



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>RECOMMENDATION <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>SUMMARY</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

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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.

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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



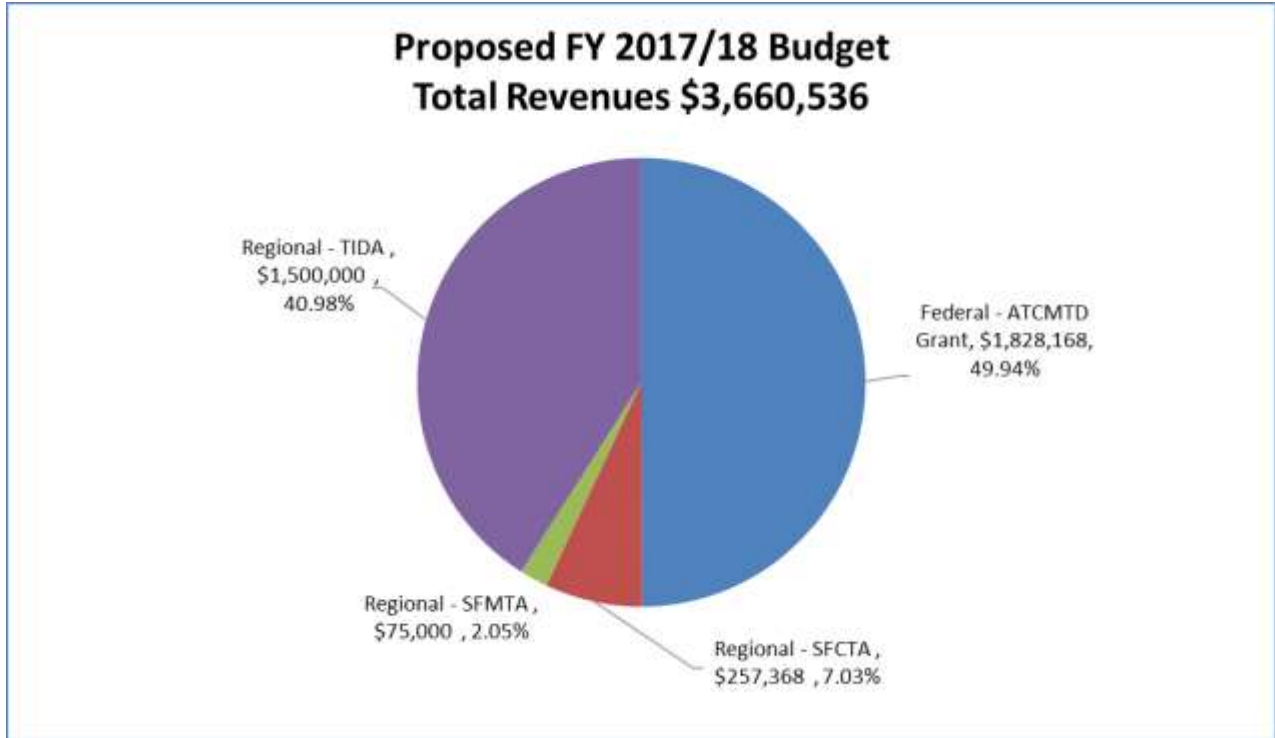
	Proposed Budget Fiscal Year 2017/18	Increase/ (Decrease)	Amended Budget Fiscal Year 2016/17
Revenues:			
Federal Advanced Transportation and Congestion Management Technologies Deployment	\$ 1,828,168	\$ 1,828,168	\$ -
Federal Treasure Island Mobility Mangement Priority Development	-	(196,000)	196,000
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	3,660,536	1,795,819	1,864,717
Expenditures:			
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	3,660,536	1,795,819	1,864,717
Net Change in Fund Balance	\$ -	\$ -	\$ -

**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.

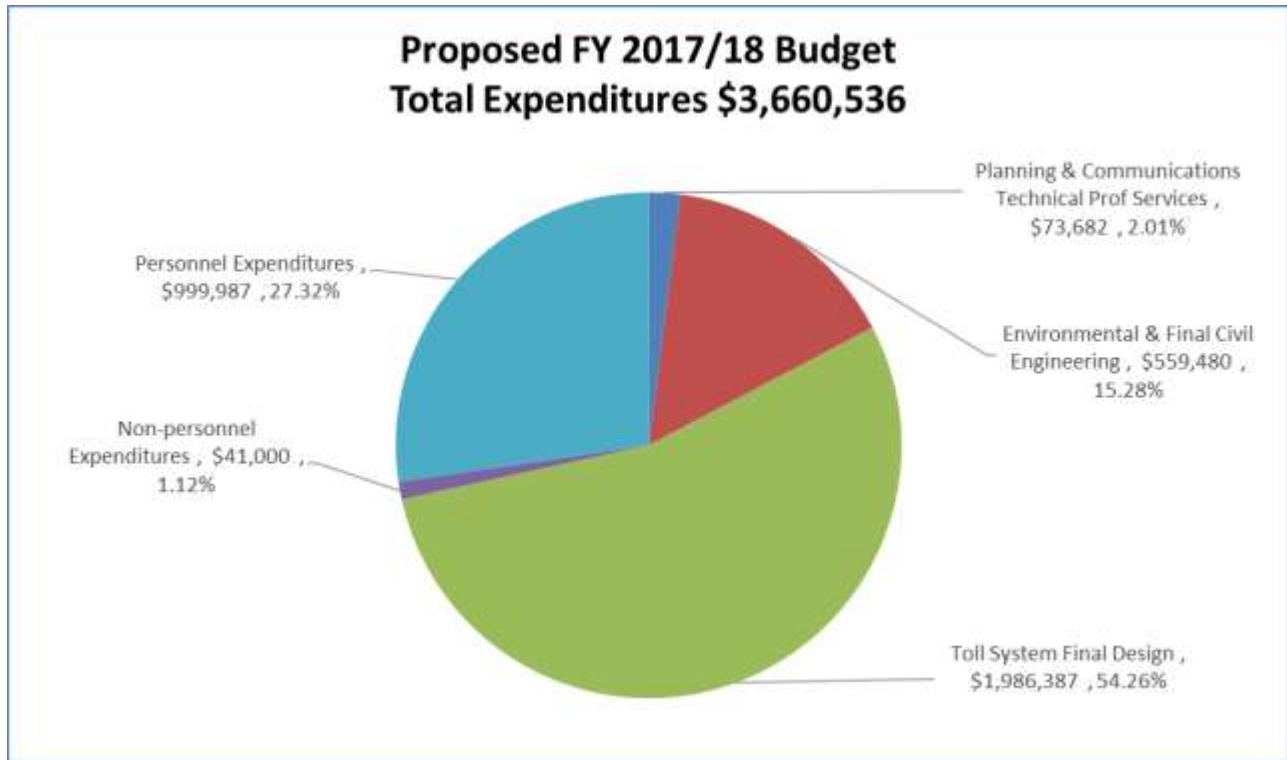
Attachment 3
Line Item Descriptions



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.