



RESOLUTION ADOPTING THE SAN FRANCISCO COUNTY TRANSPORTATION
AUTHORITY FISCAL YEAR 2019/20 ANNUAL BUDGET AND WORK PROGRAM

WHEREAS, Pursuant to State statutes (PUC Code Sections 131000 et seq.), the Transportation Authority must adopt an annual budget for Fiscal Year (FY) 2019/20 by June 30, 2019; and

WHEREAS, As called for in the Transportation Authority's Fiscal Policy (Resolution 18-07) and Administrative Code (Ordinance 17-01), the Board shall set both the overall budget parameters for administrative and capital expenditures, the spending limits on certain line items, as well as to adopt the budget prior to June 30 of each year; and

WHEREAS, The Transportation Authority's proposed FY 2019/20 Work Program includes activities in four major functional areas: 1) Plan, 2) Fund, 3) Deliver and 4) Transparency and Accountability; and

WHEREAS, These categories of activities are organized to efficiently address the Transportation Authority's designated mandates, including overseeing the Prop K Sales Tax Expenditure Plan, functioning as the Congestion Management Agency (CMA) for San Francisco, acting as the Local Program Manager for the Transportation Fund for Clean Air (TFCA) program, administering the \$10 Prop AA vehicle registration fee; and operating as the Treasure Island Mobility Management Agency (TIMMA) for San Francisco; and

WHEREAS, The agency's organizational approach also reflects the principle that all activities at the Transportation Authority contribute to the efficient delivery of transportation plans and projects, even though many activities are funded with a combination of revenue sources and in coordination with a number of San Francisco agencies as well as and federal, state and regional agencies; and



WHEREAS, Attachment 1 contains a description of the Transportation Authority's proposed Work Program for FY 2019/20; and

WHEREAS, Attachment 2 displays the proposed budget in a format described in the Transportation Authority's Fiscal Policy; and

WHEREAS, Total revenues are projected to be \$148.5 million and sales tax revenues, net of interest earnings, are projected to be \$110.9 million, or 74.7% of FY 2019/20 revenues; and

WHEREAS, Total expenditures are projected to be about \$275.7 million, and of this amount, capital project costs are \$242.5 million, or 87.9% of total projected expenditures, with 4% of expenditures budgeted for administrative operating costs, and 8.1% for debt service and interest costs; and

WHEREAS, The division of revenues and expenditures into the sales tax program, CMA program, TFCA program, Prop AA program, and TIMMA program on Attachment 2 reflects the five distinct Transportation Authority responsibilities and mandates; and

WHEREAS, At its May 22, 2019 meeting, the Citizens Advisory Committee was briefed on the subject request and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the attached San Francisco County Transportation Authority FY 2019/20 Budget and Work Program are hereby adopted.

Attachments (2):

1. FY 2019/20 Work Program
2. FY 2019/20 Budget



The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 25th day of June, 2019, by the following votes:

Ayes: Commissioners Fewer, Hancy, Mandelman, Mar, Peskin, Ronen, Stefani, Walton and Yee (9)

Absent: Commissioners Brown and Safai (2)

 7-3-19

Aaron Peskin
Chair

Date

ATTEST:

 7/8/19

Tilly Chang
Executive Director

Date

Attachment 1

Proposed Fiscal Year 2019/2020 Annual Work Program

The Transportation Authority's proposed Fiscal Year (FY) 2019/20 Work Program includes activities in five major divisions overseen by the Executive Director: 1) Policy and Programming, 2) Capital Projects, 3) Planning, 4) Technology, Data and Analysis, and 5) Finance and Administration. The Executive Director's office is responsible for directing the agency in keeping with the annual Board-adopted goals, for the development of the annual budget and work program, and for the efficient and effective management of staff and other resources. Further, the Executive Director's office is responsible for regular and effective communications with the Board, the Mayor's Office, San Francisco's elected representatives at the state and federal levels and the public, as well as for coordination and partnering with other city, regional, state and federal agencies.

The agency's work program activities address the Transportation Authority's designated mandates and functional roles. These include: serving as the Prop K transportation sales tax administrator and Congestion Management Agency (CMA) for San Francisco, acting as the Local Program Manager for the Transportation Fund for Clean Air (TFCA) program and administering the \$10 Prop AA vehicle registration fee. The Transportation Authority is also operating as the Treasure Island Mobility Management Agency (TIMMA). The TIMMA FY 2019/20 Work Program will be presented to the TIMMA Board as a separate item and is not reflected below.

