



# AGENDA

## SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY Meeting Notice

**Date:** Tuesday, June 12, 2018; 10:00 a.m.  
**Location:** Legislative Chamber, Room 250, City Hall  
**Commissioners:** Peskin (Chair), Tang (Vice Chair), Breed, Cohen, Fewer, Kim, Ronen, Safai, Sheehy, Stefani and Yee

**Clerk:** Alberto Quintanilla

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1. Roll Call	
2. Citizens Advisory Committee Report – <b>INFORMATION*</b>	<b>3</b>
3. Approve the Minutes of the May 22, 2018 Meeting – <b>ACTION*</b>	<b>11</b>
4. Appoint One Member to the Citizens Advisory Committee – <b>ACTION*</b>	<b>15</b>
5. State and Federal Legislation Update – <b>ACTION*</b>	<b>23</b>
<b>Support:</b> Senate Bill (SB) 1014 (Skinner) and SB 1328 (Beall)	
6. Allocate \$9,564,076 in Prop K Sales Tax Funds for Seven Requests, with Conditions, and Appropriate \$137,000 in Prop K Funds for Two Requests – <b>ACTION*</b>	<b>27</b>
<b>Projects:</b> (SFMTA) Twin Peaks Tunnel Trackway Improvements - Additional Funds (\$5,295,567), Arguello Boulevard Improvements (\$70,700) and NTIP Program Support - SFMTA (\$50,000); (SFPW) Street Repair and Cleaning Equipment (\$954,593), Public Sidewalk and Curb Repair Business Relocation (\$586,957), Jefferson Street Improvements Phase 2 (\$1,413,740) and Tree Planting (\$1,192,519); (SFCTA) Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital] (\$50,000) and NTIP Program Support – SFCTA (\$87,000)	
7. <b>[Public Hearing]</b> Adopt the Proposed Fiscal Year 2018/19 Budget and Work Program – <b>ACTION*</b>	<b>39</b>
8. Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$385,933 – <b>ACTION*</b>	<b>61</b>
<b>Contracts:</b> Office of the City Attorney (\$100,000), Department of Technology (\$50,000), KNN Public Finance (\$150,000) and Vavrinek, Trine, Day & Co., LLP (\$85,933)	
9. Authorize the Executive Director to Increase the Funding Agreement with the Metropolitan Transportation Commission by \$150,000, to a Total Amount Not to	

Exceed \$200,000, for Transportation Network Company Data Collection –  
**ACTION\***

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### Other Items

#### 10. Introduction of New Items – **INFORMATION**

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

#### 11. Public Comment

#### 12. Adjournment

### \*Additional Materials

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

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# DRAFT MINUTES

## CITIZENS ADVISORY COMMITTEE

Wednesday, May 23, 2018

### 1. Committee Meeting Call to Order

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

CAC members present: Myla Ablog, Kian Alavi, Hala Hijazi, Becky Hogue, John Larson, Peter Tannen, Chris Waddling and Shannon Wells-Mongiovi (8)

CAC Members Absent: Brian Larkin, Peter Sachs and Hala Hijazi (entered during item 2) (3)

Transportation Authority staff members present were Tilly Chang, Amber Crabbe, Cynthia Fong, Maria Lombardo, Mike Pickford, Paige Miller, Alberto Quintanilla, Steve Rehn, Aprile Smith and Mike Tan.

### 2. Chair's Report – INFORMATION

Chair Larson reported that the CAC received a 3-minute online survey that would be used to inform the Prop K 5-Year Prioritization Program or 5YPP update. He said the survey could be accessed through the home page of the Transportation Authority's website and that the survey would close on June 1, 2018. He polled the CAC to see if they would be interested in an early June CAC meeting to provide input on the 5YPP project lists before project sponsors turn in draft lists to the Transportation Authority for review. He said Alberto Quintanilla, Clerk of the Board, would circulate a sign-up sheet to see if there was interest in hosting an additional meeting. He announced that a survey would be sent to the CAC asking for ideas and topics of interest to cover at the July CAC meeting. He said the July CAC meeting would provide an opportunity to agendaize topics that had not yet been presented this year since it precedes Board recess.

There was no public comment.

### Consent Agenda

3. **Approve the Minutes of the April 25, 2018 Meeting – ACTION**
4. **Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$385,933 – ACTION**
5. **Adopt a Motion of Support Authorizing the Executive Director to Increase the Funding Agreement with the Metropolitan Transportation Commission (MTC) by \$150,000, to a Total Amount Not to Exceed \$200,000, for Transportation Network Company Data Collection – ACTION**
6. **Citizens Advisory Committee Appointment – INFORMATION**
7. **State and Federal Legislation Update – INFORMATION**

Shannon Wells-Mongiovi noted a grammatical error in the April CAC minutes and requested that the typo be amended.

There was no public comment on the Consent Agenda.

Becky Hogue moved to approve the Consent Agenda, seconded by Kian Alavi.

The Consent Agenda was approved by the following vote:

Ayes: CAC Members Ablog, Alavi, Hijazi, Hogue, Larson, Tannen, Waddling and Wells-Mongioli (8)

Absent: CAC Members Larkin and Sachs (2)

### **End of Consent Agenda**

#### **8. Update on the San Francisco Municipal Transportation Agency's (SFMTA) Muni Metro Operational and Performance Issues – INFORMATION**

Ed Reiskin, Director of Transportation of the San Francisco Municipal Transportation Agency (SFMTA) and John Haley, Director of Transit for the SFMTA, presented the item.

Chair Larson said the CAC received an update on Muni Metro operational and performance issues about a year ago and were told that a change in supervisor authority would enable more dynamic rerouting of trains, but that was not happening routinely. He asked what authority train operators had to respond to performance challenges and if the change in supervisor authority was working.

Director Reiskin said that the SFMTA had been focused on improvements to the rail service and there were various dimensions to the service which including operator availability, vehicle reliability and infrastructure or state of good repair issues. He said the good news was there were lots of new vehicles coming into service, but the bad news is a lot of older vehicles will remain in service while the fleet turns over, and the older vehicles cause the reliability issues. He said there were infrastructure issues that impacted performance and that the SFMTA was working to get the system into a state of good repair. He said the Twin Peaks project would address a big part of the infrastructure issues. He said the rerailing of a main railyard was also responsible for system wide performance issues over the past year, but that work is now done.

Director Haley said the presentation given to the CAC was done by the former SFMTA Chief Transportation Officer and discussed the concept of dynamic supervision. He said since the presentation, the SFMTA had gone through a series of trainings and retraining to improve trouble shooting and anticipation of future delays. He said an emphasis had been placed on cross qualifying supervisors (e.g. for bus and rail) and training them to proactively tend to operational and performance issues. He said the SFMTA was in the final stages of moving to a modern radio communications systems and consolidating all the relevant central control and communications systems in the new transportation management center. Mr. Haley said the new integrated system would give the SFMTA more tools to manage service. He said the California Public Utilities Commission (CPUC) had certified the next batch of new light rail vehicles (LRVs) and that SFMTA anticipated being able to run two-car trains starting June 5, 2018. He said there were currently 20 vehicles that were ready for service and that the SFMTA was continuing to resolve issues with individual trains to ensure that they properly integrated with the system once in full service and that this was standard procedure with new vehicles. He said there was an emphasis on training staff on how to leverage technology and that the SFMTA was continuing to work with Siemens to improve any LRV engineering and operating issues.

Peter Tannen asked if supervisors had authority to change the route of trains to avoid causing service gaps.

Director Haley replied in the affirmative and said there was constant communications between staff in the field and the control center. He said the SFMTA was emphasizing training supervisors

to exercise initiative but understood that it was a common complaint about the system.

Shannon Wells-Mongiovi asked how long drivers were required to stay at Muni once they had received driver training.

Director Reiskin said there was no requirement and drivers were free to resign their position at any time. He said civil service rules did not allow a requirement to keep someone in a job. He said during training around 20% - 30% of bus driver trainees did not make it through the process. He said retention of transit operators was generally high once they completed and passed the training.

Director Haley said that at various times – e.g. during a process called general sign-up, operators could put in a transfer such as to drive a new type of Muni vehicle. He said that operators did at times change their mind during training and could return to their old positions without penalty.

Chris Waddling asked about the operation of the T Third Street line and noted that it had been in revenue service for the past 11 years. Still, he said the perception in District 11 was that the 15 Third Street bus route was a better option and that Board of Supervisor candidates for District 11 had expressed outrage over turn backs and operation of the T Third Street line. He asked what the SFMTA had done to change perception of the T Third Street line if, in fact, the service was actually better now than it had been in the past.

Director Reiskin said there were several steps the SFMTA had taken to address issues since he had joined the SFMTA. He said one issue was the signaling system not being properly maintained and not providing the signal priority that was designed into the T Third Street line. He said the SFMTA had been systematically working on 3<sup>rd</sup> Street and The Embarcadero to optimize signal priority for transit and shave off time. He said the ideal goal was to have the trains stop only to allow passengers to board or disembark. He said other issues included vehicle reliability, operator availability and the perception that trains heading to Muni Metro East and going out of service, which stopped serving passengers at 23<sup>rd</sup> Street, were instead trains meant to service Sunnydale. He said service had been improving but further work was needed to change negative perceptions. He said that there would be two-car trains and an increase in service starting summer 2018.

Director Haley said the biggest complaint was the travel time. He said in response to community input, the SFMTA had changed its service plans from a focus on service to/from the ballpark to one that prioritized community/neighborhood service on game days. He noted that all five lines go through one subway system and that any issue in the subway could cause system wide delays and that announcements and signage were key to keep riders informed.

Myla Ablog said she was a daily rider of the 38 Geary bus line and noted how crowded the bus line was, observing that she often had to let several buses pass by before she could board. She asked as new coaches came online if there would be more relief for lines that were currently over crowded.

Director Reiskin said service was increased by 10 percent during the past 2-3 years, aided by additional state funds made available by Senate Bill 1. He said service increases were largely concentrated on the lines that had the most crowding. He said crowding relief was dependent on operating budget capacity and that this year's constrained budget would be focused on rail service to accommodate the new LRV cars. Director Reiskin noted that Bus Rapid Transit (BRT) on Geary would help with crowding. He said the Geary BRT project would receive approval from the federal government in the next several weeks and then legislation for the eastern portion of the Geary BRT from Stanyan to Market would be brought to the SFMTA Board in the late summer 2018 with the goal of starting construction in Fall 2018. He said changes to the eastern portion hopefully would help save travel time and improve reliability and result in less bunching to spread out crowds throughout the entire corridor.

Director Haley stated that Muni was 70-80 buses away from retiring all old buses and said the mechanical reliability of the new fleet would have positive impact on service.

Hala Hijazi asked if the increase in ride share companies had impacted ridership on Muni or the on-time reliability of the buses.

Director Reiskin said the short answer was yes. He observed that unlike many transit agencies, SFMTA was not experiencing declining ridership, but it wasn't growing as fast as previously. He said that the increase in overall traffic likely had a greater impact on Muni service, much of which operates in mixed traffic (i.e., not in its own right-of-way). He said that Transportation Network Companies or TNCs were likely siphoning off some ridership, as well. He said the Transportation Authority had documented the increase in traffic in high congestion areas due to TNCs, noting over 25% of SOMA vehicles were TNCs.

Chair Larson said his observations were that District 7 had mostly older 30-foot buses and referred to the 35 Eureka, 37 Corbett and 36 Teresita bus lines. He said the bus lines were less reliable and had more and bigger gaps in service.

Director Reiskin concurred with Mr. Larson's observations. With respect to Next Bus, he said that the technology is old and aging and that SFMTA would issue a request for proposals (RFPs) for the next generation of the technology. He said the old technology had its limits especially when close to a terminal because it made predictions based on bus schedule and not bus location. Director Reiskin continued by noting that the 30-foot buses were the only ones in SFMTA's fleet that did not have a contract to be replaced. SFMTA had issued a RFP previously, but did not receive any bids. He said that SFMTA was in the midst of another RFP process for the 30-foot buses, but in the meantime it would be up to the SFMTA maintenance staff to keep the buses running on time.

Becky Hogue said she was a frequent paratransit rider and asked if drivers were given driving routes. She said that in her experience the drivers sometimes did not follow efficient travel routes, taking her all over the city before she arrives at her destination.

Director Reiskin said it was his first-time hearing about the issue and said work had been done to improve the paratransit fleet and wait time issues. He said he would talk to SFMTA staff to investigate the issue.

Hala Hijazi asked for a status update on the Central Subway Project.

Director Reiskin said the budget and schedule was set in 2008-2009 and was just under \$1.6 million. He said there was a healthy contingency left that would most likely be used, but that the SFMTA expected the baseline budget to hold despite being set some 10 years ago. He said that the original schedule for revenue service was January 2019 but as of now was trending toward December 2019. He said there were outstanding issues and challenges which could cause the opening to spill into early 2020. He said tunneling was done ahead of time and station excavation for all three stations was complete. He felt the project was generally in good shape.

During public comment Ed Mason asked if SFMTA has the top ten reasons for delays. He gave several examples of Muni Metro delays noting he sometimes had to wait 45 minutes for a K at the Embarcadero, especially after 10 p.m. He asked what the reasons were for delays on the J, K and M Muni lines and what was being done to manage gaps in service. He said the delays were still occurring after work on the railyard was completed.

Roland Lebrun said increased ridership would not be possible without the implementation of 3 car trains. He said he would go to the Metropolitan Transportation Commission (MTC) to advocate on behalf of the SFMTA.

Dana Powers said he frequently rode the subway and felt the operators were top notch and did a fantastic job. He said it was difficult to put into context the delays to newer riders and that it would be useful to have operational issues communicated in real time to passengers instead of leaving them wondering. He mentioned the subway capacity constrains and suggested bifurcating above and below ground trains.

Jackie Sachs opposed Uber's plans to place a loading zone on Irving Street near the 9 Judah stop and on Clement Street near the 44 Shaughnessy stop. She said the electric bus schedule screens at bus stops were outdated and would turn off every 2 – 3 hours. She said that she had spoken to a lot of drivers and they were in favor of bringing back paper fast passes and paper bus route schedules.

After public comment Director Reiskin said there were no plans to bring back paper schedules and that the NextBus system was outdated. He acknowledged the delays on Muni lines and said all delays were tracked. He said the SFMTA was working on increasing capacity by increasing the number of cars on trains even without bifurcating service. He said in terms of information on delays and other issues, riders could access real time information every day of the week by signing up for mobile or email alerts.

Chair Larson asked why the new Muni vehicles did not have the new SFMTA color scheme.

Director Reiskin said the consensus was to not change the Muni color scheme. He said Muni service at the Salesforce Transit center would start on June 16, 2018 and full service at the transit center was set to open August 12, 2018.

## 9. **Major Capital Projects Update – Van Ness Bus Rapid Transit – INFORMATION**

Peter Gabancho, SFMTA Project Manager for the Van Ness Bus Rapid Transit project, presented the item.

Hala Hijazi asked for the top 3 reasons for current delays and whether the contractor or subcontractor was responsible for the delays. She asked why evening work had only recently begun.

Mr. Gabancho said the major reason for the delays had been unknown or unclaimed utilities that had been uncovered when the utility work started. He said it had been taking time to identify the owners of the utilities and determine if they were active or not. He said in general terms it had taken 2 – 3 times longer to get through a section of intersection than what was originally scheduled. He said Walsh Construction was the prime contractor and in terms of the field crew, the primary subcontractor working on the utility work was Ranger Pipe.

Peter Tannen asked what was meant by “assets” in the staff memorandum.

Mr. Gabancho said assets was a catch-all phrase for other infrastructure. As an example, he said the project team unexpectedly found a retaining wall that had been installed underground when an adjacent building was originally constructed. He explained that the project team had to identify whether the wall was still in use, who were the original engineers and what process could be used to get around or through the wall. He said ultimately the sewer line was moved to avoid conflict with the structure.

Peter Tannen asked if the project had slipped by a calendar quarter.

Mr. Gabancho said that the project had not slipped that much but was losing between 5-10 days per month

Peter Tannen asked why the project team used the phrase “encouraging the contractor” as opposed to requiring the contractor to fulfill a request.

Mr. Gabancho said the phrase was used because the project team preferred to work with the contractor. He said the SFMTA was managing the project on behalf of the city and SFMTA engineers were heavily involved in the design of the project. He said the contractors had the hands-on experience and felt it was not the place of the managing agency to tell the contractors how to do their jobs. He said that the city would want to make sure every other option had been exhausted before making demands.

There was no public comment.

**10. Adopt a Motion of Support for the Allocation of \$9,564,076 in Prop K Sales Tax Funds for Seven Requests, with Conditions, and Appropriation \$137,000 in Prop K Funds for Two Requests – ACTION**

Steve Rehn, Senior Transportation Planner, and Linda Meckel, Senior Transportation Planner, presented the item per the staff memorandum.

Chris Waddling asked if Public Works could help explain how the empty tree basin map was prioritized in terms of tree basins being filled and whether there was an equity strategy.

Carla Short, Superintendent of the Bureau of Urban Forestry, said there was a strategy when choosing where to plant trees and noted that Proposition E did not allocate funding for planting. She said the street tree census identified existing trees and potential planting locations and in addition the Urban Forest master plan included a canopy analysis. She said a combination of both studies was being used to identify the neighborhoods that were in most need of trees based on existing empty tree well and canopy coverage. She said for the most part there was a focus on existing empty basins and that Public Works was seeking funding to plant additional tree. She said some locations, like the Bayview, would be getting new trees next year.

