



MEMORANDUM

August 8, 2025

TO: MEMBERS, PORT COMMISSION
Hon. Gail Gilman, President
Hon. Stephen Engblom, Vice President
Hon. Willie Adams
Hon. Steven Lee
Hon. Ken McNeely

FROM: Elaine Forbes
Executive Director

SUBJECT: Request authorization to execute a Project Supplemental Agreement and a Grant Agreement with Caltrans for the previously approved Port of San Francisco – San Francisco Municipal Transportation Agency Parking Management Pilot.

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution No. 25-51

EXECUTIVE SUMMARY

In 2023, the Port applied for and was awarded \$200,000 in federal funds by the Metropolitan Transportation Commission (MTC) through the California Department of Transportation (Caltrans). These funds are designated for the purchase and installation of up to 28 multi-space parking pay stations as part of the Port of San Francisco – San Francisco Municipal Transportation Agency Parking Management Pilot (Project).

The Port Commission approved a Resolution of Local Support, authorizing the Port Executive Director to seek, accept, and expend the grant funds, and to negotiate and execute necessary agreements. Caltrans requires a resolution explicitly authorizing the Port Executive Director to sign the grant documents.

Port staff is seeking approval of the attached resolution authorizing the Executive Director or her designee to sign all necessary agreements, including the Project Supplemental Agreement (PSA) and the Grant Agreement, to implement the Project.

STRATEGIC OBJECTIVE

The Project supports the Port's Strategic Plan through the following goals:

Economic Recovery:

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:

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.

BACKGROUND

In 2023, the Port applied for federal funds offered by the Metropolitan Transportation Commission (MTC). In partnership with Caltrans, MTC serves as the transportation planning, financing, and coordinating agency, collaborating on various projects and initiatives to improve transportation in the San Francisco Bay Area.

Through a grant program offered through MTC to fund transportation enhancements, Port was awarded \$200,000 in Federal Highway Administration (FHWA) funds to purchase and install up to 28 multi-space parking pay stations as part of the Project.

In accordance with MTC's requirements, the Port Commission approved Resolution No. 24-06 authorizing the Port Executive Director to execute and file an application for the grant funds. The Board of Supervisors approved Resolution No. 373-25 authorizing the Port to accept and expend said grant funds.

In its role overseeing and supporting the administration of federal funding, Caltrans requires that the Port Commission or a higher authority adopt a Resolution that explicitly authorizes the Port, through its Executive Director, to sign the agreements that Caltrans deems necessary to support the implementation of the Project.

Port staff is seeking approval of the attached resolution authorizing the Executive Director or her designee to sign the Project Supplemental Agreement (PSA) and the Grant Agreement in support of the Project and its use of the \$200,000 in MTC grant funds to purchase and install approximately 28 SFMTA-approved multi-space parking pay stations on Port-owned parking lots.

RECOMMENDATION

Port staff recommends that the Port Commission approve the attached resolution

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Real Estate and Development

Through: Kimberley Beal, Assistant Deputy Director
Real Estate and Development

For: Scott Landsittel, Deputy Director
Real Estate and Development

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

RESOLUTION NO. 25-51

WHEREAS, Charter B3.581 empowers the Port Commission with the power and duty to use, conduct, operate, maintain, manage, regulate, and control the Port area of the City and County of San Francisco; and

WHEREAS, On April 9, 2023, the Port submitted an application for up to \$200,000 in funds made available to the Metropolitan Transportation Commission (MTC) by the Federal Highway Administration's Congestion Management and Air Quality (CMAQ) Improvement Program through the California Department of Transportation (Caltrans) to advance the Port/SFMTA Parking Management Pilot by acquiring and installing up to 28 multi-space pay stations to be maintained by SFMTA on select parking lots located on Port property; and

WHEREAS, In July 2023, the MTC gave notice of award to the Port in the amount of \$200,000 in CMAQ funds for the purposes of acquiring and installing the pay stations specified in Port/SFMTA Parking Management Pilot; and

WHEREAS, At its January 23, 2024 meeting, the Port Commission adopted Resolution No. 24-06 affirming its support of the Parking Management Pilot, authorizing the Port to proceed in the process of accepting and expending the \$200,000 awarded to the Port by MTC; and

WHEREAS, On July 29, 2025, pursuant to Administrative Code, Section 10.170-1, the Board of Supervisors approved Resolution No. 373-25 authorizing the Port to accept and expend a grant in the amount of \$200,000 from the MTC for acquisition and installation of multi-space pay stations in support of the Port/SFMTA Parking Management Pilot; and

WHEREAS, In its role overseeing and supporting the administration of federal funding, Caltrans requires that the Port Commission or a higher authority adopt a Resolution that explicitly authorizes the Port, through its Executive Director, to sign the agreements that Caltrans deems necessary to support the implementation of the Port/SFMTA Parking Management Pilot; now, therefore be it

RESOLVED, That the Port Commission authorizes the Port Executive Director or her designee to execute all necessary agreements, including a Project Supplemental Agreement and a Grant Agreement, in such forms as are approved by the City Attorney; and be it further

RESOLVED, That the Port Commission authorizes the Port Executive Director to enter into any additions or amendments to said agreements that the Port Executive Director, in consultation with the City Attorney, determines, when taken as a

whole, to be in the best interest of the Port, do not materially increase the obligations or liabilities of the City or the Port or materially reduce the benefits to the City or the Port, and are necessary or advisable to obtain the grant funds which this Resolution contemplates and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by the Port Executive Director of such documents.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of August 12, 2025.

Secretary