AGENDA
GOLD COAST TRANSIT DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 1, 2014 – 10:00 A.M.
GCT ADMINISTRATIVE FACILITY
301 EAST THIRD STREET
OXNARD, CA  93030-6048
www.GoldCoastTransit.org

CALL TO ORDER

ROLL CALL

Chair Carl Morehouse – City of Ventura
Vice-Chair Paul Blatz – City of Ojai
Director Bryan MacDonald – City of Oxnard
Director Jonathan Sharkey – City of Port Hueneme
Director John C. Zaragoza – County of Ventura

CEREMONIAL CALENDAR

- Pledge of Allegiance
- Employee Recognition
  - Vanessa Rauschenberger for being honored by Mass Transit Magazine as a Top 40 Under 40 Transit Professional - Steven P. Brown, General Manager

GENERAL PUBLIC COMMENT PERIOD

At this time, the Gold Coast Transit Board of Directors will consider public comment for business matters that are not on the agenda. Each speaker is limited to three (3) minutes. The presiding officer shall enforce the time limit. Such matters cannot be discussed by the Board at the time of presentation, but may be referred to the general manager/secretary for administrative action or public report at a later meeting, or scheduled on a subsequent agenda for consideration. This rule shall not prohibit a member of the Board, at this time, from briefly responding to a public statement, or question or proposed initiative, as provided in Government Code Section 54954.2. Speakers are requested to complete a green speaker form, available from the Clerk of the Board, and file it with the Clerk before speaking.
BOARD OF DIRECTORS’ REPORTS

GENERAL MANAGER’S REPORT

AGENDA REVIEW - Any changes to the agenda may be made at this time.

CONSENT AGENDA

1. Consider Approval of Minutes of September 10, 2014 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of August 2014
3. Consider Approval of Treasurer’s Report for August 2014
4. Consider Approval of Budget Income Statement for Month Ending August 2014

FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

The Gold Coast Transit Board of Directors will consider public comment on any item appearing on the agenda at the time that agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to five (5) minutes comment total on all agenda items. Speakers are requested to complete a green speaker form, available from the Clerk of the Board or on the speaker’s podium, and file it with the Clerk before speaking.

6. Consider Approval of New Position Description for Human Resources Assistant - Debbie Williams, Director of Human Resources
7. Consider Approval of New Position Description for Finance Analyst - Steve L. Rosenberg, Director of Finance and Administration
8. Consider Adoption of Resolution Number 2014-110 to Implement Revisions to the Gold Coast Transit Personnel Rules effective October 1, 2014 - Steve L. Rosenberg, Director of Finance and Administration
9. Review and Provide Input on New Gold Coast Transit District Logo - Cynthia Torres Duque, Communications and Marketing Manager

INFORMATIONAL ITEMS

NONE
CLOSED SESSION

10. Public Employee Performance Evaluation pursuant to Government Code 54957
   Title: General Manager

11. Closed Session-Conference with labor negotiator pursuant to Government Code section 54957.6 - Agency designated representative: Steven DeBaun - Unrepresented General Manager

12. Report from Closed Session - General Counsel

The next regular meeting of the Gold Coast Transit District Board of Directors will be held on **November 5, 2014 at 10:00 A.M. at the Gold Coast Transit Board Room, 301 E. Third Street, Oxnard, CA 93030.** Copies of administrative reports relating to the Board agenda are available on-line at [www.GoldCoastTransit.org](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit, 301 E. Third St, Oxnard, CA, 93030

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING, PLEASE CONTACT THE OFFICE MANAGER AT (805) 483-3959, Ext. 124, OR E-MAIL ribarra@goldcoasttransit.org OR THROUGH THE CALIFORNIA RELAY SERVICE AT 711. NOTIFICATION 72 HOURS PRIOR TO THE MEETING WILL ENABLE GCT TO MAKE REASONABLE ACCOMMODATIONS TO ENSURE ACCESSIBILITY TO THE MEETING.
October 1, 2014

TO: Board of Directors

FROM: Steven P. Brown
General Manager

SUBJECT: Recognition of Vanessa Rauschenberger - Honored as a Top 40 Under 40 by Mass Transit Magazine

EXECUTIVE SUMMARY

Earlier this year I nominated Vanessa Rauschenberger as a candidate for the Mass Transit Magazine Top 40 Under 40 Recognition Program. This popular program is now in its sixth year and the Editor noted in the press release announcing the honorees that they could have easily expanded the list due to the large number of great nominees that they received. Attached is the article about Vanessa. Please join me in congratulating her for receiving this national honor.

Top 40 Under 40 2014: Vanessa Rauschenberger
Article Sep 22, 2014

Vanessa Rauschenberger, planning manager, Gold Coast Transit District. Photo credit: GCTD
Vanessa Rauschenberger is the planning manager at Gold Coast Transit District and has more than 10 years of professional experience in the transportation/transit industry. Growing up in Oxnard, California, Rauschenberger knew she wanted to either become an artist or an architect. It was during the pursuit of her degree in city and regional planning, however, that she discovered her passion was in planning, a career path which satisfied her need to be creative and think in terms of the “big picture.”

In 2001 Rauschenberger moved to New York City to complete her Master’s in urban planning, during which she worked for the Brooklyn Center for Urban Environment where she taught students about how construction of major infrastructure projects like the Brooklyn Bridge helped transform the city.

From 2004 to 2009 she worked as an associate planner/project manager for the NYC Department of Transportation, working on numerous “complete street” re-designs, including Brooklyn’s Grand Army Plaza and 7th Avenue/Penn Station and managing the city’s Safe Routes to Schools Program.

Taking the opportunity to shift gears and return to her hometown, Rauschenberger moved back to Oxnard in 2009, hoping to be able to help improve transportation options in her hometown. She began working for Gold Coast Transit District (GCTD) in 2010 first as a consultant/volunteer on the Vineyard Avenue Community Transit Plan and, soon afterward, was hired as a full-time transit planner.

In her role at GCTD she is responsible for managing fixed-route service planning and ensuring high-quality service delivery. She also provides leadership and project management skills, while ensuring successful implementation of transit technology projects and is currently working on GCTD’s first short range transit plan in more than a decade.

In her time at GCTD, she has spearheaded numerous leadership roles, including leading the implementation of new transit technologies such as scheduling software, which resulted in considerable savings for the agency and improved on-time performance. Additionally, Rauschenberger established a Planning & Scheduling Advisory Team that brings both bus operators and planning staff together to help find ways to improve service.

In 2013, Rauschenberger helped to develop a popular new bus route, Route 21, which now carries more than 20,000 monthly passengers. She also developed a set of fixed-route service planning standards and guidelines for the agency that won unanimous board support and continues to lead agency-wide efforts to bring innovative changes into fruition, including implementing Google Transit, which has contributed to record ridership increases.

Rauschenberger currently serves as vice-chair of the Transit Operators Advisory Committee, which advises the Ventura County Transportation Commission (VCTC) on all transit-related matters in the county. She is also a member of Young Professionals in Transportation, a Washington, D.C., based non-profit, and the American Planning Association. She holds a bachelor’s degree in city and regional planning from Cal Poly State University, and a master’s in urban planning from Hunter College, City University of New York.
She currently lives in Camarillo, California, with her husband Justin and two dogs, Jersey and Jackson.

“What I enjoy most about being a transit planner is collaborating and learning from passionate and dedicated co-workers who strive each day to improve the service we provide. In addition, working at a smaller agency that is experiencing a period of growth affords me the opportunity to see and learn about all aspects of how a transit agency works. From navigating the challenges that change brings, to the energizing process of planning for both our near- and long-term future, my work is constantly evolving and I look forward to learning something new each day.”

“Going to college in a small town with very limited transit options, I was determined to move to a city where no car was required. After attending the American Planning Association Conference in New York in 2000, I knew that was the city for me. The next year I made the move from California and I immediately embraced the freedom that world-class public transportation provided. When transit is so good that you don’t have to look at a schedule because you know the next bus or train will arrive in a few minutes, you can focus on living your life instead of worrying about being stranded. Years later, when I eventually moved back to my hometown, I was determined to work in the field of public transportation knowing that good public transit is essential to the well-being of residents in any city, no matter its size.”

“In the future, I’d like to see funding for the operation of transit service accepted as a service that benefits the entire community. It is usually accepted that the cost maintaining streets and sidewalks and other city infrastructure is to be shared by all, yet the cost of operating a bus is seen by some as a subsidy for just for the underprivileged. I’d like to see that perception changed through investment in incorporating public art into bus stops, offering mobile payment options that make it easy to pay the fare, and providing high-frequency service that would make transit more universally accepted as a valuable community asset.”
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 10, 2014 10:00 A.M.

Call to Order
Chair Carl Morehouse called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:00 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call
Chair Carl Morehouse – City of Ventura
Vice-Chair Paul Blatz – City of Ojai
Director Bryan MacDonald – City of Oxnard
Director Jonathan Sharkey – City of Port Hueneme
Director John C. Zaragoza – County of Ventura

Staff Present
Steven P. Brown, General Manager
Nancy Kierstyn Schreiner, General Counsel
Steve Rosenberg, Director of Finance & Administration
Robert Lurie, Director of Fleet & Facilities
Debbie Williams, Director of Human Resources
Reed Caldwell, New Facility Project Manager
Marlena Kohler, Purchasing Manager/DBE Officer
Tanya Hawk, Buyer
Cynthia Torres, Communications & Marketing Manager
Vanessa Rauschenberger, Planning Manager
Claire Johnson-Winegar, Transit Planner
Lili Tomen, Accounting Manager
Linda Marie Soshea, Payroll & Benefits Specialist
Daniel Amaro, Administrative Analyst
Roxanna Ibarra, Office Manager

Ceremonial Calendar
The pledge of allegiance was led by Chair Morehouse.

Employee Recognition
Debbie Williams, Director of Human Resources along with Andrew Mikkelson, Director of Transit Operations congratulated Bus Operator Catalina Bolanos for her 1 Million Mile of
Safe Driving award. Chair Morehouse and General Manager Steve Brown congratulated Transit Supervisor Suzanne Chavez for her 20 years of dedicated service and Accounting Manager Lili Marlene Tomen for her 15 years of dedicated service to the agency. Steve Rosenberg, Director of Finance and Administration gave a special thank you acknowledgement to Lili. On behalf of the GCT Board and staff, Chair Carl Morehouse and General Manager Steve Brown thanked Ms. Bolanos, Ms. Chavez and Ms. Tomen for their hard work, dedication and commitment to the agency.

**General Public Comment Period**
Mr. Robert Rodriguez with the bus rider union commented he along with the bus riders of GCTD had some concerns in regards to the new schedule changes. General Manager Steve Brown stated the planning and marketing department would get together with Mr. Rodriguez to address his concerns in regards to the new route and schedule changes.

**Board of Directors Reports**
Director MacDonald stated the City of Oxnard is upgrading the streets thanks to Measure O.

**General Manager Reports**
General Manager Steve Brown reported GCTD’s annual Comprehensive Annual Financial Report will be completed later this month and will be available for review in October. Mr. Brown stated the CAFR will be presented at the November 5, 2014 meeting for adoption. Mr. Brown also reported funding from VCTC has been secured for the replacement of the entire Paratransit fleet. Mr. Brown stated staff has determined the most effective process would be to replace 1/3 of the vehicles each year over the next three years. Mr. Brown also reported GCTD has two new interns, one in Planning Mr. Armando Pigman and one in Finance Ms. Penny Amundsen. Mr. Brown reported these interns have been funded through a Caltrans grant that is good for the next two years.

**Agenda Review**
There were no changes.

**Consent Agenda**

1. Consider Approval of Minutes of July 2, 2014 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of June 2014
3. Consider Approval of Expenditures for the Month of July 2014
4. Consider Approval of Treasurer’s Report for June 2014
5. Consider Approval of Treasurer’s Report for July 2014
6. Consider Approval of Budget Income Statement for the Month Ending June 2014
7. Consider Approval of Budget Income Statement for the Month Ending July 2014
8. Consider Approval of Financial Statements and Schedule of Money Transfers for June 2014

10. Consider Approval of General Manager’s Expense Report for July/August 2014

Director Zaragoza moved to approve Consent Agenda 1 thru 10. Director MacDonald seconded the motion. **The motion passed unanimously.**

**Public Comments on Agenda Items**
There were none.

**Formal Items**

11. **Consider Approval of Award of General Counsel Contract to Best, Best & Krieger**- Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler reported it was a competitive bid process for the General Counsel services which began with the issuance of Request for Proposal (RFP) 14-06 on April 15, 2014. Ms. Kohler stated the purpose of the bid was to locate a qualified firm and/or attorney to provide legal services for general counsel. Ms. Kohler stated the RFP was publicized in The Daily Journal, Transit Talent, on our website, on the Public Purchase website and the local bar association was asked to post an announcement to their members. Ms. Kohler reported 8 proposals and 1 no-bid were received in which all proposals were evaluated and considered responsive. Ms. Kohler stated an evaluation team independently evaluated and scored each proposal. Ms. Kohler stated the top five highest rated firms from the evaluation were invited to present/interview with the Selection Panel. Ms. Kohler stated at the conclusion of the interview process and upon combing the evaluation and interview scores, Best, Best & Krieger received the highest score overall. Ms. Kohler stated the proposal from Best, Best & Krieger was considered fair and reasonable based on adequate competition.

Director MacDonald stated BBK seems to be a very well qualified firm. In looking forward the future with the District and new facility BBK is the qualified firm to lead GCTD to move forward.

Vice-Chair Blatz stated in being part of the interview process he feels the firm has extensive knowledge on new construction. Vice-Chair Blatz was highly impressed with BBK, he felt they had a breath of knowledge that is extensive for the current and upcoming projects for GCTD.

Director Zaragoza stated it has always being a pleasure to work with Nancy Kierstyn Schreiner. Mr. Zaragoza stated GCTD is looking at the qualifications that fit best for the agency. Mr. Zaragoza also stated GCTD also needs to look at the organization that best fits for the tax payers and our residents.
Chair Morehouse thanked General Counsel Nancy Kierstyn Schreiner and stated GCTD appreciates the many years of service.

Director Zaragoza moved to Approve Award of General Counsel Contract to Best, Best & Krieger. Director Blatz seconded the motion.

**Roll Call**

Yes: Director MacDonald, Vice-Chair Blatz, Director Zaragoza, Chair Morehouse

No: Director Sharkey

The motion passed unanimously.

**12. Consider Approval of Award for Purchase of Natural Gas and Third Party Low-Carbon Fuel Standard (LCFS) Consulting Services to GHI Energy**

Marlena Kohler, Purchasing Manager and DBE Officer

Steve Rosenberg stated staff began the competitive bid process on May 21, 2014 with the issuance of Request for Proposal 14-08 for Purchase of Natural Gas Requirements and Third Party Consulting Services for the Management of a low Carbon fuel Standard (LCFS) Credit Program created under California AB 32. Mr. Rosenberg stated the LCFS program allows a fueling station owner (GCTD) to delegate its regulated party status, at whatever negotiated terms and compensation, to a third-party energy service provider who will supply natural gas to our fueling station. GCTD began the process for the purchase of natural gas to our fueling station. Mr. Rosenberg stated the RFP was to contract with a third-party provider that specialized in the sale and delivery of natural gas to government agencies for use as transportation fuel and has the industry expertise to apply for, manage and subsequently monetize on GCTD’s behalf, the marketable credits associated with its use. Mr. Rosenberg stated two proposals were submitted and two firms were evaluated, GHI Energy received the highest overall scores.

