



Regular Meeting of the Board of Directors

Tuesday, January 24, 2017

10:00 a.m.

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

AGENDA

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

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the meeting.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE:

Administer the Oath of Office to Councilmember Austin Bishop, representative for the City of Palmdale.

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Steve Hofbauer, Director Austin Bishop, Director Angela Underwood-Jacobs, Director Michelle Flanagan

APPROVAL OF AGENDA

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

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

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):

During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

- SRP 1 PRESENTATION TO OUTGOING DIRECTOR FRED THOMPSON FOR HIS SERVICE AS AN AVTA BOARD MEMBER REPRESENTING THE CITY OF PALMDALE – LEN ENGEL
- SRP 2 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2016 – HECTOR FUENTES, TRANSDEV
- SRP 3 PRESENTATION OF AVTA EMPLOYEE OF THE QUARTER (OCTOBER 1 – DECEMBER 31, 2016 – NORM HICKLING
- SRP 4 LEGISLATIVE REPORTS FOR JANUARY 2017 – JUDY FRY

CONSENT CALENDAR (CC): Items 1 through 4 are consent items that may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 22, 2016 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of November 22, 2016.

- CC 2 FINANCIAL REPORTS FOR NOVEMBER AND DECEMBER 2016 – COLBY KONISEK

Recommended Action: Receive and file the Fiscal Year-to-Date Budget versus Actual report dated November 30, 2016; the Interim Financial Statements for the five months ended November 30, 2016; the Cash Flow Projection/Treasurer's report for the five months ended November 30, 2016; the Payroll History Report for the three months ended December 31, 2016; and the Cash Disbursements Report for the month ended December 31, 2016.

- CC 3 FY17 SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2016) – KELLY MILLER

Recommended Action: Receive and file the FY17 Second Quarter LASD report for the period covering October 1 through December 31, 2016.

- CC 4 LEGISLATIVE PRINCIPLES FOR 2017 – LEN ENGEL

Recommended Action: Approve the proposed 2017 Legislative Principles.

NEW BUSINESS (NB):

- NB 1 PROPOSED MODIFICATIONS TO AVTA BYLAWS – LEN ENGEL

Recommended Action: Adopt Resolution No. 2017-001, amending the Bylaws to 1) replace all references to Executive Director with Executive Director/Chief Executive Officer (CEO); and 2) revise Section 8 – Executive Director/CEO expenditure limits.

- NB 2 PROPOSED CHANGES TO AVTA ADVERTISING POLICY – LEN ENGEL

Recommended Action: Approve the proposed changes to the Advertising Policy.

CLOSED SESSION (CS):

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

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(a)
Pending Litigation: Holmes v. AVTA, USDC Case No. 2:16-cv-01454-DMG-AGR
Pending Litigation: Clark v. AVTA, LASC Case No. MC026036
Pending Litigation: Sabina M. Andrade v. AVTA

- CS 2 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))
Title: Executive Director/CEO

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

- RA 1 Report by the Executive Director/CEO

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

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

ADJOURNMENT:

Adjourn to the next Regular meeting of the Board of Directors on February 28, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

The agenda was posted by 5:00 p.m. on January 19, 2017 at the entrance to the Antelope Valley Transit Authority, 42210 6th St. West, Lancaster, CA 93534.

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.



Regular Meeting of the Board of Directors

Tuesday, November 22, 2016

10:00 a.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER:

Vice Chair Knippel called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE:

Director Flanagan and her granddaughter MacKenzie led the Pledge of Allegiance.

ROLL CALL:

Present

Vice Chair Dianne Knippel

Director Steve Hofbauer

Director Fred Thompson

Director Angela Underwood-Jacobs

Director Michelle Flanagan

Alternate Director Raj Malhi (Chairman Marvin Crist absent)

APPROVAL OF AGENDA:

Motion: Approve the agenda as comprised.

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

No public business items were presented.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):

SRP 1 PRESENTATION OF TRANSDEV OPERATOR AND EMPLOYEE OF THE MONTH FOR OCTOBER 2016

Transdev Operations Manager Mike Sorensen presented plaques to the Operator of the Month Mauricio Flores and the Employee of the Month Marco Guerrero.

SRP 2 PRESENTATION TO SENIOR PLANNING OFFICER DIETTER ARAGON IN RECOGNITION OF HIS FOUR YEARS OF SERVICE TO AVTA

Executive Director Len Engel presented a plaque to Mr. Aragon in recognition of his service to AVTA. Mr. Aragon thanked the Board and staff for their support and leadership during his employment.

SRP 3 LEGISLATIVE REPORTS FOR NOVEMBER 2016

Grants Administrator Judy Fry presented the results of California's 2016 general election and public transportation-related ballot initiatives; AVTA's anticipated funding from Measure M; and status of the Federal Government's Continuing Resolution set to expire on December 9, 2016. The Board discussed the local transportation projects that Measure M will fund.

Motion: Receive and file the Legislative Report for November 2016.

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

SRP 4 FISCAL YEAR 2016/2017 (FY17) FIRST QUARTER MAINTENANCE KEY PERFORMANCE INDICATORS (KPI) REPORT (JULY 1 – SEPTEMBER 30, 2016)

Director of Fleet and Facilities Mark Perry presented the FY17 First Quarter Maintenance KPI report. The Board discussed the in-ground inductive charging projects at Lancaster City Park and Palmdale Transportation Center, AVTA's depot charging project, and the tire wear on the electric buses compared to the diesel buses.

Motion: Receive and file the FY17 First Quarter Maintenance KPI Report for the period covering July 1 through September 30, 2016.

Moved by Director Hofbauer, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

SRP 5 FY17 FIRST QUARTER SYSTEMWIDE KPI REPORT (JULY 1 – SEPTEMBER 30, 2016)

Mr. Aragon presented the FY17 First Quarter Systemwide KPI report. The Board discussed Metrolink's Antelope Valley line and the increase in local revenues.

Motion: Receive and file the FY17 First Quarter Systemwide KPI Report for the period covering July 1 through September 30, 2016.

Moved by Director Flanagan, seconded by Director Hofbauer

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 25, 2016 – KAREN DARR

Motion: Approve the meeting minutes of October 25, 2016.

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan,
Underwood-Jacobs

Nays: None

Abstain: Alternate Director Malhi

Absent: None

CC 2 FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER 2016 – COLBY KONISEK

Motion: Receive and file the financial reports for September and October.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan,
Underwood-Jacobs

Nays: None

Abstain: Alternate Director Malhi

Absent: None

CC 3 FY17 FIRST QUARTER CAPITAL RESERVES REPORT (JULY 1 – SEPTEMBER 30, 2016) – COLBY KONISEK

Motion: Receive and file the FY17 First Quarter Capital Reserves Report for the period covering July 1 through September 30, 2016.

Moved by Director Hofbauer, seconded by Director Flanagan

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan,
Underwood-Jacobs

Nays: None

Abstain: Alternate Director Malhi

Absent: None

CC 4 GRANT STATUS REPORT – JUDY FRY

The Board briefly discussed AVTA's future grant opportunities.

Motion: Receive and file the Grant Status Report through the end of October 31, 2016.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs

Nays: None

Abstain: Alternate Director Malhi

Absent: None

NEW BUSINESS (NB):

NB 1 DESIGN, ENGINEERING AND EQUIPMENT REQUIRED TO BRING ELECTRICAL SERVICE TO AVTA DEPOT CHARGING STATIONS FROM SOUTHERN CALIFORNIA EDISON (SCE) GRID

The Board waived the presentation of the staff report and briefly discussed this item.

Motion: Authorize the Executive Director to execute payments to SCE for design, engineering and equipment required to bring primary electrical service to Antelope Valley Transit Authority's depot charging stations.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

NB 2 DRAFT AUDITED FINANCIAL STATEMENTS WITHIN THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND SINGLE AUDIT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2016

Chief Financial Officer Colby Konisek introduced Senior Manager Tom Huey from Windes, Inc., AVTA's external audit firm. Mr. Huey presented the results of the audited financial statements and single audit of federal awards for the year ended June 30, 2016. He stated that based on the draft results, it is anticipated that there will be no exceptions to the audited financial statements, and no findings or questioned costs reported in the single audit report. The Board discussed the decrease/increase in unearned revenue in years ended June 30, 2016 and 2015 and thanked Mr. Engel, Mr. Konisek, and the finance staff for completing another successful audit.

Motion: Approve the Draft CAFR and Single Audit of Federal Awards for the year ended June 30, 2016.

Moved by Director Flanagan, seconded by Director Hofbauer

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

NB 3 AVTA PROCUREMENT POLICY AND PROCEDURES MANUAL (REVISION NO. 6)

Procurement and Contracts Officer Lyle Block presented the staff report. Staff confirmed that the Executive Director/CEO will obtain verbal authorization from the Board Chair or Vice Chair for awards between \$50,000 and \$75,000.

Motion: Approve Revision No. 6 to Antelope Valley Transit Authority's Procurement Policy and Procedures Manual.

Moved by Director Flanagan, seconded by Director Underwood-Jacobs

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

NB 4 AWARD SOLE RESPONDENT CONTRACT #2017-07 TO AROUND AV, INC., FOR INTERIOR AND EXTERIOR BUS ADVERTISING SERVICES

Mr. Block presented the staff report. The Board discussed the Request for Proposals' solicitation and sole respondent's bid.

Motion: Authorize the Executive Director to award Sole Respondent Contract #2017-07 to Around AV, Inc., for interior and exterior bus advertising services.

Moved by Director Flanagan, seconded by Director Hofbauer

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

Yeas: Vice Chair Knippel, Directors Hofbauer, Thompson, Flanagan, Underwood-Jacobs, and Alternate Director Malhi

Nays: None

Abstain: None

Absent: None

CLOSED SESSION (CS):

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

General Counsel Burns stated that Closed Session was unnecessary.

