



AGENDA

San Francisco County Transportation Authority Meeting Notice

Date: Tuesday, January 14, 2020; 10:00 a.m.
Location: Legislative Chamber, Room 250, City Hall
Commissioners: Peskin (Chair), Mandelman (Vice Chair), Fewer, Haney, Mar, Preston, Ronen, Safai, Stefani, Walton and Yee
Clerk: Alberto Quintanilla

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1. Roll Call	
2. Approve the Minutes of the December 17, 2019 Meeting - ACTION*	3
3. Election of Chair and Vice Chair for 2020 - ACTION	
4. Allocate \$220,000, with Conditions, in Prop K Sales Tax Funds to the San Francisco Municipal Transportation Agency for the Anza Street Bike Lanes - ACTION*	9

Other Items

- Introduction of New Items - **INFORMATION**
During this segment of the meeting, Commissioners may make comments on items not specifically listed above, or introduce or request items for future consideration.
- Public Comment
- Adjournment

*Additional Materials

Items considered for final approval by the Board shall be noticed as such with **[Final Approval]** preceding the item title.

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**San Francisco
County Transportation
Authority**

Board Meeting Agenda

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DRAFT MINUTES

San Francisco County Transportation Authority

Tuesday, December 17, 2019

1. Roll Call

Chair Peskin called the meeting to order at 11:03 a.m.

Present at Roll Call: Commissioners Fewer, Mar, Mandelman, Peskin, Preston, Ronen and Yee (7)

Absent at Roll Call: Commissioners Safai (entered during Item 2), Stefani (entered during Item 2), Walton (entered during Item 2) and Haney (4)

Commissioner Preston moved to excuse Commissioners Haney, seconded by Commissioner Mandelman. Commissioner Haney was excused without objection.

Commissioner Preston thanked Chair Peskin and the Board and said it was an honor to be sworn in as District 5 Supervisor and a privilege to serve on the Transportation Authority Board. He said he was looking forward to weighing in on transportation issues and appreciated the briefing he received from Transportation Authority staff prior to the meeting.

2. Chair's Report - INFORMATION

Chair Peskin noted that Commissioner Preston's inaugural meeting coincided with the arrival of the San Francisco Municipal Transportation Agency's (SFMTA's) new Director of Transportation, Jeffrey Tumlin. He said the Board was wishing him well and looked forward to supporting him in his new post.

Chair Peskin reported that he was pleased to serve on the Muni Reliability Working Group, which just concluded its work last week. He said the task force, convened by Mayor Breed, brought together over a dozen industry experts and policy advisors from around the state and region to review Muni's operations and structure, with a view to advising Director Tumlin on short term actions to improve performance. He thanked the co-chairs SFMTA Director Gwyneth Bordon and former Controller Ed Harrington, as well as Controller Ben Rosenfield, Director Tilly Chang and SFMTA Director of Transit Julie Kirschbaum and their staffs for keeping the group focused and productive.

Chair Peskin reported that at the top of the working group's list of recommendations was to focus on hiring and retention of Muni's workforce, including adding 525 new bus and train operators by 2021. Hiring drivers was necessary to stabilize the existing service, as was hiring supervisors, electricians and maintenance workers. He said it would take reforms to expedite training and hiring, and partnerships with community college and workforce programs to build up and retain Muni's workforce. In addition, the agency needed to replace its outdated train control system, add service to reduce crowding and close equity gaps and continue to implement on-street priority treatments to address rising congestion. Chair Peskin said the final report would be



issued in January and he hoped to agendize a presentation to the Board soon thereafter.

Chair Peskin acknowledged the recent progress and continued challenges with the new Muni Siemens Light Rail Vehicles (LRVs). He said, while he understood the doors and mean distance between breakdowns were improving, the vehicles experienced another shear pin break, which would result in some operational impacts until the new pins were delivered. He said overall the picture appeared to be improving as more vehicles are being deployed into service and he looked forward to a full report from SFMTA Muni staff and Transportation Authority oversight staff in January.

There was no public comment.

3. Executive Director's Report - INFORMATION

Tilly Chang, Executive Director, presented the Executive Director's Report.

Chair Peskin asked how the conversations between Transportation Authority staff and the Transbay Joint Powers Authority (TJPA) staff would be characterized as it relates to the memorandum of understanding among project partners that would cover the proposed two-year work program and recommended integrated project team approach based on recommendations from the expert peer review panel.

