

1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

AGENDA

San Francisco County Transportation Authority Meeting Notice

Date: Tuesday, September 15, 2020; 10:00 a.m.

Location: Watch SF Cable Channel 26

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

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they are received

Commissioners: Peskin (Chair), Mandelman (Vice Chair), Fewer, Haney, Mar, Preston,

Ronen, Safai, Stefani, Walton, and Yee

Clerk: Britney Milton

Remote Access to Information and Participation:

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1. Roll Call

2. CAC Chair's Report - INFORMATION*

3. Approve the Minutes of the August 25, 2020 Meeting - ACTION*



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4.	Appoint One Member to the Citizens Advisory Committee - ACTION*	17
5.	SFMTA Rail Service Update - INFORMATION	
6.	State and Federal Legislation update - INFORMATION/ACTION*	37
7.	Program \$4,308,164 in Prop AA Vehicle Registration Fee Funds to Three Projects and Amend the 2017 Prop AA Strategic Plan - ACTION*	43
8.	Allocate \$10,645,271 and Appropriate \$60,000 in Prop K Sales Tax Funds, with Conditions, and Allocate \$3,664,159 in Prop AA Vehicle Registration Fee Funds, with Conditions, for Nine Requests - ACTION*	67
	Projects: (Caltrain) Marin Street and Napoleon Avenue Bridges Rehabilitation (\$180,624); (SFCTA) Golden Gate Park Sustainable Travel Study [NTIP Planning] (\$60,000); (SFMTA) L-Taraval Transit Enhancements (Segment B) - Additional Funds (\$4,055,032 Prop K, \$3,664,159 Prop AA), Fulton Street Safety [NTIP Capital] (\$236,215), Clay & Grant and Stockton & Stutter Conduits and Signal Modifications (\$420,000), Bayview Community Based Transportation Plan Implementation (\$180,000), 6th Street Pedestrian Safety (\$4,000,000), Short-Term Bike Parking (\$398,000), Slow Streets Program (\$1,175,400)	
9.	Adopt the Alemany Corridor Safety Project Final Report [NTIP Planning] - ACTION*	81
10.	[Public Hearing] Adopt the Proposed Fiscal Year 2020/21 Budget and Work Program - ACTION*	87
11.	Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$7,075,000 - ACTION*	121
12.	Approve the Revised Procurement Policy and Travel, Conference, Training and Business Expense Reimbursement Policy - ACTION*	133
	Other Items	

13. Introduction of New Items - INFORMATION

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

- 14. Public Comment
- **15.** Adjournment

*Additional Materials

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

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DRAFT MINUTES

Citizens Advisory Committee

Wednesday, September 2, 2020

1. Call to Order

Chair Larson called the meeting to order at 6:03 p.m.

CAC Members Present: Robert Gower, David Klein, John Larson, Jerry Levine, Stephanie Liu, Peter Tannen, and Danielle Thoe (6)

CAC Members Absent: David Klein, Kevin Ortiz, Sophia Tupuola, Rachel Zack (4)

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

2. Chair's Report - INFORMATION

Chair Larson reported on last month's CAC discussion on the proposed Caltrain sales tax measure, and thanked Member Danielle Thoe for initiating it. He added all seven agencies including the Caltrain Board have approved placing a 1/8-cent sales tax to cover Caltrain operations and capital improvements on the November 2020 ballot. He also stated as a dedicated tax, the ballot measure will need 2/3 voter approval across San Francisco, Santa Clara, and San Mateo counties in order to pass in November. Mr. Larson mentioned that the final governance related provisions are essentially the same as the CAC discussed last month, with the addition of language requiring the Joint Powers Board to initiate efforts to reimburse the San Mateo County Transit District for its investment in Caltrain.

Chair Larson reported that the Downtown Congestion Pricing study is in the midst of a public engagement round and is seeking input as the team develops pricing policy alternatives. He added the team will plan to share what they learn from this engagement in a future project update to the CAC, meanwhile more information can be found on the Transportation Authority website (www.sfcta.org).

Lastly Chair Larson reported that yesterday's SFMTA Board meeting talked about the incidents with splicers failing and abruptly ending the planned resumption of rail service. He reported the Transportation Authority Board is anticipated to have Director Tumlin and staff present an update on this topic at the September 15 Board.

Consent Agenda

- 3. Approve the Minutes of the July 22, 2020 Meeting ACTION
- 4. Progress Report for Van Ness Avenue Bus Rapid Transit Project INFORMATION

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- 5. Major Capital Project Update Better Market Street INFORMATION
- 6. Citizen Advisory Committee Vacancy INFORMATION

There was no public comment on the minutes.

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

The Consent Agenda was approved by the following vote:

Ayes: CAC Members Gower, Larson, Levine, Liu, Tannen, and Thoe (6)

Absent: Klein, Ortiz, Tupuloa, Zack (4)

End of Consent Agenda

7. Adopt a Motion of Support to Program \$4,308,164 in Prop AA Vehicle Registration Fee Funds to Three Projects and Amend the 2017 Prop AA Strategic Plan - ACTION

Mike Pickford, Senior Transportation Planner, presented the item.

Chair Larson asked about the style of fare gate that BART proposed to install as part of the New Generation Fare Gate project.

Mr. Pickford replied that the fare gates would swing away from the person passing through them, similar to a saloon door.

Aileen Hernandez, BART, added that the BART Board had approved the proposed design and that a pilot implementation had been installed at BART's Richmond station.

Stephanie Liu asked how pedestrian lighting was typically funded other than Prop AA.

Mr. Pickford replied that the Transportation Authority had funded pedestrian lighting using Prop K when lighting was included as part of a comprehensive streetscape project, but it was difficult to fund as a stand alone project. He said that pedestrian lighting was maintained by the San Francisco Public Utilities Commission (SFPUC) and installation of new pedestrian lighting typically required complex coordination between SFMTA, SFPW and SFPUC to ensure that projects were designed to meet specific project objectives and maintenance requirements.

There was no public comment.

Stephanie Liu moved to approve the item, seconded by Robert Gower.

The Item was approved by the following vote:

Ayes: CAC Members Gower, Larson, Levine, Liu, Tannen, and Thoe (6)

Absent: Klein, Ortiz, Tupuloa, Zack (4)

8. Adopt a Motion of Support to Allocate \$10,645,271 and Appropriate \$60,000 in Prop K Sales Tax Funds, with Conditions, and Allocate \$3,664,159 in Prop AA Vehicle Registration Fee Funds, with Conditions, for Nine Requests - ACTION

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

Robert Gower asked about the community engagement conducted to date for the 6th Street Pedestrian Safety project.

Kimberly Leung, SFMTA, replied that prior to October 2018, there had been extensive



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outreach as part of the planning phase. She said outreach was also planned for the construction phase and said the project's construction mitigation plan was described in allocation request materials.

Danielle Thoe expressed her excitement with the 6th street project and shared her concern that the scope of the Slow Streets request did not include District 6 locations. She proposed amending CAC approval of the request to be conditional on modifying the scope to include more durable treatments for the Slow Streets improvements on the east side of a four-block segment of Jones Street. She added that SFMTA should identify other District 6 streets for inclusion in the Slow Streets program.

Stephanie Liu asked about equitable distribution of bike racks. Adrian Leung, SFMTA, replied that the Bike Parking program was based on public requests through the 311 system, along with siting based on proactive analysis by SFMTA staff. He invited location suggestions from CAC members, and welcomed assistance in generating location proposals.

Peter Tannen asked if there was a Slow Streets map and what problems had come up with the Slow Streets program. Shannon Hake, SFMTA, said there was a map on SFMTA's website (www.sfmta.com/projects/slow-streets-program). She then explained that excessive popularity had been a problem early in the program, which had since been ameliorated by the addition of more Slow Streets. She said that ongoing maintenance was the biggest issue for the program right now because of difficulties with allocating sufficient resources for maintaining the temporary markings and signage the program had initially used.

Mr. Tannen spoke in support of the Golden Gate Park Sustainable Travel Study, noting the idea of closing or restricting streets in the park has been a long standing issue, in particular due to its potential impact on the museums in the park. Mr. Tannen also asked how Oakdale had been chosen for pedestrian lighting and why the bike routes in the map on page 63 of the enclosure did not appear to correspond to the current network.

Shannon Hake, SFMTA replied that the recommendations came from the Bayview Community Based Transportation Plan for the pedestrian lighting. She also said she thought the map showed planned bike improvements whereas the SFMTA bike map only shows existing routes.

Chair Larson spoke in support of the improvements proposed for Fulton Street. He also asked why there were no slow streets in District 7. He noted there is the protected bikeway around Lake Merced, but said if the intent of the Slow Streets was to connect different parts of the city, there seem to be some missing pieces.

Shannon Hake, SFMTA, replied that Slow Streets were part of the City's COVID emergency response. She listed a number of criteria for the program, which was targeted to residential streets with two lanes of traffic, one in each direction; without a series of signalized intersections; without conflicts with Muni Service, commercial loading zones, emergency response routes; and don't have steep slopes. She said that as a result not all streets were suitable for inclusion in the program but that doesn't mean they are not suitable for other improvements. Ms. Hake pointed out that in the Tenderloin there was an alternative program, "Tenderloin Community Streets," which had developed to address pedestrian safety issues, including treatments similar to the



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Slow Streets program. She emphasized that the lack of Slow Streets in Districts 6 and 7 is not intentional and that SMTA had tried many different streets which have had unexpected access conflicts. She said the program is not done and encouraged people to contact her or SFMTA with ideas for other potential streets.

Ms. Thoe thanked staff for the response and said that her intent was to ensure that the streets and improvements in the Tenderloin get treated the same way as those in the Slow Streets Program in terms of investment in more semi-permanent structures, a commitment of maintenance to keep them there as long as the Slow Streets are kept in place. Further, she requested a formal plan, response or method of reporting on the streets in District 6 to report on status, what's been explored, and what is moving forward – and said she thought Chair Larson may be interested in this, as well, for District 7.

During public comment caller David Pilpel asked for clarification on the schedule for the L-Taraval project noting the schedule in the agenda item seemed longer than he had originally understood. With respect to the Slow Street Program, Mr. Pilpel asked if the previous certification of Categorical Exemption would be sufficient environmental clearance under the California Environmental Quality Act for the expanded Slow Streets program, noting that it only covers the temporary project and not a permanent project.

Keanway Kyi, with SFMTA, replied that Segment B extended along the L-Taraval route from West Portal to Sunset Avenue. He said the Notice to Proceed is anticipated in March/April 2021 and construction schedule was 930 calendar days, starting in March or April 2021.

In answer to Mr. Pilpel's question about Slow Streets, Shannon Hake answered that the existing Categorical Exemption would be sufficient since the Slow Streets request was for more durable materials rather than permanent improvements such as concrete structures. Permanent improvements would require additional CEQA clearance.

Danielle Thoe moved to amend the item to condition the SFMTA's Slow Streets Program allocation upon the SFMTA treating the current treatment along Jones Street in the Tenderloin in the same way as the streets included in its Slow Streets Program with regard to installing more durable measures and performing ongoing maintenance, and requiring the SFMTA to prepare a plan to identify Slow Streets or similar treatments in Districts 6 and 7, seconded by Jerry Levine.

The motion to amend was approved by the following vote:

Ayes: CAC Members Gower, Larson, Levine, Liu, Tannen, and Thoe (6)

Absent: Klein, Tupuloa, Zack (2)

Abstain: Ortiz (1)

Danielle Thoe moved to approve the item as amended, seconded by John Larson.

The motion failed by the following vote:

Ayes: CAC Members Gower, Larson, Levine, Liu, and Thoe (5)



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Absent: Klein, Tupuloa, Zack (3)

Abstain: Ortiz, Tannen (2)

John Larson moved to rescind vote, seconded by Robert Gower.

The motion to rescind was approved by the following vote:

Ayes: CAC Members Gower, Larson, Levine, Liu, Tannen, and Thoe (6)

Absent: Klein, Ortiz, Tupuloa, Zack (4)

Danielle Thoe moved to approve the item as amended, seconded by John Larson

The motion was approved by the following vote:

Ayes: CAC Members Gower, Larson, Levine, Liu, Tannen, and Thoe (6)

Absent: Klein, Ortiz, Tupuloa, Zack (4)

9. Adopt a Motion of Support to Adopt the Alemany Corridor Safety Project Final Report [NTIP Planning] - ACTION

Victoria Chong, Transportation Planner with SFMTA, presented the item.

Member Robert Gower said that he saw pedestrian safety recommendations in the report, but that there was an absence of significant bicyclist safety recommendations. He asked why SFMTA had not included bike lane improvements in the recommendations.

Ms. Chong responded that near-term buffered bike lanes were being implemented between Russo and Seneca with a paving project, as well as bike boxes where bike routes intersect with Alemany.

Mr. Gower asked if any mid- or long-term bicycle improvements had been studied, such as Class IV bike lanes or swapping the location of street parking and the bike lane to create a parking protected bike lane. He said he appreciated the near-term improvements but wanted to know why longer-term bicycle improvements were not studied or recommended.

Ms. Chong responded that SFMTA had looked into additional bicycle improvements, but that the Alemany corridor is a residential area and that additional bicycle improvements would result in dramatic parking loss, as the area has many driveways and SFMTA would need to establish red zones adjacent to each driveway. Additional bicycle improvements could also potentially require a road diet and signal work.

Mr. Gower replied that while he appreciated the recommended improvements, he remained concerned that not enough was being done for cyclist safety on a major cyclist thoroughfare. He said he would like to see continuing studying to see what additional mid- and long-term bicycle safety improvements might be possible.



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Chair Larson said that the Alemany corridor is a challenging area, as it is residential, but with high traffic volumes.

Danielle Thoe said that when she has biked down Alemany she did not feel safe. She said that she related to the project area, since she lived in area where people treat local streets like a freeway.

Peter Tannen said that he used to bicycle down Alemany. He said he was happy to see the recommended improvements, but that more aggressive improvements would be good. He explained to CAC members a feature of Google Maps that allows one to view prior year Street View photos for an area, which he said was helpful to view earlier improvements.

There was no public comment.

Adopt a Motion of Support to Adopt the Proposed Fiscal Year 2020/21 Budget and Work Program - ACTION*

Cynthia Fong, Deputy Director for Finance and Administration and Tilly Chang, Executive Director, presented the item.

Member Robert Gower inquired on the short term /long term during the pandemic. He asked what procedures are in place to monitor the flow of people and traffic, and how will people will adjust once the pandemic comes to an end.

Tilly acknowledged the very pertinent question and answered that there are some ongoing data sources that we can rely on, such as INRIX data received through the Metropolitan Transportation Commission, which gives us data on speed of traffic on any major arterial link which is shown in the agencies' COVID-Era Congestion Tracker. She explained that while it doesn't provide actual traffic volumes, it can be supplemented with actual observed volumes. Executive Director Chang also said there are bike counters, and occasionally staff go out into the field to observe traffic movements, and there is transit data. She noted that one thing we can say for sure is that if transit is not able to recover, traffic congestion will be a disaster. She ended by saying the agency is tracking the plans for re-opening of various businesses, as well, and the impacts that may have on travel demand.

During public comment, Roland Lebrun encouraged the CAC to agendize an update on the Downtown Extension, the Pennsylvania Avenue Alignment, and second transbay tube efforts to benefit the newer CAC members. Mr. Lebrun said the issue is the train box in the Salesforce Transit Center is more than long enough to accommodate the train platforms but somehow due to the Second Street alignment, the platforms are 400 feet short. He said the Transbay Joint Powers Authority is offering two options which would either force the rear of trains to protrude onto Second Street or push the box another 400 feet from Beale to Main, which would make it impossible to connect the trains to the east bay without taking a significant amount of high rise buildings. He encouraged the CAC to get a presentation on the layout to be in a good place to make decisions going forward.

Peter Tannen inquired about the Prop AA Geary renovations and asked how it relates to and coordinates with the Geary Bus Rapid Transit (BRT) project. Executive Director Tilly Chang replied that it is 100 percent coordinated and will happen in sequence, with

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underground utilities work happening first and then paving of the BRT and general traffic lanes will happen after bulbouts and other civil wok.

Mr. Tannen asked if the Quint Street acquisition is coming close to happening. Executive Director Chang replied that the Transportation Authority has the funds from Prop K and an agreement from the Public Utilities Commission, which has agreed to provide \$4 million dollars towards the project. The utility agreements and easements with PG&E are still being negotiated.

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

The item was approved by the following vote:

Ayes: CAC Members Gower, Larson, Levine, Liu, Tannen, and Thoe (6)

Absent: Klein, Ortiz, Tupuloa, Zack (4)

- 11. Adopt a Motion of Support to Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$7,075,000 ACTION
- 12. Adopt a Motion of Support to Approve the Revised Procurement Policy and Travel, Conference, Training and Business Expense Reimbursement Policy ACTION

Chair Larson called items 11 and 12 together. Cynthia Fong, Deputy Director for Finance and Administration presented both items.

Jerry Levine inquired on the contract with the City Attorney and asked if the agency traditionally has used the entire \$100,000. Ms. Fong replied that it has been under \$100,000 for the last 3 years, but for the sake of simple accounting a new contract is started each year.

With respect to the proposed policy revisions in item 12, Kevin Ortiz commented that the changes were long overdue, and he is fully in support of the item.

There was no public comment.

Jerry Levine motioned to approve items 11 and 12, seconded by Danielle Thoe.

Items 11 and 12 were approved by the following vote:

Ayes: CAC Members Gower, Larson, Levine, Liu, Ortiz, Tannen, and Thoe (6)

Absent: Klein, Tupuola, Zack (3)

Other Items

13. Introduction of New Business - INFORMATION

Chair Larson suggested following up on Mr. Lebrun's suggestion to get a DTX update after the CAC gets a new member.

Daniele Thoe asked for a presentation from staff on Better Market Street at an upcoming CAC meeting. She said at the last presentation to the Transportation Authority Board, the project manager said the project was up to 6 months behind schedule, is anticipating additional funding shortfalls, and is considering scope reductions to work on sidewalks since they are so critical to businesses reopening. Ms. Thoe said all of this seemed reasonable, but the entire Phase 1 scope is in District 6 and

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the project teams hasn't been very responsive to business owners and others trying to figure out what is going on with those changes even if they aren't all known. She reiterated her request to have staff come to the next CAC meeting or shortly thereafter, adding that business owners installing outdoor dining and building structures around that, and that are getting permits to do that may not want to spend the money if the sidewalks are going to be dug up in the near-term.

