

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY April 13, 2022

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Kristin Mikula, Community Services
Corey Calaycay, Councilmember

La Verne

Muir Davis, Mayor Pro Tem
James "JR" Ranells, Assist. to the City Manager

Pomona

Nora Garcia, Councilmember
Shandy Dittman, Public Works

San Dimas

Brad McKinney, Assistant City Manager
Denis Bertone, Councilmember

PVTA

George Sparks, Administrator
Nicole Carranza, Sr Program Manager
Erika Jacquez, Mobility Manager
Diana Mendez, Mobility Manager

Foothill Transit

Josh Landis, Planning Manager

First Transit

Tony Mercado
Lora Sanchez

Network

Freddie Mohammadi, Project Manager

1. **Call to Order**

The meeting was called to order at 5:01 p.m. by Muir Davis.

2. **Consent Calendar**

- A. Minutes (March)
- B. Administrator's Report
- C. Financial Report (December)
- D. Check Register (March)
- E. Modified Budget FY 2022

Action: It was **MOVED** by Corey Calaycay, **SECONDED** by Denis Bertone, Board unanimously **VOTED** to approve the consent calendar as presented.

3. **December Operations Report**

Erika Jacquez Presenting

December saw a 49% increase in ridership compared to last year. Group trips have seen an increase in use. PVTA helped the City of Pomona distribute about 140 activity bags to its senior center participants. Claremont has also increased its youth group trips. PVTA Mobility Managers will increase outreach with events planned in the spring.

4. **First Transit Agreement Amendment**

George Sparks Presenting:

Contractor has had to start offering \$2500 sign-on bonuses for new employees to help with the labor shortage. PVTA starting wage for new hires is \$16 which is lower than our peers at neighboring agencies. The labor shortage is industry wide but taking action with a wage increase will help with recruitment. PVTA is looking to amend the agreement with First Transit to increase starting wages by \$1.50 to bring it to \$17.50.

Action: It was **MOVED** by Corey Calaycay, **SECONDED** by Nora Garcia, Board unanimously **VOTED** to approve amendment #2 to the agreement between PVTA and First Transit to increase vehicle operator compensation and improve staff recruitment and retention.

5. **Updated Budget FY 2023**

George Sparks presenting:

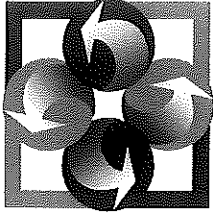
The original budget projected using \$700,00 from general reserves to help, anticipating that the arpa money from Metro would be for this year. The money is actually projected for next year. Instead of spending reserves we would increase projected revenues for next year. We will continue to transfer the \$700,00 from the reserves to reduce city contributions. There is an additional \$80,000 in Metro funds for San Dimas Dial a Cab services as well as Pomona Group services. PVTA also increased the consulting budget to \$50,000. The increase is for the Zero Emission planning.

6. **Oral - members of the public may address the Board at this time**

No members of the public chose to address the board

7. **Adjourn at 5:22 pm to the next regular meeting**

Wednesday, May 11, 2022



Pomona Valley
Transportation
Authority

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phone 909-596-7664 fax 909-596-7399

May 11, 2022

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVT Administrator

Subject: Administrator's Report-May 2022

A. Tentative Board Meeting Schedule for FY 2023

PVTA's board meetings are scheduled as needed to facilitate the Authority's planning, budgetary and decision making process. There are normally five to six meetings annually. Regular meetings are held on the second Wednesday of the month. Our upcoming meeting will be in person on May 11, 2022, at 5:00 p.m. in the La Verne City Hall Council Chambers. We do not expect to have a June meeting. The tentative meeting schedule for FY 2023 is shown below:

- ***September 14, 2022***
- ***November 9, 2022***
- ***January 11, 2023***
- ***April 12, 2023***
- ***June 14, 2023***

B. Operations Update

PVTA services have seen increasing demand. However, ridership growth is being constrained by capacity limits related to the shortage of drivers. These limitations show up most distinctly in our immediate response services like Ready Now, Claremont and San Dimas, because fewer available drivers result in longer wait times which eventually reduces rider demand. We are hopeful that increased compensation generated by the Frist Transit contract amendment will improve our competitive position in recruiting personnel.

C. Service Design Review

One weakness in our current service model is the limited number of demand response drivers. This issue stems from the overall driver shortage resulting from the economic recovery from the pandemic and the decline in the health of the cab industry that our current service model depends on. So far, our contractor has found it difficult to secure contractors

in addition to cabs that would increase our service's capacity particularly for our immediate response services. PVTA has been studying alternative future service models. Models staff is analyzing are:

- *Increasing the number of subcontractors*
- *Adding transportation network companies TNCs, such as, Uber or Lyft as an option for at least a portion of PVTA's services*
- *Moving to a service broker model*
- *Adopt an all-inclusive service platform similar to the models used in Metro's micro transit pilots and in other areas of the country.*

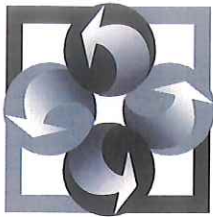
PVTA and its contractor First Transit are already pursuing the addition of subcontractors to our service mix. Staff is studying the feasibility of adding TNCs as a service option. The addition of this would be a longer process at minimum requiring an additional procurement process. The transition to models, such as, the service broker would require a new service RFP at the end of the current contract term.

C. Local Operator Infrastructure Funding Request

The Alliance of Local Transit Operators is asking Metro to consider allowing local providers to access these funds to meet our ZEB infrastructure needs and to rebuild services impacted by the pandemic. The Alliance wrote a letter Metro's CEO, Stephanie Wiggins and Metro board members outlining this request. Representatives of the Alliance will be meeting with OMB staff this week to discuss local operator needs and explore options.

D. April Mobility Manager Update

In accordance with Los Angeles County Health Department guidelines, masks continue to be required on all PVTA trips regardless of vaccination status. This is to maintain a safe environment for passengers and drivers. Registrations saw a slight decrease with only 71 new riders added. The Transit Store remained busy with 25 sales and saw an increase of walk-in customers. There was one complaint for the month of April regarding phone wait times. Complaints are submitted by Mobility Managers and sent to the General Manager for review. Group trip requests continue to increase with both Pomona and Claremont reaching out to request trips for youth programs. Private senior groups also continue to request trips on a regular basis. Outreach and in person events were up in April with Mobility Managers attending two (2) Earth Day events.



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May 11, 2022

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVRTA Administrator
Subject: **Financial Report for February 2022**

Recommended Action: *Receive and file*

Get About

Based on the trends for the first eight months of the fiscal year we expect revenues to exceed expenditures by about \$400,000, which means we will not need to draw on the reserves programmed into the FY 2022 budget. Overall revenue is projected end the year in line with the adopted budget so far. Fares can be expected to end the year slightly above our projections. Interest and FTA 5310 revenue are below budgeted levels. The CRRSSA related funding from Metro should come in about \$75,000 above the FY 2022 budget.

The continued pattern of reduced service levels and reduced contractor expenses will result in a net budget savings. Get About expenses through February are \$390,000 below the prorated budget. Contractor costs are \$270,000 below budget projections. Administrative, marketing and consultant costs are expected to end the year in line with the budget.

Claremont Dial-a-Ride

Claremont DAR's costs through February are \$170,000 below budgeted levels. Claremont costs will end the year well below budgeted levels.

San Dimas Dial-a-Cab

Expenses for San Dimas Dial-a-Cab are about \$85,000 below the prorated budget. San Dimas' share of administration is now in line with the budget.

Pomona Group

Pomona Group costs are running \$14,000 below the prorated budget.

**2021-22
GET ABOUT**

	Approved Budget <u>2021-22</u>	Current Month <u>Feb-22</u>	YTD 7/1/2021 <u>2/28/2022</u>	Prorated Budget
<u>Revenues</u>				
Fares	60,000	4,115	45,642	40,000
Subregional Incentive	800,000	190,938	190,938	533,333
Interest	28,003	2,383	4,644	18,669
Reserves	400,000	0	0	266,667
FTA Operations Revenue	120,000	0	21,414	80,000
CRRSSA	<u>450,000</u>	<u>341,989</u>	<u>341,989</u>	<u>300,000</u>
Total Fares & Other Revenue	1,858,003	539,425	604,627	1,238,669
Prop. A				
Claremont	224,910	0	168,683	149,940
La Verne	249,900	0	187,425	166,600
Pomona	1,169,175	0	876,882	779,450
San Dimas	<u>141,015</u>	<u>35,254</u>	<u>105,762</u>	<u>94,010</u>
Total Local Return	1,785,000	35,254	1,338,752	1,190,000
Total Revenue	3,643,003	574,679	1,943,379	2,428,669
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	558,003	28,753	315,644	372,002
Consultants & Marketing	<u>100,000</u>	<u>0</u>	<u>1,323</u>	<u>66,667</u>
Total Administration	658,003	28,753	316,967	438,669
<u>Operations</u>				
Van Operation	2,085,000	139,927	1,209,237	1,390,000
Cab Operation	<u>900,000</u>	<u>68,111</u>	<u>508,472</u>	<u>600,000</u>
Total Operation Expense	2,985,000	208,038	1,717,709	1,990,000
Total Get About Expense	3,643,003	236,791	2,034,676	2,428,669

