



ANTELOPE VALLEY TRANSIT AUTHORITY

Regular Meeting of the Board of Directors

Tuesday, January 22, 2013

10:00 a.m.

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

AGENDA

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

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

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE:

Oath of Office to be Administered by General Counsel to Steve Hofbauer,
Representative for the City of Palmdale

ROLL CALL:

Chairman Norm Hickling, Vice Chairman Marvin Crist, Director Michael Cano, Director Ken Mann, Director Tom Lackey and Director Steve Hofbauer

APPROVAL OF AGENDA

PUBLIC BUSINESS FROM THE FLOOR:

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

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

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

SPECIAL REPORTS and PRESENTATIONS:

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

SRP 1 Presentation of Veolia Operator of the Month for November and December 2012 – Hector Fuentes, Veolia Transportation

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

CC 1 Board of Directors Meeting Minutes for November 27, 2012 – Karen Darr

CC 2 Financial Reports for January 2013 – Colby Konisek

CC 3 Fiscal Year 2012/13 Second Quarter Los Angeles County Sheriff's Report (October 1 – December 31, 2012) – Candice Rudolph

- CC 4 Fiscal Year 2012/13 Key Performance Indicators Report for October 2012 – Dietter Aragon
- CC 5 Fiscal Year 2012/13 Key Performance Indicators Report for November 2012 – Dietter Aragon
- CC 6 Federal Fiscal Year 2012/13 First Quarter Disadvantaged Business Enterprise and Small Business Enterprise Outreach Status Report (October 1 – December 31, 2012) – Lyle Block
- CC 7 Destruction of Records per AVTA's Records Retention Policy – Cheryl Love

NEW BUSINESS:

- NB 1 Proposed Dial-A-Ride Policy Changes – Len Engel
- NB 2 Proposed 2013 AVTA Legislative Principles – Julie Austin
- NB 3 Revised Personnel Rules and Regulations Manual – Julie Austin
- NB 4 Amendment #3 to Contract #2011-014: Webb Brothers Construction (Phase II Facility Construction) – Brad Chadwick
- NB 5 Award Sole-Source Contract #2012-022 to Farber Specialty Vehicles for Mobile Command Unit – Lyle Block

OLD BUSINESS:

- OB 1 Potential Service Modifications – Update on Public Outreach Efforts – Dietter Aragon

REPORTS AND ANNOUNCEMENTS:

- RA 1 Executive Director's Report

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the Special Meeting of the Board of Directors on January 23, 2013 at 9:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

The Agenda was posted by 5:00 p.m. on January 17, 2013 at the entrance to the Antelope Valley Transit Authority, 42210 6th St. West, Lancaster, CA 93534.

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

AVTA

ANTELOPE VALLEY TRANSIT AUTHORITY

Regular Meeting of the Board of Directors

Tuesday, November 27, 2012

10:00 a.m.

Antelope Valley Transit Authority Board Room

42210 6th Street West, Lancaster, California

www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER:

The meeting was called to order at 10:04 a.m. by Chairman Norm Hickling.

Chairman Hickling welcomed back Director Jim Ledford and Executive Director Julie Austin.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Director Ledford.

ROLL CALL:

Present

Chairman Norm Hickling

Vice Chairman Marvin Crist

Director Michael Cano

Director Jim Ledford

Director Ken Mann

Absent

Director Tom Lackey

Motion: Excuse the absence of Director Lackey and tardiness of Director Cano.

Moved by Director Ledford, seconded by Vice Chairman Crist

Vote: Motion Carried (4-0-0-2)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Ledford and Mann

Nays: None

Abstain: None

Absent: Directors Cano and Lackey

Director Cano arrived at 10:08 a.m.

APPROVAL OF AGENDA

Motion: Approve the agenda as presented.

Moved by Vice Chairman Crist, seconded by Director Ledford

Vote: Motion carried (4-0-0-2)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Ledford and Mann

Nays: None

Abstain: None

Absent: Directors Cano and Lackey

PUBLIC BUSINESS FROM THE FLOOR:

There was no public business presented.

MISCELLANEOUS BUSINESS – NON-AGENDA ITEMS:

There were no miscellaneous business items presented.

SPECIAL REPORTS and PRESENTATIONS:

SRP 1 Recognition of Outgoing Director Mike Dispenza for his service as an AVTA Board Member representing the City of Palmdale

Executive Director Julie Austin presented a plaque to Director Dispenza in recognition of his service to AVTA as a member of the Board since 1997.

Chairman Hickling presented a commendation to Director Dispenza from Los Angeles County Supervisor Michael Antonovich.

Director Dispenza reflected on his time serving the AVTA and thanked staff and the Board members for their support.

Director Cano arrived at 10:08 a.m.

SRP 2 Presentation of Veolia Operator of the Month

Veolia General Manager Hector Fuentes announced that the Operator of the Month for October 2012 is James Istilart. Mr. Istilart was not present to receive his award.

SRP 3 Recognition of Finance Staff

Executive Director Austin commended key staff members who helped achieve a clean audit for FY 2011/2012 and presented them with Certificates of Appreciation. Staff members who received recognition included: Laura

Sedota, David Cadena, Bob Keys, Gail Charles-Wright, Rong Fitzgibbons, Colby Konisek, Williene Jones, Kelly Alcuran, Judy Vaccaro and Gloria Delgado.

Chairman Hickling also praised the staff for a job well done and thanked them for their efforts.

SRP 4 FY 13 First Quarter Key Performance Indicators Report (July 1 – September 30, 2012)

Senior Transit Analyst Dietter Aragon presented the staff report. The Board discussed the performance of the Route 1. The item was received and filed; no vote was required.

SRP 5 FY 13 First Quarter Coach Operator Audit Results

Mr. Aragon presented the staff report. The Board briefly discussed the instances of fare evasion and the on-time performance metric related to early trips on commuter service. Staff was directed to provide monthly updates regarding the action taken to correct the issues noted in the audit. The item was received and filed; no vote was required.

SRP 6 Presentation of California Transit Association (“CTA”) Small Operators’ 2012 Transit Excellence Award

Chairman Hickling presented the award he accepted on behalf of AVTA at the annual CTA meeting held in Palm Springs to Ms. Austin. He applauded staff on behalf of the Board for the excellent job in turning around the Authority.

CONSENT CALENDAR

General Counsel Fox suggested that Director Ledford abstain from voting on CC 1 as he was not present at the October 23, 2012 Board meeting.

CC 1 Board of Directors Meeting Minutes for October 23, 2012

Motion: Approve Consent Calendar item 1.

Moved by Director Ledford, seconded by Vice Chairman Crist

Vote: Motion carried (4-0-1-1)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Cano and Mann

Nays: None

Abstain: Director Ledford

Absent: Director Lackey

CC 2 Financial Reports for November 2012

CC 3 Quarterly Grant Status Report (January 1 – September 30, 2012)

CC 4 FY 13 First Quarter Capital Reserves Report (July 1 – September 30, 2012)

CC 5 Meeting Cancellations - Transit Advisory Committee December 11, 2012 and Board of Directors December 25, 2012

CC 6 Transtrack Software Maintenance and Support Agreement

Motion: Approve Consent Calendar items 2-6.

Moved by Director Ledford, seconded by Vice Chairman Crist

Vote: Motion carried for (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Ledford, Cano and Mann

Nays: None

Abstain: None

Absent: Director Lackey

NEW BUSINESS:

NB 1 FY 14 Budget Calendar and Revised Budget Policy and Procedures

Colby Konisek presented the staff report. There was no discussion regarding this item.

Motion: Approve the revised Budget Policy and Procedures and receive and file the Budget Calendar for FY 2013/2014.

Moved by Vice Chairman Crist, seconded by Director Ledford

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Ledford, Cano, and Mann

Nays: None

Abstain: None

Absent: Director Lackey

NB 2 Draft Audited Financial Statements and Single Audit of Federal Awards for Year Ended June 30, 2012

Windes and McClaughry Audit Partner Pei Pei Wang and Senior Manager, Audit and Assurances Tom Huey congratulated AVTA on the significant improvement in the financial area and thanked staff for their hard work and

assistance. Key points from the Draft Audited Financial Statements and the Single Audit are referenced below:

Financial Statements June 30, 2012 and 2011

- Pages 1-2 – Independent Auditors' Report documents that the financial statements are complete, accurate, materially stated, and issued with a clean opinion.
- Page 3-12 – Management Discussion and Analysis documents management's narrative overview and analysis of the financial activities of the AVTA for the fiscal year ended 2012.
- Page 13 – Statement of Net Assets (balance sheet) documents key changes from FY 2011 to FY 2012. He noted several areas, including: 1) the increase of cash and cash equivalents related to grant activity; 2) the decrease of other receivables and increase of funds due to the Federal Transit Administration was related to the settlement with Designline in FY 2011; 3) the increase in capital assets was due to significant construction and associated costs; 4) the increase in accounts payable was due to fleet maintenance becoming a contract item effective January 1, 2012 and final invoices being paid; 5) the increase in unearned revenue was directly associated to Proposition 1B activity; and 6) the increase in net assets was related to the increase in capital assets, jurisdictional member contributions and earned interest.
- Page 14 – Statement of Revenues, Expenses and Changes in Net Assets (profit and loss statement) from FY 2011 to FY 2012. The increase in operating revenues was due to increased ridership; the change in operating expenses was due to contracted maintenance services; significant changes in nonoperating revenues and (expenses) were due to decreased interest income related to the Designline settlement agreement; and increased local and federal operating grants were directly related to Proposition 1B and drawing down funds.
- Pages 15 and 16 – Statements of Cash Flows is separated into four components and documents operating, non-capital financing, capital and related financing, and investment activities. It also shows a detailed reconciliation of operating loss to net cash used for operating activities.
- Pages 17-30 are accompanying explanatory notes to the financial statements for Fiscal Years 2011/12 and 2010/11.

There was no discussion regarding the financial statements.

Single Audit Report on Federal Awards for period ended June 30, 2012

- Pages 1-2 document internal controls over financial reporting. All of the issues that were noted in FY 2011 have been corrected; there are no issues reported for FY 2012.

- Pages 3-6 document the AVTA's compliance with federal awards and individual grant activity.
- Page 8 states that there were no material weaknesses or deficiencies identified for internal control over financial reporting or major programs.
- Pages 9–17 confirm that corrective action was taken by management during the fiscal year ending June 30, 2012 for all errors discovered during the June 30, 2011 audit.
- Pages 18-20 document Proposition 1B fund activity.

Mr. Huey noted that corrected information regarding funds received and expended for the year ended June 30, 2012 was provided to the Board and staff at the beginning of the meeting.

The Board briefly discussed this item.

Motion: Approve the Draft Financial Statements and Single Audit of Federal Awards for the year ended June 30, 2012.

Moved by Vice Chairman Crist, seconded by Director Cano

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Hickling, Vice Chairman Crist, and Directors Ledford, Cano, and Mann

Nays: None

Abstain: None

Absent: Director Lackey

NB 3 Potential Service Changes for February 2013

Mr. Aragon presented the staff report and detailed the proposed service changes. The Board discussed the pros and cons of the various modifications, setting the public hearing for February instead of January to allow staff and the public ample time to vet the modifications, synchronizing connections with other transportation modes, and the requirement of a Title VI analysis. They directed the AVTA staff to ensure that public meetings are conducted at the following locations: the University of Antelope Valley (UAV), the Palmdale Chimbole Cultural Center, and the AVTA.

Motion: (1) Receive and file the proposed service modifications for potential implementation in March 2013; (2) authorize staff to commence public outreach efforts and solicit input via public meetings; (3) provide an update to the Board on the public comments received and set the public hearing at the January 22, 2013 Board meeting.

Moved by Director Ledford, seconded by Director Cano

The Board discussed amending the motion to include providing an update at the January Board meeting regarding the input received at the public meetings, and move the formal public hearing back a month to ensure adequate time is allowed for public input. Director Ledford modified the motion to include this request.

Modified Motion: (1) Receive and file the proposed service modifications for potential implementation in March 2013; (2) authorize staff to commence public outreach efforts and solicit input via public meetings; (3) provide an update at the January 22, 2013 Board meeting regarding the comments received at the public meetings; and 4) set the public hearing at the February 26, 2013 Board meeting.

Moved by Director Ledford, seconded by Vice Chairman Crist

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

NB 4 Proposed Zero Emission Bus Demonstration Project

Director of Operations and Maintenance Len Engel presented the staff report. The Board members discussed the various types of zero emission buses, other transit agencies that use this type of bus, and the Federal Transit Administration's Buy America provisions. Mr. Engel informed the Board members that a BYD bus would be on-site on December 5 and invited them to inspect it at that time and ask questions.

Motion: Authorize AVTA staff to pursue funding and other resources required to conduct a zero-emission bus demonstration project in the Antelope Valley.

Moved by Director Mann, seconded by Vice Chairman Crist

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

NB 5 Revised Procurement Policy and Procedures Manual

Director of Administrative Services Gail Charles-Wright presented the staff report. There was no discussion regarding this item.

Motion: Approve Revision No. 4 to AVTA Procurement Policy and Procedures Manual.

Moved by Vice Chairman Crist, seconded by Director Mann

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

NB 6 Contract # 2011-035: Amendment #1 – Arrow Engineering for Bus Stop Improvement Program

Procurement Officer Lyle Block presented the staff report. The Board briefly discussed the fiscal impact and the City of Lancaster using their engineering staff instead of the contractor.

Motion: Authorize the Executive Director to amend the existing contract with Arrow Engineering Services, Inc. to authorize additional grant funding for FY 2012/13 and FY 2013/14, which is needed to complete several ongoing bus stop projects within the cities of Lancaster and Palmdale and the County of Los Angeles.

Moved by Director Cano, seconded by Director Ledford

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

REPORTS AND ANNOUNCEMENTS:

RA 1 Executive Director's Report

Executive Director Julie Austin gave a brief report as follows:

- The rolling agenda and Holiday Party invitation are in their information folders.

- There is no upcoming travel in January 2013 (November and December reported last month).
- No December TAC or Board meetings will be held.
- We are approaching the end of our Phase II construction project. Ms. Austin recognized Harris and Associates Construction Project Manager Brad Chadwick for his outstanding management of the project and invited him to address the Board. She encouraged the Board to take a tour of the new facility following the meeting.
- AVTA is participating in the Lancaster Christmas Parade on December 1, 2012 and will have the Stuff-a-Bus at the Westside Wal-Mart that afternoon.
- Ms. Austin also wished Veolia Office Administration/Human Resources Generalist Nicole Jones good luck in her new position at Scaled Composites.

Ms. Austin wished everyone happy holidays and a safe and prosperous New Year.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

The Board members welcomed back Mayor Ledford and wished everyone a happy holiday season.

ADJOURNMENT:

The meeting was adjourned by Chairman Hickling at 12:16 p.m. to the Regular Meeting of the Board of Directors on January 22, 2013 at 10:00 a.m. in the Antelope Valley Transit Authority Board Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 22nd of January 2013.

Norman L. Hickling, Chairman

Julie M. Austin, Secretary

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

DATE: January 22, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for January 2013

RECOMMENDATION

Receive and file the Treasurer's Report for the month ended November 30, 2012, the Payroll History Report for three months ended December 31, 2012, and the Expenditure Report for the month ended December 31, 2012.

FISCAL IMPACT

Payroll: December payroll of \$276,364.89 represents an increase of \$94,215.48 or 51.72% over the prior month's salary expense.

Expenditures: \$2,129,610.28

BACKGROUND

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

The \$94k increase in payroll was due to three payroll accrual periods in December.

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

Payroll Period	Amount	Journal #
11/18/12-12/01/12	\$ 92,560.15	PYPKT00363
12/02/12-12/15/12	\$ 92,159.37	PYPKT00365
12/16/12-12/29/12	\$ 91,645.37	PYPKT00367
Gross Pay-Dec.12	\$ 276,364.89	

Total expenditures for December were \$2.13 million. Large items included \$1.06 million for purchased transportation, \$548k for Phase II Construction, and \$314k for fuel purchases. Together, these items comprised 90% of total expenses.

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

Register Date	Amount
12/01/12-12/31/12	\$2,129,610.28

As of November 30, 2012, the total cash per the general ledger is \$12,432,379. After deducting restricted funds, the operating book balance is \$5,650,368. Accounts receivable balances expected to be collected and converted to operating cash within 30 days are \$4,345,374; therefore, the total expected cash sources available for operations is \$9,995,742.

Coverage of the total is equal to 3.3 times the Authority's minimum cash balance target of \$3 million.

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

Prepared by:

Submitted by:

Colby Konisek
Director of Finance

Julie M. Austin
Executive Director/Treasurer

Attachments: A – Treasurer's Report for the Month Ended November 30, 2012
B – Payroll History Comparison Report (October 1 – December 31, 2012)
C – Expenditure Report (December 1, 2012 – December 31, 2012)

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
Month Ended November 30, 2012

Institution - Investment Type	Description	Beginning Balance	Deposits	Disbursements	Ending Balance
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Cash and Investments Under the Direction of the Treasurer

Local Agency Investment Fund		\$ 3,580,898.57			
Interest earned quarterly			\$ -		
LAIF Fund Balance					\$ 3,580,898.57
BOA 1B & Capital Reserve		\$ 3,201,013.44	\$ -		
Interest earned in November, 2012		\$ -	\$ 98.50		\$ 3,201,111.94
* Deferred revenue, recorded as liability until associated expense incurred.					
Wells Fargo CD		\$ 250,236.53			
Interest every 6 months-Sep 12			\$ -		\$ 250,236.53
Payroll, Payable & Main Acct BOA Operating		\$ 1,831,433.14	\$ 11,775,604.35	\$ 8,207,655.77	\$ 5,399,381.73
Operating Accounts Analysis					
Passenger Revenue			\$ 160,593.10		
Vendor Pass Sales Revenue			\$ 209,306.42		
Federal Grant Revenue			\$ 7,972,660.00		
MTA Revenue			\$ 633,294.83		
Jurisdiction Capital Contributions			\$ 676,424.75		
Miscellaneous Revenue			\$ 19,797.16		
Transfers From (To) 1B Account			\$2,103,528.09		
Accounts Payable For The Month				\$ (8,019,051.99)	
Check #4431- Voided and reissued				\$ 2,501.69	
Employee Net Pay				\$ (140,855.59)	
Employee Taxes				\$ (27,734.57)	
Employee Deductions				\$ (6,501.12)	
Employer Payroll Taxes				\$ (2,749.32)	
CalPERS EE				\$ (12,649.27)	
Bank Service Charges				\$ (615.60)	
Net Operating Funds		\$ 1,831,433.14	\$ 11,775,604.35	\$ (8,207,655.77)	\$ 5,399,381.73
Petty Cash			\$ -	\$ -	\$ 750.00
TOTAL CASH AND INVESTMENTS					\$ 12,432,378.77

I hereby certify that the investment portfolio of AVTA complies with its investment policy and the California Government Code Sections pertaining to the investment of Local Agency Investment Funds and Bank of America. Pending any future actions by the AVTA Board or any unforeseen catastrophe, AVTA has an adequate cash flow to meet its expenditure requirements for the next six months.

Prepared by:

Submitted by:

Rong Fitzgibbons
Senior Finance Analyst

Colby Konisek
Director of Finance

ATTACHMENT A1

ANTELOPE VALLEY TRANSIT AUTHORITY
 Treasurer's Report Addendum: Cash Flow Projection
 Month Ended November 30, 2012

Descriptions	\$Subtotal	\$Total
BALANCE FROM TREASURER'S REPORT		12,432,379
<u>Less Restricted Funds</u>		
Prop 1B	(1,982,705)	
Capital Reserve	<u>(1,218,407)</u>	(3,201,112)
LAIF Fund Balance		(3,580,899)
OPERATING BANK ACCOUNTS BALANCE AT NOVEMBER 30, 2012		5,650,368

ACCOUNTS RECEIVABLE AS OF NOVEMBER 30, 2012
 (Expected To Be Converted to Cash in 30 days)

MTA Revenue	142,833	
Jurisdiction Quarterly Operating Contributions	14,423	
TRANSporter	62,088	
Vendor Pass Sales	97,421	
Reimbursement of Legal Claims	68,788	
Other Receivables	32,771	
A/R Federal 100 funds	<u>3,927,050</u>	4,345,375

TOTAL OPERATING CASH AND ACCOUNTS RECEIVABLE		9,995,743
TOTAL OPERATING CASH MINIMUM TARGET:		3,000,000

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
OCTOBER TO DECEMBER, 2012**

	Oct-12 TOTAL	Nov-12 TOTAL	Dec-12 TOTAL
<u>NUMBER OF CHECKS</u>	78	76	117
<u>EARNINGS</u>			
REGULAR PAY	\$ 173,232.22	\$ 151,370.67	\$ 210,887.54
OVERTIME PAY	1,299.93	645.98	573.83
VACATION PAY	2,931.27	7,385.34	16,675.54
SICK PAY	7,716.57	9,651.85	8,451.74
HOLIDAY PAY	0.00	10,475.22	35,551.73
FLOATING HOLIDAY PAY	883.60	1,820.71	2,977.45
COMP HOURS PAY			
DEFERRED INCOME 457	799.64	799.64	1,199.46
RETROACTIVE PAY	678.00	0.00	47.60
FLOATING HOLIDAY PAYOUT	305.70	0.00	0.00
VACATION CASH OUT	5,135.76	0.00	0.00
BONUS PAY			
TOTAL	\$ 192,982.69	\$ 182,149.41	\$ 276,364.89
Inc(Dec) current month over previous month		\$ (10,833.28)	\$ 94,215.48
% Inc(Dec) current month over previous month		-5.61%	51.72%

ATTACHMENT C



Antelope Valley Transit Autl

Expense Report

By Vendor Name

Payment Dates 11/1/2012 - 11/30/2012

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: 4 Imprint Inc				
4888	11/15/2012	4 Imprint Inc	Promotional Items for Marketing Giveaways	\$ 2,491.93
			Vendor 4 Imprint Inc Total:	\$ 2,491.93
Vendor: ad camp				
4889	11/15/2012	ad camp	AVC Kiosk Advertising 10/8/12-11/6/12	\$ 375.00
			Vendor ad camp Total:	\$ 375.00
Vendor: Adelman Broadcasting				
4890	11/15/2012	Adelman Broadcastir	TRANSporter Advertising for October on BO	\$ 1,440.00
			Vendor Adelman Broadcasting Total:	\$ 1,440.00
Vendor: All Entertainment Group				
4891	11/15/2012	All Entertainment Gr	Travel Training Video- Planning a Trip	\$ 2,400.00
			Vendor All Entertainment Group Total:	\$ 2,400.00
Vendor: Alpha Numeric				
4951	11/29/2012	Alpha Numeric	Software for Retention Years on files	\$ 269.70
4951	11/29/2012	Alpha Numeric	Labels for Retention Years	\$ 107.01
			Vendor Alpha Numeric Total:	\$ 376.71
Vendor: American Heritage Life Ins.				
4892	11/15/2012	American Heritage Li	Employee Paid Extended Benefits, Nov. 201:	\$ 633.32
			Vendor American Heritage Life Ins. Total:	\$ 633.32
Vendor: American Logistics Company				
4948	11/20/2012	American Logistics C	DAR- Wheelchair, Sept. 2012	\$ 26,193.75
4948	11/20/2012	American Logistics C	DAR- Ambulatory Revenue, Sept. 2012	\$ (4,931.50)
4948	11/20/2012	American Logistics C	DAR- Wheelchair- Revenue, Sept. 2012	\$ (2,297.50)
4948	11/20/2012	American Logistics C	DAR- Ambulatory, Sept. 2012	\$ 55,762.50
4948	11/20/2012	American Logistics C	DAR- Coupon charge, Sept. 2012	\$ 1,479.00
4948	11/20/2012	American Logistics C	DAR- Wheelchair, Oct. 2012	\$ 27,180.00
4948	11/20/2012	American Logistics C	DAR-Wheelchair REVENUE, Oct. 2012	\$ (2,416.50)
4948	11/20/2012	American Logistics C	DAR- Ambulatory REVENUE, Oct. 2012	\$ (4,700.00)
4948	11/20/2012	American Logistics C	DAR- Ambulatory Oct. 2012	\$ 53,671.25
4948	11/20/2012	American Logistics C	DAR- Coupon Charge, Oct. 2012	\$ 1,890.00
			Vendor American Logistics Company Total:	\$ 151,831.00
Vendor: American Red Cross				
4952	11/29/2012	American Red Cross	American Red Cross CPR Training	\$ 800.00
			Vendor American Red Cross Total:	\$ 800.00
Vendor: American Security Bank				
4893	11/15/2012	American Security B	Phase II Construction - Retention	\$ 93,464.71
			Vendor American Security Bank Total:	\$ 93,464.71
Vendor: Antelope Valley Board of Trade				
4894	11/15/2012	Antelope Valley Boar	Board of Trade Newsletter Advertising	\$ 150.00
			Vendor Antelope Valley Board of Trade Total:	\$ 150.00
Vendor: Antelope Valley Free Classified				
4953	11/29/2012	Antelope Valley Free	AV Free Classifieds Advertising -TRANSporte	\$ 400.00
			Vendor Antelope Valley Free Classified Total:	\$ 400.00
Vendor: Antelope Valley Mall				
4954	11/29/2012	Antelope Valley Mall	Stuff-a-Bus Promotional Items	\$ 500.00
			Vendor Antelope Valley Mall Total:	\$ 500.00
Vendor: Anthem Blue Cross				
4895	11/15/2012	Anthem Blue Cross	Medical Insurance (ER CREDIT), 12/1/12-1/1	\$ (3,224.00)
4895	11/15/2012	Anthem Blue Cross	Medical Insurance (EE CREDIT), 12/1/12-1/1	\$ (536.00)
4895	11/15/2012	Anthem Blue Cross	Medical Insurance (ER Portion), 12/1/12-1/1	\$ 27,883.50

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Payment Dates: 11/1/2012 - 11/30/2012

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
4895	11/15/2012	Anthem Blue Cross	Medical Insurance (EE Portion), 12/1/12-1/1	\$ 4,570.50
Vendor Anthem Blue Cross Total:				\$ 28,694.00
Vendor: Apollo Video Technology				
4896	11/15/2012	Apollo Video Techno	Apollo equipment for new gillig buses	\$ 1,524.00
4896	11/15/2012	Apollo Video Techno	Apollo equipment for new gillig buses	\$ 81.00
4896	11/15/2012	Apollo Video Techno	Apollo equipment for new gillig buses	\$ 560.00
4896	11/15/2012	Apollo Video Techno	Apollo equipment for new gillig buses	\$ 180.00
4896	11/15/2012	Apollo Video Techno	Apollo equipment for new gillig buses	\$ 68.00
4896	11/15/2012	Apollo Video Techno	Apollo equipment for new gillig buses	\$ 942.00
4896	11/15/2012	Apollo Video Techno	Apollo equipment for new gillig buses	\$ 1,120.00
4896	11/15/2012	Apollo Video Techno	Apollo equipment for new gillig buses	\$ 44.35
Vendor Apollo Video Technology Total:				\$ 4,519.35
Vendor: Aragon, Dietter				
4897	11/15/2012	Aragon, Dietter	Travel Reimb- ALC Headquarters visit, 10/28	\$ 120.38
Vendor Aragon, Dietter Total:				\$ 120.38
Vendor: Aramark Uniform Services				
4898	11/15/2012	Aramark Uniform Ser	Uniform Upkeep	\$ 56.86
4898	11/15/2012	Aramark Uniform Ser	Uniform Upkeep, Oct. 2012	\$ 52.10
4898	11/15/2012	Aramark Uniform Sei	Uniform Upkeep, Oct. 2012	\$ 52.10
4898	11/15/2012	Aramark Uniform Ser	Uniform Upkeep, Oct. 2012	\$ 145.92
4898	11/15/2012	Aramark Uniform Ser	Uniform Upkeep, Oct. 2012	\$ 145.92
4898	11/15/2012	Aramark Uniform Ser	Uniform Upkeep, Oct. 2012	\$ 52.10
Vendor Aramark Uniform Services Total:				\$ 505.00
Vendor: Arcadis				
4899	11/15/2012	Arcadis	Professional Services from 09/24/12 to 10/2:	\$ 1,870.00
Vendor Arcadis Total:				\$ 1,870.00
Vendor: Arrow Engineering-AESI				
4900	11/15/2012	Arrow Engineering-A	Bus Stop improvements 9/11/12-10/10/12	\$ 758.40
4900	11/15/2012	Arrow Engineering-A	Bus Stop improvements 9/11/12-10/10/12	\$ 37,575.00
Vendor Arrow Engineering-AESI Total:				\$ 38,333.40
Vendor: At&T Calnet				
4901	11/15/2012	At&T Calnet	Phone/fax, 10/20/12	\$ 763.05
Vendor At&T Calnet Total:				\$ 763.05
Vendor: AT&T Mobility				
4902	11/15/2012	AT&T Mobility	Cell Phones, 9/7/12-10/6/12	\$ 1,299.38
Vendor AT&T Mobility Total:				\$ 1,299.38
Vendor: AT&T				
4955	11/29/2012	AT&T	Phone, 10/15/12-11/14/12	\$ 968.79
Vendor AT&T Total:				\$ 968.79
Vendor: Atkinson, Andelson, Loya, RUUD				
4903	11/15/2012	Atkinson, Andelson, I	General Advice, July 2012	\$ 1,018.69
4956	11/29/2012	Atkinson, Andelson, I	General Advice, Oct. 2012	\$ 524.71
Vendor Atkinson, Andelson, Loya, RUUD Total:				\$ 1,543.40
Vendor: AV Press				
4904	11/15/2012	AV Press	Advertisements, Oct. 2012	\$ 1,550.00
4904	11/15/2012	AV Press	Transporter Advertising, Oct 2012	\$ 3,450.00
4904	11/15/2012	AV Press	Recruitment Ad for Staff Accountant	\$ 553.00
Vendor AV Press Total:				\$ 5,553.00
Vendor: A-Z Bus Sales				
4905	11/15/2012	A-Z Bus Sales	certificate holders	\$ 489.38
4905	11/15/2012	A-Z Bus Sales	certificate shields	\$ 143.55
Vendor A-Z Bus Sales Total:				\$ 632.93
Vendor: Block, Lyle				
4906	11/15/2012	Block, Lyle	Travel Reimb- Procurement Training, Arizon	\$ 978.21
Vendor Block, Lyle Total:				\$ 978.21

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Payment Dates: 11/1/2012 - 11/30/2012

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Blue Tarp Financial- Northern Tool				
4907	11/15/2012	Blue Tarp Financial-	IPin Catch Air Filter	\$ 25.60
4907	11/15/2012	Blue Tarp Financial-	Element Air filter	\$ 14.41
Vendor Blue Tarp Financial- Northern Tool Total:				\$ 40.01
Vendor: BOHN'S Printing				
4908	11/15/2012	BOHN'S Printing	Transporter Brochures	\$ 326.25
Vendor BOHN'S Printing Total:				\$ 326.25
Vendor: Bulbs.com				
4909	11/15/2012	Bulbs.com	4 pin fluorescent tubes	\$ 48.93
Vendor Bulbs.com Total:				\$ 48.93
Vendor: Burris Coffee & Pure Water Svc				
4910	11/15/2012	Burris Coffee & Pure	Coffee & Water Services, October 2012	\$ 234.99
Vendor Burris Coffee & Pure Water Svc Total:				\$ 234.99
Vendor: Carl Warren & Co.				
4957	11/29/2012	Carl Warren & Co.	Third party Insurance	\$ 756.00
4911	11/15/2012	Carl Warren & Co.	Administrative Fee- Claims Management	\$ 1,000.00
Vendor Carl Warren & Co. Total:				\$ 1,756.00
Vendor: Carpeteria				
4958	11/29/2012	Carpeteria	Carpet install in J. Austin Office	\$ 250.00
4958	11/29/2012	Carpeteria	Baseboard for J. Austin Office	\$ 108.75
Vendor Carpeteria Total:				\$ 358.75
Vendor: Employment Screening Resources				
4959	11/29/2012	Employment Screeni	Back Ground Check, November 2012	\$ 71.60
Vendor Employment Screening Resources Total:				\$ 71.60
Vendor: Federal Express				
4960	11/29/2012	Federal Express	Shipping	\$ 39.34
4960	11/29/2012	Federal Express	Shipping	\$ 120.17
4960	11/29/2012	Federal Express	Shipping	\$ 173.59
Vendor Federal Express Total:				\$ 333.10
Vendor: Franklin Bronze Plaques				
4961	11/29/2012	Franklin Bronze Plaqr	Phase II dedication plaque	\$ 2,136.00
Vendor Franklin Bronze Plaques Total:				\$ 2,136.00
Vendor: Gail Charles-Wright				
4912	11/15/2012	Gail Charles-Wright	Reimb- Refreshments for AV Table top exerc	\$ 106.60
4912	11/15/2012	Gail Charles-Wright	Reimb- Vet Day refreshments at P. Knight ve	\$ 77.32
Vendor Gail Charles-Wright Total:				\$ 183.92
Vendor: Gillig LLC				
4886	11/06/2012	Gillig LLC	#4366 Hybrid Bus	\$ 628,971.20
4886	11/06/2012	Gillig LLC	#4367 Hybrid Bus	\$ 628,971.20
4886	11/06/2012	Gillig LLC	#4368 Hybrid Bus (AVAQMD portion)	\$ 225,110.00
4886	11/06/2012	Gillig LLC	#4368 Hybrid Bus	\$ 186,627.45
4886	11/06/2012	Gillig LLC	#4368 Hybrid Bus	\$ 217,233.75
Vendor Gillig LLC Total:				\$ 1,886,913.60
Vendor: Grainger				
4913	11/15/2012	Grainger	Half round trash container	\$ 1,159.11
4962	11/29/2012	Grainger	FRS radios and batteries for emergency use	\$ 29.37
4962	11/29/2012	Grainger	FRS radios and batteries for emergency use	\$ 123.32
Vendor Grainger Total:				\$ 1,311.80
Vendor: Greg's Petroleum Service				
4963	11/29/2012	Greg's Petroleum Ser	Diesel Emissions Fluid	\$ 889.83
Vendor Greg's Petroleum Service Total:				\$ 889.83
Vendor: Harris & Associates				
4914	11/15/2012	Harris & Associates	Const. Admin through 10/31/12	\$ 46,979.46
Vendor Harris & Associates Total:				\$ 46,979.46
Vendor: High Desert Broadcasting				
4964	11/29/2012	High Desert Broadca	TRANSporter Radio Commercials	\$ 1,320.00

