




MEMORANDUM

January 19, 2024

TO: MEMBERS, PORT COMMISSION
Hon. Kimberly Brandon, President
Hon. Willie Adams, Vice President
Hon. Gail Gilman
Hon. Ed Harrington
Hon. Steven Lee

FROM: Elaine Forbes
Executive Director 

SUBJECT: Request authorization to accept and expend a \$200,000 grant from the Metropolitan Transportation Commission (MTC) for the acquisition and installation of multi-space parking pay stations approved by the San Francisco Municipal Transportation Agency (SFMTA) on certain Port-owned motor vehicle parking facilities.

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution No. 24-06

EXECUTIVE SUMMARY

The Port of San Francisco owns on-street and off-street motor vehicle parking facilities along the San Francisco waterfront that serve the needs of a wide variety of customers, including visitors to the waterfront attractions, patrons and employees of local businesses and institutions, and attendees of special events hosted on Port property. Many of these parking facilities are managed through the use of parking meters and multi-space pay stations which are nearing end-of-life due to technological advancements, and the older modems that allow the parking meters to communicate payment and maintenance information will no longer be supported by wireless communication providers.

As part of the replacement and upgrade of these meters, Port staff in partnership with SFMTA conducted field surveys of all Port parking facilities to identify potential locations where parking management can be improved through installation of Port-owned multi-

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space pay stations. Port staff desires to manage these parking facilities to better accommodate and complement the needs of this customer base while making safer and more cost-effective use of automobile parking in the overall context of the multiple transportation options serving the waterfront. Port staff recognizes that the use of “smart” pay stations and SFMTA’s meter maintenance and enforcement services on Port-owned facilities enhances reliability in revenue collection and consistency in parking enforcement. Port staff also recognizes that the meters reduce greenhouse gas emissions by providing real-time availability information that avoids the congestion and excessive driving of customers searching for parking, while also providing customers SFMTA’s information on alternative transportation options that they might otherwise be unfamiliar with. Approval of this item would allow Port staff to accept and expend grant funds to purchase new Port-owned multi-space pay stations for the additional locations identified, subject to Board of Supervisors’ approval. One requirement before receipt and use of these grant funds is for the Port to adopt a “Resolution of Local Support” that indicates the Port’s acknowledgment of responsibilities in complying with MTC’s reporting provisions, funding deadlines, and implementation protocols.

Port Staff is seeking approval of the attached resolution indicating the Port’s support and acknowledgment of responsibilities in the acceptance and expenditure of the \$200,000 in MTC grant funds to purchase and install approximately 24 SFMTA-approved multi-space parking pay stations on Port-owned parking lots. Accordingly, the Port intends to expand its use of pay stations on lots to better address the current problems of parking management on lots without these meters that suffer from a lack of enforcement consistency and related revenue collection accountability.

STRATEGIC OBJECTIVES

The Port of San Francisco – San Francisco Municipal Transportation Agency Parking Management Pilot supports the Port’s 2021-2025 Strategic Plan through the following goals:

Economic Recovery:

Develop and implement strategies to address the economic impacts of the COVID-19 pandemic and stabilize the Port’s financial position during an expected five-year recovery period.

The Project’s more reliable and accountable management through the metering of the subject facilities will enhance the revenue stream the parking spaces generate.

Economic Growth:

Grow business portfolio to create an economically successful and vibrant waterfront.

The Project’s pay stations and meter enforcement program will provide more consistent and regular parking turnover and eliminate the unauthorized parking of vehicles that deny patronage opportunities for adjacent businesses.

Resilience:

Reduce seismic and climate change risks to protect the waterfront, City neighborhoods, and infrastructure.

Sustainability:

Advance environmental stewardship to limit climate change and protect the Bay.

Responding to both the goals of Resilience and Sustainability through using “smart” parking pay stations, the Project’s real-time information services will reduce emissions generated by automobiles hunting for parking by guiding them directly to available spaces, while also promoting and subsidizing sustainable transportation alternatives to driving.

Evolution:

Evolve the waterfront to respond to changing public and Port needs.

The Project’s flexible meter programming capabilities can tailor specific parking rates to best meet local businesses’ needs and adjust these rates as these business needs change.

PROJECT BACKGROUND

For decades, the Port has partnered with the SFMTA on the use of SFMTA-approved parking meters on Port-owned streets and at the Port’s Pier 52 – Boat Launch parking lot.

In 2010, the Port and the SFMTA signed a Memorandum of Understanding (“MOU”) covering parking meters on certain Port-owned facilities. Under the MOU, Port reimburses SFMTA for the procurement and installation of parking meters and meter maintenance and enforcement. The MOU acknowledges that the electronic multi-space pay stations, including meter technology, “may in the future accept SFMTA ‘smart’ cards” and that, at its option, “the SFMTA may replace the Port’s existing Parkeon pay stations with pay stations from another vendor.” The new meters that the SFMTA is installing on Port property are the MacKay smart pay stations - model “Tango,” and the procurement and installation costs of each multi-space pay station are approximately \$8,313. In its 2024-2025 budget, the Port included a program to purchase and install 165 of these pay stations and at this time, 58 have been installed.

