

# SFMTA Bond Oversight Committee

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January 26, 2022

SFMTA Board of Directors

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

Dear SFMTA Board of Directors:

On behalf of the San Francisco Municipal Transportation Agency (SFMTA) Bond Oversight Committee (BOC), we are pleased to present the Fiscal Year 2020 - 2021 Annual Report.

The BOC was created by the SFMTA Board of Directors by Resolution #11-154 on December 6, 2011. The purpose of the BOC is to provide independent oversight with respect to the expenditure of SFMTA revenue bond proceeds.

Pursuant to its Bylaws, the BOC is required to provide its annual report to the SFMTA Board of Directors by January 31st of each year. The attached report describes BOC activities during Fiscal Year 2020 - 2021, and a description of any notable BOC actions since the end of the fiscal year.

We would be pleased to respond to any questions that you may have.

Sincerely,



Chair, Tajel Shah

cc: Jeffrey Tumlin, Director of Transportation  
Benjamin Rosenfield, Controller

Attachment: Fiscal Year 2020 - 2021 Annual Report

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# SFMTA Bond Oversight Committee FY 2020-21 Annual Report

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### Section 1. Introduction

The San Francisco Municipal Transportation Agency (SFMTA) or “Agency” Bond Oversight Committee (BOC) was created by the SFMTA Board of Directors. Under its Bylaws, the BOC is required to provide an annual report to the SFMTA Board of Directors by January 31 of each year for the previous fiscal year. This report covers activities for Fiscal Year 2020 - 2021 and includes a brief description of events occurring since the end of the fiscal year.

### Section 2. Background

The Board of Directors of the SFMTA created the BOC on December 6, 2011 by Resolution #11-154. The Resolution creating the BOC is available on the SFMTA website under Policies at the following link: <https://www.sfmta.com/investor-relations>.

The BOC was established to provide independent public oversight regarding the expenditure of bond proceeds for projects funded by the SFMTA’s revenue bonds and other forms of indebtedness to ensure that bond proceeds are being spent for authorized purposes in accordance with law. The purpose of the BOC is to ensure accountability and transparency for SFMTA debt financed projects, and to ensure that prudent internal controls and practices are established and implemented by the SFMTA. The BOC also informs the SFMTA Board of Directors and the public on the status of the projects funded by debt.

The BOC’s authority does not include the approval of projects included in any financing or the selection process of any vendor hired by the SFMTA to execute bond-funded projects or issue debt.

The BOC consists of seven members as follows: (1) three members recommended by the SFMTA Board Chairman and approved by the SFMTA Board of Directors; (2) two members of the Citizens’ Advisory Council; (3) one member appointed by the SFMTA’s Director of Transportation; and (4) one member appointed by the Controller.

The three current members appointed by the SFMTA Board are Leona Bridges, Steve Heminger, and Tajel Shah, Chair. The two current members appointed by the Citizens’ Advisory Council are John Lisovsky, Vice Chair and one open seat. Charles Perl was appointed by the Director of Transportation. The current member appointed by the Controller is Luke Brewer. BOC members do not receive compensation for their service on the Committee.

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In Fiscal Year 2020 - 2021, the BOC convened four times: on September 2, 2020; December 2, 2020; March 3, 2021; and June 2, 2021.

All Committee proceedings are subject to the California Public Records Act (Section 6254, et seq., of the Government Code of the State of California) and the City's Sunshine Ordinance (Chapter 67 of the Government Code of the State of California). Minutes of the proceedings of the Committee and all documents received and reports issued are a matter of public record and are available on the SFMTA's website at:

<http://sfmta.com/about-sfmta/organization/committees/bond-oversight-committee-boc>.

### Section 3. Auditor Review

The final report from the auditor review is included in Appendix 2 of this report. For more information, see Policies and Procedures (Section 9). Additionally, the Policies and Procedures can be found at the following link:

[https://www.sfmta.com/system/files/finance/revenue\\_bond\\_policies\\_and\\_procedures\\_9.18.18.pdf](https://www.sfmta.com/system/files/finance/revenue_bond_policies_and_procedures_9.18.18.pdf).

### Section 4. Bond Oversight Committee Bylaws

BOC meetings are conducted in accordance with its Bylaws. A copy of the current BOC Bylaws is available on the SFMTA website: <https://www.sfmta.com/committees/sfmta-bond-oversight-committee-boc>.

### Section 5. Revenue Bonds

The SFMTA Board of Directors has authorized the issuance of a total of \$483.7 million in Revenue Bonds for projects. \$118 million of 2021C bonds were issued during Fiscal Year 2021 and are used to fund mostly Green Capital Improvement Projects.

The SFMTA has also issued an additional \$213 million of Revenue Bonds that were used to refund previously issued debt and will reduce SFMTA interest costs. \$38 million of the bond refunding was completed in July of 2012. The remaining \$175 million of bond refunding was done during Fiscal Year 2021 with Revenue Bond Series 2021A and 2021B.

Revenue Bond proceeds are invested in the City Treasury and interest earned on these funds is credited to the bond account to be available for bond-funded projects. Information related to SFMTA indebtedness and detailed information on issuances is available at the following link: <http://www.sfmta.com/about-sfmta/investor-relations>.

## SFMTA Bond Oversight Committee Fiscal Year 2020 - 2021 Annual Report

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The table below displays the bond principal amounts available for projects for each bond series.

Bond Series	Bond Amount for Projects
2012B Bond	\$25,700,000
2013 Bond	75,000,000
2014 Bond	75,000,000
2017 Bond	190,000,000
2021C Bond	118,000,000
<b>Total</b>	<b>\$483,700,000</b>

### A. Series 2012A and 2012B Revenue Bonds

In July 2012, SFMTA issued \$63.7 million of its Revenue Bonds, comprised of two series of bonds: (1) Series 2012A and (2) Series 2012B.

The Series 2012A allocated \$38.0 million for the purpose of refunding bonds previously issued by San Francisco Parking Authority and three non-profit parking corporations. The refunding transaction resulted in net present value savings of \$6.7 million, representing 15.8 percent debt service savings.

The Series 2012B allocated \$25.7 million to finance a portion of the costs of various capital projects for the SFMTA. The SFMTA Board of Directors and the Parking Authority Commission approved the issuance of these bonds on December 6, 2011 and May 1, 2012 (Resolution Numbers 11-150, 11-151, 12-065). The San Francisco Board of Supervisors concurred with the issuance on April 10, 2012 (Resolution Number 120-12).

### B. Series 2013 Revenue Bonds

In December 2013, the SFMTA issued \$75.0 million of its Revenue Bonds, Series 2013 (2013 Bonds). The SFMTA Board of Directors approved the issuance of the 2013 Bonds on September 3, 2013 and October 15, 2013 (Resolution Numbers 13-206, 13-234) and the San Francisco Board of Supervisors concurred with the issuance on September 24, 2013 (Resolution Number 337-13). The 2013 Bonds were issued to finance various transportation capital projects.

