



# AGENDA

## CITIZENS ADVISORY COMMITTEE Meeting Notice

**Date:** Wednesday, June 28, 2017; 6:00 p.m.

**Location:** Transportation Authority Hearing Room, 1455 Market Street, Floor 22

**Members:** Chris Waddling (Chair), Myla Ablog, Becky Hogue, Brian Larkin, John Larson, Santiago Lerma, Jacqueline Sachs, Peter Tannen, Shannon Wells-Mongiovi and Bradley Wiedmaier

		<b>Page</b>
6:00	1. Call to Order	
6:05	2. Chair's Report – <b>INFORMATION</b>	
6:10	<b><u>Consent Agenda</u></b>	
	3. Approve the Minutes of the May 24, 2017 Meeting – <b>ACTION*</b>	5
	4. Adopt a Motion of Support for Approval of the Revised Debt, Fiscal, Investment, Procurement and Travel, Conference, Training and Business Expense Reimbursement Policies – <b>ACTION*</b>	13
	5. Adopt a Motion of Support for Execution of Amendment No. 1 to the Memorandum of Agreement with the Treasure Island Development Authority for Yerba Buena Island Vista Point Operation Services to Increase the Amount by \$100,000, to a Total Amount Not to Exceed \$600,000, and Extend the Agreement through June 30, 2018 – <b>ACTION*</b>	67
	6. Adopt a Motion of Support for Approval of a Four-Year Professional Services Contract with WSP USA, Inc. for Construction Management Services for the Yerba Buena Island Westside Bridges Project in an Amount Not to Exceed \$5,500,000, and a Two-Year Professional Services Contract with S&C Engineers, Inc. for Construction Management Services for the Yerba Buena Island Southgate Road Realignment Improvements Project in an Amount Not to Exceed \$3,000,000 – <b>ACTION*</b>	71
	7. Citizens Advisory Committee Appointments – <b>INFORMATION</b>	

The Board will consider recommending appointment of two members to the Citizens Advisory Committee (CAC) at its July 11, 2017 meeting. The vacancies are the result of the

term expiration of Jackie Sachs (District 2 resident) and the automatic membership termination of Peter Sachs (District 4 resident) due to four absences over twelve regularly scheduled consecutive meetings, pursuant to the CAC's By-Laws. Both are seeking reappointment. Neither staff nor CAC members make recommendations regarding CAC appointments. CAC applications can be submitted through the Transportation Authority's website at [www.sfcta.org/cac](http://www.sfcta.org/cac).

### End of Consent Agenda

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|------|-----|---|-----|
| 6:15 | 8.  | Adopt a Motion of Support for Allocation of \$5,440,926 in Prop K Sales Tax Funds for Two Requests, with Conditions, and Appropriation of \$100,000 in Prop K Funds for One Request – <b>ACTION*</b>  | 87  |
|      |     | <p><b>Allocations:</b> Traffic Signal Upgrade Contract 34 (\$4,860,000); Golden Gate Park Traffic Safety (\$580,926)</p> <p><b>Appropriation:</b> District 10 Mobility Management Study [NTIP Planning]</p>   |     |
| 6:30 | 9.  | Adopt a Motion of Support for Approval of San Francisco's One Bay Area Grant Cycle 2 Program of Projects – <b>ACTION*</b>   | 143 |
|      |     | <p><b>Projects:</b> Better Market Street (\$15.98 million); Peninsula Corridor Electrification Project (\$11.188 million); Geary Bus Rapid Transit Phase 1 (\$6.939 million); John Yehall Chin Elementary Safe Routes to School (\$3.366 million); San Francisco Safe Routes to School Non-Infrastructure Project (2019-2021) (\$2.813 million); Embarcadero Station: New Northside Platform Elevator and Faregates (\$2 million)</p> |     |
| 6:45 | 10. | Adopt a Motion of Support for Adoption of the San Francisco Transportation Demand Management Plan for 2016-2020 – <b>ACTION*</b>  | 171 |
| 7:00 | 11. | Vision Zero Ramp Intersection Study Phase 1 Update – <b>INFORMATION*</b>  | 215 |
| 7:15 | 12. | Adopt a Motion of Support for Adoption of Revised Guiding Principles for Emerging Mobility Services & Technologies – <b>ACTION*</b>   | 225 |
| 7:20 | 13. | Update on Emerging Mobility Services and Technologies, Including Transportation Network Companies – <b>INFORMATION*</b>   | 251 |
| 7:40 | 14. | State and Federal Legislative Update – <b>INFORMATION*</b>  | 259 |

### Other Items

- |      |     |  |  |
|------|-----|--|--|
| 7:50 | 15. | Introduction of New Business – <b>INFORMATION</b>  |  |
|      |     | <p>During this segment of the meeting, CAC members may make comments on items not specifically listed above, or introduce or request items for future consideration.</p> |  |
| 7:55 | 16. | Public Comment   |  |
| 8:00 | 17. | Adjournment  |  |

\*Additional Materials

**Next Meeting: September 6, 2017**

## CAC Meeting Agenda

### \*Additional Materials

#### **Next Meeting: September 6, 2017**

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# DRAFT MINUTES

## CITIZENS ADVISORY COMMITTEE

Wednesday, May 24, 2017

### 1. Committee Meeting Call to Order

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

CAC members present were: Myla Ablog, Becky Hogue, John Larson, Jacqualine Sachs, Chris Waddling and Shannon Wells-Mongiovi (6)

Absent: Brian Larkin (entered during Item 2), Santiago Lerma, Peter Sachs, Peter Tannen and Bradley Wiedmaier (5)

Transportation Authority staff members present were Anna LaForte, Maria Lombardo, Mike Pickford, Steve Rehn, Steve Stamos and Luis Zurinaga (Consultant).

### 2. Chair's Report – INFORMATION

Chair Waddling reported that the Federal Transit Administration had issued the Full Funding Grant Agreement for the Caltrain Electrification project. He also said a special CAC meeting would be scheduled in July, likely on the third or fourth Wednesday at 6:00 p.m., and he requested agenda suggestions from CAC members. He noted this was an opportunity to discuss items that the CAC usually would not have time for at regular meetings.

There was no public comment.

### Consent Agenda

- 3. Approve the Minutes of the April 26, 2017 Meeting – ACTION
- 4. Adopt a Motion of Support to Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$1,409,230 – ACTION
- 5. State and Federal Legislative Update – INFORMATION

Chair Waddling requested that the minutes be corrected for Item 7, as it showed that he voted in favor of the item when he actually abstained.

There was no public comment on the Consent Agenda.

Shannon Wells-Mongiovi moved to approve the Consent Agenda, seconded by Becky Hogue.

The Consent Agenda was approved by the following vote:

Ayes: CAC Members Ablog, Hogue, Larkin, Larson, J. Sachs, Waddling and Wells-Mongiovi (7)

Absent: CAC Members Lerma, P. Sachs, Tannen and Wiedmaier (4)

### End of Consent Agenda

### 6. Adopt a Motion of Support for Adoption of the Balboa Area Transportation Demand

## Management Framework [NTIP Planning] Final Report – ACTION

Jeremy Shaw with Planning Department, presented the item.

John Larson asked if the requested action was to approve the framework and whether the report would go back to the Balboa Reservoir and Balboa Park Station Community Advisory Committees (CAC's) for their input. He also asked what the purpose of the framework was.

Amber Crabbe, Assistant Deputy Director for Policy and Programming, replied that the requested action was to approve the report, as it was funded by the Neighborhood Transportation Improvement Program and therefore would be approved by the CAC and Board. She said that the Planning Department had met with the Reservoir and Balboa Park CAC's over the prior year and had just presented this item to the Balboa Park CAC the night prior and would be presenting to the Reservoir CAC in July. Mr. Shaw added that the Reservoir CAC last met in February where a summary of the report was presented.

Mr. Larson asked if the report would serve as a planning document that would feed into more substantive plans such as the Residential Parking Permit program. He asked for clarification that the recommendations would continue to be discussed in various community forums and therefore it was not necessarily a final recommendation. Mr. Shaw replied that was correct.

Shannon Wells-Mongiovi asked if the Transportation Demand Management (TDM) framework spoke to how needs were prioritized, such as between residents and students. Mr. Shaw replied that it did not speak to that, and said the report was just starting the conversation and that prioritization would occur in the respective community venues.

Ms. Wells-Mongiovi asked if there were any projections included for long-term traffic congestion, student enrollment or residential density. Mr. Shaw replied that the report utilized the Plan Bay Area 2040 model numbers which accounted for growth in the Reservoir and Balboa Park areas. He noted that the model numbers focused on residents but not students.

Mr. Larson stated that he had heard about a Balboa Working Group and asked if that was related to this. Mr. Shaw replied that that there had been a working group in place which included multiple city agencies meeting with San Francisco City College representatives on a monthly basis, and that TDM was one of the main topics.

Becky Hogue noted that the Public Safety Advisory Committee had recently approved a resolution for the Ocean Avenue Corridor Design. Mr. Shaw stated that a lot of public feedback and comments were directed at the Ocean Avenue improvements. He noted that the TDM framework had a limited scope but did reference complimentary projects that would warrant future study. He added that Chapter 7 of the report recommended future study of the Ocean Avenue design.

During public comment, Alvin Ja stated that he had sent the CAC a letter the previous day regarding the item. He stated that people needed to use less resources and the city should encourage people to bike, walk and use public transit instead of using single-occupancy vehicles. He said he had worked for Muni for 33 years at the Muni Metro Balboa Park Station as an operator and was very familiar with the existing conditions in the area. He stated that the Balboa Reservoir project would basically eliminate student parking but noted that City College was important to communities of concern as it was one of the more affordable colleges. He said the city should be worried about providing student access to this inexpensive education source and that this was missing from the TDM plan.

Ed Mason questioned how the city could convince people that their actions had a direct correlation with effects on the environment. He noted that many Uber and Lyft riders didn't

recognize the consequences of utilizing this service in that many drivers travel 50-100 miles to operate in the big cities. He noted that while recently waiting for a J-Muni train that was delayed it was apparent that several people chose to utilize a Transportation Network Company instead. He said people may have good intentions but that the consequences of their actions needed to be highlighted for them, such as a carbon dioxide monitor at the San Francisco-Oakland Bay Bridge, similar to a bicycle counter.

John Larson moved to approve the item, seconded by Becky Hogue.

The item was approved by the following vote:

Ayes: CAC Members Ablog, Hogue, Larkin, Larson, J. Sachs, Waddling and Wells-Mongiovi (7)

Absent: CAC Members Lerma, P. Sachs, Tannen and Wiedmaier (4)

**7. Adopt a Motion of Support for Allocation of \$55,989,751 in Prop K Funds for Ten Requests and \$2,052,000 in Prop AA Funds for One Request, with Conditions, and Appropriation of \$75,000 in Prop K Funds for One Request – ACTION**

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

Shannon Wells-Mongiovi asked how traffic calming applications were prioritized. She said she knew of more than one location for which applications had been submitted repeatedly without success. Bryant Tan, with the grants division of the San Francisco Municipal Transportation Agency (SFMTA), replied that every application was evaluated by the same methodology, which took into account (among other factors) the collision history and average traffic speeds at each location. He said in a typical year there was enough available funding to advance the 50 highest scoring locations to design and ultimately implementation. Mr. Tan suggested contacting the program manager for details about the evaluation methodology and to inquire about specific applications.

Myla Ablog requested an update on traffic calming implementation at a future meeting. Ms. LaForte said that staff would bring a program update to the June or special July CAC meeting. Chair Waddling said he also knew of several traffic calming complaints in the Bay View, including one example in which the Public Utilities Commission (PUC) had removed speed humps in the course of a pipe replacement project but had not replaced them upon project completion. He asked if a traffic calming application was the right way to get the speed humps replaced. Mr. Tan replied that the PUC was responsible for replacing all street features that had been removed, and recommended that Mr. Waddling follow up with the PUC first and then contact the traffic calming program manager if necessary.

Brian Larkin commented that change orders to the electrical trades package contract for the Transbay Transit Center totaled nearly a quarter of the total cost, and asked for an explanation. Ms. LaForte noted that the electrical work for rooftop park accounted for about \$19 million of the \$23 million in change orders. Dennis Turchon, Senior Construction Manager at the Transbay Joint Powers Authority (TJPA), explained that the rooftop park scope was dropped from the original trades package due to budget constraints in favor of scope elements more directly related to transit. He said that by prioritizing the scope in that way the project would stay on schedule to open for transit service in 2018. Mr. Turchon added that after the updated Transbay Transit Center budget was adopted by the TJPA Board the rooftop park scope was re-introduced as a change order. Finally, Mr. Turchon explained that part of the reason construction bids exceeded the original budget was that the redevelopment plan associated with the project was a

success, driving increases in surrounding property values and a surge of construction, thus creating a high bid environment.

Mr. Larkin asked if the Prop A general obligation bond [2014] language was so specific that it excluded interim off-site storage (needed during construction at the Burke Avenue warehouse) from eligibility for Prop A bond funds. Ms. LaForte replied that according to the City Attorney's Office, bondable expenses could only include capital assets and the subject general obligation bonds could not be used to fund services such as temporary storage. Jonathan Rewers with the SFMTA added that the design team for the Burke facility project had attempted to devise a strategy that would leave enough of the facility operational during construction to eliminate the need for offsite storage. He said, however, that offsite storage was necessary to keep the project to its very tight schedule.

Becky Hogue asked if she should recuse herself from the item since she was friends with the project manager for the Transbay Transit Center. Anna LaForte suggested that the CAC separate the vote on the Transbay Transit Center from the other allocation requests, so that Ms. Hogue could abstain from voting on the former.

Chair Waddling read a question emailed by Peter Sachs asking whether the Urban Forestry program was open to finding new locations for street trees rather than limiting its scope to replacing the trees missing from empty tree wells. Mr. Sachs' email also suggested that empty tree wells tended to be located in micro climates that didn't lend themselves to tree survival. Carla Short with San Francisco Public Works replied that the program's goal for the next couple of years was filling empty tree wells, subject to confirmation that they met current planting guidelines, including urban canopy goals. She said the results of a recent street tree census were available on the City's Urban Forestry website, showing that priority districts for tree planting were Districts 9, 10, 11 and 6. Ms. Short added that the Urban Forestry program had a team of arborists developing lists of tree species appropriate for the different micro climates found in the City.

During public comment, Ed Mason said much of the new cement installed as part of street improvement work had shrinkage cracks and recommended that Public Works exercise closer oversight. With regard to the Urban Forestry program, Mr. Mason advocated for a study on survival rates for new trees. He said that according to a report from 2016, 2,381 street trees were removed that year. Finally, he said the Trees for Tomorrow program championed by former Mayor Gavin Newsom planted 26,000 trees including some in District 8, despite urban forest census data showing that District 8 had highest concentration of street trees.

Becky Hogue moved to sever the allocation request for the Transbay Transit Center.

Myla Ablog moved to approve the severed item, seconded by Brian Larkin.

The severed item was approved by the following vote:

Ayes: CAC Members Ablog, Larkin, Larson, J. Sachs, Waddling and Wells-Mongiovi (6)

Abstain: Hogue (1)

Absent: CAC Members Lerma, P. Sachs, Tannen and Wiedmaier (4)

Becky Hogue moved to approve the underlying item, seconded by John Larson.

The item was approved by the following vote:

Ayes: CAC Members Ablog, Hogue, Larkin, Larson, J. Sachs, Waddling and Wells-Mongiovi (7)



Absent: CAC Members Lerma, P. Sachs, Tannen and Wiedmaier (4)

**8. Adopt a Motion of Support for Approval of the Fiscal Year 2017/18 Transportation Fund for Clean Air Program of Projects – ACTION**

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

Chair Waddling asked if the proposed locations had been announced for Phase 3 of Bay Area Bikeshare expansion. Mr. Pickford said that a map was available on the Metropolitan Transportation Commission's website (<http://mtc.ca.gov/whats-happening/news/bike-share-expansion-over-80-546-ford-gobike-stations-now-identified>).

John Larson said that he appreciated that San Francisco considered CO2 emissions in its Local Expenditure Criteria for TFCA. He asked why the Air District did not consider CO2 emissions in its cost effectiveness calculations. Mr. Pickford replied that the state law that governed TFCA does not mention CO2 emissions, only "criteria" emissions, but he said that the Air District does include estimates of CO2 emissions reductions for projects for informational purposes.

Shannon Wells-Mongiovi asked if there was a process for individuals or community groups to install their own bike racks on sidewalks. Heath Maddox, Senior Planner at the SFMTA, replied that there was not a program for individual shops or residents to install custom bicycle racks themselves, but they could work with the SFMTA to develop a rack, then give it to SFMTA for a free installation. He said that the SFMTA had considered a permit program but that there were not enough requests to warrant one. Ms. Wells-Mongiovi asked for clarification that not many people requested custom bicycle racks, to which Mr. Maddox replied that was correct, likely because the SFMTA provided standard racks for free. Mr. Maddox said he would send information on how to request bike racks to the CAC.

Jackie Sachs asked if the paratransit vehicles would have the same type of wheel chair lift as on buses. Mr. Pickford replied that the vehicles in the proposed project would be sedans without wheelchair lifts. He said the idea behind the project was to end up with a mixed fleet of paratransit vehicle types, rather than all large vans. Kristen Mazur, Senior Accessibility Planner at the SFMTA, replied that the sedans would not include a wheelchair lift and that there were no wheelchair accessible clean air vehicles available for purchase. She added that the fleet would likely not ever have more than 10 sedans and would continue to primarily be wheelchair accessible vehicles. Ms. Sachs noted that the wheelchair lifts on the University of California, San Francisco (UCSF) shuttles and should be considered for the paratransit fleet.

Chair Waddling noted that UCSF was changing its entire shuttle fleet to electric vehicles. Ms. Mazur said that she would look into that and that the Department of Environment had been helping the SFMTA look for electric vehicles so she would pass on that information.

Becky Hogue stated that some of the paratransit vehicles were rented and asked where the funding for the rentals came from and whether they would be discontinued. Ms. Mazur replied that the SFMTA was discontinuing the rental vehicles and that as of June 1 there would be 22 new mini vans deployed, followed by 27 cutaway buses deployed in July or August. She added that the funds for the rentals came out of the SFMTA's operating budget while they were short on vehicles.

There was no public comment.

Shannon Wells-Mongiovi moved to approve the item, seconded by Jackie Sachs.

The item was approved by the following vote:

Ayes: CAC Members Ablog, Hogue, Larkin, Larson, J. Sachs, Waddling and Wells-

Mongiovi (7)

Absent: CAC Members Lerma, P. Sachs, Tannen and Wiedmaier (4)

**9. Adopt a Motion of Support for Adoption of the Proposed Fiscal Year 2017/18 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.

Jackie Sachs moved to approve the item, seconded by Becky Hogue.

The item was approved by the following vote:

Ayes: CAC Members Ablog, Hogue, Larkin, Larson, J. Sachs, Waddling and Wells-Mongiovi (7)

Absent: CAC Members Lerma, P. Sachs, Tannen and Wiedmaier (4)

**10. Adopt a Motion of Support for Modification of the Geary Corridor Bus Rapid Transit Project Locally Preferred Alternative – ACTION**

Colin Dentel-Post, Senior Transportation Planner, presented the item per the staff memorandum.

Chair Waddling noted that Angela Paige Miller had written a letter to the CAC, which had been distributed. He added that Peter Sachs had sent comments about this item raising the issue of how the change would affect the operations of the bus rapid transit (BRT) system. Colin Dentel-Post responded that the change was not expected to have any significant negative impact and that if anything, there could be a slight positive effect on transit reliability because the additional block of outbound center bus-only lane would eliminate conflicts between the bus and vehicles making right turns or parking and loading maneuvers.

Chair Waddling asked why center-running BRT was not proposed for the entire corridor. Mr. Dentel-Post replied that center-running BRT was generally more expensive than side-running because of the need to replace medians, so extending the center lanes to 34th Avenue would add significant cost. He noted that in the case of this project change, there would not be a major cost difference because it would only be a change to striping, not medians compared to the previous proposal.

Brian Larkin said that Mr. Dentel-Post and Liz Brisson had met with him to explain the project change, and he did not see any real negative effects of the design or schedule change. He said he would prefer extension of Muni rail but that probably would not happen in his lifetime.

John Larson noted that Mr. Dentel-Post had said that stakeholders view on the project as a whole vary. He asked about the status of larger thinking about the Geary corridor and potential future light rail, and how this relates to the feedback staff heard. He also asked if it made sense for the BRT to switch between the center and side of the street, if this would still provide much benefit, and whether this alternative is really the “Locally Preferred Alternative.” Mr. Dentel-Post responded that BRT was chosen for the corridor because of its lower cost and shorter time to implement than rail. He said that Connect SF was considering rail system planning, including along Geary. He added that BRT would provide a 10-minute travel time benefit along the corridor, and that better bus service could coexist with future rail, citing the Mission corridor as an example. Lastly, he said many people in the corridor were supportive of BRT, but others oppose it. He added that during outreach there was not opposition to the project change under

consideration by the CAC.

Mr. Larson said that switching between the center and side with light rail may not make sense, and center-only might raise fewer parking concerns with merchants.

Jackie Sachs said that the streetcars used to serve the corridor but were replaced with buses. She said she was a member of the Geary Transit Task Force, which recommended light rail in the Geary corridor and that people in the corridor supported rail.

There was no public comment.

Brian Larkin moved to approve the item, seconded by Jackie Sachs.

The item was approved by the following vote:

Ayes: CAC Members Ablog, Hogue, Larkin, Larson, J. Sachs, Waddling and Wells-Mongiovi (7)

Absent: CAC Members Lerma, P. Sachs, Tannen and Wiedmaier (4)

**11. Update on Emerging Mobility Services and Technologies, Including Transportation Network Companies – INFORMATION**

Warren Logan, Senior Transportation Planner, presented the item per the staff memorandum.

There was no public comment.

**12. Update on the Kearny Street Multimodal Implementation Plan [NTIP Planning] – INFORMATION**

Dan Howard, Transit Engineer at the SFMTA, presented the item.

Shannon Wells-Mongiovi stated that she used to commute by bicycle along Kearney Street and noted that while there was not a lot of traffic on the street it encouraged speeding and reckless behavior, and asked how the evaluation would be conducted. Mr. Howard replied that the evaluation would be limited to traffic counts but noted that it was a community engagement project and community input would be incorporated to come up with improvements.

**The CAC lost quorum at 7:38. The meeting was continued as a workshop.**

**13. Caltrain Proposed Fare Changes – INFORMATION**

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

**15. Public Comment**

**16. Adjournment**



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# Memorandum

**Date:** June 21, 2017  
**To:** Transportation Authority Board  
**From:** Cynthia Fong – Deputy Director for Finance and Administration  
**Subject:** 07/11/17 Board Meeting: Approval of the Revised Debt, Fiscal, Investment, Procurement and Travel, Conference, Training and Business Expense Reimbursement Policies

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Approve the revised policies:</p> <ul style="list-style-type: none"> <li>• Debt</li> <li>• Fiscal</li> <li>• Investment</li> <li>• Procurement</li> <li>• Travel, Conference, Training and Business Expense Reimbursement</li> </ul> <p><b>SUMMARY</b></p> <p>The purpose of this memorandum is to present staff recommendations for updates to the Transportation Authority’s policies. Below are brief descriptions of each policy and procedure, and attached are the proposed policies with red-line changes.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Procurement</li> <li><input checked="" type="checkbox"/> Other: <u>Policies</u></li> </ul>
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**DISCUSSION**

**Background.**

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

It is Transportation Authority direction to review its Debt Policy annually, to maintain prudent debt management principles and to maximize the Transportation Authority’s debt capacity, and its Investment Policy annually, to ensure policy language remains consistent with its governing code, while continuing to meet the primary investment objectives of safety of principal, liquidity, and a return on investment consistent with both the risk and cash flow characteristics of the Transportation Authority’s portfolio. While the Transportation Authority is not required to annually review its Administrative Code, Rules of Order, Equal Benefits, Fiscal, Procurement, and Travel, Conference, Training and Business Expense Reimbursement Policies, it is good management practice to do so on a regular basis.

**Debt Policy:** The purpose of the Debt Policy is to organize and formalize debt issuance-related policies and procedures. At the Transportation Authority’s request, the Transportation Authority’s

## Agenda Item 4

financial advisor, KNN Public Finance (KNN), the Transportation Authority's bond counsel, Nixon Peabody LLP (Nixon Peabody) and Squire Patton Boggs LLP, reviewed the Debt Policy adopted on June 28, 2016 through Resolution 16-56. Based on that review, we are recommending changes as redlined in Attachment 1.

**Fiscal Policy:** The purpose of the Fiscal Policy is to guide decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and sales tax revenue allocation requirements of the Transportation Authority. KNN and Nixon Peabody reviewed the Fiscal Policy adopted on June 28, 2016 through Resolution 16-56, and based on that review, we are recommending changes as redlined in Attachment 2.

**Investment Policy:** The purpose of the Investment Policy is to set out policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. KNN and Nixon Peabody reviewed the Investment Policy adopted on June 28, 2016 through Resolution 16-56, and based on that review, we are recommending changes as redlined in Attachment 3.

**Procurement Policy:** The Procurement Policy is designed to guide decisions pertaining to procurement, including the modes, methods and procedures for acquiring the materials, equipment and services necessary to carry out the operations of the Transportation Authority. Staff reviewed the Procurement Policy adopted on January 28, 2014 through Resolution 14-43, and based on that review, we are recommending changes as redlined in Attachment 4.

**Travel, Conference, Training and Business Expense Reimbursement Policy:** This document establishes a set of policies relating to travel, conference, training and business expenses, and establishes procedures for reimbursement of commissioners and employees. These rules and guidelines are designed to safeguard public funds and to ensure the Transportation Authority and its personnel are using the most economical and well-documented procedures in a consistent manner. Based on the Transportation Authority's review of the Travel, Conference, Training and Business Expense Reimbursement Policy adopted on June 28, 2016 through Resolution 16-56, we are recommending changes as redlined in Attachment 5.

**FINANCIAL IMPACT**

The recommended action would not have an impact on the proposed Fiscal Year 2017/18 budget.

**CAC POSITION**

The CAC will consider this item at its June 28, 2017 meeting.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed Debt Policy

Attachment 2 – Proposed Fiscal Policy

Attachment 3 – Investment Policy

Attachment 4 – Proposed Procurement Policy

Attachment 5 – Travel, Conference, Training and Business Expense Reimbursement Policy



## DEBT POLICY

### I. INTRODUCTION

The purpose of this Policy is to organize and formalize debt issuance-related policies and procedures for the San Francisco County Transportation Authority (Transportation Authority) and to establish a systematic debt policy (Debt Policy). The Debt Policy is, in every case, subject to and limited by applicable provisions of state and federal law and to prudent debt management principles.

### II. DEBT POLICY OBJECTIVE

The primary objectives of the Transportation Authority's debt and financing related activities are to

- Maintain cost-effective access to the capital markets through prudent yet flexible policies;
- Moderate debt principal and debt service payments through effective planning and project cash management in coordination with Transportation Authority project sponsors; and
- Achieve the highest practical credit ratings that also allow the Transportation Authority to meet its objectives.

### III. SCOPE AND DELEGATION OF AUTHORITY

This Debt Policy shall govern, except as otherwise covered by the Transportation Authority's adopted Investment Policy and the Transportation Authority's adopted Fiscal Policy, the issuance and management of all debt funded through the capital markets, including the selection and management of related financial and advisory services and products.

This Policy shall be reviewed and updated at least annually and more frequently as required. Any changes to the policy are subject to approval by the Transportation Authority Board of Commissioners (Board) at a legally noticed and conducted public meeting. Overall policy direction of this Debt Policy shall be provided by the Board. Responsibility for implementation of the Debt Policy, and day-to-day responsibility and authority for structuring, implementing, and managing the Transportation Authority's debt and finance program, shall lie with the Executive Director. The Board's adoption of the Annual Budget does not constitute authorization for debt issuance for any capital projects. This Debt Policy requires that the Board specifically authorize each debt financing. Each financing shall be presented to the Board in the context of and consistent with the Annual Budget.

While adherence to this Policy is required in applicable circumstances, the Transportation Authority recognizes that changes in the capital markets, agency programs and other unforeseen circumstances may from time to time produce situations that are not covered by the Policy and require modifications or exceptions to achieve policy goals. In these cases, management flexibility is appropriate, provided specific authorization from the Board is obtained.

### IV. ETHICS AND CONFLICTS OF INTEREST

Officers, employees or agents of the Transportation Authority involved in the debt management program will not engage in any personal business activities or investments that would conflict with proper and lawful execution of the debt management program, or which could impair their ability to make impartial decisions.



## V. STRATEGIC PLAN INTEGRATION

The Transportation Authority's multi-year Strategic Plan, which programs the Proposition K Sales Tax (Prop K) Expenditure Plan (Expenditure Plan), shall be used in combination with this Debt Policy and the Fiscal Policy to ensure proper allocation and financing of Prop K eligible projects. The Strategic Plan sets priorities and strategies for allocating Prop K funds under its guiding principles, while the Debt Policy provides policy direction and limitations for proposed financing and the Fiscal Policy provides guidance on decisions pertaining to internal fiscal management. Debt issuance for capital projects shall not be recommended for Board approval unless such issuance has been incorporated into the Strategic Plan.

## VI. STANDARDS FOR USE OF DEBT FINANCING

The Transportation Authority's debt management program will promote debt issuance only in those cases where public policy, equity and economic efficiency favor debt over cash (pay-as-you-go) financing.

### A. Credit Quality.

Credit quality is an important consideration and will be balanced with the Transportation Authority's objectives and the associated size, structure and frequency of issuances of debt. All Transportation Authority debt management activities for new debt issuances will be conducted in a manner conducive to receiving the highest credit ratings possible consistent with the Transportation Authority's debt management objectives, and to maintaining or improving the current credit ratings assigned to the Transportation Authority's outstanding debt by the major credit rating agencies.

### B. Long-Term Capital Projects.

The Transportation Authority will issue long-term debt only to finance and refinance long-term capital projects. When the Transportation Authority finances capital projects by issuing bonds, the average principal amortization should not exceed 120% of the weighted average useful life of the project being financed if the bonds are intended to be federally tax-exempt and the debt repayment period should not exceed the earliest of the following: (1) the sunset date of the current Expenditure Plan or (2) forty (40) years from the date of issuance. Inherent in its long-term debt policies, the Transportation Authority recognizes that future taxpayers will benefit from the capital investment and that it is appropriate that they pay a share of the asset cost. Long-term debt financing shall not be used to fund operating costs unless such costs qualify as capital expenditures under federal tax principles.

### C. Debt Financing Mechanism.

The Transportation Authority will evaluate the use of available financial alternatives including, but not limited to, tax-exempt and taxable debt, long-term debt (both fixed and variable rate), short-term debt, commercial paper, lines of credit, sales tax revenue and grant anticipation notes, private placement and inter-fund borrowing. The Transportation Authority will utilize the most advantageous financing alternative that effectively balances the cost of the financing with the risk of the financing structure to the Transportation Authority.





D. Ongoing Debt Administration and Internal Controls.

The Transportation Authority shall maintain all debt-related records for a period for no less than the term of the debt plus three years. At a minimum, this repository will include all official statements, bid documents, ordinances, indentures, trustee reports, continuing disclosure reports, material events notices, tax certificates, information regarding the investment of and project costs paid with bond proceeds, underwriter and other agreements, etc. for all Transportation Authority debt. To the extent that official transcripts incorporate these documents, possession of a transcript will suffice (transcripts may be hard copy or stored on CD-ROM). The Transportation Authority will develop a standard procedure for archiving transcripts for any new debt. The Transportation Authority will establish internal controls to ensure compliance with the Debt Policy, all debt covenants and any applicable requirements of applicable law.

E. Tax Law Compliance, Rebate Policy and System.

Debt issued by the Transportation Authority, the interest on which is intended to be federally tax-exempt, is subject to requirements and limitations in order that such debt initially qualify for tax-exemption and on an ongoing basis until such debt is fully repaid in order that such debt remain tax-exempt. Failure to comply with such requirements and limitations could cause an issue of the Transportation Authority's debt to be determined to fail to qualify for tax-exemption, retroactive to the date of issuance. The Transportation Authority designates the Executive Director, ~~and his or her~~with designee, to periodically undertake procedures to confirm compliance with such requirements and limitations. In furtherance thereof, the Executive Director, ~~with~~~~and his or her~~ designee, will consult with the Transportation Authority's bond counsel or others as deemed necessary regarding such periodic procedures or in the event that it is discovered that noncompliance has or may have occurred.

In addition, in furtherance of the above, the Transportation Authority will accurately account for all interest earnings in debt-related funds. These records will be designed to ensure that the Transportation Authority is in compliance with all debt covenants, and with applicable laws. The Transportation Authority will maximize the interest earnings on all funds within the investment parameters set forth in each respective indenture, consistent with consideration of applicable yield limits and arbitrage requirements and as permitted by the Investment Policy. The Transportation Authority will develop a system of reporting interest earnings that relates to and complies with any tax certificates relating to its outstanding debt and Internal Revenue Code rebate, yield limits and arbitrage, and making any required filings with State and Federal agencies. The Transportation Authority will retain records as required by its tax certificates. The Transportation Authority shall have the authority to retain the services of an Arbitrage Rebate Consultant.

VII. FINANCING CRITERIA

A. Purpose of Debt.

When the Transportation Authority determines the use of debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued.



**1. NEW MONEY FINANCING.**

New money issues are financings that generate funding for capital projects. Eligible capital projects for allocation of Transportation Authority funds include the acquisition, construction or major rehabilitation of capital assets. In accordance with the philosophy of the Debt Policy, long-term debt proceeds generally may not be used for operating expenses. Capital project funding requirements are outlined in the annual budget, the Strategic Plan and the Expenditure Plan.

**2. REFUNDING FINANCING.**

Refunding debt is issued to retire all or a portion of an outstanding bond issue or other debt. Refunding issuances can be used to achieve present-value savings on debt service, to modify interest rate risk, or to restructure the payment schedule, type of debt instrument used, or covenants of existing debt. The Transportation Authority must analyze each refunding issue on a present-value basis to identify economic effects before approval. Policies on the administration of refunding financings are detailed further in Section X: Refinancing Outstanding Debt.

B. Types of Debt.

When the Transportation Authority determines that the use of debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued.

**1. LONG-TERM DEBT.**

The Transportation Authority may issue long-term debt (e.g. fixed or variable rate revenue bonds) when funding allocations cannot be financed from current revenues. The proceeds derived from long-term borrowing will not be used to finance current operations or normal maintenance. Long-term debt will be structured such that average principal amortization do not exceed 120% of the weighted average useful life of the project being financed if the bonds are intended to be federally tax-exempt and the debt repayment period does not exceed the earliest of the following: (a) the sunset date of the current Expenditure Plan or (b) forty (40) years from the date of issuance.

**Fixed Rate**

- a) *Current Coupon Bonds* are bonds that pay interest periodically and principal at maturity. They may be used for both new money and refunding transactions. Bond features may be adjusted to accommodate the market conditions at the time of sale, including changing dollar amounts for principal maturities, offering discount and premium bond pricing, modifying call provisions, utilizing bond insurance, and determining how to fund the debt service reserve fund and costs of issuance.
- b) *Zero Coupon and Capital Appreciation Bonds* pay interest that is compounded and paid only when principal matures. Interest continues to accrue on the unpaid interest, and these types of bonds typically bear interest at rates that are higher than those on current-coupon bonds, therefore representing a more expensive funding option. In the case of zero-coupon bonds, principal paid at maturity is discounted back to the initial investment amount received at issuance. In the case of capital appreciation bonds, interest on the bond accretes until maturity.
- c) *Special Government Obligations (both tax-exempt and taxable)*, such as the Build America Bond program authorized for calendar years 2009 and 2010 or any other type of new municipal security, structure or tax credit authorized by the Federal Government to



assist local governments in accessing the capital markets. So long as the new program's requirements allow the Transportation Authority to adhere to its Debt Policy, the Transportation Authority will evaluate it along with traditional financing structures in order to determine which is the most appropriate for a particular issuance.

### **Variable Rate**

- a) *Variable Rate Demand ~~Notes—Bonds~~ (VRDBs)* are long-term bonds with a fixed ~~principal~~principle amortization, but the interest rate resets at certain established periods such as daily, weekly, monthly, or such other period as the Transportation Authority deems advisable, given current market conditions. VRDBs often require credit enhancement and third party liquidity in the forms of Letters or Lines of Credit and/or bond insurance. VRDBs generally allow bondholders to “put” their bonds back to the Transportation Authority on any rate reset date, given certain notice. The Transportation Authority will need to retain an investment bank to remarket bonds that are “put.”
- b) *Indexed Notes* are forms of variable rate debt that do not require Letters or Lines of Credit. These forms of variable rate debt have a fixed spread to a certain identified index such as SIFMA. The rate will reset either on a weekly, monthly, or other basis.

## **2. SHORT-TERM DEBT.**

Short-term borrowing may be utilized for the temporary funding of operational cash flow deficits or anticipated revenues, where anticipated revenues are defined as an assured revenue source with the anticipated amount based on conservative estimates. In the case of the Transportation Authority's revolving credit facility or any future commercial paper program, short-term borrowings may also be utilized for funding of the Transportation Authority's capital projects. The Transportation Authority will determine and utilize the least costly method for short-term borrowing. The Transportation Authority may issue short-term debt when there is a defined repayment source or amortization of principal, subject to the following policies:

- a) *Commercial Paper Notes* may be issued as an alternative to fixed rate debt, particularly when the timing of funding requirements is uncertain. The Transportation Authority may maintain an ongoing commercial paper program to ensure flexibility and immediate access to capital funding when needed.
- b) *Grant Anticipation Notes (GANs)* are short-term notes that are repaid with the proceeds of State or Federal grants of any type. The Transportation Authority shall generally issue GANs only when there is no other viable source of funding for the project.
- c) *Sales Tax and Revenue Anticipation Notes* shall be issued only to meet sales tax revenue cash flow needs consistent with a finding by bond counsel that that the sizing of the issue fully conforms to Federal tax requirements and limitations for tax-exempt borrowings.
- d) *Letters or Lines of Credit* shall be considered as an alternative to or credit support for other short-term borrowing options. In 2015, the Transportation Authority replaced its prior commercial paper program with a \$140 million revolving credit facility. Amounts can be repaid and reborrowed without further Board action. The average amortization of amounts drawn under the revolving credit facility may not exceed 120% of the weighted average useful life of the project being financed if the borrowing is intended to be federally tax-exempt and the borrowing must be fully repaid by the earliest of the



following: (a) the sunset date of the current Expenditure Plan or (b) forty (40) years from the date of issuance. The repayment of loans under a revolving credit facility is often facilitated by the issuance of long-term bonds or the repaying of principal from cash on hand. If proceeds of long-term bonds are used to repay loans under the revolving credit facility, the amortization and the repayment of the long-term bonds must satisfy the limits set forth above.

- e) *Transportation Infrastructure Finance Innovation Act (TIFIA) Loan* is a loan provided by the United States Department of Transportation for certain transportation projects of regional importance. The Transportation Authority may elect to apply for a TIFIA loan if it is determined that it is the most cost effective debt financing option available.
- f) *Grant Anticipation Revenue Vehicle Financing (GARVEE)* are bonds issued by the State and enable entities to fund transportation projects that are secured by certain federal grants. The Transportation Authority may consider the issuance of GARVEEs to meet cash flow shortfalls of grant revenues.

### 3. VARIABLE RATE DEBT.

To maintain a predictable debt service burden, the Transportation Authority may give preference to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is floating or variable rate debt. It may be appropriate to issue short-term or long-term variable rate debt to diversify the Transportation Authority's debt portfolio, reduce interest costs, provide interim funding for capital projects and improve the match of assets to liabilities. Variable rate debt typically has a lower initial cost of borrowing than fixed rate financing and shorter maturities but carries both interest rate and liquidity risk. Under no circumstances will the Transportation Authority issue variable rate debt solely for the purpose of earning arbitrage. The Transportation Authority, however, may consider variable rate debt in certain instances.

- a) *Variable Rate Debt Capacity.* Except for the existing \$140 million revolving credit facility (to which the following requirements of variable rate debt do not apply), the Transportation Authority will maintain a conservative level of outstanding variable rate debt in consideration of general rating agency guidelines recommending a maximum of a 20-30% variable rate exposure, in addition to maintaining adequate safeguards against risk and managing the variable revenue stream both as described below:
  - (1) *Adequate Safeguards Against Risk.* Financing structure and budgetary safeguards are in place to prevent adverse impacts from interest rate shifts; such structures could include, but are not limited to, interest rate swaps, interest rate caps and the matching of assets and liabilities.
  - (2) *Variable Revenue Stream.* The revenue stream for repayment is variable, and is anticipated to move in the same direction as market-generated variable interest rates, or the dedication of revenues allows capacity for variability.
  - (3) *As a Component to Synthetic Fixed Rate Debt.* Variable rate bonds may be used in conjunction with a financial strategy, which results in synthetic fixed rate debt, subject to other provisions of the Debt Policy regarding Financial Derivative Products.



#### 4. FINANCIAL DERIVATIVE PRODUCTS.

Financial Derivative Products such as interest rate swaps will be considered appropriate in the issuance or management of debt only in instances where it has been demonstrated that the derivative product will either provide a hedge that reduces the risk of fluctuations in expense or revenue, or alternatively where the derivative product will significantly reduce total project cost. Financial Derivative Products shall be considered only: (1) after a thorough evaluation of risks associated therewith, including counterparty credit risk, basis risk, tax risk, termination risk and liquidity risk, (2) after consideration of the potential impact on the Transportation Authority's ability to refinance bonds at a future date and (3) after the Board has adopted separate policy guidelines for the use of interest rate swaps and other Financial Derivative Products. Derivative products will only be utilized with prior approval from the Board.

#### VIII. TERMS AND CONDITIONS OF BONDS

The Transportation Authority shall establish all terms and conditions relating to the issuance of bonds, and will control, manage, and invest all bond proceeds. Unless otherwise authorized by the Transportation Authority, the following shall serve as bond requirements:

##### A. Term.

All capital improvements financed through the issuance of debt will be financed for a period such that average principal amortization of the debt does not exceed 120% of the weighted average useful life of the project being financed, if the bonds are intended to be federally tax-exempt and the debt repayment period does not exceed the earliest of the following: (a) the sunset date of the current Expenditure Plan or (b) forty (40) years from the date of issuance.

##### B. Capitalized Interest.

The nature of the Transportation Authority's revenue stream is such that funds are generally continuously available and the use of capitalized interest should not normally be necessary. However, certain types of financings may require the use of capitalized interest from the issuance date until the project sponsor has constructive use of the financed project. Unless otherwise required, including as may be required by statute with respect to the deposit of original issue premium, the Transportation Authority will avoid the use of capitalized interest to obviate unnecessarily increasing the bond issuance size. Interest shall not be funded (capitalized) beyond three (3) years or a shorter period if further restricted by statute. The Transportation Authority may require that capitalized interest on the initial series of bonds be funded from the proceeds of the bonds. Interest earnings may, at the Transportation Authority's discretion and, if permitted under applicable federal tax law, be applied to extend the term of capitalized interest but in no event beyond the authorized term.

##### C. Lien Levels.

Senior and Junior Liens for each revenue source will be utilized in a manner that will maximize the most critical constraint, typically either cost or capacity, thus allowing for the most beneficial use of the revenue source securing the bond.



D. Additional Bonds Test.

Any new senior lien debt issuance must not cause the Transportation Authority's debt service, net of any Federal subsidy or credit, to be expected to exceed the level at which the incoming revenues are less than one and a half times (1.5x) the maximum annual principal, interest, and debt service, ~~net of any Federal subsidy or credit~~, for the aggregate outstanding senior lien bonds including the debt service for the new issuance.

E. Debt Service Structure.

Debt issuance shall be planned to achieve relatively rapid repayment of debt while still matching debt service to the useful life of facilities. The Transportation Authority will amortize its debt within each lien to achieve overall level debt service (though principal may be deferred in the early years of a bond issue to maximize the availability of pay-as-you-go dollars during that time) or may utilize more accelerated repayment schedules after giving consideration to bonding capacity constraints. The Transportation Authority shall avoid the use of bullet or balloon maturities except in those instances where these maturities serve to level existing debt service.

F. Call Provisions.

In general, the Transportation Authority's securities will include a call feature, based on market conventions, which is typically no later than ten and one-half (10.5) years from the date of delivery of tax-exempt bonds. The Transportation Authority may determine that no call feature or a different call feature is appropriate in some circumstances.

G. Original Issue Discount.

An original issue discount or original issue premium will be permitted only if the Transportation Authority determines that such discount or premium results in a lower true interest cost on the bonds and that the use of an original issue discount or original issue premium will not adversely affect the project identified by the bond documents.

H. Deep Discount Bonds.

Deep discount bonds may provide a lower cost of borrowing in certain markets though they may also limit opportunities to refinance at lower rates in the future. The Transportation Authority will carefully consider their value and the effect on any future refinancings as a result of the lower-than-market coupon.

I. Derivative Products.

The Transportation Authority will consider the use of derivative products only in instances where it has been demonstrated that the derivative product will either provide a hedge that reduces risk of fluctuations in expense or revenue, or alternatively, where the derivative product will reduce the total project cost. If interest rate swaps are considered, the Transportation Authority shall develop and maintain an Interest Rate Swap Policy governing the use and terms of these derivative products. For derivatives other than interest rate swaps, the Transportation Authority will undertake an analysis of early termination costs and other conditional terms given certain financing and marketing assumptions. Such analysis will document the risks and benefits associated with the use of a particular derivative product. Derivative products will only be utilized with prior approval from the Board.



J. Multiple Series.

In instances where multiple series of bonds are to be issued, the Transportation Authority shall make a final determination as to which allocations are of the highest priority. Projects chosen for priority financing, based on funding availability and proposed timing, will generally be subject to the earliest or most senior of the bond series.

IX. CREDIT ENHANCEMENTS

The Transportation Authority will consider the use of credit enhancement on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when a clearly demonstrable savings or positive impact on overall debt capacity can be shown shall enhancement be considered. The Transportation Authority will consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancement.

A. Bond Insurance.

The Transportation Authority shall have the authority to purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination shall be based on such insurance being less costly than the present value of the difference in the interest expense on insured bonds versus uninsured bonds.

B. Debt Service Reserves.

When required, a reserve fund equal to not more than the lesser of ten percent (10%) of the original principal amount of the bonds, maximum annual debt service or one-hundred-and-twenty-five (125%) percent of average annual debt service (Reserve Requirement) shall be funded from the proceeds of each series of bonds, subject to federal tax regulations and in accordance with the requirements of credit enhancement providers, rating agencies and/or other investors requirements.

The Transportation Authority shall have the authority to purchase reserve equivalents (i.e., the use of a reserve fund surety) when such purchase is deemed prudent and advantageous. Such equivalents shall be evaluated in comparison to cash funding of reserves on a net present value basis.

C. Liquidity Facilities and Letters of Credit.

The Transportation Authority shall have the authority to enter into liquidity facilities and letter-of-credit agreements when such agreements are deemed prudent and advantageous. Only those financial institutions with short-term ratings of not less than VMIG 1/P1, A-1 and F1, by Moody's Investor Services, Standard & Poor's and Fitch Ratings, respectively, and with ratings from at least two of the three aforementioned ratings agencies, may participate in Transportation Authority liquidity facilities and letter of credit agreements.

X. REFINANCING OUTSTANDING DEBT

The Transportation Authority shall have the responsibility to analyze outstanding bond issues for refunding opportunities that may be presented by underwriting and/or financial advisory firms. The Transportation Authority will consider the following issues when analyzing possible refunding opportunities:



A. Debt Service Savings.

The Transportation Authority has established a minimum present value savings threshold goal of three (3) percent of the refunded bond principal amount, unless there are other compelling reasons for undertaking the refunding. Additionally, the Transportation Authority has established a minimum present value savings threshold goal of five (5) percent of the refunded bond principal amount for refundings involving derivative products such as the issuance of synthetic fixed rate refunding debt service, unless there are other compelling reasons for undertaking the refunding. For this purpose, the present value savings will be net of all costs related to the refunding. The decision to take savings on an upfront or deferred basis must be explicitly approved by the Board.

B. Restructuring.

The Transportation Authority will refund debt when in its best interest to do so. Refundings will include restructuring to meet unanticipated revenue expectations, terminate swaps, achieve cost savings, mitigate irregular debt service payments, release reserve funds or remove unduly restrictive bond covenants.

C. Term of Refunding Issues.

-Except for commercial paper and loans under a line of credit (including the current revolving credit facility), the Transportation Authority generally will refund bonds ~~within~~ without extending the ~~term~~ maturity beyond that of the originally issued debt. However, the Transportation Authority may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The Transportation Authority may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.

D. Escrow Structuring.

The Transportation Authority shall utilize the least costly securities available in structuring refunding escrows. The Transportation Authority will examine the viability of an economic versus legal defeasance on a net present value basis. A certificate from a third party agent, who is not a broker-dealer, is required stating that the securities were procured through an arms-length, competitive bid process (in the case of open market securities), that such securities were more cost effective than State and Local Government Obligations (SLGS), and that the price paid for the securities was reasonable within Federal guidelines. Such certificate shall not be required in the case of SLGs purchased directly from the U.S. Treasury. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the Transportation Authority from its own account.

E. Arbitrage.

The Transportation Authority shall take all necessary steps (permitted under federal tax law when tax-exempt debt is involved) to optimize escrows and to avoid negative arbitrage in its refundings. Any resulting positive arbitrage will be rebated as necessary according to Federal guidelines.





F. Commercial Paper Program, Revolving Credit Facility.

The requirements of this Section X shall not apply to or restrict the issuance of commercial paper notes for the purpose of refunding maturing commercial paper notes, or of borrowing under a revolving credit facility for the purpose of repaying prior loans under the facility or under a prior facility, nor shall this Section X apply to ~~long-long-term~~ ~~take-out~~ withdrawal of commercial paper or of loans under a revolving credit facility, subject to limitations otherwise contained in this policy.

XI. METHODS OF ISSUANCE

The Transportation Authority will determine, on a case-by-case basis, whether to sell its bonds competitively or through negotiation.

A. Competitive Sale

In a competitive sale, the Transportation Authority's bonds shall be awarded to the bidder providing the lowest true interest cost as long as the bid adheres to the requirements set forth in the official notice of sale. Conditions under which a competitive sale would be preferred are as follows:

- a) Bond prices are stable and/or demand is strong
- b) Market timing and interest rate sensitivity are not critical to the pricing
- c) Participation from DBE firms is best effort and not required for winning bid
- d) There are no complex explanations required during marketing regarding issuer's projects, media coverage, political structure, political support, funding or credit quality
- e) The bond type and structure are conventional
- f) Bond insurance is included or pre-qualified (available)
- g) Manageable transaction size
- h) Issuer has strong credit rating
- i) Issuer is well known to investors

B. Negotiated Sale.

The Transportation Authority recognizes that some securities are best sold through negotiation. Conditions under which a negotiated sale would be preferred are as follows:

- a) Bond prices are volatile
- b) Demand is weak or supply or competing bonds is high
- c) Market timing is important, such as for refundings
- d) Issuer has lower or weakening credit rating
- e) Issuer is not well known to investors
- f) Sale and marketing of the bonds will require complex explanations about the issuer's projects, media coverage, political structure, political support, funding, or credit quality
- g) The bond type and/or structural features are non-standard, such as for a forward delivery bond sale, issuance of variable rate bonds, or where there is the use of derivative products
- h) Bond insurance is not available or not offered



- i) Early structuring and market participation by underwriters are desired
  - j) The par amount for the transaction is significantly larger than normal
  - k) Demand for the bonds by retail investors is expected to be high
  - l) Participation from DBE firms is required
- C. Private Placement.

From time to time the Transportation Authority may elect to privately place its debt or borrow directly from a bank or other financial institution. Such placement or borrowing shall only be considered if this method is likely to result in a cost savings to the Transportation Authority relative to other methods of debt issuance on a net present value basis, using the Transportation Authority's investment rate as the appropriate measure of the discount rate.

- D. Issuance Method Analysis.

The Transportation Authority shall evaluate each method of issuance based on the factors set forth above.

- E. Investor Outreach.

The Transportation Authority shall participate in informational meetings or conference calls with institutional investors in advance of bond or note sales to the extent such meetings are advantageous to the sale of such bonds or notes.

- F. Feasibility Analysis.

Issuance of revenue bonds will be accompanied by a finding that demonstrates the projected revenue stream's ability to meet future debt service payments.

## XII. MARKET RELATIONSHIPS

- A. Rating Agencies and Investors.

The Executive Director shall be responsible for maintaining the Transportation Authority's relationships with Moody's Investors Service, Standard & Poor's and Fitch Ratings. The Transportation Authority may, from time-to-time, choose to deal with only one or two of these agencies as circumstances dictate. In addition to general communication, the Executive Director shall: (1) meet with credit analysts prior to each sale (competitive or negotiated) to the extent as advantageous, and (2) prior to each competitive or negotiated sale, offer conference calls or meetings with agency analysts in connection with the planned sale.

- B. Transportation Authority Communication.

The Executive Director shall include in the annual report to the Board feedback from rating agencies and/or investors regarding the Transportation Authority's financial strengths and weaknesses and recommendations for addressing any weaknesses.

- C. Continuing Disclosure.

After entering into a Continuing Disclosure undertaking (i.e., a contract), the Transportation Authority shall comply with the terms of such undertaking. ~~The failure to make timely filings must be disclosed and reflects negatively on the Transportation Authority. Not only must all filings be made in a timely manner, if for any reason there is a failure to make a timely filing,~~



such failure also must be disclosed (and could reflect negatively on the Transportation Authority). The Executive Director will take all reasonable steps to ensure that the Transportation Authority's files timely annual reports and "listed event" (there are currently 15 such events) ~~event~~ notices with the Municipal Securities Rulemaking Board's (MSRB's) Electronic Municipal Market Access system, ("EMMA"), and that all such filings are (i) complete and accurate under the law and (ii) clear, concise, and readable for the investing community. To help ensure that the Transportation Authority establishes and maintains a "culture of good disclosure" and Continuing Disclosure undertaking compliance, the Transportation Authority will promote communication among its departments so that disclosure documents/filings are being reviewed by the staff persons who have the knowledge and ability to assess the accuracy and completeness of the document and understand the importance of "getting it right." accurate records retention. The Transportation Authority may also (i) select certain staff members to be the Transportation Authority's "disclosure team" that, with the Executive Director, develops and employs disclosure practices and procedures that are effective, reasonable, and defensible and (ii) engage with an external disclosure counsel to provide additional guidance and training. The Transportation Authority may also, from time to time, evaluate using the services of a dissemination agent, such as the Transportation Authority's Financial Adviser or Digital Assurance Certification, LLC, to assist with compliance.

D. Rebate Reporting.

The use of bond proceeds and their investments must be monitored to ensure compliance with arbitrage restrictions. Existing regulations require that issuers calculate annual rebates related to any bond issues, with rebate paid every five years and as otherwise required by applicable provisions of the Internal Revenue Code and regulations. Therefore, the Executive Director shall take all reasonable steps to ensure that proceeds and investments are tracked in a manner that facilitates accurate, complete calculation, and timely rebates, if necessary.

E. Other Jurisdictions.

From time to time, the Transportation Authority may issue bonds on behalf of other public entities. While the Transportation Authority will make every effort to facilitate the desires of these entities, the Executive Director will take all reasonable steps to ensure that only the highest quality financings are done and that the Transportation Authority is insulated from all risks. The Transportation Authority shall require that all conduit financings achieve a rating at least equal to the Transportation Authority's ratings (including, where necessary, through the use of credit enhancement).

F. Fees.

The Transportation Authority will charge recipients of debt issuance proceeds an administrative fee equal to the recipient's pro rata share of administrative costs incurred by the Transportation Authority by issuing debt.

### XIII. CONSULTANTS

The Transportation Authority shall select its primary consultant(s) by competitive qualifications-based process through Request for Proposals.



A. Selection of Financing Team Members.

The Executive Director will make recommendations for all financing team members, with the Board providing final approval.

B. Financial Advisor.

The Transportation Authority shall utilize a financial advisor to assist in its debt issuance and debt administration processes as prudent. Selection of the Transportation Authority's financial advisor(s) shall be based on, but not limited to, the following criteria:

- a) Experience in providing consulting services to complex issuers
- b) Knowledge and experience in structuring and analyzing complex issues
- c) Experience and reputation of assigned personnel
- d) Fees and expenses

Financial advisory services provided to the Transportation Authority shall include, but shall not be limited to the following:

- a) Evaluation of risks and opportunities associated with debt issuance
- b) Monitoring marketing opportunities
- c) Evaluation of proposals submitted to the Transportation Authority by investment banking firms
- d) Structuring and pricing
- e) Preparation of request for proposals for other financial services such as trustee and paying agent services, printing, credit facilities, remarketing agent services, etc.
- f) Advice, assistance and preparation for presentations with rating agencies and investors
- g) Assisting in preparation of official statements

The Transportation Authority also expects that its financial advisor will provide the Transportation Authority with objective advice and analysis, maintain the confidentiality of Transportation Authority financial plans, and be free from any conflicts of interest.

C. Bond Counsel.

Transportation Authority debt will include a written opinion by legal counsel affirming that the Transportation Authority is authorized to issue the proposed debt, that the Transportation Authority has met all constitutional and statutory requirements necessary for issuance, and a determination of the proposed debt's federal income tax status. The approving opinion and other documents relating to the issuance of debt will be prepared by nationally-recognized counsel with extensive experience in public finance and tax issues. Counsel will be selected by the Transportation Authority through its request for proposal process.

The services of bond counsel may include , but are not limited to:

- a) Rendering a legal opinion with respect to authorization and valid issuance of debt obligations including whether the interest paid on the debt is tax exempt under federal and State of California law;
- b) Preparing all necessary legal documents in connection with authorization, sale, issuance and delivery of bonds and other obligations;



- c) Assisting in the preparation of the preliminary and final official statements and commercial paper memorandum;
- d) Participating in discussions with potential investors, insurers and credit rating agencies, if requested; and
- e) Providing continuing advice, as requested, on the proper use and administration of bond proceeds under applicable laws and the indenture, particularly arbitrage tracking and rebate requirements.

#### D. Disclosure Counsel

For Transportation Authority debt issued and sold through the use of an official statement or offering memorandum, the Transportation Authority shall have the right to select separate, nationally-recognized disclosure counsel with extensive experience in public finance and securities law issues. –Disclosure counsel will be selected by the Transportation Authority through its Request For Proposal (RFP) process.

The services of disclosure counsel may include, but are not limited to:

- a) Assisting the internal due diligence process by reviewing financial statements and other available information, including information on the issuer’s website, management’s responses to auditor’s findings, litigation reports, and similar materials;
- b) Preparation and review of disclosure documents necessary for the sale and delivery of securities, including preliminary and final official statements (or offering memoranda) and continuing disclosure agreements, and deliver a negative assurance letter regarding the disclosure document;
- c) Post-issuance; coordinateion of the preparation of required periodic filings and event notices preparation and their dissemination to and posting on the MSRB’s Electronic Municipal Market Access-EMMA system (EMMA);
- d) Providing notice of, and counsel regarding, any changes to disclosure requirements and the regulatory environment that have or may have an impact on the Transportation Authority and its issuances;
- e) Review and discussion of the Transportation Authority’s current disclosure policies and procedures, and make suggestions for any changes to them, and discussion of how the Transportation Authority can staff a disclosure team and how that team should operate; and
- f) Customize and provide training annually to staff members (and as needed to newly added staff) related to disclosure counsel topics.

