



AGENDA

Citizens Advisory Committee Meeting Notice

Date: Wednesday, May 27, 2020; 6:00 p.m.

Location: Watch <https://bit.ly/2WWRh5h>

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

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

Remote Access to Information and Participation:

In accordance with Governor Gavin Newsom’s statewide order for all residents to “Stay at Home” - and the numerous local and state proclamations, orders, and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 disease. Pursuant to the lifted restrictions on video conferencing and teleconferencing, the Citizen Advisory Committee (CAC) meetings will be convened remotely and allow for remote public comment. Members of the public are welcome to stream the live meeting via the meeting link provided above. If you want to ensure your comment on any item on the agenda is received by the CAC in advance of the meeting, please send an email to clerk@sfcta.org by 8 a.m. on Wednesday, May 27, or call (415) 522-4800.

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6:00 1. Call to Order

6:05 2. Chair’s Report - **INFORMATION**

6:10 **Consent Agenda**

3. Approve the Minutes of the February 26, 2020 Meeting - **ACTION***

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4. Citizens Advisory Committee Appointment - **INFORMATION**

The Board will consider recommending appointment of one member to the Citizens Advisory Committee (CAC) at its June 9, 2020 meeting. The vacancy is the result of the upcoming term expiration of Rachel Zack (District 3 representative), who is seeking reappointment. Neither staff nor CAC members make recommendations regarding CAC appointments. CAC



applications can be submitted through the Transportation Authority's website at www.sfcta.org/cac.

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|--|----|--|----|
| | 5. | State and Federal Legislation Update - INFORMATION* | 15 |
| | 6. | Internal Accounting Report, Investment Report, and Debt Expenditure Report for the Nine Months Ending March 31, 2020 - INFORMATION* | 21 |

End of Consent Agenda

- | | | | |
|------|-----|---|-----|
| 6:20 | 7. | Adopt a Motion of Support to Revise the Amended Fiscal Year 2019/20 Budget to Decrease Revenues by \$33.4 Million and Decrease Expenditures by \$5.0 Million for a Total Net Decrease in Fund Balance of \$28.4 Million - ACTION* | 31 |
| 6:35 | 8. | Adopt a Motion of Support for the Appropriation of \$100,000 in Prop K Sales Tax Funds for Neighborhood Transportation Improvement Program Coordination - ACTION* | 37 |
| 6:50 | 9. | Adopt a Motion of Support to Amend the Prop AA Strategic Plan - ACTION* | 61 |
| 7:05 | 10. | Adopt a Motion of Support to Increase the Amount of the Professional Services Contract with Nelson\Nygaard Consulting Associates by 775,000, to a Total Amount Not to Exceed \$1,475,000, and Extend the Contract Term Through March 31, 2021, for Technical and Communications Services for the Downtown Congestion Pricing Study - ACTION* | 97 |
| 7:25 | 11. | San Francisco Municipal Transportation Agency Muni Security Overview - INFORMATION* | 117 |

This item is in response to a request by CAC member David Klein asking for the San Francisco Municipal Transportation Agency (SFMTA) to provide information detailing Muni's safety measures and providing data on incidents and trends to demonstrate program effectiveness. Kimberly Burrus, Chief Security Officer for the SFMTA will attend the CAC meeting to provide an overview of SFMTA's security program and answer questions the CAC may have.

Other Items

- | | | | |
|------|-----|--|--|
| 7:45 | 12. | Introduction of New Business - INFORMATION | |
| | | During this segment of the meeting, CAC members may make comments on items not specifically listed above or introduce or request items for future consideration. | |
| 7:50 | 13. | Public Comment | |
| 8:00 | 14. | Adjournment | |

*Additional Materials

Next Meeting: June 24, 2020



**San Francisco
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Authority**

Citizens Advisory Committee Meeting Agenda

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DRAFT MINUTES

Citizens Advisory Committee

Wednesday, February 26, 2020

1. Committee Meeting Call to Order

Chair Larson called the meeting to order at 6:02 p.m.

CAC members present: Ranyee Chiang, John Larson, Jerry Levine, Stephanie Liu, Danielle Thoe, Sophia Tupuola and Rachel Zack (7)

CAC Members Absent: David Klein (entered during Item 2), Kevin Ortiz (entered Item 9), Robert Gower and Peter Tannen (4)

Transportation Authority staff members present were Michelle Beaulieu, Anna LaForte, Maria Lombardo, Alberto Quintanilla and Lily Yu

2. Chair's Report - INFORMATION

Chair Larson provided a report from last week's Policy Advisory Committee meeting for the Downtown Congestion Pricing Study and noted that there would be a minor contract amendment and update on the study at March CAC. He reported that members of the Muni Reliability Working Group provided an update to the Board at their February 25, 2020 meeting and informed the CAC that Alberto Quintanilla, Clerk of the Board, had emailed the CAC a link to the meeting for anyone who was interested in hearing the presentation. Chair Larson said an update on the Central Subway project would be provided at the March CAC meeting and informed the CAC that a copy of the Executive Director's Report from the February 25, 2020 Board meeting had been placed in-front of them for their reference.

There was no public comment.

Consent Agenda

3. **Approve the Minutes of the January 22, 2020 Meeting - ACTION**
4. **Information on Findings of the Clean Miles Standard - INFORMATION**
5. **State and Federal Legislation Update - INFORMATION**
6. **San Francisco Muni Reliability Working Group Update - INFORMATION**
7. **Progress Report for Van Ness Avenue Bus Rapid Transit Project - INFORMATION**
8. **Citizens Advisory Committee Appointment - INFORMATION**

Regarding the Muni Reliability Working Group, Edward Mason, member of the public, said that the Transportation Authority, the San Francisco Municipal Transportation Agency (SFMTA) and Planning Department all needed to meet periodically to develop a strategy for the city. He said the biggest issue was the Planning Department taking the developers requests without reviewing the impact on development.

David Klein moved to approve the Consent Agenda, seconded by Sophia Tupuola.



The Consent Agenda was approved by the following vote:

Ayes: CAC Members Chiang, Klein, Larson, Levine, Liu, Thoe, Tupuola and Zack (8)

Absent: CAC Members Gower, Ortiz and Tannen (3)

End of Consent Agenda

Chair Larson called Items 9, 10 and 11 together.

- 9. Update on the San Francisco Municipal Transportation Agency's Siemens Light Rail Vehicle Procurement - INFORMATION**
- 10. Independent Management and Oversight Report on the San Francisco Municipal Transportation Agency's Siemens Light-Rail Vehicle Procurement - INFORMATION**
- 11. Adopt a Motion of Support for the Allocation of \$60,732,027 in Prop K Sales Tax Funds, with Conditions, for the Light-Rail Vehicle Procurement - ACTION**

Eric Cordoba, Deputy Director for Capital Projects, introduced the items.

Julie Kirschbaum, SFMTA Director of Transit, Bob Sergeant, Director of Rail and Transit, West, at T.Y. Lin International, and Anna LaForte, Deputy Director for Policy and Programming presented the items.

Stephanie Liu asked if the blue seats were for special needs persons and for confirmation that the blue seats were not materially different from the other seats.

Ms. Kirshbaum replied in the affirmative to both questions.

Jerry Levine asked what the outcome was of the February 25 Board meeting in regard to the Light Rail Vehicle (LRV) procurement items.

Ms. LaForte said the general feedback from the Board was positive and noted that representatives from transit workers union Local 250A were present and expressed appreciation for being involved in the discussion. She said one outstanding issue raised came from Commissioner Fewer in regard to the timeline for the redesign and repair of the couplers to address the issue of the shear pins breaking under certain conditions.

Jerry Levine asked if the Board approved the Prop K allocation request for the LRV procurement.

Ms. LaForte clarified that the Board had not considered the request, but would be hearing the item during the March Board meeting cycle.

Jerry Levine asked where the costs of modification 6 and 7 overlapped.

Ms. Kirschbaum clarified that the \$53 million was built into the overall funding package of \$1.2 billion. She said \$200 million was coming from Prop K, of which about \$60 million still remained to be allocated.

Rachel Zack asked when the hydraulic unit failure was fixed.

Ms. Kirschbaum said she believed that it had been fixed for 90 days, but would need to look up the exact date.

David Klein asked if the SFMTA had a warranty for replacement shear pins.

Ms. Kirschbaum said the vehicles had a 5-year warranty that were component specific



and that Siemens was responsible for replacing the shear pins until a solution was found. She noted that once a fix was identified and the repair made, the 5-year warranty period would restart.

Stephanie Liu asked why the seats had to be lowered by two inches and how the data was collected to determine the original height of the chairs.

Ms. Kirshbaum said the seating height was set by the train box, noting that it was how the train communicated with the automatic train control system in the subway. She added that the original height of the seats met the industry requirements and the mockup of the vehicle showed no issues. She said the lowering of the seats was requested by customers because they were sliding on the benches, which she observed might not have come up until the public was able to use vehicles in service.

Stephanie Liu asked if there were any lessons learned regarding user testing and collecting data prior to implementation.

Ms. Kirschbaum said a mockup was done prior to implementation but would need to get back to the CAC with a response regarding lessons learned.

Jerry Levine asked if Siemens had contracts with other transit operators that had similar vehicles and if that would make it easier or more difficult to get spare parts.

Mr. Sergeant said Siemens provided vehicles to large transit operators worldwide but noted that operators customized their vehicles to meet their specific environments. He also said most of the parts were not available in large quantities due to the fact that Siemens received most of the parts from sub-suppliers.

David Klein said there was tremendous amount of internal analysis like distance of failure and asked if there had been an analysis comparing the metrics of Breda and Siemen vehicles.

Ms. Kirschbaum said some research was done to explain why performance improvement was a curve and added that Calgary, Canada had a similar 18 month reliability program with Siemens. She said she was not aware of other transit operators with the same performance requirement to meet and sustain the 25 thousand miles requirement.

Mr. Sergeant said he was not aware of another city that had the same type of requirement. He said it was difficult to compare Breda and Siemens vehicles.

Ms. Kirschbaum said Bredas never met performance goals and wanted to make sure that that lesson learned was applied to the Siemens vehicles. She added that performance specifications were created for each part of the Siemens vehicles.

Ranyee Chiang asked if T.Y. Lin's oversight was completed or continuing.

Ms. LaForte said T.Y. Lin's report was complete but that there was an oversight protocol that would be recommended as a condition of the Prop K allocation request for phases 1 and 2.

Danielle Thoe asked for further information regarding the expected start of coupler repair in June 2020.

Ms. Kirschbaum said one of the things staff was doing to respond to Commissioner Fewer's request regarding the couplers, was to get a more detailed timeline from Siemens of when they expected to have a design solution. She said the SFMTA would have a better idea next week and would share Siemens timeline with Transportation



Authority staff.

Danielle Thoe requested that the timeline be shared with the CAC.

Chair Larson asked why the procurement of the 151 LRVs was broken down between 50 and 101 vehicles. He asked if that was being done because the vehicles needed two different seat design types.

Ms. Kirschbaum said the reason the SFMTA broke it into two sets was because it was going to take more time to do the engineering for the double seats, which were much heavier than a single seat. She said the seats hanging from the side of the train car and make it a lot easier to keep the trains clean. She added that the heavier weight of the double seats meant that Siemens needed to rethink the engineering of the car shell.

Ranyee Chiang asked if the oversight protocol prior to T.Y. Lin's oversight work could be explained.

Maria Lombardo said the T.Y. Lin oversight request was initiated as a result of the LRV service issues that were identified in 2019. She said that for major capital projects like Central Subway and the Downtown Extension, the Transportation Authority established enhanced oversight protocols given the cost and complexities of the projects. Ms. Lombardo said a lesson learned for staff is that vehicle procurements also require an enhanced oversight protocol and said that the CAC should expect to see that going forward.

David Klein asked if the T.Y. Lin report would continue to lead oversight of the LRVs or if it was a one time report.

Ms. Lombardo said that T.Y. Lin was asked to address a list of issues highlighted by the Board, assess the problems, the proposed solutions, and the party responsible for paying the costs. She said that the final report documented this effort and its findings, and it include some recommendations related to fully addressing the issues raised, and for oversight of the LRVs going forward.

Chair Larson asked if the difficulty for disabled riders to get around the circular or curved entrance was identified as an issue when reexamining the layout of the LRVs.

Ms. Kirschbaum said the SFMTA did an intercept survey and two focus groups in English and Cantonese. She said the general consensus from the focus groups was that riders in wheelchairs did favor the layout. She noted that Siemens did a modest redesign to provide more room but were limited in what they could do given the pinch point at the vehicle doors.

During public comment Edward Mason said the 54% approval rate for longitudinal seats was not overwhelming and requested that the new LRVs have the following: room for pull cord; a predominant display of date, time and location; more priority seating at the doors and clear display of car numbers. He asked why there was a specification for bicycles on the LRVs when the plan was to expand space for more riders. He also stated that the articulation noise was loud from the wheels on the subway. Mr. Mason was surprised there was no standard for the seats and asked why the Man/Woman book was used to design the seats as opposed to the Department of Defense's specifications.

Robin Kropp said she was injured on one of the new bench seats and after that interviewed people about the new cars. She said half the people were fine and the



other half had issues with the height of the seats and benches. She requested additional blue seating on the new vehicles and said elderly and disabled riders needed transverse seating. She said she interviewed another 400 riders last March and got a 50/50 split in regard to preference of forward or sideway facing seats. She asked if there was a fund for free paratransit for those who can no longer ride public transportation.

Kevin Ortiz acknowledged the public comments in regard to public transit safety for the elderly. He asked for clarification on the use Education Revenue Augmentation Fund (ERAF) funds in the LRV4 funding plan as show on slide 19 of the presentation.

Ms. Kirschbaum said the Controller's Office instructed the SFMTA to treat the ERAF fund as a one time funding source to help close the project funding gap and noted that this was SFMTA's share of the ERAF funds.

Kevin Ortiz said there was major funding issues for teachers in the city and did not feel comfortable using ERAF funds, that were designed for education, on a transit project. He asked if the ERAF funding being used on the project could be reallocated into education.

Ms. Kirschbaum said the funds that were given to the SFMTA were from the city's general fund, but said she could bring back the request to the SFMTA.

Kevin Ortiz said looking forward it would be prudent to not rely on ERAF funding in the future because it may not be available.

Ms. Kirschbaum clarified that the ERAF funds shown in the LRV4 funding plan were from the previous budget and did not project into future ERAF funding.

Kevin Ortiz requested to see a list of future projects that used ERAF funding and asked if it could be presented to the CAC.

Chair Larson said he could note the request at the March 10, 2020 Board meeting during the CAC report.

Ms. LaForte said Transportation Authority staff would follow up with the CAC.

Rachel Zack moved to approve Item 11, seconded by Jerry Levine.

Item 11 was approved by the following vote:

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

Absent: CAC Members Gower and Tannen (2)

12. Adopt a Motion of Support for the Allocation of \$1,000,000, with Conditions, for the Mission Street Excelsior Safety Project - ACTION

Anna LaForte, Deputy Director for Policy and Programming presented, the item per the staff memorandum.

Jerry Levine asked if there were walk signs at each corner or markings in the intersection to let pedestrians know they can walk when pedestrian scrambles were implemented. He said pedestrian scrambles were confusing without proper signage and markings.

Ms. LaForte acknowledged that the CAC had previously suggested educating the public when new traffic signals were designed and implemented.



Dustin White, SFMTA Project Manager, said there were a couple of different ways that pedestrian scrambles could be implemented and that the simplest form did not provide diagonal crossing. He said the simplest form allowed all four lights of straight line pedestrian walking to proceed at the same time, which allowed pedestrians to walk without any vehicular turning. He said the second type of pedestrian scramble allowed diagonal pedestrian walking and required the SFMTA to install four additional countdown signals that were directed to face diagonal movement.

Danielle Thoe said she had reached out to Commissioner Haney and the Tenderloin Safety Task Force and was told they were working on educating the public in regard to pedestrian scrambles. She said in terms of adding the diagonal crossing sign, the infrastructure in the Tenderloin was too old to implement a third crossing sign. She highlighted that pedestrian safety projects were being implemented in silos and should include infrastructure upgrades.

Rachel Zack asked if it was correct that pedestrians should not cross diagonally when there was no diagonal crossing striping.

Mr. White replied in the affirmative.

During public comment Robin Kropp said the public was confused by the new scrambles and said they were especially confusing in the Tenderloin.

Danielle Thoe asked if the allocation of the District 3 pedestrian safety funding could be conditioned to include education being put forward with signage and having staff available when implemented.

Chair Larson clarified that the District 3 request was going directly to the March 10, 2020 Board meeting and was just an information item at CAC, but noted that he could pass along her request during the Board's CAC report.

Ranyee Chiang moved to approve the item, seconded by Sophia Tupuola.

The item was approved by the following vote:

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

Absent: CAC Members Gower and Tannen (2)

13. Adopt a Motion of Support for the Adoption of a Support Position for the Seamless Transit Principles - ACTION

Michelle Beaulieu, Senior Transportation Planner, and Ian Griffiths, Policy Director with Seamless Bay Area, presented the item per the staff memorandum.

Jerry Levine said he was pleased to see the resolution and shared that he started working on transit in 1984 and the first project he worked was to try to consolidate 27 transit agencies. He said he would be happy to provide any help or historic insights if needed.

Ranyee Chiang said she was excited to see the principles and asked how much of the plan was mapped out to achieve the principles, which seemed complicated.

Mr. Griffiths said the principals provided policy direction and guidance for staff. He said the proposed bill would define seamless transit and expectations/standards for each participating transit agency. Mr. Griffiths said the bill, when amended, would initiate a 1-2 year task force that would assess the 27 transit agencies and recommend



a set of legislative reforms to create clarity and capacity to deliver a seamless system.

Sophia Tupuola asked if the task force would ensure that communities of concern (COC) would be relieved of their social isolation and if there would be data to demonstrate improvement in those areas.

Mr. Griffiths said the task force was temporary and had the goal of establishing a permanent regional transit governance structure. He said there was recommendation that COC representatives be included on the task force, as part of the legislative bill. He added that the driving goals of Seamless Transit were equity and improving access overall and that it would be easier to see that once the amended bill comes out in print.

Stephanie Liu asked if there was any opposition or any roadblocks.

Mr. Griffiths said there was not any current opposition to the legislation and said one roadblock was the need to convince the public and transit agencies that this attempt to unify all 27 transit agencies would work, unlike prior attempts.

Stephanie Liu asked what was being done differently compared to past attempts.

Mr. Griffiths said they had studied past attempts and saw the importance of building public support early on. He said they were building followers on social media and asking the public to draft letters of support. Building a grassroots coalition would be key.

Rachel Zack said it was important to build a geographically diverse public coalition and asked what role the Metropolitan Transportation Commission (MTC) had played to date.

Mr. Griffiths said Seamless staff had been speaking to MTC throughout the process and that noted that MTC did not have the mandate to lead the initiative and that MTC staff had noted that legislation would be helpful. He said looking ahead, the task force would look at all agencies, not just MTC, and evaluate best practices to recommend a new structure.

There was no public comment.

Jerry Levine moved to approve the item, seconded by David Klein.

The item was approved by the following vote:

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

Absent: CAC Members Gower and Tannen (2)

14. Adopt a Motion of Support for the Approval of San Francisco's Draft Plan Bay Area 2050 Fiscally Constrained Project List - ACTION

Michelle Beaulieu, Senior Transportation Planner, presented the item per the staff memorandum.

Ms. Lombardo said over the next few months there would be a push to advance equity across all levels.

During public comment Edward Mason asked what the population carrying capacity was in San Francisco and said needed to be a realization that businesses needed to pay their fair share of all the requirements being put on the individual property



owners. He said that growth was not funding growth.

Kevin Ortiz moved to approve the item, seconded by Ranyee Chiang.

The item was approved by the following vote:

Ayes: CAC Members Chiang, Larson, Levine, Liu, Ortiz, Thoe, Tupuola and Zack (8)

Absent: CAC Members Gower, Klein and Tannen (3)

15. Adopt a Motion of Support for the Amendment of the Adopted Fiscal Year 2019/20 Budget to Increase Revenues by \$2.1 Million, Decrease Expenditures by \$71.9 Million, and Decrease Other Financing Sources by \$67.0 Million for a Total Net Increase in Fund Balance of \$7.0 Million - ACTION

Lily Yu, Principal Management Analyst, presented the item per the staff memorandum.

Chair Larson said it looked like the usual issue with slow project delivery, which was frustrating, but also allowed the Transportation Authority to save on financing costs.

There was no public comment.

Danielle Thoe moved to approve the item, seconded by Stephanie Liu.

The item was approved by the following vote:

Ayes: CAC Members Chiang, Larson, Levine, Liu, Thoe and Tupuola (6)

Abstain: CAC Member Ortiz (1)

Absent: CAC Members Gower, Klein, Tannen and Zack (4)

16. Introduction of New Business - INFORMATION

Jerry Levine reiterated his prior request for an introductory presentation from SFMTA Executive Director Jeffrey Tumlin.

Chair Larson seconded the request to have Director Tumlin appear before the CAC at a future meeting.

Kevin Ortiz echoed the Director Tumlin request and reiterated a previous request for a map of geofenced Transportation Network Company (TNC) areas and the process required to geofence different sections of the city. He requested information on current and future transportation projects in the city that use ERAF funds and an update on the 16th Street Improvement Project.

Chair Larson seconded the request for an update on the 16th Street Improvement Project.

Danielle Thoe asked if staff could indicate who drafted agenda items and who would be presenting the items at the CAC.

Stephanie Liu reiterated a request for information and/or a presentation on how the various public agencies work together and on transportation funding.

Chair Larson asked if bike lanes were specifically for non-motorized vehicles or if vehicles like scooters were allowed to use bike lanes.

17. Public Comment

During public comment Edward Mason provided an update on idling commuter



shuttle buses, buses with no license plates or no permits and additional violations.

Jackie Sachs requested a Central Subway and Other 9 to 5 project update.

18. Adjournment

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

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Attachment 1.
San Francisco County Transportation Authority

State Legislation - May 2020

(Updated May 12, 2020)

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

Due to the COVID-19 pandemic, the state legislature was on recess through the beginning of May. The Assembly began meeting and holding hearings again on May 4, and the Senate on May 11. Committee chairs are deciding which bills will be heard on a case-by-case basis, with most chairs focusing on bills that are related to COVID-19 relief and/or are urgent matters. **Most bills from this session will not be moving forward, as the legislature focuses on essential legislation.**

The legislature's calendar has been revised for the remainder of the session:

- June 15: budget bill must be passed by midnight
- June 19: last day for the Assembly to pass bills introduced in the Assembly
- June 26: last day for the Senate to pass bills introduced in the Senate
- June 22 - July 12: Assembly summer recess
- July 2 - July 12: Senate summer recess
- August 31: last day for each house to pass bills
- September 30: last day for the Governor to sign or veto bills

Staff is recommending a new support position on Senate Bill (SB) 1291 (Senate Committee on Transportation), and new watch positions on Assembly Bill (AB) 3278 (Patterson) and AB 3213 (Rivas), as show in **Table 1**.

Table 2 provides updates on AB 2057 (Chiu), AB 2305 (Chiu), AB 2824 (Bonta) and SB 278 (Beall), on which the Transportation Authority has previously taken positions this session or added to our watch list. A number of bills we've been tracking, including AB 2057 and AB 2305, will not be proceeding this year so that the legislature can focus on addressing COVID-19 impacts and other priorities.

Table 3 shows the status of active bills on which the Board has already taken a position.

Table 1. New Recommended Positions

Recommended Positions	Bill # Author	Title and Update
Watch	AB 3213 Rivas D and Friedman D	<p>High-Speed Rail Authority: high-speed rail service: priorities.</p> <p>This bill would require the High-Speed Rail Authority (HSRA) to prioritize projects for the development and implementation of high-speed rail based on three criteria: overall benefit to the state; increased passenger rail ridership; and automobile trip replacement. The 2019 Project Update Report, and the HSRA Draft 2020 Business Plan, propose to focus limited state resources to fund and deliver high-speed rail in the Central Valley, for a 171-mile line from Merced to Bakersfield. The author's intent is to require the HSRA to consider whether electrification funds for this segment could be redirected to increase ridership in communities with significant populations (e.g. Los Angeles).</p> <p>It is unclear how this bill might impact the development of high-speed rail in California, though it would require the HSRA to use criteria that could benefit the high-population Bay Area and Los Angeles portions of the route. This bill was passed by the Assembly Transportation Committee on May 4, and will be heard by the Assembly Appropriations Committee next. If passed it will move to the Senate.</p>

Attachment 1.
San Francisco County Transportation Authority

Recommended Positions	Bill # Author	Title and Update
Watch	AB 3278 Patterson R	<p>High-Speed Rail Authority: passenger train service.</p> <p>This bill would add to an existing requirement in the Streets and Highways Code, that the operation of high-speed train service be provided with no operating subsidy whether the service is provided by the High-Speed Rail Authority (HSRA) directly, or is provided by a third party. The HSRA Draft 2020 Business Plan includes a provision that the HSRA would lease infrastructure in the Central Valley to another entity for operations that can be subsidized, such as the existing San Joaquin Regional Rail Commission (SJRRRC). The SJRRRC currently operates intercity rail which is subsidized by the state. The author states that this business plan violates the existing requirement that high-speed service be provided with no operating subsidy.</p> <p>This bill was passed by the Assembly Transportation Committee on May 4, and will be heard by the Assembly Appropriations Committee next. If passed it will move to the Senate.</p>
Support	SB 1291 Senate Committee on Transportation	<p>Federal Statewide Transportation Improvement Program: submissions.</p> <p>Currently, per state law, regional transportation planning agencies and Caltrans must develop and submit a new Federal Transportation Improvement Program (FTIP) to the US Department of Transportation (USDOT) by December 1 of even-numbered years. The federal government only requires this update to occur every four years, with California's next FTIP due in 2022. This bill would temporarily suspend the state-mandated submission requirement in 2020, so the next update would occur in 2022.</p> <p>This legislation is needed as a result of the Trump Administration's Safer Affordable Fuel-Efficient Vehicles (SAFE) Rule, which rolled back federal fuel efficiency standards and removed California's waiver to set its own emissions goals. When the rule went into effect last year, the state's air quality conformity model became outdated, and the Federal Highway Administration was unable to approve administrative actions that relied on model outputs. For projects with air quality impacts (a limited number of large capital projects), that included approving federal environmental documents and amending the project into the FTIP, which is required for a project to receive federal funding. While most projects have been able to continue accessing funds and securing administrative approvals to date, if California submits a new FTIP to USDOT prior to the resolution of this issue, the moratorium would apply to all federally funded projects in the state. SB 1291 provides Caltrans with the flexibility to continue to deliver federal transportation projects in the face of uncertainties related to the SAFE Rule.</p>

**Attachment 1.
San Francisco County Transportation Authority**

Table 2. Notable Updates on Bills in the 2019-2020 Session

Adopted Positions	Bill # Author	Title and Update
Watch	AB 2057 Chiu D	<p>San Francisco Bay Area: public transportation.</p> <p>This bill, the Bay Area Seamless Transit Act, has been significantly amended at the beginning of May, but will not be moving forward this year due to limitations on the number of bills under consideration given the COVID-19 crisis. In April, the Transportation Authority Board approved a resolution supporting seven Seamless Transit principles for the Bay Area. Assemblyman Chiu and the bill's sponsor organization, Seamless Bay Area, continue to advocate for a more integrated transit system, particularly as the region considers what recovery for the transit network will look like.</p> <p>On May 14, Seamless Bay Area and Assemblymember Chiu will be hosting a webinar about ongoing efforts to help Bay Area transit recover from the current crisis, and to improve the region's transit system to make it more connected, equitable and sustainable. They will also discuss next steps given that this bill is no longer moving forward in 2020. Our staff will participate in this webinar.</p>
Watch	AB 2305 Ting D	<p>Vehicles: local regulation of traffic: private roads.</p> <p>This is a spot bill, which we were working with the author and Supervisor Stefani's office to amend to authorize a pilot no-fee reservation system for the Lombard Crooked Street. Given the limitations on the number of bills under consideration in light of the COVID-19 crisis, this bill is not moving forward this year.</p>
Conditional Support with Amendments	AB 2824 Bonta D	<p>Bay Bridge Fast Forward Program.</p> <p>This bill was amended to require the Metropolitan Transportation Commission (MTC) and Caltrans to complete a comprehensive plan to improve bus and very high occupancy vehicle speed and travel time reliability on the San Francisco-Oakland Bay Bridge corridor, and would authorize MTC and Caltrans to implement a bus and very high occupancy vehicles only lane as a year-long pilot program if travel speed and reliability on the bridge are low. Given the limitations on the number of bills under consideration in light of the COVID-19 crisis, this bill is not moving forward this year.</p> <p>We support other ongoing efforts to expedite buses on the bridge, which would serve travelers to and from the East Bay as well as improve the connection between San Francisco and Treasure Island. MTC recently identified improvements at the West Grand, I-580, and I-80 approaches to the Bay Bridge as projects that would have the most immediate impact on bus travel time and reliability. MTC is working with ACTC and CCTA to secure funding for the initial \$20 million in resources to advance near-term operational, transit, and shared mobility strategies through the project development process. In San Francisco, we are considering operational improvements to bridge approaches through the Streets and Freeways Study, part of ConnectSF.</p>

Attachment 1.
San Francisco County Transportation Authority

Adopted Positions	Bill # Author	Title and Update
Watch	SB 278 Beall D	<p>Metropolitan Transportation Commission (MTC).</p> <p>This bill is currently a placeholder, which the author intended to amend to establish a regional transportation measure for the nine-county Bay Area for the November 2020 ballot. Given the COVID-19 crisis and its economic impacts, the author has stated that he no longer intends to seek the November 2020 ballot for such a measure. The main proponents for this measure, the FASTER Bay Area coalition led by SPUR, the Bay Area Council and the Silicon Valley Leadership Group, have also state that they are no longer proposing a measure for the November 2020 ballot. However, Senator Beall has not ruled out whether this bill could move forward this year to set the region up for a future ballot, such as November 2022, and the FASTER coalition continues to seek legislation authorizing a future Bay Area ballot initiative. We will continue to work with San Francisco agencies and other stakeholders to ensure the bill's policies and expenditure plan will promote the use of regional mass transit and the continued development of an integrated, reliable, regional public transportation system.</p>

Table 3. Bill Status for Active Positions Taken in the 2019-2020 Session

*Most bills introduced this year will not be moving forward due to the COVID-19 crisis' impact on the legislative session.
Updates to bills since the last Board meeting are italicized.*

Adopted Positions	Bill # Author	Bill Title	Update to Bill Status ¹ (as of 5/12/2020)
Support	AB 40 Ting D	Air Quality Improvement Program: Clean Vehicle Rebate Project	Dead
	AB 659 Mullin D	Transportation: emerging transportation technologies: California Smart City Challenge Grant Program.	Dead
	AB 1286 Muratsuchi D	Shared mobility devices: agreements.	Senate Judiciary Committee
	AB 2828 Friedman D	Traffic Safety.	<i>Dead</i>
Conditional Support with Amendments	AB 2824 Bonta D	Bay Bridge Fast Forward Program.	<i>Dead</i>
Oppose Unless Amended	AB 326 Muratsuchi D	Vehicles: motorized carrying devices.	Senate Rules
	AB 1112 Friedman D	Shared mobility devices: local regulation.	Senate Transportation
	AB 1964 Frazier D	Autonomous vehicles.	<i>Dead</i>
	SB 50 Wiener D	Planning and zoning: housing development: streamlined approval: incentives.	Dead

Attachment 1.
San Francisco County Transportation Authority

Oppose	AB 553 Melendez R	High-speed rail bonds: housing.	Dead
	AB 1167 Mathis R	Greenhouse Gas Reduction Fund: high-speed rail: forestry and fire protection.	Dead
	AB 1848 Lackey R	High-speed rail: Metrolink commuter rail system.	<i>Dead</i>

¹Under 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. "Two-year" bills have not met the required legislative deadlines and will not be moving forward this session but can be reconsidered in the second year of the session which begins in December 2019. Bill status at a House's "Desk" means it is pending referral to a Committee.

