



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting
Bay Street Conference Room
5616 Bay Street
Emeryville, CA 94608
May 18, 2017 at 9:05AM

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

Rich Higdon,
Hyatt Place

Colin Osborne
At-Large Employer
Member

Ron Silberman,
At-Large Business Member

Bobby Lee,
At-Large Residential
Member

1. Call to Order
2. Public Comment
3. Election of Officers
 - A. Chair
 - B. Vice-Chair
 - C. Secretary
 - D. Treasurer
4. Approval of the Minutes of the April 20th, 2017 Board of Directors Meeting (Attachment)
5. Executive Directors Report
 - A. Letter to City of Emeryville – PBID Delinquent Assessments (Attachment)
6. Business Items
 - A. Review and Approve 2018 Preliminary Budget and Levy Recommendation (Attachment)
 - B. Emery Go-Round Office Trailer Upgrade (Attachments Forthcoming)
 - i. Review of Vendor Cost Estimates for Office Trailer Replacement.
 - ii. Vendor Selection & Authorization for Staff to execute Lease Documents.
 - iii. Review and Approval of Office Trailer Replacement Project Budget.
7. Suggestions/Requests from Board Members
8. Confirm date of Next Meeting - July 20th, 2017 @ 9:00AM
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

April 20th, 2017

1. Call to Order

The meeting was called to order at 2:05pm by Chair, Geoff Sears

Directors Present: Geoff Sears, Betsy Cooley, Bobby Lee, Nat Centeno, Colin Osborne, Tim Bacon, Andrew Allen

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

Others: Diana Keena (City of Emeryville); John Tounger (CPA)

2. Public Comments

No Comment.

3. Approval of the Minutes of the December 15th, 2016 Board of Directors Meeting

The item was approved by a unanimous vote.

AYE: 7

Geoff Sears, Betsy Cooley, Bobby Lee, Nat Centeno, Colin Osborne, Tim Bacon, Andrew Allen

NAY: 0

ABSTAIN: 0

4. Executive Directors Report

A. Implementation of Schedule Adjustments

Roni informed the Board that the new schedules would be implemented on Saturday, April 22nd.

B. Syncromatics

Roni informed the Board of the issues with the real time tracking system and her recent coordination efforts with the Syncromatics executive team to rectify the discrepancies by implementing a beta test on a new configuration that would factor in scheduled layover time at the BART station. Roni also noted that Syncromatics agreed to install a passenger counter on one Emery Go-Round vehicle as a pilot test of the automatic passenger counting system and reporting.

5. Business Items

A. Report from Chair of Audit Review Committee

Tim Bacon reported on the April 7th, Audit subcommittee meeting. Attendees included, Rich Higdon, John Tounger (CPA) and Dave Low (Auditor) Roni Hatstrup and Mary Grinbergs (Gray-Bowen-Scott).

B. Review and Authorize Adjustments to Designated Unrestricted Net Assets (Attachment)

Roni presented her recommendation for an increase in the ETMA's designated unrestricted net assets to include an increase in the operating reserve from 7-10% to a minimum of 15% of operating expenses as well as a \$500,000 facility reserve for future bus yard site development and/or relocation. Roni explained the reason for designating the net assets is to define the purpose for carrying a high cash balance, relative to prior years.

Director Sears inquired about the recommendation for the facility reserve and whether it was sufficient cover the cost for site improvements and/or relocation for a new bus yard. Roni noted that the costs for a new bus yard had not been defined and that the recommended facility reserve was determined based on the historical average cash balance. John Tounger

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Meeting of the Board of Directors

April 20th, 2017

further noted that the recommendation was to keep the undesignated cash balance consistent with prior years.

Director Bacon recommended a subcommittee be formed to identify options for a long term bus yard and to define the cost for a future lease/acquisition, site improvements and relocation. Directors Bacon, Sears and Allen volunteered to participate on the subcommittee.

Director Bacon motioned for approval of the recommended designated unrestricted net assets as proposed by Roni. Director Allen seconded the motion.

AYE: 7

Geoff Sears, Betsy Cooley, Bobby Lee, Nat Centeno, Colin Osborne, Tim Bacon, Andrew Allen

NAY: 0

ABSTAIN: 0

- C. Review and Accept the Independent Auditor's Report on the Financial Statements for year ending December 31, 2016(Attachment) Adjustments to Designated Unrestricted Net Assets (Attachment)

Director Bacon made a motion to accept the independent auditor's report on the 2016 and 2015 Financial Statements. Director Sears seconded the motion.

