



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

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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



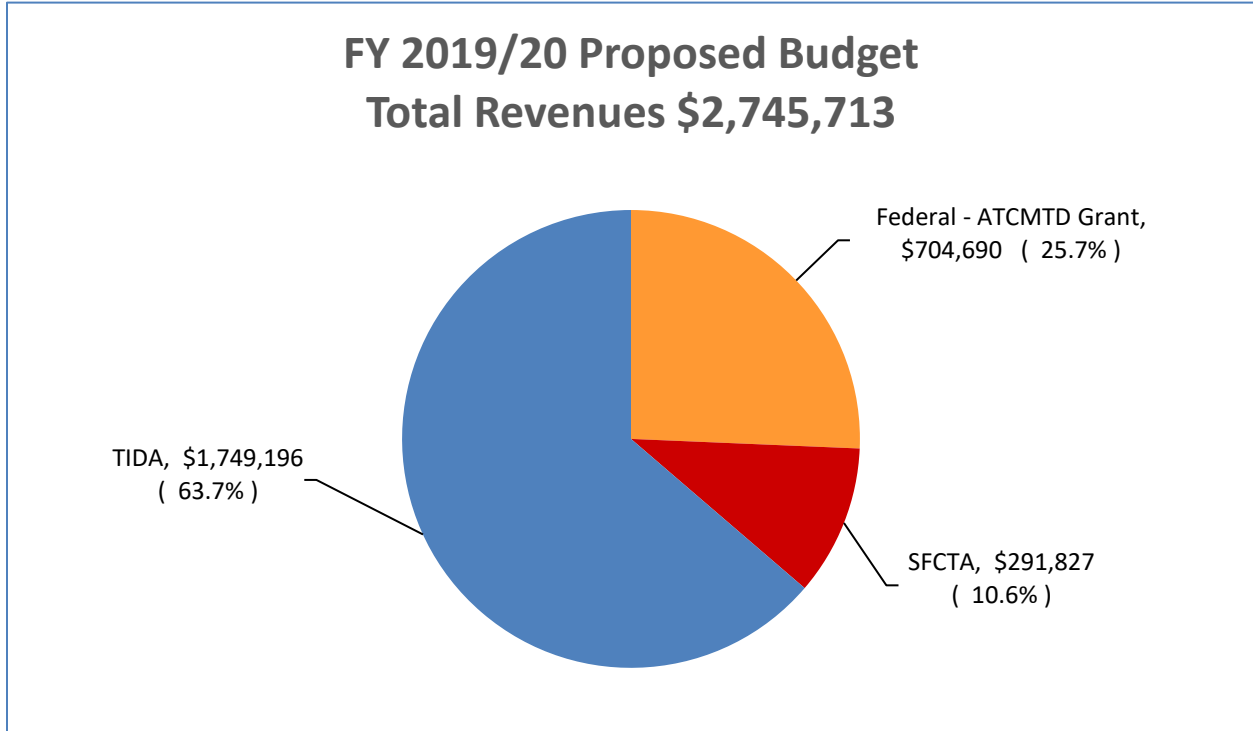
Line Item	Fiscal Year 2017/18 Actual	Fiscal Year 2018/19 Proposed Budget Amendment	Fiscal Year 2019/20 Proposed Budget	Variance from Fiscal Year 2018/19 Proposed Budget Amendment	% Variance
Program Revenues					
Federal	12,995	46,264	704,690	658,426	1423.2%
Regional and Other	957,073	2,165,341	2,041,023	(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.

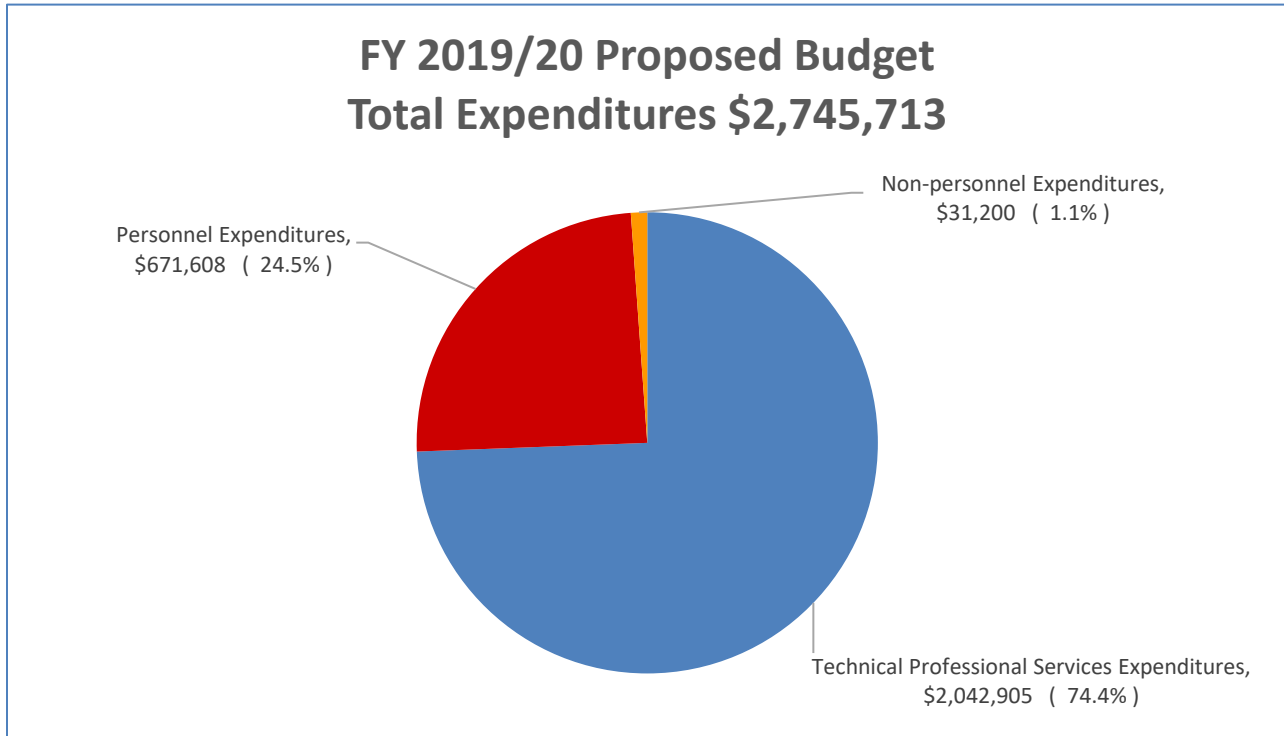
Attachment 4
Line Item Descriptions



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.