

# AGENDA

## TREASURE ISLAND MOBILITY MANAGEMENT AGENCY Committee Meeting Notice

**Date:** Wednesday, July 20, 2015; 1:00 p.m.  
**Location:** Committee Room 263, City Hall  
**Commissioners:** Kim (Chair), Avalos (Vice Chair) and Campos

**Clerk: Steve Stamos**

**Page**

- 1. **Roll Call**
- Consent Calendar**
- 2. **Approve the Minutes of the July 30, 2015 Meeting – ACTION\*** 5
- 3. **Recommend Approval of the Revised Administrative Code, the Revised Rules of Order, and the Revised Fiscal and Travel, Conference, Training and Business Expense Reimbursement Policies – ACTION\*** 9

It is Treasure Island Mobility Management Agency (TIMMA) direction to review the administrative code and all policies periodically to ensure compliance with current statutes and TIMMA objectives. Upon the advice of TIMMA's financial advisors, bond counsel and legal counsel, we are recommending changes to the Administrative Code, Rules of Order, Fiscal Policy, and Travel, Conference, Training and Business Expense Reimbursement Policy to conform to applicable law and keep consistent with state and local government codes.

**End of Consent Calendar**

- 4. **Recommend Adoption of the Proposed Fiscal Year 2016/17 Annual Budget and Work Program – ACTION\*** 51
- 5. **Recommend Approval of the Treasure Island Mobility Management Study Toll Policy Recommendations – ACTION\*** 55

The purpose of the Treasure Island Mobility Management Agency (TIMMA), as set forth in the Treasure Island Transportation Management Act of 2008 (State Assembly Bill 981), is to implement the Treasure Island Transportation Implementation Plan (TITIP) in support of the Treasure Island/Yerba Buena Island Development

Project. The TITIP, adopted in 2011, calls for a comprehensive, integrated program to manage travel demand on the Island as it develops. This innovative approach to mobility includes a complimentary package of strategies and services including required purchase of transit passes by residents, parking fees, and a multimodal congestion pricing program that applies motorist user fees to support enhanced and new bus, ferry, and shuttle transit, as well as bicycle sharing, to reduce the traffic impacts of the project. Funded by federal and regional grants, the Treasure Island Development Authority, and Prop K sales tax funds, the Transportation Authority has prepared the Treasure Island Mobility Management Study (Study). The objective of Study is to refine the assumptions of the TITIP recommend congestion pricing policies for Treasure Island based on demand forecasting, financial analysis and stakeholder input. The Study advances the TITIP recommendations to a level suitable for TIMMA to begin systems engineering design and to enter into transit operator and procurement agreements. On June 28, 2016, and July 13, 2016, the TIDA Citizen Advisory Board (CAB) and the TIDA Board, respectively, unanimously approved the Study.

## 6. **Update on the I-80/Yerba Buena Island East Side Ramps Project – INFORMATION\* 59**

The Transportation Authority is working in collaboration with the Treasure Island Development Authority (TIDA) to construct new I-80/westbound on and off ramps (on the east side of Yerba Buena Island (YBI)) connecting to the new Eastern Span of the San Francisco-Oakland Bay Bridge (SFOBB). TIDA is starting its redevelopment construction efforts on Treasure Island and YBI. Caltrans is also continuing its new Eastern Span SFOBB construction efforts; reconstructing the I-80 east bound on and off ramps including extending the Eastern Span bicycle pedestrian path to YBI. We have been actively coordinating with Caltrans, the Bay Area Toll Authority (BATA), TIDA, and the U.S. Coast Guard to ensure proper coordination of all related construction efforts. In anticipation of the new Eastern Span bicycle pedestrian path extension to YBI occurring in fall 2016, all of the affected agencies have determined it would be advantageous to design and construct temporary trail landing Vista Point (Vista Point) improvements on YBI adjacent to the SFOBB bicycle/pedestrian path touch down area. These improvements would provide a temporary larger, more amenable Vista Point area (on U.S. Coast Guard property – Quarters 9), including hydration station, portable restrooms, bike racks, parking lot and pedestrian actuated crosswalk. The Vista Point improvements would be delivered by the Transportation Authority in partnership with BATA. BATA will be responsible for designing the facility and funding 50% of construction, while the Transportation Authority will be responsible for constructing the Vista Point improvements (as a construction contract change order to the I-80/YBI East Side Ramps project) and funding 50% of construction. Vista Point construction work is targeted for completion in fall 2016 and will be coordinated with the new Eastern Span bicycle pedestrian path extension to YBI. Construction of the project is proceeding on schedule and within budget, and is approximately 90% complete.

## 7. **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.

## 8. **Public Comment**

## 9. **Adjournment**

### \* Additional materials

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

Please note that the meeting proceedings can be viewed live or on demand after the meeting at [www.sfgovtv.org](http://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. Assistive listening devices for the Legislative Chamber are available upon request at the Clerk of the Board's Office, Room 244. Assistive listening devices for the Committee Room are available upon request at the Clerk of the Board's Office, Room 244 or in the Committee Room. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of TIMMA at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability.

The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 7, 9, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485.

There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

In order to assist TIMMA's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help TIMMA accommodate these individuals.

If any materials related to an item on this agenda have been distributed to the TIMMA Board 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; telephone (415) 252-3100; fax (415) 252-3112; website [www.sfethics.org](http://www.sfethics.org).

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# DRAFT MINUTES

## TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

Tuesday, July 30, 2015

1. **Roll Call**

Chair Kim called the meeting to order at 11:11 a.m. The following members were:

**Present at Roll Call:** Commissioners Christensen, Kim and Wiener (3)

2. **Progress Update on the Treasure Island Mobility Management Program Policy Development – INFORMATION**

Rachel Hiatt, Principal Transportation Planner, presented the item per the staff memorandum.

Chair Kim commented that this project would be important for the development of more robust congestion management options on Treasure Island and in San Francisco. She touched on the importance of the affordability programs for low-income residents, and expressed concern that the toll would be in operation seven days a week instead of only weekdays. She asked if there were options to make the toll more flexible for festivals and holidays. Ms. Hiatt responded that the weekend toll was recommended because of high levels of congestion on the San Francisco-Oakland Bay Bridge during weekends. She said the toll would be in operation when transit agencies would be operating peak service, however she recommended that the tolling hours be different for weekday and weekends since the transit levels of service and times of congestion varied by day. She added that the toll would be based on the level of congestion and transit level of availability to and from the island.

Chair Kim asked if the toll plan was based on congestion for all drivers on the bridge or just congestion of Treasure Island residents and visitors getting on and off of the bridge. Ms. Hiatt responded that the toll would be linked to the overall congestion level on the bridge.

Chair Kim asked if the toll would be placed on Treasure Island residents traveling to San Francisco, a community which the residents were a part of. She said it was problematic that Treasure Island residents would be charged for the congestion on the bridge and noted that the congestion was also a result of people traveling to other places such as the East Bay. Ms. Hiatt responded that it was likely that many visitors would be using the bridge to travel to Treasure Island on the weekends.

Chair Kim stated that the current toll plans seemed problematic, but said she would understand if the toll was based on the amount of cars traveling through the on and off ramps for Treasure Island. She asked if there would always be a cost to get on and off of the bridge. Ms. Hiatt responded that there would not be a toll during late night and early morning hours.

Chair Kim stated that she could not support a toll that lasted from 10 p.m. to 6 a.m. She agreed with a toll during rush hour and other periods with high congestion, but stated that there needed to be times when San Francisco residents were not charged to travel to and from Treasure Island. Chair Kim added that she'd like to encourage Treasure Island residents to take the ferry and bike as much as possible, but did not want to impose restrictions which were not applicable to other San Francisco residents.

Commissioner Wiener stated that it was important not to deviate from the funding plan that led to the approval of the project and noted that the toll was part of the original approval, but added that it was important to develop a plan that was fair to everyone. He asked about the costs that would be incurred and for more detail about the toll, specifically what would happen if there were shortfalls in the revenue projections. Ms. Hiatt responded that the purpose of the toll would be to raise revenue for the regional transit operations, and said that it would be important to take an initial look at the level of transit service being called for in this project and then decide if it was needed or desired. She said that grant sources could help fund the capital costs and that it was expected that grant funding would be obtained, however a permanent source of operating funds for Alameda-Contra Costa Transit District (AC Transit) bus service and for ferry service still needed to be developed.

Commissioner Wiener stated the funds for AC Transit and the ferry service would likely come from other projects if there were shortfalls in the revenue generated from the toll. Tilly Chang, Executive Director, stated that it was important that all options were being analyzed. She noted that possible options included reducing the level of transit service, utilizing money generated by parking funds, or seeking private funding, and said that if there were budget shortfalls, the level of transit service offered would need to be re-examined.

Commissioner Wiener asked about the number of residents and homes that were expected to be on the island at buildout, to which Ms. Chang responded that there would be 20,000 residents and 8,000 housing units. She said that it would be possible that transit service costs could go down over time, and noted that transit services would be monitored so that right sized solutions could be developed.

Commissioner Wiener asked about the current number of housing units on the island, to which Ms. Chang responded that there were currently about 700.

Commissioner Wiener stated that it would be important to have a conversation with current residents about how new development would affect them, and that he had an issue with changing the tolling plans since future residents would know about the tolls when moving onto the island. He reiterated the need for a consistent, reliable ferry service and the importance of the toll once 20,000 residents lived on the island in order to lessen the impact of additional cars on the bridge. Commissioner Wiener noted that the Metropolitan Transportation Commission would like a piece of the toll because they owned the bridge, and that they may even want the toll to be higher. He added that as the decision process moved forward, it was important to take the big picture into account.

Commissioner Christensen asked to what extent nonresidential traffic, such as entertainment, hotels, and restaurants, was being considered. She noted that in District 3, transit was planned on a 9 a.m. to 5 p.m. schedule, and asked if it was possible to predict what the uses on the island may be and what they would require in terms of transportation services. Ms. Hiatt responded that recreational visitor trips were expected, especially given the hotel, conference center, urban garden, and bikeways planned on the island, but that

resident trips were still expected to make up the majority. She said that with additional parks and bike paths coming in the future, it would be important to account for more visitors looking to enjoy the open space.

During public comment, Becky Hogue commented that she agreed with Chair Kim and said that as a resident of Treasure Island it would be frustrating to have to pay a toll to travel on and off of the island during most times of the day. She stated that current residents have said that they'd like to be grandfathered in to the tolling plan, and that this had come up at the last community meeting which was well-attended because the toll was a main topic. Ms. Hogue stated that there was a lot of concern that current residents would have to pay for the new development and that it was important to not only provide affordable solutions for those who were living in low-income units, but also to those who were in market rate units, as the transportation options may still not be affordable.

Jeff Klein commented that he reviewed the Treasure Island Transportation Implementation Plan (TITIP) and stated that he did not agree with the transportation demand management (TDM) measures included in the plan. He said that the TITIP incorporated too many punitive measures for current Treasure Island residents. He added that the California Environmental Quality Act findings concluded that even if the entire package of proposed measures in the TITIP were implemented, the congestion would still not be reduced to tolerable levels, and said that he did not feel that the TDM and toll measures were equitable.

Chair Kim suggested that Mr. Klein email or leave a hard copy of his statement so that the Committee could read the rest of it.

### 3. **Introduction of New Items – INFORMATION**

There was no public comment.

### 4. **Public Comment**

During public comment, Betty Mackey stated that charging residents a toll was burdensome and unfair since existing residents had not been included in the decision making process. She said that she was not aware of the survey released to residents in fall 2014, and said that when she did find out about it in 2015 the survey was reopened but the decisions had already been made. Ms. Mackey said she felt as though the community had been left out of the process, and that although she took Muni and public transportation whenever possible, it was not always an option. She asked why the burden should be on the existing residents, and asked that the survey be considered incomplete to acknowledge that the community was overlooked.

Jeff Klein stated that it did not seem like the congestion toll would be successful in reducing congestion. He questioned the success of the toll in that if congestion were decreased, there would be less revenue generated for transit options. Mr. Klein said that the first step should be to add more transportation capacity and then look at adding the toll. He said that it was unfair that the project had gone from an idea to toll commute trips to a plan for tolling all trips and felt that drivers were being punished.

### 5. **Adjournment**

The meeting was adjourned at 11:59 a.m.

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# Memorandum

**Date:** 07.13.16 **RE:** TIMMA Committee  
July 20, 2016

**To:** TIMMA Committee: Commissioners Kim (Chair), Avalos (Vice Chair) and Campos

**From:** Cynthia Fong – Deputy Director for Finance and Administration *CF*

**Through:** Tilly Chang – Executive Director *TC*

**Subject:** **ACTION** – Recommend Approval of the Revised Administrative Code, the Revised Rules of Order, and the Revised Fiscal and Travel, Conference, Training and Business Expense Reimbursement Policies

## Summary

It is Treasure Island Mobility Management Agency (TIMMA) direction to review the administrative code and all policies periodically to ensure compliance with current statutes and TIMMA objectives. Upon the advice of TIMMA's financial advisors, bond counsel and legal counsel, we are recommending changes to the Administrative Code, Rules of Order, Fiscal Policy, and Travel, Conference, Training and Business Expense Reimbursement Policy to conform to applicable law and keep consistent with state and local government codes.

## BACKGROUND

The San Francisco Board of Supervisors designated the Transportation Authority Board as the Treasure Island Mobility Management Agency (TIMMA) Board through Resolution 110-14 in April 2014. The purpose of TIMMA is to develop and operate the Treasure Island Transportation Improvement Program as called for in the Treasure Island Transportation Management Act of 2008 (Assembly Bill 981). Assembly Bill 14, signed in September 2014, established TIMMA as a legal entity distinct from the San Francisco County Transportation Authority (Transportation Authority).

TIMMA develops and implements policies and procedures to organize and formalize agency activities, and to ensure compliance with current statutes and TIMMA objectives. While TIMMA is not required to annually review its Administrative Code, Rules of Order, Fiscal, Procurement, and Travel, Conference, Training and Business Expense Reimbursement policies, it is good management practice to do so on a regular basis.

## DISCUSSION

The purpose of this memorandum is to present staff recommendations for updates to TIMMA's policies, which were adopted by the TIMMA Board through Ordinance 15-01 and Resolution 15-01 on June 23, 2015. Attachment 1 provides a matrix of the proposed changes and explanations of the changes. Below are brief descriptions of each policy and procedure.

Wendel, Rosen, Black & Dean LLP, co-general counsel for TIMMA; KNN Public Finance, TIMMA's financial advisors; and Nixon Peabody LLP, TIMMA's bond counsel, reviewed the following policies and recommended changes as redlined in the attachments. Except where noted in the policy matrix, the

recommended changes mirror the changes to the Transportation Authority policies that were adopted by its Board on June 28, 2016.

**Administrative Code:** The Administrative Code prescribes the powers and duties of the Commissioners of TIMMA, the method of appointment of staff of TIMMA, and the policies and systems of operation and management of TIMMA.

**Rules of Order:** The Rules of Order establishes procedures to ensure that Board and Committee meetings are conducted in a clear and efficient manner, while in compliance with current statutes and TIMMA objectives.

**Fiscal Policy:** The purpose of the Fiscal Policy is to guide decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and revenue requirements of TIMMA.

**Travel, Conference, Training and Business Expense Reimbursement Policy:** This document establishes a set of policies relating to travel, conference, training and business expenses, and establishes procedures for reimbursement of commissioners and staff. These rules and guidelines are designed to safeguard public funds and to ensure that TIMMA and its staff are using the most economical and well-documented procedures in a consistent manner.

## ALTERNATIVES

1. Recommend approval of the revised Administrative Code, the revised Rules of Order, and the revised Fiscal and Travel, Conference, Training and Business Expense Reimbursement policies, as requested.
2. Recommend approval of the revised Administrative Code, the revised Rules of Order, and the revised Fiscal and Travel, Conference, Training and Business Expense Reimbursement policies, with modifications.
3. Defer action, pending additional information or further staff analysis.

## FINANCIAL IMPACTS

There is no financial impact to TIMMA's proposed FY 2016/17 budget from the requested action.

## RECOMMENDATION

Recommend approval of the revised Administrative Code, the revised Rules of Order, and the revised Fiscal and Travel, Conference, Training and Business Expense Reimbursement policies.

