



# AGENDA

## CITIZENS ADVISORY COMMITTEE Meeting Notice

**Date:** 6:00 p.m., Wednesday, January 22, 2014

**Location:** 1455 Market Street, 22<sup>nd</sup> Floor

**Members:** Glenn Davis (Chair), Joseph Flanagan (Vice Chair), Myla Ablog, Brian Larkin, Angela Minkin, Eric Rutledge, Jacqualine Sachs, Peter Tannen, Christopher Waddling, and Wells Whitney

**6:00 1. Committee Meeting Call to Order**

**6:02 2. Chair's Report – INFORMATION**

**6:07 3. Election of Chair and Vice Chair – ACTION**

The terms of the CAC Chair and Vice-Chair expire in January of each year, as established by Section 2, Article II of the CAC By-Laws. An election is required to select the Chair and Vice-Chair by a majority of the appointed CAC members. Any CAC member is eligible for either the Chair or the Vice Chair position. The elected Chair and Vice Chair immediately preside over the current meeting and the remaining 2014 meetings.

**6:20 Consent Calendar**

**4. Approve the Minutes of the December 4, 2013 Meeting – ACTION\***

**5. Citizens Advisory Committee Appointment – INFORMATION**

The Plans and Programs Committee will consider recommending appointment of two members to the Citizens Advisory Committee (CAC) at its February 11 meeting. These vacancies result from the term expirations of Robert Switzer and Peter Tannen. Neither staff nor CAC members make recommendations regarding CAC appointments. CAC applications can be obtained at the Authority's website at [www.sfcta.org/cac](http://www.sfcta.org/cac) or by calling 415.522.4800. **This is an information item.**

**6. Adopt a Motion of Support for Authorizing the Executive Director to Execute a Memorandum of Agreement with the San Francisco Municipal Transportation Agency for the Geary Corridor Bus Rapid Transit Project Environmental Review Phase, in an Amount Not to Exceed \$529,203, and to Modify the Non-Material Agreement Terms and Conditions – ACTION\***

The Geary Corridor Bus Rapid Transit (BRT) Project is implementing bus travel time, reliability, and pedestrian improvements along the Geary corridor. The project is in the environmental review and conceptual engineering phase. This phase of work entails developing conceptual-engineering-level alternative BRT designs, documenting the environmental impacts of those designs, and identifying a locally preferred alternative to advance to final engineering design. The budget for this phase is \$6,746,113, including an appropriation approved by the Transportation Authority Board in July 2013. The budget provides funds for consultant services as well as staff time for the Transportation Authority and our agency partners. Strong coordination among

several city agencies is essential to advancing the project to the end of this phase. A Memorandum of Agreement (MOA) is needed to enable staff coordination at the San Francisco Municipal Transportation Agency (SFMTA), the San Francisco Planning Department, and the City Attorney's Office to be reimbursed by the Transportation Authority. **We are seeking a motion of support to authorize the Executive Director to execute an MOA with the SFMTA for the Geary Corridor BRT Project Environmental Review Phase, in an amount not to exceed \$529,203, and to authorize the Executive Director to modify the non-material agreement terms and conditions.**

7. **Adopt a Motion of Support to Authorize the Executive Director to Execute a Memorandum of Agreement with the Treasure Island Development Authority, in an Amount Not to Exceed \$200,000, for the Fiscal Year 2013/14 Operating Budget and Work Plan to Implement the Treasure Island Transportation Implementation Plan, and to Negotiate the Agreement Payment Terms and Non-Material Agreement Terms and Conditions – ACTION\***

On January 8, 2014, the Treasure Island Development Authority (TIDA) Board approved a resolution recommending that the San Francisco Board of Supervisors designate the Transportation Authority as the Treasure Island Mobility Management Agency (TIMMA) to implement the Treasure Island Transportation Implementation Plan in support of the Treasure Island/ Yerba Buena Island Development Project. To carry out pre-implementation planning on TIMMA and TIDA's behalf, the Transportation Authority Board and TIDA Board authorized an operating Memoranda of Agreement (MOA) between the Transportation Authority and TIDA in 2011, through Resolution No. 12-25, and in 2012, through Resolution No. 13-01. In each of the past two fiscal years, Transportation Authority staff has carried out a scope of pre-implementation work, including successful grant applications to the Federal Highway Administration and Metropolitan Transportation Commission for planning and design funds. Work has included the commencement of policy and financial analysis of the congestion pricing program, development of TIMMA agency formation plans, and collaboration with partner agencies on operating agreements. The scope of work for Fiscal Year (FY) 2013/14 focuses on completing the policy and financial analyses initiated in 2012, beginning the System Manager phase of work (beginning with the Concept of Operations), and continued agency and public stakeholder involvement. Together with the TIDA contribution of \$200,000, the two grant awards will support the total proposed budget for FY 2013/14 work, which is approximately \$750,000. **We are seeking a motion of support for authorizing the Executive Director to execute an MOA with TIDA, in an amount not to exceed \$200,000, for the FY 2013/14 operating budget and work plan to implement the Treasure Island Transportation Implementation Plan and to negotiate the agreement payment terms and non-material agreement terms and conditions.**