Director Chang said there were a few items that remained outstanding and all parties wanted to make sure that the right structure for who would be responsible and accountable for which tasks were set in place. She said there were agreements on the integrated project team and the Executive Steering Committee (ESC), with the ESC reporting to the TJPA board. Director Chang said the team was working to ensure the TJPA board had oversight of the work and that the accountability made sense from the standpoint of who was contracting with consultants and who was contracting for certain work to be done.

Chair Peskin said he wanted to ensure that the structure proposed to the Transportation Authority Board, which was fundamentally a bottom-up structure would be honored.

Director Chang said she appreciated the reminder and agreed wholeheartedly with that approach.

Commissioner Fewer mentioned that there was a stretch west of Masonic Avenue that was in need of repaving. She noted that the 5 Muni bus ran a lot on the westbound lane of Masonic and asked if there were additional funds to do an extra even half block of repaving.

Director Chang said staff would be happy to follow up on the request.

During public comment Albert Sandoval advocated for wheelchair-bound users and requested that Muni take into consideration wheelchair users who were waiting for the bus. He asked that bus shelters with a clear sight of approaching buses be built for the disabled community.

Consent Agenda

- 4. Approve the Minutes of the December 10, 2019 Meeting - ACTION**
- 5. [Final Approval] Allocate \$1,519,125, with Conditions, and Appropriate \$110,875 in**



Prop K Sales Tax Funds for 3 Requests - ACTION

6. **[Final Approval] Approve the Participatory Budgeting Program of Projects Identified Through the Bayview Community Based Transportation Plan Process - ACTION**
7. **[Final Approval] Approve the 2019 San Francisco Congestion Management Program - ACTION**
8. **[Final Approval] Accept the Audit Report for the Fiscal Year Ended June 30, 2019 - ACTION**
9. **[Final Approval] Approve the Revised Debt Policy and Ratifying the Investment Policy - ACTION**

There was no public comment.

Commissioner Preston moved to sever Item 4, seconded by Commissioner Walton.

The motion was approved without objection.

Item 4 was approved by the following vote:

Ayes: Commissioners Fewer, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton and Yee (9)

Abstain: Commissioner Preston (1)

Absent: Commissioner Haney (1)

Commissioner Fewer moved to approve the underlying Consent Agenda, seconded by Commissioner Safai.

The underlying Consent Agenda was approved without objection by the following vote:

Ayes: Commissioners Fewer, Mar, Mandelman, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee (10)

Absent: Commissioner Haney (1)

End of Consent Agenda

10. **[Final Approval] Allocate \$3,330,000 in Prop K Sales Tax Funds, with Conditions, to San Francisco Public Works for Better Market Street 5th to 8th Street Design and Bikeway Pilot - ACTION**

Cristina Olea, Project Manager at San Francisco Department of Public Works, presented the item.

Chair Peskin announced that Commissioner Haney was unable to attend the Board meeting because he was at the preview of the new Shelter and Access for Everyone (SAFE) Navigation Center on the Embarcadero. He said it would be beneficial if Transportation Authority and Public Works staff, along with Commissioner Haney and himself all met. He said the proposed mitigation plan was similar to previous construction mitigation efforts that did not sufficiently assist affected businesses and neighborhoods. He said it was a ten-year megaproject that required a construction mitigation effort early and often.

Commissioner Fewer asked Chair Peskin if he was seeking a continuation on the item



until there was an agreement or commitments on what was mentioned during the presentation.

Chair Peskin said he was not seeking a continuation, but rather emphasizing the need for the construction mitigation program to be more thought out and more resource intensive. He noted that the Board would have many more opportunities to hold up money if needed for leverage.

Commissioner Fewer announced that in her capacity as District 1 Supervisor, her office was working on adding a mitigation fund requirement on to every large construction project similar to what is done to support public art. She said that all future budget projections for large projects would be required to add in a mitigation fund as part of the project cost. She said she looked forward to the support of her colleagues on the legislation.

There was no public comment.

Commissioner Fewer moved to approve the item, seconded by Commissioner Yee.

