



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

Chair
Bobby Lee, At-Large
Residential Member

Vice Chair
Peter Schreiber
Pixar

Treasurer
Andrea Kirkpatrick
Oxford Properties

Secretary
Ally Fitzmaurice
Bay Center Investors, LLC

Directors
Geoffrey Sears
Wareham
Development

Colin Osborne
Employer Member

Andrew Allen
At-Large Business
Member

Brooks Jessup,
At-Large Residential
Member

Christa Williams,
Bay Street/CenterCal

AGENDA

Board of Directors Meeting
June 16, 2026 @ 11:00 AM

1333 Park Avenue, Garden Room, Emeryville, CA 94608
Hybrid [Teams](#): Meeting ID: 293 996 386 737 - Passcode: 44op37ib

1. Call to Order
2. Public Comment
3. **5 Minutes:** Reporting and Updates
 - A. 2026 Surveys
4. **5 Minutes:** Consent Calendar
 - A. Approval of the Minutes of the May 19, 2026 Board of Directors Meeting
 - B. Review and Consider approval of Amendment 5 to the Professional Services Agreement with the City of Emeryville for a 3-month extension for 8 to Go Paratransit Services
 - C. Review and Consider approval of savings investment recommendations to capitalize on increased CD rates
 - D. Authorize signing and filing of 2024 Federal Tax Return and State Annual Information Return
5. **15 Minutes:** CLOSED SESSION:
Public Employee Performance Evaluation (CA Gov't. Code 54957(b))
Title: Executive Director
6. Action Items
 - A. **5 Minutes:** Review and Consider Approval of Professional Services Agreement with ALTRANS for Agency Management & Administration Services
 - B. **10 Minutes:** Review and Consider Acceptance of the Independent Auditor's Report on the 2025 Financial Statements
 - C. **10 Minutes:** Review and Consider approval for staff to submit proposal to the City of Emeryville for 8 to Go Paratransit services.
 - D. **10 Minutes:** Fleet Plan update and consider appointment of an ad hoc committee to assist staff with fleet planning activities
7. Informational Items – No presentation; available for board review
 - A. Operations Report
 - B. 2026 Calendar of Actions
8. Board and Staff Comments
9. Confirm date of Next Meeting – August 18, 2026
10. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
ACTION SUMMARY MINUTES
Board of Directors Meeting
May 19, 2026

**LOCATION: 1333 PARK AVENUE, GARDEN ROOM
EMERYVILLE, CA 94608**

Hybrid Teams: Meeting ID: 293 996 386 737 – Passcode: 44op37ib

Directors Present:

*Bobby Lee, Chair
Peter Schreiber, Vice Chair
Andrea Kirkpatrick, Treasurer
Ally Fitzmaurice, Secretary
Colin Osborne, Director
Brooks Jessup, Director
Christa Williams, Director*

Others Present:

Daniel Oliver, ALTRANS
Lucey Gorrill, ALTRANS
Janet Shipp, ALTRANS
Stephen Blaylock, ALTRANS
Justine Burt, ALTRANS
Jack Smith, ALTRANS
Brenda Gunderson, Piccadilly
Rob Arias, E'Ville Eye via Teams
Pedro Jimenez, City of Emeryville via Teams

1. Call to Order
Bobby Lee called the Board of Director's meeting to order at 11:04am
2. Public Comment: 11:04am
No public comments
3. Approval of the Minutes of the April 21, 2026 Board of Directors Meeting: 11:05am
Christa Williams motioned for approval of the Minutes of the April 21, Board of Directors Meeting. Bobby Lee seconded the motion.

This item was approved.

Yes: 6

No: 0

Abstain: 1

4. Board of Governance & Administration
 - A. Board of Director Vacancies and Appointments: 11:06am

There are currently 3 vacant seats for 1 corporate member, 1 business member and 1 employer member. Bobby Lee nominated Colin Osborne to continue as the Employer member. Andrea Kirkpatrick seconded the motion.

This item was approved by a unanimous vote.

Yes: 7

No: 0

Abstain: 0

B. Appointment of Officers

- i. Chair – Bobby Lee
- ii. Vice Chair – Peter Schreiber
- iii. Secretary – Ally Fitzmaurice
- iv. Treasurer – Andrea Kirkpatrick

Christa Williams motioned for approval of the Appointment of Officers. Colin Osborne seconded the motion.

This item was approved by a unanimous vote.

Yes: 7

No: 0

Abstain: 0

5. Business Items

A. Review and feedback on the On-Board, Employee, and Resident Surveys

Daniel requested feedback on the various questions that are currently on the On-Board, Employee, and Resident surveys. Brenda Gunderson with Piccadilly attended to make notes on the feedback if changes needed to be made. For the employee survey, the surveys will be distributed in lobbies, as well as employer's distribute the survey internally within their companies. Those who take the On-Board and Employee surveys will be provided with a gift card. Colin noted that some of the questions had a lot of choices and wondered if that may be too much to read through for the survey takers. Bobby commented that he would like to see the times changed on #2 of the On-Board survey. Bobby wanted to have a secondary question on #7 asking "Which BART station are you connecting to?" and possibly add a short answer field. Bobby wanted to know if the time of day made sense in #8. Bobby wanted #10 to have an option of "Decline to State". Brooks was concerned that when the survey asks for a zip code, that a zip code given can be used for both Emeryville and Oakland and this may not give the most accurate data. Daniel suggested that the survey could ask "Are you a resident of Berkeley, Oakland, Emeryville, Other". Brenda added that only residents of

Emeryville are receiving the resident survey and that the zip code would be helpful to leave on the On-Board and Employee survey, but Brenda will review. Brooks wanted to know if a question could be added to the survey about service to West Oakland in particular. Brooks suggested that on the On-Board survey #2 that the question be “How do you typically get to work”? Brooks stated on #16 if we could rephrase the question so it isn’t only for commuters but more on the experience of using EGR. Brooks would like to know for those who take BART who are not using the EGR, what mode are others using to reach the BART station? We can then know what we are competing with.

Daniel requested if there is additional feedback to the survey to let Daniel know by May 21. Daniel requested also if any Directors know of any employer sites or properties that would be willing to have a table set up for the surveys to let him know.

- B. Review and Consider approval of the 2027 Preliminary Budget & PBID Levy Recommendation to City Council: 11:32am

Daniel reviewed the details of the 2027 Preliminary Budget. The primary purpose of this preliminary budget is for 2 specific items. The first is to establish the PBID revenue rate. This will go to City Council in June. The second item is to establish the City of Emeryville general benefit contribution amount, which is based on the budgeted expenditures.

Peter Schreiber motioned for approval of the 2027 Preliminary Budget & a 3% increase PBID Levy Recommendation to City Council. Andrea Kirkpatrick seconded the motion.

This motion was approved by a unanimous vote.

Yes: 7

No: 0

Abstain: 0

- 6. Informational Items – No presentation; available for board review: 12:04pm
 - A. Operations Report
 - B. 2026 1st Quarter Financial Report
 - C. 2026 Calendar of Actions

- 7. Board and Staff Comments: 12:05pm

Brooks let Daniel and the Board know that the location on navigation apps, like Google and Apple, are showing The Emery Express stop at the West Oakland station as incorrect. Brooks will send screenshots to Daniel and will be corrected.

- 8.** Confirm date of Next Meeting – June 16, 2026

The meeting date was confirmed for June 16, 2026

- 9.** Adjournment: 12:06pm

The meeting adjourned at approx. 12:06pm



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: June 16, 2026
SUBJECT: Review and Consider approval of Amendment 5 to the Professional Services Agreement with the City of Emeryville for a 3-month extension for 8 to Go Paratransit Services

Summary

The ETMA currently holds a Professional Services Agreement with the City of Emeryville for the provision of 8 to Go Paratransit Services. The current agreement is scheduled to expire on June 30, 2026, however the City recently issued an RFP (May 29, 2026) for the provision of these services and the process is expected to take between 1-3 months to complete. As such, they have requested a 3-month extension of the current agreement through September 30, 2026.

Proposed Motion

Approve the execution of Amendment 5 to the Professional Services Agreement with the City of Emeryville for the provision of 8 to Go Paratransit Services from July 1, 2026 through September 30, 2026.



PROFESSIONAL SERVICES CONTRACT
FIFTH AMENDMENT

THIS FIFTH AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT
("Amendment") is effective as of (the "Effective Date"),, by and
between THE CITY OF EMERYVILLE, a municipal corporation, ("City") and
EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION ("Contractor"),
individually referred to as a "Party" and collectively as the "Parties".

WITNESSETH THAT

WHEREAS, the City and Contractor entered into a Professional Services Contract
dated Septemver 13, 2021 ("Contract") for the purpose of retaining the services of
Contractor to provide Paratransit Services to residents of the 94608 zip code; and

WHEREAS, the City and Contractor entered into a first amendment of the contract on
July 18, 2022 for the purpose of increasing the contract amount and/or extending the
termination date of the contract

WHEREAS, the City and Contractor entered into a second amendment of the contract
on June 20, 2023 for the purpose of increasing the contract amount and/or extending
the termination date of the contract; and

WHEREAS, the City and Contractor entered into a third amendment of the contract on
July 16, 2024 for the purpose of increasing the contract amount and/or extending the
termination day of the contract; and

WHEREAS, the City and Contractor entered into a fourth amendment of the contract on
August 25, 2025 for the purpose of increasing the contract amount and/or extending the
termination day of the contract; and

WHEREAS, the City and Contractor desire to amend the Contract; and

WHEREAS, the public interest will be served by this Amendment.

NOW, THEREFORE, the Parties hereto do mutually agree as follows:

1. AMENDMENT

The Parties agree to amend the Contract as checked below:

Table with 4 columns and 2 rows. Header: FOR CITY USE ONLY. Rows: Contract No., Resolution No., CIP No., Project No.

1.1 **Exhibit A**

- Exhibit A of the Contract is hereby amended in its entirety and replaced with **Exhibit A-Revision Number**;

OR

- Exhibit A of the Contract is hereby amended to include the provisions of **Exhibit A-EXT2627**, attached hereto and incorporated herein by this reference.

1.2 **Termination Date**

- The Parties desire to extend the termination date. Section 1.3 of the Contract is hereby amended to extend the termination date to **SEPTEMBER 30, 2026**.

1.3 **Total Compensation Amount**

- The Parties desire to increase the Total Compensation Amount as set forth in Section 3.2 of the Contract by **FIFTY THOUSAND DOLLARS AND NO CENTS (\$50,000)**. The total amount paid under the Contract as compensation for Services performed and reimbursement for costs incurred shall not, in any case, exceed **EIGHT HUNDRED AND ONE THOUSAND NINE HUNDRED AND EIGHTY-FIVE DOLLARS AND NO CENTS (\$801,985.00)**.

2. **CONTINUING EFFECT OF CONTRACT**

Except as amended by this Amendment, all other provisions of the Contract remain in full force and effect and shall govern the actions of the Parties under this Amendment. From and after the date of this Amendment, whenever the term "Contract" appears in the Contract, it shall mean the Contract as amended by this Amendment.

3. **ADEQUATE CONSIDERATION**

The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

4. **SEVERABILITY**

If any portion of this Amendment is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

5. WAIVER

The City's failure to enforce any provision of this Amendment or the waiver in a particular instance shall not be construed as a general waiver of any future breach or default.

SIGNATURES ON FOLLOWING PAGE

City of Emeryville | Professional Services Contract Amendment
REV01/2025

**6. SIGNATURE PAGE TO PROFESSIONAL SERVICES CONTRACT
FIFTH AMENDMENT**

IN WITNESS WHEREOF the City and the Contractor have executed this Contract, which shall become effective as of the date first written above.

Approved As To Form:

DocuSigned by:
John Kennedy
2C934D02DB55467...

City Attorney

Dated: **CITY OF EMERYVILLE**

LaTanya Bellow, City Manager

Dated: **EMERYVILLE TRANSPORTATION MANAGEMENT
ASSOCIATION**

Bobby Lee, Board Chair *(Signature)*

| | | |
|-----------------------------|---|---|
| <i>Attach: W-9 Form</i> | <i>Attach: Business License Certificate</i> | <i>Attach: Insurance Certificate and Endorsements</i> |
|-----------------------------|---|---|



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: June 16, 2026
SUBJECT: Review and Consider Approval of Savings Investment Recommendation to Capitalize on Increased CD Rates

Background

IP-Fund B CD

At the September 2023 ETMA Board Meeting, the board elected to open a 13-month CD account in the amount of \$1,750,000 as part of the September 2023 Investment Plan. Upon maturity, the board elected to reinvest the funds in multiple subsequent CD accounts. On **May 29, 2026**, the current account was closed and the funds were transferred to the ETMA’s Savings Account. **To date, this fund has seen a growth of \$193,098.**

| | Opening Amt | Opening Date | Maturity Date | Maturity Amt. | Acct. Growth |
|--------------|-------------|--------------|---------------|---------------|--------------|
| Initial Inv. | \$1,750,000 | 10/6/23 | 11/6/24 | \$1,845,198 | \$95,198 |
| Maturity 1 | \$1,845,198 | 11/25/24 | 9/25/25 | \$1,901,943 | \$56,746 |
| Maturity 2 | \$1,901,943 | 10/29/25 | 5/29/26 | \$1,943,098 | \$41,155 |

IP-FLEX CD

At the September 2023 ETMA Board Meeting, the board elected to open a 12-month Flexible CD account in the amount of \$2,000,000 as part of the September 2023 Investment Plan. The flexibility of this CD allowed for funds to be transferred to the ETMA’s checking account without penalty for normal operations expenses as needed. Upon maturity, the board elected to reinvest the funds in multiple subsequent 12-month Flexible CD accounts. The current account is scheduled to mature on **October 29, 2026.**

To date, this fund has seen a growth of \$167,631.

| | Opening Amt | Opening Date | Maturity Date | Withdrawals | Maturity Amt | Acct. Growth |
|-------------|-------------|--------------|---------------|-------------|--------------|--------------|
| Initial Inv | \$2,000,000 | 10/6/23 | 10/6/24 | (\$750,000) | \$1,299,249 | \$49,249 |
| Maturity 1 | \$2,000,000 | 10/24/24 | 10/24/25 | \$0 | \$2,075,084 | \$75,084 |
| Maturity 2 | \$2,500,000 | 10/29/25 | 10/29/26 | \$0 | \$2,543,298* | \$43,298 |

*Current balance. Account not yet matured

Recommendation

Since the Investment Plan was implemented, funds have been held across four CDs with varying terms and maturity dates. While the 7-month CDs have generally offered higher interest rates, their shorter terms require more frequent reinvestment and create greater exposure to changing market conditions.

After reviewing current options with our Bank of America representative, the recommendation is to close the existing IP-FLEX CD and reinvest those funds, along with the proceeds from the recently matured IP-Fund B CD, into a new 12-month Flexible CD currently offering a 3.51% APY.

When the IP-Fund A CD matures in October, those funds would also be consolidated into a new Flexible CD, resulting in a single 12-month investment. This approach would simplify account management, reduce administrative effort, and maintain access to the funds as we continue developing the fleet plan, while still generating competitive interest income.

Proposed Motion

Close the current IP-FLEX CD and reinvest those funds as well as those recently matured IP-Fund B funds, totaling \$4,486,396, into a new 12-month Flexible CD through Bank of America, currently offering a 3.51% APY.

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2025

Department of the Treasury Internal Revenue Service

Do not enter social security numbers on this form as it may be made public. Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2025 calendar year, or tax year beginning, 2025, and ending, 20

B Check if applicable: [X] Address change, [] Name change, [] Initial return, [] Final return/terminated, [] Amended return, [] Application pending
C Emeryville Transportation Management Association, 3643 Bradshaw Rd Ste G-347, Sacramento, CA 95827
D Employer identification number: 94-3244359
E Telephone number
G Gross receipts \$ 6,459,217.
F Name and address of principal officer: Bobby Lee, 3640 Mandela Parkway Oakland, CA 94608
H(a) Is this a group return for subordinates? [] Yes [X] No
H(b) Are all subordinates included? [] Yes [] No
I Tax-exempt status: [] 501(c)(3) [X] 501(c) (4) (insert no.) [] 4947(a)(1) or [] 527
J Website: emerygoround.com
H(c) Group exemption number
K Form of organization: [X] Corporation [] Trust [] Association [] Other
L Year of formation: 1997
M State of legal domicile: CA

Part I Summary

Table with 3 columns: Description, Prior Year, Current Year. Rows include: 1. Briefly describe the organization's mission... Provide free bus shuttle service...; 2-7a. Activities & Governance; 8-12. Revenue; 13-19. Expenses; 20-22. Net Assets or Fund Balances.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here: Bobby Lee, Chair
Preparer's name: John Tounger, Signature: John Tounger, Date: 6/03/26, PTIN: P01265219
Firm's name: John S. Tounger CPA, Firm's address: 585 Mandana Blvd Ste 10, Oakland, CA 94610, Firm's EIN: 68-0166029, Phone no.: 5108930950

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes [] No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

Provide free bus shuttle service, that links with local and regional public transporation services, for the employers, hotels and retail centers in Emeryville.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 4,367,455. including grants of \$) (Revenue \$)

The Emery Go Round shuttle improves access and mobility to, from and within the city of Emeryville with free services to employees, visitors and residents that link the local light rail (BART), local bus transit (AC Transit), and Amtrak rail station with destinations throughout the City. The organization also provides the West Berkeley and Emery Express bus shuttle services.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 4,367,455.

Part IV Checklist of Required Schedules

| | Yes | No |
|--|-----|----|
| 1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A.</i> | | X |
| 2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions | | X |
| 3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I.</i> | | X |
| 4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II.</i> | | |
| 5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III.</i> | | X |
| 6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I.</i> | | X |
| 7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II.</i> | | X |
| 8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III.</i> | | X |
| 9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV.</i> | | X |
| 10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? <i>If "Yes," complete Schedule D, Part V.</i> | | X |
| 11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable. | | |
| a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI.</i> | X | |
| b Did the organization report an amount for investments – other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII.</i> | | X |
| c Did the organization report an amount for investments – program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII.</i> | | X |
| d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX.</i> | | X |
| e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X.</i> | X | |
| f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X.</i> | | X |
| 12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII.</i> | X | |
| b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional.</i> | | X |
| 13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E.</i> | | X |
| 14a Did the organization maintain an office, employees, or agents outside of the United States? | | X |
| b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV.</i> | | X |
| 15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV.</i> | | X |
| 16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV.</i> | | X |
| 17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions. | | X |
| 18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II.</i> | | X |
| 19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III.</i> | | X |
| 20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H.</i> | | X |
| b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? | | |
| 21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II.</i> | | X |

Part IV Checklist of Required Schedules (continued)

| | Yes | No |
|--|-----|----|
| 22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III.</i> | | X |
| 23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J.</i> | | X |
| 24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a.</i> | | X |
| b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? | | |
| c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? | | |
| d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? | | |
| 25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I.</i> | | X |
| b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I.</i> | | X |
| 26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II.</i> | | X |
| 27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III.</i> | | X |
| 28 Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions). | | |
| a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV.</i> | | X |
| b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV.</i> | | X |
| c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV.</i> | | X |
| 29 Did the organization receive more than \$25,000 in noncash contributions? <i>If "Yes," complete Schedule M.</i> | | X |
| 30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M.</i> | | X |
| 31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I.</i> | | X |
| 32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II.</i> | | X |
| 33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I.</i> | | X |
| 34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1.</i> | | X |
| 35a Did the organization have a controlled entity within the meaning of section 512(b)(13)? | | X |
| b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2.</i> | | |
| 36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2.</i> | | |
| 37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI.</i> | | X |
| 38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O. | X | |

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V.

| | Yes | No |
|---|-----|----|
| 1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable. | | |
| b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable. | | |
| c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? | | |

Part V **Statements Regarding Other IRS Filings and Tax Compliance** (continued)

| | | Yes | No |
|------------|--|------------|----|
| 2a | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. 2a 0 | | |
| b | If at least one is reported on line 2a, did the organization file all required federal employment tax returns? | 2b | |
| 3a | Did the organization have unrelated business gross income of \$1,000 or more during the year? | 3a | X |
| b | If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O. | 3b | |
| 4a | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | 4a | X |
| b | If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | |
| 5a | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? | 5a | X |
| b | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? | 5b | X |
| c | If "Yes," to line 5a or 5b, did the organization file Form 8886-T? | 5c | |
| 6a | Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? | 6a | X |
| b | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | 6b | |
| 7 | Organizations that may receive deductible contributions under section 170(c). | | |
| a | Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? | 7a | |
| b | If "Yes," did the organization notify the donor of the value of the goods or services provided? | 7b | |
| c | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? | 7c | |
| d | If "Yes," indicate the number of Forms 8282 filed during the year. 7d | | |
| e | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? | 7e | |
| f | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? | 7f | |
| g | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? | 7g | |
| h | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? | 7h | |
| 8 | Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? | 8 | |
| 9 | Sponsoring organizations maintaining donor advised funds. | | |
| a | Did the sponsoring organization make any taxable distributions under section 4966? | 9a | |
| b | Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? | 9b | |
| 10 | Section 501(c)(7) organizations. Enter: | | |
| a | Initiation fees and capital contributions included on Part VIII, line 12. 10a | | |
| b | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. 10b | | |
| 11 | Section 501(c)(12) organizations. Enter: | | |
| a | Gross income from members or shareholders. 11a | | |
| b | Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b | | |
| 12a | Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? | 12a | |
| b | If "Yes," enter the amount of tax-exempt interest received or accrued during the year. 12b | | |
| 13 | Section 501(c)(29) qualified nonprofit health insurance issuers. | | |
| a | Is the organization licensed to issue qualified health plans in more than one state? | 13a | |
| | Note: See the instructions for additional information the organization must report on Schedule O. | | |
| b | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. 13b | | |
| c | Enter the amount of reserves on hand 13c | | |
| 14a | Did the organization receive any payments for indoor tanning services during the tax year? | 14a | X |
| b | If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O. | 14b | |
| 15 | Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N. | 15 | X |
| 16 | Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O. | 16 | X |
| 17 | Section 501(c)(21) organizations. Did the trust, or any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069. | 17 | |

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI.

Section A. Governing Body and Management

| | | Yes | No |
|-----------|--|-----------|----|
| 1a | Enter the number of voting members of the governing body at the end of the tax year. 1a 9 If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O. See Sch. O | | |
| b | Enter the number of voting members included on line 1a, above, who are independent. 1b 9 | | |
| 2 | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? | 2 | X |
| 3 | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? . . . See Sch. O | 3 | X |
| 4 | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? | 4 | X |
| 5 | Did the organization become aware during the year of a significant diversion of the organization's assets? | 5 | X |
| 6 | Did the organization have members or stockholders? | 6 | X |
| 7a | Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . See Schedule O | 7a | X |
| b | Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? | 7b | X |
| 8 | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: | | |
| a | The governing body? | 8a | X |
| b | Each committee with authority to act on behalf of the governing body? | 8b | X |
| 9 | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O. See Schedule O | 9 | X |

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

| | | Yes | No |
|------------|--|------------|----|
| 10a | Did the organization have local chapters, branches, or affiliates? | 10a | X |
| b | If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? | 10b | |
| 11a | Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? | 11a | X |
| b | Describe on Schedule O the process, if any, used by the organization to review this Form 990. See Schedule O | | |
| 12a | Did the organization have a written conflict of interest policy? If "No," go to line 13 | 12a | X |
| b | Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? | 12b | X |
| c | Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done . . See Schedule O | 12c | X |
| 13 | Did the organization have a written whistleblower policy? | 13 | X |
| 14 | Did the organization have a written document retention and destruction policy? | 14 | X |
| 15 | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? | | |
| a | The organization's CEO, Executive Director, or top management official. | 15a | X |
| b | Other officers or key employees of the organization. | 15b | X |
| | If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions. | | |
| 16a | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? | 16a | X |
| b | If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? | 16b | |

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed CA
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. See Schedule O
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records.
 John S Tounger CPA 585 Mandana Blvd Ste 10 Oakland CA 94611 (510) 893-0950

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee) | | | | | | (D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|--|---|-----------------------|---------|--------------|------------------------------|--------|---|--|---|
| | | Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | | | |
| (1) Geoffrey Sears-Wareham Develop Director | 2 0 | X | | | | | | 0. | 0. | 0. |
| (2) Ally Fitzmaurie Secretary | 1 0 | X | | X | | | | 0. | 0. | 0. |
| (3) Bobby Lee Chair | 1 0 | X | | X | | | | 0. | 0. | 0. |
| (4) Andrew Allen Director | 1 0 | X | | | | | | 0. | 0. | 0. |
| (5) Andrea Kirkpatrick Treasurer | 1 0 | X | | X | | | | 0. | 0. | 0. |
| (6) Christa Williams Director | 1 0 | X | | | | | | 0. | 0. | 0. |
| (7) Peter Schreiber- Pixar Vice Chair | 1 0 | X | | X | | | | 0. | 0. | 0. |
| (8) Brooks Jessup Director | 1 0 | X | | | | | | 0. | 0. | 0. |
| (9) Colin Osborne-Novartis Director | 1 0 | X | | | | | | 0. | 0. | 0. |
| (10) | | | | | | | | | | |
| (11) | | | | | | | | | | |
| (12) | | | | | | | | | | |
| (13) | | | | | | | | | | |
| (14) | | | | | | | | | | |

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee) | | | | | | (D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F) Estimated amount of other compensation from the organization and related organizations |
|-----------------------|--|---|-----------------------|---------|--------------|------------------------------|--------|---|--|---|
| | | Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | | | |
| (15) ----- | ----- | | | | | | | | | |
| (16) ----- | ----- | | | | | | | | | |
| (17) ----- | ----- | | | | | | | | | |
| (18) ----- | ----- | | | | | | | | | |
| (19) ----- | ----- | | | | | | | | | |
| (20) ----- | ----- | | | | | | | | | |
| (21) ----- | ----- | | | | | | | | | |
| (22) ----- | ----- | | | | | | | | | |
| (23) ----- | ----- | | | | | | | | | |
| (24) ----- | ----- | | | | | | | | | |
| (25) ----- | ----- | | | | | | | | | |

| | | | |
|--|----|----|----|
| 1b Subtotal | 0. | 0. | 0. |
| c Total from continuation sheets to Part VII, Section A | 0. | 0. | 0. |
| d Total (add lines 1b and 1c) | 0. | 0. | 0. |

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 0

| | Yes | No |
|--|-----|----|
| 3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual.</i> | 3 | X |
| 4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual.</i> | 4 | X |
| 5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person.</i> | 5 | X |

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A) Name and business address | (B) Description of services | (C) Compensation |
|---|--------------------------------|---------------------|
| AlTrans TMA Inc 3643 Bradshaw Rd Ste G-347 Sacramento, CA 95827 | Mgmt,Cus.Ser.,mrtkg | 468,530. |
| MV Transportation Inc P.O. Box 3900 San Francisco, CA 94139 | Contract bus service | 3,787,727. |
| AC Transit 1600 Franklin St Oakland, CA 94612 | Contract bus service | 196,965. |
| Oracle Security Consultants PO Box 371952 Resseda, CA 91337 | Security for bus yard | 191,940. |

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 4

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

| | | (A) Total revenue | (B) Related or exempt function revenue | (C) Unrelated business revenue | (D) Revenue excluded from tax under sections 512-514 | |
|--|---|--|--|---|--|--|
| Contributions, Gifts, Grants, and Other Similar Amounts | 1a Federated campaigns | | | | | |
| | b Membership dues | | | | | |
| | c Fundraising events | | | | | |
| | d Related organizations | | | | | |
| | e Government grants (contributions) | 639,966. | | | | |
| | f All other contributions, gifts, grants, and similar amounts not included above | | | | | |
| | g Noncash contributions included in lines 1a-1f | | | | | |
| | h Total. Add lines 1a-1f | 639,966. | | | | |
| | | | | | | |
| Program Service Revenue | 2a <u>PBID proceeds</u> | 4,640,887. | 4,640,887. | | | |
| | b <u>West Berkeley shuttle</u> | 365,961. | 365,961. | | | |
| | c <u>Emery Express</u> | 313,344. | 313,344. | | | |
| | d <u>Paratransit services</u> | 158,373. | 158,373. | | | |
| | e <u>Direct billed revenue</u> | 119,429. | 119,429. | | | |
| | f All other program service revenue | | | | | |
| | g Total. Add lines 2a-2f | 5,597,994. | | | | |
| | | | | | | |
| Miscellaneous Revenue | 3 Investment income (including dividends, interest, and other similar amounts) | 221,257. | 221,257. | | | |
| | 4 Income from investment of tax-exempt bond proceeds | | | | | |
| | 5 Royalties | | | | | |
| | 6a Gross rents | (i) Real (ii) Personal | | | | |
| | | 6a | | | | |
| | | b Less: rental expenses | 6b | | | |
| | c Rental income or (loss) | 6c | | | | |
| | d Net rental income or (loss) | | | | | |
| | 7a Gross amount from sales of assets other than inventory | (i) Securities (ii) Other | | | | |
| | | 7a | | | | |
| | | b Less: cost or other basis and sales expenses | 7b | | | |
| | c Gain or (loss) | 7c | | | | |
| | d Net gain or (loss) | | | | | |
| | 8a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 | 8a | | | | |
| b Less: direct expenses | | 8b | | | | |
| c Net income or (loss) from fundraising events | | | | | | |
| 9a Gross income from gaming activities. See Part IV, line 19 | 9a | | | | | |
| | b Less: direct expenses | 9b | | | | |
| | c Net income or (loss) from gaming activities | | | | | |
| 10a Gross sales of inventory, less | 10a | | | | | |
| | b Less: cost of goods sold. | 10b | | | | |
| | c Net income or (loss) from sales of inventory | | | | | |
| | | | | | | |
| Miscellaneous Revenue | Business Code | | | | | |
| | 11a _____ | | | | | |
| | b _____ | | | | | |
| | c _____ | | | | | |
| | d All other revenue | | | | | |
| e Total. Add lines 11a-11d | | | | | | |
| 12 Total revenue. See instructions | 6,459,217. | 5,819,251. | 0. | 0. | | |

