



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting
Bay Street Community Room
5616 Bay Street, Emeryville, CA 94608
October 15, 2015 at 9:00AM

Chair
Geoff Sears,
Wareham
Development

Vice Chair
Vacant

Secretary
Vacant

Treasurer
Vacant

Directors
Melinda Baker
Grifols

Colin Osborne,
Novartis

Peter Schreiber,
Pixar

Jen Nettles,
Bay Street

Francis Collins, At-
Large Business
Member

Vacant,
Residential Member

1. Call to Order
2. Public Comment
3. Approval of Minutes of the following:
 - A. June 18th, 2015 Board of Directors Meeting
 - B. July 15th, 2015 Special Meeting of the Board
 - C. July 21st, 2015 Special Meeting of the Board
4. Board of Directors
 - A. Notice of Board Appointments and Vacancies
 - i. New Board Appointment – Jen Nettles, Bay Street
 - ii. Current Board Vacancies
 - B. Notice of Board Officer Vacancies
5. Executive Director's Report
6. Business Items
 - A. Review of Third Quarter Financial & Ridership Reports (*Attachment*)
 - B. Review of Draft 2016 Budget (*Attachment*)
 - C. Review and Consider Approval of Amendment #1 to Shuttle Operations and Maintenance Agreement with MV Transportation, Inc. to extend the term of the agreement 2 additional years through December 31, 2017 and to increase compensation in accordance with the 2016-2017 Cost Proposal (*Attachment*)
 - D. Review and Consider Approval of Amendment # 5 to Paratransit Shuttle Agreement with the City of Emeryville to extend the term ending date and to increase the annual not-to-exceed reimbursement limits
 - E. Board consideration of Emery Go-Round Service Options
 - i. Presentation of Emery Go-Round Service Options
 - ii. Board Selection of Service Option
 - iii. Authorization for Staff to Proceed with Service Implementation
7. Suggestions/Requests from Board Members
8. Confirm date of Next Meeting – November 19th, 2015
9. 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 67th Street, Emeryville, CA 94608. To download a copy of the agenda packet, please visit our website at www.emerygoround.com. If you have comments or questions about this agenda, please email us at transit-info@emerygoround.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 on June 18, 2015

1. Call to Order

The meeting was called to order at 9:00AM by Chair, Geoff Sears

Directors Present: Geoff Sears, Peter Schreiber, Alice Rose, Colin Osborne

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

Others present: Ken Bukowski, David Sherman, Ron Silberman, Fred White, Betsy Cooley, Elayne Pierci, Tim Bacon

2. Public Comments

Ken Bukowski encouraged a "no" vote on the PBID and noted other options for available funding.

Emeryville resident David Sherman noted his concerns of Emery Go-Round drivers not adhering to the speed limit along the peninsula.

Emeryville business owner Ron Silberman noted his concerns about the PBID Engineers Report being flawed.

3. Executive Director's Report

Roni announced the Director resignation of Rachel Richards, Federal Realty Investment Trust. She also stated that she has switched vendors for the LED signage project from Luminator, to Hanover Displays, resulting in a 20% decrease in cost.

In addition, Roni reported that she is finalizing the contract and scope of work with D&M Traffic on the Sign Replacement Project. She indicated that she is waiting on the outcome of the PBID vote to determine whether new routes would be afforded.

4. Business Items

A. First Quarter Financial and Performance Reports

Roni provided an update on the status of revenue received to date and noted that the 2nd PBID installment is expected in June or July. Roni further noted that payments for the direct bill invoices had been received and would be reflected in the Quarter 2 report.

Roni provided a summary of expenditures to date, noting that the TMA is trending slightly below the projected budget. However, she also reminded the Board that the total annual costs would exceed the 2015 budget due to the 3 new vehicle acquisitions which were paid for in full from the TMA cash balance.

On performance reporting, Roni noted that the ridership for Q1 was down 7% from the prior quarter but up 2 % from the 1st Quarter in 2014.

This item required no action

B. Review and Consider Approval of the 2016 Preliminary Budget and PBID Levy Recommendation (Attachment)

Roni presented the 2016 preliminary budget and provided clarification to the Board that the purpose of the preliminary budget was to forecast costs for 2016 in the event the PBID renewal was not successful.

The budget illustrated 3 scenarios which assumed shuttle operations would be scaled back significantly until funding commitments were identified.

3 Revenue Scenarios

- *Scenario A - Assumed a 0% increase in the levy.*
- *Scenario B – Assumed a 2.5% increase*
- *Scenario C – Assumed a 5% increase.*

The Board unanimously approved the 2016 preliminary budget, Scenario A for a recommendation to the City Council of a 0% increase in the 2015/2016 PBID Levy.

C. Review and Consider Approval of Amendment No. 2 to Professional Services Agreement with John S. Tounger, CPA for continued Accounting and Bookkeeping services (Attachment)

Staff recommended Board approval of Amendment 2 to extend the term of the agreement to May 31st, 2016 to allow Mr. Tounger sufficient time to complete the 2015 Financial Statements and Tax Documents and to attend the annual Audit Review Meeting which typically occurs in April.

This item was unanimously approved.

5. Suggestions/Requests from Board Members

Director Baker requested a copy of the City led ridership study.

6. Confirm date of Meeting

The Board agreed to hold a special meeting to discuss the status of the PBID renewal. A meeting date was not confirmed.

7. Adjournment

The meeting was adjourned at 10:46am.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Special Meeting of the Board of Directors on July 15, 2015

1. Call to Order

The meeting was called to order at 10:06AM by Chair, Geoff Sears

Directors Present: Geoff Sears, Alice Rose, Peter Schreiber, Colin Osborne, Chaudel Baker, Melinda Baker, Francis Collins, Jason Crouch

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

Others present: Councilmember Scott Donahue, Councilmember Diane Martinez, David Sherman, Betsy Cooley

2. Public Comments

Emeryville resident David Sherman requested clarification of the current and proposed residential members of the ETMA. Geoff Sears noted that this would be covered under Business Items.

3. Business Items

- A. Discuss and Consider Approval of Proposed Governance Structure for recommendation to City Council.

Geoff Sears presented his proposal for a new ETMA Governance Structure to include removal of the Chamber of Commerce Director position under the Public Member Class, the addition of one (1) At-large Business Director to be elected by the Business Member Class and suggested that the City Council appoint two (2) residents to serve as the Residential Class of Members, both of whom would serve on the Board of Directors.

