



SunLine Transit Agency/
 SunLine Services Group
 January 25, 2023
 12:00 p.m.

**Joint Regular Meeting of the SunLine Transit Agency &
 SunLine Services Group Board of Directors
 Regular Board of Directors Meeting**

VIA VIDEOCONFERENCE

Pursuant to California Government Code section 54953(e), the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/81270633288>

Meeting ID: 812 7063 3288

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 812 7063 3288

One tap mobile
 +16699009128,,81270633288#

Phone controls for participants:

The following commands can be used on your phone's dial pad while in Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

For members of the public wishing to submit comment in connection with the Board Meeting: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to January 24, 2023 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

ITEM

RECOMMENDATION

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency’s Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency’s website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 72 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. APPROVAL OF MINUTES

APPROVE

a) [December 7, 2022 Joint Board Meeting](#)

(PAGE 6-8)

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person’s presentation is limited to a maximum of three (3) minutes.

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

ITEM

RECOMMENDATION

9. CONSENT CALENDAR

RECEIVE & FILE

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

- 9a) Checks \$1,000 and Over Report for October and November 2022 (PAGE 9-17)
- 9b) Credit Card Statement for October and November 2022 (PAGE 18-35)
- 9c) Monthly Budget Variance Report for October and November 2022 (PAGE 36-45)
- 9d) Contracts Signed in Excess of \$25,000 for November and December 2022 (PAGE 46-48)
- 9e) Union & Non-Union Pension Investment Asset Summary October and November 2022 (PAGE 49-69)
- 9f) Ridership Report for November and December 2022 (PAGE 70-75)
- 9g) SunDial Operational Notes for November and December 2022 (PAGE 76-81)
- 9h) Metrics for November and December 2022 (PAGE 82-120)
- 9i) Quarterly Capital Project Update for 4th Quarter Calendar Year 2022 (PAGE 121-125)
- 9j) Board Member Attendance for December 2022 (PAGE 126-127)
- 9k) SSG/SRA Checks \$1,000 and Over Report for October and November 2022 (PAGE 128-130)
- 9l) SSG Monthly Budget Variance Report for October and November 2022 (PAGE 131-135)
- 9m) Taxi Trip Data – November and December 2022 (PAGE 136-138)

10. RATIFICATION OF PROVISIONAL COMMITTEE APPOINTMENTS

APPROVE
(PAGE 139-141)

(Glenn Miller, Chairman of the Board)

11. DISCONTINUATION OF EMERGENCY DECLARATION AND RETURN TO LIVE IN-PERSON BOARD MEETINGS

APPROVE
(PAGE 142-151)

(Russell Betts, Chair of Board Operations Committee;
Staff: Eric Vail, General Counsel)

ITEM

RECOMMENDATION

- 12. FISCAL YEARS 2023-2025 TITLE VI TRIENNIAL PLAN UPDATE**
(Russell Betts, Chair of Board Operations Committee;
Staff: Manuel Alcalá, Planning Manager and
Tina Hamel, Chief of Compliance/Labor Relations)

APPROVE
(PAGE 152-237)

- 13. EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PROGRAM STATEMENT APPROVAL PURSUANT TO TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; TITLE 49, CHAPTER 53, SECTION 5332 OF THE UNITED STATES CODE; AND THE FEDERAL TRANSIT ADMINISTRATION'S CIRCULAR 4704.1A**
(Russell Betts, Chair of Board Operations Committee;
Staff: Tina Hamel, Chief of Compliance/Labor Relations)

APPROVE
(PAGE 238-449)

- 14. LIQUID HYDROGEN STATION CHANGE ORDER/ CHANGE DIRECTIVE**
(Nancy Ross, Vice-Chair of Finance/Audit Committee;
Staff: Rudy Le Flore, Chief Project Consultant)

APPROVE
(PAGE 450-456)

- 15. APPROVAL OF FUEL CELL EXTENDED WARRANTY AGREEMENT**
(Nancy Ross, Vice-Chair of Finance/Audit Committee;
Staff: Rudy Le Flore, Chief Project Consultant)

