



# AGENDA

BOARD OF DIRECTORS  
REGULAR MEETING OF OCT. 11, 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](http://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>           | <a href="#"><u>City of Watsonville</u></a>   |
| <input type="checkbox"/> | <i>Director Hilary Bryant</i>             | <a href="#"><u>City of Santa Cruz</u></a>    |
| <input type="checkbox"/> | <i>Director Dene Bustichi, Vice Chair</i> | <a href="#"><u>City of Scotts Valley</u></a> |
| <input type="checkbox"/> | <i>Director Daniel Dodge, Chair</i>       | <a href="#"><u>City of Watsonville</u></a>   |
| <input type="checkbox"/> | <i>Director Zach Friend</i>               | <a href="#"><u>County of Santa Cruz</u></a>  |
| <input type="checkbox"/> | <i>Director Ron Graves</i>                | <a href="#"><u>City of Capitola</u></a>      |
| <input type="checkbox"/> | <i>Director Michelle Hinkle</i>           | <a href="#"><u>County of Santa Cruz</u></a>  |
| <input type="checkbox"/> | <i>Director Deborah Lane</i>              | <a href="#"><u>County of Santa Cruz</u></a>  |
| <input type="checkbox"/> | <i>Director John Leopold</i>              | <a href="#"><u>County of Santa Cruz</u></a>  |
| <input type="checkbox"/> | <i>Director Bruce McPherson</i>           | <a href="#"><u>County of Santa Cruz</u></a>  |
| <input type="checkbox"/> | <i>Director Lynn Robinson</i>             | <a href="#"><u>City of Santa Cruz</u></a>    |
| <input type="checkbox"/> | <i>Ex-Officio Director Donna Blitzer</i>  | <a href="#"><u>UC Santa Cruz</u></a>         |

*Leslie R. White, General Manager*

*Leslyn K. Syren, District Counsel*

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## **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.*

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### **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.*



**MEETING LOCATION:**  
**METRO ADMINISTRATION OFFICES**  
**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.*

**5. LABOR ORGANIZATION COMMUNICATIONS**

**6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

**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. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JUNE 2013**

**7-2. REQUEST AUTHORIZATION TO USE A CONTRA COSTA COUNTY VEHICLE PURCHASE CONTRACT FOR THE PURCHASE OF A FORD ESCAPE FROM DOWNTOWN FORD SALES IN AN AMOUNT NOT TO EXCEED \$27,178**



**REGULAR AGENDA**

- 8. ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2013; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES**  
Presented by Angela Aitken, Finance Manager
  
- 9. CONSIDERATION OF APPOINTMENT OF VERONICA ELSEA TO THE METRO ADVISORY COMMITTEE FOR A TERM ENDING DECEMBER 2015**  
Presented by Leslie R. White, General Manager
  
- 10. CONSIDERATION OF AWARD OF CONTRACT WITH THE MERCER GROUP, INC. FOR EXECUTIVE RECRUITMENT AND CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED \$38,000**  
Presented by Daniel Dodge, Chair
  
- 11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH SHAW/YODER/ANTWIH, INC. FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$30,000**  
Presented by Leslie R. White, General Manager
  
- 12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TRAPEZE SOFTWARE GROUP, INC. FOR PURCHASE AND INSTALLATION OF TRAPEZE PASS-MON IN AN AMOUNT NOT TO EXCEED \$136,912**  
Presented by Erron Alvey, Purchasing Manager
  
- 13. CONSIDERATION OF PROVIDING ADDITIONAL HIGHWAY 17 EXPRESS SERVICE TO THE APPLIED MATERIAL SILICON VALLEY TURKEY TROT FOR NOVEMBER 28, 2013 IN AN AMOUNT NOT TO EXCEED \$1,000**  
Presented by Ciro Aguirre, Operations Manager
  
- 14. ORAL REPORT OF THE RECRUITMENT TASK FORCE**  
Presented by Daniel Dodge, Chair
  
- 15. ORAL ANNOUNCEMENT**  
The next regularly scheduled Board meeting will be held Friday, October 25, 2013 at 9:00 a.m. at the [Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA 95060.](#)
  
- 16. ADJOURNMENT**  
Adjourn to the next Board of Directors meeting.

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*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](http://www.scmtd.com) subject to staff's ability to post the document before the meeting.*

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

DATE: 06/01/13 THRU 06/30/13

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
45852	06/17/13	-55,984.05 904	RNL/INTERPLAN, INC. A CA CORP	52726	PH3&4 ENCROACH PERM	-55,984.05	**VOID		
45921	06/06/13	-120.00 E088	O'DONNELL, SHAWN	52876	NTI BUS PROC WORKSH	-120.00	**VOID		
46101	06/03/13	329.53 001934	ALDRAN CHEMICAL, INC	53142	CLEANING PROTECT ALL	329.53			
46102	06/03/13	68.00 E922	ARELLANO, EFRAIN	53187	DMV REIMBURSEMENT	68.00			
46103	06/03/13	64.74 002689	B & B SMALL ENGINE	53171	LINE TRIMMER	64.74			
46104	06/03/13	1,370.25 001159	CATTO'S GRAPHICS, INC.	53151	VISITOR PARKING SIGN	1,370.25			
46105	06/03/13	45.82 130	CITY OF WATSONVILLE UTILITIES	53139	4/15-5/13 WTC	45.82			
46106	06/03/13	1,474.39 909	CLASSIC GRAPHICS	53132	RPR BUS #2213	1,474.39			
46107	06/03/13	259.69 075	COAST PAPER & SUPPLY INC.	53165	CLEANING SUPPLY	259.69			
46108	06/03/13	34.66 002063	COSTCO	53121	5/24/13 BOD MEETING	34.66			
46109	06/03/13	651.63 002814	CREATIVE BUS SALES, INC.	53150	PC PARTS #2603,2401	651.63			
46110	06/03/13	5,613.36 504	CUMMINS WEST, INC.	53154	OUT RPR BUS #2806	5,578.19			
46111	06/03/13	366.11 798	D&D COMPRESSOR, INC	53172	NUT/WASHER	35.17			
46112	06/03/13	74,692.37 002946	DAY WIRELESS SYSTEMS	53152	MMF LOW OIL SWITCH	226.36			
46113	06/03/13	861.92 900	DEPARTMENT OF TOXIC SUBSTANCE	53153	MMF AIR COMP RPR	139.75			
46114	06/03/13	1,845.52 001329	DOC AUTO LLC	53183	LMR PROJECT PC	74,692.37			
46115	06/03/13	434.38 001183	ECOLAB VEHICLE CARE DIVISION	53196	1/1-3/30/13 FRONT ST	861.92			
46116	06/03/13	850.00 002953	EPICOR SOFTWARE CORP	53161	VEH RPR PC #1111	35.00			
46117	06/03/13	68.00 E923	ESCOBAR, JOSE MARIANO III	53169	"A" INSPEC & BRAKE	691.34			
46118	06/03/13	992.00 001492	EVERGREEN OIL INC.	53170	BALL JOINT PC #1115	1,119.18			
46119	06/03/13	66.53 372	FEDERAL EXPRESS	53143	BUS GLASS CLEANER	161.46			
46120	06/03/13	12.00 001172	FERGUSON ENTERPRISES INC. #795	53192	MAR13 BENEFIT PREMIU	800.00			
46121	06/03/13	370.03 117	GILLIG LLC	53193	FEB13 BENFT PREM RPT	50.00			
46122	06/03/13	40.71 282	GRAINGER	53188	DMV REIMBURSEMENT	68.00			
46123	06/03/13	520.27 546	GRANITEROCK COMPANY	53128	HAZWASTE	807.00			
46124	06/03/13	68.00 E926	HORVATH, DAVID WILLIAM	53129	HAZWASTE	185.00			
46125	06/03/13	327.40 036	KELLY-MOORE PAINT CO., INC.	53195	FREIGHT OUT	66.53			
46126	06/03/13	8,885.00 003066	KIM FAMILY ENTERPRISES LLC	53159	SCM RESTROOM	12.00			
46127	06/03/13	208.00 852	LAW OFFICES OF MARIE F. SANG	53197	REAR SIGN LENS KIT	370.03			
46128	06/03/13	208.09 003059	MAILFINANCE INC	53158	MARKING CHALK	40.71			
46129	06/03/13	336.63 013	MCI SERVICE PARTS, INC.	53133	RPR 115 DUBOIS	421.61			
46130	06/03/13	2,065.79 001052	MID VALLEY SUPPLY	53160	FLD ALL BUS STOPS	98.66			
46131	06/03/13	265.86 041	MISSION UNIFORM	53191	DMV REIMBURSEMENT	68.00			
46132	06/03/13	319.66 001063	NEW FLYER IND. CANADA ULC DBA	53144	PAINT & SUPPLY	327.40			
46133	06/03/13	151.25 004	NORTH BAY FORD LINC-MERCURY	53140	JUN13 RENT, NNN, PARK	8,885.00			
46134	06/03/13	726.76 043	PALACE ART & OFFICE SUPPLY	53131	CL #11004751	208.00			
				53149	6/7-9/6 LEASE PMT	208.09			
				53138	CAPFILLER SURGE TANK	336.63			
				53164	CLEANING SUPPLY	2,065.79			
				53156	UNIF & LAUNDRY	199.12			
				53157	UNIF & LINEN	66.74			
				53137	LED LIGHT STRIP	319.66			
				53167	PARTS PC #2405	87.08			
				53168	MIRROR #707	64.17			
				53122	OFFICE SUPPLY	-42.85			
				53123	OFFICE SUPPLIES	189.92			
				53124	OFFICE SUPPLIES	60.12			
				53125	OFFICE SUPPLIES	13.45			
				53126	OFFICE SUPPLIES	32.79			

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46135	06/03/13	6,997.82	003086	PAPE MACHINERY		53127	OFFICE SUPPLIES	35.13	
46136	06/03/13	68.00	E924	PEREZ, MANUEL ALFARO JR		53148	OFFICE SUPPLY	5.55	
46137	06/03/13	70.34	002927	PRAXAIR DISTRIBUTION, INC.137		53177	OFFICE SUPPLIES	18.81	
46138	06/03/13	2,077.81	001149	PREFERRED PLUMBING, INC.		53180	OFFICE SUPPLIES	157.32	
46139	06/03/13	1,318.14	107A	PROBUILD		53181	OFFICE SUPPLIES	73.17	
46140	06/03/13	180.96	527	RECARO NORTH AMERICA, INC.		53182	OFFICE SUPPLIES	183.35	
46141	06/03/13	13.59	045	ROYAL WHOLESale ELECTRIC		53201	OUT RPR BUS #2234	6,997.82	
46142	06/03/13	6,242.46	018	SALINAS VALLEY FORD SALES		53189	DMV REIMBURSEMENT	68.00	
46143	06/03/13	484.62	135	SANTA CRUZ AUTO PARTS, INC.		53166	HARD HAT, CAP ADAPTR	70.34	
46144	06/03/13	510.00	001232	SPECIALIZED AUTO AND		53186	RESTRM RPR VERNON	681.31	
46145	06/03/13	731.88	002954	TIRE DISTRIBUTION SYSTEMS, LLC 7		53194	JETCLEAN 165 DUBOIS	1,396.50	
46146	06/03/13	91.85	007	UNITED PARCEL SERVICE		53200	5/25/13 STATEMENT	1,318.14	
46147	06/03/13	2,000.00	002873	USPS-HASLER		53178	ARMREST #2800	180.96	
46148	06/03/13	724.70	002829	VALLEY POWER SYSTEMS, INC.		53179	MMF LATHE PRESS RPR	13.59	
46149	06/03/13	75.00	001353	VISION COMMUNICATIONS		53184	MISC PARTS	3,078.84	
46150	06/03/13	150.00	001165	VU, THANH DR. MD		53185	TURBO CHARGER	3,163.62	
46151	06/03/13	3,500.00	003074	WAVE CREST DEVELOPMENT INC.		53173	OIL FILTERS WASHFLUI	142.23	
46152	06/03/13	68.00	E925	ZACARIAS, MANUEL AGUILAR		53174	BATTERY	114.13	
46153	06/10/13	176.29	E636	AGUIRRE, CIRO		53175	BATTERY PC #1109	114.13	
46154	06/10/13	100.00	B030	ALEJO, MARGARITA		53176	BATTERY PC #1108	114.13	
46155	06/10/13	30.36	002861	AMERICAN MESSAGING SVCS, LLC		53145	VAN PC #2800	510.00	
46156	06/10/13	156.12	002689	B & B SMALL ENGINE		53135	TIRES PC	343.54	
46157	06/10/13	50.00	B028	BRYANT, HILARY		53136	TIRES & TUBES	388.34	
46158	06/10/13	100.00	B018	BUSTICHI, DENE		53199	FREIGHT OUT	91.85	
46159	06/10/13	2,100.00	002109	CITY OF SANTA CRUZ/PARKING		53120	5/17 POSTAGE REFILL	2,000.00	
46159	06/10/13	-2,100.00	002109	CITY OF SANTA CRUZ/PARKING		53134	BELTS & PULLEY	422.59	
46160	06/10/13	1,191.31	130	CITY OF WATSONVILLE UTILITIES		53162	IGNITION COIL, CLAMP	302.11	
46161	06/10/13	65,145.21	001124	CLEAN ENERGY		53130	DMV EXAM	75.00	
						53146	DMV EXAM	75.00	
						53141	JUN 13 RENT	3,500.00	
						53190	DMV REIMBURSEMENT	68.00	
						53206	LUNCH FOR INTERVIEWS	176.29	
						53218	5/10-5/24 BOD MEET	100.00	
						53245	JUN 13 PAGERS	30.36	
						53291	CASTERS	156.12	
						53219	5/10-5/24 BOD MEET	50.00	
						53220	5/10-5/24 BOD MEET	100.00	VOIDED
						53226	7/13-12/13 7 PERMITS	1,050.00	
						53226	PARK PERM 7@150 2QT	1,050.00	
						53225	7/13-12/13 7 PERMITS	-1,050.00	**VOID
						53212	PARK PERM 7@150 2QT	-1,050.00	
						53213	4/22-5/20 WTC	233.23	
						53213	CONTAINER WTC	892.10	
						53214	4/22-5/20 WTC	40.21	
						53215	4/22-5/20 WTC	25.77	
						53271	LNG 5/12/13	10,942.65	
						53272	LNG 5/16/13	9,190.69	
						53273	LNG 5/14/13	8,031.34	
						53295	LNG 5/02/13	9,614.94	

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46162	06/10/13	224.55 002063	COSTCO		53296	LNG 5/09/13	8,891.04		
46163	06/10/13	263.88 504	CUMMINS WEST, INC.		53297	LNG 5/07/13	7,544.26		
46164	06/10/13	1,564.33 001329	DOC AUTO LLC		53298	LNG 5/05/13	10,930.29		
46165	06/10/13	490.00 916	DOCTORS ON DUTY MEDICAL CLINIC		53299	OFFICE SUPPLIES	224.55		
46166	06/10/13	100.00 B029	DODGE, DANIEL		53290	MISC CLAMPS WASHERS	263.88		
46167	06/10/13	324.49 298	ERGOMETRICS		53232	'A' INSPECT PC #1114	35.00		
46168	06/10/13	5,040.85 001492	EVERGREEN OIL INC.		53233	BALL JOINTS PC #1117	1,119.18		
46169	06/10/13	24.00 T239	FAULK, THOMAS TRUSTEE FOR		53274	'A' INSPECT PC #1101	410.15		
46170	06/10/13	42.36 001172	FERGUSON ENTERPRISES INC. #795		53207	DRUG TESTS	490.00		
46171	06/10/13	15,407.95 002952	FLYERS ENERGY LLC		53221	5/10-5/24 BOD MEET	100.00		
46172	06/10/13	7.57 117	GILLIG LLC		53205	BUS OPERATOR TESTING	324.49		
46173	06/10/13	97.50 003096	GOODWILL INDUSTRIES OF SILLICON		53311	HAZ WASTE DISPOSAL	1,623.85		
46174	06/10/13	100.00 B023	GRAVES, RON		53312	HAZ WASTE DISPOSAL	24.00		
46175	06/10/13	14,151.92 001745	HARTFORD LIFE AND ACCIDENT INS		53287	UNUSED TICKETS PC	24.00		
46176	06/10/13	2,329.37 166	HOSE SHOP, THE		53256	LEAK RRP 165 DUBOIS	14.51		
46177	06/10/13	4,289.94 878	KELLY SERVICES, INC.		53258	LEAK RRP 165 DUBOIS	27.85		
46178	06/10/13	1,147.27 001233	KIMBALL MIDWEST		53246	5/1-5/15 FUEL NONREV	3,924.30		
46179	06/10/13	3,878.10 852	LAW OFFICES OF MARIE F. SANG		53310	5/1-5/15 PC FUEL	11,483.65		
46180	06/10/13	100.00 B026	LEOPOLD, JOHN		53277	WASHER FOOT REST	7.57		
46181	06/10/13	1,375.00 001217	M3 ENVIRONMENTAL CONSULTING		53270	MAY 13 SHRED	81.25		
46182	06/10/13	698.36 001145	MANAGED HEALTH NETWORK		53308	SHREDDING 5/9/13	16.25		
46183	06/10/13	25,012.15 003017	MANSFIELD OIL CO OF GAINSVILLE		53222	5/10-5/24 BOD MEET	100.00		
46184	06/10/13	100.00 B031	MCPHERSON, BRUCE		53318	JUN 13 LIFE AD&D	3,785.72		
46185	06/10/13	28.79 001342	MCW ASSOCIATES, INC.		53319	JUN 13 LTD SUMMARY	10,366.20		
46186	06/10/13	103.71 001052	MID VALLEY SUPPLY		53231	SBF BUS WASHER HOSES	129.83		
46187	06/10/13	357.20 041	MISSION UNIFORM		53248	MISC HOSES	2,061.30		
46188	06/10/13	8,575.37 001063	NEW FLYER IND. CANADA ULC DBA		53249	HOSE PROTECTORS	138.24		