The item was approved without objection by the following vote:

Ayes: Commissioners Fewer, Mar, Mandelman, Preston, Peskin, Ronen, Stefani, Walton and Yee (9)

Absent: Commissioners Haney and Safai (2)

11. [Final Approval on First Appearance] Adopt an Oppose Unless Amended Position on Senate Bill 50 (Wiener) to Incorporate Transit Impact Mitigation Provisions - ACTION

Commissioner Mar presented the item.

During public comment Jeff Rigo said he was in support of the item and Senate Bill (SB) 50 was taking a cart before the horse approach.

Jerry Dratler said he supported the proposed resolution to oppose SB 50 unless amended to include transportation mitigation provisions. He said SB 50 needed to be modified to address the existing disparity in population density between San Francisco, San Jose, and Los Angeles. He added that San Francisco's current public transit infrastructure was unable to support the current population density, let alone the proposed higher densification.

Anastasia Yovanopoulos said it made sense that there be a provision for transportation infrastructure to support the growth policies for transit rich areas and was in support of the resolution to oppose SB 50 unless amended.

Ozzie Rohm reported that San Francisco's transportation system would have a \$22 billion funding gap through 2045 because of the deficiencies in transit. She said the city issued report did not identify a single source that could close the funding gap within the next 25 years.

Stephanie Peek said she supported Commissioner Mar's resolution to oppose SB unless amended because it was well thought out and included funding.

Marlayne Morgan, member of Van Ness Neighbors, said affordable housing was more possible than transit and that transit was required to get people to work and school. She asked the Board to put transit first and support the resolution.



Edward Mason suggested that the SFMTA, Transportation Authority and Planning Department work together to acquire development funds, as opposed to relying on state funding. He added that the nexus study for development and transportation study resulted in transit sustainability fee being reduced by 75%. He said there needed to be more reliance on the developers paying fees.

Cat Carter, Acting Executive Director, San Francisco Transit Riders, said she was in support of Commissioner Mar's resolution. She noted that as a participating organization on the Mayor's task force, the San Francisco Transit Riders were aware of how far behind Muni was on staffing and maintenance. She said it made sense to streamline approvals and funding for transit to increase development and increase housing.

Peter Cohen, member of the Housing Community Counseling Organization, spoke in support of the resolution and said it made sense to tie public policy and transit-oriented development together. He said he believed San Francisco was built as a place to figure out how to do it and do it right.

Commissioner Mar moved to approve the item, seconded by Commissioner Preston.

The item was approved without objection by the following vote:

Ayes: Commissioners Fewer, Mar, Mandelman, Preston, Peskin, Ronen, Stefani, Walton and Yee (9)

Absent: Commissioners Haney and Safai (2)

Chair Peskin called Items 12, 13 and 14 together.

Items from the Personnel Committee

12. **[Final Approval] Recommend Adoption of a Rail Program Manager Job Classification and Revised Organization Chart - ACTION**
13. **[Final Approval] [CLOSED SESSION] Evaluation of Public Employee Performance and Recommend Approval of the Executive Director's Performance Objectives for 2020 - ACTION**
14. **[Final Approval] Recommend Adoption of the Revised Salary Structure, Amendment of the Existing Employment Agreement and Setting the Annual Compensation for the Executive Director for 2020 - ACTION**

Chair Peskin announced that the Personnel Committee met to discuss the performance evaluation of Director Chang for the performance objectives for the coming year and found her work during the 2019 year to be exceptionally good. He said the Personnel Committee took action in closed session, which he reported out as follows: to recommend a revised salary structure range, which was a 15% increase in the range, but not in salary, to a new range between \$217,893 as a minimum to \$304,712 as a maximum. Chair Peskin said the committee also recommended to the Board an amendment of the employment contract for an additional three years which would last until 2022. The Personnel Committee recommended an annual compensation for the 2020 year with a 5% increase, which was in line with data that the committee reviewed for other similar positions for a total salary of \$267,417, and also recommended that the unspent \$15,000 for employee development be spent in 2020 to help enhance Director Chang's job performance.



There was no public comment.

Commissioner Mar moved to approve the items, seconded by Commissioner Yee.

The items were approved without objection by the following vote:

Ayes: Commissioners Fewer, Mar, Mandelman, Preston, Peskin, Ronen, Stefani, Walton and Yee (9)

Absent: Commissioners Haney and Safai (2)

Other Items

15. Introduction of New Items - INFORMATION

There were no new items introduced.

