



RESOLUTION ADOPTING THE SAN FRANCISCO COUNTY TRANSPORTATION
AUTHORITY FISCAL YEAR 2013/14 ANNUAL BUDGET AND WORK PROGRAM

WHEREAS, Pursuant to State statutes (PUC Code Sections 131000 et seq.), the Authority must adopt an annual budget for Fiscal Year (FY) 2013/14 by June 30, 2013; and

WHEREAS, As called for in the Authority's Fiscal Policy (Resolution 13-07) and Administrative Code (Ordinance 13-02), it is the responsibility of the Finance Committee to set both the overall budget parameters for administrative and capital expenditures, the spending limits on certain line items, as well as to recommend adoption of the budget to the Authority Board prior to June 30 of each year; and

WHEREAS, The Authority's proposed FY 2013/14 Work Program includes activities in five major functional areas that are overseen by the Executive Director: 1) Policy and Programming, 2) Capital Projects delivery support and oversight, 3) Planning, 4) Technology Services, and 5) Finance and Administration; and

WHEREAS, These categories of activities are organized to efficiently address the Authority's 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, and administering the Vehicle Registration Fee for Transportation Improvements Program (Prop AA); and

WHEREAS, Our organizational approach also reflects the principle that all activities at the Authority 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 and federal, state and regional agencies; and

WHEREAS, Attachment B contains a description of the Authority's proposed Work



Program for FY 2013/14; and

WHEREAS, Attachment A displays the proposed budget in a format described in the Authority's Fiscal Policy; and

WHEREAS, Total revenues are projected to be \$109.9 million and sales tax revenues, net of interest earnings, are projected to be \$88.3 million, or 80.4% of FY 2013/14 revenues; and

WHEREAS, Total expenditures are projected to be about \$245.1 million, and of this amount, capital project costs are \$235.8 million, or 96.2% of total projected expenditures, with 3% of expenditures budgeted for administrative operating costs, and 0.7% for debt service and interest costs; and

WHEREAS, The division of revenues and expenditures into the sales tax program, CMA program, TFCA program, and Prop AA program on Attachment A reflects the four distinct Authority responsibilities and mandates; and

WHEREAS, At its May 22, 2013 meeting, the Citizen Advisory Committee was briefed on the subject request and adopted a motion of support for the staff recommendation; and

WHEREAS, At its June 11, 2013 meeting, the Finance Committee reviewed and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the attached San Francisco County Transportation Authority Fiscal Year 2013/14 Budget and Work Program are hereby adopted.

Attachments

- A. FY 2013/14 Annual Budget
- B. FY 2013/14 Annual Work Program

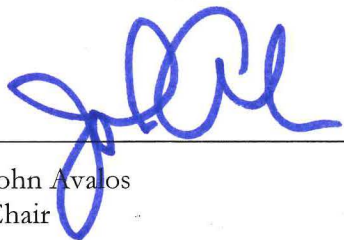


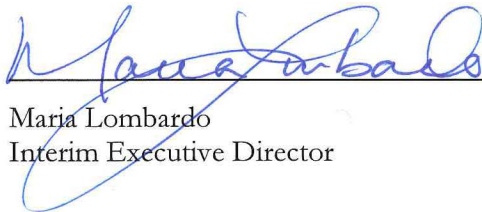
The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 25th day of June, 2013, by the following votes:

Ayes: Commissioners Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee (11)

Nays: (0)

Absent: (0)