Mr. Rosenberg introduced GHI Energy’s Vice-President Clarke Anderson who gave the Board of Directors a presentation on how GHI Energy functions.

Ms. Kohler also discussed, reported and detailed the RFP process for Purchase of Natural Gas and Third Party Low-Carbon Fuel Standard (LCFS) Consulting Services to GHI Energy.

Director MacDonald moved to Approve Award for Purchase of Natural Gas and Third Party Low-Carbon Fuel Standard (LCFS) Consulting Services to GHI Energy. Director Sharkey seconded the motion. **The motion passed unanimously.**
13. Consider Adoption of Resolution 2014-107 Approving the Gold Coast Transit District Conflict of Interest Code—Steve L. Rosenberg, Director of Finance and Administration Manager

Mr. Rosenberg stated the GCT Board of Directors last approved an update to the agency’s Conflict of Interest Code (COIC) on the Board Resolution 2012-11 in September 2012. Mr. Rosenberg stated the agency is due to file a COIC review before October 1, 2014. Mr. Rosenberg stated the issues that require updating are establishing GCTD as a district and addressing staffing changes that have taken place in the past two years.

Vice-Chair Blatz moved to Adopt Resolution 2014-107 Approving the Gold Coast Transit District Conflict of Interest Code. Director Zaragoza seconded the motion. The motion passed unanimously.


Steve Rosenberg stated since GCT has recently become the Gold Coast Transit District, CalTIP now requires that the GCTD Board reaffirm the GCT Board’s approval of the CalTIP JPA agreement.

Director Zaragoza moved to Adopt Resolution 2014-108, Reaffirming GCTD Approval of the Joint Powers Agreement governing the California Transit Systems Joint Powers Authority (CalTIP). Director MacDonald seconded the motion. The motion passed unanimously.

15. Consider Adoption of Resolution 2014-109 Updating Designation of GCTD Staff to Serve on the California Transit Systems Joint Powers Authority (CalTIP) Board of Directors—Steve Rosenberg, Director of Finance and Administration

Director MacDonald moved to Adopt Resolution 2014-109 Updating Designation of GCTD Staff to Serve on the California Transit Systems Joint Powers Authority (CalTIP) Board of Directors. Director Sharkey seconded the motion. The motion passed unanimously.

16. Consider Approval of Payment to CBRE for Real Estate Brokerage Services for the Purchase of Land for the GCT Administration and Operations Facility—Reed Caldwell, Facility Project Manager
Mr. Caldwell reported GCTD recently purchased property to locate the district’s fixed route and administrative functions. Mr. Caldwell stated staff is requesting the Board to authorize the General Manager to pay the district’s broker a 2% broker commission of the property purchase price.

Director MacDonald moved to Approve Payment to CBRE for Real Estate Brokerage Services for the Purchase of Land for the GCT Administration and Operations Facility. Director Sharkey seconded the motion. The motion passed unanimously.

17. Receive and File Report on the Status of the GCT Administration and Operations Facility- Reed Caldwell, Facility Project Manager

Mr. Caldwell updated the Board of Directors on the new administration and operations facility project. Mr. Caldwell reported the environmental process concluded in July 2014 with the approval from the FTA and the City of Oxnard. He stated GCTD purchased the 15-acre site for the project on July 28, 2014 subsequent to receiving the FTA grant and completing both the federal and state environmental processes, National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). Mr. Caldwell gave a presentation on the building design schematics which demonstrated preliminary colors for the building materials exterior and interior. Mr. Caldwell stated the preliminary design development review also was held with the City of Oxnard on September 3, 2014 to review the proposed development of the site.

18. Receive and File Report and Presentation on the Fixed Route and Paratransit Service as of the end of the Fiscal Year 2013-2014- Vanessa Rauschenberger, Planning Manager and Cynthia Torres, Communications and Marketing Manager

Ms. Rauschenberg gave a status and presentation report on the fixed route and paratransit services to the Board of Directors. Ms. Torres also discussed and presented to the Board the GCTD public outreach, events and marketing highlights of fiscal year 2013-2014.

Information Items
A. Award for Janitorial Services Contract to El Campanario Janitorial- Tanya Hawk, Buyer

Closed Session

19. Closed Session Conference with Legal Counsel – Anticipated Litigation whether to initiate litigation pursuant to Government Code Section 54956.9(c) – One Case – Nancy Kierstyn Schreiner, General Counsel
The Board of Directors went into closed session at 11:57 A.M.

**20. Report from Closed Session – General Counsel**

The Board of Directors reconvened into open session at 12:15 P.M. General Counsel Nancy Kierstyn Schreiner stated there were no announcements to report at this time.

There being no further business Chair Carl Morehouse adjourned the Board of Directors meeting at 12:16 P.M.

Minutes recorded by: Roxanna Ibarra Clerk of the Board of Directors

___________________________                              _______________________
Steven P. Brown                                      Chair Carl Morehouse
Secretary of the Board                                 Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **October 1, 2014 10:00 A.M. at the Gold Coast Transit District Board Room, 301 E. Third Street, Oxnard, CA 93030.** Copies of administrative reports relating to the Board agenda are available on-line at [www.GoldCoastTransit.org](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit, 301 E. Third St., Oxnard, CA 93030
Date: September 24, 2014
To: GCTD Board of Directors
From: Lili Marlene T. Tomen
       Accounting Manager
Re: Consider Approval of Expenditures for the Month of August, 2014

Attached is a list of expenditures for the month of August, 2014 from the GCTD General Checking Account.

If any member of the Board wishes to review a particular item, please contact me to have the necessary documentation on hand for the meeting.

Attachment
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<td>00070422</td>
<td>8/14/2014</td>
<td>$1,304.09</td>
<td>☐</td>
<td>PAYROLL GARNISHMENTS</td>
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<tr>
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<td>$50,942.00</td>
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<td>V0923</td>
<td>OCEAN HONDA</td>
<td>00070399</td>
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<td>$49.41</td>
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<tr>
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<td>VOYAGER</td>
<td>00070400</td>
<td>8/8/2014</td>
<td>$229.01</td>
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<tr>
<td>V1809</td>
<td>VERIZON CALIFORNIA</td>
<td>00070317</td>
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<tr>
<td>V1809</td>
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<td>00070401</td>
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<tr>
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</tbody>
</table>

Total:    $882,855.66
Date: September 24, 2014  
To: GCTD Board of Directors  
From: Lili Marlene T. Tomen  
Accounting Manager  

RE: Consider Approval of Treasurer's Report for August, 2014

Following is a recap of GCTD cash and investment accounts as of August 31, 2014.

**Cash on Hand**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty Cash</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Cash on Hand</td>
<td>$23,058.37</td>
</tr>
<tr>
<td>Union Bank</td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td>$182,889.76</td>
</tr>
<tr>
<td>Payroll</td>
<td>$2,961.12</td>
</tr>
<tr>
<td>Union Bank Money Market</td>
<td>$947,014.66</td>
</tr>
<tr>
<td>Special Fund - Prop 1B</td>
<td>$8,642,936.77</td>
</tr>
<tr>
<td>Temporary Investments</td>
<td></td>
</tr>
<tr>
<td>Local Agency Investment Funds</td>
<td>$3,300,346.17</td>
</tr>
<tr>
<td><strong>Total Cash on Hand</strong></td>
<td><strong>$13,100,206.85</strong></td>
</tr>
</tbody>
</table>

**Other Investments**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Capital Reserve Funds</td>
<td></td>
</tr>
<tr>
<td>Ventura County Treasurer</td>
<td>$4,075,371.82</td>
</tr>
</tbody>
</table>

Note: County Treasurer's Report of Investments is available for review.
Date:         September 24, 2014

TO:           GCTD Board of Directors

FROM:         Lili Marlene T. Tomen
              Accounting Manager

RE:           Consider Approval of Budget Income Statement for Two (2) Months ending August, 2014.

Attached for the Board’s approval is a copy of GCTD’s Budget Income Statement covering the 2-month period ending August, 2014.

Attachment
## GOLD COAST TRANSIT DISTRICT
### MONTHLY BUDGET INCOME STATEMENT

**For Two (2) Months Ending August 31, 2014**

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Adopted Budget</th>
<th>Year-to-Date</th>
<th>Percent of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Fares</td>
<td>$3,456,600</td>
<td>$629,439</td>
<td>18.2%</td>
</tr>
<tr>
<td>Non-Operating Revenues</td>
<td>219,000</td>
<td>39,731</td>
<td>18.1%</td>
</tr>
<tr>
<td>State Assistance</td>
<td>192,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Local Assistance</td>
<td>11,386,300</td>
<td>2,064,202</td>
<td>18.1%</td>
</tr>
<tr>
<td>Federal Demo Projects</td>
<td>1,232,800</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Federal Assistance</td>
<td>3,630,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Depreciation Offset</td>
<td>2,525,800</td>
<td>401,478</td>
<td>15.9%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$22,642,500</strong></td>
<td><strong>$3,134,850</strong></td>
<td><strong>13.8%</strong></td>
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</tbody>
</table>

| Expenses: | | |
|-----------|----------------|--------------|------------------------|

**FUNCTIONAL CATEGORIES**

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>Year-to-Date</th>
<th>Percent of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Support</td>
<td>$14,791,300</td>
<td>$2,272,832</td>
<td>15.4%</td>
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<tr>
<td>Service/Supplies - Operational</td>
<td>4,287,500</td>
<td>716,974</td>
<td>16.7%</td>
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<tr>
<td>Service/Supplies - Support</td>
<td>1,037,900</td>
<td>173,963</td>
<td>16.8%</td>
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<tr>
<td><strong>Total, Functional Categories</strong></td>
<td><strong>$20,116,700</strong></td>
<td><strong>$3,163,769</strong></td>
<td><strong>15.7%</strong></td>
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</tbody>
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**OPERATIONAL CATEGORIES**

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>Year-to-Date</th>
<th>Percent of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route</td>
<td>$11,240,200</td>
<td>$1,761,550</td>
<td>15.7%</td>
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<tr>
<td>Maintenance</td>
<td>3,274,800</td>
<td>484,416</td>
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<tr>
<td>Administration</td>
<td>2,274,400</td>
<td>358,965</td>
<td>15.8%</td>
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<tr>
<td>Planning and Marketing/Paratransit</td>
<td>3,327,300</td>
<td>558,838</td>
<td>16.8%</td>
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<tr>
<td><strong>Total, Operational Categories</strong></td>
<td><strong>$20,116,700</strong></td>
<td><strong>$3,163,769</strong></td>
<td><strong>15.7%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>Year-to-Date</th>
<th>Percent of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation</td>
<td>$2,525,800</td>
<td>$401,478</td>
<td>15.9%</td>
</tr>
</tbody>
</table>

| Excess or (Deficit) | $ | $(430,398) |
Date: September 24, 2014                         Item # 5

TO: GCTD Board of Directors

FROM: Lili Marlene T. Tomen
      Accounting Manager

RE: Consider Approval of Financial Statements and Schedule of Money
    Transfers for August, 2014

Attached for the Board’s approval are copies of GCTD’s Financial Statements
and Schedule of Money Transfers for August, 2014.

Attachment
# Gold Coast Transit District
## Balance Sheet

<table>
<thead>
<tr>
<th>Fiscal Year: 2015</th>
<th>Period 2</th>
<th>August - 2014</th>
<th>Division: 01 Gold Coast Transit District</th>
<th>As of: 08/31/2014</th>
</tr>
</thead>
</table>

### ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>CASH</td>
<td>$13,100,206.85</td>
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<td>ACCOUNTS RECEIVABLE</td>
<td>$1,312,521.26</td>
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<tr>
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<td>WORK IN PROCESS</td>
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<td>TANGIBLE TRANSIT PROPERTY</td>
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<td>INTANGIBLE ASSETS</td>
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<tr>
<td>INVESTMENTS</td>
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<td>SPECIAL FUNDS</td>
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<td>OTHER ASSETS</td>
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### LIABILITIES AND CAPITAL

<table>
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<th>Amount</th>
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<td>$944,446.62</td>
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<td>ACRUED TAX LIABILITIES</td>
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TOTAL ASSETS                                      | $43,914,114.99 |
## Gold Coast Transit District
### Balance Sheet

<table>
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<th>Fiscal Year:</th>
<th>Period</th>
<th>August - 2014</th>
<th>Division:</th>
<th>01 Gold Coast Transit District</th>
<th>As of:</th>
<th>08/31/2014</th>
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</tr>
<tr>
<td>TOTAL CAPITAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$26,765,402.18</td>
</tr>
<tr>
<td>TOTAL CAPITAL AND LIABILITIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$43,914,114.99</td>
</tr>
</tbody>
</table>
## Income Statement With Approved Budget

**Gold Coast Transit District**

**As of:** 08/31/2014

**Fiscal Year:** 2015

### REVENUES

<table>
<thead>
<tr>
<th>Revenue Type</th>
<th>August - 2014</th>
<th>Jul-2014 Thru Aug-2014</th>
<th>Year To Date</th>
<th>Approved Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PASSENGER FARES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PASSENGER FARES</td>
<td>$311,541.62</td>
<td>$571,105.53</td>
<td>17.75%</td>
<td>$3,217,800.00</td>
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<tr>
<td><strong>SPECIAL TRANSIT FARES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SPECIAL TRANSIT FARES</td>
<td>$29,166.67</td>
<td>$58,333.34</td>
<td>12.96%</td>
<td>$450,000.00</td>
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<tr>
<td><strong>AUXILIARY TRANSPORTATION REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL AUX TRANS REVENUES</td>
<td>$19,621.25</td>
<td>$38,995.00</td>
<td>17.33%</td>
<td>$225,000.00</td>
</tr>
<tr>
<td><strong>NONTRANSPORTATION REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL NONTRANS REVENUES</td>
<td>$1,975.25</td>
<td>$4,113.64</td>
<td>18.36%</td>
<td>$22,400.00</td>
</tr>
<tr>
<td><strong>LOCAL GRANTS AND REIMBURSEMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL LOCAL GRANTS &amp; REIMB</td>
<td>$1,032,102.04</td>
<td>$2,064,202.08</td>
<td>16.67%</td>
<td>$12,385,200.00</td>
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<tr>
<td><strong>STATE GRANTS AND REIMBURSEMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL STATE GRANTS &amp; REIMB</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$250,000.00</td>
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<tr>
<td><strong>FEDERAL GRANTS AND REIMBURSEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FEDERAL GRANTS &amp; REIMB</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$5,314,400.00</td>
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<tr>
<td><strong>DEPRECIATION OFFSET</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$1,394,406.83</td>
<td>$2,736,749.59</td>
<td>12.52%</td>
<td>$21,864,800.00</td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>August - 2014</th>
<th>Jul-2014 Thru Aug-2014</th>
<th>Year To Date</th>
<th>Approved Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LABOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL LABOR</td>
<td>$666,095.19</td>
<td>$1,334,301.57</td>
<td>15.50%</td>
<td>$8,608,900.00</td>
</tr>
<tr>
<td><strong>FRINGE BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FRINGE BENEFITS</td>
<td>$434,396.68</td>
<td>$933,243.89</td>
<td>14.38%</td>
<td>$6,488,200.00</td>
</tr>
<tr>
<td><strong>SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SERVICES</td>
<td>$230,199.50</td>
<td>$447,108.57</td>
<td>13.03%</td>
<td>$3,432,500.00</td>
</tr>
</tbody>
</table>
## Gold Coast Transit District
### Income Statement With Approved Budget