### C. Series 2014 Revenue Bonds

In December 2014, the SFMTA issued \$75.0 million of its Revenue Bonds, Series 2014 (2014 Bonds), to finance various transportation capital projects. The SFMTA Board of Directors approved issuing the 2014 Bonds on September 3, 2013 and October 21, 2014 (Resolution Numbers 13-206, 14-154) and the San Francisco Board of Supervisors concurred with the issuance on September 24, 2013 (Resolution Number 337-13).

### D. Series 2017 Revenue Bonds

In June 2017, the SFMTA issued \$190.0 million of its Revenue Bonds, Series 2017 (2017 Bonds) to finance Mission Bay Transportation Capital Improvements, procurement of new Muni vehicles, and the Van Ness Transit Improvement Project. The SFMTA Board of Directors approved issuing the 2017 Bonds on April 5, 2016 (Resolution Number 16-044) and the San Francisco Board of Supervisors concurred with the issuance on June 7, 2016 (Resolution 231-16).

Mission Bay Transportation Capital Improvements, procurement of new Muni vehicles, and the Van Ness Transit Improvement Project. The SFMTA Board of Directors approved issuing the 2017 Bonds on April 5, 2016 (Resolution Number 16-044) and the San Francisco Board of Supervisors concurred with the issuance on June 7, 2016 (Resolution 231-16).

### E. Series 2021C Revenue Bonds

In June 2021, the SFMTA issued \$118 million of its Revenue Bonds, Series 2021C (2021 Bonds) to finance several Green Projects ("Green" in this context is a designation of Green Transaction Evaluation by S&P Global Ratings) totaling \$96 million as well as a \$22 million Parking Meter Replacement Project.

### F. Bond Expenditures

As of June 30, 2021, the remaining bond funds (including encumbered funds) for each series and percentage spent are as follows: Series 2012B - \$0 (100.0 percent spent), Series 2013 - \$408,853 (94.5 percent spent), Series 2014 - \$3,459,254 (95.2 percent spent), Series 2017 - \$1,797,638 (99.0 percent spent), and Series 2021C - \$118,000,000 (0 percent spent). Series 2012B was fully expended by October 2016.

## Section 6. Commercial Paper Program

The SFMTA established a \$100.0 million Commercial Paper (CP) Program on September 10, 2013. The CP Program was approved by the SFMTA Board of Directors on June 4, 2013 (Resolution Number 13-071) and the San Francisco Board of Supervisors concurred on June 10, 2013 (Resolution Number 246-13). The CP Program was intended to finance, on a short-term basis, the costs of transportation capital projects in advance of the issuance of Revenue Bonds. Commercial paper can also be issued in anticipation of the receipt of grants. By providing continuous flows of funds to SFMTA capital projects, the CP Program can lower project costs by limiting schedule slippage.

At its November 6, 2013 meeting, the BOC reviewed the SFMTA's Commercial Paper Policies and Procedures to guide the use of CP. The procedures were jointly developed by the SFMTA and the Controller's Office of Public Finance. The Policies and Procedures were intended to define the steps to issue Commercial Paper and the related procedures and accounting to ensure appropriate internal controls and accountability. The BOC has no oversight responsibility for the use of CP on a day-to-day basis. As of November 2020, one CP note for \$41.0 million was issued on January 18, 2017 and repaid in 90 days. Therefore, no CP notes are outstanding. Detailed information is available at the following link: <http://www.sfmta.com/about-sfmta/investor-relations>.

The SFMTA decided to terminate the Commercial Paper Program in July of 2020 at the discretion of the SFMTA Chief Financial Officer. The annual cost of maintaining the program exclusive of borrowing costs was approximately \$500,000 per year. There were no outstanding Commercial Paper issuances at the time of termination.

### Section 7. Project Delivery

#### A. Series 2012B Revenue Bond Funded Programs

The Series 2012B Bonds were authorized in July 2012 for a total of \$25.7 million. Of the \$20.7 million, \$5.0 million was designated for parking garage projects and \$20.7 million for state-of-good-repair improvements to existing assets as well as accessibility and reliability of the transportation system including transit, bicycle, pedestrian and signal improvements. The Series 2012B bond funds were fully expended by October 2016 and funded a total of 15 projects.

The following section summarizes the programs included in the 2012B Revenue Bonds.

<b><u>Program Title</u></b>	<b><u>Program Description</u></b>
<b>Muni Metro Sunset Tunnel Rail Rehabilitation</b>	The Muni Metro Sunset Tunnel Rail Rehabilitation upgrades and reconstructs aging N-Line railway infrastructure in the Sunset Tunnel, which includes replacing track work, overhead catenary system components, feeder cables, the curve signal system, and firefighting standpipe components; cleaning drain lines; and adding conduit for a future emergency blue light telephone system.

<b>Muni Metro Turnback Rehabilitation</b>	The Muni Metro Turnback (“MMT”) extends the Muni Metro Light Rail Transit Line underground approximately one mile from Embarcadero Station to a tunnel portal connecting to the Mission Bay surface line. The MMT includes 800 feet of bored tunnel, cut-and-cover structure, and an extensive underground turnback complex with two pocket tracks. The MMT was designed to improve turnback operations, reduce headways, and provide underground train storage to increase system capacity. The turnback and pocket track just east of Embarcadero Station have been damaged over time by water intrusion from the San Francisco Bay. The worn track has in the past caused service delays. The MMT Rehabilitation is designed to improve service reliability by reducing train and control failures and to improve safety. It is also expected to reduce on-going maintenance costs.
<b>Muni Green Light Rail Facility Rehabilitation</b>	The Muni Green Light Rail Facility Rehabilitation project will enhance system reliability while reducing the need for excess maintenance. The project calls for the replacement of approximately 11,200 track-feet of worn rails and track switches at the SFMTA’s Green Light Rail Facility, where in excess of 89 Breda LRVs are regularly stored, and possibly improvements to the facility.
<b>Muni System Radio Replacement Project</b>	This project will replace and modernize SFMTA’s radio communication system using 700 MHz voice and 800 MHz data channels as the basis for the communication network. The new system will utilize four base station sites and will meet the regional Intelligent Transportation Standard and the P25 interoperability criteria.
<b>Muni Metro System Public Announcement and Public Display System Replacement</b>	The Muni Metro System Public Announcement and Public Display System Replacement project would improve customer experience within the Muni Metro system by replacing existing 28-year-old subway Public Address System & Platform Display systems with new devices. Specific improvements include the installation of LED passenger information displays at nine stations, for a total of 108 signs. Station improvements will also include speakers, microphones, ambient noise sensors and a digital voice announcement system.
<b>Parking Garage Projects</b>	This program includes funds for assessing the condition of 18 garages and provides partial funding for waterproofing and ventilation projects.

B. Series 2013 Revenue Bond Funded Programs

On December 4, 2013, the SFMTA issued \$75.0 million in Revenue Bonds, Series 2013 (2013 Bonds). Of the \$75.0 million, \$1.0 million was programmed for garage projects and \$74.0 million for asset renewals, accessibility and reliability of the transit system (Safe Routes to Transit including bicycle, pedestrian and signal improvements). As of June 30, 2021, the 2013 Bonds has funded 38 projects. A total of \$ 74.6 million of bond funds was expended leaving an unexpended balance of \$0.4 million.

The following section summarizes the programs included in the Series 2013 Bonds.