16. Public Comment

During public comment Roland Lebrun said he was willing to volunteer his time between now and the appointment of the proposed Rail Manager position to the city and the county. He said he was not seeking a salary or benefits, but would only ask for assistance with housing.

Chair Peskin thanked Mr. Lebrun for his offer and said he was welcome to take it up with Transportation Authority staff.

Edward Mason reported a commuter bus update, especially at 24th and Church streets. He reported there were now 100 authorized private commuter buses, plus several other buses that he had been recording on a daily basis. He said there were only two dedicated zones that had been set aside for the commuter buses, and resulted in congestion during peak commute hours. He recommended reevaluating the whole commuter bus program and considering revisiting the Commuter Hub study.

Chair Peskin thanked Mr. Mason for his data and acknowledged that the Board received the emails he sends to the Commissioners. He encouraged Mr. Mason to speak with Joel Ramos, Local Government Affairs Manager at the SFMTA, to see if the SFMTA can find a solution to the commuter bus congestion. He said if the SFMTA could not find a solution that the Transportation Authority Board would look to revisit the program.

17. Adjournment

The meeting was adjourned at 12:10 p.m.



RESOLUTION ALLOCATING \$220,000, WITH CONDITIONS, IN PROP K SALES TAX FUNDS TO THE SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY FOR THE ANZA STREET BIKE LANES

WHEREAS, The Transportation Authority received one request for a total of \$220,000 in Prop K local transportation sales tax funds, as summarized in Attachments 1 and 2 and detailed in the attached allocation request form; and

WHEREAS, The requests seek funds from the Bicycle Circulation/Safety category of the Prop K Expenditure Plan; and

WHEREAS, As required by the voter-approved Expenditure Plans, the Transportation Authority Board has adopted a Prop K Prioritization Program (5YPP) for the aforementioned programmatic category; and

WHEREAS, The request is consistent with the Prop K Strategic Plan and the 5YPP for its category; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating a total of \$220,000 in Prop K sales tax funds, with conditions, to the San Francisco Municipal Transportation Agency for the Anza Street Bike Lanes [NTIP Capital], as described in Attachment 3 and detailed in the attached allocation request form, which includes staff recommendations for Prop K allocation amount, required deliverables, timely use of funds requirements, special conditions, and Fiscal Year Cash Flow Distribution Schedule; and

WHEREAS, There are sufficient funds in the Capital Expenditures line item of the Transportation Authority's approved Fiscal Year 2019/20 budget to cover the proposed action; and

WHEREAS, No CAC meeting was held in December 2019, so the CAC has taken no position on the subject requests; now, therefore let it be

RESOLVED, That the Transportation Authority hereby allocates \$220,000, with conditions, in Prop K Sales Tax Funds to the San Francisco Municipal Transportation Agency for the Anza Street Bike Lanes [NTIP Capital], as summarized in Attachment 3 and detailed in the attached allocation request form; and be it further



RESOLVED, That the Transportation Authority finds the allocation of these funds to be in conformance with the priorities, policies, funding levels, and prioritization methodologies established in the Prop K Expenditure Plan, Prop K Strategic Plan, and relevant 5YPP; and be it further

RESOLVED, That the Transportation Authority hereby authorizes the actual expenditure (cash reimbursement) of funds for these activities to take place subject to the Fiscal Year Cash Flow Distribution Schedule detailed in the attached allocation request form; and be it further

RESOLVED, That the Capital Expenditures line item for subsequent fiscal year annual budgets shall reflect the maximum reimbursement schedule amounts adopted and the Transportation Authority does not guarantee reimbursement levels higher than those adopted; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the Executive Director shall impose such terms and conditions as are necessary for the project sponsor to comply with applicable law and adopted Transportation Authority policies and execute Standard Grant Agreements to that effect; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the project sponsor shall provide the Transportation Authority with any other information it may request regarding the use of the funds hereby authorized; and be it further

RESOLVED, That the Capital Improvement Program of the Congestion Management Program, the Prop K Strategic Plan and the relevant 5YPP are hereby amended, as appropriate.

