



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

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# Memorandum

## AGENDA ITEM 5

**DATE:** June 11, 2021  
**TO:** Treasure Island Mobility Management Agency Committee  
**FROM:** Cynthia Fong - Deputy Director for Finance and Administration  
**SUBJECT:** 06/15/21 Committee Meeting: Recommend Adoption of the Proposed Fiscal Year 2021/22 Annual Budget and Work Program

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Recommend adoption of the proposed Fiscal Year (FY) 2021/22 Annual Budget and Work Program</p> <p><b>SUMMARY</b></p> <p>The proposed FY 2021/22 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 \$2.7 million from various funding sources; total expenditures are projected to be \$2.9 million from technical professional services, personnel and non-personnel costs; and other financing sources are projected to be \$199,452.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input checked="" type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Other: _____</li> </ul>
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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.

## 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 program implementation.

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 and operating arrangements, implementing the Transit Pass Program, and adopting Transportation Affordability Program policies and remaining toll policy issues, including discount policy for future low-income travelers; toll rates; and toll hours of operations. These components will be documented in a revised version of the Treasure Island Transportation Implementation Plan (TITIP).

The proposed FY 2021/22 Annual Budget and Work Program also includes the Toll System Delivery work stream, which includes finalization of civil engineering designs, start of toll system integration design, network communication installation, and initial construction of the toll system infrastructure.

**Program Revenues.** TIMMA's total revenues are projected to be \$2.7 million, with \$1.1 million obligated from federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant, \$50,000 obligated from the Ferry Boat Discretionary Funds, 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 \$2.9 million, with \$1.8 million for technical professional services costs, \$1.0 million 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; and outreach services. Non-personnel costs include legal services and Commissioner meeting fees.

**Other Financing Sources (Uses).** The Other Financing Sources (Uses) section includes inter-agency transfers of \$199,452 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 2021/22 TIMMA Work Program

The Treasure Island Mobility Management Agency's (TIMMA's) proposed Fiscal Year (FY) 2021/22 Work Program includes activities in several work streams as requested by the Treasure Island Development Authority (TIDA) 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 with TIMMA's Administrative Code (Ordinance 17-02). Further, the Executive Director is responsible for regular and effective communications with the Board, 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 Advanced Transportation and Congestion Management Technologies Deployment (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, Metropolitan Transportation Commission, Senate Bill 1, 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 tolling and transit services.
- **Policies:** Develop and update Administrative Code, Rules of Order, Fiscal, Procurement, Travel, and other policies, as needed.

## Attachment 1

### Proposed Fiscal Year 2021/22 TIMMA Work Program

#### OUTREACH AND COMMUNICATIONS

The Outreach and Communications work stream includes public involvement and outreach activities in support of planning and engineering recommendations. During FY 2021/22, 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. Outreach initiated in Spring 2021 is anticipated to continue through the first quarter of FY 2021/22, leading up to toll policy and affordability program adoption in Fall 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 (One Treasure Island, Treasure Island Organizing Committee, merchants, etc).
- **Downtown Congestion Pricing Study Engagement:** Continued support for community engagement with the Treasure Island/Yerba Buena Island (TI/YBI) community on the Downtown Congestion Pricing Study in the first quarter of FY 2021/22. 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, Parking Management Plan, bike and carshare services, 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 operations 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 the Water Emergency Transportation Authority and the Port of San Francisco. Execute a funding exchange agreement with TIDA for \$3 million in federal earmark funds to support the design and construction of the ferry and bus shelter; initiate said design activities. Continue activities in cooperation with ferry partners for joint development of funding and investment plans for water transit services. Conduct a Request for Information process with the on-demand shuttle and transit industry to refine East Bay and On-Island transit service assumptions.
- **Travel Demand Management (TDM) and Affordability:** Revise recommendation for an Affordability Program for residents and workers based on outreach. The Affordability Program includes transportation credits, discounts, and supports for current and future low-income households and current businesses and workers. Following adoption of toll policies, the TDM work this year will include developing a framework for performance measurement and

## Attachment 1

### Proposed Fiscal Year 2021/22 TIMMA Work Program

management and developing the implementation approach for bikeshare and carshare services on-Island.

