

AGENDA

SANTA CRUZ METRO BOARD OF DIRECTORS

REGULAR MEETING OF AUGUST 9, 2013

8:30 AM



Mission Statement: "To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service."

THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA


- | | | |
|--------------------------|---|------------------------------|
| <input type="checkbox"/> | <i>Director Margarita Alejo</i> | <i>City of Watsonville</i> |
| <input type="checkbox"/> | <i>Director Hilary Bryant</i> | <i>City of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Dene Bustichi, Vice Chair</i> | <i>City of Scotts Valley</i> |
| <input type="checkbox"/> | <i>Director Daniel Dodge, Chair</i> | <i>City of Watsonville</i> |
| <input type="checkbox"/> | <i>Director Zach Friend</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Ron Graves</i> | <i>City of Capitola</i> |
| <input type="checkbox"/> | <i>Director Michelle Hinkle</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Deborah Lane</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director John Leopold</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Bruce McPherson</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Lynn Robinson</i> | <i>City of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Ex-Officio Director Donna Blitzer</i> | <i>UC Santa Cruz</i> |

Leslie R. White, General Manager / Secretary of the Board
Leslyn K. Syren, District Counsel

TITLE 6 - INTERPRETATION SERVICES / TÍTULO 6 - SERVICIOS DE TRADUCCIÓN

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

 *The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.*

**AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF AUGUST 9, 2013**

**MEETING LOCATION:
SANTA CRUZ METRO – ADMIN OFFICE
110 VERNON STREET
SANTA CRUZ, CA**

8:30 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. CALL TO ORDER
2. ROLL CALL
3. ANNOUNCEMENTS
4. COMMUNICATIONS TO THE BOARD OF DIRECTORS
This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.
- 4-1. CORRESPONDENCE REGARDING BUS SERVICE TO LA POSADA
Lotta Noise, Santa Cruz, California
- 4-2. CORRESPONDENCE REGARDING OBSTRUCTED BUS STOP AT SOUTHBOUND CABRILLO STOP
Michelle Tuttle, Aptos, California
5. LABOR ORGANIZATION COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF AUGUST 9, 2013

CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.

- 7-1. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH AIRTEC SERVICE FOR HEATING VENTILATION AND AIR CONDITIONING (HVAC) MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000
- 7-2. BUDGET STATUS REPORTS YEAR TO DATE AS OF MAY 31, 2013
- 7-3. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MAY 2013
- 7-4. CONSIDERATION OF METROBASE STATUS REPORT
- 7-5. CONSIDERATION OF RATIFYING PAYMENT MADE FOR RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY14
- 7-6. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF PHILADELPHIA INSURANCE COMPANIES, #13-0013; REJECT THE CLAIM OF DAVID W. REED, #13-0011
- 7-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CATTO'S GRAPHICS, INC. FOR PRINTING OF BUS STOP STICKERS IN AN AMOUNT NOT TO EXCEED \$10,000
- 7-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FLYERS ENERGY, LLC FOR OFF-SITE FUELING OF NON-REVENUE VEHICLES IN AN AMOUNT NOT TO EXCEED \$40,000

REGULAR AGENDA

8. CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE RESOLUTION CONFIRMING THIS ACTION
Presented by Leslyn K. Syren, District Counsel
9. ORAL REPORT OF THE RECRUITMENT TASK FORCE
Presented by Daniel Dodge, Chair
10. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
Presented by Leslyn K. Syren, District Counsel
11. COMMUNICATIONS REGARDING CLOSED SESSION

**AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF AUGUST 9, 2013**

12. ORAL ANNOUNCEMENT

The next regularly scheduled Board meeting will be held Friday, August 23, 2013 at 9:00 a.m. at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley, California.

SECTION II: CLOSED SESSION - Immediately following Open Session

1. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION
(Pursuant to Government Code Section 54956.9(b)(3)(B))

Potential Cases: Two

SECTION III: RECONVENE TO OPEN SESSION

13. REPORT OF CLOSED SESSION: District Counsel

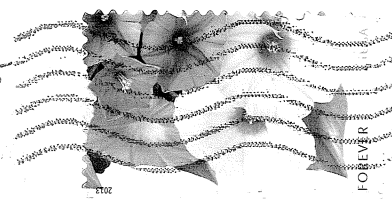
14. ADJOURNMENT

Adjourn to the next Board of Directors meeting.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.

P.O. Box 1013
Ben Lomond, Ca 95005

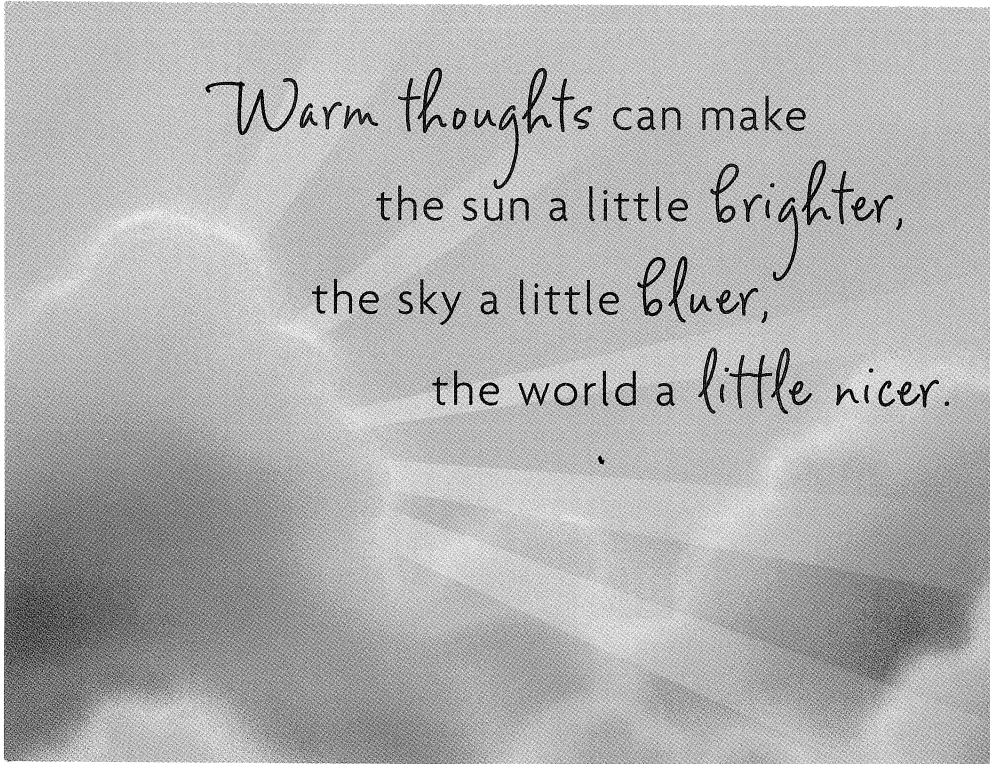
25 JUN 2013 PM 2 L



J.C.M.T.D., JUN 26 REBU
920 Pacific Avenue #21
Santa Cruz, California
95060

4571

Attn: Governing Board



J.C.M.T.D.

June 24th, 2013

Attn: Governing Board

920 Pacific Avenue #21

Santa Cruz, California 95060

Gentlemen Ladies:

Re: La Posada Bus Soc.
Meeting @ 06/24/13

Thank You! ☺

for your in-house visit
wherein we were able
and did discuss various op-
tions for compromise.

We appreciate your soli-
citation of our opinions.

Hopefully today's meeting
resulted in a workable solution.

☺ Lotta Noise

J.W.A.K.

☺

June 30, 2013

Board of ~~Directed~~ Metro

2013 JUL 2 10:45 AM
C/o Administration Services Coordinator:

SAN JOSE
ADMIN DEPARTMENT

~~Permanent~~

Michelle Tuttle

Michelle Tuttle
Permanent Disabled
Bus Patro S.C.

Re: Bus stop Cabrillo

• South Bound Watsonville

• Tree obstruction of Handicapp
directly accross Admissions & Covered
Parking

This maple tree is pulling up the
plates rooting into the gymnasium
agrigation and causing conflict with
the handicapp pull up as well as dropping
sand fleas on the medical patients in
transport. Please concider remove
and replanting a smaller tree.

Michelle Tuttle
Michelle P. Tuttle

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 9, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH AIRTEC SERVICE FOR HEATING VENTILATION AND AIR CONDITIONING (HVAC) MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal for a one-year contract extension with Airtec Service for heating ventilation and air conditioning (HVAC) maintenance services in an amount not to exceed \$15,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Airtec Service for heating ventilation and air conditioning (HVAC) maintenance services.
- This contract was established on October 14, 2011 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on October 13, 2013.
- Airtec Service has requested a 2.5% overall price increase for the new contract period. The contract allows a price increase less than or equal to the latest CPI for our area.
- Airtec Service has performed its duties very well under this contract and therefore, a one-year contract extension allowing the 2.5% increase in rates is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Airtec Service for heating ventilation and air conditioning (HVAC) maintenance services that is due to expire on October 13, 2013. Over the past year, the quality of service provided by Airtec Service has been excellent. Airtec Service has reviewed the contract and requested a 2.5% pricing increase. The contract allows for a price increase which shall not exceed the annual percentage change in the Consumers Price Index for the San Francisco – Oakland – San Jose area in effect on the start of the new contract period. The current percentage of change in this area is 2.6%.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Airtec Service for an amount not to exceed \$15,000. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Robert Cotter, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This contract has a total not to exceed of \$30,000. Additional funds in an amount of \$15,000 are requested for approval at this time. The new contract total not to exceed would be \$45,000.

Funds to support this contract are included in the Facilities Maintenance FY14 Outside Repairs Buildings and Improvements budget.

V. ATTACHMENTS

Attachment A: Renewal letter from Airtec Service

Attachment B: Contract Amendment with Airtec Service

Attachment A



June 28, 2013

Santa Cruz Metro
110 Vernon Street
Santa Cruz, CA 95060

Attn: Erron Alvey

Re: Intent to Extend HVAC Maintenance Services
Contract Number 12-09

Erron,

Airtec Service wishes to extend the maintenance agreement contract through October 2014. We have a collective bargaining labor rate increase effective July 1, 2013 through July 1, 2014. This is equal to 2.5% of pay package. We would like to request an increase of 2.5%.

Please advise if this is acceptable.

Sincerely,

A handwritten signature in black ink, appearing to read "David Olson".

David Olson
President

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO CONTRACT NO. 12-09 FOR HVAC MAINTENANCE SERVICES

This Second Amendment to Contract No. 12-09 for HVAC Maintenance Services is made effective October 14, 2013 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Airtec Service (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for HVAC Maintenance Services (“Contract”) on October 14, 2011.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to increase the compensation amount allowable for payment to Contractor.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from October 14, 2011 to October 13, 2014.

At the option of Santa Cruz METRO, this Contract may be renewed for two (2) additional one (1) year terms upon mutual written consent.

III. COMPENSATION

- 3.1 Article 5.01 is amended to include the following language:

A price increase of 2.5% shall be effective as of October 14, 2013. Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$15,000 under the terms of this Second Amendment.

The new Contract total not to exceed amount is \$45,000. Contractor understands and agrees that if he/she exceeds the \$45,000 maximum amount payable under this Contract, that it does so at its own risk.

IV. REMAINING TERMS AND CONDITIONS

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

7-1.b1

V. AUTHORITY

5.1 Article 7 is amended to include the following language:

Each party has full power to enter into and perform this Second Amendment to the Contract and the person signing this Second Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Second Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
AIRTEC SERVICE

By _____
David Olson
President

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 9, 2013
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF MAY 31, 2013

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of May 31, 2013

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of May 31, 2013 were \$397K or 1% over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of May 31, 2013 were \$376K or 1% under budget.
- **Capital Budget** spending year to date through May 31, 2013 was \$3,858K or 11% of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY13 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **92%**.

A. Operating Revenue

Operating Revenues year to date as of May 31, 2013 were \$397K or 1 % over the amount budgeted. Revenue variances are primarily due to higher-than-anticipated Passenger Fares (Contract – Public Agency), Sales Tax Revenue, and Fuel Tax Credit.

- **Passenger Fares** are over budget due to higher-than-anticipated ridership on UCSC routes resulting in higher Fares-Contract revenue.
- **Sales Tax Revenue** is over budget due to higher-than-anticipated receipts year to date as of May 31, 2013.
- **Fuel Tax Credit** is over budget due to higher-than-anticipated receipt of retroactive tax credits for alternative fuel usage in calendar year 2012 (the last two quarters of FY12 and the three quarters of FY13).

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of May 31, 2013 were \$376K or 1 % under budget. Personnel Expenses, Casualty & Liability, Purchased Transportation and Miscellaneous Expenses all contributed to the variance.

- **Total Personnel Expenses** are under budget due to vacant funded positions and extended leaves.
- **Mobile Materials & Supplies** are over budget primarily due to higher than anticipated prices of fuel.
- **Casualty & Liability** is under budget primarily due to fewer settlement costs than originally anticipated.
- **Purchased Transportation** is under budget due to newly hired Paratransit operators, which has lowered the need for outside services to meet Paratransit demand.
- **Miscellaneous Expenses** are under budget primarily due to **Employee Training**.

C. Capital Budget

Capital Budget spending year to date through May 31, 2013 was \$3,858K or 11 % of the total Capital Budget. Of this, \$696K has been spent on the Video Surveillance Project – CCTV (State-1B) and \$488K has been spent on the Land Mobile Radio Project (State-1B).

The MetroBase Project spending consists of : \$1,818K spent on the MetroBase Project – FY11 Allocation Operations Bldg, \$18K spent on FY10 Allocation, and \$412K spent on the 2nd LNG Tank.

IV. FINANCIAL CONSIDERATIONS

As of May 31, 2013, there is an Operating loss (budget gap) of \$3,765,898. This budget gap signifies an unsustainable budget year to date.

Small Transit Intensive Cities (STIC) Funds, Funds from Carryover from Previous Years, State Operating Assistance (STA), and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the final amount of the Operating income/loss for the year is determined.