Chair Larson noted that the Twin Peaks tunnel closure was starting June 25, 2018 for two months and yet he did not recall seeing notices. He said it caught him by surprise.

Philip Pierce, SFMTA Public Relations Officer, said there would be a closure this weekend to test the system before the two-month tunnel closure. He said there was a robust program to outreach to the public and that SFMTA ambassadors would instruct transit passengers how to get around during the closure. He said during the closure all the lines would still be running but would be motorized.

During public comment Ed Mason said regarding repair for sidewalk cracks that appeared in new projects, he would send photos to Transportation Authority staff. He said every time a new disabled ramp was placed it quickly developed cracks. He said Proposition E said it was just for maintenance, but transportation was funding tree planting. He asked what the true cost was for trees. He also asked what the mercury tradeoff was to produce cement.

Chris Waddling moved to approve the item, seconded by Becky Hogue.

The item was approved by the following vote:

Ayes: CAC Members Ablog, Alavi, Hijazi, Hogue, Larson, Tannen, Waddling and Wells-Mongiovi (8)

Absent: CAC Members Larkin and Sachs (2)

**Chair Larson called Item 11 before Item 6.**

**11. Adopt a Motion of Support for the Proposed Fiscal Year 2018/19 Budget and Work Program – ACTION**

Cynthia Fong, Deputy Director for Finance and Administration, presented the item per the staff



memorandum.

There was no public comment.

Chris Waddling moved to approve the item, seconded by Shannon Wells-Mongiovi.

The item was approved by the following vote:

Ayes: CAC Members Ablog, Alavi, Hijazi, Hogue, Larson, Tannen, Waddling and Wells-Mongiovi (8)

Absent: CAC Members Larkin and Sachs (2)

**12. Caltrain Downtown Extension Operations Peer Review and Tunnel Options Study Update – INFORMATION**

Luis Zurinaga, consultant, presented the item per the staff memorandum.

During public comment Roland Lebrun said that he did not believe that two tunnels were needed and recommended that both projects (the extension and the Pennsylvania underground segment) be merged. He said the reason for the three-track alignment was to kill the 7<sup>th</sup> street alignment and stated that the design was causing Caltrain to run at lower than average speeds when departing from the platform.

**Chair Larson called Item 13 before Item 6.**

**13. Introduction of New Business – INFORMATION**

Chair Larson requested an update on the undergrounding of the Muni M Ocean View expansion project.

Shannon Wells-Mongiovi requested an update on the SFMTA's Central Subway.

Becky Hogue requested an update from the Treasure Island Mobility Management Agency.

Hala Hijazi requested an update on projects impacting the Marina, Van Ness Avenue and Broadway Tunnel

Shannon Wells-Mongiovi asked if there were projected start dates for bus service and retail at the Transbay Terminal.

Kian Alavi requested information on what was being done as a result of scooters being left on city sidewalks and causing Americans with Disabilities Act (ADA) accessibility issues.

Chris Waddling requested an update on the SFMTA's permit with Jump Bikes and an update Quint Street Connector Road Project.

There was no public comment.

**14. Public Comment**

During public comment Roland Lebrun said that Caltrain might one day need a station near the Cesar Chavez area.

Ed Mason said there were still issues with commuter buses operating on 3-ton street requirements in Noe Valley and asked what other violations commuter buses were committing throughout the city. He said management of commuter buses was lacking and oversight was needed.

**15. Adjournment**

The meeting was adjourned at 8:04 p.m.



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# DRAFT MINUTES

## SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

Tuesday, May 22, 2018

### 1. Roll Call

Chair Peskin called the meeting to order at 10:03 a.m.

**Present at Roll Call:** Commissioners Breed, Fewer, Peskin, Ronen, Stefani and Yee (6)

**Absent at Roll Call:** Commissioners Tang (entered during Item 2), Kim (entered during item 3), Safai (entered during Item 4), Cohen (entered during Item 10) and Sheehy (entered during Item 10) (5)

### 2. Chair's Report – INFORMATION

Chair Peskin reported that he was pleased to share the news of several major state grants that San Francisco and the region received from the state's Transit and Intercity Rail Capital Program and California Transportation Commission's Senate Bill (SB) 1 competitive grants programs. He said SB 1 was the state's gas-tax package that was approved last year to maintain and improve highways, city streets, and transit systems and that the Transit and Intercity rail program was also funded by cap and trade revenues which were extended by the legislature and governor last year. He said San Francisco transit passengers would greatly benefit from three key rail improvement projects, including \$318 million for new BART cars and train control system, \$165 million for additional electrified Caltrain rail cars and station capacity improvements, and \$27 million for 8 new MUNI light rail vehicles. Chair Peskin said the state also awarded \$6.8 million from the Local Partnership Program competitive program to San Francisco Public Works for the construction of Jefferson Street Improvements in District 3. He said other Bay Area SB 1 grants benefiting San Francisco included \$14 million for AC Transit to purchase zero-emission buses for its Transbay service, \$15 million for SamTrans to purchase vehicles for new express bus routes to and from San Francisco, and \$200 million for San Mateo County to construct express lanes along US 101. He thanked the Mayor, San Francisco Public Works, Transportation Authority staff and the legislative delegation.

Chair Peskin said SB 1 was just one of several sources of transportation funding that was helping to address the billions in transportation infrastructure needs in San Francisco. He said if approved, Regional Measure 3 would increase revenues to finance a \$4.5 billion-dollar program of highway and regional transit improvements in the nine Bay Area counties but would not completely accommodate the growing mobility needs of the Bay Area. He thanked the Board of Supervisor's Land Use and Transportation Committee for voting in favor to increase the city's local transit sustainability fee.

There was no public comment.

### 3. Executive Director's Report – INFORMATION

Tilly Chang, Executive Director, presented the Executive Director's Report.

There was no public comment.

### Consent Agenda

Chair Peskin severed Item 8 from the Consent Agenda.

4. **Approve the Minutes of the May 8, 2018 Meeting – ACTION**
5. **[Final Approval] State and Federal Legislation Update – ACTION**
6. **[Final Approval] Approve San Francisco's Lifeline Transportation Program Cycle 5 Program of Projects – ACTION**
7. **[Final Approval] Allocate \$2,376,680 in Prop K Sales Tax Funds and \$655,000 in Prop AA Vehicle Registration Fee Funds for Three Requests, with Conditions – ACTION**
8. **[Final Approval] Adopt the Vision Zero Ramp Intersection Study Phase 1 [NTIP Planning] Final Report – ACTION**

During public comment Ted Olson said he was a third-generation San Franciscan and was a member of the Vision Zero Task Force. He spoke in support of the item and said he was impressed with the city's proactive response to such an important topic. He said he was in favor of the use of surveys to gather community impressions and commended the Vision Zero team.

Commissioner Kim moved to approve Item 8, seconded by Commissioner Yee.

The item was approved without objection by the following vote:

Ayes: Commissioners Breed, Fewer, Kim, Peskin, Ronen, Safai, Stefani, Tang and Yee (9)

Absent: Commissioners Cohen and Sheehy (2)

### 9. **[Final Approval] Adopt the 2019 Prop K Strategic Plan Baseline – ACTION**

There was no public comment on the remaining Consent Agenda items.

Commissioner Yee moved to approve Consent Agenda items 4-7 and 9, seconded by Commissioner Tang.

The Consent Agenda was approved without objection by the following vote:

Ayes: Commissioners Breed, Fewer, Kim, Peskin, Ronen, Safai, Stefani, Tang and Yee (9)

Absent: Commissioners Cohen and Sheehy (2)

### End of Consent Agenda

### 10. **Update on the Rail Alignment and Benefits (RAB) Study– INFORMATION**

Director John Rahaim, San Francisco Planning Department, presented the item.

Ron Miguel, chair of the RAB Study Citizens Working Group (CWG), said it was his pleasure to speak on behalf of the CWG. He said the members of CWG represented a large segment of the city geographically, particularly those areas which would be most impacted by the project. He said the CWG was intimately involved in all areas of transit, local and regional, and fully understood the complexities in moving the project forward. He said the RAB study was established by the Planning Department three years ago and that the CWG started in August of 2016. He said the

CWG was charged with looking comprehensively at possible solutions to bring high-speed rail and electrified Caltrain service into the Salesforce Transit Center, which would open later this year. He said the CWG did walking tours, station tours, discussed efforts and effects on Mission Bay, system capacity, sea level rise, alignment options, railyard reconfiguration or relocation, other land-use and urban form used, as well as the opportunities that would be made for housing and office space. He noted that any questions regarding I-280 were disposed of earlier on and did not impact any of the three alignments that were worthy of being studied. Mr. Miguel said the selection of the Pennsylvania route was unanimous and that coordinating the downtown rail extension, high-speed rail and electrification of Caltrain was a once in a hundred-year decision.

Chair Peskin thanked the CWG for its work and said the Transportation Authority would be intimately involved in an oversight and collaborative role. He said it would be important that all of San Francisco be involved and asked when a public meeting would be held and when the Transportation Authority Board would be able to make a final decision.

Director Rahaim said a public meeting was scheduled for that night at 6:00 p.m. and that their intention was to present to various boards and commissions over the following few weeks. He said the Planning Department wanted to hear from the public and other agencies and receive their feedback on the staff recommendation before the city took a final position. He said the goal was to return to the Board and the Mayor either in late July or right after the Board of Supervisors summer recess, in September.

Commissioner Fewer asked where the two possible new railyard sites would be located.

Director Rahaim said he could not mention the exact locations because the properties were privately owned but stated that the two sites were in properly zoned areas that could accommodate a railyard.

Commissioner Fewer asked if both sites were within ten minutes of the terminal, and whether one site was located within the city and the other outside of the city.

Director Rahaim replied in the affirmative to both questions and noted that Caltrain had provided the requirement that the railyard be within ten minutes of the terminal.

Commissioner Fewer asked if the owners of the private property owners would be willing to sell.

Director Rahaim said that at this point there was no way of knowing and that this question would be pursued in the future.

Commissioner Safai stated that the presentation provided to the Board was extremely helpful and that the information was provided in a clear and concise manner that would allow the Board to make informed decisions. He thanked the Planning Department for its hard work.

During public comment Roland Lebrun said he believed the project was moving the right direction but was concerned with the lack of storage space for trains. He said that one or possibly two tunnels would be abandoned that had the capacity to store eight trains between Cesar Chavez and Mariposa Streets. He said with the recommendation to use the Pennsylvania alignment, it was now time to rethink where Townsend station would be located. He said the logical place was to locate it on 7<sup>th</sup> Street, which would allow it to serve UCSF, Mission Bay, Potrero Hill and other parts. He suggested spending \$900 million, instead of \$4.7 billion, to connect Townsend Street to the Salesforce Transit Center.

Ted Olson said it was an honor to serve on CWG and commended Director Rahaim on the way he conducted, chose and worked with all the participants. He thanked the Planning Department

staff for leading the CWG through the entire process. He said it was important to note that the proposed plan was a regional plan and that San Francisco could possibly have one million residents by the time the project was completed.

Gerald Cauthen said the goal was to get Caltrain extended without any unnecessary delays and was glad to see earlier proposals that were highly disruptive to the extension of Caltrain withdrawn. He said there were two options to keep the current railyard which weren't adequately considered in the RAB Study: one was to shrink the railyard from 14 to 9 tracks and the other option was to depress the railyard 30 feet. He said he was against the plan to keep the I-280 overpass and thought it was a good decision to destroy it.

Bob Feinbaum, representative of Save Muni, said he was a supporter of the Caltrain Downtown Extension and he wanted it to be done as quickly and inexpensively as possible. He said he had no problem with the Pennsylvania Avenue alignment nor with grade separation. He said San Francisco should commit to the extra \$2.1 billion to implement grade separation to accomplish the city's goals.

After public comment, Chair Peskin said the Board was deeply committed to getting the downtown extension into the Transbay Transit Center and that there was much more to come over the months and years ahead. He said it was the job of the Board to remain intimately involved to ensure the project would be delivered as close to the schedule and budget as possible.

**11. Update on San Francisco Municipal Transportation Agency's Wheelchair Accessible Taxi Incentive Program and Enhanced Shop-a-Round and Van Gogh Recreational Shuttle Service Program – INFORMATION**

Commissioner Fewer moved to continue the item to the June 26, 2018 Board meeting, seconded by Commissioner Safai.

Item 11 was continued without objection.

There was no public comment.

**12. Internal Accounting Report, Investment Report, and Debt Expenditure Report for the Nine Months Ending March 31, 2018 – INFORMATION**

Cynthia Fong, Deputy Director for Finance and Administration, presented the item per the staff memorandum.

There was no public comment.

**Other Items**

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

There were no new items introduced.

**14. Public Comment**

There was no public comment.

**15. Adjournment**

The meeting was adjourned at 10:53 a.m.

RESOLUTION APPOINTING ONE MEMBER TO THE CITIZENS ADVISORY  
COMMITTEE OF THE SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

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

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

WHEREAS, At its June 12, 2018 meeting, the Board reviewed and considered all applicants' qualifications and experience and recommended appointing one member to serve on the CAC for a period of two years; now therefore, be it

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

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



# Memorandum

**Date:** May 17, 2018  
**To:** Transportation Authority Board  
**From:** Maria Lombardo – Chief Deputy Director  
**Subject:** 06/12/18 Board Meeting: Appointment of One Member 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 opening is the result of an automatic suspension from the CAC of Bradley Wiedmaier (District 3 resident) due to missing four regularly scheduled CAC meetings in a 12-month period. It also coincides with the date when his two-year term would have expired. There are currently 45 applicants to consider for the existing open seat.</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: CAC Appointment</li> </ul>
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**DISCUSSION**

**Background.**

The Transportation Authority has an eleven-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 Commissioner of the supervisorial district with an open seat has recommended the candidate for appointment. 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.”



#### Agenda Item 4

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 Committee.

#### **FINANCIAL IMPACT**

The requested action would not have an impact on the adopted Fiscal Year 2017/18 budget or the proposed Fiscal Year 2018/19 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

Enclosure 1 – CAC Applications

## Attachment 1 (Updated 05.17.18)

CITIZENS ADVISORY COMMITTEE <sup>1</sup>

Name	Gender	Ethnicity	District	Neighborhood	Affiliation	First Appointed	Term Expiration
Bradley Wiedmaier	M	C	3	Lower Nob Hill	Disabled, Labor, Senior Citizen	Apr 16	Apr 18
Brian Larkin	M	NP	1	Richmond	Neighborhood	May 04	Jul 18
Shannon Wells-Mongiovi	F	NP	11	Excelsior	Environment, Neighborhood, Public Policy	Sep 16	Sep 18
Chris Waddling	M	NP	10	Silver Terrace	Neighborhood	Dec 12	Dec 18
Myla Ablog	F	Filipina	5	Japantown/Western Addition	Disabled, Environmental, Neighborhood, Public Policy, Senior Citizen	Sep 13	Mar 19
Peter Sachs, Vice Chair	M	NP	4	Outer Sunset	Environmental, Labor, Public Policy	Jul 15	Jul 19
Hala Hijazi	F	NP	2	Marina	Business, Disabled, Environmental, Labor, Neighborhood, Public Policy, Senior Citizen	Sep 17	Sep 19
Becky Hogue	F	C	6	Treasure Island	Disabled, Neighborhood	Dec 15	Dec 19
Kian Alavi	M	NP	9	Mission	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen	Dec 17	Dec 19
Peter Tannen	M	C	8	Inner Mission	Environmental, Neighborhood, Public Policy	Feb 08	Feb 20
John Larson, Chair	M	NP	7	Miraloma Park	Environment, Neighborhood, Public Policy	Mar 14	Mar 20

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)

<sup>1</sup> Shading denotes open seats on the CAC.

