



AGENDA ITEM 2

SFMTA STAFFING AND SUPPORT FOR THE BALBOA PARK STATION AREA CAC Presented at January 23, 2018 Meeting

1. ISSUES RAISED BY CAC MEMBER MUEHLBAUER

1.1 Coordination. Need for interagency/interdepartmental and multiple CAC coordination, potentially including a study session with involved agencies/departments and/or special overview workshop(s) regarding Balboa Park issues. Robert pointed to the “tremendous changes” in the Station area, both development projects and transportation changes.

1.2 Meeting Frequency. Would monthly meetings be desirable and productive?

1.3 Level of Staff Support. Robert raised concerns about the level of staff support and the availability of materials in advance of the meeting.

2. THE SFMTA ROLE AND MEETING FREQUENCY PER LEGISLATION

Under the legislation continuing the BPSACAC (Ordinance No. 235-16), which amended the legislation establishing the CAC, the “Board of Supervisors urges the Municipal Transportation Agency to provide clerical and administrative support and staffing for the Committee.” No financial support is provided to the SFMTA for this role, which must use its operating budget

The Committee shall hold a regular meeting not less than once every three months until it sunsets (on February 28, 2019), but the Committee shall meet no more than a maximum of six times per calendar year. (Thus, Board of Supervisors would need to approve any increase in meeting frequency.)

The CAC faces serious difficulties meeting the required five-member quorum, resulting from challenges in (1) maintaining a full membership, (2) spot absences by members, and (3) members needing to leave early. Monthly meetings would likely exacerbate these challenges.

3. CONSTRAINTS FACED BY THE SFMTA

The SFMTA faces significant constraints in staffing the CAC.

3.1 Budget and Time. The SFMTA does not have sufficient funding or staff availability for the CAC beyond 25% time for a transportation planner, plus very limited management time. SFMTA staff have a very broad range of duties, and every planner works on multiple projects. Each planner typically has several projects or committee assignments that require community engagement and meeting facilitation/involvement.

The basic CAC staffing tasks are numerous:

- Coordinating with the chair and CAC members regarding the agenda and conduct of the CAC
- Preparing the agenda and meeting summary
- Coordinating with speakers
- Updating the website
- Responding to public inquiries
- Collecting updates on BP Station Area project.

The staff liaison has minimal time available for any kind of technical research, analysis, or coordination with other bodies or projects.

Monthly meetings would make it even more difficult for staff to fulfill required duties. Not only would there be less preparation time per meeting, the available timeframe to draft each agenda would be extremely short (1-2 weeks before it would need to go to the CAC chair), and it would be challenging to meet

deadlines to get the agenda and materials posted on the website, notices sent out, etc. In addition, it would be more difficult to arrange speakers and coordinate their presentations.

3.2. Breadth of Issues. The CAC covers a broad range of issues. Its legislative mandate is “providing input and community oversight on the prioritization and implementation of the transportation and other public improvements envisioned in the Balboa Park Station Area Plan; relaying information to community stakeholders; and serving as a forum for coordination, information-sharing, and collaboration among neighborhood residents, City agencies, and developers.”

The focus area for the CAC is shown in Figure 1 (from the Balboa Park Station Area Plan).

The SFMTA is essentially a surface Department of Transportation for San Francisco. It does not have land use authority and limited expertise in some areas of interest to the CAC. Nor does it control other agencies like BART, the San Francisco Transportation Authority, or the San Francisco Planning Department, which are often invited to present to the CAC.



Figure 1. Balboa Park Station Plan Area

4. SUPPORT SFMTA CAN PROVIDE

4.1. Staffing. The SFMTA will continue to provide a 25% time staff transportation planner for administrative and limited technical support. Kim Walton will continue to prepare the agenda (under direction of the chair), help arrange speakers and obtain information from them, and prepare meeting summaries. Kim has additional, but limited, support from a section manager and the Director of Planning for the SFMTA.

4.2. Agenda and Background Reports in Advance. The SFMTA staff liaison will urge presenters to provide background materials well in advance of the meeting. While the agenda is to be available 72 hours before the meeting (Saturday evening), the SFMTA will strive to provide the agenda and available background reports by the Friday before the Tuesday evening meeting (4+ days in advance). This depends on the cooperation of the CAC members and presenters.

4.3 Staff Reports. The SFMTA proposes to ask all presenters to complete a brief cover form, a mini staff report. (An example is provided.) This covers the core information needed, but respects the busy schedules of presenters by limiting the information requested. This will cover such information as:

- Project timeline
- Project type
- Status
- Outreach summary
- Action or response requested from CAC

The SFMTA staff liaison cannot prepare this report for presenters either from the SFMTA or other agencies who decline to do so.

4.4. Project Updates Table. Once the 2018 Work Plan has been finalized, the SFMTA will prepare a project updates table. This will be presented on the website. Content will depend on a number of project managers, some not working for the SFMTA.



