



# AGENDA

## CITIZENS ADVISORY COMMITTEE Meeting Notice

**Date:** Wednesday, May 23, 2018; 6:00 p.m.  
**Location:** Transportation Authority Hearing Room, 1455 Market Street, Floor 22  
**Members:** John Larson (Chair), Peter Sachs (Vice Chair), Myla Ablog, Kian Alavi, Hala Hijazi, Becky Hogue, Brian Larkin, Peter Tannen, Shannon Wells-Mongiovi and Chris Waddling

**Page**

- 6:00 1. Call to Order
- 6:05 2. Chair’s Report – **INFORMATION**
- 6:10 **Consent Agenda**
  - 3. Approve the Minutes of the April 25, 2018 Meeting – **ACTION\*** 5
  - 4. Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$385,933 – **ACTION\*** 13  
**Contracts:** Office of the City Attorney (\$100,000), Department of Technology (\$50,000), KNN Public Finance (\$150,000) and Vavrinek, Trine, Day & Co., LLP (\$85,933)
  - 5. Adopt a Motion of Support Authorizing the Executive Director to Increase the Funding Agreement with the Metropolitan Transportation Commission (MTC) by \$150,000, to a Total Amount Not to Exceed \$200,000, for Transportation Network Company Data Collection – **ACTION\*** 17
  - 6. Citizens Advisory Committee Appointment – **INFORMATION**  
 The Board will consider recommending appointment of one member to the Citizens Advisory Committee (CAC) at its June 12, 2018 meeting. The vacancy is the result of the term expiration of Bradley Wiedmaier (District 3 resident), which also coincided with an automatic suspension from the CAC due to missing 4 regularly scheduled CAC meetings in a 12-month period. 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).
  - 7. State and Federal Legislation Update – **INFORMATION\*** 25

**End of Consent Agenda**

## CAC Meeting Agenda

- 6:15 8. Update on the San Francisco Municipal Transportation Agency's (SFMTA) Muni Metro Operational and Performance Issues – **INFORMATION**
- 6:45 9. Major Capital Projects Update – Van Ness Bus Rapid Transit – **INFORMATION\*** 29
- 7:00 10. Adopt a Motion of Support for the Allocation of \$9,564,076 in Prop K Sales Tax Funds for Seven Requests, with Conditions, and Appropriation \$137,000 in Prop K Funds for Two Requests – **ACTION\*** 33
- Projects:** (SFMTA) Twin Peaks Tunnel Trackway Improvements - Additional Funds (\$5,295,567), Arguello Boulevard Improvements (\$70,700) and NTIP Program Coordination - SFMTA (\$50,000); (SFPW) Street Repair and Cleaning Equipment (\$954,593), Public Sidewalk and Curb Repair Business Relocation (\$586,957), Jefferson Street Improvements Phase 2 (\$1,413,740) and Tree Planting (\$1,192,519); (SFCTA) Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital] (\$50,000) and NTIP Program Coordination (\$87,000)
- 7:15 11. Adopt a Motion of Support for the Proposed Fiscal Year 2018/19 Budget and Work Program – **ACTION\*** 41
- 7:20 12. Caltrain Downtown Extension Operations Peer Review and Tunnel Options Study Update – **INFORMATION\*** 61
- Other Items**
- 7:45 13. Introduction of New Business – **INFORMATION**
- 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.
- 7:50 14. Public Comment
- 8:00 15. Adjournment

\*Additional Materials

**Next Meeting: June 27, 2018**

The Hearing Room at the Transportation Authority is wheelchair accessible. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 7, 9, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485.

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

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report

CAC Meeting Agenda

lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; [www.sfethics.org](http://www.sfethics.org).



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# DRAFT MINUTES

## CITIZENS ADVISORY COMMITTEE

Wednesday, April 25, 2018

### 1. Committee Meeting Call to Order

Chair Larson called the meeting to order at 6:00 p.m.

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

CAC Members Absent: Myla Ablog and Peter Sachs (2)

Transportation Authority staff members present were Priyoti Ahmed, Michelle Beaulieu, Amber Crabbe, Colin Dentel-Post, Anna LaForte, Warren Logan, Maria Lombardo, Mike Pickford, Steve Rehn, and Aprile Smith.

### 2. Chair's Report – INFORMATION

Chair Larson reported that on April 11, 2018 Commissioner Ronen's office along with staff from the Transportation Authority, SFMTA, San Francisco Public Works (SFPW), San Francisco Bike Coalition and District 9 (Kian Alavi) and 10 (Chris Waddling) Citizens Advisory Committee representatives, toured the "Hairball." He reported that the Railyard Alignment and I-280 Boulevard Study (RAB) was in its final stages and various meeting and workshops had been scheduled for late April and May. He said a briefing of the study findings would be presented to the Board in May. Chair Larson noted that new microphones had been installed to improve the sound quality of CAC meetings.

There was no public comment.

### Consent Agenda

3. Approve the Minutes of the March 28, 2018 Meeting – ACTION
4. Citizens Advisory Committee Appointment – INFORMATION
5. State and Federal Legislation Update – INFORMATION
6. Internal Accounting Report, Investment Report, and Debt Expenditure Report for the Nine Months Ending March 31, 2018 – INFORMATION

There was no public comment on the Consent Agenda.

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

The Consent Agenda was approved by the following vote:

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

Absent: CAC Member Myla Ablog and Peter Sachs (2)

### End of Consent Agenda

7. **Adopt a Motion of Support for San Francisco's Lifeline Transportation Program Cycle 5 Program of Projects – ACTION**

Aprile Smith, Senior Transportation Planner, presented the item per the staff memorandum.

Shannon Wells Mongiovi asked if there was an option to change or adjust the requested allocations so that the second and third highest projects could also be funded despite the limited amount of Lifeline funds.

Amber Crabbe, Assistant Deputy Director for Policy and Programming, said that staff was able to identify additional Prop K and cost-savings from prior Lifeline projects so that the three top-ranked projects could all be funded.

Shannon Wells-Mongiovi asked if there was any chance that the Prop K funding would be denied.

Ms. Crabbe said that the SFMTA was fully committed to the projects and that staff had worked with the SFMTA to incorporate the additional funding into the 2019 Prop K Strategic Plan Baseline, the subject of a separate item on the agenda.

Shannon Wells-Mongiovi asked if the 30-minute wait time of the OWL bus routes could be shortened.

Tim Manglicmot, SFMTA Capital Finance, said that the 30-minute headways were a result of current available funding. He said he would check with operations to see if more service could be provided.

Shannon Wells-Mongiovi asked if Muni had ever considered using on-demand scheduling during late-night hours.

Mr. Manglicmot said that a lot of what was recommended in the Lifeline program was based on the late-night transportation studies and said that the number of buses in service was dependent on available funding.

Ms. Crabbe said that the bus extension to Fisherman's Wharf was one of the recommendations from the late-night studies and was intended to serve the need for late-night bus service primarily for workers in the area.

Chris Waddling asked what was being done in terms of north to south bus service in the city and noted that many Fisherman's Wharf employees lived in the south side of the city. He asked if there was any schedule coordination between BART and Muni to ensure riders caught their transit during the 30-minute wait time windows.

Ms. Crabbe said she would have to follow up to be able to answer those questions and mentioned that the full late-night study would provide additional information.

Chair Larson commented on the conditions at BART stations and quality of life issues. He looked forward to BART continuing to fund projects, through their general fund, to keep the stations from getting worse.

Ms. Crabbe said BART was kicking off a six-month pilot of the elevator monitoring project which was funded equally between BART and the SFMTA. She mentioned that the pit stop program had sites throughout the city, and that San Francisco Public Works would have the opportunity to evaluate the sites and shift around locations if so desired.

There was no public comment.

Shannon Wells-Mongiovi moved to approve the item, seconded by Kian Alavi.

The item was approved by the following vote:

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

Absent: CAC Member Myla Ablog and Peter Sachs (2)

**8. Adopt a Motion of Support for the Allocation of \$2,530,880 in Prop K Sales Tax Funds for Three Requests and \$655,000 in Prop AA Vehicle Registration Fee Funds for One Request, with Conditions – ACTION**

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

Brian Larkin asked about possible strategies for back-filling Prop K funds proposed to be reprogrammed to the SFMTA's pending signal upgrade requests.

Mr. Pickford answered that staff would work with the SFMTA staff to re-prioritize Prop K funds programmed in future fiscal years. Anna LaForte, Deputy Director for Policy and Programming, added that some of the projects from which funds were re-programmed were delayed beyond Fiscal Year 2018/19, and that the SFMTA expected to deobligate several hundred thousand dollars in Prop K funds allocated to signal upgrades that were nearing completion.

Shannon Wells-Mongiovi asked if one of the factors behind the high contract bids was the City's high living costs.

Ms. LaForte answered that living costs may have been part of the story, but that a confluence of factors was involved. For instance, there is so much construction work going on right now that many contractors are reaching their bonding ("insurance") limits, reducing the number of bidders and driving up costs.

Chris Waddling asked if consideration had been given to expanding the transportation demand management (TDM) business relocation program to include an education component.

Mr. Pickford replied that business relocation was not the City's only TDM program, and that education was an element of other TDM programs.

Chair Larson asked how the business relocation program would work in practice, e.g. would it include presentations to business leaders.

Mr. Manglicmot answered that the program would target new employers rather than those that were already established because new employers and their employees tended to be less familiar with transportation options and policies in San Francisco. He said the first phase of the program would research effective TDM strategies, the second phase would implement a pilot program, and the third phase would implement targeted strategies.

Chair Larson asked for the reason that the project schedule for TDM program branding was so long at 2.5 years.

Mr. Manglicmot said he would consult with the project manager and provide schedule details to the CAC.

Kian Alavi asked how the results of the business relocation program would be evaluated.

