



RESOLUTION ALLOCATING \$745,651 IN PROP K SALES TAX FUNDS, WITH CONDITIONS,
FOR THREE REQUESTS

WHEREAS, The Transportation Authority received three requests for a total of \$745,651 in Prop K local transportation sales tax funds, as summarized in Attachments 1 and 2 and detailed in the attached allocation request forms; and

WHEREAS, The requests seek funds from the Traffic Calming, TDM/ Parking Management and Transportation/ Land Use Coordination categories 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 5-Year Prioritization Program (5YPP) for each of the aforementioned Expenditure Plan programmatic categories; and

WHEREAS, Two of the three requests are consistent with the relevant 5YPPs for their respective categories; and

WHEREAS, The San Francisco Municipal Transportation Agency's (SFMTA's) request for Citywide Daylighting requires a Traffic Calming 5YPP amendment as summarized in Attachment 3 and detailed in the attached allocation request forms; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating a total of \$745,651 in Prop K funds, with conditions, for three requests, as described in Attachment 3 and detailed in the attached allocation request forms, which include staff recommendations for Prop K allocation amounts, required deliverables, timely use of funds requirements, special conditions, and Fiscal Year Cash Flow Distribution Schedules; and

WHEREAS, There are sufficient funds in the Capital Expenditures line item of the Transportation Authority's approved Fiscal Year 2020/21 budget to cover the proposed actions; and

WHEREAS, At its October 28, 2020 meeting, the Citizens Advisory Committee was briefed on the subject request and adopted a motion of support for the staff recommendation; and



RESOLVED, That the Transportation Authority hereby amends the Prop K Traffic Calming 5YPP, as detailed in the attached allocation request form; and be it further

RESOLVED, That the Transportation Authority hereby allocates \$745,651 in Prop K funds, with conditions, as summarized in Attachment 3 and detailed in the attached allocation request forms; 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, Strategic Plan and relevant 5YPPs; 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 Schedules detailed in the enclosed allocation request forms; 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 sponsors 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 sponsors 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 5YPPs are hereby amended, as appropriate.



Attachments:

1. Summary of Requests Received
2. Brief Project Descriptions
3. Staff Recommendations
4. Prop K and Prop AA Allocation Summaries - FY 2020/21
5. Prop K Allocation Request Forms (3)

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	38	SFMTA	Citywide Daylighting	\$ 500,000	\$ 500,000	51%	0%	Design, Construction	TBD
Prop K	43	SFMTA	Curbside Pickup Zones Pilot Evaluation	\$ 200,000	\$ 332,854	54%	40%	Planning	Citywide
Prop K	44	SFMTA	Visitation Valley and Portola Community Based Transportation Plan	\$ 45,651	\$ 398,001	40%	89%	Planning	9, 10
TOTAL				\$ 745,651	\$ 1,230,855	48%	39%		

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) or the Traffic Congestion Mitigation Tax (TNC Tax) category referenced in the Program Guidelines.

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
38	SFMTA	Citywide Daylighting	\$ 500,000	Funds requested to improve visibility at intersections by painting red zones at street corners to prevent visual barriers within at least ten feet of an intersection. Daylighting improves sight-lines and makes all modes of traffic easier to see at intersections. This project advances the intent of Board of Supervisors Resolution 0248-19 – Urging Creation of a Systematic Daylighting Plan by implementing daylighting improvements at approximately 500 locations citywide and creating an inventory of remaining intersections in need of daylighting to prioritize for future funding. The SFMTA will select locations on the High Injury Network and based on crash history and proximity to vulnerable populations such as senior centers or schools. SFMTA expects to complete work at all locations by March 2022.
43	SFMTA	Curbside Pickup Zones Pilot Evaluation	\$ 200,000	As a response to the COVID-19 pandemic, the SFMTA has implemented the Shared Spaces program, which provides a streamlined way for businesses to request the use of curb space for curbside pickup, outdoor dining or other business activity. SFMTA is requesting funds to evaluate the effectiveness of the curbside pickup zones and to develop policy recommendations and guidelines for siting these zones, including recommendations for improvements to specific zones around the City. This project will help the SFMTA to better understand how to structure this program to promote the safety of all roadway users while reducing delays to Muni and supporting local businesses. The final plan is expected to be complete in July 2021.
44	SFMTA	Visitacion Valley and Portola Community Based Transportation Plan	\$ 45,651	The SFMTA will collaborate with residents and community groups to identify transportation priorities for the Visitacion Valley and Portola neighborhoods. The project will be driven by three phases of outreach and produce recommendations for streetscape, improvements to support transit access and reliability, and a funding/ implementation plan. Prop K funds will leverage \$352,350 in funding from a Caltrans Planning Grant. SFMTA expects to complete the final plan by March 2023.
TOTAL			\$745,651	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
38	SFMTA	Citywide Daylighting	\$ 500,000	Prop K 5-Year Prioritization Program (5YPP) Amendment: The recommended allocation is contingent upon amendment of the Traffic Calming 5YPP to add the subject project with Prop K funds reprogrammed from the Advancing Equity through Safer Streets FY19/20 placeholder (\$153,580), Safer Taylor Street design phase (\$198,877) (design is complete); and Vision Zero Quick-Build Program Implementation FY20/21 placeholder (\$147,543). See allocation request form for details.
43	SFMTA	Curbside Pickup Zones Pilot Evaluation	\$ 200,000	
44	SFMTA	Visitation Valley and Portola Community Based Transportation Plan	\$ 45,651	
TOTAL			\$ 745,651	

¹ See Attachment 1 for footnotes.

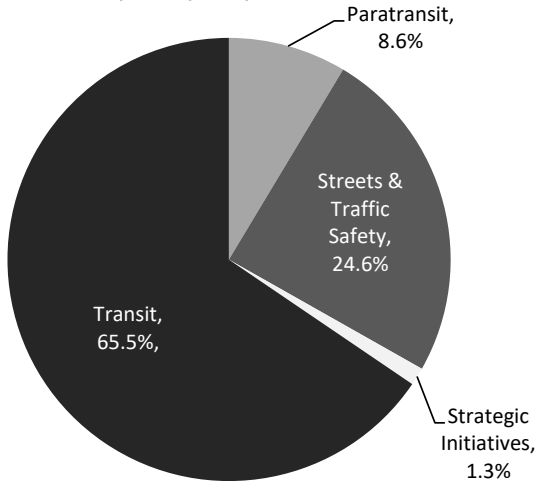
**Attachment 4.
Prop K Allocation Summary - FY2020/21**

PROP K SALES TAX

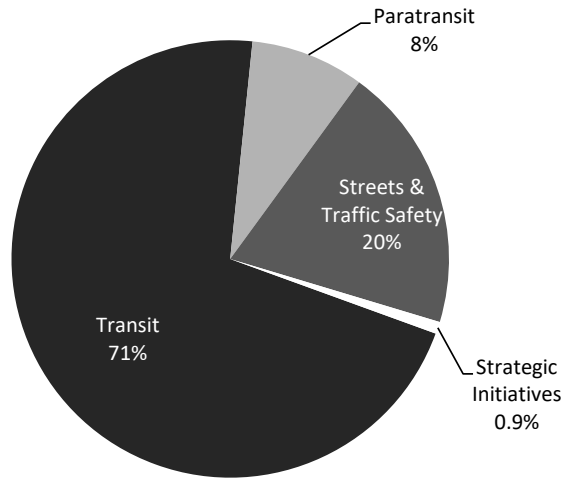
FY2020/21	Total	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 31,757,254	\$ 14,196,047	\$ 11,638,071	\$ 4,745,724	\$ 1,177,412	\$ -	\$ -
Current Request(s)	\$ 745,651	\$ 275,217	\$ 405,217	\$ 65,217	\$ -	\$ -	\$ -
New Total Allocations	\$ 32,502,905	\$ 14,471,264	\$ 12,043,288	\$ 4,810,941	\$ 1,177,412	\$ -	\$ -

The above table shows maximum annual cash flow for all FY 2020/21 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



Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Citywide Daylighting
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Traffic Calming
Current Prop K Request:	\$500,000
Supervisory District(s):	To Be Determined

REQUEST

Brief Project Description

In May 2019, the Board of Supervisors adopted a resolution urging the SFMTA to create a Daylighting plan and to systemically implement parking restrictions on the High Injury Network. Daylighting paints red zones at corners to remove visual barriers within a minimum of ten feet of an intersection. It improves sight-lines and makes everyone easier to see at intersections. This project advances this work to implement daylighting at approximately 500 locations citywide and also includes an inventory of remaining intersections to prioritize for future funding.

Detailed Scope, Project Benefits and Community Outreach

In 2014, San Francisco adopted Vision Zero, a commitment to eliminate all traffic deaths and reduce severe injuries, and to improve the safety and livability of the city's streets. Every year in San Francisco, about 30 people lose their lives and over 500 more are seriously injured while traveling on city streets. The city's High Injury Network (HIN) is comprised of the 13% of city streets that account for 75% of severe and fatal collisions.

In May 2019, the Board of Supervisors adopted a resolution urging the SFMTA to create a Daylighting plan and to systemically implement parking restrictions at intersections along the HIN to improve traffic safety. By removing parking approaching intersections, the visibility among people who walk, bike, and drive is improved. As part of this resolution, the Board of Supervisors requested that 1200 intersections receive daylighting within one year.

This project advances this directive to complete citywide daylighting on the HIN. Daylighting will be completed on a corridor basis across the districts. The Vision Zero Action Strategy establishes that all HIN intersections should have daylighting implemented by 2024. This funding request will complete approximately 500 locations on the HIN with subsequent funding requests to follow. Locations will be selected according to certain criteria: on the HIN, crash history, and located near vulnerable populations such as senior centers or schools. For some neighborhoods, significant daylighting work has already been completed (for instance, neighborhood-wide work in the Tenderloin was completed) and for other neighborhoods significant daylighting work has been or will be completed through existing projects (such as in SoMa). An inventory will also be completed as part of this work to track and monitor completion of daylighting across the HIN. Staff will notify District Supervisors of selected locations for implementing daylighting in their districts.

The scope includes:

Task 1. Complete a daylighting inventory

For approximately 40 intersections at a time, staff will conduct field work to gather key information necessary for daylighting design. This inventory will be completed on a corridor basis neighborhood-by-neighborhood. Using this batched approach will ensure that the Paint and Meter shops can implement the work orders on a monthly basis. A spreadsheet will be developed which identifies existing conditions (such as the width of each crosswalk and its design, any information about features within 50 feet of intersections such as hydrants or colored curbs, etc.). Some street characteristics can be gathered remotely from meter drawings while others will need to be collected in the field.

Attachment 5

Task 2. Develop design proposals and conduct outreach

For approximately 40 intersections at a time, staff will design proposals for red curb along each approach of the intersection and will indicate the locations of new daylighting red zones on the worksheets and or metered drawings. Meter drawings will be updated as needed. Staff will also design a door hanger notifying businesses along corridors of the upcoming public hearing process for any daylighting proposals. Business outreach will be focused only on locations that are not on the HIN (using door hangers). For any daylighting that affects existing color curb zones, we will work with the fronting businesses to identify new locations.