Attachments (5):

1. Policies Matrix
2. Draft Administrative Code
3. Draft Rules of Order
4. Draft Fiscal Policy
5. Draft Travel, Conference, Training and Business Expense Reimbursement Policy

Attachment 1

Treasure Island Mobility Management Agency  
Policies Matrix

ADMINISTRATIVE CODE		
SECTION	REVISION	REASON
3.1(a)(b)	<p>(a) To The Chair shall be elected at the first meeting of TIMMA, and thereafter, after the first complete calendar year, annually at the first meeting in January <u>or at the first meeting of the year.</u></p> <p>(b) The Vice-Chair shall be elected at the first meeting of TIMMA, and thereafter, after the first complete calendar year, annually at the first meeting in January <u>or at the first meeting of the year.</u></p>	<p>Minor clarification in the event a TIMMA Board meeting is not held in January [specific to TIMMA].</p>
5.2(a)	<p><b>TIMMA Committee.</b> The Chair of TIMMA shall appoint a TIMMA Committee which shall be composed of three Commissioners. Except as otherwise determined by the Chair of the Committee, regular meetings shall be held on a week prior to the meeting of the TIMMA Board <del>each month</del> <u>in the Committee Room of City Hall or other location as designated with proper notice by TIMMA,</u> except when that day is a holiday, in which case the meeting shall be held on the following week. This Committee shall consider matters related to the Treasure Island Transportation Management Program requiring attention between meetings of the TIMMA Board.</p>	<p>Minor clarification regarding meeting location.</p>

Attachment 1

RULES OF ORDER			
SECTION	REVISION	REASON	PAGE
Rules 1.6, 1.9, 1.17 (first instance only), 2.9, 3.1, 3.10 (last instance only), 4.3	Changing "TIMMA" to "the Board" in each location.	Clarifications to ensure that the Rules of Order use the term "Board" when referring to the governing body, and "TIMMA" when referring to the entity.	Various
Rule 1.11	<b>Rule 1.11</b> "Measure" shall mean and include a proposal, in whatsoever form presented, fulfillment of the purpose of which requires action of TIMMA by <del>Codes</del> amendment, ordinance, resolution or motion, other than a motion designed to accomplish an action strictly parliamentary in character.	Cleanup change.	1

Attachment 1

TRAVEL, CONFERENCE, TRAINING AND EXPENSE REIMBURSEMENT POLICY			
SECTION	REVISION	REASON	PAGE
I.C.	<p><b>Limitations.</b> Travel and meeting expenditures shall not exceed the approved budget, <u>except with justification and documentation</u>, and shall be consistent with associated policies established by TIMMA. Eligible TIMMA personnel are entitled to claim reimbursement for actual, reasonable and necessary expenses for eligible expenses incurred in the discharge of their official duties, subject to the limitations set forth herein.</p>	Minor clarification.	1
II.B.	<p><b>Eligible Travel Expenses.</b> The following expenses are eligible for reimbursement in connection with authorized TIMMA business, travel, conferences, meetings, and training, subject to the restrictions identified in this policy. <u>Travel expenses are subject to review by the Deputy Director for Finance and Administration and will only be approved if deemed reasonable and proper.</u> Reimbursements shall be for actual expenditures (receipts required for expenses greater than \$25) for amounts not to exceed the per diem rates and allowances established by the General Services Administration (GSA) and/or United States Department of Defense (USDOD) as appropriate.</p>	Text moved from Section B.4.a. to apply to all travel expenses.	1
II.B.3.	<p>3. Transportation charges (including commercial carrier fares, rental car charges, private car mileage allowances, parking, bridge and road tolls, and necessary taxi, <u>transportation network company</u> or public transit fares); and</p>	Minor clarification	2
II.B.4.c.	<p>c. Tips to porters, <u>baggage carriers, bellhops, hotel staff, and stewards or stewarresses not to exceed \$2-per-bag;</u></p>	Minor clarification.	2
II.C.2. [new §]	<p><u>2. Alcoholic beverages and entertainment expenses;</u></p>	Minor clarification.	2
II.C.4.	<p>4. Expenses which are excessive or unreasonable as determined by the <u>Deputy Director for Finance and Administration</u><del>TIMMA</del>.</p>	Minor clarification.	2
IV.E.	<p><b>Receipts.</b> Receipts or proof of payment must be submitted with the claim to substantiate expenditures for public carrier fares, rental cars, lodging (indicating the single rate), meals, conference or seminar registration fees, and for any unusual items or items not specifically related to travel. Claims must be recorded and certified on an expense report. For any official business in-transit travel destination, TIMMA personnel must provide a receipt and narrative to substantiate claimed travel expenses for lodging and a receipt for any authorized expenses incurred costing over \$25. <u>Itemized receipts shall be obtained and submitted with the expense report.</u> If a receipt cannot be obtained or has been lost for expenses greater than \$25, a statement to that effect shall be made on the expense report and the reason given. In absence of a satisfactory explanation, the amount involved shall not be allowed.</p>	Minor clarification.	4
IV.G.	<p><b>Expenses Not Covered by TIMMA Policy.</b> In the event where an expense does not qualify for reimbursement under this policy, to be reimbursable, the expense shall</p>	Text moved to Section VII. Lodging Expenses.	4

Attachment 1

TRAVEL, CONFERENCE, TRAINING AND EXPENSE REIMBURSEMENT POLICY			
SECTION	REVISION	REASON	PAGE
V.	<p>be approved by the TIMMA Board, in a public meeting before the expense is incurred, unless the expense is related to lodging in connection with a conference or organized educational activity conducted in compliance with California Government Code s. 54952.2(c), including but not limited to ethics training required by Article 2.4 (commencing with §. 53234) of the Government Code. <del>Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the requirements of this policy.</del></p> <p>All requests for prepayment of conference/seminar/training will be submitted for approval a minimum of ten working days in advance of the conference/seminar/training, <del>unless reasonable justification is provided.</del> If the ten-day requirement cannot be met, TIMMA personnel may personally pay registration fees <u>and other expenses</u> at their own risk and seek reimbursement on the expense report.</p>	Minor clarification.	4
VI.A.	<p><b>General.</b> TIMMA personnel may incur expenses for the purchase of meals for persons not employed by TIMMA, with whom TIMMA is transacting business. The name and business affiliation of the person, as well as the purpose of the business meeting, must be included in the expense report. The maximum per-person expenditure shall not exceed a reasonable amount under the particular circumstances and shall not exceed the per diem amount <del>established by the GSA or USDOD as appropriate.</del> Actual costs shall include reasonable and customary gratuities, but not the cost of alcoholic beverages. All such expenditures for personnel must be approved in advance by the Executive Director.</p>	Minor clarification.	4
VI.D.	<p><b>Out-of-Area Meals.</b> Reimbursement for employee meals during periods of approved trips out-of-area must be approved on the travel authorization form. Reimbursement for out-of-area meals will be based on either actual costs, for which receipts must be provided for expenditures exceeding \$25, and in accordance with the per diem of the federal standard meal allowance, <u>including single day and total trip meal rates,</u> as established by the GSA or USDOD as appropriate. Unusual costs must be justified in writing.</p>	Minor clarification.	5
VII.	<p>TIMMA personnel will be expected to be prudent in the choice of lodging and will submit proper documentation to justify the expense. The Executive Director will approve the lodging as part of the approval of the travel request, and reserves the right to determine which lodging is prudent, based on economic, comfort, safety, and reasonability considerations. If lodging is required in connection with a conference <del>or activity, the lodging costs shall not exceed the maximum group rate published by the sponsor of the conference. Lodging shall be at the location where the conference or activity is being held. Lodging costs shall not exceed the maximum group rate</del></p>	Text moved from Section IV.G. Minor clarification regarding lodging rates.	6

Attachment 1

TRAVEL, CONFERENCE, TRAINING AND EXPENSE REIMBURSEMENT POLICY		
SECTION	REVISION	REASON
	<p>published by the conference or activity sponsor, provided that the lodging at the group rate is available at the time of booking. If the group rate is not available and the hotel has no remaining vacancies, comparable lodging that is consistent with the requirements of this policy shall be used. No lodging shall be reimbursed on the final day of a conference or activity unless reasonable justification is provided or unless authorized by the Executive Director. <del>If no group rate is available at the time of booking, TIMMA will reimburse its personnel for lodging up to the rates established by the GSA or USDOD as appropriate.</del></p>	
VIII.B.3. [new §]	<p>3. Taxis, cabs, or transportation network companies; and</p>	Minor clarification.
VIII.C.	<p><b>Air and Rail Travel.</b> TIMMA personnel shall use <del>Air</del> coach-class <del>(or similar reduced fare equivalent accommodations)</del> <del>shall be used</del> for air and rail travel <del>if it is available</del> whenever possible. Any additional fees for seat location upgrades, seat spacing upgrades, or preferential boarding will not be reimbursed unless documentation is provided that there were no other reasonable options available and unless authorized by the Executive Director for special circumstances (e.g. physical or medical conditions). <del>All reasonable fare reductions or reduced fare flights as appropriate shall be utilized.</del></p>	Clarification regarding allowable flight and rail accommodations.
VIII.D.1.(d)	<p>In order to be paid mileage for travel which originates other than at the normal work location, the mileage must be in excess of that normally driven from the traveler's residence to and from the normal work location. The requesting traveler will include justification in <del>their</del> <del>an</del> <del>explanation</del> to the expense report. In the absence of a satisfactory <del>explanation</del> <del>justification</del>, the mileage expense shall not be allowed.</p>	Cleanup change.
VIII.E.	<p><b>Other Modes of Transportation.</b> Limousine, <del>and</del> taxi and transportation network company fares will be allowed for travel where public transportation is not practical or available. Examples may include, but are not limited to, travel between transportation terminal and hotel, between hotel and place of business, and between places of business.</p>	Minor clarification.
IX.	<p>Charges incurred for excess baggage will be reimbursed if justified as necessary for the purpose of the trip. An explanation of the circumstances and payment receipts must accompany the claim for reimbursement. Charges for checking and handling of baggage, including reasonable and customary gratuities (<del>\$2 per bag/package</del>) will be allowed.</p>	Cleanup change.



Attachment 1

FISCAL POLICY			
SECTION	REVISION	REASON	PAGE
III.B.	The draft budget shall be presented at a public hearing at a publicly noticed TIMMA meeting prior to being approved by the Board. Notice of the time and place of the public meeting shall be published pursuant to Sections 6060 and 6061 of the California Government Code <del>no later than the 15th day prior to the day of the hearing, and the draft budget shall be available for public inspection at least 15 days prior to the hearing.</del>	Minor clarification regarding how the notice is published. The 15-day publishing requirement is from CA Public Utilities Code Section 131266 and does not apply to TIMMA [specific to TIMMA].	1
III.D.	Except as otherwise provided in this section, the adopted final budget is not subject to further review or reopener after the Board resolution has passed. The adopted final budget may be amended during the fiscal year to reflect actual revenues and expenses incurred to the date of amendment during the fiscal year. <del>Amendments to the budget will be presented at a publicly noticed TIMMA meeting prior to being approved by the Board.</del> The Executive Director shall be responsible for proposing amendments to the adopted final budget; the Committee shall be responsible for review of the proposed amended adopted final budget, and for making a recommendation regarding the amended final budget to the Board. The amended final budget shall be adopted by Board resolution.	Minor clarification consistent with adoption of the budget.	2
IV.A.2.	A petty cash revolving account in the amount of one thousand dollars (\$1,000) may be established and maintained by the Executive Director for the purposes of paying miscellaneous expenses of TIMMA. Individual expenditures may not exceed two hundred and fifty dollars (\$250). Such miscellaneous expenses include <del>but are not limited to</del> outside photocopying expenses, office supplies, meeting and travel expenses, and other practical expenses as determined by the Executive Director to be necessary <del>and/or</del> convenient for proper administration. The Executive Director is authorized from time to time to seek reimbursement of this account to the maximum balance by allocation from the operating budget.	Cleanup change, as there is already a catch-all for anything necessary or convenient.	2





## ADMINISTRATIVE CODE

### SECTION 1. TITLE AND AUTHORITY.

This Ordinance is enacted pursuant to the provisions of California Streets and Highways Code Section 1967-1967.11 (the Treasure Island Transportation Management Act), and may be referred to as the “Treasure Island Mobility Management Agency (TIMMA) Administrative Code.” This Ordinance prescribes the powers and duties of the TIMMA Board; the method of appointment of staff of TIMMA; and the policies, and systems of operation and management of TIMMA.

### SECTION 2. DUTIES OF TIMMA.

TIMMA shall have the exclusive power to do any or all things necessary and required to accomplish the stated purposes and goals of the Treasure Island Transportation Management Act, pursuant to the terms of a resolution or ordinance adopted by the TIMMA Board (Board):

- (a) TIMMA shall administer the Treasure Island Transportation Program.
- (b) TIMMA shall adopt an annual budget.
- (c) TIMMA shall cause a post audit of its financial transactions and records at least annually by a certified public accountant.

### SECTION 3. POWERS AND DUTIES OF TIMMA COMMISSIONERS.

The eleven members of the Board of Commissioners of the San Francisco County Transportation Authority (Transportation Authority) shall be the Board of Commissioners of TIMMA.

- (a) A Commissioner may designate another local elected official who represents the citizens of the City and County of San Francisco (City) to serve as his or her alternate. The designation shall be made in writing to the Chair of TIMMA and shall become effective when delivered. The alternate’s term of office shall be the same as that of the regular member. When the regular member is not present at the meeting of TIMMA, the alternate may act as the regular member and shall have all the rights, privileges, and responsibilities of the regular member, including compensation for the meeting.
- (b) **Chair.** The Chair shall be a TIMMA Commissioner and shall possess the following powers and duties:
  1. To preside at all meetings;
  2. To appoint the membership and the Chair and Vice-Chair of the committees of TIMMA, except for the Community Advisory Committee;
  3. To decide the agenda of TIMMA meetings;
  4. To sign contracts, deeds, and other instruments on behalf of TIMMA; and
  5. To perform such additional duties as may be designated by TIMMA.
- (c) **Vice-Chair.** The Vice-Chair shall be a TIMMA Commissioner and shall perform the duties of the Chair in the absence or incapacity of the Chair.



### SECTION 3.1. Method of Appointment of TIMMA Commissioners.

- (a) The Chair shall be elected at the first meeting of TIMMA, and thereafter, after the first complete calendar year, annually at the first meeting in January or at the first meeting of the year.
- (b) The Vice-Chair shall be elected at the first meeting of TIMMA, and thereafter, after the first complete calendar year, annually at the first meeting in January or at the first meeting of the year.
- (c) The newly appointed Chair shall immediately preside following his or her election at the same meeting.
- (d) If the Chair or Vice-Chair resigns or is removed from office, the election for Chair or Vice-Chair to serve the remainder of the term, shall be at the next meeting of TIMMA.

### SECTION 3.2. Compensation of Commissioners.

- (a) TIMMA Commissioners or their alternates shall be compensated at the rate of \$100 for each day attending the business of TIMMA, but not to exceed \$400 in any month, for any of the following occurrences that are related to business of TIMMA:
  1. A meeting of the legislative body;
  2. A meeting of an advisory body;
  3. A conference or organized educational activity, including ethics training; or
  4. Any other occurrence, if TIMMA has adopted a written policy in a public meeting specifying that the attendance at such occurrence would constitute the performance of official duties for which Commissioners may receive compensation.
- (b) Commissioners shall receive reimbursement for necessary travel and personal expenses incurred in the performance of their duties when such expenses are authorized in advance and as set forth in TIMMA's adopted Travel, Conference, Training and Business Expense Policy.
- (c) TIMMA Commissioners shall not be compensated or reimbursed for any of the above if it would result in a duplication of compensation or reimbursement as a member of the San Francisco Board of Supervisors or as a Commissioner of the Transportation Authority.

### SECTION 4. STAFF OF TIMMA.

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.

### SECTION 5. METHODS, PROCEDURES AND SYSTEMS OF OPERATION AND MANAGEMENT.

#### SECTION 5.1. Meetings and Rules of Procedure.

- (a) All proceedings of TIMMA shall be in conformance with the provisions of the Treasure Island Transportation Management Act, this Administrative Code, and TIMMA's adopted Rules of Order.
- (b) Except as otherwise determined by TIMMA, regular meetings of the Board shall be held at 10:30 AM on the fourth Tuesday of each month in the Legislative Chamber of City Hall or other location as designated with proper notice by TIMMA. However when that day or any preceding Tuesday that month is a holiday, in which case the meeting shall be held on the following Tuesday. Committee meetings shall be held in Room 263 of City Hall.
- (c) The acts of TIMMA shall be expressed by motion, resolution or ordinance.
- (d) A majority of the authorized number of members of the TIMMA Board shall constitute a quorum for the transaction of business, and all official acts of TIMMA shall require the affirmative vote of a majority of the authorized number of members of the TIMMA Board.
- (e) All meetings of the TIMMA Board and any standing and select committees shall be conducted in the manner prescribed by the Ralph M. Brown Act (Chapter 9 commencing with Section 54950 of Part 1 of Division 2 of Title 5 of the Government Code).

