



# Memorandum

**Date:** June 14, 2018  
**To:** Treasure Island Mobility Management Agency Committee  
**From:** Cynthia Fong – Deputy Director for Finance & Administration  
 Eric Cordoba – Deputy Director for Capital Projects  
**Subject:** 06/19/18 Committee Meeting: Adoption of the Proposed Fiscal Year 2018/19 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) 2018/19 Annual Budget and Work Program.</p> <p><b>SUMMARY</b></p> <p>The proposed FY 2018/19 Annual Budget includes projections of revenues, operating and administrative costs, and professional services expenditures, as well as a description of Treasure Island Mobility Management Agency’s (TIMMA’s) proposed Work Program for the coming fiscal year. 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. As additional local and federal grant revenues are secured in the coming quarters, we will present an amended Mid-Year Budget.</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 checked="" type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contracts</li> <li><input type="checkbox"/> Procurement</li> <li><input type="checkbox"/> Other: _____</li> </ul>
--	---

**DISCUSSION**

**Background.**

Pursuant to TIMMA’s Fiscal Policy (Resolution 17-04), 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 (Transportation Authority) has segregated its functions as TIMMA, a separate legal and financial entity effective July 1, 2017, therefore the TIMMA FY 2018/19 Budget and Work Program is 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.

#### Agenda Item 4

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 2018/19, including Memoranda of Agreements and Understandings 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); an operating agreement with the Treasure Island Development Authority (TIDA); and procurement processes and contracts for the autonomous vehicle shuttle pilot and the toll system final design vendor (System Integrator). 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 will result in toll policy recommendations including hours of operation, toll level and phasing, and San Francisco-Oakland Bay Bridge toll policy consistency recommendations. The Planning work stream includes implementation of the mandatory Transit Pass program, the Transportation Affordability program, and the Autonomous Vehicle (AV) Shuttle Pilot.

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) during this year.

The Communications work stream includes public involvement and outreach activities in support of the entire Mobility Management Program, including a major round of outreach this Fall 2018 in support of toll policy and affordability program recommendations.

As discussed in the FY 2017/18 budget amendment, the developer, Treasure Island Community Development, estimated a delay in the Treasure Island construction schedule of at least 18 months. Due to the construction schedule delay, Toll System Integration services, estimated contributions from federal ATCMTD funds and other program revenues were deferred from FY 2017/18 to FY 2018/19.

#### **Revenues.**

TIMMA's total revenues are projected to be \$3,500,650; with \$1,297,860 obligated from Federal ATCMTD grant, \$1,862,700 obligated from TIDA, and \$340,090 appropriated from the Transportation Authority. Regional and local funds from TIDA 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 regional funding later in the year, including additional Federal ATCMTD funding and BATA funding. When secured, these sources will require a Mid-Year Budget Amendment.

#### **Expenditures.**

Total expenditures are projected to be \$3,500,650, with 24.6% budgeted for personnel costs, 73.6% for technical professional services, and 1.8% for non-personnel costs. Technical professional services primarily encompass environmental, civil design, and system engineering design services. Additional technical professional services include planning and communications services. Included are technical services contracts already awarded: for the Treasure Island System Engineering Manager; on-call

#### Agenda Item 4

demand model development and application; on-call transportation planning; project management support and strategic advisory services; on-call strategic communications; and outreach services. Additional technical services contracts anticipated in this line item include toll system design and integration services, and AV Shuttle system design services.

#### **FINANCIAL IMPACT**

As described above.