Attachment 2 (Updated 05.17.18)

APPLICANTS

Name	Gender	Ethnicity	District	Neighborhood	Affiliation/Interest
1 Max Barnes*	M	NH	9	Mission	Business, Disabled, Environment, Labor, Neighborhood, Public Policy
2 Tom Barton*	M	NH	1	Richmond	Senior Citizen
3 Joe Blubaugh*	NP	NP	9	Bernal Heights / Market Street	Environment, Neighborhood, Public Policy
4 Asher Butnik*	NP	NP	1	Richmond	Environment, Neighborhood
5 Michael Buzinover*	M	C	6	Alamo Square	Business, Environment, Labor, Public Policy
6 Natalie Chyba*	F	C	5	Bernal Heights	NP
7 Chris Coghlan*	M	NP	7	Sunnyside	Business, Disabled, Environment, Neighborhood, Public Policy, Senior Citizen
8 Gordon Crespo*	M	NP	7	Midtown Terrace	Environment, Public Policy
9 Will Conkling*	M	C	9	Bernal Heights	Business, Environment, Neighborhood, Public Policy
10 Leticia Contreras*	F	H/L	4	Sunset District	Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
11 Nicholas Fohs*	M	C	9	Bernal Heights	Business, Environment, Labor, Neighborhood, Public Policy
12 William Frymann*	M	C	8	Castro/Eureka Valley	Environment, Neighborhood, Public Policy
13 Erin Handsfield*	F	NP	10	Potrero Hill	Business, Public Policy,
14 Beth Hoffman	NP	C	11	Mission Terrace	Environment, Labor, Neighborhood, Public Policy, Senior Citizen
15 KE Hones*	F	AI	9	Mission / Potrero Hill & Civic Center	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
16 Adam Hugo-Holman	M	C	11	Excelsior	Business, Environment, Neighborhood, Public Policy

<b>Name</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>District</b>	<b>Neighborhood</b>	<b>Affiliation/Interest</b>
17 Virginia Jaramillo*	F	NP	9	Bernal Heights	Business, Disabled, Neighborhood, Senior Citizen
18 Daniel Kassabian	M	NP	2	Russian Hill	Neighborhood
19 Jeremy Kazzaz*	M	NP	9	Mission	Business, Environment, Labor, Neighborhood, Public Policy,
20 John Hyung-Jun Kim*	M	A	9	Mission	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
21 Ronald Konopaski*	M	NP	1	Richmond	Business, Disabled, Environment, Neighborhood, Senior Citizen
22 Stephen Kubick*	M	C	10	Potrero Hill	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
23 Roger Kuo*	NP	NP	3	Financial District	Business, Disabled, Environment, Neighborhood, Public Policy, Senior Citizen
24 John Loeber*	NP	NP	3	Nob Hill	Business, Environment, Neighborhood, Public Policy,
25 Dale Low*	M	A	9	Bernal Heights	Environment, Neighborhood, Public Policy
26 Gail Mallinson*	F	C	9	Bernal Heights	Business, Environment, Neighborhood, Public Policy
27 Michael McDougall	NP	NP	8	Glen Park	Disabled, Environment, Public Policy
28 Maer Melo*	M	AA	9	Mission	Business, Disabled, Environment, Neighborhood, Public Policy
29 Laura Milvy*	NP	NP	9	Portola	Labor, Neighborhood
30 Nathan Nayman*	M	C	7	Balboa Terrace / West Portal	NP
31 Vi Nguyen*	F	NP	9	Bernal Heights	Business, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
32 Ifeyinwa Nzerem*	F	AA	10	Bayview/Silver Terrace	Disabled, Environment, Neighborhood, Senior Citizen
33 Bozhena Palatnik*	F	NP	1	Outer Richmond	Neighborhood
34 Jacqueline Sachs	F	C	2	Western Addition	Disabled, Neighborhood

Name	Gender	Ethnicity	District	Neighborhood	Affiliation/Interest
35 Jeff Silver*	M	C	8	Buena Vista Park / Financial District	Business, Neighborhood
36 Abraham Snyder*	M	C	9	Mission / SOMA	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
37 Stephanie Soler*	F	H/L	9	Noe Valley	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
38 Matthew Stevens	M	NP	11	Excelsior	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
39 Bradley Tanzman*	M	C	6	Treasure Island	Business, Disabled, Environment, Labor, Neighborhood, Public Policy, Senior Citizen
40 Jayeson Vance*	M	C	11	Oceanview	Environment, Labor, Neighborhood, Public Policy, Senior Citizen
41 Rudyard Vance*	M	AA	7	Ingleside Terrace	Business, Environment, Neighborhood, Senior Citizen
42 Anne Widera*	F	NP	10	Potrero Hill	Business
43 Ladonna Williams*	F	C	11	Ingleside Heights	Business, Neighborhood, Public Policy
44 Rachel Zack*	F	C	3	Union Square / Nob Hill	Environment, Labor, Neighborhood, Public Policy
45 Yan Zhu*	NP	NP	6	Western SOMA / SOMA	Disabled, Environment, Neighborhood, Public Policy, Senior Citizen

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)

\*Applicant has not appeared before the Board.



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## RESOLUTION ADOPTING POSITIONS ON STATE LEGISLATION

WHEREAS, The Transportation Authority approves a set of legislative principles to guide transportation policy advocacy in the sessions of the Federal and State Legislatures; and

WHEREAS, With the assistance of the Transportation Authority's legislative advocate in Sacramento, staff has reviewed pending legislation for the current Legislative Session and analyzed it for consistency with the Transportation Authority's adopted legislative principles and for impacts on transportation funding and program implementation in San Francisco; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts two new support positions on Senate Bill (SB) 1014 (Skinner) and SB 1328 (Beall); and be it further

RESOLVED, That the Executive Director is directed to communicate these positions to all relevant parties.

## State Legislation – June 2018

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

Staff is recommending two new support positions on Senate Bill (SB) 1014 (Skinner) and SB 1328 (Beall), as shown in **Table 1**. **Table 2** provides updates on two bills on which the Transportation Authority has previously taken a position this session: Assembly Bill (AB) 2865 (Chiu) and AB 3124 (Bloom). **Table 3** indicates the status of all bills on which the Board has already taken a position this session.

**Table 1. Recommendations for New Positions**

Recommended Positions	Bill # Author	Title and Description
Support	<a href="#">SB 1014</a> <a href="#">Skinner</a> D	<p><b>Zero-emission vehicles.</b> Would require the Public Utilities Commission to establish the California Clean Miles Standard Program for zero-emission vehicles used to provide prearranged transportation services for compensation from transportation network companies (TNCs) with the goal to increase the percentage of passenger miles provided by zero-emission vehicles used on behalf of TNCs so that 20% of the passenger miles are provided by zero-emission vehicles by December 31, 2023, 50% by December 31, 2026 and 100% by January 1, 2030. The City’s State Legislation Committee adopted a support position on this bill in May.</p> <p>The Transportation Authority Board adopted a Watch position on this bill in May. We are now recommending a support position for this bill given the recent amendments which removed the incentive portion of the program.</p>
Support	<a href="#">SB 1328</a> <a href="#">Beall</a> D	<p><b>Mileage-based road usage fee.</b> Current law required the Chair of the California Transportation Commission create a Road Usage Charge Technical Advisory Committee (TAC) in consultation with the Secretary of the Transportation Agency. The purpose of the TAC was to guide the development and evaluation of a pilot program to assess the potential for mileage-based revenue collection as an alternative to the gas tax system. The pilot program was completed last summer.</p> <p>This bill would extend the TAC’s operation an additional four years through January 1, 2023, and would require the TAC to assess the potential for mileage-based revenue collection for California’s roads and highways as an alternative to the gas tax system. We agree that further research and outreach work is needed to determine whether a road charge may be a viable replacement for the gas tax for transportation funding.</p>



Table 2. Notable Updates on Bills in the 2017-2018 Session

Adopted Positions	Bill # Author	Title and Update
Support / Sponsor	<a href="#">AB 2865</a> <a href="#">Chiu</a> D	<p><b>High-occupancy toll lanes: Santa Clara Valley Transportation Authority (VTA).</b></p> <p>If the Board votes to approve a managed lanes (e.g. carpool/transit lane) project on US-101 and I-280 north of the divide in San Francisco, this bill would give the Transportation Authority the option of asking the Santa Clara Valley Transportation Authority to operate the lanes on San Francisco's behalf. San Mateo has similar authority and the intent is to allow a single, coordinated congestion management approach for the 101 corridor that extends from Santa Clara to San Francisco. Revenues would be spent according to a Board-approved expenditure plan on transportation projects that benefit transit riders, carpoolers, and drivers in the corridor.</p> <p>The bill passed out of the Assembly in May, and we anticipate it will next be heard at the Senate Transportation and Housing Committee in mid-June. We have requested an amendment to the bill to add a new section that would give the Transportation Authority a second option to ask the Bay Area Infrastructure Financing Authority to operate the lanes on San Francisco's behalf. This amendment would address Metropolitan Transportation Commission staff's interest in having the Board consider joining its regional express lane network while still requiring revenues to be spent according to a Board-approved expenditure plan. Under the new language, if the Board approves a managed lanes project at a later date, it would then have the ability to negotiate with the potential operators and select the preferred option.</p>
Support	<a href="#">AB 3124</a> <a href="#">Bloom</a> D	<p><b>Vehicles: length limitations: buses: bicycle transportation devices</b></p> <p>This bill has passed both houses and was approved by the Governor on June 1. The SFMTA is a sponsor of this bill, which would allow transit agencies to increase the capacity of front-mounted bike racks from two bikes to three. The City's State Legislation Committee and the Metropolitan Transportation Commission have also taken a position of support.</p>

Table 3. Proposition or Bill Status for Active Positions Taken in the 2017-2018 Session<sup>1</sup>

Adopted Positions	Proposition or Bill # Author	Proposition or Bill Title	Status and Changes Since Last Report <sup>1</sup> (as of 6/4/18)
Support	<a href="#">AB 1</a> <a href="#">Frazier</a> D	Transportation funding	Assembly Dead
	<a href="#">AB 17</a> <a href="#">Holden</a> D	Transit Pass Program: free or reduced-fare transit passes	Vetoed
	<a href="#">AB 87</a> <a href="#">Ting</a> D	Autonomous vehicles	Senate Transportation and Housing
	<a href="#">AB 342</a> <a href="#">Chiu</a> D	Vehicles: automated speed enforcement: five-year pilot program	Assembly Dead

	<a href="#">AB 2304</a> <a href="#">Holden</a> D	Reduced fare transit pass programs: report.	Referred to Senate Rules Committee
	<a href="#">AB 2363</a> <a href="#">Friedman</a> D	Vision Zero Task Force.	Referred to Senate Rules Committee
	<a href="#">AB 2865</a> <a href="#">Chiu</a> D	High-occupancy toll lanes: Santa Clara Valley Transportation Authority (VTA).	Referred to Senate Rules Committee
	<a href="#">AB 3059</a> <a href="#">Bloom</a> D	Go Zone demonstration projects.	Assembly Dead
	<a href="#">AB 3124</a> <a href="#">Bloom</a> D	Vehicles: length limitations: buses: bicycle transportation devices	Chaptered June 1
	<a href="#">SB 422</a> <a href="#">Wilk</a> R	Transportation projects: comprehensive development lease agreements: Public Private Partnerships	Senate Dead
	<a href="#">SB 760</a> <a href="#">Wiener</a> D	Bikeways: design guides	Referred to Assembly Transportation
	<a href="#">SB 768</a> <a href="#">Allen,</a> <a href="#">Wiener</a> D	Transportation projects: comprehensive development lease agreements: Public Private Partnerships	Senate Dead
	<a href="#">SB 1119</a> <a href="#">Newman</a> D	Low Carbon Transit Operations Program.	Referred to Assembly Transportation
	<a href="#">SB 1376</a> <a href="#">Hill</a> D	Transportation network companies: accessibility plans	Held at Assembly Desk
	<a href="#">Prop 69</a>	Transportation Taxes and Fees Lockbox and Appropriations Limit Exemption Amendment. Legislative Constitutional Amendment on California's June 5, 2018 ballot	June 5, 2018 Ballot
Support if Amended	<a href="#">SB 936</a> <a href="#">Allen, Ben</a> D	Office of Planning and Research: Autonomous Vehicles Smart Planning Task Force.	Senate Dead – Placed on suspense file at Senate Appropriations
Oppose	<a href="#">AB 65</a> <a href="#">Patterson</a> R	Transportation bond debt service	Assembly Dead
	<a href="#">AB 1756</a> <a href="#">Brough</a> R	Transportation Funding	Assembly Dead
	<a href="#">AB 2530</a> <a href="#">Melendez</a> R	Bonds: Transportation	Assembly Dead – Failed Passage at Assembly Transportation
	<a href="#">AB 2712</a> <a href="#">Allen,</a> <a href="#">Travis</a> R	Bonds: Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century	Assembly Dead – Failed Passage at Assembly Transportation
	<a href="#">AB 2989</a> <a href="#">Flora</a> R	Standup electric scooters.	Referred to Senate Rules Committee
	<a href="#">SB 182</a> <a href="#">Bradford</a> D	Transportation network company: participating drivers: single business license	Chaptered
	<a href="#">SB 423</a> <a href="#">Cannella</a> R	Indemnity: design professionals	Senate Dead
	<a href="#">SB 493</a> <a href="#">Hill</a> D	Vehicles: right-turn violations	Assembly Appropriations
	<a href="#">SB 1132</a> <a href="#">Hill</a> D	Vehicles: right turn violations.	Held at Assembly Desk

<sup>1</sup>Under this column, “Chaptered” means the bill is now law.

RESOLUTION ALLOCATING \$9,564,076 IN PROP K SALES TAX FUNDS FOR SEVEN REQUESTS, WITH CONDITIONS, AND APPROPRIATION of \$137,000 IN PROP K FUNDS FOR TWO REQUESTS

WHEREAS, The Transportation Authority received eight requests for a total of \$9,701,076 in Prop K local transportation sales tax funds, as summarized in Attachments 1 and 2 and detailed in the enclosed allocation request form; and

WHEREAS, The requests seek funds from the following Prop K Expenditure Plan categories: Guideways – Muni, Street Repair and Street Cleaning Equipment, Pedestrian and Bicycle Facility Maintenance, Traffic Calming, Bicycle Circulation and Safety, Pedestrian Circulation and Safety, Tree Planting and Maintenance and Transportation and Land Use Coordination; and

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

WHEREAS, Six of the requests are consistent with the 5YPP for its Prop K category; and

WHEREAS, San Francisco Municipal Transportation Agency (SFMTA's) request for Twin Peaks Tunnel Trackway Improvements - Additional Funds and San Francisco Public Works' (SFPW's) Jefferson Street Improvements Phase 2 [NTIP Capital] require concurrent 5YPP amendments as detailed in the enclosed allocation request form; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating a total of \$9,564,076 in Prop K funds for seven request, with conditions, and appropriating \$137,000 in Prop K funds for two requests, as described in Attachment 3 and detailed in the enclosed allocation request forms, which include staff recommendations for Prop K 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 2018/19 budget to cover the proposed actions; now therefore, be it

RESOLVED, That the Transportation Authority hereby amends the Prop K Guideways – Muni and Pedestrian Circulation and Safety 5YPPs, as detailed in the enclosed allocation request forms for the Twin Peaks Tunnel Trackway Improvements - Additional Funds and Jefferson Street Improvements Phase 2 [NTIP Capital]; and be it further

RESOLVED, That the Transportation Authority hereby allocates \$9,564,076 in Prop K funds for seven request, with conditions, and appropriates \$137,000 in Prop K funds for two requests, as described in Attachment 3 and detailed in the allocation request forms; and be it further

RESOLVED, That the Transportation Authority finds the allocation and appropriation of these funds to be in conformance with the priorities, policies, funding levels, and prioritization methodologies established in the Prop K Expenditure Plan and Strategic Plan, as well as the relevant Prop K 5YPP; 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 Strategic Plan and the relevant 5YPPs are hereby amended, as appropriate.

Attachments (4):

1. Summary of Applications Received
2. Project Descriptions
3. Staff Recommendations
4. Prop K Allocation Summaries – FY 2018/19

Enclosure:

1. Prop K/AA Allocation Request Forms (8)

Attachment 1: Summary of Applications Received

Source	EP Line No./Category <sup>1</sup>	Project Sponsor <sup>2</sup>	Project Name	Current Prop K 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	22M	SFMTA	Twin Peaks Tunnel Trackway Improvements - Additional Funds	\$ 5,295,567	\$ 83,163,828	78%	89% including previous allocation	Construction	8	
Prop K	35	SFPW	Street Repair and Cleaning Equipment	\$ 954,593	\$ 954,593	38%	0%	Construction	Citywide	
Prop K	37	SFPW	Public Sidewalk and Curb Repair	\$ 586,957	\$ 818,576	48%	28%	Construction	Citywide	
Prop K	38	SFCTA	Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital]	\$ 50,000	\$ 50,000	51%	0%	Planning	3	
Prop K	39	SFMTA	Arguello Boulevard Improvements [NTIP Capital]	\$ 70,700	\$ 457,010	28%	85%	Construction	1, 2	
Prop K	40	SFPW	Jefferson Street Improvements Phase 2 [NTIP Capital]	\$ 1,413,740	\$ 13,565,000	25%	90%	Construction	3	
Prop K	42	SFPW	Tree Planting	\$ 1,192,519	\$ 1,192,519	57%	0%	Construction	Citywide	
Prop K	44	SFCTA, SFMTA	NTIP Program Coordination	\$ 137,000	\$ 137,000	40%	0%	Planning	Citywide	
<b>TOTAL</b>					<b>\$ 9,701,076</b>	<b>\$ 100,338,526</b>	<b>69%</b>	<b>86%</b>		

Footnotes

<sup>1</sup> "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2014 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: SFCTA (Transportation Authority); SFMTA (San Francisco Municipal Transportation Agency); SFPW (San Francisco Public Works).

