



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

1455 Market Street, 22ND Floor, San Francisco, CA 94103

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www.timma.org

AGENDA

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY Meeting Notice

Date: Tuesday, June 23, 2020; 11:00 a.m. (or immediately following the Transportation Authority Board meeting, whichever is later)

Location: Watch SF Cable Channel 26

Watch www.sfgovtv.org

Watch <https://bit.ly/3e5bpth>

PUBLIC COMMENT CALL-IN: 1-888-204-5987; Access Code: 2858465

Commissioners: Haney (Chair), Walton (Vice Chair), Fewer, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani and Yee

Acting Clerk: Angela Tsao

Remote Access to Information and Participation:

In accordance with Governor Gavin Newsom's statewide order for all residents to "Stay at Home" - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 disease. Pursuant to the lifted restrictions on video conferencing and teleconferencing, the Treasure Island Mobility Management Agency (TIMMA) Board and Committee meetings will be convened remotely and allow for remote public comment. Members of the public are encouraged to watch SF Cable Channel 26 or visit the SFGovTV website (www.sfgovtv.org) to stream the live meetings or watch them on demand. If you want to ensure your comment on any item on the agenda is received by the Committee in advance of the meeting, please send an email to clerk@sfcta.org by 8 a.m. on Tuesday, June 23, or call (415) 522-4800.

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TIMMA Committee Meeting Agenda

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Other Items

9. 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.

10. Public Comment

11. Adjournment

***Additional Materials**

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.

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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.

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DRAFT MINUTES

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

Tuesday, January 28, 2020

1. Roll Call

Chair Haney called the meeting to order at 11:11 a.m. The following members were:

Present at Roll Call: Commissioners Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton, and Yee (10)

Absent at Roll Call: Commissioner Fewer (1)

2. Chair's Report - INFORMATION

Chair Haney thanked Commissioners Mandelman and Walton for serving with him on the TIMMA Committee throughout 2019. He said housing on Treasure Island was closer to reality; the first new homes were anticipated on Yerba Buena Island as soon as 18 months from now. He said the upcoming year required important decisions before the TIMMA body, including consideration of toll policy for current workers and for future new residents and employers.

Chair Haney said the timeframe also meant that the coming year would require discussing and acting on fundraising to fill in the program's gaps and support critical affordability provisions, including the toll exemption for current residents that was approved last fall. He reported that in January he offered full support for the Water Emergency Transportation Authority's (WETA) innovative application to the California State Transportation Agency for the 2020 Transit and Intercity Rail Capital Program (TIRCP). The requested TIRCP funds would support the construction of one (1) all-electric 99-passenger ferry vessel and the required shoreside charging infrastructure to serve the new Treasure Island route.

Chair Haney said the nation's first all-electric, zero emission, passenger ferry on the Treasure Island to Downtown San Francisco route actualized the environmental goals for the Treasure Island development. He said a key sustainability objective of the Treasure Island development was to create a community that incentivized clean transit in order to achieve carbon neutrality for the project. A zero-emission ferry would help achieve that goal and would provide even farther-reaching environmental benefits.

Chair Haney added that with traffic on the Bay Bridge at a standstill during commute times, ferry service was a critical component of the island's transportation network to ensure residents had the fastest and most environmentally friendly commute to Downtown San Francisco.

There was no public comment.

3. Executive Director's Report - INFORMATION

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

During public comment, Mildred Mousni commented on the difficulty to afford living in San Francisco and how a lot of low-income people who will be affected negatively by the tolls, especially parents that have to make multiple trips on and off the island.

4. Approve the Minutes of the November 19, 2019 Meeting - ACTION

There was no public comment.

Commissioner Walton moved to approve the minutes, seconded by Commissioner Mandelman

The minutes were approved without objection by the following vote:

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

Absent: Commissioners Fewer and Safai (2)

5. Election of Chair and Vice Chair for 2020 - ACTION

Commissioner Mandelman moved to nominate Commissioner Haney for Chair of the Treasure Island Mobility Management Agency (TIMMA), seconded by Commissioner Ronen.

There was no public comment.

Commissioner Haney was elected Chair by the following vote:

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

Absent: Commissioners Fewer and Safai (2)

Commissioner Mandelman moved to nominate Commissioner Walton for Vice-Chair of the Treasure Island Mobility Management Agency (TIMMA), seconded by Commissioner Ronen.

There was no public comment.

Commissioner Walton was elected Vice-Chair by the following vote:

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

Absent: Commissioners Fewer and Safai (2)

Chair Haney requested that Items 6 and 7 be called together.

6. [Final Approval on First Appearance] Accept the Audit Report for the Fiscal Year Ended June 30, 2019 - ACTION

7. Internal Accounting Report for the Six Months Ending December 31, 2019 - INFORMATION

Cynthia Fong, Deputy Director for Finance and Administration, presented the items per the staff memorandums.

Commissioner Yee commented that the audit report seemed more of a program audit than a fiscal audit.

Ms. Fong explained that the was audit report was a fiscal audit, and the program audit normally consisted of 14 different compliance areas that was audited under the Transportation Authority's full audit, and no federal programs were selected for TIMMA that current fiscal year.

Commissioner Yee commented that the report didn't have normal findings like in a regular fiscal audit.

Ms. Fong confirmed it did and referred that the independent auditors' report indicated an unmodified opinion or clean audit, in the first few pages of the audit report and reconfirmed only the Transportation Authority (not TIMMA) federal programs were selected to undergo a program audit that fiscal year.

There was no public comment.

Commissioner Yee moved to approve the Item 6, seconded by Commissioner Mandelman.

Item 6 was approved without objection by the following vote:

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

Absent: Commissioner Fewer (1)

8. Introduction of New Items - INFORMATION

There were no new items introduced.

9. Public Comment

There was no general public comment.

10. Adjournment

The meeting was adjourned at 11:26 a.m.

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**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 20-XX

RESOLUTION RATIFYING THE FISCAL POLICY

WHEREAS, The Treasure Island Mobility Management Agency (TIMMA) develops and implements policies and procedures to organize and formalize agency activities, and to ensure compliance with current statutes and agency objectives; and

WHEREAS, TIMMA is required to review its Fiscal Policy and update as required or deemed advisable at least once every three years; and

WHEREAS, The Fiscal Policy guides decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and revenue requirements of TIMMA; and

WHEREAS, There have been no changes to applicable law or agency objectives that affect this policy; and

WHEREAS, At its June 16, 2020 meeting, the TIMMA Committee considered the subject request and unanimously recommended approval of the staff recommendation to approve the ratification of the Fiscal Policy; now, therefore, be it

RESOLVED, That TIMMA ratifies the Fiscal Policy as presented in Attachment 1; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate the Fiscal Policy to all relevant parties.

Attachment:

1. Fiscal Policy



I. INTRODUCTION

The Fiscal Policy is designed to guide decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and any revenues requirements of the Treasure Island Mobility Management Agency (TIMMA). It is intended to be consistent with TIMMA's adopted Administrative Code, the Treasure Island Transportation Program, federal and state regulations, and general prudent accounting and financial management practices.

