



# EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

## AGENDA

Board of Directors Meeting  
Bay Street Conference Room  
5616 Bay Street  
Emeryville, CA 94608  
April 20, 2017 at 2:00PM

### **Chair**

Geoff Sears, Wareham  
Development

### **Vice Chair**

Tim Bacon,  
City Center Realty Partners

### **Secretary**

Betsy Cooley,  
At-Large Residential

### **Treasurer**

Andrew Allen  
At-Large Business

### **Directors**

Nathaniel Centeno,  
Bay Street

Peter Schreiber,  
Pixar

Patrick Choa,  
IKEA

Rich Higdon,  
Hyatt Place

Colin Osborne  
At-Large Employer  
Member

Ron Silberman,  
At-Large Business Member

Bobby Lee,  
At-Large Residential  
Member

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the February 16<sup>th</sup>, 2017 Board of Directors Meeting (Attachment)
4. Executive Directors Report
5. Business Items
  - A. Report from Chair of Audit Review Committee
  - B. Review and Authorize Adjustments to Designated Unrestricted Net Assets on the 2016 Financial Statements (Attachment)
  - C. Review and Accept the Independent Auditor's Report on the Financial Statements for year ending December 31, 2016 (Attachment)
  - D. Review and Authorize signing and filing of the ETMA's 2016 Federal Tax Return and State Annual Information Return (Attachment)
  - E. Review and Consider Approval of Resolution 17-02 to Adopt Changes to Policy Manual (Attachment)
  - F. Review of Draft 2016 Annual Report (Attachment)
  - G. Review of Request for Proposals for Public Relations Consultant (Attachment)
  - H. Review of 1<sup>st</sup> Quarter Financial Report (Attachment)
6. Suggestions/Requests from Board Members
7. Confirm date of Next Meeting  
May 18<sup>th</sup>, 2017 at 9:00AM
8. Adjournment

A complete copy of the agenda is available for public viewing in the Emeryville City Clerk's Office at 1333 Park Avenue at least 72 hours prior to the meeting. All writings that are public records and relate to an agenda item above will be made available at the meeting. The TMA will mail a copy of the agenda or, if requested, the entire agenda packet, to any person who has filed a written request for such materials. If requested, these materials will be made available in appropriate formats to persons with disabilities. Written requests should be mailed to Emeryville TMA, 1300 67<sup>th</sup> Street, Emeryville, CA 94608. To download a copy of the agenda packet, please visit our website at [www.emeryqoround.com](http://www.emeryqoround.com). If you have comments or questions about this agenda, please email us at [transit-info@emeryqoround.com](mailto:transit-info@emeryqoround.com), or call the Executive Director, Gray Bowen Scott at (925) 937-0980.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Meeting of the Board of Directors

February 16<sup>th</sup>, 2017

1. Call to Order

*The meeting was called to order at 9:35am by Secretary, Betsy Colley*

*Directors Present: Betsy Cooley, Bobby Lee, Peter Schreiber, Ron Silberman, Nat Centeno*

*Staff present: Roni Hatstrup, Mary Grinbergs (Gray-Bowen-Scott)*

*Others: Colin Osborne*

2. Public Comments

*None.*

3. Board Appointment of Employer Director

*The Board elected Colin Osborne of Novartis to serve as the Director representing the Employer Member Class through the end of the term.*

*The item was approved by a unanimous vote.*

*AYE: 5*

*Betsy Cooley, Bobby Lee, Peter Schreiber, Ron Silberman, Nat Centeno*

*NAY: 0*

*ABSTAIN: 0*

4. Approval of the Minutes of the December 15<sup>th</sup>, 2016 Board of Directors Meeting

*The item was approved by a unanimous vote.*

*AYE: 5*

*Betsy Cooley, Bobby Lee, Peter Schreiber, Ron Silberman, Nat Centeno*

*NAY: 0*

*ABSTAIN: 0*

5. Executive Directors Report

A. Letter of Request for City to Appoint a Liaison to the ETMA

*Roni Hatstrup informed the Board that she submitted the letter of request for a City appointed liaison to the City Manager, per their direction. Roni further noted that she also discussed the need for a liaison at an event with the City Manager and Mayor Donahue.*

6. Business Items

A. Review and Approval of Audit Engagement Proposal for Low Accountancy

*Bobby Lee motioned for approval. Betsy Cooley seconded the motion.*

*The item was approved by a unanimous vote.*

*AYE: 5*

*Betsy Cooley, Bobby Lee, Peter Schreiber, Ron Silberman, Nat Centeno*

*NAY: 0*

*ABSTAIN: 0*

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Meeting of the Board of Directors

February 16<sup>th</sup>, 2017

B. Review and Approve Proposed Service Modifications

*Roni reviewed the proposed modifications to the Emery Go Round service schedules. Betsy Cooley expressed concern about increasing the headways for the Watergate Express route and requested the schedule be left as is. Betsy further noted that the exit ramps to San Pablo on 580 were not intended to be closed and requested that staff look into resuming the route to 580, in an effort to improve on time performance. Roni agreed to have the operations team re-evaluate routing possibilities for the Watergate Express route, while the MacArthur ramp is closed for repairs.*

*The Board motioned for approval of the proposed schedule modifications with the exception of the changes proposed for the Watergate Express route.*

*The item was approved by a unanimous vote.*

*AYE: 5*

*Betsy Cooley, Bobby Lee, Peter Schreiber, Ron Silberman, Nat Centeno*

*NAY: 0*

*ABSTAIN: 0*

7. Suggestions/Requests from Board Members

*None.*

8. Confirm Date of Next Meeting

*The meeting date of March 16, 2017 at 9:00AM, was confirmed.*

9. Adjournment

*The meeting was adjourned at 10:55AM.*

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**STAFF REPORT MEMORANDUM**

DATE: April 20, 2017

FROM: Roni Hatstrup, Executive Director

SUBJECT: Review & Consider Adjustment to Designated Unrestricted Net Assets

RECOMMENDATION

Board authorization to modify the designated unrestricted net assets on the December 31, 2016 and 2015 Financial Statements as follows:

<b>Designation</b>	<b>Balance 12/31/15</b>	<b>Increases</b>	<b>Decreases</b>	<b>Balance 12/31/2016</b>
Non-PBID Activities	\$138,402	\$107	\$ -	\$138,509
Operating Reserve (minimum 15% of operating expenses)	\$184,800	\$209,628	\$ -	\$394,428
Facility Reserve (bus yard site development & relocation)	\$0	\$500,000	\$ -	\$500,000
<b>TOTALS</b>	<b>\$323,202</b>	<b>\$559,735</b>	<b>\$ -</b>	<b>\$882,937</b>

BACKGROUND

Historically, the designated unrestricted net assets of the ETMA have included only the Board designated 7% operating reserve and the non-PBID activity funds, which are held in an account separate from the ETMA's checking and money market accounts.

DISCUSSION

The organizations cash balance increased significantly in 2016, from \$626k to nearly \$1.5 million, partly due to the delay in implementation of the new service plan, but also due the increase in revenue from the new PBID and City general benefit contribution. Now is the time to make adjustments to the designated unrestricted net assets, so they are reflected in the final audited financial statements for 2016.

Designated unrestricted net assets can be adjusted by the Board annually and can be expended on the purpose for which they are designated.

My recommendation is to increase the operating reserve from 7%-10% to a minimum of 15% of operating expenses and to designate a new facility reserve of \$500,000 for site development and/or relocation to a long term bus yard.



EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2016 AND 2015

with  
Independent Auditor's Report

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2016 AND 2015

TABLE OF CONTENTS

	<u>Page</u>
I Independent Auditor's Report	1
II Financial Statements	
Statements of Financial Position	2
Statements of Activities and Changes in Net Assets	3
Statements of Cash Flows	4
Notes to Financial Statements	5-8

# *Low Accountancy*

## *David M. Low, CPA*

### INDEPENDENT AUDITOR'S REPORT

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

I have audited the accompanying financial statements of Emeryville Transportation Management Association which comprises the statement of financial position as of December 31, 2016 and 2015, and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

#### Management's Responsibility for the Financial Statements

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

#### Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Opinion

In my opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of Emeryville Transportation Management Association as of December 31, 2016 and 2015, and the changes in its net assets and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

#### *Low Accountancy*

Low Accountancy  
David M. Low, CPA

March 16, 2017

*236 Latera Court, San Ramon, CA 94582-4680*  
*(925) 828-7203 (925) 828-7204 Fax*  
*davelow54@sbcglobal.net*

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
Current Assets		
Cash and cash equivalents	\$1,479,383	\$ 626,446
Accounts receivable	123,193	144,403
Prepaid expenses	<u>53,974</u>	<u>3,952</u>
Total Current Assets	1,656,550	774,801
Fixed Assets	3,649,462	2,911,344
Less: Accumulated Depreciation	<u>(2,026,963)</u>	<u>(1,702,417)</u>
Net Fixed Assets	<u>1,622,499</u>	<u>1,208,927</u>
 TOTAL ASSETS	 <u>\$3,279,049</u>	 <u>\$1,983,728</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 322,368	\$ 208,577
Current portion of notes payable	<u>224,529</u>	<u>277,864</u>
Total Current Liabilities	546,897	486,441
Long-Term Liabilities		
Notes Payable	<u>512,156</u>	<u>-</u>
Total Liabilities	<u>1,059,053</u>	<u>486,441</u>
Net Assets		
Unrestricted		
Designated	355,209	323,202
Undesignated	<u>1,864,787</u>	<u>1,174,085</u>
Total Net Assets	<u>2,219,996</u>	<u>1,497,287</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$3,279,049</u>	 <u>\$1,983,728</u>

The accompanying notes are an integral  
part of these financial statements.

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEARS ENDED  
DECEMBER 31, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
Support and Revenues		
PBID proceeds	\$3,250,988	\$2,901,980
Emeryville benefit contribution	455,531	-
West Berkeley shuttle services	273,440	183,995
Paratransit 8 To Go	87,093	76,132
Bayer Mid-Day service	48,640	-
Direct billed revenue	95,678	71,583
Other	64,255	7,846
Total Support and Revenues	<u>4,275,625</u>	<u>3,241,536</u>
Expenses		
Shuttle Services		
Contract services-Shuttle Buses	1,731,891	1,530,128
Bus repairs, maintenance and other	425,499	326,651
West Berkeley shuttle services	235,324	139,838
Paratransit 8 To Go	87,266	75,180
Bayer Mid-Day service	32,618	
Management contract	379,137	253,621
Depreciation	455,146	382,262
Total Program Services	<u>3,346,881</u>	<u>2,707,680</u>
Supporting Services:		
Office expense	6,077	5,723
Marketing expenses	10,626	5,345
Insurance	5,922	5,911
Interest	28,507	26,277
Professional fees	36,278	36,937
Yard rent and property tax charges	107,409	119,796
Yard repairs and maintenance	4,831	10,861
Meeting expenses	-	2,310
Taxes, fees and licenses	419	550
Telephone and utilities	5,956	5,766
Total Supporting Services	<u>206,035</u>	<u>219,476</u>
Total Expenses	<u>3,552,916</u>	<u>2,927,156</u>
CHANGE IN UNRESTRICTED NET ASSETS	722,709	314,380
UNRESTRICTED NET ASSETS-BEGINNING OF YEAR	<u>1,497,287</u>	<u>1,182,907</u>
UNRESTRICTED NET ASSETS-END OF YEAR	<u>\$2,219,996</u>	<u>\$1,497,287</u>

The accompanying notes are an integral  
part of these financial statements.

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED  
DECEMBER 31, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets from unrestricted net assets	\$ 722,709	\$ 314,380
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	455,146	382,262
(Increase) decrease in current assets:		
Accounts receivable	21,210	(40,257)
Prepaid expenses	(50,022)	-
Increase (decrease) in current Liabilities:		
Accounts payable and accrued Expenses	<u>113,791</u>	<u>(122,514)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>1,262,834</u>	<u>533,871</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	(868,718)	(423,079)
Sale of fixed assets	<u>-</u>	<u>-</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(868,718)</u>	<u>(423,079)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Notes payable on purchase of buses	868,370	-
Notes payable and advance billing repayments	<u>(409,629)</u>	<u>(471,808)</u>
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>458,741</u>	<u>(471,808)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	852,857	(361,016)
BEGINNING CASH AND CASH EQUIVALENTS	<u>626,446</u>	<u>987,462</u>
ENDING CASH AND CASH EQUIVALENTS	<u>\$1,479,303</u>	<u>\$ 626,446</u>
Supplemental: Interest Paid	\$ <u>28,507</u>	\$ <u>26,277</u>

The accompanying notes are an integral  
part of these financial statements.

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016 AND 2015

NOTE 1 - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Organization

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 Funding Agreement" with the City effective January 1, 2007 through December 31, 2017, 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.

Significant Accounting Policies:

Basis of Accounting and Financial Statement Presentation

The financial statements of the Association have been prepared on an accrual basis. The significant accounting policies are described below to enhance the usefulness of the financial statements to the reader. The Association has adopted to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As of December 31, 2016 and 2015, the Association did not have any permanently restricted or temporarily restricted net assets.

Designated Unrestricted Net Assets

Certain amounts of unrestricted net assets have been designated by the Board of Directors as follows:

<u>Designation</u>	<u>Balance</u> <u>12/31/15</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>12/31/16</u>
Non PBID Activities	\$ 138,402	\$ 107	\$ -	\$ 138,509
Operating Reserve (7% of operating expenses)	184,800	31,900	-	216,700
Totals	<u>\$ 323,202</u>	<u>\$ 32,007</u>	<u>\$ -</u>	<u>\$ 355,209</u>

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016 AND 2015

Significant Accounting Policies:

Subsequent Events

Association management has evaluated subsequent events through March 16, 2017, the date the accompanying financial statements were available to be issued.