**CLAREMONT
DIAL-A-RIDE**

	Approved Budget <u>2021-22</u>	Current Month <u>Feb-22</u>	YTD 7/1/2021 <u>2/28/2022</u>	Prorated Budget
<u>Revenue</u>				
Fares	30,000	504	4,995	20,000
Regional Funds	335,772	0	251,829	223,848
Proposition A	0	0	0	0
FTA 5307	<u>139,000</u>	<u>0</u>	<u>104,250</u>	92,667
Total Revenue	504,772	504	361,074	336,515
<u>Expenditures</u>				
PVTA Administration	47,772	2,229	22,104	31,848
Cab Operations	235,000	13,413	113,188	156,667
Van Services	165,000	4,294	24,975	110,000
Marketing & Consulting	<u>57,000</u>	<u>0</u>	<u>3,160</u>	<u>38,000</u>
Total Expenditures	504,772	19,936	163,427	336,515

**SAN DIMAS
DIAL-A-CAB**

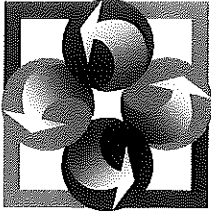
	Approved Budget <u>2021-22</u>	Current Month <u>Feb-22</u>	YTD 7/1/2021 <u>2/28/2022</u>	Prorated Budget
<u>Revenue</u>				
Fares	25,000	973	9,990	16,667
Proposition A	204,753	20,000	122,377	136,502
Subregional Incentive	65,000	11,766	11,766	43,333
CRRSAA	<u>37,000</u>	<u>25,996</u>	<u>25,996</u>	<u>24,667</u>
Total Revenue	331,753	32,739	144,133	221,169
<u>Expenditures</u>				
Administration	51,753	2,400	28,776	34,502
Cab Operations	275,000	11,846	103,667	183,333
Marketing	<u>5,000</u>	<u>0</u>	<u>761</u>	<u>3,333</u>
Total Expenditures	331,753	14,246	133,204	221,169

POMONA GROUP

	Approved Budget <u>2021-22</u>	Current Month <u>Feb-22</u>	YTD 7/1/2021 <u>2/28/2022</u>	Prorated Budget
<u>REVENUE</u>				
Fares	2,000	0	358	1,333
Prop. A	33,972	0	25,479	22,648
Subregional Incentive Funds	9,500	4,631	4,631	6,333
CRRSAA	<u>5,500</u>	<u>6,499</u>	<u>6,499</u>	<u>3,667</u>
Total Revenues	50,972	11,130	36,967	30,315
<u>EXPENDITURES</u>				
Administration	5,972	34	2,624	3,981
Contract Cost	42,000	992	16,928	28,000
Marketing	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
Total Expenditures	50,972	1,026	19,552	33,981

PVTA ADMINISTRATION

	<u>Approved Budget 2021-22</u>	<u>Current Month Feb-22</u>	<u>YTD 7/1/2021 2/28/2022</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Administration Charges	663,500	33,415	369,148	442,333
Total Revenue	663,500	33,415	369,148	442,333
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	133,000	9,989	84,909	88,667
Senior Transit Analyst	94,000	3,671	47,729	62,667
Office Administrative	70,000	5,499	45,247	46,667
Benefits	<u>142,000</u>	<u>6,769</u>	<u>99,354</u>	<u>94,667</u>
Total Salaries & Benefits	439,000	25,928	277,239	292,667
Other Expenditures				
Audit	9,000	0	6,725	6,000
Legal	5,000	0	0	3,333
Telephone	4,500	8	5,648	3,000
Supplies/ADP	8,000	234	5,244	5,333
Insurance	19,000	0	0	12,667
Travel & Conference	10,000	254	5,053	6,667
Rent & Utilities	53,000	3,242	32,362	35,333
Equipment Rent & Maintenance	5,000	77	1,529	3,333
Miscellaneous & Moving Exp.	<u>2,000</u>	<u>215</u>	<u>658</u>	<u>1,333</u>
Total Other Expenditures	115,500	4,030	57,219	77,000
Consultants & Marketing	<u>85,000</u>	<u>1,443</u>	<u>20,152</u>	<u>56,667</u>
Total Consultant & Marketing	85,000	1,443	20,152	56,667
<u>Mobility Manager</u>				
Wages	134,000	10,473	86,186	89,333
Benefits	50,000	2,116	18,826	33,333
Rent/Supplies/Start-up	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>6,667</u>
Mobility Manager Total	194,000	12,590	105,013	129,333
Total Admin. & Marketing	833,500	43,991	459,623	555,667
(Less FTA 5310 Mobility Manager)	<u>(170,000)</u>	<u>(10,575)</u>	<u>(90,475)</u>	<u>(113,333)</u>
	663,500	33,415	369,148	442,333



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May 2, 2022

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: ^{DH} Dalal Haddad, Administrative Manager
Subject: **Check Register – April 2022**

Attached is a copy of PVTA's check register for the month of April. This report lists every check written by PVTA for the period indicated. Each service has a separate General Ledger and Accounts Payable, therefore a separate check register. The name of the service is at the top of the page, beginning with our general fund "Pomona Valley Transportation", then Claremont Dial-a-Ride, Get About Transportation, San Dimas Dial-a-Cab, Pomona Group.

General Administration costs like office rent, office supplies, and telephone are paid through the Pomona Valley Transportation fund, and then allocated to each service by journal entry.

The columns on the Check Register Report are:

- Check #
- Bank Account – "101" is the General Ledger account number for the PVTA checking account.
- Date – the check was written
- Type – Computer generated check
- Vendor – an abbreviation of the vendor name
- Vendor Name – the payee of the check
- Net Amount – the amount the check was written for; if more than one check was written for a vendor there will be a vendor subtotal also listed.
- Status – "Outstanding" means the check has not been reconciled (all checks are manually reconciled, so this computer generated report will always list the checks as "Outstanding")

Date: 5/02/22
Time: 4:34PM

POMONA VALLEY TRANSPORTATION
Accounts Payable Check Register Report
Date: 4/01/22 - 4/30/22

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013462	101	4/11/2022	Computer	2120	2120 FOOTHILL PROPERTIES	3,242.53	Outstand
000013463	101	4/11/2022	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,835.43	Outstand
000013464	101	4/11/2022	Computer	CABCONNEC	CABCONNECT, INC.	200.00	Outstand
000013465	101	4/11/2022	Computer	FOUAD	FOUAD HADDAD	510.30	Outstand
000013466	101	4/11/2022	Computer	JIVE	LOGMEIN COMMUNICATIONS INC.	678.16	Outstand
000013467	101	4/11/2022	Computer	MEDICARE	CMS MEDICARE INSURANCE	510.30	Outstand
000013468	101	4/11/2022	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	338.92	Outstand
000013479	101	4/13/2022	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	139.22	Outstand
000013480	101	4/13/2022	Computer	READY	READY REFRESH BY NESTLE	72.46	Outstand
000013481	101	4/18/2022	Computer	BOA	BUSINESS CARD	534.12	Outstand
000013482	101	4/18/2022	Computer	FRONTIER	FRONTIER COMMUNICATIONS	140.35	Outstand
000013483	101	4/21/2022	Computer	2120	2120 FOOTHILL PROPERTIES	2,067.41	Outstand

Report Totals: 13,269.20

Date: 5/02/22
Time: 4:36PM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 4/01/22 - 4/30/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013469	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	17,203.94	Outstand

Report Totals: 17,203.94

Date: 5/02/22
Time: 4:36PM

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
Date: 4/01/22 - 4/30/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013470	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	33,289.90	Outstand
000013471	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	17,607.58	Outstand
000013472	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	137,029.34	Outstand
000013473	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	690.00	Outstand
000013474	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	3,293.50	Outstand
000013475	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	4,685.62	Outstand
000013476	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	3,024.82	Outstand
000013477	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC	3,522.16	Outstand

Report Totals: 203,142.92

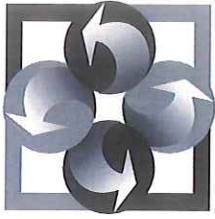
Date: 5/02/22
Time: 4:37PM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 4/01/22 - 4/30/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013478	101	4/11/2022	Computer	FIRST	FIRST TRANSIT, INC.	10,871.77	Outstand

Report Totals: 10,871.77



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May 11, 2022

**AGENDA
ITEM #2E**

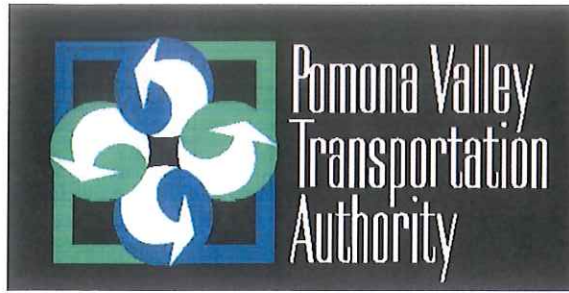
MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVRTA Administrator 
Subject: **Adoption of Updated Personnel Policies**

Recommended Action: *Adopt the Updated PVRTA Personnel Policies.*

Background

Attached for your review and approval is an update to PVRTA's personnel policies. The current personnel policies were adopted in October of 2010. PVRTA's policies are patterned after City of La Verne policies. We make use of the La Verne salary scales for our positions. Newly created job descriptions are assigned salary ranges and scales of a City of La Verne salary range. Newly created job descriptions are initially developed by PVRTA staff and approved by the Administrator. The job description is then sent for review by the PVRTA Technical Committee prior to finalization. There are some differences between PVRTA's situation and La Verne's. This update clarifies those instances. For example, the City of La Verne does not provide State Disability Insurance while PVRTA does.



