



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 3

DATE: September 8, 2020

TO: Treasure Island Mobility Management Agency Committee

FROM: Eric Cordoba - Deputy Director for Capital Projects

SUBJECT: 09/15/20 Committee Meeting: Recommend Adoption of the Proposed Fiscal Year 2020/21 Annual Budget and Work Program

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Recommend adoption of the proposed Fiscal Year (FY) 2020/21 Annual Budget and Work Program</p> <p>SUMMARY</p> <p>The proposed FY 2020/21 Annual Budget includes projections of revenues, operating and administrative costs, and professional services costs, as well as a description of the Treasure Island Mobility Management Agency's (TIMMA's) proposed Work Program for the coming fiscal year. Total revenues are projected to be \$2.5 million from various funding sources, total expenditures are projected to be \$2.5 million from technical professional services, personnel and non-personnel costs, and other financing sources (uses) are projected to be \$7,435.</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 checked="" type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

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.

On January 30, the World Health Organization declared the outbreak of the COVID-19 to be a public health emergency of international concern and on March 11, declared a worldwide pandemic of the COVID-19 disease. On February 25, San Francisco declared a state of emergency in response to the global spread of COVID-19 and on March 16, Mayor London Breed directed all residents to shelter in place. On March 4, Governor Gavin Newsom declared a state of emergency later 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.

In light of the resulting unprecedented level of economic uncertainty, the significant impact of COVID-19 necessitated 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, the Board approved a waiver at its June 23 meeting of the Administrative Code provision requiring adoption of the annual budget by June 30 and adopted a provisional three-month FY 2020/21 budget and work program until the time at which the full 12-month budget and work program for FY 2020/21 is adopted.

DISCUSSION

The TIMMA work program includes several major streams of work: Project Management, Outreach and Communications, Program Design and Delivery, and Toll System Delivery.

The Program Management work stream includes program-wide management activities such as maintaining the project master schedule, providing Board support, and managing funding and grants. This work stream also provides for meetings of the TIMMA Committee and Board. The Project Management work stream also includes activities to advocate for funding opportunities and prepare grant funding applications.

The Outreach and Communications work stream includes public involvement and outreach activities in support of planning and engineering recommendations. In parallel with Outreach and Communications, the Program Design and Delivery 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 components such as transit service levels, the Transit Pass Program, Transportation Affordability Program policies, and Vehicle Toll policy.

The proposed FY 2020/21 Annual Budget and Work Program also includes the Toll System Delivery work stream, which includes developing National Environmental Protection Act environmental documentation, civil engineering designs, and incremental support for construction of the tolling system.

Program Revenues. TIMMA's total revenues are projected to be \$2.5 million, with \$989,626 obligated from federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant and \$1.5 million 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.

Expenditures. Total expenditures are projected to be \$2.5 million, with \$1.9 million for technical professional services costs, \$512,213 budgeted for personnel costs, and \$56,200 for non-personnel 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; strategic advising/project management support; on-call strategic communications; legal services; and outreach services.

Other Financing Sources (Uses). The Other Financing Sources (Uses) section includes inter-agency transfers of \$7,435 between the Transportation Authority and TIMMA, which represents appropriations of Proposition K Sales Tax to TIMMA.

FINANCIAL IMPACT

As described above.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed Work Program
- Attachment 2 - Proposed Budget - Line Item Detail
- Attachment 3 - Proposed Budget - Comparison of Revenues and Expenditures
- Attachment 4 - Line Item Description

Attachment 1

Proposed Fiscal Year 2020/2021 TIMMA Work Program

The Treasure Island Mobility Management Agency's (TIMMA's) proposed Fiscal Year (FY) 2020/21 Work Program includes activities in several work streams as requested by the Treasure Island Development Authority and overseen by the Executive Director:

- Project Management;
- Outreach and Communications;
- Program Design and Delivery; and
- Toll System Delivery.