<b><u>Program Title</u></b>	<b><u>Program Description</u></b>
<b>Pedestrian Safety &amp; Traffic Signal Improvements</b>	This program is meant to promote walking and improve the safety and usability of City streets by providing the funds required to plan, design and construct pedestrian and traffic signal infrastructure. The program includes the installation of red-light photo enforcement equipment; pedestrian islands in the medians of major thoroughfares; sidewalk bulb-outs and sidewalk widening; installation of traffic and pedestrian signals which include countdown and accessible pedestrian signal equipment; and targeted traffic calming projects.
<b>Transit System Safety and Other Improvements</b>	The Transit System Safety and Other Transit Improvements program is designed to improve the safety of the Muni transit system. It includes project development and capital costs for: (i) the replacement of the communication and dispatching system to provide interoperable digital voice communications for SFMTA staff and the Public Works Emergency Radio System; (ii) new vehicle on-board and fixed route components that will provide information for core operational capabilities including Computer Aided Dispatch and Automatic Vehicle Location, vehicle health monitoring, on-board ADA-compliant traveler information, transit signal priority, and automated fare collection; (iii) training equipment and simulators for Muni operators; (iv) replacement of fire-safety mandated emergency telephones including phone switches, phone stations, blue-light units, raceways, communication cables, uninterrupted power supply units, networking system, operator consoles and management servers; and (v) transit improvements including signal changes, bus bulbs, striping changes and other localized uses of the transit priority toolkit.

**Street Capital Improvements**

The Street Capital Improvements program focuses on the development of safe and complete streets through integrated major corridor capital projects. It includes project development and capital costs for: the construction of bicycle facilities and improvements to the existing bicycle network; bicycle sharing, new bicycle lanes and paths, bicycle parking facilities, bicycle boxes, bicycle boulevards, buffered bicycle lanes, cycle tracks, bicycle signals, and “green wave” traffic signal coordination; curb extensions, storm water management features, traffic signal timing changes, signs, installation of pedestrian signals, including countdown and accessible pedestrian signal equipment, sidewalk extensions, medians, refuge islands, and bulb outs.

**Facility Improvements**

The Facility Improvements program includes safety and seismic upgrades to SFMTA parking garages and expansion of Muni operations and maintenance facilities, including projects intended to maintain the state of good repair of certain existing garages and SFMTA operations facilities, to improve working conditions for staff and to otherwise expand existing facilities.

**Transit Fixed Guideway Improvements**

Transit Fixed Guideway Improvements is a capital program intended to address certain transit operational issues and maintenance needs, and to increase system reliability. It includes project development and costs relating to: replacement of overhead wires and related poles and traction power systems serving light rail and trolley coach lines; improvement to the transportation central control facility and systems; replacement of the trackway and related systems serving the light rail and cable car lines to mitigate excessive noise and/or vibration.

**Muni Fleet**

Under the Light Rail Vehicle Procurement program, SFMTA will purchase replacement light rail vehicles along with new vehicles to provide for growth in transit service.

C. Series 2014 Revenue Bond Funded Programs

On December 10, 2014, \$75.0 million of Revenue Bonds, Series 2014 (2014 Bonds) were issued to fund various transportation system, safety, traffic signal, and street and facility improvements. As of June 30, 2021, the 2014 Bonds has funded 38 projects. A total of \$ 71.5 million of bond funds was expended leaving an unexpended balance of \$3.5 million.

The following section summarizes the programs included in the Series 2014 Revenue Bonds.

**Program Title**

**Program Description**

**Pedestrian Safety & Traffic Signal Improvements**

This program is meant to promote walking and improve the safety and usability of City streets by providing the funds required to plan, design and construct pedestrian and traffic signal infrastructure. The program includes the installation of red-light photo enforcement equipment; pedestrian islands in the medians of major thoroughfares; sidewalk bulb-outs and sidewalk widening; installation of traffic and pedestrian signals which include countdown and accessible pedestrian signal equipment; and targeted traffic calming projects.

**Transit System Safety and Other Improvements**

The Transit System Safety and Other Transit Improvements program is designed to improve the safety of the Muni transit system. It includes: project development and capital costs for: (i) the replacement of the communication and dispatching system to provide interoperable digital voice communications for SFMTA staff and the Public Works Emergency Radio System; (ii) new vehicle on-board and fixed route components that will provide information for core operational capabilities including Computer Aided Dispatch and Automatic Vehicle Location, vehicle health monitoring, on-board ADA-compliant traveler information, transit signal priority, and automated fare collection; (iii) training equipment and simulators for Muni operators; (iv) replacement of the fire-safety mandated emergency telephones including phone switches, phone stations, blue-light units, raceways, communication cables, uninterrupted power supply units, networking system, operator consoles and management servers; and (v) transit improvements including signal changes, bus bulbs, striping changes and other localized uses of the transit priority toolkit.

**Complete Street  
Capital  
Improvements**

The Street Capital Improvements program focuses on the development of safe and complete streets through integrated major corridor capital projects. It includes project development and capital costs for the construction of bicycle facilities and improvements to the existing bicycle network; bicycle sharing, new bicycle lanes and paths, bicycle parking facilities, bicycle boxes, bicycle boulevards, buffered bicycle lanes, cycle tracks, bicycle signals, and “green wave” traffic signal coordination; curb extensions, storm water management features, traffic signal timing changes, signs, installation of pedestrian signals, including countdown and accessible pedestrian signal equipment, sidewalk extensions, medians, refuge islands, and bulb-outs.

**Facility  
Improvements**

SFMTA’s Facility Improvements program includes safety and seismic upgrades to SFMTA parking garages and expansion of Muni operations and maintenance facilities, including projects intended to maintain the state of good repair of certain existing garages and SFMTA operations facilities, to improve working conditions for staff and to otherwise expand existing facilities.

**Muni Fleet**

Under the Light Rail Vehicle Procurement program, SFMTA will purchase replacement light rail vehicles along with new vehicles to provide for growth in transit service.

**Fiscal Year 2020 - 2021 Project Delivery Milestones for the 2014 Revenue Bonds include:**

**1 California: Laurel Village Transit Priority Project:** As part of Muni Forward, and in conjunction with the San Francisco Department of Public Works (SFDPW) California Laurel Village Streetscape Project, a proposal has been developed to improve transit safety and reliability, as well as reduce travel time on the 1 California Muni line from Spruce Street to Laurel Street. The proposal includes four (4) bus bulbs, three (3) stop optimizations and two (2) traffic signal upgrades. By implementing this proposal, transit riders will benefit from faster and more reliable trips and experience enhanced transit safety and overall effectiveness. Project was substantially complete at the beginning of July and change order work has been in progress throughout the fiscal year. Work took longer than normal due pandemic related protocols. Project will be closed out in the next fiscal year. Total Revenue Bond funding is \$186,000 with costs for this year at \$80,925 with remaining bond funds of \$85,020.

