

## SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY BOARD OF DIRECTORS AND PARKING AUTHORITY COMMISSION

# MINUTES

## Tuesday, December 7, 2021

# REGULAR MEETING AND CLOSED SESSION 1 P.M.

Due to the COVID-19 health emergency and to protect our Board Members, SFMTA staff, and members of the public, the SFMTA Board is meeting via teleconferencing under Government Code Section 54953 and the Board's Meeting Room (Room 400) is closed.

Members of the public are encouraged to participate remotely. If you want to ensure your comment on any item on the agenda is received by the Board in advance of the meeting, please send an email to <u>MTABoard@sfmta.com</u> by 5pm the day before the meeting or call (415) 646-4470. Please see the information on the next page for remote meeting access.

#### SFMTA BOARD OF DIRECTORS

Gwyneth Borden, Chair Amanda Eaken, Vice Chair Steve Heminger Fiona Hinze Sharon Lai Manny Yekutiel

Jeffrey Tumlin DIRECTOR OF TRANSPORTATION

> Christine Silva SECRETARY

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 7th Floor

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San Francisco, CA 94103

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#### ORDER OF BUSINESS

## 1. Call to Order

Chair Borden called the meeting to order at 1:00 p.m.

#### 2. Roll Call

Present: Gwyneth Borden Amanda Eaken Steve Heminger Fiona Hinze Sharon Lai Manny Yekutiel

3. Announcement of prohibition of sound producing devices during the meeting.

No announcement was made.

4. Approval of Minutes

#### PUBLIC COMMENT:

David Pilpel proposed a correction on page 3 to the spelling of Francisco Da Costa and suggested listing the roll call vote for the minutes as well recording who motioned and seconded items.

On motion to approve the minutes of the November 16, 2021 Regular Meeting with correction: unanimously approved.

#### 5. Communications

Chair Borden discussed the virtual meeting and expressed appreciation to staff for their work to enable the meeting to be held via teleconference. Board Secretary Silva reviewed how members of the public could watch the meeting and address the Board.

6. Introduction of New or Unfinished Business by Board Members

Directors Yekutiel, Lai, and Hinze requested an update on Shared Spaces.

No public comment.

- 7. Director's Report (For discussion only)
  - Special Recognition
  - Vision Zero Update

#### - Ongoing Activities

Julie Kirschbaum, Director of Transit, recognized Robin Reitzes, Deputy City Attorney.

Director Tumlin shared updates on Vision Zero, flag stops, the scooter program, the cross-agency transit pass program led by the Metropolitan Transportation Commission, the Hunters Point Expressway Sleeping Site, Union Square parking, the Cruise application to the California Public Utilities Commission, the L Taraval Project, and Shared Spaces.

#### PUBLIC COMMENT:

Eric Rozzell thanked staff for their work and support of the Vision Zero Action Strategy, suggested that common measures be used at every intersection, and encouraged use of scooter stencils on bike lanes.

Aleta Dupree expressed support for all-agency transit passes, was concerned about scooter sensor technology, and looked forward to using autonomous vehicles.

Barry Taranto shared about the taxi protest at City Hall, expressed concern about scooter safety, and encouraged exploration into scooter driving behavior during evening hours.

David Pilpel wished Robin Retizes well, requested a Board of Supervisors resolution, requested a copy of the DOT report, and expressed concern over scooter use on sidewalks.

Mack Allen urged the Board to continue the process of eliminating flag stops and encouraged the Board to consider daylighting intersections related to the Shared Spaces Program.

Herbert Weiner expressed concern over scooters on sidewalks and concern over loss of business from reduced parking spaces because of parklets.

Parker Day shared about attending vigils for recently killed pedestrians and asked that the SFMTA do more toward Vision Zero goals.

8. Citizens' Advisory Council Report

Citizen's Advisory Council (CAC) Chair Michael Chen and Vice Chair Aaron Leifer presented the report.

#### PUBLIC COMMENT:

Kathy Setian expressed support for the CAC resolution and Option 2.

Paula Katz supported the CAC resolution to bring the J Church into the subway and expressed opposition to the forced transfer.