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

Pending Litigation: Holmes v. AVTA, USDC Case No. 2:16-cv-01454-DMG-AGR

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

Pending Litigation: Sabina M. Andrade v. AVTA

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 Report by the Executive Director/CEO Len Engel

- BYD was named Bus Company of the Year by the Los Angeles Sustainability Coalition.
- He spoke at the United Nations' Habitat III Conference on Housing and Sustainable Urban Development in Quito, Ecuador, Tennessee Public Transit Association in Memphis, Canadian Urban Transport Association in Vancouver, and two Air Resources Board meetings in Sacramento.
- Chief Administrative Officer Norm Hickling, Chief Financial Officer Colby Konisek, and he attended the California Transit Association's (CTA) 51st Annual Fall Conference & Expo in Oakland, CA November 16 through November 18, 2016.
- Mr. Hickling and he will be in Washington, D.C. November 29 through December 2, 2016.
- AVTA's 2016 Transit and Intercity Rail Capital Program grant will be modified to include \$350,000 for outreach and education.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

The Board congratulated Mr. Engel for receiving the Transit Professional of the Year Award at the CTA Small Operator’s Awards Breakfast.

Director Hofbauer inquired about Metrolink’s multi-jurisdictional policing proposal. Mr. Hickling responded that he does not anticipate that this will affect AVTA’s deputy services; however, he will continue to monitor the issue.

Vice Chair Knippel wished everyone a Happy Thanksgiving.

ADJOURNMENT:

Vice Chair Knippel adjourned the meeting at 11:07 a.m. to the next Regular meeting of the Board of Directors on January 24, 2017 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, California.

PASSED, APPROVED, and ADOPTED this 24th day of JANUARY 2017.

Marvin Crist, Chairman

ATTEST:

Karen Darr, Clerk of the Board



DATE: January 24, 2017
TO: BOARD OF DIRECTORS
SUBJECT: Financial Reports for November and December 2016

RECOMMENDATION

Fiscal Year-to-Date Budget versus Actual report dated November 30, 2016 (Attachment A); Interim Financial Statements for the four months ended November 30, 2016 (Attachment B); Treasurer's Report for the four months ended December 31, 2016 (Attachment C); Payroll History Report for the three months ended December 31, 2016 (Attachment D); Cash Disbursements Report for the month ended December 31, 2016 (Attachment E).

FISCAL IMPACT

Payroll: The December payroll of \$225,850 is higher than trailing 6 month average for payroll of \$193,973 by \$31,877 or 16.4%. The primary reason was Christmas holiday pay and vacation payouts.

Cash Disbursements: \$2,268,537. There was a large disbursement to Taft Electric for \$432,245 for progress on the Depot Charging Project.

Interim Financial Statements: Change in Net Position: (\$2,049,291), which includes YTD depreciation expense of \$1,668,119.

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Financial Officer prepares the Budget versus Actual report, Interim Financial Statements, Treasurer's Report, Payroll History Report, and the Cash Disbursements Report, and submits them to the Executive Director/CEO and Treasurer

who certifies the availability of funds for all the reports presented herein. These reports are hereby submitted to the Board of Directors for ratification.

AVTA's gross payroll for employees for the month of December 2016, exclusive of benefits, payroll taxes and service charges, is shown below:

Payroll Period	Amount	Journal #
11/27/16-12/10/16	97,642.84	PYPKT00856
12/14/16	27,093.60	PYPKT00860
12/11/16-12/24/16	101,113.66	PYPKT00863
Gross Pay, December 2016	\$225,850.10	

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

Register Date	Amount
12/01/16-12/31/16	\$2,268,537

Large items include:

Transdev, Inc.	1,188,978
IntelliRide (Dial-A-Ride Services for November, 2016)	\$89,123
Pinnacle Petroleum (fuel)	82,589
Complete Coach Works (Bus #4749 refurbishment)	164,082
Taft Electric Co. (Depot Charging Infrastructure)	432,245
WAVE (inductive charging)	160,325
Total of large item selection	\$2,117,342

These items comprise 93.3% of total expenditures for the month.

Operating Cash

Major cash components as of November 30, 2016:

Cash per general ledger	\$19,483,458
Less restricted funds	(18,574,665)
Projected net cash inflows/(outflows) for the month of August 31, 2016	4,465,174
Projected cash available for operations at the end of August 31, 2016	\$5,373,968

The projected cash available will cover 3.0 months of operating expenses based on the Authority's average monthly operating cash requirements of \$1.8 million.

BUDGET TO ACTUAL SUMMARY NARRATIVE

Attachment A – Budget to Actual Report (BAR) shows the interim, unaudited result for the five months ended November 30, 2016.

Operating Income/(Loss) (net of depreciation) was favorable to budget \$585.

Revenues were unfavorable to budget by \$98K.

Fare revenue continues to be less than budget. Jurisdiction Contributions and State Proposition 1B revenue recognition was less than budget due to timing differences which will catch up as the fiscal year progresses.

Expenses were unfavorable to budget by \$985K.

Fuel, other operating expenses and wages & benefits were less than budget.

I, Len Engel, Executive Director of AVTA, declare that the attached reports are accurate and correct.

Prepared by:

Submitted by:

Colby Konisek
Chief Financial Officer

Len Engel
Executive Director/CEO

- Attachments: A – Budget versus Actual Report as of November 30, 2016.
B – Interim Financial Statements as of November 30, 2016.
C – Treasurer’s Report and Cash Flow Projection as of December 31, 2016.
D – Payroll History Report for the three months ended December 2016.
E – Cash Disbursements Report for the month ended December 2016.

ANTELOPE VALLEY TRANSIT AUTHORITY
BUDGET VS. ACTUAL INCOME STATEMENT
For the 5 months ended November 30, 2016

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
REVENUE			
FARE REVENUE	2,446,938	2,136,655	(310,283)
MTA FUNDS	3,590,918	3,592,355	1,437
STATE FUNDS	159,604	0	(159,604)
FTA FUNDS	1,527,053	2,032,239	505,186
JURISDICTIONAL CONTRIBUTIONS	1,647,908	1,385,765	(262,143)
OTHER REVENUE	100,377	227,360	126,983
TOTAL REVENUE	9,472,797	9,374,374	(98,423)
EXPENSES			
CONTRACTOR SERVICES	6,427,910	6,387,425	40,485
FUEL & ELECTRICITY FOR OPERATIONS	1,076,004	755,392	320,613
OTHER OPERATING EXPENSES	200,657	102,667	97,990
SALARIES & WAGES	1,132,324	1,094,439	37,885
BENEFITS	439,628	369,770	69,858
LEGAL	95,291	60,250	35,041
CONSULTING	173,100	143,506	29,594
ADVOCACY	136,223	112,040	24,184
TRAVEL	36,900	52,127	(15,227)
IT MAINTENANCE & LICENSES	59,342	126,449	(67,107)
UTILITIES	86,684	62,816	23,868
ADMINISTRATION	529,807	443,384	86,424
TOTAL EXPENSES	10,393,872	9,710,264	683,608
OPERATING INCOME/(LOSS)	(921,075)	(335,890)	585,185

ANTELOPE VALLEY TRANSIT AUTHORITY
EXPENDITURES BY DEPARTMENT
For the 5 months ended November 30, 2016

DESCRIPTION	YEAR-TO-DATE		
	BUDGET	ACTUAL	VARIANCE
TOTAL REVENUE	9,472,797	9,374,374	(98,423)
EXPENDITURES BY DEPARTMENT			
EXECUTIVE SERVICES	896,134	819,493	76,641
OPERATIONS & MAINTENANCE	8,395,023	7,926,567	468,456
FINANCE	655,918	585,012	70,906
CUSTOMER SERVICE	436,003	379,192	56,811
ALLOCATIONS	10,794	(0)	10,794
TOTAL EXPENSES	10,393,872	9,710,264	683,608
OPERATING INCOME/(LOSS)	(921,075)	(335,890)	585,185

ANTELOPE VALLEY TRANSIT AUTHORITY
VARIANCES BY DEPARTMENT
For the 5 months ended November 30, 2016

DEPARTMENT	T/P	COMMENTS (\$000's)
REVENUE	T	Fare Revenue (\$310)
	T	Operating Contributions (\$262)
	T	Advertising Revenue (True-Up @ FYE)(\$35)
	T	Gain/Loss on Sale of Assets\$122
	T	MTA Revenues \$1
	T	Proposition 1B (\$160)
	T	JARC Programs \$22
	T	5307 Funds (PM & Operating Support) \$483
	P	Charitable Contributions\$18
	T	Other Revenue \$40
EXECUTIVE SERVICES	P	Wages & Benefits (\$38)
	T	Legal \$35
	T	Marketing \$44
	T	Memberships (\$26)
	T	Consulting \$30
	T	Advocacy \$24
	T	Travel, Training & Meetings (\$15)
	T	Professional Development \$27
OPERATIONS & MAINTENANCE	P	Wages & Benefits \$53
	T	Contract Services (Transdev/IntelliRide) \$40
	T	Fossil Fuel for Fleet Operations \$307
	T	Electricity for Fleet Operations \$14
	T	Bus Stop Maintenance (Non-Grant) \$22
	T	I.T. Categories (incl Software Licensing) (\$67)
	T	Utilities \$24
	T	Grant Eligible Preventive Maintenance \$60
FINANCE	P	Wages & Benefits \$33
	P	Liability, Fire & Other Insurance \$45
	T	Audit (\$31)
	P	Bank Fees \$4
	T	Employment Screening \$13
CUSTOMER SERVICE	P	Wages & Benefits \$49
	P	JARC - Voucher/ETP (Reimbursed by Grant) *\$0
	T	Security (LASD, Opsec) (\$7)
	T	Marketing \$0
	T	Printing Services \$0
	T	Misc Special Events \$18
	T	Charitable Donations \$7
	T	Sponsorships \$3
	T	Stuff-A-Bus (\$9)
		* JARC activity (except Mobility Management) is offset by Receivables.
ALLOCATIONS (NET OF DEPRECIATION)	T	Employer Benefits & GASB Adjustments \$11