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

PLAN

Long-range, countywide transportation planning and CMA-related policy, planning and coordination are at the core of the agency's planning functions. In FY 2019/20, we will continue to implement recommendations from the existing San Francisco Transportation Plan (SFTP, 2017), while advancing the next update (SFTP, 2021) through the San Francisco Long-range Transportation Planning Program, also known as Connect SF, as part of our multi-agency partnership with the San Francisco Municipal Transportation Agency (SFMTA), the Planning Department, and others. This year's focus is on transit and streets and freeway modal studies, as well as a continued emphasis on demand management policies. We will also continue to further corridor, neighborhood and community-based transportation plans under our lead, while supporting efforts led by others.

We will undertake new planning efforts meant to inform and respond to emerging trends and policy areas. This strategic area of focus for our planning work includes deepening our research on Transportation Network Companies, or TNCs, (e.g., Lyft and Uber) use and impacts.

Most of the FY 2019/20 activities listed below are strong multi-divisional efforts, often lead by the Planning Division in close coordination with Transportation, Data and Analysis; Capital Projects; and the Policy and Programming Divisions. Proposed activities include:

Active Congestion Management:

- **Downtown Congestion Pricing Study:** Conduct planning study to develop a potential congestion pricing program for downtown San Francisco, with program elements to include congestion charges, discounts, subsidies, incentives, and multi-modal transportation improvements, and develop an implementation plan for the proposed program. Work closely with partner agencies and diverse stakeholders to determine how the congestion pricing program can be designed to meet key goals and objectives, including advancing equity while

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reducing congestion, transit delays, traffic collisions, air pollution, and greenhouse gas emissions. Study to be completed in FY 2020/21.

- **Lombard Crooked Street Reservations & Pricing System Development:** In anticipation of receiving state legislative authority to pilot a reservations and pricing system for managing automobile access to the Crooked Street (1000 block of Lombard Street) (AB 1605 (Ting)), in FY 2019/20, we would continue planning and design for the pilot program including identifying the physical and operational details of a reservations and pricing system, as well as refining prior work on the expected outcomes on automobile and pedestrian circulation on the Crooked Street and the surrounding neighborhood. This study follows up on a recommendation from the “Managing Access to the Crooked Street” District 2 NTIP report, adopted in March 2017.
- **101/280 Carpool or Express Lanes:** We anticipate seeking appropriation of Prop K funds in late FY 2018/19 to allow us to advance planning to address questions raised relating to operational analyses (e.g. ramp metering), socio-economic equity, and additional transit provision that could take advantage of any future carpool or express lane. Pending Board approval, we will also continue the Caltrans project development process efforts through the preparation of the Project Approval/Environmental document and continue detailed traffic operations analyses. We will continue to participate in the Metropolitan Transportation Commission’s (MTC’s) express lanes planning efforts and position San Francisco’s 101/280 corridor for Regional Measure 3, Senate Bill 1 funds (e.g. Solutions for Congested Corridors Program) and other potential state and federal funding sources.

SFTP Implementation and Board Support:

- **Neighborhood Transportation Improvement Program (NTIP) Cycle 2:** Identify and advance new projects through the Cycle 2 of the sales tax-funded NTIP, and monitor implementation of projects funded through Cycle 1. Evaluate Cycle 1 program and highlight significant accomplishments and lessons learned. Funds for Cycle 2 include \$100,000 in planning funds for each district and \$600,000 in local match funds for each district to advance NTIP projects toward implementation. We will continue to work closely on identification and scoping of new NTIP planning and capital efforts, including advancing recommendations from recently completed plans, in coordination with Board members and the SFMTA’s NTIP Coordinator, and will monitor and support new NTIP efforts led by other agencies.
- **D9 Freeway planning/Alemany re-design and support to Caltrans US101 deck replacement:** We will continue to support Commissioner Ronen’s office in developing roadway re-design concepts in the vicinity of the Alemany Maze (US101/I-280 interchange and Alemany roadway) in coordination with SF Planning, SFMTA and SF PUC. This includes coordination with Caltrans on emerging concepts and how near-term elements could potentially be integrated with Caltrans’ planned replacement of the US101 deck near Alemany in this area.