Attachment A: FY13 Operating Revenue & Expenses Year to Date as of 5/31/13

Attachment B: FY13 Capital Budget Report for the month ending 5/31/13

Prepared by: Kristina Mihaylova, Sr. Financial Analyst

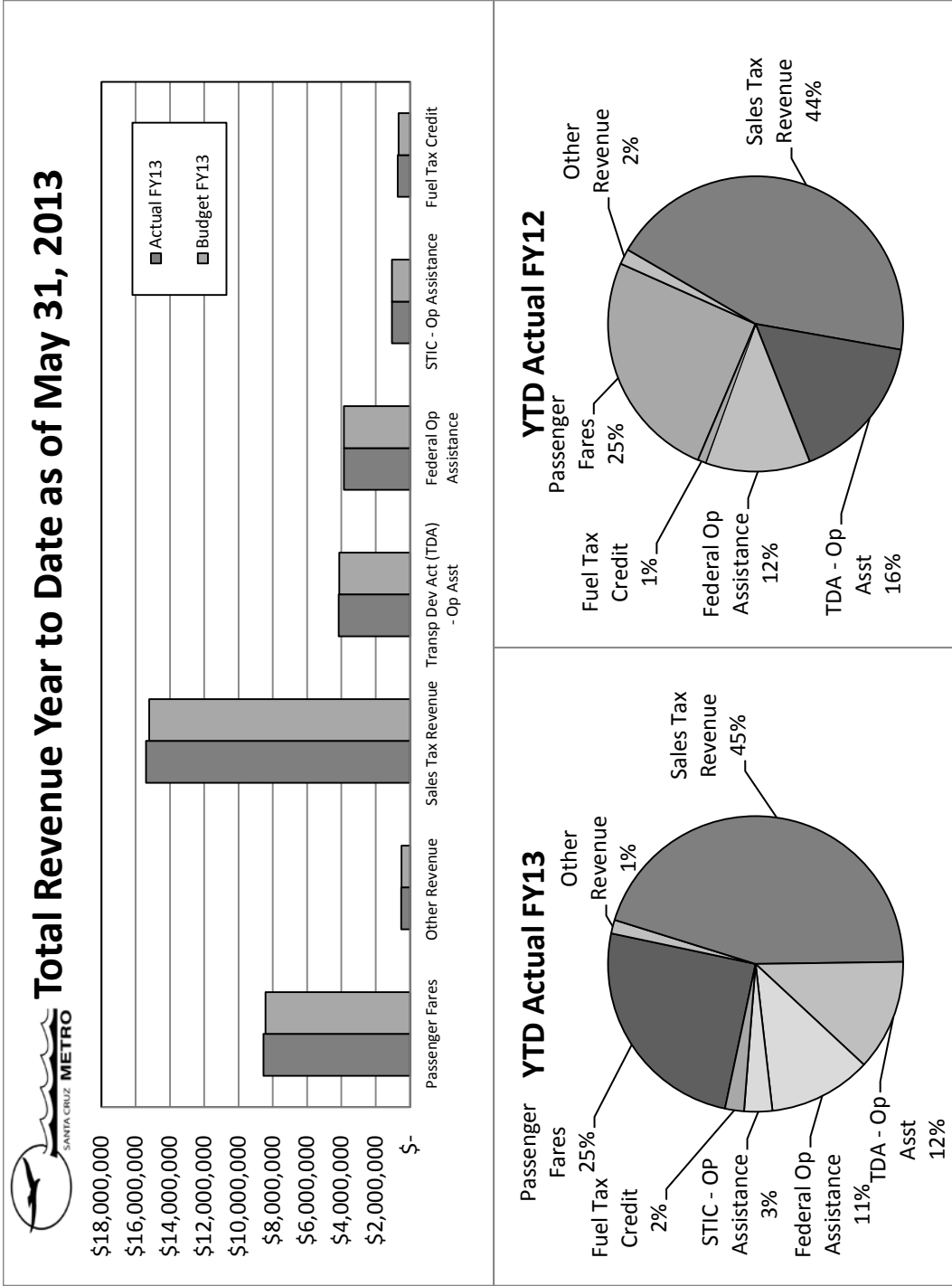
Date Prepared: July 25, 2013



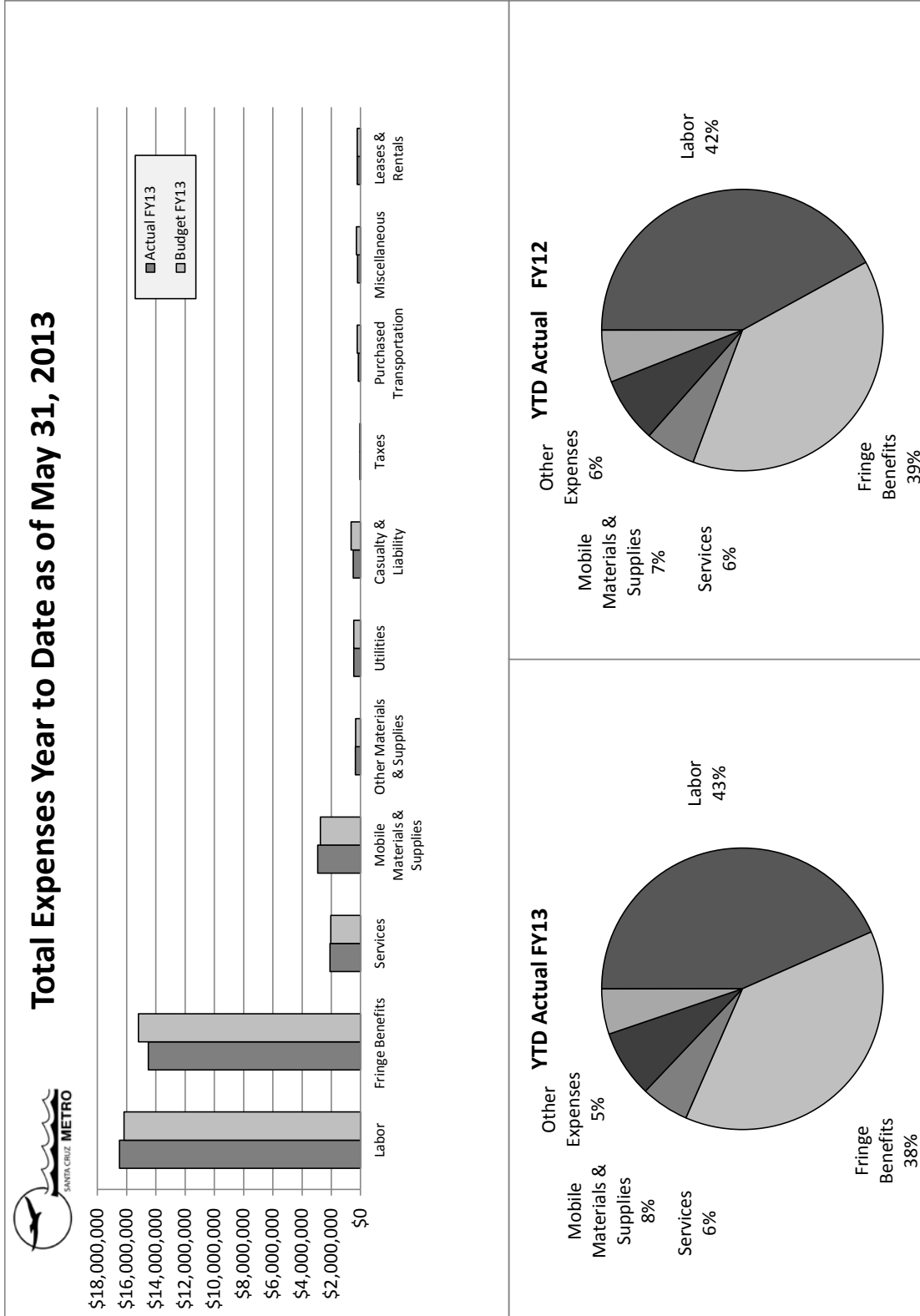
FY13
Operating Revenue & Expenses
Year to Date as of May 31, 2013

Revenue:	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY12 Actual	\$ Var	% Var
Passenger Fares	\$ 8,555,422	\$ 8,421,402	\$ 134,019	2%	\$ 8,174,121	\$ 381,301	5%
Other Revenue	\$ 497,330	\$ 484,514	\$ 12,816	3%	\$ 547,931	\$ (50,602)	-9%
Sales Tax Revenue	\$ 15,398,805	\$ 15,218,264	\$ 180,541	1%	\$ 14,356,853	\$ 1,041,952	7%
Transp Dev Act (TDA) - Op Asst	\$ 4,153,708	\$ 4,130,279	\$ 23,430	1%	\$ 5,244,964	\$ (1,091,256)	-21%
Federal Op Assistance	\$ 3,852,288	\$ 3,852,288	\$ -	0%	\$ 3,707,070	\$ 145,218	4%
Other Op Assistance/Funding	\$ 10,572	\$ 9,166	\$ 1,406	15%	\$ 18,611	\$ (8,039)	-43%
STA - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
STIC - Op Assistance	\$ 1,057,097	\$ 1,057,097	\$ -	0%	\$ -	\$ 1,057,097	100%
Fuel Tax Credit	\$ 711,014	\$ 666,667	\$ 44,347	7%	\$ 269,092	\$ 441,922	164%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 34,236,236	\$ 33,839,678	\$ 396,559	1%	\$ 32,318,642	\$ 1,917,594	6%
Expenses:							
Labor	\$ 16,486,919	\$ 16,186,691	\$ 300,228	2%	\$ 14,235,853	\$ 2,251,065	16%
Fringe Benefits	\$ 14,512,320	\$ 15,192,012	\$ (679,692)	-4%	\$ 13,105,742	\$ 1,406,578	11%
Services	\$ 2,092,583	\$ 2,034,590	\$ 57,993	3%	\$ 1,972,509	\$ 120,074	6%
Mobile Materials & Supplies	\$ 2,933,756	\$ 2,745,979	\$ 187,777	7%	\$ 2,543,121	\$ 390,635	15%
Other Materials & Supplies	\$ 357,160	\$ 340,793	\$ 16,367	5%	\$ 288,725	\$ 68,435	24%
Utilities	\$ 469,539	\$ 457,350	\$ 12,189	3%	\$ 427,080	\$ 42,459	10%
Casualty & Liability	\$ 505,172	\$ 640,583	\$ (135,411)	-21%	\$ 667,829	\$ (162,657)	-24%
Taxes	\$ 40,179	\$ 43,150	\$ (2,971)	-7%	\$ 33,267	\$ 6,912	21%
Purchased Transportation	\$ 163,662	\$ 229,166	\$ (65,504)	-29%	\$ 240,501	\$ (76,839)	-32%
Miscellaneous	\$ 214,220	\$ 277,827	\$ (63,607)	-23%	\$ 157,060	\$ 57,159	36%
Leases & Rentals	\$ 226,625	\$ 229,728	\$ (3,102)	-1%	\$ 212,515	\$ 14,111	7%
Total Expenses	\$ 38,002,134	\$ 38,377,871	\$ (375,737)	-1%	\$ 33,884,203	\$ 4,117,931	12%
Operating Income (Loss)	\$ (3,765,898)	\$ -	\$ (3,765,898)	-	\$ (1,565,563)	\$ -	-

Attachment A



Attachment A





FY13
Operating Revenue
Year to Date as of May 31, 2013

Percent of Year Elapsed - 92%

	Year to Date		YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	% Var	% Var
Passenger Fares					
Passenger Fares	\$ 3,558,073	\$ 3,656,486	\$ (98,413)	-3%	2%
Paratransit Fares	\$ 278,348	\$ 256,058	\$ 22,290	9%	2%
Special Transit Fares - Contract	\$ 3,068,686	\$ 2,853,725	\$ 214,961	8%	9%
Highway 17 Fares	\$ 1,363,303	\$ 1,439,907	\$ (76,604)	-5%	0%
Highway 17 Payments	\$ 287,011	\$ 215,226	\$ 71,785	33%	26%
Subtotal Passenger Revenue	\$ 8,555,422	\$ 8,421,402	\$ 134,019	2%	5%

Other Revenue					
Commissions	\$ 2,557	\$ 5,134	\$ (2,577)	-50%	-30%
Advertising Income	\$ 264,515	\$ 236,041	\$ 28,474	12%	6%
Rent Income - SC Pacific Station	\$ 94,350	\$ 98,139	\$ (3,788)	-4%	-4%
Rent Income - Watsonville TC	\$ 39,554	\$ 37,034	\$ 2,520	7%	-1%
Interest Income	\$ 78,730	\$ 91,667	\$ (12,936)	-14%	-26%
Other Non-Transp Revenue	\$ 17,623	\$ 16,500	\$ 1,123	7%	-64%
Subtotal Other Revenue	\$ 497,330	\$ 484,514	\$ 12,816	3%	-9%

Sales Tax Revenue	\$ 15,398,805	\$ 15,218,264	\$ 180,541	1%	7%
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Transp Dev Act (TDA) - Op Asst	\$ 4,153,708	\$ 4,130,279	\$ 23,430	1%	-21%
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Federal Op Assistance					
FTA Sec 5307 - Op Asst	\$ 3,695,976	\$ 3,695,976	\$ -	0%	0%
FTA Sec 5311 - Rural Op Asst	\$ 156,312	\$ 156,312	\$ -	0%	100%
Subtotal Federal Op Assistance	\$ 3,852,288	\$ 3,852,288	\$ -	0%	4%

Other Op Assistance/Funding					
AMBAG Funding	\$ -	\$ -	\$ -	0%	0%
Other Op Assistance/Funding (Prop 84 - TOD: FY12)	\$ 10,572	\$ 9,166	\$ 1,406	15%	-43%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	\$ -	0%	0%
Subtotal Other Op Assistance/Funding	\$ 10,572	\$ 9,166	\$ 1,406	15%	-43%

Attachment A



FY13 Operating Revenue Year to Date as of May 31, 2013

	Percent of Year Elapsed - 92%		Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var	
STA - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
STIC - Op Assistance	\$ 1,057,097	\$ 1,057,097	\$ -	0%	\$ -	\$ 1,057,097	100%	
Fuel Tax Credit	\$ 711,014	\$ 666,667	\$ 44,347	7%	\$ 269,092	\$ 441,922	164%	
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
Total Revenue	<u>\$ 34,236,236</u>	<u>\$ 33,839,678</u>	<u>\$ 396,559</u>	<u>1%</u>	<u>\$ 32,318,642</u>	<u>\$ 1,917,594</u>	<u>6%</u>	
Total Operating Expenses	<u>\$ 38,002,134</u>				<u>\$ 33,884,203</u>			
Variance	<u>\$ (3,765,898)</u>				<u>\$ (1,565,561)</u>			

7-2.a5



FY13
Consolidated Operating Expenses
Year to Date as of May 31, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
501011 Bus Operator Pay	\$ 7,576,482	\$ 7,615,762	-1%	\$ 6,560,768	\$ 1,015,714	15%
501013 Bus Operator Overtime	\$ 1,816,449	\$ 1,644,285	10%	\$ 1,447,680	\$ 368,770	25%
501021 Other Salaries	\$ 6,500,509	\$ 6,572,127	-1%	\$ 5,811,685	\$ 688,824	12%
501023 Other Overtime	\$ 593,478	\$ 354,517	67%	\$ 415,721	\$ 177,758	43%
Total Labor -	\$ 16,486,919	\$ 16,186,691	2%	\$ 14,235,853	\$ 2,251,065	16%

Fringe Benefits						
	Actual	Budget	% Var	FY12	\$ Var	% Var
502011 Medicare/Soc. Sec.	\$ 246,769	\$ 281,325	-12%	\$ 209,156	\$ 37,614	18%
502021 Retirement	\$ 2,829,915	\$ 3,021,344	-6%	\$ 2,450,459	\$ 379,456	15%
502031 Medical Insurance	\$ 6,449,318	\$ 6,687,058	-4%	\$ 5,890,455	\$ 558,863	9%
502041 Dental Insurance	\$ 474,092	\$ 486,547	-3%	\$ 428,961	\$ 45,131	11%
502045 Vision Insurance	\$ 114,987	\$ 120,430	-5%	\$ 115,187	\$ (199)	0%
502051 Life Insurance	\$ 43,406	\$ 42,433	2%	\$ 36,913	\$ 6,493	18%
502060 State Disability	\$ 182,610	\$ 186,393	-2%	\$ 172,838	\$ 9,771	6%
502061 Disability Insurance	\$ 111,058	\$ 121,544	-9%	\$ 107,898	\$ 3,160	3%
502071 State Unemp. Ins	\$ 88,099	\$ 79,538	11%	\$ 79,558	\$ 8,541	11%
502081 Worker's Comp Ins	\$ 918,476	\$ 849,750	8%	\$ 1,101,373	\$ (182,897)	-17%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 356,400	\$ 484,305	-26%	\$ 255,508	\$ 100,892	39%
502103 Floating Holiday	\$ 33,574	\$ 71,748	-53%	\$ 36,056	\$ (2,482)	-7%
502109 Sick Leave	\$ 575,667	\$ 831,564	-31%	\$ 510,039	\$ 65,628	13%
502111 Annual Leave	\$ 1,854,603	\$ 1,716,439	8%	\$ 1,493,800	\$ 360,803	24%
502121 Other Paid Absence	\$ 161,700	\$ 127,700	27%	\$ 145,422	\$ 16,279	11%
502251 Physical Exams	\$ 5,340	\$ 12,934	-59%	\$ 7,506	\$ (2,166)	-29%
502253 Driver Lic Renewal	\$ 2,775	\$ 4,268	-35%	\$ 1,867	\$ 908	49%
502999 Other Fringe Benefits	\$ 63,531	\$ 66,692	-5%	\$ 62,747	\$ 784	1%
Total Fringe Benefits -	\$ 14,512,320	\$ 15,192,012	-4%	\$ 13,105,742	\$ 1,406,578	11%
Total Personnel Expenses -	\$ 30,999,239	\$ 31,378,703	-1%	\$ 27,341,596	\$ 3,657,643	13%



