



**Mission Bay Transportation Improvement Fund
Advisory Committee**

Bruce Agid – Chair Manoj Madhavan
Amit Kothari – Co-Chair Catherine Sharpe
Sarah Davis

Mission Bay Transportation Improvement Fund Advisory Committee Meeting

**Thursday September 24, 2020
10 am – 12 noon**

Due to the COVID-19 health emergency and to protect our Committee Members, SFMTA staff, and members of the public, the SFMTA meeting room (Western Addition) at One South Van Ness Avenue 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 Committee in advance of the meeting, please send an email to Kim.Walton@SFMTA.com by 5pm on Wednesday, September 23, 2020 or call 415.701.4566.

Remote Meeting Access

To view the meeting, use [Skype \(https://meet.sfmta.com/meetings/9K8Y06R0\)](https://meet.sfmta.com/meetings/9K8Y06R0). Attendees do not need to download the software application but may need to download a browser plugin. It is also possible to join anonymously.

Public Comment Call -In

For participants to provide public comment during the allotted time;
call 888.363.4734 (USA Toll-Free)
215.446.3656 (USA Caller Paid/International Toll)
Participant Code: 7014320

Public Comment/Participation:

Ensure you are in a quiet location

Speak clearly

Turn off any TVs or radios around you

1. When prompted, dial "1 - 0" to be added to the speaker line. The auto-prompt will indicate callers are entering "Question and Answer" time; this is actually the "Public Comment" period.
2. When prompted, callers will have the standard two minutes to provide comm

AGENDA



**Mission Bay Transportation Improvement Fund
Advisory Committee**

Bruce Agid – Chair Manoj Madhavan
Amit Kothari – Co-Chair Catherine Sharpe
Sarah Davis

AGENDA

Mission Bay Transportation Improvement Fund Advisory Committee Meeting

Thursday, September 24, 2020

10 am-12 noon

Remote Meeting

The Mission Bay Transportation Improvement Fund Advisory Committee (MB TIF AC) is the central City-sponsored community advisory body charged with providing input to the SFMTA, Department of Public Works, and the Police Department and decision makers regarding allocation of monies in the Mission Bay Transportation Improvement Fund established in Administrative Code Section 10.100-364. The Advisory Committee shall be advisory, as appropriate, to the SFMTA and the Board of Supervisors.

1.	Call Meeting to Order	Bruce Agid	2 minutes
2.	Approve minutes February 27, 2020 meeting (For Discussion and Possible Action)	Bruce Agid	5 minutes
3.	Old Business – None		
4.	Elect Chair and Vice-Chair (Previously scheduled for our March 2020 meeting) (For Discussion and Possible Action)	Bruce Agid	5 minutes
5.	Finalize MB TIF Advisory Committee Rules (For Discussion and Possible Action)	Kim Walton	15 minutes
6.	Review of Budget/Actuals for FY 2019-2020 (For Discussion and Possible Action)	Samuel Thomas	10 minutes
7.	Update on the approved MB TIF budget for FY 2020- 2021 (For Discussion and Possible Action)	Samuel Thomas	10 minutes
8.	High Level Update on assumptions being considered for FY 2021-2022 (For Discussion and Possible Action)	Sarah Jones	20 minutes

Mission Bay Transportation Improvement Fund Advisory Committee Meeting

Thursday, September 24, 2020

10 am-12 noon

Remote Meeting

9.	Metrics Framework presentation (draft)* (For discussion and Possible Action)	Manoj Madhavan and Bruce Agid	40 minutes
10.	Update 2020-2021 MB TIF AC Workplan (For Discussion and Possible Action)	Bruce Agid	10 minutes
11.	Public Comment		
12.	Advisory Committee Comments and Future Agenda Items (For Discussion and Possible Action)	Advisory Committee	5 minutes

Adjourn

ACCESSIBILITY MEETING POLICY

The Municipal Transportation Agency Citizens' Advisory Council will meet virtually due to the public health emergency.

To obtain a disability-related accommodation, including auxiliary aids or services, or to obtain meeting materials in alternative format, please contact Kim Walton at 415-701-4566. Providing at least 72 hours' notice will help to ensure availability. Written reports or background materials for calendar items are available for public inspection and copying at 1 South Van Ness Ave. 7th Floor during regular business hours and are available on-line at www.sfmta.com

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.


The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chairman may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices


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 <http://www.sfgov.org>.

LANGUAGE ASSISTANCE

 311 Free language assistance / 免費語言協助 / Ayuda gratuita con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / คว“มช่วยเหลือท“งภ“ษ“โดยไมเส“ยค่าใช้จ่ย / Libreng tulong para sa wikang Tagalog

 415.646.2388: For free interpretation services, please submit your request 48 hours in advance of meeting./ 如果需要免費口語翻譯，請於會議之前 48 小時提出要求。/ Para servicios de interpretación gratuitos, por favor haga su petición 48 horas antes de la reunión. Para sa libreng serbisyo sa interpretasyon, kailangan mag-request 48 oras bago ang miting.