<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 for all projects 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	Project Description
22M	SFMTA	Twin Peaks Tunnel Trackway Improvements - Additional Funds	\$5,295,567	Project will enhance light rail reliability, safety and efficiency while reducing maintenance needs in the 100 year old Twin Peaks Tunnel from West Portal to Castro Station. Scope includes replacement of worn tracks and switch controllers, repairing damaged drain lines, and installation of new flood lighting, guardrails, seismic upgrades, and fire alarm and suppression system. In July 2016 the Transportation Authority allocated \$4,149,113 for construction of this project, and approved an intent to allocate an additional \$3.55 million. This request is to fulfill that intent and provide an additional \$1,744,680 to cover the costs of additional scope and an intensive project schedule. The project will require a 60-day continuous shutdown of the tunnel scheduled from June 25, 2018 to August 24, to be followed by night work for up to 15 weekends through September 15. During tunnel closures, SFMTA will provide bus substitution to customers. SFMTA expects to achieve substantial completion by October 31, 2018.
35	SFPW	Street Repair and Cleaning Equipment	\$954,593	Requested funds will be used to purchase 8 pieces of Street Repair and Cleaning Equipment including (1) RAVO Sweeper, (2) Truck Mounted Steamer Units, (1) Fuel and Lube Truck, (1) F350 Equipment Service Truck, (1) 125kva Towable Generator, and (2) 4000 Watt Portable Light Towers. Equipment will improve the efficiency and worksite safety for SFPW's street cleaning and repair work. All equipment will be California Air Resources Board (CARB) compliant.
37	SFPW	Public Sidewalk and Curb Repair	\$586,957	Prop K funds will leverage \$231,619 in state funds to repair approximately 653 sidewalk locations. In past years, SFPW has used Prop K funds to repair sidewalks around City street trees. With the passage of Prop E in November 2016, SFPW now has \$19 million from an annual General Fund setaside to maintain all street trees in the public right-of-way, with nearly \$4 million of the funding to be used for repairs of sidewalk damage and buckling caused by the roots of mature City-maintained trees. SFPW has a backlog of more than 909 requested sidewalk repair locations not related to street tree damage. Additional locations will be determined by SFPW inspections, public complaints, and reports of trip-and-fall accidents. All work will be performed in FY 2018/19.

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

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
38	SFCTA	Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital]	\$50,000	This request supports the Kearny Street Multimodal Implementation Plan [NTIP Planning] by exploring traffic and pedestrian circulation around and to/from the Portsmouth Square Garage, and analyzing garage operations. Specific tasks include confirming goals and issues for Portsmouth Square garage circulation, assessing site conditions through multilingual intercept surveys of garage patrons and pedestrians, collecting and analyzing data, identifying potential improvement strategies, and developing recommendations and next steps. Project completion is anticipated by fall 2018.
39	SFMTA	Arguello Boulevard Improvements [NTIP Capital]	\$70,700	This NTIP Capital project will install a painted pedestrian safety zone at the Arguello/Cabrillo intersection and green paint treatments in the Class II bike lanes and green bike boxes along Arguello Boulevard between Fulton Street and West Pacific Avenue. These improvements will be installed by SFMTA labor upon completion of San Francisco Public Works' Arguello paving project in December 2018.
40	SFPW	Jefferson Street Improvements Phase 2 [NTIP Capital]	\$1,413,740	Requested funds will construct 3 blocks of streetscape improvements between Powell and Jones Streets, completing the design developed from the Fisherman's Wharf Public Realm Plan (2010). Prop K funds will provide a portion of the required dollar-for-dollar local match to a \$6.78 million grant from the SB1 Local Partnership Program. Scope includes widened sidewalks, pedestrian-scale lighting, bike parking, new landscaping, trees, public seating and construction of a narrowed roadway. This project will improve pedestrian safety along a street that sees more than 60,000 pedestrians per day on a typical summer weekend. Public Works expects to begin construction in Spring 2019 and with substantial completion in Spring 2020.



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

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
42	SFPW	Tree Planting	\$1,192,519	<p>With these funds, SFPW crews will plant approximately 795 trees and water them regularly for three years to ensure successful establishment. Previously, SFPW used Prop K funds for both street tree planting and maintenance of mature trees. With the passage of Prop E, SFPW now has sufficient funding from an annual General Fund setaside for tree maintenance, and will now use Prop K funds exclusively for tree planting. Public Works will use the comprehensive street tree census, which identified all street trees in the public right-of-way, as well as existing empty basins and potential new planting sites, to identify priority planting sites throughout San Francisco. Public Works will focus on districts with the greatest number of existing empty tree wells and the lowest canopy coverage.</p>
44	SFCIA, SFMTA	NTIP Program Coordination	\$137,000	<p>Programming support to enable SFMTA and Transportation Authority staff to support commissioners' efforts to identify potential NTIP planning and capital projects, and provide ongoing oversight and support for the program.</p>
<b>TOTAL</b>			<b>\$9,701,076</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	Recommendations
22M	SFMTA	Twin Peaks Tunnel Trackway Improvements - Additional Funds	\$ 5,295,567	Recommendation fulfills an <b>intent to allocate</b> \$3.55 in Prop K funds, approved by the Transportation Authority Board in July 2016.  <b>5-Year Prioritization Program (5YPP) Amendment:</b> The recommended allocation is contingent upon a concurrent Prop K Guideways - Muni 5YPP amendment to program \$1,744,680 from fully funded and delayed projects to the subject project. See attached 5YPP amendments for details.
35	SFPW	Street Repair and Cleaning Equipment	\$ 954,593	
37	SFPW	Public Sidewalk and Curb Repair	\$ 586,957	
38	SFCTA	Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital]	\$ 50,000	
39	SFMTA	Arguello Boulevard Improvements [NTIP Capital]	\$ 70,700	Recommendation fulfills an <b>intent to allocate</b> \$70,700 in Prop K funds, approved by the Transportation Authority Board in May 2016.
40	SFPW	Jefferson Street Improvements Phase 2 [NTIP Capital]	\$ 1,413,740	<b>5YPP Amendment:</b> The recommendation is contingent upon a concurrent Pedestrian Circulation/Safety 5YPP amendment to reprogram \$1,213,740 in Active Transportation Program Local Match placeholder funds and program \$200,000 in Neighborhood Transportation Improvement Program (NTIP) placeholder funds to the subject project. See attached 5YPP amendment for details.  <b>Special Condition:</b> The recommended allocation is contingent upon SFPW securing an additional \$5,369,260 in local matching funds, as required by the state Local Partnership Program guidelines, to fully fund the project.
42	SFPW	Tree Planting	\$ 1,192,519	
44	SFCTA, SFMTA	NTIP Program Coordination	\$ 137,000	
<b>TOTAL</b>			<b>\$9,701,076</b>	

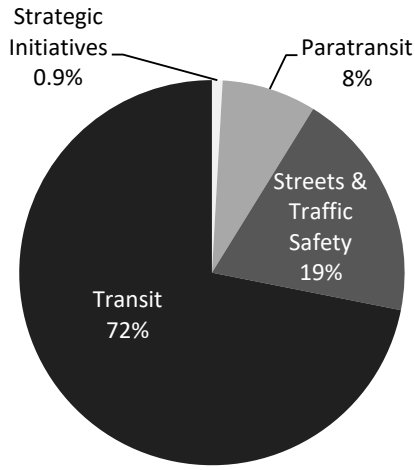
<sup>1</sup> See Attachment 1 for footnotes.

**Attachment 4.  
Prop K Allocation Summary - FY 2018/19**

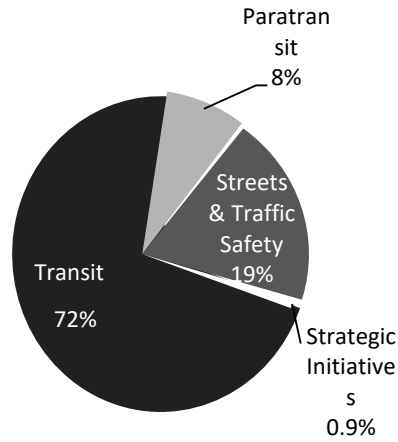
<b>PROP K SALES TAX</b>				
	<b>Total</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2021/22</b>
Prior Allocations	\$ -	\$ -	\$ -	\$ -
Current Request(s)	\$ 9,701,076	\$ 7,842,928	\$ 1,844,071	\$ -
New Total Allocations	\$ 9,701,076	\$ 7,842,928	\$ 1,844,071	\$ -

maximum annual cash  
flow for all FY 2017/18

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



**Prop K Investments To Date**





# Memorandum

**Date:** May 17, 2018  
**To:** Transportation Authority Board  
**From:** Anna LaForte – Deputy Director for Policy and Programming  
**Subject:** 6/12/2018 Board Meeting: Allocation of \$9,564,076 in Prop K Sales Tax Funds for Seven Requests, with Conditions, and Appropriation of \$137,000 in Prop K Funds for Two Requests

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> <li>● Allocate \$5,416,267 in Prop K funds to the San Francisco Municipal Transportation Agency (SFMTA) for three requests:             <ol style="list-style-type: none"> <li>1. Twin Peaks Tunnel Trackway Improvements - Additional Funds (\$5,295,567)</li> <li>2. Arguello Boulevard Improvements [NTIP Capital] (\$70,700)</li> <li>3. NTIP Program Support (\$50,000)</li> </ol> </li> <li>● Allocate \$4,147,809 in Prop K funds to San Francisco Public Works (SFPW) for four requests:             <ol style="list-style-type: none"> <li>4. Street Repair and Cleaning Equipment (\$954,593)</li> <li>5. Public Sidewalk and Curb Repair (\$586,957)</li> <li>6. Jefferson Street Improvements Phase 2 [NTIP Capital] (\$1,413,740)</li> <li>7. Tree Planting (\$1,192,519)</li> </ol> </li> <li>● Appropriate \$137,000 in Prop K funds for two requests:             <ol style="list-style-type: none"> <li>8. Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital] (\$50,000)</li> <li>9. NTIP Program Support (\$87,000)</li> </ol> </li> </ul>	<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"/> Contracts</li> <li><input type="checkbox"/> Other:</li> </ul>
<p><b>SUMMARY</b></p> <p>We are presenting nine requests totaling \$9,701,076 in Prop K funds to the Board for approval. Attachment 1 lists the requests, including requested phase(s) and supervisorial district(s) for each project. Attachment 2 provides a brief description of each project. Attachment 3 contains the staff recommendations.</p>	

**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 a brief description of each project. Attachment 3 summarizes the staff recommendations for the

## Agenda Item 6

requests, 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 and funding.

### **FINANCIAL IMPACT**

The recommended action would allocate and appropriate \$9,701,076 in Fiscal Year (FY) 2018/19 Prop K sales tax funds. The allocations and appropriations would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the enclosed Allocation Request Forms.

Attachment 4 shows that the recommended allocations and appropriation would be the first of FY 2018/19, and shows the recommended allocation, appropriation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the proposed FY 2018/19 budget to accommodate the recommended actions. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distribution for those respective fiscal years.

### **CAC POSITION**

The CAC was briefed on this item at its May 23, 2018 meeting and unanimously adopted a motion of support for the staff recommendation.

### **SUPPLEMENTAL MATERIALS**

Attachment 1 – Summary of Applications Received

Attachment 2 – Project Descriptions

Attachment 3 – Staff Recommendations

Attachment 4 – Prop K Allocation Summaries – FY 2018/19

Enclosure – Prop K/AA Allocation Request Forms (8)



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RESOLUTION ADOPTING THE SAN FRANCISCO COUNTY TRANSPORTATION  
AUTHORITY FISCAL YEAR 2018/19 ANNUAL BUDGET AND WORK PROGRAM

WHEREAS, Pursuant to State statutes (PUC Code Sections 131000 et seq.), the Transportation Authority must adopt an annual budget for Fiscal Year (FY) 2018/19 by June 30, 2018; and

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

WHEREAS, The Transportation Authority's proposed FY 2018/19 Work Program includes activities in four major functional areas: 1) Plan, 2) Fund, 3) Deliver and 4) Transparency and Accountability; and

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

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



WHEREAS, Attachment 1 contains a description of the Transportation Authority's proposed Work Program for FY 2018/19; 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 \$123.2 million and sales tax revenues, net of interest earnings, are projected to be \$106.5 million, or 86.4% of FY 2018/19 revenues; and

WHEREAS, Total expenditures are projected to be about \$263.1 million, and of this amount, capital project costs are \$218.9 million, or 83.2% of total projected expenditures, with 4.1% of expenditures budgeted for administrative operating costs, and 12.7% for debt service and interest costs; and

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

WHEREAS, At its May 23, 2018 meeting, the Citizens Advisory Committee was briefed on the subject request and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the attached San Francisco County Transportation Authority FY 2018/19 Budget and Work Program are hereby adopted.

Attachments (2):

1. FY 2018/19 Work Program
2. FY 2018/19 Budget



**Attachment 1**  
Proposed Fiscal Year 2018/19 Annual Work Program

The Transportation Authority's proposed Fiscal Year (FY) 2018/19 Work Program includes activities in five major divisions overseen by the Executive Director: 1) Policy and Programming, 2) Capital Projects, 3) Planning, 4) Technology, Data and Analysis, and 5) Finance and Administration. The Executive Director's office is responsible for directing the agency in keeping with the annual Board-adopted goals, for the development of the annual budget and work program, and for the efficient and effective management of staff and other resources. Further, the Executive Director's office is responsible for regular and effective communications with the Board, the Mayor's Office, San Francisco's elected representatives at the state and federal levels and the public, as well as for coordination and partnering with other city, regional, state and federal agencies.

The agency's work program activities address the Transportation Authority's designated mandates and functional roles. These include: serving as the Prop K transportation sales tax administrator and Congestion Management Agency (CMA) for San Francisco, acting as the Local Program Manager for the Transportation Fund for Clean Air (TFCA) program and administering the \$10 Prop AA vehicle registration fee.

The Transportation Authority is also operating as the Treasure Island Mobility Management Agency (TIMMA). The TIMMA FY 2018/19 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 2018/19, we will continue to implement recommendations from the existing San Francisco Transportation Plan (SFTP) -- the 2017 SFTP. We will continue to advance the San Francisco Long-range Transportation Planning Program, also known as Connect SF, as part of our multi-agency partnership with the San Francisco Municipal Transportation Agency (SFMTA), Planning Department, and others. This will include transit and freeway modal studies, as well as a continued emphasis on demand management policies, and represents the beginning of our next update to the SFTP. We will also continue to further corridor, neighborhood and community-based transportation plans under our lead, while supporting efforts led by others.

We will undertake new planning efforts meant to inform and respond to emerging trends and policy areas. This strategic area of focus for our planning work includes deepening our research on Transportation Network Companies, or TNCs, (e.g., Lyft and Uber) use and impacts, as well as advancing the District 10 Mobility Management Study.

Most of the FY 2018/19 activities listed below are strong multi-divisional efforts, often lead by the Planning Division in close coordination with Transportation, Data and Analysis; Capital Projects; and the Policy and Programming Divisions. Proposed activities include:

### **Active Congestion Management:**

- **District 10 Mobility Management Study:** Complete this study, whose purpose is to identify non-infrastructure strategies to reduce existing and new vehicles miles traveled in District 10, beyond improvements already planned. These recommendations could be implemented as contributions of developments not yet approved; through local ordinance; or by local Transportation Management Associations. The study is funded by a combination of Neighborhood Transportation Improvement



Program (NTIP) and the Toyota Mobility Foundation.

- **Lombard Crooked Street Reservations & Pricing System Development:** Complete study and development of a reservations and pricing system for managing automobile access to the Crooked Street (1000 block of Lombard Street). The scope of this project is intended to advance this recommendation by identifying the physical and operational details of a reservations and pricing system, as well as determining the expected outcomes on automobile and pedestrian circulation on the Crooked Street and the surrounding neighborhood. This study follows up on a recommendation from the “Managing Access to the Crooked Street” District 2 NTIP report, adopted in March 2017.
- **Freeway Corridor Management Study (FCMS) Phase 2:** Complete Phase 2 corridor planning study in close coordination with city, regional and state agencies to advance a feasible set of near-term freeway management projects for US 101 and I-280 corridors, including potential carpool/transit lanes and/or express lanes connecting San Francisco to San Mateo and Santa Clara counties along US 101. Advance planning work to address questions raised relating to operational analyses (e.g. ramp metering), equity, regional/local express bus provision, management of Transportation Network Companies, and congestion pricing.
- **Highway 101 to Interstate 280 Managed Lanes:** Pending Board approval, initiate Caltrans project development process efforts thru the preparation of the Project Study Report - Project Development Support document and continue detailed traffic operations analyses. Participate in the Metropolitan Transportation Commission’s (MTC’s) express lanes planning efforts and position San Francisco’s 101/280 corridor for Regional Measure 3, Senate Bill 1 gas tax funds (e.g. Solutions for Congested Corridors Program) and other potential state and federal funding sources.

#### **SFTP Implementation and Board Support:**

- **Neighborhood Transportation Improvement Program (NTIP):** Continue implementation of the sales tax-funded NTIP, identified as a new equity initiative in the 2013 SFTP. We will continue to work closely on identification and scoping of new NTIP planning and capital efforts, including advancing recommendations from recently completed plans, in coordination with Board members and the SFMTA’s NTIP Coordinator, and will monitor and support NTIP efforts led by other agencies.
- **Vision Zero Ramps Study:** Complete Phase 2 of the Freeway Ramp Vision Zero Safety Assessment of pedestrian, bicycle, and vehicle conflicts and road safety on local San Francisco streets associated with on- and off- ramps in the South of Market Area (SOMA). Phase 2 will include developing safety recommendations for 10 ramps and is funded by a Caltrans Partnership Planning grant. Phase 2 is expected to be complete in early 2019.