Chair Larson also commented that he had recently been on Yerba Buena Island and you can see a lot of construction work happening, including some of the Transportation Authority's projects mentioned in the earlier agenda item on the budget.

Kevin Ortiz asked for an update on 16th Street Improvements Project such as the transit only lanes.

During public comment, Roland Lebrun thanked Chair Larson for following up on the suggestion for the DTX update. He also recommended that the CAC ask for an update on Caltrain electrification.

14. Public Comment

There was no general public comment.

15. Adjournment

The meeting was adjourned at 8:03 p.m.

*Additional Materials

Next Meeting: September 23, 2020

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DRAFT MINUTES

San Francisco County Transportation Authority

Tuesday, August 25, 2020

1. Roll Call

Chair Peskin called the meeting to order at 10:04 a.m.

Present on Roll Call: Commissioners Fewer, Mar, Peskin, Preston, Ronen, Stefani, Walton, Yee

Absent on Roll Call: Commissioners Haney (entered during item 2), Mandelman (entered during item 3), Safai (entered during item 6)

Chair Peskin made a motion to excuse Commissioner Mandelman for the first 30 minutes, which was approved without objection.

2. Chair's Report - INFORMATION

Chair Peskin expressed his gratitude towards the Commissioners and their efforts put forth on the Caltrain sales tax item, and President Yee for convening a special Board of Supervisors' meeting during recess to vote on the Caltrain sales tax item. Additionally, he thanked leaders in Santa Clara, San Mateo and San Francisco counties and added that all regions should collaborate to educate the public about the measure.

Chair Peskin also acknowledged the milestone and joint advocacy between the Transportation Authority and Transbay Joint Powers Authority on the decision made by the Metropolitan Transportation Commission to include the Caltrain Downtown Rail Extension in the early period of Plan Bay Area (PBA) 2050. He added that PBA 2050 in the draft blueprint stage and approval of plan is slated for next year.

Chair Peskin recognized Executive Director Tilly Chang who was elected Chair of the Executive Steering Committee for the Downtown Rail Extension project at the committee's inaugural meeting in July and Cynthia Fong, Deputy Director for Finance and Administration, and her team for obtaining a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the third year in a row.

Lastly, Chair Peskin expressed his disappointment about the splice issue that happened after 5 months of closure of the Muni subway resulted in an abrupt end to the planned resumption of rail service. He added he would like Director of Transportation, Mr. Tumlin to come and speak on the matter at an upcoming Board meeting.

There was no public comment.



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3. Executive Director's Report - INFORMATION

Tilly Chang, Executive Director, presented the item.

There was no public comment.

4. Approve the Minutes of the July 28, 2020 Meeting - ACTION

There was no public comment on the minutes.

Commissioner Walton moved to approve the minutes, seconded by Commissioner Yee.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Stefani, Walton, and Yee (10) Absent: Commissioner Safai (1)

COVID-Era Congestion Tracker and COVID-19 Recovery Scenario Analysis -INFORMATION

Joe Castiglione, Deputy Director for Technology, Data, and Analysis presented the item.

During the presentation, Chair Peskin asked if on slide 5 of the presentation, it was showing a.m. or p.m. peak data. Mr. Castiglione replied that it showed p.m. peak data.

Chair Peskin said he has previously conveyed this to the Executive Director, noting he spends a lot of time in the Columbus Avenue corridor during the a.m. peak and p.m. peak periods and does not see the level of service that the data seems to be showing in the maps, which he said he understood were based on cell phone data.

Mr. Castiglione clarified that the INRIX data sources include cell phone data and large fleets like UPS or Fed Ex. According to INRIX, about 25% of all the vehicles driving around the country are feeding into their data set. He explained that the colors on the map show the relative change in speed compared to pre-COVID and are assigned on the Institute of Transportation Engineers level of service standards based on the type of roadway and its location in an urban context, acknowledging that the standards may not be as good at capturing San Francisco conditions as we might like, but the maps do show a direct representation of speed. He also offered to follow up after the meeting with the Chair on the Columbus Avenue data.

During public comment Aleta Dupree agreed tracking down congestion is important and added that analysis and data should be looked at a broader range.

6. Preliminary Fiscal Year 2020/21 Budget and Work Program - INFORMATION

Chair Peskin called this item before Item #5. Cynthia Fong, Deputy Director of Finance and Administration, and Executive Director Tilly Chang, presented this item.



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Chair Peskin asked Mrs. Fong to expand on how staff developed the revenue estimate. She responded that staff was working with Beacon Economics, as well as the Controller's Office. She elaborated that there are many factors that are considered when developing the estimate such as unemployment rates, hotel occupancy rates, percentage of workforce working from home, the opening of restaurants, etc. She said staff was also monitoring on-line sales that impact sales tax revenues in San Francisco, noted that Wayfair collections on on-line sales began in December. Ms. Fong concluded by saying that staff was seeking to remain conservative while constantly monitoring the various factors and tracking the Mayor's plans for reopening the city.

Commissioner Safai asked what the impact will be after the line of credit is drawn down and how much of the credit will be remaining. Deputy Director Fong responded that the funds would be used to fund upcoming expenditures for the delivery of [sales taxfunded] projects in San Francisco. She said that staff anticipated drawing down up to \$100 million for the fiscal year leaving \$40 million of available credit. She explained that the agency would have multiple years to pay back the funds based on the useful life of the assets funded, and added that in the past the agency had issued long-term debt to refund the short-term debt.

Commissioner Safai asked about the interest rate. Deputy Director Fong replied that the interest rate would be set at the rate of the market for short-term debt. She further explained that the debt would be repaid with future sales tax revenue or long-term in the form of a sales tax revenue bond.

Commissioner Safai asked if this was the normal practice for the Transportation Authority. Ms. Fong replied that this is normal course of practice for the Transportation Authority and for many other sales tax authorities in the Bay Area. Chair Peskin commented that on the city side it is not uncommon to take out short term revolving debt with longer term debt like bonds.

During public comment, caller Aleta Dupree reiterated the importance of making the Caltrain 22nd Street Station Americans with Disabilities Act (ADA) accessible. She also urged the agency to be cautious with issuing debt and said the budget should keep accessibility and equity in mind.

Other Items

7. Introduction of New Items - INFORMATION

There were no new items introduced.

8. Public Comment

There was no general public comment.

9. Adjournment

Meeting was adjourned at 11:07 am.

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BD091520 RESOLUTION NO. 21-XX

RESOLUTION APPOINTING ONE MEMBER TO THE CITIZENS ADVISORY

COMMITTEE OF THE SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

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

WHEREAS, There is one open seat on the CAC resulting from a member's resignation; and

WHEREAS, At its September 15, 2020 meeting, the Board will review and consider all applicants' qualifications and experience and will consider appointing one member to serve on the CAC for a period of two years, with final approval to be considered at the September 22, 2020 Board meeting; now therefore, be it

RESOLVED, That the Board hereby appoints one member to serve on the CAC of the San Francisco County Transportation Authority for a two-year term; and be it further

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



1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

Memorandum

AGENDA ITEM 4

DATE: September 10, 2020

TO: Transportation Authority Board

FROM: Maria Lombardo - Chief Deputy Director

SUBJECT: 09/08/2020 Board Meeting: Appoint One Member to the Citizens Advisory

Committee

RECOMMENDATION □ Information ☒ Action	☐ Fund Allocation							
Neither staff nor CAC members make recommendations	☐ Fund Programming							
regarding CAC appointments.	☐ Policy/Legislation							
SUMMARY	□ Plan/Study							
There is one open seat on the CAC requiring Board action. The vacancy is the result of the resignation of Ranyee Chiang Capital Project Oversight/Delivery								
(District 4 representative). There are currently 33 applicants to ☐ Budget/Finance								
consider for the open seat (Attachment 2).	☐ Contract/Agreement							
	⊠ Other: <u>CAC</u> Appointment							

BACKGROUND

The Transportation Authority has an 11-member CAC and members serve two-year terms. Per the Transportation Authority's Administrative Code, the Board appoints individuals to fill open CAC seats. Neither staff nor the CAC make recommendations on CAC appointments, but we maintain a database of applications for CAC membership. Attachment 1 is a tabular summary of the current CAC composition, showing ethnicity, gender, neighborhood of residence, and affiliation. Attachment 2 provides similar information on current applicants, sorted by last name.

PROCEDURES

The selection of each member is approved at-large by the Board; however, traditionally the Board has had a practice of ensuring that there is one resident of each supervisorial district on the CAC. Per Section 5.2(a) of the Administrative Code, the CAC:



Agenda Item 4 Page 2 of 2

"...shall include representatives from various segments of the community, such as public policy organizations, labor, business, senior citizens, the disabled, environmentalists, and the neighborhoods; and reflect broad transportation interests."

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

All applicants have been advised that they need to appear in person before the Board in order to be appointed, unless they have previously appeared. If a candidate is unable to appear before the Board on the first appearance, they may appear at the following Board meeting in order to be eligible for appointment. An asterisk following the candidate's name in Attachment 2 indicates that the applicant has not previously appeared before the Board.

FINANCIAL IMPACT

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

CAC POSITION

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

SUPPLEMENTAL MATERIALS

- Attachment 1 Matrix of CAC Members
- Attachment 2 Matrix of CAC Applicants
- Attachment 3 CAC Applications (5 for District 4)

CITIZENS ADVISORY COMMITTEE MEMBERS 1

Name	Gender	Ethnicity	District	Neighborhood	Affiliation	First Appointed	Term Expiration
Robert Gower	М	С	11	Mission Terrace	Disabled, Environment, Neighborhood, Public Policy, Senior Citizen	Sept 18	Sept 20
David Klein, Vice-Chair	М	С	1	Outer Richmond	Environment, Labor, Neighborhood, Public Policy, Senior Citizens	Sept 18	Sept 20
Jerry Levine	М	С	2	Cow Hollow	Business, Neighborhood, Public Policy	Nov 18	Nov 20
Sophia Tupuola	F	NH	10	Bayview Hunters Point	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen	Mar 19	Mar 21
Ranyee Chiang	F	А	4	Central Sunset	Environment, Neighborhood, Public Policy	Mar 19	Mar 21
Danielle Thoe	F	С	6	Tenderloin	Disabled, Environment, Neighborhood, Public Policy, Senior Citizen	Oct 19	Oct 21
Kevin Ortiz	М	H/L	9	Mission	Neighborhood, Public Policy	Dec 19	Dec 21
Stephanie Liu	F	А	5	Western Addition	Environment, Neighborhood, Public Policy	Dec 19	Dec 21
Peter Tannen	М	С	8	Inner Mission	Environmental, Neighborhood, Public Policy	Feb 08	Feb 22
John Larson, Chair	М	NP	7	Miraloma Park	Environment, Neighborhood, Public Policy	Mar 14	Mar 22
Rachel Zack	F	С	3	Union Square/Nob Hill	Environmental, Labor, Neighborhood, Public Policy	June 18	June 22

CITIZENS ADVISORY COMMITTEE APPLICANTS 1

	Name	Gender	Ethnicity	, Dis	trict Neighborhood	Affiliation/Interest
1	Nancy Arms Simon*	NP	NP	10	Bayview	Disabled, Environmental, Labor, Neighborhood, Public Policy, Senior Citizen
2	Philip Bailey*	М	С	5	Cole Valley	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
3	Nancy Buffum*	F	С	4	Sunset	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
4	Sam Fielding*	М	NP	11	Merced Heights	Business, Environment, Neighborhood, Public Policy, Senior Citizen
5	Harold Flowers*	NP	NP	9	Sunset District	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
6	Jane Ginsburg*	F	С	5	Lower Haight/Duboce Park	Environment, Neighborhood, Public Policy, Senior Citizen
7	Jack Harman*	NP	NP	6	Rincon Hill	Environment, Neighborhood, Public Policy
8	Calvin Ho*	М	А	4	Outer Sunset/Parkside	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
9	Amanda Jimenez*	F	H/L	4	Outer Sunset	Disabled, Environment, Neighborhood, Public Policy
10	Robin Kutner*	F	NP	8	Buena Vista	Environment, Neighborhood
11	Matthew Laroche*	М	С	4	Outer Sunset	NP
12	John Lisovsky*	М	С	5	Panhandle	Environment, Labor, Neighborhood, Public Policy
13	Trey Matkin*	М	С	5	Hayes Valley	Business, Disabled, Environment, Labor, Neighborhood, Public Policy
14	Kary McElroy*	F	С	5	Alamo Square	Business, Disabled, Environment, Neighborhood, Public Policy, Senior Citizen
15	Marlo McGriff*	М	AA	8	Mission/Dolores	Environment, Labor, Neighborhood, Public Policy, Senior Citizen
16	Meaghan Mitchell*	F	AA	10	Bayview	Business, Labor, Neighborhood, Public Policy
17	Antoinette Mobley*	NP	AA	10	Bayview	Business, Environment, Neighborhood

^{*}Applicant has not appeared before the Board A - Asian | AA - African American | AI - American Indian or Alaska Native | C - Caucasian H/L - Hispanic or Latino | NH - Native Hawaiian or Other Pacific Islander | NP - Not Provided (Voluntary Information) Page 1 of 2

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Attachment 2 (Updated 09.11.20)

	Name	Gender	Ethnicity	Dist	rict Neighborhood	Affiliation/Interest
18	Tyler Morris*	М	С	9	Bernal Heights	Business, Disabled, Environment, Neighborhood, Public Policy
19	Wayne Norton*	М	AA	10	Bayview/Hunter's Point	Business, Environment, Neighborhood, Public Policy
20	Edward Parillon*	М	AA	8	Mission	Business, Environment, Labor, Neighborhood, Public Policy
21	lan Poirier*	М	NP	10	Dogpatch	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
22	John Powell*	М	H/L	1	Outer Richmond	Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
23	Sarah Rogers*	F	С	9	Bernal Heights	Environment, Neighborhood, Public Policy
24	Ramy Shweiky*	М	NP	10	Bayview	Business, Environment, Labor, Neighborhood, Public Policy
25	Adrianne Steichen*	F	С	5	Lower Haight	Environment, Neighborhood, Public Policy
26	Emily Sun*	F	NP	5	Hayes Valley	Environment, Neighborhood, Public Policy
27	Mary Thomasmeyer*	F	С		Parkside/Outer Sunset	Business, Environment, Neighborhood, Public Policy
28	Eric Tucker*	М	С	10	Visitacion Valley	Business, Environment, Neighborhood, Public Policy
29	Peter Wilson*	М	С	5	Alamo Square	Environment, Labor, Neighborhood
30	Brian Wong*	NP	NP	5	Divisadero/NOPA	Business, Environment, Neighborhood, Public Policy
31	Stephen Woods*	М	С	4	Sunset	Environment, Labor, Neighborhood, Public Policy
32	David Young*	NP	NP	6	SOMA	Business, Environment, Neighborhood, Public Policy
33	Bozhao Yu	М	А	1	Lone Mountain	Business, Environment, Neighborhood, Public Policy

^{*}Applicant has not appeared before the Board A - Asian | AA - African American | AI - American Indian or Alaska Native | C - Caucasian H/L - Hispanic or Latino | NH - Native Hawaiian or Other Pacific Islander | NP - Not Provided (Voluntary Information) Page 2 of 2

Citizens Advisory Committee APPLICANTS for District 4

Updated 09.10.20

*Applicant has not appeared before the Board.

No.	Name	District	Neighborhood	Affiliation/Interest	Page
1	Nancy Buffum*	4	Sunset	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen	1
2	Calvin Ho*	4	Outer Sunset/Parkside	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen	6
3	Amanda Jimenez*	4	Outer Sunset	Disabled, Environment, Neighborhood, Public Policy	8
4	Matthew Laroche*	4	Outer Sunset	NP	10
5	Stephen Woods*	4	Sunset	Environment, Labor, Neighborhood, Public Policy	12



Home Address Confidential	X
Home Phone Confidential	X
Home Email Confidential	

1455 Market Street, 22ND Floor, San Francisco, California 94103

415-522-4800

info@sfcta.org

www.sfcta.org

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

Nancy	Buffum	Female	Caucasian	
FIRST NAME	LAST NAME	GENDER (OPTIONAL)	ETHNICITY (OPTIONAL)	
4 Su	ınset l	REDACTED	REDACTED	
HOME SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF RESIDENC	E HOME PHONE	HOME EMAIL	
REDACTED	San Francisco	CA	94122	
STREET ADDRESS OF HOME	CITY	STATE	ZIP	
4	Sunset	na	REDACTED	
WORK SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF WORKPLA	CE WORK PHONE	WORK EMAIL	
555 Franklin	San Francisco	CA	94109	
STREET ADDRESS OF WORKPLAC	E CITY	STATE	ZIP	

Statement of qualifications:

I am a longtime advocate for active transportation. Transportation justice is a key to making public spaces and economic opportunities in the San Francisco Bay Area accessible to people of all ages, economic strata and abilities. I offer a depth of personal and professional advocacy experience and a lifelong passion for community engagement and education. I would look forward to applying my skills and vision to serve the County Transportation Agency Citizens Advisory Committee.

My resume below details my my roles with public and non-profit organizations and select community groups. I draw attention to my accomplishments as a San Francisco Bicycle Coalition program manager, where I created outposts for youth and families engagement, with focus on people of color and geographically and economically marginalized communities.

Thank you!		
Nancy Buffum		

RESUME NANCY BUFFUM nancybuffum@gmail.com 415.845.2584

DEVELOPMENT MANAGER

Versatile and innovative manager with over 25 years of service to advocacy and education organizations. Prioritizes consensus based decision-making, forging of partnerships, and securing resources for community initiatives with an equity focus.