- **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 toll policy adoption in Fall 2021.
- **Transit Pass Implementation:** In FY 2020/21, the Board adopted the conceptual design for the Treasure Island Transit Pass, which is mandatory for market-rate residents. During FY 2021/22, we will continue 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:** Finalize the Parking Management Plan and bring it for adoption by the TIMMA and San Francisco Municipal Transportation Agency (SFMTA) Boards. As needed to support the infrastructure construction schedule, support the 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 ATCMTD program grant, continue project development with SFMTA; implement the procurement strategy for the piloting of an AV Shuttle to better understand technology trends and impacts; coordinate with regulatory agencies to secure needed permits for AV pilot testing and deployment; and prepare for and launch the AV Shuttle pilot.
- **Bicycle/Pedestrian Planning:** In close coordination with Caltrans, TIDA, SFMTA and Bay Area Toll Authority, further advance bicycle and pedestrian mobility plans for TI/YBI. Begin environmental clearance studies of a multi-use path connection between the eastern span of the San Francisco Oakland Bay Bridge (SFOBB) YBI landing area to the future Treasure Island Ferry Terminal.

### TOLL SYSTEM DELIVERY

This work stream includes finalizing civil engineering designs; start of toll system integration design; network communication installation; and initial construction of the toll system infrastructure. Key delivery activities for FY 2021/22 include the following:

- **Civil Structural Design:** Finalize tolling infrastructure and civil engineering design plans at multiple locations on TI/YBI, 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 ATCMTD program grant, and local match prepare business plans and draft/final procurement documents Request for Proposal for Toll System Integration vendor contract.
- **Infrastructure Construction:** With the support of a federal ATCMTD program grant and local match, continue underground tolling infrastructure installation as part of the Southgate Road Realignment.

## **Attachment 1**

### Proposed Fiscal Year 2021/22 TIMMA Work Program

- **Operation Plan:** Draft standard operating procedures, agreements, and contracts to support toll collection, processing, and facility maintenance activities

**Treasure Island Mobility Management Agency**  
**Attachment 2**  
**Proposed Fiscal Year 2021/22 Budget**  
**Line Item Detail**



	<b>Proposed Fiscal Year 2021/22 Budget</b>	Increase/ (Decrease)	Proposed Fiscal Year 2020/21 Budget Amendment
<b>Program Revenues:</b>			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 1,106,232	\$ 372,811	\$ 733,421
Ferry Boat Discretionary Funds - Treasure Island Ferry Terminal	50,000	50,000	-
<u>Regional and Other</u>			
Treasure Island Development Authority	1,500,000	-	1,500,000
<b>Total Program Revenues</b>	<b>2,656,232</b>	<b>422,811</b>	<b>2,233,421</b>
<b>Expenditures:</b>			
Technical Professional Services Costs	1,790,963	130,663	1,660,300
Administrative Operating Costs			
Personnel			
Salaries	687,565	326,804	360,761
Fringe Benefits	320,956	152,553	168,403
Non-personnel			
Administrative Operations	50,000	12,243	37,757
Commissioner-Related Expenses	6,200	-	6,200
<b>Total Expenditures</b>	<b>2,855,684</b>	<b>622,263</b>	<b>2,233,421</b>
<b>Other Financing Sources (Uses):</b>			
Transfer in from Transportation Authority	199,452	199,452	-
Transfer out to Transportation Authority	-	-	-
<b>Total Other Financing Sources (Uses):</b>	<b>199,452</b>	<b>199,452</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**Treasure Island Mobility Management Agency**  
**Attachment 3**  
**Proposed Fiscal Year 2021/22 Budget**  
**Comparison of Revenues and Expenditures**