II. SCOPE AND AUTHORITY

The Fiscal Policy applies only to the operations of TIMMA. Overall policy direction shall be the responsibility of the TIMMA Board (Board). Responsibility for implementation of the 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. ANNUAL BUDGET PROCESS

The Board shall adopt an Annual Budget by the beginning of each fiscal year. The purpose of the Annual Budget is to provide management guidance and control over disbursement of TIMMA's revenues in accordance with the goals and objectives as determined by the Board and as set forth in other policies. TIMMA's fiscal year extends from July 1 of each calendar year through June 30 of the following calendar year. The sections below further define the process involved in the development of the final budget.

A. Preparation and Review of a Draft Budget

The Executive Director is charged with responsibility for the preparation of a draft budget for each fiscal year. The draft budget will consist of line items for Revenues, including investment income, and Administrative Operating Expenses, as applicable. The draft budget may also include other functional categories as deemed appropriate.

B. Public Review of Draft Budget

The draft budget shall be presented at a public hearing at a publicly noticed TIMMA Board or Committee meeting prior to being approved by the Board. Notice of the time and place of the public meeting shall be published pursuant to Sections 6060 and 6061 of the California Government Code.

C. Adoption of a Final Budget

As established by the Administrative Code, the TIMMA Committee (Committee) shall be responsible for review of the proposed overall operating and capital budget of TIMMA. The Committee shall set the budget parameters (spending limits)



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by budget line item as detailed in Section III.A. Preparation and Review of a Draft Budget, and shall recommend adoption of a draft budget to the Board.

The final budget for a given fiscal year shall be approved and adopted by resolution of the Board by June 30 of the prior fiscal year. If TIMMA is unable to adopt a final budget by June 30, it must adopt a resolution to continue services and payment of expenses. The continuing resolution shall include a date certain by which the annual budget will be adopted.

D. Amendments to the Adopted Budget

Except as otherwise provided in this section, the adopted final budget is not subject to further review or reopener after the Board resolution has passed. The adopted final budget may be amended during the fiscal year to reflect actual revenues and expenses incurred to the date of amendment during the fiscal year. Amendments to the budget will be presented at a publicly noticed TIMMA Board or Committee meeting prior to being approved by the Board. The Executive Director shall be responsible for proposing amendments to the adopted final budget; the Committee shall be responsible for review of the proposed amended adopted final budget, and for making a recommendation regarding the amended final budget to the Board. The amended final budget shall be adopted by Board resolution.

IV. BUDGET REQUIREMENTS

A. Administrative Operating Expenses

Administrative operating expenses include all expenses related to the operations and maintenance of TIMMA, including, among others, staff salaries, staff benefits, office lease costs, equipment rental, supplies, and travel. Specific requirements with respect to certain budgeted expenses are set forth below.

1. Emergency Expenditures

The Executive Director is authorized to exceed the overall administrative operating expense line items by up to seventy-five thousand dollars (\$75,000), for the actual cost of emergency expenditures that are made to protect the health, safety, and welfare of the agency or the public, or to repair/restore damaged/destroyed property for TIMMA. The Executive Director shall submit a report to the Committee within thirty (30) days of the emergency explaining the necessity of the action, a listing of expenditures, and future recommended actions.

2. Petty Cash

A petty cash revolving account in the amount of one thousand dollars (\$1,000) may be established and maintained by the Executive Director for the purposes of paying miscellaneous expenses of TIMMA. Individual expenditures may not exceed two hundred and fifty dollars (\$250). Such miscellaneous expenses include outside photocopying expenses, office supplies, meeting and travel expenses, and other practical expenses as determined by the Executive Director to be necessary or convenient for proper administration. The Executive



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Director is authorized from time to time to seek reimbursement of this account to the maximum balance by allocation from the operating budget.

B. Capital Expenditures

Capital Expenditures shall be listed as a single line item.

C. Other Functional Categories

The Executive Director may designate other functional categories as deemed appropriate or necessary.

V. REPORTING REQUIREMENTS

The Executive Director shall report to the Committee at least on a quarterly basis on TIMMA's actual expenditures, budgetary performance, authorized variances that have been implemented pursuant to this Fiscal Policy. The Committee shall cause TIMMA's financial transactions and records to be audited by an independent, certified public accountant firm at least annually and a report to be submitted to the Board on the results of the audit.

VI. PROCUREMENT OF GOODS AND SERVICES

It shall be the policy of TIMMA to competitively bid the procurement of goods and services. Procurements in amounts greater than seventy-five thousand dollars (\$75,000) shall require a formal bid process including advertising requests for bids and/or proposals in appropriate local newspapers or other media outlets. Formal procurement of supplies, equipment, and materials in excess of \$75,000 shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the vote of two-thirds of the voting membership of TIMMA, or, if after rejecting bids received, TIMMA determines and declares by a two-thirds vote of all of its voting members that, in its opinion the supplies, equipment or materials may be purchased at a lower price in the open market.

Procurements of supplies, equipment, and materials in amounts equal to or less than \$75,000 shall be awarded to the lowest responsive bidder following an informal competitive bid process.

The selection of professional services, such as 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 in accordance with TIMMA's Procurement Policy.

All procurement transactions, regardless of dollar value and regardless of whether by sealed bid, informal quote, or by negotiation, shall be conducted in a manner that promotes free and open competition.

A. Disadvantaged Business Enterprise Requirement

Any procurement whether formal or informal shall comply with TIMMA's applicable non-discrimination, disadvantaged/minority/local/small/women-owned business and other applicable contracting policies in place at the time of procurement.



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B. Conflict of Interest

Commissioners, staff, or agents of TIMMA shall not participate in the selection 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 statute and applicable case law. 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.

C. Contracts

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 seventy-five thousand dollars (\$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 this 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 and so long as the amendment is consistent with the adopted final budget.

No contractual obligations, administrative or capital, shall be assumed by TIMMA in excess of its ability to pay, as defined by the adopted final budget. All expenditures shall comply with all federal, state, and local statutory and other legal restrictions placed on the use of said funds.

TIMMA shall establish contracts for banking and investment services. Said contracts shall include provisions for the receipt, maintenance, investment and disbursement of funds, and ongoing financial data reports as required by TIMMA.



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Memorandum

AGENDA ITEM 5

DATE: June 11, 2020

TO: Treasure Island Mobility Management Agency Committee

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 6/16/20 Committee Meeting: Ratify the Fiscal Policy

RECOMMENDATION

☐ Information ☒ Action

Ratify the Fiscal Policy.

SUMMARY

We should review the Fiscal Policy every at least every three years to periodically ensure compliance with current statutes and agency objectives. As there have been no changes to applicable law or to the agency that affect the Fiscal Policy, we are recommending this policy stand as currently adopted.

☐ Fund Allocation

☐ Fund Programming

☐ Policy/Legislation

☐ Plan/Study

☐ Capital Project
Oversight/Delivery

☐ Budget/Finance

☐ Contract/Agreement

☒ Other: Policies

BACKGROUND

We develop and implement policies and procedures to organize and formalize agency activities, and to ensure compliance with current statutes and agency objectives. We are required to review our Fiscal Policy and update as required or deemed advisable at least once every three years.

