



AGENDA

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY Committee Meeting Notice

Date: Tuesday, May 21, 2019; 11:00 a.m. (or immediately following SFCTA Board meeting)

Location: Legislative Chamber, Room 250, City Hall

Commissioners: Haney (Chair), Walton (Vice Chair) and Mandelman

Clerk: Alberto Quintanilla
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1. Roll Call

Consent Agenda

- 2. Approve the Minutes of the November 27, 2018 Meeting – **ACTION*** 3
- 3. Internal Accounting Report for the Nine Months Ending March 31, 2019 – **INFORMATION*** 9

End of Consent Agenda

- 4. Recommend Approval of the Proposed Fiscal Year 2018/19 Budget Amendment – **ACTION*** 13
- 5. **[Public Hearing]** Recommend Adoption of the Proposed Fiscal Year 2019/20 Annual Budget and Work Program – **ACTION*** 17
- 6. 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.
- 7. Public Comment
- 8. Adjournment

*Additional Materials

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.

TIMMA Committee Meeting Agenda

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DRAFT MINUTES

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY COMMITTEE

Tuesday, November 27, 2018

1. Roll Call

Chair Kim called the meeting to order at 11:03 a.m.

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

Absent at Roll Call: (0)

2. Approve the Minutes of the October 4, 2018 Meeting – ACTION

There was no public comment.

Commissioner Ronen moved to approve the minutes, seconded by Commissioner Yee.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Kim, Ronen and Yee (3)

3. Recommend Approval of the Treasure Island Transit Pass, Toll Policy, and Affordability Program – ACTION

Eric Cordoba, Deputy Director for Capital Projects and Rachel Hiatt, Principal Planner, presented the item per the staff memorandum.

Chair Kim asked for a breakdown of the \$262.6 million Treasure Island Community Development (TICD) contribution.

Mr. Cordoba said the \$262.6 million contribution included multimodal improvements, on-island shuttles and funding for the ferry terminal and breakwaters.

Bob Beck, Executive Director at the Treasure Island Development Agency (TIDA), said the developers were responsible for the total cost of developing the ferry terminal and breakwaters included in the \$262.6 million figure.

Chair Kim asked if the figures displayed were the total cost and if there was a funding gap.

Mr. Cordoba said the developers were obligated to purchase buses for A.C. Transit and the project team was working with the developers to ensure the appropriate funding was lined up. He added that the project team would pursue other funding sources.

Chair Kim asked what the other funding sources would cover.

Mr. Cordoba said the other funding sources would pay for the transit vehicles and added that staff was aggressively pursuing additional revenue streams to help offset the developer contribution. He said acquiring additional funding sources would help the entire program from a financial feasibility standpoint.

Chair Kim said she would best understand the value of the tolling program by receiving a breakdown of the total cost of each program.

Mr. Cordoba said the tolling program would pay for the operations and maintenance of the on-island shuttle, AC Transit service, as well as the ferry service. He said those were the three main drivers as it related to toll costs. He added that there were other costs in terms of administration and the affordability program. Mr. Cordoba said that the affordability program had a financial impact of approximately \$3 million a year for the \$300 a month stipend that was proposed.

Chair Kim said from her perspective, the stipend meant that less revenue would be raised for the operational cost of the different modes of public transportation, and would require additional revenue sources to cover a budget gap, if it was not coming through the tolling program.

Mr. Cordoba said capital construction would be funded by the developer or by state and federal funds, with some matching funds from the developer and Bay Area Toll Authority (BATA).

Chair Kim said it was difficult to approve a policy without understanding what the budget cost would be and that it would be most helpful to view the total cost of operation. She said it would also be beneficial to know the projected headways for the ferry, shuttle and AC Transit to ensure Treasure Island residents received high quality transit that justified the tolling program costs. She added that while she supported mobility management and generating revenue from private vehicle transportation, she continued to struggle with the fact that Treasure Island was the only neighborhood that was paying for its transit.

Mr. Cordoba said to avoid having high toll fares in the early years and to have incremental service that worked in conjunction with the development the project team intended to establish 30 minute peak ferry service headways for 2021. He added that they also intended to establish 60 minute peak service headways for AC Transit and increased Muni service to approximately 10-15 minutes, in terms of turnaround. Mr. Cordoba said the project team needed to work with Muni to establish the buildout scenario, which would be 5-7.5 minute headways.

Chair Kim asked what the full buildout would look like.

Mr. Cordoba said the full buildout would approximately be 8,000 units by 2035.

Chair Kim asked at what point in the buildout there would be quicker headways.

Mr. Cordoba replied that at approximately 2500 units there would be an increase in transit service. He said that was the critical mass, with incremental increases as additional units got built. He added that all information was available in the travel demand and financial model.

Chair Kim asked how the 60 minute headway for AC Transit was determined and if it was based on the survey of residents going to the East Bay from Treasure Island.

Mr. Cordoba said the 60 minute headway was determined by analyzing development itself and the homes that would be sold in those first five years. He said the headway time would possibly be refined moving forward as they continued to work with AC Transit.

Chair Kim recommended further evaluation of the headway times and said a 60 minute headway could possibly lead to loss in ridership and be viewed as unreliable. She said she was skeptical of the Muni headway, because of its current inconsistencies, and asked how the project team would guarantee that the new revenue would improve wait times for residents.

Mr. Cordoba said staff would continue to engage with the San Francisco Municipal Transportation Agency (SFMTA) and look for ways to improve current service reliability issues on the island.

Chair Kim shared a previously mentioned anecdote detailing the lengths one of her youth commissioners, and Treasure Island resident, had to take to get to her school in the Sunset. She said stories like that fed to the mistrust residents had about paying an additional toll for improved services when they did not trust the service that currently existed.