FY13
Consolidated Operating Expenses
Year to Date as of May 31, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
Services						
503011 Acctg & Audit Fees	\$ 72,541	\$ 80,000	-9%	\$ 74,860	\$ (2,319)	-3%
503012 Admin & Bank Fees	\$ 234,425	\$ 230,337	2%	\$ 233,329	\$ 1,096	0%
503031 Prof & Tech Fees	\$ 118,024	\$ 175,044	-33%	\$ 98,678	\$ 19,346	20%
503032 Legislative Services	\$ 82,500	\$ 96,250	-14%	\$ 82,500	\$ -	0%
503033 Legal Services	\$ 158	\$ 50,417	-100%	\$ -	\$ 158	100%
503034 Pre-Employ Exams	\$ 8,937	\$ 9,602	-7%	\$ 17,914	\$ (8,976)	-50%
503041 Temp Help	\$ 153,160	\$ 20,500	647%	\$ 286,042	\$ (132,882)	-46%
503161 Custodial Services	\$ 74,642	\$ 68,292	9%	\$ 60,588	\$ 14,054	23%
503162 Uniform & Laundry	\$ 17,171	\$ 20,167	-15%	\$ 18,804	\$ (1,633)	-9%
503171 Security Services	\$ 409,957	\$ 402,540	2%	\$ 287,403	\$ 122,555	43%
503221 Classified/Legal Ads	\$ 10,300	\$ 15,675	-34%	\$ 9,970	\$ 330	3%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 4,583	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 86,279	\$ 62,333	38%	\$ 54,335	\$ 31,945	59%
503352 Repair - Equipment	\$ 382,587	\$ 423,433	-10%	\$ 358,391	\$ 24,196	7%
503353 Repair - Rev Vehicle	\$ 384,567	\$ 325,000	18%	\$ 328,080	\$ 56,487	17%
503354 Repair - Non Rev Vehic	\$ 11,807	\$ 13,750	-14%	\$ 22,279	\$ (10,473)	-47%
503363 Haz Mat Disposal	\$ 45,527	\$ 36,667	24%	\$ 39,337	\$ 6,191	16%
Total Services -	\$ 2,092,583	\$ 2,034,590	3%	\$ 1,972,509	\$ 120,074	6%
Mobile Materials & Supplies						
504011 Fuels & Lube Non Rev ^	\$ 71,797	\$ 74,250	-3%	\$ 64,450	\$ 7,347	11%
504012 Fuels & Lube Rev Veh	\$ 2,014,577	\$ 1,916,667	5%	\$ 1,826,978	\$ 187,599	10%
504021 Tires & Tubes	\$ 223,580	\$ 179,750	24%	\$ 125,849	\$ 97,731	78%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 623,802	\$ 575,313	8%	\$ 525,845	\$ 97,957	19%
Total Mobile Materials & Supplies -	\$ 2,933,756	\$ 2,745,979	7%	\$ 2,543,121	\$ 390,635	15%

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FY13
Consolidated Operating Expenses
Year to Date as of May 31, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
Other Materials & Supplies						
504205 Freight Out	\$ 2,412	\$ 2,337	75 3%	\$ 2,199	\$ 213	10%
504211 Postage & Mailing	\$ 10,430	\$ 11,871	(1,441) -12%	\$ 9,197	\$ 1,232	13%
504214 Promotional Items	\$ 1,249	\$ 917	333 36%	\$ -	\$ 1,249	100%
504215 Printing	\$ 53,573	\$ 97,845	(44,273) -45%	\$ 58,288	\$ (4,715)	-8%
504217 Photo Supply/Processin	\$ 1,893	\$ 2,842	(948) -33%	\$ 1,586	\$ 307	19%
504311 Office Supplies	\$ 72,799	\$ 63,236	9,563 15%	\$ 70,906	\$ 1,893	3%
504315 Safety Supplies	\$ 29,450	\$ 17,600	11,851 67%	\$ 15,760	\$ 13,690	87%
504317 Cleaning Supplies	\$ 56,332	\$ 44,183	12,149 27%	\$ 41,185	\$ 15,147	37%
504409 Repair/Maint Supplies	\$ 104,933	\$ 79,750	25,183 32%	\$ 74,404	\$ 30,528	41%
504421 Non-Inventory Parts	\$ 14,106	\$ 9,258	4,848 52%	\$ 9,958	\$ 4,148	42%
504511 Small Tools	\$ 7,807	\$ 8,158	(352) -4%	\$ 4,737	\$ 3,070	65%
504515 Employee Tool Rplcmt	\$ 2,176	\$ 2,796	(619) -22%	\$ 504	\$ 1,672	332%
Total Other Materials & Supplies -	\$ 357,160	\$ 340,793	\$ 16,367 5%	\$ 288,725	\$ 68,435	24%
Utilities						
505011 Gas & Electric	\$ 254,153	\$ 254,583	(431) 0%	\$ 228,714	\$ 25,439	11%
505021 Water & Garbage	\$ 119,446	\$ 111,100	8,346 8%	\$ 104,733	\$ 14,712	14%
505031 Telecommunications	\$ 95,941	\$ 91,667	4,274 5%	\$ 93,632	\$ 2,308	2%
Total Utilities -	\$ 469,539	\$ 457,350	\$ 12,189 3%	\$ 427,080	\$ 42,459	10%
Casualty & Liability						
506011 Insurance - Property	\$ 90,445	\$ 89,833	612 1%	\$ 93,698	\$ (3,254)	-3%
506015 Insurance - PL & PD	\$ 391,205	\$ 412,500	(21,295) -5%	\$ 431,628	\$ (40,423)	-9%
506021 Insurance - Other	\$ 711	\$ 750	(39) -5%	\$ 711	\$ -	0%
506123 Settlement Costs	\$ 57,808	\$ 137,500	(79,692) -58%	\$ 160,159	\$ (102,350)	-64%
506127 Repairs - Dist Prop	\$ (34,997)	\$ -	(34,997) 100%	\$ (18,366)	\$ (16,631)	91%
Total Casualty & Liability -	\$ 505,172	\$ 640,583	\$ (135,411) -21%	\$ 667,829	\$ (162,657)	-24%
Taxes						
507051 Fuel Tax	\$ 13,528	\$ 12,833	695 5%	\$ 12,195	\$ 1,333	11%
507201 Licenses & permits	\$ 13,933	\$ 14,734	(801) -5%	\$ 9,876	\$ 4,057	41%
507999 Other Taxes	\$ 12,718	\$ 15,584	(2,866) -18%	\$ 11,196	\$ 1,522	14%
Total Taxes -	\$ 40,179	\$ 43,150	(2,971) -7%	\$ 33,267	\$ 6,912	21%



FY13
Consolidated Operating Expenses
Year to Date as of May 31, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
Purchased Transportation						
503406 Contr/Paratrans	\$ 163,662	\$ 229,166	-29%	\$ 240,501	\$ (76,839)	-32%
Total Purchased Transportation -	\$ 163,662	\$ 229,166	-29%	\$ 240,501	\$ (76,839)	-32%
Miscellaneous						
509011 Dues & Subscriptions	\$ 59,216	\$ 61,808	-4%	\$ 59,006	\$ 211	0%
509081 Advertising - Dist Promc	\$ 2,292	\$ 914	151%	\$ -	\$ 2,292	100%
509101 Emp Incentive Prog	\$ 5,634	\$ 12,375	-54%	\$ 226	\$ 5,408	2390%
509121 Employee Training	\$ 50,494	\$ 96,341	-48%	\$ 42,586	\$ 7,909	19%
509123 Travel	\$ 82,640	\$ 90,163	-8%	\$ 42,595	\$ 40,044	94%
509125 Local Meeting Exp	\$ 5,202	\$ 4,675	11%	\$ 4,541	\$ 661	15%
509127 Board Director Fees	\$ 7,650	\$ 11,550	-34%	\$ 6,800	\$ 850	13%
509150 Contributions	\$ -	\$ -	0%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ 1,091	\$ -	100%	\$ 1,306	\$ (216)	-17%
Total Misc -	\$ 214,220	\$ 277,827	-23%	\$ 157,060	\$ 57,159	36%

Leases & Rentals						
512011 Facility Rentals	\$ 204,876	\$ 209,000	-2%	\$ 194,946	\$ 9,930	5%
512061 Equipment Rentals	\$ 21,750	\$ 20,728	5%	\$ 17,568	\$ 4,181	24%
Total Leases & Rentals -	\$ 226,625	\$ 229,728	-1%	\$ 212,515	\$ 14,111	7%
Total Non-Personnel Expenses -	\$ 7,002,896	\$ 6,999,167	0%	\$ 6,542,607	\$ 460,289	7%
TOTAL OPERATING EXPENSE -	\$ 38,002,134	\$ 38,377,871	-1%	\$ 33,884,203	\$ 4,117,931	12%

** does not include Depreciation, W/C IBNR adjustments, and GASB OPEB Liability expense



**FY13
CAPITAL BUDGET
For the month ending - May 31, 2013**

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
MetroBase Project - FY11 Allocation Operations Bldg. (STIC, SAKATA, STA, PTMISEA)	\$ 1,818,130	\$ 19,051,491	\$ 17,233,361	10%
MetroBase Project - Operations Bldg. / Other (SLPP)	\$ -	\$ 5,800,000	\$ 5,800,000	0%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 18,178	\$ 1,206,992	\$ 1,188,814	2%
State of Good Repair #2 - 4 Buses, 42 MDCs (FTA, RES. RET. EARN.)	\$ -	\$ 3,391,010	\$ 3,391,010	0%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ 411,791	\$ 1,183,961	\$ 772,170	35%
Video Surveillance Project - CCTV (STATE-1B)	\$ 695,622	\$ 980,000	\$ 284,378	71%
Land Mobile Radio Project - LMR (STATE-1B)	\$ 488,474	\$ 788,500	\$ 300,026	62%
Bus Stop Improvements (STIP)	\$ 121,999	\$ 355,000	\$ 233,001	34%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ 59,283	\$ 192,105	\$ 132,822	31%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 1,980	\$ 60,000	\$ 58,020	3%
State of Good Repair #1 - 11 Buses (FTA, RES. RET. EARN.)	\$ 58,626	\$ 58,626	\$ -	100%
Watsonville Transit Center - Conceptual Design (STA)	\$ -	\$ 30,000	\$ 30,000	0%
Subtotal Grant Funded Projects	\$ 3,674,083	\$ 33,097,685	\$ 29,423,602	11%
<u>IT Projects</u>				
Automated Purchasing System Software - Puridiom (STA)	\$ -	\$ 40,000	\$ 40,000	0%
HR Software Upgrade - iVantage (STA)	\$ 10,341	\$ 20,000	\$ 9,659	52%
Replace "Plant" - Informix Database - Bus Stop Tracking System (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal IT Projects	\$ 10,341	\$ 70,000	\$ 59,659	15%
<u>Facilities Repair & Improvements</u>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ 38,608	\$ 225,000	\$ 186,392	17%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 11,216	\$ 175,000	\$ 163,784	6%
WTC Renovations & Repairs (STA)	\$ 5,915	\$ 45,000	\$ 39,085	13%
Repaint SVT (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Replace Portable Steam & Sidewalk Cleaner WTC (STA)	\$ 24,980	\$ 25,000	\$ 20	100%
Heaters for Maintenance Facility (3) (STA)	\$ 7,620	\$ 10,000	\$ 2,380	76%
Heaters for Customer Service Booth - Pac Station (STA)	\$ -	\$ 7,500	\$ 7,500	0%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Subtotal Facilities Repairs & Improvements Projects	\$ 88,339	\$ 536,000	\$ 447,661	16%



FY13
CAPITAL BUDGET
For the month ending - May 31, 2013

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Replace WiFi on Highway 17 buses (STA)	\$ 659	\$ 165,000	\$ 164,341	0%
Replace Supervisor Vehicle-SUV (STA)	\$ -	\$ 40,000	\$ 40,000	0%
Subtotal Revenue Vehicle Replacements	\$ 659	\$ 205,000	\$ 204,341	0%
<u>Non-Revenue Vehicle Replacement</u>				
See above	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<u>Fleet & Maintenance Equipment</u>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)	\$ 3,177	\$ 3,500	\$ 323	91%
Replace Plumber Snake (STA)	\$ 2,229	\$ 2,500	\$ 271	89%
Industrial Auto Upholstery Cleaning Machine - Fleet (STA)	\$ 2,027	\$ 2,500	\$ 473	81%
Subtotal Fleet & Maintenance Equipment	\$ 7,433	\$ 33,500	\$ 26,067	22%
<u>Office Equipment</u>				
None	\$ -	\$ -	\$ -	0%
Subtotal Office Equipment	\$ -	\$ -	\$ -	0%
<u>Misc</u>				
Ticket Vending Machine (1) (STA)	\$ 76,726	\$ 100,000	\$ 23,274	77%
Subtotal Misc.	\$ 76,726	\$ 100,000	\$ 23,274	77%
TOTAL CAPITAL PROJECTS	\$ 3,857,581	\$ 34,042,185	\$ 30,184,604	11%



FY13
CAPITAL BUDGET
For the month ending - May 31, 2013

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 1,095,746	\$ 4,029,226	\$ 2,933,480	27%
Other Fed - Sakata / Lawsuit proceeds	\$ 1,946	\$ 1,333,382	\$ 1,331,436	0%
State - PTMISEA (1B)	\$ 1,109,617	\$ 13,300,000	\$ 12,190,383	8%
State - Security Bond Funds (1B)	\$ 1,184,096	\$ 1,768,500	\$ 584,404	67%
State Transit Assistance (STA)	\$ 147,678	\$ 6,247,000	\$ 6,099,322	2%
State - MBUAPCD	\$ 160,283	\$ 261,000	\$ 100,717	61%
State - STIP	\$ 121,999	\$ 355,000	\$ 233,001	34%
State - SLPP	\$ -	\$ 5,800,000	\$ 5,800,000	0%
Local - Reserved Retained Earnings	\$ 36,216	\$ 936,472	\$ 900,256	4%
Local Operating Match	\$ -	\$ 11,605	\$ 11,605	0%
TOTAL CAPITAL FUNDING	\$ 3,857,581	\$ 34,042,185	\$ 30,184,604	11%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/13 THRU 05/31/13