May 11, 2022

PERSONNEL POLICIES

INTRODUCTORY STATEMENT

These rules are set forth to provide guidelines in the management and administration of personnel for the Pomona Valley Transportation Authority (PVTA).

SECTION 100. EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity shall be afforded to all persons regardless of their actual or perceived race, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. All persons shall receive equal treatment in matters affecting recruitment, hiring, promotion, discipline, compensation, assignments, benefits, training, layoff, and recall practices and any other matters affecting employment.

SECTION 200. OFFICERS AND EMPLOYEES TO WHICH RULES AND REGULATIONS ARE APPLICABLE

The provisions of these rules and regulations shall apply to all offices, positions, and employments in the service of the PVTA, except:

- A. Elective officers.
- B. Members of appointive boards, commissions, and committees.
- C. Persons engaged under contract to supply expert, professional or technical services for a definite period of time.
- D. Volunteer personnel who receive no regular compensation from the PVTA.
- E. Part-time, temporary employees

Those positions listed in B through E above serve at the will of the appointing authority and are excluded from disciplinary administrative appeal procedure.

SECTION 300. PERSONNEL OFFICER - POWERS AND DUTIES

The PVTA Administrator shall be the Personnel Officer. The PVTA Administrator may delegate any of the powers and duties conferred upon him/her as the Personnel Officer to any other officer or employee of the PVTA or may recommend that such powers and duties be performed under contract. The Personnel Officer shall:

- A. Develop and recommend as required, amendments to these rules and regulations.
- B. Prepare a salary plan and revisions thereto as required.
- C. Be responsible for administration of the following procedures within the framework of these rules and regulations.
 - 1. The formulation of specifications for each position in the competitive service of the PVTA.
 - 2. The public announcement of vacancies and examinations and the acceptance of applications for employment.
 - 3. The preparation and conduct of examinations and the establishment and use of eligibility lists containing names of persons eligible for appointment.
 - 4. The certification and appointment of persons from eligibility lists to fill vacancies and the making of temporary and emergency appointments.
 - 5. The evaluation of employees during the probationary period and periodically thereafter.
 - 6. The transfer, promotion, demotion, discipline, and reemployment of employees in the competitive service.
 - 8. The setting of hours of work, attendance and leave regulations, and working conditions.
 - 9. The promotion of employees' morale, welfare, training, and safety.
 - 10. The separation from the competitive service of employees through layoff and dismissal.
 - 11. The maintenance and use of necessary records and forms, including payroll certification.
 - 12. The establishment and maintenance of suitable methods of effective communication between employees and their supervisors; between employees and the PVTA Administrator; and between employees and the PVTA Board, relating to conditions of employment in the PVTA service.
 - 13. The development of a pay and benefit package for employees.
 - 14. The development and administration of PVTA's employee-employer relations program consistent with the letter and intent of State law.
 - 15. The development and administration of policies, which assure an unbiased work environment and fully protect the rights of each employee.

SECTION 400. CLASSIFICATION PLAN

The Personnel Officer, or a person or agency employed for that purpose, shall ascertain and record the duties and responsibilities of all positions in the competitive service shall recommend a classification plan for the positions.

The Personnel Officer shall have the authority to modify job specification for existing vacant positions prior to recruitment to reflect current needs

SECTION 500. JOB ANNOUNCEMENTS

All positions to be filled in the competitive services shall be publicized by posting announcements in local newspapers, or in such other places as the Personnel Officer deems advisable. The announcements shall specify the title and pay range of the position announced; the nature of the work to be performed; preparation desirable for the performance of the work; the dates, time, place and manner of making applications; the closing date for receiving applications; the minimum requirements for the position; and other pertinent information.

SECTION 600. APPLICATION FORMS

Applications shall be made on forms provided by the Personnel Officer. Such forms shall require information covering training, experience, and other pertinent information as deemed necessary by the Personnel Officer. All applications must be signed by the person applying.

SECTION 700. DISQUALIFICATION

The Personnel Officer shall reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position or if the applicant has not properly completed an application or has excluded other requested supplemental information.

- A. Applicants shall also be rejected for any of the following reasons, insofar as they relate to the applicant's ability to perform the job for which the application is made;
 - 1. if the applicant is physically unable to perform the essential duties of the position;
 - 2. is addicted or excessively uses drugs or intoxicating liquor; has been convicted of a crime which would impede his/her ability to perform the job; is not legally permitted to work within the United States; has knowingly made any false statements of any material fact or knowingly practiced or attempted to practice any deception or fraud in his/her application; directly or indirectly obtained information regarding examinations; refuses to execute the loyalty oath; failed to submit the employment application correctly or within the prescribed time limits; or for any material cause which in the judgment of the Personnel Officer or designee would render the applicant unsuitable for the position, including a prior resignation from the PVT, termination from the PVT, or a significant disciplinary action.
- B. An applicant may be rejected if the applicant is related by blood or marriage to an existing employee if the Personnel Officer makes findings that hiring a relative in the particular position could adversely affect supervision, security, or morale within the organization, as defined in Section 800. Whenever an application is rejected, the Personnel Officer shall mail notice of such rejection to the applicant. Defective applications may be returned by the applicant with notice to amend same providing the time limit for receiving applications has not expired.

SECTION 800. MARITAL STATUS POLICY

It is the policy of the Pomona Valley Transportation Authority not to discriminate in its employment and personnel actions with respect to its employees, prospective employees, and applicants on the basis of marital status. No employee, prospective employee, or applicant shall be improperly denied employment or benefits of employment on the basis of his/her marital status. This policy also applies to the selection of persons for a training program leading to employment.

Marital status is defined as an individual's state of marriage, divorce or dissolution, separation, or other marital state for the purpose of this anti-discrimination policy.

Spouse is defined as a partner in marriage as defined in California Civil Code Section 4100.

Domestic partner is one of two people who meet all the criteria set forth in Section 297 of the Family Code.

Notwithstanding the above provisions, the Pomona Valley Transportation Authority retains the right:

- A. To refuse to place one spouse or domestic partner under the direct supervision of the other where such has the potential for creating adverse impact on supervision, safety, security, or morale.
- B. To refuse to place both spouses/domestic partners in the same department, division, or facility where such has the potential for creating adverse impact on supervision, safety, security, or morale, or involves potential conflicts of interest.
- C. To refuse to assign an individual to shared duties or related assignments with the respective partner, where such condition has the potential for creating adverse impact on supervision, safety, security, or morale.
- D. To maintain or adopt bona fide health plans which provide additional or greater benefits to employees with dependents than to those employees without or with fewer dependents. Where such bona fide health plan discriminates against individuals on the basis of marital status, benefits shall not be conditioned upon whether an employee is "head of household", "principal wage earner", "secondary wage earner", or other similar status.
- E. When two employees, employed by the PVTA in the same department or in a position of direct supervision over the other marry or establish a domestic partnership, where such has the potential for creating adverse impact on supervision, safety, security or morale, one of the employees may be transferred to another department, provided the transferred employee retains an equitable position of equal salary and benefits. Where transfer is not feasible, the employees shall not work together.
- F. This provision shall not apply to the employing of temporary or part-time employees.

SECTION 900. SUBJECT AND METHOD OF EXAMINATIONS

Examinations shall be competitive and may consist of written test; oral test; performance test; evaluations of prior training, experience and education; or any combination thereof. Each examination must be job related and must be designed to test the ability of an individual to perform the duties of the job.

Prior to appointment to a position in the competitive service, a person may be required to pass a medical, psychological and/or physical examination to the satisfaction of the Personnel Officer. The scope and type of examination is to be determined by the Personnel Officer. If a person fails to pass such an examination, he/she may be disqualified from consideration for employment.

SECTION 1000. CONDUCT OF EXAMINATION

The Personnel Officer will determine the manner, methods, applicant pool, and who will give examinations. The PVTA may contract with any competent agency or individual for the performance by such agency or individual for giving or scoring examinations.

As required by State law, the PVTA provides consideration for veterans who served during military actions. Individuals who served in the armed forces as defined in Government Code Section 18540 shall be entitled to 5% credit during the recruitment assessment process. To be eligible the individual must provide proof of full-time service in the armed forces for a period of 181 days or longer, and was released for reasons other than a dishonorable discharge.

- A. Points will only be applied upon successful completion of the examination. (i.e. points will not be applied to elevate an applicant from a failing grade to passing.)

- B. An individual who did not complete the 1-year service requirement and can provide proof that the injury was related to time of service is still eligible for credit.
- C. Applicant must provide proof of serving at the time they submit their application.