 6-27-13
John Avalos Date
Chair

ATTEST:  6-27-13
Maria Lombardo Date
Interim Executive Director



**Attachment A
Fiscal Year 2013/14 Budget**

Budget by Fund

	Sales Tax Program	Congestion Management Agency Programs	Transportation Fund For Clean Air Program	Vehicle Registration Fee For Transportation Improvements Program	Budget Fiscal Year 2013/14	Change from prior year: Increase/ (Decrease)	Amended Budget Fiscal Year 2012/13
Revenues:							
Sales Tax Revenues	\$ 88,294,414	\$ -	\$ -	\$ -	\$ 88,294,414	\$ 3,802,152	\$ 84,492,262
Vehicle Registration Fee	-	-	-	4,727,760	4,727,760	(83,760)	4,811,520
Interest Income	939,991	-	3,000	5,000	947,991	(64,051)	1,012,042
Federal/State/Regional Revenues	-	12,505,356	736,195	-	13,241,551	(30,793,660)	44,035,211
Other Revenues	2,571,750	88,143	-	-	2,659,893	2,543,405	116,488
Total Revenues	91,806,155	12,593,499	739,195	4,732,760	109,871,609	(24,595,914)	134,467,523
Expenditures:							
Capital Projects Costs	210,587,000	13,958,968	1,433,954	9,817,216	235,797,138	53,197,771	182,599,367
Administrative Operating Costs	4,726,681	2,734,876	36,501	236,388	7,734,446	272,581	7,461,865
Debt Service Interest and Fiscal Charges	1,600,000	-	-	-	1,600,000	262,367	1,337,633
Total Expenditures	216,913,681	16,693,844	1,470,455	10,053,604	245,131,584	53,732,719	191,398,865
Other Financing Sources (Uses):	271,218,165	4,100,345	-	-	275,318,510	275,318,510	-
Net Change in Fund Balance	\$ 146,110,639	\$ -	\$ (731,260)	\$ (5,320,844)	\$ 140,058,535	\$ 196,989,877	\$ (56,931,342)
Budgetary Fund Balance, as of July 1	\$ (139,134,453)	\$ -	\$ 877,384	\$ 7,968,695	\$ (130,288,374)	N/A	\$ (76,563,801)
Budgetary Fund Balance, as of June 30	\$ 6,976,186	\$ -	\$ 146,124	\$ 2,647,851	\$ 9,770,161	N/A	\$ (133,495,143)

Attachment B
Fiscal Year 2013/14 Annual Work Program



The Authority's Fiscal Year (FY) 2013/14 Work Program includes activities in five major functional areas overseen by the Executive Director: 1) Policy and Programming, 2) Capital Projects delivery support and oversight, 3) Planning, 4) Technology Services, and 5) Finance and Administration. These categories of activities address the Authority's designated mandates. These include 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 and administering the \$10 Prop AA vehicle registration fee. Our organizational approach also reflects the principle that all activities at the Authority 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. The Work Program reflects the coordinated manner in which activities are managed by the Authority, by functional areas and projects.

POLICY AND PROGRAMMING

The FY 2013/14 Work Program for the Policy and Programming section focuses on strategic funding and policy issues that will affect the implementation of many of the important improvements to the transportation system made possible by the passage of Prop K, as well as emerging new priorities identified through the San Francisco Transportation Plan (SFTP). As always, opportunities to improve leveraging (i.e., matching) of Prop K funds with other federal, state, regional or local funds remain critically important. Given the political climate at the state and federal levels, FY 2013/14 presents a bleak outlook for increased revenues at the state and (particularly) federal level and a real chance of decreased revenues from the latter. Yet there are also opportunities such as further stabilizing state transportation revenues to provide a more reliable revenue stream and increased opportunities for public-private partnerships (P3) and pricing initiatives. This climate underscores the need for clear priorities, ensuring that San Francisco projects are truly competitive for discretionary programs, and ongoing oversight to comply with timely use of funds deadlines so that funds are not lost to projects or to San Francisco.

In this context, the 2013 update of the Prop K Strategic Plan and the 21 5-Year Prioritization Programs (5YPPs) covering FYs 2014/15 through 2018/19 will provide a strong framework for this work. The 2013 updates are a multi-jurisdictional effort led by the Policy and Programming section and involving all other Authority sections, the Board, the public and project sponsors in broad-based discussions regarding project readiness, project phasing options, timing of environmental clearances, full funding plans and strategies including options for advancing or swapping different fund sources, and other technical information to arrive at a well-considered plan that maximizes the Authority's ability to leverage the Prop K program while minimizing financing costs and expediting delivery of transportation improvements.