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Memorandum

AGENDA ITEM 6

DATE: May 4, 2020

TO: Transportation Authority Board

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 5/12/20 Board Meeting: Internal Accounting Report, Investment Report, and Debt Expenditure Report for the Nine Months Ending March 31, 2020

<p>RECOMMENDATION <input checked="" type="checkbox"/> Information <input type="checkbox"/> Action</p> <p>None. This is an information item.</p> <p>SUMMARY</p> <p>The purpose of this memorandum is to provide the quarterly internal accounting report, investment report, and debt expenditure report for the Fiscal Year (FY) 2019/20 period ending March 31, 2020.</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 checked="" type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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BACKGROUND

Our Fiscal Policy (Resolution 18-07) establishes an annual audit requirement and directs staff to report to the Board the agency's actual expenditures in comparison to the approved budget, on at least a quarterly basis. The Investment Policy (Resolution 20-23) directs a review of portfolio compliance with the Investment Policy in conjunction with, and in the context of, the quarterly expenditure and budgetary report.

Internal Accounting Report. Using the format of our annual financial statements for governmental funds, the Internal Accounting Report includes a "Balance Sheet" (Attachment 1) and a "Statement of Revenues, Expenditures, and Changes in Fund Balances, with Budget Comparison" (Attachment 2). In Attachment 2, the last two columns show the budget values and the variance of revenues and expenditures as compared to the approved amended budget. For the nine months ending March 31, 2020, the numbers in the approved amended budget column are three-fourths of the total approved amended budget for FY 2019/20, including the Treasure Island Mobility Management Agency. Although the sales tax (Prop K),



and vehicle registration fees (Prop AA), include accruals based on actual receipts after March 31, 2020, and sales tax revenue bond are included, the Internal Accounting Report does not include: 1) the Governmental Accounting Standards Board Statement Number 34 adjustments, 2) Traffic Congestion Mitigation Tax Program revenue (Prop D) accruals or 3) the other accruals that are done at the end of the FY. The Balance Sheet values, as of March 31, 2020, are used as the basis for the Investment Policy compliance review.

In addition, we are reporting for the first-time revenues for the Traffic Congestion Mitigation Tax Program (Prop D) since collections began on January 1, 2020. Back in November 2019, San Francisco voters approved Prop D enabling the City to impose a 1.5 percent business tax on shared rides and 3.25 percent business tax on private rides for fares originating in San Francisco and charged by commercial ride-share and driverless-vehicle companies until November 5, 2045. The San Francisco Municipal Transportation Agency (SFMTA) receives 50 percent of the revenues for Muni capital and operating improvements and we receive 50 percent of the revenues for capital projects that promote users' safety in the public right-of-way in support of the City's Vision Zero policy. For the nine months ending March 31, 2020, the number in the approved amended budget column is adjusted to reflect 50% of the annual budget.

Investment Report. Our investment policies and practices are subject to, and limited by, applicable provisions of state law and prudent money management principles. All investable funds are invested in accordance with the Investment Policy and applicable provisions of California Government Code Section 53600 et seq. Any investment of bond proceeds will be further restricted by the provisions of relevant bond documents.

We observe the "Prudent Investor" standard, as stated in California Government Code Section 53600.3, applied in the context of managing an overall portfolio. Investments are to be made with care, skill, prudence, and diligence, taking into account the prevailing circumstances, including, but not limited to, general economic conditions, our anticipated needs, and other relevant factors that a prudent person of a like character and purpose, acting in a fiduciary capacity and familiar with those matters, would use in the stewardship of funds.

The primary objectives for the investment activities, in order of priority, are:

- 1) **Safety.** Safety of the principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure preservation of the principal of the funds under its control.
- 2) **Liquidity.** The investment portfolio will remain sufficiently liquid to enable us to meet its reasonably anticipated cash flow requirements.
- 3) **Return on Investment.** The investment portfolio will be managed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk parameters and the cash flow characteristics of the portfolio.



Permitted investment instruments are specifically listed in the Investment Policy and include the San Francisco City and County Treasury Pool (Treasury Pool), certificates of deposit, and money market funds.

Balance Sheet Analysis. Attachment 1 presents assets, liabilities, and fund balances, as of March 31, 2020. Cash, deposits, investments, and restricted cash (Bonds Proceeds) total to \$172.1 million. Other assets total to \$29.1 million which mainly includes \$9.8 million of program receivable and \$6.9 million in sales tax receivable. Liabilities total \$295.0 million, as of March 31, 2020, and mainly includes \$32.0 million in accounts payable, and sales tax revenue bond par and premium amounts (Series 2017) of \$254.8 million.

There is a negative of \$94.7 million in total fund balances, which is largely the result of how multi-year programming commitments are accounted for. Future sales tax revenues and grant reimbursements collected will fully fund this difference. This amount is obtained as follows: \$19.6 million is restricted for capital projects and \$114.4 million is an unassigned negative fund balance. The unassigned negative fund balance reflects grant-funded capital projects that are scheduled to be implemented over the course of several fiscal years. The commitments are multi-year commitments and funded with non-current (i.e., future) revenues. In addition, we do not hold nor retain title for the projects constructed or for the vehicles and system improvements purchased with sales tax funds, which can result in a negative position.

Statement of Revenues, Expenditures, and Changes in Fund Balances Analysis. Attachment 2 compares budgeted to actual levels for revenues and expenditures for the first nine months (three quarters) of the fiscal year. We earned \$97.8 million in revenues, including \$74.8 million in sales tax revenues, \$3.6 million in vehicle registration fee, \$1.8 million in Traffic Congestion Mitigation Tax, \$15.4 million in total program revenues and \$2.1 million in investment income for the nine months ending March 31, 2020. Total revenue was lower than the budget estimates by \$13.3 million. This variance amount mainly includes \$8.3 million in sales tax revenue, \$2.0 million in Traffic Congestion Mitigation Tax, \$0.4 million in interest income, and \$2.4 million in program revenue. Below are the following explanations to significant variances:

Sales Tax Revenue - Due to anticipated lower revenues based on the impact of COVID-19, we do not have enough information to be able to project or estimate revenues for March. As such, the variance of \$8.3 million is mainly due to comparing nine months of budgeted revenue to eight months of recorded revenue. We do not expect any delay in the receipt of sales tax revenue for March 2020.

Traffic Congestion Mitigation Tax - January and February represents the first two months of revenue collection for this new tax and revenues were 25 percent lower than expected. In addition, due to anticipated lower revenues based on the impact of COVID-19, we do not have enough information to be able to project or estimate revenues for March. As such, the variance of \$2.0 million is mainly due to lower collection of revenues for January and February



and comparison of three months of budgeted revenue to two months of recorded revenue. We do not expect any delay in the receipt Traffic Congestion Mitigation Tax for March 2020.

Investment Income - The investment rate of return in the Treasury Pool decreased from 2.02 percent to 1.79 percent in the first quarter of 2020 (January to March). This \$420,366 or 11.4 percent decrease is partially due to two recent emergency interest rate recent cuts by the Federal Reserve. In addition, the investment income is expected to be further impacted by COVID-19 significantly from April to June.

Program Revenue - The \$2.4 million variance in Programs Revenues is mainly due to the construction contract delay for the Yerba Buena Island (YBI) Southgate Road Realignment Project. We expect expenditures to catch up during the 4th quarter. In addition, there is a delay in the approval of toll policies for the Treasure Island Mobility Management Program.

As of March 31, 2020, we incurred \$52.3 million of expenditures, including \$21.7 million in debt service cost for the Sales Tax Revenue Bonds and the revolving credit loan agreement, and \$6.9 million for personnel and non-personnel expenditures. Total expenditures were lower than the budgetary estimates by \$100.6 million. This amount mainly includes a net non-favorable variance of \$5.3 million for debt services costs, and a favorable variance of \$104.5 million in capital project costs. The net non-favorable variance of \$5.3 million in debt service costs is due to timing of Sales Tax bond principal and interest payments. The annual principal payment was withheld from monthly sales tax revenues received in the last quarter and made in February and the bi-annual interest payments were made in August and February. The favorable variance of \$104.5 million in capital project costs includes \$5.8 million, mainly related to the delay in expenditures for the YBI Southgate Road Realignment Improvement and 101/280 Carpool and Express Lane projects. The remaining \$97.6 million variances in capital project costs is mainly due to costs from project sponsors that have not yet been received. We anticipate a higher amount of reimbursement requests and expenditures in next quarter.

Investment Compliance. As of March 31, 2020, approximately 72.9 percent of our investable assets, excluding the \$35.2 million of bond proceeds held by US Bank, per the terms of the debt indenture, were invested in the Treasury Pool. These investments are in compliance with both the California Government Code and the adopted Investment Policy and provide sufficient liquidity to meet expenditure requirements for the next nine months. Attachment 3 is the most recent investment report furnished by the Office of the Treasurer.

Debt Expenditure Compliance. In June 2018, Transportation Authority entered into a 3-year Revolving Credit (loan) Agreement with State Street Public Lending Corporation and US Bank for a total amount of \$140 million. As of March 31, 2020, the Transportation Authority does not have any outstanding balance in the loan.

As of March 31, 2020, the cumulative total of Prop K capital expenditures paid with bond proceeds is \$172.6 million. The available balance of remaining bond proceeds to be spent is



\$31.4 million. Total earned interest to date from bond proceeds amounts to \$4.1 million. More details on these expenditures are included in Attachment 4.

COVID-19 Financial Impact. We are monitoring revenue streams and coordinating closely with the City and sister agencies to assess short, medium, and long-term financial impacts. While we expect our sales tax and other revenues to be significantly affected going forward, our strong financial position ensures that we can continue to support sponsors' cash needs for a multitude of public works and transit projects across the city. We plan to bring a final amendment to the FY 2019/20 budget in June, to reflect COVID-19 related impacts, along with the results of our review of our work program and funding program priorities.

FINANCIAL IMPACT

None. This is an information item.

CAC POSITION

None. This is an information item.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Balance Sheet (unaudited)
- Attachment 2 - Statement of Revenue, Expenditures, and Changes in Fund Balance with Budget Comparison (unaudited)
- Attachment 3 - Investment Report
- Attachment 4 - Debt Expenditure Report



Attachment 1
Governmental Funds
Balance Sheet (unaudited)
March 31, 2020

	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	Traffic Congestion Mitigation Tax Program	Total Governmental Funds
ASSETS							
Cash in bank	\$ 50,771,009	\$ -	\$ 1,908,135	\$ 19,608,517	\$ -	\$ -	\$ 72,227,661
Deposits and investment with the City Treasurer	99,868,820	-	-	-	-	-	99,868,820
Sales tax receivable	6,878,722	-	-	-	-	-	6,878,722
Vehicle registration fee receivable	-	-	-	731,951	-	-	731,951
Interest receivable from the City & County of San Francisco	1,511,656	-	-	-	-	-	1,511,656
Program receivables	15,667	7,894,814	-	-	45,840	-	9,772,241
Receivable from the City & County of San Francisco	-	1,257,244	-	-	1,043,352	-	2,300,596
Other receivables	41,583	-	-	-	-	-	41,583
Due from other funds	7,743,990	-	-	-	-	-	7,743,990
Prepaid costs and deposits	81,580	-	-	-	-	-	81,580
Total Assets	\$ 166,853,026	\$ 9,152,058	\$ 1,908,135	\$ 20,340,468	\$ 1,089,192	\$ 1,815,920	\$ 201,158,800
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES							
Liabilities							
Accounts payable	\$ 6,410,997	\$ 2,139,026	\$ 120,099	\$ 1,643,701	\$ 260,491	\$ -	\$ 10,574,314
Accounts payable to the City & County of San Francisco	19,683,805	-	19,387	1,919,943	-	-	21,623,135
Accrued salaries and taxes	269,817	-	-	-	-	-	269,817
Sales Tax Revenue Bond (Series 2017)	254,781,559	-	-	-	-	-	254,781,559
Due to other funds	-	6,557,945	442,922	315,944	397,591	29,588	7,743,990
Total Liabilities	\$ 281,146,178	\$ 8,696,971	\$ 582,408	\$ 3,879,588	\$ 658,082	\$ 29,588	\$ 294,992,815
Deferred Inflows of Resources							
Unavailable revenues	\$ -	\$ 455,087	\$ -	\$ -	\$ 431,110	\$ -	\$ 886,197
Total deferred inflows of resources	\$ -	\$ 455,087	\$ -	\$ -	\$ 431,110	\$ -	\$ 886,197
Fund Balances							
Nonspendable	\$ 81,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,580
Restricted	-	-	1,325,727	16,460,880	-	1,786,332	19,572,939
Unassigned	(114,374,732)	-	-	-	-	-	(114,374,732)
Total Fund Balances (Deficit)	\$ (114,293,152)	\$ -	\$ 1,325,727	\$ 16,460,880	\$ -	\$ 1,786,332	\$ (94,720,213)
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 166,853,026	\$ 9,152,058	\$ 1,908,135	\$ 20,340,468	\$ 1,089,192	\$ 1,815,920	\$ 201,158,799



Attachment 2
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances with Budget Comparison (unaudited)
For the Nine Month Ending March 31, 2020

	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	Traffic Congestion Mitigation Tax Program	Total Governmental Funds	Amended Budget Fiscal Year 2019/20	Variance With Amended Budget Positive (Negative)
REVENUES									
Sales tax	\$ 74,846,593	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,846,593	\$ 83,146,272	\$ (8,299,679)
Vehicle registration fee	-	-	-	3,571,714	-	-	3,571,714	3,697,500	(125,786)
Traffic congestion mitigation tax	-	-	-	-	-	1,815,920	1,815,920	3,834,255	(2,018,335)
Investment income	1,942,160	-	1,717	145,440	-	-	2,089,317	2,509,683	(420,366)
Program revenues	15,667	13,522,234	383,226	-	1,489,030	-	15,410,157	17,799,300	(2,389,143)
Other revenues	32,951	-	-	-	-	-	32,951	34,485	(1,534)
Total Revenues	\$ 76,837,371	\$ 13,522,234	\$ 384,943	\$ 3,717,154	\$ 1,489,030	\$ 1,815,920	\$ 97,766,652	\$ 111,021,492	\$ (13,254,840)
EXPENDITURES									
Current - transportation improvement									
Personnel expenditures	\$ 1,570,091	\$ 2,995,538	\$ 29,292	\$ 233,086	\$ 291,961	\$ 29,588	\$ 5,149,556	\$ 6,088,443	\$ 938,887
Non-personnel expenditures	1,697,561	64,425	-	65	4,801	-	1,766,852	2,245,290	478,438
Capital project costs	12,331,267	9,173,817	120,099	1,643,701	471,800	-	23,740,684	128,237,553	104,496,869
Debt service									
Principal	12,920,000	-	-	-	-	-	12,920,000	9,690,000	(3,230,000)
Interest and fiscal charges	8,758,245	-	-	-	-	-	8,758,245	6,655,689	(2,102,556)
Total Expenditures	\$ 37,277,164	\$ 12,233,780	\$ 149,391	\$ 1,876,852	\$ 768,562	\$ 29,588	\$ 52,335,337	\$ 152,916,972	\$ 100,581,635
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ 39,560,207	\$ 1,288,454	\$ 235,552	\$ 1,840,302	\$ 720,468	\$ 1,786,332	\$ 45,431,315	\$ (41,895,480)	\$ 87,326,795
OTHER FINANCING SOURCES (USES)									
Transfer In	\$ 2,008,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,008,922	\$ 2,824,932	\$ (816,010)
Transfer Out	-	(1,288,454)	-	-	(720,468)	-	(2,008,922)	(2,824,932)	816,010
Draw on Revolving Credit Agreement	-	-	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	\$ 2,008,922	\$ (1,288,454)	\$ -	\$ -	\$ (720,468)	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCES	\$ 41,569,129	\$ -	\$ 235,552	\$ 1,840,302	\$ -	\$ 1,786,332	\$ 45,431,315	\$ (41,895,480)	\$ 87,326,795
Fund Balances - Beginning	\$ 98,919,278	\$ -	\$ 1,090,175	\$ 14,620,578	\$ -	\$ -	\$ 114,630,031	\$ -	\$ -
Sales Tax Revenue Bond (Series 2017)	(254,781,559)	-	-	-	-	-	(254,781,559)	-	-
Fund Balances (Deficit) - End	\$ (114,293,152)	\$ -	\$ 1,325,727	\$ 16,460,880	\$ -	\$ 1,786,332	\$ (94,720,213)	\$ -	\$ -

** - The Traffic Congestion Mitigation Tax Program is being reported for the first-time since collections began on January 1, 2020. The number in the approved amended budget column is adjusted to reflect 50% of the annual budget.

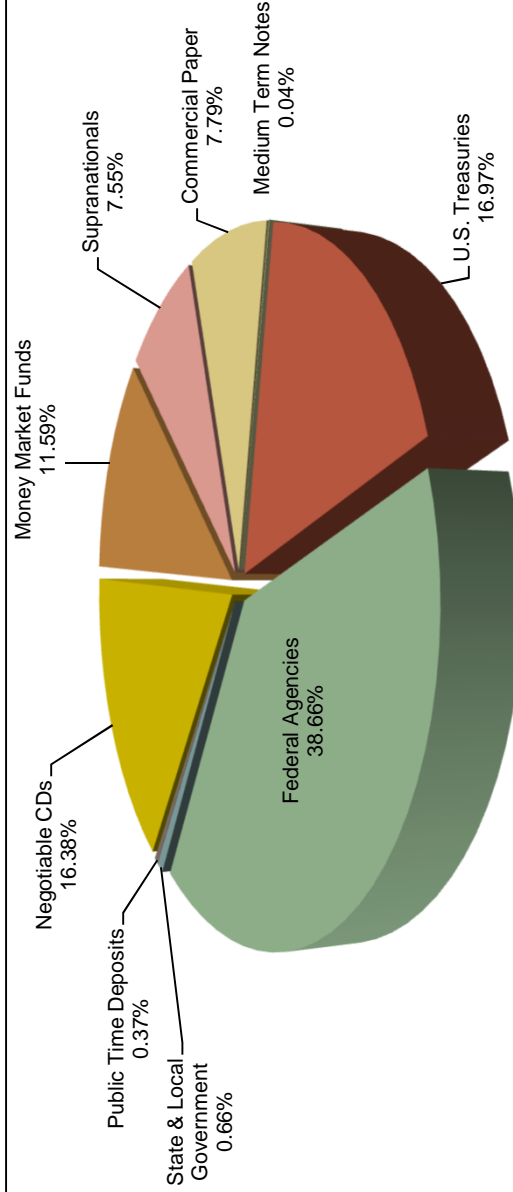
City and County of San Francisco Pooled Fund Portfolio Statistics

Attachment 3

For the month ended March 31, 2020

Average Daily Balance \$12,136,801,704
 Net Earnings \$18,405,705
 Earned Income Yield 1.79%
 Weighted Average Maturity 410 days

Investment Type	(\$ million)	Par Value	Book Value	Market Value
U.S. Treasuries	\$	2,060.0	\$ 2,063.1	\$ 2,081.1
Federal Agencies		4,701.3	4,700.0	4,741.5
State & Local Government				
Agency Obligations		80.7	80.3	81.4
Public Time Deposits		45.0	45.0	45.0
Negotiable CDs		2,004.3	2,004.4	2,008.6
Commercial Paper		960.0	950.3	955.0
Medium Term Notes		5.0	5.0	5.1
Money Market Funds		1,421.6	1,421.6	1,421.6
Supranationals		922.1	918.0	925.8
Total	\$	12,200.0	\$ 12,187.6	\$ 12,264.9





**San Francisco
County Transportation
Authority**

**Attachment 4
Sales Tax Revenue Bond
Debt Expenditure Report
As of March 31, 2020**

Bond Proceed Uses	Bond Proceeds	Spent Bond Proceeds	Remaining Balance
Capital Project Fund	\$204,003,258	\$172,646,525	\$31,356,733
Revolver Refinancing	46,000,981	46,000,981	-
Total	\$250,004,239	\$218,647,506	\$31,356,733

Interest Earned	\$4,138,099
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Sponsor	Bond-Eligible Reimbursement Requests Paid	Previous	Current	Cumulative Total
SFMTA	Motor Coach Procurement*	\$ 32,775,223	\$ 7,749,262	\$ 40,524,485
SFMTA	Radio Communications System & CAD Replacement*	35,756,776	-	35,756,776
SFMTA	Trolley Coach Procurement*	35,523,496	-	35,523,496
SFMTA	Central Subway	-	13,752,000	13,752,000
TJPA	Transbay Transit Center	8,336,512	267,305	8,603,817
SFMTA	Guideway Improvements (e.g. MME, Green Light Rail Facility, OCS)	7,449,493	-	7,449,493
SFMTA	Signals - New and Upgraded	4,885,353	17,358	4,902,711
SFMTA	Van Ness Bus Rapid Transit	4,895,930	-	4,895,930
SFMTA	Central Control and Communications (C3) Program*	4,146,932	-	4,146,932
PCJPB	Caltrain Early Investment Program - Electrification	2,898,251	-	2,898,251
SFMTA	Light Rail Vehicle Procurement*	2,829,105	-	2,829,105
SFMTA	Escalators	2,707,284	-	2,707,284
PCJPB	Caltrain Early Investment Program - CBOSS	1,846,023	325,706	2,171,729
SFMTA	1570 Burke Avenue Maintenance Facility	1,983,241	-	1,983,241
SFMTA	Muni Forward	1,435,632	-	1,435,632
SFMTA	Geary Bus Rapid Transit	1,172,609	-	1,172,609
SFMTA	Fall Protection Systems	597,849	-	597,849
SFMTA	Balboa Park Station Area and Plaza Improvements	580,809	-	580,809
SFMTA	Downtown Ferry Terminal	440,000	-	440,000
SFMTA	Signals - Sfgo	142,581.0	-	142,581
SFMTA	Traffic Calming Implementation (Prior Areawide Plans)	131,795	-	131,795
	Total	\$ 150,534,894	\$ 22,111,631	\$ 172,646,525
	Percentage of Capital Project Fund Spent	73.79%	10.84%	84.63%

* Major Cash Flow Drivers

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Memorandum

AGENDA ITEM 7

DATE: May 21, 2020
TO: Transportation Authority Board
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 6/9/20 Board Meeting: Revise the Amended Fiscal Year 2019/20 Budget to Decrease Revenues by \$33.4 Million and Decrease Expenditures by \$5.0 Million for a Total Net Decrease in Fund Balance of \$28.4 Million

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Revise the amended Fiscal Year (FY) 2019/20 budget to decrease revenues by \$33.4 million and decrease expenditures by \$5.0 million for a total net decrease in fund balance of \$28.4 million.</p> <p>SUMMARY</p> <p>In April 2020, through Resolution 20-42, the Board adopted the amended FY 2019/20 Budget. In light of the resulting unprecedented level of economic uncertainty, revenue and expenditure estimates contained in the amended FY 2019/20 Budget need to be updated to reflect COVID-19 related impacts. The effect of the final amendment, with a comparison of revenues and expenditures to the approved amended budget, in the aggregate line item format specified in the Fiscal Policy is shown in Attachment 1.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input checked="" type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

The budget revision is an opportunity for us to revise revenue projections and expenditure line items to reflect new information or requirements identified in the months elapsed since the adoption of the annual budget. Our Fiscal Policy allows for the amendment of the adopted budget during the fiscal year to reflect actual revenues and expenditures incurred.

On January 30, 2020, the World Health Organization declared the outbreak of the novel coronavirus, COVID-19, to be a public health emergency of international concern and on March 11, 2020 declared a worldwide pandemic. On February 25, 2020, San Francisco



declared a state of emergency in response to the global spread of COVID-19, and on March 16, 2020, Mayor Breed directed all residents to shelter in place. On March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California as a result of COVID-19 and on March 19, 2020, signed Executive Order N-33-20 (Executive Order) mandating all persons statewide to stay at home except as needed to maintain continuity of operations of the critical infrastructure sectors. Despite sustained efforts, COVID-19 remains a national, state and local public health threat at this time.

In April 2020, through Resolution 20-42, the Board adopted the amended FY 2019/20 Budget. In light of the resulting unprecedented level of economic uncertainty, revenue and expenditure estimates contained in the amended FY 2019/20 Budget need to be updated to reflect COVID-19 related impacts.

DISCUSSION

FY 2019/20 Final Budget Amendment. The budget revision reflects a decrease of \$33.4 million in revenues and a decrease of \$5.0 million in expenditures for a total net decrease of \$28.4 million in fund balance. The effect of the final amendment, with a comparison of revenues and expenditures to the approved amended budget, in the aggregate line item format specified in the Fiscal Policy is shown in Attachment 1. Budget revisions for the Treasure Island Mobility Management Agency (TIMMA) will be presented as a separate item to the June TIMMA Committee and TIMMA Board.

Revenue and expenditure revisions are related to Sales Tax Revenue, Traffic Congestion Mitigation Tax, investment income, program revenues, and a few of the Transportation Authority-led capital project costs reported in the Sales Tax Program (Prop K) and Congestion Management Agency Programs. Below are the following explanations to significant variances:

Sales Tax Revenues - Due to anticipated lower revenues based on the impact of COVID-19, we are revising our sales tax revenue projection for FY 2019/20 from \$110.9 million to \$86.6 million, a \$24.3 million or 21.9% decrease. Although revenues received through February 2020 are at similar levels to our original projections, we recently received information from the California Department of Tax and Fee Administration that indicated March revenues are down by approximately 60%. Furthermore, we anticipate sales tax revenues will decrease even more in the upcoming quarter (April to June), by approximately 73%, as a result of the stay at home Executive Order.

Traffic Congestion Mitigation Tax - We began collecting Traffic Congestion Mitigation Tax revenues since January 1, 2020. As of March 2020, we have collected three months of revenues totaling \$2.2 million. Based on continuous discussions and coordination with the City's Controller's Office and the San Francisco Municipal Transportation Agency, we anticipate revenues will continue to decrease significantly in the upcoming quarter (April to June) as a result of the stay at home Executive Order. As such, we are reducing our revenue



estimates for Traffic Congestion Mitigation Tax revenues from \$7.7 million to \$3.3 million for FY 2019/20, a decrease of \$4.4 million or 57.6% from the amended budget estimate.

Investment Income - In March 2020, the Federal Reserve made two emergency interest rate cuts, totaling 1.5%, within two weeks, in an attempt to bolster financial markets. Our earned income yield in the City's Treasury Pool, which constitutes the majority of Transportation Authority's investments, has decreased by 0.4% to an interest rate of 1.54% in April and we expect further reductions in May and June. Our projections now assume a \$35 million decrease in average daily cash balances in the final quarter of the fiscal year caused by anticipated delays and/or reductions to collections of Sales Tax Revenues and Traffic Congestion Mitigation Tax. This results in projected decreases in investment earnings of \$807,772 or 24.1% in FY 2019/20 compared to prior projections.

Program Revenues - Program Revenues for the Southgate Road Realignment Project, Phase 2 of the I-80/Yerba Buena Island Interchange Improvement project, are expected to decrease by \$3.9 million from the amended FY 2019/20 Budget. This is primarily due to a longer than anticipated procurement process for the construction contract award, in part due to COVID-related Board meeting cancellation. Program Revenues of \$3.9 million for this project will be shifted to FY 2020/21 as construction activities commenced two months later than anticipated.

Capital Project Costs - Capital Project Costs in FY 2019/20 are budgeted to further decrease from the amended FY 2019/20 budget by \$4.9 million, which is primarily due to the delay to begin the Southgate Road Realignment Project, as mentioned above. At the request of the Board at its April 14th meeting, we have paused environmental review efforts related to the U.S. 101/I-280 Express and Bus Lanes Project. In addition, a portion of consultant efforts related to the Pennsylvania Avenue Extension Pre-environmental and the Downtown Extension studies will be shifted to FY 2020/21.