SECTION 1100. QUALIFYING GRADE AND RATING EXAMINATIONS

In all examinations, the minimum grade or standing for which eligibility may be earned shall be based upon all factors in the examination, including educational requirements, experience, and other qualifying elements as shown in the application of the candidate or other verified information. Failure in one part of the examination may be grounds for declaring the applicant as failing in the entire examination, or as disqualified for subsequent parts of an examination.

SECTION 1200. ELIGIBILITY LISTS

Eligibility lists will be established following examinations listing the names of those applicants who qualified in the examination, arranged in order of final scores from the highest to the lowest qualifying score. The Personnel Officer shall refer to the appropriate appointing authority the candidates from the eligibility list for selection. The appointing authority may select for appointment any candidate from the eligibility list. These applicants will be considered qualified for appointment, pending further review by the appointing authority and other qualifying procedures such as background investigations, reference checks, and medical and psychological examinations. The appointing authority may appoint beyond the top three candidates with the approval of the PVT Administrator. Eligibility lists shall be -valid and in effect for a period of one year. An eligibility list may be extended by action of the Personnel Officer for additional six-month periods, but in no event shall a list remain in effect for more than two years. A promotional eligibility list may be extended, prior to its expiration, by reasonable notification of applicants. If less than three names of qualified applicants are available for appointment, the Personnel Officer may declare the list invalid and announce a new recruitment and examination period. Names of those not chosen from an eligibility list which is less than one year old may be merged by total score with names on a newly established list for the same classification but such names shall not remain on the new list for more than twelve months from the date of their original examination.

Names shall be removed from an eligibility list for any of the following reasons:

- A. If an eligible requests orally or in writing that his/her name be removed.
- B. If an eligible fails to accept an offer of employment within three (3) days following the forwarding of such offer.
- C. If an eligible on a promotional list resigns from the service.
- D. If an eligible, in a medical examiner's opinion, does not meet the physical, medical or mental parameters established for the position.
- E. If a person on the eligibility list leaves no forwarding address at which he/she can be contacted by mail.
- F. If an eligible is found to be unsuitable for the position by the appointing authority.

SECTION 1300. NOTIFICATION OF RESULTS

Every applicant taking part in the examination process shall be given written notice of the results. Any applicant shall, whenever possible, have the right to review his/her own test results. The Personnel Officer or his authorized representative will determine when an examination review will be possible. Candidates will be notified at the time of the written examination whether or not an examination review will be allowed. The decision of the Personnel Officer and/or agency designated to prepare the examination shall be final. An error in rating or grading, called to the attention of the Personnel Officer within five (5) days after the effective date of the eligibility list, shall be corrected. Any correction shall not, however, invalidate certification of an appointment previously made. Examination papers of applicants are not subject to inspection by the public or by other applicants.

SECTION 1400. TYPES OF APPOINTMENTS

All vacancies, other than temporary vacancies, shall be filled by reinstatement, transfer, and demotion or from an eligible on an appropriate eligibility list, if available. In the absence of persons eligible for appointment in the above manner, temporary appointments may be made in accordance with these rules and regulations.

SECTION 1500. CERTIFICATION OF ELIGIBLES

The Personnel Officer shall determine whether it is desired to fill the vacancy by reinstatement, transfer, demotion, or whether certification from an eligibility list is preferred. If appointment is to be made from an eligibility list, the names of persons willing to accept appointment shall be certified by the Personnel Officer in the order in which they appear on the list. If sufficient names are not available on the list, then a temporary appointment may be effected until eligibility list can be certified after appropriate examination.

If the temporary appointee takes the examination and successfully passes, he/she may be reappointed by the Personnel Officer. If the temporary does not successfully pass the examination, he/she shall be replaced by a person appearing on a new eligibility list.

The Personnel Officer may certify names from a list for a higher classification in order to fill a vacancy in a lower classification when job duties are of similar nature. In no case shall names be certified from a list for a lower classification to fill a vacancy in a higher classification.

SECTION 1600. APPOINTMENT

After interview and investigation, the Personnel Officer shall effect the appointment by notifying the person appointed, and if the applicant accepts the appointment and presents himself/herself for duty within the period of time as the appointing authority shall prescribe, he/she shall be deemed to be appointed; otherwise, he/she shall be deemed to have declined the appointment.

SECTION 1700. REINSTATEMENT

With the approval of the Personnel Officer, an employee who has resigned with a good record may be reinstated within six months, to his/her former position, if vacant, or to a vacant position in the same or comparable class. Upon reinstatement, all benefits shall be restored to the employee at the same level at which they were earned at the time of resignation. The employee may replace benefits such as accrued sick leave/vacation for which the employee was compensated.

SECTION 1800. EMERGENCY APPOINTMENTS

To meet the immediate requirements of an/emergency condition, which threatens public life or property, the appointing-authority may employ such persons as may be needed for the duration of the emergency without regard to the personnel ordinance or rules affecting appointments. As soon as possible, such appointments shall be reported to the Personnel Officer.

SECTION 1900. TEMPORARY APPOINTMENTS

The Personnel Officer may make temporary appointments of persons who possess the minimum standards or qualifications for the position. Such appointments shall not continue for a period in excess of six months in any fiscal year unless approved by the PVT Administrator. Temporary employees shall not be entitled to sick leave, annual vacation leave with pay, or holiday pay as is provided in these rules. However, if a temporary appointment is converted to a probationary appointment without interruption of service, the period of temporary service may be credited towards the completion of the probationary period, but no accrual of sick leave or annual vacation leave may be allowed for the period of service that the temporary appointee has served and received compensation for as provided in these rules. All temporary assignments must be made within budget limitations.

SECTION 2000. COMPENSATION PLAN

The Personnel Officer or the person or agency employed for that purpose shall prepare a pay plan covering all positions in the service, showing the minimum, intermediate, and maximum rates of pay.

SECTION 2100. SALARY APPOINTMENT

Except as otherwise provided by this Section, all new employees shall be appointed at the first step in the salary range for the particular class in which the appointment is made. When, in the judgment of the PVT Administrator, the education, training, and experience of a proposed employee are superior and justify a salary in excess of the first step, the PVT Administrator may authorize an appointment to a position at a higher step in the salary range. Initial employment at a salary step other than the first step may also be authorized by the PVT Administrator when a particularly difficult recruiting problem for a class is found to exist.

A part-time employee shall be compensated at the hourly rate to which his/her particular class has been allocated, or shall be paid an hourly rate equivalent to the monthly salary to which he/she would be entitled under the provisions of these rules were he/she a full-time employee.

SECTION 2200. ADVANCEMENT WITHIN SALARY RANGE

Advancement within a salary range shall be authorized only with the approval of the Personnel Officer, and consistent with the applicable salary resolutions. Only interim, probationary, and permanent employees holding positions allocated to a salary range shall be eligible for such advancement. No salary advancement shall be made which will exceed the maximum rate established in the pay plan.

SECTION 2300. ANNIVERSARY DATE

New employees shall have their initial anniversary date set on their appointment date. Promoted, reclassified, or demoted employees shall establish a new anniversary date as the date on which the employee begins performing the duties of the position as determined by the PVTA. Salary changes shall be made effective on the first day of the closest pay period. There shall be no loss in seniority for vacation, layoff, or other related matters.

SECTION 2400. SALARY ANNIVERSARY DATE

- A. APPOINTMENT AT FIRST STEP OF SALARY RANGE UPON INITIAL APPOINTMENT WITH THE PVTA OR UPON PROMOTION. A person appointed at the first step of the salary range for the class to which his/her position is allocated shall have a salary anniversary date which shall be six months from his/her anniversary date.
- B. APPOINTMENT ABOVE FIRST STEP OF SALARY RANGE. A person appointed at a step higher than the first step of the salary range for the class to which his/her position is allocated shall have a salary anniversary date which shall be one year from his/her initial anniversary date.

SECTION 2500. STEP ADVANCEMENT

All employees shall be eligible to be advanced through the steps in their respective salary schedules in the following manner:

STEP 1. The first step is the minimum rate and shall normally be the hiring rate for the class.

STEP 2. The second step is a rate to which a qualified, experienced and conscientious employee may expect to advance following the completion of six months of satisfactory service in Step 1.

STEP 3. The third step is the rate to which a qualified, experienced, and conscientious employee may expect to advance following the completion of a minimum of one year of satisfactory service in Step 2.

STEP 4. The fourth step is the rate to which a fully qualified, experienced and conscientious employee may expect to advance following the completion of a minimum of one year of satisfactory service in Step 3.

STEP 5. The fifth step is the rate to which a fully qualified, experienced and conscientious employee may expect to advance following the completion of a minimum of one year of satisfactory service in Step 4.

The PVTA Administrator may authorize the advancement of an employee to any of the last four steps of his/her allocated salary schedule earlier than would normally be attained if exceptional performance warrants advancement.

