

**Agenda:** May 5, 2005

**To:** Santa Cruz County Regional Transportation Commission  
**From:** Karena Pushnik, Senior Transportation Planner  
**Re:** Payment for Past Fiscal Year Invoices

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## **RECOMMENDATION**

Staff recommends that the Santa Cruz County Regional Transportation Commission (SCCRTC) approve payment of the attached invoices for newspaper ads from last fiscal year (Attachment 1).

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## **BACKGROUND**

The Regional Transportation Commission regularly purchases newspaper ads to notify the community about public hearings. Different newspapers are used depending on the nature of the hearing and the location.

The RTC and the Auditor-Controller's office require that invoices or the pink claim forms (media claim forms) include tear sheets of the actual newspaper ad in order to process the invoice. In accordance with County policy, the Auditor-Controller does not honor invoices over one year old without the appropriate board approval.

## **DISCUSSION**

Over the last year, the RTC placed a number of ads with the Times Publishing Group which prints the Aptos Times, Capitola Times and Scotts Valley Times newspapers. Invoices were received from the Times Group without tear sheets.

Numerous calls were made by staff of both the RTC and Times Publishing to satisfy the Auditor-Controller's requirements for payment of the invoices.

Recently the Times Publishing Group submitted all necessary paperwork. RTC staff and the Auditor-Controller have initially approved payment of the invoices. The Auditor-Controller requires the RTC board to also approve payment of invoices #15687, #16396 and #16964 since they are from the last fiscal year.

## **SUMMARY**

The Santa Cruz County Regional Transportation Commission received invoices from the Times Publishing Group without the attachments necessary for payment. It took a year to secure all the necessary paperwork. The Commission should review and authorize the Auditor-Controller to pay these invoices.

Attachment 1: Times Publishing Group Invoices from last fiscal year

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