#### XIV. UNDERWRITER SELECTION

##### A. Senior Manager Selection.

The Transportation Authority shall have the right to select a senior manager for a proposed negotiated sale. The criteria shall include but not be limited to the following:

- a) The firm’s ability and experience in managing complex transactions
- b) Demonstrated ability to structure debt issues efficiently and effectively
- c) Prior knowledge and experience with the Transportation Authority



- d) The firm's willingness to risk capital and demonstration of such risk
- e) The firm's ability to sell bonds
- f) Quality and experience of personnel assigned to the Transportation Authority's engagement
- g) Financing plan presented

B. Co-Manager Selection.

Co-managers will be selected on the same basis as the senior manager. In addition to their qualifications, co-managers appointed to specific transactions will be a function of transaction size and the necessity to ensure maximum distribution of the Transportation Authority's bonds.

C. Selling Groups.

The Transportation Authority may establish selling groups in certain transactions. To the extent that selling groups are used, the Transportation Authority may make appointments to selling groups from within the pool of underwriters or from outside the pool, as the transaction dictates.

D. Underwriter's Counsel.

In any negotiated sale of Transportation Authority debt, in which legal counsel is required to represent the underwriter, the lead underwriter will make the appointment, subject to Transportation Authority consent.

E. Underwriter's Discount.

- a) The Transportation Authority will evaluate the proposed underwriter's discount against comparable issues in the market. If there are multiple underwriters in the transaction, the Transportation Authority will determine the allocation of fees with respect to the management fee. The determination will be based upon participation in the structuring phase of the transaction.
- b) All fees and allocation of the management fee will be determined prior to the sale date; a cap on management fee, expenses and underwriter's counsel will be established and communicated to all parties by the Transportation Authority. The senior manager shall submit an itemized list of expenses charged to members of the underwriting group. Any additional expenses must be substantiated.

F. Evaluation of Financing Team Performance.

The Transportation Authority will evaluate each bond sale after its completion to assess the following: costs of issuance, including underwriters' compensation, pricing of the bonds in terms of the overall interest cost and on a maturity-by-maturity basis, and the distribution of bonds and sales credits.

Following each sale, the Transportation Authority shall provide a post-sale evaluation on the results of the sale to the Board.

G. Syndicate Policies.

For each negotiated transaction, the Executive Director will prepare syndicate policies that will describe the designation policies governing the upcoming sale. The Executive Director shall



ensure receipt of each member's acknowledgement of the syndicate policies for the upcoming sale prior to the sale date.

H. Designation Policies.

To encourage the pre-marketing efforts of each member of the underwriting team, orders for the Transportation Authority's bonds will be net designated, unless otherwise expressly stated. The Transportation Authority shall require the senior manager to:

- a) Equitably allocate bonds to other managers and the selling group
- b) Comply with MSRB regulations governing the priority of orders and allocations
- c) Within 10 working days after the sale date, submit to the Executive Director a detail of orders, allocations and other relevant information pertaining to the Transportation Authority's sale.

I. Disclosure by Financing Team Members.

All financing team members will be required to provide full and complete disclosure, relative to agreements with other financing team members and outside parties. The extent of disclosure may vary depending on the nature of the transaction. However, under no circumstances will agreements be permitted which could compromise the firm's ability to provide independent advice which is solely in the Transportation Authority's best interests or which could reasonably be perceived as a conflict of interest.



## GLOSSARY

*Arbitrage.* The difference between the interest paid on an issue of tax exempt debt and the interest earned by investing the debt proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage earned pursuant to the investment of the proceeds of tax-exempt municipal securities.

*Balloon Maturity.* A maturity within an issue of bonds that contains a disproportionately large percentage of the principal amount of the original issue.

*Bullet Maturity.* ~~The maturity of an issue of bonds~~ Maturity for which there are no ~~sinking principal~~ fund payments prior to the final stated maturity date.

*Call Provisions.* The terms of the bond contract giving the issuer the right to redeem all or a portion of an outstanding issue of bonds prior to their stated dates of maturity at a specific price, usually at or above par.

*Capitalized Interest.* A portion of the proceeds of an issue that is set aside to pay interest on the securities for a specific period of time. Interest is sometimes capitalized for the construction period of the project.

*Commercial Paper.* Very short-term, unsecured promissory notes issued in either registered or bearer form, and usually backed by a line of credit with a bank that, upon the maturity thereof, successively rolls into other short term promissory notes until the principal thereof is paid by the Transportation Authority.

*Competitive Sale.* A sale of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities in contrast to a negotiated sale.

*Continuing Disclosure.* ~~The principle that accurate and complete information material to the transaction which potential investors would be likely to consider material in making investment decisions with respect to the securities be made available on an ongoing basis. The ongoing disclosure provided by an issuer to comply with a continuing disclosure undertaking. Generally includes annual updates of operating and financial information, audited financial statements, and notice of events specifically identified in the undertaking.~~

*Credit Enhancement.* Credit support purchased by the issuer to raise the credit rating of the issue. The most common credit enhancements consist of bond insurance, direct or standby letters of credit, and lines of credit.

*DBE.* Disadvantaged Business Enterprises as defined by the Transportation Authority's current DBE policy.

*Debt Service Reserve Fund.* The fund in which moneys are placed which may be used to pay debt service if pledged revenues are insufficient to satisfy the debt service requirements.

*Deep Discount Bonds.* Bonds that are priced for sale at a substantial discount from their face or par value.

*Derivatives.* (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

*Designation Policies.* Outline as to how an investor's order is filled when a maturity in an underwriting syndicate is oversubscribed. The senior managing underwriter and issuer decide how the bonds will be allocated among the syndicate. There are three primary classifications of orders, which form the





designation policy. The highest priority is given to Group Net orders; the next priority is given to Net Designated orders and Member orders are given the lowest priority.

*Escrow.* A fund established to hold moneys pledged and to be used to pay debt service on an outstanding issue.

*Expenses.* Compensates senior managers for out-of-pocket expenses including: underwriters counsel, DTC charges, travel, syndicate expenses, dealer fees, overtime expenses, communication expenses, computer time and postage.

*Grant Anticipation Notes (GANs).* Short-term notes issued by the government unit, usually for capital projects, which are paid from the proceeds of State or Federal grants of any type.

*Grant Anticipation Revenue Vehicle Financing (GARVEE)* are bonds issued by the State and enable entities to fund transportation projects that are secured by certain federal grants.

*Letters of Credit.* A bank credit facility supporting the payment of bonds wherein the bank agrees to lend a specified amount of funds for a limited term.

*Management Fee.* The fixed percentage of the gross spread which is paid to the managing underwriter for the structuring phase of a transaction.

*Members.* Underwriters in a syndicate other than the senior underwriter.

*Negotiated Sale.* A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

*Original Issue Discount.* The amount by which the original par amount of an issue exceeds its public offering price at the time it is originally offered to an investor.

*Original Issue Premium.* The amount by which the public offering price of an issue exceeds its original par amount at the time it is originally offered to an investor.

*Pay-As-You-Go.* An issuer elects to finance a project with existing cash flow as opposed to issuing debt obligations.

*Present Value.* The current value of a future cash flow.

*Private Placement.* The original placement of an issue with one or a limited number of investors as opposed to being publicly offered or sold.

*Rebate.* A requirement imposed by the Tax Reform Act of 1986 whereby the issuer of the bonds must pay the IRS an amount equal to its profit earned from investment of bond proceeds at a yield above the bond yield calculated pursuant to the IRS code together with all income earned on the accumulated profit pending payment subject to certain exceptions.

*Sales Tax and Revenue Anticipation Notes (TRANs).* Short-term notes issued by a government unit, usually for operating purposes, which are paid from the proceeds of sales tax or other anticipated revenue sources.

*Selling Groups.* The group of securities dealers who participate in an offering not as underwriters but rather as those who receive securities less the selling concession from the managing underwriter for distribution at the public offering price.

*Syndicate Policies.* The contractual obligations placed on the underwriting group relating to distribution, price limitations and market transactions.



*Transportation Infrastructure Finance Innovation Act (TIFIA).* Loans and loan guaranty program provided by the United States Department of Transportation for transportation projects of regional importance.

*Underwriter.* A dealer that purchases new issues of municipal securities from the Issuer and resells them to investors.

*Underwriter's Discount.* The difference between the price at which the Underwriter buys bonds from the Issuer and the price at which they are reoffered to investors.

*Variable Rate Debt.* An interest rate on a security, which changes at intervals according to an index or a formula or other standard of measurement as, stated in the bond contract.



## FISCAL POLICY

### I. INTRODUCTION

The Fiscal Policy is designed to guide decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and sales tax revenue allocation requirements of the San Francisco County Transportation Authority (Transportation Authority). It is intended to be consistent with the Transportation Authority's adopted Administrative Code, the current Proposition K Sales Tax Expenditure Plan (Expenditure Plan), federal and state regulations, and general prudent accounting and financial management practices.

### II. SCOPE AND AUTHORITY

The Fiscal Policy applies only to the operations of the Transportation Authority and is not applicable to the operations of any project sponsoring agencies of the Transportation Authority, unless specifically provided. The Fiscal Policy is separate from, but should be applied in conjunction with, the Transportation Authority's Strategic Plan, adopted Debt Policy, and adopted Investment Policy. Overall policy direction shall be the responsibility of the Transportation Authority Board of Commissioners (Board). Responsibility for implementation of the Policy, and day-to-day responsibility and authority for structuring, implementing, and managing the Transportation Authority's policies, goals, and objectives, shall lie with the Transportation Authority Executive Director (Executive Director). This Policy will be reviewed and updated as required or deemed advisable at least once every three years. Any changes to the policy are subject to approval by the Board at a public meeting.

### III. ANNUAL BUDGET PROCESS

The Board shall adopt an Annual Budget by the beginning of each fiscal year. The purpose of the Annual Budget is to provide management guidance and control over disbursement of the Transportation Authority's revenues in accordance with the goals and objectives as determined by the Board and as set forth in other policies including, but not limited to, the Transportation Authority's investment, debt, procurement and disadvantaged business enterprise policies. The Transportation Authority's fiscal year extends from July 1 of each calendar year through June 30 of the following calendar year. The sections below further define the process involved in the development of the final budget.

#### A. PREPARATION AND REVIEW OF A DRAFT BUDGET

The Executive Director is charged with responsibility for the preparation of a draft budget for each fiscal year. The draft budget will consist of line items for Revenues, including investment income, Administrative Operating Expenses, Debt Service Expenses as applicable, Program and Operating Reserve, and a single line item for each of the Transportation Authority's capital expenditure programming roles as Proposition K Sales Tax (Prop K) Administrator; San Francisco Congestion Management Agency (CMA); San Francisco Program Manager for the Transportation Fund for Clear Air (TFCA); and Proposition AA Vehicle Registration Fee (Prop AA) ~~administrator~~ Administrator. Supplemental budget documentation shall provide a detailed listing of the capital programs and projects that support the Capital Expenditures line items. The draft budget may also include other functional categories as deemed appropriate.



B. PUBLIC REVIEW OF DRAFT BUDGET

The draft budget shall be presented at a public hearing at a publicly noticed Transportation Authority Board or Committee meeting prior to being approved by the Board. Notice of the time and place of the public meeting shall be published pursuant to Sections 6060 and 6061 of the California Government Code no later than the 15th day prior to the day of the hearing, and the draft budget shall be available for public inspection at least 15 days prior to the hearing.

C. ADOPTION OF A FINAL BUDGET

As established by the Administrative Code, the Transportation Authority ~~Finance Committee~~Board shall be responsible for review of the proposed overall operating and capital budget of the Transportation Authority. The ~~Finance Committee~~Board shall set the budget parameters (spending limits) by budget line item as detailed in Section III.A. Preparation and Review of a Draft Budget, and shall recommend adoption of ~~the a~~ draft budget to the Board.

The final budget for a given fiscal year shall be approved and adopted by resolution of the Board by June 30 of the prior fiscal year. If the Transportation Authority is unable to adopt a final budget by June 30, it must adopt a resolution to continue services and payment of expenses, including debt service. The continuing resolution shall include a date certain by which the annual budget will be adopted.

D. AMENDMENTS TO THE ADOPTED BUDGET

Except as otherwise provided in this section, the adopted final budget is not subject to further review or reopener after the Board resolution has passed. The adopted final budget may be amended during the fiscal year to reflect actual revenues and expenses incurred to the date of amendment during the fiscal year. Amendments to the budget will be presented at a publicly noticed Transportation Authority Board or Committee meeting prior to being approved by the Board. The Executive Director shall be responsible for proposing amendments to the adopted final budget; the ~~Finance Committee~~Board shall be responsible for review of the proposed amended adopted final budget, ~~and for making a recommendation regarding the amended final budget to the Board. The amended final budget which~~ shall be adopted by Board resolution.

IV. BUDGET REQUIREMENTS

A. ADMINISTRATIVE OPERATING EXPENSES

Administrative operating expenses include all expenses related to the operations and maintenance of the Transportation Authority, including, among others, staff salaries, staff benefits, office lease costs, equipment rental, supplies, and travel. Specific requirements with respect to certain budgeted expenses are set forth below.

1. SALARIES AND BENEFITS

The Board shall budget annually for the compensation (salaries and benefits) of ~~its~~the Transportation Authority's staff. Pursuant to the Transportation Authority's enabling legislation (Sections 131100 et seq of the California Public Utilities Code), the Transportation Authority will observe the statutory limit of one percent (1%) of the annual net amount of Prop K revenues for the salaries and benefits of Prop K program administrative personnel, and will follow applicable statutes for all other staff expenses.



## 2. EMERGENCY EXPENDITURES

The Executive Director is authorized to exceed the overall administrative operating expense line items by up to seventy-five thousand dollars (\$75,000), for the actual cost of emergency expenditures that are made to protect the health, safety, and welfare of the agency or the public, or to repair/restore damaged/destroyed property for the Transportation Authority. The Executive Director shall submit a report to the ~~Finance Committee~~Board within thirty (30) days of the emergency explaining the necessity of the action, a listing of expenditures, and future recommended actions.

## 3. PETTY CASH

A petty cash revolving account in the amount of one thousand dollars (\$1,000) may be established and maintained by the Executive Director for the purposes of paying miscellaneous expenses of the Transportation Authority. Individual expenditures may not exceed two hundred and fifty dollars (\$250). Such miscellaneous expenses include outside photocopying expenses, office supplies, meeting and travel expenses, and other practical expenses as determined by the Executive Director to be necessary or convenient for proper administration. The Executive Director is authorized from time to time to seek reimbursement of this account to the maximum balance by allocation from the operating budget.

## B. DEBT SERVICE

Proposed debt service includes debt service of outstanding debt as well as of anticipated financings within the fiscal year. Decisions to fund capital expenditures through debt issuance must adhere to the policies outlined in the Transportation Authority's most current adopted Strategic Plan and Debt Policy.

## C. CAPITAL EXPENDITURES

Capital Expenditures shall be listed as a single line item for each of the Transportation Authority's capital expenditure programming roles, which currently are Prop K Administrator, Proposition AA Administrator, and CMA and TFCA local administrator. Supplemental budget documentation shall provide a detailed listing of the capital programs and projects that support the Capital Expenditures line items.

## D. PROGRAM AND OPERATING RESERVE

The Transportation Authority shall allocate not less than five percent (5%) and up to fifteen percent (15%) of the estimated net annual sales tax revenue as a hedge against an emergency occurring during the budgeted fiscal year. The adopted final budget, as it may be amended as provided in this Policy, will demonstrate the percentage and amount set aside in the reserve as a separate budget line item.

## E. OTHER FUNCTIONAL CATEGORIES

The Executive Director may designate other functional categories as deemed appropriate or necessary.

## V. CAPITAL EXPENDITURE ALLOCATIONS

As provided by the Administrative Code, the ~~Plans & Programs Committee~~Board shall be responsible for recommending allocation of funding for those capital expenditure programs and projects in the adopted final budget. The Board shall also be responsible for ~~reviewing the Plans~~



~~& Programs Committee's recommendation and~~ allocating project funds by resolution. The Transportation Authority will adopt, maintain and periodically update a multi-year strategic plan that derives from the provisions of the Expenditure Plan and outlines the categories, funding and delivery priority of projects to be funded. The Strategic Plan shall encompass the period remaining on the Expenditure Plan and shall be updated periodically as necessary. The Strategic Plan and its governing policies shall be used in combination with the Fiscal and Debt Policies to ensure the proper allocation of funds for and timely financing of eligible programs and projects. No allocations shall be approved that are inconsistent with the adopted Strategic Plan in force at the time of the allocation.

Changes in the capital expenditure supplemental budget documentation do not constitute a budget revision unless such changes exceed authorization for the respective budget line item. Any changes that exceed the amount of the budget line item will require an amendment to the approved final budget to be ~~recommended by the Finance Committee and~~ adopted by the Board. The total allocated capital funding for each Transportation Authority role should be no greater than the respective Capital Expenditures budget line item for the fiscal year.

For allocations with multi-year cash distributions, the ~~allocation~~ resolution shall spell out the maximum reimbursement level per fiscal year, and only the reimbursement amount authorized in the year of allocation shall count against the Capital Expenditures line item for that budget year. The Capital Expenditures line item for subsequent year annual budgets shall reflect the maximum reimbursement schedule amounts committed through the original and any subsequent allocation actions. The Transportation Authority will not guarantee reimbursement levels higher than those adopted in the original and any subsequent allocation actions.

#### VI. DEBT ISSUANCE

As defined by the Administrative Code and the Debt Policy, the ~~Finance Committee~~Board shall be responsible for oversight of the debt issuance program for the Transportation Authority. Please refer to the current version of the Debt Policy maintained by the Transportation Authority, for guidelines regarding the issuance and management of debt for financing eligible programs and projects.

#### VII. INVESTMENTS

As defined by the Administrative Code and the Investment Policy, the ~~Finance Committee~~Board shall be responsible for oversight of the investment program for Transportation Authority funds. Please refer to the current version of the Investment Policy maintained by the Transportation Authority, for the investment program guidelines regarding all funds and investment-related activities of the Transportation Authority.

#### VIII. REPORTING REQUIREMENTS

The Executive Director shall report to the ~~Finance Committee~~Board at least on a quarterly basis on the Transportation Authority's actual expenditures, budgetary performance, authorized variances that have been implemented pursuant to this Fiscal Policy, the Transportation Authority debt program and the Transportation Authority investment program. The ~~Finance Committee~~Board shall cause the Transportation Authority's financial transactions and records to be audited by an independent, certified public accountant firm at least annually and a report to be submitted to the Board on the results of the audit.



## IX. PROCUREMENT OF GOODS AND SERVICES

It shall be the policy of the Transportation Authority to competitively bid the procurement of goods and services. Procurements in amounts greater than seventy-five thousand dollars (\$75,000) shall require a formal bid process including advertising requests for bids and/or proposals in appropriate local newspapers or other media outlets. Pursuant to California Public Utilities Code Sections 131285 and 131286, formal procurement of supplies, equipment, and materials in excess of \$75,000 shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the vote of two-thirds of the voting membership of the Transportation Authority, or, if after rejecting bids received, the Transportation Authority determines and declares by a two-thirds vote of all of its voting members that, in its opinion the supplies, equipment or materials may be purchased at a lower price in the open market.

Procurements of supplies, equipment, and materials in amounts equal to or less than \$75,000 shall be awarded to the lowest responsive bidder following an informal competitive bid process.

The selection of providers of professional services, such as legal, financial advisory, private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required in accordance with the Transportation Authority's Procurement Policy.

All procurement transactions, regardless of dollar value and regardless of whether by sealed bid, informal quote, or by negotiation, shall be conducted in a manner that promotes free and open competition.

### A. DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

Any procurement whether formal or informal shall comply with the Transportation Authority's applicable non-discrimination, minority/local/women-owned business and other applicable contracting policies in place at the time of procurement.

### B. CONFLICT OF INTEREST

No employee, officer or agent of the Transportation Authority shall participate in the selection or in the award or administration of a contract if such participation would result in a conflict of interest, real or apparent, as defined by state statute and applicable case law. No employee, officer, or agent shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

### C. CONTRACTS

Approval of the Board is required prior to the execution of any contract for the procurement of goods or professional services that authorizes payments that in the aggregate exceed seventy-five thousand dollars (\$75,000) in a fiscal year. The Executive Director is authorized to approve and execute all such contracts that authorize payments not in excess of \$75,000 per fiscal year, provided that the amounts are consistent with the adopted final budget, as amended in accordance with this Policy for the current fiscal year or, in the event that the contract was not completed in a single fiscal year, the contiguous fiscal year(s). The Executive Director is authorized to amend contracts to extend time, to add or delete tasks of similar scope and nature, and to increase or reduce the total amount of the contract. The Executive Director may execute such amendments



without prior Board approval, if the amount of the amendment does not exceed \$75,000 and so long as the amendment is consistent with the adopted final budget.

The foregoing notwithstanding, the Executive Director is authorized to execute, without prior Board approval, all standard grant agreements based upon a grant award to a sponsoring agency for programs and projects defined in the adopted final budget supplemental documentation, or as approved by specific Board action.

No contractual obligations, administrative or capital, shall be assumed by the Transportation Authority in excess of its ability to pay, as defined by the adopted final budget and the Strategic Plan. All expenditures shall comply with all federal, state, and local statutory and other legal restrictions placed on the use of said funds.

The Transportation Authority shall establish contracts for banking, investment and standard accounting services. Said contracts shall include provisions for the receipt, maintenance, investment and disbursement of funds, payroll functions, and ongoing financial data reports as required by the Transportation Authority.





## INVESTMENT POLICY

### I. INTRODUCTION

The purpose of this document is to set out policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related procedures.

The investment policies and procedures of the San Francisco County Transportation Authority (Transportation Authority) are, in every case, subject to and limited by applicable provisions of state law and to prudent money management principles. All funds will be invested in accordance with the Transportation Authority's Investment Policy, and applicable provisions of Chapter 4 of Part 1 of Division 2 of Title 5 of the California Government Code (Section 53600 et seq.). The investment of bond proceeds will be further restricted by the provisions of relevant bond documents.

### II. SCOPE

This policy covers all funds and investment activities under the jurisdiction of the Transportation Authority.

Bond proceeds shall be invested in the securities permitted pursuant to bond documents, including a tax certificate, approved by the Transportation Authority Board of Commissioners (Board). If the bond documents are silent as to the permitted investments, bond proceeds will be invested in the securities permitted by this policy. In addition to the securities listed in Section IX below, bond proceeds may also be invested in investment and forward delivery agreements. Notwithstanding the other provisions of this Investment Policy, the percentage or dollar portfolio limitations listed elsewhere in this Investment Policy do not apply to bond proceeds.

### III. PRUDENT INVESTOR STANDARD

In managing its investment program, the Transportation Authority will observe the "Prudent Investor" standard as stated in Government Code Section 53600.3, applied in the context of managing an overall portfolio. Investments will be made with care, skill, prudence and diligence, taking into account the prevailing circumstances, including, but not limited to general economic conditions, the anticipated needs of the Transportation Authority and other relevant factors that a prudent person acting in a fiduciary capacity and familiar with those matters would use in the stewardship of funds of a like character and purpose.

### IV. OBJECTIVES

The primary objectives, in priority order, for the Transportation Authority's investment activities are:

- 1) **Safety.** Safety of the principal is the foremost objective of the investment program. Investments of the Transportation Authority will be undertaken in a manner that seeks to ensure preservation of the principal of the funds under its control.
- 2) **Liquidity.** The Transportation Authority's investment portfolio will remain sufficiently liquid to enable the Transportation Authority to meet its reasonably anticipated cash flow requirements.



- 3) **Return on Investment.** The Transportation Authority's investment portfolio will be managed with the objective of attaining a market rate of return throughout budgetary and economic cycles commensurate with the Transportation Authority's investment risk parameters and the cash flow characteristics of the portfolio.

V. DELEGATION OF AUTHORITY

Management's responsibility for the investment program is derived from the Board and is hereby delegated to the Executive Director acting as Transportation Authority Treasurer. Pursuant to the requirements of the California Government Code, the Board may renew the delegation pursuant to this section each year. No person may engage in an investment transaction except as provided under the limits of this policy. The Transportation Authority may retain the services of an investment advisor to advise it with respect to investment decision-making and to execute investment transactions for the Transportation Authority. The advisor will follow the policy and such other written instructions as are provided by the Executive Director.

VI. ETHICS AND CONFLICT OF INTEREST

Officers, employees and agents of the Transportation Authority involved in the investment process will not engage in any personal business activities that could conflict with proper and lawful execution of the investment program, or which could impair their ability to make impartial decisions.

VII. INTERNAL CONTROLS

The Transportation Authority will establish internal controls to ensure compliance with the Investment Policy and with the applicable requirements of the California Government Code.

VIII. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Executive Director will establish and maintain a list of financial institutions and other financial services providers authorized to provide investment services. In addition, the Transportation Authority will establish and maintain a list of approved security broker/dealers, selected on the basis of credit worthiness, that are authorized to provide investment services in the State of California. These include primary dealers or regional dealers that meet the net capital and other requirements under Securities and Exchange Commission Rule 15c3-1. No public deposit will be made except in a qualified public depository as established by state law.

IX. PERMITTED INVESTMENT INSTRUMENTS

California Government Code Section 53601 governs and limits the investments permitted for purchase by the Transportation Authority. Within those investment limitations, the Transportation Authority seeks to further restrict eligible investment to the investments listed below. The portfolio will be diversified by security type and institution, to avoid incurring unreasonable and avoidable concentration risks regarding specific security types or individual financial institutions.

Percentage limitations, where indicated, apply at the time of purchase. Rating requirements where indicated, apply at the time of purchase. In the event a security held by the Transportation Authority is subject to a rating change that brings it below the minimum specified rating requirement, the Executive Director will notify the Board of the change. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason



for the rating reduction, prognosis for recovery or further rating reductions and the current market price of the security.

1. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.
2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio that may be invested in this category.
3. Repurchase Agreements not to exceed one year duration. There is no limitation as to the percentage of the portfolio that may be invested in this category. The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities are acceptable collateral. All securities underlying repurchase agreements must be delivered to the Transportation Authority's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The market value of securities that underlay a repurchase agreement will be valued at 102 percent or greater of the funds borrowed against those securities and the value will be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements will be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.
4. Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state or any local agency; provided that the obligations are rated in one of the two highest categories by a nationally recognized statistical-rating organization (NRSRO). There is no limitation as to the percentage of the portfolio that may be invested in this category.
5. Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California, provided that the obligations are rated in one of the two highest categories by a nationally recognized statistical-rating organization (NRSRO). There is no limitation as to the percentage of the portfolio that may be invested in this category.
6. Bankers' Acceptances issued by domestic or domestic branches of foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by a NRSRO. Purchases of Banker's Acceptances may not exceed 180 days maturity or 40 percent of the Transportation Authority's portfolio. No more than 30 percent of the Transportation Authority's portfolio may be invested in the Banker's Acceptances of any one commercial bank.
7. Commercial paper of "prime" quality rated the highest ranking or of the highest letter or number rating as provided by a NRSRO. The entity that issues the commercial paper will



meet all of the criteria in either (1) or (2) as follows: (1) the corporation will be organized and operating within the United States as a general corporation, will have assets in excess of five hundred million dollars (\$500,000,000), and will issue debt, other than commercial paper, if any, that is rated “A” or higher by a NRSRO; or (2) the corporation will be organized within the United States as a special purpose corporation, trust, or limited liability company, has program wide credit enhancements including, but not limited to, over collateralizations, letters of credit, or surety bond; has commercial paper that is rated “A-1” or higher, or equivalent by a NRSRO. Eligible commercial paper may not exceed 270 days’ maturity nor represent more than 10% of the outstanding paper of an issuing corporation, or 25% of the Transportation Authority’s portfolio.

8. Medium-term corporate notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes will be rated in a rating category “A” or better by a NRSRO. Purchases of medium-term notes will not exceed 30 percent of the Transportation Authority’s portfolio.
9. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California. Purchases of time certificates of deposit may not exceed 1 year in maturity or 10 percent of the Transportation Authority’s portfolio.

To be eligible to receive local agency money, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than “satisfactory” in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California’s communities, including low- and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code. The FFIEC provides an overall assessment of the insured depositories’ ability to meet the credit needs of their communities, consistent with safe and sound operations.

10. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30 percent of the Transportation Authority’s portfolio.
11. State of California’s Local Agency Investment Fund (LAIF). The LAIF portfolio should be reviewed periodically. There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the maximum allowed by LAIF.
12. The California Asset Management Program, as authorized by Section 53601 (p) of the California Government Code. The Program constitutes shares in a California common law trust established pursuant to Section 6509.7 of Title 1, Division 7, Chapter 5 of the Government Code of the State of California which invests exclusively in investments permitted by subdivisions (a) to (o) and (q) of Section 53601 of the Government Code of California, as it may be amended.
13. Insured savings account or money market account. To be eligible to receive local agency deposits, a financial institution must have received a minimum overall satisfactory rating



for meeting the credit needs of California communities in its most recent evaluation. There is no limitation as to the percentage of the portfolio that may be invested in this category. Bank deposits are required to be collateralized as specified under Government Code Section 53630 et. seq. The collateralization requirements may be waived for any portion that is covered by federal deposit insurance. The Transportation Authority shall have a signed agreement with any depository accepting Transportation Authority funds per Government Code Section 53649.

14. Placement Service Certificates of Deposit (CDs). Certificates of deposit placed with a private sector entity that assists in the placement of certificates of deposit with eligible financial institutions located in the United States (Government Code Section 53601.8). The full amount of the principal and the interest that may be accrued during the maximum term of each certificate of deposit shall at all times be insured by federal deposit insurance. The combined maximum portfolio exposure to Placement Service CDs and Negotiable CDs is limited to 30%. The maximum investment maturity will be restricted to five years.
15. The San Francisco City and County Treasury Pool. There is no limitation as to the percentage of the portfolio that may be invested in this category. Any loans or investments of Transportation Authority funds invested in the San Francisco City and County Treasury Pool to agencies of the City and County of San Francisco will specifically require the approval of the Board prior to purchase or acceptance.
16. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. To be eligible for investment pursuant to this subdivision these companies shall ~~have~~ meet either of the following criteria:
  - Attain the highest ranking or highest letter and numerical rating provided by not less than two NRSROs.
  - Have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

The purchase price of shares of beneficial interest purchased will not include any commission that these companies may charge and will not exceed 20 percent of the Transportation Authority's portfolio.

#### X. INELIGIBLE INVESTMENTS

The Transportation Authority will not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages, or in any security that could result in zero interest accrual if held to maturity.

#### XI. MAXIMUM MATURITY

Investment maturities will be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the Transportation Authority to meet all projected obligations.

Where this Policy does not specify a maximum remaining maturity at the time of the investment, no investment will be made in any security, other than a security underlying a repurchase



agreement, that at the time of the investment has a term remaining to maturity in excess of five years, unless the Board has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board no less than three months prior to the investment.

## XII. REPORTING REQUIREMENTS

The Executive Director will submit a quarterly list of transactions to the Board. In addition, the Executive Director will submit to the Board an investment report each quarter, which will include, at a minimum, the following information for each individual investment:

- Type of investment instrument
- Issuer name
- Purchase date
- Maturity date
- Purchase price
- Par value
- Amortized cost
- Current market value and the source of the valuation
- Credit rating
- Overall portfolio yield based on cost
- Sale Date of any investment sold prior to maturity

The quarterly report also will (i) state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance, (ii) include a description of any of the Transportation Authority's funds, investments or programs that are under the management of contracted parties, and (iii) include a statement denoting the ability of the Transportation Authority to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money may, or may, not be available. For all of the Transportation Authority's investments held in the City and County of San Francisco's Treasury Pool the Executive Director will provide the Board with the most recent investment report furnished by the Office of the Treasurer and Tax Collector.

## XIII. SAFEKEEPING AND CUSTODY

All security transactions entered into by the Transportation Authority will be conducted on a delivery-versus-payment basis. Securities will be held by an independent third-party custodian selected by the Transportation Authority. The securities will be held directly in the name of the Transportation Authority as beneficiary.

## XIV. INVESTMENT POLICY REVIEW

The Executive Director will annually render to the Board a statement of investment policy, which the Board will consider at a public meeting. Any changes to the policy will also be considered by the Board at a public meeting.



## GLOSSARY

*AGENCIES.* Federal agency securities and/or Government-sponsored enterprises.

*ASKED.* The price at which securities are offered.

*BANKERS' ACCEPTANCE (BA).* A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

*BENCHMARK.* A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

*BID.* The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

*BROKER.* A broker brings buyers and sellers together for a commission.

*CERTIFICATE OF DEPOSIT (CD).* A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

*COLLATERAL.* Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

*COUPON.* (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

*DEALER.* A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

*DEBENTURE.* A bond secured only by the general credit of the issuer.

*DELIVERY VERSUS PAYMENT.* There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

*DERIVATIVES.* (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

*DISCOUNT.* The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

*DISCOUNT SECURITIES.* Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

*DIVERSIFICATION.* Dividing investment funds among a variety of securities offering independent returns.

*FEDERAL CREDIT AGENCIES.* Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.



*FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC).* A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

*FEDERAL FUNDS RATE.* The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

*FEDERAL HOME LOAN BANKS (FHLB).* Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

*FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA).* FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

*FEDERAL OPEN MARKET COMMITTEE (FOMC).* Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

*FEDERAL RESERVE SYSTEM.* The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

*FINANCIAL STATEMENTS.* Financial statements are an overview of the agency's finances and shall be prepared in accordance with generally accepted accounting principles and shall be accompanied by a report, certificate, or opinion of an independent certified public accountant or independent public accountant.

*GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae).* Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

*LIQUIDITY.* A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

*LOCAL GOVERNMENT INVESTMENT POOL (LGIP).* The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

*MARKET VALUE.* The price at which a security is trading and could presumably be purchased or sold.

*MASTER REPURCHASE AGREEMENT.* A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's rights in the





transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

*MATURITY.* The date upon which the principal or stated value of an investment becomes due and payable.

*MONEY MARKET.* The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

*OFFER.* The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

*OPEN MARKET OPERATIONS.* Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

*PORTFOLIO.* Collection of securities held by an investor.

*PRIMARY DEALER.* A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

*PRUDENT PERSON RULE.* An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

*QUALIFIED PUBLIC DEPOSITORY.* A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

*RATE OF RETURN.* The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

*REPURCHASE AGREEMENT (RP OR REPO).* A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

*SAFEKEEPING.* A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

*SECONDARY MARKET.* A market made for the purchase and sale of outstanding issues following the initial distribution.

*SECURITIES AND EXCHANGE COMMISSION (SEC).* Agency created by Congress to protect investors in securities transactions by administering securities legislation.



*SEC RULE 15C3-1.* See Uniform Net Capital Rule.

*STRUCTURED NOTES.* Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

*TREASURY BILLS.* A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

*TREASURY BONDS.* Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

*TREASURY NOTES.* Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

*UNIFORM NET CAPITAL RULE.* Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

*YIELD.* The rate of annual income return on an investment, expressed as a percentage. (a) *INCOME YIELD* is obtained by dividing the current dollar income by the current market price for the security. (b) *NET YIELD* or *YIELD TO MATURITY* is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



## PROCUREMENT POLICY

### I. INTRODUCTION

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

### II. SCOPE AND AUTHORITY

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

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

### III. PROCUREMENT PROCESS

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



A. General Provisions

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

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

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

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

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

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

B. Conflict of Interest

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



Transportation Authority shall be subject to Articles 1 and 3 of Title 9, Chapter 7 of the California Government Code and the regulations which implement those provisions as well as the San Francisco County Transportation Authority Conflict of Interest Code.

C. Informal Bid Process

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

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

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

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

D. Formal Bid Process

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



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

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

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

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

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

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

RFPs and IFBs will be reviewed by a selection panel appointed by the Executive Director. The Executive Director may elect to assemble a separate cost evaluation panel to review cost



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

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

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

#### IV. NONCOMPETITIVE NEGOTIATED AGREEMENTS (SOLE SOURCE)

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

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

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

#### V. PROCUREMENT PROTEST AND APPEAL PROCEDURES

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

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



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

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

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

1. Name of individual or entity filing protest;
2. Business address and telephone number of individual or entity;
3. Name and title of contact person;
4. Description of specific procurement and the action or decision being protested;
5. A clear and concise statement of the protest, including identification of:
  - a) procedures or specifications contained in bid documents or request for proposals which were allegedly not complied with, or
  - b) specific instance(s) of Transportation Authority failure to follow its policies and procedures;
6. Detailed factual support for the protest, including relevant documents or correspondence;
7. Desired resolution of the protest; and
8. Dated signature of individual, or authorized representative of entity, filing the protest.

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

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

If a majority of the ~~Finance Committee Board~~ agrees to accept the appeal and hold a hearing on the matter, the protesting party shall be notified of the hearing date and time, which shall be scheduled at the earliest convenience of the ~~Finance Committee Board~~. At the hearing, the protesting party shall be allowed fifteen (15) minutes to present its case. The Transportation





Authority staff shall then be allowed fifteen (15) minutes to present the Transportation Authority's case. The ~~Finance Committee~~Board may extend these time periods at its discretion.

~~Upon conclusion of the hearing, or if the Finance Committee's determination is to agree with the decision of the Executive Director and reject the appeal without a hearing, its recommendation shall be submitted to the Board.~~ The Board shall review and act upon the ~~Finance Committee's recommendation~~appeal at its next regularly scheduled meeting, unless it determines that additional time to consider the appeal is required. ~~The Board may accept the recommendation of the Finance Committee or determine to take action inconsistent with the recommendation of the Finance Committee.~~ The Board shall issue written notification to the protester of its decision which shall constitute the final decision of the Transportation Authority.

#### VI. CONTRACT ADMINISTRATION

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

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



## TRAVEL, CONFERENCE, TRAINING AND BUSINESS EXPENSE REIMBURSEMENT POLICY

### I. PURPOSE AND GENERAL POLICY

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

### II. ELIGIBILITY

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



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

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

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



shall not be less than \$100 nor more than the estimated expenses listed on the approved travel authorization form. Advances must be refunded immediately when an authorized trip is canceled or indefinitely postponed.

### III. TRAVEL AUTHORIZATION

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

### IV. PROCEDURES FOR CLAIMING EXPENSE REIMBURSEMENT

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

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

- B. Nature of Claim. Claims must be for actual and necessary expenses consistent with this document; not for "constructive" expenses.



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

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

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

#### VI. MEAL EXPENSE

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



costs shall include reasonable and customary gratuities, but not the cost of alcoholic beverages. All such expenditures for personnel must be approved in advance by the Executive Director.

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

## VII. LODGING EXPENSES

Reimbursement is allowable for single-room lodging expenses associated with attendance at out-of-area conferences or meetings. The cost of a single room will be reimbursed when travel exceeds the day's duration. Where available, government and group rates must be requested. No reimbursement is authorized for overnight accommodations within the nine Bay Area counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma unless prior authorization is granted.



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

#### VIII. MEANS OF TRANSPORTATION

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

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

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

B. Local Travel. Transportation Authority personnel are encouraged to make optimum use of available public transit services and carpooling for local area travel. The following modes of transportation are to be used in the following priority:

1. public transportation;
2. privately-owned motor vehicles;
3. taxis, cabs, or transportation network companies; and
4. rental cars, after exhausting all other available options.

C. Air and Rail Travel. Transportation Authority personnel shall use coach-class or equivalent accommodations for air and rail travel whenever possible. Any additional fees for seat location upgrades, seat spacing upgrades, or preferential boarding will not be reimbursed unless documentation is provided that there were no other reasonable options available and unless authorized by the Executive Director for special circumstances (e.g. physical or medical conditions).



D. Automobiles

1. Privately-owned Automobile for Official Business

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

2. Rental Automobiles

- a. Rental automobiles may be used when such rental is considered to be more advantageous to the Transportation Authority than the use of other means of transportation. Advance reservations should be made whenever possible and Transportation Authority personnel are expected to be prudent in the selection of an automobile model.
- b. The traveler must obtain full collision coverage. Any additional charge for this coverage will be allowed for reimbursement.
- c. Charges for ferries, bridges, tunnels, or toll roads will be allowed. Reasonable charges will also be allowed for necessary parking.

E. Other Modes of Transportation. Limousine, taxi and transportation network company fares will be allowed for travel where public transportation is not practical or available. Examples may include,





but are not limited to, travel between transportation terminal and hotel, between hotel and place of business, and between places of business.

- F. Reimbursement. Unless otherwise provided above, the Transportation Authority will reimburse its personnel for transportation at the rates established by the GSA or USDOD as appropriate.

#### IX. BAGGAGE

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



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# Memorandum

**Date:** June 20, 2017  
**To:** Transportation Authority Board  
**From:** Eric Cordoba – Deputy Director for Capital Projects  
**Subject:** 07/11/17 Board Meeting: Execution of Amendment No. 1 to the Memorandum of Agreement with the Treasure Island Development Authority for Yerba Buena Island Vista Point Operation Services to Increase the Amount by \$100,000, to a Total Amount Not to Exceed \$600,000, and Extend the Agreement through June 30, 2018

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> <li>• Execute Amendment No. 1 to the Memorandum of Agreement (MOA) with the Treasure Island Development Authority (TIDA) for the Yerba Buena Island (YBI) Vista Point Operation Services to increase the amount by \$100,000, to a total amount not to exceed \$600,000, and extend the agreement through June 30, 2018</li> <li>• Authorize the Executive Director to modify amendment terms and conditions</li> </ul> <p><b>SUMMARY</b></p> <p>The Transportation Authority has been working in collaboration with TIDA to operate and maintain the YBI Vista Point facility since November 2016. Amendment No. 1 to the MOA will increase the total agreement amount to \$600,000 and extend the termination date to June 30, 2018.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input checked="" type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Procurement</li> <li><input type="checkbox"/> Other:</li> </ul> <hr/>
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## DISCUSSION

### Background.

In anticipation of the new Eastern Span bicycle/pedestrian path extension to YBI, which was completed in fall 2016, the Transportation Authority, TIDA, Caltrans, Bay Area Toll Authority (BATA), and the United States Coast Guard (USCG) collectively determined it would be advantageous to design and construct temporary trail landing Vista Point improvements on YBI, adjacent to the San Francisco-Oakland Bay Bridge bicycle/pedestrian path touch down area. These improvements were opened to the public in early May 2017 and provide a temporary larger, more amenable Vista Point type setting (on USCG property – Quarters 9), including but not limited to a hydration station, portable restrooms, bike racks, shuttle from Treasure Island and pedestrian crosswalk. The opening of Vista Point coincided with Caltrans’ expansion of the hours of the bicycle/pedestrian path to weekdays as well as weekends. The Vista Point is open the same hours as the bicycle/pedestrian path. Shuttle operations started in November 2016 and constitute the majority of the operations cost. With the Vista Points improvements opened to the public, ongoing maintenance, security and operational activities are required.

**Memorandum of Agreement.**

In October 2016, through Resolution 17-08, the Transportation Authority approved a MOA with TIDA for the YBI Vista Point Operation Services in an amount not to exceed \$500,000 through June 30, 2017. Under the terms of the MOA, TIDA will utilize its existing resources to provide janitorial, landscape maintenance, security, transportation shuttle, and other services for the Vista Point area, and the Transportation Authority will compensate TIDA for these service expenses. The Vista Point improvements are planned to be in service until December 31, 2018, or until the realigned and reconstructed Macalla Road (constructed by TIDA) is completed, whichever occurs first. Since November 2016, Vista Point Operations costs incurred are approximately \$245,000, with an anticipated cost of \$355,000 for Fiscal Year 2017/18, mostly due to the increased level of transportation shuttle services provided. A shuttle, equipped to transport up to eight bicycles, operates 15- to 20-minute service between Vista Point and Treasure Island on Saturdays and Sundays.

Amendment No. 1 to the MOA will increase the total agreement amount by \$100,000 to a total amount not to exceed \$600,000 and extend the termination date to June 30, 2018. By June 30, 2018, the Transportation Authority will seek Board approval again to extend the term through the end of service.

**FINANCIAL IMPACT**

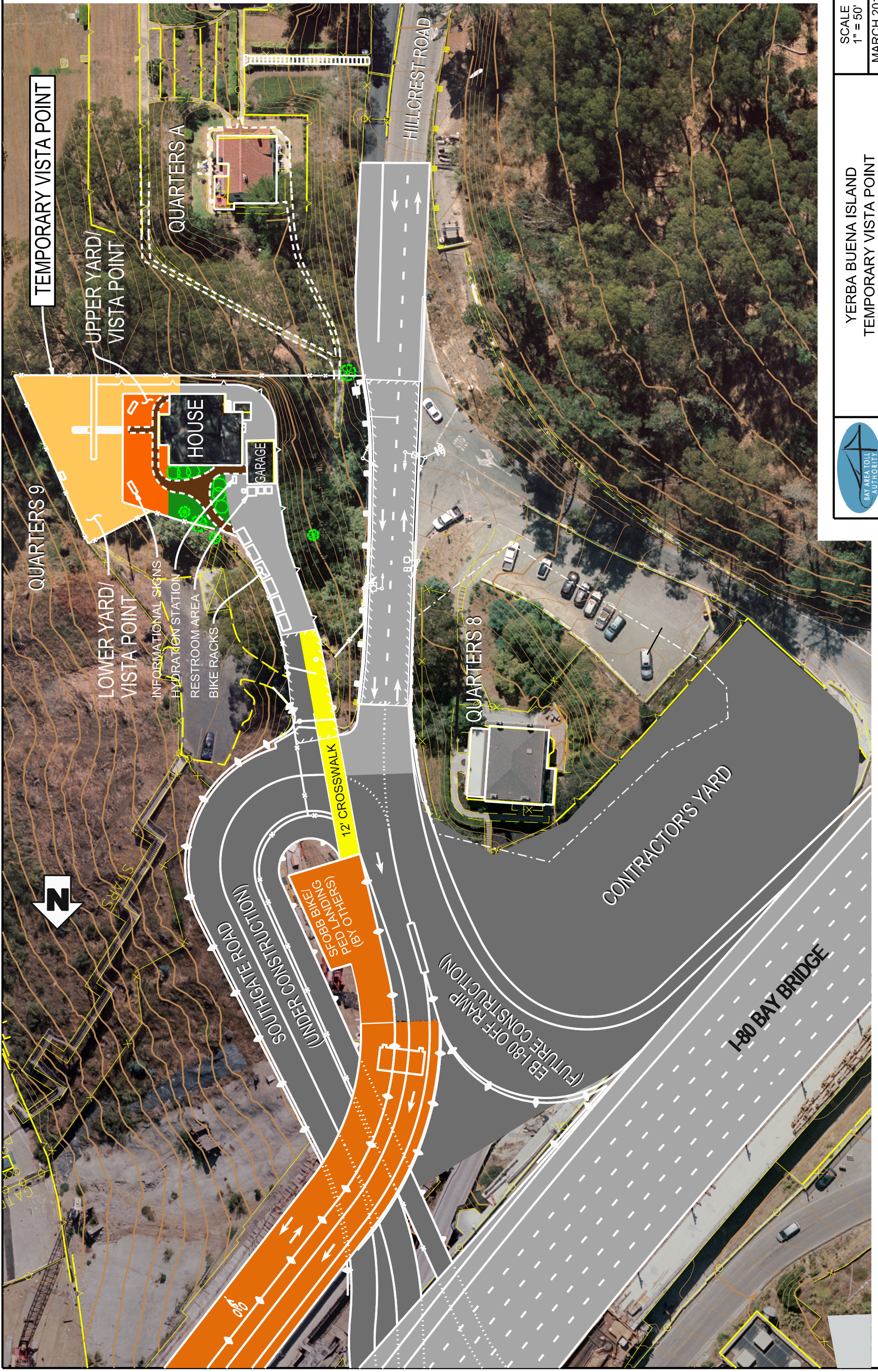
The total estimated cost for the Vista Point improvements is \$2 million. BATA will provide \$1 million of Toll Bridge Funds for its share of the cost and the Transportation Authority's \$1 million share will be funded with Federal Highway Bridge Program and State Prop 1B Seismic Retrofit funds, previously awarded to the Transportation Authority from Caltrans. Fiscal Year 2017/18 year's activities of the MOA are included in the Transportation Authority's proposed Fiscal Year 2017/18 budget.

**CAC POSITION**

The CAC will consider this item at its June 28, 2017 meeting.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Map of Yerba Buena Island Vista Point Improvements



YERBA BUENA ISLAND  
TEMPORARY VISTA POINT

SCALE  
1" = 50'  
MARCH 2016



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# Memorandum

**Date:** June 20, 2017  
**To:** Transportation Authority Board  
**From:** Eric Cordoba – Deputy Director for Capital Projects  
**Subject:** 07/11/17 Board Meeting: Approve a Four-Year Professional Services Contract with WSP USA, Inc. for Construction Management Services for the Yerba Buena Island Westside Bridges Project in an Amount Not to Exceed \$5,500,000, and a Two-Year Professional Services Contract with S&C Engineers, Inc. for Construction Management Services for the Yerba Buena Island Southgate Road Realignment Improvements Project in an Amount Not to Exceed \$3,000,000

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> <li>• Approve a Four-Year Professional Services Contract with WSP USA Inc. (WSP) for Construction Management Services for the Yerba Buena Island (YBI) Westside Bridges Project in an Amount Not to Exceed \$5,500,000</li> <li>• Approve a Two-Year Professional Services Contract with S&amp;C Engineers, Inc. (S&amp;C Engineers) for Construction Management Services for the YBI Southgate Road Realignment Improvements Project in an Amount Not to Exceed \$3,000,000</li> <li>• Authorize the Executive Director to Negotiate Contract Payment Terms and Non-Material Contract Terms and Conditions</li> </ul> <p><b>SUMMARY</b></p> <p>The Transportation Authority will be administering the YBI Westside Bridges and YBI Southgate Road Realignment Improvements construction work. A Request for Proposals (RFP) for construction management services for both projects was issued in May, three proposals were received, and a multi-agency technical review panel recommended WSP to provide construction management services for the YBI Westside Bridges Project and S&amp;C Engineers to provide construction management services for the YBI Southgate Road Realignment Improvements Project.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input checked="" type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Procurement</li> <li><input type="checkbox"/> Other:</li> </ul> <hr/>
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**DISCUSSION**

**Background.**

The Transportation Authority has been working jointly with the Treasure Island Development Authority (TIDA) and the Office of Economic and Workforce Development (OEWD) on the development of the I-80/YBI Interchange Improvement Project. The Transportation Authority is in the process of completing the YBI Ramps Improvement Project – Phase 1, which included

## Agenda Item 6

constructing new westbound on and off ramps (on the east side of YBI) to the new Eastern Span of the San Francisco-Oakland Bay Bridge (SFOBB). It is now proceeding with implementation of two additional construction projects including the YBI Westside Bridges and YBI Southgate Road Realignment Improvements Projects.

### **Project Description.**

The YBI Westside Bridges encompasses eight existing bridge structures on the west side of YBI. These structures generally comprise a viaduct along Treasure Island Road, just north of the SFOBB. The project limits along Treasure Island Road are from the SFOBB to approximately 2,000-feet northward. This stretch of Treasure Island Road includes the bridge structures and portions of “at-grade” roadway. The project purpose is to bring the bridge structures up to current seismic safety standards. To accomplish this, five structures will be seismically retrofitted and three structures will be demolished and replaced with realigned roadway, an overcrossing structure, and new retaining walls.

The YBI Southgate Road Realignment Improvements are Phase 2 of the YBI Ramps project. The YBI Ramps Project – Phase 1 consisted of replacing the existing westbound on-ramp and the westbound off-ramp located on the eastern side of YBI with a new westbound on-ramp and a new westbound off-ramp that would improve the functional roles of the current ramps. The YBI Southgate Road Realignment Improvements will increase the length of the on-ramp and off-ramp on a new alignment to allow the YBI Westbound Ramps Project to function as designed. Southgate Road as realigned would effectively function as an extension of the on- and off-ramps for the YBI Westbound Ramps Project, and would separate traffic heading to westbound and eastbound I-80, thereby eliminating queue spillback onto I-80 and the LOS F intersection. The extended ramps would provide direct access from Hillcrest Road to the westbound on-ramp, and would ensure all truck turning movements are accommodated. In addition, the eastbound off-ramp is being reconstructed.

### **Project Status and Schedule.**

For the YBI Westside Bridges project, environmental clearance for all five bridges that will be seismically retrofitted has been completed, also known as Bridge numbers 1, 4, 7A, 7B and 8. The Categorical Exemptions were approved on December 18, 2012. The plans for seismically retrofitting these five bridges are 35% complete. Environmental clearance for the portion of the project which replaces three bridges (numbers 2, 3, and 6) with realigned roadway, ramp reconstruction, retaining walls and a culvert/tunnel structure is underway. The Area of Potential Effect map that covers the entire project area was approved in December 2015. The Southgate Road Realignment Improvements Project and the Macalla Road Reconstruction Project will need to be completed before construction of the project can begin. The Transportation Authority will be using the Construction Manager/General Contractor (CM/GC) delivery method for the YBI Westside Bridges project. Preliminary engineering has been completed and the planned milestone schedule for the remaining activities is as follows:

<b>Activity</b>	<b>Completion Date</b>
• Notice to Proceed (NTP) Pre-construction Services	August 2017
• Perform Pre-construction Services	August 2017 – December 2018
• Notice to Proceed (NTP) Construction Services	January 2019
• Perform Construction Management Services	January 2019 – December 2020



## Agenda Item 6

The YBI Southgate Road Realignment Improvements Project is being fast-tracked and is required to be completed before the YBI Westside Bridges Project can be constructed. Preliminary engineering has been completed and the planned milestone schedule for the remaining activities is as follows:

<u>Activity</u>	<u>Completion Date</u>
• NTP Pre-construction Services	August 2017
• Perform Pre-construction Services	August 2017 – March 2018
• NTP Construction Services	April 2018
• Perform Construction Management Services	April 2018 – June 2019

### **Procurement Process.**

On May 12, 2017 a RFP was issued for construction management services for these projects. A pre-proposal conference was held on May 22, 2017, which provided opportunities for small businesses and larger firms to meet and form partnerships. A total of 24 firms attended.

We took particular steps to encourage participation from small and disadvantaged business enterprises (DBEs), including outreach efforts to connect many small, disadvantaged and local businesses with potential prime consultants, and advertisements in six local newspapers. We also distributed the RFP, sign-in sheets for the pre-proposal conference, and periodic updates on the RFP to certified small, disadvantaged and local businesses, the Bay Area and cultural Chambers of Commerce, and the Small Business Councils.

On June 12, 2017 three proposals were received in response to the RFP. A multi-agency technical review panel, comprised of staff from the Transportation Authority, TIDA and San Francisco Municipal Transportation Agency evaluated the proposals based on qualifications and other criteria identified in the RFP, including the proposers' understanding of project objectives, technical and management approach, and capabilities and experience. The panel interviewed all three firms on June 22, 2017. Based on the competitive selection process, staff recommends the Board approve professional services contracts with WSP to provide construction management services for the YBI Westside Bridges Project and S&C Engineers to provide construction management services for the YBI Southgate Road Realignment Improvement Project. The panel unanimously agreed both firms were the highest qualified firms given their strong technical understanding of the projects and Caltrans related experience.

The Transportation Authority will receive federal and state financial assistance to fund these contracts from the U.S. Department of Transportation through Caltrans and will adhere to federal regulations pertaining to DBEs. We have established a DBE goal of 10.2% for these contracts. Proposals from all teams met or exceeded the DBE goal. The WSP team includes 18.74% DBE participation from four subconsultants: African-American-owned and San Francisco-based firms, Transamerican Engineers & Associates, Inc. and BioMaAS, Inc., Asian Subcontinent-owned firm, Applied Materials & Engineering, Inc., and Women-owned firm, KL Bartlett Consulting. The S&C Engineers team includes 33.73% DBE participation from three subconsultants: African-American-owned and San Francisco-based firm, Transamerican Engineers & Associates, Inc., and Women-owned firms, Inspection Services, Inc. and KL Bartlett Consulting.

### **Funding.**

The contract for the YBI Westside Bridges project will be 100% reimbursed through a combination of Federal Highway Bridge Program (HBP), State Prop 1B and TIDA funds. The contract for the

## Agenda Item 6

Southgate Road Realignment Improvements project will be 100% reimbursed through a combination of Federal HBP, State Prop 1B, and Bay Area Toll Authority funds.

As provided for in the MOA for Construction Services for the YBI Ramps Improvement Project between the Transportation Authority and TIDA, TIDA is responsible for reimbursing the Transportation Authority for all project costs and any and all costs not covered by state or federal funds. Prior to the project being advertised for construction, the Memorandum of Agreement (MOA) for Construction Services for the YBI Ramps Improvement Project between the Transportation Authority and TIDA will need to be amended to include the Southgate Road Realignment Improvements.

**FINANCIAL IMPACT**

The first year's activities for both contracts are included in the proposed Fiscal Year 2017/18 budget. Sufficient funds will be included in future year budgets to cover the remaining cost of the contracts.

**CAC POSITION**

The CAC will consider this item at its June 28, 2017 meeting.

**SUPPLEMENTAL MATERIALS**

- Attachment 1 – Construction Management Services for the YBI Westside Bridges Project – Scope of Services
- Attachment 2 – Construction Management Services for the YBI Southgate Road Realignment Improvements – Scope of Services

## Attachment 1

### Construction Management Services for the Yerba Buena Island Westside Bridges Project Scope of Services

The Transportation Authority will be using the Construction Manager/General Contractor (CM/GC) project delivery method for the YBI Westside Bridges project. The construction management contract for the Yerba Buena Island Westside Bridges Project will consist of a three-phase effort with Phase 1 consisting of pre-construction services; Phase 2 consisting of construction phase management services, and Phase 3 consisting of post construction phase services.

The construction management (CM) services required will include:

#### Phase 1 - Pre-Construction Services with CM/GC Project Delivery Method

- Resident Engineer or a small team from the CM services team will be involved in the pre-construction phase, along with other participants including Design Consultant, CM/GC and Independent Cost Estimator (ICE), Owner, etc.
- Provide ICE with the following experience construction cost estimator knowledge, skills, and experience:
  - For the Lead Structure and Civil Cost Estimator roles (may be performed by the same person), preference will be given to individuals who have:
    - Proficiency in production-based, heavy civil estimation software platforms
    - Experience performing contractor-style, production-based cost estimates for major bridge, tieback walls and soil nail walls of projects of similar scope, size and complexity to the YBI Westside Bridges project, including experience with:
      - Tall bridge piers,
      - CIDH and CISS foundations,
      - Bridge seismic retrofit,
      - Bridge demolition,
      - Large retaining walls,
      - Steep terrain,
      - Hard rock excavation, and
      - Roadway and interchange work.
    - Experience estimating costs for projects in locations that encounter geotechnical and environmental conditions similar to those encountered at the Project site.
    - Ten or more years of recent and relevant estimating experience in all trades of heavy civil and transportation, along with a knowledge of construction means, methods, and equipment in these areas.
    - Experience with identifying, assessing and pricing risk.

