



Regular Meeting of the Board of Directors

Tuesday, January 22, 2019

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
www.avta.com

AGENDA

For record keeping purposes, and if staff may need to contact you, we request that a speaker card, located at the Community Room entrance, be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name 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) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board 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

OATH OF OFFICE:

Administer the Oath of Office to Councilmember District 2 Richard Loa, representative for the City of Palmdale.

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Angela Underwood–Jacobs, Director Michelle Flanagan, Director Richard Loa

APPROVAL OF AGENDA

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

If you would like to address the Board on any agendized or non-agendized items, you may present your comments at this time. Please complete a speaker card (available as you enter the Community Room) and provide it to the Clerk of the Board. Speaking clearly, state and spell your name for the record. **State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the Authority's Executive Director/CEO for follow-up.** Each speaker is limited to three (3) minutes.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP): During this portion of the meeting, staff will present information not normally 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. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

- SRP 1 PRESENTATION TO AVTA EMPLOYEE OF THE SECOND QUARTER FOR FISCAL YEAR 2018/2019 (FY19) (OCTOBER 1 – DECEMBER 31, 2018) – MARK PERRY
- SRP 2 PRESENTATION TO OPERATOR ANAFLICIA TURNER FOR GOING ABOVE AND BEYOND TO HELP A CHILD IN NEED – NORM HICKLING
- SRP 3 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2018 – MARTIN TOMPKINS, TRANSDEV
- SRP 4 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE YEAR – MARTIN TOMPKINS, TRANSDEV
- SRP 5 LEGISLATIVE REPORT FOR JANUARY 2019 – JUDY VACCARO-FRY
- SPR 6 DISCUSSION OF THE AMENDMENT TO THE AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT (JPA) – MACY NESHATI

CONSENT CALENDAR (CC): Items 1 through 7 are consent items that may be received and filed and/or approved by the Board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 27, 2018 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of November 27, 2018.

CC 2 FINANCIAL REPORTS FOR NOVEMBER AND DECEMBER 2018 – JUDY VACCARO-FRY

Recommended Action: Receive and file the financial report for November and December 2018.

CC 3 FY19 SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2018) – KELLY MILLER

Recommended Action: Receive and file the FY19 Second Quarter LASD report for the period covering October 1 through December 31, 2018.

CC 4 PROPOSED LEGISLATIVE PRINCIPLES FOR 2019 – JUDY VACCARO-FRY

Recommended Action: Approve the Proposed 2019 Legislative Principles.

CC 5 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT POLICY AND TRANSDEV'S EEO PLAN – WILLIENE JONES

Recommended Action: Review, update, and reaffirm AVTA's EEO Statement Policy and Transdev's EEO Plan.

CC 6 PROCUREMENT POLICY AND PROCEDURES MANUAL (REVISION NO. 8) – LYLE BLOCK

Recommended Action: Approve Revision No. 8 to the Procurement Policy and Procedures Manual.

CC 7 FUNDING AGREEMENT #2019-63 WITH ANTELOPE VALLEY COLLEGE (AVC) FOR THE ROUTE 8 – NORM HICKLING

Recommended Action: Authorize the Executive Director/CEO to execute Funding Agreement #2019-63 with the AVC for the Route 8.

NEW BUSINESS (NB):

- NB 1 FY19 MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS – JUDY VACCARO-FRY

Recommended Action: Approve the Proposed FY19 Mid-Year Budget adjustments.

- NB 2 CONTRACT AMENDMENT FOR ADDITIONAL SECURITY GUARD SERVICES AT SERGEANT STEVE OWEN MEMORIAL PARK (SSOMP) – NORM HICKLING

Recommended Action: Authorize the Executive Director/CEO to execute an amendment to Contract #2019-04 for additional security guard services by OPSEC Specialized Protection, Lancaster, CA, at SSOMP.

- NB 3 AMENDED CLASSIFICATION AND SALARY SCHEDULE – NORM HICKLING

Recommended Action: Approve a title change (Director of Communications to Director of Marketing) and revised job description, and provide authorization to recruit and fill the position as deemed necessary.

CLOSED SESSION (CS):

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(a)

Pending Litigation: Clark v. AVTA, LASC Case No. MC026036

Pending Litigation: Sabina M. Andrade v. AVTA

Pending Litigation: Marsh v. AVTA USDC Case No. 2:16-cv-0937-PSG

Pending Litigation: Edsger Alvarez v. AVTA Summons Case No. BC700987
Benjamin Alfaro v. AVTA Summons Case No. BC701049

- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)

Significant exposure to litigation (one potential case)

- CS 3 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)

Consideration of whether to initiate litigation (one potential case)

- CS 4 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(D)(4)

Consideration of initiation of litigation (one potential case)

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO

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/CEO for follow-up.

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on February 26, 2019 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 5:00 p.m. on January 17, 2019 at the entrance to the Antelope Valley Transit Authority, 42210 6th Street 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/CEO. 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 on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



**Regular Meeting of the Board of Directors
Tuesday, November 27, 2018
10:00 a.m.**

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Assemblyman Tom Lackey led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist
Vice Chair Dianne Knippel
Director Steve Hofbauer
Director Angela Underwood–Jacobs
Director Michelle Flanagan
Director Juan Carrillo

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-
Jacobs, Flanagan, Carrillo

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres – stated the pedestrian crossing lights do not allow enough time for residents using wheelchairs and walkers to cross. She found the Joint AVTA and Small Business Development Center Disadvantage Business Enterprise Outreach and Training very informative and wished everyone happy holidays.

Chairman Crist directed the Director of Strategic Planning and Development Norm Hickling to coordinate with the Transit Advisory Committee members to address Ms. Sereseres' concern.

SRP 1 RECOGNITION BY ASSEMBLYMAN TOM LACKEY

California Assemblyman Tom Lackey recognized the actions, determination and vision of the Board for the progress made toward converting AVTA's bus system to an all-electric fleet. He presented a special Resolution, on behalf of California State Senator Scott Wilk and himself, to Chairman Crist.

Chairman Crist thanked Senator Wilk and Assemblyman Lackey for assisting the agency with obtaining the necessary funds for the project. He reminded everyone that Assemblyman Lackey was a member of the Board when the unanimous decision was made to convert the existing fleet of diesel buses to an all-electric fleet.

SRP 2 PRESENTATION TO TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR OCTOBER 2018

Trandev General Manager Martin Tompkins presented awards to the Operator of the Month Anthony Williams and Employee of the Month Felicia Washington.

SRP 2 LEGISLATIVE REPORT FOR NOVEMBER 2018

Director of Finance and Administration Judy Vaccaro-Fry presented information regarding the minimum rate of random drug testing increasing from 25 percent to 50 percent, Californians defeating Proposition 6, and the California Air Resources Board (CARB) recently approving a \$483 million plan to fund clean car rebates, zero-emission transit and school buses, clean trucks, and other clean transportation and mobility pilot projects.

The Board briefly discussed the operators' random drug test results and using CARB funds for electric vehicle charging stations.

SRP 3 FISCAL YEAR 2018/2019 (FY19) FIRST QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS (KPI) REPORT

Director of Operations and Maintenance Mark Perry presented the maintenance KPI report comparing the performance of the diesel buses with the electric buses. The Board discussed the status of the charging infrastructure for the electric buses, how additional solar equipment will significantly decrease the agency's energy costs, the number of electric buses versus diesel buses in service, miles of service per labor hour, and the availability of buses during the month of October.

Mr. Perry reported the charging infrastructure at Sergeant Steve Owen Memorial Park has been completed; infrastructure at the Palmdale Transportation Center should be completed by the end of December; the Lancaster Metrolink Station infrastructure project is progressing on schedule; and a public hearing is scheduled in mid-December to discuss the planning portion of the South Antelope Valley Healthcare Center's charging station.

Chairman Crist directed Mr. Perry to separate the hybrid buses from the electric buses in future reports.

Motion: Receive and file the FY19 First Quarter Maintenance KPI Report for the period covering July 1 through October 31, 2018.

Moved by Vice Chair Knippel, seconded by Director Carrillo

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo

Nays: None

Abstain: None

Absent: None

SRP 4 FY19 FIRST QUARTER SYSTEM-WIDE KPI REPORT (JULY 1 – SEPTEMBER 30, 2018)

Mr. Hickling presented the system-wide KPI report incorporating a comparison of industry standards. He informed the Board that he, Executive Director/CEO Macy Neshati, and Transdev management meet daily to discuss and address system-wide issues.

The Board discussed preventable accidents, on-time performance, analyzing the KPIs excluding the Route 1, the peer transit agencies used for comparison, average weekday boardings, and the agency's targets for the first quarter of FY19 versus the first quarter of FY18. Staff will address the issue of overhanging trees at or near the bus stops with the Transit

Advisory Committee members and hold Transdev accountable for achieving the established on-time performance target of 85%.

Chairman Crist commended staff for maintaining a majority of the established targets in light of the aggressive goal of transitioning to an all-electric bus fleet and Transdev's work stoppage.

Motion: Receive and file the FY19 First Quarter System-Wide KPI Report for the period covering July 1 through September 30, 2018.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo

Nays: None

Abstain: None

Absent: None

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 23, 2018

Approve the Board of Directors Regular Meeting Minutes of October 23, 2018.

CC 2 FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER 2018

Receive and file the financial reports for September and October 2018.

CC 3 FY19 FIRST QUARTER CAPITAL RESERVE REPORT (JULY 1 – SEPTEMBER 30, 2018)

Receive and file the FY19 First Quarter Capital Reserve Report for the period covering July 1 through September 30, 2018.

CC 4 GRANT STATUS REPORT THROUGH NOVEMBER 5, 2018

Receive and file the Grant Status Report through November 5, 2018.

Motion: Approve the Consent Calendar.

Moved by Director Hofbauer, seconded by Vice Chair Knippel

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2018

Ms. Vaccaro-Fry presented the staff report and introduced Tom Huey, a partner at Windes, Inc., to present the results of the draft audited financial statements and single audit of federal awards for the year ended June 30, 2018. She thanked the finance team for taking on additional duties after the finance manager resigned.

Motion: Approve the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the year ended June 30, 2018.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo

Nays: None

Abstain: None

Absent: None

NB 2 CONTRACT #2019-18 FOR STRATEGIC PLAN FOR INTEGRATED TRANSPORTATION IN THE ANTELOPE VALLEY

Mr. Hickling presented the staff report.

Motion: Authorize the Executive Director/CEO to negotiate and execute Contract #2019-18 for Strategic Plan for Integrated Transportation in the Antelope Valley to Stantec Consulting Services, Inc., Los Angeles, CA, for an amount not exceeding \$250,000.

Moved by Director Flanagan, seconded by Director Hofbauer

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo

Nays: None

Abstain: None

Absent: None

NB 3 AMENDED CLASSIFICATION AND SALARY SCHEDULE

The Board waived the presentation of the staff report.