CORE COMPETENCIES Contract Management Fund Development Marketing

Continued on next page

Team Building Facilitation Community Engagement **Technical Assistance** Teaching **Event Production**

PROFESSIONAL HIGHLIGHTS

Development and Marketing Consultant

Artisans of San Francisco 2014-present

- -Sponsor Outer Sunset Mercantile and Farmers Market
- -Secured certifications: SFMade (manufacturing) and SF Environment Green Business. Legacy Business (in progress)
- -Coordinate ArtSpan membership, community exhibits, poetry readings, social marketing

Annual Fund, First Unitarian Universalist Society of San Francisco

2020

- -Achieved goal of \$600,000 in individual donations, increase of 5% over previous year
- -Chaired Campaign, coordinating leadership, committee volunteers and staff
- -Wrote and edited publicity, donor communications, solicitation and marketing scripts
- -Created campaign themes, marketing plan, adjusted strategies due to COVID-19 crisis

Humanities West, San Francisco

2005-2013

- -Managed contractors for marketing and communications, design and distribution.
- -Advanced communications and audience development initiatives, emphasizing social marketing and special events for donors, scholars, artists and sponsors.
- -Edited and wrote marketing materials, constituent communications and grants.
- -Obtained sponsorships from consulates, corporations and foundations.
- -Advised executive director and board on marketing and donor development plans.

Program Manager

San Francisco Bicycle Coalition: Family and Schools Programs

2013-2019

- -Represented family biking and SF Safe Routes to School in the public sphere.
- -Engaged diverse coalitions to plan and implement Safe Routes to School (SRTS) programs, in partnership with schools, individuals, public and nonprofit agencies.
- -Served new communities in Chinatown, MIssion and Bayview, partnering with community-based organizers to present culturally appropriate family programs.
- -Administered multi-year subcontracts for MTC-Spare the Air Youth program for agencies producing family biking education in the nine Bay Area counties.
- -Expanded programs: launched 20 new SRTS sites, convened neighborhood task forces. Doubled participation in Bike & Roll to School Week: 102 schools and 8,000 individuals
- -Managed budgets for events and programs, forecasting, metrics and evaluation.
- -Supervised and trained multilingual staff, contractors, volunteers, interagency teams.
- -Developed communication strategy for targeted and general audiences.

Other Avenues Food Store Cooperative: Owner-Manager

2010-2013

- -Governed collaboratively with rotating board roles in 20-person cooperative business.
- -Co-managed operations; convened finance, facilities, and customer service committees.
- -Co-coordinated mission statement revision using consensus process.
- -Implemented new interior and exterior design: signage, mural, public Parklet.

Humanities West, San Francisco: Executive Director

1994-2001

- -Directed and managed public lecture/performance series at 800-seat War Memorial Herbst Theatre as well as supporting events with community partners.
- -Facilitated program development with teams of scholars, Board, Advisory Council and staff.
- -Initiated donor strategies including individual donor campaigns and audience segmentation.
- -Diversified revenue to replace single-source National Endowment for the Humanities funding: increased earned income, individual giving, private and public grant support.
- -Revised bylaws, standardized operations as executive director following founder's retirement

Marin City Community Services District

Recreation Director

1993-1994

- -Restructured department to provide direct services and replace subcontractor agency.
- -Managed facilities, contracts, publicity, special events, daily operations.

Administrative Coordinator

1991-1993

- -Facilitated Community Advisory Council and goal-setting planning process.
- -Authored Community Goals, residents' position paper in community development plan.
- -Managed multi-agency grants and obtained new funding for Marin City partnership.

COMMUNITY ENGAGEMENT HIGHLIGHTS

Vice President for Outreach, Second District PTA Board, San Francisco

- -2020 Ballot Endorsements Study Committee
- -2020 Diversity, Equity and Inclusion working group
- -2016, 2018, 2020 Board of Education Candidates Forum organizing committee

Friends of Playland at 43rd Avenue, San Francisco

Richmond Family Transportation Network

San Francisco Child in the City Initiative, endorsed by Mayor and Supervisors Nov. 2019

PROFESSIONAL AFFILIATIONS

Co-owner, Artisans of San Francisco Picture Framing and Gallery Association of Fundraising Professionals, Golden Gate Chapter League Certified Instructor #5091, League of American Cyclists

EDUCATION

Spanish Certificate (in progress) City College of San Francisco B.A., Fine Arts, Bryn Mawr College, Pennsylvania

Statement of objectives:

I am committed to transportation justice and a sustainable future; to planning, designing and maintaining safe, equitably accessible public spaces, with priority to children and other vulnerable people throughout

the city when considering mobility/bike/ped projects and the future of Slow Streets. As a Sunset resident, I'd like to see mindful project planning and implementation follow the D4 Mobility Study, such as a family-friendly bike network in the district. I'm passionate about Golden Gate Park access and would like to ensure all community voices are taken into consideration for the future of the Great Highway.

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

X	Business
X	Disabled
X	Environment
X	Labor
X	Neighborhood
X	Public Policy
X	Senior Citizen

Can you commit to attending regular mee	tings (about once a month for t	he Transportation Authority
CAC,	Yes	or once every two to
three months for project CACs):		
By entering your name and date below, and application is true and correct.	d submitting this form, you certi	fy that all the information on this
Nancy Buffum		9/6/2020
NAME OF APPLICANT		DATE

1455 Market Street, 22nd Floor San Francisco, California 94103 415.522.4800 FAX 415.522.4829 info@sfcta.org www.sfcta.org

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

Calvin	Но	Male	Asian	
FIRST NAME	LAST NAME	GENDER (OPTIONAL)	ETHNICITY (OPTIONAL)	
4	Outer Sunset/Parkside	REDACTED	REDACTED	
HOME SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF RESIDENCE	HOME PHONE	HOME EMAIL	
REDACTED	San Francisco	CA	94116	
STREET ADDRESS OF HOME	CITY	STATE	ZIP	
WORK SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF WORKPLACE	WORK PHONE	WORK EMAIL	
STREET ADDRESS OF WORKPLACE	CITY	STATE	ZIP	

STREET ADDRESS OF WORKPLACE	CITY	STATE	ZIP	
Statement of qualifica	tions:			
Asian Pacific American Pul	olic Affairs Association	(APAPA) – San Francisco Chap	oter	
Operations Assistant Janu		,		
1	•	ations such as Chinese Progress	ive Association and Chines	se for Affirmative
		the San Francisco Board of Su		
Breed to advocate for local			•	,
Creates and implem	ents projects that increa	se voter turnout and political p	articipation such as:	
a voter registration of	drive for SFUSD studer	nts	•	
a paid summer inter	rnship for college-age y	oung adults that places them w	rith elected officials and te	eaches them skills
needed to run for public of	fice			
Maintains correspor	ndence with APAPA of	ficials and alums and works to e	xpand its growing network	ζ
Office of Supervisor Jane K	(i m			
Policy Fellow August 201	7 – August 2018			
Reviews and drafts l	legislative documents su	ch as commendations and certif	icates of honor for commu	unity leaders, local
ousinesses, and nonprofits				
Staffs community ev	vents in order to promo	te understanding of legislation a	nd connect with constituer	nts on issues such
as the Central SoMa Plan, d	levelopment in Mission	Bay, and poverty in the Tender	loin	
Manages multiple se	chedules for the Superv	visor and staff and oversees me	eetings with constituents a	and governmental
agencies				
Office of Assemblymember	r David Chiu			
Administrative Intern Jun	ne 2017 – August 2017			
Directs constituents	to city and state agenci	es that best meet their needs		
Represents the Asse	emblymember at various	community meetings to inform	the public on his policies t	regarding policing

- and affordable housing development
- Performs data entry for hundreds of thousands of constituent contacts

Statement of objectives:

Public transportation is sewn into the blood of San Francisco's working class. Whether you are a young adult in college or a senior reaching retirement, hundreds of thousands of people regularly rely on our City's transit networks to get to work, home, and to commercial centers every day. As a resident of the Sunset, I have seen how unreliable transit has become over the past few years. Efforts to upgrade Twin Peaks left thousands of residents waiting hours for shuttles to arrive in place of the L-metro line. Ripple effects from the poor planning of the Twin Peaks Improvement Project cut service for routes such as the 29, 7, and 28 which could be felt throughout our district. Senior citizens were left standing upwards of 40 minutes at bus stops because SFMTA failed to hire or train enough drivers to meet the needs of our citizens. I want to change these policies that have hurt our community and focus on implementing changes to speed up transit service and to make it more accessible for seniors and communities of color. I will advocate for more express routes in D4 and for bus-only lanes to help reduce crowding and address our growing Muni ridership. I will advocate for more ADA accessible Muni Metro stops — no person in a wheelchair should ever have to travel 5-6 stops away from their home in order to get on a Muni train — that is unacceptable.

30

San Francisco should keep all of these residents in mind when planning for upgrades to our transportation systems. As an Asian American, I am better equipped to understand the needs of our predominantly Asian American community in D4 and I will work continuously to ensure that we have better language accessibility for our monolingual populations and more opportunities for people of color to get hired with MTA. As a member of the SFCTA's CAC, I will be a fierce and vocal advocate for my neighborhood and do what I can to ensure that all of our district's constituents can have their voices uplifted and represented.

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

Χ	Business
Χ	Disabled
Χ	Environment
Χ	Labor
Χ	Neighborhood
Χ	Public Policy
Χ	Senior Citizen

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

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

Calvin Ho

NAME OF APPLICANT

DATE

1455 Market Street, 22nd Floor San Francisco, California 94103 415.522.4800 FAX 415.522.4829 info@sfcta.org www.sfcta.org

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

Amanda	Jimenez	Female	Hispanic or Latino
FIRST NAME	LAST NAME	GENDER (OPTIONAL)	ETHNICITY (OPTIONAL)
4	Outer Sunset	REDACTED	REDACTED
HOME SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF RESIDENCE	HOME PHONE	HOME EMAIL
REDACTED	San Francisco	CA	94116
STREET ADDRESS OF HOME	CITY	STATE	ZIP
6	Tenderloin		REDACTED
WORK SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF WORKPLACE	WORK PHONE	WORK EMAIL
166 Eddy st	San Francisco	CA	94102
STREET ADDRESS OF WORKPLACE	CITY	STATE	ZIP

Statement of qualifications:

Amanda Jimenez

EXPERIENCE

Vietnamese Youth Development Center

San Francisco, CA

Program Coordinator

2019

- Manage and lead a public health policy system environmental change campaign focused on tobacco control issues
- Develop and design curriculum to meet grant deliverables and also support the development of advocacy skills, political engagement and leadership within youth advocates
- Design and implement a tobacco-related issue for policy adoption with technical assistance from the grantor, their staff and youth advocates which include a community diagnosis, city-wide research on existing data, issues and the impact to the community with passage of a specific tobacco policy.
- Analyze the findings of the diagnosis or research and develop a menu of potential policy proposals with training and technical assistance from grantor and their staff. • Conduct presentations to the community and policymakers on policy.
- Create and maintain participant records, progress reports, and evaluations.
- Complete and submit program reports on Salesforce and other reporting systems.
- Attend the grantor monthly meeting, collaboration meetings, program training, quarterly coalition meetings, and professional development training.
- Participate and attend agency and program meetings and agency-wide events and activities.

California Farmland Trust

Sacramento, CA

Land Trust Apprentice

2018

- Coordinated meetings with the Board of Directors, special donor appreciation events, and fundraising events.
- Maintained records of minutes from committee meetings, quarterly donations, and use of funds allocated to events supporting the California Farmland Trust mission.
- Managed monitoring reports for land conservation easements and held responsibility for sending compliance records to the appropriate state or federal agency.
- Made recommendations for program improvements on implementation of new programs and procedures within the organization.
- Used online programs to create marketing material such as social media posts, newsletters, event advertisements, and marketing material.

City of San Jose – Silicon Valley Energy Watch (SVEW) San Jose, CA Energy Conservation Fellow – AmeriCorps 2017-2018

Informed stakeholders about small business development programs and resources through networking events.

- Collaborated with PG&E to engage over 400 microbusinesses owners with a specific focus on underserved communities including those with English as second language and limited capital.
- Translated (Spanish to English) communication between PG&E and business owners to meet stakeholder needs. Developed a work plan and scheduled site visits with businesses. Contributed toward in development, implementation, tracking, and reporting for programs such as SVEW's small and medium sized business energy efficiency program. Center for Urban Education about Sustainable Agriculture (CUESA)

 San Francisco, CA

Center for Urban Education about Sustainable Agriculture (CUESA)

San Francisco, C.

Culinary Events Intern

201

- Collaborated with over 50 local produce vendors to supply the freshest seasonal organic produce at weekly chef demonstrations.
- Managed events jointly with volunteer coordinator to ensure all logistics of fundraising events were accounted for to host elegant events for our program donors.
- Updated and created culinary database for current and as previous events to account for metrics produced because of our fundraising efforts.
- Worked closely with the Education Program Coordinator to assist them with informational booths present at all our events.

San Francisco State University- Department of Environmental Health & Safety

Assistant to Environmental Health and Safety Manager

San Francisco, CA

2014 - 2015

- Gained knowledge in waste disposal compliance with NEPA and CEQA as well as other environmental regulations unique to campus hazardous waste material generated in art class rooms and science labs.
- Documented information on hazardous waste sites based on site visits and in compliance with environmental regulations.

KEY SKILLS

Bilingual in Spanish, Knowledge of Zoho CRM, and Salesforce

EDUCATION

San Francisco State University, Class of 2017

B.A, Environmental Studies - Minor in Urban Planning and Studies

Statement of objectives:

I would like all San Francisco transit organizations to consider the needs of disabled people and how they have a right to easily accessible public transportation as well. In particular I would like SF Muni to fix and maintain elevators in all metro stations. I would also like to work with transit agencies to have timed transfers to between agencies to make peoples commute less time consuming and address the issues some folks may not like to use public transportation. Additionally I would like to work with agencies to address the growing concern for public safety on BART given the violent attacks people have suffered from particularly within the last year. I would also like to work on how to remediate the issue of homeless people on public transportation because they have no where else to go.

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

	Business
Χ	Disabled
Χ	Environment
	Labor
Χ	Neighborhood
Χ	Public Policy
	Senior Citizen

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

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

Amanda Jimenez 2/28/2019

1455 Market Street, 22nd Floor San Francisco, California 94103 415.522.4800 FAX 415.522.4829

info@sfcta.org www.sfcta.org

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

Matt	Laroche	Male	Caucasian	
FIRST NAME	LAST NAME	GENDER (OPTIONAL)	ETHNICITY (OPTIONAL)	
4	Outer Sunset	REDACTED	REDACTED	
HOME SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF RESIDENCE	HOME PHONE	HOME EMAIL	
REDACTED	San Francisco	CA	94122	
STREET ADDRESS OF HOME	CITY	STATE	ZIP	
2	Mid-Market			
WORK SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF WORKPLACE	WORK PHONE	WORK EMAIL	
1455 Market St	San Francisco	CA	94103	
STREET ADDRESS OF WORKPLACE	CITY	STATE	ZIP	

Statement of qualifications:

My wife and I have lived in San Francisco for almost 6 years, without a car. We rely on Muni (and other public transit), bikes, and car-share services (like Zipcar) for our transportation.

We have two young children, so I am familiar with bringing children and strollers on transit, walking with children, and biking with children. (According to the American Community Survey, only about 3.6% of 4+ person households in our zip code have no car) We love not driving - it makes us more connected to our district, its sub-neighborhoods, and local spots.

Before we moved to San Francisco, we lived in Palo Alto and commuted to San Francisco, and I was involved with Caltrain advocacy. Today, I am involved with the San Francisco Bicycle Coalition and bicycle advocacy, and also support Walk SF. I believe in the power of the SFCTA to make San Francisco a better city. Better transportation can lower pollution, make neighborhoods more livable, and save lives.

Statement of objectives:

- * Focus on Muni reliability and predictability.
- ** For example, a 20 minute headway can be acceptable for some routes if you can predict when the vehicle will arrive, and there aren't missed vehicles, but not being able to rely on the bus to arrive can push people to drive or take a Lyft or Uber.
- ** N switchbacks are often disruptive. I would like to ensure they remain rare, limited to when there's a train only a couple minutes behind.
- ** I would love to help the N Rapid program move forward.
- ** 29 overcrowding affects many Sunset residents. I would like to ensure that 29 service strengthens.
- ** Better signal priority for Muni vehicles will help provide more service, making Muni more competitive without high additional costs.
- * Safety of walking and bicycling.
- ** I believe neighborhoods where people feel safe bicycling and walking are neighborhoods where people feel happier in general.
- * In D4, this may mean more intersection daylighting, traffic calming, and potentially traffic diverters.

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

Business
Disabled
Environment
Labor
Neighborhood
Public Policy
Senior Citizen

34

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

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

Matthew P Laroche 2/25/2019

NAME OF APPLICANT DATE

35

1455 Market Street, 22nd Floor San Francisco, California 94103 415.522.4800 FAX 415.522.4829 info@sfcta.org www.sfcta.org



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

Stephen	Woods	Male	Caucasian	
FIRST NAME	LAST NAME	GENDER (OPTIONAL)	ETHNICITY (OPTIONAL)	
4	Sunset	REDACTED	REDACTED	
HOME SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF RESIDENCE	HOME PHONE	HOME EMAIL	
REDACTED	San Francisco	CA	94116	
STREET ADDRESS OF HOME	CITY	STATE	ZIP	
6	SOMA		REDACTED	
WORK SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF WORKPLACE	WORK PHONE	WORK EMAIL	
50 Fremont St	San Francisco	CA	94105	
STREET ADDRESS OF WORKPLACE	CITY	STATE	ZIP	

Statement of qualifications:

I am a commuter from the avenues to SOMA, five days a week with two children in SF public schools. I commute by MUNI or bicycle and absolutely rely on good transit policies.

Statement of objectives:

My goal is to make sure the needs of west side transit and bicycle commuters are considered in San Francisco transportation policy. For too long commutes from the west side have been slow and unreliable. Projects like the Transit Effectiveness Policy have been watered down in favor of a few vocal people who favor a car centric transit policy.

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

	Business
	Disabled
Χ	Environment
Χ	Labor
Χ	Neighborhood
Χ	Public Policy
	Senior Citizen

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

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

Stephen Woods 2/28/2019

NAME OF APPLICANT DATE

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State Legislation - September 2020

(Updated September 3, 2020)

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

The State Legislature concluded the current session on August 31, after advancing a small number of priority bills due to the COVID-19 pandemic. Governor Newsom has until September 30, 2020 to sign or veto legislation. Any bill still on his desk at that point automatically becomes law.