- Experience working on CM/GC projects and an understanding of the CM/GC delivery method, including the roles and responsibilities of the various parties (owner, CM/GC, Design Consultant, ICE, CM) involved.
- Experience working with owners, designers, and CM/GCs, serving as an Independent Cost Estimator on a CM/GC project(s).
- Experience working for a construction contractor estimating and/or managing construction projects that are relevant to the YBI Westside Bridges project.
- Experience estimating projects with Disadvantage Business Enterprise (DBE) including experience in DBE outreach and pricing of DBE work in construction contracts.
- The ICE construction cost estimating scope of services to be provided includes, but is not limited to, the following:
  - Provide an early (prior to 35% Opinion of Probable Construction Cost (OPCC)) independent analysis of cost and schedule impacts for design alternatives (e.g., bridge and wall types) under consideration.
  - Provide independent cost estimates during final design, utilizing contractor style (production-based) methodologies and production-based heavy civil estimating software platforms. Cost estimates are expected to occur at three pricing milestones during the design phase (35%, 65%, 95%) and for the bid for each construction contract (work package). The bid will take place at the point in time when the Transportation Authority, the Design Consultant, and the CM/GC Contractor agree that the Project has been designed to a sufficient level of detail to allow the CM/GC Contractor to accurately bid the Project or work package.
  - Provide summary and detailed cost breakdowns and translate production-based estimates into Transportation Authority unit price estimate format. Utilize Transportation Authority standards with a demonstrated familiarity of California labor laws.
  - Bid review and assessment for recommendation in award of a construction contract.
  - Attend reconciliation meetings between the Transportation Authority and the CM/GC Contractor at pricing milestones and after bid submittal (as necessary) for each contract or work package. The CM/GC Contractor's responsibility at these meetings is to gain a common understanding of bidding assumptions (including means and methods, equipment, material costs, and risk assignment) and advise the Project Team if there are more cost effective ways of accomplishing the work.
  - Provide feedback on risk management which may include risk identification, assessment, cost quantification, and assignment of the probability of occurrence. Document cost savings and efficiencies through the risk management process.
  - Provide assistance to the Project Team with respect to determining cost impacts of: project phasing, labor availability, mobilization and site access, sequence of design and construction, and availability and procurement of equipment and materials.
    - Attend and participate in the following meetings:
    - Initial Kickoff Meeting;
    - Design workshops prior to each pricing milestone and bid;

- Risk workshops prior to each pricing milestone and bid;
  - Price reconciliation meeting(s) following each pricing milestone and bid; and
  - Regular Project Team meetings/conference calls (anticipated to occur each week) during the pre-construction phase of the Project to discuss work in progress, work completed, upcoming priorities, issues, and risks to the Project scope, schedule review and update, and any budget or contract issues. It is anticipated that the ICE will be required to attend, in-person, one of these meetings per month at a co-located project facility, to be determined in the San Francisco areas. The ICE will be expected to participate remotely (conference call/web) in the remaining regularly scheduled Project Team meetings.
- Maintain meeting minutes, including participation, topics, actions items, and decisions made.
  - The construction of this Project will be funded, in part, by Federal Funds and will include a DBE goal for each federally funded construction contract. The CM/GC Contractor will be expected to engage in DBE outreach, including interviewing potential DBEs, to estimate the cost of construction while meeting the specified goal.
  - Demonstrate practicality in approach and concentrate remarks and discussions on critical path and high-risk activities as identified in the Risk /Opportunity Register that will be developed during the Risk Workshops and maintained by the Transportation Authority and the Design Consultant.
  - Provide schedule and cost analysis, as needed, for any change orders issued during the construction phase of the Project.

#### Phase 2 – Construction Phase Services

- Process construction contract for execution by the contractor.
- Arrange for, coordinate and conduct a pre-construction conference, including preparation of meeting minutes.
- Complete review, comment and approval of the Construction Contractor’s baseline schedule of work.
- Perform all necessary construction administration functions as required by the Transportation Authority’s Construction Contract Administration Procedures, Caltrans Standard Specifications, the project Special Provisions, and Caltrans Construction and Local Assistance Procedures Manual including:
  - Perform all required field inspection activities, monitor contractor’s performance and enforce all requirements of applicable codes, specifications, and contract drawings.
  - Provide inspectors for day-to-day on the job observation/inspection of work. The inspectors shall make reasonable efforts to guard against defects and deficiencies in the work of the Construction Contractor and to ensure that provisions of the contract documents are being met.
  - Prepare daily inspection reports documenting observed construction activities.

- Hold weekly progress meetings, weekly or as deemed necessary, between contractors, the Transportation Authority, Caltrans oversight, USCG, TIDA, the City and other interested parties. Prepare and distribute minutes of all meetings.
- Take photographs and videotape recordings of pre-construction field conditions, during construction progress, and post construction conditions.
- Prepare and recommend contractor progress payments including measurements of bid items. Negotiate differences over the amount with the contractor and process payments through the Transportation Authority Project Manager.
- Monitor project budget, purchases and payment.
- Prepare monthly progress reports documenting the progress of construction describing key issues cost status and schedule status.
- Prepare quarterly project status newsletters.
- Establish and process project control documents including:
  - Daily inspection diaries
  - Weekly progress reports
  - Monthly construction payments
  - Requests for Information (RFI)
  - Material certifications
  - Material Submittals
  - Weekly Statement of Working Days
  - Construction Change Orders
  - Review of certified payrolls
- Review of construction schedule updates:
  - Review construction contractor's monthly updates incorporating actual progress, weather delays and change order impacts. Compare work progress with planned schedule and notify construction contractor of project slippage. Review Construction Contractor's plan to mitigate schedule delay. Analyze the schedule to determine the impact of weather and change orders.
- Evaluate, negotiate, recommend, and prepare change orders. Perform quantity and cost analysis as required for negotiation of change orders.
- Analyze additional compensation claims submitted by the Construction Contractor and prepare responses. Perform claims administration including coordinating and monitoring claims responses, logging claims and tracking claims status.
- Process all Construction Contractor submittals and monitor design consultant and Caltrans review activities.
- Review, comment and facilitate responses to RFI's. Prepare responses to RFI on construction issues. Transmit design related RFI's to designer. Conduct meetings with Construction Contractor and other parties as necessary to discuss and resolve RFI's.

- Act as construction project coordinator and the point of contact for all communications and interaction with the Construction Contractor, Caltrans, USCG, TIDA, the City, US Navy, project designer and all affected parties.
- Schedule, manage and perform construction staking in accordance with the methods, procedures and requirements of Caltrans Surveys Manual and Caltrans Staking Information Booklet.
- Schedule, manage, perform and document all field and laboratory testing services. Ensure the Construction Contractor furnishes Certificates of Compliance or source release tags with the applicable delivered materials at the project site. Materials testing shall conform to the requirements and frequencies as defined in the Transportation Authority's Construction Contract Administration Procedures, Caltrans Construction Manual and the Caltrans Materials Testing Manuals.
- Coordinate and meet construction oversight requirements of Caltrans, USCG, TIDA, the City and the US Navy for work being performed within the respective jurisdictions. Construction Manager shall be responsible for coordinating with Caltrans, USCG, TIDA and the City regarding traffic control measures, press releases, responses to public inquiries, and complaints regarding the project.
- Oversee environmental mitigation monitoring performed under a separate contract by the Transportation Authority's design and environmental consultant team. Monitor and enforce Construction Contractor SWPPP compliance.
- Enforce safety and health requirements and applicable regulations for the protection of the public and project personnel.
- Facilitate all necessary utility coordination with respective utility companies.
- Provide coordination and review of Construction Contractor's detours and staging plans with Caltrans, and SFOBB construction management staff.
- Maintain construction documents per Federal and State requirements. Enforce Labor Compliance requirements.
- Quality Assurance/Quality Control (QA/QC) – Establish and implement a QA/QC procedure for construction management activities undertaken by in-house staff and by subconsultants. The QA/QC procedure set forth for the project shall be consistent with Caltrans' most recent version of the "Guidelines for Quality Control/Quality Assurance for Project Delivery". Enforce Quality Assurance requirements.

#### Phase 3 - Post-Construction Services

- Perform Post Construction Phase activities including:
  - Prepare initial punch list and final punch list items.
  - Finalize all bid item, claims, and change orders. Provide contract change order documentation to project designer. Coordinate preparation of record drawings (as-built drawings) by project designer.

- Provide final inspection services and project closeout activities, including preparation of a final construction project report per Federal and State requirements.
- Turn all required construction documents over to Transportation Authority and Caltrans for archiving.

#### General Project Administration

The Construction Manager will also perform the following general project administrative duties:

- a) Prepare a monthly summary of total construction management service charges made to each task. This summary shall present the contract budget for each task, any re-allocated budget amounts, the prior billing amount, the current billing, total billed to date, and a total percent billed to date. Narratives will contain a brief analysis of budget-to-actual expenditure variances, highlighting any items of potential concern for Transportation Authority consideration before an item becomes a funding issue.
- b) Provide a summary table in the format determined by the Transportation Authority indicating the amount of DBE firm participation each month based upon current billing and total billed to date.
- c) Provide a monthly invoice in the standard format determined by the Transportation Authority that will present charges by task, by staff members at agreed-upon hourly rates, with summary expense charges and subconsultant charges. Detailed support documentation for all Construction Manager direct expenses and subconsultant charges will be attached.

The selected Construction Manager shall demonstrate the availability of qualified personnel to perform construction engineering and construction contract administration.

The Construction Manager shall maintain a suitable construction field office in the project area for the duration of the project. Under a separate contract with the Transportation Authority, the Construction Contractor will be required to provide a construction trailer for the construction management team's use which shall include desks, layout table, phone, computers, fax machine, reproduction machine, file cabinets and for use for weekly construction meetings. The Construction Manager shall provide all necessary safety equipment required for their personnel to perform the work efficiently and safely. The Construction Manager personnel shall be provided with radio or cellular-equipped vehicles, digital camera, and personal protective equipment suitable for the location and nature of work involved.

The Construction Manager shall provide for the consultant field personnel a fully operable, maintained and fueled pick-up truck which is suitable for the location and nature of work to be performed (automobiles and vans without side windows are not suitable). Each vehicle shall be equipped with an amber flashing warning light visible from the rear and having a driver control switch.

The Construction Manager field personnel shall perform services in accordance with Caltrans and FHWA criteria and guidelines and subject to the following general requirements:

All reports, calculations, measurements, test data and other documentation shall be prepared on forms specified and/or consistent with Caltrans standards.

All construction management services and construction work must comply with the requirements of the Transportation Authority, Caltrans, USCG and TIDA. The selected Construction Manager will report directly to Eric Cordoba, the Transportation Authority's Project Manager.



The Construction Manager shall demonstrate competency in all fields of expertise required by this RFP. The Transportation Authority is undertaking this effort in its capacity as the Congestion Management Agency (CMA) for San Francisco and in cooperation with TIDA, the City's Mayor's Office, and Caltrans District 4.

**Attachment 2**  
**Construction Management Services for the Yerba Buena Island Southgate Road**  
**Realignment Improvements**  
**Scope of Services**

The Transportation Authority will be using the more traditional Design-Bid-Build project delivery method for Yerba Buena Island (YBI) Southgate Road Realignment Improvements. The construction management contract for the YBI Southgate Road Realignment Improvements project will consist of a three-phase effort with Phase 1 consisting of pre-construction services; Phase 2 consisting of construction phase management services, and Phase 3 consisting of post construction phase services.

The construction management (CM) services required will include:

Phase 1 – Pre-Construction Services

- Perform constructability review of the construction contract documents (construction plans, special provisions, bid proposal and relevant information) for the project and submit a constructability report on discrepancies, inconsistencies, omissions, ambiguities, proposed changes and recommendations.
- Perform biddability review of the 100% contract documents (construction plans, special provisions, bid proposal and relevant information) for the project and submit a biddability report on discrepancies, inconsistencies, omissions, ambiguities, proposed changes and recommendations.
- Prepare a detailed CPM construction schedule including pre-construction and construction activities.
- Management of the construction contract bidding phase; and management of the pre-bid conference and bid opening procedures including review of bids, bid bonds, insurance certificates and related contractor bid proposal submittals; and assist the Transportation Authority in selecting the recommended lowest qualified bidder.
- Process construction contract for execution by the contractor.
- Arrange for, coordinate and conduct a pre-construction conference, including preparation of meeting minutes.
- Complete review, comment and approval of the Construction Contractor’s baseline schedule of work.

Phase 2 – Construction Phase Services

- Perform all necessary construction administration functions as required by the Transportation Authority’s Construction Contract Administration Procedures, Caltrans Standard Specifications, the project Special Provisions, and Caltrans Construction and Local Assistance Procedures Manual including:
  - Perform all required field inspection activities, monitor contractor’s performance and enforce

- all requirements of applicable codes, specifications, and contract drawings.
- Provide inspectors for day-to-day on the job observation/inspection of work. The inspectors shall make reasonable efforts to guard against defects and deficiencies in the work of the Construction Contractor and to ensure that provisions of the contract documents are being met.
  - Prepare daily inspection reports documenting observed construction activities.
  - Hold weekly progress meetings, weekly or as deemed necessary, between contractors, the Transportation Authority, Caltrans oversight, USCG, TIDA, the City and other interested parties. Prepare and distribute minutes of all meetings.
  - Take photographs and videotape recordings of pre-construction field conditions, during construction progress, and post construction conditions.
  - Prepare and recommend contractor progress payments including measurements of bid items. Negotiate differences over the amount with the contractor and process payments through the Transportation Authority Project Manager.
  - Monitor project budget, purchases and payment.
  - Prepare monthly progress reports documenting the progress of construction describing key issues cost status and schedule status.
  - Prepare quarterly project status newsletters.
  - Establish and process project control documents including:
    - Daily inspection diaries
    - Weekly progress reports
    - Monthly construction payments
    - Requests for Information (RFI)
    - Material certifications
    - Material Submittals
    - Weekly Statement of Working Days
    - Construction Change Orders
    - Review of certified payrolls
  - Review of construction schedule updates:
    - Review construction contractor's monthly updates incorporating actual progress, weather delays and change order impacts. Compare work progress with planned schedule and notify construction contractor of project slippage. Review Construction Contractor's plan to mitigate schedule delay. Analyze the schedule to determine the impact of weather and change orders.
  - Evaluate, negotiate, recommend, and prepare change orders. Perform quantity and cost analysis as required for negotiation of change orders.
  - Analyze additional compensation claims submitted by the Construction Contractor and prepare responses. Perform claims administration including coordinating and monitoring claims

responses, logging claims and tracking claims status.

- Process all Construction Contractor submittals and monitor design consultant and Caltrans review activities.
- Review, comment and facilitate responses to RFI's. Prepare responses to RFI on construction issues. Transmit design related RFI's to designer. Conduct meetings with Construction Contractor and other parties as necessary to discuss and resolve RFI's.
- Act as construction project coordinator and the point of contact for all communications and interaction with the Construction Contractor, Caltrans, USCG, TIDA, the City, US Navy, project designer and all affected parties.
- Schedule, manage and perform construction staking in accordance with the methods, procedures and requirements of Caltrans Surveys Manual and Caltrans Staking Information Booklet.
- Schedule, manage, perform and document all field and laboratory testing services. Ensure the Construction Contractor furnishes Certificates of Compliance or source release tags with the applicable delivered materials at the project site. Materials testing shall conform to the requirements and frequencies as defined in the Transportation Authority's Construction Contract Administration Procedures, Caltrans Construction Manual and the Caltrans Materials Testing Manuals.
- Coordinate and meet construction oversight requirements of Caltrans, USCG, TIDA, the City and the US Navy for work being performed within the respective jurisdictions. Construction Manager shall be responsible for coordinating with Caltrans, USCG, TIDA and the City regarding traffic control measures, press releases, responses to public inquiries, and complaints regarding the project.
- Oversee environmental mitigation monitoring performed under a separate contract by the Transportation Authority's design and environmental consultant team. Monitor and enforce Construction Contractor SWPPP compliance.
- Enforce safety and health requirements and applicable regulations for the protection of the public and project personnel.
- Facilitate all necessary utility coordination with respective utility companies.
- Provide coordination and review of Construction Contractor's detours and staging plans with Caltrans, and San Francisco Bay Bridge construction management staff.
- Maintain construction documents per Federal and State requirements. Enforce Labor Compliance requirements.
- Quality Assurance/Quality Control (QA/QC) – Establish and implement a QA/QC procedure for construction management activities undertaken by in-house staff and by subconsultants. The QA/QC procedure set forth for the project shall be consistent with Caltrans' most recent version of the "Guidelines for Quality Control/Quality Assurance for Project Delivery". Enforce Quality Assurance requirements.

### Phase 3 – Post-Construction Services

- Perform Post Construction Phase activities including:
  - Prepare initial punch list and final punch list items.
  - Finalize all bid item, claims, and change orders. Provide contract change order documentation to project designer. Coordinate preparation of record drawings (as-built drawings) by project designer.
  - Provide final inspection services and project closeout activities, including preparation of a final construction project report per Federal and State requirements.
  - Turn all required construction documents over to Transportation Authority and Caltrans for archiving.

### General Project Administration

The Construction Manager will also perform the following general project administrative duties:

- a) Prepare a monthly summary of total construction management service charges made to each task. This summary shall present the contract budget for each task, any re-allocated budget amounts, the prior billing amount, the current billing, total billed to date, and a total percent billed to date. Narratives will contain a brief analysis of budget-to-actual expenditure variances, highlighting any items of potential concern for Authority consideration before an item becomes a funding issue.
- b) Provide a summary table in the format determined by the Transportation Authority indicating the amount of DBE firm participation each month based upon current billing and total billed to date.
- c) Provide a monthly invoice in the standard format determined by the Transportation Authority that will present charges by task, by staff members at agreed-upon hourly rates, with summary expense charges and subconsultant charges. Detailed support documentation for all Construction Manager direct expenses and subconsultant charges will be attached.

The Construction Manager shall demonstrate the availability of qualified personnel to perform construction engineering and construction contract administration.

The Construction Manager shall maintain a suitable construction field office in the project area for the duration of the project. Under a separate contract with the Transportation Authority, the Construction Contractor will be required to provide a construction trailer for the construction management team's use which shall include desks, layout table, phone, computers, fax machine, reproduction machine, file cabinets and for use for weekly construction meetings. The Construction Manager shall provide all necessary safety equipment required for their personnel to perform the work efficiently and safely. The Construction Manager personnel shall be provided with radio or cellular-equipped vehicles, digital camera, and personal protective equipment suitable for the location and nature of work involved.

The Construction Manager shall provide for the consultant field personnel a fully operable, maintained and fueled pick-up truck which is suitable for the location and nature of work to be performed (automobiles and vans without side windows are not suitable). Each vehicle shall be equipped with an amber flashing warning light visible from the rear and having a driver control switch.

The Construction Manager field personnel shall perform services in accordance with Caltrans and FHWA criteria and guidelines and subject to the following general requirements:

All reports, calculations, measurements, test data and other documentation shall be prepared on forms specified and/or consistent with Caltrans standards.

All construction management services and construction work must comply with the requirements of the Authority, Caltrans, USCG and TIDA. The selected Construction Manager will report directly to Eric Cordoba, the Transportation Authority's Project Manager.

The successful Construction Manager shall demonstrate competency in all fields of expertise required by this RFP. The Transportation Authority is undertaking this effort in its capacity as CMA for San Francisco and in cooperation with TIDA, the City's Mayor's Office, and Caltrans District 04.



# Memorandum

**Date:** June 21, 2017  
**To:** Transportation Authority Board  
**From:** Anna LaForte – Deputy Director for Policy and Programming  
**Subject:** 07/11/2017 Board Meeting: Allocation of \$5,440,926 in Prop K Sales Tax Funds for Two Requests, with Conditions, and Appropriation of \$100,000 in Prop K Funds for One Request

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Allocate \$5,440,926 in Prop K sales tax funds for two requests:</p> <ul style="list-style-type: none"> <li>• Traffic Signal Upgrade Contract 34 (\$4,860,000 to the SFMTA)</li> <li>• Golden Gate Park Traffic Safety (\$580,926 to the SFMTA)</li> </ul> <p>Appropriate \$100,000 in Prop K funds:</p> <ul style="list-style-type: none"> <li>• District 10 Mobility Management Study [NTIP Planning]</li> </ul> <p><b>SUMMARY</b></p> <p>We have received two Prop K allocation requests from the San Francisco Municipal Transportation Agency (SFMTA) and are requesting appropriation of Prop K funds for one project for a total of about \$5.5 million. Attachment 1 lists the requests including identifying supervisorial district(s) for each project. Attachment 2 provides a brief description of each project. Attachment 3 contains the staff recommendations including any special conditions.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contracts</li> <li><input type="checkbox"/> Procurement</li> <li><input type="checkbox"/> Other: _____</li> </ul>
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**DISCUSSION**

We have received 3 requests totaling \$5,540,926 in Prop K sales tax funds that we are recommending for allocation or appropriation. Attachment 1 summarizes the requests, including information on proposed leveraging (i.e. stretching Prop K 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. A detailed scope, schedule, budget and funding plan for each project is included in the attached Allocation Request Forms. Attachment 3 summarizes the staff recommendations for the requests, highlighting special conditions and other items of interest.

**FINANCIAL IMPACT**

The recommended action would allocate \$5,440,926 and appropriate \$100,000 in Fiscal Year (FY) 2017/18 Prop K sales tax funds. The allocations and appropriation would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the attached Allocation Request Forms.

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Attachment 4 shows the total approved FY 2017/18 allocations and appropriation to date assuming Board approval of the allocations and appropriations included on its June 27 meeting agenda, with associated annual cash flow commitments as well as the recommended allocations, appropriation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the proposed FY 2017/18 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 will consider this item at its June 28, 2017 meeting.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Summary of Applications Received

Attachment 2 – Project Descriptions

Attachment 3 – Staff Recommendations

Attachment 4 – Prop K Allocation Summary – FY 2017/18

Attachment 5 – Prop K/AA Allocation Request Forms (3)



Attachment 1: Summary of Applications Received

Source	EP Line No./Category <sup>1</sup>	Project Sponsor <sup>2</sup>	Project Name	Current Prop K Request	Current Prop AA Request	Total Cost for Requested Phase(s)	Leveraging			District(s)	
							Expected Leveraging by EP Line <sup>3</sup>	Actual Leveraging by Project Phase(s) <sup>4</sup>	Phase(s) Requested		
Prop K	33, 38	SEMTA	Traffic Signal Upgrade Contract 34	\$ 4,860,000		\$ 4,886,000	41%	1%	Construction	1-3, 5-11	
Prop K	38	SEMTA	Golden Gate Park Traffic Safety	\$ 580,926		\$ 580,926	51%	0%	Design, Construction	1, 4, 5	
Prop K	44	SFCTA	District 10 Mobility Management Study [NTIP Planning]	\$ 100,000		\$ 100,000	40%	0%	Planning	10	
<b>TOTAL</b>							<b>\$ 5,540,926</b>	<b>\$ -</b>	<b>\$ 5,566,926</b>	<b>42%</b>	<b>0%</b>

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 2012 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).

2 Acronyms: SFCTA (San Francisco County Transportation Authority); SFMTA (San Francisco Municipal Transportation Agency).

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

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

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

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
33, 38	SFMTA	Traffic Signal Upgrade Contract 34	\$4,860,000		Prop K funds are requested for construction of traffic signal-related upgrades at 14 locations across the city, including nine intersections on the Vision Zero High Injury Network. Upgrades include new controllers, poles, mast arms, larger signal heads, pedestrian countdown indicators, curb ramps, accessible pedestrian signals and left turn phasing at certain locations. See Attachment 5, page 5 of the subject allocation request form for the list of upgrades planned for each location. The SFMTA expects to complete this project by March 2019.
38	SFMTA	Golden Gate Park Traffic Safety	\$580,926		Requested funds will fund the design and construction of traffic calming devices and minor traffic modifications throughout Golden Gate Park, as specified in the 2016 Mayor's Executive Directive on bicycle and pedestrian safety. Improvements include speed humps, speed tables, raised crosswalks, a one-way conversion on 30th Avenue, and corridor striping improvements on JFK Drive. See Attachment 5, pages 11-12 of the subject allocation request form for maps of the improvements. The SFMTA expects all devices and modifications to be open for use by March 2018.
44	SFCTA	District 10 Mobility Management Study [NTIP Planning]	\$100,000		Commissioner Cohen requested this District 10 Neighborhood Transportation Improvement Program (NTIP) Planning study to identify strategies to improve transit services, maintain access, and mitigate congestion impacts, including those on climate and the environment, of anticipated new development in District 10. Tasks include: defining the study area, purpose and need for actions beyond approved/pending development mitigation measures; designing mobility management scenario components; conducting outreach; and evaluation of the benefits and impacts of the scenario. The study is expected to be complete by December 2018.
<b>TOTAL</b>			<b>\$5,540,926</b>	<b>\$</b>	<b>-</b>

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

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

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended	Recommendations
33, 38	SFMTA	Traffic Signal Upgrade Contract 34	\$ 4,860,000		<b>5-Year Prioritization Program (5YPP) Amendments:</b> Recommendation is contingent upon concurrent amendments to the Signals and Signs and Traffic Calming 5YPPs to re-program funds deobligated from projects completed under budget (\$872,187). The Signals and Signs 5YPP amendment would also re-program design funds from the South Van Ness Signal Upgrade (12) and Gough Corridor Signal Upgrade (14) projects (\$206,371) which have advanced to construction using non-Prop K funding sources. The recommended Traffic Calming 5YPP amendment would re-program design funds for the 8th Street Streetscape project (\$481,442) which is fully funded with impact fees from the Eastern Neighborhoods area plan and Prop A General Obligation bond funds. See attached 5YPP amendments for details.
38	SFMTA	Golden Gate Park Traffic Safety	\$ 580,926		<b>Multi-phase Allocation:</b> We are recommending a multi-phase allocation given the overlap in the design and construction phases and the short duration of the project. <b>5YPP Amendment:</b> Recommendation is contingent on a concurrent amendment to the Traffic Calming 5YPP to add the subject project with funds to be reprogrammed from the construction phase of the Howard Street Streetscape project (\$590,000), which is fully funded with impact fees from the Eastern Neighborhoods area plan. See attached 5YPP amendment for details.
44	SFCTA	District 10 Mobility Management Study [NTIP Planning]	\$ 100,000		
<b>TOTAL \$</b>			<b>5,540,926</b>	<b>\$ -</b>	

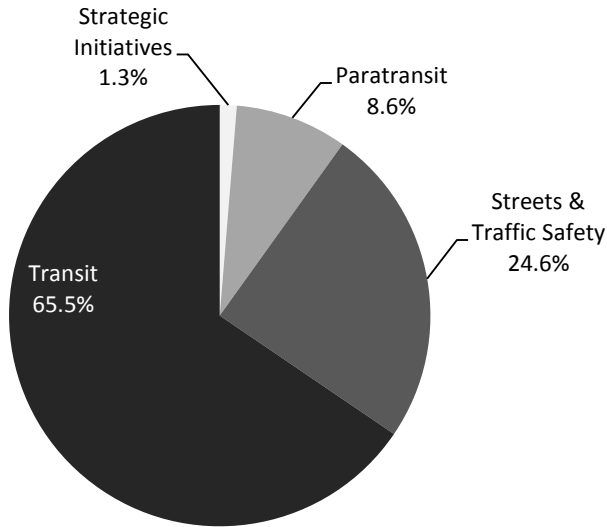
<sup>1</sup> See Attachment 1 for footnotes.

**Attachment 4.  
Prop K Allocation Summary - FY 2017/18**

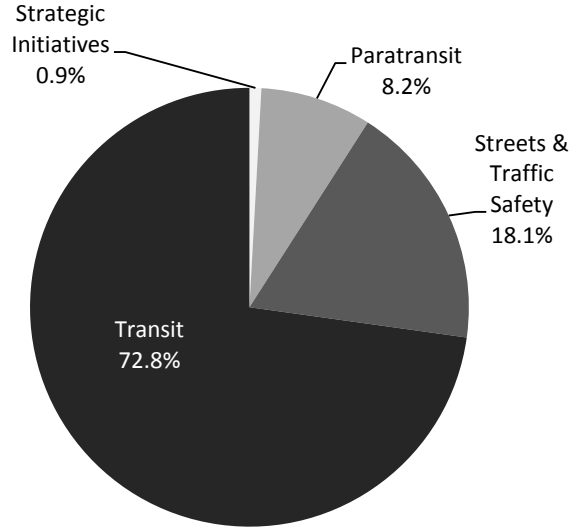
<b>PROP K SALES TAX</b>						
		<b>CASH FLOW</b>				
	<b>Total</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>
Prior Allocations	\$ 56,064,751	\$ 27,311,640	\$ 27,619,722	\$ 645,389	\$ 488,000	\$ -
Current Request(s)	\$ 5,540,926	\$ 1,520,926	\$ 4,020,000	\$ -	\$ -	\$ -
New Total Allocations	\$ 61,605,677	\$ 28,832,566	\$ 31,639,722	\$ 645,389	\$ 488,000	\$ -

The above table shows maximum annual cash flow for all FY 2017/18 allocations approved to date and the allocations pending approval at the June 27 Board meeting, along with the current recommended allocation(s).

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



**Prop K Investments To Date**



**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**FY of Allocation Action:** 2017/18

**Project Name:** Traffic Signal Upgrade Contract 34

**Grant Recipient:** San Francisco Municipal Transportation Agency - DPT

**EXPENDITURE PLAN INFORMATION**

**Prop K EP category:** Signals and Signs - Maintenance and Renovations: (EP-33)

**Prop K EP Line Number (Primary):** 33      **Current Prop K Request:** \$ 4,860,000

**Prop K Other EP Line Numbers:** 38

**Prop AA Category:** \_\_\_\_\_

**Current Prop AA Request:** \$ -

**Supervisorial District(s):** District 01, District 02, District 03, District 05, District 06, District 07, District 08, District 09, District 10, District 11

**REQUEST**

**Brief Project Description (type below)**

This request will fund the construction of traffic signal-related upgrades at 14 locations across the city. Upgrades will include new controllers, poles, mast arms, larger signal heads, pedestrian countdown signals, curb ramps, accessible pedestrian signals and protected left turn phasing in certain locations. Nine of the intersections are located on the Vision Zero High Injury Network, which encompasses the pedestrian, bicycle, and vehicle high injury corridors.

**Detailed Scope, Project Benefits and Community Outreach (type below)**

See attached.

**Project Location (type below)**

See attached.

**Project Phase (select dropdown below)**

Construction (CON)

**Map or Drawings Attached?** Yes

**Other Items Attached?** Yes

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan? Named Project

Is the requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan? Greater than Programmed Amount

Prop K 5YPP Amount: \$ 3,300,000 Prop AA Strategic Plan Amount:

Please describe and justify the necessary amendment:

The programmed amount shown above includes two placeholders in the Signals and Signs 5YPP, both for Traffic Signal Upgrades (15 Locations). To fully fund the project SFMTA's request also includes amendments to the Signals and Signs and Traffic Calming 5YPPs to re-program funds to the subject project.

**Signals and Signs:**

- Re-program \$46,100 from the design phase of the South Van Ness Signal Upgrade (12); project is in construction and fully funded by SFMTA Operating funds.
- Re-program \$160,271 from the design phase of the Gough Corridor Signal Upgrade (14) project; project is in construction and is fully funded by Prop AA vehicle registration fees.
- Program \$508,030 in funds deobligated from multiple previous allocations that were completed under budget.

**Traffic Calming:**

- Re-program \$481,442 from the design phase of the 8th Street Streetscape project to the subject project; that project is fully funded by Eastern Neighborhoods impact fees and General Obligation bonds.
- Program \$364,157 in funds deobligated from multiple previous allocations that were completed under budget.

## Traffic Signal Upgrade Contract 34 Background and Scope

The San Francisco Municipal Transportation Agency (SFMTA) is seeking \$4,860,000 in Prop K Sales Tax funds toward the construction phase of traffic signal upgrades at 14 locations and related pedestrian improvements to be constructed under Traffic Signal Upgrade Contract 34. Traffic safety at these locations will be improved either through the addition of protected left turn phasing and/or improved signal visibility. Signal visibility improvements will include new poles and mast arm mounted signals with larger signal heads. Related pedestrian safety improvements include pedestrian countdown signals (PCS) and curb ramps where missing. Other improvements at signal upgrade locations will include new controllers, conduit and wiring where they are needed to implement the signal modifications. Nine of the 14 locations are on bicycle corridors in the Vision Zero High Injury Network, and the planned signal improvements are intended to reduce cyclist injuries. Contract work at a 15<sup>th</sup> location included in the scope of Traffic Signal Upgrade Contract 34 will be funded by SFMTA operating funds.

In June 2015 the Transportation Authority allocated \$518,000 for the design phase of Traffic Signal Upgrade Contract 34. The current request reflects an increase in the construction phase cost estimate of \$2,104,000, or 76%, when compared to the engineer's 2015 estimate for the cost of construction. Changes in scope at several project intersections are most responsible for this cost escalation. The design process revealed that conduits installed in the 1990s at 11<sup>th</sup> Street/13<sup>th</sup> Street/Bryant/Division and at Alemany/Crescent/Putnam have failed and require replacement in order to construct the proposed safety improvements; complications resulting from the presence of sub-sidewalk basements at Battery/Pine required the design of custom traffic signal pole foundations and curb ramps resulting in added construction costs; and the inclusion of additional civil improvements at Dewey/Laguna Honda/Woodside to improve safety and accessibility for bicyclists and pedestrians were not accounted for in initial cost estimates. Also, 15<sup>th</sup> location was added to the 14 locations included at the beginning of the design phase, adding to the overall cost of the project (see location discussion below). More generally, traffic signal project costs have increased due to the fact that bid prices have risen substantially in the past year due to a bidding environment with a limited number of contractors, rising costs of labor, and the complexity of traffic signal projects.

The specific scope for each location under this project is described in Table 1. The table describes the intended project scope, number of curb ramps anticipated to be included in the project, supervisorial district and whether the intersection is located on a Vision Zero High-Injury Network. The table also indicates when the intersection was first installed, which is an indication of the age of the signal infrastructure. Some intersections have been upgraded since the original installation, and in that case a second year is shown. In cases where the intersection has not been upgraded over the last 30 years, the project will replace all underground and above-ground signal infrastructure including conduits and poles. The typical life-cycle of a traffic signal is 30 years.

### Location Selection Criteria

The intersections in this scope were selected after careful review by SFMTA staff of traffic operations and collision patterns on a regular basis. Locations are prioritized based on collision history, traffic volumes, benefits to roadway users including pedestrians, bicyclists, transit and motorists, proximity to schools or senior centers and any joint departmental opportunities (e.g. scheduled paving projects, corridor improvements). All supervisorial districts are represented in the Contract 34 scope except District 4 which has only 4% of the City's traffic signals, many of which are relatively new and thus are not in need of upgrades. The Great Highway is under consideration for a future signal upgrades project. Lake Merced/Higuera was removed from the scope as approved for the design phase because a development project adjacent to the intersection has committed to design and construct a full upgrade of the traffic signals and street lighting. Battery/Broadway was added as a replacement location to improve traffic signal visibility. Work to facilitate the conversion of an existing traffic signal at Broderick/Post to an all-way stop was added, and is being funded by SFMTA operating funds. The intersection of Broderick/Post has very low traffic volumes, and does not justify the maintenance of the existing traffic signal. The traffic signal is at the end of

its useful life, and needs to be either removed or replaced. Replacing the signal with all-way STOP control is appropriate for the conditions, and is a more efficient use of funds.

Implementation: SFMTA's Sustainable Streets Division has been managing the scope of the detailed design. SFPW's Infrastructure Design and Construction division will manage the issuance and administration of the contract for construction by a competitively bid contract.

Task Work Performed By:

- |                           |   |
|---------------------------|---|
| - Construction Management | PW Infrastructure Construction Management |
| - Contract Support        | PW Infrastructure Design and Construction |
| - Construction Support    | SFMTA Sustainable Streets Division        |



**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**TABLE 1. CONTRACT 34 LOCATIONS**

ID	Intersection (year signal was installed) *	Scope	Pedestrian Safety Element **	Curb Ramps to be built	District	Muni Routes	Vision Zero High Injury Network
1	7 <sup>th</sup> and Brannan Streets (1957, 2002)	Add protected left turn phasing on Brannan	Minimize ped conflicts with left turns	--	6	19, 83X	--
2	11 <sup>th</sup> , 13 <sup>th</sup> , Bryant and Division Streets (1956, 1997)	Add protected left turn phasing; high injury location for cyclists	Minimize ped conflicts with left turns	9	6, 9, 10	9, 27, 47	Y
3	24 <sup>th</sup> and Dolores Streets (1953)	Add protected left turn	Add PCS crossing 24th Ave.	--	8	48	--
4	43 <sup>rd</sup> Avenue and Fulton Street (1972)	Add protected left turn	Add PCS crossing 43rd Ave.	--	1	5	--
5	Alemany and Putnam Streets (1956, 1990?)	Add protected left turn	Add PCS crossing freeway ramp	--	9	23, 67	Y
6	Arguello and Fulton Streets (1952, 1990?)	Add protected left turn phasing; high injury location for cyclists; full upgrade	Add PCS crossing Arguello	--	1	5, 33	Y
7	Battery and Broadway (1959)	Improve Signal Visibility	Minimize red light running	--	3	10, 12, 82X	Y
8	Battery and Pine Streets (1949)	Improve Signal Visibility	Minimize red light running	2	3	--	Y
9	California and Laguna Streets (1970)	Improve Signal Visibility	Add PCS at all crossings	8	2, 5	--	Y
10	California and Buchanan Streets (1985)	Improve Signal Visibility	Add PCS at all crossings	--	2, 5	--	Y
11	Capitol and Sagamore Sts (1976)	Improve Signal Visibility; improve bike lane alignment		--	11	54	--
12	Dewey and Laguna Honda Boulevard (1954, 1990s)	Improve Signal Visibility; Reconfigure islands to facilitate bus turns	Open west crosswalk (currently closed)	5	7	36, 43, 44, 52	--
13	Duboce Ave and Valencia Street (1955, 1996)	Add protected left turn phasing; high injury location for cyclists		--	8, 9	--	Y
14	Oak Street and Masonic Avenue (1955, 2002)	Add protected left turn phase	Minimize ped conflicts with left turns	--	5	43	Y
15	Broderick and Post Street	Convert Signalized Intersection to All-Way STOP	Convert Signalized Intersection to All-Way STOP (funded by SFMTA Operating Funds instead of Prop K)				

\* The first year shown indicates when signal was first installed. A second date shows when signal was last upgraded.

\*\* "PCS" = Pedestrian Countdown Signal

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**Project Name:** Traffic Signal Upgrade Contract 34

**ENVIRONMENTAL CLEARANCE**

**Environmental Type:** Categorically Exempt

**PROJECT DELIVERY MILESTONES**

Enter dates below for ALL project phases, not just for the current request, based on the best information available. For PLANNING requests, please only enter the schedule information for the PLANNING phase.

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (PLAN)				
Environmental Studies (PA&ED)	Oct-Dec	2016	Jan-Mar	2017
Right-of-Way				
Design Engineering (PS&E)	Jul-Sep	2015	Jul-Sep	2017
Advertise Construction	Oct-Dec	2017		
Start Construction (e.g. Award Contract)	Jan-Mar	2018		
Operations (i.e., paratransit)				
Open for Use			Jan-Mar	2019
Project Completion (means last eligible expenditure)			Jul-Sep	2019

**SCHEDULE DETAILS**

Provide dates for any COMMUNITY OUTREACH planned during the requested phase(s). Identify PROJECT COORDINATION with other projects in the area (e.g. paving, MUNI Forward) and relevant milestone dates (e.g. design needs to be done by DATE to meet paving schedule). List any timely use-of-funds deadlines (e.g. federal obligation deadline). If a project is comprised of MULTIPLE SUB-PROJECTS, provide milestones for each sub-project. For PLANNING EFFORTS, provide start/end dates for each task.

Coordination with other projects: The **Alemany Blvd/Putnam Avenue** intersection improvements were coordinated with the recommendations in the Transportation Authority's Alemany Interchange Improvement Study. The **Capitol/Sagamore** and **43rd/Fulton** locations already had new underground conduits installed as part of recent paving projects in order to avoid breaking the 5-year paving moratorium. The **11th and Bryant Street** signal upgrade is coordinated with the Eastbound 13th Street Safety Project which added a bike lane on eastbound 13th Street.

Environmental Clearance for the project was obtained in February 2017 from the SF Planning Department. A public hearing is anticipated to be held in June 2017 to discuss minor traffic changes needed as part of the safety improvements such as a new "Left Lane Must Turn Left" regulation, rescinding a "No Left Turn" restriction, and establishing Tow-Away No Stopping Anytime. These minor changes are not expected to generate citizen concerns since the changes are low-impact. The Broderick/Post location was environmentally cleared by SFMTA, and was approved at a public hearing and the SFMTA Board in early 2017.

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**Project Name:** Traffic Signal Upgrade Contract 34

**FUNDING PLAN - FOR CURRENT REQUEST**

Enter the funding plan for the phase(s) that are the subject of the CURRENT REQUEST. Totals should match those shown in the Cost Summary below.

Prop K EP Category	Amount	If requesting funds from multiple, EP line items, use table at left to indicate the amount requested from each line item.
Signals and Signs - Maintenance and Renovations: (EP-33)	\$4,014,401	
Traffic Calming: (EP-38)	\$845,599	
<b>Total:</b>	<b>\$ 4,860,000</b>	

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ 1,560,000	\$ 3,300,000	\$ -	\$ 4,860,000
Prop AA	\$ -	\$ -	\$ -	\$ -
SFMTA Operating	\$ -	\$ 26,000	\$ -	\$ 26,000
	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,560,000</b>	<b>\$ 3,326,000</b>	<b>\$ -</b>	<b>\$ 4,886,000</b>

**FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)**

Enter the funding plan for all phases (planning through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown in the Cost Summary below.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ 1,560,000	\$ 3,300,000	\$ 518,000	\$ 5,378,000
Prop AA	\$ -	\$ -	\$ -	\$ -
SFMTA Operating	\$ -	\$ 26,000	\$ -	\$ 26,000
	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,560,000</b>	<b>\$ 3,326,000</b>	<b>\$ 518,000</b>	<b>\$ 5,404,000</b>

**COST SUMMARY**

Show total cost for ALL project phases (in year of expenditure dollars) based on best available information. Source of cost estimate (e.g. 35% design, vendor quote) is intended to help gauge the quality of the cost estimate, which should improve in reliability the farther along a project is in its development.

Phase	Total Cost	Prop K - Current Request	Prop AA - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering (PLAN)	\$ -	\$ -		
Environmental Studies (PA&ED)	\$ -	\$ -		
Right-of-Way	\$ -	\$ -		
Design Engineering (PS&E)	\$ 518,000	\$ -	\$ -	Actuals + Cost to Complete
Construction (CON)	\$ 4,886,000	\$ 4,860,000	\$ -	Engineer's estimate at 95% design and based on previous projects
Operations (Paratransit)	\$ -	\$ -		
<b>Total:</b>	<b>\$ 5,404,000</b>	<b>\$ 4,860,000</b>	<b>\$ -</b>	

**% Complete of Design:** 95% as of 5/11/2017  
**Expected Useful Life:** 30 Years

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**PROPOSED REIMBURSEMENT SCHEDULE FOR CURRENT REQUEST** (instructions as noted below)

Use the table below to enter the proposed reimbursement schedule for the current request. Prop K and Prop AA policy assume these funds will not be reimbursed at a rate greater than their proportional share of the funding plan for the relevant phase unless justification is provided for a more aggressive reimbursement rate. If the current request is for multiple phases, please provide separate reimbursement schedules by phase. If the proposed schedule exceeds the years available, please attach a file with the requested information.

<b>Fund Source</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21+</b>	<b>Total</b>
Prop K	\$ -	\$ 860,000	\$ 4,000,000	\$ -	\$ -	\$ <b>4,860,000</b>
Prop AA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**Project Name:** Traffic Signal Upgrade Contract 34

**MAJOR LINE ITEM BUDGET**

**CONSTRUCTION**

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)						
Budget Line Item	Totals	% of contract	SFPW	SFMTA	Contractor	
1. Contract						
Task 1: Signals/Mountings	\$ 315,000	11%			\$ 315,000	
Task 2: Poles	\$ 433,000	15%			\$ 433,000	
Task 3: Pullboxes/Conduits	\$ 580,000	20%			\$ 580,000	
Task 4: Wiring	\$ 380,000	13%			\$ 380,000	
Task 5: Traffic Routing	\$ 205,000	7%			\$ 205,000	
Task 6: Misc	\$ 388,000	14%			\$ 388,000	
Task 7: Curb Ramps	\$ 530,000	19%			\$ 530,000	
Subtotal	\$ 2,831,000				\$ 2,831,000	
2. Contingency	\$ 430,500	15%	\$ 430,500			
3. MTA Provided Materials						
Controller Cabinets	\$ 180,000	6%		\$ 180,000		
Accessible Ped Signals	\$ 250,000	9%		\$ 250,000		
Ped Countdown Modules	\$ 15,000	1%		\$ 15,000		
Wireless Sensors	\$ 79,000	3%		\$ 79,000		
Subtotal	\$ 524,000	19%		\$ 524,000		
4. Construction Management/ Support	\$ 1,100,000	39%	\$ 700,000	\$ 400,000		
5. Other Direct Costs *	\$ 500	0%	\$ 500			
<b>TOTAL CONSTRUCTION PHASE</b>	<b>\$ 4,886,000</b>		<b>\$ 1,131,000</b>	<b>\$ 924,000</b>	<b>\$ 2,831,000</b>	

\* City Attorney Review

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**TRANSPORTATION AUTHORITY RECOMMENDATION**

**This section is to be completed by Transportation Authority Staff.**

**Last Updated:** 6/21/2017      **Res. No:** \_\_\_\_\_      **Res. Date:** \_\_\_\_\_

**Project Name:** Traffic Signal Upgrade Contract 34

**Grant Recipient:** San Francisco Municipal Transportation Agency - DPT

<b>Funding Recommended:</b>	<b>Action</b>	<b>Amount</b>	<b>Phase</b>
	Prop K Allocation	\$ 4,860,000	Construction (CON)
	<b>Total:</b>	<b>\$ 4,860,000</b>	

**Total Prop K Funds:** \$ 4,860,000      **Total Prop AA Funds:** \$ -

**Justification for multi-phase recommendations and notes for multi-sponsor recommendations:**

**Fund Expiration Date:** 3/31/2020      **Eligible expenses must be incurred prior to this date.**

<b>Intended Future Action</b>	<b>Action</b>	<b>Amount</b>	<b>Fiscal Year</b>	<b>Phase</b>

Trigger:

**Deliverables:**

1. Quarterly progress reports shall provide the percent complete for each location and the percent complete for the overall project, in addition to all other requirements described in the Standard Grant Agreement (SGA). Over the course of the project quarterly progress reports should include 2-3 photos of work in progress for recent activities and/or of completed work. See SGA for details.
2.

**Special Conditions:**

1. The recommended allocation is contingent upon concurrent amendments to the Signals and Signs and Traffic Calming 5YPPs. See attached 5YPP amendment for details.
2. SFMTA may not incur expenses for the construction phase until Transportation Authority staff releases the funds (\$4,860,000) pending receipt of evidence of completion of design (e.g. copy of certifications page).
3. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**TRANSPORTATION AUTHORITY RECOMMENDATION**

**This section is to be completed by Transportation Authority Staff.**

**Last Updated:** 6/21/2017      **Res. No:** \_\_\_\_\_      **Res. Date:** \_\_\_\_\_

**Project Name:** Traffic Signal Upgrade Contract 34

**Grant Recipient:** San Francisco Municipal Transportation Agency - DPT

**Notes:**

1. \_\_\_\_\_
2. \_\_\_\_\_

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.53%	No Prop AA
Actual Leveraging - This Project	0.48%	No Prop AA

**SFCTA Project**

**Reviewer:** P&PD

**SGA PROJECT NUMBER**

**Sponsor:** San Francisco Municipal Transportation Agency - DPT

**SGA Project Number:** 133-907xxx      **Name:** Traffic Signal Upgrade Contract 34 - EP33

**Phase:** Construction (CON)      **Fund Share:** 99.47%

**Cash Flow Distribution Schedule by Fiscal Year**

Fund Source	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21+	Total
Prop K		\$710,000	\$ 3,304,401			<b>\$4,014,401</b>

**Sponsor:** San Francisco Municipal Transportation Agency - DPT

**SGA Project Number:** 138-907xxx      **Name:** Traffic Signal Upgrade Contract 34 - EP38

**Phase:** Construction (CON)      **Fund Share:** 99.47%

**Cash Flow Distribution Schedule by Fiscal Year**

Fund Source	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21+	Total
Prop K		\$150,000	695,599			<b>\$845,599</b>

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**FY of Allocation Action:** 2017/18

**Current Prop K Request:** \$ 4,860,000

**Current Prop AA Request:** \$ -

**Project Name:** Traffic Signal Upgrade Contract 34

**Grant Recipient:** San Francisco Municipal Transportation Agency - DPT

1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

<p><b>Required for Allocation Request Form Submission</b> Initials of sponsor staff member verifying the above statement</p>
<p>JG</p>

**CONTACT INFORMATION**

**Project Manager**

**Grants Section Contact**

Name: Geraldine De Leon

Joel Goldberg

Title: Engineer

Manager of Capital Procurement & Management

Phone: 415-701-4675

415-646-2520

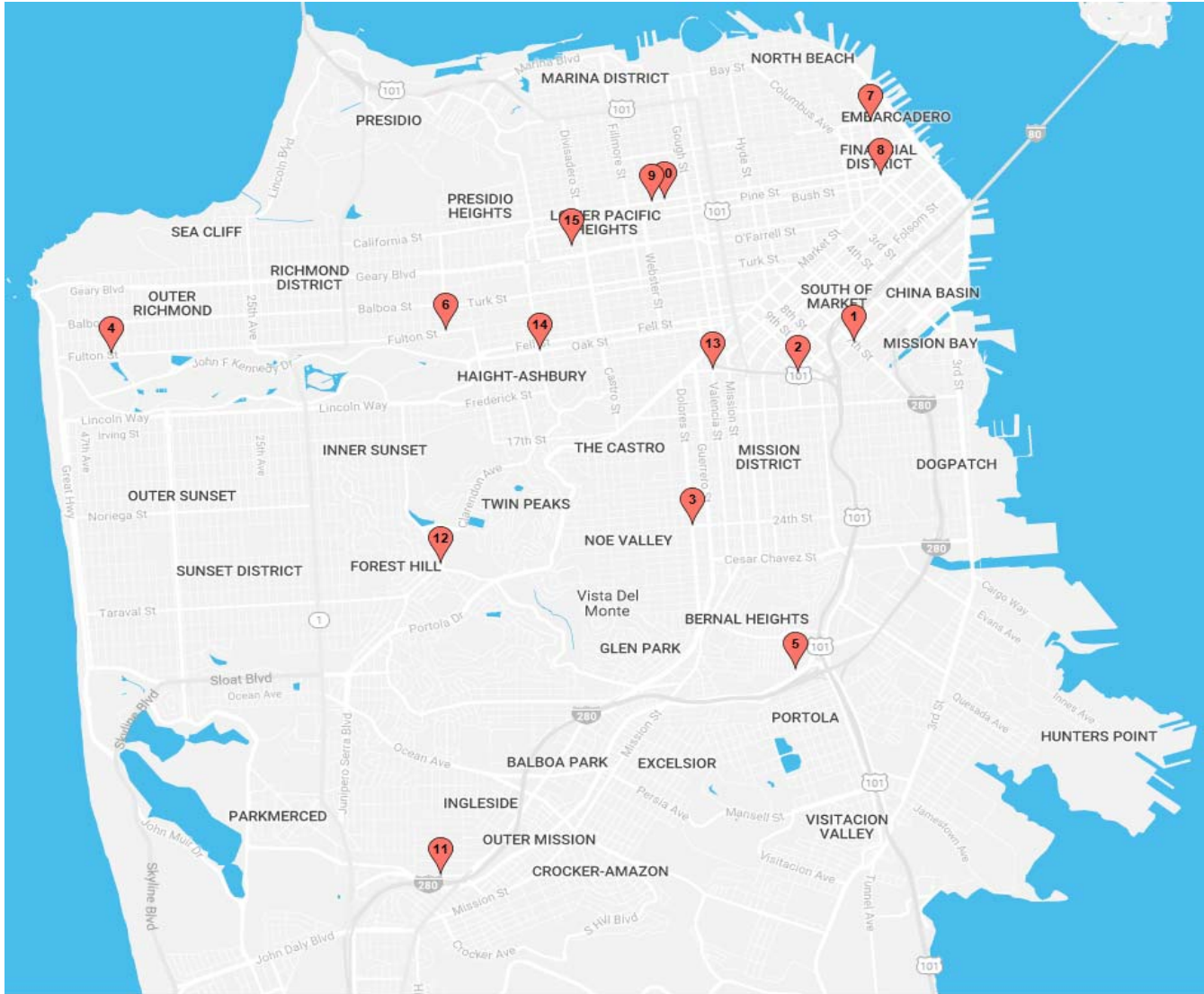
Email: [Geraldine.DeLeon@sfmta.com](mailto:Geraldine.DeLeon@sfmta.com)

[joel.goldberg@sfmta.com](mailto:joel.goldberg@sfmta.com)



San Francisco County Transportation Authority  
 Prop K/Prop AA Allocation Request Form

MAPS AND DRAWINGS



No	Location	Scope
1	7th Street and Brannan Street	Left Turn Phasing
2	11th Street and Bryant Street	Left Turn Phasing
3	24th Street and Dolores Street	Left Turn Phasing, add PCS, full upgrade
4	43rd Avenue and Fulton Street	Left Turn Phasing, add PCS, full upgrade
5	Alemany Boulevard and Putnam Avenue	Left Turn Phasing
6	Arguello Blvd. and Fulton Street	Left Turn Phasing, add PCS
7	Battery Street and Broadway	Signal visibility
8	Battery Street and Pine Street	Signal visibility, full Upgrade
9	Buchanan Street and California Street	Signal visibility, add PCS, full upgrade
10	California Street and Laguna Street	Signal visibility, add PCS, full upgrade
11	Capitol Ave and Sagamore Street	Remove median poles, full upgrade
12	Dewey Blvd and Laguna Honda Blvd	Rechannelize, cut median, open crosswalk
13	Duboce Avenue and Valencia Street	Left Turn Phasing
14	Masonic Avenue and Oak Street	Left Turn Phasing
15	Broderick Sreet and Post Street	Remove traffic signal and install All-way STOP

**Prop K 5-Year Project List (FY 2014/15 - 2018/19)**  
**Signals and Signs (EP 33)**  
**Programming and Allocations to Date**  
 Pending 7/25/2017 Board

Agency	Project Name	Phase(s)	Status	Fiscal Year					Total
				2014/15	2015/16	2016/17	2017/18	2018/19	
<b>Follow-the-Paving</b>									
SFMTA	Follow-the-Paving (Spot Traffic Signal Improvements) <sup>3</sup>	PS&E, CON	Programmed	\$0					\$0
SFMTA	Follow-the-Paving (Spot Traffic Signal Improvements) <sup>3</sup>	PS&E, CON	Programmed		\$0				\$0
SFMTA	Traffic Signal Conduit Contract <sup>3</sup>	CON	Allocated		\$400,000				\$400,000
SFMTA	Follow-the-Paving (Spot Traffic Signal Improvements)	PS&E, CON	Programmed			\$200,000			\$200,000
SFMTA	Follow-the-Paving (Spot Traffic Signal Improvements)	PS&E, CON	Programmed				\$200,000		\$200,000
SFMTA	Follow-the-Paving (Spot Traffic Signal Improvements)	PS&E, CON	Programmed					\$150,000	\$150,000
<b>Traffic Signal Upgrades</b>									
SFMTA	Traffic Signal Upgrades (15 Locations) <sup>1,4,7</sup>	PS&E	Programmed	\$0					\$0
SFMTA	Traffic Signal Upgrade Contract 34 [Vision Zero] <sup>4</sup>	PS&E	Allocated		\$518,000				\$518,000
SFMTA	7th Avenue and Lincoln Way Intersection Improvements <sup>1</sup>	CON	Allocated	\$95,476					\$95,476
SFMTA	Traffic Signal Upgrades (15 Locations) <sup>7,10</sup>	CON	Programmed		\$0				\$0
SFMTA	Traffic Signal Upgrades (15 Locations) <sup>10</sup>	PS&E	Programmed		\$0				\$0
SFMTA	Traffic Signal Upgrade Contract 34 <sup>10</sup>	CON	Pending				\$4,014,401		\$4,014,401
SFMTA	Webster Street Pedestrian Signals <sup>7</sup>	CON	Allocated			\$1,358,206			\$1,358,206
SFMTA	Webster Street Pedestrian Signals - Additional Funds <sup>9</sup>	CON	Allocated			\$185,000			\$185,000
SFMTA	Franklin/Divisadero Corridor Signal Upgrade	CON	Programmed		\$272,080				\$272,080
SFMTA	Franklin and Divisadero Corridor Signal Upgrade	CON	Allocated		\$3,162,920				\$3,162,920

Prop K 5-Year Project List (FY 2014/15 - 2018/19)

Signals and Signs (EP 33)  
Programming and Allocations to Date

Pending 7/25/2017 Board

Agency	Project Name	Phase(s)	Status	Fiscal Year					Total
				2014/15	2015/16	2016/17	2017/18	2018/19	
SFMTA	Eddy and Ellis Traffic Calming Improvement <sup>8</sup>	CON	Allocated			\$310,000			\$310,000
SFMTA	19th Avenue Signals Phase III	PS&E	Allocated	\$630,000					\$630,000
SFMTA	19th Avenue Signals Phase III	CON	Allocated			\$2,520,000			\$2,520,000
SFMTA	3rd Street Traffic Signal Detection Upgrade - Phase 1	CON	Allocated	\$300,000					\$300,000
SFMTA	3rd Street Traffic Signal Detection Upgrade - Phase 2	CON, PROC	Programmed			\$300,000			\$300,000
SFMTA	3rd Street Traffic Signal Detection Upgrade - Phase 3	CON, PROC	Programmed				\$457,950		\$457,950
SFMTA	Traffic Signal Visibility Upgrades (12) <sup>7</sup>	CON, PROC	Programmed		\$0				\$0
SFMTA	South Van Ness Conduit Installation <sup>6</sup>	CON	Programmed	\$0					\$0
SFMTA	South Van Ness Signal Upgrade (12) <sup>6,10</sup>	PS&E	Programmed	\$0					\$0
SFMTA	South Van Ness Traffic Signal Upgrade <sup>6</sup>	CON	Allocated		\$552,000				\$552,000
SFMTA	South Van Ness Signal Upgrade (12)	CON	Programmed			\$1,434,900			\$1,434,900
SFMTA	Polk Corridor Signal Upgrade <sup>2,5,7</sup>	PS&E	Programmed	\$0					\$0
SFMTA	Polk Street Traffic Signal Upgrade <sup>2</sup>	CON	Allocated	\$382,900					\$382,900
SFMTA	Polk Corridor Signal Upgrade <sup>5,7</sup>	CON	Programmed		\$0				\$0
SFMTA	Polk Streetscape Signal Modifications <sup>5</sup>	CON	Allocated		\$516,000				\$516,000
SFMTA	Gough Corridor Signal Upgrade (14) <sup>8,10</sup>	PS&E	Programmed	\$0					\$0
SFMTA	Gough Corridor Signal Upgrade (14)	CON	Programmed		\$2,450,000				\$2,450,000
SFMTA	Gough Corridor Signal Upgrade	PS&E	Allocated		\$135,000				\$135,000
SFMTA	Great Highway Traffic Signal Upgrade (8)	CON	Programmed			\$607,729			\$607,729
SFMTA	Van Ness BRT SFgo Signal Improvements	CON	Allocated		\$2,275,000				\$2,275,000
SFMTA	Neighborhood Transportation Improvement Program (NTIP)	PS&E, CON	Programmed		\$357,729				\$357,729

**Prop K 5-Year Project List (FY 2014/15 - 2018/19)**  
**Signals and Signs (EP 33)**  
**Programming and Allocations to Date**

Pending 7/25/2017 Board

Agency	Project Name	Phase(s)	Status	Fiscal Year				Total	
				2014/15	2015/16	2016/17	2017/18		2018/19
<b>Total Programmed in 5YPP</b>				\$1,408,376	\$10,638,729	\$6,915,835	\$4,672,351	\$150,000	\$23,785,291
<b>Total Allocated and Pending in 5YPPs</b>				\$1,408,376	\$7,558,920	\$4,373,206	\$4,014,401	\$0	\$17,354,903
<b>Total Deobligated in 5YPPs</b>				\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Unallocated in 5YPPs</b>				\$0	\$3,079,809	\$2,542,629	\$657,950	\$150,000	\$6,430,388
<b>Total Programmed in 2014 Strategic Plan</b>				\$3,653,371	\$13,540,229	\$5,062,629	\$657,950	\$150,000	\$23,064,179
<b>Deobligated from Prior 5YPP Cycles **</b>				\$721,112					\$721,112
<b>Cumulative Remaining Programming Capacity</b>				\$2,966,107	\$5,867,607	\$4,014,401	\$0	\$0	\$0

\*\* "Deobligated from prior 5YPP cycles" includes deobligations from allocations approved prior to the current 5YPP period.