Task 3. Public Hearing process

Staff will draft legislative language for the proposed red curbs and any subsequent colored curb or parking changes for the Public Hearing process. Staff will produce and post public notifications at least 10 calendar days prior to the public hearing (to be posted on utility poles - at least two poles in each location). Any daylighting locations less than 20 feet do not require a public hearing process.

Task 4. Implement Daylighting

For batches of approximately 40 intersections at a time, the Paint and Meter shops will implement the proposed daylighting red curb locations as approved.

Task 5. Inventory Update

Given that not all intersections will be daylit as part of this request, staff will also work to develop and update an inventory of a citywide daylighting status, including a focus on the HIN. This database will include all HIN intersections and an identification of whether or not daylighting is already implemented. This inventory will assist with tracking and prioritizing daylighting for future iterations of this work.

Project Location

Citywide

Project Phase(s)

Design Engineering (PS&E), Construction (CON)

Justification for Multi-phase Request

Multi-phase allocation is recommended given short duration of design phase and overlapping design and construction phases as work is conducted on multiple corridors. Design work will include the development of red curb locations based on existing conditions; construction work will be conducted subsequently to implement the red curb. This work will be conducted in batches (approximately 40 locations at a time) so that SFMTA staff and shops can continue to implement the work on a monthly basis.

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	New Project
Justification for Necessary Amendment	
The SFMTA is requesting an amendment to the Traffic Calming 5YPP to add this project with Prop K funds reprogrammed from the Advancing Equity through Safer Streets FY19/20 placeholder (\$153,580), Safer Taylor Street design phase (\$198,877) (design is complete); and Vision Zero Quick-Build Program Implementation FY20/21 placeholder (\$147,543).	

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Citywide Daylighting
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 (PLAN)				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)	Oct-Nov-Dec	2020	Jan-Feb-Mar	2022
Advertise Construction				
Start Construction (e.g. Award Contract)	Jan-Feb-Mar	2021		
Operations (OP)				
Open for Use			Jan-Feb-Mar	2022
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2022

SCHEDULE DETAILS

This work will be coordinated with major projects to ensure that daylighting is incorporated in any existing corridor projects when possible. This work also reflects the existing commitment from the Board of Supervisors that adopted a resolution in 2019 urging the city to advance systematic, systemwide daylighting on the HIN. When appropriate, staff will develop targeted flyers to share with businesses to ensure clear communication around the intent of this work.

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Citywide Daylighting
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Traffic Calming	\$500,000	\$0	\$0	\$500,000
Phases in Current Request Total:	\$500,000	\$0	\$0	\$500,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering (PLAN)	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$200,000	\$200,000	Based on similar work
Construction (CON)	\$300,000	\$300,000	Based on similar work
Operations (OP)	\$0	\$0	
Total:	\$500,000	\$500,000	

% Complete of Design:	0.0%
As of Date:	09/11/2020
Expected Useful Life:	20 Years

Attachment 5

Prop K Citywide Daylighting

SFMTA Labor Budget

DESIGN PHASE TASK	Total
1. Complete daylighting inventory worksheets, including field work	\$ 27,956
2.1 Develop daylighting proposals	\$ 34,459
2.2 Outreach for proposals	\$ 22,604
2.3 Design review for proposals	\$ 8,496
2.4 Developing work orders	\$ 5,783
2.5 Updating meter drawings	\$ 46,611
3. Draft legislative language	\$ 13,201
4.1 Production and posting of Public Hearing notifications	\$ 7,320
4.2 Removal of Public Hearing notifications	\$ 6,422
5. Inventory	\$ 17,850
6. Admin	\$ 8,153
Subtotal Design	\$198,856

CONSTRUCTION PHASE

Shops Implementation

<i>Cost per linear foot</i>	<i>Avg feet</i>	<i>Total</i>
\$13.69	10	\$ 137

Per intersection (x4 curbs)	\$ 548
Approx. 500 intersections	\$ 273,800
Contingency (9.99%)	\$ 27,344
Subtotal Construction	\$301,144

Total Cost **\$500,000**

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Citywide Daylighting
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$500,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$500,000	Total Prop AA Recommended:	\$0

Attachment 5

SGA Project Number:		Name:	Citywide Daylighting - design
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/2022
Phase:	Design Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Total
PROP K EP-138	\$60,000	\$120,000	\$20,000	\$0	\$0	\$200,000

Deliverables

1. Quarterly progress reports shall include detailed updated information on the locations selected, as well as project 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.
2. Upon completion, Sponsor shall provide evidence of completion of 100% design (e.g., copy of certifications page or copy of workorder).

Special Conditions

1. The recommended allocation is contingent upon an amendment to the Traffic Calming 5YPP. See attached 5YPP amendment for details.
2. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Attachment 5

SGA Project Number:		Name:	Citywide Daylighting - construction
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	03/31/2023
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Total
PROP K EP-138	\$30,000	\$240,000	\$30,000	\$0	\$0	\$300,000

Deliverables

1. Quarterly progress reports shall include detailed updated information on locations selected, as well as project 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.

2. Prior to starting construction activities, provide 2-3 photos of typical before conditions for each batch of intersections. For every quarter during which project construction activities are happening, provide 2-3 photos of work being performed and work completed.

Special Conditions

1. The recommended allocation is contingent upon an amendment to the Traffic Calming 5YPP. See attached 5YPP amendment for details.

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

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Citywide Daylighting
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$500,000
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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

RER

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Ryan E Reeves	Mary Jarjoura
Title:	Transportation Planner II	Principal Administrative Analyst
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2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
 Traffic Calming (EP 38)
 Programming and Allocations to Date
 Pending November 17, 2020 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2019/20	2020/21	2021/22	2022/23	2023/24	
Carry Forward From 2014 5YPP									
SFMTA	John Yehall Chin Safe Routes to School	CON	Allocated	\$436,000					\$436,000
SFMTA	Ocean Avenue Safety Improvements	PLAN/CER	Allocated	\$210,000					\$210,000
SFMTA	Ocean Avenue Safety Improvements	PLAN/CER	Programmed	\$30,000					\$30,000
SFMTA	Excelsior Neighborhood Traffic Calming	PS&E	Programmed	\$520,000					\$520,000
SFMTA	Sloat Skyline Intersection Improvements	PA&ED	Programmed	\$379,000					\$379,000
Local/Neighborhood Program									
Any Eligible	NTIP Placemaker	Any	Programmed	\$1,654,400					\$1,654,400
SFPW	Buchanan Mall Bulbouts - Golden Gate and Turk [NTIP Capital]	PS&E	Allocated		\$300,000				\$300,000
SFMTA	District 3 Pedestrian Safety Improvements [NTIP Capital]	PS&E	Allocated	\$295,600					\$295,600
SFMTA	District 11 Traffic Calming [NTIP Capital]	PLAN, PS&E, CON	Allocated	\$600,000					\$600,000
SFPW	Bayshore Blvd/Cesar Chavez St/Potrero Ave Intersection (The Hairball - Segments F & G) - Additional Funds	CON	Allocated		\$50,000				\$50,000
SFMTA	Application-Based Traffic Calming Program - FY18/19 Cycle Implementation	PS&E, CON	Allocated	\$1,253,103					\$1,253,103
SFMTA	Application-Based Traffic Calming Program - FY19/20 Cycle Planning	PLAN/CER	Allocated	\$203,192					\$203,192
SFMTA	Application-Based Local Streets Traffic Calming Program	Any	Programmed		\$837,777				\$837,777
SFMTA	Application-Based Traffic Calming Program - FY19/20 Cycle Implementation	PS&E	Allocated		\$141,836				\$141,836
SFMTA	Application-Based Traffic Calming Program - FY20/21 Cycle Planning	PLAN	Allocated		\$220,387				\$220,387
SFMTA	Application-Based Local Streets Traffic Calming Program	Any	Programmed			\$1,200,000			\$1,200,000
SFMTA	Application-Based Local Streets Traffic Calming Program	Any	Programmed				\$1,200,000		\$1,200,000
SFMTA	Application-Based Local Streets Traffic Calming Program	Any	Programmed					\$1,200,000	\$1,200,000
SFMTA	Central Richmond Traffic Safety Plan - Additional Funds	PS&E, CON	Allocated	\$596,420					\$596,420
SFMTA	Bayview Community Based Transportation Plan - Additional Funds	PLAN	Allocated	\$50,000					\$50,000
SFMTA	Advancing Equity through Safer Streets	Any	Programmed	\$0					\$0
SFMTA	Advancing Equity through Safer Streets	Any	Programmed		\$750,000				\$750,000
SFMTA	Advancing Equity through Safer Streets	Any	Programmed			\$750,000			\$750,000
SFMTA	Advancing Equity through Safer Streets	Any	Programmed				\$750,000		\$750,000
SFMTA	Advancing Equity through Safer Streets	Any	Programmed					\$750,000	\$750,000
SFMTA	Speed Radar Sign Installation	Any	Programmed	\$1,180					\$1,180

2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
 Traffic Calming (EP 38)
 Programming and Allocations to Date
 Pending November 17, 2020 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2019/20	2020/21	2021/22	2022/23	2023/24	
SFMTA	Speed Radar Sign Installation	PLAN	Allocated	\$30,820					\$30,820
SFMTA	Speed Radar Sign Installation	CON	Allocated	\$148,000					\$148,000
SFMTA	Speed Radar Sign Installation	Any	Programmed		\$180,000				\$180,000
SFMTA	Speed Radar Sign Installation	Any	Programmed			\$180,000			\$180,000
SFMTA	Speed Radar Sign Installation	Any	Programmed				\$180,000		\$180,000
SFMTA	Speed Radar Sign Installation	Any	Programmed					\$180,000	\$180,000
SFMTA	Safe Streets Evaluation	PLAN/ CER	Allocated	\$100,000					\$100,000
SFMTA	Safe Streets Evaluation	PLAN/ CER	Programmed			\$100,000			\$100,000
Schools Program									
SFMTA	Schools Engineering Program FY 20	PLAN, PS&E, CON	Allocated	\$1,000,000					\$1,000,000
SFMTA	Schools Engineering Program	Any	Programmed		\$1,000,000				\$1,000,000