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46189	06/10/13		131.22	NEXTEL COMMUNICATIONS/SPRINT		53279	PULLEY ALTER V #2203	133.14	
46190	06/10/13	15,002.97	009	PACIFIC GAS & ELECTRIC		53280	SWITCH SLAP PAD KIT	220.96	
						53281	FAN KIT	122.37	
						53317	4/26-5/25 TVM WIRES	131.22	
						53217	4/26-5/23 1122 RIVER	1,881.47	
						53284	4/26-5/24 121RIVERB	164.51	
						53301	4/26-5/24 1122 RIVER	93.95	
						53302	4/25-5/24 VERNON	5,112.49	
						53303	4/26-5/24 GOLF CLUB	5,111.73	
						53326	4/26-5/24 165 DUBOIS	2,638.82	
46191	06/10/13	909.53	043	PALACE ART & OFFICE SUPPLY		53259	OFFICE SUPPLIES	291.48	
						53267	OFFICE SUPPLY	192.38	
						53309	CREDIT NOTE	-6.58	
						53314	OFFICE SUPPLIES	9.31	
						53315	OFFICE SUPPLY	192.71	
						53316	OFFICE SUPPLIES	230.23	
46192	06/10/13	311.00	481	PIED PIPER EXTERMINATORS, INC.		53239	MAY 13 PEST WTC	70.00	
46193	06/10/13	600.00	187	POLAR RADIATOR SERVICE INC		53244	SPEC TICK TRMT DUBOI	241.00	
						53250	RPR RADIATOR #2203	250.00	
46194	06/10/13	44,664.60	002939	PREFERRED BENEFIT		53251	RPR RADIATOR #9803	350.00	
46195	06/10/13	187.11	003024	RICOH USA, INC		53320	JUN 13 DELTA DENTAL	44,664.60	
46196	06/10/13	547.67	215	RICOH USA, INC.		53286	4/19-5/18 IMAGES	187.11	
46197	06/10/13	100.00	B022	ROBINSON, LYNN MARIE	7	53323	2/16-5/14 RENT/IMAGE	547.67	
46198	06/10/13	82.92	045	ROYAL WHOLESALE ELECTRIC		53225	5/10-5/24 BOD MEET	100.00	
46199	06/10/13	181.90	135	SANTA CRUZ AUTO PARTS, INC.		53230	MMF BREAKROOM RPR	69.33	
						53255	ELEC RPR GOLFCUB DR	13.59	
						53227	BRAKES BUS #2406	107.28	
						53228	CALIPER BRAKE V#2406	68.36	
						53229	LAMP MINATURE	6.26	
46200	06/10/13	21.60	848	SANTA CRUZ ELECTRONICS, INC.		53216	USB MEDIA CARD READR	21.60	
46201	06/10/13	691.00	001232	SPECIALIZED AUTO AND		53289	RPR BUS #2406	691.00	
46202	06/10/13	19.80	003099	SUPERIOR COURT OF CALIFORNIA		53257	CV 174743	19.80	
46203	06/10/13	120.30	002541	TINO'S PLUMBING	7	53275	BACKFLOW REPAIR WTC	120.30	
46204	06/10/13	18,536.79	002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	53242	TIRES	3,345.16	
						53243	TIRES	1,452.85	
						53247	TIRES PC	699.07	
						53292	TIRES	1,672.57	
						53293	TIRES	1,010.15	
						53294	TIRES	977.73	
						53299	TIRES	1,370.19	
						53300	TIRES	1,969.50	
						53305	TIRES	1,435.78	
						53306	TIRES	1,258.63	
						53307	TIRES	3,345.16	
46205	06/10/13	29,937.19	003044	TRC ENGINEERS, INC.		53304	3/30-4/26 MB ENG SVC	29,937.19	
46206	06/10/13	68.00	E927	VALENTINE, JOSHUA		53282	DMV REIMBURSEMENT	68.00	
46207	06/10/13	10,956.85	001043	VISION SERVICE PLAN		53321	JUN 13 VSP	10,956.85	
46208	06/10/13	720.12	001165	VU, THANH DR. MD	7	53260	DMV EXAM	92.16	
						53261	DMV EXAM	92.16	
						53262	DMV EXAM	92.16	

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46209	06/10/13	WESTERN STATES OIL CO.	2,399.30			53263	DMV EXAM	92.16	
46210	06/10/13	YOUNG, ELEANOR	180.00			53264	DMV EXAM	92.16	
46211	06/10/13	ZEE MEDICAL SERVICE CO.	31.53			53265	DMV EXAM	92.16	
46213	06/17/13	AITKEN, ANGELA	4,286.20			53266	DMV EXAM	75.00	
						53269	FUEL & LUBE	2,399.30	
						53276	RET TICKETS 45@\$4/EA	180.00	
						53288	EAR PLUGS	31.53	
						53241	TUITION REIMBURSEMENT	2,335.00	
						53392	TRAVEL REIMBURSEMENT	1,951.20	
						53422	TOWING BUS #9804	612.50	
						53348	4/20-5/19 OPS PHONE	4,794.35	
						53357	1TX @\$3/EA,11 @\$4/EA	47.00	
						53330	MAY 13 CUSTODIAL SVC	774.00	
						53388	JUN 13 CUSTODIAL SVC	1,000.00	
						53369	VINYL BUS STICKERS	2,911.02	
						53409	4TH OF JULY PARADE	10.00	
						53373	LNG 5/21/13	7,663.20	
						53386	TRAVEL REIMBURSEMENT	319.91	
						53374	FILTER,FUEL VALVE	3,641.28	
						53378	RPR ENGINE BUS #2802	2,350.08	
						53384	ERG COOLER KIT	637.97	
						53390	IGNITION MODULE	1,529.82	
						53418	IGN CTRL,VALVE, MAG	1,929.97	
						53370	VELLUM 11X17 COLORED	140.74	
						53375	STARTER KIT	2,232.09	
						53349	MAINT PC #1112	118.89	
						53350	'A' INSPECT PC #1124	95.29	
						53365	BALL JOINTS	1,119.18	
						53366	'A' INSPECT PC #1104	35.00	
						53364	JUN 13 SVCS	226.84	
						53376	SLIDING WINDOW	318.19	
						53340	SECURITY SIGNS GOLF	179.35	
						53341	SECURITY SIGNS Verno	179.35	
						53407	ELEC SPACE HEATER	27.84	
						53377	RPR PRESSUREWASH WTC	224.49	
						53387	JUN 13 CUSTODIAL SVC	3,052.23	
						53328	TEMP W/E 5/26/13	1,113.52	
						53421	TRAVEL REIMBURSEMENT	137.67	
						53398	5/28-6/27 LEASE	112.50	
						53397	EMPLOY LAW DESKKB	272.68	
						53352	UNIFORM & TOWELS	66.74	
						53353	UNIFORM & LAUNDRY	195.74	
						53337	WINDSHIELD	1,304.24	
						53359	LAMP STAIRWELL	64.76	
						53360	COVER MECHANISM LH	248.99	
						53368	LAMP AMBER	236.42	
						53402	HUBOMETER	338.99	
						53403	HUBOMETER	181.66	
						53404	VARIOUS PARTS	6,622.14	
46224	06/17/13	DARCO PRINTING	140.74			7			
46225	06/17/13	DIESEL MARINE ELECTRIC, INC.	2,232.09						
46226	06/17/13	DOC AUTO LLC	1,368.36						
46227	06/17/13	GARDA CL WEST, INC.	226.84						
46228	06/17/13	GRAFFITI REMOVAL, INC.	318.19						
46229	06/17/13	GRAINGER	386.54						
46230	06/17/13	HOSE SHOP, THE	224.49						
46231	06/17/13	JESSICA GROCERY STORE, INC.	3,052.23						
46232	06/17/13	KELLY SERVICES, INC.	1,113.52						
46233	06/17/13	KINSLow, DEBBIE	137.67						
46234	06/17/13	MAILFINANCE INC	112.50						
46235	06/17/13	MATTHEW BENDER & CO., INC.	272.68						
46236	06/17/13	MISSION UNIFORM	262.48						
46237	06/17/13	NEW FLYER IND. CANADA ULC DBA	9,221.66						



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46238	06/17/13	124.39 002721		NEXTEL COMMUNICATIONS/SPRINT		53406	WASHER	52.52	
46239	06/17/13	21.00 004		NORTH BAY FORD LINC-MERCURY		53413	WHEEL BOLT	171.94	
46240	06/17/13	50.48 E088		O'DONNELL, SHAWN		53347	5/4-6/3 PC TELECOMM	124.39	
46241	06/17/13	4,076.16 009		PACIFIC GAS & ELECTRIC		53385	SWITCH ASY PC #1121	21.00	
46242	06/17/13	1,059.70 043		PALACE ART & OFFICE SUPPLY		53420	TRAVEL REIMBURSEMENT	15.00	
46243	06/17/13	75.04 882		PRINT SHOP SANTA CRUZ	7	53394	TRAVEL REIMBURSEMENT	35.48	
46244	06/17/13	375.75 003020		QUEST DIAGNOSTIC		53419	5/1-5/31 920 PACIFIC	3,321.87	
46245	06/17/13	339.00 T241		REICH, JERALD		53442	4-9-5/9 PARACRUZ	754.29	
46246	06/17/13	655.06 215		RICOH USA, INC.		53343	OFFICE SUPPLIES	371.67	
46247	06/17/13	269.17 536		RIVERSIDE LIGHTING & ELECTRIC		53344	OFFICE SUPPLIES	265.14	
46248	06/17/13	20,284.67 904		RNL/INTERPLAN, INC. A CA CORP		53367	OFFICE SUPPLIES	104.50	
46249	06/17/13	433.33 001286		SAFE-CARD ID SERVICES, INC		53354	OFFICE SUPPLIES	53.47	
46250	06/17/13	3,023.61 018		SALINAS VALLEY FORD SALES		53408	CLIPBOARDS	42.85	
46251	06/17/13	207.20 135		SANTA CRUZ AUTO PARTS, INC.		53412	OFFICE SUPPLIES	222.07	
46252	06/17/13	315.00 079		SANTA CRUZ MUNICIPAL UTILITIES		53417	OFFICE SUPPLIES	246.65	
46253	06/17/13	187.13 122		SCMTD PETTY CASH - OPS		53338	OFFICE SUPPLIES	20.01	
46254	06/17/13	96.17 570		SCMTD PETTY CASH - CUST SVC		53339	WELDER PLUG/GOLF DR	2.51	
46255	06/17/13	349.03 788		SCMTD PETTY CASH - FINANCE		53399	OFFICE SUPPLIES	246.65	
46256	06/17/13	258.05 115		SNAP-ON INDUSTRIAL		53414	SVCS THRU 4/30/13	20,284.67	
46257	06/17/13	192.00 001800		THERMO KING OF SALINAS, INC		53351	FARGO COLOR RIBBON	433.33	
46258	06/17/13	6,595.20 002954		TIRE DISTRIBUTION SYSTEMS, LLC 7		53345	TURBO CHARGER	3,023.61	
46259	06/17/13	240.20 003082		ULINE INC		53345	GRINDING DISCS	55.03	
46260	06/17/13	43.82 007		UNITED PARCEL SERVICE		53356	BATTERY & GRIND DISC	146.20	
46261	06/17/13	10.88 946		UNITED SITE SERVICES		53411	3/15-5/14 PARACRUZ	315.00	
46262	06/17/13	2,265.97 002829		VALLEY POWER SYSTEMS, INC.		53362	FY13 YEAR END REIMB	187.13	
46263	06/17/13	712.44 221		VEHICLE MAINTENANCE PROGRAM		53395	FY13 YEAR END REIMB	96.17	
46264	06/17/13	392.80 001353		VISION COMMUNICATIONS		53363	FY13 YEAR END REIMB	349.03	
46265	06/17/13	150.00 001165		VU, THANH DR. MD 7		53371	IMPWRENCH JHERNANDEZ	258.05	
46266	06/17/13	583.91 002028		WESTCOAST LEGAL SERVICE 7		53389	DIAGNOSE VEH #1210	192.00	
						53379	TIRES	1,252.10	
						53380	TIRES #803	723.61	
						53381	TIRES	146.81	
						53382	TIRES	1,955.44	
						53383	TIRES	2,517.24	
						53415	OFFICE SUPPLIES	98.11	
						53416	OFFICE SUPPLIES	142.09	
						53329	FREIGHT OUT	43.82	
						53400	5/22-6/18 FENCE RENT	10.88	
						53361	MISC FILTERS HARNES	2,265.97	
						53358	FILTERS	712.44	
						53372	RADIO BATTERY OPS	392.80	
						53355	DMV EXAM	75.00	
						53401	DMV EXAM	75.00	
						53333	PC 05-12-01	113.31	
						53334	PC 05-12-01	94.13	

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46267	06/17/13	9.11 E674	9.11	WILLIS, GREG		53335	PC 05-12-01	162.54	
46268	06/24/13	2,982.82 382	2,982.82	AIRTEC SERVICE		53336	PC 05-12-01	213.93	
46269	06/24/13	205.54 003019	205.54	AMERICAN REPROGRAPHICS CO LLC		53441	TRAVEL REIMBURSEMENT	9.11	
46270	06/24/13	461.77 001G	461.77	AT&T		53457	RPR HVAC PARACRUZ	225.00	
46271	06/24/13	5,915.00 247	5,915.00	AUTOMATIC DOOR SYSTEMS, INC.		53517	QTRLY MAINT HVAC ALL	2,757.82	
46272	06/24/13	12,167.00 003005	12,167.00	BIGGAM, CHRISTENSEN & MINSLOFF		53552	DELTA 5 DRAWINGS	205.54	
46273	06/24/13	6,019.56 002035	6,019.56	BOWMAN & WILLIAMS		53556	6/5-7/4 OPS PHONE	79.36	
46274	06/24/13	525.17 685	525.17	BROOKS INTERNET SOFTWARE, INC.		53554	6/5-7/4 CIRCUIT NUMB	382.41	
46275	06/24/13	1,795.25 003081	1,795.25	CAPITOLA MALL LLC	7	53430	RPR SWINGDOORS WTC	5,915.00	
46276	06/24/13	247.95 001159	247.95	CATTO'S GRAPHICS, INC.		53451	CASE# M59862	12,167.00	
46277	06/24/13	50,978.12 001124	50,978.12	CLEAN ENERGY		53451	MAY13 ENG MMF/GOLF	6,019.56	
46278	06/24/13	381.00 003102	381.00	CLEVER DEVICES LTD		53525	FY14 MAINT RENEW	525.17	
46279	06/24/13	2,890.00 003034	2,890.00	COASTAL LANDSCAPING INC.		53460	JULY 13 RENT CAPMALL	1,795.25	
46280	06/24/13	1,127.22 163	1,127.22	COMMUNITY PRINTERS, INC.		53549	VISITOR PARKING SIGN	247.95	
46281	06/24/13	200.00 367	200.00	COMMUNITY TELEVISION OF COSTCO		53452	LNG 5/31/13	8,473.53	
46282	06/24/13	34.77 002063	34.77	CUMMINS WEST, INC.		53462	LNG 5/29/13	10,181.71	
46283	06/24/13	5,156.67 504	5,156.67	CUMMINS WEST, INC.		53463	LNG 5/26/13	11,073.94	
46284	06/24/13	1,563.41 001501	1,563.41	D & G SANITATION		53464	LNG 5/23/13	10,381.49	
46285	06/24/13	2,268.75 002946	2,268.75	DAY WIRELESS SYSTEMS		53529	LNG 5/19/13	10,867.45	
46286	06/24/13	224.00 002567	224.00	DEPARTMENT OF JUSTICE		53546	STEALTH MIC	205.00	
46287	06/24/13	1,119.18 001329	1,119.18	DOC AUTO LLC		53559	CABLES	176.00	
46288	06/24/13	475.00 447	475.00	FERRIS HOIST & REPAIR, INC.		53548	MAY 13 LANDSCAPE SVC	2,890.00	
46289	06/24/13	96.02 959	96.02	FIRST ADVANTAGE OCCUPATIONAL		53537	SEIU MOU	1,127.22	
46290	06/24/13	48,779.38 002295	48,779.38	FIRST ALARM		53511	BOD MEETING 5/24/13	200.00	
46291	06/24/13	898.64 002962	898.64	FIS		53429	BOD MEETING 6/14/13	34.77	
46292	06/24/13	15,332.65 002952	15,332.65	FLYERS ENERGY LLC		53465	RPR VEH #2807	609.90	
46293	06/24/13	160.00 001189	160.00	GARY KENVILLE LOCKSMITH	7	53466	FUEL VALVE, SENSORS	1,462.42	
46294	06/24/13	370.62 117	370.62	GILLIG LLC		53510	TRAVEL TIME BUS#1204	543.50	
46295	06/24/13	81.25 003096	81.25	GOODWILL INDUSTRIES OF SILICON		53530	IGNITION MODULE HOSE	1,529.82	
46296	06/24/13	665.18 282	665.18	GRAINGER		53555	RPR BUS #1004	1,011.03	
46297	06/24/13	459.18 001097	459.18	GREENWASTE RECOVERY, INC.		53468	RESTROM RENT PACIFIC	1,563.41	

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46298	06/24/13	101.83 166	HOSE SHOP, THE			53489	VARIOUS HOSES	101.83	
46299	06/24/13	3,682.23 002117	IULIANO #2 LLC		7	53459	JULY 13 RENT 115 DUB	3,682.23	
46300	06/24/13	942.00 878	KELLY SERVICES, INC.			53497	TEMP W/E 6/02/13	942.00	
46301	06/24/13	1,862.02 039	KINKO'S INC.			53479	COLOR COPY AWARDS	5.77	
						53515	SUMMER POSTERS 2013	940.12	
						53516	SUMMER HEADWAYS LG	916.13	
46302	06/24/13	1,709.45 E635	KINSLow, DEBBIE			53469	TRAVEL REIMBURSEMENT	1,709.45	
46303	06/24/13	100.00 880	LEXISNEXIS			53476	MAY 13 SVCS	50.00	
						53520	APR 13 SERVICES	50.00	
46304	06/24/13	391.24 511	LUMINATOR HOLDING LP			53550	LED CURBSIDE LABOR	207.62	
						53551	RPR FLIP DOT CONTROL	183.62	
46305	06/24/13	665.88 001296	MATTHEW BENDER & CO., INC.			53475	CA EMPLOYMENT LAW	665.88	
46306	06/24/13	316.67 001342	MCW ASSOCIATES, INC.			53499	MAY 13 SERVICES	316.67	
46307	06/24/13	4,194.20 001052	MID VALLEY SUPPLY			53454	CLEANING SUPPLIES	4,194.20	
46308	06/24/13	338.23 041	MISSION UNIFORM			53474	UNIFORM & LAUNDRY	18.92	
						53487	UNIFORMS & LAUNDRY	78.74	
						53488	UNIFORM & LAUNDRY	195.74	
						53509	TOWELS	44.83	
46309	06/24/13	500.00 003061	NEOFUNDS BY NEOPOST DBA			53440	POSTAGE	500.00	
46310	06/24/13	242.33 001063	NEW FLYER IND. CANADA ULC DBA			53539	FOAM GASKET	16.58	
						53540	YOKE ASSY	182.64	
						53545	BALLAST	43.11	
46311	06/24/13	1,239.48 002950	NEW HAVEN MOVING EQUIPMENT			53557	ADA SECURE LOOPS	1,239.48	
46312	06/24/13	445.14 002721	NEXTEL COMMUNICATIONS/SPRINT			53535	4/26-5/25 TELC SVC	445.14	
46313	06/24/13	1,287.56 004	NORTH BAY FORD LINC-MERCURY			53480	BRAKE JOB VEH #802	41.76	
						53538	RPR THERMO, HOSE #602	1,245.80	
46314	06/24/13	4,853.00 002940	OJO TECHNOLOGY, INC.			53532	PUBLIC MONITORS VERN	4,853.00	
46315	06/24/13	3,685.43 009	PACIFIC GAS & ELECTRIC			53498	5/10-6/10 PARACRUZ	946.88	
						53553	4/25-6/5 PAUL SWEET	2,738.55	
46316	06/24/13	1,094.10 043	PALACE ART & OFFICE SUPPLY			53442	OFFICE SUPPLIES	42.63	
						53443	OFFICE SUPPLIES	94.05	
						53444	OFFICE SUPPLY	119.42	
						53504	OFFICE SUPPLIES	143.19	
						53508	OFFICE SUPPLIES	614.44	
						53514	OFFICE SUPPLIES	49.16	
						53544	OFFICE SUPPLIES	31.21	
46317	06/24/13	183.00 481	PIED PIPER EXTERMINATORS, INC.			53427	MAY 13 PRST CTRL VBR	183.00	
46318	06/24/13	146.82 050	PITNEY BOWES INC.			53436	7/1-9/30 LEASE	146.82	
46319	06/24/13	200.52 002927	PRAXAIR DISTRIBUTION, INC.137			53536	WELDING GASES	200.52	
46320	06/24/13	489.00 001149	PREFERRED PLUMBING, INC.			53527	RPR RESTROOM VERNON	489.00	
46321	06/24/13	1,701.94 882	PRINT SHOP SANTA CRUZ		7	53432	PARA CRUZ FORMS	1,701.94	
46322	06/24/13	3,115.00 001071	QQUEST SOFTWARE SYSTEMS, INC.			53431	EXT AGRMT/1-6/30/14	3,115.00	
46323	06/24/13	413.62 001153	REPUBLIC ELEVATOR COMPANY			53534	JUN 13 ELEV MAINT	413.62	
46324	06/24/13	105,948.08 904	RNL/INTERPLAN, INC. A CA CORP			52726	PH3&4 ENCROACH PERM	55,984.05	
						53524	SVCS THRU 5/31/13	49,964.03	
46325	06/24/13	3,219.59 018	SALINAS VALLEY FORD SALES			53486	NX KIT, SPRINGS	3,219.59	
46326	06/24/13	532.07 135	SANTA CRUZ AUTO PARTS, INC.			53481	SEALS VEH #9951	26.19	
						53482	BRAKE PADS VEH #9951	151.93	
						53483	FILTERS, FLUID MISC	153.77	
						53484	BRAKE DRUM, PADS	200.18	