Table 1 shows the status of bills on which the Board has already taken a position. **Table 2** shows the status of bills the Board directed staff to watch. We have provided a short description of bills that are awaiting consideration by the Governor or were already chaptered.

Table 1. Bill Status for Positions Taken in the 2019-2020 Session

Updates to bills since the Board last reviewed this table are italicized.

Adopted Positions	Bill # Author	Bill Title	Update to Bill Status ¹ (as of 9/3/2020)
	AB 40 Ting D	Air Quality Improvement Program: Clean Vehicle Rebate Project. Declares it is the policy of the state to place at least 5,000,000 zero-emission vehicles on state roads by 2030 and 10,000,000 by 2035. Also limits eligibility for the Clean Vehicle Rebate Project to only those manufactured by	Dead
	AB 659	companies that have agreed to meet California's cleaner fleet standards than the national standards. Transportation: emerging transportation technologies:	Dead
Support	Mullin D	California Smart City Challenge Grant Program. Establishes the California Smart City Challenge Grant Program to enable municipalities to compete for grant funding for emerging transportation technologies to serve their transportation system needs.	
Support	AB 1286 Muratsuchi D	Shared mobility devices: agreements. Requires that a shared mobility device company, such as scooter-share or bike-share companies, enters into an agreement with a jurisdiction before distributing shared-mobility devices within the jurisdiction.	Enrolled
	AB 2828 Friedman D	Traffic Safety. Beginning June 1, 2022, and every six months thereafter, the department shall convene a committee of external design experts to advise on revisions to the Highway Design Manual.	Dead
	SB 1291 Senate Committee on Transportation	Federal Statewide Transportation Improvement Program: submissions Eliminates requirement for regional transportation agencies to submit a Federal Transportation Improvement Program to	Chaptered

		the US Department of Transportation for 2020.	
Conditional Support with Amendments	AB 2824 Bonta D	Bay Bridge Fast Forward Program. Requires the identification, planning, and delivery of a comprehensive set of operational, transit, and infrastructure investments for the San Francisco-Oakland Bay Bridge corridor. If specified travel speed reliability performance target for the corridor isn't met, requires a year-long pilot program of a bus- and HOV-only lane on the Bay Bridge.	Dead
	AB 326 Muratsuchi D	Electric mobility manufacturers. When position was adopted, bill would have allowed automated motorized carrying devices to operate on sidewalks. As amended, now authorizes an electric mobility manufacturer to authorize a month to month subscription service for its vehicles.	Dead
Oppose Unless	AB 1112 Friedman D	Shared mobility devices: local regulation. Prohibits removal of an unattended micro mobility device other than to relocate it to a properly parked location a short distance away.	Dead
Amended	AB 1964 Frazier D	Autonomous vehicles. Effectively authorizes the testing of remote-controlled vehicles on public roads, similar to what autonomous vehicles have today.	Dead
	SB 50 Wiener D	Planning and zoning: housing development: streamlined approval: incentives. Among other things, establishes by-right housing height and density standards near high-quality transit.	Dead
	AB 553 Melendez R	High-speed rail bonds: housing. Prevents further sale of high-speed rail bonds except as specifically provided with respect to early implementation projects in the High-Speed Rail Phase 1 blended system. Makes unspent proceeds available to the Department of Housing and Community Development's Multifamily Housing Program.	Dead
Oppose	AB 1167 Mathis R	Greenhouse Gas Reduction Fund: high-speed rail: forestry and fire protection. Redirects 25% of cap and trade funds from the High-Speed Rail program to the Department of Forestry and Fire Protection.	Dead
	AB 1848 Lackey R	High-speed rail: Metrolink commuter rail system. Appropriates \$4 billion of High-Speed Rail bonds to the Southern California Regional Rail Authority for improvements	Dead

	to the Metrolink commuter rail system.	

¹Under this column, "Chaptered" means the bill is now law, "Dead" means the bill is no longer viable this session, "Enrolled" means it has passed both Houses of the Legislature and has been forwarded to the Governor's desk, and "Failed" means it failed to receive the necessary votes for approval.

Table 2. Bill Status for Watch Positions Taken in the 2019-2020 Session

Adopted Positions	Bill # Author	Bill Title	Bill Status (as of 9/3/2020)
	AB 11 Chiu D	Community Redevelopment Law of 2019. Allows cities and counties to create new redevelopment agencies to fund affordable housing and infrastructure projects.	Dead
	AB 380 Frazier D	Office of the Transportation Inspector General. Creates the Independent Office of the Transportation Inspector General to ensure that specified state agencies and all external entities that receive state and federal transportation funds are operating efficiently, effectively, and in compliance with federal and state laws.	Dead
	AB 1277 Obernolte R	Transportation projects: oversight committees. Requires public agencies administering a transportation project that costs more than \$1 billion to establish a comprehensive risk management plan, establish a project oversight committee, and provide reports to the California Transportation Commission.	Dead
Watch	AB 1350 Gonzalez R	Free youth transit passes: eligibility for state funding [prior to amendment]. Requires transit agencies to offer free transit passes to persons under 18 years of age in order to be eligible for state funding under the Mills-Deddeh Transit Development Act, the State Transit Assistance Program, and the Low Carbon Transit Operations Program.	Amended to non-transportation bill
	AB 1568 McCarty D	Housing law compliance: prohibition on applying for state grants. Prohibits a local jurisdiction from applying for state grants after January 1, 2025, other than certain fuel taxes and fees protected by the California Constitution, if it is determined to be out of compliance with the state's Housing Element Law.	Dead
	AB 2012 Chu D	Free senior transit passes: eligibility for state funding. Requires transit agencies to offer free transit passes to persons over 65 years of age in order to be eligible for state funding under the Mills-Deddeh Transit Development Act,	Dead

	the State Transit Assistance Program, and the Low Carbon Transit Operations Program.	
AB 2057	San Francisco Bay area: public transportation.	Dead
<u>Chiu</u> D	Establishes the Bay Area Seamless Transit Task Force to recommend to the Legislature the structure, governance, and funding of the transportation network manager and the organizational structure, governance, and funding for San Francisco Bay Area transportation agencies to maximize the effectiveness of the region's transit system and submit a report to the Legislature on or before January 1, 2023. Includes several other requirements such as that MTC develop a standardized regional mapping system, standardized fare discount categories, and open data standards for routes, schedules, and fares.	
AB 2121 Friedman D	Traffic safety.	Dead
	Requires that Caltrans convene regular meetings of external design experts to provide input to the state Highway Design Manual, requires that the state track bicycle and pedestrian related crashes, and provides a pathway for a 5-year extension of the establishment of speed limits, if a registered engineer finds an increase in crashes along a section of highway.	
<u>AB 2176</u> <u>Holden</u> D	Free student transit passes: eligibility for state funding.	Dead
<u>rioideri</u> D	Requires transit agencies offer free student transit passes to persons attending the California Community Colleges, the California State University, or the University of California in order to be eligible for state funding under the Mills-Deddeh Transit Development Act, the State Transit Assistance Program, or the Low Carbon Transit Operations Program.	
AB 2305 Ting D	Vehicles: local regulation of traffic: private roads.	Dead
Tilly D	The was a spot bill which we were working with the author and Supervisor Stefani's office to amend to authorize a pilot nofee reservation system for the Lombard Crooked Street.	
AB 3213 Friedman D	High-Speed Rail Authority: high-speed rail service: priorities.	Dead
	Requires the High-Speed Rail Authority 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.	
AB 3278 Patterson R	High-Speed Rail Authority: passenger train service.	Dead
	Adds 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.	

ACA 1 Aguiar-Curry D	Local government financing: affordable housing and public infrastructure: voter approval. Lowers the voter-approval threshold on local taxes to 55% if the revenues would be used to fund the construction, rehabilitation, or replacement of public infrastructure or affordable housing.	Failed
SB 278 Beall D	Metropolitan Transportation Commission. This was a placeholder bill for a potential regional transportation revenue measure for the Bay Area.	Dead
SB 288 Wiener D	California Environmental Quality Act: exemptions: transportation-related projects. Exempts from the California Environmental Quality Act (CEQA), until 2023, various transit-related projects such as pedestrian and bicycle facilities projects, transit prioritization projects, and projects for the institution or increase of new bus rapid transit, bus, or light rail service on existing public rights-of-way or existing highway rights-of-way.	Enrolled

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BD091520 RESOLUTION NO. 21-XX

RESOLUTION PROGRAMMING \$4,308,164 IN PROP AA VEHICLE REGISTRATION FEE FUNDS TO THREE PROJECTS AND AMENDING THE 2017 PROP AA STRATEGIC PLAN

WHEREAS, In November 2010, San Francisco voters approved Proposition AA (Prop AA), authorizing the San Francisco County Transportation Authority (Transportation Authority) to collect an additional \$10 annual vehicle registration fee on motor vehicles registered in San Francisco and to use the proceeds to fund transportation projects identified in the Expenditure Plan; and

WHEREAS, The Prop AA Expenditure Plan identifies eligible expenditures in three programmatic categories: Street Repair and Reconstruction; Pedestrian Safety; and Transit Reliability and Mobility Improvements and mandates the percentage of revenues that shall be allocated to each category over the life of the Expenditure Plan at 50%, 25% and 25%, respectively; and

WHEREAS, In May 2017, through Resolution 17-45, the Transportation Authority Board adopted the 2017 Prop AA Strategic Plan, which among other elements, included policies for the administration of the program; screening and prioritization criteria; and a 5YPP for each programmatic category covering Fiscal Years 2017/18 to 2021/22, programming \$26.9 million in Prop AA funds to 17 projects; and

WHEREAS, The Transportation Authority Board subsequently amended the 2017 Prop AA Strategic Plan through adoption of Resolutions 19-48, 19-63, and 20-62; and

WHEREAS, Consistent with Prop AA's focus on quickly delivering tangible benefits to neighborhoods citywide, the Strategic Plan policies allow for periodic calls for projects to reprogram cost savings and other available funds; and

WHEREAS, In June 2020, Transportation Authority staff released a call for projects to program an estimated \$4.24 million in Prop AA funds available from canceled projects, projects completed under budget, higher than anticipated

BD091520 RESOLUTION NO. 21-XX

revenues, and interest earnings; and

WHEREAS, By the July 31, 2020 deadline, staff had received four candidate projects requesting over \$6.3 million in Prop AA funds as shown in Attachment 1; and

WHEREAS, Transportation Authority staff evaluated the projects using the Board-adopted screening and prioritization criteria, and follow-up communications with sponsors to clarify and seek additional project information as needed; and

WHEREAS, Attachment 2 contains our programming recommendations for the \$4,308,164 available for projects, which includes \$63,280 recently de-obligated from the SFMTA's Webster Street Pedestrian Countdown Signals project which was completed under budget; and

WHEREAS, The staff recommendation is to fully fund two projects and partially fund one project as summarized in Attachment 2 and detailed in the enclosed Project Information Forms, and to amend the three projects into the Prop AA Strategic Plan; and

WHERAS, Attachment 3 shows what the amended 2017 Prop AA Strategic Plan Programming and Allocations would look like if the proposed recommendations are approved; and

WHEREAS, At its September 2, 2020 meeting, the Citizens Advisory

Committee was briefed on the proposed programming of Prop AA funds and the associated Prop AA Strategic Plan amendment and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the Transportation Authority hereby programs \$4,308,164 in Prop AA Vehicle Registration Fee Funds to three projects as described in Attachment 2; and be it further

RESOLVED, That the Transportation Authority hereby amends the 2017 Strategic Plan to add the three aforementioned projects.



BD091520 RESOLUTION NO. 21-XX

Attachments:

- 1. Summary of Applications Received
- 2. Draft Recommendations
- 3. Proposed 2017 Prop AA Strategic Plan Amendment

Enclosure:

Project Information Forms (3)

Attachment 1. Prop AA 2020 Summary of Applications Received¹

Pedestrian Safety Category

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

Transit Reliability and Mobility Improvements Category

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

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

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

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

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

Street Repair and Reconstruction Category

Evaluation Score	Project Name	Sponsor ¹	Phase(s)	Total Project Cost	Prop AA Requested	Recommended Prop AA Programming	Notes
		•	Subtotal	\$ -	\$ -	\$ -	No applications were submitted
·		Street Re	epair and Reco	\$318,089			

Pedestrian Safety Category

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

Transit Reliability and Mobility Improvements Category

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

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

	Total Project Cost		tal Prop AA dequested	commended Prop AA ogramming
TOTAL	\$ 73,558,060	\$	4,426,795	\$ 4,308,164
	TO	TAL	. Available	\$4,308,164

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

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

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

	1 CIRC	ing september	2020	Doaru										
Project Name	Phase	Sponsor		scal Year 2017/18	F	iscal Year 2018/19		iscal Year 2019/20	I	Fiscal Year 2020/21	F	iscal Year 2021/22	5-	Year Total
Street Repair and Reconstruction														
Tarş	get Funds Availa	ble in Category	\$	2,264,097	\$	3,980,066	\$	2,290,392	\$	2,205,817	\$	2,175,836	\$	12,916,20
Geary Boulevard Pavement Renovation ^{1, 2}	Construction	SFPW					\$	3,386,732					\$	3,386,73
Richmond Residential Streets Pavement Renovation ²	Construction	SFPW							\$	2,020,000			\$	2,020,00
23rd St, Dolores St, York St and Hampshire St Pavement Renovation ¹	Construction	SFPW					\$	2,397,129					\$	2,397,12
Mission Street Transit and Pavement Improvement	Construction	SFPW							\$	2,397,129			\$	2,397,12
Fillmore Street Pavement Renovation	Construction	SFPW									\$	2,397,129	\$	2,397,12
Subtotal Programmed to Category (% all time)	49.4%		\$		\$		\$	5,783,861		4,417,129	\$	2,397,129	\$	12,598,11
Cumulative Remaining Capacity			\$	<i>2,264,097</i>	\$	6,244,163	\$	<i>2,750,695</i>	\$	539,383	\$	318,089	\$	318,0
Pedestrian Safety														
Tarş	get Funds Availa	ble in Category	\$	1,010,858	\$	1,776,991	\$	1,022,598	\$	984,837	\$	971,451	\$	5,766,73
Haight Street Streetscape (Pedestrian Lighting)	Construction	SFPW	\$	2,052,000									\$	2,052,00
Potrero Gateway Loop (Pedestrian Safety Improvements) ^{1, 2}	Design	SFPW					\$	80,000					\$	80,00
Potrero Gateway Loop (Pedestrian Safety Improvements) ^{1, 2, 3}	Construction	SFPW							\$	220,000			\$	220,00
Vision Zero Coordinated Pedestrian Safety Improvements (Bulbs & Basements) ^{1, 2}	Construction	SFPW					\$	700,000					\$	700,00
Arguello Boulevard Traffic Signal Upgrade	Construction	SFMTA			\$	655,000							\$	655,00
5th Street Quick Build Improvements ^{2, 3}	Construction	SFMTA							\$	378,372			\$	378,37
Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection Improvements	Construction	SFMTA					\$	368,519					\$	368,5
Western Addition Transportation Plan Implementation (Pedestrian Lighting) ¹	Design	SFPW					\$	60,000					\$	60,00
Western Addition Transportation Plan Implementation (Pedestrian Lighting) ^{1,3}	Construction	SFPW							\$	926,928			\$	926,92
Page Street Neighborway (Webster to Market)	Construction	SFMTA							\$	144,005			\$	144,00
oice Alley Lighting Improvements	Design, Construction	SFPW							\$	500,000			\$	500,00
Subtotal Programmed to Category (% all time)	25.6%	L	\$	2,052,000	\$	655,000	\$	1,208,519	\$	2,169,305	\$	_	\$	6,084,82
Cumulative Remaining Capacity				(1,041,142)		80,849	5	(105,073)		(1,289,540)		(318,089)	5	(318,08
Γransit Reliability and Mobility Improvements				,,,,,				, , , ,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		, , , ,		* *
, , , , , , , , , , , , , , , , , , ,	get Funds Availa	ble in Category	\$	1,503,678	\$	2,643,321	\$	1,521,141	\$	1,464,971	\$	1,445,059	\$	8,578,17
Muni Metro Station Enhancements - Phase 1	Construction	SFMTA	\$	2,465,316	Ψ	2,013,321	Ψ	1,521,111	Ψ	1,101,271	Ψ	1,110,000	\$	2,465,31
Third Street Transit and Safety Improvements ²	Construction	SFMTA					S	383,776					\$	383,77
Fransit Stop Signage Enhancement Program - Phase 1	Design, Construction	SFMTA							\$	1,043,898			\$	1,043,89
Fransit Stop Signage Enhancement Program - Phase 2	Design, Construction	SFMTA							ş	1,021,021			\$	1,021,02
. Taraval Improvement Project (Segment B – Sunset Boulevard to West Portal)	Construction	SFMTA							Ş	\$3,664,159			\$	3,664,1
Subtotal Programmed to Category (% all time)	25.0%	1	\$	2,465,316	\$	_	\$	383,776	\$	5,729,078	\$	-	\$	8,578,17
Cumulative Remaining Capacity			\$			1,681,682		2,819,047		(1,445,059)		0	\$	-,,
Total			Φ.	1 779 (22	¢.	9 400 277	\$	1 021 121	\$	1 (FF (2)	\$	4 502 246	¢ _	27 264 4
Total Available Funds Total Programmed			\$	4,778,633 4,517,316	\$	8,400,377 655,000	\$	4,834,131 7,376,156	\$	4,655,626 12,315,512	\$	4,592,346 2,397,129		27,261,11 27,261,11
Cumulative Remaining Capacity			φ G	261,317				, ,		(2,195,217)	-	2,397,129	Ψ	41,401,1
Gundiauve Remaining Capacity			~			0,000,077		0, 101,000						
				Allocated			1		Per	nding Action				

Notes

¹ Comprehensive 2017 Strategic Plan Amendment (Res 19-48, approved 03/19/2019).

² Comprehensive 2017 Strategic Plan Amendment (Res 19-63, approved 06/25/2019).

³ Comprehensive 2017 Strategic Plan Amendment (Res 20-62, approved 06/23/2020).