DISCUSSION

The purpose of this memorandum is to present staff recommendations for updates to the Fiscal Policy, which were last adopted by the Board on June 27, 2017, through Resolution 17-04. The Fiscal Policy guides decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and revenue requirements of TIMMA. There have been no changes to applicable law or agency objectives that affect this policy, therefore we are recommending ratifying the existing policy.



FINANCIAL IMPACT

The recommended action would not have an impact on the proposed provisional three-month Fiscal Year 2020/21 Budget.

SUPPLEMENTAL MATERIALS

- Attachment 1 – Fiscal Policy

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**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 20-XX

RESOLUTION AMENDING THE ADOPTED FISCAL YEAR 2019/20 BUDGET TO INCREASE REVENUES BY \$228,368, DECREASE EXPENDITURES BY \$787,279, AND DECREASE OTHER FINANCING SOURCES BY \$1,015,647

WHEREAS, In June 2019, through Resolution 19-05, the Treasure Island Mobility Management Agency (TIMMA) Board adopted the FY 2019/20 Annual Budget and Work Program; and

WHEREAS, The TIMMA's Fiscal Policy allows for the amendment of the adopted budget during the fiscal year to reflect actual revenues and expenditures incurred; and

WHEREAS, The work program continues to advance the Treasure Island Transportation Implementation Plan (TITIP), which provides a vision and strategies for a sustainable transportation system for Treasure Island; and

WHEREAS, TIMMA is currently working to revise the overall Program policy development and implementation schedule in light of the Stay-Safe-At-Home Order (Shelter-in-Place Order) and a potential recession; and

WHEREAS, We anticipated adoption of toll policies in July 2019; however, we plan to delay the approval of additional toll policies to better align with the Transportation Authority's Downtown Congestion Pricing Study and the current infrastructure construction schedule; and

WHEREAS, Budgeted revenues from federal reimbursements will be decreased by \$215,125 to reflect the reduced work scope and need in this fiscal year and will defer to the next fiscal year; and

WHEREAS, Regional revenues from the Treasure Island Development Authority (TIDA) will increase by \$443,493, primarily due to the timing of grant invoices submitted to funding agencies for work performed in FY 2018/19, but collected and recognized in FY 2019/20; and

WHEREAS, Corresponding technical professional services expenditures will decrease



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by \$598,413 as compared to the adopted budget, which is primarily due to the slowdown of work across all subprojects of the TIMMA program, as mentioned above; and

WHEREAS, Non-personnel expenditures will increase by \$5,000, and personnel expenditures will decrease by \$193,866 for a total decrease of \$188,866 in Administrative Operating Costs for FY 2019/20 activity; and

WHEREAS, Other financing sources will decrease by \$1,015,647, which represents an increased reimbursement of costs to the Transportation Authority due to the timing of grant invoices submitted to funding agencies that were collected after June 30, 2019; and

WHEREAS, The proposed amendment to the FY 2019/20 budget would increase revenues by \$228,368, decrease expenditures by \$787,279 and decrease other financing sources by \$1,015,647; and

WHEREAS, At its June 16, 2020 meeting, the TIMMA Committee reviewed and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the Treasure Island Mobility Management Agency's adopted FY 2019/20 budget is hereby amended to increase revenues by \$228,368, decrease expenditures by \$787,279, and decrease other financing sources by \$1,015,647.

Attachment:

1. Proposed Final Budget Amendment

Treasure Island Mobility Management Agency
Attachment I
Proposed Fiscal Year 2019/20 Budget Amendment
Line Item Detail



	Proposed Budget Amendment Fiscal Year 2019/20	Increase/ (Decrease)	Adopted Budget Fiscal Year 2019/20
Program Revenues:			
<u>Federal</u>			
Federal Advanced Transportation and Congestion Management Technologies Deployment	\$ 489,565	\$ (215,125)	\$ 704,690
<u>Regional and Other</u>			
Treasure Island Development Authority (TIDA)	2,192,689	443,493	1,749,196
Total Program Revenues	2,682,254	228,368	2,453,886
Expenditures:			
Technical Professional Services	1,444,492	(598,413)	2,042,905
Administrative Operating Costs			
Personnel Expenditures			
Salaries	325,706	(133,379)	459,085
Fringe Benefits	152,036	(60,487)	212,523
Non-personnel Expenditures			
Administrative Operations	30,600	5,000	25,600
Commissioner-Related Expenses	5,600	-	5,600
Total Expenditures	1,958,434	(787,279)	2,745,713
Other Financing Sources (Uses):			
Transfer in from Transportation Authority	-	(291,827)	291,827
Transfer out to Transportation Authority	(723,820)	(723,820)	-
Total Other Financing Sources (Uses)	(723,820)	(1,015,647)	291,827
Net Change in Fund Balance	\$ -	\$ -	\$ -



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Memorandum

AGENDA ITEM 6

DATE: June 10, 2020

TO: Treasure Island Mobility Management Agency Committee

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 6/16/20 Committee Meeting: Amend the Adopted Fiscal Year 2019/20 Budget to Increase Revenues by \$228,368, Decrease Expenditures by \$787,279 and Decrease Other Financing Sources by \$1,015,647

RECOMMENDATION ☐ Information ☒ Action

Amend the Adopted Fiscal Year (FY) 2019/20 budget to increase revenues by \$228,368, decrease expenditures by \$787,279 and decrease Other Financing Sources by \$1,015,647.

SUMMARY

In June 2019, through Resolution 19-05, the Board adopted the FY 2019/20 Annual Budget and Work Program. Revenue and expenditure figures pertaining to several project components need to be updated from the original estimates contained in the adopted FY 2019/20 Budget. The effect of the amendment, with a comparison of revenues and expenditures to the adopted budget is shown in Attachment 1.

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☒ Budget/Finance
- ☐ Contract/Agreement
- ☐ Other: _____

BACKGROUND

The budget revision is an opportunity for us to revise revenue projections and expenditure line items to reflect new information or requirements identified in the months elapsed since the adoption of the annual budget. Our Fiscal Policy allows for the amendment of the adopted budget during the fiscal year to reflect actual revenues and expenditures incurred. The revisions typically take place after completion of the annual fiscal audit, which certifies actual expenditures and carryover revenues.

DISCUSSION

FY 2019/20 Proposed Budget Amendment. The budget revision reflects an increase of \$228,368 in revenues, a decrease of \$787,279 in expenditures and a decrease of \$1,015,647



in Other Financing Sources. These revisions include carryover revenues and expenditures from the prior period. The effect of the amendment, with a comparison of revenues and expenditures to the adopted FY 2019/20 Budget, is shown in Attachment 1. TIMMA's FY 2019/20 budget revisions are included in the San Francisco County Transportation Authority's (Transportation Authority's) FY 2019/20 proposed final budget amendment, which is scheduled to be adopted by the Transportation Authority Board on June 23, 2020.