**Fiscal Year:** 2015  
**Period:** 2  
**Division:** 01 Gold Coast Transit District  
**As of:** 08/31/2014

<table>
<thead>
<tr>
<th></th>
<th>August - 2014</th>
<th>Jul-2014 Thru Aug-2014</th>
<th>Year To Date</th>
<th>Approved Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATERIALS AND SUPPLIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL MATERIALS AND SUPPLIES</td>
<td>$151,072.14</td>
<td>$284,895.19</td>
<td>12.34%</td>
<td>$2,308,600.00</td>
</tr>
<tr>
<td><strong>UTILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL UTILITIES</td>
<td>$14,740.99</td>
<td>$29,218.39</td>
<td>19.05%</td>
<td>$153,400.00</td>
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<tr>
<td><strong>CASUALTY AND LIABILITY COSTS</strong></td>
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<tr>
<td>TOTAL CASUALTY AND LIABILITY</td>
<td>$44,609.45</td>
<td>$87,193.75</td>
<td>15.23%</td>
<td>$572,400.00</td>
</tr>
<tr>
<td><strong>FUEL TAXES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FUEL TAXES</td>
<td>$0.00</td>
<td>$0.44</td>
<td>0.00%</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL MISCELLANEOUS EXPENSE</td>
<td>$40,037.97</td>
<td>$45,508.05</td>
<td>17.69%</td>
<td>$257,200.00</td>
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<tr>
<td><strong>INTEREST EXPENSE</strong></td>
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<td></td>
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<tr>
<td>TOTAL INTEREST EXPENSE</td>
<td>$209.74</td>
<td>$419.48</td>
<td>13.11%</td>
<td>$3,200.00</td>
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<tr>
<td><strong>LEASES</strong></td>
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<td></td>
</tr>
<tr>
<td>TOTAL LEASES</td>
<td>$939.90</td>
<td>$1,879.80</td>
<td>7.83%</td>
<td>$24,000.00</td>
</tr>
<tr>
<td><strong>TANGIBLE DEPN AND AMORTIZATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL TRANSIT DEPN &amp; AMORT</td>
<td>$199,644.24</td>
<td>$399,289.20</td>
<td>16.67%</td>
<td>$2,394,957.00</td>
</tr>
<tr>
<td><strong>PARATRANSIT DEPRECIATION &amp; AMORT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PARA DEPN &amp; AMORT</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$54,200.00</td>
</tr>
<tr>
<td><strong>INTANGIBLE ASSETS DEPN &amp; AMORT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL INT’BLE ASSETS DEPN &amp; AMORT</td>
<td>$1,094.48</td>
<td>$2,188.96</td>
<td>25.00%</td>
<td>$8,756.00</td>
</tr>
<tr>
<td><strong>CONTINGENCY</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CONTINGENCY</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$1,783,040.28</td>
<td>$3,565,247.29</td>
<td>14.66%</td>
<td>$24,316,313.00</td>
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<tr>
<td><strong>PROFIT/LOSS</strong></td>
<td>($388,633.45)</td>
<td>($828,497.70)</td>
<td>33.80%</td>
<td>($2,451,513.00)</td>
</tr>
</tbody>
</table>
Gold Coast Transit District  
Schedule of Money Transfers  
For the Month of August 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-Aug-14</td>
<td>Transfer for Payroll and Accounts Payable</td>
<td>UB Money Market</td>
<td>UB General Checking</td>
<td>$783,000.00</td>
</tr>
<tr>
<td>7-Aug-14</td>
<td>Transfer for Payroll</td>
<td>UB General Checking</td>
<td>UB Payroll Checking</td>
<td>$265,000.00</td>
</tr>
<tr>
<td>12-Aug-14</td>
<td>Transfer to Prop 1B</td>
<td>UB Money Market</td>
<td>UB Prop 1 B PTMISEA</td>
<td>$13,173.46</td>
</tr>
<tr>
<td>15-Aug-14</td>
<td>Transfer for GCTD LTF</td>
<td>UB LTF Gen Checking Acct</td>
<td>UB GCTD Money Market Acct</td>
<td>$959,248.00</td>
</tr>
<tr>
<td>21-Aug-14</td>
<td>Transfer for Payroll and Accounts Payable</td>
<td>UB Money Market</td>
<td>UB General Checking</td>
<td>$493,300.00</td>
</tr>
<tr>
<td>21-Aug-14</td>
<td>Transfer for Payroll</td>
<td>UB General Checking</td>
<td>UB Payroll Checking</td>
<td>$253,700.00</td>
</tr>
<tr>
<td>27-Aug-14</td>
<td>Transfer for Accounts Payable</td>
<td>UB Money Market</td>
<td>UB General Checking</td>
<td>$307,000.00</td>
</tr>
</tbody>
</table>
### Gold Coast Transit District

#### Payroll Information

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Period End</th>
<th>Gross Wages</th>
<th>Direct Deposits</th>
<th>Payroll Checks Cut</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Aug-14</td>
<td>2-Aug-14</td>
<td>$348,958.07</td>
<td>$261,950.91</td>
<td>$2,883.73</td>
</tr>
<tr>
<td>13-Aug-14</td>
<td>13-Aug-14</td>
<td>$1,174.99</td>
<td>$</td>
<td>$1,094.36</td>
</tr>
<tr>
<td>22-Aug-14</td>
<td>16-Aug-14</td>
<td>$335,240.14</td>
<td>$251,315.51</td>
<td>$2,360.64</td>
</tr>
<tr>
<td>26-Aug-14</td>
<td>26-Aug-14</td>
<td>$6,313.36</td>
<td>$</td>
<td>$4,741.22</td>
</tr>
</tbody>
</table>
Date: October 1, 2014
To: Board of Directors
FROM: Debbie L. Williams
Director of Human Resources
Subject: Consider Approval of New Position Description for Human Resources Assistant

I. EXECUTIVE SUMMARY

This agency’s hiring of the Director of Human Resources position in June 2014 subsequent to the Board’s approval in December 2013, has created the human resources presence GCTD’s employee population has called for. As this agency grows, the human resources function requires an experienced and professional staff to serve its employee’s daily needs, mitigate litigation and create people enhancing programs. Human resource’s current responsibilities include but are not limited to the following: labor and grievances, training and development, recruitment, compensation, wellness, new hire orientation, insurance claims, worker’s compensation, labor negotiations, policies and procedures management, affirmative action, performance management, regulatory compliance and employee climate. These competencies are continually being reviewed to establish best practices. Additionally, human resources will be assuming benefits administration, front office rotation and event coordination over the next few months.

II. BACKGROUND

Human Resource’s role in the agency today is becoming more clearly defined and requires a sufficient amount of assistance to support all the daily activities and people driven initiatives both short- term and long-term. The current senior management team recognizes the value of human resources within the agency and supports being responsive to the employees and proactive toward costly litigation circumstances.

The FY13-14 budget includes an approved position for an Office Administrator. After a closer review of the current structure, the agency’s needs have been re-evaluated. A dedicated administrative resource in the human resources department has become the priority. Currently the Office Manager has assisted with many of the administrative needs for human resources,
however; both functions of the Office Manager and Human Resources have sacrificed timely and optimum results. It is anticipated with GCTD’s growth, the responsibilities in the Human Resources Department will significantly increase proportionate to the population. Adding a Human Resources Assistant is necessary at this time to meet current agency requirements as well as put processes in place for the future. GCTD’s culture is shifting toward a people driven environment which calls for increased human resources to execute quality strategies. The Human Resources Department currently consists of the Director of Human Resources and a Human Resources Manager.

The salary range for the Human Resources Assistant will be the same for Office Manager and Payroll and Benefits Specialist $47,200 to $61,100.

III. SUMMARY & RECOMMENDED ACTION

IT IS RECOMMENDED that the Board of Directors approve the new position description for Human Resources Assistant.

General Manager’s Concurrence

Steven P. Brown
CLASSIFICATION TITLE: Human Resources Assistant

NON-REPRESENTED: Staff

OVERTIME STATUS: Non-Exempt

SAFETY SENSITIVE: No

REPORTING STATUS: Director of Human Resources

SUPERVISES: None

DATE AUTHORIZED: October 2014

JOB SUMMARY

The Human Resources Assistant supports the administration of the day-to-day operations, functions and duties for the Human Resources Department. The Human Resources Assistant supports the recruitment process end to end. The assistant role will be available to answer employee questions about human resources matters such as company policy, personal development plans, benefits and employee relations issues. The Human Resources Assistant should have a professional demeanor with coworkers and outside parties. Excellent oral and written skills are required. The assistant role will be the primary support in the Human Resources Department.

ESSENTIAL FUNCTIONS

The HR Assistant has responsibility to:

• Coordinate recruitment activities such as ad placement, application/resume collection, scheduling of interviews, conducting background checks, making offers and sending rejection letters.

• Schedule/facilitate new hire orientation, prepare/process new employee paperwork and create new employee files.

• Support the HR Department’s training initiatives by scheduling classes, reserving training space and providing supplies and meals for all participants.
• Serve as the focal point in Human Resources. May have several requests and projects underway simultaneously. Organization, energy and an even temperament work best in this role.

• Process owner of benefits administration to include employee inquiries, vendor communications and annual open-enrollment responsibilities.

• Provide general administrative support such as preparing correspondence, forms and reports, arranging meetings, processing confidential reports and documents, filing electronic and hard copy HR information, tracking deadlines and taking minutes as needed.

• Establish, maintain and audit employee personnel files, training records, organizational charts, recruitment records and HR related reports.

• Contribute to team efforts as part of the department when requested as well as when suggesting one's own ideas.

• Maintain employee confidences and protect the organization by keeping human resource information confidential.

• Participate in strategic planning and budgeting of human resources activities that meet and support company’s objectives.

• Assist in various internal and external surveys.

• Maintain a daily log of pertinent information to share with the department.

• Support employee relations investigations with guidance from HR Manager and HR Director.

• Demonstrate sufficient business knowledge to be effective in contributing to critical HR-related issues.

OTHER JOB FUNCTIONS

May be assigned additional staff responsibilities.

MINIMUM QUALIFICATIONS

• Graduation from High School and 2 years from an accredited college.

OR
Additional business experience as outlined above may be substituted for 2 years college.

AND

Knowledge of:

- General office software such as Microsoft Word, Excel and PowerPoint
- Various employment laws and practices
- Recruitment Processes
- Being a department’s first point of contact and quickly identifying the client’s need
- Compiling and reporting on data, investigations and HR-related activities
- Effective problem-solving skills
- Experience maintaining confidential information and handling employee requests/changes in a timely manner
- Handling inquiries and difficult employees in the absence of management
- Training programs- Scheduling classes/preparation of facilitator’s notes/supplies and meals management

and

Ability to:

- Work quickly to achieve many tasks with quality and precise end results
- Learn to work effectively in a transit and union environment
- Ability to communicate clearly and concisely, both orally and in writing at all levels of the organization
- Establish and maintain effective working relationships throughout the organization
- Manage sensitive and confidential matters
- Explain company personnel policies, benefits and procedures.
- Process and review employment applications in order to evaluate qualifications or eligibility of applicants
- Arrange for training activities, employee special events and coordinate with the Marketing Manager for all general company employee communication

LICENSES AND OTHER REQUIREMENTS:

Possess a valid California drivers' license and driving record acceptable to GCT’s insurance underwriter

Authorized: October 2014
Industry certifications of specific skills are desirable

**WORKING CONDITIONS:**

Environment
- Office environment
- Fast Paced

Physical Abilities:
- Sitting for extended periods of time at a keyboard or workstation
- Grasping, repetitive hand movement and fine coordination in using a computer keyboard.
- Speaking clearly and precisely
October 1, 2014

TO: Board of Directors

FROM: Steve L. Rosenberg
Director of Finance and Administration

Debbie Williams
Director of Human Resources

SUBJECT: Consider Approval of New Position Description for Finance Analyst

I. Executive Summary

As GCTD evolves as an organization we have been gradually expanding our historically limited list of approved staff position descriptions to include positions that other public entities of similar size and complexity consider to be core functional positions. Recently the Board approved for the first time the position of Information Technology Manager. Another core functional position GCTD has not added to this point is Finance Analyst. GCTD has a critical need to address this function and staff recommends the addition of the Finance Analyst position.

The Finance Analyst will be responsible for accounting, budgeting, financial and analytical functions in support of financial and administrative operations. GCTD is currently in the process of reviewing and revamping its entire cash operations process. This is a critical activity to improve accountability throughout the process and assure that all appropriate checks and balances are in place. The Finance Analyst will be assigned the key role in implementing the plan and being the linchpin for coordinating and overseeing all GCTD cash and fare revenue management activities going forward.

Additionally, the Finance Analyst will be responsible for designing and implementing business process improvements, performing complex data analysis and reporting projects, preparing budgets and analyzing expenditures and financial tracking of grant expenditures. The Finance Analyst will also support the Director of Finance and Administration in coordinating GCTD compliance with a variety of federal, state and other regulatory audit and reporting requirements.

The proposed salary range for the Finance Analyst position is at a level equivalent to that of a number of other GCTD professional positions requiring specialized skill and
experience, with an annual range of $61,200 to $85,600. This position was not included in the FY2014-15 annual budget; however the cost for this position through the remainder of FY2014-15 will be covered by savings generated as the result of having had certain budgeted positions, such as Director of Planning and Marketing and the Information Technology Manager, vacant during the first quarter of the fiscal year.

The complete position description for Finance Analyst is an attachment to this report.

II. RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors approve the new position description for Finance Analyst.

Attachment

General Manager’s Concurrence:

_______________________________
Steven P. Brown
CLASSIFICATION TITLE: Finance Analyst

REPRESENTATION: Non-Represented

OVERTIME STATUS: Exempt

SAFETY SENSITIVE: No

REPORTING STATUS: Director of Finance and Administration or Accounting Manager

SUPERVISES: None

DATE AUTHORIZED: October 2014

JOB SUMMARY

Under general direction, this class is responsible for complex accounting, budgeting, financial and analytical functions in support of financial and administrative operations. Specific assigned areas of responsibility may include but are not limited to budget preparation, data management and analysis, report preparation, cash, revenue and inventory procedures and operations, business software, systems and processes.

ESSENTIAL FUNCTIONS

The Finance Analyst may have responsibility for some or all of the following functions:

- Prepare budgets, analyze financial activities and performance against budget, and recommend action as needed.

- Serve as GCTD Revenue Analyst; coordinate, analyze and oversee cash and operating revenue processes within GCTD, including fare receipt and processing activities. Control and audit internal and outlet fare media sales, farebox collections and other cash receipts; design and implement check and balance controls and procedures to protect against losses.

- Oversee and maintain GCTD’s automated business processes; design and implement new processes as needed to address new and changing business operations and data requirements and improve efficiency.
- Perform data management, analysis and reporting tasks, using financial and operational data, in support of all GCTD departments.

- Manage and/or support complex audit and reporting projects, including but not limited to federal asset management requirements, annual financial audits, annual NTD reporting, and federal and state triennial reviews.

- Responsible for financial aspects of grant administration; track grant-eligible expenditures, prepare, execute and maintain records of grant drawdowns; prepare financial reports tracking the financial status of state and federal grants; coordinate with all departments to gather data required for grant reporting. Assist with the preparation of State and Federal grant reporting and applications as needed.

- Manage financial or administrative special projects and initiatives.

- Become knowledgeable in all departmental functions and be available to serve as functional backup or support for other team members.

OTHER JOB FUNCTIONS

May be assigned other administrative, financial accounting or analytical responsibilities.