In FY 2013/14, the Policy and Programming section will focus on ongoing implementation of Prop K, with a concerted effort to upgrade project delivery oversight and reporting (particularly public-facing reporting), in concert with the Capital Projects, Finance and Administration, and Technology Services sections, to help ensure that the Prop K program is delivered in a timely fashion and leveraging opportunities are realized. Similarly, the Policy and Programming section will ensure efficient and effective implementation of the Prop AA program by applying lessons learned from Prop K and making use of existing Prop K systems. Further, this section will work with the Technology Services section to develop web-based formats for public reporting of Prop AA project delivery progress, which is especially important given Prop AA's voter mandate to quickly delivery projects that provide tangible benefits to the public.

This section will continue to provide key input to the Planning section for the SFTP update, including funding strategies for existing and new revenue sources, policy considerations, and capital project prioritization. The new revenue strategy will include recommendations related to state and federal revenue

Attachment B
Fiscal Year 2013/14 Annual Work Program



advocacy, but given the current political climate and budget challenges at those levels of government, the focus will be on local measures. Related activities include participating in the Mayor's 2030 Transportation Task Force, active involvement in the development of proposals for new transportation revenues, particularly at the regional and state levels such as participating in the new revenue advocacy efforts stemming from the Metropolitan Transportation Commission's (MTC's) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) (see Planning section for more detail). In addition, the Authority monitors state legislation affecting San Francisco's transportation programs, and develops strategies for advancing legislative initiatives beneficial to the program.

Programming has traditionally been a cyclical set of activities, but the multiplicity of fund programs handled by the Authority and the additional requirements established by Prop K, such as 5YPPs, result in a steady year-round workload, exacerbated during particularly acute peaks, such as the end of the fiscal year when we bring annual Prop K allocation requests and TFCA programming recommendations for the upcoming fiscal year to the Board for approval. Based on the Prop K and Prop AA Strategic Plans and ongoing conversations with project sponsors, we are anticipating about \$110.8 million in new allocations for Prop K capital expenditures and about \$8.7 million in new allocations for Prop AA capital expenditures. In addition, we anticipate programming just about \$732,000 to new TFCA capital projects.

The following activities are anticipated for the Policy and Programming section in the upcoming fiscal year:

- Prop K Allocation Requests: Evaluate project sponsor applications and amendments
- Prop K Strategic Plan and 5YPP: Manage ongoing implementation and amendments in coordination with Capital Projects, Planning, and Finance and Administration sections, as well as manage the 2013 Strategic Plan and 5YPP updates, working closely with the Authority Board and project sponsors, seeking public input throughout the process
- Prop K Project Delivery Oversight: Provide oversight of delivery of all programmatic (i.e., non-project specific) categories in Prop K, with primary responsibility for all programmatic categories (e.g., bicycle and pedestrian circulation and safety, transit preferential streets, traffic calming, signs and signals), except for transit rehabilitation categories where the Policy and Programming section supports the Capital Projects section, particularly in funding assessments and strategy
- Project Controls and Oversight System: Work with Capital Project, Technology Services, and Finance and Administration sections to improve project delivery monitoring and reporting, including assessments of project readiness and expenditure status, streamlining invoice and reporting processes for project sponsors, and project reporting to the public
- 2013 RTP/SCS: Work closely with the Planning section to represent San Francisco's interests and project priorities to the MTC, participating in related efforts such as the Transit Sustainability Project, new revenue advocacy and other policy initiatives; support Planning section's efforts to develop the OBAG Transportation Investment and Growth Strategy in coordination with relevant city agencies, regional transit operators, and other stakeholders
- Regional Transit Expansion Agreement (MTC Resolution 3434): Provide ongoing advocacy for San Francisco priorities
- Prop AA Vehicle Registration Fee: Evaluate project sponsor applications and amendments; provide project delivery oversight; review and approve reimbursement requests; and further development and enhance project delivery reporting