Work Program Reviews - The work program continues to advance the Treasure Island Transportation Implementation Plan (TITIP), which provides a vision and strategies for a sustainable transportation system for Treasure Island. The vision is to be achieved through new and expanded transit, shuttle, and bicycle services, to be funded by a congestion toll, parking charges, and transit pass purchases. In December 2019, the TIMMA Board adopted a policy to exempt current residents from the toll. Since that time, efforts focus on advancing additional toll policies, as well as program-wide design and environmental documentation in response to the development program schedule for Treasure Island. This effort requires coordination of project scope, schedule and implementation with a number of regional and local partners.

The original work scope for FY 2019/20 included issuance of the Request for Proposals for a System Integrator, launch of System Integration work, and completion of Civil Engineering Design, pending Board adoption of toll policies. Work across all subprojects of the Treasure Island Mobility Management Program proceeded more slowly than anticipated this year. A key reason for this slowdown was the Stay-Safe-At-Home Order (Shelter-in-Place Order) introduced in mid-March. The team is currently working to revise the overall Program policy development and implementation schedule in light of the Shelter-in-Place Order and a potential recession. We anticipated adoption of toll policies in July 2019; however, we plan to delay the approval of additional toll policies to better align with the Transportation Authority's Downtown Congestion Pricing Study and the current infrastructure construction schedule. System Integration should not proceed until toll policies are adopted, now revised to early 2021. The estimated contributions from federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) funds need to be updated to reflect the reduced work scope and need in this fiscal year. The costs will be incurred and the revenue realized in FY 2020/21.

Program Revenues - The program revenue for FY 2019/20 covers the full costs of all Transportation Authority activities in support of TIMMA. This amendment increases total revenues by \$228,368. Budgeted revenues from federal reimbursements will be decreased by \$215,125 and will defer to the next fiscal year due to project schedule delays described above. Regional revenues from the Treasure Island Development Authority (TIDA) will increase by \$443,493, primarily due to the timing of grant invoices submitted to funding agencies for work performed in FY 2018/19, but collected and recognized in FY 2019/20.

Technical Professional Services Costs - Technical professional services include planning, engineering, design, communications, and environmental services. Included are technical



services contracts already awarded for the Treasure Island System Manager; on-call demand model development and application; on-call transportation planning; and strategic advising / project management support. Additional technical services contracts anticipated in this line item include strategic communications, legal services, and outreach services. Corresponding technical professional services expenditures will decrease by \$598,413 as compared to the adopted budget, which is primarily due to the slowdown of work across all subprojects of the TIMMA program, as mentioned above.

Administrative Operating Costs - As stated in the Administrative Code (Ordinance 17-01), the Transportation Authority shall lend staff to TIMMA as appropriate, subject to reimbursement by TIMMA for salary and related benefits and other costs allocable to services performed for TIMMA by Transportation Authority staff. Personnel costs encompass technical staffing across each of the six divisions of the Transportation Authority. Non-personnel costs include typical operating expenditures for telecommunications, postage, materials and office supplies, printing and reproduction equipment and services, and other administrative support requirements for all activities, along with all administrative support contracts, whether for City-supplied services, such as the Department of Technology cablecast services, or for competitively procured services (such as auditing, outside computer system support, etc.). Also included are funds for Commissioner meeting fees. Non-personnel expenditures will increase by \$5,000, and personnel expenditures will decrease by \$193,866 for a total decrease of \$188,866 in Administrative Operating Costs for FY 2019/20 activity. The slight increase of non-personnel expenditures is due to additional legal services needed to review documents related to establishing ferry services to Treasure Island. The decrease in personnel expenditures is due to the slowdown of work across all subprojects of the TIMMA program, as mentioned above, and the delay in hiring of two staff vacancies as a result of the Transportation Authority's overall work program review.

Other Financing Sources - Other financing sources will decrease by \$1,015,647. This represents an increased reimbursement of costs to the Transportation Authority due to the timing of grant invoices submitted to funding agencies that were collected after June 30, 2019.

FINANCIAL IMPACT

The proposed amendment to the FY 2019/20 budget would increase revenues by \$228,368, decrease expenditures by \$787,279 and decrease other financing sources by \$1,015,647 as described above.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed Budget Amendment



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 20-XX

RESOLUTION ADOPTING THE PROPOSED PROVISIONAL THREE-MONTH FISCAL YEAR (FY)
2020/21 BUDGET AND WORK PROGRAM

WHEREAS, On February 25, 2020, San Francisco declared a state of emergency in response to the global spread of the novel coronavirus, COVID-19, and on March 16, 2020, Mayor Breed directed all residents to shelter in place; and

WHEREAS, In light of the resulting unprecedented level of economic uncertainty, the significant impact of COVID-19 necessitates postponing the adoption of the full annual Budget and Work Program until September, similar to the schedule that Mayor Breed has set for the City's budget; and

WHEREAS, In the interim, to provide for our continued operations, it will be necessary to adopt a provisional three-month FY 2020/21 Budget and Work Program until the time at which the full 12-month budget for FY 2020/21 Budget and Work Program is adopted; and

WHEREAS, The recommended action requires that the Board approve a one-time waiver to certain provisions in the Administrative Code and Fiscal Policy, which require the adoption of the budget by June 30 of the prior fiscal year; and

WHEREAS, Pursuant to Treasure Island Mobility Management Agency's (TIMMA's) Fiscal Policy, TIMMA shall adopt an annual budget each year, and the purpose of the Annual Budget is to provide management guidance and control over disbursement of TIMMA's revenues in accordance with the adopted work program as determined by the Board and as set forth in other policies; and

WHEREAS, If the Treasure Island Mobility Management Agency is unable to adopt a final budget by June 30, it must adopt a resolution to continue services and payment of expenses; and

WHEREAS, The proposed provisional three-month FY2020/21 TIMMA Work Program includes core activities in several major streams of work: Governance and Administration, Toll Policy Adoption and Transit Service Delivery, Outreach and Communications, and Toll System



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 20-XX

Delivery; and

WHEREAS, The Governance and Administration work stream includes program-wide management activities such as maintaining the project master schedule, Board support, and advancing the funding plan and grant applications; and

WHEREAS, The Toll Policy Adoption and Transit Service Delivery work stream will continue to refine demand and financial projections reflecting the latest development schedule updates, transit service and affordability program changes, and toll policy, funding and subsidy scenarios with a view to bringing alternative Program Design and recommendations to the Board and community for consideration and approval by Fall 2020; and

WHEREAS, Prior to Board consideration, the FY 2020/21 work program will include Outreach and Communications work to undertake public involvement and outreach activities this Fall/Winter 2020/21 in support of toll policy and affordability program development and recommendations; and

WHEREAS, The Toll System Delivery work stream includes developing National Environmental Policy Act environmental documentation and final civil engineering designs, and also includes concept development of bicycle/pedestrian plans for Yerba Buena Island, including a connection to the planned ferry terminal on Treasure Island; and

WHEREAS, Total revenues for the first three months of FY 2020/21 (July - September) are projected to be \$460,122 from various funding sources, and total expenditures are projected to be \$460,122 from technical professional services, personnel and non-personnel expenditures; and

WHEREAS, Other financing sources/uses represents inter-fund transfers among the San Francisco County Transportation Authority's Sales Tax Program and TIMMA; we do not anticipate any during the first three months of FY 2020/21; and

WHEREAS, The full 12-month proposed FY 2020/21 Annual Budget and Work



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 20-XX

Program will be presented to the TIMMA Committee and Board for action in September, and a public hearing will precede consideration of the FY 2020/21 Annual Budget and Work Program at the first September Board meeting; and

WHEREAS, At its June 16, 2020 meeting, the TIMMA Committee reviewed and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the Treasure Island Mobility Management Agency hereby adopts the proposed provisional three-month Fiscal Year 2020/21 Budget and Work Program.