P = Permanent difference
T = Timing difference



STATEMENT OF NET POSITION - UNAUDITED

	As of November 30, 2016	As of November 30, 2015
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 19,483,458	\$ 23,100,514
Due from other governments	5,555,175	2,722,341
Other receivables	819,281	340,917
Inventory	262,453	240,334
Prepaid items	213,811	599,453
Total Current Assets	26,334,177	27,003,558
NONCURRENT ASSETS		
Capital assets, net of depreciation	49,526,491	49,653,657
Total Assets	75,860,668	76,657,215
DEFERRED OUTFLOWS OF RESOURCES		
Pension plan contributions	626,044	-
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES		
Accounts payable	1,698,446	2,679,306
Accrued Payroll	72,743	63,128
Compensated absences	404,747	1,282,696
Deferred Revenue - Prop 1B	1,195,462	1,409,920
Other Liabilities	398,079	-
Total Current Liabilities	3,769,477	5,435,049
NONCURRENT LIABILITIES		
Net pension plan liability	629,016	-
Total Liabilities	4,398,493	5,435,049
Deferred inflows of resources		
Net pension plan assumption differences	296,364	-
Unearned Revenue	207,665	263,350
Total deferred inflows of resources	504,029	263,350
NET POSITION		
Invested in Capital Assets	49,526,491	49,653,657
Restricted for Capital Acquisition	5,388,215	5,383,949
Unrestricted	16,669,484	15,921,210
Total Net Assets	\$ 71,584,191	\$ 70,958,815

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - UNAUDITED
GOVERNMENT AUDITING STANDARDS PRESENTATION
(INCLUDING DEPRECIATION EXPENSE)



	For the 5 Months ending November 30, 2016	For the 5 Months ending November 30, 2015
OPERATING REVENUES		
Charges for services:		
Passenger fares	\$ 2,136,654	\$ 2,352,100
Total operating revenues	<u>2,136,654</u>	<u>2,352,100</u>
OPERATING EXPENSES		
Purchased transportation services:		
Outside transit contract	6,387,425	5,891,379
Fuel	755,392	751,092
Other operating costs	386,135	334,405
General and administrative	2,181,312	1,870,850
Total operating expenses, net of depreciation	<u>9,710,264</u>	<u>8,847,725</u>
Operating gain/(loss), net of depreciation	(7,573,610)	(6,495,625)
Depreciation	1,668,119	2,483,231
Total operating expenses	<u>11,378,383</u>	<u>11,330,956</u>
Operating gain/(loss)	<u>(9,241,728)</u>	<u>(8,978,856)</u>
NONOPERATING REVENUES/(EXPENSES)		
Interest Income	9,141	4,874
Local grants - MTA	3,592,355	3,603,174
Proposition 1B	-	-
Federal non-capital grants	2,032,239	1,216,139
Member agency contributions	1,385,765	1,385,809
Grantable expenses	(666,856)	(927,783)
Gain/(Loss) on sale of capital assets	122,149	9,372
Other	96,069	252,445
Total nonoperating revenues and expenses	<u>6,570,863</u>	<u>5,544,031</u>
Gain/(Loss) before capital contributions	<u>(2,670,865)</u>	<u>(3,434,825)</u>
CAPITAL CONTRIBUTIONS		
Capital grants	415,072	1,437,487
Member agency contributions	206,503	230,448
Total capital contributions	<u>621,575</u>	<u>1,667,935</u>
NET CHANGE IN NET POSITION	(2,049,291)	(1,766,890)
NET POSITON, BEGINNING OF PERIOD	<u>73,633,482</u>	<u>72,725,705</u>
NET POSITION, END OF PERIOD	<u>\$ 71,584,191</u>	<u>\$ 70,958,815</u>

**STATEMENT OF CASH FLOWS - UNAUDITED**

	For the 5 Months ending November 30, 2016	For the 5 Months ending November 30, 2015
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers	2,136,654	2,352,100
Non-operating miscellaneous revenue received	96,069	252,445
Cash payments to suppliers for goods and services	(9,516,992)	(6,115,594)
Cash payments to employees for services	(1,466,530)	(1,111,342)
Net cash used in operating activities	<u>(8,750,798)</u>	<u>(4,622,392)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	5,201,469	8,626,549
Contributions received from member agencies	1,593,452	1,405,128
Net cash provided by non-capital financing activities	<u>6,794,921</u>	<u>10,031,678</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(4,765)	(1,829,959)
Proceeds received from sale of capital assets	122,149	9,372
Capital grants received	2,035,574	2,927,750
Capital expenses	(666,856)	(927,783)
Capital contributions received from member agencies	206,503	274,095
Net cash used in capital and related financing activities	<u>1,692,604</u>	<u>453,475</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest received	9,141	4,874
Net cash provided by investing activities:	<u>9,141</u>	<u>4,874</u>
Net increase/(decrease) in cash and cash equivalents	(254,132)	5,867,636
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>19,737,590</u>	<u>17,232,879</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>19,483,458</u></u>	<u><u>23,100,514</u></u>


STATEMENT OF CASH FLOWS - UNAUDITED

	For the 5 Months ending November 30, 2016	For the 5 Months ending November 30, 2015
Reconciliation of operating income (loss) to net cash used in operating activities (Indirect Method):		
Operating Loss	(9,241,728)	(8,978,856)
Adjustments to Net Cash used in Operating Activities		
Depreciation	1,668,119	1,489,272
Miscellaneous income	96,069	109,210
(Increase) decrease in other receivables	(293,365)	44,174
(Increase) decrease in inventory	-	-
(Increase) decrease in prepaid items	19,514	86,614
(Increase) decrease in deferred outflows of resources	-	-
Increase (decrease) in accounts payable	(1,206,190)	2,338,761
Increase (decrease) in due to Federal Transit Administration	-	-
Increase (decrease) in accrued payroll	(2,321)	(91,764)
Increase (decrease) in compensated absences payable	-	232
Increase (decrease) in other liabilities	229,297	-
Increase (decrease) in deferred revenue (Prop 1B)	-	379,965
Increase (decrease) in net pension liability	-	-
Increase (decrease) in deferred inflows of resources	(20,193)	-
Net Cash used in operating activities	<u>(8,750,798)</u>	<u>(4,622,392)</u>

Notes

- 1 This set of basic financial statements is prepared on an interim basis and is unaudited.
- 2 Please see the Cash Flow Projection Report for additional highlights on cash & equivalents, payroll and expenditures.

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report and Cash Flow Projection
For the Month Ended November 30, 2016

Investment Type	Description	Beginning Balance	Deposits	Disbursements	Interest	Ending Balance
Cash and Investments Under the Direction of the Treasurer						
Local Agency Investment Fund (LAIF) - Capital Reserve		\$5,416,174.60				
Interest (earned quarterly)					-	
Proposition 1B Restricted Fund*		1,348,164.76				
Interest earned for the month					56.13	
Union Bank - LCTOP		40,647.74				
Interest earned for the month					1.68	
* Deferred revenue, recorded as liability until associated expense incurred.						
TOTAL CAPITAL RESERVE AND RESTRICTED FUNDS						\$6,805,045
Wells Fargo CDs - In Transit		757,741.24				
Wells Fargo - OP Staging		736,164.27				
Interest earned for the month					18.15	
TOTAL OPERATING RESERVE						\$1,493,924
General, Payroll & Payable Accounts		13,472,184.19				
Operating Accounts Analysis	FTA		1,325,482.97			
	Cash Fares		323,238.01			
	Vendor Pass Sales Revenue		81,750.99			
	MTA Revenue		570,813.94			
	Jurisdictional Contributions		262,163.00			
	Other Revenue		47,583.82			
	Non-Transportation Revenue		32,967.52			
	Cash Disbursement (A/P) for The Month			4,697,348.09		
	Employee Payroll			186,269.45		
	Employee Deductions			16,738.11		
	Employer Payroll Taxes			3,221.97		
	CalPERS - AVTA paid			25,204.10		
	CalPERS - GASB 68			2,160.49		
	Bank Fees			1,502.45		
Net Operating Funds		\$ 13,472,184.19	\$ 2,644,000.25	\$ 4,932,444.66	\$ -	\$ 11,183,739.78
Petty Cash Balance						\$ 750.00
TOTAL CASH AND INVESTMENTS						\$ 19,483,458.35

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

Prepared by:

Submitted by:

James Mannie
Staff Accountant II

Colby Konisek
Chief Financial Officer

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report and Cash Flow Projection
For the Month Ended November 30, 2016

Descriptions	\$ Subtotal	\$ Total
BALANCE FROM THE REPORT		\$ 19,483,458
<u>Less Restricted Funds</u>		
Proposition 1B/LCTOP (Deferred Revenue)		(1,388,870)
Capital Reserve (LAIF)		(5,416,175)
Operating Reserve (Wells Fargo)		(1,493,924)
Electric Bus Project Funds over projection		(975,696)
Restricted for Operations		(9,300,000)
RESTRICTED CASH		(18,574,665)
UNRESTRICTED CASH		\$ 908,794
NET RECEIVABLE AND PAYABLE FOR THE MONTH ENDED NOVEMBER 30, 2016		
Add Accounts receivable:		
FTA funds	\$ 3,374,137	
MTA Revenue	2,072,086	
Jurisdiction Contributions	108,951	
Vendor Pass Sales/Transporter	809,621	
Jurisdictional Contribution	0	
Other	0	6,364,796
Less Payables & Payroll:		
Accounts Payable & Accrued Invoices	(1,699,086)	
Payroll	(200,535)	(1,899,621)
NET INFLOW/(OUT FLOW) OF CASH --- A/R, A/P		4,465,174
PROJECTED CASH AVAILABLE IN THE NEXT 30 DAYS:		\$ 5,373,968
OPERATING CASH REQUIRED MONTHLY - AVERAGE		\$ 1,800,000
Operating Cash Coverage per Monthly Average:		3.0

