



ANTELOPE VALLEY TRANSIT AUTHORITY

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**Regular Meeting of the Board of Directors  
Tuesday, May 28, 2013  
10:00 a.m.**

Antelope Valley Transit Authority Board Room  
42210 6<sup>th</sup> Street West, Lancaster, California  
[www.avta.com](http://www.avta.com)

**AGENDA**

For record keeping purposes, and in the event that staff may need to contact you, we request that a speaker card, located at the Board Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you are not required to complete this form or to state your name in order to speak. A three-minute time limit will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2258 at least 72 hours prior to the scheduled Board of Directors meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Clerk of the Board at (661) 729-2258 at least 72 hours prior to the meeting.

**Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Chairman Norm Hickling, Vice Chairman Marvin Crist, Director Dianne Knippel, Director Tom Lackey, Director Steve Hofbauer, and Director Sandra Johnson

**APPROVAL OF AGENDA**

### **PUBLIC BUSINESS FROM THE FLOOR:**

If you wish to address the AVTA Board on any agenda item but are unable to stay until the item is called, your comments may be made at this time. Please give your completed Speaker Card (available as you enter the Board Room) to the Clerk of the Board. Speaking clearly, state and spell your name for the record. Each speaker is limited to three (3) minutes.

### **MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:**

This portion of the meeting allows the public the opportunity to address the Board of Directors of the Antelope Valley Transit Authority on non-agenda items that are within the Board's subject matter jurisdiction. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items.** Your matter will be referred to the Authority's Executive Director for follow-up. Individual speakers are limited to three (3) minutes each.

### **SPECIAL REPORTS and PRESENTATIONS:**

During this portion of the meeting, staff will present information that would not normally be covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **These items are for discussion purposes only and do not require Board action.**

- SRP 1 Presentation of Veolia Operator of the Month for April 2013 – Hector Fuentes, Veolia Transportation
- SRP 2 Presentation to Presentation to Keith Walters Acknowledging his Retirement – Julie Austin
- SRP 3 Metrolink Coordination and Mutual Interests Discussion – Mark Waier
- SRP 4 2013 Legislative Update – Judy Vaccaro/Wendy Williams
- SRP 5 FY13 Third Quarter Key Performance Indicators Report (January 1 - March 31, 2013) – Dieter Aragon
- SRP 6 FY13 Second Quarter Coach Operator Audit Results – Dieter Aragon

**CONSENT CALENDAR:** The Consent Calendar may be acted upon with one motion, a second and the vote.

- CC 1 Board of Directors Meeting Minutes for April 23, 2013 – Karen Darr

- CC 2 Financial Reports for May 2013 – Colby Konisek
- CC 3 FY13 Third Quarter Capital Reserves Report (June 30, 2008 through March 31, 2013) – Colby Konisek
- CC 4 FY13 Third Quarter Grant Status (January 1 - March 31, 2013) – Judy Vaccaro
- CC 5 Renewal of Agreement with Los Angeles County Sheriff's Department (LASD) for Security Services – Reserve Unit – Candice Rudolph

**NEW BUSINESS:**

- NB 1 Amendment #4 to Contract #2011-032 with Veolia Transportation for Customer Service Staffing – Wendy Williams
- NB 2 Proposed Changes to AVTA Advertising Policy – Wendy Williams
- NB 3 Award Contract #2013-020 to R.C. Becker & Son, Inc. for Bus Stop Improvements in the City of Palmdale – Lyle Block
- NB 4 Amended and Restated Bylaws – Creation of Finance Committee – Julie Austin/D. Craig Fox
- NB 5 Approve Service Upgrade Agreement with Southern California Edison (SCE) for New Facility Transformer – Mark Perry

**PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION:**

- CS 1 Conference with Legal Counsel- Existing Litigation  
G.C. section 54956.9(d)(1) and (4)  
People v. Jorge; Case no. BA405021
- CS 2 Public Employee Performance Evaluation (California Government Code Section 54957(b))  
Title: Executive Director

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

**REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION**

## **REPORTS AND ANNOUNCEMENTS:**

RA 1 Executive Director's Report

## **MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director for follow-up.

## **ADJOURNMENT:**

Adjourn to the Regular Meeting of the Board of Directors on June 25, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

**The Agenda was posted by 5:00 p.m. on May 23, 2013 at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> St. West, Lancaster, CA 93534.**

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director. Additionally, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are also on file in the Office of the Executive Director. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA located at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2258.

**DATE:** May 28, 2013  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** May 2013 Legislative Update

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## **RECOMMENDATION**

That the Board of Directors:

- a) receive and file an update on state and federal legislation; and
- b) adopt Support positions for the following bills: AB 574 (Lowenthal) – Greenhouse Gas Reduction Fund, prioritizes cap & trade revenues; AB 8 (Perea) and SB 11 (Pavley-Rubio) – Extension of alternative fuel incentive programs; and ratify Support position for SB 230 (Knight) – Performance Audit exclusion of P&I payments from operating expense definition.

## **FISCAL IMPACT**

This program has no direct budgetary impact.

## **BACKGROUND**

The 2013 Legislative Principles were adopted at the January 2013 Board meeting. This program includes broad guidelines to help focus AVTA's legislative strategies and proposals, if any. It is designed to provide flexibility to guide staff in responding to legislative issues that may arise during the course of the year, such as raids on transit funds and responses to proposed legislative requirements.

### Federal Legislative Update

The Federal Register Notice published on May 13 has appropriated funds for the entire 2013 federal fiscal year (FFY). The Notice also reflects sequestration reductions triggered by the Balanced Budget and Emergency Deficit Control Act of 2011. The FFY 2013 appropriations provide obligation of \$8.461 billion which is \$17 million less than the amounts provided by MAP-21. As a result of the MAP-21 authorization, FTA is in the process of updating its circulars to reflect the changes and provide guidance for new and existing programs. Final publications are expected by the beginning of FY 2014.

The new Section 5337 State of Good Repair Program, indicates that Lancaster - Palmdale UZA funds are allocable to High Intensity Fixed Guideway, NOT High Intensity Motorbus as reported at the special Board meeting on April 17, 2013. AVTA will receive a portion of LA Metro's High Intensity Motorbus Funds (approximately \$1 million over two years); however, it appears that AVTA is NOT a direct recipient of these funds. This \$5.8 million in 5337 funds was not programmed and will therefore not impact our budget.

## State Legislative Update

### **AB 574 – Cap & Trade:**

Staff is recommending approval of a support position for this bill as it reflects AVTA's legislative priorities of supporting efforts that encourage transit oriented development and increasing funding for transportation. AVTA's state representatives have different views on the bill as outlined below.

The Governor's May budget revision released on May 14 did not appropriate cap and trade revenues to the transportation sector as anticipated by transit industry leaders. Instead, the revised budget loaned half a billion dollars in cap and trade revenue to the State Department of Finance. Opponents argue greenhouse gas emissions will now have to be reduced over a shortened timeframe in order to meet reduction mandates by the year 2020.

The California Transit Association held its 47<sup>th</sup> Annual Spring Legislative Conference on May 13 and 14. Transit leaders pointed to Assembly Bill 574 as the backup plan regarding cap and trade appropriations if the Governor failed to provide for public transit in the revised budget. AB 574 establishes a program to allocate cap and trade revenues to help local governments implement sustainable communities' strategies and prioritizes funding for transit operations, maintenance, and infrastructure, along with clean transportation fueling infrastructure.

AB 574 is opposed by Senator Steve Knight who responded to an AVTA inquiry last month seeking his position on the bill. Knight's office responded by sending opposing arguments from the Assembly Republican Analysis. The analysis surmises AB 574 will result in the waste of public funds as the primary mechanism for distributing funds will be through competitive grants. The argument is that grants are inefficient and ineffective for funding infrastructure projects. The bill would also provide cap and trade revenue to High Speed Rail which opponents say is a misuse of funds as this rail project is not likely to reduce greenhouse gas emissions by the year 2020. Opponents argue this bill would create more bureaucracy as it requires coordination between the California Transportation Commission, Air Resources Board, Business and Transportation Agency, High Speed Rail Authority, and Strategic Growth Council. At least 18 regional entities would be designated as local granting authorities.

Assemblyman Steve Fox has yet to take an official position on the bill as it has not been presented on the Assembly floor. Staff member Jaspreet Johl indicated the bill is in keeping with Fox's philosophy but said the Assemblyman would not commit until after the bill passes out of the Appropriations Committee. AB 574 has been placed in the suspense file for further financial analysis to determine its economic impact.

An analysis of AB 574 contends the legislation will create a Sustainable Communities Infrastructure Program to fund projects that will reduce greenhouse gas (GHG) emissions. The bill declares the transportation sector as the largest contributor of GHG emissions. Proponents contend the bill prioritizes projects that combine transportation investments with land use modifications to achieve GHG emission reductions.

AB 574 would also provide funding to local governments seeking to invest in infrastructure necessary to accommodate patterns of growth consistent with the state's climate goals. This bill would require the state board, in consultation with the California Transportation Commission and the Strategic Growth Council, to establish standards for the use of moneys allocated from the Greenhouse Gas Reduction Fund. These entities would also be responsible for implementing regional grant programs to disseminate funding and track performance.

**AB 8 (Perea) and SB 11 (Pavley/Rubio) – Alternative Fuels Funding:**

Staff is recommending a Support position on these related bills. Existing law establishes the Alternative and Renewable Fuel and Vehicle Technology Program, administered by the State Energy Resources Conservation and Development Commission to provide, upon appropriation by the Legislature, grants, loans, loan guarantees, revolving loans, or other appropriate measures, for the development and deployment of innovative technologies that would transform California's fuel and vehicle types to help attain the state's climate change goals. AB 8 and SB 11 extend alternative fuel incentive programs including the Carl Moyer and AB 118 programs. These programs, which have been funded by tire fees, DMV registration fees, smog abatement fees, and vehicle plate fees, have provided funds for various projects to increase the usage of alternative fuels and help with the expansion of alternative fuel infrastructure.

**SB 320 – Knight – Certificates of Participation:**

Staff is also recommending that the Board formally support Senate Bill 230 authored by Senator Steve Knight. This bill seeks to exclude principal and interest payments on all transit capital projects funded with Certificates of Participation (COPs) from being defined as operating expenses. Currently, lease payments for transit buses funded with COPs are already excluded. The Transportation Development Act (TDA) classifies these payments as an operating expense, thereby requiring transit agencies to increase fares to meet the TDA-required 20% farebox recovery ratio (20% of the operating costs of a public transportation agency must be met by ticket fare revenue). Knight has authored this bill on behalf of Victor Valley Transit. His office requested letters of support for SB 230 in April and AVTA complied.

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Grants Administrator

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Julie M. Austin  
Executive Director

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Wendy L. Williams  
Marketing Manager

Attachment: State Legislative Matrix

**ATTACHMENT**

**2013 Transit-Related Legislation Matrix**

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
AB 8  Perea (D)	Alternative Fuel and Vehicle Technologies: Funding Programs	Existing law establishes the Alternative and Renewable Fuel and Vehicle Technology Program, administered by the State Energy Resources Conservation and Development Commission to provide, upon appropriation by the Legislature, grants, loans, loan guarantees, revolving loans, or other appropriate measures, for the development and deployment of innovative technologies that would transform California's fuel and vehicle types to help attain the state's climate change goals. AB 8 and SB 11 extend alternative fuel incentive programs including the Carl Moyer and AB 118 programs. These programs, which have been funded by tire fees, DMV registration fees, smog abatement fees, and vehicle plate fees, have provided funds for various projects to increase the usage of alternative fuels and help with the expansion of alternative fuel infrastructure.	Passed as Amended from Natural Resources Committee. Re-referred to Committee on Appropriations	5/06/2013	<b>Support</b> Legislative Principle: May increase transit funding.	Support	Support



BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
AB 25  Campos (D)	Amend Labor Code, Relating to Employment and Social Media:	Existing law prohibits a private employer from requiring or requesting an employee or applicant to disclose a username or password for the purpose of accessing personal social media, or to divulge any personal social media. Existing law prohibits a private employer from discharging, disciplining, or threatening to discharge for not complying with a request or demand that violates these provisions. This bill would apply the provisions described above to public employers. The bill would state that its provisions address a matter of statewide interest and apply to public employers generally, including charter cities and counties.	Assembly Appropriations Committee  Pass Y:16 N: 1	5/08/13	<b>Watch</b>		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
AB 160  Alejo, Luis (D)	California Public Employees' Pension Reform Act of 2013:	Assembly Bill 160 assumes public pension changes that took effect Jan. 1 violate a condition of mass transit federal grants requiring an agency to preserve whatever employees' collective bargaining rights are authorized in that state. This bill would exclude 20,000 local and regional mass transit workers statewide from the higher pension contributions and lower retirement benefits passed last year.	Sent to Appropriations Suspense File	5/08/2013	<b>Watch</b>		
AB 179  Bocanegra (D)	Electronic Transit Fare Collection Systems:  Disclosure of Personal Information	The bill would require transportation agencies that obtain personally identifiable information of a person from electronic toll collection or electronic transit fare collection systems to discard that information after 6 months.	Passes Assembly Appropriations Committee	5/08/2013	<b>Watch</b>		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
AB 206  Dickinson (D)	Triple Bike Racks  Vehicle:	Authorizes the Sacramento Regional Transit District to install bike racks that allow for three bikes.	Referred to Senate Transportation and Housing Committee	4/25/2013	<b>Watch</b>		
AB 574  Lowenthal (D)	California Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Fund: sustainable communities strategies	The bill establishes a program to fund sustainable communities strategies (developed pursuant to SB 375) as well as equivalent greenhouse gas (GHG) reducing strategies in rural areas, using cap and trade auction proceeds. The bill provides a statutory framework for implementing the sustainable communities allocations from cap and trade revenues, including key elements such as a per capita distribution of funds to California's regions, a competitive grant program guided by state policy objectives aligning with regional GHG reduction, and a performance-based approach to maximize investments. Additionally, the bill specifically includes funding for transit operations, maintenance, and infrastructure.	Natural Resources Committee: Do Pass Y: 6 N: 3  Referred to Committee on Appropriations.	4/30/2013	<b>Support</b> LP: Increases transit funding.	Support	Support

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
AB 528  Lowenthal (D)	State Rail Plan	Makes a non-substantive change to existing law that requires the Department of Transportation to prepare a 10-year State Rail Plan biennially for submission to the Legislature, Governor, and specified entities. Streamlines procedures for High Speed Rail reporting.	Assembly Committee on Appropriations  Do Pass  Y:14 N: 24	5/8/13	<b>Watch</b>		
AB 863  Torres (D)	Transit Projects:  Environmental Review Process	Authorizes the Department of Transportation to assume responsibilities for federal review and clearance under the National Environmental Policy Act for a transit project that is subject to the act. Provides that the state consents to the jurisdiction of the federal courts in that regard, and provides that the department may not assert immunity from suit under the U.S. Constitution with regard to actions brought relative to those responsibilities under federal law.	Failed Deadline Last Location was Transportation Committee		<b>Watch</b>		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
SB 11  Pavelly/Rubio	Alternative and Renewable Fuel and Vehicle Technology Program	Existing law establishes the Alternative and Renewable Fuel and Vehicle Technology Program, administered by the State Energy Resources Conservation and Development Commission to provide, upon appropriation by the Legislature, grants, loans, loan guarantees, revolving loans, or other appropriate measures, for the development and deployment of innovative technologies that would transform California's fuel and vehicle types to help attain the state's climate change goals. AB 8 and SB 11 extend alternative fuel incentive programs including the Carl Moyer and AB 118 programs. These programs, which have been funded by tire fees, DMV registration fees, smog abatement fees, and vehicle plate fees, have provided funds for various projects to increase the usage of alternative fuels and help with the expansion of alternative fuel infrastructure.	Senate Committee on Appropriations	5/08/2013	<b>Support</b> LP: Maintains existing funding for transit programs.	Support	Support

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
SB 110  Steinberg (D)	California Transportation Commission Guidelines	Existing law authorizes the CTC to adopt policy guidelines for various transportation programs, but provides little direction on how the adoption process should occur. Among the programs for which the CTC adopts guidelines are the State Transportation Improvement Program (STIP) and regional transportation planning processes. This bill exempts the CTC in adopting guidelines from the Administrative Procedures Act (APA). The APA establishes rulemaking procedures and standards for California's state agencies. It is designed to provide ample opportunity for public participation in the regulation adoption process, and to ensure that agencies adopt regulations that are clear, necessary, and legally valid.	Floor Analysis  Read second time and amended. Ordered to third reading.	4/17/2013	<b>Watch</b>		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
SB 230  Knight (R)	Local Transportation Funds:  Performance Audits	Excludes principal and interest payments on all transit capital projects funded with Certificates of Participation (COPs) from being defined as an operating expense. Currently, lease payments for transit buses funded with COPs are already excluded. The Transportation Development Act (TDA) classifies these payments as an operating expense, thereby requiring transit agencies to increase fares to meet the TDA-required 20% farebox recovery ratio (20% of the operating costs of a public transportation agency must be met by ticket fare revenue). The increased operating expense does not reconcile with the actual transit services without an exorbitant fare increase to offset it.	Senate Transportation and Housing Committee	4/16/2013	<b>Support</b> LP: Supports transit oriented development.  Letters of support were sent previously.		
SB 232  Monning (R)	Private Employment and Public Transit Employees	Existing law requires a local government agency to give a 10% preference to any bidder on a service contract to provide public transit services who agrees to retain employees of the prior contractor or subcontractor for a period of not less than 90 days, as specified. This bill would expand these provisions to require a state agency to also give a 10% preference to any bidder under these provisions.	Placed on Senate Appropriations Suspense File	4/22/13	<b>Watch</b>		

BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
SB 469  Corbett (D)	Preference for In State Contracts to Purchase Public Transit Vehicles	Existing law establishes various bidding requirements for local agencies entering into construction contracts. This bill would require a local authority awarding a procurement contract for the purchase of a public transit vehicle to give a 10 percent preference to any bidder that agrees that all vehicles to be purchased under the contract are to be manufactured within the State of California. This bill would also state that this is an issue of statewide concern.	Senate Committee on Transportation and Housing.  First hearing Set for 4/9/2013 Canceled by Author.	3/27/2013	<b>Watch</b>		
SB 628  Beall (D)	Infrastructure Financing	Eliminates the requirement of voter approval for the adoption of an infrastructure financing plan, the creation of an infrastructure financing district, and the issuance of bonds with respect to a transit priority project. Requires a specified percentage of the revenue for increasing, improving, and preserving the supply of lower and moderate-income housing. Provides that income level for continued occupancy. Relates to the approval of such districts and its ability to issue bonds.	Senate Transportation and Housing  Do Pass  Y:7 N:3	5/07/13	<b>Watch</b> LP: Supports transit oriented development.		



BILL AUTHOR NUMBER	TOPIC	SUMMARY	STATUS	DATE	AVTA POSITION	CTA POSITION	FOOTHILL POSITION
Senate Constitutional Amendment 4  Liu	Local Government Transportation Projects:  Special Taxes:  Voter Approval:	This measure would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition. It is basically duplicate legislation to that of SCA 8 in the column below.	Governance and Finance Committee  Set for Hearing on 5/15/2013		<b>Watch</b> LP: May increase transit funding.	Support	Support
Senate Constitutional Amendment 8  Corbett	Transportation Projects:  Special Taxes  Voter Approval	Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax.  SCA 4 and SCA 8 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	Governance and Finance Committee  Set for Hearing on 5/15/2013		<b>Watch</b> LP: May increase transit funding.	Support	Support

**DATE:** May 28, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY 2013 Third Quarter Key Performance Indicators Report

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## **RECOMMENDATION**

Receive and file the FY 2013 Third Quarter Key Performance Indicators Report.

## **SUMMARY**

The key performance indicators report provides an analysis of Antelope Valley Transit Authority's (AVTA) main goals on a monthly basis. Data is collected from a variety of sources such as the farebox, contractor reports, and financial performance reports.

## **ANALYSIS**

The AVTA's system performance is based on several key indicators. These include total monthly ridership, vehicle service hours fare revenues, and total operating expenses. Outlined below is a snapshot of system performance and indicators correlating to each respective goal.

*Boardings* – System-wide boardings recorded by the farebox in the month of March were 315,831. This is an increase of almost 12% when compared to March 2012. Year-to-date boardings are at 2.7 million, an improvement of 11% when compared to FY2012. The biggest increase in overall passenger boardings occurred in our local service, with a 10% increase over the previous fiscal year. Commuter express ridership was not far behind; with an 8% overall increase in passenger boardings compared to FY 2012.