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX.

| Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII. | (A) Total expenses | (B) Program service expenses | (C) Management and general expenses | (D) Fundraising expenses |
|---|------------------------------|--|---|------------------------------------|
| 1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 | | | | |
| 2 Grants and other assistance to domestic individuals. See Part IV, line 22 | | | | |
| 3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 | | | | |
| 4 Benefits paid to or for members | | | | |
| 5 Compensation of current officers, directors, trustees, and key employees | 0. | 0. | 0. | 0. |
| 6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) | 0. | 0. | 0. | 0. |
| 7 Other salaries and wages | | | | |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) | | | | |
| 9 Other employee benefits | | | | |
| 10 Payroll taxes | | | | |
| 11 Fees for services (nonemployees): | | | | |
| a Management | 468,530. | 327,971. | 140,559. | |
| b Legal | 11,745. | | 11,745. | |
| c Accounting | 54,495. | | 54,495. | |
| d Lobbying | | | | |
| e Professional fundraising services. See Part IV, line 17 | | | | |
| f Investment management fees | | | | |
| g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.) | | | | |
| 12 Advertising and promotion | 6,173. | | 6,173. | |
| 13 Office expenses | | | | |
| 14 Information technology | | | | |
| 15 Royalties | | | | |
| 16 Occupancy | 358,219. | | 358,219. | |
| 17 Travel | | | | |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials | | | | |
| 19 Conferences, conventions, and meetings | 1,050. | | 1,050. | |
| 20 Interest | | | | |
| 21 Payments to affiliates | | | | |
| 22 Depreciation, depletion, and amortization | 19,028. | 19,028. | | |
| 23 Insurance | 63,559. | | 63,559. | |
| 24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.) | | | | |
| a <u>Bus shuttle operating costs</u> | 4,020,456. | 4,020,456. | | |
| b <u>Security</u> | 191,940. | | 191,940. | |
| c <u>City taxes and fees</u> | 1,046. | | 1,046. | |
| d | | | | |
| e All other expenses | | | | |
| 25 Total functional expenses. Add lines 1 through 24e | 5,196,241. | 4,367,455. | 828,786. | 0. |
| 26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720). | | | | |

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X.

| | | (A) Beginning of year | | (B) End of year |
|---|--|--------------------------|------------|--------------------|
| Assets | 1 Cash – non-interest-bearing | 993,365. | 1 | 1,385,927. |
| | 2 Savings and temporary cash investments | 5,856,156. | 2 | 6,501,390. |
| | 3 Pledges and grants receivable, net | | 3 | |
| | 4 Accounts receivable, net | 228,470. | 4 | 136,575. |
| | 5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons | | 5 | |
| | 6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) | | 6 | |
| | 7 Notes and loans receivable, net | | 7 | |
| | 8 Inventories for sale or use | | 8 | |
| | 9 Prepaid expenses and deferred charges | | 9 | |
| | 10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D | 10a 4,289,041. | | |
| | b Less: accumulated depreciation | 10b 4,216,099. | 91,969. | 10c 72,942. |
| | 11 Investments – publicly traded securities | | 11 | |
| | 12 Investments – other securities. See Part IV, line 11 | | 12 | |
| | 13 Investments – program-related. See Part IV, line 11 | | 13 | |
| | 14 Intangible assets | | 14 | |
| | 15 Other assets. See Part IV, line 11 | 14,325. | 15 | 14,325. |
| 16 Total assets. Add lines 1 through 15 (must equal line 33) | 7,184,285. | 16 | 8,111,159. | |
| Liabilities | 17 Accounts payable and accrued expenses | 743,722. | 17 | 407,619. |
| | 18 Grants payable | | 18 | |
| | 19 Deferred revenue | | 19 | |
| | 20 Tax-exempt bond liabilities | | 20 | |
| | 21 Escrow or custodial account liability. Complete Part IV of Schedule D | | 21 | |
| | 22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons | | 22 | |
| | 23 Secured mortgages and notes payable to unrelated third parties | | 23 | |
| | 24 Unsecured notes and loans payable to unrelated third parties | | 24 | |
| | 25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D | | 25 | 1. |
| | 26 Total liabilities. Add lines 17 through 25 | 743,722. | 26 | 407,620. |
| Net Assets or Fund Balances | Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33. | | | |
| | 27 Net assets without donor restrictions | 6,440,563. | 27 | 7,703,539. |
| | 28 Net assets with donor restrictions | | 28 | |
| | Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33. | | | |
| | 29 Capital stock or trust principal, or current funds | | 29 | |
| | 30 Paid-in or capital surplus, or land, building, or equipment fund | | 30 | |
| | 31 Retained earnings, endowment, accumulated income, or other funds | | 31 | |
| | 32 Total net assets or fund balances. | 6,440,563. | 32 | 7,703,539. |
| 33 Total liabilities and net assets/fund balances. | 7,184,285. | 33 | 8,111,159. | |

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI.

| | | | |
|-----------|--|-----------|------------|
| 1 | Total revenue (must equal Part VIII, column (A), line 12) | 1 | 6,459,217. |
| 2 | Total expenses (must equal Part IX, column (A), line 25) | 2 | 5,196,241. |
| 3 | Revenue less expenses. Subtract line 2 from line 1 | 3 | 1,262,976. |
| 4 | Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A)) | 4 | 6,440,563. |
| 5 | Net unrealized gains (losses) on investments | 5 | |
| 6 | Donated services and use of facilities | 6 | |
| 7 | Investment expenses | 7 | |
| 8 | Prior period adjustments | 8 | |
| 9 | Other changes in net assets or fund balances (explain on Schedule O) | 9 | 0. |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)) | 10 | 7,703,539. |

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII.

| | | Yes | No |
|-----------|---|-----|----|
| 1 | Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O. | | |
| 2a | Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis | | X |
| b | Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis | X | |
| c | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O. | X | |
| 3a | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? | | X |
| b | If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits | | |

SCHEDULE D (Form 990)

(Rev. December 2024)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization

Emeryville Transportation Management Association

Employer identification number

94-3244359

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 3 columns: Line number, (a) Donor advised funds, (b) Funds and other accounts. Rows 1-4 for total number, aggregate value of contributions, aggregate value of grants, and aggregate value at end of year.

- 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

- 1 Purpose(s) of conservation easements held by the organization (check all that apply).
2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows 2a, 2b, 2c, 2d for total number, total acreage, number of easements on historic structure, and number of easements on historic structure acquired after July 25, 2006.

- 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year
4 Number of states where property subject to conservation easement is located
5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?
6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year
7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year
8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?
9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.
b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.
2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

- a** Public exhibition
- b** Scholarly research
- c** Preservation for future generations
- d** Loan or exchange program
- e** Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

| | Amount |
|--|-----------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII.

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

| | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|---|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance | | | | | |
| b Contributions | | | | | |
| c Net investment earnings, gains, and losses | | | | | |
| d Grants or scholarships | | | | | |
| e Other expenditures for facilities and programs | | | | | |
| f Administrative expenses | | | | | |
| g End of year balance | | | | | |

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment _____ %
- b** Permanent endowment _____ %
- c** Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

| | Yes | No |
|---|---------------|----|
| (i) Unrelated organizations? | 3a(i) | |
| (ii) Related organizations? | 3a(ii) | |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b | |

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|---------------------------------|--------------------------------------|---------------------------------|------------------------------|----------------|
| 1a Land | | | | |
| b Buildings | | | | |
| c Leasehold improvements | | | | |
| d Equipment | | 4,289,041. | 4,216,099. | 72,942. |
| e Other | | | | |

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B)). 72,942.

| Part VII Investments – Other Securities | | N/A |
|--|----------------|---|
| Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12. | | |
| (a) Description of security or category (including name of security) | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
| (1) Financial derivatives..... | | |
| (2) Closely held equity interests..... | | |
| (3) Other | | |
| (A) ----- | | |
| (B) ----- | | |
| (C) ----- | | |
| (D) ----- | | |
| (E) ----- | | |
| (F) ----- | | |
| (G) ----- | | |
| (H) ----- | | |
| Total. (Column (b) must equal Form 990, Part X, line 12, column (B))..... | | |

| Part VIII Investments – Program Related | | N/A |
|--|----------------|---|
| Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13. | | |
| (a) Description of investment | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
| (1) | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |
| Total. (Column (b) must equal Form 990, Part X, line 13, column (B))..... | | |

| Part IX Other Assets | | N/A |
|--|----------------|-----|
| Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15. | | |
| (a) Description | (b) Book value | |
| (1) | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |
| Total. (Column (b) must equal Form 990, Part X, line 15, column (B))..... | | |

| Part X Other Liabilities | | N/A |
|---|----------------|-----|
| Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25. | | |
| 1. (a) Description of liability | (b) Book value | |
| (1) Federal income taxes | | |
| (2) Rounding | 1. | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |
| Total. (Column (b) must equal Form 990, Part X, line 25, column (B))..... | | 1. |

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII.

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

| | | | |
|----------|--|-----------|------------|
| 1 | Total revenue, gains, and other support per audited financial statements | 1 | 6,459,217. |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12: | | |
| | a Net unrealized gains (losses) on investments | 2a | |
| | b Donated services and use of facilities | 2b | |
| | c Recoveries of prior year grants | 2c | |
| | d Other (Describe in Part XIII.) | 2d | |
| | e Add lines 2a through 2d | 2e | |
| 3 | Subtract line 2e from line 1 | 3 | 6,459,217. |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line 1: | | |
| | a Investment expenses not included on Form 990, Part VIII, line 7b | 4a | |
| | b Other (Describe in Part XIII.) | 4b | |
| | c Add lines 4a and 4b | 4c | |
| 5 | Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.) | 5 | 6,459,217. |

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

| | | | |
|----------|---|-----------|------------|
| 1 | Total expenses and losses per audited financial statements | 1 | 5,311,982. |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25: | | |
| | a Donated services and use of facilities | 2a | |
| | b Prior year adjustments | 2b | |
| | c Other losses | 2c | |
| | d Other (Describe in Part XIII.) See Part XIII | 2d | 115,741. |
| | e Add lines 2a through 2d | 2e | 115,741. |
| 3 | Subtract line 2e from line 1 | 3 | 5,196,241. |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line 1: | | |
| | a Investment expenses not included on Form 990, Part VIII, line 7b | 4a | |
| | b Other (Describe in Part XIII.) | 4b | |
| | c Add lines 4a and 4b | 4c | |
| 5 | Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.) | 5 | 5,196,241. |

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**Schedule D, Part XII, Line 2d
Other Expenses And Losses Per Audited F/S**

| | | |
|--|-------|-------------|
| FASB ASC 842 Amortization of LT lease..... | \$ | 115,741. |
| | Total | \$ 115,741. |

**SCHEDULE O
(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

**Open to Public
Inspection**

Name of the organization

Emeryville Transportation
Management Association

Employer identification number

94-3244359

Form 990, Part VI, Line 1a - Explanation of Material Differences of Voting Rights

No Material differences. See explanation in 7a below

Form 990, Part VI, Line 3 - Description of Delegated Duties to Management Company

The non-profit has no employees.

Control over the non-profit is contracted to a management service company ALTRANS TMA, Inc. The firm provides operational, administrative and strategic management for the TMA's programs and services. Their Associate Professional employee reports directly to the Board of Directors.

Direct services (i.e., labor, maintenance, etc. for bus operations) are provided by separate contractors.

Form 990, Part VI, Line 7a - How Members or Shareholders Elect Governing Body

The Corporation shall have five classes of members (b

Form 990, Part VI, Line 9 - Officer, Director, Trustee, Key Employee Mailing Address

Treasurer Andrea Kirkpatrick, 3640 Mandela Parkway, Oakland CA 94608

Secretary Ally Fitzmaurice, 555 12th St Ste 200, Oakland CA 94607

Chair Bobby Lee, 3640 Mandela Parkway, Oakland CA 94608

Form 990, Part VI, Line 11b - Form 990 Review Process

Meeting with CPA and Board committee.

Form 990, Part VI, Line 12c - Explanation of Monitoring and Enforcement of Conflicts

Conflict of interest policy is reviewed by each board member and acknowledged that there is no conflicts of interest annuity.

Form 990, Part VI, Line 19 - Other Organization Documents Publicly Available

Available upon request.

California Exempt Organization Annual Information Return

Calendar Year 2025 or fiscal year beginning (mm/dd/yyyy) and ending (mm/dd/yyyy)
Corporation/Organization name EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
California corporation number 1970886
FEIN 94-3244359
Street address (suite or room) 3643 BRADSHAW RD STE #G-347
City SACRAMENTO State CA ZIP code 95827

A First return. B Amended return. C IRC Section 4947(a)(1) trust. D Final information return?
I Did the organization have any changes to its guidelines not reported to the FTB?
J If exempt under R&TC Section 23701d, has the organization engaged in political activities?
K Is the organization exempt under R&TC Section 23701g?
L Is the organization a limited liability company?
M Did the organization file Form 100 or Form 109 to report taxable income?
N Is the organization under audit by the IRS or has the IRS audited in a prior year?
O Is federal Form 1023/1024 pending?

CACA1112L 01/23/26

Part I Complete Part I unless not required to file this form. See General Information B and C.

Table with 16 rows and 3 columns. Rows include Receipts and Revenues (1-8), Expenses (9-10), and Payments (11-15). Total gross income is 6,459,217. Total expenses and disbursements is 5,196,241. Excess of receipts over expenses is 1,262,976. Balance due is 0.

Sign Here Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Paid Preparer's Use Only Preparer's name JOHN TOUNGER Date 6/03/26 Check if self-employed
Firm's name JOHN S. TOUNGER CPA 585 MANDANA BLVD STE 10 OAKLAND, CA 94610
PTIN P01265219 Firm's FEIN 68-0166029 Telephone 5108930950

May the FTB discuss this return with the preparer shown above? See instructions. [X] Yes [] No

Part II Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts – complete Part II or furnish substitute information.

| | | | | | |
|------------------------------------|----|---|---|----|------------|
| Receipts from Other Sources | 1 | Gross sales or receipts from all business activities. See instructions. | ● | 1 | |
| | 2 | Interest | ● | 2 | |
| | 3 | Dividends | ● | 3 | |
| | 4 | Gross rents | ● | 4 | |
| | 5 | Gross royalties | ● | 5 | |
| | 6 | Gross amount received from sale of assets (See instructions) | ● | 6 | |
| | 7 | Other income. Attach schedule. SEE STATEMENT 1 | ● | 7 | 5,819,251. |
| | 8 | Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1. | | 8 | 5,819,251. |
| | 9 | Contributions, gifts, grants, and similar amounts paid. Attach schedule. | ● | 9 | |
| | 10 | Disbursements to or for members. | ● | 10 | |
| | 11 | Compensation of officers, directors, and trustees. Attach schedule. SEE STMT 2 | ● | 11 | 0. |
| Expenses and Disbursements | 12 | Other salaries and wages | ● | 12 | |
| | 13 | Interest | ● | 13 | |
| | 14 | Taxes | ● | 14 | |
| | 15 | Rents | ● | 15 | 358,219. |
| | 16 | Depreciation and depletion (See instructions) | ● | 16 | 19,028. |
| | 17 | Other expenses and disbursements. Attach schedule. SEE STATEMENT 3 | ● | 17 | 4,818,994. |
| | 18 | Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9. | | 18 | 5,196,241. |

| Schedule L Balance Sheet | | Beginning of taxable year | | End of taxable year | |
|----------------------------------|--|----------------------------------|------------|----------------------------|------------|
| | | (a) | (b) | (c) | (d) |
| Assets | | | | | |
| 1 | Cash | | 6,849,521. | | 7,887,317. |
| 2 | Net accounts receivable | | 228,470. | | 136,575. |
| 3 | Net notes receivable | | | | |
| 4 | Inventories | | | | |
| 5 | Federal and state government obligations | | | | |
| 6 | Investments in other bonds | | | | |
| 7 | Investments in stock | | | | |
| 8 | Mortgage loans | | | | |
| 9 | Other investments. Attach schedule. | | | | |
| 10 a | Depreciable assets | 4,289,041. | | 4,289,041. | |
| b | Less accumulated depreciation | 4,197,072. | 91,969. | 4,216,099. | 72,942. |
| 11 | Land | | | | |
| 12 | Other assets. Attach schedule. STM 4 | | 14,325. | | 14,325. |
| 13 | Total assets | | 7,184,285. | | 8,111,159. |
| Liabilities and net worth | | | | | |
| 14 | Accounts payable | | 743,722. | | 407,619. |
| 15 | Contributions, gifts, or grants payable | | | | |
| 16 | Bonds and notes payable | | | | |
| 17 | Mortgages payable | | | | |
| 18 | Other liabilities. Attach schedule. STM 5 | | | | 1. |
| 19 | Capital stock or principal fund | | 6,440,563. | | 7,703,539. |
| 20 | Paid-in or capital surplus. Attach reconciliation. | | | | |
| 21 | Retained earnings or income fund | | | | |
| 22 | Total liabilities and net worth | | 7,184,285. | | 8,111,159. |

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

| | | | | | | | |
|---|---|---|------------|----|---|---|------------|
| 1 | Net income per books | ● | 1,262,976. | 7 | Income recorded on books this year not included in this return. Attach schedule | ● | |
| 2 | Federal income tax | ● | | 8 | Deductions in this return not charged against book income this year. | ● | |
| 3 | Excess of capital losses over capital gains | ● | | | Attach schedule. | ● | |
| 4 | Income not recorded on books this year. | ● | | 9 | Total. Add line 7 and line 8 | ● | |
| | Attach schedule. | ● | | 10 | Net income per return. | ● | |
| 5 | Expenses recorded on books this year not deducted in this return. Attach schedule | ● | | | Subtract line 9 from line 6. | ● | |
| 6 | Total. Add line 1 through line 5. | ● | 1,262,976. | | | ● | 1,262,976. |

2025 Corporation Depreciation and Amortization

3885

Attach to Form 100 or Form 100W. FORM 199

Table with 2 columns: Corporation name (EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION) and California corporation number (1970886)

Part I Election To Expense Certain Property Under IRC Section 179

Table with 3 columns: Line number, Description, and Amount. Includes rows for maximum deduction, total cost, threshold cost, reduction in limitation, and dollar limitation.

Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356

Table with 8 columns: (a) Description of property, (b) Date acquired, (c) Cost or other basis, (d) Depreciation allowed or allowable in earlier years, (e) Depreciation method, (f) Life or rate, (g) Depreciation for this year, (h) Additional first year depreciation. Includes rows for BIKE RACKS, 2007 DODGE SPRI, 2009 ELDORADO N, 2013 STARCRAFT, 2008 INTL HC #1.

Part III Summary

Table with 3 columns: Line number, Description, and Amount. Includes rows for total depreciation claimed for federal purposes and depreciation adjustment.

Part IV Amortization

Table with 7 columns: (a) Description of property, (b) Date acquired, (c) Cost or other basis, (d) Amortization allowed or allowable in earlier years, (e) R&TC Section (see instr), (f) Period or percentage, (g) Amortization for this year. Includes rows for total amortization and amortization adjustment.

2025 Corporation Depreciation and Amortization

3885

Attach to Form 100 or Form 100W. FORM 199

Table with Corporation name (EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION) and California corporation number (1970886).

Part I Election To Expense Certain Property Under IRC Section 179

Table with 13 rows for Part I, including lines 1-13 for calculating the election to expense certain property under IRC Section 179.

Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356

Table with 15 rows for Part II, including lines 14-15 for depreciation and election of additional first year depreciation deduction under R&TC Section 24356.

Part III Summary

Table with 3 rows for Part III, including lines 16-18 for summary calculations.

Part IV Amortization

Table with 7 rows for Part IV, including lines 19-22 for amortization calculations.

2025 Corporation Depreciation and Amortization

3885

Attach to Form 100 or Form 100W. FORM 199

Table with Corporation name (EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION) and California corporation number (1970886).

Part I Election To Expense Certain Property Under IRC Section 179

Table for Part I with 13 rows. Includes fields for maximum deduction, total cost, threshold cost, reduction in limitation, and dollar limitation. Total elected cost is \$25,000.

Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356

Table for Part II with 15 rows. Columns include Description of property, Date acquired, Cost or other basis, Depreciation allowed, Depreciation method, Life or rate, Depreciation for this year, and Additional first year depreciation.

Part III Summary

Table for Part III with 3 rows. Includes total depreciation for federal purposes and depreciation adjustment.

Part IV Amortization

Table for Part IV with 7 rows. Columns include Description of property, Date acquired, Cost or other basis, Amortization allowed, R&TC Section, Period or percentage, and Amortization for this year.

2025 Corporation Depreciation and Amortization

3885

Attach to Form 100 or Form 100W. FORM 199

Table with Corporation name (EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION) and California corporation number (1970886).

Part I Election To Expense Certain Property Under IRC Section 179

Table for Part I with rows 1-13. Includes fields for maximum deduction, total cost, threshold cost, reduction in limitation, and dollar limitation.

Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356

Table for Part II with columns (a) through (h) and rows 14-15. Includes descriptions of property, dates acquired, costs, depreciation methods, and rates.

Part III Summary

Table for Part III with rows 16-18. Includes total depreciation for federal purposes and depreciation adjustment.

Part IV Amortization

Table for Part IV with columns (a) through (g) and rows 19-22. Includes descriptions of property, dates acquired, costs, amortization allowed, and periods.

2025 Corporation Depreciation and Amortization

3885

Attach to Form 100 or Form 100W. FORM 199

Table with Corporation name (EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION) and California corporation number (1970886).

Part I Election To Expense Certain Property Under IRC Section 179

Table for Part I with rows 1-13. Includes fields for maximum deduction (\$25,000), total cost, threshold cost (\$200,000), and various limitation calculations.

Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356

Table for Part II with columns (a) through (h) and rows 14-15. Lists property descriptions like STARCRAFT and INTERNATIO with their respective costs and depreciation amounts.

Part III Summary

Table for Part III with rows 16-18. Summary of depreciation amounts and adjustments.

Part IV Amortization

Table for Part IV with columns (a) through (g) and rows 19-22. Details amortization amounts and adjustments.

2025 Corporation Depreciation and Amortization

3885

Attach to Form 100 or Form 100W. FORM 199

Table with Corporation name (EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION) and California corporation number (1970886).

Part I Election To Expense Certain Property Under IRC Section 179

Table for Part I with rows 1-13. Includes fields for maximum deduction (\$25,000), total cost, threshold cost (\$200,000), and various limitation calculations.

Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356

Table for Part II with columns (a) through (h) and rows 14-15. Lists property descriptions, acquisition dates, costs, and depreciation amounts.

Part III Summary

Table for Part III with rows 16-18. Summary of depreciation election, total depreciation claimed, and adjustment.

Part IV Amortization

Table for Part IV with columns (a) through (g) and rows 19-22. Includes fields for property description, acquisition date, cost, amortization allowed, and amortization adjustment.

2025 Corporation Depreciation and Amortization

3885

Attach to Form 100 or Form 100W. FORM 199

Table with 2 columns: Corporation name (EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION) and California corporation number (1970886)

Part I Election To Expense Certain Property Under IRC Section 179

Table with 13 rows for Part I. Row 1: Maximum deduction under IRC Section 179 for California. Row 2: Total cost of IRC Section 179 property placed in service. Row 3: Threshold cost of IRC Section 179 property before reduction in limitation. Row 4: Reduction in limitation. Row 5: Dollar limitation for taxable year. Row 6-13: Summary rows for elected cost, total elected cost, tentative deduction, carryover, and business income limitation.

Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356

Table with 8 columns: (a) Description of property, (b) Date acquired, (c) Cost or other basis, (d) Depreciation allowed or allowable in earlier years, (e) Depreciation method, (f) Life or rate, (g) Depreciation for this year, (h) Additional first year depreciation. Includes rows for 2019 INTL # 753 and 2023 TRANSIT VA.

Part III Summary

Table with 3 rows for Part III. Row 16: Total depreciation claimed for federal purposes from federal Form 4562, line 22. Row 17: Total depreciation claimed for federal purposes from federal Form 4562, line 22. Row 18: Depreciation adjustment.

Part IV Amortization

Table with 7 columns: (a) Description of property, (b) Date acquired, (c) Cost or other basis, (d) Amortization allowed or allowable in earlier years, (e) R&TC Section (see instr), (f) Period or percentage, (g) Amortization for this year. Includes rows 20, 21, and 22.

**Statement 1
Form 199, Part II, Line 7
Other Income**

| | | |
|------------------------------|-------|----------------------|
| Other Investment Income..... | \$ | 221,257. |
| Program Service Revenue..... | | 5,597,994. |
| | Total | <u>\$ 5,819,251.</u> |

**Statement 2
Form 199, Part II, Line 11
Compensation of Officers, Directors, Trustees and Key Employees**

Current Officers:

| Name and Address | Title and Average Hours Per Week Devoted | Total Compen- sation | Contri- bution to EBP & DC | Expense Account/ Other |
|---|--|----------------------------|----------------------------------|------------------------------|
| Geoffrey Sears-Wareham Develop 1120 Nye St Ste 400 San Rafael, CA 94903 | Director 2.00 | \$ 0. | \$ 0. | \$ 0. |
| Ally Fitzmaurie 555 12th St Ste 200 Oakland, CA 94607 | Secretary 1.00 | 0. | 0. | 0. |
| Bobby Lee 3640 Mandela Parkway Oakland, CA 94608 | Chair 1.00 | 0. | 0. | 0. |
| Andrew Allen 340 Golden Gate Ave Belvedere, CA 94920 | Director 1.00 | 0. | 0. | 0. |
| Andrea Kirkpatrick 3640 Mandela Parkway Oakland, CA 94608 | Treasurer 1.00 | 0. | 0. | 0. |
| Christa Williams 5616 Bay St Emeryville, CA 94608 | Director 1.00 | 0. | 0. | 0. |
| Peter Schreiber- Pixar 1200 Park Ave Emeryville, CA 94608 | Vice Chair 1.00 | 0. | 0. | 0. |
| Brooks Jessup 3640 Mandela Parkway Oakland, CA 94608 | Director 1.00 | 0. | 0. | 0. |
| Colin Osborne-Novartis 4848 Horton St Emeryville, CA 94608 | Director 1.00 | 0. | 0. | 0. |
| | Total | <u>\$ 0.</u> | <u>\$ 0.</u> | <u>\$ 0.</u> |

Statement 3
Form 199, Part II, Line 17
Other Expenses

| | | |
|---|-------|----------------------|
| Accounting Fees..... | \$ | 54,495. |
| Advertising and Promotion..... | | 6,173. |
| Bus shuttle operating costs..... | | 4,020,456. |
| City taxes and fees..... | | 1,046. |
| Conferences, Conventions, and Meetings..... | | 1,050. |
| Insurance..... | | 63,559. |
| Legal Fees..... | | 11,745. |
| Management fees..... | | 468,530. |
| Security..... | | 191,940. |
| | Total | <u>\$ 4,818,994.</u> |

Statement 4
Form 199, Schedule L, Line 12
Other Assets

| | | |
|----------------------------|-------|-------------------|
| Rent security deposit..... | | 14,325. |
| | Total | <u>\$ 14,325.</u> |

Statement 5
Form 199, Schedule L, Line 18
Other Liabilities

| | | |
|---------------|-------|--------------|
| Rounding..... | | 1. |
| | Total | <u>\$ 1.</u> |



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: June 16, 2026
SUBJECT: Review and Consider Approval of Professional Services Agreement with ALTRANS for Agency Management & Administration Services

Background

ALTRANS has provided agency management and administration services to ETMA since 2023. ETMA's current agreement with ALTRANS expires June 30, 2026. The attached Professional Services Agreement establishes a new term to continue this relationship without interruption, replacing the expiring agreement.