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Payment Dates: 11/1/2012 - 11/30/2012

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
4964	11/29/2012	High Desert Broadca:	TRANSporter Radio Commercials	\$ 1,320.00
4964	11/29/2012	High Desert Broadca:	TRANSporter Radio Commercials	\$ 1,320.00
Vendor High Desert Broadcasting Total:				\$ 3,960.00
Vendor: High Point Distributing				
4915	11/15/2012	High Point Distributir	Oil additives	\$ 1,582.80
4915	11/15/2012	High Point Distributir	oil additives	\$ 717.60
4915	11/15/2012	High Point Distributir	Oil additives	\$ 377.40
4965	11/29/2012	High Point Distributir	Payment Re-issue- Vendor never received	\$ 2,501.69
Vendor High Point Distributing Total:				\$ 5,179.49
Vendor:				
4916	11/15/2012		Wage Garnishment, 10/21/12-11/3/12	\$ 246.46
4966	11/29/2012		Wage Garnishment, 11/4/12-11/17/12	\$ 246.46
Vendor Total:				\$ 492.92
Vendor: Home Depot Credit Services				
4967	11/29/2012	Home Depot Credit S	Dry wall anchors & Pipe repair	\$ 46.57
4967	11/29/2012	Home Depot Credit S	Phase II Construction- Paint & parts	\$ 25.77
4967	11/29/2012	Home Depot Credit S	Pipe Insulation	\$ 28.89
4967	11/29/2012	Home Depot Credit S	Saw Blade	\$ 10.84
4967	11/29/2012	Home Depot Credit S	Bus Wash Additive	\$ 259.91
4967	11/29/2012	Home Depot Credit S	Phase II Construction, Paint	\$ 78.65
4967	11/29/2012	Home Depot Credit S	Phase II Const. Texture coat	\$ 21.59
4967	11/29/2012	Home Depot Credit S	High velocity Drum	\$ 249.04
Vendor Home Depot Credit Services Total:				\$ 721.26
Vendor: Interior Plant Designs				
4968	11/29/2012	Interior Plant Design:	Plant services, Nov. 2012	\$ 150.00
Vendor Interior Plant Designs Total:				\$ 150.00
Vendor: Iron Mountain Records Mgmt Inc				
4917	11/15/2012	Iron Mountain Recor	Paper Shredding Services	\$ 74.44
4917	11/15/2012	Iron Mountain Recor	Paper shredding services	\$ 75.69
Vendor Iron Mountain Records Mgmt Inc Total:				\$ 150.13
Vendor: James Buckingham				
4949	11/20/2012	James Buckingham	Deposit- DJ for AVTA Holiday Party 2012	\$ 50.00
4969	11/29/2012	James Buckingham	DJ services- 2012 Holiday party	\$ 75.00
Vendor James Buckingham Total:				\$ 125.00
Vendor: Julie Austin				
4970	11/29/2012	Julie Austin	Payroll - over deduction for emp. paid bene	\$ 6.55
Vendor Julie Austin Total:				\$ 6.55
Vendor: LA County Sheriff Dept				
4918	11/15/2012	LA County Sheriff De	LA County Sheriff's Security Services, July 20	\$ 9,135.97
4971	11/29/2012	LA County Sheriff De	LA County Sheriff's Security Services Sept. 20	\$ 8,589.81
Vendor LA County Sheriff Dept Total:				\$ 17,725.78
Vendor: Len Engel				
4972	11/29/2012	Len Engel	Travel Reimb- ALC headquarters, 10/28/12-:	\$ 212.66
Vendor Len Engel Total:				\$ 212.66
Vendor: Leslie Fingerprinting				
4919	11/15/2012	Leslie Fingerprinting	CPOS Reimbursement Sept., Oct. 2012	\$ 100.00
Vendor Leslie Fingerprinting Total:				\$ 100.00
Vendor: MCI Service Parts, Inc.				
4887	11/06/2012	MCI Service Parts, In#	4755 Commuter Coach	\$ 608,106.95
4887	11/06/2012	MCI Service Parts, In#	4756 Commuter Coach	\$ 608,106.95
4887	11/06/2012	MCI Service Parts, In#	4757 Commuter Coach	\$ 608,106.95
4920	11/15/2012	MCI Service Parts, In#	4758 Commuter Bus	\$ 608,106.95
4920	11/15/2012	MCI Service Parts, In#	4759 Commuter Bus	\$ 608,106.95
4920	11/15/2012	MCI Service Parts, In#	4760 Bus- Commuter	\$ 582,771.90
4920	11/15/2012	MCI Service Parts, In#	4760 Bus- Commuter (partial)	\$ 25,335.05
Vendor MCI Service Parts, Inc. Total:				\$ 3,648,641.70

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Payment Dates: 11/1/2012 - 11/30/2012

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Miller-Bell Media Productions LLC				
4973	11/29/2012	Miller-Bell Media Prc	Travel Training Video - Bus Safety	\$ 825.00
Vendor Miller-Bell Media Productions LLC Total:				\$ 825.00
Vendor: Mobile Relay Associates				
4921	11/15/2012	Mobile Relay Associa	Airtime Billing Nov. 2012	\$ 999.60
Vendor Mobile Relay Associates Total:				\$ 999.60
Vendor: Moore & Associates				
4922	11/15/2012	Moore & Associates	Mobility Management	\$ 14,700.00
4922	11/15/2012	Moore & Associates	Mobility Management	\$ 8,730.00
Vendor Moore & Associates Total:				\$ 23,430.00
Vendor: More Prepared				
4923	11/15/2012	More Prepared	Safety kits and 12 Incident Command Center	\$ 540.92
Vendor More Prepared Total:				\$ 540.92
Vendor: NCM-Media Net Works				
4974	11/29/2012	NCM-Media Net Wor	TRANSporter Commercial at Cinemark Theat	\$ 250.00
4974	11/29/2012	NCM-Media Net Wor	TRANSporter Commercial at Cinemark Theat	\$ 2,236.00
4974	11/29/2012	NCM-Media Net Wor	AVTA Commercial in Cinemark Theaters	\$ 5,500.00
Vendor NCM-Media Net Works Total:				\$ 7,986.00
Vendor: Pacific Lift and Equipment				
4924	11/15/2012	Pacific Lift and Equip	Inspect & certify Rotary hydraulic equip.	\$ 1,265.00
Vendor Pacific Lift and Equipment Total:				\$ 1,265.00
Vendor: Palmdale Trophy				
4975	11/29/2012	Palmdale Trophy	Engraved Plaque	\$ 47.14
Vendor Palmdale Trophy Total:				\$ 47.14
Vendor: PEB Environmental & Safety Enterprises				
4925	11/15/2012	PEB Environmental &	Emergency Preparedness - 1/2 , Oct. 2012	\$ 2,050.00
Vendor PEB Environmental & Safety Enterprises Total:				\$ 2,050.00
Vendor: Petty Cash				
4926	11/15/2012	Petty Cash	Customer Refund on overpayment- FF day p	\$ 1.00
4926	11/15/2012	Petty Cash	W. Williams- Luncheon AV Chamber & AVBC	\$ 60.00
4926	11/15/2012	Petty Cash	G. Wright- Mileage and Parking, DBE worksf	\$ 43.36
4926	11/15/2012	Petty Cash	D. Cason- Cake- Third quarter all hands mee	\$ 19.98
4926	11/15/2012	Petty Cash	G. Wright- Vet Day stickers	\$ 7.71
4926	11/15/2012	Petty Cash	J. Vaccaro- Metrolink ticket-JARC/NF WorksI	\$ 28.25
4926	11/15/2012	Petty Cash	W. Jones- PIHRA Meeting, 10/17/12	\$ 18.00
4926	11/15/2012	Petty Cash	J. Vaccaro- Metrolink- Call for projects work	\$ 18.00
4926	11/15/2012	Petty Cash	J. Austin- Phone case and screen protectors	\$ 73.92
4926	11/15/2012	Petty Cash	G.C. Wright- Business lunch with S. Williams	\$ 31.60
Vendor Petty Cash Total:				\$ 301.82
Vendor: PIHRA				
4927	11/15/2012	PIHRA	Membership 2013	\$ 125.00
Vendor PIHRA Total:				\$ 125.00
Vendor: Pinnacle Petroleum Inc				
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 28,579.15
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 30,252.13
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 29,151.12
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 30,312.34
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 15,147.01
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 15,541.11
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 29,034.68
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 29,112.04
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 28,143.11
4928	11/15/2012	Pinnacle Petroleum I	Fuel, Oct 2012	\$ 28,397.94
Vendor Pinnacle Petroleum Inc Total:				\$ 263,670.63

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Payment Dates: 11/1/2012 - 11/30/2012

Payment Number	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Ray Inge Consulting- PEB Environmental				
4929	11/15/2012	Ray Inge Consulting-	Emergency Preparedness 1/2 , Oct. 2012	\$ 2,050.00
Vendor Ray Inge Consulting- PEB Environmental Total:				\$ 2,050.00
Vendor: SHI- Software Hardware Integration				
4976	11/29/2012	SHI- Software Hardw	Videology USB Camera- Badge Security	\$ 1,354.86
Vendor SHI- Software Hardware Integration Total:				\$ 1,354.86
Vendor: SignWarehouse, Inc.				
4930	11/15/2012	SignWarehouse, Inc.	3M CONTROLTAC V3 48" X 150 FT	\$ 656.00
4930	11/15/2012	SignWarehouse, Inc.	FedEx Ground®	\$ 43.00
4930	11/15/2012	SignWarehouse, Inc.	ORAGUARD 290 36X150 OPTICALLY CLEAR G	\$ 368.70
4930	11/15/2012	SignWarehouse, Inc.	ORAGUARD 290 54X150 GLOSS CAST LAMIN	\$ 530.10
4930	11/15/2012	SignWarehouse, Inc.	MAINTENANCE SWABS- 15 COUNT (18-999-;	\$ 6.95
Vendor SignWarehouse, Inc. Total:				\$ 1,604.75
Vendor: Sinclair Printing Company				
4977	11/29/2012	Sinclair Printing Com	Local transit schedules (80,000)	\$ 4,768.69
Vendor Sinclair Printing Company Total:				\$ 4,768.69
Vendor: Standard Insurance Company				
4932	11/15/2012	Standard Insurance C	Vision Insurance (ER Portion), 11/1/12-11/31	\$ 391.69
4932	11/15/2012	Standard Insurance C	Vision Insurance (EE Portion), 11/1/12-11/31	\$ 104.07
4932	11/15/2012	Standard Insurance C	Dental Insurance (EE Portion), 11/1/12-11/31	\$ 587.06
4932	11/15/2012	Standard Insurance C	Dental Insurance (ER Portion), 11/1/12-11/31	\$ 2,047.98
Vendor Standard Insurance Company Total:				\$ 3,130.80
Vendor: Standard Insurance Company				
4931	11/15/2012	Standard Insurance C	AD& D	\$ 97.16
4931	11/15/2012	Standard Insurance C	STD	\$ 1,291.02
4931	11/15/2012	Standard Insurance C	Life	\$ 254.63
4931	11/15/2012	Standard Insurance C	LTD	\$ 800.71
4978	11/29/2012	Standard Insurance C	Life, Nov. 2012	\$ 254.63
4978	11/29/2012	Standard Insurance C	LTD, Nov. 2012	\$ 800.71
4978	11/29/2012	Standard Insurance C	AD&D, Nov. 2012	\$ 97.16
4978	11/29/2012	Standard Insurance C	STD, Nov. 2012	\$ 1,291.02
Vendor Standard Insurance Company Total:				\$ 4,887.04
Vendor: State Water Resources Control Board				
4933	11/15/2012	State Water Resourc	Annual permit fee, 10/01/12-9/30/13	\$ 427.00
Vendor State Water Resources Control Board Total:				\$ 427.00
Vendor: TCW Systems, Inc.				
4934	11/15/2012	TCW Systems, Inc.	Repeater Service, Nov. 2012	\$ 500.00
Vendor TCW Systems, Inc. Total:				\$ 500.00
Vendor: The Customer Service Experts				
4935	11/15/2012	The Customer Servi	CPOS Reimbursement Oct. 2012	\$ 50.00
Vendor The Customer Service Experts Total:				\$ 50.00
Vendor: The Gas Company				
4979	11/29/2012	The Gas Company	Utilities- Gas, 10/17/12-11/16/12	\$ 2,695.65
Vendor The Gas Company Total:				\$ 2,695.65
Vendor: The Signal				
4936	11/15/2012	The Signal	Online TRANSporter Advertising	\$ 900.00
Vendor The Signal Total:				\$ 900.00
Vendor: Time Warner Cable Ad Sales/LA				
4937	11/15/2012	Time Warner Cable A	TRANSporter Television Commercial # 2	\$ 975.00
Vendor Time Warner Cable Ad Sales/LA Total:				\$ 975.00
Vendor: United Parcel Service				
4938	11/15/2012	United Parcel Service	Shipping, 10/27/12	\$ 100.00
Vendor United Parcel Service Total:				\$ 100.00
Vendor: UNUM Life Insurance Co of Amer				
4980	11/29/2012	UNUM Life Insuranc	Long Term Care (EE Portion), 12/1/12-12-31,	\$ 209.10

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Payment Dates: 11/1/2012 - 11/30/2012

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
4980	11/29/2012	UNUM Life Insurance	Long Term Care (EE Portion), 12/1/12-12-31,	\$	581.40
			Vendor UNUM Life Insurance Co of Amer Total:	\$	790.50
Vendor: US Bank					
4939	11/15/2012	US Bank	C. Rudolph- Booth Decor, Senior Expo	\$	28.32
4939	11/15/2012	US Bank	J. Austin & W. Williams Baggage Fees- APTA	\$	100.00
4939	11/15/2012	US Bank	J. Austin- Meal, APTA Conference	\$	6.00
4939	11/15/2012	US Bank	CREDIT- Lodging APTA Conference	\$	(256.63)
4939	11/15/2012	US Bank	L. Engle- CTA Expo- (REFUNDED on next stat	\$	225.00
4939	11/15/2012	US Bank	N. Hickling- Lodging, APTA conference	\$	519.26
4939	11/15/2012	US Bank	J. Austin & W. Williams- Meal- APTA Conf.	\$	5.08
4939	11/15/2012	US Bank	J. Austin & W. Williams- Meal- APTA Conf.	\$	94.94
4939	11/15/2012	US Bank	J. Austin & W. Williams- Meal- APTA Conf.	\$	35.15
4939	11/15/2012	US Bank	J. Austin- Meal, APTA Conference	\$	12.32
4939	11/15/2012	US Bank	J. Austin- Parking, Bob Hope Airport APTA cc	\$	40.00
4939	11/15/2012	US Bank	D. Cason- AVTA Holiday party Deposit	\$	200.00
4939	11/15/2012	US Bank	REFUND- Lodging, Tyler Tech User Grp	\$	(135.13)
4939	11/15/2012	US Bank	C. Konisek- Lodging Tyler Tech User Grp. Mtg	\$	270.26
4939	11/15/2012	US Bank	D. Cason- Lunch for C. Coligado citizenship	\$	76.07
4939	11/15/2012	US Bank	D. Cason- Lunch, Strat Planning Wkshp	\$	67.89
4939	11/15/2012	US Bank	R. Keys- Lodging Tyler Tech User Grp. Mtg	\$	270.26
4939	11/15/2012	US Bank	K. Darr- Res-Chimbole Cult. Ctr- Vendor Fair	\$	401.00
4939	11/15/2012	US Bank	J. Austin & W. Williams- Meal- APTA Conf.	\$	50.03
4939	11/15/2012	US Bank	J. Austin & W. Williams- Taxi Fare, APTA Con	\$	46.40
4939	11/15/2012	US Bank	W. Williams- Lodging APTA Conference	\$	517.26
			Vendor US Bank Total:	\$	2,573.48
Vendor: Valley Publications					
4981	11/29/2012	Valley Publications	TRANSporter Advertising	\$	372.00
			Vendor Valley Publications Total:	\$	372.00
Vendor: Veolia Transportation					
4941	11/15/2012	Veolia Transportation	Local Operations and Maintenance, Sept. 20	\$	760,434.12
4941	11/15/2012	Veolia Transportation	Liq. Damage Operations and Maintenance, S	\$	(11,550.00)
4941	11/15/2012	Veolia Transportation	Commuter Operations and Maintenance, Se	\$	116,895.15
4941	11/15/2012	Veolia Transportation	Passthrough- Zonar	\$	733.23
4982	11/29/2012	Veolia Transportation	Route 790- additional service hours	\$	448.00
4941	11/15/2012	Veolia Transportation	Metrolink Assistance, Sept. 2012	\$	877.11
			Vendor Veolia Transportation Total:	\$	867,837.61
Vendor: Wal- Mart Stores Inc					
4950	11/20/2012	Wal- Mart Stores Inc	Gift Cards (14) for Stuff-a-Bus Toy purchases	\$	7,000.00
			Vendor Wal- Mart Stores Inc Total:	\$	7,000.00
Vendor: Waste Management					
4942	11/15/2012	Waste Management	Utilities- Waste Oct. 2012	\$	588.20
			Vendor Waste Management Total:	\$	588.20
Vendor: Waxie Sanitary Supply					
4943	11/15/2012	Waxie Sanitary Suppl	Custodial supplies	\$	1,689.69
			Vendor Waxie Sanitary Supply Total:	\$	1,689.69
Vendor: Webb Brothers Construction					
4944	11/15/2012	Webb Brothers Cons	Phase II Construction	\$	1,032.58
4944	11/15/2012	Webb Brothers Cons	Phase II Construction	\$	25,485.18
4944	11/15/2012	Webb Brothers Cons	Phase II Construction	\$	123,480.85
4944	11/15/2012	Webb Brothers Cons	Phase II Construction	\$	70,912.00
4944	11/15/2012	Webb Brothers Cons	Phase II Construction	\$	12,312.00
4944	11/15/2012	Webb Brothers Cons	Phase II Construction	\$	607,959.76
4944	11/15/2012	Webb Brothers Cons	DEF Shelter Building Permit	\$	853.00
			Vendor Webb Brothers Construction Total:	\$	842,035.37
Vendor: Western Exterminators					
4983	11/29/2012	Western Exterminatc	Extermination services , Oct. 2012	\$	85.50
			Vendor Western Exterminators Total:	\$	85.50

Expense Report

Payment Dates: 11/1/2012 - 11/30/2012

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
Vendor: Williene Jackson-Jones					
4984	11/29/2012	Williene Jackson-Jon	Payroll - over deduction for emp. paid bene	\$	10.80
				Vendor Williene Jackson-Jones Total:	\$ 10.80
Vendor: Windes & McClaughry					
4985	11/29/2012	Windes & McClaughry	FY 12 Audit- Interim billing FY 12 audit	\$	8,000.00
				Vendor Windes & McClaughry Total:	\$ 8,000.00
Vendor: Winzer Corporation					
4986	11/29/2012	Winzer Corporation	Easy green and powerball bus wash	\$	1,185.00
				Vendor Winzer Corporation Total:	\$ 1,185.00
Vendor: Witts					
4945	11/15/2012	Witts	Office supplies, October 2012	\$	563.09
4987	11/29/2012	Witts	Credit- Returned merch	\$	(91.94)
4987	11/29/2012	Witts	Office supplies, Nov. 2012	\$	208.74
4987	11/29/2012	Witts	Office supplies, Nov. 2012	\$	156.56
4987	11/29/2012	Witts	Office supplies, Nov. 2012	\$	92.39
				Vendor Witts Total:	\$ 928.84
Vendor: Xerox Corporation					
4988	11/29/2012	Xerox Corporation	Usage, 6/30/12-7/30/12	\$	278.32
4946	11/15/2012	Xerox Corporation	Meter Usage, 8/30/12-10/10/12	\$	647.15
4988	11/29/2012	Xerox Corporation	Meter Usage, 10/10/12-11/8/12	\$	338.11
				Vendor Xerox Corporation Total:	\$ 1,263.58
Vendor: ZONAR Systems					
4989	11/29/2012	ZONAR Systems	Zonar equipment for new gillig buses	\$	192.23
				Vendor ZONAR Systems Total:	\$ 192.23
Vendor: Zones Inc.					
4947	11/15/2012	Zones Inc.	Canon GPR13 Cyan Toner Cartridge	\$	121.00
				Vendor Zones Inc. Total:	\$ 121.00
				Grand Total:	\$ 8,019,051.99



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 12/1/2012 - 12/31/2012

Payment #	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: 4 Imprint Inc				
4990	12/12/2012	4 Imprint Inc	Stuff-a-Bus Event Balloons	\$195.60
Vendor 4 Imprint Inc Total:				\$195.60
Vendor: Adelman Broadcasting				
4991	12/12/2012	Adelman Broadcasting	Radio Commercial for Business Workshop	\$360.00
Vendor Adelman Broadcasting Total:				\$360.00
Vendor: Airgas				
5038	12/19/2012	Airgas	Helium Tank and Regulator	\$280.93
Vendor Airgas Total:				\$280.93
Vendor: American Heritage Life Ins.				
4992	12/12/2012	American Heritage Life Ins.	Employee Paid Extended Benefits, 11/26/1:	\$595.08
Vendor American Heritage Life Ins. Total:				\$595.08
Vendor: American Logistics Company				
4993	12/12/2012	American Logistics Company	American Logistics Company November 2012	\$2,120.00
4993	12/12/2012	American Logistics Company	American Logistics Company November 2012	\$882.00
4993	12/12/2012	American Logistics Company	American Logistics Company November 2012	\$20,553.75
4993	12/12/2012	American Logistics Company	American Logistics Company November 2012	(\$1,871.00)
4993	12/12/2012	American Logistics Company	American Logistics Company November 2012	(\$4,157.00)
4993	12/12/2012	American Logistics Company	American Logistics Company November 2012	\$860.00
4993	12/12/2012	American Logistics Company	American Logistics Company November 2012	\$44,347.50
Vendor American Logistics Company Total:				\$62,735.25
Vendor: American Security Bank				
4994	12/12/2012	American Security Bank	Phase II Facility Construction Retention	\$39,182.33
Vendor American Security Bank Total:				\$39,182.33
Vendor: Anthem Blue Cross				
4995	12/12/2012	Anthem Blue Cross	Medical Insurance Premium, 01/01/13 to 0	\$27,422.30
4995	12/12/2012	Anthem Blue Cross	Medical Insurance Premium, 01/01/13 to 0	\$5,031.70
Vendor Anthem Blue Cross Total:				\$32,454.00
Vendor: Apollo Video Technology				
5039	12/19/2012	Apollo Video Technology	Bus Camera Hard Drive Upgrade, 12/01/12	\$8,797.75
5039	12/19/2012	Apollo Video Technology	Bus Camera Hard Drive Upgrade, 12/01/12	\$8,797.23
Vendor Apollo Video Technology Total:				\$17,594.98
Vendor: Aramark Uniform Services				
4996	12/12/2012	Aramark Uniform Services	Uniform Upkeep,12/05/12	\$52.10
4996	12/12/2012	Aramark Uniform Services	Uniform Upkeep,12/05/12	\$52.10
4996	12/12/2012	Aramark Uniform Services	Uniform Upkeep,12/05/12	\$163.18
4996	12/12/2012	Aramark Uniform Services	Uniform Upkeep,12/05/12	\$88.41
5040	12/19/2012	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$52.10
5040	12/19/2012	Aramark Uniform Services	Uniform Upkeep,12/19/12	\$101.12
Vendor Aramark Uniform Services Total:				\$509.01
Vendor: Arcadis				
4997	12/12/2012	Arcadis	Professional Services from09/24/12 to 10/:	\$2,793.18
Vendor Arcadis Total:				\$2,793.18
Vendor: Arrow Engineering-AESI				
4998	12/12/2012	Arrow Engineering-AESI	Bus Stop Improvements 10/11/12 - 11/10/:	\$23,894.47



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 12/1/2012 - 12/31/2012

Payment #	Payment Date	Vendor Name	Description (Item)	Amount
Vendor Arrow Engineering-AESI Total:				\$23,894.47
Vendor: At&T Calnet				
4999	12/12/2012	At&T Calnet	Phone/Fax, 11/20/12	\$1,491.34
Vendor At&T Calnet Total:				\$1,491.34
Vendor: AT&T Mobility				
5000	12/12/2012	AT&T Mobility	Cell Phones, 10/07/12 - 11/06/12	\$1,052.80
Vendor AT&T Mobility Total:				\$1,052.80
Vendor: AV Mail n More				
5041	12/19/2012	AV Mail n More	CPOS Reimbursement Aug,Sept,Oct.,Nov 21	\$200.00
Vendor AV Mail n More Total:				\$200.00
Vendor: AV Press				
5001	12/12/2012	AV Press	Transporter Advertising, Nov 2012	\$200.00
5001	12/12/2012	AV Press	Advertisement and Transporter, 11/30/12	\$3,449.95
Vendor AV Press Total:				\$3,649.95
Vendor: Brinks Incorporated				
5002	12/12/2012	Brinks Incorporated	Money Room Service, November 2012	\$447.46
5002	12/12/2012	Brinks Incorporated	Money Room Service, November 2012	\$165.21
Vendor Brinks Incorporated Total:				\$612.67
Vendor: Bulbs.com				
5042	12/19/2012	Bulbs.com	Fluorescent Tubes, 12/12/12	\$184.50
Vendor Bulbs.com Total:				\$184.50
Vendor: Burris Coffee & Pure Water Svc				
5003	12/12/2012	Burris Coffee & Pure Water Svc	Coffee & Supplies, 11/27/12	\$200.84
Vendor Burris Coffee & Pure Water Svc Total:				\$200.84
Vendor: Candice Rudolph				
5004	12/12/2012	Candice Rudolph	Stuff a Bus 2012-Used Personal Credit Card	\$592.25
Vendor Candice Rudolph Total:				\$592.25
Vendor: Carpenter Sellers Associates				
5005	12/12/2012	Carpenter Sellers Associates	Phase II Construction A&E Project A09-049,	\$6,578.59
Vendor Carpenter Sellers Associates Total:				\$6,578.59
Vendor: Carquest of Lancaster #7305				
5006	12/12/2012	Carquest of Lancaster #7305	Tire Machine Repair Parts, 11/29/12	\$581.12
5043	12/19/2012	Carquest of Lancaster #7305	Starter	\$135.35
Vendor Carquest of Lancaster #7305 Total:				\$716.47
Vendor: Colby Konisek				
5007	12/12/2012	Colby Konisek	GFOA Books for Accounting, 11/01/12	\$204.00
5007	12/12/2012	Colby Konisek	Stuff a Bus 2012-Personal Credit Card	\$996.67
Vendor Colby Konisek Total:				\$1,200.67
Vendor: Compliance Oversight Solutions- COSI				
5044	12/19/2012	Compliance Oversight Solutions	Driver Qualification Files, 12/01/12	\$3,795.00
5044	12/19/2012	Compliance Oversight Solutions	Driver Qualification Files, 12/01/12	\$3,930.00
Vendor Compliance Oversight Solutions- COSI Total:				\$7,725.00

ATTACHMENT C



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 12/1/2012 - 12/31/2012

Payment #	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: CSI Fullmer				
5066	12/19/2012	CSI Fullmer	FF&E Phase II - Payment of 90%, 12/19/12	\$149,763.80
				Vendor CSI Fullmer Total: \$149,763.80
Vendor: Dell Marketing				
5008	12/12/2012	Dell Marketing	24/7 Technical Support, 5 Years	\$100.00
5008	12/12/2012	Dell Marketing	Next Business Day Parts/Labor - 4 Year Exte	\$540.00
5008	12/12/2012	Dell Marketing	Dell C3765dnf Color Laser Printer	\$552.44
5008	12/12/2012	Dell Marketing	Warranty Plus Onsite Service for First Year	\$70.00
5045	12/19/2012	Dell Marketing	Dell C3765dnf Paper Drawer, 12/12/12	\$180.01
				Vendor Dell Marketing Total: \$1,442.45
Vendor: First Aid USA				
5009	12/12/2012	First Aid USA	First Aid Supplies, 11/26/12	\$384.92
				Vendor First Aid USA Total: \$384.92
Vendor: Grainger				
5010	12/12/2012	Grainger	FRS radios and batteries for emergency use	\$82.22
5010	12/12/2012	Grainger	Trash Receptales for Board Room, 11/27/1	\$2,112.14
5046	12/19/2012	Grainger	smoking stand and sign	\$297.62
5046	12/19/2012	Grainger	Water Filter	\$199.47
5046	12/19/2012	Grainger	Anti-seize compound	\$19.16
5046	12/19/2012	Grainger	Filter cartridges	\$39.79
				Vendor Grainger Total: \$2,750.40
Vendor: Grant Writing USA				
5047	12/19/2012	Grant Writing USA	Grant Administration Class for Judy Vaccarr	\$495.00
				Vendor Grant Writing USA Total: \$495.00
Vendor: High Desert Broadcasting				
5011	12/12/2012	High Desert Broadcasting	TRANSporter Radio Commercials	\$680.00
5011	12/12/2012	High Desert Broadcasting	TRANSporter Radio Commercials	\$680.00
5011	12/12/2012	High Desert Broadcasting	TRANSporter Radio Commercials	\$680.00
5011	12/12/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads, 11/23/12 to 11/30/1	\$276.00
5011	12/12/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads, 11/23/12 to 11/30/1	\$264.00
5011	12/12/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads, 11/23/12 to 11/30/1	\$669.00
5011	12/12/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads, 11/23/12 to 11/30/1	\$570.00
5011	12/12/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads, 11/23/12 to 11/30/1	\$641.00
5011	12/12/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads, 11/23/12 to 11/30/1	\$531.00
5048	12/19/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads,12/01/12	\$250.00
5048	12/19/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads,12/01/12	\$200.00
5048	12/19/2012	High Desert Broadcasting	Stuff-a-Bus Live Remote, 12/01/12 to 12/01/12	\$998.00
5048	12/19/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads,12/01/12	\$541.00
5048	12/19/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads,12/01/12	\$250.00
5048	12/19/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads,12/01/12	\$250.00
5048	12/19/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads,12/01/12	\$836.00
5048	12/19/2012	High Desert Broadcasting	Stuff-a-Bus Radio Ads,12/01/12	\$722.00
				Vendor High Desert Broadcasting Total: \$9,038.00
Vendor: High Desert Medical Group				
5049	12/19/2012	High Desert Medical Group	New Hire Testing12/10/12	\$105.00
				Vendor High Desert Medical Group Total: \$105.00
Vendor:				
5012	12/12/2012		Wage Garnishment, 11/18/12 - 12/01/12	\$246.46



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 12/1/2012 - 12/31/2012

Payment #	Payment Date	Vendor Name	Description (Item)	Amount
5050	12/19/2012		Wage Garnishment,12/02/12 - 12/15/12	\$246.46
				Vendor : \$492.92
Vendor: Insight- Public Sector				
5013	12/12/2012	Insight- Public Sector	Belkin Fiber LC/LC Duplex Cable 3M	\$39.58
5013	12/12/2012	Insight- Public Sector	Procurve Gigabit-SX-LC Mini-GBIC	\$562.10
5013	12/12/2012	Insight- Public Sector	Adobe Acrobat X Pro License	\$937.12
5013	12/12/2012	Insight- Public Sector	1 TB Ministation Hard Drive	\$119.93
5013	12/12/2012	Insight- Public Sector	Belkin USB & VGA KVM Switch	\$134.71
5013	12/12/2012	Insight- Public Sector	Laptop for Wendy	\$6.00
5013	12/12/2012	Insight- Public Sector	Samsung Series 9 900x3c Notebook Compu	\$1,473.14
5051	12/19/2012	Insight- Public Sector	Logitech Bluetooth Keyboard & Mouse Set,	\$520.73
5051	12/19/2012	Insight- Public Sector	2-Port VGA Splitter Cable w/ USB Power	\$64.80
5051	12/19/2012	Insight- Public Sector	Blackwire C420 Headset	\$148.86
				Vendor Insight- Public Sector Total: \$4,006.97
Vendor: Iron Mountain Records Mgmt Inc				
5014	12/12/2012	Iron Mountain Records Mgm Paper Shredding Services, 11/30/12		\$76.10
				Vendor Iron Mountain Records Mgmt Inc Total: \$76.10
Vendor: Jamesetta Hoffman				
5029	12/12/2012	Jamesetta Hoffman	First aid and CPR Training, 12/06/12	\$616.00
5029	12/12/2012	Jamesetta Hoffman	First Aid and CPR Train, 12/13/12	\$700.00
				Vendor Jamesetta Hoffman Total: \$1,316.00
Vendor: Julie Austin				
5052	12/19/2012	Julie Austin	Travel Reimbursement,Oct 11,2012 to Dec	\$212.65
				Vendor Julie Austin Total: \$212.65
Vendor: Kingsbury Uniforms, Inc.				
5015	12/12/2012	Kingsbury Uniforms, Inc.	Uniforms for Customer Service and Admin !	\$1,493.55
				Vendor Kingsbury Uniforms, Inc. Total: \$1,493.55
Vendor: Kwik-Key				
5053	12/19/2012	Kwik-Key	Duplicate & Deadbolts Keys, 11/29/12	\$23.38
				Vendor Kwik-Key Total: \$23.38
Vendor: Mark Perry				
5016	12/12/2012	Mark Perry	Payroll- Over Deduction for Emp. Paid Bene	\$20.82
				Vendor Mark Perry Total: \$20.82
Vendor: McMaster-Carr Supply Co.				
5054	12/19/2012	McMaster-Carr Supply Co.	Mini Blind Pulls In Phase II Construction,12,	\$81.81
5054	12/19/2012	McMaster-Carr Supply Co.	Projection Screen, 12/12/12	\$190.69
				Vendor McMaster-Carr Supply Co. Total: \$272.50
Vendor: McPherson Consulting				
5055	12/19/2012	McPherson Consulting	Cameras in Drivers Lounge,12/01/12	\$880.00
				Vendor McPherson Consulting Total: \$880.00
Vendor: Miller-Bell Media Productions LLC				
5056	12/19/2012	Miller-Bell Media Production 1/2 Deposit for Commuter Services Video,1		\$875.00
				Vendor Miller-Bell Media Productions LLC Total: \$875.00