Mr. Cordoba acknowledged Chair Kim's point and said the project team sympathized with the residents and would follow up with the SFMTA. He noted the importance of approving the policy and said it would put staff in a better position to clarify unknowns.

Chair Kim said it was unclear why the TIMMA Committee would put forward a policy with many unknowns and that it felt early to be approving something for 2021. She said it was difficult to commit to a policy with so much changing in terms of development and transit options in San Francisco.

Chair Kim noted that not a single unit of new housing had been occupied since she approved the entitlement for Treasure Island in June of 2011 and asked why there was so much confidence that housing would be built by 2021.

Mr. Cordoba said there had been delays with the development in obtaining various approvals but noted that the island was under construction. He said major infrastructure was being constructed, which included a new water, sewer and power lines and that the development team was preparing housing construction.

Chair Kim noted the infrastructure construction but said that she did not see vertical construction. She said it was difficult to approve a toll policy when the vertical construction start date was unknown.

Bob Beck, Treasure Island Director at TIDA, said developers were in the planning process for the first four vertical projects on Yerba Buena Island. He said the TIDA project team was in communication with the planning department and the first project on the Yerba Buena Island was slated to break ground spring of 2019.

Chair Kim asked how many units of housing would be built with the above mentioned projects.

Mr. Beck said the first building on Yerba Buena Island would have 124 units, with 280 units total on the Yerba Buena Island. He said TIDA's first project would have 105 units, with an expected start date in 2020.

Chair Kim asked how many units needed to be built to trigger the investment in the ferry terminal.

Mr. Beck said the plan was to begin the ferry terminal project in Spring 2019 and start construction over the summer. He said construction would be done over two windows, with completion by the fall of 2020.

Chair Kim asked when the ferry service would need to begin.

Mr. Beck said the current plan was to begin ferry service with the commencement of tolling and AC Transit service in 2021.

Chair Kim asked if ferry service would begin regardless of the number of units built.

Mr. Beck said the first occupancy was planned to coincide with the start of ferry service and that everything was being synchronized to first occupancy.

Chair Kim said that were many unknowns and that 200 units were not enough to start a tolling program on Treasure Island. She felt that the general fund should pay for the initial increased need

for public transit on the island, similar to other neighborhoods that had been built out. She said she understood that once the number of units built hit the thousands it would be important to have a mobility program that funded increased transit.

Mr. Beck noted that the tolling program was not a mitigation measure for the project but rather part of the baseline assumptions for the development of the island. He said it was an essential element to implement at the current point in time. Mr. Beck added that AC Transit service was to start service with first new occupancy and revenue was required to help subsidize that AC Transit service. He said as new residents come to the island a framework that included a toll would be needed to demonstrate that it was part of life on the island. He said bringing new residents to the island without a toll would make it much more difficult to implement in the future.

Chair Kim asked if surveying had been conducted when visitors come to the island during weekdays and how they support small businesses. She said she was concerned that the toll might affect small businesses on the island.

Ms. Hiatt said a small business survey was conducted in November 2018 and asked what type of visitors' businesses attracted, what times and days yielded the most services and what transportation expenses most affected small business workers. She said it was imperative to understand the survey results and refine them with the businesses to propose a stipend level.

Mr. Cordoba said the first year cost related to AC Transit and the ferry service being established was anticipated to be \$10.4 million. He added that the staff costs and affordability program was included in that cost. Mr. Cordoba said the cost would ramp up over the following five-year period to approximately \$16 million a year, with an expected construction of 1500 units.

Chair Kim said that she would prefer to continue to move forward with flushing out a budget, to better understand the cost benefits of the program and continue to explore other revenue sources to pay for some of the services. She stated there should be no off-peak toll between 10:00 a.m. and 3:00 p.m., wanted to see a subsidy for existing residents and wanted to understand how a toll program would impact small businesses who need customers coming on the island to make their businesses viable.

Chair Kim said the 50% discount on the transit pass was not enough and \$75 was still a burden to low income households. She asked if the free Muni for youth program would extend to Treasure Island residents and if ferry service would be included.

Ms. Hiatt said the free Muni for youth program applied to Treasure Island, but it was Muni only. She added that there was not yet agreement with the ferry operator that the youth program would extend to ferries but that it was something to include in the ongoing discussions.

Chair Kim said she would like ferry service to be part of the free Muni for youth discount pass and that there should be no barriers for young people.

Commissioner Yee said he agreed with Chair Kim's assessment and concerns over the proposed toll policy and added that residents residing in affordable units should qualify for free transit passes. He said low-income residents should have the option to take public transportation for free or if really needed use their vehicles.

Director Chang said she wanted to acknowledge that it was important to adhere to the principle that the Board embraced early on and added that it was important for new residents to know what they were signing up for when they choose to purchase or locate on the island. She said while it was not urgent to implement a tolling system now, it was important to be timely and have an orderly progression towards implementation. She noted that the transit planning work had been

excellent and acknowledged that work was needed to ensure Muni service on the island was akin to any other neighborhood. Director Chang said the project team was trying to be sensitive to the affordability needs of the community and was open to considering different stipend options suggested by the TIMMA Committee.

Chair Kim said her other hesitation was that a new Board would be starting on January 8, 2019 and would be overseeing the actual implementation of the toll policy. She reiterated her concerns around the budget, small businesses, and the burden the toll policy and transit pass costs would have on current residents.

Director Chang said the idea of the transit pass was not to require residents to have the upfront pass costs on the first day but rather purchase it over time with each ride, up to the cost of the pass itself. She added that would spread out the cost.

Commissioner Yee said he would defer his vote to Chair Kim.

Commissioner Ronen complimented Chair Kim for her thoughtfulness and engagement on behalf of the Treasure Island residents. She also said she would defer her vote to what Chair Kim felt was best. She said the ferry service was an exciting new transportation option for the island and believed once implemented would be widely used. She added that this was the best of government, with a highly competent staff that was thoughtful about the project and a very engaged and effective advocate on behalf of the constituents.