Programmed
Pending Allocation/Appropriation
Board Approved Allocation/Appropriation

**FOOTNOTES:**

- 5YPP Amendment to fully fund 7th Avenue and Lincoln Way Intersection Improvements (Resolution 15-046, 03/24/2015):  
 Traffic Signal Upgrades (15 Locations): Reduced by \$95,476 in FY 2014/15 design funds. 7th Avenue and Lincoln Way is one of the 15 locations covered by this placeholder.  
 7th Avenue and Lincoln Way: Added project with \$95,476 for construction.
- 5YPP Amendment to reprogram \$382,900 from the PS&E phase to the construction phase of the Polk Street Traffic Signal Upgrade project (Resolution 2015-061, 6/23/2015):  
 To accommodate allocation of \$400,000 for Traffic Signal Conduit Contract (Resolution 15-061, 6/23/2015):  
 Reduced placeholder for Follow-the-Paving (Spot Traffic Signal Improvements) from \$200,000 in FY 2014/15 and \$200,000 in FY 2015/16 design/construction funds to \$0.  
 Added Traffic Signal Conduit Contract with \$400,000 in FY 2015/16 construction funds.
- To accommodate allocation of \$518,000 for Traffic Signal Conduit Contract (Resolution 15-061, 6/23/2015):  
 Reduced programming for Traffic Signal Upgrades (15 Locations) from \$564,524 in FY 2014/15 design funds to \$46,524;  
 Added Traffic Signal Upgrade Contract 34 [Vision Zero] with \$518,000 in FY 2015/16 design funds.
- To accommodate allocation of \$516,000 for Polk Streetscape Signal Modifications project (Resolution 2016-028, 12/15/2015):  
 Polk Corridor Signal Upgrade: Reduced by \$277,100 in FY2014/15 design funds and \$238,900 in FY2015/16 construction funds.  
 Added Polk Streetscape Signal Modifications with \$516,000 in FY2015/16 construction funds.

**Prop K 5-Year Project List (FY 2014/15 - 2018/19)**

**Signals and Signs (EP 33)**

**Programming and Allocations to Date**

Pending 7/25/2017 Board

Agency	Project Name	Phase(s)	Status	Fiscal Year			Total
				2014/15	2015/16	2016/17	

<sup>6</sup> To accommodate allocation of \$552,000 for South Van Ness Signal Upgrade project (Resolution 2016-040, 2/23/2016):

South Van Ness Conduit Installation: Reduced by \$200,000 in FY2014/15 design/construction funds.

South Van Ness Signal Upgrade: Reduced by \$352,000 in FY2014/15 design funds.

Added South Van Ness Signal Upgrade with \$552,000 in FY2015/16 construction funds.

<sup>7</sup> To accommodate allocation of \$1,358,206 to Webster Street Pedestrian Signals (Resolution 17-002, 7/26/2016)

Traffic Signal Upgrades: Reduced by \$46,524 in FY2014/15 design funds. Project to be funded via Prop B.

Traffic Signal Visibility Upgrades: Reduced by \$300,000 in FY2015/16 construction funds. Project to be funded via Prop B.

Polk Corridor Signal Upgrade: Reduced by \$277,100 in FY2014/15 design funds and \$706,500 in FY2015/16 construction funds. Project to be completed under budget.

Cumulative Remaining Programming Capacity (Funds Deobligated from Prior 5YPP Cycles): Reduced from \$239,713 to \$211,631.

<sup>8</sup> 5YPP amendment to fully fund Eddy and Ellis Traffic Calming Improvement (Resolution 17-07, 9/27/2016)

Gough Corridor Signal Upgrade (14): Reduced by \$167,729 in FY2014/15 design funds. Project is fully funded and in progress.

Eddy and Ellis Traffic Calming Improvement: Increased by \$167,729 to fully fund construction in FY2016/17.

<sup>9</sup> 5YPP amendment to fully fund Webster Street Pedestrian Signals - Additional Funds (Resolution 17-035,03/21/2017)

Cumulative Remaining Programming Capacity (Funds Deobligated from Prior 5YPP Cycles): Reduced from \$354,394 to \$169,394.

Webster Street Pedestrian Signals - Additional Funds: Added project with \$185,000 in FY2016/17 construction funds.

<sup>10</sup> 5YPP amendment to fund Traffic Signal Upgrade Contract 34 (Resolution 17-0XX, 7/25/2017)

Traffic Signal Upgrades (15 Locations): Placeholders reduced from \$2,640,000 to \$0 in FY 2015/16 design funds and \$660,000 to \$0 in FY 2015/16 construction funds.

South Van Ness Signal Upgrade (12): Reduced from \$46,100 to \$0 in FY 2014/15 design funds. Project is in construction and is fully funded with SFMTA Operating funds.

Gough Corridor Signal Upgrade (14): Reduced from \$160,271 to \$0 in FY 2014/15 design funds. Project is in construction and is fully funded with Prop AA funds.

Cumulative Remaining Programming Capacity (Funds Deobligated from Prior 5YPP Cycles): Reduced from \$508,030 to \$0.

Traffic Signal Upgrade Contract 34: Added project with \$4,014,401 in FY 2017/18 construction funds.

**Prop K 5-Year Project List (FY 2014/15 - 2018/19)**  
**Traffic Calming (EP 38)**  
**Programming and Allocations to Date**  
 Pending 7/25/2017 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2014/15	2015/16	2016/17	2017/18	2018/19	
<b>Local/Neighborhood Track</b>									
SFMTA	Local Track Application-Based Traffic Calming	CON	Programmed	\$0					\$0
SFMTA	Local Track Application-Based Traffic Calming <sup>14</sup>	CON	Pending				\$646,407		\$646,407
SFMTA	Local Track Application-Based Traffic Calming <sup>3,8</sup>	PLAN/ CER	Programmed	\$0					\$0
SFMTA	Local Track Application-Based Traffic Calming <sup>3</sup>	PLAN/ CER	Allocated		\$203,400				\$203,400
SFMTA	Local Track Application-Based Traffic Calming	PS&E	Programmed	\$0					\$0
SFMTA	Local Track Application-Based Traffic Calming <sup>14</sup>	PS&E	Pending				\$80,918		\$80,918
SFMTA	Local Track Application-Based Traffic Calming <sup>8</sup>	Any	Programmed		\$0				\$0
SFMTA	Local Track Application-Based Traffic Calming <sup>8</sup>	PLAN/ CER	Allocated			\$213,525			\$213,525
SFMTA	Local Track Application-Based Traffic Calming <sup>14</sup>	PLAN/ CER	Pending				\$213,525		\$213,525
SFMTA	Local Track Application-Based Traffic Calming	Any	Programmed			\$567,226			\$567,226
SFMTA	Local Track Application-Based Traffic Calming	Any	Programmed				\$600,000		\$600,000
SFMTA	Local Track Application-Based Traffic Calming	Any	Programmed					\$600,000	\$600,000
SFMTA	Local Track Application-Based Traffic Calming	PLAN/ CER	Programmed	\$0					\$0
SFMTA	Proactive Residential Traffic Calming Improvements <sup>12</sup>	Any	Programmed		\$878,751				\$878,751
SFMTA	Proactive Residential Traffic Calming Improvements	Any	Programmed			\$903,651			\$903,651
SFMTA	Proactive Residential Traffic Calming Improvements	PS&E, CON	Programmed				\$853,651		\$853,651
SFMTA	Proactive Residential Traffic Calming Improvements	PS&E, CON	Programmed					\$853,654	\$853,654
SFMTA	Wiggle Neighborhood Green Corridor <sup>12</sup>	CON	Allocated			\$224,900			\$224,900
SFMTA	Traffic Calming Implementation (Prior Area-wide Plans) <sup>2,5,9,11</sup>	PLAN, PS&E, CON	Allocated	\$0		\$1,789,000			\$1,789,000
SFMTA	Traffic Calming Implementation (Prior Area-wide Plans) <sup>9</sup>	CON	Allocated			\$1,500,000			\$1,500,000
SFMTA	Traffic Calming Implementation (Prior Area-wide Plans) <sup>2</sup>	PS&E	Allocated	\$25,000					\$25,000
SFMTA	Traffic Calming Implementation (Prior Area-wide Plans) <sup>2</sup> - DEOBLIGATION	PS&E	Deobligated	(\$32)					(\$32)
SFPW	Sloat Boulevard Pedestrian Improvements <sup>5</sup>	CON	Allocated		\$122,477				\$122,477
SFMTA, other eligible	Neighborhood Transportation Improvement Program (NTIP) <sup>6,12</sup>	PS&E, CON	Programmed		\$970,000				\$970,000
SFPW	South Park Traffic Calming [NTIP Capital] <sup>6</sup>	CON	Allocated			\$30,000			\$30,000

# Programming and Allocations to Date

Pending 7/25/2017 Board

Agency	Project Name	Phase	Status	Fiscal Year				Total
				2014/15	2015/16	2016/17	2017/18	
<b>Schools Track</b>								
SFMTA	Schools Track Traffic Calming Program	PLAN/ CER	Programmed				\$44,000	\$44,000
SFMTA	Schools Track Traffic Calming Program	PS&E	Programmed				\$50,000	\$50,000
SFMTA	Schools Track Traffic Calming Program	CON	Programmed				\$110,000	\$110,000
SFMTA	Cesar Chavez Elementary Safe Routes to School	PS&E	Programmed		\$59,885			\$59,885
SFMTA	Cesar Chavez Elementary Safe Routes to School	CON	Programmed			\$37,365		\$37,365
SFMTA	Redding Elementary Safe Routes to School	PS&E	Programmed	\$18,352				\$18,352
SFMTA	Redding Elementary Safe Routes to School	CON	Programmed			\$91,760		\$91,760
SFMTA	Bessie Carmichael Safe Routes to School	PS&E	Programmed	\$115,000				\$115,000
SFMTA	Bessie Carmichael Safe Routes to School	CON	Programmed		\$68,820			\$68,820
SFMTA	John Yehall Chin Safe Routes to School <sup>1</sup>	PLAN/ CER	Allocated	\$40,433				\$40,433
SFMTA	John Yehall Chin Safe Routes to School <sup>1</sup>	PLAN/ CER	Deobligated	(\$4,433)				(\$4,433)
SFMTA	John Yehall Chin Safe Routes to School <sup>1</sup>	PS&E	Programmed	\$6,242				\$6,242
SFMTA	John Yehall Chin Safe Routes to School	CON	Programmed			\$20,646		\$20,646
<b>Arterials and Commercial Corridors Track</b>								
SFMTA	Columbus Avenue Corridor Improvements	PS&E	Programmed	\$150,000				\$150,000
SFMTA	Howard Street Streetscape <sup>7</sup>	PLAN/ CER	Programmed		\$0			\$0
SFMTA	Howard Street Streetscape <sup>7</sup>	PS&E	Programmed			\$120,000		\$120,000
SFMTA	Glen Park Phase 2 <sup>7</sup>	PLAN/ CER	Allocated			\$260,000		\$260,000
SFMTA	Howard Street Streetscape <sup>15</sup>	CON	Programmed				\$9,074	\$9,074
SFMTA	8th Street Streetscape <sup>16</sup>	PS&E	Programmed		\$164,518			\$164,518
SFMTA	WalkFirst Rectangular Rapid Flashing Beacons <sup>10</sup>	CON	Allocated			\$399,000		\$399,000
SFMTA	Arterials Track Traffic Calming Program <sup>4</sup>	PLAN/ CER	Programmed	\$0				\$0
SFMTA	Arterials Track Traffic Calming Program <sup>4, 13</sup>	PLAN/ CER, PS&E	Programmed		\$0			\$0
SFMTA	Taylor Street Safety Project	PLAN	Allocated		\$220,000			\$220,000
SFMTA	Lombard Street US-101 Corridor [NTIP Capital] <sup>4</sup>	PS&E	Allocated		\$138,586			\$138,586
SFMTA	Lombard Street US-101 Corridor [NTIP Capital] <sup>4</sup>	CON	Allocated		\$33,000			\$33,000
SFMTA	Sloat/Skyline Intersection Alternatives Analysis [NTIP Capital] <sup>13</sup>	PLAN/ CER	Allocated			\$151,298		\$151,298
SFMTA	Arterials Track Traffic Calming Program <sup>13</sup>	PLAN/ CER, PS&E	Programmed			\$19,859		\$19,859
SFMTA	Golden Gate Park Traffic Safety <sup>15</sup>	PS&E, CON	Pending				\$580,926	\$580,926
SFMTA	Traffic Signal Upgrade Contract 34 <sup>16</sup>	CON	Pending				\$845,599	\$845,599

**Programming and Allocations to Date**

Pending 7/25/2017 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2014/15	2015/16	2016/17	2017/18	2018/19	
<b>Follow-the-Paving</b>									
SFMTA	Follow-the-Paving: Spot Improvements	CON	Programmed	\$100,000					\$100,000
SFMTA	Follow-the-Paving: Spot Improvements	CON	Programmed			\$100,000			\$100,000
SFMTA	Follow-the-Paving: Spot Improvements	CON	Programmed					\$100,000	\$100,000
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	CON	Programmed	\$49,100					\$49,100
SFPW	San Jose Avenue Follow the Paving	CON	Allocated	\$250,900					\$250,900
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	PS&E	Programmed		\$75,000				\$75,000
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	CON	Programmed			\$100,000			\$100,000
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	PS&E	Programmed				\$75,000		\$75,000
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	CON	Programmed					\$33,600	\$33,600
<b>Total Programmed in 5YPP</b>				\$750,562	\$2,934,437	\$6,528,230	\$3,999,100	\$1,697,254	\$15,909,582

<b>Total Allocated and Pending in 5YPP</b>				\$316,333	\$717,463	\$4,567,723	\$2,367,375	\$0	\$7,968,894
<b>Total Deobligated from Prior 5YPP Cycles **</b>				(\$4,465)	\$0	\$0	\$0	\$0	(\$4,465)
<b>Total Unallocated in 5YPP</b>				\$438,694	\$2,216,974	\$1,960,507	\$1,631,725	\$1,697,254	\$7,945,154

<b>Total Programmed in 2014 Strategic Plan</b>				\$4,268,627	\$3,877,459	\$2,247,022	\$2,212,651	\$1,697,254	\$14,303,013
<b>Deobligated from Prior 5YPP Cycles **</b>				\$1,606,569					\$1,606,569
<b>Cumulative Remaining Programming Capacity</b>				\$5,124,634	\$6,067,656	\$1,786,449	\$0	\$0	\$0

Programmed
Pending Allocation/Appropriation
Board Approved Allocation/Appropriation

**FOOTNOTES:**

- <sup>1</sup> 5YPP amendment to add \$28,758 for the planning/conceptual engineering phase of John Yehall Chin Safe Routes to School (Resolution 15-017, 11.25.14)
- John Yehall Chin Safe Routes to School: Reduced programming for the design phase in FY 2014/15 from \$35,000 to \$6,242 to fund the project's planning/conceptual engineering phase.
- <sup>2</sup> 5YPP amendment to reprogram \$25,000 in FY 14/15 funds currently programmed to the construction phase of "Traffic Calming Implementation (Prior Area-wide Plans)" to the design phase.
- <sup>3</sup> Local Track Application-Based Traffic Calming funds from FY 2014/15 (\$203,476) were allocated to Local Track Application-Based Traffic Calming in FY 2015/16.
- <sup>4</sup> 5YPP amendment to fund the Lombard Street US-101 Corridor [NTIP Capital] (Resolution 16-06, 7/28/15)
- Arterials Track Traffic Calming Program: Reduced programming for the planning/conceptual engineering phase in FY 2014/15 from \$100,000 to \$0 and in FY 2015/16 from \$369,143 to \$297,557.
- <sup>5</sup> 5YPP amendment to fund Sloat Boulevard Pedestrian Improvements (Resolution 16-28, 12.15.15)
- Lombard Street US-101 Corridor [NTIP Capital]: Added project with \$138,586 for the design phase and \$33,000 for the construction phase in FY 2015/16.
- Traffic Calming Implementation (Prior Area-wide Plans): Reduced programming for construction phase in FY 2014/15 from \$2,563,600 to \$2,441,123.
- Sloat Boulevard Pedestrian Improvements: Added project with \$122,477 for the construction phase in FY 2015/16.
- <sup>6</sup> 5YPP amendment to fund construction phase of South Park Traffic Calming (Resolution 17-002, 7/26/16)
- Neighborhood Transportation Improvement Program (NTIP) design or construction: Reduced placeholder from \$1,000,000 in FY 2016/17 to \$970,000.
- South Park Traffic Calming [NTIP Capital]: Added project with \$30,000 in FY 2016/17 construction funds.



**Programming and Allocations to Date**

Pending 7/25/2017 Board

Agency	Project Name	Phase	Status	Fiscal Year			Total
				2014/15	2015/16	2016/17	

- <sup>7</sup> 5YPP amendment to fund planning phase of Glen Park Phase 2 (Resolution 17-002, 7/26/16)  
Howard Streetscape Improvement: Reduced from \$80,000 to zero in FY 15/16 and from \$300,000 to \$120,000 in FY 16/17.  
Glen Park Phase 2: Added project with \$260,000 in FY 2016/17 planning funds.
- <sup>8</sup> Local Track Application-Based Traffic Calming funds from FY 2014/15 (\$116,600) and from FY 2015/16 (\$96,925) were allocated to Local Track Application-Based Traffic Calming in FY 2016/17.
- <sup>9</sup> Traffic Calming Implementation (Prior Area-wide Plans) funds from FY 2014/15 (\$1,500,000) were allocated to Traffic Calming Implementation (Prior Area-wide Plans) in FY 2016/17.
- <sup>10</sup> 5YPP amendment to fund WalkFirst Rectangular Rapid Flashing Beacons (Resolution 17-07, 9/27/16)  
Cumulative Remaining Programming Capacity: Reduced from \$1,378,894 to \$979,894. (Source: deobligated funds from previous 5YPP cycles)  
WalkFirst Rectangular Rapid Flashing Beacons: Added project with \$399,000 in FY 2016/17 construction funds.
- <sup>11</sup> 5YPP amendment to fund Traffic Calming Implementation (Prior Area-wide Plans) (Resolution 17-012, 10/25/16)  
Cumulative Remaining Programming Capacity: Reduced from \$979,894 to \$132,017. (Source: deobligated funds from previous 5YPP cycles)  
Traffic Calming Implementation (Prior Area-wide Plans): FY 2014/15 funds (\$941,123) were allocated in FY 2016/17, and the planning and design phases were added.
- <sup>12</sup> 5YPP amendment to fund Wiggle Neighborhood Green Corridor (Resolution 17-027, 02/28/2017)  
Proactive Residential Traffic Calming Improvements: Reduced from \$125,000 to zero in FY 2014/15 and from \$978,651 to \$878,751 in FY 2015/16 funds. A total of \$1.78 million remains available for allocation to this project in FY 2016/17.
- <sup>13</sup> To accommodate funding of the Sloat/Skyline Intersection Alternatives Analysis [NTIP Capital] (Resolution 2017-046, 5/23/2017):  
Arterials Track Traffic Calming Program placeholder: reduced from \$77,557 to \$0 in FY 2016/17 and from \$93,600 to \$73,741 in FY 2017/18;  
Sloat/Skyline Intersection Alternatives Analysis [NTIP Capital]: Added project with \$151,298 in FY 16/17 for Planning/Conceptual Engineering.
- <sup>14</sup> Local Track Application-Based Traffic Calming funds from FY 2015/16 (\$180,751) and from FY 2016/17 (\$32,774) were allocated to Local Track Application-Based Traffic Calming in FY 2017/18 (Planning)  
Local Track Application-Based Traffic Calming funds from FY 2014/15 (\$41,000) and from FY 2015/16 (\$39,918) were allocated to Local Track Application-Based Traffic Calming in FY 2017/18 (Design)  
Local Track Application-Based Traffic Calming funds from FY 2014/15 (\$364,000) and from FY 2015/16 (\$282,407) were allocated to Local Track Application-Based Traffic Calming in FY 2017/18 (Construction)
- <sup>15</sup> 5YPP amendment to fund Golden Gate Park Traffic Safety (Resolution 18-XXXX, XXXX)  
Howard Street Streetscape (construction phase): Reduced from \$590,000 to \$9,074 in FY 2017/18 funds. Project is fully funded with Eastern Neighborhoods IPIIC funds  
Golden Gate Park Traffic Safety: Added project with \$580,296 in FY 2017/18 funds for design and construction.
- <sup>16</sup> 5YPP amendment to fund Traffic Signal Upgrade Contract 34 (Resolution 18-XXXX, XXXX):  
8th Street Streetscape: Reduced from \$645,960 in FY 2015/16 funds to \$164,518. Project is fully funded with Eastern Neighborhoods impact fees and Prop A GO Bond funds.  
Cumulative Remaining Programming Capacity: Reduced from \$364,157 to \$0.  
Traffic Signal Upgrade Contract 34: Added project with \$845,599 in FY 2017/18 funds for construction.



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San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

FY of Allocation Action: 2017/18

Project Name: Golden Gate Park Traffic Safety

Grant Recipient: San Francisco Municipal Transportation Agency - DPT

EXPENDITURE PLAN INFORMATION

Prop K EP category: Traffic Calming: (EP-38)

Prop K EP Line Number (Primary): 38 Current Prop K Request: \$580,926

Prop K Other EP Line Numbers: \_\_\_\_\_

Supervisorial District(s): District 01, District 04, District 05

REQUEST

Brief Project Description (type below)

Design and construction of 50 traffic calming devices and minor traffic modifications throughout Golden Gate Park, as specified in the 2016 Mayor's Executive Directive. Improvements include speed humps, speed tables, raised crosswalks, a one-way conversion on 30th Avenue, and corridor striping improvements on JFK Drive.

Detailed Scope, Project Benefits and Community Outreach (type below) See separate scope.

See attached.

Project Location (type below)

Golden Gate Park

Project Phase (select dropdown below)

Multiple Phases

Map or Drawings Attached? Yes

Other Items Attached? Yes

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K  
5YPP/Prop AA Strategic Plan? New Project

Please describe and justify the necessary amendment:

SFMTA is requesting an amendment to the Traffic Calming 5YPP in order to add the subject project and reprogram \$580,926 from the construction phase of the Howard Street Streetscape project to the subject project. Howard Street improvements are included in the SFMTA's Folsom Street & Howard Street Streetscape project, which is fully funded with impact fees from the Eastern Neighborhoods area plan.

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

The San Francisco Municipal Transportation Agency (SFMTA) requests an allocation of \$580,926 in Prop K funds for the Golden Gate Park Traffic Safety Project. This allocation will cover detailed design and construction of traffic calming devices and minor traffic modifications in Golden Gate Park.

### **Project Background**

Golden Gate Park is a 1,017 acre, three-mile-long urban park that is within San Francisco Supervisorial Districts 1, 4, and 5. The park serves as a tourist destination, active recreational space for both San Francisco and the greater Bay Area, and as a commuter route for motorists, bicyclists, and pedestrians. As a result of the park's heavy use, a large portion of John F. Kennedy Drive appears on San Francisco's High Injury Corridor map, and on June 22, 2016, a bicycle rider was fatally struck on John F. Kennedy Drive near 30<sup>th</sup> Avenue. On August 4<sup>th</sup> 2016, Mayor Ed Lee issued a Vision Zero executive directive which, in part, instructed the SFMTA and SF Recreation and Parks Department (SFRPD) to study and implement traffic calming improvements and traffic restrictions in Golden Gate Park. The project team conducted a thorough review of collisions in the park, and collected the public's feedback on perceived safety and comfort issues in the park through an open house on December 3, 2016 and an online survey.

In partnership with SFRPD, collision data and public feedback were used to determine and prioritize those projects that would have the greatest safety benefits for park users, and could be designed and implemented in 2017. Projects were considered in terms of:

- Traffic calming measures
- Pedestrian and bicyclist crossing improvements
- Intersection and spot improvements
- Short-term traffic modifications
- Long-term traffic modifications

Proposed projects were presented to stakeholders during one-on-one meetings this spring, and to the public at the June 11<sup>th</sup> Sunday Streets event in Golden Gate Park. Feedback was largely positive and the input received regarding design details on individual projects, both during stakeholder meetings and Sunday Streets, will be utilized during the detailed design process.

This allocation request is for funding design and construction of those projects that can be implemented in 2017. Due the large number of individual projects and differing scopes, there will be some overlap in the design and construction phases. Additional funding may be sought in the future for capital- and design- intensive projects that would require several years to design and construct.

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

## Scope

Similar to the city's annual Application-Based Traffic Calming Program, final determination of individual project feasibility will occur during the detailed design phase and through final outreach and approvals to be conducted by the SFMTA and SFRPD in advance of this allocation. Currently, the following deliverables are proposed to result from this allocation request:

Type	Location	Quantity
Speed humps	Park-wide	7
Speed tables	Park-wide	4
Raised crosswalks	Park-wide	10
Intersection and spot modifications (e.g. turn guidance striping, safe-hit posts, new painted crosswalks)	Park-wide	12
Intersection existing crosswalk upgrades	Park-wide	15
Traffic modifications (one-way conversion)	30 <sup>th</sup> Ave	1
Corridor improvements	JFK Parking-Protected Bikeway	1

Tasks associated with each of the phases include:

### Design

- Finalize preferred location and detailed design for all traffic calming devices and traffic modifications; it is possible some locations may be deemed infeasible.
- Update striping drawings.

### Construction

- Coordinate with SFMTA shops and SFPW crews to conduct the construction work.
- Create work orders.

## Environmental

Traffic calming measures proposed in this allocation request have been determined to be categorically exempt from CEQA review by the SFMTA Environmental Planning Team and the San Francisco Planning Department.

Traffic modifications on 30<sup>th</sup> Avenue will be cleared with the San Francisco Planning Department.

## Prioritization

While this project was not included in the SFCTA's 5-year Prioritization of Projects, the urgency arising from the recent bicycle fatality and Mayor's Executive Directive has highlighted this project as a priority for the City. Measures identified for inclusion in this request are those that can be implemented in a short time frame appropriate to the project goals.

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**Project Name:** Golden Gate Park Traffic Safety

**ENVIRONMENTAL CLEARANCE**

**Environmental Type:** Categorically Exempt

**PROJECT DELIVERY MILESTONES**

Enter dates below for ALL project phases, not just for the current request, based on the best information available. For PLANNING requests, please only enter the schedule information for the PLANNING phase.

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (PLAN)	Oct-Dec	2016	Apr-Jun	2017
Environmental Studies (PA&ED)	Oct-Dec	2016	Apr-Jun	2017
Right-of-Way				
Design Engineering (PS&E)	Jul-Sep	2017	Oct-Dec	2017
Advertise Construction				
Start Construction (e.g. Award Contract)	Oct-Dec	2017		
Operations (i.e., paratransit)				
Open for Use			Jan-Mar	2018
Project Completion (means last eligible expenditure)			Apr-Jun	2018

**SCHEDULE DETAILS**

Provide dates for any COMMUNITY OUTREACH planned during the requested phase(s). Identify PROJECT COORDINATION with other projects in the area (e.g. paving, MUNI Forward) and relevant milestone dates (e.g. design needs to be done by DATE to meet paving schedule). List any timely use-of-funds deadlines (e.g. federal obligation deadline). If a project is comprised of MULTIPLE SUB-PROJECTS, provide milestones for each sub-project. For PLANNING EFFORTS, provide start/end dates for each task.

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**Project Name:** Golden Gate Park Traffic Safety

**FUNDING PLAN - FOR CURRENT REQUEST**

Enter the funding plan for the phase(s) that are the subject of the CURRENT REQUEST. Totals should match those shown in the Cost Summary below.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ 580,926	\$ -	\$ -	\$ 580,926
<b>Total:</b>	<b>\$ 580,926</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 580,926</b>

**FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)**

Enter the funding plan for all phases (planning through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown in the Cost Summary below.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ 580,926	\$ -	\$ -	\$ 580,926
Prop B General Fund set-aside	\$ -	\$ -	\$ 160,000	\$ 160,000
<b>Total:</b>	<b>\$ 580,926</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 740,926</b>

**COST SUMMARY**

Show total cost for ALL project phases (in year of expenditure dollars) based on best available information. Source of cost estimate (e.g. 35% design, vendor quote) is intended to help gauge the quality of the cost estimate, which should improve in reliability the farther along a project is in its development.

Phase	Total Cost	Prop K - Current Request	Prop AA - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering (PLAN)	\$ 160,000	\$ -		Actual costs
Environmental Studies (PA&ED)	\$ -	\$ -		
Right-of-Way	\$ -	\$ -		
Design Engineering (PS&E)	\$ 165,979	\$ 165,979	\$ -	40% of construction cost
Construction (CON)	\$ 414,947	\$ 414,947	\$ -	SFMTA Striping Cost Estimate and prior DPW work
Operations (Paratransit)	\$ -	\$ -		
<b>Total:</b>	<b>\$ 740,926</b>	<b>\$ 580,926</b>	<b>\$ -</b>	

% Complete of Design:  as of   
 Expected Useful Life:  Years

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**PROPOSED REIMBURSEMENT SCHEDULE FOR CURRENT REQUEST** (instructions as noted below)

Use the table below to enter the proposed reimbursement schedule for the current request. Prop K and Prop AA policy assume these funds will not be reimbursed at a rate greater than their proportional share of the funding plan for the relevant phase unless justification is provided for a more aggressive reimbursement rate. If the current request is for multiple phases, please provide separate reimbursement schedules by phase. If the proposed schedule exceeds the years available, please attach a file with the requested information.

**Phase:**

**Phase:**

<b>Fund Source</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21+</b>	<b>Total</b>
Prop K	\$ -	\$ 165,979	\$ -	\$ -	\$ -	\$ <b>165,979</b>
Prop AA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Phase:**

<b>Fund Source</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21+</b>	<b>Total</b>
Prop K	\$ -	\$ 414,947		\$ -	\$ -	\$ <b>414,947</b>
Prop AA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

Project Name: Golden Gate Park Traffic Safety

**MAJOR LINE ITEM BUDGET**

**I. BUDGET SUMMARY BY PHASE**

	TOTAL LABOR	MATERIALS	TOTAL PROJECT COSTS	CURRENT REQUEST	% of CONSTRUCTION
A. Planning	\$ 160,000		\$ 160,000		0%
B. Design	\$ 165,979		\$ 165,979	\$ 165,979	40%
C. Construction <sup>1</sup>	\$ 331,958	\$ 82,989	\$ 414,947	\$ 414,947	
<b>TOTAL</b>	<b>\$ 657,937</b>	<b>\$ 82,989</b>	<b>\$ 740,926</b>	<b>\$ 580,926</b>	

<sup>1</sup>Includes \$500 for City Attorney work

**B. DESIGN**

Budget Line Item	Totals
Total Labor (SFMTA)	\$ 165,979
<b>TOTAL PHASE</b>	<b>\$ 165,979</b>

**C. CONSTRUCTION**

Budget Line Item	Totals	SFMTA	SFPW	Contractor
1. Labor	\$ 276,631	\$ 121,431	\$ 155,200	N/A
2. Materials	\$ 69,158	\$ 30,358	\$ 38,800	N/A
3. 20% Contingency	\$ 69,158	\$ 30,358	\$ 38,800	N/A
<b>TOTAL CONSTRUCTION PHASE</b>	<b>\$ 414,947</b>	<b>\$ 182,147</b>	<b>\$ 232,800</b>	<b>\$ -</b>

Construction Materials (estimated costs include SFMTA Labor and Materials and SFPW Labor and Materials)	Unit Cost	# Units	Total
Speed Humps	\$ 7,000	7	\$ 49,000
Speed Tables	\$ 17,750	4	\$ 71,000
Raised Crosswalks	\$ 17,100	10	\$ 171,000
Intersection and Spot Modifications	\$ 3,665	27	\$ 98,948
Corridor Striping	\$ 12,500	2	\$ 25,000
<b>CONSTRUCTION MATERIALS &amp; CONTRACT WORK SUBTOTAL</b>			<b>\$ 414,948</b>

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**TRANSPORTATION AUTHORITY RECOMMENDATION**

**This section is to be completed by Transportation Authority Staff.**

**Last Updated:** \_\_\_\_\_ **Res. No:** \_\_\_\_\_ **Res. Date:** \_\_\_\_\_

**Project Name:** Golden Gate Park Traffic Safety

**Grant Recipient:** San Francisco Municipal Transportation Agency - DPT

<b>Funding Recommended:</b>	<b>Action</b>	<b>Amount</b>	<b>Phase</b>
	Prop K Allocation	\$ 165,979	Design Engineering (PS&E)
	Prop K Allocation	\$ 414,947	Construction (CON)
	<b>Total:</b>	<b>\$ 580,926</b>	

**Total Prop K Funds:** \$ 580,926                      **Total Prop AA Funds:** \$ -

**Justification for multi-phase recommendations and notes for multi-sponsor recommendations:** A multi-phase allocation is appropriate given the overlap in the design and construction phases and the short duration of the project.

**Fund Expiration Date:** 12/31/2018      **Eligible expenses must be incurred prior to this date.**

**Deliverables:**

1. The first quarterly progress report (QPR) should include a final list of locations for the traffic calming measures and traffic modifications in addition to the standard requirements for QPRs (See Standard Grant Agreement (SGA) for details).
2. Quarterly progress reports shall provide the percent complete for each location and the percent complete for the overall project, in addition to all other requirements described in the Standard Grant Agreement (SGA). Over the course of the project quarterly progress reports should include 2-3 photos of work in progress for recent activities. See SGA for definitions.

**Special Conditions:**

1. The recommended allocation is contingent upon a concurrent Traffic Calming 5YPP amendment. See attached 5YPP amendment for details.
2. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for fiscal year that SFMTA incurs charges.

<b>Metric</b>	<b>Prop K</b>	<b>Prop AA</b>
<b>Actual Leveraging - Current Request</b>	0.00%	No Prop AA
<b>Actual Leveraging - This Project</b>	21.59%	No Prop AA

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**TRANSPORTATION AUTHORITY RECOMMENDATION**

**This section is to be completed by Transportation Authority Staff.**

**Last Updated:** \_\_\_\_\_ **Res. No:** \_\_\_\_\_ **Res. Date:** \_\_\_\_\_

**Project Name:** Golden Gate Park Traffic Safety

**Grant Recipient:** San Francisco Municipal Transportation Agency - DPT

**SFCTA Project** P&PD  
**Reviewer:** \_\_\_\_\_

**SGA PROJECT NUMBER**

**Sponsor:** San Francisco Municipal Transportation Agency - DPT

**SGA Project Number:** 138-907XXX **Name:** Golden Gate Park Traffic Safety - Design

**Phase:** Design Engineering (PS&E) **Fund Share:** 100.00%

**Cash Flow Distribution Schedule by Fiscal Year**

<b>Fund Source</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21+</b>	<b>Total</b>
Prop K		\$ 165,979				<b>\$165,979</b>

**Sponsor:** San Francisco Municipal Transportation Agency - DPT

**SGA Project Number:** 138-907XXX **Name:** Golden Gate Park Traffic Safety - Construction

**Phase:** Construction (CON) **Fund Share:** 100.00%

**Cash Flow Distribution Schedule by Fiscal Year**

<b>Fund Source</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21+</b>	<b>Total</b>
Prop K		\$ 414,947				<b>\$414,947</b>

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

FY of Allocation Action: 2017/18

Current Prop K Request: \$ 580,926

Current Prop AA Request: \$ -

Project Name: Golden Gate Park Traffic Safety

Grant Recipient: San Francisco Municipal Transportation Agency - DPT

1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

<p><b>Required for Allocation Request Form Submission</b> Initials of sponsor staff member verifying the above statement</p>
<p>NS</p>

**CONTACT INFORMATION**

**Project Manager**

**Grants Section Contact**

Name: Mark Dreger

Joel C. Goldberg

Title: Senior Transportation Planner

Manager, Capital Procurement and Management

Phone: 415-701-5247

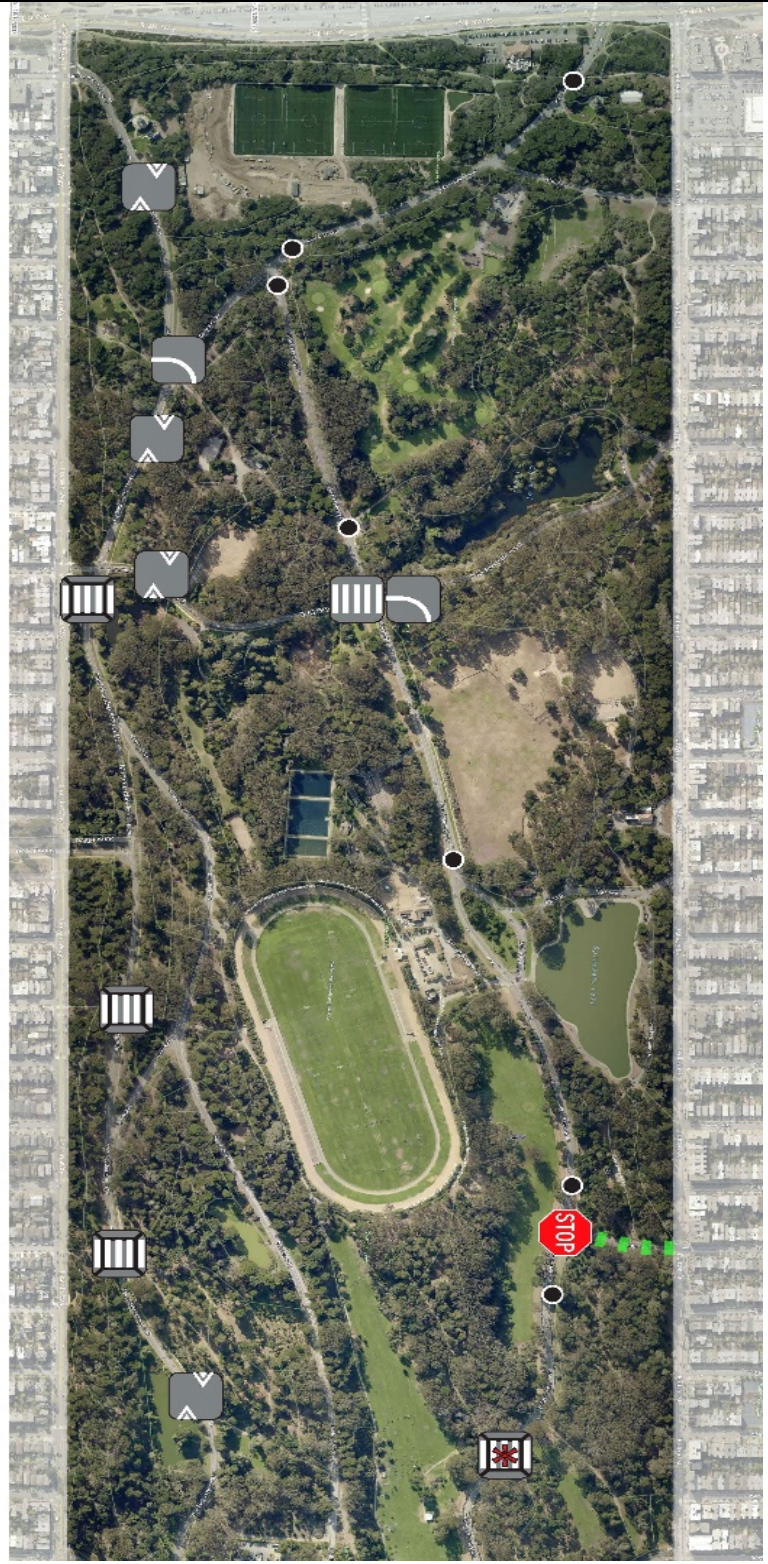
415-646-2520

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[joel.goldberg@sfmta.com](mailto:joel.goldberg@sfmta.com)

MAPS AND DRAWINGS

	Safe-Hit Posts		Speed Table <i>(future raised crosswalk)</i>		Keep Clear Marking
	Speed Hump		Painted Crosswalk		Existing Speed Hump or Raised Crosswalk
	Turn Guidance		Lengthened Island		Corridor Spot Improvements
	Raised Crosswalk		Stop Sign		30th Ave One-way Pilot



Visibility upgrades to existing painted crosswalks (approximately 15 intersections) are not shown on map

Map continues in next page.

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

	Safe-Hit Posts		Speed Table <small>(Future raised crosswalks)</small>		Keep Clear Marking
	Speed Hump		Painted Crosswalk		Existing Speed Hump or Raised Crosswalk
	Turn Guidance		Lengthened Island		Corridor Spot Improvements
	Raised Crosswalk		Stop Sign		30th Ave One-way Pilot



**Prop K 5-Year Project List (FY 2014/15 - 2018/19)**  
**Traffic Calming (EP 38)**  
**Programming and Allocations to Date**  
 Pending 7/25/2017 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2014/15	2015/16	2016/17	2017/18	2018/19	
<b>Local/Neighborhood Track</b>									
SFMTA	Local Track Application-Based Traffic Calming	CON	Programmed	\$0					\$0
SFMTA	Local Track Application-Based Traffic Calming <sup>14</sup>	CON	Pending				\$646,407		\$646,407
SFMTA	Local Track Application-Based Traffic Calming <sup>3, 8</sup>	PLAN/ CER	Programmed	\$0					\$0
SFMTA	Local Track Application-Based Traffic Calming <sup>3</sup>	PLAN/ CER	Allocated		\$203,400				\$203,400
SFMTA	Local Track Application-Based Traffic Calming	PS&E	Programmed	\$0					\$0
SFMTA	Local Track Application-Based Traffic Calming <sup>14</sup>	PS&E	Pending				\$80,918		\$80,918
SFMTA	Local Track Application-Based Traffic Calming <sup>8</sup>	Any	Programmed		\$0				\$0
SFMTA	Local Track Application-Based Traffic Calming <sup>8</sup>	PLAN/ CER	Allocated			\$213,525			\$213,525
SFMTA	Local Track Application-Based Traffic Calming <sup>14</sup>	PLAN/ CER	Pending				\$213,525		\$213,525
SFMTA	Local Track Application-Based Traffic Calming	Any	Programmed			\$567,226			\$567,226
SFMTA	Local Track Application-Based Traffic Calming	Any	Programmed				\$600,000		\$600,000
SFMTA	Local Track Application-Based Traffic Calming	Any	Programmed					\$600,000	\$600,000
SFMTA	Local Track Application-Based Traffic Calming	PLAN/ CER	Programmed	\$0					\$0
SFMTA	Proactive Residential Traffic Calming Improvements <sup>12</sup>	Any	Programmed		\$878,751				\$878,751
SFMTA	Proactive Residential Traffic Calming Improvements <sup>12</sup>	Any	Programmed			\$903,651			\$903,651
SFMTA	Proactive Residential Traffic Calming Improvements	PS&E, CON	Programmed				\$853,651		\$853,651
SFMTA	Proactive Residential Traffic Calming Improvements	PS&E, CON	Programmed					\$853,654	\$853,654
SFMTA	Wiggle Neighborhood Green Corridor <sup>12</sup>	CON	Allocated			\$224,900			\$224,900
SFMTA	Traffic Calming Implementation (Prior Arcawide Plans) <sup>2,5,9,11</sup>	PLAN, PS&E, CON	Allocated	\$0		\$1,789,000			\$1,789,000
SFMTA	Traffic Calming Implementation (Prior Arcawide Plans) <sup>9</sup>	CON	Allocated			\$1,500,000			\$1,500,000
SFMTA	Traffic Calming Implementation (Prior Arcawide Plans) <sup>2</sup>	PS&E	Allocated	\$25,000					\$25,000
SFMTA	Traffic Calming Implementation (Prior Arcawide Plans) <sup>2</sup> - DEOBLIGATION	PS&E	Deobligated	(\$32)					(\$32)
SFPW	Sloat Boulevard Pedestrian Improvements <sup>5</sup>	CON	Allocated		\$122,477				\$122,477
SFMTA, other eligible	Neighborhood Transportation Improvement Program (NITP) <sup>6,12</sup>	PS&E, CON	Programmed		\$970,000				\$970,000
SFPW	South Park Traffic Calming [NITP Capital] <sup>6</sup>	CON	Allocated			\$30,000			\$30,000

**Programming and Allocations to Date**  
Pending 7/25/2017 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2014/15	2015/16	2016/17	2017/18	2018/19	
<b>Schools Track</b>									
SFMTA	Schools Track Traffic Calming Program	PLAN/ CER	Programmed				\$44,000		\$44,000
SFMTA	Schools Track Traffic Calming Program	PS&E	Programmed				\$50,000		\$50,000
SFMTA	Schools Track Traffic Calming Program	CON	Programmed					\$110,000	\$110,000
SFMTA	Cesar Chavez Elementary Safe Routes to School	PS&E	Programmed		\$59,885				\$59,885
SFMTA	Cesar Chavez Elementary Safe Routes to School	CON	Programmed				\$37,365		\$37,365
SFMTA	Redding Elementary Safe Routes to School	PS&E	Programmed	\$18,352					\$18,352
SFMTA	Redding Elementary Safe Routes to School	CON	Programmed				\$91,760		\$91,760
SFMTA	Bessie Carmichael Safe Routes to School	PS&E	Programmed	\$115,000					\$115,000
SFMTA	Bessie Carmichael Safe Routes to School	CON	Programmed		\$68,820				\$68,820
SFMTA	John Yehall Chin Safe Routes to School <sup>1</sup>	PLAN/ CER	Allocated	\$40,433					\$40,433
SFMTA	John Yehall Chin Safe Routes to School <sup>1</sup>	PLAN/ CER	Deobligated	(\$4,433)					(\$4,433)
SFMTA	John Yehall Chin Safe Routes to School <sup>1</sup>	PS&E	Programmed	\$6,242					\$6,242
SFMTA	John Yehall Chin Safe Routes to School	CON	Programmed			\$20,646			\$20,646
<b>Arterials and Commercial Corridors Track</b>									
SFMTA	Columbus Avenue Corridor Improvements	PS&E	Programmed	\$150,000					\$150,000
SFMTA	Howard Street Streetscape <sup>7</sup>	PLAN/ CER	Programmed		\$0				\$0
SFMTA	Howard Street Streetscape <sup>7</sup>	PS&E	Programmed			\$120,000			\$120,000
SFMTA	Glen Park Phase 2 <sup>7</sup>	PLAN/ CER	Allocated			\$260,000			\$260,000
SFMTA	Howard Street Streetscape <sup>15</sup>	CON	Programmed				\$9,074		\$9,074
SFMTA	8th Street Streetscape <sup>16</sup>	PS&E	Programmed		\$164,518				\$164,518
SFMTA	WalkFirst Rectangular Rapid Flashing Beacons <sup>10</sup>	CON	Allocated			\$399,000			\$399,000
SFMTA	Arterials Track Traffic Calming Program <sup>4</sup>	PLAN/ CER	Programmed	\$0					\$0
SFMTA	Arterials Track Traffic Calming Program <sup>4,13</sup>	PLAN/ CER, PS&E	Programmed		\$0				\$0
SFMTA	Taylor Street Safety Project	PLAN	Allocated		\$220,000				\$220,000
SFMTA	Lombard Street US-101 Corridor [NTIP Capital] <sup>4</sup>	PS&E	Allocated		\$138,586				\$138,586
SFMTA	Lombard Street US-101 Corridor [NTIP Capital] <sup>4</sup>	CON	Allocated		\$33,000				\$33,000
SFMTA	Sloat/Skyline Intersection Alternatives Analysis [NTIP Capital] <sup>13</sup>	PLAN/ CER	Allocated			\$151,298			\$151,298
SFMTA	Arterials Track Traffic Calming Program <sup>13</sup>	PLAN/ CER, PS&E	Programmed			\$19,859			\$19,859
SFMTA	Golden Gate Park Traffic Safety <sup>15</sup>	PS&E, CON	Pending				\$580,926		\$580,926
SFMTA	Traffic Signal Upgrade Contract 34 <sup>16</sup>	CON	Pending				\$845,599		\$845,599



**Programming and Allocations to Date**

Pending 7/25/2017 Board

Agency	Project Name	Phase	Status	Fiscal Year				Total
				2014/15	2015/16	2016/17	2017/18	
<b>Follow-the-Paving</b>								
SFMTA	Follow-the-Paving: Spot Improvements	CON	Programmed	\$100,000				\$100,000
SFMTA	Follow-the-Paving: Spot Improvements	CON	Programmed			\$100,000		\$100,000
SFMTA	Follow-the-Paving: Spot Improvements	CON	Programmed				\$100,000	\$100,000
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	CON	Programmed	\$49,100				\$49,100
SFPW	San Jose Avenue Follow the Paving	CON	Allocated	\$250,900				\$250,900
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	PS&E	Programmed		\$75,000			\$75,000
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	CON	Programmed			\$100,000		\$100,000
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	PS&E	Programmed				\$75,000	\$75,000
SFMTA	Follow-the-Paving: Traffic Calming Major Corridors	CON	Programmed				\$33,600	\$33,600
<b>Total Programmed in 5YPP</b>				\$750,562	\$2,934,437	\$6,528,230	\$3,999,100	\$15,909,582

<b>Total Allocated and Pending in 5YPP</b>								\$0
<b>Total Deobligated from Prior 5YPP Cycles **</b>								(\$4,465)
<b>Total Unallocated in 5YPP</b>								\$7,945,154

<b>Total Programmed in 2014 Strategic Plan</b>								\$14,303,013
<b>Deobligated from Prior 5YPP Cycles **</b>								\$1,606,569
<b>Cumulative Remaining Programming Capacity</b>								\$1,606,569

Programmed	
Pending Allocation/Appropriation	
Board Approved Allocation/Appropriation	

**FOOTNOTES:**

<sup>1</sup> 5YPP amendment to add \$28,758 for the planning/conceptual engineering phase of John Yehall Chin Safe Routes to School (Resolution 15-017, 11.25.14)

<sup>2</sup> John Yehall Chin Safe Routes to School: Reduced programming for the design phase in FY 2014/15 from \$35,000 to \$6,242 to fund the project's planning/conceptual engineering phase.

<sup>3</sup> 5YPP amendment to reprogram \$25,000 in FY 14/15 funds currently programmed to the construction phase of "Traffic Calming Implementation (Prior Area-wide Plans)" to the design phase.

<sup>4</sup> Local Track Application-Based Traffic Calming funds from FY 2014/15 (\$203,476) were allocated to Local Track Application-Based Traffic Calming in FY 2015/16.

<sup>5</sup> 5YPP amendment to fund the Lombard Street US-101 Corridor [NTIP Capital] (Resolution 16-06, 7/28/15)

<sup>6</sup> Arterials Track Traffic Calming Program: Reduced programming for the planning/conceptual engineering phase in FY 2014/15 from \$100,000 to \$0 and in FY 2015/16 from \$369,143 to \$297,557.

<sup>7</sup> Lombard Street US-101 Corridor [NTIP Capital]: Added project with \$138,586 for the design phase and \$33,000 for the construction phase in FY 2015/16.

<sup>8</sup> 5YPP amendment to fund Sloat Boulevard Pedestrian Improvements (Resolution 16-28, 12.15.15)  
Traffic Calming Implementation (Prior Area-wide Plans): Reduced programming for construction phase in FY 2014/15 from \$2,563,600 to \$2,441,123.

<sup>9</sup> Sloat Boulevard Pedestrian Improvements: Added project with \$122,477 for the construction phase in FY 2015/16.

<sup>10</sup> 5YPP amendment to fund construction phase of South Park Traffic Calming (Resolution 17-002, 7/26/16)

<sup>11</sup> Neighborhood Transportation Improvement Program (NTIP) design or construction: Reduced placeholder from \$1,000,000 in FY 2016/17 to \$970,000.

<sup>12</sup> South Park Traffic Calming [NTIP Capital]: Added project with \$30,000 in FY 2016/17 construction funds.

**Programming and Allocations to Date**

Pending 7/25/2017 Board

Agency	Project Name	Phase	Status	Fiscal Year			Total
				2014/15	2015/16	2016/17	

- <sup>7</sup> 5YPP amendment to fund planning phase of Glen Park Phase 2 (Resolution 17-002, 7/26/16)  
Howard Streetscape Improvement: Reduced from \$80,000 to zero in FY 15/16 and from \$300,000 to \$120,000 in FY 16/17.  
Glen Park Phase 2: Added project with \$260,000 in FY 2016/17 planning funds.
- <sup>8</sup> Local Track Application-Based Traffic Calming funds from FY 2014/15 (\$116,600) and from FY 2015/16 (\$96,925) were allocated to Local Track Application-Based Traffic Calming in FY 2016/17.
- <sup>9</sup> Traffic Calming Implementation (Prior Areawide Plans) funds from FY 2014/15 (\$1,500,000) were allocated to Traffic Calming Implementation (Prior Areawide Plans) in FY 2016/17.
- <sup>10</sup> 5YPP amendment to fund WalkFirst Rectangular Rapid Flashing Beacons (Resolution 17-07, 9/27/16)  
Cumulative Remaining Programming Capacity: Reduced from \$1,378,894 to \$979,894. (Source: deobligated funds from previous 5YPP cycles)  
WalkFirst Rectangular Rapid Flashing Beacons: Added project with \$399,000 in FY 2016/17 construction funds.
- <sup>11</sup> 5YPP amendment to fund Traffic Calming Implementation (Prior Areawide Plans) (Resolution 17-012, 10/25/16)  
Cumulative Remaining Programming Capacity: Reduced from \$979,894 to \$132,017. (Source: deobligated funds from previous 5YPP cycles)  
Traffic Calming Implementation (Prior Areawide Plans): FY 2014/15 funds (\$941,123) were allocated in FY 2016/17, and the planning and design phases were added.
- <sup>12</sup> 5YPP amendment to fund Wiggle Neighborhood Green Corridor (Resolution 17-027, 02/28/2017)  
Proactive Residential Traffic Calming Improvements: Reduced from \$125,000 to zero in FY 2014/15 and from \$978,651 to \$878,751 in FY 2015/16 funds. A total of \$1.78 million remains available for allocation to this project in FY 2016/17.  
Wiggle Neighborhood Green Corridor: Added \$224,900 in FY 2016/17 funds for construction.
- <sup>13</sup> To accommodate funding of the Sloat/Skyline Intersection Alternatives Analysis [NTIP Capital] (Resolution 2017-046, 5/23/2017):  
Arterials Track Traffic Calming Program placeholder: reduced from \$77,557 to \$0 in FY 2016/17 and from \$93,600 to \$73,741 in FY 2017/18;  
Sloat/Skyline Intersection Alternatives Analysis [NTIP Capital]: Added project with \$151,298 in FY 16/17 for Planning/Conceptual Engineering.
- <sup>14</sup> Local Track Application-Based Traffic Calming funds from FY 2015/16 (\$180,751) and from FY 2016/17 (\$32,774) were allocated to Local Track Application-Based Traffic Calming in FY 2017/18 (Planning)  
Local Track Application-Based Traffic Calming funds from FY 2014/15 (\$41,000) and from FY 2015/16 (\$39,918) were allocated to Local Track Application-Based Traffic Calming in FY 2017/18 (Design)  
Local Track Application-Based Traffic Calming funds from FY 2014/15 (\$364,000) and from FY 2015/16 (\$282,407) were allocated to Local Track Application-Based Traffic Calming in FY 2017/18 (Construction)
- <sup>15</sup> 5YPP amendment to fund Golden Gate Park Traffic Safety (Resolution 18-XXXX, XXXX)  
Howard Street Streetscape (construction phase): Reduced from \$590,000 to \$9,074 in FY 2017/18 funds. Project is fully funded with Eastern Neighborhoods impact fees.  
Golden Gate Park Traffic Safety: Added project with \$580,296 in FY 2017/18 funds for design and construction.
- <sup>16</sup> 5YPP amendment to fund Traffic Signal Upgrade Contract 34 (Resolution 18-XXXX, XXXX):  
8th Street Streetscape: Reduced from \$645,960 in FY 2015/16 funds to \$164,518. Project is fully funded with Eastern Neighborhoods impact fees and Prop A GO Bond funds.  
Cumulative Remaining Programming Capacity: Reduced from \$364,157 to \$0.  
Traffic Signal Upgrade Contract 34: Added project with \$845,599 in FY 2017/18 funds for construction.

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

FY of Allocation Action: 2017/18

Project Name: District 10 Mobility Management Study [NTIP Planning]

Grant Recipient: San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Prop K EP category: Transportation/Land Use Coordination: (EP-44)

Prop K EP Line Number (Primary): 44 Current Prop K Request: \$ 100,000

Prop K Other EP Line Numbers: \_\_\_\_\_

Supervisory District(s): District 10

REQUEST

Brief Project Description (type below)

This Study was requested by Commissioner Cohen and will be the District 10 Neighborhood Transportation Improvement Program Planning project. The purpose of the Study is to identify strategies to improve transit services, maintain access, and mitigate congestion impacts, including those on climate and the environment, of anticipated new development in District 10. Tasks include: defining the study area, purpose and need for actions beyond approved/pending development mitigation measures; designing mobility management scenario components; conducting outreach; and evaluation of the benefits and impacts of the scenario.

Detailed Scope, Project Benefits and Community Outreach (type below)

See attached.

Project Location (type below)

TBD

Project Phase (select dropdown below)

Planning/Conceptual Engineering (PLAN)

Map or Drawings Attached?  No

Other Items Attached?  Yes

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan? Project Drawn From Placeholder

Is the requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan? Less than or Equal to Programmed Amount

Prop K 5YPP Amount: \$ 200,000 Prop AA Strategic Plan Amount: \_\_\_\_\_

## SFCTA D10 Multimodal Mobility Management Study

The SFCTA requests \$100,000 in Prop K NTIP planning funds to study and develop strategies to improve transit services and mitigate existing and potential future congestion impacts of anticipated new development in District 10. This District 10 Neighborhood Transportation Improvement Program (NTIP) planning study was developed in response to input from the Supervisor's office. Project deliverables and recommendations will be developed in coordination with the SFMTA and Planning Department, and will respond to the Supervisor's and community concerns. The Transportation Authority's NTIP was developed to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community supported neighborhood-scale projects.

### Outline Scope of Work

#### Task 1. Project Management

**July-Sep 2018**

- a) Consultant Procurement *Deliverable: consultant task order or contract*
- b) Agency Involvement *Deliverable: TAC meetings and meeting summaries*
- c) Schedule, budget, and team management  
*Deliverable: Signed Project Charter, including final project goals, scope, schedule, and budget.*

#### Task 2. Purpose and Need

**July-Sep 2017**

- a) Define Study Area(s) *Deliverable: Study area map*
  - o Eastern Neighborhoods Rezoning and Area Plan
  - o Waterfront Land Use Plan
  - o Approved Development Areas (Candlestick/Hunters Point, Shipyard)
  - o New Development Areas (India Basin to Pier 70, Giants/Mission Rock)
- b) Define Purpose and Need *Deliverable: Purpose and need narrative*
- c) Define Goals and Evaluation Framework  
*Deliverable: Goals and Evaluation Framework table*

#### Task 3. Needs Assessment

**Oct-Dec 2017**

- a) Existing Conditions. The existing conditions will be documented based on existing travel demand estimates and other existing data sources.  
*Deliverable: Existing conditions narrative*
- b) Future Baseline Conditions (Baseline =what's approved and planned, including physical development attributes and TDM programs). The Future Baseline includes the development authorized in the Eastern Neighborhoods plan as well as specific Development Agreements approved or under negotiation. Future Baseline transportation conditions are those identified in those developments' environmental documents and in the SFCTA's Bi-County Study. Future Baseline conditions will be synthesized based on existing travel demand forecasts and other existing data sources.<sup>1</sup>

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<sup>1</sup> Transportation conditions summaries are included; additional non-transportation conditions are an optional task pending additional funding.

