employees providing transportation in personal vehicles for field trips or mentoring. Any program or policy would need to be designed with input from foster students, families, SFUSD's transportation department, the San Francisco Health and Human Services Agency, union representatives, and SFUSD employees interested in providing transportation.

### **TRANSIT FARE PAYMENT REFORM**

The School Access Plan identifies three distinct problems related to transit fare payment for foster and homeless youth:

1. Although SFMTA has Free Muni for All Youth, many foster students commute into San Francisco and must pay transit fares on other operators. SFUSD purchases and distributes loaded Clipper cards to foster and homeless students who must pay transit fares. Some operators offer youth discounts, however Cubic (the company who maintains Clipper) does not allow SFUSD to purchase youth-rate cards, leading SFUSD to pay more for student transportation than they should. SFUSD and the Metropolitan Transportation Commission (MTC) should coordinate and request Cubic sell youth-rate cards to local educational agencies.
2. SFUSD does not have a way to load clipper cards which have already been distributed. Youth or caregivers are either given cards with very high balances (subject to theft/loss), or district staff must repeatedly distribute new cards. MTC, Cubic, and local educational agencies should coordinate and investigate whether a process could be implemented which either allows for Clipper invoicing or creates a budgeting system within SFUSD which can be used to proactively refill Clipper cards.

3. Homeless caregivers who accompany their children on Muni are eligible for SFMTA's All-Access-Pass,<sup>1</sup> however SFUSD is unable to distribute these passes. Instead, caregivers who meet the eligibility criteria must apply for a pass with SFMTA, creating an additional bureaucratic hurdle. SFUSD and SFMTA staff should develop a process which allows SFUSD to distribute the All-Access-Pass to eligible caretakers during the school enrollment process.

## Policy Recommendations

### **SFUSD'S ELEMENTARY SCHOOL ASSIGNMENT POLICY UPDATE SHOULD CONTINUE TO CONSIDER TRANSPORTATION OUTCOMES**

"Proximity" between students' home and school locations is one of three core goals of SFUSD's elementary school assignment policy update which posits that increasing proximity will "create strong community connections to local schools and reduce the number of families with elementary students traveling across the city." SFUSD should continue to consider transportation outcomes throughout their policy development process and collaborate with SFMTA and other city agencies on policies or programs which respond to the new policy.

The Elementary School Assignment Policy Update should also consider whether revisions to the district's existing General Education Transportation Policy are necessary for the policy's continued relevance under a zone based assignment system. If the Assignment Policy Update process determines that revisions should be considered to existing policy, the SFUSD transportation department should conduct an analysis of expected student home and school locations, estimate the size of priority student populations, and develop metrics to measure how different levels of service and service configuration scenarios meet any updated policy goals. Completing such an analysis could require building transportation planning capacity at SFUSD (see below) or partnerships between SFUSD and other city transportation agencies.

### **BUILD TRANSPORTATION PLANNING CAPACITY AT SFUSD**

The transportation department within SFUSD has a significant number of day-to-day operational responsibilities including transportation support for caregivers with questions about yellow bus service, managing the Zūm contract, and solving a wide variety of transportation issues as they arise. These daily responsibilities leave the department with little capacity for proactive long-term transportation planning, however such planning will be increasingly important in coming years.

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<sup>1</sup> <https://www.sfmta.com/fares/access-pass>



State interest in school transportation is clear. For example, the state's 2023 active transportation discretionary grant program<sup>1</sup> prioritized projects which explicitly met the needs of students. AB181 (2022) requires that districts adopt a Transportation Services Plan in order to receive reimbursement for transportation expenses. To ensure San Francisco caregivers benefit from state programs and the most efficient use of existing resources, SFUSD should invest in the capacity of their transportation department. This investment will be especially important as the transition from a citywide elementary school choice policy to a zone-based choice policy in the coming years requires re-thinking current yellow bus service patterns.