Reclassifications

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform to presentations in the current-year financial statements.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Association considers all highly liquid investments available for current use with an initial maturity of less than one month to be cash equivalents. Cash and cash equivalents consist of cash on hand and cash held in checking and money market accounts.

Accounts Receivable

All trade receivables are shown net of an allowance for uncollectible.

Prepaid and Deposits

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items or deposits depending on the nature of the payment.

Income Taxes

The Association is a California nonprofit corporation, exempt from Federal income taxes under Section 501 (C) (4) of the Internal Revenue Code, and State income taxes under Section 23701(f) of the California Revenue and Taxation Code.

Pervasiveness of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.



EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016 AND 2015

NOTE 2 - CASH AND CASH EQUIVALENTS AND CREDIT RISK

Cash and cash equivalents at December 31, 2016 and 2015, consisted of the following:

	<u>12/31/16</u>	<u>12/31/15</u>
Petty Cash	\$ 10	\$ 10
Checking Accounts	140,071	195,001
Money Market Accounts	<u>1,339,302</u>	<u>431,435</u>
Totals	<u>\$1,479,383</u>	<u>\$626,446</u>

Of the Money Market Accounts, on December 31, 2016, all was insured by the Federal Deposit Insurance Corporation.

NOTE 3 - FIXED ASSETS

Fixed Assets activity is comprised of the following:

	<u>Balance</u> <u>12/31/15</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/16</u>
Depreciated Fixed Assets				
Buildings & Improvements	\$ 128,004	\$ -	\$ -	\$ 128,004
Transportation Equipment	2,564,816	868,718	130,600	3,302,934
Furniture & Fixtures	10,858	-	-	10,858
Equipment	<u>207,666</u>	<u>-</u>	<u>-</u>	<u>207,666</u>
Total Fixed Assets	<u>2,911,344</u>	<u>868,718</u>	<u>130,600</u>	<u>3,649,462</u>
Less accumulated depreciation				
Buildings & Improvements	69,508	5,045	-	74,553
Transportation Equipment	1,418,753	450,101	130,600	1,738,254
Furniture & Fixtures	10,858	-	-	10,858
Equipment	<u>203,298</u>	<u>-</u>	<u>-</u>	<u>203,298</u>
Total accumulated depreciation	<u>1,702,417</u>	<u>455,146</u>	<u>130,600</u>	<u>2,026,963</u>
Fixed assets, Net	<u>\$1,208,927</u>	<u>\$413,572</u>	<u>\$ -</u>	<u>\$1,622,499</u>

Depreciated fixed assets include the above categories (e.g., buses, mobile office building, bus equipment and similar items), and are reported in the statement of net assets. 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 three to forty years.

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016 AND 2015

NOTE 4 - NOTES PAYABLE

On March 28, 2016, the Association purchased three 2016 Starcraft XL Shuttle Buses for \$446,685, with 36 monthly payments of \$13,275.50 @ a 4.440% imputed interest rate. On August 2, 2016 the Association purchased three 2016 Starcraft XL Shuttle Buses for \$422,033, with 60 monthly payments of \$7,980.50 @ a 5.118% imputed interest rate. Future principal payments are as follows:

December 31, 2017	\$224,529
December 31, 2018	235,255
December 31, 2019	138,909
December 31, 2020	90,815
December 31, 2021	<u>47,177</u>
Totals	<u>\$736,685</u>

NOTE 5 - RENT AGREEMENTS

Effective July 15, 2013, a third ground lease modification was executed for 60 months through July 14, 2018. The ground lease modification starts at monthly base rents of \$6,398, increasing annually to \$7,202 on July 15, 2017. Property tax charges are not included in the base rent, and have been averaging \$1,503 per month. Effective July 22, 2013 through July 22, 2018, the Association entered into a new modular building lease for \$673 per month, increasing to \$702 per month on August 1, 2016. For the year ended December 31, 2016 the Association paid \$82,587 in rents and \$18,036 in property tax charges. Future minimum lease payments are as follows:

December 31, 2017	\$ 93,479
December 31, 2018	<u>51,724</u>
Totals	<u>\$145,203</u>

NOTE 6 - COMMITMENTS

Effective February 15, 2013 through December 31, 2017, 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.

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.  
 ▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**2016****Open to Public Inspection**Department of the Treasury  
Internal Revenue Service**A For the 2016 calendar year, or tax year beginning , 2016, and ending ,****B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Emeryville Transportation  
Management Association  
1300 67th Street  
Emeryville, CA 94608

**F** Name and address of principal officer:**D** Employer identification number

94-3244359

**E** Telephone number

510 451-3862

**G** Gross receipts \$ 4,275,625.**H(a)** Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No  
If 'No,' attach a list. (see instructions)**I** Tax-exempt status ☐ 501(c)(3) ☒ 501(c) ( 4 ) (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ [emerygoround.com](http://emerygoround.com)**H(c)** Group exemption number ▶**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶ **L** Year of formation: 1997 **M** State of legal domicile: CA**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b>	Briefly describe the organization's mission or most significant activities: <u>Provide free bus shuttle service, that links with local and regional public transportation services, for the employers, hotels and retail centers in Emeryville.</u>		
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	9
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	9
	<b>5</b>	Total number of individuals employed in calendar year 2016 (Part V, line 2a)	<b>5</b>	0
	<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>	0
		<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>
<b>b</b>		Net unrelated business taxable income from Form 990-T, line 34	<b>7b</b>	0.
<b>Revenue</b>	<b>8</b>	Contributions and grants (Part VIII, line 1h)	<b>Prior Year</b>	<b>Current Year</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g)		455,531.
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	3,236,390.	3,819,269.
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	5,146.	825.
	<b>12</b>	Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,241,536.	4,275,625.
<b>Expenses</b>	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4)		
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e)		
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25) ▶		
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	2,927,156.	3,552,916.
	<b>18</b>	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,927,156.	3,552,916.
	<b>19</b>	Revenue less expenses. Subtract line 18 from line 12	314,380.	722,709.
	<b>Net Assets or Fund Balances</b>	<b>20</b>	Total assets (Part X, line 16)	<b>Beginning of Current Year</b>
<b>21</b>		Total liabilities (Part X, line 26)	1,983,728.	3,279,049.
<b>22</b>		Net assets or fund balances. Subtract line 21 from line 20	486,441.	1,059,053.
			1,497,287.	2,219,996.

**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.

<b>Sign Here</b>	Signature of officer	Date			
	<u>Geoffrey Sears</u>	<u>Board Chairman</u>			
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN
	<u>John Tounger CPA</u>	<u>John Tounger CPA</u>	<u>4/07/17</u>		<u>P01265219</u>
	Firm's name ▶ <u>John S. Tounger CPA</u>				
	Firm's address ▶ <u>585 Mandana Blvd Ste 10</u> <u>Oakland, CA 94610-2270</u>	Firm's EIN ▶ <u>68-0166029</u> Phone no. <u>(510) 893-0950</u>			

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ 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 \$ 3,552,916. 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 a West Berkeley bus  
shuttle service.

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**4d** Other program services (Describe in Schedule O.)

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

**4e** Total program service expenses ▶ 3,552,916.

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> 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> .....	<b>1</b>	X
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)? .....	<b>2</b>	X
<b>3</b> 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> .....	<b>3</b>	X
<b>4</b> <b>Section 501(c)(3) organizations.</b> 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> .....	<b>4</b>	
<b>5</b> 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 Revenue Procedure 98-19? <i>If 'Yes,' complete Schedule C, Part III.</i> .....	<b>5</b>	X
<b>6</b> 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> .....	<b>6</b>	X
<b>7</b> 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> .....	<b>7</b>	X
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If 'Yes,' complete Schedule D, Part III.</i> .....	<b>8</b>	X
<b>9</b> 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> .....	<b>9</b>	X
<b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If 'Yes,' complete Schedule D, Part V.</i> .....	<b>10</b>	X
<b>11</b> 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.		
<b>a</b> 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> .....	<b>11 a</b>	X
<b>b</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> .....	<b>11 b</b>	X
<b>c</b> 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> .....	<b>11 c</b>	X
<b>d</b> 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> .....	<b>11 d</b>	X
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If 'Yes,' complete Schedule D, Part X.</i> .....	<b>11 e</b>	X
<b>f</b> 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> .....	<b>11 f</b>	X
<b>12 a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If 'Yes,' complete Schedule D, Parts XI and XII.</i> .....	<b>12 a</b>	X
<b>b</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> .....	<b>12 b</b>	X
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If 'Yes,' complete Schedule E.</i> .....	<b>13</b>	X
<b>14 a</b> Did the organization maintain an office, employees, or agents outside of the United States? .....	<b>14 a</b>	X
<b>b</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> .....	<b>14 b</b>	X
<b>15</b> 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> .....	<b>15</b>	X
<b>16</b> 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> .....	<b>16</b>	X
<b>17</b> 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). .....	<b>17</b>	X
<b>18</b> 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> .....	<b>18</b>	X
<b>19</b> 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> .....	<b>19</b>	X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If 'Yes,' complete Schedule H.</i>		X
<b>b</b> If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
<b>21</b> 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
<b>22</b> 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
<b>23</b> 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
<b>24a</b> 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>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>d</b> Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> 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>b</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
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If 'Yes,' complete Schedule L, Part II.</i>		X
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part III.</i>		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, or key employee? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M.</i>		X
<b>30</b> 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
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I.</i>		X
<b>32</b> 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
<b>33</b> 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
<b>34</b> 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
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
<b>b</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>		
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		
<b>37</b> 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
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O.	X	

BAA

Form **990** (2016)

**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
<b>1 a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.	<b>1 a</b> 5		
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.	<b>1 b</b> 0		
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	<b>1 c</b>		X
<b>2 a</b> 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.	<b>2 a</b> 0		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	<b>2 b</b>		
<b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
<b>3 a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year?	<b>3 a</b>		X
<b>b</b> If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation in Schedule O.	<b>3 b</b>		
<b>4 a</b> 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)?	<b>4 a</b>		X
<b>b</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).			
<b>5 a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	<b>5 a</b>		X
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	<b>5 b</b>		X
<b>c</b> If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T?	<b>5 c</b>		
<b>6 a</b> 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?	<b>6 a</b>		X
<b>b</b> If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	<b>6 b</b>		
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>			
<b>a</b> 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?	<b>7 a</b>		
<b>b</b> If 'Yes,' did the organization notify the donor of the value of the goods or services provided?	<b>7 b</b>		
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	<b>7 c</b>		
<b>d</b> If 'Yes,' indicate the number of Forms 8282 filed during the year.	<b>7 d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	<b>7 e</b>		
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	<b>7 f</b>		
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	<b>7 g</b>		
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	<b>7 h</b>		
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	<b>8</b>		
<b>9 Sponsoring organizations maintaining donor advised funds.</b>			
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966?	<b>9 a</b>		
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	<b>9 b</b>		
<b>10 Section 501(c)(7) organizations.</b> Enter:			
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12.	<b>10 a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities.	<b>10 b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:			
<b>a</b> Gross income from members or shareholders.	<b>11 a</b>		
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11 b</b>		
<b>12 a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12 a</b>		
<b>b</b> If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year.	<b>12 b</b>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>			
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state?	<b>13 a</b>		
<b>Note.</b> See the instructions for additional information the organization must report on Schedule O.			
<b>b</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.	<b>13 b</b>		
<b>c</b> Enter the amount of reserves on hand.	<b>13 c</b>		
<b>14 a</b> Did the organization receive any payments for indoor tanning services during the tax year?	<b>14 a</b>		X
<b>b</b> If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O.	<b>14 b</b>		

**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 in Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒ **X****Section A. Governing Body and Management**

		Yes	No
<b>1 a</b> Enter the number of voting members of the governing body at the end of the tax year. . . . .	<b>1 a</b> 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 in Schedule O.			
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent . . . . .	<b>1 b</b> 9		
<b>2</b> 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? . . . . .	<b>2</b>		X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? See Schedule O . . . . .	<b>3</b>	X	
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . .	<b>4</b>		X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .	<b>5</b>		X
<b>6</b> Did the organization have members or stockholders? . . . . .	<b>6</b>		X
<b>7 a</b> 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 . . . . .	<b>7 a</b>	X	
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . .	<b>7 b</b>	X	
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: . . . . .			
<b>a</b> The governing body? . . . . .	<b>8 a</b>	X	
<b>b</b> Each committee with authority to act on behalf of the governing body? . . . . .	<b>8 b</b>		X
<b>9</b> 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 in Schedule O. See Schedule O . . . . .	<b>9</b>	X	

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

	Yes	No
<b>10 a</b> Did the organization have local chapters, branches, or affiliates? . . . . .	<b>10 a</b>	X
<b>b</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? . . . . .	<b>10 b</b>	
<b>11 a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . .	<b>11 a</b>	X
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990. See Schedule O . . . . .		
<b>12 a</b> Did the organization have a written conflict of interest policy? If 'No,' go to line 13. . . . .	<b>12 a</b>	X
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . .	<b>12 b</b>	X
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done . . . . .	<b>12 c</b>	X
<b>13</b> Did the organization have a written whistleblower policy? . . . . .	<b>13</b>	X
<b>14</b> Did the organization have a written document retention and destruction policy? . . . . .	<b>14</b>	X
<b>15</b> 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? . . . . .		
<b>a</b> The organization's CEO, Executive Director, or top management official. . . . .	<b>15 a</b>	X
<b>b</b> Other officers or key employees of the organization. . . . .	<b>15 b</b>	X
If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16 a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . .	<b>16 a</b>	X
<b>b</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? . . . . .	<b>16 b</b>	