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46327	06/24/13	37,421.15 002917		SANTA CRUZ METRO TRANSIT W/C		53446	MAR 13 TPA FEES	1,830.44	
						53447	APR 13 TPA FEES	1,156.52	
						53521	6/1-6/15 W/C REPLEN	16,683.71	
						53522	5/16-5/31 W/C REPLEN	17,750.48	
46328	06/24/13	42.50 973		SANTA CRUZ NISSAN DODGE VOLKS		53485	SIDE MIRROR PC #1123	42.50	
46329	06/24/13	29,477.02 977		SANTA CRUZ TRANSPORTATION, LLC		53472	MAY 13 SERVICES	29,477.02	
46330	06/24/13	2,500.00 002267		SHAW / YODER / ANTIWIH, INC.		53471	JUN 13 LEGISLATE SVC	2,500.00	
46331	06/24/13	12,723.20 001075		SOQUEL III ASSOCIATES	7	53458	JULY 13 RENT PARACRZ	12,723.20	
46332	06/24/13	846.68 001232		SPECIALIZED AUTO AND		53467	'A' INSPCT BUSHINGS	846.68	
46333	06/24/13	2,948.24 001976		SPORTWORKS NORTHWEST, INC.		53456	BIKE RACK	1,474.12	VOIDED
46333	06/24/13	-2,948.24 001976		SPORTWORKS NORTHWEST, INC.		53503	BIKE RACK	1,474.12	
46334	06/24/13	225.00 989		STUCKER, NANCY K.		53456	BIKE RACK	-1,474.12	**VOID
46335	06/24/13	168.38 001040		TERRYBERRY CO., LLC	7	53503	BIKE RACK	-1,474.12	
46336	06/24/13	8,000.00 T243		THOMAS, WILLIE AND ATTORNEY		53448	BILINGUAL TESTING	75.00	
46337	06/24/13	599.46 002675		THOMSON REUTERS BARCLAYS		53519	BILINGUAL TESTING	150.00	
46338	06/24/13	8,722.60 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	53512	FREIGHT ON RESHIP	25.28	
						53513	YRS OF SVC GIFT	143.10	
						53424	SC 07-11-12	8,000.00	
						53439	2013 STATUTES & RULE	60.90	
						53477	TRG CA CIV PROCEDURE	154.00	
						53560	MAY 13 SERVICES	384.56	
						53491	TIRES	1,452.85	
						53492	TIRES	424.27	
						53493	TIRES	2,230.10	
						53494	TIRES	852.56	
						53495	TIRES	1,258.63	
						53496	TIRES	2,504.19	
46339	06/24/13	10,949.89 057		U.S. BANK		53541	4246-0400-1865-4048	3,403.02	
						53542	4246-0400-1870-4249	1,333.76	
						53543	4246-0400-1371-4946	6,213.11	
46340	06/24/13	147.03 007		UNITED PARCEL SERVICE		53426	FREIGHT OUT	70.88	
						53526	FREIGHT OUT	76.15	
46341	06/24/13	320.68 002829		VALLEY POWER SYSTEMS, INC.		53449	OIL FILTERS	320.68	
46342	06/24/13	281.72 T244		VALOROSO, PHYLLIS		53561	CLAIM# SC 04-13-13	281.72	
46343	06/24/13	61.80 221		VEHICLE MAINTENANCE PROGRAM		53470	FILTERS	61.80	
46344	06/24/13	1,754.50 001353		VISION COMMUNICATIONS		53461	JUN 13 SERVICE MAINT	1,754.50	
46345	06/24/13	75.00 001165		VU, THANH DR. MD	7	53478	DMV EXAM	75.00	
46346	06/24/13	706.26 002028		WESTCOAST LEGAL SERVICE	7	53425	CASE# CV175879	550.30	
						53433	CASE# CV175879	94.15	
						53434	CASE# CV175879	29.49	
						53435	CASE# CV175879	32.32	
46347	06/24/13	31.64 E495		WHITE, LES		53423	TRAVEL REIMBURSEMENT	31.64	
46348	06/24/13	155.80 148		ZEP SALES & SERVICE INC.		53547	CLEANING ZEP FOAM	155.80	
46349	06/24/13	2,298.47 001976		SPORTWORKS NORTHWEST, INC.		53562	BIKE RACK	1,474.12	
						53563	VARIOUS PARTS	824.35	
46350M06/27/13		18.67 760		SCMTD PETTY CASH - PARACRUZ		53695	POSTAGE	18.67	MANUAL
46351M06/27/13		3.00 001199		POSTAGE		53696	FY13 PETTY CASH AUDI	3.00	MANUAL
46352M06/28/13		97.86 760		GHARAGHOZLOO, ALI		53697	FY13 PETTYCASH AUDIT	97.86	MANUAL

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

DATE: 06/01/13 THRU 06/30/13

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
46353M06/28/13		607.65	FY13 PETTYCASH AUDIT SCMTD PETTY CASH - CUST SVC		53698	FY13 SAFE REIMBURSE	607.65	MANUAL
46354M06/28/13		94.75	FY13 SAFE REIMBURSE SCMTD PETTY CASH - CUST SVC		53699	FY13 CHANGE MACH REP	94.75	MANUAL
46429M06/24/13		2,220.00	FY13 CHANGE MACH REP OLANDER, JOY TUITION REIMBURSEMENT		53702	TUITION REIMBURSEMENT	2,220.00	MANUAL
TOTAL		875,686.62	ACCOUNTS PAYABLE			TOTAL CHECKS	875,686.62	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 11, 2013

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Manager

**SUBJECT: REQUEST AUTHORIZATION TO USE A CONTRA COSTA COUNTY VEHICLE PURCHASE CONTRACT FOR THE PURCHASE OF A FORD ESCAPE FROM DOWNTOWN FORD SALES IN AN AMOUNT NOT TO EXCEED \$27,178**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to use a Contra Costa County vehicle purchase contract for the purchase of a 2014 Ford Escape SE from Downtown Ford Sales for an amount not to exceed \$27,178.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO has budgeted for the purchase of an SUV to replace an aging Supervisor's vehicle in Santa Cruz METRO's non-revenue fleet. Ford's 2014 Escape SE is the requested replacement vehicle.
- Contra Costa County has issued a contract with Downtown Ford Sales for the purchase of vehicles that permits other local agencies to acquire property at the same established price and includes the requested vehicle.
- The Federal Transit Administration (FTA) Circular that governs procurement for federally funded purchases encourages the use of local intergovernmental purchasing agreements, and requires applicable clauses be included.
- Downtown Ford Sales has agreed to Santa Cruz METRO's use of the contract and submitted a quotation dated 10/3/2013.
- Downtown Ford Sales has agreed to all applicable FTA clauses.
- Staff requests the use of Contra Costa County's vehicle contract for this procurement as a means of streamlining the procurement process and saving money.
- Staff recommends that the Board of Directors authorize the General Manager to use the Contra Costa County vehicle purchase contract for the purchase of a Ford Escape from Downtown Ford Sales for an amount not to exceed \$27,178.

## III. DISCUSSION

Santa Cruz METRO has budgeted for the purchase of an SUV to replace aging vehicles in Santa Cruz METRO's fleet. Contra Costa County recently negotiated a contract for the purchase of

such a vehicle, which allows other local government agencies to utilize this contract and obtain vehicles at the same pricing. This process allows for better pricing than Santa Cruz METRO would normally obtain due to the greater quantities requested in the bid.

The FTA encourages grant recipients to utilize cooperative purchasing agreements whenever it is practical as a means of saving money. The Contra Costa County contract provides an even greater savings than the use of the State of California's purchasing schedule, as there are no additional administrative fees required.

Staff recommends that the Board authorize the General Manager to use Contra Costa County's vehicle purchase contract for the purchase of a 2014 Ford Escape SE from Downtown Ford Sales for a total amount not to exceed \$27,178.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds to support this procurement are included in the Fleet FY14 capital budget.

#### **V. ATTACHMENTS**

**Attachment A:** Downtown Ford Sales Quotation dated 10/3/2013

# Attachment A

## QUOTATION

DOWNTOWN FORD SALES  
525 N16th Street, Sacramento, CA. 95814  
916-442-6931 fax 916-491-3138

DF100313430

### QUOTATION

**Customer**

Name SANTA CRUZ METRO  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ CA \_\_\_\_\_  
 Phone \_\_\_\_\_

Date 10/3/2003  
 REP FORBESS  
 Phone \_\_\_\_\_  
 FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	2014 FORD ESCAPE SE FWD 2.0L ECO BOOST, ALL WEATHER MATS, TRAILER PACKAGE	\$23,005.00	\$23,005.00
1	201A PACKAGE, REVERSE SENSING, PERIMETER ALARM, SYNC VOICE ACTIVATED SYSTEM	\$1,285.00	\$1,285.00
1	POWER LIFTGATE	\$475.00	\$475.00
1	DOC FEE	\$80.00	\$80.00

**Payment Details**

\_\_\_\_\_

\_\_\_\_\_

	\$24,845.00
SHIPPING	\$150.00
Taxes 8.75	\$2,173.93
TIRE FEE	\$8.75
<b>TOTAL</b>	<b>\$27,177.68</b>

Office Use Only

**TERMS: NET**



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 11, 2013  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2013; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the fiscal year end monthly budget status reports year to date as of June 30, 2013 and adopt the schedule of reserve accounts.**

## II. SUMMARY OF ISSUES

- The attached preliminary monthly revenue and expense reports (**Attachment A**) represent the status of the FY13 budget, as of June 30, 2013, the end of the fiscal year. The numbers presented in the report are preliminary, since all accounting adjustments have not yet been completed via the final audit due later this calendar year.
- **Operating Revenue** for the year (preliminary) totaled \$40,801,065. This is 1% or \$242,468 over the amount of Operating Revenue expected during the fiscal year based on the revised budget adopted March 22, 2013.
- **Operating Expense** for the year (preliminary) totaled \$40,801,065. This is -3% or \$1,057,532 below the amount of Operating Expense expected during the fiscal year based on the revised budget adopted March 22, 2013.
- **Non-Operating Expenses** are expenses that are not associated with the main or core operations of Santa Cruz METRO. These are non-cash accounting entries and therefore are not budgeted, and are not included in the Summary and Consolidated Operating Reports attached. These expenses are explained in more detail below.
- **Capital Improvement Program** expenditures for the year were \$4,715,173 or 14% of the total Capital budget of \$29,327,012.

## III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to inform the Board of Directors regarding Santa Cruz METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue and expense report represents the preliminary status of Santa Cruz METRO's FY13 budget as of June 30, 2013.

The fiscal year has elapsed **100%**.

**A. Operating Revenues**

**Operating Revenues** are \$242,468 or 1% over the amount we expected to receive for the fiscal year, based on the revised budget adopted by the Board in March 2013. Revenue variances are primarily due to:

- **Passenger Fares** are \$165,728 or 2% over budget for the year primarily due to higher than anticipated Special Transit Fares – Contract, resulting from increased ridership on UCSC routes.
- **Advertising Income** is \$42,923 or 17% over budget for the year as advertising in FY13 exceeded expectations.
- **Sales Tax Revenue** is \$221,699 or 1% over budget for the year due to higher than anticipated receipts in FY13. The 7% growth in Sales Tax year over year reflects continuing improvement in consumer confidence and spending. In FY13, \$2,800,000 of the sales tax revenue was budgeted to be used as the local share / match for the Judy K. Souza Operations Facility Project SLPP capital grant, but was not needed, as other funding sources (PTMISEA, FTA-STIC from FY09) were available in FY13. The use of the sales tax as a local match was “rolled-over” into the FY14 budget.
- **STA – Op Assistance** funds were not needed in the operating budget in FY13. The STA Operating funds will be used to “backfill” the budget gap when sales tax funds are used as the local share / match for the Judy K Souza Operations Facility Project that will use SLPP capital grant dollars referenced above.
- **Fuel Tax Credit** is \$68,001 or 9% over budget for the year due to higher than anticipated receipt of retroactive tax credits for alternative fuel usage for calendar year 2012.
- **Medicare Subsidy** is \$26,438 or 35% over budget. The amount budgeted was only an estimate and was based on the amount received last fiscal year. This subsidy is contingent upon retirees receiving medical benefits, that are Medicare eligible, and is ultimately determined by Medicare.
- **Transfers (to)/from Reserves** is (\$253,184) or -10% under budget due to higher than anticipated Sales Tax Revenue and Passenger Fares, which reduced the budget gap and resulted in less funds from Carryover from Previous years used to balance the budget.

**B. Operating Expenses**

Total preliminary operating expenses are under budget by \$1,057,532 or -3% for the year. Personnel Expenses, Services, Mobile Materials & Supplies, Other Materials & Supplies, Utilities, Casualty & Liability, Miscellaneous, and Leases & Rentals all contributed to the variance.

- **Total Personnel Expense** is (\$634,167) or -2% under budget due to vacant funded positions and employees on extended leaves. Budget savings from vacant funded positions and employees on extended leaves were estimated at (\$1,300,000), in March 2013, when the Revised FY13 Operating Budget was adopted. The actual savings, (\$634,167), are significantly below the estimate due to unanticipated increase in overtime costs, as well as higher than anticipated contractual accrued leave payouts.
  
- **Services** are \$56,750 or 3% over budget primarily due to Temp Help, Repair Revenue Vehicle and Repair Bldg & Impr:
  - **Temp Help** is \$136,684 or 651% over budget. Temporary Help is normally not budgeted. In FY13, \$15,000 (temp. help for Admin. Assistant) and \$6,000 (Bus Stop Improvement Project) were budgeted in the Purchasing and Facilities Maintenance departments, respectively. Expenses above these amounts are tied to vacant funded positions and extended leaves and are offset by savings in Personnel Expenses.
  - **Repair – Rev Vehicle** is \$52,123 or 15% over budget primarily due to engine rebuilds.
  - **Repair – Bldg & Impr** is \$23,063 or 34% over budget due to repairs and improvements to buildings exceeding anticipated budget amounts.

Budget overages in the above accounts are partially offset by budget savings in the following accounts:

- **Legal Services** is (\$54,842) or -100% under budget. Outside legal expense is budgeted, but only spent if needed.
  - **Prof & Tech Fees** is (\$46,736) or -24% under budget as anticipated expenses for professional consultants are budgeted, but only spent if needed.
- 
- **Mobile Materials & Supplies** are \$157,283 or 5% over budget due to Fuel & Lube Rev Vehicle and Tires & Tubes:

- **Fuels & Lub Rev Veh** is \$129,053 or 6% over budget primarily due to higher than anticipated prices of fuel in FY13. Average gas prices soared in California and surpassed the \$4.00 a gallon mark in FY13.
- **Tires & Tubes** is \$49,224 or 25% over budget due to the cyclical nature of tire and tube replacement. Year over year expenses for Tires & Tubes increased by 75%. Tires now need to be bought for the new buses.
- **Other Materials & Supplies** are \$8,324 or 2% over budget primarily due to budget overages in Repair/Maint Supplies, Cleaning Supplies, and Safety Supplies, which were offset by budget savings in Printing.
  - **Repair/Maint Supplies** is \$21,858 or 25% over budget due to equipment rental and multiple repairs to the septic systems at multiple facilities.
  - **Cleaning Supplies** is \$10,762 or 22% over budget due to increased cleaning services that started in FY13.
  - **Safety Supplies** is \$10,592 or 55% over budget due to bulk purchases of safety supplies in FY13.
  - **Printing** is (\$46,284) or 45% under budget due to funds for printing of tickets and stickers that were not spent in FY13 and were carried over to FY14.
- **Utilities** are \$22,367 or 5% over budget primarily due to rate increases in Water & Garbage, effective in July 2012.
- **Casualty & Liability** is (\$512,014) or -73% under budget; major variances include:
  - **Settlement Costs** is (\$452,967) or -302% under budget due to the annual adjustment to the Claims Liability Reserve account that was a credit entry of (\$381,934).
  - **Repairs to District Property** is (\$35,135) or 100% over budget. This is an unbudgeted line item. Funds listed here represent funds collected from outside parties for repairs to METRO property and vehicles.
- **Purchased Transportation** is (\$64,125) or -26% under budget due to the following:

- Van operators hired at the beginning of the fiscal year, which has lowered the need for subcontractor services to meet Paratransit demand.
- Fewer employees on extended leaves.
- The number of rides provided for FY13 was 2.77% fewer than the rides provided in FY12.
- **Misc.** is (\$63,095) or -21% under budget primarily due to Employee Training and Travel:
  - **Employee Training** is (\$33,487) or -32% under budget due to tuition expenses carried over to the next fiscal year.
  - **Employee Travel** is (\$18,994) or -19% under budget due to less than anticipated travel expenses in FY13.
- **Leases & Rentals** is (\$21,833) or -9% under budget due to Facility Rentals:
  - **Facility Rentals** is (\$23,335) or -10% under budget due to the reclass of lease expenses for 115 Dubois to the Metrobase capital project, effective March 2013 (when the Operations and Bus Operators departments were relocated from River Street to Dubois Street).

C. **Non-Operating Expenses**

Non-Operating Expenses for the year were \$3,557,352. Non-operating expenses are non-cash accounting entries that are not presented in these financial reports:

- Incurred but not Reported (**IBNR**) **Worker's Compensation Losses** - The annual accounting entry for the IBNR was (\$249,896). Governmental Accounting Standards Board (GASB) Statement #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and estimated unreported worker's compensation claims. The liability amount was calculated by Bickmore Risk Services in the May 2013 report, as part of an Actuarial Review of the Self-Insured Worker's Compensation Program, which is updated every three (3) years.
- An entry to the liability for the added cost due to the implementation of **GASB 45** related to Retiree Health Liabilities "other post employment benefits" (OPEB) - Santa Cruz METRO was required to implement GASB 45 with the FY09 reporting cycle. GASB 45 requires state and local

governments to report their costs and financial obligations of “other post-employment benefits” (OPEB) other than pension on the annual financial statements. These costs currently include medical, dental, and vision benefits. GASB 45 requires Santa Cruz METRO to accrue a liability on its financial statements for the Annual Required Contribution (ARC) less the pay-as-you-go-cost. The amount of the accounting entry was \$3,488,569 for FY13. The OPEB liability was calculated by Bartel Associates, LLC as part of an Actuarial Study of Retiree Health Liabilities, in a report dated September 2012. This actuarial study is required to be updated every two (2) years, or whenever plan changes cause a material change in accrual costs and / or liabilities. A new study will be required during FY14.

- Annual **Depreciation** of district funded capital assets was \$318,679.

These non-cash accounting entries will be included as part of the Audited Financial Statements, although they are not included with this report.