### **CONTINUE TO SUPPORT SAFE ROUTES TO SCHOOLS PROGRAMMING**

Although the School Access Plan focuses on long distance trips caregivers consistently articulated needs which align with SRTS Program goals. The SFCTA, SFMTA, and SFUSD should continue to pursue competitive grants for SRTS programming. SFMTA should also continue with recent efforts to expand programming to include public transit, as transit has the potential to serve longer school trips which are especially difficult for caregivers.

### **CONSIDER UPDATING SAN FRANCISCO'S TRANSPORTATION DEMAND MANAGEMENT (TDM) MENU OF OPTIONS**

One challenge to implementing the e-bike lending library strategy is a lack of secure bicycle storage as many caregivers, especially low-income caregivers may not be able to store bicycles inside their homes. San Francisco's TDM policy incentivizes developers to provide on-site secure storage for bicycles,<sup>2</sup> including cargo bicycles, however the policy predates the widespread adoption of *electric* bicycles. The next TDM policy update should consider charging facilities for electric bikes, especially in affordable housing developments, as affordable housing is more likely to house SFUSD students than market rate developments.<sup>3</sup>

### **THE METROPOLITAN TRANSPORTATION COMMISSION'S COORDINATED HUMAN SERVICES AND PUBLIC TRANSPORTATION PLAN SHOULD CONSIDER THE NEEDS OF YOUTH**

The Metropolitan Transportation Commission (MTC) is the regional transportation coordinating agency for the nine-county San Francisco Bay Area. In accordance with federal law, MTC authors and regularly updates the region's Coordinated Public Transit and Human Services Transportation Plan (Coordinated Plan),<sup>4</sup> which identifies strategies to meet the mobility needs of seniors, people with disabilities, and people

<sup>1</sup> [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201320140SB99](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB99)

<sup>2</sup> [https://default.sfplanning.org/transportation/tdm/TDM\\_Measures.pdf](https://default.sfplanning.org/transportation/tdm/TDM_Measures.pdf)





<sup>3</sup> <https://sfplanning.org/resource/family-friendly-housing-report>

<sup>4</sup> <https://mtc.ca.gov/planning/transportation/access-equity-mobility/coordinated-public-transit-human-services-transportation-plan#:~:text=MTC%20has%20adopted%20a%20plan,place%20to%20live%20and%20work>

with low-incomes. MTC should go beyond federal requirements and include youth as a focus population for the next coordinated plan update. This would ensure that the unique mobility needs of youth are considered at a regional level and that strategies are identified to address those needs.

## Conclusion

The school commute in San Francisco is difficult for students and caregivers, especially for young students and their families. Many students travel long distances to school, and existing city programs do not meet the needs of all such students. San Francisco city agencies and SFUSD can improve the availability, quality, and safety of transportation to school and afterschool activities through coordinated implementation of the strategies and policies outlined in this plan. Successful implementation will require interagency collaboration, dedicated funding, and ongoing engagement with caregivers.

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**San Francisco  
County Transportation  
Authority**



RESOLUTION ADOPTING THE SAN FRANCISCO SCHOOL ACCESS PLAN FINAL REPORT

WHEREAS, School transportation within San Francisco is understood to be challenging for students and caregivers, especially for young students who live far from school and;

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA) operates a Safe Routes to School program which focuses on shorter trips which can be accomplished by walking and biking; and

WHEREAS, More than one quarter of kindergarten through fifth grade (K-5) students enrolled in San Francisco Unified School District live more than two miles from the school they attend; and

WHEREAS, Former Transportation Authority Commissioner Gordon Mar requested that staff develop strategies to improve the safety, convenience, and sustainability of long distance school trips for young students, and;

WHEREAS, In November 2020, Caltrans awarded a \$164,500 Sustainable Communities Planning Grant to the Transportation Authority to support development of a School Access Plan (Plan), matched with \$30,000 of local ad-back funds contributed by former Commissioner Gordon Mar's office, and;

WHEREAS, Public engagement with both caregivers and youth focused on equity priority communities and families who travel long distances to school; and

WHEREAS, The Study developed and evaluated draft strategies using a framework that measured strategy performance across six objectives: transportation benefits, safety, climate, community, financial, and implementation, and;

WHEREAS, This evaluation yielded six core recommended strategies, three secondary strategies, a series of strategies focused specifically on transportation for foster and homeless youth, and a set of policy recommendations; and

WHEREAS, The final report identifies potential funding sources to advance the study's recommendations towards implementation; and

WHEREAS, The Transportation Authority Community Advisory Committee was briefed on the Plan at its April 26, 2023 meeting and adopted a motion of support to adopt the final report; now, therefore, be it



RESOLVED, That the Transportation Authority hereby adopts the San Francisco School Access Plan Final Report.