**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 (or 1024 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 in Schedule O)

**19** Describe in 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: ▶  
 Veronica Hattrup 1676 N California Blvd Suite 400 Walnut Creek CA 94596 925 937-0980



**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****1 a** 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 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 and/or Box 7 of Form 1099-MISC) 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.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ 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)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(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 Board Chairman	2 0	X		X				0.	0.	0.
(2) Tim Bacon Vice Chair	1 0	X		X				0.	0.	0.
(3) Bobby Lee Director	1 0	X						0.	0.	0.
(4) Andrew Allen Treasurer	1 0	X		X				0.	0.	0.
(5) Ron Silberman Director	1 0	X						0.	0.	0.
(6) Peter Schreiber- Pixar Director	1 0	X						0.	0.	0.
(7) Betsy Cooley Secretary	1 0	X		X				0.	0.	0.
(8) Nathaniel Centeno Director	1 0	X						0.	0.	0.
(9) Patrick Choa 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)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(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) _____	_____									
<b>1 b Sub-total</b> .....								0.	0.	0.
<b>c Total from continuation sheets to Part VII, Section A</b> .....								0.	0.	0.
<b>d Total (add lines 1b and 1c)</b> .....								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**

**3** Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If 'Yes,' complete Schedule J for such individual.*

	Yes	No
<b>3</b>		X
<b>4</b>		X
<b>5</b>		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? *If 'Yes,' complete Schedule J for such individual.*

**5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If 'Yes,' complete Schedule J for such person.*

**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
Gray Bowen Scott 1676 N. California Blvd #400 Walnut Creek, CA 94596	Mgmt,Cus.Ser.,mrtkg	392,734.
MV Transportation Inc P.O. Box 3900 San Francisco, CA 94139	Contract bus service	2,110,054.
AC Transit 1600 Franklin St Oakland, CA 94612	Contract bus service	193,904.

**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 **3**

**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	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1 a</b>					
	<b>b</b> Membership dues .....	<b>1 b</b>					
	<b>c</b> Fundraising events .....	<b>1 c</b>					
	<b>d</b> Related organizations .....	<b>1 d</b>					
	<b>e</b> Government grants (contributions) ....	<b>1 e</b>					
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above ...	<b>1 f</b> 455,531.					
	<b>g</b> Noncash contributions included in lines 1a-1f: \$						
	<b>h Total.</b> Add lines 1a-1f .....		455,531.				
<b>Program Service Revenue</b>	<b>2 a</b> <u>PBID proceeds</u> .....		Business Code				
				3,250,988.	3,250,988.		
	<b>b</b> <u>West Berkeley shuttle</u> .....			273,440.	273,440.		
	<b>c</b> <u>Direct billed revenue</u> .....			95,678.	95,678.		
	<b>d</b> <u>Paratransit services</u> .....			87,093.	87,093.		
	<b>e</b> <u>Other</u> .....			63,430.	63,430.		
	<b>f</b> All other program service revenue ...		WKS	48,640.	48,640.		
	<b>g Total.</b> Add lines 2a-2f .....			3,819,269.			
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest and other similar amounts) .....			825.	825.		
	<b>4</b> Income from investment of tax-exempt bond proceeds..						
	<b>5</b> Royalties .....						
	<b>6 a</b> Gross rents .....	(i) Real	(ii) Personal				
		<b>b</b> Less: rental expenses .....					
		<b>c</b> Rental income or (loss) ...					
		<b>d</b> Net rental income or (loss) .....					
	<b>7 a</b> Gross amount from sales of assets other than inventory .....	(i) Securities	(ii) Other				
		<b>b</b> Less: cost or other basis and sales expenses .....					
		<b>c</b> Gain or (loss) .....					
		<b>d</b> Net gain or (loss) .....					
	<b>8 a</b> Gross income from fundraising events (not including.. \$ .....	of contributions reported on line 1c). See Part IV, line 18 .....		a			
		<b>b</b> Less: direct expenses .....	b				
		<b>c</b> Net income or (loss) from fundraising events .....					
	<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....	a					
		<b>b</b> Less: direct expenses .....	b				
		<b>c</b> Net income or (loss) from gaming activities .....					
	<b>10 a</b> Gross sales of inventory, less returns and allowances .....	a					
		<b>b</b> Less: cost of goods sold .....	b				
		<b>c</b> Net income or (loss) from sales of inventory .....					
Miscellaneous Revenue		Business Code					
<b>11 a</b> .....							
<b>b</b> .....							
<b>c</b> .....							
<b>d</b> All other revenue .....							
<b>e Total.</b> Add lines 11a-11d .....							
<b>12 Total revenue.</b> See instructions .....			4,275,625.	3,820,094.	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. ☐

<b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>	<b>(A)</b> Total expenses	<b>(B)</b> Program service expenses	<b>(C)</b> Management and general expenses	<b>(D)</b> 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 (non-employees):				
a Management.	379,137.	379,137.		
b Legal.	10,593.	10,593.		
c Accounting.	25,685.	25,685.		
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.	10,626.	10,626.		
13 Office expenses.	2,175.	2,175.		
14 Information technology.				
15 Royalties.				
16 Occupancy.	122,526.	122,526.		
17 Travel.				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.	28,507.	28,507.		
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	455,146.	455,146.		
23 Insurance.	5,922.	5,922.		
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in 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>	2,512,599.	2,512,599.		
b _____				
c _____				
d _____				
e All other expenses.				
25 Total functional expenses. Add lines 1 through 24e.	3,552,916.	3,552,916.	0.	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
<b>Assets</b>	<b>1</b> Cash — non-interest-bearing.....	195,011.	<b>1</b>	140,081.
	<b>2</b> Savings and temporary cash investments.....	431,435.	<b>2</b>	1,339,302.
	<b>3</b> Pledges and grants receivable, net.....		<b>3</b>	
	<b>4</b> Accounts receivable, net.....	144,403.	<b>4</b>	123,193.
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L.....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L.....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net.....		<b>7</b>	
	<b>8</b> Inventories for sale or use.....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges.....	3,952.	<b>9</b>	53,974.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D.....	<b>10a</b> 3,649,462.		
	<b>b</b> Less: accumulated depreciation.....	<b>10b</b> 2,026,963.		
		1,208,927.	<b>10c</b>	1,622,499.
	<b>11</b> Investments — publicly traded securities.....		<b>11</b>	
	<b>12</b> Investments — other securities. See Part IV, line 11.....		<b>12</b>	
	<b>13</b> Investments — program-related. See Part IV, line 11.....		<b>13</b>	
	<b>14</b> Intangible assets.....		<b>14</b>	
<b>15</b> Other assets. See Part IV, line 11.....		<b>15</b>		
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 34).....	1,983,728.	<b>16</b>	3,279,049.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses.....	208,577.	<b>17</b>	322,368.
	<b>18</b> Grants payable.....		<b>18</b>	
	<b>19</b> Deferred revenue.....		<b>19</b>	
	<b>20</b> Tax-exempt bond liabilities.....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D.....		<b>21</b>	
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L.....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties.....	277,864.	<b>23</b>	736,685.
	<b>24</b> Unsecured notes and loans payable to unrelated third parties.....		<b>24</b>	
	<b>25</b> 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.....		<b>25</b>	
	<b>26 Total liabilities.</b> Add lines 17 through 25.....	486,441.	<b>26</b>	1,059,053.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27 through 29, and lines 33 and 34.</b>			
	<b>27</b> Unrestricted net assets.....	1,497,287.	<b>27</b>	2,219,996.
	<b>28</b> Temporarily restricted net assets.....		<b>28</b>	
	<b>29</b> Permanently restricted net assets.....		<b>29</b>	
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here</b> <input type="checkbox"/> <b>and complete lines 30 through 34.</b>			
	<b>30</b> Capital stock or trust principal, or current funds.....		<b>30</b>	
	<b>31</b> Paid-in or capital surplus, or land, building, or equipment fund.....		<b>31</b>	
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds.....		<b>32</b>	
	<b>33</b> Total net assets or fund balances.....	1,497,287.	<b>33</b>	2,219,996.
	<b>34</b> Total liabilities and net assets/fund balances.....	1,983,728.	<b>34</b>	3,279,049.

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Form 990 (2016)

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI. ☐

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	4,275,625.
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	3,552,916.
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	722,709.
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	<b>4</b>	1,497,287.
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>9</b>	0.
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	<b>10</b>	2,219,996.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII. ☐

		Yes	No
<b>1</b>	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 in Schedule O.			
<b>2a</b>	Were the organization's financial statements compiled or reviewed by an independent accountant?		X
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			
<b>b</b>	Were the organization's financial statements audited by an independent accountant?	X	
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			
<b>c</b>	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?	X	
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.			
<b>3a</b>	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
<b>b</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 in Schedule O and describe any steps taken to undergo such audits.		

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Form 990 (2016)

**SCHEDULE D  
(Form 990)**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.

► Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016****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.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 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? ☐ Yes ☐ No

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? ☐ Yes ☐ No

**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).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

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.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2 a
b Total acreage restricted by conservation easements .....	2 b
c Number of conservation easements on a certified historic structure included in (a) .....	2 c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register .....	2 d

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? ☐ Yes ☐ No

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 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

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.

1 a If the organization elected, as permitted under SFAS 116 (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 SFAS 116 (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:

(i) Revenue included on Form 990, Part VIII, line 1. .... ► \$ .....

(ii) Assets included in Form 990, Part X. .... ► \$ .....

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 SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1. .... ► \$ .....

b Assets included in Form 990, Part X. .... ► \$ .....

**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 are a significant use of its collection items (check all that apply):

a ☐ Public exhibition

d ☐ Loan or exchange programs

b ☐ Scholarly research

e ☐ Other \_\_\_\_\_

c ☐ Preservation for future generations

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.

1 a 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.....	1 c
d Additions during the year.....	1 d
e Distributions during the year.....	1 e
f Ending balance.....	1 f

2 a 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 on 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
1 a 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 Temporarily restricted endowment ▶ \_\_\_\_\_ %

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

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

(i) unrelated organizations.....

(ii) related organizations.....

	Yes	No
3a(i)		
3a(ii)		
3b		

b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

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
1 a Land.....				
b Buildings.....		128,004.	74,553.	53,451.
c Leasehold improvements.....				
d Equipment.....		3,510,600.	1,941,552.	1,569,048.
e Other.....		10,858.	10,858.	0.
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.).....				1,622,499.

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Schedule D (Form 990) 2016



**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) -----		
(I) -----		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 12.) .. ▶		

**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)		
(10)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 13.) .. ▶		

**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)	
(10)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 15.) .. ▶	

**Part X Other Liabilities.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25

(a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
(11)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 25.) .. ▶		

**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 FIN 48 (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.** N/A

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

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

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.** N/A

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

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

**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 O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**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 990-EZ.

► Information about Schedule O (Form 990 or 990-EZ) and its instructions is  
at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

**Open to Public  
Inspection**

Emeryville Transportation  
Management Association

Employer identification number

94-3244359

**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 Gray-Bowen-Scott, 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 four (4) classes of members ("Members") referred to as Corporate Members, Business Members, Residential Members, and Public Members.

(1) "Corporate Members" shall mean those seven persons or entities who own commercial property in Emeryville and who pay the largest amount of fees and dues. Corporate Members shall each designate one Director to the Board of Directors;

(2) "Business Members" shall mean those persons or entities who own commercial property or operate a business in the Emeryville area and who pay fees or dues as set forth in Section 4 of this Article, but do not qualify as Corporate or Residential Members. Business Members shall elect one (1) Director to the Board of Directors; and

(3) "Residential Members" shall mean a class of members who consist of homeowners associations located in Emeryville or operators of multi-unit residential properties located in Emeryville that pay fees or dues as set forth in Section 4 of this Article. Residential Members shall elect one (1) Director to the Board of Directors; and

Name of the organization **Emeryville Transportation  
Management Association**

Employer identification number  
**94-3244359**

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

(4) "Public Members" shall mean a class of members consisting of the Emeryville Chamber of Commerce and any other public or government agency determined to be a Public Member by the Board of Directors. Such Public Members shall not pay Membership Dues (as defined below), and shall each designate one Director to the Corporation's Board of Directors.

**Section 2 General Qualifications of Members.**

Each Member shall (a) have its residence or place of business within the area served by the Corporation; (b) be dedicated to the purposes of the Corporation; (c) if not an existing Member, have applied for membership; and (d) timely pay all dues and fees imposed by the Board from time to time. A Member who or that ceases to satisfy the qualifications of Membership shall be terminated as a Member as set forth in Section 9 of this Article.

**Section 3 Rights of Membership**

Each Member shall have one vote on each matter submitted to the Membership for a vote. If a Member is an entity, it shall exercise its Membership rights through a duly authorized representative of the Member, who shall be designated in writing by the Member. The authorized representative may exercise the Member's vote on any matter to come before the Membership of the Corporation. A Member may change its authorized representative by written notice to the Corporation. A Member may designate in writing a substitute representative to exercise its voting rights.

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

President, Geoffrey Sears - 1120 Nye Street, Suite 400, San Rafael, CA 94903

Secretary, Betsy Cooley - 3 Admiral Drive #458, Emeryville, CA 94608

Grey-Bowen-Scott - 1676 N California Blvd Suite 400, Walnut Creek CA 94596

Name of the organization Emeryville Transportation  
Management Association

Employer identification number  
94-3244359

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

Meeting with CPA and Board committe.

