

**CITY AND COUNTY OF SAN FRANCISCO**

**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

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June 18, 2021

**TO:** Government Audit and Oversight Committee

**FROM:** Budget and Legislative Analyst



**SUBJECT:** June 23, 2021 Special Government Audit and Oversight Committee Meeting

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<b>Item 3</b> <b>File 21-0392</b>	<b>Department:</b> Department of Public Works (DPW)
<b>EXECUTIVE SUMMARY</b>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>The proposed resolution would authorize Public Works to retroactively accept and expend a grant from BART in the amount of \$250,000 to operate three Pit Stop locations, for the period of July 1, 2020 through June 30, 2021. The grant requires a minimum match of at least \$250,000 provided by Public Works. Public Works is requesting retroactive approval due to administrative delays for the BART approval by their Board of Directors.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>The Pit Stop program provides restrooms, toilet, and handwashing facilities, as well as needle and dog waste receptacles at 36 locations throughout the City. The restrooms are a mix of semi-permanent JCDecaux public toilet facilities and portable toilets owned by Public Works.</li> <li>Public Works entered into grant agreements with the nonprofits Hunters Point Family, CIVIC, and Mission Neighborhood Centers for the operation and monitoring of the Pit Stop locations.</li> <li>The total cost of the Pit Stop program is approximately \$15.8 million for FY 2020-21.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>Under the grant agreement, BART and Public Works each contribute \$250,000 to the three Pit Stop site operations, totaling \$500,000. Because Public Works is extending the hours of Pit Stop operations beyond the hours in the grant agreement, Public Works total costs for the three Pit Stop sites are \$584,280.</li> <li>The source of funding for the Public Works contribution of \$584,280 to the program is the General Fund.</li> </ul> <p style="text-align: center;"><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>Approve the proposed resolution.</li> </ul>	

**MANDATE STATEMENT**

City Administrative Code Section 10.170-1 states that accepting Federal, State or third-party grant funds in the amount of \$100,000 or more, including any City matching funds required by the grant, is subject to Board of Supervisors approval.

**BACKGROUND**

The City's Pit Stop program, which began in July 2014 and is administered by the Department of Public Works (Public Works), provides restrooms, toilet, and handwashing facilities, as well as needle and dog waste receptacles at 36 locations throughout the City. The restrooms are a mix of semi-permanent JCDecaux public toilet facilities and portable toilets owned by Public Works.

Public Works entered into grant agreements with the nonprofits Hunters Point Family, CIVIC, and Mission Neighborhood Centers for the operation and monitoring of the Pit Stop locations. CIVIC provides staffing for 17 Pit Stop locations, Hunters Point Family provides staffing for 14 Pit Stop locations, and Mission Neighborhood Centers provides staffing for five Pit Stop locations. The Pit Stop location monitoring positions are provided as job training, employment and workforce development opportunities for local residents, especially those who are facing barriers to employment. The total cost of the Pit Stop program is approximately \$15.8 million for FY 2020-21.

In FY 2019-20, Public Works retroactively accepted and expended a previous grant from Bay Area Rapid Transit (BART) in the amount of \$257,500 to operate three Pit Stop Locations<sup>1</sup>:

- Powell BART Station, operated by Hunter's Point Family,
- 24<sup>th</sup> Street Mission BART Station, operated by Mission Neighborhood Centers, and
- 16<sup>th</sup> Street Mission BART Station, operated by CIVIC.

The total program budget for previous operation of the three Pit Stop locations was \$515,500 for FY 2019-20.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would authorize Public Works to retroactively accept and expend a grant from BART in the amount of \$250,000 to operate three Pit Stop locations, for the period of July 1, 2020 through June 30, 2021. The grant requires a minimum match of at least \$250,000 provided by Public Works. According to Department staff, the Department is requesting retroactive approval due to administrative delays for the BART approval by their Board of Directors.

The grant allows Public Works to operate the following Pit Stop locations:

- Powell BART Station, operated daily, 24 hours per day, from July 2020 through June 2021;
- 24<sup>th</sup> Street Mission BART Station, operated daily, 24 hours per day, from July 2020 through June 2021; and

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<sup>1</sup> File 19-1269

- 16<sup>th</sup> Street Mission BART Station, operated Monday through Friday from 10:30am – 5:30pm, from July 2020 through June 2021.

The Pit Stop at the 16<sup>th</sup> Street Mission station was the first to be funded in 2016, and the additional Pit Stops were added in FY 2018-19. Each Pit Stop is located on City Property at the street level. For FY 2019-20, Public Works split the agreement equally with BART for the three locations. Under the FY 2020-21 amendment to the agreement, BART will reimburse Public Works for BART's share of Pit Stop expenditures.<sup>2</sup>

## FISCAL IMPACT

The grant authorized by the proposed resolution would provide Public Works with \$250,000 to operate three Pit Stop locations. It would also require an equal match of \$250,000 plus an additional \$334,280 to cover remaining costs associated with the grant, for a total cost of \$834,280 for operation of the three Pit Stop sites. The grant budget is shown below in Table 1.

**Table 1. Pit Stop Grant Budget for FY 2020-21**

Location	Public Works Contribution	BART Contribution	Total
Powell Station	\$195,584	\$86,957	\$282,541
24th Street & Mission	290,351	86,957	377,308
16th Street & Mission	22,135	43,478	65,613
<i>Direct Costs Subtotal</i>	<i>508,070</i>	<i>217,392</i>	<i>725,462</i>
Indirect Costs (15%) – Rent, utilities, etc.	76,210	32,609	108,819
<b>Total Grant Costs</b>	<b>\$584,280</b>	<b>\$250,001</b>	<b>\$834,281</b>

According to Mr. Jeremy Spitz, Special Assistant for Policy and Government Affairs with the Department of Public Works, the total costs for operating the three sites increased by \$319,281 from FY 2019-20 (from \$515,000 to \$834,281) due to the expansion of hours in response to the COVID-19 pandemic.

## Funding Source

According to Mr. Jeremy Spitz, the source of funding for the Public Works contribution of \$584,280 to the program is the General Fund.

## RECOMMENDATION

Approve the proposed resolution.

<sup>2</sup> The Memorandum of Agreement between BART and the City for FY 2019-20 required each party to contribute \$257,500 for actual Pit Stop Program costs, totaling \$515,000, which was reduced in the FY 2020-21 Memorandum of Agreement to \$250,000 for each party, or \$500,000 total. As noted above, the City's actual costs in FY 2020-21 are \$584,280 because the City has chosen to operate the Pit Stops for 24 hours, 7 days week, which exceeds the hours of operation in the Memorandum of Understanding (7 hours per day, Mon – Fri, 16<sup>th</sup> Street BART station; and 11 hours per day, 7 days per week, 24<sup>th</sup> Street and Powell Street BART Station).