

# Memorandum

**To:** TJPA Board of Directors  
**From:** Maria Ayerdi, Executive Director  
**Date:** April 19, 2007  
**Re:** Transbay Joint Powers Authority Financial Reports

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

1. FY 2006-07 Second Quarter Budget vs. Actual Financial Report
2. Status of Purchase Orders and Contracts Greater than \$25,000 as of January 31, 2007

This memorandum describes the reports.

## **1. FY 2006-07 Second Quarter Budget vs. Actual Financial Report**

The TJPA Board approved the FY 2006-07 TJPA budget in July 2006. Accounting reports have been summarized to show budget vs. actual amounts for expenditures and revenues through the second quarter of fiscal year 2006-07 (July 1, 2006 through December 31, 2006).

The FY 2006-07 second quarter budget vs. actual financial report is shown in Attachment 1. This report indicates that expenditures to date are within the available budget. For one line item, Insurance, expenditures have exceeded the budget by a small amount. The Executive Director has the authority to reallocate funding within and among expenditure categories so long as the aggregate amount reallocated in a fiscal year does not exceed ten percent of the original appropriation for a budget category. The variance shown in the budget vs. actual report does not exceed the ten percent threshold.

Budget versus actual variances in salaries, benefits and administration expenses are due largely to unfilled positions or budgeted costs that have not yet been realized. Budget versus actual variances for Professional & Specialized Services expenses are due largely to budgeted costs that have not yet been realized and/or invoiced by vendors. In some cases, planned expenditures for the fiscal year have not yet occurred as several contracts have 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. For example, for the Program Management / Program Controls (PMPC) and the Downtown Extension Preliminary Engineering & Design line items, the expenditures are based on the scopes of work and schedules consistent with the grant allocations that fund those activities.

Approximately twenty-one percent of the committed revenues have been expended through the

second quarter. Revenues are shown in the committed category when they are allocated. The drawdown of revenues generally lags the allocation. The expenditure of some committed revenues may occur in subsequent fiscal years. TJPA's grant revenues are multi-year, and do not lapse at the end of a fiscal year. Revenues that are budgeted in one fiscal year, but not utilized, will carry forward into the following year.

**2. Status of Purchase Orders and Contracts Greater than \$25,000 as of January 31, 2007**

TJPA staff periodically reports to the Board on the status of contracts greater than \$25,000. As shown in attachment 2, expenditures as of January 31, 2007 are within the contract certification amounts. In general, procurement activities are proceeding as planned. Additional details for each contract are noted in the report.

**ENCLOSURES:**

1. FY 2006-07 Second Quarter Budget vs. Actual Financial Report
2. Status of Purchase Orders and Contracts Greater than \$25,000 as of January 31, 2007

**RECOMMENDATION:**

Information only.

**Transbay Joint Powers Authority**  
**Fiscal Year 2006-07 Budget vs. Actual**  
**2nd Quarter (July through December 2006)**  
As of 2/28/2007

	FY 2006-07 Budget Amendment 1 <sup>1</sup>	FY 2006-07 2nd Quarter Expenditures & Revenues <sup>2</sup>	Remaining FY 2006-07 Balance	Percent Expended through 2nd Quarter	Notes
<b>EXPENDITURES</b>					
<b>Salaries &amp; Benefits</b>					
Salaries	1,118,000	265,839	852,161	24%	
Benefits	451,000	74,278	376,723	16%	
<b>Subtotal, Salaries &amp; Benefits</b>	<b>\$ 1,569,000</b>	<b>\$ 340,117</b>	<b>\$ 1,228,884</b>	<b>22%</b>	
<b>Administration</b>					
Rent	112,000	48,228	63,772	43%	
Insurance	17,000	17,085	(85)	100%	Over-expenditure of \$85 for insurance based on slightly higher insurance premium than estimate based on FY06 actuals.
Office Expenses	33,000	7,663	25,337	23%	
Communications	26,000	12,281	13,719	47%	
Travel/Conferences	38,200	5,445	32,755	14%	
Professional Memberships	7,000	4,018	2,982	57%	
Board Expenses	8,000	2,471	5,529	31%	
Miscellaneous	2,500	83	2,418	3%	
<b>Subtotal, Administration</b>	<b>\$ 243,700</b>	<b>\$ 97,273</b>	<b>\$ 146,427</b>	<b>40%</b>	
<b>Professional &amp; Specialized Services</b>					
Program Management / Program Controls	12,845,000	2,494,734	10,350,266	19%	
Downtown Extension Preliminary Engineering & Design	9,000,000	1,747,282	7,252,718	19%	
Environmental / Planning Studies	-	-	-	-	
Architecture / Engineering Competition	650,000	-	650,000	0%	
Transit Center Engineering & Design	-	-	-	-	
Temporary Terminal Engineering & Design	3,000,000	-	3,000,000	0%	
Economic Analysis	150,000	-	150,000	0%	
Ridership Studies	63,000	-	63,000	0%	
Benefits Administration / Financial Services	141,000	47,867	93,133	34%	
Legal Counsel	1,450,000	222,247	1,227,753	15%	
Financial & Grant Management	450,000	208,021	241,979	46%	
Community & Public Relations	117,500	56,760	60,740	48%	
Legislative Services	80,000	-	80,000	0%	
Information Technology Support	59,000	13,351	45,649	23%	
Accounting Software & Installation	250,000	-	250,000	0%	
Audits	30,000	-	30,000	0%	
San Francisco Redevelopment Agency	50,000	-	50,000	0%	
SF Muni (Grant Administration)	114,800	5,429	109,371	5%	
CCSF Procurement Assistance	27,000	-	27,000	0%	
Other Intergovernmental Agreements	-	-	-	-	
Other Consulting Assistance	8,200	-	8,200	0%	
<b>Subtotal, Professional &amp; Specialized Services</b>	<b>\$ 28,485,500</b>	<b>\$ 4,795,690</b>	<b>\$ 23,689,810</b>	<b>17%</b>	

