



# AGENDA

## San Francisco County Transportation Authority Meeting Notice

**Date:** Tuesday, September 22, 2020; 10:00 a.m.

**Location:** Watch SF Cable Channel 26

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**PUBLIC COMMENT CALL-IN:** 1 (415) 655-0001; Access Code: 146 226 7339 # #

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**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:**

In accordance with Governor Gavin Newsom's statewide order for all residents to "Stay at Home" - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 disease. Pursuant to the lifted restrictions on video conferencing and teleconferencing, the Transportation Authority Board and Committee meetings will be convened remotely and allow for remote public comment. Members of the public are encouraged to watch SF Cable Channel 26 or visit the SFGovTV website ([www.sfgovtv.org](http://www.sfgovtv.org)) to stream the live meetings or watch them on demand. If you want to ensure your comment on any item on the agenda is received by the Board in advance of the meeting, please send an email to [clerk@sfcta.org](mailto:clerk@sfcta.org) by 8 a.m. on Tuesday, September 22, or call (415) 522-4800.

Page

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



**Consent Agenda**

- |     |   |     |
|-----|---|-----|
| 4.  | Approve the Minutes of the September 15, 2020 Meeting - <b>ACTION*</b>  | 5   |
| 5.  | [Final Approval] Appoint Nancy Buffum to the Citizens Advisory Committee - <b>ACTION*</b>   | 19  |
| 6.  | [Final Approval] Program \$4,308,164 in Prop AA Vehicle Registration Fee Funds to Three Projects and Amend the 2017 Prop AA Strategic Plan - <b>ACTION*</b>   | 39  |
| 7.  | [Final Approval] 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 - <b>ACTION*</b>   | 63  |
|     | <p><b>Projects:</b> (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 &amp; Grant and Stockton &amp; 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)</p> |     |
| 8.  | [Final Approval] Adopt the Alemany Corridor Safety Project Final Report [NTIP Planning] - <b>ACTION*</b>  | 77  |
| 9.  | [Final Approval] Adopt the Proposed Fiscal Year 2020/21 Budget and Work Program - <b>ACTION*</b>  | 83  |
| 10. | [Final Approval] Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$7,075,000 - <b>ACTION*</b>   | 117 |
| 11. | [Final Approval] Approve the Revised Procurement Policy and Travel, Conference, Training and Business Expense Reimbursement Policy - <b>ACTION*</b>   | 129 |

**End of Consent Agenda**

- |     |   |     |
|-----|---|-----|
| 12. | Van Ness Bus Rapid Transit Update - <b>INFORMATION*</b> | 151 |
|-----|---|-----|

**Other Items**

- |     |   |  |
|-----|---|--|
| 13. | Introduction of New Items - <b>INFORMATION</b>  |  |
|     | <p>During this segment of the meeting, Commissioners may make comments on items not specifically listed above or introduce or request items for future consideration.</p> |  |
| 14. | Public Comment  |  |
| 15. | Adjournment   |  |



**San Francisco  
County Transportation  
Authority**

Board Meeting Agenda

Page 3 of 3

\*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

## San Francisco County Transportation Authority

Tuesday, September 15, 2020

### 1. Roll Call

Chair Peskin called the meeting to order at 10:04 am

**Present at Roll Call:** Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Stefani, Walton, and Yee

**Absent at Roll Call:** Commissioner Safai (entered during item 5)

### 2. CAC Chair's Report - INFORMATION

John Larson, Chair of the Citizens Advisory Committee (CAC), reported out from the September 2 CAC meeting on the CAC's amended motion of support to allocate and appropriate \$14 million in Prop K and Prop AA funds, which relates to Item 8 on the Board agenda. He added among the various requests, the Golden Gate Park Sustainable Travel Study and Fulton Street Safety Project received favorable attention from the CAC and the Short-term Bike Parking Program generated questions about the way in which bike racks are distributed throughout the city and how equity is ensured. Chair Larson said that the siting is based on 311 requests and analysis by SFMTA staff, but that SFMTA welcomed further suggestions about distribution strategies and potential locations. Regarding the Slow Streets Program, he added that though CAC members expressed overwhelming support, the District 6 representative was concerned that the request didn't include District 6 locations. After a series of votes, the CAC approved an amended item, which among other things would condition the Slow Streets Program allocation upon SFMTA working to identify additional Slow Streets or similar improvements in District 6 and 7. John Larson thanked the SFMTA staff on behalf of the CAC for their thorough response.

Chair Larson also reported on the Alemany Corridor Safety Project final report and commented that some CAC members noticed that more significant bicyclist safety improvements did not seem to figure highly in the recommended improvements. He added that SFMTA staff referenced the near term buffered bike lanes and pavement markings, but explained that protected bike lanes are challenging because though Alemany is a high-volume street, it is still primarily a residential area and installing a protected bike lane would result in the loss of a lot of parking due to the need for daylighting (red zones) adjacent to the many driveways. Chair Larson shared that CAC members remain concerned about the longer-term treatment towards the corridor and would like to see more aggressive bike safety improvements in long range plans.



Lastly, Chair Larson commented on the Proposed Fiscal Year 2020/21 Budget and Work Program and appreciated staff for developing a well thought out plan given the budgetary challenges ahead in our current environment.

**3. Approve the Minutes of the August 25, 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)

**4. Appoint One Member to the Citizens Advisory Committee - ACTION**

District 4 candidate Nancy Buffum appeared before the Board and provided a brief introduction and summary of her qualifications.

Commissioner Mar thanked Ms. Buffum for her willingness to serve the city. He added that he is impressed by her strong background in supporting the needs of family and children and is excited to support her nomination for the Citizens Advisory Committee.

There was no public comment.

Commissioner Mar moved to approve the item, seconded by Commissioner Mandelman.

The item was 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)

**5. SFMTA Rail Service Update - INFORMATION**

Chair Peskin introduced the item and acknowledged SFMTA Director Jeffrey Tumlin, Director of Transit Julie Kirschbaum, and Deputy Director of Maintenance and Way Charles Drane. Chair Peskin acknowledged the difficult times for everyone and public transit in particular and recognized the steps SFMTA has been taking. He emphasized that it was a collective responsibility to drill down on the premature opening of the light rail system in a constructive fashion and figure out how the Transportation Authority can help the SFMTA both as a funding agency and as policy body in ameliorating that and really capitalizing on the opportunity presented by shutting down the subway.

Director Tumlin introduced Ms. Kirschbaum who gave the presentation.



During the presentation, Chair Peskin asked how many miles of cable wire there are, when the cable wire was last replaced, how many splices existed in the beginning, and how many splices were recently added and why. He noted that the roughly 25% reduction in splices over the last year mentioned during the presentation was relative to the 200 splices in place last year rather than the about 30 splices in use in 2008 when the wire was replaced. Chair Peskin asked Ms. Kirschbaum to run through the options and considerations and discuss the reasons the wire wears out.

Director Kirschbaum replied that the subway has 11 miles of overhead wire and initially there were very few splices in the system. Ms. Kirschbaum said that the number of splices, which is a floating number, has increased over time due to maintenance needs. In April 2019, there were about 200 splices, the SMTA recently replaced 45 splices, and the most recent data shows there are now only 154 splices in the subway system.

Director Kirschbaum stated that Muni typically installs two splices when they fix a short length of wire, due to the short maintenance window when no service is provided. A year ago, SFMTA committed to its board to have a longer maintenance window two times per year to allow time to make longer term repairs than can be made in the nightly maintenance windows. She noted this is a good systemic fix but that SFMTA is still dealing with the legacy of not having made that commitment until about a year ago. Director Kirschbaum reviewed four options on the table for addressing the issues, noting the last two would reset the SFMTA, getting the subway back to where it was in 2008, but would require a longer shutdown of the subway (slide 5 in the presentation).

Chair Peskin asked if pursuing one of the more comprehensive solutions involving replacing all the wire in the subway would mean that all the maintenance work completed in the last several months would have to be re-done. Director Kirschbaum replied in the affirmative.

Director Kirschbaum then continued to elaborate on the fourth option which SFMTA is researching based on European repair methods for older systems. She noted this may be particularly applicable for some of the low tunnel areas where they are experiencing issues. Director Kirschbaum stressed that the ability to pursue the more comprehensive solutions requires longer subway shutdowns and is predicated on reduced demand to downtown based on most office buildings remaining largely unused during the remainder of the pandemic. She summed up the situation by noting they are on track to fix the short-term problem but are researching and looking into entering a policy discussion on what a bigger fix and more comprehensive approach to this problem would look like.

Commissioner Mandelman asked for more discussion about the subway system's other vulnerabilities and the process by which SFMTA was assessing other potential maintenance issues. Commissioner Mandelman noted that in the Muni Performance Working Group last year, there was a lot of discussion about train control systems and drivers, but splices were not mentioned. He wondered if there were ways to know about the other issues that may 'derail' us.



Director Kirschbaum replied, stating that there are 5 or 6 areas of the subway, where there are issues already identified. Some have a long trajectory like the train control system while others are already undergoing improvements that could be accelerated. For example, she said that the subway has very old, analog switches that require a lot of manual adjustments. As part of the extended maintenance window, four of the switches have been replaced with a modern digital switch, including at Church/ Duboce which was one of the biggest vulnerabilities, but there are a couple dozen switches that would also benefit from an upgrade. Director Kirschbaum said that special trackwork itself also needs replacement in some areas (e.g. the Castro and Embarcadero crossovers) that are at the end of their useful life. These sections are planned to be replaced within 18-24 months, but expedited replacement is being explored so that riders are not inconvenienced twice. She noted the subway track is also reaching the end of its useful life. She described an incremental fix which involves replacing the track fasteners that secures the rail has been started. Ms. Kirschbaum also noted there is an opportunity to replace the track.

Commissioner Mandelman asked about the age of the track. Mr. Drane said in most cases it is 44 years, dating from when service debuted in the tunnel.

Chair Peskin inquired about the useful life of track and Mr. Drane replied that it is based more on wear and usage of the track, which they evaluate, more than it is on age.

Chair Peskin observed that the failure is there was a long period of time when there was a consistent period of 24-hours per day access to the subway to make major repairs rail service shut down, yet SFMTA was still acting like there were only 2 ½ hour nightly maintenance windows. He observed the tracks are being treated the same way as the splices, being fixed with 'band-aids' despite there being a once in a lifetime opportunity to replace the tracks wholesale. He said SFMTA should be doing a 'soup to nuts' analysis about whether or not they should replace the tracks while they have 24-hour access to the subway.

Ms. Kirschbaum agreed. She said there are some ideas that may get tossed out because they have really long lead times, but that SFMTA will consider the whole system, including signals, track, overhead wires, fire and life safety and drainage.

Director Tumlin said he also agreed with Chair Peskin's point and stated that he has directed staff to think outside the box on how to use this rare opportunity (never before in Muni's history) to catch up on deferred maintenance as well as system modernization. He asked the Board about their tolerance for a subway shutdown of 12 months or potentially longer in order to catch up with decades of problems resulting from deferred maintenance.

Chair Peskin commented if there is a silver lining it is that Muni is running a pretty good bus system on the surface and people are adapting to that. He said the fundamental question seems to be about capital and resources to do it. He noted that this afternoon the Board of Supervisors will vote on \$89 million for the Next Bus contract. He asked



Director Tumlin if SFMTA has enough capital and resources for the subway repairs and if the Next Bus contract should be the priority or repairs in the subway.

Director Tumlin replied that this is a question for both the Board and SFMTA and clarified that SFMTA is developing this plan in real-time. He said they are seeking to understand the full array of scenarios to consider and will partner with Transportation Authority staff if the Board has an appetite for the more aggressive scenarios. He said there are opportunities to fund large capital projects such as if there is change in the composition of the Senate after the election, and that this is the time to prepare projects to receive federal funding for the subway, if possible.

Director Kirschbaum added that with respect to the on-the-fly work they have had to do to rebuild the system multiple times, if there was anything they didn't do well it was in the area of customer communications. She said their once cutting edge communications system was now out of date and said that customers should not have to decide between quality of information and the reliability of the subway.

Director Tumlin acknowledged that San Francisco riders are tolerant of service issues as long as they receive good information, noting that their customer information system is collapsing and is no longer supported by telecommunications companies.

Commissioner Yee asked about the longest closure of the subway, over its 44 years of operation. Director Kirschbaum replied that she was not aware of a past shutdown longer than the recent Twin Peaks shutdown. She said she believed this pandemic-induced shutdown is the longest they have ever experienced, but she would need to confirm with Muni historians.

Commissioner Yee clarified that he asked that question to better understand rider tolerance for shutdowns.

Commissioner Preston asked for more information on the load, resulting from a subway system shutdown, that surface buses can accommodate. He provided the example of the N Judah Line in his district and inquired about the costs of running the surface level transit versus rail.

Director Kirschbaum replied that the N Judah has required constant adjustments to get to the right service levels. The N Judah is currently serviced with a 60-foot bus (30 people) - where the two car train can allow 190 to 100 people, and the buses are running about every 6 minutes. She added that N Judah is not experiencing current crowding. The reintroduction of the 7, having the 60-foot buses and the frequent service is enabling SFMTA to keep up with demand, but as the heaviest ridership route they are continuing to examine it closely. She also noted that they are also closely evaluating the T Line, which has experienced heavy ridership both because of the makeup of the communities it travels through and its service to hospitals. For both of those routes they have been making continuous adjustments to ensure they have the right service levels.

Commissioner Preston stated he wanted a clearer sense of how ridership rises, what percent of the ridership that would have been on rail can be accommodated on buses.