Chair Kim said Treasure Island would pilot many concepts that could spread across San Francisco and to other parts of the country. She thanked Commissioners Yee and Ronen for their service on the TIMMA Committee.

During public comment Ace Washington said the proposed project would force low income residents of color out of San Francisco.

Arielle Fleisher spoke in support of the toll policy and said it was important to commit to solving solutions for the issues raised by the Committee and residents. She said tolling would be essential to ensuring people did not sit in traffic, contributing to economic loss for the region and climate. She added that it would be more advantageous to provide a transit pass for free in a chopped or smaller cash subsidy and that the pass would be an important achievement to support the neighborhood.

Jim Mirowski, Treasure Island businesses owner, spoke on behalf of the business community and stated that they were categorically against the toll policy. He said visitors, vendors, and employees have commented that they would not frequent the island if a toll was implemented. He added that the toll was a regressive tax on the existing residents and businesses and said that businesses did not have adequate notice to attend outreach events.

Chair Kim asked Mr. Mirowski when his customers typically visit the island.

Jim Mirowski said he had commercial customers that come up during the week and weekend retail customers who frequent the business from 10:00 a.m. - 5:00 p.m.

Director Richardson, TIDA Board member, said the toll program was necessary to subsidize the cost of the ferry service, AC Transit and Muni and could not wait until the number of Treasure Island residents grew to 25,000. She reiterated the concerns of the TIMMA Committee in regard to protecting low income residents and small businesses on the island, but said the project had the opportunity to develop a comprehensive transportation system that would benefit the region.

Chair Kim said she would recommend approval of the program toll policy if the following conditions were met; no toll fee during off-peak hours, a \$3.50 toll during peak hours and \$2.00 toll fee on weekends, with the understanding that with further studies this may change. She said she would recommend approval of the affordability program if the following conditions were met; further study on the transit pass to ensure low-income residents had a way to pay for their pass over the course of the month and a monthly \$300 stipend. She said she would also like to add in free Muni for youth and a study on free ferry for low income youth.

Chair Kim said she would move forward and approve the item with an understanding that over the course of the next two years there would be changes and refinements to understand the revenue and expenses of the programs. She also requested a study of AC Transit and whether there would be usage at a 60-minute headway and a survey of when residents, tourists, visitors and clients move on and off the island.

Chair Kim asked that staff draft a resolution asking the city to evaluate revenue options and budget contributions to transit and affordability programs for Treasure Island residents.

Commissioner Yee asked if staff could study an extension beyond the five years.

Chair Kim agreed with Commissioner Yee's request and asked that staff look into studying transit pass options for existing 2018 leaseholders beyond five years.

Commissioner Ronen moved to approve the item, seconded by Commissioner Yee.

The item was approved without objection by the following vote:

Ayes: Commissioners Kim, Ronen and Yee (3)

4. Internal Accounting Report for the Three Months Ending September 30, 2018 – INFORMATION

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

There was no public comment.

5. Introduction of New Items – INFORMATION

There were no new items introduced.

6. Public Comment

There was no public comment.

7. Adjournment

The meeting was adjourned at 12:32 p.m.



Memorandum

Date: May 10, 2019
To: Treasure Island Mobility Management Agency Committee
From: Cynthia Fong – Deputy Director for Finance and Administration
Subject: 5/21/2019 Committee Meeting: Internal Accounting Report for the Nine Months Ending March 31, 2019

<p>RECOMMENDATION <input checked="" type="checkbox"/> Information <input type="checkbox"/> Action</p> <p>None. This is an information item.</p> <p>SUMMARY</p> <p>The Treasure Island Mobility Management Agency’s (TIMMA’s) Fiscal Policy directs staff to give a quarterly report of expenditures including a comparison to the approved 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"/> Contract/Agreement</p> <p><input type="checkbox"/> Other:</p> <hr/>
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Background.

The Treasure Island Mobility Management Agency’s (TIMMA) Fiscal Policy (Resolution 17-04) establishes an annual audit requirement, and also directs staff to report to the TIMMA Committee, on at least a quarterly basis, TIMMA’s actual expenditures in comparison to the approved budget.

Internal Accounting Report.

Using the format of TIMMA’s annual financial statements for governmental funds, the Internal Accounting Report includes a Balance Sheet (Attachment 1) and a Statement of Revenues, Expenditures, and Changes in Fund Balances, with Budget Comparison (Attachment 2). In Attachment 2, the last two columns show, respectively, the budget values, and the variance of revenues and expenditures as compared to the approved budget. For the nine months ending March 31, 2019, the numbers in the amended budget column are three-fourths of the total approved annual budget for Fiscal Year (FY) 2018/19. The Internal Accounting Report does not include the Governmental Accounting Standards Board Statement Number 34 adjustments, or the other accruals, that are done at year-end. The statements as of March 31, 2019 are used as the basis for understanding financial status for TIMMA at the quarter-ended March 31, 2019.

Balance Sheet Analysis.

The Balance Sheet (Attachment 1) presents assets, liabilities, and fund balances as of March 31, 2019. Total assets of \$1,373,145 are related to program receivable from federal and regional grants. Total liability of \$1,373,145 included \$7,557 of payable to consultants for services provided and \$1,365,588 of payable to the Transportation Authority for costs incurred and paid for by TIMMA. TIMMA will reimburse the Transportation Authority with grant payments received.

Statement of Revenues, Expenditures, and Changes in Fund Balances Analysis.

