



SAN FRANCISCO PLANNING DEPARTMENT

ENVIRONMENTAL EVALUATION APPLICATION COVER MEMO - PUBLIC PROJECTS ONLY

In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the first approval action.

Please attach this memo along with all necessary materials to the Environmental Evaluation Application.

Project Address and/or Title:	Towing and Storage Service Agreement and Related Transportation Code Modifications
Project Approval Action:	SFMTA Board
Will the approval action be taken at a noticed public hearing? <input checked="" type="checkbox"/> YES* <input type="checkbox"/> NO	
* If YES is checked, please see below.	

IF APPROVAL ACTION IS TAKEN AT A NOTICED PUBLIC HEARING, INCLUDE THE FOLLOWING CALENDAR LANGUAGE:

End of Calendar: CEQA Appeal Rights under Chapter 31 of the San Francisco Administrative Code If the Commission approves an action identified by an exemption or negative declaration as the Approval Action (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA decision prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. Typically, an appeal must be filed within 30 calendar days of the Approval Action. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Department’s Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained on-line at <http://sf-planning.org/index.aspx?page=3447>. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or in written correspondence delivered to the Board of Supervisors, Planning Commission, Planning Department or other City board, commission or department at, or prior to, such hearing, or as part of the appeal hearing process on the CEQA decision.

Individual calendar items: This proposed action is the Approval Action as defined by S.F. Administrative Code Chapter 31.

THE FOLLOWING MATERIALS ARE INCLUDED:

- 2 sets of plans (11x17)
- Project description
- Photos of proposed work areas/project site
- Necessary background reports (specified in EEA)
- MTA only: Synchro data for lane reductions and traffic calming projects



Towing and Storage Service Agreement and Related Transportation Code Modifications

The SFMTA proposes to enter in to a new agreement for towing and disposal of abandoned and illegally-parked vehicles. The current agreement is a revenue agreement, which means that the contractor does not invoice the SFMTA for their expenses; they receive their payment from the public through a list of various fees for service (tow, storage, lien processing, auction, etc.). The contractor also collects from the public on the SFMTA’s behalf administrative towing and storage fees to recover the SFMTA’s costs for managing all aspects of the towing program, including PCOs, dispatchers, contract administration, hearings and other support services.

Under the new agreement, the contract type will change from revenue to expenditure. The contractor will invoice the SFMTA for a fixed monthly “management” fee, as well as for variable (per vehicle) fees for towing, dolly/flatbed use, transferring the vehicle between facilities when needed, lien processing and auction services.

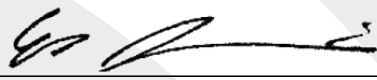
In order to recoup those costs paid to the contractor, the SFMTA will now charge the public directly for fees previously collected by the contractor. Additionally, SFMTA previously approved a waiver of administrative and towing fees for stolen vehicles, as well as a 48-hour grace period before storage fees begin to accrue. This waiver had only applied to San Francisco residents; however, SFMTA proposes to expand this waiver to include both San Francisco and non-San Francisco residents.

Additionally, the SFMTA will reduce the Administrative and Towing Fees, but raise the Auction Service Fees as compared to those which were previously charged by the contractor.

In addition to the primary Towing and Storage Service Agreement contract, the SFMTA also proposes to execute a license agreement between a contractor and the Agency to allow the contractor to continue to utilize the Long Term Vehicle Storage Facility at 2650 Bayshore Boulevard in Daly City. The facility is currently used by the contractor for vehicle storage beyond 48 hours, among other uses.

SF Planning Department Concurrence:
Statutorily Exempt from Environmental Review—
CEQA Guidelines
Section 15273 Rates, Tolls, Fares and Charges:
CEQA does not
apply to the establishment, modification,
structuring, restructuring or
approval of rates, tolls, fares or other charges by
public agencies.

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Erik Jaszewski
San Francisco Municipal Transportation Agency

1/28/2016

Date

2/1/2016

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Date