*Fare Revenue* – Fare revenue recorded for the month was \$475,807. This reflects an increase of almost 27% (\$100,000) over March 2012 totals. The spike in revenues was an adjustment made due to a \$91,000 quarterly fare reimbursement credited by Metro, as well as an increase in cash fares of 6%. Year-to-date revenues are currently at \$3.7 million, an improvement of 7% compared to the previous fiscal year period.

*Operating Expenses* – During the month of March operating expenses were \$1.5 million with an average system-wide cost per vehicle service hour of \$104.36. Year-to-date expenditures are currently 3% higher than the previous fiscal year.

**Goal #1 – Operate a Safe Transit System** – The AVTA's goal is to operate a safe transit system. This is measured by the number of preventable accidents for every 100,000 miles of fixed vehicle operation.

*Accidents [Target - 1.0/100,000 miles]* – Through the month of March there were no preventable accidents. In the third quarter, preventable accidents per 100,000 miles are at 0.53, which equates to a 54% improvement over the previous fiscal year. Ongoing

presentations and focus regarding passenger safety at Veolia's monthly safety meetings have helped to improve this indicator.

**Goal #2 – Provide Outstanding Customer Service** – The Authority measures this goal by monitoring the following categories: complaints per 100,000 boardings; schedule adherence; average hold time; and average miles between service interruptions.

*Customer Complaints [Target - 27.0/100,000 boardings]* – AVTA recorded 29.71 complaints per 100,000 boardings during month of March 2013, exceeding the performance target and reflecting an increase of 8% over March 2012. Historically, complaints increase soon after a service change as coach operators and passengers become accustomed to the new routes and schedules. Year to date, complaints per 100,000 boardings remain below the performance target (27.0) at 20.04 and reflect an improvement of 14% when compared to the previous fiscal year.

*Schedule Adherence [Target - 95%]* – Average on-time performance (OTP) for the month of March 2013 was 96%, equal to March 2012 results. Dial-a-Ride OTP continues to remain above 95% and is currently tracking at 97%. Year-to-date transit OTP is at 96%; this is equal to FY12 figures and just above the performance target. In March 2013 improvements were made to Route 1, and travel time adjustments were made to the commuter express services in an effort to help improve OTP.

*Average Hold Time [Target – 2:00 min.]* – During the month of March, AVTA's customer service representatives handled approximately 13,976 calls. The average hold time for the month was 1:34 minutes, an improvement of 13% over March 2012. Dial-a-Ride fielded 4,867 calls, the highest number of calls answered to date with an average hold time of 1:05 minutes for the month. Through the third quarter, average hold time continue to trend downward and reflects an improvement of 26% over the same time period last year.

*Average Miles Between Service Interruptions [Target - 5,000 Miles]* – A total of 255,433 service miles were operated during the month of March 2013 with an average of 20,820 miles between service interruptions. This is an improvement of 44% over March 2012. Staff will continue to work with Veolia to identify key issues with this indicator and work with the operations team to increase the miles between service interruptions by providing coach exchanges at the end of the routes or during a recovery period, if possible. We expect that the miles between service interruptions will continue to improve as we approach the fourth quarter. During the third quarter, miles between service interruptions continue to remain lower than the previous fiscal year at 11,525, a decrease of 20% over the third quarter of FY12.

**Goal #3 – Operate an Effective Transit System** - AVTA measures its overall effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

*Boardings per Vehicle Service Hour [Target – 18.0]* – An average of 21 boardings per vehicle service hour was recorded during the month of March 2013, an increase of almost 8% over March 2012. Third quarter boardings per vehicle service hour remain above the performance target and are tracking at 3% over FY12.

*Average Weekday Boardings [Target – 10,000]* – During the month of March there were a total of 21 weekdays recorded for the month, one less weekday than March 2012. However, average weekday boardings have continued to increase over the previous year, reaching 13,723 in March, an increase of almost 27% over last March. Year-to-date, average weekday boardings have also increased by 18% when compared to the same period in FY12.

**Goal #4 – Operate an Efficient Transit System-** AVTA measures its overall efficient use of available resources by monitoring farebox recovery ratio and average cost per vehicle service hour.

*Average Cost Per Vehicle Service Hour [Target - \$117.00]* – The average cost per vehicle service hour for the month was \$104.16, 6% lower than the cost per vehicle service hour in March 2012. This was primarily due to higher operating expenses in FY12 attributable to Veolia's contract transition and related bus inspections and repairs, legal fees and consulting fees. Year-to-date, the cost per vehicle service hour is \$110.20, an increase of 2% over FY12 results yet well below the FY13 performance target of \$117.00.

*Farebox Recovery Ratio [Target - 23.23%]* – The farebox recovery ratio is calculated by dividing total revenues by total operating expenses. The average farebox recovery ratio during the month of March 2013 was 30.34%, an increase of 33% over March 2012. The increase is due primarily to lower operating expenses in March 2013 than March 2014 due to costs of contract transition, legal and consulting fees (\$294,000,000 less), and a temporary spike in farebox revenues due to the Metro revenue credit mentioned previously. Year-to-date, farebox recovery is currently at 24%, above the performance target and an improvement of 18% compared to the previous fiscal year-to-date farebox recovery of 21.02%.

Prepared by:

Submitted by:

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Dietter A. Aragón  
Senior Transit Analyst

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Julie M. Austin  
Executive Director

Attachment: Summary of System Goals and Performance

Antelope Valley Transit Authority | Attachment A: Key Indicators Report  
March-13

Goal	Performance Indicator	Attachment	Current Month	MTD Meets/Exceeds	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Overall System Performance	Total Boardings	B	315,831	N/A	282,458	11.82%	N/A	2,757,471	N/A	2,480,756	11.15%
	Vehicle Service Hours		15,025	N/A	14,801	1.52%	N/A	136,972	N/A	135,694	0.94%
	Total Fare Revenue	B	\$475,807	N/A	\$375,444	26.73%	N/A	\$3,746,972	N/A	\$3,458,427	8.34%
	Total Operating Expense		\$1,568,007	N/A	\$1,650,940	5.02%	N/A	\$15,094,690	N/A	\$14,668,615	-2.90%
Safe Transit System	Preventable Accidents per 100,000 Miles	C	0.00	X	1.28	100.00%	1.00	0.53	X	1.16	54.39%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	D	29.71		27.51	-8.00%	27.0	20.04	X	23.44	14.51%
	Schedule Adherence	E	95.9%	X	95.4%	0.52%	95%	95.9%	X	96.2%	-0.36%
	Average Hold Time	F	1:34	X	1:48	12.96%	2:00	1:41	X	2:18	26.81%
	Average Miles Between Service Interruptions	G	20,820	X	14,455	44.03%	5,000	11,515	X	14,481	-20.48%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	H	21.0	X	19.5	7.69%	18.0	20.1	X	19.5	3.08%
	Average Weekday Boardings	I	13,723	X	10,807	26.98%	10,000	12,663	X	10,714	18.19%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	J	\$104.36	X	\$111.54	6.44%	\$117.00	\$110.20	X	\$108.10	-1.94%
	Farebox Recovery Ratio	K	30.34%	X	22.74%	33.43%	23.23%	24.82%	X	23.58%	5.29%

Antelope Valley Transit Authority | Attachment B: Operations Report - Total System  
March-13

Goal	Current Month	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Average Fare per Boarding	\$1.51	\$1.33	13.34%	\$1.44	\$1.36		\$1.39	-2.53%
Average Cost per Boarding	\$4.96	\$5.84	15.06%	\$6.22	\$5.47	X	\$5.91	7.42%
Average Subsidy per Boarding	\$3.46	\$4.52	23.42%	\$4.77	\$4.12	X	\$4.52	8.93%
Total Service Miles	255,433	253,722	0.67%	N/A	2,298,564	N/A	2,264,995	1.48%
Total Vehicle Miles	295,227	279,344	5.69%	N/A	2,677,126	N/A	2,510,542	6.64%
Total Vehicle Hours	17,056	15,215	12.10%	N/A	154,496	N/A	149,628	3.25%
In-Service Speed	19.6	18.9	4.11%	N/A	19.5	N/A	16.7	17.09%
Boardings per Vehicle Service Mile	1.24	1.11	11.07%	N/A	0.83	N/A	0.91	-8.70%

**DATE:** May 28, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY13 Second Quarter Coach Operator Audit Results

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## **RECOMMENDATION**

Receive and file the FY13 Second Quarter Coach Operator Audit Results.

## **FISCAL IMPACT**

There is no direct fiscal impact associated with coach operator audit results.

## **BACKGROUND**

During the second quarter of FY13, 46 coach operator audits were conducted which included 34 local trips and 12 commuter trips. Coach operators are evaluated on safety, fare collection, customer interaction, and on-time performance.

### **Operator Evaluations**

Last year AVTA contracted with Moore & Associates to conduct regular coach operator audits in order to provide us with a tool to evaluate our coach operators' performance in relation to agreed-upon expectations. The coach operator audits provide AVTA with the tools to monitor and evaluate operator performance and point out potential schedule issues along with coach operator deficiencies. As part of the effort to continue to maintain quality, AVTA staff meets with the Veolia operations team to review and discuss the audit findings and develop action plans to correct the areas that require attention.

Several performance metrics are considered when evaluating a coach operator in service, including: driver appearance, how the operator greets passengers, any unnecessary conversations while driving, any incidents of unsafe vehicle operation, and eating or drinking while driving. The operators are rated on a scale of one to five, one being "poor or never" and five being "always and professional." In addition, the evaluator, who boards as if he/she is a regular customer, also provides notes on the overall customer experience, including operator courtesy and any unusual event during the trip.

Coach operators who receive no violations on metrics and provide outstanding customer service will be awarded a certificate and a pin in front of their peers during the monthly Veolia safety meetings. The pin can be worn on their uniform, acknowledging that they have received a "Perfect Check."

The following operators received no violations during their trip, resulting in a Perfect Check during this reporting period:

- Latanya Mitchell
- David Gil
- Debra Pica

The biggest problem reported by the evaluators was the failure of operators to announce stops. An additional 13 operators would have received a perfect ride check if they had made ADA stop announcements during the observations. Veolia will be focusing on retraining operators to make the FTA-required ADA announcements in an effort to improve this indicator.

As reflected in the following table, operator appearance was rated higher on commuter express service at 4.92. This is an improvement of 11% when compared to the previous quarter. Operator appearance ratings were slightly lower on local routes when compared to the previous quarter results, but were still consistently above 4 points, or "professional". Similar to most transit agencies, AVTA's policy is for the operator to quote the appropriate fare to the passenger rather than risk a confrontation by aggressively enforcing the fare policy. In most cases, coach operators responded appropriately by quoting the proper fare. Generally, when this occurs, the passengers comply and pay the fare. During the second quarter we noticed major improvements when it came to instances of total fare evasion, which dropped by more than half, indicating that when challenged passengers are paying the appropriate fare more often.

The ratings for greeting passengers improved in both local and commuter express service, by 144% and 159% respectively. Unfortunately, ADA stop announcements continue to be rated low at 1.91 for local service (up by 6.7% over the previous audit), and 1.55 on commuter service, a 25% drop from the previous quarter results. The following table summarizes the operator evaluation scores by mode and compares them to the previous quarter.



Driver Evaluation Report						
Questions	Local			Commuter		
	QTR 1	QTR 2	Difference	QTR 1	QTR 2	Difference
Coach Operator Appearance (Higher is Better)	4.39	4.16	-5%	4.42	4.92	11%
Passengers avoiding payment of fare (Lower is Better)	3.33	1.31	61%	4.08	1.09	73%
Operator greeted passengers (Higher is Better)	1.03	2.52	145%	1.33	3.45	159%
Lengthy conversations while driving (Lower is Better)	0.91	1.29	-42%	1.00	2.17	-117%
Unsafe vehicle operation during your trip (Lower is Better)	1.12	1.03	8%	1.17	1.08	8%
Asked passenger to stop eating or drinking (Higher is Better)	0.3	1.19	297%	0.17	1.18	594%
Announced stops (Higher is Better)	1.79	1.91	7%	2.08	1.55	-25%

*Driver Evaluations Scorecard by mode: Never/Poor (1) Always/Professional (5)*

### Coach Evaluation

Overall coach appearance is also evaluated. This review includes exterior and interior cleanliness, graffiti; rider notices being properly displayed, and service schedule brochures available on board.

An average of 90% of all metrics received a positive rating. The exception was rider notices, which received an 80% “Yes” and a 20 percent “No” response. Overall bus condition was also measured from poor to excellent. Of all trips checked, 89% rated vehicle condition as “Good” or “Excellent,” while the remaining 11% were rated “Fair”, with no coaches rated “Poor.”

Second quarter systemwide coach evaluation metrics are summarized in the following table.

Systemwide			
Metrics	Yes	No	Total Checks
Ride Notices	37	9	46
Brochures	40	6	46
Exterior Clean	44	2	46
Floors Clean	40	6	46
Windows Clean	42	4	46
Graffiti	1	45	46
Condition of Bus			
Poor	Fair	Good	Excellent
0	5	23	18

*System-Wide Coach Evaluations Metrics. 46 checks conducted.*

### On-Time Performance

On-time performance is defined as any trip departing a designated stop no more than ten minutes after the published schedule time, or any time prior to the published departure time. A late trip is defined as a run departing from the designated stop 11 or more minutes after the published schedule time. A missed trip is defined as departing later than half of the route's published headway. For example, if a route has 60-minute headway, a trip would be considered "missed" if the vehicle departs the published time point 31 minutes after the published schedule time. An early trip is defined as departing any time prior to the published schedule time, excluding the last stop of any trip.

There were no missed trips observed for either local or commuter services. Of 34 local trips, 95% were on time, 3% departed early and 2% were late. On-Time performance observations improved by 7% over the previous quarter results. Commuter Express service also reflected major improvements in all on-time performance metrics: 5% percent of the trips were recorded pulling early, 90% of the trips were on time and 5% were running behind schedule by more than 11 minutes. It should be noted that in the first quarter reports some evaluators found it difficult to identify which trip they were on; the higher number of early trips might be explained by the fact that the trip was actually running late, rather than early. Below are the on-time performance results for both quarters on local and commuter service:

On-Time Performance				
Metrics	Local		Commuter	
	QTR 1	QTR 2	QTR 1	QTR 2
Early	5%	3%	38%	5%
Late	6%	2%	17%	5%
Missed	0%	0%	0%	0%
On-time	89%	95%	46%	90%

*On-Time Performance for both Local and Commuter service conducted during the audits.*

Staff will continue to work closely with Moore and Associates to refine the coach operator audits and focus on routes with excessive customer complaints while continuing to reward coach operators who perform well.

Prepared by:

Submitted by:

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Dietter Aragon  
Senior Transit Analyst

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Julie M. Austin  
Executive Director

# AVTA

## ANTELOPE VALLEY TRANSIT AUTHORITY

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### Regular Meeting of the Board of Directors

Tuesday, April 23, 2013

10:00 a.m.

Antelope Valley Transit Authority Board Room

42210 6<sup>th</sup> Street West, Lancaster, California

[www.avta.com](http://www.avta.com)

### UNOFFICIAL MINUTES

#### CALL TO ORDER

Chairman Hickling called the meeting to order at 10:02 a.m.

#### PLEDGE OF ALLEGIANCE

Director Lackey led the Pledge of Allegiance. Chairman Hickling requested a moment of silence to honor the victims of the Boston Marathon bombings.

#### ROLL CALL:

##### Present

Chairman Norm Hickling

Vice Chairman Marvin Crist

Director Ken Mann

Director Tom Lackey

Director Steve Hofbauer

Director Dianne Knippel

#### APPROVAL OF AGENDA

##### **Motion: Approve the agenda as comprised.**

Moved by Vice Chairman Crist, seconded by Director Lackey

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Mann, Lackey, Hofbauer and Knippel

Nays: None

Abstain: None

Absent: None

**PUBLIC BUSINESS FROM THE FLOOR:**

There was no public business presented.

**MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:**

Allison Graham, a citizen, requested an additional bus route that travels down 30<sup>th</sup> St. West between Rancho Vista Blvd. and Lancaster Blvd. Due to her vision impairment, she also expressed her concern regarding her safety while waiting for the bus.

Chairman Hickling stated that safety is the Board's top priority. The Sheriff's Department has increased their patrols and the Board Directors and staff members are riding the buses to monitor activity on the buses. He directed Senior Transit Analyst Dietter Aragon to meet with Ms. Graham to discuss her concerns.

**SPECIAL REPORTS and PRESENTATIONS:**

SRP 1 Presentation of Veolia Operator of the Month – Hector Fuentes, Veolia Transportation

Veolia General Manager Hector Fuentes and Executive Director Julie Austin presented a plaque to Coach Operator Danny Febela, Veolia Operator of the Month for March 2013.

SRP 2 Presentation of AVTA Employee of the Quarter (January 1 – March 31, 2013) – Julie Austin

Executive Director Julie Austin presented a plaque to Fleet and Facilities Manager Mark Perry, AVTA Employee of the Quarter.

SRP 3 FY14 Draft Business Plan – Operating Budget

Director of Finance Colby Konisek presented the proposed operating budget for FY14. The Board discussed implementation of the electric bus demonstration project. Ms. Austin stated that staff would present an item to the Board once funding sources and a route are identified.

SRP 4 April 2013 State and Federal Legislative Update

Grants Administrator Judy Vaccaro-Fry presented the federal legislative update. The Board discussed the effect that the sequestration and Moving Ahead for Progress in the 21st Century Act (MAP-21) will have on funding levels for transportation programs.

Marketing Manager Wendy Williams presented the state legislative update. She discussed Senate Bill (SB) 469, which would require a local authority awarding a bus procurement contract to give a ten percent evaluation preference to any bidder that manufactures within the State of California. Ms. Williams added that SB 469 is not in alignment with the Federal Transit Administration (FTA) restrictions, which prohibits giving preference to local bidders. Preliminary analysis indicates an apparent contradiction between the FTA guidelines and SB 469, with the FTA guidelines taking precedence. The Board discussed SB 469 and directed staff to write a letter to Congressmen Buck McKeon and Kevin McCarthy regarding the conflict between this proposal and existing federal legislation prohibiting geographic preference.

Director Hofbauer stated he will be in Sacramento and offered to obtain legislative support on behalf of the AVTA.

Director Mann was absent from the April 17, 2013 Special Board meeting and will abstain from voting on CC 1.

#### **CONSENT CALENDAR:**

CC 1 Board of Directors Meeting Minutes for March 26, 2013 and April 17, 2013 – Karen Darr

**Motion: Approve the Minutes for March 26, 2013 and April 17, 2013**  
Moved by Vice Chairman Crist, seconded by Director Hofbauer

Vote: Motion carried (5-0-1-0)  
Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Lackey, Hofbauer, and Knippel  
Nays: None  
Abstain: Director Mann  
Absent: None

CC 2 Financial Reports for April 2013 – Colby Konisek

CC 3 Federal Fiscal Year 2012/13 Second Quarter Disadvantaged Business Enterprise and Small Business Enterprise Outreach Status Report (January 1 – March 31, 2013) – Lyle Block

CC 4 FY13 Key Performance Indicators Report for February 2013 – Dieter Aragon

CC 5 FY13 Second Quarter Los Angeles County Sheriff's Report (January 1 – March 31, 2013) – Candice Rudolph

**Motion: Approve Consent Calendar items 2-5.**

Moved by Hofbauer, seconded by Director Mann

Vote: Motion carried (6-0-0-0)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Mann, Lackey, Hofbauer, and Knippel

Nays: None

Abstain: None

Absent: None

**NEW BUSINESS:**

**NB 1 Advertising Policy Discussion**

Ms. Williams provided an update regarding the program and reported that it is progressing well with a tremendous response from local businesses. The AVTA and Around AV staff are working well together and issues that arise are immediately addressed.

The Board questioned how staff should handle actual or perceived negative advertising regarding another business. General Counsel D. Craig Fox responded that terms in the Authority's advertising policy conflict with the language contained in the procurement policy. He noted that the contractor must abide by both the advertising and procurement policies. He added that he sent a letter to the advertising contractor regarding failure to comply with the advertising approval process and a perceived violation of the content section of the advertising policy. He suggested that staff review the prohibited context section of the advertising and procurement policies and remove any subjective language.

The Board discussed the content restrictions listed in the policies and the letter that General Counsel sent to Around AV. Staff and General Counsel were directed to review the advertising policy and provide a recommendation at the May 28, 2013 Board meeting. General Counsel Fox was requested to write a follow-up letter to Around AV reminding them to abide by the approval review process but removing the reference to content. Based on discussion at the April 23, 2013 Board meeting, staff will review and possibly update the advertising to clarify content language.