The Statement of Revenues, Expenditures, and Changes in Fund Balances with Budget Comparison (Attachment 2) compares budget to actual levels for revenues and expenditures for the first nine months of the fiscal year. TIMMA earned \$1,638,070 of revenues from the Treasure Island Development Authority and the Federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant in the first three quarters. As of March 31, 2019, TIMMA incurred \$740,775 of expenditures. Expenditures included \$345,590 in technical professional services, and \$395,185 for personnel and non-personnel expenditures.

For the nine months ending March 31, 2019, total program revenues were lower than budgetary estimates by \$20,634 and total expenditures were lower than budgetary estimates by \$555,211. The FY 2018/19 budget amendment addresses this; the original budget included approximately \$1.3 million for environmental and civil engineering services, and approximately \$880,000 for systems engineering design services. The budget amendment reduces these amounts in accordance with a later implementation schedule, which shifts the need to complete these activities into future fiscal years.

FINANCIAL IMPACT

None. This is an information item.

SUPPLEMENTAL MATERIALS

Attachment 1 – Balance Sheet (unaudited)

Attachment 2 – Statement of Revenue, Expenditures, and Changes in Fund Balance with Budget Comparison (unaudited)

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

ATTACHMENT 1

Balance Sheet (unaudited)

Governmental Funds

March 31, 2019



	<u>General Fund</u>
Assets:	
Program Receivable	\$ 1,373,145
Total Assets	\$ 1,373,145
Liabilities:	
Accounts Payable	\$ 7,557
Due to Transportation Authority	1,365,588
Total Liabilities	\$ 1,373,145
Deferred Inflows of Resources:	
Unavailable Program Revenues	\$ -
Fund Balances (Deficit):	
Total Fund Balances (Deficit)	\$ -
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 1,373,145

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

ATTACHMENT 2

Statement of Revenue, Expenditures, and Changes in Fund Balances with Budget Comparison (unaudited)

For the Nine Months Ending March 31, 2019



	General Fund	Amended Budget Fiscal Year 2018/19	Variance with Proposed Budget Positive (Negative)
Revenues:			
Program Revenue	\$ 1,638,070	\$ 1,658,704	\$ (20,634)
Total Revenues	\$ 1,638,070	\$ 1,658,704	\$ (20,634)
Expenditures:			
Personnel Expenditures	\$ 372,910	\$ 549,450	\$ (176,540)
Non-personnel Expenditures	22,275	21,100	1,175
Technical Professional Services	345,590	725,436	(379,846)
Total Expenditures	\$ 740,775	\$ 1,295,986	\$ (555,211)
Excess of Revenues over Expenditures	\$ 897,295	\$ 362,718	\$ (575,845)
Other financing sources (uses):			
Transfer Out to Transportation Authority	\$ (897,295)		
Net Change in Fund Balances	\$ -		
Fund Balances (Deficit), Beginning	-		
Fund Balances (Deficit), End of the Period	\$ -		



Memorandum

Date: April 4, 2019
To: Treasure Island Mobility Management Agency Committee
From: Eric Cordoba – Deputy Director for Capital Projects
Subject: 05/21/19 Committee Meeting: Recommend Approval of the Proposed Fiscal Year 2018/19 Budget Amendment

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Recommend approval of the proposed amendment of the adopted Fiscal Year 2018/19 budget to decrease revenues and expenditures by \$1,289,045.</p> <p>SUMMARY</p> <p>In June 2018, through Resolution 18-05, the Board adopted the Fiscal Year (FY) 2018/19 Annual Budget and Work Program. Revenue and expenditure figures pertaining to several project components need to be updated from the original estimates contained in the adopted FY 2018/19 budget. The Fiscal Policy allows for the amendment of the adopted budget during the fiscal year to reflect actual revenues and expenditures incurred. We propose that the adopted FY 2018/19 budget be amended to decrease revenues and expenditures by \$1,289,045.</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"/> Contract/Agreement</p> <p><input type="checkbox"/> Other:</p> <hr/>
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DISCUSSION

Background.

The budget revision is an opportunity to take stock of changes in revenue, recognize grants or other funds that are obtained subsequent to the original budget approval, and adjust for unforeseen expenditures. Also at that time, revenue projections and expenditure line items are revised to reflect new information or requirements identified in the months elapsed since the adoption of the annual budget. The revisions typically take place after completion of the annual fiscal audit, which certifies actual expenditures and carryover revenues.

Discussion.

The budget revision reflects a decrease of \$1,289,045 in revenues and expenditures. These revisions include carryover revenues and expenditures from the prior period. The effect of the amendment on the adopted FY 2018/19 Budget is shown in Attachment 1. TIMMA’s FY 2018/19 budget revisions are included in the Transportation Authority’s FY 2018/19 proposed budget amendment, which is scheduled to be adopted by the Transportation Authority Board on April 23, 2019.

The work program continues to advance the Treasure Island Transportation Implementation Plan (TITIP), which provides a vision and strategies for a sustainable transportation system for Treasure Island. The vision is to be achieved through new and expanded transit, shuttle, and bicycle services, to be funded by a congestion toll, parking charges, and transit pass purchases. Efforts this year focus on advancing both program-wide policy, design, and environmental documentation in response to the development program schedule for Treasure Island. This effort requires integration of policies with the San Francisco Municipal Transportation Agency (SFMTA) and the Bay Area Tolling Authority (BATA) and coordination of project scope, schedule and implementation with a number of local partners.

The program revenue for FY 2018/19 covers the full costs of all Transportation Authority activities in support of TIMMA. Technical professional services include planning, engineering, design, communications, and environmental services. Included are technical services contracts already awarded for the Treasure Island System Manager; on-call demand model development and application; on-call transportation planning; and project management support. Additional technical services contracts anticipated in this line item include strategic communications, legal services, and outreach services. Also, as stated in the 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. Non-personnel costs include typical operating expenditures for telecommunications, postage, materials and office supplies, printing and reproduction equipment and services, and other administrative support requirements for all activities, along with all administrative support contracts, whether for City-supplied services, such as the Department of Technology cablecast services, or for competitively procured services (such as auditing, outside computer system support, etc.). Also included are funds for Commissioner meeting fees.