**ANTELOPE VALLEY TRANSIT AUTHORITY
PAYROLL HISTORY REPORT
OCTOBER TO DECEMBER, 2016**

	October Total	November Total	December Total
<u>Pay Accrual Periods</u>	3	2	2
<u>EARNINGS</u>			
Regular Pay	\$ 180,328.54	\$ 166,668.66	\$ 166,202.92
Overtime Pay	110.79	251.99	904.08
Vacation Pay	12,885.51	6,555.51	12,601.40
Double Time Pay	0.00	728.85	964.82
Sick Pay	3,551.87	4,587.79	4,343.39
Bereavement Pay	1,007.47	168.60	-
Holiday Pay	0.00	\$20,457.35	\$9,802.86
Bonus Pay	0.00	0.00	0.00
Floating Holiday Pay	974.48	\$0.00	\$384.00
Retroactive Pay	0.00	457.78	222.61
Vacation Cash Out	0.00	\$8,886.97	\$29,185.20
Floater Cash Out	0.00	448.56	-
Deferred Income 457	866.32	866.32	866.32
Stipend --- Cell phone reimbursements	810.00	810.00	372.50
TOTAL	\$ 200,534.98	\$ 210,888.38	\$ 225,850.10
Inc(Dec)-Curr month over prev month		\$ 10,353.40	\$ 14,961.72
% Inc(Dec)-Curr month over prev month		5.2%	7.1%



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Post Dates 12/01/2016 - 12/31/2016

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0944 - AGILITY RECOVERY SOLUTIONS INC.				
21739	12/01/2016	Agility Recovery Monthly Combined costs-Dec 2016	100-2FF-5-G1-9401006	230.00
Vendor V0944 - AGILITY RECOVERY SOLUTIONS INC. Total:				230.00
Vendor: V1158 - ALVARO RIVAS				
21813	12/08/2016	AVTA Holiday Party	100-5CS-5-G1-9501029	450.00
Vendor V1158 - ALVARO RIVAS Total:				450.00
Vendor: V0753 - American Heritage Life Ins.				
21858	12/28/2016	Employee Paid Extended Benefits	100-000-2-B1-4011019	641.08
Vendor V0753 - American Heritage Life Ins. Total:				641.08
Vendor: V0249 - Antelope Valley Board of Trade				
21837	12/21/2016	Membership-FY 2017	100-1EX-5-G1-9501006	250.00
Vendor V0249 - Antelope Valley Board of Trade Total:				250.00
Vendor: V1192 - Antelope Valley College				
21816	12/15/2016	CPOS-October 2016	100-3FS-5-G1-9501037	50.00
21816	12/15/2016	CPOS -NOVEMBER 2016	100-3FS-5-G1-9501037	50.00
21816	12/15/2016	CPOS- DECEMBER 2016	100-3FS-5-G1-9501037	50.00
Vendor V1192 - Antelope Valley College Total:				150.00
Vendor: V0135 - Aramark Uniform Services				
21859	12/28/2016	Uniform services	100-2FF-5-G1-9401038	150.35
21851	12/21/2016	Uniform services	100-2FF-5-G1-9401038	121.64
21851	12/21/2016	Uniform services	100-2FF-5-G1-9401038	119.89
21859	12/28/2016	Uniform services	100-2FF-5-G1-9401038	119.89
Vendor V0135 - Aramark Uniform Services Total:				511.77
Vendor: V0441 - At&T Calnet				
21860	12/28/2016	Telephone 11-20-2016 - 12-19-2016	100-2FF-5-G1-9401025	735.99
Vendor V0441 - At&T Calnet Total:				735.99
Vendor: V0244 - AT&T Mobility				
21838	12/21/2016	Mobile charges, 11/07/2016-12/06/2016	100-2FF-5-G1-9401025	121.37
Vendor V0244 - AT&T Mobility Total:				121.37
Vendor: V1219 - AV Casino				
21814	12/08/2016	Christmas/Holiday Party - December 9, 2016	100-1EX-5-G1-9501029	903.25
Vendor V1219 - AV Casino Total:				903.25
Vendor: V0013 - AV Press				
21779	12/08/2016	2017 Newspaper Subscription	100-1EX-5-G1-9501001	228.90
Vendor V0013 - AV Press Total:				228.90
Vendor: V0239 - BOHN'S Printing				
21780	12/08/2016	CAFR Tabs sets of 3	100-1EX-5-G1-9501018	174.40
21780	12/08/2016	CAFR Covers	100-1EX-5-G1-9501018	239.80
21780	12/08/2016	Signs	600-1XX-5-J1-9909059	174.40
21780	12/08/2016	Track-it Brochures	100-1EX-5-G1-9501018	272.50
Vendor V0239 - BOHN'S Printing Total:				861.10
Vendor: V0762 - Boot Barn				
21839	12/21/2016	Boots for BSIP	100-2FF-5-G1-9401038	14.72
Vendor V0762 - Boot Barn Total:				14.72
Vendor: V0149 - Brinks Incorporated				
21840	12/21/2016	Brinks Transportation - 12/01/16 to 12/31/16	100-3FS-5-G1-9501024	522.87
Vendor V0149 - Brinks Incorporated Total:				522.87
Vendor: V0267 - CalACT				
21861	12/28/2016	Membership 2017 Public Operators	100-1EX-5-G1-9501006	910.00
Vendor V0267 - CalACT Total:				910.00
Cash Disbursements Report CC 2.E				Post Dates: 12/01/2016 - 12/31/2016
Vendor: V1139 - California Choice				
21781	12/08/2016	Group Health Insurance (EE)- Jan 2017	100-000-2-B1-4011013	5,260.76
21781	12/08/2016	Group Health Insurance (ER)- Jan 2017	100-1ZZ-5-G1-9701612	26,793.00
Vendor V1139 - California Choice Total:				32,053.76



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Post Dates 12/01/2016 - 12/31/2016

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0723 - Canon Solutions America				
21862	12/28/2016	Monthly Maintenance charges for Canon copiers.	100-2FF-5-G1-9401009	217.63
21862	12/28/2016	Monthly Maintenance charges for Canon copiers.	100-2FF-5-G1-9401009	288.98
Vendor V0723 - Canon Solutions America Total:				506.61
Vendor: V1177 - Carbonite, Inc.				
21863	12/28/2016	Carbonite Monthly Maintenance	100-2FF-5-G1-9401012	4,796.36
Vendor V1177 - Carbonite, Inc. Total:				4,796.36
Vendor: V0416 - Carquest of Lancaster #7305				
21817	12/15/2016	Oil, 5W30 Full syn	100-2FF-5-G1-9401038	25.10
21817	12/15/2016	Radiator cap	100-2FF-5-G1-9401038	23.94
21864	12/28/2016	Fuel Cap & Oil 5W30 Full SYN	100-2FF-5-G1-9401038	59.10
21864	12/28/2016	Engine Oil Filter	100-2FF-5-G1-9401038	11.11
Vendor V0416 - Carquest of Lancaster #7305 Total:				119.25
Vendor: V0894 - Colby Konisek				
21841	12/21/2016	Travel reimb-FTA workshop-LA	100-1EX-5-G1-9501019	164.95
Vendor V0894 - Colby Konisek Total:				164.95
Vendor: V0151 - Complete Coach Works				
21842	12/21/2016	Six Commuter Coach Refurbishments-Bus #4749	600-1XX-5-J1-9909048	164,082.93
Vendor V0151 - Complete Coach Works Total:				164,082.93
Vendor: V0812 - DeeAnna Cason				
21750	12/01/2016	Meeting with air resources board	100-1EX-5-G1-9501019	33.92
21750	12/01/2016	All hands meeting	100-1EX-5-G1-9501019	26.95
21750	12/01/2016	Lunch AVUHSD meeting	100-1EX-5-G1-9501019	26.40
21750	12/01/2016	parking fee at Metro	100-1EX-5-G1-9501019	8.00
21750	12/01/2016	AVBOT lunch meeting	100-1EX-5-G1-9501019	20.00
21750	12/01/2016	meeting with SAVE foundation	100-1EX-5-G1-9501019	22.21
21750	12/01/2016	Customer service-cash overage	100-3FS-5-G1-9501019	-12.00
21750	12/01/2016	Gift bags for Board members	100-3FS-5-G1-9501029	14.17
21750	12/01/2016	D Aragon farewell cake	100-3FS-5-G1-9501029	28.63
21750	12/01/2016	Vendor outreach	100-3FS-5-G1-9501029	41.03
21750	12/01/2016	C konisek birthday cake	100-3FS-5-G1-9501029	19.38
Vendor V0812 - DeeAnna Cason Total:				228.69
Vendor: V0154 - Dell Marketing				
21818	12/15/2016	Dell 5130cdn Maintenance Renewal - ST: 23N26X1	100-2FF-5-G1-9401012	471.16
21818	12/15/2016	Dell C3765dnf High-Yield Black Toner Cartridge	100-2FF-5-G1-9401009	139.78
21818	12/15/2016	Dell C1765nf High-Yield Magenta Toner Cartridge	100-2FF-5-G1-9401009	72.47
21818	12/15/2016	Dell C2660dn High-Yield Cyan Toner Cartridge	100-2FF-5-G1-9401009	145.99
21818	12/15/2016	Dell C1765nf High-Yield Yellow Toner Cartridge	100-2FF-5-G1-9401009	72.47
21818	12/15/2016	Dell C1765nf High-Yield Cyan Toner Cartridge	100-2FF-5-G1-9401009	72.47
21818	12/15/2016	Dell C1735nf High-Yield Black Toner Cartridge	100-2FF-5-G1-9401009	144.95
21818	12/15/2016	Dell B1165nfw Black Toner Cartridge	100-2FF-5-G1-9401009	124.24
21818	12/15/2016	Dell C3765dnf High-Yield Magenta Toner Cartridge	100-2FF-5-G1-9401009	264.04
21818	12/15/2016	Dell C3765dnf High-Yield Yellow Toner Cartridge	100-2FF-5-G1-9401009	264.04
21818	12/15/2016	Dell Dell 5130dn Black Imaging Drum Cartridge	100-2FF-5-G1-9401009	93.18
21818	12/15/2016	Dell C3765dnf High-Yield Cyan Toner Cartridge	100-2FF-5-G1-9401009	264.04
Vendor V0154 - Dell Marketing Total:				2,128.83
Vendor: V1160 - Dream Capture Photobooth				
21815	12/08/2016	AVTA Holiday Party-Photobooth	100-5CS-5-G1-9501029	295.00
Vendor V1160 - Dream Capture Photobooth Total:				295.00
Vendor: V0646 - DSL Extreme				
21819	12/15/2016	Internet 01/01/2017-02/01/2017	100-2FF-5-G1-9401025	52.83
Vendor V0646 - DSL Extreme Total:				52.83
Vendor: V0676 - Employment Screening Resources				
21843	12/21/2016	Employee Screening-CSR	100-3FS-5-G1-9501027	82.40
Vendor V0676 - Employment Screening Resources Total:				82.40