The Executive Director is responsible for the efficient and effective management of staff and other resources. These staff are lent from the San Francisco County Transportation Authority (Transportation Authority) to TIMMA as appropriate and are subject to reimbursement by TIMMA for salary and related benefits and other costs allocable to services performed for TIMMA by the Transportation Authority staff in accordance to TIMMA's Administrative Code (Ordinance 17-01). Further, the Executive Director is responsible for regular and effective communications with the Board, the Treasure Island Development Authority (TIDA), San Francisco's elected representatives at the state and federal levels and the public, as well as for coordination and partnering with other city, regional, state and federal agencies.

PROJECT MANAGEMENT

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 quarterly Committee and Board meetings during the fiscal year.
- **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. We are pursuing an amendment to the federal ATCMTD grant agreement that would increase TIMMA's share of funding and extend the schedule to match new construction schedules. This task includes activities to advocate for funding opportunities and prepare grant funding applications; we will advocate for state and regional funds for clean ferries and other program expenditures, including grants from Bay Area Air Quality Management District (BAAQMD), Metropolitan Transportation Commission (MTC), Senate Bill 1 (SB1), state Affordable Housing/Sustainable Communities grants, CARB/Cap and Trade and other funds to help realize these plans.
- **Contract Support:** This work includes managing contracts and developing associated Memoranda of Agreements and Understandings such as for water ferry planning and future deployment of services.
- **Policies:** Maintain and update Administrative Code, Rules of Order, Fiscal, Procurement, Travel, and other policies, as needed.

Attachment 1

Proposed Fiscal Year 2020/2021 TIMMA Work Program

OUTREACH AND COMMUNICATIONS

The Communications and Planning work stream includes public involvement and outreach activities in support of planning and engineering recommendations. During FY 2020/21, key communications activities are expected to include the following:

- **Outreach:** Execute the annual TIMMA pricing and mobility program outreach and involvement strategy with the public, the Board, various stakeholder groups and other government agencies, with at least one round of outreach anticipated prior to toll policy and affordability program adoption in Fall 2020 and Spring 2021. 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 (TIOC), merchants, etc).
- **Downtown Congestion Pricing Study Engagement:** Support community engagement with the TI/YBI community on the Downtown Congestion Pricing Study. Includes a range of approaches and culturally appropriate methods for involving the Islands' diverse communities.

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

During the fiscal year, proposed activities include:

- **Demand Projections and Program Financial Analysis:** Identify alternative program and funding scenarios for the Board to consider. 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:** Complete ferry service planning study in coordination with WETA and Port of San Francisco, and execute an agency Memorandum of Understanding with ferry partners for joint development of funding and investment plans for water transit services.
- **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. Following adoption of toll policies, the Travel Demand Management (TDM) work this year will include developing a framework for performance measurement and management.
- **Toll Policy Recommendations:** Complete analysis and recommendation of toll policies, including hours of operation, toll level, and discounts or exemptions 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 Winter 2020/21.

Attachment 1

Proposed Fiscal Year 2020/2021 TIMMA Work Program

- **Transit Pass Implementation:** During the 3-Month Provisional period, we worked 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 the remainder of the fiscal year, 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.
- **Parking Management Program Implementation:** As needed to support the infrastructure construction schedule, support the San Francisco Municipal Transportation Agency (SFMTA) preparing for the delivery of their Parking Management Plan, and initiate agreements with SFMTA as needed.
- **Autonomous Vehicle (AV) Shuttle Pilot:** With the support of a federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program grant, continue project development with SFMTA and secure Federal approvals for system engineering plans; develop industry outreach and procurement strategy for the piloting of an AV Shuttle to better understand technology trends and impacts; and coordinate with regulatory agencies to secure needed permits for AV pilot testing and deployment.
- **Bicycle/Pedestrian Planning:** With support from Prop K sales tax funds, and in close coordination with WETA, Caltrans, SFMTA and BATA, further develop bicycle and pedestrian plans for Yerba Buena Island, including a connection to the planned ferry terminal on Treasure Island.