This amendment decreases total revenues by \$1,289,045. Budgeted revenues from federal reimbursements will be decreased by \$1,251,596 and will defer to the next fiscal year due to project schedule delays described below. This revision includes carryover revenues from the prior period. Prop K funds appropriated through Resolution 15-13 will decrease by \$340,090 and will defer to next fiscal year. Regional revenues from the Treasure Island Development Authority (TIDA) will increase by \$302,641. Corresponding technical professional services expenditures will decrease by \$1,126,249, non-personnel expenditures will decrease by \$33,267, and personnel expenditures will decrease by \$129,529 for a total decrease of \$1,289,045 in expenditures for FY 2018/19 activity.

The original work scope for FY 2018/19 included issuance of the Request for Proposals for a System Integrator, launch of System Integration work, and completion of Civil Engineering Design, pending Board adoption of toll policies. We anticipated adoption of toll policies in December 2018; however, the TIMMA Board has requested analysis of additional toll policy alternatives. System Integration should not proceed until toll policies are adopted, now estimated for July 2019. The estimated contributions from federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) funds need to be updated to reflect the reduced work scope and need in this fiscal year. The costs will be incurred and the revenue realized in FY 2019/20. At the same time, we have initiated the Autonomous Vehicle (AV) Shuttle pilot project, funded by ATCMTD funds with

Agenda Item 4

matching funds from TIDA. This amendment reflects the cost and revenues associated with the launch of the AV Shuttle pilot, as well as rollover Regional funds from TIDA.

We propose that the adopted FY 2018/19 Budget be amended as shown in Attachment 1.

FINANCIAL IMPACT

The proposed amendment to the FY 2018/19 budget would decrease revenues and expenditures by \$1,289,045.

SUPPLEMENTAL MATERIALS

Attachment 1 – Proposed Fiscal Year 2018/19 Budget Amendment

Treasure Island Mobility Management Agency
Attachment I
Proposed Fiscal Year 2018/19 Budget Amendment
Line Item Detail



	Proposed Budget Amendment Fiscal Year 2018/19	Increase/ (Decrease)	Adopted Budget Fiscal Year 2018/19
Program Revenues:			
Federal Advanced Transportation and Congestion Management Technologies Deployment	\$ 46,264	\$ (1,251,596)	\$ 1,297,860
San Francisco County Transportation Authority (SFCTA)	-	(340,090)	340,090
Treasure Island Development Authority (TIDA)	2,165,341	302,641	1,862,700
Total Program Revenues	2,211,605	(1,289,045)	3,500,650
Expenditures:			
Technical Professional Services	1,450,872	(1,126,249)	2,577,121
Administrative Operating Costs			
Personnel Expenditures			
Salaries	498,168	(88,080)	586,248
Fringe Benefits	234,432	(41,449)	275,881
Non-personnel Expenditures			
Administrative Operations	22,533	(33,267)	55,800
Commissioner-Related Expenses	5,600	-	5,600
Total Expenditures	2,211,605	(1,289,045)	3,500,650
Net Change in Fund Balance	\$ -	\$ -	\$ -



Memorandum

Date: May 17, 2019
To: Treasure Island Mobility Management Agency Committee
From: Eric Cordoba – Deputy Director for Capital Projects
Subject: 05/21/19 Committee Meeting: Recommend Adoption of the Proposed Fiscal Year 2019/20 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) 2019/20 Annual Budget and Work Program.</p> <p>SUMMARY</p> <p>The proposed FY 2019/20 Annual Budget includes projections of revenues, operating and administrative costs, and professional services expenditures, as well as a description of the Treasure Island Mobility Management Agency’s (TIMMA’s) proposed Work Program for the coming fiscal year. Total revenues are projected to be \$2,745,713 from various funding sources, and total expenditures are projected to be \$2,745,713 from technical professional services, personnel and non-personnel expenditures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input checked="" type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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DISCUSSION

Background.

Pursuant to TIMMA’s Fiscal Policy, TIMMA shall adopt an annual budget each year. The purpose of the Annual Budget is to provide management guidance and control over disbursement of TIMMA’s revenues in accordance with the 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.

Work Program.

The TIMMA work program includes several major streams of work: Governance and Administration, Program Delivery, Toll System Delivery, and Outreach and Communications.

The Governance and Administration work stream includes program-wide management activities such as maintaining the project master schedule, Board support, and developing the funding plan and grant applications. This work stream also provides for meetings of the TIMMA Committee and Board. Finally, the Governance and Administration work stream also includes activities to advocate for funding opportunities and prepare grant funding applications; we will continue pressing for state Affordable Housing/Sustainable Communities grant funds and Regional Measure 3 funding for

accelerated low-emission ferries. Based on Program Delivery recommendations, we will also prepare a funding strategy to fill different levels of program expenditures and resulting funding gaps.

The FY19/20 work program will begin with Outreach and Communications work to undertake two major rounds of public involvement and outreach activities this Summer and again in Fall 2019 in support of toll policy and affordability program development and recommendations. This will focus on merchant outreach and affordability program design, as well as working with key stakeholder groups to seek input on all other aspects of program design. In parallel with this, the Program Design and Delivery work stream will continue to refine demand and financial projections reflecting the latest development schedule updates, transit service and affordability program changes, and toll policy, funding and subsidy scenarios with a view to bringing alternative Program Scenarios and recommendations to the Board and community for consideration in early 2020 and approval by Spring 2020. To support implementation plans, we anticipate developing some agency and/or vendor agreements in FY 2019/20, including Memoranda of Agreements and Understandings such as for water transit services.

