



AGENDA

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY Meeting Notice

Date: Tuesday, June 26, 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. Chair’s Report – INFORMATION | |
| 3. Executive Director’s Report – INFORMATION | |

Consent Agenda

- | | |
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| 4. Approve the Minutes of the June 12, 2018 Meeting – ACTION* | 5 |
| 5. [Final Approval] Appoint Rachel Zack to the Citizens Advisory Committee – ACTION* | 9 |
| 6. [Final Approval] State and Federal Legislation Update – ACTION* | 17 |
| Support: Senate Bill (SB) 1014 (Skinner) and SB 1328 (Beall) | |
| 7. [Final Approval] 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 – ACTION* | 21 |
| Projects: (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) | |
| 8. [Final Approval] Adopt the Proposed Fiscal Year 2018/19 Budget and Work Program – ACTION* | 33 |
| 9. [Final Approval] Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$385,933 – ACTION* | 55 |

Contracts: 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)

- 10. [Final Approval] 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*** 61

End of Consent Agenda

- 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*** 71
- SFMTA staff will address requests for more information and questions raised about the two subject paratransit projects which are included on the contingency list for Lifeline Transportation Program Cycle 5 funds approved in May. Pending satisfactorily addressing the Board’s questions, in July, the SFMTA anticipates seeking allocation of Prop K funds and programming of cost savings from previously funded Lifeline projects, to allow the two projects to advance.
- 12.** Update on the Safe Routes to School Transition and Re-establishing the Capital Program for School Area Projects – **INFORMATION*** 85

Other Items

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

***Additional Materials**

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

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Board Meeting Agenda

the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

If any materials related to an item on this agenda have been distributed to the Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

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DRAFT MINUTES

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

Tuesday, June 12, 2018, 2018

1. Roll Call

Chair Peskin called the meeting to order at 10:06 a.m.

Present at Roll Call: Commissioners Cohen, Fewer, Peskin, Ronen, Stefani, Tang and Yee (7)

Absent at Roll Call: Commissioners Kim (entered during Item 2), Sheehy (entered during Item 6), Safai (entered during Item 9) and Breed (entered during Item 9) (4)

2. Citizens Advisory Committee Report – INFORMATION

Chris Waddling, CAC District 10 Representative, reported that items 5, 7, 8, and 9 on the Board agenda were passed unanimously without comment by the CAC. He reported that on item 6, allocation of Prop K funds, the CAC asked if San Francisco Public Works (SFPW) had an equity strategy for the tree planting project. He said the CAC was informed that an equity strategy existed and that the street tree census identified existing trees and potential planting locations and in addition the Urban Forest master plan included a canopy analysis. He said the CAC asked about the Twin Peaks tunnel track way improvement and the outreach being done, as one CAC members who was a regular rider through the tunnel had not heard of the upcoming closures. He said the CAC was assured that significant outreach was being done and that ambassadors would be on hand during the closure.

Mr. Waddling stated that the CAC had a long discussion with Ed Reiskin, Director of Transportation for the San Francisco Municipal Transportation Agency (SFMTA) and John Haley, Director of Transit for the SFMTA. He noted that it was the first time Directors Reiskin and Haley had come before the CAC and said that the discussion focused primarily on Muni Metro's operational and performance issues. Mr. Waddling said that the CAC had requested that directors of all agencies provide an annual report to the CAC, given the amount of funds that pass through the Transportation Authority to the SFMTA and other agencies.

There was no public comment.

3. Approve the Minutes of the May 22, 2018 Meeting – ACTION

There was no public comment.

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

The minutes were approved without objection by the following vote:

Ayes: Commissioners Cohen, Fewer, Kim, Peskin, Ronen, Stefani, Tang and Yee (8)

Absent: Commissioners Breed, Safai and Sheehy (3)

4. Appoint One Member to the Citizens Advisory Committee – ACTION

Mike Pickford, Senior Transportation Planner, presented the item per the staff memorandum.

Rachel Zack spoke to her interest and qualifications in being appointed to the CAC.

Chair Peskin highlighted Ms. Zack's academic and professional experience in the transportation sector and noted that she had previously been involved in data collection and research for the Transportation Authority. He expressed his support for appointing Ms. Zack to the CAC.

There was no public comment.

Commissioner Ronen moved to appoint Rachel Zack to the CAC, seconded by Commissioner Yee.

The motion to appoint Rachel Zack was approved without objection by the following vote:

Ayes: Commissioners Cohen, Fewer, Kim, Peskin, Ronen, Stefani, Tang and Yee (8)

Absent: Commissioners Breed, Safai and Sheehy (3)

5. State and Federal Legislation Update – ACTION

Mark Watts, State Legislative Advocate, presented the item.

There was no public comment.

Commissioner Cohen moved to approve the item, seconded by Commissioner Tang.

The item was approved without objection by the following vote:

Ayes: Commissioners Cohen, Fewer, Kim, Peskin, Ronen, Stefani, Tang and Yee (8)

Absent: Commissioners Breed, Safai and Sheehy (3)

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 – ACTION

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

Commissioner Yee asked if the schedule for the Twin Peaks tunnel closure could be repeated to ensure the public was aware of upcoming disruption to Muni rail service through the tunnel.

Ms. LaForte said there would be a 60-day shutdown from June 25, 2018 to August 24, 2018 and up to 15 weekend closures between the period of March and September 2018.

Commissioner Yee asked if trains would be running during the closures.

Ms. LaForte said that it would be a full closure of the tunnel and that trains would not be running during those periods.

Wen Hwang, SFMTA Project Manager, said there would be a total of 13 weekend closures before the 60-day shutdown, followed by a couple additional weekend closures after the 60-day shutdown. He said the weekend shutdowns were from midnight on Saturdays to 8:00 a.m. on Sundays, with an extended 3-day shutdown during Memorial Day weekend.

Commissioner Yee asked if the 60-day shutdown would be a complete shutdown.

Mr. Hwang stated that it would be a 24-7 shutdown during the 60-day window.

Commissioner Yee asked for more information about the bus service that would be running

during the shutdown.

Mr. Hwang said that the L and M Muni lines would be motorized and that the SFMTA would be running a bus bridge west of Church station through the end of the line. He said a K line Muni shuttle would run between Balboa Park and Saint Francis Circle.

Commissioner Yee asked how the public would get to downtown from Saint Francis Circle.

Mr. Hwang said that the public would need to take the M line Muni bus, where they would be dropped off at either the Castro or Church stations where they could catch a train to downtown.

Commissioner Yee asked if the public would need to make two transfers to get downtown from Stonestown Galleria.

Mr. Hwang said that it would require one transfer from the M line Muni bus to the Castro Station to get downtown from Stonestown Galleria.

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

The item was approved without objection by the following vote:

Ayes: Commissioners Cohen, Fewer, Kim, Peskin, Ronen, Sheehy, Stefani, Tang and Yee (9)

Absent: Commissioners Breed and Safai (2)

7. [Public Hearing] Adopt 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.

Commissioner Tang moved to approve the item, seconded by Commissioner Sheehy.

The item was approved without objection by the following vote:

Ayes: Commissioners Cohen, Fewer, Kim, Peskin, Ronen, Sheehy, Stefani, Tang and Yee (9)

Absent: Commissioners Breed and Safai (2)

8. Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$385,933 – ACTION

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

There was no public comment.

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

The item was approved without objection by the following vote:

Ayes: Commissioners Cohen, Fewer, Kim, Peskin, Ronen, Sheehy, Stefani, Tang and Yee (9)

Absent: Commissioners Breed and Safai (2)

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

Drew Cooper, Senior Transportation Planner, presented the item per the staff memorandum.

There was no public comment.

Commissioner Cohen moved to approve the item, seconded by Commissioner Tang.

The item was approved without objection by the following vote:

Ayes: Commissioners Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee (11)

Other Items

10. Introduction of New Items – INFORMATION

There were no new items introduced.

11. Public Comment

There was no public comment.

12. Adjournment

The meeting was adjourned at 10:37 a.m.



RESOLUTION APPOINTING RACHEL ZACK 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 Rachel Zack to serve on the CAC for a period of two years; now therefore, be it

RESOLVED, That the Board hereby appoints Rachel Zack 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>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Neither staff nor CAC members make recommendations regarding CAC appointments.</p> <p>SUMMARY</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>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input checked="" type="checkbox"/> Other: CAC Appointment</p>
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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.”

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

All applicants have been advised that they need to appear in person before the Board in order to be appointed, unless they have previously appeared. If a candidate is unable to appear before the Board on the first appearance, they may appear at the following Board meeting in order to be eligible for appointment. An asterisk following the candidate's name in Attachment 2 indicates that the applicant has not previously appeared before the 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 ¹

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)

¹ 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

Name	Gender	Ethnicity	District	Neighborhood	Affiliation/Interest
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	SB 1014 Skinner D	<p>Zero-emission vehicles. 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	SB 1328 Beall D	<p>Mileage-based road usage fee. 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	AB 2865 Chiu D	<p>High-occupancy toll lanes: Santa Clara Valley Transportation Authority (VTA).</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	AB 3124 Bloom D	<p>Vehicles: length limitations: buses: bicycle transportation devices</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 Session¹

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

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

¹Under 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's (SFMTA's) Twin Peaks Tunnel Trackway Improvements - Additional Funds and San Francisco Public Works' (SFPW's) Jefferson Street Improvements Phase 2 [NTIP Capital] requests require concurrent 5YPP amendments as detailed in the enclosed allocation request forms; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating a total of \$9,564,076 in Prop K funds for seven requests, 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] projects; and be it further

RESOLVED, That the Transportation Authority hereby allocates \$9,564,076 in Prop K funds for seven requests, 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 5YPPs; 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 ¹	Project Sponsor ²	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)	
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴			
Prop K	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	
TOTAL					\$ 9,701,076	\$ 100,338,526	69%	86%		

Footnotes

¹ "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).