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

Available upon request.

Voucher at bottom of page.

**DO NOT MAIL A PAPER COPY OF THE CORPORATE OR EXEMPT ORGANIZATION  
TAX RETURN WITH THE PAYMENT VOUCHER.**

**If the amount of payment is zero, do not mail this voucher.**

**WHERE TO FILE:**

Using black or blue ink, make check or money order payable to the 'Franchise Tax Board.' Write the corporation number or FEIN and '2016 FTB 3586' on the check or money order. Detach voucher below. Enclose, but **do not** staple, payment with voucher and mail to:

**FRANCHISE TAX BOARD  
PO BOX 942857  
SACRAMENTO CA 94257-0531**

Make all checks or money orders payable in U.S. dollars and drawn against a U.S. financial institution.

**WHEN TO FILE:** Corporations — File and Pay by the 15th day of the 4th month following the close of the taxable year.  
S corporations — File and Pay by the 15th day of the 3rd month following the close of the taxable year.  
Exempt organizations — File and Pay by the 15th day of the 5th month following the close of the taxable year.

When the due date falls on a weekend or holiday, the deadline to file and pay without penalty is extended to the next business day.

Due to the federal Emancipation Day holiday observed on April 17, 2017, tax returns filed and payments mailed or submitted on April 18, 2017, will be considered timely.

**ONLINE SERVICES:** Corporations can make payments online with Web Pay for Businesses. Corporations can make an immediate payment or schedule payments up to a year in advance. Go to [ftb.ca.gov](http://ftb.ca.gov) for more information.

----- DETACH HERE ----- IF NO PAYMENT IS DUE, DO NOT MAIL THIS VOUCHER -----  
**CAUTION:** You may be required to pay electronically, see instructions.

----- DETACH HERE -----

TAXABLE YEAR

**2016**

**Payment Voucher for Corporations and  
Exempt Organizations e-filed Returns**

CALIFORNIA FORM

**3586 (e-file)**

1970886 EMER 94-3244359 000000000000 16 FORM 3  
TYB 01-01-16 TYE 12-31-16  
EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION  
VERONICA HATTRUP  
1300 67TH STREET  
EMERYVILLE CA 94608

510 451-3862

AMOUNT OF PAYMENT 10.

059

6181166

CACA1201L 12/15/16 FTB 3586 2016

2016

California Exempt Organization  
Annual Information Return

199

Calendar Year 2016 or fiscal year beginning (mm/dd/yyyy), and ending (mm/dd/yyyy)

Corporation/Organization name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>		California corporation number <b>1970886</b>
Additional information. See instructions.		FEIN <b>94-3244359</b>
Street address (suite or room) <b>1300 67TH STREET</b>		PMB no.
City <b>EMERYVILLE</b>	State <b>CA</b>	Zip code <b>94608</b>
Foreign country name	Foreign province/state/county	Foreign postal code

**A** First Return ..... ☐ Yes ☒ No  
**B** Amended Return ..... ☐ Yes ☒ No  
**C** IRC Section 4947(a)(1) trust ..... ☐ Yes ☒ No  
**D** Final Information Return?  
☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized  
Enter date (mm/dd/yyyy) .....  
**E** Check accounting method:  
1 ☐ Cash 2 ☒ Accrual 3 ☐ Other  
**F** Federal return filed? 1 ☐ 990T 2 ☐ 990-PF 3 ☐ Sch H (990)  
4 ☐ Other 990 series  
**G** Is this a group filing? See instructions ..... ☐ Yes ☒ No  
**H** Is this organization in a group exemption? ..... ☐ Yes ☒ No  
If 'Yes,' what is the parent's name? .....  
**I** Did the organization have any changes to its guidelines  
not reported to the FTB? See instructions ..... ☐ Yes ☒ No

**J** If exempt under R&TC Section 23701d, has the organization engaged in political activities?  
See instructions ..... ☐ Yes ☐ No  
**K** Is the organization exempt under R&TC Section 23701g? ..... ☐ Yes ☒ No  
If 'Yes,' enter the gross receipts from nonmember sources ..... \$ .....  
**L** If organization is exempt under R&TC Section 23701d and meets the filing fee exception, check box.  
No filing fee is required ..... ☐  
**M** Is the organization a Limited Liability Company? ..... ☐ Yes ☒ No  
**N** Did the organization file Form 100 or Form 109 to report taxable income? ..... ☐ Yes ☒ No  
**O** Is the organization under audit by the IRS or has the IRS audited in a prior year? ..... ☐ Yes ☒ No  
**P** Is federal Form 1023/1024 pending? ..... ☐ Yes ☐ No  
Date filed with IRS .....

CACA1112L 11/30/16

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

<b>Receipts and Revenues</b>	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8. ....	1	3,820,094.
	2	Gross dues and assessments from members and affiliates. ....	2	
	3	Gross contributions, gifts, grants, and similar amounts received. ....	3	455,531.
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Instruction B ...	4	4,275,625.
	5	Cost of goods sold. ....	5	
	6	Cost or other basis, and sales expenses of assets sold. ....	6	
	7	Total costs. Add line 5 and line 6. ....	7	
	8	Total gross income. Subtract line 7 from line 4. ....	8	4,275,625.
<b>Expenses</b>	9	Total expenses and disbursements. From Side 2, Part II, line 18. ....	9	3,552,916.
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8. ....	10	722,709.
<b>Filing Fee</b>	11	Total payments. ....	11	
	12	Use tax. See General Instruction K. ....	12	
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11. ....	13	
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12. ....	14	
	15	Filing fee \$10 or \$25. See General Instruction F. ....	15	10.
	16	Penalties and Interest. See General Instruction J. ....	16	
	17	Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result. ....	17	10.
<b>Sign Here</b>	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 taxpayer) is based on all information of which preparer has any knowledge.			
<b>Paid Preparer's Use Only</b>	Signature of officer	Title <b>BOARD CHAIRMAN</b>	Date	Telephone <b>510 451-3862</b>
	Preparer's signature <b>JOHN TOUNGER CPA</b>	Date <b>4/07/17</b>	Check if self-employed <input checked="" type="checkbox"/>	PTIN <b>P01265219</b>
	Firm's name (or yours, if self-employed) and address <b>JOHN S. TOUNGER CPA 585 MANDANA BLVD STE 10 OAKLAND, CA 94610-2270</b>			FEIN <b>68-0166029</b>
				Telephone <b>(510) 893-0950</b>
May the FTB discuss this return with the preparer shown above? See instructions. .... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.**

<b>Receipts from Other Sources</b>	<b>1</b>	Gross sales or receipts from all business activities. See instructions. ....	•	<b>1</b>	
	<b>2</b>	Interest .....	•	<b>2</b>	
	<b>3</b>	Dividends .....	•	<b>3</b>	
	<b>4</b>	Gross rents .....	•	<b>4</b>	
	<b>5</b>	Gross royalties .....	•	<b>5</b>	
	<b>6</b>	Gross amount received from sale of assets (See instructions) .....	•	<b>6</b>	
	<b>7</b>	Other income. Attach schedule. .... <b>SEE STATEMENT 1</b>	•	<b>7</b>	3,820,094.
	<b>8</b>	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1. ....		<b>8</b>	3,820,094.
	<b>9</b>	Contributions, gifts, grants, and similar amounts paid. Attach schedule. ....	•	<b>9</b>	
	<b>10</b>	Disbursements to or for members. ....	•	<b>10</b>	
<b>Expenses and Disbursements</b>	<b>11</b>	Compensation of officers, directors, and trustees. Attach schedule. .... <b>SEE STMT 2</b>	•	<b>11</b>	0.
	<b>12</b>	Other salaries and wages .....	•	<b>12</b>	
	<b>13</b>	Interest .....	•	<b>13</b>	28,507.
	<b>14</b>	Taxes .....	•	<b>14</b>	
	<b>15</b>	Rents .....	•	<b>15</b>	122,526.
	<b>16</b>	Depreciation and depletion (See instructions) .....	•	<b>16</b>	455,146.
	<b>17</b>	Other Expenses and Disbursements. Attach schedule. .... <b>SEE STATEMENT 3</b>	•	<b>17</b>	2,946,737.
	<b>18</b>	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9. ....		<b>18</b>	3,552,916.

<b>Schedule L Balance Sheet</b>		<b>Beginning of taxable year</b>		<b>End of taxable year</b>	
		<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>Assets</b>					
<b>1</b>	Cash .....		626,446.	•	1,479,383.
<b>2</b>	Net accounts receivable .....		144,403.	•	123,193.
<b>3</b>	Net notes receivable .....			•	
<b>4</b>	Inventories .....			•	
<b>5</b>	Federal and state government obligations .....			•	
<b>6</b>	Investments in other bonds .....			•	
<b>7</b>	Investments in stock .....			•	
<b>8</b>	Mortgage loans .....			•	
<b>9</b>	Other investments. Attach schedule. ....			•	
<b>10 a</b>	Depreciable assets. ....	2,911,344.		3,649,462.	
<b>b</b>	Less accumulated depreciation. ....	1,702,417.	1,208,927.	2,026,963.	1,622,499.
<b>11</b>	Land .....			•	
<b>12</b>	Other assets. Attach schedule. .... <b>STM 4</b>		3,952.	•	53,974.
<b>13</b>	<b>Total assets</b> .....		1,983,728.		3,279,049.
<b>Liabilities and net worth</b>					
<b>14</b>	Accounts payable .....		208,577.	•	322,368.
<b>15</b>	Contributions, gifts, or grants payable .....			•	
<b>16</b>	Bonds and notes payable .....			•	
<b>17</b>	Mortgages payable .....		277,864.	•	736,685.
<b>18</b>	Other liabilities. Attach schedule. ....				
<b>19</b>	Capital stock or principal fund .....		1,497,287.	•	2,219,996.
<b>20</b>	Paid-in or capital surplus. Attach reconciliation. ....			•	
<b>21</b>	Retained earnings or income fund. ....			•	
<b>22</b>	<b>Total liabilities and net worth</b> .....		1,983,728.		3,279,049.

**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.

<b>1</b>	Net income per books .....	•	722,709.	<b>7</b>	Income recorded on books this year not included in this return. Attach schedule .....	•	
<b>2</b>	Federal income tax .....	•		<b>8</b>	Deductions in this return not charged against book income this year. Attach schedule. ....	•	
<b>3</b>	Excess of capital losses over capital gains .....	•		<b>9</b>	<b>Total.</b> Add line 7 and line 8 .....		
<b>4</b>	Income not recorded on books this year. Attach schedule. ....	•		<b>10</b>	<b>Net income per return.</b> Subtract line 9 from line 6. ....		722,709.
<b>5</b>	Expenses recorded on books this year not deducted in this return. Attach schedule .....	•					
<b>6</b>	<b>Total.</b> Add line 1 through line 5. ....		722,709.				



**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name

**EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION**

California corporation number

**1970886****Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b>	Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b>	Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b>	Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b>	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b>	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b>	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
<b>7</b>	Listed property (elected IRC Section 179 cost).....	<b>7</b>	
<b>8</b>	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b>	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b>	Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b>	Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b>	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b>	Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12.....	<b>13</b>	

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

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
	NEXBUS EQ	7/01/2001	6,763.	6,763.	S/L	5		
	OFFICE EQ	7/01/2001	680.	680.	S/L	5		
	STORAGE CONTAIN	9/04/2002	2,723.	2,723.	S/L	10		
	FENCE	9/17/2002	22,389.	20,151.	S/L	10		
	BATTERY CHARGER	4/24/2002	294.	294.	S/L	5		
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....					<b>15</b>	<b>455,146.</b>	

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b>	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b>	Total. Add the amounts in column (g).....						<b>20</b>
<b>21</b>	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						<b>21</b>
<b>22</b>	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						<b>22</b>

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
TOOL SET	4/24/2002	247.	247.	S/L	5		
GENERATOR	9/04/2002	1,000.	1,000.	S/L	5		
PRESSURE WASHER	10/03/2002	424.	424.	S/L	5		
ELECTRONIC BUS	4/22/2002	13,782.	13,782.	S/L	5		
FURNITURE	9/04/2002	2,726.	2,726.	S/L	5		
<b>15</b> Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b> Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) or Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) or Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b> Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b> Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b> Total. Add the amounts in column (g).....	<b>20</b>					
<b>21</b> Total amortization claimed for federal purposes from federal Form 4562, line 44.....	<b>21</b>					
<b>22</b> Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....	<b>22</b>					

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>FURNITURE</b>	<b>9/25/2002</b>	<b>697.</b>	<b>697.</b>	<b>S/L</b>	<b>5</b>		
<b>2 USED WORKSTAT</b>	<b>11/13/2002</b>	<b>3,311.</b>	<b>3,311.</b>	<b>S/L</b>	<b>5</b>		
<b>LAPTOP FOR MAIN</b>	<b>4/05/2002</b>	<b>432.</b>	<b>432.</b>	<b>S/L</b>	<b>5</b>		
<b>LEASEHOLD IMPRO</b>	<b>9/30/2002</b>	<b>20,241.</b>	<b>6,705.</b>	<b>S/L</b>	<b>40</b>	<b>506.</b>	
<b>OTHER BUS EQUIP</b>	<b>3/14/2003</b>	<b>2,667.</b>	<b>2,667.</b>	<b>S/L</b>	<b>5</b>		
<b>15</b> Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b> Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b> Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b> Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b> Total. Add the amounts in column (g).....	<b>20</b>					
<b>21</b> Total amortization claimed for federal purposes from federal Form 4562, line 44.....	<b>21</b>					
<b>22</b> Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....	<b>22</b>					