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 12/1/2012 - 12/31/2012

Payment #	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Mobile Relay Associates				
5017	12/12/2012	Mobile Relay Associates	Airtime Billing Nov. 2012	\$999.60
				Vendor Mobile Relay Associates Total:
				\$999.60
Vendor: Moore & Associates				
5057	12/19/2012	Moore & Associates	Mobility Management Program Developme	\$8,406.00
				Vendor Moore & Associates Total:
				\$8,406.00
Vendor: Patton Sales Corp				
5018	12/12/2012	Patton Sales Corp	steel flooring for DEF shelter	\$808.38
				Vendor Patton Sales Corp Total:
				\$808.38
Vendor: Performance Allison				
5019	12/12/2012	Performance Allison	Trans Computer & Cooler	\$788.96
				Vendor Performance Allison Total:
				\$788.96
Vendor: Peter Barron Stark				
5020	12/12/2012	Peter Barron Stark	Team Interviews, Assessment and Recomm	\$7,604.19
				Vendor Peter Barron Stark Total:
				\$7,604.19
Vendor: Pinnacle Petroleum Inc				
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$27,877.66
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$12,436.90
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$27,821.16
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$27,257.73
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$27,434.04
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$27,329.79
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$9,909.87
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$21,492.53
5021	12/12/2012	Pinnacle Petroleum Inc	Fuel, 11/21/12	\$26,871.06
5058	12/19/2012	Pinnacle Petroleum Inc	Fuel, for December 2012	\$26,897.29
5058	12/19/2012	Pinnacle Petroleum Inc	Fuel, for December 2012	\$26,199.95
5058	12/19/2012	Pinnacle Petroleum Inc	Fuel, for December 2012	\$26,082.26
5058	12/19/2012	Pinnacle Petroleum Inc	Fuel, for December 2012	\$26,381.89
				Vendor Pinnacle Petroleum Inc Total:
				\$313,992.13
Vendor: Ray Inge Consulting- PEB Environmental				
5022	12/12/2012	Ray Inge Consulting- PEB Env	Emergency Preparedness and Training, 11/	\$2,000.00
				Vendor Ray Inge Consulting- PEB Environmental Total:
				\$2,000.00
Vendor: Richards, Watson & Gershon				
5023	12/12/2012	Richards, Watson & Gershon	General Counsel Services, 09/30/12	\$4,489.80
5023	12/12/2012	Richards, Watson & Gershon	Board Meeting Attendance, 09/30/12	\$1,032.00
5023	12/12/2012	Richards, Watson & Gershon	Board Meeting Attendance, 10/31/12	\$860.00
				Vendor Richards, Watson & Gershon Total:
				\$6,381.80
Vendor: Safechecks				
5024	12/12/2012	Safechecks	A/P and Payroll Check Stock, 11/15/12	\$860.06
5024	12/12/2012	Safechecks	Payroll check stock	\$751.31
				Vendor Safechecks Total:
				\$1,611.37
Vendor: SHI- Software Hardware Integration				
5059	12/19/2012	SHI- Software Hardware Inte,	Chatsworth Rack-To-Runway Mounting Pla	\$50.42
5059	12/19/2012	SHI- Software Hardware Inte,	Chatsworth J-Bolt Kit - Gold	\$13.59
5059	12/19/2012	SHI- Software Hardware Inte,	Corner Bracket, 15" W	\$156.48



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 12/1/2012 - 12/31/2012

Payment #	Payment Date	Vendor Name	Description (Item)	Amount
5059	12/19/2012	SHI- Software Hardware Inte	Chatsworth Universal Cable Runway	\$127.60
Vendor SHI- Software Hardware Integration Total:				\$348.09
Vendor: Southern California Edison				
5025	12/12/2012	Southern California Edison	Utilities-Electricity, 11/19/12	\$5,743.85
Vendor Southern California Edison Total:				\$5,743.85
Vendor: Standard Insurance Company				
5026	12/12/2012	Standard Insurance Company	Dental Insurance Premium, 12/01/12-12/0:	\$607.38
5026	12/12/2012	Standard Insurance Company	Dental Insurance Premium, 12/01/12-12/0:	\$2,111.78
5026	12/12/2012	Standard Insurance Company	Vision Insurance Premium,12/1/12 - 12/31,	\$404.85
5026	12/12/2012	Standard Insurance Company	Vision Insurance Premium,12/1/12 - 12/31,	\$108.67
Vendor Standard Insurance Company Total:				\$3,232.68
Vendor: State Water Resources Control Board				
5027	12/12/2012	State Water Resources Contr	Annual permit fees	\$1,359.00
Vendor State Water Resources Control Board Total:				\$1,359.00
Vendor: TCW Systems, Inc.				
5028	12/12/2012	TCW Systems, Inc.	Terminate and Test 12 Fiber Connectors	\$500.00
5028	12/12/2012	TCW Systems, Inc.	Terminate and Test 12 Fiber Connectors	\$824.30
5060	12/19/2012	TCW Systems, Inc.	Bus Radio Upgrade Components,12/01/12	\$2,477.90
5060	12/19/2012	TCW Systems, Inc.	Termination of Fiber Optic Line	\$338.57
5060	12/19/2012	TCW Systems, Inc.	Repeater Service,12/15/12	\$500.00
Vendor TCW Systems, Inc. Total:				\$4,640.77
Vendor: The Customer Service Experts				
5061	12/19/2012	The Customer Service Expert	Phone Line for Bus Passes for Nov., 2012	\$50.00
Vendor The Customer Service Experts Total:				\$50.00
Vendor: The Signal				
5030	12/12/2012	The Signal	Online TRANSporter Advertising, 11/21/12	\$900.00
Vendor The Signal Total:				\$900.00
Vendor: Trans Track Systems, Inc.				
5062	12/19/2012	Trans Track Systems, Inc.	Renewal of License Maintenance & Suppor	\$30,000.00
Vendor Trans Track Systems, Inc. Total:				\$30,000.00
Vendor: Transit Resource Center				
5031	12/12/2012	Transit Resource Center	gillig bus pre delivery inspection (14)	\$3,486.00
Vendor Transit Resource Center Total:				\$3,486.00
Vendor: US Bank				
5032	12/12/2012	US Bank	Credit Card Charges, 11/23/12	\$183.60
5032	12/12/2012	US Bank	Credit Card Charges, 11/23/12	\$438.30
5032	12/12/2012	US Bank	Credit Card Charges, 11/23/12	(\$225.00)
5032	12/12/2012	US Bank	Credit Card Charges, 11/23/12	\$392.40
5032	12/12/2012	US Bank	Credit Card Charges, 11/23/12	\$80.00
5032	12/12/2012	US Bank	Credit Card Charges, 11/23/12	(\$401.00)
5032	12/12/2012	US Bank	Credit Card Charges, 11/23/12	\$695.00
Vendor US Bank Total:				\$1,163.30
Vendor: Vaccaro, Judy				
5033	12/12/2012	Vaccaro, Judy	Holiday Event 2012	\$218.09
Vendor Vaccaro, Judy Total:				\$218.09



Antelope Valley Transit Authority

Expense Approval Report

By Vendor Name

Payment Dates 12/1/2012 - 12/31/2012

Payment #	Payment Date	Vendor Name	Description (Item)	Amount
Vendor: Veolia Transportation				
5034	12/12/2012	Veolia Transportation	Local & Comm Operations and Maint, Octo	(\$9,550.00)
5034	12/12/2012	Veolia Transportation	Local & Comm Operations and Maint, Octo	\$988,833.57
5034	12/12/2012	Veolia Transportation	Pass Through- Nov 1, 2012	\$12,026.53
5034	12/12/2012	Veolia Transportation	Pass Through, Nov 11,2012	\$1,544.39
Vendor Veolia Transportation Total:				\$992,854.49
Vendor: Verizon California				
5035	12/12/2012	Verizon California	Phone, 11/13/12	\$511.87
Vendor Verizon California Total:				\$511.87
Vendor: Webb Brothers Construction				
5036	12/12/2012	Webb Brothers Construction	Phase II Facility Construction	\$197,815.90
5036	12/12/2012	Webb Brothers Construction	Phase II Facility Construction	\$2,255.90
5036	12/12/2012	Webb Brothers Construction	Phase II Facility Construction/Addition Proj	\$98,342.55
5036	12/12/2012	Webb Brothers Construction	Phase II Facility Construction	\$24,594.75
5036	12/12/2012	Webb Brothers Construction	Phase II Facility Construction	\$8,109.32
5036	12/12/2012	Webb Brothers Construction	Phase II Facility Construction	\$17,202.50
5036	12/12/2012	Webb Brothers Construction	Phase II Facility Construction	\$4,320.00
Vendor Webb Brothers Construction Total:				\$352,640.92
Vendor: Western Exterminators				
5063	12/19/2012	Western Exterminators	Extermination Services, Nov 2012	\$85.50
Vendor Western Exterminators Total:				\$85.50
Vendor: Windes & McClaughry				
5064	12/19/2012	Windes & McClaughry	Audit of the Financial Statement year ender	\$10,000.00
Vendor Windes & McClaughry Total:				\$10,000.00
Vendor: Zones Inc.				
5037	12/12/2012	Zones Inc.	HP C9731A Cyan Print Cartridge	\$349.28
5037	12/12/2012	Zones Inc.	HP C3732A Yellow Print Cartridge	\$349.30
5037	12/12/2012	Zones Inc.	HP C9733A Magenta Print Cartridge	\$349.29
5037	12/12/2012	Zones Inc.	APC 550 Back-UPS ES Battery Back-up	\$223.91
5065	12/19/2012	Zones Inc.	HP 57 Tri-Color Print Cartridge	\$38.30
5065	12/19/2012	Zones Inc.	HP 56 Black Print Cartridge	\$23.84
Vendor Zones Inc. Total:				\$1,333.92
Grand Total:				\$2,129,610.28

County of Los Angeles Sheriff's Department**Antelope Valley Transit Authority****Quarterly Summary
October - December 2012**

This second quarter report provides statistics for the Los Angeles County Sheriff's Department Transit Security Services from October 1, 2012 to December 31, 2012.

Deputy Maselli and his K-9 partner Ieka worked 567 hours during the AM shift and 120 hours in the PM shift. Deputy Newland and his K-9 partner Top worked 40 hours during the PM overtime shift.

Stats:

Between October 2 and December 31, 2012, a total of 147 citations were written, 22 vehicles were towed and 38 arrests were made. All citations were issued based on public safety as it directly relates to the transit system and/or quality of life issues. The following incidents were documented while monitoring Lancaster City Park (LCP) and the Palmdale Transportation Center (PTC):

Citations for Posted Signs:

- No Right Turn
- Do Not Enter; Wrong Way
- Stop Sign; Failure to Stop
- Bus Zone; No Stopping
- No Smoking

Citations for Vehicle Codes:

- Unlicensed Driver
- No Proof of Insurance
- Cell phone use while driving

Citations for Public Disturbance:

- Open Container in Public Place
- Truancy

Deputy Maselli along with his K-9 partner conducted several early morning sweeps with commuter passengers and drivers at LCP and PTC. He checked for unattended packages, enforced Antelope Valley Transit Authority (AVTA) bus rules and policies, and provided fare evasion deterrence.

He conducted high visibility K-9 terrorism and explosives deterrence sweeps at the AVTA offices, transfer centers, on buses, and at random bus stop locations throughout the Antelope Valley.

On October 30th, Deputy Maselli investigated a suspicious package at Lancaster City Park. The black backpack was located in a trashcan. Deputy Maselli immediately deployed his explosives detection K-9 partner Ieka. She did not alert to the package, so he proceeded to investigate. Upon searching the backpack, he found four bottles of hard liquor.

In November, he assisted with traffic control and rerouting of AVTA buses on 10th St. West between Avenue O and O-8 due to an overturned vehicle involved in a traffic collision. AVTA was not involved; however, Route 1 north and south were affected by the accident.

On December 26 Deputy Maselli responded to a trash can fire at a bus stop location in Palmdale. He contacted the Fire Department to extinguish the fire and advised AVTA bus stop maintenance staff of the location and damage.

He continuously monitors and issues citations for open containers in public due to ongoing problems with intoxicated pedestrians loitering at the bus stop on Avenue J and Challenger Way.

Commuter and local transit operators continue to notify Deputy Maselli about cars pulling into bus stops and not adhering to posted signs at both PTC and LCP. He continues to monitor these locations and issue citations.

DATE: January 22, 2013

TO: BOARD OF DIRECTORS

SUBJECT: FY 13 Key Performance Indicators Report – October 2012

Recommendation

Receive and file the FY 13 Key Performance Indicators report for October 2012.

Summary

The performance indicators report provides an analysis of the Antelope Valley Transit Authority's (AVTA) key performance indicators on a month to month basis. Data is collected from a variety of sources such as the farebox, contractor reports, and financial performance reports. Nine out of nine performance targets were met for the month of October and year-to-date.

Analysis

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

- *Boardings* – System-wide boardings recorded by the farebox in the month of October were 362,747. This is a 17.8% increase over FY 12. Year-to-date boardings are at 1.2 million, an improvement of 10% when compared to FY 12 results (October 2011).
- *Fare Revenue* – Fare revenue recorded for the month was \$465,731. This reflects an increase of 11% over October 2011 figures. This produced an average per passenger fare of \$1.28 per boarding.
- *Operating Expenses* – October operating expense was \$1.7 million with an average systemwide cost per service hour of \$104.89. Although, service hours are 3% higher, overhead and professional services did drop significantly, producing a slight increase of .32% over October 2011 figures. Year-to-date expenditures are currently 6.4% higher than previous year.

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

- *Accidents* – During the month of October there were no preventable accidents recorded. Year-to-date, preventable accidents per 100,000 miles are at 0.65, which equates to a total of two additional recorded accidents when compared to same time period last year.

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

- *Customer Complaints* – AVTA recorded 18.87 complaints per 100,000 boardings throughout the month of October. This is an increase of just 1% over October 2011.
- *Schedule Adherence* – Average on-time performance for the month was 95.2%. This reflects a decrease of 2% over October 2011. Year-to-date, on-time performance is at 96.5%, equal to FY 2012 figures.
- *Average Hold Time* – During the month of October a total of 16,600 calls were handled by the CSR's, the average hold time for the month was 1:38, an improvement of 62% over October 2011. Dial-a-Ride handled a total 4,700 calls with an average hold time of 39 seconds for the month.
- *Average Miles Between Service Interruptions* – A total of 272,413 service miles were driven during the month of October, from those miles an average of 14,000 miles between service interruptions was recorded. This is 16% improvement over October 2011 numbers.

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

- *Boardings Per Service Hour* – An average of 22.3 boardings per service hour was recorded during the month of October 2012, an increase of 5% over the same time last year.
- *Average Weekday Boardings* – During the month of October there were 23 weekdays, and an average of 14,000 boardings per weekday. This is an increase of 16% over October 2011 average weekday boardings.

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

- *Average Cost Per Service Hour* – The average cost per hour for the month was \$104.89, an increase of only 0.82% compared to October 2011. Year-to-date cost per service hour is at \$111.94, an increase of 7% over FY 12 totals, but still below the FY 13 performance target of \$117.00.
- *Farebox Recovery Ratio* – The farebox recovery ratio is calculated by dividing total revenues by total operating expenses. The average farebox recovery ratio during the month of October 2012 was 27.28%. This is an increase of almost 12% over October 2011 totals.

Prepared by:

Submitted by:

Dietter A. Aragón
Senior Transit Analyst

Julie M. Austin
Executive Director

Attachments: A: Key Indicators Report
 B: Operations Report Total System

Antelope Valley Transit Authority | Attachment A: Key Indicators Report
October-12

Goal	Performance Indicator	Attachment	Current Month	MTD Meets/Exceeds	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Overall System Performance	Total Boardings	B	362,747	N/A	298,018	17.84%	N/A	1,254,899	N/A	1,119,502	10.79%
	Vehicle Service Hours		16,276	N/A	15,783	3.03%	N/A	62,305	N/A	62,740	-0.70%
	Total Fare Revenue	B	\$465,731	N/A	\$412,384	11.45%	N/A	\$1,641,102	N/A	\$1,562,847	4.77%
	Total Operating Expense		\$1,707,268	N/A	\$1,712,715	0.32%	N/A	\$6,974,425	N/A	\$6,524,823	6.45%
Safe Transit System	Preventable Accidents per 100,000 Miles	C	0.00	X	0.43		1.00	0.65	X	0.43	-34.23%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	D	18.87	X	18.64	-1.20%	27.0	18.96	X	22.80	20.28%
	Schedule Adherence	E	95.2%	X	97.2%	2.10%	95%	96.5%	X	96.5%	-0.03%
	Average Hold Time	F	1:38	X	2:39	62.24%	2:00	1:49	X	2:28	35.16%
	Average Miles Between Service Interruptions	G	8,418	X	10,384	-23.35%	5,000	9,544	X	11,994	-25.67%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	H	22.3	X	21.1	5.38%	18.0	20.1	X	19.8	1.49%
	Average Weekday Boardings	I	14,012	X	11,770	16.00%	10,000	12,700	X	10,777	15.14%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	J	\$104.89	X	\$105.75	0.82%	\$117.00	\$111.94	X	\$104.00	-7.09%
	Farebox Recovery Ratio	K	27.28%	X	24.08%	11.74%	23.23%	23.53%	X	23.95%	-1.79%

Antelope Valley Transit Authority | Attachment B: Operations Report - Total System
October-12

Goal	Current Month	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Average Fare per Boarding	\$1.28	\$1.38	-7.22%	\$1.44	\$1.31		\$1.40	-6.32%
Average Cost per Boarding	\$4.71	\$5.75	18.11%	\$6.22	\$5.56	X	\$5.83	4.64%
Average Subsidy per Boarding	\$3.42	\$4.36	21.56%	\$4.77	\$4.25	X	\$4.43	4.11%
Total Service Miles	272,413	289,652	-5.95%	N/A	1,039,951	N/A	1,024,965	1.46%
Total Vehicle Miles	320,756	258,031	24.31%	N/A	1,200,184	N/A	1,135,772	5.67%
Total Vehicle Hours	18,503	17,221	7.44%	N/A	69,736	N/A	68,372	2.00%
In-Service Speed	19.7	16.3	20.54%	N/A	19.3	N/A	16.3	17.91%
Boardings per Vehicle Service Mile	1.33	1.03	29.42%	N/A	0.83	N/A	0.92	-9.49%

DATE: January 22, 2013

TO: BOARD OF DIRECTORS

SUBJECT: FY 13 Key Performance Indicators Report – November 2012

Recommendation

Receive and file the November Key Performance Indicators report.

Summary

The performance indicators report provides an analysis of the Antelope Valley Transit Authority's (AVTA) key performance indicators on a month to month basis. Data is collected from a variety of sources such as the farebox, contractor reports, and financial performance reports. In both October and November AVTA achieved or exceeded nine out of nine performance indicators.

Analysis

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

- *Boardings* – System-wide boardings recorded by the farebox in the month of November were 303,432. This is an increase of almost 12% over November 2011. Year-to-date boardings are at 1.5 million, an improvement of 11% when compared to FY 12 results.
- *Fare Revenue* – Fare revenue recorded for the month was \$367,367. This reflects slight decrease of 1% over November 2011. This produced an average per passenger fare of \$1.21 per boarding. Year-to-date, Revenues are up by 3.2% over the previous fiscal year.
- *Operating Expenses* – November operating expense were \$1.6 million with an average system-wide cost per service hour of \$112. Year-to-date expenditures are currently 5.7% higher than previous fiscal year.

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

- *Accidents* – During the month of November there were no preventable accidents recorded. Year-to-date, preventable accidents per 100,000 miles are at 0.52, which equates to four more preventable accidents than July – November 2011.

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

- *Customer Complaints* – AVTA recorded 20.90 complaints per 100,000 boardings throughout the month of November. This is an increase of just 13.6% over November 2011 totals. However, year-to-date figures reflect a reduction of 18% compared to FY 12.
- *Schedule Adherence* – Average on-time performance for the month was 95.8%. This reflects an increase of 2% over November 2011. Year-to-date, on-time performance is at 96.3%, equal to FY 2012 figures.
- *Average Hold Time* – During the month of November, approximately 18,000 calls were handled by Customer Service. The average hold time for the month was 1:59, an improvement of 23% over November 2011. Dial-a-Ride fielded 3,803 calls with an average hold time of 43 seconds for the month.
- *Average Miles Between Service Interruptions* – A total of 250,000 service miles were driven during the month of November, with an average of 7,758 miles between service interruptions. This is a decrease of 7,659 miles between service interruptions when compared to November 2011. We expect this indicator to begin to trend upward as we refurbish existing buses and put our newer buses into service.

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

- *Boardings Per Service Hour* – An average of 20.4 boardings per service hour was recorded during the month of November 2012, an increase of almost 6% over November 2011. Year to date, we continue to remain almost three

percent higher than our performance target of 18 boardings per hour at 20.2.

- *Average Weekday Boardings* – During the month of November there was a total of 21 weekdays. An average of 12,600 weekday boardings was recorded. This is an increase of 13.44% over November 2011. Year-to-date, average weekday boardings continue to reflect an increase of 14.8 percent over FY 12 totals.

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

- *Average Cost Per Service Hour* – The average cost per hour for the month was \$112, an increase of 2.4%. Year-to-date cost per service hour is \$112, an increase of 6% over FY 12 totals yet below the FY 13 performance target of \$117.
- *Farebox Recovery Ratio* – The farebox recovery ratio is calculated by dividing total revenues by total operating expenses. The average farebox recovery ratio during the month of November 2012 was 22.02%. This is a decrease of 4% over November 2011. Year-to-date farebox recovery also reflects a decrease in of 2.7 percent when compared to the same time of the previous fiscal year and just below the performance target of 23.21%. The free rides program has continued to affect the overall farebox recovery ratio, specifically on local service; there has been a rise of approximately 20 percent in disabled riders receiving a free TAP card over the previous fiscal year.

Prepared by:

Submitted by:

Dietter A. Aragón
Senior Transit Analyst

Julie M. Austin
Executive Director

Attachments: A: Key Performance Indicators
 B: Operations Report Total System

Antelope Valley Transit Authority | Attachment A: Key Indicators Report
November-12

Goal	Performance Indicator	Attachment	Current Month	MTD Meets/Exceeds	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Overall System Performance	Total Boardings	B	303,432	N/A	267,367	11.89%	N/A	1,558,331	N/A	1,386,869	11.00%
	Vehicle Service Hours		14,899	N/A	14,838	0.41%	N/A	77,204	N/A	77,578	-0.48%
	Total Fare Revenue	B	\$367,367	N/A	\$371,461	-1.11%	N/A	\$2,005,894	N/A	\$1,941,730	3.20%
	Total Operating Expense		\$1,667,985	N/A	\$1,620,477	-2.85%	N/A	\$8,642,410	N/A	\$8,145,301	5.75%
Safe Transit System	Preventable Accidents per 100,000 Miles	C	0.00	X	1.75	0.00%	1.00	0.52	X	0.69	31.92%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	D	20.90	X	23.74	13.61%	27.0	19.34	X	22.98	18.80%
	Schedule Adherence	E	95.8%	X	93.6%	-2.28%	95%	96.3%	X	95.9%	0.45%
	Average Hold Time	F	1:59	X	2:27	23.53%	2:00	1:55	X	2:28	28.20%
	Average Miles Between Service Interruptions	G	7,758	X	15,417	-98.72%	5,000	9,187	X	12,678	-38.00%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	H	20.4	X	19.2	5.88%	18.0	20.2	X	19.6	2.97%
	Average Weekday Boardings	I	12,602	X	10,908	13.44%	10,000	12,680	X	10,804	14.80%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	J	\$111.95	X	\$109.21	-2.45%	\$117.00	\$111.94	X	\$104.99	-6.21%
	Farebox Recovery Ratio	K	22.02%		22.92%	-4.08%	23.23%	23.21%		23.84%	-2.71%

Antelope Valley Transit Authority | Attachment B: Operations Report - Total System
November-12

Goal	Current Month	Same Month Prior Year	% Improvement	Performance Target	FY 13 Year to Date	YTD Meets/Exceeds	FY 12 Year to Date	% Improvement
Average Fare per Boarding	\$1.21	\$1.39	-12.86%	\$1.44	\$1.29		\$1.40	-8.06%
Average Cost per Boarding	\$5.50	\$6.06	9.30%	\$6.22	\$5.55	X	\$5.87	5.57%
Average Subsidy per Boarding	\$4.29	\$4.67	8.25%	\$4.77	\$4.26	X	\$4.47	4.79%
Total Service Miles	250,074	244,234	2.39%	N/A	1,290,025	N/A	1,269,199	1.64%
Total Vehicle Miles	294,556	273,477	7.71%	N/A	1,494,740	N/A	1,409,249	6.07%
Total Vehicle Hours	16,862	16,216	3.98%	N/A	86,598	N/A	84,588	2.38%
In-Service Speed	19.8	18.4	7.27%	N/A	19.4	N/A	16.4	18.34%
Boardings per Vehicle Service Mile	1.21	1.09	10.84%	N/A	0.83	N/A	0.92	-9.54%

DATE: January 22, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Federal Fiscal Year 2012/13 First Quarter Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Outreach Status Report (October 1 – December 31, 2012)

RECOMMENDATION

Receive and file the attached first quarter of Federal Fiscal Year (FFY) 2012/13 DBE and SBE Outreach status report (October 1 – December 31, 2012).

FISCAL IMPACT

This report and a forecast of upcoming outreach activities may result in minimal fiscal impact, which will be reflected in the Mid-Year Budget Adjustment if deemed significant.

BACKGROUND

At the May 22, 2012 Board of Directors meeting, the Board approved the Authority's updated DBE program and proposed goal of 11.95%. At their June 26, 2012 meeting, the Board approved the revised DBE Program with the inclusion of a new Small Business Participation element, and authorized the Executive Director to enter into a Memorandum of Understanding for Small Business Certification Services with the Office of Small Business and Disabled Veteran Business Enterprises, California Department of General Services.

The attached DBE and SBE status report for the first quarter of FFY 2012/13 details the four contracts awarded during this quarter totaling \$1,426,769. Three of the vendors were local firms in the Antelope Valley; these contracts totaled \$1,396,769, or 98% of the total amount awarded. Two of the firms are based in Lancaster and one firm is based in Palmdale. In addition, one award for a software service agreement for \$30,000 was made to a DBE firm that is based in Los Angeles County.

In compliance with the guidance given by the Federal Transit Administration (FTA), staff developed a Set-Aside Program for Fostering Small Business Participation. This race-neutral non-discriminatory element is design to foster the growth and development of small business concerns. On an annual basis, at least 10% of the acquisition of supplies and services with an anticipated dollar value exceeding \$3,000, but less than \$100,000, shall be automatically reserved exclusively for small business concerns. The

Federal Fiscal Year 2012/13 First Quarter DBE and SBE Outreach Status Report
(October 1 – December 31, 2012)

January 22, 2013

Page 2

Authority's DBE Program with the new Small Business Participation Element was submitted to FTA for approval on August 1, 2012. As of this date, staff has not received any comments on the proposed Small Business Participation Element or approval from FTA.

To foster the growth and development of DBEs and local businesses in the Antelope Valley, the Authority hosted a business outreach fair on November 8, 2012, which was jointly sponsored by the cities of Lancaster and Palmdale and the County of Los Angeles. The business outreach fair shared information regarding:

1. How to do business with each entity;
2. Upcoming contracts and procurement opportunities; and
3. Contact information for each agency.

Upcoming strategies for increasing DBE and local business participation shall include:

1. Developing a brochure or pamphlet on the Authority's new Small Business Participation Element as a marking tool;
2. Continuing to utilize Chambers of Commerce as points of contact to disseminate information to member businesses about purchasing and contracting opportunities with the Authority;
3. Investigating the creation of a local government purchasing cooperative agreement between Joint Exercise of Powers Agreement (JPA) members and AVTA to help obtain the lowest prices for good /services;
4. Using the Authority's website to make purchasing and contracting opportunities more accessible to businesses;
5. Hosting or participating in quarterly meetings with JPA members to identify methods of increasing the utilization of qualified local vendors in the purchase of goods and services, where feasible and appropriate;

Prepared by:

Submitted by:

Lyle Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

Attachment: DBE and SBE Quarterly Award Report



DBE AND SBE QUARTERLY AWARD REPORT					Fiscal Year 2012-13
Reporting Period - October, 1, 2012 through December 31, 2012					
Funding	Contract Type	Vendor Name	DBE or SBE	Vendor Location	Contract Award Amount
Federal	Construction	MJS	No	Palmdale, CA	\$89,920
Federal	Construction	Webb Brothers	No	Lancaster, CA	\$56,849
Federal	Construction	Arrow Engineering	SBE	Lancaster, CA	\$1,250,000
Federal	Services - IT	Transtrack	DBE	Long Beach, CA	\$30,000
				Total:	\$1,426,769

DATE: January 22, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Authorization for Destruction of AVTA Records per Records Retention Policy

RECOMMENDATION

In accordance with AVTA's Records Retention Policy, authorize destruction of on-site records (paper, electronic, audio, photographic, etc.), which may include but are not limited to the items listed on the attached schedule.

FISCAL IMPACT

Costs associated with the secure destruction of documents will be approximately \$300.

BACKGROUND

The Board of Directors adopted the AVTA's Records Retention Policy and Retention Schedule in March 2004, with a subsequent revision approved on June 26, 2012. The AVTA's Records Management Coordinator has lead responsibility for the ongoing process of coordinating the identification of records within the various departments in reference to which records have met the required retention for destruction.

After Board approval is obtained, the Records Management Coordinator will supervise the destruction of the documents on the attached schedule. Certification of destruction and a final list of documents that were destroyed will be maintained in a permanent file.

Prepared by:

Submitted by:

Cheryl E. Love
Administrative Assistant

Julie M. Austin
Executive Director

Attachment: Records Destruction List - April 15, 2013 for Hardcopy Documents and June 30, 2013 for electronic documents

ATTACHMENT 7.1

RECORDS DESTRUCTION LIST HARDCOPY DOCUMENTS APRIL 15, 2013; ELECTRONIC, AUDIO, PHOTOGRAPHIC, ETC. JUNE 30, 2013	
DESCRIPTION OF CONTENTS	RECORD DATES
Correspondence - General	2009 and prior
Email Correspondence	2010 and prior
Board of Directors Agendas	2002 and prior
Board of Directors Correspondence	2009 and prior
Board of Directors Notices / Postings	2010 and prior
Board of Directors Audio Recordings (except those under legal hold)	2010 and prior
TAC Correspondence	2009 and prior
Contracts (excluding construction capital improvement projects and Interagency MOU's)	2007 and prior
Legal Advertising - public notices, legal publications, etc.	2005 and prior
Statements of Economic Interest (Form 700)	2005 and prior
Authorizations - Executive Director	2005 and prior
Promotional Marketing	2004 and prior
Newsletters, Bulletins, and Community Outreach	2010 and prior
AVTA Calendar	2009 and prior
Rider/Non-Rider Surveys	2002 and prior
Incident Reports - Non-employee	2005 and prior
Risk Management Reports (Federal OSHA Forms, loss analysis reports, safety reports, actuarial studies)	2006 and prior
Safety Meetings	2005 and prior
Accounts Payable	2005 and prior
Accounts Receivable	2005 and prior
Bank Reconciliations	2005 and prior
Billing Records	2005 and prior
Journal Entries	2005 and prior
Checks (payroll, copies of voided checks and deposited checks)	2005 and prior
Deposit Records	2005 and prior
Check Registers	2005 and prior
Check Authorization (release of check stock)	2010 and prior
Budget working papers	2009 and prior
FTA Triennial Review	2005 and prior
FTA Grant Applications	2005 and prior
Oversight Reports (Operations funding, EEOC, Title VI, DBE)	2005 and prior
Inventory - real property and equipment	2005 and prior
Asset Depreciation Schedule	2005 and prior
Vehicle files (disposed of) - Title/Registration	2005 and prior
Payroll Reports/Adjustments	2005 and prior
Employee Timesheets	2005 and prior
CalPERS Employee Deduction Reports - Deferred Comp	2005 and prior
Unsuccessful Bids / Cancelled Solicitations	2009 and prior
Federal/State Tax Filings/Forms	2005 and prior
State Controller Reports	2005 and prior
Benefit Plan Enrollment	2005 and prior
Personnel File Records	2002 and prior
Drug Program (FTA) Records	2007 and prior

ATTACHMENT 7.1

RECORDS DESTRUCTION LIST HARDCOPY DOCUMENTS APRIL 15, 2013; ELECTRONIC, AUDIO, PHOTOGRAPHIC, ETC. JUNE 30, 2013	
DESCRIPTION OF CONTENTS	RECORD DATES
Employee Training	2010 and prior
Recruitment Records	2009 and prior
Salary Surveys/Studies	2009 and prior
Strategic planning and other plans/reports	2007 and prior
Surveys re fares, routes, maps	2002 and prior
Bus Pass documentation (sales, in-house, vendor, cash receipts)	2005 and prior
NTD reports and related documentation	2004 and prior
Special Program Applications and Database	2008 and prior
Reports/Logs - Operations Vendor	2004 and prior
Accident files/logs	2005 and prior
Warehouse Inventory Records	2005 and prior
Bus Stop correspondence/work reports	2009 and prior
Facilities Inspections	2005 and prior
Customer Communication, Complaints, etc.	
Assetworks Records - equipment maintenance	2008 and prior
Fuel Focus - data re mileage and usage	2005 and prior
Zonar Records - re vehicle safety, security, maintenance inspections, pre-trip inspections data	2008 and prior

DATE: January 22, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Proposed Changes to Dial-A-Ride (DAR) Policies

RECOMMENDATION

Approve the following policy changes for AVTA Dial-A-Ride services: 1) Reduce the "Reservation Window" for Dial-A-Ride trips from three days to next day service; 2) Reduce the number of trips that can be made in a single day by a client from four to three and ensure, to the greatest extent possible, that it is enforced; and, 3) Change the application of suspension for No Shows from three per month to three in a rolling 30-day period.