#### **D. Capital Improvement Program**

Preliminary expenses for the capital improvement program total \$4,715,173 for the year. Some of the capital projects will be carried over to FY14 to be completed, including the Consolidated MetroBase project, the Land Mobile Radio (LMR) project, and the Video Surveillance (CCTV) project, to list a few.

- The MetroBase spending in FY13 consists of: \$2,198,059 spent on the **MetroBase project – FY11 Allocation Operations Bldg.**, \$261,066 spent on the **MetroBase project – FY10 Allocation**, and \$525,167 spent on the **2<sup>nd</sup> LNG Tank**.
- \$700,475 has been spent on the **Video Surveillance Project (CCTV)**.
- \$490,743 has been spent on the **Land Mobile Radio Project (LMR)**.

#### **E. Schedule of Reserve Account Balances**

Preliminary Reserves Account Balances as of the end of FY13 are as follows:

- **Operating / Capital Reserve (Non-Restricted Reserved Retained Earnings):** \$11,463,784; *no adopted minimum balance*. The amount is what remains in “Cash in Treasury” after all reserves are deducted. In FY13, \$36,216 was used in the FY13 Capital Budget.
- **Operating – GASB 45 – OPEB Liability:** *currently not funded*. Estimated liability is \$59,164,000.

- **Operating – Cash Flow Reserve:** \$2,511,102; *funded at 41% of adopted minimum balance.* The purpose of the Operating – Cash Flow Reserve is to cover two month's cash flow for fiscal, natural disaster or emergency. As of June 2013, the minimum adopted balance is \$6,100,000 or approximately 15% of operating expenses, as per recommendation of the Government Finance Officers Association (GFOA).
- **Operating – Workers Compensation Reserve:** \$2,091,581; *funded at 66% of adopted minimum balance.* The Long term portion of workers compensation liability as of 06/30/13 is \$3,160,618, as per workers' compensation audit dated 05/15/13.
- **Operating – Liability Insurance Reserve:** \$700,757; *funded at 106% of adopted minimum balance.* To minimize volatility effective 06/30/13, the minimum balance in the reserve account is equal to the Self Insured Retention (SIR), \$250,000 plus the 5-year rolling average of outstanding claims at year end, which was \$411,607, as of the end of FY13, for a total of \$661,607.
- **Operating – Carryover from Previous Year:** \$309,859; *no adopted minimum balance.* In FY13, \$2,408,721 of Carryover from Previous Years was used to bridge the budget gap in FY13 and balance the budget.
- **Operating – FTA STIC:** \$0; *no adopted minimum balance.* Effective in FY11, FTA STIC allocations have been re-directed from the capital to the operating budget.

Since the final accounting adjustments have not been completed, the final amounts for the reserves may change slightly. The final amounts will be available upon completion of the financial audit later this calendar year.

Staff recommends that the Board accept and adopt the:

- FY13 Operating Revenue & Expenses Year to Date as of 06/30/13  
**(Attachment A)**
- FY13 Capital Budget Report for the month ending 06/30/13 **(Attachment B)**
- FY13 Schedule of Reserve Account Balances - 06/30/13 (unaudited)  
**(Attachment C)**

#### IV. FINANCIAL CONSIDERATIONS

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.

The preliminary FY13 amount of operating loss was \$3,465,818. To bridge the budget gap at the end of the fiscal year, **STIC** funds in the amount of \$1,057,097 and Funds from **Carryover from Previous Years** in the amount of \$2,408,721 were used to balance the FY13 Operating Budget.

The FY13 Operating Budget is a balanced budget with the use of funds from the Operating and Capital Reserves account. However, the FY13 Operating Budget is not a structurally balanced budget. This means that recurring expenses exceed recurring revenues. For a variety of reasons, true structural balance may not be possible at a given time. In such a case, using reserves to balance the budget may be considered, but only in the context of a plan to return to structural balance, replenish fund balances, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken.

The Operating and Capital Reserves (Non-Restricted Reserved Retained Earnings) account is defined as the excess of revenues over expenses. The Operating and Capital Reserves account has been accumulated to guard against service disruption in the event of unexpected shortfalls, unpredicted one-time expenditures, and to provide stability and flexibility to respond to unexpected adversity and/or opportunities. If revenues exceed expenses in a given fiscal year, those revenues will be used to lower the Operating and Capital Reserve account contribution to the budget, and replenish the Operating and Capital Reserves accounts.

The Government Finance Officers Association (GFOA) recommends adopting policies aimed at achieving and maintaining a structurally balanced budget and reserve accounts. The policies should include parameters for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in adopted budgets. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing action are to occur.

Additionally, Board adopted minimum reserve account balances are not being maintained at their desired levels, which is another indication that the organization is not maintaining a structurally balanced budget. Operating Cash Flow Reserve and Operating Workers Compensation Reserve accounts are underfunded from what the Board has set as minimum adopted balances. It should be noted that reserve levels are not a perfect measure of structural balance, but are a good and readily available measure.



Finance is working on draft financial policies to address the Operating and Capital Budget as well as the Operating and Capital Reserve accounts for the Board to consider.

## **V. ATTACHMENTS**

**Attachment A:** FY13 Operating Revenue for the month ending – 06/30/13

**Attachment B:** FY13 Operating Expenses by Department for the month ending – 06/30/13

**Attachment C:** FY13 Schedule of Reserve Account Balances – 06/30/13 (unaudited)

Prepared by: Kristina Mihaylova, Sr. Financial Analyst  
Date Prepared: September 25, 2013

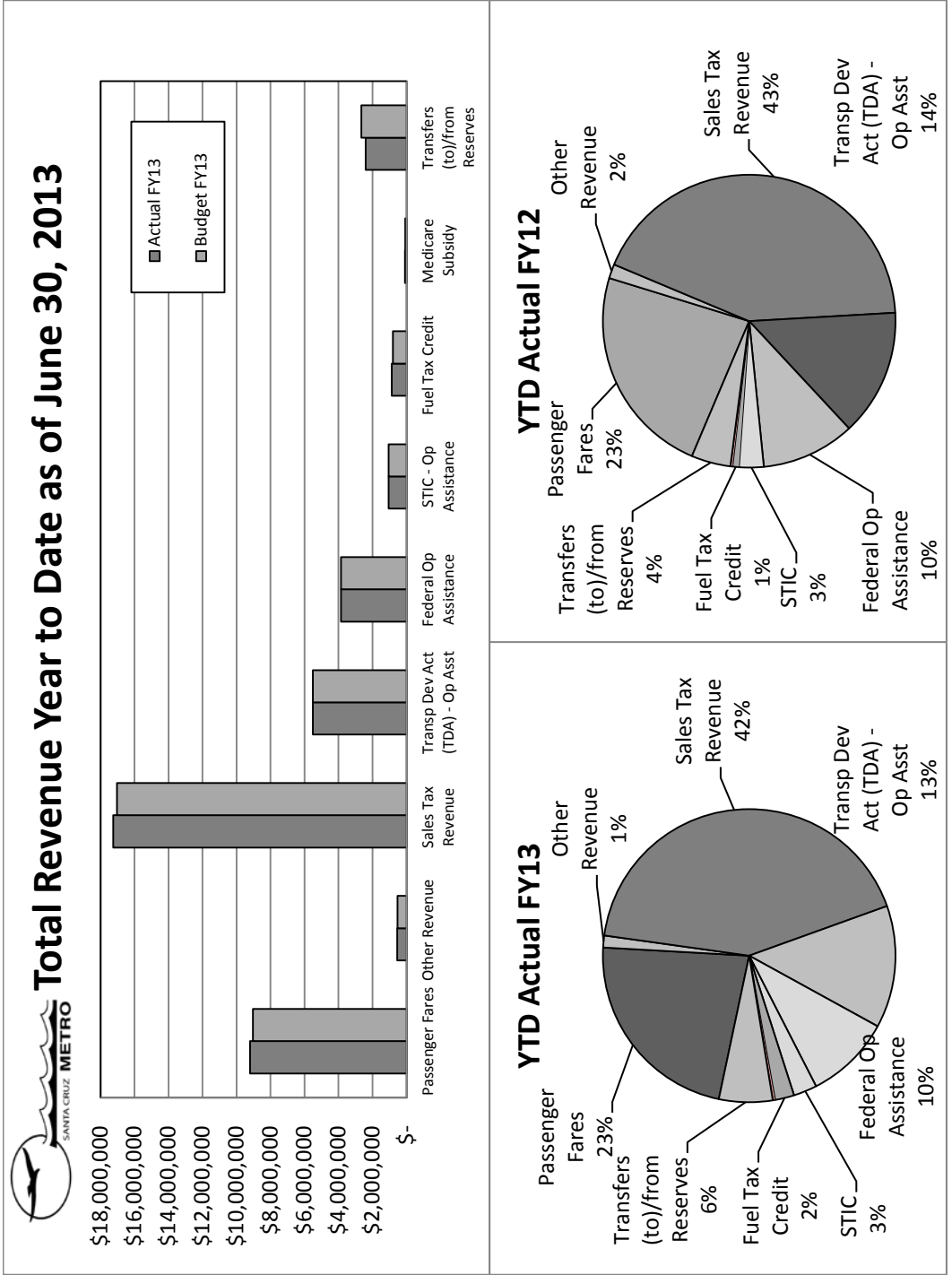


**FY13**  
**Operating Revenue & Expenses**  
**Year to Date as of June 30, 2013**

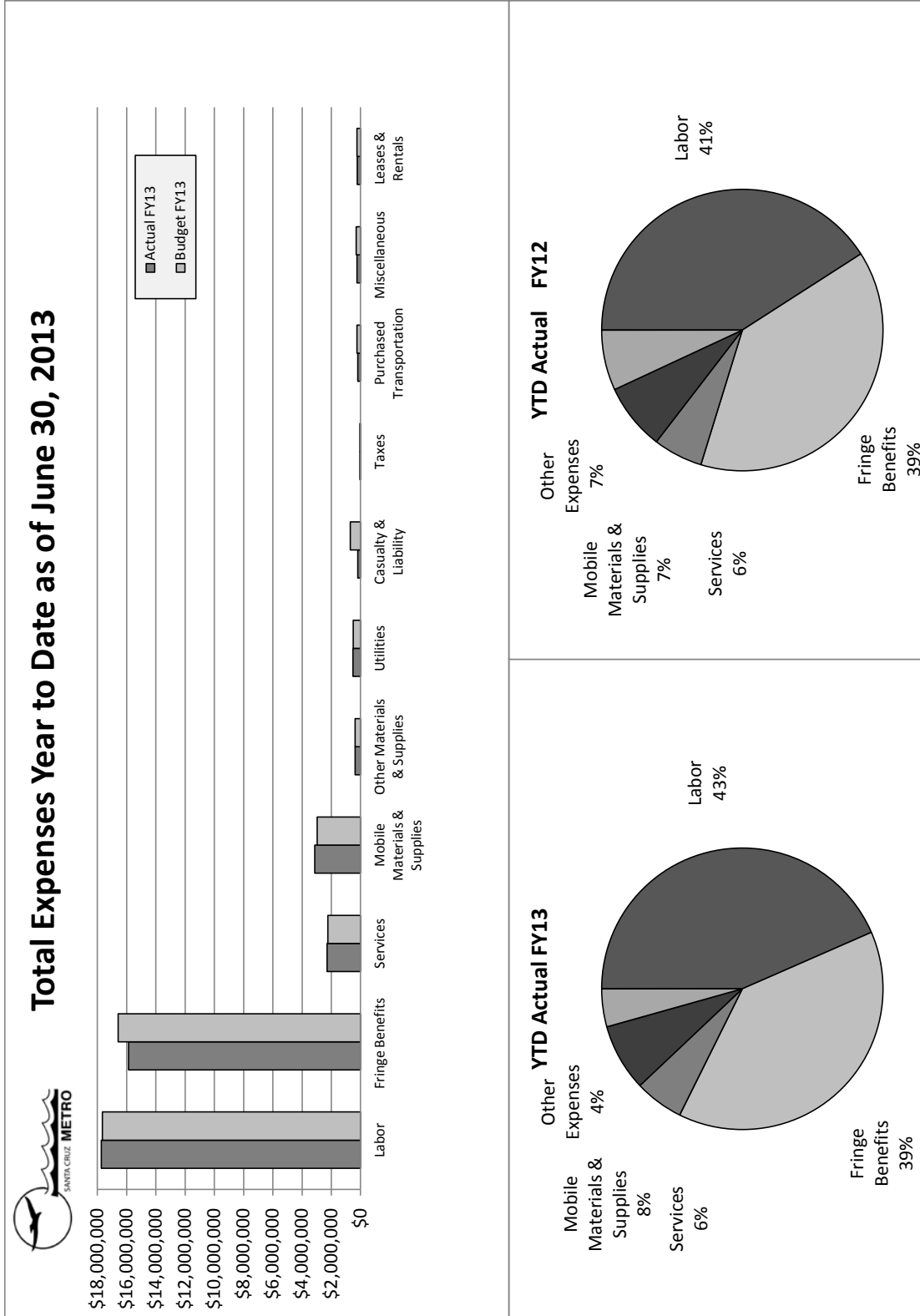
	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	Actual FY12	\$ Var	% Var
Revenue:						
Passenger Fares	\$ 9,204,063	\$ 9,038,335	\$ 165,728	\$ 8,772,949	\$ 431,114	5%
Other Revenue	\$ 541,777	\$ 528,561	\$ 13,216	\$ 586,628	\$ (44,851)	-8%
Sales Tax Revenue	\$ 17,250,072	\$ 17,028,373	\$ 221,699	\$ 16,064,503	\$ 1,185,569	7%
SLFP Backfill for Metro Base	\$ -	\$ (2,800,000)	\$ 2,800,000	\$ -	\$ -	0%
Transp Dev Act (TDA) - Op Asst	\$ 5,507,038	\$ 5,507,038	\$ -	\$ 5,244,964	\$ 262,074	5%
Federal Op Assistance	\$ 3,852,288	\$ 3,852,288	\$ -	\$ 3,863,382	\$ (11,094)	0%
Other Op Assistance/Funding	\$ 10,572	\$ 9,999	\$ 573	\$ 19,144	\$ (8,572)	-45%
STA - Op Assistance	\$ -	\$ 2,800,000	\$ (2,800,000)	\$ -	\$ -	0%
STIC - Op Assistance	\$ 1,057,097	\$ 1,057,097	\$ -	\$ 1,020,417	\$ 36,680	4%
Fuel Tax Credit	\$ 868,001	\$ 800,000	\$ 68,001	\$ 269,092	\$ 598,909	223%
Medicare Subsidy	\$ 101,438	\$ 75,000	\$ 26,438	\$ 85,069	\$ 16,369	19%
Transfers (to)/ from Reserves	\$ 2,408,721	\$ 2,661,905	\$ (253,184)	\$ 1,626,052	\$ 782,669	48%
<b>Total Revenue</b>	<b>\$ 40,801,065</b>	<b>\$ 40,558,597</b>	<b>\$ 242,468</b>	<b>\$ 37,552,200</b>	<b>\$ 3,248,865</b>	<b>9%</b>
Expenses:						
Labor	\$ 17,725,635	\$ 17,658,208	\$ 67,426	\$ 15,364,258	\$ 2,361,377	15%
Fringe Benefits	\$ 15,871,494	\$ 16,573,087	\$ (701,594)	\$ 14,588,860	\$ 1,282,634	9%
Services	\$ 2,291,967	\$ 2,235,216	\$ 56,750	\$ 2,132,041	\$ 159,926	8%
Mobile Materials & Supplies	\$ 3,134,533	\$ 2,977,250	\$ 157,283	\$ 2,863,689	\$ 270,844	9%
Other Materials & Supplies	\$ 376,961	\$ 368,638	\$ 8,324	\$ 314,611	\$ 62,350	20%
Utilities	\$ 518,567	\$ 496,200	\$ 22,367	\$ 472,075	\$ 46,492	10%
Casualty & Liability	\$ 186,736	\$ 698,750	\$ (512,014)	\$ 1,096,511	\$ (909,775)	-83%
Taxes	\$ 40,530	\$ 47,550	\$ (7,020)	\$ 41,987	\$ (1,457)	-3%
Purchased Transportation	\$ 185,874	\$ 250,000	\$ (64,125)	\$ 260,687	\$ (74,813)	-29%
Miscellaneous	\$ 239,989	\$ 303,084	\$ (63,095)	\$ 185,702	\$ 54,287	29%
Leases & Rentals	\$ 228,779	\$ 250,612	\$ (21,833)	\$ 231,779	\$ (3,000)	-1%
<b>Total Expenses</b>	<b>\$ 40,801,065</b>	<b>\$ 41,858,597</b>	<b>\$ (1,057,532)</b>	<b>\$ 37,552,200</b>	<b>\$ 3,248,865</b>	<b>9%</b>
<b>Operating Income (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* The difference between the total Revenue and Expenses Budget is \$1,300,000 - the amount of anticipated savings from Labor and Fringe Benefits, presented in the Revised FY13 Budget, adopted in March 2013. Actual savings are less than initially estimated and are discussed in more details in the Staff report.