Mr. Manglicmot answered that development of an evaluation methodology was part of the scope of work for the first phase, and it would include a survey of the methodologies used by other cities. Ms. LaForte added that the staff recommendation included a condition to put the project's implementation funds on reserve, to be released following development of the

evaluation methodology. She added that staff would be happy to return to the CAC to present the methodology if the CAC is interested.

Kian Alavi asked if the business relocation program would involve incentives and whether new employees would get to provide input on what it would take to get them to take sustainable modes.

Mr. Manglicmot said it would depend on the research, but that incentives are typically pretty important.

In public comment Ed Mason suggested that a TDM program be implemented to encourage private shuttle bus passengers to use public transit, though he conceded that it is a tough sell to get people to switch from one seat rides where you are “on the clock” on the bus to a two seat ride on public transit.

Mr. McDougal questioned whether TDM branding was essential now, noting he would rather see more TDM programs in place before spending \$150,000 on branding.

Peter Tannen moved to approve the item, seconded by Becky Hogue.

The item was approved by the following vote:

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

Absent: CAC Members Ablog and Sachs (2)

9. **Adopt a Motion of Support for the 2019 Prop K Strategic Plan Baseline – ACTION\***

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

Brian Larkin asked if staff could provide him with a Caltrain staff contact who could answer detailed questions about the Positive Train Control project.

Maria Lombardo, Chief Deputy Director, answered affirmatively.

Shannon Wells-Mongiovi asked if the Prop K Strategic Plan Baseline could be revised once adopted.

Ms. LaForte answered that the adoption of the Baseline would allow staff to work with eligible sponsors to develop the five-year programs of projects to be included in the 2019 Prop K Strategic Plan, which would be presented to the Board for adoption in Fall 2018 along with the 5-Year Prioritization Programs (5YPPs). Ms. LaForte continued to explain that the Board regularly approved amendments to individual 5YPPs to shift funds among programmed projects, but rarely amended the Strategic Plan itself, which impacted the finance costs of the overall program.

Brian Larkin commented that the flexibility of the Prop K program was a great advantage, contrasting this with the more burdensome process of amending the list of projects funded by the city’s Prop A General Obligation bond.

Chair Larkin asked for information on the 2019 Prop K Strategic Plan schedule.

Ms. LaForte replied that the public survey of transportation priorities would be closed in early June 2018; staff and eligible sponsors would draft proposed project lists for the 5YPPs during July and August; 5YPPs would be presented in two groups to the CAC and Board for approval in the October and November Board cycles; and the Strategic Plan would be presented for



adoption following or concurrent with adoption of the remaining 5YPPs.

In public comment, Jackie Sachs recommended that the CAC review copies of the Muni long- and short-term transit plans prior to consideration of the 2019 5YPPs.

Chair Larson asked staff to provide those documents to the CAC members.

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

The item was approved by the following vote:

Ayes: CAC Members Ablog, Alavi, Hijazi, Hogue, Larkin, Larson, Tannen, Waddling, Wells-Mongiovi (11)

Absent: CAC Members Ablog and Sachs (2)

#### **10. Preliminary Fiscal Year 2018/2019 Annual Budget and Work Program – INFORMATION**

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

Becky Hogue asked if Yerba Buena Island and Treasure Island were losing funding.

Ms. Fong said that neither Yerba Buena Island nor Treasure Island were losing funding. She said the funding was in its final stages.

Peter Tannen asked if the CAC could receive a copy of the Transportation Authority's organizational chart.

Ms. Fong said that staff would send the CAC an organizational chart with pictures of each staff member.

Chair Larson asked for additional information on the Presidio Parkway settlement and asked if the recent allocation was for temporary landscaping.

Ms. LaForte said the Presidio Parkway settlement called for \$54 million to be given to the Presidio Trust to complete the landscaping for the project. She noted that it was an extensive amount of landscaping and soil commensurate with the project's scale and location in a national park. Ms. LaForte said that the \$54 million was comprised of \$37 from the State, \$15 million from the Metropolitan Transportation Commission and \$2 million in Prop K funds.

Brian Larkin asked if a portion of the budget included legal costs for the Geary Bus Rapid Transit (BRT) and Presidio Parkway.

Cynthia Fong replied in the affirmative noting that the Presidio Parkway costs corresponded to the settlement that Ms. LaForte just described.

Mr. Larkin asked for more information on the Public Private Partnership study that Ms. Fong had mentioned in her presentation.

Ms. Lombardo explained that the Transportation Authority had contracted with a team led by the University of Maryland to evaluate the effectiveness of the more traditional design bid build project delivery method used for Phase 1 of the Presidio Parkway project with the Public Private Partnership approach employed for Phase 2. Ms. Lombardo said staff would be happy to present the results to the CAC when they are available, noting that using both project delivery methods on the same project offered a rather unique evaluation opportunity.

There was no public comment.

**11. Adopt a Motion of Support for the Vision Zero Ramp Intersection Study Phase 1 [NTIP Planning] Final Report – ACTION**

Priyoti Ahmed, Transportation Planner, presented the item per the staff memorandum.

Chair Larson said he was happy to see these types of projects. He said he had heard of an instance outside of San Francisco where a pedestrian had been struck and killed while using a continental crosswalk. The crosswalk was subsequently removed with an explanation that it had not met standards and they did not want to give a false sense of security. He asked if it was the City's practice to remove crosswalks.

Ms. Ahmed said was not aware of the city removing crosswalks and stated that recommendations from the study included additional crosswalks and accessibility improvements.

Chair Larson said that it was a priority in San Francisco and District 7 to support the Vision Zero initiative.

Peter Tannen commented that he traveled all over the county by bicycle and that the bicycle conditions in the study intersections were some of the scariest anywhere. He expressed his desired for quick implementation of improvements.

There was no public comment.

Chair Larson moved to approve the item, seconded by Hala Hijazi.

The item was approved by the following vote:

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

Absent: CAC Member Myla Ablog and Peter Sachs (2)

**12. Update on the Metropolitan Transportation Commission and the Association of Bay Area Governments Horizon Planning Effort – INFORMATION**

Michelle Beaulieu, Senior Transportation Planner, presented the item staff memorandum.

Chris Waddling asked for clarification on the seventh white paper topic that discussed the evaluation of a second Bay Bridge crossing for vehicles and asked if there was any up front bias that might drive the results.

Ms. Beaulieu said that the analysis was requested by Senator Feinstein but that the parameters were still undefined.

Chris Waddling asked if all seven study areas would be evaluated equally.

Ms. Beaulieu said MTC staff indicated it would use the same guiding principles to evaluate each study area.

Ms. Lombardo clarified that MTC was leading the Horizon effort and that the Transportation Authority was limited in the information they were provided to date.

Shannon Wells-Mongiovi suggested using QR codes instead of URL links in the presentations. She said the public could take photos of the QR codes to access the websites.

There was no public comment.

**13. Update on the Emerging Mobility Services and Technologies Report – INFORMATION**

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

Shannon Wells-Mongiovi asked if there was any plan to get companies to share their data.

Mr. Logan said that all companies except for ride-hailing companies gave some data to the SFMTA and that the process was getting better. He noted that Chariot was coordinating with the SFTMA to share data via API.

Shannon Wells-Mongiovi asked for further information regarding the City's issues with scooter companies.

Mr. Logan said the SFMTA was in the process of creating a permit system.

Kian Alavi asked where the San Francisco Public Utilities Commission (SFPUC) was on the issue and where the city was on taxing companies.

Mr. Logan referred to the seventh recommendation in the report to implement a permit fee and an impact fee to fund monitoring and regulation.

Kian Alavi said that Transportation Network Companies (TNCs) were taking riders off transit and were creating a two-tier system. He observed that the emerging mobility companies were creating equity issues as they wouldn't serve communities of concern any more than they had to, noting eight bike share docks in the Excelsior wasn't adequate to serve that neighborhood. Mr. Alavi said structures should be built to encourage these companies to provide services to underserved communities.

Mr. Logan noted that the bridge recommendation called for an equity study to better understand who was using the mobility services, the number of people, etc. He said the permit structure could be used to require companies to go into communities of concern before they could expand their services elsewhere.

Kian Alavi asked how scooters would impact Vision Zero.

Mr. Logan said that the safety evaluation would require a study.

In public comment Ed Mason said that legislation should require permits for any new service and that permitting was a way to catch up with new technology. He said he did not believe Byrd's announcements about how much emissions savings it was achieving and felt it was a public relations ploy.

Mr. McDougal hoped that the recommendations from the report could make it into the 2019 plan and perhaps the criteria could be used to evaluate projects in the 5YPPs.

After public comment Chris Waddling stated he had been keeping an eye on Jump bicycles and that fewer than eight bikes were typically in the Bayview neighborhood. About the same number were typically out of network and the vast majority of bikes were in wealthier neighborhoods. He noted the permit required 20% of the bicycles to be in communities of concern and he had asked SFMTA and Jump about this, but neither had responded. Mr. Waddling said that if permits were going to be used, they needed to be enforced.

Shannon Wells-Mongiovi said the bike and scooter terms of service agreements stated that they could not be ridden on hills.

Ms. Lombardo replied in the affirmative,

Ms. Lombardo notified the CAC that Transportation Authority staff had reached out to the SFMTA per the CAC's request and that they would be notified when Director Reiskin would be able to present.

In public comment Jackie Sachs said that for years the MTC had had workshops throughout the

region and that the CAC should sponsor a workshop discussing the Horizon project.

**14. Public Comment**

In public comment Jackie Sachs said she was on the late-night working group and requested that the CAC receive an update, with time for public comment, and that the working group should seek input from veteran Muni bus drivers.