MINIMUM QUALIFICATIONS

Any combination equivalent to a bachelor’s degree in a business discipline (Accounting, Economics, Business Management, etc.) or a related field and five years of experience in accounting, business management or financial analysis, with demonstrated experience in data management and business process design and implementation. Transit or public sector experience preferred but not required

and

Knowledge of:

- Electronic data processing techniques related to accounting and data management techniques, procedures and practices.
- Current computer business applications, including proficiency with spreadsheets (Excel), word processing (Word), and accounting/payroll database systems.
- Math, accounting and financial reporting principles
- General cash control, accounting and reconciliation practices
- Research techniques to prepare complex reports
- Public contact, public information and employee service practices
- General office practices
Ability to:

- Learn GCT policies and procedures
- Understand, interpret and implement government regulations
- Understand legal and contract requirements as related to payroll and grants
- Maintain confidentiality of information
- Operate a Windows-based PC system and demonstrate strong computer skills across a variety of productivity applications (word processing, presentations, graphics, etc.)
- Demonstrate strong spreadsheet, database management and data reporting understanding and skills
- Accumulate and maintain financial and statistical records in an organized and usable fashion
- Operate a calculator and other common office equipment
- Communicate effectively, in oral or written form
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Exercise patience, diplomacy and discretion
- Complete assignments within limited timelines
- Develop solutions for problems and procedures

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

Environment
- Office environment
- Driving a vehicle to conduct work

Physical Abilities:
- Sitting for extended periods of time.
- May involve extended periods of time at a keyboard or workstations.
- Grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard.
- Dexterity of hands and fingers to operate office equipment.
- Near vision in reading correspondence, statistical data and using a computer.
- Acute hearing when providing phone service and communicating in person.
October 1, 2014

TO: Gold Coast Transit District Board of Directors
FROM: Steve L. Rosenberg
Director of Finance and Administration

RE: Consider Adoption of Resolution Number 2014-110 to Implement Revisions to the Gold Coast Transit Personnel Rules effective October 1, 2014

I. Executive Summary

The GCT personnel rules are subject to periodic update. They were last revised in May 2014, and were adopted by the GCTD Board of Directors on July 2, 2014.

GCTD Management is preparing to implement an Alternate Work Schedule (AWS) pilot program for certain non-represented employees. The Alternate Work Schedule program allows staff to work longer days and add “flex” days off; the most common example is the 9/80 schedule that is very common among public entities in Ventura County. The most substantive change to the Personnel Rules permits implementation of the AWS at Management’s discretion, with Management being required to publish a more detailed policy.

Other changes include adding updating new positions and position title changes previously approved by the Board of Directors, and an update to Section 7, Insurance, for 2015;

II. Summary and Recommendations

It is recommended that the Board adopt Resolution 2014-110 to implement the revised Gold Coast Transit Personnel Rules, effective October 1, 2014.

Concurrence:

Steven P. Brown
General Manager

Attachments
WHEREAS, Gold Coast Transit had in effect a Resolution providing for employment terms and conditions, most recently amended by Resolution 2014-03 adopted May 7, 2014; and

WHEREAS, Gold Coast Transit District adopted said employment terms and conditions by Resolution 2014-102 on July 2, 2014; and

WHEREAS, it has been determined that some of the Personnel Rules required modification to include the addition of a Standard Workweek / Alternate Work Schedule subsection in Section 25 as well as modification of various sections to incorporate new positions and position title changes previously approved by the Board of Directors, and an update to Section 7, Insurance, for 2015;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Gold Coast Transit District that the attached revised Personnel Rules replace and supersede the rules as adopted by Resolution 2014-102 on July 2, 2014;

PASSED AND ADOPTED THIS 1st DAY OF OCTOBER, 2014

_________________________________________
Carl Morehouse
Board Chair

ATTEST:
I HEREBY CERTIFY that the foregoing Resolution 2014-110 was duly adopted by the Board of Directors of Gold Coast Transit at a regular meeting thereof held on the 1st day of October, 2014.

_________________________________________
Steven P. Brown
Secretary of the Board
I. COMPENSATION

SECTION 1: SALARY RATES

A. Represented Positions: The salary rates of the following position titles are established pursuant to memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721, as adopted by resolution of the Board of Directors:

- Bus Operator
- Mechanic I, II and III  
- Electronic Mechanic I, II and III
- Service Worker I and II
- Facility and Equipment Mechanic I and II
- Building Maintenance Worker
- Maintenance Material Specialist
- Customer Services Assistant
- Marketing Coordinator

B. Non-Represented Positions: The Board of Directors adopts a separate resolution to set the salary ranges for non-represented positions.

C. Cost of Living Adjustments: In determining appropriate annual salary range adjustments, the Board of Directors shall consider a cost of living adjustment for non-represented personnel. The Board shall consider in each fiscal year the most recent monthly Greater Los Angeles Consumer Price Index for all urban consumers (CPIU) immediately preceding the beginning of the cost of living adjustment.

SECTION 2: SALARY ADMINISTRATION (Non-Represented Personnel)

A. Original Appointment: The beginning rate of compensation for the initial appointment to a position shall normally be at the minimum salary level. However, the beginning rate of compensation may be fixed by the General Manager at a level above the minimum if the appointee's experience and ability justify such placement.

B. Advancement in Rate of Compensation: The compensation system for non-represented personnel is performance based. Performance at a competent level for years in a position is the criteria for movement through a salary range. The General Manager may advance an employee through their range based upon individual performance. Such advancement may occur at any time, but typically occurs in conjunction with an annual performance review, and normally will not occur more frequently than once every six (6) months. There are no fixed steps for salary progression through the range.

C. Range Adjustment Parity: Whenever the Board of Directors makes a salary range adjustment for parity, the individual employee’s salary will be performance based, as determined by the General Manager.

SECTION 3: OVERTIME (Non-Represented Personnel)

A. Overtime Work - Defined: If a non-exempt, non-represented employee works more than forty (40) hours in any work week, the excess time will be considered overtime. Overtime shall not be pyramided or compounded.

B. Overtime Exclusions: The overtime provisions of this section shall not apply to those officers or employees occupying exempt positions. With the approval of the General Manager, persons occupying exempt positions may be given time off with pay when they have worked inordinately long hours. However, as a general policy the regular specified salary is intended to compensate exempt personnel for the performance of their assigned responsibilities. These positions include, but are not limited to, the following:

- General Manager
- Director of Administrative Services, Finance and Administration
- Director of Human Resources
- Director of Fleet and Facilities
- Director of Planning and Marketing
- Director of Transit Operations
- Facility Project Manager
- Human Resources and Risk Manager
- Paratransit and Special Projects Manager
- Purchasing Manager / DBE Officer
- Communications and Marketing Manager
- Transit Supervisor
- Operations Training & Safety Officer
- Maintenance Supervisor
- Planning Manager
- Transit Planner I
- Transit Planner II
SECTION 4: LONGEVITY PAY  
(Non-represented personnel)

To encourage stability of employment with GCT, additional payment over and above the salary assigned to a position classification shall be paid to each regular full-time employee as follows:

A. Employees shall receive an additional sum equal to one percent (1%) of the basic salary step held by the employee for each five (5) years of GCT service.

B. The additional payment shall be made at each time any installment of salary is made to the eligible employee, and the amount of the additional payment shall be predicated upon the increment of salary then paid.

SECTION 5: BILINGUAL PAY

Consistent with the need of GCT for bilingual ability, a GCT employee may be authorized additional compensation for bilingual ability. To qualify, the bilingual employee must use both languages to meet a public service responsibility and display a sensitivity toward the culture and needs of a large group of foreign language speaking residents. The General Manager, or designee, shall establish guidelines governing position assignments or duties, language ability, minimum bilingual frequency, and other reasonable rules for the authorization of payment to specific employees. Compensation for bilingual pay shall be computed at $55.00 per month ($0.3174 per hour) for positions requiring bilingual speaking and $85.00 per month ($0.4904 per hour) for positions requiring bilingual speaking and writing.

SECTION 6: UNIFORMS

Provision of uniforms to represented positions is controlled by the memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721, as adopted from time to time by the Board of Directors. Uniforms are also provided to non-represented supervisors.

SECTION 7: INSURANCE

Medical, Dental and Vision Insurance: GCT shall make available group medical-hospital, dental and vision care insurance for all non-represented GCT regular and probationary employees who are scheduled to regularly work a minimum of thirty-two (32) hours or more per week. For non-represented GCT employees, the maximum GCT insurance premium monthly contribution for health, dental, and vision as of this date is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Employee</th>
<th>Employee + 1</th>
<th>Employee + 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>All $908.00</td>
<td>$1,114.00</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>All $9435.00</td>
<td>$1,147.00</td>
<td></td>
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<tr>
<td></td>
<td>$4,1141.147</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Director of Finance and Administration Services will publish the information to all non-represented employees annually or anytime there is a change.

The medical, dental and vision provisions relating to the represented employees are governed by the memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721, and adopted by the Board of Directors.

SECTION 8: RETIREMENT

A. This section will apply to non-represented employees who have an appointment that would normally work over 1,000 hours in a 12-month period.

B. For employees hired into the CalPERS system or a reciprocal pension system (as defined by CalPERS) on or before December 31, 2012 who qualify as “classic employees” in accordance with CalPERS policies, the retirement program for GCT is the CalPERS 2.7% @ 55 full and supplemental formula for local miscellaneous members. The retirement program for GCT includes the 1959 Survivor Benefit Level IV, for which the employee is responsible for paying the premium.

1. Effective November 2, 2011 (“conversion date”), employees whose current employment with GCT began on or after the conversion date will be considered “recent employees” for purposes of this section. Employees whose current employment with GCT began before the conversion date will be considered “prior employees” for purposes of this section.

For “prior employees,” GCT shall contribute to the California Public Employees’ Retirement System (CalPERS) the employee contribution...
3. **Removal of Names From Lists:** The name of any person appearing on an eligibility or promotional list may be removed by the General Manager, or designee, if the eligible person requests in writing for removal from the list; if the person fails to respond to a notice of certification mailed to the last known address; if the person notifies GCT that he or she declines the employment offer or is no longer interested in the position, or if the person has been certified for appointment three times and has not been appointed. The name of a person on promotional employment lists, who resign from GCT, may automatically be removed from such lists.

4. **Abolishment of Position Places Employee on Eligibility List:** After abolishment of a position within a classification, the employee affected may request to be placed on an eligibility list for a period of one (1) year. In case the classification is abolished, the employee’s name will not be placed on an eligibility list.

5. **Procedural Errors:** Procedural errors made in eligibility compilations may be corrected at any time by the General Manager, or designee, without invalidating any previous action that had been taken.

**E. Appointments to Positions:**

1. **Regular Appointments:** When a vacancy in a regular permanent position is to be filled, the General Manager, or designee, may interview a minimum of the top three candidates on the eligibility or promotion list, or if less than three, all applicants whose names appear on the eligibility list. In the absence of an eligibility list, the General Manager, or designee, may interview and assess all qualified applicants in the process of establishing an eligibility list. The General Manager, or designee, may select one of the eligible candidates and notify the selected person. If the candidate accepts the appointment and reports to duty at the designated time, the candidate may be considered a regularly appointed GCT employee; otherwise the candidate may be considered as declining the appointment.

2. **Temporary Appointments:** A temporary appointment may be made by the General Manager, or designee, of an applicant who meets the minimum training and experience qualifications for the position. Temporary appointments for represented employees cannot exceed five (5) months (if full-time) or 840 hours worked (if part-time), and for non-represented employees cannot exceed either twelve (12) months or one-thousand (1,000) hours in a calendar year.

3. **Emergency Appointments:** To meet the requirements of an immediate emergency condition, such as fire, flood, earthquake, civil unrest or terrorist attack, which threatens public life or property, the General Manager, or designee, may employ such persons as may be needed for the duration of the emergency without regard to the personnel ordinance or policies affecting appointments.

4. **Appointment to Senior Management Vacancies:** When the following management level employees vacate a position with GCT, the position may be replaced in accordance with the job description approved by the Board of Directors:

   - Director of **Administrative Services**
   - Finance and Administration
   - Director of Fleet and Facilities
   - Director of Planning and Marketing
   - Director of Transit Operations
   - **Director of Human Resources**
   - **Facility Project Manager**

5. **Promotion:** The General Manager or designee may designate a vacant position as either open to only current GCT employees (an internal recruitment) or open to all candidates (an open recruitment).

6. **Probationary Period:** All original and promotional appointments to regular represented positions shall be tentative and subject to a probationary period of six (6) months, except that the period shall be twelve (12) months for all non-represented employees. The General Manager, or designee, may extend in writing and upon notice to the employee any employee’s probationary period for an additional period of up to six months for a represented employee and up to twelve months for a
withheld by the Director of Administrative Services Finance and Administration and paid over to such officer.

2. Such deductions may include dues and other services provided by such organizations, all of which shall be included in one item of deduction.

3. Authorization is hereby granted to provide deductions for the following purposes without fee:

   a. Employee share of medical and related insurance premiums
   b. Additional life insurance premiums;
   c. Credit Union dues/ shares;
   d. Credit Union loans;
   e. Any recognized charity, provided that ten or more employees participate.
   f. Direct deposit of payroll check
   g. U.S. Savings Bonds purchase

4. No employee may have deductions for more than a total of five organizations under this Article.

5. Authorization for deductions allowed by this Article shall be made on standard forms approved by the Director of Administrative Services Finance and Administration, and shall state, among other things, that the authorization to deduct shall continue until revoked in writing; that GCT or its officers assume no liability for damages suffered by an employee due to any error by the employee organization or in the operations involved in deducting and paying the dues to the employee organization or in the operations involved in deducting and paying the dues to the employee organization on behalf of the employee; or GCT, or its officers, shall be protected from damage claims in some other manner.

6. A list of the deductions made from each employee of such organization shall be submitted to the organization together with payment of the amount due at the time of each regular payroll.

G. Standard Work Week

GCT’s standard payroll work schedule is Sunday through Saturday.

GCT may, at management’s discretion, offer some employees the option of an Alternate Work Schedule (AWS). An AWS may be implemented by assigning exempt employees a schedule that includes eighty (80) hours every two-week pay period but varies from the five days per week, eight hours per day workweek. Examples include four (4) ten-hour days per week or a 9/80 schedule (eighty hours worked in nine days during each two-week pay period). Non-exempt employees may be assigned a 40-hour, seven-day payroll workweek that starts and ends at a day and time that is different than GCT’s standard payroll work schedule. (Example for a 9/80 schedule: The employee works Monday-Thursday 8 am to 6 pm and every other Friday 8 am to 5 pm; the seven-day payroll work schedule runs from Friday at 12:01 pm to the next Friday at noon, therefore each week contains forty hours).

The General Manager or designee shall develop and maintain an AWS policy if the AWS option is in use. Employees assigned an AWS will receive and acknowledge written notification of the AWS workweek. Assignment to an AWS is a privilege, not a right. Employees assigned an AWS may request to be returned to the standard payroll work schedule. Management can reassign any employee to return to the standard payroll work schedule at any time.

SECTION 25: CHANGES IN EMPLOYEE STATUS ALL EMPLOYEES

A. Adverse Actions Notice and Procedure:

An adverse action is the disciplinary action that responds to a violation of the express terms provided in a Memorandum of Understanding, the GCT Personnel Rules, or other rules or practices in place at GCT. Any regular employee against whom an adverse action is initiated by GCT, dependent upon the seriousness of the violation, for reprimands, suspensions without pay, demotions, and dismissals, absent any extraordinary or truly unusual circumstances,
employee’s personnel file will note that the employee was "Released with Prejudice." All resignations must be filed by the department head on the Notice of Termination form and forwarded to the General Manager by way of the Director of Administrative Services, Finance and Administration for verification of leave record.

b. Privileges Forfeited: Upon resignation, the employee shall forfeit all seniority and employment privileges allowed by these personnel polices. Any person resigning can petition to the General Manager for reemployment by the following Reinstatement Procedure or by complying with the established new applicant employment procedures like any other applicant.