8. **Adopt a Motion of Support for the Award of Three-Year Consultant Contracts, with an Option to Extend for Two Additional One-Year Periods, to Barbary Coast Consulting and Davis & Associates Communications, Inc. in a Combined Total Not to Exceed \$525,000 for On-Call Strategic Communications, Media, and Community Relations Professional Services and for Authorizing the Executive Director to Negotiate Contract Payment Terms and Non-Material Contract Terms and Conditions – ACTION\***

The Transportation Authority has regular needs to communicate with the public, the media, policymakers, and key stakeholders in partner agencies and the private and non-profit sectors on a wide range of agency and project-specific matters. The establishment of contracts with one or more consultant teams will enable the Transportation Authority to enlist the services of a broad range of communications and outreach consultants on an on-call, task order basis. Therefore, on November 1, 2013, we issued a Request for Qualifications (RFQ) for strategic communications, media, and community relations professional services. By the due date of December 16, 2013, we received nine Statements of Qualifications in response to the RFQ. Interviews were held on January 9, 2014. Based on the competitive selection process defined in the evaluation criteria of

the RFQ, the review panel recommends the award of consultant contracts to the two top-ranked teams. **We are seeking a motion of support for the award of three-year consultant contracts, with an option to extend for two additional one-year periods, to Barbary Coast Consulting and Davis & Associates Communications, Inc. in a combined total not to exceed \$525,000 for on-call strategic communications, media, and community relations professional services and for authorizing the Executive Director to negotiate contract payment terms and non-material contract terms and conditions.**

**9. Adopt a Motion of Support for the Adoption of the Fiscal Year 2014/15 Transportation Fund for Clean Air Local Expenditure Criteria – ACTION\***

Transportation Fund for Clean Air (TFCA) funds come from a \$4 per vehicle surcharge collected by the Department of Motor Vehicles on motor vehicle registrations in the nine-county Bay Area region. A portion of the funds (40 percent) is available to each county on a return-to-source basis from the Bay Area Air Quality Management District (Air District). These funds are used to implement strategies to improve air quality by reducing motor vehicle emissions in accordance with the Air District's Clean Air Plan. As the Program Manager for the City and County of San Francisco, the Transportation Authority is required to annually adopt local expenditure criteria for the programming of the local TFCA funds. Our proposed Fiscal Year 2014/15 local expenditure criteria (Attachment 1) are essentially the same as those used in past cycles and are consistent with the Air District's TFCA policies for Fiscal Year 2014/15. The criteria establish a clear prioritization methodology for applicant projects, including project types ranked by local priorities, emissions reduced, program diversity, project readiness, and past project sponsor delivery. We plan to issue the Fiscal Year 2014/15 call for projects in February and anticipate having approximately \$800,000 to program to projects. **We are seeking a motion of support for the adoption of the Fiscal Year 2014/15 TFCA Local Expenditure Criteria.**

**10. Internal Accounting Report and Investment Report for the Six Months Ending December 31, 2013 – INFORMATION\***

The Transportation Authority's Fiscal Policy directs staff to give a quarterly report of expenditures including a comparison to the approved budget. The Transportation Authority's Investment Policy directs that a review of portfolio compliance be presented along with the quarterly report. **The Internal Accounting Report for the six months ending December 31, 2013, is presented for information.**

**End of Consent Calendar**

**6:25 11. Adopt a Motion of Support for the Allocation of \$1,468,550 in Prop K Funds, with Conditions, and \$392,450 in Prop AA Funds, with Conditions, for Four Requests, Subject to the Attached Fiscal Year Cash Flow Distribution Schedules and Amendment of the Prop AA Strategic Plan and Relevant Prop K 5-Year Prioritization Programs – ACTION\***