Key Terms

Term: The agreement runs from July 1, 2026 through December 31, 2028 (the "Base Term"), with the option to extend by mutual agreement for up to two additional one-year terms (potentially through December 2030).

Scope of Services: *There are no proposed changes to the Scope of Services*

Compensation: The Annual Compensation Cap for the first six months (July–December 2026) is \$437,760, carried over from the prior agreement, paid in monthly installments of \$36,480. Beginning January 1, 2027, the Cap adjusts annually based on the change in the Bay Area CPI (San Francisco-Oakland-Hayward, 12-month period ending in October). Compensation for any extension terms beyond December 2028 will be separately negotiated. Costs associated with the Third Party Services (8 to Go and Emery Express) are billed separately and reimbursed in full, and do not count against the Cap.

Proposed Motion

Approve the Professional Services Agreement with ALTRANS for the term July 1, 2026 through December 31, 2028, and authorize the Board Chair to execute the Agreement on behalf of the Association.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT ("Agreement") is entered into as of the 1st day of July, 2026 ("Effective Date"), by and between the Emeryville Transportation Management Association, a California non-profit corporation, herein called the "Association," and ALTRANS, a California "S" corporation, herein called the "Consultant."

RECITALS

WHEREAS, Association seeks to retain the assistance of a transportation consulting firm to provide agency management and administration services for the Association's transportation service; and

WHEREAS, Association has engaged Consultant since 2023 to provide these services; and

WHEREAS, Association now desires to retain Consultant to provide continuing services under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions identified herein, the parties mutually agree as follow:

1. **Scope of Services:** Subject to such policy direction and approvals as the Association through its Board of Directors or Executive Committee may determine from time to time, Consultant shall perform the services set out in the Scope of Services attached hereto as Exhibit A and incorporated herein by reference.
2. **Time for Performance:** The services of Consultant under this Agreement are to commence on July 1, 2026 and shall continue through December 31, 2028 ("Base Term"). The parties may extend the term beyond the Base Term by mutual agreement for two additional one-year terms.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** Compensation paid to Consultant shall be based on a not-to-exceed amount (the "Annual Compensation Cap" or "Cap"), which shall not include the cost of any additional services provided to the separate contracts that the Association maintains with third parties, which are described in 3.B below. Compensation shall be paid monthly, based upon one-twelfth of the applicable Cap. The applicable Cap for the initial six months of the Agreement shall be Four Hundred Thirty-Seven Thousand Seven Hundred Sixty Dollars (\$437,760), reflecting the Cap amount set in the prior agreement. The Cap for the remainder of the initial Base Term shall be adjusted annually on January 1st of each year, based on the percentage change in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-Hayward metropolitan area, as published for the preceding twelve (12)-month period ending in October of each year. In the event the CPI results for October are not available by December 31st of a given year, the most recent CPI number available shall be used for the adjustment. Compensation for any additional terms beyond the initial Base Term shall be negotiated by the parties.
 - B. From time to time the Association enters into contracts with other entities. Currently two contracts exist: one with the City of Emeryville to provide paratransit service, 8 to Go and one with LMV II Emeryville Holdings, LP, "LENNAR" for The Emery Express.

These services are described in "E. Third Party Services" on Exhibit A. The cost for providing such services are not part of the Association's core budget and the costs to the Association are fully reimbursed by others. It is agreed that the services provided by the Consultant to carry out the obligations of the Association in these cost-neutral services shall be paid separately to the Consultant and are not subject to the Annual Cost Cap.

C. Method of Payment:

1. Monthly Statements: As a condition precedent to any payment to Consultant under this Agreement, Consultant shall submit monthly to the Association an invoice for one-twelfth of the Cap amount (currently \$36,480.00), plus the costs of any reimbursable services. Consultant shall submit monthly work reports with the standard monthly invoice, segmenting and outlining staff work accomplished per scope area, along with the estimated hours worked and percentages allocated per scope area. Third-party operations referenced under Section 3.B shall continue to be billed separately. If, at some point, it is agreed to outsource these functions, these duties will be modified in a manner agreed upon between the Association and Consultant. Future contract services may be added as approved by the Association and the Consultant. The statement shall separately detail services rendered to the Association and the reimbursable services for third parties, including a description of completed work and the specific service contract for which the work was completed.

2. Timing of Payment: Association shall review Consultant's monthly statement and pay Consultant for services rendered hereunder on a monthly basis.

4. Hold Harmless:

Consultant shall indemnify, defend and hold harmless the Association, its officers, employees and agents (collectively the "Indemnified Parties") from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, arising from or related to the intentional or willful misconduct, negligent acts, errors or omissions of Consultant, its employees or agents in the performance of this Agreement.

Notwithstanding the foregoing, with regard to claims where the law establishes a standard of care for Consultant's professional services, and to the extent the Consultant breaches or fails to meet such established standard of care, or is alleged to have breached or failed to meet such standard of care, Consultant shall indemnify and hold harmless the Association and its officers, officials, agents, employees and volunteers from and against any and all liability, claims, actions, causes of action or demands whatsoever against any of them, including any injury to or death of any person or damage to property or other liability of any nature, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or Consultant's employees, officers, officials, agents or independent contractors. Consultant shall not be obligated under this Agreement to indemnify Association to the extent that the damage is caused by the negligence or willful misconduct of Association, its agents or employees. Irrespective of any language to the contrary in this Agreement or under applicable law, Consultant shall have no duty to provide or fund up-front defense costs of Association against unproven claims or allegations, but shall reimburse those reasonable attorneys' fees, expert fees and all other costs and fees of litigation incurred by Association that are caused by the negligence, recklessness or willful misconduct of Consultant, its employees, agents and sub-consultants.

5. **Relationship between the Parties:** Consultant is, and at all times shall remain, an independent contractor, not an agent or employee of the Association. Consultant shall be solely responsible for all acts of its employees, agents or subconsultants, including any negligent acts or omissions. Consultant shall have no authority to act on behalf of the Association or to bind the Association to any obligation whatsoever, unless the Association provides prior written authorization to Consultant. As an independent contractor, Consultant shall not be entitled to any benefit, right or compensation from the Association other than those provided for in this Agreement. As an independent contractor, Consultant may have tax obligations, including self-employment taxes, which are his sole responsibility. Upon request of Association, Consultant shall cooperate with Association by providing information and documents relating to its independent contractor status.

6. **Key Personnel:** It is understood and agreed by the parties that at all times during the term of the Agreement, to the extent reasonably possible, that Daniel Oliver (as Executive Director) and Janet Shipp (as Administrative Assistant) shall serve as the key personnel of Consultant to undertake, render and oversee all of the services under the Agreement. In the event Consultant must rely on other personnel to fulfill the obligations under this contract, Consultant will utilize all reasonable means to internally assign, hire or contract with personnel possessing similar qualifications and abilities and will notify and consult with Association regarding the change of any personnel who will provide more than an average of five hours per week of support to the ETMA.

7. **Ownership of Work:** All documents furnished to Consultant by Association and all reports and supportive data prepared by Consultant by this Agreement are Association's property and shall be given to Association at the completion of Consultant services. Association acknowledges that documents and supportive data prepared by Consultant have been prepared exclusively for and are fit exclusively for the purposes contemplated under this Agreement. If the Association reuses such documents prepared by Consultant for purposes other than those contemplated under this agreement without the written consent of Consultant, the Association will hold harmless, indemnify and defend the Consultant, its agents, subconsultants and employees from any and all claims arising out of such reuse.

8. **Compliance with Laws:** Consultant shall use due professional care to comply with all applicable federal, state and local laws, codes, ordinances and regulations. Consultant represents to Association that it has, and will maintain through the term of the Agreement, all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant shall maintain a Business License for the City of Emeryville.

9. **Insurance:**

A. **Minimum Scope of Insurance:** Prior to commencing work and during the entire term of the Agreement, Consultant shall procure and maintain the following insurance policies in these minimum amounts:

1. Commercial General Liability Coverage, in the amount of Two Million Dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement, or the general aggregate limit

shall be at least twice the required occurrence limit.

2. Automobile Liability coverage in the amount of Two Million Dollars (\$2,000,000) per accident for bodily injury and property damage.

3. For any employees, Workers' Compensation as required by the State of California, and Employers' Liability Insurance, One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

B. Endorsements: Each general liability and automobile liability insurance policy shall be endorsed with the following specific language:

1. The Association, its members, officers, employees and agents ("Insured Parties") are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant.

2. For any claims related to this Agreement, Consultant's insurance coverage shall be considered primary insurance as respects the Insured Parties. Any insurance or self-insurance maintained by the Insured Parties shall be excess of the Consultant's insurance and shall not contribute with it.

3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company.

4. The insurer waives all rights of subrogation against Association, its elected and appointed officers, employees and agents.

5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Association, its elected and appointed officers, employees and agents.

6. Each insurance policy required by this Agreement shall provide that coverage shall not be canceled, except after 30 days prior written notice has been given to the Association.

C. Verification of Coverage: Consultant shall provide to the Association all certificates of insurance with original endorsements affecting coverage required by this paragraph. Certificates of such insurance shall be filed with the Association on or before commencement of performance of this Agreement. The Association reserves the right to require complete, certified copies of all required insurance policies at any time.

C. Acceptability of Insurers: All insurance companies providing coverage to Consultant for purposes of this Agreement shall be authorized by the Insurance Commissioner of the State of California to transact business within the State of California and shall an A.M. Best's rating of no less than "A:VII".

E. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retention's must be declared to and approved by the Association. At the Association's option, Consultant shall demonstrate financial capability for payment

of such deductibles or self-insured receptions.

10. **Assignment and Subcontracting**: The parties recognize that a substantial inducement to Association for entering into this Agreement is the professional reputation, experience and competence of Consultant. Therefore, Consultant may not assign any right or obligation pursuant to this Agreement without the prior written permission of Association. Furthermore, Consultant shall not subcontract any portion of the work to be performed under this Agreement without the prior written consent of Association. Any assignment of any right or obligation or subcontracting of any work without Association consent shall be void and of no effect.

11. **Nondiscrimination**: Consultant shall not discriminate against any person related to the performance under this Agreement (including any employee or applicant) on the basis of race, color, religious creed, national origin, gender, physical or mental disability, marital status, or sexual orientation.

12. **Termination of Agreement**: Either party may terminate this Agreement without cause upon giving sixty days written notice to the other party. In addition, Association may suspend Consultant's performance of the agreement upon 24 hours' notice, provided that such suspension shall not affect Consultant's compensation. In the event of such a termination, Consultant shall be entitled to any compensation owed for services rendered up to the effective date of termination.

13. **Amendment**: This Agreement constitutes the complete and exclusive statement of the Agreement to Association and Consultant. It may be amended or extended from time-to-time by written agreement of the parties hereto.

14. **Litigation Costs**: In the event either party commences legal action to enforce this Agreement, the prevailing party shall be entitled to reasonable costs and expenses, including attorneys' fees.

15. **Written Notification**: Any notice, demand, request, consent, approval, or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to Association: Michael Conneran
Hanson Bridgett LLP
1676 No. California Blvd., Suite 620
Walnut Creek, CA 94596
And, by email to: mconneran@hansonbridgett.com

And: Bobby Lee
Chair of the Board
By email only to: bobby@visiblee.me

If to Consultant: ALTRANS
302 Toyon Avenue, Suite F – MS 410
San Jose, CA 95127

Attention: Stephen Blaylock, President
And, by email to: sblaylock@altrans.net

16. **Waiver:** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision of the Agreement.

17. **Execution:** This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement it shall not be necessary to produce or account for more than one such counterpart.

18. **Venue:** In the event that suit shall be brought by either party hereunder, the parties agree that trial of such action shall be held exclusively in a state court in the County of Alameda, California.

IN WITNESS WHEREOF, the Association and Consultant have executed this Agreement as of the date first above written.

**EMERYVILLE TRANSPORTATION
MANAGEMENT ASSOCIATION**

CONSULTANT

By: _____
Chair

By: _____

APPROVED AS TO FORM

By: _____
Legal Counsel

EXHIBIT A

SCOPE OF WORK

DETAILED BREAKDOWN OF SCOPE OF WORK:

A. Association Administration – 25%

Association General Management

1. Ensure compliance with current and monitor emerging local, state, and federal regulations and requirements.
2. Ensure compliance with governing documents, including the TMA Bylaws and Articles of Incorporation; 2015 PBID Management Plan and Engineers Report; Shuttle Funding Agreement with City of Emeryville, City or other governmental grant agreements; and any other documents adopted by the City of Emeryville binding on the TMA.
3. Adhere to Board-established policies and procedures and safeguard the Association's assets and reputation.
4. Negotiate and recommend for approval to the Board all contracts, leases, service agreements, consulting agreements, insurance policies and other documents required for prudent TMA operation and compliance with laws.
5. Maintain contract management tracking workbook and ensure current certificates of insurance are on file.
6. Process annual renewal of City of Emeryville Business License for non-profit businesses.
7. Oversee facilities management and security, with a focus on outsourcing these functions.
8. Prepare for and facilitate the election of one (1) employer member annually and two (2) business members every three years.

Board of Directors Support

1. Prepare, disseminate, and maintain Board communications and actions including: meeting notices and agendas, official summaries/minutes, rosters, calendars, operations and financial reports, per Board policies and procedures and the Brown Act.
2. Ensure access to all TMA records by Board of Directors, Association members, and public (as may be required by the Brown Act).
3. Provide staff support at Board and Committee meetings.
4. Prepare and distribute "Briefing Binder" to the Board which includes authorizing documents, budgets (current and two prior years), year-end statements, audits, Emeryville City Council staff reports, and all previously approved contracts over \$10,000. Provide updated contents to binders annually.
5. Inform the Board and/or appropriate officers and committees of pertinent developments.
6. Anticipate and inform the Board of emerging issues and trends; recommend actions to address the future viability of the Association and its services.

7. Provide board training on best practices and expectations of board members.
8. Engage in recruitment of new Directors.
9. Coordinate with legal counsel on claims or various matters which warrant a legal opinion, when needed. Keep the Board informed of all legal matters.
10. Maintain a filing system for TMA documents/records and consolidate documents needed for the annual audit.
11. Liaise with State of California for all matters pertaining to the Airspace Lease agreement for the fleet parking and operations facility, including updates to certificates of insurance for TMA and Operator and ensuring rent adjustments are implemented according to the lease agreement.

Financial Management

1. Oversee bookkeeping and accounting functions; manage relationship with independent auditor for the annual audit.
2. Prepare annual budget and 5-year forecast for Board approval including assumptions and analysis of trends.
3. Oversee and monitor the annual PBID assessment levy process with City and consultants; liaison with the City regarding PBID fund balance held by City.
4. Prepare, in conjunction with the TMA's accountant, periodic financial reports and statements for the Board, per established policies, procedures and calendars.
5. Approve, or submit for Board of Directors approval, all invoices from vendors and contractors for payment by accountant per established policies.
6. Monitor budget and manage cash flow.
7. Review and reconcile bank statements monthly.
8. Ensure timely filing of annual tax returns by accountant.
9. Distribute annual audit with appropriate recipients.
10. Deposit all funds received per approved investment policy.

B. Operations and Fleet Maintenance, Management and Oversight – 25%

1. Oversee the operations and maintenance contractors to ensure that the work is done to the standards of the TMA as defined in the contracts; monitor contractor costs to ensure that they do not exceed budget.
2. Solicit proposals from alternate service providers to ensure that the services provided are the most effective available.
3. Review of monthly operations invoice to ensure rates are consistent with shuttle operations agreement and to ensure performance assessments are accounted for, including review of daily schedule performance to ensure missed trips and early departures are appropriately accounted for.
4. Monitor contractor performance against service standards and goals adopted by the Board.
5. Maintain the fleet acquisition plan and oversee the condition, cost and availability of the fleet.
6. Make recommendations to the Board of Directors regarding the replacement and composition of vehicle fleet. Prepare cost/benefit analyses to evaluate the best strategy for procuring the vehicles (lease, buy, finance). As needed, solicit proposals for vehicle purchases and/or leases.

7. Track, monitor and follow up as necessary on complaints, accidents and incidents.
8. Risk management: annual review of insurance policies, vendor insurance, and emergency management plans.
9. Analyze and review maintenance procedures, conformity of work and determine maintenance efficiencies, when needed.
10. Prepare monthly ridership and on-time performance reports.
11. Develop and implement service changes, when needed.

Equipment & Systems Management

1. Monitor equipment tracking to ensure serial numbers, vehicle assignments and other pertinent information is tracked and verified regularly.
2. Coordinate with real-time tracking vendor to ensure GPS tracking equipment and system reporting is properly functioning.
3. Coordinate with GTFS software vendor to ensure routes, stops and schedules are accurately reflected on Google Maps.
4. Update GTFS schedules, stop locations and routes, when needed.
5. Participate in troubleshooting technical issues with operations team, when needed.

C. Planning and Projects – 25%

Service Development

1. Analyze route performance, cost of services, on-time performance, and other service performance indicators on an ongoing basis.
2. Develop new service strategies and recommendations to meet emerging community needs.
3. Stay abreast of new technology developments and recommend new technology to improve quality of services and/or information (e.g. automatic passenger counters, real-time arrival predictions, signal priority systems).
4. Evaluate new vehicle models and their technologies that could help improve quality of service.
5. Evaluate partnerships with vendors and suppliers to explore new technology, funding opportunities and other ways to continue/improve delivery of services.
6. Liaise with City and others to address roadway, sidewalk and other infrastructure issues for the delivery of high quality transit service.
7. Maintain and enhance the signage and other on-street amenities to ensure that riders can easily access the shuttle service.

Long Range Planning

1. Develop five-year strategic plan that includes fleet replacement plan (with an eye towards electrification), new service development, plans for facility improvements.
2. Work closely with a committee of the Board of Directors; plan and oversee any required renovations to make the site functional for shuttle service.

D. Marketing and Public Outreach – 25%

Marketing, Community & Public Relations

Marketing and public relations activities should be performed with two broad goals in mind: to increase ridership and customer satisfaction; and to develop support for extending the PBID beyond its current expiration in 2030.

1. Work closely with property owners to ensure that all customers and employees are familiar with the Emery Go-Round service. This may include scheduling and attending outreach events with property owners, employees and customers.
2. Prepare an annual Marketing Plan as required by the TMA's governing documents. This plan should include on-going activities as well as proposals for new programs to increase ridership and general awareness of the service. Once approved by the Board of Directors, implement the plan.
3. Annually, survey customers to determine their level of satisfaction.
4. Update website, written material, brochures, and other public information documents and web information at least annually to ensure that it is user friendly and promotes the mission of the TMA. Recommend to Board annual updates before they are implemented.
5. Maintain, in conjunction with operations staff, ongoing communications via the Emery Go-Round mobile app.
6. Respond to questions, complaints or emergency situations. Keep Board informed of questions, complaints, and emergencies and any emergency actions taken. When necessary, call an Emergency Meeting of the Board to authorize responsive action.
7. Maintain Public Relations on-call readiness for emergency situations
8. Maintain a positive, highly visible public image.
9. Provide public relations liaison to press or public agencies as needed
10. Engage in social media planning and management, including but not limited to Twitter, Yelp, and other relevant platforms

Liaison to Public Agencies and Transit Organizations

1. Represent TMA at regional transit meetings and local government agency meetings (not more than approximately once per month). Provide written summary of all meetings (topics discussed, recommended actions). Recent liaison activities include:
 - Liaise with MacArthur BART access and transit-oriented development activities; City of Oakland and Emeryville regarding routes, safety, and other service-related issues.
 - Participation on MTC technical advisory committees (real-time transit, 511, transit hubs, etc.)
 - Involvement in the development of Emeryville General Plan; Alternative Transportation Study; Parking Studies, etc.
- Participation on City's Transportation Committee
 - Maintain working relationship with political stakeholders and seek out grant funding, political support opportunities that could aid the improvement of Emery Go-Round's service
2. As authorized by Board, attend regional transit-related conferences (not to exceed 3 per year). Provide written report on conference.

E. Third Party Services

8 to Go Paratransit Shuttle Service

1. Operations oversight.
2. Coordination with City of Emeryville on various operational matters.
3. Facilitate renewals and/or amendments to the professional services agreement with City of Emeryville.
4. Preparation of monthly reimbursement request.

The Emery Express

1. Operations oversight.
2. Coordination with parties regarding operational matters and service level adjustments, when needed.
3. Facilitate renewals and modifications to the Transportation Agreement, when needed.

Participate in meetings with parties for service expansion and/or other TDM enhancements, when needed.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: June 16, 2026
SUBJECT: 2025 Independent Auditor's Report Summary

Background

As a non-profit corporation whose gross fiscal year revenue exceeds \$2 million dollars, the Emeryville Transportation Management Association is required to have its annual financial statements audited by an independent certified public accountant.

At the February 2026 ETMA Board Meeting, the board elected to engage Maze & Associates for the preparation of the 2025 Audited Financial Statements. At that same meeting, per ETMA bylaws, an Audit Review Committee was formed to review the final draft of the audit report and make a recommendation whether or not to accept the auditor's report. This committee consisted of directors Peter Schreiber, Andrew Allen, and Colin Osborne. In March and April of 2026, the ETMA's bookkeeper/accountant, John Tounger, and ETMA Management provided Maze with all of the requested/required information and documentation.

On May 29, 2026, Maze & Associates provided the final draft of the audit to the Executive Director and John Tounger, which was then sent to the Audit Review Committee.

Findings

- The auditor determined that the financial statements present fairly, the financial position of the ETMA as of December 31, 2025 and that the changes in net assets and cash flows for the year ended in accordance with generally accepted accounting principles.
- The auditor found no unusual transactions, controversial or emerging areas. They noted no transactions entered into by the Association during the year for which there is a lack of authoritative guidance or consensus.
- They also found no misstatements that could have a significant effect on the ETMA's financial reporting process.
- There were no findings that the auditor found that Management disagreed with.
- Over the course of the year, the ETMA
 - Received \$6,459,217 in revenue, a 3.5% increase over 2024
 - Expended \$5,311,983, a 3.6% increase over 2024
- This presented a change in net assets equaling \$1,147,234.
- The ETMA ended the year with a balance of \$7,200,344. This balance is broken down into 3 areas of asset designation:
 - Non-PBID Activities: \$153,202. These are funds previously provided by ETMA members predating the PBID. They have been earmarked for an improvement project to be determined at a later date.
 - Operating Reserve: \$928,294. The ETMA's policy is to hold 15% of the Annual Operating Expenses. Due to calculation errors in the 2025 budget, 18% was held in reserve instead.

- Facility/Equipment Reserve: \$6,118,848. These funds are to be utilized for fleet procurement or bus yard renovations, such as development and installation of EV infrastructure
- As with prior audits, the Auditors have applied an accounting standard regarding the bus yard lease. This change is an attempt to quantify the lease exposure on the financial statements. As a result, this change increases the amount of Total Liabilities and Net Assets to \$12,215,624. This increase, however, is only represented in this Financial Statement and does not represent any cash flow changes in assets or liabilities.

Financial Summary

| | 2024 | 2025 |
|--|--------------|--------------|
| Total Revenue | \$6,241,388 | \$6,459,217 |
| Total Expenses | \$5,126,746 | \$5,311,983 |
| Change in Net Assets | \$1,114,642 | \$1,147,234 |
| Total Net Assets (Year-End Balance) | \$6,053,110 | \$7,200,344 |
| Total Assets (incl. ROU lease) | \$11,455,156 | \$12,215,624 |

Recommendation

It is the recommendation of the Financial Audit Review Committee to accept the Independent Auditor's Report on the 2025 Financial Statements.

MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors of
Emeryville Transportation Management Association
Emeryville, California

In planning and performing our audit of the financial statements of the Emeryville Transportation Management Association (Association) as of and for the year ended December 31, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the Association's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Association's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, Board of Directors, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Pleasant Hill, California

DATE

**EMERYVILLE TRANSPORTATION
MANAGEMENT ASSOCIATION
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED DECEMBER 31, 2025**

Final Draft

**EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
REQUIRED COMMUNICATIONS**

For the Year Ended December 31, 2025

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Final Draft



REQUIRED COMMUNICATIONS

To the Board of Directors of the
Emeryville Transportation Management Association
Emeryville, California

We have audited the financial statements of the Emeryville Transportation Management Association for the year ended December 31, 2025 and issued our report dated **DATE**. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to management and the Board in our engagement letter dated February 10, 2026, and via email to the Audit Review Committee on March 17, 2026. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Accounting Policies - Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Association are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year.