Long Range, Countywide, and Inter-Jurisdictional Planning:

- **SFTP 2050 and ConnectSF:** Work is well underway on the next update of our countywide long-range transportation plan, the San Francisco Transportation Plan 2050. Working with the SFMTA and Planning Department as part of the ConnectSF process, we anticipate completing the Needs Assessment analyzing current and future transportation needs based on recent transportation and demographic trends this spring and drawing from that work for a

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round of ConnectSF outreach that is anticipated to take place late spring/summer 2019. This year, along with ConnectSF staff and other San Francisco agencies and regional partners, we will continue work on two key modal studies - the Streets and Freeways Study and the Transit Corridors Study. These two studies, along with other planning and policy efforts, will identify projects and strategies for inclusion in the SFTP update, which will result in a fiscally constrained transportation investment and policy blueprint for San Francisco through the year 2050. The SFTP informs San Francisco's input into the next update of Plan Bay Area, PBA 2050.

- **Emerging Mobility Services & Technologies:** We anticipate bringing an Emerging Mobility Pilot Strategy to the Board for approval in Summer 2019. The strategy builds off of the Emerging Mobility Evaluation Report adopted by the Board in Summer 2018, and is intended to provide a pathway to guide staff and sector representatives in the development of pilot projects. In FY 2019/20, we would move forward with developing pilot opportunities as directed by the Board.
- **Transportation Network Companies Impact Studies:** Develop and publish the next two installments in a series of reports that will answer key questions about ride-hail companies, also known as Transportation Network Companies, or TNCs. This series will build on three previous reports: 1) the TNCs Today report which provided the first comprehensive estimates of Uber and Lyft activity in the city; 2) the TNC Regulatory Landscape which provided an overview of existing state and local TNC regulatory frameworks across the country and within California; and 3) the TNCs & Congestion report which provided an estimate of how much of worsening congestion is due to different factors such as population growth, employment growth and TNCs. In FY 2019/20, we anticipate releasing reports on the effects of TNCs on transit ridership and TNCs and equity and supporting SFMTA's report on TNCs and safety.
- **Support Statewide and Regional Planning Efforts:** Continue to support studies at the state and regional levels including the California High-Speed Rail Authority's Environmental Impact Report, the California State Transportation Agency's Statewide Rail Plan, Caltrans Business Plan coordination, MTC's Horizon effort, CTC/CARB joint efforts on climate policy, CA PUC data rulemaking and regulations for TNCs, and associated white papers, and coordination with BART and others to scope and advance the study of a potential second Transbay rail crossing, with any BART connection potentially leading to a west side rail line.

Transportation Forecasting, Data and Data Analysis:

- **Travel Forecasting and Analysis for Transportation Authority Studies:** Provide modeling, data analysis, technical advice and graphics services to support efforts such as SFTP and ConnectSF, including the Streets and Freeways Study and the Transit Corridors Study, 101/280 Carpool or Express Lanes planning studies, Treasure Island Mobility Management Program, analysis of the effectiveness of Travel Demand Management strategies, and the equity effects of TNCs.
- **Modeling Service Bureau:** Provide modeling, data analysis, and technical advice to city agencies and consultants in support of many projects and studies. Expected service bureau support this year for partner agencies and external parties is to be determined.
- **Congestion Management Program (CMP) Development, Data Warehousing and Visualization:** We will complete the 2019 CMP update, and will continue to expand the Transportation Authority's data warehouse and visualization tools to further facilitate easy

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access to network performance data and travel behavior data, review and querying of datasets, and to support web-based tools for internal and external use. We will also continue to serve as a data resource for city agencies, consultants, and the public and enhance data management and dissemination capabilities. We will analyze and publish important results from the recently completed app-based travel behavior diary data collection being coordinated with MTC, and will continue to collaborate with and support researchers working on topics that complement and enhance our understanding of travel behavior, such as evaluating the effectiveness of different travel demand management strategies, how TNCs behave when not carrying passengers, as well as other topics. We will also continue to explore potential big data sources, as well as the fusion of multiple data sources.