Ms. Kirschbaum said she would follow up. Director Tumlin add that the crowding data that they use to make service allocations is available to the public on their SFMTA COVID 19 dashboard (search "SFMTA COVID Data Dashboard"). He said there was crowding on N Judah bus early in COVID, but SFMTA had used its data to reallocate service.

Director Kirschbaum provided another example on the M T line which worked well as a train, but they found it didn't work well as a bus because the T line had much higher ridership; thus, they broke the route apart and are now running the T bus to Castro.

Commissioner Preston thanked SFMTA for the information, for bringing the 7 bus back, and for looking at the parallel lines as part of the strategy, and encouraged them to continue doing that particularly if there is going to be a prolonged shut down.

Commissioner Mar expressed interest in considering options three and four, which offer more long-term, comprehensive solutions to all of the system's vulnerabilities. He added that decades of deferred maintenance are holding the Muni system back.

Commissioner Mar agreed that extending the closure to transform service over the long term may be worth it, but he would like more information on the scale of service and reliability improvements versus the shorter-term ones.

Director Kirschbaum stated that they are still working through these ideas, which range from immediate customer facing improvements such as looking at whether they can provide Wi-Fi in the subway to removing slow zones established due to infrastructure limitations. She added that they are also looking at improvements that require closures that could be expedited to reduce future inconveniences. She noted that they will return to the Board with a more detailed package detailing those benefits.

Commissioner Haney inquired about Director Tumlin's comment regarding the possibility of federal funding and whether identifying funding was incorporated into the timelines in the presentation.

Director Tumlin replied that these are all big questions that SFMTA needs to collaborate on with Transportation Authority staff. He added that this may mean two separate closures may be necessary: a nearer-term closure focused on deferred maintenance to the best of SFMTA's capital budget ability, and a later closure focused on replacement of the train control system. The latter is scheduled in the 5 to 7-year timeframe. Director Tumlin said it may be possible to accelerate but it is work that can't be done in the immediate time horizon. He said SFMTA will need to develop a comprehensive plan that develops scenarios around the possibility of federal funding availability.

Director Kirschbaum added that all of these timelines assume that SFMTA is creative and nimble and that SFMTA comes together within its own agency and across partner agencies. She noted that most of the improvements she has been mentioning would take two, three or even four years normally.

Commissioner Haney asked about the impact on the Central Subway and how disruptive this construction would be, if at all, to surrounding residents and businesses.



He noted that residents and businesses had experienced challenges due to the construction impacts of past projects and emphasized the importance of considering how those challenges may be further impacted by COVID.

Commissioner Mandelman said he was inclined to echo Commissioner Mar's to see transformative change and to give SFMTA the necessary time to significantly improve the experience of riders. However, he also acknowledged that he does have concerns about promising transformative change, shutting down the subway for an extended period of time, and then finding major flaws that still cannot be fixed within a 12-18 month shutdown and that continue to bedevil the system. For instance, he referenced the current issue where trains cannot be moved out of the way if they break down due to the lack of pockets and places the trains can go away to - challenges that other systems don't face. He said it is worth thinking about what can and can't be fixed in this time frame and evaluating whether the benefits are significant enough that people will look back and think the improvements were worth the extended closure.

Executive Director Chang noted that the Transportation Authority staff already has discussed with Directors Tumlin and Kirschbaum that the agency will partner with them to further document and comprehensively assess the needs that have been discussed in order to justify the length of the closure. She added that it is important to not rely upon federal funds in the near-term as decisions need to be made soon, and that regional and state funds should be considered as well.

Director Kirschbaum completed the remainder of the presentation. Chair Peskin thanked Director Kirschbaum for her candor and her thorough presentation. He asked her to keep the Board apprised of any liability issues related to the splicer as they are determined.

Commissioner Fewer noted that she would defer to other Commissioner who have rail in their districts, which she does not. She asked if there is a way to detect which splices will fail.

Director Kirschbaum replied that there is not a way to do so at this time, but they think there is some potential to do so; thus, they are considering other options such as a dye test. It would still be labor intensive but less so than replacing all the splices on the surface.

Director Fewer asked if these splices are used by other agencies and, if so, are they looking to replace them in situations like a tunnel or subway.

Mr. Drane answers that splices are necessary in line work as a transitional maintenance part and that Muni has used splices for decades and they have only recently faced this quality issue. He explained that SFMTA is focusing on determining when they received the flawed splices and where they were placed. They are also working with a metallurgist on various testing options to narrow down the amount of splices in the system that need to be replaced. He emphasized that splices themselves are not the issue, rather the problem stemmed from a batch that was of poor quality.



Commissioner Fewer said that she wants to look more long-term. She pointed to new development in the works such as in District 7, which will lead to higher public transit ridership and this opportunity to improve the system will not happen again. She noted that eliminating the subway's dependence on splices would put Muni in a stronger position to serve these future transit riders.

Commissioner Yee agreed that the more aggressive strategies should be pursued. He added that SFMTA should continue with the M Line tunnel all the way to Park Merced. Commissioner Yee then asked if the light rail can operate in other areas of the system while the subway tunnels are shutdown, and specifically whether it would be possible to keep the new K L line in service to allow time to iron out issues with the new line.

Mr. Drane replied that the traction power system is divided into 140 sections, and it can be ironed out to very specific sections even within the subway. In 2018, during the Twin Peaks tunnel track replacement project, 3 miles of service was shut down, but the metro tunnel and many other surface lines continued to operate through a 90-100 day shutdown. He affirmed that the system can be subdivided and operated electrically. Director Tumlin said SFMTA is considering how to operate portions of the surface rail system while keeping the underground subway closed.

Director Kirschbaum stated that they will need to really understand the tradeoffs related to staff resources because the same staff that will be responsible for caring for the system and responding to incidents on the surface rail are the same staff that have the potential to do work in the subway. She said the real benefits of maintaining some surface rail is it keeps the rail skills sharp and it frees up buses to redirect to areas experiencing crowding.

Chair Peskin appreciated that attributing the subway shutdown to a COVID case in the Transportation Management Center was not part of today's presentation, though it had initially been cited by the SFMTA as a cause along with the splices a couple days after the shutdown. He said it was correct for the city and the SFMTA to specify that the fundamental cause was quality control due for a failed \$200 part known as the splice. Chair Peskin asked if the antiquated technology that was in use when he and then Supervisor Dufty went to the control center in the West Portal tunnel has been replaced or if it was still the same worn out 40-year old system.

Director Kirschbaum replied that it is the same worn out, 40-year old system, and said replacing this technology is the centerpiece of SFMTA's capital program as well as the recommendations that emerged from the Muni Performance Working Group that that be replaced and the work is proceeding. She said there is no scenario that this is a 12-month project given its complexity and extent. She said it is more like a 5 to 7-year project.

Director Tumlin added that project is in the capital plan and thanked the Transportation Authority for its help in getting the first \$40 million awarded to the replacement of the train control system.



Chair Peskin asked if Bob Sergeant, transit consultant for the Transportation Authority, had anything to add and thanked him for the initial questions he had sent early on to the SFMTA on the rail service shutdown.

Mr. Sergeant thanked Directors Tumlin and Kirschbaum for their transparency and candor. He said that they talked about an alternative to the wires in their presentation and he noted that this is being considered within the Downtown Extension project within the Salesforce Transit Center as it precludes people from touching or throwing items onto active wires. This is something that is being considered in other parts of the United States, as well.

Chair Peskin concurred with Mr. Sergeant's comment on SFMTA's transparency and candor noting we should use this opportunity as best we can.

During public comment, Aleta Dupree thanked them for the presentation, but expressed dissatisfaction regarding the quality assurance performed on the materials. She referred to BART's systems for maintaining control systems during COVID. She also said she does not think the closure should be all or nothing, mentioning that the New York City subway pre-COVID performed maintenance and construction even though it runs 24 hours per day. She encouraged officials to step up and not just look at being acceptable but building a railroad that is great and legendary.

Roland Lebrun spoke about the importance of not relying on external quality assurance/quality control and asked if SFMTA had performed tensile tests on the rest of the splices and if not, why not. Second, he asked if SFMTA used specific torque specifications to tighten splices and if not, why not. Lastly, he asked whether Siemens could recalibrate the new trains with battery back-up sufficient to propel the trains to the next station in the event of catenary failure.

Francisco Da Costa shared history about the 3rd Street light rail, which was originally supposed to be on Geary. He said prior to the light rail, the 15 bus provided better transit service. He expressed a desire to hear from the unions, drivers, and operators as part of these types of discussions.

David Pilpel said this was exactly the kind of transit service policy discussion needed to address current challenges and he asked that the operational and passenger tradeoffs be discussed in addition to cost and schedule. Mr. Pilpel said there should be 1 or more townhalls to get input given how many people are impacted by the subway shutdown. He also asked whether the new Siemens vehicles cause more stress on the overhead wires and splices compared to the Breda fleet. Lastly, Mr. Pilpel said when he rode the rail system on the first day of the restart of rail service, he did not see that all of the overhead lights had been replaced in the subway stations or that the subway walls had been washed to remove grime and trash and asked that these things be done before the next restart.

## **6. State and Federal Legislation update - INFORMATION/ACTION**

Due to time constraints, item 6 was deferred to the call of the Chair.



**7. 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.

There was no public comment.

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

The item was approved without objection on the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee (11)

Absent: (0)

**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**

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

Commissioner Fewer shared that she is delighted to move forward with the Golden Gate Park Sustainable Travel Study. She stressed the importance of open space access for residents particular at present and said she wanted to ensure that we are looking at plans for access to the park through an equitable lens. Commissioner Fewer stated that one key priority is to improve accessibility into the park for people with disabilities to also be able to access institutions (museums) that serve all visitors. She recognized that the park is a neighborhood, citywide and regional destination as well. For that reason, she said the study will convene a diverse set of stakeholders in a working group including residents adjacent to the park, representatives of Districts 1, 4, 5 and 7, park institutions, public agencies, advocates, community organizations, businesses adjacent to the park, and visitors. She thanked Supervisor Mar for his enthusiasm and commitment to advancing a sustainable vision for connections to Golden Gate Park.

With respect to the Fulton Street Safety Project, Commissioner Fewer highlighted that this traffic safety project will bring needs changes to the high injury corridor. She described the proposed improvements and how it will put people first and make it safer for everyone. She thanked WalkSF and her 15,000 neighbors who participated in the process via surveys, walk audits, open houses and more to amplify the vision to a safer Fulton Street.

Commissioner Haney referenced comments made during the CAC Chair's Report where it was heard that the concerns about the lack of Slow Streets in District 6 are very strong for Danielle Thoe, the District 6 CAC representative as well as for residents, organizations and leaders in District 6, himself included. He said its gotten to the point where the District 6 CAC representative has called for the funding for Slow Streets to be put on hold until both Districts 6 and 7 are included. Commissioner Haney said he expected more progress on emergency response to have been made in District 6 on Slow Streets and noted the district seemed to be treated differently in many ways with



an entirely different category of emergency streets, a different program that also seems inadequate. He asked SFMTA staff if they could describe the next steps for District 6 as it relates to Slow Streets and/or securing funding for making some of the emergency street changes permanent in District 6. He added that he supports the Slow Streets Program and doesn't want to hold up the funding for the program but wants a sense of how District 6 needs will be addressed when the District has almost entirely been excluded from the Slow Streets Program. He ended by noting that the majority of streets in District 6 are on the High Injury Network and warrant special attention.

Jamie Parks, Livable Streets Director with SFMTA responded by expressing appreciation for the unique needs of District 6 and for Chair Haney's leadership. He added that the addition of Slow Streets has been one of the many tools that are a part of the COVID response, however this tool has not been applicable to a lot of the streets in District 6. He provided examples of other improvements where Slow Streets are not applicable such as adding a play street on Folsom, a play street on Turk in the Tenderloin, and sidewalk widening on Jones Street. Mr. Parks shared that the SFMTA is committed to meeting the goals and needs of the neighborhood and is open to working with Commissioner Haney's office to identify the opportunities and the changes that are needed.

Commissioner Haney appreciated Mr. Parks comments and acknowledge that Slow Streets is only one of many tools available, but that the tools being deployed in District 6 have been inadequate. He said work has been done on Jones Street, but has been minimal and there is a need to look at more permanent solutions. Similarly, he said he appreciates Turk street but believes it is only one block for a few hours on Saturday and has only been held once, which isn't enough. He emphasized that SFMTA has heard concerns about progress being too slow and has heard this from the neighborhood, from the SFMTA Board, himself and now the CAC.

Mr. Parks responded that if there are changes that need to Jones Street or other places be made to provide more durable materials, SFMTA can look into this. He gave the concrete barriers as an example, which SFMTA is renting since it wasn't clear initially how long it would be needed.

Commissioner Haney asked Jamie to speak on the funding needs exist for the emergency streets program in District 6 and the Tenderloin, and how much has been spent on the street treatments so far.

Jamie responded that majority of the funds have been spent on the staff expenditures estimating roughly over \$100,000 on staff labor facilitating the approval and design of play streets and shared spaces. He said the Jones design and implementation for renting of barriers and striping and signs and was a little of 150,000 and they have worked out a maintenance contract with Tenderloin Community Benefit District (TLCBD) to help some of the maintenance needs on the street of the Tenderloin, which he thought was roughly around \$50,000. He also shared they are continuing to advance the quick build program in District 6 and have allocated around \$1.5 million dollars to



deliver quick build in the next several months in Leavenworth, Golden Gate, Embarcadero and Howard street.