In September 2022, the Metropolitan Transportation Commission (MTC), responsible for overseeing coordination and financing opportunities for transportation services in the San Francisco Bay Area, invited agencies that manage automobile parking to submit a Letter of Intent (LOI) to apply for up to \$200,000 in grant funds that would cover innovative parking programs that effectively reduce greenhouse gas emissions. Port staff recognized that expanding its use of Port-owned parking meters at select facilities would produce such benefits and submitted both its LOI and, with subsequent MTC approval, its application in April 2023 to use these grant funds for the Port of San Francisco – San Francisco Municipal Transportation Agency Parking Management Pilot.

The Project includes the purchase and installation of up to 24 MacKay model “Tango” multi-space parking meters for the additional Port facilities identified through field survey by Port staff and the SFMTA where parking management can be improved through the installation of Port-owned multi-space pay stations.

MTC required a minimum local match by the Port of 11.47% of the costs of the total pay station procurement and installation program for which the grant would be awarded. The Port demonstrated a far greater commitment than \$26,000 (the minimal 11.47% match required for the \$200,000 grant, approximately the cost of three pay stations), citing its budgeted program covering the procurement and installation of 165 SFMTA-specified MacKay “Tango” pay stations to upgrade existing locations. If this Project were to receive the grant, the Port could then benefit from an expanded parking meter/pay station agreement with SFMTA at a significantly lower initial cost.

In July 2023, MTC gave the Port notice of award for \$200,000 in grant funds for the Project. Given that the grant includes funds from the federal Congestion Management and Air Quality Improvement Program, one of MTC’s requirements for local agencies proceeding with the use of these funds is the adoption of a “Resolution of Local Support” that endorses the project and indicates the Port’s acknowledgment of responsibilities in complying with MTC’s local match and reporting provisions, funding deadlines and implementation protocols. Following adoption of the Resolution of Local Support and pursuant to San Francisco Administrative Code Section 10.170-1, which requires approval from the Board of Supervisors for city agencies to accept and expend grants in excess of \$100,000, the Port Executive Director will then seek the San Francisco Board of Supervisor’s approval of the request to accept and expend the grant funds.

COMMISSION ACTION

In order for the Port to receive the approved grant funds, the MTC requires a San Francisco Port Commission action adopting a “Resolution of Local Support” that acknowledges the Port of San Francisco plans to adhere to the various procedural and reporting provisions and deadlines of obligating the funds, including submitting the Project into California’s Transportation Improvement Program by February 2024.

Port staff requests that the Port Commission approve the attached Resolution of Local Support endorsing the use of the \$200,000 in grant funds from the MTC to purchase and install approximately 24 SFMTA-approved parking pay stations, subject to approval by the San Francisco Board of Supervisors approval; and to authorize the Port Executive Director to seek accept-and-expend approval by the Board of Supervisors for the Port’s use of these \$200,000 in grant funds.

Prepared by: Peter Albert, Development Project Manager
Real Estate and Development Division

For: Kimberley Beal, Acting Deputy Director
Real Estate and Development Division

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 24-06

Resolution of Local Support
Resolution No. 24-06

Authorizing the filing of an application for funding assigned to MTC and committing any necessary matching funds and stating assurance to complete the project

WHEREAS, the Port of San Francisco (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$200,000 in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Block Grant Program (STP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Carbon Reduction Program (CRP) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Port of San Francisco – San Francisco Municipal Transportation Agency Parking Management Pilot (herein referred to as PROJECT) for the MTC's One Bay Area Grant (OBAG 2) Program (herein referred to as PROGRAM); and

WHEREAS, the United States Congress from time to time enacts and amends legislation to provide funding for various transportation needs and programs, (collectively, the FEDERAL TRANSPORTATION ACT) including, but not limited to the Surface Transportation Block Grant Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149), the Carbon Reduction Program (CRP) (23 U.S.C. § 175), and the Transportation Alternatives (TA) set-aside (23 U.S.C. § 133); and

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to the FEDERAL TRANSPORTATION ACT, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects as necessary to coordinate within the agency and with the San Francisco County Transportation Agency (SFCTA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the SFCTA; and

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under the FEDERAL TRANSPORTATION ACT or continued funding; and be it further

RESOLVED that APPLICANT will provide any required matching funds; and be it further

RESOLVED that APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the SFCTA, MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the PROJECT application; and be it further

RESOLVED that the PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the SFCTA; and be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its Executive Director, General Manager, City Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of January 23, 2024.

Secretary