



# AGENDA

## TREASURE ISLAND MOBILITY MANAGEMENT AGENCY Committee Meeting Notice

**Date:** Tuesday, May 16, 2017; 10:30 a.m.  
**Location:** Committee Room 263, City Hall  
**Commissioners:** Kim (Chair), Ronen (Vice Chair) and Tang

**Clerk:** Steve Stamos

**Page**

**1. Roll Call**

**Consent Agenda**

- 2. Approve the Minutes of the April 18, 2017 Meeting – ACTION\* 5**
- 3. Recommend Approval of the Revised Administrative Code, Rules of Order, Fiscal and Travel, Conference, Training and Business Expense Reimbursement Policies – ACTION\* 9**

It is TIMMA direction to review the Administrative Code and all policies periodically to ensure compliance with current statutes and TIMMA objectives. 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 Agenda**

- 4. Recommend Approval of a Memorandum of Understanding with the Alameda-Contra Costa Transit District – ACTION\* 47**

The Alameda-Contra Costa Transit District (AC Transit) and TIMMA have developed a draft Memorandum of Understanding (MOU) that defines roles and responsibilities associated with the new transit service that will be provided between the East Bay and Treasure Island. Key elements of the MOU include the proposed service plan, operating cost assumptions, and a strategy to pursue funding for zero-emission bus grant funding. Staff will provide an overview of the MOU at the meeting.

- 5. Recommend Adoption of the Proposed Fiscal Year 2017/18 Annual Budget and Work Program – ACTION\* 73**

Pursuant to TIMMA’s Fiscal Policy, the agency 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 2017/18 Annual Budget includes projections of revenues, 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 \$3,660,536 from various funding

sources, and total expenditures are projected to be \$3,660,536 from technical professional services, personnel and non-personnel expenditures.

**6. Update on the Alameda-Contra Costa Transit District Zero-Emission Vehicle Fleet Planning – INFORMATION\***

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As stated in the draft Memorandum of Understanding (MOU) with the Alameda-Contra Costa Transit District (AC Transit), the parties anticipate that AC Transit will operate high-capacity, 60-foot commuter coaches on the proposed East Bay bus service, designed to AC Transit's specifications for Transbay buses. Treasure Island Community Development, the master developer, is responsible for providing funding for the full cost of purchasing nine new standard 60-foot commuter coaches for the East Bay bus service. However, the MOU commits the parties to exploring specification of clean fuel/zero-emission vehicles (ZEVs). AC Transit estimates ZEV buses to have an incremental cost of \$300,000 per bus in 2017 dollars. The incremental cost of ZEVs requires additional grant funding; the draft MOU includes a joint grant funding application strategy for the incremental costs of ZEVs, including the costs of electric charging infrastructure. The parties agree to jointly advocate for ZEV vehicles and charging infrastructure in the Fiscal Year 2017/18 timeframe, including regional Clean Air Vehicle funding. No later than 24 months prior to the start of services, TIMMA and AC Transit will execute a Procurement Agreement to codify the procurement process and financial agreements needed to obtain the buses required for initial service levels. At the meeting, AC Transit staff will present a summary of the agency's ZEV fleet plans.

**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 Transportation Authority Board. The Clerk of the Authority shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

The meeting proceedings can be viewed live or on demand after the meeting at [www.sfgovtv.org](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 and the Committee Room are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

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.

## TIMMA Committee Meeting Agenda

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 COMMITTEE

Tuesday, April 18, 2016

### 1. Roll Call

Chair Kim called the meeting to order at 10:39 a.m. The following members were:

**Present at Roll Call:** Commissioners Kim, Ronen and Tang (3)

### 2. Approve the Minutes of the July 20, 2016 Meeting – ACTION

There was no public comment.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Kim, Ronen and Tang (3)

### 3. Recommend Amending the Adopted Fiscal Year 2016/17 Budget to Increase Revenues and Expenditures by \$783,526 – ACTION

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

Chair Kim asked why the Prop K funding was only being reduced by \$35,123 when the prior year federal revenue carry over and funding increases from the Treasure Island Development Authority (TIDA) and San Francisco Municipal Transportation Agency (SFMTA) were greater than that amount. Ms. Fong replied that the budget was based on local and federal funding contributions, and that the funding sources which had to be used by a certain expiration date were being used first. She said the Prop K appropriations had a longer expiration time and so those funds were being saved for a future fiscal year.

Chair Kim asked for clarification that the Prop K funding would still be allocated to the budget but would not be spent in the current fiscal year, which Ms. Fong confirmed.

Chair Kim asked if the Prop K amount could be reduced further given the sizable increase from TIDA, SFMTA and the carryover from the prior fiscal year. Rachel Hiatt, Principal Transportation Planner, replied that since the TIMMA budget was adopted, scope was added which increased the overall size of the budget. She said this included additional engineering and demand and financial modeling activities.

Chair Kim asked for an explanation of the need for expanding the scope and allocating the additional funds. Ms. Hiatt replied that the need was primarily for the system engineering work. She said the adopted budget anticipated a draft system engineering management plan, which was now in the final stages, and that staff would be starting the request for the proposals for the system integrator. She added that they were also advancing the system conceptual design further than originally anticipated.

Chair Kim asked if this meant more work was being done sooner than expected or if this was work added to the program. Ms. Hiatt replied that it was work that was always anticipated and was able to be done in an earlier timeframe.

There was no public comment.

The item was approved without objection by the following vote:

Ayes: Commissioners Kim, Ronen and Tang (3)

**4. Treasure Island Mobility Management Program Implementation Update – INFORMATION**

Rachel Hiatt, Principal Transportation Planner, presented the item.

Chair Kim noted that Chariot was depicted on the slide regarding supporting services and asked how it was considered a potential solution for Treasure Island. Ms. Hiatt replied that Chariot was meant to be used as a generic on-off island shuttle service provider rather than a particular company. She said that outreach had shown that Treasure Island residents expressed interest in a type of shuttle service to help solve transportation issues. She said that TIMMA partnered with the developer, the Treasure Island Community Development, and TIDA to seek cap and trade funds that would provide a van pool on-off island shuttle which would act as a public-private partnership.

Tilly Chang, Executive Director, commented that the SFMTA was currently considering bringing Chariot into the regulatory program that was already setup for shuttle services. She said the goal for the TIMMA program was to have robust Muni service, and that currently the 25-line was well-used and tended to be crowded even though Muni had increased the service. She said the challenge was that Muni service was separate from the TIMMA program and that the SFMTA was responsible for budgeting for the Treasure Island neighborhood along with every other neighborhood in the city, so the TIMMA program could not just purchase additional Muni service. Director Chang said staff would continue to plan with SFMTA and advocate for additional Muni service to Treasure Island. She noted that this also came up at the July 2015 TIMMA Committee meeting in that there was a tradeoff between meeting a certain frequency of ferry service versus Muni service, and whether the new Treasure Island neighborhood should continue to fund all of its services through the TIMMA program versus seeking supplemental funds from the city's general fund for Muni services.

Chair Kim commented that she would like to further discuss the possibility of a public-private partnership to provide shuttle or van service for on and off the island.

Commissioner Tang said it was great that the program was trying to obtain zero-emission buses, which she was working to do for the city's vehicle fleet. She said there didn't appear to be a product currently on the market and asked if zero-emission buses were now becoming available. Ms. Hiatt replied that AC Transit was beginning to increase the percent of its fleet that was zero-emission, but that they were at the very start of the process so there were challenges with procuring buses. She said more work was needed to develop the specifications so they could order the buses in cycles, and needed to make sure the timing was right so that the manufacturing of the buses was cost-effective.

Commissioner Tang asked if the buses experienced any issues traveling up and down hills, as that was identified as issue with the SFMTA. Ms. Hiatt replied that grade was an issue for AC Transit but that the routes for this service would not involve a grade that was considered

problematic.

Commissioner Tang that she was glad the program was considering zero-emission vehicles and making sure the on and off the island was clean.

There was no public comment.

**Chair Kim called Items 5 and 6 together.**

- 5. Update on the Yerba Buena Island Vista Point Opening for the San Francisco-Oakland Bay Bridge Bicycle and Pedestrian Touchdown – INFORMATION**
- 6. Update on the San Francisco-Oakland Bay Bridge West Span Bicycle and Pedestrian Project – INFORMATION**

Eric Cordoba, Deputy Director for Capital Projects, presented Item 5 and Peter Lee, Principal Program Manager at the Metropolitan Transportation Commission (MTC), presented Item 6.

Chair Kim commented that it was important to visualize this project even though it was still in the very early stages. She asked for confirmation that the expected cost was \$300 million. Mr. Lee replied that the cost would likely be in excess of \$300 million and that MTC was working on a more accurate estimate. He said the metric used was the cost for the suicide barrier on the Golden Gate Bridge, which was estimated at \$150 million. He said when considering the length of the western span it would be at least double that, and that current designs were in the range of \$300-400 million.

Chair Kim commented that the western span bike path would be a great connection from the eastern span's bike path, and would give current and future Treasure Island residents an alternate form of transportation. She said after learning of the cost she would like to see a cost-benefit evaluation done in terms of investing in the bike path versus increased ferry or bus services. She said as much as she was in support of the bike path, the city had to make sure funds would be well spent to providing an alternate travel option other than cars. Mr. Lee said that as MTC went through the environmental process it would look at alternatives that would provide the same level service. He said the task of the initial phase was to come up with a design for the western span so the analysis of the tradeoffs had not been done yet.

Chair Kim said she hoped San Francisco residents would be in support of the bike path but that \$300 million could significantly improve Muni, AC Transit, and ferry services, and wanted to make sure the appropriate transportation investments would be made for the new Treasure Island community. She asked if there were concerns about the wind strength when riding a bike on the bridge and whether that would discourage riders, especially on the north side of the bridge. Mr. Lee said MTC had done some analysis and surprisingly the north side of the bridge was better than the south side in terms of wind, but that both sides had challenges.

Commissioner Ronen commented that she agreed with Chair Kim that the prospect of the bike path was very exciting. She asked if there were any estimates as to the number of potential users based on the eastern span of the bike lane.

Mr. Lee replied that there weren't any estimates but that MTC was currently doing modeling work based on the Golden Gate Bridge. He said the eastern span would not be a good model for the time being because it recently opened and had limited access to Yerba Buena Island. He said if the numbers were close to the Golden Gate Bridge level that would be exceptional.

Commissioner Ronen commented that as the project moved forward and more information

such as the cost-benefit analysis was provided, that would help inform the discussion of tradeoffs.

There was no public comment.

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

There were no new items introduced.

**8. Public Comment**

During public comment, Andrew Yip spoke about wisdom.

**9. Adjournment**

The meeting was adjourned at 11:28 a.m.





# Memorandum

**Date:** May 11, 2017  
**To:** Treasure Island Mobility Management Agency Committee  
**From:** Cynthia Fong – Deputy Director for Finance and Administration  
**Subject:** 05/16/17 Committee Meeting: Approval of the Revised Administrative Code, Rules of Order, Fiscal and Travel, Conference, Training and Business Expense Reimbursement Policies

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Recommend approval of the revised:</p> <ul style="list-style-type: none"> <li>• Administrative Code</li> <li>• Rules of Order</li> <li>• Fiscal Policy</li> <li>• Travel, Conference, Training and Business Expense Reimbursement Policy</li> </ul> <p><b>SUMMARY</b></p> <p>It is TIMMA direction to review the administrative code and all policies periodically to ensure compliance with current statutes and TIMMA objectives. 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.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contracts</li> <li><input type="checkbox"/> Procurement</li> <li><input checked="" type="checkbox"/> Other: Policies</li> </ul> <hr/>
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## DISCUSSION

### Background.

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, and Travel, Conference, Training and Business Expense Reimbursement policies, it is good management practice to do so on a regular basis.

### Review.

The purpose of this memorandum is to present staff recommendations for updates to TIMMA's policies, which were last adopted by the TIMMA Board through Ordinance 17-01 and Resolution 17-01. Below are brief descriptions of each policy and procedure, and attached are the proposed policies with redline changes. Where applicable, the recommended changes for the Administrative Code and Rules of Order mirror the changes to the Transportation Authority policies that were adopted by its Board on February 28, 2017. The recommended changes for the Fiscal and Travel policies mirror the

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changes to the Transportation Authority policies that will be considered for adoption in June.