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
45736	05/01/13	-632,432.90	502B	CALPERS		52530	MAY 13 MEDICAL INS	-632,432.90	**VOID
45804	05/01/13	632,432.90	502	CA PUBLIC EMPLOYEES'		52713	MAY 13 MED INSURANCE	632,432.90	MANUAL
45805	05/06/13	297.40	001193	MAY 13 MED INSURANCE	7	52708	SCM REPL GLASS DOOR	297.40	
45806	05/06/13	240.00	382	AA GLASS SHOP		52647	HVAC RPR VERNON	240.00	
45807	05/06/13	100.00	B030	AIRTEC SERVICE	7	52634	BOD MEET 4/12-4/26	100.00	
45808	05/06/13	104.33	294	ALEJO, MARGARITA	0	52690	REV VEH PARTS	104.33	
45809	05/06/13	8,583.00	001348	ANDY'S AUTO SUPPLY		52721	MAY 13 TEA FEES	8,583.00	
45810	05/06/13	20.04	E438	ATHENS INSURANCE SERVICE, INC.		52712	TRAVEL REIMBURSEMENT	20.04	
45811	05/06/13	33.39	002689	AVILES, PATRICIA		52693	OIL FILTERS	33.39	
45812	05/06/13	100.00	B028	B & B SMALL ENGINE	7	52635	BOD MEET 4/12-4/26	100.00	
45813	05/06/13	50.00	B018	BRYANT, HILARY	7	52636	BOD MEET 4/12	50.00	
45814	05/06/13	85.00	002034	BUSTICHI, DENE		52698	TANKTROUBLESHOOT #10	85.00	
45815	05/06/13	157.96	002898	CARLON'S FIRE EXTINGUISHER		52714	CIVIL WRIT PRACTICE	157.96	
45816	05/06/13	45.82	130	CEB CONTINUING EDUCATION OF		52660	3/11-4/15 WTC	45.82	
45817	05/06/13	25,555.15	001124	CITY OF WATSONVILLE UTILITIES		52687	4/9/13 LNG	6,265.59	
				CLEAN ENERGY		52688	4/4/13 LNG	8,281.94	
						52689	4/7/13 LNG	11,007.62	
45818	05/06/13	64.59	075	COAST PAPER & SUPPLY INC.		52646	LATCHKEY SET	64.59	
45819	05/06/13	1,412.53	163	COMMUNITY PRINTERS, INC.		52670	UTU FIXED RT MOU	860.51	
						52671	UTU PARACRUZ MOU	552.02	
45820	05/06/13	609.90	504	CUMMINS WEST, INC.		52669	#2803 EXHAUST LEAK	609.90	
45821	05/06/13	100.00	B029	DODGE, DANIEL	7	52637	BOD MEET 4/12-4/26	100.00	
45822	05/06/13	106.53	E672	ESTRADA, URIEL		52632	TRAVEL REIMBURSEMENT	106.53	
45823	05/06/13	298.19	E675	FLEISLER, CLAIRE		52633	TRAVEL REIMBURSEMENT	298.19	
45824	05/06/13	14,638.78	002952	FLYERS ENERGY LLC		52683	4/1-4/15 DIESEL FUEL	3,679.66	
						52730	4/1-4/15 FUEL PC	10,959.12	
45825	05/06/13	50.00	B032	FRIEND, ZACHARIAH		52638	BOD MEET 4/12/13	50.00	
45826	05/06/13	1,050.01	282	GRAINGER		52705	CLEANING SUPPLIES	162.77	
						52706	MERC VAPOR LAMP	674.88	
						52707	HAND DRYER HEAT ELEM	212.36	
45827	05/06/13	100.00	B023	GRAVES, RON	7	52639	BOD MEET 4/12-4/26	100.00	
45828	05/06/13	449.99	166	HOSE SHOP, THE		52674	REV PARTS #2220	131.68	
						52675	SBF 1200B RIVER PART	171.59	
						52676	SBF 1200B RIV PARTS	124.01	
						52692	STEM MOUNT	22.71	
45829	05/06/13	50.00	E407	JONES, CHRISTINE M.		52628	DMV REIMBURSEMENT	50.00	
45830	05/06/13	2,926.48	878	KELLY SERVICES, INC.		52715	TEMP W/E 4/14/13	2,926.48	
45831	05/06/13	8,885.00	003066	KIM FAMILY ENTERPRISES LLC		52724	MAY 13 RENT, NNN, PARK	8,885.00	
45832	05/06/13	136.30	001233	KIMBALL MIDWEST		52684	HDW ELEC CAMPAIGN	136.30	
45833	05/06/13	976.00	852	LAW OFFICES OF MARIE F. SANG	7	52716	CL210149,218396,2083	240.00	
						52717	CL# 7171384,12000693	384.00	
						52718	CL# 1999103213	160.00	
						52719	CL# 2010227273	112.00	
						52720	CL# 2010226708	80.00	
45834	05/06/13	100.00	B026	LEOPOLD, JOHN	7	52640	BOD MEET 4/12-4/26	100.00	
45835	05/06/13	100.00	B031	MCPHERSON, BRUCE		52641	BOD MEET 4/12-4/26	100.00	
45836	05/06/13	73.08	001052	MID VALLEY SUPPLY		52691	CLEANING SUPPLIES	73.08	
45837	05/06/13	262.50	041	MISSION UNIFORM		52696	UNIF & LAUNDRY	195.76	
						52697	UNIF & LAUNDRY	66.74	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/13 THRU 05/31/13

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
45838	05/06/13	12.00 E609		MUNGUIA, GUSTAVO		52709	TRAVEL REIMBURSEMENT	12.00	
45839	05/06/13	40.00 E631		NEVIN, JOHN		52629	DMV REIMBURSEMENT	40.00	
45840	05/06/13	6,405.79 001063		NEW FLYER IND. CANADA ULC DBA		52643	PART MANUAL BINDER	97.89	
						52644	PANEL FIRE GAS DETEC	374.27	
						52645	LED BOARD	73.95	
						52661	GLASS MIRROR	53.27	
						52680	REV VEH PARTS	5,795.80	
						52681	SELF LOCKING NUT	10.61	
45841	05/06/13	75.00 E188		NIETO, MANUEL		52710	MED EXAM REIMBURSE	75.00	
45842	05/06/13	182.65 043		PALACE ART & OFFICE SUPPLY		52727	OFFICE SUPPLIES	182.65	
45843	05/06/13	70.00 481		PIED PIPER EXTERMINATORS, INC.		52723	APRIL 13 PEST WTC	70.00	
45844	05/06/13	1,500.00 050		PITNEY BOWES INC.		52663	PREPAIDPOSTAGE METRO	1,500.00	
45845	05/06/13	200.00 187		POLAR RADIATOR SERVICE INC		52686	OUT RPR #2206	200.00	
45846	05/06/13	418.00 001149		PREFERRED PLUMBING, INC.		52673	PARACRUZ PLUMBING	418.00	
45847	05/06/13	4,218.96 882		PRINT SHOP SANTA CRUZ	7	52685	VEH INSPECTION FORM	4,218.96	
45848	05/06/13	1,078.92 107A		PROBUILD		52731	4/25/13 STATEMENT	1,078.92	
45849	05/06/13	160.48 527		RECARO NORTH AMERICA, INC.		52665	SEATBACK INSERT 2405	160.48	
45850	05/06/13	264.50 001153		REPUBLIC ELEVATOR COMPANY		52682	OUTAGE RPR GOLF DR	264.50	
45851	05/06/13	1,626.21 002094		RICON CORPORATION		52679	REV VEH PC# 2603	1,626.21	
45852	05/06/13	55,984.05 904		RNL/INTERPLAN, INC. A CA CORP		52726	PH3&4 ENCROACH PERM	55,984.05	VOIDED
45853	05/06/13	100.00 B022		ROBINSON, LYNN MARIE	7	52642	BOD MEET 4/12-4/26	100.00	
45854	05/06/13	14.39 045		ROYAL WHOLESAL ELECTRIC		52662	HEATER IN UPHOLST RM	14.39	
45855	05/06/13	986.44 135		SANTA CRUZ AUTO PARTS, INC.		52694	BATTERIES	114.13	
						52695	BATTERY	131.53	
						52700	LED FLOODLIGHT	279.75	
						52701	PRESSURE ADAPTER	118.18	
						52702	REV VEH PARTS MISC	193.50	
						52703	BRAKES 07 FORD FOCUS	143.91	
						52704	CERT HOLDER	5.44	
45856	05/06/13	2,038.00 002700		SANTA CRUZ COUNTY ENVIROMENTAL		52649	HEALTH PER 1200RIV B	2,038.00	
45857	05/06/13	8,896.05 079		SANTA CRUZ MUNICIPAL UTILITIES		52651	3/9-4/10 120GOLFCLUB	119.89	
						52652	3/9-4/10CEDAR&WALNUT	647.75	
						52653	3/9-4/10 VERNON	458.68	
						52654	3/9-4/10 VERNON	119.89	
						52655	3/9-4/10 1200RIV B	2,701.84	
						52656	3/9-4/10 165 DUBOIS	736.18	
						52657	3/9-4/10 120 GOLF	1,242.73	
						52658	3/9-4/10 PACIFIC	2,590.27	
						52659	3/9-4/10 PACIFIC	103.49	
						52728	3/9-4/10 1217 RIVER	175.33	
45858	05/06/13	600.00 002871		STATE ELECTRIC GENERATOR	7	52672	GENERATORMOV 1200RIV	600.00	
45859	05/06/13	96.00 003009		TAQUERIA LIDIA		52666	BOD MEETING 2/22	48.00	
						52667	4/26 BOD MEETING	48.00	
45860	05/06/13	38.88 366		TENNANT COMPANY		52648	KEY TENANT T5 MACH	38.88	
45861	05/06/13	606.74 002954		TIRE DISTRIBUTION SYSTEMS, LLC 7		52677	TIRES	478.64	
						52678	TIRES	128.10	
45862	05/06/13	41.28 007		UNITED PARCEL SERVICE		52729	FREIGHT	41.28	
45863	05/06/13	606.39 003093		UPS FREIGHT		52722	FREIGHT LYONS SHIPMT	606.39	
45864	05/06/13	55.02 434B		VERIZON CALIFORNIA		52668	4/16-5/15 MT BIEWLAS	55.02	
45865	05/06/13	76.02 434		VERIZON WIRELESS	0	52650	PC CARDS	76.02	

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45866	05/06/13	75.00 001353	75.00	VISION COMMUNICATIONS		52699	4/8-5/7 DVR RENTAL	75.00	
45867	05/06/13	75.00 001165	75.00	VU, THANH DR. MD	7	52664	DMV EXAM	75.00	
45868	05/06/13	3,500.00 003074	3,500.00	WAVE CREST DEVELOPMENT INC.		52725	MAY 13 RENT	3,500.00	
45869	05/06/13	9.52 E674	9.52	WILLIS, GREG		52630	TRAVEL REIMBURSEMENT	9.52	
45870	05/06/13	15.00 E075	15.00	WOODBIDGE-SISSON, ELIZABETH		52711	PHYS EXAM REIMBURSE	15.00	
45871	05/06/13	42.99 E329	42.99	ZARAGOZA, DANIEL		52631	TRAVEL REIMBURSEMENT	42.99	
45872	05/06/13	632.49 001000	632.49	DAIMLER BUSES N. AMERICA INC.		52736	TAIL LIGHTS	632.49	
45873	05/06/13	14,842.00 001176	14,842.00	NORTHSTAR, INC.		52737	MAR 13 FUEL MAINT	14,842.00	
45874	05/06/13	17,138.69 057	17,138.69	U.S. BANK		52732	4246-0400-1371-4946	10,237.07	
						52733	4246-0400-1865-4048	2,008.48	
						52734	4246-0400-1870-4249	13.79	
						52735	4246-0441-0112-5056	4,879.35	
						52820	SWITCH PARTSWASH MMF	204.35	
45875	05/13/13	204.35 192	204.35	ALWAYS UNDER PRESSURE		52801	2 ADDITIONAL USERS	1,108.00	
45876	05/13/13	1,108.00 001141	1,108.00	AMERICAN BUSINESS SYSTEMS, INC		52749	MAY 13 PAGERS	28.86	
45877	05/13/13	28.86 002861	28.86	AMERICAN MESSAGING SVCS, LLC		52751	PRESSURE WASH ENGINE	2,016.73	
45878	05/13/13	2,016.73 002689	2,016.73	B & B SMALL ENGINE		52854	BATTERY	5,038.74	
45879	05/13/13	5,038.74 059	5,038.74	BATTERIES USA, INC.		52844	BATTERY	303.88	
45880	05/13/13	303.88 002802	303.88	BATTERY SYSTEMS CORP		52793	SIGN FOR IT DEPT	27.19	
45881	05/13/13	27.19 001112	27.19	BRINKS AWARDS & SIGNS	7	52779	END TIE ROD	558.21	
45882	05/13/13	558.21 002929	558.21	CHEVROLET OF WATSONVILLE	7	52867	LANDFILL	29.14	
45883	05/13/13	29.14 001346	29.14	CITY OF SANTA CRUZ-FINANCE		52795	1/15-3/15 SVTC	84.86	
45884	05/13/13	84.86 667	84.86	CITY OF SCOTTS VALLEY		52766	3/18-4/22 WTC	23.96	
45885	05/13/13	1,242.44 130	1,242.44	CITY OF WATSONVILLE UTILITIES		52767	3/18-4/22 WTC	40.21	
						52768	3/18-4/22 WTC	286.17	
45886	05/13/13	1,346.63 909	1,346.63	CLASSIC GRAPHICS		52769	WASTE CONTAINER WTC	892.10	
45887	05/13/13	22,321.99 001124	22,321.99	CLEAN ENERGY		52869	OUT BUS RPR #2212	1,346.63	
45888	05/13/13	1,803.13 002063	1,803.13	COSTCO		52806	LNG 4/15/13	11,064.01	
45889	05/13/13	120.00 E638	120.00	COTTER, ROBERT		52783	IGNITION VALVE #2204	589.90	
45890	05/13/13	2,337.24 002814	2,337.24	CREATIVE BUS SALES, INC.		52784	OUT RPR TRANSMISSION	5,695.87	
45891	05/13/13	6,285.77 504	6,285.77	CUMMINS WEST, INC.		52792	MOTOR & PARTS	1,033.88	
45892	05/13/13	1,033.88 001000	1,033.88	DAIMLER BUSES N. AMERICA INC.		52832	MAR 13 CORE EXCHANGE	924.38	
45893	05/13/13	924.38 480	924.38	DIESEL MARINE ELECTRIC, INC.		52799	VEHICLE LOGIC UNIT	1,894.74	
45894	05/13/13	2,097.97 002624	2,097.97	DIGITAL RECORDERS, INC		52800	HANDS FREE MIC	203.23	
45895	05/13/13	2,238.36 001329	2,238.36	DOC AUTO LLC		52822	OUTSIDE RPR #PC1110	1,119.18	
45896	05/13/13	789.00 916	789.00	DOCTORS ON DUTY MEDICAL CLINIC .		52848	OUTSIDE RPR PC#1114	1,119.18	
45897	05/13/13	44.94 372	44.94	FEDERAL EXPRESS		52870	DOT DRUG TEST	789.00	
45898	05/13/13	434.38 447	434.38	FERRIS HOIST & REPAIR, INC.		52827	FREIGHT OUT	44.94	
45899	05/13/13	50,173.62 002295	50,173.62	FIRST ALARM		52834	MMF BAY 3 & 8 RPR	434.38	
45900	05/13/13	228.96 001302	228.96	GARDA CL WEST, INC.		52860	APR 13 SECURITY SVC	37,214.48	
45901	05/13/13	156.81 001189	156.81	GARY KENNVILLE LOCKSMITH		52861	APR 13 SECURITY SVC	12,959.14	
45902	05/13/13	401.09 647	401.09	GENFARE A DIV OF SPX CORP		52796	MAY 13 SVCS	228.96	
45903	05/13/13	556.00 117	556.00	GILLIG LLC		52841	GENERAT KEYLOCKS MMF	156.81	
						52761	DATA PROBE CABLE	401.09	
						52833	BACK SEAT KNOB	32.76	