Ed Mason said that commuter buses on Castro Street were idling against rules and over the last 3 years there had been 2100 complaints and penalties over \$1 million. He hoped that planned SamTrans regional express bus service would take some of the shuttle traffic. He said the number of shuttles was growing significantly because the SFMTA did not cap the number of vehicles.

**15. Adjournment**

The meeting was adjourned at about 8:10 p.m.



# Memorandum

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

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Execute contract renewals and options for various annual professional services in an amount not to exceed \$385,933:</p> <ul style="list-style-type: none"> <li>• Office of the City Attorney (\$100,000)</li> <li>• Department of Technology (\$50,000)</li> <li>• KNN Public Finance (\$150,000)</li> <li>• Vavrinek, Trine, Day &amp; Co., LLP (\$85,933)</li> </ul> <p><b>SUMMARY</b></p> <p>The purpose of this memo is to present the annual contract renewals and options for Fiscal Year (FY) 2018/19 and to seek approval.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input checked="" type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other:</p> <hr/>
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## DISCUSSION

### Background.

We annually contract for certain professional support services in areas where factors like cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff. Services requested from outside firms include general legal counsel services, video production services for Board and Committee meetings, audit services and financial advisory services. The contract amounts proposed are annual limitations, as these professional support services are provided through contracts where costs are incurred only when the specific services are used.

### Contracts.

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

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

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

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

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

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

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

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

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

**FINANCIAL IMPACT**

The proposed FY 2018/19 budget includes sufficient funds to accommodate the recommended action. The proposed contracts will be funded by a combination of federal and state grants, and Prop K funds. TIMMA activities for these contracts will be funded by a memorandum of agreement from the Treasure Island Development Authority and Prop K funds.

**CAC POSITION**

The CAC will consider this item at its May 23, 2018 meeting.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed FY 2018/19 Professional Services Expenditures

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

Professional Services	Annual Services	Previous Year Contract	Increase/ (Decrease)	Proposed Fiscal Year 2018/19 Contract	Procurement Type/Contract Options	Contract Goal	Utilization to Date
CCSF-Office of the City Attorney	General Counsel Services	\$ 100,000	-	\$ 100,000	Sole Source	N/A	N/A
CCSF-Department of Technology	Video Production Services for Transportation Authority and TIMMA Committee/ Board Meetings	\$ 50,000	-	\$ 50,000	Sole Source	N/A	N/A
KNN Public Finance	Financial Advisory Services	\$ 185,000	(\$ 35,000)	\$ 150,000	Competitively bid. Second of two renewal options.	5% DBE	7% DBE
Vavrinek, Trine, Day & Co., LLP	Annual Audit Services	\$ 83,430	\$ 2,503	\$ 85,933	Competitively bid. Second of two renewal options.	10% DBE	10% DBE
	<b>Total</b>	<b>\$418,430</b>	<b>(\$ 32,497)</b>	<b>\$385,933</b>			



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# Memorandum

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

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

### Background.

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

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

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

### **Data Collection.**

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

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

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

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

### **FINANCIAL IMPACT**

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

### **CAC POSITION**

The CAC will consider this item at its May 23, 2018 meeting.

### **SUPPLEMENTAL MATERIALS**

Attachment 1 – Scope of Work

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Task 5. Data Processing and Analysis**

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

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

**Task 6. Documentation**

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

*Deliverables: Report documenting all aspects of data collection*



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## San Francisco County Transportation Authority

## State Legislation – May 2018

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

Staff is recommending a new support position on Proposition 69, the Transportation Taxes and Fees Lockbox and Appropriations Limit Exemption Amendment. Staff is also recommending two new support positions on Assembly Bill (AB) 2304 (Holden) and AB 2363 (Freidman) and one new oppose position on AB 2989 (Flora), as shown in **Table 1**, which also includes two new 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**

Recommended Positions	Proposition or Bill # Author	Title and Description
Support	<a href="#">Prop 69</a> Legislative Constitutional Amendment on California's June 5, 2018 ballot	<b>Transportation Taxes and Fees Lockbox and Appropriations Limit Exemption Amendment.</b> Proposition 69 was part of a legislative package that included SB 1, the Road Repair and Accountability Act of 2018, which enacted an estimated \$5.2 billion annual increase in transportation-related fee and taxes. Proposition 69 would require that revenue from the diesel sales tax and from the annual Transportation Improvement Fee, both part of SB 1, be dedicated to transportation-related purposes. The revenues from other tax increases in SB 1, including the gasoline excise tax and diesel excise tax, are already constitutionally dedicated to transportation-related purposes.
Support	<a href="#">AB 2304</a> <a href="#">Holden</a> D	<b>Reduced fare transit pass programs: report.</b> This bill would request that the University of California Institute of Transportation Studies prepare and submit a report to the Governor and specified committees of the Legislature on or before January 1, 2020, that provides an assessment of the reduced fare transit pass programs in California that are administered by a public transit operator, California college or university, or any other entity. The assessment would include how the programs are funded, how much success they have had on increasing transit ridership among the targeted population and impacts on fare box recovery.
Support	<a href="#">AB 2363</a> <a href="#">Friedman</a> D	<b>Vision Zero Task Force.</b> This bill would require the Secretary of Transportation, on or before January 1, 2019, to establish and convene a state Vision Zero Task Force, which shall include, but is not limited to, representatives from the Department of the California Highway Patrol, the University of California and other academic institutions, local governments, bicycle safety organizations, road safety organizations, and labor organizations. The bill would require the task force to develop a structured, coordinated process for early engagement of all parties to develop policies to reduce traffic fatalities to zero and submit a report of findings to the Legislature by May 15, 2019. The report would include a detailed analysis of specified issues, including the existing process for establishing speed limits and a recommendation as to whether an alternative to the use of the 85th percentile as a method for determining speed limits should be considered.

Watch	<a href="#">AB 2578</a> <a href="#">Chiu D</a>	<b>Infrastructure financing districts: City and County of San Francisco.</b> This bill would expand the authorization for the creation of waterfront districts by the City and County of San Francisco to include a shoreline protection district (subject to a shoreline protection enhanced financing plan) and expand the types of projects a waterfront district may finance, giving the state a mechanism to contribute to the City’s Seawall Earthquake Safety Program. The district would generate an estimated \$55 million in the first ten years of the program, and an estimated \$250 million over its lifetime. The Port of San Francisco worked closely with the author to advance this bill, and the City’s State Legislation Committee has adopted a support and sponsor position.
Oppose	<a href="#">AB 2989</a> <a href="#">Flora R</a>	<b>Standup electric scooters.</b> This bill would amend the California Vehicle Code to define a “standup electric scooter” as a 2-wheeled device that has handlebars and a floorboard that is designed to be stood upon while riding, is powered by an electric motor of less than 750 watts, and does not exceed a speed of 20 miles per hour. It would allow standup electric scooters to operate on sidewalks unless a local jurisdiction prohibits it. It would also specify that the standup electric scooters could be parked in the same manner and at the same locations as a bicycle may be parked.  The San Francisco Board of Supervisors passed a resolution opposing AB 2989 (Flora) on April 24. Both SFMTA and Transportation Authority staff are concerned that the bill allows standup electric scooters to be operated on sidewalks, and may pose a hazard to pedestrians. This would contradict the city’s Vision Zero policy. Furthermore, staff are concerned about the ways these scooters have been parked in the public realm, frequently blocking pedestrian rights-of-way.
Watch	<a href="#">SB 1014</a> <a href="#">Skinner D</a>	<b>Zero-emission vehicles.</b> This bill would require the California Public Utilities Commission to establish the California Clean Miles Standard and Incentive Program for zero-emission vehicles used by transportation network company (TNC) drivers with the goal to increase the percentage of TNC passenger miles provided by zero-emission vehicles used on behalf of TNCs to 20% by December 31, 2023, 50% by December 31, 2026, and 100% by January 1, 2030. We support setting targets to increase the share of TNC passenger miles provided by zero-emission vehicles, but have concerns about how a potential incentive program might be structured, including where the funding would come from, and how to ensure that the program meets its stated goals. MTC has taken a support and seek amendments position on this bill.

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

Support / Sponsor	<a href="#">AB 2865</a> <a href="#">Chiu</a> D	<p><b>High-occupancy toll lanes: Santa Clara Valley Transportation Authority (VTA).</b></p> <p>If the Board votes to approve a managed lanes (e.g. carpool/transit lane) project on US-101 and I-280 north of the divide in San Francisco, this bill would give the Transportation Authority the option of asking the Santa Clara Valley Transportation Authority to operate the lanes on San Francisco's behalf. San Mateo has similar authority and the intent is to allow a single, coordinated congestion management approach for the 101 corridor that extends from Santa Clara to San Francisco. Revenues would be spent according to a Board-approved expenditure plan on transportation projects that benefit transit riders, carpoolers, and drivers in the corridor.</p> <p>The Assembly Transportation Committee approved the bill and it was referred to the Assembly Appropriations on April 23. We are currently considering amendments proposed by the Metropolitan Transportation Commission to authorize its Bay Area Infrastructure Financing Authority to operate managed lanes in San Francisco as another possible option.</p>
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Table 3. Bill Status for Active Positions Taken in the 2017-2018 Session<sup>1</sup>