APPROVE
(PAGE 457)

- 16. PURCHASE OF TRANSIT ASSET MANAGEMENT SOFTWARE**
(Nancy Ross, Vice-Chair of Finance/Audit Committee;
Staff: Walter Watcher, Procurement Officer)

APPROVE
(PAGE 458-461)

- 17. LOCAL PREFERENCE PROGRAM**
(Nancy Ross, Vice-Chair of Finance/Audit Committee;
Staff: Walter Watcher, Procurement Officer)

INFORMATION
(PAGE 462-463)

- 18. GENERAL COUNSEL'S REPORT**

- 19. CEO/GENERAL MANAGER'S REPORT**

ITEM

RECOMMENDATION

20. CLOSED SESSION

a) **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code section 54956.9(d)(1)

One (1) matter:

Patricia Hildebrand v. SunLine Transit Agency
Superior Court, County of Riverside Case No. CVPS2104962

b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code section 54957(b)

Positions: Chief Executive Officer/General Manager

c) **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code section 54957.6

Labor Negotiator: Board Chair Glenn Miller, General Counsel Eric Vail

Employee Organizations:

- Unrepresented Employee – Chief Executive Officer/General Manager

21. NEXT MEETING DATE

February 22, 2023 at 12 p.m.

22. ADJOURN

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting December 7, 2022

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, December 7, 2022 via Zoom videoconference, pursuant to California Government Code section 54953(e).

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Chairperson Glenn Miller.

2. FLAG SALUTE

Board Member Betts led the pledge of allegiance.

3. ROLL CALL

Members Present:

Glenn Miller, Chair, SunLine Agency Board Member, City of Indio
Denise Delgado, SunLine Agency Board Member, City of Coachella
Nancy Ross, SunLine Agency Board Member, City of Cathedral City
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
John Peña, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Ted Weill, SunLine Agency Board Member Alternate, City of Rancho Mirage
Pat Cooper, SunLine Agency Board Member Alternate, County of Riverside

Members Absent:

Lisa Middleton, Vice-Chair, SunLine Agency Board Member, City of Palm Springs
Dana Reed, SunLine Agency Board Member, City of Indian Wells

4. PRESENTATIONS

A January 2023 Service Improvements Status Report was provided by Rohan Kuruppu, Chief Planning Consultant.

5. FINALIZATION OF AGENDA

No changes to the agenda.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 7, 2022**

6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG OCTOBER 26, 2022 BOARD MEETING

Board Member Kelly moved to approve the minutes of the October 26, 2022 Joint STA/SSG Board meeting. The motion was seconded by Board Member Alternate Cooper. The motion was approved by a unanimous vote of 6 yes; 0 no; 2 abstain

7. PUBLIC COMMENTS

None

8. BOARD MEMBER COMMENTS

Board Member Comments were made by:

- Board Member Peña, City of La Quinta
- Board Chair Miller, City of Indio
- Board Member Alternate Cooper, County of Riverside

9. CONSENT CALENDAR

Board Member Peña moved to approve the consent calendar. The motion was seconded by Board Member Alternate Cooper. The motion was approved by a unanimous vote of 7 yes; 0 no; 1 abstain

10. FISCAL YEAR 2022 AUDIT REPORTS

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Fiscal Year 2022 Audit Reports. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

11. RATIFICATION OF LEGAL SERVICES AGREEMENT

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Ratification of Legal Services Agreement. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

12. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) EXEMPTION SOLAR MICROGRID

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the California Environmental Quality Act (CEQA) Exemption Solar Microgrid. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 7, 2022**

13. FY21-22 SERVICE STANDARDS PERFORMANCE REPORT

Board Chair Miller reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Chair Miller moved to approve the FY21-22 Service Standards Performance Report. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