**Agenda Item #2
Draft Minutes of
February 27, 2020 Meeting**



**Mission Bay Transportation Improvement Fund
Advisory Committee**

Bruce Agid – Chair
Amit Kothari – Vice-Chair
Sarah Davis

Manoj Madhavan
Catherine Sharpe

DRAFT

Mission Bay Transportation Improvement Fund Advisory Committee Meeting Minutes

February 27, 2020 10:00 am – 12 Noon

UCSF Mission Hall, 550 16th Street, Room 2109 San Francisco, CA

Advisory Committee Seats
Seat 1 (Golden State Warriors) Manoj Madhavan, Voting member Yoyo Chan, Alternate
Seat 2 (UCSF) Amit Kothari, Voting member Clare Shinnerl, Alternate
Seat 3 (Neighborhood resident) Bruce Agid, Voting member Bruce Huie, Alternate
Seat 4 (Neighborhood business owner) Catherine Sharpe, Voting member Terezia Nemeth, Alternate
Seat 5 (Neighborhood resident) Sarah Davis, Voting member Sarah Bertram, Alternate

Members of the Public
Pamela Lewis, Mission Bay Maintenance Corp.

City of San Francisco
Kristin Michael, SFMTA, Acting Manager, Planning Division
Kim Walton, SFMTA, Senior Transportation Planner
Matthew Loya, SF Police Department
Amy Hurwitz, SF Police Department
Peter Lau, SF Public Works, SF Public Works

Mission Bay Transportation Improvement Fund Advisory Committee Meeting Minutes

February 27, 2020

1. Call to order/rollcall -Bruce Agid, Chairperson

Voting members in attendance: Agid; Davis; Sharpe; Madhavan; Shinnerl

Excused absences: Kothari

Alternates in attendance: Bertram

Alternates not in attendance: Nemeth; Huie; Chan

2. Approve minutes of January 23, 2020 Meeting

A motion was made by Catherine Sharpe to approve the minutes of the January 23, 2020 meeting and was second by Sarah Davis.

Member Comment – Bruce Agid provided the staff liaison with comments regarding Agenda Item #4 and Agenda Item #5. The minutes will be amended to include the following items:

Agenda Item #4 – Committee members had a variety of questions regarding the metrics document in the following areas: summary and breakdown of calls to the GSW neighborhood hotline; additional insight into what was being measured by the SFPD; overall review of the public realm metrics in relation to cleanliness; and the Mission Bay neighborhood survey.

The committee looks forward to further development and refinement of the metrics document to inform on future budget requests and level of services provided.

Agenda Item #5- Lt. Amy Hurwitz presented the budget for the SFPD

The Committee had many comments regarding the presentation which included the following:

- Member Agid asked
 - Why SFMTA budgeted for full LRV deployment under all 3 levels of even sizes (under 5,000 to 10, 000, and over 10,000 attendee)
 - Why Public Works budget request was almost double while reducing the number of resources assigned per event.
 - The significant increase in the SFPD budget from an approved budget of \$8.1 million dollars to \$2.53 million dollars.
 - How enterprise and other revenues are used to cover MB TIF expenditures.
 - Concern of why the budget request increased almost 50% from an approved budget of \$8.1 million dollars in FY19-20 to approximately \$12.2 million in FY 20-21.
 -
- Member Sharpe asked about various capital expenditures being attributed to the Chase Center.
- Member Davis inquired on how the level of services requested by the various departments compared to those provided at events at Oracle Park.

Public comment – none

On the motion to approve the January 23, 2020 Minutes:

Ayes – Agid; Davis; Sharpe; Madhavan; Shinnerl

Nays – none

The motion passed

Mission Bay Transportation Improvement Fund Advisory Committee Meeting Minutes

February 27, 2020

Approve minutes of the February 4, 2020 Special Meeting minutes

A motion was made by Bruce Agid to approve the minutes of the February 4, 2020 meeting and was second by Sarah Davis.

Member comments – none

Public Comments -none

On the motion to approve the February 4, 2020 Special Meeting Minutes:

Ayes – Agid; Davis; Sharpe; Madhavan; Shinnerl

Nays – none

The motion passed

3. Old business – Metrics Dashboard Next Steps -for discussion and possible action

Bruce provided a brief overview of past discussion and work on the Metrics Dashboard.

- The Advisory Committee should be fully informed when providing recommendations on the budgets and the reasons why the Committee is recommending approval or not recommending approval of a funding request.
- The Metrics Dashboard is about having a document that everyone agrees upon. It gives information on service levels and how they relate to resources and manpower. The result is that the data is used to inform the Committee during the next budget cycle which begins in October 2020.

There are three groups of data to be collected - transportation, security, and cleanliness. The data should be shown based on size of events; small, medium, and large. In addition, a summary of calls to the Chase Center hotline will be summarized and broken down by type of comment/complaint as well as the Greater Mission Bay Neighborhood (GMBN) survey. The metrics data along with the summary of the Chase Center Hotline Complaints along with the GMBN Survey will be used to inform on the budget proposal for the MB TIF.