Motion: Approve a title addition (Senior Accountant) effective immediately.

Moved by Vice Chair Knippel, seconded by Director Carrillo

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo

Nays: None

Abstain: None

Absent: None

NB 4 UPGRADE AVAIL ROUTER

The Board waived the presentation of the staff report.

Motion: Authorize the Executive Director/CEO to enter into a sole source agreement with Avail Technologies, Inc. for \$213,373.00 to upgrade the cellular routers to the 4G network.

Moved by Vice Chair Knippel, seconded by Director Hofbauer

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Hofbauer, Underwood-Jacobs, Flanagan, Carrillo

Nays: None

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO and staff

- AVTA Website
Mr. Neshati provided a brief report on the new website scheduled to go live on December 3. At Chairman Crist's request, Mr. Neshati will email the website link to the Board Members and discuss their feedback at the January 2019 Board meeting.
- Stuff-a-Bus
Community Outreach Specialist Kelly Miller provided an update regarding the Stuff-a-Bus activities and the YMCA Gobble Wobble event.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Chairman Crist congratulated Director Hofbauer for winning the City of Palmdale's mayoral race.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:18 a.m. to the Regular Meeting of the Board of Directors on January 22, 2019 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 22nd day of JANUARY, 2019

Marvin Crist, Chairman of the Board

ATTEST:

Karen S. Darr, Clerk of the Board

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) 729-2206 to arrange to review a recording.



DATE: January 22, 2019
TO: BOARD OF DIRECTORS
SUBJECT: Financial Report for November and December 2018

RECOMMENDATION

That the Board of Directors receive and file the financial report for November and December 2018.

FISCAL IMPACT

	NOVEMBER - DECEMBER
PAYROLL	\$ 569,998
CASH DISBURSEMENTS	\$ 5,320,162

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Director of Finance and Administration in conjunction with the Controller, prepares the Payroll History Report, Cash Disbursements Report, and bank statements for submittal to the Executive Director/CEO and Treasurer, who certifies the availability of funds for all the reports presented herein.

I, Macy Neshati, Executive Director/CEO of AVTA, declare that the above information is accurate.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
 Director of Finance and Administration

Macy Neshati
 Executive Director/CEO



DATE: January 22, 2019

TO: BOARD OF DIRECTORS

SUBJECT: FY19 Second Quarter Los Angeles County Sheriff's Department Report (October 1 – December 31, 2018)

RECOMMENDATION

That the Board of Directors receive and file the FY19 Second Quarter Los Angeles County Sheriff's Department Report for the period covering October 1 – December 31, 2018.

FISCAL IMPACT

No fiscal impact at this time.

DISCUSSION

Deputy Maselli and his K-9 partner Capo worked a total of 444 hours during the second quarter of FY19.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that was reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day.

Deputy Maselli monitored various locations that had reported problems. These locations included: Sgt. Steven Owen Memorial Park, The Lancaster Senior Center, 6th Street East & Palmdale Boulevard, The Palmdale Transportation Center and the Lancaster Metrolink Station.

Deputy Maselli along with his K-9 partner Capo conducted high visibility K-9 terrorism and explosives deterrence sweeps at the AVTA office, AVTA transfer centers, on AVTA buses and at random bus stop locations throughout the Antelope Valley.

In November, Deputy Maselli assisted Lancaster Sheriff Station regarding an accident involving an AVTA bus and a pedestrian at Kaiser on Avenue L. He advised AVTA dispatch and assisted with rerouting traffic.

The following is a list of misdemeanors, infractions and arrest warrants included on citations issued from October 1 through December 31. All citations were issued at transit centers or at bus stops in the AVTA service area.

Citations	Oct 18	Nov 18	Dec 18
Suspended or Unlicensed Driver	4	5	3
Expired Registration	2	5	4
Indecent Exposure	-	-	1
No Proof of Insurance	4	6	3
Drinking in Public (Bus Stops)	10	10	6
Failure to Have Both License Plates on Vehicle	3	2	4
Failure to Obey Posted Signs at Transit Centers	-	1	1
Impounded Vehicle	1	1	1
Outstanding Warrant Arrest	1	2	-

During the month of October Deputy Maselli issued 15 citations, made 14 arrests, had one (1) warrant, and impounded/stored one (1) vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He donated 10 hours to AVTA. He warned and advised approximately 12+ persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sergeant Steve Owen Memorial Park.

During the month of November Deputy Maselli issued 19 citations, made 18 arrests, had one (3) warrants, and impounded/stored one (1) vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He donated 10 hours to AVTA. He warned and advised approximately 10+ persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sergeant Steve Owen Memorial Park.

During the month of December Deputy Maselli issued 10 citations, made 9 arrests, and impounded/stored one (1) vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He donated 12 hours to AVTA. He warned and advised approximately 17+ persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Sergeant Steve Owen Memorial Park.

Prepared by:

Submitted by:

Kelly Miller
Community Outreach Specialist

Macy Neshati
Executive Director/CEO



DATE: January 22, 2019
TO: BOARD OF DIRECTORS
SUBJECT: Proposed 2019 AVTA Legislative Principles

RECOMMENDATION

That the Board of Directors approve the Proposed 2019 AVTA Legislative Principles as outlined in Attachment A.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The proposed 2019 Legislative Principles outlined in Attachment A include broad guidelines to help focus AVTA's legislative proposals and strategies. It is designed to provide flexibility which will guide staff in responding to legislative issues that may arise during the course of the year, such as legislation that potentially has a detrimental effect on transit funds, and responses to proposed legislative requirements.

The proposed federal program outlines efforts to strengthen AVTA's relationships with State and Federal representatives in Sacramento and Washington, D.C. as well as relationships with their staff members and various committees that could have an impact on AVTA. Primary goals are to build support for AVTA and its programs, protect our flexibility to use federal funds for operating purposes, and secure adequate funding for necessary improvements and future capital projects.

Staff will continue to prepare legislative updates for the Board on a regular basis. Updates will include recommendations for Board positions on individual bills and policies that affect AVTA's interests. The same will be done for federal and local issues as the need arises.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Director of Finance and Administration

Macy Neshati
Executive Director/CEO

Attachment: A – Proposed 2019 Legislative Principles

2019 FEDERAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that federal and state policy decisions benefit AVTA operations and/or funding.</p>	<ul style="list-style-type: none"> • Meet with AVTA’s House and Senate representatives to request support for specific capital programs as well as transit in general. • Work closely with AVTA’s federal advocacy firm on a program to increase funding for AVTA’s capital projects, specifically electric buses and enhanced mobility, and micro-transit service. • Coordinate with members of the AVTA Board to meet with federal representatives and/or key staff to improve relations and discuss issues of concern to AVTA both locally and in Washington D.C. • AVTA representatives will actively participate in the Bus Coalition, American Public Transportation Association (APTA), Community Transportation Association of America (CTAA), California Association of Community Transportation (CalACT) and California Transit Association (CTA) legislative committees to ensure AVTA’s interests are represented at the federal and state level. • Support fewer federal restrictions on small operators.
<p>Represent regional interests</p>	<ul style="list-style-type: none"> • Coordinate federal advocacy efforts with Los Angeles County, Lancaster and Palmdale. • Participate in advocacy efforts through the Antelope Valley Board of Trade, North County Transportation Coalition (NCTC) and Access Services, Antelope Valley Air Quality Management District (AVAQMD).
<p>If directed by the Board, support legislation that:</p>	<ul style="list-style-type: none"> • Enhances AVTA’s ability to deliver efficient and effective transit service • Increases transit funding • Supports transit-oriented development • Allows maximum flexibility in the use of federal and state funding for both operating and capital purposes
<p>If directed by the Board, oppose legislation that:</p>	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services. • Diverts current funding or ignores the need for increased transit funding.

2019 STATE LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that state policy decisions are beneficial to Antelope Valley Transit Authority's operations or funding.</p>	<ul style="list-style-type: none"> • Cap and Trade: Participate in workshops and webinars to remain abreast of all developing information related to Cap and Trade funding. <ul style="list-style-type: none"> ◦ Maintain active leadership role with California Air Resources Board (CARB). • Monthly updates: Provide updates to the Board of Directors on significant legislation and initiatives at least quarterly. • State Advocacy: Support full allocation of sales tax and bond proceeds dedicated to transit. Ensure connection between transit operations funding and climate change policies. • California Transit Association (CTA): Actively participate in CTA activities and committees. Work to make sure CTA's positions reflect AVTA positions. AVTA staff will continue to work with CTA's Zero Emission Bus (ZEB) Task Force. • California Association of Community Transportation (CalACT): Actively participate in CalACT activities and committees. Work to make sure CalACT's positions reflect AVTA positions.
<p>Establish a strong presence with AVTA's state legislative delegation and their staff.</p>	<ul style="list-style-type: none"> • Staff will contact local representatives and/or key staff on a regular basis to improve relations and discuss issues of concern to AVTA both locally and in Sacramento. Staff will extend invitations to elected officials to familiarize them with AVTA capital projects, facility improvements, and program operations. • Local representatives and their staff will receive AVTA news items as well as invitations to AVTA events. • AVTA representatives will participate in CTA Lobby Day and attend the CTA Spring Legislative Conference, and other legislative events to promote relations with elected officials at the leadership and transportation committee levels. • Staff will attend appropriate legislative events in the Antelope Valley and Los Angeles areas.
<p>If directed by the Board, support legislation that:</p>	<ul style="list-style-type: none"> • Enhances AVTA's ability to deliver effective and efficient transportation services; • Increases funding for transit; • Encourages transit-oriented development in California; and • Provides relief from excessive taxes.

<p>If directed by the Board, oppose legislation that:</p>	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services; and • Diverts current funding or ignore the need for increased transit funding.
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2019 LOCAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that policy decisions made by regional planning and programming entities recognize issues important to AVTA.</p>	<ul style="list-style-type: none"> • Work through the Bus Operators’ Subcommittee (BOS) and the Los Angeles County Municipal Operators’ Association (LACMOA) to craft solutions to potential areas of concern. • Provide position briefings to Metro Board members, AVTA Board members, and SCAG personnel on issues that may affect operations, planning and funding. • Actively participate in North County Transportation Coalition (NCTC) to promote AVTA’s interests at the County and regional levels.
<p>Establish and maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.</p>	<ul style="list-style-type: none"> • Regularly participate in meetings of the Los Angeles County General Managers, Bus Operators’ Subcommittee (BOS) and regional Transportation Summits. • Coordinate on regular basis with Access Services and participate in Advisory committees to enhance service provided to mobility challenged members of community. • Stay abreast of transit issues agendized at the County Board of Supervisors and local city council meetings and newspapers to ensure that common transportation needs are addressed. • Treat local officials as “constituents” and respond in a timely manner to their concerns about AVTA’s policies and service.



