



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

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# Memorandum

## AGENDA ITEM 4

**DATE:** May 18, 2023  
**TO:** Treasure Island Mobility Management Agency Committee  
**FROM:** Cynthia Fong - Deputy Director for Finance and Administration  
**SUBJECT:** 05/23/23 Committee Meeting: Recommend Adoption of the Proposed Fiscal Year 2023/24 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) 2023/24 Annual Budget and Work Program</p> <p><b>SUMMARY</b></p> <p>The proposed FY 2023/24 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 \$1.7 million from various funding sources; total expenditures are projected to be \$1.7 million from technical professional services, personnel, and non-personnel costs; and other financing sources are projected to be \$47,255. The Work Program includes only projects that are grant funded at this time. We are working to secure funding to support the other elements of the TIMMA work program and expect to reflect adjustments in the mid-year budget amendment.</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: Program Management, Outreach and Communications, and Project Delivery.

The Program Management work stream includes program-wide management activities such as maintaining the project master schedule, providing Committee and Board support, and managing funding and grants. The Program 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 project delivery.

In parallel with Outreach and Communications, the Project Delivery work stream includes the Autonomous Vehicle (AV) Shuttle Pilot and Ferry Terminal Enhancements Project. The AV Shuttle Pilot includes project implementation with the San Francisco Municipal Transportation Agency and the Treasure Island Development Authority, securing all necessary permits, testing, and launching the AV Shuttle Pilot, and partnering with community stakeholders to conduct outreach on the pilot and conduct workforce development activities. The Ferry Terminal Enhancements Project includes preparing for and progressing construction, including National Environmental Policy Act clearance. In addition, we will finalize the Treasure Island Ferry Service planning study with the Water Emergency Transportation Authority (WETA).

We are working to secure funding to support the other elements of the TIMMA work program, including toll and affordability program adoption and implementation, transit service and transit pass coordination, parking program management, development of other Transportation Demand Measures (TDMs), and implementation of recommendations arising from the Treasure Island Supplemental Transportation Study. These activities will be confirmed once funding is identified and adjustments will be reflected in the mid-year budget amendment.

Attachment 1 contains a description of our proposed work program for FY 2023/24. Attachment 2 displays the proposed budget in a format described in our Fiscal Policy. Attachment 3 shows a comparison of revenues and expenditures to the prior year's actual and amended budgeted numbers. Attachment 4 provides additional descriptions and analysis of line items in the budget.

**Program Revenues.** TIMMA's total revenues are projected to be \$1.7 million, with \$219,403 obligated from federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant, \$119,203 obligated from the Ferry Boat Discretionary Funds, and \$688,428 obligated from the federal Innovative Deployments to Enhance Arterials Shared Autonomous Vehicle (IDEA-SAV) grant. Caltrans is administering the Ferry Boat



Discretionary Funds and issued the E-76 form for the Preliminary Engineering phase in March 2023.

The local match requirement to the Federal ATCMTD and IDEA-SAV grants will be fulfilled with \$29,801 obligated from State grant funds awarded to TIDA through the Affordable Housing and Sustainable Communities (AHSC) Ferry Terminal Enhancements project, \$608,790 obligated from local funds from the Treasure Island Community Development LLC (TICD) through the fund exchanges for the developer's federal Ferry Grant Exchange, and \$27,905 obligated from Sales Tax appropriations through interagency transfers between the Transportation Authority and TIMMA as mentioned below in Other Financing Sources (Uses). TIMMA's application for the state Regional Early Action Planning 2.0 grant was not selected for funding.

**Expenditures.** Total expenditures are projected to be \$1.7 million, with \$1.4 million for technical professional services costs, \$298,277 budgeted for personnel costs, and \$44,350 for non-personnel costs. Technical professional services include contracts for the AV Shuttle Pilot (shuttle operations, technical advisory) and Ferry Terminal Enhancements (environmental clearance, project management). 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 \$47,255 between the Transportation Authority and TIMMA, which represents appropriations of Sales Tax to TIMMA.

## **FINANCIAL IMPACT**

As described above. TIMMA's proposed FY 2023/24 Annual Budget and Work Program are reflected in the Transportation Authority's proposed FY 2023/24 Annual Budget and Work Program.