**Contract 64 Signals:** The scope of Contract 64 is to design and construct new traffic signals at nine locations. New traffic signals will be installed at 7th Street/Minna Street, 15th Street/Dolores Street, Alemany Boulevard & Foote Avenue, Bryant Street & Sterling Street, Campus Way & Owens Street, Ellis Street & Webster Street, Highland Avenue & Mission Street, Leavenworth Street & Washington Street, and Mariposa Street & Pennsylvania Avenue. Revenue bonds funded the intersections of Alemany & Foote and Ellis & Webster. All 9 new traffic signal locations were substantially complete at the start of the year including the 2 funded by Revenue Bond proceeds. Punch List work continued throughout the year but took longer than normal due to pandemic related protocols. The project will be closed out during the next fiscal year. Total Revenue Bond funding is \$573,487 with costs for this year at \$80,925 with remaining bond funds of \$0.

**Lombard Street Safety Project:** Design and construct traffic calming and pedestrian safety treatments at all intersections between Richardson Avenue/Francisco Street and Lombard Street/Franklin Street. Proposed treatments include: daylighting, leading pedestrian bulbs, advanced stop bars, continental crosswalks, upgrading signal conduit, bulb-outs, pedestrian islands, transit bulbs, and/or removal of actuated pedestrian buttons. This work is being coordinated with the San Francisco Public Utilities Commission (SFPUC) and the California Department of Transportation (Caltrans). Work was substantially complete at the beginning of the fiscal year. Project closeout was expected during the year but Punch List work took longer than expected and Caltrans also asked for a redesign and rebuild of a curb ramp. Closeout is now planned for the upcoming year. Total Revenue Bond funding is \$1,326,666 with costs for this year at \$628 with remaining bond funds of \$739.

**PARCS Replacement Project:** The project entails a complete replacement of the Parking Access and Revenue Control System (PARCS) components at 21 parking facilities. The work includes new system servicers, cashier stations, ticket dispensers, barrier gates, payment machines, etc. and the installation of new utility infrastructure required to support the new equipment. 19 garages were substantially completed at the beginning of the fiscal year with the remaining 2 completed during the current reporting period. Project Closeout work will be completed during the next year. Total Revenue Bond funding is \$7,438,574 with costs for this year at -\$199 with remaining bond funds of \$173,327.

D. Series 2017 Revenue Bond Funded Programs

On June 7, 2017, \$190.0 million of Revenue Bonds, Series 2017 (2017 Bonds) were allocated to various transportation system, safety, traffic signal, and street and facility improvements. As of June 30, 2021, the 2017 Bonds were allocated to four projects. A total of \$188.2 million were expended leaving \$1.8 million remaining.

The following section summarizes the projects included in the Series 2017 Revenue Bonds.

<b><u>Project Title</u></b>	<b><u>Project Description</u></b>
<b>Mission Bay Transportation Capital Improvements</b>	Construct a single-track transit loop for the Third Street Light Rail Line (T Line), including adjacent roadway surface improvements on Illinois Street, between 18 <sup>th</sup> and 19 <sup>th</sup> Streets. The addition of this short line to SFMTA's T Line is designed to double the frequency of light rail transit service to Mission Bay and provide enhanced connections between Mission Bay and downtown San Francisco.
<b>Van Ness Bus Rapid Transit Project</b>	Construct a package of transit, streetscape, and pedestrian safety improvements along a two-mile corridor of Van Ness Avenue between Mission and Lombard Streets. Key features include conversion of two mixed-flow traffic lanes into dedicated bus lanes, consolidated transit stops, high quality stations, transit signal priority, all-door low floor boarding, elimination of most left turn opportunities for mixed traffic, and pedestrian safety enhancements.
<b>Muni Fleet: LRV Procurement</b>	Under the Light Rail Vehicle Procurement program, SFMTA will purchase replacement light rail vehicles along with new vehicles to provide for growth in transit service.

**Fiscal Year 2020 - 2021 Project Delivery Milestones for the 2017 Revenue Bonds include:**

**King Street Substation Upgrade:** Install upgrades and additional power capacity at the King Street Power Substation to provide capacity to support light rail vehicles along the Embarcadero. Additional capacity is needed to accommodate planned system growth as well as to support special event service associated with Oracle Park and the Chase Center. During the fiscal year, work continued on the new substation. Substantial Completion is expected in the Fall of 2021. This is later than originally planned and is a result of ongoing issues accessing the work site related to delays in the Central Subway Project construction. Project work was also delayed due to failure of the Surge Arrester during the 3<sup>rd</sup> Quarter. Total Revenue Bond funding is \$6,555,000 with costs for this year at \$0 with remaining bond funds of \$284,777.

**Procurement of New Light Rail Vehicles (LRVs):** This procurement includes the purchase of 151 LRVs to replace the existing fleet, 24 LRVs to start new revenue service on Central Subway Extension and to handle current demand, and 85 LRVs to accommodate projected ridership increase in the coming ten years. The LRV procurement is underway and 68 expansion vehicles were purchased before replacing 151 Breda cars that were in operation. Procurement of the 68 expansion cars was completed in the 2<sup>nd</sup> Quarter ahead of schedule. Total Revenue Bond funding is \$145,050,650 with costs for this year at \$433,658 with remaining bond funds of \$1,642,905.

**Van Ness BRT Project:** The project entails the construction of a package of transit, streetscape and pedestrian safety improvements along a two-mile corridor of Van Ness Avenue between Mission and Lombard Streets. Key features include conversion of two mixed-flow traffic lanes into dedicated bus lanes, consolidated transit stops, high quality stations, transit signal priority, all-door low floor boarding, elimination of most left turn opportunities for mixed traffic, and pedestrian safety enhancements. Water and sewer work was completed during FY20/21 and construction of the red BRT Lanes started at the beginning of the fiscal year. A variety of work also continued throughout the year including construction of Median Islands, Landscaping, Bus Shelters, Bulb-Outs, Overhead Lines, and Road Paving. Substantial Completion is expected in Fall 2021. Total Revenue Bond funding is \$50,374,879 with costs for this year at \$1,910,383 with remaining bond funds of \$0.

E. Series 2021C Revenue Bond Funded Programs

On February 23, 2021, \$118.0 million of Revenue Bonds, Series 2021C (2021 Bonds) were allocated to several transportation system and facility improvements. As of June 30, 2021, the 2021C Bonds were allocated to four projects. A total of \$0 was expended leaving \$118 million remaining.

The following section summarizes the projects included in the Series 2021C Revenue Bonds.

<b><u>Project Title</u></b>	<b><u>Project Description</u></b>
<b>Parking Meter Replacement</b>	Replacement of over 29,000 Parking Meters in the City with updated equipment. These meters have reached the end of their useful lives and also need to be updated to current wireless technology to improve parking services.
<b>1200-15<sup>th</sup> Street Renovation</b>	This project rebuilds the existing structure at 1200-15th Street as a mixed-use development, consolidating Enforcement Operations on the first two floors and adding a mix of affordable and market rate housing on the upper floors. Enforcement space will include work areas, office space, locker rooms, and storage areas with vehicle storage provided next door at the upper floors of the existing Scott Facility.
<b>Train Control System Upgrade</b>	Plan, design, procure and install the next-generation communications-based train control (CBTC) system for the rail network, including surface and subway alignments. Investing in a new CBTC system will bring the train control system into a state of good repair and will result in a more efficient, reliable, and safe way to manage LRV traffic. The CBTC system will improve transit service by reducing congestion-related delays, providing more consistent travel times, reducing headways and improve overall system safety for all Muni Metro LRV lines.
<b>Transit Optimization</b>	Construct a package of transit, streetscape and pedestrian safety improvements along a two-mile corridor of Van Ness Avenue between Mission and Lombard Streets. Key features include conversion of two mixed-flow traffic lanes into dedicated bus lanes, consolidated transit stops, high quality stations, transit signal priority, all-door low floor boarding, elimination of most left turn opportunities for mixed traffic, and pedestrian safety enhancements.