14. SERVICE STANDARDS POLICY NO. B-190613 REVISION

Manuel Alcala, Transit Planning Manager provided an oral report of this item. SunLine Board Member Betts moved to approve the Service Standards Policy No. B-190613 Revision. The motion was seconded by SunLine Board Member Peña. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

15. REVISED SUNLINE SYSTEM SAFETY PROGRAM PLAN

Vanessa Mora, Chief Safety Officer provided an oral report of this item. SunLine Board Member Alternate Weill moved to approve the Revised SunLine System Safety Program Plan. The motion was seconded by SunLine Board Member Alternate Cooper. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

16. GENERAL COUNSEL'S REPORT

General Counsel, Eric Vail, provided a brief oral report.

17. CEO/GENERAL MANAGER'S REPORT

CEO/General Manager, Lauren Skiver, provided a brief oral report.

18. NEXT MEETING DATE

January 25, 2023 at 12 p.m.

19. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:36 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

A recording of the December 7, 2022 Board proceedings is available [here](#).

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 25, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report October and November 2022

Summary:

The Checks \$1,000 and Over Report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

- The table below identifies the checks \$50,000 and over in the months of October and November which required signature from the Chair or Vice Chair.

Vendor	Check #	Amount
<i>Red Canary, Inc.</i>	690941	\$98,962.50
<i>CDW Government, Inc.</i>	690940	\$61,092.50
<i>Creative Bus Sales, Inc.</i>	691032	\$112,117.10
<i>Fleet Refinishing</i>	690961	\$64,347.23
<i>Creative Bus Sales, Inc.</i>	691092	\$56,058.55

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
October 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	691028	10/28/2022	329,990.10
PERMA - INSURANCE	General Liability Premium	690926	10/13/2022	226,312.99
PERMA - INSURANCE	Workers Comp Premium	690869	10/06/2022	225,997.27
ANEW RNG, LLC	Utilities	691023	10/28/2022	177,234.56
IMPERIAL IRRIGATION DIST	Utilities	690971	10/20/2022	126,537.89
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	690886	10/06/2022	116,137.13
CREATIVE BUS SALES, INC,	WIP-Purchase 2 of 3 SunRide Vans Project Acct#2104	691032	10/28/2022	112,117.10
RED CANARY, INC.	WIP-3 Year Cyber Security Protection Project Acct #1903	690941	10/17/2022	98,962.50
SO CAL GAS CO.	Utilities	690998	10/20/2022	68,697.47
FLEET REFINISHING	Repair Claims	690961	10/20/2022	64,347.23
CDW GOVERNMENT, INC	WIP-3 Year Cyber Security Protection Project Acct #1903	690940	10/17/2022	61,092.50
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	690841	10/06/2022	45,622.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	691059	10/28/2022	28,210.34
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	690949	10/20/2022	28,142.18
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	690863	10/06/2022	25,815.10
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	690966	10/20/2022	24,094.55
ROBERT HALF	Temporary Help	690990	10/20/2022	22,730.00
VASQUEZ AND COMPANY LLP	Audit Services	691014	10/20/2022	21,637.50
TEC EQUIPMENT, INC.	Inventory Repair Parts	691083	10/28/2022	20,384.09
THE LEFLORE GROUP LLC	Projects Consultant	691076	10/28/2022	20,196.00
WSP USA INC.	TDM & Vanpool Program	690891	10/06/2022	19,976.80
IMPERIAL IRRIGATION DIST	Utilities	690915	10/13/2022	17,705.26
UNITED SECURITY SERVICES	Security Guard Services	690839	10/06/2022	17,369.74
ROBERT HALF	Temporary Help	691074	10/28/2022	14,792.50
NAPA AUTO PARTS	Inventory Repair Parts	691061	10/28/2022	14,178.19
NFI PARTS	Inventory Repair Parts	691019	10/28/2022	14,151.38
ROBERT HALF	Temporary Help	690874	10/06/2022	12,796.25
UNUM	Group Dental & Vision Premiums	690931	10/13/2022	12,546.43
BALLARD POWER SYSTEMS	Inventory Repair Parts	691027	10/28/2022	12,452.67
VERIZON WIRELESS	Wireless Telephone Service	690938	10/13/2022	12,124.00
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	690976	10/20/2022	10,141.88
KL2 CONNECTS LLC	Contract Services - General	690860	10/06/2022	10,050.00
KL2 CONNECTS LLC	Contract Services - General	690975	10/20/2022	10,050.00
NFI PARTS	Inventory Repair Parts	690835	10/06/2022	9,930.91
INLAND EMPIRE COLLISION	Repair Claims	690881	10/06/2022	9,742.98
OLD GREEN HOUSE LLC	Planning Consultant	690991	10/20/2022	9,570.00
GLORIA G. SALAZAR	Consulting	690856	10/06/2022	9,537.50
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	691077	10/28/2022	9,521.06
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	690959	10/20/2022	9,240.00

