



AGENDA

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY Committee Meeting Notice

Date: Tuesday, November 12; 10:30 a.m.
Location: Committee Room 263, City Hall
Commissioners: Haney (Chair), Walton (Vice Chair) and Mandelman

Clerk: Alberto Quintanilla
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1. Roll Call

Consent Agenda

- 2. Approve the Minutes of the July 16, 2019 Meeting - **ACTION*** 3
- 3. Recommend Approval of the Revised Procurement Policy - **ACTION*** 5
- 4. Internal Accounting Report for the Three Months Ending September 30, 2019 - **INFORMATION*** 13

End of Consent Agenda

- 5. Recommend Approval of Toll Exemption for Current Residents - **ACTION*** 17
 - 6. Treasure Island Business and Employee Outreach Update - **INFORMATION*** 21
 - 7. Introduction of New Items - **INFORMATION**
- During this segment of the meeting, Committee members may make comments on items not specifically listed above, or introduce or request items for future consideration.
- 8. Public Comment
 - 9. Adjournment

*Additional Materials

If a quorum of the TIMMA Board is present, it constitutes a Special Meeting of the Transportation Authority Board. The Clerk of the Authority shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

The meeting proceedings can be viewed live or on demand after the meeting at www.sfgovtv.org. To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

TIMMA Committee Meeting Agenda

The Legislative Chamber (Room 250) and the Committee Room (Room 263) in City Hall are wheelchair accessible. Meetings are real-time captioned and are cablecast open-captioned on SFGovTV, the Government Channel 26. Assistive listening devices for the Legislative Chamber and the Committee Room are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 7, 9, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

If any materials related to an item on this agenda have been distributed to the TIMMA Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; website www.sfethics.org.

DRAFT MINUTES

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY COMMITTEE

Tuesday, July 16, 2019

1. Roll Call

Vice-Chair Walton called the meeting to order at 10:02 a.m.

Present at Roll Call: Commissioners Mandelman and Walton (2)

Absent at Roll Call: Commissioner Haney (1)

2. Approve the Minutes of the May 21, 2019 Meeting - ACTION

There was no public comment.

Commissioner Mandelman moved to approve the item, seconded by Commissioner Walton.

The item was approved without objection by the following vote:

Ayes: Commissioners Mandelman and Walton (2)

Absent: Commissioner Haney (1)

3. Recommend Awarding Three-Year Professional Services Contracts, with an Option to Extend for Two Additional One-Year Periods, to Nossaman LLP; Meyers Nave Riback Silver & Wilson; and Wendel, Rosen, Black & Dean LLP; in a Combined Amount Not to Exceed \$150,000 for On-Call General Legal Counsel Services - ACTION

Cynthia Fong, Deputy Director for Finance and Administration, presented the item per the staff memorandum.

There was no public comment.

Commissioner Mandelman moved to approve the item, seconded by Commissioner Walton.

The item was approved without objection by the following vote:

Ayes: Commissioners Mandelman and Walton (2)

Absent: Commissioner Haney (1)

4. Update on Yerba Buena Island Infrastructure Projects - INFORMATION

Eric Cordoba, Deputy Director for Capital Projects, presented the item per the staff memorandum.

Commissioner Walton asked when the surrounding water of the proposed Old Bay Bridge Pier E2 rendering got so blue. He noted that the Western Span and Pedestrian Path rendering was more reflective of the color of the bay water.

Commissioner Mandelman said he was excited about the proposed \$400 million Western Span and Pedestrian Path project.

There was no public comment.

5. Introduction of New Items - INFORMATION

There were no new items introduced.

6. **Public Comment**

There was no public comment.

7. **Adjournment**

The meeting was adjourned at 10:18 a.m.



Memorandum

Date: November 5, 2019
To: Treasure Island Mobility Management Agency Committee
From: Cynthia Fong - Deputy Director for Finance and Administration
Subject: 11/12/19 Committee Meeting: Approval of the Revised Procurement Policy

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Recommend approval of the revised Procurement Policy.</p> <p>SUMMARY</p> <p>It is the Treasure Island Mobility Management Agency's (TIMMA's) direction to review the administrative code and all policies periodically to ensure compliance with current statutes and TIMMA objectives. We are recommending changes to the Procurement Policy to conform to applicable law and keep consistent with state and local government codes.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input checked="" type="checkbox"/> Other: Policies
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DISCUSSION

Background.