Agenda Item #2 Balboa Park Station CAC – Work Plan Project Manager Briefing Sheet (Example)

Date of CAC Meeting	April 30, 2009	
PM Request: Type of Action by CAC at this meeting	Check Box	
	No formal action to be taken at this time	X
	Request from PM for Formal Support of Project (Via Motion)	
	Return to CAC at later date (TBD) to provide specific & agreed upon information not available at this meeting. (Via Motion)	
Name of Project	Balboa Park Station Pedestrian and Bicycle Connection Project	
Agency/Department	SFMTA	
Project Manager Name	Kim Walton, SFMTA Fehr& Peers and Jacobs Engineering, Consultants	
Brief Description of Project	Identify and develop pedestrian and bicycle improvements for the station area. The goals of the project includes addressing activities along the borders of the Balboa Park Station area, to make the area safer for pedestrians, bicyclists, and motorists, and to improve access to transportation services for pedestrians and bicycles. It is anticipated that a grant will be applied for to provide funding for implementation of some of the projects identified during the course of this study.	

Project Timeline	Begin Date: January 2009 End Date: October 2009	
Recent or upcoming Milestone (s)	None	
Project Costs and Funding Sources	\$300,000 Safe Routes to Transit grants	
Type of Project	Check Box	
	Study	X
	Pilot	
	Framework	
	Other (fill in)	
Project Status at time of BPSCAC Meeting	Check Box	
	Conceptual Design	X
	Planning	
	Design & Engineering	
	Implementation	
Most recent Outreach		
	When (dates) April 16, 2009 Group(s) presented to: First Community Workshop focused on <i>Issues and Opportunities</i> . 25 members of the community attended including Supervisor John Avalos. Areas discussed included I-280 ramp passenger drop off zones, Howth Street pedestrian crossing, and bicycling along Ocean Avenue and the need for a Class II bike lane. Next meeting is proposed for summer 2009	

AGENDA ITEM 2.

To: MTA Board of Directors and Balboa Park Station Citizens Advisory Committee

Submitted By: Aaron Goodman, Chair BPSCAC, and Robert Muehlbauer, BPSCAC Member

Subject: *For study only - no action sought*

That the BPSCAC review and comment on a proposal that the MTA:

1. sponsor an inter-agency (MTA, BART), and inter-City departmental (Public Works, Mayor's Office of Housing, Rec and Park) study session with the BPSCAC at a special meeting;
2. conduct the special meeting to review the status of all inter-agency and inter-departmental operational and infrastructure improvements underway or planned for the near-term at the Balboa Park Station area;
3. work with associated public agencies responsible for significant plan elements within the Balboa Park Station Area Plan to provide the BPSCAC with background and analysis of projects under their jurisdiction, including the project's relationship and compliance with the principals outlined in the Balboa Park Station Area Plan; and,
4. re-establish regularly scheduled monthly meetings of the BPSCAC.

BPSCAC Meeting Date: September 26, 2017

Background:

Tremendous changes are poised or underway at the BART/MUNI Balboa Park Station and immediate area. They are being guided by development policies embodied in the Balboa Park Station Area Plan adopted by the Board of

Supervisors in 2009. Significant BART upgrades, over 100 units of affordable housing, southbound I-280 off-ramp modifications, and reconsideration of current M, J and K streetcar start and endpoints, as well as future Geneva Harney BRT connection to Balboa Park station, are but a sampling of changes underway or under active consideration today. Other development within the immediate plan area significantly impacting the station area include a proposal for new housing at 16-acre Balboa Reservoir.

The nine-member Balboa Park Station CAC was established by Board of Supervisors legislation in 2012 to advise a number of public agencies making improvements at the Balboa Park Station area. These agencies include MTA, DPW, BART and Caltrans. There are a number of purposes of the BPSCAC:

1. provide oversight and prioritization of transportation and public improvements,
2. ensure balanced implementation of the Balboa Park Area Plan,
3. relay information from public agencies to the community,
4. provide a forum for coordination, information-sharing, and collaboration between community, transportation agencies and developers.
5. monitor progress of various agencies in advancing plans and making improvements.

The committee has been regularly meeting since January of 2013 with limited staff support provided by MTA.

The Issue:

The issue of fulfilling the purpose of the BPCAC is both simple and complex. Simple, because there is a lot of activity currently underway at and around the Balboa Park station area all at once. Complex, because the projects are all related, requiring careful balancing of competing needs and inter-agency participation to make them fully successful. Compounding this is the unique nature of the BPSCAC and its relationship to MTA. The BPSCAC's purposes are

broad, affecting many public agencies; however, staffing is provided solely out of the MTA's operating budget, and many of the projects are not strictly within MTA's transit-oriented focus. This creates constraints in providing the BPSCAC with thorough background and analysis support. In addition, the BPSCAC annual workplan is crowded with projects that would be better served with increased public vetting, yet ironically, meeting intervals were recently reduced from monthly to bi-monthly. This is counter-intuitive given that the station area is undergoing more reconstruction today than what has been seen over the last 50 years.