**SunLine Transit Agency
Checks \$1,000 and Over
October 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AVAIL TECHNOLOGIES	WIP-H2 Ride Equipment Project Acct# 2215	691025	10/28/2022	8,259.28
MOTOR COACH INDUSTRIES, INC.	Bus lease	690864	10/06/2022	8,081.25
SONSRAY FLEET SERVICES	Inventory Repair Parts	690883	10/06/2022	7,626.59
EV CHARGE SOLUTIONS	WIP-Charging Equipment for 5 Chevy Bolts Project Acct# 2111	690980	10/20/2022	7,544.06
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	690877	10/06/2022	7,442.88
RIDECO US INC	SunRide Ride Share Expenses	690988	10/20/2022	7,407.34
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	691068	10/28/2022	7,161.88
ISABELLA A. AMADEO	Consulting-General	690973	10/20/2022	6,875.00
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	691012	10/20/2022	6,770.69
ENTECH ENGINEERING INC.	Consulting Services-General	691042	10/28/2022	6,575.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	690947	10/20/2022	6,530.00
INLAND EMPIRE COLLISION	Repair Claims	691002	10/20/2022	6,466.28
COMPLETE COACH WORKS	WIP-Door Barrier for 5 New Flyer Buses Project Acct# 2217	690953	10/20/2022	6,290.27
DESERT SUN PUBLISHING CO., THE	SunRide Ride Share Expenses	691038	10/28/2022	6,235.71
CALIFORNIA COMPRESSOR INC.	Inventory Repair Parts	690899	10/13/2022	5,880.80
AMALGAMATED TRANSIT UNION	Union Dues	690946	10/20/2022	5,680.42
SC FUELS	Lubricants- Oil	691080	10/28/2022	5,607.60
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sale Tax	690846	10/06/2022	5,457.00
COUNTY OF RIVERSIDE	WIP- CoE Facility Reference #BGR2200355 Project Acct# 1808	690902	10/13/2022	5,372.02
MURCHISON & CUMMING, LLP	Insurance Loss	691058	10/28/2022	5,357.50
ALEXANDER COHN, ESQ	Legal Services	690945	10/20/2022	5,250.00
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	690861	10/06/2022	5,109.79
COUNTY OF RIVERSIDE	WIP- CoE Facility Reference# BNR2200143 Project Acct# 1808	690907	10/13/2022	5,000.02
COUNTY OF RIVERSIDE	WIP- CoE Facility Reference# BNR2200142 Project Acct# 1808	690903	10/13/2022	5,000.00
COUNTY OF RIVERSIDE	WIP- CoE Facility Reference# BNR2200141 Project Acct# 1808	690906	10/13/2022	5,000.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691017	10/20/2022	4,991.25
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	690892	10/06/2022	4,970.90
ROBERT HALF	Temporary Help	690928	10/13/2022	4,920.60
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	691029	10/28/2022	4,678.61
JESSE FRESCAS JR.	Public Works Technical Support	690916	10/13/2022	4,400.00
PDC MACHINES, INC	Inventory Repair Parts	690984	10/20/2022	4,389.00
PLAZA TOWING, INC.	Towing Services	690985	10/20/2022	4,325.00
TPX COMMUNICATIONS	Communication Service	691007	10/20/2022	4,109.49
INLAND EMPIRE COLLISION	Repair Claims	691082	10/28/2022	3,976.25
DECALS BY DESIGN, INC.	WIP-Decals for SunRide Vans Project Acct# 2103	691034	10/28/2022	3,886.31
BAE SYSTEMS CONTROLS, INC.	Repair Parts- Fuel Cell	691026	10/28/2022	3,318.00
CHARTER COMMUNICATIONS	Utilities	691000	10/20/2022	3,262.72
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	690913	10/13/2022	3,227.83
CANADA TICKET, INC.	Printing Expense	690951	10/20/2022	3,090.92