#### **Long Range, Countywide, and Inter-Jurisdictional Planning:**

- **SFTP and ConnectSF:** Building on the 2017 SFTP adopted in September, we have already begun the next update of the city’s long-range transportation plan. This year, we will complete a Needs Assessment analyzing current and future transportation needs based on recent transportation and demographic trends. This information will feed into the next steps of ConnectSF. Along with the SFMTA, other San Francisco agencies and regional partners, we will complete the Streets and Freeways Study and the Transit Corridors Study. These two modal studies, along with other planning efforts, will in turn inform the next update of the SFTP, expected to be adopted in 2021, and the next update of Plan Bay Area.



Attachment 1  
Proposed Fiscal Year 2018/19 Annual Work Program

- **Emerging Mobility Services & Technologies:** Our Emerging Mobility Services and Technology report is expected to be completed by June 2018. Based on a set of guiding principles adopted by the Board in summer 2017, the report sets an evaluative framework to assess whether and how emerging mobility services and transportation technologies are helping San Francisco meet its primary SFTP goals related to healthy environment, livability, economic competitiveness, and state of good repair in addition to other transportation lenses such as equity and affordability. The report concludes with a set of recommendations for actions, policy changes, future studies, and potential pilot project opportunities. In FY 2018/19, we will follow up on those recommendations as directed by the Board.
- **Transportation Network Companies Impact Studies:** Continue creating a series of reports that will answer key questions about ride-hail companies, also known as Transportation Network Companies, or TNCs. This series builds on two previous reports: TNCs Today provided the first comprehensive estimates of Uber and Lyft activity in the city; TNC Regulatory Landscape provided an overview of existing state and local TNC regulatory frameworks across the country and within California. In Fiscal Year 2018/19, we anticipate releasing reports on the effects of TNCs on congestion, transit ridership and equity.
- **Support Statewide and Regional Planning Efforts:** Continue to support studies at the state and regional levels including the California High-Speed Rail Authority’s Environmental Impact Report, the California State Transportation Agency’s Statewide Rail Plan, MTC’s Horizon effort and associated white papers, and coordination to scope the study of a potential second Transbay rail crossing.

**Transportation Forecasting, Data and Data Analysis:**

- **Travel Forecasting and Analysis for Transportation Authority Studies:** Provide modeling, data analysis, technical advice and graphics services to support efforts such as SFTP and ConnectSF, including the Streets and Freeways Study and the Transit Corridors Study, subsequent phases of FCMS, Emerging Mobility Services and Technology transit ridership and traffic congestion impact studies, and travel demand management strategy effectiveness research.
- **Modeling Service Bureau:** Provide modeling, data analysis, and technical advice to city agencies and consultants in support of many projects and studies. Expected service bureau support this year for partner agencies and external parties is to be determined.
- **Congestion Management Program (CMP) Development, Data Warehousing and Visualization:** Initiate updates to the CMP, including expanding the Transportation Authority’s data warehouse and visualization tools to further facilitate easy access to network performance data and travel behavior data, review and querying of datasets, and to support web-based tools for internal and external use. Continue to serve as a data resource for city agencies, consultants, and the public and enhance data management and dissemination capabilities. Analyze and publish important results from the upcoming travel behavior diary data collection being coordinated with MTC, and support researchers working on topics that complement and enhance our understanding of travel behavior. Topics include: gather and analyze trip data on TNCs and acquire or partner with private big data sources; and explore the fusion of multiple geographic data sources such as cell phone data with transit fare card, vehicle location, and passenger data.
- **Model Consistency/Land Use Allocation:** Complete the requirements for model consistency in coordination with MTC as a part of the CMP update. Participate in Bay Area Model Users



Group. Continue supporting the refinement of the Bay Area land use growth allocation model with the Planning Department, the Association of Bay Area Governments (ABAG) and MTC. Coordinate land use analysis activities in cooperation with these same agencies.

- **Travel Demand Model Enhancements:** Continue to implement SF-CHAMP and Dynamic Traffic Assignment (DTA) model improvements, with special emphasis on transit reliability and model performance. Initiate use of SF-CHAMP 6, which will include increased spatial, temporal, and behavioral detail, and test first regional-scale DTA model integrated with SF-CHAMP. In collaboration of MTC, the San Diego Association of Governments, Puget Sound Regional Council, the Atlanta Regional Commission, and the Association of Metropolitan Planning Organizations Research Foundation, continue development of an open-source activity-based travel demand model platform.

## FUND

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

**Fund Programming and Allocations:** Administer the Prop K sales tax, Prop AA vehicle registration fee, and TFCA programs, which the agency directly allocates or prioritizes projects for grant funding; oversee calls for projects and provide project delivery support and oversight for the LTP, One Bay Area Grant (OBAG), and county share State Transportation Improvement Program in our role as CMA. Provide technical, strategic and advocacy support for a host of other fund programs, such as the new revenues to be generated and distributed under Senate Bill 1, the State's Cap-and-Trade and Active Transportation Programs, and federal competitive grant programs. Notable efforts planned for FY 2018/19 include:

- **2019 Prop K Strategic Plan and 5-Year Prioritization Program (5YPP) Update:** These Prop K updates are the biggest focus of the Policy and Programming Divisions this year. Following the anticipated adoption of the Prop K Strategic Plan Baseline in May, we will work closely with the Board, project sponsors and other interested stakeholders on developing the draft 5YPPs. This is the process by which the Transportation Authority identifies the projects that should receive Prop K funding over the five-year period starting July 1, 2019. Public engagement will continue throughout the update effort. We anticipate Board adoption of the 5YPPs and final 2019 Strategic Plan in November.
- **Prop K Customer Service and Efficiency Improvements:** This ongoing multi-division initiative will continue to improve our processes to make them more user friendly and efficient for both internal and external customers, while maintaining a high level of transparency and accountability appropriate for administration of voter-approved revenue measures. This year we will continue to maintain and enhance [mystreetsf.com](http://mystreetsf.com) – our interactive project map and the Portal – our web-based grants management database used by our staff and project sponsors, as well as





## Attachment 1

### Proposed Fiscal Year 2018/19 Annual Work Program

make any needed refinements to the on-line allocation request form.

- **Implement the 2017 Prop AA Strategic Plan:** We will work closely with project sponsors and continue to support delivery of projects underway, as well as advance new projects with funds programmed in the 2017 Prop AA Strategic Plan adopted by the Board in May 2017.
- **OBAG Cycle 2:** Last fiscal year, the Board approved over \$40 million for OBAG Cycle 2 projects such as Caltrain Electrification and Better Market Street. This year, we will work with project sponsors to provide project delivery and support (e.g. assistance with meeting timely use of funds deadlines) for remaining OBAG Cycle 1 projects as well as Cycle 2 projects.
- **Lifeline Transportation Program and Community Based Transportation Plans (CBTPs):** In February 2018 we issued a call for projects for about \$2.6 million anticipated in Lifeline Transportation Program funds intended to improve mobility for low-income residents. The Board is scheduled to consider approval of the projects in May 2018, with MTC approval anticipated in July. We will work with project sponsors to ensure projects are amended into the Transportation Improvement Program, as needed and to support timely obligation of funds. MTC will also embark upon a new round of CBTP funding for efforts benefiting Communities of Concern (CoC). We expect these funds will support improving connections to Lake Merced (a new CoC since the last round of CBTP funding) and additional outreach efforts in the South of Cesar Chavez Area Plan and the D10 Mobility Management Study.
- **Federal-Aid Sponsor Support and Streamlining Advocacy:** Our staff will continue to provide expertise in grants administration for federally funded projects and to play a leadership role in supporting regional efforts to streamline the current federal-aid grant processes and provide input to new guidelines being promulgated as a result of the federal Fixing America's Surface Transportation (FAST) Act.

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

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

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

**New Revenue Options:** Educate the public on the purpose and importance of Senate Bill 1 (Road Repair and Accountability Act) fund programs. Advocate for San Francisco priorities and new local, regional, state and federal funds by providing Board member staffing, issue advocacy at various venues (such as at MTC



committees, Bay Area CMA meetings, and SPUR) and ongoing coordination with, and appearances before, the MTC, California Transportation Commission (CTC), and federal agencies. Notable efforts planned for FY 2018/19 include: advocating for funding for San Francisco priorities assuming Regional Measure 3 is approved by the voters in June 2018 and as directed by the Board, work closely with our Board members, the Mayor's Office, the SFMTA and key stakeholders on any follow up to the Transportation Task Force 2045 related to a potential new local revenue measure(s), and tracking the CTC's pilots of a potential statewide Road User Charge program.

**Legislative Advocacy:** We will continue to monitor and take positions on state legislation affecting San Francisco's transportation programs, and develop strategies for advancing legislative initiatives beneficial to San Francisco's interests and concerns at the state and federal level. Working with other toll operators through the California Toll Operations Committee, we will identify and engage in legislative efforts to support our future Treasure Island work and other managed lanes efforts. 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:** Provide funding and financing strategy support for Prop K signature projects, many of which are also included in MTC's Regional Transit Expansion Agreement. Examples include: Caltrain Electrification, Central Subway, Transbay Transit Center (renamed Salesforce Transit Center)/Downtown Extension and Geary Corridor BRT. Continue to serve as a funding resource for all San Francisco project sponsors, including brokering fund swaps, as needed.

## **DELIVER**

The timely and cost-effective delivery of Transportation Authority-funded transportation projects and programs requires a multi-divisional effort, led primarily by the Capital Projects Division with support from other divisions. As in past years, the agency focuses on providing engineering support and overseeing the delivery of the Prop K sales tax major capital projects, such as the Presidio Parkway, the SFMTA's Central Subway, Radio Replacement and facility upgrade projects; the Salesforce Transit Center/Caltrain Downtown Extension; and Caltrain Modernization, including Electrification. The agency is also serving as lead agency for the delivery of certain projects, such as the I-80/Yerba Buena Island (YBI) Interchange Improvement Project and I-280/Balboa Park Area Freeway Ramps projects, which typically are multi-jurisdictional in nature and often involve significant coordination with Caltrans. Key delivery activities for FY 2018/19 include the following:

### **Transportation Authority – Lead Construction:**

- I-80/Yerba Buena Island (YBI) West Bound (WB) On-Off Ramps: Complete construction efforts of the new I-80/YBI WB on-off ramps on the east side of YBI. Final construction activities and project close out is anticipated to be complete in summer 2018.
- Presidio Parkway Project: Continue supporting Caltrans and the Presidio Trust (Trust) in implementing the 3-party (including the Transportation Authority) Settlement Agreement for the transfer of final project landscaping work to the Trust, if the Settlement Agreement is approved by MTC. We anticipate contractor completion of work in the field by June 2018 and final acceptance of the facility in Fall 2018. We will also complete the P3 study that is comparing the effectiveness of delivering Phase 1 of the project using the more traditional design-bid-build model, with Phase 2 which is being delivered as a P3.

### **Transportation Authority – Lead Project Development:**



## Attachment 1

### Proposed Fiscal Year 2018/19 Annual Work Program

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

#### **Transportation Authority – Project Delivery Support:**

- Caltrain Early Investment Program and California High-Speed Rail Program: Coordinate with the California High-Speed Rail Authority (CHSRA) and city agencies on high-speed rail issues affecting the city; work with Caltrain, MTC, the Mayor's Office and other Peninsula and regional stakeholders to monitor and support delivery of the Caltrain Early Investment Program including the Communications Based Overlay Signal System and Electrification projects. Continue to work closely with aforementioned stakeholders to fully fund electrification and support delivery of the blended Caltrain/High Speed Rail system to the Peninsula corridor that extends to the new Salesforce Transit Center/Downtown Extension including leading critical Configuration Management Board efforts.
- Central Subway: Project management oversight; scope/cost/schedule and funding assessment and strategy, including participation in critical Configuration Management Board efforts.
- Salesforce Transit Center/ Downtown Extension: Project management oversight; provide support for Board member participation on other oversight bodies (Transbay Joint Powers Authority, Board of Supervisors), and other strategic efforts including enhanced technical oversight and support efforts in the areas of rail operations, project delivery method, cost/funding, tunneling, and right of way analyses.
- Geary, Van Ness Avenue and Geneva-Harney BRTs: Oversee SFMTA construction efforts including environmental compliance and general project oversight. Work closely with SFMTA and an inter-agency project team to maintain project integrity and quality while controlling budget and schedule.
- Complete right of way and engineering project support services and oversee construction efforts for the 19<sup>th</sup> Avenue and Lombard streetscape/resurfacing projects led by SFMTA and SFPW/Caltrans.
- Vision Zero: Continue to support the Vision Zero Committee and agency staff in delivering the program of projects that will enable San Francisco to achieve the goal of Vision Zero.
- Engineering Support: Provide engineering support, as needed, for other Transportation Authority-led



planning and programming efforts.

## **TRANSPARENCY & ACCOUNTABILITY**

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

- **Board Operations and Support:** Staff Board meetings including standing and ad hoc committees, including the Vision Zero Committee meetings.
- **Audits:** Prepare, procure, and manage fiscal compliance and management audits.
- **Budget, Reports and Financial Statements:** Develop and administer Transportation Authority budget, including performance monitoring, internal program and project tracking. Monitor internal controls and prepare reports and financial statements.
- **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:** Ongoing enhancement and maintenance of the enterprise resource planning system (business management and accounting software) to improve accounting functions, automate processes, general ledger reconciliations and financial reporting, as well as enabling improved data sharing with the Portal (web-based grants management database used by agency staff and project sponsors).
- **Contract Support:** Oversee procurement process for professional consultant contracts, prepare contracts, and manage compliance for contracts and associated Memoranda of Agreement and Understanding.
- **Disadvantaged Business Enterprise and Local Business Enterprise:** Administer program, review and update policy for any new state and federal requirements, conduct outreach and review applications and award certifications. Participate in the multi-agency consortium of Bay Area transportation agencies with a common goal to assist small, disadvantaged and local firms doing business with Bay Area transit and transportation agencies.
- **Communications and Community Relations:** Execute the agency's communications strategy with the general public, the agency's board, various interest groups and other government agencies. This is accomplished through various means, including fostering media and community relations, developing strategic communications plans for projects and policy initiatives, disseminating agency news and updates through "The Messenger" newsletter, social media and other web-based communications, supporting public outreach and helping coordinate events to promote the agency's work. This year the agency plans to begin development of an agency-wide strategic communications plan to institutionalize best practices. Communications staff will continue participating in training to advance outreach skills.



**Attachment 1**  
Proposed Fiscal Year 2018/19 Annual Work Program

- **Website:** Execute a redesign and upgrade of the agency website, sfcta.org. Update content and maintain and enhance interactive project delivery reporting features such as the mystreetsf.com project map.
- **Policies:** Maintain and update Administrative Code, Rules of Order, fiscal, debt, procurement, investment, travel, and other policies.
- **Human Resources:** Administer recruitment, personnel and benefits management and office procedures. Conduct or provide training for staff. Advance agency workplace excellence initiatives through staff working groups, training and other means.
- **Office Management and Administrative Support:** Maintain facilities and provide procurement of goods and services and administration of services contracts. Staff front desk reception duties. Provide assistance to the Clerk of the Board as required with preparation of agenda packets and minutes, updates to website and clerking meetings.
- **Legal Issues:** Manage routine legal issues, claims, and public records requests.
- **Information Technology:** Provide internal development and support; maintain existing technology systems including phone and data networks; develop new collaboration tools to further enhance efficiency and technological capabilities; and expand contact management capabilities.

**San Francisco County Transportation Authority  
Attachment 2  
Proposed Fiscal Year 2018/19 Annual Budget**



		Proposed Budget Amendment by Fund					Proposed Budget Fiscal Year 2018/19	Increase/ (Decrease)	Amended Budget Fiscal Year 2017/18
		Congestion Management Agency Programs	Transportation Fund For Clean Air Program	Vehicle Registration Fee For Transportation Improvements Program	Treasure Island Mobility Management Agency Program				
<b>Revenues:</b>									
Sales Tax	\$ 106,461,636	\$ -	\$ -	\$ -	\$ -	\$ 106,461,636	\$ 2,189,710	\$ 104,271,926	
Vehicle Registration Fee	-	-	-	4,930,000	-	4,930,000	95,951	4,834,049	
Interest Income	540,902	-	1,363	3,013	-	545,278	(87,676)	632,954	
Federal/State/Regional Revenues	-	7,314,996	759,899	-	3,160,560	11,235,455	(6,330,111)	17,565,566	
Other Revenues	44,720	-	-	-	-	44,720	1,260	43,460	
<b>Total Revenues</b>	<b>107,047,258</b>	<b>7,314,996</b>	<b>761,262</b>	<b>4,933,013</b>	<b>3,160,560</b>	<b>123,217,089</b>	<b>(4,130,866)</b>	<b>127,347,955</b>	
<b>Expenditures:</b>									
Capital Project Costs	203,019,900	5,428,999	877,154	6,993,420	2,577,121	218,896,594	(48,387,020)	267,283,614	
Administrative Operating Costs	5,676,873	3,894,928	47,494	207,676	923,529	10,750,500	(410,834)	11,161,334	
Debt Service	33,412,250	-	-	-	-	33,412,250	(87,119,025)	120,531,275	
<b>Total Expenditures</b>	<b>242,109,023</b>	<b>9,323,927</b>	<b>924,648</b>	<b>7,201,096</b>	<b>3,500,650</b>	<b>263,059,344</b>	<b>(135,916,879)</b>	<b>398,976,223</b>	
<b>Other Financing Sources (Uses):</b>	<b>118,650,979</b>	<b>2,008,931</b>	<b>-</b>	<b>-</b>	<b>340,090</b>	<b>121,000,000</b>	<b>(149,133,005)</b>	<b>270,133,005</b>	
<b>Net Change in Fund Balance</b>	<b>\$ (16,410,786)</b>	<b>\$ -</b>	<b>\$ (163,386)</b>	<b>\$ (2,268,083)</b>	<b>\$ -</b>	<b>\$ (18,842,255)</b>	<b>\$ (17,346,992)</b>	<b>\$ (1,495,263)</b>	
Budgetary Fund Balance, as of July 1	\$ 16,642,439	\$ -	\$ 190,360	\$ 10,202,938	\$ -	\$ 27,035,737	N/A	\$ 28,531,000	
Budgetary Fund Balance, as of June 30	\$ 231,653	\$ -	\$ 26,974	\$ 7,934,855	\$ -	\$ 8,193,482	N/A	\$ 27,035,737	



# Memorandum

**Date:** May 15, 2018  
**To:** Transportation Authority Board  
**From:** Cynthia Fong – Deputy Director for Finance and Administration  
**Subject:** 06/12/18 Board Meeting: Adoption of the Proposed Fiscal Year 2018/19 Budget and Work Program

**RECOMMENDATION**     Information     Action

Adopt the proposed Fiscal Year 2018/19 Budget and Work Program

## SUMMARY

The purpose of this memorandum is to present the proposed Fiscal Year (FY) 2018/19 annual budget and work program and seek its adoption. The June 12 Board meeting will serve as the official public hearing prior to final consideration of the Annual Budget and Work Program at the June 26 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 May 8, 2018 meeting.

