

Memorandum

To: TJPA Board of Directors

From: Maria Ayerdi

Date: 12/19/2005

Re: Presentation of Transbay Joint Powers Authority Financial Reports

The following financial reports have been prepared as information items for the TJPA Board:

1. FY2005-06 First Quarter Budget vs. Actual Financial Report
2. Status of Purchase Orders and Contracts Greater than \$25,000 as of September 30, 2005
3. Inception to Date Expenditures and Revenues as of September 30, 2005
4. Summary of Allocations and Certification Actions

This memorandum describes the reports.

1. FY2005-06 First Quarter Budget vs. Actual Financial Report

In June 2005 the TJPA Board approved the FY 2005-06 TJPA budget. Accounting reports have been summarized to show budget vs. actual amounts for expenditures through the first quarter of fiscal year 2005-06 (July 1, 2005 through September 30, 2005).

The FY 2005-06 1st quarter budget vs. actual financial report is shown in Attachment 1. This report indicates that expenditures to date are within the available budget.

Budget versus actual variances in salaries, benefits and administration expenses are due largely to partial-year vacancies (unfilled positions) or budgeted costs that have not yet been accrued. Budget versus actual variances for Professional & Specialized Services expenses are due largely to budgeted costs that have not yet been accrued and/or invoiced by vendors. In some cases, planned expenditures for the fiscal year have not yet occurred as several contracts had not yet been awarded.

Many large, multi-year capital projects, such as the Transbay Terminal / Caltrain Downtown Extension Project, may have annual budget variances where expenditures are greater or less than the budgeted amount on an annual basis, but the total project expenditures are within budget over time.

2. Status of Purchase Orders and Contracts Greater than \$25,000 as of Sept. 30, 2005

TJPA staff periodically reports to the Board on the status of contracts greater than \$25,000. As shown in the attached report, expenditures as of September 30, 2005 are within the contract certification amounts. In general, procurement activities are proceeding as planned. Additional details for each contract are noted in the report.

3. Inception to Date Expenditures and Revenues as of September 30, 2005

The Inception to Date Expenditures and Revenues report provides an overview of the TJPA's expenditures and revenues from the beginning of the project through September 30, 2005. Summary level information is provided by major expenditure category and by revenue source.

4. Summary of Allocations and Certification Actions

The Summary of Allocations and Certification Actions table provides information on all of the funding allocations for the TJPA to date. The sources of funds, grant status, uses, and allocation details are listed on the table.

ENCLOSURES:

1. FY2005-06 First Quarter Budget vs. Actual Financial Report
2. Status of Purchase Orders and Contracts Greater than \$25,000 as of September 30, 2005
3. Inception to Date Expenditures and Revenues as of September 30, 2005
4. Summary of Allocations and Certification Actions

RECOMMENDATION:

Information only.

TRANSBAY JOINT POWERS AUTHORITY				Attachment 1
FY2005-06 Budget vs. Actual				
1st Quarter (July through September 2005)				
		FY 2005-06 Adopted Budget	FY2006 1st Quarter Expenditures	Remaining FY2006 Balance
EXPENDITURES				
<i>Salaries and Benefits</i>				
	Salaries	879,725	101,639	778,086
	Benefits	351,314	30,772	320,542
	Subtotal, Salary and Benefits	1,231,039	132,411	1,098,628
<i>Administration and Overhead</i>				
	Equipment	5,000	657	4,343
	Supplies	6,000	872	5,128
	Furniture	20,000		20,000
	Rent	108,400	37,766	70,634
	Telephone	12,700	2,179	10,521
	Printing/Postage	6,000	1,009	4,991
	Advertising & Notices	5,000	863	4,138
	Mileage reimbursement, auto rental, veh. allowance	8,800	860	7,941
	Travel/Conferences	29,400	4,085	25,315
	Board Expenses	8,000	503	7,497
	Professional Memberships	2,600	2,256	344
	TIFIA Filing Fee	0		0
	Property & General Liability Insurance	15,000	15,711	(711)
	Subtotal, Administration & Overhead	226,900	66,759	160,141
<i>Professional & Specialized Services</i>				
	Legal Counsel (City Attorney, Outside Counsel)	1,700,000	65,004	1,634,996
	Financial and Grant Management (TFC)	250,000	44,825	205,175
	Graphics/artistic renderings	10,000	90	9,910
	Community & Public Relations	210,000	77,853	132,148
	Environmental/Planning	500,000	-	500,000
	Terminal Preliminary Engineering & Design	1,000,000	-	1,000,000
	Downtown Extension Preliminary Engineering & Design	11,100,000	1,833,898	9,266,102
	Program Management /Program Control	15,200,000	1,829,115	13,370,885
	Architectural Competition	500,000	-	500,000
	Benefits Administration / Financial Services	117,000	20,250	96,750
	Appraisal Services	160,000	-	160,000
	Legislative Services	100,000	-	100,000
	Computer Installation and Maintenance	56,100	7,959	48,141
	Other Consulting Assistance	35,000	-	35,000
	Audits	30,000	-	30,000
	SF City Planning	33,000	-	33,000
	Caltrain	435,000	-	435,000
	SF Redevelopment Agency	400,000	-	400,000
	SF Municipal Railway	25,000	29,891	(4,891)
	SF Airport	200,000	-	200,000
	Subtotal, Professional & Specialized	32,061,100	3,908,884	28,152,216
	Right of Way Acquisition	42,000,000	-	42,000,000
	Reserve Fund	500,000	-	500,000
	TOTALS	76,019,039	4,108,054	71,910,985
Note:	FY06 Right of Way budget amended by TJPA Board in November.			