TIMMA develops and implements policies and procedures to organize and formalize agency activities, and to ensure compliance with current statutes and TIMMA objectives. While TIMMA is not required to annually review its Procurement Policy, it is good management practice to do so on a regular basis.

Review.

The purpose of this memorandum is to present staff recommendations for updates to TIMMA's Procurement Policy, which was last adopted by the TIMMA Board through Resolution 15-01. Below is a brief description of the Procurement Policy and attached is the proposed policy with redline changes. Where applicable, the recommended changes to the Procurement Policy mirror the changes to the Transportation Authority's Procurement Policy that will be considered for adoption at a future meeting.

Procurement Policy: Designed to guide decisions pertaining to procurement, including the modes, methods and procedures for acquiring the materials, equipment and services necessary to carry out the operations of TIMMA.

FINANCIAL IMPACT

The recommended action would not have an impact on the adopted Fiscal Year 2019/20 budget.

SUPPLEMENTAL MATERIALS

Attachment 1 - Proposed Procurement Policy



PROCUREMENT POLICY

I. INTRODUCTION

The Procurement Policy is designed to guide decisions pertaining to procurement, including the modes, methods and procedures for acquiring the materials, equipment and services necessary to carry out the operations of the Treasure Island Mobility Management Agency (TIMMA). This policy is intended to establish the manner in which all TIMMA procurement activities shall be conducted, and define the requirements and/or limitations for TIMMA and those individuals, firms or agencies doing business with TIMMA. It is intended to be consistent with TIMMA's Administrative Code, federal and state regulations, and general prudent accounting and financial management practices.

II. SCOPE AND AUTHORITY

The Procurement Policy applies to the operations of TIMMA and is not applicable to the operations of any project sponsoring agencies of TIMMA, unless otherwise specifically provided. TIMMA may enter into an agreement to solicit and award contracts on behalf of a sponsoring agency, if requested and if it is determined to be in the best interest of TIMMA and the sponsoring agency.

The Procurement Policy provides guidelines for procuring materials and supplies, professional and technical services, and lease and rental agreements. Overall policy direction shall be the responsibility of the TIMMA Board (Board). Responsibility for implementation of the Procurement Policy, and day-to-day responsibility and authority for structuring, implementing, and managing TIMMA's policies, goals, and objectives, shall lie with the Executive Director. This Policy will be reviewed and updated as required or deemed advisable at least once every three years. Any changes to the policy are subject to approval by the Board at a public meeting.

III. PROCUREMENT PROCESS

Open competition is the basis for efficient, economic and fair public procurement. It is the policy of TIMMA to competitively bid the procurement of all goods and services, and to encourage small and local firms to do business with TIMMA. All procurement activities are considered to be contractual obligations encompassing financial compensation in return for the rendering of specific goods and/or services. All procurements are to be negotiated on a fixed-price or cost plus fee basis.

A. General Provisions

All procurement transactions, regardless of purchasing methodology or dollar value, shall be conducted in a manner that maximizes open and free competition. Solicitation for offers, whether by an informal or formal bid process or through competitive negotiation shall:

1. incorporate a clear and accurate description of the technical requirements for the materials, product or services to be procured; and
2. clearly set forth all requirements which bidders must fulfill, and all other factors to be used in evaluating the proposals.



All bids or proposals must be submitted to and received at the location designated no later than the exact time and date stated in bid or proposal requirements, and must be date- and time-stamped and logged as received by TIMMA staff. Bids or proposals received after the date and time deadline will be returned unopened and will be considered as disqualified. A bid or proposal may be withdrawn prior to bid or proposal opening for any reason by a bidder or his/her authorized representative, provided a written request to withdraw is received by TIMMA prior to bid or proposal opening. After bid or proposal opening, a bid or proposal may be withdrawn only for material obvious error(s) and subject to written approval by the Executive Director.

TIMMA reserves the right to modify and/or suspend any and all aspects, terms, conditions and requirements of any procurement, to obtain further information from any firm or person responding to the procurement, to waive any informality or irregularity as to form or content of the procurement document or any response thereto, to be the sole judge of the merits of the bids or proposals received, and to reject any or all bids or proposals for any reason provided that such actions are made in accordance with federal and state laws.