Attachment:

1. Proposed Provisional 3-Month FY 2020/21 Work Program
2. Proposed Provisional 3-Month FY 2020/21 Budget

Attachment 1

Proposed Fiscal Year 2020/2021 TIMMA Three-Month Provisional Work Program

The Treasure Island Mobility Management Agency's (TIMMA's) proposed Fiscal Year (FY) 2020/21 Provisional Three-Month Work Program includes activities in several work streams that advance the congestion pricing and mobility management program:

- Governance and Administration;
- Toll Policy Adoption and Transit Service Delivery;
- Outreach and Communications; and
- Toll System Delivery.

For each of these work streams, the TIMMA team works with the Treasure Island Development Authority (TIDA) and Treasure Island Development Corporation, as well as myriad partner agencies and stakeholders, and TIMMA leadership (Chair and Vice Chair) and Board.

GOVERNANCE AND ADMINISTRATION

This section of the Work Program highlights ongoing agency operational activities as listed below:

- **Board Operations and Support:** Staff TIMMA Committee and Board meetings. We anticipate July and August Committee and Board meetings during the Three-Month Provisional period. We also plan to recruit a TIMMA Program Manager during this period in anticipation of increased program development activities based on overall project schedules.
- **Budget, Reports and Financial Statements:** Develop and administer overall TIMMA program schedule and budget, including performance monitoring, internal program and project tracking. Monitor internal controls and prepare reports and financial statements.
- **Funding and Grants Management:** Manage grants and prepare invoices for reimbursement. Includes activities to advocate for funding opportunities and prepare grant funding applications; we will advocate for Regional Measure 3 (RM3) funds for clean ferries, Bay Area Air Quality Management District (BAAQMD), Metropolitan Transportation Commission (MTC), Senate Bill 1 (SB1), state Affordable Housing/Sustainable Communities grants, SB1, California Air Resources Board/Cap and Trade and other funds to help realize these plans.
- **Contract Support:** During the Three-Month Provisional period, this work includes managing compliance for contracts and associated Memoranda of Agreements and Understandings such as for water ferry services.
- **Policies:** Maintain and update Administrative Code, Rules of Order, Fiscal, Procurement, Travel and other policies, as needed.

TOLL POLICY ADOPTION AND TRANSIT SERVICE DELIVERY

In parallel with program outreach, this work stream includes the planning, design and approval of the Treasure Island Mobility Management Program including all program elements and their financial implications at start up and over the medium to long-term. These elements include finalizing key

Attachment 1

Proposed Fiscal Year 2020/2021 TIMMA Three-Month Provisional Work Program

components such as transit service levels, the Transit Pass Program, Transportation Affordability Program policies and Vehicle Toll policy.

During the Three-Month Provisional period, proposed activities include:

- **Demand Projections and Program Financial Analysis:** Update program baseline schedule per TIDA guidance and identify alternative program and funding scenarios for the Board to consider toward adoption of a toll policy by year end. Complete and maintain short and mid-term demand and financial projections of the Mobility Program, which incorporates toll level, hours, toll program cost and revenue; transit and shuttle service levels, transit program cost and revenue; parking management program rates and associated cost and revenue; and Transportation Affordability Program requirements and costs.
- **Ferry and East Bay Transit Service Plan and Delivery:** Conduct ferry service planning study with the Water Emergency Transportation Authority, Port of San Francisco and TIDA. Complete service planning and execute an agency Memorandum of Understanding in FY 2020/21 with partner agencies for future water transit service.
- **TDM and Affordability:** Complete technical analysis of an Affordability Program for residents and workers, which includes transportation credits, discounts, and supports for current and future low-income households. The Affordability Program will be a subset of Travel Demand Management (TDM) measures, to be more fully developed in later periods, applied Island-wide to reduce single occupancy vehicle travel.
- **Toll Policy Recommendations:** Complete analysis and recommendation of toll policies, including toll level, and discounts or exemptions for key user groups, and in combination with Transit, TDM, Affordability Program and other relevant components. Identify funding gaps and potential funding strategy to fill gaps for each scenario. We expect to seek Board consideration and approval of Program Design in Fall 2020.
- **Toll System Design:** During this quarter we will secure Federal review and approvals of the project's concept of operations and system engineering management plan (SEMP). The timely use of Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) Federal grant funds for the tolling system require implementation of system integration and other components by 2022. This entails working closely with the Federal Highway Administration, the San Francisco Municipal Transportation Agency (SFMTA), the MTC/Bay Area Toll Authority, Caltrans and TIDA.
- **Transit Pass Implementation:** During the Three-Month Provisional period, we expect to work with the developers and TIDA to craft disclosure language about homeowner requirements such as the transit pass into future homeowner agreements. The TIMMA transit pass is mandatory for market-rate residents. During later periods, we will resume working with the regional Clipper program to prepare final designs and undertake implementation activities in support of the pass. These activities will include adoption of transit operator fare policy.

Attachment 1

Proposed Fiscal Year 2020/2021 TIMMA Three-Month Provisional Work Program

- **Parking Management Program Implementation:** As needed to support the infrastructure construction schedule, support the SFMTA preparing for the delivery of their Parking Management Plan, and initiate agreements with the SFMTA as needed.
- **Autonomous Vehicle (AV) Shuttle Pilot:** Work toward implementation of this federally funded project. Administer the ATCMTD program grant and secure approvals of the project's concept of operations and SEMP. Over the coming fiscal year, prepare provisional business plans coordinate with regulatory agencies, and conduct industry sounding to better understand technology trends and impacts. Implement procurement strategy for the piloting of an AV Shuttle.
- **Bicycle/Pedestrian Planning:** With support from Prop K sales tax funds, further develop bicycle and pedestrian plans for Yerba Buena Island (YBI), including a connection to the planned ferry terminal on Treasure Island.

OUTREACH AND COMMUNICATIONS

The Communications and Planning work stream includes public involvement and outreach activities in support of planning and engineering recommendations. Outreach activities during the Three-Month Provisional period are anticipated to be limited. However, looking ahead to the remainder of FY 2020/21, key communications activities are expected to include the following:

- **Outreach on Core Program:** Continue to implement outreach plan related to toll policies, transit service, and affordability policies with the Board, various stakeholder groups and other government agencies, with at least one round of outreach anticipated prior to toll policy and affordability program presentation for approval in Fall 2020. Outreach is accomplished through various means, including through community outreach meetings and workshops (in compliance with shelter-in-place guidance), disseminating agency news and updates, and discussions with key stakeholders (Treasure Island Organizing Committee, merchants, etc.).
- **Collateral Maintenance:** Update content and maintain and enhance both electronic and print-based communications collateral.
- **Outreach on Related Projects:** Support outreach for YBI Bicycle/Pedestrian Path and Network Development and AV Shuttle Pilot Program.