Adopted Positions	Bill # Author	Bill Title	Bill Status and Changes Since Last Report <sup>1</sup> (as of 4/26/18)
Support	<a href="#">AB 1</a> <a href="#">Frazier</a> D	Transportation funding	Assembly Dead
	<a href="#">AB 17</a> <a href="#">Holden</a> D	Transit Pass Program: free or reduced-fare transit passes	Vetoed
	<a href="#">AB 87</a> <a href="#">Ting</a> D	Autonomous vehicles	Referred to Senate Transportation and Housing
	<a href="#">AB 342</a> <a href="#">Chiu</a> D	Vehicles: automated speed enforcement: five-year pilot program	Assembly Dead
	<a href="#">AB 2865</a> <a href="#">Chiu</a> D	High-occupancy toll lanes: Santa Clara Valley Transportation Authority (VTA).	Referred to Assembly Appropriations
	<a href="#">AB 3059</a> <a href="#">Bloom</a> D	Go Zone demonstration projects.	Assembly Dead (from Assembly Transportation)
	<a href="#">AB 3124</a> <a href="#">Bloom</a> D	Vehicles: length limitations: buses: bicycle transportation devices	Amended in Assembly Transportation, referred to Senate Transportation and Housing
	<a href="#">SB 422</a> <a href="#">Wilk</a> R	Transportation projects: comprehensive development lease agreements: Public Private Partnerships	Senate Dead

## San Francisco County Transportation Authority

	<a href="#">SB 760 Wiener</a> D	Bikeways: design guides	Referred to Assembly Transportation
	<a href="#">SB 768 Allen, Wiener</a> D	Transportation projects: comprehensive development lease agreements: Public Private Partnerships	Senate Dead
	<a href="#">SB 1119 Newman</a> D	Low Carbon Transit Operations Program.	Referred to Senate Appropriations
	<a href="#">SB 1376 Hill</a> D	Transportation network companies: accessibility plans	Referred to Senate Appropriations
Support if Amended	<a href="#">SB 936 Allen, Ben</a> D	Office of Planning and Research: Autonomous Vehicles Smart Planning Task Force.	Amended and Referred to Senate Appropriations
Oppose	<a href="#">AB 65 Patterson</a> R	Transportation bond debt service	Assembly Dead
	<a href="#">AB 1756 Brough</a> R	Transportation Funding	Assembly Dead – Failed Passage at Assembly Transportation
	<a href="#">AB 2530 Melendez</a> R	Bonds: Transportation	Assembly Transportation
	<a href="#">AB 2712 Allen, Travis</a> R	Bonds: Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century	Assembly Transportation
	<a href="#">SB 182 Bradford</a> D	Transportation network company: participating drivers: single business license	Chaptered
	<a href="#">SB 423 Cannella</a> R	Indemnity: design professionals	Senate Dead
	<a href="#">SB 493 Hill</a> D	Vehicles: right-turn violations	Assembly Appropriations
	<a href="#">SB 1132 Hill</a> D	Vehicles: right turn violations.	Senate Appropriations Suspense File

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



# Memorandum

**Date:** May 18, 2018  
**To:** Transportation Authority Citizen Advisory Committee  
**From:** Eric Cordoba – Deputy Director for Capital Projects  
**Subject:** May 23, 2018 Citizen Advisory Committee Meeting: Progress Report for Van Ness Avenue Bus Rapid Transit Project

**RECOMMENDATION**  Information  Action

None. This is an information item.

**SUMMARY**

The Van Ness Avenue Bus Rapid Transit (BRT) Project incorporates a package of transportation improvements along a 2-mile corridor of Van Ness Avenue between Mission and Lombard Streets, including dedicated bus lanes, consolidated transit stops, and pedestrian safety enhancements. The cost of the BRT project is \$189.5 million. The BRT project is part of an overall larger Van Ness Improvement Project, totaling \$316.4 million, which combines the BRT project with several parallel infrastructure upgrade projects including installation of new overhead trolley contacts, traffic signal replacements, sewer and water improvements, and streetlights. The San Francisco Municipal Transportation Agency (SFMTA) is leading the construction phase and will be responsible for operation of the facilities. The presence of multiple unmarked and abandoned underground structures continues to present challenges to the project schedule. The project is approximately 24% complete. The original late 2019 BRT service start date has now been pushed to late 2020 due primarily to the extent of utility conflicts being encountered.

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

**DISCUSSION**

**Background.**

The Van Ness Avenue BRT aims to bring to San Francisco its first BRT system to improve transit service and address traffic congestion on Van Ness Avenue, a major north-south arterial. The Van Ness Avenue BRT is a signature project in the Prop K Expenditure Plan, a regional priority through the Metropolitan Transportation Commission’s Resolution 3434, and a Federal Transit Administration (FTA) Small Starts program project.

The construction of the core Van Ness Avenue BRT project, that includes pavement resurfacing, curb ramp upgrades and sidewalk bulb outs, is combined with several parallel city-sponsored projects for cost, construction duration and neighborhood convenience. These parallel projects, which have independent funding, include installing new overhead trolley contacts, street lighting and

poles replacement; SFgo traffic signal replacement; sewer and water line replacement; and storm water “green infrastructure” installation. The Transportation Authority Citizen Advisory Committee has requested the monthly project delivery updates on the Van Ness BRT project.

### **Status and Key Activities.**

Walsh Construction is the prime contractor for Van Ness Improvement Project. Utility construction is the current critical work activity. Construction activities along Van Ness Avenue has increased in recent months. Ranger Pipeline, the subcontractor for water and sewer installation, is working in designated construction zones on both sides of Van Ness Avenue. Ranger Pipeline is currently installing water lines from Lombard Street to Filbert Street and from O’Farrell Street to Eddy Street. Water line replacement includes main water lines, valves, and all required connections to affected businesses and residences. Construction crews are also installing sewer lines from Filbert Street to Broadway and from Eddy Street to Turk Street. For safety purposes, chain link fencing and temporary concrete barriers surround the work zones to separate the zones from vehicular and pedestrian traffic.

Construction crews are potholing to confirm the location of underground utilities prior to trenching. Potholing is taking place at different locations along Van Ness Avenue, including Pacific to California Street and from Grove Street to Hayes Street. Crews are also upgrading the emergency firefighting water systems (AWSS) at select locations. Temporary bus stops platforms have also been installed along both sides of Van Ness Avenue that are impacted by construction activities.

When it is necessary to reduce Van Ness Avenue to one lane in a direction, the project team is required to perform night work to facilitate vehicular and pedestrian traffic circulation and maintain worksite safety. Construction crews are taking measures to reduce nighttime noise by using noise dampening equipment and electric hand tools, coordinating loud activities to limit the period and inconvenience of disruptive noise, as well as completing heavy noise work during daytime hours whenever possible.

### **Project Schedule and Budget.**

The project is approximately 24% complete. The original late 2019 BRT service start date has now been pushed to late 2020 due primarily to the extent of utility conflicts being encountered. Approximately \$62 million dollars of the total budgeted \$316.4 million has been expended to date. Project delay claims filed by the contractor total more than \$20 million dollars and are being processed in accordance with the construction contract provisions.

### **Current Issues and Risks.**

The project is currently a year behind schedule primarily due to the extent of utility conflicts encountered in the field. SFMTA and San Francisco Public Utility Commission (SFPUC) staff are working with Walsh Construction and Ranger Pipeline , to accelerate utility work where possible. The project team is increasing utility coordination efforts with utility companies such as Pacific Gas & Electric to expedite planned utility relocations. The SFMTA has also brought on aboard a consultant, HNTB, to assist with utility and construction coordination efforts.

The presence of multiple unmarked and abandoned underground structures continues to present challenges to the project schedule. These underground structures include utility lines, assets, and

## Agenda Item 9

sub-sidewalk basements. Safety protocol requires that construction crews carefully pothole and identify utilities, which is a time-consuming process. Potholing is particularly challenging at traffic intersections since construction activities are typically limited to evening hours. While some progress has been made to address these issues, the magnitude of utility conflicts continues to extend the project completion date.

**FINANCIAL IMPACT**

None. This is an information item.

**CAC POSITION**

None. This is an information item.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Project Schedule







# Memorandum

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

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

Attachment 1 summarizes the subject allocation requests, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources) compared with the leveraging assumptions in the Prop K Expenditure Plan. Attachment 2 includes a brief description of each project. Attachment 3 summarizes the staff recommendations for the

requests, highlighting special conditions and other items of interest. An Allocation Request Form for each project is enclosed, with more detailed information on scope, schedule, budget and funding.

### **FINANCIAL IMPACT**

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

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

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

### **SUPPLEMENTAL MATERIALS**

Attachment 1 – Summary of Applications Received

Attachment 2 – Project Descriptions

Attachment 3 – Staff Recommendations

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

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

Attachment 1: Summary of Applications Received

Source	EP Line No./Category <sup>1</sup>	Project Sponsor <sup>2</sup>	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
						Expected Leveraging by EP Line <sup>3</sup>	Actual Leveraging by Project Phase(s) <sup>4</sup>		
Prop K	22M	SFMTA	Twin Peaks Tunnel Trackway Improvements - Additional Funds	\$ 5,295,567	\$ 83,163,828	78%	89% including previous allocation	Construction	8
Prop K	35	SFPW	Street Repair and Cleaning Equipment	\$ 954,593	\$ 954,593	38%	0%	Construction	Citywide
Prop K	37	SFPW	Public Sidewalk and Curb Repair	\$ 586,957	\$ 818,576	48%	28%	Construction	Citywide
Prop K	38	SFCTA	Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital]	\$ 50,000	\$ 50,000	51%	0%	Planning	3
Prop K	39	SFMTA	Arguello Boulevard Improvements [NTIP Capital]	\$ 70,700	\$ 457,010	28%	85%	Construction	1, 2
Prop K	40	SFPW	Jefferson Street Improvements Phase 2	\$ 1,413,740	\$ 13,565,000	25%	90%	Construction	3
Prop K	42	SFPW	Tree Planting	\$ 1,192,519	\$ 1,192,519	57%	0%	Construction	Citywide
Prop K	44	SFCTA, SFMTA	NTIP Program Coordination	\$ 137,000	\$ 137,000	40%	0%	Planning	Citywide
<b>TOTAL</b>					<b>\$ 9,701,076</b>	<b>\$ 100,338,526</b>	<b>69%</b>	<b>86%</b>	

Footnotes

<sup>1</sup> "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2014 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2017 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).