Anastasia Yovanopoulos thanked the CAC for the resolution in support of Option 2 and shared that riders are choosing not to use the J Church because of the forced transfer.

Aleta Dupree supported the CAC recommendation of returning the J Church to the subway and shared that it should be a seamless ride.

Marc Christensen expressed support for returning the J Church and shared that full restoration is the only option.

Rick Correll urged the Board to reinstate Option 2 and expressed frustration for having to transfer on Market Street.

Mark Sonta supported the CAC resolution, shared that there was supposed to be high frequency S trains, but was not seeing that, and felt that Option 3 was needlessly complicated.

Alyssa Matroz expressed support for J Church Option 2 and explained that not all transfers are the same.

Sue Steinfeld thanked the CAC for their support for Option 2 and expressed concern over safety at the transfer intersection.

Sascha Bittner expressed concern for District 7 residents and shared about safety.

Gerald Cauthen appreciated the CAC and agreed with the recommendation for Option 2.

Sarah Greenwald shared about transit and climate pollution emphasizing that the San Francisco is a transit first city.

Adam Thompson shared his hope to maintain a car-free lifestyle and urged the Board to restore full service to the J Church.

Ann Kelly shared about not taking the J Church because of unpredictability, taking rideshare instead, and expressed support for Option 2.

Karen Kennard thanked the CAC for the resolution and expressed support for Option 2.

Anonymous was hopeful that the N Judah would not get cut.

David Pilpel expressed support for the last three CAC recommendations, suggested bringing future Title VI analyses to the CAC, and appreciated the CAC Chair and Vice Chair.

Anastasia Michaels expressed support for the CAC recommendations regarding the J Church.

Paul Svedersky asked that the Board support the CAC recommendations noting that these were the voices of the riders and expressed concern over having to make the J Church transfe.

Kim Himmel expressed concern over safety at the Church and Market Street intersection and strongly supported Option 2.

Edward Mason expressed support for the J Church Option 2 and shared about the Automatic Train Control System.

Anonymous expressed support for CAC recommendations.

Bob Finebaum expressed support for the J Church in the subway.

9. Public Comment

Members of the public may address the SFMTA Board of Directors on matters that are within the Board's jurisdiction and are not on today's calendar.

Chair Borden announced that the Closed Session items would be continued to the next meeting and that public comment for those items would be taken during this item.

Bob Feinbaum commented on the lack of trash cans at major Muni bus stops and encouraged the SFMTA to review and add them.

Barry Taranto expressed appreciation for SFMTA employee, James Lee, and expressed concern over Shared Spaces regulation and double parking.

Lisa shared that San Francisco is going to soon observe the 50<sup>th</sup> anniversary of the Transit First Policy and hoped that staff and the Board would work together for more improvement.

Bernard Shaw expressed concern over the Transportation Element.

David Pilpel commented on the Closed Session items and suggested staff recognition for long-time employees that are retiring.

THE FOLLOWING MATTERS BEFORE THE SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY BOARD OF DIRECTORS ARE RECOMMENDED FOR ACTION AS STATED BY THE SFMTA DIRECTOR OF TRANSPORTATION OR CITY ATTORNEY WHERE APPLICABLE. EXPLANATORY DOCUMENTS FOR ALL CALENDAR ITEMS ARE AVAILABLE FOR REVIEW AT 1 SOUTH VAN NESS AVE. 7<sup>th</sup> FLOOR.

#### CONSENT CALENDAR

10. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the San Francisco Municipal Transportation Agency Board of Directors and will be acted upon by a single vote. There will be no separate discussion of these items unless a member of the Board of Directors or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

#### (10.1) Approving the following parking and traffic modifications:

- A. ESTABLISH RESIDENTIAL PERMIT PARKING AREA R 1200 Gough Street.
- B. ESTABLISH RESIDENTIAL PERMIT PARKING AREA J 652 Stanyan Street.
- C. ESTABLISH RESIDENTIAL PERMIT PARKING (RPP) AREA S ESTABLISH 2-HOUR PARKING, 8 AM TO 9 PM, MONDAY THROUGH FRIDAY, EXCEPT VEHICLES WITH AREA S PERMITS Dolores Street, east side, between 20th Street and Cumberland Street.
- D. ESTABLISH RESIDENTIAL PERMIT PARKING AREA Y 222 Beale Street.
- E. ESTABLISH RESIDENTIAL PERMIT PARKING AREA G 2300 block of Geary Boulevard between Broderick Street and Baker Street. (Explanatory documents include a staff report and resolution. For every parking and traffic modification that received a categorical exemption, the proposed action is the Approval Action as defined by Chapter 31 of the San Francisco Administrative Code.)

