

**THIS PRINT COVERS CALENDAR ITEM NO.: 9.2**

**SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY**

**DIVISION:** Sustainable Streets – Transportation Engineering

**BRIEF DESCRIPTION:**

Approving various routine traffic and parking modifications as consent calendar items per the attached resolution.

**SUMMARY:**

- Under Proposition A, the SFMTA Board of Directors has authority to adopt parking and traffic regulations changes

**ENCLOSURES:**

1. SFMTAB Resolution

**APPROVALS:**

**DATE**

DIRECTOR OF DIVISION

PREPARING ITEM \_\_\_\_\_

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EXECUTIVE DIRECTOR/CEO \_\_\_\_\_

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SECRETARY \_\_\_\_\_

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ADOPTED RESOLUTION

BE RETURNED TO \_\_\_\_\_ Tom Folks

**ASSIGNED SFMTAB CALENDAR DATE:** \_\_\_\_\_

## PURPOSE

To approve various routine traffic and parking modifications.

### Benefit to the SFMTA 2008 – 2012 Strategic Plan:

## GOAL

- Goal 1 - Customer Focus: To provide safe, accessible, reliable, clean and environmentally sustainable service and encourage the use of auto-alternative modes through the Transit First Policy
- Objective 1.1 - Improve safety and security across all modes of transportation
- Goal 2 - System Performance: To get customers where they want to go, when they want to be there
- Objective 2.4 - Reduce congestion through major corridors
- Objective 2.5 - Manage parking supply to align with SFMTA and community goals

## ITEMS:

- A. ESTABLISH – BUS ZONE – Howard Street, south side, from 40 feet to 160 feet west of Beale Street (120-foot zone). **PH 1/29/2010 Requested by SFMTA**
- B. ESTABLISH – TOW-AWAY, NO STOPPING, DURING NON-BUSINESS HOURS – Howard Street, south side, from Beale Street to 40 feet westerly (40-foot zone, within the existing white zone). **PH 1/29/2010 Requested by SFMTA**
- C. RESCIND – TOUR BUS LOADING ZONE, 7 AM – 6 PM, EVERYDAY, 10-MINUTE LIMIT (6-MONTH TRIAL) – Geary Street, north side, from Powell Street to 130 feet easterly. **PH 1/29/2010 Requested by SFMTA**
- D. ESTABLISH – TOWAWAY NO STOPPING ANYTIME (6-MONTH TRIAL) – Geary Street, north side, from Powell Street to 25 feet easterly. **PH 1/29/2010 Requested by SFMTA**
- E. ESTABLISH – TOUR BUS LOADING ZONE, 7 AM – 6 PM, 5-MINUTE LIMIT (6-MONTH TRIAL) – Geary Street, north side, from 25 feet to 130 feet east of Powell Street. **PH 1/29/2010 Requested by SFMTA**
- F. ESTABLISH – TOW-AWAY, NO PARKING ANYTIME – Bernal Heights Boulevard, north side, from the driveway of 74 Bradford Street to 50 feet southerly. **PH 2/5/2010 Requested by SFMTA**
- G. ESTABLISH – TOW-AWAY, NO PARKING ANYTIME – Bernal Heights Boulevard, north side, between Chapman and Powhattan Streets. **PH 2/5/2010 Requested by SFMTA**
- H. ESTABLISH – RESIDENTIAL PERMIT PARKING AREA S, 2-HOUR PARKING, 8 AM TO 9 PM, MONDAY THROUGH FRIDAY – 700 Block of Sanchez Street, both sides, between 20th and Liberty Streets. **PH 2/5/2010 Requested by Residents**

- I. ESTABLISH – RESIDENTIAL PERMIT PARKING AREA J, 2-HOUR PARKING, 7 AM TO 7 PM, MONDAY THROUGH FRIDAY – 500 Block of Belvedere Street, both sides, between Alma and 17th Streets. **PH 2/5/2010 Requested by Residents**

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. \_\_\_\_\_

WHEREAS, The San Francisco Municipal Transportation Agency has received a request, or identified a need for traffic modifications as follows:

- A. ESTABLISH – BUS ZONE – Howard Street, south side, from 40 feet to 160 feet west of Beale Street (120-foot zone).
- B. ESTABLISH – TOW-AWAY, NO STOPPING, DURING NON-BUSINESS HOURS – Howard Street, south side, from Beale Street to 40 feet westerly (40-foot zone, within the existing white zone).
- C. RESCIND – TOUR BUS LOADING ZONE, 7 AM – 6 PM, EVERYDAY, 10-MINUTE LIMIT (6-MONTH TRIAL)– Geary Street, north side, from Powell Street to 130 feet easterly.
- D. ESTABLISH – TOWAWAY NO STOPPING ANYTIME (6-MONTH TRIAL)– Geary Street, north side, from Powell Street to 25 feet easterly.
- E. ESTABLISH – TOUR BUS LOADING ZONE, 7 AM – 6 PM, 5-MINUTE LIMIT (6-MONTH TRIAL) – Geary Street, north side, from 25 feet to 130 feet east of Powell Street.
- F. ESTABLISH – TOW-AWAY, NO PARKING ANYTIME – Bernal Heights Boulevard, north side, from the driveway of 74 Bradford Street to 50 feet southerly.
- G. ESTABLISH – TOW-AWAY, NO PARKING ANYTIME – Bernal Heights Boulevard, north side, between Chapman and Powhattan Streets.
- H. ESTABLISH – RESIDENTIAL PERMIT PARKING AREA S, 2-HOUR PARKING, 8 AM TO 9 PM, MONDAY THROUGH FRIDAY – 700 Block of Sanchez Street, both sides, between 20th and Liberty Streets.
- I. ESTABLISH – RESIDENTIAL PERMIT PARKING AREA J, 7 AM TO 7 PM, 2-HOUR PARKING, MONDAY THROUGH FRIDAY – 500 Block of Belvedere Street, both sides, between Alma and 17th Streets.

WHEREAS, The public has been notified about the proposed modifications and has been given the opportunity to comment on those modifications through the public hearing process; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors, upon recommendation of the Executive Director/CEO and the Director of Transportation Engineering, does hereby approve the changes.

I hereby certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of \_\_\_\_\_

\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

**THIS PRINT COVERS CALENDAR ITEM NO. : 9.3**

**SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY**

**DIVISION:** Capital Programs & Construction

**BRIEF DESCRIPTION:**

Authorizing the Executive Director/CEO to award San Francisco Municipal Transportation Agency Contract No. 1234, 21 Hayes Pole Replacement and Miscellaneous Overhead Construction, to Rosendin Electric, located at 880 N. Mabury Road, San Jose, CA 95133, as the lowest responsive and responsible bidder, in the amount of \$6,177,331, and for a term not to exceed 365 calendar days.

**SUMMARY:**

- On September 1, 2009, the San Francisco Municipal Transportation Agency Board of Directors adopted Resolution No. 09-150, which approved the plans and specifications and authorized bid call for Contract No. 1234, 21 Hayes Pole Replacement and Miscellaneous Overhead Construction.
- The project consists of replacing existing trolley poles along the 21 Hayes Line, traffic signals, streetlights, curb ramps, and overhead contact system at selected intersections along Hayes between Stanyan and Market streets; overhead switches and crossover assemblies in the Presidio Trolley Coach Facility; and converting McAllister Street from one-way to two-way traffic between Hyde and Market streets.
- Six bids were received and publicly opened on January 6, 2010.
- Staff recommends awarding Contract No. 1234 to Rosendin Electric as the lowest responsive and responsible bidder, in the amount of \$6,177,331.
- Federal and local sources are providing funds for the work under this contract.

**ENCLOSURES:**

1. SFMTAB Resolution
2. Project Budget & Financial Plan

**APPROVALS:**

**DATE**

DIRECTOR OF DIVISION  
PREPARING ITEM

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FINANCE

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EXECUTIVE DIRECTOR/CEO

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SECRETARY

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ADOPTED RESOLUTION  
BE RETURNED TO

\_\_\_\_\_ Gigi Pabros \_\_\_\_\_

**ASSIGNED SFMTAB CALENDAR DATE:** \_\_\_\_\_

**PAGE 2.**

**PURPOSE**

The purpose of this calendar item is to award San Francisco Municipal Transportation Agency (SFMTA) Contract No. 1234, 21 Hayes Pole Replacement and Miscellaneous Overhead Construction.

**GOAL**

Contract No. 1234 would assist in the implementation of the following goals, objectives, and initiatives in the SFMTA Strategic Plan:

- Goal 1: Customer Focus: To provide safe, accessible, clean, environmentally sustainable service and encourage the use of auto-alternative modes through the Transit First Policy
  - Objective 1.1 Improve safety and security across all modes of transportation
  - Objective 1.4 Improve accessibility across transit services
  - Objective 1.5 Increase percentage of trips using more sustainable modes (such as transit, walking, bicycling, rideshare)
  
- Goal 2: System Performance: To get customers where they want to go, when they want to be there
  - Objective 2.1 Improve transit reliability to meet 85% on-time performance standard
  - Objective 2.2 Ensure efficient transit connectivity and span of service
  - Objective 2.3 Fulfill bicycle and pedestrian network connectivity
  - Objective 2.4 Reduce congestion through major corridors
  