## **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 2023/24 TIMMA Work Program

The Treasure Island Mobility Management Agency's (TIMMA's) proposed Fiscal Year (FY) 2023/24 Work Program includes activities funded by federal grants and identified local match funds, and program management:

- Autonomous Vehicle Shuttle Pilot;
- Ferry Terminal Enhancements Project;
- Outreach and Communications; and
- Program Management

The Executive Director oversees these activities and 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 23-01). 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.

### **PROGRAM MANAGEMENT**

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

- **Board Operations and Support:** Staff TIMMA Committee and Board meetings, as needed.
- **Budget, Reports and Financial Statements:** Develop and administer the 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. Grants include the federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant, the federal Innovative Deployments to Enhance Arterials Shared Automated Vehicles (IDEA SAV) grant awarded by the Metropolitan Transportation Commission (MTC), and the federal earmark grant for the Ferry Facility, matched by Affordable Housing and Sustainable Communities (AHSC) funds awarded to TIDA.

### **OUTREACH AND COMMUNICATIONS**

The Outreach and Communications work stream includes public involvement and outreach activities in support of project delivery. During FY 2023/24, communications activities are expected to include the following:

- Outreach to support the Autonomous Vehicle Shuttle Pilot that is expected to run for nine months.

## **Attachment 1**

### Proposed Fiscal Year 2023/24 TIMMA Work Program

#### **PROJECT DELIVERY**

The FY 2023/24 work program includes two projects that are fully funded:

- **Autonomous Vehicle (AV) Shuttle Pilot:** With the support of two federal grants, the ATCMTD program grant and IDEA SAV grant, continue project implementation with SFMTA and TIDA; secure all necessary permits; test and launch the AV Shuttle pilot. Partner with community stakeholders to conduct outreach on the pilot and conduct workforce development activities.
- **Ferry Terminal Enhancements Project:** Progress construction on the ferry terminal enhancements project, including National Environmental Policy Act clearance, using the \$3 million federal earmark, for which the E-76 form for the Preliminary Engineering phase was issued in March 2023, and \$750,000 AHSC local match.

In addition, we will finalize the Treasure Island Ferry Service planning study with the Water Emergency Transportation Authority (WETA).

Other elements of the TIMMA work program, including toll and affordability program adoption and implementation, transit service and transit pass coordination, parking program management, development of other Transportation Demand Measures (TDMs), and implementation of recommendations arising from the Treasure Island Supplemental Transportation Study, will be confirmed once funding is identified and secured to support those activities. TIMMA's application for the Regional Early Action Planning grant, which would have supported some of these activities, was not selected for funding.

**Treasure Island Mobility Management Agency**  
**Attachment 2**  
**Proposed Fiscal Year 2023/24 Budget**  
**Line Item Detail**



	Proposed Fiscal Year 2023/24 Budget	Increase/ (Decrease)	Proposed Fiscal Year 2022/23 Budget Amendment
<b>Program Revenues:</b>			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 219,403	\$ (85,224)	\$ 304,627
Ferry Boat Discretionary Funds - Treasure Island Ferry Terminal	119,203	36,387	82,816
Innovative Deployments to Enhance Arterials Shared Autonomous Vehicle	688,428	554,588	133,840
<u>State</u>			
Affordable Housing and Sustainable Communities - Treasure Island Ferry Terminal	29,801	11,621	18,180
<u>Regional and Other</u>			
Treasure Island Community Development LLC - Ferry Exchange	608,790	61,528	547,262
Total Program Revenues	<b>1,665,625</b>	<b>121,354</b>	<b>1,544,271</b>
<b>Expenditures:</b>			
Technical Professional Services Costs	1,370,253	657,487	712,766
Administrative Operating Costs			
Personnel Expenditures			
Salaries	199,784	(290,094)	489,878
Fringe Benefits	98,493	(143,017)	241,510
Non-personnel Expenditures			
Administrative Operations	41,250	(84,762)	126,012
Commissioner-Related Expenses	3,100	(3,100)	6,200
Total Expenditures	<b>1,712,880</b>	<b>136,514</b>	<b>1,576,366</b>
<b>Other Financing Sources (Uses):</b>			
Transfer in from Transportation Authority	47,255	15,160	32,095
Transfer out to Transportation Authority	-	-	-
Total Other Financing Sources (Uses):	<b>47,255</b>	<b>15,160</b>	<b>32,095</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Treasure Island Mobility Management Agency**  
**Attachment 3**  
**Proposed Fiscal Year 2023/24 Budget**  
**Comparison of Revenues and Expenditures**