# Attachment A



# Attachment A



# Attachment A



## FY13 Operating Revenue Year to Date as of June 30, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Percent of Year Elapsed -</b>	100%					
<b>Passenger Fares</b>						
Passenger Fares	\$ 3,849,089	\$ 3,915,984	-(66,895) -2%	\$ 3,729,509	\$ 119,580	3%
Paratransit Fares	\$ 304,536	\$ 277,461	\$ 27,075 10%	\$ 296,345	\$ 8,191	3%
Special Transit Fares - Contract	\$ 3,249,049	\$ 3,044,222	\$ 204,827 7%	\$ 3,014,081	\$ 234,968	8%
Highway 17 Fares	\$ 1,471,122	\$ 1,565,089	-(93,966) -6%	\$ 1,482,786	\$ (11,664)	-1%
Highway 17 Payments	\$ 330,265	\$ 235,579	\$ 94,687 40%	\$ 250,228	\$ 80,037	32%
<b>Subtotal Passenger Revenue</b>	<b>\$ 9,204,063</b>	<b>\$ 9,038,335</b>	<b>\$ 165,728 2%</b>	<b>\$ 8,772,949</b>	<b>\$ 431,114</b>	<b>5%</b>
<b>Other Revenue</b>						
Commissions	\$ 2,557	\$ 5,600	-(3,043) -54%	\$ 3,644	\$ (1,087)	-30%
Advertising Income	\$ 300,422	\$ 257,500	\$ 42,923 17%	\$ 269,895	\$ 30,527	11%
Rent Income - SC Pacific Station	\$ 102,388	\$ 107,060	-(4,672) -4%	\$ 105,172	\$ (2,784)	-3%
Rent Income - Watsonville TC	\$ 44,118	\$ 40,400	\$ 3,718 9%	\$ 43,515	\$ 603	1%
Interest Income	\$ 84,503	\$ 100,000	-(15,497) -15%	\$ 115,371	\$ (30,868)	-27%
Other Non-Transp Revenue	\$ 7,788	\$ 18,000	-(10,212) -57%	\$ 49,029	\$ (41,241)	-84%
<b>Subtotal Other Revenue</b>	<b>\$ 541,777</b>	<b>\$ 528,561</b>	<b>\$ 13,216 3%</b>	<b>\$ 586,628</b>	<b>\$ (44,851)</b>	<b>-8%</b>
<b>Sales Tax Revenue</b>						
SLPP Backfill for Metro Base	\$ 17,250,072	\$ 17,028,373	\$ 221,699 1%	\$ 16,064,503	\$ 1,185,569	7%
<b>Transp Dev Act (TDA) - Op Asst</b>	<b>\$ 5,507,038</b>	<b>\$ 5,507,038</b>	<b>\$ - 0%</b>	<b>\$ 5,244,964</b>	<b>\$ 262,074</b>	<b>5%</b>
<b>Federal Op Assistance</b>						
FTA Sec 5307 - Op Asst	\$ 3,695,976	\$ 3,695,976	\$ - 0%	\$ 3,707,070	\$ (11,094)	0%
FTA Sec 5311 - Rural Op Asst	\$ 156,312	\$ 156,312	\$ - 0%	\$ 156,312	\$ -	0%
<b>Subtotal Federal Op Assistance</b>	<b>\$ 3,852,288</b>	<b>\$ 3,852,288</b>	<b>\$ - 0%</b>	<b>\$ 3,863,382</b>	<b>\$ (11,094)</b>	<b>0%</b>
<b>Other Op Assistance/Funding</b>						
AMBAG Funding	\$ -	\$ -	\$ - 0%	\$ 19,144	\$ (19,144)	-100%
Other Op Assistance/Funding	\$ 10,572	\$ 9,999	\$ 573 6%	\$ -	\$ 10,572	100%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	\$ - 0%	\$ -	\$ -	0%
<b>Subtotal Other Op Assistance/Funding</b>	<b>\$ 10,572</b>	<b>\$ 9,999</b>	<b>\$ 573 6%</b>	<b>\$ 19,144</b>	<b>\$ (8,572)</b>	<b>-45%</b>

# Attachment A



**FY13**  
**Operating Revenue**  
**Year to Date as of June 30, 2013**

	100%		YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var
Percent of Year Elapsed -							
<b>STA - Op Assistance</b>	\$ -	\$ 2,800,000	\$(2,800,000)	-100%	\$ -	\$ -	0%
<b>STIC - Op Assistance</b>	\$ 1,057,097	\$ 1,057,097	\$ -	0%	\$ 1,020,417	\$ 36,680	4%
<b>Fuel Tax Credit</b>	\$ 868,001	\$ 800,000	\$ 68,001	9%	\$ 269,092	\$ 598,909	223%
<b>Medicare Subsidy</b>	\$ 101,438	\$ 75,000	\$ 26,438	35%	\$ 85,069	\$ 16,369	19%
<b>Transfers (to)/ from Reserves</b>	\$ 2,408,721	\$ 2,661,905	\$(253,184)	-10%	\$ 1,626,052	\$ 782,669	48%
<b>Total Revenue</b>	\$ 40,801,065	\$ 40,558,597	\$ 242,468	1%	\$ 37,552,200	\$ 3,248,865	9%
<b>Total Operating Expenses</b>	\$ 40,801,065				\$ 37,552,200		
<b>Variance</b>	\$ -				\$ -		



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of June 30, 2013**

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY12</u>	<u>\$ Var</u>	<u>% Var</u>
501011 Bus Operator Pay	\$ 8,205,567	\$ 8,308,104	\$ (102,537)	-1%	\$ 7,124,710	\$ 1,080,857	15%
501013 Bus Operator Overtime	\$ 1,981,381	\$ 1,793,765	\$ 187,616	10%	\$ 1,544,976	\$ 436,405	28%
501021 Other Salaries	\$ 6,873,140	\$ 7,169,593	\$ (296,453)	-4%	\$ 6,242,010	\$ 631,130	10%
501023 Other Overtime	\$ 665,547	\$ 386,746	\$ 278,801	72%	\$ 452,562	\$ 212,985	47%
<b>Total Labor -</b>	<b>\$ 17,725,635</b>	<b>\$ 17,658,208</b>	<b>\$ 67,426</b>	<b>0%</b>	<b>\$ 15,364,258</b>	<b>\$ 2,361,377</b>	<b>15%</b>

**Fringe Benefits**

502011 Medicare/Soc. Sec.	\$ 267,427	\$ 306,900	\$ (39,473)	-13%	\$ 229,098	\$ 38,329	17%
502021 Retirement	\$ 3,051,264	\$ 3,296,012	\$ (244,748)	-7%	\$ 2,664,532	\$ 386,732	15%
502031 Medical Insurance	\$ 7,046,018	\$ 7,294,972	\$ (248,954)	-3%	\$ 6,441,491	\$ 604,527	9%
502041 Dental Insurance	\$ 516,047	\$ 530,779	\$ (14,732)	-3%	\$ 471,863	\$ 44,184	9%
502045 Vision Insurance	\$ 124,834	\$ 131,378	\$ (6,544)	-5%	\$ 125,720	\$ (886)	-1%
502051 Life Insurance	\$ 46,900	\$ 46,290	\$ 610	1%	\$ 40,348	\$ 6,552	16%
502060 State Disability	\$ 198,596	\$ 203,338	\$ (4,742)	-2%	\$ 189,989	\$ 8,607	5%
502061 Disability Insurance	\$ 120,895	\$ 132,593	\$ (11,698)	-9%	\$ 117,276	\$ 3,619	3%
502071 State Unemp. Ins	\$ 88,130	\$ 86,769	\$ 1,361	2%	\$ 80,106	\$ 8,024	10%
502081 Worker's Comp Ins	\$ 970,441	\$ 927,000	\$ 43,441	5%	\$ 1,198,646	\$ (228,205)	-19%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 377,267	\$ 528,333	\$ (151,066)	-29%	\$ 305,069	\$ 72,198	24%
502103 Floating Holiday	\$ 92,000	\$ 78,271	\$ 13,729	18%	\$ 89,224	\$ 2,776	3%
502109 Sick Leave	\$ 651,612	\$ 907,160	\$ (255,549)	-28%	\$ 548,490	\$ 103,122	19%
502111 Annual Leave	\$ 2,062,733	\$ 1,872,479	\$ 190,254	10%	\$ 1,850,104	\$ 212,629	11%
502121 Other Paid Absence	\$ 181,461	\$ 139,309	\$ 42,152	30%	\$ 158,707	\$ 22,754	14%
502251 Physical Exams	\$ 5,790	\$ 14,110	\$ (8,320)	-59%	\$ 8,031	\$ (2,241)	-28%
502253 Driver Lic Renewal	\$ 2,853	\$ 4,656	\$ (1,803)	-39%	\$ 1,943	\$ 910	47%
502999 Other Fringe Benefits	\$ 67,226	\$ 72,738	\$ (5,512)	-8%	\$ 68,223	\$ (997)	-1%
<b>Total Fringe Benefits -</b>	<b>\$ 15,871,494</b>	<b>\$ 16,573,087</b>	<b>\$ (701,594)</b>	<b>-4%</b>	<b>\$ 14,588,860</b>	<b>\$ 1,282,634</b>	<b>9%</b>

<b>Total Personnel Expenses -</b>	<b>\$ 33,597,128</b>	<b>\$ 34,231,296</b>	<b>\$ (634,167)</b>	<b>-2%</b>	<b>\$ 29,953,117</b>	<b>\$ 3,644,011</b>	<b>12%</b>
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**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of June 30, 2013**

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY12</u>	<u>\$ Var</u>	<u>% Var</u>
<b>Services</b>							
503011 Acctg & Audit Fees	\$ 75,241	\$ 80,250	\$ (5,009)	-6%	\$ 77,560	\$ (2,319)	-3%
503012 Admin & Bank Fees	\$ 282,608	\$ 280,054	\$ 2,554	1%	\$ 275,529	\$ 7,079	3%
503031 Prof & Tech Fees	\$ 144,221	\$ 190,957	\$ (46,736)	-24%	\$ 116,077	\$ 28,144	24%
503032 Legislative Services	\$ 90,000	\$ 105,000	\$ (15,000)	-14%	\$ 91,111	\$ (1,111)	-1%
503033 Legal Services	\$ 158	\$ 55,000	\$ (54,842)	-100%	\$ -	\$ 158	100%
503034 Pre-Employ Exams	\$ 10,050	\$ 10,475	\$ (425)	-4%	\$ 26,414	\$ (16,364)	-62%
503041 Temp Help	\$ 157,684	\$ 21,000	\$ 136,684	651%	\$ 262,802	\$ (105,118)	-40%
503161 Custodial Services	\$ 81,367	\$ 74,500	\$ 6,866	9%	\$ 68,375	\$ 12,992	19%
503162 Uniform & Laundry	\$ 18,152	\$ 22,000	\$ (3,848)	-17%	\$ 20,334	\$ (2,182)	-11%
503171 Security Services	\$ 446,738	\$ 439,135	\$ 7,603	2%	\$ 324,827	\$ 121,911	38%
503221 Classified/Legal Ads	\$ 11,612	\$ 17,100	\$ (5,488)	-32%	\$ 10,930	\$ 682	6%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 5,000	\$ (5,000)	-100%	\$ 1,333	\$ (1,333)	-100%
503351 Repair - Bldg & Impr	\$ 91,063	\$ 68,000	\$ 23,063	34%	\$ 69,062	\$ 22,001	32%
503352 Repair - Equipment	\$ 420,580	\$ 461,745	\$ (41,165)	-9%	\$ 384,521	\$ 36,059	9%
503353 Repair - Rev Vehicle	\$ 402,123	\$ 350,000	\$ 52,123	15%	\$ 341,419	\$ 60,704	18%
503354 Repair - Non Rev Vehicle	\$ 12,353	\$ 15,000	\$ (2,647)	-18%	\$ 22,409	\$ (10,056)	-45%
503363 Haz Mat Disposal	\$ 48,017	\$ 40,000	\$ 8,017	20%	\$ 39,337	\$ 8,680	22%
<b>Total Services -</b>	<b>\$ 2,291,967</b>	<b>\$ 2,235,216</b>	<b>\$ 56,750</b>	<b>3%</b>	<b>\$ 2,132,041</b>	<b>\$ 159,926</b>	<b>8%</b>

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY12</u>	<u>\$ Var</u>	<u>% Var</u>
<b>Mobile Materials &amp; Supplies</b>							
504011 Fuels & Lube Non Rev V	\$ 78,582	\$ 81,000	\$ (2,418)	-3%	\$ 69,981	\$ 8,601	12%
504012 Fuels & Lube Rev Veh	\$ 2,204,052	\$ 2,075,000	\$ 129,053	6%	\$ 1,981,568	\$ 222,484	11%
504021 Tires & Tubes	\$ 244,224	\$ 195,000	\$ 49,224	25%	\$ 139,709	\$ 104,515	75%
504161 Other Mobile Supplies	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 607,674	\$ 626,250	\$ (18,576)	-3%	\$ 672,431	\$ (64,757)	-10%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 3,134,533</b>	<b>\$ 2,977,250</b>	<b>\$ 157,283</b>	<b>5%</b>	<b>\$ 2,863,689</b>	<b>\$ 270,844</b>	<b>9%</b>





**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of June 30, 2013**

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY12</u>	<u>\$ Var</u>	<u>% Var</u>	
<b>Other Materials &amp; Supplies</b>								
504205 Freight Out	\$ 2,606	\$ 2,550	\$ 57	2%	\$ 2,473	\$ 133	5%	
504211 Postage & Mailing	\$ 10,831	\$ 12,950	\$ (2,119)	-16%	\$ 10,342	\$ 489	5%	
504214 Promotional Items	\$ 1,298	\$ 1,000	\$ 298	30%	\$ -	\$ 1,298	100%	
504215 Printing	\$ 57,366	\$ 103,650	\$ (46,284)	-45%	\$ 59,728	\$ (2,362)	-4%	
504217 Photo Supply/Processing	\$ 1,893	\$ 3,100	\$ (1,207)	-39%	\$ 2,374	\$ (481)	-20%	
504311 Office Supplies	\$ 77,083	\$ 68,985	\$ 8,098	12%	\$ 73,882	\$ 3,201	4%	
504315 Safety Supplies	\$ 29,792	\$ 19,200	\$ 10,592	55%	\$ 15,877	\$ 13,915	88%	
504317 Cleaning Supplies	\$ 58,962	\$ 48,200	\$ 10,762	22%	\$ 44,167	\$ 14,795	33%	
504409 Repair/Maint Supplies	\$ 108,858	\$ 87,000	\$ 21,858	25%	\$ 87,733	\$ 21,125	24%	
504421 Non-Inventory Parts	\$ 16,407	\$ 10,100	\$ 6,307	62%	\$ 10,558	\$ 5,849	55%	
504511 Small Tools	\$ 7,864	\$ 8,900	\$ (1,036)	-12%	\$ 6,932	\$ 932	13%	
504515 Employee Tool Rplcmt	\$ 4,002	\$ 3,004	\$ 998	33%	\$ 545	\$ 3,457	634%	
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 376,961</b>	<b>\$ 368,638</b>	<b>\$ 8,324</b>	<b>2%</b>	<b>\$ 314,611</b>	<b>\$ 62,350</b>	<b>20%</b>	
<b>Utilities</b>								
505011 Gas & Electric	\$ 280,334	\$ 275,000	\$ 5,334	2%	\$ 255,555	\$ 24,779	10%	
505021 Water & Garbage	\$ 131,430	\$ 121,200	\$ 10,230	8%	\$ 115,034	\$ 16,396	14%	
505031 Telecommunications	\$ 106,803	\$ 100,000	\$ 6,803	7%	\$ 101,487	\$ 5,316	5%	
<b>Total Utilities -</b>	<b>\$ 518,567</b>	<b>\$ 496,200</b>	<b>\$ 22,367</b>	<b>5%</b>	<b>\$ 472,075</b>	<b>\$ 46,492</b>	<b>10%</b>	
<b>Casualty &amp; Liability</b>								
506011 Insurance - Property	\$ 95,067	\$ 98,000	\$ (2,933)	-3%	\$ 101,705	\$ (6,638)	-7%	
506015 Insurance - PL & PD	\$ 429,060	\$ 450,000	\$ (20,940)	-5%	\$ 466,962	\$ (37,902)	-8%	
506021 Insurance - Other	\$ 711	\$ 750	\$ (39)	-5%	\$ 711	\$ -	0%	
506123 Settlement Costs	\$ (302,967)	\$ 150,000	\$ (452,967)	-302%	\$ 545,500	\$ (848,467)	-156%	
506127 Repairs - Dist Prop	\$ (35,135)	\$ -	\$ (35,135)	100%	\$ (18,366)	\$ (16,769)	91%	
<b>Total Casualty &amp; Liability -</b>	<b>\$ 186,736</b>	<b>\$ 698,750</b>	<b>\$ (512,014)</b>	<b>-73%</b>	<b>\$ 1,096,511</b>	<b>\$ (909,775)</b>	<b>-83%</b>	



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of June 30, 2013**

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY12</u>	<u>\$ Var</u>	<u>% Var</u>
<b>Taxes</b>							
507051 Fuel Tax	\$ 15,140	\$ 13,999	\$ 1,140	8%	\$ 13,661	\$ 1,479	11%
507201 Licenses & permits	\$ 12,673	\$ 16,550	\$ (3,878)	-23%	\$ 17,130	\$ (4,457)	-26%
507999 Other Taxes	\$ 12,718	\$ 17,000	\$ (4,283)	-25%	\$ 11,196	\$ 1,522	14%
<b>Total Taxes -</b>	<b>\$ 40,530</b>	<b>\$ 47,550</b>	<b>\$ (7,020)</b>	<b>-15%</b>	<b>\$ 41,987</b>	<b>\$ (1,457)</b>	<b>-3%</b>
<b>Purchased Transportation</b>							
503406 Contr/Paratrans	\$ 185,874	\$ 250,000	\$ (64,125)	-26%	\$ 260,687	\$ (74,813)	-29%
<b>Total Purchased Transportation -</b>	<b>\$ 185,874</b>	<b>\$ 250,000</b>	<b>\$ (64,125)</b>	<b>-26%</b>	<b>\$ 260,687</b>	<b>\$ (74,813)</b>	<b>-29%</b>
<b>Miscellaneous</b>							
509011 Dues & Subscriptions	\$ 65,092	\$ 67,427	\$ (2,335)	-3%	\$ 67,416	\$ (2,324)	-3%
509081 Advertising - Dist Promo	\$ 2,302	\$ 998	\$ 1,305	131%	\$ -	\$ 2,302	100%
509101 Emp Incentive Prog	\$ 5,659	\$ 13,500	\$ (7,841)	-58%	\$ 226	\$ 5,433	2404%
509121 Employee Training	\$ 71,613	\$ 105,100	\$ (33,487)	-32%	\$ 50,297	\$ 21,316	42%
509123 Travel	\$ 79,365	\$ 98,359	\$ (18,994)	-19%	\$ 44,905	\$ 34,460	77%
509125 Local Meeting Exp	\$ 5,980	\$ 5,100	\$ 880	17%	\$ 4,935	\$ 1,045	21%
509127 Board Director Fees	\$ 8,550	\$ 12,600	\$ (4,050)	-32%	\$ 7,650	\$ 900	12%
509150 Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%	\$ 9,977	\$ (9,977)	-100%
509198 Cash Over/Short	\$ 1,427	\$ -	\$ 1,427	100%	\$ 297	\$ 1,130	380%
<b>Total Misc -</b>	<b>\$ 239,989</b>	<b>\$ 303,084</b>	<b>\$ (63,095)</b>	<b>-21%</b>	<b>\$ 185,702</b>	<b>\$ 54,287</b>	<b>29%</b>
<b>Leases &amp; Rentals</b>							
512011 Facility Rentals	\$ 204,666	\$ 228,000	\$ (23,335)	-10%	\$ 212,684	\$ (8,019)	-4%
512061 Equipment Rentals	\$ 24,114	\$ 22,612	\$ 1,502	7%	\$ 19,096	\$ 5,018	26%
<b>Total Leases &amp; Rentals -</b>	<b>\$ 228,779</b>	<b>\$ 250,612</b>	<b>\$ (21,833)</b>	<b>-9%</b>	<b>\$ 231,779</b>	<b>\$ (3,000)</b>	<b>-1%</b>
<b>Total Non-Personnel Expenses -</b>	<b>\$ 7,203,937</b>	<b>\$ 7,627,300</b>	<b>\$ (423,362)</b>	<b>-6%</b>	<b>\$ 7,599,082</b>	<b>\$ (395,145)</b>	<b>-5%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 40,801,065</b>	<b>\$ 41,858,597</b>	<b>\$ (1,057,532)</b>	<b>-3%</b>	<b>\$ 37,552,200</b>	<b>\$ 3,248,865</b>	<b>9%</b>

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



**FY13**  
**CAPITAL BUDGET**  
*For the month ending - June 30, 2013*

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Grant-Funded Projects</u></b>				
MetroBase Project - FY11 Allocation Operations Bldg. (STIC, SAKATA, STA, PTMISEA)	\$ 2,198,059	\$ 19,051,491	\$ 16,853,432	12%
MetroBase Project - Operations Bldg. / Other (SLPP)	\$ -	\$ 5,800,000	\$ 5,800,000	0%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 261,066	\$ 1,206,992	\$ 945,926	22%
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)	\$ 525,167	\$ 1,183,961	\$ 658,794	44%
Video Surveillance Project - CCTV (STATE-1B)	\$ 700,475	\$ 980,000	\$ 279,525	71%
Land Mobile Radio Project - LMR (STATE-1B)	\$ 490,743	\$ 788,500	\$ 297,757	62%
Bus Stop Improvements (STIP)	\$ 121,999	\$ 355,000	\$ 233,001	34%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ 59,256	\$ 192,105	\$ 132,849	31%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 7,953	\$ 60,000	\$ 52,047	13%
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%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 4,423,344</b>	<b>\$ 33,097,685</b>	<b>\$ 28,674,341</b>	<b>13%</b>
<b><u>IT Projects</u></b>				
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%
<b>Subtotal IT Projects</b>	<b>\$ 10,341</b>	<b>\$ 70,000</b>	<b>\$ 59,659</b>	<b>15%</b>
<b><u>Facilities Repair &amp; Improvements</u></b>				
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%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	<b>\$ 88,339</b>	<b>\$ 536,000</b>	<b>\$ 447,661</b>	<b>16%</b>