2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
 Traffic Calming (EP 38)
 Programming and Allocations to Date
 Pending November 17, 2020 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2019/20	2020/21	2021/22	2022/23	2023/24	
SFMTA	Schools Engineering Program	Any	Programmed			\$1,000,000			\$1,000,000
SFMTA	Schools Engineering Program	Any	Programmed				\$1,000,000		\$1,000,000
SFMTA	Schools Engineering Program	Any	Programmed					\$1,000,000	\$1,000,000
Corridor Improvements									
SFMTA	6th Street Safety Improvements	CON	Allocated		\$4,000,000				\$4,000,000
SFMTA	Vision Zero Quick-Build Program Implementation	PS&E, CON	Allocated	\$5,226,200					\$5,226,200
SFMTA	Vision Zero Quick-Build Program Implementation	PS&E, CON	Programmed		\$352,457				\$352,457
SFMTA	Slow Streets Program	CON	Allocated		\$750,000				\$750,000
SFMTA	Citywide Daylighting	PS&E, CON	Pending		\$500,000				\$500,000
SFMTA	Vision Zero Quick-Build Program Implementation	PS&E, CON	Programmed			\$1,250,000			\$1,250,000
SFMTA	Ocean Avenue Safety Improvements	PS&E	Programmed	\$900,000					\$900,000
SFMTA	Bayview Community Based Transportation Plan Implementation: Bulbouts	PS&E	Allocated		\$110,000				\$110,000
SFMTA	Bayview Community Based Transportation Plan Implementation: Rectangular Rapid Flashing Beacons	PS&E	Allocated		\$70,000				\$70,000
SFMTA	Bayview Community Based Transportation Plan Implementation	CON	Programmed			\$2,280,000			\$2,280,000
SFMTA	Bayview Community Based Transportation Plan Implementation	CON	Programmed	\$85,000					\$85,000
SFMTA	Plan Near Term Implementation	CON	Programmed		\$2,080,000				\$2,080,000
SFMTA	Excelsior Neighborhood Traffic Calming	PS&E	Programmed	\$660,000					\$660,000
SFMTA	Sloat Skyline Intersection Improvements	CON	Pending (Prior)		\$1,183,813				\$1,183,813
SFMTA	Upper Market Street Safety Improvements [NTIP Capital]	PS&E	Programmed	\$0					\$0
SFMTA	Safer Taylor Street	PS&E	Allocated	\$2,047,958					\$2,047,958
SFMTA	Safer Taylor Street	CON	Programmed		\$0				\$0
Total Programmed in 2019 5YPP				\$16,426,873	\$12,526,270	\$6,760,000	\$3,130,000	\$3,130,000	\$41,973,143
Total Allocated and Pending				\$12,197,293	\$7,326,036	\$0	\$0	\$0	\$19,523,329
Total Unallocated				\$4,229,580	\$5,200,234	\$6,760,000	\$3,130,000	\$3,130,000	\$22,449,814
Total Programmed in 2019 Strategic Plan				\$20,933,450	\$7,662,499	\$6,760,000	\$3,130,000	\$3,130,000	\$41,615,949
Deobligated Funds				\$357,194	\$0	\$0	\$0	\$0	\$357,194
Cumulative Remaining Programming Capacity				\$4,863,771	\$0	\$0	\$0	\$0	\$0
Pending Allocation/ Appropriation									
Board Approved Allocation/ Appropriation									

FOOTNOTES:

2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
Traffic Calming (EP 38)
Programming and Allocations to Date
 Pending November 17, 2020 Board

Agency	Project Name	Phase	Status	Fiscal Year				Total
				2019/20	2020/21	2021/22	2022/23	

¹³ 5YPP amendment to fund Citywide Daylighting (Resolution 21-XX, 11/17/2020).
 Advancing Equity through Safer Streets: Reduced from \$153,580 to \$0 in FY2019/20.
 Safer Taylor Street: Reduced from \$198,877 to \$0 in FY2019/20.
 Vision Zero Quick-Build Program Implementation: Reduced from \$500,000 to \$352,457 in FY2020/21.
 Citywide Daylighting: Added project with \$500,000 in FY2020/21 design and construction funds.

2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
 Traffic Calming (EP 38)
 Cash Flow (Maximum Annual Reimbursement)
 Pending November 17, 2020 Board

Project Name	Phase	Fiscal Year					Total
		2019/20	2020/21	2021/22	2022/23	2023/24	
Carry Forward From 2014 5YPP							
John Yehall Chin Safe Routes to School	CON	\$327,000	\$109,000				\$436,000
Ocean Avenue Safety Improvements	PLAN/CER	\$160,000	\$50,000				\$210,000
Ocean Avenue Safety Improvements	PLAN/CER	\$30,000					\$30,000
Excelsior Neighborhood Traffic Calming	PS&E	\$260,000	\$260,000				\$520,000
Sloat Skyline Intersection Improvements	PA&ED	\$379,000					\$379,000
Local/Neighborhood Program							
NTIP Placeholder	Any	\$854,000	\$800,400				\$1,654,400
Buchanan Mall Bulbouts - Golden Gate and Turk [NTIP Capital]	PS&E		\$300,000				\$300,000
District 3 Pedestrian Safety Improvements [NTIP Capital]	PS&E		\$295,600				\$295,600
District 11 Traffic Calming [NTIP Capital]	PLAN, PS&E, CON	\$271,000	\$329,000				\$600,000
District 11 Traffic Calming [NTIP Capital]	PLAN, PS&E, CON		\$50,000				\$50,000
Application-Based Traffic Calming Program - FY18/19 Cycle Implementation	PS&E, CON	\$108,845	\$915,406	\$228,852			\$1,253,103
Application-Based Traffic Calming Program - FY19/20 Cycle Planning	PLAN/CER	\$152,394	\$50,798				\$203,192
Application-Based Local Streets Traffic Calming Program	Any		\$0	\$837,777			\$837,777
Application-Based Traffic Calming Program - FY19/20 Cycle Implementation	PS&E		\$141,836				\$141,836
Application-Based Traffic Calming Program - FY20/21 Cycle Planning	PLAN		\$220,387				\$220,387
Application-Based Local Streets Traffic Calming Program	Any			\$250,000	\$950,000		\$1,200,000
Application-Based Local Streets Traffic Calming Program	Any				\$250,000	\$950,000	\$1,200,000
Application-Based Local Streets Traffic Calming Program	Any					\$250,000	\$250,000
Application-Based Local Streets Traffic Calming Program	PS&E, CON	\$225,000	\$371,420				\$596,420
Central Richmond Traffic Safety	PLAN	\$50,000					\$50,000
Bayview Community Based Transportation Plan - Additional Funds	Any	\$0	\$0				\$0
Advancing Equity through Safer Streets	Any		\$225,000	\$525,000			\$750,000
Advancing Equity through Safer Streets	Any			\$225,000	\$525,000		\$750,000
Advancing Equity through Safer Streets	Any			\$225,000	\$525,000	\$525,000	\$750,000
Advancing Equity through Safer Streets	Any				\$225,000	\$225,000	\$750,000
Advancing Equity through Safer Streets	Any					\$525,000	\$750,000
Speed Radar Sign Installation	Any	\$1,180					\$1,180

2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
 Traffic Calming (EP 38)
 Cash Flow (Maximum Annual Reimbursement)
 Pending November 17, 2020 Board

Project Name	Phase	Fiscal Year							Total
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25		
Speed Radar Sign Installation	PLAN	\$30,820							\$30,820
Speed Radar Sign Installation	CON		\$148,000						\$148,000
Speed Radar Sign Installation	Any		\$180,000						\$180,000
Speed Radar Sign Installation	Any			\$180,000					\$180,000
Speed Radar Sign Installation	Any				\$180,000				\$180,000
Speed Radar Sign Installation	Any					\$180,000			\$180,000
Safe Streets Evaluation	PLAN/ CER	\$50,000	\$50,000						\$100,000
Safe Streets Evaluation	PLAN/ CER			\$50,000	\$50,000				\$100,000
<hr/>									
Schools Engineering Program FY 20	PLAN, PS&E, CON	\$123,475	\$426,525	\$450,000					\$1,000,000
Schools Engineering Program	Any		\$500,000	\$500,000					\$1,000,000

2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
 Traffic Calming (EP 38)
 Cash Flow (Maximum Annual Reimbursement)
 Pending November 17, 2020 Board

Project Name	Phase	Fiscal Year					Total
		2019/20	2020/21	2021/22	2022/23	2023/24	
Schools Engineering Program	Any			\$500,000	\$500,000		\$1,000,000
Schools Engineering Program	Any				\$500,000	\$500,000	\$1,000,000
Schools Engineering Program	Any					\$500,000	\$1,000,000
6th Street Safety Improvements	CON		\$500,000	\$2,207,499	\$1,292,501		\$4,000,000
Vision Zero Quick-Build Program Implementation	PS&E, CON	\$2,613,100	\$2,613,100				\$5,226,200
Vision Zero Quick-Build Program Implementation	PS&E, CON		\$227,457	\$125,000			\$352,457
Slow Streets Program	CON		\$250,000	\$500,000			\$750,000
Citywide Daylighting	PS&E, CON		\$90,000	\$360,000	\$50,000		\$500,000
Vision Zero Quick-Build Program Implementation	PS&E, CON			\$625,000	\$625,000		\$1,250,000
Ocean Avenue Safety Improvements	PS&E		\$315,000	\$200,000	\$385,000		\$900,000
Bayview Community Based Transportation Plan Implementation: Bulbouts	PS&E		\$30,000	\$80,000			\$110,000
Bayview Community Based Transportation Plan Implementation: Rectangular Rapid Flashing Beacons	PS&E		\$70,000				\$70,000
Bayview Community Based Transportation Plan Implementation	CON			\$231,498	\$1,183,001	\$865,501	\$2,280,000
Bayview Community Based Transportation Plan Near Term Implementation	CON	\$45,000	\$40,000				\$85,000
Excelsior Neighborhood Traffic Calming	CON			\$500,000	\$1,580,000		\$2,080,000
Sloat Skyline Intersection Improvements	PS&E	\$132,000	\$528,000				\$660,000
Upper Market Street Safety Improvements [N/TIP Capital]	CON			\$160,415	\$1,023,398		\$1,183,813
Safer Taylor Street	PS&E	\$0	\$0				\$0
Safer Taylor Street	PS&E	\$1,740,764	\$307,194				\$2,047,958
Safer Taylor Street	CON		\$0	\$0			\$0
Cash Flow Programmed in 2019 5YPP		\$7,553,578	\$10,394,123	\$8,736,041	\$9,318,900	\$3,995,501	\$41,973,143
Total Cash Flow Allocated and Pending		\$5,852,398	\$7,318,266	\$3,986,766	\$2,365,899	\$0	\$19,523,329
Total Cash Flow Unallocated		\$1,701,180	\$3,075,857	\$4,749,275	\$6,953,001	\$3,995,501	\$22,449,814
Total Cash Flow in 2019 Strategic Plan		\$8,626,100	\$10,217,350	\$7,533,997	\$9,268,001	\$3,995,501	\$41,615,949
Deobligated Funds		\$357,194	\$0	\$0	\$0	\$0	\$357,194
Cumulative Remaining Cash Flow Capacity		\$1,429,716	\$1,252,943	\$50,899	\$0	\$0	\$0
Pending Allocation/Appropriation							
Board Approved Allocation/Appropriation							

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Curbside Pickup Zones Pilot Evaluation
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transportation Demand Mgmt
Current Prop K Request:	\$200,000
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

As a response to the COVID-19 pandemic, the SFMTA has implemented the Shared Spaces program, which, among other things, provides a streamlined way for businesses and other organizations to request the use of curb space for curbside pickup, outdoor dining or other business activity. The SFMTA now has both an obligation and an exciting opportunity to evaluate the effectiveness of the Shared Spaces curbside pickup zones, and to develop a plan for the future of these zones and provide policy recommendations for the future of this program.