SECTION 26: REEMPLOYMENT AND REINSTATMENT

A. Reemployment: Any employee who has been laid off because of a reduction of personnel shall be eligible for re-employment for a period of twelve (12) months if a vacancy occurs for a position of the same classification. The laid-off employee will be placed on a special reemployment list for twelve (12) months. If reemployed, the laid-off employee shall have reinstated the employee’s prior employment status, tenure rights and privileges.

B. Reinstatement: Any employee who has left GCT employment because of resignation or dismissal can apply for reinstatement within one year by submitting a written request which contains (1) a complete statement of the reasons for leaving GCT employment, (2) work history since the GCT termination, including description of duties, amount of earnings, and (3) future plans if reinstated to GCT. If the General Manager approves the reinstatement, the applicant can be re-employed in the same job class as occupied prior to resignation. The reinstated employee will have no other rights, privileges or benefits accrued in the previous GCT employment. The policy will not apply to military reinstatement which is governed by separate rules. Other exceptions can be made only after approval by action of the Board of Directors upon the recommendation of the General Manager.

SECTION 27: PERSONNEL RECORDS

A. Records in Personnel Office: Personnel records shall consist of a personnel file for each employee, which includes personnel transactions pertaining to the employee from the date of appointment. This record shall contain personal information, all changes in salary, classification, work assignments and any other information, such as when employed, dismissed, adverse action or report of merit. Payroll records and confidential files are kept separate from the employee’s general personnel file.

B. Confidentiality & Employee Rights: Personnel records shall be confidential. An employee shall, upon reasonable notice, have access to review the employee’s personnel file.

SECTION 28: OFF-JOB ACTIVITES

A. Regular full-time employees shall not accept employment outside the GCT service nor shall they participate actively in the management or operation of any business or enterprise if such employment or participation would in any way conflict with an employee’s responsibilities and obligations to GCT or would effect the efficiency of the employee in the performance of regularly assigned GCT duties.

B. Upon the written request of an employee, the General Manager may permit outside employment if it is not in conflict with the employee’s obligation to GCT.

C. A request for outside employment shall be submitted by the employee to the employing Department Director of the business unit. Such requests shall include, if possible, the name, address and type of work of the proposed employer; the period of time and hours of work of the requested employment; the type of duties that are to be performed; and the reason for wanting to accept the extra employment. The department director shall forward, in writing, the request with the department director’s recommendations and comments to the General Manager for review and final decision.

D. If the opportunity for outside work by employees of any department is of a repetitive or recurring nature, the department director may request approval of the general type and amount of work involved rather
PERSONNEL RULES

A consolidation of Board resolutions and minute orders.

Revised October 1, 2014
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- Planning Manager
- Transit Planner I
- Transit Planner II
- Accounting Manager
ATTACHMENT “B”

Finance Analyst
Assistant Buyer
Office Manager
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A. This section will apply to non-represented employees who have an appointment that would normally work over 1,000 hours in a 12-month period.

B. For employees hired into the CalPERS system or a reciprocal pension system (as defined by CalPERS) on or before December 31, 2012 who qualify as “classic employees” in accordance with CalPERS policies, the retirement program for GCT is the CalPERS 2.7% @ 55 full and supplemental formula for local miscellaneous members. The retirement program for GCT includes the 1959 Survivor Benefit Level IV, for which the employee is responsible for paying the premium.

1. Effective November 2, 2011 (“conversion date”), employees whose current employment with GCT began on or after the conversion date will be considered “recent employees” for purposes of this section. Employees whose current employment with GCT began before the conversion date will be considered “prior employees” for purposes of this section.

For “prior employees,” GCT shall contribute to the California Public Employees’ Retirement System (CalPERS) the employee contribution portion for the 2.7% @ 55 full and supplemental formula for local miscellaneous
members. Effective July 6, 2014, “prior employees” shall contribute toward the employee contribution portion 2% of covered wages and GCT will pay 6% of covered wages; Effective July 5, 2015, “prior employees” shall contribute toward the employee contribution portion 4% of covered wages and GCT will pay 4% of covered wages; Effective July 3, 2016, “prior employees” shall contribute toward the employee contribution portion 6% of covered wages and GCT will pay 2% of covered wages.

For “recent employees,” GCT and the employee shall each contribute to the California Public Employees’ Retirement System (CalPERS) a share of the employee contribution portion for the 2.7% @ 55 full and supplemental formula for local miscellaneous members, in accordance with Section B.2 of this section.

2. For “recent employees” the employee shall contribute toward the employee contribution portion 4% of covered wages and GCT will pay 4% of covered wages; Effective July 3, 2016, “prior employees” shall contribute toward the employee contribution portion 6% of covered wages and GCT will pay 2% of covered wages.

3. For any fiscal year in which GCT’s employer contribution to the California Public Employees’ Retirement System retirement program referenced in Section A of this article is 10% or less of covered wages, the “recent employees” employee contribution share percentage will be reduced from 4% of covered wages by the difference. (Example: If GCT’s employer contribution were 9.25%, the “recent employees’” employee contribution share percentage would drop by .75% [10%-9.25%]; this would make the “recent employees” employee contribution 3.25% [4%-.75%].)

C. For employees hired on or after January 1, 2013 who do not qualify as “classic members” in accordance with CalPERS policies, the retirement program for GCT is the CalPERS 2% @ 62 full and supplemental formula for local miscellaneous members. The retirement program for GCT includes the 1959 Survivor Benefit Level IV, for which the employee is responsible for paying the premium. Employees in this plan are responsible for paying the full employee contribution portion for the CalPERS 2% @ 62 full and supplemental formula for local miscellaneous members.

GCT acknowledges that all GCT employees covered by this section are considered transit employees as defined in California Government Code section 7522.02, and GCT will abide by the provisions set forth in Government Code section 7522.02 pending resolution of the judicial actions contemplated in Government Code section 7522.02.

II. LEAVE TIME BENEFITS

SECTION 9: VACATION LEAVE

Unless otherwise indicated, the provisions contained in this section apply to non-represented personnel who are scheduled at a minimum to regularly work thirty-two (32) hours or more per week.

A. Vacation Entitlement: Employees having a regular appointment to a position as described above are eligible for their first vacation when they have completed two weeks of continuous service. All non-represented personnel earn vacation for each biweekly pay period, or major fraction thereof, of service, from the date of their original appointment in accordance with the following table:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hours/Month</th>
<th>Hours/Biweekly Period</th>
</tr>
</thead>
<tbody>
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<td>Less Than 3</td>
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</tr>
<tr>
<td>3 But Less Than 5</td>
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<td>3.693</td>
</tr>
<tr>
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</tbody>
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Regular and probationary employees who are scheduled to work less than thirty-two (32) hours per week are considered part time workers. Part-time workers must work a minimum of 20 hours per week to receive 1/2 the vacation entitlement. Certain part-time positions may be approved to be excluded from receiving benefits.

The general manager shall receive vacation accrual in accordance with the general manager’s employment agreement.
B. **Vacation Severance Pay**: Any employee who leaves the service of GCT shall be paid for accrued vacation at the employee's current salary rate.

C. **Vacation Carried Forward**: Vacation shall be taken at the time it is earned or within the calendar year following the year that vacation time is accrued. Accrued vacation time may be carried forward to the following year, but in no instance may an employee carry forward total vacation accrual as of the first of April of any year greater than twice the number of days that the employee currently earns annually. Employees affected by this limit will be notified during January of each year that they either are already over the maximum, or could exceed the maximum on or before the first of April. The employee can then do any or all of the following:

1. After January 1st and prior to March 31st, request or volunteer to be assigned enough vacation days to bring the accrued vacation time amount below the maximum. All assigned vacation must be completed prior to April 1st.
2. Prior to April 1st, request vacation redemption, in accordance with Section 9F Vacation Redemption, to bring the accrued vacation time amount below the maximum by April 1st.
3. On or after March 1st and prior to April 1st, request conversion of accrued vacation time to accrued sick time. A maximum of 40 hours can be converted from accrued vacation time to accrued sick time in any one year. This conversion can be made only by an employee who has been notified that they are or will be over the maximum, can only be made during this period, and will only be approved if such action will allow the employee to drop below the maximum accrued vacation limit.
4. If no action is taken, the employee will cease accruing additional vacation hours starting with the first pay period beginning after April 1st, until enough vacation is taken that the accrued vacation time drops below the maximum.

D. **Vacation Scheduling**: The vacation period may be taken at one time, or it may be taken several days at a time if it so fits the work needs of GCT. In any event, the vacation time off is to be scheduled by the General Manager, or designee, in such a manner that GCT's functions will not be negatively impacted.

E. **Additional Vacation in Lieu of Sick Leave**: When an employee's accumulated sick leave credit as of January 1 of each year exceeds the maximum allowable amount of 1440 hours, the employee shall receive an additional vacation leave entitlement of twenty-five percent (25%) of such excess sick leave.

F. **Vacation Redemption**: Upon using a minimum of eighty (80) hours of vacation, or forty (40) hours for part-time bus operators, during the past twelve months and with two years of service, an employee may receive pay in lieu of up to one hundred and fifty (150) hours of vacation at the employee's current hourly salary rate. Such employee must have a minimum of forty (40) hours accrued vacation leave after payment. The provisions of this sub-section apply to all employees, whether represented or non-represented.

**SECTION 10: PAID SICK LEAVE**

Unless otherwise indicated, the provisions contained in this section apply to all GCT personnel. Exceptions are from agreements made in memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721.

An employee compelled to be absent from duty because of illness or off-duty injury, shall be allowed sick leave with full pay up to the amount of sick leave that such employee has accrued. Any such paid sick leave time shall be deducted from the employee's accrued sick leave. All full-time employees hired on or before December 1, 1981 will accrue sick leave entitlement at the rate of 3.693 hours per biweekly pay period (equivalent of 8 hours per month). Part-time workers that work less than thirty-two (32) hours per week shall accrue a sick leave entitlement at the rate of 1.486 hours per biweekly pay period. Part-time workers must work a minimum of 20 hours per week to accrue a sick leave entitlement. Certain part-time positions may be approved to be excluded from receiving benefits.

All employees hired after December 1, 1981,
who become full-time employees, will accrue sick leave at the rate of 2.769 hours per biweekly pay period (equivalent to 6 hours per month). Part-time workers that work less than thirty-two (32) hours per week shall accrue a sick leave entitlement at the rate of 1.385 hours per biweekly pay period. Part-time workers must work a minimum of 20 hours per week to accrue a sick leave entitlement. Certain part-time positions may be approved to be excluded from receiving benefits.

A. The maximum sick leave which may be accumulated by any employee is 1,440 hours as of January 1 of each year. If an employee of long tenure is absent from duty due to illness and has exhausted his/her accumulated sick leave, the employee may request that the General Manager, or designee, approve a special leave of absence with pay. Long tenure employee shall be defined as having ten (10) years of continuous service with Gold Coast Transit. The request will be considered based upon such factors as length and nature of illness, length of tenure, accrual balances at the onset of the illness, quality of performance, etc.

B. An employee absent because of illness is required to notify the employee’s immediate supervisor of the illness at least one hour before scheduled to work. The General Manager, or designee, may require verification in the form of a note from a medical physician confirming treatment. When absences are properly scheduled with the employee’s supervisor, leaves of absence for dental, optical or other medical attention shall be defined as sick leave.

C. An employee who is required to be absent for physical examination for possible induction into military service through draft may be allowed up to one day of paid leave.

D. GCT will pay fifty percent (50%) of accumulated sick leave upon death, retirement or other voluntary employment separations as determined by GCT’s General Manager or designee, to those employees with a minimum of ten (10) years of service.

E. All regular employees who have accrued sick leave for one full calendar year and use sixteen (16) hours or less of accrued sick leave in a calendar year may elect to convert eight (8) hours of accrued sick leave to eight (8) hours of vacation. Such election shall be made in January of the following calendar year.

F. Sick leave is an employee's privilege and not an absolute right. Violations of overuse of sick leave privileges may result in disciplinary action and loss of pay.

G. An employee may use up to one-half the annual accrual rate for the care of his or her child (biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis), parent (biological, foster, or adoptive parent, a stepparent, or a legal guardian), spouse, or registered domestic partner of the employee. This section does not extend the maximum period of leave to which an employee is entitled under Section 12945.2 of the Government Code or under the federal Family and Medical Leave Act regardless of whether the employee receives sick leave compensation during the leave (California Labor Code Sec. 233).

SECTION 11: PAID INDUSTRIAL INJURY LEAVE

Unless otherwise indicated, the provisions of this section apply to all employees. Exceptions are from agreements made in a memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721.

Any employee incapacitated to work because of injury or disease “arising out of and in the course of employment,” or caused by a worker’s job and occurring while working at GCT are entitled to industrial injury leave, medical care and other Workers’ Compensation benefits.

A. Worker's Compensation Benefits: If the injury or disease is covered by the Worker’s Compensation Insurance and Safety Act, the employee is entitled to the benefits provided under the Act including:

1. Related medical expenses; and
2. Temporary and permanent disability indemnity benefit payments.

B. Industrial Disability Compensation: Whenever any GCT employee is disabled
temporarily and is entitled to receive temporary disability indemnity benefit payments provided under the Worker's Compensation Insurance and Safety Act, the employee shall receive any accumulated sick leave or vacation time up to the amount of the employee's normal net take home pay, but not to exceed a total period of twenty-six (26) weeks for any one injury or all combined injuries within one calendar year.

As used in this section, "net take home pay" means an employee's regular, current biweekly rate of pay, less deductions for federal and state income tax and PERS retirement plan contributions; and does not include overtime or shift differential pay.

GCT shall continue to pay the employer portion of the medical, life and dental insurance premiums for the period of twenty-six (26) weeks, provided the carrier for each of these programs will accept the payment without additional premium cost to GCT, and the employee will be responsible for paying the employee share. If the employee does not pay the employee share of the premium, the employer portion will be cancelled and the employee will be referred to COBRA health insurance continuation plan.

All Gold Coast Transit benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue whenever a GCT employee is disabled temporarily and is entitled to temporary disability indemnity benefit payments provided under the Worker's Compensation Insurance and Safety Act, except that employees will continue to accrue such benefits while they are being paid any accumulated sick leave and vacation time.

An employee who is incapacitated from work beyond twenty-six (26) weeks for an industrial injury for any one injury or all combined injuries within one calendar year will be subjected to the COBRA health insurance continuation plan. (Other benefits, such as pension, 401(k), life insurance, and long-term disability, will be governed in accordance with the terms of each benefit plan.)

C. Procedure in Event of Injury: In the event of injury, a report must be made by the employee to the employee's immediate supervisor without delay. The supervisor must complete the Supervisor's Report of Accident form and have it filed with GCT's workers' compensation administrator within five (5) days after the injury has been reported. If medical service is needed, the employee should be taken directly to a designated physician for treatment. Report of injuries is mandatory and failure to report may result in loss of eligibility to receive benefits. When the employee returns to work, a copy of the physician's release must be provided to the General Manager, or designee. The provisions of this subsection apply to all employees, represented and non-represented.

SECTION 12: MILITARY LEAVE-ACTIVE DUTY

A. Military leave for active duty or temporary military duty or reserve training will be provided as required by federal and state law.