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

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

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

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

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
22M	SFMTA	Twin Peaks Tunnel Trackway Improvements - Additional Funds	\$5,295,567	Project will enhance light rail reliability, safety and efficiency while reducing maintenance needs in the 100 year old Twin Peaks Tunnel from West Portal to Castro Station. Scope includes replacement of worn tracks and switch controllers, repairing damaged drain lines, and installation of new flood lighting, guardrails, seismic upgrades, and fire alarm and suppression system. In July 2016 the Transportation Authority allocated \$4,149,113 for construction of this project, and approved an intent to allocate an additional \$3.55 million. This request is to fulfill that intent and provide an additional \$1,744,680 to cover the costs of additional scope and an intensive project schedule. The project will require a 60-day continuous shutdown of the tunnel scheduled from June 25, 2018 to August 24, to be followed by night work for up to 15 weekends through September 15. During tunnel closures, SFMTA will provide bus substitution to customers. SFMTA expects to achieve substantial completion by October 31, 2018.
35	SFPW	Street Repair and Cleaning Equipment	\$954,593	Requested funds will be used to purchase 8 pieces of Street Repair and Cleaning Equipment including (1) RAVO Sweeper, (2) Truck Mounted Steamer Units, (1) Fuel and Lube Truck, (1) F350 Equipment Service Truck, (1) 125kva Towable Generator, and (2) 4000 Watt Portable Light Towers. Equipment will improve the efficiency and worksite safety for SFPW's street cleaning and repair work. All equipment will be California Air Resources Board (CARB) compliant.
37	SFPW	Public Sidewalk and Curb Repair	\$586,957	Prop K funds will leverage \$231,619 in state funds to repair approximately 653 sidewalk locations. In past years, SFPW has used Prop K funds to repair sidewalks around City street trees. With the passage of Prop E in November 2016, SFPW now has \$19 million from an annual General Fund setaside to maintain all street trees in the public right-of-way, with nearly \$4 million of the funding to be used for repairs of sidewalk damage and buckling caused by the roots of mature City-maintained trees. SFPW has a backlog of more than 909 requested sidewalk repair locations not related to street tree damage. Additional locations will be determined by SFPW inspections, public complaints, and reports of trip-and-fall accidents. All work will be performed in FY 2018/19.

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

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

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

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
42	SFPW	Tree Planting	\$1,192,519	With these funds, SFPW crews will plant approximately 795 trees and water them regularly for three years to ensure successful establishment. Previously, SFPW used Prop K funds for both street tree planting and maintenance of mature trees. With the passage of Prop E, SFPW now has sufficient funding from an annual General Fund setaside for tree maintenance, and will now use Prop K funds exclusively for tree planting. Public Works will use the comprehensive street tree census, which identified all street trees in the public right-of-way, as well as existing empty basins and potential new planting sites, to identify priority planting sites throughout San Francisco. Public Works will focus on districts with the greatest number of existing empty tree wells and the lowest canopy coverage.
44	SFCTA, SFMTA	NTIP Program Coordination	\$137,000	Programming support to enable SFMTA and Transportation Authority staff to support commissioners' efforts to identify potential NTIP planning and capital projects, and provide ongoing oversight and support for the program.
<b>TOTAL</b>			<b>\$9,701,076</b>	

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

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

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
22M	SFMTA	Twin Peaks Tunnel Trackway Improvements - Additional Funds	\$ 5,295,567	Recommendation fulfills an <b>intent to allocate</b> \$3.55 in Prop K funds, approved by the Transportation Authority Board in July 2016.  <b>5-Year Prioritization Program (5YPP) Amendment:</b> The recommended allocation is contingent upon a concurrent Prop K Guideways - Muni 5YPP amendment to program \$1,744,680 from fully funded and delayed projects to the subject project. See attached 5YPP amendments for details.
35	SFPW	Street Repair and Cleaning Equipment	\$ 954,593	
37	SFPW	Public Sidewalk and Curb Repair	\$ 586,957	
38	SFCTA	Kearny Street Multimodal Implementation Plan - Traffic Analysis [NTIP Capital]	\$ 50,000	
39	SFMTA	Arguello Boulevard Improvements [NTIP Capital]	\$ 70,700	Recommendation fulfills an <b>intent to allocate</b> \$70,700 in Prop K funds, approved by the Transportation Authority Board in May 2016.
40	SFPW	Jefferson Street Improvements Phase 2	\$ 1,413,740	<b>5YPP Amendment:</b> The recommendation is contingent upon a concurrent Pedestrian Circulation/Safety 5YPP amendment to reprogram \$1,213,740 in Active Transportation Program Local Match placeholder funds and program \$200,000 in Neighborhood Transportation Improvement Program (NTIP) placeholder funds to the subject project. See attached 5YPP amendment for details.  <b>Special Condition:</b> The recommended allocation is contingent upon SFPW securing an additional \$5,369,260 in local matching funds, as required by the state Local Partnership Program guidelines, to fully fund the project.
42	SFPW	Tree Planting	\$ 1,192,519	
44	SFCTA, SFMTA	NTIP Program Coordination	\$ 137,000	
<b>TOTAL</b>			<b>\$9,701,076</b>	

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

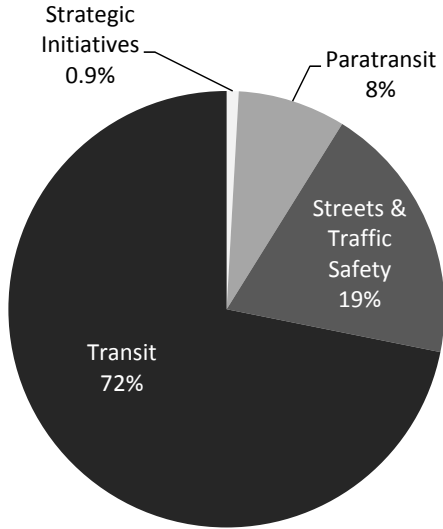
**Attachment 4.  
Prop K Allocation Summary - FY 2018/19**

**PROP K SALES TAX**

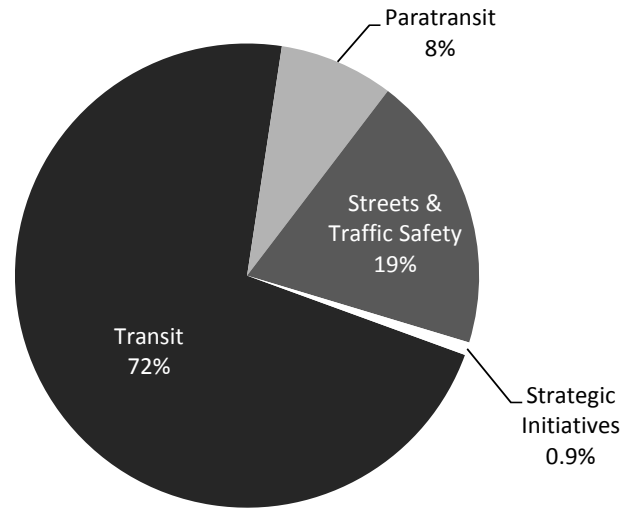
	Total	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Prior Allocations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Request(s)	\$ 9,701,076	\$ 7,842,928	\$ 1,844,071	\$ 14,077	\$ -	\$ -
New Total Allocations	\$ 9,701,076	\$ 7,842,928	\$ 1,844,071	\$ 14,077	\$ -	\$ -

The above table shows maximum annual cash flow for all FY 2017/18 allocations and appropriations approved to date, along with the current recommended allocation(s).

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



**Prop K Investments To Date**







# Memorandum

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

<b>RECOMMENDATION</b> <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action	<input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input checked="" type="checkbox"/> Budget/Finance <input type="checkbox"/> Contracts <input type="checkbox"/> Procurement <input type="checkbox"/> Other: _____
Adopt the proposed Fiscal Year 2018/19 Budget and Work Program  <b>SUMMARY</b> The purpose of this memorandum is to present the proposed Fiscal Year (FY) 2018/19 annual budget and work program and seek its adoption. The June 12 Board meeting will serve as the official public hearing prior to final consideration of the Annual Budget and Work Program at the June 26 Board meeting. There have been no changes made to the proposed annual budget and work program. since the item was presented to the Board at its May 8, 2018 meeting.	

## DISCUSSION

### Background.

Pursuant to State statutes (California Public Utilities Code Sections 131000 et seq.), we must adopt an annual budget by June 30 of each year. As called for in our Fiscal Policy (Resolution 18-07) and Administrative Code (Ordinance 17-01), the Board shall set both the overall budget parameters for administrative and capital expenditures, the spending limits on certain line items, as well as adopt the budget prior to June 30 of each year.

### Organization.

The proposed FY 2018/19 Work Program includes activities in four major functional areas: 1) Plan, 2) Fund, 3) Deliver and 4) Transparency and Accountability. These categories of activities are organized to efficiently address our designated mandates, including overseeing the Prop K Sales Tax Expenditure Plan, functioning as the Congestion Management Agency (CMA) for San Francisco, acting as the Local Program Manager for the Transportation Fund for Clean Air (TFCA) program, administering the \$10 Prop AA vehicle registration fee, and operating as the Treasure Island Mobility Management Agency (TIMMA) for San Francisco. Our organizational approach also reflects the principle that all of our activities contribute to the efficient delivery of transportation plans and projects, even though many activities are funded with a combination of revenue sources and in coordination with a number of San Francisco agencies as well as federal, state and regional agencies.