**SunLine Transit Agency
Checks \$1,000 and Over
October 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	690922	10/13/2022	3,010.55
SONSRAY FLEET SERVICES	Outside Repair-Fixed Route	690933	10/13/2022	3,007.80
PLAZA TOWING, INC.	Towing Services	690870	10/06/2022	2,950.00
BAE SYSTEMS CONTROLS, INC.	Inventory Repair Parts	690895	10/13/2022	2,946.53
VALLEY OFFICE EQUIPMENT, INC.	Cpoier Service	690936	10/13/2022	2,864.42
GILLIG LLC	Inventory Repair Parts	690855	10/06/2022	2,833.21
JACKSON LEWIS P.C.	Insurance Loss	690858	10/06/2022	2,783.50
YELLOW CAB OF THE DESERT	Taxi Voucher Program	691091	10/28/2022	2,765.76
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	690950	10/20/2022	2,681.29
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	690994	10/20/2022	2,666.30
VALLEY SANITARY DISTRICT	Annual Sewer Service Permit	690937	10/13/2022	2,658.04
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	690962	10/20/2022	2,636.50
BROADLUX, INC.	Consulting Services-General	690896	10/13/2022	2,590.56
CITY CAB	Taxi Voucher Program	691079	10/28/2022	2,497.17
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	690847	10/06/2022	2,467.25
TRANSIT RESOURCES, INC.	Inventory Repair Parts	691008	10/20/2022	2,460.68
DESERT CRANE SERVICE, INC.	WIP-TP Facility Crane Services Project Acct# 1912	690957	10/20/2022	2,400.00
ULINE, INC.	Emergency Preparedness Supplies	691009	10/20/2022	2,276.65
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	690977	10/20/2022	2,266.82
PRUDENTIAL OVERALL SUPPLY	Uniforms	690986	10/20/2022	2,222.99
ALPHA MEDIA LLC	Advertising	690893	10/13/2022	2,000.00
QUADIENT FINANCE USA, INC.	Postage	690927	10/13/2022	2,000.00
GRAINGER	Small Tools & Equipment	691045	10/28/2022	1,965.42
ULINE, INC.	Office Supplies	690887	10/06/2022	1,942.53
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	691036	10/28/2022	1,927.72
NFI PARTS	Inventory Repair Parts	690943	10/20/2022	1,808.92
PAUL ASSOCIATES	Printing Expense	691070	10/28/2022	1,782.00
TRANSIT RESOURCES, INC.	Inventory Repair Parts	690884	10/06/2022	1,762.74
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	691040	10/28/2022	1,754.44
GRAINGER	Facility Maintenance	690857	10/06/2022	1,753.28
JOSEPH LYNN FRIEND	Contracted Services	690918	10/13/2022	1,686.25
AMERICAN MOVING PARTS	Inventory Repair Parts	691022	10/28/2022	1,603.00
GRAINGER	Electrical Expense	690967	10/20/2022	1,553.13
HOME DEPOT CREDIT SERVICES	Facility Maintenance	690969	10/20/2022	1,526.25
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	690965	10/20/2022	1,525.00
MILE3 WEB DEVELOPMENT	Website Maintenance	690979	10/20/2022	1,470.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	690898	10/13/2022	1,437.97
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	690897	10/13/2022	1,436.87
TRANSIT RESOURCES, INC.	Inventory Repair Parts	691085	10/28/2022	1,403.10