FISCAL IMPACT

There is no fiscal impact to the Authority.

BACKGROUND

We currently have 11 months of data for DAR operations with American Logistics Company (ALC), and success has certainly exceeded expectations. Over the past several months, our Customer Service Representatives and some Board Members have been receiving an increased number of calls from disgruntled clients because they are unable to book a DAR trip. To reduce or eliminate this problem by the end of next year, staff must review the operating policies and make adjustments. On-time performance has been excellent. These policy changes do not have any impact on our service agreement with American Logistics Company (ALC). Attached is a snapshot of our current service as well as additional data in support of the recommendations is attached.

AVTA DAR Service Characteristics

- Current Operations: The agreement with ALC limits the number of annual trips to 33,000. Over the course of the agreement, the trip rate is increased 1.5% per year in January, but there is no increase in the number of trips provided. Reservations can only be made for eligible clients; however, they can have a Personal Care Assistant (PCA) with them and be accompanied by guests. The PCA rides free, while a guest pays the same fare as the eligible passenger. PCAs and guests are not included in the 33,000 trips. Statistics for operations during the current year are as follows:

Proposed Changes to DAR Policies

January 22, 2013

Page 2

- An estimated 30,742 eligible passengers will be transported in 2012.
- An additional 4,880 PCAs and/or guests will bring the total ridership in 2012 to 35,622.
- Based on the data, it is estimated that there will be 2,142 No Shows. ALC's interpretation of the agreement counts a No Show as a trip. The Authority is charged at a rate of \$20 for No Shows rather than the full trip rate of \$33.75. We will clarify with ALC, by letter, that the service can be provided up to the limit of the contract operating budget (33,000 trips x current trip rate).
- Average on-time performance for the first 11 months of 2012 has been 96.86%.

After discussions between ALC and the AVTA staff, three new policies are being recommended:

1. Reduce the "Reservation Window" from three days to next day. This should create a positive effect on a reduction in the number of No Shows.
2. Reduce the number of trips that can be made for a single day from four to three and ensure, to the greatest extent possible, that it is enforced. This will reduce the number of trips for most clients to two; however, it will still allow for a "third leg" that could include a trip to the pharmacy on the way home from a medical appointment.
3. Change the suspension penalty from three No Shows per month to three No Shows in a "rolling" 30 day period.

In addition, the AVTA has a current project for Travel Training with one of the goals being working with DAR passengers to educate them on using the local transit services. Staff will also work with clients who could be using Access as their transportation provider. More details regarding operating characteristics are attached.

Prepared by:

Submitted by:

Len Engel
Director of Operations and Maintenance

Julie M. Austin
Executive Director

Attachment: DAR Operations Snapshot

DIAL-A-RIDE OPERATIONS SNAPSHOT

The following is some additional data that was collected in support of the recommended policy changes.

- Current Eligibility List: The current eligibility list includes over 5,000 individuals. After a review of those that have used the service within the last two to three years, the total drops to 2,190. Of the 2,190 individuals, only 1,172 clients have used the service through November of 2012. ALC transported the largest number of passengers during March of 2012; 3,025 eligible trips were provided for 381 individuals.
 - 287 unique ambulatory passengers constituted 2,224 trips (7.75 trips each)
 - 94 unique wheelchair passengers making 801 trips (average 8.5 trips each)
- Trip Origins: The trip origination data is based on information received from ALC for unique individuals using the service in 2012.

• Lancaster	569	48.5%
• Palmdale	469	40.0%
• LA County	134	11.5%
- The Reservation Cap: In order to not exceed the 33,000 trip cap before the end of 2012, ALC began reducing the cap that they had been using in September. Currently, the daily cap is at 80 trips, down one-third from earlier in the year.
 - Reservations are taken beginning at 8:00 a.m., three days in advance of the trip. Typically, over the past several months, there are no available trips as early as 8:15 a.m. on the first day. Given the 80 trip cap, on a Tuesday it is possible, because of the subscription trips (32), that only an additional 24 clients could be served (48 trips). The current policy allows a rider to book up to four trips per day. To get a sample, staff reviewed March 12, 2012 when 67 individuals were transported on 129 trips.
 - 20 Passengers - one trip
 - 39 Passengers - two trips
 - 6 Passengers - three trips
 - 2 Passengers - four trips
 - 1 Passenger - five trips

- 2013 Daily Trip Caps: ALC has provided the “caps” that they will begin using in 2013. Based on the number of operating days in 2013, this will provide just under 32,000 trips and a good cushion to ensure that the same situation, severely limited trip availability in November and December, does not reoccur.
 - Weekday cap = 105 trips
 - Saturday cap = 55 trips
 - Sunday cap = 45 trips

- Subscription Trips: Subscription trips or standing order trips are for individuals that have regular appointments such as dialysis. There are currently 25 individuals on the active subscription list.
 - Using the daily caps that ALC is proposing for 2013, subscription trips will constitute 17.4% of the trips available each week. The current schedule has 129 trips per week.
 - Monday: 18 trips
 - Tuesday: 32 trips
 - Wednesday: 28 trips
 - Thursday: 31 trips
 - Friday: 20 trips

 - Subscription trip clients are predominately from the urban areas.
 - Lancaster: 15
 - Palmdale: 7
 - LA County: 1
 - Lake LA: 1
 - Little Rock: 1

 - There are 11 unique destinations for the subscription trips, 10 are in Lancaster and one is in Palmdale.
 - Dialysis: 7
 - Adult Day Care: 8
 - Other: 10

DATE: January 22, 2013
TO: BOARD OF DIRECTORS
SUBJECT: Proposed 2013 AVTA Legislative Principles

RECOMMENDATION

That the Board of Directors approve the proposed 2013 AVTA Legislative Principles as outlined in the Attachment.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The proposed 2013 Legislative Principles (Attachment) will help guide staff recommendations and actions on state and local proposals during the upcoming year. This program includes 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 raids on transit funds and responses to proposed legislative requirements.

The proposed federal program outlines efforts to strengthen AVTA's relationships with representatives in California and Washington, D.C. as well as relationships with their staff members and the staff of the 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 capital projects.

Staff will prepare legislative updates for Board information 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.

Submitted by:

Julie M. Austin
Executive Director

Attachment: 2013 Federal Legislative Principles

ATTACHMENT

2013 FEDERAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
Ensure that federal policy decisions benefit AVTA operations and/or funding.	<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. • The Executive Director will 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. Staff will extend invitations to elected officials to familiarize them with AVTA capital projects and proposed facility improvements. • AVTA representatives will attend the APTA Annual Legislative Conference in March and participate in transit-related legislative committees to ensure AVTA’s interests are represented at the federal level. • Support efforts to develop new transportation reauthorization legislation for continued funding upon expiration of MAP-21.* Support fewer restrictions on small operators.
Represent regional interests	<ul style="list-style-type: none"> • Coordinate federal advocacy efforts with Los Angeles County, Lancaster and Palmdale.
Support legislation that:	<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 funding for both operating and capital purposes
Oppose legislation that:	<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.

* AVTA will urge Congress to act on a longer term surface transportation authorization measure to replace MAP-21 to ensure that much-needed transportation capital investments are initiated and critical infrastructure improvement projects are advanced. A six-year authorization bill for highways, public transit and other federal surface transportation programs will provide the guidance and predictability that AVTA, other project sponsors across the nation and our private sector partners need in order to do long-range planning and to make multi-year financial commitments.

2013 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"> • Quarterly updates: Provide updates to the Executive Board 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.
<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 and facility improvements. • 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>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>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.

2013 LOCAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
Ensure that policy decisions made by regional planning and programming entities recognize issues important to AVTA.	<ul style="list-style-type: none">• Work through the Bus Operators' Subcommittee (BOS) and the Los Angeles County Municipal Operators' Coalition (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.
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.	<ul style="list-style-type: none">• Regularly participate in meetings of the Los Angeles County General Managers and Bus Operators' Subcommittee (BOS).• Stay abreast of transit issues agendaized 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.• Distribute Executive Director's weekly report to all Board members and other interested individuals via e-mail and/or fax.

DATE: January 22, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Revision No. 1 to the Antelope Valley Transit Authority's (AVTA) Personnel Rules and Regulations Manual

RECOMMENDATION

Approve Revision No. 1 to the AVTA's Personnel Rules and Regulations Manual as summarized herein and attached to this report.

FISCAL IMPACT

This revision is unlikely to result in any fiscal impact to the Authority.

BACKGROUND

Staff has revised the Authority's Personnel Rules and Regulations Manual to comply with new California legislation and the segregation of human resources duties between Finance and Administration.

Staff is recommending four significant changes as listed below:

1. Section 107 - Zero Tolerance Drug and Alcohol Policy – Page 12

The Authority's change to its Zero Tolerance Drug and Alcohol Policy was strongly recommended by its Third Party Administrator, Compliance Oversight Solutions Ideal (COSI), which provides a wide array of drug and alcohol testing compliance services. Establishing this policy would eliminate the possibility of subjective decisions regarding the continued employment of non-safety-sensitive employees who test positive for drug use without a prescription. AVTA already has a zero tolerance policy for safety-sensitive employees.

2. Sub-Section of 215 - Extended Travel Time – Non-Exempt Employees - Page 29

The new section on "Extended Travel Time – Non Exempt Employees," reflects California law as stated in the 2002 Update of the Division of Labor Standards Enforcement (DLSE), Revised Manual, which states that time spent traveling during either regular working hours or in addition to regular working hours are to be counted as hours worked if the travel is done pursuant to the employer's instructions.

3. Section 309 – AB 320, Government Employee Pension Reform Act of 2012 – Page 39

The State's new Government Employee's Pension Reform Act of 2012 was signed into law on September 12, 2012. The new Pension Reform Act was designed to stop pension system abuses, and reduce the costs and debts of government employee pensions. The revised policy references the new law.

4. New 805 – Workplace Religious Freedom Act of 2012, AB 1964 – Page 68.

AB 1964, Workplace Religious Freedom Act of 2012, clarifies that "religious dress and grooming practices" are covered by the protections against religious discrimination.

After Board approval, each employee will be required to sign an Acknowledgment of Receipt of the Revised Personnel Rules and Regulations Manual, with an effective date of January 23, 2013.

Submitted by:

Julie M. Austin
Executive Director

Attachment: Revised AVTA Personnel Rules and Regulations Manual



PERSONNEL RULES & REGULATIONS MANUAL

Effective 3-1-2012
Revised 01/22/2013

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MESSAGE FROM THE EXECUTIVE DIRECTOR

Valued Team Member,

Welcome aboard! We would like to take this opportunity to welcome you to the AVTA family. We look forward to working with you as we continue to provide safe, reliable and efficient transportation to the Antelope Valley, while also providing a rewarding and supportive environment to our employees. As part of our team, we encourage all employees to embrace our goals of excellence and integrity.

The Personnel Rules and Regulations should not be interpreted, and are not intended, as a written employment contract between AVTA and any of its employees or a guarantee of continued employment. The Personnel Rules and Regulations are not an expressed or implied contract of employment between AVTA and you. Neither the employee nor AVTA is bound to continue the employment relationship if either chooses at-will to end the relationship at any time and nothing in the Rules and Regulations should be construed as a contract or guarantee of continued employment.

You should read, understand, and comply with all provisions of these Personnel Rules and Regulations. It describes many of your responsibilities as an employee, and outlines the programs developed by AVTA to benefit its employees.

No Personnel Rules and Regulations can anticipate every circumstance or question about policy. As the AVTA continues to grow, the need may arise to change policies. From time to time, the AVTA Board of Directors may revise, supplement, amend, modify, eliminate or rescind any policies. You will be advised of changes that occur.

The only recognized deviations from the stated policies are those authorized in writing and signed by the Executive Director (or designee) with the approval of AVTA's Board of Directors.

After reading the following material, we urge you to discuss any questions and comments you may have with your immediate supervisor.

Best Regards,

*Julie M. Austin
Executive Director*

100 – INTRODUCTION AND EMPLOYMENT

ABOUT AVTA

The Antelope Valley Transit Authority serves a population of over 400,000 residents of the Cities of Lancaster and Palmdale, as well as the unincorporated portions of northern Los Angeles County. AVTA's total service area covers 1,200 square miles and is bounded by the Kern County line to the north, the San Bernardino County line to the east, the Angeles National Forest to the south, and Interstate 5 to the West. The fixed route service area consists of approximately 100 square miles.

AVTA contracts with private companies to provide fixed route and urban and rural Dial-A-Ride bus operations. AVTA operates a network of 12 local transit routes, three commuter routes, and three supplemental school routes during the week. Local bus service is operated on weekdays from 5:15 a.m. to 12:35 a.m. Weekend service is operated from 6:45 a.m. to 8:10 p.m. Commuter routes operate Monday through Friday from 3:45 a.m. to 7:40 p.m. Dial-A-Ride service within the urban zone and rural zone 1 is available to elderly persons and persons with disabilities. Service within rural zone 2 is open to the general public. Vans and sedans operate weekdays 6:00 a.m. to 7:30 p.m. and weekends 8:00 a.m. to 6:00 p.m.

ADA complementary paratransit service is provided by Access Services (Access), a public entity that was created to provide the required paratransit service on behalf of the fixed route operators in Los Angeles County. ASI is a direct FTA grantee.

AVTA operates a fleet of 71 buses for transit service with 43 buses for local service and 28 for commuter service. The current peak requirement for local service is 37 vehicles and commuter service is 21 vehicles. Dial-a-Ride vehicles are operated by the paratransit contractor through agreements with local transportation providers.

For more information about AVTA, please visit our website at avta.com.

DEFINITIONS

Applicant: An individual participating in the recruitment and/or interview process for appointment to a position with AVTA.

Appointing Authority: The Board of Directors shall be the appointing authority for the position of Executive Director. The Executive Director is the appointing authority for all other positions with AVTA.

Appointment: The employment of an individual in a position. Appointment requires that the applicant report for work on the designated date and time and actually commence work.

AVTA: The Antelope Valley Transit is a public authority, formed as a joint power authority composed of the City of Lancaster, the City of Palmdale, and the County of Los Angeles pursuant to California Government Code Sections 6500 et seq.

Board or Board of Directors: The Board of Directors of AVTA.

Day: A calendar day unless otherwise specified. When any action to be taken or deadline falls on a Saturday, Sunday or any other day the office of the Executive Director is not open to transact normal business, the deadline will be extended to the next weekday during which the Executive Director's office is open to transact normal business.

~~Director of Finance and Administration Administrative Services: The Director of Finance and Administration Administrative Services or his/her designee, as appointed by the Executive Director.~~

Director of Finance: The Director of Finance (or designee), as appointed by the Executive Director (or designee).

Domestic Partner: Another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring, who is at least 18 years of age, is competent to contract at the time the domestic partnership is registered, is not legally married to anyone, and has registered the partnership with the Secretary of the State (or other appropriate governing body) that the employee resides in.

The "domestic partner's child" is considered the biological, foster, or adopted child, stepchild, or legal ward of the registered domestic partner. A "domestic partner's child" also may be someone for whom the domestic partner has accepted the duties and responsibilities of raising.

Executive Director: The Executive Director of AVTA, appointed by the Board of Directors.

Exempt Employee: An employee who holds a position exempt from payment of overtime compensation under applicable provisions of the Fair Labor Standards Act. The category of exempt employees includes, but is expressly not limited to, AVTA management, executive, administrative, and professional positions.

Non-Exempt Employee: An employee who holds a position covered under the Fair Labor Standards Act and is eligible to receive overtime pay.

Regular Full-Time Employee: An employee who holds a position in which he/she is regularly scheduled to work 40 hours a week.

Regular Part-Time Employee: An employee who holds a position in which he /she is regularly scheduled to work less than 40 hours per week. There are two types of regular part-time employees:

- Half-time employee: An employee who is regularly scheduled to work at least 20 hours but less than 32 hours per week.
- Four-fifths employee: An employee who is regularly scheduled to work at least 32 hours but less than 40 hours per week.

Safety Sensitive: In accordance with FTA (655.4), Safety Sensitive means any of the following:

- Anyone who operates a revenue vehicle including when not in revenue service.
- Anyone operating a nonrevenue service vehicle that requires drivers to hold CDL's (commercial drivers license).
- Anyone who maintains revenue service vehicles or equipment.
- Anyone controlling dispatch or movement of a revenue service vehicle.
- Supervisors of employees in these categories, who do not themselves perform these functions, are excluded. Only supervisors who perform one of the safety-sensitive functions are covered.

Temporary Employee: An individual who works through an employment agency or directly for AVTA and fills a position authorized by the Board to meet a special temporary need on a prescribed limited time basis.

101 – EQUAL OPPORTUNITY POLICY

AVTA believes that all persons are entitled to equal employment opportunity. This means that we are committed to nondiscrimination in all aspects of our personnel actions such as employment, compensation, benefits, promotional opportunities and terminations. These transactions will be administered without regard to race, color, religion, creed, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical and mental disability, medical condition, sexual orientation, veteran status, genetic information, or any other characteristics protected by state and federal law.

102 – NONDISCRIMINATION ON BASIS OF DISABILITIES

In furtherance of our nation and state's commitment to end discrimination against qualified disabled individuals and in accordance with the provisions of Americans with Disabilities Act as well as the state's Fair Employment and Housing Act (FEHA), including all regulations properly issued there under to protect the right of qualified disabled persons, it is our Agency's policy that: No program or activity administered by AVTA shall exclude from participation, deny benefits to, or subject to discrimination any individual by reason of his or her disability. Equal employment opportunity will be extended to qualified disabled persons in aspects of the employer-employee relations, including recruitment, hiring, upgrading, training, promotions, transfer, discipline, layoff, and termination. We further affirm that we will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled employee or applicant.

As part of its commitment to make reasonable accommodations, AVTA encourages and participate, in a timely, good faith, interactive process with the disabled applicant or employee to determine effective reasonable accommodations, if any, that can be made in response to a request for accommodations. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy. They should contact the Executive Director (or designee) as soon as possible to request the opportunity to participate in a timely interactive process. By working together in good faith, our goal is to implement any reasonable accommodations that are appropriate and consistent with its legal obligations.

103 – REPORTING DISCRIMINATION

If you believe you have been subjected to any form of discrimination, or know of someone within the AVTA that may have been subjected to discrimination, you should promptly report the facts to your supervisor, any manager, or the Executive Director (or designee) right away. If the complaint may involve the Executive Director, the employee should contact AVTA's General Counsel. An employee will be required to provide facts in writing and any relevant details such as who is involved and names of witnesses. AVTA will arrange to investigate your issue/complaint confidentially and promptly and attempt to resolve the situation. If it is determined that prohibited discrimination has occurred, effective remedial action. You should feel free to report claims or inquiries without fear of any type of retaliation for bringing this to our attention.

Employees may also contact the Department of Fair Employment and Housing or the Equal Employment Opportunity Commission and seek remedies through those agencies. The contact information for these agencies is online and listed in the white pages of the telephone book.

104 – POLICY AGAINST HARASSMENT

AVTA is committed to providing a workplace free of sexual harassment, as well as harassment based on such factors as race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including pregnancy, childbirth or related medical conditions), age, sexual orientation, gender identity, genetic information or any other basis protected by federal or state laws. AVTA prohibits unwelcome, harassing conduct by employees towards other employees or non-employees with whom AVTA has a business, service, or professional relationship as prohibited by law.

Valuing Diversity

We appreciate and respect personal differences in race, color, creed, sex, gender, religion, marital status, veteran status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, gender identity, and other such categories. We also respect different opinions and viewpoints. We recognize it is our individuality that helps us develop diverse solutions and approaches to the business challenges we face. We realize that looking at things from different perspectives can lead to innovative ideas.

To achieve our goals as well as those of our employees, we need the contributions and talents of each individual.

Anti-Harassment Policy

Harassment in any form undermines the abilities and potential of employees and the AVTA. Defining harassment and its many nuances is difficult. Behavior that does not rise to the level of illegal harassment as defined by law may still be unacceptable in the workplace and a violation of this policy, subject to disciplinary action up to and including termination.

What is Harassment?

Harassment is offensive conduct relating to an individual's race, color, creed, sex, gender identification, religion, marital status, veteran status, age, national origin, ancestry, citizenship, physical or mental disability, medical condition, sexual orientation, sexual identity or perceived sexual identity, or other protected status.

Improper conduct includes, but is not limited to, the following examples:

- Verbal insults and name calling, derogatory or suggestive comments, demeaning jokes, slurs, unwelcome sexual flirtations or propositions, graphic comments, sexually oriented comments about the body, appearance or lifestyle of an employee or another business associate.
- Visually derogatory, demeaning or sexually suggestive emails, texting, posters, cards, computer displays, cartoons, graffiti, drawings, gestures, or other offensive nonverbal behavior such as leering or staring, which is deemed to be unwelcome by the recipient.
- Physical assault, threats or threatening behavior (implied or explicit), unnecessary touching, impeding or blocking movement, physical interference with normal work or movement.

- Sexual harassment is one type of harassment and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

ANY ACT OF HARASSMENT IS PROHIBITED

In line with this, managers and supervisors are prohibited from fraternizing or becoming romantically involved with another employee or any subordinate or non-management employee. This policy covers all employees and other business associates such as customers, vendors, suppliers or independent contractors. Contractors and other business associates are also forbidden to engage in any form of sexual harassment as defined above. Any suspected acts of harassment must be immediately reported to any member of the management team or the Executive Director.

The Reporting Process

If any employee feels they have been subjected to harassment or to intimidating, counterproductive behavior not in keeping with our vision of a supportive workplace, we have created a resolution process, designed to foster mutual respect and fair treatment for all individuals. This process is tailored to help any employee resolve their concern in the manner they find most comfortable. Employees are encouraged to help eliminate unwelcome behavior by talking with the offending party directly, letting the offending party know their behavior is unacceptable. However, we recognize there may be employees who do not wish to do so and need assistance in resolving their concerns.

Any employee who feels they has been subjected to or a witness to harassment, is required to immediately report such conduct to his or her manager or the [Human Resources Representative- Executive Director \(or designee\)](#). Employees may also contact AVTA's Labor Counsel at ATKINSON, ANDELSON, LOYA, RUUD & ROMO [562.653.3200], particularly if the issue concerns the Executive Director.

Upon receiving a complaint, an investigation of the complaint will be conducted. Please note that any claim of harassment, even those "off the record," must be investigated. Confidentiality will be maintained to the extent possible, but cannot be guaranteed.

Prompt and thorough investigations will be made of any and all harassment complaints. Anyone found to have engaged in harassment will be subject to appropriate disciplinary actions, up to and including termination of employment.

While every effort will be made to investigate and resolve harassment complaints lodged in good faith, management prohibits claims that an employee knows are false or made with the intent of taking revenge against, or otherwise harm a fellow employee without provocation. Employees, who make such accusations knowing they are not justified by the facts, are subject to disciplinary action, up to and including termination of employment.

Employees and/or managers who become aware of any violation of this policy must immediately advise the ~~Human Resources Representative~~ **Executive Director (or designee)**. In this way, AVTA is in a better position to ensure such conduct does not occur and that appropriate remedial action may be taken.

No Retaliation

AVTA will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers. Each employee shall, without fear of reprisal or retaliation, cooperate in the investigation of a complaint of harassment as defined in this policy. Retaliation against an employee for making a complaint or participating in an investigation is considered a serious violation of this policy. Acts of retaliation must be reported immediately and will be investigated and addressed.

You may also file a complaint of harassment or retaliation with the Department of Fair Employment and Housing or the Equal Employment Opportunity Commission. The contact information for these agencies is online and listed in the white pages of the telephone book.

Penalty for Violation of Anti-Harassment Policy

Any employee who has been found to have committed an act of prohibited harassment will be subject to disciplinary action up to and including termination from employment.

105 – INDEPENDENT CONTRACTORS

Independent contractors are considered independent business people who are in business for themselves and are hired to perform services for AVTA rather than provide tangible goods. AVTA uses the guidelines of appropriate state and federal regulations to determine an individual's independent contractor status. Written agreements may not override the state and federal regulations. To ensure compliance with the laws governing independent contractor status, all agreements to hire an independent contractor must be approved by the ~~Director of Finance and Administration~~ **Executive Director (or designee)**.

106 – RECRUITMENT/APPLICATIONS FOR EMPLOYMENT/HIRING

All applicants for employment are required to complete AVTA's Application for Employment form before being considered a viable candidate for any position within the AVTA. Management relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring and employment process. Misrepresentations, falsifications, or material omissions in any of this information or data may result in the individual's exclusion from further consideration for employment or, if the person has been hired, termination of employment. All completed employment application forms or resumes received within AVTA will be evaluated by the ~~Director of Finance and Administration~~ hiring manager or **Executive Director (or designee)** and filed for follow-up to meet legally established retention requirements.

No offers of employment or commitments regarding job availability or rates of pay will be extended without a position allocation approved by the Board and the express approval of the Executive Director (or designee). Recruiting, screening, reference checking and

recommendations for employment of all personnel is the responsibility of the **Executive Director (or designee)**~~Director of Finance and Administration~~.

Position Allocations: A position allocation approved by the Board provides the authority for the establishment of a position opening. The position allocation should include a detailed explanation of the position qualifications and specific job duties along with the employment category, title, salary grade, and pay range.

Selection of Recruitment Process

The determination of the selection process shall be made by the Executive Director (or designee). Vacancies may be filled through an internal recruitment process, an external recruitment process, or through a combined internal/external recruitment process, at the discretion of the Executive Director (or designee). The Executive Director (or designee) may also determine whether use of an employment agency is appropriate, and will oversee any recruitment through an employment agency. The Executive Director (or designee) may determine whether to use an interview panel, and the composition of such interview panel.

Minimum Employment Eligibility Requirements. Each applicant must meet the following minimum eligibility requirements in order to be considered for employment.

- An applicant must be 18 years of age or older.
- An applicant must meet the minimum qualifications of education and experience for the position, as set forth in the applicable job description.
- An applicant must establish that he/she has the legal right to work in the United States.
- An applicant must be able to perform the essential functions of the position, with or without reasonable accommodation.
- After a conditional offer of employment has been made, an applicant must pass a pre-placement physical examination and drug test.

Job Posting

In recruitments, which include internal recruitments, AVTA provides current employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

In an internal job posting (or combination internal/external recruitment), notices of all regular, full-time job openings will be posted on the employee bulletin board and normally remain open for seven days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

In addition to the minimum eligibility requirements for the position, as set forth in the job description, to be eligible to apply for a posted job, current employees must have performed competently for at least 180 calendar days in their current position. Employees,

who have a written warning on file for their current job, are not eligible to apply for posted jobs.

Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an application for employment to the ~~Director of Finance and Administrative Services~~ **Executive Director (or designee) or Staff Accountant/HR Representative** listing job-related skills and accomplishments. It should also describe how their current experience with AVTA and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. AVTA reserves the right to use other recruiting sources to fill open positions in the best interest of the organization.

Application Process: Applicants shall be required to submit the following documents to AVTA in order to be considered for a position with AVTA, with all information completed and signed under penalty of perjury:

- Standard AVTA employment application, completed in full.
- Supplemental application, as required by the specific recruitment, completed in full.
- Written authorization for AVTA to conduct a criminal background investigation, where a background investigation is a requirement of the position.
- Agreement to submit two Department of Justice approved fingerprint cards for a State and FBI records criminal history investigation, if a conditional offer of employment is extended.
- A copy of a current ~~California~~ driver's license, and authorization for AVTA to obtain a current California Department of Motor Vehicles printout.
- Proof of educational qualifications, such as a copy of diploma and/or school transcripts, at the discretion of the Executive Director (or designee).
- Such other forms and information as may be adopted from time to time by the Board and/or Executive Director (or designee), based on the particular recruitment.

Employment Data File

An AVTA Employment Data File will be maintained in accordance with any applicable requirements of federal and state law.

The Employment Data File will include completed employment applications and resumes received in response to position openings and related selection interview notes.

Selection interview notes should include the date that the selection interview was held and the name of the interviewer and a record of the interviewer's ratings.

Offers of employment: Employment offers shall be extended only by the Executive Director (or designee).

Employment offers shall be made contingent upon satisfactory completion of a pre-employment medical examination and drug test, criminal history background investigation and where allowed by law, and proof of current valid ~~California~~ driver's license or identification card.

The starting pay rate for an employee should be at least the minimum established in the position allocation. As authorized by the Executive Director (or designee), a higher starting pay rate may be granted if the applicant's qualifications exceed minimum requirements.

Each new employee shall submit a completed Employee Withholding Exemption Certificate prior to commencing any work. Each new employee shall submit a residence address (street address) and a mailing address (if different from the residence address), which shall be maintained in the employee's personnel file. Updated information shall be provided if the residence address and/or mailing address changes. A Post Office Box number is insufficient by itself.

Each new employee shall also be required to submit a completed Form 700 and any other conflict of interest forms required by the California Political Reform Act of 1974, Title 9, California Government Code Sections 81001, et seq., and the regulations issued pursuant thereto.

107 – ALCOHOL AND DRUG ABUSE

The AVTA provides public transit and paratransit services for the residents of the Antelope Valley. While it is not the AVTA's intent to infringe upon the private lives of its employees, part of our mission is to ensure that the services we provide are delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of its employees and the general public. It is the intent of the AVTA to establish and clearly communicate a drug and alcohol policy based on Zero Tolerance. AVTA is committed to a policy against the use of alcohol, illegal drugs, or other controlled substances.

Use or abuse of alcohol, illegal drugs, or controlled substances, whether on or off the job can adversely affect the employee's work performance, efficiency, absenteeism, health and safety and can seriously impair the employee's contribution to AVTA. Accordingly, no employee may enter AVTA or client premises while under the influence of, or have in his or her possession, any intoxicating beverage or behavior-altering drug of any kind. Likewise, the use, sale, transfer or possession of alcohol, illegal drugs or controlled substances on the job, on AVTA or client property, at outside worksites, in AVTA vehicles or buses, or in personal vehicles while on AVTA business is prohibited. Employees are strictly forbidden from consuming alcoholic beverages, illegal drugs or controlled substances during work time, break times or meal periods, nor may they return to work after such breaks or meal periods under the influence of such substances. Employees are to arrive to work on time, fit to perform all applicable duties and responsibilities, and are to remain so for the remainder of the work period. Employees who report to work or become unfit to fully and satisfactorily perform their jobs may create safety hazards for themselves and others. Employees in violation of this policy will be subject to ~~disciplinary action that could include~~ immediate termination from employment.

Should an employee be convicted of a drug- or alcohol-related offense, he or she must notify the Executive Director (or designee) within five days of the conviction.

Employees may use medication prescribed to them by their health care provider, provided the use of such drugs does not adversely affect job performance or the safety of the employee, other individuals in the workplace, or the public. Hence, employees using medication prescribed by their health care provider must notify their manager/supervisor and the Executive Director and may be required to provide proof that such medication is safe to take while the employee is on duty. AVTA management will have sole discretion as to whether or not it will be safe for those employees to remain on duty. AVTA is committed to safety in the workplace and does not want any employee performing any job duties, including the operation of any equipment or machinery that may affect the safety of themselves, any other employee, or the public.

Employees with alcohol or drug dependencies who decide to voluntarily enroll in a treatment or rehabilitation program and who voluntarily come forward to management before any situation requiring testing occurs, may not be subject to discipline and will be reasonably accommodated with an unpaid leave of absence, as required by law, to participate in such rehabilitation program if such an accommodation is not an undue hardship on the AVTA.. Employees voluntarily entering a drug or alcohol rehabilitation program may be required to provide medical validation of satisfactory completion of the program. A recurrence of a positive drug or alcohol test following return to work will result in immediate termination of employment.

Employees who request a leave of absence to participate in a rehabilitation program may use available sick or vacation benefits while on leave. Benefits will not accrue during the leave of absence. This leave will be subject to the same provisions and rules as applicable to any other medical related leaves of absence.

AVTA will test for the presence of alcohol or drugs after a conditional offer of employment and after any injury or accident involving AVTA property or assets.

Employees should be aware that ~~Alcohol-~~ The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited.

Additionally, AVTA will test for the presence of alcohol or drugs where reasonable suspicion exists. An employee believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall, for safety purposes, be provided transportation from the work site, as appropriate.

“Reasonable suspicion” may arise based on, among other things, the characteristics of the employee’s appearance, behavior, mannerisms, and speech or body odors. Examples include, but are not limited to:

- inability to perform work properly;
- behavior creating a safety hazard;
- difficulties walking or standing, problems with dexterity, or other physical activity impairment;
- impaired ability to speak (i.e. slurred, thick speech);
- belligerent or violent behavior or wide mood swings;

- excessive unauthorized absenteeism;
- any conduct that constitutes a significant change from the individual's usual behavior, or that indicates impairment of sound judgment;
- arrest or conviction for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking (the term trafficking shall also mean distribution.)