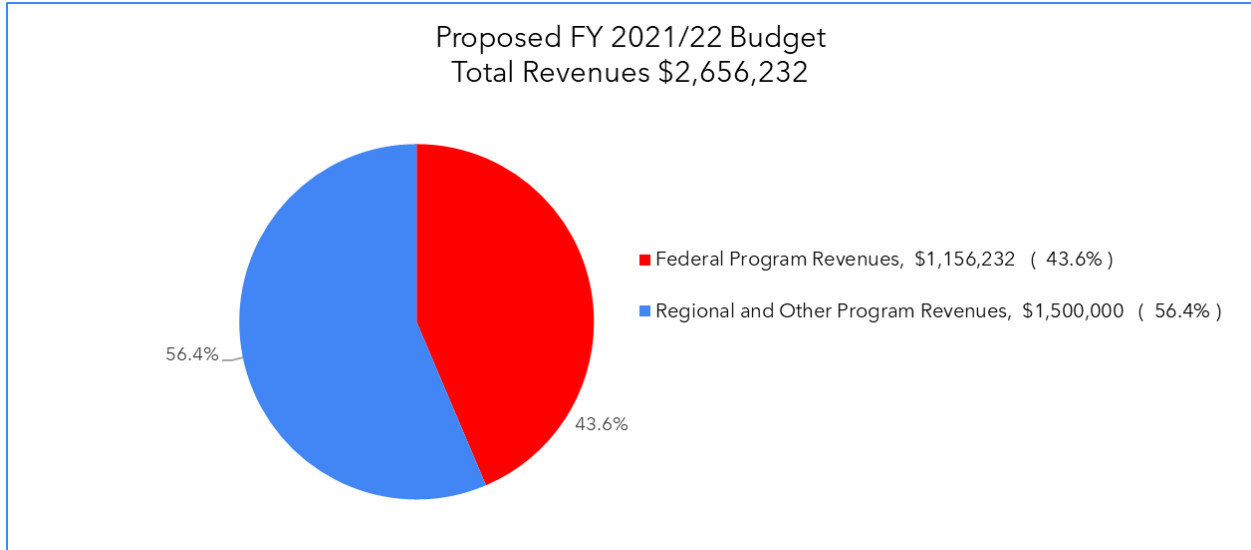


Line Item	Fiscal Year 2019/20 Actual	Proposed Fiscal Year 2020/21 Budget Amendment	Proposed Fiscal Year 2021/22 Budget	Variance from Fiscal Year 2020/21 Budget Amendment	% Variance
<b>Program Revenues</b>					
Federal	\$ 11,434	\$ 733,421	\$ 1,156,232	\$ 422,811	57.6%
Regional and Other	1,305,998	1,500,000	1,500,000	-	0.0%
<b>Total Revenues</b>	<b>1,317,432</b>	<b>2,233,421</b>	<b>2,656,232</b>	<b>422,811</b>	<b>18.9%</b>
<b>Expenditures</b>					
Technical Professional Services Costs	858,492	1,660,300	1,790,963	130,663	7.9%
Administrative Operating Costs					
Personnel	398,488	529,164	1,008,521	479,357	90.6%
Non-Personnel	28,670	43,957	56,200	12,243	27.9%
<b>Total Expenditures</b>	<b>1,285,650</b>	<b>2,233,421</b>	<b>2,855,684</b>	<b>622,263</b>	<b>27.9%</b>
<b>Other Financing Sources (Uses):</b>					
Transfer in from Transportation Authority	-	-	199,452	199,452	N/A
Transfer out to Transportation Authority	(31,782)	-	-	-	N/A
<b>Total Other Financing Sources (Uses)</b>	<b>(31,782)</b>	<b>-</b>	<b>199,452</b>	<b>199,452</b>	<b>N/A</b>
<b>Net change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Attachment 4  
Line Item Description

**TOTAL PROJECTED REVENUES.....\$2,656,232**

The following chart shows the composition of revenues for the proposed Fiscal Year (FY) 2021/22 budget.



**Federal Program Revenues: ..... \$1,156,232**

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 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.

In 2012, the Federal Highway Administration awarded \$3 million to the Treasure Island Development Authority (TIDA) in Ferry Boat Discretionary funds for the construction of the Treasure Island Ferry Terminal project. TIMMA has agreed to accept the funds as the sponsor and implementing agency, on behalf of TIDA. Over the last year, we have worked with the Metropolitan Transportation Commission to reprogram the Ferry Boat Discretionary funds from TIDA to TIMMA. On May 27, 2021, TIMMA and the California Department of Transportation (Caltrans) executed a master agreement for the receipt of

Attachment 4  
Line Item Description

federal-aid funds from Caltrans, which will enable us to obligate the Ferry Boat Discretionary funds in FY 2021/22.

Federal Program Revenues are budgeted to increase by \$422,811, or 57.6% from the FY 2020/21 Amended Budget, due to the increased efforts on the toll policy adoption, Autonomous Vehicle (AV) Shuttle pilot project, tolling environmental documentation, and final civil engineering design, as well as the addition of the Treasure Island Ferry Terminal project. We expect to finalize the Request for Proposals for the Toll System Integrator in FY 2021/22. 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 2021/22 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.