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45904	05/13/13	97.50 003096	GOODWILL INDUSTRIES OF SILICON		52838	FILTER, SPRING, GASK	523.24		
45905	05/13/13	1,760.40 282	GRAINGER		52803	APR 13 SVC PARACRUZ	16.25		
45906	05/13/13	15.49 546	GRANITEROCK COMPANY		52836	APR13 VERN, OPS,PACIF	81.25		
45907	05/13/13	213.76 166	HOSE SHOP, THE		52794	INFARED HEATER	579.22		
45908	05/13/13	3,008.12 878	KELLY SERVICES, INC.		52858	CLEANING SUPPLIES	108.51		
45909	05/13/13	391.55 167	KEYSTON BROTHERS		52859	EXIT, EMERG SIGNS	1,072.67		
45910	05/13/13	1,474.85 001233	KIMBALL MIDWEST		52866	CONCRETE BUSSTOP AL	15.49		
45911	05/13/13	191.65 040	LENZ ARTS, INC.		52789	HOSE & PARTS	86.70		
45912	05/13/13	1,069.98 511	LUMINATOR HOLDING LP		52821	HOSE SHIELDS W/TIES	127.06		
45913	05/13/13	39.14 001555	MAC TOOLS INC DBA		52756	TEMP W/E 4/21	3,008.12		
45914	05/13/13	26,125.86 003017	MANFIELD OIL CO OF GAINSVILLE		52770	UPHOLSTERY PARTS	48.45		
45915	05/13/13	40.00 E303	MCGLAZE, GILLIAN		52791	PARTS NON INV	343.10		
45916	05/13/13	3,290.60 001052	MID VALLEY SUPPLY		52748	CUST FRAME PART DEPT	1,474.85		
45917	05/13/13	307.60 041	MISSION UNIFORM		52839	POWER CABLE	191.65		
45918	05/13/13	11,322.32 001063	NEW FLYER IND. CANADA ULC DBA		52840	PWA,GTI POWER SUPPLY	83.74		
45919	05/13/13	527.16 002721	NEXTEL COMMUNICATIONS/SPRINT		52773	UTIL CART GARCIA, SAM	986.24		
45920	05/13/13	3,103.92 004	NORTH BAY FORD LINC-MERCURY		52773	UTIL CART GARCIA, SAM	39.14		
45921	05/13/13	120.00 E088	O'DONNELL, SHAWN		52837	DIESEL 4/16/13	26,125.86		
45922	05/13/13	12,131.53 009	PACIFIC GAS & ELECTRIC		52738	DMV REIMBURSEMENT	40.00		
45923	05/13/13	2,481.77 023	PACIFIC TRUCK PARTS, INC.		52824	CLEANING PRODUCTS	217.13		
45924	05/13/13	1,378.63 043	PALACE ART & OFFICE SUPPLY		52850	CLEANING SUPPLIES	3,073.47		
					52781	UNIFORMS	195.76		
					52782	UNIFORMS	66.74		
					52855	UNIF & LAUNDRY	45.10		
					52774	VALVE SOLENOID	199.43		
					52775	LED STRIP, SHOCKABS	4,974.12		
					52776	WINDSHIELD	3,111.81		
					52787	JUMPER CABLES	63.96		
					52788	FAN KIT	122.37		
					52797	LED LAMP	20.31		
					52798	COMPRESSOR SEAL	2,830.32		
					52745	3/26-4/25 TVM WIRELE	84.48		
					52752	3/26-4/25 DIR CONNEC	442.68		
					52825	BRAKE KIT	231.86		
					52829	LAMP #1102	43.50		
					52830	OUT RPR #PC1103	260.00		
					52849	BRAKES VEH #1122	48.77		
					52852	OUT RPR #908	2,343.46		
					52856	DOOR LOCK ASSEMBLY	154.34		
					52857	HANDLE, COVER PC1114	21.99		
					52876	NTI BUS PROC WORKSH	120.00		VOIDED
					52753	3/27-4/25 165 DUBOIS	2,039.55		
					52754	3/27-4/25 GOLF DR	4,412.09		
					52755	3/27-4/25 VERNON	3,877.54		
					52813	3/27-4/25 1122 RIVER	1,475.76		
					52814	3/27-4/25 1122 RIVER	166.72		
					52826	3/27-4/25 1217 RIVER	159.87		
					52842	DRIVE SHAFTS	2,481.77		
					52757	OFFICE SUPPLIES	16.66		
					52758	OFFICE SUPPLIES	93.23		

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45925	05/13/13	170.05 050	PITNEY BOWES INC.			52845	OFFICE SUPPLY	939.34	
45926	05/13/13	45,209.93 002939	PREFERRED BENEFIT			52846	OFFICE SUPPLY	329.40	
45927	05/13/13	284.38 882	PRINT SHOP SANTA CRUZ		7	52759	6/1-5/31/14 MAINT	97.85	
45928	05/13/13	388.62 215	RICOH USA, INC.			52760	6/1-5/31/14 MAINT	72.20	
45929	05/13/13	1,20.28 536	RIVERSIDE LIGHTING & ELECTRIC			52864	MAY 13 DENTAL	45,209.93	
45930	05/13/13	79.05 R635	ROMAN, DANIEL			52747	BUS CARDS FLIESLER	75.04	
45931	05/13/13	726.06 018	SALINAS VALLEY FORD SALES			52847	INSPECTION FORMS	209.34	
45932	05/13/13	634.75 135	SANTA CRUZ AUTO PARTS, INC.			52815	4/18-5/17 RPR/RENTAL	388.62	
45933	05/13/13	224.51 002459	SCOTTS VALLEY WATER DISTRICT			52807	ELEVATOR LIGHT PACIF	8.61	
45934	05/13/13	618.74 115	SNAP-ON INDUSTRIAL			52808	UPHOLSTERY ROOM MMF	8.09	
45935	05/13/13	245.99 001075	SOQUEL III ASSOCIATES			52809	UPHOLSTERY ROOM MMF	103.58	
45936	05/13/13	472.50 002871	STATE ELECTRIC GENERATOR			52865	SC 08-12-11	79.05	
45937	05/13/13	645.00 003094	STP SPECIALTY TECH PUBLISHERS			52772	BRAKE, RELAY, CARTKIT	726.06	
45938	05/13/13	1,538.33 001800	THERMO KING OF SALINAS, INC			52750	CREDIT NOTE	-17.40	
45939	05/13/13	6,412.00 002954	TIRE DISTRIBUTION SYSTEMS, LLC			52777	TOOL REPLACE L.ROCHA	104.80	
45940	05/13/13	8,358.81 057	U.S. BANK			52778	LAMP	181.86	
45941	05/13/13	120,000.00 003018	UNITED INDUSTRIES GROUP, INC.			52780	BATTERY	105.43	
45942	05/13/13	53.61 007	UNITED PARCEL SERVICE			52804	FUEL FILTER	78.33	
45943	05/13/13	10.88 946	UNITED SITE SERVICES			52843	WEATHERSTRIP	7.18	
45944	05/13/13	2,475.05 002829	VALLEY POWER SYSTEMS, INC.			52853	BATTERIES	174.55	
45945	05/13/13	10,826.10 001043	VISION SERVICE PLAN			52812	2/5-4/8/13 SVTC	505.69	
45946	05/13/13	300.00 001165	VU, THANH DR. MD			52817	SOLUS CF UPDATE	113.05	
45947	05/13/13	70.00 682	WEISS, AMY L.			52818	EMP TOOL REPLACE	245.99	
45948	05/13/13	3,372.34 001506	WESTERN STATES OIL CO.			52828	2013 CAM INCREASE	472.50	
45949	05/13/13	23.00 E495	WHITE, LES			52851	AIR COMPRESSOR GOLF	645.00	
						52868	8/13-8/14 CA COMPLIA	790.87	
						52811	OUTSIDE RPR #2810	747.46	
						52762	TIRES & TUBES	2,230.10	
						52763	TIRES & TUBES	1,313.00	
						52764	TIRES & TUBES	1,955.44	
						52765	TIRES & TUBES	913.46	
						52871	4246-0400-1371-4946	2,733.75	
						52872	4246-0400-1865-4048	4,768.05	
						52873	4246-0400-1870-4249	754.44	
						52874	4246-0441-0112-5056	102.57	
						52831	2ND LNG TANK PMT	120,000.00	
						52862	FREIGHT	53.61	
						52740	4/24-5/21 FENCE RENT	10.88	
						52785	GASKET	18.79	
						52786	WASTEGATE, HOSE, FILTER	640.90	
						52819	CRANKVENT FILTR MISC	1,815.36	
						52863	MAY 13 VSP	10,826.10	
						52741	DMV EXAM	75.00	
						52742	DMV EXAM	75.00	
						52743	DMV EXAM	75.00	
						52744	DMV EXAM	75.00	
						52816	BOD MEET 4/26 INTERP	70.00	
						52835	4/17/13 OIL	3,372.34	
						52739	TRAVEL REIMBURSEMENT	23.00	

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45950	05/13/13	582.82 148	ZEP SALES & SERVICE INC.	52790		GRAFFITI TOWELS	582.82		
45951	05/20/13	64.35 002941	AA SAFE & SECURITY CO	52883		MMF KEYS FOR STOCK	64.35		
45952	05/20/13	68.47 003019	AMERICAN REPROGRAPHICS CO LLC	52881		OPS REVISION PRINTS	41.96		
45953	05/20/13	128.21 294	ANDY'S AUTO SUPPLY	52882	0	OPS REVISION PRINTS	26.51		
45954	05/20/13	6,740.19 001D	AT&T	52920		OIL, GLUE	128.21		
45955	05/20/13	2,031.92 001G	AT&T	52910		3/19-4/18 OPS PHONE	6,740.19		
45956	05/20/13	874.00 478	BEE CLENE	52938	0	5/5-6/4 DUBOIS/REPEA	2,031.92		
45957	05/20/13	774.00 011	BEWLEYS CLEANING	52905	7	CARET CLEAN VERNON	874.00		
45958	05/20/13	1,900.00 926	BICKMORE	52986		APR 13 CUSTODIAL SVC	774.00		
45959	05/20/13	2,759.59 001356	BRENCO OPERATING-TEXAS, LP	52987		W/C ACTUARIAL2013-16	1,900.00		
45960	05/20/13	1,000.00 003022	CAFE AMIGO	52988		CNG FUEL INJECTOR	2,759.59		
45961	05/20/13	525.02 914	CALTRONICS BUSINESS SYSTEMS	52878		MAY 13 CUSTODIAL SVC	1,000.00		
45962	05/20/13	760.17 001159	CATTO'S GRAPHICS, INC.	52935		OFFICE SUPP TONER	238.15		
45963	05/20/13	62,117.83 001124	CLEAN ENERGY	52965		TONER OFFICE SUPPLY	119.08		
45964	05/20/13	2,890.00 003034	COASTAL LANDSCAPING INC.	52992		OFFICE SUPPLY	167.79		
45965	05/20/13	200.00 367	COMMUNITY TELEVISION OF	52921		REFLECTIVE SIGN	261.00		
45966	05/20/13	332.34 002814	CREATIVE BUS SALES, INC.	52922		REFLEC EVAC D SIGN	145.73		
45967	05/20/13	7,165.80 504	CUMMINS WEST, INC.	52923		WIFI DECAL STICKERS	353.44		
45968	05/20/13	74.93 001000	DAIMLER BUSES N. AMERICA INC.	52941		LNG 4/25/13	9,857.19		
45969	05/20/13	3,533.00 001329	DOC AUTO LLC	52942		LNG 4/28/13	10,906.94		
45970	05/20/13	402.14 001172	FERGUSON ENTERPRISES INC. #795	52943		LNG 4/30/13	7,726.21		
45971	05/20/13	2,291.40 447	FERRIS HOIST & REPAIR, INC.	52958		LNG 04/17/13	11,151.98		
45972	05/20/13	41.62 959	FIRST ADVANTAGE OCCUPATIONAL	52959		LNG 04/20/13	11,127.17		
45973	05/20/13	17,944.92 002295	FIRST ALARM	52960		LNG 04/23/13	11,348.34		
45974	05/20/13	1,111.68 002962	FIS	52904		APR 13 LANDSCAPE SVC	2,890.00		
45975	05/20/13	15,462.14 002952	FLYERS ENERGY LLC	4/26/13		4/26/13 BOD MEETING	200.00		
45976	05/20/13	60.00 001189	GARY KENVILLE LOCKSMITH	52968		BUS PARTS #2406	172.19		
45977	05/20/13	295.58 647	GENFARE A DIV OF SPX CORP	52969		PARTS PC #1125	160.15		
45978	05/20/13	4,124.50 282	GRAINGER	52949		OUT RPR BUS # 2801	930.90		
				52964		SPARK PLUG,FUELVALVE	6,141.79		
				52973		HEX FLANGE SCREW	93.11		
				52972		HYDRAULIC FILTER	74.93		
				52928		OUT RPR VEC #PC1129	836.88		
				52975		OUT RPR PC #1127	457.76		
				52976		OUT RPR PC #1113	1,119.18		
				52979		OUT RPR PC #1106	1,119.18		
				52902		FAUCET & CARTRIDGE	165.43		
				52953		SLOAN REPAIR KIT	129.68		
				52981		MMF STEAMCLEAN SWITC	107.03		
				52900		MMF BAY #3	2,291.40		
				52944		DRUG TESTS	41.62		
				52888		APR13 DISPATCH SVC	90.00		
				52936		MAR13 DUBOIS SECURITY	17,854.92		
				52989		APR 13 MERCHANT FEES	1,111.68		
				52897		4/15-4/30 FUEL PC	11,764.54		
				52985		4/15-4/30 FUEL	3,697.60		
				52984		KNOB 165 DUBOIS	60.00		
				52950		PAPER ROLLS	295.58		
				52919		165 DUBOIS RESTROOM	191.17		
				52925		LAMP & SWITCH	357.47		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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45979	05/20/13	661.65 001198	HARLAND CLARKE CORP		52930	BULBS, GLOVES, BATTERY	3,575.86		
45980	05/20/13	14,283.93 001745	HARTFORD LIFE AND ACCIDENT INS		52909	A/P CHECKS	661.65		
45981	05/20/13	984.43 166	HOSE SHOP, THE		52931	MAY 13 LTD	10,484.18		
45982	05/20/13	3,052.23 110	JESSICA GROCERY STORE, INC.		52932	MAY 13 LIFE AD&D	3,799.75		
45983	05/20/13	1,142.96 878	KELLY SERVICES, INC.		52954	PART WASH BAY SBF	67.83		
45984	05/20/13	64.00 852	LAW OFFICES OF MARIE F. SANG	7	52962	SILICONE STICK HOSE	203.79		
45985	05/20/13	112.50 003059	MAILFINANCE INC		52977	HOSES VARIOUS	712.81		
45986	05/20/13	265.86 041	MISSION UNIFORM		52879	MAY 13 CUSTODIAL SVC	3,052.23		
45987	05/20/13	143.89 288	MUNCIE TRANSIT SUPPLY		52889	TEMP W/E 4/28	1,142.96		
45988	05/20/13	775.00 002995	NATION WIDE BIRD CONTROL, INC.		52946	CL2001103388, 2103414	64.00		
45989	05/20/13	500.00 003061	NEOFUNDS BY NEOPOST DBA		52990	4/28-5/27 LEASE VERN	112.50		
45990	05/20/13	1,569.59 001063	NEW FLYER IND. CANADA ULC DBA		52956	UNIFORMS/LINEN	66.74		
45991	05/20/13	1,549.68 002721	NEXTEL COMMUNICATIONS/SPRINT		52957	UNIFORMS/LINEN	199.12		
45992	05/20/13	778.76 004	NORTH BAY FORD LINC-MERCURY		52359	CREDIT NOTE	-1,382.53		
45993	05/20/13	4,567.20 009	PACIFIC GAS & ELECTRIC		52360	RPR & MAINT	973.63		
45994	05/20/13	544.02 043	PALACE ART & OFFICE SUPPLY		52901	FOG LAMP	488.40		
45995	05/20/13	1,058.00 002947	PEDALERS EXPRESS	7	52980	LAMP BULBS	64.39		
45996	05/20/13	333.00 481	PIED PIPER EXTERMINATORS, INC.		52903	MMF BIRD NETTING RPR	775.00		
45997	05/20/13	311.03 882	PRINT SHOP SANTA CRUZ	7	52891	APR13 POSTAGE	500.00		
45998	05/20/13	350.00 001071	QUEST SOFTWARE SYSTEMS, INC.		52895	LAMP	16.72		
45999	05/20/13	1.25 003020	QUEST DIAGNOSTIC		52899	HEATR, HUBOMETER, HORN	1,552.87		
46000	05/20/13	604.50 003024	RICOH USA, INC		52916	OUT RPR #807	730.91		
46001	05/20/13	816.89 215	RICOH USA, INC.		52929	PARTS FOR #0713	47.85		
46002	05/20/13	1,997.79 002094	RICON CORPORATION		52890	3/30-4/30 920 PACIFI	2,497.18		
46003	05/20/13	80.44 536	RIVERSIDE LIGHTING & ELECTRIC		52971	3/26-5/6 PAULSWEET	2,070.02		
46004	05/20/13	157.08 045	ROYAL WHOLESALE ELECTRIC		52922	BINDERS OFFICE SUPPL	54.88		
46005	05/20/13	528.07 001286	SAFE-CARD ID SERVICES, INC		52892	APR 13 MAIL SERVICES	1,058.00		
46006	05/20/13	215.18 135	SANTA CRUZ AUTO PARTS, INC.		52884	APR13 PEST CTRL VERN	183.00		
46007	05/20/13	17,618.68 977	SANTA CRUZ TRANSPORTATION, LLC		52886	APR13 PEST CAFE LENA	48.50		
					52887	APR13 PESTCTR BETTYS	53.00		
					52993	BUSINESS CARDS	311.03		
					52934	TIMEFORCE ADD EMPLOY	350.00		
					52945	DOT DRUG PANEL	125.25		
					52991	3/19-4/18 ADD'L IMAG	604.50		
					52894	4/26-5/25RENT/IMAGES	403.64		
					52951	4/18-5/17 RENT/IMAGE	413.25		
					52978	LINKKIT & BELT KIT	1,997.79		
					52911	MMF PARTS ROOM	10.62		
					52912	MMF UPHOLSTERY ROOM	69.82		
					52947	SAMPLE LIGHTS	2,670.97		
					52948	CREDITNOTE RET LIGHT	-2,513.89		
					52893	FULL COLOR RIBBON	528.07		
					52924	PARTS	21.23		
					52926	EMP TOOL RPL L. ROCHA	23.52		
					52961	SPARK PLUG	155.73		
					52963	WIPER BLADES	14.70		
					52940	APR 13 TRANSPORT PC	17,618.68		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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46008	05/20/13	8,473.27 003092	SOURCE GRAPHICS		52933	36" WIDE FLOORSCANNER	8,473.27		
46009	05/20/13	3,683.95 001232	SPECIALIZED AUTO AND		52974	OUT RPR PC #2402	3,683.95		
46010	05/20/13	141.45 001040	TERRYBERRY CO., LLC		52917	YRS OF SVC GIFT	141.45		
46011	05/20/13	345.00 002675	THOMSON REUTERS BARCLAYS		52967	2/28-2/28/14T13RENEW	345.00		
46012	05/20/13	4,941.58 002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	52913	TIRES & TUBES	2,230.10		
					52914	TIRES & TUBES	1,452.85		
					52915	TIRES & TUBES	1,258.63		
46013	05/20/13	251.31 170	TOWNSEND'S AUTO PARTS		52970	PAINT	251.31		
46014	05/20/13	38,928.91 003044	TRC ENGINEERS, INC.		52880	2/23-3/29 MB ENG SVC	38,928.91		
46015	05/20/13	3,556.26 221	VEHICLE MAINTENANCE PROGRAM		52955	FILTERS	1,506.60		
					52983	FILTERS	2,049.66		
46016	05/20/13	13,720.32 001353	VISION COMMUNICATIONS		52937	OPS MOBILE RELOCATE	13,220.32		
46017	05/20/13	225.00 001165	VU, THANH DR. MD	7	52906	DMV EXAM	500.00		
					52907	DMV EXAM	75.00		
					52908	DMV EXAM	75.00		
46018	05/20/13	8.15 E674	WILLIS, GREG		52977	TRAVEL REIMBURSEMENT	8.15		
46019	05/20/13	4,402.80 186	WILSON, GEORGE H., INC.		52877	PARTS WASHER RPR MMF	4,402.80		
46020	05/20/13	384.94 148	ZEP SALES & SERVICE INC.		52896	LUBE	384.94		
46021	05/27/13	240.00 382	AIRTEC SERVICE		53047	A/C DRIP CHECK PARA	240.00		
46022	05/27/13	115,899.05 003068	AMERICAN ASPHALT REPAIR &		53009	BSIP PROGRESS BILL 1	115,899.05		
46023	05/27/13	1,360.74 001312	ANTHEM BLUE CROSS		53085	JUN 13 COBRA PERS	1,360.74		
46024	05/27/13	85.72 001G	AT&T		53000	5/7-6/6 REPEATERS	85.72		
46025	05/27/13	8,583.00 001348	ATHENS INSURANCE SERVICE, INC.		53088	JUNE 13 TPA FEES	8,583.00		
46026	05/27/13	78.46 M033	BAILEY, NEIL	0	53089	JUNE 13 RETIREE SUPP	78.46		
46027	05/27/13	103.61 E659	BAYER, LORRAINE		53117	TRAVEL & MISC REIMB	103.61		
46028	05/27/13	6,425.61 001356	BRENCO OPERATING-TEXAS, LP		53063	CNG FUEL INJECTORS	6,425.61		
46029	05/27/13	632,432.90 502	CA PUBLIC EMPLOYEES'		53065	JUNE 13 MED INSURANC	632,432.90		
46030	05/27/13	78.46 M022	CAPELLA, KATHLEEN	0	53099	JUNE 13 RETIREE SUPP	78.46		
46031	05/27/13	5,000.00 001324	CAPITALEGE ADVOCACY, INC.		53023	MAY 13 SERVICES	5,000.00		
46032	05/27/13	1,795.25 003081	CAPITOLA MALL LLC	7	53038	JUNE 13 RENT	1,795.25		
46033	05/27/13	50.76 002929	CHEVROLET OF WATSONVILLE	7	53060	PARTS PC VEH #504	50.76		
46034	05/27/13	144.45 001124	CLEAN ENERGY		53004	LNG 4/23/13 TAX	78.81		
					53005	LNG 4/30/13 TAX	17.80		
					53006	LNG 4/28/13 TAX	25.13		
					53007	LNG 4/25/13 TAX	22.71		
46035	05/27/13	871.59 002063	COSTCO		53001	MB ACER LAPTOP	835.30		
46036	05/27/13	995.58 504	CUMMINS WEST, INC.		53056	BOD MEETING 5/10/13	36.29		
46037	05/27/13	2,388.41 001501	D & G SANITATION		53059	PARTS EGR COOL,MISC	995.58		
46038	05/27/13	39.23 M039	DAVILA, ANA MARIA	0	53015	APR 13 RENTAL PACIFI	2,388.41		
46039	05/27/13	924.38 480	DIESEL MARINE ELECTRIC, INC.		53066	JUNE 13 RETIREE SUPP	39.23		
46040	05/27/13	170.00 003097	EXPRESS EMPLOYMENT PROFESSIONA		53002	PRE-EMPLOY TESTING	170.00		
46041	05/27/13	656.26 002955	FEENEY WIRELESS, LLC	7	53008	HWY 17 WIFI REPLACE	656.26		
46042	05/27/13	39.23 M100	GARCIA, HELEN	0	53091	JUNE 13 RETIREE SUPP	39.23		
46043	05/27/13	78.46 M041	GOVEIA, ROBERT	0	53092	JUNE 13 RETIREE SUPP	78.46		
46044	05/27/13	830.92 282	GRAINGER		53024	OFFICE SUPPLIES	444.43		
					53025	MAGNETIC TAPE	119.72		
					53027	BELT SANDER	218.81		
					53028	CASTERS FOR DOLLY	47.96		

