



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		Phase(s) Requested	District(s)
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴		
Prop K	39	SFMTA	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: SFMTA (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	

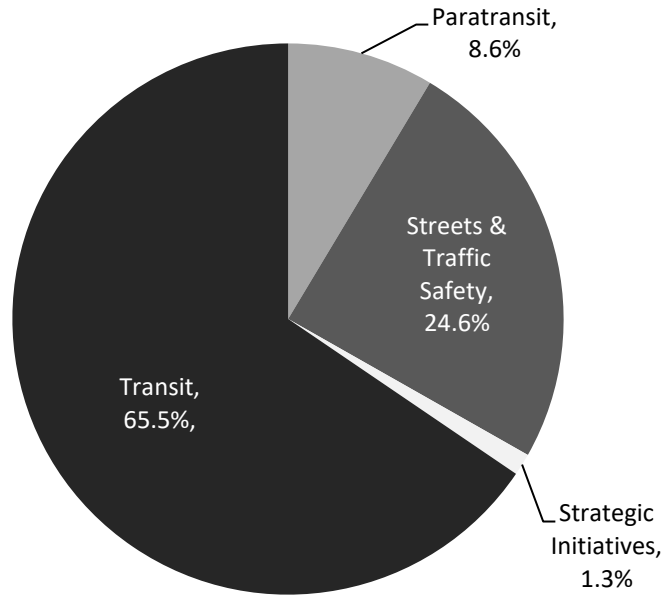
¹ See Attachment 1 for footnotes.

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

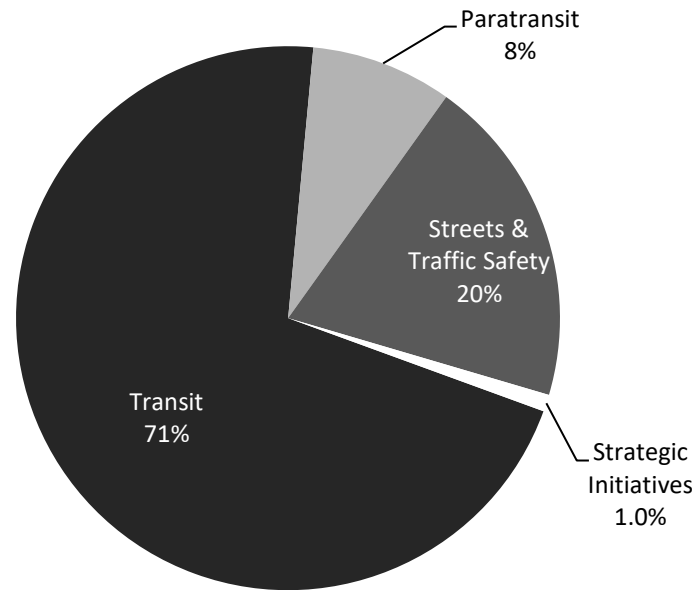
PROP K SALES TAX								
	Total	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 67,336,736	\$ 22,556,940	\$29,937,456	\$6,052,974	\$ 2,690,622	\$ 2,690,622	\$ 2,690,622	\$ 717,500
Current Request(s)	\$ 220,000	\$ 25,000	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -
New Total Allocations	\$ 67,556,736	\$ 22,581,940	\$ 30,132,456	\$ 6,052,974	\$ 2,690,622	\$ 2,690,622	\$ 2,690,622	\$ 717,500

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**



Prop K Investments To Date



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
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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