Bruce Agid provided two paths for the development of the Metrics Dashboard:

1. A two -person working group is convened who will reach out to key providers in the areas of safety, transportation, and public realm to determine the right metrics; or
2. A two person Working group for each of the areas (safety, transportation, public realm) will reach out to key providers in the three areas. The two person working group will consist of a different AC member teamed up with the Warriors AC member (the Warriors AC member would be on each of the working groups).

With both paths the Committee members would bring to the full Advisory Committee the result of their efforts on a regular basis. The committee decided they would proceed with path 2.

- The two -person working group will be responsible for contacting key staff at SF Public Works, SFMTA, and SF PD to gather the information (contact person for each department provided by SFMTA liaison).

Mission Bay Transportation Improvement Fund Advisory Committee Meeting Minutes

February 27, 2020

- The Committee provided comments on the Metric Dashboard include questions about the relevancy of the data, the use of the data (ensuring it is used to inform the decisions put forth to the Committee), and the role of the Committee to work with the Departments/Agencies to gain the information. The information will be collected by size of events; small, medium and large.

A motion was made by Bruce Agid for Manoj Madhavan and Bruce Agid to bring and updated version of the Dashboard back to the Committee in April 2020. The motion was second by Sarah Davis.

Committee Discussion -none

Public Comment -none

On the motion to bring an updated version the Dashboard back to the Committee in April 2020:

Ayes – Agid; Davis; Sharpe; Madhavan; Shinnerl

Nays – none

The motion passed

SFMTA presents City's Financial Assessment results - For Discussion and possible action

Bruce informed the Committee that Samuel Thomas was unable to attend the meeting. Samuel did provide the following comments via email to Kim Walton, staff liaison:

- The FY21 MBTIF maximum amount is ~\$2 Million dollars greater than the current minimum of \$8.3 million (See CON Memo)
- The additional \$2 Million dollars is potential funding and would need to be appropriated by Board of Supervisors and Mayor.
- SFMTA believes any appropriated amounts above the current minimum should be used to pay back capital expenditures, per prior agreements.

Samuel will be invited to present his update at the March 2020 meeting.

4. MB TIF AC Work Plan - For discussion and possible action

The Work Plan distributed prior to the meeting was discussed. The discussion included the following proposals:

- 7 meetings in a year: 4 relating to the Budget and 3 focusing on responsibilities.
- The October to January 2020 meetings will focus on the budget.
- Metrics would be reported on a quarterly basis.
- The March 2020 meeting would include reports from City Department/Agency representatives.
- In June 2020 the final Metrics Dashboard would be finalized.
- Subcommittees would be formed at the March 2020 with the purpose of Advisory members reaching out to City Department/Agency staff for information.

A motion was made to adopt the 2020-2021 Work Plan as presented to the Committee by Bruce Agid and second by Manoj Madhavan.

Committee Discussion -none

Public Comment -none

On the motion to adopt the 2020-2021 Work Plan:

Mission Bay Transportation Improvement Fund Advisory Committee Meeting Minutes

February 27, 2020

Ayes – Agid; Davis; Sharpe; Madhavan; Shinnerl

Nays – none

The motion passed

6. Committee Rules - For discussion and possible action

The Committee Rules were discussed and included the following comments:

- SFMTA staff to ask the City Attorney for additional guidance on attendance requirements for alternates such as percentage of meetings alternates should attend.
- Include language regarding election of officers in March of each year.
- Include language that says the committee shall hold regular meetings on the 4th Thursday of each month at 10 am, except for November and December when meetings will be held on the 3rd Thursday.
- This item will be included in the next meeting for discussion and possible action.

7. Public Comments-None

Public Comment -none

8. Advisory Committee Member Comments and Future Agenda Items – For discussion and possible action

Proposed items for next month's agenda:

- LHAP (UCSF Local Hospital Action Plan)
- MB TIF Advisory Committee Rules
- Metrics template

Adjournment

Catherine Sharpe made a motion to adjourn the February 27, 2020 MB TIF AC meeting and Manoj Madhavan seconded the motion.

Committee Comment -none

Public Comment – none

On the motion:

Ayes – Agid; Davis; Sharpe; Madhavan; Shinnerl

Nays – none

The motion passed

The meeting adjourned at 12:05 pm

No Materials for
Agenda Items #3 and #4

Agenda Item #5

Advisory Committee Rules

DRAFT #2
PROPOSED Rules of Order

**City and County of San Francisco
&
San Francisco Municipal Transportation Agency
Mission Bay Transportation Improvement Fund Advisory Committee**

ARTICLE I. MEMBERSHIP

Section 1. Name. The name of this Committee is the " Mission Bay Transportation Improvement Fund Advisory Committee" henceforth referred to in these rules as the "Committee."

San Francisco Administrative Code Section 5.23-1.

Section 2. Representation. The Committee is composed of five members appointed by the Mayor, UCSF, Golden State Warriors, and the District 6 Supervisor in accordance with the City and County of San Francisco Charter Section 8A.111.