## **Section 8. Reallocation of Proceeds**

The SFMTA Board of Directors and BOC are both notified when reallocations are made between authorized programs and/or projects. In Fiscal Year 2020 - 2021 there were two bond reallocations and are described below. Reallocations are numbered sequentially by bond issue irrespective of timing.

### **Series 2014 Bonds**

In a Memorandum dated December 21, 2020 (Reallocation 4), the SFMTA Board was advised that \$0.2 million was redirected in project savings from the Masonic Avenue Streetscape Project in the Streets Capital Improvements Category to the Geary BRT Phase I Project. This helped the Geary BRT Project replace other local funds that were not available as originally budgeted.

In a Memorandum dated March 31, 2021 (Reallocation 5), the SFMTA Board was advised that a total of \$645,506 in project cost savings from the Street Capital Improvements Category was transferred to the Facility Improvements and Pedestrian Safety & Traffic Signal Improvements Categories. This helped pay for increased costs for 2 Facility Improvement Projects as well as 6 Pedestrian Safety & Traffic Signal Improvement Projects.

## **Section 9. Policies & Procedures**

There were no changes to existing policies and procedures during Fiscal Year 2020-2021.

### Appendix 1: Fiscal Year 2020 - 2021 Meeting Schedule

All meetings were held as a web-based video conference and conference call due to the pandemic. Meeting agendas and minutes of the SFMTA BOC meetings are posted at the following link: <http://sfmta.com/about-sfmta/organization/committees/bond-oversight-committee-boc>. Audio recordings are on file with the Committee Coordinator and can be made available upon request. Scheduled meetings are open to the public and the BOC encourages the participation of the public.

#### Fiscal Year 2020 - 2021 Bond Oversight Committee Meeting Dates

- September 2, 2020
- December 2, 2020
- March 3, 2021
- June 2, 2021

**Appendix 2: Fiscal Year 2020-21 Audit**

Please see the following attached report.



KPMG LLP  
Suite 1400  
55 Second Street  
San Francisco, CA 94105

## Independent Accountants' Agreed-Upon Procedures Report

San Francisco Municipal Transportation Agency (SFMTA)  
Bond Oversight Committee and SFMTA Board of Directors  
City and County of San Francisco, California:

We have performed the procedures enumerated in the Attachment on the San Francisco Municipal Transportation (SFMTA's) sources and uses of funds related to bond Series 2012B, 2013, 2014, 2017 and 2021C for the year ended June 30, 2021. SFMTA's management is responsible for SFMTA's sources and uses of funds related to bond series 2012B, 2013, 2014, 2017, and 2021C.

SFMTA has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting users in understanding the sources and uses of funds related to bond Series 2012B, 2013, 2014, 2017 and 2021C for the year ended June 30, 2021. This report may not be suitable for any other purpose. No other parties have agreed to or acknowledged the appropriateness of these procedures for the intended purpose or any other purpose.

The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. We make no representation regarding the appropriateness of the procedures either for the intended purpose or for any other purpose.

We were engaged by SFMTA to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, which involves us performing the specific procedures agreed to and acknowledged above and reporting on findings based on performing those procedures. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on SFMTA's uses and sources of funds related to bond series 2012B, 2013, 2014, 2017, and 2021C for the year ended June 30, 2021. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

We are required to be independent of SFMTA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

**KPMG LLP**

San Francisco, California  
January 17, 2022

Procedures and Results:

1. Select a sample of expenditures from the general ledger detail (PeopleSoft data) provided by management and determine whether the debt proceeds have been recorded in the accounting system solely for uses, purposes, and projects authorized in the authorizing solution and applicable laws by performing the following procedures:
  - a. We obtained and inspected the following bond resolutions that describe the authorized uses, purposes and projects authorized to be paid with the respective bond proceeds to use as a basis for determining that the debt proceeds (the sources) were used in accordance with the bond resolutions in procedure 2 below:
    - Board of Supervisors (BOS) Resolutions for series 2012B, 2013, 2014, 2017, and 2021C bonds and Municipal Transportation Agency Board (MTAB) Resolutions for Series 2012B, 2013, 2017, and 2021C “New Money” bonds
    - SFMTA Procurement Procedures
    - CCSF Accounting Policies and Procedures
    - Capital Funding Recommendations
  - a) We obtained and inspected the following bond resolutions that describe management’s intention of the bond proceeds and interest income for the source, intended use, and expenditure and balances of bond revenue to use as a basis of determining that the debt proceeds and interest income were recorded correctly in procedure 2 below:
    - The SFMTA Board of Directors Resolutions 11-150, 13-205, 16-0464, and 201215-110 resolving to issue Series 2012B, 2013, 2017, and 2021 “New Money” (2021C) revenue bonds, respectively, for the purpose of financing (as capital projects) the cost of transportation projects.
    - The SFMTA Board of Directors Resolutions 11-127, 13-206, and 16-044, which allow SFMTA to be reimbursed for costs for the above range of capital projects from the proceeds of revenue bond Series 2012, 2013, and 2017.
    - CCSF Board of Supervisors Resolutions 120-12, 337-13, 92-15, 231-16, 023-21 authorizing the issuance of Series 2012B, 2013, 2014, 2017, and 2021C bonds, respectively, in concurrence with the resolutions passed by the SFMTA Board of Directors.
    - CCSF Board of Supervisors Resolutions 59-12, 207-13, 92-15, 212-15, and 105-16 required to appropriate the revenue collected from the bond issuances for the various capital projects to be undertaken by the Department of Public Works (DPW) on behalf of SFMTA.

**Results: KPMG selected a total of 62 sample items that included debt principal and interest payment to trustee amounts. No exceptions were found as the result of applying these procedures. Refer to procedure 3 below for the detailed breakdown of the transaction composition.**

2. For the sample of transactions selected in procedure 1, we perform the following procedures with respect to uses, expenditures, encumbrance, and balances for the year ending June 30, 2021:
  - a) Validate that uses are solely for purposes per the respective bond's authorizing resolution and applicable laws.
  - b) Validate that project expenditures and encumbrances are for authorized capital projects noted in the respective bond resolution.
  - c) Validate that transactions are properly supported with documents required by City and Departmental policies and are processed in accordance with SFMTA's internal procedures obtained from management.
  - d) Validate that direct salary is properly supported on the respective labor distribution system report as reported by individual employee timesheets.
  - e) Validate that the indirect cost and fringe benefit sampled items by recalculating the indirect cost and fringe benefit amounts.
  - f) Validate the journal entry adjustment sampled items by obtaining the Peoplesoft screenshot and agree the amount to the screenshot. Furthermore, compare the preparer name on the screenshot to the approver name on the screenshot to ensure the approver name is different from the preparer name. Lastly, ensure that the approved date on the screenshot is after the prepared date.
  - g) Validate if the trustee payments for debt service is in accordance with the terms of the respective bond resolution, amounts are correct, and payments were made on or before the required due dates.
  - h) Validate if bond dollar amounts reported are correct and trace to supporting payment disbursement source (e.g., checks, EFT, etc.)