**Transbay Joint Powers Authority**  
**Fiscal Year 2006-07 Budget vs. Actual**  
**2nd Quarter (July through December 2006)**  
As of 2/28/2007

	FY 2006-07 Budget Amendment 1 <sup>1</sup>	FY 2006-07 2nd Quarter Expenditures & Revenues <sup>2</sup>	Remaining FY 2006-07 Balance	Percent Expended through 2nd Quarter	Notes
<b>Right of Way Acquisition</b>					
Property Acquisition	56,000,000	-	56,000,000	0%	
Appraisal Services	410,000	29,000	381,000	7%	
Surveys	146,000	-	146,000	0%	
Title/Closing Costs	560,000	-	560,000	0%	
<b>Subtotal, Right of Way Acquisition</b>	<b>\$ 57,116,000</b>	<b>\$ 29,000</b>	<b>\$ 57,087,000</b>	<b>0%</b>	
<b>Other</b>					
Reserve Fund	-	-	-		
Fiscal Reserve	2,423,856	-	2,423,856	0%	
Emergency Reserve	500,000	-	500,000	0%	
Contingency Reserve	1,766,344	-	1,766,344	0%	
Loan to SF Redevelopment Agency	222,600	-	222,600	0%	
<b>Subtotal, Other</b>	<b>\$ 4,912,800</b>	<b>\$ -</b>	<b>\$ 4,912,800</b>	<b>0%</b>	
<b>TOTAL EXPENDITURES + OTHER</b>	<b>\$ 92,327,000</b>	<b>\$ 5,262,080</b>	<b>\$ 87,064,920</b>	<b>6%</b>	

**Transbay Joint Powers Authority**  
**Fiscal Year 2006-07 Budget vs. Actual**  
**2nd Quarter (July through December 2006)**  
As of 2/28/2007

	FY 2006-07 Budget Amendment 1 <sup>1</sup>	FY 2006-07 2nd Quarter Expenditures & Revenues <sup>2</sup>	Remaining FY 2006-07 Balance	Percent Expended through 2nd Quarter	Notes
<b>REVENUE <sup>3</sup></b>					
<b>Committed Revenue</b>					
Federal Demonstration 1601 Grant	1,637,800	597,242	1,040,558	36%	
Federal SAFETEA-LU Earmark Grants	6,649,751	115,186	6,534,565	2%	
Toll Bridge 5% Reserve	-		-		
Regional Measure 2	4,999,900	2,083,100	2,916,800	42%	
Proposition K San Francisco Sales Tax	4,004,000	377,542	3,626,458	9%	
San Mateo County Sales Tax	6,639,500	2,088,870	4,550,630	31%	
Lease Income	434,200	140	434,060	0%	
Interest Income	230,000		230,000	0%	
<b>Subtotal, Committed Revenue</b>	<b>\$ 24,595,151</b>	<b>\$ 5,262,080</b>	<b>\$ 19,333,071</b>	<b>21%</b>	
<b>Planned Revenue</b>					
SAFETEA-LU Earmark Grants	6,963,649		6,963,649		
Regional Transportation Improvement Program (RTIP)	3,391,000		3,391,000		
Proposition K San Francisco Sales Tax - ROW	30,000,000		30,000,000		
Proposition K San Francisco Sales Tax - PE	-		-		
Other Planned Revenue (RM-2, Prop K, San Mateo Sales Tax, other)	23,048,600		23,048,600		
<b>Subtotal, Planned Revenue</b>	<b>\$ 63,403,249</b>	<b>\$ -</b>	<b>\$ 63,403,249</b>		
<b>Other</b>					
Fund Balance from Previous Year	4,328,600		4,328,600	0%	
<b>Subtotal, Other</b>	<b>\$ 4,328,600</b>	<b>\$ -</b>	<b>\$ 4,328,600</b>	<b>0%</b>	
<b>TOTAL REVENUE + OTHER</b>	<b>\$ 92,327,000</b>	<b>\$ 5,262,080</b>	<b>\$ 87,064,920</b>	<b>6%</b>	