Unusual Transactions, Controversial or Emerging Areas - We noted no transactions entered into by the Association during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates - Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Association's financial statements are the following:

Estimated Lease Right-of Use Asset and Liability: Management's estimate of the lease right-of use asset and liability is disclosed in Note 5 to the financial statements and is based on amortization schedules using the Association's estimated incremental borrowing rate. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Estimate of Depreciation: Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 2D to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Disclosures – The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Directors.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated **DATE**.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Association's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Association's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Pleasant Hill, California
DATE

**EMERYVILLE TRANSPORTATION
MANAGEMENT ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

Final Draft

**EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
Financial Statements
For the Year Ended December 31, 2025**

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Final Draft

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
Emeryville Transportation Management Association
Emeryville, California

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the Emeryville Transportation Management Association (Association), a nonprofit organization, which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Emeryville Transportation Management Association as of December 31, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Emeryville Transportation Management Association and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited the Emeryville Transportation Management Association's 2024 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated June 24, 2025. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Pleasant Hill, California

DATE

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2025
WITH COMPARATIVE AMOUNTS AS OF DECEMBER 31, 2024

| | 2025 | 2024 |
|--|---------------------|---------------------|
| ASSETS | | |
| Current Assets: | | |
| Cash and cash equivalents (Notes 2B and 3) | \$1,385,927 | \$993,365 |
| Certificates of deposit (Note 3) | 6,501,390 | 5,856,156 |
| Accounts receivable | 136,575 | 228,470 |
| Prepays | 14,325 | 14,325 |
| | | |
| Total Current Assets | 8,038,217 | 7,092,316 |
| Non Current Assets: | | |
| Right-of-use asset (Note 5) | 4,104,465 | 4,270,870 |
| Property and equipment, net (Note 4) | 72,942 | 91,970 |
| | | |
| Total Non Current Assets | 4,177,407 | 4,362,840 |
| TOTAL ASSETS | \$12,215,624 | \$11,455,156 |
| LIABILITIES AND NET ASSETS | | |
| Current Liabilities: | | |
| Accounts payable and accrued expenses | \$407,619 | \$743,722 |
| Right-of-use liability (Note 5) | 57,964 | 50,663 |
| | | |
| Total Current Liabilities | 465,583 | 794,385 |
| Non Current Liabilities: | | |
| Right-of-use liability (Note 5) | 4,549,697 | 4,607,661 |
| | | |
| Total Non Current Liabilities | 4,549,697 | 4,607,661 |
| TOTAL LIABILITIES | 5,015,280 | 5,402,046 |
| Net Assets (Note 2F) | | |
| Without Donor Restrictions: | | |
| Designated (Note 7) | 7,200,344 | 6,053,110 |
| | | |
| Total Net Assets | 7,200,344 | 6,053,110 |
| TOTAL LIABILITIES AND NET ASSETS | \$12,215,624 | \$11,455,156 |

See accompanying notes to financial statements

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2025
WITH SUMMARIZED AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2024

| | Without Donor Restrictions | With Donor Restrictions | 2025 | 2024 |
|---|----------------------------------|-------------------------------|--------------------|--------------------|
| SUPPORT AND REVENUE | | | | |
| Property Business Improvement District proceeds | \$4,640,887 | | \$4,640,887 | \$4,505,002 |
| Emeryville general benefit contribution | 639,966 | | 639,966 | 609,273 |
| Emery Express | 313,344 | | 313,344 | 299,890 |
| West Berkeley shuttle services | 365,961 | | 365,961 | 342,423 |
| Paratransit 8 To Go | 158,373 | | 158,373 | 144,689 |
| Direct billed revenue | 119,429 | | 119,429 | 116,984 |
| Interest income | 221,257 | | 221,257 | 223,127 |
| | <u>6,459,217</u> | | <u>6,459,217</u> | <u>6,241,388</u> |
| EXPENSES | | | | |
| Program services | 4,367,456 | | 4,367,456 | 4,209,676 |
| Management and general | 944,527 | | 944,527 | 917,070 |
| | <u>5,311,983</u> | | <u>5,311,983</u> | <u>5,126,746</u> |
| Changes in net assets | <u>1,147,234</u> | | <u>1,147,234</u> | <u>1,114,642</u> |
| Net assets at beginning of year | <u>6,053,110</u> | | <u>6,053,110</u> | <u>4,938,468</u> |
| Net assets at end of year | <u>\$7,200,344</u> | | <u>\$7,200,344</u> | <u>\$6,053,110</u> |

See accompanying notes to financial statements

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2025
WITH SUMMARIZED AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2024

| | Program Services | Management and General | Totals | |
|------------------------------------|---------------------|---------------------------|--------------------|--------------------|
| | | | 2025 | 2024 |
| FUNCTIONAL EXPENSES | | | | |
| Contract services - Shuttle Buses | \$3,183,802 | | \$3,183,802 | \$2,920,659 |
| Bus repairs, maintenance and other | 131,757 | | 131,757 | 194,523 |
| West Berkeley shuttle services | 304,797 | | 304,797 | 300,845 |
| Emery Express | 249,120 | | 249,120 | 252,909 |
| Paratransit 8 To Go | 150,981 | | 150,981 | 147,121 |
| Management contract | 327,971 | \$140,559 | 468,530 | 443,760 |
| Depreciation (Note 4) | 19,028 | | 19,028 | 83,697 |
| Janitorial expenses | | 11,315 | 11,315 | 9,304 |
| Office expense | | 4,829 | 4,829 | |
| Amortization expense | | 115,741 | 115,741 | 122,706 |
| Marketing expenses | | 6,173 | 6,173 | |
| Insurance | | 63,559 | 63,559 | 57,376 |
| Interest | | | | 1,618 |
| Professional fees | | 62,460 | 62,460 | 60,613 |
| Yard rent | | 189,740 | 189,740 | 184,180 |
| Yard repairs and maintenance | | 9,594 | 9,594 | 7,407 |
| Yard taxes, fees and licenses | | 117,514 | 117,514 | 28,762 |
| Telephone and utilities | | 31,103 | 31,103 | 32,239 |
| Security | | 191,940 | 191,940 | 279,027 |
| Total Functional Expenses | <u>\$4,367,456</u> | <u>\$944,527</u> | <u>\$5,311,983</u> | <u>\$5,126,746</u> |

See accompanying notes to financial statements

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2025
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2024

| | 2025 | 2024 |
|---|-------------|-------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Changes in net assets | \$1,147,234 | \$1,114,642 |
| Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities: | | |
| Depreciation and amortization | 134,769 | 206,403 |
| Decrease (increase) in current assets: | | |
| Accounts receivable | 91,895 | (52,337) |
| Increase (decrease) in current liabilities: | | |
| Accounts payable and accrued expenses | (336,103) | 369,837 |
| Total Adjustments | (109,439) | 523,903 |
| Net Cash Provided by Operating Activities | 1,037,795 | 1,638,545 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Maturity of certificates of deposit | 5,856,157 | 5,182,876 |
| Purchase of certificates of deposit | (6,501,390) | (5,856,156) |
| Net Cash (Used) by Investing Activities | (645,233) | (673,280) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Purchase of vehicles | | (95,141) |
| Notes payable and advance billing repayments | | (87,290) |
| Net Cash (Used) by Financing Activities | | (182,431) |
| NET INCREASE IN CASH AND CASH EQUIVALENTS | 392,562 | 782,834 |
| Cash and cash equivalents, beginning of year | 993,365 | 210,531 |
| Cash and cash equivalents, end of year | \$1,385,927 | \$993,365 |
| Supplemental information: | | |
| Interest paid | | \$1,618 |

See accompanying notes to financial statements

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2025

NOTE 1 – REPORTING ENTITY

Emery Go Round is a shuttle bus service of the Emeryville Transportation Management Association (the Association), a nonprofit organization, whose primary purpose is to increase access and mobility to, from, and within the City of Emeryville (the City), while alleviating congestion through operation of a shuttle program. The Association’s Board of Directors, who also serve as the official representative of property owners for the City formed Emeryville Property Based Business Improvement District (PBID), determines tax assessment rates as well as the level of shuttle service on an annual basis.

The Association entered into a “Shuttle Bus Service Fund Agreement” with the City effective July 1, 2015 through June 30, 2030, so that the City can continue to provide the Association with funding for the Shuttle via the PBID in return for the Association operating the Shuttle as contemplated in the PBID Management District Plan.

Emeryville Transportation Management Association contracts with Altrans for the maintenance of monthly bookkeeping and processing of disbursements.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting and Financial Statement Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). The financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in the Accounting Standards Codification (ASC), No. 958, *Financial Statements of Not-for-Profit Organizations*.

Revenues are reported as increases in net assets without donor restriction unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expirations of donor restrictions on the net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between the applicable classes of net assets. The Association has adopted a policy to classify donor restricted contributions as without donor restrictions to the extent that donor restrictions were met in the year the contribution was received.

B. Cash and Cash Equivalents

For purposes of reporting cash flows, the Association considers highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. Cash and cash equivalents were \$1,385,927 and \$993,365 at December 31, 2025 and 2024, respectively.

C. Concentration of Credit Risk

The Federal Deposit Insurance Corporation (“FDIC”) insures account balances up to \$250,000 at each insured institution. Association maintains deposit accounts with one financial institution and frequently carries balances that exceed FDIC insurance limits. Management believes the Association is not exposed to any significant credit risk related to cash.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2025

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. *Property and Equipment*

Depreciated fixed assets include buses, mobile office building, bus equipment and similar items, and are reported in the statement of net position. The Association capitalizes assets with a cost or donated value of more than \$2,500 and an estimated useful life in excess of five years. Depreciation is calculated using the straight-line method in lives ranging from five to forty years.

E. *Estimates*

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

F. *Net Asset Classifications*

The Association is required to report information regarding its financial position and activities according to two classes of net assets:

Net Assets Without Donor Restrictions: Net assets available for use in general operations that are not subject to or are no longer subject to donor-imposed restrictions. The Association has designated net assets without donor restrictions for leasehold improvements, furniture and equipment.

Net Assets With Donor Restrictions: Net assets whose use is limited by donor-imposed time and/or purpose restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met with the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restrictions expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

G. *Income Taxes*

The Association is exempt from income tax under Section 501(c)(4) of the U.S. Internal Revenue Code. Accordingly, no provision for income taxes has been provided in these financial statements. In addition, the Association qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private association under Section 509(a)(1). Unrelated business income, if any, may be subject to income tax. The Association paid no taxes on unrelated business income in the years ended December 31, 2025 and 2024, respectively.

Generally accepted accounting principles require the recognition, measurement, classification, and disclosure in the financial statements of uncertain tax positions taken or expected to be taken in the Association's tax returns. Management has determined that the Association does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Association's tax returns will not be challenged by the taxing authorities and that the Association will not be subject to additional tax, penalties, and interest as a result of such challenge. Generally, the Association tax returns remain open for federal income tax examination for three years from the date of filing.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2025

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

H. Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Those expenses which cannot be specifically identified by function type have been allocated to functions based upon management's best estimate of usage. For certain such expenses, such as management contract, these estimates are based on time incurred in different activities.

I. Advertising Costs

Advertising costs, if any, are expensed as incurred.

J. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Accounting standards set a framework for measuring fair value using a three tier hierarchy based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1: Quoted prices in active markets for identical assets or liabilities.

Level 2: Observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or inputs (interest rates, currency exchange rates, commodity rates and yield curves) that are observable or corroborated by observable market data for substantially the full term of the assets or liabilities.

Level 3: Inputs that are not observable in the market and reflect the management's judgment about the assumptions that market participants would use in pricing the asset or liability.

K. Prior Year Totals

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Accordingly, such information should be read in conjunction with the financial statements for the year ended December 31, 2024, from which the summarized information was derived.

L. Lease Accounting

The Association recognizes and measures its leases in accordance with FASB ASC 842, *Leases*. The Association determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of the existing contract are changed. Lease liabilities and a right of use (ROU) asset are recognized at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or a discount rate. The discount rate is the implicit rate if it is readily determinable or otherwise the Association uses its incremental borrowing rate. See Note 5 for further details.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2025

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

M. Subsequent Events

The Association evaluated subsequent events for recognition and disclosure through **DATE**, the date which these financial statements were available to be issued. Management concluded that no material subsequent events occurred since December 31, 2025 that requires recognition or disclosure in the financial statements.

NOTE 3 – CASH, CASH EQUIVALENTS AND CERTIFICATES OF DEPOSIT

Cash and cash equivalents consist of the following as of December 31:

| | 2025 | 2024 |
|-------------------|-----------|-----------|
| Checking accounts | \$215,853 | \$189,741 |
| Savings accounts | 1,170,074 | 803,624 |
| Total | 1,385,927 | \$993,365 |

As of December 31, 2025 and 2024, the Association held \$6,501,390 and \$5,856,156, respectively, in certificates of deposits with maturities of less than one year. The certificates of deposit are valued using the level 2 fair value measurement.

NOTE 4 – PROPERTY AND EQUIPMENT

Fixed assets activity is comprised of the following:

| | Balance December 31, 2024 | Additions | Balance December 31, 2025 |
|--------------------------------|------------------------------|------------|------------------------------|
| Property and Equipment | | | |
| Transportation equipment | \$4,371,943 | | \$4,371,943 |
| Equipment | 12,239 | | 12,239 |
| Total fixed assets | 4,384,182 | | 4,384,182 |
| Less accumulated depreciation | | | |
| Transportation equipment | 4,279,973 | \$19,028 | 4,299,001 |
| Equipment | 12,239 | | 12,239 |
| Total accumulated depreciation | 4,292,212 | 19,028 | 4,311,240 |
| Property and equipment, net | \$91,970 | (\$19,028) | \$72,942 |

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2025

NOTE 4 – PROPERTY AND EQUIPMENT (Continued)

| | Balance December 31, 2023 | Additions | Balance December 31, 2024 |
|--------------------------------|------------------------------|-----------------|------------------------------|
| Property and Equipment | | | |
| Transportation equipment | \$4,276,802 | \$95,141 | \$4,371,943 |
| Equipment | 12,239 | | 12,239 |
| Total fixed assets | <u>4,289,041</u> | <u>95,141</u> | <u>4,384,182</u> |
| Less accumulated depreciation | | | |
| Transportation equipment | 4,196,276 | 83,697 | 4,279,973 |
| Equipment | 12,239 | | 12,239 |
| Total accumulated depreciation | <u>4,208,515</u> | <u>83,697</u> | <u>4,292,212</u> |
| Property and equipment, net | <u>\$80,526</u> | <u>\$11,444</u> | <u>\$91,970</u> |

NOTE 5 – RIGHT-OF-USE ASSET AND LIABILITIES

Effective August 1, 2020, the Association entered into a bus storage parking lot agreement with Caltrans calling for monthly payments of \$14,325, beginning September 1, 2020. The monthly rent is subject to a fixed 3% annual increase, beginning in September 2022. The lease agreement does not provide an implicit rate, therefore the Association has elected to use the risk-free rate of 3% as its incremental borrowing rate, based on the information available at the commencement date in determining the present value of lease payments.

Future asset amortization and lease payments for the parking lot are as follows:

| | Asset | Liability |
|------------|--------------------|--------------------|
| 2026 | \$166,404 | \$57,964 |
| 2027 | 166,404 | 65,626 |
| 2028 | 166,404 | 73,727 |
| 2029 | 166,404 | 82,294 |
| 2030 | 166,404 | 89,117 |
| Thereafter | <u>3,272,445</u> | <u>4,238,933</u> |
| Total | <u>\$4,104,465</u> | <u>\$4,607,661</u> |

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2025

NOTE 6 – COMMITMENTS AND CONTINGENCIES

Effective February 1, 2018 through December 31, 2025, the Association entered into an agreement with the MV Transportation, Inc. to provide bus driver services to the Association. The agreement calls for the Association to reimburse such services on a cost plus fixed fee basis. The Association has also entered into various professional service agreements to assist with the planning, management and overall operations of the Association.

Effective September 1, 2020, the Association entered into a 30-year airspace lease agreement with the State of California Department of Transportation for the use of land located in the City of Oakland. The lease provides for monthly rent of \$14,325 and requires a security deposit in the same amount. The leased space is used for bus and vehicle parking, staging and dispatching, a bus driver rest area, and administrative offices. Total future lease commitments under this agreement as of December 31, 2025, amount to approximately \$4.1 million through the lease expiration date of August 31, 2050.

NOTE 7 – DESIGNATED NET ASSETS WITHOUT DONOR RESTRICTIONS

Certain amounts of net assets without donor restrictions, have been designated by the Board of Directors as follows:

| Designation | Balance December 31, 2024 | Increase/ (Decrease) | Balance December 31, 2025 |
|----------------------------|------------------------------|-------------------------|------------------------------|
| Non-PBID Activities | \$147,592 | \$5,610 | \$153,202 |
| Operating Reserve | 743,620 | 184,674 | 928,294 |
| Facility/Equipment Reserve | 5,161,898 | 956,950 | 6,118,848 |
| Totals | <u>\$6,053,110</u> | <u>\$1,147,234</u> | <u>\$7,200,344</u> |

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2025

NOTE 8 – LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES

Financial assets available for general expenditure that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, is as follows as of December 31:

| | 2025 | 2024 |
|---|-------------|-------------|
| Total current financial assets: | | |
| Cash and cash equivalents | \$1,385,927 | \$993,365 |
| Certificates of deposit | 6,501,390 | 5,856,156 |
| Accounts receivable | 136,575 | 228,470 |
| Total current financial assets | 8,023,892 | 7,077,991 |
| Contractual or donor-imposed restrictions: | | |
| Board-designations (See Note 7) | (7,200,344) | (6,053,110) |
| Financial Assets Available to Meet Cash Needs for Expenditures Within One Year | \$823,548 | \$1,024,881 |

The Association has established this cash balance to sustain the Association's operating needs through 2030 (the current PBID funding term), as operating costs are expected to increase significantly over the coming years, and funding increases are likely to be restricted for specific purposes. This balance is intended to bridge the gap between annual operating costs and capped funding commitments.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: June 16, 2026
SUBJECT: Review and Consider approval for staff to submit proposal to the City of Emeryville for 8 to Go Paratransit services.

Summary

The City of Emeryville issued an RFP for paratransit services in support of the 8 to Go program, requesting proposals from qualified contractors to continue operating this door-to-door shuttle service for older adults and persons with disabilities. The RFP is part of the City's regular procurement schedule rather than a response to any service issue; the ETMA has served as the program's continuous provider since 2008.

Compared to the services currently provided under the existing agreement, this RFP introduces one notable change in scope: on-call field trip transportation for the Community Services Department. This is a new service requirement and required a separate rate schedule, included in Attachment B of the proposal.

In response to the RFP, the ETMA submitted clarifying questions to the City on Monday, June 8, 2026, covering vehicle provision and maintenance responsibility, field trip vehicle availability, and Senior Center operating hours. The City's responses are expected to be published on June 15, 2026. Final details and pricing will be updated once the responses are published.

The proposal was co-developed with MV Transportation who contributed detailed content on driver training programs, safety performance data, technology and safety monitoring systems, and key personnel. ALTRANS TMA, Inc., the ETMA's management subcontractor, also contributed its qualifications and key personnel information. The 8 to Go service has historically been provided at cost, and the proposal's pricing structure will reflect that approach once finalized.

The current draft of the proposal has been reviewed and approved by the ETMA's attorney, Michael Conneran.

Proposed Motion

Approve submission of the Emeryville Transportation Management Association's proposal in response to the City of Emeryville's Request for Proposals for Paratransit Services in support of the 8 to Go Program, and authorize the Executive Director to finalize details and pricing in accordance with the City's responses to submitted clarifying questions and to execute and submit the proposal on behalf of the ETMA.



City of Emeryville

Proposal for

The City of Emeryville Community Services Department - Paratransit Services

June 22, 2026

Submitted by:



Emeryville Transportation Management Association

3643 Bradshaw Road, Ste G-347
Sacramento, CA 95827
www.emerygoround.com

Daniel Oliver, Executive Director
admin@emerygoround.com
(408)-258-7267 x503

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Cover Letter

June 22, 2026

Hazel Barry, Recreation Supervisor
Community Services Department
City of Emeryville
1333 Park Avenue Emeryville, CA 94608

Dear Ms. Barry,

On behalf of the Emeryville Transportation Management Association (ETMA), I am pleased to submit this proposal in response to the City of Emeryville's Request for Proposals for Paratransit Services in support of the 8 to Go Program.

The ETMA has been the City's trusted partner in delivering paratransit services to Emeryville's older adults and persons with disabilities since 2008. For nearly two decades, we have worked alongside the City's Community Services Department and the Emeryville Senior Center to ensure that older adults and persons with disabilities in our community have reliable, dignified, and safe access to the destinations that matter most to them: medical appointments, grocery stores, social activities, and the connections that support independent living.

This is not a program we are learning. It is a program we helped build, have continuously operated, and remain deeply committed to. Our operational partner, MV Transportation, has delivered day-to-day shuttle services since 2013, and our management partner, ALTRANS TMA, Inc., has provided program oversight since 2023. Together, this team brings an unmatched combination of institutional knowledge, operational excellence, and genuine care for the passengers we serve.

We understand that the 8 to Go program is more than a transportation service, it is a lifeline for some of Emeryville's most vulnerable residents. That understanding shapes everything we do, from how our drivers greet passengers at their doors to how we proactively reach out to regular riders when schedule availability opens up. It is the standard we hold ourselves to every single weekday, and it is the standard this proposal reflects.

We are proud of the service we have provided and enthusiastic about the opportunity to continue it. We welcome any questions and look forward to the opportunity to discuss our proposal further.

Sincerely,



Daniel Oliver, Executive Director
Emeryville Transportation Management Association

Section 1: Executive Summary

The Emeryville Transportation Management Association (ETMA) is pleased to present this proposal to continue serving as the City of Emeryville's paratransit services provider for the 8 to Go Program. As the program's continuous service provider since 2008, the ETMA offers the City something no other proposer can: nearly two decades of uninterrupted institutional knowledge, an established operational team, and a proven record of delivering safe, reliable, and compassionate transportation to Emeryville's older adults and persons with disabilities.

Our Proposal in Brief

The ETMA proposes to serve as the contract holder and primary accountability partner for all 8 to Go services, with day-to-day shuttle operations subcontracted to MV Transportation, the program's operator since 2013, and program management provided by ALTRANS TMA, Inc., the ETMA's management partner since 2023. This structure has been in place, has been refined over time, and has consistently delivered results. It is not a new team assembled for this bid, it is the team that has been showing up for Emeryville's seniors every weekday for years.



What the City Can Expect

- **Zero service disruption** upon contract award. Our team is already in place, already trained, and already known to the passengers we serve.
- **Consistent delivery** of more than 175 paratransit trips per month, sustained across varying demand conditions.
- **Proactive passenger engagement**, including our practice of personally contacting frequent riders when schedule availability opens, a service enhancement that goes well beyond the minimum requirements of the program.
- **Full ADA compliance** and a driver team trained in passenger assistance, safety, and customer service for older adults and persons with disabilities.
- **Transparent, timely reporting** including monthly trip logs, ridership summaries, and incident reports as required.

The ETMA is submitting this proposal because the 8 to Go program matters: to us, to the City, and most importantly to the residents who depend on it every day. We are proud of what this program has become and committed to its continued excellence.

Section 2 - Understanding of the 8 to Go Program

Our Understanding of the 8 to Go Program

The 8 to Go program exists because mobility is not a luxury, it is a prerequisite for independence. For the older adults and persons with disabilities who rely on this service, a ride to a medical appointment is not an errand. It is access to healthcare. A trip to the grocery store is not a convenience. It is the ability to feed oneself. A journey to the Senior Center is not optional recreation. It is connection, community, and quality of life. The ETMA understands this because supporting it has been our responsibility, and our privilege, for a long time.

The Program and Its Population

8 to Go is a scheduled, door-to-door, shared-ride paratransit shuttle serving residents of the 94608 zip code area who are age 70 or older, or between 18 and 69 years of age and certified by East Bay Paratransit. Operating on weekdays during Emeryville Senior Center hours, the program delivers passengers to medical appointments, grocery stores, social activities, and other essential destinations within the approved service area, extending where appropriate to destinations just outside the zip code boundary, including Berkeley Bowl West, MacArthur BART, Kaiser Oakland, and the Pill Hill medical corridor.

The population this program serves has needs that go beyond transportation. Many passengers have mobility limitations requiring wheelchair accessible vehicles and hands-on boarding assistance. Many live alone and may have limited alternative transportation options. Some face cognitive or sensory challenges that require patience, consistency, and a driver who knows them by name. Serving this population well is not simply a matter of showing up on time, though that matters enormously. It requires a service culture built around dignity, reliability, and genuine human care.

The Program's Role Within the City's Community Services Framework

The 8 to Go program does not operate in isolation. It is one of several complementary mobility programs housed within the Emeryville Senior Center, alongside taxi and Transportation Network Company (TNC) reimbursement, discounted East Bay Paratransit tickets, group trips, and Meals on Wheels. Together, these programs form a continuum of mobility support designed to ensure that no Emeryville resident is stranded by age or disability.

Within that continuum, 8 to Go plays a unique role. It is the only program that provides scheduled, door-to-door service with a dedicated driver and vehicle, making it the most hands-on, highest-touch option available, and the one most relied upon by passengers with the greatest mobility challenges. It is funded in part through a grant from the Alameda County Transportation Commission (ACTC), reflecting its regional significance as a model for community-based paratransit service. The City provides the wheelchair accessible vehicle used for service, and the program is administered collaboratively between the Community Services Department and the Senior Center, a partnership that requires the service provider to be a reliable, communicative, and accountable operational partner, not simply a vendor.

What We Have Learned Over 17 Years

Institutional knowledge matters in paratransit in ways that are difficult to quantify but easy to feel when it is absent. Over 17 years of continuous service, the ETMA and our operational team have developed a working understanding of this program that no amount of onboarding can replicate:

We know the passengers, their names, their destinations, their routines, their needs, and the small details that make a ride comfortable rather than just functional. We know which stops require extra time. We know which passengers need a phone call the day before, and which appreciate a proactive call when a schedule opening becomes available.

We know the City, how the Community Services Department operates, how the Senior Center staff communicates, what the City expects in reporting, and how to be a partner rather than simply a contractor.

We know the geography, the approved service area, the destinations passengers most frequently need, the traffic patterns that affect on-time performance on weekday mornings, and the logistical considerations that come with operating a curb-to-curb service in a dense urban environment.

We know the rhythms of demand, including the fluctuations that come with seasonal changes, health events, and broader community circumstances. We have maintained consistent service delivery through all of it, including the significant operational challenges posed by the COVID-19 pandemic, during which we adapted our protocols to continue serving passengers safely while prioritizing their health and the health of our drivers.

Our Service Philosophy

The ETMA's approach to the 8 to Go program is grounded in a simple conviction: the passengers we serve deserve the same quality of transportation experience that anyone would expect: safe, on time, comfortable, and delivered with respect. That conviction is reflected not just in our operational protocols but in the culture we have built around this program over nearly two decades.

It is why our drivers do more than drive. It is why, when pre-scheduled trips have not filled the available manifest, our team has proactively contacted frequent passengers to let them know a ride is available, turning a schedule gap into an opportunity to serve. It is why we treat every incident report, every passenger complaint, and every service disruption as something that matters and deserves a prompt, thoughtful response.

The City of Emeryville has built something genuinely valuable in the 8 to Go program. We take seriously our responsibility to protect that value and build on it, and we are confident that our proposal demonstrates exactly how we intend to do that.

Section 3 - Our Approach to Service Delivery

Our Approach to Service Delivery

The ETMA's approach to delivering the 8 to Go program is built on more than a decade and a half of operational refinement. What follows is not a theoretical service model, it is a description of how we actually operate, day in and day out, on behalf of the City of Emeryville and the passengers who depend on us.

Driver Staffing and Supervision

MV Transportation maintains a dedicated pool of drivers assigned to the 8 to Go program. Driver continuity is a priority, familiar faces matter enormously to older adults and passengers with disabilities, and we work to minimize unnecessary rotation on this route. All drivers are fully licensed, background-cleared, and trained specifically for paratransit service with older adults and persons with disabilities before they are assigned to 8 to Go.

Driver supervision is provided through MV Transportation's field supervision structure, which includes both scheduled oversight and unannounced quality checks to ensure service standards are maintained consistently. Any performance concerns are addressed promptly through MV's internal protocols, with escalation to ALTRANS and ETMA management as appropriate.

MV Transportation maintains backup driver availability to ensure that no scheduled trip is missed due to driver absence or unexpected unavailability. Staffing contingencies are built into the operational plan, and supervisory staff are available to step in as needed to maintain uninterrupted service.

MV has not missed service in more than two years.

Driver Training

All drivers assigned to the 8 to Go program receive comprehensive training that reflects the unique demands of serving older adults and persons with disabilities in a door-to-door paratransit environment.

MV's Operator Excellence Training (OET) has been deployed across MV's national operations spanning 124 contracts. Designed for adult learners, OET is flexible and can be adapted to ETMA's specific needs as safety regulations, industry trends, and best practices change. Built on a streaming platform, OET mixes facilitator-led video, group discussions, and interactive learning strategies to keep trainees engaged and focused



Program Design, Approach to Learning, and Guiding Principles

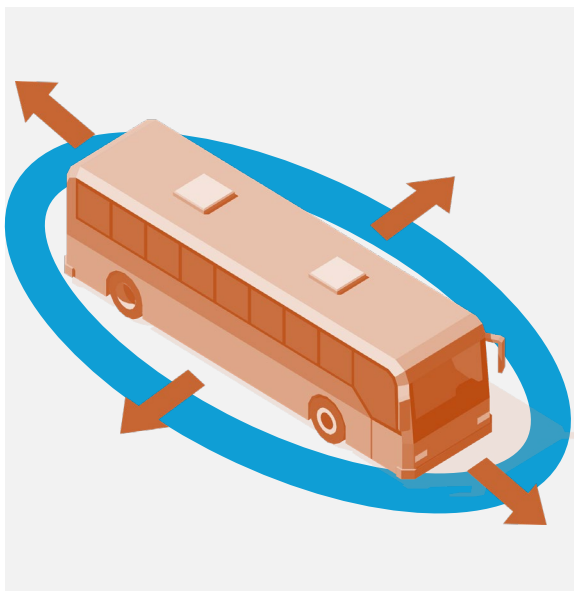
OET is a dynamic, interactive, and learner-centered program designed for adult learning. The training aims to impact trainees in three key areas:

- Affective: Encouraging a positive mindset and attitude;

- Cognitive: Expanding trainees’ knowledge and understanding;
- Behavior: Enhancing the trainee’s practical skills and competencies.

OET is the building block of MV’s safety culture, and it recognizes the critical role of mindset. Throughout the program, we emphasize our shared vision of Safety: Everybody, Everywhere, Everytime, ensuring that everybody actively demonstrates safe behavior everywhere and at everytime of the day. Daily safety messages help reinforce our safety and service culture, promoting key elements of OET that pertain to safe driving, employee well-being, and exceptional customer care.

At the heart of OET is the Safety 360 Defensive Driving Principle. Throughout the training program, trainees gain a deep understanding of the importance of Safety 360° – a holistic approach to safety that promotes complete awareness by operators maintaining a 360° field of vision and a 360° safety cushion of space around the vehicle.



360° of Proper Visibility

- Look 15 seconds ahead.
- Check mirrors every 5-8 seconds.
- Change point of focus every 2 seconds.
- Rock-n-Roll looking left, right, left.

360° Cushion of Space

- Minimum 4 seconds following distance.
- Space on all 6 sides of the vehicle.
- Avoid driving in bunches.
- 4-foot curbside clearance.
- 10-foot space when stopped behind another vehicle.
- 3-second pause at a fresh green light.

Additionally, we incorporate a four-hour module that focuses on customer service for passenger transportation. This training integrates traditional customer service techniques, such as effective communication, problem resolution, and active listening, with sensitivity training. Our dual approach equips our operators with the skills to provide an exceptional experience for all passengers. By refining these competencies, we aim to cultivate a welcoming and inclusive environment that aligns with MV’s commitment to excellence in service.

The Platinum Rule reminds us to treat our passengers with the respect and care they deserve.



Offer a Warm Smile

Calm and Patient Demeanor

Lend a Listening Ear.

