

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 190604-061

WHEREAS, The City and County of San Francisco has offered community service in lieu of payment for parking citations through a third-party administrator (Administrator) consistently since prior to the decriminalization of parking citations in the mid-1990s; and,

WHEREAS, In January 2016, the SFMTA entered into a contract with JBR Partners to streamline the administration of the community service program and, at the same time, transferred payment plan processing in-house; and,

WHEREAS, With the award of this contract, a number of changes were implemented, including eliminating restrictions on processing of citations; increasing the time period for payment plan completion; adjusting service credit hours to be consistent with minimum wage requirements; and eliminating pre-payment requirements for certain fees; and,

WHEREAS, Subsequent to these initial changes, enrollment fees have been lowered and may be waived once per year for low-income customers; and,

WHEREAS, This program has served more than 3,600 customers completing approximately 30,000 hours of community service in the past three years; and,

WHEREAS, The SFMTA issued an Invitation for Bids (IFB) on February 21, 2019, to solicit competitive bids for the for an Administrator for the Community Service program; and,


WHEREAS, The SFMTA received one responsive proposal to the RFP from responsible proposers; and,

WHEREAS, On April 25, 2019, the SFMTA, under authority delegated by the Planning Department, determined that the proposed contract for the administration of the Community Service Program for parking and transit citations, is not defined as a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors, and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors approves Contract No. SFMTA-2019-38 to JBR Partners, Inc. for the administration of the Community Service Program for parking and transit citations in an amount not to exceed \$1,116,000, and a term not to exceed two years, with an option to extend the contract for three additional one-year terms at the Director of Transportation's sole discretion.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of June 4, 2019.



Secretary to the Board of Directors
San Francisco Municipal Transportation Agency