



RESOLUTION ADOPTING THE FISCAL YEAR 2019/20 ANNUAL BUDGET AND WORK PROGRAM

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

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

WHEREAS, The TIMMA work program includes four major streams of work: governance and administration; program design and delivery; toll system delivery; and outreach and communications; and

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

WHEREAS, The Outreach and Communications work stream includes 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; and

WHEREAS, In parallel with the Outreach and Communications work, 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.

WHEREAS, 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; and

WHEREAS, The Toll System Delivery work stream includes developing National Environmental Policy Act environmental documentation and final civil engineering designs, including concept development of bicycle/pedestrian plans for Yerba Buena Island; and

WHEREAS, 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 and 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; and

WHEREAS, Attachment 1 contains a description of TIMMA's proposed Work Program for FY 2019/20; and

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

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

WHEREAS, The proposed FY 2019/20 Annual Budget includes projections of revenues, operating and administrative costs, and professional services expenditures; and

WHEREAS, 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; and



WHEREAS, The TIMMA program revenue for FY 2019/20 covers the full cost of all Transportation Authority activities in support of TIMMA; and

WHEREAS, At its May 21, 2019 meeting, the TIMMA Committee reviewed and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the attached Treasure Island Mobility Management Agency FY 2019/20 Budget and Work Program are hereby adopted.

Attachments (2):

1. FY 2019/20 Work Program
2. FY 2019/20 Budget



The foregoing Resolution was approved and adopted by the Treasure Island Mobility Management Agency at a regularly scheduled meeting thereof, this 25th day of June, 2019, by the following votes:

Ayes: Commissioners Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Safai, Stefani, Walton and Yee (11)

A handwritten signature in blue ink, appearing to read 'Matt Haney', written over a horizontal line.

Matt Haney
Chair

6/19/2020

Date

ATTEST:

A handwritten signature in blue ink, appearing to read 'Tilly Chang', written over a horizontal line.

Tilly Chang
Executive Director

6/14/2020

Date

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	\$ -	\$ -	\$ -