#### SECTION 5.2 Committees of TIMMA.

- (a) **TIMMA Committee.** The Chair of TIMMA shall appoint a TIMMA Committee which shall be composed of three Commissioners. Except as otherwise determined by the Chair of the Committee, regular meetings shall be held on a week prior to the meeting of the TIMMA Board ~~each month in the Committee Room of City Hall or other location as designated with proper notice by TIMMA~~, except when that day is a holiday, in which case the meeting shall be held on the following week. This Committee shall consider matters related to the Treasure Island Transportation Management Program requiring attention between meetings of the TIMMA Board.
- (b) **Additional Committees.** TIMMA may create, and the Chair of TIMMA shall appoint the membership of, select, standing, and other committees established consistent with the following criteria:
  - 1. The Committee shall have a clear, simple, narrow, single statement of purpose;
  - 2. The Committee will be created for a specified maximum period of time, which in the case of a standing committee may be permanent; and
  - 3. The Committee will consist of no less than three and no more than five Commissioners. The TIMMA Chair shall annually appoint Chairs of the TIMMA Committee(s).

#### SECTION 5.3. Community Advisory Committees.

- (a) **Community Advisory Committee.** The Treasure Island/Yerba Buena Island Citizens Advisory Board (CAB) shall serve as a Community Advisory Committee to TIMMA. The CAB has been established and its members are appointed by the Treasure Island Development Authority, and currently includes representatives from the following categories of expertise or experience: affordable housing, marine and waterborne activities, film/television industry, Job Corps, commercial redevelopment, organized sports, the environment and open space, environmental control and remediation, organized labor, transportation planning, land use



planning, economic development and job creation, and open meeting advocacy. The committee members serve without compensation for a four-year period. The CAB meets regularly and all meetings are open to the public. The staff of TIMMA shall be available to assist the CAB. The CAB in its advisory role, shall assist TIMMA in:

1. Defining and/or refining the mission of TIMMA;
  2. Reflecting community values in the development of the mission and program of TIMMA, and channeling that mission and program back to the community;
  3. Defining and/or refining criteria and priorities for implementing the 2011 Treasure Island Transportation Improvement Plan; and
  4. Monitoring TIMMA's programs and evaluating the sponsoring agencies' productivity and effectiveness.
- (b) **Additional Advisory Committees.** TIMMA may create and appoint other advisory committees that it deems necessary.

#### **SECTION 5.4            Contracts.**

- (a) Contracts for the purchase of supplies, equipment and materials in excess of \$75,000 shall be awarded after a formal competitive procurement process in conformance with TIMMA's adopted Procurement Policy.
- (b) Contracts for the purchase of services in excess of \$75,000 shall be awarded after a formal competitive procurement process in conformance with the TIMMA Procurement Policy.
- (c) The Executive Director is authorized to contract for goods and services for an amount less than or equal to \$75,000 in conformance with the TIMMA Procurement Policy. The Executive Director is authorized to amend contracts and agreements within the parameters specified in the TIMMA Procurement Policy.
- (d) Where advantageous, TIMMA may contract without initiating a competitive procurement process with the City and County of San Francisco to render designated services or to provide materials on behalf of TIMMA.
- (e) To the extent permitted by law, Disadvantaged Business Enterprises and Local Business Enterprises shall have the maximum feasible opportunity to participate in the performance of contracts financed in whole or in part with TIMMA funds. TIMMA shall not discriminate on the basis of race, national origin, color, religion, sex, sexual orientation, age, or disability in the award and performance of its contracts.

#### **SECTION 5.5            Procedures for Implementing the California Environmental Quality Act.**

##### **SECTION 5.5.1.        Authority and Mandate.**

- (a) This Section 5.5 is adopted pursuant to the California Environmental Quality Act, Public Resources Code Sections 21000 and following, as amended; and pursuant to the Guidelines for Implementation of the California Environmental Quality Act, as amended, appearing as Title 14, Division 6, Chapter 3 of the California Code of Regulations (hereinafter referred to collectively as "CEQA").

- (b) Any amendments to CEQA adopted subsequent to the effective date shall not invalidate any provision of this Section 5.5. Any amendments to CEQA that may be inconsistent with this Section 5.5 shall govern until such time as the relevant provision of this Section 5.5 is amended to remove such inconsistency. The provisions of this Section 5.5 shall be interpreted in a manner that is consistent with CEQA.
- (c) This Section 5.5 shall govern in relation to all other ordinances of TIMMA and rules and regulations pursuant thereto. In the event of any inconsistency, the provisions of this Section 5.5 shall prevail.

#### **SECTION 5.5.2. Incorporation by Reference.**

The provisions of CEQA are not repeated here, but are expressly incorporated herein by reference as though fully set forth.

#### **SECTION 5.5.3. Responsibility.**

The administrative actions required by CEQA, to the extent authorized by Section 15025 of the CEQA Guidelines, with respect to the preparation of environmental documents, giving of notice and completing other activities shall be performed by staff of TIMMA or by consultants under the direction of TIMMA. These activities may include, but are not limited to:

- (a) Preparing any necessary forms, checklists and processing guidelines to implement CEQA in accordance with this Section 5.5;
- (b) Determining whether there are excluded and exempt activities which are not subject to CEQA;
- (c) Determining when a negative declaration or environmental impact report (EIR) is required when TIMMA is acting as a lead agency or as is otherwise required by CEQA;
- (d) Ensuring that agencies and other interested parties are consulted and have an opportunity to comment during the CEQA process when TIMMA is acting as a lead agency or as is otherwise required by CEQA;
- (e) Preparing environmental documents and notices when TIMMA is acting as a lead agency or as is otherwise required by CEQA;
- (f) Consulting, providing comments, and attending hearings as necessary on behalf of TIMMA when it acts as a responsible agency under CEQA; and
- (g) Ensuring coordination with federal lead and responsible agencies when project review is required under both CEQA and the National Environmental Policy Act (“NEPA”).

#### **SECTION 5.5.4. List of Non-Physical and Ministerial Projects.**

TIMMA shall maintain a list of types of ministerial projects that are excluded from CEQA review. TIMMA shall also maintain a list of types of projects that normally do not cause a physical change in the environment and are therefore excluded from CEQA review. Such lists shall be modified over time as the status of types of projects may change under applicable laws, ordinances, rules and regulations. The list shall not be considered totally inclusive, and may at times require refinement or interpretation on a case-by-case basis. The list of ministerial projects



and modifications thereto shall be kept posted in the offices of TIMMA, and copies shall be sent to the TIMMA Board when the list is updated or modified.

#### **SECTION 5.5.5. Categorical Exemptions.**

TIMMA shall maintain a list of types of projects which are categorically exempt from CEQA. This list shall be kept posted in the offices of TIMMA, with copies sent to the Board. The list shall be kept up to date in accordance with any changes in CEQA.

#### **SECTION 5.5.6. Initial Evaluation of Projects**

- (a) For projects that are not statutorily excluded or categorically exempt from CEQA, an initial study shall be prepared to establish whether a negative declaration or an EIR is required prior to the decision as to whether to carry out or approve the project. If it is clear at the outset that an EIR is required for a project, however, such determination may be made immediately and no initial study shall be required.
- (b) Each initial study shall meet the requirements of CEQA with respect to contents and consultation with Responsible and Trustee Agencies. During preparation of the initial study, TIMMA may consult with any person having knowledge or interest concerning the project.
- (c) If a project is subject to both CEQA and NEPA, an environmental assessment prepared pursuant to NEPA may be used to satisfy the requirements of this Section.
- (d) Based on the analysis and conclusions in the initial study, TIMMA shall determine, based on the requirements of CEQA, whether there is substantial evidence that any aspect of the project may cause a significant effect on the environment, and whether a negative declaration or and EIR shall be prepared.

#### **SECTION 5.5.7. Negative Declarations or Mitigated Negative Declarations.**

- (a) When a negative declaration is required, it shall be prepared by or at the direction of TIMMA. All CEQA requirements governing contents, notice, and recirculation shall be met.
- (b) The Board shall review and consider the information contained in the final negative declaration, together with any comments received during the public review process, and, upon making the findings as provided in CEQA Guidelines Section 15074, subdivision (b), shall adopt the negative declaration, prior to approving the project. If the Board adopts a mitigated negative declaration, it shall also adopt a program for reporting on or monitoring the mitigation measures for the project that it has either required or made a condition of approval to mitigate or avoid significant environmental effects.

#### **SECTION 5.5.8. Draft Environmental Impact Reports.**

- (a) If it is determined that a project may have a significant effect on the environment and that an EIR is required, TIMMA shall prepare a Notice of Preparation and shall meet all requirements for notice and circulation as required by CEQA.
- (b) The EIR shall be prepared by or under the direction of TIMMA. The EIR shall first be prepared as a draft report. During preparation of the draft EIR, TIMMA may consult



with any person or organization that TIMMA believes will be concerned with the environmental effects of the project and shall meet all CEQA consultation requirements (CEQA Guidelines, Sections 15082, 15083, and 15086).

- (c) When the draft EIR has been prepared, TIMMA shall file a Notice of Completion and shall provide public notice of the draft EIR, as required by CEQA Guidelines Section 15085. The comment period on draft EIRs shall meet the requirements of CEQA. The draft EIR shall be available to the general public upon filing of the Notice of Completion.
- (d) Public participation, both formal and informal, shall be encouraged at all stages of review, and written comments shall be accepted at any time up to the conclusion of the public comment period. TIMMA may give public notice at any formal stage of the review process, beyond the notices required by CEQA, in any manner it may deem appropriate, and may maintain a public log as to the status of all projects under formal review. Members of the general public shall be encouraged to submit their comments in writing as early as possible.

#### **SECTION 5.5.9. Final Environmental Impact Reports.**

- (a) A final EIR shall be prepared in accordance with CEQA by, or at the direction of, TIMMA, based upon the draft EIR, the consultations and comments received during the review process, and additional information that may become available.
- (b) In the judgment of the Board, if the final EIR is adequate, accurate and objective, and reflects the independent judgment and analysis of the Board, the Board shall certify its completion in compliance with CEQA Guidelines 15090-15095. The certification of completion shall contain findings as to whether the project as proposed will, or will not, have a significant effect on the environment, any changes that have been required or incorporated into the project to avoid or substantially lessen any significant environmental effect of the project, and shall include adoption of a program for the monitoring and reporting on any changes or mitigation measures required in the project.

#### **SECTION 5.5.10. Actions on Projects.**

- (a) Before making its decision whether to carry out or approve the project, the Board shall review and consider the information contained in the Final EIR, Negative Declaration of Mitigated Negative Declaration and shall make findings as required by CEQA Guidelines Section 15091.
- (b) After the Board has decided to carry out or approve a project, TIMMA may file a notice of determination with the county clerk of the county or counties in which the project is to be located and as required by CEQA Guidelines Section 15094. Such notice shall contain the information required by CEQA Guidelines Section 15094. If the project requires a discretionary approval by a state agency, a copy of the notice of determination shall also be filed with the California Governor's Office of Planning and Research.

#### **SECTION 5.5.11. Additional Environmental Review.**



If TIMMA or the Board determine that additional environmental review is required by CEQA Guidelines Section 15162-15164, or if modifications to a project require additional environmental review, such review will be conducted as provided by CEQA Guidelines Section 15162-15164 and in accordance with the applicable procedures set forth in this Section 5.5.

#### **SECTION 5.5.12. Evaluation of Modified Projects.**

- (a) After evaluation of a proposed project has been completed, a substantial modification of the project may require reevaluation of the proposed project.
- (b) Where such a modification occurs as to a project that has been determined to be excluded or categorically exempt, a new determination shall be made. If the project is again determined to be excluded or categorically exempt, no further evaluation shall be required. If the project is determined not to be excluded or categorically exempt, an initial study shall be conducted as provided in Section 5.5.6.
- (c) Where such a modification occurs as to a project for which a negative declaration has been adopted or a final EIR has been certified, TIMMA shall reevaluate the proposed project in relation to such modification. If, on the basis of such reevaluation, TIMMA determines, based on the requirements of CEQA, that no additional environmental review is necessary, this determination and the reasons supporting the determination shall be noted in writing in the case record, and no further evaluation shall be required. If TIMMA determines that additional environmental review is necessary, a new evaluation shall be completed prior to the decision by the Board as to whether to carry out or approve the project as modified. CEQA Guidelines Sections 15162-15164 sets forth specific requirements for the determination of whether a supplemental or subsequent EIR is necessary, as well as the applicable process for either a supplemental or subsequent EIR.

#### **SECTION 5.5.13. Multiple Actions on Projects.**

- (a) The concept of a project is broadly defined by CEQA so that multiple actions of the same or of different kinds may often constitute a single project. This expansive concept of a project permits all the ramifications of a larger public action to be considered together rather than in a piecemeal fashion, and avoids duplication of review.
- (b) Early and timely evaluation of projects and preparation of EIRs shall be emphasized.
- (c) Only one initial study, negative declaration or EIR shall be required for each project.
- (d) Only one evaluation of a project or preparation of an EIR shall occur in cases in which both TIMMA and one or more other public agencies are to jointly carry out or approve a project. In such cases the evaluation or preparation is performed by the lead agency, and the determination of which agency shall be the lead agency is determined with reference to the criteria contained in CEQA Section 21165.
- (e) CEQA provides that a single initial study, negative declaration or EIR may be employed for more than one project, if all such projects are essentially the same in terms of environmental effects and circumstances. Furthermore, an initial study, negative declaration or EIR prepared for an earlier project may be applied to a later project, if the circumstances and environmental effects of the projects are essentially the same.



**SECTION 5.5.14. Severability.**

- (a) If any article, section, subsection, paragraph, sentence, clause or phrase of this Section 5.5, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions. The Board hereby declares that it would have passed each article, section, subsection, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more articles, sections, subsections, paragraphs, sentences, clauses or phrases are declared unconstitutional or invalid or ineffective.
- (b) If the application of any provision or provisions of this Section 5.5 to any person, property or circumstances is found to be unconstitutional or invalid or ineffective in whole or in part by any court of competent jurisdiction, or other competent agency, the effect of such decision shall be limited to the person, property or circumstances immediately involved in the controversy, and the application of any such provision to other persons, properties and circumstances shall not be affected.
- (c) These severability provisions shall apply to this Section 5.5 as it now exists and as it may exist in the future, including all modifications thereof and additions and amendments thereto.

**SECTION 6. SEAL.**

TIMMA may provide for and adopt an official seal. The use of the seal of TIMMA shall be for purposes directly connected with the official business of TIMMA.



**RULES OF ORDER**  
**CHAPTER 1. DEFINITIONS**

- Rule 1.1** As used in these Rules, the following words and phrases shall have the meanings respectively ascribed to them by Rules 1.2 through 1.18.
- Rule 1.2** “Administrative Code” shall mean the Treasure Island Mobility Management Agency’s Administrative Code.
- Rule 1.3** “Adopted” in connection with proposed resolutions or ordinances, shall mean and include adoption of such proposed resolutions or ordinances by the Treasure Island Mobility Management Agency.
- Rule 1.4** “TIMMA” shall mean the Treasure Island Mobility Management Agency.
- Rule 1.5** “Board” shall mean the Board of Commissioners of TIMMA.
- Rule 1.6** “Chair” shall mean the Chair of ~~TIMMA~~the Board or in the absence of the Chair, the Vice-Chair acting as Chair.
- Rule 1.7** “Code” shall mean the Streets and Highways Code Sections 1967 et seq., under which TIMMA was created.
- Rule 1.8** “Clerk” shall mean the Clerk of TIMMA.
- Rule 1.9** “Committee” shall mean a committee of ~~TIMMA~~the Board, including select as well as standing committees.
- Rule 1.10** “Communication” shall mean any matter, other than the measure, in whatsoever form addressed to the Board for consideration or action by the Board or its committees.
- Rule 1.11** “Measure” shall mean and include a proposal, in whatsoever form presented, fulfillment of the purpose of which requires action of TIMMA by ~~Code~~, amendment, ordinance, resolution or motion, other than a motion designed to accomplish an action strictly parliamentary in character.
- Rule 1.12** “Member” shall mean a member of the Board of Commissioners.
- Rule 1.13** “Ordinances” shall mean procedures for establishing all rules of conduct affecting third parties under the jurisdiction of TIMMA and of a permanent nature and shall include but not be limited to the Administrative Code and employment rules.
- Rule 1.14** “Précis” shall mean a summary of a measure prepared by staff and presented as a part of the Board or committee folder.
- Rule 1.15** “Presiding Officer” shall mean the Chair or acting Chair.
- Rule 1.16** “Previous Question” shall be a call to end debate on a matter.
- Rule 1.17** “Resolution” shall mean the procedures for establishing all expressions of opinion of ~~TIMMA~~the Board which may or may not be of a permanent nature or affect third parties under TIMMA’s jurisdiction.
- Rule 1.18** “Rules” shall mean the Rules of Order of TIMMA.