**Report to Transbay Joint Powers Authority Board
Status of Purchase Orders and Contracts greater than \$25,000**

As of September 30, 2005 Prepared December 8, 2005

Purpose	Vendor	Contract Value	Accrued to date	Status	Funding Source	Notes
Contracts						
Benefits Administration / Financial Services	Local Government Services	\$232,250 (Administration Fee only)	\$130,000	on-going	FTA grant & local match	Contract start date of December 2003; Administrative fee for three years at varied rate depending on number of TJPA staff; total contract value of \$3,097,973 includes budgeted pass-through costs for salaries and benefits for TJPA staff and payment of routine administrative costs.
Program Grant Administration, Budgeting, Financial Management, and Cost Control	Transbay Financial Consulting	Certified for: \$712,801 Total: \$819,438	\$432,632	on-going	FTA grant & local match	Contract start date of February 19, 2004; term of contract not to exceed five years; contract certification revised on Sept. 9, 2005 in order to fund near-term needs; recertification anticipated with new funding
Information Technology Management and Support	Bluecrane	\$133,341	\$29,491	on-going	FTA grant & local match	Contract start date of August 1, 2004; term of contract not to exceed three years; includes \$92,321 for on-going maintenance and support of IT system and \$41,019 for work directive tasks such as procurement assistance, website development, and installation of new work stations
Program Manager / Project Control	URS Corporation	Certified for: \$9,885,623 Total: \$37,611,121	\$5,248,133	on-going	RM-2, Prop K	Contract start date of November 12, 2004; term of contract not to exceed three years (with 2 three-year options); certification for less than contract amount based on revenue availability
Early Starts Engineering	Parsons Transportation Group	Certified for: \$4,812,200 Total: \$23,035,142	\$4,018,964	on-going	RM-2, Prop. K	Contract start date of January 7, 2005; term of contract not to exceed three years (with 2 three-year options); certification for less than contract amount based on revenue availability
Public Relations Services	Singer Associates	Certified for: \$144,632 Total: \$420,000	\$129,475	on-going	FTA grant & local match	Contract start date of April 8, 2005 ; term of contract not to exceed three years; certification for less than contract amount based on revenue availability; accruals as of October 31, 2005; contract certification increase anticipated in winter 2005/06.
Legal Counsel	Moscone, Emblidge & Quadra	Request for Services issued: \$805,000 Total: \$3,000,000	\$502,235	on-going	FTA grant & local match	Contract start date of April 1, 2005; term of contract not to exceed three years; Request for Services less than contract amount based on revenue availability
Invitations for Bids / Requests for Proposals						
Lobbyist Services	TBD	N/A	N/A	Under preparation	TBD	When eligible funds become available
Architectural / Engineering Design of Main Terminal Building	TBD	N/A	N/A	Under preparation	RM-2 and Prop K	When eligible funds become available