Geoff also presented draft revisions to the Bylaws for the purpose of demonstrating how the proposed governance changes would be reflected in the ETMA Bylaws. Geoff clarified that the Board was not being asked to take action on the draft revisions of the Bylaws, but rather to conceptually support a recommendation for a revised governance structure as previously defined, for City Council's consideration.

Francis Collins stated his opposition for approval of any Bylaws revisions and for a recommendation of a modified governance structure, without having additional time to review the proposed revisions.

Councilmembers Scott Donahue and Diane Martinez both indicated that the proposed changes appeared to address the issues previously identified with the current governance structure. Councilmember Donahue indicated that to the extent the Bylaws are in conformance with the law, the ETMA's recommendation appeared suitable.

The Board agreed to schedule another Special Meeting of the Board to allow Directors more time to review the draft Bylaws.

No Action was taken.

4. Suggestions/Requests from Board Members

None.

5. Confirm date of Next Meeting

A meeting date was not confirmed.

6. Adjournment

The meeting was adjourned at approximately 11:30AM.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Special Meeting of the Board of Directors

July 21st, 2015

1. Call to Order

The meeting was called to order at 12:10PM by Chair, Geoff Sears

Directors Present: Geoff Sears, Peter Schreiber, Chaudel Baker, Colin Osborne, Melinda Baker, Francis Collins, Jason Crouch

Staff present: Roni Hatstrup, Mary Grinbergs (Gray-Bowen-Scott) and Michael Conneran (Hanson-Bridgett)

Others present: Ken Bukowski and Betsy Cooley

2. Public Comments

No Comment.

3. Business Items

A. Informational Discussion on Proposed Bylaw Revisions.

No action required.

B. Consider approval of proposed governance for recommendation to Emeryville City Council

Peter Schreiber expressed his support of Geoff Sears' recommendation for a governance to include seven (7) Corporate Directors, two (2) Business Directors and two (2) Residential Directors as well as the process for which those Directors would be appointed.

Ken Bukowski explained his suggestion for a governance of 7 Directors, 5 Business Directors and 2 Residential Directors, all of which would be elected by a weighted vote. Ken further suggested that each elected Director be allowed to appoint one alternate delegate.

Betsy Cooley expressed concern about organized group of business powering the vote for Board designation and ultimately gaining control over the organization.

Geoff noted he would like to see a Board with business knowledge and have the commitment to attend meetings regularly.

Francis Collins indicated that the structure should eliminate the Corporate Director positions and have a 5 Business Directors and 2 Residential Directors, all of which are elected by the members.

Roni Hattrup expressed concern of not being able to successfully fill 7 elected Director positions, given the historical issues the ETMA experienced when holding an election to appoint new Directors.

Colin Osborne indicated that he was in agreement with the proposed governance structure and that he was in support of the approach to make the recommendation to City Council.

Melinda Baker motioned for approval for Geoff Sears to present the ETMA's recommendation for a proposed governance structure to the Emeryville City Council.

Jason Crouch seconded the motion.

Francis Collins opposed.

This item approved with a vote of 6 to 1.

4. Suggestions/Requests from Board Members

There were no suggestions or requests.

5. Confirm date of Next Meeting – August 20, 2015 at 9:00am

The meeting date was confirmed.

6. Adjournment

The meeting was adjourned at 1:11PM.

EMERY GO-ROUND

3rd Quarter Financials				
Revenue	2015 Budget	Actual Revenue Rec'd to Date	% of revenue received	Notes
PBID Revenue				
Net PBID Revenue	2,622,764	2,675,980	102%	
Non-PBID Revenue				
ETMA Billed Revenue	74,599	51,693	69%	Requests for reimbursement to be mailed in the 4th Quarter.
Nextbus Sign Revenue	7,200	-	0%	
Charter	1,000	800	80%	
Interest Income	2,000	544	27%	
BGTMA (Net balance of West Berkeley Shuttle revenue)	26,000	65,538	252%	Includes reimbursements received from 2014 services.
City Contribution for Emery Go-Round Service	226,000	226,000	N/A	
Subtotal Non-PBID Revenues	336,799	344,576	102%	
Total Revenue	2,959,563	3,020,556	102%	

Expenditures	2015 Budget	Actual Costs to Date	% of Budget Expended	Notes
Direct Costs				
Bus Leases/Purchases	580,000	822,119	142%	Includes cash purchase of 3 vehicles (\$424K), plus current lease payments.
Maintenance	285,000	186,295	65%	
Operations Contract	1,510,500	967,184	64%	
Fuel	325,000	169,189	52%	
Communications	50,000	29,157	58%	
Miscellaneous Operating Costs	6,000	9,926	165%	
Subtotal Direct Costs	2,756,500	2,183,870	79%	
Indirect (Support) Costs				
Professional Services	375,000	198,826	53%	
Office Expenses	5,000	1,814	36%	
Occupancy	135,000	106,909	79%	
Marketing	12,400	4,801	39%	
Pilot Projects and Research	25,000	-	N/A	
TMA Insurance	8,000	4,318	54%	
Conferences, Conventions, Meetings, Dues & Subscriptions	1,000	2,118	212%	
Bus Yard - Site Development & Project Management	-	-	N/A	
Subtotal Indirect Costs	561,400	318,787	57%	
Contingency	-	-	N/A	
Subtotal Other Costs	-	-	N/A	
Total TMA Expenditures	3,317,900	2,502,657	75%	

2015 Revenue vs. Expenditures Balance: (358,337) 517,899

WEST BERKELY SHUTTLE

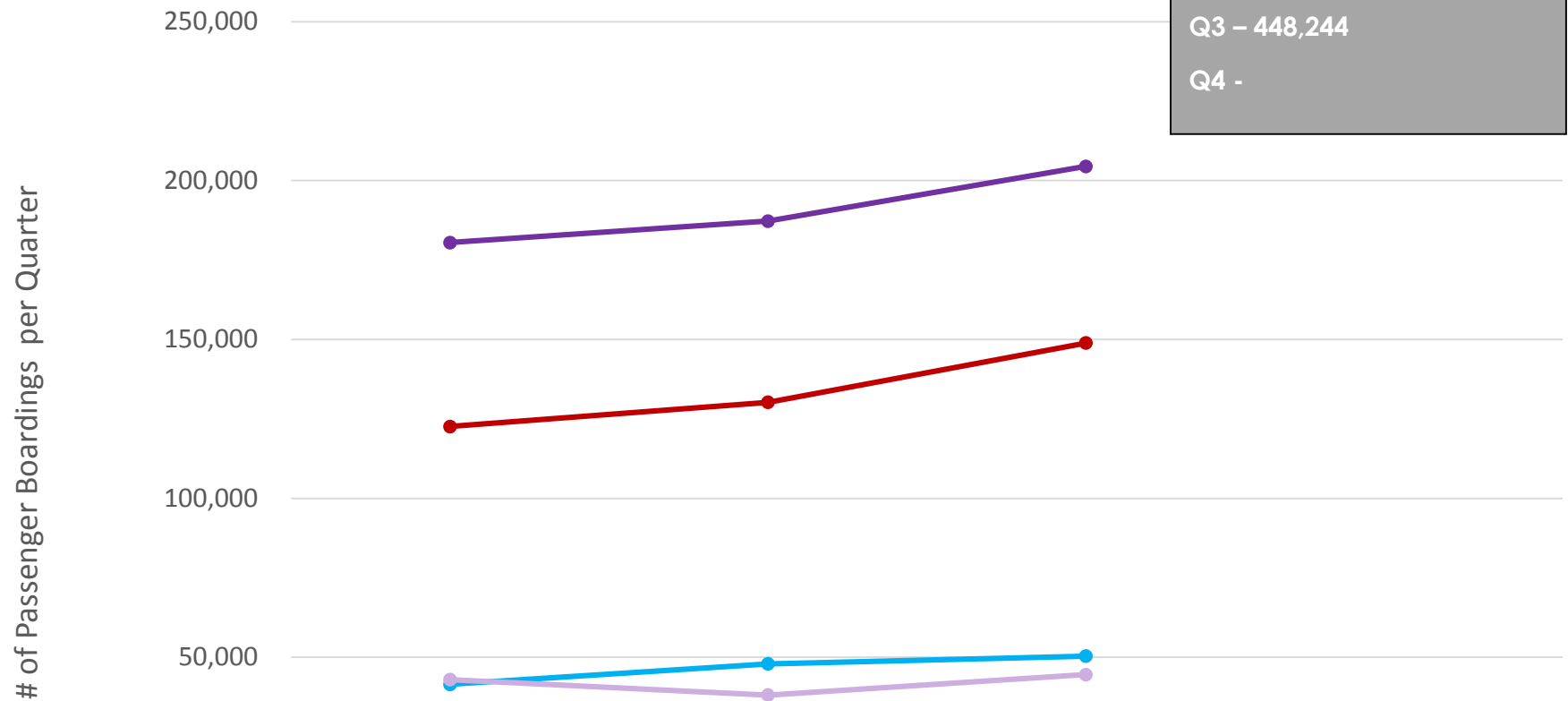
3rd Quarter Financials			
<u>Revenue</u> BGTMA - West Berkeley Shuttle Total Revenue - West Berkeley	2015 Budget	Actual Revenue Rec'd to Date	% of Revenue Received
	158,000	169,925	108%
	158,000	169,925	108%
<u>Expenditures</u> Shuttle Operations Professional Service Contracts Total Expenditures - West Berkeley	2015 Budget	Actual Costs to Date	% Expended
	120,000	93,116	78%
	12,000	11,271	94%
	132,000	104,387	79%

Balance26,00065,538Balance of revenue shown as ETMA revenue above.

City of Emeryville - 8 to Go Paratransit Services

3rd Quarter Financials			
<u>Revenue</u> City of Emeryville - 8 to Go Paratransit Total Revenue - City	2015 Budget	Actual Revenue Rec'd to Date	% of Revenue Received
	78,000	73,510	94%
	78,000	73,510	94%
<u>Expenditures</u> Shuttle Operations & Maintenance Fuel Communications Professional Service Contracts Total Expenditures - City	2015 Budget	Actual Costs to Date	% Expended
	67,950	48,015	71%
	5,500	2,258	41%
	550	216	39%
	4,000	3,355	84%
	78,000	53,844	69%

Balance019,666

TOTAL RIDERSHIP SUMMARY
Q1 – 387,583
Q2 – 403,515
Q3 – 448,244
Q4 -
2015 Ridership Report - 3rd Quarter


	Q1	Q2	Q3	Q4
Hollis & South Hollis Route	122,636	130,219	148,890	
Shellmound/Powell Route	180,512	187,237	204,477	
Watergate Express Route	41,464	47,944	50,349	
Weekend Service (Shellmound/Powell)	42,971	38,115	44,528	

 **Hollis & South Hollis Route**
 **Watergate Express Route**
 **Shellmound/Powell Route**
 **Weekend Service (Shellmound/Powell)**

2016 Draft Budget
EMERY GO-ROUND

Revenue	2016 Estimated Revenue	Notes
<u>PBID Revenue</u>		
PBID Revenue	3,409,869	Per June 2016 Engineer's Report
District Related Costs	(158,882)	Per June 2016 Engineer's Report
Net PBID	3,250,988	
<u>Non-PBID Revenue</u>		
City of Emeryville - General Benefit Contribution	455,531	Per June 2016 Engineer's Report.
ETMA Billed Revenue	100,000	Adjusted to reflect new PBID rates and elimination of residential parcels within the PBID Boundary.
BGTMA Revenue	30,000	Revenue for EGR service to Berkeley Bowl for West Berkeley Shuttle Connection.
Misc. Revenue (Charter services, NextBus sign Reimbursements, interest income, etc.)	10,000	
Other revenue	-	
Subtotal Non-PBID Revenues	595,531	
Total Revenue	3,846,519	

Expenditures	2016 Proposed Budget	Assumptions
<u>Direct Costs</u>		
Bus Leases/Purchases	478,000	Trade-in of two (2) El Dorado Transit Coach Vehicles for four (4) 2016 cutaway vehicles in January 2016, plus acquisition of one (1) additional 2016 cutaway in fall 2016.
Maintenance	375,000	
Operations Contract	1,610,000	15-20% increase in operating hours, plus the addition of 1 full time Assistant to the Operations Manager.
Fuel	375,000	
Communications	60,000	NextBus system, driver cell phones, etc.
Miscellaneous Operating Costs	30,000	Bus stop signage, route guide production, etc.
Subtotal Direct Costs	2,928,000	
<u>Indirect Costs</u>		
Professional Services	465,000	Management Contract - \$400k, Financial Services -\$40k. Legal Svcs.-\$15k, other services - \$10k.
Office Expenses	5,000	
Occupancy	145,000	
Membership & Public Outreach Materials	17,000	Annual Reports, Annual Meeting Invitations, election notices, website maintenance, etc.
Pilot Projects and Research	25,000	
TMA Insurance	10,000	
Conferences, Conventions, Meetings	1,000	
Subtotal Indirect Costs	668,000	
Total TMA Operating Expenses	3,596,000	
ETMA Cash Reserve		
2016 Deposit	250,519	Replenishment of cash reserve. See Cash Balance Summary
Total Cash Reserve	250,519	
Total - 2016 Budget	3,846,519	
2016 Balance	0	

Cash Balance Summary	2016	Notes
Estimated Carryover Cash Balance (as of Jan 1, 2016)	275,000	
2016 Balance Applied to ETMA Cash Reserve	250,519	Estimated 2016 deposit shown above.
Total Projected Cash Balance on Dec 31, 2016	525,519	Recommend a cash balance equal to 2 months operating expenses (\$575k)

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: October 15, 2015

FROM: Roni Hattrup, Executive Director

SUBJECT: Review and Consider Approval of Amendment #1 to Shuttle Operations and Maintenance Agreement

RECOMMENDATION

Board approval of Amendment #1 to the Shuttle Operations and Maintenance Agreement with MV Transportation, Inc. (MV) to extend the term ending date two (2) years and to increase compensation in accordance with the 2016 and 2017 Cost Forms attached as Exhibit A to Amendment #1, attached.

BACKGROUND

In 2012, the ETMA conducted a competitive procurement process for shuttle operations and vehicle maintenance services. In February 2013, the Board approved the Shuttle Operations and Maintenance Agreement with the top ranked firm, MV, for a three (3) year term with an option to extend the term two (2) additional years. The current agreement is set to expire on December 31, 2015.

The 8 to Go Paratransit Shuttle service is funded by a funding grant issued by the Alameda County Transportation Commission (ACTC), through a Paratransit Funding Agreement with the City of Emeryville. The West Berkeley Shuttle service is funded by the Berkeley Gateway Transportation Management Association (BGTMA) through a Transportation Services Agreement.

DISCUSSION

MV Transportation has provided updated cost forms to reflect their proposed pricing for 2016 and 2017 services of all ETMA operations, including Emery Go-Round shuttle services and vehicle maintenance, the 8 to Go Paratransit shuttle services and vehicle maintenance and the West Berkeley Shuttle service.

The updated cost forms reflect the estimated number of service hours through December 31, 2017. Given the anticipated increase in services over the next two years, MV proposed to increase management and dispatch support by the addition of one full time Assistant Operations Manager. The new Assistant Manager will provide support to the current Operations Manager, Gina Munn and will provide overlapping coverage during service hours.

FINANCIAL CONSIDERATIONS

The cost forms included in the current services agreement reflect MV's assumption for driver wages at entry level positions. In their initial bid for services, MV made the assumption that a majority of Emery Go-Round's drivers would chose to be reassigned to another service of our prior operator, SFO Shuttle Bus Company. However, a majority of the drivers chose to stay with the ETMA's shuttle operation services. MV agreed to negotiate a new collective bargaining agreement with the operators union, resulting in higher driver compensation. MV absorbed the unanticipated additional cost of higher level labor wages and did not request an augmentation to the contract cost forms.

The tables shown below reflect the estimated percent of cost increase per year:

Emery Go-Round:

Shuttle Operations	2016	% Increase from 2015	2017	% Increase from 2017
Fixed Rate per Month	\$19,684.53	42%	\$21,472.39	9%
Fixed Rate per Hour	\$30.37	6%	\$29.86	-2%

West Berkeley Shuttle:

Shuttle Operations	2016	% Increase from 2015	2017	% Increase from 2017
Fixed Rate per Month	\$5,147.58	20%	\$5,463.21	6%
Fixed Rate per Hour	\$30.05	13%	\$33.33	10%

8 to Go Paratransit Shuttle:

Shuttle Operations	2016	% Increase from 2015	2017	% Increase from 2016
Fixed Rate per Month	\$1,081.71	25%	\$1,106.51	2%
Fixed Rate per Hour	\$31.56	19%	\$34.07	8%

Emery Go-Round & 8 To Go Paratransit Shuttles:

Vehicle Maintenance	2016	% Increase from 2015	2017	% Increase from 2016
Fixed Rate per Hour	\$39.47	2%	\$40.45	3%
% Mark-up on Parts	5%	0%	5%	0%

The anticipated costs for Emery Go-Round operation and vehicle maintenance services are reflected in the 2016 Draft Budget.

Amendments to the Paratransit Shuttle Services Agreement with the City of Emeryville for the 8 to Go service and the Transportation Agreement with the BGTMA for the West Berkeley Shuttle Service are required.

OPTIONS

The Board could elect to conduct a competitive procurement process for Shuttle Operation and Maintenance services. However, additional staff time will be required resulting in an increase in management costs.

ATTACHMENTS

1. Amendment #1 to Shuttle Operations & Maintenance Agreement with MV Transportation, Inc.

**AMENDMENT TO SHUTTLE OPERATIONS AND MAINTENANCE AGREEMENT BETWEEN
EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION AND
MV TRANSPORTATION, INC.**

THIS AMENDMENT NO. 1 ("Amendment") is to the Shuttle Operations and Maintenance Agreement dated February 15th, 2013 between the Emeryville Transportation Management Association, a California non-profit corporation, ("ETMA"), and MV Transportation, Inc. ("Contractor")

RECITALS

WHEREAS, ETMA retained Contractor for shuttle operation and vehicle maintenance services through December 31, 2015; and

WHEREAS, ETMA wishes to extend the term of the agreement two (2) years to December 31, 2017; and

WHEREAS, Contractor has submitted a cost proposal for continued services defined in Section 1. Scope of Services of the Agreement, attached as Exhibit A.

NOW, THEREFORE, BE IT MUTUALLY AGREED that Section 2 of the Agreement be amended to extend the term of the Agreement by two (2) years to December 31, 2017 and Section 4, Exhibit B be amended to reflect the updated Cost Forms for 2016 and 2017 services, attached as Exhibit A.

IN WITNESS WHEREOF, the ETMA and Contractor have executed Amendment No. 1 to this Agreement on the ___ day of _____ 2015.

EMERYVILLE TRANSPORTATION
MANAGEMENT ASSOCIATION

MV, TRANSPORTATION, INC.

By: _____
Chair

By: _____

APPENDIX B - PROPOSAL COST FORMS
FORM 1.1 - EMERY GO-ROUND OPERATIONS FIXED COST WORKSHEET

FIXED COSTS - OPERATIONS

	2016 (1/1/16-12/31/16)	2017 (1/1/17-12/31/17)
PERSONNEL		
<u>Management Dispatchers, & Support Staff:</u>		
Wages, Taxes & Fringe Benefits	\$ 91,181.97	\$ 103,569.06
BUS STORAGE AND ADMINISTRATION FACILITY		
Office Equipment	\$ 892.10	\$ 149.89
Office Supplies	\$ 1,729.78	\$ 1,772.67
Printing/Copying/Postage	\$ 407.87	\$ 421.49
VEHICLE CLEANING		
Vehicle Cleaning (interior & exterior)	\$ 17,179.40	\$ 17,586.53
INSURANCE		
Business Liability	\$ 1,166.16	\$ 1,342.00
Vehicle Liability	\$ 64,415.84	\$ 71,321.12
Workers Compensation	\$ 1,522.24	\$ 1,734.64
Licenses	\$ 1,554.79	\$ 1,789.64
MISCELLANEOUS		
Employee Miscellaneous (recruitment, drug testing, etc.)	\$ 17,328.68	\$ 19,510.45
Uniforms/Uniform Laundering	\$ 2,294.61	\$ 2,487.15
Employee Vehicles (non-shuttle service vehicles)	\$ 6,525.79	\$ 6,719.03
OTHER		
Other Costs, if Any (Please Specify)		
Communication Expenses	\$ 707.94	\$ 734.45
DriveCam Expenses	\$ 6,681.69	\$ 3,987.53
Interest Expense	\$ 4,241.06	\$ 4,143.70
START-UP		
Initial Start-Up (Per detail in proposal)	\$ -	
PROFIT AND OVERHEAD		
Overhead	\$ 11,041.09	\$ 12,253.03
Profit	\$ 7,343.36	\$ 8,146.26
TOTAL FIXED COSTS - OPERATIONS		
Total Annual Costs	\$ 236,214.38	\$ 257,668.65
No. Months per Year	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months per Year	\$ 19,684.53	\$ 21,472.39

APPENDIX B - PROPOSAL COST FORMS
FORM 1.2 - EMERY GO-ROUND OPERATIONS VARIABLE COST WORKSHEET

VARIABLE COSTS - OPERATIONS

	2016 (1/1/16-12/31/16)	2017 (1/1/17-12/31/17)
PERSONNEL - show detail in FORM 1.3		
<u>Drivers:</u>		
Wages (During Service Hours)	\$ 892,159.36	\$ 1,039,604.29
Wages (During Training & Other Non- Service Hour Timeframes)	\$ 35,927.23	\$ 39,739.83
Total Taxes & Fringe Benefits	\$ 272,437.92	\$ 322,138.28
OTHER		
Other Costs, if Any (Please Specify)		
PROFIT AND OVERHEAD		
Overhead	\$ 45,374.32	\$ 50,138.13
Profit	\$ 29,543.70	\$ 32,505.03
TOTAL VARIABLE COSTS - OPERATIONS		
Total Annual Costs	\$ 1,275,442.53	\$ 1,484,125.56
Annual Service Hours*	42,000	49,700
COST PER SERVICE HOUR = Total		
Annual Costs ÷ Annual Service Hours	\$ 30.37	\$ 29.86

*Pricing assumptions are valid for +/- 5% of the total Annual Service Hours listed above.

	2016 (1/1/16-12/31/16)	2017 (1/1/17-12/31/17)		
PERSONNEL ITEM				
Drivers	During Service Hours	During Non-Service Hours	During Service Hours	During Non-Service Hours
(list below by hourly rate of pay)				
START \$ 13.46	\$ 81,092.96	\$ 3,355.29	\$ 85,573.03	\$ 3,311.65
6 MONTHS \$ 14.68	\$ 178,521.60	\$ 7,168.66	\$ 170,383.04	\$ 6,597.21
1 Year \$ 16.21	\$ 57,225.03	\$ 2,517.79	\$ 50,044.77	\$ 1,936.15
2 Years \$ 17.44	\$ 174,022.31	\$ 7,306.81	\$ 62,272.24	\$ 2,418.50
3 Years \$ 18.04	\$ 34,628.28	\$ 1,379.53	\$ 151,660.33	\$ 5,860.63
4 Years \$ 18.66	\$ 34,628.28	\$ 1,379.53	\$ 42,786.51	\$ 1,655.83
5 Years \$ 18.97	\$ 99,580.71	\$ 3,921.77	\$ 55,777.00	\$ 2,164.28
6 Years \$ 19.26	\$ 64,952.42	\$ 2,542.24	\$ 121,864.30	\$ 4,713.25
7 Years \$ 19.57	\$ 32,476.21	\$ 1,271.12	\$ 79,077.78	\$ 3,057.43
8 Years \$ 19.88	\$ -	\$ -	\$ 36,291.27	\$ 1,401.60
9 Years \$ 20.19	\$ -	\$ -	\$ -	\$ -
10 Years \$ 21.41	\$ 129,904.85	\$ 5,084.49	\$ 171,146.05	\$ 6,623.31
Total Driver Wages	\$ 887,032.65	\$ 35,927.23	\$ 1,026,876.33	\$ 39,739.84

\$ 322,138.28

**the percentage calculation is only applicable for year one (1)*

APPENDIX B - PROPOSAL COST FORMS
FORM 1.4 - EMERY GO-ROUND MAINTENANCE COST WORKSHEET

MAINTENANCE COSTS

	2016 (1/1/16-12/31/16)	2017 (1/1/17-12/31/17)
FIXED COST MAINTENANCE		
Equipment Usage		
Other, if Any (please specify)		
TOTAL FIXED COSTS - MAINTENANCE		
Total Annual Fixed Costs	\$ -	\$ -
No. Months per Year	12	12
FIXED MAINTENANCE COSTS PER MONTH = Total Annual Fixed Costs ÷ No. of Months per Year	\$ -	\$ -

VARIABLE COSTS - MAINTENANCE

LABOR:	2016	2017
Billing Rates (list hourly billing per year by classification)		
MECHANIC	\$ 39.47	\$ 40.45
PARTS:	2016	2017
Parts Mark-up (list percentage of mark-up per Fiscal Year)	5.00%	5.00%

APPENDIX B - PROPOSAL COST FORMS
FORM 2.1 - WEST BERKELEY SHUTTLE OPERATIONS FIXED COST WORKSHEET

FIXED COSTS - OPERATIONS

	2016 (1/1/16-12/31/16)	2017 (1/1/17-12/31/17)
PERSONNEL		
Management Dispatchers, & Support Staff:		
Wages, Taxes & Fringe Benefits	\$ 5,404.71	\$ 5,817.51
BUS STORAGE AND ADMINISTRATION FACILITY		
Office Equipment	\$ 52.65	\$ 8.92
Office Supplies	\$ 97.48	\$ 99.90
Printing/Copying/Postage	\$ 22.86	\$ 23.46
VEHICLE COST		
Vehicle cost (including 1 bus, fuel and maintenance)	\$ 47,948.50	\$ 51,117.83
VEHICLE CLEANING		
Vehicle Cleaning (interior & exterior)	\$ 968.18	\$ 991.12
INSURANCE		
Business Liability	\$ 68.96	\$ 75.33
Vehicle Liability	\$ 3,807.18	\$ 4,004.55
Workers Compensation	\$ 90.27	\$ 97.44
Licenses	\$ 91.95	\$ 100.46
MISCELLANEOUS		
Employee Miscellaneous (recruitment, drug testing, etc.)	\$ 1,024.04	\$ 1,095.24
Uniforms/Uniform Laundering	\$ 129.32	\$ 140.17
Employee Vehicles (non-shuttle service vehicles)	\$ 385.07	\$ 377.42
OTHER		
Other Costs, if Any (Please Specify)		
Communication Expenses	\$ 41.78	\$ 41.25
DriveCam Expenses	\$ 351.76	\$ 185.40
Interest Expense	\$ 250.13	\$ 232.87
START-UP		
Initial Start-Up (Per detail in proposal)		
PROFIT AND OVERHEAD		
Overhead	\$ 622.24	\$ 690.54
Profit	\$ 413.85	\$ 459.10
TOTAL FIXED COSTS - OPERATIONS		
Total Annual Costs	\$ 61,770.92	\$ 65,558.53
No. Months per Year	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months per Year	\$ 5,147.58	\$ 5,463.21

APPENDIX B - PROPOSAL COST FORMS
FORM 2.2 - WEST BERKELY OPERATIONS VARIABLE COST WORKSHEET

VARIABLE COSTS - OPERATIONS

	2016 (1/1/16-12/31/16)	2017 (1/1/17-12/31/17)
PERSONNEL		
<u>Drivers:</u>		
Wages (During Service Hours)	\$ 52,763.94	\$ 58,348.14
Wages (During Training & Other Non- Service Hour Timeframes)	\$ 2,024.74	\$ 2,239.61
Total Taxes & Fringe Benefits	\$ 16,117.31	\$ 18,078.52
OTHER		
Other Costs, if Any (Please Specify)		
PROFIT AND OVERHEAD		
Overhead	\$ 2,557.15	\$ 2,825.62
Profit	\$ 1,664.99	\$ 1,831.88
TOTAL VARIABLE COSTS - OPERATIONS		
Total Annual Costs	\$ 75,128.13	\$ 83,323.76
Annual Service Hours*	2,500	2,500
COST PER SERVICE HOUR = Total Annual Costs ÷ Annual Service Hours	\$ 30.05	\$ 33.33

*Pricing assumptions are valid for +/- 5% of the total Annual Service Hours listed above.

APPENDIX B - PROPOSAL COST FORMS
FORM 3.1 - 8 TO GO PARATRANSIT OPERATIONS FIXED COST WORKSHEET

FIXED COSTS - OPERATIONS

	Without Vehicle 2016 (1/1/16-12/31/16)	Without Vehicle 2017 (1/1/17-12/31/17)	With Vehicle 2016 (1/1/16-12/31/16)	With Vehicle 2017 (1/1/17-12/31/17)
PERSONNEL				
Management Dispatchers, & Support Staff:				
Wages, Taxes & Fringe Benefits	\$ 4,851.61	\$ 5,119.41	\$ 4,851.61	\$ 5,119.41
BUS STORAGE AND ADMINISTRATION FACILITY				
Office Equipment	\$ 48.22	\$ 7.85	\$ 48.22	\$ 7.85
Office Supplies	\$ 108.74	\$ 111.43	\$ 108.74	\$ 111.43
Printing/Copying/Postage	\$ 25.50	\$ 26.17	\$ 25.50	\$ 26.17
VEHICLE COST				
Vehicle cost (including 1 bus, fuel and maintenance)			\$ 38,321.67	\$ 38,519.92
VEHICLE CLEANING				
Vehicle Cleaning (interior & exterior)	\$ 1,079.92	\$ 1,105.52	\$ 1,079.92	\$ 1,105.52
INSURANCE				
Business Liability	\$ 62.58	\$ 66.29	\$ 62.58	\$ 66.29
Vehicle Liability	\$ 3,463.82	\$ 3,524.01	\$ 3,463.82	\$ 3,524.01
Workers Compensation	\$ 80.87	\$ 85.75	\$ 80.87	\$ 85.75
Licenses	\$ 83.43	\$ 88.40	\$ 83.43	\$ 88.40
MISCELLANEOUS				
Employee Miscellaneous (recruitment, drug testing, etc.)	\$ 932.27	\$ 963.81	\$ 932.27	\$ 963.81
Uniforms/Uniform Laundering	\$ 144.24	\$ 156.35	\$ 144.24	\$ 156.35
Employee Vehicles (non-shuttle service vehicles)	\$ 352.97	\$ 332.13	\$ 352.97	\$ 332.13
OTHER				
Other Costs, if Any (Please Specify)				
Communication Expenses	\$ 38.28	\$ 36.30	\$ 38.28	\$ 36.30
DriveCam Expenses	\$ 322.56	\$ 163.16	\$ 322.56	\$ 163.16
Interest Expense	\$ 229.81	\$ 204.93	\$ 229.81	\$ 204.93
START-UP				
Initial Start-Up (Per detail in proposal)	\$ -		\$ -	
PROFIT AND OVERHEAD				
Overhead	\$ 694.06	\$ 770.24	\$ 694.06	\$ 770.24
Profit	\$ 461.61	\$ 512.09	\$ 461.61	\$ 512.09
TOTAL FIXED COSTS - OPERATIONS				
Total Annual Costs	\$ 12,980.51	\$ 13,273.84	\$ 51,302.16	\$ 51,793.76
No. Months per Year	12	12	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months per Year				
	\$ 1,081.71	\$ 1,106.15	\$ 4,275.18	\$ 4,316.15