Contract awards shall be made only to responsive and responsible contractors that possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as compliance with public policy, record of past performance, and financial and technical resources. False statements in proposals will be a basis for disqualification. All contract awards shall be documented by written purchase order, written contract or written memorandum. Contracts, including all options therein, will generally be limited to a maximum period of five years.

The TIMMA annual budget establishes the monetary limits for the procurement of goods and services subject to this Policy. All procurements, whether formal or informal, shall be in compliance with TIMMA's non-discrimination policy and any other TIMMA contracting policy in effect at the time of the procurement.

B. Conflict of Interest

Commissioners, staff, or agents of TIMMA shall not participate in the procurement process, or in the award or administration of a contract, if such participation would result in a conflict of interest, real or apparent, as defined by state and federal laws. Commissioners, staff, or agents shall not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements. TIMMA shall be subject to Articles 1 and 3 of Title 9, Chapter 7 of the California Government Code and the regulations which implement those provisions.

INFORMAL BID PROCESS

Solicitations for goods and services that are anticipated to be equal to or less than \$75,000 may go through an informal Request for Proposal (RFP) or bid process. Quotes may be requested by telephone, via the internet or through the mail from known qualified vendors or from current vendor catalogs and/or websites. Routine purchases in the amount of \$25,000 or less should be distributed equitably among qualified competitively priced suppliers, with consideration given to DBE/SBE/LBE utilization as applicable and as permitted by law. It is not permissible to segment the contract or use multiple solicitations for similar goods or services in order to circumvent the limitation for formal solicitation.



The informal bid or solicitation process shall include a minimum of three quotes from potential providers to ascertain that the proposed price is fair and reasonable. TIMMA files shall maintain support documentation demonstrating that a sufficient number of quotes were obtained.

Except in the case of an emergency, or a finding by the Board by two-thirds vote of all its voting members that, in its opinion, the supplies, equipment or materials may be purchased at a lower price in the open market, awards of contracts for supplies, equipment and materials in excess of \$25,000 shall be awarded to the lowest responsible and responsive bidder. Awards of contracts for supplies, equipment and materials not in excess of \$25,000 will generally be awarded to the lowest bidder after a competitive process, but other factors including but not limited to delivery date and known performance and, if applicable and permitted by law, DBE/SBE/LBE participation may be considered in selecting the vendor.

Awards of contracts for professional services, including legal, financial advisory, private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and at a price that is fair and reasonable, in accordance with state and federal laws.

C. Formal Bid Process

Solicitation of goods and/or services that are anticipated to be in excess of \$75,000 shall be required to go through a formal Request for Proposal (RFP) or Invitation for Bid (IFB) process. An RFP process will also be used to procure professional and technical services as applicable in accordance with the provisions of California Government Code Section 4526 and applicable federal laws and regulations. Award of a contract for professional services will be qualifications-based and will consider multiple factors that will be clearly stated in the RFP, although price may be considered during the negotiation of the contract. Procurement for establishing an on-call or preapproved list of professional services providers shall be based on a qualifications-based process in accordance with state and federal law, and price may be taken into consideration when negotiating a contract with a firm selected from such a list to fulfill task orders.

For procurements anticipated to be in excess of \$75,000, an Invitation for Bids (IFB) process will be used to procure all supplies, equipment, or materials that are standard in nature, character, and quality; easily defined; and/or reasonably accessible in the open market. Award will be made to the lowest responsive and responsible bidder after competitive bidding, except in an emergency declared by the vote of two-thirds of the voting membership of the Board. If, after rejecting bids received, TIMMA determines and declares by a two-thirds vote of the voting membership of the Board that, in its opinion, the supplies, equipment, or materials may be purchased at a lower price in the open market, TIMMA may proceed to purchase these supplies, equipment, or materials in the open market without further observance of the provisions regarding contracts, bids, or advertisement.

Solicitation for offers in the formal bid process shall include the following:

1. A clear and accurate written description of the project scope and deliverables, and technical requirements for the materials, product, or service being procured;



2. Special conditions or restricting policies, policy goals such as DBE/SBE/LBE goals, if applicable, patents, liquidated damages and performance, bid or indemnification requirements;
3. Proposed timetable for the project or service;
4. General format requirements and number of copies/items (if applicable) to be delivered;
5. Date of pre-proposal conference, if applicable;
6. A clear definition of the evaluation criteria to be used in evaluating the bids or proposals; and
7. Date, time, and place for submission of final bids or proposals.