DATE: January 22, 2019

TO: BOARD OF DIRECTORS

SUBJECT: Annual Review of AVTA's Equal Employment Opportunity (EEO) Statement Policy and Transdev's EEO Plan

RECOMMENDATION

That the Board of Directors review, update, and reaffirm AVTA's Equal Employment Opportunity Statement Policy (Attachment A) and Transdev's EEO Plan (Attachment B).

FISCAL IMPACT

Annual review, update, or reaffirmation of this Policy is unlikely to result in any fiscal impact.

BACKGROUND

The Board of Directors approved AVTA's Equal Employment Opportunity (EEO) Statement Policy on July 25, 2017. The purpose of the Policy is to document and clearly communicate that AVTA will provide an equal employment opportunity for all persons and will prohibit discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

Additionally, the EEO Statement Policy and contractor's EEO Plan must be reviewed, updated and reaffirmed by the Board of Directors annually. Per Transdev's contract, this review must be accomplished no later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of the Federal Transit Administration EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy may be directed to AVTA's EEO appointed Compliance Officer.

Prepared by:

Submitted by:

Williene Jones
Human Resources & Benefits Coordinator

Macy Neshati
Executive Director/CEO

Attachments: A – AVTA's EEO Statement Policy
B – Transdev's EEO Plan

	EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT POLICY		Policy No. 000000
	Policy Effective Date: July 25, 2017	Revised on:	
	Approved by: Board of Directors		
	Date Approved: July 25, 2017	Page 1 of 3	

The Antelope Valley Transit Authority (AVTA) is an Equal Employment Opportunity (EEO) employer. It is the policy of the AVTA to provide equal employment opportunity for all persons and prohibits discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

AVTA recruits, hires, trains, and promotes employees without regard to race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including sexual harassment, pregnancy, childbirth or related medical conditions), age (40 and older), sexual orientation, gender identity, veteran status, genetic characteristics, or other legally protectable class as defined in Title VII and the California Fair Employment and Housing Act ("FEHA"), and any other applicable provisions of federal and/or state law. AVTA remains in compliance with the provisions of the Americans With Disabilities Act (ADA) and FEHA regarding persons with disabilities.

This policy applies to all employment practices and conditions, including recruitment and selection, promotions, terminations, transfers, layoffs, compensation decisions, discipline, separations, training, and benefits.

AVTA is committed to implementation of an affirmative action policy, which includes development of goals and timetables, which is designed to overcome the effects of past discrimination on minorities and women.

Executive oversight of AVTA's EEO policy is the responsibility of the AVTA Executive Director/CEO. Oversight and implementation, which includes dissemination, understanding and enforcement of the EEO policy is the responsibility of the appointed EEO Compliance Officer. The appointed EEO Compliance Officer is responsible for updating AVTA's EEO policies, monitoring compliance with the affirmative action plan, goals, providing training, and implementing programs that promote the AVTA's policy of promoting diversity, equal employment opportunities and affirmative action.

All applicants for employment and employees have the right to file complaints alleging discrimination with AVTA's EEO Compliance Officer. Any employee who contends that he/she has been subjected to unlawful discrimination, harassment or retaliation in violation of federal or state law, may use the internal complaint procedure set forth in AVTA's Harassment-Free Workplace policy. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be

engaging in any unlawful discrimination will be subject to disciplinary action, up to and including dismissal from employment.

EMPLOYEE AND MANAGEMENT RESPONSIBILITIES

All AVTA directors, managers and supervisors with hiring authority share in the responsibility of ensuring agency compliance through understanding, communicating and active involvement in support of AVTA's EEO policies and affirmative action plans.

AVTA Managers and Supervisors will be evaluated on their actions taken to ensure successful implementation and compliance with the agency's EEO policy the same way as their performance on other agency's goals in accordance with FTA circular 4704.1, [Page III-2 a. (6)].

Successful achievement of AVTA's EEO policy goals will provide benefits to the recipient/sub-recipient/contractor through fuller utilization and development of previously underutilized human resources in accordance with FTA circular 4704.1, [Page III- 2 a. (7)].

AVTA is committed to maintaining an environment that values diversity in which all employees are free from illegal discrimination and harassment.

Nothing herein is intended to modify the at-will status of all employees of AVTA.

CONTRACTOR COMPLIANCE

The Federal Transit Administration (FTA) requires grantees to document their review of EEO Programs for sub-recipients or contractors that meet the EEO Program threshold. As per the FTA EEO Circular 4704.1A, AVTA must review and monitor sub-recipients or contractors EEO Programs and policies which verify that they contain these seven elements:

1. Statement of Policy;
2. Plan for dissemination both internally and externally;
3. Designation of appropriate personnel responsible for carrying out the EEO; Program, including the designation of an EEO Officer;
4. Utilization analysis;
5. Goals and timetables to correct identified areas of underutilization or concentration;
6. Assessment of an agency's employment practices; and
7. Plan for monitoring and reporting on the EEO Program.

ANNUAL REVIEW OF POLICY

This EEO Policy Statement and contractor's EEO Plan will be reviewed, updated and reaffirmed by the Board of Directors annually. Per current operator contract, this review must be accomplished not later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of FTA EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy can be directed to AVTA's EEO appointed Compliance Officer, as appointed by the AVTA Executive Director/CEO.

Antelope Valley Transit Authority

**Operated by
Transdev Services, Inc.**



Equal Employment Opportunity Program

May 2018

TABLE OF CONTENTS

System Overview.....	3
Statement of Policy.....	4
Internal Dissemination of Equal Employment Opportunity Policy And Programs.....	5
External Dissemination of Equal Employment Opportunity Policy And Programs.....	8
Designation of Equal Employment Opportunity Responsibilities.....	9
Employment Utilization Analysis.....	13
Goals and Timetables.....	15
Assessment of Present Employment Practices.....	18
Internal Monitoring and Evaluation of the EEO Program.....	25

SYSTEM OVERVIEW

Transdev's Antelope Valley operations provides Fixed Route Services to the city of Lancaster and the surrounding Northern Los Angeles Communities. Antelope Valley Transit Authority (AVTA), contracts with Transdev Services, Inc. (Transdev) to operate this service. The Authority is responsible for grant submittals and grant management, as well as sub recipient oversight.

Transdev is a private corporation that delivers the day-to-day operations of the transit system as directed by the Authority, which has delegated the personnel management responsibilities, including the administration of the personnel policies, to Transdev. Such policies are reviewed by the Board and the Board retains oversight through contract provisions and reporting requirements. To maintain the oversight necessary to meet the fiduciary responsibilities involved in the EEO requirements of the Federal Transit Administration (FTA) contract, the responsibility of this program is delegated to the Transdev General Manager, Martin J. Tompkins.

The following Equal Employment Opportunity Program is for the benefit of all applicants and employees of Transdev. In this Program, the AVTA and Transdev reaffirm their commitment to equal employment opportunity for all applicants and employees regardless of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Equal employment opportunity has been identified as a basic element in the operating philosophy of this organization. This EEO Plan is presented as a statement of commitment and as a guide for future action in meeting equal employment opportunity goals as required by the provisions in the grants contracts with the Federal Transit Administration.

Bus Operators are represented by labor unions, covering over 85% of the Transdev employees. The CBA's have non-discrimination statement and both the Union and the Company are committed to applying rules, benefits, and discipline in a non-discriminatory manner, and in conformance with the principles of equal employment opportunity. All CBA's contains a bona fide seniority system that applies to various employment situations, such as choice of work assignments and layoffs.

STATEMENT OF POLICY

The Antelope Valley Transit Authority, operated by Transdev is a continuing Equal Opportunity Employer, committed to EEO for all persons, regardless of race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class to create and maintain a qualified and diverse workforce. Transdev is committed to the development of a written non-discrimination program that set forth the policies, practices, and procedures, with goals and timetables, to which Transdev is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request. Transdev will afford equal employment opportunities to employees and applicants, and will not tolerate discrimination based on race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class.

This policy applies to all terms, conditions, employment practices and privileges of employment including recruitment, selection, on-boarding, initial periods of employment, job assignments, training and development, working conditions, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreation programs, termination and separation and other terms and conditions of employment.

Transdev is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

The responsibility for the implementation and monitoring of the EEO Program is assigned to Luz Perkins HR Manager and EEO Officer, who reports directly to Martin J. Tompkins, General Manager Officer. Within their respective areas of responsibility, all managerial and supervisory personnel are accountable to assure compliance with this policy. However, all management personnel shall share in this responsibility through specific tasks assigned to ensure compliance is achieved. The performance of managers, supervisors, etc., will be evaluated on the success of the EEO Program just as their performance is evaluated on other departmental and organizational goals.

Any applicant or employee has a right to file complaints alleging discrimination to the EEO Officer or office. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

In the event the complaint is related to the Human Resource function, applicants or employees may file their complaint with the Compliance Manager or Regional Director of Human Resources (Phil Isaacs; 480-677-1275), contact Transdev through the Transdev Ethics & Compliance Hotline at 1-866-850-3033 or contact Transdev online from our website at www.transdevna.com.

Transdev understands that achieving EEO goals benefits our corporation through fuller utilization and development of any previously underutilized human resources to achieve appropriate diversity. Transdev policies and practices that support this Equal Employment Opportunity Policy include the following:

- Transdev displays posters regarding equal employment opportunity in areas highly visible to employees.
- All advertising for job applicants include the statement, *"Transdev is an Equal Employment Opportunity (EEO) employer."*
- All managerial and supervisory personnel will be reminded that their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
- Transdev posts its Unlawful Harassment, ADA and Equal Employment Policy on company bulletin boards.

Employees and applicants are required to report any apparent discrimination or unlawful harassment and/or violations of the ADA. Transdev forbids any form of unlawful harassment for any circumstances as well as any harassment covered under the ADA affecting employees, passengers or others. Complaints are investigated in a prompt and thorough manner and handled as confidentially as possible.

Transdev forbids retaliation against any individual who in good faith files a charge of discrimination, reports harassment or who assists, testifies, or participate in any equal employment proceeding.



Martin J. Tompkins, General Manager

12-20-18

Date

INTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAMS

Managers and supervisors will be fully informed internally of Transdev's policy by the following actions:

1. Written communication from the General Manager
2. The EEO Program will be referenced in personnel and operations manuals.
3. Meetings with manager and supervisors will be held at least semi-annually to discuss the program, its implementation and progress.
4. The Equal Employment Policy and Unlawful Harassment Policy shall be posted on each official company bulletin board and other conspicuous and accessible locations.
5. The EEO Policy and Unlawful Harassment Policy contain information on contacting the EEO Compliance Manager.
6. All managerial and supervisory personnel will be reminded that their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
7. Providing and supporting career counseling for all employees.
8. Bulletin boards, forms, and advertising used by the organization shall be monitored to ensure that information on equal employment opportunity is included as appropriate and that such materials project the image of Transdev's a fair employer.
9. Labor organizations will be notified of the EEO Program and requested to cooperate in meeting the goals established.
10. Non-discrimination clauses shall be included in all union agreements, and all contractual provisions shall be reviewed to ensure non-discrimination.
11. Non-supervisory staff will be informed of Transdev's policy and program by actions such as:
 - Written Communications from the General Manager

- Inclusion of the EEO Program in employee handbooks and labor contracts
- Posting official EEO posters and policy statement on bulletin boards in conspicuous and accessible locations to include employee lounges and in the Human Resource office.
- The EEO Program will be reviewed and discussed with all employees at least semi-annually at regularly scheduled meetings.
- Meetings with persons with disabilities, minorities and females for program suggestions.
- The organization's EEO Program, Equal Employment Opportunity Policy and Unlawful Harassment Policy are provided to all new employees during the new hire orientation process. Training on these policies is conducted at least annually.

EXTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAMS

1. Each recruiting source to include Employment agencies, unions, educational institutions, minority organizations, persons with disabilities groups, and women's' organizations, civil rights organizations, training organizations and others who refer applicants will be advised that Transdev is an equal employment opportunity employer.
2. Any public media sources to include in appropriate public media to include radio, television, newspapers, internet and journals will be utilized as needed, depending on the labor market selected for a qualified and diverse candidate pool.
3. All advertising for job applicants include the statement, *Transdev is an Equal Employment Opportunity (EEO) employer*".
4. Contract proposals and bid specifications shall include the statement that the organization is an equal employment opportunity employer.
5. When employees are pictured in consumer advertising, both minority and non-minority males and females shall be shown.
6. A copy of the Plan will be provided to the local union leader.

DESIGNATION OF EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

The General Manager of Transdev's AVTA operation has the overall responsibility for Equal Employment Opportunity. The Administrative Coordinator, who reports directly to the General Manager, is designated as the Equal Employment Opportunity (EEO) Officer. The direct oversight of the EEO Program by the General Manager ensures that responsibilities related to the EEO requirements of the FTA grant contract are met. The specific delineation of EEO responsibilities is detailed below:

General Manager

1. Serves as the primary representative of Transdev and monitors the EEO Program through reports from Human Resources and requested additional information, and ensures compliance with the fiduciary responsibilities involved in the EEO provisions of the FTA grant contract.
2. Reviews the EEO discrimination complaint process, ensuring that complaints are handled in accordance with this Program and general EEO guidelines.
3. Directs the performance of internal evaluations to determine progress in meeting goals, problem areas, and effectiveness of employment practices in ensuring equal employment opportunity.
4. Disseminates directives to management and staff, as necessary, to ensure compliance with the EEO Program.

Human Resources Manager

1. Provides for an uninhibited avenue for applicants and employees to file complaints or raise questions regarding discrimination because of race, color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class. Ensures that the discrimination complaint process is followed and, as necessary, explains external appeal rights to the complainant, and conducts follow-up reviews to determine if required corrective actions have been taken.
2. Developing and recommending, with the support of Transdev's Corporate Human Resources, EEO Policy, a written EEO program for Transdev employees at AVTA, and internal and external communication procedures.

3. Assisting management in collecting analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals.
4. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
5. Reporting periodically to the General Manager on progress of each unit in relation to the company's goals.
6. Serving as a liaison between the company, Federal, State and local governments, regulatory agencies, minority, disabled and women groups, and other community groups.
7. Assuring that current legal information affecting affirmative action is disseminated to responsible organizations, and other community groups.
8. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials.
9. Concurring in all hires and promotions.
10. Supporting career counseling for all employees
11. Processing employment discrimination complaints
12. Investigates, either in response to a complaint, or at the direction of the General Manager, or at her own discretion, any personnel action affecting employees or applicants for employment to ensure compliance with EEO guidelines and this program. The Administrative Coordinator shall have the right to inspect any personnel files, departmental records, or other records as needed in conducting an investigation or monitoring personnel practices.
13. If a complaint is directed toward Human Resources at the agency, any individual or group will be referred to the Regional Director of Human Resources (Phil Isaacs, 480-677-1275), or Transdev's Ethics & Compliance Hotline at 1-866-850-3033, also available online from our website at www.transdevna.com.
14. Serves as the Equal Employment Opportunity Officer and official liaison between Transdev, its funding client, and any government and/or

regulatory agencies on matters concerning equal employment opportunity.

15. Disseminates information relative to the EEO program to management and staff. Provides technical assistance, information, and explanation of policies and procedures to supervisory personnel to assist them in resolving and avoiding complaints.
16. Disseminates information to any necessary external sources including but not limited to media publications, groups and the internet.
17. Assures that current legal information affecting affirmative action is disseminated to responsible officials.
18. Participates in on-going training to maintain current information regarding EEO requirements and concerns. Retains membership in related professional organization for the same reasons.
19. Named in all internal and external correspondence regarding the EEO Plan.

To ensure the achievement of the above, the Administrative Coordinator/EEO Officer will demonstrate the following:

1. Sensitive to, and with an awareness of, the varied ways in which discrimination occurs.
2. Has a total commitment to EEO program goals and objectives
3. Knowledge of civil rights precepts, policies rules, regulations and guidelines.
4. Sufficient AVTA and ability to work and communicate with others to achieve EEO goals and objectives.

All Supervisors, Managers and Executives

1. Assist in identifying problem areas and establishing company and department goals and objectives.
2. Actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs.

3. Participates actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
4. Holds regular discussions with other managers, supervisors, and employees to assure the company's policies and procedures are being followed
5. Reviews the qualifications of all employees to assure that minorities, people with disabilities, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation.
6. Participates in the review and/or investigation of complaints alleging discrimination.
7. Conducts and supports career counseling for all employees; and
8. Participates in periodic audits to ensure that the work unit is in compliance. For example, EEO posters are properly displayed on official company bulletin boards.
9. Participates in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives.
10. Provides monthly employment data information regarding their department.

EMPLOYMENT UTILIZATION ANALYSIS

INTRODUCTION

Transdev's utilization analysis is comprised of four parts. The Organizational Profile is a description of the workforce as offered by an EEO1 Report which is submitted to the EEOC each year. In this instance the data used is from as of March, 2018. The Job Group Analysis describes the composition and relationship of persons currently employed at AVTA by Transdev. The Availability analysis provides a statistical profile of the Los Angeles metropolitan area's Civilian Labor Force from which Transdev recruits its employees. The final element is a comparison of the current workforce profile compared with the availability of minorities and women in the area's labor market.

The employees in the EEO-4 categories of Craft and Service & Maintenance are employed by Transdev in accordance with the provisions of a collective bargaining agreement with International Brotherhood of Teamsters.

AVAILABILITY ANALYSIS

The availability of labor for this EEO Plan is derived from data compiled by the U. S. Census and made available on its American Fact Finder website. The positions employed by Transdev determine which job categories will be assessed within the local labor market which is defined as the Los Angeles Metropolitan Statistical Area. The American Fact Finder website includes both the numbers and percentages, of the gender and racial/ethnicity as sought by the FTA. The percentage for each of these demographic groups is then imported into the Utilization Chart for each of the job categories for which Transdev has employees.

The EEO 4 categories that Transdev utilizes are: First and Mid- Level Managers, Administrative Support Workers, Craft Workers, Service & Maintenance.

UTILIZATION ANALYSIS – 2018

The new 2018 Workforce Analysis Chart, Transdev's representation of females and minorities exceeds the percentage of those in the available labor market in the overall majority of the job categories and the specified minority groups.

With the 2018 Plan requirement to break down individual racial groups from the previously cumulative Minority, Transdev for the first time in several EEO Plans is identified to have an underutilization in two of the EEO-4 Job categories. With the application of the FTA's new definition of underrepresentation, Transdev's 2018 workforce now has the following areas of underrepresentation.

1. Officials & Administrators: Female – White (2)
2. Skilled Craft Administrative Support: Male - Asian (1)
3. Service & Maintenance: Male - Hispanic (29); Asian (6)
Female - White (5); Hispanic (23); Asian (7)

GOALS AND TIMETABLES

The goal of Transdev to employ minorities and females in all major job categories, and at all levels whenever possible, consistent with the percentage of minority and female population in the Los Angeles MSA. This has been a Transdev trademark of minority representation in its' hiring and employment practices. With the new FTA methodology additional effort and resources will be delivered to meet the goals identified in the Workforce Analysis Chart. Based on its historical record of meeting or exceeding the representation of minorities and females, Transdev has not engaged in extensive outreach efforts. Based on the 2018 Utilization results, Transdev will expand its outreach efforts to continue to attract and maintain a balanced workforce.

Labor market estimates are derived from the U.S. Census Bureau's 2010 EEO-4 Job Categories by Sex and Race/Ethnicity. This information on general and detailed categories from the civilian labor market reflects the availability of persons in the labor market with the requisite skills for specific occupational categories. This usefulness of this data is limited by the fact that category definitions are not exactly matched with positions within the Transdev workforce. None the less, these figures are the most accurate available and provide important information about the labor market. Transdev regularly recruits from the Los Angeles MSA, with limited exceptions subject to the knowledge, skills and experience required.

Based on the newly identified areas of underrepresentation in this Plan, goals have been set by the new Chart and increased attention to these goals and expanded outreach will be required.

Underrepresentation Officials & Administrators – Female; White (2)

Transdev's current workforce in this category is diverse by race and ethnicity but is uncharacteristically entirely male in January of 2018. This is a significant departure from the prior Plan years when females comprised 40% of the positions in this category. Transdev's recruitment efforts for positions in the category are at least metro-wide and often national in scope. As such, it is thought unlikely that additional outreach would uncover unknown or emerging job markets that heretofore were not identified. None the less, as opportunities become available in future years, specific attention will be exhibited and female will be given every consideration at each level of the recruitment and selection process.

Skilled Craft - Asian (1)

Transdev employs fifteen (15) individuals in the category of Administrative Support, with all fifteen (15) being minority, which is well in excess of the availability of minorities in the labor market. This outcome explained by the overrepresentation of African American and Hispanic males in this job category. Transdev's employment practices has achieved overall numerical goals and diversity, albeit not in the exacting amounts. With this diversity and the very modest underrepresentation, it is considered insufficient to engage in a significant outreach campaign. This outcome supports the position that Transdev's workplace attracts and retains a diverse workforce. Such statistics reinforce the equal opportunity presented to candidates which results in the continued diversity of this category and the overall workforce. Regardless of when and where vacancies in this category might occur, Transdev is committed to hire the best suited candidate for the position and will give every opportunity for females.

Underrepresentation Service & Maintenance- Male - Hispanic (29), Asian (6). Female - White (5); Hispanic (23); Asian (7)

While this category presents opportunities for improvement, the overall representation of minorities actually exceeds that available in the workplace. The outcome results from overrepresentation by male and female African-Americans at AVTA. Based on historical recruitment hiring, there were not a significant number of Hispanic males and females who possess a CDL which is a minimum requirement for a Bus Operator. The continued decline of available CDL qualified employees and the continued increase of CDL and other driving position in the Gig and Home delivery economies is unlikely to change. Recent analysis from Career Builder identify over 450,000 CDL openings nationwide, with only 170,000 candidates. This reduction in the number of available candidates with CDL's at the time of their application is equally applicable in the Lancaster/Palmdale area as Transdev has modified its hiring practices to allow for a conditional offer of employment and in-house CDL training for trainees to pursue the completion of CDL testing. This modification may also benefit minority applicants who could not attain a CDL on their own and could not afford the schooling. In short, Transdev will pursue the goal to increase Hispanic hires, of either gender, the current recruitment process already includes an expansive network to attract candidates regardless of any demographic.

Regardless of future compliance or political issues, whenever an underrepresentation has been identified, Transdev has a strong record of setting, and the achieving goals. This success was the result of analysis of position vacancies and estimated turnover, along with any new positions authorized

for the period of this Plan. This forecasting process is only an estimate but the evidence is in the elimination of every goal established in any prior Plan. Said differently, Transdev has met every goal for female and minority hiring and is expected to continue such effort and outreach in the future. Moreover, the fact that the General Manager is Latino, contributes to the assurance that no systemic denial of equal opportunity is evident or likely.

Transdev expanded recruiting outreach will continue to focus on maintaining female and minority representation in each category for each of the next three years. Transdev will continue to expand its participation in recruitment for former members of the military and for individuals with disabilities. New efforts in the past 3 years have been made to expand Transdev's on-line recruiting, interaction with agencies representing individuals with disabilities and military members who are in transition to the civilian workforce. All assumptions and goals will be reviewed and revised as needed.

Transdev has developed liaisons with local businesses to increase awareness of career opportunities. Local organizations include the educational institutions employment assistance centers, California Department of Employment and Housing, Hire-a-Hero.com, DOD military Job Fairs, Vocational Rehabilitation Centers, Goodwill, and certain public media resources are notified of all position openings as they occur. Transdev has and will continue to actively pursue agencies that work specifically with disadvantaged groups to provide job/career information.

Assessment of Prior EEO Plan Goals

In the development of this plan, prior EEO Plans developed and managed by Transdev for AVTA were reviewed. Historically, Transdev's workforce representation equaled or exceeded the representation of minority and female in all categories, as it would for this Plan under prior measurement methods. No underrepresentation for females or any racial/ethnic category was identified for the Plan covering 2015 -2018.

ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES

The very nature of transportation requires Transdev to recruit personnel with varying levels of skill and ability. Recruitment of positions is done on a local, state and/or national basis, depending on the position.

Recruitment and Selection Process

Transdev actively seeks minorities and women for existing and future employment. A variety of recruitment sources are utilized including, but not limited to:

- California Department of Employment and Housing
- Local U.S. Department of Veterans Affairs
- Goodwill Industries International, Inc.
- Educational Institutions Employment Assistance Centers
- Public media resources
- Online military transition services
- Onsite military Job Fairs
- Transdev also participates in job fairs in the community in addition to notifying minority/female agencies of job openings.
- Transdev's Website, in person outreach and technical outreach to minority, female, military and disability agencies via Direct Employer. The website includes alternatives to the online application process for individuals with disabilities.

Department directors notify the Human Resources Department of any opening which occurs within their department. All openings are posted on Transdev's own website, www.transdevna.com, and additional recruitment resources which vary based on the position and availability. The majority of open positions are posted in-house in concurrence with outside recruitment. This encourages the company's philosophy to promote and recruit from within the organization.

Position openings may be advertised in local publications, news media resources, local social service agencies, training organizations, and websites designed for compliance and outreach, e.g. the California Department of Employment and Housing. Additionally, Transdev utilizes Direct Employer, an online service which provides a single, one-stop access point to post jobs to a diverse candidate group including college/university, including those with predominantly minority and/or female enrollment, veterans, diversity, and affirmative action locations. Job openings are posted for at least five business days, longer if necessary, depending on the position. Employment inquiries from interested parties are also forwarded to Human Resources

from Transdev's customer service. Additionally, Transdev has undertaken, and plans to continue as available, special employment programs that involve minorities and females. For example, summer jobs for underprivileged youths and a college internship program.

Depending on the position, an advertisement will be placed in the local newspaper, Career Builder, Transit Times website and/or the APTA trade journal "Passenger Transport". While the position is open, individuals may apply online at our website. Individuals who express interest by other means, e.g. e-mailed to our office or on-site interest are directed to our website. At the completion of the application period, the profile of each applicant is reviewed and screened for appropriate qualifications.

Those applicants most appropriately qualified are scheduled for screening interviews with a member of Human Resource or the Safety Department. During the initial interview, applicants are given specific information regarding the position for which they applied. If there are any questions regarding their application and/or resume they are asked in the initial interview. For administrative positions, individuals are selected on the basis of their application, interview and reference checks. For those positions which require the operation of a company vehicle, a moving violation report is requested to review the applicant's driving record.

Screening interviews result in qualified candidates being scheduled for a second interview with the department manager, supervisor and/or director. These individuals select the most suitable individual(s) for the position.

Upon an offer of conditional employment, the applicant will then need to authorize and successfully complete a thorough background investigation which includes a pre-employment physical, drug screen, conviction record background check and reference verifications. Certain positions which require a commercial driver's license must satisfy the Department of Transportation's physical regulations, drug screens, MVR and reference checks.

Drug screens must be negative. If the drug screen result is positive, the applicant may only reapply after presenting documentation of an FTA recognized rehabilitation program.

The Employment Practices Chart identifies several areas for Adverse Impact, but pattern is thought to exist based upon gender or ethnic/racial basis. It does verify that the overwhelming number of candidates in all categories are minority, with very comparable hiring for males and females.

Promotions

Transdev encourages all employees to seek upward mobility, with opportunities at their existing location or at any of Transdev's operations in the USA or abroad. With the posting of all position on the website, and communication of same to all employees by postings and verbal communication, Transdev ensures that employees have full knowledge of lateral or upward mobility. Access to such opportunities is available through the traditional application via Transdev's website along with portal on Transdev's Intranet that is accessible only to existing employees. This process assures opportunity for employees while serving the interest of the agency by comparison of internal and external talent.

Any promotion for positions covered by a labor contract, typically those in the Craft category and the Service & Maintenance category are determined based upon seniority of the individual within the bargaining unit. Positions not in the bargaining, primarily those in the Manager and Professional categories are based upon factors other than seniority. The Administrative category includes union and non-union

Very few promotions were evidenced in 2017; The Employment Practices Chart shows no potential Adverse Impact.

Compensation Administration

All positions are classified according to similarities of responsibilities and qualifications. The purpose of this classification is to cluster similar positions to achieve equity within the position and pay equity in regards to wage structure.

In order to maintain a complete, accurate and equitable system, managers are requested to review and/or complete a position description survey as a position changes or departments are reorganized. Reclassification of a position may result if it is determined that changes in the job content are of such significance that a change in position class is warranted.

If an employee feels that the duties and responsibilities presently being performed are not accurately or completely described by the present position classification, this opinion should be brought to the attention of his/her supervisor. The employee may be requested to complete a new

position description questionnaire, which will be reviewed and approved by his/her supervisor and department director. If the department director after reviewing the revised position description questionnaire believes that an evaluation of the position is warranted the department director should notify the Regional Director Resources, who will convene a Job Evaluation meeting with the appropriate persons.

If an employee feels that an evaluation of his/her position was unjustly denied by the department director, the employee may request a hearing with the Administrative Coordinator and/or General Manager.

There is generally one type of pay increment that may be authorized for Transdev administrative personnel, and that is a merit increase based on individual performance as detailed on their performance review. A merit increase in recognition of successful performance of an employee is not automatically granted. Merit increments are awarded by the employee's appropriate functional manager or general manager.

Transdev maintains a compensation administration program, which provides for recognition of, and regard to, differences in individual ability and performance. The fact that an employee has continued to be employed by Transdev is not by itself justification for a salary adjustment. Performance is the key factor, not length of service. The salary and performance of each employee is reviewed at regular intervals. Adjustments are based on individual merit, proper differential with those supervised and equitable relationships with all other salaries within the system. Merit increase vary and are based upon economic conditions.

Operators, which represent 80% of the total workforce, are governed by collective bargaining agreements with the Teamsters. In each labor contract, the rate of pay is identified for each position with increases based upon length of service. Rates are based on incremental service and any increases are provided on the dates contained in the contract.

Employee Benefits

The benefits available to all regular Transdev employees will vary depending on union affiliation which results from negotiated union agreements. Benefits include health insurance, dental insurance, term life insurance, disability programs, paid holidays and sick days, vacation, EAP and a retirement plan.

All benefits are made available on a non-discriminatory basis shortly after their date of hire. Changes in group based coverage are available to each during Annual Enrollment which occurs in the fall of each year.

Training

The Safety and Training department coordinates internal and external training programs for Transdev employees. This area will also disseminate information on training activities to department heads for the employees under their supervision.

Transit Operators initially participate in Transdev's Operator Development Program which was developed by Transdev staff to ensure consistent training is presented to all new hires. After hire, all employees participate in refresher courses on safe operation of their duties, disability sensitivity training and other compliance programs as required by the DOT or Transdev policy.

Managers, Professional and certain Administrative staff participate in the above training with Operators, with additional development programs to include but not limited to Communications, Conflict Resolution, Documentation and Progressive Discipline. Compliance training such as Unlawful Harassment Prevention, DOT Reasonable Suspicion, ADA, EEO and are also presented to leaders on a scheduled basis.

There are specific on-going training programs for Maintenance employees, with a focus on ASE certifications. Virtually all training for non-union positions was compliance oriented.

Disciplinary Practices

All employees hired to fill a permanent full-time position serve a probationary period of six (6) months. The probationary period is a span of time during which an employee is evaluated by his or her supervisor on their performance of duties in their position. Those qualities, which comprise the overall makeup of the employee, include such things as competence, safety performance, attendance, reliability, customer service, trustworthiness, etc. If problems begin to occur, the department director and human resources will counsel the employee.

If at any time during the probationary period an employee is performing in an unsatisfactory manner, has been counseled on these deficiencies and

given the opportunity to correct them, yet does not improve, the employee will be released without recourse. The reasons for separation will be submitted to the appropriate manager and will be placed in the employee's personnel file.

If the employee completes probation and becomes a regular member of the Transdev workforce and begins to perform in an unsatisfactory manner, he/she will be called in by the supervisor to discuss the job performance. A Performance Improvement Plan will be completed, signed by the supervisor and the employee and placed in the personnel file. The employee is given a specific period to improve his/her performance. If, at the end of this time no improvement is detected, the employee is dismissed. If an employee disagrees with the termination he/she may appeal through the human resources director and/or general manager.

Hourly employee's disciplinary and termination procedures are outlined in both the bargaining unit agreement and the Employee Handbook. These two documents describe the disciplinary actions to be taken when dealing with administrative leaves, suspension, loss of pay, verbal and written reprimands and terminations. Limited evidence, without significant pattern, is evident of disparate impact.

Shift and Worksite Assignment

Practices in this area vary with different categories of employment, and by department. General offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday; most employees work on this schedule. Other non-contract personnel (such as supervisors in charge of transit operators and tellers required to work weekend hours) choose work schedules on the basis of seniority.

Transit Operators are assigned to routes at the time of hire based upon the openings at the time. Hours of work and routes are chosen by seniority. A review of employment data indicates that each station employs females and minorities at similar rates.

Employees are generally hired to work a night, weekend or split shift assignment and then move to weekday and/or day shifts based upon ability and seniority as openings occur.

Layoff and Recall

Employees covered by a labor agreement have defined provisions for layoff and recall. The Teamster agreement is primarily based on seniority, a list of which is compiled by the company and reviewed regularly with the union.

Any decision for layoff for employees not covered by a labor agreement would include a review of the competencies demanded of each position and the reviewed competencies of each individual. Once the organizational needs have been determined, these competencies will be considered to identify employees for any reduction in force.

No layoffs have occurred in the prior 6 years and none is imminent.

INTERNAL MONITORING AND EVALUATION OF THE EEO PROGRAM

The EEO Officer has the responsibility for developing and preparing the formal documents of the AAP. The EEO Officer is responsible for the effective implementation of the EEO Plan; however, responsibility is likewise vested with each department manager and supervisor. Transdev's audit and reporting system is designed to:

- Measure the effectiveness of the AAP/EEO program.
- Document personnel activities.
- Identify problem areas where remedial action is needed.
- Determine the degree to which Transdev AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure non-discrimination and equal employment opportunity for all individuals without regard to their color, religion, national origin, sex, creed, age, genetic information, disability, veteran status, or other protected class:

- Recruitment, advertising, and job application procedures.
- Hiring, promotion, transfers, upgrading, award of tenure, layoff, recall from layoff.
- Rates of pay and any other forms of compensation including fringe benefits.
- Job assignments, job classifications, job descriptions, and seniority lists.
- Sick leave, leaves of absence, or any other leave.
- Training, apprenticeships, attendance at professional meetings and conferences.
- Disciplinary actions, terminations, suspensions, and demotions.
- EEO complaints.
- Any other term, condition, or privilege of employment.

The following documents are maintained as a component of Transdev's internal audit process:

1. An applicant flow log showing the date of application, position applied for, applicant 's name, referral source/ race, sex, veteran status/ interview status and action taken for all individuals applying for job opportunities;

2. Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification;
3. Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each job group;
4. Maintenance of employment applications (not to exceed one year); and
5. Records pertaining to Transdev's compensation system (maintained by payroll department).

Transdev's audit system includes periodic reports which document Transdev's efforts to achieve EEO responsibilities. Department Managers and Supervisors are asked to report any current or foreseeable EEO problems and are asked to outline their suggestions or recommendations for solutions. If problems arise, the Department Manager is to report such concerns to the EEO Office. During the reporting period, the following will occur on an annual basis.

1. The EEO Officer will discuss any problems relating to significant rejections, EEO charges, etc. with the General Manager; and
2. The EEO Officer will report the status of Transdev's AAP goals and objectives to the General Manager. The EEO Officer will recommend remedial actions for the effective implementation of the EEO Plan.

The EEO Officer will meet on at least an annual basis with the General Manager, and any recommended top management, to review the effectiveness of the Plan and submit recommendations, as necessary, regarding changes or improvements. The EEO Office is empowered to then develop and implement any changes to practice or policy needed within the Company to more effectively address/implement the goals, guidelines, and commitments set forth in the Plan.

Complaint Processing

The EEO Officer is responsible for managing the EEO compliance functions for Transdev's AVTA location. Transdev has developed and implemented policies and procedures for addressing complaints of discrimination:

- Transdev Unlawful Harassment Policy

- Transdev Business Code of Conduct Policy
- Due Process Policy

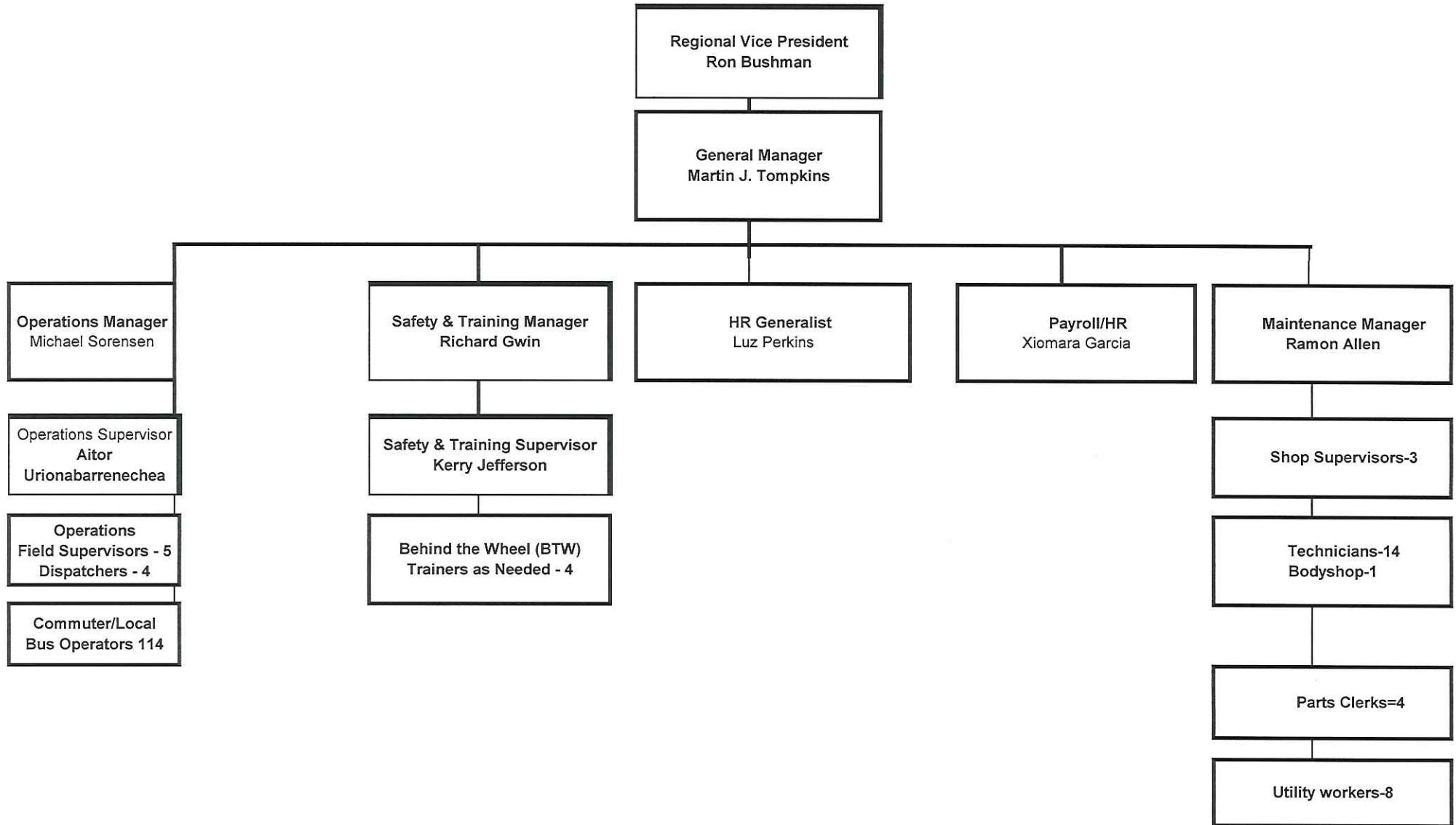
Additionally, internal information on discrimination complaints received by Transdev's maintained by the Regional Director Human Resources. All applications are initially made online and demographic information is monitored via an on-line Applicant Tracking System. The information is periodically reviewed for departmental trends and to identify any problem areas of need. The information is provided to the General Manager for consideration.

Turnover activity by race and gender has been for tracked and is available for analysis as needed. All the systems serve as means to self-audit and monitor Transdev's performance and progress in meeting its EEO goals and objectives. They also serve to identify problem areas and develop customized solutions/responses to areas of need.

Complaints filed

Transdev has not received any complaints of discrimination filed with any Federal, State or Local agency since January 1, 2015.

Transdev Services, Inc.
ORGANIZATIONAL CHART
ANTELOPE VALLEY TRANSIT AUTHORITY - AVTA





DATE: January 22, 2019

TO: BOARD OF DIRECTORS

SUBJECT: Procurement Policies and Procedures Manual (Revision No. 8)

RECOMMENDATION

That the Board of Directors approve Revision No. 8 to the Procurement Policy and Procedures Manual as summarized herein and attached to this report. Revision 8 supersedes Revision 7 approved on July 24, 2018.

FISCAL IMPACT

No significant fiscal impact is apparent from this update.

BACKGROUND

Staff has revised the Procurement Policies and Procedures Manual to address: 1) organizational and title changes that have been initiated since the last revision approved on July 24, 2018; 2) Federal Transit Administration updates brought forth by the Office of Management and Budget (OMB); and 3) Disadvantaged Business Enterprise (DBE) search requirements for micro and small purchases.

The OMB Memorandum implements a change to the micro purchase threshold limit, which will increase AVTA's micro-purchase threshold from \$3,500 to the new limit of \$10,000. This change will reduce the amount of documentation required for micro-purchases utilizing FTA grant funding. The DBE search on micro and small purchases will aid staff in achieving the 4% DBE goal approved by the Board of Directors on July 24, 2018.

Prepared by:

Submitted by:

Lyle Block
Procurement and Contracts Officer

Macy Neshati
Executive Director/CEO

Attachments: A – Revision No. 8 – Procurement Policy and Procedures Manual (redlined version)
B – OMB Memorandum dated June 20, 2018

The Procurement Policy and Procedures Manual is available for review during regular business hours at the Customer Service window or by contacting the Clerk of the Board at (661) 729-2206.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
FINANCIAL MANAGEMENT

June 20, 2018

M-18-18

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND HEADS OF SMALL EXECUTIVE AGENCIES

FROM:

Tim Soltis

Deputy Controller, Office of Federal Financial Management

SUBJECT:

Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance

In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018, this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions to \$250,000 for all recipients. Further, it implements an approval process for certain institutions that want to request micro-purchase thresholds higher than \$10,000. Agencies are required to implement these changes in the terms and conditions of their awards, and recipients of existing Federal financial assistance awards may implement them in their internal controls.

Background

This memorandum applies to all Federal agencies, as defined at 5 U.S.C. § 551(1), that award grants or cooperative agreements. It implements changes to the micro-purchase and simplified acquisition thresholds for financial assistance under the NDAs for Fiscal Year (FY) 2017 and FY2018. The micro-purchase threshold refers to purchases of supplies or services using simplified acquisition procedures, not to exceed an established amount pursuant to the Office of Management and Budget (OMB) Governmentwide Guidance for Grants and Agreements (“Uniform Guidance”) at 2 C.F.R. § 200.67 (Micro-purchase). The simplified acquisition threshold refers to purchases of property or services using small purchase methods not to exceed an established amount pursuant to 2 C.F.R. § 200.88 (Simplified acquisition threshold). For Federal financial assistance awards, these purchases are acquired for use by a Federal program. The NDAA for FY2017 increased the micro-purchase threshold from \$3,500 to \$10,000 for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes (41 U.S.C. § 1908). The NDAA for FY2018 increases the micro-purchase threshold to \$10,000 for all recipients and also increases the simplified acquisition threshold from \$100,000 to \$250,000 for all recipients.

Implementing the NDAA for FY2017

Section 217(b) of the NDAA for FY2017 raises the micro-purchase threshold to \$10,000 for procurements under grants and cooperative agreements for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes.¹

¹ Pub. L. No. 114-328 (codified at 41 U.S.C. § 1902(a)(2)).

The NDAA for FY2017 also establishes an interim uniform process by which these recipients can request and Federal agencies can approve requests to apply a higher micro-purchase threshold. Specifically, the 2017 NDAA allows a threshold above \$10,000 if approved by the head of the relevant executive agency. For purposes of this approval, the institution's cognizant Federal agency for indirect cost rates will be the relevant executive agency as defined in 2 C.F.R. § 200.19 (Cognizant agency for indirect costs). To receive a higher threshold, the institution must either have "clean single audit findings" (*i.e.*, in accordance with 2 C.F.R. § 200.520 - Criteria for a low-risk auditee), have an acceptable internal institutional risk assessment, or the higher threshold must be consistent with State law for public institutions.

Agencies should reflect this change through policy or terms and conditions in awards for those institutions. The effective date for this change was when the NDAA for FY2017 was signed into law on December 23, 2016. OMB intends to revise the Uniform Guidance to conform with the law.²

Process for Requesting a Higher Threshold Under the NDAA for FY2017

Requests for approval should be submitted to the institution's cognizant Federal agency for indirect cost rates; however, institutions should contact the agency before sending the request to determine the correct point of contact. The cognizant Federal agency will assign review of the request to the appropriate office within the agency to determine whether to approve, and will maintain records and justification of all approvals. The request should include the threshold level being requested and the justification(s) for it based on the criteria above per Section 217(b) of the NDAA for FY2017.

Implementing the NDAA for FY2018

This memorandum also implements provisions of the NDAA for FY 2018, Pub. L. No. 115-91, which became law on December 12, 2017. Specifically, section 806 raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 raised the simplified acquisition threshold from \$100,000 to \$250,000. Pursuant to 2 C.F.R. § 200.67 (Micro-purchase) and 2 C.F.R. § 200.88 (Simplified acquisition threshold), these higher thresholds are not effective until implemented in the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions).³

In order to allow maximum flexibility for grant recipients in light of the changes to the NDAA for FY2018, OMB is granting an exception allowing recipients to use the higher threshold of \$10,000 for micro-purchases and \$250,000 for simplified acquisitions in advance of revisions to the FAR at 48 C.F.R. Subpart 2.1 and the Uniform Guidance. Pursuant to 2 C.F.R. § 200.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when exceptions are not prohibited by statute. The exception takes effect upon the date of issuance of this memo. Agencies should apply this exception to all recipients. Recipients should document any change based on this exception in accordance with 2 C.F.R. § 200.318 (General procurement standards).

If you have any questions regarding this memorandum, please contact Mary Tutman at Mary.E.Tutman@omb.eop.gov or Gil Tran at Hai_M._Tran@omb.eop.gov.

² The American Innovation and Competitiveness Act, Pub. L. No. 114-329, § 207(b) (2017) states that the Uniform Guidance shall be revised to conform with the requirements concerning the micro-purchase threshold.

³ Codified at 41 U.S.C. § 1902(f).



DATE: January 22, 2019

TO: BOARD OF DIRECTORS

SUBJECT: Funding Agreement #2019-63 with Antelope Valley College for the Route 8

RECOMMENDATION

That Board of Directors authorize the Executive Director/CEO to execute Funding Agreement #2019-63 with the Antelope Valley College (AVC) for the Route 8.

FISCAL IMPACT

The operational cost of the Route 8 service equates to \$53,884 for the Summer/Fall 2018 Semester and \$56,287 for the Spring 2019 and Summer/Fall 2019 Semesters, respectively, based upon the current schedule and number of daily trips. The Antelope Valley Transit Authority (AVTA) will provide an invoice not later than ten (10) calendar days after the end of the first month of the semester. The AVC will make payment to AVTA for the approved invoiced amount within thirty (30) working days after the receipt of AVTA's valid invoice for services rendered and the accompanying documentation.

BACKGROUND

At the July 24, 2018 meeting, the Board of Directors approved the Route 8 to provide public transportation express transit services for students, faculty, and members of the general public between the AVC's City of Lancaster Campus and the AVC's City of Palmdale Center. The route consists of two buses, operating five (5) days a week, comprising of eight (8) southbound trips and eight (8) northbound trips per day.

The AVTA will be responsible for all management and operations related to providing the services including but not limited to the following:

- (a) Providing executive and administrative management to the Route 8 service and encourage students, faculty, and members of the general public through

various marketing methods (electronic media, etc.) that support and encourage the utilization of riding AVTA buses.

- (b) AVTA will prepare any reports that may be reasonably requested by the AVC.
- (c) If the Route 8 service is terminated, AVTA and the AVC shall be responsible for posting notices at the AVC and notifying students, faculty, and members of the general public of the termination of the project.

Prepared by:

Submitted by:

Norm Hickling
Director of Strategic Planning
and Development

Macy Neshati
Executive Director/CEO

Attachment: A - Funding Agreement #2019-63

AVC/AVTA ROUTE 8 FUNDING AGREEMENT

The Route 8 Funding Agreement ("AGREEMENT") is entered into by and between the Antelope Valley Transit Authority ("AVTA"), a public entity formed under the California Joint Exercise of Powers Act and the Antelope Valley College (INSTITUTION"). The AGREEMENT is made effective for the Summer/Fall 2018 Semester through the conclusion of the Fall 2019 Semester.

RECITALS

- A. AVTA is a Joint Powers Authority formed in 1992 by the Cities of Lancaster and Palmdale and the County of Los Angeles for the purpose of providing public transportation services to residents of the Antelope Valley.
- B. AVTA has been providing public transportation services to residents of the Antelope Valley in compliance with all federal, state, and local statutes, ordinances, regulations, and directives applicable to the provision of transit services by a federally funded public entity.
- C. AVTA has the management, technical, maintenance, and operating personnel necessary for the operation of the public transportation services and desires to provide this service as requested by the INSTITUTION.
- D. The INSTITUTION shall provide funding for the Route 8 operation on the terms and conditions provided herein. This one-year agreement provides AVTA local transportation services to college students and members of the public who need connection between the INSTITUTION'S City of Lancaster Campus and the INSTITUTION'S City of Palmdale Center.

NOW, THEREFORE, AVTA and INSTITUTION agree as follows:

1. PARTIES, TERM, AND SCOPE OF SERVICE

The parties to this AGREEMENT are:

The AVTA, a public entity formed under the California Joint Exercise of Powers Act, having its offices at 42210 6th Street West, Lancaster, California 93534.

The INSTITUTION, a community college in the State of California, whose address is: 3041 West Avenue K, Lancaster, CA 93536

A. Representatives of the Parties and Notifications.

The representatives of the parties authorized to administer this AGREEMENT and to whom formal notices, demands, and communications will be given are as follows:

- (1) The representative of the AVTA is:
Mr. Macy Neshati
Executive Director/CEO
Antelope Valley Transit Authority
42210 6th Street West Lancaster, CA 93534
Phone: (661) 729-2206 Fax: (661) 726-2615
E-mail address: mneshati@avta.com
- (2) The representative of the INSTITUTION is:
Mr. Edward Knudson
President
Antelope Valley College
3041 West Avenue K Lancaster, CA 93536
Phone: (661) 722-6300 Fax: (661) 722-6333
E-mail address: eknudson@avc.edu
- (3) Formal notices, demands, and communications to be given by either party must be made in writing and may be affected by personal delivery or by mail.
- (4) If the name of the representative designated to receive the notices, demands, or communications, or the address of that person is changed, written notice must be given within five (5) working days of that change.

B. Term of AGREEMENT

The annual term of this AGREEMENT shall commence upon the approval of the INSTITUTIONS Board of Trustees and the AVTA Board of Directors, but NO later than the Spring 2019 Semester, provided however that the parties may extend the AGREEMENT by mutual written agreement.

C. Scope of Service

- (1) In consideration of the mutual promises of the parties set forth herein, the INSTITUTION engages AVTA to provide public transportation express transit service services for students, faculty, and members of the general public providing a express connection between the INSTITUTION'S City of Lancaster Campus and the INSTITUTION'S City of Palmdale Center. Consisting of two buses, operating five (5) days a week, comprising of eight (8) southbound trips and eight (8) northbound trips per day.

- (2) AVTA is responsible for all management and operations related to providing the services described above in subsection (1), including but not limited to the following:
- (a) Providing executive and administrative management to the Route 8 service and encourage students, faculty, and members of the general public through various marketing methods (electronic media, etc.) that support and encourage the utilization of riding AVTA buses.
 - (b) AVTA will prepare any reports that may be reasonably requested by the INSTITUTION.
 - (c) If the Route 8 service is terminated, AVTA and the INSTITUTION shall be responsible for posting notices at the INSTITUTION and notifying students, faculty, and members of the general public of the termination of the project.

2. COMPENSATION, INVOICING, PAYMENT, LOST OR STOLEN CARDS, AND ADDITIONAL CARDS

A. AVTA's Compensation

In consideration for AVTA's satisfactory performance of the services described above in Section 1.C., AVTA is entitled to receive from the INSTITUTION the following compensation:

The operational cost of the Route 8 service equating to \$53,884 for the Summer/Fall 2018 Semester and \$56,287 for the Spring 2019 and Summer/Fall 2019 Semesters, respectively, based upon the current schedule and number of daily trips.

B. Invoicing

AVTA will provide an invoice not later than ten (10) calendar days after the end of first month of the semester.

C. Payment

INSTITUTION will make payment to AVTA for the approved invoiced amount within thirty (30) working days after INSTITUTION's receipt of AVTA's valid invoice for services rendered and the accompanying documentation.

3. COMPLIANCE WITH APPLICABLE LAW

AVTA attests that the services required by this AGREEMENT will be provided in compliance with all federal, state, and local statutes, ordinances, regulations, and directives that are applicable to the provision of public

transportation services by a federally funded public entity. These statutes, ordinances, regulations, and directives relate to labor, personnel, and employment matters, insurance coverage, vehicle and workplace health and safety regulations, financial accounting and reporting, and numerous other administrative and operational matters that require compliance, monitoring, and reporting by AVTA. All provisions required by law to be included in this AGREEMENT are incorporated by this reference.

4. AVTA INDEMNIFICATION

To the maximum extent permitted by law, INSTITUTION shall indemnify, defend, save, and hold harmless the AVTA, its boards, commissions, directors, departments, officers, officials, agents, and employees individually and collectively (hereinafter referred to as "Indemnities") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation, and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), any financial loss, or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of, or arising out of, or relating to activities of, the INSTITUTION or any of its boards, commissions, directors, departments, officers, officials, agents, employees, or subcontractors under this AGREEMENT.

5. INSTITUTION INDEMNIFICATION

To the maximum extent permitted by law, AVTA shall indemnify, defend, save, and hold harmless the INSTITUTION, its boards, commissions, directors, departments, officers, officials, agents, and employees individually and collectively (hereinafter referred to as "Indemnities") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation, and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), any financial loss, or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of, or arising out of, or relating to activities of, the AVTA or any of its boards, commissions, directors, departments, officers, officials, agents, employees, or subcontractors under this AGREEMENT.

6. TERMINATION

This AGREEMENT may be terminated for any or no reason, in whole or in part, by either party providing not less than ninety (90) days prior written notice. Termination of work hereunder shall be effected by notice of termination specifying the extent to which performance of work is terminated and the date upon which such termination shall become effective.

7. PERMITS, LICENSES AND CERTIFICATIONS

During the term of this AGREEMENT, AVTA shall obtain and maintain all necessary permits, licenses, and certifications required by law for the conduct of AVTA's business and for the provision of public transportation services under this AGREEMENT.

8. RESOLUTION OF DISPUTES

Disputes regarding the interpretation or application of any provisions of this AGREEMENT shall, to the extent reasonably feasible, be resolved through good faith negotiations between both parties.

9. MODIFICATIONS

- A. Any revision which does not materially affect the scope of work, period of performance, payments, or any term or condition included in this AGREEMENT may be affected by a written contract amendment signed by the INSTITUTION's duly authorized representative or designee and the AVTA's Executive Director or designee.
- B. Any revision, which materially affects the scope of work, period of performance, payments, or any term or condition included in this AGREEMENT, a negotiated contract amendment to this AGREEMENT shall be executed by AVTA and the INSTITUTION.

10. GOVERNING LAW

This AGREEMENT is governed by and will be construed in accordance with the laws of the State of California.

11. INTEGRATED AGREEMENT

This AGREEMENT represents the entire agreement between the parties. No representation or promise, express or implied, verbal or written, that is not set forth herein, shall be binding or have any force or effect.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this AGREEMENT by signing below.

INSTITUTION'S SIGNATURE(S)

I have read this AGREEMENT and I understand the AGREEMENT and agree to be bound by its terms and conditions as stated herein.

Edward Knudson
Antelope Valley College

President

Signature

Title

Name (please print)

Date

Macy Neshati
Antelope Valley Transit Authority

Executive Director/CEO

Signature

Title

Name (please print)

Date



DATE: January 22, 2019

TO: BOARD OF DIRECTORS

SUBJECT: Fiscal Year 2018/2019 (FY19) Mid-Year Budget Review and Proposed Adjustments

RECOMMENDATIONS

That the Board of Directors approve the proposed FY19 Mid-Year Budget adjustments.

FISCAL IMPACT

Revenue:

A net revenue increase of approximately \$30,000 is expected. Additional funds have been added from Antelope Valley College to compensate the Authority for providing the continued operation of the Route 8. Additionally, we will recognize funds due AVTA from prior fiscal years for the increased security patrol at Sgt. Steve Owen Memorial Park.

Expense:

To balance the rise in revenue, expenses will also see a net increase of just under \$30,000. A summary of the changes is as follows:

Expense Category	Net Change
Operations and Maintenance	\$ (486,970)
Salaries and Benefits	\$ 216,652
General and Administration	\$ 300,147
Total	\$ 29,829

BACKGROUND

The majority of budget movement is within expenditures. AVTA intends to add four additional staff members in the coming months and expects increases in fees for legal, insurance, and consulting services. AVTA can afford to lower the operations and maintenance costs by reducing the amount of extra budgeted dollars originally placed in the contract services account. The adopted FY19 budget included over \$2.5 million for contingency and expansion. The proposed adjustments to the mid-year budget contain increases for service expansion already planned including the new routes to Edwards Air Force Base (EAFB) and the Mojave Air and Space Port. With the mid-year adjustments, the contract services account still has over \$1.1 million for service contingency/expansion purposes.

Prepared by:

Submitted by:

KJ Alcuran
Controller

Macy Neshati
Executive Director/CEO



DATE: January 22, 2019

TO: BOARD OF DIRECTORS

SUBJECT: Contract Amendment for Additional Security Guard Services at Sgt. Steve Owen Memorial Park (SSOMP)

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute an amendment to Contract #2019-04 for additional security guard services by OPSEC Specialized Protection, Lancaster, CA, at SSOMP.

FISCAL IMPACT

The amendment will provide for an additional \$95,000 (for a one year period of time) above the original \$75,000 per year for a five-year term. The total amount of the contract and amendment is \$170,000.

Prop C 5% Security funds have been included in the Fiscal Year 2018/2019 Budget to pay for this service.

BACKGROUND

At the September 25, 2018 the Board of Directors approved the Executive Director/CEO to execute contract #2019-04 for security services to be performed by OPSEC Specialized Protection to maintain a safe working environment for AVTA's employees, contracted personnel, property, services and the general public. AVTA is committed to maintaining a professional, safe and secure environment to conduct operations. In keeping with this mission, and based upon feedback from our operators and customers, we need additional protective services at SSOMP to help secure the transit operations and customer waiting areas seven days a week. These additional security guards will be charged with monitoring facility grounds, operator rest areas, bus shelters, etc.

OPSEC Specialized Protection has been providing exceptional security protection to the AVTA main facility and have a clear understanding of the authority' requirements

and the value we demand for our employees, contractors, and customers. Their security experience gives them a clear insight into our requirements and mission. Staff is confident that OPSEC Specialized Protection will perform these additional duties diligently and professionally.

Prepared by:

Submitted by:

Norm Hickling
Director of Strategic Planning and
Development

Macy Neshati
Executive Director/CEO



DATE: January 22, 2019
TO: BOARD OF DIRECTORS
SUBJECT: Amended Classification and Salary Schedule

RECOMMENDATION

That the Board of Directors approve a title change (Director of Communications to Director of Marketing) and revised job description (Attachment A), and provide authorization to recruit and fill the position as deemed necessary.

FISCAL IMPACT

Sufficient funds are included in the Fiscal Year 2018/2019 (FY19) Budget. The new Director of Marketing position will be established at Range 63 (Min. \$113,899 – Max. \$148,069) plus applicable benefits. The change will result in a fiscal impact of approximately \$50,460 for the remainder of FY19.

BACKGROUND

Upon executive management review, the Director of Communications position was found to be too limiting for the varied marketing and customer focus needs of the organization. Therefore, the position title was changed to Director of Marketing as was the position description for these responsibilities.

Staff is recommending the Director of Marketing position be approved to support the Director of Strategic Planning and Development with marketing data management, community outreach, and customer service functions.

Prepared by:

Submitted by:

Norm Hickling
Director of Strategic Planning
and Development

Macy Neshati
Executive Director/CEO

Attachment: A – Director of Marketing Job Description



January 2019
FLSA: EXEMPT

DIRECTOR OF MARKETING

DEFINITION

Under direction of the Director of Strategic Planning and Development, plans, organizes, manages, and provides administrative direction and oversight for all programs and activities of the Marketing and Customer Service Department; plans, directs, and implements comprehensive Authority-wide public affairs, community and government relations, outreach, and media relations programs and activities; coordinates assigned activities with other Authority departments, officials, outside agencies, and the public; fosters cooperative working relationships among Authority departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Director of Strategic planning and Development in areas of expertise; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Strategic Planning and Development. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Department Head classification that oversees, directs, and participates in all activities of the Marketing and Customer Services Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Director of Strategic Planning and Development in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Authority programs and projects, and the ability to develop, oversee, and implement marketing and community relations programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Authority goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Marketing and Customer Service programs, projects, services, and activities, including overseeing public affairs, community relations, outreach, and media relations.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within Authority policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Authority needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of change.
- Leads the formulation, strategic development, implementation, and evaluation of the Authority's public affairs, communications, and community relations programs, projects, and activities.
- Develops the Authority's marketing strategy; oversees the design, and development of in-house and vendor produced materials; oversees advertising/public relations contractors; develops and implements marketing research, ridership and customer satisfaction surveys.
- Develops and manages the Authority's image, including review of materials developed by other departments for public distribution and outreach programs, projects, and issues of importance to the Authority.
- Provides expert professional assistance and guidance, as requested to members of the Board, Executive Director, , and senior staff on public affairs and media relations, including preparing speeches, reports, testimonies, radio and television scripts, and other materials.
- Provides leadership and shares responsibility with other Authority executives and managers to communicate the Authority's awareness of and sensitivity to the role it plays with key stakeholders in carrying out its mission within the Authority's jurisdiction.
- Develops, proposes, and takes proactive steps to build positive relationships with key business, civic, and community leaders, and members of the media.
- Develops, writes, edits, and distributes a variety of reports and informational materials, including feature articles, special stories, informational and educational releases, and internal and external newsletters and annual reports; oversees the maintenance of the Authority's website.
- Coordinates a variety of public activities, special events, photo shoots, and interview opportunities for Authority staff.
- Maintains and directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Strategic Planning and Development.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Budget development, contract administration, Authority-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, and techniques used in the conduct of an effective marketing and outreach program, including public affairs, community and government relations, outreach, and media relations.
- Recent and on-going developments, current literature, and sources of information related to policy and legislative affairs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with news media and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Authority.
- Develop, plan, coordinate, and implement a variety of marketing and outreach programs, projects, and activities suited to the needs of the community and Authority.
- Analyze and make sound recommendations on complex community and intergovernmental relations, media relations, community outreach, public affairs, and customer service issues and strategies.
- Plan and direct a broad range of programs and services directed to building and maintaining the Authority's image in the community and with key stakeholders.
- Effectively represent the department and the Authority in meetings with governmental agencies, community groups, news media, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare and administer department and program budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.

- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in marketing, public relations, political science, communications, public or business administration, or a closely related field; and seven (7) years of progressively responsible experience in planning, designing, and implementing communications and outreach programs, including three (3) years of supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.