SECTION 13: JURY DUTY

If a GCT employee is called for jury duty, a leave of absence with pay will be granted provided that:

A. The employee's supervisor has been notified of the jury summons.

B. The General Manager could not obtain an excuse from serving on the jury, in those instances where the employee could not be conveniently spared from his duties at the time.

SECTION 14: BEREAVEMENT LEAVE

When an employee is compelled to be absent from duty by reason of the death of a member of the employee's immediate family, such employee shall be entitled to four (4) working days' leave of absence with pay. Immediate family shall be the father, mother, spouse or registered domestic partner, children, brother, sister, grandparent, grandchild, father-in-law or mother-in-law of the employee.

The first four days of bereavement leave taken by an employee are not chargeable to accrued sick leave. Any authorized bereavement leave taken in excess of four days is chargeable to accrued sick or vacation leave, at the employee's discretion.
A regular employee may take an additional two (2) days, chargeable to accumulated sick leave if in the opinion of the General Manager, or designee, excessive travel is required in connection with the death of a family member provided the employee has available accrued sick leave.

**SECTION 15: PREGNANCY DISABILITY LEAVE (PDL)**

Any employee who is disabled as a result of pregnancy, childbirth, or related medical condition shall receive up to four months leave (or 88 working days for a full time employee) per pregnancy. Such leave shall be without pay except that the employee shall be required to utilize any available leave benefits to which an employee would otherwise be entitled on account of absence due to disability which is not related to pregnancy, childbirth, or related medical condition. At the General Manager’s discretion, longer leaves of absence may be granted if requested by the employee in writing.

Any employee who anticipates being disabled because of pregnancy, childbirth, or related medical condition shall give as much advance notice as possible of the anticipated disability to their supervisor. A leave of absence under this section shall be contingent upon the employee providing a physician’s statement which indicates the dates of the expected disability. Employees are entitled to take pregnancy disability leave in addition to any leave entitlement they might have under CFRA/FMLA unless the qualifications for CFRA/FMLA have not been met.

**SECTION 15A: FAMILY AND MEDICAL LEAVE / CALIFORNIA FAMILY RIGHTS ACT / PDL / NATIONAL DEFENSE AUTHORIZATION ACT 2008 / MILITARY FAMILY LEAVE ENTITLEMENTS**

Unless otherwise indicated, the provisions of this section apply to all employees. Exceptions are from agreements made in memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721.

Gold Coast Transit will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition or in the event of an employee's own serious health condition or because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Leave will be granted for a period of up to 12 weeks in any 12-month period on a "rolling" 12 month period measured backward from the date of any FMLA/CFRA leave (or longer if required by applicable federal, state or local law).

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA/CFRA leave.

An employee must have completed at least one full year of service with Gold Coast Transit and have worked a minimum of 1,250 hours in the 12-month period preceding the leave to be eligible for such leave.

**2. PROCESS FOR LEAVE REQUESTS FOR CHILD/FAMILY CARE OR FOR EMPLOYEE’S SERIOUS HEALTH CONDITION / PDL OR NDAA / MILITARY FAMILY LEAVE**

If an employee requests a leave of absence for any of the above, such as to care for a child after birth, adoption, or placement in his/her home for foster care or to care for a covered family member (or employee) with a serious health condition, an employee will be granted unpaid leave under the following conditions:

a. If the leave is planned in advance, an employee must provide management with at least 30 days’ notice prior to the anticipated leave date, using Gold Coast Transit’s FMLA/CFRA or Military Family Leave Request Forms.

b. If the leave is unexpected, an employee should notify his/her supervisor and the human resources department by filing the FMLA/CFRA or Military Family Leave Request Forms as far in advance of the anticipated leave date as is
practicable. (Normally, this should be within two business days of when the employee becomes aware of the need for leave).

c. Any time that an employee expects to be either absent for more than three consecutive work days as a result of their own serious health condition (including pregnancy), he/she will be required to submit appropriate medical certification from their physician. Such certification must include, at a minimum, the date the disability began, and the probable date of their return to work signed by a physician and with their business card as an attachment. Further, the employee may be required to submit to a medical examination by a physician designated by Gold Coast Transit at Gold Coast Transit’s expense.

Employees requesting a leave to care for a covered family member with a serious health condition will be required to provide a medical certification and the physicians business card from the family member’s physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member. Employees are required to provide additional physician’s statements as leave updates at reasonable intervals.

3. PAID LEAVE FOR CHILD/FAMILY CARE OR FOR EMPLOYEE’S SERIOUS HEALTH CONDITION / PDL OR NDAA / MILITARY FAMILY LEAVE

All Gold Coast Transit benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during any period of FMLA/CFRA, PDL, NDAA/Military Family Leave which is unpaid. Subject to applicable law, an employee may use accrued, unused vacation, sick and personal days during the (FMLA/CFRA, PDL, NDAA, MFL) leave period. Once such benefits are exhausted, the balance of the leave will be without GCT pay. Such employees may be eligible for other short-term disability benefits in accordance with applicable federal or state law. All group health benefits (e.g., medical and dental insurance) will continue during the leave, provided the employee continues their regular employee contributions to these plans, subject to the maximum leave entitlement applicable by law. If the leave extends beyond the period allowed by law, benefits become subject to the COBRA health insurance continuation plan. Other benefits, such as pension, 401(k), life insurance, and long-term disability, will be governed in accordance with the terms of each benefit plan.

a. Returning to Work from Leave

Before an employee will be permitted to return from medical leave, the employee will be required to present Gold Coast Transit with a release to return to work from the treating physician. GCT may require the employee to be assessed by GCT’s industrial physician, indicating that the employee is capable of returning to work and performing the essential functions of their position, with or without reasonable accommodation. Where required, Gold Coast Transit will consider making reasonable accommodations for any disability an employee may have in accordance with applicable laws. Safety-sensitive employees are subject to FTA drug testing requirements.

b. Reinstatement Rights

Eligible employees are entitled upon return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension are not guaranteed reinstatement. These employees will be handled in accordance with the applicable federal or state law on FMLA/CFRA, PDL, NDAA /Military family leave entitlements.

SECTION 15B: OTHER LEAVE OF ABSENCE

Leaves of absence for full-time regular and part-time regular employees who do not qualify for PDL, NDAA/ MFL, FMLA/CFRA are granted at the discretion of the General Manager, and such requests are subject to the following terms and conditions:

A. Leave requests must be made at least 30 days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using Gold Coast Transit’s Leave-of-Absence Form. (Normally, this should be within two business days of when the employee becomes aware of the need for leave).
B. All Gold Coast Transit benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during any leave of absence period which is unpaid. Subject to applicable law, an employee may use accrued, unused vacation, sick and personal days during the leave of absence. Once such benefits are exhausted, the balance of the leave will be without GCT pay. Such employees may be eligible for other disability benefits in accordance with applicable federal or state law.

C. Unless applicable state or local law requires otherwise, leaves for the employee’s own serious health condition may be granted for up to a 12-week period. Leaves for other purposes will normally be limited to 30 days. Longer leaves or extensions of previously approved leaves, not to exceed a total of six months, may be granted at the discretion of the General Manager or designee.

D. Unless applicable state or local law requires otherwise, reinstatement will not be guaranteed to any employee requesting a leave under this section. However, Gold Coast Transit will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and Gold Coast Transit’s need to fill vacancies and/or its ability to find qualified temporary replacements.

The General Manager, or designee, may grant a regular or probationary employee leave of absence only on a case by case basis. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request, and the approval will be in writing. Failure on the part of an employee on leave to report promptly at its expiration shall be cause for dismissal.

SECTION 16: TIME OFF TO VOTE

Any employee requiring time off to vote, as provided in the California Elections Code Section 14000 may be granted not more than two (2) hours as is necessary to vote at the beginning or end of the work shift, with pay, provided the supervisor, manager or direct report authority is notified in writing two (2) working days in advance that such time is required and necessary.

SECTION 17: HOLIDAYS (Non-represented Personnel)

A. There shall be no pyramiding of hours. If a holiday falls on an employee's regularly scheduled time off, the employee shall accrue vacation time. If a holiday occurs during an employee’s vacation, the employee will receive holiday pay and will not be charged vacation time for that day.

B. All regular and probationary full-time employees shall be entitled to time off for holidays with pay except those employees engaged in work necessary to the general public health, welfare and safety as determined by the General Manager.

C. Non-represented employees regularly scheduled to work less than thirty-two (32) hours per week (part-time) will not receive holiday pay.

D. Holiday Schedule: The holiday schedule shall be as follows:

1. New Year's Day - January 1
2. Martin Luther King Day - Third Monday in January
3. Washington's Birthday - Third Monday in February
4. Cesar Chavez Birthday - March 31
5. Memorial Day - Last Monday in May
6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Veterans Day - November 11
9. Thanksgiving Day - Fourth Thursday in November
10. Thanksgiving Friday - Day following Thanksgiving
11. Christmas Eve - The last one-half day immediately before Christmas Day
12. Christmas Day - December 25
13. New Year's Eve - The last one-half day immediately before New Year's Day

E. Employees shall work the last regularly scheduled day before the holiday and the first regularly scheduled day after the holiday to be eligible for holiday pay. Any day on which an employee is scheduled for pre-approved leave is not considered a regularly scheduled day for holiday pay purposes.

F. Employees working a full day on Holidays as listed in “D” will be paid for eight hours at the employee’s regular rate plus will receive a
holiday vacation accrual for eight hours. Employees working a partial day on Holidays as listed in “D” will be paid for all hours worked at their regular rate, and will be paid holiday pay at their regular rate for the remainder of the eight hour shift, plus will receive a holiday vacation accrual for all hours worked. (Example: Three hours worked; employee is paid for three hours work at regular rate, Is paid for five hours holiday pay (not worked) and receives three hours holiday vacation accrual)

G. As a benefit employees shall receive straight time pay plus one-half of the normal scheduled hours accrued as vacation time for scheduled hours not worked on Thanksgiving Day, Christmas Day and New Year’s Day.

SECTION 18: EXECUTIVE LEAVE AND INSURANCE

A. Leave: In addition to such other vacation to which GCT employees are entitled, each non-represented employee who, on January 1 of each year, occupies a non-represented position and regularly works full-time, eighty (80) hours in a biweekly pay period shall receive an annual accrual of executive leave in accordance with the following schedule:

1. General Manager and Management Team: Five (5) days of executive leave shall accrue to the incumbents of these positions.

2. Other Non-represented employees: Two and one-half (2-1/2) days of executive leave shall accrue to the incumbent of each position so designated.

B. Executive Insurance: In addition to such other insurance to which GCT employees are entitled, GCT shall pay the cost of additional life insurance for non-represented employees in an amount equal to one (1) times the non-represented employee's annual salary. Non-represented employees who work less than thirty-two (32) hours per week will not be eligible for executive insurance.

C. Long Term Disability Insurance: GCT shall provide to non-represented employees, long term disability insurance at sixty percent (60%) of earnings after three months of disability with a maximum $6,000 monthly benefit. Non-represented employees who work less than thirty-two (32) hours per week will not be eligible for long term disability insurance.

SECTION 19: ANNUAL PHYSICAL EXAMINATIONS (Non-Represented Personnel)

GCT will either provide annual physical examinations for each non-represented employee by a GCT-selected physician or GCT will reimburse the non-represented employee for the insurance co-payment if the employee prefers to have his/her physician conduct the physical examination.

SECTION 20: TEXTBOOK AND TUITION REIMBURSEMENT

GCT shall provide reimbursement for the costs of textbooks, tuition, registration and laboratory fees for GCT-approved school courses, workshops, and seminars completed on the employee’s own time. A maximum of six hundred ($600) dollars per fiscal year shall be covered for each employee who has successfully completed eligible course work. Courses must be completed satisfactorily with grade of “C” or its equivalent in order to be eligible for reimbursement. In order to be eligible, courses must be offered at an institution that has been accredited through the Western Association of Schools and Colleges (WASC). (A listing of the institutions is on the web site of WASC – http://www.wascweb.org.)

Advance approval for the reimbursement of eligible expenses must be received from GCT prior to the first class session. An official record of grades and receipts must be received by GCT within 90 days after the last class session. Reimbursement will be made to the employee within two weeks after the grade report and receipts have been submitted to GCT.

III. PERSONNEL RULES

SECTION 21: GENERAL PROVISIONS

A. Violation of Personnel Rules: Violation of the provisions of these personnel rules and regulations shall be grounds for employee
discipline, which may include a verbal reprimand, a written warning, demotion, suspension, either paid or unpaid administrative leave, and dismissal.

B. Fair Employment Practices: Gold Coast Transit is an equal employment opportunity employer. At GCT, all persons shall be employed, promoted, demoted or discharged without favor or discrimination because of race, color, ancestry, national origin (including language use restrictions), religion, religious creed, disability (mental and physical, including HIV and AIDS or impairments that substantially limits one or more major life activities or major bodily functions), medical condition (cancer/genetic characteristics), age (forty and above), marital status, political opinions or affiliations, sex (pregnancy, gender or gender identity), sexual orientation or denial of Family and Medical Leave, California Family Rights Act, or Military Family Leave entitlements, or Pregnancy Disability Leave or for reasonable disability accommodations, union membership or activity. GCT shall provide reasonable accommodation for individuals with disabilities in compliance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA). It is further provided that no question in any test, application form or by any examiner or appointing authority shall be so framed as to attempt to elicit information concerning the applicant's race, color, ancestry, national origin (including language use restrictions), religion, religious creed, disability (mental and physical, including HIV and AIDS or impairments that substantially limits one or more major life activities or major bodily functions), medical condition (cancer/genetic characteristics), age (forty and above), marital status, political opinions or affiliations, sex (pregnancy, gender or gender identity), sexual orientation or denial of Family and Medical Leave, California Family Rights Act or Military Family Leave entitlements, or Pregnancy Disability Leave or for reasonable disability accommodations, union membership or activity. GCT shall provide reasonable accommodation for individuals with disabilities in compliance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA). It is further provided that no question in any test, application form or by any examiner or appointing authority shall be so framed as to attempt to elicit information concerning the applicant's race, color, ancestry, national origin (including language use restrictions), religion, religious creed, disability (mental and physical, including HIV and AIDS or impairments that substantially limits one or more major life activities or major bodily functions), medical condition (cancer/genetic characteristics), age (forty and above), marital status, political opinions or affiliations, sex (pregnancy, gender or gender identity), sexual orientation or denial of Family and Medical Leave, California Family Rights Act or Military Family Leave entitlements, or Pregnancy Disability Leave or for reasonable disability accommodations, union membership or activity. GCT shall provide reasonable accommodation for individuals with disabilities in compliance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA).

The Board of Directors has adopted a GCT Anti-Harassment Policy and Complaint Procedure.

C. Political Activity: The political activity of a GCT employee shall conform to pertinent provisions of state and federal law. An officer or employee of GCT shall enjoy freedom from interference for engaging in political activity, provided, however, an employee shall refrain from:

1. Partisan political activity which disrupts or adversely affects the efficiency and integrity of the administration or operation of GCT.

2. Using the employee's official position or influence to coerce the political actions of others.

3. Knowingly soliciting political contributions or services from GCT employees or from persons on an employment eligibility list of GCT.

4. Engaging in political activities during working hours or while wearing a GCT uniform.

D. Disclosure of Political Affiliation: No information concerning political affiliation of an applicant or employee shall appear on any personnel forms or records, nor shall such information be solicited. No appointments to, or removal from, a position in the competitive service shall be affected or influenced in any manner by any political opinion or affiliation.

This section does not give immunity to those who become knowingly affiliated with political parties or organizations whose purposes are designed to undermine or overthrow the government of the United States.