Work Program Reviews and Administrative Operating Costs - Due to the reduction of anticipated sales tax revenues for the remainder of the fiscal year, we have conducted a full review of our work program and have taken the following steps to reduce expenditures:

- delaying the hiring of four staff vacancies, (but are continuing underway recruitments and filling essential positions);
- curtailed equipment and non-essential purchases and contracting;
- suspended travel and training as well as some administrative initiatives; and
- paused or deferred some work efforts (New Mobility Pilot Framework, Lombard Crooked Street Project, SF-Champ model development).

We will continue to monitor revenue streams and coordinate closely with the City and sister agencies to assess short, medium, and long-term financial impacts stemming from the pandemic. While we expect our sales tax and other revenues to be significantly affected



going forward, our strong financial position ensures that we can continue to support sponsors' cash needs for a multitude of public works and transit projects across the city.

FY 2020/21 Annual Budget Process. In light of the resulting unprecedented level of economic uncertainty, the significant impact of COVID-19 necessitates postponing the adoption of the full annual Budget and Work Program until September, similar to the schedule that Mayor Breed has set for the City's budget. In the interim, to provide for the necessary continuation of services and payment of expenditures, it will be necessary to adopt a provisional three-month FY 2020/21 Budget until the time at which the full 12-month budget for FY 2020/21 Budget is adopted.

As we have recently received more information on sales tax revenues this week, we are currently working on a provisional three-month FY 2020/21 budget that will be presented to the Board in June for approval. The full 12-month preliminary FY 2020/21 Annual Budget and Work Program will be presented for information to the Citizens Advisory Committee in July for the first review.

FINANCIAL IMPACT

The proposed final amendment to the FY 2019/20 budget would decrease revenues by \$33.4 million and decrease expenditures by \$5.0 million for a total net increase in fund balance of \$28.4 million, as described above.

CAC POSITION

The CAC will consider this item at its May 27, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed Final Budget Amendment

Proposed Final Budget Amendment 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	Traffic Congestion Mitigation Tax Program	Proposed Fiscal Year 2019/20 Final Budget Amendment	Increase/Decrease	Approved Fiscal Year 2019/20 Amended Budget
Revenues:									
Sales Tax Revenues	\$ 86,554,444	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,554,444	\$ (24,307,251)	\$ 110,861,695
Vehicle Registration Fee	-	-	-	4,930,000	-	-	4,930,000	-	4,930,000
Traffic Congestion Mitigation Tax	-	-	-	-	-	3,249,395	3,249,395	(4,419,113)	7,668,508
Investment Income	2,367,743	-	2,663	146,187	-	21,878	2,538,471	(807,772)	3,346,243
Program Revenues	30,000	16,379,232	771,753	-	2,682,254	-	19,863,239	(3,869,161)	23,732,400
Other Revenues	45,980	-	-	-	-	-	45,980	-	45,980
Total Revenues	88,998,167	16,379,232	774,416	5,076,187	2,682,254	3,271,273	117,181,529	(33,403,297)	150,584,826
Expenditures									
Capital Project Costs	143,484,321	15,444,542	1,110,104	4,631,435	1,444,492	-	166,114,894	(4,868,511)	170,983,405
Administrative Operating Costs	5,806,917	4,175,250	48,236	309,421	513,942	75,000	10,928,766	(182,876)	11,111,642
Debt Service Costs	21,794,250	-	-	-	-	-	21,794,250	-	21,794,250
Total Expenditures	171,085,488	19,619,792	1,158,340	4,940,856	1,958,434	75,000	198,837,910	(5,051,387)	203,889,297
Other Financing Sources (Uses):									
Net change in Fund Balance	(2,516,740)	3,240,560	-	-	(723,820)	-	-	-	-
Net change in Fund Balance	\$ (84,604,061)	\$ (383,924)	\$ -	\$ 135,331	\$ -	\$ 3,196,273	\$ (81,656,381)	\$ (28,351,910)	\$ (53,304,471)
Budgetary Fund Balance, as of July 1	\$ 98,919,279	\$ -	\$ 1,090,174	\$ 14,620,577	\$ -	\$ -	\$ 114,630,030	-	\$ 114,630,030
Budgetary Fund Balance, as of June 30	\$ 14,315,218	\$ -	\$ 706,250	\$ 14,755,908	\$ -	\$ 3,196,273	\$ 32,973,649	\$ (28,351,910)	\$ 61,325,559

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Memorandum

AGENDA ITEM 8

DATE: May 20, 2020
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 6/9/2020 Board Meeting: Appropriate \$100,000 in Prop K Sales Tax Funds for Neighborhood Transportation Improvement Program Coordination

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Appropriate \$100,000 in Prop K funds for:</p> <p>1. Neighborhood Transportation Improvement Program (NTIP) Coordination</p> <p>SUMMARY</p> <p>The purpose of the Transportation Authority's NTIP is to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community-supported neighborhood-scale projects that can be funded by Prop K sales tax and/or other sources. The subject request will provide support for implementation of the NTIP next fiscal year, including working with district supervisor offices, implementing agencies, and community stakeholders to identify, develop, and support delivery of NTIP planning and capital projects. Included in the NTIP Coordination allocation request are tables listing all NTIP projects to date, including percent complete, and a summary of remaining NTIP funds by supervisorial district. At the CAC meeting, we will provide a brief overview of two pending NTIP capital projects that aren't yet sufficiently finalized to present to the CAC, but that we are planning to bring to directly to the Board in June due to time sensitive issues. These include SF Public Works' Bayshore Boulevard/Cesar Chavez Street/Potrero Avenue Intersection Improvements (the Hairball) (Districts 9 and 10), which needs additional funds to address a cost increase in the construction phase, and funds to design bulb-outs at the Buchanan Mall intersections at Golden Gate Avenue and Turk Street (District 5). More information is provided on these projects below and SF Public Works staff will attend the May 27 CAC meeting to answer any questions the CAC may have.</p>	<p><input checked="" 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 type="checkbox"/> Other: _____</p>
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DISCUSSION

Attachment 1 summarizes the subject request, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources)



compared with the leveraging assumptions in the Prop K Expenditure Plan. Attachment 2 includes a brief project description. Attachment 3 highlights any staff recommendations or special conditions of interest. An Allocation Request Form is attached, with more detailed information on scope, schedule, budget, funding, deliverables and special conditions.

Upcoming NTIP Capital Requests. At the June 9 Transportation Authority Board meeting, we anticipate presenting two NTIP capital requests from SF Public Works for approval. The first request is for additional funds for Bayshore Boulevard/Cesar Chavez Street/Potrero Avenue Intersection Improvements (the Hairball) to cover a cost increase due to unforeseen conditions identified by the contractor in the field. While digging in the project area, the contractor found underground utilities that SF Public Works needs to relocate in order to lower the bike/pedestrian path and discovered that the volume of hazardous soil needing to be removed from the site is greater than expected. Commissioner Ronen and Commissioner Walton have each committed additional NTIP funds to cover a portion of the funding needed. This request is not ready to be considered by the CAC on May 27 because SF Public Works is still finalizing the full funding plan to cover the cost increase.

The second NTIP capital request from SF Public Works is for the design phase for bulb-outs at the Buchanan Mall intersections at Golden Gate Avenue and Turk Street. These improvements were evaluated and recommended through the NTIP-funded Western Addition Community Based Transportation Plan approved in 2017. We are recommending that consideration of this request advance directly to the June Board meetings to support Commissioner Preston's desire for SF Public Works to implement this pedestrian safety project as soon as possible and to facilitate inclusion of the work into the design phase of the Golden Gate and Laguna repaving project which is slated to start construction in Spring/Summer 2021. We've been supporting Commissioner Preston's and SF Public Works' efforts to finalize the locations and funding plan and are in the process of reviewing the request which was just submitted this week, and thus, is not yet ready to present to the CAC.

FINANCIAL IMPACT

The recommended action would appropriate \$100,000 in Prop K funds. The appropriation would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the attached Allocation Request Form.

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

Sufficient funds will be included in the proposed Fiscal Year 2020/21 budget to accommodate the recommended action.

CAC POSITION

The CAC will consider this item at its May 27, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 -Summary of Requests



- Attachment 2 - Project Description
- Attachment 3 - Staff Recommendation
- Attachment 4 - Prop K Allocation Summary - FY20/21
- Attachment 5 - Allocation Request Form

Attachment 1: Summary of Requests Received

Source	EP Line No./Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴		
Prop K	44	SFCTA	NTIP Program Coordination	\$ 100,000	\$ 100,000	40%	0%	Planning	Citywide
TOTAL						\$ 100,000	40%	0%	

Footnotes

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

² Acronym: SFCTA (San Francisco County Transportation Authority)

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

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

Attachment 2: Project Description

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
44	SFCTA	NTIP Program Coordination	\$ 100,000	\$ -	The purpose of the Transportation Authority's Neighborhood Transportation Improvement Program (NTIP) is to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community-supported neighborhood-scale projects that can be funded by Prop K sales tax and/or other sources. This funding request provides support for implementation of the NTIP, including working with district supervisor offices, implementing agencies, and community stakeholders to identify, develop, and support delivery of NTIP planning and capital projects. Included in the allocation request following the scope description are tables listing all NTIP projects to date, including percent complete, and a summary of remaining NTIP funds by supervisorial district. The NTIP Planning Guidelines are attached to the allocation request form for reference.
TOTAL			\$100,000	\$0	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendation

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended	Recommendations
44	SFCTA	NTIP Program Coordination	\$ 100,000	\$ -	
TOTAL			\$100,000	\$0	

¹ See Attachment 1 for footnotes.

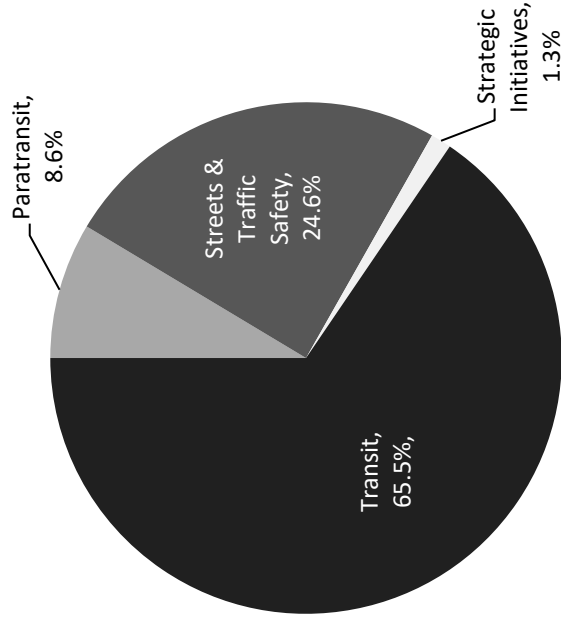
Attachment 4: Prop K Allocation Summary

PROP K SALES TAX

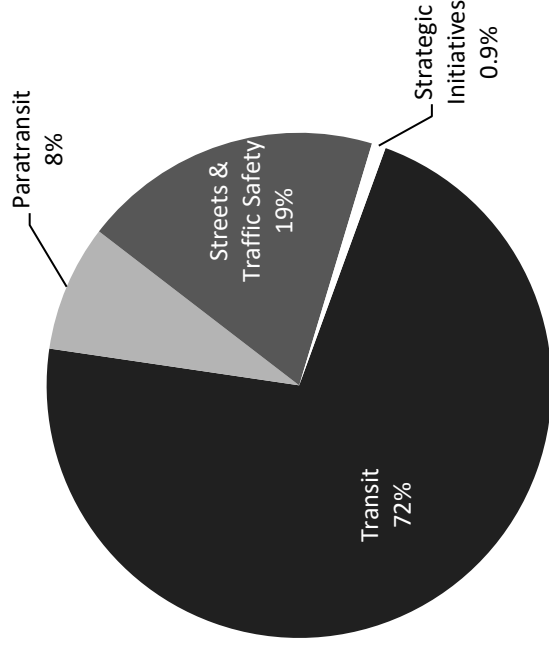
	FY2020/21	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Total							
Prior Allocations	\$ 3,257,155	\$ 2,821,473	\$ 435,682	\$ -	\$ -	\$ -	\$ -
Current Request(s)	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
New Total Allocations	\$ 3,357,155	\$ 2,921,473	\$ 435,682	\$ -	\$ -	\$ -	\$ -

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

Investment Commitments, per Prop K Expenditure Plan



Prop K Investments To Date



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transportation/Land Use Coordination
Current Prop K Request:	\$100,000
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

The purpose of the Transportation Authority's Neighborhood Transportation Improvement Program (NTIP) is to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community-supported neighborhood-scale projects that can be funded by Prop K sales tax and/or other sources. This funding request provides support for implementation of the NTIP, including working with district supervisor offices, implementing agencies, and community stakeholders to identify, develop, and support delivery of NTIP planning and capital projects.

Detailed Scope, Project Benefits and Community Outreach

Background: The San Francisco Transportation Plan's equity analysis identified significant unmet demand for pedestrian and bicycle circulation projects and transit reliability initiatives particularly in outlying neighborhoods, and concluded that meeting these transportation needs is an important way to improve mobility in neighborhoods and to address socioeconomic and geographic disparities in San Francisco. As a result of this finding and in response to public and Board input, in 2014 the Transportation Authority developed the Neighborhood Transportation Improvement Program (NTIP). The NTIP has two components: a planning component to fund community-based planning efforts in each Supervisory district; and a capital component to provide local matching funds for neighborhood-scale projects in each district. NTIP Cycle 1 covered the five-year period of FY 2014/15 through FY 2018/19. Cycle 2 covers the five-year period of FY 2019/20 through FY 2023/24.

Current Request: The requested Prop K funds will enable Transportation Authority staff to work with district supervisor offices, implementing agencies such as the San Francisco Municipal Transportation Agency, and community stakeholders to support Transportation Authority Board members' efforts to identify potential NTIP planning and capital projects and to develop proposed scope, schedule, and budget information to support allocation of NTIP grants, as well as project delivery oversight. It also includes ongoing support of the NTIP program including regular communications with the district supervisors' offices regarding progress on NTIP projects. The NTP Planning Grant Guidelines are attached to this allocation request and provide additional detail on NTIP Planning Grants and the pre-development and program support work that staff will provide.

NTIP Project Status: Over the five-year NTIP Cycle 2 period, each supervisory district has a total of \$100,000 for NTIP planning grants and \$600,000 intended to serve as local match for one small and one medium-sized neighborhood-scale NTIP capital project. Some districts have not used the full amount of Cycle 1 funds available and carried forward up to \$300,000 in Cycle 1 NTIP funds into Cycle 2. See Table 1 and Table 2 following this scope section for the complete list (including percent complete for each of Cycle 1 and Cycle 2 NTIP projects, respectively, and Table 3 for a summary of remaining NTIP funds by district as of May 19, 2020.

Project Location

Citywide

Project Phase(s)

Planning/Conceptual Engineering (PLAN)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$150,000

Neighborhood Transportation Improvement Program (NTIP) Cycle 1 Projects (as of March 31, 2020)

NTIP Planning Projects

District	Project Name	Lead Agency	% Complete	Amount Allocated	Year of Allocation
1	District 1 NTIP Planning Project	SFMTA	100%	\$100,000	14/15
2	Managing Access to the "Crooked Street" (1000 Block of Lombard Street)	SFCTA	100%	\$100,000	14/15
3	Kearny Street Multimodal Improvements Study	SFMTA	90%	\$100,000	15/16
4	66 Quintara Reconfiguration Study	SFMTA	100%	\$100,000	16/17
5	Western Addition Community-Based Transportation Plan	SFMTA	100%	\$100,000	14/15
6	Pedestrian Safety in SOMA Youth and Family Zone - Folsom-Howard Streetscape Project	SFMTA	100%	\$48,000	15/16
6	Pedestrian Safety in SOMA Youth and Family Zone - Vision Zero Ramp Intersection Study	SFCTA	100%	\$52,000	15/16
7	Balboa Area TDM Study	Planning	100%	\$100,000	15/16
8	Valencia Street Bikeway Implementation Plan	SFMTA	100%	\$50,000	17/18
9	Alemanya Interchange Improvement Study	SFCTA	100%	\$100,000	14/15
10	District 10 Mobility Management Study	SFCTA	100%	\$100,000	17/18
11	Geneva-San Jose Intersection Study	SFMTA	92%	\$100,000	15/16

NTIP Capital Projects

District	Project Name	Lead Agency	% Complete	Amount Allocated	Year of Allocation
1	Arguello Blvd Near-Term Improvements	SFMTA	100%	\$188,931	15/16
1	Arguello Blvd Improvements	SFMTA	100%	\$70,700	17/18
1	Fulton Street Safety	SFMTA	65%	\$82,521	18/19
2	Lombard Street Corridor	SFMTA	100%	\$400,000	15/16
2	Lombard Crooked St Reservation & Pricing System Development	SFCTA	100%	\$200,000	16/17
3	Kearny Multimodal Implementation Plan- Traffic Analysis	SFCTA	75%	\$50,000	17/18
3	Jefferson Street Improvements Phase 2	SFPW	20%	\$200,000	17/18
3	Battery and Sansome Bicycle Connections	SFMTA	100%	\$200,000	18/19
4	Sloat/Skyline Intersection Alternatives Analysis	SFMTA	80%	\$250,000	16/17
4	Lower Great Highway Pedestrian Improvements	SFMTA	75%	\$250,000	17/18
5	Frederick/Clayton Traffic Calming	SFMTA	25%	\$175,000	18/19
5	Divisadero Intersection Improvements	SFMTA	80%	\$273,500	18/19
6	Golden Gate Avenue Buffered Bike Lane	SFMTA	100%	\$50,000	15/16
6	Howard Street - Embarcadero to 3rd Street	SFMTA	25%	\$75,000	18/19
6	Bessie Carmichael Crosswalk	SFMTA	100%	\$28,000	15/16
6	South Park Traffic Calming	SFMTA	100%	\$30,000	16/17
6	7th and 8th Streets Freeway Ramp Intersections Near Term Improvements	SFMTA	15%	\$160,000	18/19
7	Lake Merced Bikeway Feasibility	SFMTA	7%	\$150,000	18/19
7	District 7 FY19 Participatory Budgeting Priorities	SFMTA	25%	\$255,000	18/19
8	Elk Street at Sussex Street Pedestrian Safety Improvements	SFMTA	25%	\$482,150	16/17, 18/19
9	Alemanya Interchange Improvement Project Phase 1	SFMTA	30%	\$275,477	16/17
9	Alemanya Interchange Improvement Project Phase 2	SFPW	18%	\$123,392	17/18
9, 10	Hairball Segments F & G	SFPW	40%	\$400,000	16/17, 17/18
10	Cesar Chavez/Bayshore/Potrero Intersection Improvements	SFMTA	100%	\$100,000	14/15
10	Potrero Hill Pedestrian Safety and Transit Stop Improvements	SFMTA	95%	\$60,000	14/15
11	Excelsior Near-Term Traffic Calming	SFMTA	90%	\$600,000	17/18

Neighborhood Transportation Improvement Program (NTIP) Cycle 2 Projects (as of March 31, 2020)

NTIP Planning Projects

District	Project Name	Lead Agency	% Complete	Amount Allocated	Year of Allocation
4	District 4 Mobility Improvements Study	SFCTA	15%	\$100,000	19/20
5	Octavia Traffic Study	SFCTA	10%	\$100,000	19/20
9	Alemanya Realignment Study	SFCTA	5%	\$100,000	19/20
10	District 10 15 Third Street Bus Study	SFCTA	75%	\$30,000	19/20
11	Alemanya Safety Project	SFMTA	60%	\$100,000	19/20

NTIP Capital Projects

District	Project Name	Lead Agency	% Complete	Amount Allocated	Year of Allocation
1	Anza Bike Lanes	SFMTA	1%	\$220,000	19/20
11	District 11 Traffic Calming Cycle 2	SFMTA	35%	\$600,000	19/20

Summary of NTIP Funds Available (as of May 19, 2020)

District	Total Allocated	Total Pending Allocation	Total Remaining NTIP Funds	Total NTIP Funds (Cycles 1 and 2)
1	\$662,152	\$0	\$737,848	\$1,400,000
2	\$700,000	\$0	\$700,000	\$1,400,000
3	\$550,000	\$0	\$850,000	\$1,400,000
4	\$700,000	\$0	\$700,000	\$1,400,000
5	\$648,500	\$0	\$751,500	\$1,400,000
6	\$443,000	\$0	\$957,000	\$1,400,000
7	\$505,000	\$0	\$895,000	\$1,400,000
8	\$532,150	\$0	\$867,850	\$1,400,000
9	\$798,869	\$0	\$601,131	\$1,400,000
10	\$490,000	\$0	\$910,000	\$1,400,000
11	\$1,400,000	\$0	\$0	\$1,400,000
Total	\$7,429,671	\$0	\$7,970,329	\$15,400,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Jul-Aug-Sep	2020	Apr-May-Jun	2021
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations				
Open for Use				
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transportation/Land Use Coordination	\$0	\$100,000	\$0	\$100,000
Phases in Current Request Total:	\$0	\$100,000	\$0	\$100,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$100,000	\$0	Previous work of similar scope
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction (CON)	\$0	\$0	
Operations	\$0	\$0	
Total:	\$100,000	\$100,000	

% Complete of Design:	N/A
As of Date:	N/A
Expected Useful Life:	N/A

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

MAJOR LINE ITEM BUDGET

BUDGET SUMMARY

Agency	Program Support	Total
SFCTA	\$ 100,000	\$ 100,000
Total	\$ 100,000	\$ 100,000

DETAILED LABOR COST ESTIMATE - BY AGENCY

SFCTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Deputy Director	150	\$ 102.47	2.5	\$ 256.38	0.07	\$ 38,457
Senior Engineer	20	\$ 75.25	2.5	\$ 188.28	0.01	\$ 3,766
Senior Program Analyst	40	\$ 56.63	2.5	\$ 141.69	0.02	\$ 5,707
Senior Transp. Planner	240	\$ 61.58	2.5	\$ 154.07	0.12	\$ 36,977
Transportation Planner	45	\$ 53.10	2.5	\$ 132.86	0.02	\$ 5,979
Intern	130	\$ 28.00	2.5	\$ 70.06	0.06	\$ 9,115
Total	625				0.30	\$ 100,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$100,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$100,000	Total Prop AA Recommended:	\$0

SGA Project Number:	144-44	Name:	NTIP Program Support - SFCTA
Sponsor:	San Francisco County Transportation Authority	Expiration Date:	12/31/2021
Phase:	Planning/Conceptual Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-144	\$0	\$100,000	\$0	\$0	\$0	\$100,000

Deliverables

1. Quarterly progress reports shall report on work performed for each District Supervisor as well as general NTIP program support.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$100,000
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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

ER

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Anna LaForte	Eric Reeves
Title:	Deputy Director for Policy & Programming	Senior Program Analyst
Phone:	(415) 522-4805	(415) 522-4827
Email:	anna.laforte@sfcta.org	eric.reeves@sfcta.org



NEIGHBORHOOD TRANSPORTATION IMPROVEMENT PROGRAM

Planning Guidelines



San Francisco
County Transportation
Authority



The Neighborhood Transportation Improvement Program (NTIP) is made possible by the San Francisco County Transportation Authority through grants of Proposition K (Prop K) local transportation sales tax funds. Prop K is the local sales tax for transportation approved by San Francisco voters in November 2003.



PHOTO CREDITS:

Cover photo of pedestrians and cyclists courtesy Lynn Friedman, Flickr Creative Commons

Photo of cyclists on Arguello courtesy SFMTA Photography Department

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**San Francisco
County Transportation
Authority**

1455 Market Street, 22nd Floor, San Francisco, CA 94103

TEL 415.522.4800 **FAX** 415.522.4829

EMAIL info@sfcta.org **WEB** www.sfcta.org

Overview

WHY CREATE A NEIGHBORHOOD TRANSPORTATION IMPROVEMENT PROGRAM (NTIP)?

The Transportation Authority's NTIP was developed in response to mobility and equity analysis findings from the San Francisco Transportation Plan (SFTP) and to public and the Transportation Authority Board's desire for more focus on neighborhoods, especially on Communities of Concern¹ and other underserved neighborhoods. The SFTP, which is the city's 30-year blueprint guiding transportation investment in San Francisco, found that walking, biking and transit reliability initiatives are important ways to address socio-economic and geographic disparities. The NTIP is intended to respond to these findings.

WHAT DO WE WANT TO ACHIEVE WITH THE NTIP?

The purpose of the NTIP is to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community-supported neighborhood-scale projects. The latter can be accomplished through strengthening project pipelines or helping move individual projects more quickly toward implementation, especially in Communities of Concern and other neighborhoods with high unmet needs.

WHAT TYPE OF WORK DOES THE NTIP FUND?

NTIP planning funds can be used for community-based planning efforts in San Francisco neighborhoods, especially in Communities of Concern or other underserved neighborhoods and areas with vulnerable populations (e.g., seniors, children, and/or people with disabilities). Specifically, NTIP planning funds can be used to support neighborhood-scale efforts that identify a community's top transportation needs, identify and evaluate potential solutions, and recommend next steps for meeting the identified needs. NTIP planning funds can also be used to complete additional planning/ conceptual engineering for existing planning projects that community stakeholders regard as high-priority. All NTIP planning efforts must be designed to address one or more of the following SFTP priorities:

- Improve pedestrian and/or bicycle safety
- Encourage walking and/or biking;
- Improve transit accessibility
- Improve mobility for Communities of Concern or other underserved neighborhoods and vulnerable populations (e.g., seniors, children, and/or people with disabilities).

¹ <https://www.sfcta.org/policies/communities-concern>

Ultimately, NTIP planning efforts should lead toward prioritization of community-supported, neighborhood-scale capital improvements that can be funded by the Transportation Authority's Prop K sales tax for transportation and/or other sources.

HOW MUCH FUNDING IS AVAILABLE?

The NTIP Planning program provides \$100,000 in Prop K funding for each supervisorial district to use over the next five years (Fiscal Years 2019/20 - 2023/24). The \$100,000 can be used for one planning effort or multiple smaller efforts. No local match is required for planning grants, though it is encouraged.

The Transportation Authority has also programmed \$6.6 million in Prop K matching funds for implementation of NTIP planning grant recommendations during the next five years. During this second cycle of the NTIP, the capital match funds can also be used to fund other community-supported, neighborhood-scale projects that already have been identified and are being prepared for delivery in the next five years.

Eligibility

WHAT TYPES OF PLANNING EFFORTS CAN BE FUNDED?

Examples of eligible planning efforts include:

- District-wide or area-wide needs and prioritization processes (e.g., the District 10 Mobility Management Study, Balboa Area TDM Study).
- Site specific needs and prioritization processes (e.g., the Managing Access to the "Crooked Street" (1000 Block of Lombard Street), Alemany Interchange Improvement Study, Geneva-San Jose Intersection Study).
- Project-level plans or conceptual designs for smaller efforts (e.g., advancing conceptual design of a high priority project identified in a prior community planning effort, safety project concepts development, and transportation demand management planning including neighborhood parking management studies).
- Traditional neighborhood transportation plan development (e.g., Western Addition Community-Based Transportation Plan).
- Corridor plans (e.g., Valencia Street Bikeway Implementation Plan).

The expectation is that NTIP funds will be leveraged like other Prop K funds. This leveraging would be necessary to fully fund some of the larger scale and more intensive efforts listed above. (A traditional neighborhood transportation plan might run \$300,000; a corridor

plan could be much more expensive, depending on the scope). Without leveraging, a \$100,000 NTIP planning grant could fund a smaller-scale planning effort.

All NTIP planning efforts must include a collaborative planning process with community stakeholders such as residents, business proprietors, transit agencies, human service agencies, neighborhood associations, non-profit or other community-based organizations and faith-based organizations. The purpose of this collaboration is to solicit comments from these stakeholders, review preliminary findings or designs with them, and to utilize their perspective in identifying potential strategies and solutions for addressing transportation needs.

WHO CAN LEAD AN NTIP PLANNING EFFORT?

NTIP planning efforts can be led by Prop K project sponsors, other public agencies, and/or community-based organizations. The grant recipient, however, must be one of the following Prop K-eligible sponsors: the Bay Area Rapid Transit District (BART), the Peninsula Corridor Joint Powers Board (Caltrain) the Planning Department, the San Francisco County Transportation Authority (Transportation Authority or SFCTA), the San Francisco Municipal Transportation Agency (SFMTA), or San Francisco Public Works (SFPW). If a non-Prop K sponsor is leading the NTIP planning project, it will need to partner with a Prop K sponsor or request that a Prop K sponsor act as a fiscal sponsor.

HOW WILL PROPOSALS BE SCREENED FOR ELIGIBILITY?

In order to be eligible for an NTIP Planning grant, a planning effort must satisfy all of the following screening criteria:

- Project sponsor is one of the following Prop K project sponsors: BART, Caltrain, the Planning Department, SFCTA, SFMTA, SFPW—or is partnering with a Prop K-eligible sponsor (either as a partner or a fiscal sponsor).
- Project is eligible for funding from Prop K.
- Project is seeking funds for planning/conceptual engineering phase. A modest amount of the overall grant may be applied toward environmental clearance (typically for categorical exemption types of approvals), but this may not represent a significant portion of proposed expenditures.
- Cumulative NTIP requests for a given supervisorial district do not exceed the maximum amount available for each supervisorial district (i.e., \$100,000).
- Project will address at least one of the SFTP priorities: improve pedestrian and/or bicycle safety, encourage walking and/or biking, improve transit accessibility, and/or improve mobility for Communities of Concern or other underserved neighborhoods and at-risk populations (e.g., seniors, children, and/or people with disabilities).

- Project is neighborhood-oriented and the scale is at the level of a neighborhood or corridor. The project may be district-oriented for efforts such as district-wide prioritization efforts, provided that the scope is compatible with the proposed funding.
- Project must include a collaborative planning process with community stakeholders.
- Planning project is proposed to be completed in two years.

WHAT SPECIFIC ACTIVITIES AND EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT?

Funds must be used only for planning-related activities. Eligible costs include: community surveys, data gathering and analysis, community meetings, charrettes, focus groups, planning and technical consultants, outreach assistance provided by community-based organizations, developing prioritized action plans, conceptual or 30% design drawings, cost estimates, and bilingual services for interpreting and/or translation services for meetings. Further details on eligible expenses are included in the Prop K Standard Grant Agreement that will be executed by the Transportation Authority and the Prop K grant recipient.