SECTION 2600. ADVANCEMENT PROCEDURE

The following provisions shall govern the normal advancement procedures for employees assigned to positions having a salary range:

- A. Prior to each employee's salary anniversary date and annually thereafter until the employee reaches the maximum step of the salary range for his/her position, the PVTA Administrator shall make a determination as to whether the employee shall advance to the next step.
- B. The PVTA Administrator may determine that advancement of the employee to the next higher salary step be postponed pending further review of the employee's job performance. If, during or

at the conclusion of the period of postponement, the Administrator determines that the employee should be advanced to the next higher salary step, the Administrator shall notify the Finance Officer in writing and such notification constitutes authorization for the Finance Officer to make such payment to the employee at the specified higher rate. Such payment shall commence at the beginning of the pay period closest to which the recommendation is made. A new salary anniversary date shall be established as the date to which his/her previous salary anniversary date was postponed.

- C. Should an employee's salary anniversary date be overlooked through error, and upon discovery of the error the employee is recommended for a merit salary increase, the Finance Officer shall honor a supplemental payment compensating the employee from the beginning of the pay period closest to his/her anniversary date.
- D. Should an employee be advanced to a higher step in the salary range for his/her class than for which he/she was recommended through error, such error shall be corrected immediately following its discovery. Reimbursement to the PVTA by the employee for said error shall be made by one of the following methods or a combination thereof:
 - 1. Debiting the employee's compensatory time off account;
 - 2. Adjusting the employee's next merit and/or general salary increase; or
 - 3. Any other method mutually agreed to. The Finance Director and the affected employee, subject to the approval of the Personnel Officer, shall make determination of which one or combination of the above methods of reimbursement should be used. Should the employee terminate before full reimbursement to the PVTA has been made, the money required to complete reimbursement shall be deducted from his/her final paycheck. .

SECTION 2700. SALARY ON PROMOTION

An employee who is appointed to a position allocated to a higher salary range than the formerly occupied position shall receive a higher monthly salary than his/her previous base salary, but in no case shall he/she be compensated above the top step of the new salary range unless the PVTA Board grants specific approval. Payment in such new salary range shall commence at the beginning of the closest pay period to which the appointment became effective. The effective date of the promotion shall determine the employee's new salary anniversary date.

SECTION 2800. SALARY ON REINSTATEMENT

Notwithstanding other provisions of these rules and regulations, a person reinstated (within six months) in: A) a position allocated to a class in which he/she previously held regular status and from which he/she was separated in good standing; or B) a position allocated to a class which is comparable as determined by the PVTA to a position to which he/she previously held regular status and from which he/she was separated in good standing may, with the approval of the PVTA Administrator, be appointed to the same step of the salary range for the particular class of position as the step in which he/she occupied at the effective date of his/her resignation. Upon reinstatement, the employee's anniversary date shall be determined by the effective date of the reinstatement.

SECTION 2900. SALARY ON DEMOTION

The salary of an employee who is demoted to a position in a class allocated to a lower salary range than the class in which he/she formerly occupied a position shall be determined as follows:

- A. **INVOLUNTARY DEMOTION.** An employee who is involuntarily demoted to a position in a class allocated to a lower salary range than the position in which he/she formerly occupied shall have his/her monthly salary reduced to the nearest lower monthly salary rate in the salary range for the position to which he/she has been demoted. In lieu of a reduction in salary, the PVTA

Administrator may approve a "Y" rate for the employee. A "Y" rate exists when the employee's salary is frozen at the present level until such time as subsequent general salary increases catch up with or exceed the employee's salary at the "Y" rate. He shall not be required to serve a probationary period in the lower position unless he/she has not completed his/her initial probationary period as required in this section. In such case, he/she will be required to complete his/her probationary period in the lower position. The employee shall retain the salary anniversary date he/she had in the higher position.

- B. VOLUNTARY DEMOTION. An employee who is demoted at his/her own request to a position allocated to a lower salary range than the one he/she formerly occupied shall have his/her monthly salary reduced to the nearest lower monthly salary in the salary range for the position to which he/she has been demoted. In lieu of a reduction in salary, the PVT Administrator may approve a "Y" rate for the employee. A "Y" rate exists when the employee's salary is frozen at the present level until such time as subsequent general salary increases catch up with or exceed the employee's salary at the "Y" rate. He/she shall not be required to serve a probationary period in the lower position unless he/she has not completed his/her initial probationary period as required by this chapter. In such case, he/she will be required to complete his/her probationary period in the lower position. The employee shall retain the salary anniversary date he/she had in the higher position.

SECTION 3000. CHANGES IN SALARY ALLOCATION

Whenever a classification is reallocated to a new salary range, the salary of any employee in that classification (except employees in an acting capacity) shall be determined as follows:

- A. ALLOCATION TO A HIGHER SALARY RANGE. If the class is reallocated to a higher salary range; the employee shall be compensated at the step in the new salary range that is most nearly equivalent to what he/she was receiving in the range to which the class was previously allocated, provided that such allocation shall not result in a reduction in salary. With the approval of the Personnel Officer, the employee may be compensated at the same step in the new salary range as he/she was receiving in the range to which the class was previously allocated.
- B. ALLOCATION TO A LOWER SALARY RANGE. If the class is reallocated to a lower range, the PVT Administrator shall approve a "Y" rate for the employee. A "Y" rate exists when the employee's salary is frozen at the present level until such time as subsequent general salary increases equal or exceed the employee's salary at the "Y" rate. The employee's salary anniversary date shall not change.

SECTION 3100. SALARY ON POSITION RECLASSIFICATION

The salary of an employee in a position that is reclassified shall be determined as follows:

- A. CLASS WITH SAME SALARY RANGE. If the position is reclassified to a class with the same salary range as the previous class, and if the incumbent is appointed to the reclassified position, the salary rate and the salary anniversary date of the employee shall not change. This provision shall also apply to the change of class title, provided there is no change in the basic duties of the position.
- B. CLASS WITH A HIGHER SALARY RANGE. If the position is reclassified to a higher class with a higher salary range than the previous classification, and if the incumbent is appointed to the reclassified position, he/she shall be compensated at the step in the new salary range, which comes nearest to and is higher than the step he/she held in the previous salary range. The employee's salary anniversary date shall be established in the same manner as promotion.
- C. CLASS WITH A LOWER SALARY RANGE. If the position is reclassified to a class with a lower

salary range than the previous class, and if the incumbent is appointed to the reclassified position, his/her salary shall not change unless it is greater than the maximum step of the lower salary range, in which case, the PVTA Administrator shall approve a "Y" rate for the employee. A "Y" rate exists when the employee's salary is frozen at the present level until such time as subsequent general salary increases equal or exceeds the employee's salary at the "Y" rate. The incumbent's salary anniversary date shall not change.

SECTION 3200. BOARD AUTHORITY TO SPECIFY SALARY

Notwithstanding anything in these rules and regulations to the contrary, the PVTA Board may, upon the recommendation of the PVTA Administrator, specify that the incumbent of a particular position shall occupy a step on the salary range for that position either higher or lower than that provided for elsewhere in these rules and regulations.

SECTION 3300. ADDITIONAL COMPENSATION

Notwithstanding anything in these rules and regulations to the contrary, when in the judgment of the PVTA Board, it becomes necessary or desirable to utilize the service of PVTA employees in capacities other than those for which they are regularly employed, the PVTA Board may so authorize and may fix an additional rate of compensation for such employees.

SECTION 3400. PROBATIONARY PERIOD

All original and promotional appointments shall be tentative and subject to a probationary period for the position by the PVTA Administrator.

The probationary period shall be part of the testing process and shall be utilized for closely observing the employee's work and for securing the most effective adjustment of a new employee to his/her position. The PVTA Administrator may extend, with the written approval of the employee, an employee's probationary period by a maximum of six months past the end of the initial probationary period.

During the probationary period, an employee may be rejected at any time by the appointing power without notice or rights to a hearing except as specified in memorandums of understanding to the contrary. The Personnel Officer shall notify the probationer concerned two weeks prior to the termination of any probationary period.

Any regular employee rejected during the probationary period following a promotional appointment, shall be reinstated to the position from which he/she was promoted unless charges are filed and he/she is discharged in the manner provided in these rules for positions in the competitive service. No new probationary period shall be required upon demotion or reinstatement to a lower class.

SECTION 3500. EMPLOYEE PERFORMANCE EVALUATION

As provided for in these rules, the Administrator shall make a report of performance of each probationary employee. A performance report for permanent employees shall be prepared within ten days of the salary anniversary date each year. In addition, a report may be prepared at any time at the discretion of the Administrator.

Each performance evaluation shall be discussed with the employee to point out areas of successful performance and areas that need improvement. The employee may comment regarding his/her work performance, either in a written statement attached to the report or orally. The employee shall sign the

performance report to acknowledge that he/she is aware of its contents and has discussed the report with the evaluator. The employee's signature does not imply that he/she agrees with the contents of the report.

Reports shall be prepared with a copy to the employee, if requested, and a copy for retention in the employee's employment history file.