## CHAPTER 2. ORGANIZATION AND MEETINGS

- Rule 2.1**     **Adoption of Rules of Order.** The Rules of Order (Rules) shall be adopted by resolution carried by an affirmative recorded vote of a majority of the members of the Board. When adopted, such Rules shall remain in effect unless suspended or amended as provided herein. The Chair or committee chair may adopt temporary Rules to address a specific situation or point of order in the Board meeting.
- Rule 2.2**     **Suspension of Rules.** Except this rule and Rules which are restatements of other applicable laws and which are designated in these Rules by an asterisk, any rule may be suspended by the affirmative vote of eight members unless there be less than eight members present, in which case the unanimous consent of the members present, but not less than six shall be required. A motion to suspend the Rules is not debatable.\*
- Rule 2.3**     **Amendment to Rules.** All proposed amendments to the Rules shall be referred to the TIMMA Committee for consideration and recommendation to the Board for adoption.
- Rule 2.4**     **Parliamentary Authority.** On any question or point of order not contained in these Rules, the Chair shall issue a ruling.
- Rule 2.5**     **Organization and Election of Chair.** Refer to Administrative Code Section 3.1.
- Rule 2.6**     **\*Meetings and Rules of Procedures.** Refer to Administrative Code Section 5.1.
- Rule 2.7**     **Temporary Meeting Place.** In the event of the regular meeting place is unavailable, the Chair shall designate some other appropriate place as its temporary meeting place.
- Rule 2.8**     **Special Meetings of the Board.** A special meeting of the Board of Commissioners may be called, subject to the Ralph M. Brown Act, by the Chair.
- Rule 2.9**     **Attendance at Meetings.** All members of ~~TIMMA~~the Board shall be in their respective seats at the hour appointed for each regular, special or recessed meeting of the Board or one of its committees. The Clerk shall keep a record of the attendance of the members and shall report such record in the minutes.
- Rule 2.10**    **\*Quorum.** A majority of the authorized number of members of the Board constitutes a quorum for the transaction of business, and all official acts of TIMMA require the affirmative vote of a majority of the authorized number of members of the Board.
- Rule 2.11**    **Rights of the Members Less Than Quorum.** In the absence of a quorum no information may be presented and no official action shall be taken by the members present except to order a call of the Board or committee, to reschedule the same meeting, to recess or to adjourn.
- Rule 2.12**    **Call of the Board or Committee.** Whether there be a quorum or not, upon a call of the Board or one of its committees, those absent members shall be sent for by the Board or committee chair and be brought to the Legislative Chamber or to Room 263 for committee meetings by special messengers appointed for the purpose.
- When the Board or one of its committees is under call, no member shall leave the Chamber or Room 263 without an announcement from the Chair or committee chair that the member is excused.



During a call of the Board or one of its committees, when there is a quorum present, business may be transacted as usual, except that no action shall be taken with respect to the matter in connection with which the call was made.

**Rule 2.13** **Permission to Leave Meeting.** No member shall leave the Board or committee meeting while in session if the departure would cause the loss of a quorum.

**Rule 2.14** **\*Power and Duties of Chair and Vice-Chair of the Board.** Refer to Administrative Code Section 3.b.

**Rule 2.15** **Permission to Remove Disruptive Persons.** The Board or committee Chair shall possess the power and duty to order removed from the meeting room any person who commits the following acts in respect to a regular or special meeting of the Board or a standing or select committee:

Disorderly, contemptuous or insolent behavior toward the Board or committee or any member thereof, tending to interrupt the due and orderly course of said meeting.

A breach of the peace, boisterous conduct or violent disturbance tending to interrupt the due and orderly course of said meeting;

Disobedience of any lawful order of the presiding officer, which shall include an order to be seated or to refrain from addressing the Board or committee, and

Any other unlawful interference with the due and orderly course of said meeting.

Any person so removed shall be excluded from further attendance at the meeting from which removed, unless permission to attend be granted upon motion adopted by a majority vote of the Board or committee, and such exclusion shall be effected by attendant law enforcement officer or officers upon being so requested by the presiding officer.

Any law enforcement officer or officers on duty and in attendance at the meeting or whose services are requested by the presiding officer shall carry out all orders and instructions given by the presiding officer for the purpose of maintain order and decorum at the Board or committee meeting.

In addition to effecting removal of any person who, in the opinion of the presiding officer, has violated the order and decorum of any meeting, such presiding officer may request any law enforcement officer or officers to place such person under arrest for violation of Section 403 or Section 415 of the California Penal Code, or any other applicable law, and shall cause such person to be prosecuted therefore, the complaint to be signed by such presiding officer.

### CHAPTER 3. BOARD RULES AND PROCEDURES

- Rule 3.1** **Call to Order and Roll Call.** The Chair shall preside at all Board meetings, and shall call each regular, adjourned, recessed or special meeting to order at the appointed hour. Immediately after the call to order, the Clerk shall call the roll of the members of ~~TIMMA~~the Board and shall record those members present and shall enter in the minutes the names of those members present as well as those members who arrive subsequent to the first roll call and those absent. In the absence of the Chair, the Vice-Chair shall preside and in the absence of both the Chair and the Vice-Chair, the members present after waiting fifteen (15) minutes from the scheduled onset of the meeting, by an order entered in the minutes, shall elect one of their members to act as Chair pro tempore, who, while so acting, shall have the authority of the Chair. The presiding officer shall proceed with the Order of Business.
- Rule 3.2** **Order of Business.** The normal Order of Business for the Board shall be as follows:
1. Roll Call
  2. Approval of Minutes
  3. Chair's Report
  4. Executive Director's Report
  5. Consent Agenda
  6. Unfinished Business
  7. Introduction of New Items
  8. Public Comment
  9. Adjournment
- Rule 3.3** **Addressing the Board.** When a member desires to address the Board, the member shall either rise in place or raise his or her microphone, address the presiding officer, and when recognized shall proceed to speak, confining discussion to the question before the Board. Members shall not be recognized when away from their seats.
- Rule 3.4** **Member Entitled to Floor.** When two or more members arise at the same time to address the Board, the presiding officer shall designate the member who is entitled to the floor.
- The committee chair, or in his or her absence or forbearance another member of the committee, shall be accorded priority in addressing the Board for the purpose of making a presentation concerning any matter submitted to the Board by the committee.
- Rule 3.5** **Agenda.** Prior to preparation of the agenda, the Executive Director shall review and finalize with the Chair all matters to be considered at the meeting. Any member may request of the Chair in writing ten business days prior to the scheduled Board or committee meeting that an item be included on the agenda. The Chair shall either refer the issue to committee within a reasonable time or advise the member why it will not be scheduled.
- Rule 3.6** **Calling of Items.** The Chair shall decide whether items may be acted upon individually (or grouped) when the question is called, unless a member requests that they be separate.



- Rule 3.7 Reading Titles.** The Clerk may read abbreviated titles of measures on the agenda when the abbreviated working titles will clearly express to the members and to the listening public the nature of the measure.
- Rule 3.8 Introduction of Measures.** Unless provided for by the Administrative Code, the Chair shall decide which items shall be referred to which committee or to the Board. The Executive Director shall prepare a précis of each item to be considered by the Board.
- Rule 3.9 \*Measures Not on the Agenda.** Before considering an item of business not on the agenda, the Board shall adopt a motion (i) by majority vote of the full membership of the Board that an emergency exists, as defined in Government Code Section 54956.5; or (ii) by a two-thirds vote of the full membership, or if less than two-thirds of the members are present, a unanimous vote of those members present, determining that there is a need to take immediate action and that the need to take action arose after the agenda was posted (Section 54954.2 of the Government Code).
- Rule 3.10 Action by Motion.** All resolutions, ordinances, parliamentary actions, all recommendations of a committee, actions on matters which concern only the internal functioning of the Board, directives to the staff of TIMMA to perform some specific act in the line of the official duty, adoption of the annual report, inquires, actions of a ceremonial or commemorative nature, and such other actions as may be approved by TIMMA's legal counsel, may be accomplished by motion.
- Unless otherwise provided by these Rules, a motion of a parliamentary nature shall require for adoption the affirmative vote of at least a majority of the authorized number of members of the Board or committee, there being present not less than a quorum.
- \*All other motions shall require for adoption the affirmative vote of a majority of all the authorized number of members of ~~TIMMA~~the Board, except as otherwise provided by these Rules, the Code, or other applicable law.
- Rule 3.11 Motions to be Stated and Seconded.** The Clerk shall state all motions prior to debate. All motions are to be seconded unless provided for otherwise in these Rules. The Chair shall acknowledge members as they make motions and seconds.
- Rule 3.12 Motion Not Required.** The Board shall consider, without the necessity for a motion and a second, all measures recommended to the Board by the committee.
- Rule 3.13 Division of the Question.** On the demand of any member, the Chair shall order a question divided if it includes propositions so distinct in substance that one being taken away, one of more substantive proposition shall remain for the decisions of the Board. When divided, each proposition shall then be considered and voted upon separately as if it has been offered alone.
- Rule 3.14 Seriatim Consideration.** When a measure under debate includes points which are ultimately connected, any member may have the matter considered by section or paragraphs. Each section or paragraph may be amended while being considered, and the proposition as a whole shall then be voted upon.
- Rule 3.15 The Previous Question.** The previous question shall only be admitted when called for by three members, and if the motion carries, its effect shall be to terminate all debate on the matter pending, except that the author or mover of the measure, motion or amendment shall have

the right to close and the question under discussion shall thereupon be immediately put to a vote.

It shall require a two-thirds vote of the members present to adopt a motion calling for the previous question.

The previous question shall be put in the following form: “Shall the previous question be now put?”

**Rule 3.16** **Withdrawal of Motion.** After the motion has been stated, it shall be in the possession of the Board. Before it is acted upon, a motion may be withdrawn by the mover only with the consent of a majority of the members present.

**Rule 3.17** **Reconsideration.** When a motion has been made and carried or lost, it shall be in order for any member voting with the prevailing side to move to reconsider the vote on that question.

To be recorded as having voted with the prevailing side, in order to move to reconsider the vote on any question, a member may change a vote before the result of the roll call has been announced.

**Rule 3.18** **Rescind.** When a vote has been taken by the Board and carried or lost, it shall be in order at the same meeting for any member to move to rescind that vote unless something has been done as a result of the vote which is impossible to undo.

**Rule 3.19** **\*Voting Requirements and Procedure.** \*Every member present when a measure is put forth shall vote for or against it unless prohibited from voting by applicable law because of a conflict of interest which shall be disclosed (Section 1090 et seq. of the Government Code, Section 87100 et seq. of the Government Code, and all other relevant laws or regulations).

No member shall be permitted to vote upon a question until the roll is called or before the vote is announced.

\*A tie vote on any matter before the Board shall be deemed to be a disapproval.

**Rule 3.20** **Vote to be Entered in the Minutes.** After the Board has voted upon any matter, the name of the members who voted for and those who voted against the question shall be entered in the Minutes, and the votes by ayes and noes shall be recorded in the minutes.

**Rule 3.21** **Identification, Filing and Indexing.** The Clerk shall assign to all measures appropriate identification. Thereafter, the Clerk shall maintain a legislative record and index of all measures.

**Rule 3.22** **\*Posting of the Agenda.** The Clerk shall post the agenda not later than 72 hours before any regularly scheduled Board meeting and 24 hours before any special meeting (Sections 59454.2, 54956 of the Government Code).

In the case of a rescheduled meeting, notice of the rescheduled new meeting shall be posted outside Room 244 of City Hall.

**Rule 3.23** **Minutes.** Minutes will be kept of each regular and special meeting by the Clerk, except for closed sessions.

**Rule 3.24** **\*Meetings to Be Public.** Every Board meeting shall be open to the public except that the Chair may order a meeting to be held in the closed session for consideration of matters permitted





to be discussed in closed session by State law (Section 54957 et seq. of the Government Code).

**Rule 3.25**

**\*Public Comment.** Any member of the public is entitled to comment on any matter on the agenda before it is acted on by the Board. In addition, an agenda item at each Board meeting shall provide an opportunity for members of the public to directly address the Board on items of interest to the public which have not been discussed earlier in the meeting that are within the subject matter jurisdiction of TIMMA. Members of the public may address the Board for up to three minutes or for such number of minutes as set by the Chair. The Chair may limit the total testimony to 30 minutes (Section 54954.3 of the Government Code).



## CHAPTER 4. COMMITTEE RULES AND PROCEDURES

**Rule 4.1** **Call to Order and Roll Call.** The committee chair shall preside at all committee meetings, and shall call each regular, adjourned, recesses or special meeting to order at the appointed hour. Immediately after the call to order, the Clerk shall call the roll of the committee members and shall record those members present and shall enter in the minutes the names of those members present as well as those members who arrive subsequent to the first roll call and those absent. In the absence of the committee chair, the Vice-Chair shall preside. The presiding officer shall proceed with the Order of Business.

**Rule 4.2** **Order of Business.** The normal Order of Business for committees shall be as follows:

1. Roll Call
2. Approval of Minutes
3. Consent Agenda
4. Unfinished Business
5. Introduction of New Items
6. Public Comment
7. Adjournment

**Rule 4.3** **Standing Committees, General Rules.** The standing committees of ~~TIMMA~~ the Board and the matters to be referred to each are set forth in the Administrative Code. Select committees may be established as provided in Section 5.2 of the Administrative Code.

Committee members shall be noticed and agendized as both committee meetings and special board meetings. Any member of the Board who is not a member of an assigned committee may join with the members of the said committee in its deliberations, however, only members of said committee shall be entitled to vote, except that the Chair may vote as provided in Rule 4.5 below, on such matters in committee. If a quorum of the committee is present the meeting shall be convened as a committee meeting. If a quorum of the Board is initially present at a committee meeting, or if a quorum of the Board is present at any time during the meeting, the committee meeting shall be convened (if a quorum of the Board is initially present), or recessed and reconvened (if a quorum of the Board is present at any other time during the meeting) and constitute a special meeting of the Board. The Clerk shall record it in the minutes, and discussion shall be limited to items noticed on the agenda.

In the event that the scope of committee assignments may be conflicting, overlapping, ambiguous, or not stated, the Chair shall determine and designate which committee shall have jurisdiction over a particular matter.

**Rule 4.4** **\*Committee Chair.** The committee chairs will be appointed by the Chair at the beginning of each year (Section 3 (b) of the Administrative Code).

**Rule 4.5** **\*TIMMA Chair as Non-Voting, Ex-Officio Member.** The Chair of TIMMA shall be eligible to be appointed and to serve on each TIMMA Committee established under this Rule as a voting, regular member. If not appointed as a regular member of a Committee, the Chair shall serve



as a non-voting, ex-officio member, except that the Chair shall serve as a voting member when his or her presence is necessary in order to constitute a quorum. The majority of the authorized number of members of a committee shall constitute a quorum for the transaction of business, and all official acts of a committee shall require the affirmative vote of a majority of the authorized number of members of the committee. In the case of a tie vote in any TIMMA committee, the TIMMA Chair, if present but not acting as a voting member, may cast the deciding vote. If the Chair's presence as a nonvoting ex-officio member causes a majority of the members of the full Board to be present, the committee meeting shall be recessed, if necessary, and the meeting convened or reconvened as a special Board meeting. See Rule 4.3.

- Rule 4.6** **Time of Meeting.** Every committee shall meet at the time set by the Chair, committee chair at the beginning of his or her appointment, or a majority of the committee, in that order of priority. Whenever a meeting falls on a holiday or a quorum does not result, the meeting shall be rescheduled at the discretion of the committee chair.
- Rule 4.7** **Meeting Frequency.** The regular schedule of the standing committee meetings shall provide for meeting at least once a month for each of the committees, except during recess and for committees which meet only at the call of the Chair.
- Rule 4.8** **Agenda.** Prior to preparation of an agenda, the Executive Director shall review and finalize with the committee chair all matters to be considered at the meeting.
- Rule 4.9** **Calling of Items.** The committee chair shall decide whether items may be acted upon individually (or grouped) when the question is called, unless a member requests that they be separate.
- Rule 4.10** **Reading the Titles.** The Clerk may read abbreviated titles of measure on the agenda when the abbreviated wording will clearly express to the members and to the listening public the nature of the measure.
- Rule 4.11** **Introduction of Measures.** The Executive Director shall prepare a précis of each item to be considered by the committee.
- Rule 4.12** **\*Measures Not on the Agenda.** Before considering an item of business not on the agenda, the committee shall adopt a motion (i) by majority vote of the full membership of the committee that an emergency exists, as defined in Government Code Section 54956.5; or (ii) by the two-thirds vote of its members, or if less than two-thirds of the members are present, by a unanimous vote of those members present, determining that there is a need to take immediate action and that the need to take action arose after the agenda was posted (Section 54954.2 of the Government Code).
- Rule 4.13** **Action by Motion.** All resolutions, ordinances, parliamentary actions, all recommendations of a committee, actions on matters which concern only the internal functioning of the Board, directive to the staff to perform some specific act in the line of official duty, adoption of the annual report, inquiries, actions of ceremonial or commemorative nature, and such other actions as may be approved by TIMMA's legal counsel, may be accomplished by motion.
- Rule 4.14** **Motion to be Stated.** The Clerk shall state all motions prior to debate. No motion in the committee shall require a second. The committee chair shall acknowledge members as they make motions.

