



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.

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

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.

Expenditures	Proposed Budget FY 2016/17	Increase (Decrease) From Prior Year	Amended Budget Fiscal Year 2015/16
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
Total Expenditures	\$1,081,191	\$126,889	\$954,302

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.