- Goal 5: SFMTA Workforce: To provide a flexible, supportive work environment and develop a workforce that takes pride and ownership of the agency’s mission and vision and leads the agency into an evolving, technology-driven future
  - Objective 5.1 Increase resources available for employees in performing their jobs (tools, staff hours, etc.)
  - Objective 5.2 Improve facilities in which people are working
  - Objective 5.3 Improve internal communication and employee satisfaction

**DESCRIPTION**

Background

Contract No. 1234 is identified in the latest San Francisco Municipal Railway Short Range Transit Plan under the Infrastructure Program and within the Overhead Rehabilitation Program. The Infrastructure Program consists of capital projects to build and maintain the fixed guideway elements such as the trolley overhead system, which includes replacement of the overhead wires, related poles, and traction power systems serving the light rail and trolley coach lines. Rehabilitation of the overhead system would reduce operational problems, reduce maintenance, and increase system reliability.

Scope of Work

The scope of work for the project includes replacing the deteriorated trolley poles and associated elements of the overhead system along the 21 Hayes Line and the overhead contact system at selected intersections between Stanyan and Market streets; replacing traffic signals, streetlights, and curb ramps at selected intersection; replacing overhead switches and crossover assemblies in the Presidio Trolley Coach Facility; and converting McAllister Street from one-way to two-way traffic between Hyde and Market streets.

Contract Award Procedure

On September 1, 2009, the SFMTA Board of Directors adopted Resolution No. 09-150, which authorized bid call for Contract No. 1234. The SFMTA reserved the right to award the contract in the following order of preference (No. 1 being the highest preference):

1. To the lowest responsive, responsible Bidder whose Base Bid Price with the Option Bid Item does not exceed the construction budget amount.
2. To the lowest responsive, responsible Bidder whose Base Bid Price without the Option Bid Item does not exceed the construction budget amount.
3. To the lowest responsive Bidder whose Base Bid Price without the Option Bid Item exceeds the construction budget amount.

Bid Opening & Bids Received

On January 6, 2010, SFMTA's Capital Programs and Construction Division received and publicly opened six bid proposals. Immediately before opening of the Bids, SFMTA announced the construction budget in the amount at \$9,200,000.

The six bid proposals received were as follows:

	Bidders	Base Bid Price	Option Bid Item	Total Bid Price
1	Rosendin Electric 880 N. Mabury Road San Jose, CA 95133	\$5,313,100	\$864,231	\$6,177,331
2	Shimmick Construction Company, Inc. 8201 Edgewater Drive, Suite 202 Oakland, CA 94621	\$5,886,110	\$650,000	\$6,536,110
3	McGuire Hester 9009 Railroad Avenue Oakland, CA 94603	\$6,318,943	\$800,000	\$7,118,943
4	Potelco, Incl. 14103 Stewart Road Sumner, WA 98390	\$6,632,620	\$700,000	\$7,332,620
5	A. Ruiz Construction Co. & Assoc. 1601 Cortland Avenue San Francisco, CA 94110	\$6,876,273	\$780,000	\$7,656,273



**PAGE 4.**

	Bidders	Base Bid Price	Option Bid Item	Total Bid Price
6	Balfour Beatty Rail Inc. 3204 Rosemead Blvd., Suite 104 El Monte, CA 91731	\$10,404,369	\$650,624	\$11,054,993

The engineer's estimate ranged between \$8,000,000 and \$9,500,000.

The time allotted to substantially complete construction of the project is 365 calendar days from the date of the written Notice to Proceed with the work. Liquidated damages are \$5,000 per calendar day for failure to complete the work on time.

Staff reviewed the six bid proposals and determined that Rosendin Electric is the lowest responsive and responsible bidder. The Contract Compliance Office reviewed the bid proposals and confirmed that Rosendin Electric will meet the revised Small Business Enterprise (SBE) participation goal of five percent established for this contract and will commit to meeting the Non-discrimination Equal Employment Requirements of the contract. Rosendin Electric is in compliance with Chapter 12B Equal Benefits Provision of the San Francisco Administrative Code.

**ALTERNATIVES CONSIDERED**

The project team held discussions with Maintenance staff concerning whether the work should be done by in-house staff. The preference was to have a contractor perform the work because contractors have enough crews with electrical and construction expertise to complete the work in a timely manner with minimal impact to Operations. Staff determined that contracting out to contractors was the practical alternative.

**FUNDING IMPACT**

Funding for the entire project comes from a combination of Federal and Local funds. All funding for this project has been secured.

The budget and financial plan for this project is presented in Enclosure 2 of the calendar item.

**OTHER APPROVALS RECEIVED OR STILL REQUIRED**

The City Attorney has reviewed this report.

No other approvals from any other agency are required for the award of this contract.