Detailed Scope, Project Benefits and Community Outreach

See attachment.

Project Location

Citywide

Project Phase(s)

Planning/Conceptual Engineering (PLAN)

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:	\$200,000

Shared Spaces Curbside Pickup Zone Evaluation

Introduction

In February 2020, the San Francisco Municipal Transportation Agency's (SFMTA) Board adopted the Curb Management Strategy, a policy document that includes (a) a framework for how the SFMTA will manage and allocate the City's curb space in a way that is both responsive to current demands and anticipates future needs, and (b) a set of recommendations for changes to policies, processes, and existing law.

The development of the strategy was driven by a need to address proactively the growing pressure on the City's limited curb space, which has resulted in concerns over increased congestion; safety conflicts between pedestrians, cyclists, and car passengers; increased double-parking, and blocking of traffic and bike lanes. Furthermore, there is growing concern over inequity as many of the new mobility services that have emerged over the last ten years such as transportation network companies (TNCs) and shared scooters and bikes, may not be available to individuals from all social and economic levels, or those with mobility impairments who require accessible vehicles.

Since the adoption of the Curb Management Strategy, COVID-related economic upheavals have dramatically changed how the City's economy and small businesses function. In response, and as an attempt to aid struggling small businesses, the City has developed the Shared Spaces Program, which allows businesses to use the curb space in front of or near them for outdoor dining, retail, personal services or curbside pickup. Two basic tenets of the Shared Spaces Program are urgency and rapid approval; as a result, after just a few months, hundreds of Shared zones have been established all over the City, in every commercial district.

This project will collect data at Shared Spaces curbside pickup zones and use the conclusions and recommendations of the Curb Management Strategy to evaluate the effectiveness of these zones, develop guidelines for siting curbside pickup zones, make recommendations for improvements to specific zones around the City, and provide policy recommendations for implementing curbside pickup zones.

Overview of the Curb Management Strategy

The Curb Management Strategy contains three elements: 1) curb hierarchy; 2) recommended strategies; and 3) design guidelines.

Curb Hierarchy

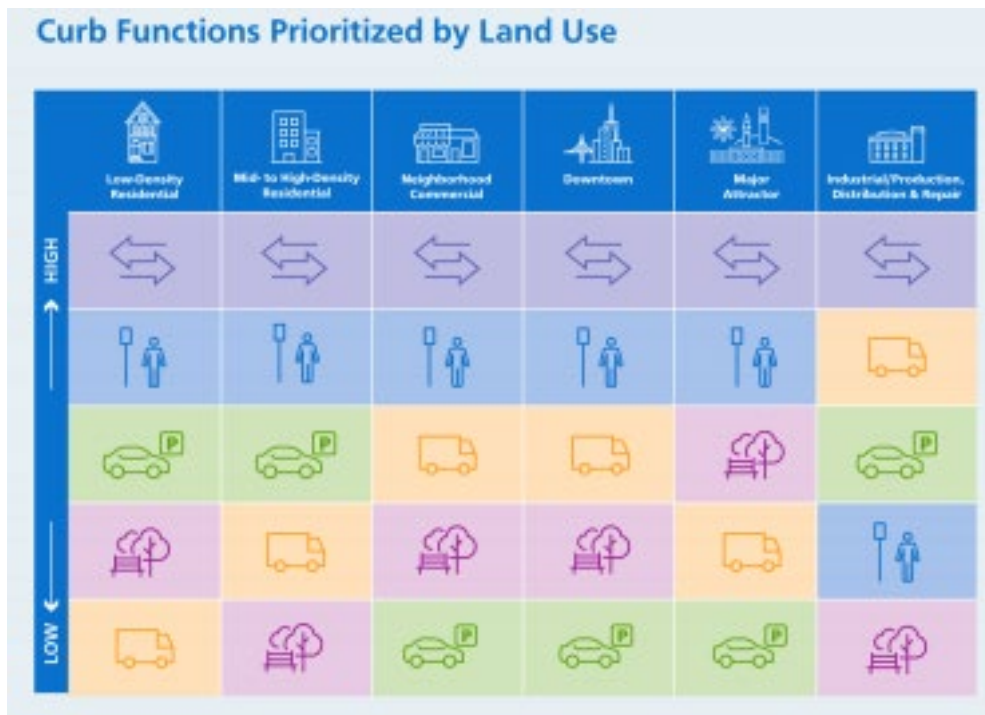
Effective curb management prioritizes how we use the curb to match the way the surrounding land is used. We can allocate curb space in each area for the uses that provide the most access to the most people. For example, an area with lots of shops and restaurants will have different curb users and needs than a residential neighborhood.

The curb hierarchy provides the foundation for how limited curb space is allocated throughout the City. It defines five curb functions and prioritizes those functions across six land use types. The five curb functions are: 1) Access for people; 2) Access for goods; 3) Public space and services; 4) Vehicle storage; and 5) Movement.

In the most active and dense parts of San Francisco—commercial corridors—we can use the curb to support small businesses by prioritizing access for people and goods, while private car parking can have a lower priority. A residential neighborhood with single family houses may not need much of its curb space allocated to access for goods at all; residents would benefit more from curbs that provide access for people and for

Attachment 5

parking vehicles. In locations where the curb is being used for movement (such as transit or bicycle lanes), this function takes priority over the others.



Recommended Strategies

The Curb Management Strategy includes a suite of recommended tools, policies, legislative changes, and process improvements that the SFMTA could undertake. These strategies support six key objectives listed below.

- Objective 1: Advance a holistic planning approach
- Objective 2: Accommodate growing loading needs
- Objective 3: Increase compliance with parking and loading regulations
- Objective 4: Improve access to up-to-date data
- Objective 5: Rationalize policies towards private users of curb space
- Objective 6: Promote equity and accessibility

Design Guidelines

The design guidelines in the Strategy provide guidance to planners, engineers, and project managers on color curb zone placement and design when zones are implemented proactively as part of SFMTA projects. They include guidelines on minimum length, placement on the block, time limits, and effective hours for each zone type, as well as information on data collection methodologies and best practices.

Implementation in the time of COVID-19

The SFMTA has utilized the curb management framework in recent projects including the Inner Sunset Curb Management Project, which was approved by the SFMTA Board in January 2020 and implemented in April and May. However, in light of the COVID-19 pandemic, the Curb Management team's focus has shifted to ensuring that the curb is utilized to meet the emerging needs of small businesses and social services.

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As a response to the COVID-19 pandemic, the SFMTA has implemented the Shared Spaces program, which, among other things, provides a streamlined way for businesses and other organizations to request the use of curb space for curbside pickup, outdoor dining, retail sales, or other business activity. The immense popularity of this program—and businesses’ desperate need for alternate ways to generate revenue—means that the SFMTA has approved and implemented hundreds of new curbside pickup, dining, and retail sales zones all over the City in just the last few months, with little opportunity for a robust evaluation of the effectiveness or safety of those zones.

The SFMTA now has both an obligation and an exciting opportunity to evaluate the effectiveness of the Shared Spaces curbside pickup zones and develop policy recommendations for the future of the zones. To conduct that evaluation, the SFMTA needs to collect data to evaluate how these curb changes are impacting issues such as double parking, safety, transit and bikes as well as residents and businesses.

This scope of work focuses solely on the curbside pickup zones created by the Shared Spaces program. This work will: 1) provide a data-driven framework and metrics by which to evaluate the effectiveness of the Shared Spaces curbside pickup zones; 2) ensure that the future of the Shared Spaces curbside pickup program is data-driven and transparent to the public; 3) make curb allocation decisions within the context of a larger neighborhood/district rather than site by site basis, and 4) better understand the impacts of these zones on safety, transit and bikes. This is an exciting opportunity to understand and shape the future of curb usage in San Francisco and cities around the world in a post COVID world.

The SFMTA will contract out the data collection portion and analysis of this scope to a consultant. The SFMTA will be responsible for overseeing the consultant’s work and for leading any outreach efforts.

Project Benefits

The Shared Spaces program serves a key City goal of promoting a safe and robust economic reopening, and supporting (or even saving) potentially hundreds of businesses and thousands of jobs. The data collection and metrics described below will inform improvements, recommended by the Curb Management Strategy, that can be undertaken to reduce conflicts between vehicles, cyclists and transit, with the objective of reducing delays to Muni and increasing the safety of bicyclists while at the same time still supporting local businesses. Making transit and biking faster and safer are especially important now, when transit capacity is reduced to accommodate social distancing requirements, and active-transportation alternatives to driving have become an even more important way to avoid crushing car congestion.

Detailed Scope of Work

The SFMTA will collect and analyze data to determine the effectiveness of Shared Spaces curbside pickup zones in achieving the goals of the Curb Management Strategy and meeting the demands of different users.

Shared Spaces data-collection sites will be located in different areas of the city, and serving different types of businesses, to better understand how demand patterns vary by business types, and curb needs change in response to the surrounding land use. The areas selected will reflect land use types identified in the Curb Management Strategy.

Task 1.1 Data-Collection Site Selection

Data-collection sites will be selected in different neighborhoods that fit the “neighborhood commercial” land use type identified in the Curb Management Strategy, since the vast majority of Shared Spaces are in

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neighborhood commercial districts. Site-specific zones will be used to calculate the pickup demand and pickup duration associated with a specific business type as well as evaluate the functionality of zones based on placement and design. For example, comparing the usage of a 20-foot zones placed at the far side of an intersection or driveway as compared to a midblock zone. Potential business types could include:

1. Restaurant
2. Bar
3. Grocery store
4. Florist
5. Optometrist/pharmacy/other medical
6. Clothing store/other retail

For blocks with multiple businesses using pickup zones, the data collection will focus on usage, functionality, and conflicts between users. Sites could include the following:

1. Block faces with two physically separate zones
2. Block faces with one larger zone meant to serve multiple businesses
3. Block face with both outdoor dining and curbside pickup

With the proposed budget, up to 20 block faces could be surveyed. This could include multiple blocks within a neighborhood or along a commercial corridor.

Responsible Party: SFMTA

Deliverable: Site selection, evaluation criteria

Task 1.2 Data Collection

The SFMTA will work with outside consultants for the purposes of data collection. Types of data that may be collected utilizing cameras as well as in-person observations include but are not limited to:

- Vehicle types
- Parking occupancy and turnover
- Number of overall loading events or pickups
- Types of loading events
- Mode of pickup
 - Car
 - Bike
 - Foot
- Dwell time
- Instances of double parking when
 - Zone was empty
 - Zone was occupied
- Conflicts between curb users such as vehicles in the bicycle lane or transit lanes
- Location of loading event (curbside, travel lane, bike lanes, etc.)
- Whether drivers pull all the way to the curb when using the zone
- Whether drivers pull all the way forward in the zone, or instead stop toward the middle or the back of the zone

The hours and days for data collection would vary by location and would occur in two-hour data collection periods on both weekdays and weekends.

