



## EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

### AGENDA

Board of Directors Meeting  
Bay Street Conference Room  
5616 Bay Street  
Emeryville, CA 94608  
*January 19, 2017 at 9:00AM*

#### **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*

*Melinda Baker,  
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 December 15<sup>th</sup>, 2016 Board of Directors Meeting (Attachment)
4. Executive Directors Report
  - A. Status update on Shuttle Service & Real-Time Tracking System
    - i. Alternative Routing – Implemented on January 2<sup>nd</sup>.
    - ii. Troubleshooting login issues with Operations Team & Syncromatics.
    - iii. Review of Incident Reporting Protocols.
5. Closed Session
  - A. Status Update from Executive Director Contract Review Subcommittee
6. Business Items
  - A. Review and Consider Approval of Professional Services Agreement with Gray-Bowen-Scott for continued Executive Director and Agency Administration services through December 31<sup>st</sup>, 2017 (Attachment)
  - B. Adopt Resolution 2017-01 to Establish the Date of the 2017 Annual Membership Meeting (Attachment)
  - C. Appoint Audit Review Committee (Attachment)
  - D. Review and Discuss Pricing for Automated Passenger Counters (Attachment)
  - E. Review of Fourth Quarter Financial Reports (Attachment)
  - F. Review of Fourth Quarter Ridership Reports (Attachment)
  - G. Review of new On-Time Performance Reports (Attachment)
7. Suggestions/Requests from Board Members
8. Confirm date of Next Meeting
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 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

September 19<sup>th</sup>, 2016

1. Call to Order

*The meeting was called to order at 9:02AM by Chair, Geoff Sears*

*Directors Present: Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

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

2. Public Comments

*None.*

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

*Betsy Cooley motioned for approval of the minutes. Bobby Lee seconded.*

*The item was approved by a unanimous vote.*

*AYE: 8*

*Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

*NAY: 0*

*ABSTAIN: 0*

4. Approval of the Minutes of the September 23rd, 2016 Special Meeting of the Board

*Bobby Lee motioned for approval of the minutes. Betsy Cooley seconded.*

*The item was approved by a unanimous vote.*

*AYE: 8*

*Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

*NAY: 0*

*ABSTAIN: 0*

5. Executive Directors Report

A. Status on Service Implementation

*Roni provided an update on the implementation of the new service plan and tracking system, including the following:*

- New routes and schedules - implemented on December 1<sup>st</sup>*
- New Real-Time tracking system - went live on December 1<sup>st</sup>*
- New Bus Stop Signage - installation was completed on December 6<sup>th</sup>.*

*Roni informed the Board of some challenges with the new routing, including the upcoming closure of the 580 off-ramp and the impacts to the North Hollis, North Shellmound and Watergate Express routes. Roni noted that Caltrans would be closing the MacArthur Off-Ramp for a period of 5 – 6 months beginning in late December. In preparation for the upcoming ramp closure, Roni noted that the operations team was in the process of testing alternate routing options to determine the most efficient path of travel, before implementing for all three routes. Roni informed the Board that any alternate route would likely result in longer travel times. Roni expected to have the alternate route in effect by the end of December.*

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Meeting of the Board of Directors

September 19<sup>th</sup>, 2016

*Roni also provided an update on the Real-Time Tracking System, noting the predictions would be inaccurate for those routes using detours, as travel data would not be collected. Roni further noted that the Web and App details are still be refined with regards to route names and appearance and grouping of Standard and Commute Service routes. Bobby suggested reducing the (3) Emery Go website and App options be reduced to just (1) choice. Roni will look into possible options.*

*Roni also made note of the traffic issues throughout the City and noted that she would begin analyzing travel times and schedule adherence in January, after the holiday traffic subsides.*

**B. Review of City's Response to Traffic Mitigation for Holiday Season (Attachment).**

*Roni informed the Board of the City's response to the TMA's request for a holiday mitigation plan and directed them to the matrix provided by the City's traffic consultant. Roni further noted that the City would not have a plan implemented this holiday season, but that they have directed their traffic consultant to monitor traffic levels throughout the City during those anticipated peak shopping days to collect pertinent data for a future plan, if necessary.*

*The Board expressed interest in improving coordination and collaboration with the City to push the issue of mobility throughout the City.*

*The Board directed staff to begin the collection of data to support the need for improved mobility in preparation of a future meeting with the Public Works committee.*

**C. Status Update on Bus Yard**

*Roni made note of the business item for Board approval of a 2 year lease extension with LBA Realty, with a 6 months' notice to termination clause. Roni further noted that she and Geoff would continue coordination with LBA on a long term solution. Roni also informed the Board of the coordination efforts with Novartis on a potential long term site option along Horton Street.*

**6. Business Items**

**A. Review and approval of the Shuttle Funding Agreement with the City of Emeryville for Continued Funding for the Emery Go-Round Shuttle (Attachment)**

*Andrew Allen motioned for approval. Betsy Cooley seconded.*

*The item was approved by a unanimous vote.*

*AYE: 8*

*Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

*NAY: 0*

*ABSTAIN: 0*

**B. Review and Approval of the 2017 Budget (Attachment)**

*The Board directed staff to separate the contingency for the potential bus yard relocation on a separate line item. Tim Bacon motioned for approval of the budget, to include the modification requested by the Board to separate the bus yard contingency. Patrick Choa seconded.*

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Meeting of the Board of Directors

September 19<sup>th</sup>, 2016

*The item was approved by a unanimous vote.*

AYE: 8

*Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

NAY: 0

ABSTAIN: 0

C. Review and Approval of the Fourth Ground Lease Modification with LBA Realty for the Emery Go-Round Bus Yard (Attachment)

*Andrew Allen motioned for approval. Geoff Sears seconded.*

*The item was approved by a unanimous vote.*

AYE: 8

*Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

NAY: 0

ABSTAIN: 0

D. Vehicle Acquisition

*Roni made note of a correction to the agenda item and requested approval of the acquisition of only three (3) 40' Starcraft AllStar Cutaway Shuttles, as opposed to the five vehicles listed on the agenda. Roni also requested authorization from the Board to execute all documents related to the 60 month vehicle lease, at a rate of 5.3%. Roni noted that a \$50,000 deposit would be required to initiate the build of a new vehicle as no units were available for purchase. Roni also noted that the delivery window would increase from 45 days to 90 days, to include the additional time for the build.*

*Tim Bacon motioned for approval of the acquisition of three (3) 40' Starcraft AllStar Cutaway Shuttles and authorized Roni to execute all lease documents. Betsy Cooley seconded.*

*The item was approved by a unanimous vote.*

AYE: 8

*Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

NAY: 0

ABSTAIN: 0

E. Review and Approval of Professional Services Agreement with John S. Tounger, CPA for Continued Accounting and Bookkeeping Services through December 31<sup>st</sup>, 2017

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

*The item was approved by a unanimous vote.*

AYE: 8

*Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

NAY: 0

ABSTAIN: 0

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Meeting of the Board of Directors

September 19<sup>th</sup>, 2016

- F. Review and Approval of Amendment 2 Professional Services Agreement with Damono Design for Continued Website Maintenance Services for both the Emery Go-round and West Berkeley Shuttle through December 31<sup>st</sup>, 2018 (Attachment)  
*Bobby Lee motioned for approval. Geoff Sears seconded.*

*The item was approved by a unanimous vote.*

*AYE: 8*

*Geoff Sears, Ron Silberman, Tim Bacon, Andrew Allen, Betsy Cooley, Bobby Lee, Patrick Choa, Nate Centeno*

*NAY: 0*

*ABSTAIN: 0.*

- G. Review and Approval of Amendment 2 Professional Services Agreement with Gray-Bowen-Scott for Continued Executive Director and Agency Administration services through December 31<sup>st</sup>, 2017 (Attachment)

*Geoff moved to form a subcommittee to review the GBS Contract in January to report back at the next Board of Directors meeting. The following Directors volunteered to participate on the committee.*

- Geoff*
- Nate*
- Betsy*
- Tim*

*Board action was deferred to a future meeting.*

- H. Review of Third Quarter Financial Reports (Attachment)

*Roni reported on the status of the financials through the third quarter.*

*This item required no action.*

- I. Review of Third Quarter Ridership Reports (Attachment)

*Roni reported on the overall decline in ridership in 2016, which is likely attributed to the performance issues as well as the increase in available on-demand transportation, such as Uber and Lyft.*

*This item required no action.*

7. Suggestions/Requests from Board Members

*Tim Bacon directed staff to report back to the Board on the cost of automated passenger counters.*

8. Confirm Date of Next Meeting

*The meeting date of January 19, 2017 at 9:00AM, was confirmed.*

9. Adjournment

*The meeting was adjourned at 10:50AM.*

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is entered into as of the 1<sup>st</sup> day of January, 2016 ("Effective Date"), by and between the Emeryville Transportation Management Association, a California non-profit corporation, herein called the "Association," and William R. Gray and Company, a California corporation doing business as Gray-Bowen-Scott, herein called the "Consultant."

### RECITALS

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

WHEREAS, Association has reviewed the qualifications of the Consultant and determined that the Consultant possesses the skill, experience and certifications required to provide the services required by the Association; and

WHEREAS, Association and Client entered into a prior Professional Services Agreement, dated January 1, 2015, which is superseded by this Agreement as of the Effective Date; and

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

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

1. **Scope of Services:** Subject to such policy direction and approvals as the Association through its Board of Directors or Executive Committee may determine from time to time, Consultant shall perform the services set out in the Scope of Services attached hereto as Exhibit A and incorporated herein by reference.
2. **Time for Performance:** The services of Consultant are to commence on January 1, 2016 and shall continue through \_\_\_\_\_. The parties may extend this term by mutual agreement for two additional one-year terms.
3. **Compensation and Method of Payment:**
  - A. **Compensation:** The compensation to be paid to Consultant shall be at the rates and in the manner set forth in Exhibit B, Cost Proposal, which is attached hereto and incorporated herein. However, in no event shall Consultant's compensation exceed \_\_\_\_\_ (\$\_\_\_\_\_). Compensation for any additional terms shall be negotiated by the parties.
  - B. From time to time the Association enters into contracts with other entities (currently two contracts exist: one with the City of Emeryville to provide paratransit service, 8 to Go; and another with the Berkeley Gateway Transportation Management Association to provide Shuttle service in West Berkeley). Such services are not part of the core budget and the costs to the Association are fully reimbursed by others. Future contract services may be added as approved by the Association. It is agreed that the services provided by the Consultant to carry out the obligations

of the Association in these cost-neutral services shall be fully paid to the Consultant as per paragraph 3.A.

C. Method of Payment:

1. Monthly Statements: As a condition precedent to any payment to Consultant under this Agreement, Consultant shall submit monthly to the Association a statement of account which clearly sets forth the designated items of work for which the billing is submitted, the hours worked and the hourly rate for each person performing work. Each statement of account shall also include a detailed record of the month's actual revenue reimbursable expenditures.

2. Timing of Payment: Association shall review Consultant's monthly statement and pay Consultant for services rendered hereunder at the rates if acceptable and in the amounts provided hereunder on a monthly basis in accordance with the approved monthly statements.

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

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

5. Relationship between the Parties: Consultant is, and at all times shall remain, an independent contractor, not an agent or employee of the Association. Consultant shall be solely responsible for all acts of its employees, agents or subconsultants, including any negligent acts or omissions. Consultant shall have no authority to act on behalf of the Association or to bind the Association to any obligation whatsoever, unless the Association provides prior written authorization to Consultant. As an independent contractor, Consultant

shall not be entitled to any benefit, right or compensation from the Association other than those provided for in this Agreement. As an independent contractor, Consultant may have tax obligations, including self-employment taxes, which are his sole responsibility. Upon request of Association, Consultant shall cooperate with Association by providing information and documents relating to its independent contractor status.

6. **Key Personnel:** It is understood and agreed by the parties that at all times during the term of the Agreement that Roni Hattrup, Karen Boggs and Mary Grinbergs shall serve as the key personnel of Consultant to undertake, render and oversee all of the services under the Agreement.

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

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

9. **Insurance:**

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

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

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

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

B. **Endorsements:** Each general liability and automobile liability insurance



policy shall be endorsed with the following specific language:

1. The Association, its members, officers, employees and agents ("Insured Parties") are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant.
  2. For any claims related to this Agreement, Consultant's insurance coverage shall be considered primary insurance as respects the Insured Parties. Any insurance or self-insurance maintained by the Insured Parties shall be excess of the Consultant's insurance and shall not contribute with it.
  3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company.
  4. The insurer waives all rights of subrogation against Association, its elected and appointed officers, employees and agents.
  5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Association, its elected and appointed officers, employees and agents.
  6. Each insurance policy required by this Agreement shall provide that coverage shall not be canceled, except after 30 days prior written notice has been given to the Association.
- C. Verification of Coverage: Consultant shall provide to the Association all certificates of insurance with original endorsements affecting coverage required by this paragraph. Certificates of such insurance shall be filed with the Association on or before commencement of performance of this Agreement. The Association reserves the right to require complete, certified copies of all required insurance policies at any time.
- D. Acceptability of Insurers: All insurance companies providing coverage to Consultant for purposes of this Agreement shall be authorized by the Insurance Commissioner of the State of California to transact business within the State of California and shall an A.M. Best's rating of no less than "A:VII".
- E. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retention's must be declared to and approved by the Association. At the Association's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured receptions.
10. Assignment and Subcontracting: The parties recognize that a substantial inducement to Association for entering into this Agreement is the professional reputation, experience and competence of Consultant. Therefore, Consultant may not assign any right or obligation pursuant to this Agreement without the prior written permission of Association. Furthermore, Consultant shall not subcontract any portion of the work to be performed under this Agreement without the prior written consent of Association. Any assignment of any right

or obligation or subcontracting of any work without Association consent shall be void and of no effect.

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

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

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

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

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

If to Association: Emeryville TMA  
1300 67<sup>th</sup> Street  
Emeryville, CA 94608

And: Geoff Sears  
Chair of the Board  
1120 Nye Street, Suite 400  
San Rafael, CA 94901

If to Consultant: Gray-Bowen-Scott  
1676 N. California Boulevard, Suite 400  
Walnut Creek, CA 94596

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

17. **Execution**: This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when

at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement it shall not be necessary to produce or account for more than one such counterpart.

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

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

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION

CONSULTANT

By: \_\_\_\_\_  
**Chair**

By: \_\_\_\_\_

APPROVED AS TO FORM

By: \_\_\_\_\_  
Legal Counsel



December 6, 2016

Geoffrey Sears, Chair  
Emeryville Transportation Management Association  
1300 67<sup>th</sup> Street  
Emeryville, CA 94608

Dear Mr. Sears,

We are pleased to furnish you with our proposed scope of services and cost proposal for ETMA Agency Management services for 2017.

The scope of work and cost estimate attached reflects our proposed work plan for next year. We expect our services to level out in early 2017 as the implementation of the service plan will be completed in December. Our goal for 2017 is to restore Emery Go-Round service reliability by implementing new practices for performance monitoring and reporting in collaboration with our shuttle operator. We'll also be looking to improve Emery Go-Round's presence throughout the City with new wayfinding signage at the BART Station and various locations throughout the City.

Additionally, we'd like to strengthen our partnership with the City of Emeryville by improving collaboration with City's designated liaison and Transportation Committee in an effort to identify new concepts to improve mobility throughout the City.

We thank you for allowing us the opportunity to continue providing management and administration services to the organization. Please do not hesitate to contact me if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R Hattrup', is positioned above the printed name.

Veronica 'Roni' Hattrup  
Program Manager

Cc: ETMA Executive Committee

Attachments: 2017 Scope of Services  
2017 Cost Proposal

## **EXHIBIT A**

### **GRAY-BOWEN-SCOTT 2017 SCOPE OF WORK FOR EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION AGENCY MANAGEMENT & ADMINISTRATION SERVICES**

Gray-Bowen-Scott will provide Agency Management & Administration services for the Emeryville Transportation Management Association (TMA), essentially providing staff for the organization. Primary staffing positions include Executive Director, Operations Administrator and Executive Assistant. A broad description of services include TMA general and financial management; administrative support for the Board of Directors; management and oversight of the operations and maintenance contractor; coordination with City of Emeryville; service monitoring and change implementation, when needed; public and membership outreach; fleet management; and procurement of service and capital equipment contracts.

Our proposed scope of work for 2017 services is detailed by task below. A proposed allocation of time for each task is shown on the attached staffing and cost proposal.

#### **I. TMA SERVICES**

##### **TASK 1. ASSOCIATION ADMINISTRATION, BOARD SUPPORT & FINANCIAL MANAGEMENT**

###### **❖ Association General Management**

- Ensure compliance with governing documents, including the TMA Bylaws and Administrative Policies;
- Ensure compliance with new regulations set forth in the PBID Management Plan via the Shuttle Funding Agreement with the City of Emeryville.
- Adhere to Board-established policies and procedures and safeguard the Association's assets and reputation.
- Ensure compliance with current local, state, and federal regulations and requirements.
- Maintain insurance policies and other documents required for prudent TMA operation and compliance with laws.
- Maintain filing system for TMA documents/records and consolidate documents as needed for the annual audit and other reporting needs.
- Coordination on property or lease matters.
- Respond to general information requests from TMA Members.
- Coordinate with legal counsel on claims or various matters which warrant a legal opinion, as needed.

###### **❖ Board of Directors Support**

- Prepare, disseminate, and maintain (at TMA offices) Board communications and actions: meeting notices and agendas, staff reports, official summaries/minutes, rosters, calendars, operations and financial reports, per Board policies and procedures and the Brown Act. Task includes posting appropriate material on TMA website.
- Ensure access to all TMA records by Board of Directors, Association Members, and public (as may be required by the Brown Act).

- Provide staff support at Board and Committee meetings.
- Recruit new Board Directors as needed.
- Conduct orientation session with new Board Directors. This includes preparation of a Director Handbook which includes, but not limited to; governing documents, budgets, audited financial statements, and key service contracts.
- Inform the Board and/or appropriate Officers and/or Board committees of pertinent developments.
- Anticipate and inform the Board of emerging issues and trends; recommend actions to address the future viability of the Association and its services.
- Annually, support the Board in evaluating the performance of the Executive Director.
- In the event of emergency situation or service disruptions, keep Board informed of actions taken. When necessary, call or convene emergency meetings of the Board or Executive Committee to authorize responsive action.
- Prepare for and facilitate the election of one (1) Employer Directors at the Annual Membership Meeting.

❖ **Financial Management**

- Prepare annual budget for Board approval including cost assumptions and analysis of trends.
- Negotiate and recommend to the Board for approval, all contracts, equipment leases, service agreements and consulting agreements in accordance with the organizations Administrative Policies.
- Coordinate and monitor the annual PBID assessment levy process with City and consultants; liaison with the City regarding PBID fund balance held by City.
- Prepare, in conjunction with accountant, periodic financial reports and statements for the Board, per established policies, procedures and calendars.
- Review of all invoices from vendors and contractors to ensure charges are in compliance with the service agreement and/or quote.
- Monitor cost trends to ensure compliance with the TMA approved budget.
- Ensure filing of annual tax returns and annual audit with appropriate recipients.
- Deposit all funds received per approved investment policy.
- Execute Participation Agreements with new contributors, per their conditions of approval with the City of Emeryville.

**TASK 2. OPERATIONS & FLEET MAINTENANCE, MANAGEMENT & OVERSIGHT**

❖ **Emery Go-Round**

- Oversee the performance of operations and fleet maintenance contractor to ensure that the work is done in accordance with the terms and conditions set forth in the shuttle operations and maintenance agreement;
- As necessary, review cost effectiveness of the Emery Go-Round Shuttle service.
- Modify weekly and monthly operations performance reporting templates, as needed.
- Monitor contractor performance against service standards and goals adopted by the Board.
- Oversee the condition, cost and availability of the fleet through management of the fleet acquisition plan.
- Make recommendations to the Board of Directors regarding the replacement and composition of vehicle fleet. Prepare cost/benefit analysis to evaluate the best strategy for procuring the vehicles (lease, buy, finance). As needed, solicit proposals for vehicle purchases and/or leases and prepare newly acquired buses for service.

- Track, monitor and follow up on complaints, accidents and incidents, as necessary.
- Oversee facilities management and security.
- Analyze and review maintenance procedures, conformity of work and determine maintenance efficiencies.
- Conduct quarterly analyses of route performance, cost efficiencies, on-time performance, and other service performance indicators on an ongoing basis.
- Prepare quarterly ridership reports for Board review.
- Prepare rider notifications for vehicle and web posting, as needed.
- Prepare for and attend bi-annual shuttle operation workshops.

**TASK 3. REAL-TIME TRACKING & GOOGLE TRANSIT FEED MANAGEMENT**

- Coordinate as needed with Syncromatics to ensure GPS tracking equipment and system reporting is properly functioning.
- Coordinate with Trillium to ensure EGR routes and schedules are accurately reflected on Google Maps.
- Update Google Transit Feed Specifications, as needed.
- Coordination update to Syncromatics data feed, as needed.

**TASK 4. PLANNING & NEEDS ASSESSMENT**

- Identify service enhancements to improve shuttle accessibility.
- Evaluate partnerships with vendors and suppliers to explore new technology, funding opportunities and other ways to continue/improve delivery of services.
- Liaison with City and others to address roadway, sidewalk and other infrastructure issues for the delivery of high quality transit service.

**TASK 5. PUBLIC & MEMBERSHIP OUTREACH**

- Develop and facilitate distribution and collection of a 2017 Rider Survey to determine rider satisfaction, particularly with any service changes.
- Communicate with members to monitor their opinion of Emery Go-Round service and address concerns as needed.
- Participate in up to three community and/or employer based outreach events.
- Manage the update of the website, written material, brochures, and other public information documents and web information at least annually to ensure that it is user friendly and promotes the mission of the TMA.
- Respond to questions or complaints per protocols established by the Board.
- Foster and maintain a positive, highly visible public image for the TMA.
- Develop and manage the distribution of the Annual Report.

**TASK 6. LIAISON TO PUBLIC AGENCIES & TRANSIT ORGANIZATIONS**

- As needed, represent TMA at regional transportation/transit meetings (MTC, AC Transit, BART) and local government agency meetings.
- Coordination with BART to continue improvements with access to MacArthur BART.
- Partner and collaborate with the City of Emeryville on new TDM initiatives or infrastructure improvements to enhance shuttle access throughout the City.
- Attend City Council meetings, as needed.

## **TASK 7. SPECIAL PROJECTS**

### **❖ Emery Go-Round Signage Project – Phase 2**

Oversight of signage contractor for manufacturing and installation of new Emery Go-Round wayfinding signage at the MacArthur BART Station and throughout the City, including;

- i. Development of wayfinding sign content & layout.
- ii. Oversight of sign design.
- iii. Coordination with the City of Emeryville and TMA Members to identify locations for wayfinding signage (BART station, bus shelters, retail centers, etc.)
- iv. Ensure proper permitting is obtained for signage installation.
- v. Development of scope of work for sign manufacturing & installation.
- vi. Contract oversight.

### **❖ Research of New Technologies**

- a. Continue research of options for improved technology to enhance rider experience and increase awareness of the Emery Go-Round service.
- b. Evaluate options for improved passenger counting technologies.

## **II. REIMBURSABLE SERVICES**

Services provided under the “reimbursable services” category are cost to be funded by others; not the ETMA. Budget assigned to these services are segregated by service and will not be merged or reassigned to ETMA core service tasks shown above.

### **TASK R1. 8 TO GO PARATRANSIT SHUTTLE SERVICE (CITY OF EMERYVILLE)**

- Operations oversight.
- Coordination with the City on various operational matters.
- Contract Management - facilitate renewals and/or modifications to the Paratransit Funding Agreement as needed.
- Preparation of supporting documentation for reimbursement requests.

### **TASK R2. WEST BERKELEY SHUTTLE (BERKELEY GATEWAY TMA)**

- Operations oversight.
- Coordination with BGTMA on operational matters.
- Contract Management – facilitate renewals and modifications to the Transportation Agreement, as needed.
- Planning for service expansion and/or possible TDM enhancements (ETMA bills to BGTMA in addition to daily rate.)



**EXHIBIT B**  
**GRAY-BOWEN-SCOTT**  
**COST PROPOSAL FOR**  
**EMERYVILLE TMA**  
*Services from January 1, 2016 through*  
*December 31, 2016*

GRAY-BOWEN					
Name	Roni Hatstrup	Karen Boggs	Mary Grinbergs	Total Hours GBS	Total Cost Per Task
Job Title	Executive Director	Operations Administrator	Executive Assistant		
Task #	Rate	\$195	\$155	\$83	

**Assumptions**

**TMA SERVICES**

1	Association Administration, Board Support & Finance Management	300	98	400	798	\$ 106,890	18 hours per week split primarily between Roni & Mary.
2	Operations & Fleet Maintenance Oversight	280	390	150	820	\$ 127,500	15 hours per week split between Roni, Karen & Mary.
3	Real Time Tracking & Google Maps Systems Management	80	160	40	280	\$ 43,720	Allowance of hours based on scope of work.
3	Planning & Needs Assessment	20	20	20	60	\$ 8,660	Allowance of hours based on scope of work.
4	Public & Membership Outreach	100	85	100	285	\$ 40,975	Allowance of hours based on scope of work.
5	Liaison to Public Agencies & Transit Organizations	120	70	40	230	\$ 37,570	Allowance of hours based on scope of work.
6	Special Projects	80	80	70	230	\$ 33,810	Allowance of hours based on scope of work.
Expenses						\$ 875	
<b>Total Estimate for TMA Services</b>		<b>980</b>	<b>903</b>	<b>820</b>	<b>2703</b>	<b>\$ 400,000</b>	

**REIMBURSABLE SERVICES <sup>4</sup>**

**Assumptions**

R1	8 to Go Paratransit Shuttle (City of Emeryville/ACTC) <sup>6</sup>	12	22	14	48	\$ 6,912	4 hrs/ month for operations oversight & preparation of monthly reimbursement requests.
R2	West Berkeley Shuttle (BG TMA) <sup>5</sup>	27	60	9	96	\$ 15,312	8 hrs/month for operations oversight & research of service enhancements.
<b>Total Estimate for Reimbursable Services</b>		<b>39</b>	<b>82</b>	<b>23</b>	<b>144</b>	<b>\$ 22,224</b>	

**Grand Total:**                      1,019                      985                      843                      2847                      \$    422,224

**Notes:**

- Actual charges will be billed on a time and materials bases for services performed.
- Hours may be shifted amongst other staff members as appropriate, to provide the most efficient level of service.
- Task budgets defined under the TMA Services category are transferrable to other tasks within the TMA Services category.
- Services provided under the "reimbursable services" category are cost to be funded by others; not the ETMA. Budget assigned to these services are segregated by service and will not be merged or reassigned to TMA service tasks defined above.
- West Berkeley Shuttle services are reimbursed to the TMA at a daily rate for operations oversight. Efforts involving planning of future service will be reimbursed to the TMA on a time and material basis.
- Time and materials for 8 to Go services are reimbursed by the City on a monthly basis. All management time incurred by Gray Bowen Scott is tracked separately and are fully reimbursed by the City.

**Gray Bowen Scott Historical Contract Budget and Cost Summary**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017 (proposed)</b>
<b>GBS Authorized Contract Amount</b>				
ETMA Services	290,290	309,604	400,000	400,000
Reimbursable Services	22,550	27,396	15,000	22,224
<b>Total Contract Amount</b>	<b>312,840</b>	<b>337,000</b>	<b>415,000</b>	<b>422,224</b>
<b>GBS Actual Cost</b>				
ETMA Services	225,973	250,647	380,000	
Reimbursable Services	23,599	15,099	20,000	
<b>Total Expended</b>	<b>249,572</b>	<b>265,745</b>	<b>400,000</b>	

*\*2016 Actual cost include estimated costs for November and Dcember.*

RESOLUTION NO. 17-01

**RESOLUTION OF THE EMERYVILLE TRANSPORTATION MANAGEMENT  
ASSOCIATION**

**Establish Date and Time of 2017 Annual Membership Meeting**

**WHEREAS**, Article IV, Section 2 of the Amended and Restated Bylaws of the TMA requires the membership to meet annually on a date and time established by resolution of the Board;

**WHEREAS**, the Board has selected a date and time for the 2017 Annual Membership Meeting to be May 18, 2017 at 9:00AM;

**THEREFORE IT BE RESOLVED**, That the Board has established the date and time of the Annual Membership Meeting to be May 18, 2017 at 9:00AM.

Approved at the Board of Directors Meeting on January 19<sup>th</sup>, 2017.

Signed \_\_\_\_\_  
Chair

Dated \_\_\_\_\_

shall be called by the Chair, or in his or her absence, by the Secretary. A majority of the Executive Committee members shall constitute a quorum. The vote of a majority of the Executive Committee members present at a meeting duly held at which a quorum is present is the act of the Executive Committee.

### **Section 3      Audit Committee.**

If required by law, the Board shall have an Audit Committee which shall consist of at least three (3) Directors, each of whom shall be free of any relationships that would interfere with his or her exercise of independent judgment. Without limiting the foregoing, the Audit Committee shall include no members of the staff of this corporation and no person with a material financial interest in any entity that does business with this corporation. In addition, the Treasurer of this corporation shall not serve on the Audit Committee, regardless of whether he or she is compensated by the corporation. Furthermore, members of the Finance Committee of this corporation (if any) shall comprise less than one-half of the Audit Committee, and the Audit Committee Chair shall not be a member of the Finance Committee. No member of the Audit Committee shall receive any compensation from this corporation except for compensation that he or she may receive for his or her service on the Board.

Each Audit Committee member shall have a general working knowledge of financial reporting and shall be able to understand and interpret financial statements and supporting schedules.

The Audit Committee shall oversee management's preparation of financial statements and the audit by an independent auditor of the financial statements of this corporation. The Audit Committee shall also comply with and perform all functions specified in its charter, if any, as reviewed and established by the Board from time to time. Without limiting the foregoing, the Audit Committee shall have the following express responsibilities on behalf of this corporation, subject to the supervision of the Board.

- A.**      Recommending to the Board the retention and termination of an independent auditor to prepare financial statements for the corporation;
- B.**      Negotiating the independent auditor's compensation on behalf of the Board;
- C.**      Conferring with the auditor to satisfy Members that the financial affairs of the corporation are in order;
- D.**      Reviewing and determining whether to accept the audit;
- E.**      Assuring that any non-audit services performed by the audit firm conform with the standards for auditors' independence contained in the latest revision of the Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book");
- F.**      Approving the performance of all non-audit services provided by the audit firm;
- G.**      Reviewing major changes to the corporation's accounting principles and practices;

**H.** Reviewing the management letter and the corporation's response with the auditor; and

**I.** Reviewing, approving, and monitoring the corporation's internal audit function and current compliance activities.

The Audit Committee shall report to the Board periodically, but at least once per year in connection with the presentation to the Board of the corporation's audited financial statements and the auditor's report.

#### **Section 4 Advisory Committees.**

The Chair may also create one or more advisory committees to serve at the pleasure of the Chair. Such committees shall not have the authority of the Board and may include both Directors and non-Directors. Non-Directors shall not have voting rights in the committee. Advisory Committees shall comply with the Brown Act, when applicable.

#### **Section 5 Meetings and Action of Committees.**

Meetings and actions of committees of the Board shall be governed by, held and taken in accordance with the provisions of these Bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board resolution or, if there is none, by resolution of the committee of the Board. Minutes of each meeting of any committee of the Board shall be kept and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee, provided they are consistent with these Bylaws. In the absence of rules adopted by the Board, the committee may adopt such rules.

### **ARTICLE VII INDEMNIFICATION AND INSURANCE**

#### **Section 1 Indemnification of Directors, Officers, Employees and Other Agents.**

To the fullest extent permitted by law, this Corporation shall indemnify its Directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in Corporations Code Section 5238(a), and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in Corporations Code Section 5238(a). "Expenses," as used in this bylaw, shall have the same meaning as in Corporations Code Section 5238(a).

#### **Section 2 Approval of Indemnity.**

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the Corporations Code, the Board shall promptly determine under



523 W. 6th Street Suite 444, Los Angeles, CA 90014  
310-728-6997, [sales@syncromatics.com](mailto:sales@syncromatics.com)

# Quote

**Date** January 13, 2017

**Quote #** 2016 011322

**Valid** 60 days

**Expires** March 14, 2017

**Account Manager** Steve White

**Phone** 213-973-1539

**Email** [steve@syncromatics.com](mailto:steve@syncromatics.com)

**Person** Roni Hattrup

**Client** Gray-Bowen-Scott for Emery-Go-Round

**Email** [Roni@graybowenscott.com](mailto:Roni@graybowenscott.com)

**Phone** (925) 937-0980 ext. 212

**Tax Rate** 9.50%

						Subtotal	
LN	Note	Item	Qty	Price Ea	Tax	Capital	Annual
1		<b><u>MDT Upgrade Charge</u></b>					
2		Upgrade charge for initial units purchased at basic-level pricing	23	\$ 1,200		\$ 27,600	\$ -
3							
4		<b><u>Automated Passenger Counting</u></b>					
5	a, c	APC System for Single-Door Bus	12	\$ 2,750	Y	\$ 36,135	\$ -
6	a, c	APC System for Two-Door Bus	13	\$ 3,300	Y	\$ 46,976	\$ -
7	a, b, c	Additional sensor as needed for doors wider than 36"	0	\$ 350	Y	\$ -	\$ -
8		Installation	25	\$ 440		\$ 11,000	\$ -
9		APC Annual Service Fee	25	\$ 232		\$ -	\$ 5,800
10							
11		<b><u>Project Management</u></b>					
12		Project Management, Travel, Software Configuration	1	\$ 4,940		\$ 4,940	\$ -
13							

Total Capital Costs \$ 126,651

Total Annual Cost \$ 5,800

## NOTES:

- a One year warranty included.
- b Additional sensors required for any door wider than 36" -- unit price with 0 qty shown for reference.
- c All door quantities and sizes to be confirmed during field visit.

**ETMA 2016 - 3rd Quarter Financial Reports  
(Cash Basis)**

1/13/2017

**EMERY GO-ROUND**

(Cash Basis)

4th Quarter Financials					
	2016 Budget	Actual Revenue Rec'd to Date	Variance (Actual vs. Budget)	% of revenue received	Notes
<b>Revenue</b>					
<b><u>PBID Revenue</u></b>					
<b>Net PBID Revenue</b>	3,250,988	3,250,988	-	100%	
<b><u>Non-PBID Revenue</u></b>					
City - General Benefit Contribution	455,531	455,531	-	100%	
ETMA Billed Revenue	100,000	95,509	(4,491)	96%	
BGTMA (Net balance of West Berkeley Shu	30,000	90,676	60,676	302%	Actual revenue includes payments for 2015 services.
Other Revenue	-	65,129	65,129	#DIV/0!	Sale of vehicle and property tax refund.
<b>Subtotal Non-PBID Revenues</b>	<b>585,531</b>	<b>706,845</b>	<b>121,314</b>	<b>121%</b>	
<b>Total Revenue</b>	<b>3,836,519</b>	<b>3,957,833</b>	<b>121,314</b>	<b>103%</b>	
<b>Expenditures</b>					
<b><u>Direct Costs</u></b>					
Bus Leases/Purchases	478,000	488,405	(10,405)	102%	Includes 50% deposit for 2017 lease acquisitions, which were approved in December 2016.
Maintenance	375,000	339,218	35,782	90%	
Operations Contract	1,610,000	1,474,866	135,134	92%	Variance attributed to the delay of implementation of the new service plan.
Fuel	375,000	191,109	183,891	51%	Variance attributed to favorable fuel costs and delay of service plan implementation.
Communications	60,000	39,852	20,148	66%	Includes only initial payment to Syncromatics. Additional payments for start-up costs will be made in Q1 2017.
Miscellaneous Operating Costs	30,000	21,732	8,268	72%	Includes payment for bus stop signage installation project & route guide production & printing.
<b>Subtotal Direct Costs</b>	<b>2,928,000</b>	<b>2,555,183</b>	<b>372,817</b>	<b>87%</b>	
<b><u>Indirect (Support) Costs</u></b>					
Professional Services	465,000	414,252	50,748	89%	
Office Expenses	5,000	2,175	2,825	44%	
Occupancy	145,000	122,240	22,760	84%	
Public/Membership Outreach	17,000	4,522	12,478	27%	
Pilot Projects and Research	25,000	-	25,000	0%	
TMA Insurance	10,000	5,942	4,058	59%	Insurance premiums paid in Q3 & Q4.
Conferences, Conventions, Meetings, Dues	1,000	-	1,000	0%	
Bus Yard Relocation	-	-	-	N/A	
<b>Subtotal Indirect Costs</b>	<b>668,000</b>	<b>549,133</b>	<b>118,867</b>	<b>82%</b>	
Contingency	-	-	-	N/A	
<b>Subtotal Other Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	
<b>Total TMA Expenditures</b>	<b>3,596,000</b>	<b>3,104,315</b>	<b>491,685</b>	<b>86%</b>	
2016 Revenue vs. Expenditures Balance:					
	240,519	853,518	(370,370)		

**ETMA 2016 - 3rd Quarter Financial Reports  
(Cash Basis)**

1/13/2017

<b>WEST BERKELY SHUTTLE</b>		4th Quarter Financials			
<b>Revenue</b>	<b>2016 Budget</b>	<b>Actual Revenue Rec'd to Date</b>	<b>Variance (Actual vs. Budget)</b>	<b>% of Revenue Received</b>	Notes
BGTMA & Bayer	172,720	345,765	216,225	200%	Revenue includes payments for 2015 services.
<b>Total Revenue - West Berkeley</b>	<b>172,720</b>	<b>345,765</b>	<b>216,225</b>	<b>200%</b>	
<b>Expenditures</b>	<b>2016 Budget</b>	<b>Actual Costs to Date</b>	<b>Variance (Actual vs. Budget)</b>	<b>% Expended</b>	Notes
Shuttle Operations	133,840	240,375	139,995	180%	Services doubled in May 2016. May Service Implementation, not budgeted.
Professional Service Contracts	8,880	14,714	8,054	166%	
<b>Total Expenditures - West Berkeley</b>	<b>142,720</b>	<b>255,089</b>	<b>148,049</b>	<b>179%</b>	

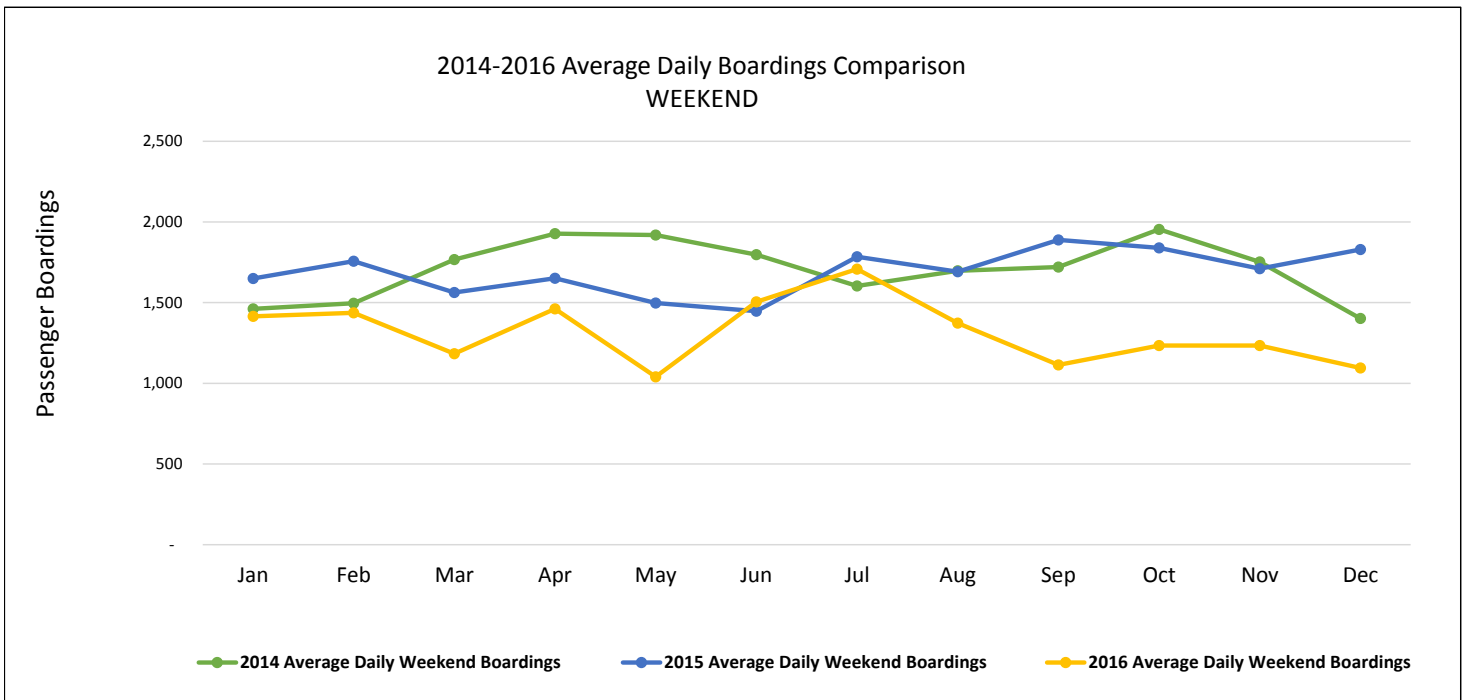
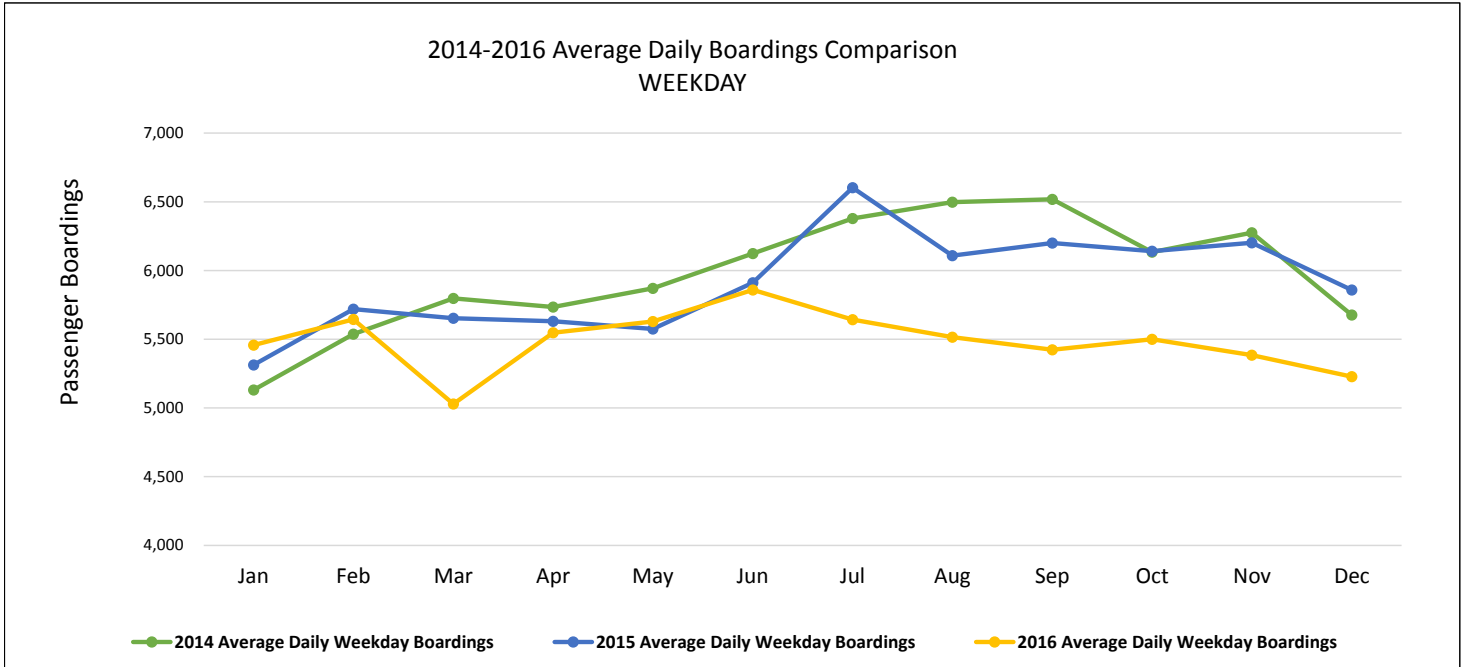
*Balance*                      30,000                      90,676                      68,176                      *Balance of revenue shown as ETMA revenue above.*

<b>City of Emeryville - 8 to Go Paratransit</b>		4th Quarter Financials			
<b>Revenue</b>	<b>2016 Budget</b>	<b>Actual Revenue Rec'd to Date</b>	<b>Variance (Actual vs. Budget)</b>	<b>% of Revenue Received</b>	Notes
City of Emeryville - 8 to Go Paratransit	88,600	83,888	4,712	95%	Actual revenue includes payments for 2015 services. Payment pending for July - December 2016 services.
<b>Total Revenue - City</b>	<b>88,600</b>	<b>83,888</b>	<b>4,712</b>	<b>95%</b>	
<b>Expenditures</b>	<b>2016 Budget</b>	<b>Actual Costs to Date</b>	<b>Variance (Actual vs. Budget)</b>	<b>% Expended</b>	Notes
Shuttle Operations & Maintenance	77,500	74,438	3,062	96%	
Fuel	4,000	2,795	1,205	70%	
Communications	600	638	(38)	106%	
Professional Service Contracts	6,500	6,711	(211)	103%	
<b>Total Expenditures - City</b>	<b>88,600</b>	<b>84,581</b>	<b>4,019</b>	<b>95%</b>	

*Balance*                      0                      (693)                      693



Total Passenger Boardings per Year/Quarter					
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
<b>2016 Ridership</b>	371,644	398,192	388,902	374,593	<b>1,533,331</b>
<b>2015 Ridership</b>	387,583	403,515	448,244	421,174	<b>1,660,516</b>
<b>2014 Ridership</b>	381,216	425,010	457,239	416,392	<b>1,679,857</b>



# Schedule Adherence Report

Based on gps data compared to schedules

---

**Description:**

This report shows you on-time performance of your routes.

**Generated on:**

1/13/2017 4:54:01 PM PST - LOCAL TIME

**Timepoints**

The data in this report only uses stoptimes from timepoints defined in the schedule.

**Date Range:**

[Specific Dates]: 1/2/2017 - 1/12/2017

**Routes**

Do Not Use, Hollis, North Hollis, North Shellmound, Shellmound/Powell, So. Shell/Powell - The Marina, So. Shell/Powell - The Towers, South Hollis, Watergate Express - AM, Watergate Express - PM

**Days Covered:**

[7 days a week]

**Vehicles:**

[All]

**Drivers:**

[All]

**Generated By:**

Roni Hattrup

**Base Route Hollis**

Pattern	Early	Late	Total Trips	% of Total Trips
Hollis	1	5	309	100%

**Base Route North Hollis**

Pattern	Early	Late	Total Trips	% of Total Trips
North Hollis	1	5	342	100%

**Base Route North Shellmound**

Pattern	Early	Late	Total Trips	% of Total Trips
North Shellmound	1	5	263	100%

**Base Route Shellmound/Powell**

Pattern	Early	Late	Total Trips	% of Total Trips
Shellmound/Powell	1	5	387	100%

**Base Route So. Shell/Powell - The Marina**

Pattern	Early	Late	Total Trips	% of Total Trips
So. Shell/Powell - The Marina	1	5	152	100%

**Base Route So. Shell/Powell - The Towers**

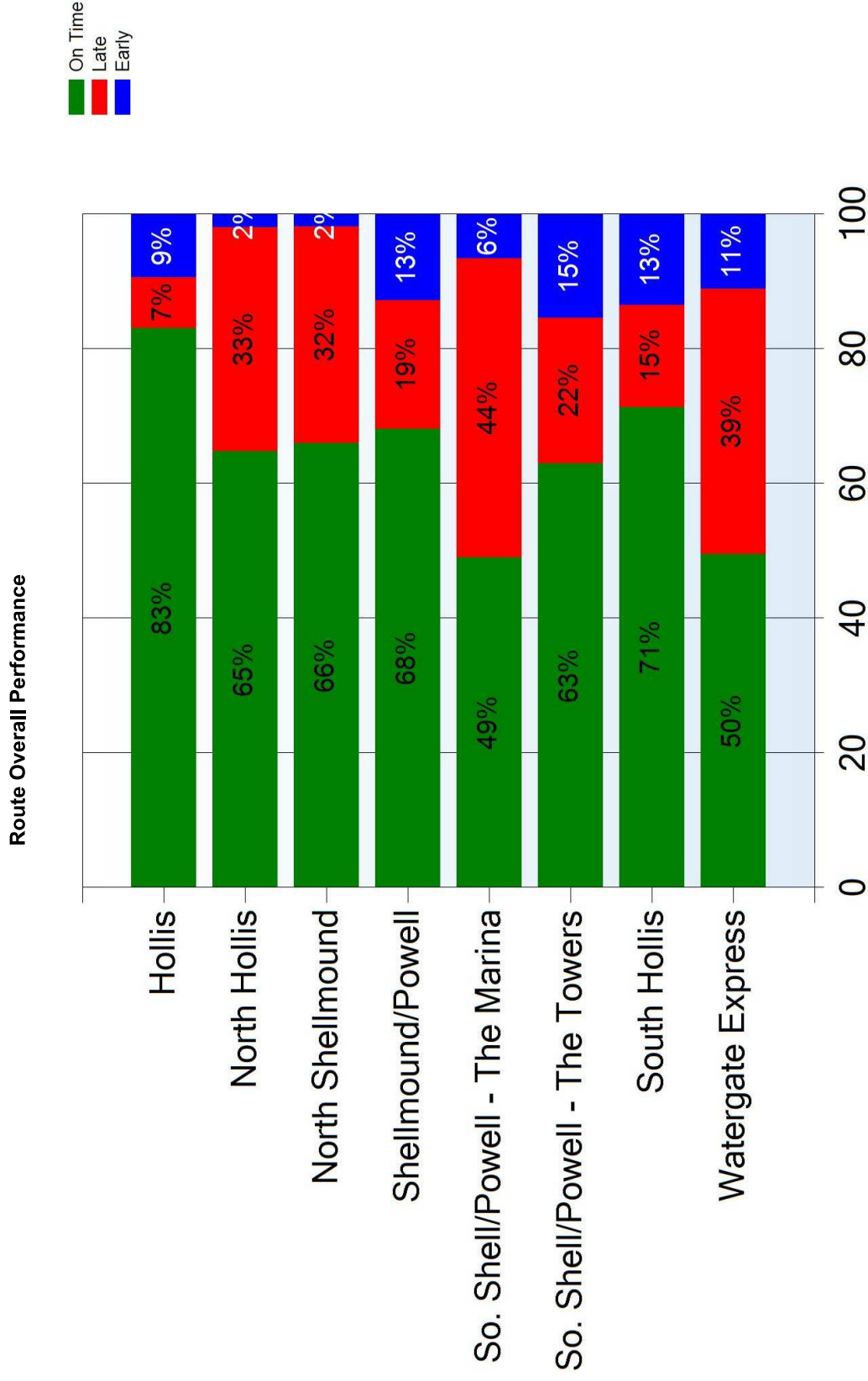
Pattern	Early	Late	Total Trips	% of Total Trips
So. Shell/Powell - The Towers	1	5	176	100%

**Base Route South Hollis**

Pattern	Early	Late	Total Trips	% of Total Trips
South Hollis	1	5	324	100%

**Base Route Watergate Express**

Pattern	Early	Late	Total Trips	% of Total Trips
Watergate Express - AM	1	5	106	43%
Watergate Express - PM	1	5	136	57%



**ROUTE DETAIL: Hollis**

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week

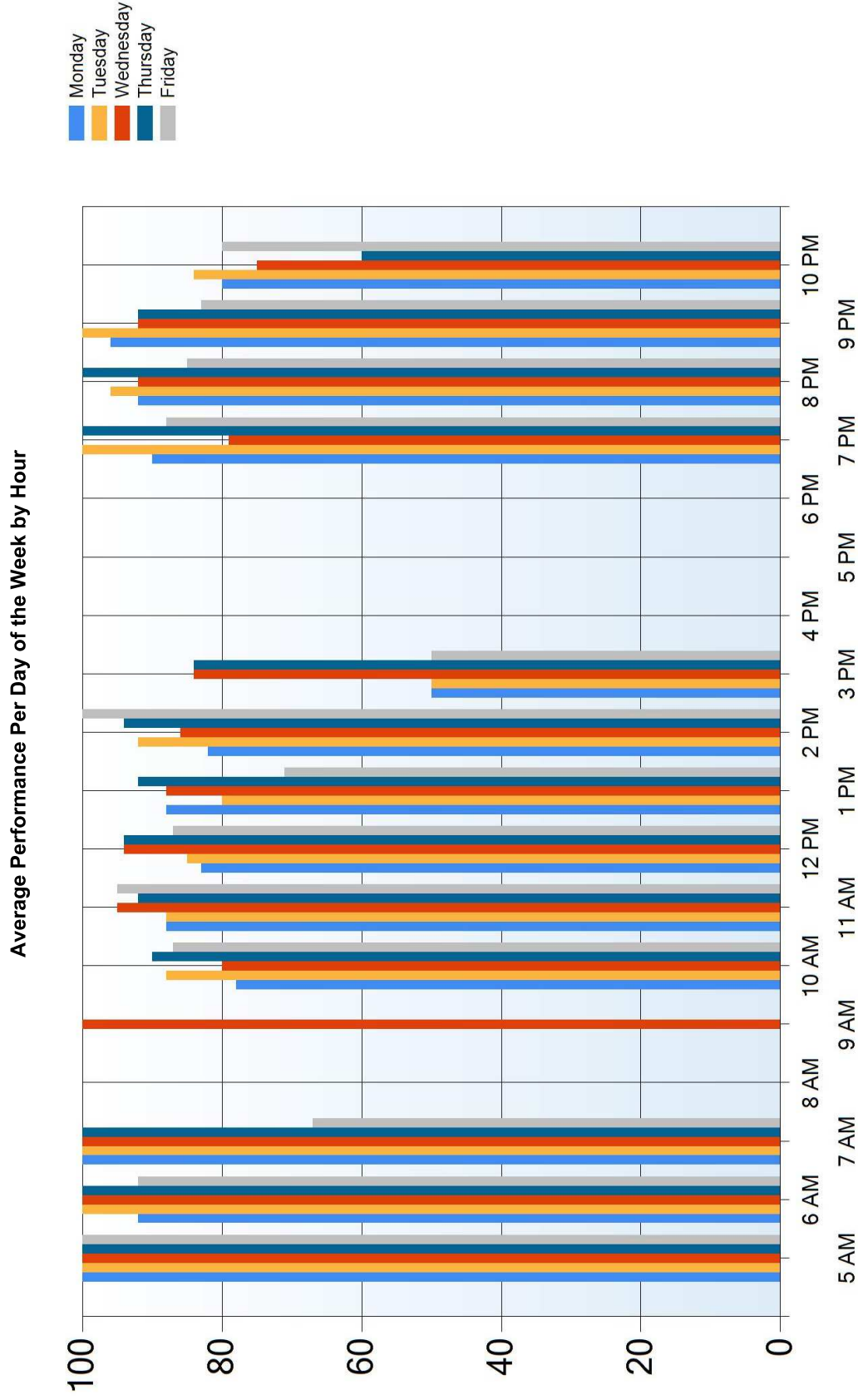
Average Performance Per Day of the Week

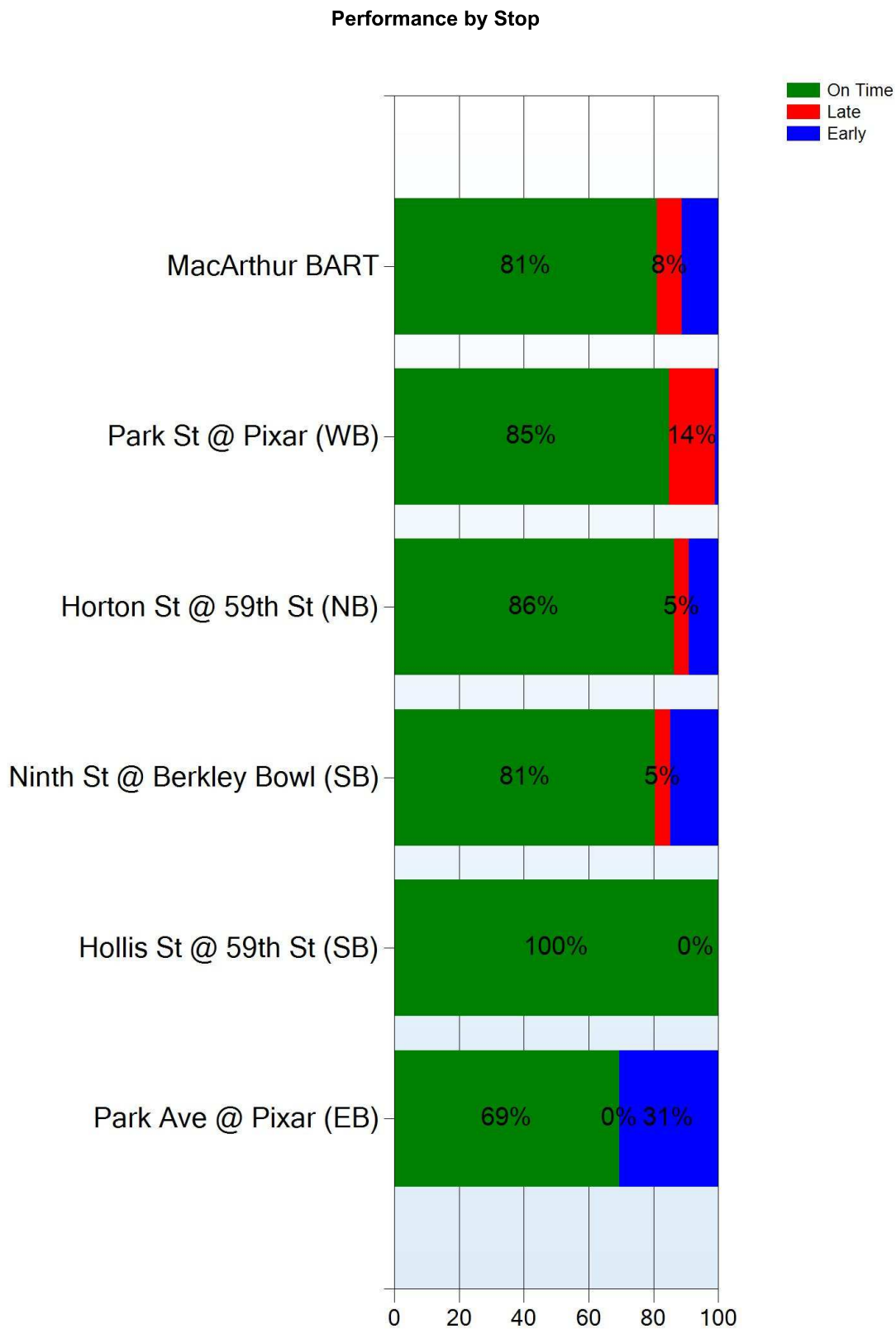


**ROUTE DETAIL: Hollis**

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week by Hour

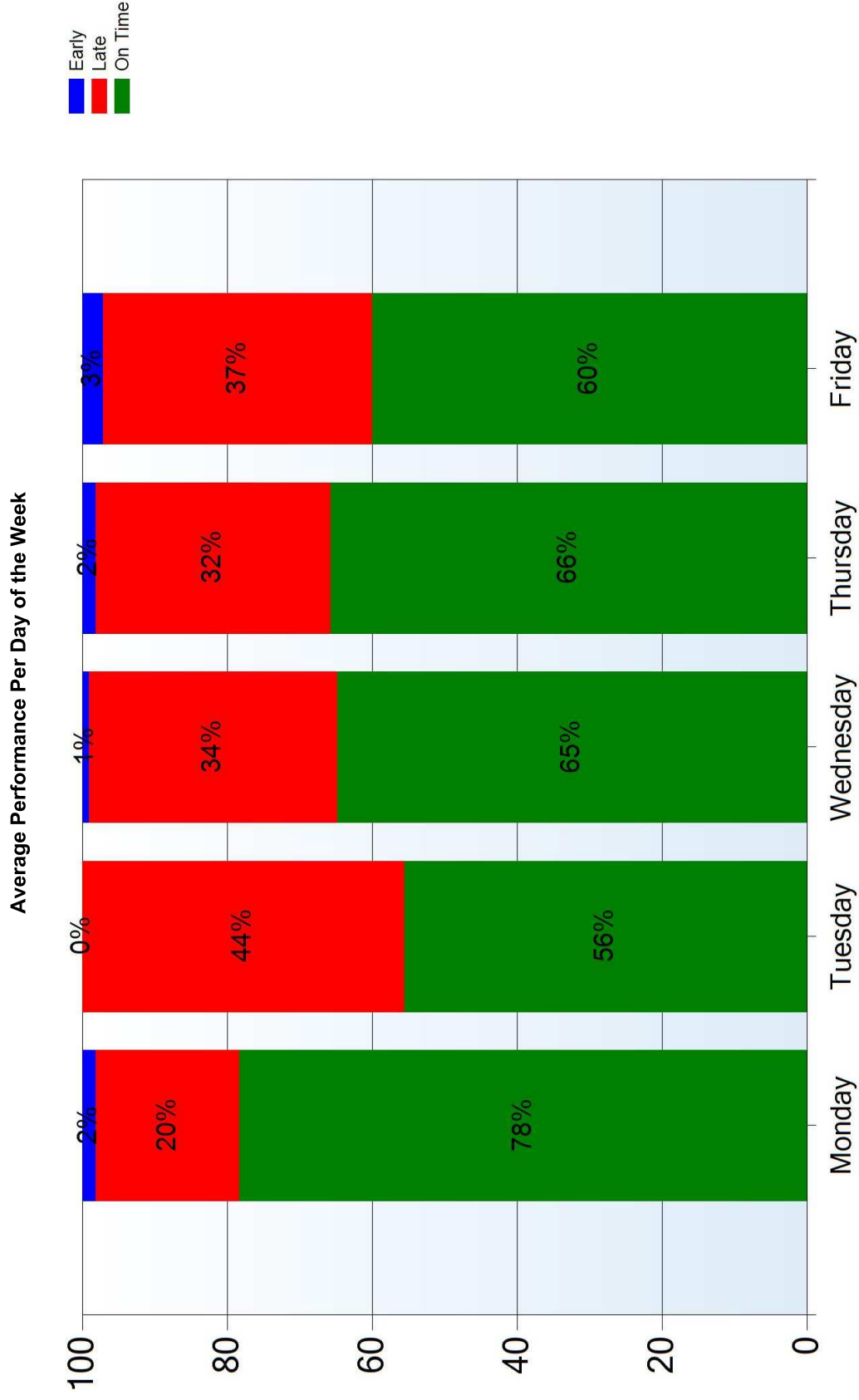




# ROUTE DETAIL: North Hollis

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week

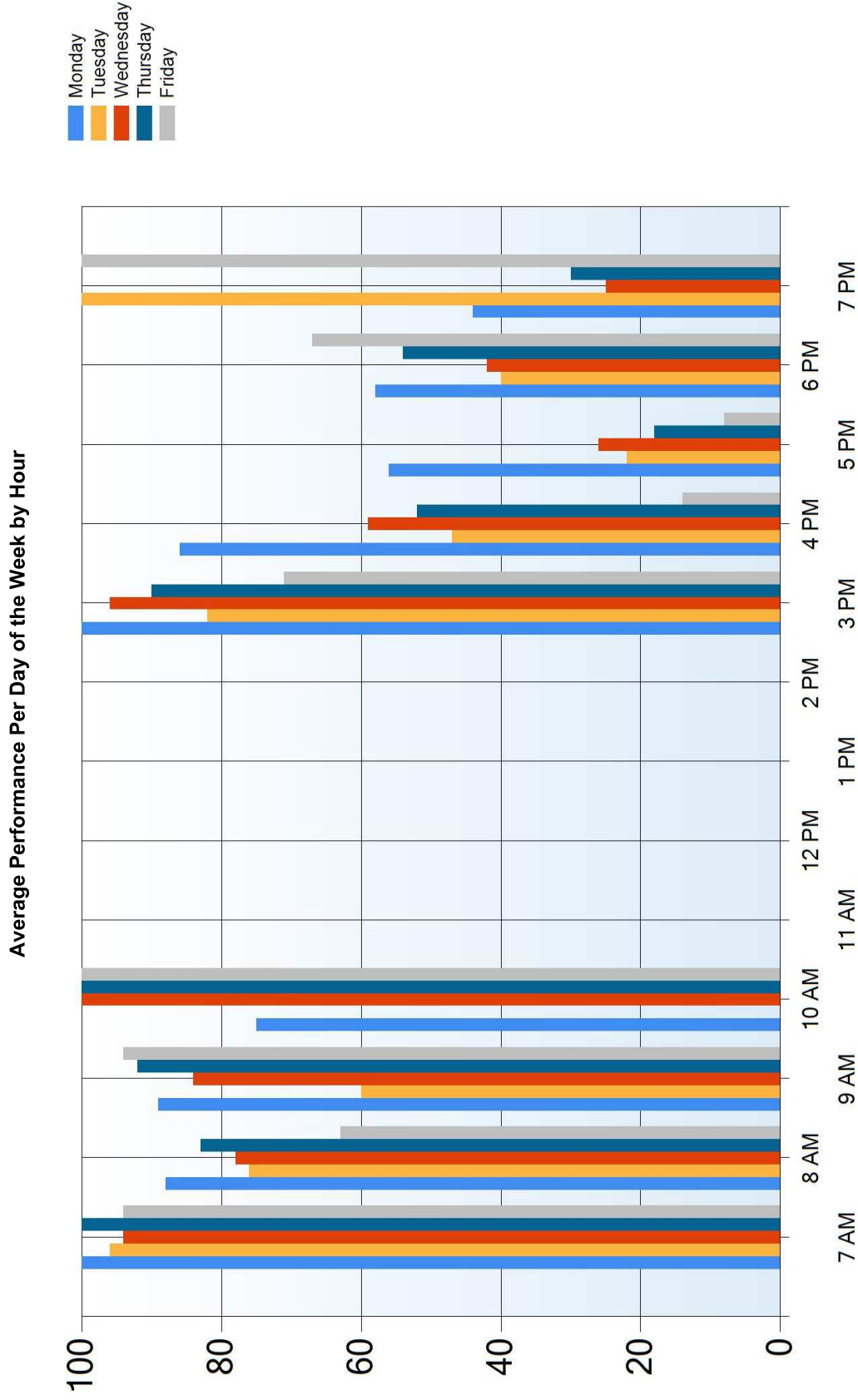


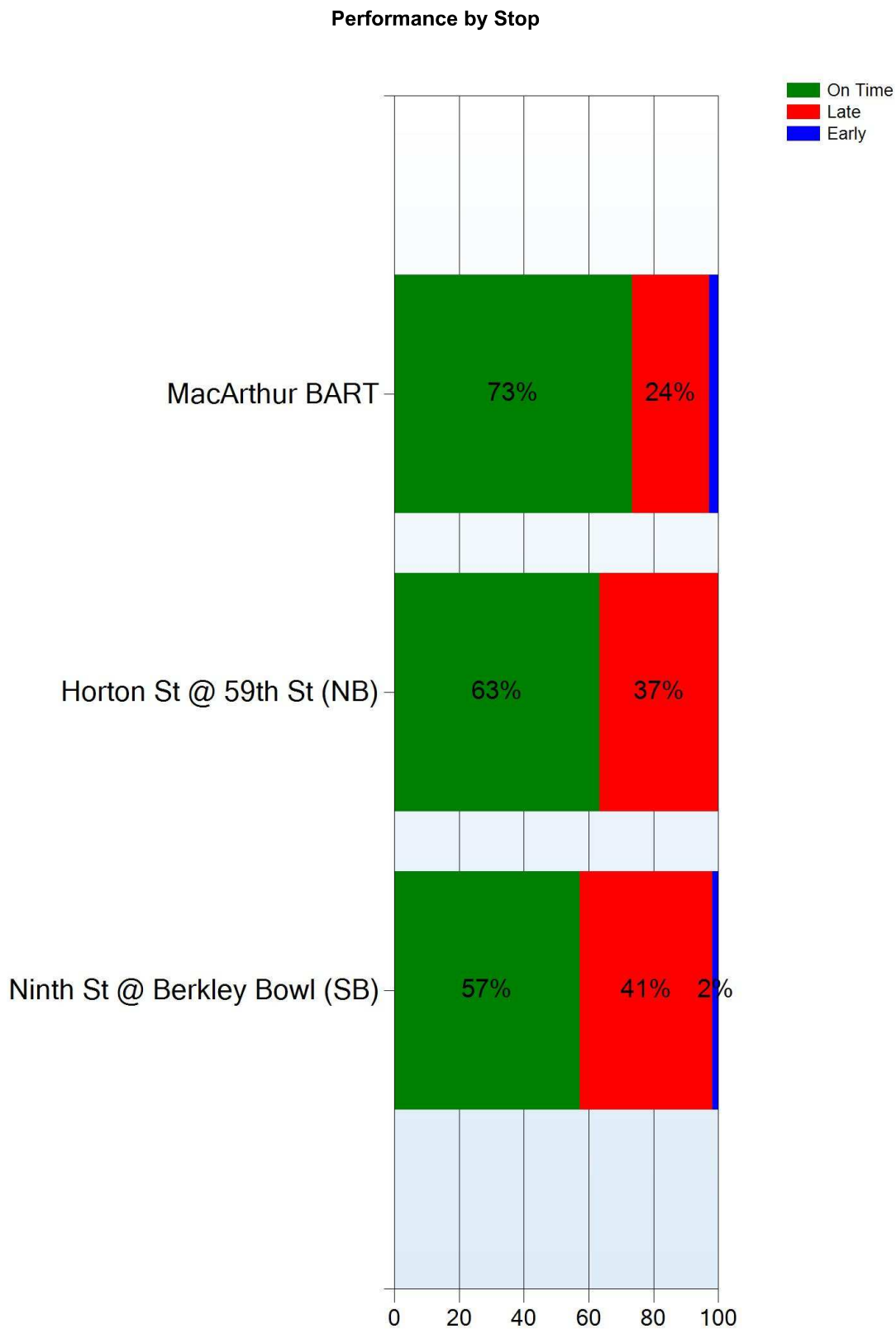


ROUTE DETAIL: North Hollis

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week by Hour

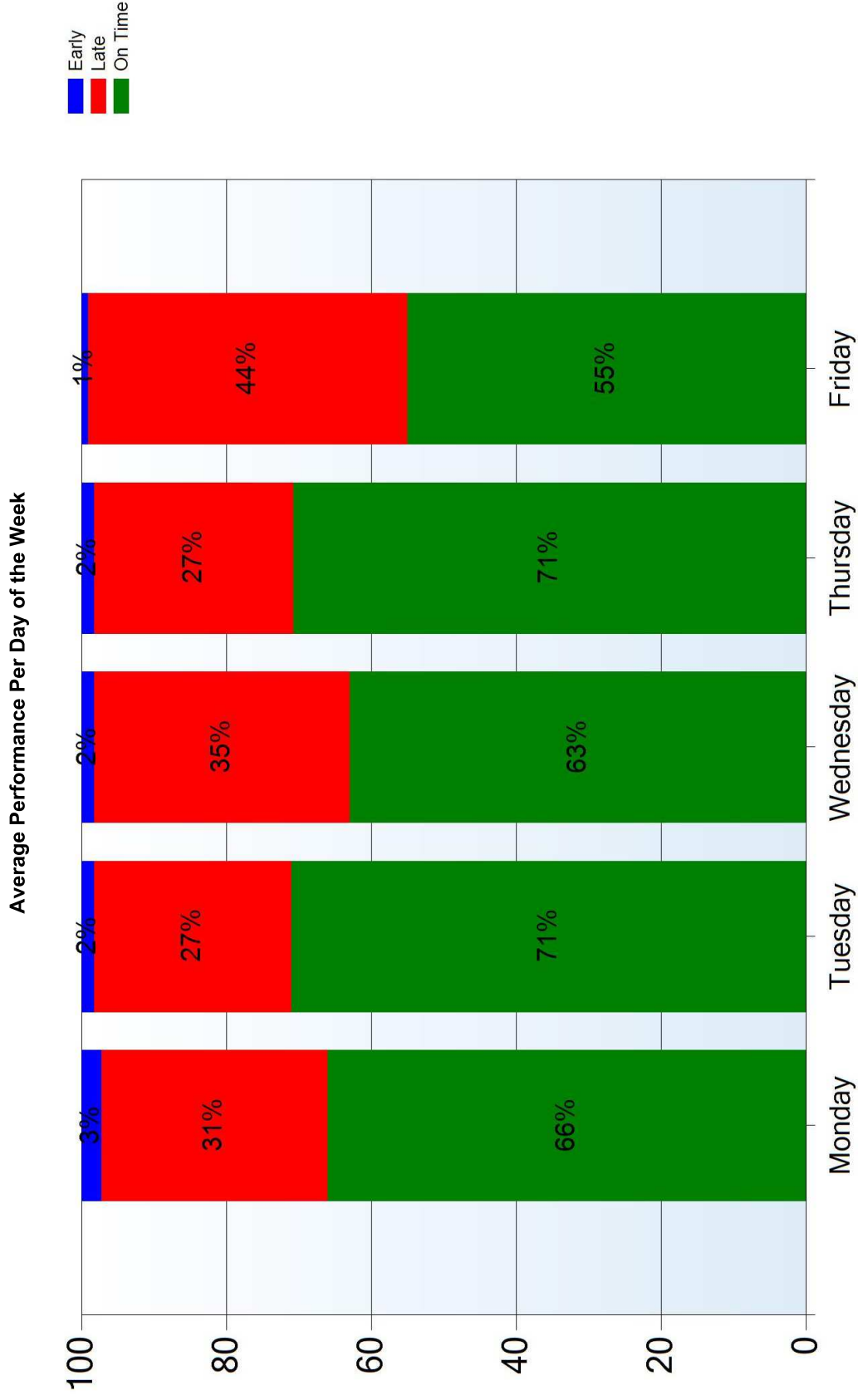




# ROUTE DETAIL: North Shellmound

1/2/2017 - 1/12/2017

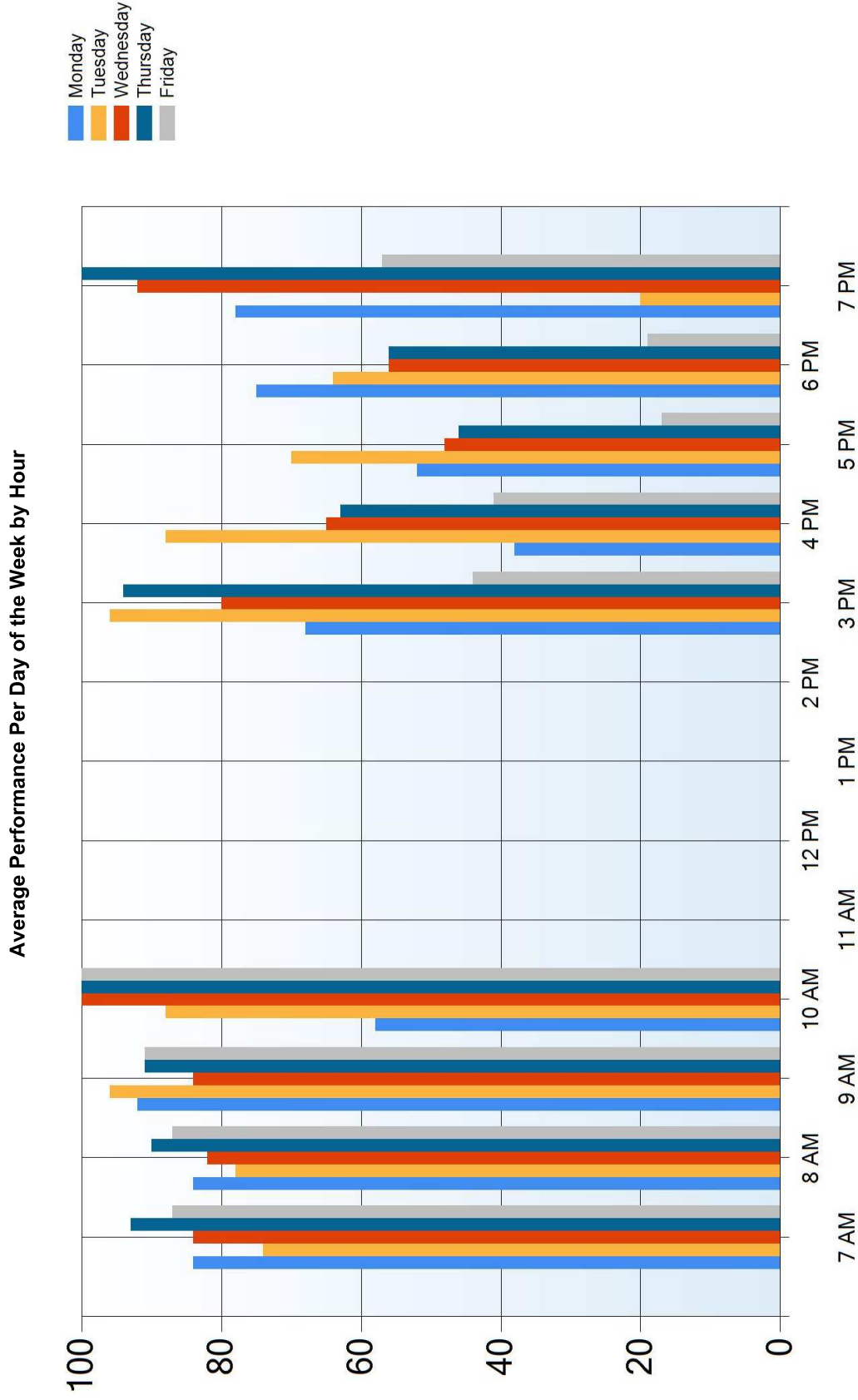
Average Performance Per Day of the Week

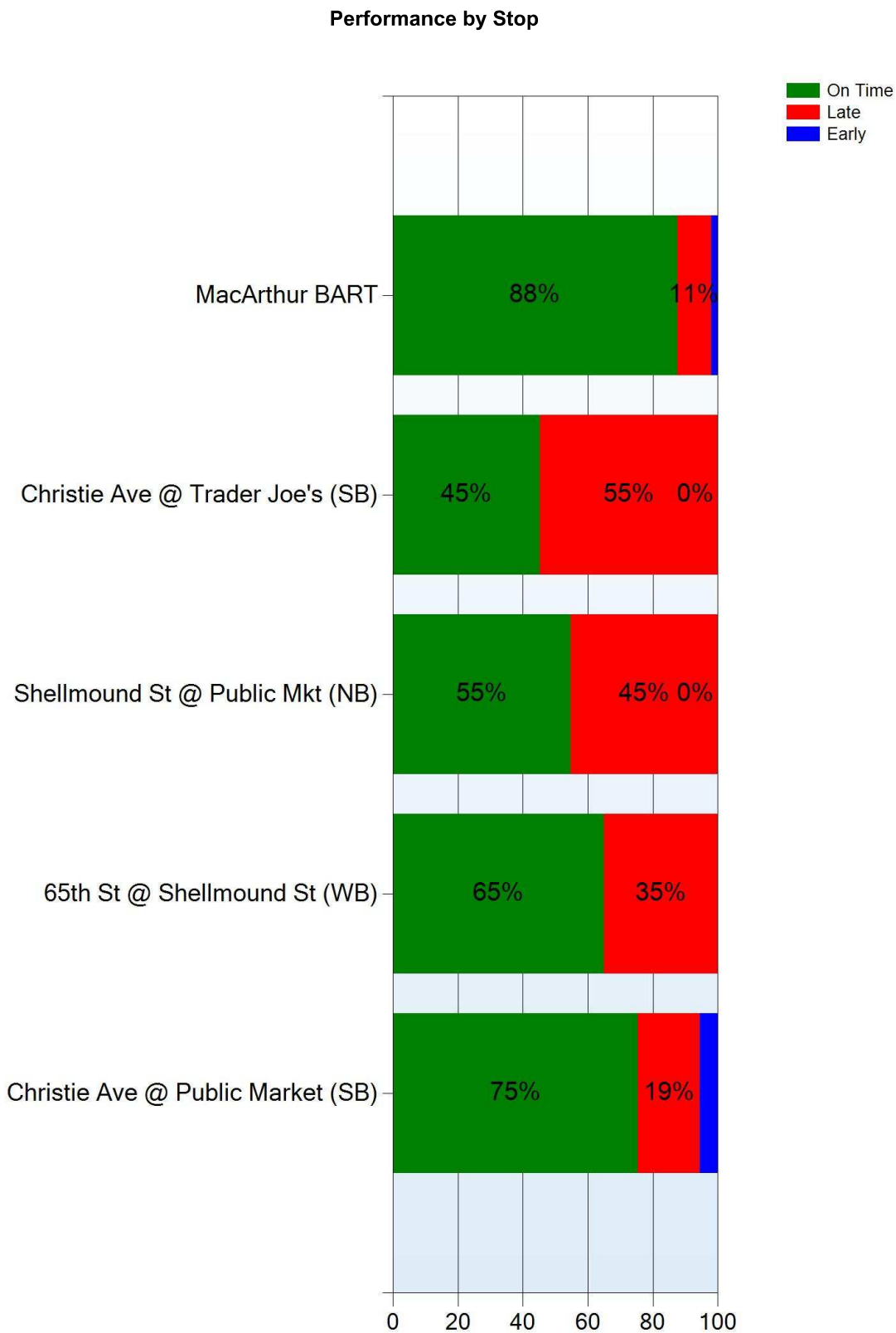


ROUTE DETAIL: North Shellmound

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week by Hour

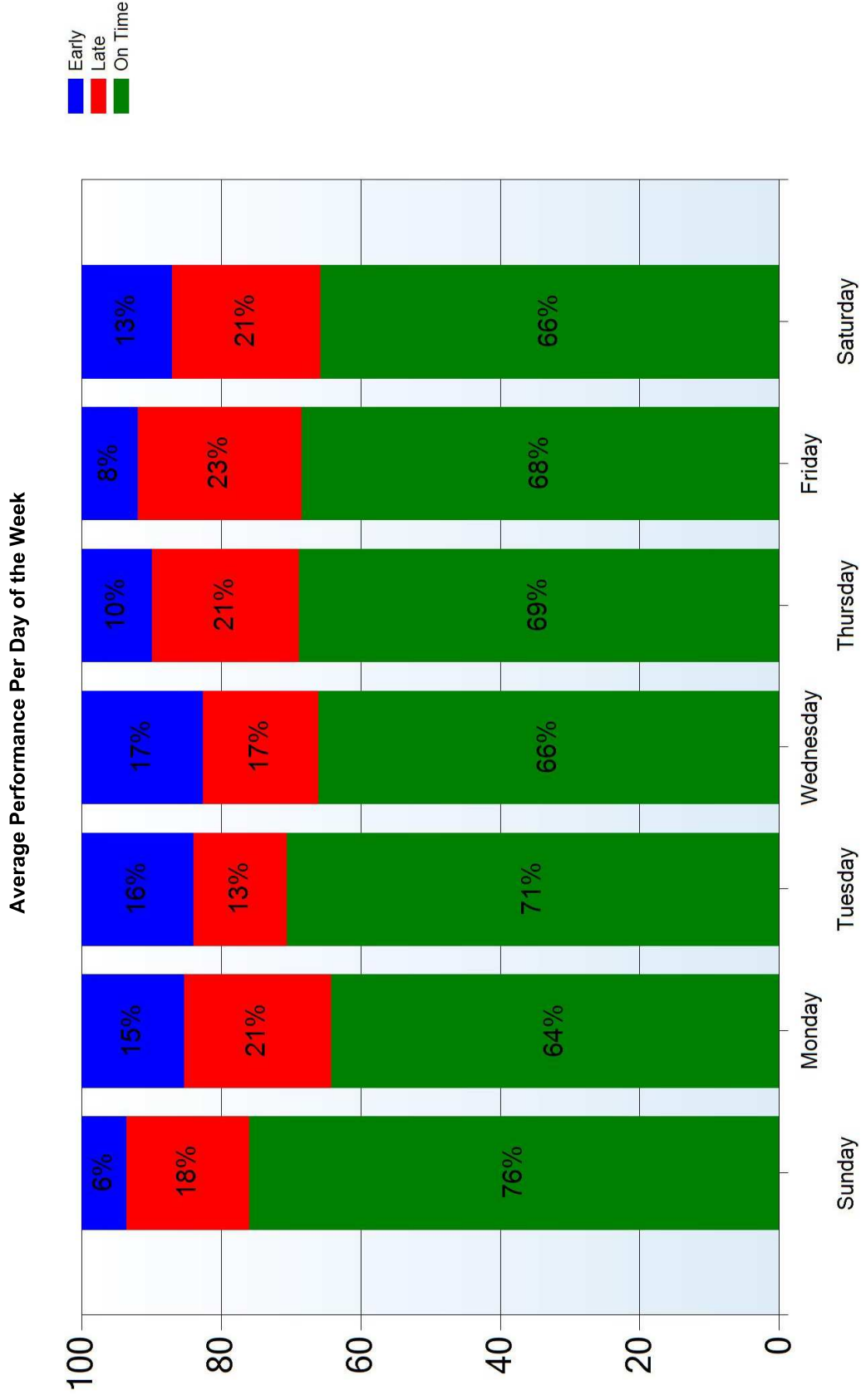




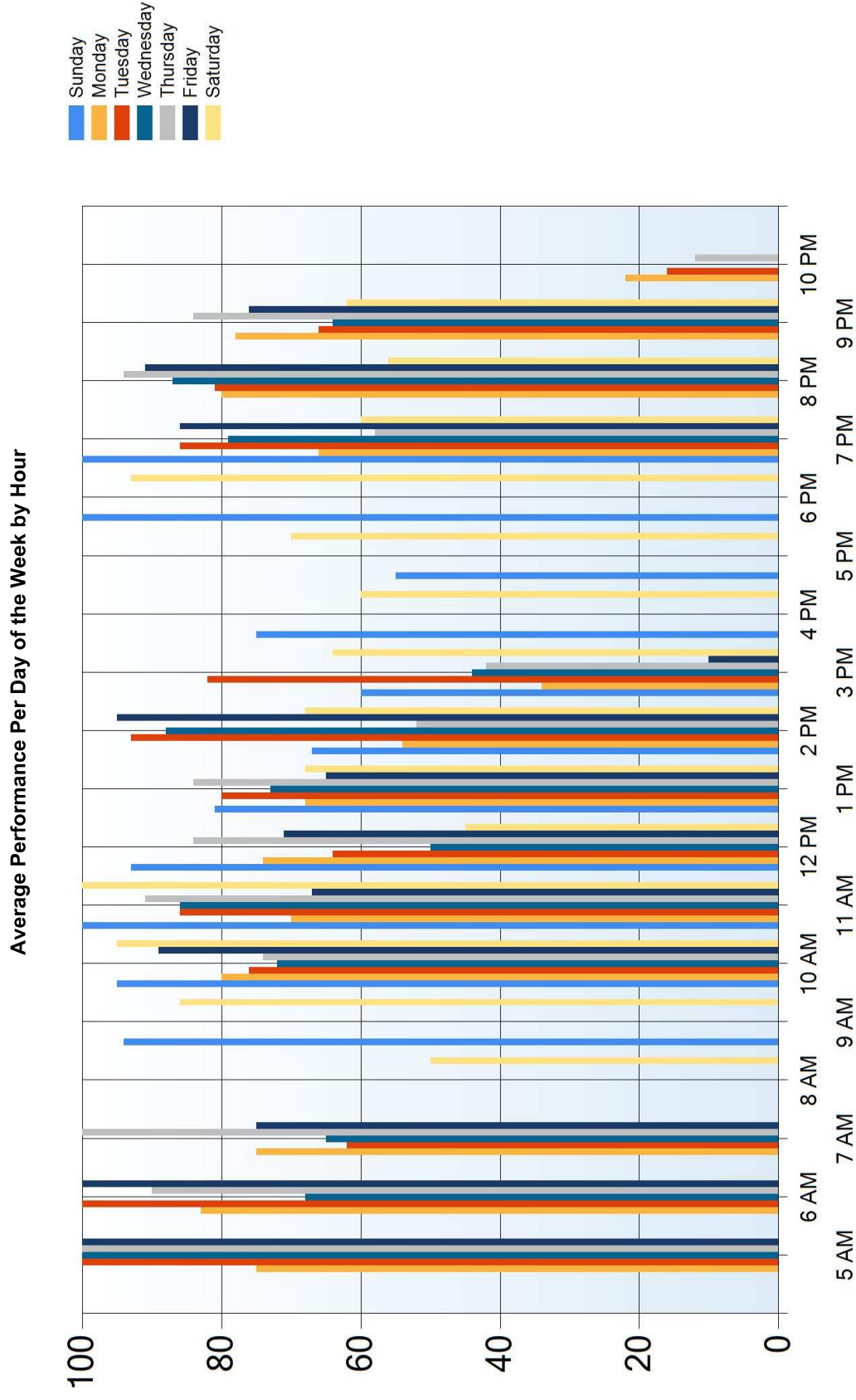
# ROUTE DETAIL: Shellmound/Powell

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week



**ROUTE DETAIL: Shellmound/Powell**  
Average Performance Per Day of the Week by Hour





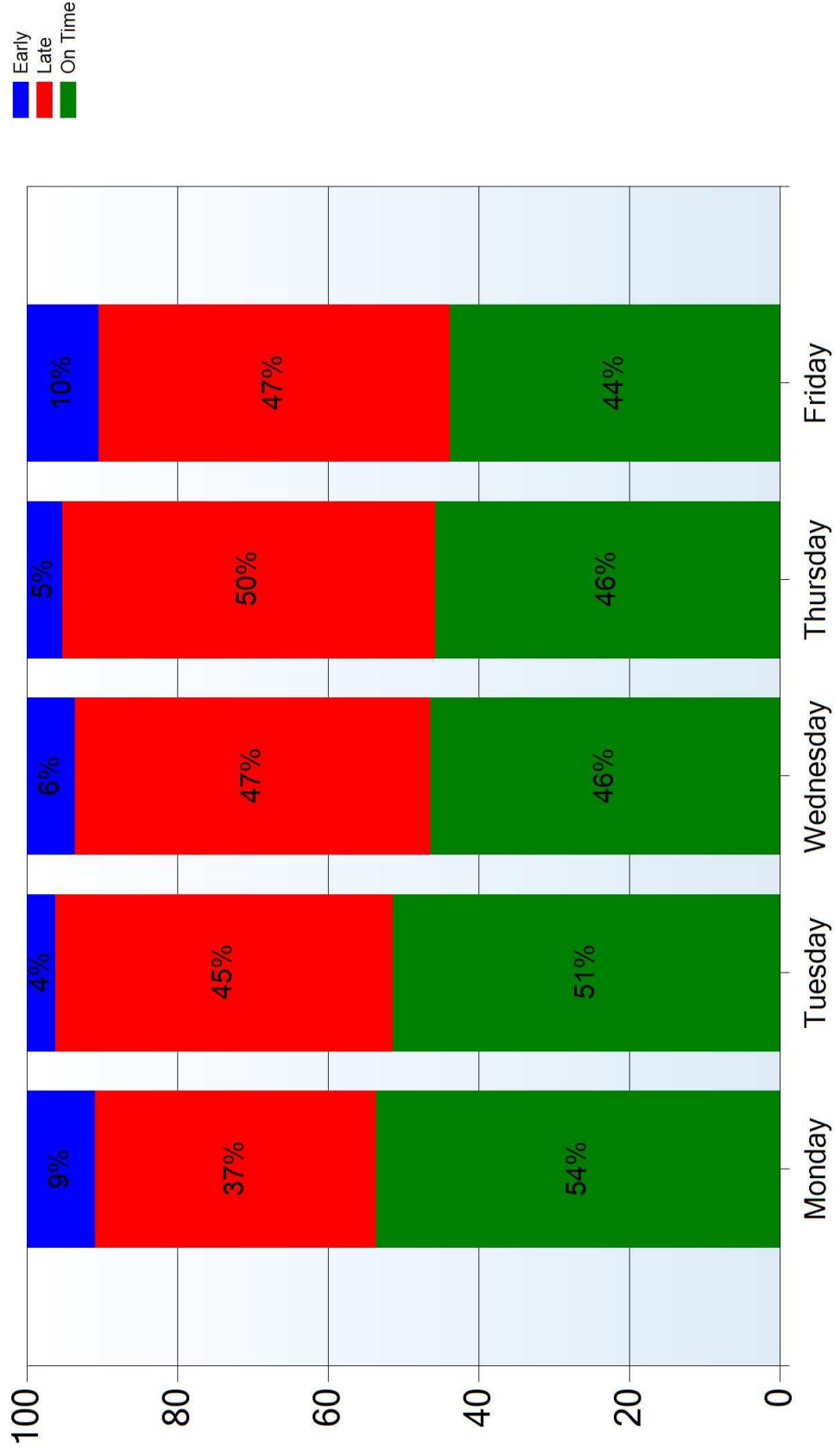


# ROUTE DETAIL: So. Shell/Powell - The Marina

1/2/2017 - 1/12/2017

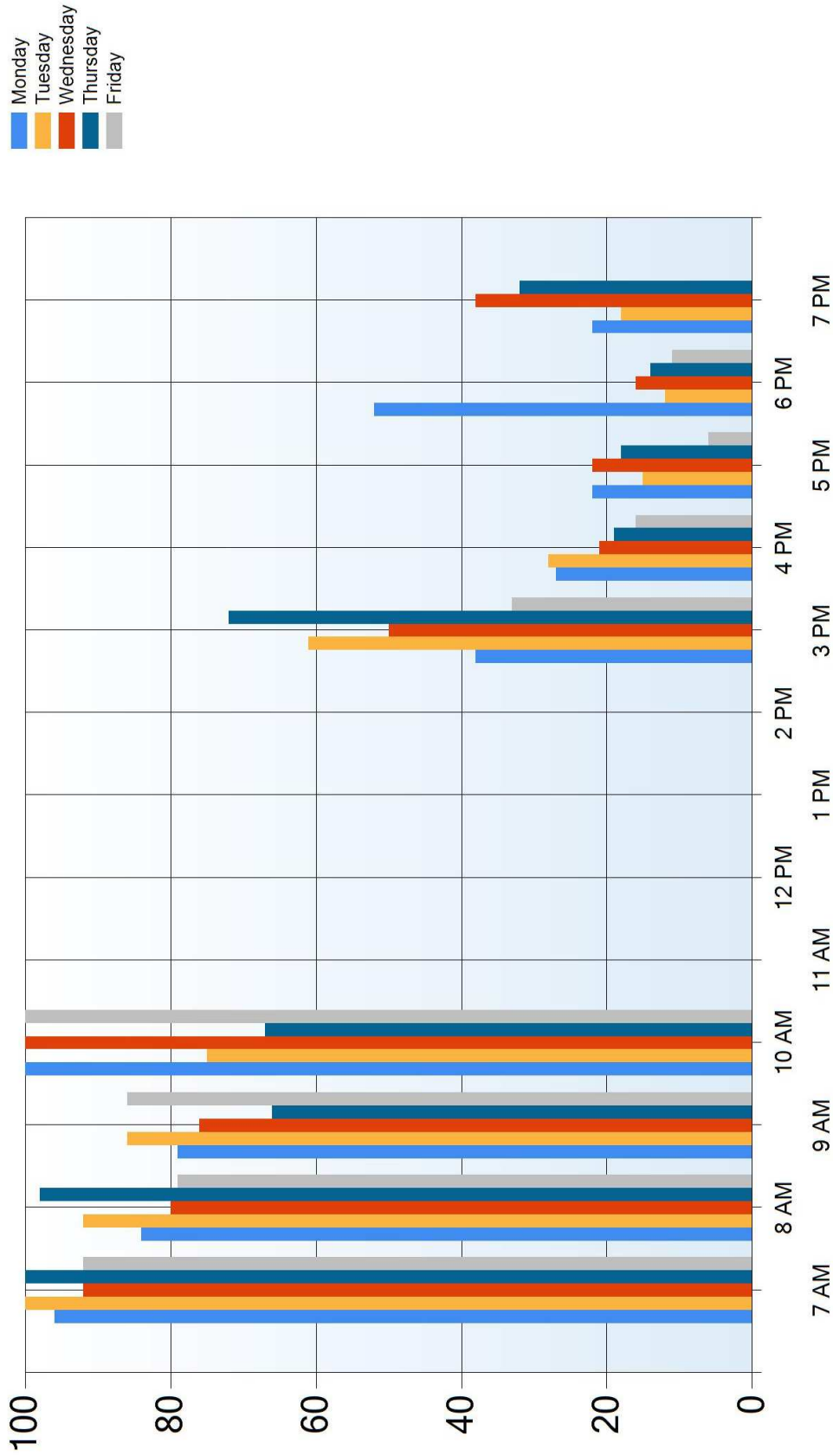
Average Performance Per Day of the Week

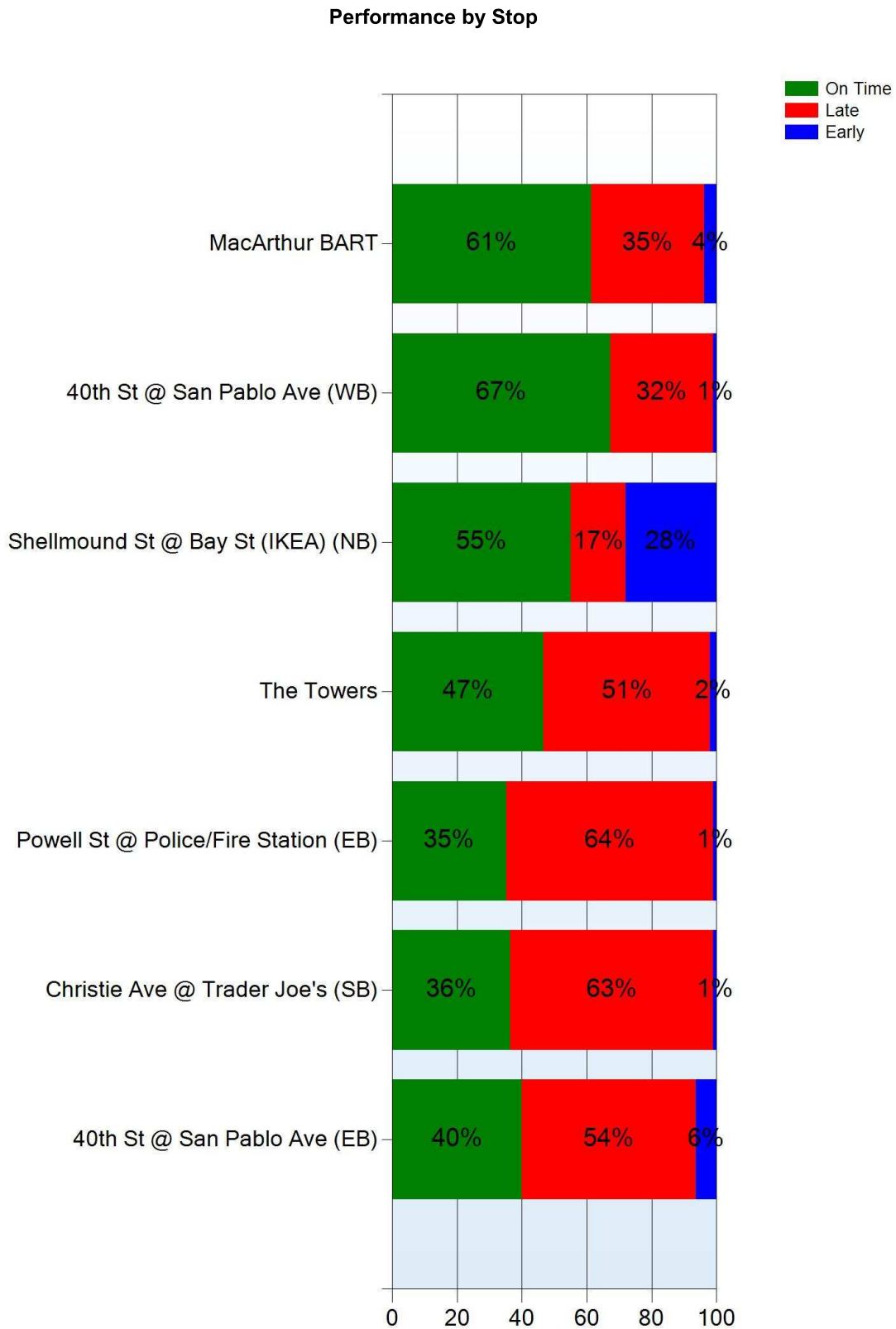
Average Performance Per Day of the Week



Average Performance Per Day of the Week by Hour