Attachments:

1. Request Summary
2. Brief Project Description
3. Staff Recommendation
4. Prop K Allocation Summary - FY 2019/20
5. Allocation Request Form

Attachment 1: Summary of Requests Received

Source	EP Line No./Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging			District(s)
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴	Phase(s) Requested	
Prop K	39	SEMTA	Anza Street Bike Lanes [NTIP Capital]	\$ 220,000	\$ 220,000	28%	0%	Planning, Construction	1
TOTAL				\$ 220,000	\$ 220,000	28%	0%		

Footnotes

¹ "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2019 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2017 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).

² Acronyms: SEMTA (San Francisco Municipal Transportation Agency)

³ "Expected Leveraging By EP Line" is calculated by dividing the total non-Prop K funds expected to be available for a given Prop K Expenditure Plan line item (e.g. Pedestrian Circulation and Safety) by the total expected funding for that Prop K Expenditure Plan line item over the 30-year Expenditure Plan period. For example, expected leveraging of 90% indicates that on average non-Prop K funds should cover 90% of the total costs for all projects in that category, and Prop K should cover only 10%.

⁴ "Actual Leveraging by Project Phase" is calculated by dividing the total non-Prop K or non-Prop AA funds in the funding plan by the total cost for the requested phase or phases. If the percentage in the "Actual Leveraging" column is lower than in the "Expected Leveraging" column, the request (indicated by yellow highlighting) is leveraging fewer non-Prop K dollars than assumed in the Expenditure Plan. A project that is well leveraged overall may have lower-than-expected leveraging for an individual or partial phase.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
39	SFMTA	Anza Street Bike Lanes [NTIP Capital]	\$220,000	At the request of District 1 Supervisor Fewer, SFMTA is requesting Neighborhood Transportation Improvement Program (NTIP) funds to conduct outreach, design and implement standard bike lanes (Class II) to improve safety and accessibility for bicyclists on Anza Street from 26th Avenue to Arguello Boulevard (approximately 1.5 miles). Through prior planning processes, the community has expressed interest in having an additional east-west bike route in the neighborhood. SFMTA expects to complete construction by November 2020.
TOTAL			\$220,000	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
39	SFMTA	Anza Street Bike Lanes [NTIP Capital]	\$ 220,000	<p>Multi-phase Allocation: Given the strong interest by the sponsoring commissioner in delivering the project as quickly as possible and the straightforward nature (striping) of the construction phase, we are recommending concurrent allocation of planning (design) and construction funds.</p> <p>Special Condition: SFMTA may not incur expenses for the construction phase (\$180,000) until Transportation Authority staff releases the funds pending receipt of evidence of completion of design (e.g. copy of certifications page).</p>
TOTAL			\$220,000	

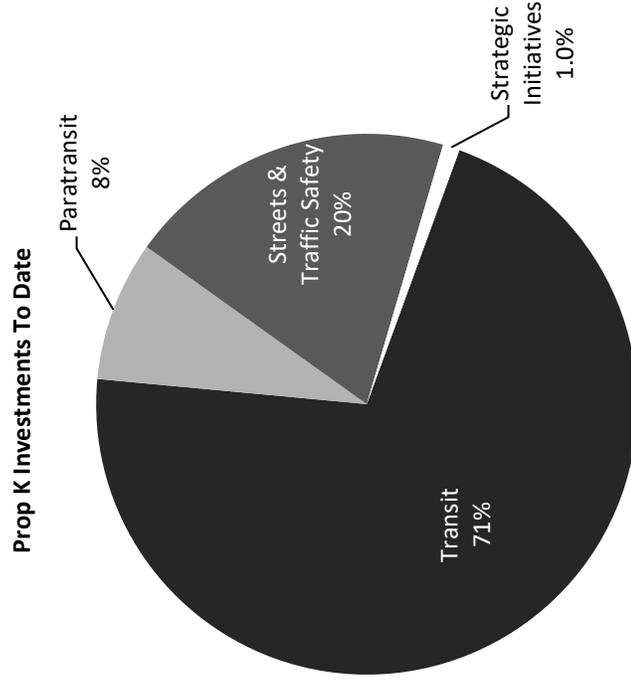
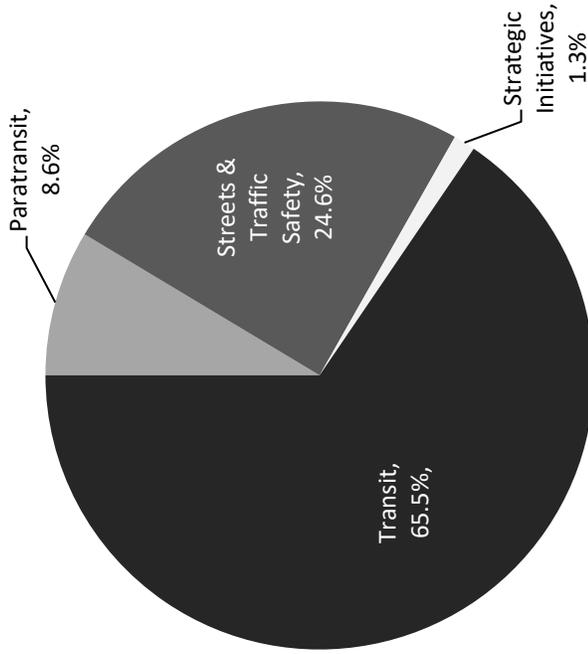
¹ See Attachment 1 for footnotes.

