



**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 Meeting Notice

DATE: Tuesday, May 14, 2024, 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: 2660 676 0220 # #

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), Chan, Engardio, Melgar, Peskin, Preston, Ronen, Safaí, Stefani, and Walton

CLERK: Yvette Lopez-Jessop

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 (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.

1. Roll Call
2. Chair's Report - **INFORMATION**
3. Executive Director's Report - **INFORMATION**



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Board Meeting Notice – Agenda

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4. Approve the Minutes of the January 9, 2024 Meeting – **ACTION*** **3**

Items Recommended from the TIMMA Committee

5. **[Final Approval]** Amend the Adopted Fiscal Year 2023/24 Budget to Decrease Revenues by \$59,949, Decrease Expenditures by \$7,975 and Increase Other Financing Sources by \$51,974 – **ACTION*** **7**
6. **[Final Approval]** Adoption of Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection – **ACTION*** **15**

Other Items

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

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

8. Public Comment
9. Adjournment

*Additional Materials

Items considered for final approval by the Board shall be noticed as such with **[Final Approval]** preceding the item title.

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 Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, 22nd Floor, 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; www.sfethics.org.



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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DRAFT MINUTES

Treasure Island Mobility Management Agency

Tuesday, January 9, 2024

1. Roll Call

Chair Dorsey called the meeting to order at 9:33 a.m.

Present at Roll Call: Commissioners Chan, Dorsey, Engardio, Peskin, Preston, Ronen, Stefani, and Walton (8)

Absent at Roll Call: Commissioners Mandelman (entered during Item 2), Melgar (entered during Item 4), and Safai (3)

2. Chair's Report - INFORMATION

Chair Dorsey thanked Vice Chair Mandelman and Commissioner Ronen for their service on the Treasure Island Mobility Management Agency (TIMMA) Committee in 2023. He discussed the completion of the Neighborhood Program-Funded Supplemental Transportation Study, conducted with One Treasure Island, and reported a thorough, community driven process for improved services prioritized by people who lived and worked on Treasure Island. The Chair expressed disappointment that the agency was not selected for grant funding from the California Air Resources Board (CARB) Sustainable Transportation Equity Project program but looked forward to supporting more grant applications and fighting for funding to implement the initiatives.

Chair Dorsey thanked the Treasure Island Development Authority (TIDA), San Francisco Municipal Transportation Agency, Metropolitan Transportation Commission, California Department of Motor Vehicles, National Highway Traffic Safety Administration, and community partners in working together to make the autonomous vehicle shuttle pilot a success. He continued that although the service was paused due to evolving road network conditions on the Island, staff was able to engage in and learn from valuable co-creation with community members on the Island and in the accessible services community, while providing the local community and region a chance to experience autonomous driving technology in a shared/shuttle format. He noted there were still some educational and workforce development opportunities ahead over the next few months and looked forward to seeing the evaluation and final report at the TIMMA Board this summer.

Chair Dorsey spoke of the large volume of transportation infrastructure projects on Treasure and Yerba Buena islands, including a major project to upgrade the West Side Bridges on Yerba Buena Island, improve the ferry terminal, and create a bicycle/pedestrian pathway connecting the Bay Bridge East Span with new electric ferries serving terminals at the Ferry Building and other parts of San Francisco. He congratulated the Water Emergency Transportation Authority on winning a \$16 million federal grant to put the electric ferries into production and thanked the U.S. Department of Transportation, the Federal Transit Administration, and the agency's federal delegation.

Chair Dorsey announced that he would be attending a Treasure Island Open House on January 20 at the Ship Shape Center, which was an opportunity for the public to learn



about Treasure Island updates including infrastructure improvements, building construction, new parks, the transportation program, and TIDA's efforts to facilitate the transition for current residents.

There was no public comment.

3. Executive Director's Report - INFORMATION

Tilly Chang, Executive Director, presented the Executive Director's Report.

There was no public comment.

4. Approve the Minutes of the June 13, 2023 Meeting - ACTION

There was no public comment.

Vice Chair Mandelman moved to approve the minutes, seconded by Commissioner Chan.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent: Commissioner Safai (1)

5. Election of Chair and Vice Chair for 2024 – ACTION

Chair Dorsey called the nominations for Chair to order.

Vice Chair Mandelman moved to nominate Chair Dorsey to serve another year as Chair.

Commissioner Stefani seconded the motion.

There were no further nominations for Chair.

There was no public comment on the nominations for Chair.