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
SECURITY EQUIPM	2/06/2003	14,868.	13,907.	S/L	5		
FENCE	1/03/2003	15,578.	14,022.	S/L	10		
THOMAS BUS #103	1/10/2003	132,506.	132,506.	S/L	5		
NEXBUS EQUIPMEN	2/10/2003	6,495.	6,495.	S/L	5		
LEASEHOLD IMPRO	6/11/2003	5,668.	1,787.	S/L	40	142.	
<b>15</b> Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b> Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) or Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) or Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b> Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b> Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b> Total. Add the amounts in column (g).....	<b>20</b>					
<b>21</b> Total amortization claimed for federal purposes from federal Form 4562, line 44.....	<b>21</b>					
<b>22</b> Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....	<b>22</b>					

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
PASSENGER COUNT	VARIOUS	10,400.	9,360.	S/L	5		
SECURITY EQ ADD	VARIOUS	16,171.	14,553.	S/L	5		
NEXBUS EQ ADDIT	VARIOUS	7,460.	6,714.	S/L	5		
EMITTER EQ	11/29/2005	10,913.	10,913.	S/L	5		
PASSENGER COUNT	9/15/2005	3,370.	3,370.	S/L	5		
<b>15</b> Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b> Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) or Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) or Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b> Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b> Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b> Total. Add the amounts in column (g).....	<b>20</b>					
<b>21</b> Total amortization claimed for federal purposes from federal Form 4562, line 44.....	<b>21</b>					
<b>22</b> Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....	<b>22</b>					

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Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
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<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
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<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
NEXBUS UPGRADE	7/07/2005	11,576.	11,575.	S/L	5		
ELECTRONIC SIGN	VARIOUS	1,097.	1,095.	S/L	5		
EMITTER EQUIPME	10/04/2006	17,340.	17,340.	S/L	5		
PASSENGER COUNT	4/28/2006	8,995.	8,995.	S/L	5		
NEXBUS TRACKER	8/23/2006	2,366.	2,366.	S/L	5		
<b>15</b> Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b> Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b> Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b> Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
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<b>21</b> Total amortization claimed for federal purposes from federal Form 4562, line 44.....	<b>21</b>					
<b>22</b> Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....	<b>22</b>					

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
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<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
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<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
SECURITY EQ	8/24/2006	2,785.	2,785.	S/L	5		
SECURITY CAMERA	8/09/2007	2,920.	2,920.	S/L	5		
TRACKERS #111	9/13/2007	2,366.	2,366.	S/L	3		
TRACKERS #112	12/12/2007	2,366.	2,366.	S/L	3		
BIKE RACKS	5/28/2008	12,239.	12,239.	S/L	5		
<b>15</b> Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b> Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b> Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b> Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b> Total. Add the amounts in column (g).....	<b>20</b>					
<b>21</b> Total amortization claimed for federal purposes from federal Form 4562, line 44.....	<b>21</b>					
<b>22</b> Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....	<b>22</b>					

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>EMISSION RETROF</b>	3/10/2008	43,752.	43,752.	S/L	5		
<b>NEW CHAIRS</b>	6/06/2008	1,462.	1,462.	S/L	5		
<b>FENCE ADDITION</b>	10/27/2008	5,568.	3,992.	S/L	10	557.	
<b>SHED POWER</b>	5/31/2008	23,254.	4,406.	S/L	40	581.	
<b>NESBITT</b>	4/09/2011	1,550.	1,550.	S/L	3		
<b>15</b> Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b> Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) or Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) or Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b> Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b> Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b> Total. Add the amounts in column (g).....	<b>20</b>					
<b>21</b> Total amortization claimed for federal purposes from federal Form 4562, line 44.....	<b>21</b>					
<b>22</b> Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....	<b>22</b>					



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Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
SECURITY CAMERA	3/26/2009	5,010.	5,010.	S/L	5		
INTERNATIONAL #	1/01/2008	130,600.	130,600.	S/L	7		
2007 DODGE SPRI	8/01/2009	37,964.	37,964.	S/L	5		
SAD MEDIUM BUS	12/16/2010	42,300.	42,300.	S/L	2		
SAD MEDIUM BUS	12/16/2010	42,300.	42,300.	S/L	2		
<b>15</b> Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b> Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b> Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b> Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b> (a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b> Total. Add the amounts in column (g).....	<b>20</b>					
<b>21</b> Total amortization claimed for federal purposes from federal Form 4562, line 44.....	<b>21</b>					
<b>22</b> Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....	<b>22</b>					

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
	2007 ELDORADO N	3/20/2011	192,798.	183,160.	S/L	5	9,638.	
	2009 ELDORADO N	6/10/2011	293,482.	269,024.	S/L	5	24,458.	
	2013 STARCRAFT	11/06/2012	143,226.	67,030.	S/L	7	20,461.	
	2013 STARCRAFT	11/06/2012	143,226.	67,030.	S/L	7	20,461.	
	2008 INTL HC #1	2/15/2012	31,523.	31,523.	S/L	3		
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)..... <b>15</b>							

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b>	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b>	Total. Add the amounts in column (g)..... <b>20</b>						
<b>21</b>	Total amortization claimed for federal purposes from federal Form 4562, line 44..... <b>21</b>						
<b>22</b>	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12..... <b>22</b>						

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name

**EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION**

California corporation number

**1970886****Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b>	Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b>	Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b>	Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b>	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b>	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b>	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
<b>7</b>	Listed property (elected IRC Section 179 cost).....	<b>7</b>	
<b>8</b>	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b>	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b>	Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b>	Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b>	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b>	Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12.....	<b>13</b>	

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

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
	<b>FENCE</b>	<b>1/23/2009</b>	<b>10,932.</b>	<b>7,560.</b>	<b>S/L</b>	<b>10</b>	<b>1,093.</b>	
	<b>FENCE-LANDSCAPE</b>	<b>1/05/2009</b>	<b>6,655.</b>	<b>4,662.</b>	<b>S/L</b>	<b>10</b>	<b>666.</b>	
	<b>2014 STARCRAFT</b>	<b>10/14/2013</b>	<b>149,504.</b>	<b>67,277.</b>	<b>S/L</b>	<b>5</b>	<b>29,901.</b>	
	<b>2014 STARCRAFT</b>	<b>10/14/2013</b>	<b>149,504.</b>	<b>67,277.</b>	<b>S/L</b>	<b>5</b>	<b>29,901.</b>	
	<b>2014 STARCRAFT</b>	<b>10/14/2013</b>	<b>149,504.</b>	<b>67,277.</b>	<b>S/L</b>	<b>5</b>	<b>29,901.</b>	
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....					<b>15</b>		

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b>	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b>	Total. Add the amounts in column (g).....						<b>20</b>
<b>21</b>	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						<b>21</b>
<b>22</b>	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						<b>22</b>

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Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
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<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
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**Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356**

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
	2014 STARCRAFT	10/14/2013	149,504.	67,277.	S/L	5	29,901.	
	HYBRID RESIDUAL	12/10/2013	18,322.	12,723.	S/L	3	5,599.	
	LEASEHOLD IMPRO	9/01/2013	14,996.	3,500.	S/L	10	1,500.	
	STARCRAFT ALLST	9/11/2014	157,737.	42,063.	S/L	5	31,547.	
	STARCRAFT ALLST	9/11/2014	157,737.	42,063.	S/L	5	31,547.	
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....						<b>15</b>	

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
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<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost)..... <b>7</b>		
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12..... <b>13</b>		

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

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
	2015 STARCRAFT#	6/01/2015	141,026.	16,453.	S/L	5	28,205.	
	2015 STARCRAFT#	6/01/2015	141,026.	16,453.	S/L	5	28,205.	
	2015 STARCRAFT#	6/01/2015	141,026.	16,453.	S/L	5	28,205.	
	2016 STARCRAFT	8/02/2016	140,678.		S/L	5	11,723.	
	2016 STARCRAFT	8/02/2016	140,678.		S/L	5	11,723.	
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....						<b>15</b>	

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>
<b>18</b>	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>

**Part IV Amortization**

<b>19</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b>	Total. Add the amounts in column (g).....						<b>20</b>
<b>21</b>	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						<b>21</b>
<b>22</b>	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						<b>22</b>

**2016 Corporation Depreciation and Amortization****3885**Attach to Form 100 or Form 100W. **FORM 199**

Corporation name <b>EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION</b>	California corporation number <b>1970886</b>
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**Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b> Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b> Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b> Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b> Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b> Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b> (a) Description of property (b) Cost (business use only) (c) Elected cost		
<b>7</b> Listed property (elected IRC Section 179 cost).....	<b>7</b>	
<b>8</b> Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b> Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b> Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b> Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b> IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b> Carryover of disallowed deduction to 2017. Add line 9 and line 10, less line 12.....	<b>13</b>	

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

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
	2016 STARCRAFT	8/02/2016	140,678.		S/L	5	11,723.	
	2016 STARCRAFT	3/28/2016	148,895.		S/L	5	22,334.	
	2016 STARCRAFT	3/28/2016	148,895.		S/L	5	22,334.	
	2016 STARCRAFT	3/28/2016	148,895.		S/L	5	22,334.	
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....						<b>15</b>	

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b>	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(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
<b>20</b>	Total. Add the amounts in column (g).....						<b>20</b>
<b>21</b>	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						<b>21</b>
<b>22</b>	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						<b>22</b>

Emeryville Transportation  
Management Association

94-3244359

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

Other Investment Income.....	\$	825.
Program Service Revenue.....		3,819,269.
Total	\$	<u>3,820,094.</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 1120 Nye St Ste 400 San Rafael, CA 94903	Board Chairman 2.00	\$ 0.	\$ 0.	\$ 0.
Tim Bacon 170 Grant Ave 6th Floor San Francisco, CA 94108	Vice Chair 1.00	0.	0.	0.
Bobby Lee 1558 Brunswig Lane Emeryville, CA 94608	Director 1.00	0.	0.	0.
Andrew Allen 83 Beach Road Belvedere, CA 94920	Treasurer 1.00	0.	0.	0.
Ron Silberman 5835 Doyle Street #101 Emeryville, CA 94608	Director 1.00	0.	0.	0.
Peter Schreiber- Pixar 1200 Park Ave Emeryville, CA 94608	Director 1.00	0.	0.	0.
Betsy Cooley 3 Admiral Drive #458 Emeryville, CA 94608	Secretary 1.00	0.	0.	0.
Nathaniel Centeno 5616 Bay Street Emeryville, CA 94608	Director 1.00	0.	0.	0.
Patrick Choa 4400 Shellmound Street 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.....	\$	25,685.
Advertising and Promotion.....		10,626.
Bus shuttle operating costs.....		2,512,599.
Insurance.....		5,922.
Legal Fees.....		10,593.
Management fees.....		379,137.
Office Expenses.....		2,175.
Total	\$	<u>2,946,737.</u>

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

Prepaid Expenses and Deferred Charges.....		53,974.
Total	\$	<u>53,974.</u>



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**STAFF REPORT MEMORANDUM**

DATE: April 20, 2017

FROM: Roni Hatstrup, Executive Director

SUBJECT: Review & Consider Approval of Resolution 17-02 to Adopt Modifications to the Policy Manual

RECOMMENDATION

Board approval of Resolution 17-02 to adopt the following changes to the policy manual:

- Increase the Operating Reserve from 7-10% to a minimum 15% of annual operating expenses.
- Updated the new PBID term ending date to 2030.
- Increase the minimum liability and property damage insurance requirement for Operations and Maintenance contracts to \$10 Million.
- Update the Service Change Notification policy.

BACKGROUND

The original policy manual was adopted on May 20<sup>th</sup>, 2010.

DISCUSSION

Since the adoption of the original policy manual, the services and financial commitments of the organization have increased significantly. Additionally, long term revenue has been secured through the successful renewal of the 15-year PBID. For these two primary reasons, I recommend approval of the changes defined in the attached draft policy manual.

ATTACHMENTS

Resolution 17-02: Policy Manual

**RESOLUTION NO. 2017-02**

**EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION**

**Re: Policy Manual**

\* \* \*

**WHEREAS**, the organizations policy manual was initially adopted on May 20<sup>th</sup>, 2010; and

**WHEREAS**, the adopted policy manual requires all changes and amendments to the policy manual be adopted by Board resolution; and

**WHEREAS**, the Board of Directors wishes to adopt changes to the following sections of the policy manual, which is attached as Exhibit A:

Section 1b. Financial Reserves

Section 2b. Professional Service Contract Requirements

Section 3b. Service Change Notifications

**NOW, THEREFORE IT BE RESOLVED**, that the changes proposed in Exhibit A, be adopted by the Association's Board of Directors; and

**IN WITNESS WHEREOF**, the Board of Directors adopted this Resolution on this \_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

AYE: \_\_\_\_

NAY: \_\_\_\_

ABSTAIN: \_\_\_\_

Signed \_\_\_\_\_  
Geoffrey Sears, Chair

Emeryville Transportation Management Association  
Policy Manual  
Approved ~~May 20, 2010~~

## Introduction

This Policy Manual provides guidelines and instructions to support the on-going operations of the Emeryville Transportation Management Association (TMA). It is meant to supplement and elaborate on, rather than replace, information in the governing documents of the Association: *Amended and Restated Bylaws of the Emeryville Transportation Management Association; Shuttle Bus Funding Agreement with the City of Emeryville; and the City of Emeryville City-Wide Property and Business Improvement District Management Plan*. Changes and amendments to this manual will be made by resolution of the Board of Directors.

## 1. Financial Policies

### A. Check signing authorities and documentation

As defined in the Bylaws, three individuals are authorized to sign checks on behalf of the Association: Chair, Treasurer and Executive Director of the Association. Currently the Vice Chair is also included as a signatory on the TMA's bank accounts.