Attachment 5

The SFMTA will provide the consultant with the parameters and methodology for the data collection, including geographic area, days of the week, time of day, and other relevant metrics and criteria. The deliverable for this task will be the raw data collected during in-person and video observation.

The SFMTA will supplement the data collection with multilingual merchant surveys, intercept surveys, or resident surveys. These may be developed and administered in partnership with other city agencies who are also part of the Shared Spaces Program and may be included in evaluation efforts of the larger Shared Spaces program.

Responsible Party: Consultant (data collection and survey distribution), SFMTA (survey design)

Deliverable: Survey instrument(s), raw data

Task 1.3 Data Analysis

The consultant will analyze the data collected in Task 1.2. The consultant will provide a summary as well as high-level analysis of the trends and issues that emerge.

The deliverable for this task will be a technical memorandum. It is expected that graphics (both charts, graphs, and maps) will be heavily utilized to clearly articulate the data.

Responsible Party: Consultant

Deliverable: Technical memorandum summarizing and analyzing data and survey results

Task 1.4 Shared Spaces Plan

Based on the findings from Tasks 1.2 and 1.3, the SFMTA will develop a plan for the curbside pickup portion of the Shared Spaces Program.

The plan will include:

- Policy and guidelines for curbside pickup zones as part of an ongoing Shared Spaces program and how this could transition to a permanent program, including:
 - Guidelines for the location, size, and placement of Shared Spaces curbside pickup zones
 - Recommendations for a public process for making changes to the zones
 - Guidelines for outreach to interested stakeholders
- Recommendations for improvements to existing Shared Spaces curbside pickup zones.
(Note: some zone changes likely will be made before completion of the policy and guidelines described above, as the SFMTA responds to merchant requests and issues on the streets. These updates will be made under the emergency authorization granted by the Mayor's emergency declaration.)

Potential recommendations could include:

- Making existing zones permanent
- Moving, extending or shrinking zones
- Changing the hours or days of zones
- Combining zones and placing them in strategic locations to serve multiple users on a block
- Adjusting pre-Shared Spaces commercial and passenger loading zones to better fit with the new Shared Spaces zones

Attachment 5

Responsible Party: SFMTA

Deliverable: Shared Spaces Program plan

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Curbside Pickup Zones Pilot Evaluation
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	N/A
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PROJECT DELIVERY MILESTONES

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

SCHEDULE DETAILS

Task 1.1 - Site Selection: December 2020
 Task 1.2 - Data Collection: January-March 2021
 Task 1.3 - Data Analysis: April 2021
 Task 1.4 - Shared Spaces Plan: May-July 2021

Multilingual merchant surveys, intercept surveys, and/or resident surveys, to be conducted under task 1.2 in early 2021.

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Curbside Pickup Zones Pilot Evaluation
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transportation Demand Mgmt	\$200,000	\$0	\$0	\$200,000
SFMTA OPERATING	\$0	\$0	\$132,854	\$132,854
Phases in Current Request Total:	\$200,000	\$0	\$132,854	\$332,854

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$332,854	\$0	Level of effort for previous curbside usage data collection efforts
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction (CON)	\$0	\$0	
Operations	\$0	\$0	
Total:	\$332,854	\$200,000	

% Complete of Design:	0.0%
As of Date:	05/13/2020
Expected Useful Life:	N/A

MAJOR LINE ITEM BUDGET

BUDGET SUMMARY

Agency	Task 1.1	Task 1.2	Task 1.3	Task 1.4	Total
SFMTA	\$ 37,790	\$ 30,406	\$ 28,486	\$ 36,173	\$ 132,854
Consultant	\$ 10,000	\$ 155,000	\$ 30,000	\$ 5,000	\$ 200,000
Total	\$ 47,790	\$ 185,406	\$ 58,486	\$ 41,173	\$ 332,854

SFMTA	Hours	Base Hourly Rate	Fringe & Overhead Hourly Rate	Fully Burdened Hourly Cost	FTE	Total
Manager V - 9179	130	\$ 82.25	\$ 136.87	\$ 219.12	0.06	\$ 28,486
Manager II - 9172	210	\$ 66.19	\$ 113.76	\$ 179.95	0.10	\$ 37,790
Transit Planner II - 5288	265	\$ 50.01	\$ 86.49	\$ 136.50	0.13	\$ 36,173
Planner 1 - 5277	265	\$ 41.15	\$ 73.59	\$ 114.74	0.13	\$ 30,406
Total	870.00				0.42	\$ 132,854

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Curbside Pickup Zones Pilot Evaluation
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$200,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$200,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Curbside Pickup Zones Pilot Evaluation
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	03/31/2022
Phase:	Planning/Conceptual Engineering	Fundshare:	60.09

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Total
PROP K EP-143	\$170,000	\$30,000	\$0	\$0	\$0	\$200,000

Deliverables

1. Task 1.1: Provide list of sites and evaluation criteria, upon selection. (Anticipated 12/31/20)
2. Task 1.3: Upon completion, provide technical memorandum summarizing and analyzing data and survey results (Anticipated 4/30/21)
3. Upon completion provide Shared Spaces Program Plan for curbside pickup zones (Anticipated 7/31/21)

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.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	39.91%	No Prop AA
Actual Leveraging - This Project	39.91%	No Prop AA

Attachment 5
San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Curbside Pickup Zones Pilot Evaluation
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$200,000
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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
FN

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Francesca Napolitan	Joel C Goldberg
Title:	Manager	Grants Procurement Manager
Phone:	(415) 646-2439	(415) 646-2520
Email:	francesca.napolitan@sfmta.com	joel.goldberg@sfmta.com

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Visitacion Valley and Portola Community Based Transportation Plan
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transportation/Land Use Coordination
Current Prop K Request:	\$45,651
Supervisory District(s):	Districts 9, 10

REQUEST

Brief Project Description

The Visitacion Valley and Portola Community Based Transportation Plan is a two-year community-driven planning effort in partnership with the SFMTA. The SFMTA will collaborate with residents and community groups to identify transportation priorities that reflect community values and support growing and resilient Visitacion Valley and Portola neighborhoods. The project will be driven by three phases of outreach and include recommendations for streetscape, improvements to support transit reliability and access, and funding/implementation plan. Requested funds will provide the local match to a Caltrans Planning Grant.

Detailed Scope, Project Benefits and Community Outreach

See attachments.

Project Location

Visitacion Valley, Portola

Project Phase(s)

Planning/Conceptual Engineering (PLAN)

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:	\$150,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Visitacion Valley and Portola Community Based Transportation Plan
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 (PLAN)	Oct-Nov-Dec	2020	Jan-Feb-Mar	2023
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations (OP)				
Open for Use				
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2023

SCHEDULE DETAILS

There are currently no specific dates set yet for community outreach. The project team will coordinate with ongoing and planned projects in Visitacion Valley, including but not limited to paving projects, Vision Zero, Visitacion Valley Community Access Study, Muni Forward, and Muni Service Equity Strategy. As staff reaches out to respective project teams for coordination, we will set clear milestone dates.

The Caltrans grant expires in 2024. For a detailed schedule, see the attached timeline document.

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FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transportation/Land Use Coordination	\$0	\$45,651	\$0	\$45,651
CALTRANS PLANNING GRANT	\$0	\$0	\$352,350	\$352,350
Phases in Current Request Total:	\$0	\$45,651	\$352,350	\$398,001

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering (PLAN)	\$398,001	\$45,651	Estimated cost based on similar efforts
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction (CON)	\$0	\$0	
Operations (OP)	\$0	\$0	
Total:	\$398,001	\$45,651	

% Complete of Design:	N/A
As of Date:	N/A
Expected Useful Life:	N/A

Project Timeline

Grantee:		San Francisco Municipal Transportation Agency					Project Title: Visitacion Valley Community Based Transportation Plan																					
		Fund Source					Fiscal Year 2020/21				FY 2021/22				FY 2022/23													
Task #	Responsible Party	Total Cost	Grant Amount	Local Cash Match		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
1	Project Initiation																											
1.1	Project Kick-Off Meetings	\$2,000	\$1,771	\$229																								
1.2	Project Charter	\$2,000	\$1,771	\$229																								
1.3	Community Based Organization Contract	\$3,500	\$3,099	\$401																								
1.4	Public Outreach Plan	\$5,500	\$4,869	\$631																								
2	Existing Conditions Documentation																											
2.1	Review Past and Existing Planning Efforts	\$30,000	\$26,559	\$3,441																								
2.2	Key Stakeholder Interviews - Goals and Priorities	\$18,000	\$15,935	\$2,065																								
2.3	Demographics Analysis	\$15,000	\$13,280	\$1,721																								
2.4	Street Conditions	\$12,000	\$10,624	\$1,376																								
2.5	Develop Project Goals and Objectives	\$10,000	\$8,853	\$1,147																								
3	Public Outreach																											
	Phase 1 Community Engagement - Transportation Values & Improvement Opportunities																											
3.1	Phase 1 Community Engagement - Transportation Values & Improvement Opportunities	\$65,000	\$57,545	\$7,456																								
3.2	Phase 2 Community Engagement - Transportation Improvement Development	\$65,000	\$57,545	\$7,456																								
3.3	Phase 3 Community Engagement - Proposal Evaluation & Project Closeout	\$30,000	\$26,559	\$3,441																								

Deliverables

Kickoff meetings & meeting notes
 Project charter
 CBO contract
 Public outreach plan
 Community opportunities and issues summary
 Four (4) completed interviews with notes
 Demographics summary and maps
 Existing and planned transportation asset maps
 Project goals and priorities
 Summary of community toolkit preferences and needs
 Proposed transportation improvements and priority locations
 Summary of final proposed improvement priority packages

Task #	Responsible Party	Total Cost	Grant Amount	Local Cash Match	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	Deliverables
4	Streetscape, Transit, Funding and Implementation Plans																										
4.1	SFMTA	\$15,000	\$13,280	\$1,721																						Streetscape Plan	
4.2	SFMTA	\$15,000	\$13,280	\$1,721																						Transit Action Plan	
4.3	SFMTA	\$20,000	\$17,706	\$2,294																						Cost estimates, funding sources, phased implementation scenarios	
5	Draft and Final Plan Document																										
																										Draft Plan including recommendations report with project recommendations	
5.1	SFMTA	\$50,000	\$44,265	\$5,735																						SFMTA Board Meeting notes	
5.2	SFMTA	\$10,000	\$8,853	\$1,147																						Final Plan document, including revisions to draft based on feedback, and implementation plan	
5.3	SFMTA	\$15,000	\$13,280	\$1,721																						Administrative record of project	
6	Administration																										
6.1	SFMTA, City Attorney's Office	\$3,750	\$3,320	\$430																						Meeting notes and action items for bi-weekly team meetings	
6.2	SFMTA	\$3,750	\$3,320	\$430																						Invoice packages	
6.3	SFMTA	\$3,750	\$3,320	\$430																						Quarterly reports	
6.4	SFMTA	\$3,750	\$3,320	\$430																							
TOTALS		\$398,000	\$352,349	\$45,651																							