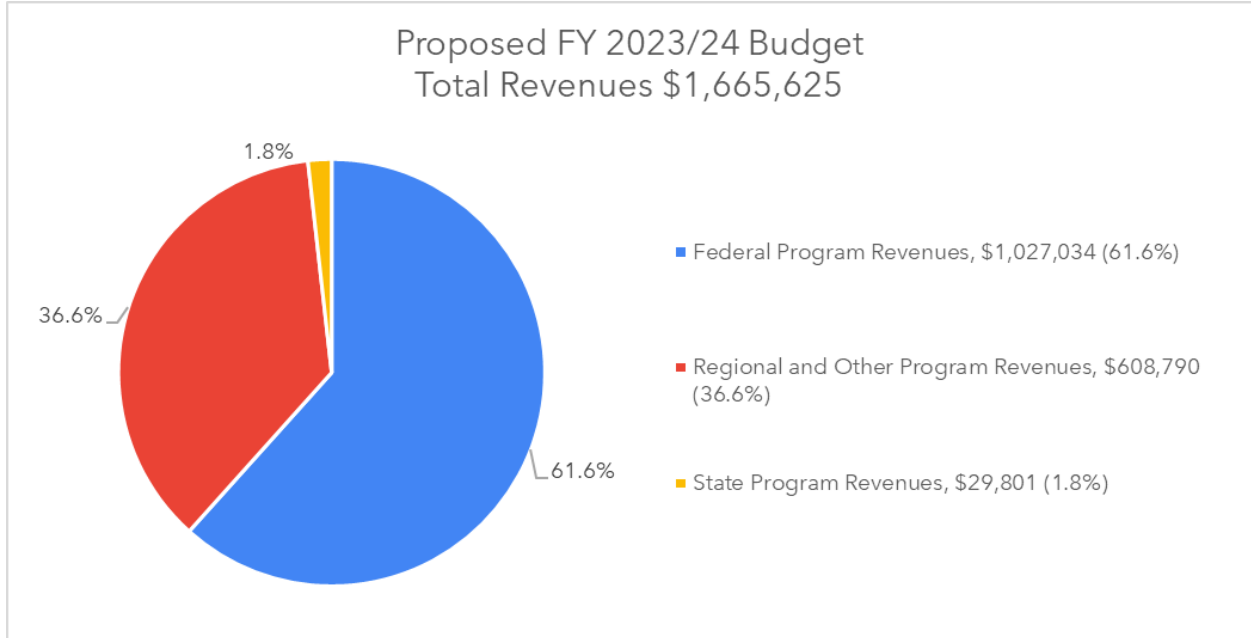


Line Item	Fiscal Year 2021/22 Actual	Proposed Fiscal Year 2022/23 Budget Amendment	Proposed Fiscal Year 2023/24 Budget	Variance from Fiscal Year 2022/23 Budget Amendment	% Variance
<b>Program Revenues</b>					
Federal	\$ 219,125	\$ 521,283	<b>\$ 1,027,034</b>	\$ 505,751	97.0%
State	-	18,180	<b>29,801</b>	11,621	63.9%
Regional and Other	1,295,105	1,004,808	<b>608,790</b>	(396,018)	-39.4%
<b>Total Revenues</b>	<b>1,514,230</b>	<b>1,544,271</b>	<b>1,665,625</b>	<b>121,354</b>	<b>7.9%</b>
<b>Expenditures</b>					
Technical Professional Services Costs	812,246	712,766	<b>1,370,253</b>	657,487	92.2%
Administrative Operating Costs					
Personnel	664,156	731,388	<b>298,277</b>	(433,111)	-59.2%
Non-Personnel	174,120	132,212	<b>44,350</b>	(87,862)	-66.5%
<b>Total Expenditures</b>	<b>1,650,522</b>	<b>1,576,366</b>	<b>1,712,880</b>	<b>136,514</b>	<b>8.7%</b>
<b>Other Financing Sources (Uses):</b>					
Transfer in from Transportation Authority	136,292	32,095	<b>47,255</b>	15,160	47.2%
Transfer out to Transportation Authority	-	-	-	-	N/A
<b>Total Other Financing Sources (Uses)</b>	<b>136,292</b>	<b>32,095</b>	<b>47,255</b>	<b>15,160</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.....\$1,665,625**

The following chart shows the composition of revenues for the proposed Fiscal Year (FY) 2023/24 budget.