- Fund Allocation
- Fund Programming
- Policy/Legislation
- Plan/Study
- Capital Project Oversight/Delivery
- Budget/Finance
- Contracts
- Procurement
- Other: \_\_\_\_\_

## DISCUSSION

### 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, as well as adopt the budget prior to June 30 of each year.

### Organization.

The proposed FY 2018/19 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 overseeing the Prop K Sales Tax Expenditure Plan, functioning as the Congestion Management Agency (CMA) for San Francisco, acting as the Local Program Manager for the Transportation Fund for Clean Air (TFCA) program, administering the \$10 Prop AA vehicle registration fee, and operating as the Treasure Island Mobility Management Agency (TIMMA) for San Francisco. Our organizational approach also reflects the principle that all of our activities contribute to the efficient delivery of transportation plans and projects, even though many activities are funded with a combination of revenue sources and in coordination with a number of San Francisco agencies as well as federal, state and regional agencies.

Attachment 1 contains a description of our proposed work program for FY 2018/19. 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, and TIMMA program in Attachment 2 reflects our five distinct responsibilities and mandates. Attachment 3 shows a more detailed version of the proposed budget and Attachment 4 provides additional descriptions of line items in the budget. We have segregated our functions as TIMMA, a separate legal and financial entity effective July 1, 2017. The TIMMA FY 2018/19 Budget and Work Program will be presented to the TIMMA Board as a separate item at its June 26 meeting.

### **Revenues.**

Total revenues are projected to be \$123.2 million and are budgeted to decrease by an estimated \$4.1 million from the FY 2017/18 Amended Budget, or 3.2%, which is primarily due to the substantial completion of the I-80/East Side Yerba Buena Island Interchange Improvement construction project in FY 2017/18, funded by federal and state grant funds.

Sales tax revenues, net of interest earnings, are projected to be \$106.5 million, or 86.4% of revenues, is an increase of \$2.2 million from the sales tax revenues expected to be received in FY 2017/18.

### **Expenditures.**

Total expenditures are projected to be about \$263.1 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 \$218.9 million. Capital projects costs are 83.2% of total projected expenditures, with 4.1% of expenditures budgeted for administrative operating costs, and 12.7% for debt service and interest costs. Capital expenditures in FY 2018/19 of \$218.9 million are budgeted to decrease by \$48.4 million, or 18.1%, from the FY 2017/18 Amended Budget, which is primarily due to anticipated lower capital expenditures for the Prop K program overall.

Debt service costs of \$33.4 million are for costs related to the continuation of the Revolving Credit Loan Agreement, a \$25 million repayment against the assumed outstanding \$25 million balance as of June 30, 2018, and semi-annual interest only bond payments.

### **Other Sources and Uses.**

The Other Financing Sources (Uses) section of the Line Item Detail for the FY 2018/19 budget includes inter-fund transfers (for example between the sales tax and CMA funds). These transfers represent the required local match or appropriation of Prop K to federal grants such as the Surface Transportation Program and South of Market Freeway Ramp Intersection Safety Improvement Study (also known as Vision Zero Ramps). In addition, the estimated level of sales tax capital expenditures for FY 2018/19 may trigger the need to drawdown up to \$121 million from the Revolving Credit Loan Agreement. 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. If some of the largest projects continue to progress as currently anticipated, we would expect to seek approval for additional financing capacity concurrent with a mid-year budget revision. The size and duration of needing financing will be easier to forecast following receipt of FY 2017/18 fourth quarter invoices.

### **Fund Balance.**

The budgetary fund balance is generally defined at the difference between assets and liabilities, and

## Agenda Item 7

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 \$8.2 million in total fund balances, as a result of the anticipated Revolver drawdown.

### **FINANCIAL IMPACT**

As described above.

### **CAC POSITION**

The CAC was briefed on this item at its May 23, 2018 meeting and unanimously adopted a motion of support for the staff recommendation.

### **SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed Work Program

Attachment 2 – Proposed Budget

Attachment 3 – Proposed Budget – Line Item Detail

Attachment 4 – Line Item Descriptions

San Francisco County Transportation Authority  
 Attachment 3  
 Proposed Fiscal Year 2018/19 Annual Budget  
 Line Item Detail



	Proposed Budget Amendment by Fund										Amended Budget Fiscal Year 2017/18	
	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			Increase/ (Decrease)
<b>Revenues:</b>												
Sales Tax Revenues	\$ 106,461,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,189,710	\$ 104,271,926
Vehicle Registration Fee	-	-	-	-	4,930,000	-	-	-	-	-	95,951	4,834,049
Interest Income	540,902	-	1,363	-	3,013	-	-	-	-	-	(87,676)	632,954
Program Revenues												
Federal Advanced Transportation and Congestion Management Technologies Deployment	-	-	-	-	-	-	-	-	1,297,860	-	1,272,932	24,928
Federal BART Travel Incentives Program	-	-	-	-	-	-	-	-	-	-	(51,764)	51,764
Federal CMAQ Program: Transportation Demand Management Partnership Project	-	-	-	-	-	-	-	-	-	-	(28,810)	28,810
Federal Highway Bridge Program - I-80/Yerba Buena Island Interchange Improvement	-	-	-	-	-	-	-	-	-	-	(7,044,212)	7,044,212
Federal Highway Bridge Program - Yerba Buena Island Bridge Structures	-	-	-	-	-	-	-	-	-	-	1,288,703	1,888,657
Federal South of Market Freeway Ramp Intersection Safety Improvement Study	-	3,177,360	-	-	-	-	-	-	-	-	(18,081)	97,008
Federal Strategic Highway Research Program	-	78,927	-	-	-	-	-	-	-	-	(145,378)	145,378
Federal Surface Transportation Program 3% Revenue and Augmentation	-	1,721,861	-	-	-	-	-	-	-	-	(538,845)	2,260,706
State Planning, Programming & Monitoring SB45 Funds	-	-	-	-	-	-	-	-	-	-	(667,000)	667,000
State Seismic Retrofit Proposition 1B - I/80 YBI Interchange Improvement Project	-	-	-	-	-	-	-	-	-	-	(550,582)	550,582
Regional AB 1171 - Presidio Parkway (MTC)	-	-	-	-	-	-	-	-	-	-	(1,242,655)	1,242,655
Regional BART - Travel Incentives Program	-	1,011,385	-	-	-	-	-	-	-	-	(1,445)	1,445
Regional BATA - I-80/Yerba Buena Island Interchange Improvement	-	-	-	-	-	-	-	-	-	-	633,089	378,296
Regional San Francisco (OEWD) - Late Night Transportation	-	-	-	-	-	-	-	-	-	-	(1,393)	1,393
Regional San Francisco (OEWD) - South of Cesar Chavez Area Plan	-	110,000	-	-	-	-	-	-	-	-	110,000	-
Regional San Francisco (Planning) - Hub and Civic Center	-	-	-	-	-	-	-	-	-	-	(39,837)	39,837
Regional San Francisco (Planning, SFMTA) - Travel Demand Modeling Assistance	-	250,000	-	-	-	-	-	-	-	-	25,000	225,000
Regional San Francisco (SFMTA) - Alemany Interchange Improvement Study	-	-	-	-	-	-	-	-	-	-	(100,000)	100,000
Regional San Francisco (Public Works) - 19th Ave Combined City Project & Lombard St VZ Project	-	-	-	-	-	-	-	-	-	-	(147,423)	147,423
Regional San Francisco (SFMTA) - Lombard Crooked St. Reservations & Pricing System Development	-	194,000	-	-	-	-	-	-	-	-	194,000	-
Regional San Francisco (SFMTA) - Treasure Island Mobility Management Agency	-	-	-	-	-	-	-	-	-	-	(95,017)	95,017
Regional San Mateo County Transportation Authority - 101/280 Managed Lanes	-	270,500	-	-	-	-	-	-	-	-	147,375	123,125
Regional WETA - Solano Water Transit Study	-	-	-	-	-	-	-	-	-	-	(20,000)	20,000
Regional TIDA - Treasure Island Mobility Management Agency	-	-	-	-	-	-	-	-	1,862,700	-	460,475	1,402,225
Regional TIDA - Yerba Buena Island Bridge Structures	-	411,661	-	-	-	-	-	-	-	-	244,185	167,476
Regional Vehicle Registration Fee Revenues (TFCA)	-	-	759,899	-	-	-	-	-	-	-	21,968	737,931
Contributions from Schmidt Family Foundation/The 11th Hour Project - TNC Research	-	75,000	-	-	-	-	-	-	-	-	25,000	50,000
Contributions from Toyota Mobility Foundation - D10 Mobility Study	-	14,302	-	-	-	-	-	-	-	-	(60,396)	74,698
Other Revenues												
San Francisco Dept of Environment - Shower Facilities	2,000	-	-	-	-	-	-	-	-	-	-	2,000
Sublease of Office Space	42,720	-	-	-	-	-	-	-	-	-	1,260	41,460
<b>Total Revenues</b>	<b>107,047,258</b>	<b>7,314,996</b>	<b>761,262</b>	<b>4,933,013</b>	<b>3,160,560</b>	<b>123,217,089</b>	<b>(4,130,866)</b>	<b>127,347,955</b>				

**San Francisco County Transportation Authority**  
**Attachment 3**  
**Proposed Fiscal Year 2018/19 Annual Budget**  
**Line Item Detail**



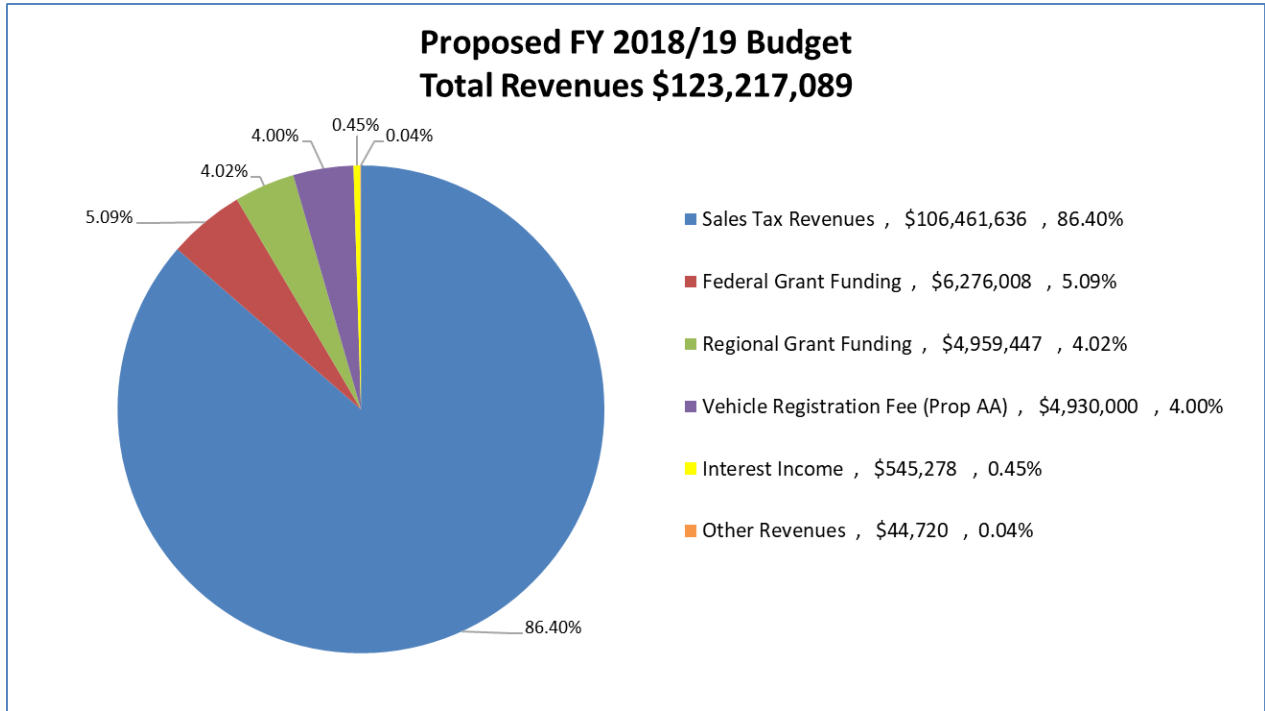
	Proposed Budget Amendment by Fund						Increase/ (Decrease)	Amended Budget Fiscal Year 2017/18
	Sales Tax Program	Congestion Management Agency Programs	Transportation Fund For Clean Air Program	Vehicle Registration Fee For Transportation Improvements Program	Treasure Island Mobility Management Agency Program	Proposed Budget Fiscal Year 2018/19		
<b>Expenditures:</b>								
Capital Project Costs								
Individual Project Grants, Programs & Initiatives	200,000,000	-	877,154	6,954,745	-	207,831,899	(46,590,625)	254,422,524
Technical Professional Services	3,019,900	5,428,999	-	38,675	2,577,121	11,064,695	(1,796,395)	12,861,090
Administrative Operating Costs								
Personnel Expenditures								
Salaries	1,872,781	2,435,485	32,296	141,220	586,248	5,068,030	-	5,068,030
Fringe Benefits	881,311	1,146,110	15,198	66,456	275,881	2,384,956	-	2,384,956
Pay for Performance	194,965	-	-	-	-	194,965	-	194,965
Non-personnel Expenditures								
Administrative Operations	2,546,316	313,333	-	-	55,800	2,915,449	(391,734)	3,307,183
Equipment, Furniture & Fixtures	114,500	-	-	-	-	114,500	(35,500)	150,000
Commissioner-Related Expenses	67,000	-	-	-	5,600	72,600	16,400	56,200
Debt Service								
Debt Issuance Costs	-	-	-	-	-	-	(2,051,579)	2,051,579
Interest and Fiscal Charges	8,412,250	-	-	-	-	8,412,250	4,932,554	3,479,696
Revolving Credit Agreement Repayment	25,000,000	-	-	-	-	25,000,000	(44,000,000)	69,000,000
Revolving Credit Agreement Re-finance Repayment	-	-	-	-	-	-	(46,000,000)	46,000,000
Total Expenditures	242,109,023	9,323,927	924,648	7,201,096	3,500,650	263,059,344	(135,916,879)	398,976,223
<b>Other Financing Sources (Uses):</b>								
Transfers in - Prop K Match to Grant Funding	-	2,008,931	-	-	340,090	2,349,021	1,284,159	1,064,862
Transfers out - Prop K Match to Grant Funding	(2,349,021)	-	-	-	-	(2,349,021)	(1,284,159)	(1,064,862)
Face Value of Debt Issued								
Sales Tax Revenue Bond Proceeds	-	-	-	-	-	-	(205,660,000)	205,660,000
Revolving Credit Agreement Re-finance	-	-	-	-	-	-	(42,590,000)	42,590,000
Premium on Issuance of Debt	-	-	-	-	-	-	(21,883,005)	21,883,005
Draw on Revolving Credit Agreement	121,000,000	-	-	-	-	121,000,000	121,000,000	-
Total Other Financing Sources (Uses)	118,650,979	2,008,931	-	-	340,090	121,000,000	(149,133,005)	270,133,005
<b>Net Change in Fund Balance</b>	\$ (16,410,786)	\$ -	\$ (163,386)	\$ (2,268,083)	\$ -	\$ (18,842,255)	\$ (17,346,992)	\$ (1,495,263)
Budgetary Fund Balance, as of July 1	\$ 16,642,439	\$ -	\$ 190,360	\$ 10,202,938	\$ -	\$ 27,035,737	N/A	\$ 28,531,000
Budgetary Fund Balance, as of June 30	\$ 231,653	\$ -	\$ 26,974	\$ 7,934,855	\$ -	\$ 8,193,482	N/A	\$ 27,035,737
Includes Sales Tax, Transportation Fund for Clean Air Program, and Vehicle Registration Fee For Transportation Improvements Reserved for Program and Operating Contingency	\$ 10,646,164	\$ -	\$ 75,990	\$ 493,000	\$ -	\$ 11,215,154		
Fund Reserved for Program and Operating Contingency								

Attachment 4  
Line Item Descriptions



**TOTAL PROJECTED REVENUES..... \$123,217,089**

The following chart shows the composition of revenues for the proposed FY 2018/19 budget.