**RECOMMENDATION**

Staff recommends that the SFMTA Board of Directors authorize the Executive Director/CEO to award SFMTA Contract No. 1234, 21 Hayes Pole Replacement and Miscellaneous Overhead Construction, to Rosendin Electric, as the lowest responsive and responsible bidder, for a contract amount of \$6,177,331 and a term not to exceed 365 calendar days.

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. \_\_\_\_\_

WHEREAS, San Francisco Municipal Transportation Agency (SFMTA) Contract No. 1234, 21 Hayes Pole Replacement and Miscellaneous Overhead Construction, is identified in the latest San Francisco Municipal Railway Short Range Transit Plan under Infrastructure Program and within the Overhead Rehabilitation Program; and,

WHEREAS, The work to be performed under this project will replace the existing trolley poles along the 21 Hayes Line; traffic signals; streetlights, curb ramps, and overhead contact system at selected intersections along Hayes between Stanyan and Market streets; overhead switches and crossover assemblies in the Presidio Trolley Coach Facility; and convert McAllister Street from one-way to two-way traffic between Hyde and Market streets; and,

WHEREAS, On September 1, 2009, the SFMTA Board of Directors adopted Resolution No. 09-150, authorizing bid call for Contract No. 1234; and,

WHEREAS, On January 6, 2010, SFMTA received and publicly opened six bid proposals in response to its invitation for bids; and,

WHEREAS, SFMTA determined that Rosendin Electric, located at 880 N. Mabury Road, San Jose, CA 95133, is the lowest responsive and responsible bidder, in the amount of \$6,177,331; and,

WHEREAS, The SFMTA Contract Compliance Office reviewed the bid proposals and confirmed that Rosendin Electric will meet the revised Small Business Enterprise participation goal of five percent established for this contract and will commit to meeting the Non-discrimination Equal Employment Requirements of the contract; and

WHEREAS, The project is funded by Federal grants (80%) and by local funding sources (20%); now, therefore, be it

RESOLVED, That SFMTA Board of Directors authorizes the Executive Director/CEO to execute SFMTA Contract No. 1234, 21 Hayes Pole Replacement and Miscellaneous Overhead Construction, with Rosendin Electric, as the lowest responsive and responsible bidder, in an amount not to exceed \$6,177,331, and for a term of 365 calendar days.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of \_\_\_\_\_.

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Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

**ENCLOSURE 2**

**Contract No. 1234**

**21 Hayes Pole Replacement and Miscellaneous Overhead Construction  
Project Budget and Financial Plan**

**PROJECT BUDGET**

<b>Category</b>	<b>Budget</b>
Conceptual Engineering Phase Staff Support (SFMTA and Other Dept. Services)	\$360,000
Detail Design Phase Staff Support (SFMTA and Other Dept. Services)	\$1,330,737
Construction Phase Construction Contract, Contingency, and Staff Support	\$12,629,065
<b>Total Cost</b>	<b>\$14,319,802</b>

**FINANCIAL PLAN**

<b>Project Funding Source</b>	<b>Amount</b>
Federal Grant	\$11,455,842
Local Grants	
Proposition K	\$50,227
B664 Bridge Toll	\$33,733
I-Bond	\$2,780,000
<b>Total</b>	<b>\$14,319,802</b>

**THIS PRINT COVERS CALENDAR ITEM NO. : 9.4**

**SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY**

**DIVISION:** Finance and Information Technology

**BRIEF DESCRIPTION:**

Authorizing the Executive Director/CEO to implement the SFMTA Fare Media Transition Plan for transitioning all Muni paper fare media and tokens to the TransLink® card.

**SUMMARY:**

- On July 22, 2009, the SFMTA Board of Directors received information summarizing the plan for transitioning fare media to the TransLink card. The report included a list of constraints that would impede the successful implementation of the Fare Media Transition Plan (Transition Plan).
- The MTC included the SFMTA's Transition Plan and deadline dates in draft Resolution 3866 which updates the region's Transit Coordination Implementation Plan.
- Plans for addressing the constraints reported in July 2009 have been developed and are currently underway.
- Adoption of the proposed resolution would approve implementation of the Transition Plan, as modified to address identified constraints.

**ENCLOSURES:**

1. SFMTAB Resolution

**APPROVALS:**

**DATE**

DIRECTOR OF DIVISION

PREPARING ITEM \_\_\_\_\_

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FINANCE \_\_\_\_\_

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EXECUTIVE DIRECTOR/CEO \_\_\_\_\_

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SECRETARY \_\_\_\_\_

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ADOPTED RESOLUTION

BE RETURNED TO Diana Hammons

**ASSIGNED SFMTAB CALENDAR DATE:** \_\_\_\_\_

## PAGE 2

### PURPOSE

The purpose of the calendar item is to authorize the Executive Director/CEO to execute the Fare Media Transition Plan, to transition current Muni fare media to the TransLink® card.