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Post Dates 12/01/2016 - 12/31/2016

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1230 - Erika Monroe				
21820	12/15/2016	Travel reimb-NTI Procurement Workshop	100-1EX-5-G1-9501019	478.49
Vendor V1230 - Erika Monroe Total:				478.49
Vendor: V0489 - Eugene Greene				
21852	12/21/2016	Repair backflow device	100-2FF-5-G1-9401038	426.72
Vendor V0489 - Eugene Greene Total:				426.72
Vendor: V0046 - Federal Express				
21844	12/21/2016	Shipping charges	100-3FS-5-G1-9501010	212.75
21844	12/21/2016	Shipping charges	100-3FS-5-G1-9501010	140.79
Vendor V0046 - Federal Express Total:				353.54
Vendor: V0176 - First Place Awards				
21845	12/21/2016	Acrylic Awards	100-3FS-5-G1-9501009	125.35
Vendor V0176 - First Place Awards Total:				125.35
Vendor: V1227 - Franchise Tax Board				
21821	12/15/2016	LUIS J AMALBERTMARRERO-JK-187-5000/CD912112108	100-000-2-B1-4011034	143.86
21865	12/28/2016	Luis J Amalbertmarrero JK-187-5000 CD912140229	100-000-2-B1-4011034	40.90
Vendor V1227 - Franchise Tax Board Total:				184.76
Vendor: V0194 - Frontier Communications				
21846	12/21/2016	Telephone, 12/13/16-01/12/17	100-2FF-5-G1-9401025	447.13
Vendor V0194 - Frontier Communications Total:				447.13
Vendor: V0125 - Grainger				
21822	12/15/2016	FUSE, 5a, ETC	100-2FF-5-G1-9401038	28.45
Vendor V0125 - Grainger Total:				28.45
Vendor: V0624 - Home Depot Credit Services				
21853	12/21/2016	Bus wash	100-2FF-5-G1-9401038	12.01
21853	12/21/2016	Repair water main	100-2FF-5-G1-9401038	61.04
21853	12/21/2016	Insulate fuel island plumbing	100-2FF-5-G1-9401038	45.54
21853	12/21/2016	Wreath bulbs-janitorial	100-2FF-5-G1-9401038	21.73
21853	12/21/2016	Lactation room	100-2FF-5-G1-9401038	28.89
21853	12/21/2016	Power shutdown	100-2FF-5-G1-9401038	57.70
21853	12/21/2016	stuff a bus-padlock	100-5CS-5-G1-9501041	47.86
21853	12/21/2016	Stuff a bus-Zipnet cargo	100-5CS-5-G1-9501041	27.20
21853	12/21/2016	Propane fuel tank	600-1XX-5-J1-9902008	215.82
21853	12/21/2016	CSR heater	600-1XX-5-J1-9902008	26.56
21853	12/21/2016	BSIP Janitorial supplies	600-1XX-5-J1-9909059	161.12
Vendor V0624 - Home Depot Credit Services Total:				705.47
Vendor: V0474 - Insight- Public Sector				
21866	12/28/2016	EWR Fee	100-2FF-5-G1-9401006	3.00
21866	12/28/2016	Microsoft Arc Mouse	100-2FF-5-G1-9401006	70.24
21866	12/28/2016	Dell XPS MLK 9360	100-2FF-5-G1-9401006	1,285.61
Vendor V0474 - Insight- Public Sector Total:				1,358.85
Vendor: V1057 - IntelliRide				
21788	12/08/2016	NOV 2016 ETP Service	100-5CS-5-G1-9401031	8,476.46
21788	12/08/2016	Dial-a-ride Service, Revenue Nov 2016	100-000-4-D1-6001400	-7,601.50
21788	12/08/2016	Dial-a-ride Service, Nov 2016	100-2FF-5-G1-9001014	86,979.22
21823	12/15/2016	November 2016 DAR Fare Coupons	100-000-4-D1-6001400	1,269.00
Vendor V1057 - IntelliRide Total:				89,123.18
Vendor: V0057 - Interior Plant Designs				
21824	12/15/2016	Interior Plant Services FY17-Dec 2016	100-2FF-5-G1-9401005	220.00
Vendor V0057 - Interior Plant Designs Total:				220.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Post Dates 12/01/2016 - 12/31/2016

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1080 - Kennard Design Group				
21825	12/15/2016	Task Order 5 - AV College A&E 3 Bay Bus Stop	600-1XX-5-J1-9909059	13,694.45
21825	12/15/2016	Task Order 6 Count Room	600-1XX-5-J1-9909068	1,890.00
21825	12/15/2016	Add missing specification sections	600-1XX-5-J1-9909068	2,970.00
21847	12/21/2016	Design/Engineering 47 ST E and Ave S Bus Stop	600-1XX-5-J1-9909059	2,160.00
21847	12/21/2016	Upgrade Bus Stop 99 at 30th St E and Ave R	600-1XX-5-J1-9909058	1,795.00
Vendor V1080 - Kennard Design Group Total:				22,509.45
Vendor: V0889 - Len Engel				
21789	12/08/2016	Travel reimb-APTA Committee Meeting	100-1EX-5-G1-9501019	1,742.79
21826	12/15/2016	Employee Holiday party	100-1EX-5-G1-9501029	810.59
21848	12/21/2016	Travel reimbursement-Trump Transition Team	100-1EX-5-G1-9501019	1,233.32
Vendor V0889 - Len Engel Total:				3,786.70
Vendor: V1107 - LPM Consulting Inc.				
21790	12/08/2016	LPM Consulting FY16/17	100-3FS-5-G1-9501027	10,354.50
Vendor V1107 - LPM Consulting Inc. Total:				10,354.50
Vendor: V0720 - Mail America 2- Palmdale				
21827	12/15/2016	CPOS-November 2016	100-3FS-5-G1-9501037	50.00
21867	12/28/2016	RR Coupons for November 2016	100-3FS-5-G1-9501037	36.00
Vendor V0720 - Mail America 2- Palmdale Total:				86.00
Vendor: V1143 - McKeon Group				
21791	12/08/2016	Consulting-December 2016	100-1EX-5-G1-9501013	5,000.00
Vendor V1143 - McKeon Group Total:				5,000.00
Vendor: V0292 - McMaster-Carr Supply Co.				
21828	12/15/2016	Crush resistant Duct hose	100-2FF-5-G1-9401038	28.70
Vendor V0292 - McMaster-Carr Supply Co. Total:				28.70
Vendor: V0783 - Mobile Relay Associates				
21854	12/21/2016	Radio Repeater Service-Dec 2016	100-2FF-5-G1-9401038	1,224.30
Vendor V0783 - Mobile Relay Associates Total:				1,224.30
Vendor: V0714 - Norman Hickling				
21792	12/08/2016	Travel reimb-APTA Committee	100-1EX-5-G1-9501019	129.46
21849	12/21/2016	Travel reimb-FTA workshop LA	100-1EX-5-G1-9501019	178.01
Vendor V0714 - Norman Hickling Total:				307.47
Vendor: V0987 - OPSEC Specialized Protection				
21829	12/15/2016	Security services-November 2016	100-5CS-5-G1-9501034	4,322.50
Vendor V0987 - OPSEC Specialized Protection Total:				4,322.50
Vendor: V0768 - Orange Coast Petroleum Equipment, Inc.				
21868	12/28/2016	Fuel dispensing hose	100-2FF-5-G1-9401038	395.01
Vendor V0768 - Orange Coast Petroleum Equipment, Inc. Total:				395.01
Vendor: V0622 - Palmcaster Equipment Rentals				
21793	12/08/2016	Propane Gas	100-2FF-5-G1-9401038	83.70
Vendor V0622 - Palmcaster Equipment Rentals Total:				83.70
Vendor: V0078 - Pinnacle Petroleum Inc				
21869	12/28/2016	Fuel, December 2016	100-2FF-5-G1-9201003	16,980.51
21869	12/28/2016	Fuel, December 2016	100-2FF-5-G1-9201003	16,998.36
21869	12/28/2016	Fuel, December 2016	100-2FF-5-G1-9201003	16,151.45
21869	12/28/2016	Fuel, December 2016	100-2FF-5-G1-9201003	16,068.72
21869	12/28/2016	Fuel, December 2016	100-2FF-5-G1-9201003	16,389.77
Vendor V0078 - Pinnacle Petroleum Inc Total:				82,588.81
Vendor: V1006 - Proactive Work Health				
21870	12/28/2016	Physical Exam - V. Vasquez	100-3FS-5-G1-9501027	110.00
Vendor V1006 - Proactive Work Health Total:				110.00
Vendor: V0232 - Progressive BusinessCompliance				
21795	12/08/2016	One year subscription	100-1EX-5-G1-9501001	44.95
Vendor V0232 - Progressive BusinessCompliance Total:				44.95



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Post Dates 12/01/2016 - 12/31/2016