Attachment B
Fiscal Year 2013/14 Annual Work Program



- New Regional Fund Programs Stemming from 2013 RTP/SCS: Manage second cycle programming for CMA administered programs (e.g. OneBayArea Block grant), conduct project oversight and provide assistance to sponsors with timely use of funds deadlines for federally-funded San Francisco projects, whether directly prioritized by the Authority or not, consistent with assigned CMA responsibilities
- Lifeline Transportation Program: Work with sponsors and MTC to implement programming recommendations from Cycle 3; coordinate with transit operators that directly receive funds under revised program guidelines; collect performance data from sponsors, monitor project delivery, and assist sponsors with obligation of funds in a timely manner
- TFCA Annual Local Programming Cycle: Determine priorities, manage program, assist sponsors with applications and amendments
- TFCA Administration: Work with CMAs and Bay Area Air Quality Management District to further streamline TFCA administration and potentially seek legislative reform
- TFCA Regional Programming Cycle: Assist sponsors with applications
- Oversight and Project Delivery Support: As CMA, assist MTC with oversight of San Francisco projects funded with federal, regional and other funds; provide assistance with compliance of timely use of funds deadlines and work to ensure no loss of funds to San Francisco projects
- State Transportation Improvement Program (STIP): Manage 2014 STIP development seeking to secure and advance funds for the Authority's adopted Regional Improvement Program priorities (e.g. Central Subway); provide ongoing strategy development and implementation for advancing funds and dealing with likely STIP allocation plans and other issues related to state budget challenges and the significant impacts this has had on the availability of STIP revenues; provide ongoing assistance with project sponsor allocation and amendment requests to avoid loss of funds given stringent timely-use-of-funds requirements; and provide support to Capital Projects section for Presidio Parkway funding and financing strategy
- Interregional Transportation Improvement Program: Manage prioritization of San Francisco projects and negotiation with other Bay Area CMAs, MTC, and the state
- Central Subway Funding and Financing Strategy Support: Assist the San Francisco Municipal Transportation Agency (SFMTA) with ongoing refinement and implementation of a strategy that includes support for timely appropriation of Federal New Starts funds committed to the project, timely allocation of Prop 1B transit formula funds from the California Transportation Commission (CTC), programming and allocation of the remaining STIP funds committed to the project by the Authority, and development of a bridge financing and/or fund swap strategy to meet the project's cash flow needs in the likely event that not all of the New Starts and RIP funds will be available when needed
- Regional, State and Federal Funds: Provide advocacy (including MTC/Partnership and Bay Area CMA committee work) and ongoing coordination with and appearances before the MTC, CTC, and federal agencies on behalf of San Francisco project sponsors
- Federal Transportation Improvement Program: Provide amendments and updates (coordination and processing with MTC and project sponsors)

Attachment B
Fiscal Year 2013/14 Annual Work Program



- SFTP: Support the Planning section's SFTP update, including finalization of a preferred and a vision investment package, development of funding strategies, identification of new revenue sources and advocacy strategy, assessment of funding shortfalls, and assistance with development of project prioritization and policy recommendations; participate in Mayor's 2030 Transportation Task Force
- State and Federal Legislation: Manage tracking, strategy and development in coordination with all other Authority sections and project sponsors
- SFMTA Bicycle Program: Work with the SFMTA to ensure that necessary resources are in place to support timely and within budget implementation of bicycle network improvement projects and parking, and a steady pipeline of new project development, maximizing leveraging of funds and complete streets coordination opportunities
- Transit Effectiveness Project (TEP): In coordination with the Planning section, provide input to the SFMTA on planning and environmental studies for the TEP and assist with development of funding and project delivery strategies to implement capital recommendations, including planned amendments of the relevant Prop K and Prop AA 5YPPs and a strategy for targeting near-term discretionary funding cycles
- Better Streets Plan/Complete Streets: Provide assistance with development of implementation strategy and ongoing efforts to streamline planning, approvals, project delivery, etc.
- Prop B Grants: Work with project sponsors to close out remaining Prop B grants
- eFleet: Carsharing Electrified Project: Act as a fiscal agent to support City CarShare, a Bay Area non-profit organization, in deploying a fleet of electric vehicles with supportive infrastructure and operations