² Acronyms: SFCTA (Transportation Authority); SFMTA (San Francisco Municipal Transportation Agency); SFPW (San Francisco Public Works).

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

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

Attachment 2: Brief Project Descriptions ¹

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 ¹

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 ¹

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>
TOTAL			\$9,701,076	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

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 intent to allocate \$3.55 in Prop K funds, approved by the Transportation Authority Board in July 2016. 5-Year Prioritization Program (5YPP) Amendment: 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 intent to allocate \$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	5YPP Amendment: 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. Special Condition: 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	
TOTAL			\$9,701,076	

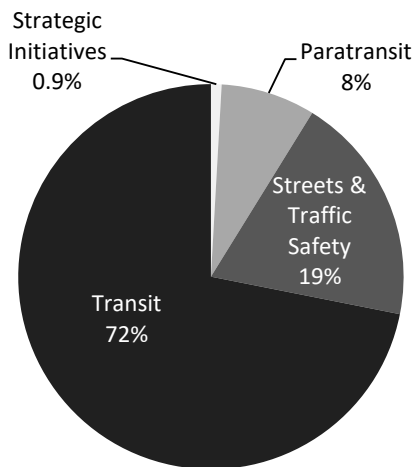
¹ See Attachment 1 for footnotes.

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

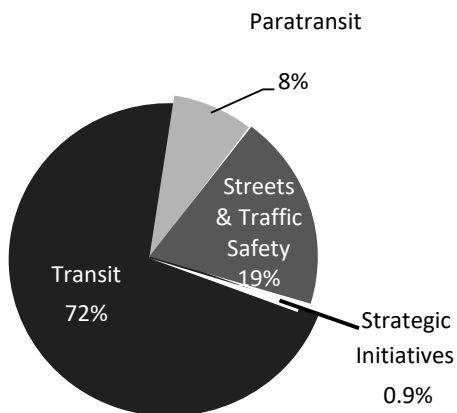
PROP K SALES TAX				
	Total	FY 2018/19	FY 2019/20	FY 2021/22
Prior Allocations	\$ -	\$ -	\$ -	\$ -
Current Request(s)	\$ 9,701,076	\$ 7,842,928	\$ 1,844,071	\$ -
New Total Allocations	\$ 9,701,076	\$ 7,842,928	\$ 1,844,071	\$ -

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

RECOMMENDATION Information Action

- Allocate \$5,416,267 in Prop K funds to the San Francisco Municipal Transportation Agency (SFMTA) for three requests:
 1. Twin Peaks Tunnel Trackway Improvements - Additional Funds (\$5,295,567)
 2. Arguello Boulevard Improvements [NTIP Capital] (\$70,700)
 3. NTIP Program Support (\$50,000)
- Allocate \$4,147,809 in Prop K funds to San Francisco Public Works (SFPW) for four requests:
 4. Street Repair and Cleaning Equipment (\$954,593)
 5. Public Sidewalk and Curb Repair (\$586,957)
 6. Jefferson Street Improvements Phase 2 [NTIP Capital] (\$1,413,740)
 7. Tree Planting (\$1,192,519)
- Appropriate \$137,000 in Prop K funds for two requests:
 8. Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital] (\$50,000)
 9. NTIP Program Support (\$87,000)

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

SUMMARY

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.

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 7

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.

- **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 – 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 19th 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
	Sales Tax Program	Congestion Management Agency Programs	Transportation Fund For Clean Air Program	Registration Fee For Transportation Improvements Program	Treasure Island Mobility Management Agency Program	Vehicle			
Revenues:									
Sales Tax Revenues	\$ 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	
Total Revenues	107,047,258	7,314,996	761,262	4,933,013	3,160,560	123,217,089	(4,130,866)	127,347,955	
Expenditures:									
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	
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	
Other Financing Sources (Uses):									
	118,650,979	2,008,931	-	-	340,090	121,000,000	(149,133,005)	270,133,005	
Net Change in Fund Balance	\$ (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	



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 <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action	<input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input checked="" type="checkbox"/> Budget/Finance <input type="checkbox"/> Contracts <input type="checkbox"/> Procurement <input type="checkbox"/> Other: _____
<p>Adopt the proposed Fiscal Year 2018/19 Budget and Work Program</p> <p>SUMMARY</p> <p>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.</p>	

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 the ending balance is based on previous year's audited fund balance plus the current year's budget

Agenda Item 8

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										Increase/ (Decrease)	Amended Budget Fiscal Year 2017/18
	Sales Tax		Congestion Management Agency Programs		Transportation Fund For Clean Air Program		Vehicle Registration Fee For Transportation Improvements Program		Treasure Island Mobility Management Agency Program			
	Program		Programs		Program		Program		Program			
Revenues:												
Sales Tax Revenues	\$ 106,461,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,461,636	\$ 104,271,926
Vehicle Registration Fee	-	-	-	-	4,930,000	-	4,930,000	-	-	-	4,930,000	4,834,049
Interest Income	540,902	-	1,363	-	3,013	-	-	-	-	-	545,278	632,954
Program Revenues												
Federal Advanced Transportation and Congestion Management Technologies Deployment	-	-	-	-	-	-	-	-	1,297,860	-	1,297,860	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	-	-	-	-	-	-	-	250,000	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	-	-	-	-	-	-	-	270,500	123,125
Regional WETA - Solano Water Transit Study	-	-	-	-	-	-	-	-	-	-	(20,000)	20,000
Regional TIDA - Treasure Island Mobility Management Agency	-	-	-	-	-	-	-	-	1,862,700	-	1,862,700	1,402,225
Regional TIDA - Yerba Buena Island Bridge Structures	-	-	411,661	-	-	-	-	-	-	-	244,185	167,476
Regional Vehicle Registration Fee Revenues (TFCA)	-	-	-	-	-	759,899	-	-	-	-	759,899	737,931
Contributions from Schmidt Family Foundation/The 11th Hour Project - TNC Research	-	-	75,000	-	-	-	-	-	-	-	75,000	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	2,000
Sublease of Office Space	42,720	-	-	-	-	-	-	-	-	-	42,720	41,460
Total Revenues	107,047,258	7,314,996	761,262	4,933,013	3,160,560	123,217,089	(4,130,866)	127,347,955				

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



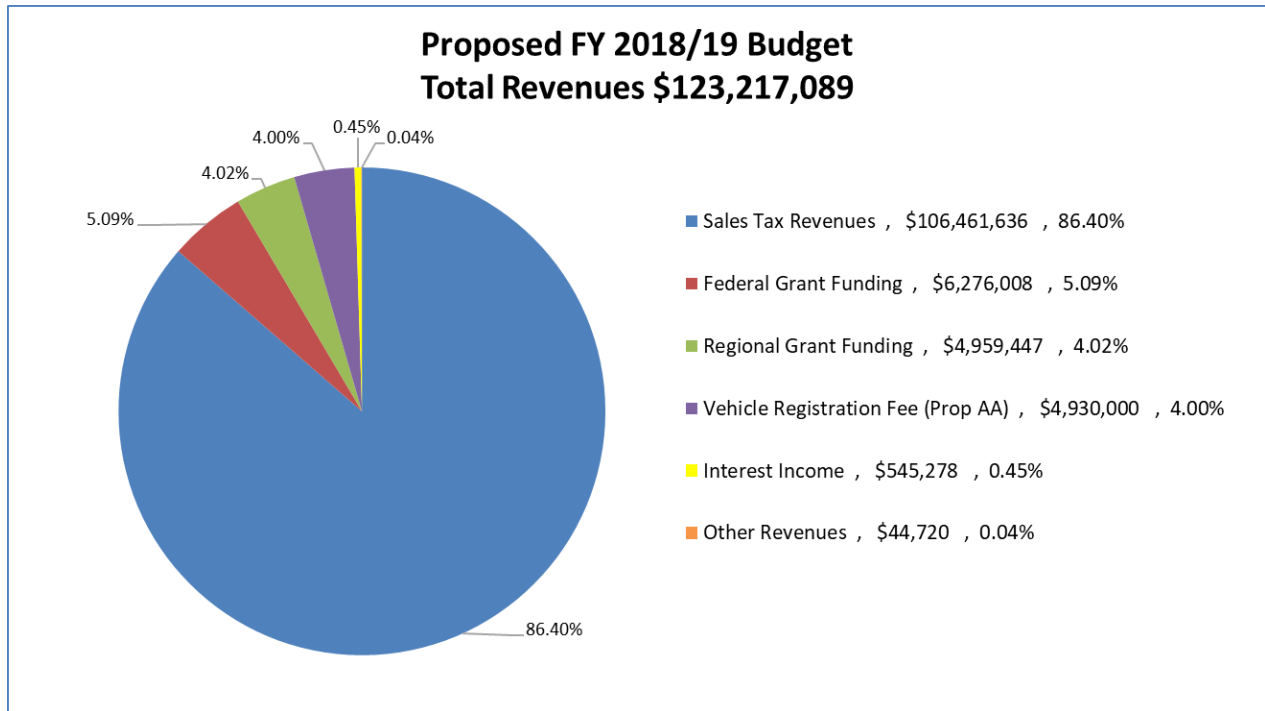
	Proposed Budget Amendment by Fund						Increase/ (Decrease)	Amended Budget Fiscal Year 2017/18
	Sales Tax Program	Congestion Management Agency Programs	Transportation Fund For Clean Air Program	Vehicle Registration Fee For Transportation Improvements Program	Treasure Island Mobility Management Agency Program	Proposed Budget Fiscal Year 2018/19		
Expenditures:								
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
Other Financing Sources (Uses):								
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
Net Change in Fund Balance	\$ (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.