- **Model Consistency/Land Use Allocation:** Complete the requirements for model consistency in coordination with MTC as a part of the CMP update. Participate in Regional Model Working Group. Continue supporting the refinement of the Bay Area land use growth allocation model with the Planning Department, the Association of Bay Area Governments (ABAG) and MTC. Coordinate land use analysis activities in cooperation with these same agencies.
- **Travel Demand Model Enhancements:** We will continue to enhance our current implementation of SF-CHAMP 6, that includes increased spatial, temporal, and behavioral detail, and test the first regional-scale DTA model integrated with SF-CHAMP. Attention will be focused on re-estimating new mode choice models to incorporate the latest travel diary survey data that includes TNCs, and on re-estimating new time-of-day choice models. In collaboration with MTC, the San Diego Association of Governments, Puget Sound Regional Council, the Atlanta Regional Commission, the Southeastern Michigan Council of Governments, the Oregon Department of Transportation, and the Association of Metropolitan Planning Organizations Research Foundation, continue development of an open-source activity-based travel demand model platform.

FUND

The agency was initially established to serve as the administrator of the Prop B half-cent transportation sales tax (superseded by the Prop K transportation sales tax in 2003). This remains one of the agency's core functions, which has been complemented and expanded upon by several other roles which have subsequently been taken on including acting as the administrator for Prop AA and the TFCA County Programs, and serving as CMA for San Francisco. We serve as a funding and financing strategist for San Francisco projects; we advocate for discretionary funds and legislative changes to advance San Francisco project priorities; provide support to enable sponsors to comply with timely-use-of-funds and other grant requirements; and seek to secure new sources of revenues for transportation-related projects and programs. The work program activities highlighted below are typically led by the Policy and Programming Division with support from all agency divisions.

Fund Programming and Allocations: Administer the Prop K sales tax, Prop AA vehicle registration fee, and TFCA programs through which the agency directly allocates or prioritizes projects for grant funding; oversee calls for projects and provide project delivery support and oversight for the San Francisco Lifeline Transportation Program, One Bay Area Grant (OBAG), and State Transportation Improvement Program in our role as CMA. Provide technical, strategic and advocacy support for a host of other fund programs, such as revenues distributed under Senate Bill 1, the State's Cap-and-

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Trade and Active Transportation Programs, and federal competitive grant programs. Notable efforts planned for FY 2019/20 include:

- **Implement the 2019 Prop K Strategic Plan and 5-Year Prioritization Programs (5YPPs):** In Fall 2018 the Board adopted the 2019 5YPPs covering Fiscal Years 2019/20 - 2023/24 and the Prop K Strategic Plan, identifying the projects that may receive Prop K funding over the five-year period starting July 1, 2019. We work year-round with project sponsors and Board members to review and support requests for allocation of Prop K funds and then to oversee implementation of the approved grants, focusing on project delivery and closely monitoring anticipated cash needs to inform financing needs (see Capital Financing Program Management below).
- **Prop K Customer Service and Efficiency Improvements:** This ongoing multi-division initiative will continue to improve our processes to make them more user friendly and efficient for both internal and external customers, while maintaining a high level of transparency and accountability appropriate for administration of voter-approved revenue measures. This includes maintaining and enhancing mystreetsf.com – our interactive project map and the Portal – our web-based grants management database used by our staff and project sponsors. A key focus will be making refinements to the on-line allocation request form to improve user-friendliness and legibility.
- **Implement the 2017 Prop AA Strategic Plan:** We will work closely with project sponsors and continue to support delivery of projects underway, as well as advance new projects with funds programmed in the 2017 Prop AA Strategic Plan adopted by the Board in May 2017, and with funds programmed through the mid-cycle competitive call for projects released in March 2019. We anticipate Board adoption of the new projects in June 2019.
- **San Francisco Lifeline Transportation Program:** In April 2019, the Board approved project priorities for Cycle 1 of the San Francisco Lifeline Transportation Program intended to improve mobility for low-income residents and other communities of concern. We will work with project sponsors to meet timely use of funds requirements and to support project delivery of new projects as well as projects funded through the prior regional Lifeline program. We plan to release the Cycle 2 call for projects next spring.
- **Community Based Transportation Plans (CBTPs):** In FY 2018/19 MTC provided a new round of CBTP funding for planning efforts benefitting Communities of Concern. In FY 2019/20 these funds will support improving connections to Lake Merced (a new Community of Concern since the last round of CBTP funding) and additional outreach efforts for the Portsmouth Square traffic circulation study.
- **OBAG Cycle 2:** In 2017, the Board approved over \$40 million for OBAG Cycle 2 projects such as Caltrain Electrification and SF Safe Routes to Schools program. This year, we will continue to work with project sponsors to provide project delivery and support (e.g. assistance with meeting timely use of funds deadlines) for remaining OBAG Cycle 1 projects as well as Cycle 2 projects.
- **Federal-Aid Sponsor Support and Streamlining Advocacy:** Our staff will continue to provide expertise in grants administration for federally funded projects and to play a leadership role in supporting regional efforts to streamline the current federal-aid grant processes.