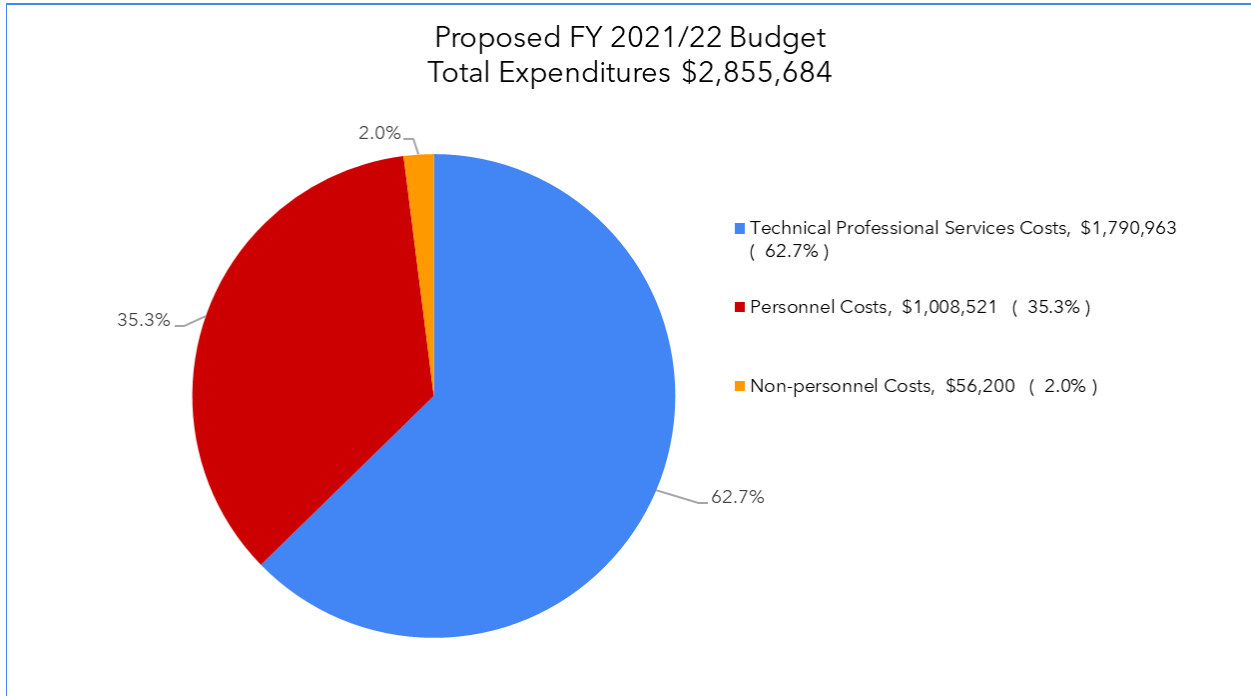
Regional and Other Program Revenues are budgeted to remain at the same level as the FY 2020/21 Amended Budget.

Attachment 4  
Line Item Description

**TOTAL PROJECTED EXPENDITURES..... \$2,855,684**

TIMMA's Total Expenditures projected for the budget year are comprised of Technical Professional Services Costs of \$1.8 million and Administrative Operating Costs of \$1.1 million.

The following chart shows the composition of expenditures for the proposed FY 2021/22 budget.



**TECHNICAL PROFESSIONAL SERVICES COSTS.....\$1,790,963**

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, and environmental 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; land outreach services.

Technical professional services in the FY 2021/22 are budgeted to increase by \$130,663, or 7.9% from the FY 2020/21 Amended Budget, which is due to several factors: new toll system civil engineering design activity; ferry infrastructure design activity; AV Shuttle pilot launch; and implementation readiness efforts in support of the transit pass, transit service deployment preparation and affordability programs.

**ADMINISTRATIVE OPERATING COSTS..... \$1,064,721**

Attachment 4  
Line Item Description

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

Personnel:..... \$1,008,521

As stated in TIMMA's Administrative Code (Ordinance 17-02), 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 2021/22 work program. Personnel costs are budgeted to increase by \$479,357 compared to the FY 2020/21 Amended Budget, which is mainly due to the addition of the Program Manager position for three-quarters of the fiscal year and increased efforts on toll system delivery, AV Shuttle pilot, and transit pass and affordability programs as mentioned above. 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 2021/22 are budgeted to increase by \$12,243, or 27.9% from the FY 2020/21 Amended Budget, which is due to an increase in anticipated legal costs.

**OTHER FINANCING SOURCES (USES).....\$199,452**

Other Financing Sources (Uses) section of the Line Item Detail for the FY 2021/22 budget includes inter-agency transfers of \$199,452 between the Transportation Authority and TIMMA, which represents appropriations of Proposition K Sales Tax to TIMMA. Other Financing Sources (Uses) will increase by \$199,452.