



# TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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## Memorandum

### AGENDA ITEM 7

**DATE:** June 6, 2024

**TO:** Treasure Island Mobility Management Agency Board

**FROM:** Cynthia Fong - Deputy Director for Finance and Administration

**SUBJECT:** 06/11/2024 Committee Meeting: Recommend Adoption of the Proposed Fiscal Year 2024/25 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) 2024/25 Annual Budget and Work Program.</p> <p><b>SUMMARY</b></p> <p>The proposed FY 2024/25 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 \$3.9 million from various funding sources; total expenditures are projected to be \$4.1 million from technical professional services, personnel, and non-personnel costs; and other financing sources are projected to be \$214,688. 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 program and expect to reflect adjustments in the mid-year budget amendment. The June 11 Committee meeting will serve as the official public hearing prior to final consideration of the annual budget and work program at the June 25 Board meeting.</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, Ferry Service Planning, Parking Legislation Coordination, Toll and Affordability Program Adoption, and Ferry Terminal Enhancements Project.

The Program Management work stream includes program-wide management activities such as updating the funding strategy for the TIMMA program, providing Committee and Board support, and managing funding and grants. This work stream also provides for meetings of the TIMMA Committee and Board. 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 work associated with the Toll and Affordability Program. Public involvement and outreach activities in support of project delivery may be added if funding is identified for projects.

The Project Delivery work stream includes the Ferry Terminal Enhancements project. In addition, we will advance service planning, a business plan, and necessary electrical charging infrastructure for the Treasure Island Ferry Service with the San Francisco Bay Area Water Emergency Transportation Authority (WETA) and coordinate with the San Francisco Municipal Transportation Agency (SFMTA) on parking policies and legislation.

We are working to secure funding to support the other elements of the TIMMA work program, including toll and affordability program implementation, East Bay transit service, on-island shuttle service, transit pass coordination, 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 secured to support those activities, and adjustments will be reflected in the mid-year budget amendment.

Attachment 1 contains a description of our proposed work program for FY 2024/25. 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 \$3.9 million, with \$312,059 obligated from the federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant and \$2.6 million obligated from the Ferry Boat Discretionary Funds, administered by Caltrans.

The local match requirement to the federal ATCMTD and Ferry Boat Discretionary Funds grants will be fulfilled with \$312,059 obligated from Regional and local funds from the Treasure Island Community Development LLC through the fund exchanges for the developer's federal Ferry Grant Exchange and \$653,139 obligated from State grant funds awarded to TIDA through the Affordable Housing and Sustainable Communities (AHSC) Ferry Terminal Enhancements project, respectively.

**Expenditures.** Total expenditures are projected to be \$4.1 million, with \$3.7 million for technical professional services costs, \$323,826 budgeted for personnel costs, and \$45,100 for non-personnel costs. Technical professional services include transportation planning, strategic advising and project management support, and Ferry Terminal Enhancements project costs (construction, project management, design services during construction). 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 \$214,688 between the Transportation Authority and TIMMA, which represents appropriations of sales tax to TIMMA.

## **FINANCIAL IMPACT**

As described above. TIMMA's proposed FY 2024/25 Annual Budget and Work Program are reflected in the Transportation Authority's proposed FY 2024/25 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 5 - Resolution

## Attachment 1

### Proposed Fiscal Year 2024/25 TIMMA Work Program

The Treasure Island Mobility Management Agency's (TIMMA's) proposed Fiscal Year (FY) 2024/25 Work Program includes only activities funded by federal, state, and local grants and identified local match funds:

- Ferry Service Planning
- Parking Legislation Coordination
- Toll and Affordability Program Adoption
- Ferry Terminal Enhancements Project; and
- Program Management (including Funding Strategy and Grant Applications)

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:

- **Funding Strategy and Grant Applications:** Update the funding strategy for the TIMMA program for early implementation of transit services as well as for the capital program and long-term funding sustainability; pursue federal, state and regional grants and funding support for the TIMMA program and STS recommendations.
- **Board Operations and Support:** Staff TIMMA Committee and Board meetings.
- **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 and the federal earmark grant for the Ferry Facility, matched by Affordable Housing and Sustainable Communities (AHSC) funds awarded to TIDA.