Reimbursement of indirect costs is allowable upon approval of an Indirect Cost Allocation Plan for each year of project activities.
Note: Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the same percentage throughout each task. Local in-

Visitacion Valley and Portola CBTP Budget

Task	Staff	Hours	Rate (Fully Burdened)	Total
1: Project Initiation				
	Transportation Planner 1	25	\$ 114.85	\$ 2,871.25
	Community-Based Organization/Consultant	4	\$ 136.88	\$ 547.52
	Transportation Planner 3	50	\$ 160.08	\$ 8,004.00
2: Needs and Opportunity Assessment				
	TP1	250	\$ 114.85	\$ 28,712.50
	CBO/Consultant	32	\$ 136.88	\$ 4,380.16
	TP3	215	\$ 160.08	\$ 34,417.20
3: Public Participation				
	TP1	400	\$ 114.85	\$ 45,940.00
	CBO/Consultant	300	\$ 136.88	\$ 41,064.00
	TP3	500	\$ 160.08	\$ 80,040.00
4: Develop Recommendations				
	TP1	325	\$ 114.85	\$ 37,326.25
	CBO/Consultant	32	\$ 136.88	\$ 4,380.16
	TP3	425	\$ 160.08	\$ 68,034.00
5: Project Management				
	TP1	10	\$ 114.85	\$ 1,148.50
	CBO/Consultant	0	\$ 136.88	\$ -
	TP3	35	\$ 160.08	\$ 5,602.80
Subtotal	TP1	1,010		\$ 115,998.50
	TP3	1,225		\$ 196,098.00
	CBO/Consultant	368		\$ 50,371.84
Subtotal:		2,603		\$362,468.34
Contingency:		10%		\$36,246.83
Total:				\$398,715.17

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Project Name:	Visitacion Valley and Portola Community Based Transportation Plan
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$45,651	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$45,651	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Visitacion Valley and Portola Community Based Transportation Plan
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/2023
Phase:	Planning/Conceptual Engineering	Fundshare:	11.47

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Total
PROP K EP-144	\$15,217	\$15,217	\$15,217	\$0	\$0	\$45,651

Deliverables

- Quarterly progress reports shall include % complete of the funded phase, % complete by task, work performed in the prior quarter, work anticipated to be performed in the upcoming quarter, and any issues that may impact schedule, in addition to all other requirements described in the Standard Grant Agreement. Quarterly reports that SFMTA prepares for Caltrans will be accepted, as long as they address the information noted.
- Upon completion of plan, project team shall provide a final report, including photos of existing conditions, community outreach findings, technical analysis results, and plan recommendations.

Special Conditions

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

Notes

- Reminder: All flyers, brochures, posters, websites and other similar materials prepared with Proposition K funding shall comply with the attribution requirements established in the Standard Grant Agreement.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	88.53%	No Prop AA
Actual Leveraging - This Project	88.53%	No Prop AA

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EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$45,651
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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
MJ

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Tracey Lin	Joel C Goldberg
Title:	Transportation Planner	Grants Procurement Manager
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Scope of Work

Grantee: San Francisco Municipal Transportation Agency

Project Title: Visitacion Valley Community Based Transportation Plan

Using innovative and effective techniques, the project team aims to improve public transportation while leveraging data collected from previous efforts to minimize redundancies.

Introduction

The Visitacion Valley Community Based Transportation Plan is a community-fueled planning and engagement effort led by the SFMTA with District 10 Supervisor Walton and strong local stakeholder partnerships. It creates a transportation vision for the neighborhood by leveraging previous planning studies to understand the community's ongoing and evolving needs. The project includes Visitacion Valley and portions of the Portola District in southeastern San Francisco, adjacent to the Bayview to the east, the Portola District to the north, John McLaren Park to the west, and Daly City to the south. The project needs assessment starts in 2020 followed by a robust one year outreach process. The report development is followed by plan adoption in 2023.

The Visitacion Valley Community Based Transportation Plan seeks to improve physical mobility in a historically underserved and isolated portion of San Francisco by addressing the needs of existing residents and businesses. Within the study area, residents are disproportionately low-income, people of color, and immigrant compared to the city of San Francisco as a whole. While San Francisco is a diverse city, with 59% residents of color, within the study area, 92% of residents identify as people of color according to the 2013-17 American Community Survey. In particular, the study area contains high concentrations of Hispanic or Latino and Asian/Pacific Islander residents compared to the city as a whole, with 24.1% of residents identifying as Hispanic and/or Latino, compared to 15.3% of all San Francisco residents, and 53.9% identifying as Asian or Pacific Islander compared to 33.9% of all San Francisco residents. In addition, study area residents are more likely to live in or near poverty, with 14.2% of households below the poverty level and 32.3% below 200% of the poverty level, compared to 12.3% below poverty and 25% below 200% of the poverty level among all San Francisco residents. Study area residents are also younger than San Francisco as a whole, with 17.5% of residents under 18 compared to 13.1% of all San Francisco residents. Finally, within the study area, more residents have limited English proficiency than all San Francisco residents, at 20.5% and 12.1%, respectively. Because of these factors, portions of the study area have been designated as Communities of Concern by MTC, indicating that the population may be vulnerable to the impacts of future development. Developing a transportation plan through strong collaboration, outreach, and public participation to ensure that the community's concerns and preferences are adequately addressed.

Currently, Visitacion Valley is served by the terminus of a light-rail line and two bus routes providing frequent service of 10-minute headways, and the Bayshore Caltrain station provides residents with a connection to regional transit. While the neighborhood has access to a variety of transit services, residents are less likely than other San Francisco residents to use transit due to perceived and actual unreliability of transit service. This unreliability is exemplified by the Caltrain station, which is served only by local service and a handful of Limited trains, with no service by Caltrain's fastest Baby Bullet service, and the neighborhood's lack of direct access to BART, the other major regional transit service. Similarly, the T-Third light rail line receives frequent criticism for trains which are turned back to downtown before reaching the neighboring Bayview district and the Visitacion Valley terminus. In a relatively isolated area of San Francisco, located at the far ends of transit lines, the study area is subject to high levels of unreliability in transit such as overcrowding, gaps in service, and poor connections to parts of San Francisco other than the downtown core. This project will identify ways to improve connections to local and regional transit.

In addition, the neighborhood has inadequate bicycle and pedestrian facilities and a number of overlapping freeways and major, car-centric arterials. While 12.2 miles of streets within the project area are designated bicycle routes within the city's bicycle network, just 2.2 miles of these are provide a fully separated or protected bikeway. Pedestrians also tend to feel unsafe in the neighborhood, with missing crosswalks and narrow and poorly maintained sidewalks adjacent to high-speed arterial corridors. Pedestrians' and bicyclists' safety concerns are borne out by the 3.2 miles of the project area's streets which are part of San Francisco's Vision Zero network, the 12% of city streets where 70% of traffic deaths occur.

As a result of poor infrastructure and inadequate transit services, the area has historically been auto-oriented, with 43% of the project area's workers driving to work alone, compared to 34% among San Francisco residents citywide. These statistics demonstrate in part the lack of viable transportation alternatives in this community due to underinvestment in the local transportation network. It is critical to address this underinvestment now, as Visitacion Valley will be affected by significant development: more than 4,000 new residential units are currently in the development pipeline with plans filed, building permits issued, or construction initiated. Additional population influx will strain Visitacion Valley's transportation network if new residents continue to require personal vehicles. This project will create a strong vision for Visitacion Valley which accommodates existing and future residents' transportation needs by making it easier for people to take care of daily needs by establishing a plan that will translate into investment.

Responsible Parties

SFMTA will perform this work in coordination with a contracted Community Based Organization (CBO) and an outreach consultant, both yet to be chosen. The SFMTA will partner on this effort closely with the District 10 Supervisor's office. SFMTA will coordinate with the District 10 Supervisor's office to identify a CBO with an established community presence, expertise in this neighborhood, and demonstrated effective public engagement. The CBO will serve this specific community and act as a conduit between the SFMTA and neighborhood residents to provide valuable input about effective, culturally competent and language appropriate communication with the communities that they serve.

Overall Project Objectives

1. Project Initiation

Task 1, Project Initiation, will kick off the project, develop a full project charter to identify and oversee project team roles and responsibilities, develop a public outreach plan, and procure a community organization contract. The outcomes of this task will ensure that the project has a solid foundation and understanding of the scope of work, and the available resources to perform the work. Each task includes an allocation of time for project controls and team meetings, including task tracking, schedule management, and facilitating meetings.

Task 1.1: Project Kick-Off Meetings

SFMTA will hold a kick-off meeting with Caltrans to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.

The SFMTA will begin all project related efforts in coordination with partners, including the District 10 Supervisor's Office and the lead Community Based Organization at an additional meeting. Attendees will review a draft Project Charter including: project deliverables, roles and responsibilities of each team member, and a draft project schedule for comment. These topics will be finalized in Task 1.2: Project Charter. This will be an opportunity to introduce all project team members, discuss and confirm shared project commitment, and align expectations and schedules for a considerable effort. Caltrans staff will be an optional attendee and the meeting summary will be documented.

Responsible Party: SFMTA

Task 1.2: Project Charter

A draft Project Charter will be developed prior to Task 1.1, Project Kick-Off Meetings. Partner agency roles and responsibilities, contribution of time and effort, agency leads, methods for reviewing and agreeing to deliverables, and expectations of the team members and their directors will all be discussed. After discussion and review at Project Kick-Off meetings, the SFMTA will finalize the Project Charter including the Project Scope of Work, the Responsibility Assignment Matrix for all project team members and deliverables (responsible, accountable, consult, inform (RACI)), the roles and responsibilities and a finalized schedule. Caltrans staff will additionally be invited to provide feedback about the Project Charter.

Responsible Party: SFMTA

Task 1.3: Establish Technical Advisory Committee (TAC)

The SFMTA will convene a Technical Advisory Committee composed of designated staff assembled in coordination with partner agencies and will meet according to terms established in the Project Charter. TAC membership will emphasize and prioritize key partner agencies essential for the successful design and delivery of transportation projects, including: SFMTA Transit, Caltrans, SF Department of Public Works, SF Fire Department, SF Police Department, and others. The TAC will meet quarterly or by project milestone, as specified in the Project Charter.

Responsible Party: SFMTA

Task 1.4: Community Based Organization Contract

The project team will finalize a Community Based Organization (CBO) scope of work. The SFMTA intends to contract with a CBO from the Visitacion Valley community for outreach as a sub-consultant to an existing outreach on-call contract; SFMTA will work with the District 10 Supervisors office to identify the CBO. The contract will be completed in full accordance with City and County of San Francisco contracting rules in addition to any Caltrans contracting compliance requirements. The goal of the contract will be to provide strategic support for public outreach activities. The function of the outreach consultant will be to provide support for outreach logistics and planning, while the sub-consultant CBO will provide strategic outreach guidance, help build relationships with the community, and provide additional outreach support. The work will be a subset of tasks outlined in the finalized Project Charter scope of work (Task 1.2).