#### **RESOLUTION 211207-139**

(10.2) Approving the traffic modification, as set forth in Item A, and amending the Transportation Code, Division II, Section 702 to reduce the speed limit from 25 miles per hour to 20 miles per hour on portions of seven streets in the City:

A. REDUCE – FROM 25 MPH TO 20 MPH SPEED LIMIT – 24th Street, between Diamond and Chattanooga Streets and between Valencia and San Bruno Avenue; Fillmore Street, between Chestnut and Union Streets and between Jackson and McAllister Streets; Haight Street, between Stanyan Street and Central Avenue and between Webster and Steiner Streets; Polk Street, between Filbert and Sutter Streets; Ocean Avenue, between Geneva Avenue and Victoria Street and between Junipero Serra Boulevard and 19th Avenue; San Bruno Avenue, between Silver and Paul Avenues; and Valencia Street, between Cesar Chavez and Market Streets. (Explanatory documents include a staff report and resolution. The proposed action is the Approval Action as defined by Chapter 31 of the San Francisco Administrative Code.)

#### **RESOLUTION 211207-140**

(10.3) Amending the Transportation Code, Division II, Sections 302 and 303, to reduce the Trial Courts Courthouse Construction fee for parking violations as a result of the fulfillment of the City's bond indebtedness on the Civic Center Courthouse on April 1, 2021. (Explanatory documents include a staff report and resolution.)

#### RESOLUTION 211207-141

(10.4) Acting as the SFMTA Board of Directors, authorizing the Director to issue a Request for Proposals #SFMTA-2021-64 to solicit proposals from parking management companies for two contracts for the operation and management of 16 City-owned parking garages and lots, and four Parking Authority parking garages, each contract having a term of five years with options to extend the contracts' terms up to an additional two years, with an amount not to exceed \$180 million for each contract. (Explanatory documents include a staff report and resolution.)

#### RESOLUTION 211207-142

(10.5) Acting as the Parking Authority Commission, authorizing the Director to issue a Request for Proposals #SFMTA-2021-64 to solicit proposals from parking management companies for two contracts for the operation and management of the Lombard Street Garage, North Beach Garage, Polk-Bush Garage, and the San Francisco General Hospital Garage and associated parking lots, as part of a Request for Proposals for SFMTA managed parking facilities, each contract having a term of five years with options to extend up to an additional four years, and an amount not to exceed \$180 million for each contract. (Explanatory documents include a staff report and resolution.)

## **RESOLUTION 211207-143**

(10.6) Authorizing the Director to issue a Request for Proposals #SFMTA-2022-13, for Parking Meter Coin and Data Collections services, to rank proposals, and to negotiate a contract for coin collection and related services with the highest-ranked proposer for a term of five years with the option to extend the contract for up to five additional years. (Explanatory documents include a staff report and resolution.)

## RESOLUTION 211207-144

(10.7) Adopting findings under the State Emergency Services Act (AB 361) to allow remote meetings during the COVID-19 emergency; continuing remote meetings for the next 30 days; and directing the Board Secretary to agendize a similar resolution at a board meeting within 30 days. (Explanatory documents include a staff report and resolution.)

**RESOLUTION 211207-145** 

Director Yekutiel severed Item 10.6.

## PUBLIC COMMENT:

Members of the public expressing support: Brian Haagsman and Rachel Clyde (10.2)

Members of the public expressing opposition: Fred Bekele and Patty Rodriguez (10.4)

Members of the public expressing neither support nor opposition: David Pilpel (10.2, 10.3, 10.4, 10.5, and 10.6)

On motion to approve the Consent Calendar (including Item 10.6, initially severed):

ADOPTED: AYES – Borden, Eaken, Heminger, Hinze, Lai and Yekutiel

## **REGULAR CALENDAR**

11. Urging the Board of Supervisors to Place the \$400 Million Transportation Improvement, Muni Reliability, and Street Safety General Obligation Bond on the June 2022 ballot. (Explanatory documents include a staff report and resolution.)