Attachment: School Access Plan Final Report

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San Francisco  
County Transportation  
Authority



## Memorandum

### AGENDA ITEM 10

**DATE:** May 5, 2023

**TO:** Personnel Committee

**FROM:** Cynthia Fong – Deputy Director for Finance and Administration

**SUBJECT:** 5/09/23 Personnel Committee Meeting: Adopt Three Revised Job Classifications and a Revised Organization Chart

#### **RECOMMENDATION** ☐ Information ☒ Action

Adopt Three Revised Job Classifications and a Revised Organization Chart.

#### **SUMMARY**

The purpose of this memorandum is to present proposed staff reclassifications for three currently vacant positions to address changes to our business processes and practices as we emerge from the COVID-19 pandemic and provide growth opportunities for staff; revise the current organization chart; and to seek a recommendation for adoption. We have concluded that two Senior Transportation Planners in the Planning Division and a Transportation Modeler in the Technology, Data and Analysis Division, would better align with near-term work program needs if the positions were reclassified to a Principal Engineer in the Capital Projects Division, and a Manager position with a focus on technology policy and a Principal Transportation Modeler both in the Technology, Data & Analysis Division, respectively. Attachment 1 shows the proposed changes to the organizational structure, which would retain the current number of full-time equivalent positions (47).

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contract/Agreement
- ☒ Other: Position Reclassification and Org Chart

## BACKGROUND



In December 2018 through Resolution 19-33, the Board approved a staff reorganization plan to update all job positions and reclassify six job positions to meet existing workload management needs and provided growth pathways for staff to progress within the agency. That plan kept the agency at 46 full-time equivalent positions (FTEs) and the level of positions generally more senior, reflecting the needs of our work program.

In December 2019 through Resolution 20-26, the Board approved one new job classification for a Rail Program Manager and increased the agency total to 47 FTE. The Rail Program Manager position was in response to the Board's need for the agency to cultivate in-house rail expertise and perform additional oversight on regional rail development and delivery capacity.

The agency has five core functions:

- Local Transportation Sales Tax Administrator (Prop B in 1989, superseded by Prop K in 2003, superseded by Prop L in 2022)
- County Congestion Management Agency (CMA) (1990)
- Transportation Fund for Clean Air Administrator (1992)
- Prop AA Vehicle Registration Fee Administrator (2010)
- Treasure Island Mobility Management Agency (TIMMA) (2014)

We have filled 38 of the 47 FTE and have the following positions vacant: TIMMA Program Manager, TIMMA Systems Manager, Associate Engineer, Principal Transportation Planner, 3 Senior Transportation Planners, Transportation Modeler, and Staff Accountant.

## **DISCUSSION**

As we have been implementing the new organizational structure over the past few years, we have continued to pay close attention to workload management needs, striving to address them through a combination of the staff reorganization plan, as well as changes to our business processes and practices as we emerge from the COVID-19 pandemic.





Our proposed Fiscal Year 2023/24 agency workplan, under current consideration by the Board at its May 9<sup>th</sup> meeting, requires additional staff resources for an expanding sector of technology policy work that has been led by the Technology, Data, & Analysis Division. Additionally, more staff resources are needed for project delivery support and oversight of The Portal/Downtown Rail Extension (DTX), Muni, BART, Caltrain and Link21. We have already obtained funding appropriations for Geary/19<sup>th</sup> Subway and the Caltrain Bayview studies and DTX, which also encompasses the 4<sup>th</sup> and King Railyards and Pennsylvania Avenue Extension. Based on these considerations, along with creating growth pathways for staff to progress within the agency, we have concluded that the current vacant positions, two Senior Transportation Planners in the Planning Division and a Transportation Modeler in the Technology, Data and Analysis Division, would better align with work program needs if the positions were reclassified to a Principal Engineer in the Capital Projects Division, and a Manager position with a focus on technology policy (a new job classification for the agency since July 2022) and a Principal Transportation Modeler in the Technology, Data & Analysis Division, respectively.

