



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

1455 Market Street, 22ND Floor, San Francisco, CA 94103 415-522-4800 info@timma.org www.timma.org

Agenda

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY Committee Meeting Notice

DATE: Tuesday, May 23, 2023, 9:30 a.m.
LOCATION: Legislative Chamber, Room 250, City Hall
Watch SF Cable Channel 26 or 99 (depending on your provider)
Watch www.sfgovtv.org

PUBLIC COMMENT CALL-IN: 1-415-655-0001; Access Code: 2594 475 2235 # #
To make public comment on an item, when the item is called, dial '*3' to be added to the queue to speak. Do not press *3 again or you will be removed from the queue. When the system says your line is unmuted, the live operator will advise that you will be allowed 2 minutes to speak. When your 2 minutes are up, we will move on to the next caller. Calls will be taken in the order in which they are received.

COMMISSIONERS: Dorsey (Chair), Mandelman (Vice Chair), and Ronen
CLERK: Elijah Saunders

Remote Participation

Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or may watch SF Cable Channel 26 or 99 (depending on your provider) or may visit the SFGovTV website (www.sfgovtv.org) to stream the live meeting or may watch them on demand.

Members of the public may comment on the meeting during public comment periods in person or remotely. In-person public comment will be taken first; remote public comment will be taken after.

Written public comment may be submitted prior to the meeting by emailing the Clerk of the Transportation Authority at clerk@sfcta.org or sending written comments to Clerk of the Transportation Authority, 1455 Market Street, 22nd Floor, San Francisco, CA 94103. Written comments received by 5 p.m. on the day before the meeting will be distributed to Board members before the meeting begins.

ITEM PAGE
1. Roll Call
2. Approve the Minutes of the March 14, 2023 Meeting – ACTION* 3
3. Recommend Amendment of the Adopted Fiscal Year 2022/23 Budget to Decrease Revenues by \$9,221,527, Decrease Expenditures by



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

TIMMA Committee Meeting Notice – Agenda

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ITEM	PAGE
\$9,440,113 and Decrease Other Financing Sources by \$218,586 – ACTION*	5
4. Recommend Adoption of the Proposed Fiscal Year 2023/24 Annual Budget and Work Program – ACTION*	9
5. Internal Accounting Report for the Nine Months Ending March 31, 2023 – INFORMATION*	21

Other Items

ITEM

6. Introduction of New Items – **INFORMATION**

During this segment of the meeting, Committee members may make comments on items not specifically listed above or introduce or request items for future consideration.

7. Public Comment

8. Adjournment

*Additional Materials

If a quorum of the TIMMA Board is present, it constitutes a Special Meeting of the TIMMA Board. The Clerk of the Transportation Authority shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

The meeting proceedings can be viewed live or on demand after the meeting at www.sfgovtv.org. To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

The Legislative Chamber (Room 250) and the Committee Room (Room 263) in City Hall are wheelchair accessible. Meetings are real-time captioned and are cablecast open-captioned on SFGovTV, the Government Channel 26 or 99 (depending on your provider). Assistive listening devices for the Legislative Chamber and the Committee Room are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas, or other accommodations, please contact the Clerk of the Transportation Authority at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

If any materials related to an item on this agenda have been distributed to the TIMMA Committee after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; website: www.sfethics.org.



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@timma.org www.timma.org

DRAFT MINUTES

Treasure Island Mobility Management Agency

Tuesday, March 14, 2023

1. Roll Call

Chair Dorsey called the meeting to order at 9:04 a.m.

Present at Roll Call: Commissioners Dorsey and Mandelman (2)

Absent at Roll Call: Commissioner Ronen (excused) (1)

2. Approve the Minutes of the October 18, 2022 Meeting - ACTION

There was no public comment.