**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 policies and objectives.

**Fiscal Policy:** The Fiscal Policy guides 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.

**FINANCIAL IMPACT**

The recommended action would not have an impact on the adopted Fiscal Year 2016/17 budget.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed Administrative Code

Attachment 2 – Proposed Rules of Order

Attachment 3 – Proposed Fiscal Policy

Attachment 4 – Proposed Travel, Conference, Training and Business Expense Reimbursement Policy



## 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~~Administer the Treasure Island Transportation Program.
- (b) ~~TIMMA shall adopt~~Adopt an annual budget.
- (c) ~~TIMMA shall cause~~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. They shall be known as “Commissioners” individually, and as the Board of Commissioners, or Board, collectively.

~~(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)~~(a) 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 Board 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)~~(b) 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. Except as provided in Section 3.2(a) below, the Chair and Vice Chair shall serve without compensation but shall be entitled to reimbursement as provided in Section 3.2(b) below.

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 Reimbursement 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 5.21 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 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. The TIMMA Board 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).
- ~~(c) TIMMA Committee Procedures. The Chair shall be eligible to be appointed and to serve on each Committee established under this Code 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. A 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 the majority of the authorized number of members of the committee. In the case of a tie vote, the 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.

SECTION 5.32. 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. The TIMMA Board may create and appoint other advisory committees that it deems necessary.

SECTION 5.43. 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 5.54 Procedures for Implementing the California Environmental Quality Act.

**SECTION 5.54.1. Authority and Mandate.**

- (a) This Section 5.54 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 5.54. Any amendments to CEQA that may be inconsistent with this Section 5.54 shall govern until such time as the relevant provision of this Section 5.54 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 5.54 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 5.54 shall prevail.

**SECTION 5.54.2. Incorporation by Reference.**

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

**SECTION 5.54.3. 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 5.54;
- (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 5.54.4. 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 5.54.5. Categorical Exemptions.**

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

#### **SECTION 5.54.6. 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 5.54.7. 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 5.54.8. 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 5.54.9. 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 5.54.10. 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~~ shall 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 5.54.11. 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 5.54.

#### **SECTION 5.54.12. 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 5.54.6.
- (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 5.54.13. 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 5.54.14. Severability.**

- (a) If any article, section, subsection, paragraph, sentence, clause or phrase of this Section 5.54, 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 5.5-4 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 5.5-4 as it now exists and as it may exist in the future, including all modifications thereof and additions and amendments thereto.

SECTION 65. 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.

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**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~~ Rule 1.4 “Board” shall mean the Board of Commissioners of the Treasure Island Mobility Management Agency ~~TIMMA~~.
- Rule 1.5 “Chair” shall mean the Chair of the Board or in the absence of the Chair, the Vice-Chair acting as Chair.
- ~~Rule 1.6~~ Rule 1.7 “Clerk” shall mean the Clerk of the Treasure Island Mobility Management Agency.
- ~~Rule 1.6~~ Rule 1.7 “Code” shall mean the Streets and Highways Code ~~Sections 1967 et seq., under which TIMMA was created.~~
- ~~Rule 1.7~~ Rule 1.8 “Clerk” shall mean the Clerk of ~~TIMMA~~.
- Rule 1.8 “Committee” shall mean a committee of the Board, including standing and select ~~as well as standing~~ committees.
- Rule 1.9 “Committee Room” shall mean Room 263 of City Hall.
- ~~Rule 1.8~~ Rule 1.10 “Legislative Chamber” shall mean Room 250 of City Hall.
- ~~Rule 1.9~~ Rule 1.11 “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 1.10~~ Rule 1.11 “Measure” shall mean and include a proposal, in whatsoever form presented, fulfillment of the purpose of which requires action of ~~TIMMA~~ the Treasure Island Mobility Management Agency by amendment, ordinance, resolution or motion, other than a motion designed to accomplish an action strictly parliamentary in character.
- ~~Rule 1.11~~ Rule 1.12 “Member” shall mean a member of the Board ~~of Commissioners~~.
- ~~Rule 1.12~~ Rule 1.13 “Ordinances” shall mean procedures for establishing all rules of conduct affecting third parties under the jurisdiction of ~~TIMMA~~ the Treasure Island Mobility Management Agency and of a permanent nature and shall include but not be limited to the Administrative Code and employment rules.
- ~~Rule 1.13~~ Rule 1.14 “Précis” shall mean a summary of a measure prepared by staff and presented as a part of the Board or committee materials ~~folder~~.
- ~~Rule 1.14~~ Rule 1.15 “Presiding Officer” shall mean the Chair or acting Chair.



~~Rule 1.15~~ Rule 1.16 “Previous Question” shall be a call to end debate on a matter.

~~Rule 1.16~~ Rule 1.17 “Resolution” shall mean the procedures for establishing all expressions of opinion of the Board which may or may not be of a permanent nature or affect third parties under the Treasure Island Mobility Management Agency’s~~TIMMA’s~~ jurisdiction.

~~Rule 1.17~~ Rule 1.18 “Rules” shall mean the Rules of Order of TIMMA.

Rule 1.19 “TIMMA” shall mean the Treasure Island Mobility Management Agency.



## 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-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~~Rule 2.5 \*Meetings and Rules of Procedures. ~~Refer to Administrative Code Section 5.1. All proceedings of TIMMA shall be in conformance with the provisions of the Treasure Island Transportation Management Act and the Administrative Code. Except as otherwise determined by the Chair, regular meetings of the Board shall be held at a time set by the Chair on the first or third Tuesday of each month in the Legislative Chamber of City Hall, except when that day is a holiday, in which case the meeting shall be held on a different Tuesday. Except as otherwise determined by the Committee Chair, Committee meetings shall be held on a week prior to the meeting of the TIMMA Board in the Committee Room or other location as designated with proper notice by TIMMA.~~
- The acts of the TIMMA Board shall be expressed by motion, resolution or ordinance.
- 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 California Government Code).
- ~~Rule 2.7~~Rule 2.6 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~~Rule 2.7 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~~Rule 2.8 Attendance at Meetings. All members of 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~~Rule 2.9 \*Quorum. A majority of the authorized number of members of the Board ~~shall constitute~~ a quorum for the transaction of business, and all official acts of ~~the~~ TIMMA ~~Board~~ require the affirmative vote of a majority of the authorized number of members of the Board.





~~Rule 2.11~~ Rule 2.10 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~~ Rule 2.11 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~~ the Committee Room 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~~ Committee Room 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~~ Rule 2.12 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~~ Rule 2.13 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 a 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 maintaining 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 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~~
  - ~~3.2. Chair's Report~~
  - ~~4.3. Executive Director's Report~~
  - ~~4. Consent Agenda~~
  5. Approval of Minutes
  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 cause the item to be placed on an agenda, or, if a matter is within the authority of a standing committee, refer the item to the 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 considered separately.
- 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 California 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 California 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 the Board, except as otherwise provided by these Rules, the Administrative 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 athe 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 (Sections 1090 et seq. and 87100 et seq. of the California 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 Minutes. Minutes will be kept of each regular and special meeting by the Clerk, except for closed sessions.

~~Rule 3.20~~Rule 3.21 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~~Minutes.

Rule 3.22 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 measures.

~~Rule 3.21~~Rule 3.23 Disposition of Communications. Written communications addressed to the Board regarding a matter to be considered or acted on shall be time-stamped and deemed received by the Clerk. Communications that were received prior to the posting of the agenda shall be distributed to the Board prior to the meeting by the Clerk. Communications received after the posting of



the agenda shall either be summarized by the Clerk at the Board meeting or distributed within seventy-two (72) hours.

~~Rule 3.22~~Rule 3.24 \*Posting of the Agenda. The Clerk shall post the agenda not later than seventy-two (72) hours before any regularly scheduled Board meeting and twenty-four (24) hours before any special meeting (Sections 59454.2 ~~and~~, 54956 of the California Government Code).

In the case of a rescheduled or canceled 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~~Rule 3.25 \*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 California Government Code).

~~Rule 3.25~~Rule 3.26 \*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, unless a matter has previously been considered by a committee or the Board and was not substantially changed since it was heard, as determined 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~~two (2) 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~~
  2. Consent Agenda
  3. Approval of Minutes
  4. Unfinished Business
  5. Introduction of New Items
  6. Public Comment
  7. Adjournment
- Rule 4.3 Standing Committees, General Rules. The standing committees of 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 5.2-1 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 Section 5.1(c) of the Administrative Code~~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. Appointments to committees, including committee chair and vice-chair, will be determined ~~The committee chairs will be appointed~~ by the Chair at the beginning of each year (Section 3 (ba) 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~~Rule 4.5 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~~Rule 4.6 Meeting Frequency. The regular schedule of the standing committee meetings shall provide for meeting at least once a ~~month-year~~ for each of the committees, except during recess and for committees which meet only at the call of the Chair.

~~Rule 4.8~~Rule 4.7 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~~Rule 4.8 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~~Rule 4.9 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~~Rule 4.10 Introduction of Measures. The Executive Director shall prepare a précis of each item to be considered by the committee.

~~Rule 4.12~~Rule 4.11 \*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 California 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 California Government Code).

Rule 4.12 Action by Motion. All resolutions, ordinances, parliamentary actions, ~~all~~ recommendations of a committee, actions on matters which concern only the internal functioning of ~~a committee~~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.



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 members of the 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 members of the committee, except as otherwise provided by these Rules, the Administrative Code, or other applicable law.

- Rule 4.13 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 4.14 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 4.15 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 4.16 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 4.17 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, any member may change a vote before the result of the roll call has been announced.
- Rule 4.18 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 4.19 \*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 Sections 1090 et seq. and 87100 et seq. of the California;~~ 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 except that the Chair may break a tie vote as provided in Section 5.1(c) of the Administrative Code.
- Rule 4.20 Minutes. Minutes will be kept of each regular and special meeting by the Clerk, except for closed sessions.



~~Rule 4.20~~ 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 4.21~~ 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 4.22~~ ~~Minutes. Minutes will be kept of each regular and special meeting by the Clerk, except for closed sessions.~~

Rule 4.23 \*Posting of Agenda. The Clerk shall post the agenda not later than seventy-two (72) hours before a regularly scheduled committee meeting or twenty-four (24) hours before a special meeting is scheduled (Sections 54954.2, 54956 of the California Government Code).

Rule 4.24 \*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, unless a matter has previously been considered by the committee and was not substantially changed since it was heard, as determined 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 two (2) ~~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 and Letters of Commendation. Each member of the Board is authorized to be issued up to five Certificates of Honor or Letters of Commendation a year on behalf of the Board without further Board action in accordance with the following procedure.
    - a) No certificates or letters shall be issued to a person or entity which has received a certificate or letter within the previous twelve months.
    - b) Each member desiring to issue a Certificate of Honor or Letter of Commendation 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 or letter. The primary sponsor shall then permit the additional members to sign the certificate or letter.
  - ~~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.~~
  - ~~4.3.~~ 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.
  - ~~5.4.~~ 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.

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## 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 Board or Committee 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.

#### 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 a~~ 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 Board or Committee 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 outside photocopying expenses, office supplies, meeting and travel expenses, and other practical expenses as determined by the Executive Director to be necessary 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;
  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

<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.



4. Miscellaneous expenses:
    - a. Local and long distance business telephone calls, faxes and internet access by the most economical practicable commercial service;
    - 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;
    - 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;
    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.
    4. Expenses which are excessive or unreasonable as determined by the Deputy Director for Finance and Administration.
  - 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.

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, 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.

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;
  3. Taxis, cabs, or transportation network companies; and
  4. Rental cars, after exhausting all other available options.
- C. Air and Rail Travel. TIMMA Personnel shall use coach-class or equivalent accommodations for air and rail travel 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).
- 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 the expense report. In the absence of satisfactory justification, 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 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 will be allowed.

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# Memorandum

**Date:** May 11, 2017  
**To:** Treasure Island Mobility Management Agency Committee  
**From:** Eric Cordoba – Deputy Director for Capital Projects  
**Subject:** 05/16/17 Committee Meeting: Approval of a Memorandum of Understanding with the Alameda-Contra Costa Transit District

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Recommend approval of a Memorandum of Understanding (MOU) with the Alameda-Contra Costa Transit District (AC Transit).</p> <p><b>SUMMARY</b></p> <p>TIMMA and AC Transit have developed a draft MOU that defines roles and responsibilities associated with the new transit service that will be provided between the East Bay and Treasure Island. Key elements of the MOU include the proposed service plan, operating cost assumptions, and a strategy to pursue funding for zero-emission bus grant funding. Staff will provide an overview of the MOU at the meeting.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input checked="" type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Procurement</p> <p><input type="checkbox"/> Other: _____</p>
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## DISCUSSION

### 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 the Disposition and Development Agreement (DDA) between TIDA and Treasure Island Community Development (TICD) for the Treasure Island/Yerba Buena Island Development Project. The DDA includes, among other exhibits, a Financing Plan, Infrastructure Plan, Transportation Plan Obligations, Schedule of Performance, and Developer Environmental Sustainability Obligations. On June 7, 2011, the San Francisco Board of Supervisors approved the same.