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V1229 - Sheraton Grand Los Angeles Hotel				
21775	12/07/2016	To Pay for lodging - FTA Workshop	100-1EX-5-G1-9501019	1,449.83
Vendor V1229 - Sheraton Grand Los Angeles Hotel Total:				1,449.83
Vendor: V0743 - SHI- Software Hardware Integration				
21830	12/15/2016	1 Day Instant Replacement for Barracuda Email GW	100-2FF-5-G1-9401012	224.68
21830	12/15/2016	1 Year Energize Updates for Barracuda Email GW	100-2FF-5-G1-9401012	799.00
21830	12/15/2016	1 Year Energize Updates for Barracuda Web Gateway	100-2FF-5-G1-9401012	499.00
21830	12/15/2016	1 Year Instant Replacement for Barracuda Web GW	100-2FF-5-G1-9401012	449.00
21830	12/15/2016	1 Day Energize Updates for Barracuda SSL VPN 180	100-2FF-5-G1-9401012	0.54
21830	12/15/2016	1 Year Instant Replacement for Barracuda Email GW	100-2FF-5-G1-9401012	499.00
21830	12/15/2016	1 Year Energize Updates for Barracuda SSL VPN 180	100-2FF-5-G1-9401012	199.00
21830	12/15/2016	1 Day Energize Updates for Barracuda Web Gateway	100-2FF-5-G1-9401012	256.19
21830	12/15/2016	1 Day Instant Replacement for Barracuda Web GW	100-2FF-5-G1-9401012	228.14
21830	12/15/2016	1 Day Energize Updates for Barracuda Email GW	100-2FF-5-G1-9401012	361.35
Vendor V0743 - SHI- Software Hardware Integration Total:				3,515.90
Vendor: V0701 - Signal Campus				
21798	12/08/2016	AV College Outdoor Advertising - Student Services	100-1EX-5-G1-9501003	336.00
21798	12/08/2016	AV College Outdoor Advertising - Student Services	100-1EX-5-G1-9501003	315.00
Vendor V0701 - Signal Campus Total:				651.00
Vendor: V0403 - Southern California Edison				
21799	12/08/2016	Electricity usage-10/31/16-12/01/2016	100-2FF-5-G1-9401037	95.10
Vendor V0403 - Southern California Edison Total:				95.10
Vendor: V0493 - Standard Insurance Company				
21800	12/08/2016	Dental Insurance Premium (EE)- Dec 2016	100-000-2-B1-4011014	758.02
21800	12/08/2016	Dental Insurance Premium (ER)- Dec 2016	100-1ZZ-5-G1-9701614	2,726.30
21800	12/08/2016	Vision Insurance Premium (EE)- Dec 2016	100-000-2-B1-4011016	128.84
21800	12/08/2016	Vision Insurance Premium (ER)-Dec 2016	100-1ZZ-5-G1-9701616	500.60
Vendor V0493 - Standard Insurance Company Total:				4,113.76
Vendor: V0477 - Standard Insurance Company				
21871	12/28/2016	Life	100-1ZZ-5-G1-9701811	368.27
21871	12/28/2016	HADV Premium	100-1ZZ-5-G1-9701811	38.00
21871	12/28/2016	Short Term Disability	100-1ZZ-5-G1-9701812	1,265.57
21871	12/28/2016	Long Term Disability	100-1ZZ-5-G1-9701813	784.90
21871	12/28/2016	AD&D	100-1ZZ-5-G1-9701814	73.64
Vendor V0477 - Standard Insurance Company Total:				2,530.38
Vendor: V1226 - Steven S. Policar				
21767	12/01/2016	Cost Analysis for 40-45-60 ft BYD Buses	100-1EX-5-G1-9501013	13,365.00
Vendor V1226 - Steven S. Policar Total:				13,365.00
Vendor: V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation				
21831	12/15/2016	General services, October 2016	100-1EX-5-G1-9501005	4,005.86
21831	12/15/2016	Special litigation-October 2016	100-1EX-5-G1-9501005	109.50
21831	12/15/2016	Yvette Holmes vs AV-October 2016	100-1EX-5-G1-9501005	4,005.50
Vendor V1170 - Stradling Yocca Carlson & Rauth, A Professional Corporation Total:				8,120.86
Vendor: V1216 - Taft Electric Company				
21855	12/21/2016	IFB Contract 17-01 85 Elec Bus Charging Station,#2	600-1XX-5-J1-9909085	432,245.48
Vendor V1216 - Taft Electric Company Total:				432,245.48
Vendor: V0103 - TCW Systems, Inc.				
21872	12/28/2016	Radio repeater services (Transit)	100-2FF-5-G1-9401038	500.00
Vendor V0103 - TCW Systems, Inc. Total:				500.00
Vendor: V0982 - The Balloon Factory				
21832	12/15/2016	Helium tank, C/O fill	100-2FF-5-G1-9401038	76.28
21856	12/21/2016	Helium (Stuff a Bus)	100-5CS-5-G1-9501041	337.95
Vendor V0982 - The Balloon Factory Total:				414.23
Vendor: V1068 - The Bus Coalition				
21801	12/08/2016	Membership,CY 2017	100-1EX-5-G1-9501006	3,000.00
Vendor V1068 - The Bus Coalition Total:				3,000.00



Antelope Valley Transit Authority

Cash Disbursements Report CC 2.E

By Vendor Name

Post Dates 12/01/2016 - 12/31/2016

Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: V0505 - The Customer Service Experts				
21802	12/08/2016	CPOS Reimbursement- Nov 2016	100-3FS-5-G1-9501037	50.00
Vendor V0505 - The Customer Service Experts Total:				50.00
Vendor: V0904 - Time Warner Cable Business Class				
21833	12/15/2016	Internet services-12/13/16-01/12/17	100-2FF-5-G1-9401025	1,365.00
21833	12/15/2016	Cable, 12/11/16-01/10/17	100-2FF-5-G1-9401025	246.71
Vendor V0904 - Time Warner Cable Business Class Total:				1,611.71
Vendor: V0252 - Transdev, Inc.				
21857	12/21/2016	JARC Commuter hours-785-786-787-Nov 2016	100-2FF-5-G1-9001015	18,006.99
21857	12/21/2016	Commuter Recovery-Nov 2016	100-2FF-5-G1-9001013	5,177.51
21857	12/21/2016	Local and Commuter Maint and Service, November16	100-2FF-5-G1-9001013	1,138,248.22
21857	12/21/2016	Special Service-BYD Tour Bus#4370-Nov 2016	100-2FF-5-G1-9001013	227.85
21857	12/21/2016	Performance Truck repair-Bus#4745-Nov 2016	600-1XX-5-J1-9909047	5,444.55
21857	12/21/2016	Metrolink Assistance-Nov 2016	100-2FF-5-G1-9001013	30.38
21857	12/21/2016	BYD Electric buses-Nov 2016	100-2FF-5-G1-9001016	20,012.83
21857	12/21/2016	Commuter recovery standby-Nov 2016	100-2FF-5-G1-9001013	1,829.80
Vendor V0252 - Transdev, Inc. Total:				1,188,978.13
Vendor: V0353 - UNUM Life Insurance Co of Amer				
21873	12/28/2016	Long Term Care (EE)	100-000-2-B1-4011024	123.90
21873	12/28/2016	Long Term Care (ER)	100-1ZZ-5-G1-9702618	487.09
Vendor V0353 - UNUM Life Insurance Co of Amer Total:				610.99
Vendor: V1072 - W.A.V.E.				
21834	12/15/2016	WAVE-Install at AVTA 2nd site	600-1XX-5-J1-9909081	5,175.00
21834	12/15/2016	Wave Inductive Charger	600-1XX-5-J1-9909081	155,150.00
Vendor V1072 - W.A.V.E. Total:				160,325.00
Vendor: V0550 - Waste Management				
21835	12/15/2016	Waste-November 2016	100-2FF-5-G1-9401023	1,191.22
Vendor V0550 - Waste Management Total:				1,191.22
Vendor: V1154 - Weideman Group Inc.				
21808	12/08/2016	Government Advocay Consultant Contract-Jan 2017	100-1EX-5-G1-9501015	10,000.00
Vendor V1154 - Weideman Group Inc. Total:				10,000.00
Vendor: V0112 - Western Exterminators				
21836	12/15/2016	Exterminator-November 2016	100-2FF-5-G1-9401005	100.00
Vendor V0112 - Western Exterminators Total:				100.00
Vendor: V0124 - Witts				
21809	12/08/2016	Office Supplies	100-3FS-5-G1-9501009	100.23
21809	12/08/2016	Office Supplies	100-3FS-5-G1-9501009	24.55
21874	12/28/2016	Office Supplies	100-3FS-5-G1-9501009	207.32
Vendor V0124 - Witts Total:				332.10
Grand Total:				2,268,537.38



DATE: January 24, 2017

TO: BOARD OF DIRECTORS

SUBJECT: FY17 Second Quarter Los Angeles County Sheriff's Department Report – October 1 through December 31, 2016

RECOMMENDATION

That the Board of Directors receive and file the FY17 Second Quarter Los Angeles County Sheriff's Department Report.

FISCAL IMPACT

No fiscal impact at this time.

DISCUSSION

Deputy Maselli and his K-9 partner, Ieka, worked an average of 34 hours per week (444 hours total) during the second quarter of FY17.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that might have been reported from the previous day. Over the three-month period, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day, and approximately 34,500 passengers.

Deputy Maselli monitored various locations that had reported problems. These locations included: Avenue J & Division Street, Avenue J & Challenger Way, Newgrove Avenue and 10th Street West, The Lancaster Senior Center, 6th Street East & Palmdale Boulevard and the Lancaster Metrolink Station.

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

Deputy Maselli provided assistance during several traffic collisions, notifying dispatch and assisting AVTA bus operators with traffic control. Deputy Maselli assisted Lancaster Sheriff's

Station with a deputy-involved shooting in October (Sergeant Steve Owen) and with Sergeant Steve Owen's coroner's procession, funeral procession and memorial services.