Commissioner Haney commented on the streets that were explored for Slow Streets but were not able to be secured. He asked how many streets in District 6 were identified through community surveys for Slow Street treatments.

Mr. Parks responded saying he thought there might be about ten and said that he can provide a full list to the Commissioner following the meeting.

Commissioner Haney reiterated his support for funding the Slow Streets request as is, but shared he continues to share the concerns of the District 6 CAC representative about the exclusion of District 6 streets from the Slow Streets Program and that they are being treated differently and in a way that has been inadequate. He asked for the SFMTA to come back to present updates in the future.

Mr. Parks agreed to return with an update at a future meeting.

During public comment, Brian Haagsman, WalkSF Vision Zero organizer, expressed WalkSF's strong support for the Fulton Street Safety, Golden Gate Park Sustainable Travel Study, and Bayview Community Based Transportation Plan Implementation and thanked SFMTA, all the community members who contributed to these improvements and commissioners' offices for supporting the funding requests.

During public comment Brian Wiedenmeier spoke in favor of the Fulton Street Safety, Short-term Bike Parking, and Bayview Community Based Transportation Planning Implementation. With respect to Slow Streets, he echoed Commission Haney's comments about geographic equity for this program, noting needs in the Tenderloin and South of Market are great. Finally, he commented on the Golden Gate Park Sustainable Travel Study and said they are in full support of the study and looking forward to a process that helps ensure access to the park and all amenities in it, particularly for seniors and persons with disabilities, while preserving what has become a treasured asset, car-free space on JFK Drive.

During public comment CAC District 6 representative, Danielle Thoe, thanked Commissioner Haney for his support on Slow Streets and finding space for recreation in District 6. She stated that some of the challenges around implementation in the district come back to how the streets in the SOMA and Tenderloin are designed to be freeways for the rest of the city. She noted that the pandemic has really highlighted the need to make large scale changes to streets in the Tenderloin to prioritize the most vulnerable street users.

Commissioner Mandelman moved to approve the item, seconded by Commissioner Fewer.

The item was approved without objection on the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee (11)

Absent: (0)



**9. Adopt the Alemany Corridor Safety Project Final Report [NTIP Planning] - ACTION**

Victoria Chong of SFMTA presented the item

Commissioner Safai commented he is happy being able to move this study along with SFMTA quickly even with COVID. He commented about the dangerous conditions on the corridor with almost weekly collisions, speeding, and damage to home and property. He noted this corridor was originally designed for a different period in time when it was designed as a small freeway and cut through, but now is time to update the design and add improvements that change traffic patterns. He said the SFMTA has committed to putting funding in this year's budget to install a signal at Theresa and Alemany, which is a big step forward. He said the subject funding request makes improvements throughout the corridor such as adding crosswalks and daylighting that will make a significant impact towards improving safety in the corridor. Commissioner Safai thanked Victoria Chong and SFMTA staff for their hard work and creativity towards this project and its funding, and he also appreciated community members for their participation in this process. He said funding is lined up for many of the short- and mid-term improvements and he will continue to work on securing additional funding.

Commissioner Yee thanked Commissioner Safai for his leadership and efforts towards the Alemany project, noting he was familiar with the corridor since he used to live on the corridor and found it frightening to cross the streets as cars would never stop to allow him to cross.

There was no public comment.

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

The item was approved without objection on the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee (11)

Absent: (0)

**10. Adopt the Proposed Fiscal Year 2020/21 Budget and Work Program - ACTION**

Cynthia Fong, Director for Finance and Administration, presented the item

There was no public comment

Commissioner Mandelman moved to approve the item, seconded by Commissioner Yee.

The item was approved without objection on the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee (11)

Absent: (0)

**11. Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$7,075,000 - ACTION**



**12. Approve the Revised Procurement Policy and Travel, Conference, Training and Business Expense Reimbursement Policy - ACTION**

Chair Peskin called items 11 and 12 together.

Cynthia Fong, Director for Finance and Administration, presented both items.

There was no public comment.

Commissioner Walton moved to approve item 11, seconded by Commissioner Fewer.

The item was approved without objection on the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee (11)

Absent: (0)

Commissioner Ronen moved to approve item 12, seconded by Commissioner Yee.

The item was approved without objection on the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee (11)

Absent: (0)

**Other Items**

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

There were no new items introduced

**14. Public Comment**

There was no general public comment

**15. Adjournment**

The meeting was adjourned at 12:30 pm



RESOLUTION APPOINTING NANCY BUFFUM 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 reviewed and considered all applicants' qualifications and experience and recommended appointing Nancy Buffum 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 Nancy Buffum 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.



## 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 Nancy Buffum to the Citizens Advisory Committee

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



“...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](http://www.sfcta.org/cac).

All applicants have been advised that they need to appear in person before the Board in order to be appointed, unless they have previously appeared. If a candidate is unable to appear before the Board on the first appearance, they may appear at the following Board meeting in order to be eligible for appointment. 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 <sup>1</sup>

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

\*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)

## Attachment 2 (Updated 09.11.20)

CITIZENS ADVISORY COMMITTEE APPLICANTS <sup>1</sup>

	Name	Gender	Ethnicity	District	Neighborhood	Affiliation/Interest
1	Nancy Arms Simon*	NP	NP	10	Bayview	Disabled, Environmental, Labor, Neighborhood, Public Policy, Senior Citizen
2	Philip Bailey*	M	C	5	Cole Valley	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
3	Nancy Buffum*	F	C	4	Sunset	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
4	Sam Fielding*	M	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	C	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*	M	A	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*	M	C	4	Outer Sunset	NP
12	John Lisovsky*	M	C	5	Panhandle	Environment, Labor, Neighborhood, Public Policy
13	Trey Matkin*	M	C	5	Hayes Valley	Business, Disabled, Environment, Labor, Neighborhood, Public Policy
14	Kary McElroy*	F	C	5	Alamo Square	Business, Disabled, Environment, Neighborhood, Public Policy, Senior Citizen
15	Marlo McGriff*	M	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)

## Attachment 2 (Updated 09.11.20)

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

## 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



**San Francisco  
County Transportation  
Authority**

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

<b>Nancy</b>	<b>Buffum</b>	<b>Female</b>	<b>Caucasian</b>
<small>FIRST NAME</small>	<small>LAST NAME</small>	<small>GENDER (OPTIONAL)</small>	<small>ETHNICITY (OPTIONAL)</small>
<b>4</b>	<b>Sunset</b>	<b>REDACTED</b>	<b>REDACTED</b>
<small>HOME SUPERVISORIAL DISTRICT</small>	<small>NEIGHBORHOOD OF RESIDENCE</small>	<small>HOME PHONE</small>	<small>HOME EMAIL</small>
<b>REDACTED</b>	<b>San Francisco</b>	<b>CA</b>	<b>94122</b>
<small>STREET ADDRESS OF HOME</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP</small>
<b>4</b>	<b>Sunset</b>	<b>na</b>	<b>REDACTED</b>
<small>WORK SUPERVISORIAL DISTRICT</small>	<small>NEIGHBORHOOD OF WORKPLACE</small>	<small>WORK PHONE</small>	<small>WORK EMAIL</small>
<b>555 Franklin</b>	<b>San Francisco</b>	<b>CA</b>	<b>94109</b>
<small>STREET ADDRESS OF WORKPLACE</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP</small>

### 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

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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 meetings (about once a month for the Transportation Authority CAC,  or once every two to three months for project CACs):

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

Nancy Buffum

9/6/2020

NAME OF APPLICANT

DATE



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

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

### Statement of qualifications:

Asian Pacific American Public Affairs Association (APAPA) – San Francisco Chapter  
 Operations Assistant | January 2019 - Present

- Organizes meetings with nonprofit organizations such as Chinese Progressive Association and Chinese for Affirmative Action and elected officials such as President of the San Francisco Board of Supervisors Norman Yee and Mayor London Breed to advocate for local Asian American community interests
- Creates and implements projects that increase voter turnout and political participation such as:
  - o a voter registration drive for SFUSD students
  - o a paid summer internship for college-age young adults that places them with elected officials and teaches them skills needed to run for public office
- Maintains correspondence with APAPA officials and alums and works to expand its growing network

Office of Supervisor Jane Kim

Policy Fellow | August 2017 – August 2018

- Reviews and drafts legislative documents such as commendations and certificates of honor for community leaders, local businesses, and nonprofits
- Staffs community events in order to promote understanding of legislation and connect with constituents on issues such as the Central SoMa Plan, development in Mission Bay, and poverty in the Tenderloin
- Manages multiple schedules for the Supervisor and staff and oversees meetings with constituents and governmental agencies

Office of Assemblymember David Chiu

Administrative Intern | June 2017 – August 2017

- Directs constituents to city and state agencies that best meet their needs
- Represents the Assemblymember at various community meetings to inform the public on his policies 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.

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:**

<input checked="" type="checkbox"/>	Business
<input checked="" type="checkbox"/>	Disabled
<input checked="" type="checkbox"/>	Environment
<input checked="" type="checkbox"/>	Labor
<input checked="" type="checkbox"/>	Neighborhood
<input checked="" type="checkbox"/>	Public Policy
<input checked="" type="checkbox"/>	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):**  Yes

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

Calvin Ho

2/22/2019

NAME OF APPLICANT

DATE



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

<b>Amanda</b>	<b>Jimenez</b>	<b>Female</b>	<b>Hispanic or Latino</b>
FIRST NAME	LAST NAME	GENDER (OPTIONAL)	ETHNICITY (OPTIONAL)
<b>4</b>	<b>Outer Sunset</b>	<b>REDACTED</b>	<b>REDACTED</b>
HOME SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF RESIDENCE	HOME PHONE	HOME EMAIL
<b>REDACTED</b>	<b>San Francisco</b>	<b>CA</b>	<b>94116</b>
STREET ADDRESS OF HOME	CITY	STATE	ZIP
<b>6</b>	<b>Tenderloin</b>		<b>REDACTED</b>
WORK SUPERVISORIAL DISTRICT	NEIGHBORHOOD OF WORKPLACE	WORK PHONE	WORK EMAIL
<b>166 Eddy st</b>	<b>San Francisco</b>	<b>CA</b>	<b>94102</b>
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  
 Culinary Events Intern 2017

- 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 San Francisco, CA  
 Assistant to Environmental Health and Safety Manager 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:**

<input type="checkbox"/>	Business
<input checked="" type="checkbox"/>	Disabled
<input checked="" type="checkbox"/>	Environment
<input type="checkbox"/>	Labor
<input checked="" type="checkbox"/>	Neighborhood
<input checked="" type="checkbox"/>	Public Policy
<input type="checkbox"/>	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):**  Yes

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

Amanda Jimenez

2/28/2019



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

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

<input type="checkbox"/>	Business
<input type="checkbox"/>	Disabled
<input type="checkbox"/>	Environment
<input type="checkbox"/>	Labor
<input type="checkbox"/>	Neighborhood
<input type="checkbox"/>	Public Policy
<input type="checkbox"/>	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):**

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



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

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

<input type="checkbox"/>	Business
<input type="checkbox"/>	Disabled
<input checked="" type="checkbox"/>	Environment
<input checked="" type="checkbox"/>	Labor
<input checked="" type="checkbox"/>	Neighborhood
<input checked="" type="checkbox"/>	Public Policy
<input type="checkbox"/>	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):**  Yes

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

Stephen Woods

2/28/2019

NAME OF APPLICANT

DATE

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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



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

WHEREAS, 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.



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 Received<sup>1</sup>**

**Pedestrian Safety Category**

#	Project Name	Brief Project Description	District(s)	Sponsor <sup>2</sup>	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
<b>Pedestrian Safety Category Subtotal</b>						<b>\$ 2,349,000</b>	<b>\$ 762,636</b>	

**Transit Reliability and Mobility Improvements Category**

#	Project Name	Brief Project Description	District(s)	Sponsor <sup>2</sup>	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.	4,7	SFMTA	Construction	\$ 71,209,060	\$ 3,664,159	20/21
<b>Transit Reliability and Mobility Improvements Category Subtotal</b>						<b>\$ 73,809,060</b>	<b>\$ 5,614,159</b>	

<sup>1</sup> 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.

<sup>2</sup> Sponsor abbreviations include: the San Francisco Municipal Transportation Agency (SFMTA) and San Francisco Public Works (SFPW).