Attachment 1 shows the proposed changes to the organizational structure, which would retain the current number of full-time equivalent positions (47). We are also proposing to shift the Public Policy Manager and Principal Transportation Planner from the Policy & Programming Division to the Executive Division under the Chief Deputy Director to reflect the current staff reporting structure.

## **FINANCIAL IMPACT**

The reclassification of the two Senior Transportation Planner positions to Principal Engineer and Technology Policy Manager and Transportation Modeler to Principal Transportation Modeler is estimated to increase personnel costs up to a maximum of \$124,108 and represents approximately 10 months of expenditures in the preliminary FY 23/24 budget and up to a maximum of \$138,040 in subsequent fiscal years. These positions would be funded by a combination of current and future regional, state and federal grants and Prop L operating and appropriations.

## **CAC POSITION**

The CAC does not consider personnel items.

## **SUPPLEMENTAL MATERIALS**



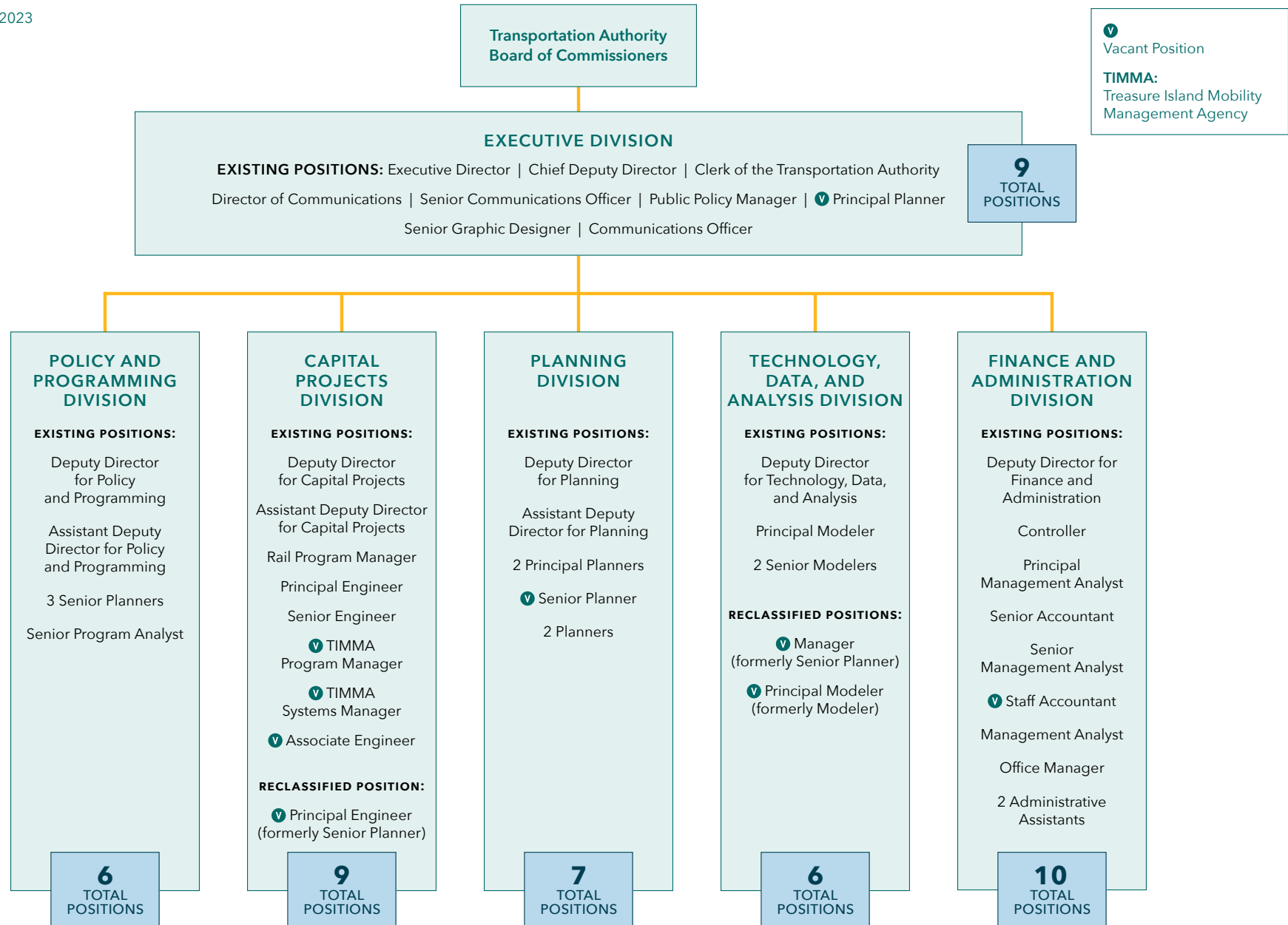
- Attachment 1 - Proposed Changes to Organizational Structure
- Attachment 2 - Resolution