CAPITAL PROJECTS

The Capital Projects section works to facilitate the timely and cost-effective delivery of Authority-funded transportation projects and programs, and to ensure implementation of the project delivery policies. The Capital Projects section will focus its oversight efforts on the delivery of the Prop K major capital projects, such as the Presidio Parkway, the SFMTA's Central Subway, and the Caltrain Downtown Extension/Transbay Terminal (Transbay Transit Center). The Capital Projects section also provides primary oversight of Prop K projects in four programmatic categories: transit vehicles, guideways, facilities, and the Caltrain Capital Improvement Program, supported by the Policy and Programming section. The Capital Projects section works with the Planning and the Policy and Programming sections to provide engineering support for Authority-led planning efforts, as well as for regional, state, and federal grant applications and Prop K and Prop AA allocation requests. The Capital Projects section provides technical assistance to help project sponsors meet timely use of funds deadlines and other requirements, to avoid the loss of discretionary state and federal grant funds.

Key activities foreseen for FY 2013/14 for the Capital Projects section include the following:

- Presidio Parkway Project: Continue supporting California Department of Transportation (Caltrans) with construction management and design support during construction to closeout Phase I; serve as lead for various components of the P3 contract awarded to Golden Link Concessionaire for Phase II; work with Caltrans to ensure compliance with conditions associated with prior allocations of federal economic stimulus funds; actively assist Caltrans with implementation and oversight of the P3 contract for Phase II

Attachment B
Fiscal Year 2013/14 Annual Work Program



- Central Subway: With modeling support from Technology Services section and financing support from Policy and Programming section, provide project management oversight and scope/cost/schedule and funding assessment
- Transbay Transit Center: Project management oversight; scope/cost/schedule and funding assessment
- Prop K Transit State of Good Repair Categories: Allocation support, including scope/cost/schedule assessment and project management oversight, especially for major capital projects
- I-80/Yerba Buena Island (YBI) Interchange Improvement Project: Continue final engineering and design work; management activities with Caltrans, the Bay Area Toll Authority, the Office of Economic and Workforce Development and Treasure Island Development Authority on coordination of the construction of the I-80/YBI Interchange Improvement Project with the construction the new Eastern Span of the San Francisco-Oakland Bay Bridge
- Caltrain Electrification and California High-Speed Rail Program: With support from the Planning section, coordination with the California High-Speed Rail Authority (CHSRA) and San Francisco agencies on issues affecting the city; work with Caltrain, the MTC, the Mayor's Office and other Peninsula stakeholders to monitor delivery of the Caltrain Electrification project including the Communications Based Overlay Signal System (CBOSS), and with support from the Policy and Programming section, work with the Mayor's Office on development and implementation of a funding strategy for San Francisco's local partner contribution to the Electrification and CBOSS projects
- Authority-led Prop K Projects: Engineering support for Prop K projects, such as bus rapid transit (BRT) environmental studies on Van Ness Avenue and Geary Corridor, and Balboa Park Station Area planning and engineering efforts (scope/cost/schedule assessment, project management oversight)
- Authority-programmed Grants: Engineering support for state and federal Authority-programmed grants; scope/cost/schedule assessment to assist with timely-use of-funds compliance and issue resolution
- 2013 Prop K Strategic Plan and 5YPP Updates: In coordination with the Policy and Programming section, monitor, and report Prop K cash flow needs for major capital and transit SOGR projects to forecast financing needs and to provide input to Strategic Plan and 5YPP updates; manage Prop K reimbursements to project sponsors for major capital projects and four transit rehabilitation categories; support other divisions for reimbursement and oversight of remaining Prop K projects
- Project Controls and Oversight System: Implementation, maintenance, and enhancement of project controls data management system, in coordination with Finance and Administration, Policy and Programming and Technology Services sections