In December, Deputy Maselli followed up with a complaint regarding passengers taking more than one seat on commuter routes at the Palmdale Transit Center. He advised patrons to make room for fellow passengers and remove their personal belongings from empty seats. No issues were observed or reported.

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

Citations	Oct 16	Nov 16	Dec 16
Suspended or Unlicensed Driver	1	10	6
Expired Registration	1	6	8
Registration Not in Vehicle	1	1	-
No Proof of Insurance	-	7	8
Drinking in Public (Bus Stops)	2	7	4
No License Plates	-	3	5
Failure to Obey Posted Signs at Transit Centers	1	2	3
Impounded Vehicle	-	2	1
Outstanding Warrant Arrest	-	3	1
Driver License Not in Possession	-	-	3
No Required Interlock Ignition Device	1	1	-
Defective Front Windshield	-	-	1
Unlawful Parking	-	1	-
Allowing Unlicensed Driver to Operate Vehicle	-	-	1

During the month of October, Deputy Maselli issued four citations and made two arrests. All citations were transit related and issued at transfer centers and bus stop locations. He donated 60 hours to AVTA during the month of October. He warned and advised approximately 15+ persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Lancaster City Park, Palmdale Transit Center, and at AVTA bus stops.

During the month of November Deputy Maselli issued 21 citations, made 10 arrests, cited and released in the field six people for outstanding warrants, and impounded two vehicles. All citations were transit related and issued at transfer centers and bus stop locations. He donated 24 hours to AVTA during the month of November. He warned and advised over 20 persons regarding disobeying posted signs, smoking in prohibited areas,

and traffic related incidents at Lancaster City Park, Palmdale Transit Center, and at AVTA bus stops.

During the month of December Deputy Maselli issued 17 citations, made eight arrests, and impounded one vehicle. All citations were transit related and issued at transfer centers and bus stop locations. He donated 24 hours to AVTA during the month of December. He warned and advised approximately 25 persons regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at Lancaster City Park, Palmdale Transit Center, and at AVTA bus stops.

Prepared by:

Submitted by:

Kelly Miller
Community Outreach Specialist

Len Engel
Executive Director/CEO



DATE: January 24, 2017

TO: BOARD OF DIRECTORS

SUBJECT: Proposed 2017 AVTA Legislative Principles

RECOMMENDATION

That the Board of Directors approve the Proposed 2017 AVTA Legislative Principles as outlined in Attachment A.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The proposed 2017 Legislative Principles outlined in Attachment A include broad guidelines to help focus AVTA's legislative proposals and strategies. It is designed to provide flexibility which will guide staff in responding to legislative issues that may arise during the course of the year, such as raids on transit funds and responses to proposed legislative requirements.

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

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

Submitted by:

Len Engel
Executive Director/CEO

Attachment: A – Proposed 2017 Legislative Principles

2017 FEDERAL LEGISLATIVE PRINCIPLES

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

2017 STATE LEGISLATIVE PRINCIPLES

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

2017 LOCAL LEGISLATIVE PRINCIPLES

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



DATE: January 24, 2017
TO: BOARD OF DIRECTORS
SUBJECT: Proposed Modifications to the AVTA Bylaws, Resolution No. 2017-001

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2017-001 (Attachment A), amending the Bylaws (Attachment B) to 1) replace all references to "Executive Director" with "Executive Director/Chief Executive Officer (CEO)"; and 2) revise Section 8.0 – Executive Director Expenditure Limits.

FISCAL IMPACT

It is unlikely that this item will result in any fiscal impact.

BACKGROUND

At the November 22, 2016 Board of Directors meeting, the Board approved Revision No. 6 to AVTA's Procurement Policy and Procedures Manual. Staff amended the policy to address title changes and increase the Executive Director's signing authority. Due to the revisions to the policy, it is necessary for staff to revise the Bylaws to replace all references to "Executive Director" with "Executive Director/CEO" and delete Section 8 – Executive Director Expenditure Limits in its entirety and replace with the following.

Proposed revision to Section 8.0 – Executive Director/CEO Expenditure Limits:

The Executive Director/CEO is authorized to approve the following expenditures:

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

Change orders/supplemental Agreements to contracts payments - Those

expenditures which do not exceed 10 percent of the approved contract costs or \$50,000, whichever is less.

Other purchases - Purchases up to \$75,000 per purchase requisition.

All other purchases over \$75,000 per purchase requisition, and the purchase of any fixed asset over \$75,000, shall be subject to BOARD approval.

Submitted by:

Len Engel
Executive Director/CEO

Attachments: A – Resolution No. 2017-001
B – Amended Bylaws

BOARD OF DIRECTORS
ANTELOPE VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2017-001

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ANTELOPE VALLEY TRANSIT AUTHORITY AMENDING THE AUTHORITY'S BYLAWS TO CHANGE
A POSITION TITLE AND INCREASE THE EXECUTIVE DIRECTOR'S EXPENDITURE LIMITS**

WHEREAS, the Board of Directors of the Antelope Valley Transit Authority desires to amend its Bylaws to incorporate changes made to the Procurement Policy and Procedures Manual approved by the Board on November 22, 2016, to wit: (i) replace all references to Executive Director with Executive Director/Chief Executive Officer (CEO); and revise Section 8.0 - Executive Director's Expenditure Limits; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

1. All references in the Authority's Bylaws to "Executive Director" are hereby replaced with "Executive Director/CEO".
2. Section 8.0 (Executive Director Expenditure Limits) of the Authority's Bylaws is deleted in its entirety and replaced with the following:

8.0 EXECUTIVE DIRECTOR/CEO EXPENDITURE LIMITS

The Executive Director/CEO is authorized to approve the following expenditures:

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

Change orders/supplemental Agreements to contracts payments - Those expenditures which do not exceed 10 percent of the approved contract costs or \$50,000, whichever is less.

Other purchases - Purchases up to \$75,000 per purchase requisition.

All other purchases over \$75,000 per purchase requisition, and the purchase of any fixed asset over \$75,000, shall be subject to BOARD approval.

PASSED, APPROVED and ADOPTED this 24th day of January, 2017 by the following vote:

AYES: _____ NOES: _____

ABSTAIN: _____ ABSENT: _____

Marvin Crist, Chairman

ATTEST:

Approved as to form:

Karen Darr, Clerk of the Board

Allison Burns, General Counsel

DRAFT

AMENDED AND RESTATED BYLAWS
OF THE
ANTELOPE VALLEY TRANSIT AUTHORITY

1.0 NAME OF AUTHORITY

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

2.0 PURPOSES AND POWERS

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

3.0 BOARD OF DIRECTORS

3.10 Membership

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

3.20 Term of Office

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

4.0 MEETINGS

4.10 Regular Meetings

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

4.20 Special Meetings

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

4.30 Quorum

A majority of the members of BOARD or alternates present at a meeting shall constitute a quorum for the conducting of business, except that less than a quorum may adjourn a meeting.

4.40 Minutes

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

4.50 Officers

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

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

4.60 Compensation

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

4.70 Order of Business

The order of business for BOARD meetings shall be determined by the Chairperson in consultation with the Executive Director/Chief Executive Officer (CEO).

4.80 Agenda Changes

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

4.90 Roberts Rules of Order

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

4.92 Voting

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

4.94 Notice

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

5.0 TRANSIT ADVISORY COMMITTEE

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

6.0 STAFF/ORGANIZATION CHART

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

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

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

7.0 BUDGETARY PROCESS

7.10 Preliminary Jurisdiction Contribution Estimates

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

7.20 Final Budgets

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

7.30 Budget Conflicts

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

7.40 Budgetary Changes

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

8.0 EXECUTIVE DIRECTOR/CEO EXPENDITURE LIMITS

The Executive Director/CEO is authorized to approve the following expenditures:

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

Change orders/supplemental Agreements to contracts payments - Those expenditures which do not exceed 10 percent of the approved contract costs or \$5025,000, whichever is less.

Other purchases - Purchases up to \$7550,000 per purchase requisition.

All other purchases over \$7550,000 per purchase requisition, and the purchase of any fixed asset over \$7550,000, shall be subject to BOARD approval.

9.0 AUTHORITY SERVICE DESCRIPTION, COST ALLOCATIONS

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

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

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

10.0 SERVICE PERFORMANCE STANDARDS

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

11.0 AMENDMENT

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

12.0 AUTHORITY INSURANCE

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

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

13.0 INSURANCE BY OTHER PARTIES

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

All parties which operate buses and other equipment owned by AUTHORITY shall also repair and/or replace such equipment, at their expense, if it is damaged or destroyed prior to the termination of its scheduled useful life.

