

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

RESOLUTION ADOPTING THE PROPOSED FISCAL YEAR 2021/22 BUDGET AND WORK PROGRAM

WHEREAS, Pursuant to the Treasure Island Mobility Management Agency's (TIMMA's) Fiscal Policy (Resolution 21-01), TIMMA shall adopt an annual budget by June 30 of each year; and

WHEREAS, 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 TIMMA Board and as set forth in other policies; and

WHEREAS, The proposed FY 2021/22 Work Program includes activities in four major streams of work: Project Management; Outreach and Communications; Program Design and Delivery; and Toll System Delivery; and

WHEREAS, The Program Management work stream includes program-wide management activities such as maintaining the project master schedule, providing Board support, managing funding and grants, providing for meetings of the TIMMA Committee and Board, advocating for funding opportunities, and preparing grant funding applications; and

WHEREAS, The Outreach and Communications work stream includes public involvement and outreach activities in support of program implementation; and

WHEREAS, In parallel with the Outreach and Communications work stream, 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; and

WHEREAS, The Toll System Delivery work stream includes finalizing civil engineering designs, start of toll system integration design, network communication installation, and initial construction of the toll system infrastructure; and

WHEREAS, Attachment 1 contains a description of TIMMA's proposed Work Program



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

for FY 2021/22; and

WHEREAS, Attachment 2 displays the proposed budget in a format described in TIMMA's Fiscal Policy; and

WHEREAS, 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 (uses) are projected to include inter-agency transfers of \$199,452 between the San Francisco County Transportation Authority (Transportation Authority) and TIMMA, which represents appropriations of Proposition K Sales Tax to TIMMA; and

WHEREAS, The TIMMA program revenue for FY 2021/22 covers the full cost of all Transportation Authority activities in support of TIMMA; and

WHEREAS, At its June 15, 2021 meeting, the TIMMA Committee was briefed on the proposed FY 2021/22 Budget and Work Program and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That TIMMA hereby adopts the proposed FY 2021/22 Budget and Work Program.

Attachments:

Attachment 1 - Proposed Work Program for FY 2021/22 Attachment 2 - Proposed Budget for FY 2021/22

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 withTIMMA'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.

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

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.

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



	Proposed Fiscal Year 2021/22 Budget		Increase/ (Decrease)		Proposed Fiscal Year 2020/21 Budget Amendment	
Program Revenues:						
<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	Þ	50,000	 50,000	Þ	/33,421	
Regional and Other		50,000	50,000		-	
Treasure Island Development Authority		1,500,000	-		1,500,000	
Total Program Revenues		2,656,232	422,811		2,233,421	
Expenditures:						
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	
Total Expenditures		2,855,684	622,263		2,233,421	
Other Financing Sources (Uses):						
Transfer in from Transportation Authority		199,452	199,452		-	
Transfer out to Transportation Authority		-	-		-	
Total Other Financing Sources (Uses):		199,452	199,452		-	
Net Change in Fund Balance	\$	-	\$ -	\$	-	



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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

415-522-4800

Memorandum

AGENDA ITEM 6

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

RECOMMENDATION	□ Information	☑ Action	□ Fund Allocation	
Recommend adoption of the p	□ Fund Programming			
2021/22 Annual Budget and W	□ Policy/Legislation			
SUMMARY	🗆 Plan/Study			
The proposed FY 2021/22 Anr projections of revenues, opera	Capital Project Oversight/Delivery			
and professional services costs	⊠ Budget/Finance			
Treasure Island Mobility Manag proposed Work Program for th	□ Contract/Agreement			
revenues are projected to be \$	□ Other:			
funding sources; total expendi million from technical profession				
non-personnel costs; and othe				
projected to be \$199,452.				
			1]	

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 interagency 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

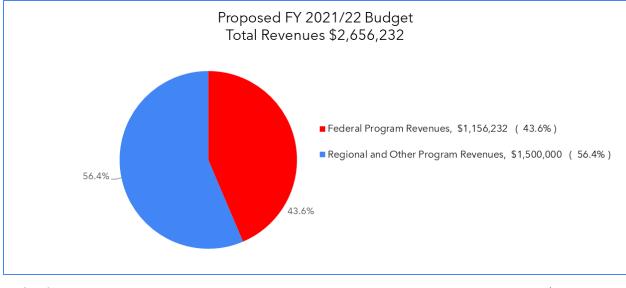
Treasure Island Mobility Management Agency Attachment 3 Proposed Fiscal Year 2021/22 Budget Comparison of Revenues and Expenditures



	Proposed Fiscal				Variance from				
		Fiscal Year		Year 2020/21		Proposed Fiscal		scal Year	
	2019/20		Budget		Year 2021/22		2020/21 Budget		
Line Item	Actual		Amendment		Budget		Amendment		% Variance
Program Revenues									
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%
Total Revenues		1,317,432		2,233,421		2,656,232		422,811	1 8.9 %
Expenditures									
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%
Total Expenditures		1,285,650		2,233,421		2,855,684		622,263	27.9%
Other Financing Sources (Uses):									
Transfer in from Transportation Authority		-		-		199,452		199,452	N/A
Transfer out to Transportation Authority		(31,782)		-		-		-	N/A
Total Other Financing Sources (Uses)		(31,782)		-		199,452		199,452	N/A
Net change in Fund Balance	\$	-	\$	-	\$	-	\$	-	

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

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

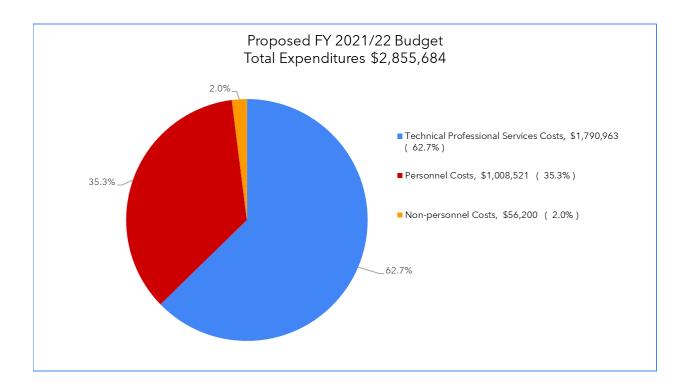
The FY 2021/22 budget for TIMMA includes regional funds from TIDA. In addition to providing matching funds to the ATCMTD grant, regional and other funds provide support for administrative, operating, planning and engineering functions including: developing agency policies and partnership agreements; 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.

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
--	------

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.

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.