APPENDIX B - PROPOSAL COST FORMS
FORM 3.2 - 8 TO GO PARATRANSIT OPERATIONS VARIABLE COST WORKSHEET

VARIABLE COSTS - OPERATIONS

	2016 (1/1/16-12/31/16)	2017 (1/1/17-12/31/17)
PERSONNEL		
<u>Drivers:</u>		
Wages (During Service Hours)	\$ 47,859.91	\$ 51,346.36
Wages (During Training & Other Non- Service Hour Timeframes)	\$ 2,258.44	\$ 2,498.11
Total Taxes & Fringe Benefits	\$ 14,598.93	\$ 15,909.10
OTHER		
Other Costs, if Any (Please Specify)		
PROFIT AND OVERHEAD		
Overhead	\$ 2,852.30	\$ 3,151.76
Profit	\$ 1,857.16	\$ 2,043.32
TOTAL VARIABLE COSTS - OPERATIONS		
Total Annual Costs	\$ 69,426.74	\$ 74,948.65
Annual Service Hours*	2,200	2,200
COST PER SERVICE HOUR = Total Annual Costs ÷ Annual Service Hours	\$ 31.56	\$ 34.07

*Pricing assumptions are valid for +/- 5% of the total Annual Service Hours listed above.

APPENDIX B - PROPOSAL COST FORMS
FORM 3.3 - 8 TO GO PARATRANSIT MAINTENANCE COST WORKSHEET

MAINTENANCE COSTS

	2016 (1/1/16-12/31/16)	2017 (1/1/17-12/31/17)
FIXED COST MAINTENANCE		
Equipment Usage		
Other, if Any (please specify)		
TOTAL FIXED COSTS - MAINTENANCE		
Total Annual Fixed Costs	\$ -	\$ -
No. Months per Year	12	12
FIXED MAINTENANCE COSTS PER MONTH = Total Annual Fixed Costs ÷ No. of Months per Year	\$ -	\$ -

VARIABLE COSTS - MAINTENANCE

LABOR:	2016	2017
Billing Rates (list hourly billing per year by classification)		
MECHANIC	\$ 39.47	\$ 40.45
PARTS:		
Parts Mark-up (list percentage of mark-up per Fiscal Year)	5.00%	5.00%

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

	Type	Date	Num	Name	Memo	Deposit	Check	Balance
Bank of Marin Money Market								
	Deposit	07/03/2015		Verizon	Deposit	528.36		368,065.75
	Deposit	07/31/2015			Interest	20.76		368,086.51
Total Bank of Marin Money Market						549.12	0.00	368,086.51
Bank of Marin operating								
	Check	07/01/2015	E-pay	John Tounger, CPA	Accounting		1,500.00	118,981.97
	Check	07/01/2015	E-pay	ModSpace	Rent		670.11	118,311.86
	Check	07/01/2015	Auto pay	Wells Fargo Equipment Finance	Bus purchase		17,782.00	100,529.86
	Check	07/01/2015	Auto-pay	Wells Fargo Equipment Finance	Bus #7207 & #7208		12,393.00	88,136.86
	Check	07/01/2015	Epay	Wells Fargo Equipment Finance	Bus purchase		8,520.00	79,616.86
	Check	07/03/2015	1230	AT&T-3761	Account: 510 652-3761		112.60	79,504.26
	Check	07/03/2015	1231	Gray-Bowen-Scott	May services, Invoice #7728		20,452.90	59,051.36
	Check	07/03/2015	E-pay	John Tounger, CPA	June & July increase		50.00	59,001.36
	Check	07/16/2015	1232	NextBus	Service renewal bus#13		720.00	58,281.36
	Check	07/16/2015	1233	Hanson Bridgett Inc.	Legal services		72.00	58,209.36
	Check	07/16/2015	1234	Sprint	Driver phones		508.90	57,700.46
	Check	07/16/2015	1235	AT&T 129402070	ISP		61.00	57,639.46
	Check	07/16/2015	1236	ADMACdi	Copies		38.33	57,601.13
	Check	07/29/2015	1238	Gray-Bowen-Scott	June services		23,801.40	33,799.73
	Check	07/31/2015	e-pay	LBA RIV - Company XII, LLC	4770		4,438.63	29,361.10
	Check	07/31/2015	e-pay	LBA RIV - Company XII, LLC	4769		4,896.64	24,464.46
Total Bank of Marin operating						0.00	96,017.51	24,464.46
MMSummit Pre-PBID funds								138,359.79
TOTAL CASH BALANCE								530,910.76

Emeryville Transportation Mgt. Assoc. Check register

Type	Date	Num	Name	Memo	Deposit	Check	Balance
Bank of America Savings							
Transfer	08/25/2015			Funds Transfer	1,000,000.00		1,000,000.00
Deposit	08/31/2015			Interest	7.67		1,000,007.67
Total Bank of America Savings					1,000,007.67	0.00	1,000,007.67
Bank of America Checking							
Check	08/01/2015	1239	Emeryville Transportation Mgmt Assoc	VOID: Open new Bank of America Account	0.00		0.00
Deposit	08/06/2015		City of Emeryville	Deposit 8 to Go	18,143.89		18,143.89
Deposit	08/07/2015		City of Emerville	Deposit PBID	1,337,990.00		1,356,133.89
Check	08/10/2015	1021	AC Transit	June Fuel		20,774.22	1,335,359.67
Check	08/10/2015	1022	MV Transportation Inc	June services		130,656.17	1,204,703.50
Check	08/10/2015	1023	Chela Janitorial Services Inc	Inv# 14216, 14600, 14703, 14811		1,080.00	1,203,623.50
Check	08/10/2015	1024	Waterlogic West, Inc	Water service Cust# 10797 Inv# CNIN657518W		213.53	1,203,409.97
Check	08/10/2015	1025	City of Emeryville	Fire inspection Cust # 120 Inv# 642		64.50	1,203,345.47
Check	08/10/2015	1026	Oakland Collision Truck Painting	Bus painting Inv#56		5,272.50	1,198,072.97
Check	08/10/2015	1027	Hanson Bridgett Inc.	May services Inv# 1146186		108.00	1,197,964.97
Check	08/10/2015	1028	Sprint	Driver phones		641.73	1,197,323.24
Payment	08/10/2015		Federal Realty Investment		30,618.90		1,227,942.14
Check	08/11/2015		AT&T-3761			111.25	1,227,830.89
Check	08/11/2015	1029	AT&T 3862	Phone 510-451-3862		93.61	1,227,737.28
Check	08/11/2015		Waste Management	063-4070140-2216-1		107.78	1,227,629.50
Check	08/11/2015	1000	DMV	DMV fees		154.00	1,227,475.50
Check	08/12/2015		Harland Clarke	Deposit slip printing		33.00	1,227,442.50
Check	08/13/2015	1030	ENE Electric Inc	Yard maint. Inv# 1002C -INV002		4,400.00	1,223,042.50
Check	08/17/2015	1034	Damonodesign	Invoice GBS-GMOround May		75.00	1,222,967.50
Check	08/19/2015	1031	AC Transit	July Fuel Cust #10565; Inv# ARO0000832		20,815.33	1,202,152.17
Check	08/19/2015	1033	Damonodesign	Invoice GBS-GMOround June		2,400.00	1,199,752.17
Check	08/19/2015	1035	ADMACdi	Schedules inv# 27008		87.20	1,199,664.97
Check	08/19/2015	1036	AT&T 129402070	ISP Acct# 129402070		52.00	1,199,612.97
Check	08/20/2015	1037	Hub International	Liability insurance #0400304641 9-1-15 to 9-1-16		1,883.40	1,197,729.57
Deposit	08/20/2015			Deposit	79,828.47		1,277,558.04
Check	08/25/2015	1038	NextBus	Service 7/1/15-6/30/16 Cust# Emer000 Inv# 36690		17,920.00	1,259,638.04
Check	08/25/2015	1039	Transport Graphics	Bus graphics Inv# 28527		2,742.30	1,256,895.74
Check	08/25/2015	1040	MV Transportation Inc	July services		153,567.26	1,103,328.48
Transfer	08/25/2015			Funds Transfer		1,000,000.00	103,328.48
Check	08/25/2015	e-pay	AT&T-3761	Phone		143.82	103,184.66
Check	08/25/2015	1041	Gray-Bowen-Scott	July Services Inv# 7773		19,495.73	83,688.93
Check	08/27/2015		AT&T 3862	Phone 510-451-3862		106.82	83,582.11