SECTION 3600. EMPLOYEE ACTIVITIES/OUTSIDE EMPLOYMENT

- A. **GENERAL CONSIDERATIONS.** During the employee's workday, he/she is expected to devote his/her full time to the performance of his/her assigned duties as a PVTA employee. An employee in service shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his/her duties, functions, or responsibilities as a PVTA employee, nor shall he/she engage in any outside activity which will directly or indirectly contribute to the lessening of his/her effectiveness as a PVTA employee. No employee shall engage in any type of activity relating to an employee organization which interferes with the safe and efficient operation of PVTA business during such time an employee is on duty, except as provided for by these rules and regulations, memorandums of understanding, and state and federal law.
- B. **DETERMINATION OF INCONSISTENT ACTIVITIES.** In making a determination as to the consistency of outside activities, the appointing authority shall consider, among other pertinent factors, whether the activity:
1. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the PVTA for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of his/her PVTA employment or as part of his/her duties as a PVTA employee; or
 2. Involves the performance of an act or work which may later be directly or indirectly subject to the control, inspection, review, audit, or reinforcement by such employees or his/her department; or
 3. Involves the use for private gain or advantage of PVTA time, facilities, equipment and supplies, prestige, influence, or information of one's PVTA office or employment; or
 4. Involves the solicitation of future employment with a firm or individual doing business with the PVTA over which the employee has some control or influence in his/her official capacity at the time of the transaction, or makes demands on an employee's time, energy, morale, etc., so that the employee is not able to effectively perform the duties and responsibilities of his/her job; or
 5. Involves conditions or factors which would probably, directly or indirectly, lessen the efficiency of the employee in his regular PVTA employment or conditions in which there is a substantial danger of injury or illness to the employee.
- C. **IMPROPER USE OF PVTA EQUIPMENT PROHIBITED.** No PVTA owned equipment, autos, trucks, instruments, tools, supplies, machine, badge, identification cards, or other items, which are the property of the PVTA, shall be used by an employee except upon prior approval of the appointing authority.
No employee shall allow any unauthorized person to rent, borrow, or use any PVTA property unless upon prior approval of the appointing authority.

SECTION 3700. VACATION

This shall be the general vacation policy. All employees shall accrue paid vacation as provided below. Vacation time shall accrue on a monthly basis.

1. During the employee's first five (5) full consecutive years of employment, the employee shall accrue fourteen (14) days of vacation leave per year.
2. Beginning with the employee's sixth (6th) full consecutive year of employment, and continuing

through the tenth (10th) plus year, the following vacation leave shall accrue:

<u>Years of Continuous service</u>	<u>Days of Vacation</u>
6	15
7	16
8	18
9	20
10 or more	23

- A. BASIS OF ACCRUAL. Every probationary, regular, and interim employee shall be entitled to a paid vacation leave following six months of full-time, continuous service with the PVTA. Accrual shall take place on a monthly basis. Vacation accrual shall be prorated for employees who begin or terminate their employment in the middle of a calendar month. For purposes of this section, continuous service shall include time in which an employee is on authorized leave of absence with pay.
- B. VACATION ACCRUAL. All employees shall be entitled to accrue vacation earned during two full calendar years of employment. Employees that had accrued vacation in excess of vacation earned during two full calendar years of employment prior to October 2010 shall limited to the amount of vacation earned prior to October 2010. If, for some specific reason, an employee wishes to accrue vacation leave in excess of the limits established herein, he/she must submit a request in writing to the Administrator listing these reasons. The PVTA Administrator shall review and may grant such request if it is in the best interests of the PVTA. The PVTA Administrator shall determine the excess of the limit.
- C. EFFECTS OF HOLIDAY ON VACATION LEAVE. In the event one or more authorized municipal holidays fall within a vacation leave, such holiday shall not be charged as vacation leave.
- D. EFFECTS OF SICK LEAVE ON VACATION LEAVE. In the event an employee becomes ill during his/her vacation period, such time shall not be charged as vacation leave, upon approval of the Administrator, if the following conditions are met:
1. Notice is given immediately to the Administrator. Sick leave will only be granted for those days on which notice is given or which follow notice to the PVTA; and
 2. Upon request, the employee submits a doctor's certificate for the period of sick leave.
- E. COMPENSATION FOR PVTA WORK DURING VACATION PROHIBITED. No person shall be permitted to work for compensation for the PVTA in any capacity, except compensation for mandated court appearances or special duty assignments during the time of his/her paid vacation leave from PVTA service or unless called back to work by the PVTA.
- F. SCHEDULING VACATIONS. An employee may take his/her annual vacation leave at any time during the year, contingent upon determination by the Administrator that such absence will not adversely affect the agency. Each employee must consider the needs of the service when requesting annual vacation leave.
- G. TERMINAL VACATION PAY. Any employee separating from the PVTA service who has accrued vacation leave shall be entitled to terminal pay in lieu of such vacation. When separation is caused by death of any employee, payment shall be made to the spouse or the estate of such employee or, in applicable cases, as provided by the Probate Code of the State.

SECTION 3800. ADMINISTRATIVE LEAVE

Employees designated by the PVTA Administrator may be allowed to take administrative leave in lieu of overtime compensation per Board policy. The PVTA shall have the right to place an employee on leave at any time with full pay.

SECTION 3900. SICK LEAVE

- A. **ACCRUAL OF SICK LEAVE.** Every probationary, regular, and interim employee shall accrue sick leave. The rate of accrual shall be one day of sick leave per month based on 40 hour work week. Sick leave shall accrue on a monthly basis, beginning with the first month of employment and shall be prorated when an employee begins or terminates his/her employment in the middle of a month. Sick leave is not a leave that an employee may use at his/her discretion but shall be allowed only in cases of actual sickness or disability. Sick leave is leave from duty which may be granted by the PVTA to an employee because of illness, injury, exposure to contagious disease, illness or injury of a member of the employee's immediate family requiring the employee's attendance, and medical, dental and optical appointments to the extent that such appointments cannot be scheduled outside the work day.
- B. **PROOF OF ILLNESS.** In order to be paid for time while absent from duty on sick leave, the employee must notify the Administrator prior to the time set for the beginning of his/her regular duties. The Administrator may request a certificate issued by a licensed physician or other satisfactory proof of illness before sick leave is granted.
- C. **FAMILY SICK LEAVE.** One-half of an employee's annual accrual of sick leave may be used in any calendar year for family sick leave or bereavement leave in lieu of personal sick leave. Family sick leave may only be used when members of the employee's immediate family (for this purpose, members of the immediate family shall be defined as: spouse, domestic partner, mother, father, sister, brother, children, grandparents, mother-in-law or father-in-law) require the immediate attention of the employee. Bereavement leave shall only be used in the event of the death of a member of the immediate family.
- D. **ABUSE OF SICK LEAVE.** An employee shall be subject to disciplinary action for abuse of sick leave that is a claim of entitlement to sick leave when the employee does not meet the requirements of sick leave as defined in Section A above.

SECTION 4000. MILITARY LEAVE

Military leave shall be granted in accordance with provisions of the Military and Veterans Code of the State and applicable Federal law. An employee entitled to military leave shall give the Administrator an opportunity within the limits of military regulations to determine when such leave shall be taken. Prior to taking such leave, an employee shall present a copy of his/her military orders to the Administrator. Sick leave and annual vacation leave will accrue to the employee during the period he/she is on military leave in accordance with the Military and Veterans Code of the State.

This provision shall not be construed to grant any other benefits, other than those provided in the Military and Veterans Code, to employees who voluntarily join the armed services or who are called to full-time active duty in the armed services.

SECTION 4100. LEAVE OF ABSENCE WITHOUT PAY

- A. **GENERAL POLICY.** An employee may be granted a leave of absence without pay upon the approval of the PVTA Administrator. A leave without pay may be granted for any of the following reasons:
1. Illness or disability;
 2. To take a course of study which will increase the employee's usefulness on return to his/her position in the PVTA's service;
 3. For personal reasons acceptable to the PVTA Board and/or PVTA Administrator.
 4. Use of leave of absence for a purpose other than that requested may be cause for forfeiture of reinstatement rights.
- B. **AUTHORIZATION PROCEDURE.** Requests for leave of absence without pay shall be made upon forms prescribed by the PVTA Administrator and shall state specifically the reason for the request, the date when it is desired to begin the leave and the probable date of return. The PVTA Administrator shall then make his/her determination in writing. A copy of any approved request for leave of absence without pay shall be delivered promptly to the employee.
- C. **LENGTH OF LEAVE AND EXTENSION.** A leave of absence without pay may be made for a period not to exceed one year provided that the PVTA Board may extend such leave for an additional period not to exceed one year. Procedure in granting such extensions shall be the same as granting the original leave provided that the request for extension is made no later than thirty (30) calendar days prior to the expiration of the original leave.
- D. **RETURN FROM LEAVE.** When an employee intends to return from an authorized leave of absence without pay either before or upon the expiration of such leave, he/she shall contact the Administrator at least fourteen calendar days prior to the day he/she plans to return. Failure on the part of the employee to report for work promptly at the date of leave expiration, or within a reasonable time after notice to return to duty shall be considered a voluntary resignation unless mitigating circumstances are presented to the PVTA Administrator for a determination. A prorated reduction of normal annual vacation and sick leave accruals shall be applicable to approved absence without pay. Whenever there is a reduction in accruals, the prorated reduction shall be rounded to the nearest hour. An employee on leave of absence does not have any of the privileges granted regular full-time employees. Benefits may be granted during leaves without pay with the approval of the PVTA Board.
- E. **COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS:** PVTA policies regarding leave shall be in compliance with all State and Federal requirements including the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

SECTION 4200. RESIGNATION

A resignation becomes final when accepted by the Administrator. Once a resignation has been accepted, it may not be withdrawn.