PLANNING

The Authority's planning activities for FY 2013/14 will focus on coordinating the SFTP recommendations with the Mayor's Transportation Task Force, supporting design and other implementation activities for the Van Ness Avenue BRT project and selecting a Locally Preferred Alternative and releasing the Draft Environmental Impact Statement/Environmental Impact Report (EIS/EIR) for the Geary Corridor BRT project. The Authority will also continue working on the 19th Avenue Bulb Outs designs and Transit

Attachment B
Fiscal Year 2013/14 Annual Work Program



Corridor Study, along with the Balboa Park Station Access and Circulation Study and Geneva BRT Study. During FY 2013/14, the Authority will also advance our pricing program via advancing the Treasure Island Transportation Study and Parking Regulation and Pricing Study. Our neighborhood transportation planning work will include the initiation of the Potrero Hill Neighborhood Transportation Plan and support for traffic calming and safety improvements to San Jose Avenue, as recommended by the Authority's Central Freeway/Octavia Boulevard Circulation Study. The Planning section will also continue to lead the Quint-Jerrold Connector Road designs and environmental review, as well as support the City's Transportation Sustainability Project work. We will continue to work closely with the Policy and Programming section and other external partners such as the San Francisco Planning Department on regional planning work related to the anticipated adoption of the region's first Sustainable Communities Strategy, the One Bay Area Plan. This includes development and implementation of a Priority Development Area Transportation Investment and Growth Strategy and related Federal capital and planning funds. The Planning section works with the Capital Projects section for engineering support, Policy and Programming section for development of a funding strategy to support the various planning efforts and with the Technology Services section for travel demand forecasting and related analytical support.

The planning activities anticipated for FY 2013/14 are:

- SFTP Update: Incorporate public input on Draft Plan recommendations, coordinate investment strategies with the Mayor's Transportation Task Force, and seek formal approval and adoption of plan
- RTP/SCS: Working with the Policy and Programming section, and Planning Department, support implementation of the One Bay Area Plan
- Parking Pricing and Regulation Study: Continue review of citywide parking pricing and regulation strategies that yield demand management and transportation system performance benefits in cooperation with SFMTA
- Treasure Island Transportation Plan: Obtain designation of Authority as Transportation Management Agency to plan and implement the Treasure Island Transportation Program; includes setting up the new agency, and continued management of the Treasure Island Mobility Study
- Congestion Pricing Pilot: Seek funding for Congestion Pricing Pilot System Planning and Environmental Studies
- Van Ness Avenue BRT EIS/EIR Study: Support SFMTA design engineering phase including through ensuring environmental compliance; support SFMTA vehicle procurement process and branding, and integration of these with the SFMTA fleet plan, TEP, Geary BRT and other projects and programs
- Geary Corridor BRT Study: Select a Locally Preferred Alternative for the project leading to release of Draft EIS/EIR and associated public outreach
- 19th Avenue Pedestrian and Transit Bulbouts Project: Finalize bulbout designs and cost estimates in parallel with SFMTA completion of planning and environmental studies in the corridor
- 19th Avenue Transit Corridor Investment Study: Continue to manage study of M-Line Light Rail Transit operations and re-design options; includes engineering, transit operations, traffic and non-motorized transportation planning and public outreach
- Bi-County Transportation Program Coordination: Following adoption of the Bi-County

Attachment B
Fiscal Year 2013/14 Annual Work Program



Transportation Study, lead work on the top priority project from the Bi-County program: the Geneva BRT feasibility study, including seating of a Community Advisory Committee; and continue to coordinate with sponsors of other projects in the area including San Mateo County's US 101/Candlestick Interchange project