# Proposed Agency Structure 47 STAFF POSITIONS



San Francisco  
County Transportation  
Authority

Revised May 5, 2023





RESOLUTION ADOPTING THREE REVISED JOB CLASSIFICATIONS AND A REVISED ORGANIZATION CHART

WHEREAS, In December 2018, the Board approved a staff reorganization plan to update all job positions and reclassify six job positions to meet existing workload management needs and provide growth pathways for staff to progress within the agency; and

WHEREAS, In December 2019 through Resolution 20-26, the Board approved one new job classification for a Rail Program Manager and increased the agency total to 47 FTE; and

WHEREAS, The Transportation Authority has been implementing the new organizational structure over the past few years, and has continued to pay close attention to workload management needs, striving to address them through a combination of the staff reorganization plan, as well as changes to our business processes and practices as we emerge from the COVID-19 pandemic; and

WHEREAS, The Transportation Authority's Fiscal Year 2023/24 agency workplan requires additional staff resources for an expanding sector of technology policy work and for project delivery support and oversight of The Portal/Downtown Rail Extension (DTX), Muni, BART, Caltrain and Link21; and

WHEREAS, Based on these considerations, along with creating growth pathways for staff to progress within the agency, the Transportation Authority has concluded that that three current vacant positions, two Senior Transportation Planners in the Planning Division and a Transportation Modeler in the Technology, Data and Analysis Division, would better align with work program needs if the positions were reclassified to a Principal Engineer in the Capital Projects Division, and a Manager position with a focus on technology policy and a Principal Transportation Modeler in the Technology, Data & Analysis Division, respectively; and



WHEREAS, Staff also proposed shifting the Public Policy Manager and Principal Transportation Planner from the Policy & Programming Division to the Executive Division under the Chief Deputy Director to reflect the current staff reporting structure; and

WHEREAS, Attachment 1 shows the proposed revised organizational structure, which would retain the current number of full-time equivalent positions (47); and

WHEREAS, The reclassification of the two Senior Transportation Planner positions to Principal Engineer and Manager and reclassification of the Transportation Modeler to Principal Transportation Modeler is estimated to increase personnel costs up to a maximum of \$124,108 and represents approximately 10 months of expenditures in the preliminary Fiscal Year 2023/24 budget and up to a maximum of \$138,040 in subsequent fiscal years; and

WHEREAS, On May 9, 2023, the Personnel Committee met and unanimously recommended approval of the staff recommendations; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts the three revised job classifications: two Senior Transportation Planner positions to Principal Engineer and Manager and Transportation Modeler to Principal Transportation Modeler; and be it further

RESOLVED, That the Transportation Authority hereby adopts the revised organization chart shown in Attachment 1.

Attachment:

1. Attachment 1 - Proposed Changes to Organizational Structure