



AGENDA

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY Meeting Notice

Date: Tuesday, March 19, 2019; 10:30 a.m. (immediately following SFCTA Board meeting)

Location: Legislative Chamber, Room 250, City Hall

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

Clerk: Alberto Quintanilla

	Page
1. Roll Call	
2. Chair’s Report – INFORMATION	
3. Executive Director’s Report – INFORMATION	
4. Approve the Minutes of the January 29, 2019 Meeting – ACTION*	3

Direct to Board Items

5. [Final Approval on First Appearance] Award Three-Year Professional Services Contracts, with an Option to Extend for Two Additional One-Year Periods, to Civic Edge Consulting and Convey, Inc. in a Combined Amount Not to Exceed \$300,000 for On-Call Strategic Communications, Media and Community Relations Services – ACTION*	5
6. Internal Accounting Report for the Six Months Ending December 31, 2018 – INFORMATION*	15

Other Items

- 7. Introduction of New Items – **INFORMATION**
 During this segment of the meeting, Commissioners may make comments on items not specifically listed above, or introduce or request items for future consideration.
- 8. Public Comment
- 9. Adjournment

*Additional Materials

TIMMA Board Meeting Agenda

The meeting proceedings can be viewed live or on demand after the meeting at www.sfgovtv.org. To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

The Legislative Chamber (Room 250) and the Committee Room (Room 263) in City Hall are wheelchair accessible. Meetings are real-time captioned and are cablecast open-captioned on SFGovTV, the Government Channel 26. Assistive listening devices for the Legislative Chamber and the Committee Room are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 7, 9, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

If any materials related to an item on this agenda have been distributed to the TIMMA Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; www.sfethics.org.

DRAFT MINUTES

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

Tuesday, January 29, 2019

1. Roll Call

Chair Haney called the meeting to order at 11:15 a.m. The following members were:

Present at Roll Call: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Safai, Stefani, Walton and Yee (10)

Absent at Roll Call: Commissioner Ronen (entered during Item 3) (1)

2. Chair's Report – INFORMATION

Vice-Chair Yee elected to forego the Chair's Report.

There was no public comment.

3. Executive Director's Report – INFORMATION

Tilly Chang, Executive Director, presented the Executive Director's Report.

Commissioner Brown requested an amendment to the December 11, 2018 TIMMA Board minutes to include her recommendation that staff conduct further outreach to calculate how many times per day residents depart Treasure Island to drop off and pick up their children for outside activities. She said knowing on average how many times residents leave the island a day would help guide the conversation of the tolling program and compensation for residents.

During public comment Francisco Da-Costa requested that the Board and Transportation Authority staff act in the best interest of Treasure Island residents and not accommodate to the needs of developers.

Bobby [Last-name unknown], Treasure Island resident, said that Treasure Island's residents were having ongoing community meetings related to the proposed toll policy. He said current residents were not the cause of increased congestion on the island and should not be imposed toll fees.

4. Approve the Minutes of the December 11, 2018 Meeting – ACTION

There was no public comment.

Commissioner Peskin moved to approve the minutes subject to Commissioner Brown's requested amendment, seconded by Commissioner Ronen.

The minutes as amended were approved without objection by the following vote:

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

5. Election of Chair and Vice Chair for 2019 – ACTION

Commissioner Walton moved to nominate Commissioner Haney for Chair of the Treasure Island Mobility Management Agency (TIMMA), seconded by Commissioner Stefani.

There was no public comment.

Commissioner Haney was elected Chair by the following vote:

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

Commissioner Mandelman moved to nominate Commissioner Walton for Vice-Chair of TIMMA, seconded by Commissioner Safai.

During public comment Francisco Da-Costa said he had been involved for over 40 years in matters involving the Naval base closure on Treasure Island and that the island was sinking one and a half inches every year. He requested that the newly elected Chair and Vice-Chair not repeat what was happening at Hunter's Point and stated that Treasure Island was contaminated. He recommended that the Board study the precautionary principle, which stated that if any project was ongoing and adversely impacted any life, including animals, the job had to stop until further investigation.

Commissioner Walton was elected Vice-Chair by the following vote:

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

6. Introduction of New Items – INFORMATION

There were no new items introduced.

7. Public Comment

There was no public comment.

8. Adjournment

The meeting was adjourned at 11:36 a.m.