- Better Market Street Project: Wind down consultant contract for the conceptual planning phase, participate on Technical Advisory Committee for the environmental phase
- San Francisco Public-Private Travel Demand Management (TDM) Partnership Project: Implement and evaluate employer-led TDM pilots for three area-wide working groups; develop recommendations with SFMTA for the Muni Partners Program, and launch parking cashout TDM pilot
- Transportation Sustainability Project (TSP) EIR: Continue supporting Planning Department-led EIR for the TSP (new California Environmental Quality Act transportation impact methodology and mitigation approach) and providing support to the State Resources Agency on new regulations consistent with Senate Bill 375
- Bayview Oakdale Caltrain Station: Continue working with Peninsula Corridor Joint Powers Board (PCJPB) and Department of Public Works staff on the Quint Street Bridge Replacement and Quint-Jerrold Connector Road projects; coordinate with PCJPB on infill station policy development and potential next steps for project development including environmental review
- Balboa Park Circulation Study and CAC Support: Continue to lead the study through the concept evaluation stage, leading to identification of a preferred alternative
- Congestion Management Program Update: Conduct speed surveys on the city's main arterial network, for both vehicle and surface transit for adoption and submittal to MTC as required of all CMAs biennially
- California High-Speed Rail Planning in San Francisco: Work in collaboration with Capital Projects section and coordinate San Francisco input to CHSRA as well as Caltrain Electrification
- Other Outside Studies: Provide support to the SFMTA's TEP; Mayor's Pedestrian Safety Task Force; Market/Octavia Plan, Glen Park Plan, Eastern Neighborhoods Transportation Improvements Plan; Balboa Park Station Transportation Plan; Central Corridor Plan, Transbay Transit Center District Plan; Treasure Island Development Plan; Waterfront Development Plan; Cesar Chavez East Transportation Plan; MTC and Caltrans planning studies
- Transportation/Land Use Coordination: Participate in activities, as required by MTC of all CMAs, including, in addition to RTP/SCS policy and program development as described above: One Bay Area Grant and Transportation Investment and Growth Policy initiatives; Freeway Performance Initiative and Express Lane Master Plan development, and integration of equity considerations into corridor transportation studies

In addition, the Planning section attends coordination meetings with other city, regional and state agencies and community organizations as necessary to deliver the main products in the Work Program, and cover relevant MTC and Bay Area Partnership meetings as necessary to accomplish the program.

TECHNOLOGY SERVICES

The Technology Services section will continue to coordinate all technology support needs at the Authority,

Attachment B
Fiscal Year 2013/14 Annual Work Program



including travel forecasting and analysis, data analysis, print graphics, the agency website, and internal systems.