- Rule 4.15** **Division of the Question.** On the demand of any member, the committee chair shall order a question divided if it includes propositions so distinct in substance that one being taken away, one or more substantive propositions shall remain for the decision of the committee. When divided, each proposition shall then be considered and voted upon separately as if it has been offered alone.
- Rule 4.16** **Seriatim Consideration.** When a measure under debate includes points which are ultimately connected, any member may have the matter considered by sections or paragraphs. Each section or paragraph may be amended while being considered, and the proposition as a whole shall then be voted upon.
- Rule 4.17** **Withdrawal of Motion.** After the motion has been stated it shall be in the possession of the committee. Before it is acted upon, a motion may be withdrawn by the mover only with the consent of a majority of the members present.
- Rule 4.18** **Reconsideration.** When a motion has been made and carried or lost, it shall be in order for any member voting with the prevailing side to move to reconsider the vote on that question.  
To be recorded as having voted with the prevailing side, in order to move to reconsider the vote on any question, any member may change a vote before the result of the roll call has been announced.
- Rule 4.19** **Rescind.** When a vote has been taken by a committee and carried or lost, it shall be in order at the same meeting for any member to move to rescind that vote unless something has been done as a result of the vote which is impossible to undo.
- Rule 4.20** **\*Voting Requirements and Procedure.** Every member present when a motion is put forth shall vote for or against it unless prohibited from voting by applicable law because of a conflict of interest which shall be disclosed (Government Code Section 1090 et seq., Government Code Section 87100 et seq. and all other relevant laws and regulations).  
No member shall be permitted to vote upon a question until the roll is called or before the vote is announced.  
A tie vote on any matter before the committee shall be deemed to be a disapproval.
- Rule 4.21** **Vote to be Entered in the Minutes.** After the committee has voted upon any matter, the names of the members who voted for and those who voted against the question shall be entered in the Minutes, and the votes by ayes and noes shall be recorded in the Minutes.
- Rule 4.22** **Identification, Filing and Indexing.** The Clerk shall assign to all measures appropriate identification. Thereafter, the Clerk shall maintain a legislative record and index of all measure.
- Rule 4.23** **Minutes.** Minutes will be kept of each regular and special meeting by the Clerk, except for closed sessions.
- Rule 4.24** **\*Posting of Agenda.** The Clerk shall post the agenda not later than 72 hours before a regularly scheduled committee meeting or 24 hours before a special meeting is scheduled (Sections 54954.2, 54956 of the Government Code).
- Rule 4.25** **\*Public Comment.** Any member of the public is entitled to comment on any matter on the agenda which is within the subject matter jurisdiction of TIMMA before it is acted on by the committee. In addition, an agenda item at each committee meeting prior to



adjournment shall provide an opportunity for members of the public to directly address the committee on items of interest to the public which have not been discussed earlier in the meeting that are within the subject matter jurisdiction of TIMMA. Members of the public may address the committee for up to three minutes or for such number of minutes as set by the Chair. The committee chair may limit the total testimony to 30 minutes (Section 54954.3 of Government Code).

## CHAPTER 5. MISCELLANEOUS

- Rule 5.1**     **Conduct of Members.** No member in debate shall, directly or indirectly, by any form of words impute to another member or to other members any conduct or motive unworthy or unbecoming to a member.
- Rule 5.2**     **Honors issued by the Board of Commissioners.** The Board may issues honors in the following categories for TIMMA-related activities:
1. Engrossed Resolutions. Such resolutions shall be prepared for members leaving office; TIMMA staff leaving the service after at least ten (10) years of service with TIMMA; and Mayors, members of Congress, and members of the State Legislature upon leaving office.
  2. Certificate of Honor. Each member of the Board is authorized to be issued up to five Certificates of Honor a year on behalf of the Board without further Board action in accordance with the following procedure.
    - a) No certificates shall be issued to a person or entity which has received a certificate within the previous twelve months.
    - b) Each member desiring to issue a Certificate of Honor shall provide the name of the proposed recipient to the Clerk who will advise other members of the request.
    - c) During the two business days following the provision of the name, other members may indicate their desire to join in on sponsoring the certificate. The primary sponsor shall then permit the additional members to sign the certificate.
  3. Letters of Recommendation. Each member of the Board is authorized to issue Letters of Recommendation in the name of the Board without limit as to number.
  4. The Executive Director shall, after consultation with the Chair, prescribe the form for each of these honors, and shall facilitate the preparation of such certificates and letters by the staffs of individual members.
  5. The Board shall be advised at its regularly scheduled meeting on any engrossed resolutions, certificates of honor or letters of recommendation awarded since the last Board meeting.

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\* See Rule 2.2.



## FISCAL POLICY

### I. INTRODUCTION

The Fiscal Policy is designed to guide decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and any revenues requirements of the Treasure Island Mobility Management Agency (TIMMA). It is intended to be consistent with TIMMA's adopted Administrative Code, the Treasure Island Transportation Program, federal and state regulations, and general prudent accounting and financial management practices.

### II. SCOPE AND AUTHORITY

The Fiscal Policy applies only to the operations of TIMMA. Overall policy direction shall be the responsibility of the TIMMA Board (Board). Responsibility for implementation of the Policy, and day-to-day responsibility and authority for structuring, implementing, and managing TIMMA's policies, goals, and objectives, shall lie with the Executive Director. This Policy will be reviewed and updated as required or deemed advisable at least once every three years. Any changes to the policy are subject to approval by the Board at a public meeting.

### III. ANNUAL BUDGET PROCESS

The Board shall adopt an Annual Budget by the beginning of each fiscal year. The purpose of the Annual Budget is to provide management guidance and control over disbursement of TIMMA's revenues in accordance with the goals and objectives 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. The sections below further define the process involved in the development of the final budget.

#### A. PREPARATION AND REVIEW OF A DRAFT BUDGET

The Executive Director is charged with responsibility for the preparation of a draft budget for each fiscal year. The draft budget will consist of line items for Revenues, including investment income, and Administrative Operating Expenses, as applicable. The draft budget may also include other functional categories as deemed appropriate.

#### B. PUBLIC REVIEW OF DRAFT BUDGET

The draft budget shall be presented at a public hearing at a publicly noticed TIMMA meeting prior to being approved by the Board. Notice of the time and place of the public meeting shall be published pursuant to Sections 6060 and 6061 of the California Government Code ~~no later than the 15th day prior to the day of the hearing, and the draft budget shall be available for public inspection at least 15 days prior to the hearing.~~

#### C. ADOPTION OF A FINAL BUDGET

As established by the Administrative Code, the TIMMA Committee (Committee) shall be responsible for review of the proposed overall operating and capital budget of TIMMA. The Committee shall set the budget parameters (spending limits) by budget line item as detailed in Section III.A. Preparation and Review of a Draft Budget, and shall recommend adoption of the draft budget to the Board.



The final budget for a given fiscal year shall be approved and adopted by resolution of the Board by June 30 of the prior fiscal year. If TIMMA is unable to adopt a final budget by June 30, it must adopt a resolution to continue services and payment of expenses. The continuing resolution shall include a date certain by which the annual budget will be adopted.

**D. AMENDMENTS TO THE ADOPTED BUDGET**

Except as otherwise provided in this section, the adopted final budget is not subject to further review or reopener after the Board resolution has passed. The adopted final budget may be amended during the fiscal year to reflect actual revenues and expenses incurred to the date of amendment during the fiscal year. Amendments to the budget will be presented at a publicly noticed TIMMA meeting prior to being approved by the Board. The Executive Director shall be responsible for proposing amendments to the adopted final budget; the Committee shall be responsible for review of the proposed amended adopted final budget, and for making a recommendation regarding the amended final budget to the Board. The amended final budget shall be adopted by Board resolution.

**IV. BUDGET REQUIREMENTS**

**A. ADMINISTRATIVE OPERATING EXPENSES**

Administrative operating expenses include all expenses related to the operations and maintenance of TIMMA, including, among others, staff salaries, staff benefits, office lease costs, equipment rental, supplies, and travel. Specific requirements with respect to certain budgeted expenses are set forth below.

**1. EMERGENCY EXPENDITURES**

The Executive Director is authorized to exceed the overall administrative operating expense line items by up to seventy-five thousand dollars (\$75,000), for the actual cost of emergency expenditures that are made to protect the health, safety, and welfare of the agency or the public, or to repair/restore damaged/destroyed property for TIMMA. The Executive Director shall submit a report to the Committee within thirty (30) days of the emergency explaining the necessity of the action, a listing of expenditures, and future recommended actions.

**2. PETTY CASH**

A petty cash revolving account in the amount of one thousand dollars (\$1,000) may be established and maintained by the Executive Director for the purposes of paying miscellaneous expenses of TIMMA. Individual expenditures may not exceed two hundred and fifty dollars (\$250). Such miscellaneous expenses include ~~but are not limited to,~~ outside photocopying expenses, office supplies, meeting and travel expenses, and other practical expenses as determined by the Executive Director to be necessary ~~and or~~ convenient for proper administration. The Executive Director is authorized from time to time to seek reimbursement of this account to the maximum balance by allocation from the operating budget.

**B. CAPITAL EXPENDITURES**

Capital Expenditures shall be listed as a single line item.





### C. OTHER FUNCTIONAL CATEGORIES

The Executive Director may designate other functional categories as deemed appropriate or necessary.

### V. REPORTING REQUIREMENTS

The Executive Director shall report to the Committee at least on a quarterly basis on TIMMA's actual expenditures, budgetary performance, authorized variances that have been implemented pursuant to this Fiscal Policy. The Committee shall cause TIMMA's financial transactions and records to be audited by an independent, certified public accountant firm at least annually and a report to be submitted to the Board on the results of the audit.

### VI. PROCUREMENT OF GOODS AND SERVICES

It shall be the policy of TIMMA to competitively bid the procurement of goods and services. Procurements in amounts greater than seventy-five thousand dollars (\$75,000) shall require a formal bid process including advertising requests for bids and/or proposals in appropriate local newspapers or other media outlets. Formal procurement of supplies, equipment, and materials in excess of \$75,000 shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the vote of two-thirds of the voting membership of TIMMA, or, if after rejecting bids received, TIMMA determines and declares by a two-thirds vote of all of its voting members that, in its opinion the supplies, equipment or materials may be purchased at a lower price in the open market.

Procurements of supplies, equipment, and materials in amounts equal to or less than \$75,000 shall be awarded to the lowest responsive bidder following an informal competitive bid process.

The selection of professional services, such as legal, financial advisory, private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required in accordance with TIMMA's Procurement Policy.

All procurement transactions, regardless of dollar value and regardless of whether by sealed bid, informal quote, or by negotiation, shall be conducted in a manner that promotes free and open competition.

#### A. DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

Any procurement whether formal or informal shall comply with TIMMA's applicable non-discrimination, disadvantaged/minority/local/small/women-owned business and other applicable contracting policies in place at the time of procurement.

#### B. CONFLICT OF INTEREST

Commissioners, staff, or agents of TIMMA shall not participate in the selection or in the award or administration of a contract if such participation would result in a conflict of interest, real or apparent, as defined by state statute and applicable case law. Commissioners, staff or agents shall not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.





### C. CONTRACTS

Approval of the Board is required prior to the execution of any contract for the procurement of goods or professional services that authorizes payments that in the aggregate exceed seventy-five thousand dollars (\$75,000) in a fiscal year. The Executive Director is authorized to approve and execute all such contracts that authorize payments not in excess of \$75,000 per fiscal year, provided that the amounts are consistent with the adopted final budget, as amended in accordance with this Policy for the current fiscal year or, in the event that the contract was not completed in a single fiscal year, the contiguous fiscal year(s). The Executive Director is authorized to amend contracts to extend time, to add or delete tasks of similar scope and nature, and to increase or reduce the total amount of the contract. The Executive Director may execute such amendments without prior Board approval, if the amount of the amendment does not exceed \$75,000 and so long as the amendment is consistent with the adopted final budget.

No contractual obligations, administrative or capital, shall be assumed by TIMMA in excess of its ability to pay, as defined by the adopted final budget. All expenditures shall comply with all federal, state, and local statutory and other legal restrictions placed on the use of said funds.

TIMMA shall establish contracts for banking and investment services.. Said contracts shall include provisions for the receipt, maintenance, investment and disbursement of funds, and ongoing financial data reports as required by TIMMA.



## TRAVEL, CONFERENCE, TRAINING AND BUSINESS EXPENSE REIMBURSEMENT POLICY

### I. PURPOSE AND GENERAL POLICY

- A. Purpose.** This document establishes a set of policies relating to travel, conference, training and business expenses, and establishes procedures for reimbursement of eligible Treasure Island Mobility Management Agency (TIMMA) Commissioners and staff, including loaned staff, herein referred to as TIMMA personnel, for such expenses. These rules and guidelines are designed to safeguard public funds and to ensure TIMMA and its personnel are using the most economical and well-documented procedures in a consistent manner.
- B. General Policy.** TIMMA recognizes that in some instances it is necessary and/or convenient for authorized TIMMA personnel to incur expenses for travel, training and other business purposes in connection with the official business of TIMMA. Additionally, TIMMA recognizes the benefit of attendance at meetings, conferences and other functions which advance professional knowledge and provide opportunities to exchange information related to transportation, government operations and issues. The policy of TIMMA is to pay or reimburse TIMMA personnel for such expenses, travel and fees that a reasonable and prudent person would incur when traveling on official business and which serve a TIMMA purpose and are deemed necessary and/or advantageous to TIMMA.
- C. Limitations.** Travel and meeting expenditures shall not exceed the approved budget, except with justification and documentation, and shall be consistent with associated policies established by TIMMA. Eligible TIMMA personnel are entitled to claim reimbursement for actual, reasonable and necessary expenses for eligible expenses incurred in the discharge of their official duties, subject to the limitations set forth herein.

### II. ELIGIBILITY

- A. Eligible Personnel.** Expenses are authorized for TIMMA personnel. Travel expenses may be authorized for the purpose of conducting business on behalf of TIMMA, including employment interviews.
- B. Eligible Travel Expenses.** The following expenses are eligible for reimbursement in connection with authorized TIMMA business, travel, conferences, meetings, and training, subject to the restrictions identified in this policy. Travel expenses are subject to review by the Deputy Director for Finance and Administration and will only be approved if deemed reasonable and proper. Reimbursements shall be for actual expenditures (receipts required for expenses greater than \$25) for amounts not to exceed the per diem rates and allowances established by the General Services Administration (GSA) and/or United States Department of Defense (USDOD) as appropriate<sup>1</sup>:
1. Meals;
  2. Lodging;

<sup>1</sup> Per diem is an allowance for lodging (excluding taxes), meals and incidental expenses. The GSA establishes per diem rates for destinations within the Continental United States. The United States Department of State establishes the foreign rates.