14.0 DEFINITIONS

The following definitions shall apply to transit services provided:

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

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

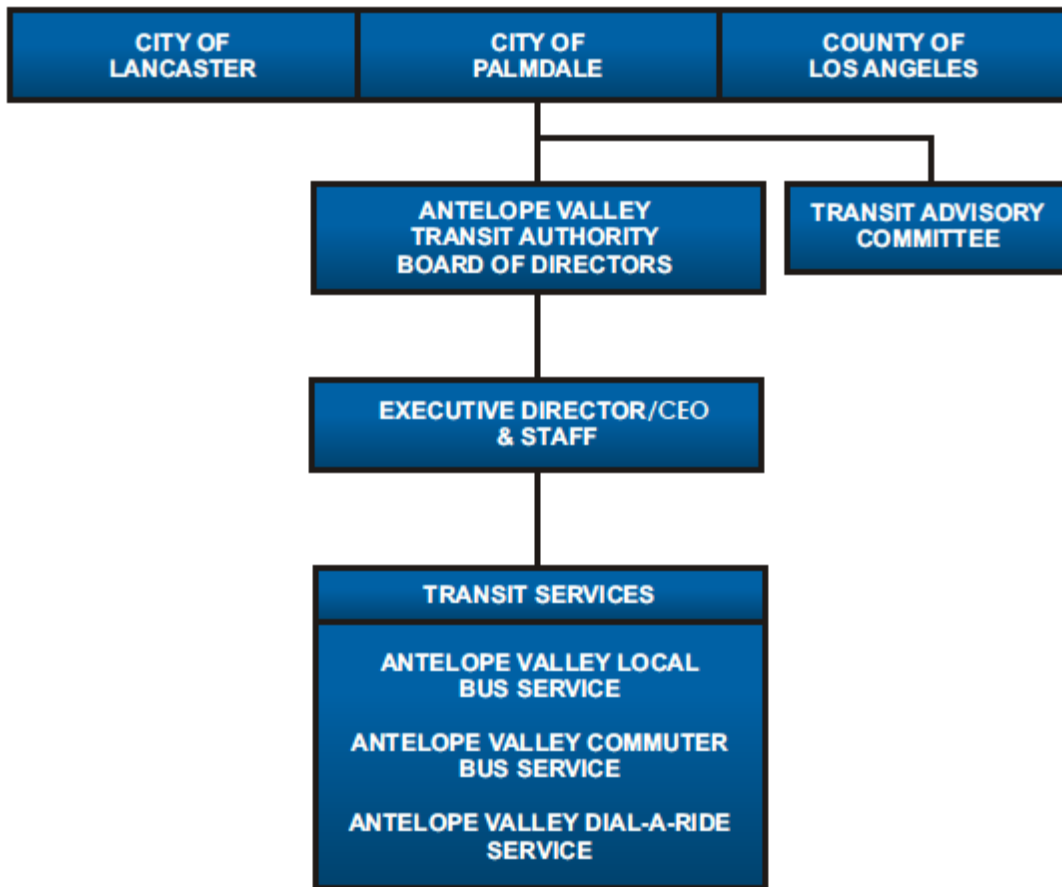
"Deadhead" means miles or hours in which a vehicle is driven while out of service to and from vehicle in-service runs.

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

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

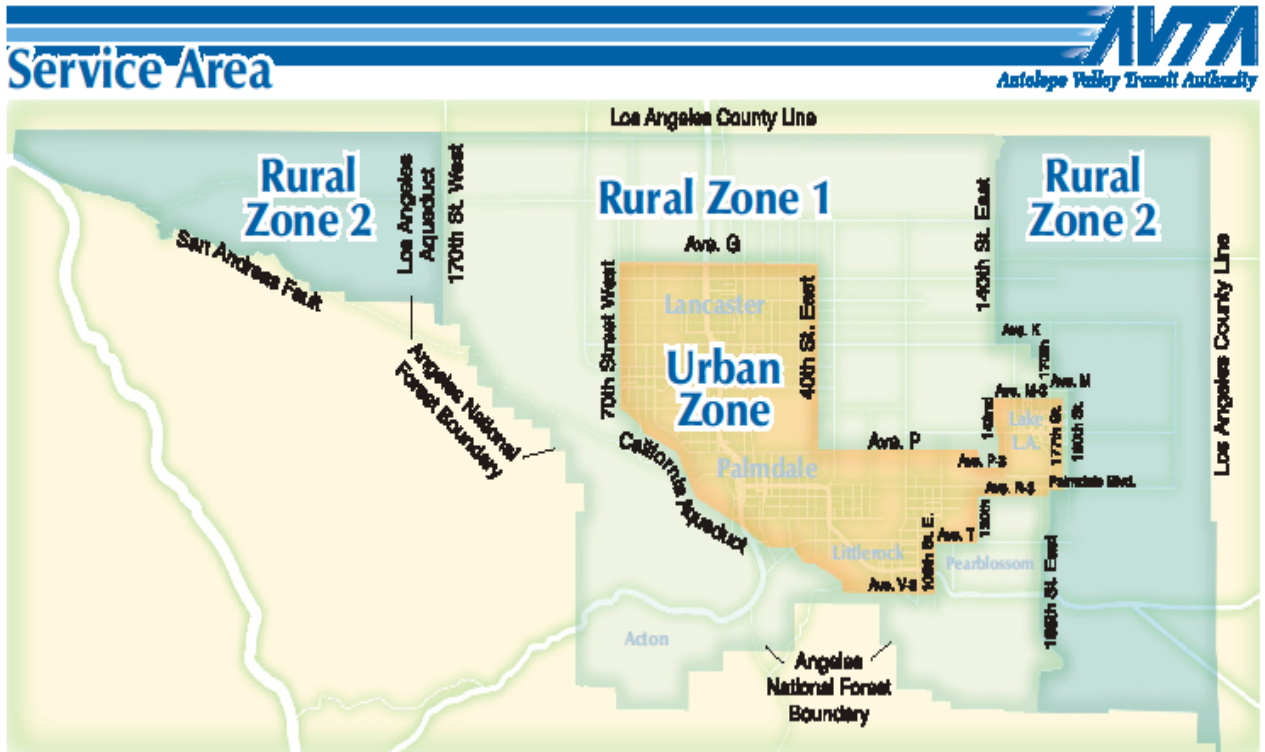


APPENDIX A ANTELOPE VALLEY TRANSIT AUTHORITY ORGANIZATION CHART



APPENDIX B

SERVICE AREA MAP



APPENDIX C

ANTELOPE VALLEY TRANSIT AUTHORITY COST ALLOCATION FORMULA

Commuter Bus Service

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

Local Fixed-Route Service

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

Paratransit and General Public Dial-A-Ride Service

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

Facilities

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

Administration and Other

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

Special Event Transportation Service

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



DATE: January 24, 2017
TO: BOARD OF DIRECTORS
SUBJECT: Proposed Changes to AVTA Advertising Policy

RECOMMENDATION

That the Board of Directors approve the AVTA Advertising Policy to reflect changes to staff's responsibilities and the sections pertaining to Public Service Announcements (PSA) and vinyl window graphics.

FISCAL IMPACT

It is unlikely that this item will result in any fiscal impact.

BACKGROUND

There was some concern about how the jurisdictional advertising space for PSAs is handled and the percentage of window surface that could be covered by vinyl window graphics. Therefore, staff modified the Advertising Policy to 1) reflect changes to staff's responsibilities; 2) revise the definition for PSAs; 3) remove the paragraph in Section 3.3 that pertains to the use of a jurisdictional voucher system; and 4) amend the percentage of the window surface that may be covered by vinyl window graphics.

Prepared by:

Submitted by:

Lyle Block
Procurement & Contract Officer

Len Engel
Executive Director/CEO

Attachment: Proposed Revised Advertising Policy

Policy No:	Subject: AVTA Advertising Policy
Orig. Approved: September 28, 2010	Revision No. 3 Effective Date: <u>January 24, 2017</u>
Approved by: Board of Directors	Page: 1 of 8

POLICY

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

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

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

DEFINITIONS

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

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

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

Exterior Queen Space – Medium ad measuring 88" x 30" displayed on the curbside of

AVTA buses. Queen ads are applied directly to the bus with adhesive vinyl.

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

Governmental Entities – Public entities specifically created by government action.

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

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

~~Public Information Officer~~ **Jurisdictional Partner** – one of the three jurisdictions that are parties to the AVTA joint powers agreement: City of Lancaster, City of Palmdale and the County of Los Angeles.

Executive Director – AVTA’s ~~Public Information Officer~~ Executive Director or such person’s designee.

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

(i) Actual funding in an amount exceeding \$1,000;

(ii) Use of property owned or controlled by the governmental entity, sufficient in area to accommodate not less than 25% of the overall area necessary to conduct the event;

(iii) An allocation of time to advertise the community event, on not less than five (5) days, on a cable television channel operated or under the control of the governmental entity;

(iv) Personnel of the governmental agency, including, but not limited to, police and/or fire personnel, assigned solely to assist with the production or supervision of the community event; or

(v) Other services, resources or assets of the governmental agency, dedicated to assist in the production or supervision of the community event, having a fair market value exceeding \$1,000.

Vinyl Window Graphics – An adhesive vinyl super-graphic which covers a ~~portion~~ percentage of the window surface of a bus. Such graphics are manufactured to be largely transparent to those inside the vehicle, permitting passengers to see outside through the graphics. AVTA requires a 50/50 screen.

1.0 RESPONSIBILITIES

~~Public Information Officer prepares~~ AVTA

- Prepares all messages and materials for dissemination on board AVTA Buses; administers the distribution/display of transit information; tracks/coordinates the availability and use of AVTA's unique information distribution channels.
- ~~Customer Service distributes~~ Distributes quantities of time schedules and Customer Centers according to distribution list prepared by ~~Public Information Officer~~ AVTA's designated staff.
- ~~Operators and Service Attendants physically~~ Physically ~~places~~ time schedules on buses for distribution to the public.

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

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

2.0 GENERAL

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

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

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

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

3.0 GUIDELINES

3.1 Revenue-Generating Advertising

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

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

3.2 Permitted Advertising Content

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

3.2.1 Commercial and Promotional Advertising

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

3.2.2 Non-Commercial Advertising

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

3.3 Public Service Announcements (PSAs)

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

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

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

3.3.3 Allocation of advertising space for PSAs.

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

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

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

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

3.4 Prohibited Advertising Content

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

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

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

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

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

3.5 AVTA's Right of Rejection

Beyond the above, AVTA's vendors may review advertising content according to their own guidelines of acceptability. AVTA requires the screening of all individual ads by vendors prior to posting. Nevertheless, in all contracts AVTA

reserves the right to reject any advertising content submitted for display on its properties and/or to order the removal of any advertising posted on its properties. Decisions regarding the rejection or removal of advertising are made by ~~the Public Information Officer~~ AVTA's designated staff based solely upon the criteria in this policy statement.

3.6 Vinyl Window Graphics

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

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

3.7 Informational Advertising

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

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

Acceptable information for these distribution channels is categorized as follows:

3.7.1 Regular Transit Information

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

3.7.2 Cross-Promotional Information

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

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

3.8 "Added Value" Materials

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

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