Managers and supervisors may order that an employee submit to a drug and/or alcohol screening when the manager or supervisor has reasonable suspicion to believe that the employee is under the influence of drugs or alcohol while at a work location, while on the job or when reporting to duty. The employee shall authorize AVTA's medical provider and/or laboratory to take samples for screening and to release the results of the screening to the Executive Director (or designee). Refusal by an employee to follow these directives shall constitute insubordination and be grounds for disciplinary action, up to and including termination.

Specimen collection for a drug or alcohol test will be accomplished in a manner compatible with employee dignity and privacy. Specimen collection shall be accomplished at the medical and/or laboratory facilities utilized by AVTA. There will be no strip searches or opposite sex observation. In the usual case, AVTA will not observe specimen production, except in those cases where AVTA has an objective reason to believe that the employee may attempt to contaminate a test specimen or produce a fraudulent specimen.

An employee who refuses an order to submit to a drug and/or alcohol screening, or who refuses to authorize the taking of a sample, or who refuses to authorize the release of the results of the screening to AVTA, or who engages in conduct that clearly obstructs the testing process, shall be subject to disciplinary action, up to and including termination.

A positive result for a drug and/or alcohol screening will result in ~~disciplinary action, up to and including~~ termination. ~~AVTA shall evaluate each situation on a case-by-case basis.~~

If the drug screening is positive, the employee must provide, within 24 hours of request, bona fide verification of a valid current prescription in the employee's name, for the drug identified in the drug screening. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor of the use of such prescribed drugs, the employee ~~may~~ **shall** be subject to ~~disciplinary action, up to and including~~ termination.

~~An employee who has had a positive result from a drug and/or alcohol screening and who is allowed to return to work shall undergo a return-to-duty drug and/or alcohol screening and will not be allowed to return to duty unless there is a verified negative result for controlled substances or alcohol.~~

Information obtained under the provisions of this Policy shall be held strictly confidential. The drug and/or alcohol screening results will be retained with medical examination results in a separate location in compliance with the Confidentiality of Medical Information Act, California Civil Code Section 56 et seq.

The reports or test results may be disclosed to the employee's supervisor or Department Head on a strictly need-to-know basis. Upon request, the tested employee shall be entitled to obtain a copy of the reports or test results.

Disclosures without patient consent may also occur when: 1) the information is compelled by law or by judicial or administrative process; 2) the information has been placed at issue in a formal dispute between AVTA and the employee; 3) the information is to be used in administering an employee benefit plan; or 4) the information is needed by medical personnel for the diagnosis or treatment of a patient who is unable to authorize disclosure.

108 – VERIFICATION OF RIGHT TO WORK

Current Federal Law requires that we must verify all employees' right to work in the United States. This verification requires the AVTA to ask you to submit valid personal documentation within three days from your start date. The documentation will follow the guidelines as outlined on the current Federal "I-9" document. This completed document will be maintained in our separate confidential file.

109 – “AT-WILL” EMPLOYMENT

The employment relationship between you, the employee, and the AVTA can be maintained only as long as both are mutually comfortable and satisfied. Here at AVTA your employment is considered “at-will.” This means that employment is for no definite period of time, and that you may leave your employment at any time with or without cause or prior notice. AVTA may also change the terms and conditions of your employment at any time with or without cause or notice. At-will employment includes, but is not limited to, termination, demotion, promotion, transfer, compensation, benefits, duties and location of work.

110 – JOB RESPONSIBILITIES

While employed at AVTA, your supervisor/manager will explain your job responsibilities and the performance standards expected. From time to time, you may be asked to work on a special project important to the AVTA. If any employee feels their job responsibilities are unclear, the employee should request to speak with their manager to obtain clarification.

AVTA reserves the right to reassign, change or transfer job positions, or assign additional job responsibilities at any time, with or without notice or change in rate of pay.

111 – SECURITY

AVTA is committed to providing a workplace that promotes safety and security for all our employees and visitors. Protection of business assets - people and property as well as sensitive information- is a necessity and vital to the success of the AVTA. In order to accomplish these objectives and safeguard the safety of employees, employees are expected to immediately report unauthorized visitors (this includes employees that have terminated their employment status with the AVTA) and exercise reasonable care to safeguard personal items brought to work. Personal items should not be left unattended or in plain view. AVTA is not able to take responsibility for our employees' property.

No employee has a reasonable expectation of privacy in the workplace and all items brought onto the AVTA's property are subject to inspection, with or without notice. Examples of these

items include, but are not limited to, packages, brief cases, computer bags, purses, wallets, lunch boxes, toolboxes and vehicles. Employees who refuse to allow these inspections may be subject to disciplinary action, up to and including termination from employment.

Camera Surveillance

AVTA operates security cameras on our workplace both within and throughout our facilities for the purpose of ensuring the safety and security of employees, visitors, the public, work premises, and facilities. Cameras are not used for the surveillance of any particular person but camera footage may be accessed and used as evidence where an act (e.g. assault of a person, damage to facilities) has occurred that warrants investigation by the AVTA. Such records may also be required by law to be provided to other parties such as a Court or to the Police.

Notices of AVTA's security cameras are located at each location they are active. These cameras located in and around facilities requiring security monitoring for the safety or security of individuals or property and are not disguised or secreted.

Security cameras are in place at the time this handbook is written. Camera security monitoring is continuous and ongoing.

112 – AVTA OWNED SUPPLIES AND EQUIPMENT

The AVTA provides employees with equipment, supplies, tools and services to aid in performing job responsibilities. These assets are the employee's responsibility and should not be used for personal reasons. Any misuse, breakage, or loss of the items should be reported immediately to the employee's manager/supervisor. Employees will be held responsible for willful misconduct, misuse or loss of the AVTA's property. Equipment includes, but is not limited to, vehicles, computers, telephones, fax machines, copiers, cell phones and PDAs, tools, etc.

When AVTA has assigned an office, desk or storage area that has a lock, the AVTA will supply locks and keys and will retain a passkey for all locks. Employees are not permitted to use their own personal locks and have no reasonable expectation of privacy in any desk or storage area used by them. Management reserves the right to inspect the contents of desks, vehicles, or other storage areas at any time and may remove any of their property and other items that may be in violation of AVTA's rules and policies.

All AVTA property must be returned by employees on or before their last day of work. Where permitted by applicable laws, AVTA may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. AVTA may also take all action deemed appropriate to recover or protect its property, including but not limited to any appropriate legal action.

113 – VIOLENCE-FREE WORKPLACE

Management is committed to preventing workplace violence and to maintaining a safe work environment. AVTA has adopted the following guidelines to deal with intimidation, harassment, terrorism, or other threats of (or actual) violence that may occur during operational hours. All employees, including management, temporary employees, independent contractors, as well as any outsiders working at our facilities should be treated with courtesy

and respect at all times. Employees are expected to refrain from fighting, roughhousing, or other conduct that may be dangerous to others. Unauthorized firearms, weapons, and any other dangerous or hazardous devices or substances are prohibited at all times on any AVTA properties. Conduct that threatens, intimidates, or coerces another employee, visitor, or any other member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to management and/or the Executive Director. This includes threats by employees, as well as threats by visitors, vendors, customers, solicitors, or other members of the public. All suspicious individuals or activities must also be reported to the highest level of management immediately. Do not place yourself in peril. If you see or hear a commotion or disturbance near you, do not try to intercede or see what is happening.

Executive Management will promptly and thoroughly investigate all reports of threats (or actual) violence and of suspicious individual activities. For this reason, any employee who has obtained a temporary restraining order should report this to the Executive Director (or designee) ~~and/or the Human Resources Representative~~ in confidence.

The identity of the individual making a report will be protected as much as is practical and protected by law. In order to maintain workplace safety and the integrity of its investigation, the AVTA may suspend employees, either with or without pay, pending the investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment and, if appropriate, notification to the law enforcement authorities. We encourage our employees to bring their differences with other employees to the attention of management before the situation escalates into inappropriate behavior or potential violence. Management is eager to assist in the resolution of employee disputes, and will not retaliate against employees for raising such concerns.

114 – EMPLOYEE CATEGORIES

In order to determine an employee's classification and eligibility for various benefits, the following categories have been established.

Regular Full-Time – Employees who are scheduled and regularly work a minimum of 40 hours per week on a continuing basis, are considered regular full-time employees. Regular full-time employees are eligible for all employer-sponsored benefits upon meeting applicable qualifications.

Regular Part-Time – Employees who regularly scheduled and work less than 40 hours, but no less than 20 hours a week on a regular basis, are considered regular part-time employees. Regular part-time employees are eligible for certain benefits as described in the Benefits section of this handbook.

Temporary – Temporary employees are defined as those employees holding jobs for limited duration to assist with special projects, heavy workloads or emergencies (usually not exceeding six months in duration). Temporary employment may be full-time or part-time. While temporary employees are considered an important part of our operations, AVTA sponsored benefits are not generally available to them unless mandated by law.

115 – WORK HOURS AND SCHEDULES

Our standard workweek begins at 12:01 a.m. each Sunday morning and ends at midnight on the following Saturday. Our normal workday is defined as the 24-hour period beginning at 12:01 a.m. and ending at midnight.

AVTA's administrative office hours begin at 6:30 a.m. and end at 6:00 p.m. Depending on business requirements, some employees may be required to work different schedules. Your scheduled hours of work will be determined based on staffing requirements to meet the needs of our customers and our business objectives. Therefore, you may be asked to work an earlier or later schedule. Your specific work schedule will be discussed at the time of hire or status change. See Section 202 for more detail on alternative work schedules.

116 – UNIFORMS

AVTA provides aprons and tee-shirts to those employees who are required to wear specific attire in performing their jobs. If you have received an apron or tee-shirt to wear you are held responsible for the safekeeping of the item issued. Aprons are laundered and maintained by AVTA at no cost to you. Tee-shirts are laundered and maintained by the employee. Damaged items from normal wear will be replaced at no charge. You may be required to sign an agreement that verifies your responsibility for all furnished aprons and/or tee-shirt. This agreement will authorize repayment of the cost of any item not returned upon separation from employment.

117 – LACTATION ACCOMODATION

As mandated by California law, AVTA will accommodate employees who wish to express breast milk while at work. You should make arrangements with your supervisor to do so. Where such arrangements are made during an employee's normal rest period, the time will be paid. If special arrangements are made to provide you with extra time beyond or in addition to her normal rest period, the time may be unpaid.

118 – ATTENDANCE AND PUNCTUALITY

As an employee of AVTA you have accepted the responsibility of performing your job tasks on a regular basis. Excessive absenteeism and lateness cause extra burden on your co-workers in the delivery of quality services to our public. Your attendance and punctuality will be an important consideration when you are being evaluated. When compelling personal reasons require your absence from work, you should request permission from your immediate supervisor. The AVTA requires as much advance notice as possible to allow us to schedule and distribute the work. If illness or some other emergency causes an unplanned absence, you must notify your supervisor at least one hour in advance (if possible) of your scheduled workday each day you are going to be absent. If your supervisor is unavailable, please speak directly with the next higher level of authority available. It is not acceptable to report your absence to a co-worker ~~or only to the Human Resources Representative.~~ Failure to call in or report correctly may result in disciplinary action.

Lateness or absence will be subject to disciplinary action up to and including termination of employment. Lateness is defined as being more than three minutes late from your start time. As a guide, excessive lateness or absence is defined as more than three occurrences in a month's time. Illness that forces the employee to be absent two to five consecutive days will

be counted as one occurrence. This attendance policy provides disciplinary guidelines that the AVTA may apply in its discretion and does not alter the at-will nature of your employment.

All employees must report to their supervisor after being late or absent. Employees are also required to submit a PAN to the Executive Administrative Assistance, who logs it into the group calendar. All paid leave PANS shall be submitted to Payroll for processing. provide an explanation of the circumstances surrounding their lateness or absence and, when applicable, certify that they are fit to return to work. The supervisor is responsible for contacting the ~~Human Resources Representative~~ **Executive Director (or designee) or Staff Accountant/HR Representative** who will assist with determining whether the attendance issue is protected by law and how the lateness or absence will be recorded in your attendance record.

Frequent absences due to illness or when an employee returns to work on the fifth day after a medical related absence, *may* require a release from your doctor in order to return to work. Any employee who is absent for three consecutive work days without proper notification or justification will be considered as having voluntarily resigned from employment as of the end of the third work day missed.

119 – CONFIDENTIALITY OF INFORMATION

As an employee, you may have access to and become acquainted with private, sensitive and proprietary information that is considered “Confidential,” and owned by the AVTA and/or its customers and used in the operation of the business. The protection of AVTA confidential business information is vital to its interests and success. Employees may be required to sign a Confidentiality Agreement as a condition of employment. Regardless of whether an employee signs a Confidentiality Agreement, each employee is required to maintain the confidentiality of sensitive and proprietary information not generally known to others. Employees are prohibited from disclosing any of this information or information on file regarding our riders, suppliers, contractors, and/or anyone with whom AVTA does business. Employees are also required to refrain from using such information for the benefit of the employee or anyone else. Such confidential information includes, but is not limited to, the following examples:

- Compensation data and other data concerning employees and independent contractors
- Customer lists and other customer identifying information
- Any information pertinent to pending or active claims or litigation

Employees who disclose or use any of the AVTA's confidential information, or the personal information of its customers, employees, contractors, and other stakeholders, are subject to disciplinary action, up to and including termination of employment. The AVTA specifically reserves its right to take legal action for violation of this policy, even if the employee or former employee does not actually benefit from such use or disclosure.

120 – DUPLICATION OF BUSINESS RECORDS

AVTA considers all of its records, including, but not limited to, employee records, documents containing and/or referencing rider information, and all sensitive financial data, confidential, sensitive, and proprietary information. Employees are, therefore, strictly prohibited from duplicating by any means, including electronically, any such records, unless required to do so

during the course of their regular job duties. Moreover, such records should not be removed from AVTA premises without prior approval from the Executive Director (or designee).

Employees are expected to use all reasonable precautions in handling confidential information, such as not leaving it in the plain sight of others.

121 – CONFLICTS OF INTEREST/ETHICS POLICY

AVTA is engaged in a variety of activities that have the common goal of promoting the interests of our business. It must be understood that our reputation and relationships with outside entities and individuals, as well as its relationships with its employees are of utmost importance. In addition, these relationships are often the product of long-standing associations and/or substantial investments of the AVTA's resources, energies, and efforts. Employees at all levels throughout AVTA are, therefore, required to comply with this conflict of interest policy. AVTA has the right to insist upon the undivided loyalty of all employees throughout their employment. In keeping with this right, we require the following commitments from all employees:

- An employee shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible, or in conflict with their duties as an AVTA officer or employee. If an employee wishes to obtain outside employment or enterprise, he or she shall submit a request for approval to the Executive Director (or designee). An employee shall not engage in any outside employment or enterprise without written approval of the Executive Director (or designee).

Employees shall refrain from activity which:

- Involves the use for private gain or advantage of AVTA time, facilities, equipment and supplies, prestige, or influence of one's AVTA office or employment.
- Involves the soliciting or the acceptance by the employee of any money, gift, gratuity, or other consideration from anyone other than AVTA for the performance of an act which the employee, if not performing such an act, would be required or expected to render in the regular course or hours of AVTA employment, or as a part of duties as an AVTA officer or employee.
- Involves the performance of acts other than in his or her capacity as an AVTA employee, which act may be subject to direct or indirect control, review, audit, or enforcement, by such employee or the agency by which he or she is employed.

No AVTA employee shall engage in any political activity of any kind during working hours, on AVTA premises, or in AVTA uniform, or engage in such activities when it can be reasonably misconstrued as being in the interests of AVTA. This regulation shall conform to any provisions of state or federal law as from time-to-time may be established.

No employee of AVTA shall solicit or accept any gift, gratuity, favor, or anything of monetary value which might be construed as consideration for present or future preferential treatment.

Employees shall comply with any applicable provisions of the Political Reform Act of 1974, Title 9, California Government Code Sections 81001, et seq., the regulations issued pursuant

thereto, and any rules, regulations or policies adopted by AVTA in accordance with the Political Reform Act, including but not limited to a Form 700 and/or other form required by the Political Reform Act and any regulations issued pursuant thereto.

No employee may engage in any conduct or activities that are inconsistent with the AVTA's best interests or that in any manner disrupts, undermines, or impairs the AVTA's relationships with any entities or prospective entities, supplier, vendor, or any outside organization, person or entity with which AVTA has or proposes to enter into an arrangement, agreement, or contractual relationship of any kind.

AVTA desires to conduct its business activities without improper interference from current or former employees. No current or former employee may disrupt, damage, impair or interfere with AVTA's business in any manner. For example, no employee or former employee may induce any employee to leave AVTA, or induce an employee, consultant or other individual to sever that person's relationship with AVTA. In addition, no current or former employee can interfere with or raid the AVTA's employees, disrupt its relationships with our grants, agents, representatives or vendors, or otherwise interfere with AVTA business, employment relationships or activities.

AVTA reserves the right to determine that other relationships that are not specifically covered by this policy represent actual or potential conflicts of interest. In any case where the AVTA determines, in its sole discretion, that a relationship between an employee and a non-employee or an employee and an outside organization or individual presents an actual or potential conflict of interest, AVTA may take whatever action it determines to be appropriate to avoid or prevent the continuation of the actual or potential conflict of interest. Such action may include, but is not necessarily limited to, transfers, reassignments, changing job responsibilities, or, where it deems such action appropriate, disciplinary action up to and including the possibility of immediate termination from employment.

Business dealings with suppliers and/or other supportive entities should not result in financial or material gains for any of our employees. Bribes, unauthorized bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employee are considered conduct that is not authorized and detrimental to the best interest of AVTA. An actual or potential conflict of interest also occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, a relative, or another individual due to a relationship with the employee as a result of this AVTA's business dealings.

Personal gain may result not only in cases where an employee, relative, or another individual has a significant ownership in a firm with which AVTA does business, but also when an employee, relative, or another individual receives any kickback, bribe, gifts, or special consideration as a result of any transaction or business dealings involving AVTA. If a supplier or anyone else insists on giving you special treatment or tips, report the situation to your supervisor immediately to avoid any misunderstanding or misconduct. Any employee who participates in such practice may be subject to disciplinary action, up to and including immediate discharge and legal action.

Employees are required to comply with AVTA's procurement policy.

Employees have an obligation to conduct themselves within guidelines that prohibit actual or potential conflicts of interest. It is management's intent to provide general direction regarding

this policy so that our employees may have clarification on issues related to the subject of acceptable standards of activities.

If you become aware of a possible violation of this policy, please contact the Executive Director (or designee) immediately. No retaliatory action will be taken against any employee who raises this issue.

122 – OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITIES

AVTA is concerned that outside business activities and how other employment relationships may adversely affect an employee's commitment to work for and contribute to the AVTA. Such activities can create distractions, conflicts of interest, scheduling problems, fatigue and other problems that could negatively impact an employee's performance or the AVTA's interests. Based on these considerations, to avoid any potential conflict, employees must obtain prior written authorization of the (or designee) Director before starting additional outside employment or business activities.

123 – EMPLOYMENT OF RELATIVES/NEPOTISM

AVTA does not maintain a strict policy that prohibits employment of relatives in all circumstances and AVTA does not discriminate against any person on the basis of marital status. However, there are restrictions on the employment of relatives under some circumstances. For example, AVTA may refuse to place one relative under the direct supervision of the other relative for business reasons of supervision, safety, security or moral. For the same reasons, we may refuse to place both relatives in the same department or facility if the work involves potential conflicts of interest or hazards that are greater for relatives than for other individuals.

Relatives of employees will receive equal consideration with all other applicants for job openings. However, the selection and appointment of an individual who is related to or cohabitates with a supervisor, manager, or subordinate, creates an appearance of favoritism and/or a conflict of interest. Similarly, the marriage of two AVTA employees, and/or a domestic partnership between two AVTA employees, who report to each other, or over whom one spouse or domestic partner serves in a direct or indirect supervisory role, may create an appearance of favoritism or a conflict of interest. It is the intention of this Rule to prevent such conflicts.

Employment situations may not compromise sensitive or confidential information in the possession of AVTA.

For purposes of this Rule, a relative shall mean an employee's current spouse, parent, child, stepchild, foster child, grandparent, grandchild, in-law, brother, step-brother, sister, stepsister, aunt, uncle, nephew, niece, or cousin, or any such relative of the employee's spouse.

For purposes of this Rule, cohabitation shall mean two unrelated individuals who share a household in a family relationship, without regard to the gender or sexual orientation of the individuals involved, and includes a domestic partnership.

Relatives and/or individuals who cohabitate with current AVTA employees and/or directors are not eligible for AVTA positions if: 1) the applicant will work in a position in which the employee or director will be a direct supervisor or indirect supervisor over him/her, or in a subordinate

relationship to the applicant; and 2) in a position where a potential conflict of interest exists or the potential exists for creating an adverse impact on supervision, safety, security or morale.

No current employee shall be transferred or promoted into a position in which a relative will be in a position of direct or indirect supervision over the other employee or otherwise creates a potential conflict of interest or an adverse impact on supervision, safety, security, or morale.

As used in this Rule, the phrase “direct supervisor” means an employee who is the immediate supervisor of another subordinate employee. The phrase “indirect supervisor” means an employee who holds a supervisory role over another position lower in rank within the same department or division, and is in the subordinate’s chain of command, even if the supervisor is not that employee’s immediate supervisor.

If two employees become subject to the restrictions of this Policy, AVTA will make reasonable efforts to eliminate the actual or potential problems of supervision, safety, security or morale. Such reasonable efforts may include, transferring or reassigning one of the employees to another position for which he/she is qualified, if such a position is available.

If no such position is available, or there are no other reasonable efforts which AVTA can undertake to eliminate the actual or potential problems of supervision, safety, security or morale, then one of the employees will be required to terminate his/her employment with AVTA. The decision as to which employee will terminate his or her employment with AVTA will be made by the two employees within 30 days of being so notified. If the employees do not reach a decision, then both employees will be subject to separation from employment.

If an employee becomes subject to this Policy because of his/her relationship with a member of the Board, and 1) if the employee cannot be transferred to another position, or 2) there are no other reasonable efforts which AVTA can undertake to eliminate the actual or potential problems of supervision, safety, security or morale, then the employee will be required to terminate his/her employment with AVTA

124 – CHANGE OF STATUS

Whenever there is a change in your classification, status, wage rate or other employment status actions, AVTA will provide you with written notification. This is done via a Personnel Action Notice (PAN) form and is used at AVTA to process and communicate employment-related changes to be included in your individual personnel file. This PAN form should also be used to request paid time off such as vacation, sick/emergency pay, leave of absence, etc.

200 – COMPENSATION & PAY PRACTICES

201 – EXEMPT AND NONEXEMPT EMPLOYEES

In compliance with State and Federal laws and regulations, AVTA has established the following classification for all positions:

Exempt - Includes employees who, by virtue of their job responsibilities and tasks, are classified as exempt from the overtime provisions of State wage and hour laws and the federal Fair Labor Standards Act. Such employees who may qualify as exempt are executives, high

level administrative, professional, and outside sales representatives. Only certain computer professionals may be considered exempt depending on their qualifications and duties.

Nonexempt - Includes employees who are covered by the provisions of applicable State wage and hour laws and the federal Fair Labor Standards Act. Nonexempt employees earn their pay by the hours they work. Such employees might include, but are not limited to, clerical, maintenance, and other support positions.

Please contact the Staff Accountant/HR Representative ~~or~~ Executive Director (or designee) for more clarification on these classifications.

202 – OVERTIME

Exempt Employees:

Exempt employees are not entitled to receive overtime pay even though they may have to work hours beyond their normal schedule, as work demands require. An exempt employee will receive his or her full salary for any week in which that employee does any work, subject to the following:

- The exempt employee's salary may be reduced for full days of absence due to vacation, holiday or personal business, beginning and ending of approved leave of absence, and for incomplete initial and final weeks of work.
- An exempt employee's salary will not be reduced due to partial weeks of work due to service as a juror, witness or military service, or for lack of work. However, the employee will not be paid for full weeks missed.

This pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Employees are encouraged to bring any question concerning discrepancies in their pay to their Manager immediately after receiving their pay, so that any inadvertent error may be corrected.

Nonexempt Employees:

Non-exempt employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive, or professional employees within the parameters of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this provision of the policy. All employees who are classified as non-exempt qualify for overtime pay. All overtime work by non-exempt employees must be by the employee's Supervisor. Because unauthorized overtime is against the AVTA's policy, employees who work unauthorized overtime are subject to disciplinary action, and possible discharge up to and including discharge from employment.

Time worked – Non-exempt employees shall record all actual time worked, on the time sheet or time card at the time it actually occurs, including time worked over their normal schedule.

5-80 SCHEDULE:

- Work Week – The work week begins Sunday at 12:01 a.m. and ends Saturday at midnight for employees working five eight-hour shifts. A 5-80 schedule means the employee works five days each week, eight hours per day. The work day is a 24-hour period within the prescribed work week.
- Overtime – (1.5) times regular base pay – Overtime is calculated at one and one-half (1½) times the employee's regular base rate of pay for all time over 40 hours worked in one work week. Overtime is computed on the basis of the employee's total hours worked in a work week. Note: Hours paid that are not actually worked, such as holidays, sick/emergency days, and vacation time; do not count as hours worked when calculating overtime.

9-80 SCHEDULE:

- Work Week – This workweek begins Friday at 12:01 p.m. and ends 12:00 noon the following Friday for employees working a 9-80 schedule. The workday begins at noon and continues until noon the following day. A 9-80 schedule means the employee works 9 hours each workday starting with only 4 hours on Fridays (workweek begins every Friday). This alternative workweek schedule is then consistent and repeatable over every two-week pay period.
- Overtime – (1.5) times regular base pay – Overtime is calculated at one and one-half (1½) times the employee's regular base rate of pay for all time worked beyond the daily schedule up to 12 hours per day, or over 40 hours in one work week, whichever is greater. **Note:** Hours paid that are not actually worked, such as holidays, sick/emergency days, and vacation time do not count as hours worked when calculating overtime.

4-10 or 8-80 SCHEDULE:

- Work Week – This work week begins Sunday at 12:01 a.m. and ends Saturday at midnight for employees working four ten-hour days. A 4-10 (or 8-80) schedule means the employee works four ten-hour days each week, or eight ten-hour days per pay period.
- Overtime (1.5) times regular base pay – Overtime is calculated at one and one-half (1½) times the employee's regular base rate of pay for all time over 40 hours in one work week. Overtime is computed on the basis of the employee's total hours worked in a work week. Note: Hours paid that are not actually worked, such as holidays, sick/emergency days, and vacation time; do not count as hours worked when calculating overtime.

203 – MAKE-UP TIME

Nonexempt employees who miss scheduled work as a result of personal obligations may request to make up the amount of time missed on another day **within the same work week** in which the time was missed. Time that is made up under this policy will be compensated at the employee's base rate of pay. In order to qualify, the make-up time must not cause the employee to exceed 11 hours of work in any one work day or 40 hours in the work week. The

employee must also submit a signed request to make up the missed time for each occasion make-up work is requested.

Time may be made up only if the employee's written request is approved in advance by the employee's immediate manager/supervisor. The AVTA does not encourage employees to miss work as a result of personal obligations and later make up time missed under this policy. This policy allows make-up time only when it is sought by the employee and found to be consistent with the employee's desires and the AVTA's business and staffing needs. The Executive Director (or designee) has sole and absolute discretion to approve a request in writing as a courtesy to the employee when circumstances make such approval appropriate. See Make-up Time Request Form, available in the [Payroll Finance](#) Department.

204 – TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee as well as AVTA. State law requires all nonexempt employees to keep an accurate record of time worked in order to calculate employee pay and benefits. AVTA must also maintain these records on file in the payroll department. Time worked means all the time actually spent on AVTA business and on the job performing assigned duties.

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period on their time record every day. Departure from work for any reason unrelated to AVTA operations must also be accurately recorded. Overtime work must always be approved **before** it is worked. Failure to accurately record work time on the designated time sheets/cards will subject an employee to discipline, up to and including termination from employment.

Altering, falsifying, or tampering with time records, or recording time for another employee as well as asking another employee to record time for you is considered a serious violation of our policies and may result in severe disciplinary action, up to and including immediate discharge from employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all work time recorded. Your manager will review and then initial the time record before submitting it for final approval.

205 – MEAL & REST PERIODS

Nonexempt employees scheduled to work more than five hours in a day are required to take a minimum of a thirty-minute meal period before, or no later than, on the completion of five hours of work. **You may not voluntarily work through your meal period.** However, if an emergency arises and your manager asks you to work, your manager must approve this in advance of you working through your meal period. Meal periods vary by length in different functions and are considered unpaid time away from work. Two ten minute rest periods are provided with pay, as near as possible in the middle of each four-hour period that you work. Neither meal nor rest periods may be saved or be used at another time or to make up a late arrival or shorten your workday.

When a work period of not more than six hours will complete the day's work, the meal period may be waived by mutual consent of the employer and employee. Under no circumstances shall a meal period be missed without a valid and approved written waiver. Questions

regarding meal period waivers may be directed to the Staff Accountant/Human Resource Representative.

206 – COMPENSATORY TIME OFF

Non-exempt employees are entitled to overtime pay whenever they perform overtime work. AVTA and state laws do not permit employees to take time off in lieu of receiving overtime pay. Accordingly, employees should not request the opportunity to work additional hours for time missed if the make-up time will result in overtime pay, unless the work is performed within the same workweek as our Make-Up Time policy dictates. No individual within the AVTA, including the employee's supervisor, has the authority to grant time off in lieu of overtime compensation.

Exempt employees earn a fixed salary that is intended to cover all of the compensation to which they are entitled. AVTA does not maintain any compensatory time off plan or arrangement. Accordingly, any time off that is provided an exempt employee is done on an informal basis. Neither extra compensation nor compensatory time off will, under any circumstances, be owed or payable to an exempt employee upon separation of employment for any reason.

207 – REPORT-IN-PAY

Nonexempt employees who report to work expecting to work their full shift, and work is not available, will receive a minimum of one-half of the hours they are scheduled to work that day or the actual hours worked, whichever is greater, paid at their regular base rate. This provision does not apply if 1) work is not available due to equipment failure or causes beyond the AVTA's control; or 2) if the employee voluntarily leaves prior to the completion of one-half of their regularly scheduled work day.

208 – PAY ADVANCES/LOANS

AVTA prohibits advances against paychecks and prohibits advances against unaccrued paid time off. AVTA will not grant loans to employees for any reason.

209 – PAY DAY

AVTA employees are paid bi-weekly. You will receive your paycheck on the Thursday following the completion of each two-work week pay period. Any overtime worked during either workweek will be included in this paycheck. Whenever possible, should a payday fall on an AVTA-observed holiday, your check will be provided to you on the previous regular workday.

210 – YOUR PAYCHECK

Paychecks not pre-designated as direct deposit, are available for you to pick up from the office. When you receive your paycheck, please check the attached earning record carefully. Should some part of it not be clear, please contact your manager or a payroll representative.

If you are not able to personally pick up your paycheck and need to have someone else pick it up, that person must have a note signed by you authorizing the individual to pick up your

check. For your protection, management will not release your paycheck to anyone other than yourself without your written permission.

211 – DIRECT DEPOSIT

AVTA has arranged to issue pay in the form of direct deposit to your designated bank account. Any employee may voluntarily elect to receive their pay through direct deposit by completing and signing a written consent form. This form and additional information on this benefit is available from the Payroll Representative.

212 – PAYROLL DEDUCTIONS

Both federal and state laws require income tax be withheld from your paycheck. The amount will vary based upon your individual circumstances, including the number of exemptions you claim. You may change the number of exemptions at any time by completing a new W-4 Form and/or California DE-4 form. These forms are available in the Human Resources office or online.

Voluntary deductions for supplemental benefits plans and other employee-supported benefits are taken only when an employee has signed an authorization form allowing the AVTA to make the deduction.

213 – GARNISHMENTS

Garnishments will be handled as required by the governing authorities, and amounts will be deducted in accordance with the instructions the AVTA receives from the governing authorities. We will, however, honor federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment. Employees are encouraged to keep their personal financial obligations in order.

214 – EXPENSE REIMBURSEMENT

AVTA will reimburse employees for reasonable and authorized expenses incurred on behalf of the AVTA. All travel and other business expenses must be pre-approved by your manager and the Executive Director (or designee) must follow AVTA's Travel/Training Expense Policy and be reported within one month from the time they are incurred. Every attempt will be made to issue reimbursement for approved expenses within two weeks from the time the expense report form is received by Finance. Failure to report expenses in a timely manner may jeopardize timely reimbursement for expenses or lead to disciplinary action.

215 – TRAVEL AND TRAINING REIMBURSEMENT POLICY

This policy describes the circumstances in which travel and training is required on behalf of AVTA and how expenses associated with the travel will be reimbursed. Additionally, this policy provides guidelines of reasonable and acceptable expenses that may be incurred in the performance of duties for AVTA.

Since it is not possible to set forth specific guidance for every allowable expense, employees should exercise good business judgment when incurring expenses. While the provisions under these guidelines may not always allow for the employee's personal preference, they are intended to support the most sensible business choice.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

- Local Travel – travel within 50 miles of the AVTA office
- Out of-Area – Beyond 50 miles of the AVTA office
- Reimbursable Business Expense: Expenses incurred in the course of official business on behalf of AVTA supported by receipts and explanation of business discussed and/or transacted or training.
- Non-reimbursable Expense: Any expenditure not authorized by this policy and Agency practice or the (or designee) Director, and/or not properly supported on an expense report.
- Business Purpose: Specific business reason or the direct nature of the business benefit derived or expected to be derived by the expense. General descriptions such as “goodwill,” “general business,” or “customer relations” are not acceptable explanations for business purpose. Specific descriptions such as “training for new routes/equipment” or “collaboration with LA County for updated safety procedures” are acceptable.
- Business Guest: An individual representing a company with whom AVTA has a contract or consulting agreement, an individual from another Agency or representative of the City of Lancaster, City of Palmdale or the County of Los Angeles.