3. As referenced in procedure 1 above, we selected a sample of 62 transactions from the PeopleSoft data, divided as follows:

- 25 expenditures with the high-dollar amounts
- 15 assorted expenditures for small-dollar amounts
- 15 interdepartmental charges
- 2 budget (funding) transfers between projects
- 5 trustee payments

We obtained the PeopleSoft data related to bond Series 2012B, 2013, 2014, 2017 and 2021C from management of all transactions recorded related to the aforementioned bond series during the year ended June 30, 2021. We selected the 25 highest dollar amounts by filtering the Expenditure type under "Account Lvl 2 Code" column and sorting the transaction amount in the detail from highest to smallest. Then, we selected 15 additional expenditures that were not within the highest dollar amounts.

Using the same general ledger data file in procedure 1, we selected 15 interdepartmental charges by filtering the general ledger data file by department group code and selecting samples that were not identified as 'MTA'.

We further obtained the expenditure budget query report related to bond series 2021B, 2013, 2014, 2017, and 2021C from management that includes the Commitment Control Detail Ledger. From this report's transaction detail, we filtered the column name "Fund Description: for any Sustainable Streets (SS) and Transit (TS) Capital Revenue Bond as well "Budget Ledger Name" for Commitment Control Detail Budget. We then selected 2 budget (funding) transfers from the filtered data.

We obtained a listing of all bond debt service payments to trustee related to bond series 2012B, 2013, 2014, 2017, and 2021C from management. We selected 5 payments from this listing.

We performed the procedures detailed under procedure 2 on the selected samples referenced in procedure 3 as follows:

**High-dollar amounts and assorted smaller-dollar expenditures (Sample size 40) -**

For these Sample Nos. 1-40, we applied procedural steps 2(a) – (f), plus (h) as described above:

- i. The uses of the revenue bond series funds were for expenditures incurred solely for the purposes as noted in the respective bond resolution and applicable laws. For purposes of the revenue bonds, applicable laws refer to the related Revenue Bond Policies and Procedures published by SFMTA to maintain compliance with the debt policy approved by the SFMTA Board of Directors. KPMG compared the project description on the approved invoice and encumbrance payment provided by management to the respective bond resolution provided by management.
- ii. For non-personnel samples (construction contracts and equipment purchase) - the transactions were properly supported based on City and Departmental policies in accordance with SFMTA's internal procedures by obtaining the approved invoice, encumbrance payment request form, the general ledger screen shot showing the amount paid prior to reimbursement, Certificate of Progress Payment, request for progress payment memorandum, and check/EFT from management. We also agreed the amount per the progress payment memorandum to the amount in the encumbrance payment request form for each selection. Then, we agreed the amounts per the progress payment report to the respective check/EFT.
- iii. For personnel samples (salaries) – the direct salary is properly supported on the respective labor distribution system report as reported by individual employee timesheets.
- iv. For personnel (indirect and mandatory fringe benefits) - the calculation for indirect cost and fringe benefit amount. There were no selected samples related to the calculation of indirect costs and or fringe benefits
- v. Journal entry adjustments – Peoplesoft journal screenshot agreed with sampled transaction amount. Furthermore, both the preparer name and the approver name on the screenshot are different from each other as indicative of the segregation of duties. Lastly, the approved date on the screenshot occurred after the prepared date.

We further noted the following:

Of the 40 samples selected, 25 were from the highest dollar values (all non-personnel costs), and 15 were from the assorted small dollar value sample (made up of 10 non-personnel costs and 5 personnel costs). There were no 2012B bond revenue series expenditure transactions selected for the current year procedures as budgeted funding from this series have been fully expended.

Of the non-personnel services expenditure transactions selected for the high dollar values and the assorted small dollar, 17 of which from the high dollar values (Samples #1-#4 and #7- #9, #13-#21, and #23) and 4 from the assorted small dollar (Samples #26-#28, and #36): These pertained to reclassifications at the Authority Code level, and were made in relation to the closing out/cleaning up process of prior expenditures funded by 2013 and/or 2014 revenue bonds. As such, these transactions are not subject to

the same procedural requirements (procedures (a) – (e) detailed above) as those were designed to assess regular expenses related to projects funded by Bond Revenue. In lieu of these procedures, we applied procedure (f) and inspected the PeopleSoft screenshots to agree the amount and viewed the preparer and approver dates noting that the approver date was after the preparer's date.

Samples #11 and #22 related to the non-personnel expenditures funded by the 2014 revenue bond series. Both samples associated with the professional engineering services contracted with HNBT Corporation and have the accompanied Progress Payment Request Memorandum dated 8/20/2020, authoring for payment processing as follows: submitted for payment by Project Manager sign off; reviewed for payment by Contract Administration Interim Section Lead; plus approved for payment by Contract Administration Deputy.

Additionally, there were 2 selected samples from the high dollar values related to the error correction. Sample #10 pertains to the error entry posted. This selected sample was automatically posted in the eSettlement voucher on 2/25/2021. Such error had been rectified by the responsible personnel on 4/6/2021 and reversed out via the Journal ID No. AP00362147. The correct payment amount, after review and authorization, had been properly made for this vendor and captured as part of the selected sample #12. Error had been fully addressed.

For the remaining non-personnel samples, there were 2 from high dollar values samples (#24 and #25) and 6 from the assorted small dollar (Samples #29-#32, and #37-38) pertaining to the 2017 Series funding. Combining the two categories, Samples #24, 29, and #30 related to the procurement of new light rail vehicles while the latter #25, #31-32, and #37-#38 pertained to the specialized engineering services. The eight selected non-personnel transactions for the 2017 bond Series were not related to capital construction expenditures, and we therefore reviewed the description for both the project and invoice plus the supporting documentation (e.g., monthly progress report, invoice billings to vendor from subcontractor, etc.) from vendor to confirm the item qualified as an approved expenditure using Bond Resolution descriptions. The additional support that we further reviewed for the specialized engineering samples were the SBE Form, given management had confirmed that such support form is not applicable for samples pertaining to the procurement of equipment. In addition, we also agreed the invoiced amounts to the progress payment. Specifically, per applicable Payment Processing Guidelines, we agreed the sample amount to the PeopleSoft screenshots and the invoices. We further verified that payments were properly authorized and that payments were made in timely manner. We confirmed that the vendor/contractor submitted a request for progress payment/payment and the certificate of progress payment was signed by the SFMTA project manager and contract administrator. Per the CCSF's Prompt Payment Guideline, the agency is to pay contractors within 30 business days of receiving billing. We noted this is accomplished by ACH deposits. We then agreed the amount and date to the bank statements. No samples were found which were paid after 30 business days of receiving billing.