### GOALS

The execution of the Fare Media Transition Plan would assist the SFMTA in meeting the following strategic goals:

**Goal 1:** Customer Focus: To provide safe, accessible, clean, environmentally sustainable service and encourage the use of auto-alternative modes through the Transit First policy.

Objective 1.4 – Improve accessibility across transit services.

Objective 1.5 – Increase percentage of trips using more sustainable mode (such as transit, walking, bicycling, rideshare).

**Goal 2:** External Affairs/Community Relations: To improve the customer experience, community value, and enhance the image of the SFMTA, as well as ensure SFMTA is a leader in the industry.

Objective 3.4 – Enhance proactive participation and cooperatively strive for improved regional transportation.

**Goal 3:** Financial Capacity: To ensure financial stability and effective resource utilization.

Objective 4.2 – Ensure the effective use of resources.

### DESCRIPTION

#### Background:

SFMTA and other regional transit agencies have been working with the Metropolitan Transportation Commission (MTC) and the TransLink® Management Group (TMG) to each develop a Fare Media Transition Plan ("Transition Plan"). The purpose of this endeavor was not only to receive commitment from the transit agencies to ensure the successful implementation of the TransLink® Program, but also to update the Bay Area's Transit Coordination Implementation Plan with each agency's transition plan, as outlined in MTC's draft Resolution 3866.

The Bay Area's Transit Coordination Implementation Plan is prepared by MTC and conforms to state laws (such as SB 1474) that establish MTC's authority to coordinate the region's transit services and implement a regional approach for collecting fares. The TransLink® Program is designed to provide this region's commuters with a single fare instrument for paying fares on any transit service in the area.

On July 22, 2009, the SFMTA Board received a report on the SFMTA's Plan for transitioning current Muni fare media to the TransLink® card. This Plan identified each fare product, its value, the number of units sold in FY '08, whether each item would be transitioned from its current form to the TransLink® card, and the projected date for this transition. The Plan also highlighted issues constraining the transition. The table below provides an update on the date for completing the transition from the current paper fare media and tokens to either a TransLink® card or a Limited Use TransLink® Ticket<sup>1</sup>. It also provides an overview of how each will be transitioned.

<b>Fare Media</b>	<b>Date for Ending Acceptance of Current Muni Fare Media</b>	<b>Transition Plan Overview</b>
<b>Monthly Passes</b>		
Adult BART/Muni Monthly Fast Pass®	6/1/10	Available on TransLink® only.
Adult Muni Monthly Fast Pass®	4/1/11	Transition will be executed upon completion of replacing Metro faregates with TransLink®-enabled faregates.
Senior and Youth Muni Monthly Fast Pass®	1/31/11	SFMTA will validate qualifications and collect applications. MTC will enter data, process and mail TransLink® card.
RTC/Disabled Monthly Pass	9/30/10	RTC customers will be instructed on how to use the full features of their current TransLink® card.
Lifeline	TBD	SFMTA will submit to MTC an implementation strategy and proposed transition date by Feb. 28, 2010 (dependent on Contractor submission of scope, budget and timeline).
Senior and Disabled Monthly Fast Pass® + BART	TBD	Pending response from Cubic and BART on budget, scope and timeline to implement new fare product.
<b>Visitor/Cable Car</b>		
1 Day Passport	TBD	Requires implementation of read/write Handheld Card Reader (HCR) to validate the availability of the product on the Limited Use TransLink® Ticket.
3 Day Passport	TBD	Same as above

<sup>1</sup> A Limited Use TransLink® Ticket is a paper smart card vended out of a TransLink® Ticket Vending Machine. It is currently designed for short-term products such as a single or round-trip purchase.

<b>Fare Media</b>	<b>Date for Ending Acceptance of Current Muni Fare Media</b>	<b>Transition Plan Overview</b>
7 Day Passport	TBD	Same as above
<b>Ticket Books/Tokens</b>		
Adult Single Ride Ticket Book	3/31/10	The 10-Ride Ticket Book will be available on TransLink® only.
Adult Single Token	4/1/11	Pending availability of pre-encoded Limited Use TransLink® Tickets.
<b>Inter-Agency Transfers</b>		
Golden Gate Ferry	4/1//10	Transfer discount only available on TransLink®.
BART Downtown Transfer Discount	6/1/10	Transfer discount only available on TransLink®.
Daly City Transfer	TBD	Pending evaluation of transfer policy.
<b>Muni Transfers</b>		
Bus/Rail Transfers	6/1/11	Transfer available only on TransLink®.
MMX/Autelca Ticket Vending Machine Transfers	6/1/11	Transfer available only on TransLink®.
<b>Institutional Pass</b>		
Class Pass	6/1/11	Pending development of distribution plan.