Attachment 4.
Prop K and Prop AA Allocation Summaries - FY 2019/20

PROP K SALES TAX										
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26			
Total	\$ 67,336,736	\$ 22,556,940	\$6,052,974	\$ 2,690,622	\$ 2,690,622	\$ 2,690,622	\$ 717,500			
Prior Allocations	\$ 220,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -			
Current Request(s)	\$ 67,556,736	\$ 22,581,940	\$ 30,132,456	\$ 2,690,622	\$ 2,690,622	\$ 2,690,622	\$ 717,500			
New Total Allocations										

The above table shows maximum annual cash flow for all FY 2019/20 allocations and appropriations approved to date, along with the current recommended allocation(s).

**Investment Commitments,
per Prop K Expenditure Plan**



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Anza Street Bike Lanes [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Bicycle Circulation/Safety
Current Prop K Request:	\$220,000
Supervisory District(s):	District 01

REQUEST

Brief Project Description

At the request of District 1 Supervisor Fewer, the SFMTA is requesting Neighborhood Transportation Improvement Program (NTIP) funds to conduct outreach, design and implement standard bike lanes (Class II) to improve safety and accessibility for bicyclists on Anza Street from 26th Avenue to Arguello Boulevard (approximately 1.5 miles). Through prior planning processes, the community has expressed interest in having an additional east-west bike route in the neighborhood. Existing bike routes in the neighborhood include: Cabrillo Street, Lake Street, and 8th, 15th, 23rd and 34th Avenues.

Detailed Scope, Project Benefits and Community Outreach

Task 1: Research and Conceptual Design

The SFMTA will conduct an analysis of the recent crash history on the corridor to help inform any near-term improvements that could be implemented in tandem with the bike lanes. Aside from the assessment of the crash history, the SFMTA will also assess traffic counts, speed surveys and review recent planning processes, such as the Central Richmond Project. In tandem with the bike lane improvements, the SFMTA will assess other potential safety improvements at intersections where a crash history would suggest the need. While locations for future safety improvements, including speed humps, can be determined through this process, funding for construction of these improvements is not included in this scope of work.

Deliverable 1.1: Draft and final memo including appropriate maps and graphics documenting the following:

- Results of collision analysis
- Potential locations for speed humps (construction for speed humps not included in this scope of work)
- Draft of conceptual design for the Anza corridor (26th Avenue to Arguello Boulevard)

Task 2: Outreach and Community Feedback

The SFMTA will work with the Supervisor's office on the best approach to conduct outreach for the project. The goals of outreach are to confirm the interest in having bike lane on Anza Street and communicating the potential tradeoffs associated with the improvements.

The SFMTA project team will attend up to six one-on-one meetings with community stakeholders in the development of the proposal and one formal open house meeting, showcasing the proposed design. The open house will include a portion of time dedicated to hearing public feedback on the project, that could include, but is not limited to facilitated discussions at tables with community members, a formal feedback station and/or other methods.