*Deliverable: Future baseline transportation conditions narrative*

*Optional Deliverable: Future baseline non-transportation conditions (e.g., air quality, rents, health indicators)*

**Task 4. Outreach/Public Involvement**

**Ongoing; coordinated with parallel SFMTA and Planning Department – led outreach.**

- a) Study Area Stakeholders: Neighborhood groups, CBOs/NGOs, City and regional agencies, advocacy and civic organizations, developers, technology solutions providers.
- b) Citywide Outreach (limited)      Outreach Activities and Input Summary Report  
*Deliverables: Outreach Plan narrative and list of stakeholders*

**Task 5. Design Mobility Management Scenario Components. Components include:**

**Jan-Mar 2018**

- a) Trip Cap/Mandated Transportation Management Agency
- b) Freeway Management: HOV/Express Lane on US101 plus new local or regional public transit services
- c) Areawide Mobility Management: pricing-based strategies (rewards/incentives, congestion fees) to manage demand and fund expanded transit and other travel options, potential event management/marketing/TDM system using multi-modal “Mobility as a Service” trip routing/booking/pricing approach to actively manage travel.

*Deliverables: Scenario Definition narrative, maps and infographic illustration of scenario concept*

**Task 6. Evaluation of Benefits and Impacts**

**Apr-Jun 2018**

- a) Transportation effects
- b) Optional analyses<sup>2</sup>: Air Quality, Land use/rents, etc. per Goals/Evaluation Framework
- c) Revenue generation, Local Control etc. per Goals/Evaluation Framework

*Deliverables: Transportation Benefit and Impact Evaluation Narrative*

*Optional Deliverable: Benefits and Impacts in Non-Transportation Goal Areas*

**Task 7. Final Report**

**July-Sep 2018**

- a) Findings and Recommendations
- b) Draft and Final Report

*Deliverables: Recommendations narrative; draft and final report; Board action*

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<sup>2</sup> Pending additional funding

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**Project Name:** District 10 Mobility Management Study [NTIP Planning]

**ENVIRONMENTAL CLEARANCE**

**Environmental Type:** Categorically Exempt

**PROJECT DELIVERY MILESTONES**

Enter dates below for ALL project phases, not just for the current request, based on the best information available. For PLANNING requests, please only enter the schedule information for the PLANNING phase.

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (PLAN)	Jul-Sep	2017	Oct-Dec	2018
Environmental Studies (PA&ED)				
Right-of-Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations (i.e., paratransit)				
Open for Use				
Project Completion (means last eligible expenditure)				

**SCHEDULE DETAILS**

Provide dates for any COMMUNITY OUTREACH planned during the requested phase(s). Identify PROJECT COORDINATION with other projects in the area (e.g. paving, MUNI Forward) and relevant milestone dates (e.g. design needs to be done by DATE to meet paving schedule). List any timely use-of-funds deadlines (e.g. federal obligation deadline). If a project is comprised of MULTIPLE SUB-PROJECTS, provide milestones for each sub-project. For PLANNING EFFORTS, provide start/end dates for each task.

Project Coordination: Southern Bayfront Development Agreements. SFCTA / project management will coordinate with the Office of Economic and Workforce Development, Planning Department, and San Francisco Municipal Transportation Agency staff leading the environmental analysis and negotiation of development agreements for projects along the Southern Bayfront. See the attached Scope of Work for start/end dates for each Task.

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**Project Name:** District 10 Mobility Management Study [NTIP Planning]

**FUNDING PLAN - FOR CURRENT REQUEST**

Enter the funding plan for the phase(s) that are the subject of the CURRENT REQUEST. Totals should match those shown in the Cost Summary below.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ -	\$ 100,000	\$ -	\$ 100,000
Federal CMA Planning/Private Funds	\$ 90,000	\$ -	\$ -	\$ 90,000
	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 90,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 190,000</b>

**FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)**

Enter the funding plan for all phases (planning through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown in the Cost Summary below.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**COST SUMMARY**

Show total cost for ALL project phases (in year of expenditure dollars) based on best available information. Source of cost estimate (e.g. 35% design, vendor quote) is intended to help gauge the quality of the cost estimate, which should improve in reliability the farther along a project is in its development.

Phase	Total Cost	Prop K - Current Request	Prop AA - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering (PLAN)	\$ 190,000	\$ 100,000		Staff estimate based on prior similar work
Environmental Studies (PA&ED)	\$ -	\$ -		
Right-of-Way	\$ -	\$ -		
Design Engineering (PS&E)	\$ -	\$ -	\$ -	
Construction (CON)	\$ -	\$ -	\$ -	
Operations (Paratransit)	\$ -	\$ -		
<b>Total:</b>	<b>\$ 190,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	

% Complete of Design:  as of   
 Expected Useful Life:  Years

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**PROPOSED REIMBURSEMENT SCHEDULE FOR CURRENT REQUEST** (instructions as noted below)

Use the table below to enter the proposed reimbursement schedule for the current request. Prop K and Prop AA policy assume these funds will not be reimbursed at a rate greater than their proportional share of the funding plan for the relevant phase unless justification is provided for a more aggressive reimbursement rate. If the current request is for multiple phases, please provide separate reimbursement schedules by phase. If the proposed schedule exceeds the years available, please attach a file with the requested information.

<b>Fund Source</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21+</b>	<b>Total</b>
Prop K	\$ -	\$ 80,000	\$ 20,000	\$ -	\$ -	\$ <b>100,000</b>
Prop AA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



San Francisco County Transportation Authority  
 Prop K/Prop AA Allocation Request Form

Project Name: District 10 Mobility Management Study [NTIP Planning]

MAJOR LINE ITEM BUDGET

PLANNING

BUDGET SUMMARY

Agency	Task 1 - Project Management	Task 2 - Purpose & Need	Task 3 - Needs Assessment	Task 4 - Outreach	Task 5 - Scenario Design	Task 6 - Scenario Evaluation	Task 7 - Recommendations	Total
SFCTA	\$ 37,464	\$ 2,540	\$ 8,854	\$ 16,936	\$ 4,576	\$ 8,046	\$ 5,740	\$ 84,156
Consultant	\$ 11,800	\$ 6,400	\$ 14,400	\$ 24,000	\$ 8,000	\$ 16,000	\$ 8,000	\$ 88,600
Contingency (9%)								\$ 17,276
<b>Total</b>	<b>\$ 49,264</b>	<b>\$ 8,940</b>	<b>\$ 23,254</b>	<b>\$ 40,936</b>	<b>\$ 12,576</b>	<b>\$ 24,046</b>	<b>\$ 13,740</b>	<b>\$ 190,032</b>

SFCTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Deputy Director Planning	56	\$ 88	2.5	\$ 219	0.03	\$ 12,264
Principal Planner	157	\$ 67	2.5	\$ 167	0.08	\$ 26,219
Planner	181	\$ 50	2.5	\$ 124	0.09	\$ 22,503
Intern	114	\$ 26	2.5	\$ 65	0.06	\$ 7,410
Senior Communications Officer	32	\$ 60	2.5	\$ 151	0.02	\$ 4,838
Principal Management Analyst	12	\$ 56	2.5	\$ 140	0.01	\$ 1,685
Deputy Director Technology, Data & Analysis	10	\$ 88	2.5	\$ 219	0.01	\$ 2,190
Planner Technology, Data & Analysis	49	\$ 50	2.5	\$ 125	0.02	\$ 6,125
Staff Accountant	10	\$ 37	2.5	\$ 92	0.01	\$ 923
<b>Total</b>	<b>621</b>				<b>0.31</b>	<b>\$ 84,156</b>

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**TRANSPORTATION AUTHORITY RECOMMENDATION**

**This section is to be completed by Transportation Authority Staff.**

**Last Updated:** 6/15/2017      **Res. No:** \_\_\_\_\_      **Res. Date:** \_\_\_\_\_

**Project Name:** District 10 Mobility Management Study [NTIP Planning]

**Grant Recipient:** San Francisco County Transportation Authority

Funding Recommended:	Action	Amount	Phase
	Prop K Appropriation	\$ 100,000	Planning/Conceptual Engineering (PLAN)
	<b>Total:</b>	<b>\$ 100,000</b>	

**Total Prop K Funds:** \$ 100,000      **Total Prop AA Funds:** \$ -

**Justification for multi-phase recommendations and notes for multi-sponsor recommendations:**

**Fund Expiration Date:** 06/30/2019      **Eligible expenses must be incurred prior to this date.**

Intended Future Action	Action	Amount	Fiscal Year	Phase
	Trigger: _____			

**Deliverables:**

1. Quarterly progress reports (QPRs) shall contain a percent complete by task, percent complete of the overall project, a summary of outreach activities performed the quarter prior, and a list of outreach activities planned for the quarter ahead.
2. With the QPR submitted October 2017, provide the following: signed project charter, including final project goals, scope, schedule, and budget; Outreach Plan Narrative and list of stakeholders; and Study area map, Purpose and Need Narrative, and Goals and Evaluation Framework table.
3. On completion of Task 3 (anticipated December 2017), provide a copy of Existing Conditions and Future Baseline Narratives.
4. On completion of Task 5 (anticipated March 2018), provide a copy of Scenario Definition Narrative.
5. On completion of Task 6 (anticipated June 2018), provide a copy of Benefit and Impact Evaluation Narrative.

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

TRANSPORTATION AUTHORITY RECOMMENDATION

**This section is to be completed by Transportation Authority Staff.**

Last Updated: 6/15/2017 Res. No: \_\_\_\_\_ Res. Date: \_\_\_\_\_

Project Name: District 10 Mobility Management Study [NTIP Planning]

Grant Recipient: San Francisco County Transportation Authority

- 6. Prior to Board adoption (anticipated October 2018), staff will present a draft final report, including key findings, recommendations, next steps, implementation, and funding strategy to the Citizens Advisory Committee and Board. Upon project completion the Board will accept or approve the final report.

**Special Conditions:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Notes:**

- 1. Quarterly progress reports may be shared with the district supervisor.
- 2. \_\_\_\_\_

**San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form**

**TRANSPORTATION AUTHORITY RECOMMENDATION**

**This section is to be completed by Transportation Authority Staff.**

**Last Updated:** 6/15/2017      **Res. No:** \_\_\_\_\_      **Res. Date:** \_\_\_\_\_

**Project Name:** District 10 Mobility Management Study [NTIP Planning]

**Grant Recipient:** San Francisco County Transportation Authority

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	47.37%	No Prop AA
Actual Leveraging - This Project	See Above	See Above

**SFCTA Project**      P&PD  
**Reviewer:** \_\_\_\_\_

**SGA PROJECT NUMBER**

**Sponsor:** San Francisco County Transportation Authority  
**SGA Project Number:** 144-xxxxxx      **Name:** District 10 Mobility Management Study [NTIP Planning]

**Phase:** Planning/Conceptual Engineering (PLAN)      **Fund Share:** 52.63%

Cash Flow Distribution Schedule by Fiscal Year						
Fund Source	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21+	Total
Prop K		\$80,000	\$ 20,000			<b>\$100,000</b>

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

FY of Allocation Action: 2017/18

Current Prop K Request: \$ 100,000

Current Prop AA Request: \$ -

Project Name: District 10 Mobility Management Study [NTIP Planning]

Grant Recipient: San Francisco County Transportation Authority

1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

**Required for Allocation Request Form Submission**  
Initials of sponsor staff member verifying the above statement  
**RH**

**CONTACT INFORMATION**

**Project Manager**

**Grants Section Contact**

Name: Rachel Hiatt

Anna LaForte

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Deputy Director

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# Memorandum

**Date:** June 23, 2017  
**To:** Transportation Authority Board  
**From:** Amber Crabbe – Assistant Deputy Director for Policy and Programming  
**Subject:** 07/11/17 Board Meeting: Approval of San Francisco’s One Bay Area Grant Cycle 2 Program of Projects

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p>	<p><input type="checkbox"/> Fund Allocation  <input checked="" 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 type="checkbox"/> Contracts  <input type="checkbox"/> Procurement  <input type="checkbox"/> Other:</p>
<p>Approve San Francisco’s One Bay Area Grant Cycle 2 (OBAG 2) Program of Projects</p>	
<p><b>SUMMARY</b></p>	
<p>Program \$42.286 million in San Francisco’s OBAG 2 county share for six projects:</p> <ul style="list-style-type: none"> <li>● Better Market Street (\$15.98 million)</li> <li>● Peninsula Corridor Electrification Project (\$11.188 million)</li> <li>● Geary Bus Rapid Transit Phase 1 (\$6.939 million)</li> <li>● John Yehall Chin Elementary Safe Routes to School (\$3.366 million)</li> <li>● San Francisco Safe Routes to School Non-Infrastructure Project (2019-2021) (\$2.813 million)</li> <li>● Embarcadero Station: New Northside Platform Elevator and Faregates (\$2 million)</li> </ul>	
<p>As San Francisco’s Congestion Management Agency (CMA), the Transportation Authority is responsible for issuing a call for projects and recommending programming of San Francisco’s county share of the OBAG 2 program, consistent with guidelines established by the Metropolitan Transportation Commission (MTC). MTC’s OBAG program directs federal funding to projects that integrate the region’s transportation program with California’s climate law and Plan Bay Area, the Regional Transportation Plan/Sustainable Communities Strategy. As shown in Attachment 3, we are recommending fully or partially funding six of eight requests that we received, asking for over \$87 million, more than double the funds available.</p>	

**DISCUSSION**

**Background.**

About 45% of OBAG 2 funds are directed to congestion management agencies (CMAs), including the Transportation Authority for San Francisco. Provided that the CMAs comply with MTC’s OBAG

requirements, CMAs have flexibility to program funds to a wide variety of project types from transit capacity and enhancement projects to pedestrian and bicycle safety projects to street resurfacing to transportation demand management. MTC has established many requirements for the program, some meant to help ensure compliance with federal timely use of funds requirements to avoid loss of funds to the region and others to help achieve the program's objectives. One of the key requirements is that at least 70% of San Francisco's OBAG 2 funds must be spent within Priority Development Areas (PDAs), which are areas San Francisco previously nominated to focus future growth in a transit-oriented manner (see Attachment 1).

This is the second cycle of OBAG projects. The Transportation Authority approved OBAG Cycle 1 projects on June 25, 2013 through Resolution 13-63 and has subsequently approved a few amendments for projects that had trouble meeting federal timely use of funds requirements. Attachment 2 contains a map of OBAG 1 projects and a table showing project delivery status.

#### **Available Funds.**

Consistent with the Board-adopted OBAG 2 framework, we have a total of \$42,286,000 available for San Francisco's OBAG 2 call for projects. Of that amount, MTC requires that \$1,797,000 be reserved for Safe Routes to Schools (SRTS) projects, which the Transportation Authority Board prioritized for non-infrastructure projects due to the relative difficulty of funding non-infrastructure projects (e.g. education, safety training) compared to securing funds for capital improvements.

<b>San Francisco OBAG 2 County Program Funding (\$ millions)</b>	
SRTS	\$1.797
Countywide OBAG 2	\$40.489
<b>TOTAL</b>	<b>\$42.286</b>

#### **Prioritization Process.**

On March 13, 2017, we issued the OBAG 2 call for projects. In response, we received eight project applications, requesting \$87,059,404, more than double the funds available, as shown in Attachment 3.

We evaluated the OBAG 2 applications using the Board-adopted screening and prioritization criteria (Attachment 4), and follow-up communications with sponsors and MTC. We first screened project submissions for eligibility and, upon consultation with MTC, confirmed that one project (the Port of San Francisco's Mission Bay Ferry Landing Project) was ineligible to receive funding due to lack of a funding plan for the construction phase, for which OBAG 2 funds were requested. Further, we also work with MTC and projects sponsors to identify ineligible scope elements for two projects (SF Public Works' Better Market Street and the Department of Public Health's SRTS Non-Infrastructure Project (2019-2021)) which was accounted for in our staff recommendation (see next section below).

We then evaluated the projects using the prioritization criteria detailed in Attachment 4. These include a number of location-specific prioritization criteria that reward projects in or near other geographic definitions (e.g., PDA, Communities of Concern) and project-specific criteria (e.g. project readiness, safety, community support, and the extent of transit core capacity and reliability improvements).



## Agenda Item 9

Resulting project scores are shown in Attachment 5.

### **Staff Recommendations.**

We are recommending fully funding three of the eight candidate projects and partially funding three additional projects, as detailed in Attachment 3 and summarized in Attachment 6. Our recommendation largely follows score order, funding the highest scoring projects first until available funds are exhausted.

Partial funding for the Better Market Street project (\$15.98 M vs. \$37.12 M requested) fully funds the design phase, but does not include funding for the construction phase which lacks a full funding plan at this time to qualify for OBAG 2 funds. The partial funding recommendation for the Safe Routes to School Non-Infrastructure Project (\$2.8 M vs. \$3.9 M requested) excludes OBAG-ineligible scope elements. The only diversion from score order in our recommendation is our recommendation to not fund the Bayshore Multimodal Facility and to instead direct the remaining funds to partially fund the Embarcadero Station: New Northside Platform Elevator and Faregates project (\$2.0 M vs. \$9.2 M). BART staff has indicated that with the recommended OBAG funds and another \$1 million in Prop K sales tax that we are recommending from the Prop K facilities category, BART will fully fund the project.

With respect to the Planning Department's Bayshore Multimodal Facility project, we recommend instead working the Planning Department and the SFMTA to fund the project (\$452,388 requested in OBAG fund for environmental review and design) from the Prop K Bi-County category if it moves forward. This avoids federalizing the project at this stage, which is more efficient and mitigates delivery risk given strict federal requirements and SF Planning's lack of a federal funding master agreement with Caltrans.

Attachment 7 includes a map showing projects recommended to receive OBAG 2 funding and their proximity to PDAs. Nearly 100% of our OBAG 2 projects are within or pass through PDAs, exceeding MTC's 70% requirement.

Attachment 8 contains project summaries showing additional scope, schedule, and funding plan detail for the projects recommended for funding.

### **Next Steps.**

We are currently working with MTC and project sponsors to align the staff-recommended funding with the timing and type of federal money available across the 5-year OBAG 2 program. After the Transportation Authority Board acts to approve a program of projects, we will submit it to MTC by July 31, 2017 and its Commission will then act to approve it.

### **FINANCIAL IMPACT**

There are no impacts to the Transportation Authority's proposed Fiscal Year 2017/18 budget associated with the recommended action.

### **CAC POSITION**

The CAC will consider this item at its June 28, 2017 meeting.

## **SUPPLEMENTAL MATERIALS**

Attachment 1 – Map of San Francisco PDAs

Attachment 2 – OBAG 1 Map and Project Updates

Attachment 3 – OBAG 2 Projects Received and Detailed Staff Recommendations

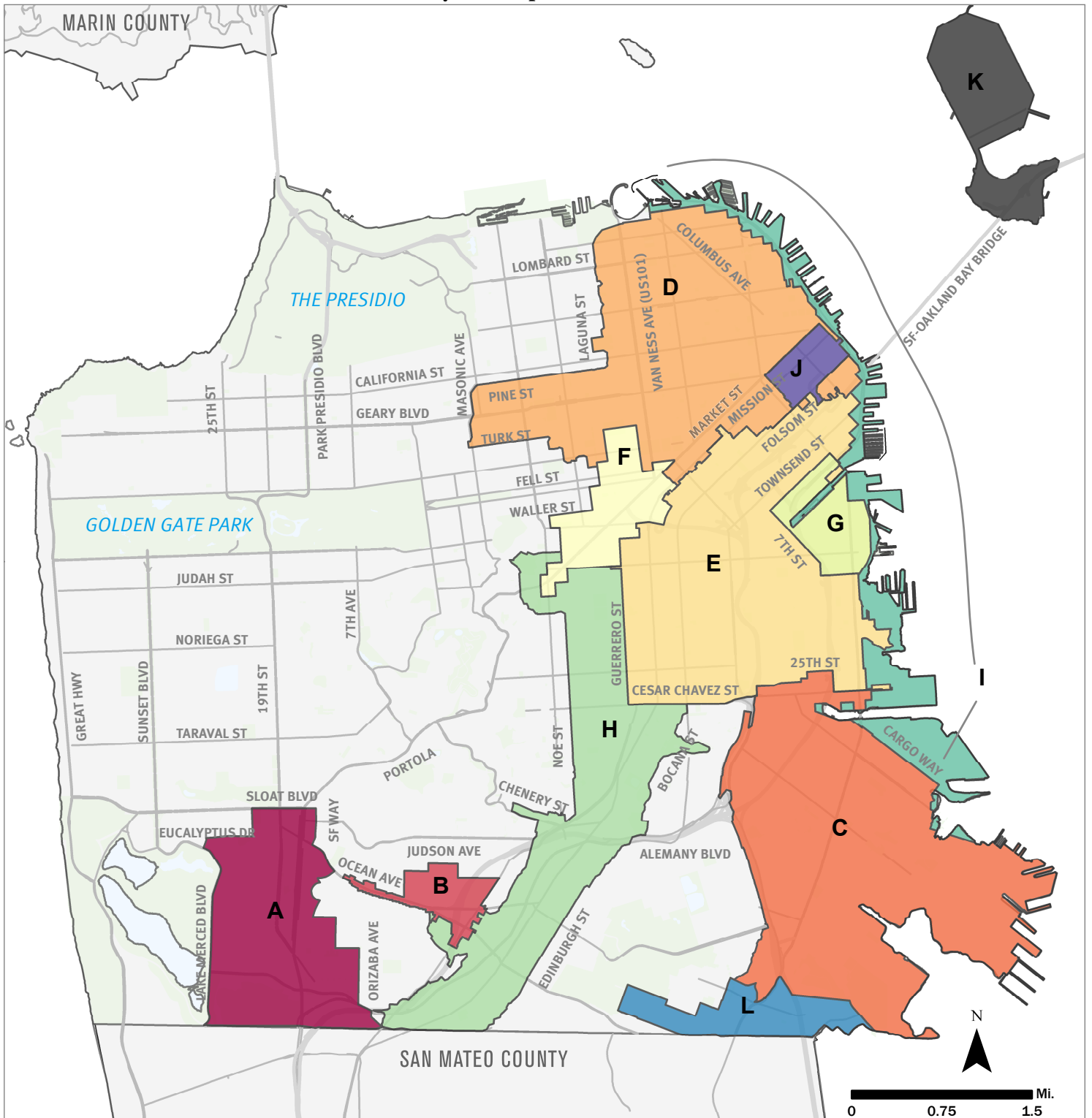
Attachment 4 - OBAG 2 Screening and Prioritization Criteria

Attachment 5 – OBAG 2 Project Evaluation

Attachment 6 – OBAG 2 Program of Projects – Summary of Staff Recommendations

Attachment 7 – OBAG 2 Program of Projects – Map of Staff Recommendations

Attachment 8 – OBAG 2 Project Summaries



### Priority Development Areas

- A. 19th Avenue
- B. Balboa Park
- C. Bayview/Hunters Point Shipyard/Candlestick Point
- D. Downtown-Van Ness-Geary
- E. Eastern Neighborhoods
- F. Market-Octavia/Upper Market
- G. Mission Bay
- H. Mission-San Jose Corridor
- I. Port of San Francisco
- J. Transit Center District
- K. Treasure Island and Yerba Buena Island
- L. San Francisco/San Mateo Bi-County Area

Source: The Association of Bay Area Governments (ABAG)

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## One Bay Area Grant Cycle 1 Project Updates (updated June 2017)

Project Name (Sponsor)	Description	Construction Start	Open for Use	Total Project Cost	OBAG Funds as Last Amended
<b>Broadway Chinatown Streetscape Improvement (San Francisco Public Works (SFPW))</b>	Design and construct a complete streets project on Broadway from Columbus to the Broadway Tunnel, including bulb-outs, special crosswalk paving, new medians, street trees, bus stop improvements, and repaving.  Construction is 20% complete.	June 2016	August 2017	\$7,102,487	\$3,477,802 <sup>1,2</sup>
<b>ER Taylor Elementary School Safe Routes to School (SFPW)</b>	Design and construct four pedestrian bulb outs at the intersection of Bacon and Gottingen near ER Taylor Elementary School to improve pedestrian safety.  <b>The project is open for use.</b>	June 2015	November 2015	\$604,573	\$400,115 <sup>2,3</sup>
<b>Longfellow Elementary School Safe Routes to School (SFPW)</b>	Design and construct pedestrian safety improvements at the intersections of Mission & Whittier, Mission & Whipple, and Mission & Lowell near Longfellow Elementary School.  <b>The project is open for use.</b>	August 2015	March 2016	\$852,855	\$670,307
<b>Mansell Corridor Improvement (San Francisco Municipal Transportation Agency (SFMTA))</b>	Design and construct a complete streets project on Mansell Street from Visitacion Avenue to Brazil Street including reduction in number of vehicular lanes and creating a multiuse path for pedestrians and bicyclists.  <b>The project is open for use.</b>	September 2015	January 2017	\$6,807,348	\$1,762,239
<b>Masonic Avenue Complete Streets (SFMTA)</b>	Construct complete streets improvements on Masonic Avenue from Fell to Geary, including reallocation of space to calm traffic, dedicated bicycle space (raised cycle track), and pedestrian enhancements.  Construction is 27% complete.	June 2016	April 2018	\$22,785,900	\$0 <sup>4</sup>
<b>Second Street Streetscape Improvement (SFPW)</b>	Design and construct a complete streets project on Second Street from Market to Townsend, including pedestrian safety improvements, a buffered cycle track, landscaping, and repaving.  Design is complete. Construction contract was re-advertised in April 2017 due to higher-than-anticipated bids received in response to the original contract advertisement.	October 2017	October 2019	\$15,415,115	\$10,567,997 <sup>3</sup>
<b>Transbay Transit Center Bike and Pedestrian Improvements (Transbay Joint Powers Authority)</b>	Construct pedestrian and bicycle projects associated with the Transbay Transit Center, including a pedestrian walkway, sidewalks, path-finding signage, real time passenger information, bike racks and channels, pedestrian lighting, and public art.  OBAG work will be implemented as part of various construction contracts for the Transbay Transit Center project, which is anticipated to open for use in early 2018.	January 2017	December 2017	\$11,480,440	\$6,000,000
<b>Light Rail Vehicle (LRV) Procurement (SFMTA)</b>	Purchase 175 replacement LRVs and 25 expansion LRVs to help meet projected vehicle needs through 2020, including for the Central Subway.  The first new train arrived in January 2017 ; 4 vehicles are currently in non-revenue service testing; revenue service expected to start in late summer 2017.	September 2014	Through 2020 (procurement)	\$175,000,000	\$10,227,540 <sup>4</sup>

**Attachment 2  
One Bay Area Grant Cycle 1 Project Updates (updated June 2017)**

<b>Lombard Street US-101 Corridor Improvement (SFPW)</b>	Design and construct safety improvements along Lombard Street between Van Ness Avenue and Richardson Avenue, including curb extensions (pedestrian and transit bulb-outs), daylighting at intersections, signal timing improvements, advance stop bars and high visibility curb crosswalks.	February 2018	October 2019	\$24,263,920	\$1,910,000 <sup>1</sup>
	Design is 95% complete. Due to a change in the Caltrans design standards midway through project design, SFPW has had to request a design variance from Caltrans, which is currently being negotiated and is anticipated to delay the start of project construction.				

Please visit [www.sfcta.org/MyStreetsSF](http://www.sfcta.org/MyStreetsSF) for more information.

**Total OBAG: \$35,016,000**

<sup>1</sup> \$1.91 million in OBAG funds programmed to the Broadway Chinatown Streetscape Improvement Project were swapped with SFMTA local revenue bond funds because the OBAG funds were unavailable when needed. In October 2015, the Transportation Authority Board reprogrammed the OBAG funds to SFPW's Lombard Street US-101 Corridor Improvement via 2016 Regional Transportation Improvement Program, as requested by SFMTA and SFPW.

<sup>2</sup> On December 15, 2015, the Transportation Authority Board approved SFPW's request to reprogram \$67,265 cost savings from the recently completed ER Taylor SR2S to Chinatown Broadway, which has received a higher-than-anticipated bid to its original construction contract advertisement.

<sup>3</sup> On June 28, 2016, the Transportation Authority Board approved SFPW's request to reprogram additional \$51,215 from the completed ER Taylor SR2S to Second Street to cover the cost of the pedestrian lighting, which has been added per the community's request.

<sup>4</sup> In order to minimize risk of losing federal funds due to project delays, in February 2015, the Transportation Authority Board reprogrammed \$10,227,540 in OBAG funds from SFMTA's Masonic Avenue project to the LRV Procurement project, with the condition that SFMTA continue to follow OBAG reporting requirements for the Masonic Avenue project. See the Plans and Programs Committee memo (February 3, 2015) and Resolution 15-42 for more detail.



# San Francisco One Bay Area Grant Cycle 1 (OBAG 1) Approved Projects



 Grey backgrounds denote Priority Development Areas (PDAs)

\* Lombard Street US-101 Corridor Project was not in the original OBAG 1 project list. \$1.91 million in OBAG funds were reprogrammed to it from the Chinatown Broadway Phase IV Street Design project because the OBAG funds were unavailable when the Broadway project needed it.

\*\* SFMTA LRV Procurement Project was not in the original OBAG 1 project list. In order to minimize risk of losing federal funds due to project delays, \$10.2 million in OBAG funds were reprogrammed from the Masonic Avenue project to the LRV Procurement project. SFMTA continues OBAG 1 reporting on both projects.

**Attachment 3.  
San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Call for Projects  
Projects Received and Detailed Staff Recommendation 1**

Evaluation Score <sup>1</sup>	Project Name and Brief Description	Sponsor Agency <sup>2</sup>	Requested Phase(s)	Total Project Cost	OBAG 2 Requested	Recommended OBAG 2 Programming	District(s)	Notes
36.1	<b>Geary Bus Rapid Transit Phase 1</b> - Create dedicated bus-only lanes along the six-mile 38/38R route on Geary Street, O'Farrell Street, and Geary Boulevard from Market Street to 34th Avenue. Provide other pedestrian- and transit-supportive improvements such as bulb-outs, optimized stops with upgraded amenities, and signal improvements. This is for Phase 1 of the Bus Rapid Transit project.	SFMTA	Construction	\$ 64,656,000	\$ 6,939,000	\$ 6,939,000	1, 2, 3, 5, and 6	Allows equivalent amount of Prop K/Prop AA funds to shift to Phase 2 of the project to advance design.
34.6	<b>Better Market Street</b> - Completely reconstruct Market Street from Octavia Boulevard to the Embarcadero, prioritizing transit, providing safe pedestrian access for people of all ages and abilities, and building safe bicycle facilities and quality public spaces and streetscapes.	SFPW	Design and Construction	\$ 603,720,000	\$ 37,123,000	\$ 15,980,000	3, 5, and 6	Recommend funding design phase only (\$42 million design cost) due to lack of full funding for construction. Project could seek construction funding through various discretionary sources including Regional Measure 3 (RM3) Core Capacity funds, consistent with San Francisco's proposed RM3 priorities. See Attachment 8 for funding plan.
33.5	<b>Peninsula Corridor Electrification Project</b> - Electrify and upgrade the performance, operating efficiency, capacity, and reliability of Caltrain's commuter rail service by electrifying the Caltrain line from San Francisco to San Jose and replacing 75% of the diesel fleet with high performance electric train sets.	PCJPB	Construction	\$ 1,980,253,000	\$ 16,100,000	\$ 11,187,736	6, 10	Requested OBAG 2 amount represents San Francisco's remaining commitment to the PCEJP project. SFCTA, SFMTA, and the Mayor's Office will continue to identify funds to cover the gap.
27.8	<b>San Francisco Safe Routes to School (SRTS) Non-Infrastructure Project (2019-2021)</b> - Implement an additional two years of the SRTS program that includes educational, encouragement, and evaluation activities and deliverables for school years 2019-2021 on behalf of the SRTS Partnership. The intent is to increase the percentage of students actively commuting to participating schools and improve safety of routes to schools. The scope currently includes comprehensive services at 35 elementary schools, special activities at 4 middle schools, and 2 high schools citywide, and technical assistance to any interested public school.	DPH	Construction (Non-Infrastructure)	\$ 3,879,016	\$ 3,879,016	\$ 2,813,264	all	The recommended award will continue the current program through 2021. Reduced recommendation eliminates proposed add-on tasks, such as a bicycle build program for students, which are ineligible for OBAG funds. \$1.81 million of recommended funding is from the required Safe Routes to School set-aside prioritized for non-infrastructure projects. 20 of the current 35 elementary schools currently participating in the program are in PDAs.

**Attachment 3.  
San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Call for Projects  
Projects Received and Detailed Staff Recommendation <sup>1</sup>**

Evaluation Score <sup>1</sup>	Project Name and Brief Description	Sponsor Agency <sup>2</sup>	Requested Phase(s)	Total Project Cost	OBAG 2 Requested	Recommended OBAG 2 Programming	District(s)	Notes
26.6	<b>John Yehall Chin Elementary Safe Routes to School</b> - Construct curb extensions and a raised crosswalk at six high-injury and high-pedestrian volume intersections near 350 Broadway Street to improve the safety and convenience of walking, biking, and taking transit to John Yehall Chin Elementary School.	SFPW	Construction	\$ 4,200,000	\$ 3,366,000	\$ 3,366,000	3	OBAG award would fully fund construction of this shovel-ready project that received Prop K and Active Transportation Program funds for the planning and design phases.
24.4	<b>Bayshore Multimodal Facility</b> - Complete environmental review and final design for a bi-county, Bayshore Multi-Modal Facility serving Caltrain, Muni, Samtrans, and future California High Speed Rail at the Bayshore Caltrain Station. Project would include an implementation plan for a complete street design, turnaround facility, and public space.	SF Planning	Environmental Review and Design	\$ 9,876,625	\$ 452,388	\$ -	10	We are not recommending OBAG 2 funding for this project, but note it is eligible for Prop K Bi-County funds if it moves forward. This avoids federalizing the project at this stage which is more efficient and mitigates delivery risk given strict federal requirements and SF Planning's lack of a funding agreement with Caltrans. This also allows us to help fully fund the BART elevator project below.
21.9	<b>Mission Bay Ferry Landing</b> - Construct a new ferry terminal in Mission Bay to provide a link between this Priority Development Area and the East and North Bays.	Port of SF	Construction	\$ 42,700,000	\$ 10,000,000	\$ -	6 and 10	Deemed ineligible due to lack of a full funding plan for requested phase. Prior phases are already under contract. Construction phase recommended as a San Francisco Regional Measure 3 priority.
17.4	<b>Embarcadero Station: New Northside Platform Elevator and Faregates</b> - Procure and install a new elevator on the east end of the station between the BART platform and the mezzanine area, expand paid area to include the new elevator, dedicate existing elevator to Muni use only.	BART	Construction	\$ 15,000,000	\$ 9,200,000	\$ 2,000,000	3, 6	\$2 million in OBAG 2 and \$1 M from the Prop K facilities funds designated for BART and/or from the "undesignated" line that BART/Caltrain/Muni can apply for will fully fund the project. BART will cover the difference with BART funds. Muni has no objection to the project.
				<b>TOTAL</b>	\$ 2,724,284,641	\$ 87,059,404	\$ 42,286,000	

<b>TOTAL OBAG 2 FUNDS AVAILABLE FOR PROJECTS</b>	\$ 42,286,000
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<sup>1</sup> Projects are sorted by evaluation score from highest ranked to lowest.

<sup>2</sup> Sponsor abbreviations include: Bay Area Rapid Transit (BART), Peninsula Corridor Joint Powers Board (PCJPB), Port of San Francisco (SF Port), San Francisco Department of Public Health (DPH), San Francisco Municipal Transportation Agency (SFMTA), San Francisco Planning Department (SF Planning) and San Francisco Public Works (SFPW).



## Attachment 4.

**San Francisco One Bay Area Grant (OBAG) 2  
Screening and Prioritization Criteria (adopted 02.28.2017)**

To develop a program of projects for San Francisco's OBAG 2 County Program, the Transportation Authority will first screen candidate projects for eligibility and then will prioritize eligible projects based on evaluation criteria. The Metropolitan Transportation Commission's (MTC's) OBAG 2 guidelines set most of the screening and evaluation criteria to ensure the program is consistent with Plan Bay Area and federal funding guidelines. We have proposed to add a few additional criteria to better reflect the particular conditions and needs in our county (as indicated by *italicized text*).

#### **OBAG SCREENING CRITERIA**

Projects must meet all screening criteria in order to be considered further for OBAG funding. The screening criteria will focus on meeting the eligibility requirements for OBAG funds and include, but are not limited to the following factors:

- Award of the OBAG 2 funds will result in a fully funded, stand-alone capital project, plan, or Safe Routes to School (SRTS) project.
- Project scope must be consistent with the intent of OBAG and its broad eligible uses.<sup>1</sup>
- Project sponsor is eligible to receive federal transportation funds.
- Project sponsor is requesting a minimum of \$500,000 in OBAG funds.<sup>2</sup>
- Project is consistent with Plan Bay Area (the Bay Area's regional transportation plan) *and the San Francisco Transportation Plan.*
- Project has identified the required 11.47% local match in committed or programmed funds, including in-kind matches for the requested phase. Alternatively, for capital projects the project sponsor may demonstrate fully funding the pre-construction phases (e.g. project development, environmental or design) with local funds and claim toll credits in lieu of a match for the construction phase. In order to claim toll credits, project sponsors must still meet all federal requirements for the pre-construction phases even if fully-funded. For non-infrastructure projects, the project sponsor may demonstrate funding federally ineligible activities with the local match.

#### **Additional Screening Criteria for Street Resurfacing Projects:**

- Project selection must be based on the analysis results of federal-aid eligible roads from San Francisco's certified Pavement Management System.
- Pavement rehabilitation projects must have a PCI score of 70 or below. Preventative maintenance projects must extend the useful life of the facility by at least 5 years.

#### **Additional Screening Criteria for the SRTS Set-Aside:**

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<sup>1</sup> Eligible scopes of work include but are not limited to transit improvements, smart system management, transportation demand management, safety and streetscape improvements, street resurfacing, and PDA planning. Refer to MTC's OBAG 2 guidelines for a full list, and contact SFCTA staff with any questions about eligibility.

<sup>2</sup> SFCTA staff will consider projects requesting more than \$100,000 but less than \$500,000 on a case by case basis if the project is competitive and cannot easily be funded elsewhere, but sponsors must demonstrate an ability to comply with federal funding requirements.

## Attachment 4.

- *Non-infrastructure projects (e.g. education and outreach) will be prioritized given that they have limited discretionary funding opportunities.*
- *Projects must be coordinated with San Francisco SRTS Coalition (Coalition), i.e., either having been prioritized by the Coalition or having a letter of support signed by all of the Coalition member agencies.*

## OBAG PRIORITIZATION CRITERIA

Projects that meet all of the OBAG screening criteria will be prioritized for OBAG funding based on, but not limited to the factors listed below. The Transportation Authority reserves the right to modify or add to the prioritization criteria in response to additional MTC guidance, to enable matching of recommended projects with eligibility requirements of available fund sources, and if necessary, to prioritize a very competitive list of eligible projects that exceed available programming capacity.

## Location-Specific Criteria

- **Located within or provides “proximate access” to Priority Development Area (PDA):** OBAG establishes a minimum requirement that 70% of all OBAG funds be used on projects that are located within or provide proximate access to a PDA. Projects that are geographically outside of a PDA, but are determined to be eligible by the Transportation Authority because they provide proximate access to a PDA, must be mapped and given policy justifications for why and how they support a given PDA. The Transportation Authority will also consider consistency with the Transportation Investment Growth Strategy and/or PDA plans.
- **Located within High Impact Project Areas:** Factors used to determine High Impact Project Areas include:
  - PDAs taking on significant housing growth in Plan Bay Area, including Regional Housing Needs Allocation, as well as housing production, especially those that are adding a large number of very low, low, and moderate income housing units.
  - Dense job centers in proximity to housing and transit (both currently and as projected in Plan Bay Area), especially where supported by reduced parking requirements and Travel Demand Management programs
  - Improved transportation choices for all income levels in proximity to quality transit access, with an emphasis on connectivity (including safety, lighting, etc.), to reduce vehicle miles travelled
- **Located within a Community of Concern (COC):** Projects located within a COC, as defined by MTC, Congestion Management Agencies, or Community Based Transportation Plans will be given higher priority. *Projects identified in Muni’s Equity Strategy will be given priority.*
- **Located within PDAs with affordable housing preservation and creation strategies:** Projects located within PDAs with affordable housing preservation and creation strategies and community stabilization strategies will be given priority. *Technically, San Francisco is already compliant with MTC’s criterion which is meant to apply at the jurisdiction level. Nonetheless, in order to meet the spirit of this criterion and after consulting with the Planning Department, we will give priority to projects located near a proposed housing development within a PDA with 75% or more affordable units.*
- **Located within Bay Area Air Quality Management District (Air District) Community Air Risk Evaluation (CARE) Community, or located near freight transport infrastructure:** Projects located in areas with highest exposure to particulate matter and toxic

## Attachment 4.

air contaminates that employ best management practices to mitigate exposure, will receive a higher priority.<sup>3</sup>

### Other Criteria

- **Project Readiness:** Projects that can clearly demonstrate an ability to meet OBAG timely use of funds requirements will be given a higher priority.
- **Planning for Healthy Places:** Projects that implement best practices identified in Air District Planning for Healthy Places guidelines will receive higher priority.<sup>4</sup>
- **Safety:** *Projects that address high injury corridors or other locations consistent with the City's Vision Zero policy will be given higher priority. Project sponsors must clearly define and provide data to support the safety issue that is being addressed and how the project will improve or alleviate the issue.*
- **Multi-modal Benefits:** *Projects that directly benefit multiple system users (e.g. pedestrians, cyclists, transit passengers, motorists) will be prioritized.*
- **Multiple Project Coordination:** *Projects that are coordinated with non-OBAG funded, but related improvements, such as making multi-modal improvements on a street or road that is scheduled to undergo repaving, will receive higher priority. Project sponsors must clearly identify related improvement projects, describe the scope, and provide a timeline for major milestones for coordination (e.g. start and end of design and construction phases).*
- **Community Support:** *Projects with clear and diverse community support will receive a higher priority. This can be shown through letters of support, specific reference to adopted plans that were developed through a community-based planning process (e.g. community-based transportation plan, the Neighborhood Transportation Improvement Program, corridor improvement plan), or community meetings regarding the project. SR2S infrastructure projects that come from documented walking audits with school officials and community members also will be prioritized.*
- **Core Capacity:** *Projects that increase capacity and reliability needs such as those identified in MTC's Bay Area Core Capacity Transit Study will receive a higher priority. Core corridors include the Muni Metro and Rapid Network, Transbay and Peninsula travel corridors. Includes transit capacity and travel demand management to increase person throughput and transit reliability in freeway corridors.*
- **Alternate Funding Source:** *This factor will be considered to prioritize projects with limited alternate funding sources.*
- **Project Sponsor Priority:** *For project sponsors that submit multiple OBAG applications, the Transportation Authority will consider the project sponsor's relative priority for its applications.*

**Geographic Equity:** *This factor will be applied program-wide.*

As is customary, the Transportation Authority will work closely with project sponsors to clarify scope, schedule and budget; and modify programming recommendations as needed to help optimize the projects' ability to meet timely use of funds requirements.

If the amount of OBAG funds requested exceeds available funding, we reserve the right to negotiate

<sup>3</sup> Information regarding Air District CARE Communities can be found online (<http://www.baaqmd.gov/plans-and-climate/community-air-risk-evaluation-care-program>).

<sup>4</sup> Information regarding Air District Planning for Healthy Places can be found online (<http://www.baaqmd.gov/plans-and-climate/planning-healthy-places>).

**Attachment 4.**

with project sponsors on items such as scope and budget changes that would allow us to develop a recommended OBAG project list that best satisfies all of the aforementioned prioritization criteria.

**Attachment 5.  
San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Call for Projects  
Project Evaluation<sup>1</sup>**

Projects	Location-Specific Criteria					Project-Specific Criteria							Total (max 47)	
	PDA (3 pts)	High- Impact Project Area (2 pts)	COC (3 pts)	BAAQMD CARE Community (2 pts)	PDA with affordable housing preservation and creation strategy (3 pts)	Project Readiness (10 pts)	Planning for Healthy Places (2 pts)	Safety (4 pts)	Multi- modal Benefits (3 pts)	Multiple Project Coordination (3 pts)	Community Support (3 pts)	Core Capacity (6 pts)		Alternate Funding Source (3 pts)
Geary Bus Rapid Transit Phase 1	3.0	2.0	3.0	2.0	2.0	7.2	1.7	4.0	2.7	0.8	2.2	4.5	1.0	36.1
Better Market Street Peninsula Corridor Electrification Project	3.0	2.0	3.0	2.0	3.0	5.0	1.8	4.0	2.8	1.0	2.0	4.0	1.0	34.6
San Francisco Safe Routes to School Non-Infrastructure Project (2019-2021)	2.5	2.0	2.0	2.0	2.0	9.0	1.0	0.0	1.0	1.0	3.0	6.0	1.5	33.5
John Yehall Chin Elementary Safe Routes to School	2.0	1.5	2.0	2.0	2.0	6.3	1.2	2.3	2.0	0.2	2.3	0.0	3.0	27.8
Bayshore Multimodal Facility	3.0	2.0	2.0	2.0	0.5	5.7	1.3	0.7	3.0	1.0	1.5	1.0	0.7	24.4
Mission Bay Ferry Landing	2.5	2.0	0.0	2.0	0.0	3.7	1.0	0.0	2.3	1.0	2.3	3.8	1.3	21.9
Embarcadero Station: New Northside Platform Elevator and Faregates	2.0	2.0	0.0	2.0	0.0	6.7	0.0	0.0	1.0	0.0	1.0	2.0	0.7	17.4

Abbreviations include:

- Priority Development Areas (PDA)
- Community of Concern (COC)
- Bay Area Air Quality Management District (BAAQMD)
- Community Air Risk Evaluation (CARE)

<sup>1</sup> See Attachment 4 for Board-adopted prioritization criteria.

**Attachment 6.  
San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Call for Projects  
Summary of Staff Recommendations<sup>1</sup>**

Sponsor Agency <sup>2</sup>	Project Name	Recommended Phase(s)	District(s)	Total Project Cost	OBAG 2 Requested	Recommended OBAG 2 Programming
SFPW	Better Market Street	Design	3, 5, and 6	\$ 603,720,000	\$ 37,123,000	\$ 15,980,000
PCJPB	Peninsula Corridor Electrification Project	Construction	6, 10	\$ 1,980,253,000	\$ 16,100,000	\$ 11,187,736
SFMTA	Geary Bus Rapid Transit Phase 1	Construction	1, 2, 3, 5, and 6	\$ 64,656,000	\$ 6,939,000	\$ 6,939,000
SFPW	John Yehall Chin Elementary Safe Routes to School	Construction	3	\$ 4,200,000	\$ 3,366,000	\$ 3,366,000
DPH	San Francisco Safe Routes to School Non-Infrastructure Project (2019-2021)	Construction (Non-Infrastructure)	all	\$ 3,879,016	\$ 3,879,016	\$ 2,813,264
BART	Embarcadero Station: New Northside Platform Elevator and Faregates	Construction	3, 6	\$ 15,000,000	\$ 9,200,000	\$ 2,000,000
<b>TOTAL</b>				<b>\$ 2,671,708,016</b>	<b>\$ 76,607,016</b>	<b>\$ 42,286,000</b>

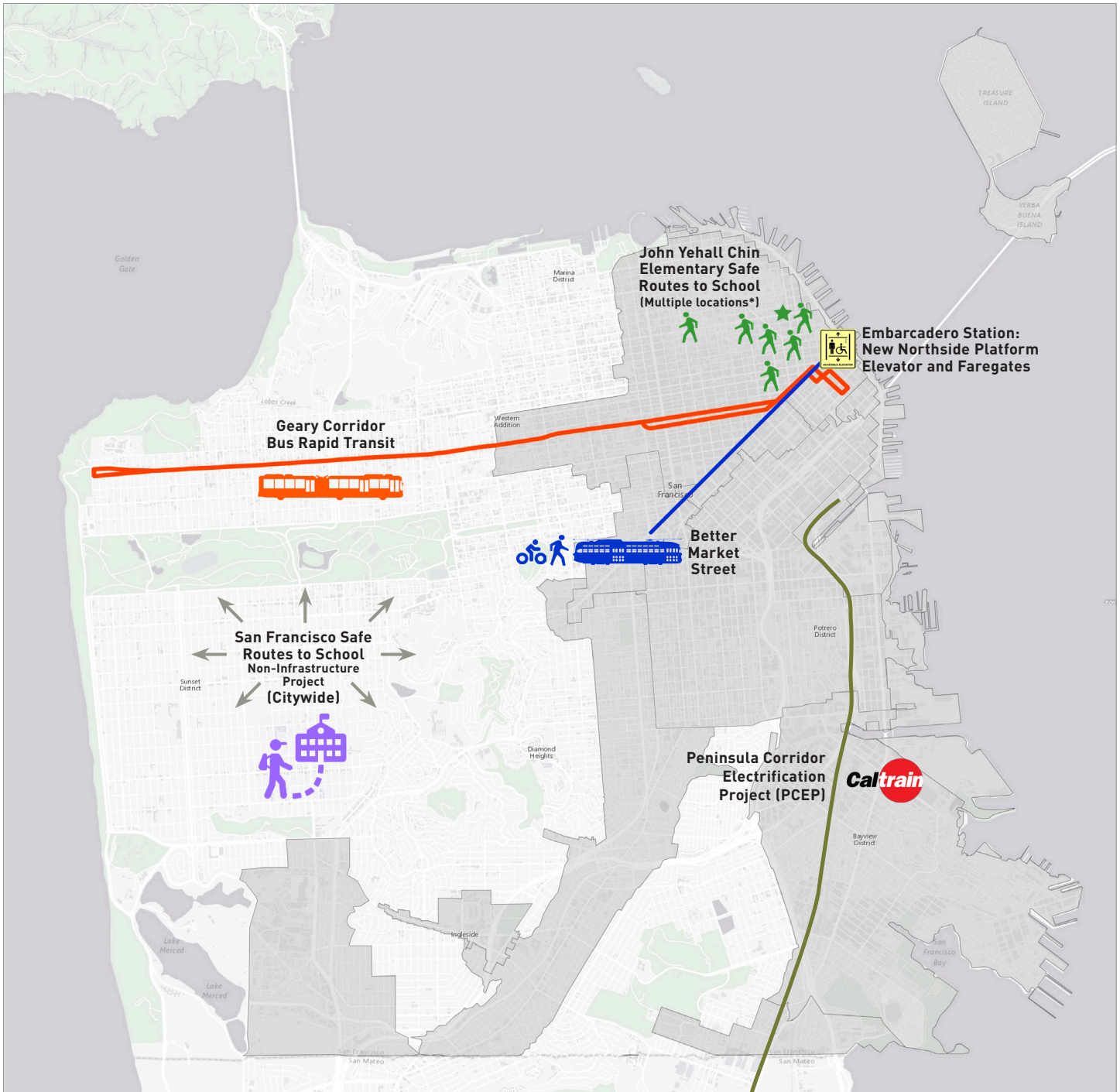
<b>TOTAL OBAG 2 FUNDS AVAILABLE FOR PROJECTS</b>	<b>\$ 42,286,000</b>
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<sup>1</sup> Projects are sorted by recommended OBAG 2 programming from highest to lowest.

<sup>2</sup> Sponsor abbreviations include: Bay Area Rapid Transit (BART), Peninsula Corridor Joint Powers Board (PCJPB), San Francisco Department of Public Health (DPH), San Francisco Municipal Transportation Agency (SFMTA), and San Francisco Public Works (SFPW).



# San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Call for Projects—Recommended Projects



 Grey backgrounds denote Priority Development Areas (PDAs)

- \* John Yehall Chin Elementary (★) Safe Routes to School Intersection Improvement locations:
- Broadway and Cyrus Place
  - Pacific and Stockton
  - Kearny and Jackson
  - Bush and Kearny
  - Battery and Washington
  - Battery and Pacific

## Attachment 8

## San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Project Summaries

**Better Market Street****Sponsor:** San Francisco Public Works**Recommended OBAG 2 Programming:** \$15,980,000**Recommended Phase:** Design**Districts:** 3, 5, and 6**Scope:**

Completely reconstruct 2.2 miles of Market Street from Octavia Boulevard to the Embarcadero, prioritizing transit, providing safe pedestrian access for people of all ages and abilities, and building safe bicycle facilities and quality public spaces and streetscapes. The program will advance several key City policies: Transit First, Vision Zero, the SF Bicycle Plan, and the Better Streets Plan through a series of three interdependent project scopes:

1. Better Market Street Core Capacity Improvements. Increase transit capacity through improved efficiency for the 14 surface transit lines that converge on Market Street through upgrades such as: wider and longer transit boarding islands; red Muni-only lanes; new F-Line track loop; full repaving of the roadway; signal replacement; private vehicle restrictions; protected cycling facility along the length of the corridor; traction power upgrades including a new substation; and a new Overhead Contact System.
2. Better Market Street Streetscape Enhancements. Revitalize Market Street with major streetscape and safety improvements including: simplifying north side intersections to make it easier and safer to cross; sidewalk bulb-outs; crosswalk realignment and reconstruction; ensuring generous minimum sideway widths; replacing sidewalk bricks; modernizing wayfinding systems; planting new and replacement street trees; and installing streetscape improvements, furnishings, and public art.
3. Better Market Street State of Good Repair. Replace aging transit and utility infrastructure with in-kind facilities: streetcar tracks, sewer, water distribution infrastructure, streetlight conduit and wiring, and high-speed internet conduit.

Better Market Street is a joint project of SF Public Works, the San Francisco Municipal Transportation Agency, SF Public Utilities Commission, and the Department of Technology, with work on facilities owned by all four agencies. SF Public Works is leading the implementation and will coordinate the design drawings and bid the construction contracts. The project team also includes the Planning Department.

**Schedule:**

Phase	Start (Mo/Yr)	End (Mo/Yr)
Planning/Conceptual Engineering (typically 30% design)	1/2011	6/2019
Environmental Studies (PA&ED)	1/2015	6/2019
Design Engineering (PS&E)	7/2019	6/2021
Construction	1/2022	12/2024



## Attachment 8

## San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Project Summaries

## Funding Plan (\$1,000):

Source	Status	PLAN	ENV	PS&E	ROW	CON	Total by Fund Source
OBAG 2	Planned			\$15,980		\$21,143	\$37,123
General Fund	Allocated	\$2,480	\$2,620				\$5,100
Octavia Land Sales	Allocated		\$3,050				\$3,050
Market Octavia Impact Fees	Allocated		\$1,000				\$1,000
Prop A GO Bond	Programmed	\$12,807	\$4,685	\$18,841		\$60,413	\$96,746
PUC	Planned			\$7,218		\$63,151	\$70,369
Prop B General Fund setaside	Programmed					\$10,055	\$10,055
FTA 5337 Fixed Guideway	Programmed					\$11,700	\$11,700
SFMTA 2021 Revenue Bond	Programmed					\$18,870	\$18,870
Prop K sales tax	Planned					\$1,250	\$1,250
SFMTA CIP	Planned					\$7,073	\$7,073
Senate Bill 1 (STIP/ATP)	Planned					\$50,000	\$50,000
Regional Measure 3	Planned					\$100,000	\$100,000
OBAG 3	Planned					\$16,000	\$16,000
TBD New revenues (e.g. vehicle license fee, bonds, sales tax)	Planned					\$76,000	\$76,000
FTA 5309	Planned					\$99,384	\$99,384
Total by Phase		\$15,287	\$11,355	\$42,039		\$535,039	\$603,720

## Attachment 8

## San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Project Summaries

# Peninsula Corridor Electrification Project

**Sponsor:** Peninsula Corridor Joint Powers Board (PCJPB)

**Recommended OBAG 2 Programming:** \$11,187,736

**Recommended Phase:** Construction

**Districts:** 6 and 10

## Scope:

The Peninsula Corridor Electrification Project (PCEP) will electrify and upgrade the performance, operating efficiency, capacity, and reliability of Caltrain's commuter rail service.

The PCEP includes two components: infrastructure and rolling stock. The infrastructure component includes installation of an Overhead Contact System over the rail system beginning at the 4th and King Caltrain Station in San Francisco and ending at Tamien Station in San Jose to provide power to the electric rolling stock, allowing the system to accommodate high speed rail service in the future. The rolling stock component includes the design and procurement of 98 high-performance Electric Multiple Units (EMUs) to replace approximately 75% of the existing diesel rolling stock. EMUs, which are much lighter than the diesel trains, can accelerate and decelerate faster than diesel trains, providing the flexibility to increase the frequency of service without adding travel time and/or reduce the overall travel time from one end of the corridor to the other. This important improvement allows for increased capacity on the corridor and makes it possible for Caltrain to serve more customers at more stations.

The design-build contract for the infrastructure component was awarded to Balfour Beatty in July 2016. PCJPB awarded a contract for the EMU component to Stadler in July 2016. PCEP is scheduled to be in place by 2020 and is vital to reducing traffic congestion and enhancing quality of life in the Bay Area by providing a commuter rail system that can accommodate the region's dramatic job and population growth.

## Schedule:

Phase	Start (Mo/Yr)	End (Mo/Yr)
Planning/Conceptual Engineering (typically 30% design)	1/13	4/15
Environmental Studies (PA&ED)	1/13	1/15
Design Engineering (PS&E)	4/14	2/15
Right-of-way	2/15	11/17
Construction	9/16	12/21

Attachment 8

San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Project Summaries

Funding Plan:

Caltrain Electrification Funding Plan  
Updated: August 2016

Source	Type	Status	Project Phases						EMU's	Amount	TOTAL
			PE/ENV	PS&E	DB	EMU	Electrification				
FHWA and FTA Prior Funding	Federal	Allocated	\$15,680,000					\$15,680,000	\$15,680,000	\$15,680,000	
	Federal	Planned						\$0	\$0	\$0	
FTA Formula Funds (Caltrain)	Federal	Allocated		\$5,230,000				\$5,230,000	\$5,230,000	\$315,000,000	
	Federal	Planned				\$309,770,000		\$309,770,000	\$309,770,000	\$315,000,000	
Congestion Mitigation and Air Quality	Federal	Allocated	\$4,000,000					\$4,000,000	\$4,000,000	\$4,000,000	
	Federal	Planned						\$0	\$0	\$0	
FTA Core Capacity	Federal	Allocated			\$72,900,000			\$72,900,000	\$72,900,000	\$647,000,000	
	Federal	Planned			\$574,000,000			\$574,100,000	\$574,100,000	\$647,000,000	
Prop 1A High Speed Rail Bonds	State	Allocated						\$0	\$0	\$600,000,000	
	State	Planned			\$600,000,000			\$600,000,000	\$600,000,000	\$600,000,000	
High Speed Rail Cap & Trade/ Other	State	Allocated						\$0	\$0	\$113,000,000	
	State	Planned						\$113,000,000	\$113,000,000	\$113,000,000	
Non Prop 1A, including Transit and Intercity Rail Program	State	Allocated						\$20,000,000	\$20,000,000	\$20,000,000	
	State	Planned						\$0	\$0	\$20,000,000	
Prop 1B-Caltrain	State	Allocated						\$8,000,000	\$8,000,000	\$8,000,000	
	State	Planned						\$0	\$0	\$8,000,000	
Caltrain Low Carbon Transportation Operations Program	State	Allocated						\$1,940,000	\$1,940,000	\$9,000,000	
	State	Planned						\$7,060,000	\$7,060,000	\$9,000,000	
Bridge Tolls	Regional	Allocated						\$39,400,000	\$39,400,000	\$39,400,000	
	Regional	Planned						\$0	\$0	\$39,400,000	
Carl Moyer Program	Regional	Allocated						\$20,000,000	\$20,000,000	\$20,000,000	
	Regional	Planned						\$0	\$0	\$20,000,000	
VTA	Local	Allocated						\$21,730,000	\$21,730,000	\$60,570,000	
	Local	Planned						\$19,240,000	\$19,240,000	\$60,570,000	
SMCTA	Local	Allocated						\$21,730,000	\$21,730,000	\$59,540,000	
	Local	Planned						\$17,810,000	\$17,810,000	\$59,540,000	
Prop K	Local	Allocated						\$6,400,000	\$6,400,000	\$10,300,000	
	Local	Planned						\$3,260,000	\$3,260,000	\$10,300,000	
San Francisco	Local	Allocated						\$6,400,000	\$6,400,000	\$16,100,000	
	Local	Planned						\$0	\$0	\$16,100,000	
SF General Obligation Bonds	Local	Allocated						\$31,240,000	\$31,240,000	\$31,240,000	
	Local	Planned						\$0	\$0	\$31,240,000	
Previous Local Commitment	Local	Allocated						\$11,020,000	\$11,020,000	\$11,020,000	
	Local	Planned						\$0	\$0	\$11,020,000	
Totals	Totals	Allocated						\$221,630,000	\$221,630,000	\$1,980,250,000	
	Totals	Planned						\$385,120,000	\$385,120,000	\$1,980,250,000	

\$11.188 million recommended from OBAG 2.

