



RESOLUTION ADOPTING THE FISCAL YEAR 2018/19 ANNUAL BUDGET AND WORK PROGRAM

WHEREAS, Pursuant to the Treasure Island Mobility Management Agency's (TIMMA's) Fiscal Policy (Resolution 17-04), TIMMA shall adopt an annual budget by June 30 of each year; and

WHEREAS, The purpose of the Annual Budget is to provide management guidance and control over disbursement of TIMMA's revenues in accordance with the adopted work program as determined by the TIMMA Board and as set forth in other policies; and

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

WHEREAS, The Governance work stream includes program-wide management activities such as maintaining the project master schedule, executing partner agency agreements and vendor contracts, providing for TIMMA Committee and Board meetings, and preparing grant funding applications; and

WHEREAS, The Planning work stream includes toll policy recommendations such as hours of operation, toll level and phasing, and San Francisco-Oakland Bay Bridge toll policy consistency recommendations, implementing the mandatory Transit Pass program, the Transportation Affordability program, and the Autonomous Vehicle Shuttle Pilot; and

WHEREAS, The Engineering work stream includes developing National Environmental Policy Act and supplemental California Environmental Quality Act environmental documentation and civil engineering final designs, and implementing the Federal Advanced Transportation and Congestion Management Technologies Deployment grant which includes an autonomous shuttle demonstration program and the launch of the toll system final design; and



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

WHEREAS, Attachment 1 contains a description of TIMMA's proposed Work Program for FY 2018/19; and

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

WHEREAS, TIMMA's fiscal year extends from July 1 of each calendar year through June 30 of the following calendar year; and

WHEREAS, The proposed FY 2018/19 Annual Budget includes projections of revenues, operating and administrative costs, and professional services expenditures; and

WHEREAS, Total revenues are projected to be \$3,500,650 from various funding sources, and total expenditures are projected to be \$3,500,650 from technical professional services, personnel and non-personnel expenditures; and

WHEREAS, The TIMMA program revenue for FY 2018/19 covers the full cost of all Transportation Authority activities in support of TIMMA; and

WHEREAS, At its June 19, 2018 meeting, the TIMMA Committee reviewed and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the attached Treasure Island Mobility Management Agency FY 2018/19 Budget and Work Program are hereby adopted.

Attachments (2):

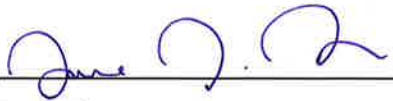
1. FY 2018/19 Work Program
2. FY 2018/19 Budget



The foregoing Resolution was approved and adopted by the Treasure Island Mobility Management Agency at a regularly scheduled meeting thereof, this 26th day of July, 2018, by the following votes:

**Ayes:** Commissioners Breed, Cohen, Fewer, Kim, Peskin Ronen, Sheehy, Stefani and Tang (9)

**Absent:** Commissioners Safai and Yee (2)

 7/17/18  
Jane Kim Date  
Chair

ATTEST:  7/19/18  
Tilly Chang Date  
Executive Director

## Attachment 1

### Proposed Fiscal Year 2018/19 Annual Work Program

The Treasure Island Mobility Management Agency's (TIMMA's) proposed Fiscal Year (FY) 2018/19 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 Agreements and Understandings (MOUs). We anticipate at least nine agency and/or vendor agreements in FY 2018/19, including MOUs with the Water Emergency Transportation Authority (WETA), Bay Area Toll Authority (BATA), and San Francisco Municipal Transportation Agency (SFMTA); a vehicle procurement agreement with AC Transit; an operating agreement with TIDA; and procurement processes and contracts for the autonomous vehicle shuttle pilot and 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:

- **Toll Policy Recommendations:** Complete analysis and recommendation of toll policies, including hours of operation, toll level, and BATA cost and revenue sharing.
- **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

## Attachment 1

### Proposed Fiscal Year 2018/19 Annual Work Program

service levels, cost, and revenue; parking management program rates, cost and revenue; and Transportation Affordability Program requirements and cost.

- **Transit Pass Implementation:** Working with the regional Clipper program, prepare final designs and undertake implementation activities in support of the mandatory transit pass for market-rate Treasure Island (Island) residents. These activities will include adoption of 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 Island households.
- **Parking Management:** Support SFMTA's completion of a Parking Management Plan for the Island.
- **Autonomous Vehicle (AV) Shuttle Pilot:** With the support of a federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program grant, prepare test plans for the piloting of an AV Shuttle on-Island.

### 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 2018/19 include the following:

- **Environmental Documentation:** Prepare a draft and final CEQA Addendum and certify a NEPA Categorical Exclusion, including draft NEPA Preliminary Environmental Study 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. The proposed budget includes initial Toll System final design activities.

### COMMUNICATIONS

The Communications work stream includes public involvement and outreach activities in support of planning and engineering recommendations. Key communications activities for FY 2018/19 include the following:

- **Outreach and Community Relations:** Execute the annual outreach and involvement strategy with the 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 2018/19 Budget**  
**Line Item Detail**



	<b>Proposed Budget Fiscal Year 2018/19</b>	<b>Increase/ (Decrease)</b>	<b>Amended Budget Fiscal Year 2017/18</b>
<b>Program Revenues:</b>			
Federal Advanced Transportation and Congestion Management Technologies Deployment	\$ 1,297,860	\$ 1,272,932	\$ 24,928
Regional San Francisco Municipal Transportation Agency (SFMTA)	-	(95,017)	95,017
Regional San Francisco County Transportation Authority (SFCTA)	340,090	340,090	-
Regional Treasure Island Development Authority (TIDA)	1,862,700	460,475	1,402,225
Total Program Revenues	<b>3,500,650</b>	1,978,480	1,522,170
<b>Expenditures:</b>			
Technical Professional Services	2,577,121	1,651,170	925,951
Administrative Operating Costs			
Personnel Expenditures			
Salaries	586,248	225,759	360,489
Fringe Benefits	275,881	106,239	169,642
Non-personnel Expenditures			
Administrative Operations	55,800	(6,088)	61,888
Commissioner-Related Expenses	5,600	1,400	4,200
Total Expenditures	<b>3,500,650</b>	1,978,480	1,522,170
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>