**Federal Program Revenues: ..... \$1,027,034**

The Treasure Island Mobility Management Agency (TIMMA), in partnership with the San Francisco Municipal Transportation Agency, has secured \$5.3 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 and an Autonomous Vehicle (AV) Shuttle pilot project. In FY 2023/24, the ATCMTD grant will fund the testing and the first phase of AV Shuttle operations.

In 2022, the Metropolitan Transportation Commission awarded \$828,000 in Innovative Deployments to Enhance Arterials Shared Automated Vehicles Program (IDEA SAV) funds to extend an automated shuttle deployment and community outreach and partnerships process on Treasure Island, building on the project funded by ATCMTD.

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 Enhancements project. TIMMA has agreed to accept the funds as the sponsor and implementing agency, on behalf of TIDA, and reprogrammed the Ferry Boat Discretionary funds from TIDA to TIMMA. TIMMA and the California Department of Transportation (Caltrans) previously executed a master agreement for the receipt of federal-aid funds from Caltrans, and the Ferry Boat Discretionary funds were obligated in March 2023. The construction of the Treasure Island Ferry Terminal project consists of bus shelters, public restrooms, and associated plaza construction. These elements are an integral component of the larger ferry terminal. Once constructed, the terminal will be owned by TIDA.



**Attachment 4**

Line Item Description

Federal Program Revenues are budgeted to increase by \$505,751, or 97% from the Proposed FY 2022/23 Amended Budget, due to the increased efforts on the AV Shuttle pilot project and the Treasure Island Ferry Terminal Enhancements project.

The federal grants for the AV Shuttle project will be matched by local funds from Treasure Island Community Development LLC (TICD) and Prop K sales tax funds, appropriated through Transportation Authority Board Resolution 22-57, and the Ferry Boat Discretionary grant will be matched by state Affordable Housing Sustainable Communities (AHSC) grant funds awarded to TIDA.

**State Program Revenues:..... \$29,801**

The FY 2022/23 budget for TIMMA includes state grant funds awarded to TIDA through AHSC funds for Ferry Terminal Enhancements project. For the Ferry Terminal Enhancements project, the \$3 million federal grant will be matched by \$750,000 from TIDA’s AHSC grant, awarded specifically for construction of the ferry terminal, which will be spread over two fiscal years.

State Program Revenues are budgeted to add \$29,801 in new AHSC Ferry Terminal funds in the FY 2023/24 budget.

**Regional and Other Program Revenues:..... \$608,790**

The FY 2023/24 budget for TIMMA includes local funds from TICD through the fund exchanges for the developer’s federal Ferry Grant Exchange. This would provide matching funds to the ATCMTD and IDEA SAV grants. The budget includes ongoing staffing and professional/technical service contracts required to conduct AV Shuttle Pilot and Ferry Terminal Enhancements project work.