Jonathan Rewers, Acting Chief Financial Officer, presented the item.

#### PUBLIC COMMENT:

Members of the public expressing support: Brian Haagsman, Zack Deutsch-Gross, and Sujata Srivastava

Members of the public expressing opposition: Herbert Weiner

Members of the public expressing neither support nor opposition: Bob Feinbaum

**RESOLUTION 211207-146** 

On motion to approve:

ADOPTED: AYES – Borden, Eaken, Heminger, Hinze, Lai and Yekutiel

12. Approving the Title VI Service Equity Analysis for the proposed Municipal Railway route and service changes to be made in Winter 2022, comparing transit service in effect in March 2020 to transit service proposed for Winter 2022 and concluding that the service changes would not result in a disparate impact on communities of color or a disproportionate burden on low-income communities under Title VI; approving the staff recommended options for J Church transit service that would return the J Church to the subway evenings only and that the 35 Eureka and 48 Quintara/24th Street lines remain on their current alignments; and approving the parking and traffic modifications as set forth in Items A through X, including modifications to make permanent transfer improvements for the J Church on Church Street between 15th Street and Duboce Avenue, and including closing the southbound curb lane of Church Street between Market and 15th Streets in accordance with California Vehicle Code Section 21101(f).

- A. RESCIND BIKE CORRAL 16th Street, south side, from 106 feet to 126 feet east of Mission Street.
- B. EXTEND BUS ZONE 16th Street, south side, from 106 feet to 186 feet east of Mission Street.
- C. EXTEND BUS ZONE Harrison Street, north side, from 79 feet to 117 feet west of 3rd Street.
- D. RESCIND BUS ZONE Market Street, south side, from 10 feet to 95 feet west of Mason Street.
- E. ESTABLISH BUS ZONE Market Street, south side, from Mason Street to 100 feet easterly; Market Street, north side, from 45 feet to 145 feet west of Cyril Magnin Street.
- F. ESTABLISH FLAG STOP Grove Street, south side, at Hyde Street; 5th Street, west side, 120 feet south of Harrison Street; 5th Street, east side, 20 feet south of Clara Street.
- G. ESTABLISH BUS ZONE Parkridge Drive, west side, 40 feet to 100 feet north of Burnett

Avenue.