The proposed FY 2019/20 Annual Budget and Work Program also includes developing a Concept of Operations for the AV Shuttle Pilot, funded by a federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant award. The Toll System Delivery work stream includes developing National Environmental Policy Act environmental documentation and final civil engineering designs. The workstream also includes concept development of bicycle/pedestrian plans for Yerba Buena Island, including a connection to the planned ferry terminal on Treasure Island, as well as tying these services together for travelers through an integrated trip planning and fare payment app. As discussed in the FY 2018/19 budget amendment, the toll system design integration work should await toll policy and affordability program adoption, anticipated for Spring 2020. Due to the change in policy adoption timeframe, toll system integration services, and the associated contributions from federal ATCMTD grant funds and other program revenues, were deferred from FY 2019/20 to FY 2020/21.

Revenues.

TIMMA's total revenues are projected to be \$2,745,713; with \$704,690 obligated from Federal ATCMTD grant, \$1,749,196 obligated from TIDA, and \$291,827 appropriated from the Transportation Authority Prop K sales tax funds. Regional and other 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.

Expenditures.

Total expenditures are projected to be \$2,745,713, with 24.5% budgeted for personnel costs, 74.4% for technical professional services, and 1.1% for non-personnel costs. Technical professional services primarily encompass environmental and civil design services. Additional technical professional services include planning and communications services. Included are technical services contracts already awarded: for the AV Shuttle 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.

FINANCIAL IMPACT

As described above.

SUPPLEMENTAL MATERIALS

Attachment 1 – Proposed FY 2019/20 Annual Work Program

Attachment 2 – Program FY 2019/20 Budget

Attachment 3 – Program FY 2019/20 Comparison of Revenues and Expenditures

Attachment 4 – Program FY 2019/20 Budget – Line Item Descriptions

Attachment 1

Proposed Fiscal Year 2019/20 Annual Work Program

The Treasure Island Mobility Management Agency's (TIMMA's) proposed Fiscal Year (FY) 2019/20 Work Program includes activities in several work streams overseen by the Executive Director:

- Governance and Administration;
- Outreach and Communications;
- Program Design and Delivery; and
- Toll System Delivery.

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 as listed below:

- **Board Operations and Support:** Staff TIMMA Committee and Board meetings.
- **Budget, Reports and Financial Statements:** Develop and administer overall TIMMA program 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), state Affordable Housing/Sustainable Communities grants, SB1, CARB/Cap and Trade and other funds to help realize these plans.
- **Contract Support:** Oversee procurement process for professional consultant contracts, prepare contracts, and manage compliance for contracts and associated Memoranda of Agreements and Understandings such as for water ferry services, an amendment to the existing TIDA Memorandum of Agreement, and procurement processes and contracts for toll system final design (System Integrator).
- **Policies:** Maintain and update Administrative Code, Rules of Order, Fiscal, Procurement, Travel and other policies.

OUTREACH AND COMMUNICATIONS

The Communications and Planning work stream includes public involvement and outreach activities in support of planning and engineering recommendations. Key communications activities for FY 2019/20 include the following:

Attachment 1

Proposed Fiscal Year 2019/20 Annual Work Program

- **Outreach:** Execute the annual outreach and involvement strategy with the public, the Board, various stakeholder groups and other government agencies. This is accomplished through various means, including through community outreach meetings and workshops, disseminating agency news and updates, and small working groups with key stakeholders (Treasure Island Organizing Committee (TIOC), merchants, etc).
- **Collateral Maintenance:** Update content and maintain and enhance both electronic and print-based communications collateral.

PROGRAM DESIGN AND DELIVERY

In parallel with program outreach, this work stream includes the planning, design and approval of the Treasure Island Mobility Management Program including all program elements and their financial implications at start up and over the medium to long-term. These elements include finalizing key components such as transit service levels, the Transit Pass Program, Transportation Affordability Program policies and Vehicle Toll policy.

Proposed activities include:

- **Demand Projections and Program Financial Analysis:** Update program baseline schedule per TIDA guidance and identify alternative program and funding scenarios for the Board to consider. Complete and maintain 5-year demand and financial projections of the Mobility Program, which incorporates toll level, hours, toll program cost and revenue; transit and shuttle service levels, transit program cost and revenue; parking management program rates and associated cost and revenue; and Transportation Affordability Program requirements and costs.
- **Ferry and East Bay Transit Service Plan and Delivery:** Complete service planning and execute an agency Memorandum of Understanding in FY 2019/20 with a future water transit service operator.
- **TDM and Affordability:** This task includes development and adoption of a Travel Demand Management (TDM) and Affordability Program for residents and workers, which includes transportation credits, discounts, and supports for current and future low-income households.
- **Toll Policy Recommendations:** Complete analysis and recommendation of toll policies, including hours of operation, toll level, and discounts or exemptions and in combination with Transit, TDM, Affordability Program and other relevant components. Identify funding gaps and potential funding strategy to fill gaps for each scenario. Seek Board consideration and approval of Program Design.
- **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 residents. These activities will include adoption of transit operator fare policy.
- **Parking Management Program Implementation:** Support the San Francisco Municipal Transportation Agency (SFMTA) adoption of a Parking Management Plan and execute agreements with SFMTA.

Attachment 1

Proposed Fiscal Year 2019/20 Annual Work Program

- **Autonomous Vehicle (AV) Shuttle Pilot:** With the support of a federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program grant, prepare concept of operation, business plans, and procurement strategy for the piloting of an AV Shuttle to better understand technology trends and impacts.
- **Bicycle/Pedestrian Planning:** With support from Prop K sales tax funds, further develop bicycle and pedestrian plans for Yerba Buena Island, including a connection to the planned ferry terminal on Treasure Island.