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

Attachment 2.  
2020 Prop AA Call for Projects  
Draft Programming Recommendations<sup>1</sup>

**Street Repair and Reconstruction Category**

Evaluation Score	Project Name	Sponsor <sup>1</sup>	Phase(s)	Total Project Cost	Prop AA Requested	Recommended Prop AA Programming	Notes
			Subtotal	\$ -	\$ -	\$ -	No applications were submitted
			<i>Street Repair and Reconstruction Category Amount Available</i>			<i>\$318,089</i>	

**Pedestrian Safety Category**

Evaluation Score	Project Name	Sponsor <sup>2</sup>	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	\$ 2,349,000	\$ 762,636	\$ 644,005	
			<i>Pedestrian Safety Category Amount Available</i>			<i>\$325,916</i>	

**Transit Reliability and Mobility Improvements Category**

Attachment 2.  
2020 Prop AA Call for Projects  
Draft Programming Recommendations<sup>1</sup>

Evaluation Score	Project Name	Sponsor <sup>2</sup>	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.
<b>Subtotal</b>				<b>\$ 71,209,060</b>	<b>\$ 3,664,159</b>	<b>\$ 3,664,159</b>	
<b><i>Transit Reliability and Mobility Improvements Category Amount Available</i></b>						<b><i>\$3,664,159</i></b>	

	Total Project Cost	Total Prop AA Requested	Recommended Prop AA Programming
<b>TOTAL</b>	<b>\$ 73,558,060</b>	<b>\$ 4,426,795</b>	<b>\$ 4,308,164</b>
<b><i>TOTAL Available</i></b>			<b><i>\$4,308,164</i></b>

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

<sup>2</sup> 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

Project Name	Phase	Sponsor	Fiscal Year 2017/18	Fiscal Year 2018/19	Fiscal Year 2019/20	Fiscal Year 2020/21	Fiscal Year 2021/22	5-Year Total	
<b>Street Repair and Reconstruction</b>									
<b>Target Funds Available in Category</b>			\$ 2,264,097	\$ 3,980,066	\$ 2,290,392	\$ 2,205,817	\$ 2,175,836	\$ 12,916,208	
Geary Boulevard Pavement Renovation <sup>1,2</sup>	Construction	SFPW			\$ 3,386,732			\$ 3,386,732	
Richmond Residential Streets Pavement Renovation <sup>2</sup>	Construction	SFPW				\$ 2,020,000		\$ 2,020,000	
23rd St, Dolores St, York St and Hampshire St Pavement Renovation <sup>1</sup>	Construction	SFPW			\$ 2,397,129			\$ 2,397,129	
Mission Street Transit and Pavement Improvement	Construction	SFPW				\$ 2,397,129		\$ 2,397,129	
Fillmore Street Pavement Renovation	Construction	SFPW					\$ 2,397,129	\$ 2,397,129	
<b>Subtotal Programmed to Category (% all time)</b>			49.4%	\$ -	\$ -	\$ 5,783,861	\$ 4,417,129	\$ 2,397,129	\$ 12,598,119
<b>Cumulative Remaining Capacity</b>				\$ 2,264,097	\$ 6,244,163	\$ 2,750,695	\$ 539,383	\$ 318,089	\$ 318,089
<b>Pedestrian Safety</b>									
<b>Target Funds Available in Category</b>			\$ 1,010,858	\$ 1,776,991	\$ 1,022,598	\$ 984,837	\$ 971,451	\$ 5,766,735	
Haight Street Streetscape (Pedestrian Lighting)	Construction	SFPW	\$ 2,052,000					\$ 2,052,000	
Potrero Gateway Loop (Pedestrian Safety Improvements) <sup>1,2</sup>	Design	SFPW			\$ 80,000			\$ 80,000	
Potrero Gateway Loop (Pedestrian Safety Improvements) <sup>1,2,3</sup>	Construction	SFPW				\$ 220,000		\$ 220,000	
Vision Zero Coordinated Pedestrian Safety Improvements (Bulbs & Basements) <sup>1,2</sup>	Construction	SFPW			\$ 700,000			\$ 700,000	
Arguello Boulevard Traffic Signal Upgrade	Construction	SFMTA		\$ 655,000				\$ 655,000	
5th Street Quick Build Improvements <sup>2,3</sup>	Construction	SFMTA				\$ 378,372		\$ 378,372	
Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection Improvements Segments F/G <sup>2</sup>	Construction	SFMTA			\$ 368,519			\$ 368,519	
Western Addition Transportation Plan Implementation (Pedestrian Lighting) <sup>1</sup>	Design	SFPW			\$ 60,000			\$ 60,000	
Western Addition Transportation Plan Implementation (Pedestrian Lighting) <sup>1,3</sup>	Construction	SFPW				\$ 926,928		\$ 926,928	
Page Street Neighborway (Webster to Market)	Construction	SFMTA				\$ 144,005		\$ 144,005	
Joice Alley Lighting Improvements	Design, Construction	SFPW				\$ 500,000		\$ 500,000	
<b>Subtotal Programmed to Category (% all time)</b>			25.6%	\$ 2,052,000	\$ 655,000	\$ 1,208,519	\$ 2,169,305	\$ -	\$ 6,084,824
<b>Cumulative Remaining Capacity</b>				\$ (1,041,142)	\$ 80,849	\$ (105,073)	\$ (1,289,540)	\$ (318,089)	\$ (318,089)
<b>Transit Reliability and Mobility Improvements</b>									
<b>Target Funds Available in Category</b>			\$ 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	SFMTA	\$ 2,465,316					\$ 2,465,316	
Third Street Transit and Safety Improvements <sup>2</sup>	Construction	SFMTA			\$ 383,776			\$ 383,776	
Transit Stop Signage Enhancement Program - Phase 1	Design, Construction	SFMTA				\$ 1,043,898		\$ 1,043,898	
Transit Stop Signage Enhancement Program - Phase 2	Design, Construction	SFMTA				\$ 1,021,021		\$ 1,021,021	
L. Taraval Improvement Project (Segment B – Sunset Boulevard to West Portal)	Construction	SFMTA				\$3,664,159		\$ 3,664,159	
<b>Subtotal Programmed to Category (% all time)</b>			25.0%	\$ 2,465,316	\$ -	\$ 383,776	\$ 5,729,078	\$ -	\$ 8,578,170
<b>Cumulative Remaining Capacity</b>				\$ (961,638)	\$ 1,681,682	\$ 2,819,047	\$ (1,445,059)	\$ 0	\$ 0
<b>Total Available Funds</b>			\$ 4,778,633	\$ 8,400,377	\$ 4,834,131	\$ 4,655,626	\$ 4,592,346	\$ 27,261,113	
<b>Total Programmed</b>			\$ 4,517,316	\$ 655,000	\$ 7,376,156	\$ 12,315,512	\$ 2,397,129	\$ 27,261,113	
<b>Cumulative Remaining Capacity</b>			\$ 261,317	\$ 8,006,694	\$ 5,464,669	\$ (2,195,217)	\$ 0	\$ 0	

Allocated  Pending Action

**Notes**

- <sup>1</sup> Comprehensive 2017 Strategic Plan Amendment (Res 19-48, approved 03/19/2019).
- <sup>2</sup> Comprehensive 2017 Strategic Plan Amendment (Res 19-63, approved 06/25/2019).
- <sup>3</sup> 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

Project Name	Phase	Fiscal Year 2017/18	Fiscal Year 2018/19	Fiscal Year 2019/20	Fiscal Year 2020/21	Fiscal Year 2021/22	Fiscal Year 2022/23	Fiscal Year 2023/24	Total
<b>Street Repair and Reconstruction</b>									
<b>Target Funds Available in Category</b>		\$ 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			\$ 2,020,000
23rd St, Dolores St, York St and Hampshire St Pavement Renovation1	Construction			\$ 750,000	\$ 1,647,129				\$ 2,397,129
Mission Street Transit and Pavement Improvement	Construction					\$ 1,198,565	\$ 1,198,564		\$ 2,397,129
Fillmore Street Pavement Renovation	Construction					\$ 480,000	\$ 1,437,129	\$ 480,000	\$ 2,397,129
<b>Cash Flow Subtotal</b>		\$ -	\$ -	\$ 1,596,683	\$ 2,893,812	\$ 4,991,931	\$ 2,635,693	\$ 480,000	\$ 12,598,119
<b>Cumulative Remaining Capacity</b>		\$ 2,264,097	\$ 6,244,163	\$ 6,937,873	\$ 6,249,878	\$ 3,433,782	\$ 798,089	\$ 318,089	\$ 318,089
<b>Pedestrian Safety</b>									
<b>Target Funds Available in Category</b>		\$ 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				\$ 80,000
Potrero Gateway Loop (Pedestrian Safety Improvements)1, 2, 3	Construction					\$ 220,000			\$ 220,000
Vision Zero Coordinated Pedestrian Safety Improvements (Bulbs & Basements)1, 2	Construction			\$ 400,000	\$ 300,000				\$ 700,000
Arguello Boulevard Traffic Signal Upgrade	Construction		\$ 655,000						\$ 655,000
5th Street Quick Build Improvements2, 3	Construction				\$ 378,372				\$ 378,372
Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection Improvements Segments F/G2	Construction			\$ 368,519					\$ 368,519
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				\$ 926,928
Page Street Neighborway (Webster to Market)	Construction				\$ 144,005				
Joice Alley Lighting Improvements	Design, Construction				\$ 87,000	\$ 413,000			\$ 500,000
<b>Cash Flow Subtotal</b>		\$ 500,000	\$ 1,705,000	\$ 1,285,519	\$ 1,961,305	\$ 633,000	\$ -	\$ -	\$ 6,084,824
<b>Cumulative Remaining Capacity</b>		\$ 510,858	\$ 582,849	\$ 319,927	\$ (656,540)	\$ (318,089)	\$ (318,089)	\$ (318,089)	\$ (318,089)
<b>Transit Reliability and Mobility Improvements</b>									
<b>Target Funds Available in Category</b>		\$ 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						\$ 2,465,316
Third Street Transit and Safety Improvements2	Construction				\$ 383,776				\$ 383,776
Transit Stop Signage Enhancement Program - Phase 1	Design, Construction				\$ 521,949	\$ 521,949			\$ 1,043,898
Transit Stop Signage Enhancement Program - Phase 2	Design, Construction				\$ 168,051	\$ 128,051	\$ 624,919	\$ 100,000	\$ 1,021,021
L Taraval Improvement Project (Segment B – Sunset Boulevard to West Portal)	Construction				\$ 1,832,080	\$ 1,832,079			\$ 3,664,159
<b>Cash Flow Subtotal</b>		\$ 1,232,658	\$ 1,232,658	\$ -	\$ 2,905,856	\$ 2,482,079	\$ 624,919	\$ 100,000	\$ 8,578,170
<b>Cumulative Remaining Capacity</b>		\$ 271,020	\$ 1,681,682	\$ 3,202,823	\$ 1,761,939	\$ 724,919	\$ 100,000	\$ 0	\$ 0
<b>Total Available Funds</b>		\$ 4,778,633	\$ 8,400,377	\$ 4,834,131	\$ 4,655,626	\$ 4,592,346			\$ 27,261,113
<b>Total Cashflow</b>		\$ 1,732,658	\$ 2,937,658	\$ 2,882,202	\$ 7,760,973	\$ 8,107,010	\$ 3,260,612	\$ 580,000	\$ 27,261,113
<b>Cumulative Remaining Capacity</b>		\$ 3,045,975	\$ 8,508,694	\$ 10,460,623	\$ 7,355,276	\$ 3,840,612	\$ 580,000	\$ 0	\$ 0



## 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

**RECOMMENDATION**  Information  Action

Program \$4,308,164 in Prop AA Vehicle Registration Fee Funds to Three Projects:

- San Francisco Municipal Transportation Agency's (SFMTA's) Page Street Neighborway (Webster to Market) (\$262,636)
- SFMTA's L Taraval Improvement Project (Segment B - Sunset Boulevard to West Portal) (\$3,664,159)
- San Francisco Public Works' (SFPW's) Joyce Alley Lighting Improvements (\$500,000)

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.

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



## 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.



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.

<b>Table 1. Prop AA Funds Available for Projects</b>	
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
<b>Total Available for Projects</b>	<b>\$4,308,164</b>

**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.



## **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**

<b>Project Name:</b>	New Generation Pneumatic Barrier Style Accessible Fare Gates (Transit Reliability and Mobility Improvement)
<b>Implementing Agency:</b>	San Francisco Bay Area Rapid Transit District (BART)
<b>Project Location:</b>	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
<b>Supervisory District(s):</b>	3, 6, 8, 9, 11
<b>Project Manager (name, phone, email)</b>	Debanjan Chakraborty, 510-464-6844, dchakra@bart.gov
<b>Brief Project Description for MyStreetSF (50 words max):</b>	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.
<b>Detailed Scope (may attach Word document):</b> 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.
<b>Describe Benefits to Communities of Concern and Disadvantaged Populations</b>	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.
<b>Prior Community Engagement/Support (may attach Word document):</b> 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.
<b>Partner Agencies:</b> 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.
<b>Type of Environmental Clearance:</b>	Categorically exempt

Project Delivery Milestones	Status	Work	Start Date		End Date	
			Month	Calendar Year	Month	Calendar Year
Phase*	% Complete as of 7/1/20	In-house, Contracted, or Both				
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