Care for our customers and the communities we serve. 


OET comprises five training settings with accompanying materials designed to progressively move the trainee from behind the desk to behind the wheel:

| NEW OPERATOR TRAINING HOURS | |
|------------------------------------|--------------|
| <i>CLASSROOM</i> | 29.43 |
| <i>PRE-DRIVING SKILLS</i> | 4.50 |
| <i>OBSERVATION</i> | 25.5 |
| <i>BTW HOURS</i> | 21 |
| <i>CADETTING</i> | 16 |
| <i>TOTAL TIME</i> | 96.43 |

Developing the Professional Operator

MV’s OET training is comprehensive and covers a wide range of topics essential to professional vehicle operation and public transportation service. In addition to safe driving skills, defensive driving techniques, and on-road operation of public transit and paratransit vehicles, our training includes the following educational components that are fundamental to becoming a professional operator.

| | |
|---|--|
|  <p style="text-align: center; font-weight: bold; color: white;">Customer Service</p> | <p>Customer service training is delivered through a four-hour training class called Platinum Connection Customer Service (PCCS). PCCS encourages trainees to treat others as they would like to be treated, emphasizing the importance of making customer-centric and solution-oriented decisions while taking personal responsibility. The training also highlights the acronym ACE (Attitude, Choice, and Empathy), encouraging trainees to “ACE the customer experience.” PCCS also covers strategies for interacting with difficult passengers, de-escalation techniques, and effective communication strategies to help mitigate conflict.</p> |
|  <p style="text-align: center; font-weight: bold; color: white;">Passenger Sensitivity</p> | <p>In addition to educating trainees on ADA law and common disabilities, all operators receive training in passenger sensitivity as a standard practice. Passenger sensitivity training incorporates techniques such as assisting passengers who use mobility aids, speaking to passengers at eye level, properly securing passengers in mobility devices, asking permission before handling mobility devices, and accompanying passengers to the curb of their drop-off location. These training sessions frequently feature insights from community members and disability advocates, who share experiences from real-life scenarios. Trainees are also required to participate in exercises such as boarding a bus while using a wheelchair or while blindfolded, enabling them to better understand the experience from the perspective of individuals with disabilities. Ongoing refresher training in passenger sensitivity is also provided.</p> |



Security Awareness

The role of the professional operator requires heightened awareness and vigilance in response to public security threats. MV trains our operators in **emergency management and response protocols** for bus safety incidents, such as vehicle evacuations and fires, and in methods for identifying security risks within the community. Training covers procedures for responding to active shooter situations, recognizing and reporting suspicious packages, addressing threats of violence, and detecting indicators of human trafficking. Operators are instructed in the proper use of codewords for communication with dispatch and in effective collaboration when interacting with emergency personnel and law enforcement.

Eight Areas of Classroom Training

Classroom training consists of eight topics, each divided into modules that include videos, classroom discussions, questions and answers, and quizzes. Each module is designed to be easily consumable while reinforcing the principles taught throughout the training.



Scheduling and Manifest Management

The 8 to Go program operates on a pre-scheduled basis, with the City providing the daily manifest one business day in advance. Upon receipt, the manifest is reviewed and organized to ensure efficient routing, timely pick-ups, and appropriate sequencing of stops given passenger needs and destinations.

Same-day ride add-ons are accommodated where operationally feasible, and all additions are documented in accordance with reporting requirements. Where the daily manifest has available capacity, our team proactively contacts frequent passengers to offer ride availability, a practice we have maintained as a standard part of our service culture, ensuring that schedule gaps become service opportunities rather than missed connections.

All trip data is recorded in accordance with the City's reporting requirements, including date of service, pick-up and drop-off times, destination, number of passengers, same-day add-ons, ADA accommodations, and trip duration. Monthly summaries are submitted to the City with invoices, supported by complete trip logs.

Dispatch and Communication

Real-time communication between the driver and dispatch is maintained throughout each service day. Dispatch monitors trip progress, manages any schedule changes or unexpected delays, and serves as the first point of contact for any issues arising during service hours. The City is notified promptly of any service disruptions, delays, or incidents that affect passengers or scheduled trips.

Passengers are notified of any changes to their scheduled pick-up times as early as operationally possible. Our team understands that for many 8 to Go passengers, a medical appointment or a scheduled activity cannot simply be rescheduled, and we treat on-time communication with the same priority as on-time arrival.

For this service, daily operations are managed through a combination of established scheduling practices and processes tailored to service needs. Currently, trip manifests are manually prepared by the senior center and provided to MV. The MV operators use the manifests, supported by dispatchers coordinating daily service activities, including same day trip requests all while maintaining direct communication with drivers throughout the day.

Vehicles are equipped with DriveCam systems that support safety monitoring and operational oversight. The DriveCam event recorder technology allows us to gather critical safety data from our fleet of vehicles. By generating extensive data insights through video clips, **DriveCam SF400** categorizes information across multiple datasets, offering the latest technology in triggered-event recording.

A small camera is installed on the windshield, continuously capturing the view ahead of the vehicle as well as the vehicle's interior. DriveCam identifies risky driving behaviors such as texting while driving, failing to wear a seatbelt, maintaining inadequate following distances, lane departures, and rolling stops. When triggered by internal sensors, video clips are saved and transmitted to the DriveCam Fleet Management Platform. Harnessing the power of advanced machine vision and AI, this platform accurately categorizes risky driving behaviors and delivers detailed analytics on a dashboard. Our team receives DriveCam alerts on their mobile devices within minutes of a triggered event, empowering them with near-real-time, actionable information.

Equipped with four high-lumen infrared lights and integrated microphones, DriveCam can store up to 100 hours of footage, which is readily accessible for investigations as needed. DriveCam not only enhances MV's safety protocols but also fosters a culture of accountability and proactive risk management within our organization.

All vehicles undergo required pre-trip and post-trip inspections, and maintenance activities are tracked and managed through MV's established fleet maintenance program to support vehicle reliability, safety, and service continuity.

Passenger Assistance and ADA Compliance

The ETMA is fully committed to compliance with all applicable federal, state, and local regulations governing paratransit transportation, including the Americans with Disabilities Act. Every aspect of our service delivery, from vehicle equipment to driver training to boarding protocols, is designed to meet or exceed ADA requirements.

Our drivers provide hands-on assistance to passengers during boarding and alighting at every stop. Mobility devices including wheelchairs, walkers, and scooters are secured using approved securement systems. Passengers are never left to manage independently at the curb. Door-to-door means exactly that, from the passenger's front door to their destination entrance.

The City-owned wheelchair accessible vehicle (WAV) used for 8 to Go service is maintained in full compliance with all applicable safety and accessibility standards. The vehicle is equipped with functioning heating and air conditioning, seat belts, communication equipment, and mobility device securement systems. Regular inspections and maintenance are conducted in accordance with the City's standards and all regulatory requirements.

On-Time Performance and Service Reliability

Consistent on-time performance is a cornerstone of our service commitment. Our scheduling and routing approach is designed to build in appropriate time at each stop, accounting for the additional boarding and alighting time that door-to-door paratransit service requires compared to fixed-route transit.

Where delays are unavoidable, due to traffic, weather, or unforeseen circumstances, our dispatch team communicates proactively with affected passengers and, where possible, adjusts the remainder of the manifest to minimize cascading impacts.

On-time performance typically exceeds 95% each month. There has not been a preventable accident for several years.

Contingency Planning

The ETMA and MV Transportation maintain robust contingency protocols to ensure that service disruptions, whether from vehicle issues, driver unavailability, or external events, are resolved quickly and with minimal impact to passengers.

Vehicle breakdown: In the event of a mechanical failure during service, MV Transportation's maintenance team is dispatched immediately and a substitute vehicle is deployed to continue or complete the service run. Passengers already in transit are not left stranded under any circumstances.

Notably, because the City-owned WAV used for 8 to Go service is currently aging and requires periodic maintenance, the ETMA has established a standard practice of substituting one of its own WAV vans at no additional cost to the City whenever the primary vehicle is unavailable. This practice reflects our commitment to uninterrupted service and our willingness to absorb operational costs rather than pass them to the City or compromise service to passengers.

Driver unavailability: Backup driver availability is maintained as a standard operational safeguard. In the event a scheduled driver is unavailable, a qualified replacement is assigned before service begins.

Emergencies and service disruptions: In the event of a passenger medical emergency, accident, or other safety occurrence, our drivers follow established emergency protocols, contact emergency services as required, and notify the City within 24 hours via a written incident report. MV Transportation's operations team provides immediate support and coordination.

Severe weather or unforeseen City closures: The ETMA coordinates directly with City staff when Senior Center operating hours are affected by external events. Service adjustments are communicated to passengers promptly and documented accordingly.

On-Call Field Trip Transportation

In addition to daily paratransit operations, the ETMA and MV Transportation are prepared to provide on-call field trip transportation services for the City's Community Services Department in support of planned outings, special events, and community activities for older adults, persons with disabilities, and other program participants.

Field trip transportation will be scheduled in advance per the City's process, with requests submitted at least 10 business days prior to the anticipated trip. The ETMA will confirm availability within two business days of each request. Appropriate vehicles, including ADA-compliant vehicles equipped with wheelchair lifts or ramps, will be assigned based on group size and accessibility needs.

All field trip drivers meet the same qualification, training, and background clearance standards as regular 8 to Go drivers. On-time performance, passenger assistance protocols, and incident reporting standards apply equally to field trip services.

A separate rate schedule for on-call field trip transportation is included in the [Attachment B: Bid Submittal Form](#).

Section 4 - Experience and Qualifications

Our team has been delivering this program continuously and reliably for years. The ETMA brings deep program experience supported by operational partner, MV Transportation, with over a decade of on-the-ground history with paratransit and shuttle services, and ALTRANS TMA that runs several transportation management associations and corporate TDM programs across the Bay Area. Emeryville Transportation Management Association (ETMA)

The ETMA is a California nonprofit corporation, governed by a Board of Directors, established to manage and deliver transportation services in support of the City of Emeryville's mobility goals. The organization's primary objective is to increase access and mobility to, from, and within the City of Emeryville, while supporting the City's broader efforts to reduce congestion and expand transportation options for residents, employees, and visitors.

Since its founding, the ETMA has grown into a multi-program transportation management organization currently operating three distinct shuttle services: the Emery Go-Round, the 8 to Go Paratransit Shuttle, and the Emery Express, collectively serving employees, residents, visitors, older adults, and persons with disabilities across Emeryville, Oakland, and Berkeley.

The ETMA has served as the City of Emeryville's paratransit services provider continuously, with no service gaps or contract defaults in program history. Throughout that time, the ETMA has navigated significant operational challenges, including fleet transitions and pandemic-era service adaptations, while maintaining consistent service to the passengers who depend on the 8 to Go program.

As contract holder, the ETMA serves as the City's single point of accountability for all program performance. This means the City always has a direct, responsive, and knowledgeable partner familiar with Emeryville's community when questions, concerns, or operational matters arise.

Key ETMA qualifications:

- Nearly 20 years of continuous paratransit service delivery to the City of Emeryville
- Established relationships with City staff, Senior Center staff, and the passenger community
- Multi-program operational oversight across three shuttle services, demonstrating organizational depth and administrative capacity
- Current contract holder for the 8 to Go program, with no service gaps or contract defaults in program history

MV Transportation, Operations Subcontractor

MV Transportation has served as the ETMA's shuttle operations contractor since 2013, providing day-to-day vehicle operations and maintenance across the ETMA's shuttle programs including the 8 to Go Paratransit Shuttle. MV Transportation is the largest privately-owned passenger transportation contracting firm in the United States, serving over 200 public transit agencies and private clients across 30 states and Canada, with a commitment to paratransit and accessibility-focused transportation that dates to the company's origins in San Francisco in 1975.

On the 8 to Go program specifically, MV Transportation brings over 13 consecutive years of direct operational experience, including intimate knowledge of the service area, the passenger community, and the day-to-day rhythms of this specific program. That continuity is the result of a deliberate commitment by both the ETMA and MV Transportation to maintain driver consistency, operational stability, and service quality on behalf of the City.

Company Overview and History

Driven by People: A Commitment That Defines Who We Are

MV Transportation began with Feysan and Alex Lodde’s determination to help their community’s most vulnerable citizens—a mission rooted in compassion, service, and a deep sense of responsibility to others. That foundation continues to guide who we are today.

Driven by People reflects a simple but powerful truth: everything we do starts and ends with people. It’s about the employees who show up every day committed to doing the right thing, the passengers who rely on us for safe, reliable service, and the communities we serve with care and accountability.

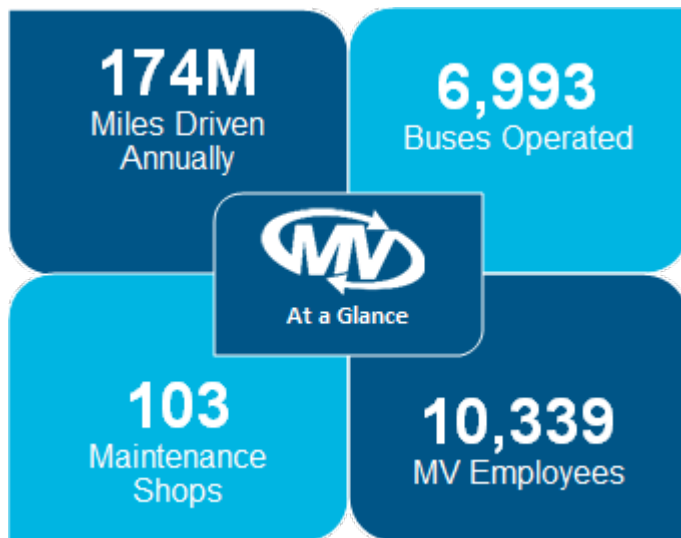


MV Founder and Owner, Feysan Lodde, San Francisco, 1975

It means building a culture where listening matters, where trust is earned through consistent actions, and where every decision is guided by its impact on real lives. It also reflects a deliberate investment in our people, ensuring they have the support, training, and opportunity to deliver their best every day. This is a commitment carried forward from our earliest days—one that reinforces that putting people first is not just a principle, but a daily responsibility.

Because when people feel valued, supported, and respected, safety is stronger, service is better and communities thrive.

Who We Are



Founded in 1975, MV was built to deliver freedom and mobility, initially for people with disabilities, older adults, well before federal mandates required it. That service-first mission still shapes how we serve today, even as our work has expanded to support public agencies, universities, corporations, and communities across North America.

Today, MV is the largest privately owned, American-founded and American owned transit contractor in the United States, operating without a foreign parent company or foreign capital approval requirements. With 130 operating contracts across the country, our growth has been entirely organic—achieved

without acquisition mergers—reflecting disciplined operations, long-term client relationships, and a consistent focus on safety, accountability, and the passenger experience.

Our Journey

Over the last three years, MV has made deliberate, company-wide improvements to strengthen execution, deepen client partnerships, and improve service consistency. These efforts were guided by a clear goal: deliver world class safety, strong customer service, and reliable performance for every client.

We have invested in the people who deliver service each day—from frontline employees to local, regional, and corporate leaders—by expanding leadership capacity, strengthening training and coaching, and reinforcing a culture of safety, service, and accountability.

At the same time, MV has expanded practical innovation in areas such as artificial intelligence, microtransit, zero and low emissions support, and technology that helps teams make better decisions and deliver more reliable service. We have already implemented AI tools that have improved operations and customer outcomes, with more enhancements underway.

These efforts have led to stronger operational consistency and better client outcomes, supported by standardized practices and performance management.

Our Services and Capabilities: How We Serve Communities

MV delivers safe, reliable, and customer focused passenger transportation services tailored to the needs of the communities and clients we support. We work closely with our partners to design, operate, and continuously improve mobility programs that align with local priorities, funding environments, and performance expectations.

MV provides one of the industry’s most comprehensive ranges of passenger transportation solutions, supported by in-house operations, maintenance, and professional services expertise.

Our capabilities include:



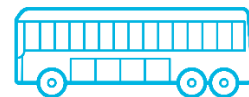
Local Fixed Route (including route deviations)



ADA Paratransit, Dial-a-Ride, and On-Demand



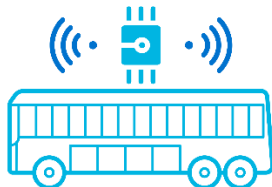
Microtransit



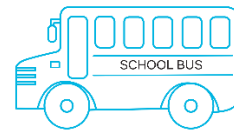
Shuttles
(on- and off-campus circulator, commuter, and specialized shuttle programs)



Bus Rapid Transit (BRT) (commuter and express)



Autonomous Shuttles



School Bus

Our experience spans a wide range of service models and client types, including local and state governments, transit agencies, colleges and universities, corporations, and school districts. Whether operating a large, complex multimodal system or a right-sized service for a smaller community, our

approach remains consistent: **listen first, operate with discipline, and deliver dependable service every day.**

In addition to direct operations, MV supports clients through Professional Services, including system planning, microtransit design, technology transitions, zero-emissions planning, data analytics, and innovation support. These resources allow us to bring national expertise to local operations without losing focus on day-to-day performance.

MV Transportation brings 50 years of hands-on expertise in paratransit operations, with 36 paratransit contracts, and a deep understanding of every operational detail involved in ADA-compliant services, with three eligibility determination contracts. By prioritizing accuracy, transparency, and sensitivity throughout the eligibility process, we help ensure that no one is left without the essential transit services they depend on.

MV's extensive experience with the Regional Eligibility Database (RED) helps ensure the effectiveness and accuracy of our ADA paratransit eligibility determination services. Using RED, we swiftly verify applicant information, ensure full compliance with ADA regulations, and collaborate with neighboring agencies while upholding the highest standards of data security and passenger privacy.

Our overall understanding of regulations and the scope of service, combined with proactive education, multilingual support, and an efficient eligibility process, enables us to actively provide services that empower eligible residents and enhance operations for our clients.

MV customizes its ADA paratransit eligibility assessments to fit each client's needs, including the following:

- In-person and phone-based interviews,
- Physical assessments using indoor and outdoor courses and the Tinetti Balance and Gait Assessment,
- Cognitive assessments such as the Mini-Mental State Examination (MMSE) and the Functional Assessment of Cognitive Transit Skills (FACTS),
- Other screenings, evaluations, and interviews with providers, as required.

Additionally, MV's thorough familiarity with the Regional Eligibility Database (RED) and Trapeze further enhances our ability to efficiently and securely manage, analyze, and track eligibility data, ensuring timely and accurate determinations.

Safety Excellence and Industry Recognition

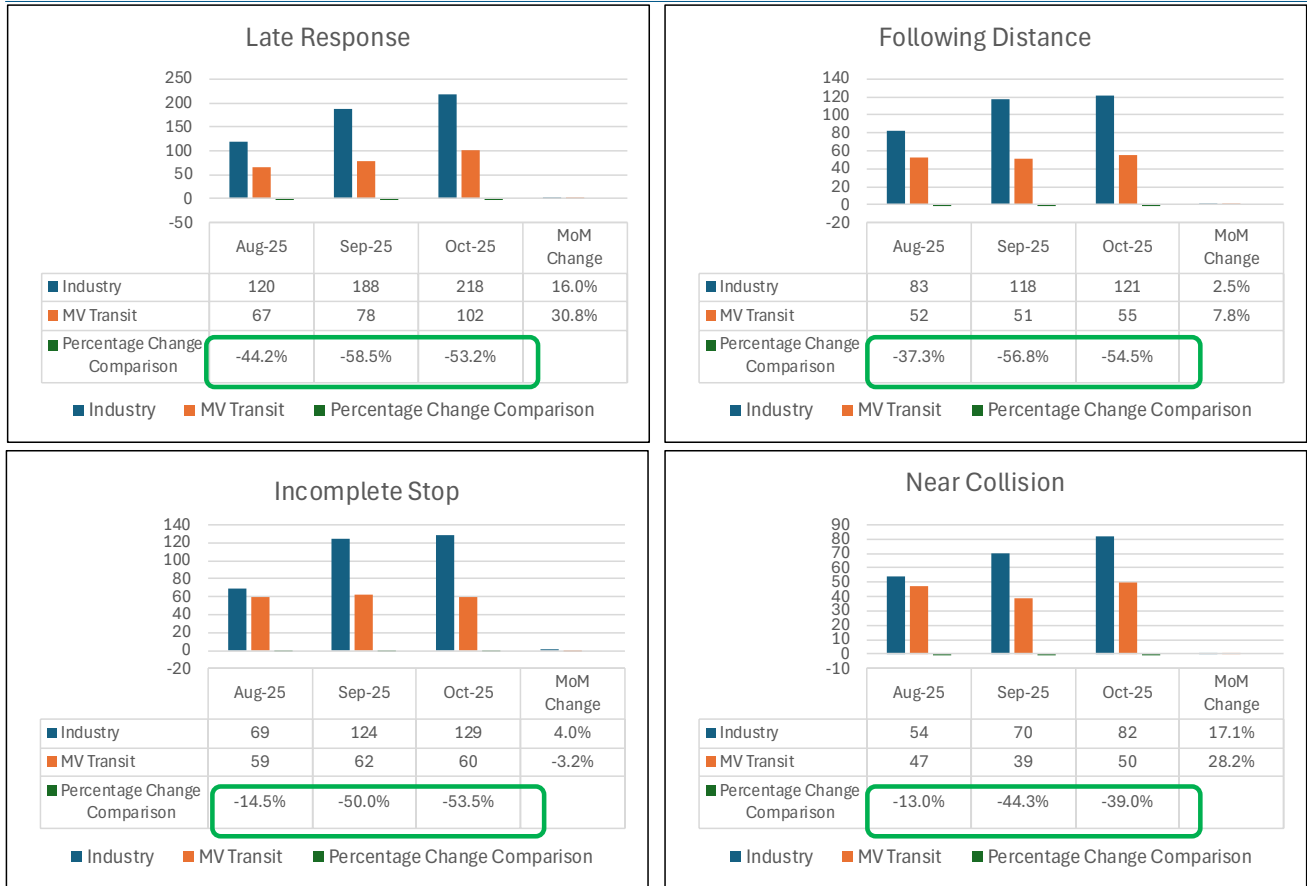
MV leverages DriveCam data to identify opportunities to mitigate risk and ensure effective prevention programs are in place to address and reduce it. When you have data to measure risk, you can monitor the effectiveness of your actions to ensure that what we are doing from a safety standpoint is working.

Lytix provides insightful benchmarking against the transit industry to understand what is happening within it and how MV as a whole is performing relative to it.

The following are insights related to the specific locations, focusing on overall KPIs and the impact on risk-reduction trends over time. Behaviors are assessed based solely on accelerometer triggers to ensure an equitable comparison, as organizations differ in their levels of maturity with MV + AI adoption.

According to the most recent October Lytx Intelligence report, MV has more than 50% fewer risky behaviors than transit peers in the categories of Late Response, Following Distance, and Incomplete Stops, and 39% fewer Near Collisions, proof of the strength of our continuous improvement efforts.

Lytx Benchmark Behaviors: MV versus Transit Industry



Behaviors are measured per 1,000 vehicles per month

MV's accomplishments are reinforced by industry-leading safety outcomes and national recognition.

MV's accomplishments are reinforced by industry-leading safety outcomes and national recognition.

- ✓ MV's National Transit Database (NTD) collisions are 14% lower than the total contractor-operated service and 80% lower than the total industry NTD collision rate.
- ✓ MV's Lytx collision rate is 9% lower than the Transit Industry Average.



- ✓ MV's operational safety metrics show significantly lower risk and accident severity than industry peers, supported by data-driven coaching and continuous improvement programs.

MV received the Lytx Innovation Award for leveraging video and advanced data analytics to measurably improve safety performance.

Key Personnel

Jennifer Singer, Project Manager



Jennifer Singer is MV's proposed project manager for the ETMA service. Jennifer's leadership journey includes pivotal roles such as operations manager, account sales manager, regional operations manager, and area operations manager. With a dynamic career spanning diverse roles and a consistent ascent in leadership, Jennifer is poised to bring her wealth of experience to the general manager role.

In her current role as project manager, Jennifer oversees daily operations, manages staff, and implements policies and procedures to enhance service quality and safety. She effectively plans and budgets and aligns action with organizational objectives. She collaborates with agencies, community representatives, and diverse partners to cultivate positive relationships and address transit-related issues. Jennifer ensures the seamless adaptation of the transit system to enhance the overall passenger experience.

Gina Givans, Operations Manager



Gina Givans is MV's proposed operations manager for the ETMA service. She is a dedicated transit operations manager with 25 years of experience in the industry.

Since 2012, she has served as the operations manager for ETMA's shuttle services, where she oversees all daily operational functions to ensure the delivery of reliable, safe, and high-quality service. Gina ensures that all operations comply with contract requirements and, in collaboration with the maintenance and safety teams, facilitates daily operations in accordance with Federal Highway Administration Regulations.

In her role, Gina oversees operators to guarantee that routes are properly covered and consistently on time. She also manages administrative and financial processes, including payroll, data analysis, and fuel reconciliation for billing. As a skilled leader and communicator, Gina excels at minimizing and effectively managing any service disruptions.

Pauline Coleman, Accounting Manager

Pauline has served as the accounting manager for MV in San Leandro since 2013, bringing over a decade of experience in payroll processing, accounts payable and receivable, and financial reporting. She is key in ensuring accurate and timely payroll for all employees, including handling garnishments, taxes, and fare deductions. Pauline is responsible for maintaining precise accounting records, preparing client invoices, and supporting collections, while also assisting with purchasing and supply management. Her attention to detail and commitment to financial accuracy help ensure that local operations run smoothly and stay within budget.

Pauline is also a vital resource for management and employees, assisting with wage documentation, projections, and financial reporting for local and corporate needs.

Darinay Watson, Safety and Training Manager

Darinay Watson offers nearly a decade of experience in paratransit operations. Her role involves leading behavior-based safety and training processes, collaborating with workers' compensation agencies, and fostering a consistent safety culture across departments. With a background as a road supervisor and paratransit bus operator, Darinay excels in addressing customer and operator-related issues, ensuring safety compliance, and contributing significantly to daily operations.

Darinay serves as the safety and training manager at MV in San Leandro, a position she has held since December 2019. In this role, Darinay leads and directs the behavioral-based safety and training processes. Darinay has fostered a consistent safety culture throughout locations, emphasizing teamwork and individual responsibility to achieve common goals across operations, safety, and maintenance departments.

Ngoc Chu, Maintenance Manager

Ngoc Chu offers nearly two decades of experience in maintenance management. As a seasoned professional in the transportation and maintenance industry, he is adept in the planning, organization, and coordination of maintenance activities to ensure operational excellence.

Ngoc currently serves as the maintenance manager for MV in San Leandro. He ensures the equipment's proper functioning and safety and manages maintenance records in compliance with company policies and regulatory guidelines. Ngoc supervises maintenance staff, schedules repairs, and collaborates with other departments to optimize operational efficiency.

ALTRANS TMA, Inc., Management Subcontractor

ALTRANS TMA, Inc. is a SF Bay Area-based transportation management firm incorporated in 1995 and headquartered in San Jose, California. With nearly 30 years of experience developing, implementing, managing, and monitoring Transportation Demand Management (TDM) programs and shuttle services, ALTRANS brings a rare combination of strategic planning expertise, hands-on operational experience, and deep familiarity with the TMA management environment. ALTRANS assumed management of the ETMA in 2023 following a competitive procurement process, and has since

provided day-to-day executive direction, administrative oversight, and program management across all ETMA programs including the 8 to Go Paratransit Shuttle.

ALTRANS' qualifications are grounded in active, ongoing client relationships. Their current portfolio includes:

Executive Directorship:

- Emeryville Transportation Management Association (ETMA)/Emery Go-Round Shuttle
- San Leandro Transportation Management Organization (SLTMO)/San Leandro LINKS Shuttle
- Palo Alto Transportation Management Association (PATMA)
- West Alameda Transportation Demand Management Association (WATDMA)

Shuttle Management:

- Kaiser Permanente San Leandro Medical Center
- Harbor Bay Business Park Shuttle

Across these engagements, ALTRANS has demonstrated consistent ability to manage complex, multi-stakeholder transportation programs, oversee shuttle operations contractors, and deliver transparent operational reporting to boards and municipal partners.

Of particular relevance to the 8 to Go program, ALTRANS brings:

- **Shuttle operations oversight experience:** including a seven-year period (2011-2018) during which ALTRANS owned and operated its own fleet of shuttle buses, giving the team firsthand knowledge of vehicle safety, CHP inspections, driver management, and federal and state regulatory compliance
- **Established working relationship with MV Transportation:** through their management of the San Leandro LINKS Shuttle, ALTRANS developed a productive working partnership with MV Transportation prior to assuming ETMA management, enabling a smooth and familiar collaboration on the 8 to Go program from Day One.