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46045	05/27/13	459.18 001097		GREENWASTE RECOVERY, INC.		53029	4/1-4/30 GARBAGE PC	224.40	
46046	05/27/13	3,566.43 E530		GUIZAR, LISETH		53033	4/1-4/30 GARBAGE SVT	234.78	
46047	05/27/13	5,657.10 R636		HARTFORD UNDERWRITER INSURANCE		52995	TUITION REIMBURSEMENT	3,566.43	
46048	05/27/13	15.56 E021		HILTNER, THOMAS		53021	SC 02-13-14	5,657.10	
46049	05/27/13	431.42 166		HOSE SHOP, THE		53084	PROPOSER INTERVIEWS	15.56	
46050	05/27/13	5,802.76 002979		HUNT & SONS, INC.		53030	HOSES	431.42	
46051	05/27/13	3,682.23 002117		IULIANO #2 LLC	7	53037	FUELS & LUBE	5,802.76	
46052	05/27/13	309.70 M061		KAMEDA, TERRY	0	53100	JUNE 13 RENT	3,682.23	
46053	05/27/13	35.00 T238		KATZEN, JOANNE		53087	JUNE 13 RETIREE SUPP	309.70	
46054	05/27/13	2,043.26 878		KELLY SERVICES, INC.		53082	FIELD TRIP REIMBURSE	35.00	
46055	05/27/13	365.94 167		KEYSTON BROTHERS		53011	TEMP W/E 5/5/13	2,043.26	
46056	05/27/13	635.527.23 003058		LEWIS C NELSON AND SONS INC		53054	UPHOLSTERY MATERIALS	365.94	
46057	05/27/13	23,744.48 003017		MANSFIELD OIL CO OF GAINSVILLE		53055	CONST MB THRU4/25/13	419,618.47	
46058	05/27/13	405.61 041		MISSION UNIFORM		52999	DIESEL 5/2/13	215,908.76	
46059	05/27/13	41.77 288		MUNCIE TRANSIT SUPPLY		53012	UNIFORMS & LAUNDRY	23,744.48	
46060	05/27/13	10.00 E631		NEVIN, JOHN		53013	UNIFORMS & LAUNDRY	51.00	
46061	05/27/13	5,499.39 001063		NEW FLYER IND. CANADA ULC DBA		53016	UNIF & LAUNDRY VERN	44.83	
46062	05/27/13	687.99 004		NORTH BAY FORD LINC-MERCURY		53019	UNIF & LAUNDRY	66.74	
46063	05/27/13	2,220.00 E645		OLANDER, JOY		53020	UNIF & LAUNDRY	199.12	
46064	05/27/13	75.00 E064		OROZCO, RICHARD		53116	UNIF & LAUNDRY PC	18.92	
46065	05/27/13	80.00 043		PALACE ART & OFFICE SUPPLY		53044	BULBS	41.77	
46066	05/27/13	337.71 M057		PARHAM, WALLACE		52996	DMV REIMBURSEMENT	10.00	
46067	05/27/13	39.23 M109		PEREZ, CHERYL		53031	WINDSHIELD	777.95	
46068	05/27/13	247.21 M064		PETERS, TERRIE		53034	SYS CONTROL ASSBLY	493.44	
46069	05/27/13	391.00 481		PIED PIPER EXTERMINATORS, INC.		53035	RADIUS ROD	372.35	
46070	05/27/13	337.61 M058		POTEETE, BEVERLY		53036	MISC LATCH, FILTER	3,855.65	
46071	05/27/13	133.79 002927		PRAXAIR DISTRIBUTION, INC.137		53017	BRAKE KIT	49.46	
46072	05/27/13	130.50 019		RAYNE OF SANTA CRUZ, INC.		53018	BRAKE KIT	121.91	
46073	05/27/13	413.62 001153		REPUBLIC ELEVATOR COMPANY		53040	TRANS LEAK #807	440.86	
46074	05/27/13	78.46 M085		ROSSI, DENISE		52997	TUITION REIMBURSEMENT	75.76	
46075	05/27/13	39.23 M030		ROWE, RUBY		53083	MED EXAM REIMBURSE	2,220.00	
46076	05/27/13	50.00 E120		RUIZ, SERAFIN		53014	OFFICE SUPPLIES	75.00	
46077	05/27/13	923.87 001286		SAFE-CARD ID SERVICES, INC		53101	JUNE 13 RETIREE SUPP	337.71	
46078	05/27/13	250.00 003084		SALA BROTHERS WATER TRUCKING		53093	JUNE 13 RETIREE SUPP	39.23	
						53102	JUNE 13 RETIREE SUPP	247.21	
						53069	APR 13 165 DUBOIS	241.00	
						53070	MAY 13 PEST PACIFIC	53.00	
						53071	MAY 13 PEST CAPELENA	48.50	
						53072	MAY 13 PEST METROMRK	48.50	
						53103	JUNE 13 RETIREE SUPP	337.61	
						53062	VISOR & HEADGEAR	133.79	
						53041	SALT 12 BAGS	130.50	
						53048	MAY13 PAC, GOLF, VERN	413.62	
						53094	JUNE 13 RETIREE SUPP	78.46	
						53095	JUNE 13 RETIREE SUPP	39.23	
						52994	DMV REIMBURSEMENT	50.00	
						53045	RPR METBADGE PRINTER	923.87	
						53086	165 DUBOIS DUST CTRL	250.00	

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46079	05/27/13	116.34 135	SANTA CRUZ AUTO PARTS, INC.			53042	BATTERY #502	30.48	
46080	05/27/13	5.36 848	SANTA CRUZ ELECTRONICS, INC.			53043	BATTERY	85.86	
46081	05/27/13	9,784.54 079	SANTA CRUZ MUNICIPAL UTILITIES			53046	OFFICE SUPPLIES	5.36	
						53068	4/11-5/8 1217 RIVER	142.43	
						53073	4/11-5/8 PACIFIC STA	96.77	
						53074	4/11-5/8 PACIFIC STA	2,563.39	
						53075	4/11-5/8 VERNON	451.19	
						53076	4/11-5/8 GOLF CLUB	1,212.39	
						53077	4/11-5/8 VERN IRRIGA	191.25	
						53078	4/11-5/8 CEDR&WALNUT	647.75	
						53079	4/11-5/8 GOLF IRRIGT	200.17	
						53080	4/11-5/8 1200 RIVERB	3,676.29	
						53081	4/11-5/8 165 DUBOIS	602.91	
46082	05/27/13	415.25 149	SANTA CRUZ SENTINEL		0	53108	LEGAL AD 13-24	205.36	
						53109	LEGAL AD 13-32	209.89	
46083	05/27/13	2,500.00 002267	SHAW / YODER / ANTWIH, INC.			53022	MAY 13 LEGISLATE SVC	2,500.00	
46084	05/27/13	104.30 M010	SHORT, SLOAN		0	53104	JUNE 13 RETIREE SUPP	104.30	
46085	05/27/13	39.23 M054	SLOAN, SUZANNE		0	53096	JUNE 13 RETIREE SUPP	39.23	
46086	05/27/13	12,723.20 001075	SOQUEL III ASSOCIATES		7	53039	JUNE 13 RENT	12,723.20	
46087	05/27/13	1,156.80 003098	SPARTAN DAILY			53026	4/24-5/9 ADVERTISING	1,156.80	
46088	05/27/13	76.01 104	STATE STEEL COMPANY		0	53058	GALVANIZED SHEET	76.01	
46089	05/27/13	384.56 002675	THOMSON REUTERS BARCLAYS			53003	APR 13 SERVICES	384.56	
46090	05/27/13	7,215.56 002954	TIRE DISTRIBUTION SYSTEMS, LLC		7	52998	TIRES & TUBES PC	123.00	
						53049	TIRES & TUBES	1,119.41	
						53050	TIRES & TUBES	1,258.63	
						53051	TIRES & TUBES	1,313.00	
						53052	TIRES & TUBES	1,444.47	
						53053	TIRES & TUBES	1,957.05	
46091	05/27/13	39.23 M086	TOLINE, DONALD		0	53097	JUNE 13 RETIREE SUPP	39.23	
46092	05/27/13	891.03 003037	TYCO INTEGRATED SECURITY LLC			53111	JUN 13 ALARM SVTC	52.91	
						53112	JUN 13 ALARM WTC	57.81	
						53113	JUN 13 ALARM GOLFCLU	111.01	
						53114	JUN 13 ALARM GOLFMMP	103.77	
						53115	6/1-8/31 1200RIVER B	485.68	
						53119	JUN13 SECURITY PACIF	79.85	
46093	05/27/13	98.83 007	UNITED PARCEL SERVICE			53010	FREIGHT OUT	44.39	
						53067	FREIGHT OUT	54.44	
46094	05/27/13	98.66 002829	VALLEY POWER SYSTEMS, INC.			53061	CLAMPS	98.66	
46095	05/27/13	55.02 434B	VERIZON CALIFORNIA			53118	5/16-6/15 MT BIEWLAS	55.02	
46096	05/27/13	76.02 434	VERIZON WIRELESS		0	53110	4/13-5/12 PC CARDS	76.02	
46097	05/27/13	1,595.00 001353	VISION COMMUNICATIONS			53057	MAY 13 MAINTENANCE	1,595.00	
46098	05/27/13	309.70 M076	VONWAL, YVETTE		0	53105	JUNE 13 RETIREE SUPP	309.70	
46099	05/27/13	39.23 M088	YAGI, RANDY		0	53098	JUNE 13 RETIREE SUPP	39.23	
46100M05/29/13		240.50 001272	CITY OF SANTA CRUZ - PLANNING			53198	PILES & DELTA 5 LIFE	240.50	MANUAL
TOTAL		2,348,552.68	ACCOUNTS PAYABLE				TOTAL CHECKS	298	2,348,552.68

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 9, 2013
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager & I.T. Manager
SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the MetroBase Status Report.

II. SUMMARY OF ISSUES

- Judy K. Souza Operations Building
 - Production Piles were driven in July and task is complete.
 - Lewis C. Nelson working on pile caps and site layout for drainage.
- Second LNG tank Installation Project
 - GP Strategies is working on the PLC device and programming.