Lastly, for the 2 selected high dollar values non-personnel samples (#5 and #6), KPMG noted that these were amortization expenses transactions relating to 2021C Series. As these transactions neither are construction related expenditures, adjusting journal entries, or the other non-personnel expenditures, we reviewed the published Official Statement for San Francisco Municipal Transportation Agency Revenue Bonds, Series 2021C (Green Bonds) along with the Sources and Uses prepared by RBC Capital Markets to ensure expenditures are were in accordance with CCSF Board of Supervisors Resolution No. 23-21.

We noted that samples #25, #29-#32, and #37-#38 pertain to the other non-personnel costs that do not have full set of supporting documentation to fully satisfy procedures (i) – (v) due to the transaction type detailed earlier in section. These were not related to the 2013 Series and 2014 Series bond funding adjustments and/or closing out, and encumbrance requests were not provided because they were not direct construction costs. For these samples, we used the payment authorization or equivalent to agree the payment amount to the respective check/EFT.

We noted high dollar value samples #24 and assorted small dollar samples #29-#30 were with the vendor Siemens Industry Inc. As noted by management from prior year, these samples are for a Light Rail Vehicle (LRV) purchase contract which does not require SBE form 7 or SFMTA Certificate of Progress Payment. SBE form 7 is only for construction contracts. Therefore, we reviewed the respective invoices and purchase orders, as well as the progress payment certification memo signed by SFMTA and Siemens Project Manager and vouched the payment detail to the check/EFT.

Moreover, for the 5 selected personnel samples from the assorted small dollar (Samples #33-35 and #39-#40) these were for salaries and are also not encumbered nor require progress payments, therefore the 30-day payment rule does not apply. Additionally, since these pertain to the 2013 Series and 2014 Series funding, these are adjusting journal entries. Of the 5 adjusting journal entries, we noted from the Labor Distribution support provided that only Sample #33 personnel pay period end expense was incurred during FY2021 while the rest pertain to prior fiscal years pay period ends. As such, for Sample #33, we verified the job order description was for a capital project and recalculated payroll amount based on employee timecard. For the personnel transactions from prior years, we reviewed the PeopleSoft screens to agree the amount and viewed the preparer and approver dates noting that the approver date was after the preparer's date.

<u>Sample No.</u>	<u>Project No.</u>	<u>Project Title</u>	<u>Transaction Type</u>	<u>Transaction Amount</u>
1	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	\$ 366,735
2	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	319,246
3	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	275,087
4	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	269,807
5	10037270	MT Revenue Bond S2021C	High-Dollar Value	248,383
6	10037270	MT Revenue Bond S2021C	High-Dollar Value	243,450
7	10031427	PW Columbus Ave Infra Improvement	High-Dollar Value	237,914
8	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	230,337
9	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	215,846
10	10031776	PW Geary BRT West Infra Improvement	High-Dollar Value	210,361
11	10011740	MT Van Ness Ave BRT-CPT640	High-Dollar Value	203,654
12	10031776	PW Geary BRT West Infra Improvement	High-Dollar Value	201,743
13	10031828	PW MTA Fac 1508 Bancroft Improvement	High-Dollar Value	154,343
14	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	149,944
15	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	139,092
16	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	138,202
17	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	131,738
18	10031416	PW Ocean Persia Ave Infra Improvement	High-Dollar Value	126,145
19	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	113,785
20	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	110,279
21	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	110,035
22	10011740	MT Van Ness Ave BRT-CPT640	High-Dollar Value	102,456
23	10031831	PW MTA Prkg Controls Improvement	High-Dollar Value	100,049
24	10011861	MT PROCUREMENT OF NEW LIGHT RAIL	High-Dollar Value	93,470
25	10011740	MT Van Ness Ave BRT-CPT640	High-Dollar Value	93,217
26	10031831	PW MTA Prkg Controls Improve	Assorted Small-Dollar	71,097
27	10031831	PW MTA Prkg Controls Improve	Assorted Small-Dollar	66,699
28	10031831	PW MTA Prkg Controls Improve	Assorted Small-Dollar	58,649
29	10011861	MT PROCUREMENT OF NEW LIGHT RA	Assorted Small-Dollar	55,556
30	10011861	MT PROCUREMENT OF NEW LIGHT RA	Assorted Small-Dollar	37,914
31	10011861	MT PROCUREMENT OF NEW LIGHT RA	Assorted Small-Dollar	20,792
32	10011861	MT PROCUREMENT OF NEW LIGHT RA	Assorted Small-Dollar	12,849
33	10031546	PW Masonic Ave Infra Impr	Assorted Small-Dollar	1,194
34	10031546	PW Masonic Ave Infra Impr	Assorted Small-Dollar	669
35	10031737	PW Lombard St Infra Impr	Assorted Small-Dollar	89
36	10031831	PW MTA Prkg Controls Improve	Assorted Small-Dollar	46,067
37	10011861	MT PROCUREMENT OF NEW LIGHT RA	Assorted Small-Dollar	21,415
38	10011861	MT PROCUREMENT OF NEW LIGHT RA	Assorted Small-Dollar	14,991
39	10031546	PW Masonic Ave Infra Impr	Assorted Small-Dollar	711
40	10031801	PW 2015 Trfc Calming Bulbs	Assorted Small-Dollar	669

**Results: No exceptions found as a result of applying the above procedures.**

### **Interdepartmental charges (Sample size 15) –**

For the selected Sample Nos. 41-55, we applied the procedural steps 2(a) – (c) as described above in order to validated:

- i. For each interdepartmental charge sample selected, we validated that uses are solely for purposes per authorization resolution and applicable laws by obtaining the SFMTA Work Authorization to the Department of Public Works (DPW) form, the Peoplesoft Screen Shot, project description and project cost details provided by DPW. We compared the project descriptions on each support to the capital projects respective bond authorization and resolution.
- ii. For each interdepartmental charge sample selected, we validated the project expenditures and encumbrance are for authorized projects by obtaining the work authorizations forms to the DPW and comparing the project descriptions from the work authorization forms and DPW forms to the respective bond authorization and resolutions. We used the SFMTA's Work Authorization Procedures as a guide which outlines the process for approval and compared the work authorizations to the process to confirm compliance. We obtained the respective invoices submitted by DPW, encumbrance amount (provided by management), Certificate of Progress Payment and progress payment report (SBE form No. 7). We agreed the encumbrance amount to the progress payment report, agree the invoice amount to the encumbrance and to the subcontractor or contractor payment (check copy or wire transfer form). We obtained the SFMTA Work Authorization to DPW to verify if these are interdepartmental transfers by comparing the project descriptions on the Work Authorization to the project descriptions on the general ledger detail.
- iii. For each interdepartmental charge sample selected, we validated the transactions are properly supported based on City and Departmental policies and are processed in accordance with SFMTA's internal procedures by performing the following:
  - (A) We obtained the Work Authorization and reviewed to determine whether it is signed by a SFMTA project manager to verify documentation for charges is correct, that the charges are in line with the project scope, schedule and budget, and progress of work reasonably equates to the percentage of the budget expended.
  - (B) We calculated if the SFMTA project manager approved the charges within 30 days of the month end for the applicable charges
  - (C) We verified if the Work Authorization has a project description and project code to which the expenditures can be charged for tracking purposes.
  - (D) We obtained the invoices and Work Authorizations and compared the project descriptions to the project descriptions in the general ledger detail and to confirm that expenditures were for capital projects as per authorization details from the associated bond revenues resolution(s).
  - (E) We confirmed if the invoices and supporting documents were submitted by DPW within 15 days of the month end for the applicable charges.