- Travel Modeling/Forecasting Support and Analysis for Authority Studies: Provide modeling, mapping, and graphics services to support the Planning, Capital Projects, and Policy and Programming sections (e.g., SFTP update, Geary Corridor BRT and Transportation Sustainability Fee environmental studies, Balboa Park Station Area Study, Geneva BRT, Van Ness Avenue BRT, Broadway Traffic Study, Parking Pricing and Regulation Study, and the 19th Avenue Investment Study will depend on modeling support)
- Modeling Service Bureau and Data Dissemination Operations: Provide travel model services to city agencies and consultants in support of many projects and studies; expected service bureau support this year will be provided for the Better Market Street, Central Subway, Central Corridor EIR, and the SFMTA's Waterfront Transportation Plan; continue to serve as a data resource for city agencies, consultants, and the public and enhance data management and dissemination capabilities by developing web-based tools such as the "Count Dracula" portal for organizing, mapping, and analyzing traffic, bike, and pedestrian counts
- Complete the requirements for model consistency in coordination with MTC as a part of the Congestion Management Plan update
- Land Use Growth Allocation Model Development and Land Use Analysis: Continue supporting the refinement of the Bay Area land use growth allocation model with Association of Bay Area Governments (ABAG) and MTC, and coordinate land use analysis activities in cooperation with the Planning Department and our regional partners: ABAG and MTC
- Travel Demand Model Enhancements: Implement numerous SF-CHAMP and Dynamic Traffic Assignment model improvements, with special emphasis on transit reliability; begin analyzing and using data from the 2012 California Household Travel Survey and scope the development of SF-CHAMP 5 to meet upcoming planning needs
- Support Related Research: Support researchers working on topics that complement and will enhance our understanding of travel behavior; this year, proposed research will analyze the usefulness of cell phone data for transportation planning; examine transit perceptions from frequent and infrequent transit users using smartphone-based surveys; explore the fusion of multiple geographic data sources such as cell phone data with transit fare card, vehicle location, and passenger data; analyze the stability of model parameters and forecasts over time; and examine bicycle route impedances
- Project Controls and Oversight System: Continue enhancing the system (e.g. Portal) in coordination with project sponsors, Capital Projects, Policy and Programming, and Finance and Administration sections, assist with the implementation of new accounting software (including interfaces with the Project Controls and Oversight System), and enhance project delivery and reporting capabilities (both internal and public-facing)
- Website Development: Expand content and capabilities to add, maintain and enhance interactive project delivery reporting features such as the mystreetsf.com project map
- Graphics and Multimedia: Provide support, strengthen the Authority's capabilities in producing high-quality graphic and multimedia materials in support of the agency work program, and maintain the existing Geographic Information System data and capabilities

Attachment B
Fiscal Year 2013/14 Annual Work Program



- 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

FINANCE AND ADMINISTRATION

Finance and Administration activities during the year will include and continue:

- Audits: Prepare, procure, manage fiscal, single, compliance, and management audits
- Budget: Develop and administer Authority budget, including performance monitoring, internal program and project tracking
- Accounting: Maintain payroll functions, general ledger and accounting system, including paying, receiving and recording functions; implement a new accounting software to improve accounting functions, general ledger reconciliations and financial reporting, as well as enabling improved data sharing with project delivery oversight
- Reports and Financial Statements: Monitor internal controls and prepare reports and financial statements
- Contract Support: Oversee procurement process for professional consultant contracts, prepare contracts, manage compliance for contracts and associated Memoranda of Agreement and Understanding
- Grants Management: Manage grants and prepare invoices for reimbursement
- Disadvantaged Business Enterprise and Local Business Enterprise: Administer program, review and update policy for any new state and federal requirements, and review applications and award certifications
- Human Resources: Administer recruitment, personnel and benefits management and office procedures
- Policies: Maintain and update Administrative Code, fiscal, debt, procurement, investment, and travel policies
- Office Management and Administrative Support: Maintain facilities and provide procurement of goods and services and administration of services contracts
- Legal Issues: Manage routine legal issues, claims and public records requests
- Capital Financing Program Management: Provide monitoring of financial performance, maintain the cash flow model, analyzing finance options, developing recommendations, issuing and managing debt
- Authority Board and Committee Support: Provide assistance to the Clerk of the Authority as required with preparation of agenda packets and minutes, updates to website and clerking meetings
- Front Office Duties: Greet visitors, respond to general inquiries from the public and other agencies, and assist staff with general office requests

Attachment B
Fiscal Year 2013/14 Annual Work Program



EXECUTIVE DIRECTOR

The Executive Director's office is responsible for directing the agency, for the development of the annual emphasis areas and plans, and for the efficient management of staff to accomplish assigned and established work products and goals. The Executive Director's office is responsible for effective communications with the Board, the Mayor's Office, and San Francisco's elected representatives at the state and federal levels; for coordination and partnering with other city agencies, regional, state and federal agencies, and other CMAs. The Executive Director's office is also responsible for an appropriate level of external communications, including community and press relations, communication of agency program goals, project identity, and advocacy issues.