1. Budget Amendment 1 approved by Board of Directors at its October 27, 2006 meeting. Budget Amendment 1 includes update of Committed and Planned revenues based on allocations received to date.

2. Financial Data from GAS Capital Outlay Journals as of Feb. 17, 2007, Parsons Invoice Status Report as of Feb. 27, 2007, URS Invoice Status Report as of Feb. 27, 2007 and Summary of Invoices Submitted to SMCTA as of Feb. 16, 2007.

3: TJPA's grant revenues are multi-year, and do not lapse at the end of a fiscal year. Revenues that are budgeted in one fiscal year, but not utilized, will carry forward into the following year.

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

As of January 31, 2007

Prepared February 28, 2007

Purpose	Vendor	Contract Value	Accrued to date	Status	Funding Source	Notes
<b>Contracts</b>						
Benefits Administration / Financial Services	Local Government Services	\$252,636 (Administration Fee only)	\$252,636	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; amended by Board on Nov. 16, 2006 to extend contract on a month-to-month basis; 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. Amount accrued through January 2007 is \$2,884,189.
Information Technology Management and Support	Bluecrane	\$133,341	\$63,476	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; accruals as of December 2006.
Program Manager / Project Control	URS Corporation	Certified for: \$17,530,892 Total: \$37,611,121	\$13,648,487	on-going	RM-2, Prop K, FTA grant & local match, San Mateo Sales Tax	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; accruals through December 29, 2006.
Early Starts Engineering	Parsons Transportation Group	Certified for: \$14,114,701 Total: \$23,035,142	\$8,794,868	on-going	RM-2, Prop. K, San Mateo Sales Tax	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; accruals through January 26, 2007.
Public Relations Services	Singer Associates	\$420,000	\$307,418	on-going	FTA grant & local match, San Mateo Sales Tax	Contract start date of April 8, 2005; term of contract not to exceed three years; accruals through January 2007.
Legal Counsel	Moscone, Emblidge & Quadra with Shute, Mihaly & Weinberger and Hanson Bridgett	Request for Services issued: \$1,525,000 (MEQ: \$80,000, SMW: \$1,425,000, HB:\$20,000) Total Contract Value: \$3,000,000	\$1,111,539	on-going	FTA grant & local match, San Mateo Sales Tax	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; accruals through November 2006. Accruals by Moscone Emblidge & Quadra: \$75,786; accruals by Shute, Mihaly & Weinberger: \$1,023,429; accruals by Hanson Bridgett: \$12,324
Real Estate Appraiser	Clifford Associates	Certified for: \$110,084 Total: \$350,000	\$0	on-going	RM-2	Contract start date of July 7, 2006 with a term not to exceed three years.
Real Estate Appraiser	Carneghi-Blum & Partners	Certified for: \$145,000 Total: \$350,000	\$29,000	on-going	RM-2	Contract start date of July 7, 2006 with a term not to exceed three years.