# Geary Bus Rapid Transit Phase 1

**Sponsor:** San Francisco Municipal Transportation Agency

**Recommended OBAG 2 Programming:** \$6,939,000

**Recommended Phase:** Construction

**Districts:** 1, 2, 3, 5, and 6

## Scope:

Together, Phase 1 and Phase 2 of the Geary Bus Rapid Transit Project will create dedicated bus-only lanes along the six-mile 38/38R route on Geary Street, O'Farrell Street, and Geary Boulevard from Market Street to 34th Avenue. It will also provide other pedestrian- and transit-supportive improvements such as bulb-outs, optimized stops with upgraded amenities, and signal improvements.

Phase 1 of the Geary BRT project will improve transit and multimodal performance and address pedestrian safety issues on the segment from Market Street to Stanyan Street. Specific improvements will include:

- Extension of existing dedicated bus-only lanes to Stanyan Street, including filling gaps in the existing bus-only lanes between Gough Street and Market Street
- Optimized stop locations with passenger amenities
- More than 50 curb bulb-outs and new curb ramps at many street corners, increasing the visibility of people crossing, slowing down right-turning vehicles, shortening crossing distances for people walking, and improving access for people with disabilities
- Upgraded traffic signals with more reliable transit signal priority, pedestrian countdown signals where they are currently missing, leading pedestrian intervals to give crossing pedestrians a head-start, and optimized traffic signal timing to improve traffic and transit flow
- Coordinated roadway repaving and separately-funded utility upgrades.

Programming OBAG funding to Phase 1 of the Geary BRT project will allow an equal amount of Prop K and Prop AA funds to shift to the Phase 2 of the project, which will implement the rest of the upgrades to the corridor.

## Schedule (Phase 1):

Phase	Start (Mo/Yr)	End (Mo/Yr)
Planning/Conceptual Engineering (typically 30% design)	10/2014	10/2015
Environmental Studies (PA&ED)	5/2007	9/2017
Design Engineering (PS&E)	10/2015	5/2018
Construction	3/2018	9/2020

Attachment 8

San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Project Summaries

Funding Plan (Phase 1):

San Francisco OBAG 2 Application  
Funding Plan (\$1,000)

Source	Type	Status <sup>2</sup>	Project Phases <sup>1</sup>						Total by Fund Source	TOTAL PROJECT FUNDING
			CER	ENV	PS&E	ROW	CON			
OBAG 2		Planned						\$6,939	\$6,939	\$64,656
Transit Performance Initiative - Investment		Allocated						\$9,600	\$9,600	
General Fund		Allocated						\$360	\$360	Total Cost Entered
General Fund		Planned						\$3,287	\$3,287	\$64,656
Prop A T2030 Bond										
Pedestrian Safety Improvements		Allocated	\$350		\$1,257				\$1,607	
Prop A T2030 Bond										
Pedestrian Safety Improvements		Programmed						\$11,693	\$11,693	
Prop AA Vehicle Registration Fee		Planned						\$2,397	\$2,397	
Prop K Sales Tax		Allocated	\$117		\$1,862				\$1,979	
SFMTA Revenue Bond Series 2014		Allocated						\$700	\$700	
SF PUC		Planned						\$23,400	\$23,400	
Transportation and Street Infrastructure Program - Follow the Paving (General Fund)		Allocated	\$95						\$95	
<b>Total by Phase</b>			<b>\$562</b>		<b>\$5,718</b>			<b>\$58,376</b>	<b>\$64,656</b>	

<i>Cost Entered by Phase (\$1,000)</i>		<b>\$562</b>	<i>Geary BRT</i>	<b>\$5,718</b>	-	<b>\$58,376</b>
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Please identify the responsible agency(ies) and funding sources for ongoing maintenance of the project, including but not limited to lighting and landscaping. Funding for operations and maintenance of the proposed project would come from existing revenue sources for SFMTA, which include fare and parking revenues, operating grants (e.g., State Transit Assistance), traffic fees, and fines.

<sup>1</sup> Acronyms for project phases include: CER - Conceptual Engineering; ENV - Environmental Studies; PS&E - Plans, Specifications & Estimates or Final Design; ROW- Right of Way, and CON - Construction.  
<sup>2</sup> Allocated - funds have been approved for expenditure for the subject project by the funding authority; Programmed - funds have been assigned to the subject project but not yet approved for expenditure; Planned - funds have not yet been committed.

## Attachment 8

## San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Project Summaries

**John Yehall Chin Elementary Safe Routes to School****Sponsor:** San Francisco Public Works**Recommended OBAG 2 Programming:** \$3,366,000**Recommended Phase:** Construction**District:** 3**Scope:**

The John Yehall Chin Elementary Safe Routes to School (SRTS) project seeks to improve the safety and convenience of walking, bicycling, and taking transit for both students traveling to the school and others living and working in the surrounding neighborhood. John Yehall Chin Elementary School is ranked as one of the schools with greatest need of safety improvements on the San Francisco Municipal Transportation Agency's SRTS prioritization list, which was created to better select SRTS projects and includes criteria such as rates of free or reduced lunch, number of students enrolled living within one mile of the school, and high levels of collisions involving a pedestrian.

The project would install significant pedestrian improvements at the following intersections, selected based on the potential to improve walking conditions, proximity to the school, location on a high-injury street, difficulty of funding the projects from other sources, and confidence of being able to meet the grant implementation deadlines. The curb extensions and raised crosswalk will reduce vehicle speeds, provide additional pedestrian space at corners, increase visibility, shorten crossing distances, and improve visibility for the 30 percent of the student population who currently walk to school.

1. Kearny and Bush – curb extension
2. Kearny and Jackson – curb extension
3. Pacific and Stockton – curb extension
4. Battery and Pacific – curb extension
5. Battery and Washington – curb extension
6. Broadway and Cyrus Place – raised crosswalk

SFMTA has estimated that 148,500 pedestrians use the selected intersections every day.

**Schedule:**

<b>Phase</b>	<b>Start (Mo/Yr)</b>	<b>End (Mo/Yr)</b>
Planning/Conceptual Engineering (typically 30% design)	7/14	6/15
Environmental Studies (PA&ED)	09/15	09/17
Design Engineering (PS&E)	01/16	5/18
Construction	3/19	10/19

## Attachment 8

## San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Project Summaries

## Funding Plan (\$1,000):

Source	Status	PLAN	ENV	PS&E	ROW	CON	Total by Fund Source
OBAG 2	Planned					\$3,366	\$3,366
ATP	Allocated		\$21	\$337			\$358
Prop K sales tax	Allocated	\$40					\$40
Prop K sales tax	Planned					\$436	\$436
Total by Phase		\$40	\$21	\$337		\$3,802	\$4,200

## Safe Routes to School Non-Infrastructure Project (2019-2021)

**Sponsor:** San Francisco Department of Public Health

**Recommended OBAG 2 Programming:** \$2,813,264

**Recommended Phase:** Construction (Non-Infrastructure)

**Districts:** citywide

### Scope:

The Safe Routes to School (SRTS) Non-Infrastructure Project will implement an additional two years (2019-2021) of the Department of Public Health's SRTS program that includes educational, encouragement, and evaluation activities. The program is currently funded through August 30, 2019. The intent is to increase the percentage of students actively commuting or commuting in non-single-family vehicles to participating schools, and to improve safety of walking and bicycling routes to schools. The scope currently includes comprehensive services at 35 elementary schools (listed below by district), and special activities at four middle schools and 2 high schools. Any interested public school in the City can receive technical assistance and resources, and can participate in events such as Walk and Roll to School Day and Bike and Roll to School Week.

Specific tasks to be accomplished through the grant include:

- Staff neighborhood SRTS task forces – Identify clusters of schools with common routes to school and connect parents and community members (with multi-lingual translation services) to perform walking audits for safety of existing infrastructure, identify needs, request improvements, and engage in ongoing planning processes
- Hold neighborhood skills building, encouragement, and outreach events to help reach parent/guardian champions, including weekend bike rodeos at shared schoolyards; parent-led walking school buses and bike trains; annual Walk and Roll to School Day and Bike and Roll to School week
- Provide technical assistance and education to expand the Tenderloin's "Safe Passage" program into other disadvantaged communities where real and perceived violence prevents families from walking and biking to school
- Implement "City Street Investigators" afterschool programs, teaching children about safety and transportation planning through hands-on activities including mapping, observation of pedestrians', bicyclists', and motorists' behaviors, and monitoring traffic speed
- Teach safe bike riding/street skills programs through 10-day Physical Education curricula in 4 middle and 2 high schools
- Promote carpooling and/or ridesharing at five or more SF Unified School District (SFUSD) schools
- Support staff person at SFUSD to coordinate implementation of unfunded SF SRTS policies

The Department of Public Health will administer the grant and evaluate the effectiveness of the program, contracting with public agencies and non-profit organizations to implement the scope of work, including:



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San Francisco One Bay Area Grant Cycle 2 (OBAG 2) Project Summaries

SFUSD, SF Department of the Environment, the San Francisco Bicycle Coalition, Walk SF, Presidio YMCA, and Safe Passage.

**Participating Elementary Schools (current):**

<u>District 1:</u> Alamo Argonne George Peabody Lafayette	<u>District 2:</u> Sherman	<u>District 3:</u> Gordon Lau Jean Parker John Yehall Chin Spring Valley
<u>District 4:</u> Dianne Feinstein Lawton RL Stevenson Sunset	<u>District 5:</u> Chinese Immersion at de Avila Grattan Rosa Parks	<u>District 6:</u> Bessie Carmichael
<u>District 7:</u> Commodore Sloat Sunnyside	<u>District 8:</u> Alvarado Fairmount Glen Park	<u>District 9:</u> Buena Vista Horace Mann Cesar Chavez ER Taylor Leonard Flynn Marshall Paul Revere
<u>District 10:</u> Bret Harte El Dorado GW Carver	<u>District 11:</u> Cleveland Longfellow Monroe SF Community	

**Schedule:**

Phase	Start	End
Construction (Non-Infrastructure)	9/1/19	8/31/21

**Funding Plan (\$1,000):**

Source	Status	PLAN	ENV	PS&E	ROW	CON	Total by Fund Source
OBAG 2	Planned					\$2,813	\$2,813
In-Kind Match	Planned					\$364	\$364
Total by Phase						<b>\$3,178</b>	<b>\$3,178</b>

# Embarcadero Station: New Northside Platform Elevator and Faregates

**Sponsor:** Bay Area Rapid Transit District

**Recommended OBAG 2 Programming:** \$2,000,000

**Recommended Phase:** Construction

**Districts:** 3 and 6

## Scope:

This project will purchase and install a new vertical elevator between the BART platform and the concourse level at the north end of the Embarcadero BART/Muni Station. A glass-enclosed cab and hoistway will provide visual transparency and accessible faregates will be added to accommodate wheelchairs. The elevator will serve the BART platform only, but an emergency stop will be provided at the Muni platform. The existing elevator will then be used exclusively to access the Muni platform. Since both elevators will be able to stop at both platforms, if one elevator is taken out of service, the other can be used to maintain accessible service for both operators.

## Schedule:

Phase	Start (Mo/Yr)	End (Mo/Yr)
Planning/Conceptual Engineering (typically 30% design)	Jun 2016	Jan 2017
Design Engineering (PS&E)	Feb 2017	Mar 2018
Construction	Jul 2019	Jul 2021

## Funding Plan (\$1,000):

Source	Status <sup>2</sup>	PLAN	ENV	PS&E	ROW	CON	Total by Fund Source
OBAG 2	Planned					\$2,000	\$2,000
BART Measure RR	Allocated			\$1,910		\$3,890	\$5,800
Prop K	Planned					\$1,000	\$1,000
BART Other Revenue	Planned					\$6,200	\$6,200
Total by Phase				\$1,910		\$13,090	\$15,000



# Memorandum

**Date:** June 20, 2017  
**To:** Transportation Authority Board  
**From:** Jeff Hobson – Deputy Director for Planning  
**Subject:** 07/11/17 Board Meeting: Adoption of the San Francisco Transportation Demand Management Plan for 2016-2020

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Adopt the San Francisco Transportation Demand Management (TDM) Plan for 2016-2020</p> <p><b>SUMMARY</b></p> <p>This memo summarizes the purpose of the 2016-2020 San Francisco TDM Plan, next steps for TDM projects, and previous expenditures related to this planning effort. The TDM Plan is a joint effort between the Transportation Authority, San Francisco Municipal Transportation Agency (SFMTA), Department of the Environment (SFE), and the Planning Department. The Plan, which follows the Transportation Authority-supported 2014 TDM Strategy will be considered by each partner agency’s board and represents the next step in collaborative TDM planning in San Francisco.</p>	<p><input type="checkbox"/> Fund Allocation  <input type="checkbox"/> Fund Programming  <input type="checkbox"/> Policy/Legislation  <input checked="" type="checkbox"/> Plan/Study  <input type="checkbox"/> Capital Project Oversight/Delivery  <input type="checkbox"/> Budget/Finance  <input type="checkbox"/> Contract/Agreement  <input type="checkbox"/> Procurement  <input type="checkbox"/> Other:  _____</p>
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## DISCUSSION

### Background.

In 2014 the Transportation Authority, SFMTA, SFE and Planning Department supported the Interagency TDM Strategy as part of the TDM Partnership Project. The TDM Strategy identifies shared goals and priority activities to deliver TDM programs in a coordinated manner throughout San Francisco. Together these four agencies will work collaboratively to achieve San Francisco’s Transit First policy and adopted Climate Action Strategy. The 2016-2020 TDM Plan is the next step towards this vision.

A successful TDM plan will reduce the cost of living for San Francisco residents by reducing reliance on driving in and to the city. Moreover, by reducing solo-driving trips and increasing mobility through more sustainable modes, air quality will also increase. Lastly, a successful TDM plan will complement larger infrastructure improvements by making our transportation system more efficient and sustainable.

### 2016-2020 TDM Plan.

The TDM Plan is based on the 2014 Strategy and identifies policies, projects and programs San Francisco can implement to accomplish its TDM goals. The TDM Plan also identifies general roles for specific TDM strategies and assigns accountability to certain agencies. Finally, through inter-agency

## Agenda Item 10

collaboration, we will evaluate the effectiveness of the TDM plan based on changes in single-occupancy vehicle trips, vehicle miles traveled, and greenhouse gas emissions.

The four agencies have formed a TDM Partners Working Group that meets quarterly. During these meetings, agencies will provide each other with updates on program and policy activities. The meetings will also serve as a forum to collaborate, and propose new TDM ideas and strategies.

### **TDM Plan Vision and Goals.**

The Plan's vision is to encourage transit, walking, biking and shared rides as the preferred means of travel through San Francisco by reducing dependency on single occupancy trips.

Goal 1: Make it easy for residents, employees and visitors to travel by transit, foot, bike, or shared rides when traveling to, from, and within San Francisco.

Goal 2: Institutionalize a culture in San Francisco that embraces walking, bicycling, taking transit and sharing rides.

Goal 3: Collaborate on a wide variety of initiatives to leverage the impact of TDM.

Goal 4: Ensure and prioritize effective programs through monitoring and evaluation.

### **Feedback.**

The SFMTA developed the TDM Plan internally with support from agency stakeholders and partners. We request feedback from the Citizens Advisory Committee and Board in identifying if any major strategies are missing or that we should consider.

### **Additional TDM Projects and Activities.**

The TDM strategy projects, programs and initiatives are funded by Prop K funds designated for Citywide TDM programs in the current Prop K 5-Year Prioritization Program. The Citywide TDM programs include Citywide TDM Marketing, TDM Program Evaluation, Commuter Benefits Ordinance Employer Outreach, and Comprehensive Residential and Employee TDM Program.

Other TDM-related activities include the following:

- BART Perks Test Program
- Bayview Moves Pilot Program
- Freeway Corridor Management Study
- Late Night Transportation Plan
- Lombard Crooked Street Study
- Transportation Sustainability Program
- Treasure Island Mobility Management Agency Project

### **FINANCIAL IMPACT**

The recommended action would not have an impact on the proposed Fiscal Year 2017/18 budget.

### **CAC POSITION**

The CAC will consider this item at its June 28, 2017 meeting.

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**SUPPLEMENTAL MATERIALS**

Attachment 1 – Transportation Demand Management Plan 2016-2020

Attachment 2 – Transportation Demand Management Partnership Project Fact Sheet

**SAN FRANCISCO  
TDM PLAN 2016-2020**

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## **EXECUTIVE SUMMARY**

San Francisco is an attractive place to live, work and play because it offers so much to such a wide variety of people. As a vibrant, busy city, San Francisco faces challenges with how to accommodate expected growth within the constraints of a world-class location that has already developed most of its available land. As the city increases in intensity, transportation and land use planners are looking to make the city work better for the people who are here, as well as those who will be here in the future. Due to the costs of building major infrastructure, San Francisco is looking to do more with our existing system, while focusing on key important projects like the Central Subway and Van Ness BRT. In order to succeed, an ambitious transportation demand management (TDM) program will be needed to meet the challenge of maintaining mobility and access within the city.

This Transportation Demand Management Plan, based on the 2014 Interagency TDM Strategy, outlines the policies, projects, and programs the City and County of San Francisco will employ as part of a comprehensive effort to ensure access and mobility for all. This work will mainly engage the efforts of four key partners: San Francisco Municipal Transportation Agency (SFMTA), San Francisco County Transportation Authority (SFCTA), SF Planning and San Francisco Department of the Environment.

A successful TDM program will make San Francisco a better place to live. If people can get as good or better access without having to drive for as many of their trips, we'll have less air pollution that will lead to better health and safer streets for San Francisco residents and the people who work in and visit the city. Further, TDM is a key component of the city's Climate Action Strategy in addressing carbon emissions and global warming.

A successful TDM program can make San Francisco a more affordable place as well. For most families, transportation is the second-largest part of the household budget, after housing. Whether a household owns one or more cars is the biggest factor in transportation costs. By supporting walking, bicycling and transit, as well as shared-use vehicles when needed, the TDM Plan can support significantly lowering transportation costs. The plan recognizes that many low income communities need better information about their transportation options. The plan includes strategies meant to ensure that a lack of internet access or technology, non-English fluency and other factors such as lack of access to credit/banking do not limit residents' ability to travel around the city.

### **TDM program success**

In 1973, San Francisco passed a "Transit First" policy. Since then, the city has continued to prioritize public transportation, walking and bicycling when determining how to best use limited street space and public thoroughfares. Voters have repeatedly confirmed that integrated approach that emphasizes sustainable modes. Most recently in 2014, San Francisco voters reaffirmed the city's transportation planning direction to support transportation options that are more environmentally friendly.

A successful TDM program will help create and foster an environment where public transportation, walking, biking and shared rides are the preferred means of travel for most trips in San Francisco. As the city continues to grow and evolve, we know we will not be able to build our way out of congestion. A successful TDM program, and the resulting change in how we use the transportation system, will play a key role in making our transportation system work.

Consistent with the Interagency TDM Strategy, we will evaluate the effectiveness of the TDM plan by tracking changes in solo driving, measured by single occupancy vehicle (SOV) trips. We will also report on changes in transportation behavior demonstrated by other key metrics such as total driving (vehicle miles travelled, or VMT) and greenhouse gas emissions (GHGs). The full report includes a discussion of how we define program success and measure effectiveness, including a detailed methodology in Appendix B: Measuring Success.

## VISION, MISSION AND GOALS

### Program Vision

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*It is easy for everyone to get around by transit, walking, biking and shared rides as the preferred means of travel and that they are accessible to all users.*

### Program Mission

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*Reduce dependency on single occupancy vehicles (SOV) use in support of a vibrant and livable SF through the provision of TDM programs, services and policies to SF residents, employees, and visitors.*

The TDM Plan's goals are:

- TDM GOAL 1:** Make it easy for SF residents, employees, and visitors to travel by transit, foot, bike, or shared rides when traveling to, from, and within San Francisco.
- TDM GOAL 2:** Institutionalize a culture in San Francisco that embraces walking, bicycling, taking transit and sharing rides.
- TDM GOAL 3:** Collaborate on a wide variety of initiatives to leverage the impact of TDM.
- TDM GOAL 4:** Ensure and prioritize effective programs through monitoring and evaluation.

The full report includes specific objectives for each goal. The full report also describes the key overall responsibilities of the four main agencies (SFMTA, SFCTA, SF Planning, & SF Environment), other city and external agencies, and the role of private entities.

In support of these, the resulting program will focus its efforts in three key areas:

- **Land-use development programs and policies:** Developing and implementing policies that shape future trips associated with new development and major changes of use; includes monitoring and evaluation of compliance with approved TDM measures.
- **Street management programs and policies:** Developing and implementing policies and programs that maximize efficient use of street space and support the benefits of and minimize the negative impacts of high occupancy vehicles (e.g. private shuttles, tour buses, car share and ride hail services)
- **Customer focused operational campaigns and programs:** Providing information and services to visitors, residents, employees/employers, etc. that promote and encourage walking, biking, transit use and shared vehicles and rides.

## TDM PROGRAM STRATEGIES AND ACTIONS

From these principles, this plan outlines strategies and actions that reinforce desired travel behavior changes through multiple channels, including policies and outreach aimed at employers, employees, residents, visitors, schools, and other audiences. The strategies are designed to be both aspirational and attainable, and call for action in both the short- and long-term. They build toward our goals; capitalize on our strengths; and consider opportunities for citywide and intra-agency collaboration.

- Strategy 1:** Develop Program Infrastructure for public engagement
- Strategy 2:** Propose and advocate for strong policies that reduce SOV trips into, through and within San Francisco
- Strategy 3:** Advocate for and support programs, tools and services that enhance and improve coordination of regional transportation
- Strategy 4:** Monitor, evaluate and enforce development agreements
- Strategy 5:** Develop materials that provide information about services, products and programs
- Strategy 6:** Develop visitor-oriented and event related TDM services to facilitate and encourage visitors' understanding and use of sustainable options when in San Francisco.
- Strategy 7:** Develop programs for employer and residential communities to ensure residents/employees are fully aware of their transportation options.
- Strategy 8:** Strengthen partnership with San Francisco schools to enhance school and family focused programming
- Strategy 9:** Incubate innovative policies and programs and explore their feasibility to further TDM goals.
- Strategy 10:** Facilitate transportation equity through targeted provision of education and encouragement for minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share
- Strategy 11:** Create/Formalize active transportation (walking and bicycling) encouragement programs

**Strategy 12:** Research and evaluate TDM strategies to develop a stronger, more effective program.

The full report includes significant additional detail on each strategy, including a list of key actions and which agencies will play lead and supporting roles to pursue them. The report distinguishes between near-term and longer-term actions and sets out a protocol by which agencies collaborate to move actions forward.

### **Formalizing a new TDM Partners Working Group**

A key way to build on the momentum of this report is to convene a new TDM Partners Working Group, consisting of the four identified TDM agencies, on a quarterly basis. At this meeting, participants will provide updates on program and policy development activities that are on-going, under consideration, or of interest to start. When successful, this meeting will provide a structure for TDM Partners to raise new ideas, propose supportive projects.

### **FUNDING**

The City's current expenditures on TDM related activities are about \$2.5 million a year and while there has been some success, in order to meet the transportation goals for San Francisco, we will need to do a lot more. Many of the actions listed in this plan are unfunded and cannot be implemented without additional resources. However, the hope is by reinstating the TDM Partners Working Group and identifying future actions, individual agencies can set aside funding in their future work plans for these actions.

## INTRODUCTION AND OVERVIEW

People travel to and from their jobs, their homes, their places of worship daily on San Francisco's streets; they travel to the city's impressive cultural attractions, stopping to eat at the Ferry building or to take a ride on an historic cable car. They go to school, business meetings and baseball games; meet friends for dinner or a hike. And, they reach their destinations by walking, bicycling, using transit or riding in a car.

San Francisco is an attractive place to live, work and play because it offers so much to such a wide variety of people. As such, maintaining mobility - the ability for people to get where they are going in a reasonable amount of time - continues to be a challenge that must be faced head on. With growth and development, this challenge will become even greater in future years. To ensure that people can safely and efficiently reach their destinations, the city develops and implements an ongoing comprehensive, cohesive Transportation Demand Management (TDM) work program. The program aims to support travel by transit, bicycling, walking, and shared rides and reduce the need for single-occupancy vehicle (SOV) travel to, from, and within the city. It also complements our longer-term capital expansion strategy with more affordable, near-term 'non-infrastructure' strategies to help meet our safety, equity and environmental goals.

This Transportation Demand Management Plan outlines the policies, projects, and programs the City and County of San Francisco will employ as part of a comprehensive effort to ensure access and mobility for all. Based on the work of the 2014 Interagency TDM Strategy<sup>1</sup> this document describes the City's near-term work program to implement the activities in 3 main areas:

- Land use development programs and policies
- Street management programs and policies that address existing development
- Customer focused operational campaigns and programs.

Although the plan focuses on describing work led by San Francisco city and county agencies, many other organizations play an important role in TDM including employers, developers, Transportation Management Associations, the hospitality industry, transportation advocacy organizations, community-based organizations, regional transportation and air quality agencies, BART, Caltrain, and many others.

When successful, San Francisco will be even more livable. A reduction in the demand for vehicle travel and lessening air pollution, coupled with enhanced accessibility and improved health will support increases in well-being of San Francisco residents and the people who work in and visit the city. Reduced reliance on cars can also mean greater affordability for many.

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<sup>1</sup> The Interagency TDM Strategy was created by the San Francisco Municipal Transportation Agency, the San Francisco Department of Environment, the San Francisco County Transportation Authority, and the San Francisco Planning Department in 2014. It is available upon request.

The TDM Plan outlines a framework for how the city will ensure that the messages and programs that are developed employ a unified voice and are based on the same vision, objectives and data and are supported by a long-term commitment from the city.

Taken together, TDM programs can be a powerful tool to shift travel behavior. As San Francisco endeavors to develop a world-class TDM program that will efficiently and effectively reduce SOV use in San Francisco, the strategies outlined within this document put San Francisco on the path to achieving this aim.

## **WHAT IS TDM?**

Transportation Demand Management encompasses a set of low-cost, near-term tools and strategies that encourage use of sustainable transportation options while improving the efficiency of the transportation system, and reducing crowding on mass transit. TDM constitutes a layer of information, programs, and policies that makes the available options for sustainable transportation choices more appealing and easy to use. Done well, TDM elevates residents', workers', and visitors' knowledge of and experience with the variety of transportation options available, builds a constituency in support of making the transportation system more sustainable, and reinforces wider transportation goals in the city and region.

### **TDM includes the following key functions:**

- Provides easily accessible information on sustainable travel choices through effective user interfaces;
- Encourages and incentivizes desired mode shift from and reduction of single occupant vehicle trips;
- Improves the efficiency of the transportation system by managing the demand for transportation facilities and services;
- Affects and complements mixed-use compact land use; and,
- Employs market pricing to remove the hidden costs of the use of single occupant vehicles and barriers to active and collective transportation modes (e.g., through parking management, vehicle circulation, off-board fare programs, user amenities).

## **Demand management in San Francisco**

Transportation has a significant impact on individual quality of life. The time spent commuting is often time that could be spent with family and friends or on important, but discretionary activities. Most people care most about how quickly they can travel from point A to point B and/or the experience of the travel. Convenience, cost, experience, and travel time are major factors in how people will choose to get around.

People who travel in San Francisco know that the city's roads, bridges and transit lines can be congested and sometimes struggle to operate effectively when they are over capacity. The city is in the midst of another era of high population growth and development. The city's population is expected to grow by 280,000 people and add 100,000 new households by 2040. Additionally,

San Francisco is the dominant employment center in the Bay Area and is projected to add as many as 190,000 jobs by 2040.

As one of the nation's top tourist destinations, visitors to San Francisco bring many economic and cultural benefits. They also create additional demand on the city's transportation network. In 2013, San Francisco hosted 16.9 million visitors, including Bay Area visitors driving in for the day and those staying outside the city but whose primary destination was San Francisco. A 2010 survey found that most visitors – nearly half – used a personal or rental car to travel the city. These millions of annual car trips can have major impacts on the operation of the city's streets and neighborhoods, as well as air quality, quality of life, economic viability, public health and other significant impacts.

### **Affordability and Equity**

Evidence continues to accrue that affordability is a function of not only housing costs but also transportation costs. One way to support the city's affordability goals is to support low-cost and no-cost transportation options and ensure that people who live in San Francisco are positioned to be able to use them. In supporting walking, bicycling and transit, as well as shared-use vehicles when needed, the TDM Plan supports lowering transportation costs. This plan recognizes that many low income communities are in need of better information regarding transportation options. The strategy works to ensure that a lack of internet access or technology, non-English fluency and other factors such as lack of access to credit/banking do not limit residents' decisions on how to travel around the city.

### **TDM program success**

Our current infrastructure and operations simply can't sustain more growth in use without increasing the time it takes to travel through the city, unless people opt to change how they get around in San Francisco. A successful city TDM program will support a reduction in the average travel time for people in San Francisco, supporting the city in jump-starting this savings as it works on longer term capital projects and supporting their success.

A successful TDM program will serve as a key component in creating and fostering an environment where public transportation, walking, biking and shared rides are the preferred means of travel for most trips in San Francisco. As the city continues to grow, our constrained rights of way will put limits on our ability to entirely build our way into reduced travel time. TDM, and the resulting community-wide transportation behavior change, will play an important role in achieving this goal.

San Francisco chose to prioritize public transportation and walking and bicycling through the passage of the city's Transit First policy in 1973, and continues to make decisions in support of transit, walking and biking when determining how to best use limited street space and public thoroughfares. Since that time, voters have continued to support an integrated approach that emphasizes sustainable modes. Most recently in 2014, San Francisco voters reaffirmed their support for sustainable mode use by voting to continue to support the city's transportation planning direction.

## MEASURING EFFECTIVENESS

Consistent with the Interagency TDM Strategy, the effectiveness of the TDM plan will be determined by tracking changes in single occupancy vehicle (SOV) trips.

In order to reduce or maintain travel times within San Francisco's current rights-of-way, people may need to shift when they travel, where they travel, and most importantly, how they travel, and move away from single occupant vehicles to more sustainable modes of travel such as carpooling, walking, bicycling, and mass transit.

Additionally, program evaluation should report on changes in transportation behavior as it relates to other transportation related metrics, including vehicle miles travelled (VMT) and greenhouse gas emissions.

The TDM program's focus on SOV to evaluate its success is based in the following:

1. Successful TDM efforts result in reduced SOV trips and also increases in walking, bicycling, transit use and shared rides. As there are many factors that could explain an increase in these modes (for example, enhanced MUNI service, a new bike lane, walking challenge, etc.) it would be challenging to determine the TDM program's proportional contribution to the change.
2. A TDM program's success is the sum of its efforts and should be evaluated as a whole. While individual programs should be evaluated, success in reducing SOV use will come as a result of the impacts of many different programs and policies combined.

Reporting on the resulting reductions in VMT and GHG's will be calculated from the trip reduction calculations. A detailed explanation of the methodology on how TDM's impact on SOV trips is available in Appendix B: Measuring Success.

Individual TDM offerings (e.g. business outreach, bicycle education classes, etc.) will also be evaluated regularly to assess how they are meeting their goals, which may include additional project-level goals. This will ensure that each tool is supporting the TDM Program as a whole in reaching its goals. This will also enable modifications to the program mix that will ensure that the program is capitalizing on changes to the transportation, land-use or demographic landscape.



## VISION, MISSION, GOALS AND PERFORMANCE MEASURES

The TDM program will be guided by the following Vision and Mission:

### Program Vision

*It is easy for everyone to get around by transit, walking, biking and shared rides as the preferred means of travel and that they are accessible to all users.*

### Program Mission

*Reduce dependency on single occupancy vehicles (SOV) use in support of a vibrant and livable SF through the provision of TDM programs, services and policies to SF residents, employees, and visitors.*

### San Francisco's Transportation Strategic Plan and TDM Program Goals

The SFMTA Strategic Plan identifies goals and objectives that guide decision making and provide the overarching direction of the citywide plan. The SFCTA also discusses TDM as a core policy initiative in its countywide long range plan known as the San Francisco Transportation Plan and other initiatives. San Francisco's TDM strategy goals are described in the 2014 Interagency TDM Strategy<sup>2</sup>. Additionally, the TDM plan supports the goals identified in numerous city policy documents and strategies, including the General Plan, Climate Action Strategy, Vision Zero and the San Francisco Planning Code, among others.

The TDM program goals are:

**TDM GOAL 1:** Make it easy for SF residents, employees, and visitors to travel by transit, foot, bike, rideshare or carshare when traveling to, from, and within San Francisco.

**Objective 1a:** Provide high quality TDM programs and services to San Francisco residents, employees, businesses, schools and visitors.

**Objective 1b:** Ensure that TDM information and services are presented in a culturally sensitive manner and are accessible to and can be obtained by people of all incomes, abilities and ages.

**Objective 1c:** Develop innovative TDM policies, programs and services.

**TDM GOAL 2:** Institutionalize a culture in San Francisco that embraces walking, bicycling, taking transit and sharing rides.

**Objective 2a:** Increase awareness and support of, and comfort with, the use of non-SOV transportation options by residents, employees, employers and visitors.

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<sup>2</sup>

[http://www.sfcta.org/sites/default/files/content/Planning/TDM\\_Partnership/Combined%20TDM%20Project%20Factsheets%20092315.pdf](http://www.sfcta.org/sites/default/files/content/Planning/TDM_Partnership/Combined%20TDM%20Project%20Factsheets%20092315.pdf)

**Objective 2b:** Remove policy and cultural barriers to the use of transportation options

**Objective 2c:** Increase awareness of the power of TDM efforts and support of a strong TDM program by government agencies, elected officials and community leaders.

**TDM GOAL 3:** Collaborate on a wide variety of initiatives to leverage the impact of TDM.

**Objective 3a:** Work with city and private partners to incorporate TDM into programs and projects across San Francisco as appropriate

**Objective 3b:** Promote and educate to develop an understanding of the economic, environmental, social and health benefits of TDM and use TDM support city goals in these areas when not in conflict with transportation goals.

**Objective 3c:** Maximize the use of sustainable transportation options for trips generated by new development

**Objective 3d:** Collaborate with regional partners

**TDM GOAL 4:** Ensure and prioritize effective programs through monitoring and evaluation.

**Objective 4a:** Increase the use of research and evaluation to improve and focus SF's TDM services and to promote the benefits of the services to key stakeholders

**Objective 4b:** Improve monitoring and begin enforcement of TDM commitments in new developments/institutional plans

## **CITYWIDE TRANSPORTATION DEMAND MANAGEMENT PROGRAM**

In 2014, the city committed to developing a new structure for the city's mobility management offerings. This new structure emphasizes highly coordinated, comprehensive activities to support the city's TDM goals of reducing single occupant vehicle trips. There are four organizations that have a responsibility/accountability for transportation planning and operations. They are: SFMTA, SFCTA, SF Planning and the Department of the Environment.

- SFMTA is responsible for overall management of San Francisco's transportation systems, including such roles as ensuring that San Francisco's streets work for all users, managing access to curb space, managing public vehicle and bicycle parking, operating Muni, overseeing taxi services, and many others. SFMTA is held accountable by the public and decision-makers for the smooth functioning of the transportation system and therefore has a special responsibility to ensure TDM programs are implemented effectively.
- SFCTA is the county congestion management agency, a statutory role that requires bi-annual performance monitoring and strategic planning and policy development,

consistent with the agency's long-range countywide transportation plan. SFCTA also funds a wide-range of TDM programs and leads San Francisco's regional managed lanes and variable pricing/incentives work on Treasure Island and with BART; and

- SF Planning shapes the future of San Francisco and the region by: generating an extraordinary vision for the General Plan and in neighborhood plans; fostering exemplary design through planning controls; improving our surroundings through environmental analysis; preserving our unique heritage; encouraging a broad range of housing and a diverse job base; and enforcing the Planning Code. SF Planning is responsible for the city's development-review and approval related TDM policies, such as the Transportation Sustainability Program and related TDM ordinance; and
- The San Francisco Department of the Environment has a unique set of official duties as the Delegated County Coordinator for 511 Rideshare, as well as oversight of the San Francisco Commuter Benefits Ordinance, Tenant Bicycle Access in Existing Commercial Building Ordinance and the Emergency Ride Home program.

Additionally, there are agencies/departments that have important policy or programmatic connections to transportation including SFDPH (e.g. Public Health, Equity and Sustainability, Safe Routes to Schools), and SFUSD (e.g. school transportation issues/education). Several regional agencies have a role in TDM including regional transit agencies (BART, Caltrain, AC transit), the Metropolitan Transportation Commission, the Bay Area Air Quality Management District, and others.

Finally, there are numerous private entities and nonprofits who contribute to TDM or deliver transportation services and programs, including large employers, private transportation providers, Transportation Management Agencies, advocates, developers, and others.

The Inter-Agency Strategy for Transportation Demand Management can be referenced for more details on the guiding strategy for program development and some of the programmatic focus points. The TDM Plan commits each partner agency to ensuring that other partners have the opportunity to provide meaningful and impactful input into TDM planning in order to meet the Plan's goals, requirements and needs of each agency's charge.

The TDM program will build upon existing efforts to develop, implement and manage a coordinated Transportation Demand Management program that will make it easy for residents, employees and visitors to use all available transportation options, other than driving alone, to meet their travel needs. This effort will include a suite of programs, services, and communications, based on best practices, linked through an identifiable, well-known brand, and will be reinforced by strong policies that support the reduction of SOV trips into and within San Francisco.

The San Francisco TDM program will be based on three key areas as described in the framework below:

- **Land-use development programs and policies:** Developing and implementing policies that shape future trips associated with new development and major changes of use; includes monitoring and evaluation of compliance with approved TDM measures.

- **Street management programs and policies:** Developing and implementing policies and programs that maximize efficient use of street space and support the benefits of and minimize the negative impacts of high occupancy vehicles (e.g. regulated private shuttles, tour buses, car share and ride hail services)
- **Customer focused operational campaigns and programs:** Providing information and services to visitors, residents, employees/employers, etc. that promote and encourage walking, biking, transit use and shared vehicles and rides.

In pursuit of this larger goal, the TDM program supports programs, policies and services that reduce drive-alone commutes, in addition to increasing transportation choice; reducing household transportation costs, car-related pollution, space, and energy use; improving public health; and transporting people and goods more efficiently by maximizing the efficiency of existing investments. Many of these concepts exist in programs that are not currently considered part of the city's TDM program. The TDM Plan focuses on more formally making the connections between TDM and these broader objectives and ensuring that TDM communications are in-line with the City's transportation priorities and that the City's marketing is consistent with TDM's messaging.

### **TDM PROGRAM CORE PRINCIPLES**

The partner agencies endeavor to create a world-class TDM program that will efficiently and effectivity reduce SOV use in San Francisco. To ensure this outcome, we identified 10 core principles that will guide the policies, programs and plans that will make up the city's comprehensive TDM offerings. These core principles are also a demonstration of the city's commitment to San Francisco residents, visitors and commuters to develop a TDM program that strives to make travel by transit, walking, biking and shared vehicles rides more convenient, cost-effective, and easy.

The San Francisco TDM program will be guided by the following principles:

1. All users should have access to information that makes choices clear (including costs).
2. People of all ages, income levels, ethnic backgrounds, and abilities should be able to conveniently travel by transit, walking, biking, and/or shared vehicle.
3. Use of multiple modes for trips should be easy/clear.
4. New developments should ensure that sustainable modes are prioritized as transportation options.
5. The city should partner with private sector and community groups to help reduce SOV use.
6. All travelers should be treated equally and provided with clear and easy choices.
7. Programs should be comprehensive and reinforce desired travel behavior changes through multiple channels and be made available in multiple languages.
8. Supportive policies should be a strong component of the program as they are needed to ensure measurable change.

9. TDM requirements of existing and new developments should be monitored and enforced.
10. Comprehensive, systematic evaluation and reporting on the effectiveness of city TDM programs should be standard, transparent, and inform future work.

## Audiences

### *The city's population and demographics are changing:*

San Francisco is expected to continue experiencing population growth over the coming years, including a dynamic demographic shift. While the city's population is expected to grow by 5% by 2020 (Table 1), this population growth will be concentrated in the city's youngest residents—those under 14—and older residents – those 60 years and older (Table 2). Younger and older populations are transitioning away from a car-based lifestyle and seeking transportation (and housing) choices that cater to all ages and abilities. These demographic patterns suggest a need to focus TDM programs on children and families and aging adults, and to ensure that new residents can be supported by sustainable transportation options. It will also continue to be important to consider how the TDM program can help address economic inequality and engage San Francisco's diverse population with culturally sensitive communication.

### *San Francisco is a dominant employment center*

The number of employed residents in San Francisco is also expected to grow between 2015 and 2020. The 7.9% projected increase in employed residents in SF (Table 3) will produce a demand on the transportation system that will need to be considered moving forward. The Association of Bay Area Governments projects that the city will add as many as 190,000 jobs and 100,000 households by 2040.<sup>3</sup> It is not only employed San Franciscans who have an impact on San Francisco's transportation system, but also those employed in San Francisco who live in the surrounding region: according to a mode share survey conducted by the SFMTA,<sup>4</sup> work is the most likely reason for residents of adjacent counties to come into San Francisco. The city should use TDM to help employees make full use of all transportation options including local and regional transit, when designing employee and employer targeted TDM programs, policies and services.

### *San Francisco is a popular tourist destination*

San Francisco's scenic beauty, outdoor activities, vibrant retail and dining cultures and exceptional museums have made the city a favorite of visitors from around the globe. In 2013, San Francisco hosted 16.9 million visitors, including hotel guests, those staying with friends and relatives, those staying in accommodations outside the city but whose primary destination was San Francisco, and regional visitors driving in for the day.<sup>5</sup> A 2010 survey from the San Francisco Travel Association found that visitors tend to take taxis while in the city (38%), followed by other automobile options, with 35.1% using a personal car and 15% using a rental car. Just over one quarter (28%) of tourists rode the cable cars, while under a quarter rode

<sup>3</sup> Plan Bay Area: [http://www.planbayarea.org/pdf/JHCS/May\\_2012\\_Jobs\\_Housing\\_Connection\\_Strategy\\_Main\\_Report.pdf](http://www.planbayarea.org/pdf/JHCS/May_2012_Jobs_Housing_Connection_Strategy_Main_Report.pdf)

<sup>4</sup> SFMTA Travel Decision Survey, 2014.

<sup>5</sup> SF Travel Visitor Industry Statistics: <http://www.sftravel.com/san-francisco-visitor-industry-statistics>

MUNI trains and/or buses (23%) and rode the F-Line street cars (18%).<sup>6</sup> An opportunity exists for TDM to play an important role in helping visitors use sustainable modes of transportation more often.

The TDM program has identified a two tier set of audiences for its efforts, these are prioritized in terms of importance for outreach:

**Audience Tier 1:** Primary traveler audiences: residents, employees, and visitors.

**Audience Tier 2:** Wholesaler audiences, communications aimed at those charged with passing along information to advance and promote transportation options to their constituents, noted in parenthesis: Employers (employees), property building managers (residents), and business owners (customers/visitors).

The audience is the end user of the effort. In many cases, organizations listed in Tier 2, such as business, may be a conduit to communicating to the Tier 1 audience. In this instance, the business is not an audience, they are a distribution channel. The audience is the employee of the business. Outreach, programs and communications aimed at Tier 2 audiences will tend to be more supportive building interest in collaborations to leverage program outreach, support for policies, and other higher level goals.

## Geographies

### *Areas with service capacity and infrastructure to support easy access to sustainable transportation options should be prioritized:*

TDM efforts are predicated on the idea that those traveling have access to infrastructure that provides them the opportunity to reach their destination by transit, bike, foot or shared rides. This TDM plan only encourages shared rides that either support transit trips through last-mile connections or provide rides to multiple travelers in a single vehicle. Improvements and/or modifications to infrastructure are outside the scope of TDM. Nonetheless, it would not be possible to expect shifts in behavior in those areas of the city where there is not robust transit or the capacity of transit to absorb more riders, or a bike network or car sharing facilities. As such, the TDM program will continue to analyze the city's transit, bus, pedestrian and car sharing network and focus efforts on the audiences in accordance with the following geographic priority tiers:

**Geographic Tier 1:** Locations with high rates of driving, adequate transit service with available capacity, but lower than expected transit usage; situated near the bike network; and in proximity to vehicle sharing sites.

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<sup>6</sup> SF Travel transportation survey 2010 - Note that percentages do not add to 100% because people could indicate multiple modes of travel in their response.

**Geographic Tier 2:** Locations well serviced by transit but lacking capacity to absorb increases in ridership; located near or moderately near the bike network and in proximity to carshare sites.

**Geographic Tier 3:** Locations moderately serviced by transit that have the capacity to absorb increases in ridership; situated relatively close to the bike network; and that have access to carshare sites.

## TDM PROGRAM STRATEGIES AND ACTIONS

The strategies and actions below provide guidance for funding and implementation of the San Francisco TDM program. As identified in the Interagency TDM Plan, TDM measures have the most impact when they are applied in a comprehensive approach. The strategies outlined in this document are designed such that they reinforce desired travel behavior changes through multiple channels, including policies and outreach aimed at employers, employees, residents, visitors, schools, and other audiences. The strategies are designed to be both aspirational and attainable, and call for action in both the short- and long-term. They build toward our goals; capitalize on our strengths; and consider opportunities for citywide and intra-agency collaboration. **Actions in bold are funded and are expected to be actively in development or completed by the end of 2016.** It is expected that this list will be updated annually to reflect completed actions and identify new ones that are being undertaken in subsequent years.

The TDM program in San Francisco involves both overlapping jurisdictions as well as numerous partnerships and collaborations. This multijurisdictional work occurs within a system that does not have the funding to carry out all of the concepts that are identified as providing a TDM benefit. In order to address funding tradeoffs and clarify the roles and responsibilities for TDM strategic actions, the work plan identifies a lead agency and supporting agencies.

In the context of this document, a lead agency is the agency that is accountable for delivering the action. This is typically identified through regulatory language, the city's general plan or legislated ordinances. The lead agency will typically initiate and guide the development and implementation of a given specific action. Supporting agencies are those that have direct responsibility or overlapping jurisdiction for the action or who should be considered for inclusion in program development discussions (e.g., at quarterly meetings) and/or implementation tasks. At times, an agency may choose to propose an implementation activity for a task for which the agency is not listed as "lead." In doing so, the agency would work with the lead and support agencies to develop a program that is supported by the lead agency staff. In cases where this consensus is not achieved, final decisions would be made at the director level between the lead agency and the proposing partner. When multiple agencies are identified as co-leads for an action, all initiation, development and guidance of program implementation tasks will be established by consensus among the co-lead agencies. Where this consensus is not achieved, final decisions would be made at the director level between the co-lead agencies.

Partnerships and collaborations are the norm in TDM in San Francisco, and the work plan assumes that many of the following actions will be developed collaboratively with agencies not identified as lead or support, as has been the case during the development of this document.

Neither of these designations should be seen to preclude partnerships with additional city or private partners as appropriate. The designation is meant to ensure that



accountability is identified early. This designation does not assign specific work programs to specific agencies.

The TDM Partners Working Group, consisting of the four identified TDM agencies, should convene quarterly. This meeting will be used to provide updates on program and policy development activities that are on-going, under consideration, or of interest to start and ensure that partners have an opportunity to identify areas of interest to provide input, resources or requests to participate in TDM work that is outlined in this document. When successful, this meeting will provide a structure for TDM Partners to raise new ideas, propose projects they are interested in pursuing and ensure that all key parties are informed about upcoming and on-going opportunities for collaboration and partnership.

### Strategy 1: Develop Program Infrastructure for public engagement

In order to be successful it is imperative that the TDM program have the infrastructure that will allow it to develop effective programs, services and policies. The following elements are integral to the creation of this infrastructure and the long -term success of the TDM program.

#### Key Actions:

- **Establish an identifiable brand for the city's TDM program**  
*Lead: SFMTA; Support: Planning, SFE, SFCTA*
- **Develop an integrated, customer-friendly website for the TDM program.**  
*Lead: SFMTA; Support: Planning, SFE, SFCTA*
- **Develop and implement standard operating marketing and outreach procedures that ensure customers have a seamless experience regardless of the agency primarily responsible for the effort**  
*Lead: SFMTA; Support: SFE, SFCTA*
- **Ensure adequate staffing for TDM Program priorities**  
*Lead: All Agencies*
- **Identify funding and develop internal budget in operating and capital programs to fund the annual work program identified by the TDM Partners Working Group**  
*Leads: Planning, SFCTA, SFMTA; Support: SFE*
- **Coordinate TDM offerings with each other to deliver a comprehensive program and capitalize on areas of potential mutual impact or effort**  
*Lead: SFMTA; Support: Planning, SFE, SFCTA, others*

### Strategy 2: Propose and advocate for strong policies that reduce SOV trips into, through and within San Francisco

Best-practices suggest that San Francisco's TDM program should rely on a solid policy framework that sets the boundaries for how city transportation supply should be used. The following are policies that have been shown to be effective and should be pursued for development and adoption, as appropriate.

- Use pricing to facilitate and support the use of sustainable modes of transportation:
  - **Continue to implement and update parking management and pricing policy**  
*Lead: SFMTA; Support: --*
  - **Pursue a comprehensive mobility management program (congestion pricing, parking management and transit affordability pass development) on Treasure Island.**  
*Lead: SFCTA; Support: SFMTA*
  - Investigate and pilot pricing or incentive-based approaches to managing congestion in the downtown core and on regional transportation infrastructure.  
*Lead: SFCTA (regional)/SFMTA (local) Support: SFCTA (local) / SFMTA (Regional)*
  - Investigate voluntary and mandatory vehicle trip-caps for high vehicle trip generation areas  
*Lead: TBD Support::*
- **Ensure that new developments limit their impacts on San Francisco's transportation system through VMT reduction targets and TDM measures**  
*Lead: Planning; Support: SFMTA, SFCTA*
- Develop policy positions to support regional and state legislative advocacy for better managed highway capacity focused on further encouraging carpooling  
*Co-Lead: SFMTA, SFCTA, Support: SFE*
- **Develop and refine car-share supportive policies**  
*Lead: SFMTA; Support: Planning, SFCTA*
- **Develop and refine curb-use and parking policies to manage commuter shuttle, tour bus, and other non-SOV private vehicle systems**  
*Lead: SFMTA; Support: SFCTA*
- **Integrate TDM strategies into relevant city planning and policy processes, such as complete streets policy and local zoning ordinances**  
*Lead: Agency responsible for policy ; Support: Planning, SFCTA, SFMTA, SFE*
- Develop policies that support HOV use and integrate and support regional and local HOV networks on San Francisco's streets  
*Lead: SFMTA; Support: SFCTA*
- **Identify effective ways to encourage transit riders to travel outside the peak period when passenger capacity is less of an issue.**  
*Lead: SFCTA (regional) / SFMTA (Local); Support: SFE*
- **Develop citywide policy to mandate TDM as primary transportation offering to city employees for getting to and from work**  
*Co-Lead: SFE/SFMTA*

### Strategy 3: Advocate for and support programs, tools and services that enhance and improve coordination of regional transportation

San Francisco's transit system is inextricably linked to those of the other transportation providers throughout the region of which there are more than two dozen. For the San Francisco TDM program to be successful, this regional context must be considered. Currently, there are 4 million daily trips to, from and within San Francisco. This is expected to increase to 4.2 million by 2018.<sup>7</sup> Significant regional growth from the east and south puts increasing pressure on downtown station areas and local and regional connecting services.

By thoughtfully locating opportunities for regional transit integration and eschewing the current system of divergent maps, schedules and fares, the TDM program could help make transit trips throughout the region a more efficient and usable experience—an end that is directly in line the San Francisco's TDM program goals.

#### Key Actions:

- Support efforts for integrated and regional fare/pass development to maximize region- wide transit ridership and promote equity (e.g. MTC means-based fare policy, Gatorpass, lifeline program, etc).  
*Co-Lead: SFCTA/SFMTA; Support:*
- **Coordinate the development of an implementation plan for the recommendations of the Late Night Transportation Study (e.g. service proposals, Lifeline pass program changes, security and marketing strategies).**  
*Lead: SFCTA Support: SFMTA, OEWD, SFE, Regional partners*
- Incorporate regional transit providers in marketing and promotion materials  
*Lead: SFMTA; Support: SFE*
- Coordinate with regional agencies involved in provision regional rideshare, local and regional commuter benefit ordinance implementation and emergency ride home.  
*Lead: SFE / SFCTA; Support: --*

### Strategy 4: Monitor, evaluate and enforce conditions of development project approval

Monitoring and enforcing existing conditions of development project approval is an important TDM activity. Historically, the city has not proactively monitored or enforced these conditions on an ongoing basis with regard to TDM commitments due to limited staff resources. Monitoring and enforcing existing developer TDM conditions is critical to limiting the transportation impact of developments and to ensuring that residents, tenants and employees have access to the TDM measures that were outlined in project conditions. Future work will focus on agencies partnering together to standardized efforts to monitor for compliance.

<sup>7</sup> Source: SF – CHAMP (2010); US Census Population Estimates

**Key Actions:**

- **Establish standardized monitoring and reporting practices and tools for existing and future development projects, including database tracking**  
*Lead: Planning; Support: SFCTA, SFMTA*
- **Monitor and Enforce TDM-related developer conditions**  
*Lead: Planning; Support: SFMTA*
- Establish and implement evaluation program to identify efficacy of TDM measures associated with land use development  
*Lead: Planning/SFCTA; Support: SFMTA*
- **Continue and enhance the TDM team’s role in advising new development to ensure that developers are made aware of and consider best practices in TDM.**  
*Lead: Planning; Support: SFCTA, SFMTA, SFE*

### Strategy 5: Develop materials that provide information about services, products and programs

Outreach and education materials are an effective way to deliver information about TDM programs and services. User oriented outreach approaches, including Community Based Social Marketing (CBSM) and Human Centered Design (HCD) – a community outreach and communication methodology that works with communities to develop campaign messages that target the interests and needs of intended audience, and can successfully address barriers to transportation and ensure that outreach and materials are not only useful but also effective in changing behavior as well.

**Key Actions:**

- **Create outreach and marketing materials that will ensure that target audiences are fully informed of their transportation options beyond driving alone**  
*Lead: SFMTA; Support: SFE*
- Design, update and provide information to promote new transit and bicycling routes and support service changes.  
*Lead: SFMTA; Support: SFE*
- Ensure message compatibility and consistency with marketing and communications efforts by providing ongoing input.  
*Lead: SFMTA; Support: Planning, SFCTA, SFE*
- **Design pedestrian wayfinding standards and implementation plan**  
*Lead: SFMTA; Support: --*
- **Implement the Bicycle wayfinding pilot and expand based on the results**  
*Lead: SFMTA; Support: --*
- Develop an outreach team that will engage with work places, multifamily residential buildings, hotels, schools, hospitals and other entities to implement programs that provide in-person transportation assistance.

*Co-Lead: SFE/SFMTA; Support: --*

### **Strategy 6: Develop visitor-oriented and event related TDM services to facilitate and encourage visitors' understanding and use of sustainable options when in San Francisco.**

San Francisco is a major visitor destination. A series of programs and services tailored to the needs of visitors can help ensure that tourists utilize sustainable modes of transportation when traveling to, from and within San Francisco.

#### **Key Actions:**

- **Coordinate with SF Travel, Hotel Council, Concierge Council, Cruise Operators and major conferences to ensure that visitors to San Francisco are aware of all non-SOV options.**  
*Lead: SFMTA; Support: SFE*
- **Market Muni's special fare to encourage tourists to ride transit when in San Francisco.**  
*Lead: SFMTA; Support: SFE*
- **Provide hotels with the information and materials that staff members need to inform and assist guests about local transportation options.**  
*Lead: SFMTA; Support: SFE*
- **Continue existing efforts to manage demand associated with major events or venues/tourist sites.**  
*Lead: SFMTA; Support: --*
- **Complete study of tourist-related congestion on the Lombard crooked street and recommend next steps.**  
*Lead: SFCTA; Support: SFMTA.*

### **Strategy 7: Develop programs for employer and residential communities to ensure residents/ employees are fully aware of their transportation options.**

A comprehensive TDM program for employees should provide information on local and regional transportation options along with incentives to try/use them. A successful program will be unified and provide low cost programs such as rideshare matching, emergency ride home, and education about pre-tax benefits; the program should also connect employees with bicycling, car sharing, bike sharing and transit options. Residential programs should focus on neighborhoods with high rates of driving, adequate transit service with available capacity, but lower than expected transit usage. Many of these efforts will be carried out in partnership with SF Environment and the SFCTA.

#### **Key Actions:**

- **Implement neighborhood-specific TDM programs that help residents know and understand how to navigate the travel options available in their community**

*Lead: SFMTA; Support: SFE*

- **Develop and implement an employer outreach program that connects employers with programs and services that enable them to support their employees in reducing SOV trips:**
  - Provide a standardized and focused survey for employers to administer to help them understand their employees' commuting patterns and needs.  
*Lead: SFMTA; Support: SFE*
  - **Exclusively for participating companies and office locations, create customized programs, including marketing materials including commute planners, brochures, posters, and resource guides.**  
*Lead: SFE/SFMTA; Support: --*
  - **Provide outreach and information to companies and their employees about commuting options and benefit information.**  
*Lead: SFMTA; Support: SFE, SFCTA*
  - **Help companies evaluate options for Bay Area Bikeshare corporate membership and station sponsorship.**  
*Lead: SFMTA; Support: --*
  - Help companies gain national recognition as Bike Friendly Businesses  
*Lead: SFMTA; Support: SFE*
  - Better integrate existing TMA's in San Francisco into supporting the city's TDM efforts  
*Lead: SFMTA; Support: SFCTA, SFE*
- **Develop and implement a pilot program to provide outreach to new and relocating businesses**  
*Lead: SFMTA; Support: SFE*
- Develop a fuller understanding of how transportation management associations (TMAs) might be created in existing neighborhoods and developing areas and look for opportunities to support and encourage the creation of new TMAs within San Francisco.  
*Lead: TBD*
- **Promote the Emergency Ride Home program**  
*Lead: SFE; Support: SFMTA*
- **Review the Commuter Benefits Ordinance and consider amendments**  
*Lead: SFE; Support: SFCTA, SFMTA*
- Annually convene TDM practitioners from the San Francisco public and private sector, including universities and educational institutions, as well as regional partners to share best practices, TDM updates, recognize organizations demonstrating Excellence in TDM, and build stronger partnerships  
*Lead: SFCTA; Support: SFMTA, SFE, SF Planning*

## Strategy 8: Strengthen partnership with San Francisco schools to enhance school and family focused programming

Travel to school, including colleges and universities, is a large source of trips in San Francisco. Although many of these trips are made by car there are increases in traveling to school by biking, foot and transit. Efforts to extend education and encouragement for walking, biking, taking transit, and sharing rides to San Francisco's school populations is an effective way to increase trips made by these modes and to ensure that these trips are positive experiences for students.