TOLL SYSTEM DELIVERY

This major work stream includes developing National Environmental Protection Act (NEPA) environmental documentation; civil engineering designs; and incremental support for construction of the tolling system. Key delivery activities for FY 2019/20 include the following:

- **Environmental Documentation:** Prepare draft and final California Environmental Quality Act Addendum and NEPA environmental documentation to environmentally clear tolling infrastructure and systems installation.
- **Final Civil Engineering Design:** Prepare tolling infrastructure and 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 and construction activities.

Treasure Island Mobility Management Agency
Attachment 2
Proposed Fiscal Year 2019/20 Budget
Line Item Detail



	Proposed Budget Fiscal Year 2019/20	Increase/ (Decrease)	Proposed Budget Amendment Fiscal Year 2018/19
Program Revenues:			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 704,690	\$ 658,426	\$ 46,264
<u>Regional and Other</u>			
San Francisco County Transportation Authority	291,827	291,827	-
Treasure Island Development Authority	1,749,196	(416,145)	2,165,341
Total Program Revenues	2,745,713	534,108	2,211,605
Expenditures:			
Technical Professional Services	2,042,905	592,033	1,450,872
Administrative Operating Expenditures			
Personnel			
Salaries	459,085	(39,083)	498,168
Fringe Benefits	212,523	(21,909)	234,432
Non-personnel			
Administrative Operations	25,600	3,067	22,533
Commissioner-Related Expenses	5,600	-	5,600
Total Expenditures	2,745,713	534,108	2,211,605
Net Change in Fund Balance	\$ -	\$ -	\$ -

Treasure Island Mobility Management Agency
Attachment 3
Proposed Fiscal Year 2019/20 Budget
Comparison of Revenues and Expenditures



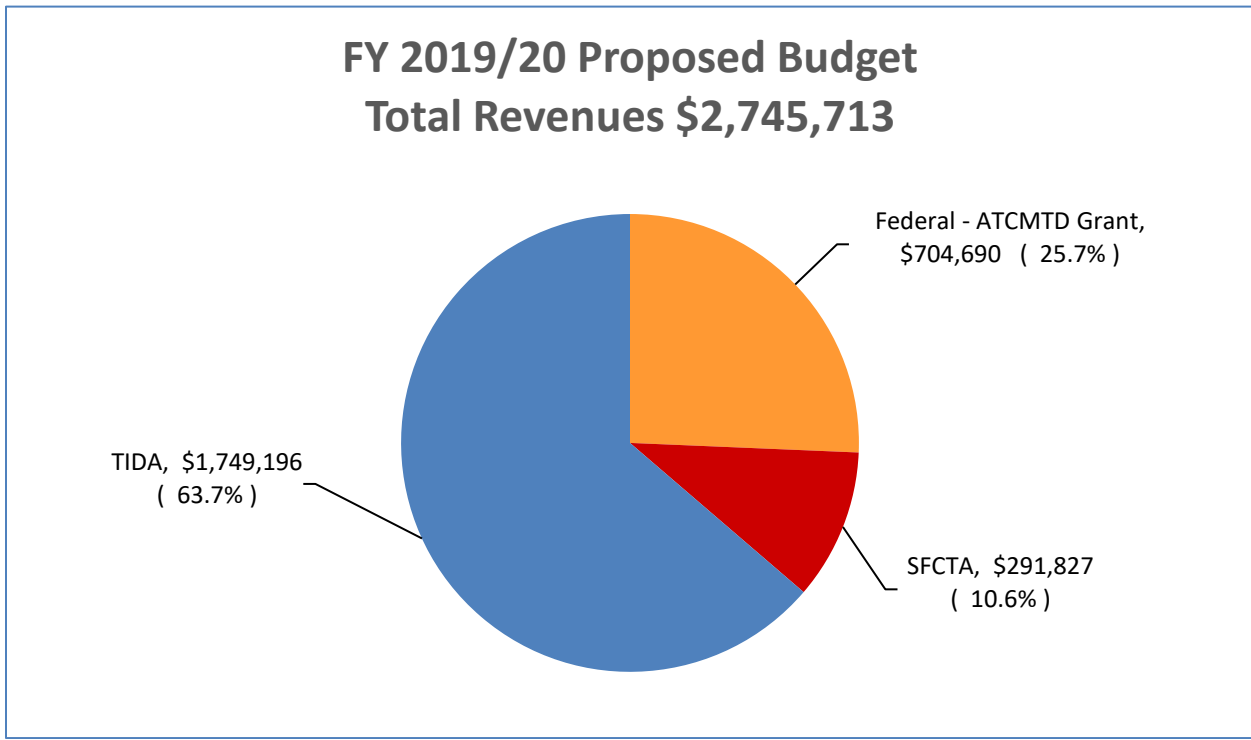
Line Item	Fiscal Year 2017/18 Actual	Fiscal Year 2018/19 Proposed Budget Amendment	Fiscal Year 2019/20 Proposed Budget	Variance from Fiscal Year 2018/19 Proposed Budget Amendment	% Variance
Program Revenues					
Federal	12,995	46,264	704,690	658,426	1423.2%
Regional and Other	957,073	2,165,341	2,041,023	(124,318)	-5.7%
Total Revenues	970,068	2,211,605	2,745,713	534,108	24.2%
Expenditures					
Technical Professional Services	503,484	1,450,872	2,042,905	592,033	40.8%
Administrative Operating Expenditures					
Personnel	437,466	732,600	671,608	(60,992)	-8.3%
Non-Personnel	29,118	28,133	31,200	3,067	10.9%
Total Expenditures	970,068	2,211,605	2,745,713	534,108	24.2%
Net change in Fund Balance	\$ -	\$ -	\$ -	\$ -	



**Attachment 4
Line Item Descriptions**

TOTAL PROJECTED REVENUES..... \$2,745,713

The following chart shows the composition of revenues for the proposed Fiscal Year (FY) 2019/20 budget.