RESOLUTION AWARDING THREE-YEAR PROFESSIONAL SERVICES CONTRACTS, WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL ONE-YEAR PERIODS, TO CIVIC EDGE CONSULTING AND CONVEY, INC. IN A COMBINED AMOUNT NOT TO EXCEED \$300,000 FOR ON-CALL STRATEGIC COMMUNICATIONS, MEDIA AND COMMUNITY RELATIONS SERVICES, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, The Treasure Island Mobility Management Agency (TIMMA) has regular needs to communicate with policymakers, the media, key stakeholders, the general public, partner agencies, and the private and non-profit sectors on a wide range of agency and project-specific matters; and

WHEREAS, Given the wide range of desired proficiencies and experience, the amount and complexity of TIMMA's work program, and occasional conflicts of interest or availability that arise for specific efforts, there is a need for broad and deep access to communications, media, and community relations skills; and

WHEREAS, Staff propose to contract with two consultant teams with whom TIMMA may call upon on a task order basis; and

WHEREAS, On November 1, 2018, the San Francisco County Transportation Authority (Transportation Authority) and the TIMMA issued a joint Request for Qualifications (RFQ) on-call strategic communications, media and community relations services to support the Transportation Authority's and TIMMA's work program over the next three years; and

WHEREAS, Transportation Authority/TIMMA received ten Statements of Qualifications in response to the RFQ by the due date of December 5, 2018; and

WHEREAS, A selection panel comprised of San Francisco Environment and TIMMA staff



evaluated the Statements of Qualifications based on qualifications and other criteria identified in the RFQ and interviewed six firms between January 8-9, 2019; and

WHEREAS, Based on the competitive process defined in the evaluation criteria of the RFQ document, the selection panel recommended awarding contracts to the two highest-ranked firms: Civic Edge Consulting and Convey, Inc.; and

WHEREAS, The selection panel recommended that the Transportation Authority and TIMMA both award contracts to the same two firms as the agencies' share communications staff resources which will enhance staff efficiency in issuing task orders and supporting project needs; and

WHEREAS, TIMMA's portion of the scope of work described in the RFQ is included in TIMMA's adopted Fiscal Year 2018/19 work program and budget, and sufficient funds will be included in future fiscal year budgets to cover the cost of these contracts; and

WHEREAS, The professional services contracts will be funded by a combination of local agency contributions from the Treasure Island Development Authority and Prop K sales tax funds; now, therefore, be it

RESOLVED, That TIMMA hereby awards three-year professional services contracts, with an option to extend for two additional one-year periods, to Civic Edge Consulting and Convey, Inc. in a combined amount not to exceed \$300,000 for on-call strategic communications, media and community relations services; and be it further

RESOLVED, That the Executive Director is hereby authorized to negotiate contract payment terms and non-material contract terms and conditions; and be it further

RESOLVED, That for the purposes of this resolution, "non-material" shall mean contract terms and conditions other than provisions related to the overall contract amount, terms of payment, and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of TIMMA to the



contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachment:

1. Scope of Services

Attachment 1

Scope of Services

The Treasure Island Mobility Management Agency (TIMMA) has regular needs to communicate with policymakers, the media, key stakeholders, the general public, partner agencies and the private and non-profit sectors, on a wide range of agency and project-specific matters. The below areas of expertise and example task types are representative of TIMMA's needs in the coming three years – additional undetermined task types are anticipated to be needed and not all task types listed below will necessarily be produced under this contract in the next three years. Example tasks include TIMMA outreach, communications, and marketing.

Areas of Expertise

In seeking assistance with communications, outreach and engagement efforts, TIMMA seeks to advance the following goals and objectives:

- Raise awareness about our roles, purpose, and operations to the general public;
- Provide consistent and easy-to-understand public communication regarding our work;
- Maintain a common communications voice and strengthen quality assurance/quality control, while maintaining the flexibility for rapid responses;
- Collaborate with the community to develop shared visions and action plans for improving transportation in San Francisco; and
- Engage with, and solicit input from, policymakers, the general public, and stakeholder groups in our initiatives and projects, and in particular develop methods to obtain meaningful input from hard-to-reach-population segments.

To achieve these goals, we will need expertise in the following communications and outreach areas:

1. Strategic Communications
2. Message Framing
3. Public Relations
4. Media Relations
5. Public Outreach
6. Marketing
7. Public Opinion Surveys/Market Research/Focus groups
8. Crisis Communications
9. Graphic Design
10. Meeting Facilitation and/or Design Thinking
11. Event planning
12. Photography/videography
13. Online and/or Technology Engagement/Outreach Tools (examples could include webinars, online data visualization tools, online engagement tools, telephone town halls, etc.)