Deliverable 2.1: develop project webpage

Deliverable 2.2: one project factsheet describing project background, goals and timeline

Deliverable 2.3: attendance of up to six 1:1 stakeholder meetings

Deliverable 2.4: postcard advertising open house in English, Chinese, and Russian languages (mailed to residents within one block of the corridor)

Deliverable 2.5: up to five boards to share at open house

Deliverable 2.6: one to two page summary of stakeholder meetings and open house

Task 3: Finalize Conceptual Design, Legislation

Following the proposed outreach strategies, the SFMTA will refine designs and share the finalized improvements with the Supervisor's office. The proposed improvements will also require internal and inter-agency review prior to being legislated by the SFMTA Board of Directors. Construction would begin thereafter.

Deliverable 3.1:

- Striping drawing
- Legislation
- Construction schedule

Construction will follow Task 3.

The Transportation Authority's NTIP is intended to strengthen project pipelines and advance the delivery of community supported neighborhood-scale projects, especially in Communities of Concern and other neighborhoods with high unmet needs.

Project Location

Anza Street from Arguello Boulevard to 26th Avenue

Project Phase(s)

Planning/Conceptual Engineering, Construction (CON)

Justification for Multi-phase Request

Given strong interest by the sponsoring commissioner in delivering the project as quickly as possible, as well as the straightforward nature (striping) of the construction phase, we are recommending concurrent allocation of planning and construction funds.

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$1,000,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Anza Street Bike Lanes [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Jan-Feb-Mar	2020	Jul-Aug-Sep	2020
Environmental Studies (PA&ED)	Jul-Aug-Sep	2020	Jul-Aug-Sep	2020
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2020		
Operations				
Open for Use			Jan-Feb-Mar	2021
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2021

SCHEDULE DETAILS

Project kickoff – February 2020
 Background research and conceptual designs – March to April 2020
 Outreach – April to May 2020
 Refine and finalize conceptual design – June to August 2020
 Environmental review - July to August 2020
 Legislation – August 2020
 Construction – October/November 2020

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Anza Street Bike Lanes [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Bicycle Circulation/Safety	\$220,000	\$0	\$0	\$220,000
Phases in Current Request Total:	\$220,000	\$0	\$0	\$220,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$40,000	\$40,000	Internal Cost Estimate and based on similar projects
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction (CON)	\$180,000	\$180,000	Internal Cost Estimate and based on similar projects
Operations	\$0	\$0	
Total:	\$220,000	\$220,000	

% Complete of Design:	0.0%
As of Date:	01/06/2020
Expected Useful Life:	5 Years

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

MAJOR LINE ITEM BUDGET - ANZA STREET BIKE LANES

PLANNING PHASE - BUDGET SUMMARY

Agency	Task 1 - Research and Conceptual Design	Task 2 - Outreach and Community Feedback	Task 3 - Finalize Conceptual Design, Legislation	Task 4 - Project Management	Total
SFMTA	\$ 5,000	\$ 8,000	\$ 9,000	\$ 8,000	\$ 30,000
Other Direct Costs	\$ -	\$ 10,000			\$ 10,000
Total	\$ 5,000	\$ 18,000	\$ 9,000	\$ 8,000	\$ 40,000

PLANNING PHASE - DETAILED LABOR COST ESTIMATE - BY AGENCY

SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Assistant Engineer	50	\$ 56.64	3.38	\$ 191.52	0.02	\$ 9,576
Transportation Planner II	58	\$ 50.40	3.41	\$ 172.11	0.03	\$ 9,982
Associate Engineer	25	\$ 65.93	3.33	\$ 219.69	0.01	\$ 5,492
Contingency						\$ 4,949
Total	133.00				0.07	\$ 30,000

CONSTRUCTION PHASE - SUMMARY BY MAJOR LINE ITEM - SFMTA SHOPS

Budget Line Item	Unit	Unit Cost	Totals
4" Solid White or Yellow	8400	\$3.20	\$ 26,880
6" Broken White	5500	\$2.63	\$ 14,465
6" Solid White	8400	\$4.00	\$ 33,600
8" Broken White or Yellow	350	\$3.60	\$ 1,260
8" Solid White or Yellow	350	\$4.69	\$ 1,642
Double Yellow	8400	\$6.27	\$ 52,668
Raised Pavement Markers (White or Yellow)	708	\$14.66	\$ 10,379
Messages	2000	\$6.08	\$ 12,160
Staggered Yellow/White Continental Crosswalks	Lump sum		\$ 8,802
Color Curb Painting	200	\$10.21	\$ 2,042
Contingency (10%)			\$ 16,102
TOTAL CONSTRUCTION PHASE		\$	\$ 180,000