Ely Sorkin, Around AV representative, admitted fault for not following the approval process and noted he remedied the situation immediately. He assured the Board that he will have Ms. Williams review and approve all future advertisements and Around AV will scrutinize any questionable content prior to submitting the ad for approval. Additionally, the AVTA logo, phone number,

and bus number would be included on all of the buses to identify the AVTA fleet clearly.

Director Lackey left the meeting at 11:12 a.m. due to a work commitment.

#### **REPORTS AND ANNOUNCEMENTS:**

##### RA 1 Executive Director's Report

The following information was provided:

- Ms. Austin will be out of the office beginning April 24 and returning on May 6. Colby Konisek will be in charge during her absence; however, she will be available via cell phone and email.
- Mark Perry and Len Engel will be attending APTA's annual Bus and Paratransit Conference in Indianapolis the week of May 5.
- At the beginning of May, Ms. Williams and Ms. Vacarro-Fry will be attending the California Transit Association's Spring Legislative Conference in Sacramento.
- Upcoming travel information is in the Board folders.
- AVTA was front and center at the Poppy Festival. There was tremendous amount of community interface and staff gave out 1,000 helium balloons, 5,000 AVTA fans, and played Plinko for prizes.
- Director of Operations and Maintenance Len Engel coordinated the AVTA's first annual Bus Rodeo on April 6; four Board members actively participated. A short video of the event was shared.

#### **MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:**

Vice Chairman Crist invited Director Hofbauer to the BYD grand opening ceremony on May 1, 2013.



**ADJOURNMENT:**

Chairman Hickling adjourned the meeting at 11:41 a.m. to the Regular Meeting of the Board of Directors on May 28, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6<sup>th</sup> Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 28<sup>th</sup> day of May, 2013.

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Norman L. Hickling, Chairman

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Julie M. Austin, Secretary

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact the Clerk of the Board at 661/729-2258 to make arrangements to review a recording.

**DATE:** May 28, 2013  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Financial Reports for May 2013

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### RECOMMENDATION

Receive and file the Treasurer's Report for the month ended March 31, 2013, the Payroll History Report for three months ended April 30, 2013, and the Expenditure Report for the month ended April 30, 2013.

### FISCAL IMPACT

Payroll: April payroll of \$182,546.73 represents an increase of \$1,041.95 or 0.6% over the prior month's salary expense.

Expenditures: \$755,862.08

### BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance prepares the Treasurer's Report, Payroll History Report and Expenditure Report, and submits them to the Executive Director/Treasurer who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

AVTA's gross payroll for employees exclusive of benefits, payroll taxes and service charges for the month of April is shown below:

<b>Payroll Period</b>	<b>Amount</b>	<b>Journal #</b>
03/24/13-04/06/13	\$ 1,666.00	PYPKT00416
03/24/13-04/06/13	\$ 90,376.03	PYPKT00418
04/07/13-04/20/13	\$ 90,504.70	PYPKT00420
<b>Gross Pay - Apr,13</b>	<b>\$ 182,546.73</b>	

Total expenditures for April were \$756K. Large items included \$85K for purchased transportation (ALC invoice); although no invoice was received from Veolia for the month of April, an accrued expense was booked for consistency during the month; \$244K for capital purchase and Phase II Construction; \$79K returned to FTA for gain on

disposal of six buses, and \$193K for fuel expense, comprising 79.5% of total expenditures.

The Register of Demands authorized the issuance of warrants in the following amount:

<b>Register Date</b>	<b>Amount</b>
04/01/13-04/30/13	\$755,862.08

As of March 2013, the total cash per the general ledger is \$17,253,955. After deducting restricted funds, the operating cash balance is \$9,486,160. Accounts receivable balances expected to be collected and converted to operating cash within 30 days are \$1,552,896; thus, total expected cash available for operations in the next 30 days is \$11,039,056.

Coverage of the total is equal to 3.7 times the Authority's minimum cash balance target of \$3 million.

I, Julie M. Austin, Executive Director of AVTA, declare that attached reports are accurate and correct.

Prepared by:

Submitted by:

\_\_\_\_\_  
Colby Konisek  
Director of Finance

\_\_\_\_\_  
Julie M. Austin  
Executive Director/Treasurer

Attachment: A – Treasurer's Report for the Month Ended March 31, 2013  
B – Payroll History Comparison Report (February - April, 2013)  
C – Expenditure Report (April 1, 2013 - April 30, 2013)



**ANTELOPE VALLEY TRANSIT AUTHORITY**  
**Treasurer's Report Addendum: Cash Flow Projection**  
**Month Ended March 31, 2013**

Descriptions	\$Subtotal	\$Total
BALANCE FROM TREASURER'S REPORT		17,253,955
<b><u>Less Restricted Funds</u></b>		
LAIF Fund Balance (Capital Reserve)		(3,586,299)
B of A Capital Reserve		(1,218,407)
B of A Proposition 1B		(2,915,030)
B of A Proposition 1B, wired to General account, transferred to 1B account in Apr		(48,058)
<b>OPERATING BANK ACCOUNTS BALANCE AT MARCH 31, 2013</b>		<b>9,486,160</b>

**ACCOUNTS RECEIVABLE AS OF MARCH 31, 2013**  
**(Expected to be converted to Cash in 30 days)**

MTA Revenue	149,163	
Jurisdiction Operating Contributions	107,531	
Vendor Pass Sales	28,692	
Other Receivable - Access Service	40,972	
A/R Federal Funding Sources	1,226,538	1,552,896

<b>TOTAL OPERATING CASH AND ACCOUNTS RECEIVABLE</b>	<b>11,039,056</b>
<b>TOTAL OPERATING CASH MINIMUM TARGET:</b>	<b>3,000,000</b>
<b>Operating Cash Coverage of AVTA Minimum Target:</b>	<b>3.7</b>

**ANTELOPE VALLEY TRANSIT AUTHORITY  
PAYROLL HISTORY REPORT  
FEBRUARY TO APRIL, 2013**

	Feb-13 TOTAL	Mar-13 TOTAL	April TOTAL
<u>NUMBER OF CHECKS</u>	78	76	77
<b><u>EARNINGS</u></b>			
Regular Pay	\$ 156,797.04	\$ 167,430.24	\$ 164,068.86
Overtime Pay	294.60	2,372.41	745.67
Vacation Pay	1,805.64	3,971.63	8,878.93
Sick Pay	7,787.29	5,960.62	4,783.16
Holiday Pay	10,514.89		
Floating Holiday Pay	621.13	568.44	1,135.86
Deferred Income 457	799.64	799.64	799.64
Retroactive Pay	1,619.54	401.80	468.61
Vacation cash out			1,666.00
Final Compensation and Vacation Pay Out	33,765.21		
Bonus Pay			
<b>TOTAL</b>	<b>\$ 214,004.98</b>	<b>\$ 181,504.78</b>	<b>\$ 182,546.73</b>
<b>Inc(Dec)-Current month over previous month</b>		<b>\$ (32,500.20)</b>	<b>\$ 1,041.95</b>
<b>% Inc(Dec)-Current month over previous month</b>		<b>(15.2%)</b>	<b>0.6%</b>

# ATTACHMENT C



Antelope Valley Transit Authority

**Expense Report**

By Vendor Name

Payment Dates 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
<b>Vendor: ad camp</b>				
5362	04/10/2013	ad camp	AVC Kiosk Advertising for 3/7/13-4/5/13	\$ 375.00
5427	04/24/2013	ad camp	AVC Kiosk Advertising 4/6/13 - 5/5/13	\$ 375.00
<b>Vendor ad camp Total:</b>				<b>\$ 750.00</b>
<b>Vendor: Adelman Broadcasting</b>				
5428	04/24/2013	Adelman Broadcasting	Juan FM-Transporter/Marketing Ads	\$ 375.00
5428	04/24/2013	Adelman Broadcasting	Bob FM - Transporter/Marketing Ads, 3/31/13	\$ 625.00
<b>Vendor Adelman Broadcasting Total:</b>				<b>\$ 1,000.00</b>
<b>Vendor: Airgas</b>				
5363	04/10/2013	Airgas	Mig welder outfit (Miller 252) and tanks	\$ 4,602.73
5429	04/24/2013	Airgas	Helium tank rental	\$ 275.50
<b>Vendor Airgas Total:</b>				<b>\$ 4,878.23</b>
<b>Vendor: American Air Balance Co. Inc.</b>				
5364	04/10/2013	American Air Balance Co. Inc.	HVAC Commissioning pursuant to RQ 2012-038	\$ 19,995.00
<b>Vendor American Air Balance Co. Inc. Total:</b>				<b>\$ 19,995.00</b>
<b>Vendor: American Logistics Company</b>				
5430	04/24/2013	American Logistics Company	DAR- Ambulatory Revenue for March 2013	\$ (5,299.00)
5430	04/24/2013	American Logistics Company	DAR- Wheelchair Revenue- for March 2013	\$ (2,321.00)
5430	04/24/2013	American Logistics Company	DAR- Wheelchair Services for March 2013	\$ 26,380.74
5430	04/24/2013	American Logistics Company	DAR- Ambulatory-Services for March 2013	\$ 58,754.02
5430	04/24/2013	American Logistics Company	DAR- Coupon Invoice- March 2013	\$ 2,085.00
<b>Vendor American Logistics Company Total:</b>				<b>\$ 79,599.76</b>
<b>Vendor: Antelope Valley Board of Trade</b>				
5365	04/10/2013	Antelope Valley Board of Trade	AV Board of Trade Sponsorship Presentation	\$ 200.00
<b>Vendor Antelope Valley Board of Trade Total:</b>				<b>\$ 200.00</b>
<b>Vendor: Antelope Valley Free Classified</b>				
5431	04/24/2013	Antelope Valley Free Classified	Transporter Advertising in AV Free Classified	\$ 200.00
5431	04/24/2013	Antelope Valley Free Classified	Transporter Advertising April 2013	\$ 400.00
<b>Vendor Antelope Valley Free Classified Total:</b>				<b>\$ 600.00</b>
<b>Vendor: Anthem Blue Cross</b>				
5366	04/10/2013	Anthem Blue Cross	Medical Insurance (EE Portion), 5/1/13-6/1/13	\$ 5,120.70
5366	04/10/2013	Anthem Blue Cross	Medical Insurance (ER Portion), 5/1/13-6/1/13	\$ 27,583.30
<b>Vendor Anthem Blue Cross Total:</b>				<b>\$ 32,704.00</b>
<b>Vendor: Aramark Uniform Services</b>				
5342	04/01/2013	Aramark Uniform Services	Uniform services, March 2013	\$ 52.10
5342	04/01/2013	Aramark Uniform Services	Uniform services, March 2013	\$ 52.10
5367	04/10/2013	Aramark Uniform Services	Uniform Services, 3/27/13	\$ 52.10
5342	04/01/2013	Aramark Uniform Services	Uniform Services, 3/6/13	\$ 93.26
5432	04/24/2013	Aramark Uniform Services	Uniform Services, 4/10/13	\$ 52.10
5432	04/24/2013	Aramark Uniform Services	Uniform Services, 4/17/13	\$ 52.10
5432	04/24/2013	Aramark Uniform Services	Uniform Services, 4/3/13	\$ 52.10
<b>Vendor Aramark Uniform Services Total:</b>				<b>\$ 405.86</b>
<b>Vendor: Arrow Engineering-AESI</b>				
5368	04/10/2013	Arrow Engineering-AESI	Bus Stop improvements 2/11/13-3/10/13	\$ 10,631.86
<b>Vendor Arrow Engineering-AESI Total:</b>				<b>\$ 10,631.86</b>
<b>Vendor: AT&amp;T Calnet</b>				
5433	04/24/2013	At&T Calnet	Phone/Fax, 2/20/13 - 3/19/13	\$ 750.68
<b>Vendor At&amp;T Calnet Total:</b>				<b>\$ 750.68</b>

## Expense Report

Payment Dates: 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
<b>Vendor: AT&amp;T Mobility</b>				
5434	04/24/2013	AT&T Mobility	Cell Phones, 2/7/13 - 3/6/13	\$ 956.80
<b>Vendor AT&amp;T Mobility Total:</b>				<b>\$ 956.80</b>
<b>Vendor: Atkinson, Andelson, Loya, RUUD</b>				
5435	04/24/2013	Atkinson, Andelson, Loya, RUUD	General Advice- March 2013	\$ 137.50
<b>Vendor Atkinson, Andelson, Loya, RUUD Total:</b>				<b>\$ 137.50</b>
<b>Vendor: AV Party Rental</b>				
5343	04/01/2013	AV Party Rental	Canopy Rental for Dedication	\$ 1,226.15
5436	04/24/2013	AV Party Rental	Public Address Rental	\$ 145.00
<b>Vendor AV Party Rental Total:</b>				<b>\$ 1,371.15</b>
<b>Vendor: AV Press</b>				
5369	04/10/2013	AV Press	RFP Advertisement of Insurance Broker of Record	\$ 292.95
5369	04/10/2013	AV Press	Advertisement of BSIP for City of Palmdale Phase 2	\$ 315.45
<b>Vendor AV Press Total:</b>				<b>\$ 608.40</b>
<b>Vendor: AW Direct</b>				
5437	04/24/2013	AW Direct	Push Bumper for unit 218	\$ 1,607.17
<b>Vendor AW Direct Total:</b>				<b>\$ 1,607.17</b>
<b>Vendor: Bank Supplies</b>				
5344	04/01/2013	Bank Supplies	Extra Large Currency Plastic Bags, Office Supplies	\$ 117.14
<b>Vendor Bank Supplies Total:</b>				<b>\$ 117.14</b>
<b>Vendor: Blue Goose Uniforms</b>				
5438	04/24/2013	Blue Goose Uniforms	2013 AVTA Rodeo T-Shirts	\$ 868.11
<b>Vendor Blue Goose Uniforms Total:</b>				<b>\$ 868.11</b>
<b>Vendor: Blue Tarp Financial- Northern Tool</b>				
5370	04/10/2013	Blue Tarp Financial- Northern Tool	Traffic cones	\$ 1,410.00
5439	04/24/2013	Blue Tarp Financial- Northern Tool	3' measuring wheel	\$ 167.35
<b>Vendor Blue Tarp Financial- Northern Tool Total:</b>				<b>\$ 1,577.35</b>
<b>Vendor: Board of Equalization- Fuel Taxes Division</b>				
5440	04/24/2013	Board of Equalization- Fuel Taxes Division	Fuel Taxes, Jan-Mar 2013	\$ 1,639.00
<b>Vendor Board of Equalization- Fuel Taxes Division Total:</b>				<b>\$ 1,639.00</b>
<b>Vendor: Brinks Incorporated</b>				
5345	04/01/2013	Brinks Incorporated	Money Room Service, March 2013	\$ 474.31
5345	04/01/2013	Brinks Incorporated	Money Room Service, Supplement Feb 2013	\$ 39.09
<b>Vendor Brinks Incorporated Total:</b>				<b>\$ 513.40</b>
<b>Vendor: Bulbs.com</b>				
5371	04/10/2013	Bulbs.com	Parking lot & office light bulbs	\$ 149.85
5371	04/10/2013	Bulbs.com	Parking lot & office light bulbs	\$ 279.60
5371	04/10/2013	Bulbs.com	Parking lot & office light bulbs	\$ 599.75
<b>Vendor Bulbs.com Total:</b>				<b>\$ 1,029.20</b>
<b>Vendor: Burris Coffee &amp; Pure Water Service</b>				
5372	04/10/2013	Burris Coffee & Pure Water Service	Coffee & Pure Water Service, March 2013	\$ 160.80
<b>Vendor Burris Coffee &amp; Pure Water Service Total:</b>				<b>\$ 160.80</b>
<b>Vendor: Canon Business Solutions</b>				
5373	04/10/2013	Canon Business Solutions	Canon - Copier Service Program 12/16/12-3/15/13	\$ 709.98
<b>Vendor Canon Business Solutions Total:</b>				<b>\$ 709.98</b>
<b>Vendor: Care One Cleaning Solutions</b>				
5374	04/10/2013	Care One Cleaning Solutions	AVTA floor cleaning	\$ 2,458.50
5374	04/10/2013	Care One Cleaning Solutions	Veolia Floor Cleaning	\$ 1,289.00
<b>Vendor Care One Cleaning Solutions Total:</b>				<b>\$ 3,747.50</b>
<b>Vendor: Carl Warren &amp; Co.</b>				
5441	04/24/2013	Carl Warren & Co.	Third Party Paid Insurance, 3/27/13	\$ 378.13
<b>Vendor Carl Warren &amp; Co. Total:</b>				<b>\$ 378.13</b>
<b>Vendor: Carpenter Sellers Associates</b>				
5346	04/01/2013	Carpenter Sellers Associates	A&E for Phase II - Feb. 2013	\$ 16,185.78



## Expense Report

Payment Dates: 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5375	04/10/2013	Carpenter Sellers Associates	Phase II Construction A&E Project A09-049, 3/28/13	\$ 2,793.70
<b>Vendor Carpenter Sellers Associates Total:</b>				<b>\$ 18,979.48</b>
<b>Vendor: Carquest of Lancaster #7305</b>				
5442	04/24/2013	Carquest of Lancaster #7305	Rim Clamp Tire Changer w/assist	\$ 1,037.67
5442	04/24/2013	Carquest of Lancaster #7305	Rim Clamp Tire Changer w/assist	\$ 3,912.00
5376	04/10/2013	Carquest of Lancaster #7305	Oil Filter	\$ 8.96
5376	04/10/2013	Carquest of Lancaster #7305	Switch Button	\$ 9.97
<b>Vendor Carquest of Lancaster #7305 Total:</b>				<b>\$ 4,968.60</b>
<b>Vendor: Cecil Foust</b>				
5377	04/10/2013	Cecil Foust	C. Foust- Meal Reimb.- Access Pararansit Training	\$ 39.52
<b>Vendor Cecil Foust Total:</b>				<b>\$ 39.52</b>
<b>Vendor: Celia &amp; Octavio Serrano- Prime Time Party Rentals</b>				
5378	04/10/2013	Celia & Octavio Serrano- Prime Time Party Rentals	Roadeo vendor payment- Jump house	\$ 85.00
<b>Vendor Celia &amp; Octavio Serrano- Prime Time Party Rentals Total:</b>				<b>\$ 85.00</b>
<b>Vendor: City of Lancaster</b>				
5443	04/24/2013	City of Lancaster	Lancaster Event Sponsorship	\$ 4,250.00
<b>Vendor City of Lancaster Total:</b>				<b>\$ 4,250.00</b>
<b>Vendor: Clark &amp; Howard</b>				
5379	04/10/2013	Clark & Howard	Tow Services, 4/3/13	\$ 75.00
<b>Vendor Clark &amp; Howard Total:</b>				<b>\$ 75.00</b>
<b>Vendor: Complete Coach Works</b>				
5380	04/10/2013	Complete Coach Works	Bus # 4748 Commuter Refurbish	\$ 143,589.98
<b>Vendor Complete Coach Works Total:</b>				<b>\$ 143,589.98</b>
<b>Vendor: Compliance Oversight Solutions- Ideal</b>				
5347	04/01/2013	Compliance Oversight Solutions- Ideal	Oversight Program On Site Audit, 3/6/13	\$ 2,312.50
5347	04/01/2013	Compliance Oversight Solutions- Ideal	Veolia Compliance Oversight On-Site, 3/6/13	\$ 3,885.00
<b>Vendor Compliance Oversight Solutions- Ideal Total:</b>				<b>\$ 6,197.50</b>
<b>Vendor: Continental Colorcraft</b>				
5381	04/10/2013	Continental Colorcraft	AVTA Logo Floor Graphic	\$ 926.25
<b>Vendor Continental Colorcraft Total:</b>				<b>\$ 926.25</b>
<b>Vendor: Creative Bus Sales, Inc.</b>				
5382	04/10/2013	Creative Bus Sales, Inc.	Battery Disc Switch	\$ 63.36
<b>Vendor Creative Bus Sales, Inc. Total:</b>				<b>\$ 63.36</b>
<b>Vendor: CSI Fullmer</b>				
5383	04/10/2013	CSI Fullmer	Office Furniture	\$ 2,075.36
<b>Vendor CSI Fullmer Total:</b>				<b>\$ 2,075.36</b>
<b>Vendor: Day Riggle- Fantastic Faces</b>				
5384	04/10/2013	Day Riggle- Fantastic Faces	Face painting at AVTA Roadeo	\$ 100.00
<b>Vendor Day Riggle- Fantastic Faces Total:</b>				<b>\$ 100.00</b>
<b>Vendor: Dell Marketing</b>				
5385	04/10/2013	Dell Marketing	Dell 1320c Yellow Toner Cartridge	\$ 99.40
5385	04/10/2013	Dell Marketing	Dell 1320c Cyan Toner Cartridge	\$ 99.40
5385	04/10/2013	Dell Marketing	Dell 1320c Black Toner Cartridge	\$ 75.58
<b>Vendor Dell Marketing Total:</b>				<b>\$ 274.38</b>
<b>Vendor: Eugene Greene</b>				
5386	04/10/2013	Eugene Greene	Test and certify five backflow devices	\$ 200.00
<b>Vendor Eugene Greene Total:</b>				<b>\$ 200.00</b>
<b>Vendor: Federal Transit Administration</b>				
5444	04/24/2013	Federal Transit Administration	Auction Proceeds - Grantee refund to FTA	\$ 79,200.00
<b>Vendor Federal Transit Administration Total:</b>				<b>\$ 79,200.00</b>
<b>Vendor: Friends of the Antelope Valley Fair Inc.</b>				
5387	04/10/2013	Friends of the Antelope Valley Fair Inc.	4.0 GPA Sponsorship Event	\$ 600.00
<b>Vendor Friends of the Antelope Valley Fair Inc. Total:</b>				<b>\$ 600.00</b>