The DDA includes the purchase, by TICD, of nine new standard buses for use by AC Transit to provide new direct bus service to the Islands from two stops in downtown Oakland (at the 19th Street BART Station and the 12th Street Oakland City Center BART Station). The ongoing operation of the Treasure Island-East Bay Transit service is intended to be funded through: driver user fees from parking and a congestion toll; passenger fares; transit pass purchases; and incremental new federal formula funds associated with the new Treasure Island route.

### Anticipated Bus Service.

Weekday and weekend Treasure Island-East Bay Transit service will be offered at least every 30 minutes throughout the service day, starting with the first Major Phase of the Development Project,

anticipated January 1, 2020. As ridership increases, TIMMA will fund increased service frequency with peak period service offered as often as every 10 minutes during weekday peak periods based on demand and available revenues to support service. The AC Transit Board of Directors has the legal authority to set fares for the East Bay bus service. The fare for this service is anticipated to be set at the standard AC Transit Transbay fare.

#### **Zero-Emission Vehicles.**

AC Transit and TIMMA are exploring specification of clean fuel/zero-emission vehicles (ZEVs). Final vehicle specifications will be detailed in a Procurement Agreement between AC Transit and TIMMA, to be executed no later than 24 months prior to the start of services, likely in 2018. These vehicles are intended to become part of AC Transit's Transbay bus fleet. The recommended service plans, operating costs and funding assumptions for this service will be included in a TIMMA/AC Transit Operating Agreement anticipated to be executed no later than 12 months prior to the start of services, likely in 2019. The TIMMA Board and the AC Transit Board of Directors will each independently adopt the budget for operations of the East Bay bus service on an annual basis.

The AC Transit Board of Directors will consider approval of this MOU at its May 24, 2017 meeting. This MOU will remain in effect until replaced by a contract for service (the Operating Agreement), likely in 2019.

#### **FINANCIAL IMPACT**

The recommended action would not have an impact on the adopted Fiscal Year 2016/17 budget.

#### **SUPPLEMENTAL MATERIALS**

Attachment 1 – Draft Memorandum of Understanding



## Attachment 1

**Memorandum of Understanding  
Between the Alameda-Contra Costa Transit District and  
the Treasure Island Mobility Management Agency**

This Memorandum of Understanding (“MOU”), dated for reference purposes as of \_\_\_\_\_, 2017, is by and between the Alameda-Contra Costa Transit District and the Treasure Island Mobility Management Agency.

**RECITALS**

- A. 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 (TICD), adopting environmental findings pursuant to the California Environmental Quality Act. On June 7, 2011, the San Francisco Board of Supervisors approved the same.
- B. 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 a Treasure Island Transportation Management Agency (TIMMA) to oversee the implementation and management of the transportation programs and revenues. The TITIP established a performance objective for the transportation programs that 50% of all trips on and off of the island be made via transit; and, secondly, that the operating subsidies required to provide enhanced transportation services on the island, particularly ferry and AC Transit bus service, should be funded from parking revenues on the island and proceeds from the congestion management tolls.
- C. On April 1, 2014, the San Francisco Board of Supervisors (BOS) approved a resolution designating the San Francisco County Transportation Authority (SFCTA) as the 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 TITIP.
- D. This MOU is intended to guide the parties as they carry out certain obligations related to implementation of the DDA, which DDA in turn is designed to implement the Project. Under the DDA, TICD has certain obligations-including building the infrastructure (such as the intermodal Transit Hub and ferry quay) making capital improvements, and providing operating subsidies described in this document, and as more particularly defined in the Infrastructure Plan and Financing Plan, both of which are attached to the DDA. Capitalized terms used in this MOU and not otherwise defined shall have the meanings set forth in these Recitals.
- E. The Project’s EIR included an evaluation of the adequacy of the transportation services proposed by the Project under two scenarios: a base transit scenario with more limited transit service and an alternative scenario with an expanded transit service program. The

## Attachment 1

East Bay bus service operated by AC Transit would be the same in either scenario, and the EIR assumed that the Project would fund the purchase of nine new standard buses for use by AC Transit, as and when necessary, to provide new direct bus service to the Islands from two stops in downtown Oakland: (1) Broadway at 20th Street (19th Street BART Station and Uptown Transit Center) and (2) Broadway at 14th Street (12th Street Oakland City Center BART Station). The parties acknowledge that AC Transit may decide to offer additional service to the East Bay via the MacArthur BART Station or a similar location, although such services was not analyzed in the EIR.

F. Definitions: For the purpose of this MOU, certain words and terms used herein are defined as follows:

1. “AC Transit” is the Alameda-Contra Costa Transit District. AC Transit is an innovative, modern bus system, owned by the public of the East Bay. AC Transit’s mission is to provide safe, convenient, courteous, and reliable transit service. The District provides local bus transit service in 13 cities from Fremont to Richmond as well as regional express service to Downtown San Francisco. AC Transit previously operated the T line between the East Bay and San Francisco via Treasure Island.
2. “BOS” is the San Francisco Board of Supervisors.
3. “CCSF” is the City and County of San Francisco.
4. “CEQA” is the California Environmental Quality Act (Public Resources Code §§21000 *et seq.*), together with the State CEQA Guidelines (California Code of Regulations, Title 14 §§15000 *et seq.*), and Chapter 31 of the San Francisco Administrative Code.
5. “Conversion Act” is the California State Legislature adopted Assembly Bill 699, known as the Treasure Island Conversion Act of 1997.
6. “CTMP” is a Construction Traffic Management Plan prepared in accordance with EIR Mitigation Measure M-TR-1.
7. “DDA” is the Disposition and Development Agreement by and between TIDA and TICD, dated as of June 28, 2011. The DDA includes, among other exhibits, a Financing Plan, Infrastructure Plan, Transportation Plan Obligations, Schedule of Performance, and Developer Environmental Sustainability Obligations.
8. “East Bay Paratransit” is a consortium of BART and AC Transit for the purposes of providing services mandated by the Americans With Disabilities Act.
9. “EIR” is the Final Environmental Impact Report prepared for the Project pursuant to CEQA, and consists of the Draft Environmental Impact Report (“Draft EIR”) published by CCSF on July 10, 2010, and the Comments and Responses document published by CCSF on March 20, 2011, including revisions to the Draft EIR therein.

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10. “Fiscal Year” means AC Transit’s fiscal year, commencing on July 1 of each calendar year and ending on June 30 of the following calendar year.
11. “HOA Fees” are the fees that homeowners will pay for Master HOA activities including the mandatory purchase of a monthly transit pass for all non-low income residents.
12. “ICA” is the Interagency Cooperation Agreement between CCSF and TIDA dated for reference purposes as of June 28, 2011.
13. “Master HOA” is the Master Homeowners Association for the Project.
14. “MMRP” is the Project Mitigation Monitoring and Reporting Plan attached to the DDA as Exhibit C.
15. “NSTI” is the former Naval Station Treasure Island military base located on the Islands.
16. “OEWD” is the CCSF’s Office of Economic and Workforce Development.
17. “Operating Subsidy” or “Annual Operating Subsidy” is an amount equal to the cost of providing transit service less fare revenue and any other funds dedicated to this service. Annual operating subsidy will be estimated in advance of providing service and will be paid by TIMMA to AC Transit in quarterly payments in advance as agreed upon in the Operating Agreement. Actual operating subsidy will be reconciled based on actual service provided and fares and funding collected.
18. “Paratransit” refers to curb to curb transportation services provided to persons who are unable to utilize accessible fixed route service due to a disability, as defined by the Americans with Disabilities Act, also referred to as ADA.
19. “Project” is the Treasure Island/Yerba Buena Island Development Project, which generally includes: up to 8,000 new residential housing units, of which at least 25% will be made affordable to a broad range of very-low to moderate income households, the adaptive reuse of approximately 311,000 square feet of historic structures, up to approximately 140,000 square feet of new retail uses, 100,000 square feet of commercial offices space, 300 acres of parks and open space, up to 500 hotel rooms, and new or upgraded public facilities, including a joint police/fire station, a school, facilities for the Treasure Island Sailing Center and other community facilities. The proposed plan for redevelopment of NSTI contemplates the development of an intermodal transit terminal on the west side of Treasure Island which will serve as the on-island hub for transit services to Oakland and San Francisco.
20. “Schedule of Performance” is Exhibit JJ to the DDA, documenting the required timing for certain improvements under the DDA.
21. “SFCTA” is the San Francisco County Transportation Authority.

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22. “SFMTA” is the San Francisco Municipal Transportation Agency, the operating agency that provides MUNI and street operations services as approved in BOS Resolution 140224, approved by the BOS on April 1, 2014.
23. “Technical Advisory Committee” (TAC) is the advisory committee established by TIMMA to serve as a point of coordination between the transit operators and other transportation programs on the Islands, consisting of TIMMA staff, and staff representatives from key partner agencies including SFMTA, AC Transit, and WETA.
24. “TICD” is Treasure Island Community Development, LLC, the developer selected by TIDA and CCSF to carry out the Project.
25. “TIDA” is the Treasure Island Development Authority, a non-profit, public benefit agency dedicated to the economic redevelopment of NSTI. TIDA has the rights to administer Tidelands Trust property, and is the local reuse authority for purposes of the redevelopment and conversion of NSTI to productive civilian uses. TIDA also performs and administers vital municipal services for the residential and daytime population during the interim reuse of the former military base.
26. “TIMMA” is the Treasure Island Mobility Management Agency, also referred to in authorizing legislation, the DDA and related documents as the Treasure Island Transportation Management Agency. The creation of a Treasure Island transportation management agency was authorized by State Legislation in 2008 as part of AB 981 (“Transportation Authorizing Legislation”). The Transportation Authorizing Legislation authorized the San Francisco Board of Supervisors to designate a board or agency to act as the transportation management agency for Treasure Island and Yerba Buena Island. SFCTA was designated as the TIMMA in 2014. TIMMA is a separate legal entity currently staffed by SFCTA. The Transportation Authorizing Legislation authorizes TIMMA, among other duties, to establish parking fines, parking fees, and congestion pricing fees, and to collect all parking and congestion pricing revenues generated on-island to support the Project’s transit and transportation demand management programs, including the East Bay bus service described in this MOU. TIMMA will be responsible for contracting for East Bay bus service to be provided between Treasure Island and Oakland, including coordinating with AC Transit on setting routes and schedules, and subsidizing operating costs, in accordance with the terms of this MOU.
27. “TITIP” is the Treasure Island Transportation Implementation Plan, as adopted in June, 2011.
28. “Transit Hub” is the ferry quay/bus intermodal transit center.
29. “Treasure Island” or “Islands” is collectively Treasure Island and Yerba Buena Island, two islands located within the city limits of CCSF.
30. “WETA” is the Water Emergency Transportation Authority.

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## AGREEMENT

1. Description of Physical Improvements. The physical improvements necessary for the commencement of transit services serving the Islands, including East Bay bus service, include intermodal transit hub facilities, layover and street improvements on Treasure Island as further described below:
  - 1.1 Intermodal transit hub facilities. The Infrastructure Plan attached to the DDA details the assumptions and conceptual level scope of work for the design, engineering and construction of the intermodal transit hub facilities. Excerpts from the Major Phase I Development Application addressing the construction of transit facilities are provided in Appendix I to this MOU. The transit hub, located along the Island's western shore, will also serve as a ferry and on-island shuttle terminal. The intermodal transit terminal will be designed to accommodate ticketing and passenger services, including providing covered waiting areas for transit passengers. Construction of the intermodal transit hub facilities are the responsibility of TIDA, and will be provided on behalf of TIDA by TICD pursuant to its obligations under the DDA, including but not limited to the Schedule of Performance.
  - 1.2 Layover. The Major Phase I development application details the assumptions and conceptual level of the bus layover zone that AC Transit and MUNI will share adjacent to the Job Corps property, as shown in Appendix I – Major Phase I Development Application. To provide slack and rest time and maintain schedule reliability, layover facilities for the AC Transit buses will be provided on both Treasure Island and in Downtown Oakland. On Treasure Island, buses share layover facilities with buses on the San Francisco service; while in Downtown Oakland, layover space could be shared with other existing routes or a new layover area could be designated. On the island, layover space shall be provided near the intermodal transit hub and on streets in the Island Center. TIDA is responsible for constructing the Treasure Island layover area pursuant to the DDA and the Schedule of Performance, while AC Transit will be responsible for any new layover facilities required in Oakland.
  - 1.3 Buses. There is currently no direct bus connection between the East Bay and Treasure Island. To initiate the new bus service to the East Bay under the proposed Project, TICD will fund the purchase of nine new standard buses, when and as necessary to provide service to the Islands. All buses will provide service on Treasure Island at the intermodal transit hub and make various stops on the island as detailed in Appendix II – Bus Stops on Islands.
  - 1.4 Facility Standards. All streets, bus stops and other facilities on the Islands which will be served by AC Transit will be designed to meet AC Transit's design standards for transit operation. All accessibility requirements will be met at all transit stops and facilities as required under the Americans With Disabilities Act.