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

Horizon and Plan Bay Area 2050: As CMA, we will continue to coordinate San Francisco's input to Horizon, a MTC-led futures planning initiative that will help identify policy and investment solutions that are top performers under multiple distinct futures. The results of the Horizon initiative will inform the next regional transportation and land use plan (Plan Bay Area 2050), which will kick off in September 2019 and anticipates adoption of the preferred scenario in July 2020. These efforts involve close coordination with San Francisco agencies, the Mayor's office, and our ABAG and MTC Commissioners, as well as coordination with Bay Area CMAs, regional transit agencies and other community stakeholders.

Senate Bill 1: Engage with state and regional agencies to coordinate advocacy for San Francisco's projects, to support revisions to program guidelines for upcoming funding cycles to ensure a fair distribution of revenues that is beneficial to San Francisco's interests; and to assist project sponsors with meeting timely use of funds and Senate Bill 1 reporting requirements. Seek discretionary funding for San Francisco and our agency's priorities for funding programs large and small, particularly with regard to transit core capacity needs, active transportation projects and our own Treasure Island work and 101/280 Carpool or Express Lanes. We will continue to engage the Board and MTC Commissioners including seeking guidance on prioritizing funds.

New Revenue Options: Advocate for San Francisco priorities and new local, regional, state and federal funds by providing Board member staffing and ongoing coordination with, and appearances before, the MTC, California Transportation Commission (CTC), and federal agencies. Notable efforts planned for FY 2019/20 include: advocating for funding for San Francisco priorities assuming Regional Measure 3 clears all remaining legal hurdles this year, and as directed by the Board, work closely with our Board members and Peninsula Corridor Joint Powers Board (Caltrain) representatives, the Mayor's Office, the SFMTA and key stakeholders on a potential tri-county Caltrain 1/8 cent sales tax; the TNC Tax (educational activities) and any other follow up to the Transportation Task Force 2045 related to a potential new local revenue measure(s); and tracking the CTC's pilots of a potential statewide Road User Charge program.

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

Funding and Financing Strategy: Provide funding and financing strategy support for Prop K signature projects, many of which are also included in MTC's Regional Transit Expansion Agreement. Examples include: Caltrain Electrification, Central Subway, Transbay Transit Center (renamed Salesforce Transit Center), the Downtown Extension and Geary Corridor BRT. Continue to serve as a funding resource for all San Francisco project sponsors, including brokering fund swaps, as needed.

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DELIVER

The timely and cost-effective delivery of Transportation Authority-funded transportation projects and programs requires a multi-divisional effort, led primarily by the Capital Projects Division with support from other divisions. As in past years, the agency focuses on providing engineering support and overseeing the delivery of the Prop K sales tax major capital projects, such as the Presidio Parkway, the SFMTA's Central Subway, facility upgrade projects; the Salesforce Transit Center, the Downtown Extension; and Caltrain Modernization, including Electrification. The agency is also serving as lead agency for the delivery of certain projects, such as the I-80/Yerba Buena Island (YBI) Interchange Improvement Project, which typically are multi-jurisdictional in nature and often involve significant coordination with Caltrans. Key delivery activities for FY 2019/20 include the following:

Transportation Authority – Lead Construction:

- I-80/Yerba Buena Island (YBI) West Bound (WB) On-Off Ramps: Complete final construction efforts of the new I-80/YBI WB on-off ramps on the east side of YBI. Final construction activities and project close out is anticipated to be complete in summer 2019.
- Presidio Parkway Project: Ensure all project closeout activities are completed by the Summer 2019. Complete the Public Private Partnership (P3) study comparing the effectiveness of delivering Phase 1 of the project using the more traditional design-bid-build model, with Phase 2 which is being delivered as a P3.

Transportation Authority – Lead Project Development:

- I-80/YBI East Bound Off Ramp/Southgate Road Realignment Project: Work with Caltrans, BATA, Treasure Island Development Authority (TIDA), and the U.S. Coast Guard on final project development approvals (supplemental environmental analysis, final design, right of way certification, final funding approvals). Prepare the I-80/East Bound Off-Ramp and Southgate Road Realignment project for construction contract advertisement, award and construction phase activities.
- YBI West Side Bridges: Continue supplemental environmental final engineering and design of the West Side Bridges and prepare for construction. Prepare for Construction Manager/General Contractor (CM/GC) implementation of the West Side Bridges project. Continue coordination activities with Caltrans, BATA, the OEWD and TIDA.
- Quint-Jerrold Connector Road: Finalize right of way due diligence efforts (environmental field testing) with city agencies and consultants in order to support city purchase of required right of way for the project. Lead public outreach efforts with interested neighborhood groups. Prepare funding plan and advance design efforts dependent on funding availability.
- I-280/Ocean Ave. South Bound Off-Ramp Realignment: Advance I-280 Interchange modifications at Balboa Park, obtain approval of the combined Caltrans Project Study Report/Project Report and environmental document, prepare funding plan and advance design efforts dependent on funding availability.

Transportation Authority – Project Delivery Support:

- Caltrain Early Investment Program and California High-Speed Rail Program: Coordinate with the California High-Speed Rail Authority (CHSRA) and city agencies on high-speed rail issues affecting the city; work with Caltrain, MTC, the Mayor's Office and other Peninsula and regional stakeholders to monitor and support delivery of the Caltrain Early Investment

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Program including the Positive Train Control and Electrification projects. Continue to work closely with aforementioned stakeholders to support delivery of the blended Caltrain/High Speed Rail system to the Peninsula corridor that extends to the new Salesforce Transit Center including leading critical Configuration Management Board efforts.

- Central Subway: Project management oversight; scope/cost/schedule and funding assessment and strategy, including participation in critical Configuration Management Board efforts.
- Salesforce Transit Center and Downtown Extension: Project management oversight; provide support for Board member participation on other oversight bodies (Transbay Joint Powers Authority, Board of Supervisors), and other strategic efforts including enhanced technical oversight and support efforts in the areas of rail operations, project delivery method, cost/funding, tunneling, and right of way analyses. As directed by the Board, follow up on recommendations from the Downtown Extension Governance, Oversight, Management and Project Delivery Review.
- Geary and Van Ness Avenue BRTs: Oversee SFMTA construction efforts including environmental compliance and general project oversight. Work closely with SFMTA and an inter-agency project team to maintain project integrity and quality while controlling budget and schedule. Continue to oversee SFMTA's Geary BRT Phase I implementation and Phase II Conceptual Engineering Report findings and application for Federal Transit Administration Small Starts funds.
- Better Market Street oversight and project development support.
- Complete right of way and engineering project support services and oversee construction efforts for the 19th Avenue and Lombard streetscape/resurfacing projects led by SFMTA and San Francisco Public Works/Caltrans.
- Vision Zero: Continue to support the Vision Zero Committee and agency staff in delivering the program of projects that will enable San Francisco to achieve the goal of Vision Zero.
- Engineering Support: Provide engineering support, as needed, for other Transportation Authority-led planning and programming efforts.

TRANSPARENCY & ACCOUNTABILITY

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

- **Board Operations and Support:** Staff Board meetings including standing and ad hoc committees, including the Vision Zero Committee meetings.
- **Audits:** Prepare, procure, and manage fiscal compliance and management audits.
- **Budget, Reports and Financial Statements:** Develop and administer Transportation Authority budget, including performance monitoring, internal program and project tracking. Monitor internal controls and prepare reports and financial statements.