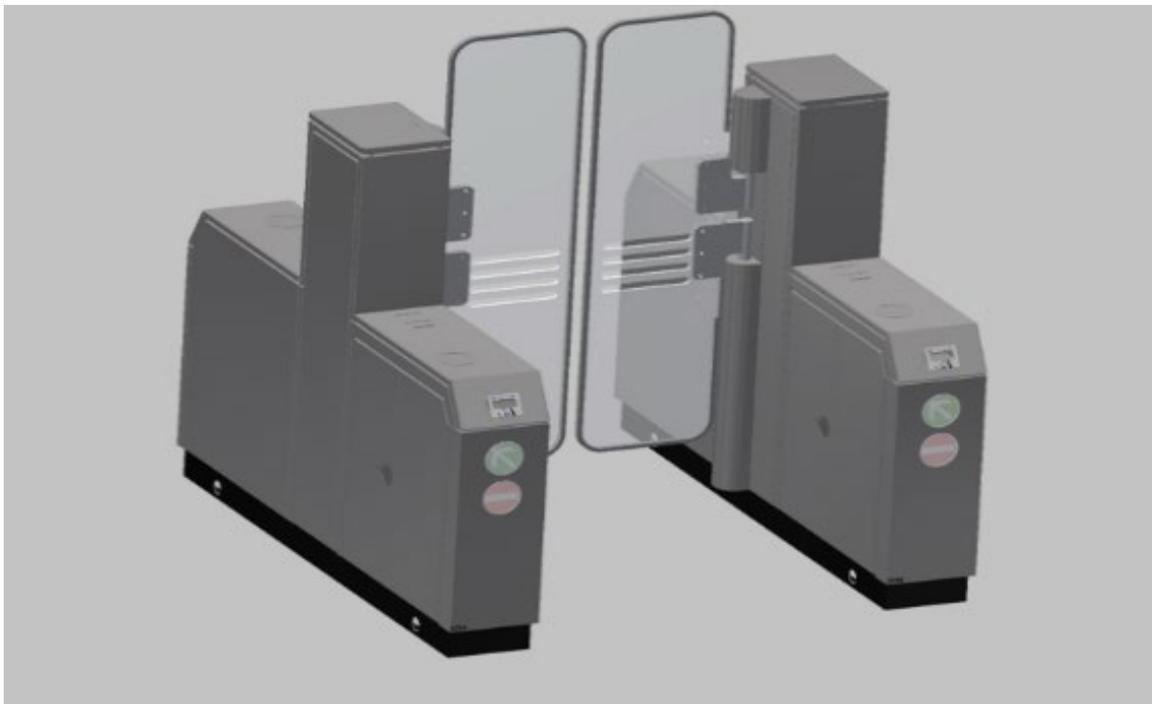
Station	# of AFGs	Station ID
Embarcadero	3	M16
Montgomery Street	4	M20
Powell Street	3	M30
UN Plaza/Civic Center	2	M40
16th Street Mission	1	M50
24th Street Mission	2	M60
Glen Park	1	M70
Balboa Park	3	M80
Daly City	1	M90
<b>Total</b>	<b>20</b>	

## 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:** 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
<b>TOTAL PROJECT COST</b>	<b>\$2,600,000</b>	<b>\$1,950,000</b>	<b>\$0</b>	<b>\$650,000</b>	
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
<b>TOTAL BY FISCAL YEAR</b>	<b>\$250,000</b>	<b>\$600,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$1,950,000</b>

\*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
<b>Prop AA</b>	\$1,950,000			\$1,950,000
FTA	\$0	\$0	\$650,000	\$650,000
<i>Source 2</i>				\$0
<b>TOTAL</b>	<b>\$1,950,000</b>	<b>\$0</b>	<b>\$650,000</b>	<b>\$2,600,000</b>

Desired Prop AA Programming Year
Fiscal Year 2021/22

**Comments/Concerns**

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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

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 1ST DISTRICT

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Rebecca Saltzman  
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 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, 22<sup>nd</sup> 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

# 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 elevator – Sept 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



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



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



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)

Source	EP Line No./ Category <sup>1</sup>	Project Sponsor <sup>2</sup>	Project Name	Current Prop K Request	Current Prop AA Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
							Expected Leveraging by EP Line <sup>3</sup>	Actual Leveraging by Project Phase(s) <sup>4</sup>		
Prop K	22P	PCJPB	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
<b>TOTAL</b>				<b>\$ 10,705,271</b>	<b>\$ 3,664,159</b>	<b>\$ 102,876,672</b>	<b>71%</b>	<b>90%</b>		

## Footnotes

<sup>1</sup> "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).

<sup>2</sup> Acronyms: PCJPB (Peninsula Counties Joint Powers Board); SFCTA (San Francisco County Transportation Authority); SFMTA (San Francisco Municipal Transportation Agency)

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

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

Attachment 2: Brief Project Descriptions <sup>1</sup>

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
22P	PCJPB	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	<p>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.</p> <p>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.</p>
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 <sup>1</sup>

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.

Attachment 2: Brief Project Descriptions <sup>1</sup>

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.
<b>TOTAL</b>			<b>\$10,705,271</b>	<b>\$3,664,159</b>	

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

Attachment 3: Staff Recommendations <sup>1</sup>

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended	Recommendations
22P	PCJPB	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	<p><b>Special Condition:</b> 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.</p> <p>Allocation of \$4,055,032 in Prop K funds fulfills the <b>Intent to Allocate</b> approved by the Board in December 2018.</p>
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		<b>Special Condition:</b> 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		<b>5-Year Prioritization Program (5YPP) Amendment:</b> 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		<b>5YPP Amendment:</b> 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	\$ -	

Attachment 3: Staff Recommendations <sup>1</sup>

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

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

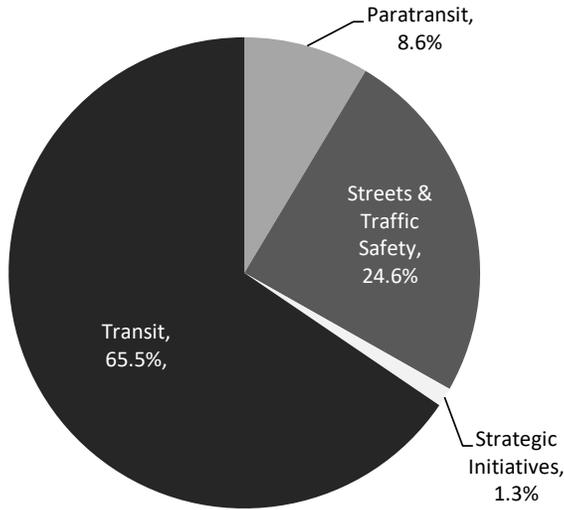
**Attachment 4.  
Prop K Allocation Summary - FY2020/21  
Prop AA Allocation Summary - FY2020/21**

**PROP K SALES TAX**

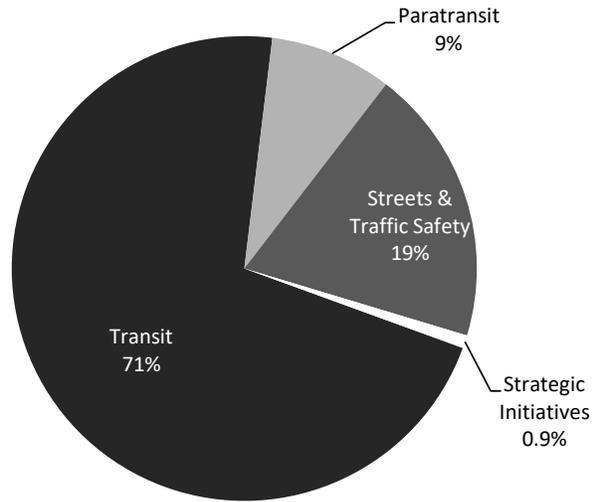
FY2020/21	Total	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 15,154,679	\$ 11,761,316	\$ 3,318,363	\$ 75,000	\$ -	\$ -	\$ -
Current Request(s)	\$ 10,705,271	\$ 1,539,473	\$ 4,341,060	\$ 3,647,326	\$ 1,177,412	\$ -	\$ -
New Total Allocations	\$ 25,859,950	\$ 13,300,789	\$ 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).

**Investment Commitments, per Prop K Expenditure Plan**



**Prop K Investments To Date**

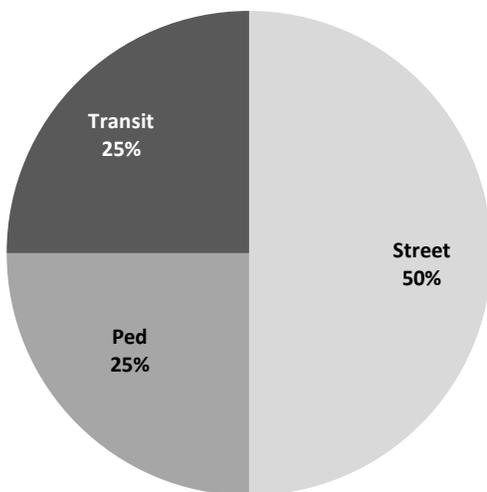


**PROP AA VEHICLE REGISTRATION FEE**

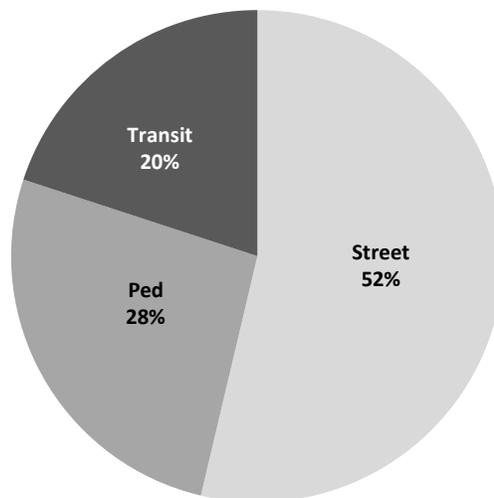
FY2020/21	Total	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Prior Allocations	\$ 1,043,898	\$ 521,949	\$ 521,949	\$ -	\$ -	\$ -
Current Request(s)	\$ 3,664,159	\$ 1,832,080	\$ 1,832,080	\$ -	\$ -	\$ -
New Total Allocations	\$ 4,708,057	\$ 2,354,029	\$ 2,354,029	\$ -	\$ -	\$ -

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

**Investment Commitments, per Prop AA Expenditure Plan**



**Prop AA Investments To Date**





# 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

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Allocate \$180,624 in Prop K funds to the Peninsula Corridor Joint Powers Board (Caltrain) for:</p> <ol style="list-style-type: none"> <li>1. Marin Street and Napoleon Avenue Bridges Rehabilitation</li> </ol> <p>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:</p> <ol style="list-style-type: none"> <li>2. L-Taraval Transit Enhancements (Segment B) - Additional Funds (\$4,055,032 Prop K, \$3,664,159 Prop AA)</li> <li>3. Fulton Street Safety [NTIP Capital] (\$236,215)</li> <li>4. Clay &amp; Grant and Stockton &amp; Sutter Conduits and Signal Modifications (\$420,000)</li> <li>5. Bayview Community Based Transportation Plan Implementation (\$180,000)</li> <li>6. 6th Street Pedestrian Safety (\$4,000,000)</li> <li>7. Short-term Bike Parking (\$398,000)</li> <li>8. Slow Streets Program (\$1,175,400)</li> </ol> <p>Appropriate \$60,000 in Prop K funds for:</p> <ol style="list-style-type: none"> <li>9. Golden Gate Park Sustainable Travel Study [NTIP Planning]</li> </ol> <p><b>SUMMARY</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Fund Allocation</li> <li><input checked="" type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Other: _____</li> </ul>
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## 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.



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.



## **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]



## 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]

<p><b>RECOMMENDATION</b>   <input type="checkbox"/> Information   <input checked="" type="checkbox"/> Action</p> <p>Adopt the Alemany Corridor Safety Project Final Report [NTIP Planning].</p> <p><b>SUMMARY</b></p> <p>In September 2019, with the support of Commissioner Ahsha Safai, the Transportation Authority allocated \$100,000 in Prop K Neighborhood Transportation Improvement Program (NTIP) funds to the San Francisco Municipal Transportation Agency (SFMTA) for the Alemany Corridor Safety Project. SFMTA used 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.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input checked="" type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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### 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



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.

Near-Term Improvements. Within six months to one year, SFMTA 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.



Mid-Term Improvements. 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.

Long-Term Improvements. 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.

Current Work Underway. 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.



**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.



**San Francisco  
County Transportation  
Authority**

BD091520

RESOLUTION NO. 21-11

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Attachments:

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

## Attachment 1

### 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

## Attachment 1

### 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 re-opening. 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-in-place (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.

## Attachment 1

### 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

## Attachment 1

### Proposed Fiscal Year 2020/2021 Annual Work Program

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; 22<sup>nd</sup> 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 multi-modal 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

**Attachment 1**  
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

## Attachment 1

### 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 web-based grants management database used by our staff and project sponsors. A key focus will be making refinements to the on-line allocation request form to improve user-friendliness and legibility.

## 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

**Attachment 1**  
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.

## Attachment 1

### 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 22<sup>nd</sup> Street ADA and Station Location Studies.** We will continue to support coordination at the Caltrain northern terminus railyards at 4<sup>th</sup>/5<sup>th</sup> 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 22<sup>nd</sup> 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

**Attachment 1**  
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

**Attachment 1**

## 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.



	<b>Proposed Budget by Fund</b>						<b>Proposed Budget Fiscal Year 2020/21</b>
	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	
<b>Revenues:</b>							
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
<b>Total Revenues</b>	<b>94,076,435</b>	<b>34,009,204</b>	<b>861,854</b>	<b>4,352,344</b>	<b>2,489,626</b>	<b>7,473,133</b>	<b>143,262,596</b>
<b>Expenditures</b>							
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	-	-	-	-	-	21,952,217
<b>Total Expenditures</b>	<b>180,368,018</b>	<b>38,843,163</b>	<b>1,375,299</b>	<b>5,051,582</b>	<b>2,497,061</b>	<b>1,472,613</b>	<b>229,607,736</b>
<b>Other Financing Sources (Uses):</b>	<b>95,158,606</b>	<b>4,833,959</b>	<b>-</b>	<b>-</b>	<b>7,435</b>	<b>-</b>	<b>100,000,000</b>
<b>Net change in Fund Balance</b>	<b>\$ 8,867,023</b>	<b>\$ -</b>	<b>\$ (513,445)</b>	<b>\$ (699,238)</b>	<b>\$ -</b>	<b>\$ 6,000,520</b>	<b>\$ 13,654,860</b>
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	<u>\$ 23,182,241</u>	<u>\$ -</u>	<u>\$ 192,805</u>	<u>\$ 14,056,670</u>	<u>\$ -</u>	<u>\$ 9,196,793</u>	<u>\$ 46,628,509</u>



## 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

<p><b>RECOMMENDATION</b>   <input type="checkbox"/> Information   <input checked="" type="checkbox"/> Action</p> <p>Adopt the proposed Fiscal Year (FY) 2020/21 Budget and Work Program</p> <p><b>SUMMARY</b></p> <p>The purpose of this memorandum is to present the proposed Fiscal Year (FY) 2020/21 annual budget and work program and seek its adoption. The September 15 Board meeting will serve as the official public hearing prior to final consideration of the annual budget and work program at the September 22 Board meeting. There have been no changes made to the proposed annual budget and work program since the item was presented to the Board at its August 25, 2020 meeting.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input checked="" type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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### BACKGROUND

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



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



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 as 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.