Project Initiation and Scoping

WHERE DO NTIP PLANNING IDEAS COME FROM?

The NTIP sets aside Prop K funds for each district supervisor to direct funds to one or more community-based, neighborhood-scale planning efforts in the next five years. Ultimately, the district supervisor (acting in his/her capacity as a Transportation Authority Board commissioner) will recommend which project(s) will be funded with an NTIP planning grant. All projects must be consistent with the adopted guidelines.

Anyone can come up with an NTIP planning grant idea, including, but not limited to, a District Supervisor, agency staff, a community-based organization, or a community member. There is no pre-determined schedule or call for projects for the NTIP planning grants. Rather, each Transportation Authority Board member will contact the Transportation Authority's NTIP Coordinator when s/he is interested in exploring NTIP proposals. Board members may already have an idea in mind, seek help from agency staff in generating ideas, or solicit input from constituents and other stakeholders. See below for how these ideas are vetted and turned into NTIP planning grants.

HOW DOES AN IDEA DEVELOP INTO AN NTIP PLANNING GRANT?

INITIATING A REQUEST: The District Supervisor initiates the process by contacting the Transportation Authority's or SFMTA's NTIP Coordinator with a planning proposal, a request to help identify potential planning project ideas,

or to help with a formal or informal call for projects for his or her respective district.

The Transportation Authority and the SFMTA have designated NTIP Coordinators who will work collaboratively to implement the NTIP Planning grant program. The NTIP Coordinators will work with the District Supervisor and any relevant stakeholders throughout the NTIP planning proposal identification and initial scoping process. They will be responsible for seeking input from appropriate staff within their agencies, as well as from other agencies depending on the particular topic.

VETTING IDEAS AND SCOPING: Once contacted by a District Supervisor, the SFCTA and SFMTA NTIP Coordinators will establish a dialogue with the relevant District Supervisor and agency staff to develop an understanding of the particular neighborhood's needs and concerns that could be addressed through a planning effort, to evaluate an idea's potential for addressing identified issues, and to explore whether complementary planning or capital efforts are underway, in the pipeline, or have already occurred.

This step in the process is necessarily iterative and collaborative in nature. It involves working with the District Supervisor to identify an eligible NTIP planning proposal and reaching agreement on the purpose and need, what organization will lead/support the effort, developing a summary scope, identifying desired outcomes and/or deliverables, and preparing an initial cost estimate and funding plan.

TABLE 1.

Checklist for Developing a Strong NTIP Planning Grant Proposal

DOES YOUR PLANNING PROPOSAL HAVE...?

- ✓ Clear purpose/need statement and goals
- ✓ Clear list of deliverables/outcomes
- ✓ Well-defined scope, schedule, and budget
- ✓ Clear and diverse community support
- ✓ Coordination with other relevant planning efforts
- ✓ Inclusive community engagement strategy
- ✓ Community of Concern or underserved community focus
- ✓ Appropriate funding/leveraging commensurate with proposed scope
- ✓ Implementation model (lead agency; agency and community roles defined)

NTIP planning grant funds are modest, but a great deal can be accomplished depending on how the planning effort is scoped and how it leverages other resources (e.g., existing plans, staff, other fund sources, concurrent planning and design efforts, etc.). The checklist shown in Table 1 reflects elements that are typically necessary to support a strong NTIP planning proposal.

As the project scope begins to solidify, another key aspect to address is determining the lead agency and identifying the roles of other agencies and stakeholders that need to be involved. The SFCTA and SFMTA NTIP Coordinators will assist with this effort, which requires consideration of multiple factors such as how well the NTIP planning proposal matches an agency's mission and goals, and current priorities; staff resource availability during the proposal timeframe; and availability of consultant resources to address staff resource constraints. The Transportation Authority is willing to provide access to its on-call consultants to assist with NTIP planning efforts if that is found to be a viable approach to a particular planning proposal.

Agreeing upon the lead agency and the timing of the planning effort are important outcomes of the scoping phase. Based on prior experience and feedback from project sponsors, it is clear that implementation agency participation in the project initiation and scoping process and involvement in some form in the planning effort (from leading the effort to strategically providing input and reviewing key deliverables) helps ensure that the recommendations stemming from the study will be prioritized sooner rather than later in that agency's work program.

The lead agency (or the grant recipient if it is a different entity) should prepare a Prop K allocation request (See next section).

REQUESTING ALLOCATION OF FUNDS: The designated grant recipient needs to complete a Prop K allocation request form that details the agreed-upon scope, schedule, cost and funding plan for the project. Transportation Authority staff will review the allocation request to ensure completeness. Once it is finalized the funding request will go through the next monthly Transportation Authority Board cycle for approval. This involves review and action by the Citizens Advisory Committee, and Transportation Authority Board.

What are the grant award terms?

All NTIP planning projects must adhere to the Prop K Strategic Plan policies and the requirements set forth in the Prop K Standard Grant Agreement. The sections below highlight answers to a few commonly asked questions.

ARE THERE TIMELY USE OF FUNDS DEADLINES?

Planning efforts must be completed within two years of the grant award. If a grant recipient does not demonstrate adequate performance and timely use of funds, the Transportation Authority may, after consulting with the project sponsor and relevant District Supervisor, take appropriate actions, which can include termination or redirection of the grant.

WHAT ARE THE MONITORING, REPORTING, AND ATTRIBUTION REQUIREMENTS?

NTIP planning grants will be subject to the same monitoring, reporting and attribution requirements as for other Prop K grants. Requirements are set forth in the Prop K Standard Grant Agreement and include items such as including appropriate attribution on outreach fliers and reports which will be shared with the district supervisor, and submitting a closeout report upon project completion.

Upon completion of each planning project, project sponsors will report to the Transportation Authority Board on key findings, recommendations, and next steps, including implementation and funding strategy. The Board will accept or approve the final report for the NTIP planning grant.

How do I get more information?

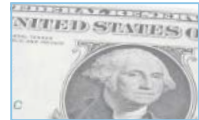
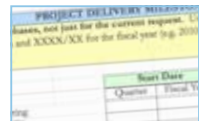
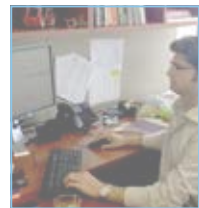
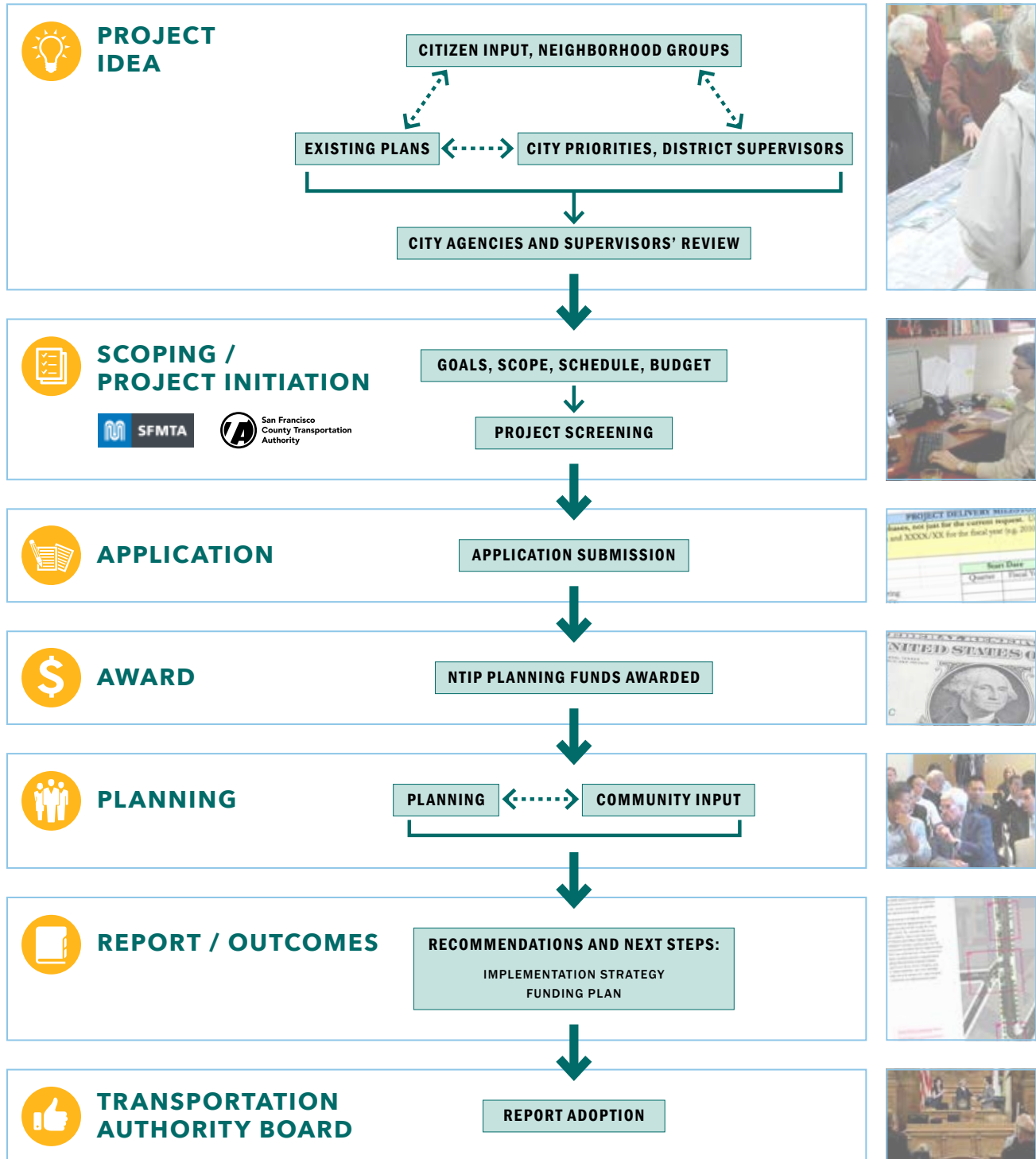
Visit the Transportation Authority's website at: www.sfcta.org/ntip

Or contact one of the NTIP coordinators:

Transportation Authority:
Anna LaForte
415-522-4805
anna.laforte@sfcta.org

SFMTA:
Jamie Parks
415-646-2121
jamie.parks@sfmta.com

NTIP Planning Grant process Flow-chart



The NTIP is funded by grants of Proposition K local transportation sales tax funds.

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Memorandum

AGENDA ITEM 9

DATE: May 20, 2020
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 6/9/2020 Board Meeting: Amend the 2017 Prop AA Strategic Plan

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Amend the 2017 Prop AA Strategic Plan.</p> <p>SUMMARY</p> <p>The 2017 Prop AA Strategic Plan programmed \$26.9 million to 17 projects over the five-year period covering Fiscal Years (FYs) 2017/18 to 2021/22. Prop AA places a strong emphasis on timely use of funds to ensure that projects result in near-term, tangible benefits to the public, and, as such, provides for mid-cycle calls for projects when funds become available. We are proposing to release a call for projects to reprogram a total of \$3,744,884 in Prop AA funds available from projects canceled or completed under budget, as well as \$145,000 of interest earnings. Over \$3.5 million of this funding is available in the Transit Reliability and Mobility Improvement category from the San Francisco Municipal Transportation Agency's (SFMTA's) Muni Metro Station Enhancements Phase 2 project which will not advance during the 2017 Strategic Plan period. We are also proposing Strategic Plan amendments to delay programming for four projects with programmed but unallocated FY 2019/20 funds, as described in Attachment 2. If the Board does not wish to approve some or any of the programming revisions, funds for these four projects, totaling \$2 million would be reprogrammed through the upcoming call for projects, increasing funds available to up to \$5,744,884. Following Board approval of the Strategic Plan amendment, we would release the call for projects and anticipate bringing project recommendations to the Board in September 2020.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input checked="" 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 type="checkbox"/> Other: _____</p>
--	---

BACKGROUND

In November 2010, San Francisco voters approved Prop AA, authorizing the Transportation Authority to collect an additional \$10 vehicle registration fee on motor vehicles registered in San Francisco to fund transportation improvements in the following three categories, with



revenues split as indicated by the percentages: Street Repair and Reconstruction - 50%, Pedestrian Safety - 25%, and Transit Reliability and Mobility Improvements - 25%. Given its small size - less than \$5 million in annual revenues - one of Prop AA's guiding principles is to focus on small, high-impact projects that will provide tangible benefits to the public in the short-term. Thus, Prop AA only funds design and construction phases of projects and places a strong emphasis on timely use of funds.

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

Timely-Use-of-Funds Policy: The Prop AA Strategic Plan spells out a timely-use-of funds policy that is applied to all Prop AA allocations to help avoid situations where Prop AA funds sit unused for prolonged periods of time given Prop AA's focus on quickly delivering tangible benefits to the public. Any project programmed in the Strategic Plan that does not request allocation of funds in the year of programming may, at the discretion of the Transportation Authority Board, have its funding deobligated and reprogrammed to other projects through a competitive call for projects. Sponsors have the opportunity to reapply for funds through these competitive calls but will not be guaranteed any priority if other eligible, ready-to-go project applications are received.

DISCUSSION

Project Delivery Update. Attachment 1 shows the current status of all Prop AA funded projects from inception through the March 2020 quarterly progress report, with Table 2 showing projects that are open for use and Table 3 showing projects that are underway, with their anticipated open for use date and the status of project delivery. Since its inception, we have allocated \$37.4 million in Prop AA funds to 31 projects, with 19 projects open for use by the public. Twelve additional projects are underway.

While Prop AA has delivered significant benefits, in recent years we have observed a slower pace of allocations and expenditures. These delays can be explained in part by the need to coordinate Prop AA funded improvements with projects that require significant inter-agency coordination such as Geary Bus Rapid Transit and Western Addition Pedestrian Lighting.

Recommended Programming Actions, Pushing Out Funds for 4 Projects Experiencing Delays. Consistent with the Prop AA timely-use-of-funds policy, we have been working with SFMTA and San Francisco Public Works (SFPW) to review the status of the four projects shown in Attachment 2 with funds programmed but unallocated in FY 2019/20. These projects include SFPW's Potrero Gateway Loop Pedestrian Safety Improvements and Western Addition Pedestrian Lighting, and SFMTA's 5th Street Quick Build Improvements and Bulb-outs at WalkFirst Locations. We are recommending amendment of the Prop AA Strategic Plan to delay the year of programming by one year, to FY 2020/21, for all four projects. This will be the third and final amendment that we will recommend to delay funds for the Bulb-outs at WalkFirst Locations project, which has been significantly delayed in the design phase due to unforeseen



complexities associated with sub-sidewalk basements, SFPW Accessible Building Entry requirements, and sharing staff resources with other high priority projects.

Updated project information forms are included in Attachment 3, showing the latest scope, schedule, cost and funding plan for the four projects. Attachment 4 shows the amended 2017 Prop AA Strategic Plan programming, allocations, and cash flows, as proposed.

Muni Metro Station Enhancements Phase 2 - Project On Hold, Funds De-obligated. The SFMTA has 'canceled' Phase 2 of the Muni Metro Station Enhancements Phase 2, freeing up \$3,503,099 in Prop AA funds from the Transit Reliability and Mobility Improvement for other eligible projects. Phase 1 of this project, also funded with Prop AA funds, is experiencing significant delays due to difficulties coordinating with active rail operations at the platforms, inadequate documentation of existing "as-built" station conditions, and a slower than anticipated process for obtaining permits from BART to conduct the work. SFMTA has put Phase 2 on hold to make Prop AA transit funds available for higher priority projects that are ready-to-go during the current 2017 Prop AA Strategic Plan period. Because these Prop AA funds originate from the Transit Reliability and Mobility Improvements category, projects in that category would be prioritized for funding.

2020 Prop AA Call for Projects. As shown in Table 1 below, we anticipate having approximately \$3.74 million in Prop AA funds available for new projects identified through a competitive call for projects. This amount would increase if the Board does not approve any or a portion of the proposed programming revisions described above.

Table 1. Funds Available for 2020 Prop AA Call for Projects

Funds from canceled project (priority to projects in the Transit Reliability and Mobility Improvement category)	\$ 3,503,099
Deobligated funds from projects completed under budget	\$ 96,344
Interest earnings	\$ 145,441
Total Funds Available	\$ 3,744,884

Next Steps. Following Board approval of the Strategic Plan amendment, we will release the Prop AA call for projects. After reviewing and evaluating project applications, we anticipate presenting a recommended program of projects to the Citizens Advisory Committee (CAC) and Board in September for approval. See Table 2 below for details.

Table 2. Proposed Prop AA Call for Projects Schedule

By Friday, June 26	Transportation Authority Issues Prop AA Call for Projects
Thursday, July 9	Workshop for potential applicants
Friday, July 31, 5 p.m.	Prop AA Applications Due to the Transportation Authority
Wednesday, September 2	Citizens Advisory Committee - ACTION Prop AA staff recommendations



Tuesday, September 15	Transportation Authority Board - FIRST READ Prop AA staff recommendations
Tuesday, September 22	Transportation Authority Board - FINAL APPROVAL Prop AA staff recommendations

* Meeting dates are subject to change. Please check the Transportation Authority's website for the most up-to-date schedule (www.sfcta.org/agendas).

FINANCIAL IMPACT

There are no impacts to the Transportation Authority's adopted FY 2019/20 associated with the recommended action. Allocations of Prop AA funds are the subject of separate Board actions.

CAC POSITION

The CAC will consider this item at its May 27, 2020 meeting

SUPPLEMENTAL MATERIALS

- Attachment 1 - Prop AA Project Delivery Report
- Attachment 2 - 2017 Prop AA Strategic Plan Amendment - Summary of Recommendations
- Attachment 3 - Project Information Forms (4)
- Attachment 4 - 2017 Prop AA Strategic Plan Amendment - Programming and Allocations

Attachment 1
Prop AA Project Delivery Report

Table 1. Prop AA Funds Allocated

Strategic Plan Period	Programmed (Available for Allocation)	Total Allocated as of 5/19/2020	% Allocated
2012 Strategic Plan (FY2012/13 - FY2016/17)	\$ 24,893,275	\$ 24,893,275	100%
2017 Strategic Plan (FY2017/18 - FY2021/22)	\$ 27,197,833	\$ 12,548,472	46%
Total	\$ 52,091,108	\$ 37,441,747	

Table 2. Completed Projects

Projects are sorted by Expenditure Plan category, then allocation year, then sponsor, then project name

Sponsor ¹	Fiscal Year of Allocation	Project Name	Phase(s) Funded	Total Allocated (as of 05/19/2020)	Open for Use ²
Street Repair and Reconstruction					
SFPW	2012/13	28th Ave Pavement Renovation	Construction	\$ 1,169,843	2014
SFPW	2012/13	9th Street Pavement Renovation	Construction	\$ 2,101,136	2015
SFPW	2016/17	Brannan Street Pavement Renovation	Construction	\$ 2,540,359	2019
SFPW	2013/14	Chinatown Broadway Streetscape Improvements	Design	\$ 650,000	2018
SFPW	2014/15	Dolores St Pavement Renovation ⁹	Construction	\$ 2,145,024	2015
SFMTA	2013/14	Mansell Corridor Improvement Project	Design	\$ 199,997	2017
SFMTA	2014/15	Mansell Corridor Improvement Project	Construction	\$ 2,325,624	2016
SFPW	2013/14	McAllister St Pavement Renovation	Construction	\$ 1,995,132	2019
Pedestrian Safety					
Presidio	2013/14	Arguello Gap Closure	Construction	\$ 350,000	2014
SFPW	2015/16	Chinatown Broadway Streetscape Improvements	Construction	\$ 1,029,839	2017
SFMTA	2013/14	Ellis/Eddy Traffic Calming Improvements	Design	\$ 337,450	2019
SFMTA	2013/14	Franklin and Divisadero Signal Upgrades	Design	\$ 260,270	2016
SFMTA	2014/15	Franklin and Divisadero Signal Upgrades	Construction	\$ 636,480	2015
SFMTA	2015/16	Gough Corridor Signal Upgrade	Design	\$ 300,000	Design completed 2018 Construction anticipated 2020
SFMTA	2015/16	Mansell Corridor Improvement Project	Construction	\$ 163,358	2016
UC Hastings	2013/14	McAllister St Campus Streetscape	Design	\$ 83,000	2018
UC Hastings	2014/15	McAllister St Campus Streetscape	Construction	\$ 1,619,035	2015
SFMTA	2013/14	Mid-Block Crossing on Natoma/8th	Design	\$ 54,578	2017
SFMTA	2014/15	Mid-Block Crossing on Natoma/8th	Construction	\$ 310,000	2020
SFMTA	2012/13	Pedestrian Countdown Signals (PCS) #1	Construction	\$ 1,380,307	2014

Table 2. Completed Projects - continued

Projects are sorted by Expenditure Plan category, then allocation year, then sponsor, then project name

Sponsor ¹	Fiscal Year of Allocation	Project Name	Phase(s) Funded	Total Allocated (as of 05/19/2020)	Open for Use ²
Pedestrian Safety					
SFMTA	2014/15	Webster Street Pedestrian Countdown Signals	Design	\$ 260,000	2018
SFMTA	2016/17	Webster Street Pedestrian Countdown Signals	Construction	\$ 141,794	2018
Transit Reliability and Mobility Improvements					
BART	2012/13	24th Street Mission BART SW Plaza and Pedestrian Improvements	Construction	\$ 713,831	2014
SFMTA	2013/14	City College Pedestrian Connector	Design	\$ 42,000	2015
SFMTA	2014/15	City College Pedestrian Connector	Construction	\$ 891,000	2017
BART	2013/14	Civic Center BART/Muni Bike Station	Construction	\$ 248,000	2016
MOHCD	2013/14	Hunters View Transit Connection	Construction	\$ 1,844,994	2016
BART	2015/16	Muni Bus Layover Area at BART Daly City Station	Construction	\$ 507,980	2017

¹ Sponsor abbreviations include: Bay Area Rapid Transit (BART), Mayor's Office of Housing and Community Development (MOHCD), San Francisco Municipal Transportation Agency (SFMTA), San Francisco Public Works (SFPW), The Presidio Trust (Presidio), University of California Hastings College of the Law (UC Hastings)

² Open for use refers to the year the construction phase of the project was completed.

Attachment 1
Prop AA Project Delivery Report

Table 3. Projects Underway

Projects are sorted by Expenditure Plan category, then allocation year, then sponsor, then project name

Fiscal Year of Allocation	Project Name (Sponsor) ¹	Phase(s) Funded	Total Allocated (as of 5/19/2019)	% Complete (as of 5/19/2020)	Open for Use ² (at time of allocation)	Open for Use ² (currently anticipated)	Notes
Street Repair and Reconstruction							
2019/20	23rd St, Dolores St, York St, and Hampshire St Pavement Renovation (SFPW)	Construction	\$ 2,397,129	0%	Apr-2021	Nov-2021	Due to coordination with an ongoing SFPUC Water project, SFPW is proposing to deliver the proposed blocks and curb ramps through two contracts. The first contract, which includes the 22nd St, 23rd St, and Dolores St blocks was advertised in November 2019 and is anticipated to be open for use on November 2021. The pavement renovation of 17 blocks on Hampshire St and York St, as well as 62 curb ramps along York St and Hampshire St will be delivered through a joint SFPUC-Water Lead and paving contract, anticipated to be advertised in October 2020.
2019/20	Geary Boulevard Pavement Renovation (SFPW)	Construction	\$ 3,386,732	20%	Sep-2021	Sep-2021	
Pedestrian Safety							
2015/16	Bull-outs at WalkFirst Locations (SFMTA)	Design	\$ 491,757	60%	Jun-2020	Dec-2021	Design delays due to unforeseen complexities associated with sub-sidewalk basements, SFPW Accessible Building Entry requirements, and sharing staff resources with other high priority projects
2017/18	Arguello Boulevard Traffic Signal Upgrade (SFMTA)	Construction	\$ 655,000	95%	Dec-2019	Dec-2019	Remaining accessible pedestrian signal installation/activation pending availability of SFMTA Signal Shop
2017/18	Haight Street Resurfacing and Pedestrian Lighting (SFPW)	Construction	\$ 2,052,000	42%	Mar-2020	Jun-2021	Project was delayed due to need to rebid contract and coordination with SFPUC sewer project
2017/18	Gough Corridor Signal Upgrade (SFMTA)	Construction	\$ 2,900,000	92%	Sep-2019	Jul-2020	
2019/20	Vision Zero Coordinated Pedestrian Safety Improvements (SFPW)	Construction	\$ 700,000	0%	Nov-2020	Nov-2020	Completion of design phase has been delayed by restricted staff capacity during shelter in place
2019/20	Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection (The Hairball - Segments F & G) - Additional Funds (SFPW)	Construction	\$ 368,519	40%	Jan-2020	TBD (pending additional funding and utility relocation)	Project delayed due to unforeseen conditions identified by the contractor in the field. While digging in the project area, the contractor found underground utilities that it needs to relocate in order to lower the bike/pedestrian path and discovered that the volume of hazardous soil needing to be removed from the site is greater than expected.
2019/20	Western Addition Pedestrian Lighting (SFPW)	Design	\$ 60,000	0%	Dec-2021	Dec-2021	
2019/20	Potrero Gateway Loop (SFPW)	Design	\$ 80,000	0%	Jun-2022	Jun-2022	
Transit Reliability and Mobility Improvements							
2015/16	Elevator Safety and Reliability Upgrades (SFMTA)	Construction	\$ 287,000	27%	Mar-2020	Oct-2023	Reasons for delay include rebidding the project in response to the competitive bidding environment for elevator technicians and the need to conduct construction sequentially to reduce the number of elevators out of service at one time.
2017/18	Muni Metro Station Enhancements Phase 1 (SFMTA)	Construction	\$ 2,465,316	1%	Mar-2019	Jun-2022	Project is taking longer than expected because of challenges such as identifying allowable work hours within the metro stations to minimize impacts to the riders and train service (pre-COVID), interfacing with old infrastructure, and delays receiving final design comments from Public Works.

¹ Sponsor abbreviations include: San Francisco Municipal Transportation Agency (SFMTA), San Francisco Public Works (SFPW)

**Attachment 2
Proposed 2017 Prop AA Strategic Plan Amendment - Summary of Recommendations**

District	Project Name	Phase	Sponsor ¹	Fiscal Year Programmed	Amount	Recommendation
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Street Repair and Reconstruction

No changes proposed						
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Pedestrian Safety

10	Potrero Gateway Loop Pedestrian Safety Improvements	Construction	SFPW	2019/20 <u>2020/21</u>	\$ 220,000	Proposed amendment to delay programming of construction funds to Fiscal Year (FY) 2020/21. At its May 19, 2020 meeting, the Board approved \$80,000 in Prop AA funds for design of this project. SFPW plans to request funds for construction (\$220,000) in Spring 2021. The Board originally approved programming for this project in FY 2017/18 and previously amended the programming year to FY 2019/20. Project has been delayed due to prolonged negotiations with design contractor and coordination with multiple agencies. The project is anticipated to be open for use by June 2022.
6	5th Street Quick Build Improvements	Construction	SFMTA	2019/20 <u>2020/21</u>	\$ 378,372	Proposed amendment to delay programming of funds to FY 2020/21. Project delays due to SFPW surveying and design schedules. SFMTA plans to request construction funds in July 2020. Project is expected to be open for use in December 2020. The Board originally approved programming for this project in FY 2019/20.
2, 3, 5, 6, 9, 10, 11	Bulb-outs at WalkFirst Locations	Construction	SFMTA	2019/20 <u>2020/21</u>	\$ 500,000	Proposed amendment to delay programming of funds to FY 2020/21. Design of the bulb-outs by SFPW has taken longer than expected, which has delayed the construction schedule. The Board originally approved programming for this project in FY 2018/19 and previously amended the programming year to FY 2019/20. This is the final extension that staff will recommend for this project.
5	Western Addition Pedestrian Lighting	Construction	SFPW	2019/20 <u>2020/21</u>	\$ 926,928	Proposed amendment to delay programming of construction funds to FY 2020/21. At its May 19, 2020 meeting, the Board approved \$60,000 in Prop AA funds for design of this project. SFPW plans to request construction funds (\$926,928) in October 2020. The Board originally approved programming for this project in FY 2018/19 and previously amended the programming year to FY 2019/20. Project was delayed due to identifying the appropriate implementing agency and specific locations for this project. Project is now anticipated to be open for use by December 2021.

Transit Reliability and Mobility Improvements

6, 7, 8	Muni Metro Station Enhancements-Phase 2	Construction	SFMTA	2019/20	\$3,503,099	Project canceled and funds to be made available to project(s) identified through competitive call for projects. This project has been significantly delayed and will move forward at a later date with non-Prop AA funds. See memo for additional details.
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¹ Sponsor abbreviations include: San Francisco Municipal Transportation Agency (SFMTA) and San Francisco Public Works (SFPW).