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- **Accounting and Grants Management:** Maintain payroll functions, general ledger and accounting system, including paying, receiving and recording functions. Manage grants and prepare invoices for reimbursement.
- **Debt Oversight and Compliance:** Monitor financial and debt performance, prepare annual disclosures and complete required compliance activities.
- **Systems Integration:** Enhance and maintain the enterprise resource planning system (business management and accounting software) to improve accounting functions, automate processes, general ledger reconciliations and financial reporting, as well as enabling improved data sharing with the Portal (web-based grants management database used by agency staff and project sponsors). This year the agency plans to implement an automated accounts payable process and new budgeting process to improve efficiency and ongoing performance management.
- **Contract Support:** Oversee procurement process for professional consultant contracts, prepare contracts, and manage compliance for contracts and associated Memoranda of Agreement and Understanding.
- **Disadvantaged Business Enterprise and Local Business Enterprise:** Administer program, review and update policy for any new state and federal requirements, conduct outreach and review applications and award certifications. Participate in the multi-agency consortium of Bay Area transportation agencies with a common goal to assist small, disadvantaged and local firms doing business with Bay Area transit and transportation agencies.
- **Communications and Community Relations:** Execute the agency's communications strategy with the general public, the agency's board, various interest groups and other government agencies. This is accomplished through various means, including fostering media and community relations, developing strategic communications plans for projects and policy initiatives, disseminating agency news and updates through 'The Messenger' newsletter, social media and other web-based communications, supporting public outreach and helping coordinate events to promote the agency's work. Communications staff will continue participating in training to advance outreach skills. This year the agency plans to:
 - Begin development of agency-wide outreach guidelines to institutionalize best practices
 - Develop outreach and events to highlight the agency's 30th year anniversary and accomplishments.
- **Policies:** Maintain and update Administrative Code, Rules of Order, fiscal, debt, procurement, investment, travel, and other policies.
- **Human Resources:** Administer recruitment, personnel and benefits management and office procedures. Conduct or provide training for staff. Advance agency workplace excellence initiatives through staff working groups, training and other means.
- **Office Management and Administrative Support:** Maintain facilities and provide procurement of goods and services and administration of services contracts. Staff front desk reception duties. Provide assistance to the Clerk of the Board as required with preparation of agenda packets and minutes, updates to website and clerking meetings.

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- **Legal Issues:** Manage routine legal issues, claims, and public records requests.
- **Information Technology:** Provide internal development and support; maintain existing technology systems including phone and data networks; develop new collaboration tools to further enhance efficiency and technological capabilities; and expand contact management capabilities.

**San Francisco County Transportation Authority
Attachment 2
Proposed Fiscal Year 2019/20 Budget**



Proposed Budget by Fund

	Sales Tax Program	Congestion Management Agency Programs	Transportation Fund for Clean Air Program	Vehicle Registration Fee for Transportation Improvements Program	Treasure Island Mobility Management Agency Program	Proposed Budget Fiscal Year 2019/20
Revenues:						
Sales Tax Revenues	\$ 110,861,695	\$ -	\$ -	\$ -	\$ -	\$ 110,861,695
Vehicle Registration Fee	-	-	-	4,930,000	-	4,930,000
Interest Income	1,610,000	-	2,000	10,000	-	1,622,000
Program Revenues	-	27,796,938	771,753	-	2,453,886	31,022,577
Other Revenues	45,980	-	-	-	-	45,980
Total Revenues	<u>112,517,675</u>	<u>27,796,938</u>	<u>773,753</u>	<u>4,940,000</u>	<u>2,453,886</u>	<u>148,482,252</u>
Expenditures						
Capital Project Costs	200,734,927	29,869,867	1,110,104	8,738,768	2,042,905	242,496,571
Administrative Operating Costs	5,404,840	4,549,515	48,234	241,702	702,808	10,947,099
Debt Service	22,314,250	-	-	-	-	22,314,250
Total Expenditures	<u>228,454,017</u>	<u>34,419,382</u>	<u>1,158,338</u>	<u>8,980,470</u>	<u>2,745,713</u>	<u>275,757,920</u>
Other Financing Sources (Uses):	60,085,729	6,622,444	-	-	291,827	67,000,000
Net change in Fund Balance	<u>\$ (55,850,613)</u>	<u>\$ -</u>	<u>\$ (384,585)</u>	<u>\$ (4,040,470)</u>	<u>\$ -</u>	<u>\$ (60,275,668)</u>
Budgetary Fund Balance, as of July 1	<u>\$ 56,375,120</u>	<u>\$ -</u>	<u>\$ 614,614</u>	<u>\$ 11,465,499</u>	<u>\$ -</u>	<u>\$ 68,455,233</u>
Budgetary Fund Balance, as of June 30	<u>\$ 524,507</u>	<u>\$ -</u>	<u>\$ 230,029</u>	<u>\$ 7,425,029</u>	<u>\$ -</u>	<u>\$ 8,179,565</u>