3. Transportation charges (including commercial carrier fares, rental car charges, private car mileage allowances, parking, bridge and road tolls, and necessary taxi, transportation network company or public transit fares); and
  4. Miscellaneous expenses:
    - a. Local and long distance business telephone calls, faxes and internet access by the most economical practicable commercial service, ~~subject to review by the Deputy Director for Finance and Administration and only approved if deemed reasonable and proper;~~
    - b. Registration fees for attending conferences, seminars, conventions, meetings, or other training of professional societies or community organizations;
    - c. Tips to porters, baggage carriers, bellhops, hotel staff, and stewards or stewardesses, ~~not to exceed \$2 per bag;~~
    - d. Purchase of necessary training or conference materials or supplies;
    - e. Business expenses in connection with the preparation of clerical or official reports while on training or travel status; and
    - f. Unforeseen or unusual expenses which are justified, necessary and substantiated.
- C. Non-Eligible Travel Expenses.** TIMMA personnel are not eligible to claim reimbursement for the following items:
1. Personal telephone calls;
  2. Alcoholic beverages and entertainment expenses;
  - ~~2.3.~~ 3. Constructive expenses, which are those which might have been incurred for TIMMA business but were not; such as:
    - a. if two individuals traveled together to a meeting in one car and each claimed full transportation costs, then one would be making a “constructive” claim; or
    - b. if an individual on a trip stayed with friends or relatives, it would be “constructive” to claim a lodging expense.
  - ~~3.4.~~ 4. Expenses which are excessive or unreasonable as determined by the Deputy Director for Finance and Administration ~~TIMMA~~.
- D. Expense Limitations.** Reimbursement of costs shall be based on the minimum number of days and hours required to transact TIMMA business. Costs incurred due to early or late arrival shall be at the traveler’s expense unless it is shown that the savings in airfare outweighs other costs. In that event, it is up to the traveler’s discretion as to whether he or she wishes to take advantage of the reduced airfare by traveling at an earlier/later date.
- E. Cash Advance.** Cash advances may be requested to cover anticipated travel expenses for out-of-area or overnight travel if requested a minimum of ten working days before departure. Cash advances shall not be less than \$100 nor more than the estimated expenses listed on the approved travel authorization form. Advances must be refunded immediately when an authorized trip is canceled or indefinitely postponed.



### III. TRAVEL AUTHORIZATION

- A. **Approval.** Before any TIMMA paid or reimbursed overnight or out-of-area travel may take place, TIMMA personnel must first submit a travel authorization form to their supervisor for approval, who will forward the approved form to the Deputy Director for Finance and Administration to verify that sufficient funds are available in TIMMA's budget for the travel. The Deputy Director for Finance and Administration will forward the approved form to the Executive Director for final approval. TIMMA Commissioners must submit the travel authorization form to the Executive Director for pre-approval. The Executive Director is authorized to approve travel requests for TIMMA personnel consistent with this policy. The Executive Director will inform the Chair of the Finance Committee and the Chair of the TIMMA Board of all Commissioner travel requests in excess of \$5,000. All travel requests must be approved in advance, prior to incurring any reimbursable expenses.
- B. **Local Travel.** Local travel, which does not involve overnight travel, can be reimbursed by TIMMA without pre-verification of travel funds availability but staff shall obtain verbal approval from their respective supervisor and the Executive Director. If overnight travel is necessary, a travel authorization form shall be submitted prior to incurring reimbursable expenses.
- C. **Out-of-Area Travel.** Out-of-area travel is defined as 50 miles or more beyond the San Francisco city limits.
- D. **Travel Authorization Form.** The travel authorization form shall list the destination, purpose and justification for the trip, departure and return dates, and the estimated costs for transportation, meals, lodging, registration, and other expenses.

### IV. PROCEDURES FOR CLAIMING EXPENSE REIMBURSEMENT

- A. **Expense Report.** Any reimbursement for expenses incurred on behalf of TIMMA shall be claimed on an expense report. Expense reports shall be submitted within 45 days of incurring the expenses, and the reports shall be accompanied by adequate documentation supporting the expenses.

The total amount of all expenses pertaining to a particular trip should be accounted for the traveler on an expense report form. If the total actual cost of a trip exceeds the amount listed on the travel authorization form, justification and documentation of the excess cost must be provided. In the absence of a satisfactory explanation, any amount in excess of the estimated cost approved on the travel authorization form shall not be allowed. If the cash advance exceeds the actual reimbursable expense, then the traveler shall immediately return the excess amount with the expense report.
- B. **Nature of Claim.** Claims must be for actual and necessary expenses consistent with this document; not for "constructive" expenses.
- C. **Per Diem Adjustments.** Per diem claims will be adjusted, using the appropriate per meal rate, in those instances where meals are provided gratis or as part of a registration or any other fee claimed on the expense report.
- D. **Required Information.** Each claim must clearly indicate the date, nature of expense and amount for which reimbursement is being claimed.



- E. Receipts.** Receipts or proof of payment must be submitted with the claim to substantiate expenditures for public carrier fares, rental cars, lodging (indicating the single rate), meals, conference or seminar registration fees, and for any unusual items or items not specifically related to travel. Claims must be recorded and certified on an expense report. For any official business in-transit travel destination, TIMMA personnel must provide a receipt and narrative to substantiate claimed travel expenses for lodging and a receipt for any authorized expenses incurred costing over \$25. Itemized receipts shall be obtained and submitted with the expense report. If a receipt cannot be obtained or has been lost for expenses greater than \$25, a statement to that effect shall be made on the expense report and the reason given. In absence of a satisfactory explanation, the amount involved shall not be allowed.
- F. Commissioner Reports.** TIMMA Commissioners attending a meeting, conference, or training at the expense of TIMMA shall provide a brief written and oral report of such at the next regular Board meeting of TIMMA. The report must include a statement of how the Commissioner's attendance has an impact on, or was associated with, TIMMA business, and include any materials distributed at the meeting, conference, or training that could be helpful to other Commissioners.
- G. Expenses Not Covered by TIMMA Policy.** In the event where an expense does not qualify for reimbursement under this policy, to be reimbursable, the expense shall be approved by the TIMMA Board, in a public meeting before the expense is incurred, unless the expense is related to lodging in connection with a conference or organized educational activity conducted in compliance with California Government Code s. 54952.2(c), including but not limited to ethics training required by Article 2.4 (commencing with §. 53234) of the Government Code. ~~Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the requirements of this policy.~~

#### V. PREPAYMENT OF CONFERENCE/SEMINAR/TRAINING FEES

All requests for prepayment of conference/seminar/training will be submitted for approval a minimum of ten working days in advance of the conference/seminar/training, unless reasonable justification is provided. If the ten-day requirement cannot be met, TIMMA personnel may personally pay registration fees and other expenses at their own risk and seek reimbursement on the expense report.

#### VI. MEAL EXPENSE

- A. General.** TIMMA personnel may incur expenses for the purchase of meals for persons not employed by TIMMA, with whom TIMMA is transacting business. The name and business affiliation of the person, as well as the purpose of the business meeting, must be included in the expense report. The maximum per-person expenditure shall not exceed a reasonable amount under the particular circumstances and shall not exceed the per diem amount established by the GSA or USDOD as appropriate. Actual costs shall include reasonable and customary gratuities, but not the cost of alcoholic beverages. All such expenditures for personnel must be approved in advance by the Executive Director.



- B. Restrictions.** The purchase of non-travel-related meals is authorized only when TIMMA personnel are required, and where approved in advance by the Executive Director in the following circumstances:
1. to attend a breakfast, lunch or dinner meeting concerning TIMMA business affairs because of the official position or duties of the individual;
  2. to attend a meeting between Commissioners and staff when required to conduct TIMMA business outside of normal business hours;
  3. to attend consecutive or continuing morning and afternoon and night sessions of a TIMMA, Board of Supervisors, city council, commission, district or other public agency meeting to cover an agenda;
  4. to act as host for official guests of TIMMA, such as members of examining boards, official visitors, and speakers or honored guests at banquets or other official functions; and
  5. to attend off-site training events (training workshops, seminars, and retreats) and ready access to reasonably priced meals is not available. The Executive Director may elect to either provide meals to the attendees or authorize individuals to purchase their own meals and claim reimbursement in accordance with provisions of this document.
- C. Local Area Meals.** Reimbursement for personnel meals in the local area must be associated with TIMMA business and must be approved in advance by the Executive Director. Meal expenses incurred prior to authorization will be at the risk of the personnel. Meals should not exceed the per diem rates and allowances established by the GSA or USDOD as appropriate. Unusual costs must be justified in writing.
- D. Out-of-Area Meals.** Reimbursement for personnel meals during periods of approved trips out-of-area must be approved on the travel authorization form. Reimbursement for out-of-area meals will be based on either actual costs, for which receipts must be provided for expenditures exceeding \$25, and in accordance with the per diem of the federal standard meal allowance including single day and total trip meal rates, as established by the GSA or USDOD as appropriate. Unusual costs must be justified in writing.
- E. Special Functions.** Reimbursement for meals at special functions, such as banquet meals at authorized conferences, professional meetings, or special events or functions, may be eligible for reimbursement at rates different than the per diem allowances. Eligibility for such reimbursements is based on a pre-approval by the Executive Director, or the TIMMA Board in accordance with this policy.

## VII. LODGING EXPENSES

Reimbursement is allowable for single-room lodging expenses associated with attendance at out-of-area conferences or meetings. The cost of a single room will be reimbursed when travel exceeds the day's duration. Where available, government and group rates must be requested. No reimbursement is authorized for overnight accommodations within the nine Bay Area counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma unless prior authorization is granted.

TIMMA personnel will be expected to be prudent in the choice of lodging and will submit proper documentation to justify the expense. The Executive Director will approve the lodging as part of the





approval of the travel request, and reserves the right to determine which lodging is prudent, based on economic, comfort, safety, and reasonability considerations. If lodging is required in connection with a conference or activity, ~~the lodging costs shall not exceed the maximum group rate published by the sponsor of the conference.~~ lodging shall be at the location where the conference or activity is being held. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available at the time of booking. If the group rate is not available and the hotel has no remaining vacancies, comparable lodging that is consistent with the requirements of this policy shall be used. No lodging shall be reimbursed on the final day of a conference or activity unless reasonable justification is provided or unless authorized by the Executive Director.~~If no group rate is available at the time of booking, TIMMA will reimburse its personnel for lodging up to the rates established by the GSA or USDOD as appropriate.~~

## VIII. MEANS OF TRANSPORTATION

**A. General.** All travel must utilize the most efficient, direct and economical mode of available transportation. TIMMA personnel shall use government and group rates offered by providers of transport where available. If for personal convenience, TIMMA personnel travel an indirect route and travel is interrupted, any resulting extra expense will be borne by the individual except for reasons beyond the control of the individual. For personnel, any resulting excess travel time, except where beyond the control of the personnel, will not be considered work time, but will be charged the appropriate type of leave.

Charges or loss of refunds resulting from failure to cancel reservations in accordance with the carrier's rules and time limits will not be reimbursed, unless it can be shown that such failure resulted from circumstances beyond the control of TIMMA personnel.

Unused portions of transportation tickets are subject to refund and, when purchased by TIMMA, the individual traveler is responsible to see that they are turned in promptly to secure such a refund.

**B. Local Travel.** TIMMA personnel are encouraged to make optimum use of available public transit services and carpooling for local area travel. The following modes of transportation are to be used in the following priority:

1. Public transportation;
2. Privately-owned motor vehicles; ~~and~~
3. Taxis, cabs, or transportation network companies; and
- ~~3-4.~~ Rental cars, after exhausting all other available options.

**C. Air and Rail Travel.** ~~TIMMA Personnel shall use Air-coach-class (or similar reduced fare equivalent accommodations) shall be used for air and rail travel if it is available whenever possible. Any additional fees for seat location upgrades, seat spacing upgrades, or preferential boarding will not be reimbursed unless documentation is provided that there were no other reasonable options available and unless authorized by the Executive Director for special circumstances (e.g. physical or medical conditions). All reasonable fare reductions or reduced fare flights as appropriate shall be utilized.~~



## D. Automobiles

### 1. Privately-owned Automobile for Official Business

- a. In instances where TIMMA personnel use their private automobiles for transportation between their normal work location and other designated work locations (e.g., the site of a meeting), TIMMA personnel may be reimbursed for such mileage based upon the standard mileage rate as established by the GSA. When actual mileage exceeds by 10% the reasonable distance between points, TIMMA personnel must justify such excess. Inability to do so will result in the reimbursement being based on mileage for the most direct route. Mileage rate of reimbursement will be adjusted as required. Mileage reimbursement for out-of-area trips shall not exceed the cost of the most efficient and economical direct air rate. TIMMA personnel who use their privately-owned motor vehicles for transportation while on official TIMMA business must carry at least the minimum automobile liability insurance for privately-owned motor vehicles as required by the State of California. Reimbursement for this minimum automobile liability insurance coverage shall not be allowed. When using privately-owned motor vehicles, TIMMA personnel will not be reimbursed for any damages that may occur.
- b. Charges for ferries, bridges, tunnels, or toll roads will be allowed. Reasonable charges will also be allowed for necessary parking.
- c. Property damage to the automobile owned by TIMMA personnel incurred without fault or cause of the traveler shall be reimbursed in an amount up to \$250 or the amount of the deductible on the traveler's auto insurance policy, whichever is the lesser amount, for each accident. TIMMA will assume an assignment of subrogation rights up to the amount expended, for recovery of such sums from third parties, known or unknown at the time of such payment.
- d. In order to be paid mileage for travel which originates other than at the normal work location, the mileage must be in excess of that normally driven from the traveler's residence to and from the normal work location. The requesting traveler will include justification in attach an explanation to the expense report. In the absence of ~~a~~ justification ~~explanation~~, the mileage expense shall not be allowed.

### 2. Rental Automobiles

- a. Rental automobiles may be used when such rental is considered to be more advantageous to TIMMA than the use of other means of transportation. Advance reservations should be made whenever possible and TIMMA personnel are expected to be prudent in the selection of an automobile model.
- b. The traveler must obtain full collision coverage. Any additional charge for this coverage will be allowed for reimbursement.
- c. Charges for ferries, bridges, tunnels, or toll roads will be allowed. Reasonable charges will also be allowed for necessary parking.

**E. Other Modes of Transportation.** Limousine, ~~and~~ taxi and transportation network company fares will be allowed for travel where public transportation is not practical or available. Examples may include, but are not limited to, travel between transportation terminal and hotel, between hotel and place of business, and between places of business.





F. **Reimbursement.** Unless otherwise provided above, TIMMA will reimburse its personnel for transportation at the rates established by the GSA or USDOD as appropriate.

**IX. BAGGAGE**

Charges incurred for excess baggage will be reimbursed if justified as necessary for the purpose of the trip. An explanation of the circumstances and payment receipts must accompany the claim for reimbursement. Charges for checking and handling of baggage, including reasonable and customary gratuities ~~(\$2 per bag/package)~~ will be allowed.

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# Memorandum

**Date:** 07.13.16 **RE:** TIMMA Committee  
July 20, 2016

**To:** TIMMA Committee: Commissioners Kim (Chair), Avalos (Vice Chair) and Campos

**From:** Cynthia Fong – Deputy Director for Finance and Administration *CF*

**Through:** Tilly Chang – Executive Director *TC*

**Subject:** **ACTION** – Recommend Adoption of the Proposed Fiscal Year 2016/17 Annual Budget and Work Program

## Summary

Pursuant to the Treasure Island Mobility Management Agency's (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 goals and objectives as determined by the TIMMA Board and as set forth in other policies. The proposed Fiscal Year (FY) 2016/17 Annual Budget includes projections of revenues, projections of operating and administrative costs, and professional services expenditures, as well as a description of TIMMA's proposed Work Program for the coming fiscal year. Total revenues are projected to be \$1,081,191 from the Treasure Island Development Authority (TIDA) and Transportation Authority, and total expenditures are projected to be \$1,081,191 from technical professional services, personnel and non-personnel expenditures.

## BACKGROUND

The San Francisco Board of Supervisors designated the Transportation Authority Board as the Treasure Island Mobility Management Agency (TIMMA) Board through Resolution 110-14 in April 2014. The purpose of TIMMA is to develop and operate the Treasure Island Transportation Improvement Program as called for in the Treasure Island Transportation Management Act of 2008 (Assembly Bill 981). California State Assembly Bill 141, signed in September 2014, established TIMMA as a legal entity distinct from the San Francisco County Transportation Authority (Transportation Authority).

Pursuant to TIMMA's Fiscal Policy (Resolution 15-01), 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 goals and objectives 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 purpose of this memorandum is to present TIMMA's proposed Fiscal Year (FY) 2016/17 Annual Budget and Work Program to recommend its adoption. TIMMA's FY 2016/17 Annual Budget and Work Program was included in the Transportation Authority's FY 2016/17 Annual Budget and Work Program, which was adopted on June 28, 2016.

The TIMMA work program continues to advance the Treasure Island Transportation Implementation Plan, which provides a vision and strategies for a sustainable transportation system for Treasure Island. The vision is to be achieved through new and expanded transit, shuttle, and bicycle services, to be funded by a congestion toll, parking charges, and transit pass purchases. Efforts this year will focus on advancing operational agreements for the first five years of program operation, and advancing both program-wide planning and systems engineering in response to the development program schedule for Treasure Island. This effort will require integration of policies with the San Francisco Municipal Transportation Agency (SFMTA) and the Bay Area Tolling Authority (BATA) and coordination of project scope, schedule and implementation with a number of local partners.