Key Personnel

Daniel Oliver, Executive Director, ETMA



Daniel Oliver serves as the ETMA's Executive Director and is the primary point of contact for all program matters including the 8 to Go Paratransit Shuttle. Daniel brings over 10 years of shuttle operations management experience within ALTRANS, including prior service as Executive Director of the San Leandro TMO. As ETMA Executive Director and the signatory of this proposal, Daniel provides continuity of leadership and direct accountability to the City of Emeryville.

Janet Shipp, Administrative Assistant



Janet Shipp provides administrative support across ETMA programs, bringing over 10 years of executive administrative experience including accounting, payroll, human resources, and customer service. Janet holds an Associate Professional in Human Resources credential.

Section 5 – Operational Capacity and Transition Readiness

Operational Capacity

The ETMA and its delivery team are operationally ready to assume services upon contract award.

Availability of Qualified Drivers: MV Transportation maintains a dedicated, fully licensed, background-cleared, and paratransit-trained driver currently assigned to the 8 to Go route. A qualified substitute driver is available in the event of primary driver unavailability, ensuring no scheduled trip is ever missed due to staffing. All drivers meet applicable licensing, training, and background clearance requirements prior to assignment.

Maintenance Infrastructure and Safety Protocols: MV Transportation maintains a robust vehicle maintenance infrastructure supporting the full ETMA fleet, including the vehicles used for 8 to Go service. Regular inspections, preventive maintenance, and safety checks are conducted in accordance with all applicable regulatory requirements. In the event the City-owned primary vehicle requires maintenance, the ETMA's own WAV is available as a substitute at no additional cost to the City, a practice that has been standard throughout the current contract term. Incident reporting protocols are established and functioning, with all safety occurrences reported to the City within 24 hours as required.

Administrative Support and Management Oversight: The ETMA, through ALTRANS TMA, Inc., provides full administrative support and management oversight for the 8 to Go program. This includes day-to-day executive direction by Daniel Oliver as ETMA Executive Director, monthly invoicing and trip log reporting, complaint tracking and resolution, coordination with City and Senior Center staff, and compliance with all applicable contract requirements. The administrative infrastructure is in place, tested, and operating.

Transition Readiness

The 8 to Go program will not experience a transition if the City awards this contract to the ETMA. It will experience a continuation: seamless, uninterrupted, and invisible to the passengers who depend on it.

The following is already in place:

- The driver assigned to the 8 to Go route knows the passengers, their needs, their addresses, and their routines
- The dispatch and scheduling protocols are established, tested, and functioning
- The reporting structure between MV Transportation, ALTRANS, and the City is defined and operating smoothly
- The relationship between the ETMA and the Emeryville Senior Center staff is active, communicative, and built on years of mutual trust

- The vehicle substitution arrangement, whereby the ETMA provides its own WAV at no additional cost when the City's vehicle requires maintenance, is already standard practice and will continue without interruption

The Value of Continuity to Passengers

Continuity means a lot to the passengers of the 8 to Go program. For older adults and persons with disabilities who rely on this service for medical appointments, grocery trips, and daily independence, familiarity is meaningful part of what makes the service work. A driver who knows your name, knows your mobility needs, and knows that you prefer a few extra minutes to board is appreciated by our customers.

The ETMA's team has built that. We are committed to protecting it.

Section 6 - Innovation and Service Enhancements

Innovation and Service Enhancements

The ETMA's approach to innovation is grounded in a simple principle: enhancements to the 8 to Go program are only meaningful if they directly improve the experience of the passengers who depend on it. We pursue technology or process changes because they make service safer, more reliable, more accessible, and more responsive to the people we serve.

What follows reflects both the enhancements we have already built into our service delivery and the commitments we are making for the contract term ahead.

Proactive Passenger Outreach

Perhaps the most meaningful service enhancement the ETMA has implemented is one of the simplest: when pre-scheduled trips have not filled the available daily manifest, our team proactively contacts frequent passengers to let them know a ride is available. This transforms what would otherwise be unused capacity into an additional service opportunity for passengers who may need a ride but did not think to schedule one, or who hesitated to call.

For older adults living independently, an unexpected opportunity for a grocery run or a visit to the Senior Center is a connection to the community. This practice costs nothing beyond the time and care of a team that genuinely knows its passengers, and reflects the human-centered service culture the City of Emeryville has built the 8 to Go program around.

Backup Vehicle Provision at No Additional Cost

As described in Section 3, the ETMA substitutes one of its own WAV vans whenever the City-owned primary vehicle requires maintenance, at no additional cost to the City, ensuring that service is never interrupted due to vehicle unavailability.

This reflects the ETMA's broader philosophy: we absorb operational challenges so that passengers do not have to. The substitute vehicle is a slightly larger WAV, meaning passenger accessibility and capacity are fully maintained during any maintenance period.

As the current City-owned vehicle approaches end of life, the ETMA is committed to working collaboratively with the City to ensure a smooth vehicle transition that maintains uninterrupted service.

Driver Continuity as a Service Standard

While driver continuity may not appear on a list of technological innovations, it is one of the most impactful service enhancements a paratransit provider can offer. The ETMA and MV Transportation prioritize consistency in driver assignment for the 8 to Go route. Passengers are served, as consistently as possible, by a driver who knows them.

For a population that may include passengers with cognitive challenges, anxiety around transportation, or a preference for predictability, a familiar driver is a meaningful quality-of-life enhancement, and one we will maintain throughout the contract term.

Enhanced Safety Monitoring

Every vehicle used for the 8 to Go program is equipped with onboard safety monitoring technology that adds a layer of protection for passengers and drivers alike, helping identify and address safe driving practices before they become incidents.

For the City, this means added accountability and documentation should a safety concern arise. For passengers and families, it means added confidence that every trip meets a standard of safety oversight beyond what is required.

This reflects the same proactive philosophy that defines the rest of our service: building in safeguards before they're needed.

Commitment to Continuous Improvement

The ETMA, through ALTRANS' management oversight, maintains an ongoing commitment to identifying and implementing service improvements throughout the contract term, including regular communication with City staff and Senior Center personnel to ensure the program meets passenger needs and continues to evolve.

We welcome feedback from the City, Senior Center staff, and passengers, and have the organizational infrastructure, through ALTRANS' management and MV's operational team, to act on it quickly and effectively.

Options Service Enhancements

As a possible enhancement to the service, the following is being provided for City of Emeryville consideration. The costs for these enhancements are not included in our proposal.

Provide software to operate the service, such as Novus, which would provide the following benefits:

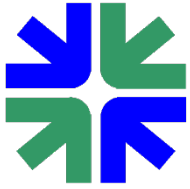
- Routes could be optimized by the software
- Daily manifests would not have to be built manually by the Senior Center
- On-demand needs can be supported with greater certainty of availability and planned pick up time, by the on staff MV dispatchers

Install a tablet in each bus, which would provide the following benefits:

- Real time tracking of bus
- Notifications such as tomorrow you have a trip at 9am, or your bus will be arriving in next 10 minutes
- Real time pick up, drop off (no show) details being captured by drivers

Remove call taking from Senior Center

- MV dispatchers can support taking reservations in Novus
- Morning and afternoon manifests can be optimized by the software versus manually compiled, as well as incorporate any same day service needs



City of Emeryville
 CALIFORNIA

ATTACHMENT B
 Bid Submittal Form

TO THE CITY OF EMERYVILLE: In compliance with the notice inviting bids, the undersigned hereby proposes to furnish all necessary tools and equipment, materials, labor, and supervision (including cost of Workers' Compensation Insurance and all payroll taxes on such labor) to provide the above, in accordance with the Special Provisions and Specifications and City of Emeryville General and Work Conditions therefore, and further agrees to enter into a Contract therefore, at the prices listed in the accompanying proposal. All costs, except sales tax, must be included in the submittal.

NOTE:

- A. Submittal is to include the number of calendar days delivery will be made after receipt of a City of Emeryville purchase order; and
- B. This purchase requires City Council award. As such, regarding vehicles that are currently in inventory, the City must depend that the vehicle offered is available upon award. The City will notify bidders as soon as possible of the intent to award a specific bidder and the probable Council award date. If a bidder offers a vehicle as "immediately available" but "subject to prior sale" (or similar language), the bid will not be considered and will render the entire bid submittal unresponsive.

Please indicate the total cost here and attach all required documents to follow.

| COST INFORMATION | |
|------------------------------|---------------|
| Door to Door Shuttle Service | \$ 0.00 |
| Field Transportation | \$ 0.00 |
| | |
| | |
| TOTAL COST | \$0.00 |

Total Cost (*written amount*):

This bid will be awarded based upon the total bid amount as written in words. Where there is a discrepancy between words and figures, **words will govern**.

| SUBMITTED BY | | | |
|------------------|--|-------------|--|
| Company Name: | | | |
| Mailing Address: | | | |
| Phone No.: | | Email: | |
| Your Name: | | Your Title: | |
| Signature: | | Date: | |



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION



Emery Go-Round

Monthly Operations and Marketing Report
May 2026

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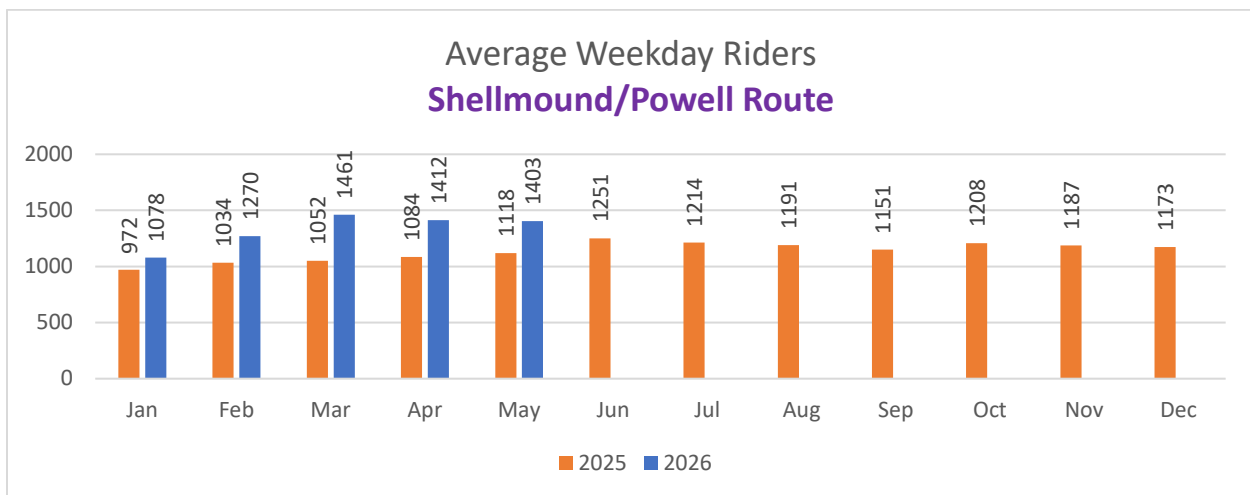
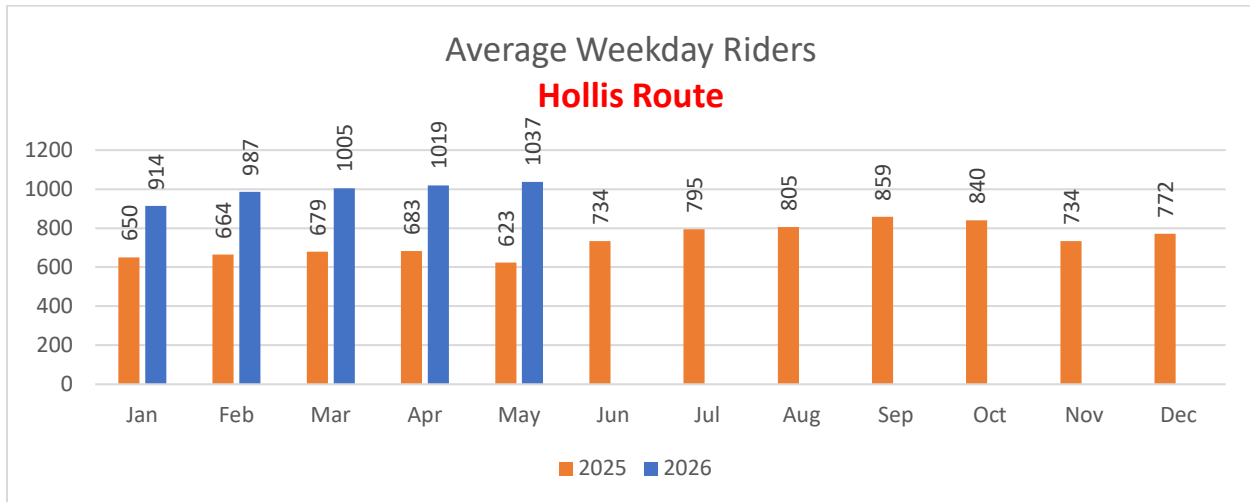
| WEEKDAY RIDERSHIP | | | | | | | | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| 2026 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total to Date |
| Total Monthly Weekday Ridership | 41,843 | 42,877 | 54,265 | 53,477 | 48,805 | | | | | | | | 241,267 |
| # of Operating Days | 21 | 19 | 22 | 22 | 20 | | | | | | | | 104 |
| Average Daily Ridership | 1993 | 2257 | 2467 | 2431 | 2440 | | | | | | | | 2,320 |
| % Increase/Decrease from Prior Month | 2% | 13% | 9% | -1% | 0% | | | | | | | | |
| % Increase/Decrease from Prior Year | 23% | 33% | 44% | 38% | 40% | | | | | | | | |
| % of Pre COVID Baseline | 43% | 52% | 51% | 53% | 51% | | | | | | | | 50% |
| 2025 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total to Date |
| Total Monthly Weekday Ridership | 35,671 | 32,264 | 35,964 | 38,870 | 36,567 | 41,700 | 44,190 | 41,898 | 42,206 | 47,082 | 36,500 | 42,793 | 475,705 |
| # of Operating Days | 22 | 19 | 21 | 22 | 21 | 21 | 22 | 21 | 21 | 23 | 19 | 22 | 254 |
| Average Daily Ridership | 1621 | 1698 | 1713 | 1767 | 1741 | 1986 | 2009 | 1995 | 2010 | 2047 | 1921 | 1945 | 1,873 |
| % Increase/Decrease from Prior Month | -1% | 5% | 1% | 3% | -1% | 14% | 1% | -1% | 1% | 2% | -6% | 1% | |
| % Increase/Decrease from Prior Year | 1% | -3% | -4% | -5% | -9% | 3% | 6% | -2% | 3% | 7% | 15% | 19% | |
| % of Pre COVID Baseline | 35% | 39% | 36% | 39% | 36% | 40% | 41% | 38% | 40% | 41% | 41% | 48% | 40% |
| WEEKEND RIDERSHIP | | | | | | | | | | | | | |
| 2026 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total to Date |
| Total Monthly Weekend Ridership | 6650 | 6340 | 6991 | 5439 | 8183 | | | | | | | | 33,603 |
| # of Operating Days | 9 | 8 | 9 | 7 | 10 | | | | | | | | 43 |
| Average Daily Ridership | 739 | 793 | 777 | 777 | 818 | | | | | | | | 781 |
| % Increase/Decrease from Prior Month | 3% | 7% | -2% | 0% | 5% | | | | | | | | |
| % Increase/Decrease from Prior Year | 12% | 24% | 23% | 7% | 11% | | | | | | | | |
| % of Pre COVID Baseline | 104% | 78% | 85% | 88% | 91% | | | | | | | | 89% |
| 2025 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total to Date |
| Total Monthly Weekend Ridership | 5292 | 5113 | 6340 | 5090 | 6661 | 6634 | 5630 | 7586 | 5927 | 5572 | 6940 | 5766 | 72,551 |
| # of Operating Days | 8 | 8 | 10 | 7 | 9 | 9 | 8 | 10 | 8 | 8 | 10 | 8 | 103 |
| Average Daily Ridership | 662 | 639 | 634 | 727 | 740 | 737 | 704 | 759 | 741 | 697 | 694 | 721 | 704 |
| % Increase/Decrease from Prior Month | 0% | -3% | -1% | 15% | 2% | 0% | 8% | -5% | 4% | -2% | 0% | 4% | |
| % Increase/Decrease from Prior Year | 5% | -8% | -15% | 1% | 1% | 2% | -6% | -12% | -8% | -11% | -6% | 9% | |
| % of Pre COVID Baseline | 93% | 63% | 70% | 82% | 82% | 71% | 67% | 61% | 50% | 61% | 64% | 79% | 70% |
| COMBINED RIDERSHIP | | | | | | | | | | | | | |
| 2026 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total to Date |
| Total Monthly Ridership | 48,493 | 49,217 | 61,256 | 58,916 | 56,988 | - | - | - | - | - | - | - | 274,870 |
| # of Operating Days | 30 | 27 | 31 | 29 | 30 | - | - | - | - | - | - | - | 147 |
| Total Service Hours | 2,713 | 2,444 | 2,814 | 2,748 | 2,634 | | | | | | | | 13,352 |
| Average Daily Ridership (Weighted) | 1,857 | 2,101 | 2,292 | 2,295 | 2,240 | | | | | | | | 2,159 |
| Passengers Per Service Hour (Pax/SH) | 18 | 20 | 22 | 21 | 22 | | | | | | | | 21 |
| Operations Cost | \$ 271,618.80 | \$ 253,807.45 | \$ 278,513.42 | \$ 274,689.46 | \$ 266,653.30 | | | | | | | | \$ 1,345,282.43 |
| Cost Per Passenger Trip | \$ 5.60 | \$ 5.16 | \$ 4.55 | \$ 4.66 | \$ 4.68 | | | | | | | | \$ 4.89 |
| % Increase/Decrease from Prior Month | 1% | 13% | 9% | 0% | -2% | | | | | | | | |
| % Increase/Decrease from Prior Year | 21% | 33% | 45% | 36% | 37% | | | | | | | | 25% |
| % of Pre COVID Baseline (Total Ridership) | 52% | 63% | 64% | 64% | 60% | | | | | | | | 61% |
| % of Pre COVID Baseline (Pax/SH) | 70% | 81% | 80% | 82% | 80% | | | | | | | | 79% |
| 2025 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total to Date |
| Total Monthly Ridership | 40,963 | 37,377 | 42,304 | 43,960 | 43,228 | 48,334 | 49,820 | 49,484 | 48,133 | 52,654 | 43,440 | 48,559 | 548,256 |
| # of Operating Days | 30 | 27 | 31 | 29 | 30 | 30 | 30 | 31 | 29 | 31 | 29 | 30 | 357 |
| Total Service Hours | 2,781 | 2,444 | 2,746 | 2,781 | 2,713 | 2,701 | 2,781 | 2,746 | 2,668 | 2,893 | 2,521 | 2,781 | 32,556 |
| Average Daily Ridership (Weighted) | 1,532 | 1,586 | 1,585 | 1,681 | 1,633 | 1,851 | 1,887 | 1,849 | 1,887 | 1,926 | 1,762 | 1,831 | 1,721 |
| Passengers Per Service Hour (Pax/SH) | 15 | 15 | 15 | 16 | 16 | 18 | 18 | 18 | 18 | 18 | 17 | 17 | 17 |
| Operations Cost | \$ 253,540.39 | \$ 230,469.07 | \$ 250,939.82 | \$ 253,608.11 | \$ 248,989.74 | \$ 247,505.05 | \$ 253,654.62 | \$ 250,803.02 | \$ 246,000.66 | \$ 261,619.12 | \$ 235,760.50 | \$ 253,241.48 | \$ 2,986,131.58 |
| Cost Per Passenger Trip | \$ 6.19 | \$ 6.17 | \$ 5.93 | \$ 5.77 | \$ 5.76 | \$ 5.12 | \$ 5.09 | \$ 5.07 | \$ 5.11 | \$ 4.97 | \$ 5.43 | \$ 5.22 | \$ 5.45 |
| % Increase/Decrease from Prior Month | 0% | 3% | 0% | 6% | -3% | 13% | 2% | -2% | 2% | 2.1% | -9% | 4% | |
| % Increase/Decrease from Prior Year | 1% | -3% | -5% | -4% | -10% | 4% | 5% | -4% | 3% | 6% | 12% | 20% | 13% |
| % of Pre COVID Baseline (Total Ridership) | 43% | 47% | 45% | 47% | 44% | 51% | 49% | 45% | 46% | 48% | 50% | 59% | 48% |
| % of Pre COVID Baseline (Pax/SH) | 57% | 62% | 57% | 61% | 59% | 64% | 64% | 60% | 61% | 64% | 64% | 72% | 62% |

Ridership Summary

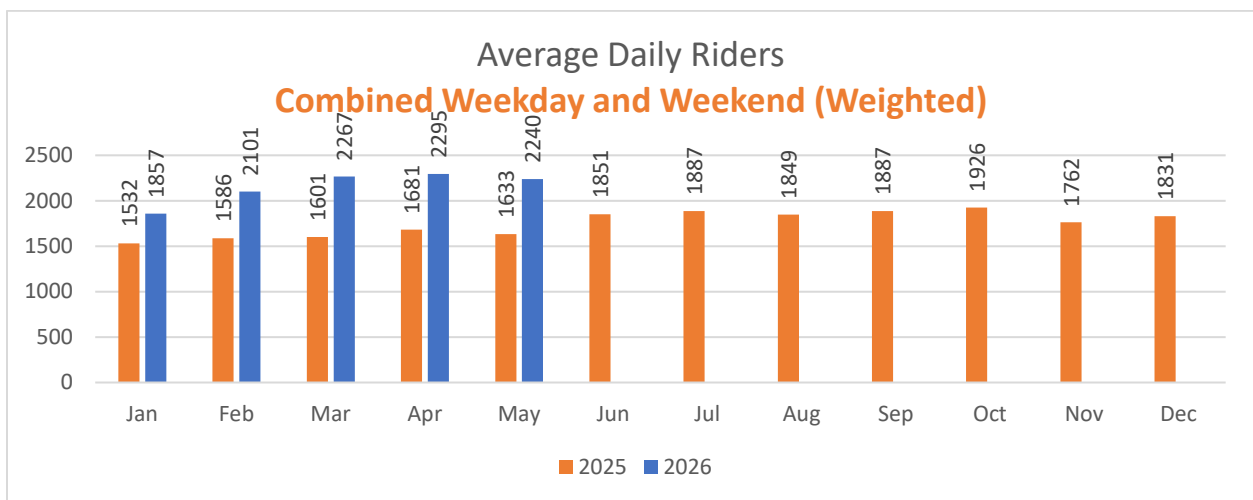
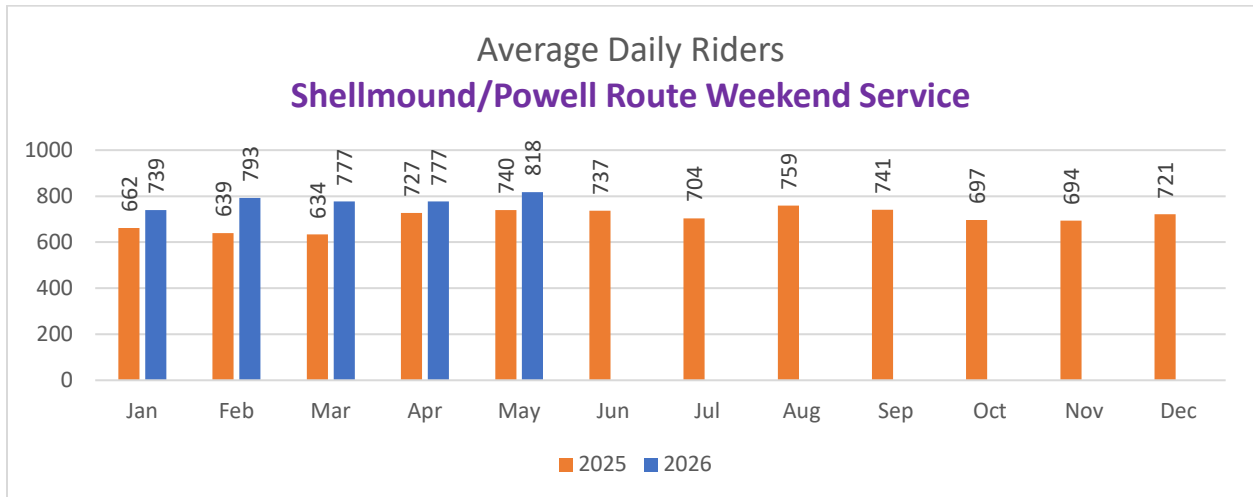
In May 2026, the Emery Go-Round ridership decreased 2% from the previous month and increased 37% from the previous year.