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 FY 2020/21 include the following:

- **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 Engineering Design:** Prepare tolling infrastructure and civil engineering design plans at multiple locations on Yerba Buena Island (YBI) and Treasure Island, in coordination with YBI Ramps, Southgate Road, Macalla Road, Treasure Island Road, and YBI Westside Bridges design and construction activities.
- **Toll System Integration:** With the support of a federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program grant, and local match prepare business plans and draft/final procurement documents Request for Proposal (RFP) for Toll System Integration vendor contract.
- **Construction:** With the support of a federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program grant and local match, start underground tolling infrastructure installation as part of the Southgate Road Realignment.

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



	Proposed Budget Fiscal Year 2020/21	Increase/ (Decrease)	Budget Amendment Fiscal Year 2019/20
Program Revenues:			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 989,626	\$ 500,061	\$ 489,565
<u>Regional and Other</u>			
Treasure Island Development Authority	1,500,000	(692,689)	2,192,689
Total Program Revenues	2,489,626	(192,628)	2,682,254
Expenditures:			
Technical Professional Services Costs	1,928,648	484,156	1,444,492
Administrative Operating Costs			
Personnel			
Salaries	349,204	23,498	325,706
Fringe Benefits	163,009	10,973	152,036
Non-personnel			
Administrative Operations	50,000	19,400	30,600
Commissioner-Related Expenses	6,200	600	5,600
Total Expenditures	2,497,061	538,627	1,958,434
Other Financing Sources (Uses):			
Transfer in from Transportation Authority	7,435	7,435	-
Transfer out to Transportation Authority	-	723,820	(723,820)
Total Other Financing Sources (Uses):	7,435	731,255	(723,820)
Net Change in Fund Balance	\$ -	\$ -	\$ -

Treasure Island Mobility Management Agency
Attachment 3
Proposed Fiscal Year 2020/21 Budget
Comparison of Revenues and Expenditures