## **Attachment 1**

### Proposed Fiscal Year 2024/25 TIMMA Work Program

#### **OUTREACH AND COMMUNICATIONS**

The proposed FY 2024/25 budget includes Outreach and Communications work associated with the Toll and Affordability Program. Public involvement and outreach activities in support of project delivery may be added if funding is identified for projects.

#### **PROJECT DELIVERY**

The FY 2024/25 work program includes one project that is fully funded:

- **Ferry Terminal Enhancements Project:** Obligate federal funds for the construction phase, procure contractors and begin construction on the ferry terminal enhancements project using the \$3 million federal earmark and \$1,000,000 of AHSC funds awarded to TIDA.

In addition, we will advance service planning, a business plan, and necessary electrical charging infrastructure for the Treasure Island Ferry Service with the Water Emergency Transportation Authority (WETA) and coordinate with SFMTA on parking policies and legislation.

Other elements of the TIMMA work program, including toll and affordability program implementation, East Bay transit service, on-island shuttle service, transit pass coordination, 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 staff have applied for regional Housing Incentive Program funds and two federal grants to support this work.

**Treasure Island Mobility Management Agency**  
**Attachment 2**  
**Proposed Fiscal Year 2024/25 Budget**  
**Line Item Detail**



	<b>Proposed Fiscal Year 2024/25 Budget</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Fiscal Year 2023/24 Budget Amendment</b>
<b>Program Revenues:</b>			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 312,059	\$ (212,060)	\$ 524,119
Ferry Boat Discretionary Funds - Treasure Island Ferry Terminal	2,612,555	2,429,520	183,035
Innovative Deployments to Enhance Arterials Shared Autonomous Vehicle	-	(176,505)	176,505
<u>State</u>			
Affordable Housing and Sustainable Communities - Treasure Island Ferry Terminal	653,139	607,380	45,759
<u>Regional and Other</u>			
Treasure Island Community Development LLC - Ferry Exchange	312,059	(129,256)	441,315
Treasure Island Development Authority	-	(234,943)	234,943
Total Program Revenues	<b>3,889,812</b>	<b>2,284,136</b>	<b>1,605,676</b>
<b>Expenditures:</b>			
Technical Professional Services Costs	3,735,574	2,717,404	1,018,170
Administrative Operating Costs			
Personnel Expenditures			
Salaries	216,896	(134,886)	351,782
Fringe Benefits	106,930	(66,499)	173,429
Non-personnel Expenditures			
Administrative Operations	42,000	(116,424)	158,424
Commissioner-Related Expenses	3,100	-	3,100
Total Expenditures	<b>4,104,500</b>	<b>2,399,595</b>	<b>1,704,905</b>
<b>Other Financing Sources (Uses):</b>			
Transfer in from Transportation Authority	214,688	115,459	99,229
Transfer out to Transportation Authority	-	-	-
Total Other Financing Sources (Uses):	<b>214,688</b>	<b>115,459</b>	<b>99,229</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Treasure Island Mobility Management Agency**  
**Attachment 3**  
**Proposed Fiscal Year 2024/25 Budget**  
**Comparison of Revenues and Expenditures**