Prop K Sales Tax Revenues: .....\$106,461,636

The budgeted revenues for the Sales Tax program are from a voter-approved levy of 0.5% sales tax in the County of San Francisco for transportation projects and programs included in the voter-approved Expenditure Plan. The 2003 Prop K Sales Tax Revenue's Expenditure Plan includes investments in 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. Based on Fiscal Year (FY) 2017/18 revenues to date, we project FY 2018/19 sales tax revenues to increase compared to the budgeted revenues for FY 2017/18 by 2.1% or \$2.2 million. The sales tax revenue projection is net of the Board of Equalization's charges for the collection of the tax and excludes interest earnings budgeted in Interest Income.

Vehicle Registration Fee for Transportation Improvements Program (Prop AA) Revenues: .....\$4,930,000

These revenues (excluding interest earnings budgeted in Interest Income) fund projects that will be delivered under Prop AA's Expenditure Plan. This measure, approved by San Francisco voters in November 2010, collects an additional \$10 vehicle registration fee on motor vehicles registered in San Francisco. Revenues must be used to fund projects included in the voter-approved Expenditure Plan, such as local road repairs, pedestrian safety improvements, and transit reliability improvements. This amount is net of the Department of Motor Vehicle's charges for the collection of these fees. Prop AA Revenues for FY 2018/19 are based on the Prop AA Strategic Plan.



**Attachment 4  
Line Item Descriptions**



Interest Income:..... \$545,278

Most of our investable assets are deposited in the City’s Treasury Pool. Based on the average interest income earned over the past year, the deposits in the Pooled Investment Fund are assumed to earn approximately 1.7% for FY 2018/19. The level of our deposits held in the pool during the year depends on the Prop K capital project reimbursement requests. The budget cash balance consists largely of allocated Prop K funds, which are invested until invoices are received and sponsors are reimbursed.

Congestion Management Agency (CMA) Programs Federal, State and Regional Grant Revenues: ..... \$7,314,996

The CMA program revenues for FY 2018/19 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. The FY 2018/19 budget includes \$4.6 million from federal and regional funding for work on the I-80/Yerba Buena Island (YBI) Interchange Improvement Project and YBI Bridge structures (collectively known as YBI Project). CMA revenues are also comprised of federal and regional grant funds received from the Metropolitan Transportation Commission (MTC), the California Department of Transportation (Caltrans), and the San Mateo County Transportation Authority. Some of these grants are project-specific, such as those for the US 101/I-280 Managed Lanes and the South of Market Freeway Ramp Intersection Safety Improvement Study (also known as Vision Zero Ramps project). 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 Transportation Network Companies (TNC) Research and San Francisco Transportation Plan update. Regional CMA program revenues include City General Fund contributions for South of Cesar Chavez Area Plan and Lombard Crooked Street Reservations & Pricing System Development, technical and travel demand model services provided to City agencies in support of various projects, and contributions from private foundations in support of TNC Research and District 10 Mobility Management Study.

Transportation Fund for Clean Air (TFCA) Program Regional Revenues: ..... \$759,899

The TFCA Vehicle Registration Fee Revenues (excluding interest earnings included in Interest Income 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. Budgeted revenues are based on a funding estimate provided by the Bay Area Air Quality Management District, which administers these revenues.

TIMMA Program Revenues:..... \$3,160,560

We are also operating as the Treasure Island Mobility Management Agency (TIMMA). The TIMMA FY 2018/19 revenues will be presented to the TIMMA Board as a separate item at its June meeting.

Other Revenues: ..... \$44,720

Other revenues budgeted in FY 2018/19 include revenues from the sublease of our office space.

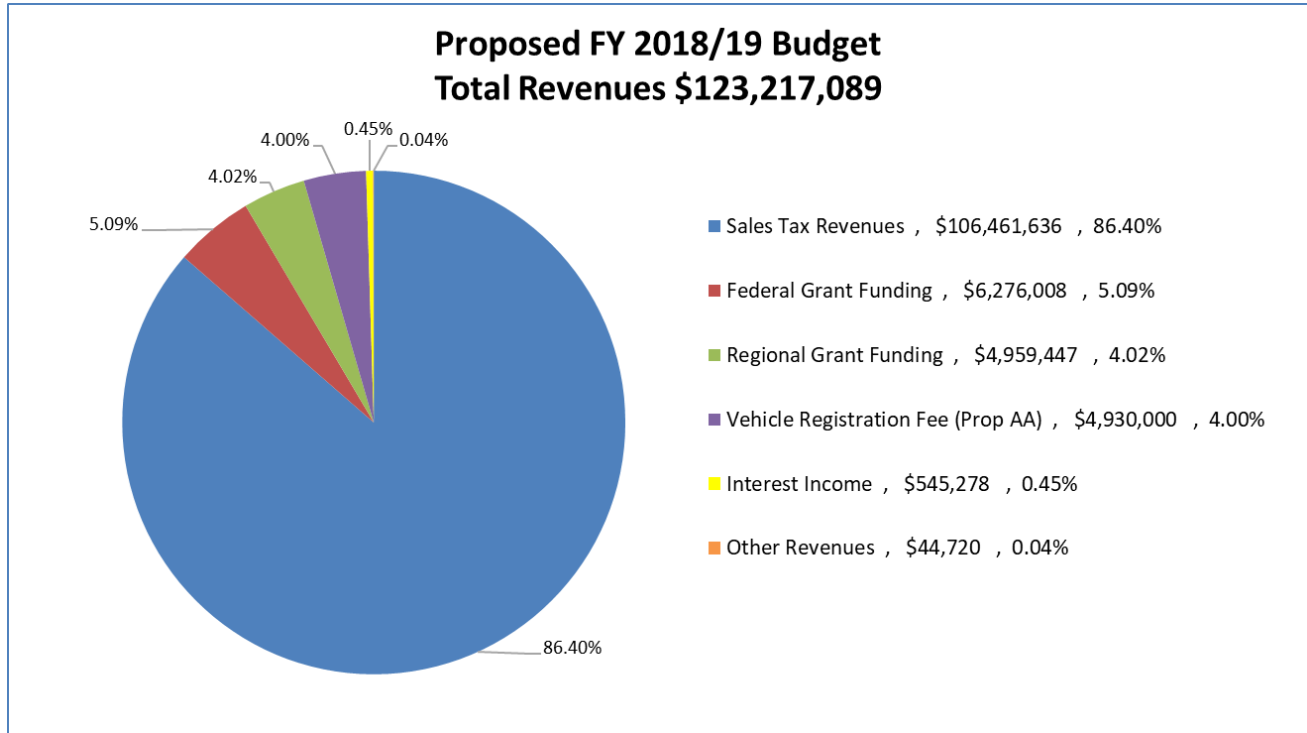
**TOTAL PROJECTED EXPENDITURES .....\$263,059,344**

Total Expenditures projected for the budget year are comprised of Capital Expenditures of \$218.9 million, Administrative Operating Expenditures of \$10.8 million, and Debt Service Expenditures of \$33.4 million.

Attachment 4  
Line Item Descriptions



The following chart shows the composition of expenditures for the proposed FY 2018/19 budget.



**CAPITAL EXPENDITURES .....\$218,896,594**

Capital expenditures in FY 2018/19 are budgeted to decrease from the FY 2017/18 Amended Budget by an estimated 18%, which is primarily due to anticipated lower capital expenditures for the Prop K program overall, most of which are awarded as grants to agencies like the San Francisco Municipal Transportation Agency (SFMTA). Project expenditures by Program Fund are detailed below.

Sales Tax Program Expenditures:.....\$203,019,900

The estimate for sales tax capital expenditures reflects a combination of estimated cash flow needs for existing allocations based on review of reimbursements, project delivery progress reports and conversations with project sponsors, as well as anticipated new allocations estimated for FY 2018/19. The anticipated largest capital project expenditures include the SFMTA’s vehicle procurements, Central Subway, Van Ness Bus Rapid Transit, Radio Communications System & Computer-Aided Dispatch Replacement and Central, Control and Communications projects.

CMA Programs Expenditures:.....\$5,428,999

This line item includes staff time and 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 the US 101/I-280 Managed Lanes project, Lombard Crooked Street Reservations & Pricing System Development, San Francisco Transportation Plan update, South of Market Freeway Ramp Intersection Safety Improvement Study (also known as Vision Zero Ramps), TNC Research, and travel demand model services. Also included are final design and engineering activities for the YBI Bridge Structures and YBI Southgate Road Realignment Improvement project, which is supported by federal and regional funding.

**Attachment 4  
Line Item Descriptions**



TFCA Program Expenditures:..... \$877,154

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 carryover prior year projects with multi-year schedules as well as projects not anticipated to be completed in FY 2017/18. It also includes an estimate for expenditures for the FY 2018/19 program of projects, which is scheduled to be approved by the Board in June 2018.

Vehicle Registration Fee for Transportation Improvements Program (Prop AA) Expenditures: ..... \$6,993,420

This line item includes projects that will be delivered under the voter-approved Prop AA Expenditure Plan. Consistent with the 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 new FY 2018/19 projects based on the approved Prop AA Strategic Plan, and carryover prior year projects with multi-year schedules as well as projects not anticipated to be completed in FY 2017/18. The largest capital project expenditures include the Brannan Street Pavement Renovation project, the Haight Street Resurfacing and Pedestrian Lighting project, and the Muni Metro Station Enhancements project.

TIMMA Program Expenditures:..... \$2,577,121

The TIMMA FY 2018/19 expenditures will be presented to the TIMMA Board as a separate item at its June meeting.

**ADMINISTRATIVE OPERATING EXPENDITURES .....\$10,750,500**

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

Personnel:..... \$7,647,951

Personnel costs are budgeted at a the same level as in the amended budget for FY 2017/18, reflecting a budget of 44 full time equivalents. 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: ..... \$3,102,549

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; and an allowance for replacement furniture and fixtures. This line item also includes Commissioner meeting fees, and compensation for Commissioners' direct furniture,

Attachment 4  
Line Item Descriptions



equipment and materials expenditures. Non-personnel expenditures in FY 2018/19 are budgeted to decrease from the FY 2017/18 Amended Budget by an estimated 11.7%, which is primarily due a decrease in legal services related to the Presidio Parkway and Geary Corridor Bus Rapid Transit projects.

**DEBT SERVICE EXPENDITURES.....\$33,412,250**

In June 2015, we substituted its \$200 million commercial paper notes (Limited Tax Bonds), Series A and B with a \$140 million tax-exempt revolving credit loan agreement (Revolver). In November 2017, we competitively sold Sales Tax Revenue Bonds with the total face amount of \$248.25 million. By FY 2018/19, it is expected that the Revolver, which financed past capital expenditures, will be fully repaid. As of April 20, 2018, \$49 million of the Revolver is outstanding and assumes the outstanding balance will reduce to \$25 million as of June 30, 2018. This line item assumes the fees for the Revolver, a \$25 million repayment against the outstanding balance, and semi-annual interest only bond payments.

Debt service expenditures in FY 2018/19 are budgeted to decrease by \$87.1 million from prior year, which is primarily due to the re-financing of \$46 million in the Revolver that was associated with the bond issuance last fiscal year and increases to the amount to pay off the revolver to minimize interest costs.

**OTHER FINANCING SOURCES/USES.....\$121,000,000**

The Other Financing Sources/Uses section of the Line Item Detail for the FY 2018/19 budget includes inter-fund transfers (for example between the sales tax and CMA funds). These transfers represent the required local match or appropriation of Prop K to federal grants such as the Surface Transportation Program and South of Market Freeway Ramp Intersection Safety Improvement Study. In addition, the estimated level of sales tax capital expenditures for FY 2018/19 may trigger the need to drawdown up to \$121 million from the Revolver. 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. If some of the largest projects continue to progress as currently anticipated, we would expect to seek approval for additional financing capacity concurrent with a mid-year budget revision. The size and duration of needing financing will be easier to forecast following receipt of FY 2017/18 fourth quarter invoices.

**BUDGETARY FUND BALANCE FOR CONTINGENCIES..... \$11,215,154**

Our Fiscal Policy directs that we shall allocate not less than five percent (5%) and up to fifteen percent (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 \$10.7 million, or 10% of annual projected sales tax revenues, is set aside as a program and operating contingency reserve. We have also set aside \$75,990 or about 10% as a program and operating contingency reserve respectively for the Transportation Fund for Clean Air Program and \$493,000 or about 10% as a program and operating contingency reserve respectively for the Prop AA Program.

RESOLUTION EXECUTING ANNUAL CONTRACT RENEWALS AND OPTIONS FOR VARIOUS ANNUAL PROFESSIONAL SERVICES IN AN AMOUNT NOT TO EXCEED \$385,933 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, The Transportation Authority annually contracts with City and County of San Francisco departments and outside firms 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, In order to support its ongoing operations, the Transportation Authority will execute annual professional services contracts with the Office of the City Attorney for general legal counsel for \$100,000, and with the Department of Technology for video production services for Transportation Authority and Treasure Island Mobility Management Agency Board and Committee meetings for \$50,000; and

WHEREAS, In January 2011, through Resolution 11-37, the Transportation Authority awarded a three-year consultant contract, with an option to extend for two additional one-year periods, to KNN Public Finance, Inc. in a total amount not to exceed \$250,000 for financial advisory services; and

WHEREAS, During FY 2018/19, financial advisory services will be needed to support the new revolving credit loan agreement and for routine services related to our overall debt program; and

WHEREAS, The proposed action will exercise the second of two options of the initial contract in an amount not to exceed \$150,000; and

WHEREAS, In June 2015, through Resolution 15-58, the Transportation Authority awarded a three-year consultant contract, with an option to extend for two additional one-year periods, to



Vavrinek, Trine, Day & Co., LLP in an amount not to exceed \$300,000 for annual audit services; and

WHEREAS, The proposed action will exercise the second of two options of the initial contract in an amount not to exceed \$85,933; and

WHEREAS, The proposed annual contract renewals for various annual professional services, total to a combined amount not to exceed \$385,933 will be funded by a combination of federal and state grants, and Prop K funds; and

WHEREAS, TIMMA activities for these contracts will be funded by a memorandum of agreement from the Treasure Island Development Authority and Prop K funds; and

WHEREAS, Sufficient funds have been identified for these contracts in the proposed FY 2018/19 budget and work program; and

WHEREAS, At its May 23, 2018 meeting, the Citizens Advisory Committee considered the subject request and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the Executive Director is hereby authorized to execute annual contract renewals and options for the aforementioned annual professional services in an amount not to exceed \$385,933; and be it further

RESOLVED, That the Executive Director is authorized to modify 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 agreement amendments that do not cause the total contract value, as approved herein, to be exceeded

and that do not expand the general scope of services.



# Memorandum

**Date:** May 16, 2018  
**To:** Transportation Authority Board  
**From:** Cynthia Fong – Deputy Director for Finance and Administration  
**Subject:** 06/12/18 Board Meeting: Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$385,933

<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 \$385,933:</p> <ul style="list-style-type: none"> <li>• Office of the City Attorney (\$100,000)</li> <li>• Department of Technology (\$50,000)</li> <li>• KNN Public Finance (\$150,000)</li> <li>• Vavrinek, Trine, Day &amp; Co., LLP (\$85,933)</li> </ul> <p><b>SUMMARY</b></p> <p>The purpose of this memo is to present the annual contract renewals and options for Fiscal Year (FY) 2018/19 and to seek approval.</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> <hr/>
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## DISCUSSION

### 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 general legal counsel services, video production services for Board and Committee meetings, audit services and financial advisory services. 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.

### Contracts.

Attachment 1 provides summary information for the proposed contracts for FY 2018/19. Below are brief descriptions of the recommended services and amounts.

**Office of the City Attorney..... \$100,000**

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



**Department of Technology ..... \$50,000**

The Department of Technology records and telecasts all Transportation Authority Board and Committee meetings held at City Hall with a regularly scheduled playback date and time for public review. In FY 2018/19, we will continue to utilize the Department of Technology to provide record and telecast services of Vision Zero Committee meetings to support the City's efforts to take comprehensive and coordinated actions to improve pedestrian and cyclist safety in the near-term and of the Treasure Island Mobility Management Agency (TIMMA) meetings to implement elements of the Treasure Island Transportation Implementation Plan in support of the Treasure Island/Yerba Buena Island Development Project.

**KNN Public Finance ..... \$150,000**

In January 2011, through Resolution 11-37, we awarded a three-year consultant contract, with an option to extend for two additional one-year periods, to KNN Public Finance, Inc. in a total amount not to exceed \$250,000 for financial advisory services. During FY 2018/19, financial advisory services will be needed to complete the new revolving credit loan agreement and for routine services related to our overall debt program. The proposed action will exercise the second of two options of the initial contract.

**Vavrinek, Trine, Day & Co., LLP..... \$85,933**

In June 2015, through Resolution 15-58, we awarded a three-year consultant contract, with an option to extend for two additional one-year periods, to Vavrinek, Trine, Day & Co., LLP, in an amount not to exceed \$300,000 for annual audit services. The proposed action will exercise the second of two options of the initial contract.