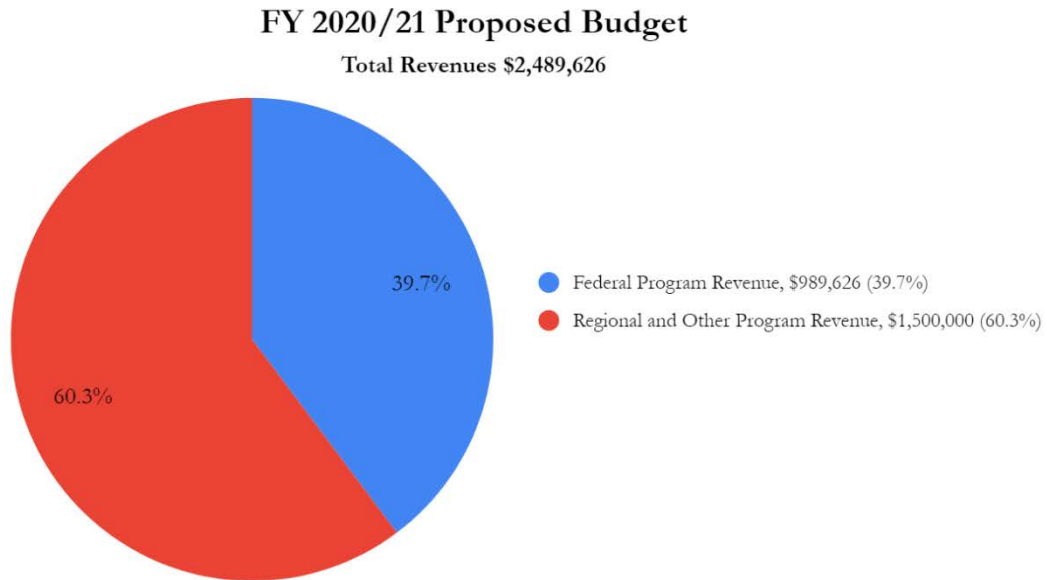


Line Item	Fiscal Year 2018/19 Actual	Fiscal Year 2019/20 Budget Amendment	Fiscal Year 2020/21 Proposed Budget	Variance from Fiscal Year 2019/20 Budget Amendment	% Variance
Program Revenues					
Federal	\$ -	\$ 489,565	\$ 989,626	\$ 500,061	102.1%
Regional and Other	857,460	2,192,689	1,500,000	(692,689)	-31.6%
Total Revenues	857,460	2,682,254	2,489,626	(192,628)	-7.2%
Expenditures					
Technical Professional Services Costs	735,536	1,444,492	1,928,648	484,156	33.5%
Administrative Operating Costs					
Personnel	523,973	477,742	512,213	34,471	7.2%
Non-Personnel	34,769	36,200	56,200	20,000	55.2%
Total Expenditures	1,294,278	1,958,434	2,497,061	538,627	27.5%
Other Financing Sources (Uses):					
Transfer in from Transportation Authority	436,818	-	7,435	7,435	N/A
Transfer out to Transportation Authority	-	(723,820)	-	723,820	-100.0%
Total Other Financing Sources (Uses)	436,818	(723,820)	7,435	731,255	-101.0%
Net change in Fund Balance	\$ -	\$ -	\$ -	\$ -	

Attachment 4
Line Item Description

TOTAL PROJECTED REVENUES.....\$2,489,626

The following chart shows the composition of revenues for the proposed Fiscal Year (FY) 2020/21 budget.



Federal Program Revenues: \$989,626

The Treasure Island Mobility Management Agency (TIMMA), in partnership with the San Francisco Municipal Transportation Agency, has secured an initial \$3.7 million in federal funding from the Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program for the implementation of a congestion pricing project on Treasure Island. An additional \$1.6 million, for a grand total of \$5.3 million, is anticipated from this source through FY 2021/22. The project will design and construct a connected toll system to serve as the backbone for a congestion pricing program for Yerba Buena Island/Treasure Island. The civil elements will include design and construction of the civil infrastructure (conduit installation, foundations) needed to install the toll system elements including poles, mast arms, readers, cameras, and detection equipment. The toll system infrastructure will require tolling gantries at five locations on Yerba Buena Island/Treasure Island. The toll system will use electronic toll collection. The project tasks include development of the Scope of Work and procurement activities for Toll System Integration services (toll system final design). The Toll System Integrator will prepare detailed toll system requirements, draft and final system design; conduct testing; and install the toll system equipment.

Attachment 4
Line Item Description

Federal Program Revenues are budgeted to increase by \$500,061, or 102.1% from the FY 2019/20 Amended Budget, due to the addition of reimbursement for Project Management and Toll Policy Adoption, and increased efforts on the AV Shuttle pilot project, tolling environmental documentation, and final civil engineering design. We expect to finalize the Request for Proposals for the Toll System Integrator in FY 2020/21. These activities will be funded by federal grant funds and matched by local funds from the Treasure Island Development Authority (TIDA) and San Francisco County Transportation Authority (Transportation Authority) Prop K sales tax funds, appropriated through Transportation Authority Board Resolutions 15-13 and 16-52.

Regional and Other Program Revenues:..... \$1,500,000

The FY 2020/21 budget for TIMMA includes regional funds from TIDA. In addition to providing matching funds to the ATCMTD grant, regional and other funds provide support for administrative, operating, planning and engineering functions including: developing agency policies and partnership agreements; project management; planning; engineering, including systems engineering, civil engineering, and environmental analyses; and direct costs. The budget includes ongoing staffing and professional/technical service contracts required to conduct pre-implementation engineering, planning, and administration.