Attachment 1 contains a description of our proposed work program for FY 2018/19. Attachment 2 displays the proposed budget in a format described in our Fiscal Policy. The division of revenues and expenditures into the Sales Tax program, CMA program, TFCA program, Prop AA program, and TIMMA program in Attachment 2 reflects our five distinct responsibilities and mandates. Attachment 3 shows a more detailed version of the proposed budget and Attachment 4 provides additional descriptions of line items in the budget. We have segregated our functions as the Treasure Island TIMMA as a separate legal and financial entity effective July 1, 2017. The TIMMA FY 2018/19 Budget and Work Program will be presented to the TIMMA Board as a separate item at its June 26 meeting.

**Revenues.**

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

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

**Expenditures.**

Total expenditures are projected to be about \$263.1 million. Of this amount, capital project costs, most of which are awarded as grants to agencies like the San Francisco Municipal Transportation Agency (SFMTA), are \$218.9 million. Capital projects costs are 83.2% of total projected expenditures, with 4.1% of expenditures budgeted for administrative operating costs, and 12.7% for debt service and interest costs. Capital expenditures in FY 2018/19 of \$218.9 million are budgeted to decrease by \$48.4 million, or 18.1%, from the FY 2017/18 Amended Budget, which is primarily due to anticipated lower capital expenditures for the Prop K program overall.

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

**Other Sources and Uses.**

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

**Fund Balance.**

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

## Agenda Item 11

the ending balance is based on previous year's audited fund balance plus the current year's budget amendment and the budgeted year's activity. There is a positive amount of \$8.2 million in total fund balances, as a result of the anticipated Revolver drawdown.

**FINANCIAL IMPACT**

As described above.

**CAC POSITION**

The CAC will consider this item at its May 23, 2018 meeting.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed Work Program

Attachment 2 – Proposed Budget

Attachment 3 – Proposed Budget – Line Item Detail

Attachment 4 – Line Item Descriptions



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

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

The Transportation Authority is also operating as the Treasure Island Mobility Management Agency (TIMMA). The TIMMA FY 2018/19 Work Program will be presented to the TIMMA Board as a separate item and is not reflected below.

Our work program reflects the multi-disciplinary and collaborative nature of our roles in planning, funding and delivering transportation projects and programs across the city, while ensuring transparency and accountability in the use of taxpayer funds.

## **PLAN**

Long-range, countywide transportation planning and CMA-related policy, planning and coordination are at the core of the agency's planning functions. In FY 2018/19, we will continue to implement recommendations from the existing San Francisco Transportation Plan (SFTP) -- the 2017 SFTP. We will continue to advance the San Francisco Long-range Transportation Planning Program, also known as Connect SF, as part of our multi-agency partnership with the San Francisco Municipal Transportation Agency (SFMTA), Planning Department, and others. This will include transit and freeway modal studies, as well as a continued emphasis on demand management policies, and represents the beginning of our next update to the SFTP. We will also continue to further corridor, neighborhood and community-based transportation plans under our lead, while supporting efforts led by others.

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

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

### **Active Congestion Management:**

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



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

Program (NTIP) and the Toyota Mobility Foundation.

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

**SFTP Implementation and Board Support:**

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

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

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



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

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

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





Attachment 1  
Proposed Fiscal Year 2018/19 Annual Work Program

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

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

**FUND**

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

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

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



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

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

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

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

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

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





Attachment 1  
Proposed Fiscal Year 2018/19 Annual Work Program

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

**Legislative Advocacy:** We will continue to monitor and take positions on state legislation affecting San Francisco’s transportation programs, and develop strategies for advancing legislative initiatives beneficial to San Francisco’s interests and concerns at the state and federal level. Working with other toll operators through the California Toll Operations Committee, we will identify and engage in legislative efforts to support our future Treasure Island work and other managed lanes efforts. Our advocacy builds off of SFTP recommendations, the agency’s adopted legislative program (e.g. includes Vision Zero, new revenue, and project delivery advocacy), and is done in coordination with the Mayor’s Office, the Self-Help Counties Coalition, and other city and regional agencies.

**Funding and Financing Strategy:** Provide funding and financing strategy support for Prop K signature projects, many of which are also included in MTC’s Regional Transit Expansion Agreement. Examples include: Caltrain Electrification, Central Subway, Transbay Transit Center (renamed Salesforce Transit Center)/Downtown Extension and Geary Corridor BRT. Continue to serve as a funding resource for all San Francisco project sponsors, including brokering fund swaps, as needed.

**DELIVER**

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

**Transportation Authority – Lead Construction:**

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

**Transportation Authority – Lead Project Development:**



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

**Transportation Authority – Project Delivery Support:**

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

planning and programming efforts.

## TRANSPARENCY & ACCOUNTABILITY

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

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

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



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

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



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

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



	Proposed Budget Amendment by Fund										Increase/ (Decrease)	Amended Budget Fiscal Year 2017/18				
	Sales Tax Program		Congestion Management Agency Programs		Transportation Fund For Clean Air Program		Vehicle Registration Fee For Transportation Improvements Program		Treasure Island Mobility Management Agency Program				Proposed Budget Fiscal Year 2018/19			
<b>Revenues:</b>	\$	106,461,636	\$	-	\$	-	\$	-	\$	-	\$	106,461,636	\$	2,189,710	\$	104,271,926
Sales Tax Revenues												4,930,000		95,951		4,834,049
Vehicle Registration Fee												3,013		(87,676)		632,954
Interest Income		540,902				1,363										
Program Revenues																
Federal Advanced Transportation and Congestion Management Technologies Deployment																24,928
Federal BART Travel Incentives Program																51,764
Federal CMAQ Program: Transportation Demand Management Partnership Project																28,810
Federal Highway Bridge Program - I-80/Yerba Buena Island Interchange Improvement																7,044,212
Federal Highway Bridge Program - Yerba Buena Island Bridge Structures																1,888,657
Federal South of Market Freeway Ramp Intersection Safety Improvement Study																97,008
Federal Strategic Highway Research Program																145,378
Federal Surface Transportation Program 3% Revenue and Augmentation																2,260,706
State Planning, Programming & Monitoring SB45 Funds																667,000
State Seismic Retrofit Proposition 1B - I/80 YBI Interchange Improvement Project																550,582
Regional AB 1171 - Presidio Parkway (MTC)																1,242,655
Regional BART - Travel Incentives Program																1,445
Regional BATA - I-80/Yerba Buena Island Interchange Improvement																378,296
Regional San Francisco (OEWD) - Late Night Transportation																1,393
Regional San Francisco (OEWD) - South of Cesar Chavez Area Plan																-
Regional San Francisco (Planning) - Hub and Civic Center																39,837
Regional San Francisco (Planning, SFMTA) - Travel Demand Modeling Assistance																225,000
Regional San Francisco (SFMTA) - Alemany Interchange Improvement Study																100,000
Regional San Francisco (Public Works) - 19th Ave Combined City Project & Lombard St VZ Project																147,423
Regional San Francisco (SFMTA) - Lombard Crooked St. Reservations & Pricing System Development																-
Regional San Francisco (SFMTA) - Treasure Island Mobility Management Agency																95,017
Regional San Mateo County Transportation Authority - 101/280 Managed Lanes																123,125
Regional WETA - Solano Water Transit Study																20,000
Regional TIDA - Treasure Island Mobility Management Agency																1,402,225
Regional TIDA - Yerba Buena Island Bridge Structures																167,476
Regional Vehicle Registration Fee Revenues (TFCA)																737,931
Contributions from Schmidt Family Foundation/The 11th Hour Project - TNC Research																50,000
Contributions from Toyota Mobility Foundation - D10 Mobility Study																74,698
Other Revenues																
San Francisco Dept of Environment - Shower Facilities																2,000
Sublease of Office Space																41,460
<b>Total Revenues</b>		107,047,258		7,314,996		761,262		4,933,013		3,160,560		123,217,089		(4,130,866)		127,347,955