Average Performance Per Day of the Week by Hour



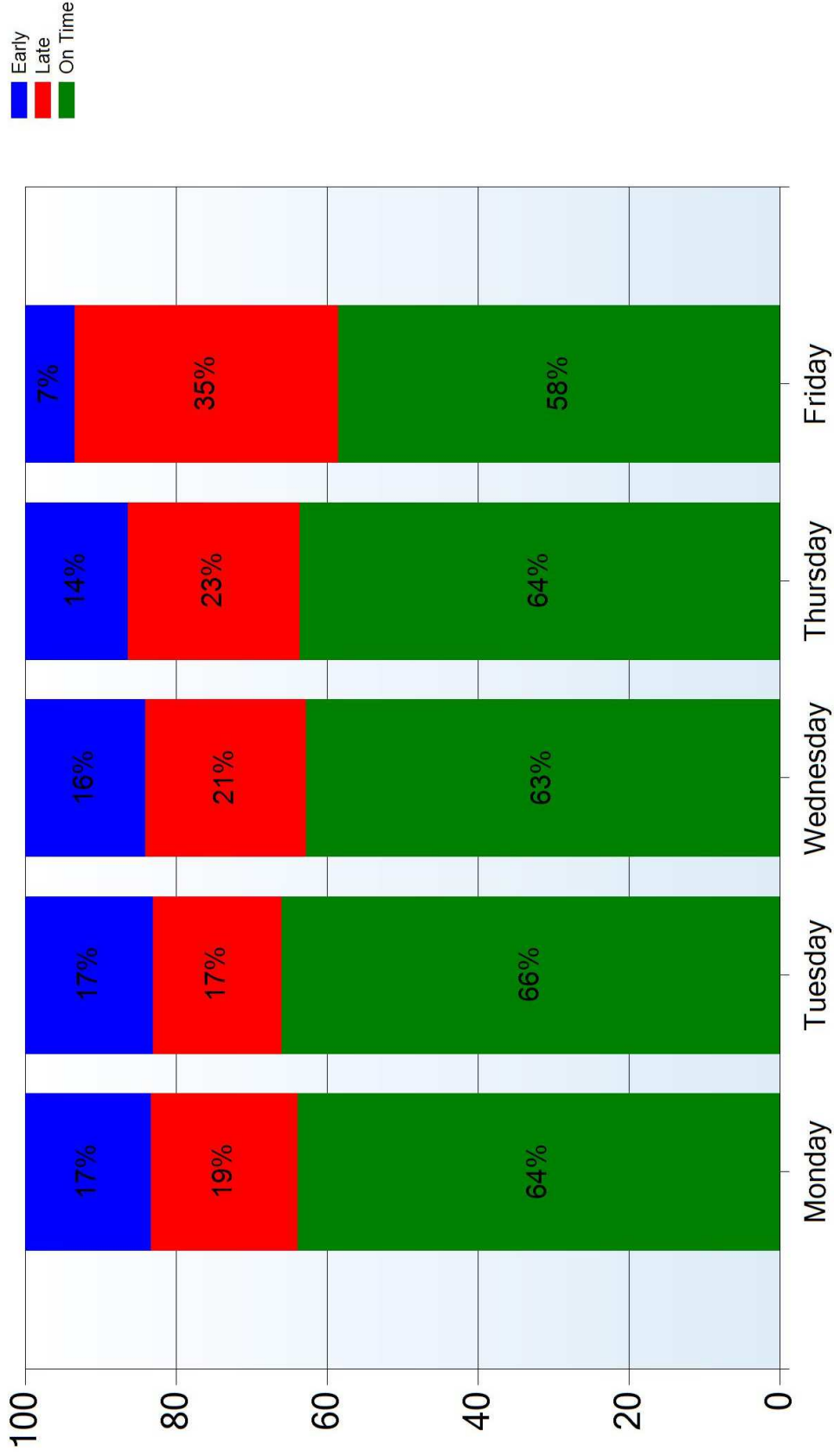


ROUTE DETAIL: So. Shell/Powell - The Towers

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week

Average Performance Per Day of the Week

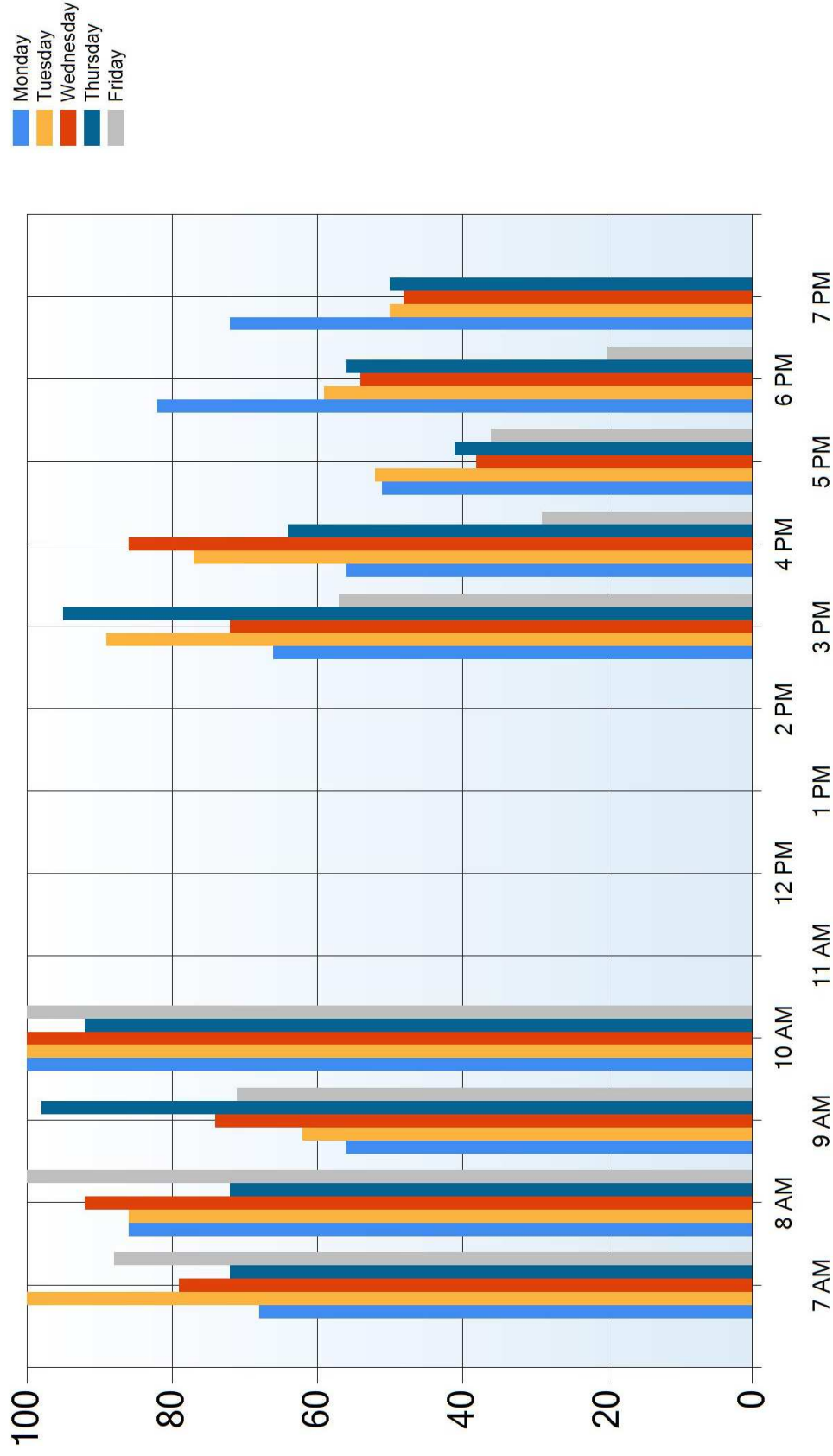


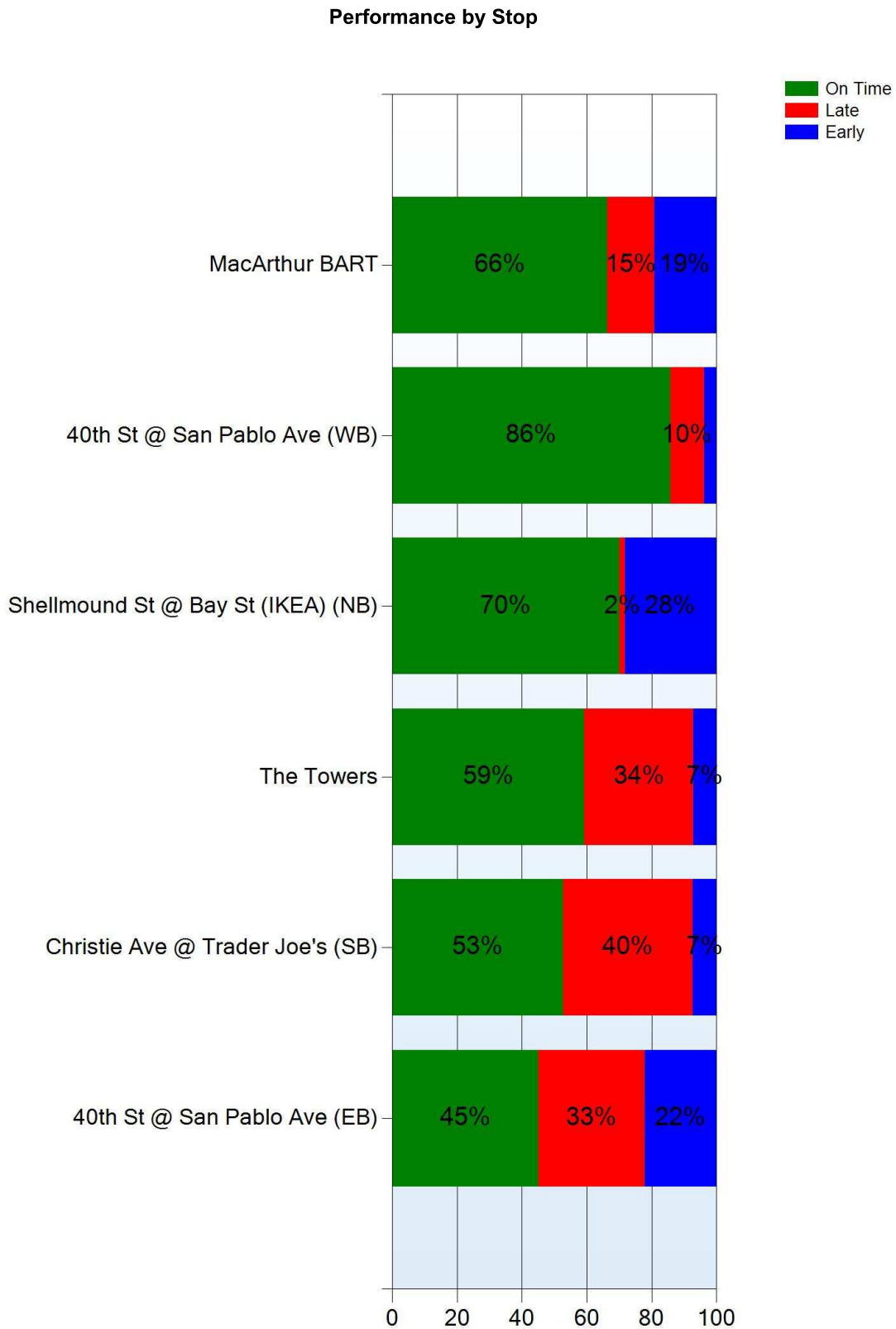
ROUTE DETAIL: So. Shell/Powell - The Towers

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week by Hour

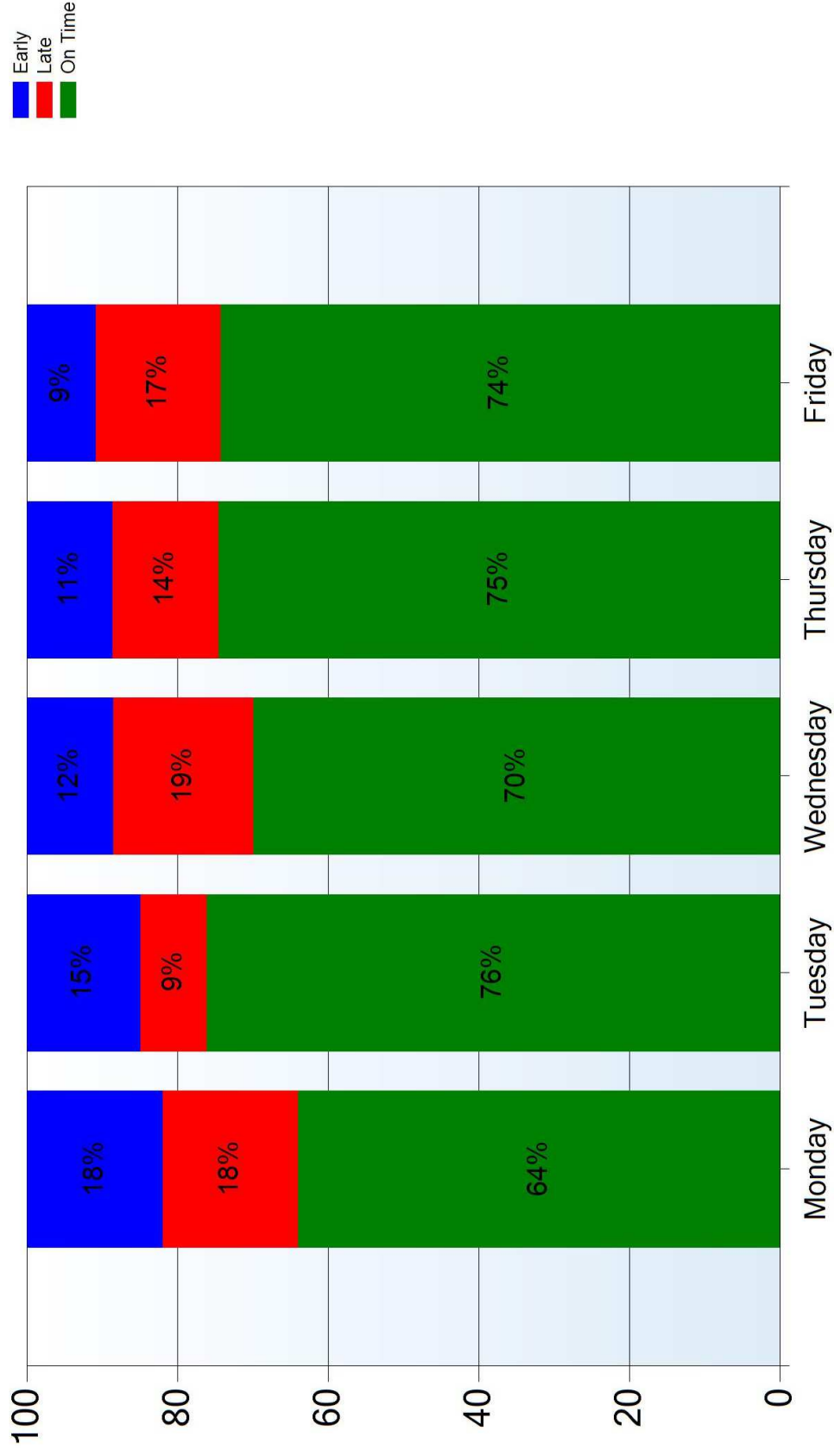
Average Performance Per Day of the Week by Hour





Average Performance Per Day of the Week

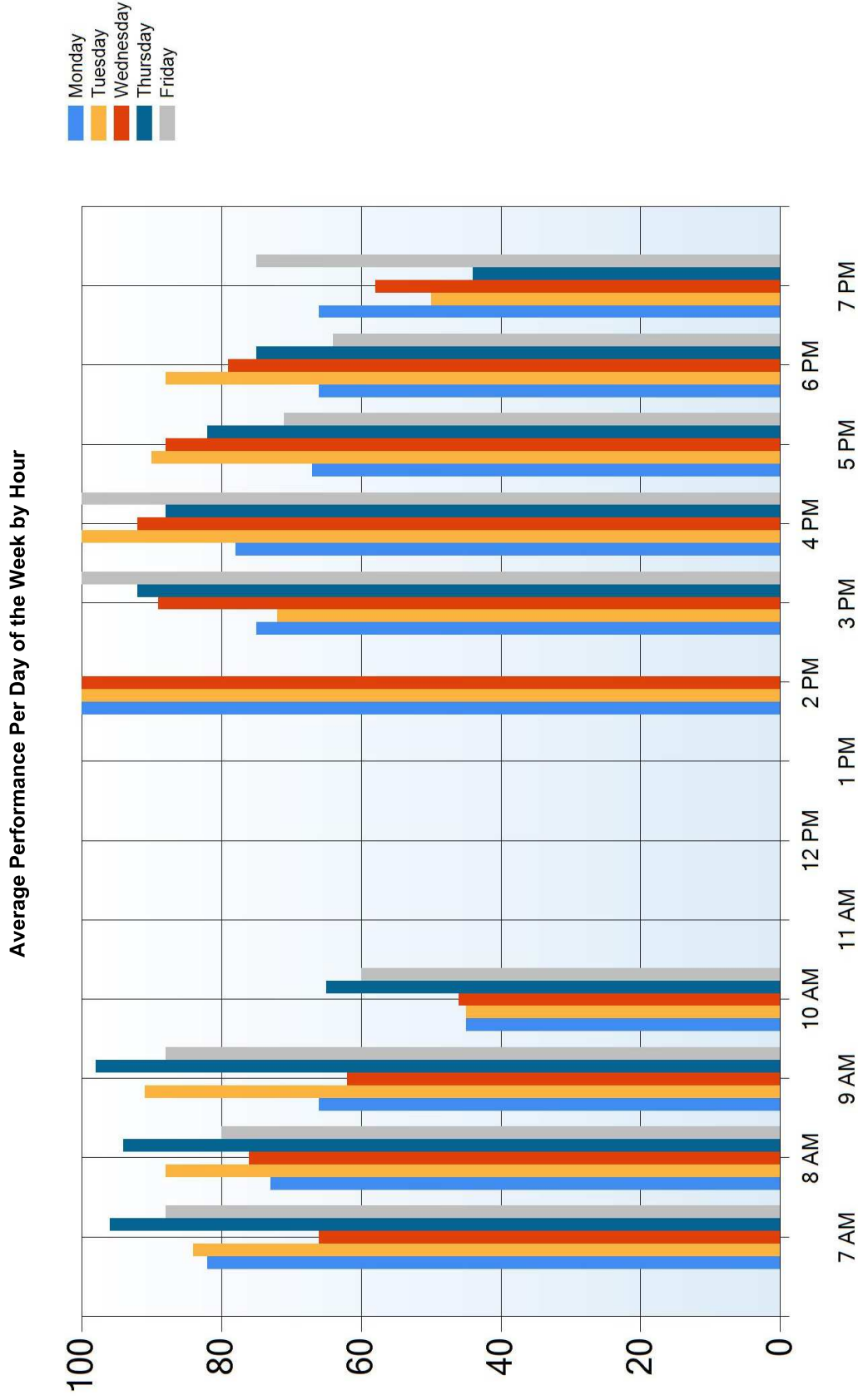
Average Performance Per Day of the Week



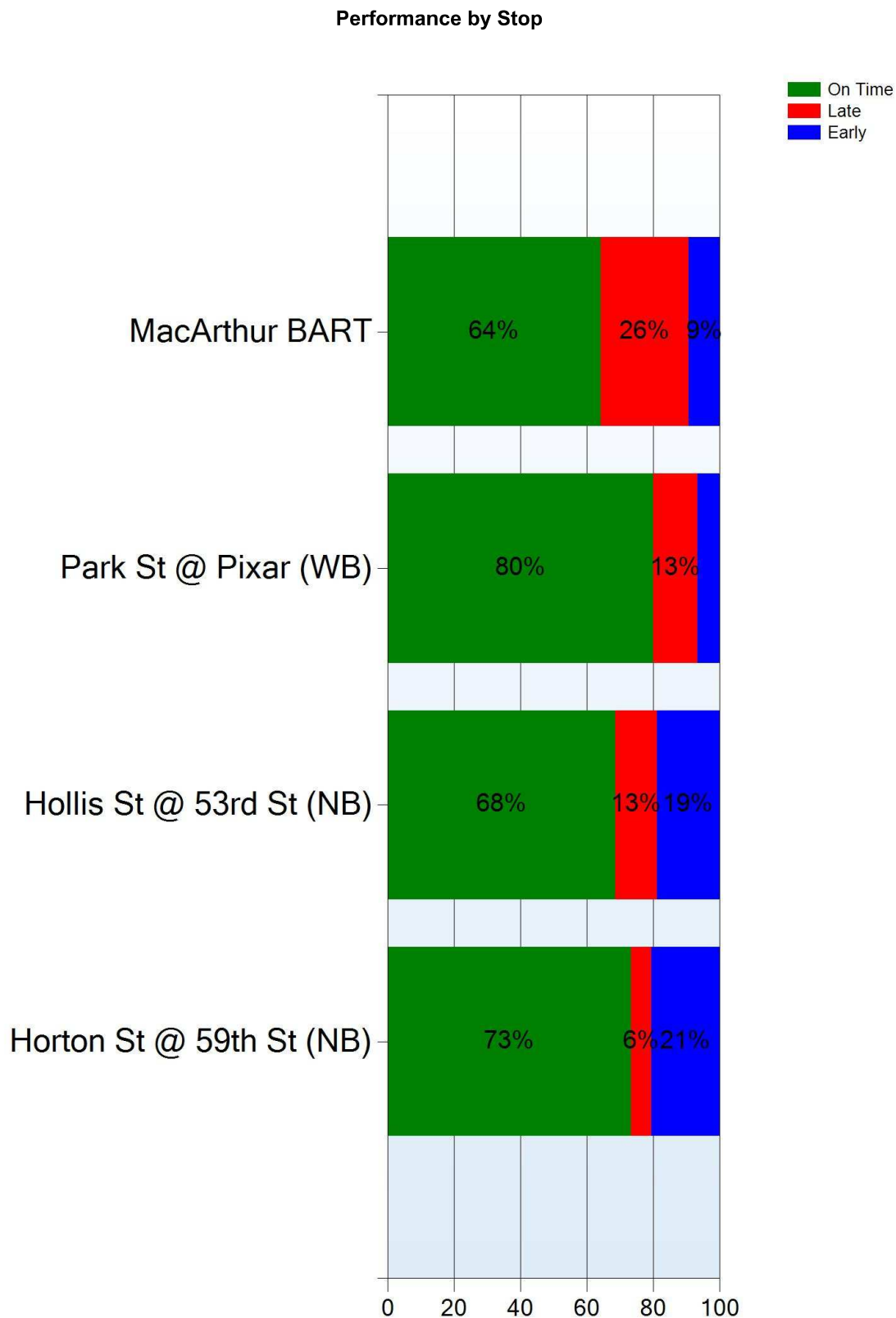
# ROUTE DETAIL: South Hollis

1/2/2017 - 1/12/2017

Average Performance Per Day of the Week by Hour





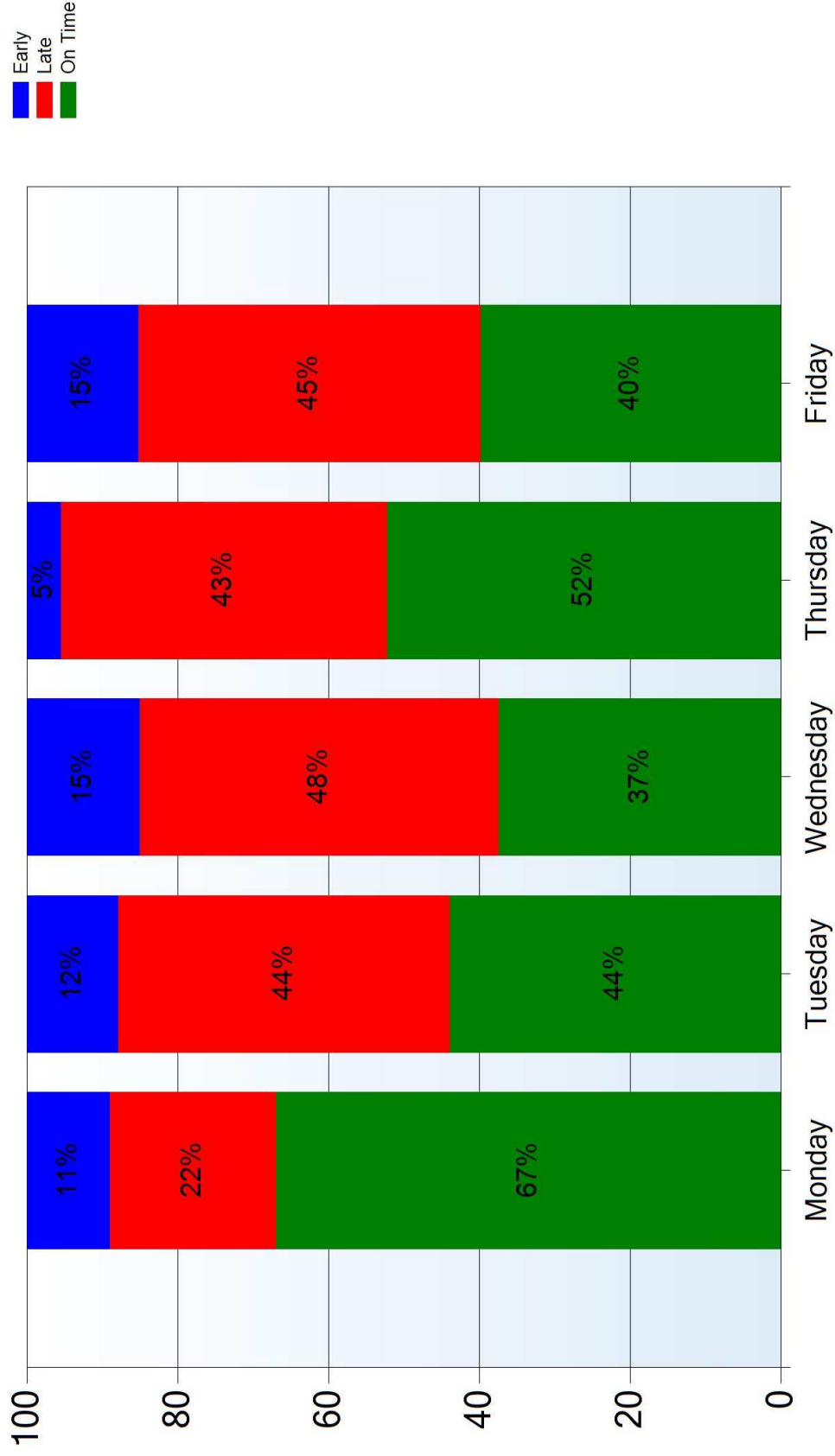


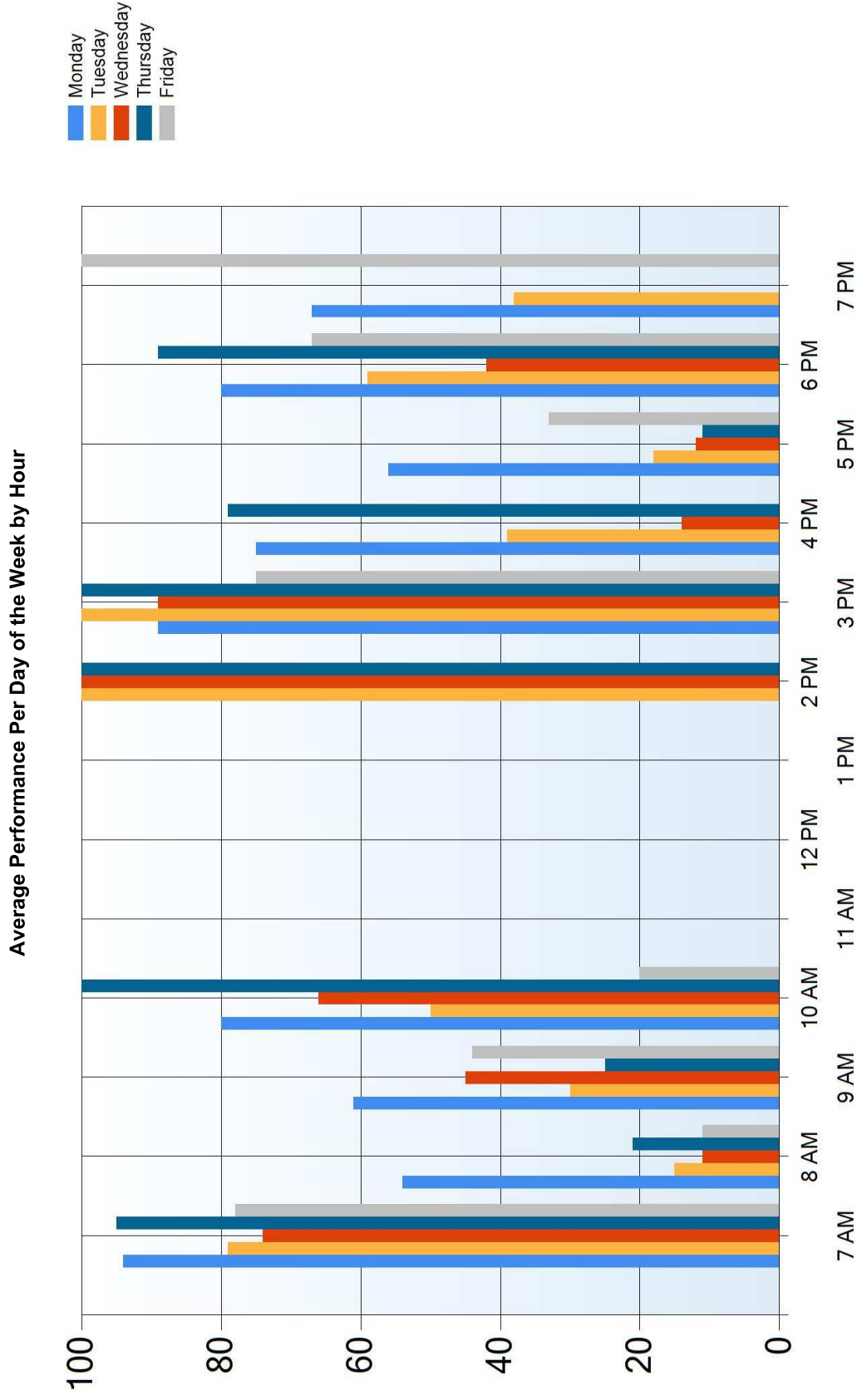
# ROUTE DETAIL: Watergate Express

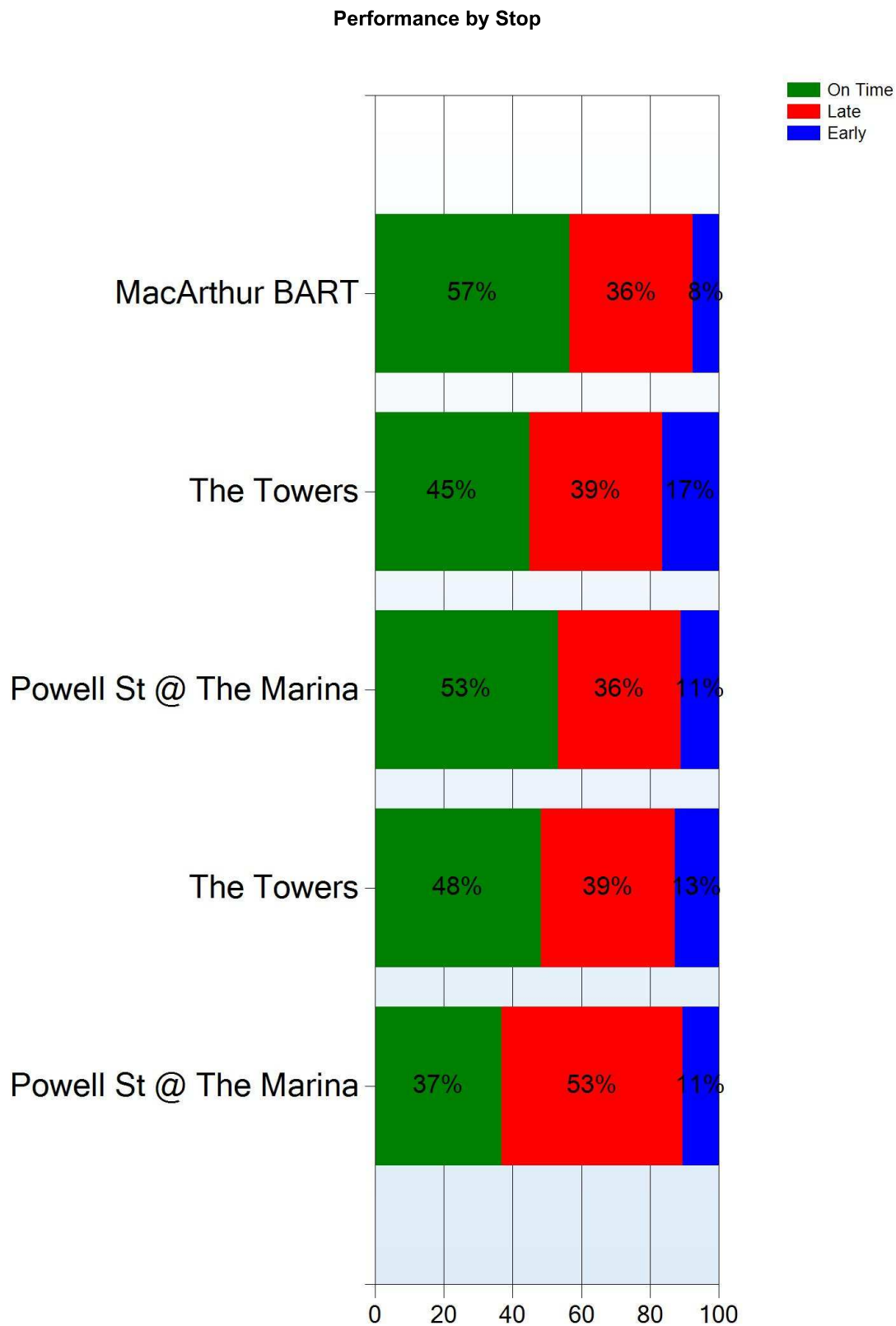
1/2/2017 - 1/12/2017

Average Performance Per Day of the Week

Average Performance Per Day of the Week







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

Type	Date	Num	Name	Memo	Deposit	Check	Balance
<b>Bank of America Savings</b>							
Transfer	12/19/2016			Funds Transfer		250,000.00	1,450,751.72
Transfer	12/19/2016			Funds Transfer		200,000.00	1,250,751.72
Check	12/20/2016		Creative Bus Sales	Deposit on new buses		50,000.00	1,200,751.72
Check	12/31/2016			Wire fee		10.00	1,200,741.72
Deposit	12/31/2016			Interest	50.57		1,200,792.29
Total Bank of America Savings					50.57	500,010.00	1,200,792.29
<b>Bank of America Checking</b>							
Check	12/01/2016	Epay	John Tounger, CPA	Dec accounting		1,525.00	121,393.54
Check	12/01/2016	e-pay	LBA RIV - Company XII, LLC	Rent		4,061.40	117,332.14
Check	12/01/2016	e-pay	LBA RIV - Company XII, LLC	Rent		4,433.16	112,898.98
Check	12/01/2016	1010	Wells Fargo Equipment Finance	Bus payment		13,275.50	99,623.48
Check	12/01/2016	1011	Wells Fargo Equipment Finance	Bus payment		7,980.50	91,642.98
Check	12/02/2016	1193	3C Wireless	Phone services		283.80	91,359.18
Check	12/02/2016	1194	AC Transit	Oct Fuel Cust		18,238.92	73,120.26
Check	12/05/2016	1195	3C Wireless	Phone services		329.43	72,790.83
Check	12/05/2016	1196	Hanson Bridgett Inc.	Legal services		108.00	72,682.83
Check	12/05/2016	1197	ADMACdi	Schedule copies		87.60	72,595.23
Check	12/05/2016		Sprint	Driver phones		877.10	71,718.13
Check	12/05/2016		AT&T 129402070	ISP		52.00	71,666.13
Check	12/07/2016		AT&T 3862	Phone services		105.05	71,561.08
Deposit	12/15/2016			Berkeley Gateway invoices	95,550.00		167,111.08
Check	12/19/2016	E-pay	ModSpace	Rent		701.98	166,409.10
Transfer	12/19/2016			Funds Transfer	250,000.00		416,409.10
Check	12/19/2016	1198	Chela Janitorial Services Inc	Dec services		360.00	416,049.10
Check	12/19/2016	1199	ADMACdi	Various printing		4,882.50	411,166.60
Check	12/19/2016	1200	Transit Information Products	Bus Route Holders		1,317.98	409,848.62
Check	12/19/2016	1201	Damonodesign	Web		2,062.65	407,785.97
Check	12/19/2016	1202	ADMACdi	Various printing		1,953.00	405,832.97
Check	12/19/2016	1203	D&M Traffic Services Inc	Pro fees; bus stop signs		8,601.00	397,231.97
Check	12/19/2016	1204	D&M Traffic Services Inc	Pro fees; bus stop signs and permits		1,996.71	395,235.26
Check	12/19/2016	1205	MV Transportation Inc	Nov Shuttle Services		184,767.82	210,467.44

# Emeryville Transportation Mgt. Assoc.

## Check register

Type	Date	Num	Name	Memo	Deposit	Check	Balance
Check	12/19/2016	1206	MV Transportation Inc	Oct Shuttle Services		215,488.85	-5,021.41
Transfer	12/19/2016			Funds Transfer	200,000.00		194,978.59
Check	12/27/2016	1207	Gray-Bowen-Scott	Nov Management service		37,767.41	157,211.18
Check	12/27/2016		Waste Management	Utilities		109.05	157,102.13
Check	12/29/2016		AT&T-3761	Phone services		70.60	157,031.53
Check	12/30/2016	1208	AC Transit	Nov Fuel		16,167.06	140,864.47
Check	12/30/2016	1211	Morgan's Outdoor Living, Inc.	Gate repair and remotes		743.95	140,120.52
Check	12/30/2016	1210	ADMACdi	West Berkeley flyers		49.28	140,071.24
Total Bank of America Checking					545,550.00	528,397.30	140,071.24
MMSummit Pre-PBID funds				Balance as of 10-31-16			138,493.44
Petty Cash							10.00