E. Competitive Service System: The competitive service system shall include all appointive officers and employees of GCT except the position of the General Manager.

F. Amendment and Revision of Rules and Regulations: Recommendations for the amendments of these personnel rules and
regulations shall be presented to the Board of Directors by the General Manager, or designee. Any interested employee or person may appear and be heard at the time amendments are being considered by the Board of Directors. Amendments shall become effective upon adoption by the Board of Directors.

SECTION 22: POSITION CLASSIFICATION PLAN

A. All Positions in the Competitive Service Classified: All positions in the competitive service shall be classified and identified by a set of position specifications which includes the position title, job definition, typical tasks and responsibilities, a statement of requirements as to training, experience and other applicable qualifications.

B. Maintenance of Position Classification Plan: The General Manager, or designee, or a responsible contracting agency, will maintain the position classification plan covering all positions in the competitive service.

C. Adoption of Position Classification Specifications: Any new or substantially revised position classification specifications become effective when approved by the Board of Directors. Before presentation to the Board of Directors for consideration, the General Manager shall review any substantial changes recommended with the supervisor and the employee affected and, for represented positions, union representatives.

D. Resurvey of All Position Classifications: Whenever a general resurvey of all the positions in the competitive service system is necessary, the General Manager or designee, or a responsible contractor, may make such resurvey and submit recommendations for changes in the classifications plan to the Board of Directors for its approval by resolution.

E. Number of Positions: The General Manager or designee may authorize the employment of such number of persons in each classification as he/she may find necessary to perform the work thereof; provided that the total expense to be incurred for such work shall be limited to the amount approved by the Board of Directors in the annual budget.

F. Basic Use of the Position Classification Plan: The position classification plan shall be used as follows:

1. Consideration in salary determination. Position class specifications will be used to compare jobs within the GCT organization and also to compare with other organizations. The analyses will make it possible to base salary differentials on sound and recognizable differences in work, skills and job responsibilities.

2. As a source for preparing public announcements for position openings and in preparing examinations that will measure the qualifications of applicants.

3. As an aid in planning improvement and defining more clearly the various levels of responsibility, lines of command and steps of promotion.

4. As a means of identification in preparing payrolls and budgets.

5. As a foundation for developing in-service training programs.

SECTION 23: EMPLOYMENT IN COMPETITIVE SERVICE

A. Types of Appointment: All vacancies in the competitive service may be filled by re-employment, promotion, or from eligible candidates certified by the General Manager, or designee from an appropriate employment list.

An eligible applicant may be refused appointment to a position where an immediate family member is employed in a direct supervisory capacity in the same department. When an appointment is refused for this reason, however, the applicant’s name remains on the eligibility list for openings in the same classification should one be available in a department where no immediate family member is employed in a direct supervisory capacity.
B. Applications and Applicants:

1. Announcement: Notice of all open positions in the competitive service will be posted on the GCT internet web site, on official bulletin boards, and in such other places identified by the General Manager, or designee. The announcement may specify the title and pay range of the class; the nature of the work to be performed; experience and education required; the date, time, place and manner of submitting an application; closing date for submitting an application, and other pertinent information. For positions which may be filled by other than reassignment of a permanent GCT employee, a classified advertisement may be placed in a newspaper of general circulation or an internet employment website. The content of the classified advertisement will specify the job title, salary range and the place and time for applying.

2. Application Forms: Applications shall be made on forms provided by GCT. Such forms may require information covering position title, training, experience, references, and other pertinent information. All applications must be signed by the applicant.

3. Disqualification: The General Manager or designee may reject any application when the applicant does not possess the minimum qualifications required for the position. Whenever an application is rejected, notice of such rejection may be mailed to the applicant. The applicant may be given an opportunity to either provide additional necessary information or documentation, and, assuming that time permits, the applicant may be allowed to continue in the application process upon providing the necessary information or documentation. Applications may be rejected if the applicant is unable to perform safely and effectively the duties of the position, has been convicted of a crime (such as a crime of moral turpitude, if it has a relationship to the position applied for), or has been untruthful in the application process.

C. Competitive Examinations: Regarding positions for which competitive examinations are utilized, such examination may be given to all acceptable applicants in the following manner:

1. Preparation and Conduct of Tests: The General Manager, or designee, will determine the manner, methods and process for the competitive examination. The General Manager, or designee, may contract with any competent agency or individual to prepare, give and score tests. In the absence of such a contract, the General Manager, or designee, may perform such duties. Test exchange services, old examinations and any other aids available may be used. The General Manager, or designee, may arrange for the use of public buildings and equipment for conducting the tests and may provide assistance for administration of the test.

2. Subjects and Methods of Tests: Tests may be assembled, unassembled, written, oral, practical demonstration or any combination thereof; or any form which will test fairly the qualifications of applicants and will consist of one or more of the following parts:

   a. Special Subjects: This part may test the duties of a position and must be designed to test the ability of any individual to perform those duties.

   b. Educational or Computer Skills: This part may consist of spelling, composition, mathematics or any or all of these, as well as other subjects to test the basic training which would logically form the groundwork for performing the duties of the classification. General or specific computer skills may be tested to
determine ability to perform the duties of the classification.

3. **Examination Grading:** In all tests, the examination weighting may be based upon all factors in the test, including educational requirements, experience and other qualifying elements, as shown in the application of the candidate or other verified information. Failure in one part of the test may be grounds for failure in the entire test or disqualification for subsequent parts of the test.

4. **Notification of Final Grade Results:** Each applicant taking the test may receive written notice of the results. Any applicant may have the right to review his/her own results with the General Manager, or designee. If the General Manager, or designee, determines that an error was made in the test results, a correction will be made. The correction may not, however, invalidate certification of previous appointments.

5. **Promotional Tests:** As the staffing needs require, promotional tests may be conducted and may consist of evaluation of prior service, accomplishments in special training courses and other tests. All candidates for promotion must be permanent employees in the competitive service and must possess the minimum qualifications, as stated in the position specification.

6. **Additional Considerations are Added to the Examination Process:** Training and Experience: Additional considerations may include prior job training skills and experience and may consist of a statement of schooling and studies applicable to the position posted. Experience may consist of a statement of all past activities that would prepare candidates for the applied position and may include the names of former employers and/or supervisors, nature of work and references. Information obtained during a normal check of the candidate’s references and background may be considered, in accordance with all applicable laws and GCT policy.

7. **Physical or Medical:** A physical or medical examination, which may include a job function analysis, may be required of any applicant once the applicant has been placed on the eligibility list or has been made an offer contingent upon passing a physical or medical examination.

8. **Personal Interview:** In oral examinations, the applicant may be questioned on the duties of the position, training and experience, nature of work performed and other reasonable questions to determine fitness for the position.

D. **Eligibility Lists:** As soon as practicable after the conclusion of a competitive examination, the General Manager, or designee, may establish an employment list of the applicants who successfully passed the test arranged in the order of final ratings received with the highest score listed first. The final rating may be determined by the total of the score received by each applicant for each part of the test, based upon the relative value assigned to each part of the test. Other regulations governing eligibility lists are:

1. **Identical Grades:** Wherever identical grades exist, names may be arranged in order of application date.

2. **Duration of Eligibility Lists:** Eligibility and promotion lists may become effective upon the approval by the General Manager or designee, and such lists may remain in effect for six (6) months. Eligibility lists may be extended by the General Manager, or designee, for an additional not to exceed eighteen (18) months. If, at any time after an eligibility list has been used and the remaining names show low ratings, or names have been passed over previously for valid reasons by the appointing authority, or if there are three names or less on the eligibility list, the General Manager or designee, may cancel the entire list and order another examination when an eligibility list is requested to fill a position.

3. **Removal of Names From Lists:** The name of any person appearing on an eligibility or
ATTACHMENT “B”

promotional list may be removed by the General Manager, or designee, if the eligible person requests in writing for removal from the list; if the person fails to respond to a notice of certification mailed to the last known address; if the person notifies GCT that he or she declines the employment offer or is no longer interested in the position, or if the person has been certified for appointment three times and has not been appointed. The name of a person on promotional employment lists, who resign from GCT, may automatically be removed from such lists.

4. Abolishment of Position Places Employee on Eligibility List: After abolishment of a position within a classification, the employee affected may request to be placed on an eligibility list for a period of one (1) year. In case the classification is abolished, the employee’s name will not be placed on an eligibility list.

5. Procedural Errors: Procedural errors made in eligibility compilations may be corrected at any time by the General Manager, or designee, without invalidating any previous action that had been taken.

E. Appointments to Positions:

1. Regular Appointments: When a vacancy in a regular permanent position is to be filled, the General Manager, or designee, may interview a minimum of the top three candidates on the eligibility or promotion list, or if less than three, all applicants whose names appear on the eligibility list. In the absence of an eligibility list, the General Manager, or designee, may interview and assess all qualified applicants in the process of establishing an eligibility list. The General Manager, or designee, may select one of the eligible candidates and notify the selected person. If the candidate accepts the appointment and reports to duty at the designated time, the candidate may be considered a regularly appointed GCT employee; otherwise the candidate may be considered as declining the appointment.

2. Temporary Appointments: A temporary appointment may be made by the General Manager, or designee, of an applicant who meets the minimum training and experience qualifications for the position. Temporary appointments for represented employees cannot exceed five (5) months (if full-time) or 840 hours worked (if part-time), and for non-represented employees cannot exceed either twelve (12) months or one-thousand (1,000) hours in a calendar year.

3. Emergency Appointments: To meet the requirements of an immediate emergency condition, such as fire, flood, earthquake, civil unrest or terrorist attack, which threatens public life or property, the General Manager, or designee, may employ such persons as may be needed for the duration of the emergency without regard to the personnel ordinance or policies affecting appointments.

4. Appointment to Senior Management Vacancies: When the following management level employees vacate a position with GCT, the position may be replaced in accordance with the job description approved by the Board of Directors:

Director of Finance and Administration,
Director of Fleet and Facilities, Director of Planning and Marketing, Director of Transit Operations, Director of Human Resources,
Facility Project Manager

F. Promotion: The General Manager or designee may designate a vacant position as either open to only current GCT employees (an internal recruitment) or open to all candidates (an open recruitment).

G. Probationary Period: All original and promotional appointments to regular represented positions shall be tentative and subject to a probationary period of six (6) months, except that the period shall be twelve (12) months for all non-represented employees. The General Manager, or designee, may extend in writing and upon notice to the employee any employee’s probationary period for an additional period of up to six months for a represented employee and up to twelve months for a non-represented employee. Any employee who takes an extended leave of absence (one month or more) during a probationary period shall have the probationary period
automatically extended for a period of time equal to the amount of the extended leave of absence.

1. **Objective of Probationary Period:** The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work performance, for determining the effectiveness and appropriate fit of the employee to the position, and for rejecting any probationary employee whose performance does not meet the required standards.

2. **Rejection of Probationer:** During the probationary period, an employee may be dismissed from employment at any time by the General Manager, or designee, without cause and without the right of appeal. Probationary dismissals are largely based on unacceptable job performance, lack of the needed skills to perform the essential job functions, attendance issues, and or other adverse actions that may apply as stated in Section 25: Changes in Employee Status.

Gold Coast Transit is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin (including language use restrictions), religion, religious creed, disability (mental and physical, including HIV and AIDS or impairments that substantially limits one or more major life activities or major bodily functions), medical condition (cancer/genetic characteristics), age (forty and above), marital status, political opinions or affiliations, sex (pregnancy, gender or gender identity), sexual orientation or denial of Family and Medical Leave, California Family Rights Act or Military Family Leave entitlements, or Pregnancy Disability Leave or reasonable accommodation, union membership or activity. GCT reserves its right to update the protected categories where such is required and allowed by law.

Notification of rejection in writing shall be served on the probationer. Any permanent employee who is promoted to a higher position from a represented classification is automatically granted a leave of absence from the employee's former position until the probationary period has ended.

H. **Reclassification:** The salary of an employee who is reclassified shall be determined as follows:

1. If reclassified to a class having the same salary range, the salary and anniversary date of the employee shall not change.

2. If reclassified to a class having a higher salary range, there shall be no change in the employee's anniversary date and the salary shall be adjusted to either the bottom step of the new salary range, or to not less than a five percent (5%) increase from the previous salary whichever is greater. However, the salary placement may not exceed the maximum of the established range of the new classification, even if it is less than a five percent (5%) increase.

3. If reclassified to a classification having a lower salary range, the employee shall retain the employee's current salary and anniversary date or if at top step in current classification, will be placed at top step in the reclassified position.

4. "Y" Ratings: With the approval of the Board of Directors, an employee may be "Y" rated if the employee's current salary exceeds the last step of the salary range of the new reclassification. When an employee is "Y" rated, the salary immediately prior to the date of the lower reclassification is frozen and may not be increased until the last step of the salary range of the new classification exceeds the salary earned immediately prior to establishment of the "Y" rate.

**SECTION 24: SALARY PLAN**

A. **Preparation of Plan:** The General Manager, or designee, or agency employed for that purpose shall prepare a plan for each class
of represented position and non-represented position in the competitive service, showing the minimum and maximum rates of pay. In setting the salary ranges, consideration shall be given to prevailing rates of pay for comparable work in comparable public and private employment, including consideration of all forms of benefits and conditions of work, current cost of living, and GCT’s financial condition and policies. Any revisions to the salary ranges for represented employees shall be subject to meet and confer with the recognized employee organizations.

B. Salary and Classification Survey:
A classification and salary survey of comparable positions in comparable labor markets shall be conducted at least every five fiscal years at the discretion of the General Manager or the direction of the Board of Directors.

For represented classifications, comparable public transit agencies based primarily on population serviced, organization size, budget size, and geographic location to be used in salary and classification surveys shall be:

1. Central Contra Costa
2. Culver City
3. Simi Valley Transit
4. Monterey/Salinas
5. Riverside
6. Santa Barbara MTD
7. Santa Cruz
8. Santa Rosa

For non-represented classifications, comparable public transit agencies based primarily on population serviced, organization size, budget size, and geographic location to be used in salary and classification surveys shall be:

1. Central Contra Costa
2. Culver City
3. Golden Empire-
4. Monterey/Salinas
5. Riverside
6. Santa Barbara MTD
7. Santa Cruz
8. Santa Rosa

C. Promotion: When promoted from one classification to a higher classification, the beginning new salary shall be at least five percent (5%) greater than the previous salary; provided, that no salary increase shall be greater in amount than the maximum level, regardless of percentage. For represented positions, any such increase granted shall become subject to the anniversary increases provided.

D. Payroll Period - Biweekly: Biweekly pay rates shall be established for exempt positions by converting monthly salary rates to an equivalent biweekly rate. Non-exempt positions shall be paid on an hourly basis.

GCT prefers payroll direct deposits sent directly to employees’ bank accounts. Direct deposits (or checks) for each pay period will be available to employees not later than 10:00 a.m. on the Friday following the end of each biweekly pay period. In cases where a Friday payday would fall on a bank holiday, the direct deposits will be processed (or checks will be issued) before the end of the work day prior to the bank holiday.

E. Temporary and Part-Time Employee Compensation: Except as provided, a person employed on a temporary basis or for part-time only, shall be compensated at an hourly rate of pay for hours actually worked. Only wage compensation is provided. No benefits are provided unless specifically identified by the appropriate rules. Such hourly rate may be based on any step established for such position not exceeding the maximum step.

F. Payroll Deduction Plan: For the general good of GCT and its employees, under the authority of Sections 1157.1, 1157.3 and 3507 of the California Government Code, the Board of Directors hereby approves the following payroll deduction plan:

1. Employee organizations may petition the Board of Directors to have their dues withheld by payroll deductions and paid over to a duly-authorized officer of that organization. Such dues shall be withheld by the Director of Finance and Administration and paid over to such officer.
2. Such deductions may include dues and other services provided by such organizations, all of which shall be included in one item of deduction.