Attachment 3
Prop AA Vehicle Registration Fee
Project Information Form

updated May 19, 2020

Project Name:	Potrero Gateway Loop Pedestrian Safety Improvements
Implementing Agency:	Public Works
Project Location:	17th St, Vermont St, San Bruno Ave. adjacent to the 101 freeway
Supervisory District(s):	10
Project Manager:	Trent Tieger
Phone Number:	415.558.4045
Email:	trent.tieger@sfdpw.org
Brief Project Description for MyStreetSF (50 words max):	Revitalize and reconnect the Potrero Hill neighborhood separated by US 101 by creating a gateway and providing a safe passageway under the freeway overpass along 17th St from Vermont St to San Bruno Ave and along Vermont St and San Bruno Ave between 17th and Mariposa Streets, locations on San Francisco's Vision Zero High Injury Network. The project will improve pedestrian, bicyclist, and motorist safety and promote public health by widening sidewalks, constructing corner bulbouts, enhancing bike lanes, installing new street trees and rain gardens, and with roadway and parking modifications.
Detailed Scope (may attach Word document): Please describe the project scope, benefits, coordination with other projects in the area (e.g. paving, MuniForward, Vision Zero), and how the project would meet the Prop AA screening and prioritization criteria as well as other program goals (e.g., short-term project delivery to bring tangible benefits to the public quickly). Please describe how this project was prioritized. Please attach maps, drawings, photos of current conditions, etc. to support understanding of the project.	See word document attached.
Prior Community Engagement/Support (may attach Word document): Please reference any community outreach that has occurred and whether the project is included in any plans (e.g. neighborhood transportation plan, corridor improvement study, station area plans, etc.).	<p>The proposal was initiated by the Potrero Gateway Loop Steering Committee who engaged a landscape architecture firm to lead a 6-month community planning process. In 2013, the neighborhood formed a committee to create a park out of public right-of-way land. After putting out an RFP and interviewing landscape architects, the committee chose Bionic Landscape to work with the community and design the park.</p> <p>The neighborhood church opened its auditorium so that the neighborhood could hold four design meetings in 2014, attended by over 100 people. After conceptual design was completed in 2015, the community held a fundraiser, the proceeds of which were used to hire firm to provide a construction cost estimate; contacted the D10 Supervisor; and received a Program Manager from Public Works to assist the steering committee.</p> <p>Project sponsors have met with Caltrans engineers to provide a high-level review of the concept design and determine which parts of the project would be approved by Caltrans.</p>
Partner Agencies: Please list partner agencies and identify a staff contact at each agency.	District 10 Supervisor Walton: Natalie Gee (natalie.gee@sfgov.org) Caltrans: Moaid Laymoun(moaid.laymoun@dot.ca.gov) Mayor's Office of Housing and Community Development: Stephen Ford (stephen.ford@sfgov.org)
Type of Environmental Clearance Required:	Negative Declaration

Attachment 3
 Prop AA Vehicle Registration Fee
 Project Information Form

Project Delivery Milestones Phase*	Status	Work	Start Date		End Date	
	% Complete	In-house, Contracted, or Both	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (typically 30% design)	100%	n/a	Oct-Dec	2019	Apr-Jun	2020
Environmental Studies (PA&ED)	100%	In-house	Jan-Mar	2017	Jan-Mar	2017
Design Engineering (PS&E)	5%	Both	Apr-Jun	2020	Apr-Jun	2021
Right-of-way	5%	In-house	Jan-Mar	2020	Jul-Sep	2020
Advertise Construction	0%	N/A	Jul-Sep	2021	N/A	N/A
Start Construction (e.g. Award Contract)	0%	Contracted	Jul-Sep	2021	N/A	N/A
Open for Use	N/A	N/A	N/A	N/A	Apr-Jun	2022

*Only design engineering (PS&E) and construction (including related procurement) phases are eligible for Prop AA funds.

Comments

The State Affordable Housing Sustainable Communities grant timely use of funds requirements include that construction must begin prior to December 31, 2021 and funds must be expended by December 31, 2023.

**Prop AA Vehicle Registration Fee
Project Information Form**

Project Name:	Potrero Gateway Loop Pedestrian Safety Improvements
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PROJECT COST ESTIMATE	Funding Source by Phase					
	Phase	Cost	Prop AA	Prop K	Other	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	N/A				
Environmental Studies (PA&ED)	\$10,000	N/A			\$10,000	Actual cost
Design Engineering (PS&E)	\$360,000	\$80,000			\$280,000	Engineer's estimate
Right-of-way	\$0	N/A				
Construction	\$1,651,000	\$220,000			\$1,431,000	Engineer's estimate 5% design
TOTAL PROJECT COST	\$2,021,000	\$300,000	\$0	\$0	\$1,721,000	

Percent of Total 15% 0% 85%

PROP AA EXPENDITURES BY FISCAL YEAR (CASH FLOW)*

	17/18	18/19	19/20	20/21	21/22	22/23	23/24	Total
Design Engineering (PS&E)				\$80,000				\$80,000
Construction					\$220,000			\$220,000
TOTAL BY FISCAL YEAR	\$0	\$0	\$0	\$80,000	\$220,000	\$0	\$0	\$300,000

*The 2017 Strategic Plan will program funds in FYs 2017/18 to 2021/22. Cash flow can extend beyond this period.

FUNDING PLAN FOR DESIGN AND CONSTRUCTION PHASES - ALL SOURCES

Funding Source	Planned	Programmed	Allocated	TOTAL
Prop AA		\$220,000	\$80,000	\$300,000
Eastern Neighborhoods Impact Fees			\$601,530	\$601,530
State Affordable Housing Sustainable Communities Grant			\$750,000	\$750,000
General Fund D10 addback			\$80,000	\$80,000
General Fund			\$279,470	\$279,470
TOTAL	\$0	\$220,000	\$1,791,000	\$2,011,000

Desired Prop AA Programming Year
Fiscal Year 2020/21

Comments/Concerns

Project Description
Potrero Gateway Loop: Pedestrian Safety Enhancements
Phase I Scope

This project will improve the safety of pedestrians, bicyclists, and motorists along 17th Street, Vermont Street, and San Bruno Avenue, as follows:

A. Beneath the Freeway/17th Street

The project will reconnect the neighborhood separated by the US 101 freeway by creating a gateway along 17th Street, a corridor on San Francisco's Vision Zero High Injury Network. The gateway will provide an attractive, safe passageway under a currently dark freeway overpass with the following project elements:

- Sidewalk widening and associated parking removal
- Bulb-out at San Bruno Avenue
- Bike lane on 17th Street (SFPW will work with the community to finalize the design - see options 1 and 2 in attachment)

B. Vermont Street

The Vermont Street project area, with great views of the city, offers significant open space. The project will remove a lane of traffic and install wider sidewalks increasing safety along Vermont Street and at the intersection with 17th Street, a location on San Francisco's Vision Zero High Injury Network. Project elements include:

- Widened sidewalk along Vermont Street
- Road diet
- A plaza at the corner of 17th and Vermont Streets
- Planted terraces and seating
- New street trees and rain gardens

C. San Bruno Avenue

The project will build an inviting neighborhood connection with open space and enhanced pedestrian safety at the San Bruno Avenue and 17th Street intersection, a location on San Francisco's Vision Zero High Injury Network, with a new bulb-out at the southeast corner. Project elements include:

- Corner bulb-out
- Flat plaza at the corner of San Bruno and 17th St.
- Planted terraces and seating
- Parking modifications

See attachments showing existing conditions and conceptual designs for proposed improvements.

Project Description
Potrero Gateway Loop: Pedestrian Safety Enhancements
Phase I Scope

The project has three phases:

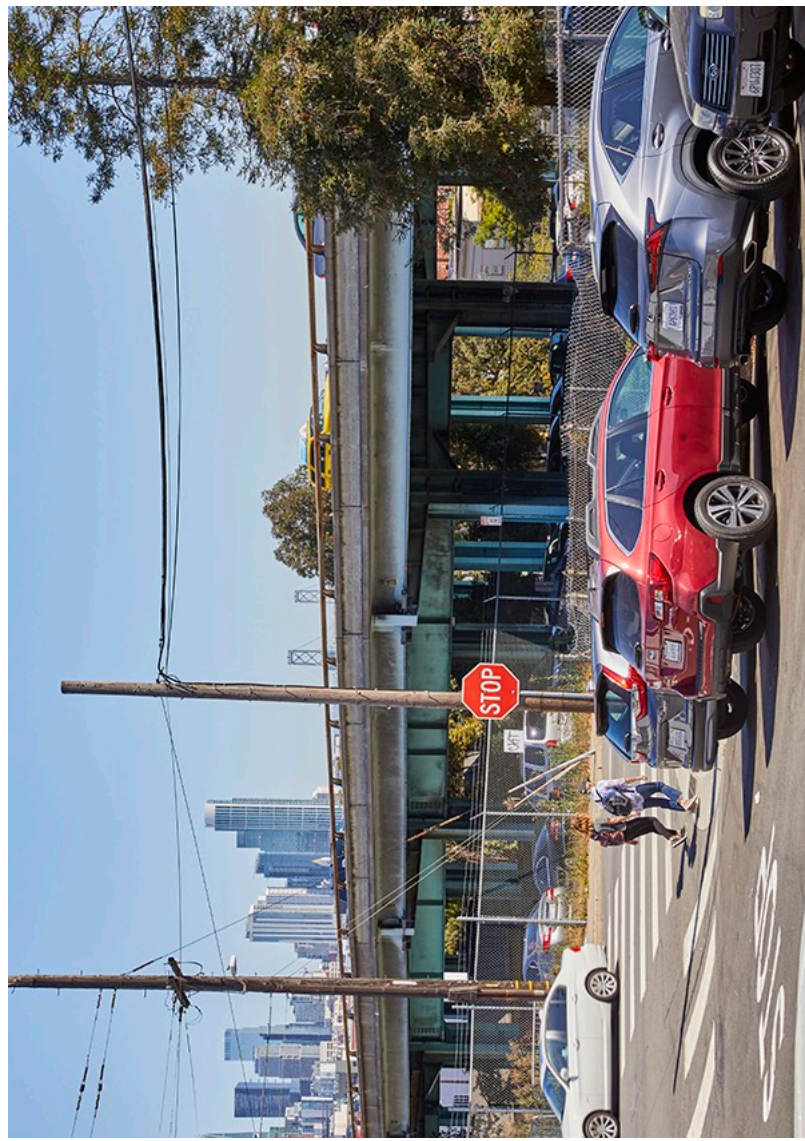
- Phase 1: Subject of this Project Information Form. SFPW is working with Caltrans and expects 3-4 months to finalize all right of way agreements, which is already built into the schedule.
- Phase 2: Work is outside the scope of SFPW's project, including: helping the community plan and coordinate work for Caltrans to perform (landscaping along the embankment, fence replacement, soil stabilization under the freeway, cleaning and painting under the freeway).
 - Phase 2 coordination with several Caltrans projects is taking place including: Cleaning/Painting Freeway Underpass (planned Winter/Spring 2021), Fence Replacement (TBD), and Soil Stabilization (TBD), schedules are pending continued discussions with Caltrans and will not impact Phase 1 of the project. Soil Stabilization will affect Phase 3 (Public art installation on 17th St.) of the project.
- Phase 3: The scope of work includes the public art installation beneath the freeway along 17th Street. This phase should follow Phase 1.

Existing Conditions

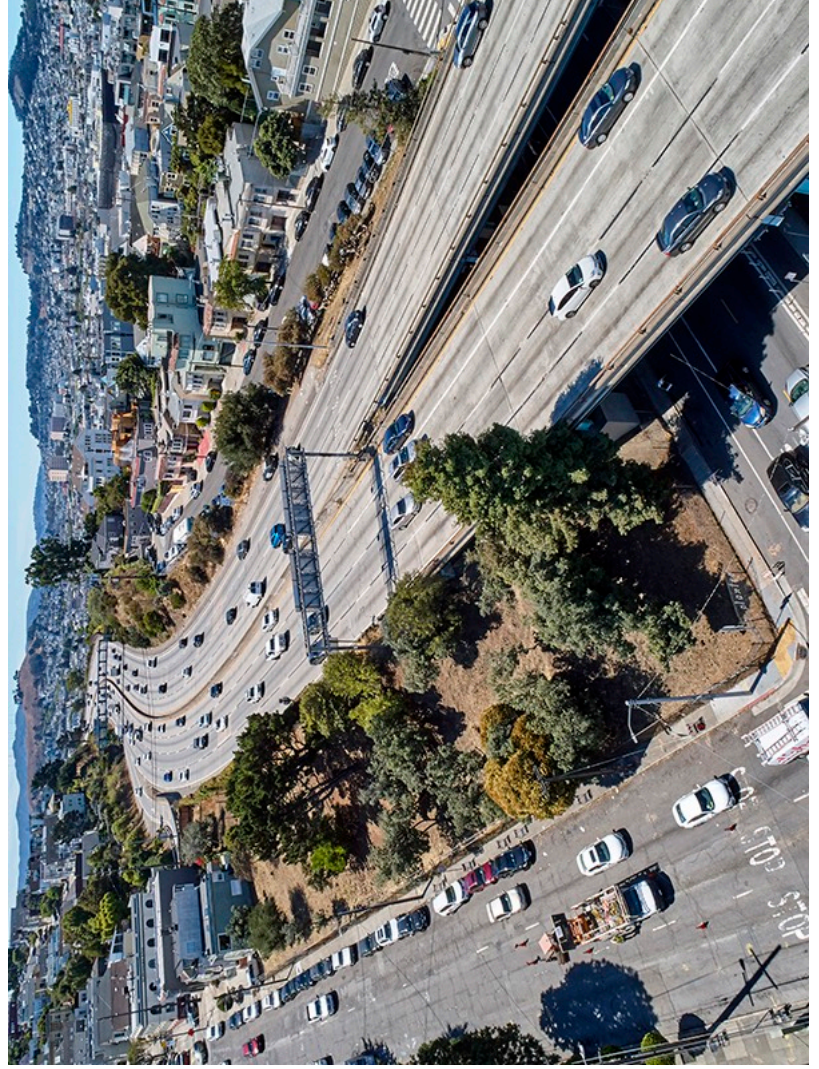




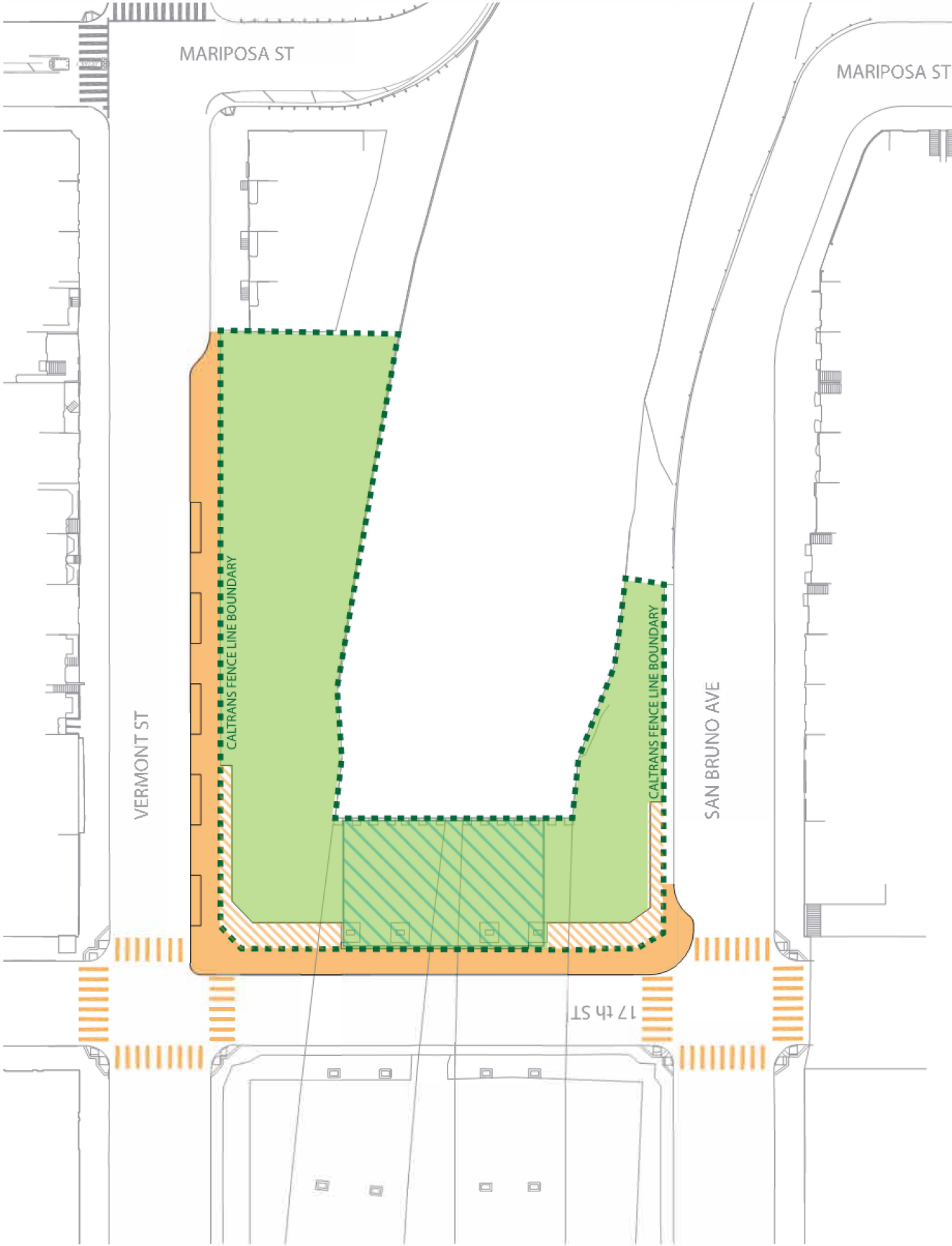
17th Street (north perimeter)



17th Street (north perimeter)



Vermont Street (east perimeter)



Phase 1: STREETSCAPE IMPROVEMENTS

- widened sidewalk
- street trees
- decorative paving
- decorative crosswalk
- identity markers
- pedestrian lighting
- rain garden
- enhanced corners
- enhanced bike lane

Phase 2: CALTRANS PROPERTY IMPROVEMENTS

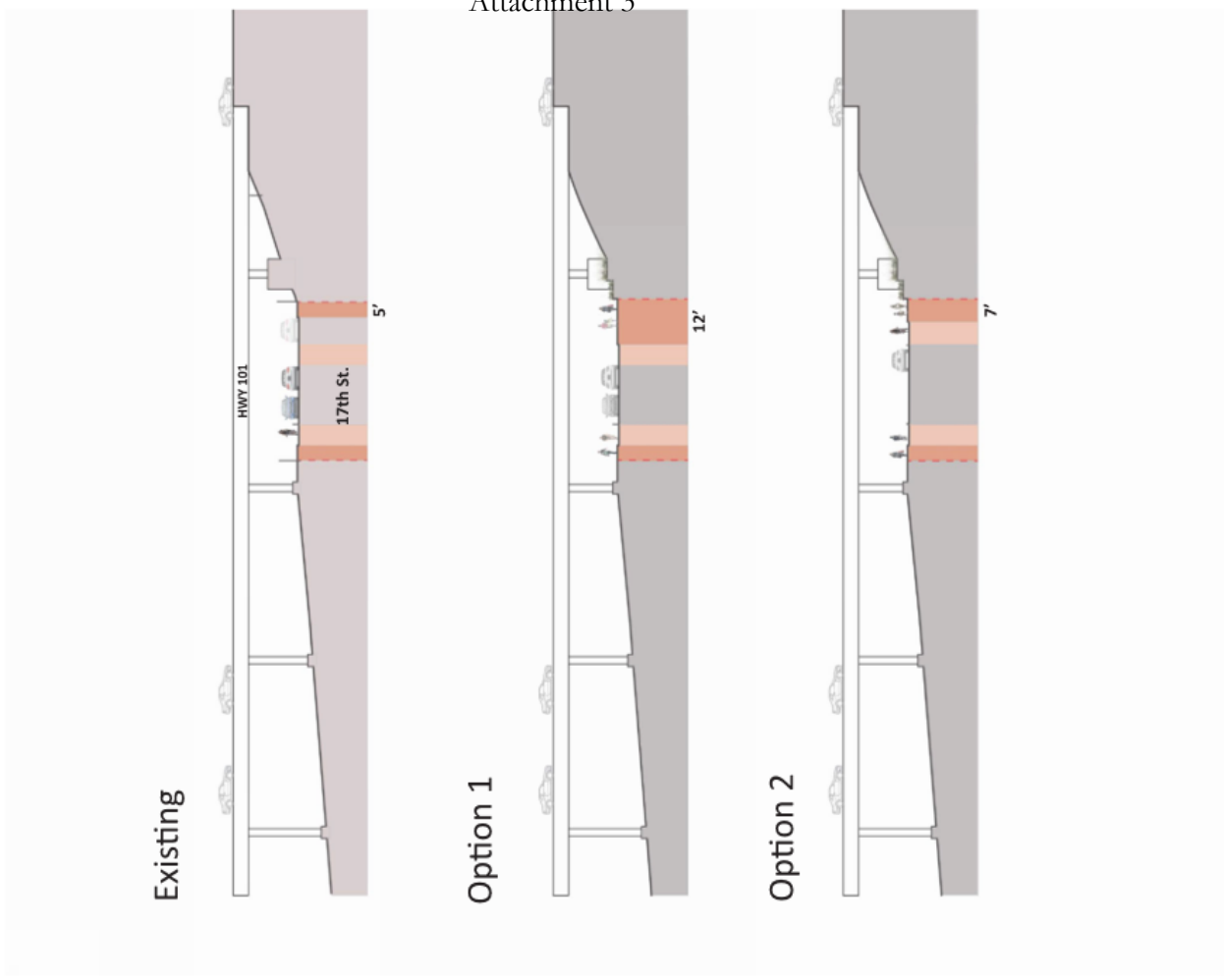
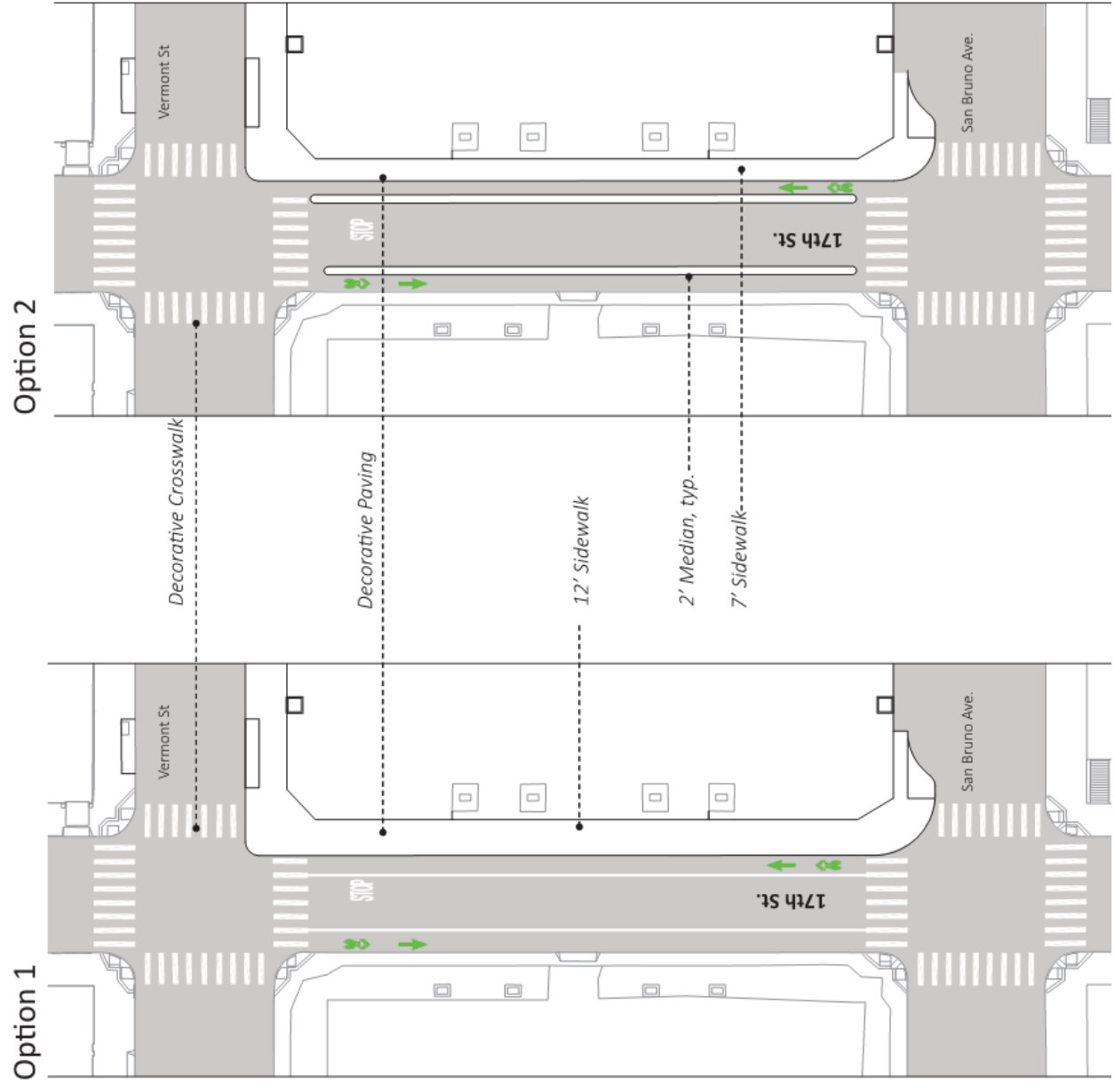
- fencing
- landscaping
- soil stabilization (hardscape)
- soil stabilization (vegetated)



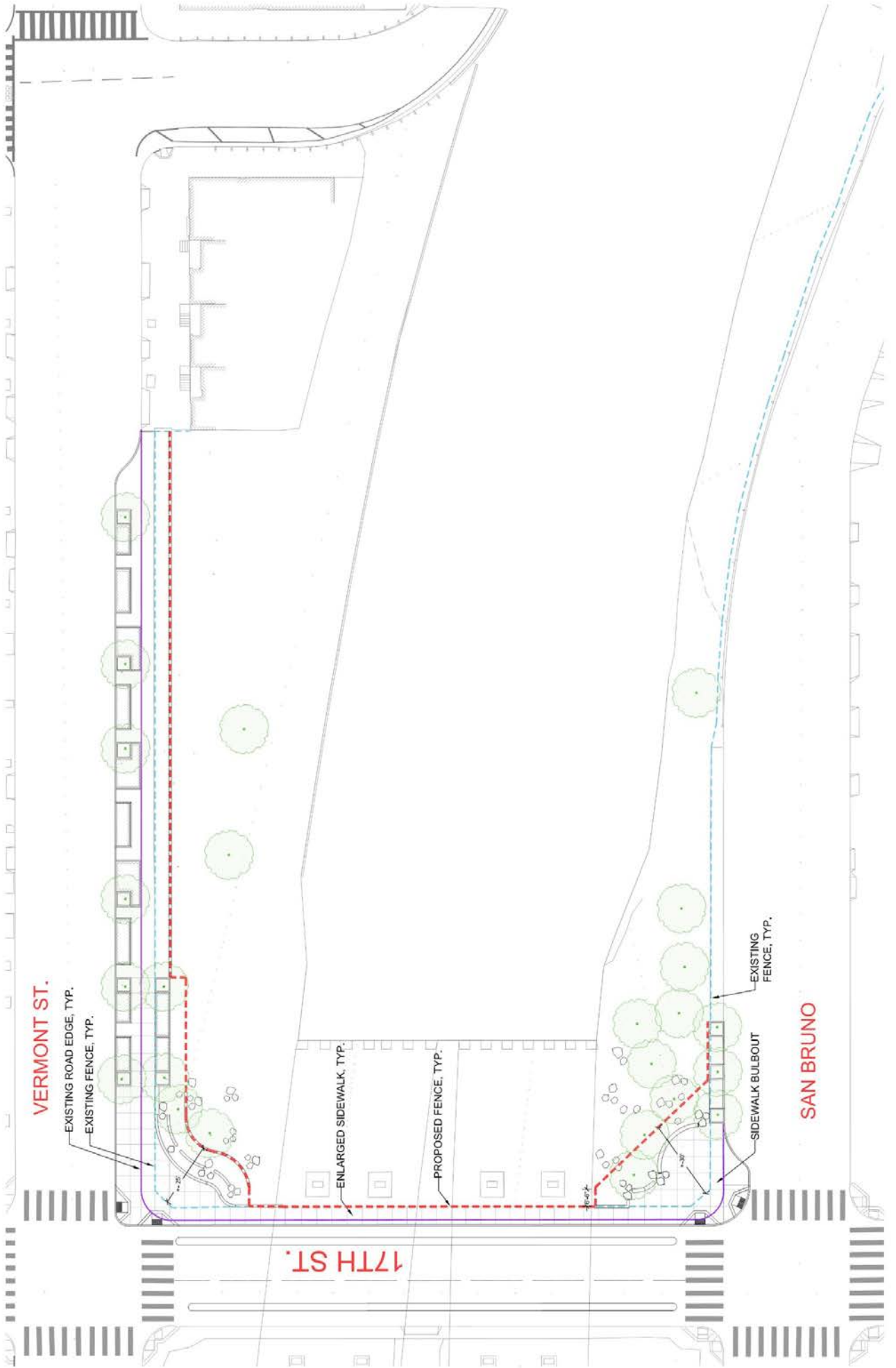
Phase 3: ART

- lighting
- sculpture
- mural

17th Street - Sidewalk and Roadway Configurations Options



17th Street Plan



San Bruno Ave.



Vermont St.