The Committee shall consist of 5 members, appointed as follows:

(a) Seat 1 shall be held by an employee, officer, or other representative of the Golden State Warriors Event Center mixed-use project (the "Event Center"), appointed by the Event Center's owner.

(B) Seat 2 shall be held by an employee, officer, or other representative of the University of California at San Francisco, appointed by the Chancellor of the University of California San Francisco or the Chancellor's designee.

(c) Seat 3 shall be held by a person who resides in a neighborhood within a half-mile of the Event Center, appointed by the Mayor.

(d) Seat 4 shall be held by a representative of a business that operates within ½ mile of the Event Center, appointed by the Mayor.

(e) Seat 5 shall be a person who resides in the neighborhood within a half-mile of Event Center, appointed by the Supervisor representing the district in which the Event Center is located.

At least 1 of the appointees to Seat 3 and 4 shall be an individual who has served on the Ballpark/Mission Bay Transportation Coordination Committee, or its successor body as designated by the Mayor, for at least 6 months before being appointed to the Committee.

San Francisco Administrative Code Section 5.23-2.

Section 2. Alternates. The Committee shall also include five alternate members, one designated for each of the five Seats. Each alternate member shall meet the qualifications set forth above for the Seat as to which the person is designated to serve as an alternate and shall be appointed by the appointing authority for that seat.

San Francisco Administrative Code Section 5.23-2.

Section 3. Terms Each member and each alternate member shall serve at the pleasure of the member’s appointing authority and shall serve for the life of the Committee unless removed by the appointing authority.

ARTICLE II – DUTIES.

Section 1. Purpose. The Advisory Committee shall be the central city – sponsored community Advisory body charged with providing input to the SFMTA, Department of Public Works, Police Department (“other city departments”) and decision-makers regarding the allocation of money in the Mission Bay Transportation Improvement Fund (“Fund”), established in administrative code section 10.100 – 374, and required uses, as defined in that section. The Committee shall be Advisory, as appropriate, to the SFMTA, and the Board of Supervisors. The Committee shall perform the following functions as needed:

- (a) Collaborate with SFMTA, other city departments, and the Ballpark Mission Bay Transportation Coordinating Committee on prioritizing the community improvement measures for required uses and identify implementation details as part of the annual budget process;
- (b) Recommend to the SFMTA uses of the designated overlapping reserve, as defined in administrative code section 10.100 – 364;
- (c) Collaborate with the SFMTA and the other City Departments and decision-makers including the Ballpark Mission Bay Transportation Coordination Committee and the monitoring of usage of the Fund for the purposes specified in administrative code section 10.100 – 364; and,
- (d) Review travel time data collected by the SFMTA and Event Center to determine if traffic conditions associated with the Event Center, especially when there are overlapping events with large attendance at the Event Center and Oracle Park, should entail additional city actions and expenditures from the Fund or the designated overlapping event reserve, and make recommendations to the SFMTA on additional actions and expenditures.

Section 2. Duration of the Committee. Unless extended by an order adopted by the Board of Supervisors, the Committee shall terminate on the date on which the fund expires notwithstanding rule 2.21 the Board of Supervisors of order, which provides that Advisory bodies created by the Board should sunset within three years, the Board intends the Committee to exist longer than three years. After the expiration of the Committee, the City Attorney shall cause Article XXIII (Section 5.23-1, Establishment of Committee) to be removed from the Administrative Code.

ARTICLE III CONDUCT

Section 1. Attendance. Members must notify the Chair of the Committee in advance of the scheduled meeting if they are unable to attend. The Chair shall determine if an absence is excusable for reasons such as illness, emergency, scheduled business or personal travel. If a member is absent more than three scheduled meeting in a 12 -month period, the Chair of the committee shall notify the appointing authority.

This provision applies only to Regular Meetings of the Committee held on the scheduled meeting date and does not apply to rescheduled or Special Meetings, or meetings held at locations other than the designated location for Regular Meetings.

Section 2. Vacancies. If a vacancy occurs in any Seat on the Committee, the appointing authority for the vacated Seat shall appoint a successor to that Seat. During the pendency of a vacancy, the alternate member for that Seat shall serve as, and have the full powers, of a member of the Committee. In addition, if a member of the Committee is not in attendance at a meeting, the alternate member designated to serve as an alternate for the absent member's Seat shall attend that meeting and for purposes of that meeting have the full powers of the absent member.

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Section 3. Conflict of Interest. No member of the Committee shall participate in any decision, which directly or indirectly affects his or her property or economic interest in a manner that is distinguishable from the manner in which the decision affects all other persons or a significant segment of all persons in the Chase Center area.

Section 4. Membership.

(A.) In the event that a member shall not be, or shall no longer be, a member of that membership category for and for which he or she was appointed, that member shall immediately notify the Chair and his or her appointing authority.

(B) Any member who misses 3 regular meetings of the Committee without express approval of the Committee at or before each missed meeting shall be deemed by operation of law to have resigned from the Committee 10 days after the third unapproved absence. The Advisory Committee, through the Chair, shall inform the appointing authority of the resignation.