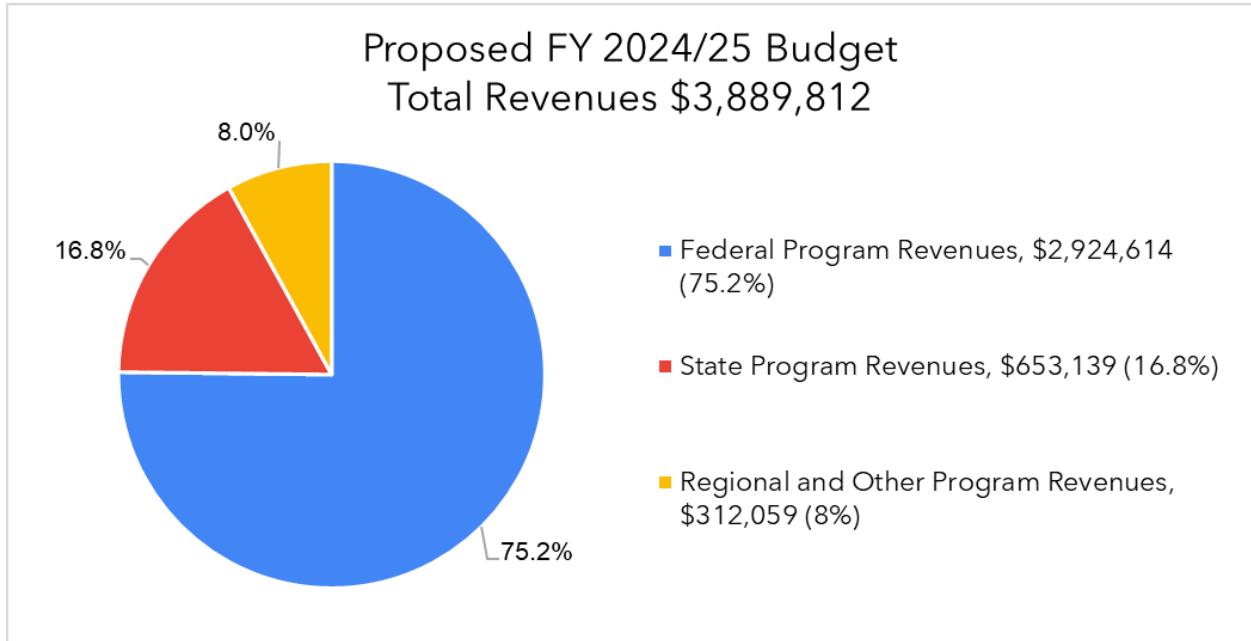


Line Item	Proposed Fiscal Year 2023/24 Budget Amendment	Proposed Fiscal Year 2024/25 Budget	Variance from Fiscal Year 2023/24 Budget Amendment	% Variance
<b>Program Revenues</b>				
Federal	\$ 883,659	\$ 2,924,614	\$ 2,040,955	231.0%
State	45,759	653,139	607,380	1327.3%
Regional and Other	676,258	312,059	(364,199)	-53.9%
<b>Total Revenues</b>	<b>1,605,676</b>	<b>3,889,812</b>	<b>2,284,136</b>	<b>142.3%</b>
<b>Expenditures</b>				
Technical Professional Services Costs	1,018,170	3,735,574	2,717,404	266.9%
Administrative Operating Costs				
Personnel	525,211	323,826	(201,385)	-38.3%
Non-Personnel	161,524	45,100	(116,424)	-72.1%
<b>Total Expenditures</b>	<b>1,704,905</b>	<b>4,104,500</b>	<b>2,399,595</b>	<b>140.7%</b>
<b>Other Financing Sources (Uses):</b>				
Transfer in from Transportation Authority	99,229	214,688	115,459	116.4%
Transfer out to Transportation Authority	-	-	-	N/A
<b>Total Other Financing Sources (Uses)</b>	<b>99,229</b>	<b>214,688</b>	<b>115,459</b>	<b>N/A</b>
<b>Net change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Attachment 4  
Line Item Description**

**TOTAL PROJECTED REVENUES.....\$3,889,812**

The following chart shows the composition of revenues for the proposed Fiscal Year (FY) 2024/25 budget.