Budget by Phase	
Planning	\$ 40,000
Construction	\$ 180,000
Total request	\$ 220,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Anza Street Bike Lanes [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$220,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$180,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Anza Street Bike Lanes [NTIP Capital]
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	12/31/2020
Phase:	Planning/Conceptual Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
	\$25,000	\$15,000	\$0	\$0	\$0	\$40,000

Deliverables

1. Quarterly progress reports (QPRs), which will be shared with the District Supervisor, shall contain a percent complete by task, percent complete of the overall project, a summary of outreach activities performed the quarter prior, and a list of outreach activities planned for the quarter ahead.
2. Task 1: Upon completion, SFMTA shall provide Research and Conceptual Design memo documenting collision analysis, potential locations for speed humps, and conceptual designs.
3. Task 2: SFMTA shall provide advance notification of public meetings. Upon completion, provide 1-2 page summary of stakeholder meetings and open house, including feedback received.
4. Task 3: Upon completion (anticipated August 2020), provide evidence of completion of 100% design (e.g. copy of certifications page) and updated construction schedule. See Special Condition 1.

Special Conditions

1. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

SGA Project Number:		Name:	Anza Street Bike Lanes [NTIP Capital]
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	03/31/2022
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-139	\$0	\$180,000	\$0	\$0	\$0	\$180,000

Deliverables

1. Quarterly progress reports, which will be shared with the District Supervisor, shall include % complete to date, photos of work being performed, upcoming project milestones (e.g. ground-breaking, ribbon-cutting), and delivery updates including work performed in the prior quarter, work anticipated to be performed in the upcoming quarter, and any issues that may impact delivery, in addition to all other requirements described in the Standard Grant Agreement.

2. Upon completion of project, Sponsor shall provide 2-3 photos of complete project.

Special Conditions

1. SFMTA may not incur expenses for the construction phase (\$180,000) until Transportation Authority staff releases the funds pending receipt of evidence of completion of design (e.g. copy of certifications page).

2. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Anza Street Bike Lanes [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$220,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

VC

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Victoria Chong	Joel C Goldberg
Title:	Transportation Planner	Grants Procurement Manager
Phone:	(415) 646-2706	(415) 646-2520
Email:	victoria.chong@sfmta.com	joel.goldberg@sfmta.com



Memorandum

AGENDA ITEM 4

DATE: January 7, 2020

TO: Transportation Authority Board

FROM: Anna LaForte - Deputy Director for Policy and Programming

SUBJECT: 1/14/2020 Board Meeting: Allocate \$220,000, with Conditions, in Prop K Sales Tax Funds to the San Francisco Municipal Transportation Agency for the Anza Street Bike Lanes

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Allocate \$220,000, with conditions, in Prop K funds to the San Francisco Municipal Transportation Agency (SFMTA) for Anza Street Bike Lanes [NTIP Capital]</p> <p>SUMMARY</p> <p>Attachment 1 lists the request, including requested phases and supervisorial district for the subject project. Attachment 2 provides a brief project description. Attachment 3 summarizes the staff recommendation.</p>	<p><input checked="" type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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DISCUSSION

Attachment 1 summarizes the subject allocation request, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources) compared with the leveraging assumptions in the Prop K Expenditure Plan. Attachment 2 includes a brief description of the subject project. Attachment 3 summarizes the staff recommendations, highlighting recommended special conditions. The Allocation Request Form is attached, with more detailed information on scope, schedule, budget, funding, deliverables and special conditions.

FINANCIAL IMPACT

The recommended action would allocate \$220,000 in Prop K funds. The allocation would be subject to the Fiscal Year Cash Flow Distribution Schedule contained in the attached Allocation Request Form.



Attachment 4 shows the approved Fiscal Year 2019/20 allocations and appropriations to date, with associated annual cash flow commitments as well as the recommended allocation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the Fiscal Year 2019/20 budget to accommodate the recommended action. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distribution for those respective fiscal years.

CAC POSITION

No CAC meeting was held in December 2019 due to the year-end holidays.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Request Summary
- Attachment 2 - Project Description
- Attachment 3 - Staff Recommendation
- Attachment 4 - Prop K Allocation Summary - FY 2019/20
- Attachment 5 - Allocation Request Form