Administrative Code Section 5.23-3(d)

(D) the membership act in a way that is inconsistent with these rules.

Section 5. Resignation. Any member of the committee may resign at any time by giving written notice to the chairperson of the committee, who shall provide the notice to the committee members, the SFMTA, and the appointing body. Any such resignation will take effect upon receipt or upon any day specified therein. The acceptance of such resignation at a committee meeting shall not be necessary to make it effective.

ARTICLE III - OFFICERS AND STAFF

Section 1. Chair and Vice Chair. The officers of this Committee shall be a Chair and a Vice Chair. At the first Meeting of the Committee after the ____ day of the ____ month, the Committee shall elect officers from among their number and they shall take office immediately upon their election. The Chair shall preside at all meetings of the Committee, shall preserve order and decorum, shall decide all questions of order subject to appeal to the Committee by any member, shall determine the agenda for each meeting, and shall appoint any and all Committees of the Committee. The Chair shall have the right to participate in the proceedings of the Committee, including the right to make or second any resolution or other motion. The Chair shall represent the Committee before the San Francisco Municipal Transportation Agency Board of Directors. In the absence of the Chair, the Vice Chair shall preside until such time as the Chair returns or until the next scheduled election. In the absence of both the Chair and the Vice Chair, the members shall select by motion a member to preside over that meeting.

Section 2. Vacancy in the Office of Chair or Vice Chair. In the event of a vacancy in the office of Chair, the Vice Chair shall become Chair for the remainder of the Chair's term. In the event the Chair or Vice Chair is removed from the Committee by their appointing authority, they shall resume office if they are reappointed to the Committee by any appointing authority within 30 days of being removed or replaced unless such removal or replacement occurs within the month of June. If the Chair is removed from the Committee by an appointing authority, and the Vice Chair has succeeded as Chair, and the Chair is then reappointed within the time frame set forth in this section, the former Vice Chair shall resume the post of Vice Chair upon the Chair's reinstatement. In the event of a vacancy in the office of Vice Chair, the Committee shall elect one of its number to serve out the remainder of the Vice Chair's term at the first Regular Meeting occurring more than 45 days after the vacancy, or at the first Regular Meeting of the Committee after the ____ day of ____ Month, whichever comes first. In the event of a vacancy in both the offices of Chair and Vice Chair, the Committee shall elect one of its number as Chair and one of its number as Vice Chair.

Section 3. Inability to Elect a Chair. If the Committee is unable to elect a Chair at a meeting where the Rules of Order indicate they shall do so, the Vice Chair shall serve in an acting capacity as Chair until the next regular meeting at which a vote for the position of Chair shall be scheduled. If the position of Chair is not vacant, the current Chair would continue to serve as Chair until the next regular meeting at which a vote for the position of Chair shall be scheduled.

Section 4. Committee Liaison. The SFMTA shall appoint a staff person to serve as Liaison to the Committee and henceforth referred to in these rules as the "Liaison." The Liaison is not a member of the Committee and has no vote. The liaison will attend the committee's regular meetings. The liaison will interface with members of the SFMTA staff, coordinate meeting presenters and act as a resource person in question a policy, practices and organizational history. The liaison will provide administrative support in the form of maintaining the committee's publicly accessible SFMTA webpage uploading meeting notices, meeting minutes and meeting materials. The duties of the Liaison are to act as custodian of the records of the Committee, and to make a complete record of the proceedings of the Committee, work with the Chair in the development of meeting agendas, and development of the Annual Work Plan of the Committee.

ARTICLE IV - MEETINGS

Section 1. Open and Public Meetings. All meetings of the Committee shall be open to the public to the extent required by law. All persons shall be permitted to attend any such meetings except as otherwise provided by law. In every meeting, members of the public shall have an opportunity to address the Committee on matters within the Committee's subject matter jurisdiction.

Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during a set time aside for public comment: provided, however, that the Committee may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The Chair may limit the total amount of time allocated for public discussion on issues and/or the time allocated to each individual speaker.

Section 2. Regular Meetings. The Committee shall hold its regular meeting on the fourth Thursday of every other month at 10 am. The meetings will be held at UCSF Mission Bay campus, or at such other appropriate location or time agreed upon by the Chair and the Liaison. In the event that the regular meeting date shall be a legal holiday, an alternate meeting time will be

selected by the chair, or delayed until the next regular meeting date, at the discretion of the chair. A meeting agenda and other documents necessary for the conduct of the business of the committee shall be delivered to the members, by electronic mail at least 72 hours prior to the meeting.

Section 3. Special Meetings of the Committee. Special meetings of the Committee may be called at any time by the Chair by delivering written notice to each member of the Committee and to the local media who have requested such notice in writing. Such notice must be delivered at least 72 hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. The Committee shall consider no other business at such meetings. Each Special meeting shall be held at the regular meeting place of the Committee except that the Chair may designate an alternate meeting place provided that such alternate location is specified in the notice of the special meeting; further provided that the notice of the special meeting shall be given at least 15 days prior to said special meeting being held at an alternate location. This provision shall not apply where the alternative meeting location is located within the same building as the regular meeting place.