The motion to re-elect Chair Dorsey as Chair was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent: Commissioner Safai (1)

Chair Dorsey called nominations for Vice Chair to order.

Chair Dorsey moved to nominate Vice Chair Mandelman to serve another year as Vice Chair.

Commissioner Melgar seconded the motion.

There were no further nominations for Vice Chair.

There was no public comment on the nominations for Chair.

The motion to re-elect Vice Chair Mandelman as Vice Chair was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent: Commissioner Safai (1)



Other Items

6. Introduction of New Business - INFORMATION

There were no new items introduced.

7. Public Comment

There was no public comment.

8. Adjournment

The meeting was adjourned at 9:47 a.m.

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TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 5

DATE: April 18, 2024
TO: Treasure Island Mobility Management Agency Committee
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 04/23/24 Committee Meeting: Recommend Amendment of the Adopted Fiscal Year 2023/24 Budget to Decrease Revenues by \$59,949, Decrease Expenditures by \$7,975 and Increase Other Financing Sources by \$51,974

Table with 2 columns: Recommendation/Summary and Action items. Includes checkboxes for Fund Allocation, Fund Programming, Policy/Legislation, Plan/Study, Capital Project Oversight/Delivery, Budget/Finance, Contract/Agreement, and Other.

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 \$59,949 in revenues, a decrease of \$7,975 in expenditures and an increase of \$51,974 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 2023/24 budget, is shown in Attachment 1. The Treasure Island Mobility Management Agency (TIMMA)'s FY 2023/24 budget revisions are included in the San Francisco County Transportation Authority's (Transportation Authority's) FY 2023/24 budget amendment, which will be presented to the Transportation Authority Board for final approval on April 23, 2024.

Work Program. In FY 2023/24, we completed preparations for the Autonomous Vehicle (AV) Shuttle pilot project (called "The Loop") and commenced operation on Treasure Island in August 2023. The Loop operated passenger service through December 2023 and the project was concluded in January 2024, earlier than planned, due to changing road conditions. We also worked to advance the Toll and Affordability Program, including participating in a public Open House in January 2024, and supporting the Treasure Island Development Authority (TIDA) and the Office of Economic and Workforce Development's efforts to amend the Development Agreement. The Ferry Terminal Enhancements project is nearing completion of the Preliminary Engineering phase including permits and environmental clearance with federal and state grant funds. Work in other subprojects of the Treasure Island Mobility Management Program was largely paused this year.

Program Revenues. The program revenue for FY 2023/24 covers the full costs of all Transportation Authority activities in support of TIMMA. This amendment decreases total revenues by \$59,949. Budgeted revenues from federal reimbursements will be decreased by \$143,375 due to the reduced expenditure of the Innovative Deployments to Enhance Arterials Shared Automated Vehicles Program grant resulting from the early conclusion of the AV Shuttle pilot. Budgeted revenues from state reimbursements will be increased by \$15,958 due to increased activities for the Ferry Terminal Enhancement project and regional and other reimbursements will be increased by \$67,468 due to the agreement with TIDA to use TIDA and federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program grant funds to support TIMMA work on the toll and affordability program.



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 AV Shuttle pilot (shuttle operations, technical advisory) and Ferry Terminal Enhancements (environmental clearance, project management), 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 and outreach services. Corresponding technical professional services expenditures will decrease by \$352,083 as compared to the adopted budget, which is primarily due to the early conclusion of the AV Shuttle pilot and termination of the vendor contract.

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 increase by \$117,174, and personnel expenditures will increase by \$226,934 for a total increase of \$344,108 in Administrative Operating Costs for FY 2023/24 activity. The increase of non-personnel expenditures is due to increased need of legal services greater than anticipated for the AV Shuttle pilot and the review of the amendment to the Development Agreement. The increase in personnel expenditures is due to TIMMA work on the toll and affordability program funded by TIDA and the ATCMTD grant, which was not anticipated at the time of budget adoption; and increased staff effort needed to address challenges with the AV Shuttle pilot project.

Other Financing Sources. Other financing sources will increase by \$51,974, as Sales Tax appropriations to TIMMA deferred from prior years are available for use this fiscal year.