Checks and other financial instruments in an amount greater than ten thousand dollars (\$10,000) must be signed by two authorized individuals. The Executive Director shall sign checks and financial instruments less than ten thousand dollars (\$10,000) (Bylaws Article IX Section 2).

Prior to check signing, proper documentation must be submitted. Documentation includes: invoices, receipts, proof of delivery and/or a Professional Services Contract.

In cases of regular repeat payments that are within the annual budget and below the ten thousand dollar threshold, the Executive Director may set up an automatic payment schedule. However, this does not preclude the requirement for adequate documentation.

A disbursement listing stating the amount, payee, date, and description of goods or services will be provided at each meeting of the Board of Directors showing all disbursements in the period since the prior meeting.

### B. Financial reserves

Currently the TMA has adopted the following policies regarding reserves:

- Operating ~~Contingency Reserve~~ – Minimum ~~7% and maximum of 10%-15%~~ of annual operating expenses (adopted ~~5/10/2005~~)

- Non-PBID Activities – the TMA maintains a balance of funds from activities prior to formation of the PBID. At ~~12/31/2009~~12/31/2016 this amount was \$~~138,509.136,176~~.

The Board of Directors will authorize the expenditure of reserves as part of the annual budget setting process. The Board Directors must approve use of reserves outside the authorized amount. These ~~contingency funds~~financial reserves may be used to fund unanticipated expenses during the year, however, ~~they~~ must be replenished as part of the following year's budget. Use of the Non PBID Activities reserve requires approval of the ~~City of Emeryville~~Board of Directors.

From time to time the TMA Board may wish to designate new or change existing reserve funds. Changes to reserve requirements shall be made by a resolution of the Board of Directors

#### **C. Fixed asset capitalization and disposal**

Equipment, furniture and fixtures with a purchase price of at least \$2,500 and a usable life of over one year will be capitalized and added to the list of fixed assets.

The Board of Directors will approve the disposal of any fixed asset prior to its removal. A list of surplus property will be presented to the Board with a recommended disposal method. Disposal methods include, sale, trade-in, donation, and scrap.

#### **D. Director expense reimbursement**

As specified in the Bylaws (Article V Section 6) Directors serve without compensation. However Board members may receive reimbursement of reasonable expenses in the performance of their duties. Consequently, it shall be the policy of this Board to reimburse Directors for expenses to attend out-of-town meetings and conferences. Expenses will be reimbursed on an actual cost basis documented by receipts. Mileage will be reimbursed at the IRS defined rate. Any travel outside of the Bay Area must be pre-approved by the Board of Directors, or in the event that time is of the essence, must be pre-approved by the Chairman of the Board of Directors.

#### **E. Investment policy**

The Executive Director shall be responsible for investing funds in excess of immediate needs in interest bearing accounts or certificates of deposit that are insured or collateralized as required by law. The Executive Director shall maintain receipts for all such deposits.

Annually the Executive Director will evaluate and present to the Board of Directors a recommended investment strategy for short term (6 months to one year) and long term (over 1 year) funds not needed for operations.

## 2. Procurement

### A. Procurement requirements

- **Procurement Authorities**

Procurements below \$2,000 and “off the shelf” purchases do not require multiple quotes or a Purchasing Agreement. However, a Purchasing Agreement may be advised for non-standard items or those with a delayed delivery date.

Procurements between \$2,000 and \$10,000 require a Purchase Agreement or Professional Services Agreement.

Procurements over \$10,000, and purchases not in the budget, require Board of Director’s approval.

- **Procurement Documentation**

Purchase Agreement – A Purchase Agreement is used for all goods and services with a value over \$2,000 unless the item is standard item purchased from a retail establishment.

Informal price comparison or quote solicitation is required for all purchases over \$2,000.

For all procurements over \$10,000 the TMA will evaluate whether a formal competitive process should be used. A formal process is strongly recommended for the following procurements: vehicles, operations contracts, maintenance contracts, Executive Director contract, and professional service contracts over \$25,000.

In some circumstances it is in the best interest of the TMA to “sole source” a purchase. Examples of circumstances where it might appropriate not to solicit competitive quotes are: replacement parts for a proprietary product such as Next Bus; services such as legal or audit where the value of the knowledge of the incumbent outweighs any potential cost savings. In these instances a brief explanation of the reason for the sole source will serve as the procurement documentation.

### B. Professional Service Contract requirements

All Professional Service Contracts over \$10,000 shall come before the Board of Directors for approval.

Additionally, Professional Services Contracts which, when added to the total value of preceding contracts to the vendor, exceed \$10,000 shall also come before the Board of Directors for approval.

Professional service contracts between \$5,000 and \$10,000 may be signed by the Executive Director, but must come before the Board of Directors as an information item at a subsequent meeting.

To allow adequate time for bid/proposal solicitation, the Board of Directors shall be notified at least six months prior to the expiration of any contract for which the services are still required.

No Agreement can have a term that extends beyond ~~2016 December 31<sup>st</sup>, 2030~~ – the termination of the PBID.

The standard insurance requirement for professional service contracts is \$1,000,000. However, this amount can be adjusted at the discretion of the Executive Director based on the value of the contract and the type of service performed.

Operations and Maintenance contracts shall have a ~~\$5~~<sup>10</sup>,000,000 minimum liability and property damage insurance requirement.

In the event that a contract needs to be executed prior to the next scheduled Board of Directors meeting the Executive Director is authorized to sign the agreement with the understanding that the Board of Directors at the next meeting will ratify it. In these cases the Executive Director will inform the Board Chair of the situation.

### 3. Procedural/Administrative

#### A. Board meeting guidelines and documents (when to use resolutions)

The Board of Directors will meet monthly as needed on the third Thursday of each month.

An annual calendar will be prepared outlining the significant actions that will be taken by the Board of Directors in the course of the upcoming year.

The TMA Board of Directors is subject to the Brown Act and consequently all meetings will be noticed at least 72 hours in advance, except special meetings which require 24 hours notification. Meeting notices will be posted as required under the act, and meeting activities will be performed in compliance with the Act.

The Board of Directors will adopt Resolutions to codify actions. Actions requiring resolutions are: adoption and amendment of policies, delegation of Board's authority to the Executive Director (e.g. to sign contracts), adoption of an annual budget, adoption of policies and procedures to conform to regulatory requirements. Resolutions are not required in the case of approval of agreements where an alternate executed document such as a Professional Services Agreement is available.

#### B. Service change notification

~~Property owners will be notified of any changes to TMA service in advance of the change. Notification will vary depending on whether it is a major or minor change. Minor service changes are those that do not affect connections with BART or affect the service of more than ten passengers per day. Minor service changes require posting on the vehicles at least 30 days in advance of the change.~~

~~All other service changes require a notification on the website, vehicles, and major bus stops at least 30 days in advance. Board members, the Chamber of Commerce~~

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~~and the City of Emeryville will also be notified via email 30 days in advance with the request that they post the service change on their websites and in other relevant locations. Notification of service changes shall be posted 2 weeks in advance, as follows:~~

- ~~• Emeryground.com – Under Service Announcements:~~
- ~~• Real-time tracking website and smartphone application – under Rider Alerts and Announcements; and~~
- ~~• In all shuttle vehicles.~~

~~All major service changes, including route modifications which will either add or remove shuttle stops, shall be ratified by the City of Emeryville.~~

#### **C. Executive Director contract review**

Annually, each September, the Executive Director contract will be evaluated by the Board of Directors and written notification of the results of the evaluation will be provided to Executive Director. The Board, at its discretion, may appoint a committee to meet with the contractor to discuss performance.

#### **4. Compliance**

As a Non Profit Corporation the TMA is required to have policies that respond to IRS regulations (Conflict of Interest) and the Sarbanes-Oxley Act (Whistleblower Protection, Document Destruction). Attached to this manual are individual policies for each of these required compliance areas.

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Emeryville Transportation Management Association  
Conflict of Interest Policy  
Approved May 20, 2010

## Article I

### Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Article II

### Definitions

#### 1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.



## Article III

### Procedures

#### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the

member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article IV**

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V**

### **Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI**

### **Annual Statements**

Each director, principal officer and member of a committee with governing board-delegated powers shall annually sign a statement that affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,

- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

## Article VII

### Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## Article VIII

### Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**Emeryville Transportation Management Association  
Employee Protection (Whistleblower) Policy  
Approved May 20, 2010**

If any employee (or contractor employee) reasonably believes that some policy, practice, or activity of the TMA is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board Chair.

It is the intent of the TMA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the TMA and provides the TMA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

The TMA will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the TMA, or of another individual or entity with whom the TMA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The TMA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the TMA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

**Emeryville Transportation Management Association  
Document Retention and Destruction Policy  
Approved May 20, 2010**

TMA shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, a Non Profit Corporation shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, TMA has the following document retention requirements:

Description of record(s)	Disposition	Comments
<b>I. Corporate/ organizational records:</b>		
Incorporation documents including articles of incorporation, bylaws, and related documents	Permanent	Federal law requires copies of these documents to be held at organization's headquarters office. These records must be made available for public inspection upon request.
Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS determination letter, and any related documents	Permanent.	
Meeting/board documents including agendas, minutes and related documents	Permanent	Care should be taken to include only necessary information in these documents.
<b>II. Financial records:</b>		
Audit reports, Year end financial report/statement	Permanent	
Periodic financial reports	Three Years	
Bank statements, canceled checks, check registers, investment statements,	Seven Years	

invoices, purchase orders and related documents		
Annual information returns (IRS Forms 990)	Seven years	Federal law requires that the three most recent years returns be kept in the organization's headquarters office and be made available for public inspection upon request.
<b>III. Other records</b>		
Contracts, mortgages, notes and leases (expired)	Seven Years	Current contracts are kept permanently.
Insurance policies (expired)	Three Years	Current policies, accident reports and claims are kept permanently.

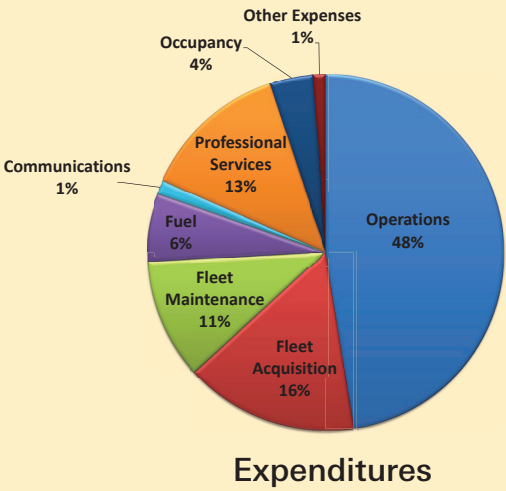
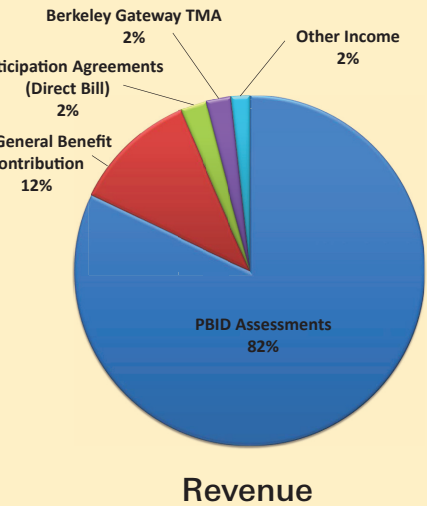


2016 FINANCES

STATEMENTS OF FINANCIAL POSITION	2016	2015
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 1,479,383	\$ 626,446
Accounts receivable	123,193	144,403
Prepaid expenses	53,974	3,952
Total Current Assets	1,656,550	774,801
Fixed Assets	3,649,462	2,911,344
Less: Accumulated Depreciation	(2,026,963)	(1,702,417)
Net Fixed Assets	1,622,499	1,208,927
TOTAL ASSETS	\$3,279,049	1,983,728
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 322,368	\$ 208,577
Current portion of notes payable	224,529	277,864
Total Current Liabilities	546,897	486,441
Long Term Liabilities		
Notes Payable	512,156	—
Total Liabilities	1,059,053	486,441
Net Assets Unrestricted		
Designated	355,209	323,202
Undesignated	1,864,787	1,174,085
Total Net Assets	2,219,996	1,497,287
TOTAL LIABILITIES AND NET ASSETS	\$ 3,279,049	\$1,983,728

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS	2016	2015
Total Support and Revenues	\$4,275,625	\$3,241,536
Expenses		
Shuttle Services	3,346,881	2,707,680
Supporting Services	206,035	219,476
Total Expenses	3,552,916	2,927,156
CHANGE IN UNRESTRICTED NET ASSETS	722,709	314,380
UNRESTRICTED NET ASSETS-BEGINNING OF YEAR	1,497,287	1,182,907
UNRESTRICTED NET ASSETS-END OF YEAR	\$2,219,996	\$1,497,287

In 2016 the ETMA made no specific transactions to members (per Article XI, Section 7 of the ETMA Bylaws).