III. DISCUSSION

Judy K. Souza Operations Building

On April 16, 2013, Lewis C. Nelson & Sons commenced the indicator pile driving. Notifications were sent to neighbors to inform them of the pile driving procedure and duration. The production piles began and completed in July.

Second LNG tank Installation Project

On April 29, 2013, United Industries delivered the second LNG tank to the site and GP Strategies installed the second LNG tank on the Service & Fueling Building. GP Strategies is working on the PLC controller & programming in order to connect the second LNG tank and variable speed fan to the existing system without any disruption to fueling Santa Cruz METRO fleet. Installation estimated to be approximately two months.

Previous project status:

- Judy K. Souza Operations Building

- On April 16, 2013, Lewis C. Nelson & Sons commenced the indicator pile driving.
- Pile driving will again commence and complete in July month.

- Second LNG tank Installation Project
 - On April 29, 2013, United Industries delivered the second LNG tank to the site.
 - On April 29, 2013, GP Strategies installed the second LNG tank on the Service & Fueling Building.

IV. FINANCIAL CONSIDERATIONS

Funds for the Judy K. Souza Operations Building component and the Second LNG tank Installation component of the MetroBase Project are available with the funds METRO has secured for the Project.

V. ATTACHMENTS

Attachment A: None

Prepared By: Frank L. Cheng, Project Manager & I.T. Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 9, 2013
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: RATIFY PAYMENT MADE FOR RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY14

I. RECOMMENDED ACTION

That the Board of Directors ratify payment made to the California Transit Insurance Pool (CalTIP) in the amount of \$454,256 for participation in the FY14 liability and vehicle physical damage insurance coverage programs.

II. SUMMARY OF ISSUES

- Santa Cruz METRO carries liability and vehicle physical damage insurance through CalTIP, a pool of California public transit properties established in 1987
- The Liability Program Contribution Deposit for FY14 is \$383,403 for **Liability** insurance, and includes \$10 million in excess coverage
- The **Vehicle Physical Damage** Program Contribution Deposit for FY14 is \$70,863 for vehicle physical damage insurance
- Estimates of these expenses were provided in the Final FY14 Budget adopted June 28, 2013
- Policy coverage begins on May 1, 2013 and ends on May 1, 2014, however, annual invoices are not sent out until July of each year. This year's invoices were received on July 2nd and the annual premium payment is due within 30 days of receipt of invoice, or by July 31, 2013. Since the amounts listed in the Final FY14 Budget were merely estimates, staff is informing the Board of Directors of the actual costs associated with this insurance coverage.

III. DISCUSSION

Santa Cruz METRO has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Assistant Finance Manager Debbie Kinslow is the Santa Cruz METRO representative. Coverage limit is \$20 million for liability with a \$250,000 self-insured retention (SIR) / deductible per occurrence, and \$20 million for vehicle physical damage with a \$5,000 deductible.

The premium for **Liability** coverage for FY14 is \$383,403, an increase of \$39,635 or 11.5% from FY13, primarily due to an increase in the experience modification (ex mod) factor, which is a measure of whether the member's loss experience is better or worse than CalTIP's average. This increase can be partially attributed to an increase in the "loss rate per 1,000 miles;" one of the factors used to calculate the ex mod.

Vehicle Physical Damage coverage is for actual cash value (ACV) of the vehicle with a \$5,000 deductible. The premium for vehicle physical damage coverage for FY14 is \$70,863, a decrease of \$9,389 or 11.7% from FY13. This decrease can be attributed to a decrease in reported case reserves, and a slight increase in program net assets.

The net cost of this coverage has been very favorable to Santa Cruz METRO and the liability coverage includes errors and omissions coverage.

IV. FINANCIAL CONSIDERATIONS

The above insurance cost is included in the Final FY14 Budget.

V. ATTACHMENTS

NONE

Prepared by Debbie Kinslow, Assistant Finance Manager

Date Prepared: July 3, 2013

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Philadelphia Insurance Companies

Received: July 15, 2013

Claim #: 13-0013

Date of Incident: 05/16/2013

Occurrence Report No.: MISC 13-06

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$_____ and reject the balance.

By 
Leslyn Syren
DISTRICT COUNSEL

Date: 7/26/13

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of August 9, 2013.

By _____
Anthony Tapiz
RECORDING SECRETARY

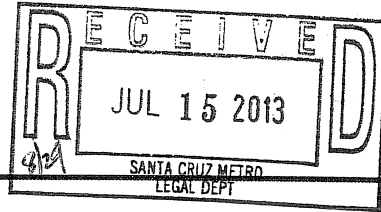
Date: _____

LS/lg
Attachment(s)

Misc 13-06



PHILADELPHIA INSURANCE COMPANIES



PO Box 950 Bala Cynwyd, PA 19004

Melissa Rogers-Fordyce

Phone: 352-684-1366 • Fax: 866-401-1475

Email: Melissa.Rogers-Fordyce@phly.com

www.phly.com

13-0013

July 11th, 2013

Santa Cruz Metro Transit District
110 Vernon St.
Santa Cruz, CA 95060

Attention: Liseth Guizar

RE:	Our Claim Number	:	721812
	Our Policyholder	:	Front St. Inc.
	Date of Loss	:	05/16/2013
	Your Claim Number	:	N/A
	Your Driver	:	Gregory Hoffman
	Total Damages Sustained	:	\$1,256.01 (Includes Deductible)

To Whom It May Concern:

Philadelphia Indemnity Insurance Company provides a business automobile policy for Front St. Inc.

Our investigation of the above captioned loss establishes your insured's responsibility for its occurrence. Please accept this as notice of our subrogation rights and respond promptly.

In the event we are unable to reach an amicable settlement in this matter, we will have no alternative but to commence legal action against your insured.

Sincerely,

Melissa Rogers-Fordyce
Subrogation Examiner
352-684-1366
Fax (866)401-1475
Melissa.Rogers-Fordyce@phly.com

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Reed, David W. Received: 6/27/2013 Claim #: 13-0011
Date of Incident: 1/23/2013 Occurrence Report No.: MISC 13-05

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By 
Leslyn Syren
DISTRICT COUNSEL

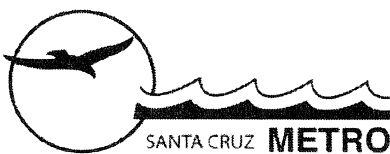
Date: 7/16/13

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of August 9, 2013.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

LS/lg
Attachment(s)



Santa Cruz Metropolitan Transit District

110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 13-0011
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: David

Claimant's Legal Last Name: Reed

Address to which notices are to be sent: c/o Law Offices of Ralph W. Boroff, P.C.
55 River Street, Suite 100

Telephone (Home): Santa Cruz, CA 95060

Telephone (Business/Cell): attorney: (831) 458-0502

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

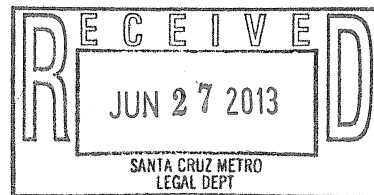
Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____





Gender: M or F

Claimant Name: David Reed

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: January 23, 2013

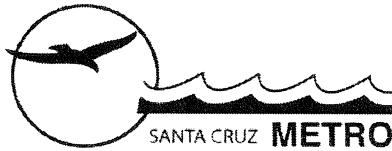
Time of Incident/Accident: 8:18 AM PM

Location of Incident/Accident

Street/City: State Route 1 at intersection
with Van Ness Avenue in City of Santa Cruz

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

SEE ATTACHMENT



Claimant Name: David Reed

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

Unknown.

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: _____

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Claimant: _____

Date: _____

Signature/Print Name

Attorney or Representative: _____

Date: 6/26/2013

Signature/Print Name

Ralph W. Boroff

Claimant Name: David Reed

ATTACHMENT

Compound fracture of right leg and ankle with less severe soft tissue injuries to other anatomy.

The injuries were incurred as a result of a pedestrian versus motor vehicle accident occurring at the intersection of Van Ness and Mission Street in the City of Santa Cruz. Claimant had ridden a transit district vehicle to a stop near that intersection and alighted from the bus intending to cross Mission Street. District is negligent in having designed the stop such as to release passengers at the only intersection on Mission Street not either controlled by four way signal lights or active pedestrian present lighted cautionary crosswalks. The placement of the bus stop created an unreasonable risk of harm to claimant and others similarly situated. (Police Report attached as Exhibit A.)

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 9, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CATTO'S GRAPHICS, INC. FOR PRINTING OF BUS STOP STICKERS IN AN AMOUNT NOT TO EXCEED \$10,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal for a one-year contract extension with Catto's Graphics, Inc. for printing of bus stop stickers in an amount not to exceed \$10,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Catto's Graphics, Inc. for printing of bus stop stickers.
- This contract was established on September 9, 2011 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on September 8, 2013.
- Catto's Graphics, Inc. has requested a small per-sticker pricing increase for the new contract period. A cost analysis was performed and the increase was found to be fair and reasonable.
- Catto's Graphics, Inc. has performed its duties very well under this contract and therefore, a one-year contract extension with additional funding is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Catto's Graphics, Inc. for printing of bus stop stickers that is due to expire on September 8, 2013. Over the past year, the quality of service provided by Catto's Graphics, Inc. has been excellent. Catto's Graphics, Inc. has reviewed the contract and requested a per-sticker pricing increase. The size of one type of sticker that Santa Cruz METRO has been ordering is larger than what the bid specifications had called for, are not a standard size, and not what Catto's bid was based on. A cost analysis was performed. In comparison with market pricing, past bids, and the cost of materials required to accommodate the odd sized sticker, the increase was found to be fair and reasonable.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Catto's Graphics, Inc. for an amount not to exceed \$10,000. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Frank Cheng, Project and IT Manager, and Robert Cotter, Maintenance Manager, will serve as the Contract Administrators and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This contract has a total not to exceed of \$27,000. Additional funds in an amount of \$10,000 are requested for approval at this time. The new contract total not to exceed would be \$37,000.

Funds to support this contract are included in the Customer Service FY14 Printing budget.

V. ATTACHMENTS

Attachment A: Renewal letter from Catto's Graphics, Inc.

Attachment B: Contract Amendment with Catto's Graphics, Inc.

Attachment A



CATTO'S GRAPHICS, INC
111 DUBOIS STREET • SANTA CRUZ, CA 95060
831.454.9742 • FAX 831.454.0435

July 1, 2013

Erron Alvey
Purchasing Agent
Santa Cruz METRO
110 Vernon St
Santa Cruz, CA 95060

Re: Santa Cruz METRO Contract No. 12-03 for Printing of Bus Stop Stickers

Dear Erron Alvey,

We would like to renew the contract as stated in your prior letter. All of the terms and conditions would remain the same except for the per-sticker pricing changes as shown in the attached estimate. The price changes are necessary because materials and costs have increased since the contract was initially agreed upon.

Please contact me with any questions. We appreciate your continued business!

Sincerely,

Scott Catto
President
Catto's Graphics, Inc.

A handwritten signature in black ink, appearing to read "Scott Catto", with a long horizontal line extending to the right.

7-7.a1



CATTO'S GRAPHICS, INC
 111 DUBOIS STREET · SANTA CRUZ, CA 95060
 831.454.9742 · FAX 831.454.0435

ESTIMATE

Date	Estimate #
7/1/13	3163

NEW ADDRESS: 111 Dubois Street - Santa Cruz, CA 95060

Bill To: Santa Cruz Metro Transit District 110 Vernon Street Santa Cruz, CA 95060	Customer PO#	Contact Name
	Rep	Terms
	SWC	Net 15

Office Use Only
Schedule
Due Date
7/16/13

Item	Description	Qty	Cost	Total
	Attn Purchasing Please see revised Price quote for Contract number 12-03 Due to increase in price of material and the size difference in Decals we have to increase the price of the Bus stop decals as follows. we have 2 different prices depending on the size of Decal			
Decals	9" X 11" or 9" X 10" 3M Vinyl with anti graffiti Lam	1	3.50	3.50T
Decals	11" X 6" or 11" X 3" Decal 3M Vinyl with anti graffiti Lam	1	2.75	2.75T
	Thanks			

Ship To: <input type="checkbox"/> Pickup?	<i>Thank you for your business!</i>	Sales Tax (8.75%)	\$0.55
Santa Cruz Metro Transit District 110 Vernon Street Santa Cruz, CA 95060		Total	\$6.80



Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 12-03 FOR PRINTING OF BUS STOP STICKERS

This Third Amendment to Contract No. 12-03 for Printing of Bus Stop Stickers is made effective September 9, 2013 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Catto’s Graphics, Inc. (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Printing of Bus Stop Stickers (“Contract”) on September 9, 2011.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to increase the compensation amount allowable for payment to Contractor.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from September 9, 2011 to September 8, 2014.

At the option of Santa Cruz METRO, this Contract may be renewed for two (2) additional one (1) year terms upon mutual written consent.

III. COMPENSATION

- 3.1 Article 5.01 is amended to include the following language:

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the rates agreed upon and set forth in Contractor’s estimate dated July 1, 2013, Attachment A to this Amendment. Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$10,000 under the terms of this Third Amendment

The new Contract total not to exceed amount is \$37,000. Contractor understands and agrees that if he/she exceeds the \$37,000 maximum amount payable under this Contract, that it does so at its own risk.

IV. REMAINING TERMS AND CONDITIONS

- 4.1 All other provisions of the Contract that are not affected by this Amendment shall remain unchanged and in full force and effect.

7-7.b1

V. AUTHORITY

5.1 Article 7 is amended to include the following language:

Each party has full power to enter into and perform this Third Amendment to the Contract and the person signing this Third Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Third Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
CATTO'S GRAPHICS, INC.

By _____
Scott Catto
President

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 9, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FLYERS ENERGY, LLC FOR OFF-SITE FUELING OF NON-REVENUE VEHICLES IN AN AMOUNT NOT TO EXCEED \$40,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal for a five-month extension with Flyers Energy, LLC for off-site fueling of non-revenue vehicles in an amount not to exceed \$40,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Flyers Energy, LLC for off-site fueling of non-revenue vehicles.
- This contract was established on October 1, 2008 for a three-year period with two optional one-year extensions, and provides for extension upon mutual written consent.
- The current contract approved by the Board of Directors will expire on September 30, 2013.
- Fleet Maintenance has recently taken over ParaCruz's fleet repairs and related management, including fueling, which is currently on its own contract with this same vendor. A five-month extension to the Fleet Maintenance contract term will bring it into alignment with the ParaCruz contract. Fueling for the entire combined fleet will then go out to bid for a new contract at the beginning of 2014.
- Flyers Energy, LLC has requested no modifications to the terms or conditions for the new contract period.
- Flyers Energy, LLC has performed its duties very well under this contract and therefore, a five-month contract extension with no modifications to the terms or conditions is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Flyers Energy, LLC for off-site fueling of non-revenue vehicles that is due to expire on September 30, 2013. Fleet Maintenance took over ParaCruz

fleet repairs and related management as of March 1, 2013, including fueling, which is currently on its own contract with Flyers Energy, LLC. A five-month extension to the Fleet Maintenance contract term will bring it into alignment with the ParaCruz contract, which expires on February 28, 2014. Fueling for the entire combined fleet will then go out to bid for one new contract at the beginning of 2014.

Over the past year the quality of service and online account management and reporting tools provided by Flyers Energy, LLC has been excellent. Flyers Energy, LLC has reviewed the contract and requested no modifications to the terms or conditions.

Staff recommends that Santa Cruz METRO extend the contract with Flyers Energy, LLC for an additional five-month period an amount not to exceed \$40,000. Staff further recommends that the Board of Directors authorize the General Manager to sign a five-month contract extension on behalf of Santa Cruz METRO. Robert Cotter, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This contract has a total not to exceed of \$330,000. Additional funds in an amount of \$40,000 are requested for approval at this time. The new contract total not to exceed would be \$370,000.

Funds to support this contract are included in the Fleet Maintenance FY14 Fuels and Lubricants Non-Revenue Vehicle budget.