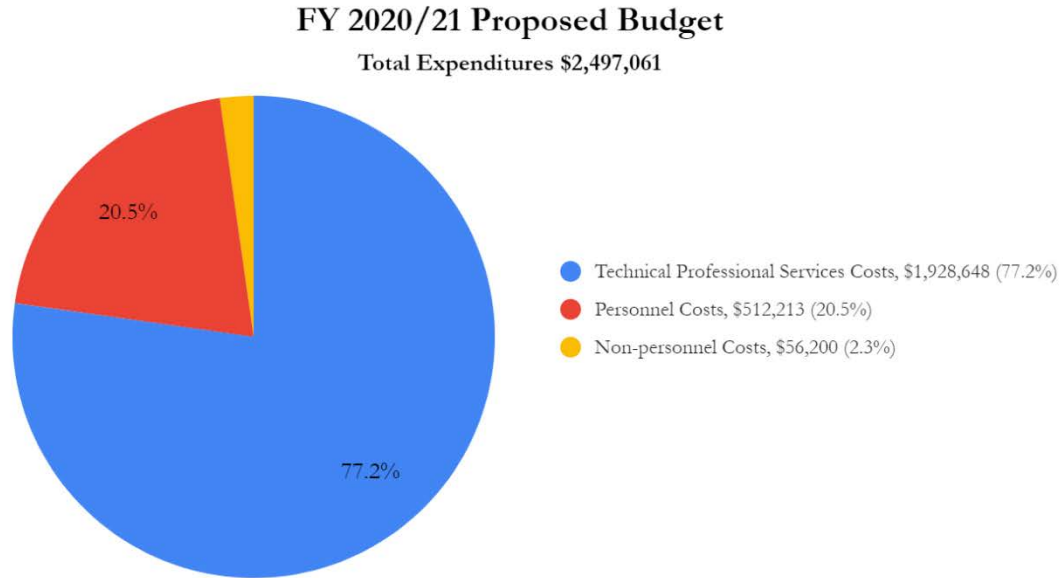
Regional and Other Program Revenues are budgeted to decrease by \$692,689, or 31.6%, from the FY 2019/20 Amended Budget. This decrease is primarily due to ability to reimburse Project Management and Toll Policy Adoption activities by the federal ATCMTD grant with 50% local match thus reducing the need for TIDA and Prop K funds.

Attachment 4
Line Item Description

TOTAL PROJECTED EXPENDITURES..... \$2,497,061

TIMMA's Total Expenditures projected for the budget year are comprised of Technical Professional Services Costs of \$1.9 million and Administrative Operating Costs of \$568,413.

The following chart shows the composition of expenditures for the proposed FY 2020/21 budget.



TECHNICAL PROFESSIONAL SERVICES COSTS.....\$1,928,648

This line item includes technical consulting services which are needed to fulfill the responsibilities as TIMMA, per state and local law. Technical consulting services include planning, engineering, design, communications, environmental, and toll system final design services. Included are technical services contracts already awarded: for the Treasure Island Conceptual System Design; on-call demand model development and application; on-call transportation planning; strategic advising/project management support; on-call strategic communications; legal services; and outreach services.

Technical professional services in the FY 2020/21 are budgeted to increase by \$484,156, or 33.5% from the FY 2019/20 Amended Budget, which is due to several factors: new toll system civil engineering design activity; higher level of effort to advance the AV Shuttle pilot; and implementation readiness efforts in support of the transit pass, parking management, and affordability programs.

ADMINISTRATIVE OPERATING COSTS..... \$568,413

Operating expenditures include personnel costs, administrative costs and Commissioner-related expenses.

Personnel:..... \$512,213

Attachment 4
Line Item Description

As stated in TIMMA's 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 all six divisions of the Transportation Authority, including employees from the Capital Projects, Planning, Executive, Policy and Programming, and Technology, Data, and Analysis divisions to support the TIMMA FY 2020/21 work program. Personnel costs are budgeted to increase by \$34,471 compared to the FY 2019/20 Amended Budget. Associated overhead costs are also included in this line item, which allocate the Transportation Authority's indirect costs and operating expenditures proportionally to TIMMA.

Non-Personnel: \$56,200

This line item includes legal services and Commissioner meeting fees. Non-personnel costs in FY 2020/21 are budgeted to increase by \$20,000, or 55.2% from the FY 2019/20 Amended Budget, which is due to an increase in anticipated legal costs.

OTHER FINANCING SOURCES (USES).....\$7,435

Other Financing Sources (Uses) section of the Line Item Detail for the FY 2020/21 budget includes inter-agency transfers of \$7,435 between the Transportation Authority and TIMMA, which represents appropriations of Proposition K Sales Tax to TIMMA. Other Financing Sources (Uses) will decrease by \$723,820. This is due to the timing of grant invoices submitted to funding agencies there were collected after June 30, 2019 that occurred in FY 2018/19.