Emeryville Transportation Management Association  
1300 67th Street  
Emeryville, CA 94608

ETMA  
Emeryville Transportation Management Association  
2016 ANNUAL REPORT

This report can be found electronically on our website at [www.emeryground.com](http://www.emeryground.com)

Printed on recycled paper with soy-based inks



EMERY GO-ROUND

"A free shuttle provided by Emeryville Business"

For more information, visit our website or call us at [www.emeryground.com](http://www.emeryground.com)

510.451.3862



ANNUAL REPORT



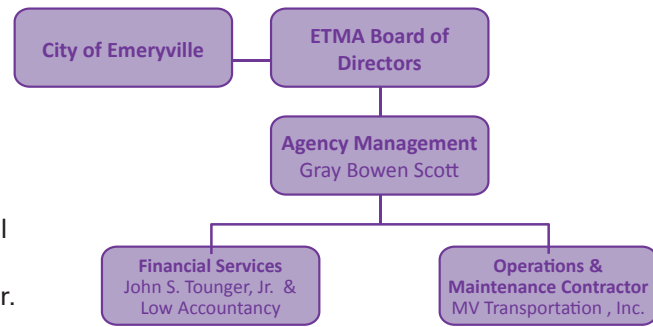




## ABOUT THE ORGANIZATION

The Emeryville Transportation Management Association (ETMA) is a non-profit organization that has provided the Emery Go-Round shuttle program for over 15 years. The primary purpose of the organization is to increase access and mobility to, from and within Emeryville while alleviating congestion through the operation of the shuttle program.

The organization is governed by a Board of Directors comprised of representatives from various members and contributors and is staffed by professional consultants and a transit service provider. (see chart on right)



### BOARD OF DIRECTORS

#### Corporate Directors

Geoff Sears, Chair  
Tim Bacon, Vice Chair  
Nathaniel Centeno  
Peter Schreiber  
Patrick Choa  
Rich Higdon

#### Employer Director

Melinda Baker

#### Business Directors

Andrew Allen, Treasurer  
Ron Silberman

#### Residential Directors

Betsy Cooley, Secretary  
Bobby Lee

## 2016 AT A GLANCE

In 2016, the Emeryville Transportation Management Association (ETMA) was successful in securing long term funding for the Emery Go-Round Shuttle program. In August 2015, Emeryville property owners approved a new Citywide Property and Business Improvement District (PBID), which extended funding for the Emery Go-Round through 2030 and expanded participation to residential property owners. In December 2016, the ETMA Board of Directors and Emeryville City Council approved the shuttle funding agreement, which solidified their commitment to continue the Emery Go-Round shuttle program.

During the first part of the year, the primary focus of the organization was to restructure the classes of membership to ensure fair and equitable representation from those who contribute to the organization through the new PBID. In April, the Members adopted changes to the organizations bylaws to expand the membership classes to include participation from both the residential contributors and large employers.

Once the organizational challenges were behind them and long term funding was secure, the organization quickly shifted its focus to improving the Emery Go-Round shuttle program. By December, the ETMA implemented the following improvements to the Emery Go-Round shuttle program:

1. A new service plan to increase service and improve route efficiency during the peak commute period.
2. A new real-time tracking system and smartphone app.
3. New bus stop signage.



## 2016 CHALLENGES

The biggest challenge of the organization has been to restore the reliability of the Emery Go-Round shuttle program. In 2015, the reliability of the Emery Go-Round service began to falter as the ETMA faced financial and organizational hardships. Without a secure source of revenue, the ETMA could not commit the additional resources needed to meet the demands for service. By summer 2016, performance of the shuttle program reached an all-time low as the organizations transit provider struggled to retain and recruit shuttle operators that were not only needed to maintain the existing service plan, but also to implement the new Emery Go-Round service plan. This struggle was industry-wide as the demand for shuttle operators increased throughout the Bay Area. The ETMA acknowledged the trend and took action quickly by increasing operator wages, in an effort to be more competitive in the industry. By November, the transit provider was successful in retaining the drivers needed to implement the new service plan.

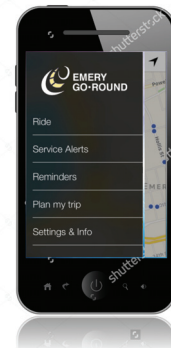
## THE NEW SERVICE PLAN

In December 2016, the ETMA launched a new service plan for Emery Go-Round. The objective of the new service plan was to address capacity issues and to reduce travel time on routes, particularly during the commute period when traffic congestion is at its worst.

Recognizing the demand for service during the peak ridership period and the increased travel times during the periods of high traffic congestion, the organization established a new route structure for the commute service period, which operates Monday thru Friday between the hours of 7AM and 10AM; and 3PM and 7PM. Standard Service routes are in operation Monday thru Friday between approximately, 5:30AM to 10:30PM, except during the Commute Service period, with the Shellmound/Powell route providing service to residents and retail establishments on weekends.

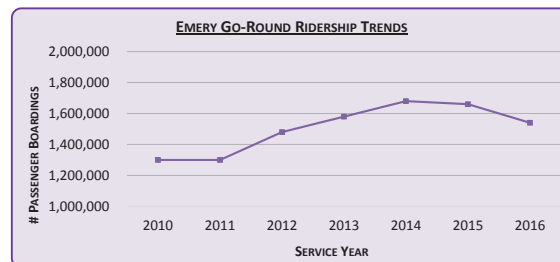
## EMERYGO

In December 2016, the ETMA launched a new real-time tracking system, as well as the EMERYGO Smartphone App. The free EMERYGO App, available to Android and iPhone users, allows riders to view the location of vehicles on the route and real-time arrival predictions. Vehicle locations and arrival times can also viewed at [www.egrshuttle.com](http://www.egrshuttle.com).

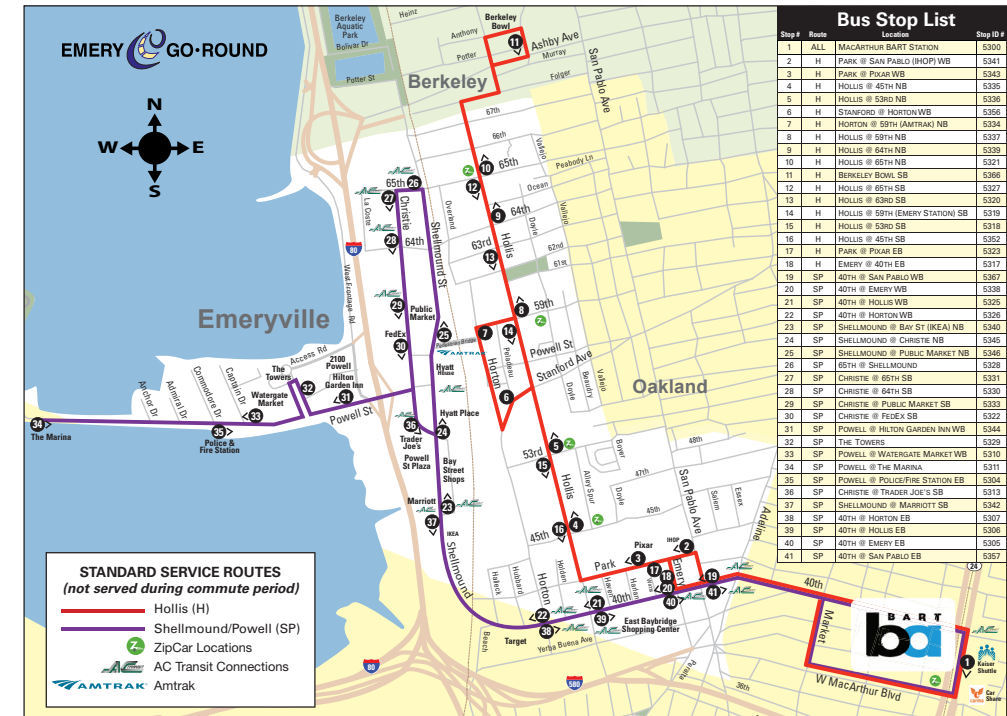


## RIDERSHIP

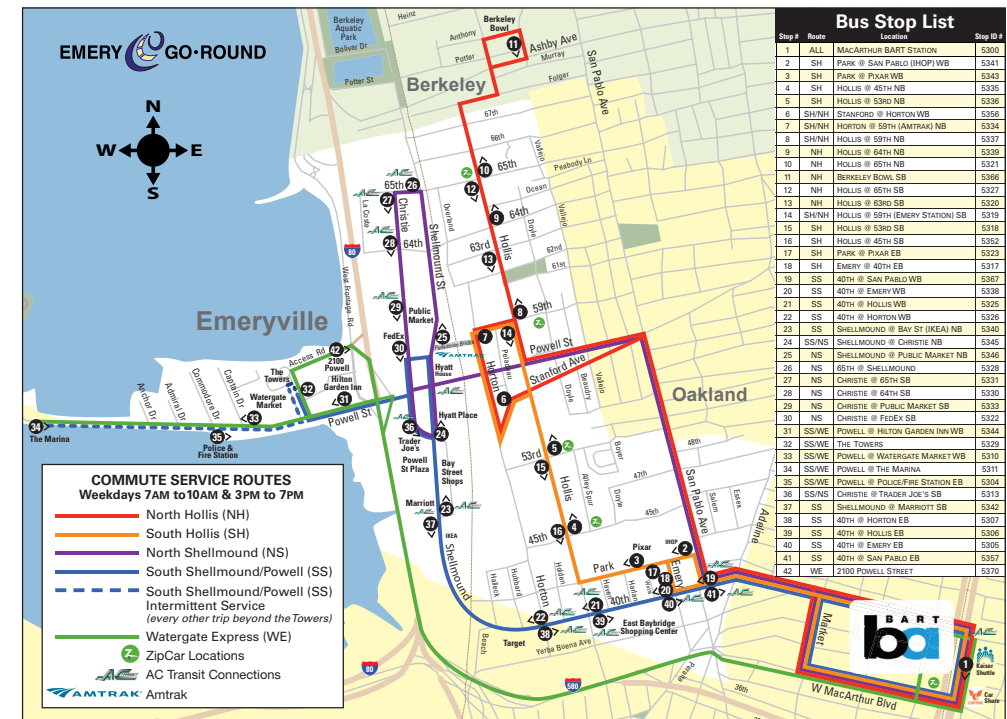
In 2012, the Emery Go-Round experienced a spike in ridership which continued through 2014 increasing total ridership by nearly 30%. Since 2014, ridership has declined 8%, which is thought to be a result of the decline in the Emery Go-Round shuttle performance, as well as the rise of on-demand transportation services available.



## STANDARD SERVICE – MONDAY THRU FRIDAY



## COMMUTE SERVICE – MONDAY THRU FRIDAY







## EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

April xx, 2017

NAME

ADDRESS

CITY, STATE, ZIP

**Subject: Request for Proposal for On-Call Public Relations Services for the Emeryville Transportation Management Association, a Non-Profit Organization**

Dear Sir or Madam,

The Emeryville Transportation Management Association (ETMA) is seeking a public relations consultant to serve as their on-call media respondent and spokesperson.

The ETMA is the non-profit organization which provides the Emery Go-Round shuttle service to and from the MacArthur BART Station and the City of Emeryville. The Emery Go-Round provides first and last mile connections for over 1.6 million passengers annually. The organization is governed by a Board of Directors and is currently managed by Gray-Bowen-Scott with operational services provided by MV Transportation, Inc.

We are interested in retaining a qualified public relations consultant to serve as the ETMA's public relations liaison and spokesperson, providing the following services in the event of a major incident or event:

1. Proactive communication and response to written and televised media inquiries.
2. Proactive communication and response to community inquiries.
3. Draft, edit, seek approval and distribute media materials such as press releases and advisories
4. Develop public relations strategies with targeted outreach for the ETMA's special initiatives.

Your proposal letter should include the following information about you or your firm:

1. Resumes for all proposed staff demonstrating their qualifications and experience for providing the ETMA with the required deliverables and specifications for the above-described services.
2. Describe your firm's involvement with similar agencies.
3. Describe your methodology for delivery of the services outlined in this RFP. Include your approach for maintaining appropriate and timely communication with the Executive Director. Also include your approach for determining how work will be performed while staff is not present during times of vacancy including vacation, sickness or attrition.
4. Provide a minimum of three references for work performed on similar engagements (preferably within the past five (5) years).



## EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

5. Hourly billing rate and cost proposal for services through December 31<sup>st</sup>, 2018.
6. Describe the method by which progress reports and performance measurements will be provided to the Executive Director.
7. At your option, you may provide any additional supporting documentation or information which would be helpful in evaluating your qualifications and commitment.

Proposals should be delivered or mailed to the following address and **must be received no later than March 10<sup>th</sup>, 2017**. Proposals received after this date will not be considered.

Emeryville Transportation Management Association  
C/O Gray Bowen Scott  
1676 N. California Blvd., Suite 400  
Walnut Creek, CA 94596  
Attn: Roni Hattrup, Executive Director

Requests for additional information related to this request may be emailed to [admin@emerygoround.com](mailto:admin@emerygoround.com) no later than May 31<sup>st</sup>, 2017. Proposals will be reviewed by the Board of Directors.