Section 4. Quorum. Three members shall constitute a quorum of the Committee. In the absence of a quorum the Committee may adjourn or may reschedule the meeting to a specific date and time. Committee members shall confirm their attendance at any Committee meeting not less than 48 business hours prior to the meeting with the Liaison.

Section 5. Cancellation of Meetings. The Chair may cancel a meeting. In the event of a meeting cancellation, the Liaison shall provide notice in accordance with applicable law.

Section 6. Public Comment. Every agenda for regular and special meetings shall provide an opportunity for members of the public to address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee. Each person wishing to speak on an item at a regular or special meeting shall be permitted to be heard once per item for up to three minutes. The presiding officer shall be the judge of the pertinence of such comments and have the power to limit this privilege if in the presiding officer's opinion, the comments are not pertinent to the question before the Committee or the comments are merely reiterative of points made by previous speakers.

NOTE: The public has the right to express themselves on any matter within the jurisdiction of the SFMTA, however, city policy prohibits discrimination or harassment of its employees on the basis of race, color, ancestry, national origin, ethnicity, place of birth, sex, age, religion, creed, disability, medical condition (including HIV/AIDS), sexual orientation, marital/domestic partner status, gender identity, parental status, pregnancy, weight, height or any other characteristic protected by local, state or federal discrimination laws.

If remarks are made that fall into any of these categories, the Mayor has a policy regarding how to respond to such remarks. It requires the Chair to read the City's policy against discrimination/harassment.

Section 7. Agenda. The Chair shall provide agenda topics to the Liaison not less than seven days prior to the meeting. At least 72 hours prior to the meeting the Liaison shall send a copy of the agenda of the meeting to each Committee member and member of the public who has requested in writing to receive the agendas of such meetings. Committee members shall also receive the printed materials referenced in the agenda, and these materials shall be available for public review at the offices of the Committee and at the meeting. In the event that the Chair does not provide agenda topics seven days prior to the meeting, the Liaison shall post a notice of cancellation.

Section 8. Non agenda items. Items brought before the Committee and a regular meeting which were not placed on the agenda of the meeting shall not be acted upon by the Committee at that meeting and the action of such matters is permissible pursuant to the Ralph M Brown act (Gov. Code s 5490 et seq.). These non-agenda items put before the Committee, which the Committee determines, will require Committee consideration and action and where Committee action at the meeting is not authorized shall be placed on the agenda for the next regular meeting.

Section 9. Vote Required. Except as otherwise herein provided, an affirmative vote of at least three members of the Committee shall be required for the passage of any resolution, or for the passage of any other motion. Procedural motions shall only require an affirmative vote if a majority of members are present. All members of the Committee present at a meeting shall vote yes or no on all questions put before the Committee for a vote. Members of the Committee may not abstain, vote "present," nor decline to vote.

Section 9. Adjournment of Meetings. The Committee may adjourn any regular or special meeting to a time and place specified in the order of adjournment.

Section 10. Minutes of Proceedings. The Liaison shall record the vote on all resolutions and matters discussed in accordance with the Sunshine Ordinance Public Meeting Laws (Sec. 67.16). A draft of the minutes shall be available for inspection and copying no later than ten working days after each meeting. The officially adopted minutes shall be available for inspection and copying no later than two working days after the meeting at which the minutes are adopted.

ARTICLE V - PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority. The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern all meetings of the Committee except as provided for in these rules.

Section 2: Rules of Debate. When a member desires to address the Committee, the member shall seek recognition by addressing the presiding officer and, when recognized, shall proceed to speak, confining comments to the question before the Committee. No discussion shall take place until a resolution or a calendared item has been introduced.

Section 3. Agenda Changes or Continuances. Any agenda change or continuance shall be announced at the beginning of the Committee meeting, or as soon thereafter as the change or continuance becomes known to the presiding officer.

ARTICLE VI - ADOPTION AND AMENDMENT

Section 1. Adoption of Rules of Order. The adoption of the Rules of Order shall be by motion and shall require an affirmative vote of a majority of the members of the Committee. When adopted, such Rules of Order shall remain in effect unless suspended or amended as provided herein.