GUIDELINE

Employees of AVTA may be required to travel for training seminars, conferences, or business meetings. Prior approval from the employee’s manager and the Executive Director (or designee) must be obtained before the expenses are incurred. AVTA will pay conference/seminar fees and airfare in advance; all other expenses will be reimbursed to the employee within two weeks of submitting the Travel Reimbursement Request with supporting documentation to the Finance Department.

Extended Travel Time – Non-Exempt Employees

Time spent traveling during either regular working hours or in addition to regular working hours shall be counted as hours worked when the travel is at the request and/or approval of AVTA. The AVTA may elect to pay overtime or modify the employee’s work schedule, which must be determined prior to travel date. The compensable time for extended travel does not begin until such travel time exceeds ordinary commute time (e.g., if the employee’s travel to and from his or her home to the airport is the same or substantially the same as the distance and time between his/her home and usual place of reporting for work, the travel time would not begin until the employee reached the airport). For example, time spent spending an extra day in a city before the start or following the conclusion of a conference in order to sightsee is not compensable.

Conferences, Seminars, and Business Meetings

Expenses relating to conferences, seminars, and business meetings must support AVTA's business objectives and/or support the growth of the employee in their current or future position.

Local Travel

Travel within 50 miles of the AVTA offices is considered local travel. Local travel is done by use of an Agency vehicle or the employee's personal car and does not require an overnight stay.

Use of AVTA Vehicle: Employee's may use an AVTA vehicle to attend local business meetings, seminars, or training or other business related activity. An AVTA vehicle may be used for travel beyond 50 miles but less than 120 miles of the AVTA office. Employee must have and show proof of their current and valid California Driver's License before using AVTA's vehicle.

Mileage reimbursement: Employees driving their own vehicle to attend business meetings, seminars, training, or other business related activity will be reimbursed for the miles driven for business purposes less the miles of their normal commute at the current IRS mileage reimbursement rate.

Overnight Travel

Overnight travel may be required when travel is beyond 50 miles of the Authority's administrative headquarters and the conference or meeting is more than one full day. Employees traveling beyond 50 miles for a full day meeting or conference, have the option to stay overnight the day prior to the meeting or conference. Travel plans should be booked as far in advance as possible to take advantage of savings in transportation fares, lodging rates and car rental reservations.

Airfare

Travel is to be accomplished by utilization of the most cost-effective and direct mode(s) of travel. Pre-payment of expenses will be used to take advantage of applicable discounts, except in emergency situations. Discounted airfare rates require a minimum seven-day advance purchase. Check for the lowest fare available for flights before scheduling meeting dates/times for the related travel. All employees are required to accept the most appropriate and economical airfare on reputable, major carriers and to fly economy/discount coach whenever possible.

Upgrades: Without prior approval, first class or business class travel/upgrade on all airlines is not reimbursable by AVTA. Reimbursed business class travel/upgrade must be approved by the Executive Director (or designee) and is restricted to International flights only.

Frequent Flyer Miles: Frequent Flyer Miles obtained during business travel are to be used at the discretion of the employee. An employee is allowed to book travel with a preferred carrier as long as the carrier of choice offers the lowest fare. No higher fare should be paid to receive mileage credit with a particular carrier.

Weekend/Saturday Night Stay: Many airlines offer a substantial fare reduction for travel that includes a Saturday night stay. If an employee agrees to travel and obtain lodging for a Saturday night to obtain the lower fare, the employee may be reimbursed for hotel, meal and

automobile rental expenses incurred in the city where the business is being conducted. Expenses related to an extension of a trip will only be reimbursed if it results in a lower total trip cost to AVTA. Documentation such as a ticket quote for a Friday return flight or a Sunday departure should be included with the employee's Travel Reimbursement Request form.

Meals & Entertainment

Employee Meals: Meal expenses should be reasonable and sensible. Employees traveling on Authority business or employee-only business meetings should not exceed **\$15** per person for breakfast and lunch and **\$30** per person for dinner or **\$60** per day. If a per diem is not authorized prior to travel, actual expenses will be reimbursed based on actual receipts and limited to no more than an average expenditure of \$60 per day per employee. A per diem will not be paid in advance of travel unless arranged and approved ahead of time. The purpose of the per diem advance before the trip is to defray necessary reimbursable travel costs. An advance may not be used to purchase airfare or expenses in connection with the use of a personal car.

Business Guests: The cost of a bona fide business meeting with key subordinates for business discussions will be reimbursed. In accordance with IRS requirements, employees must give full detail of guests and organizations represented on their expense reimbursement request form. Expense receipts must indicate names of attendees and business affiliation, business purpose, establishment name, and dollar amount. In cases where more than one employee attends a business meal or entertainment event, the senior ranking employee should assume responsibility for payment. Sound judgment should be used when incurring costs for Authority paid meals and entertainment that includes business guests.

Non-Reimbursable Expenses: Following is a list of non-reimbursable expenses. This list is representative of non-reimbursable expenses and cannot list each and every expense that may be incurred. If you have any doubt of whether an expense will be reimbursable, contact your manager or **the Executive Director (or designee) of Finance and Administration** before incurring the expense.

- Meal expenses incurred for business discussions between employees. Business discussions between employees should be conducted on Agency premises.
- All personal use or personal care items including books, toiletries, medication, cigarettes, etc.
- Personal grooming (haircuts, shoe shines, etc.)
- Clothing, dry cleaning & laundry. If an employee is traveling for more than five business days, dry cleaning and laundry charges will be reimbursed.
- More than one in-room movie per hotel night. AVTA will reimburse the cost of one in-room movie per hotel night, and will reimburse the cost of in-flight headphones.
- Miscellaneous entertainment for personal purposes.
- All alcoholic beverages including in-room service or with a meal.
- Meals for travel companion(s) who are not AVTA employee(s).
- Additional costs for meals incurred when personal travel is combined with a business trip, unless personal travel includes a Saturday night stay, which results in a net savings to AVTA. For example, an additional Saturday night stay costs \$200 (including hotel, and rental car,) but the resulting airfare savings totals \$300. In such cases, proof of savings to AVTA must be submitted with the employee's Travel Reimbursement Request.
- Conducting AVTA business.

- Self-purchased travel insurance.
- Airline club membership fees.
- Hotel “no show” charges unless caused by legitimate business circumstances.
- Inappropriate or excessive business guest gifts. All business guest gifts should be pre-approved by the Executive Director (or designee).

Lodging

All employees are required to use the most logical and economical accommodations with reputable and safe hotels. For example, choose a hotel near your destination to control transportation expenses if appropriate public transportation is not available or choose a hotel with the best rate, which may be farther from your destination, but provides suitable public transportation. The IRS Per Diem Rate Tables in Publication 1542 will be used as a guideline to determine the most economical lodging in the destination location. When attending a conference, convention, seminar, etc., and a special/discount rate is offered at a hotel, employees are encouraged to book this hotel.

Rental Car

All employees must determine the most cost effective rental time and rate [e.g. for example it may be more cost effective to obtain a weekly rental versus a daily rental rate]. If it is more cost effective to rent a car versus utilizing public transportation [e.g. airport shuttle], employees must further comply with the following guidance:

Car Size: It is AVTA’s policy to request the most sensible and economical mid-size car rental rate (or larger car class depending on the number of people occupying the vehicle).

Insurance Coverage: Employees should **decline additional Liability insurance coverage** and accept the Loss Damage Waiver, as the Agency provides the liability coverage as well as under the employee’s **own** liability insurance. If the employee elects to purchase additional automobile insurance beyond that specified above, the costs associated with this additional insurance shall be the employee’s responsibility.

Parking

Airport Parking: A maximum of \$32.00 per day for up to 5 days will be reimbursed to employees using airport parking during business trips. Employees taking trips requiring longer parking stays should use a shuttle service. **Employees are strongly encouraged to utilize long term satellite parking lots.**

Monitored Parking Areas: The cost of parking in garages or other monitored parking areas is reimbursable while conducting Agency business. Validations for parking should be obtained when possible. Parking fees associated with a hotel stay are reimbursable.

Valet Parking: Valet parking is not a reimbursable expense unless hotel accommodations deem it mandatory. Valet parking at restaurants is not reimbursable except when the restaurant does not allow self-parking.

Tipping

Gratuities are a necessary part of business travel and travelers should observe local customs when tipping. General tipping guidelines are as follows:

Restaurants	15-20% of the bill (pre-tax amount).
Sky Cap/Bellhop	\$1-\$3 per bag
Hotel Airport Shuttle	\$1-\$3
Doorman	\$1-\$3 for hailing a cab
Valet Parking	\$1-\$3
Housekeeping	\$1-\$3 per night for stays over 3 nights
Shuttle/Taxi	10% of fare
Sedan	15%-20% of fare Important: check with sedan service whether gratuity is included in the total cost of fare. If gratuity is included in the cost of the fare, do not tip. The Agency will not reimburse the additional tip amount.

Expense Reporting

AVTA will reimburse employees for legitimate expenses incurred while conducting authorized business on its behalf. All business expenses must be properly documented on a Travel Reimbursement Request form. The reimbursement form must document the business purpose of the expenses incurred and be approved by the employee's Manager. It is the Manager's responsibility to review the reimbursement request form for compliance with this policy.

The following supporting documentation is required to be submitted with Travel Reimbursement Request:

Expense Item	Required Documentation
Airfare	Original receipt (or credit card statement if purchased online) and boarding pass. If submitting a Travel Reimbursement Request form prior to your trip, and a boarding pass is not available, an original credit card statement and itinerary/invoice with price must be submitted; boarding passes or other documentation of actual travel must be submitted to Finance upon completion of trip.
Meals	Original receipt. Restaurant "tear stubs" are not acceptable. Receipts must include the name of the restaurant, amount and date. A list of attendees and description of business topic(s) discussed must be provided either on the Reimbursement Report or on the front side of the receipt.
Lodging	Original receipt. Items included on the hotel bill such as room service, parking and telephone charges need to be summarized by category on the Travel Reimbursement Request form.
Car Rental	Original rental receipt.
Parking	Original receipt.
Mileage	Printout of route with calculation of total mileage (e.g., Google Maps or Mapquest printout).
Cash Tips	Listing of all cash tips, including amounts, dates, and purpose.

PROCEDURE:

Conferences, Seminars, Business Meetings, and Travel Requests

- Requests to attend conferences, seminars and business meetings must be submitted to the employee's manager for approval using the *Authorization to Incur Conference, Meeting, Training and Travel Expense* form a minimum of ten days in advance of the travel or as appropriate to take advantage of lowest possible rates.
- The manager determines if the requested training or meeting will support the employee's job performance, future growth, and benefits the Agency's objectives as well as expenses to be incurred are reasonable.
- The manager signs the form for approval and forwards to the ~~Director of Finance and Administration for final approval. When the employee reports directly to the Director of Finance and Administration, the form is then forwarded to the~~ Executive Director (or designee) for final approval. If the request is not approved, the manager will meet with the requesting employee and discuss the reason(s) why the request was denied.
- ~~The Director of Finance and Administration or Executive Director signs the request form for approval and returns it to the manager; or meets with the manager to explain why the request is denied.~~
- Out of Area travel expenses by the Executive Director (or designee) must be approved by the Board of Directors, including expense reimbursements.
- Approved requests are returned to the employee who provides a copy to Accounts Payable to update the Travel Log.

Reimbursement Requests

AVTA will reimburse individuals covered by this policy for actual, reasonable, and necessary expenses incurred during travel on approved AVTA business. Requests for reimbursements for all reasonable expenses are to be submitted as follows:

- At the conclusion of authorized official travel, training, conference or meeting, employees must complete the *Travel Reimbursement Request* form for reimbursement of actual expenses incurred or to account for travel advance received.
- Supporting documents as outlined in the Expense Reporting section must be attached to the reimbursement request.
- Attach the approved *Authorization to Incur Conference, Meeting, Training and Travel Expense* to the reimbursement request.
- Employees submit the *Travel Reimbursement Request* form and attachments to their manager for review and approval signature. The manager is responsible for ensuring the expenses incurred are in compliance with this policy. Travel and expenses of the Executive Director (or designee) shall be submitted to the Board Chair for approval.
- The manager forwards the reimbursement request and attachments to the ~~Director of~~

~~Finance and Administration or~~ Executive Director (or designee) for final approval.

The fully approved reimbursement request and attachments are submitted to Finance for payment processing.

216 – USE OF CREDIT CARD

The AVTA will issue AVTA credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Any credit card the AVTA issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the AVTA) with their own funds or personal credit cards. The AVTA will not regard expenses for one's own business-related use, such as lodging and meals while on AVTA-approved business trips, as personal purchases, as long as such expenses are consistent with the AVTA's Travel, Training and Expense Reimbursement Policy.

If any employee uses an AVTA credit card for personal purchases in violation of this policy, the employee is financially responsible for such expenses and the amount of such purchases must be paid to the AVTA within 24 hours. If an employee uses an AVTA credit card for any other type of unauthorized transaction in violation of this policy, (e.g., incurs financial liability on the AVTA's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases), the cost of such purchase(s) or transaction(s) will be the responsibility of that employee, and the employee will be expected to reimburse the AVTA on a schedule determined by the AVTA in its reasonable discretion.

In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with an AVTA credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

Purchases made by credit card must be business related. Credit cards should be used when traveling on Agency business, when an Agency issued check is not an accepted form of payment or for emergencies when purchase of an item or service must be made and paid for immediately. AVTA's purchasing policies and procedures must be followed at all times. Using the Agency credit card should not by-pass or circumvent the established purchasing policies and procedures.

Authorized Users

Use of AVTA issued credit cards is a privilege, which the AVTA may withdraw in the event of serious or repeated abuse. The Executive Director (or designee) determines which position within the Authority and which employee is issued an Agency credit card.

Positions: The Executive Director (or designee) ~~and Executive Administrative Assistant, Director of Finance & Administration and Director of Operations and Maintenance~~ are issued credit cards to ensure daily operations run smoothly and continually. ~~The Executive Director (or designee), Director of Finance, and Director of Operations and Maintenance~~

have been issued credit cards dedicated for ~~These positions have authority to make emergency purchases in the event of a declared or approved emergency.~~

Staff Members: ~~The Directors of Finance & Administration Administrative Services~~ may request other staff members be issued an Authority credit card. Approval of the credit card shall be given by the Executive Director (or designee) and the credit limit and the single transaction amount levels may be lower.

Approval Authority: The Executive Director (or designee), ~~Director of Administrative Services Directors and Managers are authorized to make purchases for all other areas of the Authority within their authorized limits as outlined in the most recent Procurement Policy and Procedures Manual. The Fleet and Facilities Manager and all other users are authorized to make credit card purchases for his/her area of responsibility only.~~

Delegated Use of Credit Card: Delegating the use of an Authority-issued credit card should be avoided whenever possible. The authorized user is responsible for all purchases and expenses incurred on the credit card as well as compliance with the policy. To control expenses and mis-use of the credit card, purchases must be made by the authorized user.

Credit Check: A credit report will be run for all employees requesting or requiring an AVTA credit card. Employees may request a copy of the credit report. If the credit report shows delinquent accounts or bankruptcy, a credit card will not be issued until the employee has cleared the delinquent accounts or bankruptcy or has submitted an acceptable and confidential letter of explanation to the Executive Director (or designee). The Executive Director (or designee) in their sole discretion may deny or approve issuing the credit card.

Credit Limits and Transaction Levels

AVTA restricts the credit limit and single transaction amounts to ensure compliance with the provisions of the Joint Powers of Authority agreement as well as AVTA's internal controls.

Credit Limits: The Executive Director (or designee) has a credit limit of \$10,000; ~~the Director of Finance & Administration, and the Director of Operations and Maintenance shall each have a credit limit of \$5,000, and the Fleet and Facilities Manager shall have a credit limit of \$2,500.~~

Single Transactions: The Executive Director (or designee) has a single transaction limit of \$2,500; ~~all other users have a single transaction limit of \$750.~~

Purchasing Supplies & Services

All authorized credit card users are expected to follow the Agency's purchasing policies and procedures at all times. All users should plan each purchase in accordance with the policies and procedures using purchase orders and Agency payments terms whenever possible. Credit card purchases should be limited to emergencies, exceptions to the purchasing policy and when traveling on business.

Unauthorized Expenses

The following are examples of expenses, which generally are not allowable. Any exceptions must be pre-approved by the ~~Director of Finance & Administration or the~~ Executive Director (or designee).

- Personal travel including airfare, lodging, meals, and rental car.
- Gifts to employees/employee relatives for special occasions such as new baby, wedding, illness, etc. The Agency will send flowers and/or gifts to employees/employee relatives. Requests for gifts should be made through your manager or next level manager.
- Gasoline, insurance premiums, or maintenance and repairs for the use of a personal automobile (mileage is reimbursed per IRS guidelines).

PROCEDURE

Purchases made by credit card must be immediately reported to the Finance Department by submitting the itemized receipt and any additional documentation to determine proper coding to the general ledger for the expense.

The Accounting Supervisor reconciles and audits the monthly credit card statement and monitors proper use of the credit cards in accordance with the current Purchasing Policy and Internal Control Policy and Procedures.

300 – EMPLOYEE BENEFITS

301 – INTRODUCTORY STATEMENT REGARDING BENEFIT PROGRAMS

AVTA has established a number of benefit programs for its eligible employees. The ~~Staff Accountant/HR Representative~~ has been assigned the responsibility of the internal administration of respective benefit plans. The ~~Director of Administrative Services Staff Accountant/HR Representative~~ will follow all appropriate approved policies and obtain final approval from the Executive Director (or designee).

302 – PERFORMANCE EVALUATIONS

Performance evaluations are an important part of the AVTA's human resources practices. AVTA has established a performance evaluation process in an effort to provide our employees with an objective, consistent and fair way to gauge the employee's on-the-job effectiveness. The evaluation should inform the employees of their standing in the department and communicate expected standards of performance. The performance evaluation is also used to discuss work standards, and areas where improvement is needed. Providing a performance evaluation does not constitute a modification to any employee's at-will status. Nothing contained in a performance evaluation is intended to, nor shall, constitute a modification to an employee's at-will status.

The AVTA makes every effort to perform written performance evaluations on all employees after the completion of six months of continuous performance in the new position assigned and then annually after the six month initial review.

Merit-based pay adjustments are awarded in an effort to recognize an employee's performance. The decision to award such an adjustment is at the sole discretion of executive management, dependent on factors that include the financial circumstances of the AVTA and the information documented at the time of the evaluation. **Increases are never guaranteed.**

Employees on approved, unpaid leaves of absence are not eligible for performance evaluations until they are back on an active work status for a reasonable length of time.

Completed evaluations will be reviewed in a private meeting between the employee and his/her immediate supervisor. Employees are encouraged to provide comments and give input on their evaluation. Each employee is entitled to review their evaluation, sign the completed form, and receive a copy. The employee's signature on the evaluation does not signify that the employee agrees with the contents of the evaluation. Performance evaluations shall be placed in the employee's personnel file.

303 – GROUP HEALTH INSURANCE

AVTA offers group health insurance for eligible employees and their dependents. Group health insurance includes medical, dental, vision, disability, and life insurance. Regular, full-time employees that work at least forty hours per workweek on a regular basis and part-time employees that work less than forty hours but no less than twenty hours per workweek on a regular basis are eligible to participate in this employer sponsored program. Complete details of this program will be given to you during your new hire orientation and are available from the ~~Human Resources Representative~~ **Staff Accountant/HR Representative**. Benefit summaries in the official plan documents shall control.

Currently AVTA pays one hundred percent (100%) of the cost of the eligible employee's premium each month. Dependent coverage is available and, if elected, paid by AVTA at 50% of actual cost. The employee's portion of premiums is paid through regular payroll deductions. Eligibility for this program begins on the first day of the month following the completion of one month of continued active employment. AVTA reserves the right to re-evaluate the group benefits and funding of premiums for its employees at any time.

304 – CONTINUATION OF GROUP HEALTH INSURANCE (COBRA)

Your group health insurance coverage terminates on the last day of the month in which your employment terminates or your work hours are reduced below eligibility requirement. Under federal law you and/or your family (anyone who is a current participant in the Group Health Plan at the time of the qualifying event) will have the opportunity to continue health coverage under COBRA law. Qualifying event examples are events such as termination from employment, change of status, or change of work hours that do not meet the qualifier, or other events that cause ineligibility for insurance benefits. Under the COBRA guidelines, you may choose to continue your coverage for up to 18 months (or longer if you qualify). Under California Law you may qualify to extend this coverage another 18 months under CAL-COBRA, for a total of 36 months. The cost to you is for continued coverage is equal to the applicable premium paid by AVTA plus a small administration fee. This program is administered by our contracted COBRA Administrator. More detailed information will be

provided at your new hire orientation, change in status, termination of employment, or at any time you request it.

305 – SHORT TERM DISABILITY (STD)

As part of our group health plan, AVTA offers this insurance at no cost to its regular full-time employees, and a prorated premium cost for part-time employees who normally work at least thirty hours per work week. Should you suffer a short term disability and you are a participant of this plan, this policy begins paying seventy percent (70%) of your base salary after completion of a seven day waiting period up to a maximum amount. Please check with the Executive Director (or designee) if you need more detailed information about this benefit. Summary Plan Descriptions in the official plan documents shall control.

306 – LONG TERM DISABILITY (LTD)

This insurance pays you a portion of your income, should you become unable to work due to a sickness or injury. AVTA pays the entire cost of this insurance for full-time and a prorated premium cost for part-time employees who normally work at least thirty hours each week. After a six month waiting period, this policy pays sixty (60%) of your basic monthly salary for the term of your disability up to the age of 65. The specific terms are set forth in the long-term disability plan itself. Benefit summaries in the official plan documents shall control.

307 – SUPPLEMENTAL BENEFITS

AVTA has arranged for group rates on additional voluntary benefits that may be purchased by employees. The cost of the supplemental benefits is the employee's responsibility and may be paid through requested payroll deductions. Please see the [Human Resources Representative Staff Accountant/HR Representative](#) for further information.

308 – RETIREMENT PLAN (457 PLAN)

Through AVTA's current enrollment in the California Public Employee Retirement (CalPERS) 457 Plan, eligible employees may save for their retirement by deferring a portion of their pre-tax compensation for retirement, within specified limits. This benefit is in addition to the CalPERS defined benefit retirement plan.

309 – RETIREMENT -- PERS PENSION BENEFIT

AVTA is enrolled in the California Public Employees Retirement (CalPERS) program. Employer and employee contributions are currently covered by AVTA. [For employees hired on or before December 31, 2012, AVTA offers a pension benefit formula of 2%@55. Retirement plans for employees hired on or after January 1, 2013 are subject to the restrictions specified in the Public Employees' Pension Reform Act of 2013 \(AB 340 and AB 197\).](#) The [Human Resources Representative Staff Accountant/HR Representative](#) has further details regarding the CalPERS program and vesting requirements.

310 – EMPLOYEE ASSISTANCE PROGRAM (EAP)

This benefit is provided by AVTA to help eligible employees and their families resolve personal problems. This program provides an option to help employees cope with performance and behavior problems. An outside vendor who handles all contacts with discretion and

confidentiality provides this service. Our employees are encouraged to choose from a variety of services in seeking assistance and advice from licensed clinical social workers, marriage, family and child counselors, psychologists and legal referrals. Should you want more detail about this benefit please contact the Human Resources Representative Staff Accountant/HR Representative.

311 – SICK PAY

Sick pay is provided to minimize the economic hardship that may result from an unexpected short-term illness or injury, doctor appointments involving the employee or their legal dependent (which include registered domestic partners). This benefit is provided not only to regular full-time employees, but also to regular part-time employees, prorated based on their normal work schedule. Temporary employees are not eligible for sick pay benefits.

Sick leave is defined to mean the legitimate absence from duty of a full-time employee because of illness, injury or exposure to contagious disease that could jeopardize the health of others, pregnancy, or attendance to a member of the immediate family. Immediate family is defined as spouse, domestic partner, dependent child, domestic partner's child or stepchild living in home or minor of permanent legal custody, mother, father, brother or sister.

AVTA full-time regular employees are eligible to earn 96 hours (12 days) per anniversary year of paid time off for their own illness/or to take care of family members. This benefit begins accruing at the time of hire at a rate of 3.70 hrs each pay period that the employee remains active on the payroll. Part-time employees will accrue a prorated portion based on the normal part-time schedule they work. This benefit applies to both non-exempt and exempt employees. It is the policy of AVTA to deduct from your sick pay bank when you miss time. Non-exempt employees may request sick leave pay for the actual work time missed.

This benefit applies to both nonexempt and exempt employees. Nonexempt employees may request sick pay for the actual work time missed. Exempt employees are allowed up to four hours during the regular business day without penalty if time is required for doctors' appointments or similar partial day activities. They are expected to note their planned time on a PAN signed by their supervisor and logged in the Master Calendar. However, exempt employees will have a salary deduction or be placed on leave without pay for absences of more than four hours when accrued sick leave is not used by an employee for one or more of the following reasons:

- The employee did not request permission for accrued leave, or the request was denied;
- Accrued leave has been exhausted; or
- The employee chooses to use leave without pay for the time taken instead of using accrued leave.

An employee may elect to use accrued vacation leave after the employee's accumulated sick leave has been exhausted. An employee who becomes ill while on vacation may have such period of illness charged to his accumulated sick pay balance provided that upon return to duty, the employee submits a written request for sick leave accompanied with a written statement signed by his or her physician attesting to an illness and the dates of the illness. AVTA reserves the right to request verification from a licensed health care provider for all

absences due to illness or disability. Sick pay may be withheld if the employee does not provide verification satisfactory to the Executive Director (or designee).

Accrued and unused sick pay may be carried over from year to year to a maximum of 320 hours. Once this maximum accrual is reached, all additional accrual will stop until usage brings it below the 320 hour maximum. Should your employment terminate, you will **not** be paid for unused sick pay. Employees who have accrued more than 320 hours of sick leave as of March 1, 2012 shall be allowed to carry the amount of sick leave in their banks at that time. Such employees shall not accrue any further sick pay until their sick pay bank falls below 320 hours.

312 – VACATION

AVTA provides vacation benefits to eligible employees for rest and relaxation. Only regular full-time employees are eligible to earn vacation benefits. Employees on approved leave of absence are not eligible to accrue vacation benefits during the leave.

Vacation accrual begins on the first day of employment. Earned vacation pay is calculated based on the employee’s regular rate of pay at the time the vacation is taken. Eligible employees earn vacation benefits in accordance with the following schedule:

EMPLOYEES CLASSIFIED AS “EXEMPT:”

SERVICE PERIOD	ACCRUAL PER PAY PERIOD	ANNUAL HOURS AVAILABLE	MAXIMUM ACCRUAL
Beginning on the 1 st day through the 1st anniversary year of continuous employment:	3.8462 hrs	100 hours	175 hours
Beginning on the 1 st day of the 2 nd anniversary year through the 2 nd anniversary year of continuous employment:	4.1538	108 hours	189 hours
Beginning on the 1 st day of the 3 rd anniversary year through the 3 rd anniversary year of continuous employment:	4.4615	116 hours	203 hours
Beginning on the 1 st day of the 4 th anniversary year through the 4 th anniversary year of continuous employment:	4.7692	124 hours	217 hours
Beginning on the 1 st day of the 5 th anniversary year through the 5 th anniversary year of continuous employment:	5.0769	132 hours	231 hours
Beginning on the 1 st day of the 6 th anniversary year through the 6 th anniversary year of continuous employment:	5.3846	140 hours	245 hours

SERVICE PERIOD	ACCRUAL PER PAY PERIOD	ANNUAL HOURS AVAILABLE	MAXIMUM ACCRUAL
Beginning on the 1 st day of the 7 th anniversary year through the 7 th anniversary year of continuous employment:	5.6923	148 hours	259 hours
Beginning on the 1 st day of the 8 th anniversary year through the 8 th anniversary year of continuous employment:	6.0000	156 hours	273 hours
Beginning on the 1 st day of the 9 th anniversary year through the 9 th anniversary year of continuous employment:	6.3077	164 hours	287 hours
Beginning on the 1 st day of the 10 th anniversary year through the 10 th anniversary year of continuous employment:	6.6154	172 hours	301 hours
Beginning on the 1 st day of the 11 th anniversary year of continuous employment and thereafter:	6.9231	180 hours	315 hours

EMPLOYEES CLASSIFIED AS “NONEXEMPT”:

SERVICE PERIOD	ACCRUAL PER PAY PERIOD	ANNUAL HOURS AVAILABLE	ANNUAL DAYS ACCRUAL	MAXIMUM ACCRUAL
Beginning on the 1 st day through the 1st anniversary year of continuous employment:	3.0769	80 hours	10 days	140 hours
Beginning on the 1 st day of the 2 nd anniversary year through the 2 nd anniversary year of continuous employment:	3.3846	88 hours	11 days	154 hours
Beginning on the 1 st day of the 3rd anniversary year through the 3 rd anniversary year of continuous employment:	3.6923	96 hours	12 days	168 hours

SERVICE PERIOD	ACCRUAL PER PAY PERIOD	ANNUAL HOURS AVAILABLE	ANNUAL DAYS ACCRUAL	MAXIMUM ACCRUAL
Beginning on the 1 st day of the 4 th anniversary year through the 4 th anniversary year of continuous employment:	4.0000	104 hours	13 days	182 hours
Beginning on the 1 st day of the 5 th anniversary year through the 5 th anniversary year of continuous employment:	4.3077	112 hours	14 days	196 hours
Beginning on the 1 st day of the 6 th anniversary year through the 6 th anniversary year of continuous employment:	4.6154	120 hours	15 days	210 hours
Beginning on the 1 st day of the 7 th anniversary year through the 7 th anniversary year of continuous employment:	4.9231	128 hours	16 days	224 hours
Beginning on the 1 st day of the 8 th anniversary year through the 8 th anniversary year of continuous employment:	5.2308	136 hours	17 days	238 hours
Beginning on the 1 st day of the 9 th anniversary year through the 9 th anniversary year of continuous employment:	5.5385	144 hours	18 days	252 hours
Beginning on the 1 st day of the 10 th anniversary year through the 10 th anniversary year of continuous employment:	5.8462	152 hours	19 days	266 hours
Beginning on the 1 st day of the 11 th anniversary year of continuous employment and thereafter:	6.1538	160 hours	20 days	280 hours

Maximum Accrual and Annual Payout: Unused accrued vacation time may be carried forward to the following anniversary year but only up to a maximum accrual equal to the vacation hours that would accrue in one-and-three quarters (1-3/4) years of continuous service. When vacation accrual reaches the maximum as indicated above, you will stop accruing additional vacation time until your vacation bank is reduced below the maximum accrual limit.

Despite the maximum accruals listed above, AVTA recognizes that there may be rare circumstances where an employee may accrue more than the 315 hour maximum set forth above. In that circumstance, an employee shall be paid out all vacation hours accrued in excess of 315 hours at the fiscal year end (June 30), regardless of the employee's anniversary date.

Scheduling Vacation: You may request earned vacation time off by completing a PAN Form indicating the first day you wish your vacation to begin and the day that you plan to return to work. Whenever possible, this should be done at least two weeks prior to leaving for vacation. This form requires your signature as requestor and your supervisor's signature approving the work schedule. You must then submit the signed PAN request to your department manager who will provide you with final approval **before** you plan to take the time requested. Management will strive to accommodate each employee's choice. However, it does reserve the right to schedule vacations to accommodate business during the busy season.

Vacation time will not be paid in advance of earned accrual as outlined above. All earned vacation time will be paid at the employee's current base rate at the time the vacation is taken or paid.

Holidays Occurring During Vacation: If an observed AVTA holiday occurs during the employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday.

Vacation Pay on Termination: Employees who terminate employment will receive all unused accrued vacation pay, calculated at the employee's base rate of pay at the time of and including the date of termination.

313 – PAID HOLIDAYS

AVTA observes ten full and two one-half paid holidays per calendar year. Regular full-time employees will receive their regular base rate of pay for each observed holiday listed below. Holiday pay is based on the number of hours individuals are normally scheduled to work. Regular part-time employees' holiday pay will be calculated based on the employee's regular pay rate (at the time of the observed holiday) for the regular scheduled hours the employee would otherwise have worked on that day. The following are considered paid holidays:

- NEW YEAR'S DAY
- MARTIN LUTHER KING JR DAY
- PRESIDENTS' DAY
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- FLOATING HOLIDAY – 1 DAY
- VETERANS DAY
- THANKSGIVING DAY
- DAY AFTER THANKSGIVING
- CHRISTMAS EVE DAY – ½ DAY
- CHRISTMAS DAY
- NEW YEAR'S EVE DAY – ½ DAY

Exact dates of the holiday schedule will be posted on the AVTA's employee bulletin board at the beginning of each calendar year.

When an observed and paid holiday falls on a weekend, the holiday will normally be observed as follows:

- A holiday that falls on a Saturday will normally be observed on the preceding Friday.
- A holiday that falls on a Sunday will normally be observed on the following Monday.

In order to be eligible to receive holiday pay, you must be a regular full-time or part-time employee and have worked the regular scheduled workday immediately preceding and following the holiday. If you are absent, or leave early on one or both of these days because of illness or injury management reserves the right to verify the reason for the absence before approving holiday pay. Holiday pay is pro-rated for part-time employees to match their normal work schedule.

Approved, scheduled vacation days will be considered "time worked" for considering eligibility of holiday pay. If Management requests that any eligible non-exempt employee works on a recognized holiday, and the employee actually works on that day, he/she will receive the holiday pay at the current base rate, plus his/her base pay at straight-time rate for the hours worked on the holiday. Paid time off for holidays will **NOT** be considered "time worked" for the purpose of calculating overtime.

Floating Holiday: The floating holiday may be observed on a date requested by the employee and approved by his/her manager. The floating holiday must be used in full day increments during the fiscal year in which it was granted. Any unused floating holiday will be added to the employee's vacation bank.