V. ATTACHMENTS

Attachment A: Renewal letter from Flyers Energy, LLC

Attachment B: Contract Amendment with Flyers Energy, LLC



2360 Lindbergh Street, Auburn, CA 95602 (530) 885-0401 fax (530) 885-5851 www.4flyers.com

Santa Cruz METRO
Erron Alvey
110 Veron Street
Santa Cruz, CA 95060

RE: Santa Cruz METRO Contract No. 09-03 for Off-site Fueling of Non-Revenue Vehicles

Erron,

Flyers Energy, LLC would like to extend the referenced contract (09-03) through February 28, 2014. The extension would not require any modifications to the terms or conditions of the current contract.

Sincerely,

A handwritten signature in black ink, appearing to read 'RTeske', written over the word 'Sincerely'.

Rick Teske
General Manager

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 09-03 FOR OFF-SITE REFUELING OF NON-REVENUE VEHICLES

This Third Amendment to Contract No. 09-03 for Off-Site Refueling of Non-Revenue Vehicles is made effective October 1, 2013 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Flyers Energy, LLC (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Off-Site Refueling of Non-Revenue Vehicles (“Contract”) on October 1, 2008.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to increase the compensation amount allowable for payment to Contractor.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 3.02 is replaced in its entirety by the following:

The term of this Contract shall be from October 1, 2008 to February 28, 2014.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

III. COMPENSATION

- 3.1 Article 4.01 is amended to include the following language:

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$40,000 under the terms of this Third Amendment.

The new Contract total not to exceed amount is \$370,000. Contractor understands and agrees that if he/she exceeds the \$370,000 maximum amount payable under this Contract, that it does so at its own risk.

IV. REMAINING TERMS AND CONDITIONS

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

V. AUTHORITY

5.1 Article 7 is amended to include the following language:

Each party has full power to enter into and perform this Third Amendment to the Contract and the person signing this Third Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Third Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
FLYERS ENERGY, LLC

By _____
Rick Teske
General Manager

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: August 9, 2013

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel

SUBJECT: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE RESOLUTION CONFIRMING THIS ACTION

I. RECOMMENDED ACTION

Adopt Santa Cruz METRO's Amended Conflict of Interest Code for Designated Officials, Employees, Members and Consultants (AR-1025) and Approve the Resolution Adopting the Amended Code.

II. SUMMARY OF ISSUES

- Every agency, including all local government agencies and special districts are required by Government Code §87300 to adopt and promulgate a Conflict of Interest Code.
- The Code was amended to include new positions that were created and to include positions whose duties had recently changed.
- The Code was amended to include deadlines for filing Statements of Economic Interest.
- Santa Cruz METRO accepted comments on its amended Conflict of Interest Code from June 14, 2013 through August 8, 2013.
- Santa Cruz METRO Managers and Staff have reviewed the amended Code and are requesting that the Board adopt the amended Code and approve the attached Resolution.

III. DISCUSSION

The Political Reform Act (the PRA) controls conflicts of interests of public officials through disclosure of financial interests and prohibitions on participation in the making of decisions in which the official knows or has reasons to know he or she has a financial interest. The PRA's standards are found in California Government Code Sections 81000 et seq. The Fair Political Practices Commission (FPPC) has also adopted regulations implementing the PRA, see Title 2 of the California Code of Regulations Section 18109 et. seq., and issues formal opinions and advice letters on the application of the PRA to particular situations. The FPPC maintains a website at www.fppc.ca.gov which contains the PRA regulations, opinions and advice letter summaries.

In accordance with the PRA, all government agencies must adopt and promulgate a Conflict of Interest Code. This code must be amended when circumstances change, such as when new positions are created or duties of existing positions change. The code must be consistent with the

minimum requirements of the PRA. Such Conflict of Interest Code has the force of law and any violation of the Conflict of Interest Code by a designated employee shall be deemed a violation of Government Code §87300, et seq.

Since the last amendment to Santa Cruz METRO's Conflict of Interest Code in 2008, several new positions have been added. As a result, the Code has been amended to include those positions whose duties of the position makes their inclusion in the Code appropriate. Affected Managers and Employees were provided the appropriate Notice and a copy of the amended Code on June 21, 2013.

METRO's amended Conflict of Interest Code (*Attachment A*) and supporting information regarding METRO's Conflict of Interest Code were available for public inspection at METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060 from June 14, 2013 through August 8, 2013. During this time, Santa Cruz METRO did not receive any public comments on its proposed amended Code.

Staff recommends that the Board adopt the Amended Conflict of Interest Code and approve the Resolution Adopting the Amended Conflict of Interest Code (*Attachment B*).

IV. FINANCIAL CONSIDERATIONS

None at this time.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO's Amended Conflict of Interest Code (AR-1025)

Attachment B: Resolution Adopting the Amended Conflict of Interest Code

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1025

Computer Title: conflict.int

Effective Date: December 15, 2006

Pages: 64

TITLE: CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
12-15-06	Consolidation of Policies and requirements into regulation format and specific use of required language, including designated positions including Senior Account Technician, and disclosure categories.	M.R.
12-19-08	Amending list of designated positions in Appendix A.	J.B.
<u>8-9-13</u>	<u>Addition of deadlines for providing Statements and amend the list of designated positions in Appendix A.</u>	

I. POLICY

1.01 The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation, Article 2 of the California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. The terms of Article 2 of the California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated by reference and, all officials, employees, members and consultants designated herein and disclosure categories set forth herein, constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (METRO).

1.02 Designated Officials, Employees, Members and Consultants shall file Statements of Economic Interests (Form 700) with the METRO at its Administrative Offices located at ~~370 Encinal Street, Suite 100~~ 110 Vernon Street, Santa Cruz, California 95060 on forms prescribed by the FPPC and supplied by the METRO no later than April 1st of each year, at the times specified in (Title 2 of the California Code of Regulations, Section 18730). Such forms can be obtained from METRO’s Administrative Services Coordinator.

1.021.03 Designated Officials, Employees, Members and Consultants assuming positions after the April 1st deadline of this code shall file Statements of Economic Interests (Form 700) within thirty (30) days after assuming the designated positions with METRO's Administrative Services Coordinator.-

1.031.04 METRO will retain the completed Form 700s prepared by all designated officials, employees, members and consultants. METRO will make the Form 700s available for public inspection and reproduction upon request.

1.05 Designated Officials, Employees, Members and Consultants violating any provision of this regulation are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. Additionally, any violation may subject a METRO employee to disciplinary action up to and including employment termination.

1.041.06 In the event that the Conflict of Interest Code is amended, all newly designated officials, employees, members and consultants added to Appendix A, shall provide Santa Cruz METRO with an Economic Statement (Form 700) within thirty (30) days after adoption of the amended Code. Such forms shall be submitted to METRO's Administrative Services Coordinator.

II. DESIGNATED POSITIONS

2.01 The persons holding positions listed in *Appendix A* are designated Officials, Employees, Members or Consultants for purposes of METRO's Conflict of Interest Code. It has been determined that these persons through their METRO employment position or their status as a METRO Official, Member or Consultant make or participate in the making of governmental decisions which may foreseeably have a material effect on economic or financial interests of their own or others.

2.02 METRO Officials, Employees and Members listed in *Appendix A* shall complete their Form 700s pursuant to the Disclosure Category set forth in *Appendix A*.

2.03 Designated Consultants listed in *Appendix A* shall disclose pursuant to the broadest disclosure category (Category 1) unless METRO's General Manager determines in writing that a particular Consultant, although holding a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

2.04 All persons who leave designated positions shall file Statements of Economic Interest (Form 700) within thirty (30) days after leaving office with METRO's Administrative Services Coordinator.

2.042.05 An individual holding one of the positions listed in *Appendix A* may contact the Fair Political Practices Commission for assistance or written advice regarding their filing

obligations if he/she believes that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200 and as a result the individual holding such position is required to complete a Statement of Economic Interest (Form 700).

III. DISCLOSURE CATEGORIES (Form 700):

3.01 Disclosure Categories are the following:

Full Disclosure-Category 1:

All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

Full Disclosure (excluding interest in real property)-Category 2:

All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments.

Interests in Real Property-Category 3

All interests in real property located in the jurisdiction.

General Contracting Categories-Category 4

- a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

Grant/Service Providers/Agencies that Oversee Programs-Category 5

- a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).

IV. DISQUALIFICATION

4.01 No designated individual shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable ~~from~~ its effect on the public generally, on the official or a member of his or her immediate family in violation of 2 Cal. Code of Regs. Section 18730.

4.02 No designated employee shall be prevented from making or participating in making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

~~4.024.03~~ If a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

ATTACHMENT A

Appendix A

Position	Assigned Disclosure Category
<u>Santa Cruz</u> METRO Directors	Category 1
<u>Secretary</u> /General Manager	Category 1
District Counsel	Category 1
Assistant General Manager	Category 1
Maintenance Manager	Category 1
Finance Manager	Category 1
Assistant Finance Manager	Category 1
Project Manager	Category 1
<u>Purchasing Manager</u>	<u>Category 4a</u>
Purchasing Agent	Category 4a
<u>Purchasing Assistant</u>	<u>Category 4a</u>
Senior Account Technician (Purchasing Department Only)	Category 4a
Designated Consultants <u>Designated by Contract Who meet the Requirements Herein</u>	Category 1
Human Resources Manager	Category 4b
Assistant Human Resources Manager	Category 4b
Information Technology Manager/ <u>Project Manager</u>	Category 14b
<u>Assistant Manager of Information Technology Services</u>	<u>Category 4b</u>
<u>Database Administrator</u> /Senior Database Administrator	Category 4b
Paratransit Superintendent	Category 4b

ATTACHMENT A

Policy and Regulation

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Position	Assigned Disclosure Category
Assistant Paratransit Superintendent	Category 4b
<u>Manager of Operations</u>	<u>Category 4b</u>
<u>Fixed Route Superintendent</u>	<u>Category 4b</u>
<u>Fleet Maintenance Supervisor</u>	<u>Category 4b</u>
<u>Financial Analyst</u> <u>Senior Financial Analyst</u>	<u>Category 4b</u>
<u>Accountant I</u>	<u>Category 4b</u>
<u>Accountant II</u>	<u>Category 4b</u>
<u>Grants/Legislative Analyst</u>	<u>Category 4b</u>
<u>Claims Investigator I</u> <u>Claims Investigator II</u>	<u>Category 4b</u>

ATTACHMENT B

BEFORE THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted: _____

ADOPTION OF AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT

WHEREAS, the Political Reform Act, Government Code Sections 81000, et seq., requires the Santa Cruz Metropolitan Transit District (District), a local public agency, to adopt a Conflict of Interest Code; and

WHEREAS, on April 16, 1999, the District adopted an Ethics Code which included a Conflict of Interest Code; and

WHEREAS, this body has determined that it wishes to update its Conflict of Interest Code and make it a single document for Directors, Employees and Consultants;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The Conflict of Interest Code previously adopted is hereby rescinded.
2. The Conflict of Interest Code attached and labeled "Exhibit A" is hereby adopted, including appendices labeled:
 - a. "Appendix A", Designated Positions and Assigned Disclosure Category.
3. Any future filings required of Directors, employees, or consultants by the Political Reform Act shall be consistent with the Conflict of Interest Code adopted by this resolution.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on August _____, 2013, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

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ABSENT: DIRECTORS –

DANIEL DODGE
Chairperson

ATTEST:

LESLIE WHITE
General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

ATTACHMENT B

**EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RESOLUTION NO. _____**

**CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS,
EMPLOYEES, MEMBERS AND CONSULTANTS (AR-1025)**

(Attached)

8.b3

ATTACHMENT B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1025

Computer Title: conflict.int

Effective Date: December 15, 2006

Pages: 6

TITLE: CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
12-15-06	Consolidation of Policies and requirements into regulation format and specific use of required language, including designated positions including Senior Account Technician, and disclosure categories.	M.R.
12-19-08	Amending list of designated positions in Appendix A.	J.B.
8-9-13	Addition of deadlines for providing Statements and amend the list of designated positions in Appendix A.	

I. POLICY

- 1.01 The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation, Article 2 of the California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. The terms of Article 2 of the California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated by reference and, all officials, employees, members and consultants designated herein and disclosure categories set forth herein, constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (METRO).
- 1.02 Designated Officials, Employees, Members and Consultants shall file Statements of Economic Interests (Form 700) with the METRO at its Administrative Offices located at 110 Vernon Street, Santa Cruz, California 95060 on forms prescribed by the FPPC and supplied by the METRO no later than April 1st of each year, (Title 2 of the California Code of Regulations, Section 18730). Such forms can be obtained from METRO's Administrative Services Coordinator.

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- 1.03 Designated Officials, Employees, Members and Consultants assuming positions after the April 1st deadline of this code shall file Statements of Economic Interests (Form 700) within thirty (30) days after assuming the designated positions with METRO's Administrative Services Coordinator.
- 1.04 METRO will retain the completed Form 700s prepared by all designated officials, employees, members and consultants. METRO will make the Form 700s available for public inspection and reproduction upon request.
- 1.05 Designated Officials, Employees, Members and Consultants violating any provision of this regulation are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. Additionally, any violation may subject a METRO employee to disciplinary action up to and including employment termination.
- 1.06 In the event that the Conflict of Interest Code is amended, all newly designated officials, employees, members and consultants added to *Appendix A*, shall provide Santa Cruz METRO with an Economic Statement (Form 700) within thirty (30) days after adoption of the amended Code. Such forms shall be submitted to METRO's Administrative Services Coordinator.

II. DESIGNATED POSITIONS

- 2.01 The persons holding positions listed in *Appendix A* are designated Officials, Employees, Members or Consultants for purposes of METRO's Conflict of Interest Code. It has been determined that these persons through their METRO employment position or their status as a METRO Official, Member or Consultant make or participate in the making of governmental decisions which may foreseeably have a material effect on economic or financial interests of their own or others.
- 2.02 METRO Officials, Employees and Members listed in *Appendix A* shall complete their Form 700s pursuant to the Disclosure Category set forth in *Appendix A*.
- 2.03 Designated Consultants listed in *Appendix A* shall disclose pursuant to the broadest disclosure category (Category 1) unless METRO's General Manager determines in writing that a particular Consultant, although holding a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
- 2.04 All persons who leave designated positions shall file Statements of Economic Interest (Form 700) within thirty (30) days after leaving office with METRO's Administrative Services Coordinator.
- 2.05 An individual holding one of the positions listed in *Appendix A* may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if he/she believes that their position has been categorized incorrectly. The

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Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200 and as a result the individual holding such position is required to complete a Statement of Economic Interest (Form 700).

III. DISCLOSURE CATEGORIES (Form 700):

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Interests in Real Property-Category 3

All interests in real property located in the jurisdiction.

General Contracting Categories-Category 4

- a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

Grant/Service Providers/Agencies that Oversee Programs-Category 5

- a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).

IV. DISQUALIFICATION

- 4.01 No designated individual shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which

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he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family in violation of 2 Cal. Code of Regs. Section 18730.

- 4.02 No designated employee shall be prevented from making or participating in making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.
- 4.03 If a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

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Appendix A

Position	Assigned Disclosure Category
Santa Cruz METRO Directors	Category 1
Secretary/General Manager	Category 1
District Counsel	Category 1
Assistant General Manager	Category 1
Maintenance Manager	Category 1
Finance Manager	Category 1
Assistant Finance Manager	Category 1
Project Manager	Category 1
Purchasing Manager	Category 4a
Purchasing Agent	Category 4a
Purchasing Assistant	Category 4a
Consultants Designated by Contract	Category 1
Human Resources Manager	Category 4b
Assistant Human Resources Manager	Category 4b
Information Technology Manager/ Project Manager	Category 1
Assistant Manager of Information Technology Services	Category 4b
Database Administrator/Senior Database Administrator	Category 4b
Paratransit Superintendent	Category 4b

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Position	Assigned Disclosure Category
Assistant Paratransit Superintendent	Category 4b
Manager of Operations	Category 4b
Fixed Route Superintendent	Category 4b
Fleet Maintenance Supervisor	Category 4b
Financial Analyst Senior Financial Analyst	Category 4b
Accountant I	Category 4b
Accountant II	Category 4b
Grants/Legislative Analyst	Category 4b
Claims Investigator I Claims Investigator II	Category 4b