**Prop AA Vehicle Registration Fee
Project Information Form**

updated May 19, 2020

Project Name:	5th Street Quick Build Improvements
Implementing Agency:	SFMTA
Project Location:	5th Street between Townsend and Market Streets
Supervisorial District(s):	6
Project Manager:	Thalia Leng
Phone Number:	415.701.4762
Email:	thalia.leng@sfmta.com
Brief Project Description for MyStreetSF (50 words max):	The 5th Street Improvement Project will improve safety along the corridor for those who walk, bike, and drive in the neighborhood. The project includes bicycle, pedestrian, transit, and loading/parking improvements along 5th Street between Townsend and Market Streets in the South of Market (SoMa) neighborhood. Requested funds are for construction to finalize the capital/hardscape quick-build improvements along the corridor including curb ramps, five transit boarding islands for the 27-Bryant, roadway striping, and a raised crosswalk at Minna Street.
Detailed Scope (may attach Word document): Please describe the project scope, benefits, coordination with other projects in the area (e.g. paving, MuniForward, Vision Zero), and how the project would meet the Prop AA screening and prioritization criteria as well as other program goals (e.g., short-term project delivery to bring tangible benefits to the public quickly). Please describe how this project was prioritized. Please attach maps, drawings, photos of current conditions, etc. to support understanding of the project.	See word document attached.
Describe benefits to Communities of Concern or disadvantaged populations.	Approximately half of the project area is located directly within a Community of Concern. The project will improve safety for people living, working, and shopping along 5th Street and in Central SoMa, and increase access to key community services, jobs, and schools, and regional transit connections (ie Market Street Muni/BART stations, 4th and King Caltrain).
Prior Community Engagement/Support (may attach Word document): Please reference any community outreach that has occurred and whether the project is included in any plans (e.g. neighborhood transportation plan, corridor improvement study, station area plans, etc.).	<p>Fall 2017 Develop and evaluate conceptual design alternatives Stakeholder Interviews</p> <p>Winter 2018 – Spring 2019 Open House #1 in January 2018 Refine conceptual design alternatives Stakeholder Workshop in November 2018 Produce final conceptual design Open House #2 in April 2019 Community Office Hours in April 2019</p> <p>Spring 2019 - Summer 2019 Environmental Clearance Legislation/Approvals</p>
Partner Agencies: Please list partner agencies and identify a staff contact at each agency.	SFPW

**Prop AA Vehicle Registration Fee
Project Information Form**

Type of Environmental Clearance:	Categorically Exempt
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Project Delivery Milestones Phase*	Status	Work	Start Date		End Date	
	% Complete as of 4/1/20	In-house, Contracted, or Both	Month	Calendar Year	Month	Calendar Year
Planning/Conceptual Engineering (typically 30% design)			Jul-Sep	2017	Apr-Jun	2019
Environmental Studies (PA&ED)			Apr-Jun	2019	Jul-Sep	2019
Design Engineering (PS&E)	35%	In-house	Apr-Jun	2019	Jul-Sep	2020
Right-of-way						
Advertise Construction		N/A			N/A	N/A
Start Construction (e.g. Award Contract)	0%	In-house	Jul-Sep	2020	N/A	N/A
Open for Use	N/A	N/A	N/A	N/A	Oct-Dec	2020

*Only design engineering (PS&E) and construction (including related procurement) phases are eligible for Prop AA funds.

Comments

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**Prop AA Vehicle Registration Fee
Project Information Form**

Project Name:	5th Street Quick Build Improvements
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PROJECT COST ESTIMATE	Phase	Cost	Funding Source by Phase			
			Prop AA	Prop K	Other	Source of Cost Estimate
	Planning/Conceptual Engineering	\$250,000	N/A		\$250,000	Completed
	Environmental Studies (PA&ED)		N/A			
	Design Engineering (PS&E)	\$200,000			\$200,000	Engineer's Estimate
	Right-of-way		N/A			
	Construction	\$1,162,372	\$378,372		\$784,000	MTA Shops/Public Works
	TOTAL PROJECT COST	\$1,612,372	\$378,372	\$0	\$1,234,000	
	Percent of Total		23%	0%	77%	

PROP AA EXPENDITURES BY FISCAL YEAR (CASH FLOW)*

	19/20	20/21	21/22	22/23	23/24	Total
Design Engineering (PS&E)						\$0
Construction		\$378,372				\$378,372
TOTAL BY FISCAL YEAR	\$0	\$378,372	\$0	\$0	\$0	\$378,372

*The 2017 Strategic Plan will program funds in FYs 2017/18 to 2021/22. Cash flow can extend beyond this period.

FUNDING PLAN FOR DESIGN AND CONSTRUCTION PHASES - ALL SOURCES

Funding Source	Planned	Programmed	Allocated	TOTAL
Prop AA		\$378,372		\$378,372
Prop B General Fund			\$1,234,000	\$1,234,000
TOTAL	\$0	\$378,372	\$1,234,000	\$1,612,372

Desired Prop AA Programming Year
Fiscal Year 2020/21

Comments/Concerns

Project Description

5th Street Quick Build Improvements

The 5th Street Quick Build Improvements project improves safety along the corridor for those who walk, bike, and drive in the neighborhood. The project installs bicycle, pedestrian, transit, and loading/parking improvements along 5th Street between Townsend and Market Streets in the South of Market (SoMa) neighborhood. Requested funds are for construction to finalize capital improvements along the corridor including five transit boarding islands and a series of curb ramps.

5th Street is on the City's High-Injury Network, which are the 13 percent of City streets that account for 75 percent of San Francisco's severe and fatal traffic injuries. From 2011 to 2016, there were a total of 351 reported collisions on 5th Street, including 320 injury collisions. This translates to an average of one person per week injured while traveling on 5th Street. From 2016-17, the intersection of 5th and Market Street had the highest number of pedestrian collisions in the city and one of the top ten highest number of bicycle collisions in the city. This project supports San Francisco's Vision Zero goal of eliminating all traffic deaths by 2024 by constructing quick-build safety improvements along the 5th Street corridor, especially at streets that intersect with others on the High-Injury Network, such as Folsom, Howard, Harrison, and Townsend Streets.

PROJECT GOALS:

- Balance safety and reliability improvements for all forms of transportation on 5th Street.
- Address the future transportation demands of additional residential and commercial development in the SoMa neighborhood.
- Make 5th Street a more livable and inviting place for all users.

SPECIFIC SCOPE FOR PROP AA FUNDING:

The SFMTA has funding for the design and are working with Public Works to initiate the design phase for the hardscape work on the corridor including curb ramps, transit boarding islands, a raised crosswalk and roadway striping associated with the new boarding islands and crosswalk. SFMTA expects to start construction in late Summer or Fall 2020. Prop AA will fund the hardscape construction and the scope specifically includes:

- Curb ramps at floating loading zones
- Five transit boarding islands for the 27 Bryant
- Roadway striping
- Raised crosswalk at Minna Street

OVERALL PROJECT SCOPE:

- Roadway conversion from 4 lanes to 3 lanes, generally with 2 southbound lanes
- Two lanes in both directions will be maintained near freeway ramps at Bryant Street
- Continuous bike lanes for entire corridor, including protected bike lanes for the majority of the corridor

Project Description
5th Street Quick Build Improvements

- Relocate all Muni lines following Central Subway completion, with exception of the 27 Bryant
- Painted Safety Zones at 5th/Harrison and 5th/Bryant freeway ramps to slow turning cars
- Raised crosswalk at Minna Street
- Transit boarding islands

**Prop AA Vehicle Registration Fee
Project Information Form**

updated May 19, 2020

Project Name:	Bulb-outs at WalkFirst Locations
Implementing Agency:	SFMTA
Project Location:	2, 3, 5, 6, 9, 10 and 11 (see attached list of potential intersections)
Supervisory District(s):	2, 3, 5, 6, 9, 10 and 11
Project Manager:	Damon Curtis
Phone Number:	415-701-4674
Email:	Damon.Curtis@sfmta.com
Brief Project Description for MyStreetSF (50 words max):	This project will construct full bulb-outs on existing temporary curb extensions (painted safety zones) on the City's Vision Zero network - the highest need streets prioritized for pedestrian safety improvements.
Detailed Scope (may attach Word document): Please describe the project scope, benefits, coordination with other projects in the area (e.g. paving, MuniForward, Vision Zero), and how the project would meet the Prop AA screening and prioritization criteria as well as other program goals (e.g., short-term project delivery to bring tangible benefits to the public quickly). Please describe how this project was prioritized. Please attach maps, drawings, photos of current conditions, etc. to support understanding of the project.	<p>As additional high injury corridors and communities are considered for pedestrian safety improvements, the SFMTA anticipates additional painted safety zones to be installed as temporary safety improvements. This project would provide funding for construction of up to 25 painted safety zones for upgrade to permanent bulb-outs (see attached list). Painted safety zones with the highest priority collision patterns that warrant permanent bulb-outs will be considered for upgrade.</p> <p>These bulb-outs will improve pedestrian safety at intersections by reducing the crossing distance, providing increased visibility for pedestrians, and reducing the speed of turning vehicles through crosswalks. All of the potential bulb-outs emerged out of the WalkFirst planning process. WalkFirst is a data-driven planning process that identified the San Francisco Vision Zero High Injury Network--the 12% of city streets that account for 70% of severe and fatal traffic injuries. To improve pedestrian safety on these high injury corridors, the WalkFirst Investment Strategy identified a suite of countermeasures that comprise quick, inexpensive, and effective tools, including the countermeasures proposed in this project. The installation of these improvements will also work toward City and County of San Francisco's Vision Zero goal. This project also supports Plan Bay Area's Goal 3 to reduce adverse health impacts associated with air quality, road safety, and physical activity.</p>
Prior Community Engagement/Support (may attach Word document): Please reference any community outreach that has occurred and whether the project is included in any plans (e.g. neighborhood transportation plan, corridor improvement study, station area plans, etc.).	<p>This project anticipates future planning efforts that will determine the locations of temporary sidewalk extensions. Examples of types of projects that may lead to temporary curb extension that will be designed in this phase include the 2016 SFCTA-led Vision Zero ramps study. Each project should have robust community outreach to ensure the bulb is a context sensitive solution in the neighborhood.</p> <p>At its May 9, 2017 meeting, the Transportation Authority Board amended the Bulb-outs at WalkFirst Locations project programmed in the 2017 Prop AA Strategic Plan to require that the San Francisco Municipal Transportation Agency obtain concurrence from the district supervisor prior to seeking allocation of Prop AA funds for the project.</p>
Partner Agencies: Please list partner agencies and identify a staff contact at each agency.	None identified to date.

**Prop AA Vehicle Registration Fee
Project Information Form**

Type of Environmental Clearance Required:	Existing painted safety zones likely need no further environmental review, but this decision is made on a case-by-case basis pending final design for each permanent bulbout. If required, the type would likely be Categorical Exemption.
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Project Delivery Milestones	Status	Work	Start Date		End Date	
	% Complete	In-house, Contracted, or Both	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (typically 30% design)	100%	In-house				
Environmental Studies (PA&ED)	100%	In-house				
Design Engineering (PS&E)	60%	In-house	Jul-Sep	2016	Oct-Dec	2020
Right-of-way						
Advertise Construction	0%	N/A	Jan-Mar	2021	N/A	N/A
Start Construction (e.g. Award Contract)	0%	Both	Apr-Jun	2021	N/A	N/A
Open for Use	N/A	N/A	N/A	N/A	Oct-Dec	2021

*Only design engineering (PS&E) and construction (including related procurement) phases are eligible for Prop AA funds.

Comments

Project schedule remains at risk for further delays due to COVID-19 emergency.

Prop AA Vehicle Registration Fee
Project Information Form

Project Name:	Bulb-outs at WalkFirst Locations
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PROJECT COST ESTIMATE

Phase	Cost	Funding Source by Phase				Source of Cost Estimate
		Prop AA	Prop K	Other		
Planning/Conceptual Engineering	\$0	N/A	\$0	\$0		
Environmental Studies (PA&ED)	\$10,000	N/A	\$0	\$10,000	Actual	
Design Engineering (PS&E)	\$792,106	\$491,757	\$0	\$300,349	Actual cost and cost to complete	
Right-of-way	\$0	N/A	\$0	\$0		
Construction	\$5,500,000	\$500,000	\$0	\$5,000,000	Engineer's estimate at 35% design. See Comments/Concerns below	
TOTAL PROJECT COST	\$6,302,106	\$991,757	\$0	\$5,310,349		

Percent of Total 16% 0% 84%

PROP AA EXPENDITURES BY FISCAL YEAR (CASH FLOW)*

	17/18	18/19	19/20	20/21	21/22	22/23	23/24	Total
Design Engineering (PS&E)								\$0
Construction				\$75,000	\$425,000			\$500,000
TOTAL BY FISCAL YEAR	\$0	\$0	\$0	\$75,000	\$425,000	\$0	\$0	\$500,000

*The 2017 Strategic Plan will program funds in FY's 2017/18 to 2021/22. Cash flow can extend beyond this period.

FUNDING PLAN FOR DESIGN AND CONSTRUCTION PHASES - ALL SOURCES

Funding Source	Planned	Programmed	Allocated	TOTAL
Prop AA		\$500,000	\$491,757	\$991,757
Prop B General Funds			\$10,000	\$10,000
Prop A GO Bond			\$300,349	\$300,349
TBD (e.g. Prop A GO Bond, Prop B, Transit Sustainability Fee)	\$5,000,000			\$5,000,000
TOTAL	\$5,000,000	\$500,000	\$802,106	\$6,302,106

Desired Prop AA Programming Year	Fiscal Year 2020/21
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Comments/Concerns

Final construction cost and funding plan is contingent on cost estimate at 100% design (anticipated by December 31, 2020). Current construction cost estimate assumes average cost per bulbout of \$144,000 (38 individual bulbs at 24 corners at 16 intersections). If final construction cost at 100% design exceeds available funding, the SFMTA will prioritize the locations based on Vision Zero crash data. This project was previously amended to change the phase from design to construction and delay programming from FY 2018/19 to FY 2019/20. As a condition of this second amendment, SFMTA must submit an allocation request for construction funds by April 30, 2021 to align with the intent of this program to provide tangible benefits in the short term.

2940J PAINTED SAFETY ZONES (PSZ) CONVERSION TO PERMANENT BULBOUTS

Intersection	PSZ Locations	District	Bulbs	Non-ABE	ABE	SSB
1027 Jones and O'Farrell	NE	6	1	--	NE	NE
1030 Mission and Virginia	N, SW, SE	9	5	NE, SW	NW, SE	--
1034 Mission and Santa Rosa	SW	11	2	--	--	--
1042 3rd St and Williams	SW	10	1	SW	--	--
1044 Plymouth-Sagamore-Sickles-San Jose	SW	11	2	--	SW	--
1059 Eddy and Mason	NE	3,6	2	--	--	--
1092 17th St and South Van Ness	NE, SW	9	4	NE, SW	--	--
1093 Post and Webster	All corners	5	7	NW, SW	NE, SE	--
1105 Bush and Hyde	NE, SW	3	4	NE	SW	--
1110 Eddy and Leavenworth	SE	6	1	--	SE	--
1114 Golden Gate and Larkin	NW, SE	6	3	NW	NE, SE	--
1118 Larkin and Sutter	NE, SW	3	4	SW	NE	SW
1130 3rd and Harrison	NE, SW	6	2	NE, SW	--	--
1131 Bush and Franklin	NW	2	1	--	NW	--
1167 Leavenworth and Turk	SW	6	2	--	SW	SW
Geary and Leavenworth	SW	6	1	--	SW	SW
			42	12 corners	14 corners	

Deleted - went to another project (Mission St Excelsior Safety Project)

Deleted - went to another project (Better Market St Phase 1A)

**Prop AA Vehicle Registration Fee
Project Information Form**

updated May 19, 2020

Project Name:	Western Addition Pedestrian Lighting
Implementing Agency:	SFPW
Project Location:	McAllister from Fillmore to Webster Streets, Fillmore from Golden Gate Avenue to Turk Street
Supervisory District(s):	5
Project Manager:	Edmund Lee
Phone Number:	(415) 554-8258
Email:	edmund.lee@sfdpw.org
Brief Project Description for MyStreetSF (50 words max):	The project includes installing new or additional pedestrian lights, pullboxes, conduit, PG&E service and associated tree-trimming on McAllister Street, between Fillmore and Webster Streets, as well as on Fillmore Street, between Golden Gate Avenue and Turk Street. This project implements recommendations from the NTIP-funded Western Addition Community Based Transportation Plan.
Detailed Scope (may attach Word document): Please describe the project scope, benefits, coordination with other projects in the area (e.g. paving, MuniForward, Vision Zero), and how the project would meet the Prop AA screening and prioritization criteria as well as other program goals (e.g., short-term project delivery to bring tangible benefits to the public quickly). Please describe how this project was prioritized. Please attach maps, drawings, photos of current conditions, etc. to support understanding of the project.	<p>This project proposes pedestrian safety and walkability improvements to community-identified priority streets in the Western Addition neighborhood. Beyond the scope of nearer-term improvements, the Western Addition Community-Based Transportation Plan (CBTP) specifically calls for pedestrian lighting to address the community's pedestrian safety and security concerns as well as provide a decorative, human-scale element in the streetscape, fostering neighborhood identity and improving neighborhood aesthetics.</p> <p>The project includes installing new pedestrian lights, pullboxes, conduit, PG&E service and associated tree-trimming on McAllister Street, between Fillmore and Webster Streets, as well as additional pedestrian lights, pullboxes, conduit, PG&E service and tree-trimming on Fillmore Street, between Golden Gate Avenue and Turk Street. Pedestrian lighting will promote greater walking and biking throughout the Western Addition. The network was developed using the pedestrian path of travel results from community outreach, reported pedestrian collisions, crime data, and Muni routes, including the 5 Fulton and 22 Fillmore. This network will connect community members to major community destinations like Safeway, Ella Hill Hutch Community Center and the Fillmore Street commercial district. The pedestrian lighting network will facilitate safe connections to Muni service.</p> <p>This project is recommended as part of the Western Addition CBTP (which was funded in part with District 5 Neighborhood Transportation Improvement Program (NTIP) planning funds) and was developed based on the plan's year-long community outreach process. As part of the outreach process, community members developed transportation goals, identified issue locations, and assessed streetscape designs.</p>
Prior Community Engagement/Support (may attach Word document): Please reference any community outreach that has occurred and whether the project is included in any plans (e.g. neighborhood transportation plan, corridor improvement study, station area plans, etc.).	This project is recommended as part of the Western Addition CBTP (funded in part with District 5 Neighborhood Transportation Improvement Program (NTIP) planning funds), and was developed based on the plan's year-long community outreach process. Ten community meetings were conducted by the SFMTA and community-based organization, Mo'MAGIC. As part of the outreach process, community members developed transportation goals, identified issue locations and assessed streetscape designs.
Partner Agencies: Please list partner agencies and identify a staff contact at each agency.	SF Public Utilities Commission, SF Recreation and Parks Department (RPD)
Type of Environmental Clearance Required:	CEQA

**Prop AA Vehicle Registration Fee
Project Information Form**

Project Delivery Milestones Phase*	Status	Work	Start Date		End Date	
	% Complete	In-house, Contracted, or Both	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (typically 30% design)	95%	In-house	Oct-Dec	2014	Jan-Mar	2017
Environmental Studies (PA&ED)	0%	In-house	Apr-Jun	2020	Jul-Sep	2020
Design Engineering (PS&E)	0%	In-house	Apr-Jun	2020	Oct-Dec	2020
Right-of-way						
Advertise Construction		N/A	Jan-Mar	2021	N/A	N/A
Start Construction (e.g. Award Contract)	0%	Contracted	Apr-Jun	2021	N/A	N/A
Open for Use	N/A	N/A	N/A	N/A	Oct-Dec	2021

*Only design engineering (PS&E) and construction (including related procurement) phases are eligible for Prop AA funds.

Comments



**Prop AA Vehicle Registration Fee
Project Information Form**

Project Name: Western Addition Pedestrian Lighting

PROJECT COST ESTIMATE

Phase	Cost	Funding Source by Phase				Source of Cost Estimate
		Prop AA	Prop K	Other		
Planning/Conceptual Engineering	\$ 300,000	N/A	\$ 240,000	\$ 60,000	Actual	
Environmental Studies (PA&ED)	\$ -	N/A	\$ -	\$ -		
Design Engineering (PS&E)	\$ 60,000	\$ 60,000	\$ -	\$ -	Engineer's estimate	
Right-of-way	\$ -	N/A	\$ -	\$ -		
Construction	\$ 958,100	\$ 926,928	\$ -	\$ 31,172	Engineer's estimate	
TOTAL PROJECT COST	\$ 1,318,100	\$ 986,928	\$ 240,000	\$ 91,172		

Percent of Total: 75% 18% 7%

PROP AA EXPENDITURES BY FISCAL YEAR (CASH FLOW)*

	17/18	18/19	19/20	20/21	21/22	22/23	23/24	Total
Design Engineering (PS&E)			\$ 15,000	\$ 45,000				\$ 60,000
Construction				\$ 139,039	\$ 787,889			\$ 926,928
TOTAL BY FISCAL YEAR	\$ -	\$ -	\$ 15,000	\$ 184,039	\$ 787,889	\$ -	\$ -	\$ 986,928

*The 2017 Strategic Plan will program funds in FYs 2017/18 to 2021/22. Cash flow can extend beyond this period.

FUNDING PLAN FOR DESIGN AND CONSTRUCTION PHASES - ALL SOURCES

Funding Source	Planned	Programmed	Allocated	TOTAL
Prop AA		\$ 926,928	\$ 60,000	\$ 986,928
TBD (e.g. Prop AA)	\$ 31,172			\$ 31,172
MTC CBTP			\$ 60,000	\$ 60,000
Prop K			\$ 240,000	\$ 240,000
TOTAL	\$ 31,172	\$ 926,928	\$ 360,000	\$ 1,318,100

Desired Prop AA Programming Year
Fiscal Year 2020/21

Comments/Concerns

2017 Prop AA Strategic Plan
Programming and Allocations
Pending June 2020 Board

Project Name	Phase	Sponsor	Fiscal Year 2017/18	Fiscal Year 2018/19	Fiscal Year 2019/20	Fiscal Year 2020/21	Fiscal Year 2021/22	5-Year Total
Street Repair and Reconstruction								
	Target Funds Available in Category		\$ 2,269,365	\$ 3,989,326	\$ 2,295,721	\$ 2,180,898	\$ 2,180,898	\$ 12,916,208
Geary Boulevard Pavement Renovation ^{1,2}	Construction	SFPW			\$ 3,386,732			\$ 3,386,732
Richmond Residential Streets Pavement Renovation ²	Construction	SFPW				\$ 2,020,000		\$ 2,020,000
23rd St, Dolores St, York St and Hampshire St Pavement Renovation ¹	Construction	SFPW			\$ 2,397,129			\$ 2,397,129
Mission Street Transit and Pavement Improvement	Construction	SFPW				\$ 2,397,129		\$ 2,397,129
Fillmore Street Pavement Renovation	Construction	SFPW				\$ 2,397,129		\$ 2,397,129
Subtotal Programmed to Category (% all time)			\$ -	\$ -	\$ 5,783,861	\$ 4,417,129	\$ 2,397,129	\$ 12,598,119
Cumulative Remaining Capacity			\$ 2,269,365	\$ 6,258,691	\$ 2,770,552	\$ 534,320	\$ 318,080	\$ 318,080

Pedestrian Safety								
	Target Funds Available in Category		\$ 1,002,091	\$ 1,761,580	\$ 1,013,730	\$ 963,027	\$ 963,027	\$ 5,703,455
Haight Street Streetscape (Pedestrian Lighting)	Construction	SFPW	\$ 2,052,000					\$ 2,052,000
Potrero Gateway Loop (Pedestrian Safety Improvements) ^{1,2}	Design	SFPW			\$ 80,000			\$ 80,000
Potrero Gateway Loop (Pedestrian Safety Improvements) ^{1,2,3}	Construction	SFPW				\$ 220,000		\$ 220,000
Vision Zero Coordinated Pedestrian Safety Improvements (Bulbs & Basements) ^{1,2}	Construction	SFPW			\$ 700,000			\$ 700,000
Arguello Boulevard Traffic Signal Upgrade	Construction	SFMTA		\$ 655,000				\$ 655,000
5th Street Quick Build Improvements ^{2,3}	Construction	SFMTA				\$ 378,372		\$ 378,372
Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection Improvements Segments F/G ²	Construction	SFMTA			\$ 368,519			\$ 368,519
Bulb-outs at Walk First Locations ^{1,3}	Construction	SFMTA				\$ 500,000		\$ 500,000
Western Addition Pedestrian Lighting ¹	Design	SFPW			\$ 60,000			\$ 60,000
Western Addition Pedestrian Lighting ^{1,3}	Construction	SFPW				\$ 926,928		\$ 926,928
Subtotal Programmed to Category (% all time)			\$ 2,052,000	\$ 655,000	\$ 1,208,519	\$ 2,025,300	\$ -	\$ 5,940,819
Cumulative Remaining Capacity			\$ (1,049,909)	\$ 56,672	\$ (138,118)	\$ (1,200,391)	\$ (237,364)	\$ (237,364)

Transit Reliability and Mobility Improvements								
	Target Funds Available in Category		\$ 1,507,176	\$ 2,649,471	\$ 1,524,680	\$ 1,448,421	\$ 1,448,421	\$ 8,578,170
Muni Metro Station Enhancements - Phase 1	Construction	SFMTA	\$ 2,465,316					\$ 2,465,316
Muni Metro Station Enhancements - Phase 2 ³	Construction	SFMTA						\$ -
Third Street Transit and Safety Improvements ²	Construction	SFMTA			\$ 383,776			\$ 383,776
Transit Stop Enhancement Program	Design, Construction	SFMTA				\$ 2,064,919		\$ 2,064,919
Subtotal Programmed to Category (% all time)			\$ 2,465,316	\$ -	\$ 383,776	\$ 2,064,919	\$ -	\$ 4,914,011
Cumulative Remaining Capacity			\$ (958,140)	\$ 1,691,331	\$ 2,832,235	\$ 2,215,738	\$ 3,664,159	\$ 3,664,159
Total Available Funds			\$ 4,778,633	\$ 8,400,377	\$ 4,834,131	\$ 4,592,346	\$ 4,592,346	\$ 27,197,833
Total Programmed			\$ 4,517,316	\$ 655,000	\$ 7,376,156	\$ 8,507,348	\$ 2,397,129	\$ 23,452,949
Cumulative Remaining Capacity			\$ 261,317	\$ 8,006,694	\$ 5,464,669	\$ 1,549,667	\$ 3,744,884	\$ 3,744,884

Notes			Allocated	Pending Action
¹ Comprehensive 2017 Strategic Plan Amendment (Res 19-48, approved 03/19/2019).				
² Comprehensive 2017 Strategic Plan Amendment (Res 19-63, approved 06/25/2019).				
³ Comprehensive 2017 Strategic Plan Amendment (Res 20-xx, approved 05/25/2020).				

**2017 Prop AA Strategic Plan
Cash Flow**

Pending June 2020 Board

Project Name	Phase	Fiscal Year 2017/18	Fiscal Year 2018/19	Fiscal Year 2019/20	Fiscal Year 2020/21	Fiscal Year 2021/22	Fiscal Year 2022/23	Total
Street Repair and Reconstruction								
	Target Funds Available in Category	\$ 2,269,365	\$ 3,989,326	\$ 2,295,721	\$ 2,180,898	\$ 2,180,898		\$ 12,916,208
Geary Boulevard Pavement Renovation1, 2	Construction			\$ 846,683	\$ 1,246,683	\$ 1,293,366		\$ 3,386,732
Richmond Residential Streets Pavement Renovation2	Construction				\$ 2,020,000			\$ 2,020,000
23rd St, Dolores St, York St and Hampshire St. Pavement Renovation1	Construction			\$ 750,000	\$ 1,647,129			\$ 2,397,129
Mission Street Transit and Pavement Improvement	Construction					\$ 1,198,565	\$ 1,198,564	\$ 2,397,129
Fillmore Street Pavement Renovation	Construction					\$ 480,000	\$ 1,437,129	\$ 2,397,129
	Cash Flow Subtotal	\$ -	\$ -	\$ 1,596,683	\$ 2,893,812	\$ 4,991,931	\$ 2,635,693	\$ 12,598,119
	Cumulative Remaining Capacity	\$ 2,269,365	\$ 6,258,691	\$ 6,957,730	\$ 6,244,815	\$ 3,433,782	\$ 798,089	\$ 318,089
Pedestrian Safety								
	Target Funds Available in Category	\$ 1,002,091	\$ 1,761,580	\$ 1,013,730	\$ 963,027	\$ 963,027		\$ 5,703,455
Haight Street Streetscape (Pedestrian Lighting)	Construction	\$ 500,000	\$ 1,050,000	\$ 502,000				\$ 2,052,000
Potrero Gateway Loop (Pedestrian Safety Improvements)1, 2	Design				\$ 80,000			\$ 80,000
Potrero Gateway Loop (Pedestrian Safety Improvements)1, 2, 3	Construction					\$ 220,000		\$ 220,000
Vision Zero Coordinated Pedestrian Safety Improvements (Bulbs & Basements)1, 2	Construction			\$ 400,000	\$ 300,000			\$ 700,000
Arguello Boulevard Traffic Signal Upgrade	Construction		\$ 655,000					\$ 655,000
5th Street Quick Build Improvements2, 3	Construction				\$ 378,372			\$ 378,372
Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection Improvements Segments F/G2	Construction			\$ 368,519				\$ 368,519
Bulb-outs at WalkFirst Locations1, 3	Construction			\$ -	\$ 75,000	\$ 425,000		\$ 500,000
Western Addition Pedestrian Lighting!	Design			\$ 15,000	\$ 45,000			\$ 60,000
Western Addition Pedestrian Lighting1, 3	Construction			\$ -	\$ 139,039	\$ 787,899		\$ 926,938
	Cash Flow Subtotal	\$ 500,000	\$ 1,705,000	\$ 1,285,519	\$ 1,017,411	\$ 1,432,899	\$ -	\$ 5,940,829
	Cumulative Remaining Capacity	\$ 502,091	\$ 558,672	\$ 286,882	\$ 232,498	\$ (237,374)	\$ (237,374)	\$ (237,374)
Transit Reliability and Mobility Improvements								
	Target Funds Available in Category	\$ 1,507,176	\$ 2,649,471	\$ 1,524,680	\$ 1,448,421	\$ 1,448,421		\$ 8,578,170
Muni Metro Station Enhancements - Phase 1	Construction	\$ 1,232,658	\$ 1,232,658					\$ 2,465,316
Muni Metro Station Enhancements - Phase 2-3	Construction			\$ -	\$ -	\$ -		\$ -
Third Street Transit and Safety Improvements2	Construction				\$ 383,776			\$ 383,776
Transit Stop Enhancement Program	Design, Construction				\$ 690,000	\$ 650,000	\$ 624,919	\$ 2,064,919
	Cash Flow Subtotal	\$ 1,232,658	\$ 1,232,658	\$ -	\$ 1,073,776	\$ 650,000	\$ 624,919	\$ 4,914,011
	Cumulative Remaining Capacity	\$ 274,518	\$ 1,691,331	\$ 3,216,011	\$ 3,590,657	\$ 4,389,078	\$ 3,764,159	\$ 3,664,159
Total Available Funds								
		\$ 4,778,633	\$ 8,400,377	\$ 4,834,131	\$ 4,592,346	\$ 4,592,346		\$ 27,197,833
Total Cashflow								
		\$ 1,732,658	\$ 2,937,658	\$ 2,882,202	\$ 4,984,999	\$ 7,074,830	\$ 3,260,612	\$ 23,452,949
Cumulative Remaining Capacity								
		\$ 3,045,975	\$ 8,508,694	\$ 10,460,623	\$ 10,067,970	\$ 7,585,486	\$ 4,324,874	

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Memorandum

AGENDA ITEM 10

DATE: May 22, 2020
TO: Transportation Authority Board
FROM: Rachel Hiatt, Assistant Deputy Director for Planning
SUBJECT: 6/9/20 Board Meeting: Increase the Amount of the Professional Services Contract with Nelson\Nygaard Consulting Associates by 775,000, to a Total Amount Not to Exceed \$1,475,000, and Extend the Contract Term Through March 31, 2021, for Technical and Communications Services for the Downtown Congestion Pricing Study

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> • Increase the amount of the professional services contract with Nelson\Nygaard Consulting Associates by \$775,000, to a total amount not to exceed \$1,475,000, and extend the contract term through March 31, 2021, for technical and communications services for the Downtown Congestion Pricing Study • Authorize the Executive Director to modify contract payment terms and non-material terms and conditions <p>SUMMARY</p> <p>We have an existing contract with Nelson\Nygaard Consulting Associates for technical and communications services for the Downtown Congestion Pricing Study, which is developing a congestion pricing proposal for San Francisco through a substantial community outreach process supported by technical analysis. We are seeking to increase the amount and scope of the contract to include additional community outreach and a three-month timeline extension of the project end date from December 2020 to March 2021 in response to stakeholder input, and to add items excluded from the original contract pending identification of additional funding. The recommended amendment is contingent upon execution of a Memorandum of Agreement (MOA) with the Office of Public Finance for Transbay Transit Center Community Facilities District Community Facilities District funds that have been programmed to the study. At the May 27 CAC meeting, we will provide a brief update on study progress.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

In its February 2019 meeting, the Board approved Resolution 19-40 appropriating \$500,000 in Prop K sales tax funds to begin the Downtown Congestion Pricing Study, which had a total initial budget of \$1.8 million. This initial study budget included an anticipated \$400,000 in funds from the Bay Area Toll Authority and an anticipated \$1 million in developer fees from the Transbay Transit Center district. The full study budget was not yet committed at the time of original contract award, so the consultant contract was limited to \$700,000 and contingent upon the remaining funding commitments.