FINANCIAL IMPACT

The proposed amendment to the FY 2022/23 budget would decrease revenues by \$59,949, decrease expenditures by \$7,975 and increase other financing sources by \$51,974 as described above.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed Fiscal Year 2023/24 Budget Amendment
- Attachment 2 - Resolution

**Treasure Island Mobility Management Agency
Attachment 1
Proposed Fiscal Year 2023/24 Budget Amendment Line
Item Detail**



	Proposed Budget Amendment Fiscal Year 2023/24	Increase/ (Decrease)	Adopted Budget Fiscal Year 2023/24
Program Revenues:			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 524,119	\$ 304,716	\$ 219,403
Ferry Boat Discretionary Funds - Treasure Island Ferry Terminal	183,035	63,832	119,203
Innovative Deployments to Enhance Arterials Shared Automated Vehicle	176,505	(511,923)	688,428
<u>State</u>			
Affordable Housing and Sustainable Communities - Treasure Island Ferry Terminal	45,759	15,958	29,801
<u>Regional and Other</u>			
Treasure Island Community Development LLC - Ferry Exchange	441,315	(167,475)	608,790
Treasure Island Development Authority	234,943	234,943	-
Total Program Revenues	1,605,676	(59,949)	1,665,625
Expenditures:			
Technical Professional Services	1,018,170	(352,083)	1,370,253
Administrative Operating Costs			
Personnel Expenditures			
Salaries	351,782	151,998	199,784
Fringe Benefits	173,429	74,936	98,493
Non-personnel Expenditures			
Administrative Operations	158,424	117,174	41,250
Commissioner-Related Expenses	3,100	-	3,100
Total Expenditures	1,704,905	(7,975)	1,712,880
Other Financing Sources (Uses):			
Transfer in from Transportation Authority	99,229	51,974	47,255
Transfer out to Transportation Authority	-	-	-
Total Other Financing Sources (Uses)	99,229	51,974	47,255
Net Change in Fund Balance	\$ -	\$ -	\$ -



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TC042324

RESOLUTION NO. 24-01

RESOLUTION AMENDING THE ADOPTED FISCAL YEAR 2023/24 BUDGET TO DECREASE REVENUES BY \$59,949, DECREASE EXPENDITURES BY \$7,975, AND INCREASE OTHER FINANCING SOURCES BY \$51,974

WHEREAS, In June 2023, through Resolution 23-07, the Treasure Island Mobility Management Agency (TIMMA) Board adopted the Fiscal Year (FY) 2023/24 Annual Budget and Work Program; and

WHEREAS, The TIMMA's Fiscal Policy allows for the amendment of the adopted budget during the fiscal year to reflect actual revenues and expenditures incurred; and

WHEREAS, In FY 2023/24, TIMMA commenced operations for the Autonomous Vehicle (AV) Shuttle pilot project on Treasure Island in August 2023, operated passenger service through December 2023, and concluded the project in January 2024, earlier than planned, due to changing road conditions; and

WHEREAS, The Ferry Terminal Enhancements project is nearing completion of the Preliminary Engineering phase including permits and environmental clearance; and

WHEREAS, Although staff continues to advance the toll and affordability program in support of the Treasure Island Development Authority and the Office of Economic and Workforce Development, work on the Treasure Island Mobility Management Program were largely paused this year; and

WHEREAS, Budgeted revenues from federal reimbursements would be decreased by \$143,375 resulting from the early conclusion of the AV Shuttle pilot; and

WHEREAS, Budgeted revenues from state reimbursements will be increased by \$15,958 due to increased activities for the Ferry Terminal Enhancement project and regional and other reimbursements will be increased by \$67,468 to support TIMMA work on the toll and affordability program; and



TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY

TC042324

RESOLUTION NO. 24-01

WHEREAS, Corresponding technical professional services expenditures would decrease by \$352,083 as compared to the adopted budget; and

WHEREAS, Non-personnel expenditures would increase by \$117,174, and personnel expenditures would increase by \$226,934 for a total increase of \$344,108 in administrative operating costs for FY 2023/24 activity; and

WHEREAS, Other financing sources would increase by \$51,974, as appropriations of Sales Tax to TIMMA deferred from prior years are available for use in FY 2023/24; and

WHEREAS, The proposed amendment to the FY 2023/24 budget would decrease revenues by \$59,949, decrease expenditures by \$7,975 and increase other financing sources by \$51,974; now, therefore be it

WHEREAS, At its April 23, 2024, meeting, the TIMMA Committee was briefed on the proposed budget amendment and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That TIMMA's adopted FY 2023/24 budget is hereby amended to decrease revenues by \$59,949, decrease expenditures by \$7,975 and increase other financing sources by \$51,974.