Attachment 3 2017 Prop AA Strategic Plan Cash Flow

Pending September 2020 Board

]	Pending Septer	nbe	r 2020 Board	l										
Project Name	Phase	Fiscal Year 2017/18	F	Fiscal Year 2018/19	F	iscal Year 2019/20	I	Fiscal Year 2020/21		iscal Year 2021/22		iscal Year 2022/23	scal Year 2023/24		Total
Street Repair and Reconstruction		· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·		,		<u> </u>		<u> </u>					
Target Funds Availa	able in Category	\$ 2,264,097	\$	3,980,066	\$	2,290,392	\$	2,205,817	\$	2,175,836				\$	12,916,208
Geary Boulevard Pavement Renovation1, 2	Construction				\$	846,683	\$	1,246,683	\$	1,293,366				\$	3,386,732
Richmond Residential Streets Pavement Renovation2	Construction								\$	2,020,000				\$	2,020,00
23rd St, Dolores St, York St and Hampshire St Pavement Renovation1	Construction				\$	750,000	\$	1,647,129						\$	2,397,129
Mission Street Transit and Pavement Improvement	Construction								\$	1,198,565	\$	1,198,564		\$	2,397,129
Fillmore Street Pavement Renovation	Construction								\$	480,000	\$	1,437,129	\$ 480,000	\$	2,397,12
Cash Flow Subtota	1	\$ -	\$	-	\$	1,596,683	\$	2,893,812	\$	4,991,931	\$	2,635,693	\$ 480,000	\$	12,598,119
Cumulative Remaining Capacity	-	\$ 2,264,097	\$	6,244,163	\$	6,937,873	\$	6,249,878	\$	3,433,782	\$	798,089	\$ 318,089	\$	318,08
Pedestrian Safety															
Target Funds Availa	able in Category	\$ 1,010,858	\$	1,776,991	\$	1,022,598	\$	984,837	\$	971,451				\$	5,766,735
Haight Street Streetscape (Pedestrian Lighting)	Construction	\$ 500,000	\$	1,050,000	\$	502,000								\$	2,052,000
Potrero Gateway Loop (Pedestrian Safety Improvements)1, 2	Design						\$	80,000						\$	80,00
Potrero Gateway Loop (Pedestrian Safety Improvements)1, 2, 3	Construction								\$	220,000				\$	220,00
Vision Zero Coordinated Pedestrian Safety Improvements (Bulbs & Basements)1, 2	Construction				\$	400,000	\$	300,000						\$	700,00
Arguello Boulevard Traffic Signal Upgrade	Construction		\$	655,000										\$	655,000
5th Street Quick Build Improvements2, 3	Construction						\$	378,372						\$	378,37
Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection Improvements Segments F/G2	Construction				\$	368,519								\$	368,51
Western Addition Transportation Plan Implementation (Pedestrian Lighting)1	Design				\$	15,000	\$	45,000						\$	60,000
Western Addition Transportation Plan Implementation (Pedestrian Lighting)1, 3	Construction				\$	-	\$	926,928						\$	926,92
Page Street Neighborway (Webster to Market)	Construction						\$	144,005							
Joice Alley Lighting Improvements	Design, Construction						\$	87,000	\$	413,000				\$	500,00
Cash Flow Subtota	1	\$ 500,000	\$	1,705,000	\$	1,285,519	\$	1,961,305	\$	633,000	\$	-	\$ -	\$	6,084,824
Cumulative Remaining Capacity		\$ 510,858	\$	582,849	\$	319,927	\$	(656,540)	\$	(318,089)	\$	(318,089)	\$ (318,089)	\$	(318,08
Transit Reliability and Mobility Improvements															
Target Funds Availa	able in Category	\$ 1,503,678	\$	2,643,321	\$	1,521,141	\$	1,464,971	\$	1,445,059				\$	8,578,170
Muni Metro Station Enhancements - Phase 1	Construction	\$ 1,232,658	\$	1,232,658										\$	2,465,310
Third Street Transit and Safety Improvements2	Construction						\$	383,776						\$	383,77
Transit Stop Signage Enhancement Program - Phase 1	Design, Construction						\$	521,949	\$	521,949				\$	1,043,89
Transit Stop Signage Enhancement Program - Phase 2	Design, Construction						\$	168,051	\$	128,051	\$	624,919	\$ 100,000	\$	1,021,02
. Taraval Improvement Project (Segment B – Sunset Boulevard to West Portal)	Construction						\$	1,832,080	\$	1,832,079				\$	3,664,15
Cash Flow Subtota Cumulative Remaining Capacity		\$ 1,232,658 \$ 271,020		1,232,658 <i>1,681,682</i>		- 3,202,823	\$ \$, ,		2,482,079 <i>724,919</i>	\$ \$	624,919 <i>100,000</i>	100,000 <i>0</i>	\$ \$	8,578,170
Total Available Funds		+ +,,	\$	8,400,377	\$	4,834,131	\$	1,000,00	_	.,,					27,261,113
Total Cashflow		\$ 1,732,658	\$	2,937,658	\$	2,882,202	\$, ,	_	, ,		3,260,612	580,000	\$	27,261,113
Cumulative Remaining Capacity		\$ 3,045,975	\$	8,508,694	\$	10,460,623	\$	7,355,276	\$	3,840,612	\$	580,000	\$ 0		



1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

Memorandum

AGENDA ITEM 7

DATE: September 3, 2020

TO: Transportation Authority Board

FROM: Anna LaForte - Deputy Director for Policy and Programming

SUBJECT: 9/22/2020 Board Meeting: Program \$4,308,164 in Prop AA Vehicle Registration

Fee Funds to Three Projects and Amend the 2017 Prop AA Strategic Plan

reer ands to Three Projects and America the 2017 1100 A.	A Strategic Flair
RECOMMENDATION □ Information ☒ Action	☐ Fund Allocation
Program \$4,308,164 in Prop AA Vehicle Registration Fee Funds to	⊠ Fund Programming
Three Projects:	\square Policy/Legislation
 San Francisco Municipal Transportation Agency's (SFMTA's) Page Street Neighborway (Webster to Market) 	□ Plan/Study
(\$262,636)	☐ Capital Project
 SFMTA's L Taraval Improvement Project (Segment B - 	Oversight/Delivery
Sunset Boulevard to West Portal) (\$3,664,159)	☐ Budget/Finance
 San Francisco Public Works' (SFPW's) Joyce Alley Lighting Improvements (\$500,000) 	☐ Contract/Agreement
	□ Other:
Amend the 2017 Prop AA Strategic Plan.	
SUMMARY	

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



Page 2 of 4

BACKGROUND

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

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

DISCUSSION

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

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

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

As noted above, in June we issued a call for projects for approximately \$4.24 million in Prop AA funds and by the July 31, 2020 deadline we had received four applications requesting \$6,376,795 in Prop AA funds. Attachment 1 summarizes the applications received with additional detail in the enclosed (for projects recommended to receive funds) and attached (for project not recommended to receive funds) Project Information Forms.



Page 3 of 4

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

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

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

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

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

Pending Allocation Request for L Taraval Project. Given the urgency of the construction schedule for the L Taraval project, SFMTA has requested that the Transportation Authority consider allocating the recommended Prop AA funds to the L Taraval project at the same meeting as the Board approves the programming. SFMTA's allocation request for Prop AA funds and additional Prop K funds programmed to the project is included as a separate agenda item at the September 15 Transportation Authority Board meeting. The staff recommendation is conditioned upon Board approval of the subject Prop AA programming.



Page 4 of 4

FINANCIAL IMPACT

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

CAC POSITION

The Citizens Advisory Committee considered this item at its September 2, 2020 meeting and unanimously adopted a motion of support for adoption of the final report.

SUPPLEMENTAL MATERIALS

- Attachment 1 Summary of Applications Received
- Attachment 2 Draft Recommendations
- Attachment 3 Proposed 2017 Prop AA Strategic Plan Amendment
- Attachment 4 Project Information Form: BART's New Generation Pneumatic Barrier Style Accessible Fare Gates
- Enclosure Project Information Forms (3)



Attachment 4 Prop AA Vehicle Registration Fee Project Information Form

Project Name:	New Generation Pneumatic Barrier Style Accessible Fare Gates (Transit Reliability and Mobility Improvement
Implementing Agency:	San Francisco Bay Area Rapid Transit District (BART)
Project Location:	Stations: Embarcadero, Montgomery Street, Powell Street, Civic Center/UN Plaza, 16th Street Mission, 24th Street Mission, Glen Park, Balboa Park, Daly City Number of Stations: 9 Number of Accessible Fare Gates: 20
Supervisorial District(s):	3, 6, 8, 9, 11
Project Manager (name, phone, email)	Debanjan Chakraborty, 510-464-6844, dchakra@bart.gov
Brief Project Description for MyStreetSF (50 words max):	BART seeks Prop AA funds to design, construct, install, and deploy New Generation Pneumatic Barrier Style Accessible Fare Gates (AFGs). The project will retrofit 20 AFGs located at San Francisco stations and the Daly City station. The new AFGs will increase access and connectivity for community members living, working, and/or visiting San Francisco. The project is part of BART's Station Accessibility Improvement Program, listed in FY 2019 Short Range Transit Plan/Capital Improvement Program.
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.	Please see Attachment A.
Describe Benefits to Communities of Concern and Disadvantaged Populations	The project is expected to increase transit accessibility and connectivity for community members who live in a Community of Concern. Multiple BART stations, located in the City and County of San Francisco and in Daly City, are within the Community of Concern areas (per SFCTA's 2017 Supplemental Communities of Concern/MTC's 2017 Communities of Concern Map). The project will also directly benefit disadvantaged populations and provides a fair geographic distribution of services. The New Generation Pneumatic Swing Style Barrier Accessible Fare Gates will benefit anyone who needs additional space and time to tag their Clipper card and pass through. These benefits are particularly important for people with disabilities and seniors. The Civic Center and Powell Street stations, for example, serve an area with 23% to 42% of people with disabilities. The new AFGs will be safer and provide a better customer experience. The customer experience will be improved as the advance sensor technology will recognize movements, including from animate objects like guide dogs, and provide adequate time to transition through the gate.
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.).	Please see Attachment A, pg. 5.
Partner Agencies: Please list partner agencies and identify a staff contact at each agency.	BART anticipates coordination efforts with the San Francisco Municipal Transportation Agency. These efforts will be based on the condition of each site and if any infrastructure changes are needed.
Type of Environmental Clearance:	Categorically exempt

Project Delivery Milestones	Status Work Star		Start Date		End Date		
% Complete as In-house, Contracted, of 7/1/20 or Both		Month	Calendar Year	Month	Calendar Year		
Planning/Conceptual Engineering (typically 30% design)	80%	Both	Apr-Jun	2020	Jan-Mar	2021	
Environmental Studies (PA&ED)	N/A						
Design Engineering (PS&E)	0%	Both	Apr-Jun	2021	Oct-Dec	2021	
Right-of-Way	N/A						
Advertise Construction	0%	N/A	Jan-Mar	2022	N/A	N/A	
Start Construction (e.g. Award Contract)	0%	Both	Apr-Jun	2022	N/A	N/A	
Open for Use	N/A	N/A		N/A	Jan-Mar	2024	

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



The San Francisco Bay Area Rapid Transit District (BART) seeks Prop AA funds for New Generation Pneumatic Swing Style Barrier Accessible Fare Gates. This is a small but high impact project that will provide immediate tangible benefits to the public. The overall project scope is described below:

Scope of Work

The scope of work includes designing, constructing, and installing New Generation Pneumatic Swing Style Barrier Accessible Fare Gates (AFGs). These AFGs will be based on a design approved by the BART Board of Directors in September 2019. The new design, developed by BART engineers, removes dependency on a single vendor which offers BART more control over the installation schedule.

The project will retrofit all existing AFGs located at BART stations in the City and County of San Francisco (CCSF) and at the Daly City Station, a total of 9 stations and 20 AFGs. The new AFGs will incorporate advanced sensor technology that will be operated by air pressure, utilizing fewer moving parts than the current motorized fare gate system.

Project Location

Station	# of AFGs	Station ID
Embarcadero	3	M16
Montgomery Street	4	M 20
Powell Street	3	M 30
UN Plaza/Civic Center	2	M 40
16th Street Mission	1	M 50
24th Street Mission	2	M 60
Glen Park	1	M 70
Balboa Park	3	M 80
Daly City	1	M 90
Total	20	

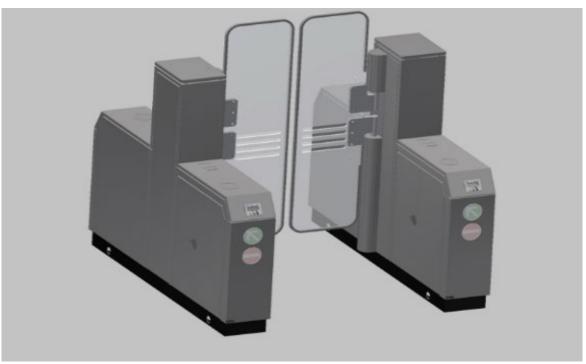


Project Design

The design of current and new AFGs is shown below. The new AFGs will provide customers additional space and time to tag their Clipper card and pass through. This new technology will improve accessibility and connectivity for people who live, work and/or visit San Francisco.



Current AFG located at Montgomery Station, ID M20, Elevator Platform



Design of New Generation Accessible Swing Style Fare Gate



New AFG Installed at BART's Richmond Station



Impact

The New AFGs in San Francisco and at the Daly City Station are expected to have significant impact, especially for community members with disabilities and those who need additional space when going through the gates, e.g., people traveling with strollers, walkers, pets, or luggage. These stations serve millions of community members from the region as they are located in a key regional area of employment. In 2019 alone, AFGs at the nine stations recorded 2,300,000 entries and 2,340,000 exits (based on annual ridership data). Given that San Francisco is a popular tourist location, many people using the stations are also tourists. Based on daily ridership data from FY18-19 and FY19-20, the average overall exit count, for all faregates, at the nine stations was as follows:

Station	FY18	FY19
Embarcadero	47,887	48,569
Montgomery Street	45,541	45,842
Powell Street	26,629	25,980
UN Plaza/Civic Center	22,812	22,700
16th Street Mission	12,196	12,411
24th Street Mission	11,983	11,922
Glen Park	7,111	7,123
Balboa Park	9880	10,101
Daly City	9197	9,299

Prioritization

In September 2019, the BART Board of Directors voted unanimously to adopt the New Pneumatic Swing Style Barrier fare gate design as the new standard for new fare gates. A variety of designs were considered and rated based on reliability, maintainability, throughput capacity, effectiveness against fare evasion, appearance, and ability to easily integrate with Clipper.

This project is under BART's Station Accessibility Improvement Program and it is listed in BART's Fiscal Year 2019 Short Range Transit Plan/Capital Improvement Program (SRTP/CIP). The SRTP/CIP summarizes BART's operating financial plan for the period FY19-FY28 and capital financial plan for the period FY19-FY33. BART's operating and capital plans are driven by the BART Strategic Plan Framework.

The Station Accessibility Improvement Program invests in projects to bring original BART facilities into compliance with current accessibility rules and to implement a program of investments to improve accessibility above what the Americans with Disabilities Act requires. Projects Include *installation of new accessible faregates*, improved accessible signage, and improved navigation systems for people who have vision impairments.



Community Engagement and Support.

On July 23, 2020, the Project team conducted a presentation for BART's Accessibility Task Force (BATF) to provide an overview, and obtain feedback, regarding the AFG deployed at BART's Richmond Station. The BATF advises the BART Board of Directors and staff on disability-related issues and advocates on behalf of people with disabilities and seniors to make the BART system accessible to and useable by people regardless of disability or age. BATF members provided very positive feedback regarding the new AFG. Mr. Roland Wong, an BATF member, stated that his "experience was positive and [he] had no problems entering and exiting the swing gates." He also stated that the "faregates did not make loud noises and were quiet." A copy of the presentation, and a copy of a test performed by Mr. Roland, are attached, see Attachment C and video file.

Maintenance Commitment

Fare gates require recurrent maintenance to remain reliable and operational. BART's Maintenance and Engineering Department ensure AFGs are in optimum condition with its preventive maintenance practices. The AFGs undergo preventive maintenance every ten weeks. Corrective maintenance is also conducted when AFGs are underperforming. Currently, BART receives an average of 2,000 annual requests/tickets to address AFG performance. BART regularly deploys technicians to address corrective maintenance tasks and ensure fare gates perform at their optimum capacity. In order to minimize corrective maintenance, BART has been dedicating \$120,000 to preventive maintenance tasks. The BART Maintenance and Engineering Department is committed to ensuring that the New Generation Accessible Swing Style Fare Gates perform at their optimum level. A Maintenance Assurance Commitment Letter is attached, See Attachment B.



Prop AA Vehicle Registration Fee Project Information Form



Project Name: n Pneumatic Barrier Style Accessible Fare Gates (Transit Reliability and Mobility

PROJECT COST ESTIMATE		Funding Source by Phase						
Phase	Cost	Prop AA	Prop K	Other	Source of Cost Estimate			
Planning/Conceptual Engineering	\$200,000	N/A		\$200,000	FY 19 FTA			
Environmental Studies (PA&ED)	\$0	N/A						
Design Engineering (PS&E)	\$600,000	\$450,000		\$150,000	FY 19 FTA			
Right-of-Way	\$0	N/A						
Construction	\$1,800,000	\$1,500,000		\$300,000	FY 19 FTA			
TOTAL PROJECT COST	\$2,600,000	\$1,950,000	\$0	\$650,000				
Percent of Total		75%	0%	25%				

PROP AA EXPENDITURES BY FISCAL YEAR (CASH FLOW)*

	20/21	21/22	22/23	23/24	24/25	Total
Design Engineering (PS&E)	\$250,000	\$200,000				\$450,000
Construction		\$400,000	\$700,000	\$400,000		\$1,500,000
TOTAL BY FISCAL YEAR	\$250,000	\$600,000	\$700,000	\$400,000	\$0	\$1,950,000

^{*}This call for project will program funds in FYs 2020/21 and 2021/22. Cash flow can extend beyond this period.