SECTION 4300. JURY DUTY

It shall be the general rule to excuse employees of the PVTA from regular responsibilities of their positions when called for jury duty and no employee shall be disciplined or separated as a result of jury duty service. Employees called for jury duty, however, shall notify the PVTA of the call. If, in the opinion of the PVTA, the absence of the employee for jury duty would result in undue disruption of

work programs, the PVTA may direct the employee to request an exemption from jury duty. Where serious disruption would not occur, the PVTA shall permit the employee to serve. The time spent off the job by the employee while actually serving on jury duty under the supervision of the court shall be compensated for on a straight time basis, limited to the employee's normal workday schedule. An employee excused from jury duty prior to the completion of his/her normal workday must return to work. All per diem reimbursement paid the employee by the court shall be signed over to the PVTA. Failure to provide court verification of jury duty attendance or reimbursement of the court per diem to the PVTA shall be cause for the PVTA not to compensate the employee for jury duty. Any compensation paid to the employee while on jury duty may be deducted from future earnings if the employee fails to provide court verification or reimbursement of the court per diem.

SECTION 4400. HOURS OF WORK

Daily hours of work (or shifts) for employees within all departments shall be assigned by the Administrator as required to meet the operational requirements and in accord with all laws. No authorization, except by the PVTA Administrator, may be made for an employee to work less than the scheduled work week without direct proportionate decrease in compensation.

Any foreseeable absence or deviation from regular working hours desired by an employee shall, in advance, be cleared through the Administrator, and such absences shall be noted on the employee's time card.

SECTION 4500. ATTENDANCE

Employees shall be in attendance at their work in accordance with the rules and regulations regarding hours of work, holidays, and leaves. All employees shall keep daily attendance records which shall be reported to the Administrative Assistant/Finance Officer in the form and on the dates specified. Failure on the part of an employee absent without leave to return to duty within twenty-four (24) hours after due notice to return to duty has been issued may be cause for discipline up to and including discharge.

SECTION 4600. HOLIDAYS

AUTHORIZED HOLIDAYS. Every employee shall be entitled to the following holidays with pay each calendar year and such other days as may be designated by action of the PVTA Board:

- | | |
|---------------------------|---------------------------|
| A. New Year's Day | G. Veterans' Day |
| B. Martin Luther King Day | H. Thanksgiving Day |
| C. Washington's Birthday | I. Day after Thanksgiving |
| D. Memorial Day | J. Day before Christmas |
| E. Independence Day | K. Christmas Day |
| F. Labor Day | |

The PVTA Administrator is empowered to determine whether the PVTA shall observe special days of declaration by the President or Governor as a day of public fast, thanksgiving, mourning or holiday, as well as determine if any other day shall be a holiday.

SECTION 4700. OVERTIME

It is the policy of the PVTA to avoid overtime work whenever possible. In cases of emergency, however, or whenever public interest or necessity requires, any employee may be directed by proper authority, and is expected to perform, overtime work. Overtime work is that performed by an employee at times other than normally required for his/her regularly scheduled work shift. No overtime shall be

recorded or reported for less than one-quarter hour of work. All overtime work, excepting for emergency conditions, must have the approval of the Administrator or his/her designee prior to actual performance of the work. Failure to obtain such approval in advance may be justification for denial of any overtime compensation. Exempt employees will be required to work overtime without additional compensation.

SECTION 4800. WORKERS' COMPENSATION

All injuries sustained in the course of employment shall be reported at once to the Administrator. In the event the employee is physically incapacitated in such a manner as to prevent submission of a report, the Administrator shall complete and forward the required report to the PVTA Workers Compensation Administrator within 24 hours following the injury.

- A. Whenever any employee is compelled by direction of the PVTA's physician or the employee's physician to be absent from duty on account of injury arising out of and in the course of his/her PVTA employment, said employee may elect to apply accrued sick leave to such absence and to receive compensation equal to the difference between the compensation to which he/she is entitled under the California Workers' Compensation Law and his/her regular PVTA salary. If the employee does elect and has applied his/her accrued sick leave to such absence, then he/she shall be entitled to receive compensation for absences following and related to the occurrence of a specific injury until his/her sick leave is exhausted. Such compensation shall be in an amount equal to the difference between compensation to which he/she is entitled under the California Workers' Compensation Law and his/her regular PVTA salary.

Any permanent employee shall continue to accrue vacation, holidays, and sick leave and to earn eligibility for consideration for merit salary increases during an absence resulting from an on the job injury providing he/she receives compensation payments under the provisions of the California Workers' Compensation Law. A probationary employee shall be entitled to the same benefits as a permanent employee, except he/she shall not continue to earn eligibility for consideration for merit salary increases or permanent status.

Medical care and payments for permanent disabilities incurred in the course of employment shall be as prescribed by the Workers' Compensation Act.

SECTION 4900. DISCIPLINARY AND APPEALS PROCEDURES

Disciplinary action shall be administered equitably; and to the degree possible, the Administrator should assist the employee in resolving discipline problems through discussion and counseling. For additional rights and remedies, refer to state law.

- A. **BASIS FOR DISCIPLINARY ACTION.** The tenure of every PVTA employee covered by these rules in the PVTA service shall be based on reasonable standards of personal conduct and job performance. Failure to meet such standards shall be grounds for appropriate disciplinary action, which shall be commensurate with the seriousness of the offense and with due consideration of the employee's performance record. Disciplinary action may be based upon any sufficient cause including, but not limited to, the following:
1. Dishonesty.
 2. Fraud in securing employment or making false statements on application.
 3. Incompetence, inefficiency, or neglect of duty.
 4. Drunkenness.
 5. Intemperance.
 6. Disobedience or insubordination.
 7. Being under the influence of drugs or alcohol.
 8. Unexcused absence.

9. Excessive absenteeism.
 10. Violations of rules, regulations or orders established by the Administrator.
 11. Conviction of a felony involving moral turpitude. The record of conviction shall be conclusive evidence of the fact that the conviction occurred. The Personnel Officer may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline. A plea or verdict of guilty, conviction showing a plea of *nolo contendere* is deemed to be a conviction within the meaning of this section. The Personnel Officer may take disciplinary action upon the conviction of the offense or when the time for appeal has elapsed, or when order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code of the State of California allowing such person to withdraw his/her plea and enter a plea of not guilty, or setting aside a verdict of guilty, or dismissing the accusation or indictment.
 12. Discourtesy to the public or fellow employees.
 13. Misuse, abuse, or unauthorized use of PVRTA property or equipment.
 14. Substandard job performance.
 15. Working overtime without authorization.
- B. TYPES OF DISCIPLINE. The types of disciplinary acts which may be taken, in order of severity, are (dismissal, demotion, reduction in step within a range, suspension and written reprimand):
1. Dismissal - The discharge of an employee from PVRTA service on the initiative of the PVRTA Administrator.
 2. Demotion - Demotion without consent as a disciplinary action shall be a reduction in classification or rank to a lower classification or rank with reduction in salary.
 3. Reduction in Step - Reduction in step is the incremental reduction of pay within the salary range. The maximum reduction in pay that may be given for anyone disciplinary action shall be two steps within the range for that class. Reduction in pay shall become effective on the first day of the pay period following the effective date of the disciplinary action. Reduction may be made on a permanent or temporary basis.
 4. Suspension - Any person holding a position of employment in PVRTA service shall be subject to disciplinary suspension without pay not to exceed thirty (30) calendar days in any fiscal year.
 5. Written Reprimand - An official notification in writing by the Administrator to the employee that there is cause for dissatisfaction with his services and that further disciplinary actions may be taken if the cause is not corrected. Written reprimand shall be made a part of the employee's official personnel record and may be considered as evidence in any appeal hearing pursuant to this procedure.
- C. PROCEDURES FOR DISCIPLINE.
1. Written Reprimand - When a written reprimand is given it shall be in writing. The Administrator shall give the employee a copy and retain a copy in the employee's official personnel file. A written reprimand shall contain a description of the events, which necessitated the action, specific expectations for change by the employee, and notice of further action in the event that a change by the employee does not occur.
 2. Disciplinary Action of Discharge, Demotion, Reduction in Step, or Suspension.
 - a. The Administrator shall advise the employee in writing of his/her intention to take disciplinary action. This shall appear in the form of a Notice of Intent. The Notice of Intent shall include the following information: (1) The disciplinary action intended. (2) The grounds upon which the disciplinary action is based. (3) The specific acts or omissions, which constitute the basis for the disciplinary action. (4) Notice of the employee's right to respond to the charges either orally, in writing, or at a meeting with the Administrator (5) Copies of all materials considered in the Notice of Intent to Take Disciplinary Action. (6) The employee's right to review and copy anything contained in the employee's personnel file. (7) Notice that failure to respond in the time specified shall constitute a waiver of the right to respond.
 - b. Employee's Response - An employee shall be given an opportunity to respond to the Notice of Intent orally or in writing. If the employee chooses to respond orally to the Administrator, a meeting shall be scheduled at which time the employee shall be

given full opportunity to respond to the Notice of Intent and shall have the right to representation. This is not intended to be an adversary hearing. The employee need not be accorded the opportunity to cross-examine the PVTA nor to present a formal case in opposition to the proposed discipline. However, the limited nature of this shall constitute a waiver of the right to respond. Response does not obviate the Administrator's responsibility to initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the PVTA'S information leading to the discipline proposed.