Responsible Party: SFMTA

Task 1.5: Public Outreach Plan

This task ensures that there is agreement between the SFMTA and Caltrans of the level of public outreach and the techniques to receive that input. This will align expectations among agencies and stakeholders at the beginning of the project. The public outreach plan will be developed in collaboration with the CBO and outreach consultant contracted in Task 1.3 in order to leverage the strengths of each participant in the plan. It is anticipated that the plan will rely on existing stakeholder groups and a diversity of engagement strategies like door-to-door and mailers for outreach. The public outreach plan will:

- Finalize scope and timeline
- Identify key stakeholders and project champions
- Identify level of public outreach (inform, consult, involve, collaborate, empower) for all stakeholders, potential participants, and phases of outreach
- Identify appropriate public outreach techniques
- Build upon findings from previous and ongoing planning and outreach efforts (Task 2.1) to inform public outreach objectives

This task will result in an outreach plan document outlining the level of engagement for each phase of outreach to receive the right level of public input in that phase. It will build upon past project level planning and outreach to minimize outreach fatigue by minimizing redundancies. Up to two rounds of review will be included for

this document. This will directly inform all subsequent tasks related to public participation.

Responsible Party: SFMTA, Consultant/CBO, Outreach Consultant

Task #	Deliverable
1.1	Kickoff meeting & meeting notes
1.2	Project charter
1.3	Initial TAC meeting & meeting notes
1.4	CBO contract
1.5	Public outreach plan

2. Existing Conditions Documentation

Task 2, Existing Conditions Documentation, will lay the groundwork for a successful planning effort in future tasks by reviewing and learning from past planning efforts and studies, establishing relationships with key community stakeholders, and collecting data about the community and built environment which will inform outreach and planning. The task will culminate by establishing project goals and objectives based on the findings from the task. Each task includes an allocation of time for project controls and team meetings, including task tracking, schedule management, and facilitating meetings.

Task 2.1: Review Past and Existing Planning Efforts

The SFMTA will review past and current analysis and outreach regarding neighborhood transportation conditions, needs, and opportunities to improve from efforts including but not limited to the 2018 SFCTA District 10 Mobility Study, the Bayshore Multimodal Facility Phase 2 Study, the Muni Service Equity Strategy, Muni Forward, the Bi-County Transportation Study, and planned street improvements associated with forthcoming major developments. The findings from the Muni Service Equity Strategy, in particular, will help identify key issues and stakeholders to inform Task 3. The SFMTA will consult with other City agencies and departments to leverage outreach feedback. This task serves as the foundation for understanding the outcomes and status of previous planning efforts, allowing the CBTP to identify deficiencies and build upon previous engagement.

Responsible Party: SFMTA

Task 2.2: Key Stakeholder Interviews – Goals and Priorities

In collaboration with the partner Community Based Organization (CBO), SFMTA will meet with key stakeholders to understand the current transportation barriers and priorities. These interviews will lay the groundwork for a positive public outreach plan, begin to develop a shared understanding of the transportation needs as they fit into the larger social needs of the community, capture potential distrust and develop a common understanding of transit concerns, and reduce redundant, duplicative or potentially insensitive efforts. Interviewees will be identified in collaboration with the District 10 Supervisor's office, the CBO, and contacts identified in Task 2.1. Stakeholder interviews will inform and be informed by Tasks 2.3-2.4.

Responsible Party: SFMTA, Consultant/CBO

Task 2.3: Demographics Analysis

Visitacion Valley is an under-resourced community and designated MTC Community of Concern. This Task will provide the framework for understanding the unique characteristic of this neighborhood and developing measurable plan objectives in Task 2.5 that are specific to vulnerable populations. The SFMTA will complete a demographics analysis that utilizes U.S. Census data to compare the characteristics of the study area to San Francisco, including but not limited to population by race, gender, age, household income, poverty level, automobile ownership, and mode share. This information will be used to support findings generated in Task 2.1.

Responsible Party: SFMTA

Task 2.4: Street Conditions

A completed documentation of existing multimodal conditions, including existing bicycle, pedestrian, transit, and vehicle conditions along with planned improvements identified in Task 2.1 will provide the basis for identifying gaps in Task 3. Existing intersection count and transit ridership data will also be collected. The San Francisco High Injury Corridor network and most recent 5-year collision history will be evaluated to identify safety hot spot locations.

Responsible Party: SFMTA

Task 2.5: Develop Project Goals and Objectives

A final outcome of Task 2 will be developing the goals and objectives of this study in collaboration with key stakeholders. The findings from Tasks 2.1-2.4 will assist the SFMTA to determine study goals by defining critical community issues and assets to frame the key priorities for this study. A set of clear and measurable project goals enables strategic development of Task 3 outreach.

Responsible Party: SFMTA, Consultant/CBO

Task #	Deliverable
2.1	Community opportunities and issues summary
2.2	Completed Interviews with Notes
2.3	Demographics summary and maps
2.4	Existing and planned transportation asset maps
2.5	Project goals and priorities

3. Public Outreach

As planned in Task 1.5, a robust public outreach process will effectively engage the diverse constituency of Visitacion Valley, incorporating community feedback at multiple stages of the planning and conceptual design process. Using context sensitive and effective techniques, the project team aims to improve public communication while leveraging data collected from previous efforts to minimize redundancies. Outreach materials will be translated into other languages unique for the project area and interpreters present at events as appropriate to ensure materials are accessible for all members of the community. The key outcome of Task 3 is the synthesis of community

input received by different SFMTA departments and City agencies while reengaging with the community in a positive and focused way with an emphasis on providing equitable outreach to an underserved community within San Francisco. Each task includes an allocation of time for project controls and team meetings, including task tracking, schedule management, and facilitating meetings.

Task 3.1: Phase 1 Community Engagement – Transportation Values & Improvement Opportunities

In partnership with the CBO, the SFMTA will facilitate three meetings in Phase I Community Outreach which will build upon the existing conditions analysis and community transportation goals identified in Task 2. The meeting goals, framework, and materials will be developed in collaboration with the community through the CBO to ensure partners are engaged at a foundational level. Given the state of COVID-19, the project team will be flexible and account for safe and official public health requirements; this could include virtual or outside meetings and online surveys. If we are only able to utilize virtual engagement, additional efforts will be made to engage harder to reach community members. At each of the 3 meeting phases, we will lead exercises developed to validate and refine the community transportation goals and priorities identified in Task 2 and better understand how community members use transit within the neighborhood. Through the interactive exercises, we will engage our partners in the community in a collaborative way. Interactive surveys and activities will let community members review and refine the conditions, needs, and opportunities identified in Task 2.1 and the goals and priorities developed and refined throughout Task 2.

If the project team meets in person, we will leverage existing community gatherings during convenient times for stakeholders to effectively discuss project goals with the neighborhood. Presentations will focus on gathering feedback on neighborhood priorities and explaining the planning process. Examples of types of community events may include gatherings at schools, senior centers, faith-based organizations, community support centers, and parks and playgrounds.

Responsible Party: SFMTA, Consultant/CBO, Outreach Consultant

Task 3.2: Phase 2 Community Engagement - Transportation Improvement Development

Task 3.2, the second phase of community input, will build on the goals and priorities validated and refined in Task 3.1 to identify and recommend specific transportation enhancements to address challenges at specific locations. In preparation for the task, the SFMTA will consult with SFMTA Sustainable Streets implementation staff about feedback received in Task 3.1 and review identified complete streets transportation improvements from Task 2.

During Task 3.2, three outreach meetings will be held, ideally with consistent groups from Task 3.1. At each of the 3 meetings, we will build upon the community goals and priorities confirmed in Task 3.1 to conduct exercises aimed at identifying priority intersections and corridors in the study area; identifying key transit needs and preferences; and forming potential solutions to identified challenges. The opportunities will be framed within the known enhancements summarized in Task 2.1 and the goals and priorities identified in Task 3.1 and will strive to capture the benefits and impacts of alternative solutions so that community members can

provide informed input about their preferences and needs. As noted in Task 3.1, the format of these outreach meetings (virtual versus in person) will depend on the state of COVID-19 and public health practices; the program team will find creative solutions to engage collaboratively and with harder to reach populations if unable to meet in person. The responses gathered from the series of meetings in Tasks 3.1 and 3.2 will be mapped and consolidated to identify the intersections and corridors which reflect the highest priorities from the community. The project team will leverage existing community gatherings during convenient times for stakeholders to effectively communicate the project goals to the neighborhood.

Responsible Party: SFMTA, Consultant/CBO, Outreach Consultant

Task 3.3: Phase 3 Community Engagement - Proposal Evaluation & Project Closeout

In the final phase of community engagement, the SFMTA will hold three outreach meetings with consistent groups from Tasks 3.1 and 3.2 and attend key stakeholder meetings with attendees from Task 2.2. The purpose of Task 3.3, the final phase of community input, will be to share a refined set of recommended transportation improvements with the community to ensure accurate reflection of constituent interests. For Task 3.3, the SFMTA will refine the suggested package of improvements that meet the needs and gaps identified in prior tasks.

The project team will develop a survey tool to collect input on preferences and design boards developed to communicate the proposed design improvements that resulted from Task 3.2 feedback. The survey will be distributed in hard copy at the meetings (depending on the state of COVID-19 and in-person gatherings) and available online, and language support in languages appropriate for the project area community will be provided to ensure the survey is accessible for all members of the community. If COVID-19 requires only virtual surveys, the project team will make every effort to engage harder to reach populations. This phase of outreach will culminate in a presentation of the final report and findings of the project, which will serve to close out the planning phase and describe next steps for project implementation, including Agency approval process and detailed design.

Responsible Party: SFMTA, Consultant/CBO, Outreach Consultant

Task #	Deliverable
3.1	Summary of community toolkit preferences and needs
3.2	Proposed transportation improvements and priority locations
3.3	Summary of final proposed improvement priority packages

4. Streetscape, Transit, Funding and Implementation Plans

The purpose of Task 4 will be to present the final recommendations from Task 3 and develop a funding and implementation plan for the top priority transportation improvements as identified in Task 3.3. The SFMTA will obtain cost estimates for the preliminary design and propose a phased approach and funding plan to project implementation. A phased approach will ensure priority projects are programmed to fund sources to support near term implementation. Each task includes an allocation of

time for project controls and team meetings, including task tracking, schedule management, and facilitating meetings.

Task 4.1: Streetscape Plan

The final design improvement concepts from Task 3.3 will be presented using plans, cross sections, and photos in a Streetscape Plan report section. It will summarize the issues and gaps identified during community engagement that resulted in the proposal of a prioritized set of transportation recommendations. The designs will incorporate complete streets concepts to ensure a diverse set of transportation improvements are proposed for Visitacion Valley. Cost estimates will be developed and utilized in Task 4.3, funding plan.