AYE: 7

Geoff Sears, Betsy Cooley, Bobby Lee, Nat Centeno, Colin Osborne, Tim Bacon, Andrew Allen

NAY: 0

ABSTAIN: 0

- D. Review and Authorize signing and filing of the ETMA's 2016 Federal Tax Return and State Annual information Return (Attachment)

Director Bacon moved to approve 2016 Federal and State tax filings. Director Sears seconded the motion.

AYE: 7

Geoff Sears, Betsy Cooley, Bobby Lee, Nat Centeno, Colin Osborne, Tim Bacon, Andrew Allen

NAY: 0

ABSTAIN: 0

- E. Review and Consider Approval of Resolution 17-02 to Adopt Changes to Policy Manual (Attachment)

Director Bacon made a motion to approve Resolution 17-02 to adopt the proposed changes to the policy manual. Director Allen seconded the motion.

AYE: 7

Geoff Sears, Betsy Cooley, Bobby Lee, Nat Centeno, Colin Osborne, Tim Bacon, Andrew Allen

NAY: 0

ABSTAIN: 0

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

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April 20th, 2017

F. Review of Draft 2016 Annual Report (Attachment)

The Board directed staff to make changes to "2016 Challenges" to highlight the ETMA's success in dealing with the various challenges throughout the year.

Roni agreed to revise the report, as suggested by the Board, before finalizing.

No action required.

G. Review Request for Proposals for Public Relations Consultant (Attachment)

The Board directed staff to add management of social media content under section (4) of the services requested.

No action required.

H. Review of First Quarter Financial Report (Attachment)

No action required.

6. Suggestions/Requests from Board Members

The Board asked staff what the focus of future business will be within the next 3 months.

Roni stated that staff would be focused on the following:

- *Bus yard*
- *Fine tuning of the Syncromatics tracking system*
- *Research of transit signage*
- *BART station zone improvements*

7. Confirm Date of Next Meeting

The meeting date of May 18, 2017 at 9:00AM, was confirmed.

8. Adjournment

The meeting was adjourned at 3:41PM.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

May 12th, 2017

Ms. Carolyn Lehr
City Manager
City of Emeryville
1333 Park Ave.
Emeryville, CA 94608

Subject: 2015/2016 Delinquent PBID Assessments

Dear Carolyn:

It has come to our attention that there are quite a number of unpaid assessments within the Citywide Property & Business Assessment District (PBID) that the City formed to support the operation of the Emery-Go-Round service. In the attached "Delinquency Detail Report," prepared by the City's consultant, 52 parcels are listed, showing total delinquent assessments of just under \$120,000, which amount, with penalties, now exceeds \$150,000. Section 10 of the "Shuttle Bus Funding Agreement" between the City and the TMA requires the City to use "reasonable efforts to collect all PBID assessments (including those not collected by the County-PG and E, AC Transit, Emeryville Unified School District)" While we can see from the report that efforts are underway to follow up with private parties, would like to be informed of the efforts that the City is taking with regard to the "direct bill" properties, including the Emeryville Unified School District (EUSD), PG&E, AC Transit, US Post Office and the County Housing Authority to collect these assessments.

We understand that EUSD has questioned its obligation to pay the amounts it owes. I would like to clarify that only four EUSD parcels are subject to the PBID assessment (APNs 049-1026-017-02, 049-1026-019-00, 049-1475-001-02, and 049-1475-017-00). These parcels were listed in the Engineer's Report for the PBID and EUSD would have received notice of the proposed assessments and had the ability to participate in the PBID approval process. We should note that these parcels appear to be ones that are leased to outside parties and are not used for public school purposes. It also appears EUSD is considering new leases for these properties, based on the closed session agenda entries of its April 26, 2017 Board meeting. It may be helpful to note that their third-party tenants would make use of the Emery-Go-Round service like other properties in the City. There is also no exemption from payment of the assessment due to a developed property being vacant. You should also note that the provisions of Proposition 218 require the assessment of public property unless a finding is made to support an exemption. No such finding was made for these properties.

Finally, Section 10 of the Shuttle Bus Funding Agreement also makes the City responsible for "reasonably determining the appropriate assessments of the various parcels based on each parcel's use and the terms of the Management District Plan." We would like to discuss with you the measures the City is taking to fulfill this responsibility in this regard.

I would appreciate the opportunity to discuss these issues with you and your finance staff at your earliest opportunity.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

If you have any questions or would like to schedule a meeting to discuss these issues, I can be reached at roni@graybowenscott.com or (925) 937-0980, ext. 212.

Sincerely,

Veronica Hatrup
Executive Director

Enclosure - Delinquency Detail Report

City of Emeryville
Citywide Property & Business Improvement District
Delinquency Detail Report
Late Charges Calculated Through: 05/01/2017

Account ID	Owner	Due Date	Amount	Penalties	Fees (1)	Total	Delinquency Mgmt (2)	Misc (3)
012 -1022-020-00	LITACHEVSKY DAVID 1007 41ST ST #211 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
012 -1022-026-00	CME INVESTMENTS LLC CHELSEA MCLAUGHLAN 22656 ZALTANA ST CHATSWORTH, CA 91311	04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$55.74	\$14.77	\$0.00	\$70.51		
049 -1026-017-02	EMERY UNIFIED SCHOOL DISTRICT 4727 SAN PABLO AVE EMERYVILLE, CA 94608	12/10/2015	3,473.28	920.42	0.00	4,393.70		DB
		04/10/2016	3,473.28	920.42	0.00	4,393.70		DB
		Account Subtotal:	\$6,946.56	\$1,840.84	\$0.00	\$8,787.40		
049 -1026-019-00	EMERY UNIFIED SCHOOL DISTRICT 4727 SAN PABLO AVE EMERYVILLE, CA 94608	12/10/2015	2,247.21	595.51	0.00	2,842.72		DB
		04/10/2016	2,247.21	595.51	0.00	2,842.72		DB
		Account Subtotal:	\$4,494.42	\$1,191.02	\$0.00	\$5,685.44		
049 -1032-013-00	P G & E CO 135-1-2A-1 B E NELSON/DIR-TAXES PO BOX 770000 SAN FRANCISCO, CA 94177	12/10/2015	2,487.33	659.14	0.00	3,146.47		DB
		04/10/2016	2,487.33	659.14	0.00	3,146.47		DB
		Account Subtotal:	\$4,974.66	\$1,318.28	\$0.00	\$6,292.94		
049 -1032-014-00	P G & E CO 135-1-2-3 B E NELSON/DIR-TAXES PO BOX 770000 SAN FRANCISCO, CA 94177	12/10/2015	1,054.84	279.53	0.00	1,334.37		DB
		04/10/2016	1,054.84	279.53	0.00	1,334.37		DB
		Account Subtotal:	\$2,109.68	\$559.06	\$0.00	\$2,668.74		
049 -1035-107-00	MOON KATHY K TR 1500 PARK AVE #332 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		

(1) Fees: This amount excludes Delinquency Management fees that were or will be collected in a subsequent billing.

(2) Delinquency Management (DM): RL=Reminder Letter Sent; DL=Demand Letter Sent; SR=Tax Roll Removal Requested; SC=Tax Roll Removal Confirmed; FL=Foreclosure Letter Sent; OL=Other Letter Sent; FI=Judicial Foreclosure Initiated; CP=County Payment Plan; FH=Judicial Foreclosure on Hold/Special Case; FC=Foreclosure Complete; LIT=Litigation Guarantee; LGL=Legal Fees and Costs; O=Other Fees; SO=Tax Roll Removal County Fee; PP=Payment Plan.

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City of Emeryville
Citywide Property & Business Improvement District
Delinquency Detail Report
Late Charges Calculated Through: 05/01/2017