## **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



**San Francisco  
County Transportation  
Authority**

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

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

\*Six months of revenue since the collection began on January 1, 2020



	<b>Proposed Budget by Fund</b>						<b>Proposed Fiscal Year 2020/21 Budget</b>
	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	
<b>Revenues:</b>							
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
<b>Program Revenues</b>							
Federal							
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
<b>Other Revenues</b>							
Sublease of Office Space	45,299	-	-	-	-	-	45,299
<b>Total Revenues</b>	<b>\$ 94,076,435</b>	<b>\$ 34,009,204</b>	<b>\$ 861,854</b>	<b>\$ 4,352,344</b>	<b>\$ 2,489,626</b>	<b>\$ 7,473,133</b>	<b>\$ 143,262,596</b>



	<b>Proposed Budget by Fund</b>						<b>Proposed Fiscal Year 2020/21 Budget</b>
	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	
<b>Expenditures:</b>							
Capital Project Costs							
Individual Project Grants, Programs & Initiatives	\$ 150,000,000	\$ -	\$ 1,328,144	\$ 4,834,049	\$ -	\$ 1,376,800	\$ 157,538,993
Technical Professional Services	1,972,187	34,532,583	-	-	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
<b>Total Expenditures</b>	<b>\$ 180,368,018</b>	<b>\$ 38,843,163</b>	<b>\$ 1,375,299</b>	<b>\$ 5,051,582</b>	<b>\$ 2,497,061</b>	<b>\$ 1,472,613</b>	<b>\$ 229,607,736</b>
<b>Other Financing Sources (Uses):</b>							
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
<b>Total Other Financing Sources (Uses)</b>	<b>95,158,606</b>	<b>4,833,959</b>	<b>-</b>	<b>-</b>	<b>7,435</b>	<b>-</b>	<b>100,000,000</b>
<b>Net change in Fund Balance</b>	<b>\$ 8,867,023</b>	<b>\$ -</b>	<b>\$ (513,445)</b>	<b>\$ (699,238)</b>	<b>\$ -</b>	<b>\$ 6,000,520</b>	<b>\$ 13,654,860</b>
Budgetary Fund Balance, as of July 1	\$ 14,315,218	\$ -	\$ 706,250	\$ 14,755,908	\$ -	\$ 3,196,273	\$ 32,973,649
<b>Budgetary Fund Balance, as of June 30</b>	<b>\$ 23,182,241</b>	<b>\$ -</b>	<b>\$ 192,805</b>	<b>\$ 14,056,670</b>	<b>\$ -</b>	<b>\$ 9,196,793</b>	<b>\$ 46,628,509</b>
Fund Reserved for Program and Operating Contingency	<b>\$ 9,334,971</b>	<b>\$ -</b>	<b>\$ 85,912</b>	<b>\$ 435,064</b>	<b>\$ -</b>	<b>\$ 738,395</b>	<b>\$ 10,594,342</b>

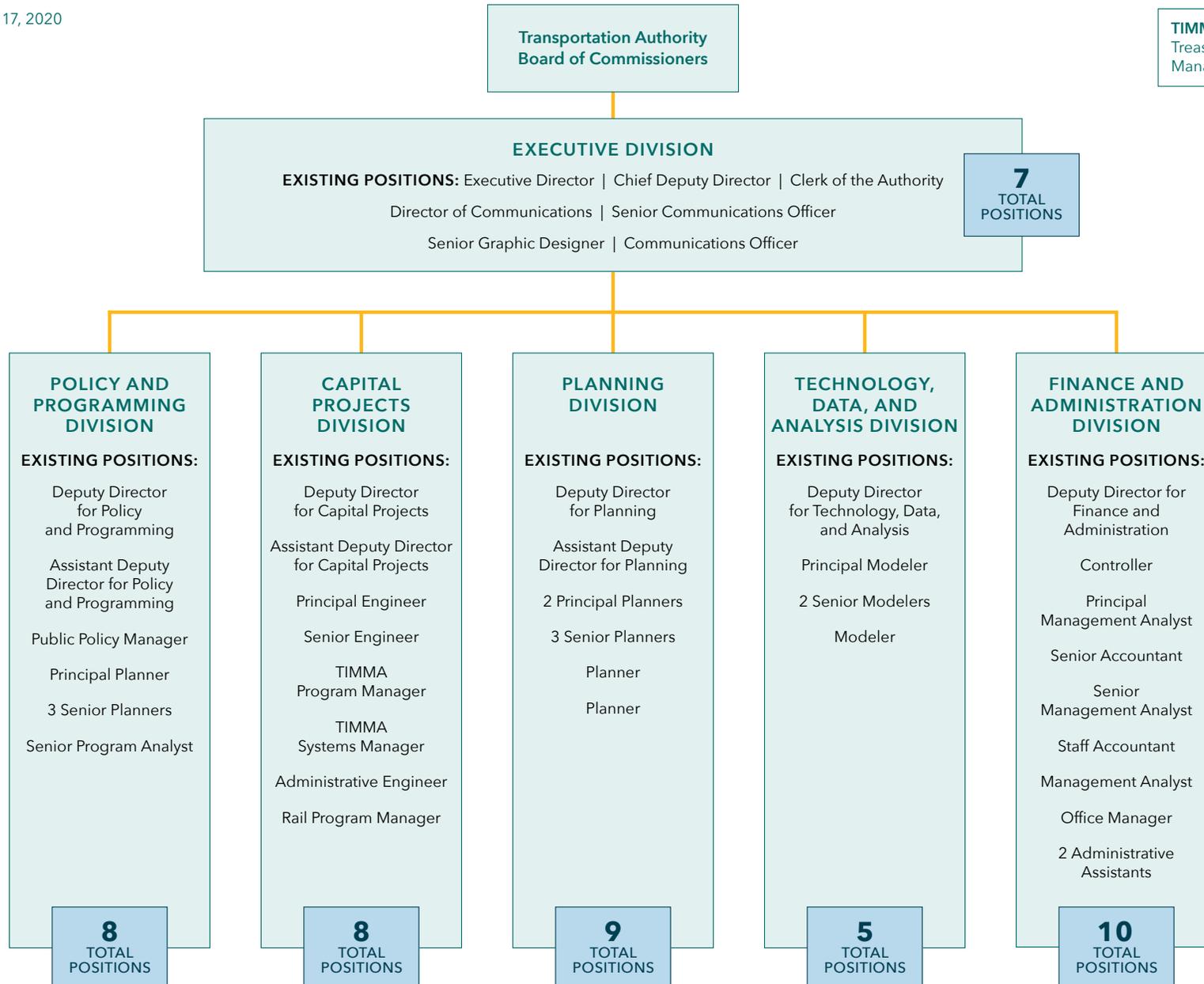
ATTACHMENT 5  
**Agency Structure 47 STAFF POSITIONS**



**San Francisco  
 County Transportation  
 Authority**

Revised August 17, 2020

**TIMMA:**  
 Treasure Island Mobility  
 Management Agency

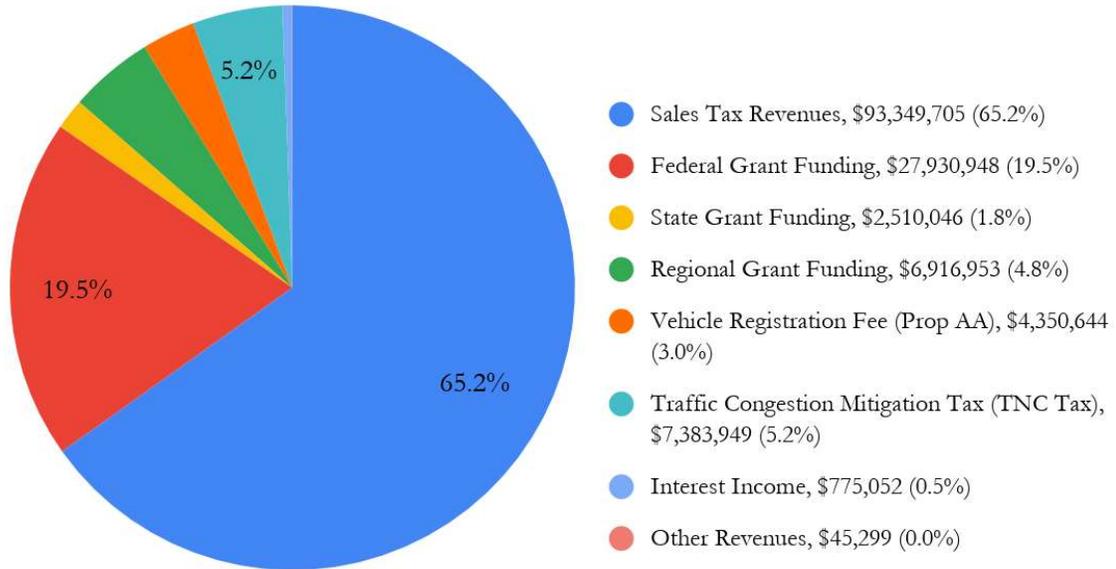


**Attachment 6**  
Line Item Descriptions

**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



**Prop K Sales Tax Revenues: .....\$93,349,705**

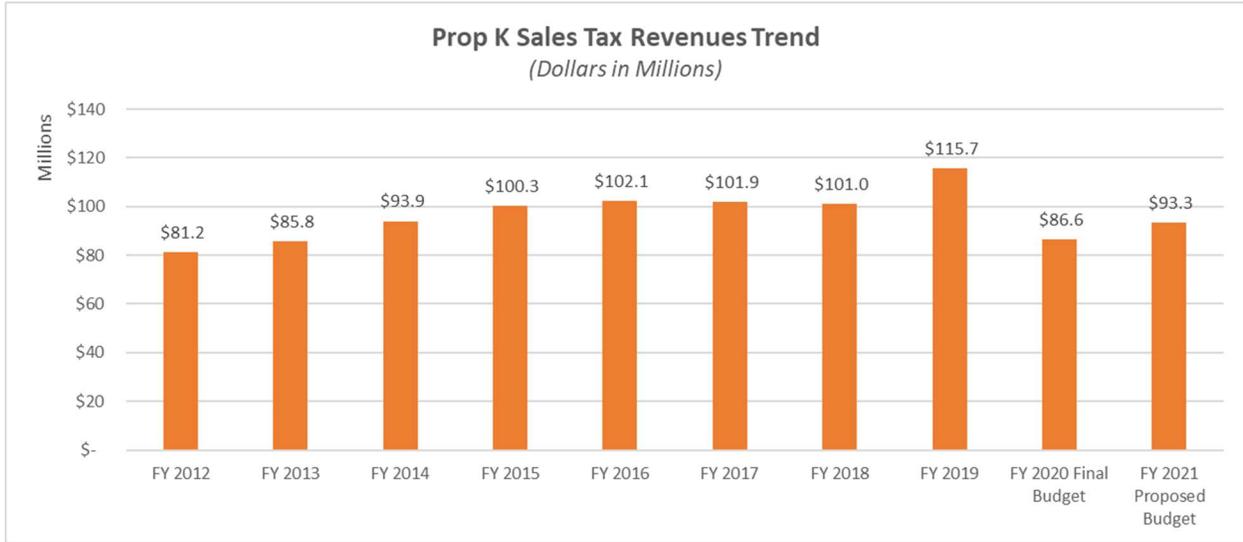
On November 4, 2003, San Francisco voters approved Proposition K (Prop K), the imposition of retail transactions and use tax of one-half of 1% in the City and County of San Francisco and the funding of the Prop K Expenditure Plan. The 30-year expenditure plan extends through March 31, 2034 and prioritizes \$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 ascendancy 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

**Attachment 6**  
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.



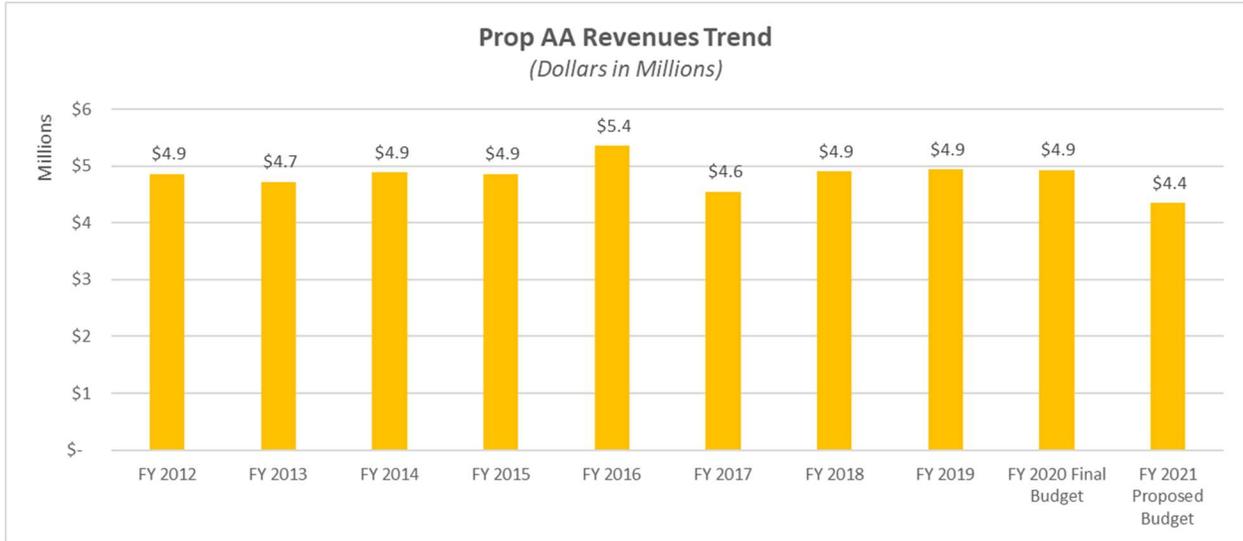
**Vehicle Registration Fee for Transportation Improvements Program (Prop AA) Revenues...\$4,350,644**

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 6**  
Line 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.