### **Update on the Transition Constraints**

The following lists and describes how the constraints reported July 22, 2009 are being addressed and resolved:

*Faregate Replacement* – Transition was constrained by the limited capacity for accepting TransLink® cards at the existing faregates. On October 28, 2009, Cubic was issued a Notice to Proceed to replace these faregates with new TransLink®-enabled faregates and accessible gates. The new faregates will be installed by December 2010.

*BART Availability* -- Transition was constrained by the lack of availability of accepting TransLink® cards at BART faregates. BART's faregates have been updated to accept TransLink®.

*Cable Car* – Transition was constrained by the inability of Cable Car operators to read and

validate TransLink® cards. New Handheld Card Readers (HCR) have been deployed to Cable Car operations and conductors have received initial training. HCRs are capable of reading and validating fare products on TransLink® cards, like the monthly passes. However, the transition of 1-, 3-, and 7-Day Passports requires the implementation of a read/write HCR.

*Senior/Youth Distribution* – In July, SFMTA staff reported that qualifying and issuing TransLink® cards to 40,000 Senior and Youth customers would strain SFMTA resources beyond capacity because only one sales outlet is equipped to provide this service. To mitigate this constraint, SFMTA staff proposes a comprehensive outreach effort at multiple satellite locations to qualify and collect Senior and Youth applications; Cubic, the TransLink® vendor, will enter customer information into the system and process and mail TransLink® cards.

*Proof of Payment* – Enforcement of TransLink® cards was constrained by issues related to memory and automatic updates to the existing HCRs. These issues are being addressed by the Contractor and upgrades will be executed in the near term.

## **ALTERNATIVES CONSIDERED**

The proposed Transition Plan conveyed in the above table was built on a comprehensive review of existing constraints, requirements and input from internal and external stakeholders.

## **FUNDING IMPACT**

MTC has established a draw-down account for each TransLink® operator's start-up operating costs. There is currently \$2,242,863.11 remaining in the SFMTA regional "incentive fund" account (estimated as of October 2009 by MTC). Based on current estimates of expenditures, approximately \$8 million in FY 2011 and \$8.5 million in FY 2012 will be included in the operating budget to cover increased costs associated with TransLink®. The SFMTA intends to use the one-time draw-down account to offset some expenditures during FY 2011, resulting in net TransLink® operating costs of slightly less than \$6 million. Staff will submit a follow-up report on the projected TransLink® budget.

## **OTHER APPROVALS REQUIRED OR STILL REQUIRED**

None.

## **RECOMMENDATION**

Staff recommends that the San Francisco Municipal Transportation Agency Board of Directors authorize the Executive Director/CEO (or his designee) to take all necessary action to execute the TransLink Fare Media Transition Plan as proposed.



SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. \_\_\_\_\_

WHEREAS, TransLink® is a regional fare media program under the management of the Metropolitan Transportation Commission (MTC); and,

WHEREAS, TransLink® improves regional accessibility to transit by simplifying fare payment and customer transfers across multiple operators; and,

WHEREAS, MTC has directed transit agencies to develop a fare media transition plan that would phase out the use paper fare media and tokens and promote the use of TransLink® as the primary fare media and payment system; and,

WHEREAS, The SFMTA has developed a Transition Plan in accordance with this direction; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to implement the TransLink® Fare Media Plan, which gradually transitions various forms of Muni paper fare media and tokens to the regional TransLink® system.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at their meeting of \_\_\_\_\_.

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Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

**MUNICIPAL TRANSPORTATION AGENCY  
City and County of San Francisco**

**DIVISION:** Finance & Information Technology

**BRIEF DESCRIPTION:**

Public Hearing before the San Francisco Municipal Transportation Agency (SFMTA) Board of Directors on March 2, 2010, to consider a declaration of continuing fiscal emergency under California Public Resources Code section 21080.32 and California Environmental Quality Act implementing guidelines, Title 14 of the California Code of Regulations section 15285 to satisfy the Agency's environmental review obligations in connection with proposed service modifications and increases in various fares, fees, fines, rates and charges that support transit service and that may be included in the proposed FY2011-2012 SFMTA Operating Budget.