**FY13**  
**CAPITAL BUDGET**  
*For the month ending - June 30, 2013*

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Revenue Vehicle Replacement</u></b>				
Replace WiFi on Highway 17 buses (STA)	\$ 107,791	\$ 165,000	\$ 57,209	65%
Replace Supervisor Vehicle-SUV (STA)	\$ -	\$ 40,000	\$ 40,000	0%
<b>Subtotal Revenue Vehicle Replacements</b>	<b>\$ 107,791</b>	<b>\$ 205,000</b>	<b>\$ 97,209</b>	<b>53%</b>
<b><u>Non-Revenue Vehicle Replacement</u></b>				
See above	\$ -	\$ -	\$ -	0%
<b>Subtotal Non-Revenue Vehicle Replacements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Fleet &amp; Maintenance Equipment</u></b>				
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%
<b>Subtotal Fleet &amp; Maintenance Equipment</b>	<b>\$ 7,433</b>	<b>\$ 33,500</b>	<b>\$ 26,067</b>	<b>22%</b>
<b><u>Office Equipment</u></b>				
None	\$ -	\$ -	\$ -	0%
<b>Subtotal Office Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Misc</u></b>				
Ticket Vending Machine (1) (STA)	\$ 77,925	\$ 100,000	\$ 22,075	78%
<b>Subtotal Misc.</b>	<b>\$ 77,925</b>	<b>\$ 100,000</b>	<b>\$ 22,075</b>	<b>78%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 4,715,173</b>	<b>\$ 34,042,185</b>	<b>\$ 29,327,012</b>	<b>14%</b>



**FY13**  
**CAPITAL BUDGET**  
*For the month ending - June 30, 2013*

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>CAPITAL FUNDING</u></b>				
Federal Capital Grants	\$ 1,173,050	\$ 4,029,226	\$ 2,856,176	29%
Other Fed - Sakata / Lawsuit proceeds	\$ 1,946	\$ 1,333,382	\$ 1,331,436	0%
State - PTMISEA (1B)	\$ 1,773,284	\$ 13,300,000	\$ 11,526,716	13%
State - Security Bond Funds (1B)	\$ 1,191,218	\$ 1,768,500	\$ 577,282	67%
State Transit Assistance (STA)	\$ 257,204	\$ 6,247,000	\$ 5,989,796	4%
State - MBUAPCD	\$ 160,256	\$ 261,000	\$ 100,744	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%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 4,715,173</b>	<b>\$ 34,042,185</b>	<b>\$ 29,327,012</b>	<b>14%</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SCHEDULE OF RESERVE ACCOUNT BALANCES FY13 6/30/13-FINAL UNAUDITED

Description / Use	Reason / Board Adopted Minimum Balance	Balance at 6/30/12	Addition/ (Withdrawal)	Balance at 6/30/13	% Funded	Add'l. Comments:
Operating / Capital - Reserve (Non-Restricted Reserved Retained Earnings)	Capital projects require METRO to advance funds, for which reimbursement may not be received for months at a time, depending upon what agency is funding the project / N/A. This fund is also used for operating shortfalls when "Operating - Carryover" has been depleted	\$ 11,500,000	\$ (36,216)	\$ 11,463,784	N/A	This is what remains of "Cash In Treasury" after all other reserves are deducted; it is currently estimated between ~ \$10 and \$11 million. Used \$36K in the FY13 capital budget
Operating - GASB 45 - OPEB Liability	Net OPEB obligation - per Actuarial Study from Bartell Assoc. LLC dated 9/28/12 / \$0	\$ -	\$ -	\$ -	0%	GASB 45 - Other Post Employment Benefits (OPEB) actuarial accrued liability (AAL) = <b>\$59,164,000</b>
Operating - Cash Flow Reserve	To cover two months cash flow (A/P and payroll) for fiscal, natural disaster or emergency / <b>\$6,100,000</b> as of June 2013 *	\$ 2,511,102	\$ -	\$ 2,511,102	41%	Amount remaining after the Board approved use of \$2.5M to balance the FY11 operating budget. See note below *
Operating - Workers Compensation Reserve	Long term portion of workers compensation liability as of 6/30/13 / <b>\$3,160,618</b>	\$ 2,091,581	\$ -	\$ 2,091,581	66%	Minimum balance updated for FY13 per workers' compensation audit dated 5/15/13
Operating - Liability Insurance Reserve	<b>\$250,000</b> Self Insured Retention (SIR) plus <b>\$411,607</b> - average liability on outstanding claims for last 5 years / <b>\$661,607</b>	\$ 700,757	\$ -	\$ 700,757	106%	To minimize volatility - effective 6/30/13 - minimum balance = SIR + the 5-year rolling average of outstanding claims at year end
Operating - Carryover from Previous Year	Net excess revenue to support operating expenses in subsequent year(s)	\$ 2,718,580	\$ (2,408,721)	\$ 309,859	N/A	Used \$2.4M net excess revenue from prior years to balance FY13 operating budget
Operating - FTA STIC	Effective in FY11 - FTA STIC allocations have been re-directed from the capital budget to the operating budget / N/A	\$ -	\$ -	\$ -	N/A	FTA STIC payment(s) will be used to balance future operating budget(s)
		<b>\$ 19,522,019</b>	<b>\$ (2,444,937)</b>	<b>\$ 17,077,082</b>		
	* Benchmark - Gov't. Finance Officers of America (GFOA) recommends a minimum reserve equal to 15% of operating expenses be held in operating reserves. Based on the current FY14 Operating Budget of \$44,943,226 - 15% = \$6,741,484					

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 11, 2013

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF APPOINTMENT OF VERONICA ELSEA TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2015.**

## I. RECOMMENDED ACTION

**That the Board approve the appointment of Veronica Elsea to the Metro Advisory Committee (MAC) as the appointment of Director Michelle Hinkle.**

## II. SUMMARY OF ISSUES

- There is currently a vacancy on the Metro Advisory Committee (MAC) for an appointment by Director O lej gmg"J kpmg.
- Director J kpmg is nominating"Xgtqplec"Gngc for appointment to the MAC.
- Pursuant to Section 3.2 of the MAC Bylaws the appointment of Xgtqplec"Gngc would be eligible for a term that would commence immediately and end F gego dgt"53, 2017.

## III. DISCUSSION

On December 19, 2003, after a significant amount of discussion and multiple meetings, the Board approved the creation of a new Metro Advisory Committee (MAC) that replaced the METRO Users Group (MUG), and the Board approved the structure of the new committee. Application Forms were used to solicit interested persons to participate on MAC.

The Board of Directors appointed the individuals that they wanted to serve as members of the MAC. Each member of the Board provided the name of the individual that they wanted to nominate and the Board of Directors then confirmed the individuals. In the past few years there have been vacancies on the MAC that have resulted from the resignations of some Members. A committee such as the MAC is most effective when it is comprised of a full compliment of Members. One of the current vacancies is the position responsible to Director O lej gmg"J kpmg.

Director J kpmg has indicated that uhe would like the Board of Directors to consider the nomination of Xgtqplec"Gngc to serve as a Member of the MAC. The application of Xgtqplec"Gngc is attached to this report.

If approved by the Board of Directors, the term for Xgtqplec"Gngc would commence immediately and conclude on F gego dgt"53, 20170

**IV. FINANCIAL CONSIDERATIONS**

Funds to support the membership of Xgtqplec"Grugc on the MAC are provided for in the FY 2013 METRO Operating Budget.

**V. ATTACHMENTS**

**Attachment A: MAC Application of Veronica Elsea**

**Attachment B: MAC Bylaws**

Prepared by: Tony Tapiz, Administrative Services Coordinator  
Date Prepared: Qexqdg"33. 2013



**From:** [Santa Cruz METRO Customer Service](#)  
**To:** [Tony Tapiz](#)  
**Subject:** [MAC-0000000007] n/a  
**Date:** Wednesday, October 03, 2012 8:46:39 AM

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METRO Staff: Please do not reply to this email.

This is a new report from Veronica Elsea.

To view and/or reply again to your reports, [click here to sign in to the website](#), with the user name and password above, then follow the link to Customer Service Reports, and choose either "Reports" or "My Reports" tab.

-----

Contact Name: Veronica Elsea  
Street Address:  
Street Address:  
City: Santa Cruz  
State: CA  
Zip Code: 95060-3519  
Day Phone:

Do you ride METRO fixed route or Paracruz Service: METRO fixed route

How often do you use METRO/Paracruz Service:

What are your particular transit interests?: Accessibility of transit information to all members of the public, serving the most riders with what we have, good connections from point to point, help metro respond to needs and requests from the public, seeing it become more fun and convenient for all to ride the busses.

What do you think are the biggest challenges for METRO?: Funding, meeting service needs from all sections of the county, maintaining a convenient frequency of service and serving areas where ridership may be low but the need is great.

What do you believe that you will contribute to MAC & METRO if appointed?: I can bring excellent listening! and communication skills, having served as collective bargaining negotiator to service club president to business owner. I'm willing to learn, do my homework, show up and actively participate during meetings. As a frequent transit customer, I also bring knowledge of the system along with experiences of others besides myself.

Veronica Elsea:

n/a I am submitting an application for Mac. I had to get rescued by a sighted person because the audio captcha is totally impossible to use. Try it!

-----

**Drafted for 9/26/03**  
**Revised for 10/24/03**  
**Revised for 12/19/03**  
**Amended/Adopted 12/19/03**  
**Amended/ Adopted 7/23/04**  
**Amended/Adopted 6/23/06**  
**Amended/Adopted 4/27/07**  
**Amended/Adopted 5/25/07**  
**Amended/Adopted 12/16/11**

## **BYLAWS FOR THE METRO ADVISORY COMMITTEE**

### **Article I** **GENERAL PROVISIONS**

#### **§1.1 Purpose**

These Bylaws govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

#### **§1.2 Construction of Bylaws**

As used in these Bylaws, “Committee” means the METRO Advisory Committee. These Bylaws shall govern the Committee’s proceedings to the extent they are not inconsistent with METRO Regulations or California or United States Statutes. These Bylaws become effective upon approval by the METRO Board of Directors

#### **§1.3 Definitions**

- a. As used in these Bylaws, “chair” means the Chair of the Committee.
- b. As used in these Bylaws, “vice chair” means the Vice Chair of the Committee.
- c. As used in these Bylaws “staff” means staff members that are assigned to support the Committee by the METRO Secretary/General Manager.

**Article II**  
**DUTIES AND AUTHORITY**

**§2.1 Duties**

It shall be the duty of the Committee to provide advice to the Board of Directors on matters of METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. The Committee may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

**§2.2 Limitations on Authority**

The sole jurisdiction and authority of the Committee is to serve in an advisory capacity to the Board of Directors. It shall not have any authority to take actions that bind METRO or the Board of Directors with the exception that the Committee may design informational signs to be placed on the inside of buses and that the Committee may design and distribute an informational brochure to increase the public's knowledge of the operation and existence of the Committee. Communications by the Committee shall be to and through the Board of Directors. No individual member of the Committee shall be entitled to compensation from METRO, with the exception that Members of the Committee shall receive three (3) system-wide day passes for each monthly meeting that they attend, and any reimbursement for travel or other expenses shall receive specific prior authorization by the Board of Directors.

**Article III**  
**MEMBERSHIP**

**§3.1 Membership**

The Committee shall be composed of 11 members appointed by the Board of Directors as follows:

Each member of the METRO Board of Directors shall nominate 1 individual to serve as members of the METRO Advisory Committee. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 4 of the individuals appointed to

the Committee shall be persons with disabilities as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected public official shall be appointed to the Committee. No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals that have been selected to participate on the ADA Appeals Panel, to participate in the Bus Operator Sensitivity Training, or who are employed by the University of California, Santa Cruz in departments other than the Transportation and Parking Services (TAPS), or in the offices that directly supervise TAPS, shall be exempt from the financial/contracting prohibition for Committee members outlined in this section.

### **§3.2 Members' Terms**

The term of membership of each Committee member shall be two years, commencing with the date of appointment by the METRO Board. Members may be re-appointed for additional terms as approved by the METRO Board of Directors.

### **§3.3 Absences**

If a member accumulates total absences from Committee Meetings of four, without excuse, and two, with excuse, in any twelve-month period, the position shall automatically be declared vacant. In the event of a known absence to an upcoming MAC Meeting it is expected of the MAC Member(s) that they will contact the Santa Cruz Metropolitan Transit District Front Office Administration Staff by telephone as soon as the occurring absence is known and no later than 12:00PM (noon) on the day of the meeting and that failure to make said contact will constitute an unexcused absence unless circumstances restrict such contact. The member of the Board of Directors that nominated such Committee member shall be notified of the vacancy so that they can nominate a successor to be appointed to fill the remainder of that Committee member's term.

### **§3.4 Vacancies**

The member of the Board of Directors who nominated the original member shall nominate a replacement candidate to fill a position on the Committee that is declared vacant. The appointment of the replacement member shall be made by the Board of Directors.

**Article IV**  
**OFFICERS**

**§4.1 Chair and Vice Chair**

The Committee shall elect from its membership a Chair and a Vice Chair at its first meeting of the calendar year, to serve for a one-year term. The chair shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The Vice Chair shall perform the duties of the Chair when the Chair is absent. In the event of a vacancy in the chair's position, the vice chair shall succeed as chair for the balance of the Chair's term and the Committee shall elect a successor to fill the vacancy in the Vice Chair's position as provided below. In the event of a vacancy in the Vice Chair's position, the Committee shall elect a successor from its membership to fill the Vice Chair's position for the remainder of the vice chair's term.

**§4.2 Staff Support**

The Secretary/General Manager of METRO shall make arrangements to furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other materials. The METRO staff assigned to support the committee shall maintain a record of all proceedings of the Committee as required by law and shall perform other support duties to the committee as assigned by the Secretary/General Manager. The minutes of each meeting, when approved by the Committee, shall be transmitted to the METRO Board of Directors.

**Article V**  
**MEETINGS**

**§5.1 Regular Meetings**

Regular meetings of the Committee shall be held not less than once each calendar quarter, on the third Wednesday of the month that is selected for the meeting. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

**§5.2 Special Meetings**

The Chair may call a special meeting. The meeting shall be called and noticed as provided in Section 5.3 below.

### **§5.3 Calling and Noticing of Meetings**

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Secretary/General Manager and METRO Counsel shall be given notice of all meetings.

### **§5.4 Quorum; Vote**

The presence of 6 members shall constitute a quorum for the transaction of business. However, when there are vacancies on the Committee the quorum shall be reduced to a majority of the number of Members appointed to the Committee, with the provision that a quorum shall never be less than four (4) Members. All official acts of the Committee shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

### **§5.5 Thirty Minute Rule**

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting the meeting shall be cancelled.

### **§5.6 Matters Not Listed On the Agenda Requiring Committee Action**

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda under any of the following conditions:

- a. Upon a determination by an affirmative vote of the Committee that an emergency exists, as defined in Section 54956.5 of the Government Code.
- b. Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.

### **§5.7 Time Limits for Speakers**

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits

further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. Public presentations that have been scheduled prior to the meeting with the Committee Chair shall not be subject to the time limits contained in this section.

#### **§5.8 Impertinence; Disturbance of Meeting**

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The Chair may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the Chair may direct the meeting room cleared when deemed necessary to maintain order.

#### **§5.9 Access to Public Records Distributed at Meeting**

Writings which are public records and which are distributed during a Committee meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the Committee, or after the meeting if prepared by some other person.

### **Article VI AGENDAS AND MEETING NOTICES**

#### **§6.1 Agenda Format**

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for Committee action as appropriate.

#### **§6.2 Public Communications**

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Oral/Written Communications". The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a

special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

### **§6.3 Agenda Preparation**

The METRO Staff assigned to the Committee shall prepare the agenda for each meeting in consultation with the Chair. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The METRO Staff, in consultation with the chair, may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

### **§6.4 Agenda Posting and Delivery**

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be transmitted to each Committee member, the Secretary/General Manager and the METRO Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

### **§6.5 Meeting Notices**

The METRO Staff shall transmit notices of every regular meeting at least one week prior to the date set for the meeting to each person who has filed a written request with METRO for such notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as soon as is practical.

## **Article VII MISCELLANEOUS**

### **§7.1 Adoption and Amendment of Bylaws**



These Bylaws shall be effective upon approval by the METRO Board of Directors.

**§7.2 Committee Process**

The intent of the Committee shall be to provide consensus based advice and recommendations to the METRO Board of Directors.

Approved by Board of Directors: December 16, 2011

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 11, 2013

**TO:** Board of Directors

**FROM:** Daniel Dodge, Chair, Board of Directors

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH THE MERCER GROUP, INC. FOR EXECUTIVE RECRUITMENT AND CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED \$39,000**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a contract with The Mercer Group, Inc. for Executive Recruitment and Consulting Services in an amount not to exceed \$39,000 and designate Robyn D. Slater, Human Resources Manager, as Contract Administrator.**

## II. SUMMARY OF ISSUES

- The current Employment Agreement with Santa Cruz METRO General Manager Leslie R. White will expire on December 31, 2014. The position of Assistant General Manager became vacant on January 1, 2009. Vacancies in both these positions provide opportunities for the Board to recruit and employ a completely new leadership team.
- On April 12, 2013, Santa Cruz METRO's Board of Directors authorized the Chair to appoint a Recruitment Task Force, made up of members of the Board of Directors, for the purpose of commencing recruitment activities for the position(s) of General Manager and/or Assistant General Manager.
- On June 3, 2013, a formal Request for Proposals was conducted to solicit proposals from qualified recruitment firms, and on July 3, 2013, seven firms submitted proposals for Santa Cruz METRO's review.
- The five-member Recruitment Task Force reviewed and evaluated the proposals, and conducted Oral Interviews with the three top-ranked firms.
- The Recruitment Task Force is recommending that the Board award a contract to The Mercer Group, Inc. in an amount not to exceed \$39,000.

## III. DISCUSSION

The General Manager and Assistant General Manager functions are critical to the operation of Santa Cruz METRO. However, the Assistant General Manager position has been vacant since January 1, 2009, and the current General Manager's contract will expire on December 31, 2014.

On April 12, 2013, Santa Cruz METRO's Board of Directors authorized the Chair to appoint a Recruitment Task Force, made up of members of the Board of Directors, for the purpose of commencing recruitment activities. The Recruitment Task Force decided to utilize the services of a recruitment firm to solicit candidates, and to that end, Santa Cruz METRO issued a formal Request for Proposals (RFP No. 13-35) for Executive Recruitment and Consulting Services.

On June 3, 2013, RFP No. 13-35 was distributed to fifty firms and legally advertised, as well as advertised on four transit industry websites and in one magazine; notice was posted on Santa Cruz METRO's website, and email notices were sent to all GovDelivery subscribers. On July 3, 2013, proposals were received and opened from seven firms. A list of these firms is provided in Attachment A. The five-member Recruitment Task Force reviewed and evaluated the proposals, and conducted Oral Interviews with the three top-ranked firms.