Account ID	Owner	Due Date	Amount	Penalties	Fees (1)	Total	Delinquency Mgmt (2)	Misc (3)
049 -1036-003-00	1550 PARK LLC 2336 MAGNOLIA ST #11 OAKLAND, CA 94607	12/10/2015	1,061.15	281.20	0.00	1,342.35	RL	
		04/10/2016	1,061.15	281.20	0.00	1,342.35	RL	
		Account Subtotal:	\$2,122.30	\$562.40	\$0.00	\$2,684.70		
049 -1041-011-04	BTE EQUIPMENT LLC 1025 EL DORADO BLVD BROOMFIELD, CO 80021	12/10/2015	5,934.91	1,572.75	0.00	7,507.66		DB
		04/10/2016	5,934.91	1,572.75	0.00	7,507.66		DB
		Account Subtotal:	\$11,869.82	\$3,145.50	\$0.00	\$15,015.32		
049 -1041-029-02	P G & E CO 135-1-2E-1 CHIRON CORP/TAX DEPT 4560 HORTON ST EMERYVILLE, CA 94608	12/10/2015	8,227.81	2,180.37	0.00	10,408.18		DB
		04/10/2016	8,227.81	2,180.37	0.00	10,408.18		DB
		Account Subtotal:	\$16,455.62	\$4,360.74	\$0.00	\$20,816.36		
049 -1079-024-00	ROSAIRE PROPERTIES LLC RANDALL J NATHAN 1246 ROSE ST BERKELEY, CA 94702	04/10/2016	39.80	10.55	0.00	50.35	RL	
		Account Subtotal:	\$39.80	\$10.55	\$0.00	\$50.35		
049 -1079-025-00	ROSAIRE PROPERTIES LLC RANDALL J NATHAN 1246 ROSE ST BERKELEY, CA 94702	04/10/2016	39.80	10.55	0.00	50.35	RL	
		Account Subtotal:	\$39.80	\$10.55	\$0.00	\$50.35		
049 -1079-026-00	ROSAIRE PROPERTIES LLC RANDALL J NATHAN 1246 ROSE ST BERKELEY, CA 94702	04/10/2016	39.80	10.55	0.00	50.35	RL	
		Account Subtotal:	\$39.80	\$10.55	\$0.00	\$50.35		
049 -1180-001-00	ALAMEDA CONTRA COSTA TRANSIT DISTRICT 1600 FRANKLIN ST OAKLAND, CA 94612	12/10/2015	10,376.39	2,749.74	0.00	13,126.13		DB
		04/10/2016	10,376.39	2,749.74	0.00	13,126.13		DB
		Account Subtotal:	\$20,752.78	\$5,499.48	\$0.00	\$26,252.26		

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City of Emeryville
Citywide Property & Business Improvement District
Delinquency Detail Report
Late Charges Calculated Through: 05/01/2017

Account ID	Owner	Due Date	Amount	Penalties	Fees (1)	Total	Delinquency Mgmt (2)	Misc (3)
049 -1330-009-00	MCMANUS ADELAIDE TR 6173 HARBORD DR OAKLAND, CA 94611	12/10/2015	1,475.55	391.02	0.00	1,866.57	RL	
		04/10/2016	1,475.55	391.02	0.00	1,866.57	RL	
		Account Subtotal:	\$2,951.10	\$782.04	\$0.00	\$3,733.14		
049 -1470-018-04	HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA 22941 ATHERTON ST HAYWARD, CA 94541	12/10/2015	159.20	42.19	0.00	201.39		DB
		04/10/2016	159.20	42.19	0.00	201.39		DB
		Account Subtotal:	\$318.40	\$84.38	\$0.00	\$402.78		
049 -1470-018-05	HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA 22941 ATHERTON ST HAYWARD, CA 94541	12/10/2015	79.60	21.09	0.00	100.69		DB
		04/10/2016	79.60	21.09	0.00	100.69		DB
		Account Subtotal:	\$159.20	\$42.18	\$0.00	\$201.38		
049 -1471-015-00	BRYANT AQUIS P O BOX 5577 VALLEJO, CA 94591	04/10/2016	159.20	42.19	0.00	201.39	RL	
		Account Subtotal:	\$159.20	\$42.19	\$0.00	\$201.39		
049 -1472-008-05	HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA 29800 MISSION BLVD HAYWARD, CA 94544	12/10/2015	238.80	63.28	0.00	302.08		DB
		04/10/2016	238.80	63.28	0.00	302.08		DB
		Account Subtotal:	\$477.60	\$126.56	\$0.00	\$604.16		
049 -1472-008-06	HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA 29800 MISSION BLVD HAYWARD, CA 94544	12/10/2015	159.20	42.19	0.00	201.39		DB
		04/10/2016	159.20	42.19	0.00	201.39		DB
		Account Subtotal:	\$318.40	\$84.38	\$0.00	\$402.78		
049 -1475-001-02	EMERY UNIFIED SCHOOL DISTRICT 4727 SAN PABLO AVE EMERYVILLE, CA 94608	12/10/2015	1,822.74	483.03	0.00	2,305.77		DB
		04/10/2016	1,822.74	483.03	0.00	2,305.77		DB
		Account Subtotal:	\$3,645.48	\$966.06	\$0.00	\$4,611.54		

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City of Emeryville
Citywide Property & Business Improvement District
Delinquency Detail Report
Late Charges Calculated Through: 05/01/2017

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049 -1475-017-00	EMERY UNIFIED SCHOOL DISTRICT 4727 SAN PABLO AVE EMERYVILLE, CA 94608	12/10/2015	297.59	78.86	0.00	376.45		DB
		04/10/2016	297.59	78.86	0.00	376.45		DB
		Account Subtotal:	\$595.18	\$157.72	\$0.00	\$752.90		
049 -1489-010-03	UNITED STATES POSTAL SERVICE JOYCE ASSENBRY 850 CHERRY AVE #448 SAN BRUNO, CA 94066	12/10/2015	19,261.69	5,104.35	0.00	24,366.04		DB
		04/10/2016	19,261.69	5,104.35	0.00	24,366.04		DB
		Account Subtotal:	\$38,523.38	\$10,208.70	\$0.00	\$48,732.08		
049 -1494-019-00	TRAN MINH T 6029 CHRISTIE AVE EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1528-045-00	LADAS HOMER & MARIA CRISTINA 8 CAPTAIN DR #E256 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1528-172-00	WILENSKY IRWIN D 8 ADMIRAL DR #124 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1528-295-00	WILLIAMS NICULIA & CARL 7 COMMODORE DR #A-35 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		

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City of Emeryville

Citywide Property & Business Improvement District

Delinquency Detail Report

Late Charges Calculated Through: 05/01/2017

Account ID	Owner	Due Date	Amount	Penalties	Fees (1)	Total	Delinquency Mgmt (2)	Misc (3)
049 -1528-417-00	BURROWS CELESTE M 5 COMMODORE DR #B212 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1529-295-00	HUANG FANGZE 1 CAPTAIN DR #D355 EMERYVILLE, CA 94608	04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$55.74	\$14.77	\$0.00	\$70.51		
049 -1529-337-00	DHAESELEER PATRIK & KOOPAL CARLA 3 CAPTAIN DR #D410 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1529-349-00	LIN SHUHUAN 4 COMMODORE DR #D429 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1529-479-00	ARGO KENNETH E & SHERA K 5 ADMIRAL DR #308 EMERYVILLE, CA 94608	04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$55.74	\$14.77	\$0.00	\$70.51		
049 -1529-512-00	BRADLEY OSCAR G 4 ANCHOR DR #F342 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		

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City of Emeryville

Citywide Property & Business Improvement District

Delinquency Detail Report

Late Charges Calculated Through: 05/01/2017

Account ID	Owner	Due Date	Amount	Penalties	Fees (1)	Total	Delinquency Mgmt (2)	Misc (3)
049 -1529-551-00	FRIEZ ERNEST G JR & VIVIAN S TRS 1567 BEACH ST SAN FRANCISCO, CA 94123	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1531-022-00	STOKES SHERRI A TR 6363 CHRISTIE AVE #307 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1531-088-00	ARJMAND MANDANA M & HOMAYOUN M 6363 CHRISTIE AVE #613 EMERYVILLE, CA 94608	04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$55.74	\$14.77	\$0.00	\$70.51		
049 -1531-257-00	WU CORTNEY Y ETAL 6363 CHRISTIE AVE #1414 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
049 -1531-413-00	NEVADA CHRISTIE EMCA LLC 1000 HILLCREST DR POMONA, CA 91768	04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$55.74	\$14.77	\$0.00	\$70.51		
049 -1532-027-00	LIU CHENG H 11070 OAK ST EL MONTE, CA 91731	12/10/2015	26.58	7.04	0.00	33.62	RL	
		04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$53.16	\$14.08	\$0.00	\$67.24		
049 -1532-059-00	FORD ATAH S W M FORD MD 2345 E PRATER WAY #303 SPARKS, NV 89434	12/10/2015	26.58	7.04	0.00	33.62	RL	
		04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$53.16	\$14.08	\$0.00	\$67.24		

(1) Fees: This amount excludes Delinquency Management fees that were or will be collected in a subsequent billing.

(2) Delinquency Management (DM): RL=Reminder Letter Sent; DL=Demand Letter Sent; SR=Tax Roll Removal Requested; SC=Tax Roll Removal Confirmed; FL=Foreclosure Letter Sent; OL=Other Letter Sent; FI=Judicial Foreclosure Initiated; CP=County Payment Plan; FH=Judicial Foreclosure on Hold/Special Case; FC=Foreclosure Complete; LIT=Litigation Guarantee; LGL=Legal Fees and Costs; O=Other Fees; SO=Tax Roll Removal County Fee; PP=Payment Plan.

(3) Miscellaneous Codes: DB=Direct Bill Sent; BK=Declared Bankruptcy; PM=Partial Payment made, remainder delinquent.

City of Emeryville

Citywide Property & Business Improvement District

Delinquency Detail Report

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049 -1532-060-00	ANDREWS JERRY 933 NW 97TH ST SEATTLE, WA 98117	12/10/2015	26.58	7.04	0.00	33.62	RL	
		04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$53.16	\$14.08	\$0.00	\$67.24		
049 -1532-260-00	MARTIN ELIZABETH G TR 105 SHERIDAN AVE PIEDMONT, CA 94611	12/10/2015	26.58	7.04	0.00	33.62	RL	
		04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$53.16	\$14.08	\$0.00	\$67.24		
049 -1532-320-00	HANEY NICHOLAS & MARY 105 SHERIDAN AVE PIEDMONT, CA 94611	12/10/2015	26.58	7.04	0.00	33.62	RL	
		04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$53.16	\$14.08	\$0.00	\$67.24		
049 -1532-356-00	SAMHAN HASSAN S 3300 POWELL ST #324 EMERYVILLE, CA 94608	12/10/2015	26.58	7.04	0.00	33.62	RL	
		04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$53.16	\$14.08	\$0.00	\$67.24		
049 -1532-357-00	SAMHAN HASSAN S 3300 POWELL ST #324 EMERYVILLE, CA 94608	12/10/2015	26.58	7.04	0.00	33.62	RL	
		04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$53.16	\$14.08	\$0.00	\$67.24		
049 -1532-408-00	ENGLEHART MILES & KELLY PO BOX 698 ORINDA, CA 94563	04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$26.58	\$7.04	\$0.00	\$33.62		
049 -1532-416-00	AV EMERY LLC 11249 GOLD COUNTRY RD #190 GOLD RIVER, CA 95670	12/10/2015	26.58	7.04	0.00	33.62	RL	
		04/10/2016	26.58	7.04	0.00	33.62	RL	
		Account Subtotal:	\$53.16	\$14.08	\$0.00	\$67.24		

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049 -1536-102-00	SUEN ANTHONY 36859 NEWARK BLVD #A NEWARK, CA 94560	04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$55.74	\$14.77	\$0.00	\$70.51		
049 -1538-016-00	KIM HYUNG 6400 CHRISTIE AVE #2409 EMERYVILLE, CA 94608	04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$55.74	\$14.77	\$0.00	\$70.51		
049 -1542-101-00	BROWN LORI L 5809 DOYLE ST EMERYVILLE, CA 94608	12/10/2015	39.80	10.55	0.00	50.35	RL	
		04/10/2016	39.80	10.55	0.00	50.35	RL	
		Account Subtotal:	\$79.60	\$21.10	\$0.00	\$100.70		
049 -1545-136-00	WOODS GRACE R & JACOBSON WHITNEY 13 CITY LIMITS CIR EMERYVILLE, CA 94608	12/10/2015	39.80	10.55	0.00	50.35	RL	
		04/10/2016	39.80	10.55	0.00	50.35	RL	
		Account Subtotal:	\$79.60	\$21.10	\$0.00	\$100.70		
049 -1548-030-00	PLUMMER CHRISTOPHER E 1121 40TH ST #5301 EMERYVILLE, CA 94608	12/10/2015	55.74	14.77	0.00	70.51	RL	
		04/10/2016	55.74	14.77	0.00	70.51	RL	
		Account Subtotal:	\$111.48	\$29.54	\$0.00	\$141.02		
District Totals:	52 Accounts		\$119,555.14	\$31,682.01	\$0.00	\$151,237.15		
Report Totals:	52 Accounts		\$119,555.14	\$31,682.01	\$0.00	\$151,237.15		

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2018 Preliminary Budget
EMERY GO-ROUND

Revenue	2017			2018			Notes
	Budgeted Revenue	Actual Revenue to Date <i>(as of 4/30/17)</i>	%	Anticipated Revenue <i>(0% Increase)</i>	Anticipated Revenue <i>(3% Increase)</i>	Anticipated Revenue <i>(5% Increase)</i>	
PBID Revenue							
PBID Revenue	3,457,563			3,457,563	3,561,290	3,630,441	1.7% of assessment to County Assessor + \$24,500 to City for legal and administrative fees.
District Related Costs	(158,882)			(83,279)	(85,042)	(86,217)	
Net PBID	3,298,681	1,649,341	50%	3,374,284	3,476,248	3,544,224	
Non-PBID Revenue							
City of Emeryville - General Benefit Contribution	522,632	261,316	50%	553,542	553,542	553,542	Assumed 12.29% of Total Budget.
ETMA Billed Revenue	95,504	-	0%	95,504	98,369	100,279	
BGTMA Revenue	35,000	(17,802)	-51%	35,000	35,000	35,000	Reimbursements from BGTMA are pending for February, March & April 2017.
Misc. Revenue (Charter services, interest income, etc.)	3,000	330	11%	3,000	3,000	3,000	
Subtotal Non-PBID Revenues	656,136	243,844	37%	687,045	689,910	691,820	
Total Revenue	3,954,817	1,893,185	48%	4,061,330	4,166,158	4,236,044	

Expenditures	2017			2018	ASSUMPTIONS
	Budgeted Expenditures	Actual To Date <i>(as of 4/30/17)</i>	%	Proposed Expenditures	
Direct Costs					
Bus Leases/Purchases	500,000	92,787	19%	500,000	Replacement of 2 vehicles in 2017 and addition of 2 vehicles in 2018. (10% increase in fleet)
Bus Maintenance	350,000	111,914	32%	360,000	
Operations Contract	1,915,000	327,742	17%	2,075,000	Assume 5% increase in operator costs for new contract bid.
Fuel	325,000	75,379	23%	325,000	
Communications	40,000	29,121	73%	180,000	Real-time tracking system, driver radios & automated passenger counter's. Route guides, bus stop sign replacements, rider alert postings, etc.
Miscellaneous Operating Costs	20,000	3,540	18%	15,000	
Subtotal Direct Costs	3,150,000	640,483	20%	3,455,000	
Indirect Costs					
Professional Services	475,000	146,160	31%	490,000	Includes all management, accounting, website & legal service contracts. Existing lease, utilites, yard maintenance expenses. Allowance for new office trailer, potential bus yard site development or relocation expenses. Annual Report, Annual Membership Meeting Invitations & Rider Satisfaction Survey. Allowance for implementation of new transit signage. Commercial, Directors & Officers and Office Trailer policies. Bi-Annual Shuttle Operations Workshop, office expenses, etc.
Occupancy (Bus Yard, Site Expenses)	150,000	40,203	27%	155,000	
Bus Yard (New Trailer, Site Development &/or Relocation)	350,000	-	0%	350,000	
Membership & Public Outreach Materials	13,500	1,898	14%	15,000	
Pilot Projects and Research	25,000	-	0%	25,000	
TMA Insurance	10,000	-	0%	10,000	
Conferences, Conventions, Meetings, Office Expenses	4,000	1,492	37%	4,000	
Subtotal Indirect Costs	1,027,500	189,753	18%	1,049,000	
Total TMA Operating Budget/ Expenses	4,177,500	830,236	20%	4,504,000	
Replenishment of ETMA Cash Reserve					
Estimated Revenue Shortfall	75,000	-	-	-	
Deposit to Cash Reserve	-	-		-	
Total Cash Reserve	75,000	-		-	
TOTAL BUDGET/EXPENSES	4,252,500	830,236	20%	4,504,000	
2017-2018 Estimated Balance/Overrun	(297,683)			(442,670)	(337,842) (267,956)

Cash Balance Summary (2017-2018)	0% Increase	3% Increase	5% Increase
Carryover Cash Balance (as of Jan 1, 2017)	\$ 1,479,303	\$ 1,479,303	\$ 1,479,303
2017 Estimated Balance to be Applied to ETMA Cash Reserve	\$ (297,683)	\$ (297,683)	\$ (297,683)
Projected Cash Balance on Dec 31, 2017	\$ 1,181,620	\$ 1,181,620	\$ 1,181,620
2018 Projected Shortfall	\$ (442,670)	\$ (337,842)	\$ (267,956)
Total Projected Cash Balance on Dec 31, 2018	\$ 738,950	\$ 843,778	\$ 913,664

Note: Minimum Operating Reserve is 15% of Operating Expenses (\$675,600 for 2018).