#### **SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed FY 2018/19 Work Program

Attachment 2 – Program FY 2018/19 Budget

Attachment 3 – Program FY 2018-19 Budget – Line Item Descriptions

## 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**



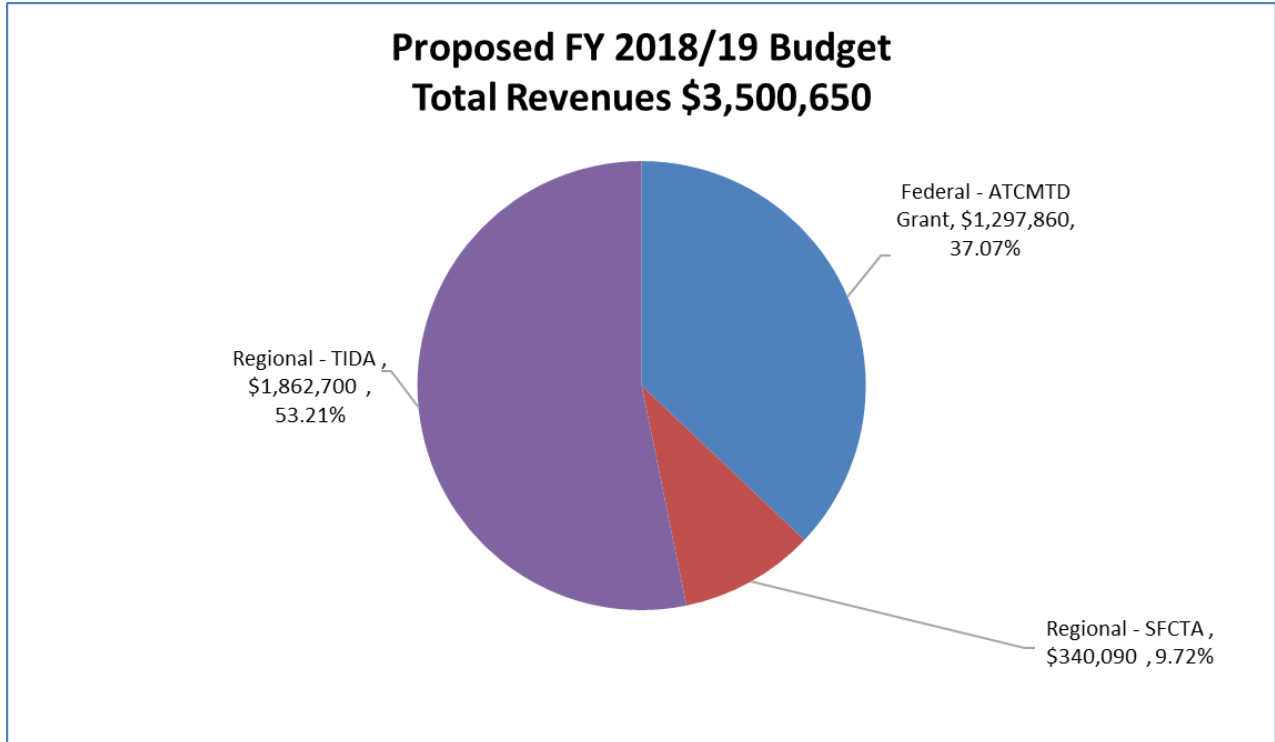
	<b>Proposed Budget Fiscal Year 2018/19</b>	<b>Increase/ (Decrease)</b>	<b>Amended Budget Fiscal Year 2017/18</b>
<b>Program Revenues:</b>			
Federal Advanced Transportation and Congestion Management Technologies Deployment	\$ 1,297,860	\$ 1,272,932	\$ 24,928
Regional San Francisco Municipal Transportation 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>

**Attachment 3  
Line Item Descriptions**



**TOTAL PROJECTED REVENUES..... \$3,500,650**

The following chart shows the composition of revenues for the proposed Fiscal Year (FY) 2018/19 budget.



Federal Program Revenues: ..... \$1,297,860

Federal Program Revenues are budgeted to increase by \$1.27 million from the FY 2017/18 Amended Budget, due to the start of a new federal grant towards the end of FY 2017/18.

The Treasure Island Mobility Management Agency (TIMMA), in partnership with the San Francisco Municipal Transportation Agency (SFMTA), has secured an initial \$3.7 million in federal funding from the Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program for the implementation of a congestion pricing project on Treasure Island. An additional \$1.6 million, for a grand total of \$5.3 million, is anticipated from this source through FY 2021/22. 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 the Scope of Work and award of a contract 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 and award a contract in FY 2018/19. 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) and San Francisco County Transportation Authority (Transportation Authority) Prop K sales tax funds. We anticipate additional Federal ATCMTD funding and Bay Area Toll Authority (BATA) funding later in the year. When secured, the additional fund sources will be amended through a mid-year budget amendment.

Regional Program Revenues:..... \$2,202,790

Regional Program Revenues are budgeted to increase by \$705,548, or 47.1%, from the FY 2017/18 Amended Budget, to fulfill the 50% Federal ATCMTD grant matching requirements.

The FY 2018/19 budget for TIMMA includes regional funds from TIDA and Prop K sales tax revenues. In addition to providing matching funds to the ATCMTD grant, 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. When secured, the additional fund sources will be amended through a mid-year budget amendment.