The Recruitment Task Force is recommending that a one-year contract, with an open-ended option to extend, be established with The Mercer Group, Inc. for Executive Recruitment and Consulting Services in an amount not to exceed \$39,000 with Robyn D. Slater, Human Resources Manager, to serve as the Contract Administrator. Consultant will provide all services meeting all Santa Cruz METRO specifications and requirements of the contract, and the Contract Administrator will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds to support contract are included in the deptname FY14 Human Resources Professional/Technical Fees budget.

#### **V. ATTACHMENTS**

- Attachment A:** List of Responding Firms  
**Attachment B:** Contract with The Mercer Group, Inc.

**Note: The RFP along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO.**

# Attachment A



## **Responding Firms for RFP No. 13-35**

### **Executive Recruitment and Consulting Services**

**Received July 3, 2013 by 5:00 PM**

Alliance Resource Consulting LLC	Long Beach	CA
CPS HR Consulting	Sacramento	CA
David Gomez & Associates, Inc.	Chicago	IL
Gilbert Tweed Associates, Inc.	New York	NY
JuriStaff	Philadelphia	PA
Krauthamer & Associates	Chevy Chase	MD
The Mercer Group, Inc.	Weimar	CA

# Attachment B

## **PROFESSIONAL SERVICES CONTRACT FOR EXECUTIVE RECRUITMENT AND CONSULTING SERVICES (13-35)**

THIS CONTRACT is made effective on October 14, 2013 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California (“Santa Cruz METRO”), and THE MERCER GROUP, INC. (“Consultant”).

### **1. RECITALS**

#### 1.01 Santa Cruz METRO’s Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and which has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

#### 1.02 Santa Cruz METRO’s Need for Executive Recruitment and Consulting Services

Santa Cruz METRO has the need for Executive Recruitment and Consulting Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated June 3, 2013, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Consultant’s Proposal

Consultant is a firm/individual qualified to provide Executive Recruitment and Consulting Services and whose principal place of business is 5579 B Chamblee Dunwoody Road, Suite 511, Atlanta, Georgia 30338. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Consultant submitted a proposal for Executive Recruitment and Consulting Services, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.04 Selection of Consultant and Intent of Contract

On September 27, 2013, Santa Cruz METRO selected Consultant as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Executive Recruitment and Consulting Services described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Consultant agree as follows:

### **2. INCORPORATED DOCUMENTS AND APPLICABLE LAW**

#### 2.01 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14 of the General Conditions to the Contract.

##### A. Exhibit A

Santa Cruz METRO’s “Request for Proposals” dated June 3, 2013.

B. Exhibit B (Consultant's Proposal)

Consultant's Proposal to Santa Cruz METRO for Executive Recruitment and Consulting Services, signed by Consultant and dated July 3, 2013, including Consultant's negotiated and agreed upon revisions dated October 4, 2013.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B. Where in conflict, the provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the Contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14 of the General Conditions to the Contract.

3.01.02 CONSULTANT - The Consultant selected by Santa Cruz METRO for this service in accordance with the Request for Proposals issued June 3, 2013.

3.01.03 CONSULTANT'S STAFF - Employees of Consultant.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Consultant whose proposal was accepted under the terms and conditions of the Request for Proposals issued June 3, 2013.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed **two (2)** years and shall commence upon the execution of the Contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this Contract agreement may be renewed upon mutual written consent.

**5. COMPENSATION**

5.01 Terms of Payment

Santa Cruz METRO shall compensate Consultant in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Consultant's written invoice for said work. Consultant understands and agrees that if he/she exceeds the \$39,000 maximum amount payable under this Contract, that it does so at its own risk.

5.02 Invoices

Consultant shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Consultant's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Consultant represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

**6. NOTICES**

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand, or three (3) days after posting, if sent by registered mail, receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, California 95060

Attention: General Manager

CONSULTANT

The Mercer Group, Inc.  
P.O. Box 546  
Weimar, California 95736-0546

Attention: Clark Wurzberger  
[cwurzberger@mercergroupinc.com](mailto:cwurzberger@mercergroupinc.com)  
530-637-4559

7. **AUTHORITY**

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this 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

Consultant – THE MERCER GROUP, INC.

By \_\_\_\_\_  
Clark Wurzberger  
Senior Vice President

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
Santa Cruz METRO Counsel



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 11, 2013

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH SHAW/YODER/ANTWIH, INC. FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$30,000**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a contract renewal for a one-year contract extension with Shaw/Yoder/Antwih, Inc. for state legislative representative services in an amount not to exceed \$30,000.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO has utilized the services of a legislative advocacy firm in Sacramento for many years. The legislative advocacy service has been invaluable in representing Santa Cruz METRO's interests in key meetings when Santa Cruz METRO personnel are not available to attend.
- Santa Cruz METRO has a contract with Shaw/Yoder/Antwih, Inc. for state legislative representative services.
- This contract was established on January 1, 2011 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on December 31, 2013.
- Shaw/Yoder/Antwih, Inc. has requested no changes for the new contract period.
- Shaw/Yoder/Antwih, Inc. has performed its duties very well under this contract and therefore, a one-year contract extension with no changes is recommended.

## III. DISCUSSION

Santa Cruz METRO has a contract with Shaw/Yoder/Antwih, Inc. for state legislative representative services that is due to expire on December 31, 2013. Per Les White, General Manager and Contract Administrator, over the past year, the quality of service provided by Shaw/Yoder/Antwih, Inc. has been excellent. Shaw/Yoder/Antwih, Inc. has reviewed the contract and requested no changes.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Shaw/Yoder/Antwih, Inc. for an amount not to exceed \$30,000, with General Manager Les White continuing to serve as the Contract Administrator. 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.

#### **IV. FINANCIAL CONSIDERATIONS**

This contract amendment is for an additional \$30,000. The new contract total not to exceed will be \$120,000. Funds to support this contract are included in the Administration FY14 Legislative Services budget.

#### **V. ATTACHMENTS**

- Attachment A:** Renewal letter from Shaw/Yoder/Antwih, Inc.
- Attachment B:** Contract Amendment with Shaw/Yoder/Antwih, Inc.

# Attachment A



SHAW/YODER/ANTWIH, *inc.*  
LEGISLATIVE ADVOCACY ASSOCIATION MANAGEMENT

August 26, 2012

Erron Alvey  
Purchasing Manager  
Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

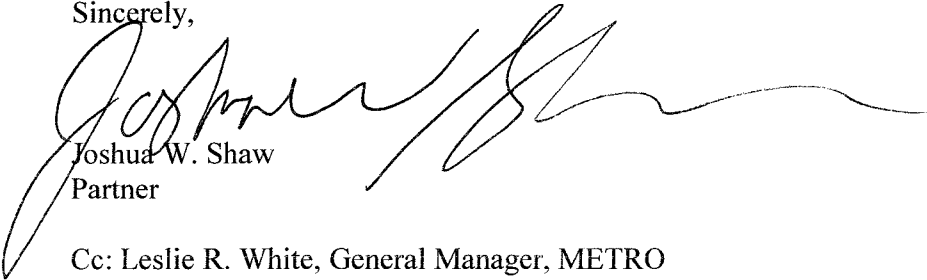
Re: Santa Cruz METRO Contract No. 11-08 for State Legislative Representative Services

Dear Ms. Alvey:

I received your correspondence offering an amendment to the contract between METRO and my firm for State Legislative Representative Services. On behalf of Shaw / Yoder / Antwih, Inc., we would be pleased to enter into a one-year extension of the original contract, for the period from January 1, 2014 to December 31, 2014. We are satisfied with all current terms and conditions, and propose no changes.

Thank you for this opportunity to continue our service to METRO.

Sincerely,

  
Joshua W. Shaw  
Partner

Cc: Leslie R. White, General Manager, METRO  
Paul J. Yoder, Partner, SYAi  
Andrew K. Antwih, Partner, SYAi  
Alison Turner, Controller, SYAi  
Dodie Wishek, Bookkeeper, SYAi

TEL: 916.446.4656  
FAX: 916.446.4318  
1415 L STREET, SUITE 1000  
SACRAMENTO, CA 95814

**11.a1**

# Attachment B

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 11-08 FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES**

This Third Amendment to Contract No. 11-08 for State Legislative Representative Services is made effective January 1, 2014 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Shaw / Yoder / Antwih, Inc. (“Contractor”).

### **I. RECITALS**

1.1 Santa Cruz METRO and Contractor entered into a Contract for State Legislative Representative Services (“Contract”) on January 1, 2011.

1.2 The Contract allows for the extension upon mutual written consent.

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 January 1, 2011 to December 31, 2014.

At the option of Santa Cruz METRO, this Contract may be renewed for one (1) additional one (1) year term 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 \$30,000 under the terms of this Third Amendment.

The new Contract total not to exceed amount is \$120,000. Contractor understands and agrees that if he/she exceeds the \$120,000 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 –  
SHAW / YODER / ANTWHI, INC.

By \_\_\_\_\_  
Joshua W. Shaw  
Partner

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
Santa Cruz METRO Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 11, 2013

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TRAPEZE SOFTWARE GROUP, INC. FOR PURCHASE AND INSTALLATION OF PASS-MON IN AN AMOUNT NOT TO EXCEED \$136,912**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a contract amendment with Trapeze Software Group, Inc. to increase the contract amount for Purchase and Installation of PASS-MON in an amount not to exceed \$136,912.**

## II. SUMMARY OF ISSUES

- Trapeze Software Group, Inc. is the developer of the PASS software used by METRO to track ParaCruz ADA clients and create driver runs.
- On June 17, 2013 a contract was awarded for the purchase and implementation of a mobile data system for the ParaCruz fleet. This system requires a two-way interface between Trapeze-PASS and the mobile data computers to be installed in the vehicles.
- Trapeze Software Group, Inc. is the only company that can provide the software interface that will work with the Trapeze-PASS software.
- Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment with Trapeze Software Group, Inc. for the purchase and installation of the PASS-MON interface, plus associated training, for an amount not to exceed \$136,912.

## III. DISCUSSION

Trapeze Software Group, Inc. is the software developer whose software, PASS, is used by Santa Cruz METRO to track and schedule ParaCruz ADA clients and to create driver schedules. On June 17, 2013 Santa Cruz METRO awarded a contract to GreyHawk Technologies for purchase and installation of a mobile data system in order to consolidate daily communication and data reporting functions. This new system requires a two-way interface between the existing Trapeze-PASS scheduling software and the mobile data computers to be used in the vehicles. Trapeze Software Group, Inc. is the only company that can provide the software interface that will work with the Trapeze-PASS software. An amendment to the contract is required to purchase and integrate this interface into our current software suite.

The cost of the proposed amendment for the PASS-MON interface from Trapeze Software Group is \$136,912. This includes the purchase and installation of the software, training, the license fee, and annual maintenance fees for the first three years.

Staff recommends that Board of Directors authorize the General Manager to execute a contract amendment on behalf of Santa Cruz METRO. Frank Cheng, IT Manager and MetroBase Project Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds to support this contract amendment are included in the SGR\_2 FY11 grant.

#### **V. ATTACHMENTS**

**Attachment A:** Software Maintenance and License Agreements, Amendment #4

# Attachment A

## SOFTWARE LICENSE AGREEMENT AMENDMENT #4

**THIS AMENDMENT** is made effective this \_\_\_ day of \_\_\_\_\_, 2013 between:

1. **Trapeze Software Group, Inc.**, a Delaware corporation, (successor in interest to Trapeze Software Group, Inc., an Arizona corporation) with its place of business at 8360 East Via de Ventura, Suite L-200, Scottsdale, Arizona, 85258, (“Trapeze”); and
2. **Santa Cruz Metropolitan Transit District**, with its place of business at 110 Vernon Street, Santa Cruz, CA U.S.A., 95060 (“Licensee”).

**WHEREAS** Trapeze and Licensee intend to amend the Software License Agreement dated April 12, 2004, and as amended ("the Agreement"), in order the Trapeze PASS-MON Software product as a licensed product to the scope of the Agreement.

**NOW THEREFORE** Trapeze and Licensee agree as follows:

### Amendment to Agreement

1. The parties agree to the addition of the Trapeze PASS-MON Software product to the scope of the Agreement. Exhibit A-4, attached hereto, is therefore added to and incorporated within the terms of the original Agreement.
2. The parties agree the implementation of the Trapeze PASS-MON Software product shall be performed by Trapeze in accordance with the Statement of Work, attached hereto as Exhibit C-4.
3. The parties agree that the Trapeze PASS-MON Software product license fees and implementation services fees (including expenses) shall be invoiced and paid according to the Summary of Pricing and Payment Schedule identified in Exhibit B-4 attached hereto.
4. The parties agree that the following replaces the first paragraph of Section 8 ( Warranty) in the Agreement for the Trapeze PASS-MON Software product:

Trapeze warrants the Software to operate in all material respects as specified in the Documentation for a period of ninety (90) days from the date upon which the Software is installed. For any breach of this warranty, Licensee’s sole and exclusive remedy and Trapeze’s entire obligation hereunder shall be to either repair or replace the defective Software. This warranty does not apply to any Software damaged as a result of any accident, negligence, use in any application for which it was not designed or intended, or modification without the prior written consent of Trapeze.

5. All remaining terms, conditions, and covenants of the Agreement remain unchanged and shall be applicable to the obligations of the parties relating to the Trapeze PASS-MON Software product.

**IN WITNESS WHEREOF**, the parties have caused this Software License Amendment #4 to be signed by their duly authorized representatives as of the date above.

**TRAPEZE SOFTWARE GROUP, INC.:**

**LICENSEE**

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

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

Name: Brian Beattie

Name: \_\_\_\_\_

Title: Chief Financial Officer

Title: \_\_\_\_\_



**EXHIBIT A-4**

Item	Licensed Product	Product Description	Configuration	Gross License Fee	License Date
1.	Trapeze PASS-MON	Mobile Computing Interface	Base Station	\$65,478	Effective date of this Amendment

Notes:

1. Licenses are provided for operations of up to 42 paratransit vehicles.
2. Licenses provided for software utilization by Santa Cruz Metropolitan Transit District.

**EXHIBIT B-4**

**Summary of Pricing  
PASS-MON  
Santa Cruz Metropolitan Transit District**

**1.0 Application Software**

<b>Item</b>	<b>Description</b>	<b>PASS-MON</b>
1	License Fees	\$ 65,478
2	Implementation Services	24,600
3	Expenses	5,550
	<b>Total Cost (US\$)</b>	<b>\$ 95,628</b>

**Notes:**

1. Applicable taxes that may apply have not been included.
2. Any additional hardware will be the responsibility of the customer.
3. Pricing expires September 30, 2013.

**2.0 Payment Schedule**

<b>Milestone</b>	<b>Description</b>	
Milestone 1:	Due upon execution of this Amendment #4	<b>100% of licenses</b>
Milestone 2:	Due upon delivery of draft Operational Review document	<b>25% of services and expenses</b>
Milestone 3:	Due upon installation of Software in Licensee's test environment.	<b>25% of services and expenses</b>
Milestone 4:	Due upon delivery of initial training session.	<b>25% of services and expenses</b>
Milestone 5:	Due upon Software Acceptance as defined in the Agreement under Acceptance Procedure	<b>25% of services and expenses</b>

**SOFTWARE MAINTENANCE AGREEMENT**  
**AMENDMENT #4**

**THIS AMENDMENT** is made effective this \_\_\_ day of \_\_\_\_\_ 2013 between:

1. **Trapeze Software Group, Inc.** a Delaware corporation, (successor in interest to Trapeze Software Group, Inc., an Arizona corporation) with its place of business at 8360 East Via de Ventura, Suite L-200, Scottsdale, Arizona, 85258, (“Trapeze”); and
2. **Santa Cruz Metropolitan Transit District**, with its place of business at 110 Vernon Street, Santa Cruz, CA U.S.A., 95060 (“Licensee”).

**WHEREAS** Trapeze and Licensee intend to amend the Software Maintenance Agreement dated April 12, 2004, and as amended ("the Agreement"), in order to add the Trapeze PASS-MON Software product to the scope of the Agreement.

**NOW THEREFORE** Trapeze and Licensee agree as follows:

**Amendment to Agreement**

1. The parties agree to the addition of the Trapeze PASS-MON Software product to the scope of the Agreement. Exhibit A-4 attached hereto, is therefore added to and incorporated within the terms of the original Exhibit A of the Agreement.
2. Upon the expiry of the ninety (90) day warranty period, as stipulated under the corresponding Software Maintenance Agreement Amendment #4 dated \_\_\_\_\_, the maintenance fees for the Trapeze PASS-MON Software product shall be invoiced in accordance with the pricing as identified in Exhibit A-4, attached hereto.
3. All remaining terms, conditions, and covenants of the Agreement remain unchanged.

**IN WITNESS WHEREOF**, the parties have caused this Software Maintenance Agreement Amendment #4 to be signed by their duly authorized representatives as of the date above.

**TRAPEZE:**

**LICENSEE**

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

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

Name: Brian Beattie

Name: \_\_\_\_\_

Title: Chief Financial Officer

Title: \_\_\_\_\_

**EXHIBIT A-4**

**1.0 Long-Term Support**

	<b>Item</b>	<b>PASS-MON</b>
1	<b>Long Term Support Services</b>	
	Warranty (90 days from installation)	<i>included</i>
*2	Year 1 Maintenance (due upon ninety (90) day warranty expiry)	\$13,096
*3	Year 2 Maintenance	\$13,750
*4	Year 3 Maintenance	\$14,438

**\*Note:** First three years of payable maintenance fees only. For all subsequent years, the annual maintenance fee will be the result of the license fee, based on the number of paratransit vehicles carried out by Licensee at the maintenance anniversary date, multiplied by the license fee percentage, all according to the standard Trapeze price list at that time.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 11, 2013

**TO:** Board of Directors

**FROM:** Ciro F. Aguirre, Manager of Operations

**SUBJECT: CONSIDERATION OF PROVIDING ADDITIONAL HIGHWAY 17 EXPRESS SERVICE TO THE APPLIED MATERIAL SILICON VALLEY TURKEY TROT FOR NOVEMBER 28, 2013 IN AN AMOUNT NOT TO EXCEED \$1,000**

## I. RECOMMENDED ACTION

**That the Board of Director approve the request for providing additional Highway 17 Express Service to the November 28, 2013 Silicon Valley Turkey Trot to be held in San Jose, CA.**

## II. SUMMARY OF ISSUES

- On September 26, 2013 Mr. Casey Beyer, Senior Advisor to the President of the Silicon Valley Leadership Group contacted Santa Cruz METRO inquiring if support for the November 28, 2013 Turkey Trot event could be provided.
- In discussions, Mr. Beyer explained that the event was scheduled to start at 0700 hours, but that our Highway 17 Express Service did not have service that would allow persons to arrive prior to the event starting.
- Mr. Beyer explained that the benefactors of this event would include the Santa Cruz Second Harvest Food Bank, and he anticipated a significant number of participants would be from Santa Cruz County.
- Mr. Beyer wished to establish an efficient means for interested persons to travel to and from the event, and reduce vehicular congestion that would undoubtedly be experienced.
- After reviewing the time schedule of events that would take place at the Turkey Trot, a Highway 17 Express bus starting at 0550 hours operating “Open Door” service could be employed meeting Mr. Beyer’s request.
- If request is approved by the METRO Board, Mr. Casey would begin marketing the extra service extensively. Since the number of persons that would be using the service is unknown, a second Highway 17 Express Bus and Operator are recommended by Staff in the event overcapacity is experienced.
- Staff recommends that the Board of Directors approve the request for provision of two additional Highway 17 Express Service buses to provide extra service to the

Silicon Valley Turkey Trot on November 28, 2013. The cost for this service is estimated at \$1,000.