**Revenues:** TIMMA's total revenues are projected to be \$1,081,191; with \$1,000,000 obligated from the Treasure Island Development Authority (TIDA), and \$81,191 appropriated from the Transportation Authority. The Other Financing Sources is an inter-fund transfer between the Transportation Authority's sales tax program and TIMMA and represent the required local match or appropriation of Prop K to federal and state grants and TIMMA Program. The TIDA funds provide support for administrative, operating, planning and engineering functions including: developing agency policies and partnership agreements; project management; planning; engineering, including systems engineering, civil engineering, and environmental analyses; and direct costs. The budget includes ongoing staffing and professional/technical service contracts required to conduct pre-implementation engineering, planning, and administration. The TIMMA program revenue for FY 2016/17 covers the full costs of all Transportation Authority activities in support of TIMMA.

<b>Revenues</b>	<b>Proposed Budget FY 2016/17</b>	<b>Increase (Decrease) From Prior Year</b>	<b>Amended Budget Fiscal Year 2015/16</b>
Regional/State/Federal Revenues	\$1,000,000	\$250,000	\$750,000
<u>Other Financing Sources</u> Prop K	\$81,191	(\$123,111)	\$204,302
<b>Total Revenues</b>	<b>\$1,081,191</b>	<b>\$126,889</b>	<b>\$954,302</b>

**Expenditures:** Total expenditures are projected to be \$1,081,191, with 28% budgeted for personnel costs, 68.2% for technical professional services, and 3.8% for non-personnel costs. Technical professional services include planning, engineering, design, communications, and environmental services. Included are technical services contracts already awarded: for the Treasure Island System Manager; On-call demand model development and application; on-call transportation planning; and project management support. Additional technical services contracts anticipated in this line item include strategic communications, legal services, and outreach services.

As stated in TIMMA's Administrative Code (Ordinance 15-01), 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 typical operating expenditures for telecommunications, postage, materials and office supplies, printing and reproduction equipment and services, and other administrative support requirements for all TIMMA activities, along with all administrative support contracts, whether for City-supplied services, such as the Department of Technology cablecast services, or for competitively procured

services (such as auditing, outside computer system support, etc.). Also included are funds for ongoing maintenance and operation of office equipment; computer hardware; licensing requirements for computer software; and Commissioner meeting fees.

<b>Expenditures</b>	<b>Proposed Budget FY 2016/17</b>	<b>Increase (Decrease) From Prior Year</b>	<b>Amended Budget Fiscal Year 2015/16</b>
Technical Professional Services	\$737,000	\$244,556	\$492,444
<u>Personnel Expenditures</u>			
Salaries	\$205,830	\$2,536	\$203,294
Fringe Benefits	\$96,861	(\$1,367)	\$98,228
<u>Non-Personnel Expenditures</u>			
Administrative Operations	\$35,900	(\$15,400)	\$51,300
Commissioner-Related Expenses	\$5,600	\$1,400	\$4,200
Prior Year Expenditure Carryover	\$0	(\$104,836)	\$104,836
<b>Total Expenditures</b>	<b>\$1,081,191</b>	<b>\$126,889</b>	<b>\$954,302</b>

#### ALTERNATIVES

1. Recommend adoption of the proposed FY 2016/17 Annual Budget and Work Program, as requested.
2. Recommend adoption of the proposed FY 2016/17 Annual Budget and Work Program, with modifications.
3. Defer action, pending additional information or further staff analysis.

#### FINANCIAL IMPACTS

As described above.

#### RECOMMENDATION

Recommend adoption of the proposed FY 2016/17 Annual Budget and Work Program.

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# Memorandum

**Date:** 07.13.16 **RE:** TIMMA Committee  
July 20, 2016

**To:** TIMMA Committee: Commissioners Kim (Chair), Avalos (Vice Chair) and Campos

**From:** Eric Cordoba – Deputy Director for Capital Projects *EC*

**Through:** Tilly Chang – Executive Director *TC*

**Subject:** **ACTION** – Recommend Approval of the Treasure Island Mobility Management Study Toll Policy Recommendations

## Summary

The purpose of the Treasure Island Mobility Management Agency (TIMMA), as set forth in the Treasure Island Transportation Management Act of 2008 (State Assembly Bill 981), is to implement the Treasure Island Transportation Implementation Plan (TITIP) in support of the Treasure Island/Yerba Buena Island Development Project. The TITIP, adopted in 2011, calls for a comprehensive, integrated program to manage travel demand on the Island as it develops. This innovative approach to mobility includes a complimentary package of strategies and services including required purchase of transit passes by residents, parking fees, and a multimodal congestion pricing program that applies motorist user fees to support enhanced and new bus, ferry, and shuttle transit, as well as bicycle sharing, to reduce the traffic impacts of the project. Funded by federal and regional grants, the Treasure Island Development Authority, and Prop K sales tax funds, the Transportation Authority has prepared the Treasure Island Mobility Management Study (Study). The objective of Study is to refine the assumptions of the TITIP recommend congestion pricing policies for Treasure Island based on demand forecasting, financial analysis and stakeholder input. The Study advances the TITIP recommendations to a level suitable for TIMMA to begin systems engineering design and to enter into transit operator and procurement agreements. On June 28, 2016, and July 13, 2016, the TIDA Citizen Advisory Board (CAB) and the TIDA Board, respectively, unanimously approved the Study.

## BACKGROUND

On April 21, 2011, in a joint session with the San Francisco Planning Commission, the Treasure Island Development Authority (TIDA) Board of Directors adopted a series of resolutions to approve numerous entitlement and transaction documents relating to the Treasure Island/Yerba Buena Island Development Project, including a Development Agreement and a Disposition and Development Agreement (DDA), with Treasure Island Community Development, adopting environmental findings pursuant to the California Environmental Quality Act. On June 7, 2011, the Board of Supervisors approved the same.

The Treasure Island Transportation Implementation Plan (TITIP) was adopted concurrent with the DDA and referenced in the DDA and outlined the goals, strategies, and implementation plan for a new transportation system, infrastructure, and services to support the development Project, including the designation of the Treasure Island Transportation Management Agency (TIMMA) to oversee the implementation and management of the transportation programs and revenues. On April 1, 2014, the San

Francisco Board of Supervisors approved a resolution designating the Transportation Authority as TIMMA. The purpose of TIMMA, as set forth in the Treasure Island Transportation Management Act of 2008 (State Assembly Bill 981), is to implement the TTTIP.

The TTTIP calls for a comprehensive, integrated program to manage travel demand on Treasure Island as it develops. This innovative approach to mobility includes a complimentary package of strategies and services including required purchase of transit vouchers by residents, parking fees, and a multimodal congestion pricing program that applies motorist user fees to support enhanced and new bus, ferry, and shuttle transit, as well as bicycle sharing, to reduce the traffic impacts of the project.

To carry out pre-implementation planning on TIMMA and TIDA's behalf, the Transportation Authority and TIDA Board have authorized annual operating Memoranda of Agreement since 2011. In each of these years, Transportation Authority staff has carried out a scope of pre-implementation work, including successful grant applications to the Federal Highway Administration and Metropolitan Transportation Commission for planning and design funds. Work has included the Treasure Island Mobility Management Study (Study), a policy and financial analysis of the congestion pricing program.

The objective of the Study is to refine the assumptions of the TTTIP and to recommend congestion pricing policies for the Island based on revised demand forecasting, financial analysis, and stakeholder input. The Study, included as an enclosure, advances the TTTIP, in particular the toll system component, to a level suitable for TIMMA to begin systems engineering design and to enter into transit operator and procurement agreements.

## DISCUSSION

The challenges to be addressed to achieve the transportation access and sustainability vision for Treasure Island include:

- How will traffic impacts on the San Francisco-Oakland Bay Bridge be managed and minimized?
- What are the sources of committed, permanent funding to operate and maintain new transit and other transportation services?
- How can we support affordable housing and transportation for low and moderate-income households?

The 2011 TTTIP informs the development of a Treasure Island Mobility Management Program (TIMM Program). The TIMM Program comprises both incentives for transit, walking, and biking, and disincentives to travel by private vehicles—namely, pricing in the form of a congestion toll, fees for all parking, and parking maximums. This Study analyzes and recommends policies specifically for the congestion toll component of the TIMM Program.

The TTTIP identified two specific performance targets for the TIMM Program:

- A program that yields a non-auto mode share for on-off Island travel of at least 50 percent during peak travel periods.
- A financially sustainable program that covers its long-run operating and capital maintenance costs.

This Study used transportation demand and financial forecast analyses to iteratively develop, test, and assess five toll policy scenarios and recommends a preliminary set of toll policies for Treasure Island that are most likely to achieve these performance targets. It also describes recommendations that are advisory, but may be acted on at a future date pending further analysis and refinement.



**Stakeholder Feedback:** We conducted multilingual outreach throughout the Study process, reaching residents, businesses, and non-profit organizations on the Island, and crafted recommendations that respond to the feedback we heard. One of the main themes of feedback concerned affordability for current and future low- and moderate-income households.

To address these concerns, we recommend development of a multimodal Transportation Affordability Program (TAP) for all households that qualify for below-market-rate housing on the Island. The TAP would include toll (or transit) credit earned for frequent transit use; lifeline fare equivalents on ferry and Alameda-Contra Costa Transit District fares or passes; and subsidized carshare and bikeshare memberships.

In addition, we heard concerns from current longtime residents who moved to the Island prior to adoption of the 2011 DDA. We recommend a toll discount for these households that, for a limited transition period, would provide one daily round-trip free toll for each qualifying longtime household.

Stakeholder feedback also called for more investigation into additional, supplemental sources of short or long-term operating funds in order to reduce reliance on toll revenues. This Study discusses a strategy for pursuing a variety of funding sources.

On June 28, 2016, and July 13, 2016, the TIDA Citizen Advisory Board (CAB) and the TIDA Board, respectively, unanimously approved the Study.

**Recommended Policies:** This Study recommends toll policy refinements that will meet the transportation and financial objectives of the TIMM Program. These recommendations fall into two categories:

- Policy Actions are policy areas that need direction now from the TIMMA Board in order to proceed with systems engineering and subsequent project design and approvals. These are described in Table 1 below.
- Policy Advisories are policy areas that either do not need adoption now in order to proceed with the next steps in project development, and/or need further analysis. These are described in Table 2 below.

We recommend that for the TIMM Program to meet its long-term goals, toll policies must include a bi-directional, broad-based, low-level toll in place during core transit service hours, without exemptions for carpools. We recommend that the Program encompass a multimodal TAP as well as a limited-term roundtrip toll subsidy for longtime residents.

**Table 1: TIMM Program Toll Policy Recommendations for Action**

<b>Policy Issue</b>	<b>Recommendation</b>
Who pays the toll?	Residents and non-resident drivers pay the toll.
Which direction(s) are tolled?	Both directions are tolled (both onto and off Treasure Island).
Are any driving trips exempt from the toll?	Two-and three passenger carpools are not exempt from the toll. Transit, shuttles, and vanpools, as well as pedestrian and bicycle trips, are exempt from the toll.
Are any driving trips given a discount on the toll?	Credit westbound East Span drivers to Treasure Island for tolls paid at the Bay Bridge toll plaza. The Bay Area Toll Authority (BATA), which operates the State-owned toll bridges in the Bay Area, has the authority to toll the west-bound vehicles taking the Bay Bridge from Treasure Island into San Francisco.

Policy Issue	Recommendation
	Support transportation affordability for households that qualify for Below-Market-Rate units by ensuring high quality transit, and by providing a multimodal Transportation Affordability Program (TAP) discount.
	Ease the transition to a new neighborhood for longtime (pre-DDA) <sup>1</sup> residents of all income levels by providing, for a limited period to be defined, the cost of one daily round trip toll per qualifying household.

**Table 2: TIMM Program Toll Policy Advisory Findings, Subject to Further Study**

Policy Issue	Finding
What are the toll hours of operation?	Toll hours of operation will be determined through a subsequent study based on refined projections of travel demand and revenue needs.
	TIMMA and the City should explore additional operating funding from existing or new revenue sources to reduce the total need for toll revenue and allowing flexibility in setting peak toll levels and off-peak toll policies.
What is the toll level?	TIMMA should set the toll level based on further study and the availability of additional supplemental operating funding sources.

**Next Steps:** Approval of this Study's recommended Policy Actions will guide the next steps in project development, including in the areas of planning, outreach, engineering, and funding. If approved by the TIMMA Board, Staff will proceed with systems engineering design of the toll system and with the policy development and design of the toll policy provisions, including a TAP, consistent with the policies in Table 1. TIMMA will also proceed to develop operating agreements with transit operators and other operating agencies, including the Metropolitan Transportation Commission/BATA and Caltrans.

Finally, TIMMA will proceed with further travel demand and financial modeling to analyze, refine and recommend the areas of toll policy not subject to the current request for action. Prior to the start of operations, TIMMA will submit final toll policy recommendations, including those policies included in Table 2, for the First Subphase for approval to TIDA and TIMMA.

## ALTERNATIVES

1. Recommend approval of the Treasure Island Mobility Management Study toll policy recommendations, as requested.
2. Recommend approval of the Treasure Island Mobility Management Study toll policy recommendations, with modifications.
3. Defer action, pending additional information or further staff analysis.

## FINANCIAL IMPACTS

There is no financial impact to TIMMA's proposed FY 2016/17 budget from the requested action.

## RECOMMENDATION

Recommend approval of the Treasure Island Mobility Management Study toll policy recommendations.

Enclosure:

1. Treasure Island Mobility Management Study

<sup>1</sup> That is, residents who signed leases prior to the 2011 adoption of the Disposition and Development Agreement.



# Memorandum

**Date:** 07.13.16 **RE:** TIMMA Committee  
July 20, 2016

**To:** TIMMA Committee: Commissioners Kim (Chair), Avalos (Vice Chair) and Campos

**From:** Eric Cordoba – Deputy Director for Capital Projects *EC*

**Through:** Tilly Chang – Executive Director *TC*

**Subject:** **INFORMATION** – Update on the I-80/Yerba Buena Island East Side Ramps Project

## Summary

The Transportation Authority is working in collaboration with the Treasure Island Development Authority (TIDA) to construct new I-80/westbound on and off ramps (on the east side of Yerba Buena Island (YBI)) connecting to the new Eastern Span of the San Francisco-Oakland Bay Bridge (SFOBB). TIDA is starting its redevelopment construction efforts on Treasure Island and YBI. Caltrans is also continuing its new Eastern Span SFOBB construction efforts; reconstructing the I-80 east bound on and off ramps including extending the Eastern Span bicycle pedestrian path to YBI. We have been actively coordinating with Caltrans, the Bay Area Toll Authority (BATA), TIDA, and the U.S. Coast Guard to ensure proper coordination of all related construction efforts. In anticipation of the new Eastern Span bicycle pedestrian path extension to YBI occurring in fall 2016, all of the affected agencies have determined it would be advantageous to design and construct temporary trail landing Vista Point (Vista Point) improvements on YBI adjacent to the SFOBB bicycle/pedestrian path touch down area. These improvements would provide a temporary larger, more amenable Vista Point area (on U.S. Coast Guard property – Quarters 9), including hydration station, portable restrooms, bike racks, parking lot and pedestrian actuated crosswalk. The Vista Point improvements would be delivered by the Transportation Authority in partnership with BATA. BATA will be responsible for designing the facility and funding 50% of construction, while the Transportation Authority will be responsible for constructing the Vista Point improvements (as a construction contract change order to the I-80/YBI East Side Ramps project) and funding 50% of construction. Vista Point construction work is targeted for completion in fall 2016 and will be coordinated with the new Eastern Span bicycle pedestrian path extension to YBI. Construction of the project is proceeding on schedule and within budget, and is approximately 90% complete.

## BACKGROUND

We are working in collaboration with the Treasure Island Development Authority (TIDA) in implementing transportation projects on Yerba Buena Island (YBI). As part of that effort, we are leading the delivery of the following two YBI improvement projects: 1) the I-80 YBI East Side Ramps project, which includes constructing new westbound on and off ramps (on the east side of YBI) connecting to the new Eastern Span of the San Francisco-Oakland Bay Bridge (SFOBB); and 2) seismic retrofit of the existing YBI West Side Bridges Retrofit project on the west side of the island on Treasure Island Road, a critical component of island traffic circulation leading to and from the SFOBB. We are also working in partnership with Caltrans, the Bay Area Toll Authority (BATA) and the U.S. Coast Guard on these projects.

## DISCUSSION

We completed the Plans, Specifications and Estimates and right of way certification efforts for the I-80 YBI East Side Ramps project in March 2013 and construction started in January 2014. Construction of the project is proceeding on schedule and within budget and is approximately 90% complete, with the Westbound Off and On-ramps expected to be opened to traffic in September 2016. Full construction including landscaping installation and other miscellaneous items of work is currently scheduled for completion in December 2016. Total construction capital project cost is within the original \$63.89 million construction capital phase budget allocation.