## Expense Report

Payment Dates: 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
<b>Vendor: GFI Genfare</b>				
5388	04/10/2013	GFI Genfare	Repair of data probe	\$ 400.17
<b>Vendor GFI Genfare Total:</b>				<b>\$ 400.17</b>
<b>Vendor: Golden State Labor Compliance</b>				
5389	04/10/2013	Golden State Labor Compliance	Labor Compliance- LA county BSIP Phase II	\$ 5,775.00
<b>Vendor Golden State Labor Compliance Total:</b>				<b>\$ 5,775.00</b>
<b>Vendor: Grainger</b>				
5390	04/10/2013	Grainger	Material for adding 230v to body shop	\$ 256.09
5390	04/10/2013	Grainger	Material for adding 230v to body shop	\$ 100.91
5390	04/10/2013	Grainger	Trash cans and misc hardware	\$ 309.96
5445	04/24/2013	Grainger	Proximity lock for PTC	\$ 1,160.73
5445	04/24/2013	Grainger	Thermostat clear covers	\$ 217.02
5445	04/24/2013	Grainger	Alkaline Batteries	\$ 97.85
<b>Vendor Grainger Total:</b>				<b>\$ 2,142.56</b>
<b>Vendor: H &amp; H Wholesale</b>				
5391	04/10/2013	H & H Wholesale	Halogen Bulb	\$ 21.58
<b>Vendor H &amp; H Wholesale Total:</b>				<b>\$ 21.58</b>
<b>Vendor: Harris &amp; Associates</b>				
5392	04/10/2013	Harris & Associates	Phase II Const. Administration through 2/28/13	\$ 12,232.63
5446	04/24/2013	Harris & Associates	Reimbursement- Copier Rental	\$ 595.90
<b>Vendor Harris &amp; Associates Total:</b>				<b>\$ 12,828.53</b>
<b>Vendor: High Desert Broadcasting</b>				
5447	04/24/2013	High Desert Broadcasting	High Desert Broadcasting Radio Jingle Ads	\$ 300.00
5447	04/24/2013	High Desert Broadcasting	High Desert Broadcasting Radio Jingle Ads	\$ 300.00
5447	04/24/2013	High Desert Broadcasting	High Desert Broadcasting Radio Jingle Ads	\$ 533.46
5447	04/24/2013	High Desert Broadcasting	High Desert Broadcasting Radio Jingle Ads	\$ 266.73
<b>Vendor High Desert Broadcasting Total:</b>				<b>\$ 1,400.19</b>
<b>Vendor: High Desert Medical Group</b>				
5393	04/10/2013	High Desert Medical Group	DMV Physical	\$ 70.00
<b>Vendor High Desert Medical Group Total:</b>				<b>\$ 70.00</b>
<b>Vendor: High Point Distributing</b>				
5394	04/10/2013	High Point Distributing	OIL ADDITIVES FOR NABI BUSES	\$ 431.32
5394	04/10/2013	High Point Distributing	OIL ADDITIVES FOR NABI BUSES	\$ 782.18
5394	04/10/2013	High Point Distributing	OIL ADDITIVES FOR NABI BUSES	\$ 234.13
<b>Vendor High Point Distributing Total:</b>				<b>\$ 1,447.63</b>
<b>Vendor:</b>				
5448	04/24/2013		Wage Garnishment, 4/7/13-4/20/13	\$ 246.46
5395	04/10/2013		Wage Garnishment, 3/24/13-4/6/13	\$ 246.46
<b>Vendor Total:</b>				<b>\$ 492.92</b>
<b>Vendor: Insight- Public Sector</b>				
5396	04/10/2013	Insight- Public Sector	Belkin Blaster Canned Air - Air Duster	\$ 22.57
5348	04/01/2013	Insight- Public Sector	Tripp Lite 33ft. USB Extension Cable	\$ 70.68
5396	04/10/2013	Insight- Public Sector	Cisco 7921G Battery, Standard	\$ 77.39
<b>Vendor Insight- Public Sector Total:</b>				<b>\$ 170.64</b>
<b>Vendor: Interior Plant Designs</b>				
5349	04/01/2013	Interior Plant Designs	Plant Services for March 2013	\$ 150.00
5449	04/24/2013	Interior Plant Designs	Replacing Plants, Customer ,L. Engel, B. Keys	\$ 45.78
5449	04/24/2013	Interior Plant Designs	Plants	\$ 45.78
5449	04/24/2013	Interior Plant Designs	Plants	\$ 58.86
5449	04/24/2013	Interior Plant Designs	Plants	\$ 113.36
<b>Vendor Interior Plant Designs Total:</b>				<b>\$ 413.78</b>
<b>Vendor: Iron Mountain Records Mgmt Inc</b>				
5397	04/10/2013	Iron Mountain Records Mgmt Inc	Document Destruction Services March 2013	\$ 73.78
<b>Vendor Iron Mountain Records Mgmt Inc Total:</b>				<b>\$ 73.78</b>
<b>Vendor: John B. Rudy Company</b>				
5450	04/24/2013	John B. Rudy Company	7 ft. Yellow Cat. 6 Ethernet Patch Cable	\$ 42.51

## Expense Report

Payment Dates: 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5450	04/24/2013	John B. Rudy Company	5 ft. Yellow Cat. 6 Ethernet Patch Cable	\$ 122.62
5450	04/24/2013	John B. Rudy Company	5 ft. Green Cat. 6 Ethernet Patch Cable	\$ 122.63
5450	04/24/2013	John B. Rudy Company	7 ft. Green Cat. 6 Patch Cable	\$ 42.51
5450	04/24/2013	John B. Rudy Company	3 ft. Green Cat. 6 Ethernet Patch Cable	\$ 201.65
5450	04/24/2013	John B. Rudy Company	3 ft. Yellow Cat. 6 Ethernet Patch Cable	\$ 201.65
<b>Vendor John B. Rudy Company Total:</b>				<b>\$ 733.57</b>
<b>Vendor: Julie Austin</b>				
5398	04/10/2013	Julie Austin	Travel Reimb.- APTA CEO Conference, Palm Springs	\$ 41.96
5398	04/10/2013	Julie Austin	Credit- Travel for Legislative Conf. Wash. DC	\$ (37.38)
5398	04/10/2013	Julie Austin	Travel Reimb.- Train Travel 2/22/13-4/11/13	\$ 336.41
<b>Vendor Julie Austin Total:</b>				<b>\$ 340.99</b>
<b>Vendor: Karen Darr</b>				
5399	04/10/2013	Karen Darr	Reimb. For Decorating and Furnish Community Room	\$ 114.37
<b>Vendor Karen Darr Total:</b>				<b>\$ 114.37</b>
<b>Vendor: Kwik-Key</b>				
5451	04/24/2013	Kwik-Key	Deadbolts and Duplicate Keys, 3/12/13	\$ 95.39
<b>Vendor Kwik-Key Total:</b>				<b>\$ 95.39</b>
<b>Vendor: L.A. County Waterworks</b>				
5452	04/24/2013	L.A. County Waterworks	Utilities- Water 2/14/13-4/16/13	\$ 528.87
5452	04/24/2013	L.A. County Waterworks	Utilities- Water 2/14/13-4/16/13	\$ 798.53
5452	04/24/2013	L.A. County Waterworks	Utilities- Water 2/14/13-4/16/13	\$ 245.95
<b>Vendor L.A. County Waterworks Total:</b>				<b>\$ 1,573.35</b>
<b>Vendor: LA County Sheriff Dept</b>				
5350	04/01/2013	LA County Sheriff Dept	Security Services Feb. 2013	\$ 7,916.88
<b>Vendor LA County Sheriff Dept Total:</b>				<b>\$ 7,916.88</b>
<b>Vendor: Lancaster Jethawks</b>				
5351	04/01/2013	Lancaster Jethawks	TRANSPORTER Advertising at Jethawks Stadium	\$ 2,500.00
5351	04/01/2013	Lancaster Jethawks	Advertising At Jethawks Stadium	\$ 5,000.00
<b>Vendor Lancaster Jethawks Total:</b>				<b>\$ 7,500.00</b>
<b>Vendor: Len Engel</b>				
5400	04/10/2013	Len Engel	Reimb- Airfare & Lodging Deposit (2) Indianapolis	\$ 1,027.46
<b>Vendor Len Engel Total:</b>				<b>\$ 1,027.46</b>
<b>Vendor: McMaster-Carr Supply Co.</b>				
5352	04/01/2013	McMaster-Carr Supply Co.	Copper tube cap	\$ 6.85
5352	04/01/2013	McMaster-Carr Supply Co.	NFPA Diamond	\$ 27.62
5352	04/01/2013	McMaster-Carr Supply Co.	Flammable sign	\$ 21.63
5352	04/01/2013	McMaster-Carr Supply Co.	Gasoline sign	\$ 36.06
5352	04/01/2013	McMaster-Carr Supply Co.	4" Vinyl Numerals	\$ 34.30
5453	04/24/2013	McMaster-Carr Supply Co.	Silicone O- Ring (packs of 5)	\$ 24.10
<b>Vendor McMaster-Carr Supply Co. Total:</b>				<b>\$ 150.56</b>
<b>Vendor: Miller-Bell Media Productions LLC</b>				
5401	04/10/2013	Miller-Bell Media Productions LLC	Rules for Riding Travel Training Video	\$ 925.00
<b>Vendor Miller-Bell Media Productions LLC Total:</b>				<b>\$ 925.00</b>
<b>Vendor: MJS Construction</b>				
5402	04/10/2013	MJS Construction	BSIP Construction of LA County	\$ 4,496.00
<b>Vendor MJS Construction Total:</b>				<b>\$ 4,496.00</b>
<b>Vendor: Mobile Relay Associates</b>				
5403	04/10/2013	Mobile Relay Associates	Airtime, March 2013	\$ 999.60
<b>Vendor Mobile Relay Associates Total:</b>				<b>\$ 999.60</b>
<b>Vendor: Moore &amp; Associates</b>				
5454	04/24/2013	Moore & Associates	Mobility Management Program Development & Implemt.	\$ 4,740.00
<b>Vendor Moore &amp; Associates Total:</b>				<b>\$ 4,740.00</b>
<b>Vendor: Network Hardware Resale</b>				
5404	04/10/2013	Network Hardware Resale	Cisco 7925G Cordless Phone	\$ 381.50
5404	04/10/2013	Network Hardware Resale	Cisco 7925G Power Supply	\$ 43.21

## Expense Report

Payment Dates: 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5404	04/10/2013	Network Hardware Resale	Cisco 7925G Battery	\$ 43.60
<b>Vendor Network Hardware Resale Total:</b>				<b>\$ 468.31</b>
<b>Vendor: Orange Coast Petroleum Equipment, Inc.</b>				
5353	04/01/2013	Orange Coast Petroleum Equipme	1" Breakaway	\$ 329.28
<b>Vendor Orange Coast Petroleum Equipment, Inc. Total:</b>				<b>\$ 329.28</b>
<b>Vendor: Our Weekly Publications</b>				
5405	04/10/2013	Our Weekly Publications	Advertisement City of Palmdale BSIP Phase 2 IFB	\$ 120.00
<b>Vendor Our Weekly Publications Total:</b>				<b>\$ 120.00</b>
<b>Vendor: Palmdale Trophy</b>				
5354	04/01/2013	Palmdale Trophy	Engraved characters	\$ 8.72
5354	04/01/2013	Palmdale Trophy	Genuine Walnut Plaque	\$ 34.83
5354	04/01/2013	Palmdale Trophy	1x10 Engraved Signage	\$ 52.32
5354	04/01/2013	Palmdale Trophy	2x10 Engraved Signage	\$ 117.72
5354	04/01/2013	Palmdale Trophy	2x10/1x10 JRS Wall Bracket	\$ 87.20
5354	04/01/2013	Palmdale Trophy	2x10 JRS Wall Bracket	\$ 7.63
5354	04/01/2013	Palmdale Trophy	Appreciation Plaques	\$ 69.65
5354	04/01/2013	Palmdale Trophy	Retirement Award - Keith Walters	\$ 179.80
5354	04/01/2013	Palmdale Trophy	Engraved Characters	\$ 18.91
5354	04/01/2013	Palmdale Trophy	Appreciation Awards	\$ 1,248.05
<b>Vendor Palmdale Trophy Total:</b>				<b>\$ 1,824.83</b>
<b>Vendor: Patton Sales Corp</b>				
5455	04/24/2013	Patton Sales Corp	Square Tube & angle	\$ 52.32
<b>Vendor Patton Sales Corp Total:</b>				<b>\$ 52.32</b>
<b>Vendor: Petty Cash</b>				
5406	04/10/2013	Petty Cash	W. Jones- PIHRA meeting, 3/13/13	\$ 18.00
5406	04/10/2013	Petty Cash	K. Keevil- Dedication Ceremony Supplies	\$ 29.34
5406	04/10/2013	Petty Cash	M. Perry- Roadeo Supplies	\$ 82.78
5406	04/10/2013	Petty Cash	K. Darr- Decorations for Multipurpose Room	\$ 21.79
<b>Vendor Petty Cash Total:</b>				<b>\$ 151.91</b>
<b>Vendor: Pinnacle Petroleum Inc</b>				
5407	04/10/2013	Pinnacle Petroleum Inc	Fuel Expense For March 2013	\$ 27,736.61
5407	04/10/2013	Pinnacle Petroleum Inc	Fuel Expense For March 2013	\$ 27,215.12
5407	04/10/2013	Pinnacle Petroleum Inc	Fuel Expense For March 2013	\$ 27,068.76
5407	04/10/2013	Pinnacle Petroleum Inc	Fuel, March 2013	\$ 27,244.14
5407	04/10/2013	Pinnacle Petroleum Inc	Fuel, March 2013	\$ 27,752.90
5407	04/10/2013	Pinnacle Petroleum Inc	Fuel Expense For March 2013	\$ 27,746.39
5407	04/10/2013	Pinnacle Petroleum Inc	Fuel Expense For March 2013	\$ 28,074.54
<b>Vendor Pinnacle Petroleum Inc Total:</b>				<b>\$ 192,838.46</b>
<b>Vendor: Pitney Bowes Inc</b>				
5456	04/24/2013	Pitney Bowes Inc	Terminal Rental Charges Jan-April 2013	\$ 162.00
<b>Vendor Pitney Bowes Inc Total:</b>				<b>\$ 162.00</b>
<b>Vendor: Pittsburgh Paints #9721</b>				
5457	04/24/2013	Pittsburgh Paints #9721	Durethane DTM White Base	\$ 322.64
5457	04/24/2013	Pittsburgh Paints #9721	Durethane DTM Component B	\$ 170.04
<b>Vendor Pittsburgh Paints #9721 Total:</b>				<b>\$ 492.68</b>
<b>Vendor: Richards, Watson &amp; Gershon</b>				
5458	04/24/2013	Richards, Watson & Gershon	General Counsel Services, October 2012	\$ 3,805.25
<b>Vendor Richards, Watson &amp; Gershon Total:</b>				<b>\$ 3,805.25</b>
<b>Vendor: SignWarehouse, Inc.</b>				
5355	04/01/2013	SignWarehouse, Inc.	3M CONTROLTAC V3 48" X 150 FT	\$ 656.00
5355	04/01/2013	SignWarehouse, Inc.	3M CONTROLTAC V3 48" X 150 FT	\$ 656.00
5355	04/01/2013	SignWarehouse, Inc.	ORAGUARD 290 54X150 GLOSS CAST LAMINATING PVC FIL	\$ 1,105.00
<b>Vendor SignWarehouse, Inc. Total:</b>				<b>\$ 2,417.00</b>
<b>Vendor: Sinclair Printing Company</b>				
5408	04/10/2013	Sinclair Printing Company	Local Transit Schedules (20,000)	\$ 2,869.97

## Expense Report

Payment Dates: 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5459	04/24/2013	Sinclair Printing Company	Local Transit Brochure (40,000)	\$ 3,196.97
<b>Vendor Sinclair Printing Company Total:</b>				<b>\$ 6,066.94</b>
<b>Vendor: Southern California Edison</b>				
5409	04/10/2013	Southern California Edison	Utilities-Electricity, 2/19/13-3/20/13	\$ 5,802.97
5460	04/24/2013	Southern California Edison	Utilities- Electricity 3/20/13-4/18/13	\$ 4,896.61
<b>Vendor Southern California Edison Total:</b>				<b>\$ 10,699.58</b>
<b>Vendor: Standard Insurance Company</b>				
5410	04/10/2013	Standard Insurance Company	Vision Insurance Premium EE Portion, April 2013	\$ 101.44
5410	04/10/2013	Standard Insurance Company	Vision Insurance Premium ER Portion, April 2013	\$ 403.84
5410	04/10/2013	Standard Insurance Company	Dental Insurance Premium EE Portion, April 2013	\$ 563.42
5410	04/10/2013	Standard Insurance Company	Dental Insurance Premium ER Portion, April 2013	\$ 2,082.14
<b>Vendor Standard Insurance Company Total:</b>				<b>\$ 3,150.84</b>
<b>Vendor: Standard Insurance Company</b>				
5461	04/24/2013	Standard Insurance Company	Life , 4/2013	\$ 242.03
5461	04/24/2013	Standard Insurance Company	STD	\$ 1,264.61
5461	04/24/2013	Standard Insurance Company	LTD	\$ 784.38
5461	04/24/2013	Standard Insurance Company	AD&D	\$ 93.52
<b>Vendor Standard Insurance Company Total:</b>				<b>\$ 2,384.54</b>
<b>Vendor: State of California Franchise Tax Board</b>				
5411	04/10/2013	State of California Franchise Tax Board	Wage Garnishment, 3/24/13-4/6/13	\$ 460.48
5462	04/24/2013	State of California Franchise Tax Board	Wage Garnishment, 4/7/13-4/20/13	\$ 477.62
<b>Vendor State of California Franchise Tax Board Total:</b>				<b>\$ 938.10</b>
<b>Vendor: Strategies</b>				
5356	04/01/2013	Strategies	Consulting Services for February , 2013	\$ 100.00
<b>Vendor Strategies Total:</b>				<b>\$ 100.00</b>
<b>Vendor: Superior Auto Interiors</b>				
5412	04/10/2013	Superior Auto Interiors	Reupholster seats for Kubotas	\$ 400.00
<b>Vendor Superior Auto Interiors Total:</b>				<b>\$ 400.00</b>
<b>Vendor: TCW Systems, Inc.</b>				
5413	04/10/2013	TCW Systems, Inc.	Repeater Service, 3/15/13	\$ 500.00
5463	04/24/2013	TCW Systems, Inc.	Repeater Service, May 2013	\$ 500.00
<b>Vendor TCW Systems, Inc. Total:</b>				<b>\$ 1,000.00</b>
<b>Vendor: The Customer Service Experts</b>				
5464	04/24/2013	The Customer Service Experts	CPOS Reimbursement , March 2013	\$ 50.00
<b>Vendor The Customer Service Experts Total:</b>				<b>\$ 50.00</b>
<b>Vendor: The Gas Company</b>				
5414	04/10/2013	The Gas Company	Utilities- Gas, 2/21/13-3/22/13	\$ 3,381.78
<b>Vendor The Gas Company Total:</b>				<b>\$ 3,381.78</b>
<b>Vendor: The Signal</b>				
5465	04/24/2013	The Signal	Online TRANSporter Advertising, 3/31/13	\$ 900.00
<b>Vendor The Signal Total:</b>				<b>\$ 900.00</b>
<b>Vendor: Time Warner Cable Ad Sales/LA</b>				
5357	04/01/2013	Time Warner Cable Ad Sales/LA	TRANSporter TV Commercial Campaign, Jan. 2013	\$ 716.00
5357	04/01/2013	Time Warner Cable Ad Sales/LA	TRANSporter TV Commercial Campaign February 2013	\$ 1,904.00
5466	04/24/2013	Time Warner Cable Ad Sales/LA	Time Warner TV Advertising for TRANSporter 3/31/13	\$ 2,380.00
5466	04/24/2013	Time Warner Cable Ad Sales/LA	Time Warner TV Advertising for TRANSporter	\$ 836.00
<b>Vendor Time Warner Cable Ad Sales/LA Total:</b>				<b>\$ 5,836.00</b>
<b>Vendor: Time Warner Cable Business Class</b>				
5467	04/24/2013	Time Warner Cable Business Class	Cable Service, 3/1/13 - 4/10/13	\$ 445.75
5467	04/24/2013	Time Warner Cable Business Class	Cable Service, 4/11/13 - 5/10/13	\$ 236.28
5467	04/24/2013	Time Warner Cable Business Class	Internet Service, 4/13/13-5/12/13	\$ 1,440.00
<b>Vendor Time Warner Cable Business Class Total:</b>				<b>\$ 2,122.03</b>
<b>Vendor: Tyler Technologies</b>				
5358	04/01/2013	Tyler Technologies	Tyler OnDemand - Application Availability Service	\$ 4,025.00
5358	04/01/2013	Tyler Technologies	AcuCorp AcuServer	\$ 767.34
5358	04/01/2013	Tyler Technologies	Core Financials	\$ 5,512.50