FUNDING PLAN FOR ALL PHASES - ALL SOURCES

Funding Source	Planned	Programmed	Allocated	TOTAL
Prop AA	\$1,950,000			\$1,950,000
FTA	\$0	\$0	\$650,000	\$650,000
Source 2				\$0
TOTAL	\$1,950,000	\$0	\$650,000	\$2,600,000

Desired Prop AA Programming Year
Fiscal Year 2021/22

Comments/Concerns



SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

300 Lakeside Drive, P.O. Box 12688 Oakland, CA 94604-2688 (510) 464-6000

2020

Lateefah Simon PRESIDENT

Mark Foley VICE PRESIDENT

Robert Powers GENERAL MANAGER

DIRECTORS

Debora Allen 1st district

Mark Foley 2ND DISTRICT

Rebecca Saltzman 3RD DISTRICT

Robert Raburn, Ph.D. 4TH DISTRICT

John McPartland 5TH DISTRICT

Elizabeth Ames 6TH DISTRICT

Lateefah Simon 7th district

Janice Li 8TH DISTRICT

Bevan Dufty 9TH DISTRICT Maintenance Assurance Commitment Letter

July 30, 2020

San Francisco County Transportation Authority

1455 Market Street, 22nd Floor

San Francisco, CA 94103

Dear Review Committee,

This is to confirm that the San Francisco Bay Area Rapid Transit District (BART) is committed to perform the necessary maintenance for the entire useful life of the New Swing Style Accessible Fare Gates in San Francisco and the Daly City Station. The BART Annual Operating Budget provides funding which will allow maintenance to occur, as needed, to ensure the new fare gates remain operational.

Department responsible for the maintenance: BART's Maintenance and Engineering

Maintenance task(s): on-going preventative maintenance and as needed corrective maintenance

Maintenance schedule: preventive maintenance is performed every ten weeks

Cost of maintenance: \$120,000 annually

Estimated useful life: 15 years

Please contact Debanjan Chakraborty, Project Manager, at (510) 464-6844, if you have any questions.

Sincerely,

G. J. Lombardi

Greg Lombardi

Assistant Chief Maintenance & Engineering Officer

www.bart.gov

Attachment C

Richmond Accessible Fare Gate





- ✓ Engineering Started: November 2019
- ✓ Pilot Installed in Richmond: May 2020
- √ Features of the Gate:
- Swing Gate
- Clear doors
- Light Sensors
- Air pressure instead of electric motor

Deployment Schedule New Accessible Gates



- Coliseum 1 gate at the elevatorSept 2020
- Montgomery 1 gate at the elevator – Oct 2020
- Concord 2 gates Dec 2020



Under Evaluation - New Sensors



Types of Sensors

Ultrasonic



Infrared



Thermal



Benefits

- Increased range
 - Up to 5 feet range approaching gate
- Better characterization
 - Wheelchair, dogs, people
- Better detection
 - Gates less likely to close on patrons and their belongings



BD091520 RESOLUTION NO. 21-0X

RESOLUTION ALLOCATING \$10,645,271 AND APPROPRIATING \$60,000 IN PROP K SALES TAX FUNDS, WITH CONDITIONS, AND ALLOCATING \$3,664,159 IN PROP AA VEHICLE REGISTRATION FEE FUNDS, WITH CONDITIONS, FOR NINE REQUESTS

WHEREAS, The Transportation Authority received nine requests for a total of \$10,705,271 in Prop K local transportation sales tax funds and \$3,664,159 in Prop AA vehicle registration fee funds, as summarized in Attachments 1 and 2 and detailed in the enclosed allocation request forms; and

WHEREAS, The requests seek funds from the following Prop K Expenditure
Plan categories: Guideways - Caltrain, Guideways - Undesignated, Upgrades to
Major Arterials, Signals and Signs, Traffic Calming, and Bicycle Circulation and Safety,
and from the Transit Reliability and Mobility Improvements category of the Prop AA
Expenditure Plan; and

WHEREAS, As required by the voter-approved Expenditure Plans, the Transportation Authority Board has adopted a Prop K or Prop AA 5-Year Prioritization Program (5YPP) for each of the aforementioned Expenditure Plan programmatic categories; and

WHEREAS, Seven of the requests are consistent with the relevant strategic plan and/or 5YPPs for their respective categories; and

WHEREAS, The San Francisco Municipal Transportation Agency's (SFMTA's) request for 6th Street Pedestrian Safety requires a cost-neutral amendment of the Traffic Calming 5YPP to accommodate the requested cash flow, as summarized in Attachment 3 and detailed in the enclosed allocation request forms; and

WHEREAS, The SFMTA's request for the Slow Streets Program requires amendments to the Traffic Calming and Bicycle Circulation and Safety 5YPPs to reprogram funds from the Vision Zero Quick-Build Program Implementation placeholder and the Citywide Neighborways placeholder, as summarized in Attachment 3 and detailed in the enclosed allocation request forms; and

BD091520 RESOLUTION NO. 21-0X

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating \$10,645,271 and appropriating \$60,000 in Prop K Sales Tax Funds, with conditions, and Allocating \$3,664,159 in Prop AA Vehicle Registration Fee Funds, with conditions, for nine projects, as described in Attachment 3 and detailed in the enclosed allocation request forms, which include staff recommendations for Prop K and Prop AA allocation amounts, required deliverables, timely use of funds requirements, special conditions, and Fiscal Year Cash Flow Distribution Schedules; and

WHEREAS, There are sufficient funds in the Capital Expenditures line item of the Transportation Authority's proposed Fiscal Year 2020/21 annual budget to cover the proposed actions; and

WHEREAS, At its September 2, 2020 meeting, the Citizens Advisory

Committee was briefed on the subject request and unanimously adopted a motion of support for the staff recommendation with the allocation for the SFMTA's Slow

Streets Program conditioned upon the SFMTA treating the current treatment along

Jones Street in the Tenderloin in the same way as the streets included in its Slow

Streets Program with regard to installing more durable measures and performing ongoing maintenance, and requiring the SFMTA to prepare a plan to identify Slow

Streets or similar treatments in Districts 6 and 7; now, therefore, let it be

RESOLVED, That the Transportation Authority hereby amends the Prop K Traffic Calming and Bicycle Circulation and Safety 5YPPs, as detailed in the enclosed allocation request forms; and be it further

RESOLVED, That the Transportation Authority hereby allocates \$10,645,271 and appropriates \$60,000 in Prop K Sales Tax Funds, with conditions, and allocates \$3,664,159 in Prop AA Vehicle Registration Fee Funds, with conditions, as summarized in Attachment 3 and detailed in the enclosed allocation request forms; and be it further

RESOLVED, That the Transportation Authority hereby authorizes the actual



BD091520 RESOLUTION NO. 21-0X

expenditure (cash reimbursement) of funds for these activities to take place subject to the Fiscal Year Cash Flow Distribution Schedules detailed in the enclosed allocation request forms; and be it further

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

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

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

RESOLVED, That the Capital Improvement Program of the Congestion Management Program, the Prop K and Prop AA Strategic Plans and the relevant 5YPPs are hereby amended, as appropriate.

Attachments:

- 1. Summary of Requests Received
- 2. Brief Project Descriptions
- 3. Staff Recommendations
- 4. Prop K and Prop AA Allocation Summaries FY 2020/21

Enclosure:

1. Prop K/Prop AA Allocation Request Forms (9)

										Leveraging			
Source	EP Line No./ Category ¹	Project Sponsor ²	Project Name		Current Prop K Request	I	Current Prop AA Request	Total Cost for Requested Phase(s)		Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴	Phase(s) Requested	District(s)
Prop K	22P	РСЈРВ	Marin Street and Napoleon Avenue Bridges Rehabilitation	\$	180,624			\$	13,843,365	78%	99%	Construction	10
Prop K Prop AA	22U / Transit	SFMTA	L-Taraval Transit Enhancements (Segment B) - Additional Funds	\$	4,055,032	\$	3,664,159	\$	66,459,011	78%	94%	Construction	4, 7
Prop K	30	SFMTA	Fulton Street Safety [NTIP Capital]	\$	236,215			\$	236,215	83%	0%	Construction	1
Prop K	33	SFMTA	Clay & Grant and Stockton & Sutter Conduits and Signal Modifications	\$	420,000			\$	420,000	41%	0%	Construction	3
Prop K	38	SFMTA	Bayview Community Based Transportation Plan Implementation	\$	180,000			\$	283,000	51%	36%	Design	10
Prop K	38	SFMTA	6th Street Pedestrian Safety	\$	4,000,000			\$	19,226,200	51%	79%	Construction	6
Prop K	39	SFMTA	Short-term Bike Parking	\$	398,000			\$	1,173,481	28%	66%	Construction	Citywide
Prop K	38, 39	SFMTA	Slow Streets Program	\$	1,175,400			\$	1,175,400	44%	0%	Construction	1, 2, 3, 4, 5, 7, 8, 9, 10, 11
Prop K	44	SFCTA	Golden Gate Park Sustainable Travel Study [NTIP Planning]	\$	60,000			\$	60,000	40%	0%	Planning	1, 4, 5
	TOTAL				10,705,271	\$	3,664,159	\$	102,876,672	71%	90%		

Footnotes

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

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

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

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

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

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
33	SFMTA	Clay & Grant and Stockton & Sutter Conduits and Signal Modifications	\$ 420,000		Install traffic signal conduits, pole foundations and poles, upgraded vehicular signals with higher visibility, and pedestrian countdown signals at the intersections of Clay and Grant Streets and Stockton and Sutter Streets. SFPW will lead the construction phase and incorporate this scope into a sub-sidewalk basement curb ramp project. Project is expected to be open for use by Fall 2021.
38	SFMTA	Bayview Community Based Transportation Plan Implementation	\$ 180,000		Design pedestrian safety improvements at high priority locations as recommended in the Bayview Community Based Transportation Plan. Safety improvements include two Rectangular Rapid Flashing Beacons at the intersections of Innes Avenue/Arelious Walker and Williams Avenue/Apollo Street and up to nine bulbouts at locations to be confirmed by the District 10 Supervisor and community stakeholders. Potential locations are shown on page 53 of the enclosure. SFMTA anticipates the design phase to be completed by December 2021.
38	SFMTA	6th Street Pedestrian Safety	\$ 4,000,000		Improve safety for all street users, and create safe and inviting public space by constructing a series of treatments on the High Injury Network corridor of 6th Street between Market Street and Brannan Street in the South of Market neighborhood. The project includes widened sidewalks, corner bulbouts, installation of traffic signals, marked crosswalks, and a lane reduction. SFMTA anticipates that the project will be open for use by Spring 2023.
39	SFMTA	Short-term Bike Parking	\$ 398,000		Requested Prop K funds will leverage TFCA funds approved by the Board in July 2020 to site, legislate, and install 1,420 bike racks (2,840 bike parking spaces) throughout San Francisco. Site selection will respond to requests for racks as well as proactive siting of racks in under-served areas. Project will encourage more people to use a non-motorized mode of travel, knowing they will have a secure place to lock their personal bike, bikeshare bike or scooter, thus shifting trips away from motor vehicles and reducing emissions. Members of the public may request a bike rack by calling 311. SFMTA anticipates that all racks will be installed by June 2022.

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
38, 39	SFMTA	Slow Streets Program	\$ 1,175,400		The SFMTA requests funds to convert the Slow Streets implemented on 17 residential streets from temporary to more permanent by replacing temporary barricades with more durable materials fixed in the roadway to reduce ongoing maintenance while continuing to provide needed space for socially distanced walking and biking. SFMTA will also use the requested funds to implement Slow Streets on 14 additional corridors as well as to conduct surveys and traffic counts before and after implementation to evaluate the effectiveness of the improvements. The durable materials will include flexible delineators in various configurations to reduce the width of intersections and discourage through traffic along Slow Streets, along with pedestrian-scale and roadway signage indicating the shared nature of these streets. See page 100 of the enclosure for the list of Slow Streets corridors. Slow Streets have grown to become an element of the city's infrastructure that can support economic recovery and the buildout of a comfortable and safe citywide bicycle network. Project will be open for use by Spring 2022.
44	SFCTA	Golden Gate Park Sustainable Travel Study [NTIP Planning]	\$ 60,000		At the request of Commissioner Fewer, the Transportation Authority will use requested funds to convene a working group of city agencies, public institutions, and community groups to review the current closure of JFK Drive in Golden Gate Park to vehicles, and identify and address transportation needs. This would be conducted over the course of three number of meetings that would be used to identify concerns, provide a transparent analysis of those concerns, and develop consensus on the long-term strategy for the closure (continue, modify or terminate). Project team will present the final study report to the Board in early 2021.
	ļ.	TOTAL	\$10,705,271	\$3,664,159	

¹ See Attachment 1 for footnotes.

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

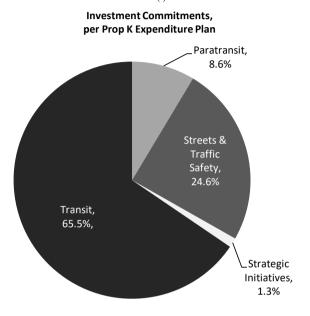
EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended	Recommendations
		TOTAL	\$10,705,271	\$3,664,159	

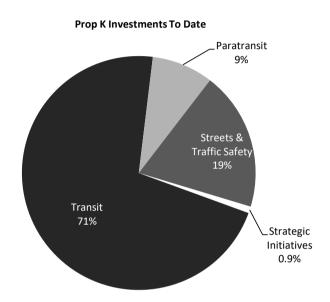
¹ See Attachment 1 for footnotes.

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

PROP K SALES TAX	ROP K SALES TAX													
FY2020/21		Total	FY	2020/21	F	Y 2021/22	F	Y 2022/23	F	Y 2023/24	FY	2024/25	FY 2	025/26
Prior Allocations	\$	15,154,679	\$ 1	1,761,316	\$	3,318,363	\$	75,000	\$	-	\$	-	\$	-
Current Request(s)	\$	10,705,271	\$	1,539,473	\$	4,341,060	\$	3,647,326	\$	1,177,412	\$	-	\$	-
New Total Allocations	\$	25,859,950	\$ 13	3,300,789	\$	7,659,423	\$	3,722,326	\$	1,177,412	\$	-	\$	-

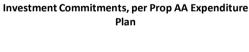
The above table shows maximum annual cash flow for all FY 2020/21 allocations and appropriations approved to date, along with the current recommended allocation(s).





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

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

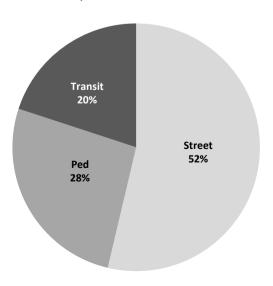


Transit 25%

Street 50%

Ped 25%

Prop AA Investments To Date





1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

Memorandum

AGENDA ITEM 8

DATE: September 11, 2020

TO: Transportation Authority Board

FROM: Anna LaForte - Deputy Director for Policy and Programming

SUBJECT: 9/22/2020 Board Meeting: Allocate \$10,645,271 and Appropriate \$60,000 in

Prop K Sales Tax Funds, with Conditions, and Allocate \$3,664,159 in Prop AA

Vehicle Registration Fee Funds, with Conditions, for Nine Requests

RECOMMENDATION □ Information ☒ Action	oxtimes Fund Allocation
Allegate \$190 / 24 in Draw K foundate the Denimenta Couniday laint	
Allocate \$180,624 in Prop K funds to the Peninsula Corridor Joint Powers Board (Caltrain) for:	\square Policy/Legislation
Marin Street and Napoleon Avenue Bridges Rehabilitation	\square Plan/Study
Allocate \$10,464,647 in Prop K funds and \$3,664,159 in Prop AA funds, with conditions, to the San Francisco Municipal Transportation Agency (SFMTA) for:	☐ Capital Project Oversight/Delivery
L-Taraval Transit Enhancements (Segment B) - Additional	☐ Budget/Finance
Funds (\$4,055,032 Prop K, \$3,664,159 Prop AA) 3. Fulton Street Safety [NTIP Capital] (\$236,215)	☐ Contract/Agreement
4. Clay & Grant and Stockton & Sutter Conduits and Signal	□ Other:
Modifications (\$420,000) 5. Bayview Community Based Transportation Plan Implementation (\$180,000)	
6. 6th Street Pedestrian Safety (\$4,000,000) 7. Short-term Bike Parking (\$398,000)	
8. Slow Streets Program (\$1,175,400)	
Appropriate \$60,000 in Prop K funds for:	
9. Golden Gate Park Sustainable Travel Study [NTIP Planning]	
SUMMARY	
Attachment 1 lists the requests, including phase(s) of work and supervisorial district(s) for the projects. Attachment 2 provides a brief description of the projects. Attachment 3 contains the staff recommendations.	

DISCUSSION

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



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

FINANCIAL IMPACT

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

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

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

CAC POSITION

The CAC considered this item at its September 2, 2020 meeting and noted that the Prop K request for the SFMTA's Slow Streets Program did not include any streets in District 6 or District 7. The District 6 CAC representative moved to amend the item to condition the SFMTA's Slow Streets Program allocation upon the SFMTA treating the current treatment along Jones Street in the Tenderloin in the same way as the streets included in its Slow Streets Program with regard to installing more durable measures and performing ongoing maintenance, and requiring the SFMTA to prepare a plan to identify Slow Streets or similar treatments in Districts 6 and 7. The CAC adopted a motion of support for the item with the aforementioned amendments.

At the CAC meeting, Shannon Hake, SFMTA, explained that Slow Streets were part of the City's COVID emergency response. She listed a number of criteria for the program, which was targeted to residential streets with two lanes of traffic, one in each direction; without a series of signalized intersections; without conflicts with Muni Service, commercial loading zones, emergency response routes; and don't have steep slopes. She said that as a result not all streets were suitable for inclusion in the program but that doesn't mean they are not suitable for other improvements. Ms. Hake pointed out that in the Tenderloin there was an alternative program, "Tenderloin Community Streets," which had been developed to address pedestrian safety issues, including treatments similar to the Slow Streets program. She emphasized that the lack of Slow Streets in Districts 6 and 7 is not intentional and that SMTA had tried many different streets which have had unexpected access conflicts. She emphasized that the program is not over and encouraged CAC members and others with suggestions for other Slow Streets to contact the SFMTA.