Commissioner Mandelman moved to approve the minutes.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Dorsey and Mandelman (2)

Absent: Commissioner Ronen (1)

3. Recommend Approval and Authorization for the Executive Director to Execute a Memorandum of Agreement with the Treasure Island Development Authority for \$2,000,000 in Regional Early Action Planning Grants Program 2.0 Funds for Pre-development Activities for Treasure Island Parcel E1.2 – ACTION

Suany Chough, Assistant Deputy Director for Planning, presented the item per the staff memorandum.

The Chair recognized and appreciated Ms. Chough for her work on the grant application through the holidays.

There was no public comment.

Commissioner Mandelman moved to approve the item.

The item was approved without objection by the following vote:

Ayes: Commissioners Dorsey and Mandelman (2)

Absent: Commissioner Ronen (1)

4. Recommend Acceptance of the Audit Report for the Fiscal Year Ended June 30, 2022 - ACTION

Cynthia Fong, Deputy Director for Finance & Administration, presented the item per the staff memorandum.

There was no public comment.

Commissioner Mandelman moved to approve the item.

The item was approved without objection by the following vote:



Ayes: Commissioners Dorsey and Mandelman (2)

Absent: Commissioner Ronen (1)

5. Internal Accounting Report for the Three Months Ending September 30, 2022, and Six Months Ending December 31, 2022 - INFORMATION

Cynthia Fong, Deputy Director for Finance & Administration, presented the item.

There was no public comment.

Other Items

6. Introduction of New Business - INFORMATION

There were no new items introduced.

7. Public Comment

During general public comment, Roland Lebrun said SFGovTV was not displaying the banner for how to make public comment remotely.

8. Adjournment

The meeting was adjourned at 9:18 a.m.



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 3

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 Amendment of the Adopted Fiscal Year 2022/23 Budget to Decrease Revenues by \$9,221,527, Decrease Expenditures by \$9,440,113 and Decrease Other Financing Sources by \$218,586

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Recommend amendment of the adopted Fiscal Year (FY) 2022/23 budget to decrease revenues by \$9,221,527, decrease expenditures by \$9,440,113 and decrease other financing sources by \$218,586.</p> <p>SUMMARY</p> <p>In June 2022, through Resolution 22-04, the Board adopted the FY 2022/23 Annual Budget and Work Program. Revenue and expenditure figures pertaining to several project components need to be updated from the original estimates contained in the adopted FY 2022/23 budget. The effect of the amendment, with a comparison of revenues and expenditures to the adopted budget is shown in Attachment 1.</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

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



DISCUSSION

The budget revision reflects a decrease of \$9,221,527 in revenues, a decrease of \$9,440,113 in expenditures and a decrease of \$218,586 in other financing sources. These revisions include carryover revenues and expenditures from the prior period. The effect of the amendment, with a comparison of revenues and expenditures to the adopted FY 2022/23 Budget, is shown in Attachment 1. TIMMA's FY 2022/23 budget revisions are included in the San Francisco County Transportation Authority's (Transportation Authority's) FY 2022/23 budget amendment, which was adopted by the Transportation Authority Board on April 25, 2023.

Work Program. In FY 2022/23, we completed the procurement for an Autonomous Vehicle (AV) Shuttle vendor and executed an operating agreement for a pilot project on Treasure Island. That project will proceed into the deployment stage in FY 2023/24. We also worked to advance the Toll and Affordability Program, but adoption of the program has been delayed. The Ferry Terminal Enhancements project was also delayed due to an extended process with Caltrans to obligate the federal earmark funds. That project is commencing in the last quarter of FY 2022/23. Work across other subprojects of the Treasure Island Mobility Management Program also proceeded more slowly than anticipated this year.

Program Revenues. The program revenue for FY 2022/23 covers the full costs of all Transportation Authority activities in support of TIMMA. This amendment decreases total revenues by \$9,221,527. Budgeted revenues from federal reimbursements will be decreased by \$9,440,113 and will defer to the next fiscal year due to project schedule delays described above.

Program Expenditures. Changes proposed to expenditures are described below.

Technical Professional Services Costs - Technical professional 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; and strategic advising/project management support. Additional technical services contracts anticipated in this line item include strategic communications, legal services, and outreach services. Corresponding technical professional services expenditures will decrease by \$8,602,642 as compared to the adopted budget, which is primarily due to the delay in implementing the toll system and commencing the Ferry Terminal Enhancements project, as mentioned above.

Administrative Operating Costs - As stated in the 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 technical staffing across each of the six divisions of the Transportation Authority. Non-personnel costs include legal



services and Commissioner meeting fees. Non-personnel expenditures will decrease by \$61,488, and personnel expenditures will decrease by \$775,983 for a total decrease of \$837,471 in Administrative Operating Costs for FY 2022/23 activity. The decrease of non-personnel expenditures is due to decreased need of legal services than anticipated. The decrease in personnel expenditures is due to a decreased level of effort due to the delay in adoption of the Toll and Affordability Program, and the delay in filling the vacant TIMMA Program Manager position.

Other Financing Sources. Other financing sources will decrease by \$218,586, as Sales Tax appropriations to TIMMA will be deferred to FY 2023/24.

FINANCIAL IMPACT

The proposed amendment to the FY 2022/23 budget would decrease revenues by \$9,221,527, decrease expenditures by \$9,440,113 and decrease other financing sources by \$218,586 as described above.

SUPPLEMENTAL MATERIALS

- Attachment 1 – Proposed Fiscal Year 2022/23 Budget Amendment

**Treasure Island Mobility Management Agency
Attachment 1
Proposed Fiscal Year 2022/23 Budget Amendment
Line Item Detail**



	Proposed Budget Amendment Fiscal Year 2022/23	Increase/ (Decrease)	Adopted Budget Fiscal Year 2022/23
Program Revenues:			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 304,627	\$ (3,425,330)	\$ 3,729,957
Ferry Boat Discretionary funds - Treasure Island Ferry Terminal	82,816	(1,377,184)	1,460,000
Innovative Deployments to Enhance Arterials Shared Automated Vehicle	133,840	(331,045)	464,885
<u>State</u>			
Affordable Housing and Sustainable Communities - Treasure Island Ferry Terminal	18,180	(346,820)	365,000
Affordable Housing and Sustainable Communities - East Bay Bus Exchange	-	(1,013,283)	1,013,283
<u>Regional and Other</u>			
Treasure Island Community Development LLC - Exhibit N Shuttle Exchange	-	(1,857,673)	1,857,673
Treasure Island Community Development LLC - Ferry Exchange	547,262	(1,327,738)	1,875,000
Treasure Island Development Authority	457,546	457,546	-
Total Program Revenues	1,544,271	(9,221,527)	10,765,798
Expenditures:			
Technical Professional Services	712,766	(8,602,642)	9,315,408
Administrative Operating Costs			
Personnel Expenditures			
Salaries	489,878	(519,748)	1,009,626
Fringe Benefits	241,510	(256,235)	497,745
Non-personnel Expenditures			
Administrative Operations	126,012	(61,488)	187,500
Commissioner-Related Expenses	6,200	-	6,200
Total Expenditures	1,576,366	(9,440,113)	11,016,479
Other Financing Sources (Uses):			
Transfer in from Transportation Authority	32,095	(218,586)	250,681
Transfer out to Transportation Authority	-	-	-
Total Other Financing Sources (Uses)	32,095	(218,586)	250,681
Net Change in Fund Balance	\$ -	\$ -	\$ -



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

Table with 2 columns: Recommendation/Summary and Action items. Recommendation: Recommend adoption of the proposed Fiscal Year (FY) 2023/24 Annual Budget and Work Program. Summary: The proposed FY 2023/24 Annual Budget includes projections of revenues, operating and administrative costs, and professional services costs... Action items: Fund Allocation, Fund Programming, Policy/Legislation, Plan/Study, Capital Project Oversight/Delivery, Budget/Finance, Contract/Agreement, Other.

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
Program Revenues:			
<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	1,665,625	121,354	1,544,271
Expenditures:			
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	1,712,880	136,514	1,576,366
Other Financing Sources (Uses):			
Transfer in from Transportation Authority	47,255	15,160	32,095
Transfer out to Transportation Authority	-	-	-
Total Other Financing Sources (Uses):	47,255	15,160	32,095
Net Change in Fund Balance	\$ -	\$ -	\$ -

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

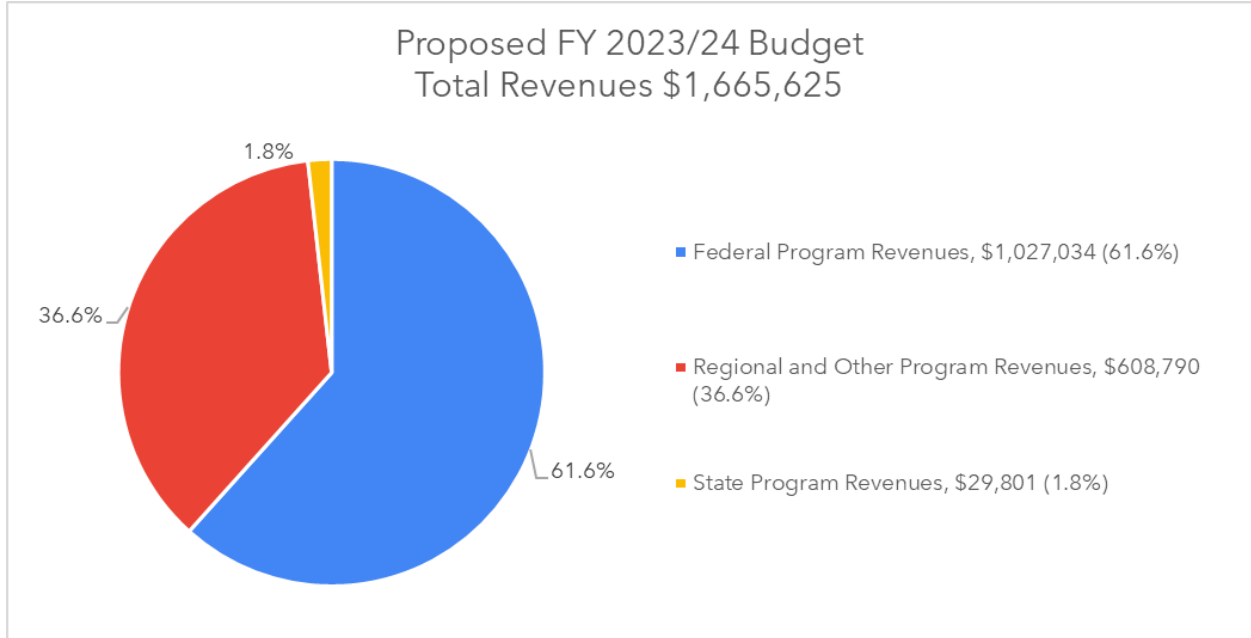


Line Item	Fiscal Year 2021/22 Actual	Proposed Fiscal Year 2022/23 Budget Amendment	Proposed Fiscal Year 2023/24 Budget	Variance from Fiscal Year 2022/23 Budget Amendment	% Variance
Program Revenues					
Federal	\$ 219,125	\$ 521,283	\$ 1,027,034	\$ 505,751	97.0%
State	-	18,180	29,801	11,621	63.9%
Regional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

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.

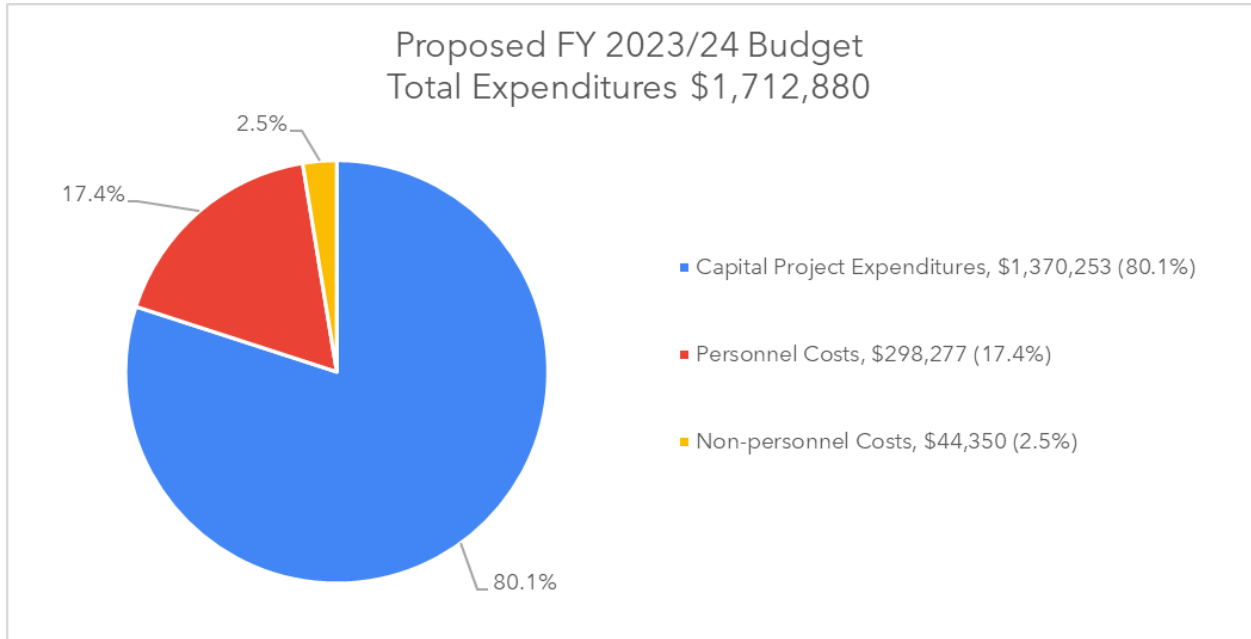
Regional and Other Program Revenues are budgeted to decrease by \$396,018, or 39.4%, as compared to the FY 2022/23 Amended Budget as the FY 2023/24 budget does not include any regional funds from TIDA as compared to prior year.

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.

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**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

1455 Market Street, 22ND Floor, San Francisco, CA 94103 415-522-4800 info@timma.org www.timma.org

Memorandum

AGENDA ITEM 5

DATE: May 19, 2023
TO: Treasure Island Mobility Management Agency Committee
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 05/23/23 Meeting: Internal Accounting Report for the Nine Months Ending March 31, 2023

<p>RECOMMENDATION <input checked="" type="checkbox"/> Information <input type="checkbox"/> Action</p> <p>None. This is an information item.</p> <p>SUMMARY</p> <p>The Treasure Island Mobility Management Agency's (TIMMA's) Fiscal Policy directs staff to give a quarterly report of expenditures including a comparison to the adopted budget.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input checked="" type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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BACKGROUND

The TIMMA's Fiscal Policy (Resolution 21-01) establishes an annual audit requirement and directs staff to report to the TIMMA Committee, on at least a quarterly basis, its actual expenditures in comparison to the adopted budget.

DISCUSSION

Internal Accounting Report. Using the format of TIMMA's annual financial statements for governmental funds, the Internal Accounting Report includes a Balance Sheet (Attachment 1) and a Statement of Revenues, Expenditures, and Changes in Fund Balances, with Budget Comparison (Attachment 2). In Attachment 2, the last two columns show, respectively, the budget values, and the variance of revenues and expenditures as compared to the prorated adopted budget. For the nine months ending March 31, 2023, the numbers in the prorated amended budget column are three-fourth of the total proposed amended budget for Fiscal Year (FY) 2022/23. The Internal Accounting Report does not include the Governmental



Accounting Standards Board Statement Number 34 adjustments, or the other accruals, that are done at year-end. The statements as of March 31, 2023, are used as the basis for understanding financial status for TIMMA at the quarter ending March 31, 2023.

Balance Sheet Analysis. The Balance Sheet (Attachment 1) presents assets, liabilities, and fund balances as of March 31, 2023. Total assets of \$1.8 million are related to program receivable from federal and regional grants. Total liability of \$591,192 included \$25,870 of payable to consultants for services provided and \$565,322 of payable to the Transportation Authority for costs incurred and paid for by TIMMA. TIMMA will reimburse the Transportation Authority with grant payments received. The deferred inflow of resources is \$1.2 million, and it is related to the timing of invoices submitted to funding agencies for reimbursement that were not collected as of March 31, 2023.

Statement of Revenues, Expenditures, and Changes in Fund Balances Analysis. The Statement of Revenues, Expenditures, and Changes in Fund Balances with Budget Comparison (Attachment 2) compares the prorated budget amendment to actual levels for revenues and earned \$528,730 of revenues from the Treasure Island Development Authority, the Treasure Island Community Development LLC - Ferry Exchange, the Federal Advanced Transportation and Congestion Management Technologies Deployment, and the Innovative Deployments to Enhance Arterials Shared Automated Vehicle grants in the first three quarters. As of March 31, 2023, TIMMA incurred \$598,786 of expenditures. Expenditures included \$92,311 in technical professional services, and \$506,475 of personnel and non-personnel expenditures.

For the nine months ending March 31, 2023, total program revenues were lower than budgetary estimates by \$629,473 and total expenditures were lower than budgetary estimates by \$583,489. The variances are mainly related due to activities for the Autonomous Vehicle Shuttle Pilot proceeding more slowly during the first three quarters of the fiscal year, and to the extended process required for Caltrans to obligate the Ferry Boat Discretionary grant. Caltrans authorized reimbursable work to begin for the Preliminary Engineering phase in March 2023 so we anticipate expenditures for the Ferry Terminal Enhancements project to commence in the fourth quarter of Fiscal Year 2022/23.

FINANCIAL IMPACT

None. This is an information item.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Balance Sheet (unaudited)
- Attachment 2 - Statement of Revenue, Expenditures, and Changes in Fund Balance with Budget Comparison (unaudited)



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

ATTACHMENT 1

Balance Sheet (unaudited)
Governmental Funds
March 31, 2023

	<u>General Fund</u>
Assets:	
Program receivable	\$ 496,625
Receivables from the City and County of San Francisco	1,257,826
Total Assets	<u>1,754,451</u>
Liabilities:	
Accounts payable	25,870
Due to Transportation Authority	565,322
Total Liabilities	<u>591,192</u>
Deferred Inflows of Resources:	
Unavailable program revenues	1,163,259
Fund Balances (Deficit):	
Total fund balances (deficit)	<u>-</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 1,754,451</u>



TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY

ATTACHMENT 2

Statement of Revenue, Expenditures, and Changes in Fund Balances with Budget Comparison (unaudited)
For the Nine Months Ending March 31, 2023

	General Fund	Prorated Proposed Amended Budget Fiscal Year 2022/23	Variance with Prorated Proposed Amended Budget Positive (Negative)
Revenues:			
Program revenues	\$ 528,730	\$ 1,158,203	\$ (629,473)
Total Revenues	528,730	1,158,203	(629,473)
Expenditures:			
Current - transportation improvement			
Personnel expenditures	471,347	548,541	77,194
Non-personnel expenditures	35,128	99,159	64,031
Capital project costs	92,311	534,575	442,264
Total Expenditures	598,786	1,182,275	583,489
Excess (Deficiency) of Revenues over (Under) Expenditures	\$ (70,056)	\$ (24,072)	\$ (45,984)
Other Financing Sources (Uses):			
Transfer in from Transportation Authority	70,056	24,072	45,984
Net Change in Fund Balance	\$ -	\$ -	\$ -
Fund balances (deficit), beginning of the period	-		
Fund Balance (Deficit), End of the Period	\$ -		