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2. Phasing and Schedule of Performance. Infrastructure for the Project, including the transportation improvements necessary to establish the service that is the subject of this MOU, will be built by TICD on behalf of TIDA, in accordance with the terms of the DDA and the Schedule of Performance. The transportation improvements required for establishment of East Bay service are anticipated to be constructed in the first Major Phase and will be complete prior to the commencement of East Bay bus service.
3. Initial Service Plan Assumptions. The highest demand is anticipated during weekday peak period commute times. Initially, service may be less frequent, and over time peak period headways could be altered to provide sufficient capacity to meet demand. Mid-day and weekend service may be less frequent commensurate with demand. AC Transit, in coordination with TIMMA, will adjust service schedules and routes to meet actual ridership demands as the Project is built out and travel behavior changes over time.
  - 3.1 Headways. The Project's land use plan and development pattern is centered on transit, and prioritizes walking and cycling on Treasure Island. To be effective, transit service must be reliable and frequent. Weekday service will be offered at least every 30 minutes throughout the service day. As ridership increases, TIMMA will fund increased service frequency with peak period service offered as often as every 10 minutes during weekday peak periods based on demand and available revenues to support service. AC Transit, in conjunction with TIMMA, will review service provision annually as described in Section 7.4, concurrent with the drafting of each Operating Agreement and calculation of each Operating Subsidy and adjust headways as necessary to accommodate demand and budgetary constraints. On Saturdays and Sundays, buses are expected to leave the island every 30 minutes throughout the service day.
  - 3.2 Operating hours. AC Transit buses are assumed to initially operate between 5:00 am and 10:00 pm on weekdays with potential service adjustments as ridership demands. Weekend service needs may be different than weekdays, and service spans and frequencies will be reviewed at least annually to accommodate actual service demand.
  - 3.3 Paratransit Service. Residents of Treasure Island requiring paratransit services mandated by the Americans with Disabilities Act will be considered to be within the jurisdiction of SFMTA and will receive paratransit services from SFMTA. Eligible passengers coming to Treasure Island from East Bay destinations within the AC Transit service area boundaries for ADA services will receive ADA Paratransit services to the extent required by law from the East Bay Paratransit Consortium acting as the agent of AC Transit. In its capacity as the East Bay Paratransit Consortium lead, AC Transit will be fully compensated for all invoiced East Bay Paratransit trips to and from the East Bay, at a rate to be determined in the Operating Agreement.
4. Service Interruption Contingencies. Service interruptions may result from scheduled maintenance, or from unscheduled events such as vehicle failure or natural disasters. The

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following describes contingency plans for both scheduled and unscheduled interruptions in service.

- 4.1 Scheduled Maintenance. AC Transit is charged with regularly servicing the fleet, in line with standard industry practice, to avert unscheduled disruptions to transit service. AC Transit is responsible for ensuring that minimum service levels continue to be provided during fleet or facility maintenance activities by utilizing AC Transit's system wide spares as available. TIDA will provide or cause TICD to provide spare vehicles based on AC Transit's 20% spare guideline. The total number of vehicles to be provided per operating phase are shown in Appendix III – Fleet Procurement Schedule. AC Transit will be responsible for providing sufficient vehicles to ensure maintenance of service during scheduled outages of the primary fleet for routine maintenance and other needs.

All planned reductions in service will be noticed to TIDA and the TIMMA a minimum of 90 days in advance of the scheduled service change. TIMMA and AC Transit will coordinate efforts to post information in the intermodal transit terminal, on buses, and via other media as available to inform East Bay bus riders of any planned service interruption or reduction as well as alternate services and routes available for transit.

- 4.2 Unplanned Service Interruptions. AC Transit and TIMMA will meet to review AC Transit's established procedures for dealing with unplanned service disruptions and will establish policies for service interruptions that are consistent with AC Transit's practices, including roles and responsibilities for assisting passengers in the event of an unexpected service interruption. In the event that the East Bay bus service is unexpectedly interrupted, AC Transit will inform TIMMA, who will notify and coordinate with SFMTA and WETA to ensure that adequate alternative transportation can be provided. AC Transit will follow existing procedures for informing the 511 Transit Information line and all relevant media outlets so that information can be quickly and widely disseminated. AC Transit staff will direct passengers in Oakland on how to connect to alternative transportation services connecting to Treasure Island via mainland San Francisco.

The cost of unplanned service interruptions will be credited to TIMMA's quarterly service subsidy payment owed.

## 5. Bus Procurement Process

- 5.1 Design and type selection process. The Parties anticipate that AC Transit will operate standard 60-foot commuter coaches (or an equivalent high-capacity bus) on the proposed East Bay bus service. The buses will have approximately 52 seats, but could accommodate additional passengers (as standing passengers) on individual runs if demand exceeds the seated capacity of the coach. All vehicles will be designed to AC Transit's specifications for Transbay buses at the time of procurement. Vehicles will be designed to meet the requirements of the Americans with Disabilities Act (ADA), applicable air quality regulations, and all other

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applicable regulations pertaining to transit operations. The parties will explore specification of clean fuel / zero emission vehicles (ZEVs). Final vehicle specifications will be detailed in a Procurement Agreement between AC Transit and TIMMA, to be executed no later than 24 months prior to the start of services.

At full build out of the Project, the East Bay bus service will have a peak transit vehicle demand of seven coaches. After applying AC Transit's guideline of an additional 20% of the peak transit vehicle demand to serve as an active spare fleet to accommodate routine maintenance needs or supplementary service in case of breakdowns or service disruptions, an additional two coaches will be required, bringing the total fleet requirements for the East Bay bus service to nine coaches. Figure 1 in Appendix III – Fleet Procurement Schedule estimates the timing of fleet procurement for the East Bay/Treasure Island service. Actual fleet size and timing of procurement will be determined in response to ridership demand and specified in the Procurement Agreement, to be executed no later than 24 months prior to the start of services.

- 5.2 Terms of Purchase. TIMMA will coordinate funding through TICD and the available operating funds for the full cost of purchasing nine new standard 60-foot commuter coaches for the East Bay bus service. AC Transit estimates standard 60-foot commuter coach costs to be approximately \$800,000 each in 2017 dollars. AC Transit estimates ZEV bus costs to be approximately \$1.1million each in 2017 dollars. Standard buses may be purchased by AC Transit using AC Transit procurement policies and paid for by TICD. The incremental cost of ZEVs requires additional grant funding; AC Transit and TIMMA agree to develop a joint grant funding application strategy for the incremental costs of ZEVs, as described in Appendix IV, Potential ZEV Funding Sources.

These vehicles are intended to become part of AC Transit's Transbay bus fleet and will be replaced by AC Transit on a schedule set by AC Transit and the region for bus replacement. AC Transit will own all vehicles procured for Treasure Island service, provided AC Transit continues to provide Treasure Island/East Bay transit service for the useful life of any bus procured for this purpose, assumed to be 12 years.

If for any reason, AC Transit and TIMMA are unable to develop an appropriate and mutually agreeable service plan and reimbursement schedule for the Treasure Island/East Bay bus service during the useful life of buses paid for by TIDA, TICD or TIMMA, or if AC Transit is not able to provide the service levels specified in the Operating Agreement, AC Transit shall transfer such buses to TIMMA.

- 5.3 Schedule of procurement. Because bus procurement lead times can exceed two years, TIMMA, together with its partners TICD and TIDA, will work with AC Transit to ensure that adequate buses are available for opening day of service. The current service plan estimates that three (3) buses will be required for initial service levels (two in service, one spare), with the remaining six (6) buses phased in over time, per Appendix III – Fleet Procurement Schedule. No later than 24 months prior



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to the start of services, TIMMA and AC Transit will execute a Procurement Agreement to codify the procurement process and financial agreements needed to obtain the buses required for initial service levels.

In the event that new buses are not available in time for opening day service both parties will explore the use of existing AC Transit rolling stock if available. AC Transit will not be required to disrupt regular service to provide vehicles for the Treasure Island/East Bay service. As ridership demand warrants, additional buses will be procured when and as necessary to provide the anticipated level of service. It is not yet agreed upon which agency would procure these prospective future buses. Should demand increase during the peak periods, TIMMA and AC Transit will work together to determine whether additional buses are required, above the nine TICD funded buses, and to identify potential funding sources for their procurement. The estimated time of bus procurement is shown in Appendix III – Fleet Procurement Schedule.

- 5.4 Procurement Policies. TIMMA and AC Transit shall comply with all applicable laws, policies, regulations and requirements related to the use of supplemental funding sources used to acquire vehicles for this project.

## 6. Facilities Design

- 6.1 Design guidelines and design review process. As described in Section 2 above, TIDA is responsible for funding and constructing the transportation improvements that are more particularly described below. Excerpts from the Treasure Island Major Phase I Development Application describing these improvements are detailed in Appendix I – Major Phase I Development Application.

- 6.1.1 Transportation facilities. (roadways, bus stops, loading bays, and layover locations). Providing speedy and reliable access for buses to and from the Bay Bridge is critical to ensuring the viability and attractiveness of transit and reducing overall automobile use on and off the Islands. However, limitations on ramp and bridge mainline capacities can conflict with this need to provide high-quality transit, as buses must generally share the road with other automobiles. A special “queue jump” phase will be installed with the traffic signal near the intermodal transit hub to prioritize bus access to and egress from Treasure Island Road. In addition, under certain circumstances, EIR mitigation measure M-TR-24 will require a bike lane to be converted for bus only use, providing a bus-only travel lane for approximately 0.5 miles between the intermodal transit hub and the westbound on-ramp on the west side of Yerba Buena Island. AC Transit buses would have to merge into mixed-flow travel lanes for approximately one-third of a mile to reach the eastbound on-ramp if this mitigation measure is implemented. TIMMA will work with AC Transit staff to develop additional measures, including additional queue jump controls to improve the speed and reliability of AC Transit’s approach to the Bay Bridge to be

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implemented in concert with EIR Mitigation Measure M-TR-24, to the extent any such measures are determined to be feasible and practical.