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

Attachment 2

As of January 31, 2007

Prepared February 28, 2007

Purpose	Vendor	Contract Value	Accrued to date	Status	Funding Source	Notes
Real Estate Review Appraiser	Tattersal Advisory Services	Certified for: \$24,075 Total Contract Value: \$50,000	\$0	on-going	RM-2	Contract start date of October 27, 2006 for a term not to exceed three years with an option to extend two years.
Financial Consulting Services	Nancy Whelan Consulting	\$1,800,000	\$159,665	on-going	FTA grant & local match	Contract start date of November 1, 2006; term of contract not to exceed three years, with one two-year option; accruals as of January 2007.
Relocation Assistance Services	Associated Right of Way Services	\$300,000	\$0	on-going	TBD	Contract start date of February 15, 2007; term of contract not to exceed three years, with one two-year option for renewal; funding source to be identified when Notice to Proceed issued.
Auditor	Macias, Gini, & O'Connell	\$154,269	\$0	on-going	FTA grant & local match	Contract start date of Jan. 22, 2007; term of contract not to exceed three years, with option to extend two years.
<b>Invitations for Bids / Requests for Proposals</b>						
Design and Development Competition - Stage 1		N/A	N/A	Qualifications due Jan. 11, 2007	N/A	Pre-qualification selection of firms to enter Proposal stage of competition in February 2006.
Design and Development Competition - Stage 2	TBD	N/A	N/A	Proposals due July 2007	TBD	TJPA to invite proposals from pre-qualified teams in approximately March 2007; pre-qualified firms include Santiago Calatrava and Boston Properties, Pelli Clarke Pelli Architects and Hines, Richard Rogers Partnership and Forest City Enterprises with MacFarlane Partners, Skidmore, Owings & Merrill and Rockefeller Group Development Corporation; proposals anticipated to be due in July 2007.
Temporary Terminal A/E Services	TBD	N/A	N/A	Proposals due December 15, 2006	RM-2	Anticipated Board action to award contract in April 2007.
Real Estate Transaction Title and Escrow Services	TBD	N/A	N/A	Proposals due March 6, 2007	TBD	Proposals due March 6, 2007; anticipated Board action to award contract in May 2007.
Bus Storage A/E Services	TBD	N/A	N/A	Proposals due December 15, 2006	RM-2	Anticipated Board action to award contract in May 2007.
Early Utility Relocation Design Services	TBD	N/A	N/A	Proposals due March 1, 2007	RM-2	Proposals due March 1, 2007; anticipated Board action to award contract in May 2007.

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Attachment 2

As of January 31, 2007

Prepared February 28, 2007

Purpose	Vendor	Contract Value	Accrued to date	Status	Funding Source	Notes
As Needed Environmental Consulting Services	TBD	N/A	N/A	Qualifications Due March 12, 2007	TBD	Qualifications due March 12, 2007; anticipated Board action to approve contracts in May 2007; contracts may be issued to multiple firms for environmental consulting services; TJPA would authorize consultants to perform services through task orders on an as-needed basis.
Consulting Services for Design and Development Option Agreement	TBD	N/A	N/A	Proposals due May 3, 2007	TBD	RFP released April 5, 2007; proposals due May 3, 2007.
Financial Accounting Software	TBD	N/A	N/A	Under preparation	TBD	Anticipated release of RFP in Spring 2007.
Lobbyist Services	TBD	N/A	N/A	Under preparation	TBD	Anticipated release of RFP in Spring 2007.
Real Estate Management	TBD	N/A	N/A	Under preparation	TBD	May be required after transfer of land from Caltrans.
Information Technology Support	TBD	N/A	N/A	Under preparation	TBD	Anticipated Release of RFP in Spring 2007.



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

As of January 31, 2007

Prepared February 28, 2007

Purpose	Vendor	Contract Value	Accrued to date	Status	Funding Source	Notes
<b>Interagency Agreements</b>						
Environmental Documentation / Planning	Caltrain / Parsons Transportation Group	\$2,110,626	\$2,002,921	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	\$208,740	\$165,389	on-going	FTA grant & local match	Interagency agreement of June 18, 2003
Grant Administration	MUNI	Certified for: \$91,008 Total: \$450,000	\$109,678	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; budget for continuation of services has been requested by not received.
Legal Services	SF City Attorney	\$1,537,063	\$1,537,063	on-going	FTA grant & local match	Accruals through FY 2006
Preparation and Sale of State Owned Parcels	SF Redevelopment Agency	Fee: \$222,943 Loan: \$2,500,000	Fee: \$202,762 Loan: \$220,495	on-going	FTA grant & local match, unrestricted revenue	Services to be provided on a Request for Services basis; accruals through March 31, 2006.
Procurement Assistance	SF Municipal Transportation Agency	\$64,800	\$0	on-going	FTA grant & local match	MOU approved by TJPA Board Oct. 27, 2006.
Ridership Analysis	SF Water Transit Authority	\$60,000	\$0	on-going	RM-2, FTA grant & local match	MOU approved by TJPA Board Oct. 27, 2006.
Transbay Area Plan	SF Department of City Planning	\$730,000	\$0	Under preparation	Prop K	Anticipated Board action on interagency agreement in April 2007.
Survey & Mapping	San Francisco Department of Public Works Bureau of Street Use & Mapping	\$410,000	\$0	on-going	Prop K	Intergovernmental Agreement approved by TJPA Board on Feb. 15, 2007; term of agreement for three years.
<b>Other</b>						
Lease Agreement	201 Mission St.	\$567,000	\$283,519	on-going	FTA grant & local match	Five-year lease brokered through BT Commercial and approved by TJPA Board in November 2003.
<b>Completed Contracts</b>						
Program Grant Administration, Budgeting, Financial Management, and Cost Control	Transbay Financial Consulting	\$856,000	\$855,980	complete	FTA grant & local match	Contract start date of February 19, 2004. Complete October 31, 2006.