



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

Chair

*Bobby Lee, At-Large
Residential Member*

Treasurer

*Geoffrey Sears
Wareham
Development*

Secretary

*Andrew Allen
At-Large Business
Member*

Vice Chair: Vacant

Directors

*Peter Schreiber
Pixar*

Colin Osborne

*At-Large Business
Member*

*Andrea Kirkpatrick
Oxford Properties*

Ally Fitzmaurice

Bay Center Investors, LLC

Laurie Berberich

SPU 2100 Powell LP.

Calvin Jordan,

*At-Large Residential
Member*

David Palomo

Bay Street/CenterCal

AGENDA

Board of Directors Meeting
October 15, 2024 @ 11:00 AM

1333 Park Avenue, Council Chambers, Emeryville, CA 94608
Hybrid Zoom [Link](#): Meeting ID: 847 9813 7450 - Passcode: 862653

1. Call to Order
2. Public Comment
3. Board of Directors Update
 - A. Recognition that David Palomo, Bay Street/CenterCal, has joined the ETMA Board and a Corporate Director
4. Approval of the Minutes of the September 17, 2024 Board of Directors Meeting (Page 2)
5. Appointment of Officers
 - A. Vice Chair (Page 6)
6. Executive Directors Report
 - A. Operations Report (Page 8)
 - B. Strategic Planning Update
7. Business Items
 - A. Review and Consider Approval to terminate bus yard internet services with Etheric and transition to T-Mobile Business Internet (Page 19)
 - B. Review and Consider Approval to transition the Emery Go-Round phone number away from Comcast (Page 20)
 - C. Review and Consider Approval to reduce the hours of service for the on-site bus yard security (Page 21)
 - D. Review and Consider Approval to Reinvest Matured CD Funds (Page 22)
 - E. Review and Consider Approval of the 2025 Final Budget (Page 24)
8. Confirm date of Next Meeting – November 19, 2024
9. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board of Directors Meeting

September 17, 2024

LOCATION: 1333 PARK AVENUE, GARDEN ROOM

EMERYVILLE, CA 94608

Hybrid Zoom Link: Meeting ID: 847 9813 7450

Passcode: 862653

Directors Present:

- Bobby Lee, Chair*
- Geoff Sears, Treasurer*
- Andrew Allen, Director*
- Peter Schreiber, Director*
- Colin Osborne, Director*
- Ally Fitzmaurice, Director*
- Andrea Kirkpatrick, Director*
- Calvin Jordan, Director (Zoom)*

Others Present:

- Pedro Jimenez, Assistant City Manager*
- Daniel Oliver, ALTRANS*
- Andrew Ridley, ALTRANS*
- Janet Shipp, ALTRANS*

1. Call to Order: 11:02 AM
Bobby Lee called the Board of Director's meeting to order at 11:02 AM

2. Public Comment: 11:02 AM
No comments

3. Approval of the Minutes of the June 18, 2024 Board of Directors Meeting: 11:03 AM
Bobby Lee motioned for approval of the Minutes of the June 18, 2024 Board of Directors Meeting. Peter Schreiber seconded the motion.

This item was approved by a unanimous vote.

Yes: 6
No: 0
Abstain: 2

4. Board of Directors and Staffing Updates: 11:05 AM
 - A. Recognition of Calvin Jordan as the City Appointed Residential Representative to the ETMA Board of Directors
Daniel introduced the new Director, Calvin Jordan, to the Board of Directors.

5. Appointment of Officers: 11:08 AM

A. Secretary – Andrew Allen

B. Vice Chair

Andrew Allen volunteered to act as Secretary. Colin Osborne will let the Board know if he can act as Vice Chair.

Geoff Sears motioned for approval of Andrew Allen acting as Secretary. Bobby Lee seconded the motion.

This item was approved by a unanimous vote.

Yes: 8

No: 0

Abstain: 0

6. Executive Directors Report

A. Operations Report and APC Pilot Upgrades: 11:13 AM

Daniel reviewed the Operations Report. August shows the highest number of app sessions on the TripShot app at over 10,000. Regarding ridership, right now the drivers have a tablet where they are tracking the ridership counts, but they also have been keeping a manual log and using a clicker for tallies. We want to be sure the numbers are lining up. We have a .05% variance this month, which is very good.

The APC pilot was launched in July but we have been running into some hardware and software problems. One of the shuttles wasn't collecting any data because it had a power supply issue so new parts are ordered. Two of the shuttles are not picking up accurate data so diagnostics are being run. Daniel is working with Iris and TripShot to resolve and asks for updates weekly.

B. Strategic Planning Update: 11:37 AM

Andrew Ridley is working on a draft plan for the subcommittee to review in October. This will be an opportunity for the subcommittee to redline and clarify certain things. By November, everyone on the Board will have seen a draft version. The end goal is for a December approval of the Board for the 10-year long plan.

7. Business Items

A. 2nd Quarter Financial Report: 11:40 AM

Daniel reviewed the ETMA 2nd Quarter Financial Report. We received 180% of our anticipated quarterly revenue through June with 97% being deposited. The 180% is what we originally planned for the budget and that was to bill for the PBID and city contribution. We are where we are supposed to be with the current budget. Any outstanding revenue is coming from the 3rd party reimbursable shuttle programs. EGR expenditures are at 99% of our anticipated quarterly budget, fuel is at 84% and the sub-total of direct costs we are at 98%. 97% are anticipated indirect costs.

B. Review and Discuss Draft Budget for 2025: 11:43 AM

Daniel discussed the draft budget for 2025 and requested feedback. 3rd party charges for 8 to Go is the biggest change from 7 hours of service to 6 hours of service. This reduced their budget from what was estimated. There are not too many changes from the preliminary and draft budget. Next month the final budget will be presented. Daniel requested MV

Transportation's pricing by October 1. Daniel will request a new scope from Oracle Security and review costs.

Daniel requested to proceed with Business Items out of order, discussing item 7.E. proceeding to 7.C. No objections were made.

- C. Review and Consider Approval of the Amended and Superseding Agreement with TripShot and the updated Statement of Work #3, authorizing the implementation of TripShot for the West Berkeley Shuttle System: 12:01 PM

Andrew Allen motioned for approval of the Amended and Superseding Agreement with TripShot and the updated Statement of Work #3, authorizing the implementation of TripShot for the West Berkeley Shuttle System. Geoff Sears seconded the motion.

This item was approved by a unanimous vote.

Yes: 8

No: 0

Abstain: 0

- D. Review and Consider Approval of Amendment 2 to the Professional Services Agreement with ALTRANS TMA, Inc. for Agency Management & Administration Services: 12:05 PM

Andrew Allen motioned for approval of Amendment 2 to the Professional Services Agreement with ALTRANS TMA, Inc. for Agency Management & Administration Services. Andrea Kirkpatrick seconded the motion.

This item was approved by a unanimous vote.

Yes: 8

No: 0

Abstain: 0

- E. Appoint Agreement Renewal Sub-Committee: 11:53 AM
Four (4) existing contracts are coming up for renewal at the end of the year: 1) Quarterra 2) West Berkeley Shuttle 3) MV Transportation 4) AC Transit. Andrea Kirkpatrick, Peter Schreiber and Ally Fitzmaurice volunteered to be on the sub-committee, which should meet approximately twice a year.

- F. Vehicle Acquisition
 - a. Review and Consider Approval of the Buyers Order Contract for the Acquisition of a new Ford Transit Supervisor Van: 12:08 PM

Bobby Lee motioned for approval of the Buyers Order Contract for the Acquisition of a new Ford Transit Supervisor Van. Andrew Allen seconded the motion.

This item was approved by a unanimous vote.

G. Yes: 8

H. No: 0

I. Abstain: 0

- b. Review and consider approval of the Buyers Order Contract for the Acquisition of four (4) 40' StarCraft Allstar Cutaway Shuttles: 12:13 PM

No approval was made. Daniel will investigate all other options/prices for buses and bring to the Board to be discussed further.

- i. Discuss Fleet Financing Options – *No discussion was held*

- 8. Confirm date of next meeting – October 15, 2024: 12:20 PM

- 9. Adjournment: 12:20 PM

The meeting adjourned at approx. 12:20 PM



Duties of the Officers of the Emeryville Transportation Management Association

Duties of the Chair of the Board: Article VIII, Section 6

The Chair shall be the chief executive officer of the Corporation and shall, subject to the control of the Board, supervise and control the affairs of the Corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, the Articles, or these Bylaws, or which may be prescribed from time to time by the Board. The Chair shall preside at all meetings of the Board, the Executive Committee, and all meetings of Members. The Chair shall be entitled to notice of and to attend meetings of all committees. The Chair shall see that all orders and resolutions of the Board and of committees of the Board are carried into effect.

Duties of Vice-Chair of the Board: Article VIII, Section 7

The Vice-Chair will assist the Chair in carrying out his or her duties as set forth in Section 6 of this Article. In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice-Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair. Together with the Chair and the Board, the Vice-Chair shall be responsible for the formation and implementation of the general policies of the Corporation. The Vice-Chair shall have such other powers and perform such other duties as may be prescribed by law, the Articles, or these Bylaws, or as may be prescribed by the Board.