- 6.1.2 Alighting stops. Alighting stops are to be provided immediately east of the Palm Drive and Clipper Cove Avenue intersection (on the south side of Clipper Cove Avenue) and immediately north of the Avenue D and Clipper Cove Avenue intersection (on the east side of Avenue D). A single boarding stop will be provided directly outside the intermodal transit hub on the west side of Palm Drive. All stops will be designed to AC Transit's operating standards and will meet all clearances required by the Americans With Disabilities Act. All bus stops will be designed to be safe and considerate of adjacent pedestrian crossings. AC Transit will not be responsible for maintenance of the bus stop amenities or the roadway surrounding bus stops.
- 6.1.3 Bus Stops. Bus stops at the intermodal transit hub shall be sufficient to stage two AC Transit buses at any one time; one loading bay and one layover bay. Two separate bays will be provided for MUNI buses. All stops will be designed to AC Transit's operating standards and will meet all clearances required by the Americans With Disabilities Act.
- 6.1.4 On-time schedule performance. To facilitate on-time schedule performance, layover facilities for the East Bay bus service shall be provided on both Treasure Island and in Downtown Oakland, as further described in Section 1.2. The layover area on Treasure Island, to be shared by AC Transit and MUNI, will include operator rest room facilities either at or adjacent to the layover location. On-time schedule performance goals will be identified in the Operating Agreement.
- 6.1.5 Fueling/maintenance facilities. No fueling or maintenance facilities will be provided on the Islands. AC Transit expects to use existing fueling and maintenance facilities to service buses providing service to the Islands. The closest existing AC Transit maintenance facility is Division 2 in Emeryville, near San Pablo Avenue and 47th Street. AC Transit and TIMMA agree to evaluate the use of electric buses for the Treasure Island service which may require the installation of electric charging stations at the layover facility. Grant funding applications for ZEV costs, described in Appendix IV, should include the costs of electric charging infrastructure.
- 6.1.6 Passenger amenities. (shelters, benches, restroom facilities, wayfinding and real-time passenger information) will be designed, funded and installed by TICD in consultation with TIMMA and TIDA. In general, both boarding and alighting stops will be designed with canopies or other shelter-type features to protect passengers from inclement weather, provide shade, and enhance comfort and safety at bus stops. Bus loading stops shall be equipped with other passenger amenities and safety features, including benches and adequate lighting. In consultation with TIDA and TIMMA,

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TICD will also be responsible for designing, funding, and installing transit wayfinding signs, in coordination with other Project wayfinding initiatives. AC Transit will not be responsible for maintenance of any new infrastructure unless specifically stipulated in a separate agreement. Bus shelters at loading locations should be designed to incorporate real-time traffic information displays, including projected arrival time of the next bus, traffic updates route, schedule and fare information, stop ID, and network map. All passenger information will conform to regional standards as determined by MTC and the Islands' Transit Operators. AC Transit will meet and confer with TIMMA and the other transit operators at regular Technical Advisory Committee Meetings to ensure maximum coordination between the operators and consistency in the look and feel of passenger information.

- 6.1.7 Restroom facilities. Restroom facilities at the intermodal transit hub shall be open to the public and conform to the San Francisco Building Code and ADA requirements.

## 7. Financial Commitments

- 7.1 Funding Framework. An underlying principle of the Project is that it be financially feasible. This principle is carried through to the Transportation Implementation Plan and specifically to the provision of East Bay bus service. An explicit goal of the East Bay bus service program is that it be financially feasible both in terms of upfront capital costs and long term operations. The Treasure Island-East Bay Transit service is intended to be funded through TIMMA / TICD contributions, passenger fares, transit pass purchases, incremental new federal formula funds associated with the new TI route, and grant funds. At no point will AC Transit be required to provide services that divert resources from its general fund. The parties agree to jointly advocate for ZEV vehicles and charging infrastructure in the FY 17/18 timeframe. Appendix IV identifies potential sources of grant funds for ZEV vehicles and charging infrastructure.
- 7.2 Funding for Capital Improvements. TIDA is responsible for constructing or causing TICD to construct the transportation improvements, in accordance with the terms of the DDA and the Schedule of Performance.
- 7.3 Funding for AC Transit Operating Costs.
- 7.3.1 TIMMA Funding for East Bay Bus Service. Subject to availability of funds, TIMMA agrees to provide AC Transit an operating subsidy sufficient to cover the net operating costs associated with the East Bay Bus Service, which equals gross operating costs after accounting for revenue from fares collected by AC Transit (the "AC Transit Operating Subsidy") and operating funding received from other non-AC Transit sources. Fare revenue attributed to this line will be determined using a mutually agreeable methodology to be finalized before the start of service and included in the

## Attachment 1

Operating Agreement. The amount of the AC Transit Operating Subsidy required for a coming year will be set during the annual budgeting process between AC Transit and TIMMA, as further described below. Detailed transit service planning including the development of initial service schedules and operating costs is anticipated to be completed in 2017. The recommended service plans, operating costs and funding assumptions for this service will be included in a TIMMA/AC Transit Operating Agreement anticipated to be executed no later than 12 months prior to the start of services.

- 7.3.2 Availability of Operating Subsidy and Service Levels. The AC Transit Operating Subsidy will be paid by TIMMA using the funding available to TIMMA which includes but is not limited to, on an interim basis, funding from TICD based on an annual schedule of payments, and on a long-term basis, revenues from commercial and on-street parking and congestion pricing. TIMMA will budget, at a minimum, enough AC Transit Operating Subsidy in each year to operate the minimum level of service. Service levels over time will be determined in partnership with AC Transit and will be dependent both on changes in demand and on available funding for additional service. AC Transit may adjust schedules, reduce headways or make additional changes to provide a financially sustainable East Bay bus service, with the prior written approval of TIMMA. To maintain a consistent level of service, service level changes are not anticipated during a given Fiscal Year. In any event, if service level changes are warranted and agreeable to both TIMMA and AC Transit, they may be implemented no more often than once during the Fiscal Year, and only with extensive public involvement and public information. If projected operating costs exceed the Project's available AC Transit Operating Subsidy, TIMMA and AC Transit will meet and confer to determine appropriate service level adjustments and/or identify additional outside funding sources available to maintain optimal service levels.

7.4 Budgeting Process.

- 7.4.1 Estimate of First Year Subsidy. The amount of the subsidy to be paid to AC Transit by TIMMA will be calculated annually as part of the budget process based on agreed upon service levels and operating assumptions. AC Transit and TIMMA will meet and confer at least 12 months prior to the start of service to finalize schedules, costs and AC Transit Operating Subsidy requirements for the initial service year.

The amount of the subsidy to be paid to AC Transit by TIMMA will incorporate incremental federal formula funding for maintenance received by AC Transit as a result of the TI line. TIMMA's subsidy owed will be credited for the amount of additional maintenance and operations formula funding received by AC as a result of the TI line.

## Attachment 1

TIMMA reserves the right to audit the AC Transit Annual Operating Subsidy and unit operating and maintenance costs.

- 7.4.2 Payment of Subsidy for First Year of Service. TIMMA will pay AC Transit in advance of the first day of service, an amount equal to one fourth of the calculated annual subsidy required to operate the Treasure Island -East Bay service for the first year of service. TIMMA will advance operating subsidy payments to AC Transit in four equal payments on a schedule that is mutually agreed upon in the annual Operating Agreement. Actual subsidy required will be reconciled with actual fare revenues within 90 days of the close of the Fiscal Year after the completion of the first year of service. Actual subsidy required will credit any unplanned service interruptions to TIMMA.
- 7.4.3 Fares. The parties anticipate that the fare for this service will be set at the standard AC Transit Transbay fare, less any surcharges not applicable to this route. The AC Transit Board of Directors has the legal authority to set fares for the East Bay bus service. Given the unique partnership of AC Transit with TIMMA, the two agencies agree to meet and confer no less than annually, according to the timeframe described in Section 7.4.5, prior to the upcoming Fiscal Year to establish recommended schedules and fares for East Bay bus service in the coming year. Fare recommendations from AC Transit and TIMMA staff must be formally adopted by the AC Transit Board of Directors and by the TIMMA Board of Commissioners. Should the AC Transit Board of Directors adopt alternative fare schedules which impact the amount of revenue collected by AC Transit, TIMMA and AC Transit may be required to adjust service levels, service frequencies or service spans to ensure that adequate subsidy is available to operate the service. AC Transit and TIMMA will review all proposed bus schedules, fare levels and anticipated AC Transit Operating Subsidy requirements each year, and agree to adopt schedules based on a budget adopted by both agencies to their mutual satisfaction.
- 7.4.4 Other Funding Sources. TIMMA and AC Transit will cooperate to reduce the AC Transit Operating Subsidy requirements by working together to identify and secure additional regional state and federal funding sources. TIMMA and AC Transit agree to jointly seek funding from all available external sources and to support each other in developing mutual strategies for increasing funding from all available external sources for both capital and operating needs. Funding from these sources may be applied to capital and operating costs as applicable. It is assumed that residents on Treasure Island will be required to add value to a Clipper Card as part of their HOA Fees. TIDA and TIMMA intend to work with the Islands' transit providers and MTC to determine whether retained unused value on Clipper cards that are purchased under the Treasure Island HOA agreement can be captured to apply to island transit service. Funding from this source or any other sources applicable to the Treasure Island/East Bay service will be considered in the

## Attachment 1

annual budget reconciliation process and may impact the amount of subsidy required by TIMMA to operate service.

7.4.5 Annual Reconciliation of Costs and Revenue. AC Transit and TIMMA will meet annually beginning in October of each calendar year to review the actual costs (based on scheduled service hours) and revenues from the prior service year. A “service year” will coincide with the Fiscal Year. Actual costs, revenues and subsidies from the prior service year will be reconciled based on actual experience. Any deviations from assumed fare revenue (higher or lower than projected) and scheduled service hours (higher or lower than expected) and/or any unanticipated costs or revenue approved during the Fiscal Year will be reconciled, and any additional cost or credit will be rolled into the budget for the subsequent year. The rate per revenue service hour will be set by contract and will not be adjusted after a service year has begun.

7.4.6 Ownership of Data. AC Transit will be solely responsible for collecting and reporting data to TIMMA regarding passenger boardings, load factors and fare revenue, in a format and following a timeframe that is mutually agreeable to the parties. Riders boarding the East Bay/TI service will be considered AC Transit riders and their fares will be considered AC Transit fares for purposes of National Transit Database (NTD), and any and all external reporting.

7.4.7 Budgeting for Future Service. Revenues and subsidy requirements for the coming service year will be determined based on a proposed operating schedule, estimated fare revenue, estimated revenue from other sources and operating subsidies to be provided by TIMMA. This data will be utilized in determining Project subsidy requirements for the upcoming year of operations.

TIMMA and AC Transit will meet at least annually, beginning no later than nine months prior to any proposed change in service level or subsidy requirement. AC Transit and TIMMA will review all proposed bus schedules, fare levels and anticipated AC Transit Operating Subsidy requirements each year, and agree to adopt schedules based on a budget adopted by both agencies to their mutual satisfaction. Service levels may be adjusted annually by mutual agreement as needed to ensure that TIMMA can fully cover the cost of service. AC Transit will not be required to fund Treasure Island transit services through general fund revenues.

7.4.8 Budget Adoption. The TIMMA Board of Commissioners and the AC Transit Board of Directors will each independently adopt the budget for operations of the East Bay bus service on an annual basis. The budget will include information about the amount of service to be operated, the schedule of service to be provided, the number of buses to be procured and in operation and the expected revenue from all sources including fares. In the

## Attachment 1

unlikely event that the two agencies cannot develop a mutually agreeable funding level, buses procured by TIMMA will be returned to the agency in good working order, and all agreements between the two agencies will be voided with a minimum of 180 days' notice. Either TIMMA or AC Transit may take an action to terminate the Operating Agreement with a minimum of 180 days' written notice.

- 7.5 Payment of AC Transit Operating Subsidy. TIDA/TIMMA agree to pay the estimated AC Transit annual operating subsidy in four quarterly payments. Payments will be made to AC Transit no later than the first day of each quarter throughout the Fiscal Year an amount equal to one fourth of the estimated AC Transit Operating Subsidy requirement for the coming Fiscal Year. This amount will be adjusted based on the reconciliation of costs and fares from the prior Fiscal Year as described above.
- 7.6 Design and Engineering. The Project and the DDA contemplate that the design and engineering of the transportation improvements shall be conducted by TICD and overseen by TIDA with input from AC Transit.
- 7.7 TICD Obligations. As the master developer for the Project, TICD, pursuant to the DDA, Infrastructure Plan, and TITIP, is responsible for designing and engineering the transportation improvements to TIDA-approved specifications. In approving designs for intermodal transit hub improvements, TIDA will consult with AC Transit, and separately consult with SFMTA, WETA, and TIMMA.
- 7.8 TIDA Roles and Responsibilities. TIDA is responsible for supporting TICD in the design of applicable transportation improvements to the standards established in consultation with AC Transit. Within five (5) working days after TIDA's determination that the applicable Major Phase or Sub-Phase Application containing the intermodal transit hub improvements is a Complete Application or within five (5) working days after the date that such Application is deemed Complete, TIDA staff shall submit such Complete Major Phase or Sub-Phase Application, or applicable portions thereof, to AC Transit for review and comment.
- 7.9 AC Transit Roles and Responsibilities. Within thirty (30) days from AC Transit's receipt of a Complete Major Phase or Sub-Phase Application from TIDA, AC Transit shall use commercially reasonable efforts to complete its review of each Complete Major Phase or Sub-Phase Application, or applicable portions thereof. AC Transit's review will focus on applicable components of the transportation improvements within that Major Phase or Sub-Phase Application in order for AC Transit to provide review and comment on operational and design considerations.
8. Construction. The construction of the applicable transportation improvements shall be conducted by TICD and overseen by TIDA, with input from AC Transit as and to the extent appropriate.