**Interest Income:..... \$775,052**

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.

Attachment 6  
Line Item Descriptions

**Congestion Management Agency (CMA) Programs Federal, State and Regional Grant**  
**Revenues:.....\$34,009,204**

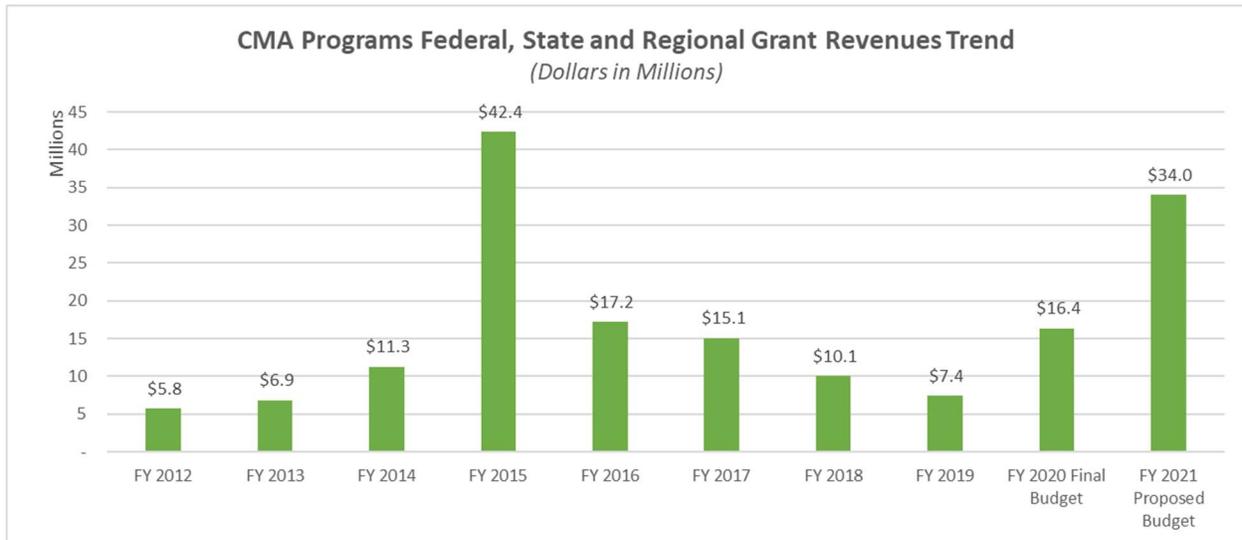
The Transportation Authority is designated under state law as the CMA for the City. Responsibilities resulting from this designation include developing a Congestion Management Program, which provides evidence of the integration of land use, transportation programming, and air quality goals; preparing 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 6**  
Line 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.

**Attachment 6**  
Line Item Descriptions

**Other Revenues: ..... \$45,299**

Other revenues budgeted in FY 2020/21 include revenues from the sublease of our office space.

**Attachment 6**  
Line Item Descriptions

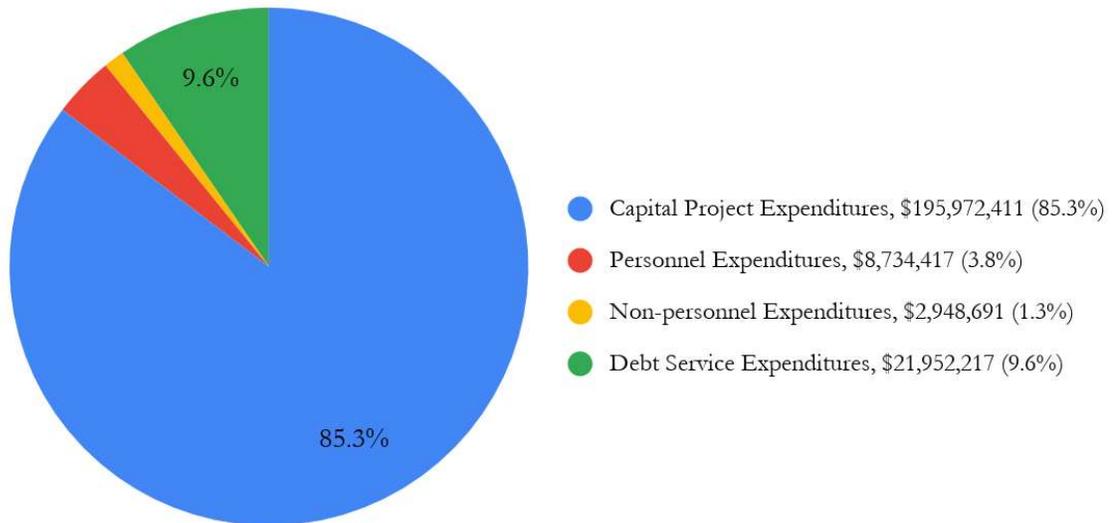
**TOTAL PROJECTED EXPENDITURES..... \$229,607,736**

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**

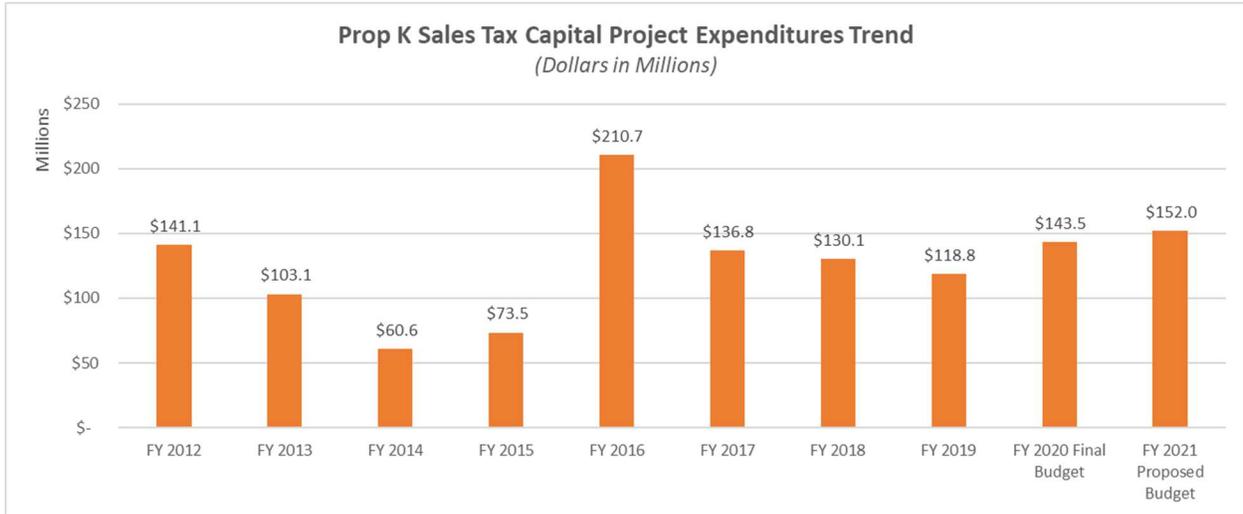
Capital expenditures in FY 2020/21 are budgeted to increase from the FY 2019/20 final budget by an estimated 33.2%, which is primarily due to anticipated higher capital expenditures for the Prop K program overall, most of which are awarded as grants to agencies like the SFMTA. Expenditures by Program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

**Attachment 6**  
Line Item Descriptions

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

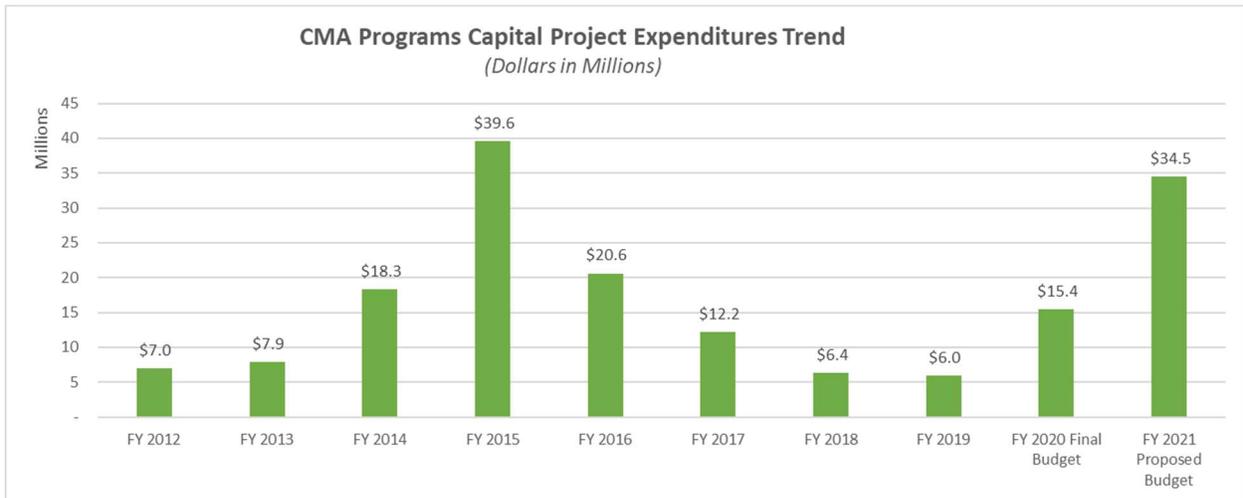


**CMA Programs Expenditures:..... \$34,532,583**

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.



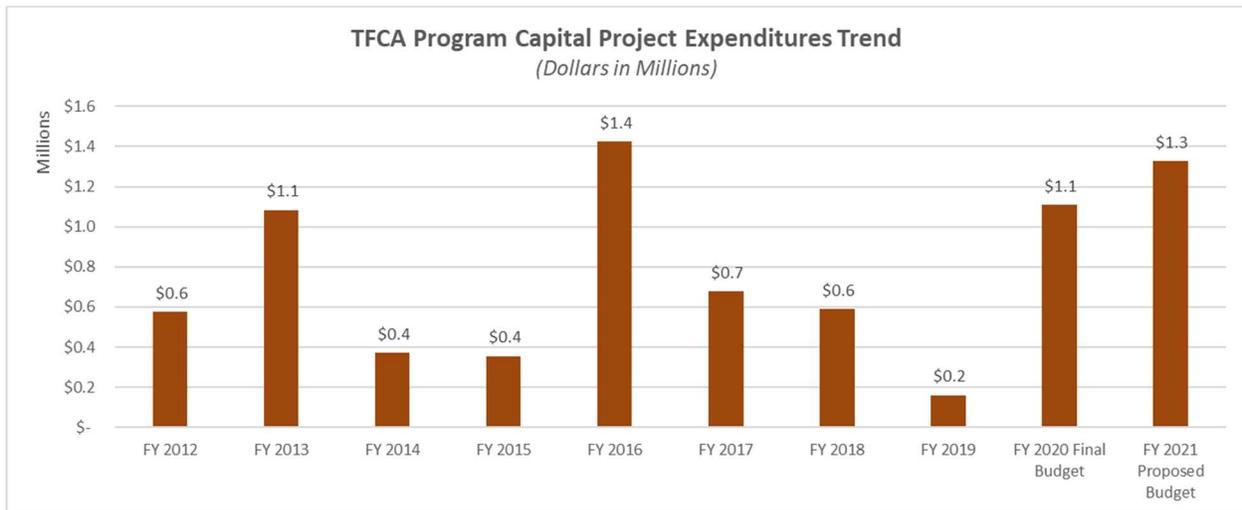
**Attachment 6**  
Line Item Descriptions

**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.



**Vehicle Registration Fee for Transportation Improvements Program (Prop AA)**

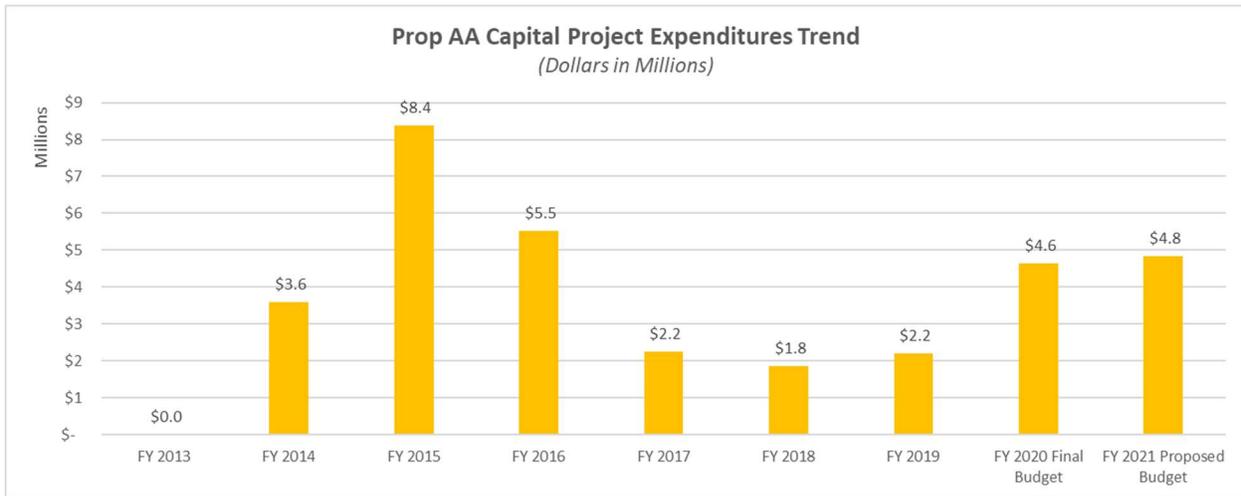
**Expenditures: .....\$4,834,049**

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.