Duties of Secretary: Article VIII, Section 8

The Secretary shall:

- 1) Certify and keep at the Principal Office the original or a copy of these Bylaws, as amended from time to time.
- 2) Keep at the Principal Office or at such other place as the Board determines, a book of minutes of all meetings of the Directors, committees of Directors, and of Members, recording therein the time and place of the meeting, whether it was regular or special, how it was called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- 3) See that all notices are duly given in accordance with these Bylaws or as required by law.
- 4) Be custodian of the records and of the seal of the Corporation (if any) and, at the request of the Chair, see that the seal is affixed to all duly executed documents, as authorized by law or by these Bylaws.

- 5) Keep at the Principal Office a Membership list containing the name and address of all Members.
- 6) When any Membership has been terminated, reflect such fact in the Membership list.
- 7) Exhibit at all reasonable times to any Director or his or her agent or attorney, on request therefore, the Bylaws, the Membership list, and the minutes of the proceedings of the Directors.
- 8) In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, the Articles, or these Bylaws, or which may be assigned to him or her from time to time by the Board.

Duties of Treasurer: Article VIII, Section 9

Subject to the provisions of these Bylaws relating to the “Execution of Instruments, Deposits and Funds”, the Treasurer shall:

- 1) Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board.
- 2) Receive, and give receipt for, monies due and payable to the Corporation from any source whatsoever.
- 3) Disburse or cause to be disbursed the funds of the Corporation as may be directed by the Board, taking proper vouchers for such disbursements.
- 4) Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- 5) Exhibit at all reasonable times the books of account and financial records to any Director or his or her agent or attorney, on request therefore.
- 6) Render to the Chair and Directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
- 7) Prepare, or cause to be prepared, and certify, or caused to be certified, the financial statements to be included in any required reports.
- 8) In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, the Articles or these Bylaws, or which may be assigned to him or her from time to time by the Board.

Non-Liability of Officers: Article VIII, Section 10

Officers shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION



Emery Go-Round

Monthly Operations Report
September 2024

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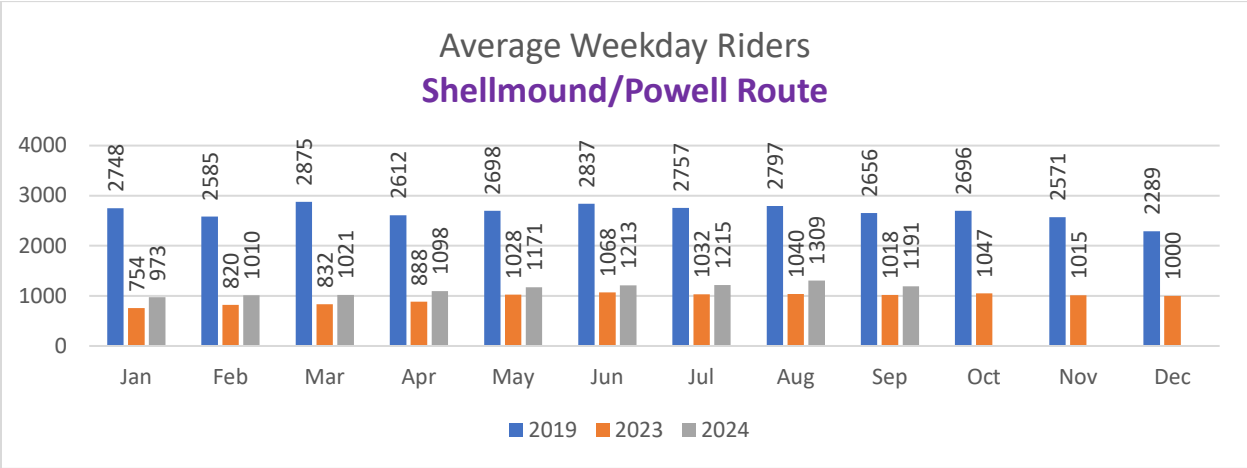
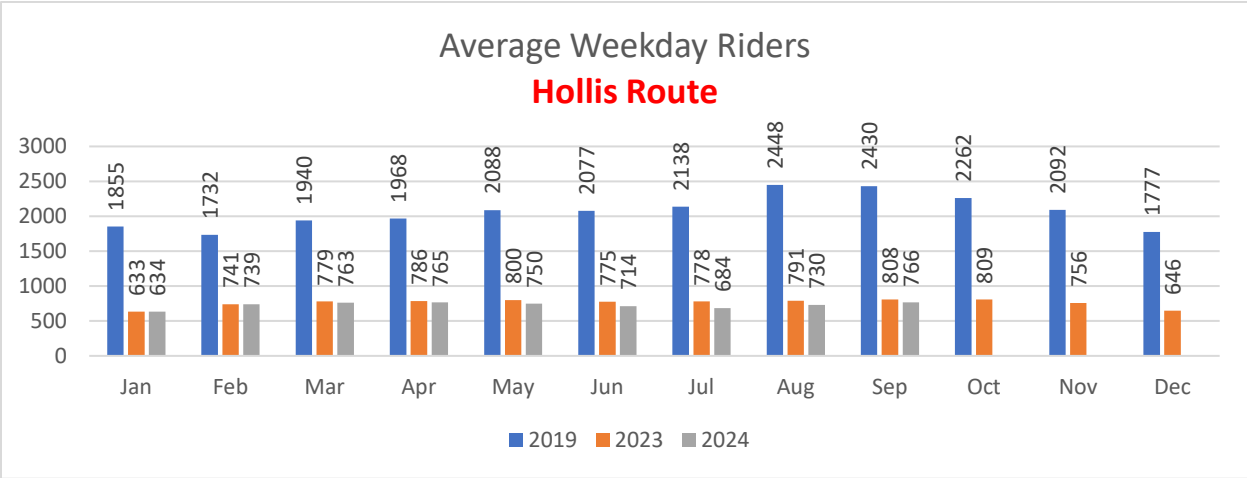
WEEKDAY RIDERSHIP													
2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Weekday Ridership	35,354	34,974	37,472	40,965	42,266	38,524	41,770	44,851	39,133				355,309
# of Operating Days	22	20	21	22	22	20	22	22	20				191
Average Daily Ridership	1607	1749	1784	1862	1921	1926	1899	2039	1957				1,860
% Increase/Decrease from Prior Month	-2%	9%	2%	4%	3%	0%	-1%	7%	-4%				
% Increase/Decrease from Prior Year	16%	12%	11%	11%	5%	5%	2%	9%	7%				
% of Pre COVID Baseline	35%	41%	37%	41%	40%	39%	39%	39%	38%				
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	101,269	82,033	101,123	100,741	105,288	98,279	107,689	115,375	101,706	114,041	93,248	85,381	1,206,173
# of Operating Days	22	19	21	22	22	20	22	22	20	23	20	21	254
Average Daily Ridership	4603	4318	4815	4579	4786	4914	4895	5244	5085	4958	4662	4066	4,749
WEEKEND RIDERSHIP													
2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Weekend Ridership	5032	5568	6728	5780	5862	7206	5991	7765	7236				57,168
# of Operating Days	8	8	9	8	8	10	8	9	9				77
Average Daily Ridership	629	696	748	723	733	721	749	863	804				742
% Increase/Decrease from Prior Month	-15%	11%	7%	-3%	1%	-2%	4%	15%	-7%				
% Increase/Decrease from Prior Year	20%	28%	23%	7%	7%	7%	6%	18%	12%				
% of Pre COVID Baseline	89%	69%	82%	82%	81%	69%	71%	69%	54%				
COMBINED RIDERSHIP													
2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date
Total Monthly Ridership	40,386	40,542	44,200	46,745	48,128	45,730	47,761	52,616	46,369	-	-	-	412,477
# of Operating Days	30	28	30	30	30	30	30	31	29	-	-	-	268
Total Service Hours	2,781	2,556	2,713	2,781	2,781	2,634	2,781	2,826	2,589				24,441
Average Daily Ridership (Weighted)	1,516	1,642	1,673	1,756	1,811	1,777	1,792	1,917	1,827				1,539
Passengers Per Service Hour (Pax/SH)	15	16	16	17	17	17	17	19	18				17
Operations Cost	\$ 232,512.72	\$ 216,620.43	\$ 226,964.35	\$ 231,942.63	\$ 232,403.25	\$ 221,572.59	\$ 231,900.33	\$ 235,684.09	\$ 219,918.03				\$ 2,049,518.42
Cost Per Passenger Trip	\$ 5.76	\$ 5.34	\$ 5.13	\$ 4.96	\$ 4.83	\$ 4.85	\$ 4.86	\$ 4.48	\$ 4.74				\$ 4.97
% Increase/Decrease from Prior Month	5%	8%	2%	5%	3%	-2%	1%	7%	-5%				
% Increase/Decrease from Prior Year	16%	13%	10%	13%	5%	2%	5%	9%	7%				
% of Pre COVID Baseline (Total Ridership)	43%	49%	47%	49%	48%	49%	46%	47%	45%				47%
% of Pre COVID Baseline (Pax/SH)	57%	64%	60%	65%	64%	62%	62%	62%	61%				62%
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	106,950	90,145	110,233	107,796	112,518	108,672	116,091	126,606	113,669	123,194	103,022	93,578	1,312,474
# of Operating Days	30	27	31	30	30	30	30	31	28	31	29	30	357
Total Service Hours	4169	3642	4071	4136	4169	3895	4164	4211	3850	4342	3856	3864	48369
Average Daily Ridership	3,565	3,339	3,556	3,593	3,751	3,622	3,870	4,084	4,060	3,974	3,552	3,119	3,676
Passengers Per Service Hour (Pax/SH)	26	25	27	26	27	28	28	30	30	28	27	24	27
Cost Per Passenger Trip	\$ 1.79	\$ 1.91	\$ 1.69	\$ 1.71	\$ 1.69	\$ 1.66	\$ 1.65	\$ 1.54	\$ 1.59	\$ 1.62	\$ 1.72	\$ 1.87	\$ 1.70

Ridership Summary

In September 2024, the Emery Go-Round ridership decreased 5% from the previous month and increased 7% from the previous year. Total Monthly Ridership is 45% of the 2019 pre-pandemic total ridership baseline and 61% of the 2019 pre-pandemic passenger per service hour baseline.