Federal Program Revenues: \$704,690

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.

Federal Program Revenues are budgeted to increase by \$658,426 from the FY 2018/19 Amended Budget, due to the development of a Concept of Operations for the Autonomous Vehicle (AV) Shuttle pilot project and increased efforts on tolling environmental documentation and final civil engineering design. We expect to finalize the Request for Proposals for the Toll System Integrator in FY 2019/20. These activities will be funded by federal grant funds and matched by local funds from

Attachment 4
Line Item Descriptions



the Treasure Island Development Authority (TIDA) and San Francisco County Transportation Authority (Transportation Authority) Prop K sales tax funds, appropriated through Transportation Authority Board Resolutions 15-13 and 16-52.

Regional and Other Program Revenues:..... \$2,041,023

The FY 2019/20 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 and other 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.

Regional and Other Program Revenues are budgeted to decrease by \$124,318, or 5.7%, from the FY 2018/19 Amended Budget. This decrease is due to activities for AV Shuttle pilot project and engineering efforts which are reimbursed 50% by the federal ATCMTD grant thus reducing the need for TIDA and Prop K funds, as well as the deferral of toll system integration services.

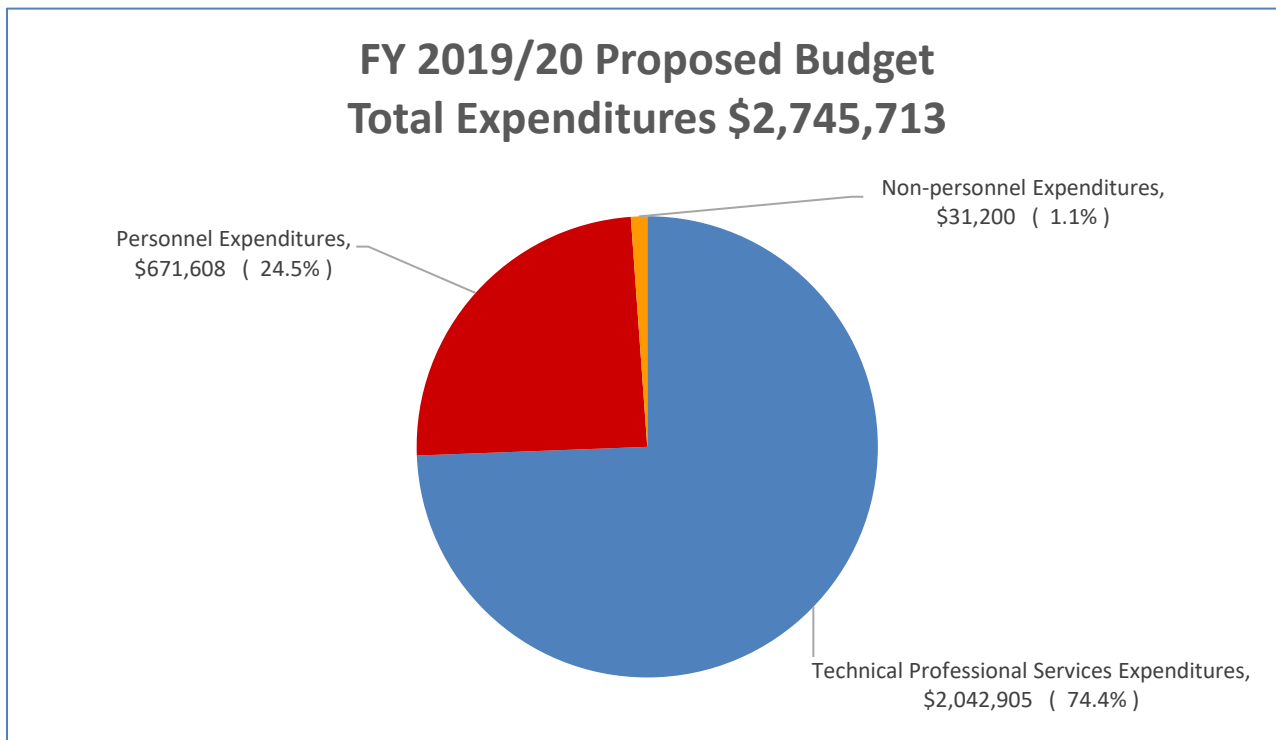
Attachment 4
Line Item Descriptions



TOTAL PROJECTED EXPENDITURES \$2,745,713

TIMMA’s Total Expenditures projected for the budget year are comprised of Technical Professional Services Expenditures of \$2.04 million and Administrative Operating Expenditures of \$702,808.

The following chart shows the composition of expenditures for the proposed FY 2019/20 budget.



TECHNICAL PROFESSIONAL SERVICES..... \$2,042,905

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 AV Shuttle 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.

Technical professional services in the FY 2019/20 are budgeted to increase by \$592,033 from the FY 2018/19 Amended Budget, which is primarily due to more anticipated expenditures for the AV shuttle pilot contract, and the toll system environmental clearance and civil engineering design contracts.

ADMINISTRATIVE OPERATING EXPENDITURES \$702,808

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

Personnel:..... \$671,608

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

Attachment 4
Line Item Descriptions



staff. Personnel costs encompass technical staffing across four of the six divisions of the Transportation Authority, including employees from the Capital Projects, Planning, Executive, and Policy and Programming divisions to support the TIMMA FY 2019/20 work program. Personnel costs are budgeted to decrease by \$60,992 compared to the FY 2018/19 Amended Budget, primarily due to the deferral of the toll system integration work. 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: \$31,200

This line item includes legal services and Commissioner meeting fees. Non-personnel expenditures in FY 2019/20 are budgeted at a similar level as in the FY 2018/19 Amended Budget.