3. Authorization is hereby granted to provide deductions for the following purposes without fee:
   a. Employee share of medical and related insurance premiums
   b. Additional life insurance premiums;
   c. Credit Union dues/ shares;
   d. Credit Union loans;
   e. Any recognized charity, provided that ten or more employees participate.
   f. Direct deposit of payroll check
   g. U.S. Savings Bonds purchase

4. No employee may have deductions for more than a total of five organizations under this Article.

5. Authorization for deductions allowed by this Article shall be made on standard forms approved by the Director of Finance and Administration, and shall state, among other things, that the authorization to deduct shall continue until revoked in writing; that GCT or its officers assume no liability for damages suffered by an employee due to any error by the employee organization or in the operations involved in deducting and paying the dues to the employee organization or in the operations involved in deducting and paying the dues to the employee organization on behalf of the employee; or GCT, or its officers, shall be protected from damage claims in some other manner.

6. A list of the deductions made from each employee of such organization shall be submitted to the organization together with payment of the amount due at the time of each regular payroll.

G. Standard Work Week
   GCT’s standard payroll work schedule is Sunday through Saturday.

   GCT may, at management’s discretion, offer some employees the option of an Alternate Work Schedule (AWS). An AWS may be implemented by assigning exempt employees a schedule that includes eighty (80) hours every two-week pay period but varies from the five days per week, eight hours per day workweek. Examples include four (4) ten-hour days per week or a 9/80 schedule (eighty hours worked in nine days during each two-week pay period). Non-exempt employees may be assigned a 40-hour, seven-day payroll workweek that starts and ends at a day and time that is different than GCT’s standard payroll work schedule. (Example for a 9/80 schedule: The employee works Monday-Thursday 8 am to 6 pm and every other Friday 8 am to 5 pm; the seven-day payroll work schedule runs from Friday at 12:01 pm to the next Friday at noon, therefore each week contains forty hours).

   The General Manager or designee shall develop and maintain an AWS policy if the AWS option is in use. Employees assigned an AWS will receive and acknowledge written notification of the AWS workweek. Assignment to an AWS is a privilege, not a right. Employees assigned an AWS may request to be returned to the standard payroll work schedule. Management can reassign any employee to return to the standard payroll work schedule at any time.

SECTION 25: CHANGES IN EMPLOYEE STATUS ALL EMPLOYEES

A. Adverse Actions Notice and Procedure:

   An adverse action is the disciplinary action that responds to a violation of the express terms provided in a Memorandum of Understanding, the GCT Personnel Rules, or other rules or practices in place at GCT. Any regular employee against whom an adverse action is initiated by GCT, dependent upon the seriousness of the violation, for reprimands, suspensions without pay, demotions, and dismissals, absent any extraordinary or truly unusual circumstances, will be given pre-disciplinary procedural rights, such as notice and a hearing.

   Notice: The notice shall be served upon the employee either personally, by mail or by company mail, and shall include: (1) notice
of the intended action, the cause or causes thereof, (2) the employee’s acts or omissions that form the basis for the cause(s), (3) information to the employee that any documents or materials giving rise to the action will be made available for the employee’s inspection or that copies thereof are attached to the notice of intended action, and (4) notice that the employee will have the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary meeting or conference.

Any regular employee in the competitive service shall be subject to adverse actions (as specified in Government Code Section 19572.1 Causes for Discipline) for misconduct, incompetency, inefficiency, insubordination, dishonesty, fraud in securing appointment, inexcusable neglect of duty, inexcusable absence without leave, drunkenness or under the influence of illegal controlled substances or misuse of prescription medication while on duty, discourteous treatment of the public or other employees, misuse of agency property, conviction of a felony or conviction of a misdemeanor involving moral turpitude, prohibited discrimination, harassment, retaliation against any employee or member of the public, failure of good behavior either during or outside of duty hours, which is of such nature that it causes discredit to the appointing authority or the person’s employment, and/or failure to comply with or abuse of GCT policies, rules, directives and Board rules.

Adverse actions may be recommended to the General Manager or designee by a management employee having authority over the subject employee. The General Manager or designee may initiate and institute an adverse action.

Procedures for adverse actions against represented employees are controlled by the Memoranda of Understanding (MOU) entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721, as adopted from time to time by the Board of Directors.

Applicable to all employees there may be certain emergency situations in which immediate suspension or termination without pay may be allowed by law, and in those situations the employee shall be promptly provided with the due process procedures set out in the paragraphs above.

B. Procedures for Non-Represented Employees regarding reprimands:

1. Reprimands - Any regular non-represented employee in the competitive service against whom an adverse action is initiated by the General Manager, or designee, shall be given notice of at least five (5) working days prior to the effective date of the intended action, the cause or causes thereof, the employee’s acts or omissions that form the basis for the cause(s), informing the employee that any documents or materials giving rise to the action will be made available for the employee’s inspection or that copies thereof are attached to the notice of intended action and informing the employee that the employee may respond to the General Manager, or designee, orally or in writing prior to the intended effective date of the action. After the notice period and the employee's response, if timely made, the General Manager, or designee, shall implement or not implement the discipline proposed or such lesser form of discipline as is deemed appropriate.

2. Skelly Procedure for non-represented employees regarding suspensions without pay, demotions, and dismissals.

   a. Notice of Intent: Any regular non-represented employee against whom an adverse action is initiated by GCT, dependent upon the seriousness of the violation, for suspension without pay, demotions, and dismissals will be: (1) notified of the intended action, (2) the cause or causes thereof, the employee’s acts or omissions that form the basis for the cause(s), (3) informing the employee that any documents or materials giving rise to the action will be made available for the employee’s inspection or that copies thereof are attached to the notice of intended action, (4) The employee will have the right to respond to the allegations set forth in the notice of intent, either in writing or at a pre-disciplinary conference.

      If the employee chooses to respond in writing to the notice of intent, the written response must be submitted within five (5) working days of receipt of the notice.
If the employee chooses to appear at the pre-disciplinary conference, the employee will have the right to representation. Even if the employee has representation, the employee must personally appear at the meeting. The employee must notify GCT management that he/she will appear for the meeting.

b. Skelly Meeting: The Skelly meeting will be conducted by the General Manager, or designee. This is not an adversarial proceeding, therefore the employee will not have the opportunity to cross-examine GCT representatives, nor present the formal case and opposition to the proposed discipline.

c. Notice of Action: After reviewing the information presented by the employee and all other documentation, the general manager, or designee, will issue the notice of action. The employee must be provided at least five (5) days notice before the effective date of the action. The employee may appeal the proposed disciplinary action within ten (10) calendar days after receipt of the notice of action to the General Manager for a member board review.

d. Appeals Process: Suspensions without pay exceeding two (2) days, demotions, and dismissals may be appealed by a regular non-represented employee.

    The employee shall notify the General Manager of the intention to appeal in writing within ten (10) calendar days of the time that the action was implemented. The General Manager shall constitute a board of review as soon as reasonably possible. The board of review at a minimum is a three-member panel selected by the General Manager from among public agency officials whose responsibilities encompass personnel matters. The board of review shall determine from among the members its own chairperson, who has full authority to determine the conduct of the hearing. The General Manager and the employee may be represented, may themselves testify, call witnesses and submit other relevant evidence. The board of review shall, by a majority of its members, make written findings and a decision affirming, revising or modifying the adverse action based on applicable law, GCT policies, procedures and rules, and the evidence and arguments presented by the parties.

    As an alternative appeals option, arbitration or mediation is available if agreed upon by the employee and General Manager and provided by the State Mediation and Conciliation Service (SMCS). The parties shall share equally the cost of either the arbitration or mediation.

C. Other Changes In Employee Status / All Employees

1. Lay Off: If it becomes necessary to lay off employees because of reorganization, changes in operations, lack of work or reasons of economy, the General Manager, or designee, shall prepare a written analysis of the reductions indicated and submit said report to the Board of Directors. After the Board of Directors has decided the degree of curtailment and the activities affected, the General Manager shall take, in order, the following action:

   a. All temporary employees shall be dismissed where possible and the vacancies will be filled by transferring qualified permanent employees.

   b. In the functions where activities are to be curtailed, determination of classes and positions affected will be made, with relative weight given to efficiency in performance of duties, length of employee's service with GCT, and the advisability of demoting employees in the higher classification to lower classifications for which they are qualified and laying off those with less tenure of service.

2. Resignation:

   a. Notices: Any GCT employee may resign from GCT employment at any time; however, any employee resigning from GCT should give a minimum of one week's notice to the employee's department director in order for GCT to fill the position. If the employee does not provide at least one week's notice, the employee's personnel file will note that the employee was "Released with Prejudice." All resignations must be filed by the department head on the Notice of Termination form and forwarded to the General Manager by way of the Director of
Finance and Administration for verification of leave record.

b. **Privileges Forfeited**: Upon resignation, the employee shall forfeit all seniority and employment privileges allowed by these personnel policies. Any person resigning can petition to the General Manager for reemployment by the following **Reinstatement Procedure** or by complying with the established new applicant employment procedures like any other applicant.

**SECTION 26: REEMPLOYMENT AND REINSTATEMENT**

**A. Reemployment**: Any employee who has been laid off because of a reduction of personnel shall be eligible for re-employment for a period of twelve (12) months if a vacancy occurs for a position of the same classification. The laid-off employee will be placed on a special reemployment list for twelve (12) months. If reemployed, the laid-off employee shall have reinstated the employee’s prior employment status, tenure rights and privileges.

**B. Reinstatement**: Any employee who has left GCT employment because of resignation or dismissal can apply for reinstatement within one year by submitting a written request which contains (1) a complete statement of the reasons for leaving GCT employment, (2) work history since the GCT termination, including description of duties, amount of earnings, and (3) future plans if reinstated to GCT. If the General Manager approves the reinstatement, the applicant can be re-employed in the same job class as occupied prior to resignation. The reinstated employee will have no other rights, privileges or benefits accrued in the previous GCT employment. The policy will not apply to military reinstatement which is governed by separate rules. Other exceptions can be made only after approval by action of the Board of Directors upon the recommendation of the General Manager.

**SECTION 27: PERSONNEL RECORDS**

**A. Records in Personnel Office**: Personnel records shall consist of a personnel file for each employee, which includes personnel transactions pertaining to the employee from the date of appointment. This record shall contain personal information, all changes in salary, classification, work assignments and any other information, such as when employed, dismissed, adverse action or report of merit. Payroll records and confidential files are kept separate from the employee’s general personnel file.

**B. Confidentiality & Employee Rights**: Personnel records shall be confidential. An employee shall, upon reasonable notice, have access to review the employee’s personnel file.

**SECTION 28: OFF-JOB ACTIVITIES**

**A. Regular full-time employees shall not accept employment outside the GCT service nor shall they participate actively in the management or operation of any business or enterprise if such employment or participation would in any way conflict with an employee’s responsibilities and obligations to GCT or would effect the efficiency of the employee in the performance of regularly assigned GCT duties.**

**B. Upon the written request of an employee, the General Manager may permit outside employment if it is not in conflict with the employee's obligation to GCT.**

**C. A request for outside employment shall be submitted by the employee to the employing Department Director of the business unit. Such requests shall include, if possible, the name, address and type of work of the proposed employer; the period of time and hours of work of the requested employment; the type of duties that are to be performed; and the reason for wanting to accept the extra employment. The department director shall forward, in writing, the request with the department director’s recommendations and comments to the General Manager for review and final decision.**

**D. If the opportunity for outside work by employees of any department is of a repetitive or recurring nature, the department director may request approval of the general type and amount of work involved rather than submit a request concerning each individual case. Upon approval of the general request, individual cases which are in conformance with the request need not be submitted to the General Manager. In no such case is an employee to engage in outside work in excess of twenty (20) hours**
in any one week. Other requests for outside work which do not conform to the general request will require individual approval. Any injury resulting from part-time employment shall not be chargeable to GCT. GCT employees working part time outside GCT employment who have a record of excessive sick leave absences may have their outside work privilege rescinded at the discretion of the department director with the approval of the General Manager.

IV. EMPLOYMENT OF RELATIVES AND SPOUSES

SECTION 29: EMPLOYMENT OF RELATIVES
A. The Board of Directors, General Manager, or any management employee shall not appoint any relative to any position with Gold Coast Transit, where such appointment and/or employment has the potential for creating an adverse impact on supervision, safety, security or morale.

B. A condition which will result in the assignment of a superior and a subordinate who are relatives within the same department shall not be permitted.

C. Appropriate personnel action will be taken upon consultation with the employees involved to remedy any violation of this section.

D. Employees who are relatives shall not work in the same department, division, or facility where such has the potential for creating adverse impact on supervision, safety, security, morale, or involves potential conflicts of interest.

E. For purposes of this provision, relatives shall mean son, daughter, brother, sister, mother, father, aunt, uncle, niece, nephew, grandson, granddaughter, grandmother, grandfather, either by blood or present marriage or registered domestic partner.

SECTION 30: THE EMPLOYMENT OF SPOUSES OR REGISTERED DOMESTIC PARTNERS
A. It is the policy of GCT not to discriminate in its employment and personnel actions with respect to its employees, prospective employees and applicants on the basis of marital status or registered domestic partnership. No employee, prospective employee or applicant shall be improperly denied employment or benefits of employment on the basis of his or her marital status or registered domestic partnership. This policy applies to the selection of persons for a training program leading to employment in addition to the above-designated persons.

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

C. Spouse is defined as partner in marriage as defined in California Civil Code Section 4100. For purposes of this Section, spouse shall also include registered domestic partner.

D. Notwithstanding the above provisions, GCT retains the right:

1. To refuse to place one party to a relationship under the direct supervision of the other party to a relationship where such has the potential for creating an adverse impact on supervision, safety, security or morale.

2. To refuse to place both parties to a relationship in the same department, division or facility where such has the potential for creating an adverse impact on supervision, safety, security morale or involving potential conflicts of interest.

3. To maintain or adopt bona fide health plans which provide additional or greater benefits to employees with dependents to those employees without or with fewer dependents. Where such a bona fide health plan discriminates against individuals on the basis of marital status, benefits shall not be conditioned upon whether an employee is “head of household”, “principal wage earner”, “secondary wage earner” or other similar status.
DATE: October 1, 2014

TO: Board of Directors

FROM: Cynthia Torres Duque, Communications and Marketing Manager

SUBJECT: Review and Provide Input on New Gold Coast Transit District Logo

I. EXECUTIVE SUMMARY
Over the last few months, staff has been working closely with Deen Design, an Oxnard-based graphic design studio, to develop a new logo reflecting the agency’s name change to Gold Coast Transit District. After reviewing different options, staff is requesting input from the Board of Directors on the current logo design before moving into the implementation phase.

II. BACKGROUND
On July 1, 2014, Gold Coast Transit became Gold Coast Transit District, per Assembly Bill 664 signed by Governor Jerry Brown on October 3, 2013. Since then, staff has worked with Deen Design to conceptualize and develop a new logo to reflect not only our name change, but one that evokes the agency’s vision of a more modern, clean and efficient future.

Staff reviewed several designs and narrowed it down to the logo being presented. Based on input received today, staff will work on refining the logo design and present a more finished version in future meetings.

III. SUMMARY & RECOMMENDATION ACTION
It is recommended that the Board of Directors review and provide input on the new Gold Coast Transit District Logo.

General Manager’s Concurrence

Steven P. Brown