Responsible Party: SFMTA

Task 4.2: Transit Action Plan

The final recommendations to improve to support transit reliability and access and improve the experience of using transit in Visitacion Valley, focusing on the 8 Bayshore, 54 Felton, and 56 Rutland routes, identified in Task 3.3 will be documented in a transit action plan. The plan will propose improvements to stop amenities and walking conditions within the vicinity of stops; assess stop placement to best serve community needs; and identify opportunities to improve connections to neighborhood destinations and city and regional transit. Proposed improvements will be consistent with Muni Forward and the Muni Service Equity Strategy. Cost estimates will be developed and utilized in Task 4.3, funding plan.

Responsible Party: SFMTA

Task 4.3: Funding and Implementation Plan

Cost estimates and potential funding sources for recommendations defined in Task 3.3 and described in Tasks 4.1 and 4.2 will provide an order of magnitude level of investment summary for the plan's proposals. Funding sources will be based on the SFMTA Five Year Capital Improvement Program (CIP) which operates as an implementation plan for regional, citywide, and agency-wide goals. Based on identified community priorities and other development and projects in the pipeline, improvements will be packaged and presented in a phased approach.

Responsible Party: SFMTA

Task #	Deliverable
4.1	Streetscape Plan
4.2	Transit Action Plan
4.3	Cost estimates, funding sources, phased implementation scenarios

5. Draft and Final Plan Document

The purpose of Task 5 will be to package Tasks 2-4 into a final report. The report will be presented to the SFMTA Board for review. Each task includes an allocation of time for

project controls and team meetings, including task tracking, schedule management, and facilitating meetings.

Task 5.1: Draft Plan and Recommendations Report

Based on public outreach and conceptual designs, the SFMTA will prepare a draft plan for public and stakeholder review, including a recommendations report outlining the different recommendation packages and preferred alternatives. Stakeholders, who will include the CBO, District 10 Supervisors Office, stakeholder groups generated throughout the engagement effort, and local advocacy groups including WalkSF and SF Bicycle Coalition, will have the ability to give feedback on the plan before it is presented to the SFMTA Board in Task 5.2. The draft will include high-quality graphics illustrating the design concepts for the improvements.

Responsible Party: SFMTA

Task 5.2: SFMTA Board Presentation & Adoption

The feedback gathered from the Draft Plan and Recommendations Report from 5.1 will be incorporated, revised, and then presented to the SFMTA Board of Directors for adoption. Any remaining critical comments will be resolved.

Responsible Party: SFMTA

Task 5.3: Final Plan and Recommendations Report

The SFMTA will prepare a Final Plan incorporating remaining feedback from Tasks 5.1 and 5.2. The Final Plan will include a summary of public engagement, streetscape design alternatives, as well as an implementation plan for the recommended alternatives. All alternatives will be at the level of refinement necessary to be considered for environmental assessment of the project under both State and Federal environmental guidelines. Environmental assessment is not part of the scope of this work. The project team will forward the Final Plan to Caltrans for review.

Responsible Party: SFMTA

Task #	Deliverable
5.1	Draft Plan including recommendations report with project recommendations
5.2	SFMTA Board Meeting Notes
5.3	Final Plan document, including revisions to draft based on feedback, and implementation plan

6. Administration

Administration ensures that the project is moving on schedule, on budget and in compliance with all Caltrans invoicing and reporting requests. This is performed in concert with agreement to team roles and responsibilities. Administration costs will be covered through local funding and through SFMTA's approved indirect cost rate, which is included within the project budget through other tasks.

Task 6.1 Invoicing

Submit complete invoice packages to Caltrans District staff based on milestone completion – at least quarterly, but no more frequently than monthly.

Responsible Party: SFMTA

Task 6.2 Quarterly Reports

Submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

Responsible Party: SFMTA

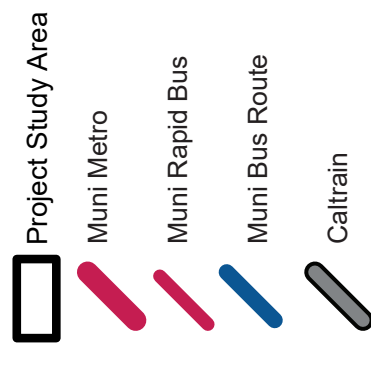
Task	Deliverable
6.1	Invoice Packages
6.2	Quarterly Reports

1. Visitation Valley Community Based Transportation Plan Study Area

Proposed project study area and transit routes

October 2019

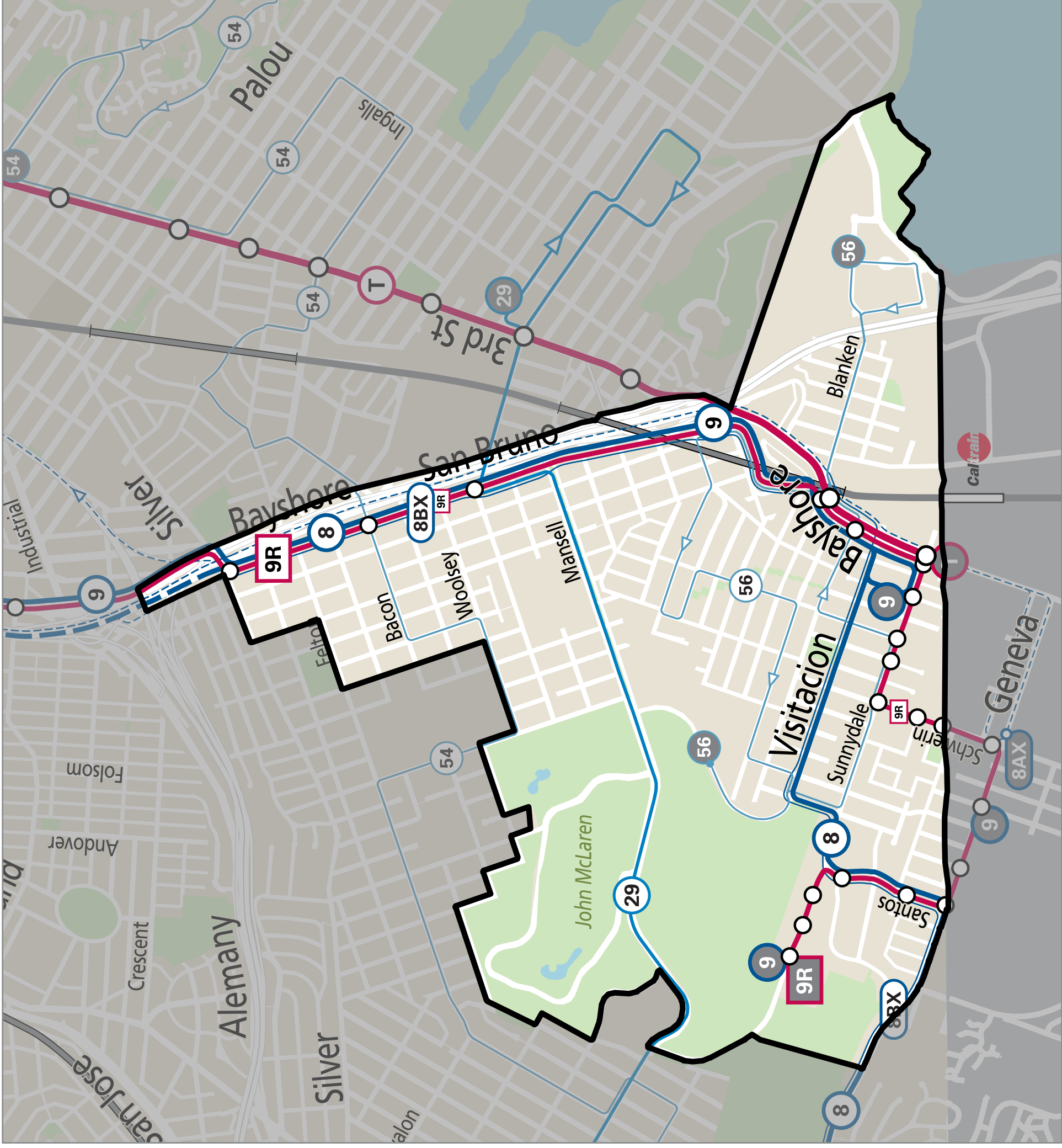
Map shows existing transit options in Visitation Valley area, and the boundaries of the proposed project area. The project area is primarily serviced by the K-Ingleside/T-Third Street Muni Metro lightrail lines, as well as a number of local Muni bus routes.



Date Saved: 10/16/2019

For reference contact: maia.moran@sfmta.com

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Memorandum

AGENDA ITEM 5

DATE: November 5, 2020

TO: Transportation Authority Board

FROM: Anna LaForte – Deputy Director for Policy and Programming

SUBJECT: 11/10/2020 Board Meeting: Allocate \$745,651 in Prop K Sales Tax Funds, with Conditions, for Three Requests

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Allocate \$745,651 in Prop K funds to the San Francisco Municipal Transportation Agency (SFMTA) for:</p> <ol style="list-style-type: none"> 1. Citywide Daylighting (\$500,000) 2. Curbside Pickup Zones Pilot Evaluation (\$200,000) 3. Visitacion Valley and Portola Community Based Transportation Plan (\$45,651) <p>SUMMARY</p> <p>Attachment 1 lists the requests, including phase(s) of work and supervisorial district(s) for the projects. Attachment 2 provides a brief description of the projects. Attachment 3 contains the staff recommendations.</p> <p>For additional context on the Curbside Pickup Zones Pilot Evaluation request, SFMTA staff will provide a brief presentation on the overall Curb Management Strategy following the staff presentation on this item.</p>	<p><input checked="" type="checkbox"/> Fund Allocation</p> <p><input checked="" 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 requests, 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 brief project descriptions. Attachment 3 summarizes the staff recommendations for each request, highlighting special conditions and other items of interest. An Allocation Request Form for each project is attached, with more detailed information on scope, schedule, budget, funding, deliverables and special conditions.

FINANCIAL IMPACT

The recommended action would allocate \$745,651 in Prop K funds. The allocations would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the attached Allocation Request Forms.



Attachment 4 shows the approved Prop K Fiscal Year 2020/21 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 adopted Fiscal Year 2020/21 annual budget. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distributions for those respective fiscal years.

CAC POSITION

The CAC considered this item at its October 28, 2020 meeting and adopted a motion of support. During discussion, several CAC members expressed concerns about the Curbside Pickup Zones Pilot Evaluation request, including that the zones would likely primarily benefit private delivery companies and that those companies should contribute financially to the program. CAC members also commented that the many outstanding questions related to curbside pickup zones (such as who is using them, are they improving safety by reducing double parking) were a reason to approve this request, as it would fund data collection and evaluation of the program. As a follow up action, CAC members requested a presentation from SFMTA on the overall Curb Management Strategy at the December 2 CAC meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 – Summary of Requests
- Attachment 2 – Project Descriptions
- Attachment 3 – Staff Recommendations
- Attachment 4 – Prop K Sales Tax Allocation Summaries – FY 2020/21
- Attachment 5 – Allocation Request Forms (3)