**SunLine Transit Agency
Checks \$1,000 and Over
October 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
OMNITRACS, LLC	General Services	690867	10/06/2022	1,380.00
ULINE, INC.	Facility Maintenance	691087	10/28/2022	1,356.42
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	690875	10/06/2022	1,297.01
SEFAC USA, INC.	Contract Services-General	690929	10/13/2022	1,269.78
HOLLAND GLASS AND MIRROR	Facility Maintenance	690960	10/20/2022	1,260.00
DEALER EQUIPMENT REPAIR SERVICE INC.	Contract Services-General	690908	10/13/2022	1,241.09
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	690993	10/20/2022	1,230.39
LEADERSHIP COACHELLA VALLEY	Travel Meetings/Seminars	690862	10/06/2022	1,200.00
HIRERIGHT, LLC	Background Service	690914	10/13/2022	1,152.58
MSC INDUSTRIAL SUPPLY CO	Shop Supplies	690865	10/06/2022	1,139.74
C V WATER DISTRICT	Utilities	691031	10/28/2022	1,133.79
1000BULBS.COM	Electrical Expense	691018	10/28/2022	1,119.89
DECALS BY DESIGN, INC.	Inventory Repair Parts	690956	10/20/2022	1,112.24
COUNTY OF RIVERSIDE	WIP-CoE Facility Reference# FPCBP2200614 Project Acct# 1808	690904	10/13/2022	1,056.00
IDWHOLESALER	ID Badge Supplies	691048	10/28/2022	1,038.70
TEAMSTERS LOCAL 1932	Union Dues	691005	10/20/2022	1,012.01
Total Checks Over \$1,000	\$2,399,988.59			
Total Checks Under \$1,000	\$34,238.09			
Total Checks	\$2,434,226.68			

**SunLine Transit Agency
Checks \$1,000 and Over
November 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	691281	11/29/2022	329,782.83
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691207	11/09/2022	230,739.91
IMPERIAL IRRIGATION DIST	Utilities	691299	11/29/2022	125,341.00
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691322	11/29/2022	117,821.86
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691266	11/17/2022	116,468.97
SO CAL GAS CO.	Utilities	691257	11/17/2022	67,626.86
CREATIVE BUS SALES, INC,	WIP-Purchase 1 of 3 SunRide Vans Project Acct#2104	691092	11/01/2022	56,058.55
SUNLINE REGULATORY ADMINI	Dec- June 2022 Due to SRA	691316	11/29/2022	41,302.63
BAE SYSTEMS CONTROLS, INC.	Repair Parts-Fixed Route	691096	11/02/2022	36,859.27
GILLIG LLC	WIP- Inqline Wheelchair Assist Kit Project Acct#2110	691296	11/29/2022	34,319.88
MOLINA MANUFACTURING, INC.	Repair Parts-Fixed Route	691245	11/17/2022	33,429.88
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	691304	11/29/2022	30,689.19
CIRQUE ANALYTICS	Legal Service	691101	11/02/2022	27,876.50
HD INDUSTRIES	Inventory Repair Parts	691164	11/09/2022	26,915.95
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	691111	11/02/2022	25,787.97
ROBERT HALF	Temporary Help	691190	11/09/2022	24,752.60
NFI PARTS	Inventory Repair Parts	691130	11/09/2022	24,548.23
TEC EQUIPMENT, INC.	Inventory Repair Parts	691199	11/09/2022	23,841.68
THE LEFLORE GROUP LLC	Projects Consultant	691311	11/29/2022	23,282.35
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	691223	11/17/2022	21,161.00
WSP USA INC.	TDM & Vanpool Program	691128	11/02/2022	20,877.85
IMPERIAL IRRIGATION DIST	Utilities	691166	11/09/2022	18,424.73
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	691320	11/29/2022	18,000.00
DECALS BY DESIGN, INC.	Student Art Contest Bus Wrap for 3 Busses	691286	11/29/2022	17,913.75
UNITED SECURITY SERVICES	Security Guard Services	691139	11/09/2022	17,787.80
GLORIA G. SALAZAR	Consulting	691232	11/17/2022	16,794.48
OLD GREEN HOUSE LLC	Projects Consultant	691309	11/29/2022	16,791.00
HD INDUSTRIES	Repair Parts-Fixed Route	691298	11/29/2022	16,222.56
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	691242	11/17/2022	15,268.11
ROBERT HALF	Temporary Help	691254	11/17/2022	14,449.96
ISABELLA A. AMADEO	Consulting-General	691238	11/17/2022	14,410.00
TRANSLITE ENTERPRISES INC.	Inventory Repair Parts	691206	11/09/2022	14,245.83
IMPERIAL IRRIGATION DIST	Utilities	691237	11/17/2022	13,983.62
SPECIALTY FIELD SERVICE, INC.	Outside Repair-Fixed Route	691197	11/09/2022	13,500.00
UNUM	Group Dental & Vision Premiums	691315	11/29/2022	11,714.22
VERIZON WIRELESS	Wireless Telephone Service	691210	11/09/2022	10,949.94
ANDERSON COMMUNICATIONS	Aug-Nov Radio Repeater Hill Top Rental	691141	11/09/2022	10,135.88
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691129	11/02/2022	10,120.50
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691215	11/09/2022	9,928.50