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



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

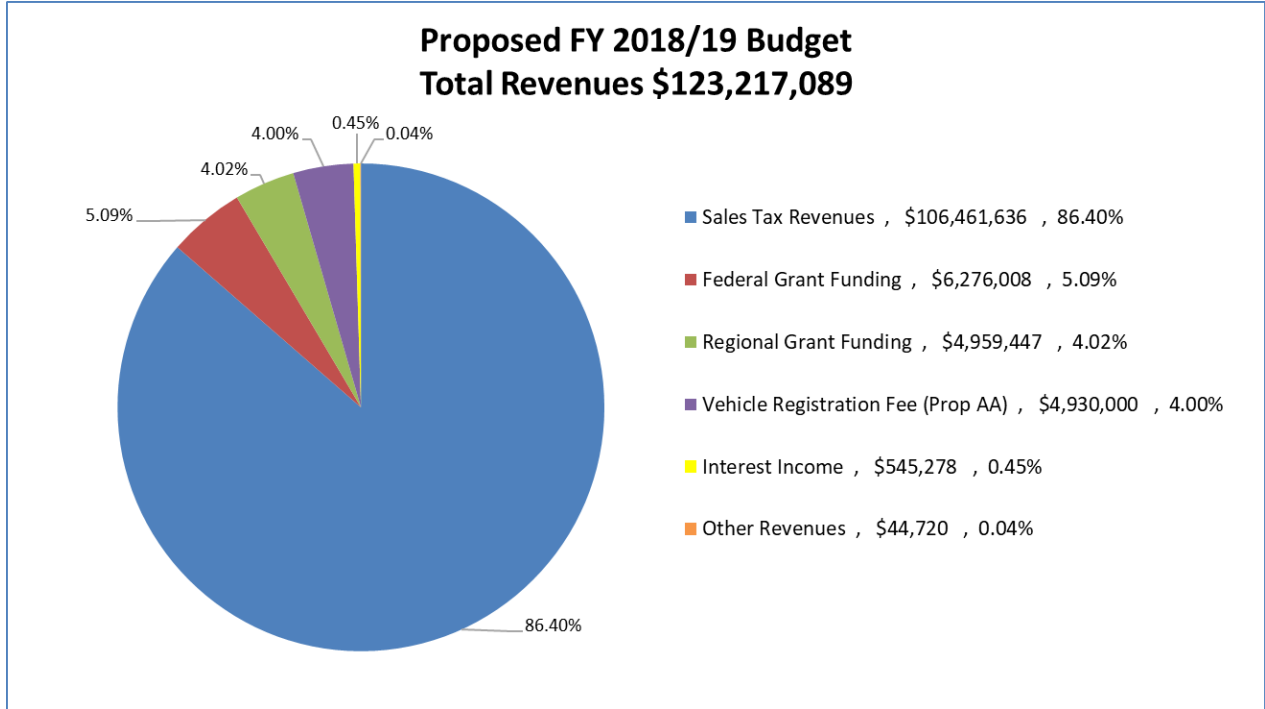


Attachment 4  
Line Item Descriptions



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

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



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

The budgeted revenues for the Sales Tax program are from a voter-approved levy of 0.5% sales tax in the County of San Francisco for transportation projects and programs included in the voter-approved Expenditure Plan. The 2003 Prop K Sales Tax Revenue's Expenditure Plan includes investments in four major categories: 1) Transit; 2) Streets and Traffic Safety; 3) Paratransit services for seniors and disabled people and 4) Transportation System Management/Strategic Initiatives. Based on Fiscal Year (FY) 2017/18 revenues to date, we project FY 2018/19 sales tax revenues to increase compared to the budgeted revenues for FY 2017/18 by 2.1% or \$2.2 million. The sales tax revenue projection is net of the Board of Equalization's charges for the collection of the tax and excludes interest earnings budgeted in Interest Income.

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

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



Attachment 4  
Line Item Descriptions



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

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

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

The CMA program revenues for FY 2018/19 will be used to cover ongoing staffing and professional/technical service contracts required to implement the CMA programs and projects, as well as for large projects undertaken in our role as CMA. The FY 2018/19 budget includes \$4.6 million from federal and regional funding for work on the I-80/Yerba Buena Island (YBI) Interchange Improvement Project and YBI Bridge structures (collectively known as YBI Project). CMA revenues are also comprised of federal and regional grant funds received from the Metropolitan Transportation Commission (MTC), the California Department of Transportation (Caltrans), and the San Mateo County Transportation Authority. Some of these grants are project-specific, such as those for the US 101/I-280 Managed Lanes and the South of Market Freeway Ramp Intersection Safety Improvement Study (also known as Vision Zero Ramps project). Other funding sources, such as federal Surface Transportation Program fund, can be used to fund a number of eligible planning, programming, model development, and project delivery support activities, including the Transportation Network Companies (TNC) Research and San Francisco Transportation Plan update. Regional CMA program revenues include City General Fund contributions for South of Cesar Chavez Area Plan and Lombard Crooked Street Reservations & Pricing System Development, technical and travel demand model services provided to City agencies in support of various projects, and contributions from private foundations in support of TNC Research and District 10 Mobility Management Study.

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

The TFCA Vehicle Registration Fee Revenues (excluding interest earnings included in Interest Income above) are derived from a \$4 surcharge on vehicles registered in the nine Bay Area counties and must be used for cost-effective transportation projects which reduce motor vehicle air pollutant emissions. Budgeted revenues are based on a funding estimate provided by the Bay Area Air Quality Management District, which administers these revenues.

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

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

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

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

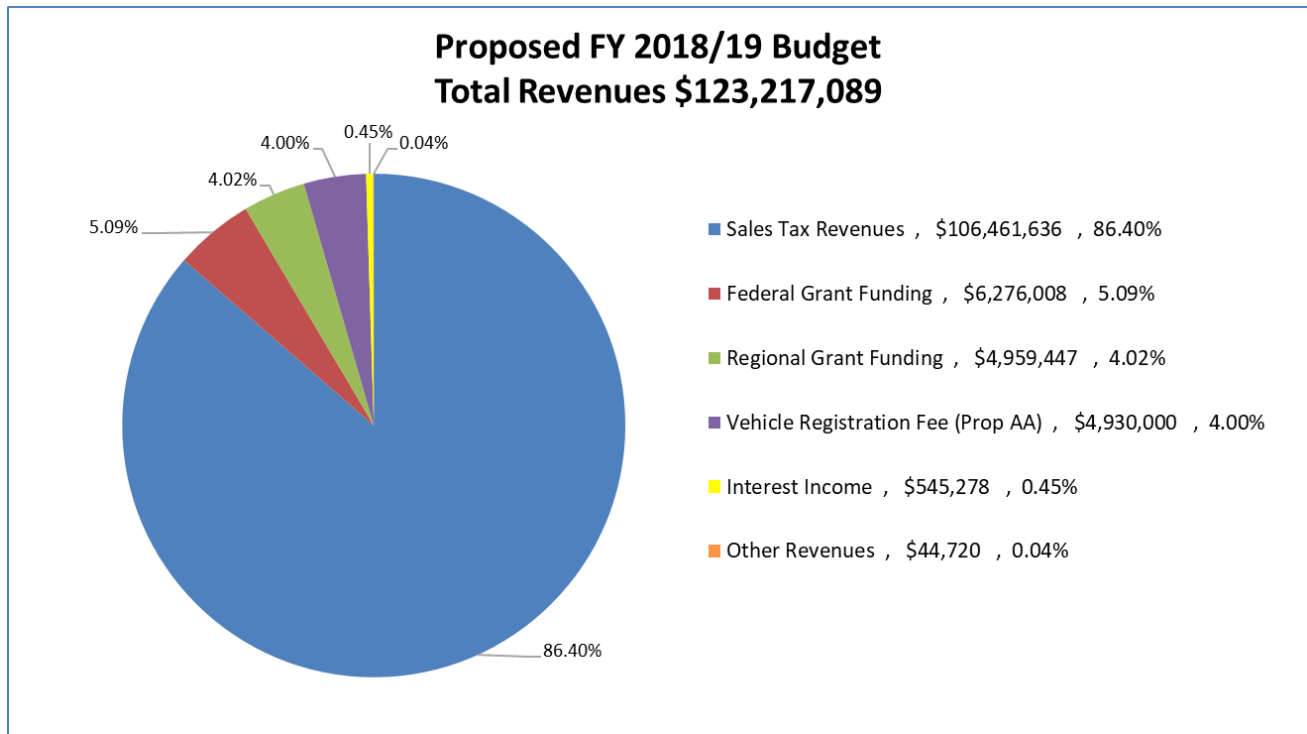
**TOTAL PROJECTED EXPENDITURES .....\$263,059,344**

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

Attachment 4  
Line Item Descriptions



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



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

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

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

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

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

This line item includes staff time and technical consulting services such as planning, programming, engineering, design, environmental, or programming services, which are needed in order to fulfill our CMA responsibilities under state law. Included are various planning efforts and projects such as the US 101/I-280 Managed Lanes project, Lombard Crooked Street Reservations & Pricing System Development, San Francisco Transportation Plan update, South of Market Freeway Ramp Intersection Safety Improvement Study (also known as Vision Zero Ramps), TNC Research, and travel demand model services. Also included are final design and engineering activities for the YBI Bridge Structures and YBI Southgate Road Realignment Improvement project, which is supported by federal and regional funding.

**Attachment 4  
Line Item Descriptions**



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

This line item covers projects to be delivered with TFCA funds, a regional program administered by the Bay Area Air Quality Management District, with the Transportation Authority serving as the County Program Manager for San Francisco. These monies must be used for cost-effective transportation projects which reduce motor vehicle air pollutant emissions. The TFCA capital expenditures program includes carryover prior year projects with multi-year schedules as well as projects not anticipated to be completed in FY 2017/18. It also includes an estimate for expenditures for the FY 2018/19 program of projects, which is scheduled to be approved by the Board in June 2018.

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

This line item includes projects that will be delivered under the voter-approved Prop AA Expenditure Plan. Consistent with the Expenditure Plan, the revenues will be used for design and construction of local road repairs, pedestrian safety improvements, transit reliability improvements, and travel demand management projects. The Prop AA capital expenditures include new FY 2018/19 projects based on the approved Prop AA Strategic Plan, and carryover prior year projects with multi-year schedules as well as projects not anticipated to be completed in FY 2017/18. The largest capital project expenditures include the Brannan Street Pavement Renovation project, the Haight Street Resurfacing and Pedestrian Lighting project, and the Muni Metro Station Enhancements project.

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

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

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

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

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

Personnel costs are budgeted at the same level as in the amended budget for FY 2017/18, reflecting a budget of 44 full time equivalents. Capacity for merit increases is also included in the pay-for-performance and salary categories; however, there is no assurance of any annual pay increase. Employees are not entitled to cost of living increases. All salary adjustments are determined by the Executive Director based on merit only.

Non-Personnel: ..... \$3,102,549

This line item includes typical operating expenditures for office rent, telecommunications, postage, materials and office supplies, printing and reproduction equipment and services, and other administrative support requirements for all of our activities, along with all administrative support contracts, whether for City-supplied services, such as the City Attorney legal services and the Department of Technology cablecast services, or for competitively procured services (such as auditing, legislative advocacy, outside computer system support, etc.). Also included are funds for ongoing maintenance and operation of office equipment; computer hardware; licensing requirements for computer software; and an allowance for replacement furniture and fixtures. This line item also includes Commissioner meeting fees, and compensation for Commissioners' direct furniture,

Attachment 4  
Line Item Descriptions



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

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

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

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

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

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

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

Our Fiscal Policy directs that we shall allocate not less than five percent (5%) and up to fifteen percent (15%) of estimated annual sales tax revenues as a hedge against an emergency occurring during the budgeted fiscal year. In the current economic climate, a budgeted fund balance of \$10.7 million, or 10% of annual projected sales tax revenues, is set aside as a program and operating contingency reserve. We have also set aside \$75,990 or about 10% as a program and operating contingency reserve respectively for the Transportation Fund for Clean Air Program and \$493,000 or about 10% as a program and operating contingency reserve respectively for the Prop AA Program.