**Federal Program Revenues: .....\$2,924,614**

The Treasure Island Mobility Management Agency (TIMMA), in partnership with the San Francisco Municipal Transportation Agency, has secured \$7.8 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. 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 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 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,



**Attachment 4**  
**Line Item Description**

public restrooms, and associated support space. These elements are an integral component of the larger ferry terminal. Once constructed, the terminal will be owned by TIDA.

Federal Program Revenues are budgeted to increase by \$2.0 million, or 231% from the Proposed FY 2023/24 Amended Budget, due to the increased efforts on the Treasure Island Ferry Terminal Enhancements project as it proceeds into construction in FY 2024/25.

The federal grant for the ATCMTD program will be matched by local funds from Treasure Island Community Development LLC (TICD), and the federal Ferry Boat Discretionary grant will be matched by state Affordable Housing Sustainable Communities (AHSC) grant funds awarded to TIDA.

**State Program Revenues:.....\$653,139**

The FY 2024/25 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 increase by \$607,380 in AHSC Ferry Terminal funds in the FY 2024/25 budget as we proceed into construction.

**Regional and Other Program Revenues:.....\$312,059**

The FY 2024/25 budget for TIMMA includes local funds from TICD through the fund exchanges for the developer’s federal Ferry Grant Exchange. This fund exchange provides matching funds to the ATCMTD grant. The budget includes ongoing staffing and professional/technical service contracts required to conduct pre-implementation planning and engineering.

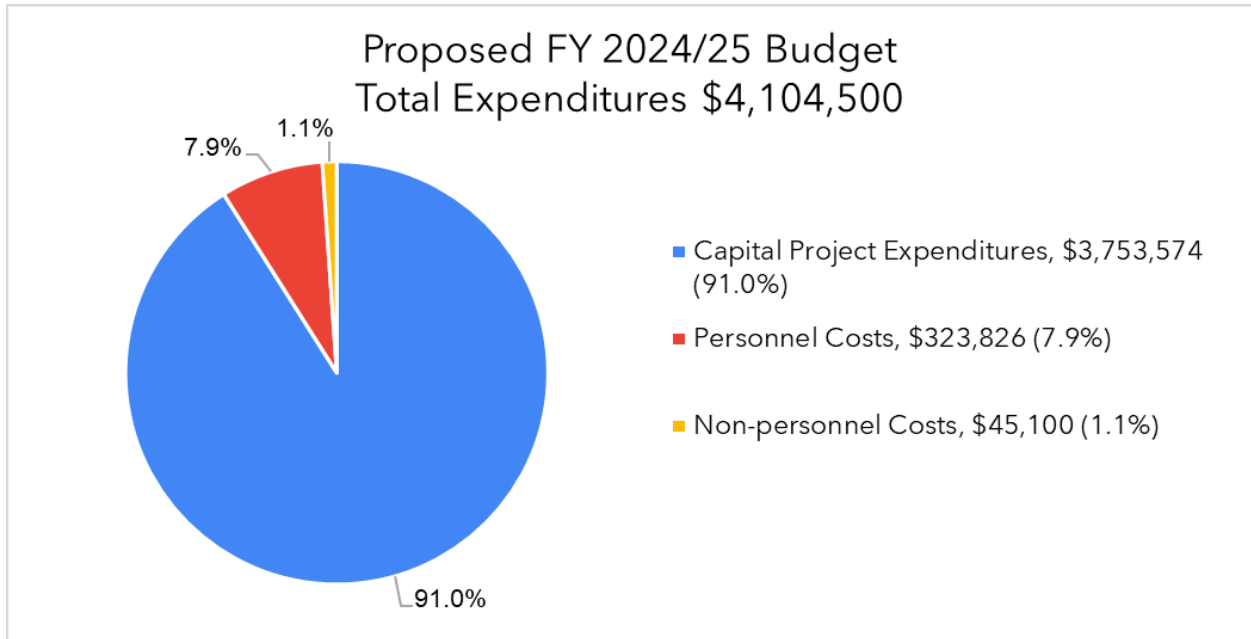
Regional and Other Program Revenues are budgeted to decrease by \$364,199, or 53.9%, as compared to the FY 2023/24 Amended Budget. The FY 2024/25 budget does not include any regional funds from TIDA as compared to prior year as well as decreased need for local matching funds for the AV Shuttle Pilot Study, which is anticipated to be completed by the end of FY 2023/24.

