



DRAFT MINUTES

PLANS AND PROGRAMS COMMITTEE

Tuesday, January 12, 2016

1. Roll Call

Chair Tang called the meeting to order at 10:06 a.m. The following members were:

Present at Roll Call: Commissioners Peskin, Tang and Yee (3)

Absent at Roll Call: Commissioners Breed (entered during Item 5) and Farrell (2)

2. Citizens Advisory Committee Report – INFORMATION

Maria Lombardo, Chief Deputy Director, said that due to the year-end holidays the Citizens Advisory Committee (CAC) did not meet in late December and therefore there would be no CAC report.

There was no public comment.

3. Approve the Minutes of the December 8, 2015 Meeting – ACTION

There was no public comment.

The minutes was approved without objection by the following vote:

Ayes: Commissioners Peskin, Tang and Yee (3)

Absent: Commissioners Breed and Farrell (2)

4. Recommend Appointment of Two Members to the Geary Corridor Bus Rapid Transit Citizens Advisory Committee – ACTION

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

William Newsom spoke to his interest and qualifications in being appointed to the Geary Corridor Bus Rapid Transit Citizens Advisory Committee (GCAC)

Chair Tang stated that Commissioner Breed had expressed support for reappointing Richard Hashimoto but had not recommended a candidate for the second vacancy. She said she would like to forward the second vacancy to the Board without a recommendation to allow additional time for Commissioner Breed to recommend a candidate for appointment.

There was no public comment.

Commissioner Yee moved to recommend reappointment of Richard Hashimoto, seconded by Commissioner Peskin.

The motion to recommend appointment of Richard Hashimoto to the GCAC and forward the remaining vacancy to the Board without a recommendation was approved without objection by the following vote:

Ayes: Commissioners Peskin, Tang and Yee (3)

Absent: Commissioners Breed and Farrell (2)

After Item 6, Commissioner Breed moved to rescind the vote on Item 4, seconded by Commissioner Yee. The motion to rescind the vote on Item 4 was approved without objection by the following vote:

Ayes: Commissioners Breed, Peskin, Tang and Yee (4)

Absent: Commissioner Farrell (1)

Commissioner Breed commented that Richard Hashimoto has been a great representative for the community on the GCAC. She asked Mr. Newsom to confirm that he was prepared to commit the time necessary to serve on the GCAC, to which Mr. Newsom responded affirmatively. Commissioner Breed said that she supported Mr. Newsom's appointment.

Commissioner Breed moved to recommend appointment of Richard Hashimoto and William Newsom, seconded by Commissioner Yee. The motion to recommend appointment of Richard Hashimoto and William Newsom to the GCAC was approved without objection by the following vote:

Ayes: Commissioners Breed, Peskin, Tang and Yee (4)

Absent: Commissioner Farrell (1)

5. Recommend Allocation of \$170,000 in Prop K Funds to the San Francisco Municipal Transportation Agency for Bicycle Safety Education and Outreach, with Conditions, Subject to the Attached Fiscal Year Cash Flow Distribution Schedules – ACTION

Chad Rathmann, Senior Transportation Planner, presented the item per the staff memorandum.

Chair Tang asked whether having one contract versus multiple individual contracts had the potential to improve the way bicycle education projects were being done. Craig Raphael, Transportation Planner at the San Francisco Municipal Transportation Agency (SFMTA), responded that a more comprehensive approach could allow SFMTA to look at the program more holistically and evaluate it on an ongoing basis through one contractor. Chair Tang said that in the past, the committee had noted how important evaluation was and so she was glad to see that evaluation was part of the project. She said she looked forward to seeing a presentation on how effective the education program was.

Commissioner Peskin asked whether the request for proposals (RFP) had gone out and whether a contractor had been selected, and why the Transportation Authority would disburse funds before a contractor was selected. Anna LaForte, Deputy Director for Policy and Programming, responded that it was Transportation Authority policy to have funds allocated before a contract was advertised or awarded. She said that agencies needed funds to procure a contract, but that there were opportunities to have agencies report back on the scope of a contract once it was awarded. Commissioner Peskin asked if there was a way to reserve the funds so that the Transportation Authority would be certain that a qualified contractor was selected.

Chair Tang asked whether it would be possible to allocate the funds necessary to move forward with the RFP, but retain the rest of the funds until the contract was awarded for later approval. Ms. LaForte responded that the funds could be retained and that the action would bring the request back to the Board with an awarded scope, in addition to the current opportunity for the

Committee to weigh in on the scope prior to award. She said that the Transportation Authority could commit to allocate funds which would allow the agency to advertise a contract but not award the contract until the Board acted to allocate, though this might have an impact on the schedule of the program.

Chair Tang said that action was what the Committee felt comfortable with and asked how costs would be broken down between those two Board actions. Ms. LaForte replied that the project budget specified what was for agency staff versus the contract.

Commissioner Yee asked whether the cost for evaluation was included under the \$20,000 proposed for SFMTA staff in the request. Mr. Raphael responded that evaluation was covered under the staff costs and that staff would work with the consultant on evaluation. Commissioner Yee asked whether the consultant would be conducting the evaluation because there was not a line item for evaluation under the contract costs. Mr. Raphael said that he would follow up with the project manager.

Chair Tang said that before the item was brought back to the Committee there should be a more detailed breakdown of costs that clarifies the evaluation budget. Mr. Raphael said that SFMTA would provide that information, but that some of it would depend on the response to the RFP. Chair Tang said that it seemed that the Committee wanted to move forward with allocating funds for the RFP, but saving approval of funds for the actual contract for a later time.

Ms. LaForte said that one option was to allocate the full amount, but put all the funds not required to release the RFP on reserve pending the release of funds by the Board. She added that the Transportation Authority could make a commitment to allocate the funds at a future date which would require Board approval.

Commissioner Breed asked whether it was possible to allocate the funds but require SFMTA to return to the Committee for approval after the contractor selection process. She said that would give the Board the opportunity to address concerns, including to ensure there was a fair selection process and to understand exactly who funds would be allocated to. She said that either putting a hold on the funds or specifying that funds were pending final approval by the Board would be acceptable.

There was no public comment.

Commissioner Breed moved to amend the item to allocate sufficient funds for SFMTA to proceed with the RFP and committing to allocate the remainder of the requested funds when SFMTA could provide a more detailed scope, schedule and budget after identification of the top ranked firm, seconded by Commissioner Peskin.

The amendment to the item was approved without objection by the following vote:

Ayes: Commissioners Breed, Peskin, Tang and Yee (4)

Absent: Commissioner Farrell (1)

The amended item was approved without objection by the following vote:

Ayes: Commissioners Breed, Peskin, Tang and Yee (4)

Absent: Commissioner Farrell (1)

6. Neighborhood Transportation Improvement Program Update – INFORMATION

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

Commissioner Peskin requested that the Kearny Street Multimodal Implementation Plan in District 3 be paused until he could meet with Transportation Authority and San Francisco Municipal Transportation Agency staff.

Commissioner Breed asked who would be responsible for maintenance of the bulb-out plantings planned as part of the Potrero Hill Pedestrian Safety and Transit Access project in District 10. Ms. LaForte responded that she would follow up with the information on the maintenance plan for the improvements. Commissioner Breed said based on past experience, she would be concerned if there was no clear responsibility for maintenance of the proposed plantings.

There was no public comment.

7. Introduction of New Items – INFORMATION

During public comment, Andrew Yip commented on nature and destiny.

8. Public Comment

There was no public comment.

9. Adjournment

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