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

Type	Date	Num	Name	Memo	Deposit	Check	Balance
Total Bank of America Checking					1,466,581.26	1,382,999.15	83,582.11
Bank of Marin Money Market							
Transfer	08/01/2015			Funds Transfer		200,000.00	168,086.51
Transfer	08/25/2015			Funds Transfer	143,374.32		311,460.83
Deposit	08/31/2015			Interest	9.01		311,469.84
Total Bank of Marin Money Market					143,383.33	200,000.00	311,469.84
Bank of Marin operating							
Check	08/01/2015	E-pay	John Tounger, CPA	Accounting		1,525.00	22,939.46
Check	08/01/2015	E-pay	ModSpace	Feb		670.11	22,269.35
Check	08/01/2015	Auto pay	Wells Fargo Equipment Finance	Bus payment		17,782.00	4,487.35
Check	08/01/2015	Auto-pay	Wells Fargo Equipment Finance	Bus #7207 & #7208		12,393.00	-7,905.65
Check	08/01/2015	Epay	Wells Fargo Equipment Finance	Bus payment		8,520.00	-16,425.65
Transfer	08/01/2015			Funds Transfer	200,000.00		183,574.35
Check	08/01/2015	1239	Emeryville Transportation Mgmt Assoc	VOID: Open new Bank of America Account	0.00		183,574.35
Check	08/03/2015	2	EBMUD	Water service acct #55759800001		289.93	183,284.42
Check	08/03/2015			On line payment fee		2.75	183,281.67
General Journal	08/25/2015	Audit8R	ADMACdi	Reverse of GJE Audit8 -- For CHK 1173 voided on C	92.65		183,374.32
Transfer	08/25/2015			Funds Transfer		143,374.32	40,000.00
Total Bank of Marin operating					200,092.65	184,557.11	40,000.00
MMSummit Pre-PBID funds							138,351.60

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

	Type	Date	Num	Name	Memo	Deposit	Checks	Balance
Bank of America Savings								
	Deposit	09/30/2015			Interest	32.87		1,000,040.54
Total Bank of America Savings						32.87	0.00	1,000,040.54
Bank of America Checking								
	Check	09/01/2015	e-pay	LBA RIV - Company XII, LLC	4770		4,471.72	79,110.39
	Check	09/01/2015	e-pay	LBA RIV - Company XII, LLC	4769		4,886.53	74,223.86
	Check	09/01/2015	E-pay	ModSpace	Feb		670.11	73,553.75
	Check	09/01/2015	Auto pay	Wells Fargo Equipment Finance	Bus pmt		17,782.00	55,771.75
	Check	09/01/2015	Auto-pay	Wells Fargo Equipment Finance	Bus #7207 & #7208		12,393.00	43,378.75
	Check	09/08/2015	1042	Hub International	Business Policy # NDO1010938M 9/1/14 to 9/1/17		2,435.00	40,943.75
	Check	09/08/2015	1043	Sprint	Driver phones		647.63	40,296.12
	Check	09/09/2015	ePAY	Waste Management	063-4070140-2216-1		107.78	40,188.34
	Check	09/10/2015	e-pay	John Tounger, CPA	Accounting		1,525.00	38,663.34
	Check	09/16/2015	1044	AC Transit	Aug Fuel Cust #10565; Inv# ARO0000849		19,002.86	19,660.48
	Check	09/17/2015	1045	ADMACdi	Schedules inv# 26441 & Rider notice # 26586		803.50	18,856.98
	Check	09/17/2015	1046	Hanson Bridgett Inc.	June services Inv# 1148106		2,664.00	16,192.98
	Check	09/17/2015	1047	Hanover Displays Inc	Inv# 342808 Order# SO001764		7,955.07	8,237.91
	Check	09/25/2015	1048	Chela Janitorial Services Inc	Sept services inv# 14915		360.00	7,877.91
	Deposit	09/28/2015			Deposit	35,735.00		43,612.91
Total Bank of America Checking						35,735.00	75,704.20	43,612.91
Bank of Marin Money Market								
	Deposit	09/30/2015			Interest	11.52		311,481.36
Total Bank of Marin Money Market						11.52	0.00	311,481.36
Bank of Marin operating								
	Check	09/01/2015	Epay	Wells Fargo Equipment Finance	Bus pmt		8,520.00	31,480.00
Total Bank of Marin operating						0.00	8,520.00	31,480.00
MMSummit Pre-PBID funds								138,362.17
Total MMSummit Pre-PBID funds								138,362.17
Petty Cash								10.00
Total Petty Cash								10.00
						35,779.39	84,224.20	1,524,986.98