If a pre-proposal conference is held, a listing of those in attendance showing name(s) of attendees and agency or company represented shall be maintained in the resulting contract files.

Responses to RFPs for professional and technical services shall require identification of the bidders or proposer’s key employees and subcontractors. Bidders or proposers shall be required to notify TIMMA of any pending lawsuits or labor disputes that may interfere with the delivery of services.

Procurements in amounts greater than \$75,000 shall require a formal notice process including advertising requests for bids or proposals in local appropriate newspapers or other media outlets. Notice should occur with sufficient time to allow bidders or proposers reasonable time in which to respond. The term “reasonable time” may vary depending on the complexity of the proposed project. Thirty (30) calendar days shall be considered the standard time allotted in notification to potential bidders or proposers. More or less time may be allotted at the determination of the Executive Director.

RFPs and IFBs will be reviewed by a selection panel appointed by the Executive Director. The Executive Director may elect to assemble a separate cost evaluation panel to review cost proposals and evaluate cost assumptions. Based on their reviews and analysis, the selection panel and cost evaluation panel, if any, shall rank bids or proposals. The Executive Director or her designee will recommend to the Board award of a contract, based on the results of the procurement process and the recommendations the selection panel and cost evaluation panel, if any, to the bidder or proposer most advantageous to TIMMA. In the case of IFBs, the Executive Director or her designee will recommend award to the lowest responsive and responsible bidder or proposer.

Copies of all correspondence, including negative response letters, copies of evaluation sheets/scores, and copies of all bids or proposals not being considered further shall be maintained in the files.

In the event that only a single bid or proposal is submitted, TIMMA shall document its efforts in soliciting responses; and record the history of all correspondence, negotiations, including parties involved, etc. that took place with reference to the award of the resulting contract.



IV. NONCOMPETITIVE NEGOTIATED AGREEMENTS (SOLE SOURCE)

A noncompetitive, negotiated contract may be developed when special conditions arise. These types of agreements are defined as “Sole Source” agreements. Conditions under which noncompetitive, negotiated contracts may be acceptable include:

1. A unique commodity or specialized professional service is known to be available from only one vendor;
2. An emergency of such magnitude that cannot permit delay; or
3. Competition is determined to be inadequate after solicitation of a number of sources.

In these cases, TIMMA will develop an adequate scope of work, evaluation factors and cost estimate, and conduct negotiations with the vendor to ensure a fair and reasonable cost. TIMMA will document details of the special conditions and retain those details in the respective contract file for audit and grant review purposes.

V. PROCUREMENT PROTEST AND APPEAL PROCEDURES

It shall be the policy of TIMMA to have established protest procedures which shall apply to all procurements of supplies, equipment, and services. A copy of these policies and procedures shall be maintained in TIMMA’s offices for general inspection and review by the public. In addition, TIMMA shall provide, upon request, a copy of these protest policies and procedures to all individuals, associations, corporations, and companies with which TIMMA conducts business.

A bidder or proposer that has timely submitted a bid or proposal in response to a procurement of TIMMA may file a protest asserting that TIMMA has failed to follow applicable policies or procedures relative to seeking, evaluating, and/or awarding a contract or has failed to comply with relevant specifications or procedures contained in the bid documents or request for proposals. In order to file a protest, the protester must be an actual bidder or proposer whose direct economic interests would be affected by the award of a procurement contract or by the failure to award a procurement contract.

Such protests must be filed within five business days after (i) notice, actual or constructive, of TIMMA’s finding that the bidder or proposer’s bid or proposal is not being considered further or (ii) an award of the contract by TIMMA to another bidder or proposer.

A protest shall be deemed filed when TIMMA actually receives the protest by mail or personal delivery. Failure to file a timely protest shall constitute a waiver of the right to file a protest under these procedures. Within five business days of receipt of an untimely protest, TIMMA shall notify the individual or entity that the protest was untimely and is being rejected. Such notice shall constitute the final decision of TIMMA relative to the untimely protest.

All protests filed must be filed by an actual bidder or proposer responding to the procurement and must be in writing and include the following information:

1. Name of individual or entity filing protest;
2. Business address and telephone number of individual or entity;
3. Name and title of contact person;
4. Description of specific procurement and the action or decision being protested;



5. A clear and concise statement of the protest, including identification of:
 - a) procedures or specifications contained in bid documents or request for proposals which were allegedly not complied with, or
 - b) specific instance(s) of TIMMA’s failure to follow its policies and procedures;
6. Detailed factual support for the protest, including relevant documents or correspondence;
7. Desired resolution of the protest; and
8. Dated signature of individual, or authorized representative of entity, filing the protest.

The Executive Director shall review and consider all stated concerns and issues alleged to be in non-compliance and issue a decision within five business days of receipt of the protest. If the decision of the Executive Director is not satisfactory to the protesting party, the protesting party may appeal that decision to the Board. The appeal must be filed within five business days of the date of the decision. The appeal must clearly state the basis for disputing the decision of the Executive Director.

The appeal shall be referred to the TIMMA Committee (Committee), which shall consider whether to accept the appeal, in which case the Board shall ~~and~~ hold a hearing on the matter. If a majority of the Committee does not wish to accept the appeal, the Committee shall recommend to the Board that the decision of the Executive Director shall be final.

If a majority of the Committee agrees to accept the appeal ~~and hold a hearing on the matter~~, the protesting party shall be notified of the ~~hearing~~ date and time of the hearing before the Board, which shall be scheduled at the earliest convenience of the ~~Board~~ Committee. At the hearing, the protesting party shall be allowed 15 minutes to present its case. TIMMA staff shall then be allowed 15 minutes to present TIMMA’s case. The ~~Committee~~ Board may extend these time periods at its discretion.

~~Upon conclusion of the hearing, or if the Committee’s determination is to agree with the decision of the Executive Director and reject the appeal without a hearing, its recommendation shall be submitted to the Board. The Board shall review and act upon the Committee’s recommendation appeal at its next regularly scheduled meeting, unless it determines that additional time to consider the appeal is required. The Board may accept the recommendation of the Committee or determine to take action inconsistent with the recommendation of the Committee. The Board’s resolution of the bid protest shall issue written notification to the protester of its decision which shall constitute the final decision of TIMMA.~~

VI. CONTRACT ADMINISTRATION

No contractual obligations, administrative or capital, shall be assumed by TIMMA in the excess of its ability to pay as defined by the adopted final budget. Approval of the Board is required prior to the execution of any contract for the procurement of goods or professional services that authorizes payments that in the aggregate exceed \$75,000 in a fiscal year. The Executive Director is authorized to approve and execute all such contracts that authorize payments not in excess of \$75,000 per fiscal year, provided that the amounts are consistent with the adopted final budget, as amended in accordance with the Fiscal Policy for the current fiscal year or, in the event that the contract was not completed in a single fiscal year, the contiguous fiscal year(s). The Executive Director is authorized to amend contracts to extend time, to add or delete tasks of similar scope



and nature, and to increase or reduce the total amount of the contract. The Executive Director may execute such amendments without prior Board approval, if the amount of the amendment does not exceed \$75,000.

All expenditures shall comply with all federal, state and local statutory requirements and other legal restrictions placed on the use of said funds. The Executive Director shall execute all contracts in conformance with the monetary limits established in the adopted final budget. The Executive Director and/or his/her designee has the responsibility for monitoring all contractual agreements for compliance with the terms and conditions established in the contract and for rendering payment upon completion of services or delivery of goods and materials as agreed.



Memorandum

Date: November 12, 2019
To: Treasure Island Mobility Management Agency Committee
From: Cynthia Fong - Deputy Director for Finance and Administration
Subject: 12/12/19 Committee Meeting: Internal Accounting Report for the Three Months Ending September 30, 2019

<p>RECOMMENDATION <input checked="" type="checkbox"/> Information <input type="checkbox"/> Action</p> <p>None. This is an information item.</p> <p>SUMMARY</p> <p>The Treasure Island Mobility Management Agency's (TIMMA's) Fiscal Policy directs staff to give a quarterly report of expenditures including a comparison to the approved budget.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input checked="" type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other:</p> <p>_____</p>
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BACKGROUND

The Treasure Island Mobility Management Agency's (TIMMA) Fiscal Policy (Resolution 17-04) establishes an annual audit requirement, and directs staff to report to the TIMMA Committee, on at least a quarterly basis, TIMMA's actual expenditures in comparison to the approved budget.

Internal Accounting Report.

Using the format of TIMMA's annual financial statements for governmental funds, the Internal Accounting Report includes a Balance Sheet (Attachment 1) and a Statement of Revenues, Expenditures, and Changes in Fund Balances, with Budget Comparison (Attachment 2). In Attachment 2, the last two columns show, respectively, the budget values, and the variance of revenues and expenditures as compared to the approved budget. For the three months ending September 30, 2019, the numbers in the amended budget column are one-fourth of the total adopted annual budget for Fiscal Year (FY) 2019/20. The Internal Accounting Report does not include the Governmental Accounting Standards Board Statement Number 34 adjustments, or the other accruals, that are done at year-end. The statements as of September 30, 2019 are used as the basis for understanding financial status for TIMMA at the quarter-ending September 30, 2019.

Balance Sheet Analysis.

The Balance Sheet (Attachment 1) presents assets, liabilities, and fund balances as of September 30, 2019. Total assets of \$802,908 are related to program receivable from federal and regional grants. Total liability of \$273,432 included \$111,570 of payable to consultants for services provided and \$161,862 of payable to the Transportation Authority for costs incurred and paid for by TIMMA. TIMMA will reimburse the Transportation Authority with grant payments received.

Statement of Revenues, Expenditures, and Changes in Fund Balances Analysis.

The Statement of Revenues, Expenditures, and Changes in Fund Balances with Budget Comparison

Agenda Item 4

(Attachment 2) compares budget to actual levels for revenues and expenditures for the first three months of the fiscal year. TIMMA earned \$1,057,722 of revenues from the Treasure Island Development Authority and the Federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant in the first quarter. As of September 30, 2019, TIMMA incurred \$243,808 of expenditures. Expenditures included \$141,747 in technical professional services, and \$102,061 for personnel and non-personnel expenditures.

For the three months ending September 30, 2019, total program revenues were higher than budgetary estimates by \$371,294 and total expenditures were lower than budgetary estimates by \$442,620. The favorable \$371,294 program revenue variance is mainly due to the FY2018/19 grant reimbursement received and recognized in the current fiscal year. The favorable \$442,620 expenditures variance is due to the hold on the toll system design work scope which is not expected to proceed until the toll policies are adopted. The FY 2019/20 work scope includes issuance of the Request for Proposals for a System Integrator, launch of system integration work, and completion of civil engineering design. During the first quarter, we did not initiate major engineering activities due to ongoing analysis and outreach on toll policies, but expect those to commence in once toll policies are approved.

FINANCIAL IMPACT

None. This is an information item.

SUPPLEMENTAL MATERIALS

Attachment 1 - Balance Sheet (unaudited)

Attachment 2 - Statement of Revenue, Expenditures, and Changes in Fund Balance with Budget Comparison (unaudited)



TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY
ATTACHMENT 1

Balance Sheet (unaudited)
Governmental Funds
September 30, 2019

	<u>General Fund</u>
Assets:	
Program Receivable	\$ 802,908
Total Assets	<u>802,908</u>
Liabilities:	
Accounts Payable	111,570
Due to Transportation Authority	161,862
Total Liabilities	<u>273,432</u>
Deferred Inflows of Resources:	
Unavailable Program Revenues	-
Fund Balances (Deficit):	
Total Fund Balances (Deficit)	<u>529,476</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 802,908</u>



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

**TREASURE ISLAND MOBILITY MANAGEMENT AGENCY
ATTACHMENT 2**

Statement of Revenue, Expenditures, and Changes in Fund Balances with Budget Comparison (unaudited)
For the Three Months Ended September 30, 2019

	General Fund	Proposed Budget Fiscal Year 2019/20	Variance with Proposed Budget Positive (Negative)
	<u> </u>	<u> </u>	<u> </u>
Revenues:			
Program Revenue	\$ 1,057,722	\$ 686,428	\$ 371,294
Total Revenues	<u>1,057,722</u>	<u>686,428</u>	<u>371,294</u>
Expenditures:			
Current - transportation improvement			
Personnel Expenditures	101,173	167,902	66,729
Non-personnel Expenditures	888	7,800	6,912
Technical Professional Services	141,747	510,726	368,979
Total Expenditures	<u>243,808</u>	<u>686,428</u>	<u>442,620</u>
Excess (Deficiency) of Revenues over (Under) Expenditures	<u>\$ 813,914</u>	<u>\$ -</u>	<u>\$ 813,914</u>
Other Financing Sources (Uses):			
Transfer Out to Transportation Authority	(813,914)		
Net Change in Fund Balance	<u>-</u>		
Fund Balances (Deficit), Beginning of the Period	<u>-</u>		
Fund Balance (Deficit), End of the Period	<u>\$ -</u>		

Memorandum

Date: November 12, 2019
To: Treasure Island Mobility Management Agency Committee
From: Rachel Hiatt - Assistant Deputy Director for Planning
Subject: 12/12/19 Committee Meeting: Recommend Approval of Toll Exemption for Current Residents

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Recommend approval of Toll Exemption for Current Residents.</p> <p>SUMMARY</p> <p>Staff has prepared further demand forecasts and financial analyses of Treasure Island Mobility Management Program toll policy options. Based on these analyses and public feedback, staff recommends a series of policy actions through early 2020 to complete the congestion pricing program. This first policy recommendation shall exempt current residents from the toll, with implementation details to be proposed and adopted as part of future Toll System Business Rules. The recommendation also includes a revisiting of the policy or a policy sunset, pending an evaluation into its effectiveness, at the midpoint (4,000th unit) of the Development Project. The exemption creates an additional program funding gap to be addressed in further financial analysis and future toll policy actions.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input checked="" type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

On April 21, 2011, in a joint session with the San Francisco Planning Commission, the Treasure Island Development Authority (TIDA) Board of Directors approved the Treasure Island/Yerba Buena Island Development Project, including a Development Agreement and a Disposition and Development Agreement (DDA) with Treasure Island Community Development, as well as the Treasure Island Transportation Implementation Plan (TITIP). On June 7, 2011, the Board of Supervisors approved the same.

The DDA referenced and outlined the goals, strategies, and implementation plan for a new transportation system, infrastructure, and services to support the development Project, including the designation of a transportation management agency to oversee the implementation and management of the transportation programs and revenues. On April 1, 2014, the San Francisco Board of Supervisors approved a resolution designating the Transportation Authority as the Treasure Island Transportation Management Agency (TIMMA). The purpose of TIMMA, as set forth in the Treasure Island Transportation Management Act of 2008 (State Assembly Bill 981-Leno), is to implement the TITIP.

The TITIP calls for a comprehensive, integrated program to manage travel demand on Treasure Island as it develops. This innovative approach to mobility includes a complementary package of strategies and services including required purchase of transit passes by residents, parking fees, and a multimodal congestion pricing program that applies motorist user fees to support enhanced and new bus, ferry, and shuttle transit, as well as bicycle sharing, to reduce the traffic impacts of the project. AB 981 authorizes San Francisco to implement congestion pricing (tolling) on Treasure Island.

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On July 20, 2016, the TIMMA Board approved the recommendations set forth in the Treasure Island Mobility Management Study (Study), a policy and financial analysis of the congestion pricing program. The Study refined the assumptions of the TITIP and recommended a subset of toll policies for the Island based on demand forecasting, financial analysis, and stakeholder input. The Study also recommended the development of an Affordability Program.

On November 21, 2018, the TIMMA Committee recommended approval of the Treasure Island Transit Pass, Toll Policy, and Affordability Program. This recommendation encompassed the remaining toll policies not adopted in 2016, including toll level, hours of operation, and discounts for current and future low-income households. However, on December 11, 2019, the TIMMA Board continued the item without approval, pending further outreach and analysis of additional policy options.

DISCUSSION

Staff has prepared further demand forecasts and financial analyses of toll policy and affordability program options. Based on this work as well as outreach with businesses and workers, staff recommends a series of policy actions through early 2020 to complete the congestion pricing program. The policy for current residents is recommended as the first of several policy actions.

Financial projections indicate that any exemption or discount requires supplemental revenue from Program and/or non-Program funding sources to support planned transit service levels. Staff recommends a policy to exempt current residents from the toll, with implementation details to be determined as described below, and to identify additional Program and/or non-Program funding, also discussed below, to cover the cost of planned transit service levels.

Remaining Toll Policy Areas: The TIMMA Board has previously adopted policy for toll direction (bi-directional) and HOV treatment (transit and registered shuttles and vanpool vehicles are exempt). Several aspects of program toll policy remain undefined. These are: toll level/rate; hours of operation; and additional exemptions or discounts. This recommendation addresses exemptions for current residents. The other remaining toll policies will be resolved in future actions by the Board.

Public Feedback 2018-2019: Public and Board feedback received in through 2018 and 2019 identified additional toll policy options for consideration. These include exemptions for current residents; discounts or exemptions for future low-income residents; and benefits, including potential discounts or exemptions, for workers. Feedback also called for more analysis of related policies such as transit pass eligibility, discounts, and transit service levels.

Current Residents Toll Exemption Findings: Financial analysis indicates that a toll exemption for current residents will require additional revenues ranging from a total of ~\$8.6M to ~\$20.4M over a 15 to 20-year program buildout period, depending on toll rate level.

We recommend adoption of a toll exemption for current residents based on the priority given to this issue in public feedback, modest effects on transportation system performance and mode share, and the feasibility of identifying a minimum of ~\$8.6M in additional Program and non-Program funding. We also recommend revisiting the policy or a policy sunset, pending an evaluation of benefit, cost and performance, at the mid-point of the development buildout, or at the 4000th unit.

Issues/Challenges: Toll exemptions incur administrative and enforcement costs or requirements on both the program participants as well as TIMMA. The specific implementation requirements will be determined through the development and adoption of Toll System Business Rules. The following are

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some of the administrative and enforcement requirements that will be considered in the Business Rules:

- Technology requirements. The toll exemption will require the use of a FasTrak toll tag, such as a registered "exempt" FasTrak toll tag for each program participant.
- Participant eligibility verification. TIMMA will need to verify program participants for eligibility, in partnership with TIDA. This verification is anticipated to include a requirement of proof of residency and/or a proof of parking permit.
- Participant registration and renewal. Program participants will need to register with TIMMA to receive an exempt toll tag. To prevent fraud, TIMMA is anticipated to require periodic registration renewals, e.g., as part of an annual parking permit renewal process.
- To minimize fraud, TIMMA anticipates a limit on the total number of exempt transponders per household.

Fall 2019 Outreach and Next Steps: Staff continues to analyze additional toll policy options for future low-income residents and for current and future Island workers. We anticipate additional outreach to both residents and workers through early 2020 to share findings and recommendations on those topics. We also continue to analyze areas of toll policy not yet adopted, including toll rate and hours of operation. We anticipate bringing recommendations in these policy areas to the TIMMA Board in one or more actions through early 2020.

RECOMMENDATION

The proposed action is to recommend exempting current residents from the Treasure Island Mobility Management Program congestion pricing toll. Implementation details, such as eligibility verification and per-household vehicle transponder maximums, shall be proposed and adopted as part of future Toll System Business Rules. The recommendation also includes revisiting the policy or a policy sunset, pending an evaluation into its effectiveness, at the midpoint (4,000th unit) of the Development Project. The exemption creates an additional program funding gap to be addressed together with other pending toll policy actions through further financial analysis. We anticipate bringing adoption of the final comprehensive toll and affordability program to the Board for consideration in Spring 2020.

FINANCIAL IMPACT

There is no financial impact to TIMMA's adopted FY 2019/20 budget from the requested action.

SUPPLEMENTAL MATERIALS

None

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Business and Employee Outreach Update

TIMMA Committee



TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY

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Nov. 12, 2019

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Treasure Island business outreach

In October, outreach events with non-profit employees and business owners

Held two co-creation workshops



What we heard

No toll for TI employees

Cap number of times/day employee is subject to toll

Employees earn toll credit for taking transit

Employer-provided vanpool

If employer hires locally that business can get discount on tolls



Next steps

Analyzing feedback
now

Combining that with
technical analysis

In early 2020 will
present TIMMA Board

with policy
recommendation



Thank you. Any Questions?

sfcta.org/treasure-island



TREASURE ISLAND
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