**Report to Transbay Joint Powers Authority Board
Status of Purchase Orders and Contracts greater than \$25,000**

Attachment 2

As of September 30, 2005 Prepared December 8, 2005

Purpose	Vendor	Contract Value	Accrued to date	Status	Funding Source	Notes
Interagency Agreements						
Environmental Documentation / Planning	Caltrain / Parsons Transportation Group	\$2,155,626	\$1,989,463	on-going	FTA grant & local match	Parsons Transportation Group under contract with Caltrain to provide services. Caltrain reimbursed by TJPA per interagency agreement of June 18, 2003.
Environmental Documentation / Planning	Caltrain staff	\$156,000	\$157,613	on-going	FTA grant & local match	Interagency agreement of June 18, 2003
Environmental Documentation / Planning	SF City Planning	\$50,000	\$50,000	complete	FTA grant & local match	Interagency agreement of June 18, 2003
Grant Administration	MUNI	Certified for: \$91,008 Total: \$450,000	\$88,354	on-going	FTA grant & local match	Interagency agreement of April 1, 2004; agreement expires June 30, 2005; certification amount reduced on August 31, 2005 due to expiration of original agreement; invoices for services have been requested but not received
Legal Services	SF City Attorney	\$1,392,236	\$1,277,141	on-going	FTA grant & local match	Does not include first quarter FY 2006 billings; invoice requested but not received
Other						
Lease Agreement	201 Mission St.	\$567,000	\$168,822	on-going	FTA grant & local match	Five-year lease brokered through BT Commercial and approved by TJPA Board in November 2003.

Transbay Joint Powers Authority
Inception to Date Expenditures and Revenues
As of September 30, 2005

EXPENDITURES

<i>Salary and Benefits</i>		925,128
<i>Administration</i>		370,933
<i>Professional & Specialized Services</i>		
Terminal Preliminary Engineering & Design	-	
Downtown Extension Preliminary Engineering & Design	4,018,964	
Program Management /Program Control	5,248,133	
Other Professional Services	5,639,559	
	<i>Subtotal, Professional & Specialized</i>	14,906,656
<i>Right of Way Acquisition</i>		-
	TOTAL EXPENDITURES	16,202,718

REVENUES

Federal Demonstration Section 1601	5,380,187
Toll Bridge 5% Reserve (RM-1)	1,160,000
Other Local Match (SF Redevelopment)	798,689
Regional Measure 2	6,559,243
Proposition K SF Sales Tax	2,304,599
San Mateo Sales Tax	
Lease Income	-
	TOTAL REVENUES
	16,202,718

Notes: Expenditures are based on payments, approvals, and invoices as of reporting date
Revenues are based on requests for reimbursement as of reporting date and anticipated requests for reimbursement for accrued expenditures

Sources: FAMIS report of Oct. 12, 2005 for period ending September 30, 2005

LGS Invoice as approved by TJPA for Salary & Benefits, Administration, and Other Professional Services for September 2005

URS Invoice Status Report for Funders as of 11/8/05, invoices approved or under review by TJPA

PTG Invoice Status Report for Funders as of 11/8/05, invoices approved or under review by TJPA

Summary of Allocations and Certification Actions

Prepared December 9, 2005

Source	Status		Use	Allocation Number	Allocation Date	Notes
	Committed	Allocated				
Federal Section 1601 Grant						
FTA 1601		\$ 7,840,636	Agency Costs	CA-90-124		
FTA 1601		\$ 954,719	Agency Costs	CA-90-212		
Bridge Toll RM1		\$ 800,000	Local Match	R-01-3289-20		
Bridge Toll RM1		\$ 600,000	Local Match	R-01-3289-21		
Revelopment Agency		\$ 798,839	Local Match			In-kind contribution
Subtotal		\$ 10,994,194				
80 Natoma ROW						
RM-2		\$ 16,125,000	ROW	05365103	17-Nov-04	
RM-2		\$ 12,875,000	ROW	06365104	26-Oct-05	
SF Prop K		\$ 16,125,000	ROW	05 - 15	1-Nov-05	
SF Prop K		\$ 12,875,000	ROW	06 - 26	1-Nov-05	
Subtotal	\$ -	\$ 58,000,000				
Preliminary Engineering Part 1						
RM-2		\$ 10,505,000	PE Part 1 FY05	05365101	22-Sep-04	
RM-2		\$ 4,990,000	PE Part 1 FY06	06365102	22-Sep-04	
SF Prop K		\$ 3,725,000	PE Part 1 FY05	05 - 18	16-Dec-04	
SF Prop K	\$ 1,770,000		PE Part 1 FY06			Grant agreement not yet in place
Subtotal	\$ 1,770,000	\$ 19,220,000				
Preliminary Engineering Part 2						
San Mateo County	\$ 7,280,000		PE Part 2 FY06	2005 - 13	6-Oct-05	Grant agreement not yet in place
Subtotal	\$ 7,280,000	\$ -				
	Committed	Allocated	Grand Total			
Total	\$ 9,050,000	\$ 88,214,194	\$ 97,264,194			