The Study's objectives are to:

- Understand the objectives and key issues of diverse stakeholders regarding a potential congestion pricing program. Ensure community and stakeholder involvement to identify program goals, develop and refine a proposed congestion pricing program, and build agreement around a recommendation.
- Recommend a preferred congestion pricing program within the downtown area that would best meet identified program goals.
- Develop a strategy to advance the recommended congestion pricing program for approvals and implementation.

We enlisted consultant support to assist with the study's substantial stakeholder and public engagement needs, supporting technical analysis, and development of a recommended congestion pricing program. In June 2019, through Resolution 19-65, we awarded an 18-month professional services contract in the amount of \$700,000 to Nelson\Nygaard Consulting Associates for technical and communications services. The initial contract excluded three items planned to be included in later phases of the study scope, when additional funding was secured: expanded translations, the implementation plan, and the final report.

DISCUSSION

Since award of the initial contract, our stakeholder engagement work has included an initial listening round of outreach and convening several meetings each of a Technical Advisory Committee (TAC) of partner agency representatives and a 35-member Policy Advisory Committee (PAC) of key external stakeholders representing northeast quadrant neighborhoods; Communities of Concern citywide; the business and entertainment sector; and transportation and environment interests. Technical work on the study has included an existing conditions analysis, development of study goals and evaluation metrics that were adopted by the PAC, and a screening analysis of a range of potential program options that is now underway.

Input from the PAC, TAC, and listening sessions has resulted in several additions to the study scope, including:

- Additional PAC meetings and supporting technical resources;
- More workshops to co-develop policy proposals with partners in Communities of Concern;



- Further outreach with regional stakeholders; and
- A three-month study timeline extension to allow for the expanded stakeholder engagement plan.

We are seeking to modify the consultant scope to assist with these expanded efforts and final report tasks excluded from the original contract. We are seeking to increase the contract amount by \$775,000 for this added consultant support and extend the contract term to March 31, 2021.

The DBE goal for this contract is 14% and Nelson\Nygaard Consulting Associates has achieved 21% DBE participation to date from three subconsultants: Reflex Design Collective, an African-American and Woman-owned firm; and Silicon Transportation Consultants, an Asian Pacific-owned firm. Nelson\Nygaard is on track to achieve the DBE goal for this contract.

FINANCIAL IMPACT

The total study budget is now planned to be \$2.9 million, comprised of \$900,000 in Prop K and Bay Area Toll Authority funds as described above, and \$1.35 million in city funds (\$470,000 in developer fees from the Transbay Transit Center district which are secured and \$880,000 in Transbay Transit Center Community Facilities District funds which is pending an executed MOA with the Office of Public Finance). We also anticipate requesting \$500,000 in Prop K funds and seeking external grants in the amount of \$150,000.

As noted above, this contract amendment is contingent upon execution of an MOA with the Office of Public Finance for the Community Facilities District funds. Expenditure of the increased contract amount is planned to occur in Fiscal Year 2020/21. Sufficient funds will be included in the proposed Fiscal Year 2020/21 budget to accommodate the recommended action.

CAC POSITION

The CAC will consider this item at its May 27, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Original Contract Scope of Services
- Attachment 2 - Proposed Additional Scope of Services

Attachment 1

Scope of Services

The Transportation Authority seeks technical and communications consultant services to support the Downtown Congestion Pricing Study (Project). The scope of work for this Project presents four separate but interrelated workstreams:

- Workstream 0: Project Management
- Workstream 1: Stakeholder Engagement
- Workstream 2: Program Development
- Workstream 3: Technical Analysis

The scope of work consists of the following tasks:

- Workstream 0: Project Management
 - Task 0.1: Kick-off meeting and workplan
 - Task 0.2: Ongoing project management
 - Task 0.3: Final report
- Workstream 1: Stakeholder Engagement
 - Task 1.1: Stakeholder and Community Engagement Plan
 - Task 1.2: Message Development
 - Task 1.3: Policy Advisory Committee
 - Task 1.4: Engagement Activities and Materials
- Workstream 2: Program Development
 - Task 2.1: Program Development Plan
 - Task 2.2: Technical Advisory Committee
 - Task 2.3: Goals and Objectives, Purpose and Need
 - Task 2.4: Research and Document Case Studies
 - Task 2.5: Develop and Refine Program Definition, Identify Recommended Program
 - Task 2.6: Implementation Plan
- Workstream 3: Technical Analysis
 - Task 3.1: Technical Analysis Plan
 - Task 3.2: Existing Conditions Data Gathering and Analysis
 - Task 3.3: Additional Analysis for Program Development and Stakeholder Engagement
 - Task 3.4: Cost and Revenue Estimates

The scope for each task and associated deliverables is as follows.

Workstream 0: Project Management

Task 0.1: Kick-off meeting and workplan

The project kick-off meeting will include the Contractor for each of the workstreams. It will focus on how the workstreams will interrelate and how the teams will coordinate the scopes and schedules for each. The purpose of this meeting will be to outline a combined workplan for all workstreams. The Contractor for the Program Development workstream will finalize the overall project workplan, incorporating content provided by the Contractor for the other workstreams.

The workplan should provide for the study scope of work to be completed in 18 months or less (by mid- to late 2020).

Task 0.2: Ongoing project management

Attachment 1

Scope of Services

The Transportation Authority will have a project manager to coordinate the overall project effort. If different consultants are selected for individual workstreams, the Transportation Authority project manager will lead study team coordination between those workstreams. Each Contractor will be expected to lead internal team coordination within and among the workstream(s) it is managing. Each Contractor will participate in regular bi-weekly project team meetings and submit monthly progress reports.

Task 0.3: Final report

The study final report will synthesize and document the study process, conclusions, and recommendations. The Contractor for the Program Development workstream will prepare the final report, incorporating content provided by the Contractor for the other workstreams. Transportation Authority staff and resources will be used for final report layout and printing.

Workstream 0 Deliverables:

<i>Task</i>	<i>Deliverable</i>
<i>0.1</i>	<ul style="list-style-type: none"> • <i>Draft and final workplan</i> • <i>Attendance at project kick-off meeting</i>
<i>0.2</i>	<ul style="list-style-type: none"> • <i>Attendance at bi-weekly project team meetings</i> • <i>Monthly invoices and brief progress reports</i>
<i>0.3</i>	<ul style="list-style-type: none"> • <i>Draft and final study report</i>

Workstream 1: Stakeholder engagement

Task 1.1: Stakeholder and Community Engagement Plan

The Contractor will produce a plan for how the project team will engage key stakeholders and the public in development of a congestion pricing program and build agreement around a recommended program. Key stakeholders must be closely engaged as the Program Development workstream progresses, requiring coordination between planning and execution of the two workstreams. The plan will identify key stakeholders, which will include:

- The Policy Advisory Committee (PAC), to be convened in Task 1.4;
- The Technical Advisory Committee (TAC), to be convened in the Program Development workstream;
- Public officials who will have key decision-making roles, and their staffs; and
- Other stakeholders at the local, regional, or state level that have important interests in the study, with a focus on involving Communities of Concern and other vulnerable groups.

The plan should also describe how broader public involvement, both local and regional, will inform the Program Development workstream and engage communities in discussions and education about congestion pricing.

The plan will also be closely coordinated with the Technical Analysis workstream to identify how technical analysis might support the engagement process and address key stakeholder issues.

The engagement plan will identify:

- A timeline of stakeholder engagement and public outreach activities;

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- Key messages, audiences, and input to be sought during each set of activities;
- How to engage the PAC over a planned series of meetings;
- Methods to reach and gather input from other key stakeholders and the broader public, with a focus on methods to involve Communities of Concern and other vulnerable groups;
- Opportunities to engage key decision-makers and their staffs in the program development, outreach, and education processes;
- How and when to engage the media; and
- Roles for Transportation Authority and consultant staff and any others who should be involved.

Task 1.2: Message Development

The Contractor will undertake needed background research and information-gathering and produce a strategy for the overall public message of the study, including how the project team communicates about the general topic of congestion pricing, this particular study, and a recommended congestion pricing program. Information-gathering could include, for example, case studies of other communications strategies, polling, surveys, and/or focus groups. Message development must be integrated with the Program Development workstream to ensure that messages are consistent with the programs under development and with the Technical Analysis workstream to identify any key data points that would support key messages. The Contractor will document the information gathered and key messaging recommendations.

Task 1.3: Policy Advisory Committee

The Project will have a (PAC comprised of a diverse set of key stakeholder representatives to advise and provide input to the project team regularly throughout the study process. The PAC will play an important role in shaping the Program Development workstream and identifying key questions for the Technical Analysis workstream to help address. The Contractor will use its knowledge and familiarity with San Francisco stakeholders and its knowledge of congestion pricing stakeholder engagement in other cities to assist with convening the PAC, including the following:

- Review and advise on a draft list of PAC participants;
- Plan meetings and develop agendas; and
- Support staff at meetings and develop outreach-related content as needed.

The Contractor will also provide any Stakeholder Engagement-related content as needed to support the TAC, which is convened as part of the Program Development workstream.

Task 1.4: Engagement Activities and Materials

The Contractor will coordinate and implement stakeholder and community engagement activities per the Stakeholder and Community Engagement Plan, including producing supporting collateral materials. Activities could include:

- Listening sessions and meetings with stakeholder groups;
- Public events such as open houses, town halls, workshops, tabling, etc.;
- Surveys and polls;
- Online and social media engagement tools; and
- Multilingual engagement both in-person and online.

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Transportation Authority communications staff will work with the Contractor on outreach content development. The Contractor will execute outreach activities and logistics (e.g. arranging meetings and venues, producing materials, translations, etc.) and augment staff at events.

Workstream 1 Deliverables:

<i>Task</i>	<i>Deliverable</i>
<i>1.1</i>	<i>Draft and final Stakeholder and Community Engagement Plan</i>
<i>1.2</i>	<i>Draft and final Message Development Memo</i>
<i>1.3</i>	<i>Draft and final PAC meeting agendas</i>
<i>1.4</i>	<i>Outreach materials and activities per the Stakeholder and Community Engagement Plan</i>

Workstream 2: Program Development

Task 2.1: Program Development Plan

The Contractor will identify the proposed process for developing and refining potential congestion pricing concepts into a set of recommendations and implementation plan with stakeholder support. To arrive at a recommended congestion pricing program, the study will need to both a) consider and narrow down a range of program possibilities and b) incorporate new input and information to iterate and refine the potential program definition(s). Both (a) and (b) will require stakeholder engagement and technical input.

In coordination with the Stakeholder Engagement workstream, the plan will identify how engagement with the PAC, TAC, decision-makers, and the general public will help develop the proposed program and shape the deliverables. It should identify how the process will address key stakeholder concerns regarding congestion pricing, including:

- Equity: Whether the program would benefit low-income travelers and other vulnerable populations;
- Economy: How it would affect small and large businesses; and
- Effectiveness: Whether the system will work effectively to reduce congestion without causing negative effects like additional transit crowding or worsened congestion outside a pricing zone.

In coordination with the Technical Analysis workstream, the plan will identify questions that require technical input and discuss how technical input and analysis will be incorporated to support the program development process.

The plan will also identify appropriate roles for Transportation Authority and consultant staff.

Task 2.2: Technical Advisory Committee

The Transportation Authority will convene a TAC comprised of staff from local and regional partner agencies to advise and provide input to the project team regularly (approximately every other month) throughout the study process. The TAC will play a particularly important role in providing input on the feasibility of potential concepts in the Program Development workstream and helping to guide the Technical Analysis workstream. The Contractor will assist with convening the TAC as follows:

- Plan meetings and develop agendas; and

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- Support Transportation Authority staff at meetings and provide Program Development-related content as needed.

The Contractor will also provide any Program Development-related content as needed to support the PAC, which is convened as part of the Stakeholder Engagement workstream.

Task 2.3: Goals and Objectives, Purpose and Need

With appropriate input from Transportation Authority staff, the PAC, TAC, and other key stakeholders as specified in the Program Development Plan, the Contractor will define the goals of the congestion pricing scenarios and specific objectives under each goal area. Next, per the Program Development Plan and using data on existing and expected future conditions provided as part of the Technical Analysis workstream, the Contractor will define the purpose and document the need for a congestion pricing program in and around downtown San Francisco. The Contractor will document the goals and objectives as well as the purpose and need in a single memo.

Task 2.4: Research and Document Case Studies

In consultation with the project team, the Contractor will use its experience with congestion and mobility pricing to identify relevant case studies and assist Transportation Authority staff in liaising with other cities' congestion or mobility pricing program planning and implementation efforts. The Contractor will share and concisely document the experience of other cities with respect to key issues, such as those identified in Task 2.1; other cities' degree of success in addressing them; and what insights and lessons learned may be applicable to any of the workstreams in this study.

Task 2.5: Develop and Refine Program Definition, Identify Recommended Program

The Contractor will develop and refine potential congestion pricing concept(s) per the Program Development Plan to identify a recommended congestion pricing program. Elements of the program definition should include the following:

- Congestion charging parameters, such as the type of charge (e.g. cordon, area, road user, etc.), fee amounts, days and hours they would be in effect, types of vehicles to be charged, and geographic limits of a charging zone;
- Discounts, subsidies, incentives, and travel demand management tools/programs to reduce the burden of pricing on vulnerable populations and encourage the use of sustainable travel modes;
- A package of local and regional multimodal improvements to be funded with program revenues, such as transit service increases, street repaving, streetscape improvements, and upgrades to transit, walking, and bicycling infrastructure; and
- Options for technology solutions that could be used to implement the program.

Finally, per the Program Development Plan, the Contractor will identify a recommended congestion pricing program with appropriate documentation of the rationale for its selection. The Contractor will incorporate operating cost and revenue estimates developed in Workstream 3, Task 3.4. The recommended program documentation should be sufficient to support presentation of the recommendation to key decision-makers and the public.

Transportation Authority and SFMTA planning staffs will be available to assist with developing program elements (including development of multimodal investment packages), identifying potential funding sources, and related interagency coordination.

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Task 2.6: Implementation Plan

The Contractor will prepare an implementation plan that identifies appropriate next steps and roles to secure the needed approvals and implement the recommended alternative. The plan will include a proposed timeline and level of effort needed (e.g. level of environmental review, required state legislation). The plan will incorporate an estimate of costs developed in Task 3.4 for each implementation phase and will identify potential funding sources for each phase. This plan should also include identification of any potential near-term pilot opportunities and/or other opportunities to shorten the timeline to program implementation.

Workstream 2 Deliverables:

<i>Task</i>	<i>Deliverable</i>
2.1	<i>Draft and final Program Development Plan</i>
2.2	<i>Draft and final TAC meeting agendas</i>
2.3	<i>Draft and final Goals & Objectives and Purpose & Need Memo</i>
2.4	<i>Draft and final Case Studies Memo</i>
2.5	<i>Draft and final Recommended Program Memo</i>
2.6	<i>Draft and final Implementation Plan</i>

Workstream 3: Technical Analysis

Task 3.1: Technical Analysis Plan

The plan will develop and document the proposed process and methods for performing technical analysis as needed to support the Program Development and Stakeholder Engagement workstreams. The Contractor will develop the plan in close coordination with the other workstreams to identify the analysis support that will be needed, such as for program development, understanding trade-offs between program options, stakeholder engagement, and implementation planning. The plan should identify known analysis needs and timelines to support the other workstreams, as well as criteria for determining whether additional analysis is required as questions arise during the study. The Transportation Authority has a travel demand model, SF-CHAMP, with the capability to model congestion pricing. However, the plan should identify the most appropriate analysis tools to efficiently and effectively address the needs known or likely to arise in the Program Development and Stakeholder Engagement workstreams and whether and when to use each tool. Lastly, the plan will also identify the roles of consultant and Transportation Authority staff.

Task 3.2: Existing Conditions Data Gathering and Analysis

The existing conditions analysis will use data and analyses to provide needed background information to support the development of the Purpose and Need documentation in the Program Development workstream. An important component of this analysis will be to consider the socioeconomic equity of the existing transportation system, such as by comparing the trip purposes, modes, travel costs, and reasons for mode selection for peak period downtown travelers by income group. The Contractor will first inventory available sources of synthesized data and identify gaps where additional data collection and/or synthesis is needed. Existing synthesized data is available on traffic congestion, transit speeds, land use and expected growth, pollution, and public health and safety. However, gathering of additional observed data may be needed to complete the equity analysis.

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Task 3.3: Additional Analysis for Program Development and Stakeholder Engagement

Per the Technical Analysis Plan, the Contractor will conduct and document analysis as needed to support the other workstreams using the most appropriate and efficient methods available. Anticipated questions that may need technical answers include:

- How a proposed program would affect vehicle delay, transit speeds, vehicle miles traveled, and travel time by mode;
- How a proposed program would change different users' total travel costs;
- How a proposed program would affect the environment in terms of greenhouse gas emissions and localized pollution;
- How a proposed program may affect traffic safety; and
- How any effects of a proposed program would be distributed, e.g. between demographic groups, in Communities of Concern, among San Francisco neighborhoods, and locally vs. regionally.

Transportation Authority staff will work with the Contractor on analysis tasks, such as running the SF-CHAMP model if needed. The Transportation Authority's proposed Fiscal Year 2019/20 budget currently includes resources sufficient to run several SF-CHAMP scenarios or to assist at a similar level of effort with alternative analysis methods.

The Contractor will also provide any Technical Analysis-related content as needed to support the PAC, which is convened as part of the Stakeholder Engagement workstream, and the TAC, which is convened as part of the Program Development workstream.

Task 3.4: Cost and Revenue Estimates

In coordination with Task 2.5 of the Program Development workstream, the Contractor will prepare operating cost and revenue estimates for congestion pricing program scenarios. The Program Development workstream will likely need efficiently-provided rough estimates for various scenarios as part of the process of developing and refining potential congestion pricing concepts. The Contractor will then provide a refined operating cost and revenue estimate for the recommended program.

The Contractor will also estimate rough costs for each phase of program implementation in support of implementation plan development in Task 2.6. This includes estimates for program design, procurement, and capital costs for deployment of the recommended congestion pricing program including associated multimodal investments. Transportation Authority staff support is available to assist with estimating costs for agency time and multimodal investments.

Workstream 3 Deliverables:

<i>Task</i>	<i>Deliverable</i>
<i>3.1</i>	<i>Draft and final Technical Analysis Plan</i>
<i>3.2</i>	<i>Draft and final Existing Conditions Analysis Memo</i>
<i>3.3</i>	<i>Technical analysis memos as defined in the Technical Analysis Plan</i>
<i>3.4</i>	<i>Draft and final Cost and Revenue Estimates Memo</i>

DOWNTOWN CONGESTION PRICING STUDY: ADDITIONAL SCOPE OF WORK

The Transportation Authority's Downtown Congestion Pricing Study is now anticipated to last 21 months, beginning in July 2019 and concluding by March 2021. This additional scope of work is in addition to the scope described in Contract 18/19-17. The additional scope includes expanded and extended effort for ongoing tasks, adds tasks included in the original study scope of work but excluded from the original contract, and increases the amount of public outreach anticipated over the duration of the project.

General Assumptions:

- CONTRACTOR includes any member of the Nelson\Nygaard Consulting Associates team.
- The Transportation Authority will provide reasonable and timely review cycles, allowing two review cycles (draft and final) for major internal deliverables and up to three review cycles (draft, revised, and final) for major external deliverables.

Workstream 0: Project Management

Workstream 0 will continue to coordinate the work of the CONTRACTOR team members and ensure seamless communication with the Transportation Authority. This project management workstream includes day-to-day project management, select core team meetings and workshops, as well as production of the final report for the project. It does not include all meeting hours across the workstreams, as those are included in the individual workstream budgets.

Task 0.1: Kickoff Meeting and Workplan

No additional scope or budget is requested.

Task 0.2: Ongoing Project Management

This task includes additional time and budget for day-to-day project management, meetings, and briefings to support delivery of the study. Due to a longer project timeline—extended three (3) months to the end of March 2021—as well as a higher level of coordination required to integrate the workstreams and advance the scope of work, the following assumptions guide the additional budget for Task 0.2:

- Weekly 30 min Workstream 0 meetings (3 ppl)
- Weekly 1 hr Workstream Leads (2 ppl) meetings
- PM attendance at weekly 1 hr Workstream 1 and Workstream 3 meetings (1-2 ppl)
- Weekly 30 min PM check-in meetings (3 ppl)
- Five (5) all-team workshops (roughly half-day + prep time)
- Two (2) additional Board briefings
- Increased hands-on and day-to-day project management, including SmartSheets, SharePoint, and team coordination activities
- Extended project schedule (+3 mos)
- Four (4) additional trips to support the workshops and briefings described above

Deliverables:

- Agendas and notes for weekly meetings

- Project schedule and workback plan updates
- File sharing site and communications protocols
- Monthly invoices and progress reports

Task 0.3: Final Report

The study final report will synthesize and document the study process, conclusions, and recommendations. The CONTRACTOR will prepare the content for the final report, incorporating members of the team as appropriate. The report will be no more than 50 pages in length, reader-friendly, and accessible to a broad audience. The CONTRACTOR will provide select graphics to support the final report, but Transportation Authority staff and resources will be used for final report layout and printing. This task was included in the original study scope of work but excluded from the original contract.

Deliverables:

- Draft and final report outline
- Draft, revised, and final report content
- Draft and final supportive graphics

Workstream 1: Stakeholder Engagement

Workstream 1 shapes and implements the project's messaging, communications, and broad-based engagement tactics. By working directly with community members—including those who would be most impacted by a congestion pricing program—the CONTRACTOR will continue to implement an equity-driven process.

Task 1.1: Stakeholder & Community Engagement Plan and Management

The additional scope and budget in this task addresses the need for increased coordination, management, and strategy development time for Workstream 1 tasks. To fully develop the study, including the additional outreach scope and extended timeline, there is a need for more time to meet and coordinate within and across workstreams and with both CONTRACTOR team members and Transportation Authority staff. This task includes three sub-tasks.

Workstream 1 Meetings, Quarterly Meetings, and Workstream Lead Tasks

Time for additional participation in meetings and task leadership uses the following assumptions to guide the additional scope and budget:

- Participation in weekly 1-hour Workstream Leads calls (1 person)
- Leadership of and participation in weekly Workstream 1 meetings (4 ppl)
- Quarterly all-team meetings (4 ppl)
- Additional coordination with the Transportation Authority
- Project management tasks (team coordination, schedule updates, invoicing)
- CONTRACTOR internal coordination meetings
- Coordination of translation needs and materials
- Extended project schedule (+3 mos)

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Deliverables:

- Agendas and notes for weekly Workstream 1 calls
- Monthly invoices and progress reports

Stakeholder Outreach Support

CONTRACTOR will update and finalize stakeholder lists, conduct additional outreach to key stakeholders, schedule and conduct one-on-one interviews, and provide reports to the Transportation Authority.

Deliverables:

- Updated stakeholder lists
- Reports on stakeholder engagement

Regional Strategy Development and Stakeholder Interviews

This subtask will develop a strategy and initiate connections to expand the study's engagement of stakeholders and audiences beyond San Francisco. CONTRACTOR will lead strategy development and initiate connections with regional stakeholders, such as organizations working with Communities of Concern outside San Francisco, but will not participate in stakeholder briefings.

Deliverables:

- Regional engagement strategy

Task 1.2: Message Research and Development

The CONTRACTOR shall refine and adapt messaging that accurately and articulately communicates the Transportation Authority's congestion pricing plans while incorporating questions and concerns from the public. The additional scope and budget reflect the importance of messaging development, the need to involve community-based organizations in message refinement, the anticipated evolution of key messages throughout the life of the project, and planning and executing social media ad campaigns.

The following assumptions guide the additional budget for Task 1.2:

- Additional team member review of key messages
- Review of messaging with an equity lens
- Development of social media ads for 2 rounds of surveys
- Coordination with community-based organizations and compensation for review (direct expense)
- Coordination of translation of refined messages

Deliverables:

- Support for CBO discussions to inform messaging
- Development and purchase of social media ads (2) for surveys

Task 1.3: Policy Advisory Committee (PAC)

As a group of champions, influencers, and project advisors, the PAC will continue to shape the congestion pricing program and guide the Transportation Authority in carrying messages to its audiences and stakeholders. To support deeper PAC engagement in the study, CONTRACTOR will provide support for two (2) additional PAC meetings. Additionally, the level of effort to support PAC meetings is greater than originally anticipated due to the complexity of the project and higher levels of coordination needed.

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The following assumptions guide the additional scope and budget for Task 1.3:

- Expands resources to cover additional time associated with preparing, providing facilitation and logistics support, and developing notes for each meeting
- Assumes 8 meetings instead of 6 meetings (2 additional)
- CONTRACTOR will have two (2) staff members at most PAC meetings (one from Civic Edge Consulting and one from Reflex Design Collective)
- The Transportation Authority will prepare primary content (presentations and supporting materials) needed for PAC meetings
- The Transportation Authority will coordinate with PAC members on meeting scheduling, logistics, and other ad-hoc communication needs between meetings
- The Transportation Authority will host and fully staff any “voluntary” PAC meetings

Deliverables:

- Meeting agendas, other materials needed for meeting logistics, and summaries for two (2) additional PAC meetings
- Increased support for currently-planned six (6) PAC meetings

Task 1.4: Engagement Activities & Materials

The CONTRACTOR shall continue to implement a variety of activities to help reach stakeholders where they are, making it convenient, interesting, educational, and fun to help shape this project, and helping people understand the opportunity to engage and how their feedback will be used. The scope and budget requested supports additional outreach to community-based organizations, co-creation workshops, and translation of materials for other activities (e.g. pop-up, intercept, and digital engagement activities).

Outreach to Community-Based Organizations (CBOs)

The CONTRACTOR will develop a program for enhanced engagement with community-based organizations, working with them to determine the best ways to share surveys with their members and conduct broader engagement. This will include developing a plan to engage CBOs, providing recommended edits to survey language, and facilitating translation.

Deliverables:

- Program to engage CBOs, including encouragement to distribute surveys

Co-Creation Workshops

CONTRACTOR will plan and provide logistics support for 11 and facilitate 10 (of the 11) additional multilingual co-creation workshops in partnership with local community-based organizations and/or PAC members to engage key stakeholders with an emphasis on those most affected by the program. Co-creation workshop activities include coordinating participation, invites, notification, venue and logistics; preparation of event and staffing plan; material preparation and review, travel, meeting setup and breakdown, travel to and staffing during meeting, meeting facilitation, tracking of community input, and provision of workshop output synthesis. Equity-centered outreach will intend to reach a variety of populations, recognizing that marginalized communities tend to have separate access needs. Key communities include SoMa, the Tenderloin, Chinatown, Bayview, the Mission, Excelsior, Visitacion Valley, the Western Addition, working class commuters, and the broader San Francisco community.

The following assumptions guide the additional scope and budget for co-creation workshops:

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- Assumes 10 additional workshops, with logistics support and direct expenses for 11 additional workshops
- Tasks include planning (content, strategy, partnerships), facilitation, and synthesis of outputs
- Direct expenses including co-designer and CBO co-host compensation, translation, childcare, food, venue, materials

Deliverables:

- 10 co-creation workshops, including all coordination, notifications, materials, and summaries
- 1 co-creation workshop, including only logistics and planning support (Transportation Authority to lead workshop facilitation)

Translation of Project Outreach Materials

This scope and budget support direct costs for translation of materials—beyond in-language translation at co-creation workshops—to support overall project and engagement needs. Materials may include those for pop-up workshops, surveys, briefings, and other communications, as needed.

Assumptions:

- 1 round of translation for final co-creation workshop materials
- 1 round of translation for final pop-up workshop materials
- 2 rounds of translation for social media ads
- 2 rounds of translation for surveys

Workstream 2: Program Development

Additional effort for Workstream 2 focuses on leading the program development process, which combines information from conversations with key stakeholders and the public from Workstream 1 and technical analysis from Workstream 3. The program will build on the goals articulated in the first six months of the study and chart a path toward a more equitable and sustainable future.

Task 2.1: Program Development Plan and Coordination

The additional scope and budget in this task is to support Sam Schwartz Engineering assuming a task leadership role and responsibility for select deliverables. To fully develop the Downtown Congestion Pricing Program, there is a need for more significant time to meet and coordinate within and across workstreams and with both CONTRACTOR team members and Transportation Authority staff. This task is broken into two sub-tasks that separate meetings from development of the Program Development Plan.

Workstream 2 Meetings, Quarterly Meetings, and Workstream Lead Tasks

Time for additional Sam Schwartz Engineering participation in meetings and task leadership uses the following assumptions to guide the additional scope and budget:

- Serve as Workstream 2 lead, coordinating all deliverables within this task
- Lead weekly 30 min workstream meetings (including developing agendas and notes), with up to 2 ppl attending
- Increased level of coordination with the Transportation Authority
- PM tasks (such as additional team coordination and workstream-focused schedule updates)
- Extended project schedule (+3 mos)

Deliverables:

- Agendas and notes for weekly Workstream 2 calls

Program Development Plan Creation and Updates

As described in the original scope of work, CONTRACTOR will document the process for developing congestion pricing programs for screening, analysis and evaluation, and refinement toward a preferred alternative. The additional budget for Task 2.1: Program Development Plan Creation and Updates transfers responsibility for this deliverable to Sam Schwartz Engineering. The budget assumes a single round of development and response to one (1) set of non-conflicting comments.

Deliverables:

- Draft and Final Program Development Plan

Task 2.2: Technical Advisory Committee (TAC)

No additional scope or budget is requested. The Transportation Authority will assume responsibility for all staffing, scheduling, materials preparation, notetaking, and synthesis.

Task 2.3: Goals & Objectives, Purpose & Need

CONTRACTOR, in collaboration with the Transportation Authority, PAC, TAC, and other key stakeholders, will define the goals of the congestion pricing scenarios and identify specific objectives under each goal. The goals and objectives set the tone and direction for all remaining tasks, including purpose and need, scenario development and screening, recommended scenario, and implementation plan.

The additional budget requested shifts hours to Sam Schwartz Engineering to cover the increased level of effort required to complete this task. The following assumptions guide the additional budget for Task 2.3:

- Reflects multiple rounds of review and revision, based on Transportation Authority input, Workstream 0, 1, and 3 input, and PAC and TAC feedback
- Acknowledges shift in the purpose of the document from the first draft, requiring significant additional coordination and re-writes due to changing direction (and “leading edge” of this document)

Deliverables:

- Draft, revised, and final technical memo of goals and objectives, purpose and need

Task 2.4: Support for Case Study Research

No additional scope or budget is requested.

Task 2.5: Develop & Refine Program Definition, Identify Recommended Program

Based on inputs from Workstream 1 and Workstream 3, the CONTRACTOR will develop congestion pricing program scenarios, alternatives, and a recommended program that best meet the goals and objectives identified in Task 2.3. Transportation Authority and SFMTA staffs will assist with developing program elements (including development of multimodal investment packages), identifying potential funding sources, and related interagency coordination. The recommended program documentation will support another round of public engagement as well as presentation of the recommendation to key decision-makers.

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The following assumptions guide the additional scope and budget for Task 2.5:

- Reflects anticipated additional level of effort due to extended project schedule, cross-workstream collaboration, multiple rounds of review and revision, and evolving approach to program definition and technical analysis
- Reflects heightened importance of Workstream 2 as key shaper of the policy program
- Provides time for cross-workstream input and revision to shape the program, including additional collaboration with Workstream 1 and Workstream 3 throughout program development

Deliverables:

- Draft and final report documenting recommended scenario

Assumptions:

- Time for all other deliverables in this task is included in the original project budget

Task 2.6: Implementation Plan

CONTRACTOR will develop an implementation plan that speaks directly to the project's goals, objectives, purpose, and need. It will identify a roadmap for the Transportation Authority's next steps and roles to secure the needed approvals and implement the recommended alternative.

The implementation plan will focus in five areas: education and engagement, policy and legislation, environmental review, technology and operations, and coalition building. It will incorporate an estimate of costs developed in Task 3.4 for each implementation phase and will identify potential funding sources for each phase.

The plan will outline the phasing of elements, from establishing a potential pilot program (should that be desired) to standing up a full congestion pricing program. The plan will include a concept of operations, design concepts, functional requirements, and an assessment of how this program will integrate into future mobility services offerings.

The concept of operations will include the following elements:

- **System Definition:** Defines the congestion pricing system/facilities
- **Planning and Policy:** Provides the policies and laws relating to the implementation of congestion pricing
- **Design:** Details the principles of design unique to congestion pricing such as signage and technology
- **Operations:** Outlines the principles of safe and efficient operation of the congestion management system (e.g., toll collection process and systems required for collection; back-office needs, and enforcement)
- **Maintenance:** Outlines the maintenance responsibilities for the congestion pricing system

CONTRACTOR will also identify any potential near-term pilot opportunities and/or other opportunities to shorten the timeline to program implementation.

Deliverables:

- Draft and final Implementation Plan

Workstream 3: Technical Analysis

Workstream 3 provides the technical analysis and verification to support Workstreams 1 and 2. The technical analysis is an iterative process with a number of feedback loops. Most analytical work will be led by the Transportation Authority, with guidance on the approach, assumptions and inputs, findings, and next steps provided by the CONTRACTOR.

Task 3.1: Technical Analysis Plan and Coordination

The additional scope and budget in this task is to support increased workstream coordination and management as well as the extended study timeline. To fully develop the study, there is a need for more time to meet and coordinate within and across workstreams and with both CONTRACTOR team members and Transportation Authority staff. Time for additional CONTRACTOR participation in meetings and task leadership uses the following assumptions to guide the additional scope and budget:

- Serve as Workstream 3 lead, coordinating expanded technical team
- Lead weekly 30 min workstream meetings (including developing agendas and notes), with up to 4 ppl attending
- Increased level of coordination with the Transportation Authority
- PM tasks (such as additional team coordination and workstream-focused schedule updates)
- Extended project schedule (+3 mos)

Deliverables:

- Agendas and notes for weekly Workstream 3 calls

Task 3.2 Existing Conditions Data Gathering & Analysis

CONTRACTOR shall work with the Transportation Authority on additional existing conditions analysis and documentation to help inform Workstreams 1 and 2.

The following assumptions guide the additional budget for Task 3.2:

- Provides resources for third round of Existing Conditions Report development following input from the Transportation Authority and PAC, including new data analysis and reorganization of the document
- Supports creation of additional materials and content to support PAC, TAC, co-creation, key messages, and Goals and Objectives memo (content is similar but needs to be tailored)
- The Transportation Authority will aid in preparing and gathering data

Deliverables:

- Materials to support other workstreams, including PAC/TAC presentations and co-creation workshops
- Revised Draft and Final Existing Conditions Analysis Memo, including maps and graphics

Task 3.3: Analysis for Program Development & Stakeholder Engagement

The CONTRACTOR will continue to work with the Transportation Authority to advance program analysis per the Technical Analysis Plan, including additional analysis coordination with workstreams 1 and 2 over the expanded study timeline.

DOWNTOWN CONGESTION PRICING STUDY: ADDITIONAL SCOPE OF WORK (4/21/20)
San Francisco County Transportation Authority

The following assumptions guide the additional budget for Task 3.3:

- Provides 4 hrs per month (over 10 months) to support greater oversight, cross-workstream coordination and collaboration, and review
- All modeling runs led by the Transportation Authority

Deliverables:

- Greater participation (3 ppl) in alternatives analysis workshops
- Additional time for review and analysis of output for alternatives analysis

Task 3.4: Cost & Revenue Estimates

As part of the analysis process, CONTRACTOR will continue to generate capital costs and operating and maintenance costs to allow performance of financial analysis and to check against financial screening and performance criteria. The following assumptions guide the additional budget for Task 3.4:

- Increases level of effort from 6 total hours to ensure PM and Workstream 3 lead are integrated into estimate development and review, particularly related to Board and public presentation (and anticipated focus on reinvestment opportunities)
- Costs will generally be the same for major alternative concepts, with little or no change expected for minor operating characteristics, fee amount, or similar changes

Deliverables:

- Greater participation (3 ppl) in development and review of estimates
- Additional time for shaping technical information into public-friendly materials

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SFMTA

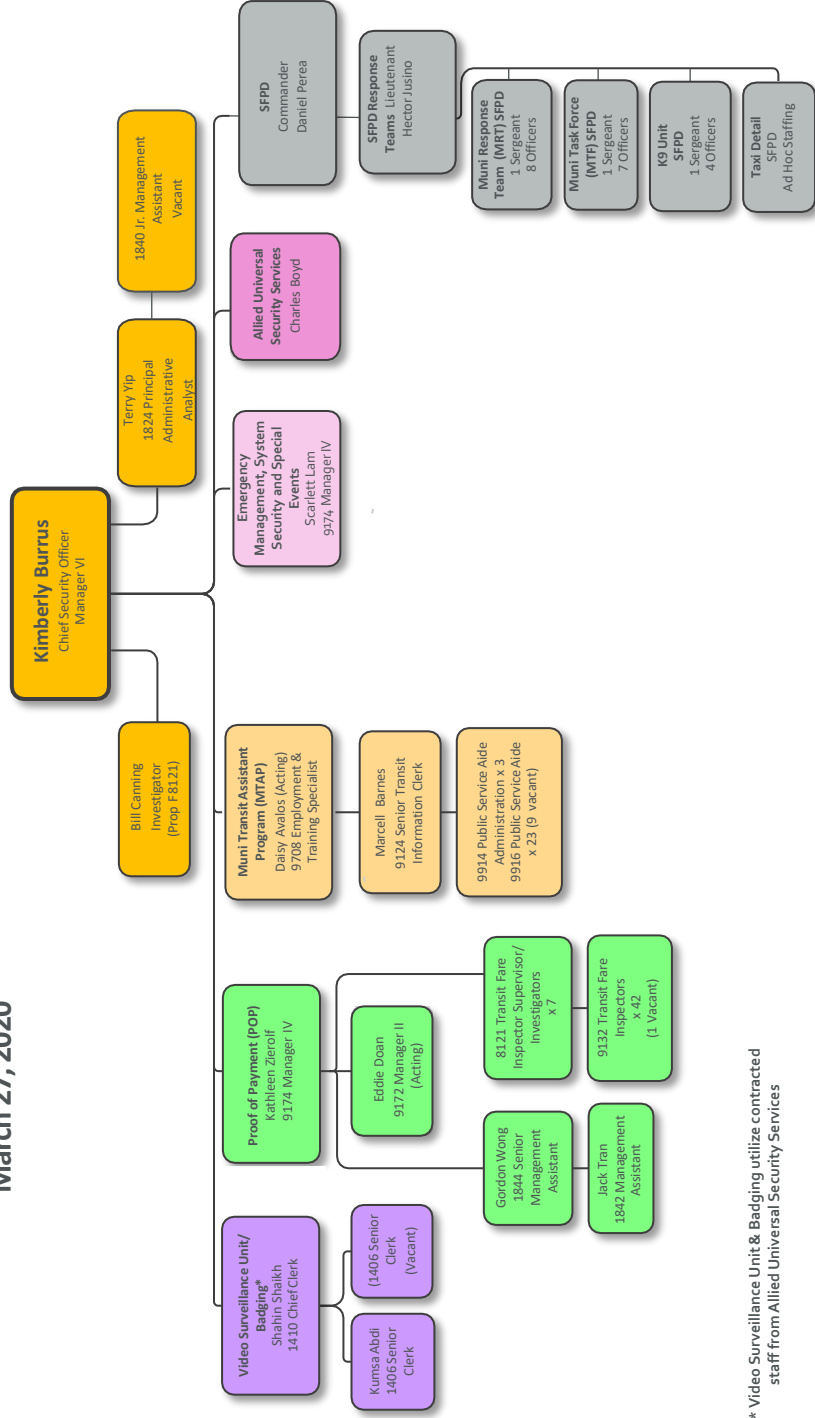
Security, Investigations, and Enforcement (SIE) Division

Kimberly Burrus – SFMTA Chief Security Officer

Organizational Chart

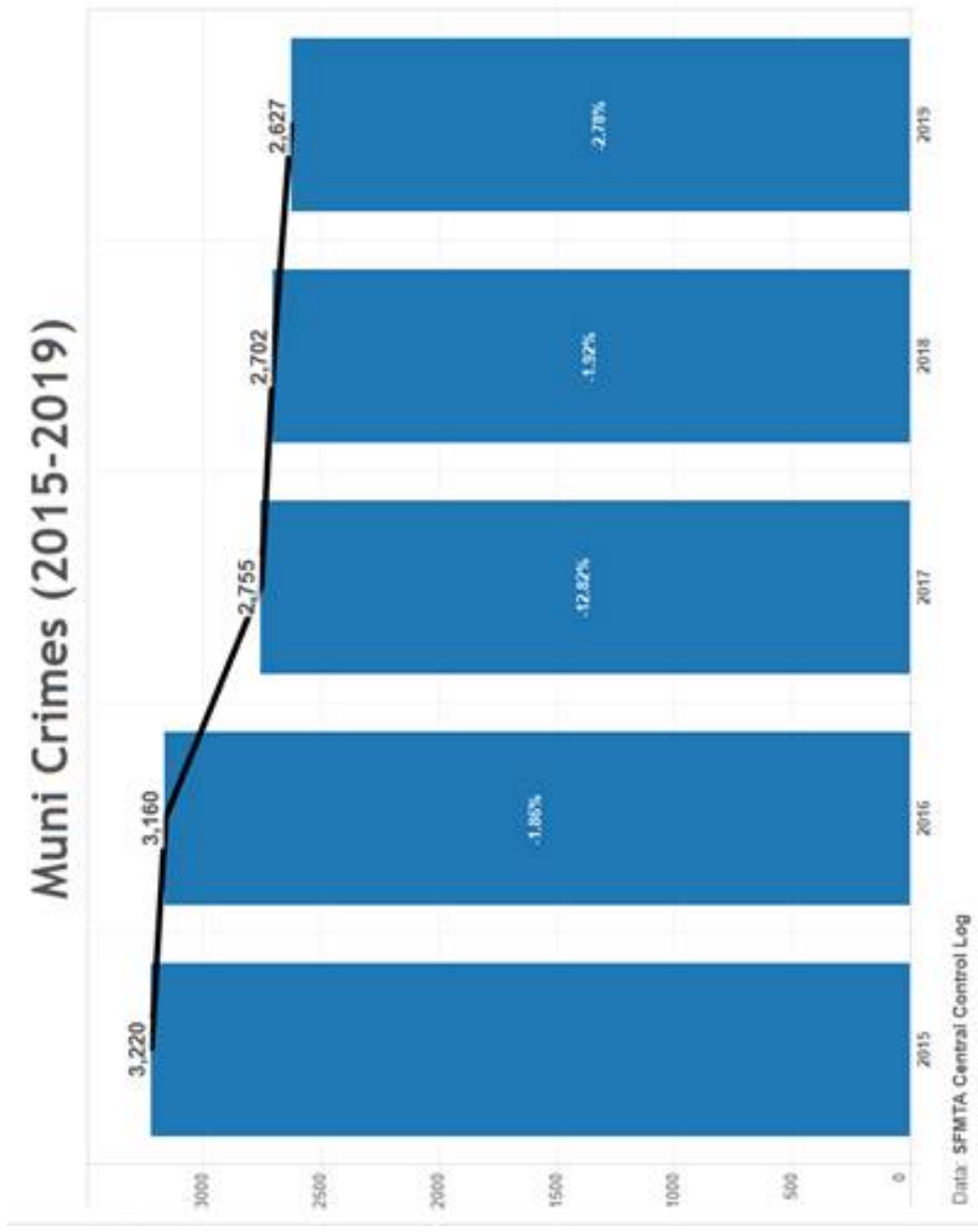


Security, Investigations and Enforcement March 27, 2020



* Video Surveillance Unit & Badging utilize contracted staff from Allied Universal Security Services

Muni Crimes (2015-2019)



Video Surveillance Unit / Badging

- This unit is responsible for maintenance, retrieval, analysis, distribution, and storage of the Agency's videos.
- All video footage are from SFMTA vehicles, subway stations, rail and bus divisions, and rail platforms for use in investigations and legal actions.
- This unit processes an average of 1,100 monthly requests for video footage.



Proof of Payment Unit (POP)

- Conducts inspections for fare compliance on all SFMTA vehicles, bus stops, rail platforms, and subway stations.
- Transit Fare Inspectors are responsible for checking fares on the transit system as well as providing customer service and assistance to transit riders. The unit also supports special events, like the SF Giants.
- Fare Inspectors presence in the MUNI system helps deter fare evasion and criminal behavior.
- On average, this unit inspects 71,820 passengers for fare compliance, issues 3,575 citations, and gives 815 warnings per month.
- (POP) is deployed 7 days a week from 6:30 AM to 11:00 PM



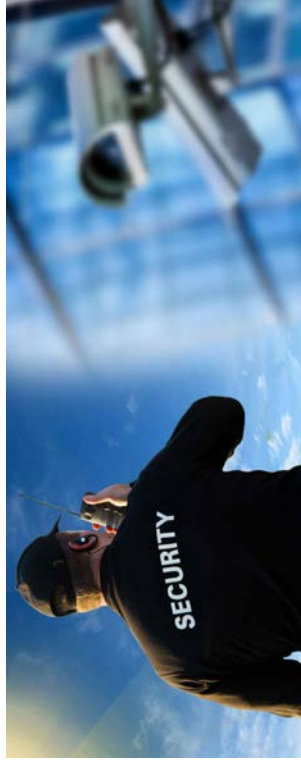
Muni Transit Assist Program (MTAP)

- MTAP is responsible for reducing youth violence and other disruptive behaviors on the San Francisco transportation system.
- Transit Assistants monitor high schools, junior high schools, bus stops, and bus lines throughout the City with a focus on juvenile safety and order.
- This includes riding transit lines with high incidences of graffiti and juvenile disturbances, assisting (SFPD) school resource officers, providing crowd control, and customer service during special events.
- On average, MTAP interacts with 246,820 passengers, boards 931 vehicles, and documents and reports 11 security incidents per month.
- MTAP is deployed Monday-Friday from 9:00 AM to 5:00 PM.



Allied Security Services

- SFMTA is contracted with a private security firm that provides unarmed services to all of the agency's facilities, including, buses, railway, cable cars, light-rail-vehicle yards, subways, tunnels, and parking garages.
- Security services include armed protection of revenue locations and personnel.
- The private security firm also staffs the Security Operations Center and the Video Surveillance Program.
- It also provides badging services.



San Francisco Police Department (SFPD)



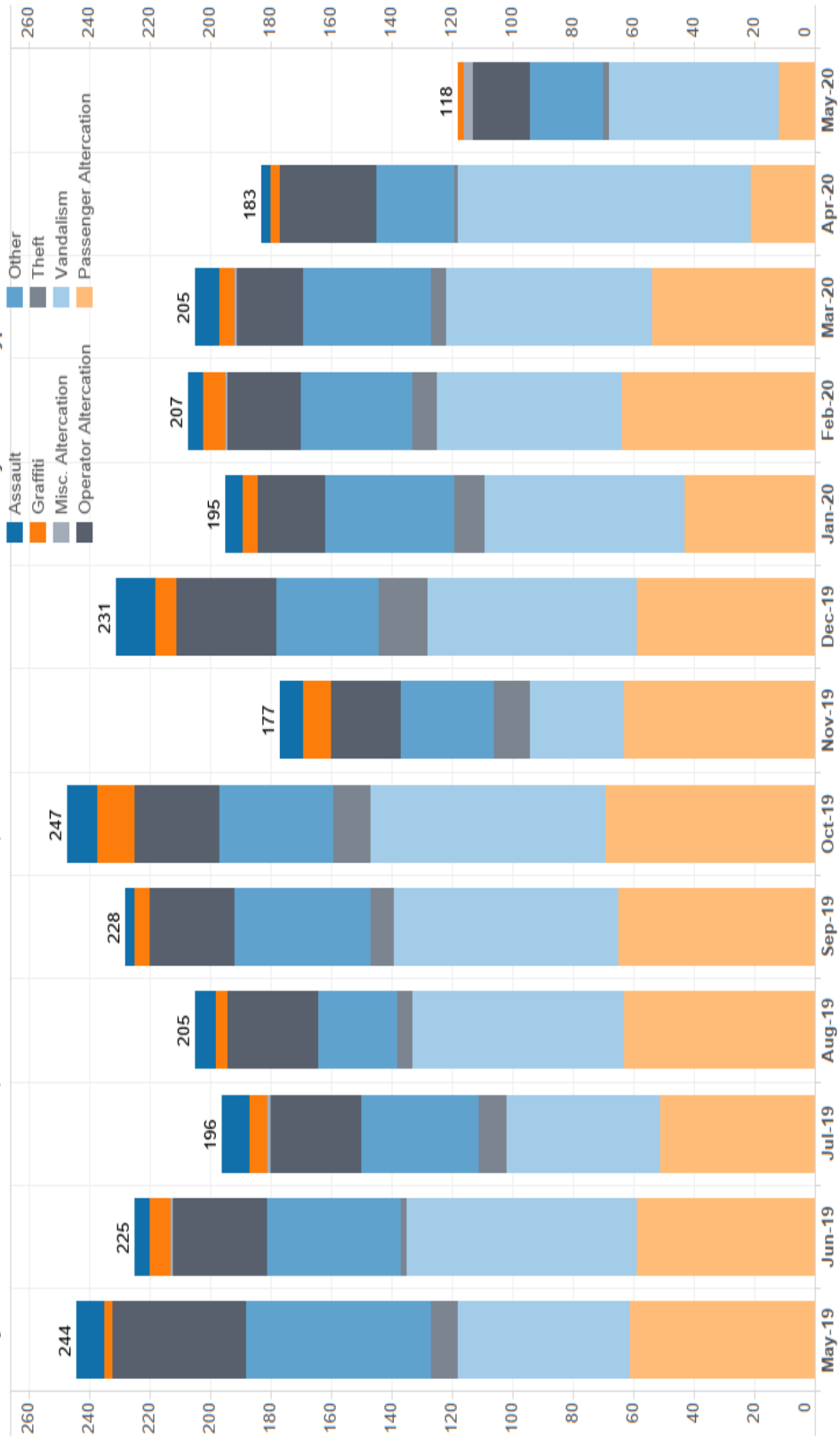
San Francisco Police Department SFMTA Work Order – The following groups are under the command of the SFPD Traffic Company Commander, and operate in close coordination with SIE.

- *Muni Response Team (MRT)*: a uniformed presence in the transit system, assists with transit enforcement and special events.
- *Muni Task Force (MTF)*: Plain clothes investigative services specific to criminal activity in the transit system.
- *MTA K-9 Unit*: Explosive threat assessment and detection on the transit system.

They are responsible for providing safety and security for the transit operators and customers. They also provide support for the Transfer Fare Inspectors, counter terrorism support and follow up investigations on criminal activity.

Security Incident Trends

Security Incident Trends (5/2019 to 5/2020)



Data: SFMTA Central Control Log



Crime Stats and Trends

SAN FRANCISCO MONTHLY MUNI CRIME REPORT			
FEBRUARY 2020			
Incidents Related to Muni/MTA Locations		ARRESTS	
Crime Category	January 2019 Incidents	February 2020 Incidents	YTD Incidents 2020
Select Part I Crimes			
Robbery	20	12	32
Aggravated Assault	2	4	6
Burglary	0	0	0
Larceny/Theft	44	51	95
Total Select Part I Crimes	66	67	133
Additional Select Incidents			
Graffiti/Vandalism	4	4	8
Mental Health	1	1	2
Warrant Arrest	1	0	1
Total Additional Select Incidents	6	5	11
Grand Total*	72	72	144
* Grand Total includes Assault/Battery of Muni Operator only if the incident has also been categorized as one of the aforementioned crime types.			
FEBRUARY 2020 SELECT MONTHLY INFORMATION Muni - Related Incidents by District			
Top Intersections for Incidents GEARY BLVD/MASONIC AVE OCEAN AVE/SAN JOSE AVE GEARY BLVD/LAGUNA ST GEARY BLVD/DIVISADERO ST 20TH ST/MISSION ST LAGUNA ST/MCALLISTER ST DUBOCE AVE/NOE ST OFARRELL ST/VAN NESS AVE FILLMORE ST/GEARY BLVD SUTTER ST/NEARBY ST		Top Muni Lines for Incidents*	
The top 10 intersections had 2 or more monthly incidents each.	Ingleside had 14 incidents which comprised 19% of the 72 citywide total.	The 12 Muni lines listed above had 2 or more monthly incidents, accounting for 75% of all incidents (54 of 72 total incidents).	
MUNI-RELATED CELL PHONE THEFTS January 2019: 47 Phones February 2020: 32 Phones BayView: 9; Central: 1; Ingleside: 7; Mission: 1; Northern: 6; Park: 5; Richmond: 2; Southern: 1; Taraval: 3; Tenderloin: 2	Assault/Battery of Muni Operator: 0 incidents	MUNI-RELATED CELL PHONE THEFTS January 2019: 47 Phones February 2020: 32 Phones BayView: 9; Central: 1; Ingleside: 7; Mission: 1; Northern: 6; Park: 5; Richmond: 2; Southern: 1; Taraval: 3; Tenderloin: 2	

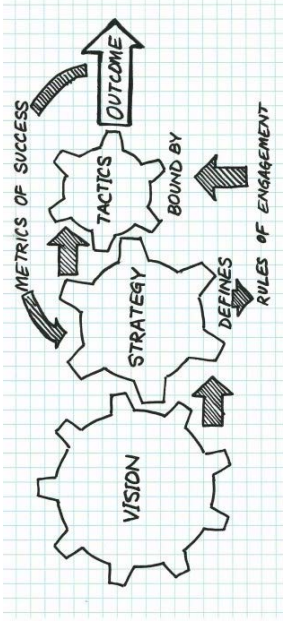
Over Utilization

POP & MTAP

- Provide customer service, crowd control, and sets up Clipper Card devices at Giants Baseball games.
- Utilized at special events such as Bay to Breakers and Chase Center Events.
- Provide customer service during transit emergency and/or delays.

These two units should be more focused on their core responsibilities such as fare enforcement and riding lines with high incidents of disturbance and fare evasion.

Strategies



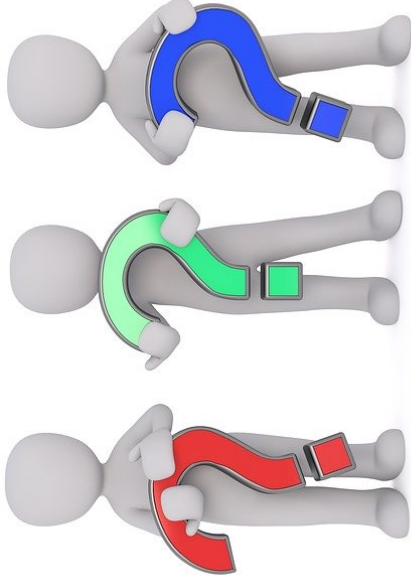
- Data driven
 - SFPD Monthly Muni Crime Report
 - Muni Incident Logs
 - Proof of Payment Fare Evasion Data

- Deployment of SFPD Officers with Fare Inspectors to high volume crime and fare evasion lines such as the 38 and 14 (Mobile Surge).

- MTAP works closely with the junior/high schools and community stakeholders to deter juvenile delinquent behavior on MUNI.

- Input from the public.

Questions?





London Breed, Mayor

Malcolm Heinicke, Chair
Gwyneth Borden, Vice Chair
Cheryl Brinkman, Director
Amanda Eaken, Director

Steve Heminger, Director
Cristina Rubke, Director
Art Torres, Director

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

To: Transportation Authority Citizens Advisory Committee
From: Kimberly Burrus, Chief Security Officer
Re: SFMTA Security Overview
Date: March 10, 2020

This memorandum provides background on the safety and security response for the San Francisco Municipal Transportation Agency

Overview

The SFMTA provides security, investigations and enforcement through a multi-prong approach. Our response is layered. We use contract security, San Francisco Police Department, fare inspectors, Municipal Transit Assistant Program and our Video Surveillance Program to secure our transit system.

Contract Security

- Unarmed guards patrol our facilities and subway platforms
- Armed guards are reserved for revenue services only

SFPD

- MRT/Surge- uniformed officers who provide a presence on our system to prevent crime incidents
- MTF- plainclothes detectives that respond to lines with increased activity who investigate crime specific incidents to identify those responsible and prevent further occurrences
- K9- uniformed officers with a canine that conduct threat assessments and deploys detection measures on the transit system.



Transit Fare Inspectors

- Travel the system to inspect and monitor fare compliance
- Provide transit information to customers
- Provide assistance during special events

Municipal Transit Assistance Program (MTAP)

- Travel the transit lines most ridden by our youth riders
- Resolve, diffuse, and deter conflict
- Provide assistance and information to customers
- Crowd control and customer service at special events

Video Surveillance Program

- Monitors our facilities and vehicles
- Review video footage to identify safety and security trends and patterns
- Process public information request

To be effective, we must be deliberate in our deployment response. In determining the when, where and why, we review reported incident data, fare evasion data, video monitoring and customer feedback. With the compiled information, we assign our security personnel, based on their capabilities, to locations that are dictated by the analytical summary. We continuously monitor our response so that we adjust based on any trends or variations in our deployment factors.