As summarized in Attachments 1 and 2, we have received four requests for a total of \$1,468,550 in Prop K and \$392,450 in Prop AA funds to present to the Citizens Advisory Committee. The San Francisco Municipal Transportation Agency (SFMTA) has requested a total of \$601,550 in Prop K funds for three projects, including \$315,000 for the detailed design phase of New Signal Contract 62, \$259,000 for construction of traffic signal upgrades at five intersections along Masonic Avenue, and \$27,550 for environmental clearance of the Eddy and Ellis Traffic Calming Improvement project. The SFMTA's request for New Signal Contract 62 also includes \$55,000 in Prop AA funds to design a new traffic signal at 8th and Natoma Streets, and its request for Eddy and Ellis traffic calming includes \$337,450 in Prop AA funds. This requires an amendment to the Prop AA Strategic Plan to advance the funds to align with the project schedule. Finally, the Department of Public Works has requested \$867,000 in Prop K funds for construction of 99 ADA-compliant curb ramps and related sidewalk, curb, gutter, and roadway work at 15 intersections located in districts 8, 9, 10 and 11. **We are seeking a motion of support for the allocation of \$1,468,550 in Prop K funds, with conditions, and \$392,450 in Prop AA funds, with conditions, for four requests, subject to the attached Fiscal Year Cash Flow Distribution Schedules and amendment of the Prop AA Strategic Plan and relevant Prop**

**K 5-Year Prioritization Programs.**

**6:50 12. Adopt a Motion of Support for the Approval of the 2014 State and Federal Legislative Program – ACTION\***

Every year in February, the Transportation Authority Board adopts a legislative program to guide the agency's transportation advocacy efforts at the state and federal levels. The proposed State and Federal Legislative Program reflects key principles, gathered from our common positions with other local transportation sales tax authorities around the state, the Metropolitan Transportation Commission, as well as our understanding of the most pressing issues facing the region, San Francisco, and our partner agencies that deliver transportation in the city. The proposed program is presented in the form of principles, not specific bills or legislative initiatives, in order to allow staff the necessary flexibility to respond to legislative proposals and specific policy concerns that may arise over the course of the legislative session in Sacramento or Washington. Our 2014 Legislative Program continues many of the themes from the previous legislative sessions and emphasizes issues of stabilizing and protecting existing transportation funds, authorizing new transportation revenues, securing funding for San Francisco projects, advancing high-speed rail investment, supporting allocation of state cap-and-trade revenues for transportation, and aspiring to meet environmental and greenhouse gas reduction goals. **We are seeking a motion of support for the approval of the 2014 State and Federal Legislative Program.**

**7:10 13. Draft Neighborhood Transportation Improvement Program Planning Guidelines – INFORMATION\***

The San Francisco Transportation Plan's (SFTP's) needs assessment identified significant unmet demand for pedestrian and bicycle circulation and safety projects and transit reliability initiatives, and that meeting these transportation needs is an important way to improve mobility in neighborhoods and address socio-economic and geographic disparities in San Francisco. As a result of this finding and in response to public and Board input, we developed the Neighborhood Transportation Improvement Program (NTIP) as part of the SFTP Early Action Program, which provides Prop K funds for NTIP community-based planning and for development and implementation of neighborhood-scale capital projects in each district over the next five fiscal years. The overall intent of the NTIP is to strengthen project pipelines and build community awareness of/capacity to provide input into the transportation planning process, especially in Communities of Concern and other neighborhoods with high unmet needs. The focus of this memorandum is to present draft NTIP planning grant guidelines. Recognizing the different transportation challenges facing San Francisco's neighborhoods, we have drafted guidelines that allow NTIP planning grants to be tailored to meet each district's or neighborhood's specific needs with all efforts leading toward prioritization of community-supported neighborhood-scale capital improvements that could be funded by Prop K and/or other sources. The draft guidelines include a menu of options for different types of planning efforts ranging from district-wide needs assessments to corridor or neighborhood-scale transportation planning studies to project-level or smaller planning efforts. We also are developing examples of different implementation models and types of technical support that we can provide. We are currently proposing \$100,000 for each district in the next five years, ideally to be leveraged with other funds. We anticipate bringing the finalized guidelines to the Board for approval in March or April 2014. **We are seeking input and guidance from the Citizens Advisory Committee. This is an information item.**

**7:45 14. Introduction of New Business – INFORMATION**

**7:50 15. Public Comment**

**8:00 16. Adjournment**

\* Additional materials

**Next Regular Meeting: February 26, 2014**

**CAC MEMBERS WHO ARE UNABLE TO ATTEND SHOULD CONTACT THE CLERK OF THE AUTHORITY AT (415) 522-4831**

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There is accessible parking in 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 11<sup>th</sup> Street.

In order to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at all public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Authority accommodate these individuals.

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

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