## Attachment 1

- 8.1 TICD Obligations. As the master developer for the Project, TICD, pursuant to the DDA, Infrastructure Plan, and TITIP, is responsible for constructing the transportation improvements that support the East Bay bus service. TICD will manage the construction of the transportation improvements and will be responsible for their timely construction in accordance with the Schedule of Performance.
- 8.2 TIDA Roles and Responsibilities. TIDA will oversee TICD's construction of the transportation improvements. CCSF, acting by and through its Department of Public Works' Bureau of Construction Management, will inspect and approve the improvements for acceptance by CCSF. TIDA will provide full cooperation and coordination with AC Transit to ensure minimal disruption to operations during construction. EIR Mitigation Measure M-TR-1 requires that TICD prepare a construction traffic management plan. The plan will be required, in part, to address the effects of construction on transit operations. TIDA will consult with AC Transit during its review of the plan. It is intended that any increases in operating costs due to construction will be passed through to TIMMA as part of the annual reconciliation process.
- 8.3 AC Transit Roles and Responsibilities. During construction, TIDA, in its capacity of inspecting work in progress of the applicable transportation improvements that support the East Bay bus service, shall consult with AC Transit as necessary, to provide an opportunity for review and input regarding conformance with approved plans and specifications.
9. Ownership, Operations and Maintenance of the Transportation Improvements. Upon completion and acceptance by CCSF and TIDA, the transportation improvements on the Islands described in this MOU shall be owned and maintained by either CCSF or TIDA, as applicable.
10. Special Events. From time to time, special events may occur on the Islands that require event-specific transportation arrangements. All special events will be required to register with the TIMMA or TIDA, and will be required to provide a detailed transportation plan for the event, including costs and revenues to support added service. TIMMA staff will meet with the event transportation coordinator and AC Transit staff a minimum of 90 days prior to any significant event to finalize transportation needs including additional transit service for the event. Funding for any added bus service required or requested for a special event will be entirely the responsibility of the event operator, and such service will be offered to the extent feasible through AC Transit's then-existing fleet, facilities, charter regulations and personnel.
11. Emergency Response Plan. TIMMA will coordinate with AC Transit's Safety and Security services to develop an emergency response plan consistent with regional mutual aid agreements for transit operators established by MTC.
12. Modification or Termination of This MOU. This MOU will remain in effect unless it is terminated or replaced by a contract for service (an Operating Agreement). The MOU may be amended as necessary, subject to the mutual approval of both the AC Transit Board of



**Attachment 1**

Directors and the TIMMA Board of Commissioners. AC Transit and TIMMA each retain the right to terminate this agreement for any reason with 30 days' notice.

Signature Page

## **Appendices Table**

Appendix I – Major Phase I Development Application

Appendix II – Bus Stops on Islands

Appendix III – Fleet Procurement Schedule

Appendix IV – Zero Emission Vehicle and Charging Infrastructure Grant Sources

Appendix I  
Major Phase I Development Application

### 3.2.4 TRANSIT NETWORK

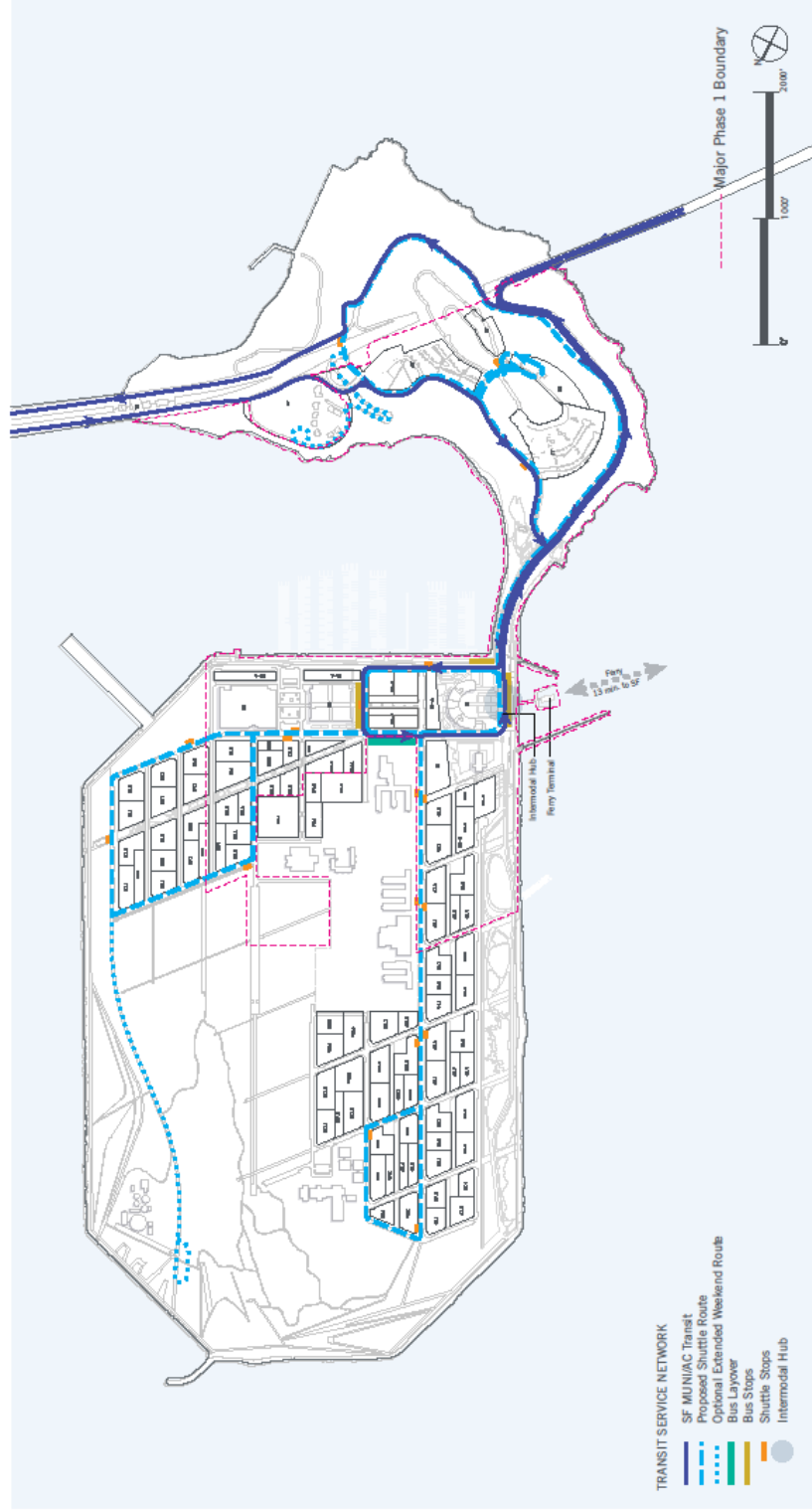


FIGURE 3.4 TRANSIT NETWORK SITE PLAN  
TREASURE ISLAND & YERBA BUENA ISLAND MAJOR PHASE I APPLICATION

## Appendix II Bus Stops on Islands

### 3.3 INTERMODAL TRANSIT HUB

The Design for Development's strategy for compact development includes creating an intermodal transit hub on Treasure Island's southwest corner, which is the location of its most buildable site and its single point of access by land.

Both Muni and AC Transit buses will operate in a one-way clockwise manner through the intermodal Transit "Loop", moving north from the TI Road Causeway, taking a right on Clipper Cove Avenue, a left on Avenue D, moving west on California Avenue, before stopping at Palm Drive and re-entering the Causeway. Bus stops are located on Clipper Cove Avenue near the TI Road Causeway intersection and on Avenue D near the Clipper Cove intersection. Buses will have the opportunity to layover on the south side of the Job Corps on California Avenue to recalibrate their arrival schedule before picking up passengers on the south side of Palm Drive. This location is currently planned as the only pick-up stop for Muni and AC Transit buses on the island and a generous bus shelter will be provided here for the comfort and convenience of passengers.

The Treasure Island Shuttle circulates in the same direction around the intermodal Transit "Loop" as the buses, however there is no layover zone for the shuttles. Both stop locations on Avenue D (near California Avenue) and on Palm Drive will accommodate pick-up and drop-off. Two additional shuttle "loops" connect residents in both the Cityside and Eastside neighborhoods and sixteen total stops are planned for the island – each including a transit shelter. The Treasure Island shuttle will be managed by the Treasure Island Mobility and Management Authority (TIMMA) and the specific shuttle vehicle will be determined in the future along with the detail of the shelter designs.

Through an extensive and collaborative process between the Treasure Island Interagency Streets Working Group and the design team, advances have been made to the intermodal Transit Hub

since the Design for Development. Those improvements primarily improve bicyclist safety by reducing bus conflict on California Avenue and Palm Drive. Cyclists traveling west-bound on the California Avenue 81 block and south-bound on Palm Drive have been removed from the street and now travel through a two-way cycle track south of the Cultural Park and through a one-way cycle track east of the Ferry Shelter. Connections to these cycle tracks at both the Cityside Waterfront Park and the Treasure Island Road Causeway will be developed in future phases of the Open Space Plan to ensure both cyclist and pedestrian safety.

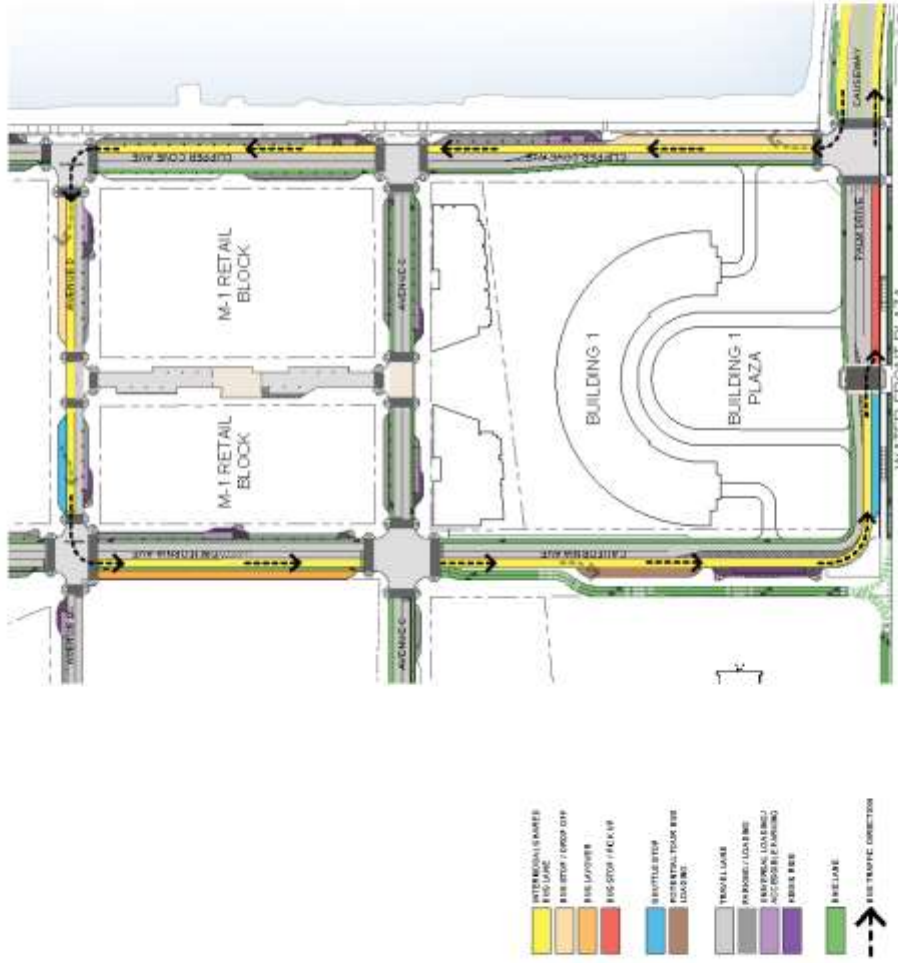


FIGURE 3.5 INTERMODAL TRANSIT HUB

TREASURE ISLAND & YERBA BUENA ISLAND MAJOR PHASE 1 APPLICATION

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## Appendix III

### Fleet Procurement Schedule

#### Treasure Island Transit Capital Needs

##### AC Transit East Bay Bus Service

There is currently no direct bus connection between the East Bay and Treasure Island. The Treasure Island Transportation Implementation Plan (TITIP) calls for new direct service between Treasure Island and downtown Oakland. At full buildout this route will operate at 10 minute headways.