314 – BEREAVEMENT PAY

Regular full-time or part-time employees are entitled to up to three days of leave, with pay, calculated at regular base rate, upon the death of an immediate family member. Employees may be granted up to five days off, with pay, calculated at regular base rate, to arrange and attend the funeral, if it requires over 200 miles of travel. For purposes of administering this policy, immediate family is defined as the employee's spouse, registered domestic partner, child, registered domestic partner's child, parent, parent-in-law, brother, sister, grandparents and grandchildren, spouse's or partner's siblings, grandparents and grandchildren; or person legally acting in one of these capacities or another relative residing with employee. Up to one day, with pay, may be granted for the purpose of attending a funeral of family members other than those classified as immediate family. AVTA reserves the right to request that you submit satisfactory evidence with your request to take bereavement leave. Should additional time off in excess of the time provided for in this policy be necessary, you may take available vacation time. Such requests must be approved by the Executive Director (or designee).

315 – PAID BONE MARROW OR ORGAN DONOR LEAVE

In compliance with State laws, AVTA will grant full time regular employees, paid leave of up to five business days each year to serve as a bone marrow donor, or paid leave of up to 30 business days each year to serve as an organ donor. To be eligible for this leave, you must provide medical certification of your need for this leave and a written release to return to work

at the conclusion of the leave. Benefits will continue to accrue and AVTA will continue and pay the employer portion of insurance premiums during the leave.

As a condition of this leave, you must apply up to five days of your accrued paid time off for the bone marrow donor leave and up to ten days of your accrued paid time off to the leave for the organ donor leave. If you require additional leave time to be a donor, you may apply available unpaid leave time as needed.

316 – PAID TIME OFF FOR JURY DUTY / WITNESS DUTY

AVTA understands the importance of your civic responsibility to be available to serve on jury duty or fulfill a summons as a witness. For this reason, the AVTA has established a policy of assuring compensation for work time lost due to jury or witness service up to a maximum of ten workdays. All regular employees called for jury duty including examination, or empanelment in service, or who are summoned as a witness shall be excused from work for the days on which they serve. For each workday of jury service you will receive your regular rate of pay (for non-exempt employees, up to a maximum of the hours you are normally scheduled to work) up to a maximum of ten days. You must submit any notice you receive from the courts immediately upon receipt. This notice must be submitted to your immediate manager who is responsible for forwarding the notice to the Executive Director (or designee) and the Payroll Department.

317 – TELECOMMUTING

AVTA is not able to guarantee employees the opportunity to work from their homes or to telecommute. We will consider requests to telecommute on a temporary basis due to specific circumstances where such requests are submitted in writing to both the direct supervisor and the ~~Director of Finance and Administration~~ Executive Director (or designee), describe the reason for the request; the need to telecommute, and the manner in which the employee can telecommute without experiencing any reduction in work quality, efficiency or productivity. If the request is approved, a memorandum outlining the telecommuting arrangements shall be executed between the employee and the Executive Director (or designee).

Safety, Efficiency and Property: If any employee is authorized to work from home or any off-site location, the employee must assure the AVTA that they can safely and efficiently perform all of their duties and responsibilities. The employee must agree to maintain his/her work areas free of all dangers, safety hazards, and risks that could endanger themselves, their family members or others. The employee must also agree to take all steps necessary to safeguard and protect all employer property and proprietary information.

Rest and Meal Periods and Records: Non-exempt employees who receive approval to work at or from their homes or any off-site location must comply with all record-keeping requirements and must accurately record all work time. They must also take meal and rest periods in accordance with applicable legal requirements and AVTA policies.

In addition, where approval is granted, the employee must comply with all personnel policies and safety standards. These include the policies against unauthorized overtime work and those concerning meal and rest periods, workplace safety and security and the Communication Policy as described in this handbook.

318 – PROFESSIONAL DEVELOPMENT

Management is committed to providing as many opportunities for continuing education as possible. During your regular course of employment, your supervisor/manager will attempt to give you as much assistance as possible in training you to do your job. Some employees may need to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of the AVTA or the individual employee's job responsibilities. Attendance at such activities, whether required by management or requested by individual employees, requires the written approval of the Executive Director (or designee). If you wish to take advantage of this type of training or education, submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose and justification for attendance to your supervisor. Refer to the Travel, Training & Expense Policy for specific information about the costs, acceptable expenses and expense reimbursement.

For non-exempt employees, attendance at authorized outside training activities may be considered hours worked for calculating pay, depending on the circumstances.

AVTA reserves the right to request reimbursement for your school, training, or certification costs should you voluntarily resign within one year from the time you complete your training.

319 – TIME OFF TO VOTE

In accordance with most state election codes, AVTA will grant time off to vote without loss of pay only under the following conditions:

- The employee is a registered voter;
- The employee's regular schedule is such that the employee would not have sufficient time to vote without taking work time off;
- The time requested be only at the beginning or end of the regular work schedule and will not exceed two hours. Under existing state voting laws, polls are open from 8:00 am until 8:00 p.m. on election days. Any request for paid time off to vote, must have the advance approval of your manager and the Executive Director (or designee).

320 – WORKERS' COMPENSATION INSURANCE

All of our employees are protected by Worker's Compensation Insurance for work-related injuries and illnesses. AVTA pays the entire cost of this insurance. This insurance provides, as prescribed by law, payments starting on the fourth day of disability unless you are hospitalized, in which case you do not have to wait for benefit payments. The first three days are covered under our sick/emergency pay program if you are eligible. Payments may include disability pay, medical and hospital expenses. AVTA will pay for lost wages directly related to the injury for the day of the work-incurred injury only.

If you ever have an accident or injury on the job (*no matter how minor*), immediately report this incident, to your supervisor/manager. Arrangements will be made to have you taken to a provider for medical treatment if necessary. If you prefer to have your personal physician treat you on the day of the accident, you must have filed a written notification with the AVTA, **prior**

to the date of injury, indicating your preference and your personal medical provider's acceptance.

Please be aware that the law considers the false or material misrepresentation or submission of fraudulent facts in an effort to obtain workers' compensation benefit payments a felony, punishable by law.

321 – UNEMPLOYMENT INSURANCE

AVTA also pays the entire cost of your unemployment insurance benefits. Your state and federal funds allow for weekly benefits should you become unemployed through no fault of your own. Determination of your eligibility is made by the state with input from you and from AVTA. Please ask the ~~Human Resources Representative~~ Staff Accountant/HR Representative how to file a claim at the time of your separation from the AVTA; we will be happy to explain your rights under the law.

322 – EMPLOYEE PARKING

AVTA provides a secured parking area where employee vehicles may be parked during work hours. If you drive your personal vehicle to work, AVTA will issue the use of a transponder for your convenience. Upon entry of the secured parking area, you may park in this designated area. If space is not available, you must park off the property. There are spaces marked "for handicapped individuals." Do not park in these spaces unless you have an official permit. We require that you return your transponder at the time you leave on approved leave of absence, when you terminate employment with us, or at any time management requests the return.

Do not block aisles or other parked cars. Drive at a safe speed at all times. Park in authorized areas only. AVTA is not responsible for paying citations for employees who park in unauthorized areas. Lock your car, as the AVTA is not responsible for theft and/or damage to your vehicle while parked in the designated parking areas.

323 – USE OF AVTA-OWNED VEHICLES

Vehicles are available to eligible employees for conducting AVTA business. These vehicles are to be used for no other purpose than official AVTA business. Likewise, no employee may transport passengers in AVTA owned vehicles that are not on official business. Employees shall not utilize AVTA vehicles for personal reasons or benefit without specific advance permission of the Executive Director (or designee). Employees who are requested to drive vehicles for AVTA business or activities are required to submit proof of a current and valid driver's license and current automobile insurance coverage. If any employee's job function requires the transportation of participants or clients, or any official business use, the employee must report any restrictions, suspension or revocation of his/her driver's license within 24 hours of notice of restriction, suspension, or revocation by the Department of Motor Vehicles. This must be reported to both the Director of Operations and Maintenance and the Executive Director (or designee).

AVTA vehicles are essential in conducting our business. Vehicles are a high-cost asset. As such, when using the vehicle, you are expected to exercise care, perform the required maintenance, and follow all operating instructions, safety standards and guidelines. Should any vehicle appear to be damaged, defective, or in need of repair, notify your

supervisor/manager immediately. Your supervisor/manager will work with the Fleet Manager for proper repair and/or maintenance.

Employees must comply with this policy in order to be allowed to continue the privilege of driving AVTA vehicles. The improper, careless, negligent, destructive, or unsafe use or operations of our vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action which could include discharge from employment with AVTA.

324 – LIFE INSURANCE BENEFIT

A \$75,000 term life insurance is provided for management and \$50,000 for all other eligible employees is currently paid 100% by AVTA.

400 – LEAVES OF ABSENCE – UNPAID

401 – GENERAL INFORMATION/TERMS

AVTA may grant a leave of absence to employees in certain circumstances. All leaves of absences, if granted, will be granted **without pay**. It is important to request any leave in writing and as far in advance as possible. Employees are required to keep in touch with their manager and/or the ~~Human Resources Representative~~ **Staff Accountant/HR Representative** during the leave, and to give prompt notice if there is any change in their return to work date. If the leave expires and the employee fails to return to work without contacting their manager and/or the ~~Human Resources Representative~~ **Staff Accountant/HR Representative**, the Authority will assume the employee does not plan to return to work and that he/she has voluntarily terminated their employment.

Leaves are granted with the understanding that the employee will not obtain other employment or apply for unemployment insurance while on an approved leave of absence. Acceptance of other employment or application for unemployment insurance benefits while on leave will be treated as a voluntary resignation from employment at AVTA. Falsifying the reason for a leave is prohibited and will be considered a voluntary resignation or grounds for discharge.

Pay & Benefits

Accrued sick or vacation time may be used to augment short term disability payments. Vacation and sick pay will not continue to accrue while the employee is on a leave of absence. Employees on approved leave are not entitled to holiday pay or bereavement pay. Upon return from a leave of absence, the employee will be credited with the full employment status that existed prior to the start of the leave. Performance reviews missed during the leave of absence will be given to the employee after a reasonable period time from when the employee returns to work. Employees returning from leave will have their original hire date retained.

How to Request a Leave of Absence

A request for a leave of absence must be submitted in writing, indicating the reason and period of time needed for the leave. The Personnel Action Notice (PAN) form may be used for this purpose. This request must be submitted to the employee's manager or director, who will coordinate the designation of leave(s) with the ~~Staff Accountant/HR Representative or Executive Director (or designee) Director of Administrative Services~~ **Staff Accountant/HR Representative or Executive Director (or designee)**. Such leaves of absences, if granted, will be granted **without pay**.

Reinstatement

While on approved leave, the AVTA will make every effort to hold the employee's job open for the period of the approved leave. However, due to business needs, there may be times when positions cannot be held open. Accordingly, it is not possible to guarantee reinstatement to the same position.

If the position is unavailable when the employee is able to return from an approved leave, every effort will be made to place the employee in a comparable position for which they are qualified. If such a position is not available, the employee will be offered the next available and suitable position for which they are qualified. If the employee does not accept the position offered, the AVTA may consider the refusal as a voluntary resignation from employment, effective the day such refusal is made.

The following are types of leaves that may be considered and or granted at the AVTA's discretion except where mandated by law.

402 – PREGNANCY DISABILITY LEAVE (PDL)

When an employee is disabled due to pregnancy, childbirth, or related medical conditions, AVTA will grant an unpaid leave for a period not to exceed four months (or 88 work days for full-time employees). Employees who are disabled by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or duties if available and such transfer is medically advisable and certified as such by an attending health care provider.

Leave Available – The Pregnancy Disability Leave (PDL) is for any period or periods of actual disability due to an employee's pregnancy, childbirth or related medical condition up to four months (or 88 work days for a full-time employee).

The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, health care provider-ordered bed rest, childbirth, and recovery from childbirth would all be covered by the employee's PDL.

Notice and Certification Requirements - Employees requesting a pregnancy disability leave or to transfer to less strenuous or hazardous duties must provide AVTA with a certification from a health-care provider. The certification should include the following information:

- The date on which the employee becomes disabled due to pregnancy, childbirth, or related medical condition, or the date requested to transfer,
- The probable duration of the period of disability or less strenuous duties, and
- A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or a statement that, due to her pregnancy, a transfer is medically advisable.

Compensation During Leave - Pregnancy disability leaves are provided without pay. However, employees may utilize accrued vacation time and other accrued paid time off during the leave. All such payments will be coordinated with any short term disability or other wage

reimbursement benefits for which she may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

Health Coverage During Leave - AVTA will continue to pay for the employee's group health insurance premiums while on pregnancy disability leave for up to a maximum of four months and on the same terms and conditions as if the employee were actively working. Employee's must pay the employee contribution portion of the dependent premiums while the employee is on leave of absence.

Employees whose paid coverage ceases after four months may continue their group health insurance coverage through AVTA in conjunction with federal and state COBRA guidelines by making monthly payments to the AVTA, or its designee, for the amount of the relevant premium. Please contact the Staff Accountant/HR Representative Director of Administrative Services, or Executive Directors (or designee) for further information regarding continued health insurance coverage.

Job Reinstatement – Any employee who complies with the provisions of these regulations is entitled to be reinstated in the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions which he/she held prior to the leave provided the leave does not exceed four months. However, an employee returning from a PDL has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on PDL would have been laid off had she not gone on leave, or if an employee's position were eliminated during the leave, then the employee would not be entitled to reinstatement.

403 – WORK RELATED DISABILITY LEAVE

AVTA will grant a work related disability leave if an employee experiences an injury or illness related to work. A leave of absence for a work-related disability shall be administered in accordance with state laws. As an alternative and whenever possible, AVTA will reasonably accommodate such employees with modified work.

Notice and Certification Requirements - Employees must report all accidents, injuries and illnesses no matter how small to their immediate manager, ~~and the~~ Staff Accountant/HR Representative Director of Administrative Services, and Executive Director (or designee) in addition, the employee must provide AVTA with a certification from the designated health-care provider.

Compensation During Leave - Work related disability leaves are granted without pay. However, employees may utilize accrued time off during the leave. All such payments will be coordinated with workers' compensation, short term disability or other wage reimbursement benefits for which the employee may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

Health Coverage During Leave - Employees on work related disability leave longer than four months may continue their group health insurance coverage through AVTA in conjunction with federal and state COBRA guidelines by making monthly payments to AVTA or their designee for the amount of the relevant premium. Health insurance will be continued by AVTA during the first four calendar months of the leave. Employees must pay the employee contribution portion of the dependent premiums while the employee is on leave of absence. Employees must contact the Staff Accountant/HR Representative

~~Director of Administrative Services~~, or **Executive Director (or designee)** for more detailed information and to make arrangements for continuation of insurance.

Job Reinstatement – AVTA will retain employees on a leave of absence for work-related disabilities until one of the following situations occurs:

- The employee is released for full or partial duty or with modifications. Employees who provide a health care provider's statement that indicates the employee is fit to return to work, will be returned to their former position, if possible, or will be offered the first available opening in a comparable position for which the employee is qualified. AVTA will attempt to reasonably accommodate an employee who is provided with medical restrictions.
- The AVTA receives medical evidence that the employee will be permanently unable to return to work, or
- The employee directly or indirectly informs the AVTA that he/she does not intend to return to the work. For example: by accepting other employment that is inconsistent with the intent to return to the job, moving out of the state, etc.

404 – MEDICAL DISABILITY LEAVE

A medical leave of absence may be granted to an employee for recuperation from or treatment for an employee's non-work related temporary medical disability (other than pregnancy, childbirth, and related medical conditions) for the length of the disability or a maximum of four months with a health care provider's written certificate of the disability. This medical leave may be granted in addition to any state or federal mandated medical leave.

Notification Requirement: It is the employee's responsibility to provide the **Staff Accountant/HR Representative** ~~Director of Administrative Services~~ with the following information:

- A certification from the treating health care provider verifying the existence of the disability;
- The anticipated beginning and ending dates of the leave of absence;
- Periodic updates to the employee's manager and/or the **Staff Accountant/HR Representative** ~~Director of Administrative Services~~ at least monthly during the leave concerning status, expected date of return, and intention to return to work upon expiration of this leave; and
- Immediate notification of a need to change the duration of the leave.

Should a medical leave be granted, all available sick/emergency time must be used in combination with this unpaid leave.

Group health insurance may be continued after the end of the month of the date the approved leave begins. Extension of health insurance through COBRA will be offered to employees. Medical insurance coverage should be discussed with the **Staff Accountant/HR Representative**

~~Director of Administrative Services~~ prior to the commencement of the unpaid leave whenever possible.

Before returning to work following a medical leave of absence, the employee must submit the treating health care provider's release stating the employee's current ability to return to work with or without restrictions, and the date the employee is able to return to work.

405 – MILITARY DUTY LEAVE

Employees who serve in the Military and take Military leave of absence must submit written verification from the appropriate military authority. Such leaves are granted without pay. The AVTA will reinstate those employees returning from military leave to their same position or one of the comparable seniority, status, and pay if they: 1) obtain and provide a certificate of satisfactory completion of service; 2) apply within three months after release from active duty or within such extended period, if any, as their rights are protected by law; and 3) are qualified to fill their former position.

Exceptions to this policy will occur wherever necessary to comply with applicable laws.

406 – SCHOOL ACTIVITIES AND SCHOOL VISITS LEAVE

Under certain circumstances, eligible employees may be entitled to take time off without pay to participate in activities of their child's school or a licensed day care facility. This leave also covers unplanned school disciplinary meetings concerning their child. In order to be eligible for time off under this policy, any employee must be a parent, guardian, or grandparent of a child who is in kindergarten or a grade between 1 and 12, inclusive, or attending a licensed child day care facility. In addition, the employee must provide reasonable notice of the planned absence to the ~~Human Resources Representative~~ **Staff Accountant/HR Representative** before taking the time off. AVTA limits time off for this purpose to 40 hours in any single year or no more than eight hours off in any calendar month.

Any employee who is granted time off under this leave, must utilize any earned vacation time, if available. In addition, the AVTA may require documentation from the school or licensed day care facility be submitted to substantiate the fact the employee participated in the activity on a specific date and time.

407 – VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND OTHER CRIMES

If any employee is the victim of domestic violence or sexual assault, time off may be necessary to seek judicial relief to help ensure the health, safety, or welfare of the employee or a child. This may include efforts to obtain a restraining order, or other injunctive relief from a court.

If any employee needs time off from work for one of these purposes or any other purpose protected by law, reasonable written notice must be provided to the **Executive Director (or designee)**. If an unscheduled or emergency court appearance is required for the health, safety or welfare of the domestic violence or sexual assault victim or a child, the employee must provide evidence from the court or prosecuting attorney that he or she has appeared in court within a reasonable time after the court appearance.

408 – VOLUNTEER CIVIL SERVICE LEAVE

AVTA will grant unpaid time off to any employee who is required to perform emergency duty as a volunteer firefighter, or other legally eligible emergency personnel or reserve peace officers. In the event that any employee needs to take time off to perform such emergency duty, the manager and the Executive Director (or designee) must be informed immediately of call for duty. The Agency will allow unpaid time off for the term of your duty not to exceed 14 days per calendar year to engage in fire or law enforcement training or duty.

409 – LITERACY ASSISTANCE

The AVTA wishes to assist employees who require time off to attend an adult literacy education program. Any employee who needs time off to attend such a program should inform the Executive Director (or designee). The AVTA will make reasonable accommodations for the employee by providing unpaid time off unless it would cause an undue hardship for the department to do so. Every effort will be made to safeguard the privacy of the fact that an employee is enrolled in an adult literacy education program.

410 – JURY DUTY AND WITNESS DUTY

Employees required to serve on jury duty may do so for the length of time necessary. Except for the first ten days (see Benefits Section 316 - Paid Time Off to Serve on Jury Duty), the AVTA does not compensate employees for any remaining time served on jury duty. Employees may request use of their accrued vacation time to apply toward unpaid juror service. Exempt employees will receive their full weekly salary for any week in which they perform any work and also serve on a jury. Employees must notify their manager and the ~~Human Resources Representative~~ Staff Accountant/HR Representative, immediately upon receipt of notification to appear by submitting a copy of the summons to appear.

Employees shall report to work on days they are excused from jury or court duty and on days in which he/she can work at least three hours during their regular workday.

411 – PERSONAL LEAVE

Full and part-time regular employees may request a personal leave of absence without pay for a reasonable period of time not to exceed one month. Requests for extensions of personal leave due to special circumstances will be considered and determined on an individual basis.

Personal leaves are not guaranteed. Requests for a personal leave will be considered on the basis of a combination of factors, including the employee's length of service, performance, position, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on operations at AVTA.

Requests for leaves must be submitted to the ~~Human Resources Representative~~ Staff Accountant/HR Representative in writing and approved by the Executive Director (or designee). Requests for extensions of personal leave must also be submitted in writing and approved in writing before the extended period of a leave begins. AVTA is not able to guarantee reinstatement from a leave in all circumstances, and will make a reasonable effort to return an employee to his or her former position or a comparable position for which the employee is qualified. It is the employee's responsibility to be available and report to work at

the end of the approved leave. Any employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

500 – PERFORMANCE AND CONDUCT

501 – PHILOSOPHY OF EMPLOYEE MANAGEMENT

It is AVTA's philosophy that we can best provide quality services by creating an environment where employees are motivated by a desire to contribute to our business goals. We believe this can best be achieved in an atmosphere of mutual trust and respect between management and employees. We believe that employees with healthy morale benefit our mission, and that creates a pleasant and comfortable work environment for employees and management.

502 – STANDARDS OF CONDUCT

Like all other entities, we at AVTA require order and discipline to succeed and to promote efficiency, productivity, and cooperation among employees. For this reason, it may be helpful to identify some examples of unacceptable conduct that may lead to disciplinary action, including immediate discharge from employment. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, following are some examples:

- Rude, discourteous, abusive or inconsiderate treatment of a member of the public, employee of a contractor, supplier, any member of management, any member of the Board of Directors, co-worker or any visitor to AVTA.
- Disregard of AVTA's standards of conduct.
- Obtaining employment based on false or misleading information, or falsifying information or making material omissions in any AVTA document or record.
- Malicious or willful destruction or damage to the AVTA's property or supplies, or the property of another employee, contractor, supplier or any visitor.
- Theft or unauthorized removal or possession of property from the AVTA, fellow employees, contractor employees, or anyone visiting the workplace.
- Bringing dangerous or unauthorized materials, such as explosives, firearms, perceived weapons, or other similar items into the workplace.
- Possession, distribution, sale, use or being under the influence of alcohol or illegal drugs while on duty or while operating a vehicle or potentially dangerous equipment leased or owned by the AVTA.
- Unsatisfactory performance or conduct.
- Insubordination, including improper conduct toward a supervisor or refusal to do assigned work in the appropriate manner.
- Noncompliance with or disregard of safety rules or safe work practices.

- Excessive lateness or absenteeism from work without acceptable justification.
- Falsifying or destroying any timekeeping record, recording work time for another employee or asking another employee to record work time for you.
- Leaving work premises or your job during working hours without notification or without proper authorization.
- Actual or threatened violence or any other action that endangers others, property, or disrupts work.
- Sleeping or appearing to be asleep on the job.
- Smoking in unauthorized areas within or outside our work sites.
- Harassment, threats, intimidation or coercing any other employee, or otherwise violating AVTA's policy against harassment.
- Failure to abide by set standards for lunch and break periods, and working unauthorized overtime.
- Maintaining or engaging in an outside business or financial interest that conflicts, in any manner, with the interest of our business.
- Disclosing confidential or proprietary information to unauthorized parties.
- Entering the work site or remaining on the premises while not on duty without authorization.
- Using AVTA equipment, time, materials and facilities for personal use, without proper authorization.
- Failure to comply with AVTA's policies, procedures and practices.
- Failure to immediately report an on-the-job injury or illness.
- Falsifying expense reports.
- Accepting bribes or gifts or other forms of compensation from current or potential contractors, vendors, or competitors without the expressed approval of Executive Management.

It should be remembered that employment is at the mutual consent of the employee and the AVTA. Accordingly, either the employee or AVTA can terminate the employment relationship at will, at any time, either with or without cause or advance notice.

503 – CORRECTIVE ACTION FOR JOB PROBLEMS

Any violation of AVTA policies, improper behavior, or conduct may warrant disciplinary action. Although the employment relationship may be terminated at will by the employee or AVTA,

without following any formal system of discipline or warnings, AVTA may exercise its discretion to use a discipline process to ensure a fair method of coaching and/or disciplining employees.

504 – TERMINATION OF EMPLOYMENT

Since employment is based on mutual consent, both the employee and AVTA have the right to terminate employment at will, with or without cause or notice at any time. Following are examples of some of the most common circumstances under which employment is terminated:

- Resignation (Voluntary Quit): employment termination initiated by the employee who chooses to leave their employment voluntarily. AVTA requires this notification to be submitted in writing indicating the intended last day worked. Management would appreciate, but does not require, a two-week notice of resignation from the employee whenever possible.
- Discharge: employment termination initiated by management with the support of Human Resources.
- Layoff : involuntary employment termination initiated by management for business reasons, as a result of reorganization, economics, contract completion, and/or position elimination.
- Retirement: voluntary retirement from active employment status initiated by the employee.

Your supervisor/manager will schedule an exit interview for terminating employees with the ~~Human Resources Representative~~ **Staff Accountant/HR Representative**. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts, or return of employer-owned property. Suggestions, complaints, and questions can also be discussed. During the exit interview, the employee shall return all AVTA-furnished property, equipment, property and documentation. At this time, employees will receive their final pay in accordance with applicable state law. Upon termination, accrued benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

505 – ACCESS TO PERSONNEL FILES AND PAYROLL RECORDS

AVTA shall maintain a personnel file on each employee. The personnel file shall remain in the office of the ~~Human Resources Representative~~ **Executive Director (or designee)** shall contain all official records related to an employee's employment with AVTA. Personnel files shall not be removed from the office of the ~~Human Resources Representative~~ without approval of the Executive Director (or designee).

Personnel files are the property of AVTA, and contain confidential information. The Executive Director (or designee) shall have the responsibility to control access to personnel files. Generally, only the Executive Director (or designee), and the immediate supervisor and managers in the direct organizational line or chain of command above the employee may review an employee's personnel file. A supervisor or manager who is considering an employee for promotion or transfer may review the personnel file of the employee. Other management

personnel and officials of AVTA, who have a legitimate reason to review information in a file, may be allowed to do so, on a case-by-case basis.

Employees may request the opportunity to inspect the contents of their own personnel file. The records available for your review will generally include documents directly related to or used to determine your qualifications for, and the terms and conditions of employment, promotion, compensation, termination or corrective action such as your employment application, internal transfer/promotion requests, change of status forms, performance reviews and disciplinary documentation. You may take notes related to documents in your personnel file; however, no alteration of these records is permitted, nor can a document be added to or removed from the file at the time of the review. Requests for review must be submitted to the Executive Director (or designee) ~~with a minimum notice of 24 hours~~ who will respond to the request in a reasonable time and no later than five business days. The actual inspection will be held in the presence of the Executive Director (or designee). Employees are usually given copies of documentation that is signed by them and entered into their personnel file. Employee must complete and sign the AVTA's "Request for Access To Personnel file" form, which is included as an attachment to this manual.

It is the responsibility of each employee to promptly notify AVTA of any changes in personnel data so that all information contained in personnel files is up-to-date. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, employees are required to notify the Human Resources Representative Staff Accountant/HR Representative as soon as reasonably practicable.

An employee may request a copy of documents from his/her personnel file that the employee has previously signed, and may be charged for copies of Personnel file documents. No person authorized to review a personnel file may remove a document from a personnel file. Medical records regarding an employee shall be maintained in a file separate from the personnel file, in a manner so as to protect the privacy of the medical information pertaining to the employee.

Payroll Records: Employees may submit a written or verbal request to inspect a copy of their payroll records. These requests must be submitted directly to the Director of Finance. The Director of Finance will honor the request within 21 days of the date the request is received. Where an inspection request is made by a former employee, the individual may be required to provide satisfactory evidence of his or her identity.

506 – JOB REFERENCES

It is the policy of AVTA not to provide any job references for current or former employees. Accordingly, if any employee or representative of the AVTA is asked for information of any kind, such as job reference or pay verification, the individual should be directed immediately to the Executive Director (or designee) Human Resources Representative, without making any "off the record" statements. The only information that will be provided by the Human Resources Representative Staff Accountant/HR Representative. is confirmation of the dates of employment and position held. This policy extends to all forms of information about the current and/or former employee. It extends to information regarding inquiries about an individual's performance, character, attitude, and attendance, compensation, credit information, background, employment history, conduct, penal history, family circumstances, or domestic issues.

Since employee information and records are considered private, strict adherence to this policy is mandatory. Any individual who violates this policy will be subject to disciplinary action, up to termination from employment.

507 – LAYOFF POLICY

AVTA strives to provide an equitable balance between staffing resources and productivity. Accordingly, we attempt to avoid cutbacks and reductions in force whenever feasible. However, if AVTA determines that a reduction in the workforce is warranted because of cancellation of a project, lack of work, reorganization, or other considerations, the following factors will be considered:

The operational needs of the AVTA and the employee's performance and demonstrated job skills, productivity, and ability to perform the available work will be the primary criteria in determining the order of layoff of employees.

In general, a layoff is expected to result in final loss of employment, therefore all earnings and unused accrued vacation and floating holidays will be paid out on the last day of employment. Extension of benefits and other important employee information will be provided and discussed during an exit interview that will be conducted with all individuals on the last day of employment.

600 – SAFETY & HEALTH

601 – SAFETY STATEMENT

In order to achieve our goal of providing a completely safe workplace, everyone must be safety conscious. Every employee is responsible for safety. Please report any unsafe or hazardous conditions directly to your manager immediately. Every effort will be made to remedy problems as quickly as possible.

In keeping with this commitment, we have established an Injury and Illness Prevention Program (IIPP) as part of its safety program. A copy of this written program is available for your review in the Operations Office

Employees must understand that compliance with safety requirements is a condition of employment and may be evaluated, together with other aspects of an employee's performance, as part of the performance appraisal process. It is therefore essential that all employees comply fully with the standards and practices that are designed by management to promote a safe and healthful working environment. As part of our policy, management has established programs to train and retrain employees as appropriate to assist them to avoid dangerous or unhealthful conditions and to remedy problems or hazards before they cause accidents or injuries.

Part of our safety plan will include safety meetings, training programs, posting safety notices and safety tips, and provides for periodic communications to employees regarding safety matters. Periodic inspections to identify unsafe conditions and work practices as well as investigations of occupational injuries and illness will be conducted in all workplaces. Every effort is made to correct unsafe or unhealthy conditions, work practices, or procedures in a

timely manner. It is essential that all employees cooperate in achieving these objectives and assist the management to provide a safe workplace for everyone.

General Safety Rules for all Employees: The following is a listing of general safety rules that are most important, but certainly not all encompassing. Failure to observe any safety rule may result in disciplinary action up to and including termination of employment.

- All injuries or accidents, no matter how minor, must be reported to your supervisor/manager, **Staff Accountant/HR Representative Director of Operations**, or the Executive Director (or designee) immediately. Follow all established safe job procedures. Changes in regular job procedures require the approval of your manager.
- For your safety, the use or possession of alcohol and other drugs are prohibited in the workplace. Any employee using or under the influence of drugs or intoxicating substances and appearing to be unable to perform the essential functions of the job, shall not be allowed on the job while in that condition.
- Machines and equipment must be maintained in safe operating condition, and operated and inspected according to the manufacturer's recommendations.
- All defective equipment must be reported to your manager immediately. Only designated personnel may make repairs to this equipment.
- Keep aisles and walkways clean and clear. This applies to all fire doors, exits and entrances. Keep your workplace clean and orderly.
- Clean up spills as soon as possible. This is not only a slip hazard but is against environmental laws.
- Take pride in your workplace. Keep it clean. Dirty and disorderly conditions are the cause of many accidents and fires.
- Wear suitable clothing to work.
- Do not wear headphones or any audio devices while working around moving vehicles or equipment.
- Never engage in roughhousing or practical jokes. Serious injury may result from such actions.
- Never operate any equipment unless you are thoroughly familiar with and trained on it.
- Fighting or horseplay is prohibited at all times.
- Always walk, never run.
- Safely lift heavy objects.
 - ◆ Do not lift any load over 50 lbs. by yourself; get help.
 - ◆ Face the load squarely and secure a firm footing with your feet properly spread.

- ◆ Bend your knees and get a grip on the load
- ◆ Keep a straight back and lift by straightening your legs.
- ◆ Lift gradually, not suddenly.
- ◆ Keep the load close to your body and do not twist your body.

602 – FITNESS FOR DUTY

Each employee is expected to arrive for work punctually and be fit to perform all applicable duties and responsibilities. Employees who report to work or appear to become unfit to perform their jobs fully and satisfactorily may create a safety hazard for themselves and others. Fitness for duty is essential if the employee is to perform all their assigned duties and tasks satisfactorily. If you report to work and are deemed to be unable to perform the functions of your job satisfactorily, you may be sent home without pay until you are able to satisfactorily perform the functions of your assigned job.

603 – RECREATIONAL ACTIVITIES AND PROGRAMS

Participation in social events or sporting games sponsored by AVTA is encouraged but not mandatory. If you participate in any AVTA sponsored activities, understand that you do so, on a purely voluntary basis. Please remember that these activities are not considered part of your job duties, and that you agree to participate with the understanding that neither the AVTA, nor its insurer, may be held liable for any accidents or injuries that arise out of participation in these activities.