- H. ESTABLISH RIGHT TURN ONLY EXCEPT MUNI –11th Street, northbound, at Market Street.
- ESTABLISH RED ZONE Diamond Street, east side, from Clipper Street to 10 feet northerly; Diamond Street, west side, from Clipper Street to 5 feet northerly; Clipper Street, north side, from Diamond Street to 20 feet westerly; Clipper Street, south side, from Diamond Street to 10 feet westerly; 24th Street, south side, from Diamond Street to 17 feet easterly.
- J. ESTABLISH BUS ZONE –Northridge Road, south side, from Ingalls Street to 130 feet easterly; Palou Avenue, south side, from 3rd Street to 115 feet westerly; Jones Street, west side, from Ellis Street to 80 feet southerly; Jones Street, west side, from Turk Street to 80 feet southerly; Jackson Street, north side, from Van Ness Avenue to 80 feet westerly; Pacific Avenue, south side, from 15 feet to 60 feet west of Van Ness Avenue.
- K. ESTABLISH RED ZONE –Tennessee Street, west side, from 9 feet to 29 feet south of 20th Street; Pennsylvania Avenue, east side, from 22nd Street to 25 feet northerly; 22nd Street, north side, from 12 feet to 32 feet west of Tennessee Street; 20th Street, south side, from Connecticut Street to 20 feet easterly; Connecticut Street, west side, from 12 feet to 30 feet north of 20th Street; Connecticut Street, east side, from 20th Street to 16 feet northerly; Northridge Road, north side, from Ingalls Street to 20 feet easterly; Kirkwood Avenue, north side, from Donahue Street to 20 feet westerly; Kirkwood Avenue, south side, from Donahue Street to 20 feet westerly; Donahue Street, west side, from Jerrold Avenue to 10 feet southerly; Ingalls Street, east side, from Palou Avenue to 20 feet northerly; Palou Avenue, north side, from Ingalls Street to 5 feet westerly; Noe Street, west side, from 18th Street to 20 feet southerly; 19th Street, both sides, from Noe Street to 20 feet westerly; Diamond Street, both sides, from 19th Street to 20 feet northerly; Diamond Street, east side, from 18th Street to 40 feet southerly.
- L. ESTABLISH ROAD CLOSURE EXCEPT FOR MUNI, PARATRANSIT, TAXIS, BICYCLES, EMERGENCY VEHICLES AND COMMERCIAL VEHICLES - Church Street, southbound, from Market Street to 15th Street (local and emergency access to be maintained).
- M. ESTABLISH TOW AWAY NO STOPPING ANY TIME and ESTABLISH BUS ZONE Church Street, west side, from Market Street to 199 feet southerly.
- N. ESTABLISH RIGHT TURN ONLY EXCEPT MUNI, PARATRANSIT, TAXIS, BICYCLES, AND COMMERCIAL VEHICLES Southbound Church Street at Market Street (local access and emergency access to be maintained).
- O. ESTABLISH NO RIGHT TURN EXCEPT MUNI, PARATRANSIT, TAXIS, BICYCLES, AND COMMERCIAL VEHICLES Eastbound Market Street at Church Street (local access and emergency access to be maintained).
- P. ESTABLISH NO LEFT TURN Westbound Market Street at Church Street; Southbound Church Street at 15th Street (expands from the existing 7AM-7PM, Monday to Friday); Northbound Church Street at 15th Street (expands from the existing 7AM-7PM, Monday to Friday).
- Q. RESCIND BUS STOP Southbound Church Street nearside at 14th Street (boarding island stop previously for the J Church and the 22 Fillmore).
- R. RESCIND METERED MOTORCYCLE PARKING Church Street, east side, from 75 feet to 89 feet north of 15th Street.
- S. ESTABLISH NO PARKING ANY TIME Church Street, east side, from 75 feet to 89 feet north of 15th Street.

- T. ESTABLISH GREEN ZONE, 15-MINUTE TIME LIMIT, 9AM TO 6PM, MONDAY THROUGH SATURDAY - 15th Street, north side, from Church Street to 20 feet westerly; 15th Street, south side, from 10 feet to 30 feet east of Church Street.
- U. ESTABLISH GREEN METER, 15-MINUTE TIME LIMIT, 9AM TO 6PM, MONDAY THROUGH SATURDAY Market Street, south side, from 131 feet to 149 feet west of Church Street.
- V. ESTABLISH GREEN METERS, 15-MINUTE TIME LIMIT, 9AM TO 9PM, MONDAY TO SATURDAY Church Street, east side, from 5 to 45 feet north of 15th Street; Church Street, east side, from 105 to 126 feet north of 15th Street.
- W. ESTABLISH METERED YELLOW ZONE, COMMERCIAL LOADING, 9AM TO 9PM, MONDAY TO SATURDAY - Church Street, east side, from 126 feet to 188 feet north of 15th Street; Church Street, west side, from 15th Street to 163 feet northerly.
- X. ESTABLISH TOW AWAY NO STOPPING ANY TIME Church Street, west side, from 225 feet to 265 feet north of 14th Street. (Explanatory documents include a staff report and resolution. The proposed action is the Approval Action as defined by Chapter 31 of the San Francisco Administrative Code.)

Julie Kirschbaum, Director of Transit, presented the item.