TIMMA and AC Transit are currently coordinating transit service planning for the new line. It is anticipated that three 60' buses will be needed when service is initiated in 2019. At full buildout, a total of nine buses will be required. The following table shows the anticipated bus procurement schedule.

	2019	2021	2024	2026	2027	2029	2032
New Bus Purchases	3	1	1	1	1	1	1

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# Memorandum

**Date:** May 11, 2017  
**To:** Treasure Island Mobility Management Agency Committee  
**From:** Cynthia Fong – Deputy Director for Finance and Administration  
**Subject:** 05/16/17 Committee Meeting: Adoption of the Proposed Fiscal Year 2017/18 Annual Budget and Work Program

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Recommend adoption of the proposed Fiscal Year (FY) 2017/18 Annual Budget and Work Program.</p> <p><b>SUMMARY</b></p> <p>The proposed FY 2017/18 Annual Budget includes projections of revenues, 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 \$3,660,536 from various funding sources, and total expenditures are projected to be \$3,660,536 from technical professional services, personnel and non-personnel expenditures. As additional local and federal grant revenues are secured in the coming quarters, we will present an amended Mid-Year Budget.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input checked="" type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contracts</p> <p><input type="checkbox"/> Procurement</p> <p><input type="checkbox"/> Other:</p> <hr/>
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## DISCUSSION

### Background.

Pursuant to TIMMA’s Fiscal Policy (Resolution 17-01), 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 adopted work program as determined by the Board and as set forth in other policies. TIMMA’s fiscal year extends from July 1 of each calendar year through June 30 of the following calendar year. The San Francisco County Transportation Authority is segregating its functions as TIMMA as a separate legal and financial entity effective July 1, 2017, therefore the TIMMA FY 2017/18 Budget and Work Program is completely separate from the Transportation Authority.

### Work Program.

The TIMMA work program includes four major streams of work: governance and agency administration; planning; engineering; and communications.

The Governance work stream includes program-wide management activities such as maintaining the project master schedule, executing partner agency agreements and vendor contracts. We anticipate at least nine agency and/or vendor agreements in FY 2017/18, including Memoranda of Understandings

## Agenda Item 5

with the San Francisco Bay Area Water Emergency Transportation Authority, the Bay Area Toll Authority, and the San Francisco Municipal Transportation Agency; a vehicle procurement agreement with the Alameda-Contra Costa Transit District (AC Transit); and an operating agreement with the Treasure Island Development Authority (TIDA). The Governance work stream also provides for meetings of the TIMMA Committee and Board. Finally, the Governance work stream includes activities to advocate for funding opportunities and prepare grant funding applications; we expect to submit an application for regional Bay Area Air Quality Management District Clean Air Vehicle funding this year in partnership with AC Transit and to continue pressing for Regional Measure 3 funding for accelerated low-emission ferries

The Planning work stream includes refinements to the program's demand and financial projections, and further analysis and refinement of toll policies such as hours of operation, toll level and phasing, and San Francisco-Oakland Bay Bridge toll policy consistency recommendations. The Planning work stream includes design of the mandatory Transit Pass program and the Transportation Affordability program.

The Engineering work stream includes developing National Environmental Policy Act and supplemental California Environmental Quality Act environmental documentation and civil engineering final designs. Most significantly, this year's engineering work program includes implementation of the Federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant which includes an autonomous shuttle demonstration program and the launch of the toll system final design. We anticipate releasing a Request for Proposals for Toll System Integration services (toll system final design) this fall. As additional federal and local grant funding is secured in the coming quarters, we expect to amend the budget to incorporate the full value of toll system final design work and the execution of a contract with this vendor.

The Communications work stream includes public involvement and outreach activities in support of the entire Mobility Management Program.

### **Revenues.**

TIMMA's total revenues are projected to be \$3,660,536; with \$1,828,168 obligated from Federal ATCMTD grant, \$1,500,000 obligated from TIDA, \$75,000 obligated from the San Francisco Municipal Transportation Agency (SFMTA), and \$257,368 appropriated from the Transportation Authority. Regional and local funds from TIDA, SFMTA and Transportation Authority Prop K sales tax funds will be used to fulfill the 50% local match requirement to the Federal ATCMTD grant. We anticipate additional federal and local funding later in the year, including additional Federal ATCMTD funding, TIDA funding, and Treasure Island Community Development, LLC contributions. When secured, these sources will require a Mid-Year Budget Amendment.

### **Expenditures.**

Total expenditures are projected to be \$3,660,536, with 27.3% budgeted for personnel costs, 71.6% for technical professional services, and 1.1% for non-personnel costs. Technical professional services primarily encompass environmental, civil design, and toll system final design services. Additional technical professional services include planning, communications, and environmental services. Included are technical services contracts already awarded: for the Treasure Island System Engineering Manager; on-call demand model development and application; on-call transportation planning; project management support; on-call strategic communications; and outreach services. Additional technical services contracts anticipated in this line item include toll system design and integration services.

Agenda Item 5

**FINANCIAL IMPACT**

As described above.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed FY 2017/18 Work Program

Attachment 2 – Program FY 2017/18 Budget

Attachment 3 – Program FY 2017-18 Budget – Line Item Descriptions

## Attachment 1

### Proposed Fiscal Year 2017/18 Annual Work Program

The Treasure Island Mobility Management Agency's (TIMMA's) proposed Fiscal Year (FY) 2017/18 Work Program includes activities in four major work streams overseen by the Executive Director: 1) Governance and Administration, 2) Planning, 3) Engineering, and 4) Communications. The Executive Director is responsible for directing the agency, for the development of the annual budget and work program, and for the efficient and effective management of staff and other resources. Further, the Executive Director is responsible for regular and effective communications with the Board, the Treasure Island Development Authority (TIDA), San Francisco's elected representatives at the state and federal levels and the public, as well as for coordination and partnering with other city, regional, state and federal agencies.

#### GOVERNANCE AND ADMINISTRATION

This section of the Work Program highlights ongoing agency operational activities primarily led by the Finance and Administration Division with support from other divisions as listed below:

- Board Operations and Support: Staff TIMMA Committee and Board meetings.
- Budget, Reports and Financial Statements: Develop and administer TIMMA schedule and budget, including performance monitoring, internal program and project tracking. Monitor internal controls and prepare reports and financial statements.
- Funding and Grants Management: Manage grants and prepare invoices for reimbursement. Includes activities to advocate for funding opportunities and prepare grant funding applications; we will advocate for Regional Measure 3 (RM3) funds for clean ferries, Bay Area Air Quality Management District (BAAQMD), Metropolitan Transportation Commission (MTC), Senate Bill 1 (SB1), Cap and Trade and other funds to help realize these plans. We expect to apply for regional BAAQMD Clean Air Vehicle funding this year in partnership with the Alameda-Contra Costa Transit District (AC Transit).
- Contract Support: Oversee procurement process for professional consultant contracts, prepare contracts, and manage compliance for contracts and associated Memoranda of Agreement and Understanding. We anticipate at least nine agency and/or vendor agreements in FY 2017/18, including MOUs with the Water Emergency Transportation Authority (WETA), Bay Area Toll Authority (BATA), and San Francisco Municipal Transportation Agency; a vehicle procurement agreement with AC Transit; and an operating agreement with TIDA; and a procurement process and contract for the toll system final design vendor (System Integrator).
- Policies: Maintain and update Administrative Code, Rules of Order, Fiscal, Procurement, Travel and other policies.

#### PLANNING

The Planning work stream includes revisions and refinements to the TIMMA Program's demand and financial projections, and development of additional toll policy recommendations. The Planning work stream includes developing recommendations for the design of the mandatory Transit Pass program and the Transportation Affordability program.

Proposed activities include:

- Mobility Program Phasing Plan: Complete and maintain 5-year demand and financial projections of the Mobility Program. These projections incorporate toll level, hours, cost and revenue; transit and shuttle service levels, cost, and revenue; parking management program rates, cost and revenue; and Transportation Affordability Program requirements and cost.
- Transit Pass Definition: Evaluate and recommend the structure of a mandatory transit pass for market-rate

## Attachment 1

### Proposed Fiscal Year 2017/18 Annual Work Program

Island residents. This study will include recommendations regarding transit operator fare policy.

- Transportation Affordability Program: Continue advancing the affordability program, which includes transportation credits, discounts, and supports for current and future low-income Treasure Island households.

## ENGINEERING

The Engineering work stream includes developing National Environmental Protection Act (NEPA) and supplemental California Environmental Quality Act (CEQA) environmental documentation; civil engineering designs; and incremental support for construction of the tolling system. The system engineering activities included in the budget are preparation of the Request for Proposals (RFP) for a Toll System Integrator including tolling system performance design requirement criteria, and development of a contract with this vendor. Key delivery activities for FY 2017/18 include the following:

- Environmental Documentation: Prepare a draft and final CEQA Addendum and certify a NEPA Categorical Exclusion, including draft NEPA Preliminary Environmental Study (PES) and associated technical studies.
- Final Civil Engineering Design: Prepare tolling infrastructure civil engineering design plans at multiple locations on Yerba Buena Island (YBI) and Treasure Island, in coordination with YBI Ramps, Southgate Road, Macalla Road, Treasure Island Road, and YBI Westside Bridges design activities.
- Toll System Final Design: Draft and issue a RFP for Toll System Final Design and System Integrator (Toll System Integrator) services. The Toll System Integrator will prepare detailed toll system requirements, draft and final system design; conduct testing; and install the toll system equipment. We expect to issue the RFP in fall 2017 and award a contract in early 2018. The proposed budget includes initial Toll System final design activities. As additional federal and local grant funds are secured in the coming quarters; the contract award will require a budget amendment to include the full value of the toll system final design services.

## COMMUNICATIONS

The Communications work stream includes public involvement and outreach activities in support of planning and engineering recommendations. Key communications activities for FY 2017/18 include the following:

- Outreach and Community Relations: Execute the annual outreach and involvement strategy with the Treasure Island public, the TIMMA Board, various interest groups and other government agencies. This is accomplished through various means, including fostering community relations, conducting outreach and input activities, disseminating agency news and updates, and helping coordinate events to promote the agency's work.
- Collateral Maintenance: Update content and maintain and enhance both electronic and print-based communications collateral.

**Treasure Island Mobility Management Agency**  
**Attachment 2**  
**Proposed Fiscal Year 2017/18 Budget**  
**Line Item Detail**