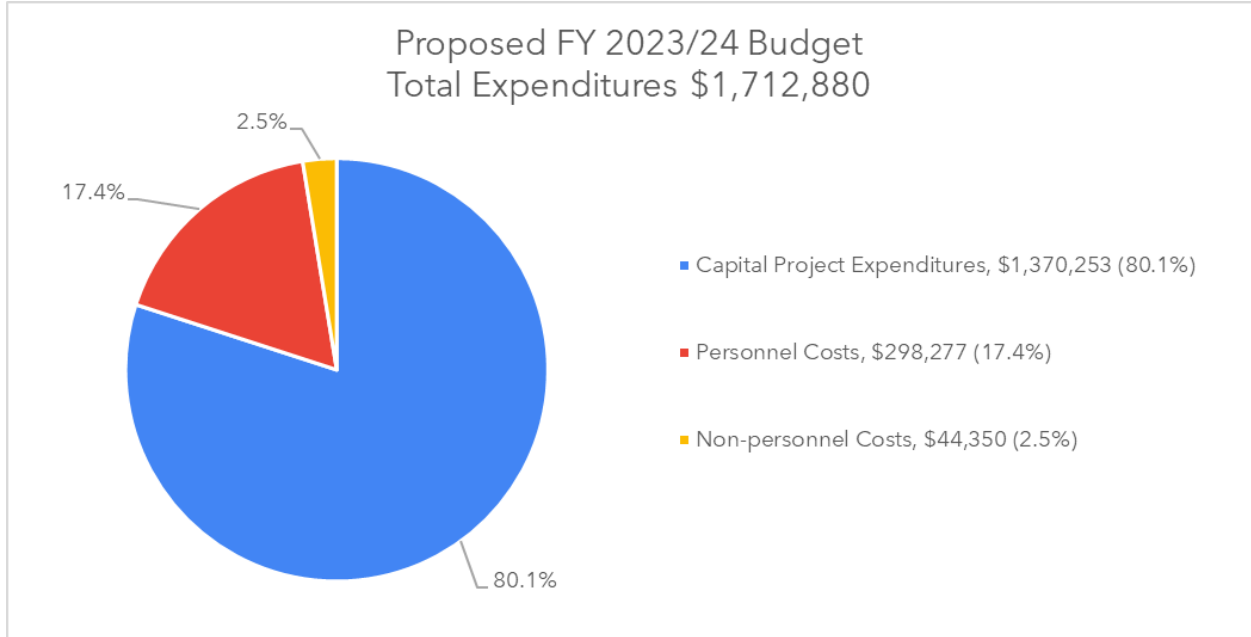
Regional and Other Program Revenues are budgeted to decrease by \$396,018, or 39.4%, as compared to the FY 2022/23 Amended Budget as the FY 2023/24 budget does not include any regional funds from TIDA as compared to prior year.

**Attachment 4**  
Line Item Description

**TOTAL PROJECTED EXPENDITURES..... \$1,712,880**

TIMMA’s Total Expenditures projected for the budget year are comprised of Technical Professional Services Costs of \$1.4 million and Administrative Operating Costs of \$342,627.

The following chart shows the composition of expenditures for the proposed FY 2023/24 budget.



**TECHNICAL PROFESSIONAL SERVICES COSTS.....\$1,370,253**

This line item includes technical consulting services which are needed to fulfill the responsibilities as TIMMA, per state and local law. This category includes technical services contracts for the AV Shuttle Pilot (shuttle operations, technical advisory) and Ferry Terminal Enhancements (environmental clearance, project management).

Technical professional services in the FY 2023/24 are budgeted to increase by \$657,487, or 92.2%, from the FY 2022/23 Amended Budget, which is due to the AV Shuttle Pilot as it proceeds into the operations stage in FY 2023/24 and increased efforts for the Ferry Terminal Enhancements project.

**ADMINISTRATIVE OPERATING COSTS..... \$342,627**

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

Personnel:..... \$298,277

As stated in TIMMA’s Administrative Code (Ordinance 23-01), 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 staffing across all divisions of the Transportation Authority to support the TIMMA FY 2023/24 work program. Personnel costs are budgeted to decrease by \$433,111, or 59.2%, compared to the FY 2022/23 Amended Budget, which is mainly due to the decreased efforts on all activities except for the AV Shuttle Pilot and Ferry Terminal Enhancements project as mentioned above.

**Attachment 4**

Line Item Description

Associated overhead costs are also included in this line item, which allocates the Transportation Authority's indirect costs and operating expenditures proportionally to TIMMA.

Non-Personnel: ..... \$44,350

This line item includes legal services and Commissioner meeting fees. Non-personnel costs in FY 2023/24 are budgeted to decrease by \$87,862, or 66.5% from the Proposed FY 2022/23 Amended Budget, which is due to a decrease in anticipated legal costs and Committee and Board related costs.

**OTHER FINANCING SOURCES (USES).....\$47,255**

Other Financing Sources (Uses) section of the Line Item Detail for the FY 2023/24 budget includes inter-agency transfers of \$47,255 between the Transportation Authority and TIMMA, which represents Prop K funds appropriated to TIMMA. Other Financing Sources (Uses) will increase by \$15,160.