## Expense Report

Payment Dates: 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
5358	04/01/2013	Tyler Technologies	Purchasing	\$ 2,480.63
5358	04/01/2013	Tyler Technologies	Basic Network Support Services	\$ 661.50
5358	04/01/2013	Tyler Technologies	Forms Overlay	\$ 275.63
<b>Vendor Tyler Technologies Total:</b>				<b>\$ 13,722.60</b>
<b>Vendor: United Rentals Northwest, Inc</b>				
5468	04/24/2013	United Rentals Northwest, Inc	Charcoal BBQ Rental- Rodeo	\$ 14.44
<b>Vendor United Rentals Northwest, Inc Total:</b>				<b>\$ 14.44</b>
<b>Vendor: Universal Electronic Alarms</b>				
5469	04/24/2013	Universal Electronic Alarms	Annual alarm monitoring fee	\$ 300.00
<b>Vendor Universal Electronic Alarms Total:</b>				<b>\$ 300.00</b>
<b>Vendor: UNUM Life Insurance Co of Amer</b>				
5470	04/24/2013	UNUM Life Insurance Co of Amer	Long Term Care Premium, EE Port. 5/1/13 - 5/31/13	\$ 223.50
5470	04/24/2013	UNUM Life Insurance Co of Amer	Long Term Care Premium, ER Port. 5/1/13 - 5/31/13	\$ 559.50
<b>Vendor UNUM Life Insurance Co of Amer Total:</b>				<b>\$ 783.00</b>
<b>Vendor: US Bank</b>				
5415	04/10/2013	US Bank	W. Williams- Lodging- APTA Marketing Conf.	\$ 724.69
5415	04/10/2013	US Bank	R. Fitzgibbons- Airfare- GFOA Annual Conf.	\$ 183.80
5415	04/10/2013	US Bank	N. Hickling- Airfare CTA Conf. Sacramento	\$ 199.80
5415	04/10/2013	US Bank	C. Foust- Lodging- Access Pararansit Seminar	\$ 140.00
5415	04/10/2013	US Bank	L. Engel & M. Perry- Reg. APTA Pararansit Conf.	\$ 1,400.00
5415	04/10/2013	US Bank	W. Williams- Airfare- CTA Conf. Sacramento	\$ 199.80
5415	04/10/2013	US Bank	W. Williams- Lodging CTA conf. 3/18/13-3/19/13	\$ 96.67
5415	04/10/2013	US Bank	N. Hickling- Lodging CTA conf. 3/18/13-3/19/13	\$ 96.67
5415	04/10/2013	US Bank	C. Rudolph- Dedication Ceremony Floral Decorations	\$ 179.85
5415	04/10/2013	US Bank	C. Rudolph- Dedication Ceremony Decorations	\$ 7.62
5415	04/10/2013	US Bank	C. Rudolph- Dedication Ceremony Decorations	\$ 29.00
5415	04/10/2013	US Bank	C. Rudolph- Dedication Ceremony Decorations	\$ 15.00
5415	04/10/2013	US Bank	C. Rudolph- Dedication Ceremony Decorations	\$ 8.71
5415	04/10/2013	US Bank	D. Cason- Decor for Multipurpose Room CREDIT	\$ (27.20)
5415	04/10/2013	US Bank	D. Cason- Decor for Multipurpose Room	\$ 89.19
5415	04/10/2013	US Bank	D. Cason- Decor for Multipurpose Room	\$ 628.77
5415	04/10/2013	US Bank	J. Austin - Meal Legislative Conf. Washington DC	\$ 10.71
5415	04/10/2013	US Bank	J. Austin- Airline Fee Legislative Conf. Wash. DC	\$ 58.01
5415	04/10/2013	US Bank	J. Austin- Bag Fee Legislative Conf. Washington DC	\$ 25.00
5415	04/10/2013	US Bank	N. Hickling- Bag Fee Legislative Conf. Wash. DC	\$ 25.00
5415	04/10/2013	US Bank	J. Austin- Lodging & some meals, Leg. Conf. DC	\$ 1,620.24
5415	04/10/2013	US Bank	N. Hickling- Lodging & some meals, Leg. Conf. DC	\$ 1,576.56
5415	04/10/2013	US Bank	N. Hickling-Airline Fee Legislative Conf. Wash. DC	\$ 58.01
5415	04/10/2013	US Bank	J. Austin- Meal Legislative Conf. Wash. DC	\$ 28.65
5415	04/10/2013	US Bank	J. Austin- Parking Charge- Legislative Conf. DC	\$ 89.34
5415	04/10/2013	US Bank	J. Austin- Meal Legislative Conf. Wash. DC	\$ 8.29
5415	04/10/2013	US Bank	N. Hickling - Bag Fee Legislative Conf. Wash. DC	\$ 25.00
5415	04/10/2013	US Bank	J. Austin - Meal Legislative Conf. Washington DC	\$ 56.40
5415	04/10/2013	US Bank	J. Austin- Bag Fee Legislative Conf. Washington DC	\$ 25.00
<b>Vendor US Bank Total:</b>				<b>\$ 7,578.58</b>
<b>Vendor: Verizon California</b>				
5418	04/10/2013	Verizon California	Phone Service, 3/13/13	\$ 505.71
<b>Vendor Verizon California Total:</b>				<b>\$ 505.71</b>
<b>Vendor: Waste Management</b>				
5419	04/10/2013	Waste Management	Utilities- Waste, March 2013	\$ 605.84
<b>Vendor Waste Management Total:</b>				<b>\$ 605.84</b>
<b>Vendor: Waxie Sanitary Supply</b>				
5359	04/01/2013	Waxie Sanitary Supply	Janitorial Supplies	\$ 52.97
5420	04/10/2013	Waxie Sanitary Supply	Janitorial Supplies, 3/21/13	\$ 56.14
5359	04/01/2013	Waxie Sanitary Supply	Janitorial Supplies	\$ 2,293.72
5471	04/24/2013	Waxie Sanitary Supply	Janitorial supply order	\$ 2,094.51
5471	04/24/2013	Waxie Sanitary Supply	Janitorial supply order	\$ 54.67
<b>Vendor Waxie Sanitary Supply Total:</b>				<b>\$ 4,552.01</b>

## Expense Report

Payment Dates: 4/1/2013 - 4/30/2013

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
<b>Vendor: Wendy Williams</b>				
5421	04/10/2013	Wendy Williams	Travel Reimb.- CTA Legislative Day, Sacramento	\$ 102.97
5472	04/24/2013	Wendy Williams	Travel Reimbursement, APTA Marketing Conf. 2/24/13	\$ 245.86
<b>Vendor Wendy Williams Total:</b>				<b>\$ 348.83</b>
<b>Vendor: Western Exterminators</b>				
5360	04/01/2013	Western Exterminators	Extermination services Feb. 2013	\$ 85.50
5422	04/10/2013	Western Exterminators	Exterminator Service March 2013	\$ 85.50
<b>Vendor Western Exterminators Total:</b>				<b>\$ 171.00</b>
<b>Vendor: Winzer Corporation</b>				
5423	04/10/2013	Winzer Corporation	Bus wash chemicals Powerball	\$ 659.75
5423	04/10/2013	Winzer Corporation	Bus wash chemicals easy green	\$ 527.69
<b>Vendor Winzer Corporation Total:</b>				<b>\$ 1,187.44</b>
<b>Vendor: Witts</b>				
5361	04/01/2013	Witts	Office Supplies, 3/12/13	\$ 440.65
5361	04/01/2013	Witts	Nutri-Grain Bars	\$ 121.56
5361	04/01/2013	Witts	Small Brown Paper Bags	\$ 59.27
5361	04/01/2013	Witts	Ritz 100 Calorie Snack Mix	\$ 110.96
5361	04/01/2013	Witts	Instant Hand Sanitizer	\$ 141.20
5424	04/10/2013	Witts	Office supplies, March 2013	\$ 188.28
5424	04/10/2013	Witts	Office supplies, March 2013	\$ 221.05
5424	04/10/2013	Witts	Office supplies, March 2013	\$ 77.26
<b>Vendor Witts Total:</b>				<b>\$ 1,360.23</b>
<b>Vendor: Xerox Corporation</b>				
5425	04/10/2013	Xerox Corporation	Meter Usage, 1/24/13 to 3/18/13	\$ 313.66
<b>Vendor Xerox Corporation Total:</b>				<b>\$ 313.66</b>
<b>Vendor: Zones Inc.</b>				
5426	04/10/2013	Zones Inc.	APC Back-UPS ES 550 Battery Back-Up	\$ 226.86
5426	04/10/2013	Zones Inc.	HP 56 Black Inkjet Print Cartridge	\$ 24.15
5426	04/10/2013	Zones Inc.	HP 88XL Yellow Ink Cartridge	\$ 24.84
5426	04/10/2013	Zones Inc.	HP 88XL Black Ink Cartridge	\$ 39.64
<b>Vendor Zones Inc. Total:</b>				<b>\$ 315.49</b>
<b>Grand Total:</b>				<b>\$ 755,862.08</b>

**DATE:** May 28, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY13 Third Quarter Capital Reserves Report (June 30, 2008 through March 31, 2013)

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## **RECOMMENDATION**

That the Board of Directors receive and file the attached Capital Reserves Report for the period covering June 30, 2008 through March 31, 2013.

## **FISCAL IMPACT**

The Capital Reserve activity showed steady increases from jurisdictional contributions through the beginning of FY 2013, when a temporary suspension of contributions was approved while alternate reserve scenarios were developed and discussed by the Transit Advisory Committee (TAC). There have been no draws for match requirements during the reporting period. At the April 17, 2013 Special Board Meeting, it was determined that contributions would be waived for the current fiscal year and resume on July 1, 2013. This results in a loss of \$460,896 to the Capital Reserve fund for FY13.

## **BACKGROUND**

The Capital Reserve account was established to set aside a capital contribution from each jurisdiction in an amount sufficient to provide local match funds of 20% of the replacement cost of heavy duty transit and commuter coaches. Expansion vehicles, light and medium duty revenue vehicles, support vehicles and other capital items are not included in this program. Current practice is to spend reserve account funds only for the matching requirements of transit and commuter buses.

The Capital Reserve account segregates the assets reserved for bus replacements and is used only when approved by the AVTA Board of Directors.

As of the report date, the Capital Reserve account has an accumulated balance of \$4,432,307.60 on a cash basis, currently held in accounts with the Local Agency Investment Fund (LAIF) and Bank of America. On an accrual basis, the total fund balance is \$4,352,892.00 in corpus and \$79,415.60 in interest earned. The difference between cash and accrual balances, if any, is reflected in commitment receivables outstanding as of the report date. For the three quarters ending March 31, 2013, only the Operating Support invoices have been sent to the jurisdictions. The temporary payment moratorium for Capital Reserve contributions was approved at the September 2012 Board meeting. The resumption of Capital Reserve payments was approved



during the April 17, 2013 Special Board meeting, and will become effective on July 1, 2013, coinciding with the beginning of Fiscal Year 2014.

During the four-year reporting period to date, AVTA purchased six commuter coaches and fifteen hybrid transit buses. All units were delivered by September 30, 2012. The reserve match funds required for these 21 units will be supplanted in total by AVTA's FTA 5307 funds in the form of Toll Credits and other funding sources. The current Five-Year Fleet Replacement Program plans the purchase of an additional 44 buses in Fiscal Years 2014 through 2017.

Please see the attached Capital Reserve Summary for the period June 20, 2008 through March 31, 2013 and the Combined Jurisdiction Reconciliation Report for additional information.

Prepared by:

Submitted by:

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Colby Konisek  
Director of Finance

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Julie M. Austin  
Executive Director/Treasurer

Attachment: Capital Reserve Summary Report for the Period June 30, 2008 through March 31, 2013

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/ Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
<b>Accumulated Capital Reserve Balance At June 30, 2008</b>					<b>1,003,723.00</b>					<b>1,003,723.00</b>					<b>501,862.00</b>			<b>2,509,308.00</b>
<b>FY 2009</b>																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	9/22/2008	007322067	372,065.25	326,190.25	45,875.00	9/16/2008	00202146	362,674.50	321,950.50	40,724.00	11/3/2008	0008906546	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2008				1,862.50	9/30/2008				1,650.85	9/30/2008				719.60			4,232.95
Second Quarter Payments	11/18/2008	007323403	372,065.25	326,190.25	45,875.00	11/11/2008	00203244	362,674.50	321,950.50	40,724.00	1/8/2009	0009272495	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2008				1,716.07	12/31/2008				1,521.06	12/31/2008				663.03			3,900.15
Third Quarter Payments	2/18/2009	007325534	372,065.25	326,190.25	45,875.00	2/13/2009	00204695	362,674.50	321,950.50	40,724.00	2/23/2009	0009522351	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2009				1,270.96	3/31/2009				1,126.53	3/31/2009				491.05			2,888.55
Fourth Quarter Payments	5/12/2009	007327747	372,065.25	326,190.25	45,875.00	5/12/2009	00206115	362,674.50	321,950.50	40,724.00	5/8/2009	0009921154	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2009				2,807.03	6/30/2009				2,488.05	6/30/2009				1,084.54			6,379.62
<b>Contributions</b>			<b>1,488,261.00</b>	<b>1,304,761.00</b>	<b>183,500.00</b>			<b>1,450,698.00</b>	<b>1,287,802.00</b>	<b>162,896.00</b>			<b>667,628.00</b>	<b>553,128.00</b>	<b>114,500.00</b>	<b>3,606,587.00</b>	<b>3,145,691.00</b>	<b>460,896.00</b>
Interest					7,656.56					6,786.50					2,958.22			17,401.27
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Assets</b>																		
Capital Reserve (Accrual)					1,187,223.00					1,166,619.00					616,362.00			2,970,204.00
Interest					7,656.56					6,786.50					2,958.22			17,401.27
<b>Total Balances as of June 30, 2009</b>					<b>1,194,879.56</b>					<b>1,173,405.50</b>					<b>619,320.22</b>			<b>2,987,605.27</b>
<b>FY 2010</b>																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	9/22/2009	007331599	372,065.25	326,190.25	45,875.00	9/15/2009	00208054	362,674.50	321,950.50	40,724.00	12/22/2009	0011200372	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2009				3,507.39	9/30/2009				3,108.83	9/30/2009				1,355.13			7,971.35
Second Quarter Payments	11/18/2009	007333130	372,065.25	326,190.25	45,875.00	12/7/2009	00209218	362,674.50	321,950.50	40,724.00	2/12/2010	0011422391	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2009				2,368.36	12/31/2009				2,099.23	12/31/2009				915.05			5,382.63
Third Quarter Payments	2/2/2010	007334657	372,065.25	326,190.25	45,875.00	2/12/2010	00210062	362,674.50	321,950.50	40,724.00	2/12/2010	0011422391	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2010				1,957.25	3/31/2010				1,734.83	3/31/2010				756.21			4,448.29
Fourth Quarter Payments	5/3/2010	007336576	372,065.25	326,190.25	45,875.00	4/26/2010	00211145	362,674.50	321,950.50	40,724.00	6/2/2010	0012065261	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2010				2,160.69	6/30/2010				1,915.15	6/30/2010				834.81	6/30/2010		4,910.65
<b>Contributions</b>			<b>1,488,261.00</b>	<b>1,304,761.00</b>	<b>183,500.00</b>			<b>1,450,698.00</b>	<b>1,287,802.00</b>	<b>162,896.00</b>			<b>667,628.00</b>	<b>553,128.00</b>	<b>114,500.00</b>	<b>3,606,587.00</b>	<b>3,145,691.00</b>	<b>460,896.00</b>
Interest					9,993.68					8,858.04					3,861.20			22,712.92
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Assets</b>																		
Capital Reserve (Accrual)					1,370,723.00					1,329,515.00					730,862.00			3,431,100.00
Interest					17,650.24					15,644.53					6,819.41			40,114.19
<b>Total Balances as of June 30, 2010</b>					<b>1,388,373.24</b>					<b>1,345,159.53</b>					<b>737,681.41</b>			<b>3,471,214.19</b>

ANTELOPE VALLEY TRANSIT AUTHORITY  
CAPITAL RESERVE & OPERATING SUPPORT TRACKING

Updated through: **May 7, 2013**

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/ Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
<b>FY 2011</b>																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	11/3/2010	007341089	372,065.25	326,190.25	45,875.00	9/27/2010	00218131	362,674.50	321,950.50	40,724.00	12/1/2010	0013053534	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2010				2,015.63	9/30/2010				1,786.58	9/30/2010				778.76			4,580.97
Second Quarter Payments	2/22/2011	007343512	372,065.25	326,190.25	45,875.00	2/9/2011	00219785	362,674.50	321,950.50	40,724.00	4/26/2011	0013885148	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2011				1,794.91	12/31/2011				1,590.95	12/31/2011				693.49			4,079.35
Third Quarter Payments	2/22/2011	007343512	372,065.25	326,190.25	45,875.00	2/9/2011	00219785	362,674.50	321,950.50	40,724.00	4/26/2011	0013885148	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2011				1,957.25					1,734.83					756.21			4,448.29
Fourth Quarter Payments	6/30/2011	007346153	372,065.25	326,190.25	45,875.00	6/27/2011	00221375	362,674.50	321,950.50	40,724.00	6/27/2011	0014171214	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2011				1,859.05	6/30/2011				1,647.80	6/30/2011				718.27			4,225.12
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					7,626.84					6,760.73					2,946.73			17,333.73
Accounts Receivable at Year End			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Net Assets																		
Capital Reserve (Accrual)					1,554,223.00					1,492,411.00					845,362.00			3,891,996.00
Interest					25,277.08					22,404.69					9,766.15			57,447.92
Total Balances as of June 30, 2011					1,579,500.08					1,514,815.69					855,128.15			3,949,443.92
<b>FY 2012</b>																		
Annual Due			(1,488,261.00)	(1,304,761.00)	(183,500.00)			(1,450,698.00)	(1,287,802.00)	(162,896.00)			(667,628.00)	(553,128.00)	(114,500.00)	(3,606,587.00)	(3,145,691.00)	(460,896.00)
First Quarter Payments	9/30/2011	007348066	372,065.25	326,190.25	45,875.00	10/13/2011	00223067	362,674.50	321,950.50	40,724.00	12/7/2011	0015122599	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	9/30/2011				1,503.66	9/30/2011				1,332.79	9/30/2011				580.96			3,417.41
Second Quarter Payments	1/30, 9/18/12	007350395	372,065.25	326,190.25	45,875.00	1/30/2012	00224251	362,674.50	321,950.50	40,724.00	5/23/2012	0016007898	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	12/31/2011				1,506.38	12/31/2011				1,335.20	12/31/2011				582.01			3,423.58
Third Quarter Payments	5/3, 9/18/12	007352045	372,065.25	326,190.25	45,875.00	6/25/2012	00225581	362,674.50	321,950.50	40,724.00	7/18/2012	0016416383	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	3/31/2012				1,477.03	3/31/2012				1,309.19	3/31/2012				570.67			3,356.89
Fourth Quarter Payments	7/18, 9/18/12	007353902	372,065.25	326,190.25	45,875.00	7/30-8/15/2012	00226515/00226690	362,674.50	321,950.50	40,724.00	7/18/2012	0016416384	166,907.00	138,282.00	28,625.00	901,646.75	786,422.75	115,224.00
Interest	6/30/2012				1,397.00	6/30/2012				1,238.25	6/30/2012				539.75			3,174.99
Contributions			1,488,261.00	1,304,761.00	183,500.00			1,450,698.00	1,287,802.00	162,896.00			667,628.00	553,128.00	114,500.00	3,606,587.00	3,145,691.00	460,896.00
Interest					5,884.06					5,215.42					2,273.39			13,372.87
A/R for FY'12 as of the Report Date			0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Net Assets																		
Capital Reserve (Accrual)					1,737,723.00					1,655,307.00					959,862.00			4,352,892.00
Interest					31,161.15					27,620.11					12,039.53			70,820.79
Total Balances as of June 30, 2012					1,768,884.15					1,682,927.11					971,901.53			4,423,712.79

ANTELOPE VALLEY TRANSIT AUTHORITY  
CAPITAL RESERVE & OPERATING SUPPORT TRACKING

Updated through: **May 7, 2013**

Description	LANCASTER					PALMDALE					LOS ANGELES COUNTY					TOTALS		
	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Date	Check #	Accrual/ Payment	Operating Support	Capital Reserve	Accrued/ Cash Received	Operating Support (By Year)	Capital Reserve (Accumulated)
<b>FY 2013</b>																		
Annual Due			(1,304,761.00)	(1,304,761.00)	0.00			(1,287,802.00)	(1,287,802.00)	0.00			(553,128.00)	(553,128.00)	0.00	(3,145,691.00)	(3,145,691.00)	0.00
<b>(NOTE: Capital Reserve was placed on hold for FY 2013 pending TAC Recommendations)</b>																		
First Quarter Payments	10/17/2012	007355619	326,190.25	326,190.25	0.00	10/30/2012	00227487	321,950.50	321,950.50	0.00	12/13/2012	0017219470	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	9/30/2012				1,405.46	9/30/2012				1,245.75	9/30/2012				543.02			3,194.23
Second Quarter Payments	11/27/2012	007356292	326,190.25	326,190.25	0.00	11/27/2012	00227809	321,950.50	321,950.50	0.00	12/13/2012	0017219470	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	12/31/2012				1,278.18	12/31/2012				1,132.93	12/31/2012				493.84			2,904.96
Third Quarter Payments	1/28/2013	007357343	326,190.25	326,190.25	0.00	2/11/2013	00228599	321,950.50	321,950.50	0.00	2/14/2013	17562702	138,282.00	138,282.00	0.00	786,422.75	786,422.75	0.00
Interest	3/31/2013				1,098.07	3/31/2013				973.29	3/31/2013				424.26			2,495.62
Fourth Quarter Payments	4/12/2013	007358850	326,190.25	326,190.25	0.00	4/15/2013	00229381	321,950.50	321,950.50	0.00			0.00	0.00	0.00	648,140.75	648,140.75	0.00
Interest	6/30/2012				0.00	6/30/2012				0.00	6/30/2012				0.00			0.00
Contributions			1,304,761.00	1,304,761.00	0.00			1,287,802.00	1,287,802.00	0.00			414,846.00	414,846.00	0.00	3,007,409.00	3,007,409.00	0.00
Interest					3,781.72					3,351.98					1,461.12			8,594.81
A/R for FY'13 as of the Report Date			0.00	0.00	0.00			0.00	0.00	0.00			(138,282.00)	(138,282.00)	0.00	(138,282.00)	(138,282.00)	0.00
<b>Net Assets</b>																		
Capital Reserve (Accrual)					1,737,723.00					1,655,307.00					959,862.00			4,352,892.00
Interest					34,942.86					30,972.08					13,500.65			79,415.60
<b>Total Balances as of the Report Date</b>					1,772,665.86					1,686,279.08					973,362.65			4,432,307.60

**DATE:** May 28, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** FY13 Third Quarter Grant Status Report (January 1 – March 31, 2013)

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### **RECOMMENDATION**

Receive and file the attached quarterly grant status report for the period January 1 – March 31, 2013.

### **FISCAL IMPACT**

Grants approved after the annual budget adoption may require reallocation of funds, which will be addressed during the mid-year budget adjustment.

### **BACKGROUND**

The attached quarterly grant status report reflects all grant applications pending and submitted on behalf of AVTA. During the 3rd quarter of FY13 (January 1 – March 31, 2013), AVTA did not submit any new grant applications. We are currently preparing the Federal Fiscal Year (FFY) 2013 FTA formula allocation grant applications: 5307 Formula Allocation for Capital Improvements, 5337 State of Good Repair – High Intensity Motorbus, and 5339 Bus and Bus Facilities. Our allocations through LACMTA are pending Metro Board approval and funds will be included in our upcoming applications.

FY11Prop 1B PTMISEA and Transit Security bridge funds allocated through LACMTA have been divided into four installments, and AVTA will submit invoices for this year's installments pending LA Metro Board approval. We have resolved some outstanding issues with LA Metro involving our recently approved JARC grant for our Voucher program, and are working to retain funding for our JARC award for expansion buses. Staff will continue to aggressively pursue all viable grant opportunities to augment existing funding sources.

Prepared by:

Submitted by:

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Judy Vaccaro-Fry  
Grants Administrator

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Julie M. Austin  
Executive Director

Attachment: Grant Status Report

**ATTACHMENT**

**GRANT STATUS REPORT**

<b>Grant Program</b>	<b>Project</b>	<b>Amount</b>	<b>Date Submitted</b>	<b>Status</b>	<b>Amount Awarded</b>
Prop 1B PTMISEA Bridge Funds – allocation through LACMTA	Rolling Stock Replacement	\$326,683	<i>Pending</i>	Awaiting LACMTA Board approval May 2013 – AVTA will submit invoice	<b>\$0</b>
Prop 1B Transit Security Bridge Funding	Mobile Command Center / Hazard Mitigation Plan	\$52,282	<i>Pending</i>	Awaiting LACMTA Board approval May 2013 – AVTA will submit invoice	<b>\$0</b>
FFY13 FTA Annual 5307 Allocation – FTA	Capital Improvement Program	\$7,651,957	<i>Pending</i>	Grant application being prepared for submission	<b>\$0</b>
FFY13 FTA Annual 5307 Allocation – apportioned through LACMTA	Capital Improvement Program	\$28,000	<i>Pending</i>	Awaiting LACMTA Board approval May 2013, will be included in AVTA’s grant application	<b>\$0</b>
FFY13 FTA Annual 5339 Allocation – Direct through FTA	Bus and Bus Facilities	\$479,681	<i>Pending</i>	Grant application being prepared for submission	<b>\$0</b>
FFY13 FTA Annual 5339 Allocation – apportioned through LACMTA	Bus and Bus Facilities	\$34,675	<i>Pending</i>	Awaiting LACMTA Board approval May 2013, will be included in AVTA’s grant application	<b>\$0</b>
FFY13 FTA Annual 5337 Allocation – Direct through FTA	State of Good Repair – High Intensity Motorbus	\$5,783,680	<i>Pending</i>	Grant application being prepared for submission	<b>\$0</b>

<b>Grant Program</b>	<b>Project</b>	<b>Amount</b>	<b>Date Submitted</b>	<b>Status</b>	<b>Amount Awarded</b>
FFY13 FTA Annual 5337 Allocation – apportioned through LACMTA	State of Good Repair – High Intensity Motorbus	\$493,437	<i>Pending</i>	Awaiting LACMTA Board approval May 2013, will be included in AVTA's grant application	<b>\$0</b>
Fuel and Electric Propulsion as Capital Maintenance Provision	Allowance to use Federal 5307 funds for Fuel – not additional grant funds	\$3,500,000	February 22, 2012	Grant award approved April 2012	<b>\$784,754</b>
State of Good Repair Bus Initiative	Four replacement commuter coaches	\$2,100,000	March 22, 2012	No funds awarded	<b>\$0</b>
BOS – 15% Discretionary	Four replacement commuter coaches	\$2,100,000	March 23, 2012	No funds awarded	<b>\$0</b>
BOS – 15% Discretionary	Three expansion commuter coaches	\$1,476,000	March 23, 2012	No funds awarded	<b>\$0</b>
BOS – 1% Discretionary	Bus Stop Improvements	\$300,000	March 23, 2012	No funds awarded	<b>\$0</b>
AVAQMD - AB2766	Four diesel hybrid replacement buses – local match	\$225,110	March 28, 2012	Grant award approved May 2012	<b>\$225,110</b>
Clean Fuels Program	Three replacement local transit buses	\$1,037,000	March 29, 2012	No funds awarded	<b>\$0</b>
Job Access Reverse Commute	Voucher Program	\$542,659	April 26, 2012	Grant award approved August 23, 2012	<b>\$542,659</b>
Job Access Reverse Commute	Three expansion commuter coaches	\$1,845,000	April 26, 2012	Scope change proposed; under review by LACMTA	<b><i>Pending</i></b>

<b>Grant Program</b>	<b>Project</b>	<b>Amount</b>	<b>Date Submitted</b>	<b>Status</b>	<b>Amount Awarded</b>
FFY12 FTA Annual 5307 Allocation – FTA (includes prior year carryover)	Capital Improvement Program	\$14,357,738	July 17, 2012	Grant award approved August 27, 2012	<b>\$14,357,738</b>
Prop 1B Transit Security	Mobile Command Center	\$95,786	March 2012	Grant award approved May 2, 2012	<b>\$95,786</b>
Prop 1B Transit Security Bridge Funding	Mobile Command Center	\$48,058	June 21, 2012	Payment Received	<b>\$48,058</b>
Prop 1B Transit Security	Security Emergency Preparedness	\$95,786	March 2012	Grant award approved May 4, 2012	<b>\$95,786</b>
Prop 1B Transit Security	Phase II Construction	\$95,786	April 2012	Grant award approved May 9, 2012	<b>\$95,786</b>
Prop 1B Transit Security		\$95,786	December 2012	Grant award approved January 25, 2013	<b>\$95,786</b>
Prop 1B PTMISEA	Rolling Stock Replacement	\$1,197,049	May 2012	Grant award approved May 18, 2012	<b>\$1,197,049</b>
Prop 1B PTMISEA	Rolling Stock Replacement	\$1,197,050	May 2012	Grant award approved October 24, 2012	<b>\$1,197,050</b>



**DATE:** May 28, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Renewal of Agreement with Los Angeles County Sheriff's Department (LASD) for Security Services – Reserve Unit

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### **RECOMMENDATION**

Authorize the Executive Director to renew the Security Services Agreement with the LASD from July 1, 2013 through June 30, 2014 in accordance with the terms outlined in the attached letter to Sheriff Lee Baca.

### **FISCAL IMPACT**

Total reimbursement under this agreement will not exceed \$110,000. Funds for these services are included in the draft FY14 Business Plan in Line Item 100-2FF-5-G1-9401032 using AVTA's annual Proposition C 5% Security allocation.

### **BACKGROUND**

An agreement for security services was originally entered into between the AVTA and the Los Angeles County Sheriff's Department of Homeland Security in August 2008. The service agreement has been renewed annually since that time. Under the terms of this agreement, the LASD will provide the following services for the AVTA:

- 1) Random fare and ridership audits on local and commuter services with two Security Assistants to assist with fare enforcement;
- 2) A presence in and around the transit system;
- 3) Training and safety presentations to drivers;
- 4) Random bomb and weapon checks of local and commuter vehicles; and
- 5) Interface with schools and city personnel regarding problematic behavior at specific stops; and
- 6) Other duties as assigned.

Quarterly reports on security activities are presented to the Board of Directors. This arrangement has benefitted AVTA by providing a presence at our transfer facilities, on the buses, at schools, and at our administration and maintenance facility. The transit deputies have improved the quality of service for our passengers and have provided

Renewal of Agreement with LASD for Security Services

May 28, 2013

Page 2

support to Veolia operators. Deputies issue traffic citations, enforce public utility codes, and assist drivers and passengers as needed.

Staff recommends this agreement be continued to ensure the safety of the AVTA passengers.

Prepared by:

Submitted by:

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Candice Rudolph  
Customer Service Supervisor

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Julie M. Austin  
Executive Director

Attachment: Letter of Request to Sheriff Lee Baca



**Board of Directors**

**Chairman**  
Norm Hickling  
County of Los Angeles

**Vice-Chairman**  
Marvin Crist  
City of Lancaster

**Director**  
Tom Lackey  
City of Palmdale

**Director**  
Steven D. Hofbauer  
City of Palmdale

**Director**  
Dianne Knippel  
County of Los Angeles

**Director**  
Sandra Johnson  
City of Lancaster

**Executive Director**  
Julie M. Austin

Mailed via U.S. Postal Service and E-mail

May 28, 2013

Sheriff Lee Baca  
Los Angeles County Sheriff's Department  
4700 Ramona Boulevard  
Monterey Park, California 91754

Dear Sheriff Baca:

As approved by the Board of Directors, the Antelope Valley Transit Authority (AVTA) desires to continue to contract with your office for transit security services. The scope of work shall include the following activities:

- Random fare and ridership field audits of local and commuter services with two Security Assistants to assist with fare enforcement procedures;
- Random bomb and weapon checks of local and commuter services;
- Documentation of all activities, findings and actions;
- Training for both AVTA and Veolia staff regarding security issues and conflict resolution;
- Provide a presence on school trippers and other services where problematic behavior has been an issue;
- Provide training and outreach to schools regarding AVTA policies for transit riders;
- Interface with the local schools for incident follow-up;
- Provide a presence on and around the transit system to help improve quality of life issues; and
- Other duties as mutually agreed upon in writing.

AVTA is prepared to spend up to \$110,000 in FY14, beginning July 1, 2013 and ending June 30, 2014, unless superseded by a new contract. It is anticipated that this effort would entail 40 hours per week, depending on the specific tasks.

We appreciate the opportunity to work with your staff and look forward to continuing our contractual relationship for transit security services in the Antelope Valley. Should you have any questions, please feel free to contact me at (661) 729-2206.

Best regards,

Julie M. Austin  
Executive Director

42210 6th Street West | Lancaster, California 93534 | 661.945.9445 | [avta.com](http://avta.com)

**DATE:** May 28, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Amendment #4 to Contract #2011-032 with Veolia Transportation - Customer Service Staffing

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## **RECOMMENDATION**

Authorize the Executive Director to execute Amendment #4 to Contract #2011-032 with Veolia Transportation to add two full-time call-takers to assist AVTA's Customer Service Department.

## **FISCAL IMPACT**

The cost to add two full-time Customer Service staff shall not exceed \$90,000 annually. Funds for this program have been included in the proposed FY14 Business Plan as part of the Veolia contract, Operations and Maintenance Budget, (line item 2FF 9001009 (Contract Services – Other Pass Throughs)).

## **BACKGROUND**

In January 2012, American Logistics Company (ALC) began providing the Dial-a-Ride (DAR) service, replacing Veolia Transportation as the primary service provider for this program. When Veolia assumed responsibility for only the fixed route services, four Customer Service Representatives (CSRs) were laid off. The new contract no longer required Veolia to provide call takers to respond to Dial-a-Ride (DAR) customers.

It soon became apparent that Veolia call takers were handling significantly more customer inquiries than strictly those specific to Dial-a-Ride. Our records indicate these four call takers handled approximately 7,000 calls per month. Of this figure, we estimate 4,000 were DAR-related; current ALC phone log data supports this conclusion. The loss of these four call takers has created a substantial increase in workload for AVTA's team of five CSRs.

Two part time CSRs were hired in April 2012 to answer calls on weekends and during the evening hours. These were all new hours of service for our department so the addition of two part time employees only slightly reduced the added workload caused by the loss of Veolia call takers. CSR schedules were also staggered in order to provide coverage by 7:00 a.m., which is an hour earlier than in the past.

To analyze and document staffing needs, the customer service department analyzed phone data during the 12-month period between April 22, 2012 and April 21, 2013. A

total of 208,000 calls were received during this period. Calls were logged during regular customer service hours of operation and also during non-operation hours. Of the 208,000 calls, 145,102 calls came in but only 114,150 were answered. The remaining 30,950 calls presented to the customer service department were abandoned. The abandonment rate can be attributed to long hold times or to a resolution of the customer's question through the AVTA message system. The average hold time for calls answered during the period was one minute and 25 seconds.

Veolia is not contractually obligated to answer customer calls. Of the 208,000 incoming calls, nearly 63,000 (31.23%) flowed to dispatch where they were either answered by a message machine or by the dispatcher. This figure is alarming as it indicates AVTA is missing a huge number of customer calls by either not being logged into the phone system or by not covering enough of the service hours. In total, nearly 94,000 calls or 45% of the volume did not reach an AVTA CSR during this 12-month period.

**Total Volume of Calls for Past 12 Months  
(4/22/12 to 4/21/13)**

<b>Calls Presented</b>	<b>Call Flow to AVTA</b>	<b>Call Flow to Veolia</b>
208,020	145,150	62,870
100%	69.77%	31.23%

**AVTA CSR Phone Data for Past 12 Months  
(4/22/12 to 4/21/13)**

<b>Calls Presented To AVTA Staff</b>	<b>Calls Handled by AVTA Staff</b>	<b>Calls Abandoned While in AVTA Queue</b>	<b>Average Hold Time</b>	<b>Average Time to Abandon</b>
145,100	114,150	30,950	1:25	2:48
100%	78.66%	21.34%	-	-

The staff shortage in the customer service department is also apparent to customers who seek service in our lobby. We can no longer give top priority to those waiting in line as someone must always staff the phones. The challenge is greatest during the afternoon when staff is working to ensure everyone has a lunch break. The current staffing level is also inadequate to cover sick and vacation time. The loss of one CSR for sick or vacation leave is a critical shortage that severely impacts AVTA's ability to meet its basic customer service functions.

The starting wage for a CSR is \$15.89 per hour. AVTA is recommending the two CSRs be hired by Veolia in order to minimize costs. Under Veolia, the cost of benefits would be approximately \$10,000 less per employee than AVTA's benefits package. Veolia would be responsible for hiring the additional staff with oversight from AVTA and scheduling needs would be coordinated by AVTA. The call takers' work stations would

be located within the AVTA Customer Service Department. These new positions would be dedicated exclusively to AVTA customer service responsibilities.

Prepared by:

Submitted by:

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Wendy Williams  
Marketing Manager/PIO

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Julie M. Austin  
Executive Director

**DATE:** May 28, 2013  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Proposed Changes to AVTA Advertising Policy

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## **RECOMMENDATION**

Amend the advertising policy section of the AVTA procurement guidelines to include language restricting libelous material, to add more specific language regarding advertising content related to transit, and to remove the 30% restriction language regarding vinyl graphics on bus windows.

## **FISCAL IMPACT**

There will be no fiscal impact associated with the policy amendment restricting libelous advertising material; however, the amendment removing restrictive language referring to vinyl graphics on windows may generate additional advertising income. Around AV estimates a full wrap could generate \$8,000 – \$10,000 per month, per commuter bus. Net profit to AVTA would increase in accordance with the tiers established in the contract.

## **BACKGROUND**

During the April 23, 2013 Board of Directors meeting, advertising content and the potential for libelous advertising were discussed. There was some concern about advertising that would reflect negatively on either competitive business and/or on public transit. The following language developed by General Counsel (in red) would address both of these concerns. A statement restricting libelous advertising has been included and more specific language has been added to address advertising related to transit. The specific changes are attached and summarized below. Additionally, restrictive language pertaining to vinyl graphics on bus windows has been removed to enable Around AV to sell full bus wraps as is permitted by the contract.

- 3.4.3 Prohibited Products, Services and Activities. Any advertising that promotes or depicts the sale, rental, use of, or participation in, the following products, services or activities; or that uses brand names, trademarks slogans or other material that are identifiable with such products, services or activities, or content that otherwise promotes or constitutes any of the following:

- a) Tobacco
- b) Alcohol
- c) Adult /Mature Rated Films, Television or Video Games
- d) Adult Entertainment Facilities
- e) Adult Service
- f) Sexual and/or Excretory Subject Matter. Obscene matter as defined in the Los Angeles County Code, Chapter 13.17, Section 13.17.010, or sexually explicit material as defined in the Los Angeles County Code, Chapter 8.28, Section 8.28.010D.
- g) False, Misleading or Defamatory Material
- h) Illegal Activity
- i) Copyright or Trademark Infringement
- j) Profanity and Violence
- k) Firearms
- l) Images, copy or concepts that are false and disparage the quality of services or products, or the reputation, of a business
- m) Images, copy or concepts that denigrate public transportation
- n) Images, copy or concepts that are racist, or that denigrate, demean, or discriminate against a specific ethnic, religious, cultural, or gender group;
- o) Content promoting, advertising or relating to any religious faith, organization or tenet.

### 3.6 Vinyl Window Graphics

To ensure the safety and security of passengers, operators and law enforcement officers, advertising displays which employ vinyl window graphics are restricted from obscuring window surfaces on AVTA vehicles as follows:

Buses: ~~No more than 30% of the vehicle's total window surface and, no~~  
No more than 50% of the window surface of any bus side may be covered by vinyl window graphics. (Note: this excludes the front window surface, which may not be covered in any manner along with the driver's side



Proposed Changes to Advertising Policy

May 28, 2013

Page 2

window the bus door windows and the head sign and curb sign.) All vinyl wraps must comply with Department of Transportation regulations.

Prepared by:

Submitted by:

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Wendy Williams  
Marketing Manager/PIO

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Julie M. Austin  
Executive Director

Attachment: Proposed Revised Advertising Policy



<b>Policy No:</b>	<b>Subject: AVTA Advertising Policy</b>	
<b>Policy Effective Date: September 28,2010</b>	<b>Revision Date: May 28, 2013</b>	
<b>Date Approved: September 28,2010</b>	<b>Approved by: Executive Director\Board of Directors</b>	<b>Page: 1 of 8</b>

## POLICY

The Antelope Valley Transit Authority (AVTA) has determined that allowing revenue-generating advertising which does not compromise public or employee safety to be placed in designated areas on its transit properties is a responsible means of maximizing use of the authority's capital investments. Therefore, AVTA may directly sell or enter into contracts with outside vendors to sell and display advertising on AVTA buses for the sole purpose of generating revenue. Issuance of such contracts must be in accordance with AVTA's procurement policies and approved by AVTA's Board of Directors. Locations for revenue-generating advertising may include but are not limited to: interiors and exteriors of buses, fixed outdoor displays on AVTA property. AVTA reserves the right to reject any advertising based upon its guidelines for acceptable advertising content contained in this policy statement.

AVTA has further determined that advertising on its own properties is a valuable means of communicating with its customers. Therefore, AVTA explains and promotes its transit services through the dissemination of information onboard AVTA vehicles. Finally, AVTA realizes the importance of being a strong community partner and supports the inclusion of public service announcements in its advertising program as long as the content strictly adheres to guidelines found within section 3.2 and 3.3 of this Advertising Policy. All messages and materials distributed shall be approved and/or authorized by the Public Information Officer or such person's designee.

The purpose of this policy is to prescribe standards for the use of AVTA's revenue-generating advertising space and informational advertising space throughout the AVTA system. AVTA has not designated, and does not allow its advertising spaces to be used as, a forum for unlimited public expression. They are not intended to invite public discourse. The standards set forth in this policy are intended to preserve the non-public forum status of the advertising spaces.

## DEFINITIONS

**Added Value Materials** – Informational advertising which offers a tangible benefit to patrons as a means of rewarding and retaining customers (i.e., a money-saving discount).

**Cross-Promotion** – A cooperative partnership in which two or more entities work together with the goal of jointly promoting their respective services.

**Exterior King Ad** – Large ad measuring 144" x 30" displayed on the street side of AVTA buses. King ads are directly applied to the bus with adhesive vinyl.

**Exterior Queen Space** – Medium ad measuring 88” x 30” displayed on the curbside of AVTA buses. Queen ads are applied directly to the bus with adhesive vinyl.

**Exterior Tail light or “Tail” Ad** – Smaller ad measuring 48” x 15 ½” or 72” x 21” displayed on the rear of Buses. Tail ads are directly applied to the bus with adhesive vinyl.

**Governmental Entities** – Public entities specifically created by government action.

**Guidelines** – The written guidelines, as prepared and amended from time to time by the Authority, that are provided to businesses and organizations wishing to advertise. The Guidelines set forth procedures to be followed by advertisers and the Authority in the administration of this policy.

**Interior Bus Car Card** – A 28” x 11” poster that mounts above the seats in AVTA local transit Buses to provide information on fares, routes, safety, pass sales locations, service changes and other matters relevant to the use of the AVTA System. The interior card space may also be used for advertising.

**Public Information Officer** – AVTA’s Public Information Officer or such person’s designee.

**Public Service Announcement** – Non-commercial advertising that complies with the requirements of this policy, and that promotes a community event to be held in the Antelope Valley, that is open to the public, and is sponsored in whole or in part by a governmental entity having jurisdiction in the Antelope Valley. For purposes of this policy, a governmental entity is deemed to sponsor a community event, in whole or in part, if it provides or contributes to the production or supervision of the public event, one or more of the following:

- (i) Actual funding in an amount exceeding \$1,000;
- (ii) Use of property owned or controlled by the governmental entity, sufficient in area to accommodate not less than 25% of the overall area necessary to conduct the event;
- (iii) An allocation of time to advertise the community event, on not less than five (5) days, on a cable television channel operated or under the control of the governmental entity;
- (iv) Personnel of the governmental agency, including, but not limited to, police and/or fire personnel, assigned solely to assist with the production or supervision of the community event; or
- (v) Other services, resources or assets of the governmental agency, dedicated to assist in the production or supervision of the community event, having a fair market value exceeding \$1,000.

**Vinyl Window Graphics** – An adhesive vinyl super-graphic which covers a portion of the window surface of a bus. Such graphics are manufactured to be largely transparent to those inside the vehicle, permitting passengers to see outside through the graphics.

## 1.0 RESPONSIBILITIES

**Public Information Officer** prepares all messages and materials for dissemination on board AVTA Buses; administers the distribution/display of transit information; tracks/coordinates the availability and use of AVTA's unique information distribution channels.

**Customer Service** distributes quantities of time schedules and Customer Centers according to distribution list prepared by Public Information Officer.

**Operators and Service Attendants** physically place time schedules on buses for distribution to the public.

**Advertising Vendors** sell, post, and maintain all revenue-generating advertising on AVTA vehicles; implement AVTA's policies on revenue-generating advertising; post all AVTA informational advertising according to instructions from the Public Information Officer.

**Public Information Officer** reviews and approves/rejects all cross-promotions and added value programs using AVTA's unique distribution channels based upon the criteria in this policy statement; enforces AVTA's right to reject and/or order removal of revenue-generating advertising based upon the criteria in this policy statement.

## 2.0 GENERAL

This policy and its procedures apply to all represented and non-represented employees, consultants and Board members.

The display of paid (revenue-generating) advertising carries with it a responsibility to protect the Authority from potential litigation and to recognize the potential association of advertising images with AVTA services while simultaneously respecting First Amendment principles. The Authority addresses these issues through the responsible and consistent application of written criteria for advertising acceptability.

At the same time, AVTA's ability to reach its customers directly is crucial to adequate dissemination of transit information. Any use of the unique distribution channels at its command (such as allotments of interior and exterior bus advertising space as well as on-board schedule racks) for purposes unrelated to customer information or retention is to be avoided, as it effectively "pre-empts" the availability of transit information to the public. AVTA's Customer Service Department administers the use of these unique distribution channels as part of its overall responsibility for customer communication.

This policy prescribes standards for the use of AVTA's revenue-generating advertising space and informational advertising space throughout the AVTA system. AVTA has not

designated, and does not allow its advertising spaces to be used as, a forum for unlimited public expression. They are not intended to invite public discourse. The standards set forth in this policy are intended to preserve the non-public forum status of the advertising spaces.

### **3.0 GUIDELINES**

#### **3.1 Revenue-Generating Advertising**

AVTA may sell or post revenue-generating advertising directly. AVTA may also contract with outside vendors to sell and display advertising on buses, website, information pods, and time schedules for the sole purpose of generating revenue. Vendors for such contracts are solicited through competitive bids which must conform to AVTA's procurement procedures and be approved by AVTA's Board of Directors. No more than 75% of the available space may be utilized for revenue-generating advertising, and the remaining available space shall be made available for AVTA's own transit-related information and for PSAs.

Locations for revenue-generating advertising may include, but are not limited to: exterior surface areas of buses, interior display frames in buses and banner ads on AVTA's website, space in AVTA's printed brochures, timetables and other publications and printed materials, and any other location approved by AVTA's Board of Directors.

#### **3.2 Permitted Advertising Content**

The following classes of advertising are authorized on AVTA vehicles if the advertising does not include any material that qualifies as Prohibited Advertising under subsection 3.4 of this Advertising Policy.

##### **3.2.1 Commercial and Promotional Advertising**

Commercial and promotional advertising promotes or solicits the sale, rental distribution or availability of goods, services, food entertainment, events, programs, transactions, donations, products or property (real or personal) for commercial purposes or more generally promotes an entity that engages in such activities.

##### **3.2.2 Non-Commercial Advertising**

For purposes of this policy, non-commercial advertising is intended to be "government speech" as that term is utilized in applicable judicial decisions, and is not intended to advertise any commercial transaction. Non-commercial advertising it is intended to promote community events open to the public that are sponsored in whole or in part by a governmental entity having jurisdiction in the Antelope Valley.

### 3.3 Public Service Announcements (PSAs)

AVTA recognizes that its advertising program and its overall public transportation mission are promoted by allowing Public Service Announcements at no charge to advertise events occurring in the Antelope Valley that are sponsored, in whole or in part, by any governmental entity having jurisdiction in the Antelope Valley. Such announcements engender goodwill with the public because the transit system is seen as a caring and active participant in the community. Further, those viewing Public Service Announcements are introduced to the benefits of transit advertising, increasing the likelihood of increased purchases of transit advertising in the future. In order to qualify for advertising space, a PSA must meet all relevant guidelines of this policy.

3.3.1 The sponsor of a PSA must be a governmental entity having jurisdiction in the Antelope Valley and advertising a community event which it is sponsoring, in whole or in part.

3.3.2 The community event advertised in the PSA must be directed to the general public or a significant segment of the public and be intended to benefit residents, charitable or non-profit organizations, and/or business owners in the Antelope Valley.

3.3.3 Allocation of advertising space for PSAs.

Advertising space for PSAs shall be made available as follows: Each of the three member agencies of the Authority shall be given 5% of the Authority's total advertising space to advertise PSAs which meet the requirements of section 3.3.2. The Authority shall be allotted 10% for marketing purposes and the remaining space may utilize for revenue generating advertisements.

The process of accepting PSA requests shall be based on a fair and impartial reservation system which shall operate in accordance with the Guidelines and as follows: A governmental entity may request a reservation for advertising space to display a PSA up to 90 days prior to the PSAs run date. A PSA may only run for a period of four weeks if there is a waiting list and 8 weeks if there is no waiting list. The artwork and cost of installation must be paid for by the governmental entity. If there is no space available at the time of the request, the governmental entity will be placed on a waiting list and notified when space becomes available.

The member agencies may allocate their 5% share through use of a voucher system. AVTA will provide each jurisdiction with redeemable vouchers that can be given to other governmental entities at the discretion of each member agency and its appointed Director to the Authority Board. Each voucher will specify the advertisement size and location, such as a king, queen or tail space. Each voucher will also provide a four week timeframe for the PSA to run. A governmental entity may use more than one voucher to increase the run time in four week increments. Vouchers may also be combined upon

agreement of any member agencies. The artwork and cost of installation must be paid for by the governmental entity running the PSA.

### 3.4 Prohibited Advertising Content

Advertising is prohibited on AVTA vehicles if it includes any of the following content:

3.4.1 Political. Advertising promoting or opposing a political party, or promoting or opposing the election of any candidate or group of candidates for federal, state or local government offices. Advertising, promoting or opposing initiatives, referendums or other ballot measures.

3.4.2 Public Issue. Advertising expressing or advocating an opinion, position or viewpoint on matters of public debate about economics, political, religious or social issues.

3.4.3 Prohibited Products, Services and Activities. Any advertising that promotes or depicts the sale, rental, use of, or participation in, the following products, services or activities; or that uses brand names, trademarks slogans or other material that are identifiable with such products, services or activities, or content that otherwise promotes or constitutes any of the following:

- a) Tobacco
- b) Alcohol
- c) Adult /Mature Rated Films, Television or Video Games
- d) Adult Entertainment Facilities
- e) Adult Service
- f) Sexual and/or Excretory Subject Matter. Obscene matter as defined in the Los Angeles County Code, Chapter 13.17, Section 13.17.010, or sexually explicit material as defined in the Los Angeles County Code, Chapter 8.28, Section 8.28.010D.
- g) False, Misleading or Defamatory Material
- h) Illegal Activity
- i) Copyright or Trademark Infringement
- j) Profanity and Violence
- k) Firearms
- l) Images, copy or concepts that are false and disparage the quality of services or products, or the reputation, of a business
- m) Images, copy or concepts that denigrate public transportation
- n) Images, copy or concepts that are racist, or that denigrate, demean, or discriminate against a specific ethnic, religious, cultural, or gender group;
- o) Content promoting, advertising or relating to any religious faith, organization or tenet.

### 3.5 AVTA's Right of Rejection

Beyond the above, AVTA's vendors may review advertising content according to their own guidelines of acceptability. AVTA requires the screening of all individual ads by vendors prior to posting. Nevertheless, in all contracts AVTA reserves the right to reject any advertising content submitted for display on its properties and/or to order the removal of any advertising posted on its properties. Decisions regarding the rejection or removal of advertising are made by the Public Information Officer based solely upon the criteria in this policy statement.

### 3.6 Vinyl Window Graphics

To ensure the safety and security of passengers, operators and law enforcement officers, advertising displays which employ vinyl window graphics are restricted from obscuring window surfaces on AVTA vehicles as follows:

Buses: ~~No more than 30% of the vehicle's total window surface, and~~ No more than 50% of the window surface of any bus side, may be covered by vinyl window graphics. (Note: this excludes the front window surface, which may not be covered in any manner along with the driver's side window the bus door windows and the head sign and curb sign.) All vinyl wraps must comply with Department of Transportation regulations.

### 3.7 Informational Advertising

AVTA has several unique distribution channels at its disposal for disseminating transit information for which it incurs no "space" cost (the fee charged for advertising space). These distribution channels include, but are not limited to: schedule racks on board AVTA Buses, information pods on Bus Stop poles, and interior car cards.

In addition, as specified in section 3.1, AVTA has available for use an allotment of exterior and interior bus advertising space. If an advertising vendor is utilized, AVTA will incur no charge for this space. An advertising vendor will be allocated no more than 75% of exterior and interior advertising space to sell under a revenue-generating agreement.

Acceptable information for these distribution channels is categorized as follows:

#### 3.7.1 Regular Transit Information

Regular transit information is prepared by AVTA's Customer Service Department in accordance with its annual strategic planning process as well as upon request from other internal departments. Regular transit information includes, but is not limited to: service features and changes, fare information



and changes, safety and security messages, maps and explanations of related transportation services.

### 3.7.2 Cross-Promotional Information

AVTA's Public Information Officer may use AVTA's distribution channels to participate in cross-promotional opportunities with outside organizations that offer a direct opportunity to promote use of transit. Any materials distributed for this purpose must prominently include promotion of AVTA services.

The outside organization involved must either bear the cost of producing such materials or, if approved by AVTA's Public Information Officer, provide an equivalent or greater value in cross-promotional benefits (i.e. advertising space, editorial space, etc.). Any cross-promotional arrangement must be approved by the Public Information Officer based upon the criteria in this policy statement.

## 3.8 "Added Value" Materials

AVTA's Public Information Officer may use AVTA's distribution channels to provide "added value" materials to its customers. Such materials must present a specific and time-dated offer uniquely provided for AVTA customers (generally a money-saving discount) in which transit can be used to access the redemption point. Any materials distributed for this purpose must prominently include the AVTA logo and other wording approved by AVTA's Public Information Officer to indicate that the offer is specifically designed for AVTA customers.

The outside organization involved must either bear the cost of producing such materials or, if approved by AVTA's Public Information Officer, provide an equivalent or greater value in cross-promotional benefits (i.e. advertising space, editorial space, etc.). Any added value programs must be approved by the Public Information Officer based upon the criteria in this policy statement.

**DATE: May 28, 2013**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Award Contract #2013-020 to R.C. Becker & Son, Inc. for Bus Stop Improvements in the City of Palmdale**

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### **RECOMMENDATION**

Authorize the Executive Director to execute a contract with R.C. Becker, Inc., of Santa Clarita, CA for \$267,863 for Bus Stop Improvements in the City of Palmdale.

### **FISCAL IMPACT**

The cost of the project is \$267,863. Sufficient funds have been included in the FY13 Business Plan, line item 9909048 in Grant CA-90-Y875. Of this total, 95.03% is federal 5307 funding (including 15.03% in Toll Credits), and 4.97% (\$13.3k) is provided by AVTA with Proposition A 40% Discretionary funds.

### **BACKGROUND**

The Board approved the Bus Stop Improvement Program (BSIP) in January 2010. The initial allocation from existing grants was calculated at \$318,677, including a ten percent (10%) contingency for bus stop improvements within the City of Palmdale. AVTA intends to continue transit-related improvements through the Regional Partnership Program (RPP), which includes bus stop improvements, and has included funding in the proposed FY14 Business Plan.

AVTA released an Invitation for Bids (IFB) on March 20, 2013 for multiple site improvements, which included bus shelters, benches, trashcans, curbs, gutters, sidewalks, and minor pavement improvements. Prior to issuance, the Board and TAC members were notified and asked to submit any recommendations for potential vendors. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and the *Our Weekly Lancaster* newsletter. The local Chambers of Commerce and AV Board of Trade were also notified via their respective email lists. Staff mailed a solicitation to six (6) firms; three (3) from Lancaster, and one (1) each from Corona, Encino and Palmdale. Nine

(9) additional firms registered and downloaded the IFB; two (2) from Lancaster, and one (1) each from Anaheim, Diamond Bar, Hawthorne, Santa Clarita, Sun Valley, Westlake Village and Grand Junction, CO.

The bid opening was held on April 25, 2013, and of the 15 firms that received the IFB, only four (4) bids were received. These firms and respective bid amounts are listed in the table below.

R.C. Becker & Son, Inc. – Santa Clarita, CA	\$267,863
MJS Construction, Inc. – Palmdale, CA	\$273,000
ANM Construction, Inc. – Lancaster, CA	\$316,352
Malibu Pacific Tennis Courts, Inc. – Westlake Village, CA	\$319,916

Under FTA procurement requirements, an Invitation for Bids must be awarded to the lowest responsible bidder (per FTA Circular 4220.1F - Third Party Contracting Guidance, Chapter VI - Procedural Guidance for Open Market Procurements).

Based on the bids received and review of requisite document submittal, staff is recommending the Board approve a contract with R.C. Becker & Son, Inc. This project is anticipated to take approximately 150 days to complete.

Prepared by:

Submitted by:

\_\_\_\_\_  
Lyle A. Block, CPPB  
Procurement Officer

\_\_\_\_\_  
Julie M. Austin  
Executive Director

**DATE: May 28, 2013**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Amended and Restated Bylaws – Creation of Finance Committee**

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## **RECOMMENDATION**

Approve an amendment to the AVTA Bylaws to create a Finance Committee and appoint members thereto.

## **FISCAL IMPACT**

There is no fiscal impact associated with this recommendation.

## **BACKGROUND**

At the April 23, 2013 Board meeting, staff was directed to amend the AVTA Bylaws to create a Finance Committee which would meet as needed with TAC in order to make recommendations on major issues such as the annual budget/business plan, fare and service changes, member operating and capital contributions, and so forth. General Counsel subsequently drafted a revised version of Section 5.0 of the Bylaws to implement the Board's direction. This version was further revised by TAC to limit the duties of the new Finance Committee to issues related to the annual budget and member contributions. The revised version reads as follows:

### **“5.0 COMMITTEES**

#### **5.1 Transit Advisory Committee**

There is hereby established a Transit Advisory Committee (“TAC”) for the purpose of providing advisory input to the Executive Director and the Board on public transportation issues. The Board shall determine the TAC's meeting frequency. The TAC shall consist of two representatives from each member agency, upon recommendation of that member agency's City Manager (Lancaster and Palmdale) or Director of Public Works (Los Angeles County). The representatives on the TAC will be responsible for the administration of the City Councils' and Board of Supervisors' transit funding and for coordination with the Authority.

## 5.2 Finance Committee

There is hereby established a Finance Committee for the purpose of making recommendations to the Board concerning the annual budget and member contributions. The Finance Committee shall consist of one Board member from each member agency, plus members of the TAC who are not Board members. The Board shall determine the Finance Committee's meeting frequency. Any recommendation to be presented to the Board that is within the Committee's jurisdiction must first be approved by a majority vote of the Finance Committee. Each member agency of the Finance Committee shall have one vote, regardless of the total number of representatives from each agency present at the meeting.

The Board shall establish other advisory committees as it deems fit.”

Please note that there are no changes to language concerning the TAC which is now set forth in new Subsection 5.1 other than moving the last sentence (“The Board shall establish other advisory committees as it deems fit”) to the end of Section 5.0.

Changes to the AVTA Bylaws require a simple majority vote of the Board of Directors.

Prepared and Submitted by:

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D. Craig Fox  
General Counsel, AVTA

Attachment: Resolution No. 2013-002 – Recitals and Amended and Restated Bylaws

**ATTACHMENT**

**BOARD OF DIRECTORS**

**ANTELOPE VALLEY TRANSIT AUTHORITY**

**RESOLUTION NO. 2013-002**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY  
TRANSIT AUTHORITY AMENDING THE AUTHORITY'S BYLAWS TO CREATE A  
FINANCE COMMITTEE**

WHEREAS, the Board of Directors of the Antelope Valley Transit Authority desires to amend its Bylaws to create a Finance Committee which would meet as needed with the Transit Advisory Committee (TAC); and

WHEREAS, the Finance Committee would make recommendations to the Board of Directors on major issues such as the annual budget/business plan, fare and service changes, member operating and capital contributions, and so forth.

NOW, THEREFORE, the Board of Directors hereby finds and resolves as follows:

1. The facts set forth in the Recitals above are true and correct.
2. Section 5.0 (Committees) of the Authority's Amended and Restated Bylaws, Exhibit "A" attached hereto and incorporated by reference herein, is hereby amended to read as follows:

**"5.0 COMMITTEES**

**5.1 Transit Advisory Committee**

There is hereby established a Transit Advisory Committee ('TAC') for the purpose of providing advisory input to the Executive Director and the Board on public transportation issues. The Board shall determine the TAC's meeting frequency. The TAC shall consist of two representatives from each member agency, upon recommendation of that member agency's City Manager (Lancaster and Palmdale) or Director of Public Works (Los Angeles County). The representatives on the TAC will be responsible for the administration of the City Councils' and Board of Supervisors' transit funding and for coordination with the Authority.

**5.2 Finance Committee**

There is hereby established a Finance Committee for the purpose of making recommendations to the Board concerning the annual budget and member contributions. The Finance Committee shall consist of one Board member from each member agency, plus members of the TAC who are not Board members. The Board shall determine the Finance Committee's meeting frequency. Any recommendation to be presented to the Board that is within the Committee's jurisdiction must first be approved by a majority vote of the Finance Committee. Each member agency of the Finance Committee shall have one vote, regardless of the

total number of representatives from each agency present at the meeting.

The Board shall establish other advisory committees as it deems fit.”

For ease of reference, that portion of the Bylaws amended by this Resolution, as set forth above, is highlighted in Exhibit “A” attached hereto.

PASSED, APPROVED and ADOPTED this 28<sup>th</sup> day of May, 2013 by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Norman L. Hickling, Chairman

ATTEST:

Approved as to form:

\_\_\_\_\_  
Julie M. Austin, Board Secretary

\_\_\_\_\_  
D. Craig Fox, General Counsel

DRAFT

Exhibit "A"

AMENDED AND RESTATED BYLAWS  
OF THE  
ANTELOPE VALLEY TRANSIT AUTHORITY

1.0 NAME OF AUTHORITY

The name of the authority shall be Antelope Valley Transit Authority (hereinafter "AUTHORITY").

2.0 PURPOSES AND POWERS

The general purpose of the AUTHORITY shall be to provide, either directly or indirectly through contract, public transportation services on behalf of its member jurisdictions, hereinafter referred to as "MEMBER". The purposes and powers of the AUTHORITY are more fully set forth in the Joint Powers Agreement (hereinafter referred to as "AGREEMENT").

3.0 BOARD OF DIRECTORS

3.10 Membership

The membership eligibility and selection process for the Board of Directors (hereinafter referred to as "BOARD") and alternates is established in Section 3B of the AGREEMENT.

3.20 Term of Office

The term of office for each BOARD member shall be determined by the governing body which appointed that member.

4.0 MEETINGS

4.10 Regular Meetings

BOARD shall have regular meetings at least once every quarter. The dates for such meetings shall be determined by BOARD.

4.20 Special Meetings

Special meetings may be called at the discretion of the Chairperson, Vice-Chairperson, or by a majority vote of the members of BOARD.

4.30 Quorum

A majority of the members of BOARD or alternates present at a meeting



shall constitute a quorum for the conducting of business, except that less than a quorum may adjourn a meeting.

#### 4.40 Minutes

BOARD shall keep or cause to be kept written minutes of its proceedings, except executive sessions.

#### 4.50 Officers

The BOARD shall at its last meeting held in each fiscal year, nominate and elect from its membership a Chair and Vice Chair, each from a different member agency, to take office as of July 1. The term of the Chair and Vice Chair shall be one (1) year provided, however, that no member may serve in either position more than four (4) consecutive one (1) year terms without a minimum one (1) year break in service.

If the Chair position is vacated for any reason before the full term is served, the Vice Chair becomes Chair and a new Vice Chair shall be nominated and elected. If the Vice Chair position is vacated for any reason before the full term is served, a new Vice Chair shall be selected from the jurisdiction of the departing Vice Chair to fill the remainder of the term.

#### 4.60 Compensation

Directors of AUTHORITY shall serve without compensation. Directors may receive travel expenses as BOARD shall from time to time approve.

#### 4.70 Order of Business

The order of business for BOARD meetings shall be determined by Chair in consultation with the Executive Director.

#### 4.80 Agenda Changes

Untimed items may be taken out of order at the request of the BOARD chairman, with majority concurrence.

#### 4.90 Roberts Rules of Order

All rules not herein provided shall be determined by Robert's Rules of Order.

#### 4.92 Voting

Voting shall be by members or alternate present. There shall be no proxy vote. The voting shall be by voice vote, except that any member or alternate may call for a roll call vote.

#### 4.94 Notice

Notice of meetings shall comply with the requirements of the Ralph M. Brown Act, Government Code Sections 54950, et. seq.

### 5.0 COMMITTEES

#### 5.1 Transit Advisory Committee

There is hereby established a Transit Advisory Committee ("TAC") for the purpose of providing advisory input to the Executive Director and the Board on public transportation issues. The Board shall determine the TAC's meeting frequency. The TAC shall consist of two representatives from each member agency, upon recommendation of that member agency's City Manager (Lancaster and Palmdale) or Director of Public Works (Los Angeles County). The representatives on the TAC will be responsible for the administration of the City Councils' and Board of Supervisors' transit funding and for coordination with the Authority.

#### 5.2 Finance Committee

There is hereby established a Finance Committee for the purpose of making recommendations to the Board concerning the annual budget and member contributions. The Finance Committee shall consist of one Board member from each member agency, plus members of the TAC who are not Board members. The Board shall determine the Finance Committee's meeting frequency. Any recommendation to be presented to the Board that is within the Committee's jurisdiction must first be approved by a majority vote of the Finance Committee. Each member agency of the Finance Committee shall have one vote, regardless of the total number of representatives from each agency present at the meeting.

The Board shall establish other advisory committees as it deems fit.

### 6.0 STAFF/ORGANIZATION CHART

The organization chart outlined in Appendix A is hereby established for AUTHORITY.

Pursuant to Section 7 of the AGREEMENT, the Board shall appoint an Executive Director who shall serve at the pleasure of the Board. The Executive Director, or his/her designee, shall serve as the Secretary of the Board of Directors and shall be responsible to keep its minutes, resolutions, and official papers.

BOARD may hire additional staff, or contract for additional professional services, as required.

## 7.0 BUDGETARY PROCESS

### 7.10 Preliminary Jurisdiction Contribution Estimates

The Executive Director shall propose the amounts for each of the jurisdictions' upcoming fiscal year operating and capital contributions to BOARD and Transit Advisory Committee on or before March 1 of the current fiscal year.

### 7.20 Final Budgets

The Executive Director shall propose the upcoming fiscal year's final operating and capital budget to BOARD on or before June 30 of the current fiscal year which shall incorporate applicable and reasonable Article 8 unmet needs recommendations. Final operating and capital budgets shall be adopted by a majority of BOARD on or before June 30 of each year.

### 7.30 Budget Conflicts

If BOARD should fail to adopt the final budget by the deadline set forth above, or by such other time as may be set by the majority vote of MEMBER agencies, the Transit Advisory Committee members or the Executive Director shall present the unadopted final budget to the governing body of each MEMBER. Upon adoption by a majority of governing bodies to AUTHORITY, the budget shall become the AUTHORITY'S budget.

### 7.40 Budgetary Changes

Budgetary changes during the year shall be made in accordance with Section 9E of AGREEMENT.

## 8.0 EXECUTIVE DIRECTOR EXPENDITURE LIMITS

The Executive Director is authorized to approve the following expenditures:

Service Contract Payments - Those expenditure limits authorized through executed agreements with the AUTHORITY.

Change orders/supplemental Agreements to contracts payments - Those expenditures which do not exceed 10 percent of the approved contract costs or \$25,000, whichever is less.

Other purchases - Purchases up to \$50,000 per purchase requisition.

All other purchases over \$50,000 per purchase requisition, and the purchase of any fixed asset over \$50,000, shall be subject BOARD approval.

## 9.0 AUTHORITY SERVICE DESCRIPTION, COST ALLOCATIONS

The AUTHORITY shall provide local, commuter, dial-a-ride and special event transportation services (hereinafter referred to as "SERVICES") to member agencies consisting of certain routes, headways, and hours of operation within an established service area as defined in Appendix B, which is attached and incorporated herein.

MEMBER agencies shall be responsible for their share of operating and capital costs associated with AUTHORITY service, based on the formula outlined in Appendix C.

Changes in SERVICES shall be the responsibility of AUTHORITY and not the responsibility of MEMBER agencies except as provided in AGREEMENT.

## 10.0 SERVICE PERFORMANCE STANDARDS

BOARD shall develop and approve the transportation service performance standards of AUTHORITY.

## 11.0 AMENDMENT

These Bylaws may be amended upon the majority vote of the full BOARD membership.

## 12.0 AUTHORITY INSURANCE

AUTHORITY shall assure that all services operated by AUTHORITY are adequately insured with general liability and automobile liability coverage, property damage and physical damage coverage, fidelity coverage, Directors' liability coverage and other coverage selected by BOARD.

AUTHORITY reserves the right to provide such coverages through direct insurance purchases, establishing contractual requirements, joining insurance pooling programs, establishing reserves, or any other methodology approved by BOARD.

## 13.0 INSURANCE BY OTHER PARTIES

All parties which operate buses and other equipment owned by AUTHORITY shall provide general and automobile liability coverage for all activities associated with the use of such assets, naming AUTHORITY as additional insured, and shall hold harmless and indemnify the AUTHORITY for all claims associated with the use of said equipment. The levels of required coverage shall be determined by the BOARD.

All parties which operate buses and other equipment owned by AUTHORITY shall also repair and/or replace such equipment, at their expense, if it is damaged

or destroyed prior to the termination of its scheduled useful life.

#### 14.0 DEFINITIONS

The following definitions shall apply to transit services provided:

"Vehicle Service Hours" are hours when a vehicle is being used in revenue service and do not include deadhead, training, vehicle testing, and other non-service hours.

"Vehicle Service Miles" are miles when a vehicle is being used in revenue service and do not include deadhead, training, vehicle testing, and other non-service miles.

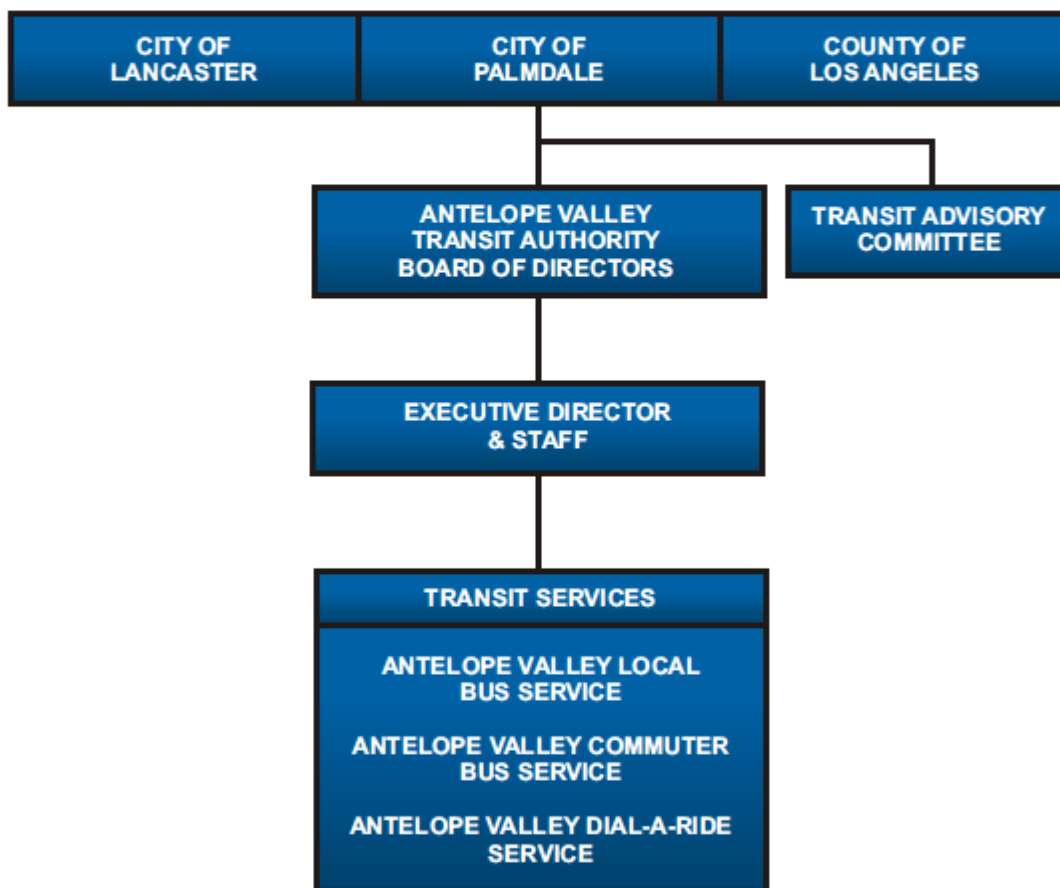
"Deadhead" means miles or hours in which a vehicle is driven while out of service to and from vehicle in-service runs.

"Vehicle Service" refers to service in which fare-paying passengers can be transported and does not include deadheading, training, or vehicle testing.

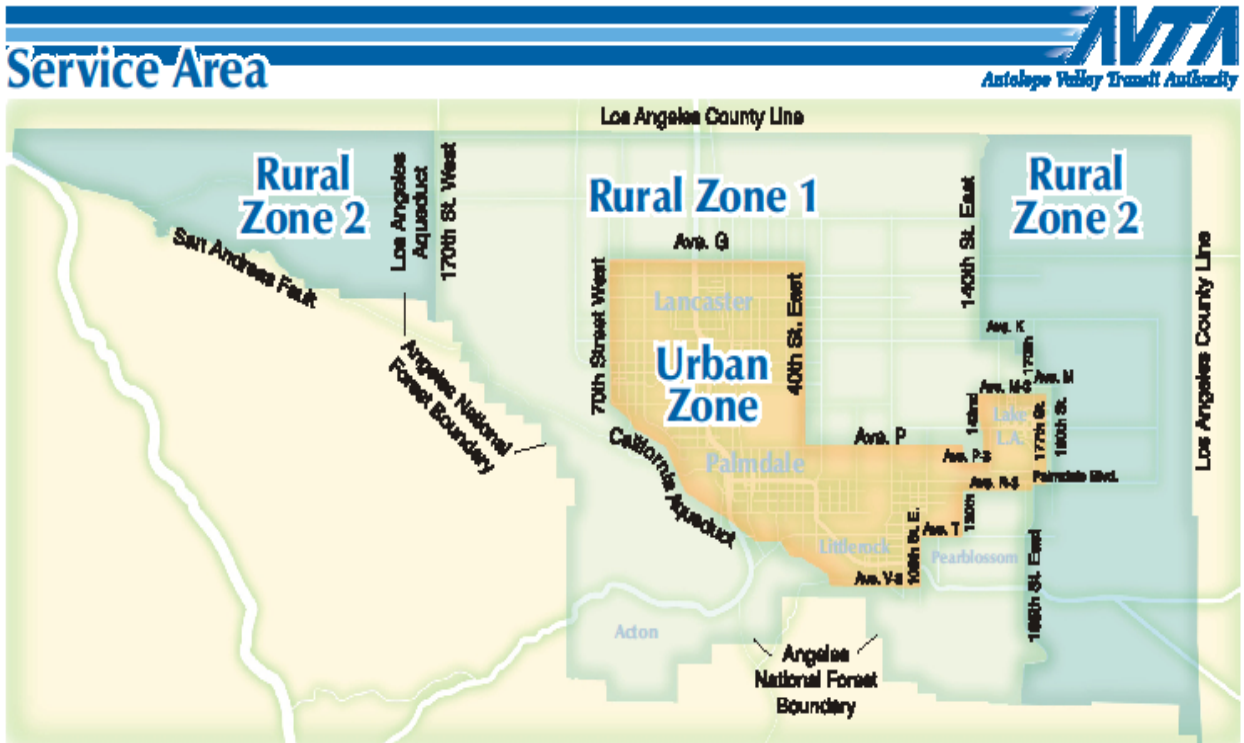
"Route" refers to the streets traveled by a public transportation vehicle while it is in vehicle service.



## APPENDIX A ANTELOPE VALLEY TRANSIT AUTHORITY ORGANIZATION CHART



## APPENDIX B



## APPENDIX C

### ANTELOPE VALLEY TRANSIT AUTHORITY COST ALLOCATION FORMULA

#### Commuter Bus Service

The capital and operational cost of the service will be allocated to each jurisdiction based on the percent ridership of each jurisdiction.

#### Local Fixed-Route Service

The capital and operational cost of the service will be allocated to each jurisdiction based on the percent revenue miles operated in each jurisdiction.

#### Paratransit and General Public Dial-A-Ride Service

The capital and operational cost of the service will be allocated to each jurisdiction based on the percent ridership of each jurisdiction.

#### Facilities

Capital and operational costs for operating facilities will be allocated based on the weighted average of the above service costs for each jurisdictional share.

#### Administration and Other

The administration and other costs provided to the Authority will be allocated based on the weighted average of the above service costs for each jurisdiction share.

#### Special Event Transportation Service

Jurisdictions requesting special event transportation service utilizing Authority-owned vehicles will pay the Authority an applicable per mile depreciation cost as well as the contractor's operational costs.



**DATE:** May 28, 2013

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Approve Service Upgrade Agreement with Southern California Edison (SCE) for New Facility Transformer

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**RECOMMENDATION**

Authorize the Executive Director to enter into a service upgrade agreement with SCE in the amount of \$94,136 with a ten percent contingency of \$9,414 for a total of \$103,550 to replace the existing facility transformer to accommodate the new solar structure.

**FISCAL IMPACT**

A total of \$400,000 was set aside in the Phase II Construction budget for the transformer; this expenditure is well within budgeted funding. Funds will be provided through a combination of federal and local sources.

**BACKGROUND**

During the course of the Phase II Construction project, staff discovered that the current facility transformer would not be sufficient to carry the backfeed loads that could be generated by the additional solar energy generated by the additional solar panels throughout the property. The AVTA currently has a 500KVA transformer. With the additional solar energy panels, AVTA has the potential to backfeed to the SCE grid up to 650KVA of energy. SCE is proposing a 1000KVA transformer be installed on our facility to accommodate any future energy generation or consumption to accommodate potential projects such as an electric bus program. The cost differential for the additional KVA is minimal (approximately \$1,000).

Prepared by:

Submitted by:

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Mark Perry  
Fleet and Facilities Manager

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Julie M. Austin  
Executive Director