**SunLine Transit Agency
Checks \$1,000 and Over
November 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691270	11/17/2022	9,869.39
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	691204	11/09/2022	9,742.50
PALMER KAZANJIAN WOHL HODSON LLP	Legal Service	691248	11/17/2022	9,261.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	691157	11/09/2022	9,240.00
KAMINSKY PRODUCTIONS, INC	SunRide Ride Share Expenses	691168	11/09/2022	8,920.00
AIR & LUBE SYSTEMS INC	WIP-Air compressor installed Project Acct#1922	691133	11/09/2022	8,334.14
IBI GROUP, A CALIFORNIA PARTNERSHIP	WIP-Radio Replacement Consultant Project Acct#1905	691165	11/09/2022	8,270.62
SONSRAY FLEET SERVICES	Inventory Repair Parts	691319	11/29/2022	8,114.18
NFI PARTS	Inventory Repair Parts	691217	11/17/2022	8,000.21
HEPTAGON SEVEN CONSULTING, INC.	WIP-Coachella Transit Hub A&E Services Project Acct#2212	691233	11/17/2022	7,374.87
BAE SYSTEMS CONTROLS, INC.	Inventory Repair Parts	691142	11/09/2022	6,964.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	691312	11/29/2022	6,767.26
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	691324	11/29/2022	6,330.58
DESERT SUN PUBLISHING LLC	Advertising	691295	11/29/2022	6,000.00
AMALGAMATED TRANSIT UNION	Union Dues	691094	11/02/2022	5,776.18
AMALGAMATED TRANSIT UNION	Union Dues	691276	11/29/2022	5,712.34
AMALGAMATED TRANSIT UNION	Union Dues	691220	11/17/2022	5,680.42
PRUDENTIAL OVERALL SUPPLY	Uniforms	691187	11/09/2022	5,294.80
NFI PARTS	Inventory Repair Parts	691273	11/29/2022	5,290.33
ALPHA MEDIA LLC	Advertising	691219	11/17/2022	5,020.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691328	11/29/2022	4,970.25
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	691300	11/29/2022	4,945.85
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	691265	11/17/2022	4,500.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	691138	11/09/2022	4,480.00
UP IN SMOKE CATERING	Sunline Event Expense	691272	11/22/2022	4,440.00
RIDECO US INC	SunRide Ride Share Expenses	691252	11/17/2022	4,389.51
SONSRAY FLEET SERVICES	Inventory Repair Parts	691202	11/09/2022	4,180.60
TPX COMMUNICATIONS	Communication Service	691321	11/29/2022	4,110.58
JESSE FRESCAS JR.	WIP-COE Project Acct# 1808/Coachella Hub Project Acct #2212	691240	11/17/2022	4,000.00
MSC INDUSTRIAL SUPPLY CO	Shop Supplies	691175	11/09/2022	3,771.87
GRAINGER	Shop Supplies/Small Tools & Equipment	691163	11/09/2022	3,705.90
PARKHOUSE TIRE, INC.	Repair Parts-Fixed Route	691183	11/09/2022	3,609.63
SC FUELS	Lubricants- Oil	691118	11/02/2022	3,495.80
SAFETY-KLEEN CORPORATION	Bus Wash Vac Service	691256	11/17/2022	3,462.80
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	691230	11/17/2022	3,446.00
WAYTEK INC	Inventory Repair Parts	691211	11/09/2022	3,368.48
TOTAL CARE WORK INJURY CLINIC	Alcohol & Drug Testing	691327	11/29/2022	3,290.00
INLAND EMPIRE COLLISION	Repair Claims	691261	11/17/2022	3,178.84
SC FUELS	Lubricants- Oil	691193	11/09/2022	2,909.26