TOLL SYSTEM DELIVERY

This major work stream includes developing National Environmental Protection Act (NEPA) environmental documentation; civil engineering designs; and incremental support for construction of the tolling system. Key delivery activities for the Three-Month Provisional period of FY 2020/21 include the following:

Attachment 1**Proposed Fiscal Year 2020/2021 TIMMA Three-Month Provisional Work Program**

- **Environmental Documentation:** Prepare draft and final California Environmental Quality Act Addendum and NEPA environmental documentation to environmentally clear tolling infrastructure and systems installation.
- **Final Civil and System Engineering Design:** Prepare tolling infrastructure and civil engineering design plans at multiple locations on YBI and Treasure Island, in coordination with YBI Ramps, Southgate Road, Macalla Road, Treasure Island Road, and YBI Westside Bridges design and construction activities. The timely use of ATCMTD Federal grant funds for the tolling system require implementation of system integration and other components by 2022.
- **Secure Remaining Funding:** Finalize system cost estimates and project schedule, and close remaining funding gaps in consultation with TIDA and TICD sponsor. Potential sources include: additional federal ATCMTD grant funds, developer contributions, state and regional grants and local sources.

Treasure Island Mobility Management Agency
Attachment 2
Proposed Provisional Three-Month Fiscal Year 2020/21 Budget
Line Item Detail



	Proposed Provisional Three-Month Fiscal Year 2020/21	Increase/ (Decrease)	First Quarter Fiscal Year 2019/20 Actual
Program Revenues:			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 83,981	\$ 73,687	\$ 10,294
<u>Regional and Other</u>			
Treasure Island Development Authority	376,141	(671,287)	1,047,428
Total Program Revenues	460,122	(597,600)	1,057,722
Expenditures:			
Technical Professional Services	361,123	219,376	141,747
Administrative Operating Expenditures			
Personnel	98,138	(3,035)	101,173
Non-personnel	861	(27)	888
Total Expenditures	460,122	216,314	243,808
Other Financing Sources (Uses):			
Transfer Out to Transportation Authority	-	813,914	(813,914)
Total Other Financing Sources (Uses)	-	813,914	(813,914)
Net Change in Fund Balance	\$ -	\$ -	\$ -



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 7

DATE: June 10, 2020

TO: Treasure Island Mobility Management Agency Committee

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 6/16/20 Committee Meeting: Proposed Provisional Three-Month Fiscal Year 2020/21 Budget and Work Program

RECOMMENDATION ☐ Information ☒ Action

Adopt the proposed provisional three-month Fiscal Year (FY) 2020/21 Budget and Work Program.

SUMMARY

On February 25, 2020, San Francisco declared a state of emergency in response to the global spread of the novel coronavirus, COVID-19, and on March 16, 2020, Mayor Breed directed all residents to shelter in place. In light of the resulting unprecedented level of economic uncertainty, the significant impact of COVID-19 necessitates postponing the adoption of the full annual Budget and Work Program until September, similar to the schedule that Mayor Breed has set for the City's budget. In the interim, to provide for our continued operations, it will be necessary to adopt a provisional three-month FY 2020/21 Budget and Work Program until the time at which the full 12-month budget for FY 2020/21 Budget and Work Program is adopted. The recommended action requires that the Board approve a one-time waiver to certain provisions in the Administrative Code and Fiscal Policy, which require the adoption of the budget by June 30 of the prior fiscal year. The proposed provisional three-month FY 2020/21 Work Program and Budget are shown in Attachments 1 and 2, respectively.

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☒ Budget/Finance
- ☐ Contract/Agreement
- ☐ Other: _____



BACKGROUND

On January 30, 2020, the World Health Organization declared the outbreak of the novel coronavirus, COVID-19, to be a public health emergency of international concern and on March 11, 2020 declared a worldwide pandemic. On February 25, 2020, San Francisco declared a state of emergency in response to the global spread of COVID-19, and on March 16, 2020, Mayor Breed directed all residents to shelter in place. On March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California as a result of COVID-19 and on March 19, 2020, signed Executive Order N-33-20 mandating all persons statewide to stay at home except as needed to maintain continuity of operations of the critical infrastructure sectors. These COVID-19 events have significantly affected our economy.

In light of the resulting unprecedented level of economic uncertainty, the significant impact of COVID-19 necessitates postponing the adoption of the full annual Budget and Work Program until September, similar to the schedule that Mayor Breed has set for the City's budget. In the interim, to provide for the necessary continuation of services and payment of expenditures, it will be necessary to adopt a provisional three-month FY 2020/21 Budget until the time at which the full 12-month budget for FY 2020/21 Budget is adopted.

Pursuant to TIMMA's Fiscal Policy, TIMMA shall adopt an annual budget each year. The purpose of the Annual Budget is to provide management guidance and control over disbursement of TIMMA's revenues in accordance with the adopted work program as determined by the Board and as set forth in other policies. TIMMA's fiscal year extends from July 1 of each calendar year through June 30 of the following calendar year.

Section 2(b) of our Administrative Code and Section III.C of our Fiscal Policy contain provisions requiring the adoption of the annual budget by June 30 of the prior fiscal year. If TIMMA is unable to adopt a final budget by June 30, it must adopt a resolution to continue services and payment of expenses. To enable the approach outlined above to seek Board approval of a provisional three-month budget, the resolution includes approval of a waiver of the Administrative Code provision requiring adoption of the annual budget by June 30.

DISCUSSION

Work Program. The proposed provisional three-month FY2020/21 TIMMA Work Program detailed in Attachment 1 includes core activities in several major streams of work: Governance and Administration, Toll Policy Adoption and Transit Service Delivery, Outreach and Communications, and Toll System Delivery.

The Governance and Administration work stream includes program-wide management activities such as maintaining the project master schedule, Board support, and advancing the funding plan and grant applications. We will continue pressing for state Affordable Housing/Sustainable Communities grant funds and Regional Measure 3 funding for accelerated low-emission ferries. Based on Toll Policy Adoption and Transit Service Delivery recommendations, we will also prepare a funding strategy to fill different levels of program expenditures and resulting funding gaps. We also plan to recruit a TIMMA Program Manager



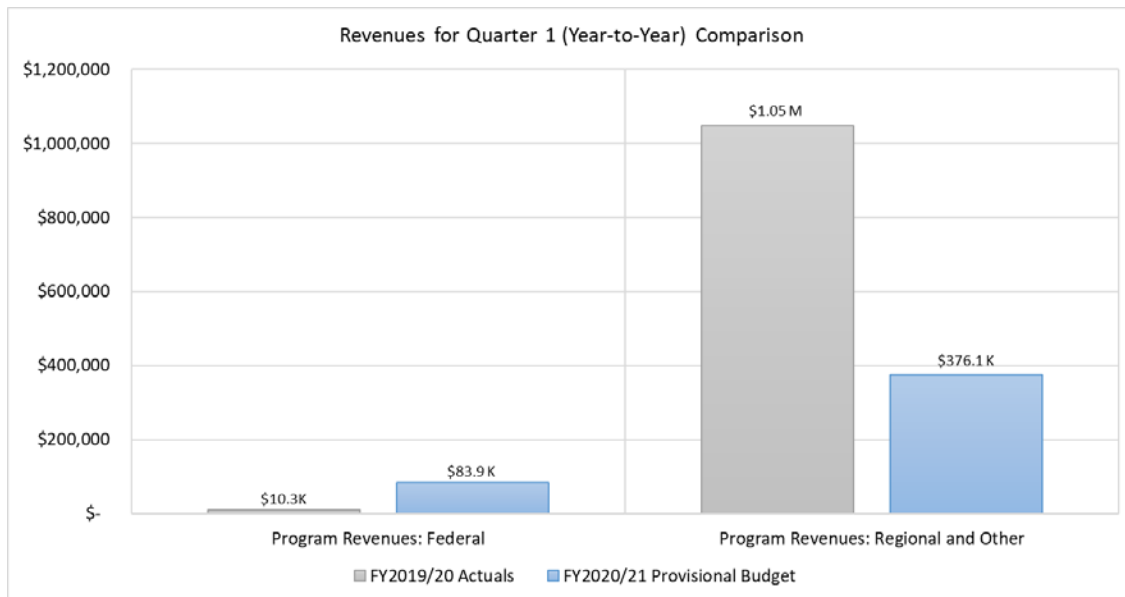
during this period in anticipation of increased program development activities based on overall project schedules.

The Toll Policy Adoption and Transit Service Delivery work stream will continue to refine demand and financial projections reflecting the latest development schedule updates, transit service and affordability program changes, and toll policy, funding and subsidy scenarios with a view to bringing alternative Program Design and recommendations to the Board and community for consideration and approval by Fall 2020. Prior to Board consideration, the FY 2020/21 work program will include Outreach and Communications work to undertake public involvement and outreach activities this Fall/Winter 2020/21 in support of toll policy and affordability program development and recommendations. We plan to coordinate outreach activities with the San Francisco County Transportation Authority's Downtown Congestion Pricing Study, which is proceeding in parallel, with recommendations anticipated for Board consideration also in Fall/Winter 2020/21. The Treasure Island outreach will focus on merchant outreach and affordability program design, as well as working with key stakeholder groups to seek input on all other aspects of program design.

To support implementation plans, we anticipate developing some agency and/or vendor agreements in FY 2020/21, including Memoranda of Agreements and Understandings such as for water transit services. The proposed FY 2020/21 Annual Budget and Work Program also includes developing a Concept of Operations for the AV Shuttle Pilot, funded by a federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant award. The Toll System Delivery work stream includes developing National Environmental Policy Act environmental documentation and final civil engineering designs. The workstream also includes concept development of bicycle/pedestrian plans for Yerba Buena Island, including a connection to the planned ferry terminal on Treasure Island. As discussed in the FY 2019/20 budget amendment, the toll system design integration work should await toll policy and affordability program adoption, anticipated for Fall 2020. Due to the change in policy adoption timeframe, toll system integration services, and the associated contributions from federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant funds and other program revenues, are deferred from FY 2019/20 to FY 2020/21.



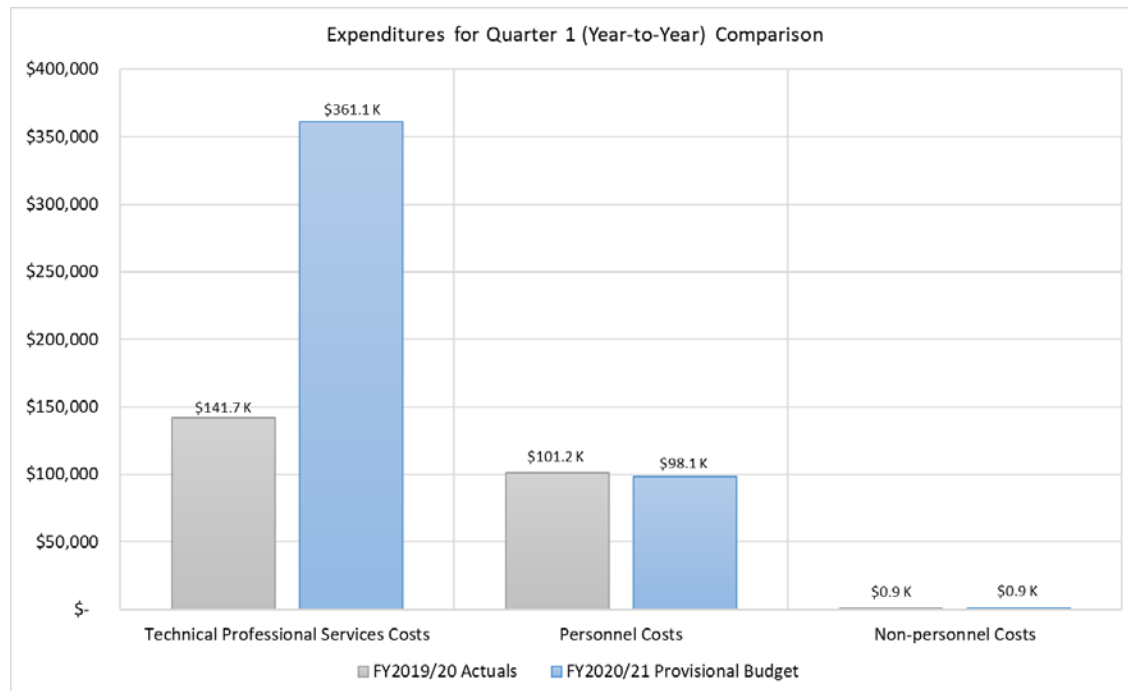
Revenues. The following chart shows a comparison of revenues for the proposed provisional three-month FY 2020/21 budget with first quarter actual revenues collected in FY 2019/20.



TIMMA's total revenues are projected to be \$460,122; with \$83,981 obligated from federal ATCMTD grant and \$376,141 obligated from the Treasure Island Development Authority (TIDA). Regional and other funds from TIDA will be used to fulfill the 50% local match requirement to the federal ATCMTD grant. Total revenues for the first three months of FY 2020/21 (July - September) are projected to decrease by \$597,600, or 56.5%, as compared to the same period last year. The abnormal spike in program revenues received during the first quarter of FY 2019/20 was primarily due to the timing of grant invoices submitted to funding agencies for work performed in FY 2018/19, but collected and recognized in FY 2019/20.



Expenditures. The following chart shows a comparison of expenditures for the proposed provisional three-month FY 2020/21 budget with first quarter actual expenditures in FY 2019/20.



Total expenditures are projected to be \$460,122, with \$361,123 budgeted for technical professional services, \$98,138 for personnel costs, and \$861 for non-personnel costs. Technical professional services primarily encompass environmental and civil design services, planning and communications services. Included are technical services contracts already awarded: for the AV Shuttle System Engineering Manager; project management support and strategic advisory services; on-call strategic communications; and outreach services. Additional technical professional services include on-call modeling services, which is the subject of a separate action item on the June 16 Committee agenda. Total expenditures for the first three months of FY 2020/21 are projected to increase by \$216,314, or 88.7%, as compared to the same period last year. During the first three months of FY 2020/21, we anticipate technical professional consultant services in preparation for toll policy and affordability program adoption, anticipated in Fall 2020.