**Attachment 6**  
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 mid-year 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:..... \$8,734,417**

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

**Attachment 6**  
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**

**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**

<b>Professional Services</b>	<b>Description of Services</b>	<b>Previous Year Contract</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Fiscal Year 2020/21 Contract</b>	<b>Procurement Type/Contract Options</b>	<b>Contract Goal</b>	<b>Utilization to Date</b>
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
	<b>Total</b>	<b>\$4,490,000</b>	<b>\$2,585,000</b>	<b>\$7,075,000</b>			



## 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

<p><b>RECOMMENDATION</b>   <input type="checkbox"/> Information   <input checked="" type="checkbox"/> Action</p> <p>Execute contract renewals and options for various annual professional services in an amount not to exceed \$7,075,000:</p> <ul style="list-style-type: none"> <li>• Department of Technology (\$50,000)</li> <li>• Office of the City Attorney (\$100,000)</li> <li>• On-call Project Management Oversight and General Engineering Consultant Services (\$6,500,000)</li> <li>• SPTJ Consulting (\$325,000)</li> <li>• Wiltec, Inc (\$100,000)</li> </ul> <p>Authorize the Executive Director to negotiate and/or modify contract payment terms and non-material contract terms and conditions.</p> <p><b>SUMMARY</b></p> <p>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. 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.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input checked="" type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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### 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.



## DISCUSSION

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

<b>Department of Technology</b>	<b>\$50,000</b>
<p>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.</p>	
<b>Office of the City Attorney</b>	<b>\$100,000</b>
<p>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.</p>	
<b>On-call Project Management Oversight and General Engineering Consultant Services</b>	<b>\$6,500,000</b>
<p>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.</p>	
<b>SPTJ Consulting, Inc.</b>	<b>\$325,000</b>
<p>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</p>	



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

<sup>1</sup> 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 <sup>1</sup>	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
			HT Harvey & Associates	\$12,000
IDS California (DBE)	Downtown Extension Project Delivery Review	\$132,217	Arup N. America (LBE)	\$34,580
			Nossaman LLP (LBE)	\$53,977
			Permut Consult	\$8,000
Mott MacDonald, LLC	ConnectSF Streets and Freeways Study	\$58,430		
	Kearny Street Multimodal Implementation Plan Traffic Analysis	\$5,223		
Parisi Transportation Consulting (SBE)	District 9 Freeway Study	\$159,732		
	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		
T.Y. Lin International	Downtown Extension	\$213,112		
	San Francisco Municipal Transportation Agency's Siemens Light Rail Vehicle Repairs	\$182,472		
WMH Corporation (SBE)	US 101/I-280 Managed Lanes Project	\$899,235	Associated Right of Way Services, Inc. (SBE)	\$2,708
			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 <sup>1</sup>	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
<b>WMH Corporation (SBE)</b>	I-280 High Occupancy Vehicle Lanes Project Implementation Planning Services	\$75,000		
<b>WSP USA, Inc. (LBE)</b>	Lombard Crooked Street Reservations and Pricing Study	\$56,243	CHS Consulting Group (DBE,LBE,SBE)	\$13,130
	Downtown Extension Project Delivery Review	\$297,478	McKinsey & Company	\$100,000
<b>Zurinaga Associates (DBE)</b>	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
	<b>Total Task Orders Awarded to Date</b>		<b>\$8,756,449</b>	

Prime Consultant <sup>1</sup>	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
Total Task Orders Allocated 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



**San Francisco  
County Transportation  
Authority**

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

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



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



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.



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; and
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.



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 RESTRICTIVE 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.



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,



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.

#### **V.VI. 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:



- 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.

#### **VI.VII. 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.



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



allowances established by the General Services Administration (GSA) and/or United States Department of Defense (USDOD) as appropriate<sup>1</sup> :

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

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<sup>1</sup> 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.



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.



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.



- 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



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.



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



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.



- 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.



## 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

<p><b>RECOMMENDATION</b>   <input type="checkbox"/> Information   <input checked="" type="checkbox"/> Action</p> <p>Approve the revised Procurement Policy and Travel, Conference, Training and Business Expense Reimbursement Policy (Travel Policy).</p> <p><b>SUMMARY</b></p> <p>We review all policies periodically to ensure compliance with current statutes and Transportation Authority objectives. We are recommending modifications to the Procurement and Travel Policies to conform to and be consistent with local government ordinances. Below are brief descriptions of each policy and attached are the proposed policies with red-line changes.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contract/Agreement</li> <li><input checked="" type="checkbox"/> Other: Policies</li> </ul>
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### 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



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



## Memorandum

### AGENDA ITEM 12

**DATE:** September 17, 2020  
**TO:** Transportation Authority Citizens Advisory Committee  
**FROM:** Eric Cordoba - Deputy Director for Capital Projects  
**SUBJECT:** 09/22/2020 Board Meeting: Progress Report for Van Ness Avenue Bus Rapid Transit Project

<p><b>RECOMMENDATION</b>    <input checked="" type="checkbox"/> Information    <input type="checkbox"/> Action</p> <p>None. This is an information item.</p> <p><b>SUMMARY</b></p> <p>The San Francisco Municipal Transportation Agency's (SFMTA's) Van Ness Avenue Bus Rapid Transit (BRT) project incorporates a package of transportation improvements along a 2-mile corridor of Van Ness Avenue, between Mission and Lombard streets, including dedicated bus lanes, consolidated transit stops, and pedestrian safety enhancements. The cost of the BRT project is \$185.5 million. The BRT project is part of an overall larger Van Ness Improvement Project, totaling \$309.3 million, which combines the BRT project with several parallel infrastructure upgrade projects. The project team completed electric duct bank installation, a major project milestone that represents completion of nearly all underground utilities installation including water and sewer, but sewer abandonment work and utility connections continue. The project team also continues with BRT work along the center median. The project is approximately 55.3% complete as reported at the September 2nd Citizens Advisory Committee (CAC) meeting as part of their monthly report on the project. Peter Gabancho, SFMTA's Project Manager will provide an update at the September 22 Board meeting.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input checked="" type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Other: _____</li> </ul>
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### BACKGROUND

The Van Ness Avenue BRT aims to bring to San Francisco its first BRT system to improve transit service and address traffic congestion on Van Ness Avenue, a major north-south arterial. The Van Ness Avenue BRT is a signature project in the Prop K Expenditure Plan, a



regional priority through the Metropolitan Transportation Commission's Resolution 3434, and a Federal Transit Administration Small Starts program project.

The construction of the core Van Ness Avenue BRT project, which includes pavement resurfacing, curb ramp upgrades, and sidewalk bulb outs, is combined with several parallel city-sponsored projects. These parallel projects, which have independent funding, include installing new overhead trolley contacts, street lighting, and poles replacement; SFgo traffic signal replacement; sewer and water line replacement; and storm water "green infrastructure" installation.

## **DISCUSSION**

**Status and Key Activities.** The project team completed electric duct bank installation in early September. Phoenix Electric installed the last duct bank between Bay and North Point streets, which includes both midblock and street intersection installation. The completion of electric duct bank is a project milestone and also represents the completion of nearly all underground utility installation, including water and sewer work.

Ranger Pipelines Inc. (Ranger) continues working on sewer abandonment between Mission and Fell streets and completed sewer abandonment between Eddy and Sutter streets. Ranger also started sewer abandonment work between Greenwich and Lombard streets. Sewer abandonment preparation work took place at night to reduce impact.

The project team continues transitioning to the BRT scope of work which includes grading the street, forming curbs for the boarding islands, installing landscape irrigation, and installing traffic signal foundations. Bauman Landscape and Construction (Bauman) completed median island irrigation sleeves installation for future landscaping between Golden Gate Avenue and Turk Street. After completing the irrigation installation, Bauman will regrade the soil to prepare for BRT lane concrete pour. Bauman also started BRT construction on Turk and Eddy streets, and between McAllister Street and Golden Gate Avenue. Bauman completed BRT surveying, demolition, and excavation of BRT lanes between Post and Sutter streets, and between Eddy and Ellis streets. Bauman also started median irrigation installation on those streets. Bauman also started BRT surveying between Broadway and Green Street.

Bauman continues mid-block roadway work and sidewalk replacement on both sides of Van Ness Avenue. This work included the demolition of the existing sidewalk and pouring new concrete sidewalk, parking strip, and roadway. Bauman started sidewalk replacement between Jackson and Washington streets. Bauman also started sidewalk demolition and replacement between Washington and California streets. As part of our oversight and monitoring efforts we have advised SFMTA of noted deficiencies in maintenance of required storm water pollution prevention measures, in particular in the areas of cleanliness of pedestrian corridors, storm drain protection, trash clean up, removal of construction debris, sweeping of project site, and overall general housekeeping. SFMTA is following up with the contractor to ensure compliance with the contract.



Phoenix Electric (Phoenix) continues to install streetlight poles and foundations between Mission and McAllister streets. Phoenix is also working on streetlight pole installation between Sutter to Jackson streets.

Van Ness Avenue continues to accommodate two lanes of northbound and southbound traffic along the corridor project limits. The project team is using temporary traffic control measures such as channelizer traffic cones and variable message signs to direct traffic. Temporary bus stop platforms have also been installed on both sides of Van Ness Avenue as needed.

**Public and Business Outreach.** SFMTA project staff continues to host monthly Van Ness BRT Community Advisory Committee meetings to provide project updates and address issues businesses and residents are having on Van Ness Avenue. The Van Ness Business Advisory Committee recently approved a motion to reschedule meetings to every-other month. Technical advisory services are also provided to impacted businesses by the Office of Economic and Workforce Development's Open for Business program, including legal assistance services, financial assistance, training and technical assistance, and grant and loan programs.

**Project Schedule, Budget and Funding Plan.** The project is 55.3% complete, as reported in early September to the CAC. The revised BRT service date remains anticipated for December 2021, delayed from the original late 2019 BRT service start date (Attachment 1) due to construction difficulties previously reported. Walsh Construction expenditures up to July 31, 2020 totaled \$137.3 million out of the \$215.4 million contract amount for the Van Ness Ave Improvement Project.

Construction soft costs, which include SFMTA and San Francisco Public Works staff, consultant, and bus substitution costs, total \$40.7 million as of August 3, 2020, out of \$50.3 million budgeted, or 80% expended while construction completion is at 55%. This isn't surprising given the project schedule delays but is a potential concern in terms of potential budget impact. SFMTA indicate they have been monitoring these expenditures and will have a projection by next quarter of whether additional allocation for soft costs this fiscal year will be necessary.

**Current Issues and Risks.** The project is currently more than a year and a half behind schedule, primarily due to challenges securing a utility subcontractor and the extent of utility conflicts encountered in the field. Unanticipated existing water and sewer pipe conditions required design changes, such as resequencing of construction, resizing of new pipes, or slip-lining existing sewer lines instead of installing new lines. With the sewer, water, and electric duct bank work substantially completed, the surface work such as the BRT should proceed with less delays. However, any additional unforeseen work such as the installation of new concrete base at various locations along Van Ness Avenue may increase the scope of the project and cause additional contract workdays. There may be additional potential delays if we experience a heavy rain season this winter.

Given the schedule delays and aforementioned project delivery issues, potential impacts to the project budget are a concern. We have requested that SFMTA provide us a cost to complete analysis, including a potential claims analysis, before the end of the year.



Compliance with required storm water pollution prevention measures is also an issue that requires attention.

### **FINANCIAL IMPACT**

None. This is an information item.

### **SUPPLEMENTAL MATERIALS**

- Attachment 1 - Project Schedule



**Attachment 1: Van Ness Avenue BRT Project Schedule**

Activities	2013				2014				2015				2016				2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4																																				
1. Conceptual Engineering + Environmental Studies*	■	■	■	■																																				
2. Preliminary Engineering (CER)		■	■	■	■	■																																		
3. Final Design					■	■	■	■	■	■	■	■	■	■	■	■																								
4. Construction Manager-General Contractor Process									■	■	■	■	■	■	■	■																								
5. Construction													■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■				
6. Revenue Operations Begin																																								

\* Conceptual Engineering and Environmental Studies began in 2007 Key: ■ Currently Scheduled ■ Late Start since last report ■ Late Finish since last report

Date: June 20, 2019