604 – SMOKING

Smoking is prohibited within the interior of all of our work sites, facilities and AVTA owned vehicles. "Smoking" is defined as holding a lit cigar or cigarette or lighted pipe of any kind. It also includes the emitting or exhaling of smoke of any kind. Those wishing to smoke may do so in the designated smoking areas outside. Smoking is permitted only in the designated marked areas before starting time, during breaks or lunch and after work. Failure to comply with this policy will result in disciplinary action.

This policy applies equally to all employees, temporaries, vendors, the public, suppliers, and visitors.

605 – EMERGENCY PREPAREDNESS

Emergencies include all accidents, medical situations, earthquakes, fire, and other threats of violence. The AVTA has developed a written Emergency Preparedness Plan which is part of our Injury and Illness Prevention Program. The following information is provided as guidance should you become aware of an emergency in the workplace:

Fire – Tips:

- Closing doors – reduces the amount of oxygen the fire needs to burn.

- Using water – reduces heat
- Using Type B, C extinguishers – smothers the fire from reduction in oxygen.
- Removing nearby plastics, papers, wooden pallets/crates – takes away the sources of fuel for the fire.

Here's what you should remember to do:

- In an emergency, use regular exits and or emergency exits.
- If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler close to the floor; then crawl to the nearest exit.
- Do not panic – experiencing a sudden overpowering terror usually comes from not knowing what to do.
- If your clothes catch on fire, stop where you are, drop down to the ground while covering your face with your hands and roll on the flames to smother them. Remember, **STOP, DROP, ROLL.**
- If you can, cool a burn with cold water for 15 to 20 minutes, get medical attention if available.

Earthquake – Tips:

- During an earthquake, get under a desk or table – protect your head.
- Stay away from windows and/or objects that can fall.
- Do not be surprised if electricity goes off.
- Do not smoke or use matches or lighters in case there are gas leaks.
- After an earthquake, check for injured; assist and locate First Aid and/or call 911; use your cell phone if the regular telephone system does not work.
- Check for fires.
- Open doors carefully, watch for falling objects.
- Arrange protection from debris and broken glass.
- Cooperate with public safety officials.
- Be prepared for aftershocks. Above all, remain calm.

Bomb Threat – Tips:

Should you receive a written threat or suspicious package, prevent anyone else from handling it.

Notify the Executive Director (or designee) and/or the highest level of authority at your work area.

Follow instructions of the trained Emergency Response Team.

Should you receive a telephone threat, remain calm and write down the exact wording of the threat. Ask questions such as:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does it look like?
- Why are you doing this?

While on the telephone, listen to any background sounds, as well as the caller's voice and any noticeable accent. Do not put the caller on hold and don't hang up until the caller does. Immediately notify the top official at the work site.

Medical Emergency –Tips

First aid may be administered by trained personnel only. If you are not trained, do not attempt to assist the injured party. Call the Paramedics by dialing 911; or inform the management at your facility so that they may request assistance.

Remain with the injured party, keep him/her comfortable and warm – do not attempt to move them.

AVTA does provide CPR and First Aid training. This training is arranged by the Director of Operations and Maintenance or the appointed designee.

606 – VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at AVTA, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances. All visitors must enter AVTA at the main entrance. Authorized visitors will be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on AVTA's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

700 – COMMUNICATION

701 – NEW HIRE ORIENTATION

Normally new employees are scheduled for an orientation on the first day of employment. This orientation includes a review of AVTA's Personnel Rules and Regulations as well as safety

rules. During this time, employees are asked to complete new hire documents and questionnaires as well as to provide proof of their legal right to work in the United States.

In addition, employees will receive orientation for their specific departmental procedure and how to perform their new duties and tasks in a safe manner.

Finally, state law requires all employers to report information on newly hired employees with the New Employee Registry. New employees must be reported with the EDD on Form DE34. All new employee reports must be filed no later than 20 days after the day the employee begins work.

702 – BULLETIN BOARDS

AVTA's bulletin boards are usually located in the break/lunch rooms at each work site. Please ask your manager to point out the location of the official bulletin board. There you will find notices of state and federal laws, as well as other information regarding changes in policies and other announcements. Make it a point to read them frequently and keep informed.

Employees may not post any information on the bulletin board without the approval of the Executive Director (or designee).

703 – MAIL

AVTA processes incoming and outgoing business mail. Our mail system is there for business use. For this reason, any mail addressed to an employee at work is considered AVTA's property and may be opened. We are not in a position to receive or mail personal mail or packages for employees and, if received, cannot guarantee that the personal mail will be forwarded to the employee.

Postage meters are installed for business purpose only; employees are not to use the postage meters to mail their personal mail.

704 – USE OF TECHNOLOGY AND COMMUNICATION SYSTEMS

Our technology and communication services, equipment and content ("Communications System") include electronic mail ("e-mail"), facsimiles, telephones, voicemail, personal computers, computer networks, on-line services, internet connections, computer files, video equipment and tapes, tape recorders and recordings, cellular phones, PDAs, smart phones, text messages, internet posts, bulletin boards and similar communications systems or equipment. As technology progresses, there will no doubt be additions.

Our communications system is AVTA property. You have **NO RIGHT OF PRIVACY IN ANY USE OF OUR COMMUNICATIONS SYSTEM**. AVTA has the right to access, search and monitor every employee's use of the communications system, including all created or stored content.

No employee may use AVTA Communications System to send or forward to others any discriminatory or offensive comments, indignities, obscenities, jokes, graphics or pictures. Failure to comply with these rules will subject an employee to disciplinary action, up to and including termination.

705 – SOCIAL MEDIA POLICY

Social media includes but is not limited to:

- Multi-media and social networking websites such as Facebook, LinkedIn, Instagram and YouTube;
- Forums, blogs and micro-blogs such as Twitter;
- Wikis, such Wikipedia; and
- Any other site where text can be posted.

All such activities may be referred to as “Internet Postings” in this policy.

AVTA respects your right to engage in personal social media activities to express your thoughts or promote your ideas, as long as your activities are not performed during work time or by using the AVTA’s Communication System, and do not cause harm to others or conflict with our personnel, policies, business, goodwill or reputation.

If you engage in social media activities on your own time and equipment, you must understand and comply with the following guidelines as a condition of employment with us:

- ~~Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just AVTA.~~
- You are personally responsible for your Internet Postings and may be subject to liability for posts that are considered defamatory, harassing, obscene, proprietary, libelous, or in violation of any other applicable law. You may also be liable if you make postings which include confidential or copyrighted information belonging to AVTA or any other third party. AVTA shall not be liable, under any circumstances, for any errors, omissions, loss, or damages claimed or incurred due to any of your Internet Postings.
- Employees may not use social media sites to harass, threaten, discriminate or disparage against AVTA employees, clients, vendors, or suppliers.
- Employees may not post on social media sites the name, trademark or logo of AVTA, and should respect copyright, privacy, fair use, financial disclosure, and other applicable laws. Accordingly, employees cannot post any information that is confidential or proprietary to AVTA or to any third party that has disclosed information to AVTA, including but not limited to, financial information, copyrighted information or AVTA-issued documents.
- Employees may not post photographs of other employees, clients, vendors or suppliers, nor can employees post photographs of persons engaged in company business or at company events without their consent. Employees may not post pictures on any social media site which depicts the Authority in any way which may be considered defamatory.

harassing, obscene, proprietary, libelous, or in violation of any other applicable law. This includes AVTA uniforms, trademarks and logos.

- Employees may not use any electronic communications device for any purpose that is competitive, either directly or indirectly, to the interests of AVTA or for any purpose that creates an actual, potential or apparent conflict of interest with the AVTA.
- Employees may not use any electronic communications device in a manner that would violate AVTA's no solicitation rules.

• Under no circumstances may Internet Postings interfere with your job duties.

Common sense is the best guide if you decide to post information on social media sites. If you are unsure about any particular posting, please contact Human Resources for guidance. If a member of the news media or blogger contacts you about an Internet Posting that concerns the business of the AVTA, please refer that person to Human Resources.

Violation of this policy may result in disciplinary action up to and including termination.

706 – PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Human Resources Representative Staff Accountant/HR Representative of any changes in personnel data such as personal mailing addresses, telephone numbers, emergency contact information, names of dependents, marital status, educational accomplishments, and other such personal status changes. For your benefit your information on file should be accurate and current at all times. You should complete the Personnel Action form for notification purpose.

707 – PERSONNEL RECORDS

Your records are considered confidential and are available only to your immediate management and then only on a need-to-know basis. Upon request and with your permission, the Executive Director (or designee) will only verify your dates of employment and position held. Any other information such as earnings will not be released without your written approval, except as mandated by law.

708 – TELEPHONES/PERSONAL CELL PHONES

Our telephone lines are intended solely for business use and should not be used or tied up for personal phone calls. Accordingly, it is expected that employees refrain from making or receiving personal telephone calls during working hours unless there is an urgent need. Any personal calls should be made only when necessary, kept as brief as possible, and made during break and lunch periods. Incoming personal calls are discouraged, except in emergencies. No personal long distance or toll calls are to be charged to the AVTA's telephone under any circumstance.

Personal Cell Phones: Cell phones, PDAs, or any other personal communication device may be brought to work, but must be set on "vibrate" or any other "silent" signal during working hours. While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of AVTA phones. Excessive personal calls, instant messaging, or texting during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to

make any other personal calls during non-work time where possible and to ensure that friends and family members are aware of AVTA's policy. AVTA will not be liable for the loss or damage to employees' personal communication device brought into the workplace.

Business-Owned Communication Devices: Where job or business needs demand immediate access to an employee, AVTA may issue a business cell phone to an employee for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business purposes only. Phone logs may be audited regularly to ensure no unauthorized use has occurred.

Employees in possession of any business owned communication device are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested are expected to bear the cost of a replacement.

Safety Issues for Cellular Phone Use: Safety must come before all other concerns if using a cell phone while driving. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to **use a hands-free device** (also provided), keep the call short, refrain from holding complicated or emotional discussions, and keep their eyes on the road. Texting while driving is unlawful and prohibited.

Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area.

Employees who are charged with violations resulting from the use of their phone or texting while driving will be solely responsible for all liabilities that result from such actions.

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying.

709 – CUSTOMER RELATIONS

Quality customer service is a key part of our business and all of us must remember that the customer always comes first.

Customers are to be treated courteously and given proper attention and full cooperation at all times. Never regard a customer's question or concern as an interruption or an annoyance. Customer inquiries, whether in person, via electronic communication, or by telephone, must be addressed promptly and professionally. Never place a caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. Refer a customer to someone who can help them if you are unable to provide the necessary assistance.

All correspondence and documents, whether to customers or others, must be accurate, concise and factual. Attention to detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If an issue develops or if a customer remains dissatisfied, ask your manager or another member of management to intervene.

800 – EMPLOYEE RELATIONS

801 – PERSONAL BEHAVIOR

As part of our policy against any type of harassment, AVTA has included **Personal Behavior** expectations. Personal behavior is specifically directed toward conduct that may not otherwise fall within the legal definition of harassment, but projects a negative image for the AVTA.

All employees must conduct themselves in a professional manner. Unprofessional behavior in or outside of the work site, such as sexual related conversations, inappropriate and unwelcome touching (i.e., kissing, hugging, massaging, sitting on laps, etc.) of another employee, a customer, supplier or any outsider, and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination of employment.

802 – NON-FRATERNIZATION

~~We desire to avoid misunderstanding, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from personal or social relationships involving employees in leadership positions (directors, managers, supervisors, leads, etc.) Accordingly, dating between employees, while not prohibited, is often perceived as unprofessional behavior by co-workers and can lead to awkward situations in our workplace. Keep in mind that relationships that do not begin or end with mutual consent can lead to sexual harassment complaints. Employees are also prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere at work, whether during working hours or not. Employee off-duty conduct is generally deemed private, as long as it is not detrimental to employee performance or the work environment.~~

~~An exception to this is a romantic or close personal relationship between a superior and subordinate, which may constitute a conflict of interest. Accordingly, directors, managers, supervisors, or anyone perceived to be in a leadership position are prohibited from fraternizing or becoming romantically involved with one another, with any subordinate employee in their chain of command, or with any other non-management employee of the AVTA.~~

~~Should any leader become personally involved with an employee within the line of command, a conflict of interest could occur. Therefore, all such relationships must be disclosed to the Human Resources Representative or the Executive Director to ensure that steps can be taken to avoid a problem. If potential issues are identified, the AVTA will work with the parties involved to consider options for resolving the conflict. Failure to work with management to resolve a situation that may violate the standards set out in this policy may ultimately be~~

~~deemed insubordination and may result in disciplinary action up to and including discharge from employment. A refusal to accept an offer to transfer to a reasonable alternative position, if available, will be considered a voluntary resignation.~~

AVTA desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can result from certain relationships between employees and outsiders who have contact with the agency. In order to effectively operate AVTA's business and avoid these problems, managers and supervisors are strongly discouraged from fraternizing or becoming romantically involved with one another or with any subordinate employee in their chain-of-command or with any non-management employee or outside individual doing business with AVTA. Additionally, non-management employees are strongly discouraged from fraternizing or becoming romantically involved with other employees at AVTA.

Such relationships are prohibited when in the opinion of AVTA, the personal relationship may create a conflict of interest, create a negative or unprofessional work environment, or presents concerns regarding supervision, safety, security, or morale. Should any manager or supervisor become personally involved with an employee within the line of command, or with an outsider who does business with the AVTA, a conflict of interest could occur. Therefore, all such relationships must be disclosed to the Executive Director (or designee) to ensure that steps can be taken to avoid a problem. If potential issues are identified, the AVTA will work with the parties involved to consider options for resolving the conflict. Failure to work with management to resolve a situation that may violate the standards set out in this policy may ultimately be deemed insubordination and may result in disciplinary action up to and including discharge from employment.

All employees must remember that Company maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

803 – GOSSIP, BULLYING AND OTHER HARMFUL COMMUNICATIONS

Bullying, gossip and negative comments are destructive to AVTA's culture, create false rumors, disrupt work flow, invade personal privacy and hurt people.

You may not bully, gossip or make unnecessary comments about other employees of AVTA. If you witness bullying or if others engage in gossip or make negative comments to you, ask them to stop immediately or report them to the Executive Director (or designee).

804 – DRESS AND GROOMING STANDARDS

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image AVTA presents to the community. Therefore, it is AVTA policy that employees report to work in clothing that is suitable to your position and working environment. Clothing should always be neat, clean, and in good taste and should not be a safety hazard. Avoid extremes in dress and behavior. Flashy, skimpy or revealing outfits and other non-business-like clothing are unacceptable while representing the AVTA. Appropriate AVTA logo shirts are provided to employees to be worn at special events or may be worn to work. Tight fitting knits, short-shorts, mini-length skirts or dresses, sweats, and similar items of attire are not considered appropriate and should not be worn to work. Shirts with collars or T-

shirts without collars are permitted as long as they do not carry inappropriate graphics or slogans.

Employees who come to work dressed inappropriately may be subject to disciplinary action up to and including being sent home at no pay to change their clothes. If you have questions about how you should dress, please ask your manager.

805 – WORKPLACE RELIGIOUS FREEDOM ACT OF 2012

As required by law, the AVTA shall will reasonably accommodate an employee's religious dress or grooming practices so long as it does not create an undue hardship on the AVTA's operation of its business. Such religious dress or grooming practices include but are not limited to, wearing particular head coverings or other religious dress (such as a Jewish yarmulke or a Muslim headscarf), or wearing certain hairstyles or facial hair (such as Rastafarian dreadlocks or Sikh uncut hair and beard). When an employee or applicant needs a dress or grooming accommodation for religious reasons, he or she should notify the Executive Director (or designee) that he or she needs such an accommodation for religious reasons.

806 – SOLICITATION AND DISTRIBUTION RULES

In order to avoid disruption to work flow, the following rules apply to solicitations and distribution of literature on AVTA property at any work sites:

- Outsiders: Persons who are not employed by AVTA may not solicit or distribute literature on work premises or work sites at any time for any purpose.
- Employees: may not solicit or distribute literature during "working time" or in "working areas" at any time for any purpose.

"Working time" includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include meal periods or any other specific periods during the work day when employees are not engaged in performing their work assignments.

AT-WILL STATUS ACKNOWLEDGMENT

Date: _____

Re: Appointment to Position of _____

Dear _____ :

The Antelope Valley Transit Authority (“AVTA”) has offered you the position of _____ . You should be aware that by accepting this position, you are an at-will employee of AVTA.

All employment with AVTA is “at-will,” meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. There is no agreement expressed or implied between AVTA and me for continuing or long-term employment. Accordingly, either I or AVTA may terminate the employment relationship at any time, with or without notice, with or without cause. While supervisors and managers have certain hiring authority, no supervisor, manager, or representative of AVTA has any authority to alter the at-will relationship. Only the Board of Directors may amend your at-will status in a written agreement that has been approved by the Board at a duly noticed public meeting. This policy supersedes all written and oral representations to the contrary.

I have read the foregoing statement. I understand that my employment with AVTA is at-will, and that my employment may be terminated at any time by AVTA, with or without cause or notice, either at my option or at the option of AVTA.

ACKNOWLEDGED:

Signature

Date

Print employee name

Authorized AVTA representative

Date

EMPLOYEE ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the AVTA Personnel Rules and Regulations. I understand that it contains important information regarding AVTA's personnel policies and about my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to AVTA's policies and will familiarize myself with the material in this manual; that I have had an opportunity to ask questions regarding the material provided herein, and understand that I am governed by its contents.

I also understand that this manual covers policies and procedures in effect at this time and that AVTA may change, rescind or add to any policies, benefits or practices described in this guide at its sole discretion but only in writing and signed by the Executive Director and approved by the Board of Directors. I am aware that no employee of AVTA has the authority to modify this handbook orally or in writing except with the written approval of the Executive Director and the Board of Directors.

I further understand that the employment relationship is based on the mutual consent of each employee and AVTA. Accordingly, either I or AVTA can terminate the employment relationship at will, at any time, with or without cause or advance notice.

ACKNOWLEDGED:

Signature

Date

Print employee name

This acknowledgement is maintained with this Manual for your records.

Please sign and return the acknowledgement that is the last page of this Manual.

DATE: January 22, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Amendment #3 to Contract #2011-014 with Webb Brothers Construction for the Phase II Construction Project

RECOMMENDATION

Authorize the Executive Director to amend Contract #2011-014 with Webb Brothers Construction, authorizing additional funds and time for completion of the solar structure connection and transformer replacement.

FISCAL IMPACT

Approval of this amendment would increase the existing contract with Webb Brothers Construction by a not-to-exceed amount of \$258,003 and extend the existing contract until June 30, 2013. This will increase the total contract amount to \$8,394,215, with a balance remaining of \$593,316. This pricing assumes a worst-case scenario, which could include installation of a vault for an underground transformer, pulling new cable from the street to the building, and the potential relocation of the existing transformer. The actual engineering requirements will be dictated by SC Edison.

Funds for this amendment are available in the Phase II Project Budget, and sufficient funds have been included in the FY 2011/12 Business Plan. Funds for this amendment will be charged to several grants including allocations of Prop 1B Transit Security, Prop 1B PTMISEA, Prop 1B Bridge Funds, FY 2010/11 and FY 2011/12 MOSIP Funds, FTA grants funded at 80%: Grant CA-90-Y634, CA-90-Y635, CA-90-Y734, CA-90-Y799 and CA-90-Y616, and FTA grants funded at 97.60% in Grant CA-90-Y799.

BACKGROUND

Staff recently discovered that the current transformer that supplies power to the AVTA facility will be insufficient to handle the new addition of solar equipment that was installed during the Phase II construction. Currently, we have a 500KVA transformer and are capable of generating up to 620KVA of back fed power to the Southern California Edison (SCE) grid. Staff has been working diligently with SCE, Webb Brothers, CSI Electrical, Harris & Associates and Carpenter Sellers to collect and develop the application data so that the current transformer can be replaced. Because the new solar structure could overload the current transformer it cannot be hooked up without the new larger transformer. Although SCE is beginning the engineering stage of this upgrade, it is estimated that this could take three to six months to finish.

Amendment #3 to Contract #2011-014 with Webb Brothers Construction.

January 22, 2013

Page 2

It has been determined by legal counsel that keeping Webb Brothers Construction under contract would be the most prudent path to complete this task within FTA guidelines and minimizing liability to AVTA.

Prepared by:

Submitted by:

Mark Perry
Fleet & Facility Manager

Julie M. Austin
Executive Director

DATE: January 22, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Award Sole Source Contract #2012-022 to Farber Specialty Vehicles for a Mobile Emergency Command Trailer

RECOMMENDATION

Authorize the Executive Director to award and execute Sole Source Contract #2012-022 with Farber Specialty Vehicles located in Reynoldsburg, OH in the amount of \$108,468, plus applicable sales tax for a mobile emergency command trailer.

FISCAL IMPACT

The cost of the project is \$108,468, plus applicable sales tax. Sufficient funds have been included in the FY 2012/13 Business Plan, using our FY 2009/10 Proposition 1B Transit Security allocation. The remaining amount will come from our FTA 5307 allocation in grant CA-90-Y799.

BACKGROUND

Since the first Great Southern California ShakeOut in 2008, regional agencies have learned that coordination is required and ongoing between them to be effective in any disaster, which could affect Antelope Valley emergency responders and its citizens. Shortly thereafter, staff began developing a comprehensive plan by adopting policies and procedures in order to mitigate any such event. Items included in that plan involved acquiring a Mobile Emergency Command Trailer and executing a Memorandum of Understanding (MOU) with other first responders, thereby making this specialized resource available for use by Community Emergency Response Teams (CERT) and other applicable agencies.

Specifications were developed in coordination with the Los Angeles County Fire Department, the Los Angeles County Sheriff Department and Authority staff. The intent of the design was to keep it simple but functional for use by fire, law enforcement or any CERT responder.

The Board approved the Mobile Emergency Command project in September 2012. The initial allocation from an existing grant was calculated at \$95,786, including a 10% contingency for optional items that may be needed.

AVTA released an Invitation for Bids (IFB) on December 13, 2012 for a mobile emergency command trailer. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press*. The local Chambers of Commerce was also notified via their respective newsletters and email lists; a total of 12 firms were notified via email. There were a total of 11 firms that registered and downloaded the IFB; one (1) each from Corona, Lancaster, Menifee, San Dimas, Trabuco Canyon and six (6) from out of state.

Bid opening was held on January 8, 2013, with no bids being received or recorded.

Staff was made aware of a submitted bid response from Farber Specialty Vehicles on January 15, 2013. Staff found their submitted response was received on January 5, 2013 at 9:54 a.m., but was never forwarded for evaluation. Staff had researched why other firms had not responded to this solicitation. Firms indicated they could not respond for variety of reasons, including illness, vacation, or closed offices during 2012 holiday season.

Sole Source Justification

A single bid response was submitted on time, but not recorded. In order to receive additional bids, our Procurement Policy I would require us to issue another formal solicitation. This process usually takes 60 to 90 days complete. A delay of this kind could push out an award date into March, which would coincide with funding's expiration date of March 31, 2013.

In order to utilize these dedicated funds and secure the trailer before the expiration date, staff must process a Sole Source contract. Delay or cancellation of this project is not in the public's best interest, as it could potentially inhibit the Authority's ability to respond efficiently to any future disaster event.

Submitted bid pricing was received from the following firm:

Firm	Bid Amount	Location
Farber Specialty Vehicles	\$108,468.00	Reynoldsburg, OH

Based on the pricing received and past solicitation efforts undertaken, staff is recommending the Board approve a sole source contract with Farber Specialty Vehicles. A sole source award is justified according to FTA and AVTA's Procurement Policy Section 2.2.4, "if after solicitation from a number of sources, AVTA deems competition adequate."

It is anticipated the project will take approximately 180 days to complete. We have received verbal approval from CalEMA that the funds will remain available through completion of this project.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement Officer

Julie M. Austin
Executive Director

DATE: January 22, 2013

TO: BOARD OF DIRECTORS

SUBJECT: Potential Service Modifications – Update on Public Outreach Efforts

RECOMMENDATION

Receive and file the public meetings update and set a public hearing at the Board of Directors meeting at 10:00 a.m. on February 26, 2012.

FISCAL IMPACT

The potential service enhancements will be cost-neutral.

BACKGROUND

Throughout the years, changes occur within the service network that affect connections and overall service delivery, such as long term road improvement projects and new businesses and neighborhoods within walking distance to existing routes. The Antelope Valley Transit Authority (AVTA) is committed to responding to these changes by adjusting and modifying its transit services twice a year. This allows AVTA to not only communicate effectively with the public, but ensures the transit system runs as efficiently as possible by improving service speeds and connectivity while delivering reliable service.

Public Meetings

At the November 27, 2012 Board of Directors meeting, the preliminary proposed service changes were presented. The Board gave staff direction to continue outreach and to hold public meetings throughout the service area. Staff developed flyers, in both English and Spanish, inviting the public to participate in the outreach efforts. Six meetings were held in the beginning of January including meetings in the communities of Lake Los Angeles and Pearblossom. Staff will be considering all public input received in developing the final recommendation to the Board of Directors. The next service change (“shake-up”) is proposed to go into effect on March 25, 2012.

Overall, the service enhancements were received positively with some suggested adjustments on routes 6, 10, 14 and Lake Los Angeles Express. Aside from the public meetings, staff received two email messages and one comment submitted by telephone to our Customer Service Staff. The following is a snapshot of all public meetings results:

Pearblossom – The first meeting was held on January 7, 2013 at the Pearblossom Community United Methodist Church at 6:30 p.m. In attendance were approximately 20 people. Five individuals submitted speaker cards and presented their suggestions. Most included stop location adjustments for the all new Route 14 within the Pearblossom community. Everyone in attendance was grateful that AVTA was considering public transportation service to the residents of Pearblossom, allowing them to connect to the rest of the Antelope Valley and beyond.

AVTA – The second meeting was held at the AVTA Boardroom on January 9, 2013 at 7:00 p.m. There were a total of six individuals in attendance and four submitted speaker cards. Again, generally the speakers were in favor of the proposed service enhancements and most comments were directed to the Lake LA service enhancements. Although some loved the new change and higher frequency of the service, there were some concerns regarding stop removals at 170th St. E. and K-8.

University of Antelope Valley (UAV) – The third public meeting was held at the UAV's Grand Ball room on January 10, 2013 at 11:30 a.m. Over 350 students and faculty were in attendance. Although most students did not use public transit, staff wanted to take the opportunity not only to go over the proposed service changes but to also encourage the students and staff on the benefits of taking public transportation. There was one suggestion made on the Lake LA Express service regarding the removal of the Avenue J and 20th St. E. stop, and the concern of additional time added to the trip to Lancaster; however, they did like the more frequent service during the peak times. Prior to the meeting, UAV staff conducted a survey on public transportation usage at both campuses. They received 394 surveys and indicated that 68 of those utilized AVTA as their mode of transportation with the Route 1 being the most heavily used service.

Lake Los Angeles – The fourth meeting was held at the Lake Los Angeles Elementary School on January 14, 2013 at the 6:30 p.m. Seven individuals were in attendance with a mixture of residents and town council representatives. Three people submitted speaker cards. Primarily the concerns were targeted on the Lake Los Angeles Express service and the stop locations within the Lake LA community. Generally, all were in favor of the proposed service enhancements and in particular liked the higher frequency of the Lake LA Express service during the peak times. Staff was also invited back to participate in the January 22, 2013 Town Council meeting to present the proposals. Other comments were received that were not directed to the proposed service changes, but toward future service enhancements.

Lancaster City Hall- The fifth meeting was held at the Lancaster City Hall on January 16, 2013 at 10:00 a.m. In attendance were five individuals including TAC members Cathy DeFalco and Brenda Gamlowski. Like the rest of the public meetings, all three were in favor of the recommended service changes. However, two frequent riders submitted input to staff on the proposed adjustments and did have some concerns regarding the Route 6 and the connectivity with the Route 1. A suggestion was made

regarding the proposed Route 14 service to provide a more direct route along Pearblossom Highway to business within the Littlerock community.

Palmdale City Hall – The sixth and final public meeting was held at the Palmdale City Hall on Thursday January 17, 2013 at 6:30 p.m.

Outreach efforts will continue and will include the issuance of several press releases to local media outlets and posting informational flyers in the local transit bus fleet. Online and newspaper advertising buys will solicit input regarding the proposed service changes. Signage will also be posted at our transportation centers and the AVTA lobby. All proposed service changes will be prominently displayed on the AVTA website in both Spanish and English.

Staff has already begun making modifications to the proposed service enhancements based on public input; including proposed schedule adjustments in order to effectively connect services to the Metrolink trains in the a.m. and p.m. and other highly utilized AVTA services at Palmdale Transportation Center, Lancaster City Park and the Lancaster Metrolink Station. A final recommendation will be made on all proposed service enhancements to the Board of Directors at the February 26, 2013 meeting.

Prepared by:

Submitted by:

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Senior Transit Analyst

Julie M. Austin
Executive Director

Attachment: Service Change Comments

Service Change Comments

Passenger Name	Location	Source	Response	Comments
Barbara Aleck	Pearblossom	Speaker Card	In favor of proposed service enhancements	Will there be a Park and Ride acces in the community of Pearblossom.
Jarel Arbaugh	Pearblossom	Speaker Card	In favor of proposed service enhancements	Thanked AVTA for considering service to the community of Pearblossom. Proposed additional stop locations within the Pearblossom community in order to capture more riders. Commented on connectivity to the commuter Express services and proposed more frequent service on the 785 line.
George W. Hall	Pearblossom	Speaker Card	In favor of proposed service enhancements	Route 14 is a great start in connecting the Pearblossom community .
Stephen F. Barcus	Pearblossom	Speaker Card	In favor of proposed service enhancements	Route 14 to Pearblossom will be a cheaper alternative vs. Dial-a-Ride service. AVTA needs more ADA complaint Bus Stops.
Carl Peitz	Pearblossom	Speaker Card	In favor of proposed service enhancements	Requested additional bus stop locations within the pearblossom community at 126th and V-10 intersections along with diverting service from Pearblossom Hwy onto 121st E.
Ardis May	AVTA	Speaker Card	In favor of proposed service enhancements	Mr. Jupiter stated that all proposed service changes looked.
Camile Griffin	AVTA	Speaker Card	In favor of proposed service enhancements, concerned with Lake LA Express changes.	Concerened with the Lake Los Angeles service changes in particular with the eliminations of the 170th and K-8 stop. Also requested that the Lake LA service be extended to 9:00 p.m.
Donald Teeter	AVTA	Speaker Card	In favor of proposed service enhancements	Mr. Teeter was in favor of the proposed changes and was glad that we are proposing a higher frequency service on the Lake Los Angels Express along with the connectivity to the commuter express Buses/ Metrolink in the a.m.
Diana Miller	AVTA	Speaker Card	In favor of proposed service enhancements	Mrs. Miller had no concernes regarding the current service proposal, however she did request that we look into providing service along the west portion of Pearblossom Hwy. for any future service analysis.
N/A	UAV	Question	In favor of proposed service enhancements, but had concerne on the Lake Los Angeles Express changes.	Concern over losing the stop at 20th East and Avenue J on the Lake L.A. Express. Proposed changes will increase travel times for Lake L.A. residents trying to reach destinations in Lancaster.
N/A	UAV	Speaker Card	In favor of proposed service enhancements	Concern over why the Route 10 does not stop near the Mental Health Building.
Marry Hanna	Lake Los Angeles	Speaker Card	In favor of proposed service enhancements	Wants the Lake L.A. Express to connect to Sorensen Park and to the new L.A.County gym. Likes the Changes on the Route 10. Requested the Bus Stop on 150th Street east to be retrofited for ADA. She requests that we should reroute Littlerock's Route 6 so that it can pick up extra passengers and thereby make it more popular.Recommends adding stops on the Lake L.A. Express to include Wilsona Gardens, J and 170th Street East, and the state park.Would like to see a pool shuttle implemented like the County's beach bus, during the summer months.
Donald Teeter	Lake Los Angeles	Speaker Card	In favor of proposed service enhancements	He says Lake L.A. residents like the stops that are currently on the route within the Lake LA community.
Shrley Harriman	Lake Los Angeles	Speaker Card	In favor of proposed service enhancements	Concern over losing the stop at 20th east and Avenue J on the Lake L.A. Express. Consider Lake LA service for summer Lake LA park activities for new gymnasium, and day programs.
Matt Anarose	Lancaster	Speaker Card	In favor of proposed service enhancements	Requested to push the last trip on the route 6 to leave later in the evening and suggested 9:00 p.m. trip from palmdale to Little Rock. Add additional signage on the bus to better identify different routes. Requested that coach operators wait an extra 5 minutes before departing on there last trip to Lake Los Angeles, Pearblossom and Little Rock so as the passengers dont miss their connections. Make sure the Route 1 connects in a timely fashion to the last run out of town on the Lake L.A. Express. If Route 1 is late residents may not be able to reach home. Add another public meeting to reach out to Littlerock residents. Hold a public meeting on a Saturday.
Judy Johnson	Lancaster	Speaker Card	In favor of proposed service enhancements	Consider jury duty hours in front of the courthouse and make sure there is connectivity with jurors arriving and leaving the facility.
Christine M. Parra	Planning@avt.com	email	In favor of proposed service enhancements	Mrs. Parra had a question on the 787 line and the timepoints on the brochure, which did not match current service timepoints. Mrs. Parra was fine with the adjustments on the 787 line, She takes the 4:00 p.m. trip.
Michael Ybarra	Planning@avt.com	email	In favor of proposed service enhancements	I'm asking if you can please consider offering some service on the 787 line to go to CSUN for students that take evening classes.
Joel Tedholm	Customer Service	Telephone	Opposes Lake LA Express Changes.	Passenger does not agree with the changes being proposed to the LLA Ex. By eliminating the Lancaster portion of the route people that catch the bus on Avenue J and 20th Street E would have to pay additional fare to get to Lancaster City Park as well as the additional time that it would take to get there. He believes AVTA needs to keep the Lancaster portion of the route as well as add a stop on Avenue J and 90th Street E.