**Attachment 4  
Line Item Description**

**TOTAL PROJECTED EXPENDITURES.....\$4,104,500**

TIMMA’s Total Expenditures projected for the budget year are comprised of Technical Professional Services Costs of \$3.7 million and Administrative Operating Costs of \$368,926.

The following chart shows the composition of expenditures for the proposed FY 2024/25 budget.



**TECHNICAL PROFESSIONAL SERVICES COSTS.....\$3,735,574**

This line item includes technical services contracts for on-call transportation planning; strategic advising/project management support, and Ferry Terminal Enhancements (construction, project management, design services during construction).

Technical professional services in FY 2024/25 are budgeted to increase by \$2.7 million or 266.9%, from the FY 2023/24 Amended Budget, which is mainly due to the Ferry Terminal Enhancements project as it proceeds into construction in FY 2024/25.

**ADMINISTRATIVE OPERATING COSTS.....\$368,926**

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

Personnel:.....\$323,826

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

**Attachment 4**  
**Line Item Description**

Authority to support the TIMMA FY 2024/25 work program. Personnel costs are budgeted to decrease by \$201,385, or 38.3%, compared to the FY 2023/24 Amended Budget, which is mainly due to the decreased efforts on activities for the AV Shuttle Pilot project as mentioned above. 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: .....\$45,100

This line item includes legal services and Commissioner meeting fees. Non-personnel costs in FY 2024/25 are budgeted to decrease by \$116,424, or 72.1% from the FY 2023/24 Amended Budget, which is due primarily to a decrease in anticipated legal costs.

**OTHER FINANCING SOURCES (USES).....\$214,688**

Other Financing Sources (Uses) section of the Line Item Detail for the FY 2024/25 budget includes inter-agency transfers of \$214,688 between the Transportation Authority and TIMMA, which represents Prop K funds appropriated to TIMMA. Other Financing Sources (Uses) will increase by \$115,459, or 116.4% from the FY 2023/24 Amended Budget.

## Attachment 5



### TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

TC061124

RESOLUTION NO. 24-04

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#### RESOLUTION ADOPTING THE PROPOSED FISCAL YEAR 2024/25 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 2024/25 Work Program includes activities in several major streams of work: Program Management; Ferry Service Planning; Parking Legislation Coordination; Toll and Affordability Program Adoption; Ferry Terminal Enhancements Project; and

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

WHEREAS, The Project Delivery work stream includes the Ferry Terminal Enhancements project with the advancement of service planning, a business plan, and necessary electrical charging infrastructure for the Treasure Island Ferry Service with the San Francisco Bay Area Water Emergency Transportation Authority and coordinate with the San Francisco Municipal Transportation Agency on parking policies and legislation; and

WHEREAS, Attachment 1 contains a description of TIMMA's proposed Work Program for FY 2024/25; and



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

TC061124

RESOLUTION NO. 24-04

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

WHEREAS, Total revenues are projected to be \$3.9 million from various federal, state, and local funding sources; total expenditures are projected to be \$4.1 million for technical professional services, personnel, and non-personnel costs; and other financing sources (uses) are projected to include inter-agency transfers of \$214,688 between the San Francisco County Transportation Authority (Transportation Authority) and TIMMA, which represents appropriations of Sales Tax to TIMMA; and

WHEREAS, The TIMMA program revenue for FY 2024/25 covers the full cost of all Transportation Authority activities in support of TIMMA; now, therefore, be it

RESOLVED, That TIMMA hereby adopts the proposed FY 2024/25 Budget and Work Program.

Attachment:

1. Proposed Work Program for FY 2024/25
2. Proposed Budget for FY 2024/25