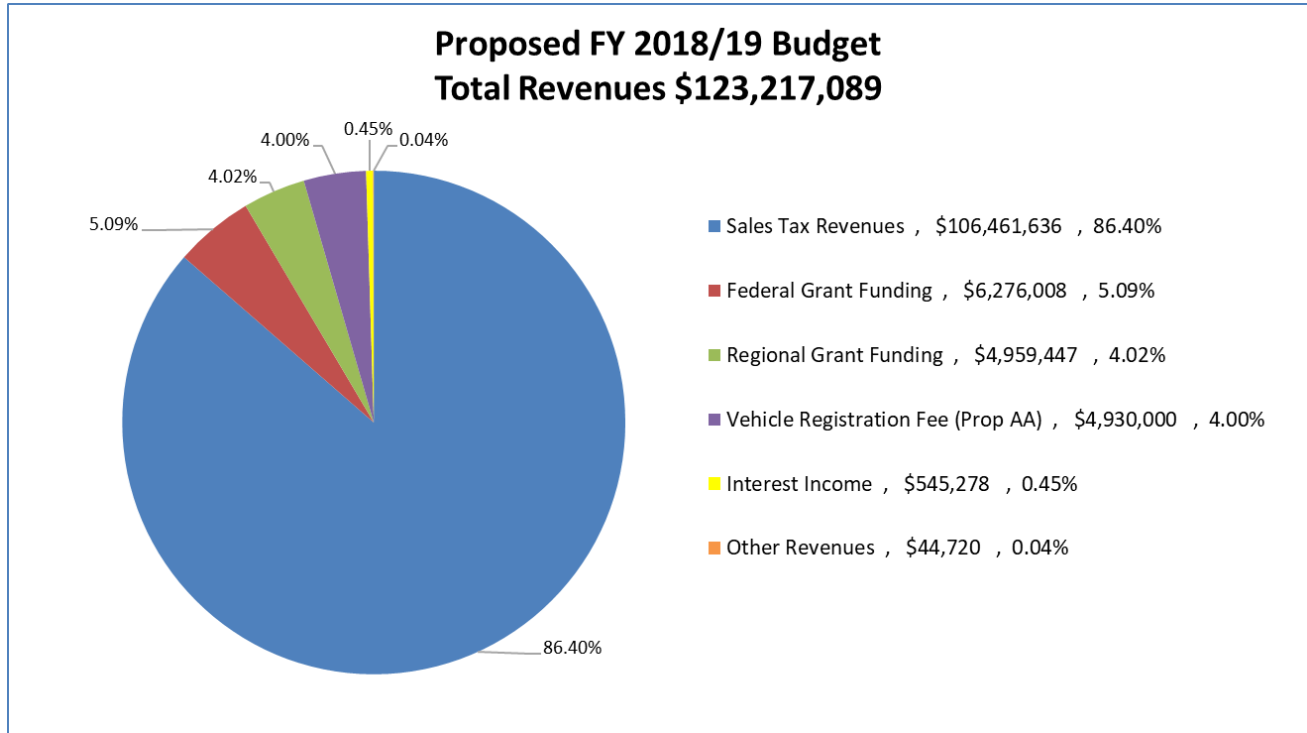
TOTAL PROJECTED EXPENDITURES\$263,059,344

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 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>RECOMMENDATION <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"> • Office of the City Attorney (\$100,000) • Department of Technology (\$50,000) • KNN Public Finance (\$150,000) • Vavrinek, Trine, Day & Co., LLP (\$85,933) <p>SUMMARY</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>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: <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**

Professional Services	Annual Services	Previous Year Contract	Increase/ (Decrease)	Proposed Fiscal Year 2018/19 Contract	Procurement Type/Contract Options	Contract Goal	Utilization to Date
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
	Total	\$418,430	(\$ 32,497)	\$385,933			

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 11th 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>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> • 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 • Authorize the Executive Director to modify amendment terms and conditions <p>SUMMARY</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"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: <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 11th 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



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Update on SF Paratransit

San Francisco County Transportation Agency

June 26, 2018

SF Paratransit Services

- SF Access
- Taxi (Sedan and Ramp Taxi)
- Group Van
- Shop-a-Round
- Van Gogh



SF Access and Group Van Service

SF Access

- Traditional ADA service -- prescheduled, door-to-door shared van
- 85% on time performance rate
- Completed 235,000 trips including 71,000 wheelchair trips in FY17



Group Van Service

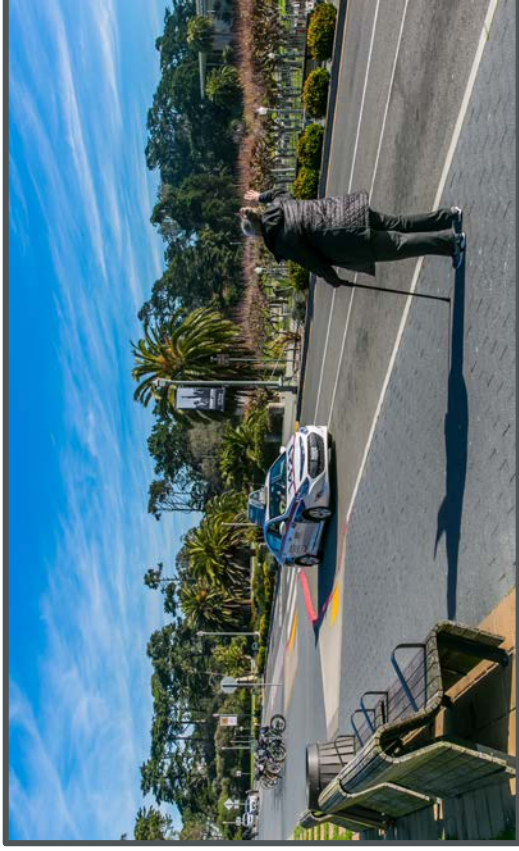
- Group transportation to/from single location, including ADHC
- Four service providers, including three non-profits
- Completed trips 189,000 trips in FY17

SF Paratransit Vehicle Fleet Plans

Goal: maintain a fleet of **150** vehicles <5 years old

- **89** vehicles in the FTA procurement cycle <5 years old
- **10** sedans funded through a Transportation Fund for Clean Air funds to replace diesel vehicles
- **8** new expansion vehicles funded through SFMTA
- **11** vehicles from nonprofit Group Van agencies from 5310 funds
- Working to identify one-time funding over next two years for an additional **32** vehicles to maintain fleet at 5 years old or younger

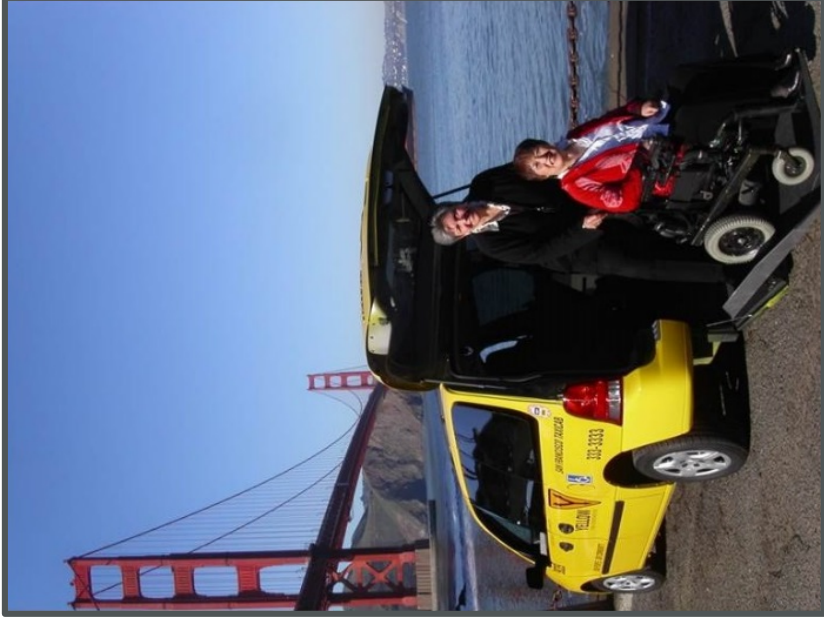
Paratransit Taxi Services



- Same day, general public taxis, includes 40 ramped taxis
- All taxis in San Francisco required to participate
- All taxi riders receive a paratransit taxi debit card to pay fares and track trips
- 290,000 trips completed, including 9,100 trips for wheelchair users, in FY17

Ramp Taxi Program

- Introduced into taxi program in 1994
- Currently ~40 active ramp medallion
- Completed 9,173 trips in FY17
- To request ramp taxi:
 - Call dispatch service,
 - Call drivers directly, or
 - Use Flywheel app to hail ramp taxis electronically



Ramp Taxi Incentives

Current Ramp Taxi Incentives

- \$10 per trip incentive for every paratransit wheelchair trip completed
- Earn Airport Short Pass for wheelchair trips that originate in outlying neighborhoods of SF

New Ramp Taxi Incentives

- Up to \$300 per month to assist with the capital cost of a wheelchair accessible taxi
- \$300 per month to assist with the maintenance and operating costs
- Addresses difference in cost - ramp vs. sedan

Conditions of New Ramp Taxi Incentives

- Must purchase or convert a wheelchair accessible vehicle
- Must complete 20 paratransit wheelchair trips each month
- Must be logged into a SFMTA approved mobile app for at least 80 hours
- Must log and submit all general public (non-paratransit) wheelchair trips
- Must be in good standing with SFMTA

Measuring Success: increase in the number of wheelchair trips completed and reported high customer satisfaction with ramp taxi program in Annual Customer Satisfaction Survey

Shop-a-Round

- Door to door taxi and van services to grocery stores for seniors and persons with disabilities
- Launched in 2010 with New Freedom and Lifeline grants
- Service provided seven days a week
 - Trader's Joe, Safeway, Costco, Alemany Farmer's Market, etc.
- Projected to provide ~4,200 trips in FY18



Van Gogh Shuttle



- Provides group van transportation to groups of seniors and persons with disabilities to cultural and social events
- Launched in 2013 as an extension of Shop-a-Round
- Helps to reduce social isolation among seniors and individuals with disabilities
- Projected to provide 500 trips in FY18

Measuring Success: high customer satisfaction and reported increased access to grocery shopping and social engagement

Outreach: Community Advisory Committee



Paratransit Coordinating Council

- Comprised of paratransit riders, representatives from community based organizations, and service providers, including taxi companies and drivers
- Advises SFMTA and SF Paratransit on service quality issues as well as policy development
- Participate in evaluation panels, including the selection of the new ramp taxi incentives

Outreach: Mobility Management



- Provide programs and services to educate seniors and individuals with disabilities to make the right transportation choice given their trip needs
- Diverse steering committee to guide program development and community engagement
 - Opportunity to work with non traditional partners
- Partnerships with Department of Public Health and Department of Aging and Adult Services to tailor transportation services to customers' needs

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Memorandum

Date: June 26, 2018
To: Transportation Authority Board
From: Anna LaForte – Deputy Director for Policy and Programming
Subject: 06/26/18 Board Meeting: Update on the Safe Routes to School Transition and Re-establishing the Capital Program for School Area Projects

<p>RECOMMENDATION <input checked="" type="checkbox"/> Information <input type="checkbox"/> Action</p> <p>None. This is an information item.</p> <p>SUMMARY</p> <p>At its January 9, 2018 meeting, the Board approved \$2,813,264 in One Bay Area Grant Cycle 2 (OBAG 2) funds for the Safe Routes to School (SRTS) Non-Infrastructure Project. This action was conditioned upon the San Francisco Municipal Transportation Agency (SFMTA) providing to the Board by June 30, 2018 a report on the transition of the SRTS non-infrastructure project lead from the Department of Public Health (DPH) to SFMTA and a proposal for re-establishing the capital program for school area projects. To fulfill these conditions, the SFMTA staff has provided a report (Attachment 1) that will be presented at the June 26 Transportation Authority Board meeting.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input checked="" type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input checked="" type="checkbox"/> Other: Condition of One Bay Area Grant Cycle 2 Funding Recommendation
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DISCUSSION

Background.

As Congestion Management Agency for San Francisco, the Transportation Authority was responsible for programming \$42.286 million in OBAG 2 funds from the Metropolitan Transportation Commission (MTC), including funding for SRTS. During discussion related to one of the staff recommended OBAG 2 projects, the SRTS Non-Infrastructure Project, several Board members expressed concern over the effectiveness of the project and a desire for better coordination among the various safe routes to school programs such as school crossing guards and capital safety improvements near schools. In addition, Board members expressed a strong desire for the SRTS program to better respond to the unique needs of every school.

At Chair Peskin’s request, we supported staff from Chair Peskin’s and Commissioner Tang’s offices in convening staff from the DPH, SFMTA, and the San Francisco Unified School District to review the current structure of the SRTS program and consider opportunities for improvements. As an outcome of those discussions, at its January 9, 2018 meeting the Board approved programming \$2,813,264 in OBAG 2 funds to the SFMTA for the SRTS Non-Infrastructure project, conditioned upon the SFMTA providing the following items to the Transportation Authority Board:

- **By March 31, 2018: A proposal for modifying the crossing guard program.** This timing allows for recommendations to be implemented prior to the start of the 2018 school year. Specifically, SFMTA will consider how it can improve recruitment and retention, guard assignment policies, and selection of participating schools. This condition has been met.
- **By June 30, 2018: A report on the transition of the SRTS non-infrastructure project from DPH to SFMTA** including an evaluation of the scope, budget and funding plan, and updated goals and metrics to measure the effectiveness of the project. SFMTA staff will present on this topic at the June 26 Board meeting.
- **By June 30, 2018: A proposal for re-establishing the capital program for school area projects,** including how the identification, prioritization, and implementation of capital improvements near schools will be coordinated with the non-infrastructure work. SFMTA staff will present on this topic at the June 26 Board meeting.
- **Annually: Provide progress reports** on how the SRTS Non-Infrastructure project is doing with respect to achieving the established goals based on the approved metrics.

The SFMTA has prepared the attached report providing an overview of the SFMTA's framework for school safety and transportation management and addressing the two OBAG 2 deliverables noted above. The framework is organized into six focus areas: engineering, education, encouragement, environmental safety, evaluation, and transportation services for a comprehensive SRTS program.

FINANCIAL IMPACT

None. This is an information item.

CAC POSITION

None. This is an information item.

SUPPLEMENTAL MATERIALS

Attachment 1 – San Francisco Safe Routes to School Program - A Coordinated, Comprehensive Approach to School Safety and Transportation Management

San Francisco Safe Routes to School Program

A coordinated, comprehensive approach to
school safety and transportation management

June 2018
SFMTA.com



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EXECUTIVE SUMMARY

The San Francisco Municipal Transportation Agency (SFMTA) is supporting our city's children and families by building a coordinated framework for efforts that provide safe and effective options for school transportation. Central to this comprehensive effort is the upcoming transition to SFMTA in summer 2019 of the Safe Routes to School program in partnership with the San Francisco Unified School District (SFUSD). This reorganization will allow for an increased focus on the core goals of school transportation: safety and mode shift.

Broader Reach

When implemented, the SF Safe Routes to Schools program will reach all 103 SFUSD schools in some capacity, growing beyond the 30 schools it currently works with regularly and expanding its school-wide activity to 103 schools. The program has a strong equity component, utilizing data to identify where additional resources are needed and ensuring strong language and cultural competency requirements to reach all families and support their transportation needs.

New Goals

By 2030, the program will:

- **Reduce single family vehicle trips by 37%:** from the current 48% to 30%, SFUSD's adopted transportation goal
- **Reduce school-related collisions by 50%:** from an annual average of 2 severe and 32 total injury collisions a year

New Programs

A refocused engineering program will develop a baseline assessment of SFUSD school sites, kick-off a new walk-audit and implementation program, all while continuing to deliver the safety projects around schools that it always has. An expanded crossing guard program will begin to deliver additional crossing guards in the 2018 school year and kick-off a new volunteer crossing guard training program for schools that don't have a staffed crossing guard.

Enhanced Coordination

By the end of 2018, SFMTA will hire a new Safe Routes to School Coordinator who will oversee a reorganized framework that brings together all aspects of the City's school transportation programs. The new program will be organized into five focus areas:

- Engineering
- Education
- Encouragement
- Environmental Safety
- Transportation Services

This new coordinator will ensure stronger communications between the program areas and a greater responsiveness to school communities, staff and city leaders.

Increased and Transparent Evaluation

Finally, the program will be comprehensively evaluated annually using national best-practices with results that are reported publicly and made available on the program's webpage. The evaluation will report clearly on progress made towards the core goals while including metrics, such as other mode-share, that indicate where success is being seen and where additional work is needed. With this information, the program team will make adjustments to the Safe Routes to School toolkit offered to school communities throughout San Francisco.

A NEW PATH FOR SRTS

Beginning in summer 2019, the San Francisco Municipal Transportation Agency (SFMTA) will begin to manage a newly realigned Safe Routes to School program in partnership with the San Francisco Unified School District (SFUSD). This reorganization will allow for an increased focus on not only the core goals of the program, but also on coordination and transparency. Changes to the program's oversight and focus will strengthen the connection between the many different aspects for the city's school transportation safety work, bringing the engineering and non-infrastructure efforts closer together. This new focus means ensuring that all school transportation efforts are coordinated and communications to parents and stakeholders are more consistent. When implemented, the SF Safe Routes to Schools program will reach all 103 SFUSD schools in some capacity, growing beyond the 30 schools it currently works with regularly and expanding its school-wide activity to 103 schools, which will reach beyond the 76% of schools that are currently reached.

The SFMTA already manages the vast majority of programs associated with school-related transportation, therefore this new coordination role will allow for better cohesion and more intuitive structuring of the SF Safe Routes to School program. Additionally, in broadening the program's reach, it will help support the program's longtime emphasis on equity and offer opportunities for district-wide participation so that every public school in San Francisco will benefit from the city's school transportation safety offerings.

This framework is the product of four months of extensive outreach and cooperation between the associated City agencies, consultants and stakeholders. The SFMTA, in close collaboration

with the SF Safe Routes to School partnership including SFUSD, SF Department of Public Health, SF Department of the Environment, SF Bicycle Coalition, Walk SF, Tenderloin Safe Passage, and YMCA, has devised a plan for a successful and holistic SF Safe Routes to Schools program that builds on the successes of the current program. This reorganization will result in broader reach, more action on issues the school community is concerned about and better communications with parents, students, teachers and school administrators. As a part of this shift, new members have been brought into the partnership, including the SF Police Department, the SF Fire Department, the San Francisco PTA Council and San Francisco Transit Riders (SFTR). In expanding the program's partners, the program will ensure that it is reaching all SFUSD schools, all students and communicating more effectively with parents and the school community.

The SF Safe Routes to School program looks to support the development of a future generation of multimodal walkers, bikers and transit users in support of the city's transportation and climate goals.

NEW PROGRAM GOALS FOR SF-SRTS

Currently, 48% of families/students attending San Francisco Unified School District schools arrive in single-family vehicles. The San Francisco School Board has set a goal to reduce that number to 30% in 2030, a 37.5% reduction in single-family vehicle trips in twelve years (Figure 1). It is this transportation mode-shift goal that the SF Safe Routes to School program will target as its primary metric for success. The following chart identifies the year-by-year goal to support this mode-shift. This reduction in single-family car trips is in line with the program's funding from the Metropolitan Transportation Commission's (MTC) One Bay Area Grant (OBAG) 2 funds which are administered by the San Francisco County Transportation Authority.

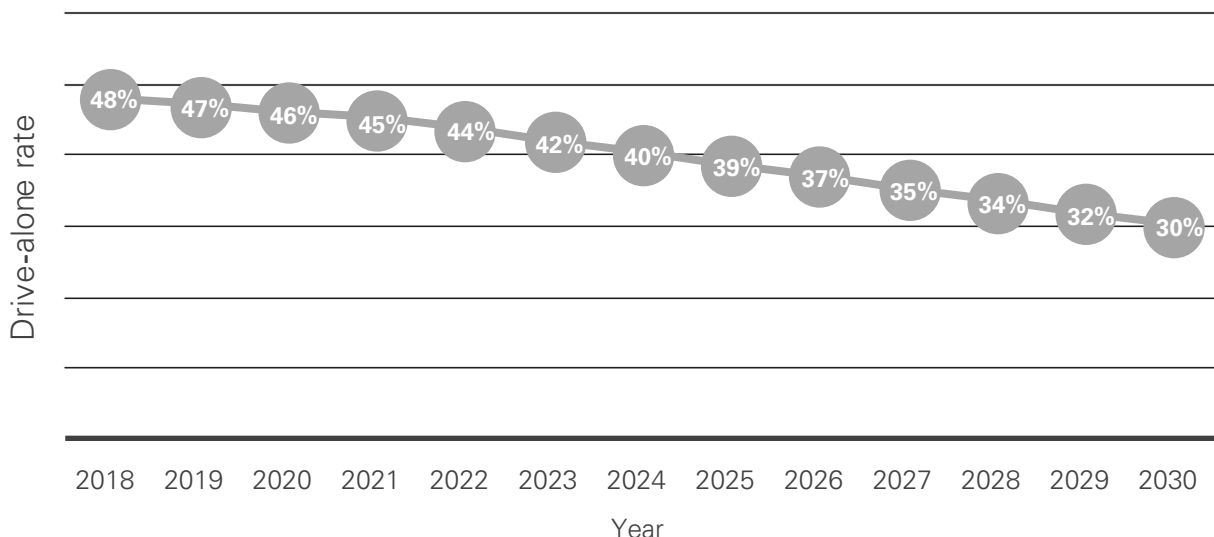
The Safe Routes to School program will also have a goal for increased safety. Vision Zero is the City's road safety policy to eliminate all traffic deaths in San Francisco. As school-related traffic deaths are already at zero;—with notable exceptions—however, students still experience safety challenges travelling to, from

and around schools. While annual fatalities are not frequent, San Francisco averages just over 2 severe injury collisions a year and an average of 32 collisions a year. SF SRTS will aim to reduce these by 50% by 2030.

Additionally, while the mode-shift and collision reduction goals will be the primary targets against which program success are measured, the program's final evaluation protocol will include metrics for:

- **Program reach:** are students and families aware of the various efforts that have been undertaken?
- **Information retention/learning:** have students and families remembered the information that the efforts have worked to impart or the skills they have taught?
- **Effectiveness:** have the programs shifted behavior in either the mode-shift or safety areas and if successful, which modes have replaced drive-alone trips?

Figure 1: SFUSD Drive-Along Rate



EMPOWERMENT

Safe Routes to School (SRTS) was created to help to make walking and bicycling to school safer and more accessible for children, including those with disabilities, and to increase the number of children who choose to walk, bicycle, take public transit, or ride in parental carpools. On a broader level, SRTS programs strive to enhance children's health and well-being, and improve the daily life of all members of our community.

The SF-SRTS partnership will strive to support schools in building a community strong enough to ensure the continued existence of active and robust school-based sustainable transportation programs even as highly engaged members graduate or move on from the school. From an operations perspective, the partnership should be working to support all schools in developing a program that operates without the need of outside volunteers.

In order to achieve this long-term outcome, SF-SRTS will work to empower communities to:

- Clearly identify safety and transportation issues and options
- Understand the process to affect change in their school area.
- Connect with City staff to work on solutions.
- Take on key roles in program activities as necessary.

To this end, empowerment is a core goal within each of the program organizational areas identified below. For Engineering, the City will engage fully and respectfully with parents and community members who reach out with concerns, working with them to clearly understand the issues at hand and potential solutions. Similarly, Environmental Safety and Transportation Services are opportunities for engaging school community members in

discussions of issues and identifying how the school community or the city can support a safer transportation experience.

Encouragement events, such as those organized by the Partnership outreach team, described later in the framework, in the K-5 schools, provide an opportunity to support the development of school leaders by identifying individuals who might be willing to take on a role in supporting school activities, connecting them with the Safe Routes to Schools Coordinator if they have safety concerns (thus building the agency of the school community and empowering voices that might not have felt comfortable or confident about reaching out to the City). Outreach team members will also work with school communities to help them understand the various options that SF-SRTS has to offer them in addressing issues that the community has identified and the process and timelines for implementing solutions once they have been identified. By growing this knowledge base, the program will aid parents and school community members in working with the City to identify viable solutions to their concerns.

In furtherance of this goal, the City will continue to ensure that there are multi-lingual, culturally competent outreach staff available both through the Partnership and City Staff to communicate with parents or caregivers who are more comfortable speaking a language other than English and who are able to engage families in culturally competent SRTS programming.

COMMUNICATIONS

In developing a comprehensive school safety program, it is imperative that communications functions operate at a high level and that they are streamlined. A complex program such as SF-SRTS has multiple communications areas of focus:

- **Listening:** School community input and issue identification
- **Collaborating:** School community engagement and relationship building
- **Informing:** City project information sharing with school community

Each of these communications areas have community, stakeholder and decision-maker audiences. It is imperative that program communications be provided appropriately for each of these audiences, including multi-lingual and multi-cultural components, providing clear and compelling messaging and actively listening to responses.

Listening: School community input and issue identification

Working at 103 school sites, the SF-SRTS program will interact with thousands of families and staff each year. Effectively gathering and responding to feedback and input from schools on safety issues will be key to the program's success. With the growth of the program from 36 to 103 schools, taking these comments and concerns, analyzing them and reporting back in a timely manner will necessitate a highly systematized process and adherence to clear timelines. Where schools are working with SF-SRTS outreach staff, that staff will support parents in reaching out to the Schools Coordinator at SFMTA and to identify safety issues that can be analyzed for potential short and long-term solutions that can be communicated, along with a prioritization assessment based on need and resources.

In the first quarter of FY19, the Schools Coordinator will work with the SFUSD Sustainability Director to identify which parties at each school need to be looped into school requests. In developing a clear, streamlined process, the program will ensure that there is awareness of requests and issues, allow for active participation in any discussions around the issue and provide a response to each request that is received by a broad number of school leaders and stakeholders. This list will include the principal, key school transportation and safety champions (teachers, parents, caregivers, SF-SRTS Outreach Team, etc.) and likely the School PTA president, PTO organization, and/or any parents involved in raising the issue.

Responding to requests and issues

SF-SRTS will work expeditiously to identify effective safety solutions to safety issues identified by school communities. In support of this, the program will develop and finalize protocols for receiving and transmitting school site issues to ensure that community input is received and responded to in a timely manner. SF-SRTS staff will work with the school community to best understand the issue being raised and a staff team of subject matter experts will develop potential solutions. With so many tools in our school safety tool-kit and city resources constrained, identifying the issues that need tackling will assist in quickly identifying potential options for solving them and allow the conversation to move quickly. Once an issue is identified, a school response team, typically made up of at least an engineer and an operations/enforcement staffer, will visit the site within two weeks to audit the situation and identify whether any short-term or long-term solutions might be appropriate.

COMMUNICATIONS

After this audit is completed, if an issue and solutions are identified, the school will be prioritized among the list of schools for which solutions are available. The results of this work and next steps will be communicated to the list of school contacts identified at the beginning of the process. These communications will typically occur within six weeks of the initial outreach from the school. If there are any delays, they will be communicated ahead of time.

Responding to requests and issues

SF-SRTS will work expeditiously to identify effective safety solutions to safety issues identified by school communities. In support of this, the program will develop and finalize protocols for receiving and transmitting school site issues to ensure that community input is received and responded to in a timely manner. SF-SRTS staff will work with the school community to best understand the issue being raised and a staff team of subject matter experts will develop potential solutions. With so many tools in our school safety tool-kit and city resources constrained, identifying the issues that need tackling will assist in quickly identifying potential options for solving them and allow the conversation to move quickly. Once an issue is identified, a school response team, typically made up of at least an engineer and an operations/enforcement staffer, will visit the site within two weeks to audit the situation and identify whether any short-term or long-term solutions might be appropriate.

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typically occur within six weeks of the initial outreach from the school. If there are any delays, they will be communicated ahead of time.

Collaborating: School community engagement and relationship building

Expanding the number of engaged parents and volunteers available to support the program and its activities will be paramount to its success. As more schools are able to provide active and engaged parental or faculty leadership on transportation safety and mode-shift, this will enable the deployment of SF-SRTS resources, including City and District staff and the Partnership's outreach team, to schools where parental involvement is traditionally lighter. This engagement will aim to provide access to the menu of SF-SRTS offerings across program areas and support schools in accessing tools that will support creating a safer transportation environment and mode-shift.

There is a strong equity consideration in ensuring that schools' volunteer resources are maximized, as not all schools are able to benefit from the time of parent volunteers, yet all are deserving of the benefits of this resource. The Partnership's outreach team will play a key role in identifying the parental engagement level at schools throughout the district. This team will provide an important linkage to program offerings, share knowledge about potential solutions for safety concerns and helping to support the timely adoption of the City's school safety program for the area through coordinated communications with City and District program staff.

To this end, the program will need to continue to study whether neighborhood task forces, which started in FY18, should continue or

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whether on-site engagement opportunities, such as shared schoolyard events, enrollment fairs, orientation nights, PTA meetings, etc. would be more effective locations to engage parents. This determination will be made in the second Quarter of FY19. As a part of this consideration, the SF-SRTS program will determine if there are parental audiences who are more likely to engage at a school. It is likely that the engagement opportunities are different for each school. Evaluating these opportunities, together with the school travel characteristics, will help to identify where the greatest impact to school transportation choice and safety are likely to be seen at a given site in order to achieve our goals and where the program resource focus will need to be placed.

Informing: City project information sharing with school community

The realigned, more coordinated SF-SRTS program will provide better opportunities for school community input into SFMTA and other city projects and programs. This communications channel focuses on City, District staff, and the Partnership outreach team working directly with the schools, as well as the PTA Council and site-specific PTAs and PTOs to keep school communities informed about City efforts, especially ones that impact transportation for the community at the school.

The Schools Coordinator, working in concert with District staff will identify contacts at each school, including the utilization of the local knowledge and relationships that the Partnership outreach team has developed. These communications channels will help provide improved access to information on opportunities for input on transportation projects that may impact those travelling to school. These communication assets will be

additive to the list of tools that the city already employs, including the school's weekly folder/newsletter and reaching out to principals and the District offices and informing the appropriate SF-SRTS outreach staff.

Additionally, the Schools Coordinator will endeavor to identify on-site resources for the disseminating of information, as well as any other unique communication outlets for a given school to increase the potential for reaching families. All communications to the school community will be provided in the needed languages as identified by the District or School.

EQUITY AND RESOURCE ALLOCATION

Equity continues to be a core value of the SF-SRTS program. Therefore ensuring that program resources are used to equitable ends is not just important, it's required. With two program goals, mode-shift and safety, the final school prioritization methodology will need to factor in schools with demonstrable safety issues, schools with a high percentage of students who qualify for free or reduced lunch, and schools with high potential for mode shift. When completed, it is expected that priority safety schools will be looked at for infrastructure and environmental safety interventions first while priority mode shift schools will add education and encouragement to the list of potential interventions.

Safety prioritization will use both the Vision Zero High Injury Network, a data-driven tool that identifies the most deadly and injurious roadways in the City. This tool has identified that communities of concern are disproportionately represented on the network and a to-be completed schools-adjacent collision map [currently expected to be completed in June 2018] in prioritizing improvements focused solely on safety. In doing so, the program will ensure that the more dangerous areas of the city are prioritized first and that communities of concern will be early beneficiaries of these improvements.

Mode shift/safety prioritization will rely on a school prioritization process initially developed for the Federal Highway Administration (FHWA)'s National Center for Safe Routes to School. This tool has been used by the SRTS Partnership in San Francisco to identify schools with potential to increase pedestrian and bicycle trips to schools, additionally looking at socio-economic factors for determining where the city can most equitably focus its efforts, especially in supporting encouragement and outreach activities.

For the SF-SRTS program to be fully successful, all schools should be provided with both education and encouragement programs and supported by outreach staff at an appropriate level. As funding resources are limited and providing the full complement of tools at each school in year-one is unachievable, the above prioritization will aid the program in identifying where scarce resources should be applied first.

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The newly-coordinated San Francisco Safe Routes to School (SF-SRTS) program is organized into programmatic areas that bring together the numerous components of the city's school transportation related work. In reorganizing these program areas, the updated schools program will ensure that issues related to school safety and transportation are addressed even more holistically than they have been historically.

Beginning in FY19, the SF Safe Routes to Schools program will be fully reorganized in newly enhanced, comprehensive and collaborative program that builds on the many strengths of the SFMTA and SFDPH's existing programs. The program will be organized into six focus areas: Engineering, Education, Encouragement, Environmental Safety, Evaluation, and Transportation Services.

In delivering the assorted tactics associated with these focus areas, the members of the SF-SRTS Partnership: SFMTA, SFUSD, SF Department of Public Health, SF Department of the Environment, SF Police Department, the SF Fire Department, SF Bicycle Coalition, Walk SF, Tenderloin Safe Passage, YMCA, the San Francisco PTA Council and San Francisco Transit Rider (SFTRU) will provide support for the education, encouragement and environmental safety areas. SFMTA, in collaboration with appropriate city partners, will provide engineering, planning support and transportation services. Program evaluation will be provided by SFDPH in collaboration with SFMTA and SFUSD.

The specific tactics within the education, encouragement and environmental safety areas will be determined over the one-year transition planning horizon of FY19. Tactics will be chosen based on their ability to reach

a broad number of schools, providing effective efforts in mode shift and transportation safety. Once a full menu of options is developed, the SF-SRTS partnership, , will identify a preliminary set of options for each school in the School District along with an outreach plan to ensure a meaningful connection with the school and its community around the proposed program for the year.

Engineering

For the purposes of SF-SRTS, "Engineering" is used to describe physical engineering and planning work.

This program encompasses four key areas of work focused on creating a safer on-street environment. Work in this program area is both proactive and responsive. Proactive work will identify potential problem areas and engaging the community, including students and families. The responsive work will follow a more traditional approach of responding to community concerns as they are raised.

Under the management of the SFMTA's engineering subdivision, this program area will see the return of school-area walk audits, where school communities can walk the neighborhood around a school with SFMTA planners and engineers, and together identify safety and traffic operations issues. Once the issues are identified, a rapid response plan will be put into place for solutions that can be quickly implemented to address these concerns.

Within SFMTA, a more formal communications structure will ensure that planners and engineers are communicating amongst their various programs, as well as with other disciplines that may be able to provide effective resolution to identified issues.

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In order to better respond to requests and concerns, the SFMTA will be developing a more comprehensive baseline understanding of the safety environment around the SF Safe Routes to School schools. Towards this goal, the SFMTA will ensure that it has an up-to-date safety environment snapshot for all of the schools that will be engaged by the SF SRTS Partnership outreach team. SFMTA will survey all of the school related work conducted in the last three years, identifying the state of repair and need for each location. Schools that have not had a safety audit performed during this period will be identified and new audits will be generated before the start of the new school year in 2019.