- c. Final Response - If, after the response or expiration of the employee's time to respond to the Notice of Intent, the appointing authority decides to proceed with the disciplinary action, a final notice shall be served upon the employee setting forth the following: (1) The disciplinary action imposed. (2) The specific grounds upon which the discipline is based. (3) The acts or omissions constituting the grounds for discipline. (4) Notice of the employee's rights to appeal. (5) A copy of all materials on which the discipline is based. (6) A notice of the employee's right to review and copy all the materials in his/her personnel file. (7) Notice that failure to appeal within a time specified shall constitute a waiver of the right to appeal.
- D. APPEAL PROCEDURE. Any permanent full-time employee, other than the Administrator, who has been dismissed, demoted, or suspended for more than five (5) days or reduced in step within his/her range shall be entitled to use of this appeal procedure. Appeals of written reprimands and suspensions of less than five (5) days may be made to the Administrator.
- E. ANSWERING THE NOTICE OF DISCIPLINARY ACTION.
 1. Within five (5) working days of the mailing or personal delivery to the employee of the final notice of disciplinary action, the employee shall submit to the Administrator a request for a hearing. If, within the five day appeal period, the employee involved does not file said appeal, unless good cause for the failure is shown, the action of the PVTA shall be considered conclusive and shall take effect as prescribed.
 2. If, within the five day appeal period, the employee involved files such Notice of Appeal by giving written notice of appeal to the Administrator, the PVTA Board may hear the appeal or shall obtain a list of third party neutrals from the American Arbitration Association or the California State Conciliation Service to hear the appeal. Both parties shall select a hearing officer to hear the appeal by alternatively striking names from the initial list of third party neutrals.
 3. The Administrator shall arrange for services of the Hearing Officer and set a date for the appeal hearing, subject to acceptance by the parties. All interested parties shall be notified in writing of the date, time and place of the hearing at least ten working days prior to the hearing.
 4. At least ten working days prior to the hearing, the PVTA and the appellant must exchange a list of all witnesses and documents to be used during the hearing.
 5. The hearing will be closed unless the appellant requests that a hearing be open to the public.
 6. The Hearing Officer of the PVTA shall issue subpoenas at the request of either party.
 7. Hearings need not be conducted according to technical rules of evidence. Hearsay is admissible, but cannot be the basis for a finding of fact unless corroborated.
 8. Each party shall have the following rights: (1) To be represented by legal counsel other person of his/her choice; (2) To call and examine witnesses; (3) To introduce evidence; (4) To cross examine opposing witnesses; (5) To impeach any witness regardless of which party called him/her to testify; and (6) To rebut the evidence against him/her. The appellant may be called by respondent to testify as an adverse witness if the appellant does not testify on his/her own behalf.
 9. All oral evidence shall be taken only on oath or affirmation.
 10. The hearing shall proceed in the following order, unless the Hearing Officer, for special

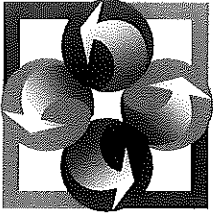
reasons, otherwise directs: (1) The party imposing discipline shall be permitted to make an opening statement. (2) The appealing party shall be permitted to make an opening statement or reserve that statement until the beginning of his/her case; (3) The party imposing disciplinary action shall produce the evidence on his/her part; (4) The party appealing from such disciplinary action may offer his/her evidence in support thereof; (5) The parties may then, in order, respectively offer rebutting evidence; (6) Closing argument shall be permitted with the party imposing discipline making the opening and closing remarks. The party imposing discipline may select to waive the opening remarks or the closing argument.

11. Hearing Demeanor and Behavior. All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or members of the Board.
12. The Hearing Officer shall determine relevancy, weight and credibility of testimony or evidence, and shall base his/her findings on the preponderance of evidence.
13. During the examination of witnesses, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.
14. No still photographs, moving pictures, or television pictures shall be taken in the hearing chamber during the hearing.
15. The Hearing Officer may recommend the sustaining or rejecting of any or all of the charges filed against the employee. He/she may recommend sustaining, rejecting or modifying the disciplinary action invoked against the employee, but in no case may the Hearing Officer's recommendation impose greater discipline upon the employee.

F. REVIEW BY THE PVTA BOARD.

1. The decision of the Hearing Officer is advisory. The proposed decision shall be filed with the charged employee and the PVTA Administrator and shall set forth all findings and conclusions.
2. Either the appellant or the PVTA may contest the proposed decision, findings, or conclusions of the Hearing Officer by filing with the PVTA Administrator's office within ten (10) working days an exception to the decision, findings or conclusions.
3. The party desiring to contest the decision, findings or conclusions may, within ten (10) working days of the filing of the exceptions, request a transcript for review by the PVTA Board. The party requesting the transcript shall bear the transcription costs.
4. Within ten (10) working days of (a) the expiration of the exception; or (b) the filing of a transcript, whichever period is later, the PVTA Board shall review the decision of the Hearing Officer, and exceptions filed, and the record, if one is requested by either party. The PVTA Board may ratify, modify or reverse the proposed decision of the Hearing Officer. The decision of the PVTA Board is final.

Adopted 10/10



Pomona Valley
Transportation
Authority

A partnership of the cities of Claremont, La Verne, Pomona and San Dimas

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May 11, 2022

**AGENDA
ITEM #2F**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVT Administrator
Subject: Adoption of PVT Investment Policy

Recommended Action: *Adopt the proposed Pomona Valley Transportation Authority, Investment Policy.*

Background

The California Government Code requires public entities to adopt a statement of investment policy. A proposed investment policy is attached for Board review and adoption. The policy identifies the authorized and suitable investments for the Authority and requires the Administrator to provide the Board with investment reports at least quarterly.



INVESTMENT POLICY

(Adopted May 11, 2022)

Purpose: Section 53646 (a) of the California Government Code requires that, commencing on January 1, 1996, public entities adopt a statement of investment policy. The policy of the Pomona Valley Transportation Authority, as duly adopted on May 11, 2022, shall be as follows:

1.0 Policy:

It is the policy of the Pomona Valley Transportation Authority (Authority) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

2.0 Scope:

This investment policy applies to all financial assets of the entity. These funds are accounted for in the Authority's annual financial audit report.

2.1 Board of Directors Responsibilities:

The Authority's Board of Directors (Board) shall periodically consider and adopt a written Investment Policy. As provided in this policy, the Board shall receive, review, and accept quarterly investment reports, and the annual Investment Policy report.

2.2 PVTA Administrator's Responsibilities:

The PVTA Administrator (Administrator) is responsible for directing and supervising the financial activities/affairs of the Authority. The Administrator is also responsible for keeping the Board fully advised as to financial condition of the Authority.

3.0 Prudence:

Investments shall be made by exercising the same judgment, which under the circumstances then prevailing, persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1: Prudence:

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in timely fashion and appropriate action is taken to control adverse developments.

4.0 Objectives:

The primary objectives, in priority order, of the Authority's investment activities shall be:

4.1 Safety:

Safety of principal is the foremost objective of the investment program. Investments of the Authority shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification may be required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 Liquidity:

The Authority's investment portfolio will remain sufficiently liquid to enable the Authority to meet all operating requirements which might be reasonably anticipated

4.3 Return on Investments:

The Authority's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the Authority's investment risk constraints and the cash flow characteristic of the portfolio.

5.0 Authorized & Suitable Investments:

The Authority is empowered to invest in the following manner:

1. Operating bank accounts, as authorized by Board Resolution, not to exceed \$100,000 under normal operating conditions.
2. Investment Pools, as authorized by Board Resolution, limited to funds to be deposited with the Local Agency Investment Fund (LAIF).
3. Fixed-Rate Certificates of Deposit not to exceed FDIC limits.

Internal Control:

The Authority's Board shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with this policy.

Reporting:

The Administrator shall provide the Board (at least quarterly) investment reports which provide a clear picture of the status of the current investment portfolio *and pursuant with California Government Code Section 53646 (b) and to include the following:*

1. *The carrying amount of demand deposit accounts and the amount invested in the Local Agency Investment Fund (LAIF).*
2. *The market value of the Authority's amount investment in the LAIF. This may be addressed by providing a copy of the most recent statement from LAIF.*
3. *A statement of the portfolio's compliance with the Authority's statement of investment policy or manner in which the portfolio is not in compliance.*
4. *A statement denoting the ability of the Authority to meet its expenditure, requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.*

Investment Policy Adoption:

The Authority's investment policy shall be adopted by the Board. The policy shall be reviewed periodically, and any modifications made thereto must be approved by the Board.