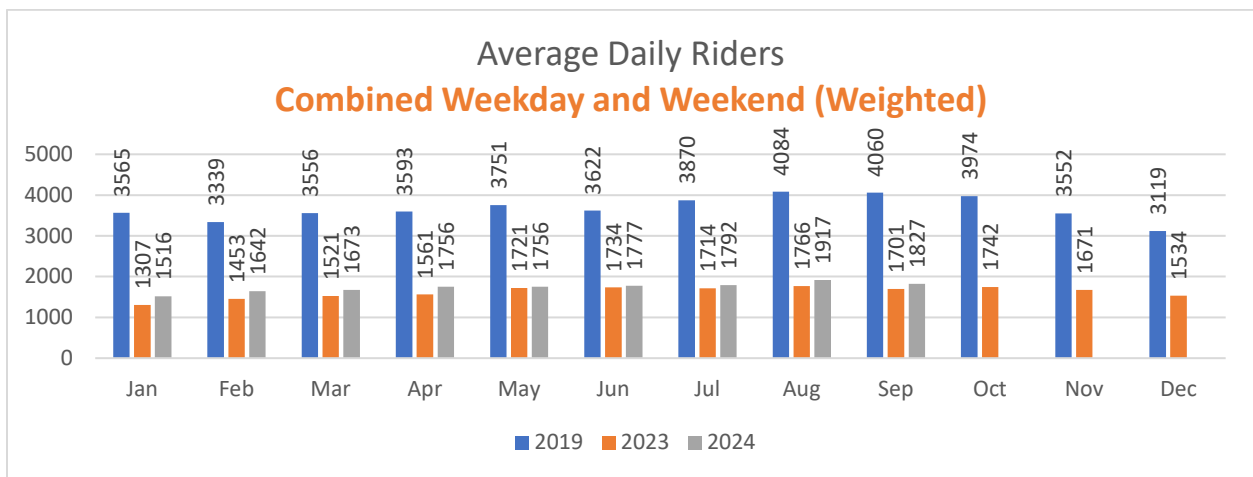
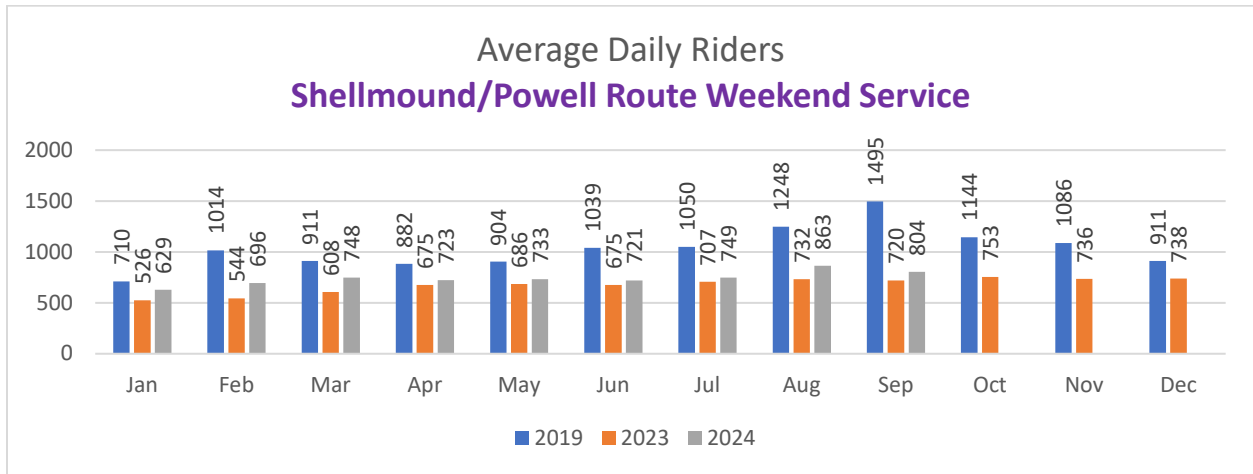
Weekday ridership in September 2024 peaked at 5:00 PM. Saturday ridership peaked at 6:00 PM and Sunday ridership peaked at 6:00 PM

Average Daily Ridership Comparisons (YTD)

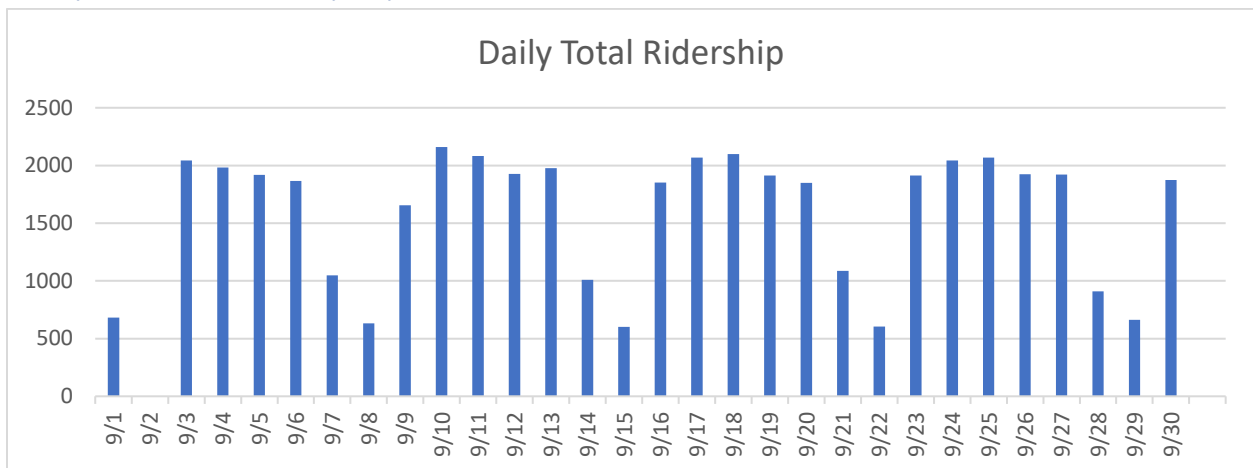


2019 Average Weekday Riders includes Standard and Commute services. Watergate Express is included in 2019 Shellmound/Powell.

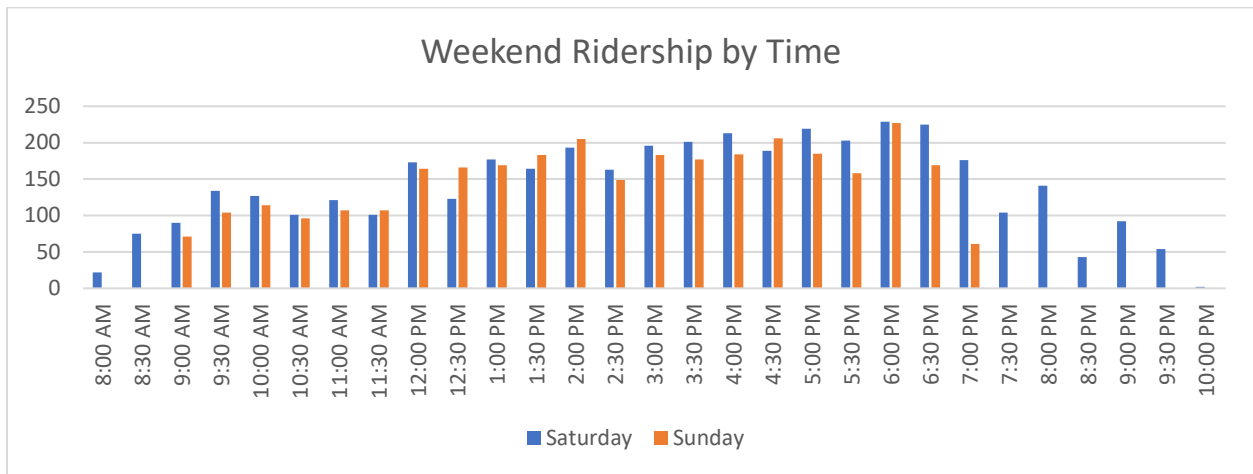
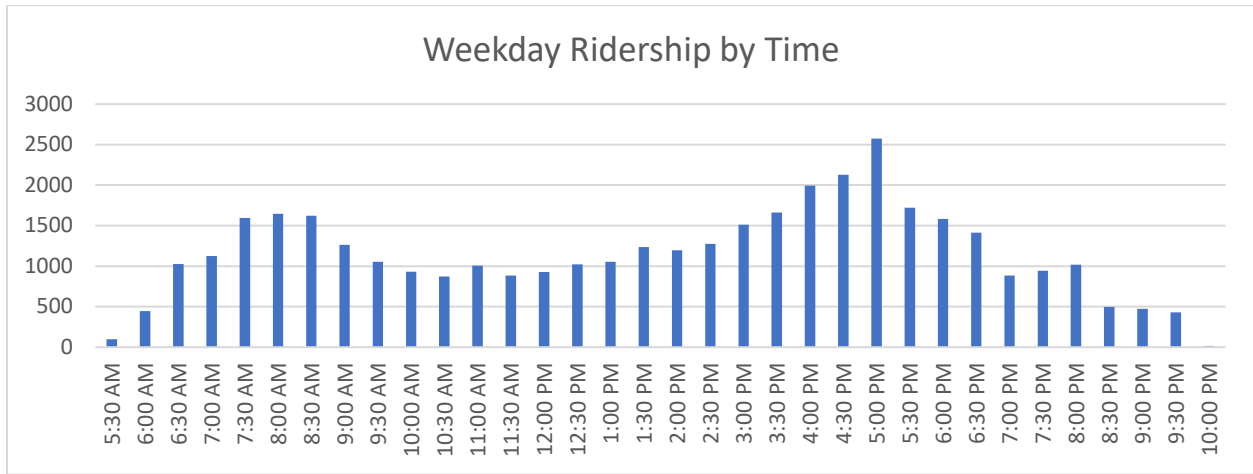
Average Daily Ridership Comparisons (YTD) (cont'd)