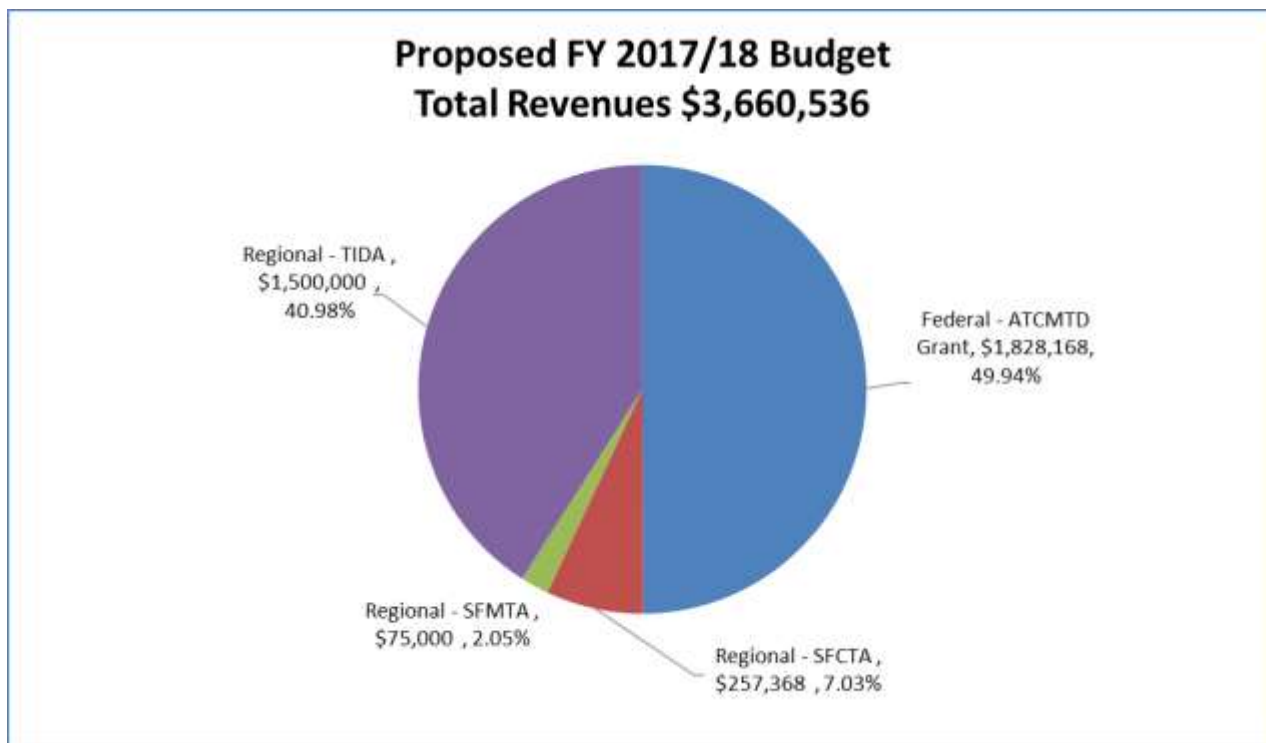
	<b>Proposed Budget Fiscal Year 2017/18</b>	<b>Increase/ (Decrease)</b>	<b>Amended Budget Fiscal Year 2016/17</b>
<b>Revenues:</b>			
Federal Advanced Transportation and Congestion Management Technologies Deployment	\$ 1,828,168	\$ 1,828,168	\$ -
Federal Treasure Island Mobility Mangement Priority Development	-	(196,000)	196,000
Federal Value Pricing Pilot Program	-	(12,995)	12,995
Regional San Francisco Municipal Transportation Agency (SFMTA)	75,000	-	75,000
Regional San Francisco County Transportation Authority (SFCTA)	257,368	176,646	80,722
Regional Treasure Island Development Authority (TIDA)	1,500,000	-	1,500,000
Total Revenues	<b>3,660,536</b>	1,795,819	1,864,717
<b>Expenditures:</b>			
Technical Professional Services	2,619,549	1,246,396	1,373,153
Administrative Operating Costs			
Personnel Expenditures			
Salaries	679,991	373,607	306,384
Fringe Benefits	319,996	175,816	144,180
Non-personnel Expenditures			
Administrative Operations	36,800	-	36,800
Commissioner-Related Expenses	4,200	-	4,200
Total Expenditures	<b>3,660,536</b>	1,795,819	1,864,717
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**Attachment 3  
Line Item Descriptions**

**TOTAL PROJECTED REVENUES..... \$3,660,536**

The following chart shows the composition of revenues for the proposed Fiscal Year (FY) 2017/18 budget.



Federal Program Revenues: ..... \$1,828,168

Federal Program Revenues are budgeted to increase by \$1.6 million from the FY 2016/17 Amended Budget, due to the completion of two federal grants in FY 2016/17 and the start of a new federal grant in FY 2017/18.

The Treasure Island Mobility Management Agency (TIMMA), in partnership with the San Francisco Municipal Transportation Agency (SFMTA), has secured federal funding (estimated at \$5.5-6 million) from the Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program for the implementation of a congestion pricing project on Treasure Island. The project will design and construct a connected toll system to serve as the backbone for a congestion pricing program for Yerba Buena Island/Treasure Island. The civil elements will include design and construction of the civil infrastructure (conduit installation, foundations) needed to install the toll system elements including poles, mast arms, readers, cameras, and detection equipment. The toll system infrastructure will require tolling gantries at five locations on Yerba Buena Island/Treasure Island. The toll system will use electronic toll collection. The project tasks include development of Scope of Work and award of a Contract to for Toll System Integration services (toll system final design). The Toll System Integrator will prepare detailed toll system requirements, draft and final system design; conduct testing; and install the toll system equipment. We expect to issue the Request for Proposals in fall 2017 and award a contract in early 2018. The proposed budget includes initial Toll System final design activities.

Attachment 3  
Line Item Descriptions



Federal grant funds will be matched by regional and local funds from the Treasure Island Development Authority (TIDA), SFMTA and San Francisco County Transportation Authority (Transportation Authority) Prop K sales tax funds. We anticipate additional Federal ATCMTD funding later in the year. When secured, the additional fund source will be amended through a mid-year budget amendment.

Regional Program Revenues:..... \$1,832,368

Regional Program Revenues are budgeted to increase by \$176,646, or 10.7%, from the FY 2016/17 Amended Budget, to fulfill the 50% Federal ATCMTD grant matching requirements.

The FY 2017/18 budget for TIMMA includes regional funds from TIDA, SFMTA and Prop K sales tax revenues. The regional 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. We anticipate additional regional funding later in the year, including additional contributions from TIDA and Treasure Island Community Development, LLC. When secured, the additional fund sources will be amended through a mid-year budget amendment.



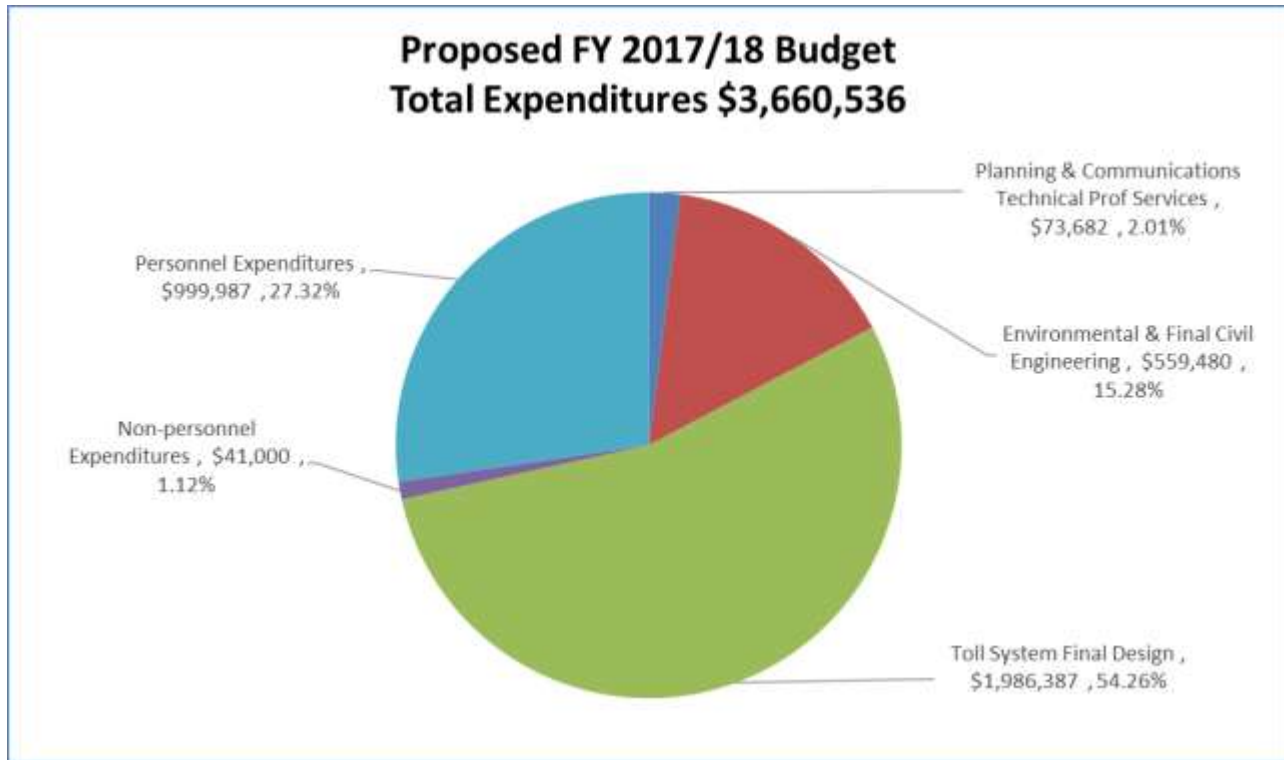
**Attachment 3  
Line Item Descriptions**



**TOTAL PROJECTED EXPENDITURES ..... \$3,660,536**

TIMMA’s Total Expenditures projected for the budget year are comprised of Technical Professional Services Expenditures of \$2.6 million and Administrative Operating Expenditures of \$1 million.

The following chart shows the composition of expenditures for the proposed FY 2017/18 budget.



**TECHNICAL PROFESSIONAL SERVICES..... \$2,619,549**

Technical professional services in FY 2017/18 are budgeted to increase by \$1.3 million, or 90.8%, from the FY 2016/17 Amended Budget, which is primarily due to anticipated higher expenditures for the toll system final design and integrator contract. We expect to issue the Request for Proposals in fall 2017 and award a contract in early 2018. As additional federal and local grant funding is secured in the coming quarters, we expect to amend the budget to incorporate the full value of toll system final design work and the execution of a contract with activities included in the budget are preparation of the Request for Proposals for a Toll System Integrator, and development of a contract with this vendor.

This line item includes technical consulting services which are needed to fulfill the responsibilities as TIMMA, per state and local law. Technical consulting services include planning, engineering, design, communications, environmental, and toll system final design services. Included are technical services contracts already awarded: for the Treasure Island System Engineering Manager; On-Call demand model development and application; On-Call transportation planning; project management support; On-Call strategic communications; and outreach services.

Attachment 3  
Line Item Descriptions



**ADMINISTRATIVE OPERATING EXPENDITURES ..... \$1,040,987**

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

Personnel:..... \$999,987

As stated in TIMMA's Administrative Code (Ordinance 17-01), 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, with 21 employees budgeted to support the TIMMA FY 2017/18 work program. Personnel costs are budgeted to increase by \$549,423 compared to the FY 2016/17 Amended Budget, primarily due to additional staff efforts needed to implement the toll system final design and to establish comprehensive project controls for the program. Associated overhead costs are also included in this line item, which allocate the Transportation Authority's indirect costs and operating expenditures proportionally to TIMMA.

Non-Personnel: ..... \$41,000

This line item includes administrative support contracts, such as the Department of Technology cablecast services, auditing and legal services. It also includes Commissioner meeting fees and insurance expense. Non-personnel expenditures in FY 2017/18 are budgeted at a similar level as in the FY 2016/17 Amended Budget.



# ZEV FLEET PLANNING

AC Transit

Michael Eshleman

Service Planning Manager

# EXISTING CONDITIONS

- ▶ 618 total buses in fleet - all fuel types
- ▶ 15 40-foot Hydrogen Fuel Cell buses
  - ▶ Grant funded
  - ▶ Order for 10 more
- ▶ Plans to purchase five 40-foot Electric buses
  - ▶ Grant-funded, delivery in about two years
  - ▶ About \$1 million each with charging stations at \$100,000 each
  - ▶ Depot charged
- ▶ Fuel Cell results so far:
  - ▶ Initial buses cost \$2.8 million each
  - ▶ Cost \$1.40/mile to operate (diesel is between \$0.70 and \$0.77)
  - ▶ Cost \$1.91/mile to maintain (diesel is about \$0.81)
  - ▶ Fueling station cost \$12.3 million, with maintenance at \$141k/year

# RELATIVE BENEFITS

- ▶ Hydrogen Fuel Cell
  - ▶ “Tried and True” in the fleet
  - ▶ Maintenance staff and operator familiarity
- ▶ Battery-electric
  - ▶ Less expensive per-bus cost
  - ▶ Maintenance costs lower than diesel
  - ▶ Battery/powertrain replacement costs are lower than Fuel Cell
  - ▶ Energy is cleaner, depending on original power source
  - ▶ More “Buy America” manufacturers of battery-electric buses

# BATTERY-ELECTRIC CHARGING

- ▶ Charging approach is most critical decision
  - ▶ “Route charging” vs. “Depot Charging”
- ▶ Route Charging
  - ▶ Buses have small batteries with dedicated charging stations at end of the route (5-10 minutes to charge)
  - ▶ Allows for theoretically unlimited daily range
  - ▶ Less expensive batteries, more expensive charging stations
  - ▶ Route charging station likely must be off-street
  - ▶ Limits operational flexibility, questions about detours
- ▶ Depot Charging
  - ▶ Buses have large batteries and must charge overnight (4-5 hours)
  - ▶ More expensive batteries, less expensive charging stations
  - ▶ Provided daily range exceeds 200 miles, can operate on all lines/blocks as equivalent diesel bus

# PATH TO THE FUTURE

- ▶ Currently on a “two track” path
  - ▶ Utilize both types of technologies
  - ▶ Compare and evaluate
- ▶ Need to have 100-percent ZEV fleet by 2040
  - ▶ All purchases beyond 2028 must be ZEV per CARB



# QUESTIONS?