Other financing sources/uses represents inter-fund transfers among the Transportation Authority's Sales Tax Program and TIMMA. We do not anticipate any during the first three months of FY 2020/21.

Next Steps. The full 12-month proposed FY 2020/21 Annual Budget and Work Program will be presented to the TIMMA Committee and Board for action in September. A public hearing



will precede consideration of the FY 2020/21 Annual Budget and Work Program at the first September Board meeting.

FINANCIAL IMPACT

As described above.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed Provisional 3-Month FY 2020/21 Work Program
- Attachment 2 - Proposed Provisional 3-Month FY 2020/21 Budget



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 20-XX

RESOLUTION EXERCISING CONTRACT OPTION FOR ON-CALL MODELING SERVICES TO WSP USA, INC. AND RESOURCE SYSTEMS GROUP, INC., IN AN AMOUNT NOT TO EXCEED \$100,000, FOR A COMBINED TOTAL CONTRACT AMOUNT NOT TO EXCEED \$300,000, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, The Treasure Island Mobility Management Agency (TIMMA) relies on on-call consultants for support with various services related to travel modeling and analysis; and

WHEREAS, On-call modeling services include model development, model maintenance, model application, data collection, and other related activities, and are intended to augment and complement the TIMMA's internal resources by providing specialized expertise, serving as an on-call supplement to staff, handling tasks during peak workloads, and taking on tasks requiring quicker response times than existing staff resources alone would permit; and

WHEREAS, TIMMA is currently contracted with two firms on an on-call, task order basis for modeling services; and

WHEREAS, On December 17, 2017, through Resolution 18-01, TIMMA awarded three-year professional services contracts, with an option to extend for two additional one-year periods, to WSP USA, Inc. and Resource Systems Group, Inc., for on-call modeling services for a combined amount not to exceed \$200,000; and

WHEREAS, The proposed action will add contract capacity and exercise the first of two options of the initial contract; and

During Fiscal Year (FY) 2020/21, consultant teams will continue to assist as TIMMA toll policy advances and is adopted; and

WHEREAS, The proposed contract option will be funded by local agency contributions from the Treasure Island Development Authority; and



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 20-XX

WHEREAS, The proposed provisional three-month FY 2020/21 budget includes sufficient funds to accommodate activities in the upcoming quarter; and

WHEREAS, Sufficient funds will be included in TIMMA's full 12-month FY 2020/21 Budget to cover the cost of these contracts; and

WHEREAS, At its July 16, 2020 meeting, the TIMMA Committee considered the subject request and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That TIMMA exercises its contract option for on-call modeling services to WSP USA, Inc. and Resource Systems Group, Inc. in an amount not to exceed \$100,000, for a combined total contract amount not to exceed \$300,000; and be it further

RESOLVED, That TIMMA further authorizes the Executive Director to modify contract payment terms and non-material terms and conditions; and be it further

RESOLVED, That for the purposes of this resolution, "non-material" shall mean contract terms and conditions other than provisions related to the overall contract amount, terms of payment, and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of TIMMA to the contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachment:

1. On-call Modeling Task Orders

**Attachment 1:
On-call Modeling Task Orders**

Prime Consultant	Task Order Description	Subconsultants	Amount
WSP USA, Inc.	Treasure Island Financial Plan Support		\$188,006
		Transportation Analytics (DBE)	\$10,922
Total Task Orders Awarded to Date			\$198,928



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 8

DATE: June 8, 2020

TO: Treasure Island Mobility Management Agency Committee

FROM: Rachel Hiatt- Assistant Deputy Director for Planning

SUBJECT: 6/16/20 Committee Meeting: Exercise Contract Option for On-call Modeling Services to WSP USA, Inc. and Resource Systems Group, Inc., in an Amount Not to Exceed \$100,000, for a Combined Total Contract Amount Not to Exceed \$300,000

RECOMMENDATION ☐ Information ☒ Action

- Exercise contract option for on-call modeling services to WSP USA, Inc. and Resource Systems Group, Inc. in an amount not to exceed \$100,000, for a combined total contract amount not to exceed \$300,000
- Authorize the Executive Director to modify contract payment terms and non-material terms and conditions

SUMMARY

We seek to exercise the first contract option with the two on-call modeling services TIMMA is currently contracted with on an on-call, task order basis. The contract amount proposed is an annual limitation, as the professional support services are provided through contracts where costs are incurred only when the specific services are used. Consistent with the Procurement Policy of the Treasure Island Mobility Management Authority (TIMMA), contracts, including all options therein, are generally limited to a maximum period of five years, after which they are re-bid.

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☒ Contract/Agreement
- ☐ Other: _____

BACKGROUND

TIMMA relies on on-call consultants for support with various services related to travel modeling and analysis. On-call modeling services include model development, model maintenance, model application, data collection, and other related activities. On-call modeling services are intended to augment and complement the TIMMA's internal resources by providing specialized expertise, serving as an on-call supplement to staff, handling tasks during peak workloads, and taking on tasks requiring quicker response times than existing staff resources alone would permit.



DISCUSSION

Contract Structure. TIMMA is currently contracted with two firms on an on-call, task order basis for modeling services. On December 17, 2017, through Resolution 18-01, TIMMA awarded three-year professional services contracts, with an option to extend for two additional one-year periods, to WSP USA, Inc. and Resource Systems Group, Inc., for on-call modeling services for a combined amount not to exceed \$200,000.

Existing and Projected Need. The subject contracts have served TIMMA well over the past two and a half years and have reached the end of their initial contract term prior to options. During the initial contract period, consultant teams have supported TIMMA in forecasting Treasure Island travel demand, updating annualized program costs and revenues through 2050, performing demand and financial sensitivity assessments, and documenting the scenario inputs and forecasting methodologies. During Fiscal Year (FY) 2020/21, the consultant teams will continue to assist as TIMMA toll policy advances and is adopted. The proposed action will add contract capacity and exercise the first of two options of the initial contract. While both the Transportation Authority and TIMMA have the same bench for on-call modeling work, to date TIMMA has issued task orders primarily to WSP USA, Inc. under this contract and the Transportation Authority has issued task orders primarily to Resource Systems Group, Inc. under its on-call modeling contract.

Attachment 1 provides a summary of the task orders assigned to the prime consultant firms and subconsultants. For this contract, we have established a Disadvantaged Business Enterprise (DBE) goal of 5%. The WSP USA, Inc. team is on track to achieve the DBE goal for this contract, through its subconsultant Transportation Analytics, a women-owned firm.

FINANCIAL IMPACT

The proposed contract option will be funded by local agency contributions from the Treasure Island Development Authority. The proposed provisional three-month FY 2020/21 budget, the subject of a separate agenda item at the June 16 Committee meeting, includes sufficient funds to accommodate activities in the upcoming quarter. Sufficient funds will be included in TIMMA's full 12-month FY 2020/21 Budget to cover the cost of these contracts.

SUPPLEMENTAL MATERIALS

- Attachment 1 - On-call Modeling Task Orders