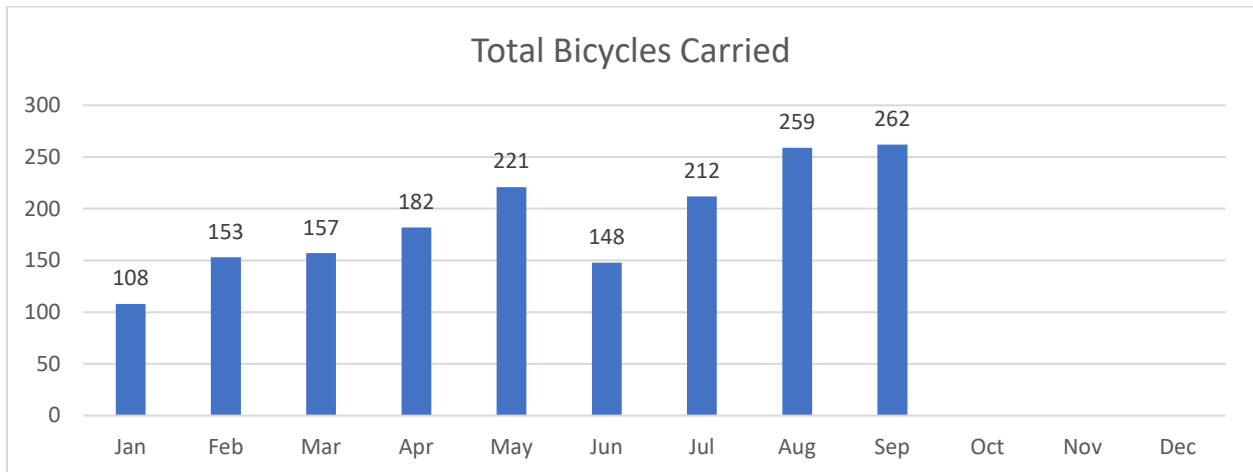
Daily Total Ridership by Date



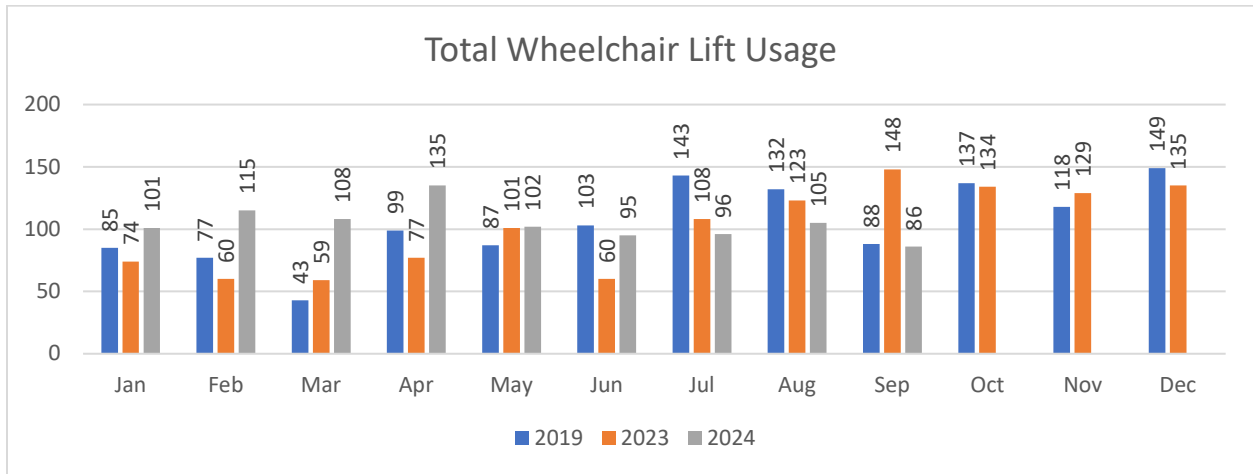
Monthly Total Ridership by Time



Additional Ridership Data



Additional Ridership Data (cont'd)



Monthly Total Use (Boarding & Alighting) by Stop

Hollis Weekday Service

Hollis	Boarding	Alighting	Total Use	% of Total Use
MacArthur BART Station	6348	10083	16431	53.8%
Berkeley Bowl SB	1325	820	2145	7.0%
Hollis @ 59th NB	1950	114	2064	6.8%
Hollis @ 65th SB	1430	229	1659	5.4%
Park Ave @ San Pablo (IHOP) WB	686	495	1181	3.9%
Horton @ 59th (Amtrak) NB	294	823	1117	3.7%
Hollis @ 53rd SB	748	90	838	2.7%
Hollis @ 63rd SB	626	44	670	2.2%
Emery St @ 40th EB	330	322	652	2.1%
Hollis @ 65th NB	103	505	608	2.0%
Park Ave @ Pixar EB	423	114	537	1.8%
Hollis @ 53rd NB	196	282	478	1.6%
Stanford Ave @ Horton WB	94	380	474	1.6%
Hollis @ 59th SB	101	351	452	1.5%
Park Ave @ Pixar WB	204	231	435	1.4%
Hollis @ 45th SB	269	65	334	1.1%
Hollis @ 64th NB	55	230	285	0.9%
Hollis @ 45th NB	140	68	208	0.7%
Total	15322	15246	30568	100.0%

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

Shellmound/Powell Weekday Service

Shellmound/Powell Weekday	Boarding	Alighting	Total Use	% of Total Use
MacArthur BART Station	7296	14758	22054	46.4%
Christie @ Trader Joe's SB	2249	457	2706	5.7%
40th @ San Pablo EB	1586	608	2194	4.6%
40th @ San Pablo WB	1475	611	2086	4.4%
Shellmound @ Marriott SB	1809	137	1946	4.1%
Powell @ Police/Fire Station EB	1590	270	1860	3.9%
40th @ Horton EB	1176	399	1575	3.3%
Shellmound @ Christie NB	503	1005	1508	3.2%
40th @ Hollis WB	1057	330	1387	2.9%
40th @ Horton WB	694	610	1304	2.7%
Shellmound @ Bay St (IKEA) NB	238	1053	1291	2.7%
40th @ Emery WB	583	224	807	1.7%
The Towers	479	328	807	1.7%
Powell @ Watergate Market WB	217	579	796	1.7%
Shellmound @ Public Market NB	353	442	795	1.7%
40th @ Emery EB	392	373	765	1.6%
Christie @ 64th SB	287	339	626	1.3%
65th @ Shellmound	248	370	618	1.3%
Christie @ Public Market SB	441	173	614	1.3%
40th @ Hollis EB	408	135	543	1.1%
Powell @ The Marina	334	183	517	1.1%
Christie @ FedEx SB	183	132	315	0.7%
Powell @ Hilton Garden Inn WB	131	110	241	0.5%
Christie @ 65th SB	82	59	141	0.3%
Total	23811	23685	47496	100.0%

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

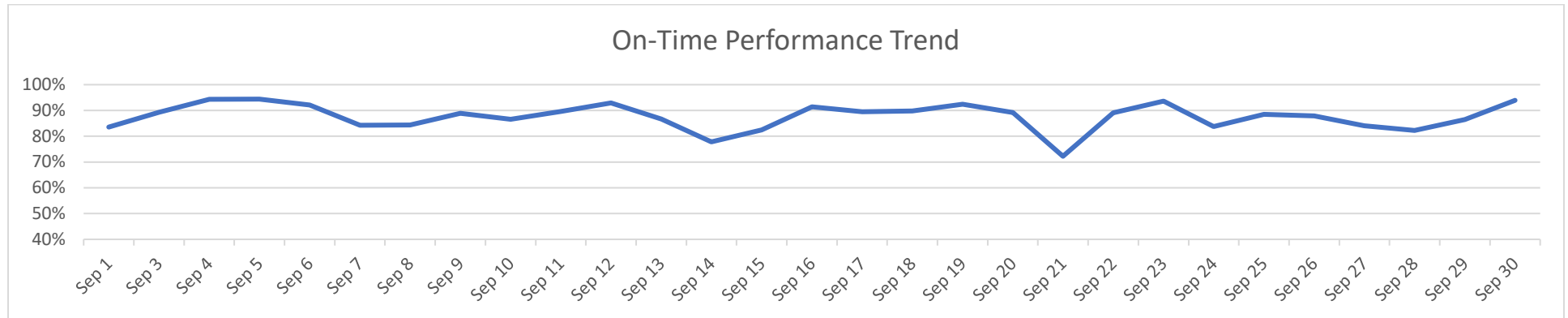
Shellmound/Powell Weekend Service

Shellmound/Powell Weekend	Boarding	Alighting	Total Use	% of Total Use
MacArthur BART Station	2192	4561	6753	46.7%
Christie @ Trader Joe's SB	792	159	951	6.6%
Shellmound @ Marriott SB	742	70	812	5.6%
40th @ San Pablo WB	491	186	677	4.7%
Shellmound @ Bay St (IKEA) NB	107	453	560	3.9%
Shellmound @ Christie NB	212	333	545	3.8%
40th @ Horton EB	314	147	461	3.2%
40th @ San Pablo EB	309	146	455	3.1%
40th @ Horton WB	263	189	452	3.1%
Powell @ Police/Fire Station EB	360	88	448	3.1%
40th @ Hollis WB	220	59	279	1.9%
65th @ Shellmound	151	122	273	1.9%
Shellmound @ Public Market NB	113	140	253	1.8%
40th @ Emery WB	180	51	231	1.6%
Powell @ The Marina	142	76	218	1.5%
40th @ Emery EB	82	134	216	1.5%
Christie @ 64th SB	122	73	195	1.3%
Powell @ Watergate Market WB	44	95	139	1.0%
40th @ Hollis EB	107	32	139	1.0%
Christie @ Public Market SB	103	32	135	0.9%
Powell @ Hilton Garden Inn WB	94	23	117	0.8%
Christie @ FedEx SB	41	18	59	0.4%
The Towers	37	17	54	0.4%
Christie @ 65th SB	18	7	25	0.2%
Total	7236	7211	14447	100.0%

On-Time Performance

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

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



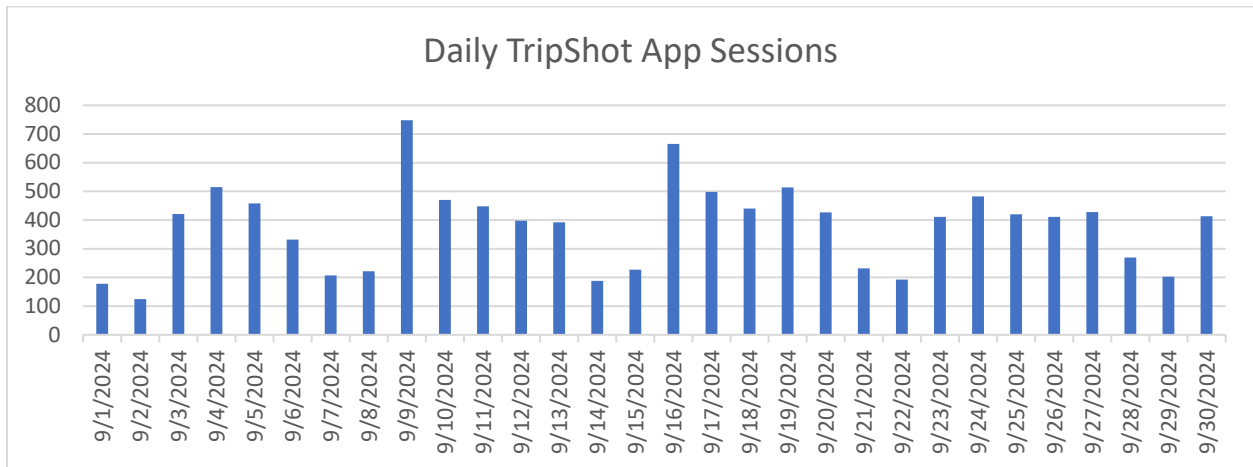
Route	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Grand Total
Hollis		93%	96%	95%	90%			92%	86%	89%	91%	91%			94%	93%	94%	94%	93%			95%	87%	90%	90%	85%			96%	92%
Shellmound/Powell		86%	93%	94%	95%			86%	88%	90%	95%	83%			89%	86%	85%	91%	86%			92%	80%	87%	86%	83%			92%	88%
Shellmound/Powell Weekend	84%					84%	84%						78%	82%						72%	89%						82%	87%		82%
Grand Total	84%	89%	94%	94%	92%	84%	84%	89%	87%	90%	93%	87%	78%	82%	91%	90%	90%	92%	89%	72%	89%	94%	84%	88%	88%	84%	82%	87%	94%	87%

TripShot

Utilization

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

Total Monthly App Sessions: 11,334



Ridership

As the drivers continue to learn this new TripShot system, they are tracking ridership both in TripShot as well as through manual tallies. The data derived from TripShot will serve as the primary source of information with the manual tallies serving as a backup/validation.

For the month of September 2024, the total TripShot-reported ridership was 46,369 and the total driver-reported ridership was 45,620, a 1.64% variance.

While this dual-tracking practice continues, the two datasets will regularly be compared to identify areas of improvement as well as drivers who may require additional training.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: October 15, 2024
SUBJECT: Transition from Etheric Internet to T-Mobile

Background

When the Emeryville TMA moved to the new bus yard on Mandela Pkwy, it required an internet service to be established for the operations team and security cameras. It would have costs around \$10,000 - \$15,000 for Comcast or other internet service providers to run lines/infrastructure. To get internet service to the bus yard quickly without requiring lines to be run, the ETMA contracted with Etheric Networks in July 2021, to provide wireless broadband internet. This wireless internet services costs \$499.00 per month and provides 30 Mb/s speeds (\$5,988/year). The initial term of the agreement ran through August 31, 2022, was extended through August 21, 2023, and per the agreement, has continued on a month-to-month basis since.

In Spring 2024, management began researching business internet options to potentially move away from this high cost/low speed service. In May 2024, a T-Mobile 5G Business Internet router was installed at the bus yard to test its viability for the operations team and the cameras. This service costs \$60.00/month and provides 100-300 Mb/s (\$720/year).

From May through September, the operations team tested the T-Mobile service to ensure that the overpass, under which the bus yard is located, did not cause any service issues. They reported no issues and comparable or better service to the Etheric Network.

Recommendation

It is recommended to terminate the current service agreement with Etheric Networks for bus yard internet and fully transition all bus-yard-based internet systems to T-Mobile Business Internet.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: October 15, 2024
SUBJECT: Transitioning Phone Number from Comcast

Background

Emery Go-Round's current phone number, (510) 451-3862, is hosted through Comcast. Prior to the ETMA moving into the bus yard, the phone number was a landline, but when the ETMA moved, phone lines were not run to the bus yard. Because of the lack of phone lines, a cell phone was acquired through Verizon for customer service, but the number stayed with Comcast, being forwarded to the cell phone.

The ETMA is currently paying roughly \$40/month for the Verizon Cell Phone and \$112/month for the Comcast phone number hosting.

Recommendation

Option 1: Port the number directly to the Verizon cell phone

To reduce costs, the customer service phone number can be ported directly to the Verizon cell phone. Incoming calls would come directly to the cell phone without needing to be forwarded.

Cost: ~\$40/month for Verizon cell phone

Option 2: Port the number to a new RingCentral account

The customer service number can be ported to a new RingCentral account through which schedules and phone trees can be established. This will allow for the implementation of an auto-attendant that can give people information and announcements and allow for an after-hour voicemail message. The phone number would still be forwarded to the Verizon cell phone, but with increased functionality compared to the current Comcast arrangement. RingCentral was chosen for this option because it came in at a lower cost for new accounts when compared to other VOIP systems.

Cost: ~\$40/month for Verizon cell phone + \$120/year for RingCentral

Option 3: Port the number to ALTRANS' existing Phone.com account

The customer service number can be ported to ALTRANS existing Phone.com account. This would come with the same functionality as Option 2, but would allow for lower costs due to it being added to ALTRANS' account.

Cost: ~\$40/month for Verizon cell phone + \$58.56/year for Phone.com



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: October 15, 2024
SUBJECT: Reduction of On-Site Security Guards at Bus Yard

Background

When the Emeryville TMA moved to the new bus yard on Mandela Pkwy, Oracle Security Consultants was contracted to provide on-site unarmed security guards 24-hours a day, 7 days a week. In addition to the on-site guards, security cameras were installed and Centralized Vision was contracted to provide overnight and weekend remote monitoring.

On a given weekday, there is a minimum of 3-4 MV personnel in the office or in the bus yard with 15 drivers coming and going with the starts/ends of their shifts and lunch breaks. On weekends, there are typically 2-3 MV personnel in the office or the bus yard with 7-8 driver coming and going with the starts/ends of their shifts and lunch breaks. The MV operations team has access to live feeds of the security cameras from within the office.

Recommendation

Because of the higher number of operations staff on-site on weekdays, there is less of a need for on-site security during these times. Management recommends reducing the hours of service for on-site security to 7PM to 7AM, Monday – Friday, and maintaining 24 hour staffing on Saturdays, Sundays and holidays.

Impact of Recommendation

Security

Due to the higher levels of staffing on-site on weekdays, the security cameras and the operations team's ability to monitor the cameras from inside the office, and the site-encompassing fences and gates, management anticipates little to no negative impact to the security of the bus yard.

Financial

With the current arrangement, the site is staffed 24 hours per day, or 8,760 hours per year. At Oracle's \$31/hour rate, this amounts to an annual price of \$276,768, including holiday pay.

With the reduced coverage, the site will be staffed 12 hours per day on weekdays and 24 hours per day on weekends and holidays. At Oracle's \$31/hour rate, this amounts to an annual price of \$182,280, including holiday pay. This provides the ETMA an annual savings of \$94,488.



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: October 15, 2024
SUBJECT: Fall 2024 Certificate of Deposit (CD) Reinvestment

Background

Investment Plan CD: IP-FLEX: 12-Month

At the September 2023 ETMA Board Meeting, the board elected to open a 12-month Flexible CD account in the amount of \$2,000,000 as part of the September 2023 Investment Plan. The flexibility of this CD allowed for funds to be transferred to the ETMA's checking account without penalty for normal operations expenses as needed.

Over the course of the 12-months, \$750,000 has been transferred to the ETMA's checking account to pay bills for normal operations. This left the remaining \$1,250,000 to continue earning interest. The account reached its maturity date on October 6, 2024, having earned interest of \$49,249, with a closing balance of \$1,299,249. The account was closed with the funds being transferred to the ETMA's savings account.

	Opening Amt	Opening Date	Maturity Date	Withdrawals	Maturity Amt.	Acct. Growth	Funds Growth
Initial Inv.	\$2,000,000	10/6/23	10/6/23	\$750,000	\$1,299,249	\$49,249	\$49,249

Improvement Project CD: 7-Month

At the May 2023 ETMA Board Meeting, the board elected to open a 7-month CD account at Bank of America with a starting balance of \$138,878.17. The funds were earmarked for an improvement project to be discussed and recommended by sub-committee. Upon maturity, the board elected to reinvest in another 7-month CD in March 2024.

	Opening Amt	Opening Date	Maturity Date	Maturity Amt.	Acct. Growth	Funds Growth
Initial Inv.	\$138,878	7/12/23	2/12/24	\$142,609	\$3,731	\$3,731
Maturity 1	\$142,609	3/24/24	10/24/24	\$146,522*	\$3,913*	\$7,644*

**Estimated*

Recommendations

IP-FLEX: Term: 12-Month

Management recommends reinvesting the matured IP-FLEX funds plus an additional \$700,751.32, totaling \$2,000,000, into another 12-month Flexible CD, which currently has an APY of 3.75%*. At the maturity of this investment, contingent on the amount required to be transferred for operations, the balance of the account will be an estimated \$2,075,000, a growth of \$75,000.

Improvement Project CD: Term: 7-Month

Upon maturity of the current CD, management recommends reinvesting the Improvement Project funds into another 7-month CD, which currently has an APY of 4.35%*. At the maturity of this investment, the balance of the account will be an estimated \$150,207, a growth of \$3,685. Further discussion about how to utilize the funds should be conducted once the strategic planning process has progressed into near or fully complete form.

**As of October 7, 2024*

Emeryville TMA Estimated Cash Flow: October 2024 through September 2025

REVENUE	10/1/2024	11/1/2024	12/1/2024	1/1/2025	2/1/2025	3/1/2025	4/1/2025	5/1/2025	6/1/2025	7/1/2025	8/1/2025	9/1/2025
Net PBID Revenue	-	-	-	-	-	2,320,443	-	-	-	-	2,320,443	-
Non-PBID Revenue												
City of Emeryville - General Benefit Contribution	-	-	-	-	-	319,983	-	-	-	-	319,983	-
ETMA Direct Billed Revenue	-	-	-	-	-	-	120,277	-	-	-	-	-
Reimbursable Program Revenue	63,292	69,724	61,616	65,586	74,016	66,915	71,820	74,273	71,820	71,820	74,273	71,820
Available Cash from Maturing CDs	1,445,771	1,844,808	-	-	-	-	-	150,207	1,884,446	-	-	1,906,100
Subtotal Non-PBID Revenues	1,509,063	1,914,532	61,616	65,586	74,016	386,898	192,098	224,480	1,956,266	71,820	394,256	1,977,920
TOTAL REVENUE	1,509,063	1,914,532	61,616	65,586	74,016	2,707,341	192,098	224,480	1,956,266	71,820	2,714,699	1,977,920

EXPENDITURES	10/1/2024	11/1/2024	12/1/2024	1/1/2025	2/1/2025	3/1/2025	4/1/2025	5/1/2025	6/1/2025	7/1/2025	8/1/2025	9/1/2025
Direct Costs												
EGR Operations	220,934	240,140	220,481	218,132	252,474	229,278	250,077	250,218	247,821	246,997	252,474	250,077
EGR Maintenance	8,523	8,523	8,523	8,523	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333
EGR Fuel	20,000	20,000	20,000	20,000	18,631	16,374	18,398	18,412	18,179	18,098	18,631	18,398
EGR Communications	1,537	84,705	1,537	1,537	1,209	1,209	1,209	1,209	1,209	1,209	1,209	1,209
EGR Misc. Operations Expenses	-	-	-	-	833	833	833	833	833	833	833	833
EGR Bus Leases/Purchases/Savings	8,900	8,900	-	-	-	-	-	-	-	-	-	-
Subtotal Direct Costs	259,894	362,268	250,541	248,192	281,481	256,028	278,851	279,006	276,376	275,472	281,481	278,851
Reimbursable Program Costs	54,868	61,541	54,372	57,962	65,170	59,018	63,304	65,447	63,304	63,304	65,447	63,304
Indirect Costs												
Professional Services	40,707	40,708	40,708	40,708	38,942	38,942	42,942	55,892	39,942	38,942	40,713	40,713
Occupancy (Facilities related expenses)	44,000	43,000	44,000	44,000	36,656	33,623	36,283	34,367	37,027	34,739	36,655	35,483
TMA Insurance	4,171	-	-	-	-	-	-	54,000	-	-	-	-
Conferences, Meetings, Office Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Membership & Public Outreach	-	-	-	-	-	-	-	-	-	-	-	-
Pilot Projects & Research	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Indirect Costs	88,878	83,708	84,708	84,708	75,598	72,565	79,225	144,259	76,969	73,681	77,367	76,195
Recommended Reinvestment of CD Funds	2,146,522	1,844,808	-	-	-	-	-	150,207	1,884,446	-	-	1,906,100
TOTAL ETMA BUDGET/EXPENSES	2,550,162	2,352,324	389,620	390,861	422,249	387,610	421,379	638,919	2,301,094	412,456	424,295	2,324,450

Available Cash Flow For Normal Operations	1,833,327	1,395,534	1,067,530	742,255	394,022	2,713,753	2,484,472	2,070,033	1,725,205	1,384,570	3,674,974	3,328,444
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Emeryville TMA 2025 Final Budget

REVENUE	2025 Final Budget	ASSUMPTIONS
PBID Revenue	4,746,070	Approved 3% increase from 2024
PBID District Related Costs	(105,183)	1.7% of assessment to County Assessor +24,500 to City for legal and administrative fees
NET PBID	4,640,887	
City of Emeryville - GBC	639,966	12.29% of EGR Operating Budget, per PBID Mgmt Plan. Does not include expenses derived from Reimbursable Shuttle Programs
Direct Bill Revenue	120,277	Increase based on PBID Increase
8 to Go Revenue	164,599	
WBS Revenue	388,228	WBS Expenditures + 15% Ind. Cost Markup
Emery Express Revenue	315,930	EmExp Expenditures + 20% Ind. Cost Markup
Misc. Revenue (Int. Income, Investments)	199,774	Estimated Growth for Existing CD Accounts if Reinvested
Subtotal Non-PBID Revenues	1,828,775	
TOTAL REVENUE	6,469,662	
EXPENDITURES	2025 Final Budget	ASSUMPTIONS
Direct Cost		
EGR Operations	2,959,344	Based on 2025 MV Rates, Received 10/9/24
EGR Maintenance	100,000	
EGR Fuel	216,730	2023-24 to Date Fuel Cost Per Service Hour = \$6.70
EGR Communications	117,274	Includes TripShot + APC Service for 21 Vehicles
EGR Misc Operations Expenses	10,000	
EGR Bus Leases/Purchases	500,000	New Buses and Capital Expense Savings
Subtotal Direct Cost	3,903,348	
Reimbursable Program Costs		
8 to Go Operations	164,599	Based on 2025 MV Rates, Received 10/9/24
West Berkeley Shuttle Operations	337,590	Based on 2025 MV Rates, Received 10/9/24
Emery Express Operations	263,275	Based on 2025 MV Rates, Received 10/9/24
Subtotal Reimbursable Program Costs	765,464	
Indirect Costs		
Professional Services	505,879	Management, Accounting, Legal, Audit
Occupancy (Facilities related expenses)	431,937	Site lease, security, utilities, yard maintenance
TMA Insurance	62,000	
Conferences, Meetings, Office Expenses	10,000	
Membership & Public Outreach	10,000	
Pilot Projects & Research	500,000	Implementation of Potential Service Enhancements and Watergate Express
Subtotal Indirect Costs	1,519,816	
TOTAL ETMA BUDGET/EXPENSES	6,188,628	
TOTAL EGR BUDGET/EXPENSES	5,423,164	
Reserve Balance Summary		
Projected Fund Balance on Dec 31, 2024	5,820,537	
2025 Increase (Decrease) in Funds	281,034	
Projected Fund Balance on Dec 31, 2025	6,101,571	
15% Operating Reserve (per ETMA Policy)	928,294	The Operating Reserve includes those expenses budgeted for Reimbursable Shuttle Programs
Est. Avail. Fund Balance of Dec 31, 2025	5,173,277	