**SUMMARY:**

- Charter section 8A.106 provides that the SFMTA must submit a two year budget by May 1<sup>st</sup> of each even-numbered year.
- As of February 25, 2010, the FY2011-2012 Operating Budget projected deficit is \$103.7 million due mainly to a continuing global economic downturn.
- Additionally, there are various options under discussion by the SFMTA Board of Directors to address a FY 2010 deficit of at least \$16.9 million including modifications in transit service and increases to various fares, fees, fines, rates and charges that support transit service which if implemented will reduce the FY 2011-2012 deficit to approximately \$57 million.
- The SFMTA Board will continue to consider possible modifications in transit service and increases to various fares, fees, fines, rates and charges that support transit service, and these considerations are likely to be included and reflected in the FY2011-2012 SFMTA Operating Budget.
- Modifications in transit service and increases to fares, fees, fines, rates and charges that support transit service are subject to review under the California Environment Quality Act (CEQA). CEQA provides a statutory exemption from environmental review for the modification of transit service and increases to fares, fees, fines, rates and charges that support transit service if such measures are implemented as a result of a declared fiscal emergency caused by the failure of the revenues to adequately fund agency programs, facilities, and operations.
- A “fiscal emergency” means that the agency is projected to have negative working capital within one year from the date that the agency makes the finding that fiscal emergency exists.
- The SFMTA Board of Directors declared a fiscal emergency on April 21, 2009 by its Motion/Resolution No. 09-064, and has already undertaken actions to address that fiscal emergency.
- In accordance with CEQA and its implementing guidelines, the SFMTA Board of Directors must hold a public hearing to receive public testimony regarding the proposed declaration of fiscal emergency.
- The SFMTA plans to respond to any comments made by the public at this public hearing at its March 30, 2010 SFMTA Board meeting.
- At the March 30, 2010 meeting, the SFMTA Board of Directors will be asked to declare that a fiscal emergency exists and requires consideration of service modifications and increases to various fares, fees, fines, rates and charges that support transit service in connection with approval of the FY2011-2012 SFMTA Operating Budget.

**APPROVALS:**

*DEPUTY OF DIVISION*

PREPARING ITEM \_\_\_\_\_

**DATE**

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FINANCE

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EXECUTIVE DIRECTOR/CEO

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SECRETARY

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***ASSIGNED SFMTAB CALENDAR DATE:***

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**PURPOSE**

Public Hearing before the San Francisco Municipal Transportation Agency (SFMTA) Board of Directors to consider a declaration of continuing fiscal emergency under California Public Resources Code section 21080.32 and California Environmental Quality Act implementing guidelines, Title 14 of the California Code of Regulations section 15285. The SFMTA must respond within 30 days of the public hearing to suggestions made by the public at this hearing and plans to do so at the March 30, 2010 Board meeting. After responding to these comments, the SFMTA Board may make a finding that a fiscal emergency exists for the SFMTA because of the failure of projected agency revenues to adequately fund agency programs, facilities, and operations.

**DESCRIPTION**

As of February 25, 2010, the FY 2011-2012 Operating Budget includes a projected deficit of \$103.7M. Addressing the FY 2010 deficit, which is at least \$16.9 million as of February 25, 2010, will reduce FY 2011-2012 Operating Budget projected deficit to approximately \$57 million as outlined below:

<b>Revenue Category</b>	<b>Projected FY 2010-2011 Operating Budget (millions)</b>	<b>Projected FY 2011-2012 Operating Budget (millions)</b>
Transit Fares	178.1	179.1
Operating Grants	74.8	75.5
Parking and Traffic Fees and Fines	228.7	231.8
Taxi Services	8.2	8.2
Other (Advertising, Interest, TIDF)	18.9	19.3
Interdepartmental Recovery	3.0	3.0
General Fund Transfer	169.3	173.3
Fund Balance - Appropriated	0	0
<b>TOTAL</b>	<b>\$681.0</b>	<b>\$690.2</b>

<b>Expenditure Category</b>	<b>Projected FY 2010-2011 Operating Budget (millions)</b>	<b>Projected FY 2011-2012 Operating Budget (millions)</b>
Salaries & Benefits	447.1	480.6
Contracts and Other Services	67.5	68.0
Materials & Supplies	50.7	50.7
Equipment & Maintenance	50.0	50.5
Rent & Building	7.0	7.0
Insurance & Payments to Other Agencies	68.6	68.6
Rainy Day Reserve	0.0	0.0
Work Orders	63.8	63.8
<b>TOTAL</b>	<b>\$784.7</b>	<b>\$789.2</b>

<b>Category</b>	<b>Projected FY 2010-2011 Operating Budget (millions)</b>	<b>Projected FY 2011-2012 Operating Budget (millions)</b>
Revenues	681.0	690.2
Expenditures	784.7	789.2
<b>TOTAL PROJECTED DEFICIT</b>	<b>(\$103.7)</b>	<b>(\$99.0)</b>
Proposals to Balance FY 2010 Budget	\$46.5 (Not including Prop K Sales Tax Request)	\$47.6
<b>REMAINING DEFICIT</b>	<b>(\$57.2)</b>	<b>(\$51.4)</b>

To address this deficit, the SFMTA Board of Directors will be considering various options including service modifications and increases to fares, fees, fines, rates and charges that support transit service. Modifications in transit service and increases to fares, fees, fines, rates and charges that support transit service are considered “projects” under the California Environmental Quality Act (“CEQA”) and typically require an evaluation of any potential environmental impact, unless a statutory exemption applies. CEQA provides a statutory exemption from environmental review for the modification of public transit service or to initiate or increase fees, rates, or charges as a result of a declared “fiscal emergency”. (California Public Resources Code section 21080.32; 14 Code of California Regulations section 15285.)