We further noted the following:

The 15 selected interdepartmental samples (#41-#55) were all non-personnel expenses incurred from PY dates and funded by 2013 and 2014 revenue bond series. Of which, Samples #44 and #46 originated from the PUC department, while Samples #41-#43, #45, and #47-#55 stemmed from DPW. These are not encumbered expenses nor having payment transactions paid out to vendors during fiscal year 2021. Therefore, subcontractor payment declarations, progress payment reports, and encumbrance data do not

directly apply. Rather, these pertain to the adjustments made relating to the authority code for each individual voucher payment from prior years (PY) as part of the 2013 and 2014 revenue bond series budget cleaning up and closing out. The adjustment in Authority Code were made as follows: from 10024 – “Persia Triangle Transit Improvement” to 11618 - “MTL 5 Fltn\_E 6th Ave Rapid\_CP” for 2013 Series, and from 11889 - MSL Mansell Envirn-Corridor\_DD to 11886 - MSL 68K112 Folsom Stscape\_CE for 2014 Series for DPW sampled transactions; while for PUC transactions, the original charges posted to the wrong Authority Code 10004 – “Conv\_FAMIS proj fd but no proj” were reversed out and booked to the correct Authority Code 13198 – “MSL IPIC-Eastern Neighborhd\_X0” for 2013 revenue bond series, or to 12133 – “MSL SF Safer Streets (ATP)\_X0” for 2014 revenue bond series. As such, we reviewed the posted Peoplesoft journal screenshot to ensure posted amount agreed with sampled transaction amount. Furthermore, we also ensure that both the preparer name and the approver name on the screenshot are different from each other. Lastly, we also verified to ensure the approved date on the screenshot occurred after the prepared date.

<u>Sample No.</u>	<u>Project No.</u>	<u>Project Title</u>	<u>Transaction Type</u>	<u>Transaction Amount</u>
41	10031831	PW MTA Prkg Controls Improve	Interdepartmental	\$ 83,374
42	10031831	PW MTA Prkg Controls Improve	Interdepartmental	65,309
43	10031831	PW MTA Prkg Controls Improve	Interdepartmental	56,810
44	10010085	Mvvgg Raised Cycletrack Constr	Interdepartmental	51,404
45	10031831	PARCS Demo and Concrete	Interdepartmental	50,025
46	10011573	MT Islais Creek, Maintenance a	Interdepartmental	45,086
47	10031831	PW MTA Prkg Controls Improve	Interdepartmental	35,379
48	10031831	PW MTA Prkg Controls Improve	Interdepartmental	26,981
49	10031831	PW MTA Prkg Controls Improve	Interdepartmental	58,649
50	10031831	PW MTA Prkg Controls Improve	Interdepartmental	46,067
51	10033648	PW Operator Conv Stn VN and NP	Interdepartmental	16,120
52	10031410	PW Polk St Infra Impr	Interdepartmental	14,982
53	10031831	PW MTA Prkg Controls Improve	Interdepartmental	11,554
54	10031831	PW MTA Prkg Controls Improve	Interdepartmental	67,865
55	10031831	PW MTA Prkg Controls Improve	Interdepartmental	45,839

**Results: No exceptions were found as a result of applying these procedures.**

**Budget Funding (Sample Size 2) –**

For the selected Sample Nos. 56 and 57, we applied the procedural steps 2(a) – (c) as described above and validated:

- i. For the budget funding samples, we validated the uses of funds were solely for purposes per the respective bond authorizing resolution and applicable laws by obtaining the SFMTA Work Authorization Request from management and compared the project description to the respective bond resolution.
- ii. For the budget funding samples, we validated the project expenditures and encumbrances were for authorized capital projects by obtaining the SFMTA Work Authorization Request from management and confirmed the form was signed by a project manager prior to the creation of the Peoplesoft entry recorded by the SFMTA accounting staff.
- iii. For the budget funding samples, we validated the transactions were properly supported based on City and Departmental policies and were processed in accordance with SFMTA’s internal procedures by obtaining the work authorization request which requires an expenditure or encumbrance have a project description and a project code to which the expenditures can be charged for tracking purposes. We also reviewed if the SFMTA project manager signed the

request form prior to transactions being entered into the Peoplesoft system. We further agreed the Peoplesoft screenshot to the amount on the work authorization request.

<u>Sample No.</u>	<u>Project No.</u>	<u>Project Title</u>	<u>Transaction Type</u>	<u>Transaction Amount</u>
56	10037270	MT Revenue Bond S2021C	Budget Funding	\$ (76,000,000)
57	10037271	MS Revenue Bond S2021C	Budget Funding	(42,000,000)

For the selected bulk amount budget funding samples #56 and #57, these are related to the 2021C Series Revenue Bond. Total funding from the selected samples was \$118M. There were no incurred expenditures as of the fiscal year end date in relation to this funding. As such, we noted that both procedures (a) – (b) are not applicable.

**Results: No exceptions were found as a result of performing these procedures.**

**Trustee Payments (Sample Size 5) –**

For the selected Sample Nos. 58-62, we applied the procedural steps 2(g) – (h) as described above and validated:

- For the five trustee payments, we validated that the trustee payments for debt service amounts paid were correct and the payments were paid by the due date by obtaining the monthly payment request from the trustee and bank statements from management, and comparing the due date on the monthly payment request from the trustee to the payment date on the bank statement and to the debt maturity schedule in the respective bond resolution to show whether the payment date was before the due date. We also agreed each trustee payment amount selected to the amount on the bank statement for the principal and interest payments selected.
- For the five trustee payments, we validated if bond liabilities as of the year-end date of June 30, 2021 were correct and if they were supported with a payment by obtaining the debt service schedules for Series 2012B, 2013, 2014, 2017, and 2021C bonds as part of the fiscal year 2021 audit and agreeing each amount to the corresponding debt service schedule provided by management.

<u>Sample No.</u>	<u>Project No.</u>	<u>Fund and Account Description</u>	<u>Transaction Type</u>	<u>Transaction Amount</u>
58	10001719	MTA TS DSF REVBD S2017 (NEW) - Bond Interest-Expense	Trustee Payment	\$ 558,691
59	10001719	MTA TS DSF REVBD S2017 (NEW) - Bond Redemption	Trustee Payment	558,333
60	10001719	MTA TS DSF REVBD 2013A (NEW) - Bond Redemption	Trustee Payment	426,667
61	10001719	MTA TS DSF REVBD S2021A - Bond Interest-Expense	Trustee Payment	265,029
62	10001719	MTA TS DSF REVBD 2013A (NEW) - Bond Interest-Expense	Trustee Payment	172,376

**Results: No exceptions were found as a result of applying these procedures.**