Quarterly Breakdown of 2025 Final Budget

REVENUE	2025 Q1	2025 Q2	2025 Q3	2025 Q4	2025 Final Budget
PBID Revenue	2,373,035	-	2,373,035	-	4,746,070
PBID District Related Costs	(52,592)	-	(52,592)	-	(105,183)
NET PBID	2,320,443	-	2,320,443	-	4,640,887
City of Emeryville - GBC	319,983	-	319,983	-	639,966
Direct Bill Revenue	120,277	-	-	-	120,277
8 to Go Revenue	40,540	41,760	41,760	40,540	164,599
WBS Revenue	95,004	96,580	96,580	100,064	388,228
Emery Express Revenue	77,208	79,574	79,574	79,574	315,930
Misc. Revenue (Int. Income, Investments)	-	86,990	-	112,784	199,774
Subtotal Non-PBID Revenues	653,012	304,904	537,897	332,962	1,828,775
TOTAL REVENUE	2,973,455	304,904	2,858,340	332,962	6,469,662
EXPENDITURES					
Direct Cost					
EGR Operations	731,828	745,037	747,292	735,186	2,959,344
EGR Maintenance	25,000	25,000	25,000	25,000	100,000
EGR Fuel	53,403	54,689	54,908	53,730	216,730
EGR Communications	3,628	3,628	3,628	106,389	117,274
EGR Misc Operations Expenses	2,500	2,500	2,500	2,500	10,000
EGR Bus Leases/Purchases					500,000
Subtotal Direct Cost	816,360	830,854	833,329	922,805	3,903,348
Reimbursable Program Costs					
8 to Go Operations	40,540	41,760	41,760	40,540	164,599
West Berkeley Shuttle Operations	82,612	83,983	83,983	87,012	337,590
Emery Express Operations	64,340	66,312	66,312	66,312	263,275
Subtotal Reimbursable Program Costs	187,492	192,054	192,054	193,864	765,464
Indirect Costs					
Professional Services	120,826	134,776	122,139	128,139	505,879
Occupancy (Facilities related expenses)	106,561	106,132	108,912	110,332	431,937
TMA Insurance	-	54,000	8,000	-	62,000
Conferences, Meetings, Office Expenses					10,000
Membership & Public Outreach					10,000
Pilot Projects & Research					500,000
Subtotal Indirect Costs	227,387	294,908	239,050	238,471	1,519,816
TOTAL ETMA BUDGET/EXPENSES	1,231,238	1,317,816	1,264,433	1,355,140	6,188,628
TOTAL EGR BUDGET/EXPENSES	1,043,747	1,125,762	1,072,379	1,161,276	5,423,164

Emeryville TMA 4 Year Budget vs Actuals

REVENUE	2021 Final	2021 Actual	% +/-	2022 Final	2022 Actual	% +/-	2023 Final	2023 Actual	% +/-	2024 Revised	Accrued thru Q2	% +/- To Date	2025 Final
PBID Revenue													
PBID Revenue	4,178,547	4,178,547	100%	4,343,798	4,343,798	100%	4,474,112	4,474,112	100%	4,607,835	4,607,835	200%	4,746,070
District Related Costs	(95,535)	(95,535)	100%	(98,345)	(98,345)	100%	(100,560)	(100,560)	100%	(102,833)	(102,833)	200%	(105,183)
Net PBID	4,083,012	4,083,012	100%	4,245,453	4,245,453	100%	4,373,552	4,373,552	100%	4,505,002	4,505,002	200%	4,640,887
Non-PBID Revenue													
City of Emeryville - General Benefit Contribution	556,368	556,368	100%	564,726	564,726	100%	634,164	634,164	100%	609,273	609,273	200%	639,966
ETMA Direct Billed Revenue	109,578	109,764	100%	109,578	109,764	100%	112,865	113,373	100%	116,774	116,984	-	120,277
8 to Go Revenue	109,000	101,668	93%	128,250	112,688	88%	145,900	111,384	76%	165,481	72,764	99%	164,599
WBS Revenue	340,000	230,352	68%	252,498	254,027	101%	322,000	295,013	92%	337,353	167,340	99%	388,228
Emery Express Revenue	-	-	-	229,200	187,805	82%	428,400	351,911	82%	289,412	149,489	91%	315,930
Misc. Revenue (Interest income, investments, etc.)	3,500	1,989	57%	3,000	1,630	54%	3,000	45,473	1516%	215,338	6,691	-	199,774
Subtotal Non-PBID Revenues	1,118,446	1,000,140	89%	1,287,252	1,230,640	96%	1,646,329	1,551,318	94%	1,733,631	1,122,541	128%	1,828,775
TOTAL REVENUE	5,201,458	5,083,151	98%	5,532,705	5,476,093	99%	6,019,881	5,924,870	98%	6,238,632	5,627,543	180%	6,469,662
EXPENDITURES													
Direct Costs													
EGR Operations	2,400,000	2,066,386	86%	2,420,000	2,117,761	88%	2,700,000	2,431,320	90%	2,725,819	1,362,861	99%	2,959,344
EGR Maintenance	315,000	156,801	50%	300,000	191,239	64%	220,000	194,494	88%	102,280	40,391	79%	100,000
EGR Fuel	300,000	185,781	62%	325,000	262,333	81%	360,000	214,510	60%	240,000	100,571	84%	216,730
EGR Communications	60,000	53,814	90%	55,000	47,272	86%	55,000	112,872	205%	101,569	10,294	112%	117,274
EGR Misc. Operations Expenses	15,000	564	4%	5,000	-	0%	10,000	343	3%	10,000	-	N/A	10,000
EGR Bus Leases/Purchases/Savings	500,000	391,759	78%	500,000	266,246	53%	500,000	161,953	32%	500,000	53,402	100%	500,000
Subtotal Direct Costs	3,590,000	2,855,105	80%	3,605,000	2,884,852	80%	3,845,000	3,115,492	81%	3,679,668	1,567,519	98%	3,903,348
Reimbursable Program Costs													
8 to Go Operations	109,000	110,936	102%	128,250	113,042	88%	145,900	105,505	72%	155,881	67,758	99%	164,599
West Berkeley Shuttle Operations	320,000	209,507	65%	252,498	253,269	100%	280,000	247,133	88%	280,359	137,459	98%	337,590
Emery Express Operations	-	-	-	191,000	123,159	64%	357,000	283,832	80%	227,977	115,695	89%	263,275
Subtotal Reimbursable Program Costs	429,000	320,443	75%	571,748	489,471	86%	782,900	636,469	81%	664,217	320,912	95%	765,464
Indirect Costs													
Professional Services	515,000	483,428	94%	550,000	430,492	78%	575,000	522,621	91%	510,000	251,137	98%	505,879
Occupancy (Facilities related expenses)	350,000	245,895	70%	365,000	496,647	136%	510,000	484,070	95%	527,000	253,961	96%	431,937
TMA Insurance	22,000	21,840	99%	25,000	49,235	197%	50,000	55,275	111%	60,801	49,164	-	62,000
Conferences, Meetings, Office Expenses	25,000	143	1%	10,000	210	2%	10,000	231	2%	10,000	1,090	N/A	10,000
Membership & Public Outreach	25,000	5,403	22%	15,000	3,368	22%	10,000	220	2%	10,000	-	N/A	10,000
Pilot Projects & Research	-	-	-	25,000	-	0%	25,000	-	0%	25,000	-	N/A	500,000
Bus Yard	1,200,000	2,335,188	195%	-	88,456	-	-	5,800	-	-	-	-	-
Subtotal Indirect Costs	2,137,000	3,091,897		990,000	1,068,408		1,180,000	1,068,216		1,142,801	555,352	97%	1,519,816
Contingency/Reserve Replenishment				347,757	-	-	135,000	-	-	135,000	-	N/A	-
TOTAL ETMA BUDGET/EXPENSES	6,156,000	6,267,445	102%	5,514,505	4,442,731	81%	5,942,900	4,820,178	81%	5,621,687	2,443,783	97%	6,188,628
TOTAL EGR BUDGET/EXPENSES	5,727,000	5,947,002	104%	4,942,757	3,953,260	80%	5,160,000	4,183,709	81%	4,957,470	2,122,871	97%	5,423,164
	2021 Budget	2021 Actual		2022 Budget	2022 Actual		2023 Budget	2023 Actual		2024 Revised			2025 Final
Beginning of Year Fund Balance (Net Assets)		4,236,247			3,031,153			4,081,065		5,203,591			5,820,537
Increase (Decrease) in Funds	(954,542)	(1,184,294)		18,200	1,033,362		76,981	1,104,692		616,946			281,034
Non-Cash Depreciation, Financing and Amortization Adjmts		(20,800)			16,549			17,834		-			-
Net Change in Assets		(1,205,094)			1,049,911			1,122,527		616,946			281,034
End of Year Fund Balance (Net Assets)		3,031,153			4,081,065			5,203,591		5,820,537			6,101,571