# Memorandum

**Date:** April 2, 2018  
**To:** Transportation Authority Board  
**From:** Eric Cordoba – Deputy Director for Capital Projects  
**Subject:** 04/10/18 Board Meeting: Caltrain Downtown Extension Operations Peer Review and Tunnel Options Study 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>At the direction of the Transportation Authority Board, we assembled a panel to conduct a peer review of three operational analyses related to the Caltrain Downtown Extension (DTX) The driver of the peer review was to determine whether the DTX should have two or three tracks as it approaches the Salesforce Transit Center. At the Board meeting we will present the peer review panel’s findings and provide an update on phase two of the Tunnel Options Study, which expands on the most promising aspects of the initial study to minimize cut-and-cover along the DTX alignment.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input checked="" type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other:</p> <p>_____</p>
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## DISCUSSION

### Background.

Over the past several years there have been multiple independent studies and operating simulation models developed for the DTX. As operating plans become clear through their concept models, and as Caltrain and the California High Speed Rail Authority (CHSRA) consider the challenges of operating in the same corridor with both terminating at the Salesforce Transit Center, the question of two-track versus three-track alignment for the DTX appeared to be contested between various expert studies. The peer review panel was asked to review those studies, consider the underlying assumptions and modeling parameters, and to opine on the conclusions drawn in each study/model. Although the driver of the review was the question of two versus three tracks, the panel considered all operational aspects of the project and associated facilities. However, it is important to note that there are other studies, such as the Planning Department’s Railyard Alternatives and I-280 Boulevard Feasibility Study (RAB), that are considering opportunities and tradeoffs regarding transit-oriented development on all or part of the 4<sup>th</sup> and King railyard.

The operations studies included:

- “Transbay Transit Center – San Francisco DTX – Value Engineering Study”, prepared for Birmingham Properties by SENER, September 2017

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- “Train Operations Analysis of Two Versus Three Mainline Tracks for the San Francisco Downtown Rail Extension”, prepared for the Transbay Joint Powers Authority (TJPA) by Parsons and Carl Wood, October 31, 2017
- RAB Study Conceptual Planning Analysis developed on behalf of the San Francisco Planning Department by CH2M and SMA+, June 19, 2017

The peer review panel consists of the following professionals, chosen for their extensive expertise and experience in rail design and operations:

- John Flint – Senior Vice President, Managing Director of Lines of Business for T Y Lin International
- Les Elliott – President, The Elliott Group
- David Nelson – Director of Transit for Jacobs
- Gene Skoropowski – Staff Consultant for T Y Lin International, former Senior Vice President for Rail Operations, All Aboard Florida

After reviewing the three reports and associated documents, the peer review panel convened three workshops. At the first, with the participation of TJPA, Caltrain, CHSRA, and their consultants, the peer review panel further familiarized itself with the current state of the Salesforce Transit Center, previously known as the Transbay Transit Center and DTX projects, to understand the operating plans, physical features and potential risks associated with each of the operators, and to understand the level of collaboration taking place in planning for a blended service at the Salesforce Transit Center.

The second day-long session consisted of presentations by the stakeholders and their consultants who prepared the three studies. Caltrain and CHSRA representatives were also present. The analyses by the three different teams were reviewed and discussed. Each team started with similar, but not identical, assumptions and methods. All used sketch-planning tools, and all limited their inquiry to the north end of the San Francisco–San Jose corridor over which Caltrain and the CHSRA plan to offer blended services. One study was conducted with only publicly available information, and without the benefit of preliminary plans for the Salesforce Transit Center. The other two studies were conducted with full knowledge of the project’s history and its current status. Only the TJPA study was developed with the full participation of, and input from, Caltrain and CHSRA.

All of the studies concluded that, if all of the trains planned for berthing at the Salesforce Transit Center operated reliably (defined as within two minutes of scheduled arrival/departure), two tracks in the DTX tunnel would be sufficient to operate the train movements. However, the assumption of no operating delays is not realistic. Only one of the studies, completed by Parsons and Carl Wood for TJPA, performed a detailed service perturbation analysis. It shows that if there is a delay or track blockage in the tracks leading to the “throat” of the terminal, then three tracks are required to support reliable train service and to facilitate recovery from operational delays.

The draft report was developed and distributed to all the stakeholders prior to a third workshop, which was held for the stakeholders to provide and discuss their comments. The findings and observations below represent a general consensus of the peer review panel and stakeholders.

### **Major Findings.**

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1. Three tunnel tracks are required to provide reliable and dependable service into the Salesforce Transit Center.
2. The Salesforce Transit Center capacity plan of four high-speed trains and six Caltrain trains per peak hour cannot be assured unless both services can use all platforms.
3. The structural column configuration in the built Salesforce Transit Center limits the flexibility for changing the track geometry within the train box and at the throat leading into the terminal, but options that entail adjustments to track design criteria at the throat to minimize right-of-way impacts should be explored with CHSRA, TJPA, Caltrain and SENER.

**Additional Findings and Observations.**

1. The Salesforce Transit Center will be operating at, or near, capacity when the Service Program of turning six Caltrain and four CHSRA trains per hour is fully implemented.
2. The new underground station at 4th/Townsend is likely to have strategic and tactical significance for rail operations.
3. The overall utility of the new station at 4th/Townsend might be improved with platform faces on all three tracks and reconfiguration of the switch plant providing access to all station tracks from the north and south.
4. There is significant residual operational value at Caltrain's terminal and yard at Fourth and King for staging, servicing and storing Caltrain and CAHSR trains. The RAB Study is exploring options for the use of this yard.
5. A consistent base DTX track configuration should be used at the outset for all future modeling and simulation studies prepared by all parties.
6. All the simulation results considered by the peer review panel assumed a high-performance train control system that safely provided very short times between train movements through the DTX. The interlocking and train control software and hardware must be designed and implemented to minimize the times between when one route through the interlocking is cleared and when a conflicting route through the interlocking can be ready for the next occupancy.

**Immediate Action Items (Next Steps).**

1. The operators need to finalize a workable "Blended Service Plan" for the harmonious joint operation of the shared line and terminal including: train schedules, required enhancements to the infrastructure south of the study area, and plans for vehicle servicing and storage. The plan should be reviewed, tested and verified with a proven and widely accepted railway simulation tool.
2. The two operators and TJPA need to identify and select a mutually acceptable and workable set of rolling stock and platform adaptations that will allow both services to berth at all platforms.
3. Properly evaluating the potential right of way impacts of constructing the DTX project is a critically important task in this phase of project development. Based on suggestions from SENER Engineering, the two operators and TJPA need to carefully review possible tradeoffs between track and switch design standards and practical limits for low-speed terminal operations, including the associated potential right-of-way impacts of constructing the DTX tunnel. The goal should be to provide a transit project that maximizes public benefit, while minimizing environmental and community impacts.



4. The two operators and TJPA need to revisit the operational program and design for 4th and Townsend station to improve the utility and flexibility of the station and associated switch plant.
5. Once the Blended Service plan is prepared and improved, the operators and TJPA need to identify an operating plan and design footprint for a storage and servicing facility on the existing 4th and King Caltrain parcel to identify which portions of the parcel can be released for non-railroad use.<sup>1</sup>
6. The peer review panel observed that simulations reviewed were lacking in coordinated assumptions, likely due to a lack of collaboration between the parties. Operators, TJPA, the Planning Department and other interested parties should build on the open communications facilitated by the SFCTA during the review effort, and regularly meet with SFCTA to report and discuss progress on the Immediate Action Items above and to sustain momentum and cooperation toward the construction and operation of the proposed facilities.

### **Tunnel Options Study Update.**

At the request of the Transportation Authority Board, the TJPA, with the participation of the Transportation Authority staff and its consultants, conducted a study during the second and third quarters of 2017 to address the impacts resulting from the planned cut-and-cover construction along the DTX alignment. The goals were to minimize surface disruption and reduce cut-and-cover by identifying feasible mined-tunnel construction methods that could be implemented to achieve them.

On September 26, 2017, the TJPA presented the preliminary findings to the Transportation Authority Board. Among others, the preliminary findings concluded that cut-and-cover on Townsend Street can be eliminated up to the east end of the Fourth and Townsend Street Station at a reasonable cost, that reducing cut-and-cover at the throat structure is feasible albeit costly, and that proposed tunneling options can be accomplished without significant impacts to the project schedule.

The Board agreed with TJPA that further study was needed to advance these new promising aspects of the study. Phase 2 of the study consisted of:

- Further development of mined options at the Howard Street crossing
- Refinement of constructability and schedule for the options
- Confirmation of ventilation requirements
- Review and refinement of the configuration of the tunnel boring machine + sequential excavation mining (TBM + SEM) tunneling option

At the April 10, 2018 Board meeting, TJPA staff will present the results of this effort.

### **FINANCIAL IMPACT**

None. This is an information item.

### **CAC POSITION**

None this is an information item.

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<sup>1</sup>There are other studies, such as the Planning Department's Railyard Alternatives and I-280 Boulevard Feasibility Study (RAB), that are considering opportunities and tradeoffs regarding transit-oriented development on all or part of the 4<sup>th</sup> and King railyard.



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**SUPPLEMENTAL MATERIALS**

Enclosure - Peer Review Panel Report on Findings – Review of Three Operational Studies for the Design of the Caltrain Downtown Extension (DTX)