The four areas of engineering that focus on schools provide extensive coverage of the City's schools, including private, parochial and charter schools. All four areas work together to meet the diverse needs of San Francisco's neighborhoods and schools. Combined with the refreshed communications protocols, families at SF's schools will have extensive access to request safety assistance, provide input on planned transportation safety projects and actively participate in school site transportation planning. Each area leverages strengths to solve unique site issues and will be included in discussions about school safety issues that arise before work is assigned. This will increase the chances that school sites will receive recommendations of best-practice solutions:

Traffic Operations

Working with school staff and parents, traffic operations around schools will be evaluated and solutions, including traffic control devices, that will improve traffic operations will be identified and implemented to ensure that families arriving at schools are able to access their campus safely and in a manner that supports other school families' safety.

Traffic Engineering

When safety issues are identified, city traffic engineers will work with school communities to understand their concerns and recommend effective spot solutions towards redesigning streets around and near impacted schools.

Traffic Calming

Responding to school community safety concerns, members of the Traffic Calming program will work with the community to identify the appropriate tools to develop safer streets around schools. After engaging with the school and neighborhood community, physical safety improvements such as speed humps, speed cushions, speed tables, raised crosswalks, median islands, traffic circles, changes to lane widths, and lane shifting will be recommended and funding for installation sought.

Walk Audit Program (new)

In addition to the work at dozens of school each year, at five additional schools, SFMTA's planners and engineers will work with each school community to identify safety issues around their school site and solutions that can be implemented expeditiously.

Education

For the purposes of SF-SRTS, "Education" describes in-school, student-focused education on transportation safety and multi-modal transportation options, including how to safely walk, bike, and ride the bus to San Francisco's schools.

This program encompasses three key areas of work focused on: 1) supporting students in utilizing the City's transportation system safely, 2) educating future transportation users, and 3) providing support along each student's transportation education journey. Work in this

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program area takes place during school through classroom presentations, curricula, physical education classes (PE), school assemblies and field trips.

Within SFUSD, a communications structure will ensure that school staff engage with partners to ensure effective implementation of these programs. Additionally, by ensuring a strong connection from these activities with the SF Safe Routes to School program, identified site-specific safety issues can be addressed, as appropriate, through the school's offerings.

Classroom presentations

SFPD and SFFD currently visit schools to share safety practices with students. As SF SRTS moves forward, these visits will be coordinated with Safe Routes to School education efforts to ensure alignment with school transportation safety and Vision Zero safety messages.

In-School Bicycle Education

SF SRTS will endeavor to provide bicycle safety classes to all second, sixth and ninth grade PE classes through an expanded program that will begin to phase in during the 2019 school year.

Ed's Neighborhood

Rotating through SFUSD schools beginning in the 2018 school year, Ed's neighborhood will teach elementary schoolers (k-2) the basics of navigating their city safely on foot in a miniature mockup of a neighborhood of San Francisco.

Transit Rider Training and Field Trips

In-school program, potentially including assemblies and field trips will education fifth graders on how to ride Muni safely, respectfully and independently as they enter middle school, supporting independent travel to and from school.

Encouragement

For the purposes of the SF-SRTS program, "Encouragement" describes communications, events and support provided to families and students outside of the school day.

This program encompasses non-infrastructure offerings that encourage the use of sustainable transportation modes in getting to and/or from school. There are three programmatic areas, each focusing on the frequency of the event offered. The events offer support in safely using each mode but often engage students and families on multiple modes. Programs include annual encouragement events like Walk and Roll to School Day and Bike and Roll to School Week as well as more frequent recurring ones like walking school buses, bike trains, and Four Fun Ways classroom competitions. Events may also include things like on-site or neighborhood bike rodeos, events that occur once or twice in a year. Encouragement activities will be provided by SF-SRTS partners with multi-lingual and multi-cultural skillsets.

Encouragement events will include the Four Fun Ways program, which celebrates healthy and sustainable transportation options and provides families with an opportunity to consider which options will work for them. Additionally, there are more modally specific opportunities, one-off, recurring and annual events that will be considered.

As appropriate, program activities and events will be leveraged to provide communications and parental empowerment opportunities related to local infrastructure projects and identifying safety concerns for the school community.

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Annual Events

These events occur once a year across the entire program, examples include Walk and Roll to School Day (October) and Bike and Roll to School Day (April). These events are an opportunity to support families in trying new transportation options.

Recurring Events

Occurring multiple times a year on a regular schedule, these events are typically school or neighborhood specific and support families in walking, biking and riding transit by lowering the bar for parental involvement in school pick-up and drop-off. Examples include walking school buses and bicycle trains.

One-Off Events

These events may happen more than once a year, but not regularly or frequently. These events provide an opportunity for skills and community building outside of school hours. Examples include school-yard bicycle rodeos and four-fun-way encouragement competitions.

Environmental Safety

For the purposes of the SF-SRTS program, Environmental Safety describes programs and efforts which aim to improve on street safety and the perception of safety for families travelling to school.

Bringing together multiple program elements from the city and city-contractors, the Environmental Safety program area will work on environmental safety issues. There are five key areas in this program:

1. Safe crossing for students on high-traffic streets.
2. Enforcement of unsafe on-street behavior like speeding and double parking.
3. On-transit safety, including bus stop access and site safety.

4. Safe Passage to School, actively ensuring that identified school routes are either clear of activities that are not conducive to student safety or provide up-to-the-minute alternative routes.
5. Support for rationalizing drop-off routines to provide a safer on-street environment for students arriving on-foot or by bicycle.

As with all programs, this work will be actively coordinated with school communities and be an important part of the communications feedback loop between the City and the school community. Working in a more coordinated effort, these program areas will help stretch resources across multiple school areas by deploying different tools in different areas.

Within SFMTA, a new communications structure will ensure that the leaders of each of these program areas are communicating with each other. This structure will ensure all program areas able to support and leverage relationships, skills and resources to provide an environment that parents and students feel comfortable traversing on foot or by bicycle.

Crossing Guards

Crossing guards, SFMTA staff, help children and their families safely cross streets near schools. The program funds 195 crossing guards operating at or near 106 schools in the city and are valued members of the school communities. The proposed FY19 SFMTA operating budget will provide funding for 215 guards, allowing expansion of the program to additional schools. Additionally, multiple volunteer training days in the early Fall will provide training to parents and caregivers who would like to volunteer as a crossing guard at schools where no guard is sited.

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Traffic Enforcement

- **SFPD:** Plans enforcement efforts and responds to safety concerns from the public that relate to children and schools. For students and parents that are walking, biking, busing and driving to school, the SFPD proactively attempts to make these routes safe for everyone.
- **SFMTA PCOs:** The SFMTA will assign Parking Control Officers (PCOs) to address school related parking enforcement needs. They will address numerous schools throughout the school year to provide enforcement and traffic control on issues related to double parking, school bus zones, school loading zones and safety violations.

Municipal Transit Assistance Program (MTAP)

MTAP has over 25 paid ambassadors who work with middle and high schoolers to ensure students have safe access to transit, address unsafe behaviors on high traffic corridors and eliminate conflicts on buses and trains that can deter student ridership and inconvenience non-student passengers.

Safe Passage

The Safe Passage program will identify and build relationships with neighborhood stakeholders, both organizational and individual, towards a goal of creating community efforts similar to Safe-Passagework that will increase students' perception of their own safety at schools in SOMA and Bayview/Hunter's Point. Safe Passage will liaise with schools in SOMA and Bayview/Hunter's Point to identify student pedestrian concerns and will work with existing City services to maximize their efforts around safe routes for students on Muni.

Safer Drop Off

In order to encourage parents to allow their children to walk and bike to school, chaotic drop-off zones will be calmed with the help of parent volunteers and SFMTA engineering support when redesign is needed.

Evaluation

Ensuring that each of San Francisco's school program focus areas are reaching their goals is an important component of this program. Evaluation includes not only the mode-shift and safety goals for the entire program, but also identifying school-level effectiveness and ensuring that each of the program components is meeting its identified metrics for success as well as any secondary and contributory metrics.

Program outcome evaluations will be provided on an annual basis for the first three years and bi-annually after that. The results of these evaluations will inform changes to the program. Additionally, monthly and quarterly reports will be required for programs as appropriate. A pre- and post-project evaluation will be conducted for most infrastructure programs to ensure that safety issues identified have been adequately addressed.

Specific evaluation protocols and implementation plans will be developed concurrently with the menu of non-infrastructure tactics and will involve both an evaluation of the Safe Routes to School program as a whole, but also metrics for success for each of the program areas and a reporting schedule.

Annual mode-choice evaluation

Using nationally recognized school transportation survey, family transportation choices will be surveyed annually to track progress on the goal of reducing single-family

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vehicle trips to schools. The results will be publicly available as a whole and by school and will be used to adjust program mixes among schools. This will help to ensure that each school receives the support they need to meet the program's transportation goal.

School report cards (potential)

There is a strong interest within the program to provide individual school report cards that identify key transportation information (mode-split, collision rates, known projects, available SF SRTS offerings). However recent conversations with school districts that have recently developed these tools have found that producing well-designed report cards for many schools is a significant logistical challenge and the costs, in terms of staff time, are high. SF SRTS will continue to evaluate this tool, working to identify a low-resource way to produce a meaningful product.