Section 3. Amendments to Rules of Order. An amendment to the Rules of Order may, after 30 days' notice, be adopted by the affirmative vote of a majority of the members of the Committee

ADOPTED:

Committee questions and response from City Attorney

Name	Article #	Section #	AC Comment	Response
Catherine Sharpe (CS) & Bruce Agid (BA)	III -Conduct	#1-Attendance	What is considered to be an acceptable justification for missing a meeting? Who make the call and approves (the absence)?	
CS &BA	III -Conduct	#1-Attendance This provision applies only to Regular Meetings of the Committee held on the scheduled meeting dates and does not apply to rescheduled or Special Meetings, meetings of sub-committees, field trips, tours, or meetings held at locations other than the designated location for Regular Meetings	Not sure why we are including exceptions. The provision is stating that a member who misses without the express approval of the Committee). If a member can't attend a scheduled event of the committee, all they need to do is notify the Chair to request approval. If the committee feels that we should incorporate exceptions, I would say limit to meetings of sub-committee, field trips and tours.	Whether attendance can cause removal by operation of law is set out in the Ordinance and is limited to missing 3 "regular" meetings. So, this would not include "special" meetings. I am checking with our government team how the Committee can approve absences and whether this function can be delegated to the Chair. (City Attorney)
CS & BA	I- Membership	Members may continue to serve past the expiration of their terms, until they are removed or replaced by their appointing authority, until and unless the Charter of the City and County of San Francisco otherwise provides	This section does not apply. There are no terms. The code says members serve at the pleasure of the appointing body for the life of the advisory committee.	Correct. This has been omitted.

Name	Article #	Section #	AC Comment	Response
CS & BA	III- Officers and Staff	#2 The officers of this Committee shall be a Chair and a Vice Chair. At the first Regular Meeting of the Committee of each year the members of the Committee shall elect officers from among their number and they shall take office immediately upon their election. The Chair shall preside at all meetings of the Committee, shall preserve order and decorum, shall decide all questions of order subject to appeal to the Committee, shall determine the agenda for each meeting.	Clarify that term is either per calendar year or first of every March (based on 12 -month roll from start of the meeting)	I don't think an advisory committee should designate a specific meeting to elect the Chair – they can just agree to do it annually and if everyone agrees to move it to the next meeting, that's fine. I think the rules are over-complicating the Chair/Vice Chair roles and can be significantly streamlined. (City Attorney)
CS & BA	III- Officers and Staff	#3 - If the Committee is unable to elect a Chair at a meeting where the Rules of Order indicate they shall do so, the Vice Chair shall serve in an acting capacity as Chair until the next regular meeting at which a vote for the position Chair shall be scheduled. If the position of Chair is not vacant, the current Chair would continue to serve as Chair until the next regular meeting at which a vote for the position of Chair shall be scheduled.	Not sure I understand.	
CS & BA	III- Officers and Staff	#4 - If presenters for agenda items notify the MB TIF AC that they will not be able to attend a meeting, the Liaison will immediately notify all the MB TIF AC Chair members of that change. Notification will also be sent in the event that a presenter intends to send a substitute.	Add: The Chair will decide if the agenda item is critical. If so, a substitute will attend and present.	SFMTA will make its best possible effort to find a substitute in all instances. However, SFMTA cannot guarantee that an equivalent substitute presenter will be able to attend in all cases. Additionally, SFMTA cannot guarantee a substitute from other city departments. We want to ensure the TIF AC receives the best possible city staff member for each topic, to ensure the best use of the TIF AC's time. (SFMTA)

Name	Article #	Section #	AC Comment	Response
CS & BA	IV. Meetings	#2 -The Committee shall hold its regular meetings on the fourth Thursday of _____ month from 2:30 pm -4:30 pm. When possible, the committee shall host these meetings at UCSF Mission Hall, 550 16 th Street.	Add: unless determined by the AC that another location is preferable	The Liaison is responsible for securing an appropriate meeting location that meets SFMTA public meeting standards and is ADA compliant. The Liaison will contact the chair and members that a place has been secured prior to the meeting being officially scheduled and an agenda publicly posted. (SFMTA)
CS & BA	IV.-Meetings	#3	Is e-mail considered written notice?	Yes (SFMTA & City Attorney)
CS & BA	IV-Meetings	#3	Is a rescheduled monthly meeting considered a special meeting?	Yes (SFMTA & City Attorney)
CS & BA	IV -Meetings	#4	Advisory Council or Committee meeting not less than 48 business hours prior to the meeting with either the Staff Liaison or ???.	AC members should always contact the Liaison. If 72 hours before a meeting there is a chance that a quorum won't be met, the Liaison will canvass the members, speak to the Chair, and jointly decide on course of action. (SFMTA)
CS & BA	IV -Meetings	#6	Add Based on the number of commenters wishing to speak, the chair can limit the time for each speaker to no shorter than 1 minute.	The Brown Act and Sunshine apply and the rules are included on all agendas. Speakers get "up to 3 minutes". It's usually only in extraordinary circumstances that speakers get less than 3 (MTAB being an exception) and I can't imagine this coming up at this body, but all commenters should get the same amount. (City Attorney)
CS & BA	IV - Meetings	#9 Except as otherwise herein provided, an affirmative vote of at least three members of the Committee shall be required for the passage of any resolution, or for the passage of any other motion. <i>Procedural motions shall require an affirmative vote of a majority of members present</i>	Why is this different than what's covered in the previous sentence?	In the normal course, a majority of the body is needed to make a substantive decision while a majority of those present can make decisions on procedural issues such as continuing an item to another day, moving an item on the agenda, etc. (City Attorney)