Weekday ridership peaked at 5:00 PM for the Hollis Route and 5:00 PM for the Shellmound/Powell Route. Saturday ridership peaked at 3:30PM and Sunday ridership peaked at 12:00 PM

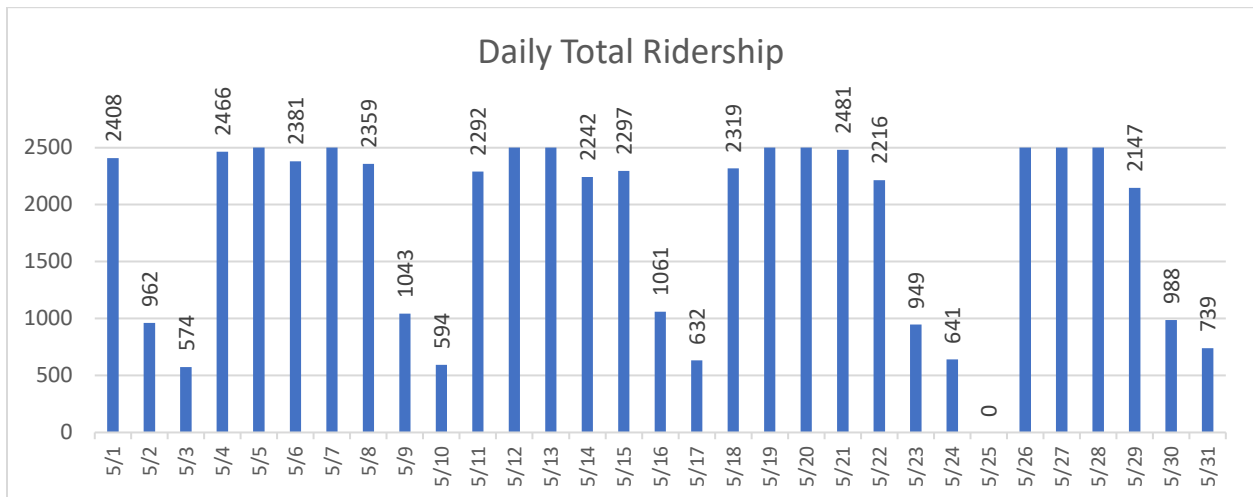
Average Daily Ridership Comparisons (YTD)



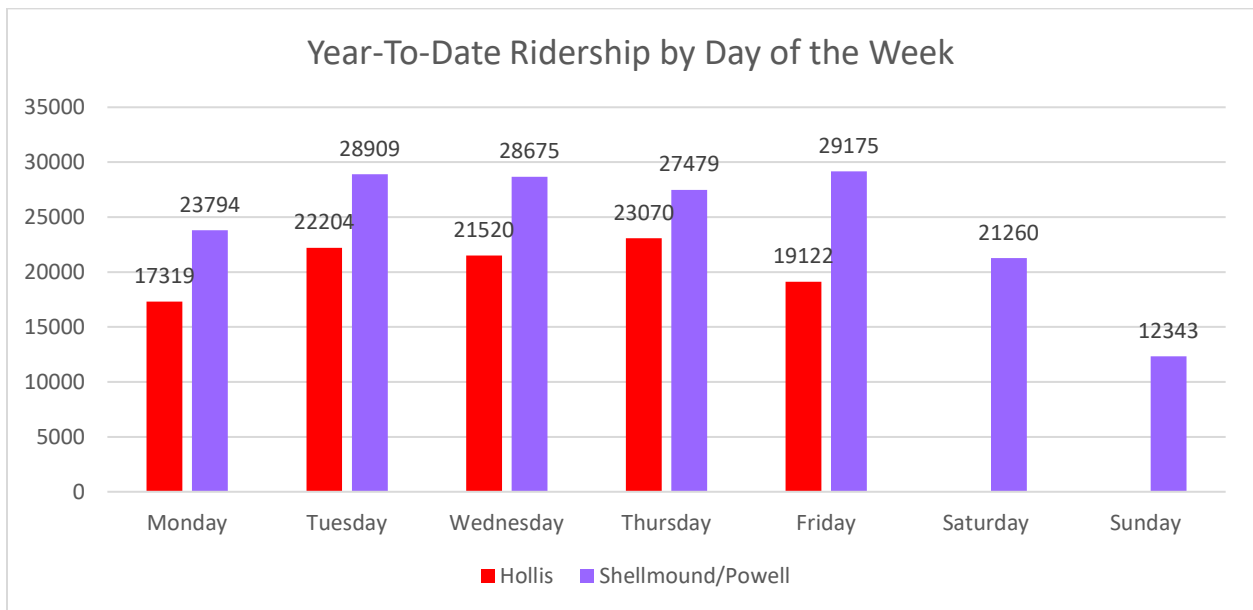
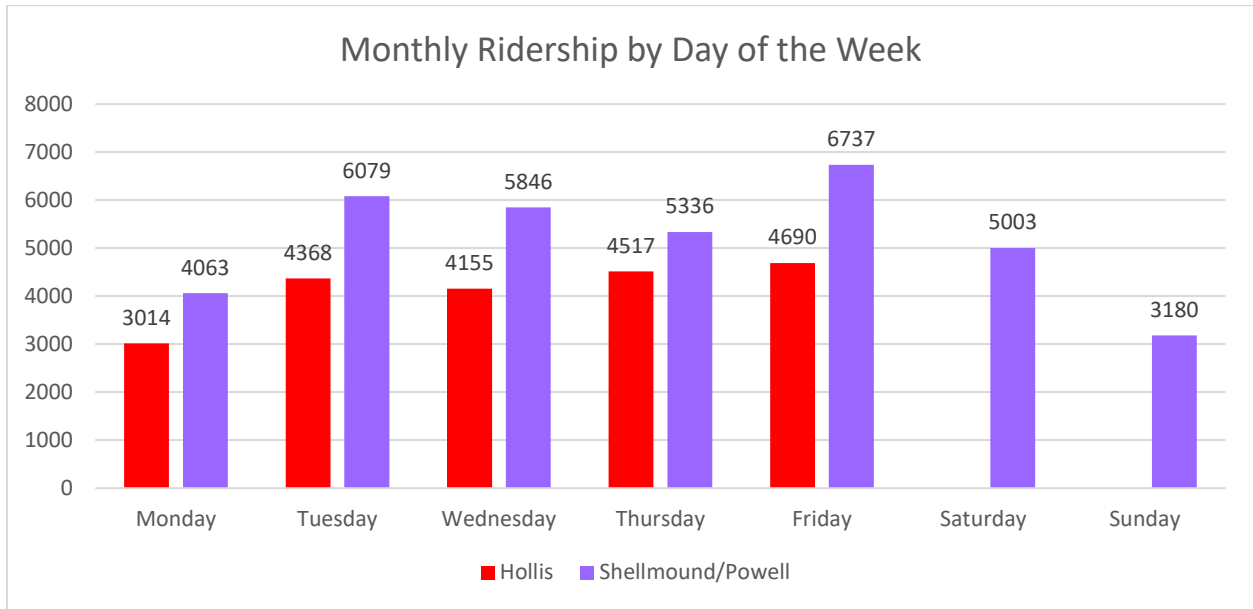
Average Daily Ridership Comparisons (YTD) (cont'd)



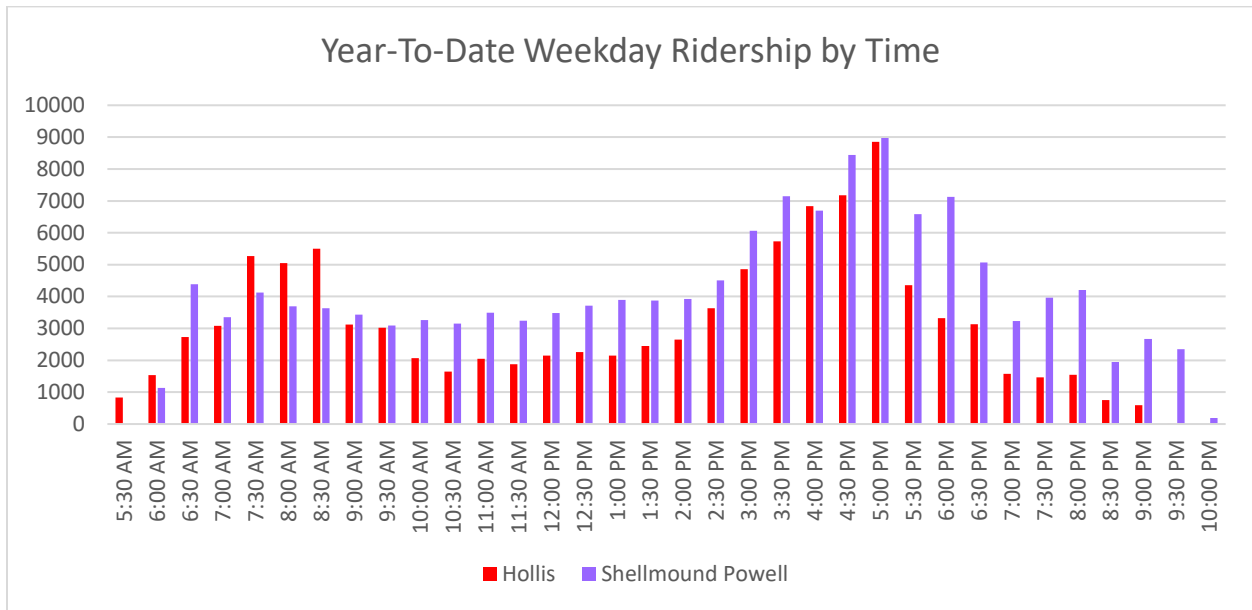
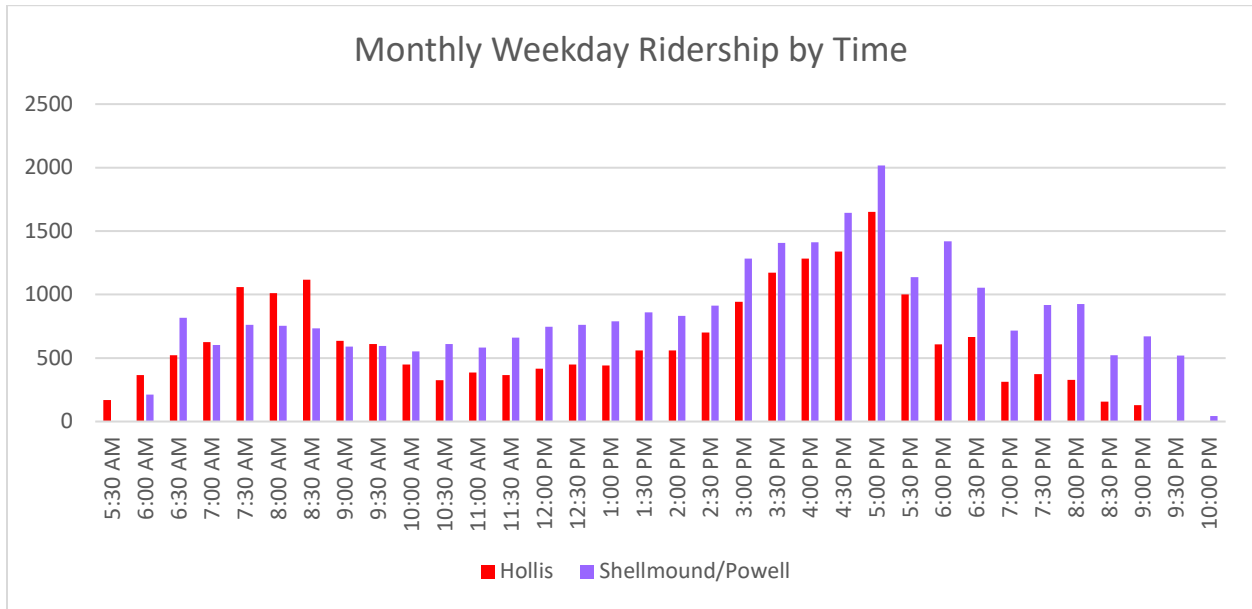
Daily Total Ridership by Date



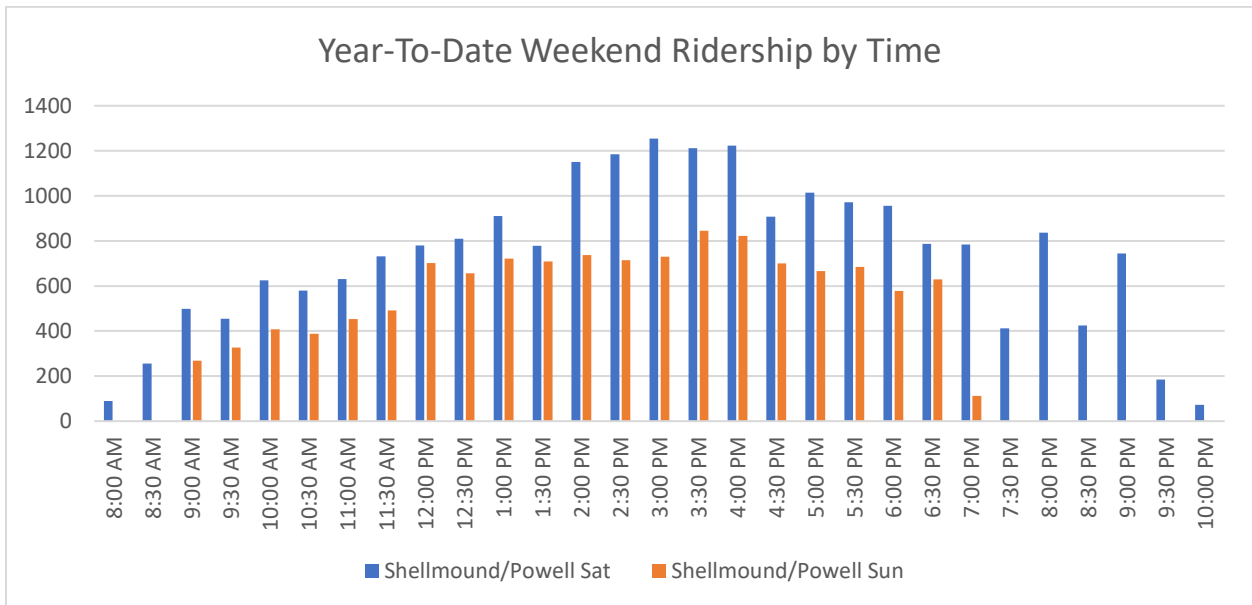
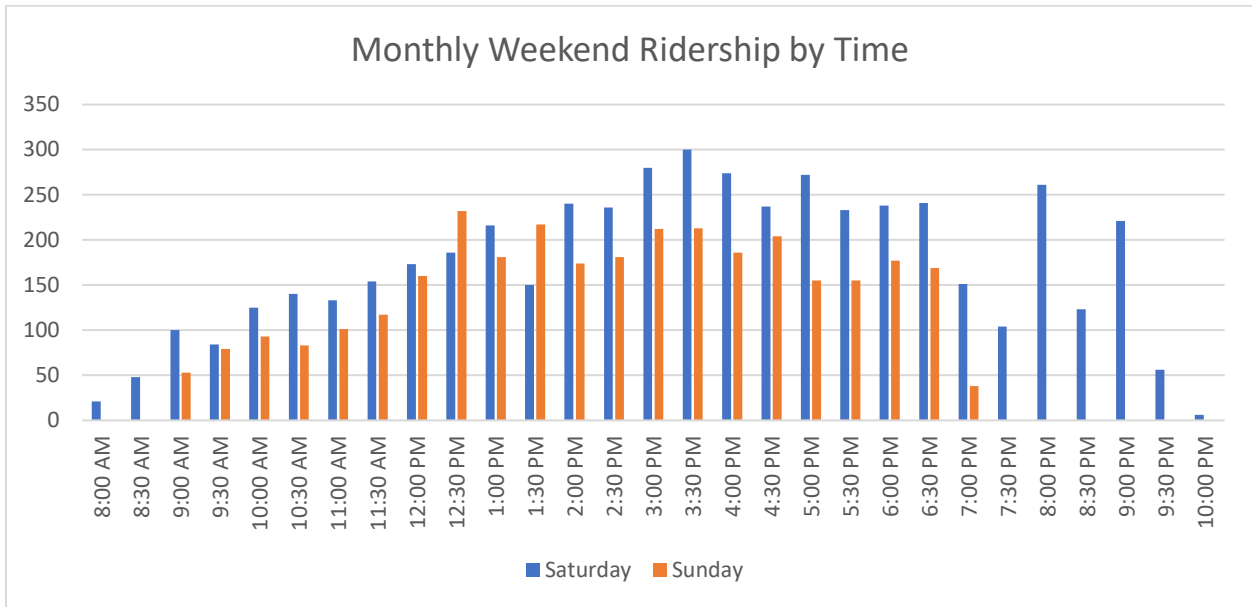
Ridership by Day of the Week



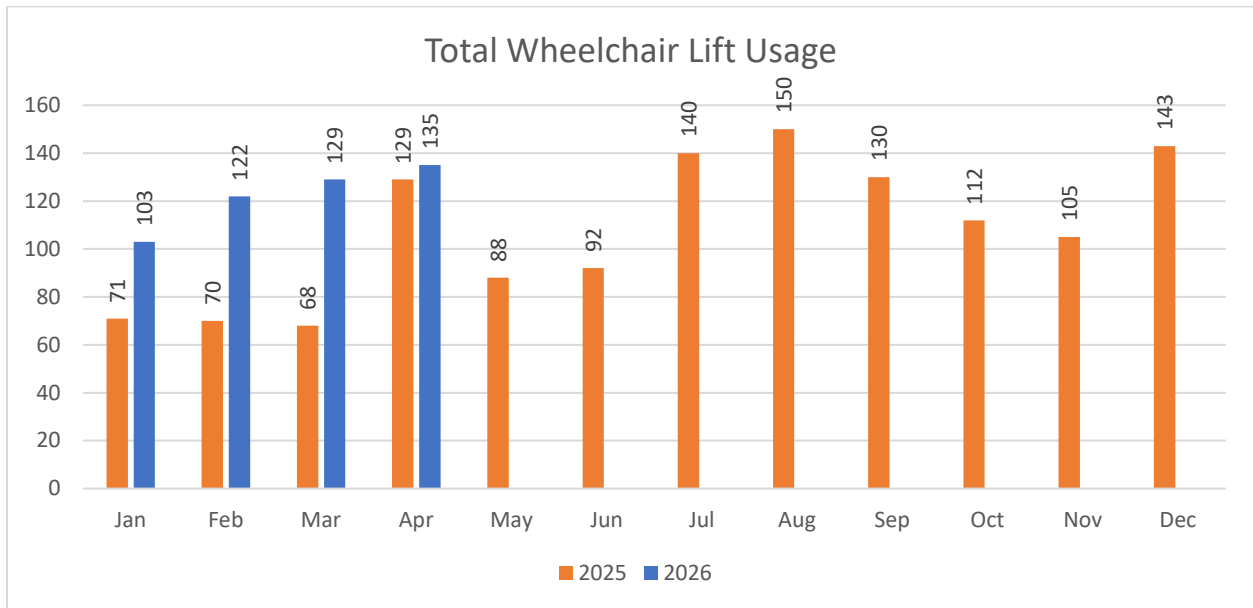
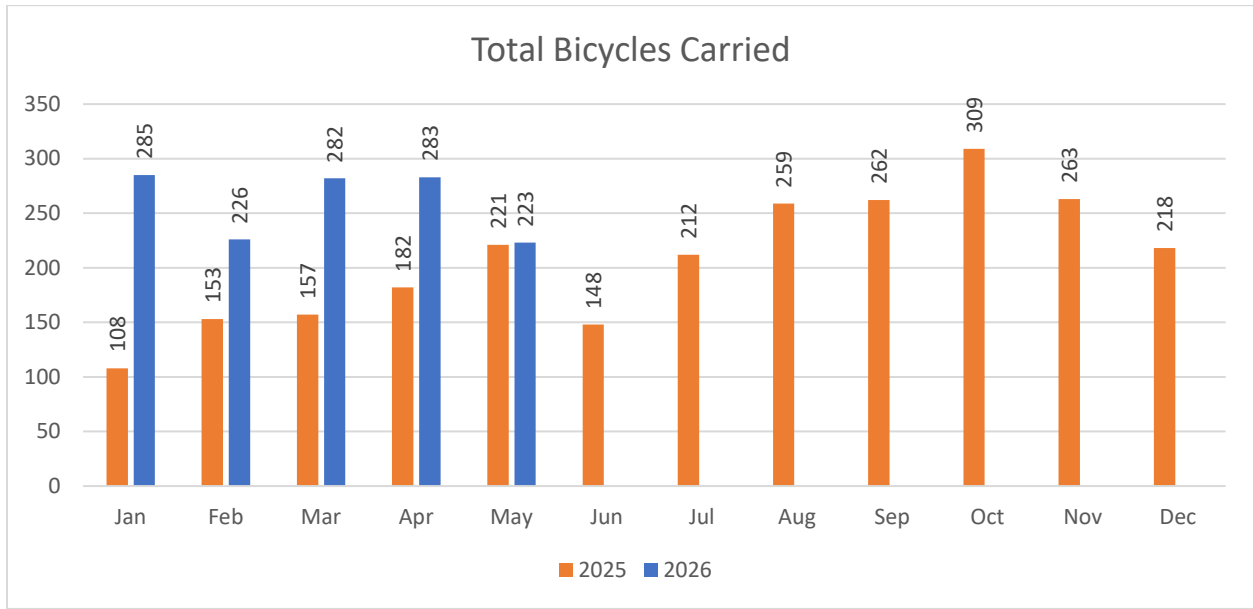
Total Ridership by Time



Total Ridership by Time, Cont'd



Additional Ridership Data



Total Use (Boarding & Alighting) by Stop

Hollis Weekday Service

| Hollis | Boarding | Alighting | Monthly Total Use | % of Monthly Total Use |
|--------------------------------|---------------|---------------|-------------------|------------------------|
| MacArthur BART Station | 8,638 | 9,189 | 17,827 | 42.9% |
| Berkeley Bowl SB | 2,098 | 2,125 | 4,223 | 10.2% |
| Hollis @ 59th SB | 2,475 | 291 | 2,766 | 6.7% |
| Hollis @ 65th SB | 2,385 | 330 | 2,715 | 6.5% |
| Horton @ 59th (Amtrak) NB | 280 | 1,810 | 2,090 | 5.0% |
| Park Ave @ San Pablo (IHOP) WB | 674 | 1,038 | 1,712 | 4.1% |
| Hollis @ 65th NB | 137 | 1,436 | 1,573 | 3.8% |
| Hollis @ 53rd SB | 920 | 295 | 1,215 | 2.9% |
| Hollis @ 59th NB | 143 | 826 | 969 | 2.3% |
| Hollis @ 63rd SB | 879 | 52 | 931 | 2.2% |
| Hollis @ 53rd NB | 314 | 536 | 850 | 2.0% |
| Emery St @ 40th EB | 341 | 450 | 791 | 1.9% |
| Park Ave @ Pixar EB | 551 | 222 | 773 | 1.9% |
| Hollis @ 45th SB | 500 | 247 | 747 | 1.8% |
| Stanford Ave @ Horton WB | 95 | 591 | 686 | 1.7% |
| Hollis @ 64th NB | 27 | 582 | 609 | 1.5% |
| Hollis @ 45th NB | 174 | 349 | 523 | 1.3% |
| Park Ave @ Pixar WB | 113 | 409 | 522 | 1.3% |
| Total | 20,744 | 20,778 | 41,522 | 100.0% |

| Year to Date Total Use | % of Year to Date Total Use |
|------------------------|-----------------------------|
| 87,520 | 42.4% |
| 21,253 | 10.3% |
| 14,472 | 7.0% |
| 13,415 | 6.5% |
| 9,937 | 4.8% |
| 9,023 | 4.4% |
| 7,473 | 3.6% |
| 5,895 | 2.9% |
| 5,173 | 2.5% |
| 4,012 | 1.9% |
| 4,374 | 2.1% |
| 3,658 | 1.8% |
| 4,192 | 2.0% |
| 3,882 | 1.9% |
| 3,575 | 1.7% |
| 3,122 | 1.5% |
| 2,294 | 1.1% |
| 3,019 | 1.5% |
| 206,289 | 100.0% |

Total Use (Boarding & Alighting) by Stop (cont'd)

Shellmound/Powell Weekday Service

| Shellmound/Powell Weekday | Boarding | Alighting | Monthly Total Use | % of Monthly Total Use |
|---------------------------------|---------------|---------------|-------------------|------------------------|
| MacArthur BART Station | 10,358 | 9,978 | 20,336 | 36.3% |
| Shellmound @ Bay St (IKEA) NB | 437 | 3,131 | 3,568 | 6.4% |
| 40th @ San Pablo WB | 1,581 | 1,649 | 3,230 | 5.8% |
| Christie @ Trader Joe's SB | 2,249 | 739 | 2,988 | 5.3% |
| Shellmound @ Sonesta SB | 2,560 | 355 | 2,915 | 5.2% |
| 40th @ San Pablo EB | 1,682 | 909 | 2,591 | 4.6% |
| Powell @ Police/Fire Station EB | 1,727 | 362 | 2,089 | 3.7% |
| Shellmound @ Christie NB | 631 | 1,441 | 2,072 | 3.7% |
| 40th @ Horton WB | 689 | 1,084 | 1,773 | 3.2% |
| 40th @ Horton EB | 1,104 | 635 | 1,739 | 3.1% |
| 65th @ Shellmound | 389 | 1,100 | 1,489 | 2.7% |
| Powell @ Watergate Market WB | 260 | 1,185 | 1,445 | 2.6% |
| Christie @ Public Market SB | 723 | 551 | 1,274 | 2.3% |
| 40th @ Emery EB | 353 | 830 | 1,183 | 2.1% |
| Christie @ 64th SB | 329 | 808 | 1,137 | 2.0% |
| The Towers | 526 | 582 | 1,108 | 2.0% |
| 40th @ Emery WB | 690 | 379 | 1,069 | 1.9% |
| Shellmound @ Public Market NB | 260 | 719 | 979 | 1.7% |
| Powell @ The Marina | 473 | 456 | 929 | 1.7% |
| 40th @ Hollis WB | 271 | 434 | 705 | 1.3% |
| 40th @ Hollis EB | 447 | 247 | 694 | 1.2% |
| Powell @ Hilton Garden Inn WB | 82 | 188 | 270 | 0.5% |
| Christie @ FedEx SB | 112 | 143 | 255 | 0.5% |
| Christie @ 65th SB | 128 | 79 | 207 | 0.4% |
| Total | 28,061 | 27,984 | 56,045 | 100.0% |

| Year to Date Total Use | % of Year to Date Total Use |
|------------------------|-----------------------------|
| 98,730 | 35.5% |
| 17,719 | 6.4% |
| 14,988 | 5.4% |
| 14,870 | 5.4% |
| 13,576 | 4.9% |
| 13,249 | 4.8% |
| 10,770 | 3.9% |
| 9,520 | 3.4% |
| 9,695 | 3.5% |
| 8,752 | 3.2% |
| 7,250 | 2.6% |
| 8,189 | 2.9% |
| 6,215 | 2.2% |
| 5,555 | 2.0% |
| 5,936 | 2.1% |
| 5,397 | 1.9% |
| 5,231 | 1.9% |
| 5,181 | 1.9% |
| 4,373 | 1.6% |
| 5,228 | 1.9% |
| 3,337 | 1.2% |
| 1,669 | 0.6% |
| 1,342 | 0.5% |
| 977 | 0.4% |
| 277,749 | 100.0% |

Total Use (Boarding & Alighting) by Stop (cont'd)

Shellmound/Powell Weekend Service

| Shellmound/Powell Weekend | Boarding | Alighting | Monthly Total Use | % of Monthly Total Use |
|---------------------------------|--------------|--------------|-------------------|------------------------|
| MacArthur BART Station | 2,690 | 2,931 | 5,621 | 34.0% |
| Shellmound @ Sonesta SB | 1,174 | 132 | 1,306 | 7.9% |
| Shellmound @ Bay St (IKEA) NB | 224 | 1,066 | 1,290 | 7.8% |
| Christie @ Trader Joe's SB | 743 | 247 | 990 | 6.0% |
| 40th @ San Pablo WB | 557 | 412 | 969 | 5.9% |
| 40th @ San Pablo EB | 380 | 415 | 795 | 4.8% |
| Powell @ Police/Fire Station EB | 369 | 307 | 676 | 4.1% |
| 40th @ Horton EB | 312 | 315 | 627 | 3.8% |
| Shellmound @ Christie NB | 171 | 441 | 612 | 3.7% |
| 65th @ Shellmound | 222 | 346 | 568 | 3.4% |
| 40th @ Horton WB | 251 | 285 | 536 | 3.2% |
| 40th @ Emery EB | 93 | 323 | 416 | 2.5% |
| Powell @ The Marina | 162 | 149 | 311 | 1.9% |
| Shellmound @ Public Market NB | 92 | 194 | 286 | 1.7% |
| 40th @ Emery WB | 187 | 89 | 276 | 1.7% |
| Powell @ Watergate Market WB | 50 | 219 | 269 | 1.6% |
| Christie @ 64th SB | 136 | 103 | 239 | 1.4% |
| 40th @ Hollis WB | 94 | 111 | 205 | 1.2% |
| 40th @ Hollis EB | 102 | 73 | 175 | 1.1% |
| Christie @ Public Market SB | 90 | 42 | 132 | 0.8% |
| The Towers | 28 | 69 | 97 | 0.6% |
| Christie @ FedEx SB | 20 | 30 | 50 | 0.3% |
| Powell @ Hilton Garden Inn WB | 14 | 36 | 50 | 0.3% |
| Christie @ 65th SB | 22 | 11 | 33 | 0.2% |
| Total | 8,183 | 8,346 | 16,529 | 100.0% |

| Year to Date Total Use | % of Year to Date Total Use |
|------------------------|-----------------------------|
| 22,250 | 33.1% |
| 5,453 | 8.1% |
| 5,183 | 7.7% |
| 4,038 | 6.0% |
| 3,735 | 5.6% |
| 3,324 | 4.9% |
| 2,497 | 3.7% |
| 2,588 | 3.8% |
| 2,546 | 3.8% |
| 2,101 | 3.1% |
| 2,384 | 3.5% |
| 1,515 | 2.3% |
| 1,373 | 2.0% |
| 1,478 | 2.2% |
| 1,054 | 1.6% |
| 1,246 | 1.9% |
| 914 | 1.4% |
| 1,170 | 1.7% |
| 796 | 1.2% |
| 674 | 1.0% |
| 383 | 0.6% |
| 230 | 0.3% |
| 235 | 0.3% |
| 127 | 0.2% |
| 67,294 | 100.0% |

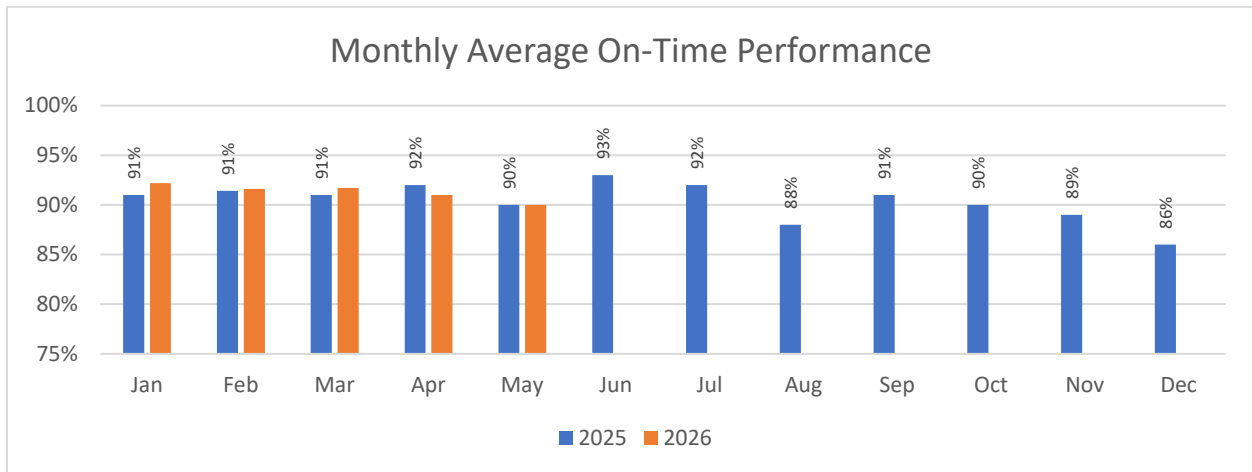
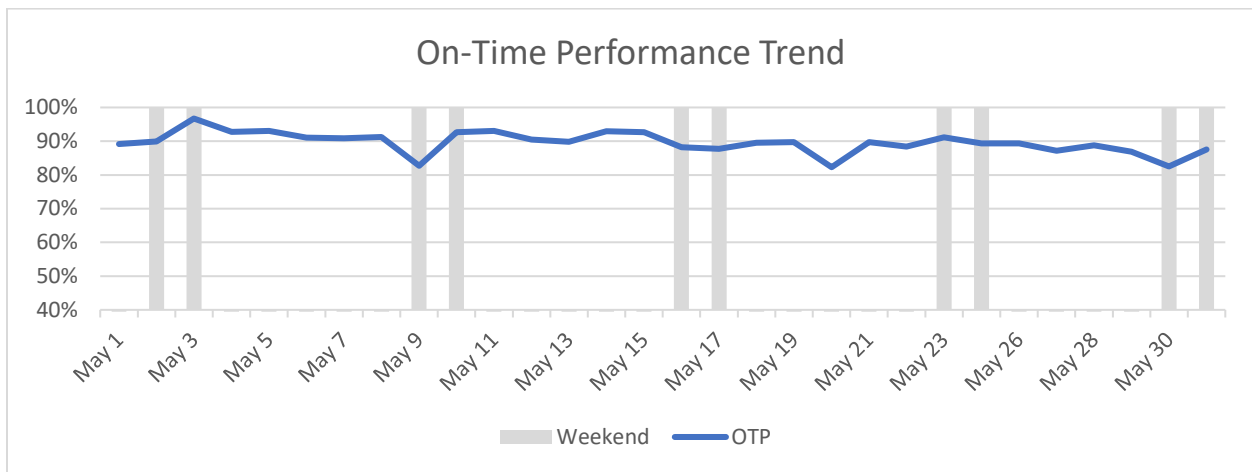
On-Time Performance

On-Time Performance (OTP) data is gathered from the TripShot app, which provides accurate GPS data for the shuttles and records the arrival and departure times for each of the timepoints along each route.