#### PUBLIC COMMENT:

Members of the public expressing support: Zack Deutsch-Gross, Calvin Quick, and Hayden Miller

Members of the public expressing opposition: Gail Gorcheck, Clare Amable, Steve Goffman, Karen Kennard, Sheila Thompson, Kathy Setian, Bob Feinbaum, Anastasia Yovanopoulos, Mark, Evy Posmeter, Cathy DeLuca, Shante Glochock, Anonymous, Trisha, Peter Strauss, Jamie Delora, Craig Foreman, Paula Katz, Anonymous, Herbert Weiner, Harold, Edward Mason, Barry Taranto, Michael Pfitzner, Anonymous, Michael, Jessica Garcia, Georgia Schuttish, Anonymous, and David Pilpel

Members of the public expressing neither support nor opposition: Louis Scott, Sally Hayes, Joseph Girardi, and Anonymous

#### RESOLUTION 211207-147

On motion to amend the resolution to: (1) to return the J Church to the subway at headways of 15 minutes; (2) monitor subway capacity as usage increases and return to the Board if redline delays are reached; (3) implement the accessibility plan at the Market and Church Street intersection; and (4) study a streetcar one-seat service option.

ADOPTED: AYES – Borden, Eaken, Heminger, Hinze, Lai and Yekutiel

On motion to approve as amended:

ADOPTED: AYES – Borden, Eaken, Heminger, Hinze, Lai and Yekutiel

13. Discussion and vote pursuant to Administrative Code Section 67.10(d) as to whether to invoke the attorney-client privilege and conduct a closed session conference with legal counsel.

Closed Session items were continued to the December 21, 2021 meeting. No Closed Session occurred.

## RECESS REGULAR MEETING AND CONVENE CLOSED SESSION

## CLOSED SESSION

1. Call to Order

2. Roll Call

3. Pursuant to Government Code Section 54956.9(d)(1) and the Administrative Code Section 67.8 (a)(3), the Municipal Transportation Agency Board of Directors will meet in Closed Session to discuss and take action on attorney-client matters on the following:

## CONFERENCE WITH LEGAL COUNSEL

## Existing Litigation:

- A. Paul Senatori v. CCSF, Superior Ct. No. CGC-19-578549 filed on 8/21/19 for \$200,000
- B. Georgia Vardakastanis v. CCSF, Superior Ct. No. CGC-18-570237 filed on 10/02/18 for \$200,000

## ADJOURN CLOSED SESSION AND RECONVENE OPEN SESSION

14. Announcement of Closed Session.

15. Motion to disclose or not disclose the information discussed in closed session.

ADJOURN - The meeting was adjourned at 7:29 p.m.

A recording of the meeting is on file in the office of the Secretary to the San Francisco Municipal Transportation Agency Board of Directors.

dilm

Christine Silva Board Secretary

<u>California Environmental Quality Act (CEQA) Appeal Rights under S.F. Admin. Code Chapter 31</u>: For identified Approval Actions, the Planning Department or the SFMTA has issued a CEQA exemption determination or negative declaration, which may be viewed online at the Planning Department's website. Following approval of the item by the SFMTA Board, the CEQA determination is subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16 which is typically

within 30 calendar days. For information on filing a CEQA appeal, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or submitted in writing to the City prior to or at such hearing, or as part of the appeal hearing process on the CEQA decision.

<u>Board of Supervisors review of certain SFMTA Decisions</u>: Certain parking and traffic modifications as well as Private Transportation Programs that involve certain parking modifications can be reviewed by the Board of Supervisors. These decisions are subject to review within 30 calendar days after they are made by the SFMTA Board of Directors. For information on requesting a review, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, call (415) 554-5184. Ordinance No. 127-18 specifying which SFMTA decisions are reviewable by the Board of Supervisors can be accessed on-line: <a href="https://sfbos.org/sites/default/files/o0127-18.pdf">https://sfbos.org/sites/default/files/o0127-18.pdf</a>.

The Ethics Commission of the City and County of San Francisco has asked us to remind individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [S.F. Campaign and Governmental Conduct Code section 2.100 et seq.] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 415.581.2300; fax: 415.581.2317; 25 Van Ness Avenue, Suite 220, SF, CA 94102-6027 or the web site: sfgov.org/ethics.

If you wish to contact the Board regarding an item that is expected to be on a agenda, please email the Board at <u>MTABoard@sfmta.com</u>. Please know that the Board appreciates receiving such communication not later than Monday, the day before the meeting so they have time to review and consider the comments prior to the meeting.

#### KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Administrator, by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415.554.7724; by fax at 415.554.7854; or by email at sotf@sfgov.org.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at sfgov.org.