**FINANCIAL IMPACT**

The proposed FY 2018/19 budget includes sufficient funds to accommodate the recommended action. 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 memorandum of agreement from the Treasure Island Development Authority and Prop K funds.

**CAC POSITION**

The CAC was briefed on this item at its May 23, 2018 meeting and unanimously adopted a motion of support for the staff recommendation..

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed FY 2018/19 Professional Services Expenditures

**Attachment 1:  
Proposed Fiscal Year 2018/19 Professional Services Expenditures**

<b>Professional Services</b>	<b>Annual Services</b>	<b>Previous Year Contract</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Fiscal Year 2018/19 Contract</b>	<b>Procurement Type/Contract Options</b>	<b>Contract Goal</b>	<b>Utilization to Date</b>
CCSF-Office of the City Attorney	General Counsel Services	\$ 100,000	-	\$ 100,000	Sole Source	N/A	N/A
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
KNN Public Finance	Financial Advisory Services	\$ 185,000	(\$ 35,000)	\$ 150,000	Competitively bid. Second of two renewal options.	5% DBE	7% DBE
Vavrinek, Trine, Day & Co., LLP	Annual Audit Services	\$ 83,430	\$ 2,503	\$ 85,933	Competitively bid. Second of two renewal options.	10% DBE	10% DBE
	<b>Total</b>	<b>\$418,430</b>	<b>(\$ 32,497)</b>	<b>\$385,933</b>			

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE FUNDING AGREEMENT WITH THE METROPOLITAN TRANSPORTATION COMMISSION BY \$150,000, TO A TOTAL AMOUNT NOT TO EXCEED \$200,000, FOR TRANSPORTATION NETWORK COMPANY DATA COLLECTION, AND TO MODIFY AMENDMENT PAYMENT TERMS AND CONDITIONS

WHEREAS, The *TNCs Today* report released by the Transportation Authority in 2017 documented the number, location and timing of Transportation Network Company (TNC) trips in San Francisco, but did not provide important information about who uses TNCs, for what purposes, and many other important data items; and

WHEREAS, The Transportation Authority is partnering with the Metropolitan Transportation Commission (MTC) to perform a comprehensive data collection effort that will capture this important information; and

WHEREAS, This collaboration allows both agencies to share fixed costs around survey design and recruitment, and also to collect data from a broader geographic area; and

WHEREAS, In May 2018, the Transportation Authority executed a funding agreement with MTC in an amount not to exceed \$50,000 to begin data collection work; and

WHEREAS, Data collection work will be performed by MTC's on-call survey data collection consultant, Resource Systems Group Inc., and will occur in the nine-county San Francisco Bay Area in 2018.; and

WHEREAS, The goal of the TNC data collection effort is to assemble demographic and travel diary survey data for both TNC users and non-users in order to support a broad range of activities, including TNC market analyses, mode choice model estimation, and equity analyses; and

WHEREAS, Under the terms of the funding agreement, the Transportation Authority will



contribute 50% of total consultant costs incurred by MTC; and

WHEREAS, Budget for these services will be funded through private grant funds from Schmidt Family Foundation/The 11<sup>th</sup> Hour Project, and memoranda of agreements with the San Francisco Planning Department and the San Francisco Municipal Transportation Agency; and

WHEREAS, The proposed Fiscal Year 2018/19 budget includes sufficient funds to accommodate the recommended action; and

WHEREAS, At its May 23, 2108 meeting, the Citizens Advisory Committee reviewed and unanimously recommended approval of the staff recommendation; now therefore, be it

RESOLVED, That the Executive Director is hereby authorized to increase the Funding Agreement with MTC by \$150,000, in an amount not to exceed \$200,000, for TNC data collection; and be it further

RESOLVED, That the Executive Director is hereby authorized to modify amendment payment terms and conditions; 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.



# Memorandum

**Date:** May 16, 2018  
**To:** Transportation Authority Board  
**From:** Joe Castiglione – Deputy Director for Technology, Data & Analysis  
**Subject:** 06/12/18 Board Meeting: Authorization for the Executive Director to Increase the Funding Agreement with the Metropolitan Transportation Commission by \$150,000, to a Total Amount Not to Exceed \$200,000, for Transportation Network Company Data Collection

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> <li>• Authorize the Executive Director to increase the funding agreement with the Metropolitan Transportation Commission (MTC) by \$150,000, to a total amount not to exceed \$200,000, for Transportation Network Company (TNC) data collection</li> <li>• Authorize the Executive Director to modify amendment terms and conditions</li> </ul> <p><b>SUMMARY</b></p> <p>The ground-breaking <i>TNCs Today</i> report released by the Transportation Authority in 2017 documented the number, location and timing of TNC trips in San Francisco, but did not provide important information about who uses TNCs, for what purposes, and many other important data items. The Transportation Authority is partnering with MTC to perform a comprehensive data collection effort that will capture this important information. We will provide an update on the data collection results following the completion of the effort. We expect data to be available in early 2019.</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 checked="" type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Other:</li> </ul> <hr/>
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## DISCUSSION

### Background.

In June 2017, we released the *TNCs Today* report, the first study to document the number, location and timing of TNC trips in San Francisco. While this effort revealed that the majority of TNC trips in San Francisco occur in the most congested locations and at the most congested times of day, the report could not provide information on who uses TNCs, for what purposes people use TNCs, TNC vehicle occupancies, whether TNCs induce additional travel or mode shifts, or on a number of other critical issues.

We seek to continue our partnership with the MTC to coordinate data collection. This collaboration allows both agencies to share fixed costs around survey design and recruitment, and also to collect data from a broader geographic area. On May 2, 2018, we executed a funding agreement with MTC

in an amount not to exceed \$50,000 to begin the data collection work. Under the terms of the funding agreement, we will contribute 50% of total consultant costs incurred by MTC. Data collection work will be performed by MTC's on-call survey data collection consultant, Resource Systems Group Inc.

### **Data Collection.**

The goal of the TNC data collection effort is to assemble demographic and travel diary survey data for both TNC users and non-users in order to support a broad range of activities, including TNC market analyses, mode choice model estimation, and equity analyses. Data collection will occur in the nine-county San Francisco Bay Area in 2018.

The data collection effort will involve traditional travel diary surveying in order to gather complete travel information on all trips (both TNC trips and non-TNC trips) made by travelers (both TNC users and non-users) including origin, destination, mode, purpose, party size, travel times, travel costs, traveler demographics, and trip path details in order to support transferable model estimation. It is expected that data will be collected at the individual person level, rather than for all members of a household.

The traditional travel diary survey will be augmented to collect some stated preference-type information from travelers. This may include information on induced travel, mode shift, or sensitivities to price and travel times.

Participant data will be collected for a one-week period to capture both frequency and characteristics of TNC use by individual travelers the variation in intensity, timing, and purpose of trips. Data will be collected in two phases: A pilot in spring 2018, and main data collection in fall 2018. It is anticipated that the sample size target will be approximately 4,500 persons region-wide, with approximately half of the data to be collected in San Francisco county. All data collect is anticipated to be completed by December 31, 2018.

### **FINANCIAL IMPACT**

Budget for services identified in this agreement will be provided for by private grant funds from Schmidt Family Foundation/The 11<sup>th</sup> Hour Project, and memoranda of agreements with the San Francisco Planning Department and the San Francisco Municipal Transportation Agency. The proposed Fiscal Year 2018/19 budget includes sufficient funds to accommodate the recommended action.

### **CAC POSITION**

The CAC was briefed on this item at its May 23, 2018 meeting and unanimously adopted a motion of support for the staff recommendation..

### **SUPPLEMENTAL MATERIALS**

Attachment 1 – Scope of Work

## **ATTACHMENT 1: SCOPE OF WORK**

The goal of the Transportation Network Company (TNC) data collection effort is to assemble demographic and travel diary survey data for both TNC users and non-users in order to support a broad range of activities, including TNC market analyses, mode choice model estimation, and equity analyses. Data collection will occur in the nine-county San Francisco Bay Area in the spring of 2018.

The data collection effort will involve traditional travel diary surveying in order to gather complete travel information on all trips (both TNC trips and non-TNC trips) made by travelers (both TNC users and non-users) including origin, destination, mode, purpose, party size, travel times, travel costs, traveler demographics, and trip path details in order to support transferable model estimation. It is expected that data will be collected at the individual person level, rather than for all members of a household.

The traditional travel diary survey will be augmented to collect some stated preference-type information from travelers. This may include information on induced travel, mode shift, or sensitivities to price and travel times.

Participant data will be collected for a one-week period to capture both frequency and characteristics of TNC use by individual travelers the variation in intensity, timing, and purpose of trips. Data will be collected in two phases: A pilot in spring 2018, and main data collection in fall 2018. It is anticipated that the sample size target will be approximately 4500 persons region-wide, with approximately half of the data to be collected in San Francisco county.

### **Task 1. Project Management**

Consultant will perform project management activities such as planning for resources, monitoring progress and rate of expenditures, and invoicing. This task also includes preparation for and participation in regular conference calls with agency staff, as well as management and coordination with any subcontractors.

*Deliverables: Weekly conference calls, project progress updates, project invoices*

### **Task 2. Questionnaire Design & Programming**

Consultant and Agencies will review the traditional travel diary survey instrument to evaluate sufficiency for proposed data collection effort. Consultant will revise and program the survey instrument to include new data items as necessary, such as vehicle occupancy (reflecting both intra-household as well as inter-household ride-sharing) and the presence of any peak or surge multiplier (if applicable). In addition, it is anticipated that the survey instrument will be augmented to include some stated preference-type information from travelers, such as whether they would have made a TNC trip if the TNC alternative was not available (to capture induced travel), or what mode they would have used in the absence of TNC alternatives (to get indications of mode shift).

The Consultant will update / customize the mobile application survey questionnaire to incorporate new items and revise as necessary to reflect the TNC survey design developed in Task 1. The Consultant will develop and provide to Agencies staff a press release or simple FAQs to post on their websites. After the questionnaire is finalized, the Agencies will develop translation of the survey instrument from English to Chinese and Spanish, and the Consultant will code these Chinese and Spanish language versions of the survey instrument into the mobile app. The Consultant will not develop a separate online survey and no project website will be developed for this project.

*Deliverable: Draft survey questionnaire, Final survey questionnaire; Revised survey instrument implemented in mobile platform in English, Chinese and Spanish; Public relations materials*

### **Task 3. Sample Plan & Administration**

The Consultant will develop a recruitment and sampling plan to ensure that sufficient data are collected to support the analysis needs. The sampling plan will address all travel markets of interest, including TNC users and non-users. The sampling plan may also include demographic, geographic or other stratifications to ensure sufficient responses to support equity analyses.

Address-based sampling will be utilized for the entire study area, with more selective utilization within the core urban geographies. The sampling plan will therefore determine the number of addresses to invite by mail across the region. The address-based sampling will be targeted in order to ensure sufficient recruitment of key populations. This targeting will be informed by an analysis of other recent travel diary survey efforts and may incorporate information on measures such as population density, urban form, and other factors.

In addition, direct intercept will also occur in San Francisco and other Bay Area cities (to be determined) at both high intensity TNC locations (as these are known) and other locations such as transit hubs, stations/stops, parking garages, and other locations. The San Francisco County Transportation Authority (SFCTA) will provide the Consultant with TNC hotspot information for San Francisco to inform the sample plan of intercept in the city. The Metropolitan Transportation Council (MTC) will provide the Consultant with a prioritized list of preferred intercept locations for Oakland and Berkeley. The Consultant will use this information along with analysis of TNC users (and non-users) from recent travel diary surveys in California to produce a sampling and recruitment plan. This sampling plan will necessarily seek to balance the two sampling approaches (address-based and intercept) based on anticipated response, types of response, timeline, and budget.

Many types of respondents will result from this sampling plan. The Bay Area has very high smartphone ownership rates, approximately 9 out of 10 adults. Individuals with smartphones will participate by downloading the smartphone app and using it for seven days. Individuals without smartphones will be screened out of the study or if timeline and budget allow be asked a short set of demographic and typical travel behavior questions. Among study participants (smartphone owners), respondents will be classified as TNC users (and frequency of use) and non-TNC users.

Data collection in Task 4 will be completed in two phases: a pretest in spring 2018, and the main data collection in fall 2018. The Consultant will develop all recruitment materials. For both the pretest and the main data collection, the consultant, in conjunction with the agencies, will select sites for direct intercepts, provide intercept postcards, and develop an intercept plan. The Consultant will schedule and train staff who will conduct the intercept work. At this time, it is expected that the direct intercept work will be conducted by both Agencies staff/interns and staff hired from a temporary staffing firm. The Agencies will work the Consultant to obtain any required permissions and provide introductions to a contact person for intercept staff to work in the identified recruitment areas or other locations, based on the sampling plan. The Consultant will acquire all data and prepare all materials required for the address-based sampling for both the pre-test and the main data collection. As much as possible the invitation postcard is expected to be the same regardless of sampling method (address-based or intercept). The Consultant will work closely with the Agencies to determine the “brand” for the study as well as the appeal for response (extent to which there will be a focus on TNC behavior in recruit materials).



Agencies and Consultant will coordinate with to develop data sharing and privacy policies. It is expected that these policies will be aligned with currently-in-use policies being used on MTC's other active survey projects.

*Deliverables: Sampling and recruitment plans for pilot and main data collection; Study logo, branding and public relations materials; Pre-test site selection and handout plan; Intercept postcards; Address-based sampling postcards; Staffing plans for pilot and main data collection; Recruitment training materials; Data sharing and privacy policies*

#### **Task 4. Data Collection (Pilot & Main)**

Consultant will implement a pilot data collection as soon as possible, but estimated to be in May 2018 at a limited number of locations in order to hone the recruitment methods, inform likely response rates, and refine the survey instrument. Recruitment in the field (for both the pilot and the main survey data collection effort) will be performed by both Agencies staff and field staff provided by Consultant (e.g., temporary workers supporting this project), based on guidance provided by Consultant. Recruitment locations will be selected to ensure data collection captures all markets of interest identified in Task 2. It is anticipated that Intercept staff will either hand out a postcard with study info or work with recruits to download and launch the app as part of the intercept. It is anticipated that there will be a relatively low response rate from postcards, and the Consultant will ensure that extra postcards are available if needed. The Consultant will lead the address-based sample approach in order to ensure a sufficient response. It is anticipated that recruitment will continue for approximately one month, as it's less expensive to spread out fewer intercept staff over a longer time-period, and also to allow for adjustment of methods if response isn't on track to meet goals.

All essential data will be collected within the mobile app. After launching the app and agreeing to the terms and conditions, study participants then complete a very short initial recruit survey within the app. This initial recruit survey will collect all essential data to customize the trip diary, and data collection will automatically begin. Additional data will be collected as part of the daily summary surveys in the app. The Consultant will collect seven (7) days of data for each participant in (estimated to be) September 2018. Although the Consultant will provide data in the resulting dataset for any respondent who has one or more complete days of data, it is expected most participants will have completed all seven days. Data collection will begin the day after the participant downloads the app and initiates their participation. An incentive of \$15 per respondent will be provided to participants who complete the full one week period. Note that no call center support is assumed in this project budget. Rather, the Consultant will provide support via email and via in-app support only.

Individual and household attributes to be collected includes (but is not limited to) the following. Where possible, data will be passively collected and derived rather than explicitly asked to help minimize burden

- Home location (lat long)
- Gender
- Age
- Race / Ethnicity
- Income (define so useful for mode choice modeling)
- Employment / Student Status / Employment or School Location

- HH size
- Marital status
- Presence of children status
- Auto ownership / availability / drivers license
- Car-sharing membership
- Bike ownership / availability
- Transit pass-holding
- How often use transit
- How often use TNCs (self-reported)
- Education level
- Disability
- If visitor to region (as screening question)

Passenger trip data to be collected includes (but is not limited to):

- Mode
- Origin time?
- Origin location?
- Pickup time
- Pickup location
- Drop-off time
- Drop-off location
- Destination time?
- Destination location?
- Fare paid (including tip)
- Peak/Surge multiplier (if applicable) likely needs a don't know answer choice
- Destination purpose
- Vehicle occupancy (excl? / incl? driver)
- Would have made trip if no TNC?
- If would have made trip, if no TNC, what mode use?
- Would have used TNC at different prices and travel times?
- Service used (UberX, UberPool, Lyft, Lyft Line, etc)

*Deliverables: Conduct of pilot. Technical memo summarizing pilot and any adjustments. Conduct of main survey effort, including regular provision of status of response.*

**Task 5. Data Processing and Analysis**

Upon reaching the target samples for each market segment, the Consultant will clean all data to ensure consistency of survey results and provide all data files to Agencies staff including but not limited to person files, trip files, location/GPS files. The Consultant will prepare a data dictionary. In addition, the Consultant will develop expansion weights that will allow the Agencies to develop aggregate statistics describing existing travel patterns. It is initially expected that the Consultant will utilize the 2016-2017 state of California add-on sample NHTS purchase for this purpose. The Consultant will provide summary descriptives of both unexpanded and expanded survey results.

*Deliverable: Data files, expansion weights and data dictionary*

**Task 6. Documentation**

The Consultant will prepare documentation of data collection methods, instruments, and results.

*Deliverables: Report documenting all aspects of data collection*