A shuttle is considered On-Time if it arrives up to 5 minutes after the scheduled time or departs no earlier than 1 minute before the scheduled time.

Throughout the month:

- The Hollis Route averaged an OTP of 93%
- The Shellmound/Powell Weekday Route averaged an OTP of 86%
- The Shellmound/Powell Weekend Route averaged an OTP of 89%
- The Average Total Monthly OTP for all routes was 90%

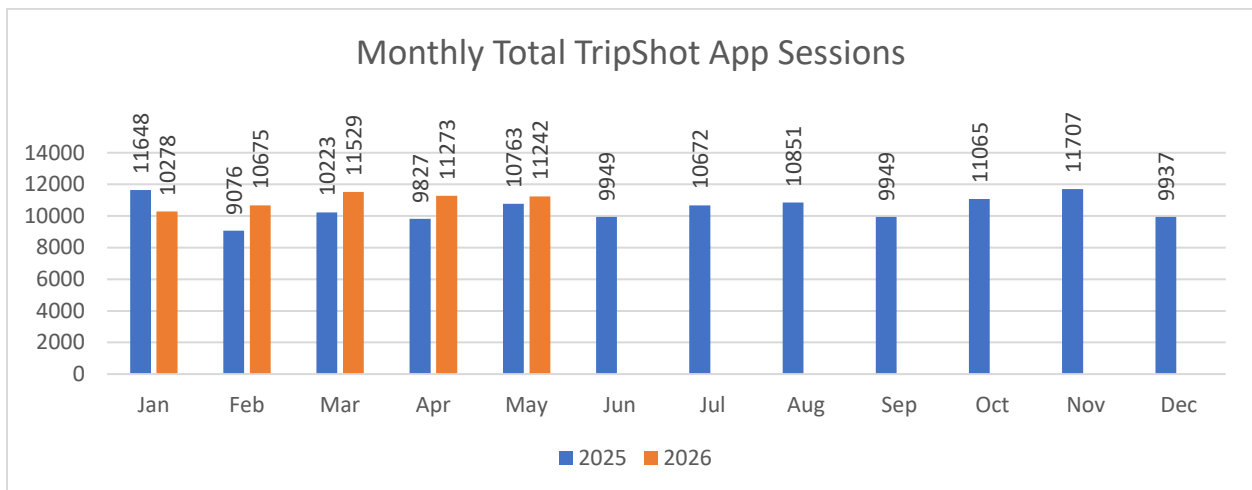
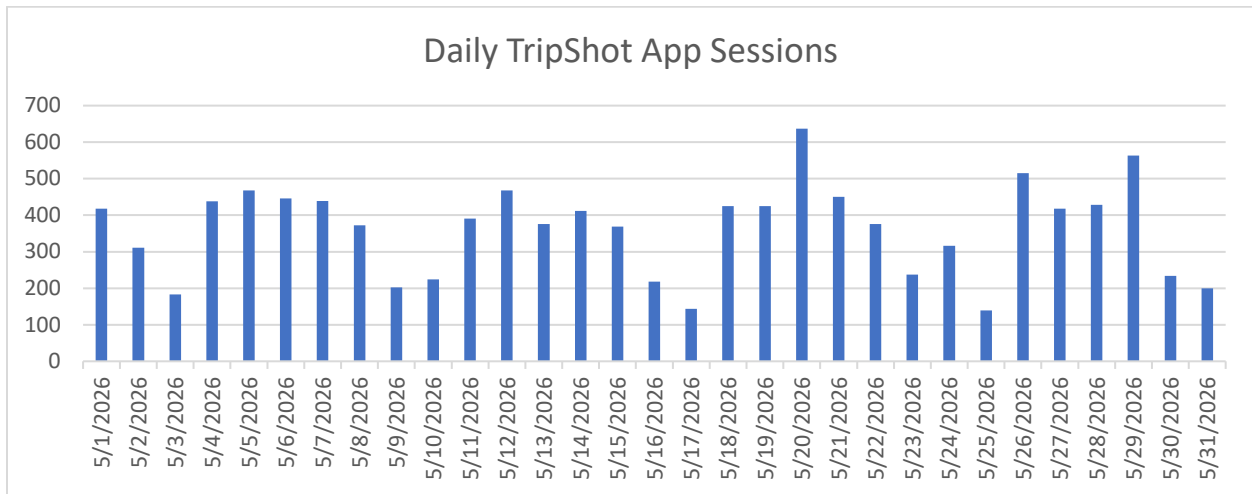


TripShot App Usage

Utilization

The TripShot app does not require users to create accounts and the only data that is gathered is the IP address of the device, which changes based on the networks or cell towers that the device connects to. Because of this, it is not possible to track the number of TripShot app users, however, it is possible to track the number of app “sessions.” While this does not allow us to know how many people are using the app, it does tell us how often it is used.

Total Monthly App Sessions: 11,242



Marketing Report

Meta Campaigns – Paid Social Media

Overview:

We ran 1 ad campaign for Emery Go-Round on Meta (Facebook and Instagram) through March. The campaign aimed to highlight Emery Go-Round as a free shuttle and a way to save money in the new year. We tested two different ads:

- Ad A: Rider focused image
- Ad B: Route focused graphic



Meta Target Audience:

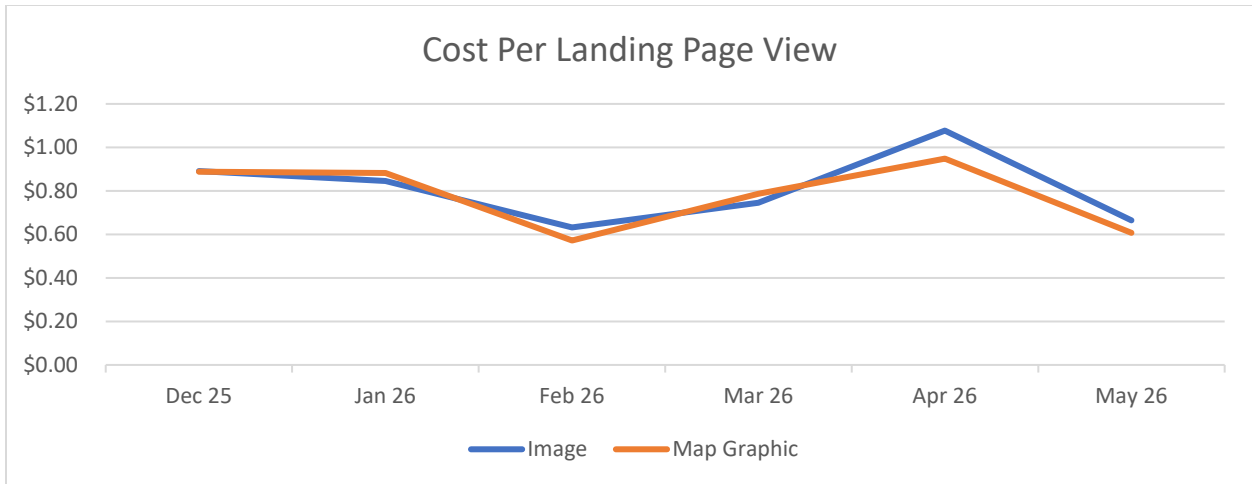
- 25-55 year olds
- People who live or work in and around Emeryville, including within zip codes of nearby BART stops.
- People identified as commuters and people interested in public transportation

**Note: Meta will show ads to some people outside the target age range and interests if the algorithm identifies them as likely to click on Emery Go-Round ad.*

February Campaign Dates: 5/1/2026 – 5/31/2026

- Total cost: \$499.92
- Ads averaged 1.9% click rate

| Results | Total/Ave | Route Focused Graphic | Rider Focused Image |
|-------------------------|-----------|---|---|
| | |  |  |
| Cost Per LPV | \$0.64 | \$0.61 | \$0.66 |
| Impressions | 60,212 | 28,914 | 31,298 |
| Individuals Reached | 29,981 | 15,254 | 14,727 |
| Landing Page View (LPV) | 784 | 367 | 417 |



Marketing: Organic Social Media

Post Date: May 1, 2026



Post Date: May 13, 2026



Post Date: May 4, 2026



Post Date: May 15, 2026


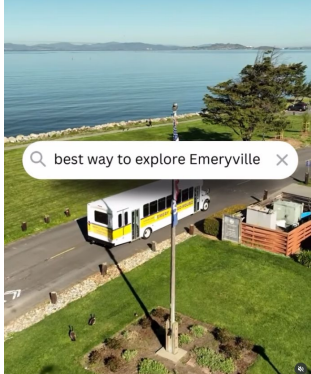


Post Date: May 10, 2026



Post Date: May 22, 2026

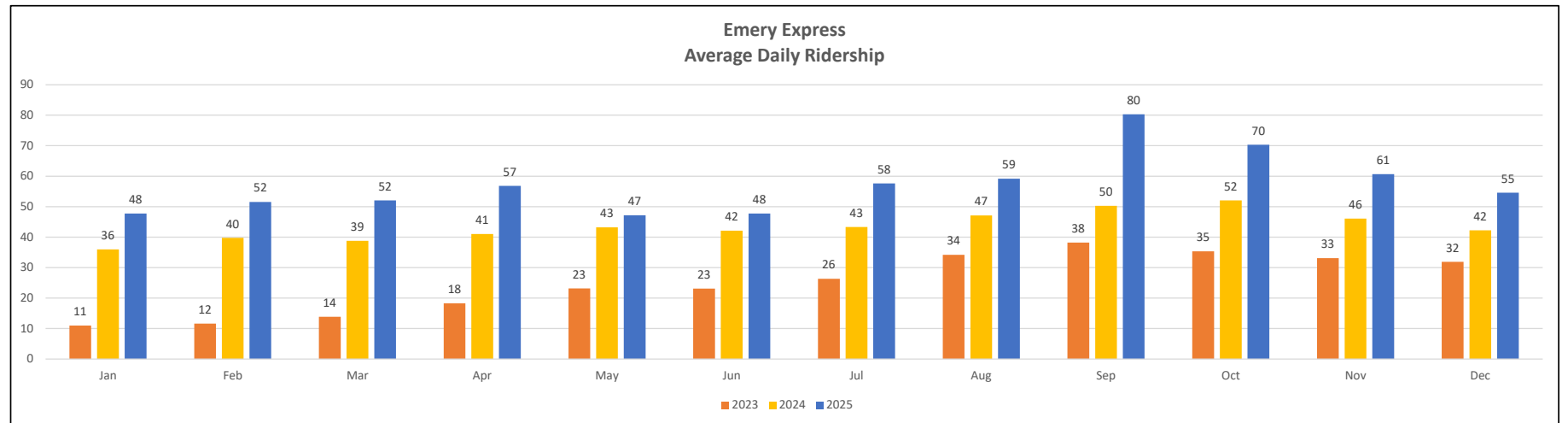


| Post Date: May 24, 2026 | Post Date: May 27, 2026 | |
|---|---|--|
|  |  | |



ANNUAL RIDERSHIP SUMMARY (YTD)/COMPARISON

| Emery Express Shuttle | | | | | | | | | | | | | |
|--------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 2026 | | | | | | | | | | | | | |
| Total Monthly Ridership | 1,467 | 1,400 | 1,837 | 1,958 | 1,805 | | | | | | | | 8,467 |
| # of Operating Days | 22 | 19 | 22 | 22 | 21 | | | | | | | | 106 |
| Average Daily Ridership | 67 | 74 | 84 | 89 | 86 | | | | | | | | 80 |
| Cost per Passenger Trip | \$ 14.52 | \$ 13.37 | \$ 12.44 | \$ 11.64 | \$ 11.53 | | | | | | | | \$ 12.58 |
| % Increase/Decrease from Prior Month | 22% | 11% | 13% | 7% | -3% | | | | | | | | |
| % Increase/Decrease from Prior Year | 40% | 43% | 60% | 57% | 82% | | | | | | | | |
| 2025 | | | | | | | | | | | | | |
| Total Monthly Ridership | 1,051 | 979 | 1,093 | 1,250 | 944 | 1,003 | 1,268 | 1,243 | 1,687 | 1,617 | 1,213 | 1,201 | 14,549 |
| # of Operating Days | 22 | 19 | 21 | 22 | 20 | 21 | 22 | 21 | 21 | 23 | 20 | 22 | 254 |
| Average Daily Ridership | 48 | 52 | 52 | 57 | 47 | 48 | 58 | 59 | 80 | 70 | 61 | 55 | 57 |
| Cost per Passenger Trip | \$ 19.13 | \$ 17.51 | \$ 17.36 | \$ 16.12 | \$ 20.09 | \$ 19.06 | \$ 15.74 | \$ 16.40 | \$ 12.22 | \$ 13.99 | \$ 15.99 | \$ 17.86 | \$ 16.42 |
| % Increase/Decrease from Prior Month | 13% | 8% | 1% | 9% | -17% | 1% | 21% | 3% | 36% | -12% | -14% | -10% | |
| % Increase/Decrease from Prior Year | 33% | 30% | 34% | 39% | 9% | 13% | 33% | 26% | 60% | 35% | 32% | 29% | |
| 2024 | | | | | | | | | | | | | |
| Total Monthly Ridership | 791 | 795 | 814 | 902 | 950 | 842 | 866 | 1,037 | 1,006 | 1,197 | 968 | 887 | 11,055 |
| # of Operating Days | 22 | 20 | 21 | 22 | 22 | 20 | 20 | 22 | 20 | 23 | 21 | 21 | 254 |
| Average Daily Ridership | 36 | 40 | 39 | 41 | 43 | 42 | 43 | 47 | 50 | 52 | 46 | 42 | 44 |
| Cost per Passenger Trip | \$ 23.81 | \$ 21.46 | \$ 22.02 | \$ 20.87 | \$ 19.85 | \$ 20.33 | \$ 21.76 | \$ 18.17 | \$ 17.02 | \$ 16.46 | \$ 17.62 | \$ 20.21 | \$ 19.73 |
| % Increase/Decrease from Prior Month | 13% | 11% | -2% | 6% | 5% | -3% | 3% | 9% | 7% | 3% | -11% | -8% | |
| % Increase/Decrease from Prior Year | 227% | 242% | 179% | 124% | 86% | 82% | 64% | 38% | 32% | 47% | 39% | 32% | |



Emeryville TMA 2026 Calendar of Actions

| Month/Date | Board Actions/Information Items | Other |
|------------|--|--|
| Jan 20 | <ol style="list-style-type: none"> 1. Approval of the Minutes of the November 18, 2025 Board of Director's Meeting 2. 2025 Digital Marketing Campaign Report 3. Operations Updates and Review 4. Review and Consider Emery Go-Round participation in the Visual Arts Grant 5. City of Emeryville Public Works Presentation 6. Review of Strategic Plan and 2026 Priorities | <ol style="list-style-type: none"> 1. City to Provide ETMA with the 1st installment of PBID Funds by January 15th. 2. Request Audit Engagement Letter from Maze & Associates |
| Feb 17 | <ol style="list-style-type: none"> 1. Approval of the Minutes of the January 20, 2026 Board of Directors Meeting 2. Approval of the Minutes of the February 4, 2026 Special Board of Directors Meeting 3. Review and Consider Approval to Reinvest Matured CD Funds into New Accounts 4. Review and Consider Approval of Audit Engagement with Maze & Associates for Preparation of 2025 Audited Financial Statements 5. Review and Consider Approval of Modified Amendment 3 to Extend the Fueling Agreement with AC Transit Through June 30, 2026 6. Review and Consider Approval of Trademark Licensing Agreement with ALTRANS TMA, Inc. 7. Appoint Audit Review Committee 8. Review and Consider Management Recommendation to Discontinue Automatic Passenger Counter (APC) Pilot Program 9. Review and consider approval of the sub-committee's recommendation to enter into an agreement with Piccadilly to develop, conduct, | |

| | | |
|--------|--|---|
| | and report on the 2026 On-Board and Off-Board Surveys | |
| Mar 17 | <ol style="list-style-type: none"> 1. Approval of the Minutes of the February 17, 2026 Board of Directors Meeting 2. Approval of the Minutes of the February 26, 2026 Special Board of Directors Meeting 3. Review and Consider Approval of Resolution 26-01 Establishing May 19, 2026 at 11:00am as the Date and Time of the Annual Membership Meeting 4. Review of Business, Corporate, and Employer Member Candidates 5. Review and Consider establishing the 2026 Executive Director Performance Review Ad-Hoc Committee 6. Review and Consider Approval of an Agreement with Piccadilly to develop, conduct, and report on the 2026 On-Board, Off-Board, and Employee Surveys 7. Review and Consider Approval of an Agreement with Piccadilly for Emery-Go-Round Marketing Strategy, Media Planning, and Campaign Development Services for Fall 2026 and Spring 2027 | |
| Apr 21 | <ol style="list-style-type: none"> 1. City of Emeryville Public Works Update 2. Review of Transit-Style Vehicles and Discussion of the Updated Fleet Plan | <ol style="list-style-type: none"> 1. Strategic Plan Implementation Sub-Committee to work with Market Research vendor to draft and finalize survey instruments. 2. Prepare 2026 Annual Report 3. Distribute Nomination Forms to Employer and Business Members – NLT April 15th 4. Post Annual Membership Invite – NLT April 15th 5. Provide City with Annual Report by the 30th |

| | | |
|--------|---|--|
| | | <ul style="list-style-type: none"> 6. Conduct Annual Audit Review Committee (prior to Board May meeting). 7. Prepare 2026 Preliminary Budget & PBID Levy Recommendation 8. ETMA Budget Forecasting Review with Chair & Treasurer |
| May 19 | <p>Annual Membership Meeting</p> <ul style="list-style-type: none"> 1. Election of Employer Members 2. Election of Business Members | |
| May 19 | <p>Board Meeting</p> <ul style="list-style-type: none"> 1. Election of Officers 2. 1st Quarter Financial Report 3. Review of the 2027 Preliminary Budget for recommendation to the City for 2026-27 PBID Levy | <ul style="list-style-type: none"> 1. Spring Multi-Media Marketing Campaign 2. Tax Filings – Due May 15th 3. City to notify TMA of any changes to the identity of property owners or amounts of assessments on PBID properties in May 4. Request Extension for 8 to Go Paratransit Agreement (From COE) 5. 8 to Go Agreement reviewed by Agreements Review Committee 6. ALTRANS Agreement reviewed by Agreements Review Committee |
| Jun 16 | <ul style="list-style-type: none"> 1. Discussion of the Updated Fleet Plan 2. Review & Consider Approval of 8 to Go Agreement Extension (expires June 30, 2026). 3. Authorize signing and the filing of the TMA's Federal Tax Return and State Annual Information Return. 4. Review and Accept Independent Auditors Report on the 2025 Financial Statements 5. Closed Session: Summary of Executive Director Performance Review 6. Review & Consider Approval of Agreement with ALTRANS for ETMA Management | <ul style="list-style-type: none"> 1. City to provide ETMA with 2nd installment of PBID funds by the 15th 2. Provide City with prior year audit, receipts and expenditures by the 30th. 3. Provide City with prior year annual financial and operations report. 4. Provide City with the preliminary budget and proposed PBID levy for the following year by the 3rd 5. City and TMA liaisons to meet on a semi-annual basis to collaborate on City's planning efforts to improve Emery Go-Round mobility access throughout the City. |

| | | |
|--------|--|--|
| | 7. Review & Consider approval to submit proposal to the City of Emeryville for 8 to Go Paratransit Services | 6. Summer Digital Marketing Campaign |
| Jul 21 | 1. No Scheduled Actions | 1. City Council Meeting to adopt Assessment Levy and Annual Report Presentation 2. Prepare Extension for John Tounger Accounting |
| Aug 18 | 1. Review fleet plan and committee findings and approve procurement recommendation. 2. City of Emeryville Public Works Update 3. 2 nd Quarter Financial Report 4. Review & Consider Approval to extend agreement with John Tounger for Bookkeeping and Tax Preparations 5. Review findings of 2026 On-Board and Off-Board surveys | 1. Strategic Plan Implementation Sub-Committee to discuss findings and next steps for Marketing Plan Development, Fleet Plan Development, and Service Enhancements Development 2. Contact AC Transit to begin preparation of amendment 1 to the fueling agreement |
| Sep 15 | 1. Review & Discuss Draft Budget for 2026 (final action scheduled for October meeting). 2. Review and Approval of agreement with Marketing Firm for a development of a marketing plan | 1. |
| Oct 20 | 1. City of Emeryville Public Works Update 2. Approval of Resolution to Adopt 2026 Annual Budget | 1. Agreement Review Sub-Committee to meet to discuss Amendments for Quarterra, and AC Transit |
| Nov 17 | 1. 3 rd Quarter Financial Report 2. Consider Approval of Services Agreement Extension with Lennar (Quarterra) 3. Renewal of AC Transit Fuel Agreement 4. Review of 2027 Calendar of Actions | 1. Council Approval of 2026 Budget 2. Fall Multi-Media Marketing Campaign |
| Dec 15 | 1. No Scheduled Actions. Hold for Agreements/Decisions not able to be finalized in November | 1. Holiday Digital Marketing Campaign |

Financial Milestones

January

- 1/1: Beginning of Fiscal Year
- 1/15: City to provide 1st installment of PBID Funds

February

- 2/17: Board approval of engagement with Auditor

May

- 5/19: 1st Quarter Financial Report
- 5/19: Approval the 2027 Preliminary Budget for recommendation to the City for 2026-27 PBID Levy
- 5/29: IP-FUND B CD Matures

June

- 6/16: Approval of savings investment recommendations to capitalize on increased CD rates
- 6/16: Authorize signing and the filing of the TMA's Federal Tax Return and State Annual Information Return.
- 6/16: Review and Accept Independent Auditors Report on the 2025 Financial Statements

August

- 8/18: 2nd Quarter Financial Report

September

- 9/15: Review & Discuss Draft Budget for 2026 (final action scheduled for October meeting).

October

- 10/3: IP-FUND A and Improvement Project CDs Mature
- 10/20: Approval of Resolution to Adopt 2026 Annual Budget
- 10/20: Approval of savings investment recommendations to capitalize on increased CD rates

November:

- 10/20: 3rd Quarter Financial Report

Service Agreements

| Service Agreements | | |
|--------------------|---------------------------------------|-------------------|
| Shuttle Clients | Description | Contract End Date |
| City of Emeryville | 8 to Go Paratransit Shuttle Operation | 6/30/2026 |
| Quarterra | The Emery Express Shuttle Operations | 12/31/2026 |

| Contractors | Description | Contract End Date |
|---------------------|----------------------------|---------------------------------|
| AC Transit | Fueling Agreement | 6/30/2026 |
| ALTRANS | Executive Director | 6/30/2026 |
| CalTrans | Bus Yard Lease | 8/31/2050 |
| Hanson Bridget | Attorney | 2001 Engagement Letter, Ongoing |
| John Tounger | Accounting/Bookkeeping | 9/30/2026 |
| Maze and Associates | Annual Financial Audit | Annual Engagement letter |
| MV Transportation | Operations and Maintenance | 12/31/2027 |
| TripShot | Real-Time Tracking | 12/31/2026 |

| Vendors | Description | End Date |
|--------------------------|--------------------------|-------------------|
| Allied Landscape | Landscaping | Auto Renew |
| Centralized Vision | Security Monitoring | Auto Renew |
| CiviCorps Recycling | Recycling | Ongoing Expense |
| EBMUD | Water/Sewer | Ongoing Expense |
| InMotion Hosting | Website Hosting | 10/26/2026 |
| Bright Nights Janitorial | Janitorial | Auto Renew |
| Convergint | Camera System Integrator | 10/5/2028 |
| Oracle Security | On-Site Security | Auto Renew |
| Phone.com | Phone Tree | Auto Renew |
| RFC Wireless | Radios | Ongoing Agreement |
| Sonicwall | Network security-1 year | 9/16/2026 |
| T-Mobile | Bus Yard Internet | Ongoing Expense |
| Verizon | Dispatch and Ops Phones | Auto Renew |

Insurance

| Insured | Policy | Expiration Date |
|----------------|----------------------------------|-----------------|
| Emeryville TMA | Commercial General Liability | 4/2/2027 |
| Emeryville TMA | Umbrella Liability | 4/2/2027 |
| Emeryville TMA | Directors and Officers Liability | 9/1/2026 |
| Emeryville TMA | Commercial Property | 9/1/2026 |

| | | |
|-------------------|------------------------------|----------|
| MV Transportation | Commercial General Liability | 5/1/2026 |
| MV Transportation | Excess Liability | 5/1/2026 |
| MV Transportation | Automobile Liability | 5/1/2026 |
| MV Transportation | Workers Compensation | 5/1/2026 |

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|-------------------|------------------------------|------------|
| ALTRANS TMA, Inc. | Commercial General Liability | 10/22/2026 |
| ALTRANS TMA, Inc. | Excess Liability | 10/22/2026 |
| ALTRANS TMA, Inc. | Professional Liability | 1/10/2027 |
| ALTRANS TMA, Inc. | Automobile Liability | 5/30/2026 |
| ALTRANS TMA, Inc. | Workers Compensation | 9/1/2026 |

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|--------------|------------------------------|-----------|
| John Tounger | Commercial General Liability | 4/22/2026 |
| John Tounger | Workers Compensation | 2/27/2027 |

| | | |
|------------------|------------------------------|----------|
| Allied Landscape | Commercial General Liability | 3/1/2027 |
| Allied Landscape | Umbrella Liability | 3/1/2027 |
| Allied Landscape | Automobile Liability | 3/1/2027 |
| Allied Landscape | Workers Compensation | 3/1/2027 |

| | | |
|--------------------|------------------------------|-----------|
| Centralized Vision | Commercial General Liability | 8/10/2026 |
| Centralized Vision | Umbrella Liability | 8/10/2026 |
| Centralized Vision | Automobile Liability | 8/10/2026 |
| Centralized Vision | Workers Compensation | 8/10/2026 |
| Centralized Vision | Cyber Liability | 8/14/2026 |

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|--------------------------|------------------------------|-----------|
| Bright Nights Janitorial | Commercial General Liability | 9/26/2026 |
| Bright Nights Janitorial | Workers Compensation | 9/25/2026 |

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|--|------------------------------|-----------|
| Premier Fleet Cleaning (MV Sub-Contractor) | Commercial General Liability | 4/28/2026 |
| Premier Fleet Cleaning (MV Sub-Contractor) | Automobile Liability | 7/24/2026 |
| Premier Fleet Cleaning (MV Sub-Contractor) | Workers Compensation | 4/28/2026 |