At the time of the 2024 Final Budget approval, MV's pricing for 8 to Go and Emery Express were still in negotiations. As such, Expenditures and Revenue from those programs did not reflect what was ultimately agreed upon by MV and the ETMA. The 2024 Revised column accounts for the revised/agreed upon rates to give an accurate comparison between what is expected for 2024 and what is proposed for 2025.

Emeryville TMA Budget Forecast through 2030

	Actuals	Actuals	Actuals	Budget	Budget	Forecast	Forecast	Forecast	Forecast	Forecast
REVENUE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PBID Revenue										
PBID Revenue	4,178,547	4,343,798	4,474,112	4,607,835	4,746,070	4,888,452	5,035,106	5,186,159	5,341,744	5,501,996
District Related Costs	(95,535)	(98,345)	(100,560)	(102,833)	(105,183)	(107,604)	(110,097)	(112,665)	(115,310)	(118,034)
Net PBID	4,083,012	4,245,453	4,373,552	4,505,002	4,640,887	4,780,848	4,925,009	5,073,494	5,226,434	5,383,962
Non-PBID Revenue										
City of Emeryville - General Benefit Contribution	556,368	564,726	634,164	609,273	639,966	669,301	707,176	747,887	791,653	838,706
ETMA Direct Billed Revenue	109,764	109,764	113,373	116,774	120,277	123,886	127,602	131,430	135,373	139,434
8 to Go Revenue	101,668	112,688	111,384	165,481	164,599	178,567	192,788	208,148	224,735	242,650
WBS Revenue	230,352	254,027	295,013	337,353	388,228	420,531	454,074	490,301	529,425	571,679
Emery Express Revenue	-	187,805	351,911	289,412	315,930	342,525	369,821	399,301	431,139	465,525
Misc. Revenue (Interest income, investments, etc.)	1,989	1,630	45,473	215,338	199,774	207,765	213,998	218,278	222,643	227,096
Subtotal Non-PBID Revenues	1,000,140	1,230,640	1,551,318	1,733,631	1,828,775	1,942,575	2,065,460	2,195,345	2,334,969	2,485,091
TOTAL REVENUE	5,083,151	5,476,093	5,924,870	6,238,632	6,469,662	6,723,423	6,990,469	7,268,839	7,561,403	7,869,053

	Actuals	Actuals	Actuals	Budget	Budget	Forecast	Forecast	Forecast	Forecast	Forecast
EXPENDITURES	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Direct Costs										
EGR Operations	2,066,386	2,117,761	2,431,320	2,725,819	2,959,344	3,196,091	3,451,779	3,727,921	4,026,154	4,348,247
EGR Maintenance	156,801	191,239	194,494	102,280	100,000	100,000	100,000	100,000	100,000	100,000
EGR Fuel	185,781	262,333	214,510	240,000	216,730	250,000	250,000	250,000	250,000	250,000
EGR Communications	53,814	47,272	112,872	101,569	117,274	120,000	120,000	120,000	120,000	120,000
EGR Misc. Operations Expenses	564	-	343	10,000	10,000	10,000	10,000	10,000	10,000	10,000
EGR Bus Leases/Purchases	391,759	266,246	161,953	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Subtotal Direct Costs	2,855,105	2,884,852	3,115,492	3,679,668	3,903,348	4,176,091	4,431,779	4,707,921	5,006,154	5,328,247
Reimbursable Program Costs										
8 to Go Operations	110,936	113,042	105,505	155,881	164,599	177,767	191,988	207,348	223,935	241,850
West Berkeley Shuttle Operations	209,507	253,269	247,133	280,359	337,590	364,597	393,765	425,266	459,287	496,030
Emery Express Operations	-	123,159	283,832	227,977	263,275	284,337	307,084	331,651	358,183	386,837
Subtotal Reimbursable Program Costs	320,443	489,471	636,469	664,217	765,464	826,701	892,837	964,264	1,041,405	1,124,718
Indirect Costs										
Professional Services	483,428	430,492	522,621	510,000	505,879	531,173	557,732	585,618	614,899	645,644
Occupancy (Facilities related expenses)	245,895	496,647	484,070	527,000	431,937	453,533	476,210	500,021	525,022	551,273
TMA Insurance	21,840	49,235	55,275	60,801	62,000	65,100	68,355	71,773	75,361	79,129
Conferences, Meetings, Office Expenses	143	210	231	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Membership & Public Outreach	5,403	3,368	220	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Pilot Projects & Research	-	-	-	25,000	500,000	200,000	200,000	200,000	200,000	200,000
Bus Yard	2,335,188	88,456	5,800	-	-	-	-	-	-	-
Subtotal Indirect Costs	3,091,897	1,068,408	1,068,216	1,142,801	1,519,816	1,269,806	1,322,297	1,377,412	1,435,282	1,496,046
Contingency	-	-	-	135,000	-	-	-	-	-	-
TOTAL ETMA BUDGET/EXPENSES	6,267,445	4,442,731	4,820,178	5,621,687	6,188,628	6,272,599	6,646,912	7,049,597	7,482,842	7,949,011

Beginning of Year Fund Balance (Net Assets)	4,236,247	3,031,153	4,081,065	5,203,591	5,820,537	6,101,571	6,552,395	6,895,951	7,115,193	7,193,755
Increase (Decrease) in Funds	(1,184,294)	1,033,362	1,104,692	616,946	281,034	450,824	343,556	219,242	78,561	(79,958)
Non-Cash Dep., Amortization, Financing Adjustment	(20,800)	16,549	17,834	-	-	-	-	-	-	-
Net Change in Assets	(1,205,094)	1,049,911	1,122,527	616,946	281,034	450,824	343,556	219,242	78,561	(79,958)
End of Year Fund Balance (Net Assets)	3,031,153	4,081,065	5,203,591	5,820,537	6,101,571	6,552,395	6,895,951	7,115,193	7,193,755	7,113,797
15% Operating Reserve (per ETMA Policy)	940,117	666,410	723,027	843,253	928,294	940,890	997,037	1,057,439	1,122,426	1,192,352
Est. Avail. Fund Balance	2,091,037	3,414,655	4,480,564	4,977,284	5,173,277	5,611,505	5,898,914	6,057,754	6,071,328	5,921,445

ASSUMPTIONS

1. PBID Revenue Forecasting based on a 3% annual increase.
2. Investment interest rates estimated to begin declining in 2027
3. Operations Expense Forecasting based on an 8% annual increase for Emery Go-Round and Reimbursable Shuttle Programs
4. Assumes Quarterra continues to operate the Emery Express after their initial 5-year commitment (2022-2027)
5. Professional Services, Occupancy and TMA Insurance Forecasts based on a 5% annual increase

Reimbursable Shuttle Programs 2025 Budget

8 to Go		
	2024 Budgeted Revenue	Assumptions/Details
REVENUE	164,599	
EXPENDITURES		
Shuttle Operations	143,168	Based on 6 operating hours per day
Shuttle Maintenance	5,000	
Professional Services	10,508	\$800/Month Management + \$76/Month Accounting
Fuel	5,000	
Communications	923	Cell Phone and Radio
TOTAL EXPENDITURES	164,599	

West Berkeley Shuttle		
	2024 Budgeted Revenue	Assumptions/Details
REVENUE	388,228	
EXPENDITURES		
Shuttle Operations	318,441	
Professional Services	14,400	\$1200/Month Management
Communications	839	Radio
Website	130	
Real-Time Tracking	3,780	WBS is looking to engage TripShot at an annual \$5,324
Subtotal Direct Costs	337,590	
Indirect Costs (15%)	50,638	Rent, insurance, facility expenses, accounting services, etc.
TOTAL EXPENDITURES	388,228	

Quarterra (Lennar) - The Emery Express		
	2024 Budgeted Revenue	Assumptions/Details
REVENUE	315,930	
EXPENDITURES		
Shuttle Operations	235,187	Based on 7 operating hours per day
Professional Services	12,000	\$1000/Month Management
Fuel	15,250	
Communications	839	Radio
Subtotal - Direct Costs	263,275	
Indirect Costs (20%)	52,655	Rent, insurance, facility expenses, accounting services, etc.
TOTAL EXPENDITURES	315,930	