Sincerely,

Veronica Hattrup  
Executive Director

**ETMA 2017 - 1st Quarter Financial Reports  
(Cash Basis)**

4/14/2017

**EMERY GO-ROUND**

*(Cash Basis)*

1st Quarter Financials					
<b>Revenue</b>	<b>2017 Budget</b>	<b>Actual Revenue Rec'd to Date</b>	<b>Variance</b>	<b>% of revenue received</b>	<b>Notes</b>
<b><u>PBID Revenue</u></b>					
<b>Net PBID Revenue</b>	3,298,681	1,649,341	824,670	50%	1st installment received. 2nd Installment expected in June.
<b><u>Non-PBID Revenue</u></b>					
City - General Benefit Contribution	522,632	261,316	130,658	50%	1st installment received. 2nd Installment expected in June.
ETMA Billed Revenue	95,504	-	(23,876)	0%	Expect payment in 2nd Quarter.
BGTMA (Net balance of WBS revenue)	35,000	37,548	28,798	107%	
Other Revenue	3,000	225	(525)	8%	
<b>Subtotal Non-PBID Revenues</b>	<b>656,136</b>	<b>299,090</b>	<b>135,056</b>	<b>46%</b>	
<b>Total Revenue</b>	<b>3,954,817</b>	<b>1,948,430</b>	<b>959,726</b>	<b>49%</b>	
<b><u>Expenditures</u></b>					
<b><u>Direct Costs</u></b>					
Bus Leases/Purchases	500,000	63,768	(61,232)	13%	Actual costs for December only. Payment pending for Jan & Feb invoices.
Maintenance	350,000	43,193	(44,307)	12%	
Operations Contract	1,915,000	164,759	(313,991)	9%	
Fuel	325,000	55,451	(25,799)	17%	
Communications	40,000	27,931	17,931	70%	
Miscellaneous Operating Costs	20,000	3,540	(1,460)	18%	
<b>Subtotal Direct Costs</b>	<b>3,150,000</b>	<b>358,641</b>	<b>(428,859)</b>	<b>11%</b>	
<b><u>Indirect Costs</u></b>					
Professional Services	475,000	96,359	(22,391)	20%	
Occupancy (site lease, utilities, etc.)	150,000	30,269	(7,231)	20%	
Membership/Public Outreach Expenses	13,500	65	(3,310)	0%	
Pilot Projects and Research	25,000	-	(6,250)	0%	
TMA Insurance	10,000	-	(2,500)	0%	
Conferences, Conventions, Meetings, Dues & Subscriptions		-	-	#DIV/0!	
Meeting expenses, supplies, licenses, fees, etc.	4,000	1,482	482		
Bus Yard Site and/or Relocation	350,000	-	(87,500)	N/A	
<b>Subtotal Indirect Costs</b>	<b>1,027,500</b>	<b>128,175</b>	<b>(128,700)</b>	<b>12%</b>	
<b><u>Replenishment of Cash Reserve</u></b>					
Estimated Revenue Shortfall	75,000	-	(18,750)		
Cash Reserve Replenishment	-	-	-	N/A	
<b>Subtotal Cash Reserve Replenishment</b>	<b>75,000</b>	<b>-</b>	<b>(18,750)</b>	<b>N/A</b>	
<b>Total TMA Expenditures</b>	<b>4,252,500</b>	<b>486,817</b>	<b>(576,308)</b>	<b>11%</b>	

2016 Revenue vs. Expenditures Balance: (297,683) 1,461,614 1,536,034

**ETMA 2017 - 1st Quarter Financial Reports  
(Cash Basis)**

4/14/2017

<b>WEST BERKELY SHUTTLE</b>		1st Quarter Financials			
<u><b>Revenue</b></u>	<b>2017 Budget</b>	<b>Actual Revenue Rec'd to Date</b>	<b>Variance</b>	<b>% of Revenue Received</b>	Notes
BGTMA & Bayer	322,560	91,140	10,500	28%	
<b>Total Revenue - West Berkeley</b>	<b>322,560</b>	<b>91,140</b>	<b>10,500</b>	<b>28%</b>	
<u><b>Expenditures</b></u>	<b>2017 Budget</b>	<b>Actual Costs to Date</b>	<b>Variance</b>	<b>% Expended</b>	Notes
Shuttle Operations	271,560	51,985	(15,905)	19%	
Professional Service Contracts	16,000	1,606	(2,394)	10%	
<b>Total Expenditures - West Berkeley</b>	<b>287,560</b>	<b>53,592</b>	<b>(18,298)</b>	<b>19%</b>	

Balance

35,000

37,548

Balance of revenue shown as ETMA revenue above.

<b>City of Emeryville - 8 to Go Paratransit</b>		1st Quarter Financials			
<u><b>Revenue</b></u>	<b>2017 Budget</b>	<b>Actual Revenue Rec'd to Date</b>	<b>Variance</b>	<b>% of Revenue Received</b>	Notes
City of Emeryville - 8 to Go Paratransit	96,900	42,294	18,069	44%	
<b>Total Revenue - City</b>	<b>96,900</b>	<b>42,294</b>	<b>18,069</b>	<b>44%</b>	
<u><b>Expenditures</b></u>	<b>2017 Budget</b>	<b>Actual Costs to Date</b>	<b>Variance</b>	<b>% Expended</b>	Notes
Shuttle Operations & Maintenance	85,800	14,341	(7,109)	17%	
Fuel	4,000	414	(586)	10%	
Communications	600	61	(89)	10%	
Professional Service Contracts	6,500	1,581	(44)	24%	
<b>Total Expenditures - City</b>	<b>96,900</b>	<b>16,397</b>	<b>(7,828)</b>	<b>17%</b>	

Balance

25,897

**Emeryville Transportation Mgt. Assoc.**  
**Check register**

Type	Date	Num	Name	Memo	Deposit	check	Balance
<b>Bank of America Savings</b>							
Transfer	01/31/2017			Funds Transfer	1,700,000.00		2,900,792.29
Total Bank of America Savings					1,700,000.00	0.00	2,900,792.29
<b>Bank of America Checking</b>							
Check	01/06/2017	Epay	John Tounger, CPA	Accounting		1,625.00	138,446.24
Check	01/06/2017	e-pay	LBA RIV - Company XII, LLC	Rent		4,061.70	134,384.54
Check	01/06/2017	e-pay	LBA RIV - Company XII, LLC	Rent		4,433.06	129,951.48
Check	01/06/2017	E-pay	ModSpace	Rent		701.98	129,249.50
Check	01/06/2017	E pay	Wells Fargo Equipment Finance	Bus pmt		13,275.50	115,974.00
Check	01/06/2017	E pay	Wells Fargo Equipment Finance	Bus pmt		7,980.50	107,993.50
Bill Pmt -Check	01/11/2017	epay	AT&T 3862	Phone		82.54	107,910.96
Bill Pmt -Check	01/11/2017	epay	EBMUD	Water		169.65	107,741.31
Bill Pmt -Check	01/11/2017	epay	Sprint	Cell phone		694.58	107,046.73
Bill Pmt -Check	01/11/2017	1212	Hanover Displays Inc			2,689.93	104,356.80
Check	01/11/2017	1213	Chela Janitorial Services Inc	Jan		360.00	103,996.80
Check	01/11/2017	e-pay	LBA RIV - Company XII, LLC	Propert tax increase		3.90	103,992.90
Check	01/11/2017	e-pay	LBA RIV - Company XII, LLC	Property tax increase		6.60	103,986.30
Check	01/11/2017		Secretary of State	Annual filing		20.00	103,966.30
Check	01/12/2017		AT&T 129402070	ISP		52.00	103,914.30
Payment	01/27/2017		City of Emeryville.	Pbid	1,910,656.50		2,014,570.80
Bill Pmt -Check	01/30/2017	auto-pay	Waste Management	Garbage		153.43	2,014,417.37
Bill Pmt -Check	01/30/2017	1214	Gray-Bowen-Scott	December services		31,628.00	1,982,789.37
Bill Pmt -Check	01/30/2017	1215	MV Transportation Inc	December services		56,476.56	1,926,312.81
Bill Pmt -Check	01/30/2017	1216	Syncromatics Corporation			45,025.88	1,881,286.93
Check	01/30/2017		AT&T-3761	Phone		76.38	1,881,210.55
Transfer	01/31/2017			Funds Transfer		1,700,000.00	181,210.55
Check	01/31/2017	1217	ADMACdi	Detour postings		21.70	181,188.85
Check	01/31/2017	1218	Waterlogic West, Inc	Water service		213.53	180,975.32
Bill Pmt -Check	01/31/2017	1219	AC Transit	Dec Fuel		18,825.29	162,150.03
Bill Pmt -Check	01/31/2017	1220	Hanson Bridgett Inc.	Nov services		1,548.00	160,602.03
Total Bank of America Checking					1,910,656.50	1,890,125.71	160,602.03
<b>MMSummit Pre-PBID funds</b>							<b>138,509.26</b>

# Emeryville Transportation Mgt. Assoc. Check register

Type	Date	Num	Name	Memo	Deposit	Check	Balance
<b>Bank of America Savings</b>							
Deposit	02/28/2017			Deposit	89.00		2,900,923.94
Total Bank of America Savings					89.00	0.00	2,900,923.94
<b>Bank of America Checking</b>							
Check	02/01/2017	Epay	John Tounger, CPA			1,625.00	203,423.67
Check	02/01/2017	e-pay	LBA RIV - Company XII, LLC	4770		4,067.70	199,355.97
Check	02/01/2017	e-pay	LBA RIV - Company XII, LLC	4769		4,437.06	194,918.91
Check	02/01/2017	E-pay	ModSpace			701.98	194,216.93
Payment	02/06/2017		City of Emeryville.		34,020.21		228,237.14
Check	02/08/2017		AT&T 3862			82.12	228,155.02
Check	02/10/2017	Epay	Wells Fargo Equipment Finance	Bues 920,921,922		13,275.50	214,879.52
Check	02/10/2017	Epay	Wells Fargo Equipment Finance	Buses 649,650,651		7,980.50	206,899.02
Check	02/10/2017		AT&T 129402070	ISP Acct# 129402070		52.00	206,847.02
Check	02/10/2017		Sprint	Driver phones		725.00	206,122.02
Check	02/14/2017	1222	DMV	Lic# 6HHN119 2007 Dodge		208.00	205,914.02
Check	02/24/2017		Waste Management	063-4070140-2216-1		164.78	205,749.24
Check	02/28/2017	1223	Gray-Bowen-Scott	Jan Services		26,432.80	179,316.44
Bill Pmt -Check	02/28/2017	1224	Hanson Bridgett Inc.			360.00	178,956.44
Total Bank of America Checking					34,020.21	60,112.44	178,956.44
<b>MMSummit Pre-PBID funds</b>							<b>138,509.26</b>
<b>Petty Cash</b>							<b>10.00</b>

**Emeryville Transportation Mgt. Assoc.**  
**Check register**

Type	Date	Num	Name	Memo	Deposit	Check	Balance
<b>Bank of America Savings</b>							
Transfer	03/09/2017			Funds Transfer		200,000.00	2,700,923.94
Deposit	03/31/2017			Interest	93.72		2,701,017.66
Total Bank of America Savings					93.72	200,000.00	2,701,017.66
<b>Bank of America Checking</b>							
Check	03/02/2017		AT&T-3761			71.28	178,885.16
Bill Pmt -Check	03/06/2017	1225	Syncromatics Corporation			26,077.00	152,808.16
Check	03/07/2017	1226	MV Transportation Inc	Jan services		52,834.40	99,973.76
Check	03/07/2017	1227	ADMACdi	Inv# 29768		32.55	99,941.21
Check	03/07/2017	1228	Chela Janitorial Services Inc	Feb services inv# 16676		360.00	99,581.21
Check	03/08/2017	Epay	John Tounger, CPA			1,625.00	97,956.21
Check	03/08/2017	e-pay	LBA RIV - Company XII, LLC	4770		4,067.70	93,888.51
Check	03/08/2017	e-pay	LBA RIV - Company XII, LLC	4769		4,437.06	89,451.45
Check	03/08/2017	E-pay	ModSpace			701.98	88,749.47
Check	03/08/2017	1016	Wells Fargo Equipment Finance	Cust# 10340648 Contract# 001-0340648-403		13,275.50	75,473.97
Check	03/08/2017	1017	Wells Fargo Equipment Finance			7,980.50	67,493.47
Check	03/08/2017	1229	AC Transit	Jan Fuel Cust #10565; Inv# ARO0001053		19,330.32	48,163.15
Check	03/08/2017	epay	Sprint	Driver phones		494.79	47,668.36
Transfer	03/09/2017			Funds Transfer	200,000.00		247,668.36
Check	03/09/2017		AT&T 129402070	ISP Acct# 129402070		52.00	247,616.36
Bill Pmt -Check	03/10/2017	1230	MV Transportation Inc	December services		164,759.20	82,857.16
Deposit	03/10/2017			Deposit	91,140.00		173,997.16
Check	03/13/2017		AT&T 3862			82.21	173,914.95
Check	03/14/2017		Wells Fargo Equipment Finance			350.00	173,564.95
Payment	03/20/2017		City of Emeryville.		8,273.58		181,838.53
Check	03/21/2017	1231	Gray-Bowen-Scott	Feb Services		34,681.10	147,157.43
Check	03/21/2017	1232	Chela Janitorial Services Inc	March services inv# 16770		360.00	146,797.43
Check	03/21/2017	1233	AC Transit	Feb Fuel Cust #10565; Inv# ARO0001061		17,709.07	129,088.36
Check	03/21/2017	1234	ADMACdi	Inv# 29872		32.55	129,055.81
Check	03/21/2017	1235	Hanover Displays Inc	Inv# 629302 Order# SO003165		850.00	128,205.81
Check	03/21/2017	1236	3C Wireless	Phone services Invoice dated 3-15-17 Order 031517		522.96	127,682.85
Check	03/23/2017		EBMUD			179.25	127,503.60
Check	03/28/2017		Waste Management	063-4070140-2216-1		110.10	127,393.50
Check	03/31/2017		AT&T-3761			71.30	127,322.20
Check	03/31/2017			Service Charge		10.00	127,312.20
Total Bank of America Checking					299,413.58	351,057.82	127,312.20
<b>MMSummit Pre-PBID funds</b>							<b>138,509.26</b>
<b>Petty Cash</b>							<b>10.00</b>