Program Reporting

At the end of each school year, SF SRTS will report out on the activities of all program partners, number of interactions with schools, students and families and the results of the Annual mode-choice evaluation. This reporting will be available publicly on the SF SRTS webpage and distributed to the SFCTA Board and staff as administrators of the program's funding. Program staff will be available for presentations on the program and the annual evaluation.

Transportation Services

San Francisco provides a number of public transportation options for students, including traditional yellow school buses at some schools and public transit (Muni) for most schools. During afternoon bell times, Middle and High schools are provided special runs on Muni lines which begin their routes near the schools thereby allowing students to board empty buses and ensuring they are able to get to their next destination.

Muni and School Trippers

All middle and high schools are within walking distance from a Muni route. In addition to the agency's regular service, the SFMTA provides school trippers which are supplemental bus trips that pick up students at the school and continues into regular revenue service. The agency currently provides over 27 school trippers to ten middle schools and six high schools during the school year.

Yellow School Bus

The District's yellow school bus program will continue to provide transportation to school for a subset of the student population and efforts will be made to coordinate services with Muni routes.

Free Muni for Youth

The Free Muni for Youth Program provides free rides, via a Clipper card, on all Muni vehicles for low to moderate income San Francisco youth ages 5-18 (5 and under ride for free regardless of residency).

PROGRAM STRUCTURE & ACCOUNTABILITY

Starting in July 2019, the SFMTA will officially transition to the program lead for the San Francisco Safe Routes to School program. The program will continue to be a broad partnership lead by a newly created Safe Routes to School Coordinator and supported by a multidiscipline outreach team. As described above, the SF-SRTS program is a larger, more comprehensive program and is supported by two functional structures: The overall City SF-SRTS Program comprised of six City Agencies and the SF-SRTS Partnership which supports the non-infrastructure program and includes five local non-profit partners.

The roles of each of these structures are described below.

SF-SRTS Program Roles

As the overall program, this structure is comprised of City and School District Agency staff responsible for delivering a holistic school transportation mode-shift and safety program.

SFMTA: SF-SRTS Program Lead

SFMTA will lead the overall program, including the Engineering, Encouragement, Environmental Safety and Transportation Services program areas. The Safe Routes to School Coordinator is employed at the SFMTA and will be a co-lead on the non-infrastructure program with SFUSD.

SFUSD: non-infrastructure program co-lead

In 2019, the School District will be taking on a more direct role in leading educational efforts, providing leadership and authority from the top of the organization to support bringing all schools into the program. This new commitment will provide improved access to the classroom, working to ensure that annual data collection efforts are comprehensively done in all schools, providing a more complete

reach in terms of educational efforts, including Ed's Neighborhood and the In-School bicycle education program.

SFDPH: Evaluation lead and non-infrastructure program support

SFDPH will be the lead agency in evaluating the program's efficacy in close collaboration with SFMTA and SFUSD.

Additionally, as the city entity funded at the highest level in the 2019-21 program, SFDPH will continue to provide key program support and expert advice to the SFMTA for the non-infrastructure program that transitions to SFMTA starting summer 2019.

Additional City Agency Roles

SFPD: Safety Enforcement and in-school education

The Police Department provides traditional enforcement efforts for supporting safe transportation behavior around schools. With their school resource officers and school outreach efforts, SFPD also interact with students in a variety of ways. In K-5 classrooms, SFPD will work with SFUSD to provide transportation education presentations.

SFFD: In-school education

The Fire Department has a program where local firehouses are assigned schools for outreach. Using this developing resource, SFFD will support SF-SRTS by coordinating transportation education presentations with SFUSD.

SFE: Carpool outreach

The Department of the Environment will continue to support innovative ways to encourage carpooling in the school community.

PROGRAM STRUCTURE & ACCOUNTABILITY

The SF-SRTS Coordinator

Key to the future success of this program is creation of a position, the SF Safe Routes to School Coordinator, or Schools Coordinator. The position will be housed in SFMTA's Planning Programs Section, in the Sustainable Streets Division. This new position will oversee the final development and implementation of the SF-SRTS program including the reorganization of SFMTA's traditional schools work and the non-infrastructure partnership.

This position will be 50% FTE and will be responsible for four key areas:

- Coordinates the program areas within the SF-SRTS program
- Maintain high quality community relationships with school community and stakeholders
- Liaise with SFUSD to ensure strong partnership
- Chairs the SF-SRTS Partnership, including non-infrastructure program management

In order to support these key area, the Schools Coordinator will work with the program partners to ensure that work programs are coordinated and comprehensive and may delegate responsibility for certain program areas, but will ensure that the SFTMA remains the fully accountable agency for delivery of the SF-SRTS program.

Working with partners inside SFMTA and with the non-infrastructure partnership, the Schools Coordinator will develop and maintain a system for tracking and reporting out on school-related activities that the City has undertaken in supporting the overall program goals. The Schools Coordinator will also maintain and support communication channels that expand how City and School decision-makers and school communities interact with the City

about school related concerns, inquiries and issues.

A key role of this position will be to ensure that communications between the non-infrastructure program, which engages with local school communities on a regular basis, is effectively connected to the infrastructure and environmental safety pieces of the program. To this end, the Schools Coordinator will be a single point of contact on issues related to school safety and remain in the loop on discussions regardless of the technical area of focus (engineering, enforcement, education, etc.). Communications with the community will be held to a high level of responsiveness, ensuring that parents, principals and School or City leaders are aware of how their inquiries and requests are being handled.

The Schools Coordinator will also maintain a contact list of the key staff responsible for all school related efforts and activities and will endeavor to keep that list up-to-date to ensure that requests and inquiries are being handled expeditiously.

The School Coordinator will liaise directly with the SFUSD Sustainability Director on a regular basis to ensure that the City and School District are working closely together in implementing the program effectively and efficiently. Lastly, as the Chair of the SF-SRTS Partnership, the Schools Coordinator will provide oversight and direction to the SF-SRTS Partnership. This includes ensuring that the Partnership's outreach team is provided with clear direction, goals and outcomes to meet the program's goals and has appropriate communications channels to ensure effective channels to meet the program's communications goals.

SF SAFE ROUTES TO SCHOOL PARTNERSHIP

The SF-SRTS Partnership (the Partnership) represents much of the program's non-infrastructure work and is made up of all the City Agency partners as well as five program consultant organizations. Some of these organizations are funded by the program to provide encouragement and engagement efforts for which they were identified to be uniquely qualified in providing needed efforts for success and others are joining to help support an expanded program:

- Walk San Francisco
- San Francisco Bicycle Coalition
- SF Transit Riders
- YBike
- Safe Passage

The Partnership is heavily responsible for delivering the SF-SRTS encouragement program, supporting SFUSD in delivering education efforts and ensuring the full program meets its expanded communications goals. The non-profit partner organizations are often the face of the program. Members of the partnership provide input on all aspects of the non-infrastructure program as well as providing an important voice in engineering and communications efforts, as they are the boots-on-the-ground at most school sites.

The Partnership has two working groups: partnership managers and the outreach team.

Partnership Managers

This group guides the development of encouragement and education efforts and has a direct role in determining resource allocation for the encouragement efforts based on how to meet the program goal of mode-shift. Managers meet regularly in order to check in on program activities, receive and provide updates on school transportation issues and to ensure that the staff within the broad partnership

are working cohesively towards our common program outcomes.

Each partner organization will provide a member to the partnership meetings and commit to having this representative at each meeting. These representatives will be responsible for updating SF-SRTS staff in their organizations with appropriate updates, direction and feedback and bringing forward issues and feedback when it arises. The management group will be responsible for identifying an Outreach Manager who will help to coordinate outreach activities. This individual may be a person on the partnership manager's team or a member of the outreach team. A job description for this position will be developed by the Partnership manager team and approved by the School Coordinator, in order to provide clear responsibilities and guidance for this position.

SF SAFE ROUTES TO SCHOOL PARTNERSHIP

Partnership Outreach Team

The Partnership outreach team is integral to the non-infrastructure part of the SF-SRTS program and the relationships that they build and maintain are key to the program meeting its communications across all program focus areas.

The organizations of the Partnership will field an outreach team to provide encouragement and communications support in schools throughout San Francisco. This team will be managed by an Outreach Manager chosen by the managers team. The goals of the outreach team will be to increase school site capacity by supporting the creation of a culture of transportation safety and multi-modal access to schools. This will be achieved by providing multilingual outreach to San Francisco families in order to increase awareness about Safe Routes to School's programs and resources.

The outreach team will focus on:

- Direct engagement with school communities about SF-SRTS programs and offerings
- Providing information about encouragement events
- Empowering parents and caregivers in the school community to engage meaningfully in requests for solutions to transportation safety issues that the school community has identified by ensuring that parents have the necessary knowledge about transportation options and solutions to address concerns.
- The Outreach Team will operate under the guidance of the SF-SRTS Partnership managers team and ultimately the SFMTA Schools Coordinator.

**Safe Routes to Schools
Implementing Agencies and
Program overview**
May 2018 – Preliminary
(Incl. OBAG and unknown sources)