### **III. DISCUSSION**

On September 26, 2013 S. C. METRO was contacted by Mr. Casey Beyer, Senior Advisor to the President of the Silicon Valley Leadership Group. Mr. Beyer explained that the Applied Materials Silicon Valley Turkey Trot was to be held on Thanksgiving Day, November 28, 2013. It was explained that various events throughout the day would be held and that the entire event was a means to raise money for various charities, one of which would be the Santa Cruz Second Harvest Food Bank (SCSHFB).

Because the SCSHFB was included as one of the beneficiaries in this years event, Mr. Beyer believed that more persons from Santa Cruz County are going to be interested in participating, and wished to provide an efficient transportation alternative that would reduce vehicular congestion to and from the event for Santa Cruz participants.

The concern was that the event started at 0700 hours, but that the earliest Highway 17 Express bus scheduled to arrive at Diridon Station in San Jose was at 0735 hours, according to S.C. METRO's Holiday Schedule. Mr. Beyer proposed that S.C. METRO consider deploying another bus to depart earlier and arrive prior to 0700 hours.

METRO staff has reviewed the itinerary provided by Mr. Beyer and has determined that a Highway 17 Express Bus can be deployed to depart at 0550 hours which would be prior to the printed Holiday Schedule time, allowing the Highway 17 Express Service bus to arrive at the Diridon Station at 0645 hours.

As explained to Mr. Beyer, pending Board approval, the bus would provide "Open Door" service, meaning the bus would service all stops normally serviced on printed schedule, including the Cavallero Transit Center with current fares being collected.

Mr. Beyer indicated that if the S.C. METRO Board of Directors approved the request, the extra service would be marketed extensively. Since this is the first time S.C. METRO would participate in providing extra service, on this date, for this event, the number of persons that will take advantage of the service is unknown. What is known is that popularity for events of this type have grown significantly, and Mass Transit is being used more extensively in transporting persons to and from these events. It is for this reason that Staff would like to obtain approval for two buses to be authorized for this service, the second bus would be used as a backup in the event that ridership exceeded transport capacity of the one bus. Cost to operate the two buses is estimated at \$1,000.00 which will be offset by the amount in fares collected.

Staff recommends that the Board of Directors approve the request for provision of two Highway 17 Express Buses to provide additional service on November 28, 2013 in support of the Applied Materials Silicon Valley Turkey Trot, benefitting the Santa Cruz Second Harvest Food Bank.

## **FINANCIAL CONSIDERATIONS**

The cost of providing the service in support of the Applied Materials Silicon Valley Turkey Trot is approximately \$1,000.00, but will be offset by fares collected. Funds to provide this service are available in the FY 2014 Operating Budget.

## **V. ATTACHMENTS**

Attachment A: September 26, October 2, October 3, 2013 emails from Mr. Casey Beyer.

Attachment B: Applied Materials Silicon Valley Turkey Trot Brochure

## Attachment A

**From:** [Casey Beyer](#)  
**To:** [Ciro Aguirre](#)  
**Cc:** [Hilary Bryant](#)  
**Subject:** Re: Silicon Valley Turkey Trot and Santa Cruz County participation  
**Date:** Thursday, October 03, 2013 9:16:29 AM

---

Dear Ciró -

Thank you for your thoughtful reply. I think your idea of another bus to arrive at Diridon Station at 6:45am on Thanksgiving Day morning. That would be great! Please let me know if you would like me to discuss this idea with your board of directors and the executive decision makers at the District. And of course once we know that plan, the Santa Cruz Turkey Trot committee will do all we can to promote this easy transit alternative to the race.

I look forward to working with you on this partnership opportunity.

Casey

On Wed, Oct 2, 2013 at 6:45 PM, Ciró Aguirre <[CAguirre@scmtd.com](mailto:CAguirre@scmtd.com)> wrote:

Mr. Casey,

Thank you for providing this information.

In reviewing these times and based on the previous email provided, I will attempt to obtain the approval of our Board of Directors to establish a bus that will arrive at Diridon Station at approximately 0645 hours. A second bus will be held in ready in the event that there is overflow riders that cannot be accommodated on the first bus.

The intent is to have the service run in addition to our regular Holiday Service Schedule and will be "Open Door" service meaning that passengers will pay the regular fare (\$5. One-way, \$10 Day Pass) and be picked up and dropped off at regular Highway 17 stops serviced along the way.

Persons returning to Santa Cruz from San Jose after the event can board our regularly scheduled Holiday Service throughout the day as advertized on our Headways publication or as found on our website.

Please let me know if I should consider any other aspects to your request. Again, this plan is tentative, and will need to be approved by our Board of Directors.



Thank you,

Ciro

---

**From:** Casey Beyer [mailto:[cbeyer@svlg.org](mailto:cbeyer@svlg.org)]  
**Sent:** Thursday, September 26, 2013 9:50 AM  
**To:** Ciro Aguirre  
**Subject:** Re: Silicon Valley Turkey Trot and Santa Cruz County participation

Hi Ciro -

Here is the Race Day Activities time lines: Depending on the participant interest (activities start @ 7AM with the main races 10K starting at 7:50 and the 5K at 8:30. So ideally, a participant would most likely want to be at the event area near 7 am-7:15am. and return bus - Noon or sooner. As you can imagine -with 28,000 runners and 30,000 plus visitors - the area is a large crowd of festive people.

**When:** November 28, 2013 Thanksgiving Morning

- 6:30 am: Race Day Packet Pick Up Opens (There will not be day of, on-site registration. Registration is only available online till 6:00 am Thanksgiving morning, but capacity is 26,000, so registration may close early like it did last year.)
- 7:00 am: Costume Contest sponsored by Virgin America & Mercury News
- 7:45 am: 10K Wheelchair sponsored by Palo Alto Medical Foundation
- 7:50 am: 10K Run sponsored by Sharks Foundation
- 8:30 am: 5K Run/Walk sponsored by KLA Tencor
- 9:00 am: Kids activities begin in Kids Fun Zone sponsored by Lucile Packard Children's Hospital
- 10:00 am: Elite Women sponsored by SVB Financial & PA/USATF Women sponsored by El Camino Hospital
- 10:30 am: Elite Men's sponsored by Amgen & PA/USATF Men sponsored by PG&E
- 10:50 am: Kid's Fun Run (open to ages 2-7)
- 11:30 am: Elite Awards Ceremony (all "open" winners will receive their medals and gift cards by mail three weeks after the race)
- Noon Conclusion

On Thu, Sep 26, 2013 at 9:40 AM, Ciro Aguirre <[CAguirre@scmtd.com](mailto:CAguirre@scmtd.com)> wrote:

Hi Casey,

What is the time conflict, I did not see the specific time you would want us to consider.

If you get a count of riders this will help, but as it stands, Federal Transit Administration rules Prohibit us from establishing a Shuttle so I need more definitive information on your needs.

Thank you,  
Ciro.

Sent from my HTC Inspire™ 4G on AT&T

----- Reply message -----

From: "Casey Beyer" <[cbeyer@svlg.org](mailto:cbeyer@svlg.org)>

To: "Ciro Aguirre" <[CAguirre@scmttd.com](mailto:CAguirre@scmttd.com)>

Subject: Silicon Valley Turkey Trot and Santa Cruz County participation

Date: Thu, Sep 26, 2013 09:19

Ciro Aguirre

Santa Cruz Metro Transit district

Dear Giro - we spoke in early September regarding the Applied Material Silicon Valley Turkey Trot (SVTT) on Thanksgiving Day morning in San Jose. As I mentioned with the support of local businesses in Santa Cruz County such as Plantronics, the Palo Alto Medical Foundation, UCSC and a host of community leaders - we will be supporting the Second Harvest Food Bank of Santa Cruz County as a new charity. Information about the race can be accessed here:

<http://svturkeytrot.com/santacruz/>

We are looking for the most efficient way to encourage Santa Cruz County residents to join an estimated 28,000 runners and walkers in family friendly festivities on Thanksgiving Day morning. One way to help is to ensure public transportation is an option for Santa Cruz County residents that would like to participate but don't want the hassle of driving over Highway 17 on early Thanksgiving Day morning. It appears from the SCMTD website that a Highway 17 Express bus runs to Diridon Station (near the race start) but the bus time may need to be adjusted to get the runners to the start on time. At this time we don't have a clear idea of how many Santa Cruz residents would ride the bus, but we are looking at option to include that information in the registration to get an estimate. We would welcome the Transit District's support of this very worth while community event that benefits the most needy in Santa Cruz County.

Could you kindly let me know what we need to do from our side to secure your help. We look forward to the Transit District's partnership for the 2013 SVTT.

--

Casey

Casey Beyer

Senior Advisor to the President

Silicon Valley Leadership Group

[www.svlg.org](http://www.svlg.org)

2001 Gateway Place, Suite 101E

San Jose, CA 95110

408-501-7857 direct

408-501-7864 main

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Race Sponsors

How to Register

Major Sponsors

Race Info

# RUNNING FOR CHARITY

## Start

Santa Clara Street at Market Street

7:50am

Turkey Trot 10K Run

## Finish

Santa Clara Street at Delmas Street

8:30am

Turkey Trot 5K Run/Walk

## Festival Site

Guadalupe River Park/ Arena Green

10:00am

Elite Women's PA/USATF

6:30am

Race Day Packet Pick Up Opens

10:30am

Elite Men's PA/USATF

7:00am

Costume Contest

10:50am

Kid's Fun Run

11:30am

Elite PA/USATF Awards Ceremony

7:45am

Turkey Trot 10K Wheelchair

## Get Involved!

### Become a volunteer!

The Silicon Valley Turkey Trot will need the help of over 1,800 volunteers this year to make this event possible! If you're interested in volunteering please email [turkeytrot@shfb.org](mailto:turkeytrot@shfb.org)

### Synaptics "Can-Do" Challenge

Help raise 20,000 meals for the hungry by donating 4 or more cans on race day.

### Help us be "Green"!

The Silicon Valley Turkey Trot is a "Green Certified" event with the City of San Jose. Here's some things you can do to help us stay "green"

Discard your bibs in the compost bins

Ride your bike

Take the Light Rail



## Hosted By:

**SILICON VALLEY LEADERSHIP GROUP**  
Foundation



# Race Sponsors

## How to Register

# Major Sponsors

Title Sponsor



CEO/Celebrity  
5K Competition



5K Run/Walk



Quickest Cop/Fastest  
Firefighter 5K/10K



10K Run



U.S. Veterans  
5K/10K Competition



10K Wheelchair



"Can-Do"  
Challenge



Elite Men's  
5K Invitational  
(\$6,900 Prize Purse)



Costume  
Contest



Elite Women's  
5K Invitational  
(\$6,900 Prize Purse)



Fittest Firm  
Contest



PA/USATF Men's  
5K Championship  
\$1,450 Prize Purse\*  
PA/USATF award winners  
must be PA/USATF members



Friends & Family  
Wellness Contest



PA/USATF Women's  
5K Championship  
\$1,450 Prize Purse\*  
PA/USATF award winners  
must be PA/USATF members



Mayor's Cup  
Contest



# Race Sponsors

## How to Register

### Events

**Kid's Fun Run (Ages 2-7)**

**5K Run/Walk**

**10K Run**

**10K Wheelchair**

**Elite Men's 5K Invitational**

**Elite Women's 5K Invitational**

**Men's PA/USATF Open 5K**

**Women's PA/USATF Open 5K**

### Competitions *(Timed Races)*

**CEO/Celebrity 5K Sponsored by Perkins Coie**

*CEO's and Celebrities are invited to join this select group of athletes.*

**Quickest Cop/Fastest Firefighter 5K/10K**

**Sponsored by Fry's Electronics**

*Public safety, peace officers and firefighters compete against their colleagues.*

**U.S. Veterans 5K/10K Sponsored by KPMG**

*A race open to U.S. military veterans and people currently serving in the military.*

### Contests *(Non-Timed Events)*

**Costume Contest**

**Sponsored by Virgin America/Mercury News**

*Show your creative side and compete to win prizes from Virgin America.*

**Fittest Firm Sponsored by Fairchild Semiconductor**

*Challenges every company in Silicon Valley to register as many employees as possible.*

**Friends and Family Wellness Sponsored by HP**

*Why are you trotting? Share your story and enter to win high tech gadgets from HP.*

**Mayor's Cup Sponsored by Brocade**

*Elected officials can challenge cross-county rivals in a spirited competition based on participation, not speed.*

**To register, go to:  
SVTURKEYTROT.COM**

**\$12 Kids Fun Run**

*(register at any time)*

**\$38 On-Line Registration**

*(Through October 1)*

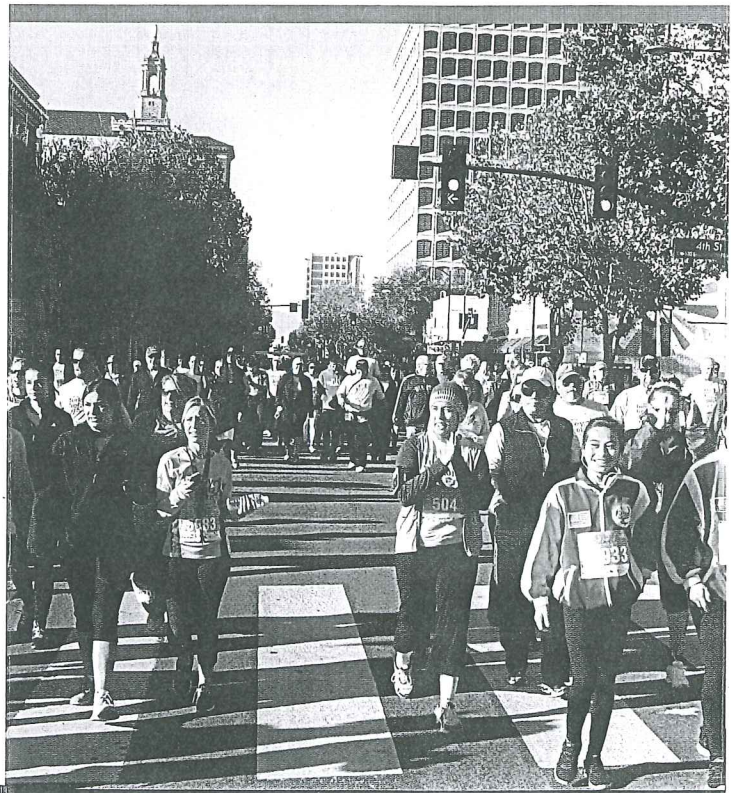
**\$42 On-Line Registration**

*(After October 1)*

Race is open to the first 28,000 registrants.

All 5K/10K registrants will receive a commemorative long sleeved race shirt. Bib pick up is at 6:30am & shirt pick up is at 7:00am on race day or at Sports Basement Sunnyvale (1177 Kern Avenue Sunnyvale, CA) from 10:30 am - 6:00 pm, 11/22 through 11/27.

*\*Kid's Fun Run bibs & shirts will also be available at packet pick up.*



# Race Sponsors

## 3 YEAR BRANDED SPONSORS

- |                                    |                                 |
|------------------------------------|---------------------------------|
| AMGEN                              | Mercury News                    |
| Applied Materials                  | Palo Alto Medical Foundation    |
| Brocade                            | PG&E                            |
| City of San Jose                   | Perkins Coie                    |
| County of Santa Clara              | San Jose Sharks                 |
| El Camino Hospital                 | Silicon Valley Bank             |
| Fairchild Semiconductor            | Silicon Valley Leadership Group |
| Fry's Electronics                  | Splunk                          |
| Hewlett-Packard                    | South Bay Labor Council         |
| KLA-Tencor Foundation              | Synaptics                       |
| KPMG                               | Virgin America                  |
| Lucile Packard Children's Hospital |                                 |

## 1 YEAR FINANCIAL SPONSORS

- |   |                                     |
|---|-------------------------------------|
| 24 Lost Soles                               | SanDisk                             |
| ETM   | Silicon Valley Community Foundation |
| IBM   | Sports Basement                     |
| Merrell                                     | Trimble                             |
| Palmer College of Chiropractic, West Campus | Wells Fargo                         |
| Plantronics                                 | Xilinx                              |

## IN KIND SPONSORS

- |                       |                                 |
|-----------------------|---------------------------------|
| 49ers - Sourdough Sam | Il Fornaio                      |
| A's - Stomper         | KLIV/KRTY                       |
| Almaden Press         | Larabar                         |
| Cascadian Farms       | Med-Tech Services               |
| DeAnza Hotel          | NBC Bay Area                    |
| Earthquakes - Q       | Sainte Claire Hotel             |
| Fairmont Hotel        | San Jose Giants - Gigante       |
| GreenWaste            | Sharks - Sharkie                |
| GU                    | San Jose Search & Rescue        |
| Hilton San Jose       | Silicon Valley & Palo Alto YMCA |
| Hyatt Place           | Whole Foods                     |

Founded and Produced by:

Silicon Valley Leadership Group Foundation



## EXPO SPONSOR



## VIP AREA SPONSOR



## FESTIVAL SPONSOR



## KIDS FUN ZONE SPONSOR



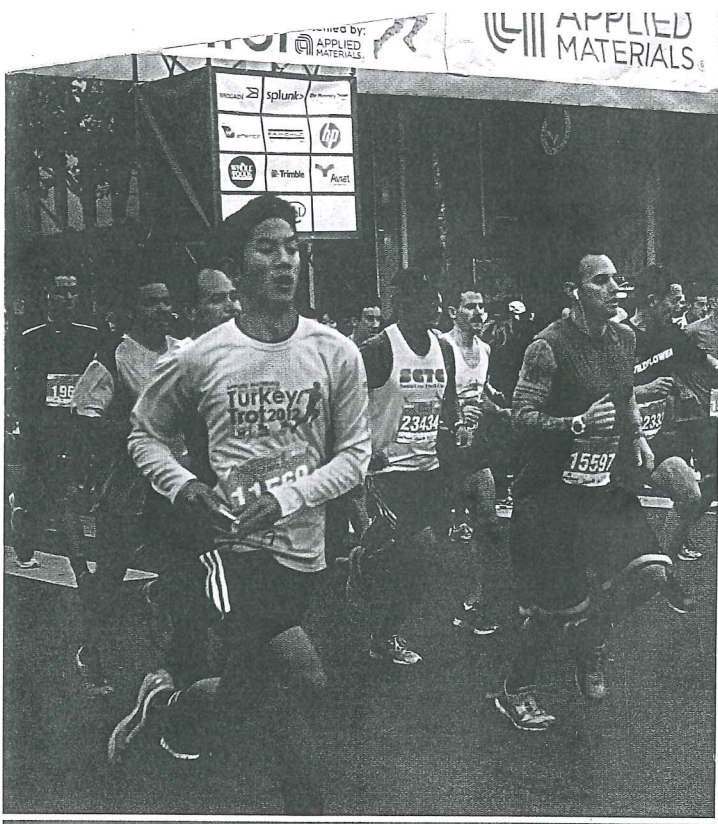
## MILE MARKER SPONSORS



## SUPPORTING SPONSORS







## Beneficiaries



Healthier Kids  
Foundation  
Santa Clara County



The Applied Materials "Silicon Valley Turkey Trot" benefits four local charities that help Silicon Valley families meet their most basic needs for health, hope and a home.

Start Thanksgiving Day off on the right foot. Before the big games, the big meal and all the pies, get in a little exercise and a lot of fun while helping neighbors in need. It's an event the whole family will enjoy and it's a great way to kick off Thanksgiving Day.

### New This Year:

One in four children in Santa Cruz County suffers from malnutrition. Second Harvest is working to ensure that every child has the healthy food they need to thrive.



**REGISTER AT  
SVTURKEYTROT.COM**

**13.b5**