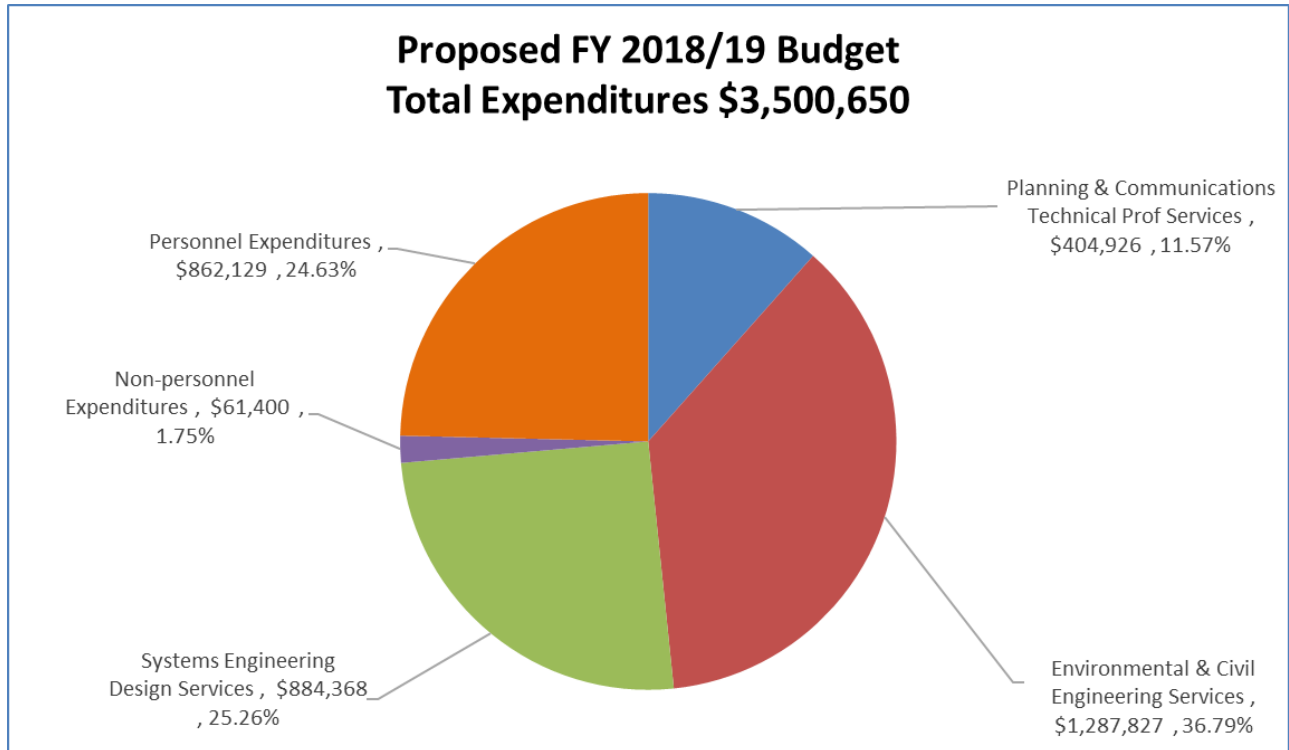
**Attachment 3  
Line Item Descriptions**



**TOTAL PROJECTED EXPENDITURES ..... \$3,500,650**

TIMMA's Total Expenditures projected for the budget year are comprised of Technical Professional Services Expenditures of \$2.58 million and Administrative Operating Expenditures of \$923,529.

The following chart shows the composition of expenditures for the proposed FY 2018/19 budget.



**TECHNICAL PROFESSIONAL SERVICES.....\$2,577,121**

Technical professional services in FY 2018/19 are budgeted to increase by \$1.65 million from the FY 2017/18 Amended Budget, which is primarily due to anticipated higher expenditures for the autonomous vehicle shuttle pilot contract and the toll system final design and integrator contract. We expect to issue the Request for Proposals and award contracts in FY 2018/19. As additional federal and regional grant funding are secured in the coming quarters, we expect to amend the budget to incorporate the full value of toll system final design work.

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 and strategic advisory services; On-Call strategic communications; and outreach services.

**ADMINISTRATIVE OPERATING EXPENDITURES ..... \$923,529**

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

**Attachment 3  
Line Item Descriptions**



Personnel:..... \$862,129

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 44 employees budgeted to support the TIMMA FY 2018/19 work program. Personnel costs are budgeted to increase by \$331,998 compared to the FY 2017/18 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: ..... \$61,400

This line item includes legal services and Commissioner meeting fees. Non-personnel expenditures in FY 2018/19 are budgeted at a similar level as in the FY 2017/18 Amended Budget.