TIDA is starting its redevelopment construction efforts on Treasure Island and YBI. Caltrans is also continuing its new Eastern Span SFOBB construction efforts, reconstructing the I-80 east bound on and off ramps including extending the Eastern Span bicycle pedestrian path to YBI. We have been actively coordinating with Caltrans, BATA, TIDA, and the U.S. Coast Guard to ensure proper coordination of all related construction efforts. In anticipation of the new Eastern Span bicycle pedestrian path extension to YBI occurring in fall 2016, all of the affected agencies have determined it would be advantageous to design and construct temporary trail landing Vista Point (Vista Point) improvements on YBI adjacent to the SFOBB bicycle/pedestrian path touch down area. These improvements would provide a temporary larger, more amenable Vista Point type setting (on US Coast Guard property – Quarters 9), including hydration station, portable restrooms, bike racks, parking lot and pedestrian actuated crosswalk.

The Vista Point improvements would be delivered by the Transportation Authority in partnership with BATA. BATA will be responsible for designing the facility and funding 50% of construction, while the Transportation Authority will be responsible for constructing the Vista Point improvements (as a change order to the I-80 YBI East Side Ramps project) and funding 50% of construction. Vista Point construction work is scheduled for completion in fall 2016 and will be coordinated with the new Eastern Span bicycle pedestrian path extension to YBI. Total estimated construction cost for this work is \$2 million. BATA will provide \$1 million of Bridge Toll Funds for its share of the cost and the Transportation Authority's \$1 million share will be funded with Federal Highway Bridge Program and Prop 1B Seismic Retrofit funds from the capital construction phase contingency line item.

We are also working in partnership with Caltrans, BATA, TIDA and the U.S. Coast Guard to develop and implement traffic circulation changes in the vicinity of the I-80 eastbound (EB) on and off ramps and Hillcrest/Southgate Road intersection. Specifically, we have developed a Southgate Road realignment concept that accomplishes the following: 1) reduce the potential for queuing onto I-80 by eliminating the currently planned left turn from the I-80 EB off-ramp to Southgate Road; 2) significantly improve traffic circulation at the Southgate Road Hillcrest Road location; 3) improve roadway geometry to eliminate truck turning deficiencies; 4) separate I-80 EB and I-80 westbound traffic to reduce on-island queues; 5) reduce conflict between bicycles/pedestrian and the motoring public. We plan to bring more specifics on this item back to the Committee at a future meeting.

## ALTERNATIVES

None. This is an information item.

## CAC POSITION

None. This is an information item.

## FINANCIAL IMPACTS

None. This is an information item.

**RECOMMENDATION**

None. This is an information item.

## Attachment:

1. Presentation on Project Status of I-80/YBI East Side Ramps

# I-80/Yerba Buena Island East Side Ramps: Project Status

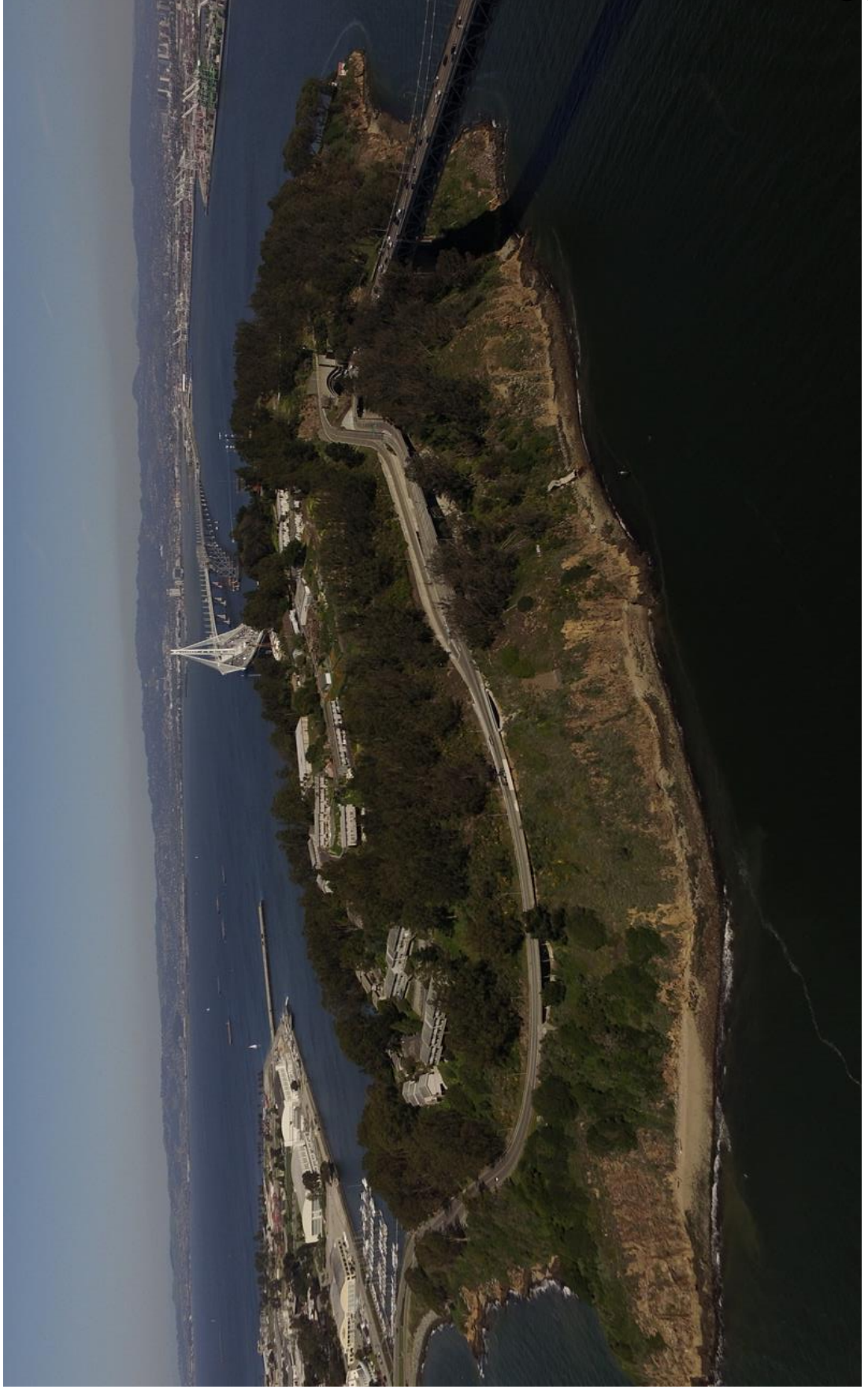
TIMMA Committee  
Agenda Item 6



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

July 20, 2016

# Yerba Buena Island





# YBI Ramps Project Current Status

64





# YBI Ramps Construction Contract Update



- **Awarded construction contract to Golden State Bridge, Inc. – Dec. 2013**
- **90% complete, on-time and under budget**
  - **\$63.89M construction capital phase**
  - **12.5% DBE Goal**
- **New Ramps Opening: September 2016**

# YBI Ramps Upcoming Milestones

- **Bridge Barriers – July 2016**
- **Northgate/Macalla Reconstruction – Aug. 2016**
- **Seismic Bridge Deck Joints – Aug. 2016**
- **Traffic Electrical, Signing, Striping – Sept. 2016**
- **Ramp Opening – Sept. 2016**
- **Landscaping mitigation – Dec. 2016**



# YBI Ramps Facts/Figures of Note

- **12,500 Cubic Yards of Structural Concrete**
  - **1,400 Truck Loads**
- **5+ Million Pounds of Reinforcing Steel**
- **37,000 Feet of Piling = 7 Miles**
- **185 Tons of Structural Steel**



# YBI Ramps Project Current Status



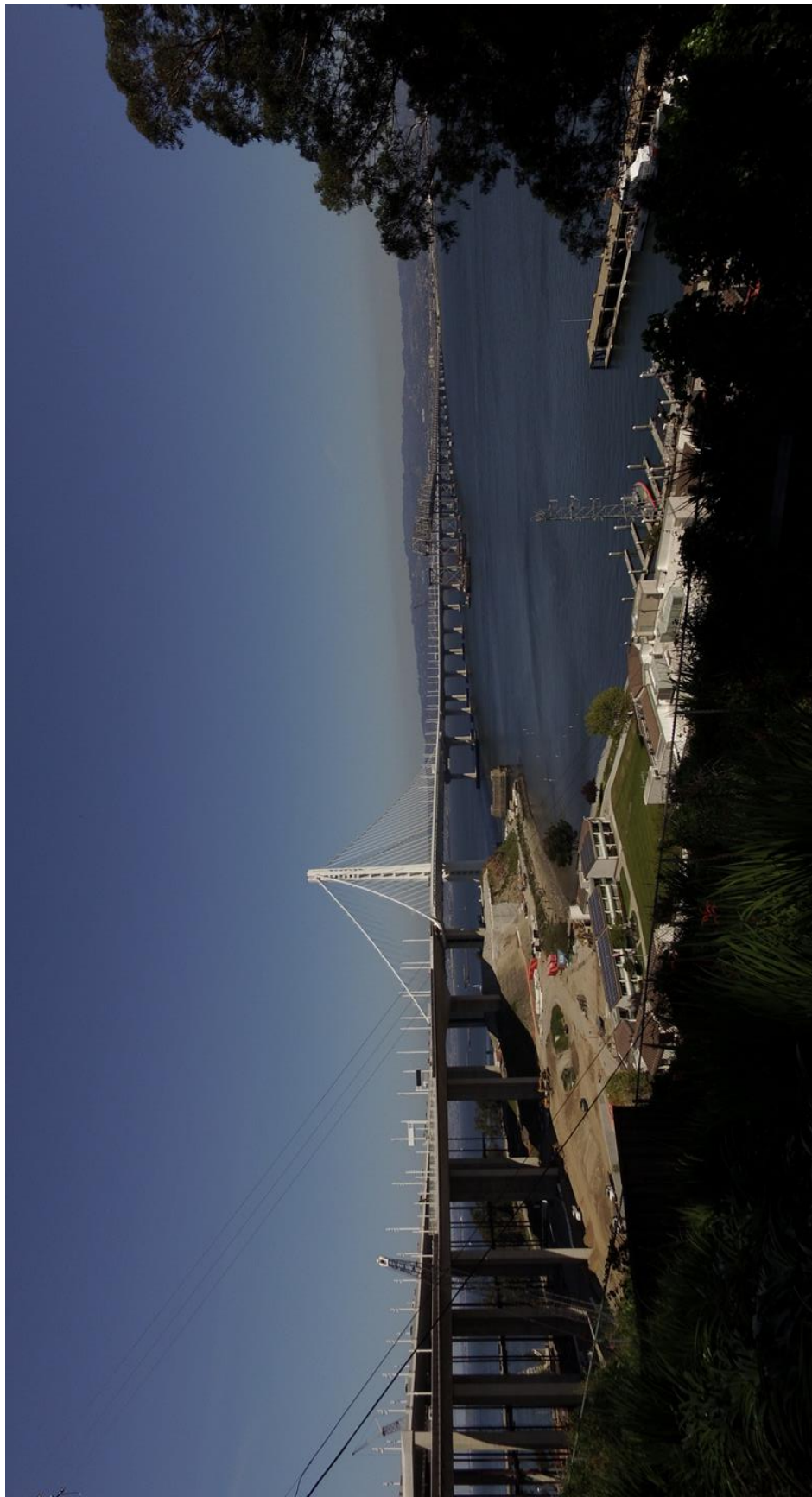




# YBI Bike/Ped Vista Point

- **Vista Point Amenities:**
  - Hydration, restrooms, bike racks, benches
  - Parking area
- **TA to construct on USCG Qtrs. 9**
- **Funding: \$2M (BATA -TA)**
- **Vista Point Opening: Fall 2016**

# YBI Bike/Ped Vista Point





# Current Southgate Road Plan



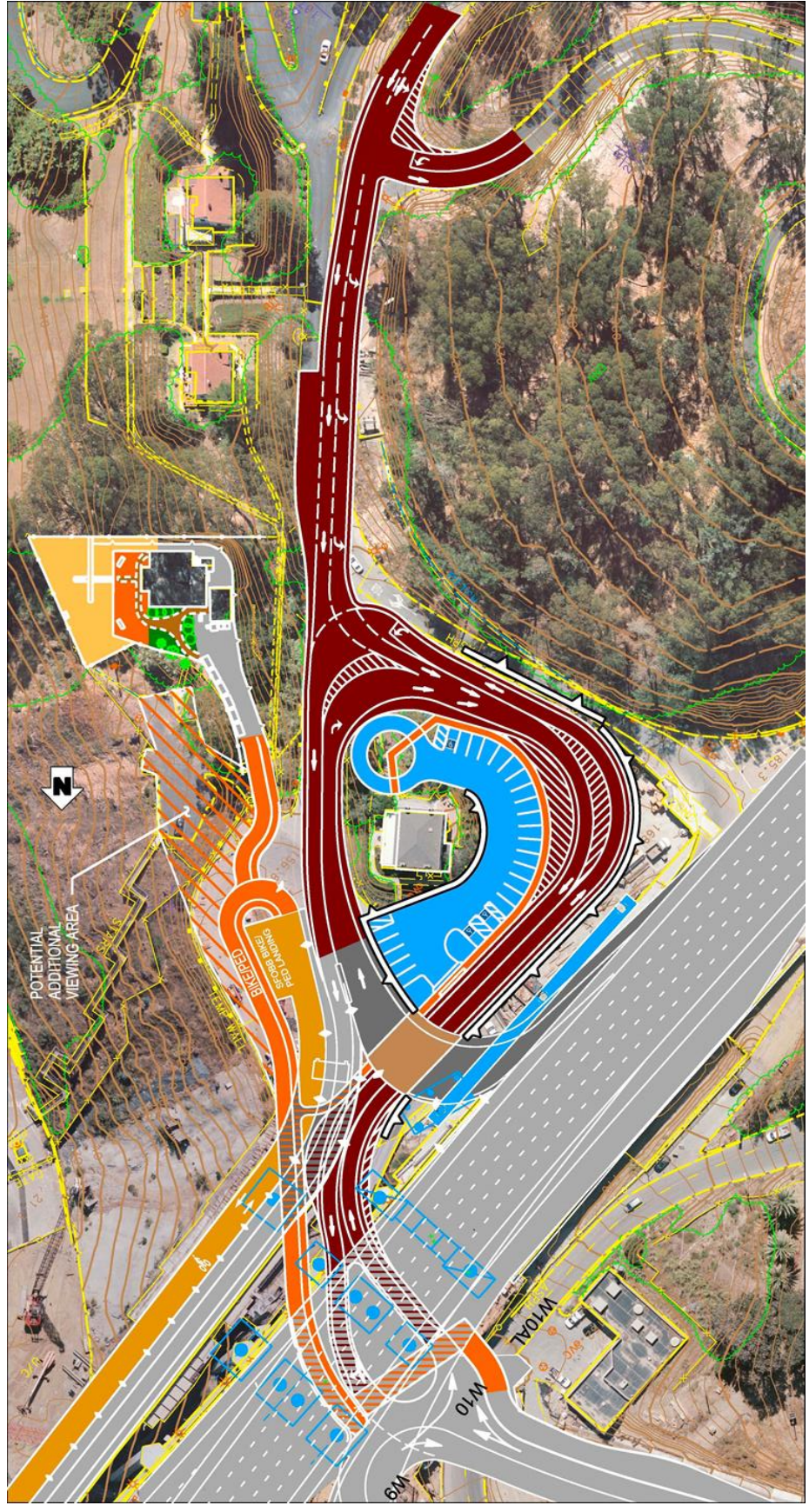


# Current Plan Deficiencies

- **Queue spillback onto I-80 from EB off-ramp**
- **Bike/ped - vehicle conflict at SFOBB Landing**
- **No public parking @ SFOBB Bike/Ped Landing**
- **Southgate/Hillcrest – circulation deficiencies**
- **Truck turning deficiencies**



# Proposed Southgate Road Realignment



# Proposal Benefits

- **Reduces queuing onto I-80 from EB off-ramp**
- **Eliminates bike/ped - vehicle conflict**
- **Establishes parking area**
- **Significant traffic circulation improvement**
- **Accommodates truck turning movements**



# Implementation Plan

- **Caltrans to issue deductive SFOBB contract change for removal of current Southgate Road reconstruction plan**
- **SFCTA working with BATA to finalize a funding solution to implement the Southgate Road Realignment project**





# Questions?



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY