



DRAFT MINUTES

Citizens Advisory Committee

Wednesday, May 27, 2020

1. Committee Meeting Call to Order

Chair Larson called the meeting to order at 6:01 p.m.

CAC members present: Ranyee Chiang, David Klein, John Larson, Jerry Levine, Stephanie Liu, Danielle Thoe, Sophia Tupuola and Rachel Zack (8)

CAC Members Absent: Robert Gower, Kevin Ortiz (entered during Item 3), and Peter Tannen (entered during Item 8) (3)

Transportation Authority staff members present were Director Chang, Colin Dentel-Post, Cynthia Fong, Rachel Hiatt, Anna LaForte, Maria Lombardo, Yvette Lopez-Jessop, Mike Pickford, and Eric Young.

2. Chair's Report - INFORMATION

Chair Larson reported that CAC Members have received Board packets since the shelter-in-place public order had been implemented. He commented that he asked staff about accelerated projects taking place during the public order and staff reported that Caltrans accelerated and completed the Alemany Deck Replacement; SFMTA was past 50% complete on Van Ness Bus Rapid Transit (BRT) with sidewalk, traffic, and sewer improvements in progress; and SFMTA was currently evaluating cable car pulley rebuild and some other projects for potential acceleration. Chair Larson also mentioned that capital projects reports on Central Subway, Caltrain Modernization, and Van Ness BRT were on deck for upcoming CAC meetings.

Executive Director Chang addressed CAC members with well wishes and provided an agency progress report since the shelter in place order took effect. She thanked Chair Larson for presenting at the May 12 Board Meeting. She then reported on staff work on the Alemany Deck Replacement, 19th Avenue, Park Presidio, Van Ness, and other projects, as well as collaboration with the San Francisco Municipal Transportation Agency (SFMTA) and the city's Metropolitan Transportation Commission representatives on transit funding from federal COVID relief, and with the San Francisco Department of the Environment and Air District on Commissioner Matt Haney's request to expand the Emergency Ride Home program for late-night essential workers using Transportation Fund for Clean Air and Prop K funds. Director Chang also discussed the slow increase in congestion as public orders ease and said that the agency data team is monitoring and supporting SFMTA in their collaboration with San Francisco Recreation and Parks on Slow Streets management and the District 4 Mobility Study being led by Transportation Authority staff.

There was no public comment.

Consent Agenda

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



4. **Citizens Advisory Committee Appointment - INFORMATION**
5. **State and Federal Legislation Update - INFORMATION***
6. **Internal Accounting Report, Investment Report, and Debt Expenditure Report for the Nine Months Ending March 31, 2020 - INFORMATION***

There was no public comment.

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

The Consent Agenda 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)

End of Consent Agenda

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***

Cynthia Fong, Deputy Director for Finance & Administration, introduced the item.

Jerry Levine asked how the shift to working from home would affect the agency's need for office space. Ms. Fong answered that the agency has secured good rates for its office space through a long-term lease and had no immediate plans to make changes. She noted even during shelter in place, office space is being used to support agency activity, like producing the virtual meetings.

Chair Larson asked about the change in fund balance with a net decrease and if the balance carries forward into the next fiscal year. Ms. Fong answered in the affirmative and said that during a negative fund balance situation, the agency has at its disposal the debt program, which the CAC had supported. She further explained that this kept the agency in a good cash position, and that the agency also had the ability to tap the revolving credit loan, which the agency hasn't yet had to draw from.

Ranyee Chiang asked what is the typical budget balance from previous years, so that members could better understand the decrease for the current fiscal year's balance. Ms. Fong answered that it had fluctuated in the past, but that the proceeds from the revenue bond the fund balance at a good level; and for future years, the agency could draw down on the revolving credit loan if needed. She said the fund balance would remain the same but may dip lower based on incoming expenditures.

There was no public comment.

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

The item was approved by the following vote:

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

Absent: CAC Members Gower and Tannen (2)



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*

Mike Pickford, Senior Transportation Planner, introduced the item.

Chair Larson congratulated District 11 for allocating all of their funds and asked why the District 7 Lake Merced Bikeway was only at 7% progress after a couple years, noting he would be fine with a follow up on this after the meeting. He also asked if Prop K appropriation was periodically approved for the NTIP Program Coordination program. Mr. Pickford answered in the affirmative, explaining that it was usually an annual appropriation, and said he would follow up on the Lake Merced question.

There was no public comment.

Jerry Levine moved to approve the item, seconded by Danielle Thoe.

The item was approved by the following vote:

Ayes: CAC Members Chiang, Klein, Larson, Levine, Liu, Tannen, Thoe, Tupuola, and Zack (11)

Absent: CAC Members Gower and Ortiz (2)

9. Adopt a Motion of Support to Amend the Prop AA Strategic Plan - ACTION*

Mike Pickford, Senior Transportation Planner, presented the item.

There was no public comment.

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

The item 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)

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*

Colin Dentel-Post, Senior Transportation Planner, presented the item.

David Klein observed that the study goals were vague and asked if there were specific metrics to help understand what will have been accomplished if the goals are achieved. Mr. Dentel-Post responded that the Policy Advisory Committee approved a memo that includes specific metrics for each goal, and that this memo can be distributed to the CAC. He gave as examples hours of delays and transit speeds as metrics to support the help keep traffic moving goal.

Stephanie Liu asked whether the air quality metrics address climate change and whether the metrics incorporate state and city climate change goals. Mr. Dentel-Post responded that the air quality metrics include metrics to measure both greenhouse gas emissions and harmful particulates, and that city and state goals are reflected.



Danielle Thoe asked how the additional cost for translation services was determined and whether the need for additional services could have been anticipated. Eric Young, Director of Communications, responded that the additional translation services are not due to an increase in languages but due to an expanded scope of outreach. Mr. Dentel-Post added that the anticipated translation needs did not fit within the original contract capacity, and this increase in contract capacity brings the originally anticipated translation services into the contract.

Rachel Zack asked whether the contract amount may need to be revised based on changes related to COVID-19. She asked how much of the new contract total is outreach. Mr. Dentel-Post responded that the expanded co-creation outreach is resource intensive, that the outreach scoped is the right amount of outreach, but that the timing is uncertain. He stated that the agency needs to remain flexible and stay in touch with community partners, whose availability is affected by COVID-19.

During public comment, Chair Larson brought to the CAC's attention a public comment email from Mary Miles that was distributed to the CAC prior to the meeting.

Jerry Levine moved to approve the item, seconded by Peter Tannen.

The item was approved by the following vote:

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

Absent: CAC Members Gower and Ortiz (2)

11. San Francisco Municipal Transportation Agency Muni Security Overview - INFORMATION

Kimberly Burrus, SFMTA Chief Security Officer, presented the item.

Jerry Levine asked about the number of cameras operable and how many were out of service in a typical day, and if the out of service cameras were from malfunction or vandalism. Ms. Burrus replied that she did not have the exact numbers on hand, but said SFMTA did not have a big issue with out of service cameras. She offered to provide the numbers to Mr. Levine later on. She further commented that the reason for the out of service cameras depended on their location, noting at portals downed cameras were usually the result of vandalism and at other locations, it tended to be a systems issue.

Peter Tannen asked how effective proof-of-payment inspections were in the Muni Metro stations with multiple exits. Mr. Burrus answered that the agency has switched out its deployment from metro stations to buses during the bulk of the day but does transfer enforcement to metro stations during peak periods, based on the amount of staff available.

David Klein thanked Mr. Burrus for taking the time to present to the CAC and commended her usage of statistics in her presentation. He asked what the roles of the drivers are during passenger assault situations, noting that he had to intervene in several incidents in December, but didn't observe the drivers intervening in any way, even by making an announcement. Ms. Burrus answered that the bus operators were responsible for contacting central control if something is going on the coach, but not to interject. Ms. Burrus noted that they try to avoid drivers interjecting to avoid putting them in danger.

Mr. Klein reported that bus operators on the 38R did not respond in any way during the



three incidents he experienced and he wanted to make sure there was a protocol for driver response. Ms. Burrus responded that guidelines require drivers to contact central control if something is going on and central control will then request assistance from SFPD, as needed. She noted there is a guideline allowing the driver to pull over, but she said during the COVID shelter in place, their observation was that this tended to escalate the situation, so they are re-evaluating these guidelines.

Mr. Klein also asked what percentage of the 180 officers are spending time on the buses versus at the metro stations. Mr. Burrus answered that pre-COVID, Muni Transit Assistance Program (MTAP) unit and fare inspectors deployed to buses most of the day, approximately six hours in a day; and an additional deployment of police department staff and fare inspectors deployed to lines with high fare evasion and high security incidents.

Chair Larson asked how the MTAP ambassador program was doing. Ms. Burrus answered that the program was working well, but staff needed to work on developing a template to gather data to measure the success of the program. Chair Larson commented in the positive.

Jerry Levine commented that it was refreshing to get input from Mr. Burrus and hoped she would come back on occasion to future CAC meetings.

There was no public comment.

Other Items

12. Introduction of New Business – INFORMATION

Ranyee Chiang requested an update on the Slow Streets program at a future meeting and how that might inform more permanent projects. She also stated that she had to step down from CAC and her last meeting would be in June.

Peter Tannen seconded Ms. Chiang's request for a Slow Streets update and due to some technical difficulties said he would email his questions and comments to staff at a later time.

David Klein thanked staff for responding to his request for a Muni security report.

Rachel Zack commented that it was strange there was no public comment at that meeting and asked staff to figure out why there were no calls.

Danielle Thoe also seconded Ms. Chiang's request for a Slow Streets report and asked for a presentation at the next CAC meeting, especially for districts like hers that are densely populated but are not included in the program. Chief Deputy Lombardo answered that staff was close to confirming that Director Tumlin would present on Slow Streets at the June 9 Transportation Authority Board meeting and said she would also follow up about scheduling the same presentation at the June CAC meeting.

Chair Larson commented that since SFMTA Director Jeffrey Tumlin was due to appear at CAC anyway since a prior comment was postponed during shelter in place, it would be great if he could also present at the June CAC meeting as well.

Stephanie Liu echoed Ms. Zack's comments about accessibility for public comment at and asked how long the CAC meetings would continue remotely. Chief Lombardo answered that there was no clear timeframe but she personally anticipated at least several months more of remote CAC meetings. She noted that there was also a group at the city level thinking about the best ways to conduct outreach and address



racial equity and accessibility during shelter in place.

Chair Larson suggested promoting the public call-in number as much as possible.

13. Public Comment

There was no public comment.

14. Adjournment

The meeting was adjourned at 7:52 p.m.