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SUPPLEMENTAL MATERIALS

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

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RESOLUTION ADOPTING THE ALEMANY CORRIDOR SAFETY PROJECT FINAL REPORT [NTIP PLANNING]

WHEREAS, In September 2019, the Transportation Authority allocated \$100,000 in District 11 Prop K Neighborhood Transportation Improvement Program (NTIP) planning funds, to the San Francisco Municipal Transportation Agency (SFMTA) for the Alemany Corridor Safety Project; and

WHEREAS, The Alemany Corridor Safety Project (Project) sought to conduct community outreach and develop conceptual designs for safety and accessibility improvements for approximately two miles of the Alemany corridor between Rousseau Street and Sickles Avenue, segments of which are located on San Francisco's High Injury Network; and

WHEREAS, This Project leverages and builds upon extensive community outreach conducted by the San Francisco Planning Department when developing the Excelsior and Outer Mission Neighborhood Strategy (Fall 2018); and

WHEREAS, Throughout the Project, the SFMTA conducted community outreach, including an open house at Balboa High School in December 2019 and a community survey open throughout the month of June 2020; and

WHEREAS, The Project's findings and recommendations are summarized in the enclosed final report and include near, mid, and long-term safety improvements such as daylighting, signal re-timing, buffered bike lanes, signal upgrades, and new pedestrian and traffic signals at various locations along Alemany; and

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



WHEREAS, The SFMTA has consulted with Commissioner Safai's office which is supportive of the study's recommendations; and

WHEREAS, The Citizens Advisory Committee was briefed on the final report at its September 2, 2020 meeting and unanimously adopted a motion of support for its adoption; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts the enclosed Alemany Corridor Safety Project Final Report [NTIP Planning].

Enclosure:

Alemany Corridor Safety Project Final Report [NTIP Planning]



1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

Memorandum

AGENDA ITEM 9

DATE: September 3, 2020

TO: Transportation Authority Board

FROM: Anna LaForte - Deputy Director for Policy and Programming

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

[NTIP Planning]

RECOMMENDATION □ Information ☒ Action	☐ Fund Allocation
Adopt the Alemany Corridor Safety Project Final Report [NTIP	☐ Fund Programming
Planning].	☐ Policy/Legislation
	⊠ Plan/Study
SUMMARY In September 2019, with the support of Commissioner Ahsha	□ Capital Project Oversight/Delivery
Safai, the Transportation Authority allocated \$100,000 in Prop	☐ Budget/Finance
K Neighborhood Transportation Improvement Program (NTIP) funds to the San Francisco Municipal Transportation Agency	☐ Contract/Agreement
(SFMTA) for the Alemany Corridor Safety Project. SFMTA used	□ Other:
the Prop K NTIP funds to conduct community outreach and	
develop conceptual designs for safety and accessibility improvements for approximately two miles of the Alemany	
corridor between Rousseau Street and Sickles Avenue,	
segments of which are located on San Francisco's High Injury	
Network. The enclosed draft final report describes near, mid,	
and long-term recommendations and next steps, which we	
also summarize in the memo section below. Victoria Chong,	
SFMTA project manager, will provide a summary of the project and its recommendations at the September 15 Board	
meeting.	
	1

BACKGROUND

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



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

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

DISCUSSION

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

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

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

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



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

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

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

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

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

FINANCIAL IMPACT

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

CAC POSITION

The CAC considered this item at its September 2, 2020 meeting and unanimously adopted a motion of support for adoption of the final report.



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SUPPLEMENTAL MATERIALS

Enclosure 1 - Alemany Corridor Safety Project Final Report



RESOLUTION ADOPTING THE PROPOSED FISCAL YEAR 2020/21 BUDGET AND WORK PROGRAM

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

WHEREAS, COVID-19 related events have significantly affected San Francisco's economy and agency revenues, and necessitated postponing the adoption of the full annual Budget and Work Program until September; and

WHEREAS, To provide for the necessary continuation of services and payment of expenditures, the Board approved a waiver at its June 23 meeting of the Administrative Code provision requiring adoption of the annual budget by June 30 and adopted a provisional three-month Fiscal Year (FY) 2020/21 budget and work program until the time at which the full 12-month budget and work program for FY 2020/21 is adopted; and

WHEREAS, The proposed FY 2020/21 Work Program described in Attachment 1 includes activities in four major functional areas: 1) Plan, 2) Fund, 3) Deliver, and 4) Transparency and Accountability; and

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

operating as the Treasure Island Mobility Management Agency (TIMMA) for San Francisco; and administering the Prop D Traffic Congestion Mitigation Tax program (TNC Tax); and

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

WHEREAS, Total revenues are projected to be \$143.3 million and sales tax revenues, net of interest earnings, are projected to be \$93.3 million, or 65.2% of FY 2020/21 revenues; and

WHEREAS, Total expenditures are projected to be about \$229.6 million, and of this amount, capital project costs are \$196.0 million, or 85.3% of total projected expenditures, with 5.1% of expenditures budgeted for administrative operating costs, and 9.6% for debt service and interest costs; and

WHEREAS, The division of revenues and expenditures into the Prop K Sales Tax program, CMA program, TFCA program, Prop AA program, TIMMA program, and TNC tax program on Attachment 2 reflects the six distinct Transportation Authority responsibilities and mandates; and

WHEREAS, At its September 2, 2020 meeting, the Citizens Advisory

Committee was briefed on and unanimously adopted a motion of support for the adoption of the proposed FY 2020/21 Budget and Work Program; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts the proposed FY 2020/21 Budget and Work Program.



Attachments:

- Attachment 1 Proposed Work Program for FY 2020/21
- Attachment 2 Proposed Budget for FY 2020/21

Proposed Fiscal Year 2020/2021 Annual Work Program

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

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

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

PLAN

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

Active Congestion Management

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

Proposed Fiscal Year 2020/2021 Annual Work Program

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

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

SFTP Implementation and Board Support

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

Proposed Fiscal Year 2020/2021 Annual Work Program

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

Long Range, Countywide, and Inter-Jurisdictional Planning

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

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

Transportation Forecasting, Data and Analysis

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

FUND

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

Proposed Fiscal Year 2020/2021 Annual Work Program

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

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

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

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

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

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

Proposed Fiscal Year 2020/2021 Annual Work Program

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

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

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

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

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

DELIVER

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

Proposed Fiscal Year 2020/2021 Annual Work Program

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

Transportation Authority - Lead Construction:

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

Transportation Authority - Lead Project Development:

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

Transportation Authority - Project Delivery Support:

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

Proposed Fiscal Year 2020/2021 Annual Work Program

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

TRANSPARENCY AND ACCOUNTABILITY

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

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

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

Proposed Fiscal Year 2020/2021 Annual Work Program

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

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

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

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

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

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

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

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

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

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

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

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

Proposed Fiscal Year 2020/2021 Annual Work Program

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

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

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



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



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Memorandum

AGENDA ITEM 10

DATE: September 3, 2020

TO: Transportation Authority Board

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 09/15/20 Board Meeting: Adopt the Proposed Fiscal Year 2020/21 Budget and

Work Program

RECOMMENDATION	on 🛛 Action	☐ Fund Allocation
Adopt the proposed Fiscal Year (FY) 2020/2	1 Budget and Work	☐ Fund Programming
Program		☐ Policy/Legislation
SUMMARY		□ Plan/Study
The purpose of this memorandum is to present Fiscal Year (FY) 2020/21 annual budget and seek its adoption. The September 15 Board as the official public hearing prior to final contained budget and work program at the September 15. There have been no changes made annual budget and work program since the ito the Board at its August 25, 2020 meeting.	work program and meeting will serve nsideration of the tember 22 Board to the proposed	□ Capital Project Oversight/Delivery ☑ Budget/Finance □ Contract/Agreement □ Other:

BACKGROUND

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

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



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

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

DISCUSSION

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

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

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

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



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

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

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

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

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

FINANCIAL IMPACT

As described above.



Agenda Item 10 Page 4 of 4

CAC POSITION

The Citizens Advisory Committee considered this item at its September 2, 2020 meeting and unanimously adopted a motion of support for adoption of the final report.

SUPPLEMENTAL MATERIALS

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



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

					Variance from	
			Fiscal Year		Fiscal Year	
		Fiscal Year	2019/20 Approved	Proposed Fiscal	2019/20 Final	
	Fiscal Year	2019/20 Approved	Final Budget	Year 2020/21	Budget	
Category	2018/19 Actual	Original Budget	Amendment	Budget	Amendment	% Variance
Sales Tax Revenues	\$ 115,670,918	\$ 110,861,695	\$ 86,554,444	\$ 93,349,705	\$ 6,795,261	7.9%
Vehicle Registration Fee	4,945,470	4,930,000	4,930,000	4,350,644	(579,356)	-11.8%
Traffic Congestion Mitigation Tax	-	-	3,249,395	* 7,383,949	4,134,554	127.2%
Interest Income	2,844,187	1,622,000	2,538,471	775,052	(1,763,419)	-69.5%
Program Revenues						
Federal	5,076,521	23,180,409	12,841,427	27,930,948	15,089,521	117.5%
State	754,186	2,148,445	610,187	2,510,046	1,899,859	311.4%
Regional and other	3,216,636	5,693,723	6,411,625	6,916,953	505,328	7.9%
Other Revenues	53,328	45,980	45,980	45,299	(681)	-1.5%
Total Revenues	132,561,246	148,482,252	117,181,529	143,262,596	26,081,067	22.3%
Capital Project Costs	127,884,701	242,496,571	166,114,894	195,972,411	29,857,517	18.0%
Administrative Operating Costs		0.447.004	7.005.040		7000/0	10.10/
Personnel expenditures	6,247,903	8,117,924	7,935,048	8,734,417	799,369	10.1%
Non-Personnel expenditures	2,603,262	2,829,175	2,993,718	2,948,691	(45,027)	-1.5%
Debt Service Costs	33,566,262	22,314,250	21,794,250	21,952,217	157,967	0.7%
Total Expenditures	170,302,128	275,757,920	198,837,910	229,607,736	30,769,826	15.5%
Other Financing Sources (Uses)		67,000,000		100,000,000	100,000,000	N/A
Net change in Fund Balance	\$ (37,740,882)	\$ (60,275,668)	\$ (81,656,381)	\$ 13,654,860	\$ 95,311,241	-116.7%
Budgetary Fund Balance, as of July 1	\$ 152,370,912	\$ 68,455,233	\$ 114,630,030	\$ 32,973,649		
Budgetary Fund Balance, as of June 30	\$ 114,630,030	\$ 8,179,565	\$ 32,973,649	\$ 46,628,509		

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



Attachment 4
Proposed Fiscal Year 2020/21 Budget
Line Item Detail

			Proposed Bu	dget 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 2020/21 Budget
evenues: Sales Tax Revenues	\$ 93,349,705	¢	¢	¢	¢	Φ.	\$ 93,349,705
	\$ 93,349,705	\$ -	\$ -	4 250 (44	\$ -	\$ -	
Vehicle Registration Fee	-	-	-	4,350,644	-	7 202 040	4,350,644
Traffic Congestion Mitigation Tax	-	-	- 0.727	4.700	=	7,383,949	7,383,949
Interest Income	681,431	-	2,737	1,700	-	89,184	775,052
Program Revenues							
Federal					000 (0)		222 /2/
Advanced Transportation and Congestion Management Technologies Deployment	-	-	-	-	989,626	-	989,626
Highway Bridge Program - I-80/Yerba Buena Island Interchange Improvement	-	24,807,479	-	-	-	-	24,807,479
Highway Bridge Program - Yerba Buena Island Bridge Structures	-	1,281,343	-	-	-	-	1,281,343
Surface Transportation Program 3% Revenue and Augmentation	=	852,500	-	=	-	-	852,500
State							
Planning, Programming & Monitoring SB45 Funds	-	260,000	-	-	-		260,000
Seismic Retrofit Proposition 1B - I/80 YBI Interchange Improvement Project	-	2,159,915	-	-	-	-	2,159,915
Sustainable Communities - School Access Plan	-	90,131	-	-	-	-	90,131
Regional and other							
BATA - I-80/Yerba Buena Island Interchange Improvement	-	3,261,450	-	-	-	-	3,261,450
SF Office of Public Finance - Downtown Congestion Pricing Study	-	824,975	-	-	-	-	824,975
SFPW - Octavia Improvements Study	-	142,518	-	-	-	-	142,518
SFMTA - Lake Merced Pedestrian Safety	_	4,859	_	_	-	_	4,859
SFMTA - School Access Plan	_	14,672	-	_	-	-	14,672
SF Planning - Alemany Interchange Improvement Study	-	2,204	_	_	-	_	2,204
SF Planning - Housing Element	_	41,146	-	-	-	_	41,146
SFMTA - Travel Demand Modeling Assistance	-	100,000	-	-	-	_	100,000
TIDA - Treasure Island Mobility Management Agency	-	-	-	-	1,500,000	_	1,500,000
TIDA - Yerba Buena Island Interchange Improvement & Bridge Structures		166,012	_	-	-	_	166,012
Vehicle Registration Fee Revenues (TFCA)	-	-	859,117	-	-	-	859,117
Other Revenues							
Sublease of Office Space	45,299	-		-	-	-	45,299
Total Revenues	\$ 94,076,435	\$ 34,009,204	\$ 861,854	\$ 4,352,344	\$ 2,489,626	\$ 7,473,133	\$ 143,262,596



Attachment 4
Proposed Fiscal Year 2020/21 Budget
Line Item Detail

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

Agency Structure 47 STAFF POSITIONS



Revised August 17, 2020 TIMMA: **Transportation Authority** Treasure Island Mobility **Board of Commissioners** Management Agency **EXECUTIVE DIVISION EXISTING POSITIONS:** Executive Director | Chief Deputy Director | Clerk of the Authority **TOTAL** Director of Communications | Senior Communications Officer **POSITIONS** Senior Graphic Designer | Communications Officer **POLICY AND** CAPITAL **PLANNING** TECHNOLOGY, **FINANCE AND PROGRAMMING PROJECTS** DIVISION **ADMINISTRATION** DATA, AND DIVISION DIVISION **ANALYSIS DIVISION** DIVISION **EXISTING POSITIONS: EXISTING POSITIONS: EXISTING POSITIONS: EXISTING POSITIONS: EXISTING POSITIONS: Deputy Director Deputy Director Deputy Director Deputy Director** Deputy Director for for Policy for Capital Projects for Planning for Technology, Data, Finance and and Programming and Analysis Administration Assistant Deputy Director **Assistant Deputy Assistant Deputy** for Capital Projects Director for Planning Principal Modeler Controller Director for Policy Principal Engineer 2 Principal Planners 2 Senior Modelers Principal and Programming Management Analyst Senior Engineer 3 Senior Planners Modeler Public Policy Manager Senior Accountant TIMMA Planner Principal Planner Program Manager Senior Planner 3 Senior Planners Management Analyst TIMMA Senior Program Analyst Systems Manager Staff Accountant Administrative Engineer Management Analyst Rail Program Manager Office Manager 2 Administrative Assistants 8 8 5 10 **TOTAL** TOTAL **TOTAL TOTAL TOTAL POSITIONS POSITIONS POSITIONS POSITIONS POSITIONS**

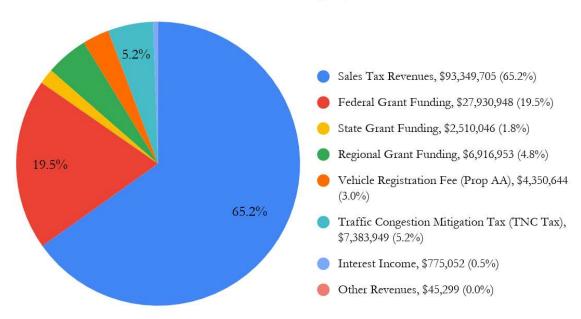
Line Item Descriptions

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

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

Proposed FY 2020/21 Budget

Total Revenues \$143,262,596



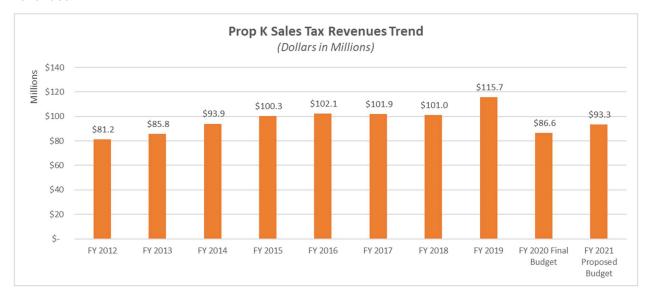
On November 4, 2003, San Francisco voters approved Proposition K (Prop K), the imposition of retail transactions and use tax of one-half of 1% in the City and County of San Francisco and the funding of the Prop K Expenditure Plan. The 30-year expenditure plan extends through March 31, 2034 and prioritizes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

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

Line Item Descriptions

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

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



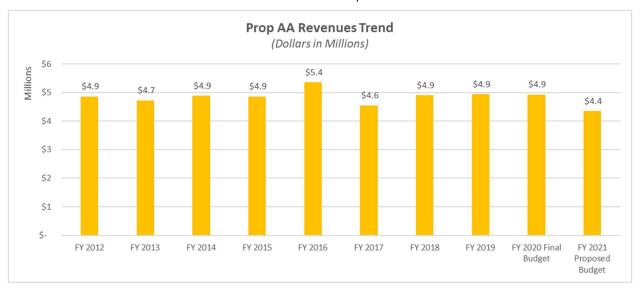
Vehicle Registration Fee for Transportation Improvements Program (Prop AA) Revenues:..\$4,350,644

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

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

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

Attachment 6Line Item Descriptions



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

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

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

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

Line Item Descriptions

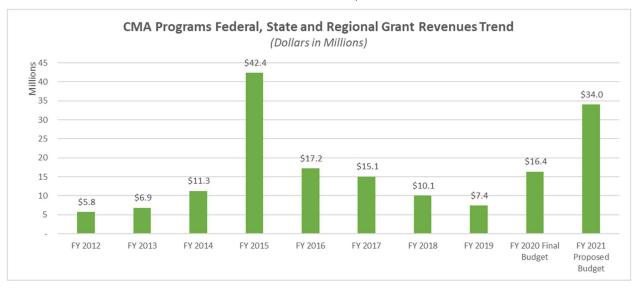
The Transportation Authority is designated under state law as the CMA for the City. Responsibilities resulting from this designation include developing a Congestion Management Program, which provides evidence of the integration of land use, transportation programming, and air quality goals; preparing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

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

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

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

Attachment 6Line Item Descriptions



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

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

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

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

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

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

Line Item Descriptions

Other Revenues:	45,299
Other revenues budgeted in FY 2020/21 include revenues from the sublease of our office space	e.