Attachment 1

Scope of Services

14. Translation (both verbal and written). Translation services must also include interpretation to culturally relevant terms.

Details of Scope of Work

We anticipate that Task Orders will be developed to address the following areas of work during the duration of the contract(s):

TIMMA Outreach/Communications/Marketing

1. Communication Plan Development

- a. Develop and implement robust outreach and communications strategies - which will include strategies to reach non-English speaking and/or other hard to reach communities - to support advancement of agency plans, programs or efforts
- b. Develop and/or review communications collateral and/or plans

Deliverables: draft and final communications plans; draft and final versions of communications collateral

2. Communications Plan Execution

- a. Implement outreach plan, working with project team or communications staff
- b. Prepare materials such as PowerPoint presentations, poster boards, fact sheets, etc.
- c. Secure venues for meetings
- d. Oversee logistics to arrange for food/beverage, child care, or other needed services at public events
- e. Staff meetings, open houses or other events as appropriate
- f. Arrange for translation of materials or arrange for live translation services
- g. Arrange for notification to the public of open house or other public outreach events

Deliverables: venues secured for meetings with appropriate services provided; translation services; advance public notification of events

3. Coordination among TIMMA Partners

- a. Track TIMMA messaging among other public (such as Treasure Island Development Authority, etc.) and private entities (such as developer) on Treasure Island/Yerba Buena Island
- b. Arrange/facilitate meetings, check-ins or other methods to enable communications staff to exchange information/messaging with other public and private entities

Deliverables: meeting or check-in schedule; staffing of meetings or check-in; record-keeping during those meetings/check-ins

4. Planning for Operations Phase of Transportation Plan

- a. Plan outlining communication and outreach needs as TIMMA readies the launch of plan operations

Deliverables: draft and final plans

5. Marketing

Attachment 1

Scope of Services

- a. Identify methodologies to identify target audiences for elements of the Treasure Island Transportation Plan (e.g. increased Muni service, transit pass, new ferry service, congestion pricing, on-island shuttle, etc.)
- b. Identify key messages
- c. Identify ways to market elements of the plan to Island business and residents

Deliverables: draft and final marketing plans

6. Administration and Reporting

- a. Project phone calls/in-person meetings, including agendas and meeting minutes
- b. Management of overall project tasks and invoice preparation

Deliverables: meeting notes; progress updates; project reporting and monthly invoices by task

Memorandum

Date: March 11, 2019
To: Treasure Island Mobility Management Agency Board
From: Eric Young – Senior Communications Officer
Subject: 03/19/19 Board Meeting: Award Three-Year Professional Services Contracts, with an Option to Extend for Two Additional One-Year Periods, to Civic Edge Consulting and Convey, Inc. in a Combined Amount Not to Exceed \$300,000 for On-Call Strategic Communications, Media and Community Relations Services

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> Award three-year professional services contracts, with an option to extend for two additional one-year periods, to Civic Edge Consulting and Convey, Inc. in a combined amount not to exceed \$300,000 for on-call strategic communications, media, and community relations services Authorize the Executive Director to negotiate contract payment terms and non-material terms and conditions <p>SUMMARY</p> <p>We are seeking consultant services to provide on-call strategic communications, media, and community relations services. The Treasure Island Mobility Management Agency (TIMMA) has regular needs to communicate with policymakers, the media, key stakeholders, the general public, partner agencies, and the private and non-profit sectors on a wide range of agency and project-specific matters. We issued a Request for Qualifications (RFQ) in November 2018. By the proposal due date, we received 10 Statements of Qualifications. Following interviews with six firms, the multi-agency selection panel recommend award of contracts to the two highest-ranking firms: Civic Edge Consulting and Convey, Inc. The establishment of multiple contracts with consultant teams will enable TIMMA to enlist the services of a broad range of communications and outreach consultants on an on-call, as-needed basis.</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 type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: <hr style="width: 80%; margin-left: 0;"/>
---	--

DISCUSSION

Background.

TIMMA has regular needs to communicate with policymakers, the media, key stakeholders, the general public, partner agencies, and the private and non-profit sectors on a wide range of agency and project-specific matters. We initiated a procurement process seeking on-call strategic communications, media, and community relations services to support TIMMA’s work program. The San Francisco County Transportation Authority’s (Transportation Authority’s) current on-call

Agenda Item 5

communications contracts, with one team led by Civic Edge Consulting (formerly Barbary Coast Consulting) and the other by Davis & Associates Communications, Inc. are approaching the end of their contract term. These contracts have served the Transportation Authority and TIMMA for the past five years.

In seeking assistance with communications, outreach, and engagement efforts, we strive to advance the following goals and objectives:

- Raise awareness about our roles, purpose, and operations to the general public;
- Provide consistent and easy-to-understand public communication regarding our work;
- Maintain a common communications voice and strengthen quality assurance/quality control, while maintaining the flexibility for rapid responses;
- Collaborate with the community to develop shared visions and action plans for improving transportation in San Francisco; and
- Engage with, and solicit input from, policymakers, the general public, and stakeholder groups in our initiatives and projects, and in particular, develop methods to obtain meaningful input from hard-to-reach-population segments.

The scope of services, included as Attachment 1, covers outreach, communications and marketing services for TIMMA.

Given the wide range of desired proficiencies and experience; the amount and complexity of the TIMMA's work program; and occasional conflicts of interest or availability that arise for specific efforts, there is a need for broad and deep access to communications, media, and community relations skills. Therefore, we propose to contract with two consultant teams with whom TIMMA may call upon on a task order basis. This also is intended to increase competition and allow for improved responsiveness (e.g., during times of peak demand). We have used this type of arrangement for our previous on-call communications contracts and found it to be beneficial to the Transportation Authority and TIMMA's work programs.

Procurement Process.

The Transportation Authority and TIMMA issued a joint RFQ for on-call strategic communications, media, and community relations services on November 1, 2018. We hosted a pre-proposal conference at our offices on November 14, which provided opportunities for small businesses and larger firms to meet and form partnerships. 22 firms attended the conference. We took steps to encourage participation from small and disadvantaged business enterprises, including advertising in six local newspapers: the San Francisco Chronicle, San Francisco Examiner, the Small Business Exchange, Nichi Bei, the Western Edition, and the San Francisco Bayview. We also distributed the RFQ and questions and answers to certified small, disadvantaged, and local businesses; Bay Area and cultural chambers of commerce; and small business councils.

By the due date of December 5, 2018, we received 10 Statements of Qualifications in response to the RFQ. A selection panel comprised of Transportation Authority/TIMMA staff and San Francisco Environment staff evaluated the proposals based on qualifications and other criteria identified in the RFQ, including the proposer's understanding of project objectives, technical and management approach, and capabilities and experience. The panel selected six firms to interview between January 8 and 9, 2019. Based on the competitive process defined in the RFQ, the panel recommends that the Board award contracts to the two highest-ranked firms: Civic Edge Consulting and Convey, Inc. The

Agenda Item 5

two highest-ranked teams provide a strong set of skills, specialists, and relevant project experience. Civic Edge Consulting has a proven track record of performance in all on-call task areas and a deep bench of experienced sub-consultants, while Convey demonstrates strong capabilities to execute creative communications to support our agency's work in emerging mobility and pricing.

The selection panel recommends that the Transportation Authority and TIMMA both award contracts to the same two firms, as both agencies share communications resources. Awarding contracts to the same on-call communications consultant teams will enhance staff efficiency in issuing task orders and supporting project needs. The contract award for the Transportation Authority's portion of the contract was approved by the Transportation Authority Board at its February 12, 2019 meeting.

We established a Disadvantaged Business Enterprise (DBE) goal of 17% for this contract, accepting certifications by the California Unified Certification Program. Both teams have made commitments to exceed the DBE goal. The Civic Edge Consulting team includes 21.5% DBE participation from four San Francisco-based subconsultants: African-American-owned firm JBR Partners, Inc., African-American-owned firm RDJ Enterprises, Hispanic-owned firm Jungle Communications, Inc., and Women-owned firm ACE Mailing Corporation. The Convey, Inc. team includes 40% DBE participation through Convey being a Women-owned firm.

The selected consultant teams will remain eligible for consideration for task order negotiation on an as-needed basis for the initial three-year term, plus two optional one-year extensions. While TIMMA intends to engage pre-qualified firms based on capabilities, experience, and availability, no selected team is guaranteed a task order.

FINANCIAL IMPACT

The scope of work described in the RFQ is included in TIMMA's adopted Fiscal Year 2018/19 work program and budget. Sufficient funds will be included in future fiscal year budgets to cover the cost of these contracts. Budget for these activities will be funded by a combination of local agency contributions from the Treasure Island Development Authority and Prop K sales tax funds.

SUPPLEMENTAL MATERIALS

Attachment 1 – TIMMA Scope of Services

Attachment 2 – Past Task Order Assignments (2014 – 2019)

Attachment 2

**On-Call Strategic Communications, Media and Community Relations Services
Past TIMMA Task Order Assignments (2014 – 2019)**

Prime Consultant	Task Order Description	Amount
Civic Edge Consulting (formerly Barbary Coast Consulting)	Develop outreach strategy, communications and collateral materials, direct resident outreach	\$32,956
Total Task Orders Awarded to Civic Edge Consulting		\$32,956
Davis & Associates Communications, Inc.	Prepare and facilitate outreach events, Open Houses and focus groups. Develop outreach plan for congestion pricing and other elements of the Treasure Island Transportation Plan.	\$67,901
Total Task Orders Awarded to Davis & Associates Communications, Inc.		\$67,901
Total Task Orders Awarded to Date		\$100,857
Total Amount Awarded to DBE Firms		\$74,201



Memorandum

Date: March 8, 2019
To: Treasure Island Mobility Management Agency Committee
From: Cynthia Fong – Deputy Director for Finance and Administration
Subject: 3/19/2019 Committee Meeting: Internal Accounting Report for the Six Months Ending December 31, 2018

<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/>
--	---

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 six months ending December 31, 2018, the numbers in the amended budget column are one-half 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 December 31, 2018 are used as the basis for understanding financial status for TIMMA at the quarter-ended December 31, 2018.

Balance Sheet Analysis.

The Balance Sheet (Attachment 1) presents assets, liabilities, and fund balances as of December 31, 2018. Total assets of \$1,194,256 are related to program receivable from federal and regional grants. Total liability of \$587,930 included \$100,968 of payable to consultants for services provided and \$486,962 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 six months of the fiscal year. TIMMA earned \$852,855 of revenues from the Treasure Island Development Authority and the Federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant in the first two quarters. As of December 31, 2018, TIMMA incurred \$554,702 of expenditures. Expenditures included \$277,495 in technical professional services, and \$277,207 for personnel and non-personnel expenditures.

For the six months ending December 31, 2018, total program revenues were lower than budgetary estimates by \$727,425 and total expenditures were lower than budgetary estimates by \$1,195,623. Of the \$3.5 million total adopted FY 2018/19 budget, approximately \$1.3 million are budgeted for environmental and civil engineering services, and \$800,000 are budgeted for systems engineering design services. During the first two quarters, we did not initiate major engineering activities due to revised program launch date to July 2021. We expect those to commence in FY 2019/20.

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

December 31, 2018



	<u>General Fund</u>
Assets:	
Program Receivable	\$ 1,194,256
Total Assets	\$ 1,194,256
Liabilities:	
Accounts Payable	\$ 100,968
Due to Transportation Authority	486,962
Total Liabilities	\$ 587,930
Deferred Inflows of Resources:	
Unavailable Program Revenues	\$ 606,326
Fund Balances (Deficit):	
Total Fund Balances (Deficit)	\$ -
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 1,194,256

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

ATTACHMENT 2

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

For the Six Months Ending December 31, 2018



	General Fund	Amended Budget Fiscal Year 2018/19	Variance with Proposed Budget Positive (Negative)
Revenues:			
Program Revenue	\$ 852,855	\$ 1,580,280	\$ (727,425)
Total Revenues	\$ 852,855	\$ 1,580,280	\$ (727,425)
Expenditures:			
Personnel Expenditures	\$ 265,042	\$ 431,065	\$ (166,023)
Non-personnel Expenditures	12,165	30,700	(18,535)
Technical Professional Services	277,495	1,288,561	(1,011,066)
Total Expenditures	\$ 554,702	\$ 1,750,326	\$ (1,195,624)
Excess of Revenues over Expenditures	\$ 298,153	\$ (170,046)	\$ (1,923,050)
Other financing sources (uses):			
Transfer Out to Transportation Authority	\$ (298,153)		
Net Change in Fund Balances	\$ -		
Fund Balances (Deficit), Beginning	-		
Fund Balances (Deficit), End of the Period	\$ -		