A “fiscal emergency” means that the transit agency is projected to have “negative working capital” within one year from the date that the agency makes the finding that a fiscal emergency exists. In calculating the available working capital, a transit agency adds together all unrestricted cash, unrestricted short-term investments, and unrestricted short-term accounts receivable and then subtracts unrestricted accounts payable. Employee retirement funds, including Internal Revenue Code Section 457 deferred compensation plans and Section 401(k) plans, health insurance reserves, bond payment reserves, workers’ compensation reserves, and insurance reserves, are excluded from this calculation.

**Calculation of Working Capital (millions)**

<b>Sources</b>	<b>Amount</b>
<i>Unrestricted Net Assets (Cash)</i>	
Fund Balance (Beginning FY 2010)	<b>\$15.6</b>
<b><i>Subtotal: Unrestricted Net Assets</i></b>	<b><i>\$15.6</i></b>
<i>Unrestricted Short-Term Investments</i>	<b>\$0.0</b>
<i>Unrestricted Accounts Receivables</i>	
Revenues (see above table)	<b>\$700.9</b>
Less Funds Restricted for Paratransit from Grants	<b>\$14.8</b>
<b><i>Subtotal: Accounts Receivables</i></b>	<b><i>\$686.1</i></b>
<b>Total Sources</b>	<b>\$701.7</b>

<b>Uses</b>	<b>Amount</b>
<i>Unrestricted Accounts Payables</i>	
Expenditures (see above table)	<b>\$781.8</b>
Less Expenditures funded from Grants for Paratransit	<b>(\$14.8)</b>
<b><i>Subtotal: Accounts Receivables</i></b>	
<b>Total Uses</b>	<b>\$766.9</b>
<b><i>Operating Surplus/(Deficit)</i></b>	<b><i>(\$65.2)</i></b>

As of February 25, 2010, the analysis of SFMTA's working capital shows negative working capital of \$65.2 million in 2010-2011. The analysis excludes restricted revenues and restricted expenditures. Therefore, grant funds and their expenditures are not included in the analysis. Capital projects, special revenue funds, Paratransit revenues and expenditures, and continuing projects funds are likewise excluded.

Once the above analysis is completed and the agency believes that a "fiscal emergency" declaration is warranted, the agency is required to hold a public hearing and respond to comments and suggestions made by the public prior to declaring that a fiscal emergency exists. During the public hearing, staff will address why a "fiscal emergency" exists and receive testimony from the public. Within 30 days after the public hearing, SFMTA is required to respond to comments received from the public at the hearing which is planned for March 30, 2010. Once SFMTA has responded to these comments, the SFMTA Board may declare that a "fiscal emergency" exists. Declaring the existence of a "fiscal emergency" does not by itself implement service modifications or changes to fares, fees, fines, rates and charges that support transit service. These actions require separate approvals by the SFMTA Board.

As required by CEQA, SFMTA will respond to public comments it receives at this hearing at the March 30, 2010, SFMTA Board meeting. At the same Board meeting, staff anticipates that the SFMTA Board of Directors will consider a resolution to declare that a fiscal emergency exists in connection with the FY2010-2012 SFMTA Operating Budget.

#### **ALTERNATIVES CONSIDERED**

The SFMTA Board will be considering various options to address the FY2010-2012 deficit at a public hearing on March 2, 2010.

#### **OTHER APPROVALS RECEIVED OR STILL REQUIRED**

The City Attorney has reviewed this item.

#### **FUNDING IMPACT**

Impact to FY 2011-2012 SFMTA Operating Budget.

#### **RECOMMENDATION**

Staff recommends that a public hearing be held before the San Francisco Municipal Transportation Agency (SFMTA) Board of Directors to consider a declaration of fiscal emergency for the FY2011-2012 SFMTA Operating Budget under CEQA and its implementing guidelines. The SFMTA must respond within 30 days to suggestions made by the public at the public hearing and plans to do so at the March 30, 2010, Board meeting. After responding to these comments, the SFMTA Board may make a finding that a fiscal emergency exists for the SFMTA because of the failure of projected agency revenues to adequately fund agency programs, facilities, and operations.