### Key Actions:

- Develop a TDM guidebook/toolkit to help universities and other institutions coordinate transportation, housing and land use.  
*Lead: SFMTA; Support: SFCTA, SFE, Planning*
- **Work with K-12 schools to promote and to coordinate TDM requirements and transportation options for schools**  
*Lead: SFMTA; Support: SFDPH, SFE, SFUSD*
- **Support crossing guards in areas where trips could be made on foot in addition to those areas where walking to school is already more established.**  
*Lead: SFMTA; Support: SFDPH, SFUSD*
- Provide survey tool for universities to administer to better understand travel behaviors of faculty, staff, and students  
*Lead: SFMTA; Support: SFCTA*
- Call for robust TDM plans as part of Institutional Master Plans  
*Lead: Planning; Support: SFMTA, SFCTA*
- Convene TDM leads from across educational institutions to share best practices  
*Lead: SFMTA; Support: SFCTA*
- Identify family transportation needs and potential programs to address them  
*Lead: SFMTA; Support: SFCTA*
- **Finalize school transportation survey and identify next steps**  
*Lead: SFCTA; Support: SFCTA, DPH, SFMTA, SFE*
- **Implement a Safe Routes to School program for San Francisco public schools**  
*Lead: SFDPH; Support: SFMTA, SFE*

## Strategy 9: Incubate innovative policies and programs and explore their feasibility to further TDM goals.

The TDM program should be approached as a place to incubate new and unique ideas that could contribute to a reduction in SOV use and that could help build positive habits around sustainable transportation.

### Key Actions:

- Develop a policy framework for incubation to assess new programs to pilot.  
*Co-Lead: SFMTA, SFCTA; Support: SFE*
- Pursue bulk pass programs and other fare offerings that will encourage transit use.  
*Lead: SFMTA; Support: --*
- **Identify and integrate technology that provides useful information about transit and other modes into TDM efforts**  
*Lead: SFMTA; Support: SFCTA, SFE*
- Make data about bicycle routes, transit routes and operations, and parking and taxis publicly available so third parties can use the data to produce useful tools and applications.  
*Lead: SFMTA; Support: SFCTA*
- **Work to reduce the number of delivery vehicles that use the city during peak hours and impact congestion.**  
*Lead: SFMTA; Support: SFCTA*
- **Study the use of HOV lanes on local streets and roads and regional tolling<sup>8</sup>.**  
*Lead: SFCTA (regional) / SFMTA (local); Support: SFCTA (Local) / SFMTA (regional)*
- Work with the Faith community to develop supportive TDM programs to support better multimodal access to worship.  
*Lead: SFMTA; Support: SFE*
- **Develop a permanent on-street permit program for shared vehicles and provide off-street parking to carshare vehicles in SFMTA garages.**  
*Lead: SFMTA; Support: --*

### Strategy 10: Facilitate transportation equity through targeted provision of education and encouragement for minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share

A goal of the TDM program is for everyone in the city to be able to find it easy to access a range of high-quality transportation choices. A lack of reliable and efficient transportation is often a huge barrier for many low-income people trying to access fundamental needs; furthermore, transportation has emerged as crucial to escaping poverty and overcoming many of its associated health impacts. Programs that promote walking and biking can have significant health benefits. To ensure that SF residents, employees, and visitors who have limited English proficiency, are minorities, low-income, and/or seniors are aware of and educated about San Francisco's transit options, extra

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<sup>8</sup> This work will be completed as part of the "Freeway and Street Traffic Management Strategy" of the LRTPP and through the Freeway Corridor Management Study



and concerted efforts need to be put forth to reach these populations and culturally inclusive techniques must be used.

**Key Actions:**

- **Promote pass-based programs that provide discounted Muni fares to low-and-moderate-income residents, seniors, people with disability, and youth under 18.**  
*Lead: SFMTA; Support: SFE*
- Create a plan for gaining an understanding of the unique transportation needs and ways to serve a variety of socioeconomic and demographic groups of all travelers in San Francisco, including those traveling to/from the city.  
*Lead: SFMTA (local) SFCTA (regional); Support: SFMTA (regional), SFCTA/SFE/Planning (local)*
- Investigate the feasibility of providing free Bikeshare memberships to qualifying clients of San Francisco social service agencies  
*Lead: SFMTA; Support: --*
- Provide ongoing outreach, education, and encouragement for all forms of transit, to target populations to reduce the cost of and facilitate the use of transit and Bikeshare.  
*Lead: SFMTA; Support: SFE*
- Support the creation of transit etiquette materials that focus on providing safe transit experience for passenger overall with an emphasis on seniors and people with disabilities.  
*Lead: SFMTA; Support: --*
- Support data collection and analysis on paratransit trips to ensure that services provided are optimal for San Francisco's senior and disabled populations.  
*Lead: SFMTA; Support: --*
- Integrate the provision of information about the transportation choices available to residents of low-income developments into their site management practices  
*Lead: SFMTA; Support: Planning*
- Investigate ways to ensure that vehicle sharing programs are financially accessible to people in all income brackets and regardless of primary language spoken.  
*Co-Lead: SFE/SFMTA; Support: --*
- Support implementation of pilot shuttle program to provide transportation services to Bayview Residents  
*Lead: SFCTA; Support: SFE, SFDPH*

### Strategy 11: Create/Formalize active transportation (walking and bicycling) encouragement programs

San Francisco residents, employees and visitors are eager to include biking and walking as part of their transportation options. Safety has been identified as a key barrier to expansion of non-motorized mode share. Bicycling and walking can be most directly encouraged through coordinated safety infrastructure investment, education, and enforcement. Promoting and facilitating safe biking and walking is key to ensuring a growth in these modes and is critical to helping San Francisco meet its TDM goals. Additionally, many Muni lines have exceeded their capacity at certain times of day. The TDM program should, in concert with SFMTA's transit division, consider ways to shift riders to bicycling and walking in order to free up space on Muni and provide space for additional commuters to shift from driving to transit.

#### Key Actions:

- **Support and promote Vision Zero pedestrian and bicycle safety promotion efforts**  
*Lead: SFMTA; Support: SFCTA, SFE*
- **Develop comprehensive, long term programs that encourage people to bicycle and walk more**  
*Lead: SFMTA; Support: SFE*
- **Support the expansion of bicycle sharing and bike parking; provide recommendations and input on outreach materials and the strategic direction of the programs**  
*Lead: SFMTA (public right-of-way)/Planning (new development); Support: SFE*
- **Provide and measure the impact of bike amenities, such as Bike FixIt Stations and permanent air pumps, throughout the city, concentrating on transit hubs, secondary schools, and retail business**  
*Lead: SFMTA; Support: Planning*
- **Coordinate outreach and education around bicycle and pedestrian network upgrades.**  
*Lead: SFMTA; Support: SFE*
- **Strategically market transit service and the bicycle network to provide riders with multiple options on the overall system**  
*Lead: SFMTA; Support: SFE*

### Strategy 12: Research and evaluate TDM strategies to develop a stronger, more effective program.

If the TDM program is to develop services, programs and policies that meet the needs of residents, visitors and employees, it must continually be aware of the landscape in which it operates. To do so the program should conduct regular research that will provide insight into the transportation needs and habits of these groups and that also clarifies the impact of TDM policies on travel behaviors.

### Key Actions:

- **Regularly evaluate the TDM program's effectiveness and recommend adjustments to the program based on the results in order to ensure increased effectiveness over time**  
*Co-Lead: SFMTA/SFCTA; Support: Planning, SFE*
- Evaluate the effectiveness of individual TDM programs  
*Co-Lead: SFCTA/SFMTA; Support: SFE*
- **Conduct research on how people use the transportation system in San Francisco, their satisfaction with local and regional transportation options, and best practices in the development and implementation of TDM programs**  
*Lead: SFCTA (regional), SFMTA (local); Support: SFCTA (local), SFMTA (regional), SFE*
- **Create survey and data tools to identify baseline information about the needs and attitudes of San Francisco's transportation users.**  
*Lead: SFMTA; Support: SFCTA, SFE*
- Quantify the return on investment of transit and TDM programs in terms of public health  
*Lead: SFMTA; Support: SFDPH*
- **Develop bi-annual congestion management program to report on of TDM and other measures in reducing congestion and vehicle miles of travel**  
*Lead: SFCTA*

## FUNDING

The City's current expenditures on TDM related activities are about \$2.5 million a year and while there has been some success, in order to meet the transportation goals for San Francisco, we will need to do a lot more. Many of the actions listed above are unfunded and cannot be implemented without additional resources.

One point of comparison is Arlington, Virginia's TDM program which is considered to be among the best in the nation. Arlington's mobility management program budget is \$10 million a year for an area one quarter the size of San Francisco with a third of current jobs. It is important to note that Arlington County (which is built primarily around rail transit hubs and fed by local bus services) grew by over 1/3 during the last three decades and has measured no significant increase in vehicle miles traveled or congestion.

## APPENDIX A: DEMOGRAPHIC DATA

**Table 1:** Population Projections, San Francisco, 2015-2020

	<b>2015 (projected)</b>	<b>2020 (projected)</b>
Total Population	848,564	891,493
Population Change	---	42,929
% Population Change	---	5%

Source:

**Table 2:** Projections by Age Group, San Francisco, 2015-2020

	<b>2015 (projected)</b>	<b>2020 (projected)</b>	<b>% Change</b>
0-14	105,539	120,349	14%
15-24	72,518	69,788	-4%
25-44	318,205	312,676	-2%
45-59	170,743	183,975	8%
60+	181,559	204,705	13%

Source:

**Table 3:** Employed Resident Projections, San Francisco, 2015-2020

	<b>2015 (projected)</b>	<b>2020 (projected)</b>
Employed Residents	426,770	460,322
Change	12,904	35,552
% Change	3.1%	7.9%

Source:

## APPENDIX B: MEASURING SUCCESS

### TDM PROGRAM METRIC: Average weekday SOV vehicle trips and miles reduced in SF by SF TDM efforts

TO IDENTIFY TDM PROGRAM IMPACT ON REDUCING SOV TRIPS:

#### STEP 1:

Identify the population base for each program (number of people included in the coverage) (Total #)

- Commute by Bike Classes
- Neighborhood TDM
- Employer TDM program

#### STEP 2:

Identify the number of new placements (commuters or other travelers who were influenced or assisted by a TDM program to start or increase use of non-SOV modes) (%)

- This data is based on program effectiveness surveys, or national research if necessary

#### STEP 3:

Calculate the total number of vehicle trips reduced using a Vehicle Trip Reduction (VTR) factor (#1\*#2\*VTR)

- This data is based on program effectiveness surveys, or national research if necessary

**APPENDIX C: TDM PROGRAM PERFORMANCE MEASURES**

**GOAL 1: Make it easy for SF residents, employees, and visitors to travel by transit, foot, bike, rideshare or carshare when traveling to, from, and within San Francisco.**

**OBJECTIVES**

- Provide high quality TDM programs and services to San Francisco residents, employees, businesses and visitors.
- Ensure that TDM information and services are presented in a culturally sensitive manner and are accessible to and can be obtained by people of all incomes, abilities and ages.
- Develop innovative TDM policies, programs and services.

**PERFORMANCE INDICATORS**

	<b>BASELINE<sup>9</sup></b>
Awareness, recognition of, satisfaction with TDM programs and services by employees, employers, residents, developers, and visitors	---
Use of TDM services and programs by employees, residents, and visitors	
• Emergency Ride Home (number of registered employers)	400
• 511 rideshare	---
• SF pre-tax commuter benefits enrollment ( <i>annual; 2014</i> )	5,166
○ City employees	90,000
○ Non-city employees	
• Number of employers participating in employee commuter benefit programs ( <i>2014</i> )	
○ City departments	52
○ Businesses	1,851
Enrollment in membership and pass-based programs	
• Bay Area Bikeshare: Rides per bike/ day ( <i>2014</i> )	2.6
• Carshare ( <i>2015</i> )	
○ Membership	96,568
○ On-street spots	123
○ Off-street spots	1629
• Free muni for youth ( <i>2015</i> )	22,000

<sup>9</sup> Where no data is shown, baseline data was unavailable. TDM Program Staff will continue to work to identify or develop tools to collect and report this data

• Free muni for seniors (2015)	40,000
• Free muni for people with disabilities (2015)	10,000
• Muni Lifeline (2015)	
○ Identification Cards Issued	50,000
○ Average passes purchased per month	19,000
• Class pass	---
• Bulk transit pass (program not established)	---
Mode share at businesses and residences offering TDM services	---

## GOAL 2: Create a culture in San Francisco that embraces walking, bicycling, taking transit and sharing rides.

### OBJECTIVES

- Increase awareness and support of, and comfort with, the use of non-SOV transportation options by residents, employees, employers and visitors.
- Increase awareness and support of the benefits provided through TDM by government agencies, elected officials and community leaders.
- Remove barriers to the use of sustainable transportation options.

### PERFORMANCE INDICATORS

	BASELINE
Automobiles per capita (2013)	.47
Bicycle mode share (2014)	4%
Drive alone commute mode share for SF residents, employees and visitors (2014)	
• Private auto-trips	48% / 1,900,000
• Vehicle trips on SF streets	1,823,840
Sustainable use mode share for SF residents, employees and visitors (2014)	
• Active and shared modes-trips	52% / 2,100,000
• Carpool usage (within SF)	16%
Muni ridership (average weekday boarding; 2014)	704,000
Paratransit ridership (total annual trips, 2013)	771,175
Permanent TDM funding (millions)	1.1
Number of new and continuing transportation options awareness events	---
Perception of transportation system and services (Muni satisfaction; 2014)	64%
Walking mode share (2014)	23%
Vehicle Miles Traveled (million miles; 2012)	9.4



**GOAL 3: Collaborate on a wide variety of initiatives to leverage the influence of TDM.**

**OBJECTIVES**

- Work with city and private partners to incorporate TDM into all programs and projects across San Francisco as appropriate.
- Promote the understanding of the economic, environmental, social and health benefits of TDM.
- Maximize the use of sustainable transportation options for trips generated by new development.
- Collaborate with regional partners.

**PERFORMANCE INDICATORS**

	BASELINE
Greenhouse gas emissions (% of SF's carbon footprint - 2013 Climate action strategy)	43%
Percent of new development/redevelopment with TDM conditions	--
Mode use at new developments	--
Number of employers working with TDM programs	--

**GOAL 4: Ensure and prioritize effective programs through monitoring and evaluation.**

**OBJECTIVES**

- Increase the use of research and evaluation to improve upon SF's TDM services and to promote the benefits of the services to key stakeholders.
- Improve monitoring and begin enforcement of TDM commitments in new developments/institutional plans.

**PERFORMANCE INDICATORS**

	BASELINE
Completion of monitoring and evaluation program as outlined for each program and policy	---
Rate of compliance for existing and new developments meeting their TDM commitments	---

### TDM PROGRAM PERFORMANCE MEASURES

Each goal and objective is supported by a series of performance measures and their related indicators (see Appendix C: TDM Program Performance Measures). The measures and indicators are the means through which the TDM program will monitor its status in meeting each objective.

**Table 4:** SFMTA TDM Performance Measures by goal

GOAL	PERFORMANCE MEASURE
<p><b>TDM-1</b>  <b>Make it easy for SF residents, employees, and visitors to travel by transit, foot, bike, rideshare or carshare when traveling to, from, and within San Francisco.</b></p>	<ul style="list-style-type: none"> <li>• Awareness and recognition of TDM programs and services by employees, employers, residents, developers, and visitors</li> <li>• Use of and satisfaction with TDM services and programs by employees, residents, and visitors</li> <li>• Enrollment in membership and pass-based programs</li> <li>• Mode use at employers, businesses and residences offering TDM services</li> </ul>
<p><b>TDM-2</b>  <b>Institutionalize a culture in San Francisco that embraces walking, bicycling, taking transit and sharing rides.</b></p>	<ul style="list-style-type: none"> <li>• Automobiles per capita</li> <li>• Bicycle and walking mode share</li> <li>• Drive alone and sustainable commute mode share for SF residents, employees and visitors</li> <li>• Muni and paratransit ridership</li> <li>• Number of new and continuing transportation options awareness events</li> <li>• Permanent TDM funding (citywide)</li> <li>• Perception of transportation system and services</li> <li>• Vehicle miles traveled</li> </ul>
<p><b>TDM-3</b>  <b>Collaborate on a wide variety of initiatives to leverage the influence of TDM.</b></p>	<ul style="list-style-type: none"> <li>• Greenhouse gas emissions</li> <li>• Employers offering TDM services</li> <li>• Mode use at new developments</li> <li>• Percent of new development/redevelopment with TDM conditions</li> <li>• Health impacts of TDM programs and services</li> </ul>
<p><b>TDM-4</b>  <b>Ensure and prioritize effective programs through monitoring and evaluation.</b></p>	<ul style="list-style-type: none"> <li>• Completion of monitoring and evaluation program as outlined for each program and policy</li> <li>• Rate of compliance for developments (existing and new) meeting their TDM commitments</li> </ul>

## **APPENDIX D: TDM PARTNERS ROLES**

City staff that works on TDM related efforts has developed a framework for working together that identifies the current areas where the agencies that have historically worked on aspects of TDM have responsibility or accountability for the outcomes of TDM efforts.

The TDM program shall leverage strengths of other city and regional agencies and private or non-profit entities. There are already solid partnership projects that exemplify how the city, county and private-sector work together to provide high-quality TDM offerings.

At the time of the development of this plan, the TDM partners had the following responsibilities related to TDM.

### **San Francisco Planning Department**

The Planning Department interacts with TDM primarily through development review and changes to the zoning code, which affects new development and changes of use. The Zoning Code includes a variety of TDM requirements. The Planning Department also employs TDM measures as mitigations within environmental review process. The Planning Department is the lead agency in the proposed TDM Ordinance, which will provide a cohesive approach to reducing VMT through application of TDM measures to new development in San Francisco.

### **San Francisco County Transportation Authority (SFCTA)**

The SFCTA plays an important role in TDM policy development, planning and funding for San Francisco and within the Bay Area region. It also is delivering an innovative comprehensive mobility management program to support development plans on Treasure Island. SFCTA is the county Congestion Management Agency and designated Treasure Island Mobility Management Agency. As the County Transportation Authority, the SFCTA plays an important role in coordinating regional transportation and transportation policy, as well as the development of the San Francisco Transportation Plan (SFTP) which identifies San Francisco's priorities for the regional transportation plan (Plan Bay Area). As the Congestion Management Agency, the SFCTA updates the bi-annual Congestion Management Program (CMP) for the county which reports on progress toward TDM goals and ongoing work program priorities. The SFCTA funds many TDM activities led by other local and regional agencies, from the local-voter approved Prop K and AA programs, as well as the Air District, Lifeline and Regional "One Bay Area" Transportation Grant Program (OBAG). Finally, the SFCTA maintains a comprehensive travel demand model and database and regularly conducts research and evaluation on TDM policies and projects.

### **San Francisco Department of the Environment (SFE)**

The San Francisco Commuter Benefits Ordinance (CBO) identifies SFE as the manager of the CBO program. The department is also the delegated county manager for rideshare activities in San Francisco and operates the Emergency Ride Home program. SFE is responsible for the implementation and outcomes of these programs. Additionally, as there are major impacts from transportation on greenhouse gas emissions and pollution, SFE's responsibility for the city's climate plan ensures that it is an important voice in reducing global warming impacts from transportation through the TDM program.

**San Francisco Municipal Transportation Agency (SFMTA)**

Many of SFMTA's core services are strongly connected to TDM. SFMTA oversees San Francisco's roadway network, operates Muni transit services and manages the city's taxi and accessible transportation programs. Additionally, the agency is charged with managing the city's public parking supply. As SFMTA is the primary agency who is accountable for the management of the city's streets and transit, it is charged with managing a large portion of the city's TDM program, coordinating and working with city partners to ensure that this strategy meets the needs of the various departments and agencies, while meeting the transportation goals of the city as defined in the SFMTA Strategic Plan.



## Fact Sheet



# TDM Interagency Strategy

Infrastructure alone (bicycle lanes, sidewalks, and transit) is not sufficient to achieve the City's goals for increasing the share of trips made by biking, walking, and riding mass transit. Transportation Demand Management (TDM) strategies that reduce drive-alone trips and increase overall regional mobility are also needed.

The TDM Partnership, an effort of the San Francisco County Transportation Authority (SFCTA), the San Francisco Municipal Transportation Agency (SFMTA), the Planning Department (DCP), and SF Environment (SFE), jointly developed and coordinated a strategy to ensure an effective approach to TDM in San Francisco. The Interagency TDM Strategy identifies shared goals and priority activities for the coming five years.

## APPROACH

The TDM Partnership began by analyzing the current policies, programs, and practices that make up TDM in San Francisco now. It then reviewed the universe of potential TDM efforts. Staff completed a literature review and interviews with TDM experts from across the country to identify the most promising TDM measures. Examples of assessed TDM measures included pricing policies, HOV lanes, employer and residential outreach programs, bulk transit passes, parking management, carsharing, bikesharing, and others.

As part of the analysis, the team also analyzed the major sources of single occupant vehicle travel in San Francisco. Findings suggest that San Francisco residents' and employees' commute trips generate the most single-occupancy vehicle driving trips in San Francisco (approximately 200 million single-occupant commute trips annually). Because regional commuting occurs within congested periods and locations, this compounds its environmental effects and impacts the most congested transit routes.

## WHY SAN FRANCISCO NEEDS TDM

A robust suite of TDM measures is critical to support sustainable trip-making to achieve San Francisco's clean air and climate change goals. Measures are also needed to address the transportation system challenges associated with planned population and employment growth.

## TDM

Transportation Demand Management (TDM) is a set of programs and policies designed to reduce drive-alone trips by removing potential barriers to using transit, bicycling, walking, and ridesharing. TDM strategies include information and education, incentives, technology, and policies.



*The Interagency TDM strategy recommends the initiation of a comprehensive neighborhood-based residential and employer program.*



*The Interagency TDM Strategy recommends implementing a TDM framework for growth to reduce single-occupancy trips associated with new development.*

## RESULTS

San Francisco residents' and employees' commute trips are the most significant generator of single-occupancy vehicle driving, and usually occur at peak congestion times periods and locations, compounding impacts on crowded transit routes and air pollution.

The TDM Partnership compared effectiveness, impact, and cost of scored TDM measures and identified priority policies, programs, and enforcement measures for San Francisco. These include existing measures that may be expanded, innovative pilot projects, and new practices. Overall, regulatory policies and pricing (e.g. parking pricing, congestion pricing) were found to be the most cost effective TDM measures. The analysis also revealed several gaps and opportunity areas for San Francisco's TDM programs, described below.

## RECOMMENDATIONS

- **Speak in a unified voice.** San Francisco's TDM programs have historically been isolated; agencies should coordinate to present a unified program and brand.
- **Programs should be comprehensive.** Reinforce desired travel behavior changes through multiple channels, including residences and worksites.
- **Provide high-quality, user-friendly transportation options.** Effective TDM programs rely on alternatives to the automobile and transit capacity constraints must be addressed.
- **TDM programs and services should be supported by strong, enforceable policies.** Continue to study or pilot policies such as congestion or parking pricing to gauge support for ongoing implementation.
- **Enforce existing and future regulation.** Enforcing existing developer TDM commitments is critical for the future.
- **Pursue comprehensive, systematic evaluation and report on the effectiveness of city TDM programs.** Begin a bi-annual, outcomes-based evaluation of city TDM programs.
- **Prioritize new ideas for projects or programs.** The TDM Interagency Strategy outlined a five-year program, with recommendations grouped according to priority: core (essential), priority, and supportive.



Inter-Agency  
Transportation Demand Management  
Strategy

The Interagency Transportation Demand Strategy is available upon request.

## CONTACT US

For more information, contact John Knox White at 415.701.4473 or [john.knoxwhite@sfmta.com](mailto:john.knoxwhite@sfmta.com)

## FUNDING

Funding provided by the Metropolitan Transportation Commission's Climate Initiatives Program, San Francisco's Prop K half-cent transportation sales tax, and the Transportation Fund for Clean Air.



# Memorandum

**Date:** June 21, 2017  
**To:** Transportation Authority Board  
**From:** Eric Cordoba – Deputy Director for Capital Projects  
**Subject:** 07/11/17 Board Meeting: Vision Zero Ramp Intersection Study Phase 1 Update

<p><b>RECOMMENDATION</b>    <input checked="" type="checkbox"/> <b>Information</b>    <input type="checkbox"/> <b>Action</b></p> <p>None. This is an information item.</p> <p><b>SUMMARY</b></p> <p>The first phase of the Vision Zero Ramp Intersection Study addresses safety issues at five intersections within the South of Market (SoMa) Youth and Family Special Use District (SUD). The study recommended by Commissioner Kim includes \$100,000 in Prop K sales tax funds from the Neighborhood Transportation Improvement Program (NTIP). The project team is gathering input on draft design concepts for low-cost, near-term improvements such as sidewalk extensions (bulb-outs), signal upgrades, opening of new crosswalks, and new wayfinding signage. The team is also working with the San Francisco Municipal Transportation Agency (SFMTA) to refine cost estimates and develop funding and implementation plans for these improvements. A second phase of the study to address additional SoMa ramp intersections is also just starting.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input checked="" type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Procurement</p> <p><input type="checkbox"/> Other:</p> <hr/>
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## DISCUSSION

### Background.

The first phase of the Vision Zero Ramp Intersection Study recommended by Commissioner Kim includes \$100,000 in Prop K sales tax funds from the Transportation Authority’s Neighborhood Transportation Improvement Program (NTIP). The NTIP is intended to strengthen project pipelines and advance the delivery of community-supported neighborhood-scale projects, especially in Communities of Concern and other underserved neighborhoods and areas with at-risk populations (e.g. seniors, children, and/or people with disabilities).

Improving safety is a top priority in San Francisco. 11 city agencies have passed “Vision Zero” resolutions committing to elimination of traffic injuries and fatalities by 2024. Phase 1 of the Vision Zero Ramp Intersection Study seeks to improve safety for all modes of transportation at freeway ramp intersections within the SoMa Youth and Family SUD, an area characterized by high concentrations of senior centers, single-room occupancy hostels, and schools. The purpose of the Study is to develop proposed near-term safety improvements at five freeway ramp intersections within the SUD with the goal of reducing collisions and associated traffic fatalities.

**Phase 1 Study Methodology.**

The project team worked closely with SFMTA to select study intersections, evaluate collision patterns at each, and propose improvements to address identified issues.

To select five study intersections, the project team identified the ramp intersections within the SoMa Youth and Family SUD with the highest numbers of injuries and fatalities from 2008 to 2014. The project team then screened the intersections to determine if they were already being studied, analyzed, or improved as part of other projects. Based on these two criteria, the selected five ramp intersections are:

- I-80 westbound off-ramp at 5th/Harrison Streets;
- I-80 eastbound on-ramp at 5th/Bryant Streets;
- US-101 southbound on-ramp at 10th/Bryant Streets;
- US-101 northbound off-ramp at 9th/Bryant Streets; and
- I-80 westbound off-ramp at 8th Street.

At each intersection, the study team analyzed collisions that occurred from 2011 to 2015 to identify the most common causes and conflict points. Issues identified included; traffic signal visibility, pedestrian and bicycle visibility and infrastructure, vehicle weaving, high-speed turning movements, and a lack of pedestrian crosswalks at some intersections. Using a toolbox of proven design treatments, the team then developed proposed improvements at each intersection to address observed collision types.

**Proposed Improvements.**

The proposed improvement concepts, shown for each intersection in Attachment 1, include:

- Sidewalk extensions (bulb-outs) to reduce turning speeds and shorten pedestrian crossings;
- Signal upgrades to improve visibility, add exclusive turn phases where needed, and add leading pedestrian intervals;
- Opening new crosswalks where they are currently missing;
- New wayfinding signage to reduce confusion and weaving; and
- Consideration of lane striping changes, including a potential off-ramp lane reduction at 8<sup>th</sup> and Harrison Streets and/or elimination of a tow-away double left turn lane at 10<sup>th</sup> and Bryant Streets.

The planning-level cost estimate for further planning, design, and construction of the improvements at all five intersections is approximately \$3.6 million. These upgrades could be implemented in approximately three to five years, but note that these costs and timelines are preliminary and subject to Caltrans review and consultation.

**Stakeholder Outreach.**

The project team is now seeking input from stakeholders including transportation advocates, community groups, and others on the proposed improvements and implementation timeline. The team worked with the District 6 Commissioner's office to identify key stakeholders in the area and is currently meeting with all interested groups. To date, the design proposals have received positive feedback and support.



**Next Steps and Phase 2.**

The project team will continue conducting community outreach to seek input on the Phase 1 design concepts through July 2017 and will refine proposed concept plans based on the feedback received. The study team is also working with SFMTA to develop refined cost estimates, funding plans, and implementation schedules, as well as reaching out to Caltrans to refine the improvement plans and determine next steps for their review. Most of the proposed improvements would require Caltrans approval, and significant additional review and analysis would be needed to proceed with any off-ramp striping changes. The final report is expected to be complete by Fall 2017.

We have also begun Phase 2 of the Study, funded by a Caltrans Planning Grant and Prop K, that will analyze safety issues at an additional ten SoMa ramp intersections and recommend short-term and, where needed, longer-term improvements. Similar to Phase 1, the intersections will be selected based on the highest-injury locations that are not yet being addressed by other planning efforts. The Study will propose improvements based on safety analysis, community outreach, and additional technical analysis. The project team is currently drafting a Phase 2 Study evaluation framework and a community engagement plan and is expected to conduct initial stakeholder outreach later this year.

**FINANCIAL IMPACT**

None. This is an information item.

**CAC POSITION**

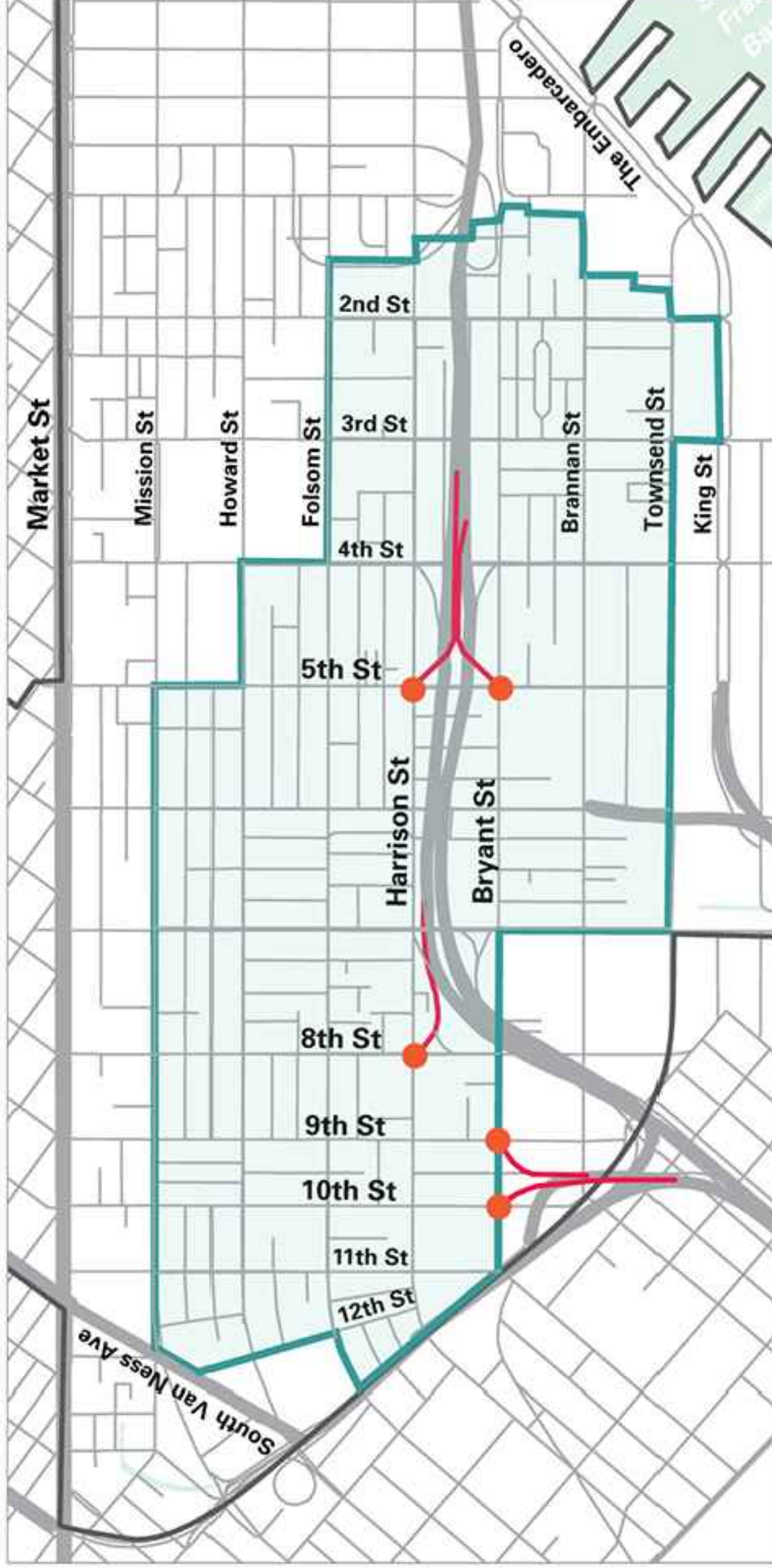
None. This is an information item.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Vision Zero Ramp Intersection Study Phase 1 Concept Plans

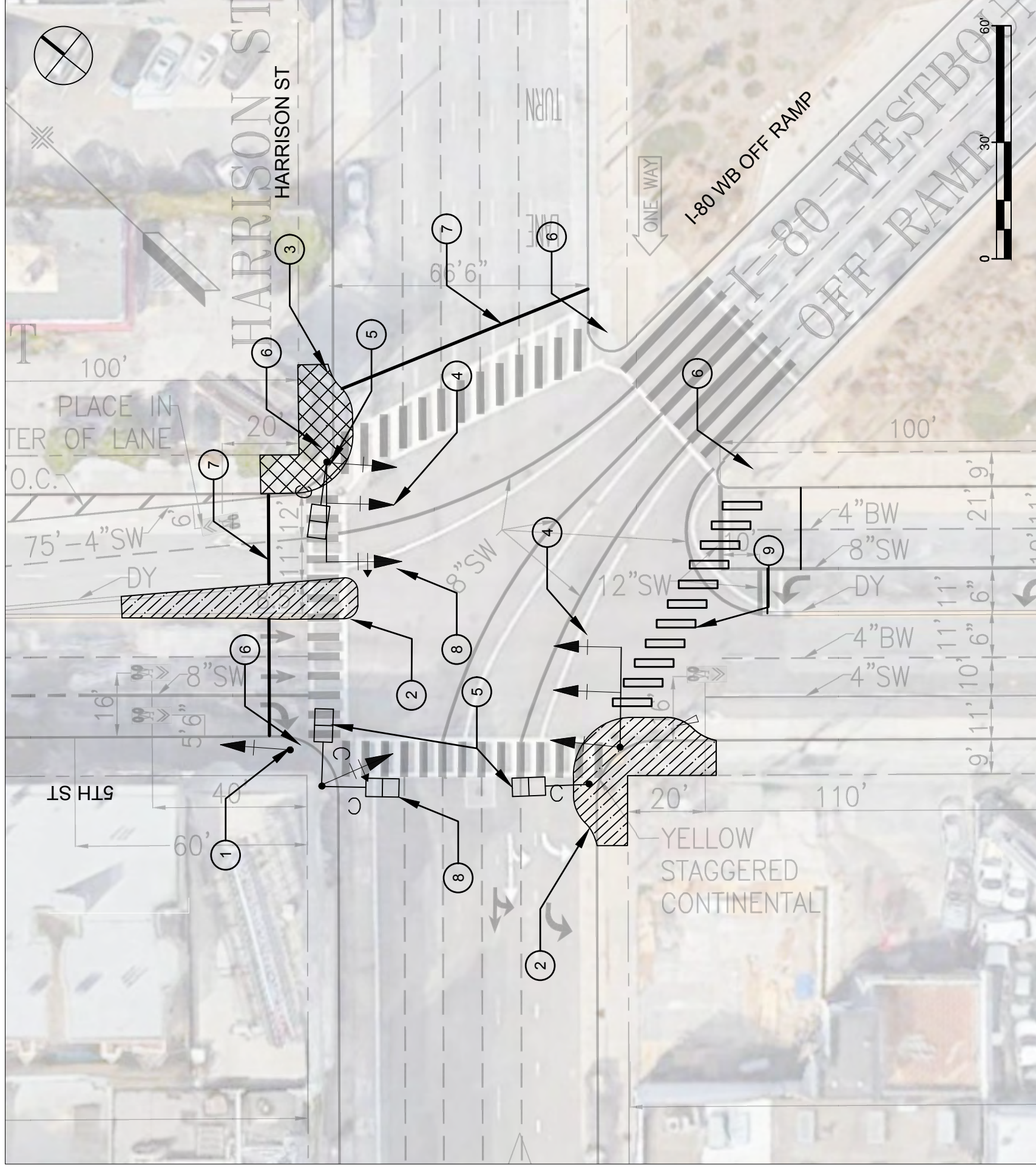
# VISION ZERO SF

## RAMP INTERSECTION IMPROVEMENT CONCEPTS

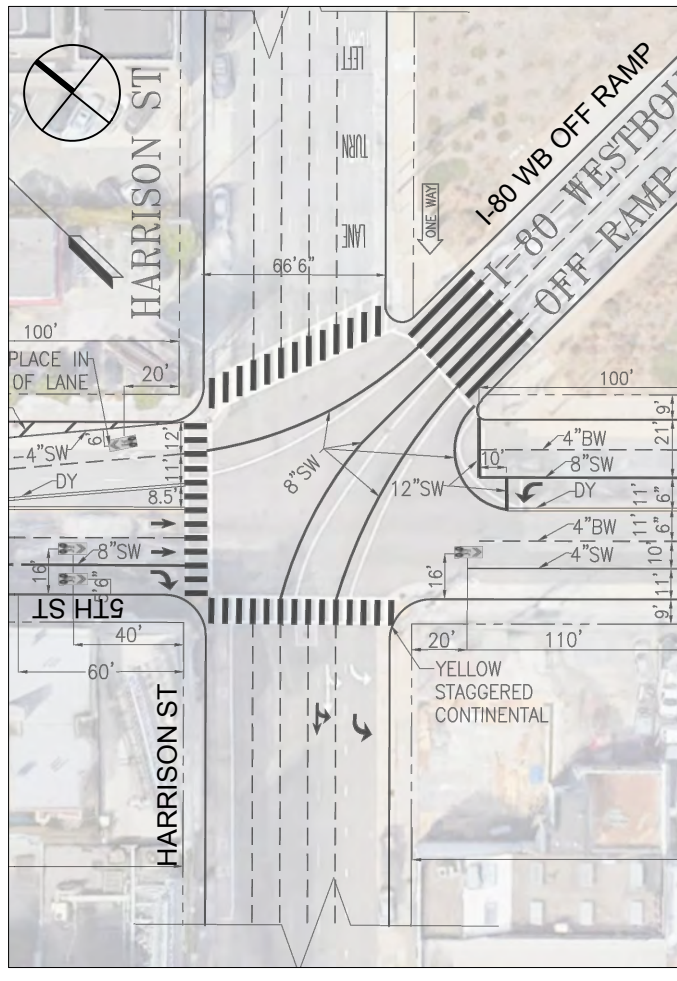


 District 6 boundary
  SoMa Youth and Family Zone
  Project study ramps





HARRISON STREET / 5TH STREET

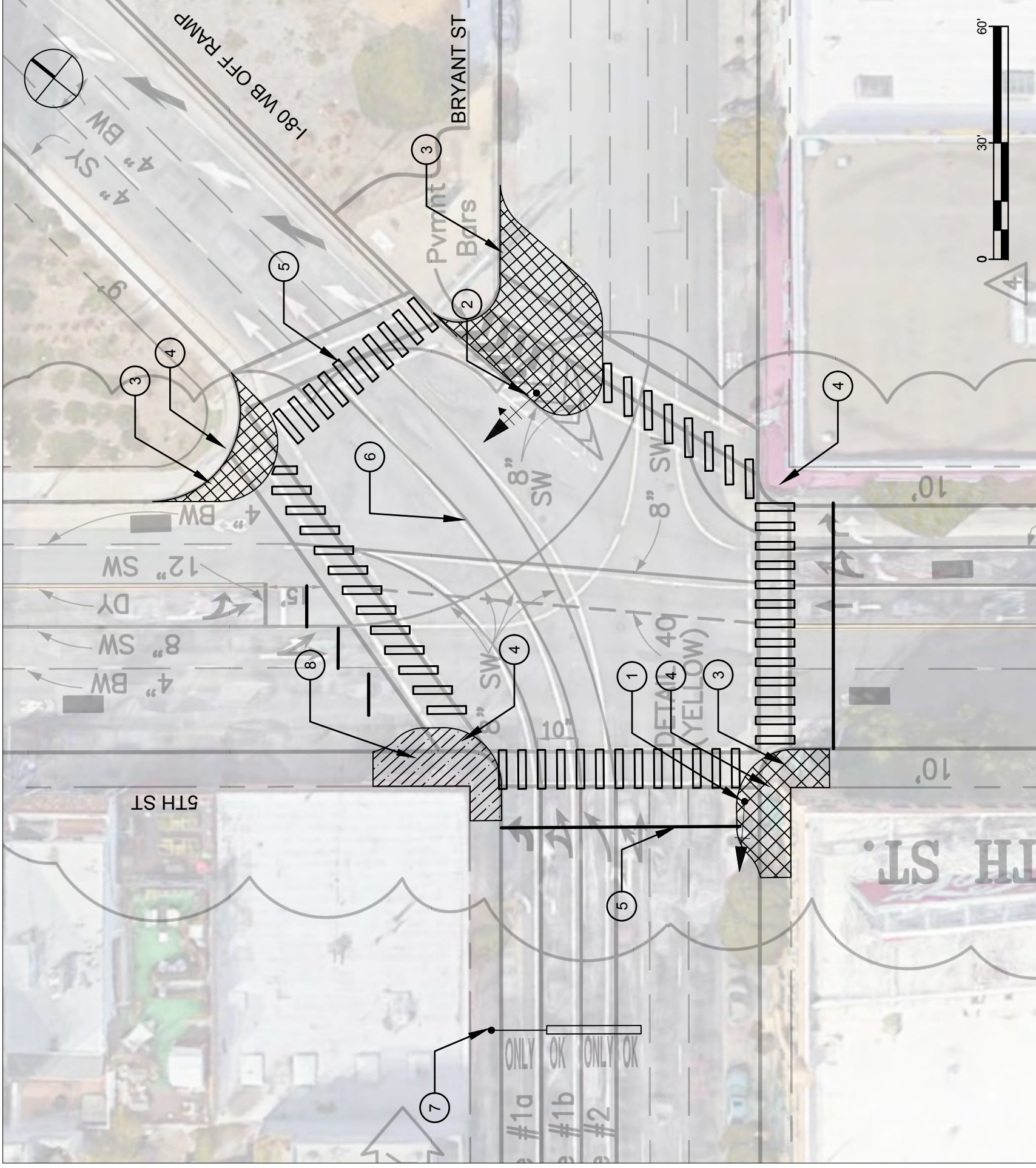


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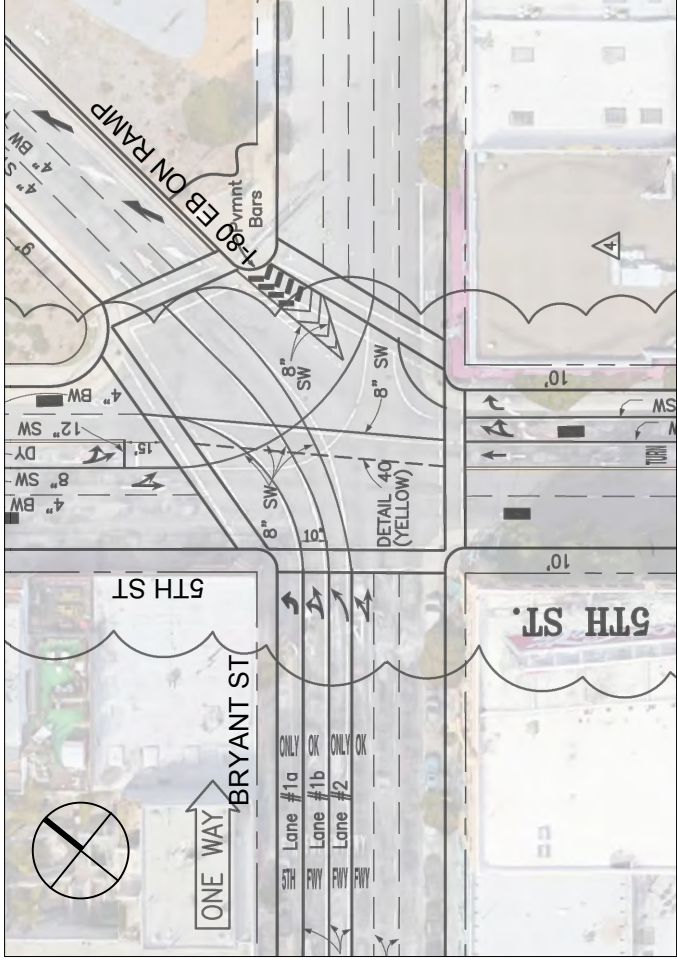
**IMPROVEMENT CONCEPTS:**

- ① INSTALL NEARSIDE TRAFFIC SIGNAL
- ② CONSIDER TEMPORARY INSTALLATION OF BULB AND MEDIAN UNTIL 5TH STREET STREETSCAPE PROJECT PLANNING IS FINALIZED
- ③ INSTALL PEDESTRIAN BULB
- ④ INSTALL TRAFFIC SIGNAL MAST ARM POLE
- ⑤ PROVIDE LEADING PEDESTRIAN INTERVAL PHASING
- ⑥ UPGRADE 8" TRAFFIC SIGNAL HEADS TO 12"
- ⑦ INSTALL STOP BAR SET BACK FROM CROSSWALK
- ⑧ CONSIDER PROVIDING LAGGING OR PROTECTED LEFT TURN VEHICULAR PHASE
- ⑨ INSTALL PEDESTRIAN CROSSING WITH EXCLUSIVE SIGNAL PHASE
- ⑩ CONSIDER IMPROVED STREET LIGHTING AT THE INTERSECTION
- ⑪ CONSIDER POTENTIAL FUTURE BIKE NETWORK IMPROVEMENTS ON 5TH STREET DURING NEXT STAGE OF DESIGN

\*ALL PHYSICAL IMPROVEMENTS WILL REQUIRE CALTRANS APPROVAL



**BRYANT STREET / 5TH STREET**

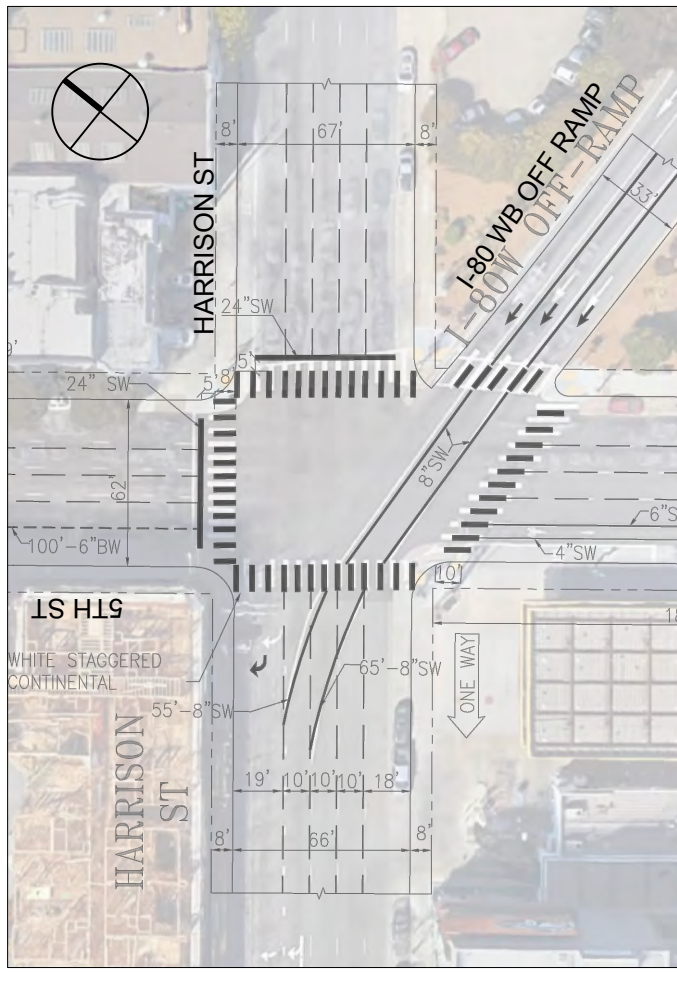


**EXISTING CONDITIONS**

**IMPROVEMENT CONCEPTS:::**

- ① INSTALL NEARSIDE TRAFFIC SIGNAL
- ② INSTALL FARSIDE TRAFFIC SIGNAL. CONSIDER PROVISION OF PROTECTED PHASING.
- ③ INSTALL PEDESTRIAN BULB
- ④ UPGRADE 8" TRAFFIC SIGNAL HEADS TO 12"
- ⑤ INSTALL HIGH-VISIBILITY STAGGERED CROSSWALK MARKINGS AND STOP BARS
- ⑥ REFRESH PAVEMENT MARKINGS AND LANE DELINEATOR LINES
- ⑦ INSTALL CANTILEVERED OVERHEAD SIGN TO DESIGNATE LANE ASSIGNMENTS
- ⑧ CONSIDER TEMPORARY INSTALLATION OF BULB UNTIL 5TH STREET STREETSCAPE PROJECT PLANNING IS FINALIZED
- ⑨ CONSIDER POTENTIAL FUTURE BIKE NETWORK IMPROVEMENTS ON 5TH STREET DURING NEXT STAGE OF DESIGN

\*ALL PHYSICAL IMPROVEMENTS WILL REQUIRE CALTRANS APPROVAL

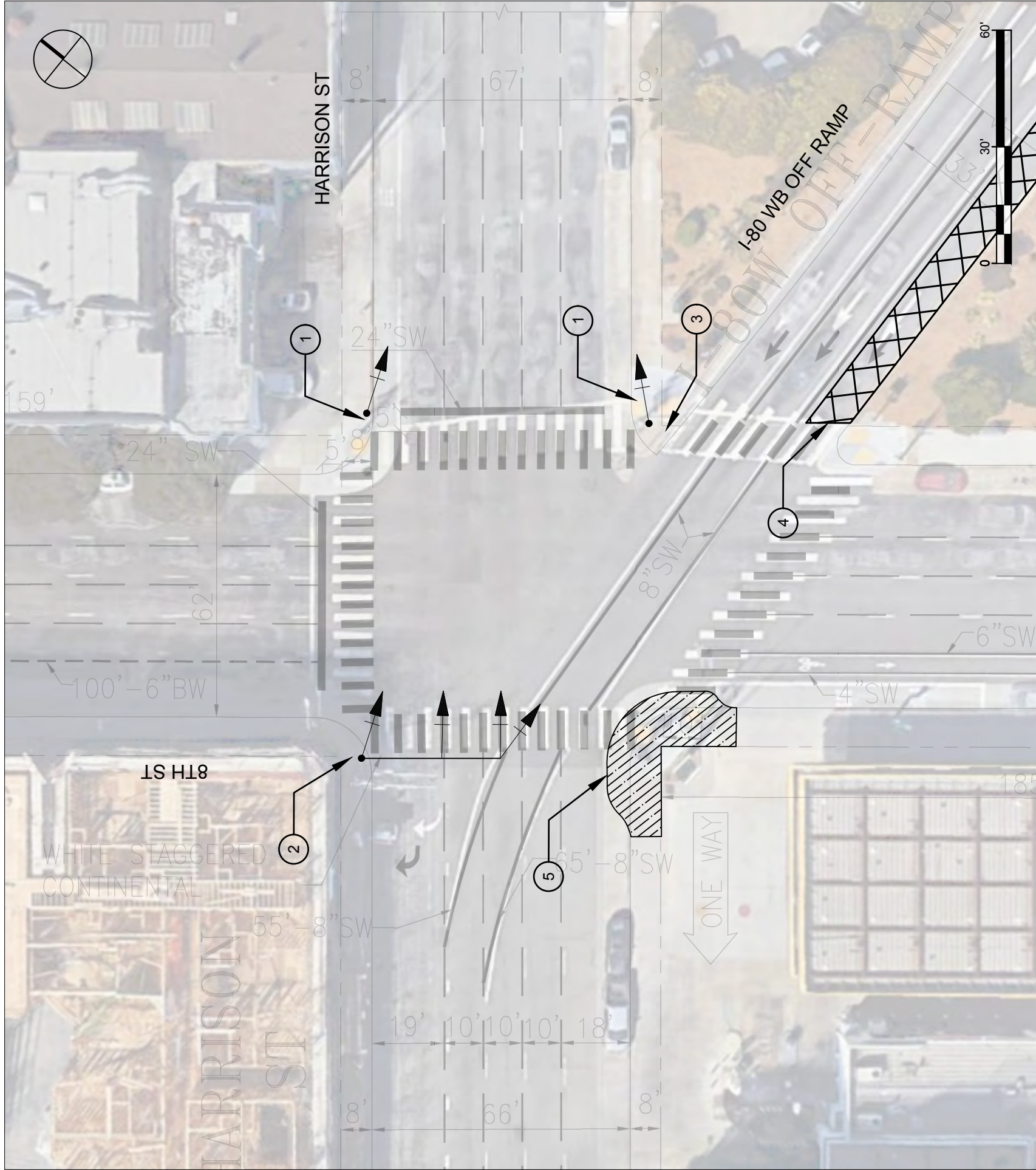


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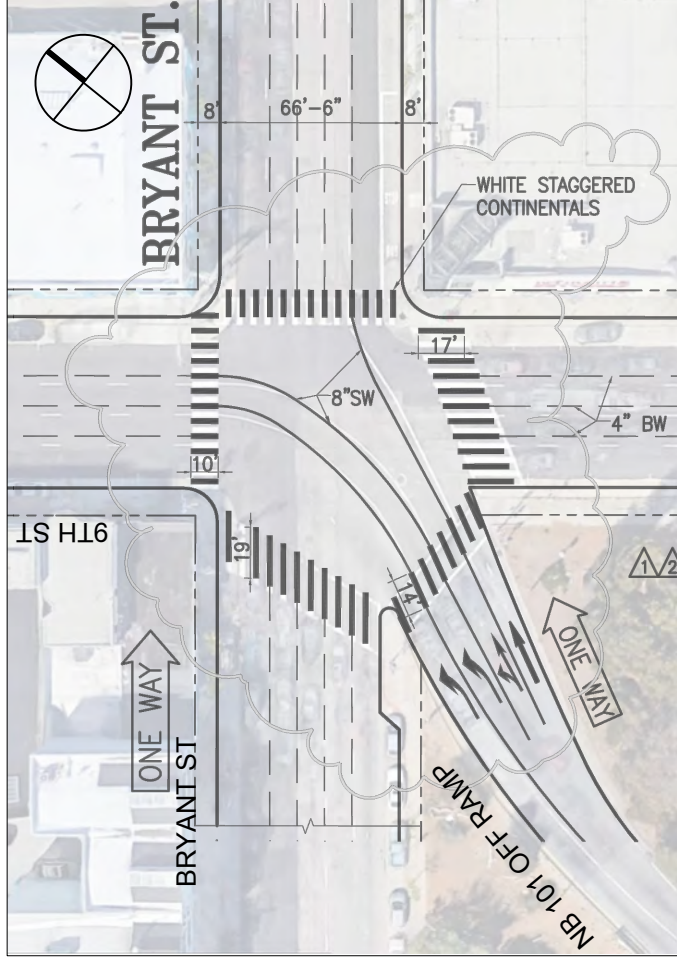
**IMPROVEMENT CONCEPTS:**

- ① INSTALL NEARSIDE TRAFFIC SIGNAL
- ② INSTALL TRAFFIC SIGNAL MAST ARM POLE
- ③ UPGRADE 8" TRAFFIC SIGNAL HEADS TO 12"
- ④ CONSIDER OFF-RAMP STRIPING CHANGE PENDING ON ADDITIONAL TRAFFIC ANALYSIS AND CALTRANS REVIEW
- ⑤ CONSIDER POTENTIAL INSTALLATION OF A PEDESTRIAN BULB PENDING OFF-RAMP STRIPING CHANGE

\*ALL PHYSICAL IMPROVEMENTS WILL REQUIRE CALTRANS APPROVAL



HARRISON STREET / 8TH STREET

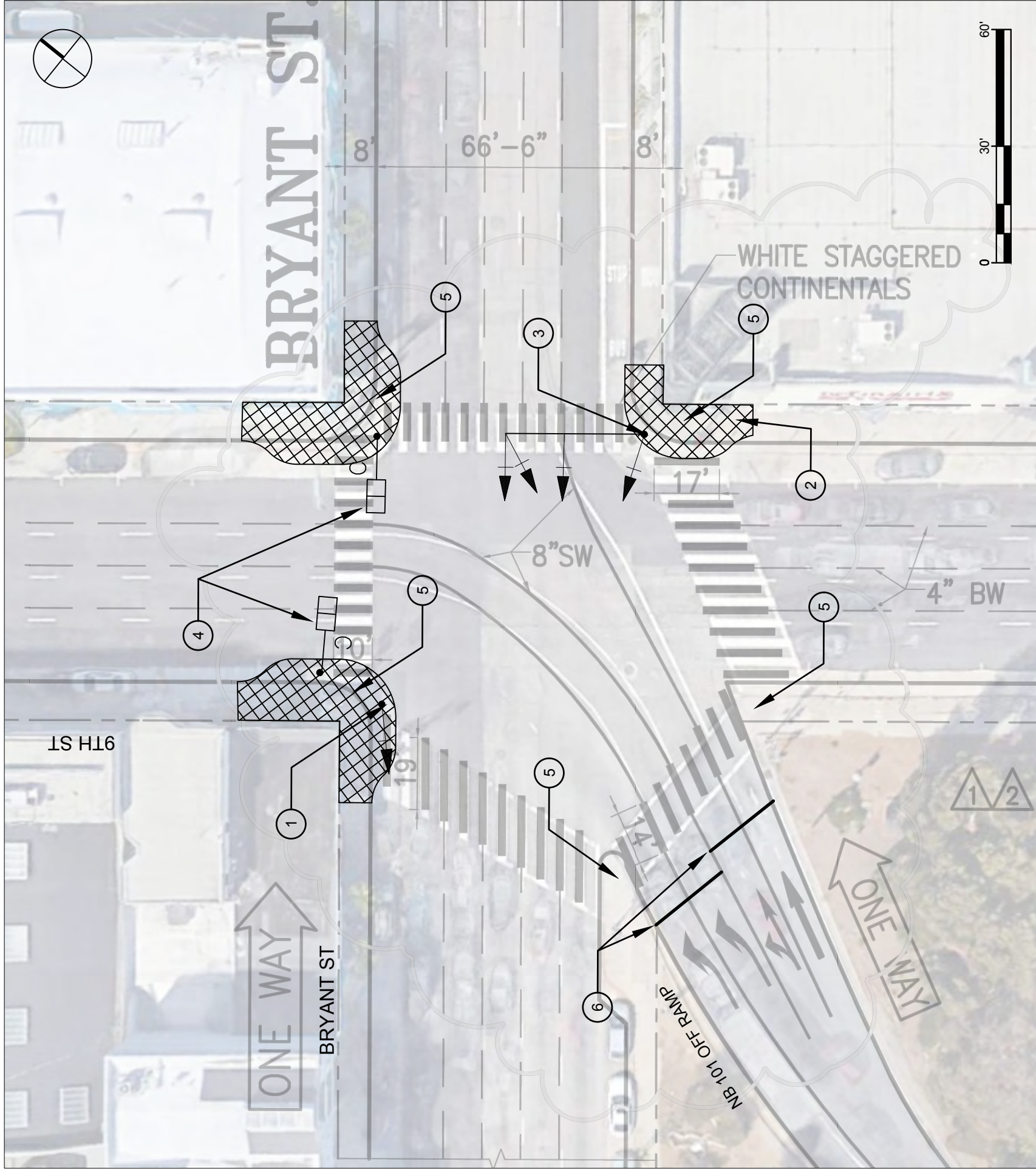


EXISTING CONDITIONS

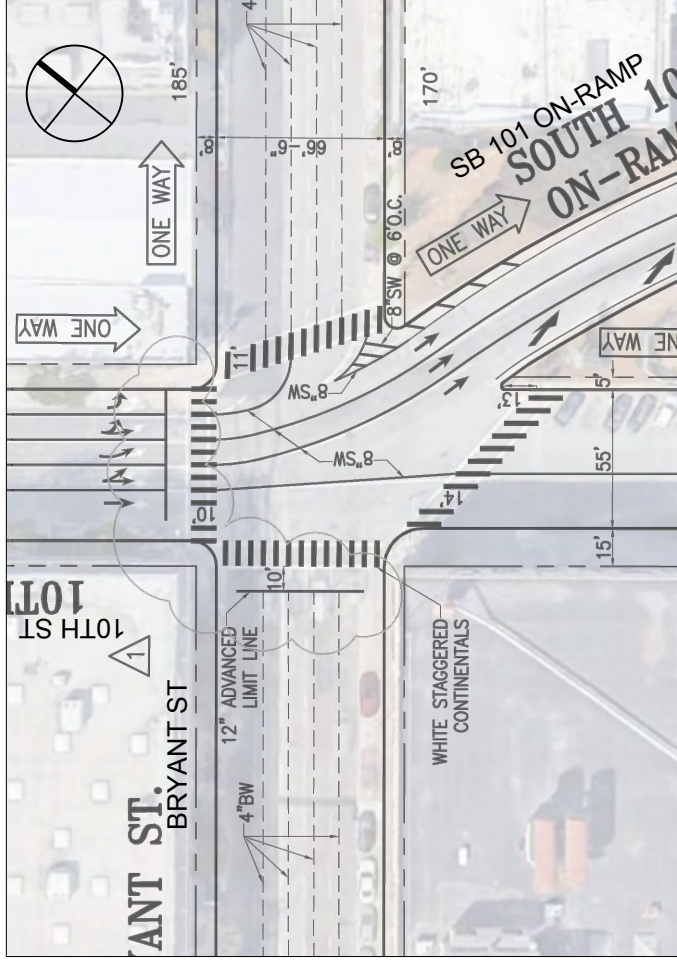
**IMPROVEMENT CONCEPTS:**

- ① INSTALL NEARSIDE TRAFFIC SIGNAL
- ② INSTALL PEDESTRIAN BULB
- ③ INSTALL TRAFFIC SIGNAL MAST ARM POLE
- ④ PROVIDE LEADING PEDESTRIAN INTERVAL PHASING
- ⑤ UPGRADE 8" TRAFFIC SIGNAL HEADS TO 12"
- ⑥ INSTALL STOP BAR

\*ALL PHYSICAL IMPROVEMENTS WILL REQUIRE CALTRANS APPROVAL



BRYANT STREET / 9TH STREET

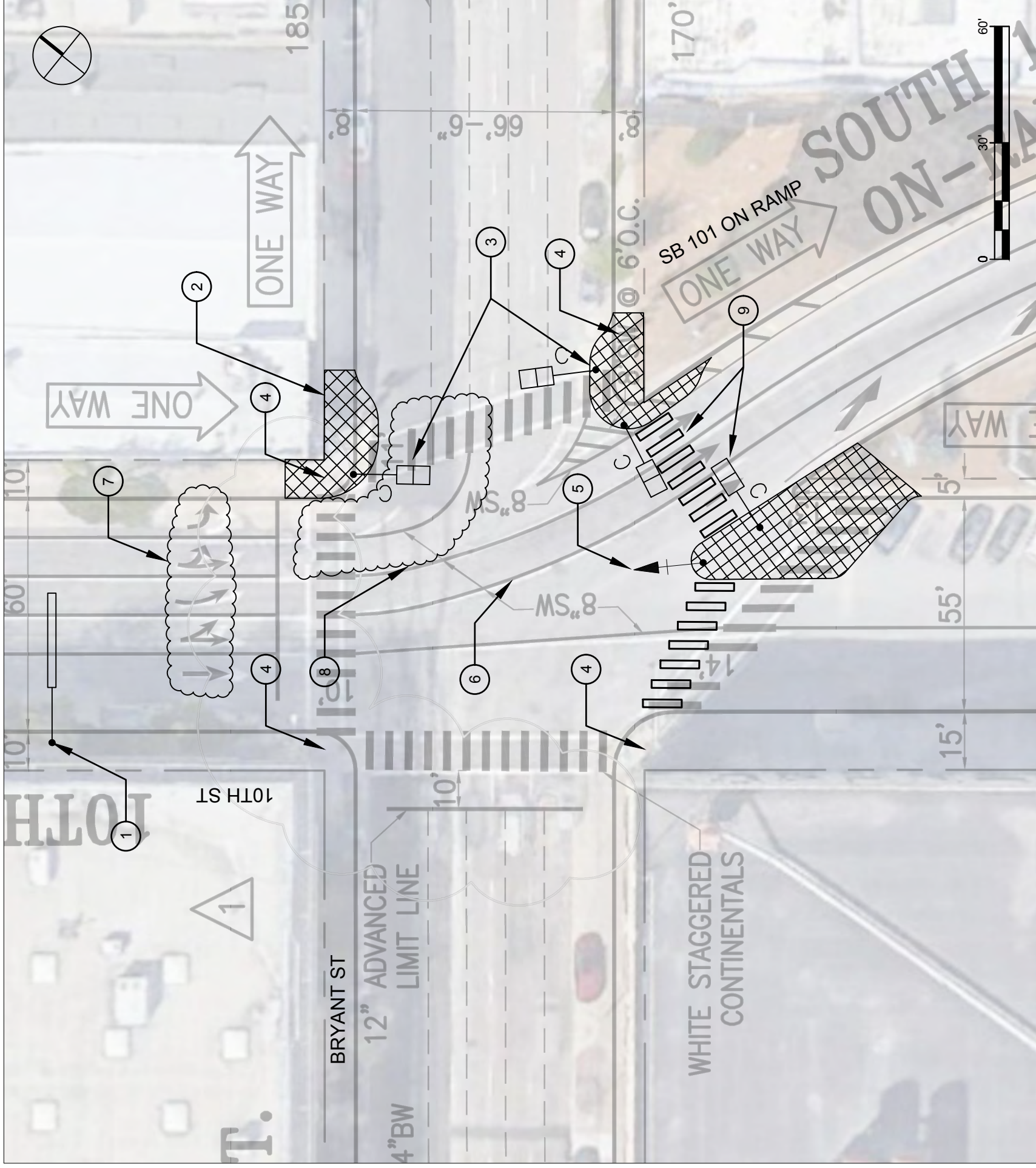


EXISTING CONDITIONS

**IMPROVEMENT CONCEPTS:**

- ① INSTALL CANTILEVERED OVERHEAD SIGN TO DESIGNATE LANE ASSIGNMENTS
- ② INSTALL PEDESTRIAN BULB
- ③ PROVIDE LEADING PEDESTRIAN INTERVAL PHASE
- ④ UPGRADE 8" TRAFFIC SIGNAL HEADS TO 12"
- ⑤ INSTALL FARSIDE TRAFFIC SIGNAL
- ⑥ REFRESH PAVEMENT MARKINGS AND LANE DELINEATOR LINES
- ⑦ CONSIDER ALTERNATIVE LANE ARRANGEMENTS (E.G., TOW-AWAY LANE CLOSURE, TWO-STAGE BIKE BOX)
- ⑧ CONSIDER RESTRIPING CHANNELIZING LINES
- ⑨ INSTALL HIGH-VISIBILITY STAGGERED CROSSWALK MARKINGS AND NEW PEDESTRIAN SIGNALS

\*ALL PHYSICAL IMPROVEMENTS WILL REQUIRE CALTRANS APPROVAL



**BRYANT STREET / 10TH STREET**

\*All physical improvements will require Caltrans approval

## **Contact Us**

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**[www.sfcta.org/NTIP-vision-zero-ramp-intersection-study](http://www.sfcta.org/NTIP-vision-zero-ramp-intersection-study)**





# Memorandum

**Date:** June 20, 2017  
**To:** Transportation Authority Board  
**From:** Jeff Hobson – Deputy Director for Planning  
**Subject:** 07/11/17 Board Meeting: Adoption of Revised Guiding Principles for Emerging Mobility Services & Technologies

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Adopt the revised Guiding Principles for Emerging Mobility Services &amp; Technologies (EMST)</p> <p><b>SUMMARY</b></p> <p>This memo summarizes community feedback related to EMST Guiding Principles, a draft of which were presented last month. As shown in Attachment 2, the revised Principles were collaboratively developed by the Transportation Authority and the San Francisco Municipal Transportation Agency (SFMTA) and are based on existing local policies. This memo also provides updates on other related EMST studies and the California Public Utilities Commission (CPUC) Rulemaking activities.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input checked="" type="checkbox"/> Policy/Legislation</p> <p><input checked="" type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Procurement</p> <p><input type="checkbox"/> Other: _____</p>
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**DISCUSSION**

**Background.**

The San Francisco Charter mandates Transit First – charging the City and County of San Francisco (CCSF) with providing for the safe and efficient movement of people and goods in San Francisco. In the last decade, San Francisco has seen dramatic growth of many emerging mobility services and technologies that present opportunities while also challenging that core policy. These services and technologies include everything from mobile applications that connect passengers with demand-responsive transportation vehicles to self-driving and connected vehicles. While they each provide new conveniences, access, and mobility options, their impacts remain unclear with respect to our established policies and goals.

We previously presented a draft set of Guiding Principles at the May 24 Citizens Advisory Committee (CAC) and June 13 Board meetings. SFTMA and Transportation Authority staff has conducted outreach to gather feedback from community stakeholders and conducted three focus groups with over twenty advocacy groups representing transportation safety, equity, and accessibility issues in San Francisco. Staff also attended standing committee and working group meetings representing partner agencies in the city. Finally, staff received input from EMST providers. See Attachment 1 for full list of feedback participants.

### **Community Feedback and Revised Guiding Principles**

Based on the feedback described above, staff revised the proposed Guiding Principles for EMST as shown in Attachment 2. The following is a summary of community feedback and adjustments to the Guiding Principles:

‘Safety’ modified to include modal conflicts. Following the modal focus group, several members suggested we extend our consideration beyond fatalities to include conflicts that may occur at crosswalks, bike lanes and at curbs when evaluating safety in the public right of way.

‘Transit’ and ‘Sustainability’ were clarified and strengthened. Both the EMST providers and focus groups encouraged staff to more explicitly promote sustainability, the use of non-auto modes, and high-occupancy vehicles.

‘Disabled Access’ now extends beyond EMST vehicles. During the Accessibility focus group, advocates encouraged staff to consider the software application and its technology when evaluating EMST.

‘Labor’ was strengthened to consider additional factors. Several parties identified additional goals the city should strive for including job training, and diversity of business ownership. ‘Consumers’ was removed from this principle’s title because consumer issues were strengthened in several other principles.

‘Innovative Collaboration’ added as a guiding principle. Following feedback from focus groups, EMST providers and the Board, staff was encouraged to recognize the providers’ innovative role and to collaborate with providers to ultimately meet CCSF goals.

Guiding Principles adjusted to identify ideals. Several commenters encouraged staff to delineate positive ideals for each principle (what we ‘want’) as opposed to describing negative outcomes to be avoided (what we ‘don’t want’). In response, staff rephrased the Guiding Principles to state objectives in a more positive form.

#### **Next Steps for the EMST Study.**

The joint agency team will use these principles as a framework to evaluate these services and technologies; identify areas for improvement or policy intervention; identify outstanding questions to shape future areas of research and study; and proactively develop pilots and programs to address research questions. We expect to present the results of this evaluation in early fall.

#### **Regulatory Landscape Study of Technology Network Companies (TNCs).**

Following the recent release of the TNCs Today report, we have initiated an additional study that complements the findings in the report and follows up on Commissioner requests. The “TNC Regulatory Landscape” report will provide information related to how TNC companies, such as Uber and Lyft, are regulated in California compared to other states. Additionally, the report will identify case studies for policy responses in other states and outline potential policy responses we may pursue here in San Francisco and California. We plan to provide this report to the CAC and Board in the coming months and gather additional feedback related to the outlined policy response options.

#### **Recent Legislative and Regulatory Activities.**

Earlier in the month we joined SFMTA staff for a meeting with CPUC staff to discuss our concerns and the upcoming Phase 3 TNC rulemaking process. The CPUC has revised the schedule of its proposed rulemaking on TNCs to accelerate the “TNC Data” track (Track 3). In this track, the CPUC will invite comments on the value of sharing TNC data publicly; the effectiveness of third-party hosted

**Agenda Item12**

websites for sharing that data; and issues related to customer privacy and market sensitive data among others. The CPUC cited growing interest from local governments as a reason for accelerating this portion of their rulemaking. We have identified this track as an important one for the Transportation Authority to engage in and provide comments to CPUC. Following recommendations from the June 13 Board meeting, we are taking steps to become an official party to the CPUC rulemaking process. Staff from the Transportation Authority, SFMTA, and San Francisco International Airport are collaborating to develop comprehensive comments on desired TNC data provisions. CPUC asks that comments be submitted by July 15, 2017 and plans to submit replies by July 31, 2017.

**FINANCIAL IMPACT**

The recommended action would not have an impact on the proposed Fiscal Year 2017/18 budget.

**CAC POSITION**

The CAC will consider this item at its June 28, 2017 meeting.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Guiding Principles Feedback Participants

Attachment 2 – Proposed Guiding Principles for Emerging Mobility Services & Technology

Attachment 3 – CPUC Scoping Memo Phase III

**Attachment #1 - Guiding Principles Feedback Participants****Focus Groups***Focus Group 1: Safety*

Livable City  
SF Bicycle Coalition,  
SF Transit Riders Union  
Vision Zero  
WalkSF

*Focus Group 2: Equity*

Greenlining Institute  
Transform

*Focus Group 3: Accessibility*

Department of Aging and Adult Services  
Independent Living Resource Center  
Lighthouse for the Blind  
Mayor's Office on Disability  
Senior Disability Action  
SF In-Home Supportive Services Public Authority

**Emerging Mobility Service Providers**

A3 Ventures (AAA)  
Cruise GM  
EasyMile  
Lyft  
Scoop  
Zagster

**Committee Meetings**

Vision Zero Task Force  
SFMTA PAG  
Director's Working Group  
Taxi Task Force

**June 20, 2017 Revised Guiding Principles for  
Management of Emerging Mobility Services and Technologies**

Safety	Emerging Mobility Services and Technologies must be consistent with the City and County of San Francisco's goal for achieving Vision Zero, reducing conflicts, and ensuring public safety and security.
Transit	Emerging Mobility Services and Technologies must complement rather than compete with public transit services, must support and account for the operational needs of public transit and encourage use of high-occupancy modes.
Equitable Access	Emerging Mobility Services and Technologies must promote equitable access to services. All people, regardless of age, race, color, gender, sexual orientation and identity, national origin, religion, or any other protected category, should benefit from Emerging Mobility Services and Technologies, and groups who have historically lacked access to mobility benefits must be prioritized and should benefit most.
Disabled Access	Emerging Mobility Services and Technologies must be inclusive of persons with disabilities. Those who require accessible vehicles, physical access points, services, and technologies are entitled to receive the same or comparable level of access as persons without disabilities.
Sustainability	Emerging Mobility Services and Technologies must support sustainability, including helping to meet the city's greenhouse gas (GHG) emissions reduction goals, promote use of all non-auto modes, and support efforts to increase the resiliency of the transportation system.
Congestion	Emerging Mobility Services and Technologies must consider the effects on traffic congestion, including the resulting impacts on road safety, modal choices, emergency vehicle response time, transit performance and reliability.
Accountability	Emerging Mobility Services and Technologies providers must share relevant data so that the City and the public can effectively evaluate the services' benefits to and impacts on the transportation system and determine whether the services reflect the goals of San Francisco.
Labor	Emerging Mobility Services and Technologies must ensure fairness in pay and labor policies and practices. Emerging Mobility Services and Technologies should support San Francisco's local hire principles, promote equitable job training opportunities, and maximize procurement of goods and services from disadvantaged business enterprises.
Financial Impact	Emerging Mobility Services and Technologies must promote a positive financial impact on the City's infrastructure investments and delivery of publicly-provided transportation services.
Collaboration	Emerging Mobility Services and Technology providers and the City must engage and collaborate with each other and the community to improve the city and its transportation system.

**Use of Guiding Principles:** The SFCTA and SFMTA will use these Guiding Principles to shape our approach to Emerging Mobility Services and Technologies. For the SFMTA, these Guiding Principles will

serve as a framework for the consistent application of policies and programs. The SFCTA will use these Guiding Principles to evaluate these services and technologies; identify ways to meet city goals, and shape future areas of studies, policies and programs. Every Guiding Principle may not be relevant to every consideration associated with Emerging Mobility Services and Technologies, and in some cases a service may not meet all of the principles consistently. SFMTA and SFCTA Directors and staff will consider whether a service or technology is consistent with the Guiding Principles, on balance. If a service provider or technology does not support these Guiding Principles, SFMTA and SFCTA will work with the service provider to meet the principles, or may choose to limit their access to City resources.



**FILED**

6-12-17

9:20 AM

LR1/ek4 6/12/2017

**BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA**

Order Instituting Rulemaking on Regulations Relating to Passenger Carriers, Ridesharing, and New Online-Enabled Transportation Services.

Rulemaking 12-12-011  
(Filed December 20, 2012)

**AMENDED PHASE III. B. SCOPING MEMO AND RULING  
OF ASSIGNED COMMISSIONER**

**Summary**

This Amended Phase III.B. Scoping Memo and Ruling adjusts the ordering of the subject tracks, clarifies the scope of issues for party comments as to the newly identified Track 3 (Transportation Network Company data), and adds a new Track 4 (Is Uber Technologies, Inc. a Transportation Network Company) of the Phase III.B. Scoping Memo and Ruling that I issued on April 7, 2017. The remaining Tracks of Phase III.B. are the same but some have been renumbered.

**1. Scope of Issues**

As noted in the Phase III. B. Scoping Memo and Ruling, the priority for resolving the various Phase III. B. issues may shift depending on the facts known to the Commission regarding the Transportation Network Company (TNC) operations, the need to issue decisions in conformity with the directives from the Legislature, public policy, and safety considerations. Recently, the Commission has learned of the heightened interest that governmental entities have expressed in obtaining and analyzing TNC trip data in order to gauge the TNC vehicles' environmental, traffic, and infrastructural impacts on the cities and counties in

California where these TNC vehicles operate.<sup>1</sup> As a result, I have designated this topic as part of the newly identified Track 3.

In addition, I have added a new Track 4 to address whether the Commission should reconsider its earlier determination in Decision (D.) 13-09-045 (Finding of Fact 25), that Uber Technologies, Inc. (Uber) is not a TNC. I have raised this issue since the Commission has more information about the extent of Uber's involvement in the TNC operations than what was known at the time that D.13-09-045 was issued.

In light of the foregoing, the Tracks are revised as follows:

Track Numbers	Issues	Questions
1	Background check requirements that should be applicable to TNCs	<ol style="list-style-type: none"> <li>1. What public policy and or safety objectives would be achieved by requiring all existing and prospective TNC drivers to undergo a biometric (<i>i.e.</i> the use of a person's physical characteristics and other traits) background check?</li> <li>2. Does subjecting all TNC drivers to a biometric background check adversely affect the chances of persons of different races or ethnicities to pass the background checking process? Explain why or why not.</li> <li>3. In addition to a biometric</li> </ol>

<sup>1</sup> For example, on June 5, 2017, the Office of the City Attorney for the City and County of San Francisco hand delivered a Public Records Act request to the Commission's custodian of records for, *inter alia*, Uber and Lyft trip data.



Track Numbers	Issues	Questions
		<p>background check, are there other background check protocols that the Commission should consider adopting? Explain why or why not.</p> <p>4. How would any other background check protocols described in #3 above satisfy California’s public policy and or safety objectives?</p> <p>5. What background check protocol should the Commission adopt to comply with the requirements and goals of Assembly Bill 1289, codified at Pub. Util. Code §5445.2?</p>
2	Regulatory status of Uber.	<p>1. What is Uber for purposes of determining the full extent of the Commission’s jurisdiction over Uber’s California operations and its subsidiaries?</p> <p>2. Should Uber be considered a Charter-Party Carrier (TCP)?</p> <p>3. Should Uber USA be considered a TCP?</p> <p>4. Should any other Uber subsidiary or Uber affiliated business conducting or assisting in the conducting of transportation service be considered a TCP?</p>

Track Numbers	Issues	Questions
3.	TNC data: (a) Should the Commission establish a website portal for TNC data; and (b) Should the Commission share TNC trip data with interested California government entities?	<ol style="list-style-type: none"> <li>1. What is the public and/or research value of a website, database, or other publicly accessible means to host data about transportation for hire that is under the Commission's jurisdiction?</li> <li>2. What has been the effectiveness of third-party hosted websites that provide data about Commission programs?</li> <li>3. What concerns, if any, are there about the ability of a Commission-sponsored website to protect customer privacy and market sensitive data?</li> <li>4. What characteristics or design specifications are needed to ensure that a Commission-sponsored website would be flexible enough to adjust to future legislative action including, but not limited to: new background check standards that are germane to the Commission's jurisdiction over TNCs?</li> <li>5. Should the Commission share TNC trip data with interested California governmental entities?</li> <li>6. What factors should the Commission take into account in determining if TNC trip data should be shared with</li> </ol>

Track Numbers	Issues	Questions
		<p>interested California governmental entities?</p> <p>7. What steps should the Commission consider implementing to protect the market sensitivity of trip data?</p>
4.	Is Uber a TNC?	<p>1.Should the Commission reconsider its determination from Decision 13-09-045 (Finding of Fact # 25) that Uber is not a TNC? Set forth all facts, arguments, law, and documents that support your answer.</p> <p>2.Does Uber exercise control over the screening and selection of its TNC drivers that operate on the Uber platform? Set forth all facts, arguments, law, and documents that support your answer.</p> <p>3. Does Rasier-CA, LLC (Rasier-CA) exercise control over the screening and selection of its TNC drivers that operate on the Uber platform? Set forth all facts, arguments, law, and documents that support your answer.</p> <p>4.Does Uber terminate the accounts of drivers who do not perform up to Uber’s standards? Set forth all facts, arguments, law, and documents that support your answer.</p> <p>5.Does Rasier-CA terminate the</p>

Track Numbers	Issues	Questions
		<p>accounts of drivers who do not perform up to Uber's standards? Set forth all facts, arguments, law, and documents that support your answer.</p> <p>6.Does Uber deactivate the accounts of passengers for low ratings or inappropriate conduct? Set forth all facts, arguments, law and documents that support your answer.</p> <p>7.Does Rasier-CA deactivate the accounts of passengers for low ratings or inappropriate conduct? Set forth all facts, arguments, law and documents that support your answer.</p> <p>8.Does Uber investigate passenger complaints that a TNC driver operating on the Uber platform was driving while impaired? Set forth all facts, arguments, law and documents that support your answer.</p> <p>9.Does Rasier-CA investigate passenger complaints that a TNC driver operating on the Uber platform was driving while impaired? Set forth all facts, arguments, law and documents that support your answer.</p> <p>10.Provide the name and job title</p>

Track Numbers	Issues	Questions
		<p>of the person(s) most knowledgeable employed by or associated with Uber who is involved in determining the fare calculation methodology via the Uber App (i.e. Uber’s smartphone application that allows an individual to send a request to providers of transportation services for transportation service).</p> <p>11. Provide the name and job title of the person(s) most knowledgeable employed by or associated with Rasier-CA who is involved in determining the fare calculation methodology via the Uber App.</p> <p>12. Provide the most current organizational structure of Uber and Rasier-CA. For Uber and Rasier-CA:</p> <ul style="list-style-type: none"> <li>• Specify each company’s address;</li> <li>• Specify the names and job descriptions of all corporate officers;</li> <li>• Specify the number of workers employed in California;</li> <li>• Specify the number of persons who work as independent contractors in California;</li> <li>• Specify the physical address of Uber and Rasier-CA;</li> <li>• Specify the number of board meetings that have been held;</li> <li>• Specify in what form board meeting minutes are maintained;</li> <li>• Specify who maintains possession</li> </ul>

Track Numbers	Issues	Questions
		<p>of the board-meeting minutes;</p> <ul style="list-style-type: none"> <li>• Specify the names and addresses of in-house legal counsel; and</li> <li>• Specify the names and addresses of outside legal counsel.</li> </ul>
5.	Accessible vehicle requirements for TNCs.	<ol style="list-style-type: none"> <li>1. What is the percentage of accessible vehicles that TNCs make available?</li> <li>2. Are there any opportunities for the TNCs to provide increased accessible vehicle services to TNC customers?</li> </ol>
6.	Requirements that should be applicable to TNCs concerning the incidental transportation of minors	<ol style="list-style-type: none"> <li>1. Provide the Commission with any updates to your plans, submitted previously in response to the May 23, 2016 and June 6, 2016 Assigned Commissioner's Rulings that asked for information regarding the the handling and incidental transportation of minors. Should the Commission adopt any additional requirements for regulating TNCs that handle the incidental transportation of minors? Explain why or why not.</li> </ol>
7	Requirements that should be applicable to TNCs to ensure public safety	<ol style="list-style-type: none"> <li>1. Are there any additional issues that the Commission has not addressed in the prior phases of this proceeding, regarding TNC operations that impact public safety?</li> <li>2. Should the Commission adopt any additional regulations to</li> </ol>

Track Numbers	Issues	Questions
		address these issues?
8	Regulation of Autonomous Vehicles	<p>1. If a person or entity partners with, or enters into an agreement with, a TNC to supply autonomous vehicles for passenger transportation service:</p> <ul style="list-style-type: none"> <li>• Should the person or partnering entity be required to obtain authority from the Commission to operate as a TNC, TCP, or should the Commission designate an alternate regulatory category; and</li> <li>• Should the TNC that is a party to the partnership or agreement be required to obtain authority from the Commission to operate as a TCP, or should the Commission designate an alternate regulatory category?</li> </ul> <p>2. Should any interested party be permitted to file a petition to modify any of the existing Commission decisions, rules, or general orders in order for autonomous vehicles to lawfully provide passenger transportation service? If so, identify all such decisions, rules, and general orders and</p>

Track Numbers	Issues	Questions
		explain how they should be modified.

**2. Schedule for Comments, to file a Petition for Modification, and for Comments on the Workshop Report**

Track 1	April 30, 2017	Opening comments filed and served
Track 1	May 15, 2017	Reply comments filed and served
Track 2	May 31, 2017	Opening comments filed and served
Track 2	June 15, 2017	Reply comments filed and served
Track 3	July 15, 2017	Opening comments filed and served
Track 3	July 31, 2017	Reply comments filed and served
Track 4	August 15, 2017	Opening comments filed and served
Track 4	August 31, 2017	Reply comments filed and served
Tracks 5, 6, 7, and 8	Dates for opening and reply comments TBD	
	4 <sup>th</sup> Quarter 2017	Issue proposed decision

For Track 2, the parties shall respond to the questions above in Section 1 of this Amended Scoping Memo and Ruling. In addition, Uber shall respond to the questions in the Attachment A to this Amended Scoping Memo and Ruling. Other parties may also respond to the questions in the Attachment A to this



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Amended Scoping Memo and Ruling if they have information relevant to the questions.

In addition to the above schedule, this Amended Scoping Memo and Ruling imposes the following deadline for Track 8 for the parties to file a petition for modification of any prior Commission decision issued in this proceeding to address the necessary categorizations and parameters for: (a) the entities that supply autonomous vehicles; (b) the entities who partner with other entities subject to the Commission's jurisdiction in order to provide autonomous vehicles; and (c) the existing TNCs who wish to utilize autonomous vehicles in their transportation service:

- A party seeking a modification of the Commission's prior decisions, rules, and general orders in order for autonomous vehicles to lawfully provide passenger transportation, shall file a petition for modification within 90 days from the issuance of this Scoping Memo and Ruling.
- If no party files a petition for modification by the 90-day deadline, the assigned Commissioner or ALJ may issue a ruling (including an amended Scoping memo and Ruling) proposing the appropriate classification and accompanying parameters for regulating autonomous vehicles.

Finally, following the February 17, 2017 Workshop: Criminal Background Checks for TNC Drivers, the Commission's staff stated it would issue a workshop report within 45 days of the Workshop for public comment. This deadline has been delayed and the workshop report will be issued as soon as possible. Opening Comments shall be filed and served 30 days after the workshop report has been served on the service list, and Reply Comments shall be filed and served 15 days after the filing and service of the Opening Comments.

To the extent necessary, the Assigned Commissioner or the assigned Administrative Law Judge (ALJ) may adjust or supplement the schedule for submitting opening and reply comments regarding the scoped issues, the workshop report, as well as the time period for filing petitions for modification.

Consistent with Pub. Util. Code § 1701.5(a), I intend to complete this proceeding within 18 months from the date of this Amended Scoping Memo and Ruling.

### **3. Categorization**

In the Order Instituting Rulemaking, issued on December 20, 2012, the Commission preliminarily determined that the category of the proceeding was quasi-legislative. The Scoping Memo and Ruling from Phase I of this proceeding, issued on April 2, 2013, confirmed that categorization.

### **4. Need for Hearing**

The Commission in the Order Instituting Rulemaking also preliminarily determined that hearings are not required.

### **5. *Ex Parte* Communications**

In a quasi-legislative proceeding such as this one, *ex parte* communications with the assigned Commissioner, other Commissioners, their advisors, and the ALJ are permitted without restriction or reporting as described at Pub. Util. Code § 1701.4(c) and Article 8 of the Commission's Rules of Practice and Procedure.

### **6. Assigned Commissioner**

Liane M. Randolph is the assigned Commissioner and Robert M. Mason III is the assigned ALJ.

### **7. Outreach Effort**

Cal. Pub. Util. Code § 1711(a) states:

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Where feasible and appropriate, except for adjudication cases, before determining the scope of the proceeding, the commission shall seek the participation of those who are likely to be affected, including those who are likely to benefit from, and those who are potentially subject to, a decision in that proceeding. The commission shall demonstrate its efforts to comply with this section in the text of the initial scoping memo of the proceeding.

R.12-12-011 was served on city, county, and state governmental agencies interested in the Commission's regulation of the TCP industry. The service and notice of R.12-12-011 occurred prior to the enactment of Cal. Pub. Util. Code § 1711(a) and was therefore not subject to the requirements of Cal. Pub. Util. Code § 1711(a) with respect to the Preliminary Scoping Memo for this rulemaking proceeding.

#### **8. Service of this Amended Phase III. B. Scoping Memo and Ruling**

Given the importance of Phase III B. of R.12-12-011, we direct the Executive Director to serve this Amended Scoping Memo and Ruling on the following:

- All California counties, incorporated cities, and incorporated towns, to the extent practical.
- All California agencies responsible for regulating vehicles entering and exiting airports.

Such service does not confer party status in this rulemaking proceeding or result in any person or entity being added to the service list for this proceeding.

#### **9. Filing, Service, and Service List**

The official service list has been created and is on the Commission's website. Parties should confirm that their information on the service list is correct, and serve notice of any errors on the Commission's Process office, the service list, and the ALJ. Persons may become a party pursuant to Rule 1.4.

When serving any document, each party must ensure that it is using the current official service list on the Commission's website.

This proceeding will follow the electronic service protocols set forth in Rule 1.10. All parties to this proceeding shall serve documents and pleadings using electronic mail, whenever possible, transmitted no later than 5:00 p.m., on the date scheduled for service to occur. Parties are reminded, when serving copies of documents, the document format must be consistent with the requirements set forth in Rules 1.5 and 1.6. Additionally, Rule 1.10 requires service on the ALJ of both an electronic and a paper copy of filed or served documents.

Rules 1.9 and 1.10 govern service of documents only and do not change the Rules regarding the tendering of documents for filing. Parties can find information about electronic filing of documents at the Commission's Docket Office at [www.cpuc.ca.gov/PUC/efiling](http://www.cpuc.ca.gov/PUC/efiling). All documents formally filed with the Commission's Docket Office must include the caption approved by the Docket Office and this caption must be accurate.

Persons who are not parties but wish to receive electronic service of documents filed in the proceeding may contact the Process Office at [process\\_office@cpuc.ca.gov](mailto:process_office@cpuc.ca.gov) to request addition to the "Information Only" category of the official service list pursuant to Rule 1.9(f).

## **10. Discovery**

Discovery may be conducted by the parties consistent with Article 10 of the Commission's Rules. Any party issuing or responding to a discovery request shall serve a copy of the request or response simultaneously on all parties. Electronic service under Rule 1.10 is sufficient, except Rule 1.10(e) does not apply to the service of discovery and discovery shall not be served on the ALJ.

Deadlines for responses may be determined by the parties. Motions to compel or limit discovery shall comply with Rule 11.3.

#### **11. Public Advisor**

Any person interested in participating in this proceeding who is unfamiliar with the Commission's procedures or who has questions about the electronic filing procedures is encouraged to obtain more information at <http://consumers.cpuc.ca.gov/pao> or contact the Commission's Public Advisor at 866-849-8390 or 415-703-2074 or 866-836-7825 (TTY), or send an e-mail to [public.advisor@cpuc.ca.gov](mailto:public.advisor@cpuc.ca.gov).

#### **12. Schedule for Completion**

It is the Commission's intent to complete this proceeding within 18 months of the date this Amended Scoping Memo and Ruling is issued. This deadline may be extended by order of the Commission pursuant to Pub. Util. Code § 1701.5(a).

#### **IT IS RULED that:**

1. The category of this proceeding continues to be quasi-legislative.
2. The scope of the issues for Phase III.B. of this proceeding is as stated in Section 1 of this Amended Scoping Memo and Ruling, and that the schedule for Phase III.B. is as set forth in Section 2 of this Amended Scoping Memo and Ruling.
3. Hearings are not necessary.

4. *Ex parte* communications are permitted without restriction or reporting as described at Pub. Util. Code § 1701.4(c) and Article 8 of the Commission's Rules of Practice and Procedure.

Dated June 12, 2017, at San Francisco, California.

/s/ LIANE M. RANDOLPH

Liane M. Randolph  
Assigned Commissioner

**Attachment A**  
**Track 2 Questions**

In its July 1, 2015 Response to Assigned Commissioner and Administrative Law Judge's Ruling, Uber Technologies, Inc. (hereinafter Uber or UTI) answered Question 3 (Explain the roles that Uber, Rasier LLC, Rasier-CA, LLC, and UberX play in facilitating the provision of prearranged transportation services using the Uber App), in part, as follows:

**UTI has also granted a perpetual and non-exclusive license to Uber USA, LLC (Uber USA) to use Uber's intellectual property, including the Uber platform and the registered trademark "Uber." Uber USA, which, in California, is primarily focused on providing the Uber Service for TCP Holders, provides riders access to the Uber rider app (Uber Rider APP), subject to Terms of Use.**

These questions are a follow up to the responses Uber previously filed and served. While it is possible that Uber may be the only party with information sufficient to answer the questions, the Assigned Commissioner invites all parties to respond to the extent that they have information germane to this inquiry.

1. Does Uber USA, LLC (Uber USA) still possess a perpetual and non-exclusive license to use Uber's intellectual property, including the Uber platform and the registered trademark "Uber"? If so, state all facts, legal arguments, and identify all documents, that support your answer. If not, state all facts, legal arguments, and identify all documents, that support your answer.
2. Is Uber USA still primarily focused on providing the Uber Service for TCP Holders? If so, state all facts, legal arguments, and identify all documents, that support your answer. If not, state all facts, legal arguments, and identify all documents, that support your answer.
3. What legal authority permits Uber USA to provide the Uber Service for TCP Holders in California?

4. Has Uber USA filed any legal papers with the California Secretary of State, and/or any other California state agency, in order to conduct business in California? If so, identify all legal papers that have been filed with the California Secretary of State and/or any other California state agency.
5. What legal authority permits Uber to grant a perpetual and non-exclusive license to Uber USA to use Uber's intellectual property, including the Uber Platform and the registered trademark "Uber" in California?
6. Identify Uber and Uber USA's business address in California.
7. List the current officers and directors of Uber and Uber USA. For each person listed, indicate their full name, title, job function, and work address. Production of an organization chart with this information is preferred.
8. Identify the number of Uber and Uber USA employees working in California.
9. Identify Uber and Uber USA's workers compensation carriers including policy numbers, dates of coverage, and policy limits.
10. Has Uber USA held annual meetings of its directors, shareholders, or members? If so, list the dates of the meetings and the directors, shareholders, or members who were in attendance.
11. Does Uber USA maintain records or minutes of the annual meetings? If so, who at Uber USA maintains these records or minutes?
12. Has Uber USA adopted company bylaws? If so, produce a copy of Uber USA's current company bylaws.
13. Describe the steps that Uber USA takes to ensure that its officers and agents abide by Uber USA's bylaws.
14. Does Uber USA maintain accounts with any banks, savings and loans, and/or other financial institutions? If so, identify the names and addresses of the banks, savings and loans, and/or other financial institutions.
15. Does Uber maintain accounts at the same banks, savings and loans, and/or other financial institutions as Uber USA? If so, identify the names and addresses of the banks, savings and loans, and /or other financial institutions.



16. Are Uber and Uber USA joint account holders at any banks, savings and loans, and/or other financial institutions? If so, identify the names and addresses of the banks, savings and loans, and /or other financial institutions.
17. Describe how Uber USA satisfies the requirement of Pub. Util. Code § 5374 (a)(1)(A) that “it is financially and organizationally capable of conducting an operation that complies with the rules and regulations of the Department of the California Highway Patrol governing highway safety.”
18. Does Uber USA provide riders access to the Uber rider app (Uber Rider APP)? If so, explain how Uber USA provides riders access to the Uber Rider APP.
19. Does any other Uber subsidiary or affiliated entity provide or assist in providing riders access to the Uber Ride APP to be connected to a TCP Holder? If so, identify each subsidiary or affiliated entity and explain its role.
20. Is Uber USA a TCP? If so, state all facts, legal arguments, and identify all documents, that support your answer. If not, state all facts, legal arguments, and identify all documents, that support your answer.
21. Is Uber a TCP? If so, state all facts, legal arguments, and identify all documents, that support your answer. If not, state all facts, legal arguments, and identify all documents, that support your answer.
22. Does Uber play any role in ensuring that TCP Holders that are provided the Uber Service comply with the requirements of General Order (GO) 157-D? If so, state all facts, legal arguments, and identify all documents, that support your answer.
23. Does Uber play any role in ensuring that TCP Holders that are provided the Uber Service comply with the requirements of The Charter-Party Carriers Act (Pub. Util. Code §§ 5381-5389)? If so, state all facts, legal arguments, and identify all documents, that support your answer.
24. Does Uber USA play any role in ensuring that TCP Holders that are provided the Uber Service comply with the requirements of The Charter-Party Carriers Act (Pub. Util. Code §§ 5381-5389)? If so, state all facts, legal arguments, and identify all documents, that support your answer.

25. Does Uber USA play any role in ensuring that TCP Holders that are provided the Uber Service comply with the requirements of GO 157-D? If so, state all facts, legal arguments, and identify all documents, that support your answer.
26. Besides granting a perpetual and non-exclusive license to Uber USA, what role, if any, does Uber play in providing the Uber Service to TCP Holders?
27. In the event a passenger, pedestrian, or driver of another vehicle claims that the TCP Holder providing the Uber Service has caused either personal injury or property damage, what role, if any, does UTI play in investigating and/or resolving these claims?
28. In the event a passenger, pedestrian, or driver of another vehicle claims that the TCP Holder providing the Uber Service has caused either personal injury or property damage, what role, if any, does Uber USA play in investigating and/or resolving these claims? If your answer is none, explain your answer (including references to any supporting facts, documents, law, rules, statutes, or orders).
29. If the insurance held by the TCP Holder providing the Uber Service is either insufficient or unavailable to pay a claim made against the TCP Holder by a passenger, pedestrian, or driver of another vehicle, will UTI pay the balance of the claim? If your answer is no, explain your answer (including references to any facts, documents, supporting law, rules, statutes, or orders).
30. If the insurance held by the TCP Holder providing the Uber Service is either insufficient or unavailable to pay a claim made against the TCP Holder by a passenger, pedestrian, or driver of another vehicle, will Uber USA pay the balance of the claim? If your answer is no, explain your answer (including references to any facts, documents, supporting law, rules, statutes, or orders).
31. Produce the most current version of the Uber USA Software License and Online Services Agreement.

**(END OF ATTACHMENT A)**

TNCs Today:  
A Profile of San Francisco  
Transportation Network Company Activity

Citizens Advisory Committee  
Agenda Item 13



SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

June 28, 2017

# Purpose & Data Methodology

- ▶ Provide information on number, location, time-of-day in SF
  - ▶ Drivers and vehicles
  - ▶ Trips
  - ▶ VMT (includes in-service and out-of-service)
- ▶ Data
  - ▶ Gathered by Northeastern University
  - ▶ All SF, every 5 seconds for 6 weeks
- ▶ Limitations
  - ▶ Imputed trips: Not directly observed
  - ▶ Intra-SF trips only
- ▶ No info on TNC trip purposes, travel party size, fares paid, traveler attributes
- ▶ Future SFCTA research will determine how much TNCs contribute to congestion

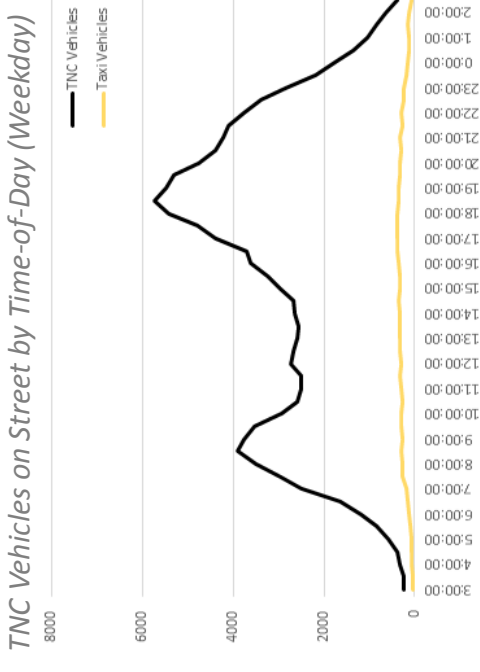


# How many TNCs operate in San Francisco today?

- ▶ 45,000 drivers contacted by City
- ▶ 21,000 complied with license registration
  - ▶ Only 29% are SF residents.
- ▶ At peak, approx. 5,700-6,500 vehicles on the road
- ▶ 15 times the number of taxis

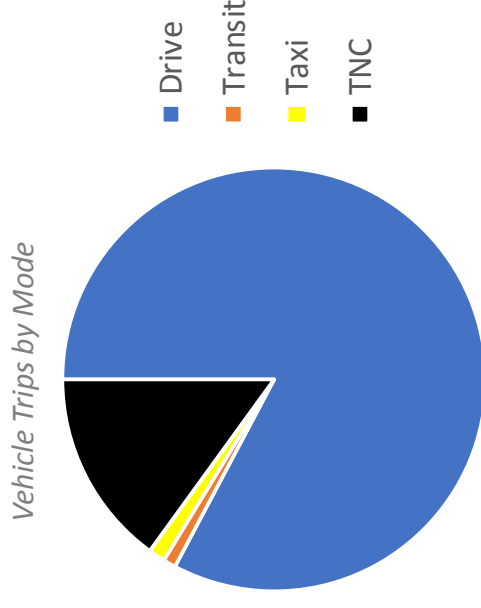
Estimated SF-Registered TNC Businesses

	%
Alameda	21%
Contra Costa	12%
Marin	2%
Napa	0%
San Francisco	29%
San Mateo	16%
Santa Clara	6%
Solano	2%
Sonoma	1%
Outside Bay Area	10%
<b>Total</b>	<b>100%</b>



# How many TNC trips are occurring in San Francisco?

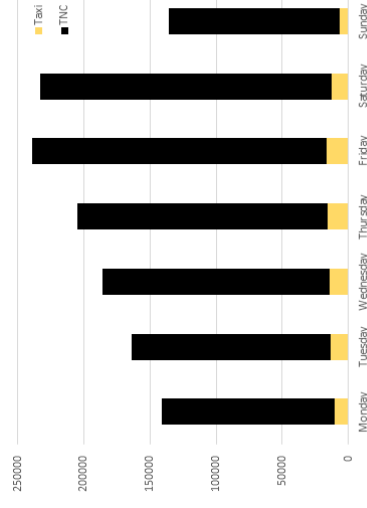
- ▶ 170,000 TNC intra-SF vehicle trips on typical weekday
- ▶ 15% of intra-SF vehicle trips
- ▶ Conservative estimate (excludes trips with an end outside SF)



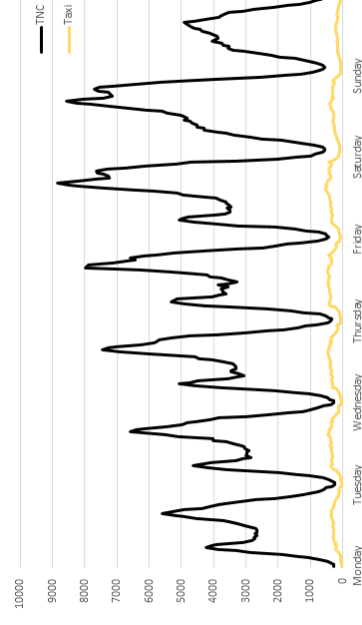
# When are TNC trips occurring in San Francisco?

- ▶ **Varies by day-of-week**
- ▶ **222,500 trips on Friday**
- ▶ **129,000 trips on Sunday**
- ▶ **Varies by time-of-day**
- ▶ **During peak when congestion is greatest**

Intra-SF TNC Trips by Day-of-Week



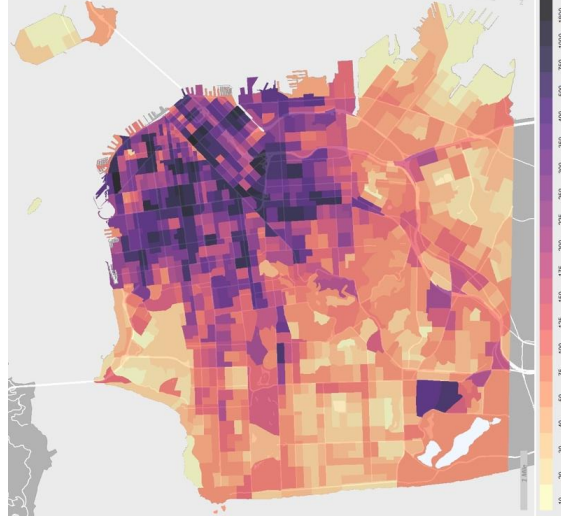
Intra-SF TNC Trips by Time-of-Day and Day-of-Week



# Where are TNC trips occurring in San Francisco?

- ▶ **Concentrated in the densest and most congested parts of San Francisco**
- ▶ **At peak periods, TNCs comprise ~25% of vehicle trips in South of Market.**

Daily TNC Trips by TAZ



Daily TNC Trip Hotspots



TNC % of Peak Vehicle Trips  
By Supervisorial District

DIST	AM %	PM %
1	8%	7%
2	20%	17%
3	19%	20%
4	4%	3%
5	14%	13%
6	25%	26%
7	5%	4%
8	10%	8%
9	10%	9%
10	7%	7%
11	3%	2%

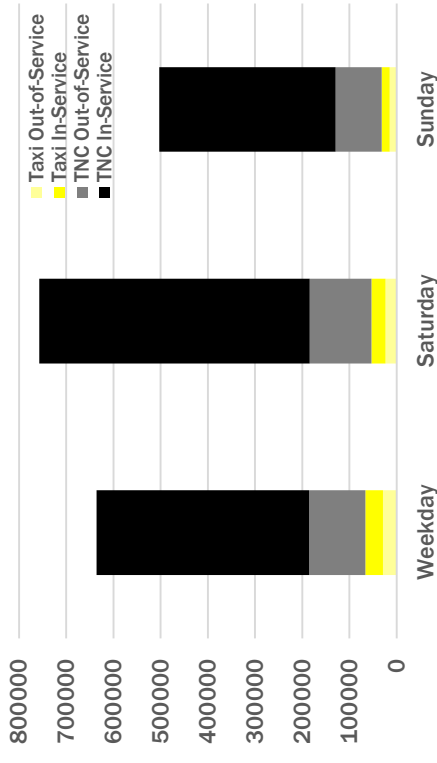
# How many vehicle miles traveled (VMT) do TNCs generate within San Francisco?

- ▶ Intra-SF TNC trips generate at least 570,000 VMT on a typical weekday
- ▶ 20% of intra-SF weekday VMT
- ▶ 6.5% of total weekday VMT
- ▶ TNCs generate less out-of-service VMT per trip

Intra-SF TNC & Taxi Trip Lengths

	TNCs	Taxis
Trips	170,400	14,400
VMT	569,700	65,900
Average Total Trip Length	3.3	4.6
Average In-service Trip Length	2.6	2.6
Average Out-of-Service Trip Length	0.7	2.0
% Out-of-Service Trips Length	21.0%	43.6%

Intra-SF TNC & Taxi VMT by Day-of-Week



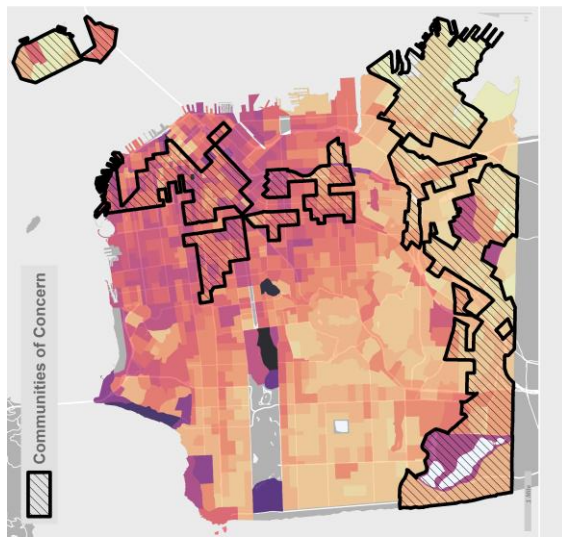
# Do TNCs provide a high degree of geographic coverage throughout the entire City?

- ▶ Broader coverage across the city than taxis.
- ▶ Fewer trips per population and employment in southern and southeastern areas of the city

TNC Pickups per Taxi Pickup



TNC Pickups per Population + Employment



- ▶ **TNCs and Safety:** How do TNCs affect the safety of people who use the roads, including transit riders, bicyclists and pedestrians?
- ▶ **TNCs and Transit Demand:** How do TNCs complement, compete with, or otherwise affect transit ridership?
- ▶ **TNCs and Transit Operations:** How do TNCs affect transit service operations?
- ▶ **TNCs and Congestion:** How do TNCs affect roadway congestion, delay, and travel time reliability?
- ▶ **TNCs and Disabled Access:** To what extent do TNCs serve people with disabilities?
- ▶ **TNCs and Equity:** Can TNCs be accessed by all San Francisco residents including communities of concern?
- ▶ **TNCs and Air Quality:** How do TNCs affect air quality emissions?
- ▶ **TNC Policies:** What is the role of government in regulating TNCs?
- ▶ **TNC Best Practices:** What potential impacts of TNCs have other agencies identified, and what policies have they enacted in response?



Questions?

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SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY



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**San Francisco County Transportation Authority**  
**June 2017**

**State Legislation – Proposed New Positions and Updates on Activity This Session**

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

The Board is adopting a new support position on Assembly Bill (AB) 17 (Holden) and a new oppose unless amended position on AB 1625 (Rubio) as shown in **Table 1**, which also includes two new bills to watch. The Board does not need to take an action to add bills to watch. **Table 2** provides updates on several bills we have been tracking this session and **Table 3** indicates the status of bills on which the Board has already taken a position this session.

**Table 1. Recommendation for New Positions and Select New Bills to Watch**

Recommended Positions	Bill # Author	Bill Title and Description
Support	<a href="#">AB 17</a> Holden D	<b>Transit Pass Pilot Program: free or reduced-fare transit passes.</b> The bill would create a new Transit Pass Program to be administered by Caltrans that would establish a free or reduced transit pass program to qualified middle school, high school, community college, and University of California and California State University schools. This bill would appropriate \$20 million from the Public Transportation Account to fund the program, which sunsets January 1, 2022. A performance evaluation report is due to the Legislature on or before January 1, 2020.
Oppose Unless Amended	<a href="#">AB 1625</a> Rubio D	<b>Inoperable parking meters.</b> This bill would change existing law by prohibiting a local authority from enacting an ordinance or resolution prohibiting or restricting the parking of a vehicle in a space that is regulated by an inoperable meter or payment center. This would impede the ability to enforce time limit restrictions at inoperable meters and may provide incentives to disable meters in order to secure unlimited parking. SFMTA has recommended opposing this bill unless it is amended to limit free parking at broken meters to two hours to eliminate these incentives.
Watch	<a href="#">AB 390</a> Santiago D Ting D	<b>Pedestrian crossing signals.</b> Under existing law, a pedestrian facing a “WALK” or approved “Walking Person” symbol may proceed across the roadway in the direction of the signal, but the law is unclear regarding pedestrian use of countdown signals. This bill would authorize a pedestrian facing a countdown signal to proceed across the roadway in the direction of the signal if there is sufficient time left on the countdown to reasonably complete the crossing safely.
Watch	<a href="#">AB 544</a> Bloom D	<b>Vehicles: high occupancy vehicle (HOV) lanes.</b> This bill would provide an additional extension of the state’s sticker program that allows certain clean air vehicles access to HOV lanes even with a solo driver. Despite supporting incentives for the purchase of low-emission vehicles, the Metropolitan Transportation Commission has continued to adopt oppose unless amended positions to bills extending the sticker program over concern about the impact on the functionality of the region’s HOV lane network. Recent MTC data collection has shown that violation rates are a more significant source of congestion in HOV lanes and are therefore proposing amendments to the bill to increase resources for enforcement and monitoring activities.

**Table 2. Select Updates on Tracked Bills**

Note that unless bills made it out of their house of origin by June 2, most will now be held over as two-year bills. Only some of the bills we have been monitoring will remain active through the end of the year.

Current Position	Bill # Author	Bill Title and Description	Update
Support	<a href="#">SB 595</a> <a href="#">Beall</a> D	<b>Metropolitan Transportation Commission: toll bridge revenues.</b> If approved, this bill would require the nine Bay Area counties to conduct a special election on a proposed increase in the toll rate on the seven state-owned toll bridges in an amount TBD to finance TBD projects and programs to improve mobility and enhance travel options on the bridges and bridge corridors.	This bill passed out of the Senate and is waiting for referral to committee in the Assembly. We, along with other agencies, advocates, legislators, and members of the public are actively involved in the process to define the measure (Regional Measure 3) and its expenditure plan, guided by the advocacy principles approved by the Transportation Authority Board and SFMTA last month.
Oppose	<a href="#">SB 182</a> <a href="#">Bradford</a> D	<b>Transportation network company: participating drivers: single business license.</b> This bill would allow Transportation Network Company (TNC) drivers to obtain only a single business license to operate in all local jurisdictions statewide, irrespective of where they operate their business. SFMTA and the City have registered their opposition to this bill on the basis that it would hinder our ability to collect information from the approximately 45,000 TNC drivers that cause an estimated \$2-4 million per year in wear and tear on our local streets and an increased burden on traffic enforcement resources.	This bill passed out of the Senate by the statutory deadline and was referred to the Assembly Committee on Privacy and Consumer Protections.
	<a href="#">SB 493</a> <a href="#">Hill</a> D	<b>Vehicles: right-turn violations.</b> This bill would reduce the violation fine for failing to stop before making a right hand turn from \$100 to \$35. Reducing penalties for drivers committing safety violations is not consistent with the City's Vision Zero goals.	This bill was unanimously approved in the Senate and is now being considered by the Assembly.

**San Francisco County Transportation Authority**  
**June 2017**

Watch	<a href="#">AB 378</a> <a href="#">Garcia,</a> <a href="#">Cristina</a> D	<p><b>California Global Warming Solutions Act of 2006: regulations.</b></p> <p>The bill would authorize the State Air Resources Board to extend the Cap and Trade program from 2020 to 2030. Prior language in the bill would have provided additional revenue for transportation and would have helped stabilize auction outcomes. However, recent amendments have altered it substantially. As revised it would completely change the way the state manages greenhouse gas emissions and shift important oversight responsibilities from local air districts to the state Air Resources Board. It is also likely to see further amendments.</p>	<p>This bill failed to make it out of the Assembly. It is a two-year bill as it was granted reconsideration.</p>
	<a href="#">AB 1121</a> <a href="#">Chiu</a> D	<p><b>San Francisco Bay Area Water Emergency Transportation Authority (WETA).</b></p> <p>This bill would increase WETA Board membership from five to nine members, with five members appointed by the Governor, two members appointed by the Senate Committee on Rules and two members appointed by the Speaker of the Assembly.</p>	<p>This bill has passed out of the Assembly and is now in the Senate Committee on Transportation and Housing.</p>
	<a href="#">SB 35</a> <a href="#">Wiener</a> D	<p><b>Planning and zoning: affordable housing: streamlined approval process.</b></p> <p>This bill would provide for streamlined approvals of multifamily developments that meet a series of conditions in cities that are falling short of local housing needs. This would represent a significant strengthening of the state's role in monitoring local land use decisions.</p>	<p>This bill earned bipartisan support in the Senate and is now before the Assembly.</p>

**San Francisco County Transportation Authority**  
**June 2017**

**Table 3. Bill Status for Active Positions Taken This Session**

<b>Adopted Positions</b>	<b>Bill # Author</b>	<b>Bill Title</b>	<b>Bill Status (as of 6/5/17)</b>
Support	<a href="#">AB 1</a> <a href="#">Frazier</a> D	Transportation Funding.	Assembly Two-Year
	<a href="#">AB 28</a> <a href="#">Frazier</a> D	Department of Transportation: environmental review process: federal pilot program.	Chaptered
	<a href="#">AB 87</a> <a href="#">Ting</a> D	Autonomous vehicles.	Assembly Two-Year
	<a href="#">AB 342</a> <a href="#">Chiu</a> D	Vehicles: automated speed enforcement: five-year pilot program.	Assembly Two-Year
	<a href="#">SB 1</a> <a href="#">Beall</a> D	Transportation Funding.	Chaptered
	<a href="#">SB 422</a> <a href="#">Wilk</a> R	Transportation projects: comprehensive development lease agreements: Public Private Partnerships.	Senate Two-Year
	<a href="#">SB 595</a> <a href="#">Beall</a> D	Metropolitan Transportation Commission: toll bridge revenues.	Assembly First Reading
	<a href="#">SB 768</a> <a href="#">Allen</a> , <a href="#">Wiener</a> D	Transportation projects: comprehensive development lease agreements: Public Private Partnerships.	Senate Two-Year
Oppose	<a href="#">AB 65</a> <a href="#">Patterson</a> R	Transportation bond debt service.	Assembly Two-Year
	<a href="#">SB 182</a> <a href="#">Bradford</a> D	Transportation network company: participating drivers: single business license.	Assembly Privacy and Consumer Protections
	<a href="#">SB 423</a> <a href="#">Cannella</a> R	Indemnity: design professionals.	Senate Two-Year
	<a href="#">SB 493</a> <a href="#">Hill</a> D	Vehicles: right-turn violations.	Assembly First Reading