The level of staff support and availability of materials in advance of meetings for review by committee members is not sufficient to enable thoughtful review by the BPSCAC. Currently, only an agenda is made available 72 hours in advance of meetings. During meetings a presentation of often very complicated material is typically provided by the project's manager, usually in Powerpoint, with a paper copy provided to the committee's members. The committee members must quickly digest the information, try to think through issues and questions they may have, then listen to public input, comment and take action. This compression is not conducive for committee members to absorb or advise wisely. The BPSCAC, in carrying out its purpose to the Board of Supervisors, and by extension the local public, would be better served if items on the agenda were accompanied by a staff report. Background and analysis reports provided to committee members in advance of the meetings would aid the Committee in carrying out their charge.

For example, infrastructure change at the congested intersection of San Jose and Geneva Avenues, an intersection that experiences heavy BART, MUNI (bus and streetcar), private autos, bicycle and pedestrian users, should rightly analyze various agencies' respective responsibilities and design alternatives. Similarly, redesigning the BART plaza on the south elevation at Geneva Avenue and constructing a six-story affordable housing development will create a new District 11 landmark at the San Jose and Geneva Avenue intersection. How will the project affect public infrastructure, and conversely, how will the infrastructure affect the proposed housing? Will the completed project contribute to accomplishing Area Plan goals and help create a unique identity for Balboa Park

Station as the plan strongly encourages, or will they be something less, a missed opportunity? Will the design of various agencies' project pieces overlap and harmonize with each other, or will they stand out for their lack of cohesion? Essentially, will everything taken as a whole "hang together"? Trade-offs between competing needs will be necessary, and these considerations need to be explored with thoughtful input from the community. This is why the BPSCAC was created in the first place.

There is past precedence for providing thorough staff reports and analysis to the BPSCAC. In the fall of 2014, as potential options for reconfiguring I-280 on and off-ramps were being investigated by the MTA in preparation for review by CalTrans, staff provided written staff reports, including a summary of the issue, background of MTA actions, and suggested alternatives for proceeding. With the aid of these materials, the BPSCAC was better prepared to help focus the community discussion and recommendation to the MTA Board with a preferred local option. This would not have been possible without the depth of support that was provided to the BPSCAC. Increasingly, and particularly now, what is needed is a similar level and depth of information provided to the BPSCAC from all agencies responsible for significant projects at the station area.

Recent public forums conducted by Mission Housing to discuss and gain community input on design considerations for the construction of affordable housing at the station area upper yard have been useful also. They would be of greater use if the BPSCAC was more integrated into this process. Periodic updates to the BPSCAC would be better served if they included input from other agencies, such as DPW for sidewalk and streets, Rec and Park for the rehabilitation of the historic Geneva Car Barn, and Planning, for analysis and discussion as to how they are fulfilling Area Plan policies.

Recommendation:

The BPSCAC is being asked to review and comment upon a proposal seeking that MTA do the following:

1. sponsor an inter-agency (MTA, BART), and inter-City departmental (Public

Works, Mayor's Office of Housing, Rec and Park) study session with the BPSCAC at a special meeting;

2. conduct the special meeting to review the status of all inter-agency and inter-departmental operational and infrastructure improvements underway or planned for the near-term at the Balboa Park Station area;
3. work with associated public agencies responsible for significant plan elements within the Balboa Park Station Area Plan to provide the BPSCAC with background and analysis of projects under their jurisdiction, including the project's relationship and compliance with the principals outlined in the Balboa Park Station Area Plan; and,
4. re-establish regularly scheduled monthly meetings of the BPSCAC.

A special meeting of the BPSCAC, perhaps conducted as a series of half-day workshops, would enable greater community engagement and understanding of the myriad of over-lapping projects occurring at the station area and their fit with Area Plan policies. Re-establishing regularly scheduled monthly meetings of the BPSCAC would serve to provide more time to adequately vet inter-agency and multi-City departmental projects.

No action is sought by the BPSCAC at this time. It is anticipated that MTA senior management will be available at the meeting to discuss the recommendations. Should action be sought as a result of this discussion and public input the item and corresponding resolution for action will be returned to the BPSCAC at the next meeting.

C: Asha Safai, 11th District Supervisor
Norman Yee, 7th District Supervisor
Nick Josephowitz, BART Board
Sarah Jones, MTA Planning Director
Mohammed Nuru, DPW
Jeremy Shaw, SF Planning

Kevin Ketchingham, MOH

Sam Moss, Mission Housing

Phil Ginsburg, Rec and Park

Geneva Car Barn and Powerhouse Project

Alex Mullaney, Ingleside-Excelsior Light