Name	Article #	Section #	AC Comment	Response
CS & BA	IV - Meetings		How do we handle if someone needs to recuse themselves for a possible conflict of interest?	Normally, if a member needs to recuse themselves, they state the reason why and the committee votes. You can add this to conflicts. (City Attorney)
Sara Davis (SD)	IV -Meetings	#2	<p>For the next few Months, we are meeting every month. Should we add language like no more than 50% of the total Official meetings per year.</p> <p>4 meetings a Year cycle: Goal to meet before the Basketball season. March, June, September & December (Elections) February, May, July, November (Elections)</p> <p>I want to see the event projections for the year. Remind me is the original SCOPE 4 meetings a year</p>	AC to discuss, and vote on meeting schedule.
SD	N/A	N/A	Can we create a Calendar for our group or FAQ. Sheet ?	Yes, a calendar and FAQ sheet can be created. (SFMTA)
SD		Agenda	<p>Can all member request or review the agenda before it is made public? At the end of each meeting let talk about the agenda for the next meeting.</p>	<p>The agenda can be provided to committee members prior to the 72 hours required posting of the agenda.</p> <p>Yes (SFMTA)</p>
SD		Public Comment	Add language about public comment. With time limits?	See new draft with section on public comment.
SD		Alternates		See new draft with section on alternates.
SD		Pro Tem Sub Committee Appointments		Not applicable to MB TIF AC

Agenda Items

#6 Review of Budget/Actuals for

FY 2019-2020

And

#7 Update on the approved Budget for

FY 2020-2021

Please see Separate
PowerPoint Document

No Materials for
Agenda Items #8

Agenda Item #9

Metrics Framework Presentation
(draft)

Please see Separate PowerPoint
Presentation

Agenda Item #10
Update 2020-2021
MB TIF AC Workplan
(For Discussion and Possible Action)

MB TIF AC 2020-2021 Budget Schedule (with approved Work Plan items for February through December 2020)

	February 27, 2020	March 26, 2020	April 23, 2020	May 28, 2020	June 25, 2020	July 23, 2020	August 27, 2020
SFMTA/City Activities for budget process	SFMTA behind the scenes work (if required)	MB TIF AC budget included in MTA Board briefing Mayor's Budget Office includes MB TIF AC budget in Mayor's budget proposal.	Budget goes to SFMTA Board of Directors (MTAB) for approval Meeting?	Board of Supervisors approves budget	Meeting?	Meeting?	Work with MB TIF AC on FY 21-22 budget
SFMTA/City Activities /meeting focus	Review workplan for March-December 2020 Review Committee Rules Discuss next steps required to refine and finalize metrics	Local Hospital Access Plan (LHAP) Delay Metric discussion Finalize Committee Rules Review draft of updated metrics SFMTA presents city's financial assessment results	Note: meeting might be cancelled pending agenda items (TBD at March meeting)	Finalize metrics Quarterly review of TIF Metrics Dashboard	Agenda items to be discussed by AC Note: meeting might be cancelled pending agenda items (TBD at May meeting)	Note: meeting might be cancelled pending agenda items (TBD at May meeting)	Quarterly review of TIF Metrics Dashboard

MB TIF AC 2020-2021 Budget Schedule (with approved Work Plan items for February through December 2020)

	September 24, 2020	October 22, 2020	November 19, 2020	December 17, 2020	January 2021	February 2021	March 2021
SFMTA/City Activities for budget process	Meeting?	<p>Work with MB TIF AC on FY 21-22 budget</p> <p>Confirm budget Activities shown below</p>	<p>Work with MB TIF AC on FY 21-22 budget</p> <p>Confirm budget Activities shown below</p>	<p>Confirm budget Activities shown below</p>	Insert Budget Activities Here	Insert Budget Activities Here	Insert Budget Activities Here
SFMTA/City Activities /meeting focus	<p>Note: meeting might be cancelled pending agenda items (TBD at Aug meeting)</p>	<p>Work with SFMTA on MB TIF AC budget for FY 21-22</p> <p>Expenditure and service level updates</p> <p>SFMTA, SFPD and SFPW provide update of operations and spending to date, actual vs. planned</p> <p>Advisory Committee comments on presentations and discusses service levels.</p> <p>Finalize & approve 2021 Work Plan</p>	<p>Work with SFMTA on MB TIF AC budget for FY 21-22</p> <p>Departments present proposed FY22 budgets and planned service levels</p> <p>Quarterly Review of TIF Metrics Dashboard</p> <p>Finalize & approve 2021 Work Plan</p>	<p>Departments present final budgets and service levels</p> <p>Advisory Committee provides feedback for formal statement</p> <p>Additional agenda items to be determined by AC</p>	Advisory committee finalizes formal statement	<p align="center">Insert Budget Activities Here</p> <p>Quarterly review of TIF Metrics Dashboard</p> <p>Local Hospital Access Plan (LHAP) Delay Metric discussion</p>	<p align="center">Insert Budget Activities Here</p> <p>Note: meeting might be cancelled pending agenda items (TBD at Feb meeting)</p>