Line Item Descriptions

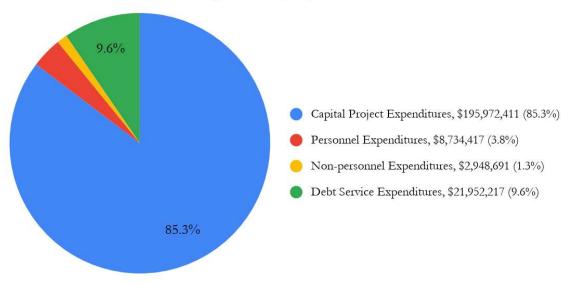
TOTAL PROJECTED EXPENDITURES......\$229,607,736

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

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

Proposed FY 2020/21 Budget

Total Expenditures \$229,607,736



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

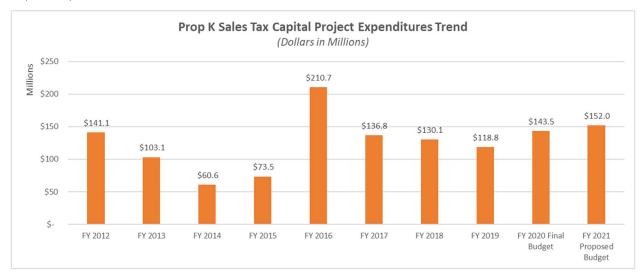
Capital expenditures in FY 2020/21 are budgeted to increase from the FY 2019/20 final budget by an estimated 33.2%, which is primarily due to anticipated higher capital expenditures for the Prop K program overall, most of which are awarded as grants to agencies like the SFMTA. Expenditures by Program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

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

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

Line Item Descriptions

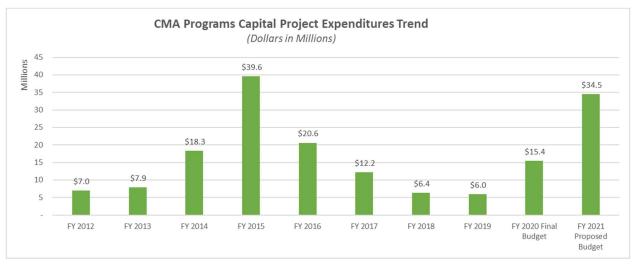
The chart below reflects the eight-year historical and two-year budgeted Prop K sales tax program capital expenditures.



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

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

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



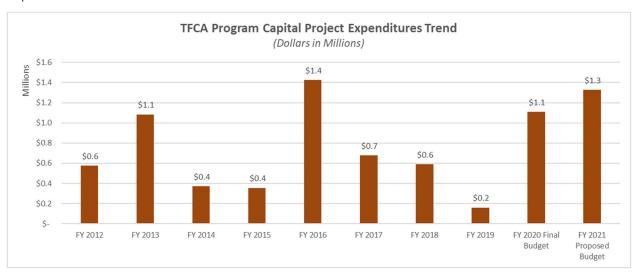
Line Item Descriptions

TFCA Program Expenditures: \$1,328,144

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

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

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

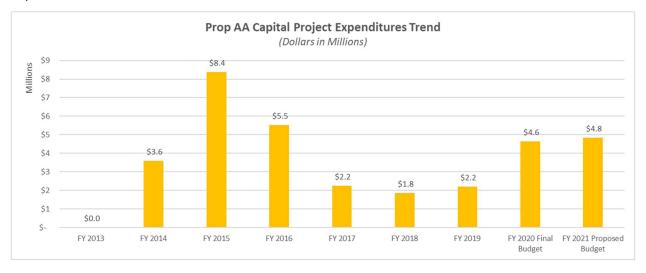


This line item includes projects that will be delivered under the voter-approved Prop AA Expenditure Plan. Consistent with the Prop AA Expenditure Plan, the revenues will be used for design and construction of local road repairs, pedestrian safety improvements, transit reliability improvements, and travel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

Line Item Descriptions

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

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



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

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

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

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

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

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

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

Line Item Descriptions

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

Non-Personnel: \$2,948,691

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

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

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

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

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

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

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

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

120

Attachment 6

Line Item Descriptions

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



RESOLUTION EXECUTING CONTRACT RENEWALS AND OPTIONS FOR VARIOUS ANNUAL PROFESSIONAL SERVICES IN AN AMOUNT NOT TO EXCEED \$7,075,000 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND/OR MODIFY CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, The Transportation Authority annually contracts for certain professional support services in areas where factors like cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff; and

WHEREAS, The Transportation Authority seeks video production services for Board and Committee meetings; general legal counsel services, bond and disclosure counsel services; on-call project management and engineering consulting services; computer network services; and performance monitoring services associated with the Congestion Management Program; and

WHEREAS, In order to support its ongoing operations, Transportation Authority staff is requesting approval to execute annual professional services contracts with the Department of Technology for video production services for Board and Committee meetings in an amount not to exceed \$50,000, and with the Office of the City Attorney for general legal counsel services in an amount not to exceed \$100,000; and

WHEREAS, On February 28, 2017, through Resolution 17-25, the Transportation Authority awarded three-year consultant contracts, with an option to extend for two additional one-year periods for on-call project management oversight and general engineering services to 28 firms in an amount not to exceed \$6,000,000; and

WHEREAS, On April 23, 2019, through Resolution 19-54, the Transportation Authority exercised the first contract option in an amount not to exceed \$10,000,000; and

WHEREAS, During Fiscal Year (FY) 2020/21, a higher level of effort will be needed of consultant services as several projects advance forward, in particular the Treasure Island Mobility Management Agency Program, Yerba Buena Island Bridge Structures and Southgate Road Realignment Projects, Downtown Extension, and Hillcrest Road Widening Project, among others; and

WHEREAS, Transportation Authority staff is recommending that the agency exercise the second and final renewal options in an amount not to exceed \$6,500,000; and

WHEREAS, On November 27, 2018, through Resolution 19-26, the Transportation Authority awarded a two-year consultant contract, with an option to extend for three additional one-year periods in an amount not to exceed \$480,000 for computer network and maintenance services to SPTJ Consulting, Inc.; and

WHEREAS, During FY 2020/21 and due to COVID-19, the Transportation Authority needs to maintain an elevated level of technology support for the production of virtual Committee and Board meetings; and

WHEREAS, Transportation Authority staff is recommended that the agency exercise the first of three one-year renewal options in an amount not to exceed \$325,000; and

WHEREAS, On February 26, 2019, through Resolution 19-44, the Transportation Authority awarded a two-year consultant contract, with two options to extend for two-year periods in an amount not to exceed \$100,000 for performance



monitoring and analysis services for the Congestion Management Program to Wiltec, Inc.; and

WHEREAS, As the Congestion Management Agency for San Francisco, the Transportation Authority prepares the Congestion Management Program for San Francisco every two years in accordance with state law to monitor congestion on the Congestion Management Program roadway network and, if needed, adopt plans for mitigating traffic congestion that falls below certain thresholds; and

WHEREAS, Transportation Authority staff is recommending that the agency exercise the first of two two-year extensions in an amount not to exceed \$100,000; and

WHEREAS, The contract amounts proposed are annual limitations, as the subject professional support services are provided through contracts where costs are incurred only when the specific services are used; and

WHEREAS, The proposed FY 2020/21 budget includes this year's activities and sufficient funds will be included in future budgets to cover the remaining cost of the contracts; and

WHEREAS, The proposed contracts will be funded by a combination of federal and state grants, a memorandum of agreement from the Treasure Island Development Authority, and Prop K funds; and

WHEREAS, At its September 2, 2020 meeting, the Citizens Advisory

Committee was briefed on and unanimously adopted a motion of support for the staff recommendation as described above and summarized in Attachment 1; now, therefore, be it

RESOLVED, That the Transportation Authority hereby authorized to execute contract renewals and options for the aforementioned annual professional services in an amount not to exceed \$7,075,000; and be it further

RESOLVED, That the Executive Director is hereby authorized to negotiate contract payment terms and non-material contract terms and conditions; and be it further

RESOLVED, That for the purposes of this resolution, "non-material" shall mean contract terms and conditions other than provisions related to the overall contract amount, terms of payment, and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of the Transportation Authority to the contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachment:

• Attachment 1 - Proposed FY 2020/21 Professional Services Expenditures

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

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



1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

Memorandum

AGENDA ITEM 11

DATE: September 3, 2020

TO: Transportation Authority Board

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 8/15/2020 Board Meeting: Execute Contract Renewals and Options for Various

Annual Professional Services in an Amount Not to Exceed \$7,075,000

RECOMMENDATION □ Information ☒ Action	\square Fund Allocation
Execute contract renewals and options for various annual	☐ Fund Programming
professional services in an amount not to exceed \$7,075,000:	\square Policy/Legislation
Department of Technology (\$50,000)Office of the City Attorney (\$100,000)	□ Plan/Study
 On-call Project Management Oversight and General Engineering Consultant Services (\$6,500,000) 	□ Capital Project Oversight/Delivery
SPTJ Consulting (\$325,000)Wiltec, Inc (\$100,000)	☐ Budget/Finance
Authorize the Executive Director to negotiate and/or modify	⊠ Contract/Agreement
contract payment terms and non-material contract terms and conditions.	□ Other:
SUMMARY	
We annually contract for certain professional support services in areas where factors like cost, work volume, or the degree of specialization required would not justify the use of permanent inhouse staff. The purpose of this memo is to present the annual contract renewals and options for Fiscal Year (FY) 2020/21 and to seek approval. Attachment 1 provides summary information for the proposed contracts for FY 2020/21 with brief descriptions of the recommended services and amounts in the memo below.	

BACKGROUND

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



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DISCUSSION

Attachment 1 provides summary information for the proposed contracts for FY 2020/21. Below are brief descriptions of the recommended services and amounts.

Department of Technology

\$50,000

The Department of Technology records and telecasts all Transportation Authority Board and Committee (e.g. Vision Zero Committee) meetings held virtually and at City Hall with a regularly scheduled playback date and time for public review. In FY 2020/21, we will also continue to utilize the Department of Technology to record and telecast all Treasure Island Mobility Management Agency (TIMMA) Board and Committee meetings.

Office of the City Attorney

\$100,000

The Office of the City Attorney (City Attorney) provides verbal and written legal representation advice and counsel on matters related to the routine operations of the Transportation Authority contracts and interagency agreements labor matters, Brown Act, and California Public Records Act. We also utilize the City Attorney for litigation activities when appropriate.

On-call Project Management Oversight and General Engineering Consultant Services

\$6,500,000

On-call project management oversight and general engineering consultant services are intended to augment and complement our internal resources by providing specialized expertise, serving as an on-call supplement to staff particularly for oversight and delivery support for major capital projects, handling tasks during peak workloads, and taking on tasks requiring quicker response times than existing staff resources alone would permit. On February 28, 2017, through Resolution 17-25, we awarded three-year consultant contracts, with an option to extend for two additional one-year periods, for on-call project management oversight and general engineering services to the 28 firms listed in Attachment 2 for a combined amount not to exceed \$6,000,000. On April 23, 2019, through Resolution 19-54, we approved the first contract option in an amount not to exceed \$4,000,000, for a combined total contract amount not to exceed \$10,000,000. During FY 2020/21, we anticipate a higher level of effort of consultant services as several projects advance forward, in particular the Treasure Island Mobility Management Agency Program, Yerba Buena Island Bridge Structures and Southgate Road Realignment Projects, Downtown Extension, and Hillcrest Road Widening Project, among others. The proposed action will exercise the second and final renewal options.

SPTJ Consulting, Inc.

\$325,000

SPTJ Consulting provides information technology support services of our computer hardware and software, office networking equipment, telecommunications systems, servers, and disaster recovery preparation. On November 27, 2018, through Resolution 19-26, we awarded a two-year consultant contract, with options to extend for three additional one-year periods to SPTJ Consulting, Inc. in an amount not to exceed \$480,000 for computer network and maintenance services. During FY 2020/21 and due to COVID-19, we need to maintain an elevated level of technology support for the production of virtual



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

Wiltec, Inc. \$100,000

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

FINANCIAL IMPACT

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

CAC POSITION

The Citizens Advisory Committee considered this item at its September 2, 2020 meeting and unanimously adopted a motion of support for adoption of the final report.

SUPPLEMENTAL MATERIALS

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

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

Prime Consultant ¹	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
AECOM	Downtown Extension Project Delivery Review	\$26,646		
Associated Right of Way	19 th Avenue Combined City Project	\$55,813		
Services, Inc. (SBE)	Lombard Street Corridor	\$6,739		
Brierley Associates	Downtown Extension Tunnel Options	¢07./57	Doctor Mole, Inc.	\$37,233
Corporation	Study	\$87,657	Alta Engineering Group, Inc. (DBE,LBE,SBE)	\$5,287
Fehr & Peers (LBE)	Freeway Corridor Management Study	\$134,825	Emergent Transportation Concepts, LLC (DBE,SBE)	\$62,099
HDR Engineering, Inc. (LBE)	Yerba Buena Island West-Side Bridges	\$300,000	KL Bartlett Consulting (DBE,SBE)	\$15,200
	19 th Avenue Combined City Project	\$24,793		
	Lombard Street Corridor	\$13,990		
LINITE Comments (LDE)	Treasure Island Mobility Management Agency Program	\$1,215,634	FRFS Consulting	\$202,405
HNTB Corporation (LBE)			KL Bartlett Consulting (DBE,SBE)	\$96,584
			Tollpoint LLC (DBE)	\$109,545
			Circlepoint (SBE)	\$51,442

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

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

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

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



RESOLUTION APPROVING THE REVISED PROCUREMENT POLICY AND TRAVEL, CONFERENCE, TRAINING, AND BUSINESS EXPENSE REIMBURSEMENT POLICY

WHEREAS, The Transportation Authority develops and implements policies and procedures to organize and formalize agency activities, and to ensure compliance with current statutes and agency objectives; and

WHEREAS, It is the Transportation Authority's directive to review its

Procurement Policy at least once every three years and Travel Policy periodically; and

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

WHEREAS, The Travel, Conference, Training, and Business Expense Reimbursement Policy (Travel Policy) establishes a set of policies relating to travel, conference, training, and business expenses, and establishes procedures for reimbursement of commissioners and employees; and

WHEREAS, The Procurement Policy and Travel Policy were last adopted by the Transportation Authority Board through Resolution 18-07; and

WHEREAS, At the request of Commissioner Ronen, Transportation Authority staff proposes to update the agency's Procurement and Travel Policies to align with Chapter 12X of the San Francisco Administrative Code, which prohibits staff travel and contracting in states that allow discrimination against lesbian, gay, bisexual, and transgender individuals or has restrictive abortion laws; and

WHEREAS, The recommended action would not have an impact on the

proposed Fiscal Year 2020/21 budget; and

WHEREAS, At its September 2, 2020 meeting, the Citizens Advisory

Committee considered the proposed policy revisions and unanimously adopted a
motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts the revised Procurement Policy as presented in Attachment 1; and be it further

RESOLVED, That the Transportation Authority hereby adopts the revised Travel, Conference, Training, and Business Expense Reimbursement Policy as presented in Attachment 2; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate the policies to all relevant parties.

Attachments:

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



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Procurement Policy Resolution 20-XX

PROCUREMENT POLICY

I. INTRODUCTION

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

II. SCOPE AND AUTHORITY

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

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

III. PROCUREMENT PROCESS

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

A. General Provisions

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

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

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

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

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

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

B. Conflict of Interest

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

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

C. Informal Bid Process

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

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

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

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

D. Formal Bid Process

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

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

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

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

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

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

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

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

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

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

IV. NONCOMPETITIVE NEGOTIATED AGREEMENTS (SOLE SOURCE)

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

WI. PROCUREMENT PROTEST AND APPEAL PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

YIII. CONTRACT ADMINISTRATION

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



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

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TRAVEL, CONFERENCE, TRAINING AND BUSINESS EXPENSE REIMBURSEMENT POLICY

I. PURPOSE AND GENERAL POLICY

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

II. ELIGIBILITY

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

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

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

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

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- airfare outweighs other costs. In that event, it is up to the traveler's discretion as to whether he or she wishes to take advantage of the reduced airfare by traveling at an earlier/later date.
- E. **Cash Advance.** Cash advances may be requested to cover anticipated travel expenses for out-of-area or overnight travel if requested a minimum of ten working days before departure. Cash advances shall not be less than \$100 nor more than the estimated expenses listed on the approved travel authorization form. Advances must be refunded immediately when an authorized trip is canceled or indefinitely postponed.

III. TRAVEL AUTHORIZATION

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

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

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



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

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

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

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

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

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

IV.V. PROCEDURES FOR CLAIMING EXPENSE REIMBURSEMENT

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

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

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

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

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

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

VI.VII. MEAL EXPENSE

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



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

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

VII.VIII. LODGING EXPENSES

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

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

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

VIII.IX. MEANS OF TRANSPORTATION

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

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

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

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



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

D. Automobiles

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

2. Rental Automobiles

a. Rental automobiles may be used when such rental is considered to be more advantageous to the Transportation Authority than the use of other means of transportation. Advance reservations should be made whenever possible and Transportation Authority personnel are expected to be prudent in the selection of an automobile model. Travel Policy Resolution 20-XX

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

IX.X. BAGGAGE

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



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Memorandum

AGENDA ITEM 12

DATE: September 3, 2020

TO: Transportation Authority Board

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 09/15/20 Board Meeting: Approve the Revised Procurement Policy and Travel,

Conference, Training and Business Expense Reimbursement Policy

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

BACKGROUND

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

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

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

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



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

DISCUSSION

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

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

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

FINANCIAL IMPACT

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

CAC POSITION

The Citizens Advisory Committee considered this item at its September 2, 2020 meeting and unanimously adopted a motion of support for adoption of the final report.

SUPPLEMENTAL MATERIALS

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