



# 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><b>RECOMMENDATION</b>    <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><b>SUMMARY</b></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.

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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

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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**



	<b>Proposed Budget Amendment Fiscal Year 2018/19</b>	<b>Increase/ (Decrease)</b>	<b>Adopted Budget Fiscal Year 2018/19</b>
<b>Program Revenues:</b>			
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)	<b>2,165,341</b>	302,641	1,862,700
Total Program Revenues	<b>2,211,605</b>	(1,289,045)	3,500,650
<b>Expenditures:</b>			
Technical Professional Services	<b>1,450,872</b>	(1,126,249)	2,577,121
Administrative Operating Costs			
Personnel Expenditures			
Salaries	<b>498,168</b>	(88,080)	586,248
Fringe Benefits	<b>234,432</b>	(41,449)	275,881
Non-personnel Expenditures			
Administrative Operations	<b>22,533</b>	(33,267)	55,800
Commissioner-Related Expenses	<b>5,600</b>	-	5,600
Total Expenditures	<b>2,211,605</b>	(1,289,045)	3,500,650
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>