Attachment:

1. Proposed FY 2023/24 Budget Amendment

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TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 6

DATE: April 18, 2024
TO: Treasure Island Mobility Management Agency Committee
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 04/23/24 Committee Meeting: Recommend Adoption of Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection

Table with 2 columns: Recommendation/Summary and Checklist. Recommendation: Recommend Adoption of Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection. Summary: In March 2023, the California Department of Transportation (Caltrans) awarded a \$3 million federal Ferry Boat Discretionary grant to the Treasure Island Mobility Management Agency (TIMMA) for preliminary engineering and construction activities for the Treasure Island Ferry Terminal Enhancements project. Checklist items include Fund Allocation, Fund Programming, Policy/Legislation, Plan/Study, Capital Project Oversight/Delivery, Budget/Finance, Contract/Agreement, and Other.

BACKGROUND

The Treasure Island Ferry Terminal Enhancements project (Project) consists of transit shelters, located near the main ferry terminal shelter structure; men's, women's, and family/all gender restrooms; and associated exterior work. These elements are an integral component of the larger ferry terminal. They were designed by Treasure Island Community Development as part of the broader ferry terminal project and will be constructed by TIMMA using both federal and local grants. This ferry terminal is



the multimodal transfer point for Treasure Island, with ferry service to San Francisco, bus service to the East Bay and San Francisco, and shuttle service around the island. The project will be fully ADA-accessible. We anticipate that the Project will be substantially completed by Fall 2025 and open to the public by the end of calendar year 2025.

According to federal grant regulations, local public agencies are required to adopt written policies and procedures prescribed by Caltrans. As such, TIMMA must adopt Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection through a Board resolution in order to access the Ferry Boat Discretionary grant.

Caltrans has developed the Local Assistance Procedures Manual Chapter 10: Consultant Selection, which sets forth policies and procedures to be utilized by local public agencies in the procurement and management of architectural and engineering contracts on state and federal funded transportation projects to ensure compliance with applicable federal and state laws and regulations and to maintain eligibility for federal-aid reimbursement.

DISCUSSION

As a recipient of federal funds, TIMMA as a local public agency, is responsible for providing the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with Federal-Aid Highway Administration (FHWA) funding. Federal regulations set forth standards for procuring and administering architectural and engineering contracts. The Brooks Act (40 U.S.C. 1101-1104) requires local public agencies to award federally funded engineering and design-related contracts based on fair and open competitive negotiations, demonstrated competence, and professional qualifications at a fair and reasonable price. In the procurement of contracts for engineering services by consulting firms using FHWA funds, TIMMA must take all the steps necessary to prevent fraud, waste, and abuse, including the prevention of conflicts of interest. TIMMA's request for federal funds to reimburse architectural and engineering consultants must follow the selection and contracting procedures detailed in Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection.



Agenda Item 6

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FINANCIAL IMPACT

Approval of the recommended action will comply with federal and Caltrans regulations and enable TIMMA to seek reimbursement of \$3 million in federal grant funds administered by Caltrans for the project. Funding for this project is included in the proposed Fiscal Year 2023/24 Budget Amendment, which is a concurrent action item. We will bring procurements to be funded by this grant, where applicable, to the Board for approval as part of future agenda items.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Resolution



TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY

TC042324

RESOLUTION NO. 24-02

RESOLUTION ADOPTING THE CALTRANS LOCAL ASSISTANCE PROCEDURES
MANUAL CHAPTER 10: CONSULTANT SELECTION

WHEREAS, The Treasure Island Mobility Management Agency (TIMMA) is responsible for providing the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with Federal Highway Administration (FHWA) funding; and

WHEREAS, In March 2023, the California Department of Transportation (Caltrans) awarded a \$3 million federal Ferry Boat Discretionary grant to the TIMMA for preliminary engineering and construction activities for the Treasure Island Ferry Terminal Enhancements project; and

WHEREAS, Federal regulations set forth standards for procuring and administering architectural and engineering contracts; and

WHEREAS, In the procurement of contracts for engineering services by consulting firms using FHWA funds, TIMMA must take all necessary steps to prevent fraud, waste, and abuse, including the prevention of conflicts of interest detailed in Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection; and

WHEREAS, TIMMA's request for federal funds to reimburse architectural and engineering consultants must follow the selection and contracting procedures detailed in Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection; and

WHEREAS, To comply with federal and Caltrans requirements, TIMMA must adopt Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection; now, therefore, be it

RESOLVED, That the Treasure Island Mobility Management Agency hereby adopts Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection.