



# Memorandum

**Date:** March 26, 2018  
**To:** Treasure Island Mobility Management Agency Board  
**From:** Cynthia Fong – Deputy Director for Finance and Administration  
**Subject:** 4/3/18 TIMMA Committee Meeting: Proposed Fiscal Year 2017/18 Budget Amendment

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Adopt a motion of support for amendment of the adopted Fiscal Year 2017/18 budget to decrease revenues and expenditures by \$2,138,366.</p> <p><b>SUMMARY</b></p> <p>In June 2017, through Resolution 17-06, the Board adopted the Fiscal Year (FY) 2017/18 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 2017/18 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 2017/18 budget be amended to decrease revenues and expenditures by \$2,138,366.</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/>
--	---

## 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 \$2,138,366 in revenues and expenditures. These revisions include carryover revenues and expenditures from the prior period. The effect of the amendment on the adopted FY 2017/18 Budget is shown in Attachment 1. TIMMA’s FY 2017/18 budget revisions are included in the Transportation Authority’s FY 2017/18 proposed budget amendment, which is scheduled to be adopted by the Transportation Authority Board on April 24, 2018.

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

#### Agenda Item 4

on advancing both program-wide planning 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 2017/18 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 \$2,138,366. Budgeted revenues from federal reimbursements will be decreased by \$1,803,240 and will defer to the next fiscal year due to project schedule delays described below. The SFMTA is providing \$95,017 to complete a Parking Management Plan for the redevelopment of Treasure Island and Yerba Buena Island, and to develop cost and revenue estimates for the parking component of the TITIP. This revision includes carryover revenues from the prior period. Prop K funds appropriated through Resolution 15-13 will decrease by \$257,368 and will defer to next fiscal year. Corresponding technical professional services expenditures will decrease by \$1,693,598, non-personnel expenditures will increase by \$25,088 for additional legal costs associated with the review of the federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant agreement and increased public involvement and outreach activities in support of the entire Mobility Management Program, personnel expenditures will decrease by \$469,856 for a total decrease of \$2,138,366 in expenditures for FY 2017/18 activity.

The original work scope for FY 2017/18 included issuance of the Request for Proposals for a System Integrator, launch of System Integration work, and completion of Civil Engineering Design. Since adoption of the original work scope and budget, the developer, Treasure Island Community Development (TICD), estimated a delay in the Treasure Island construction schedule of at least 18 months. Therefore, System Integration should not proceed until FY 2018/19. The estimated contributions from federal ATCMTD funds and other program revenues need to be updated to reflect the reduced work scope and need in FY 2017/18. The costs will be incurred and the revenue realized in FY 2018/19. At the same time, we expect to execute the federal ATCMTD grant funding agreement this fiscal year and launch the Autonomous Vehicle (AV) Shuttle pilot project, funded by ATCMTD

#### Agenda Item 4

funds with matching funds from the Treasure Island Development Authority (TIDA). This amendment adds the cost and revenues associated with the launch of the AV Shuttle pilot.

We propose that the adopted FY 2017/18 Budget be amended as shown in Attachment 1.

#### **FINANCIAL IMPACT**

If approved, the proposed amendment to the FY 2017/18 budget would decrease revenues and expenditures by \$2,138,366.

#### **SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed Fiscal Year 2017/18 Budget Amendment

**Treasure Island Mobility Management Agency**  
**Attachment I**  
**Proposed Fiscal Year 2017/18 Budget Amendment**  
**Line Item Detail**



	<b>Proposed Budget Amendment Fiscal Year 2017/18</b>	<b>Increase/ (Decrease)</b>	<b>Adopted Budget Fiscal Year 2017/18</b>
<b>Program Revenues:</b>			
Federal Advanced Transportation and Congestion Management Technologies Deployment	\$ 24,928	\$ (1,803,240)	\$ 1,828,168
Regional San Francisco Municipal Transportation Agency (SFMTA)	95,017	20,017	75,000
Regional San Francisco County Transportation Authority (SFCTA)	-	(257,368)	257,368
Regional Treasure Island Development Authority (TIDA)	1,402,225	(97,775)	1,500,000
Total Program Revenues	<b>1,522,170</b>	<b>(2,138,366)</b>	<b>3,660,536</b>
<b>Expenditures:</b>			
Technical Professional Services	925,951	(1,693,598)	2,619,549
Administrative Operating Costs			
Personnel Expenditures			
Salaries	360,489	(319,502)	679,991
Fringe Benefits	169,642	(150,354)	319,996
Non-personnel Expenditures			
Administrative Operations	61,888	25,088	36,800
Commissioner-Related Expenses	4,200	-	4,200
Total Expenditures	<b>1,522,170</b>	<b>(2,138,366)</b>	<b>3,660,536</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>