**SunLine Transit Agency
Checks \$1,000 and Over
November 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CHARTER COMMUNICATIONS	Utilities	691198	11/09/2022	2,855.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	691249	11/17/2022	2,778.60
TINT CITY INC	WIP- Window Tint for fixed route buses Project Acct#2207	691264	11/17/2022	2,700.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691098	11/02/2022	2,681.29
PLAZA TOWING, INC.	Towing Services	691306	11/29/2022	2,675.00
FULTON DISTRIBUTING	Bus Stop Supplies	691156	11/09/2022	2,660.67
ULINE, INC.	WIP- Fixed Assets-Maint Equipment Project Acct#2316-01	691208	11/09/2022	2,640.01
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691282	11/29/2022	2,580.68
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691224	11/17/2022	2,580.68
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	691182	11/09/2022	2,494.46
YELLOW CAB OF THE DESERT	Taxi Voucher Program	691271	11/17/2022	2,451.70
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	691209	11/09/2022	2,391.88
THERMOGUARD	Inventory Repair Parts	691205	11/09/2022	2,200.00
CMD CORPORATION	Inventory Repair Parts	691151	11/09/2022	2,179.41
KUNA FM	Advertising	691170	11/09/2022	2,000.00
GRAINGER	WIP-Heavy Duty Air/Hydraulic Service Jack Project Acct#2207	691107	11/02/2022	1,923.40
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	691148	11/09/2022	1,738.03
JACKSON LEWIS P.C.	Insurance Loss	691239	11/17/2022	1,690.00
ULINE, INC.	WIP-10 Step Grip Ladder Project Acct#2207	691124	11/02/2022	1,570.54
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	691161	11/09/2022	1,525.00
MILE3 WEB DEVELOPMENT	Website Maintenance	691174	11/09/2022	1,470.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance	691235	11/17/2022	1,430.22
WILLIAM LOPER	Consulting-General	691214	11/09/2022	1,425.00
SERVEXO	Security Services	691194	11/09/2022	1,423.50
BUREAU VERITAS NORTH AMERICA	Inventory Repair Parts	691146	11/09/2022	1,407.38
JOSEPH LYNN FRIEND	Contracted Services	691167	11/09/2022	1,401.25
PREMIER SECURITY INC	Inventory Repair Parts	691186	11/09/2022	1,382.49
OMNITRACS, LLC	General Services	691179	11/09/2022	1,380.00
JESSUP AUTO PLAZA	Inventory Repair Parts	691185	11/09/2022	1,358.48
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	691147	11/09/2022	1,352.91
BRYAN VALENZUELA	Expenses Reimbursement	691222	11/17/2022	1,255.38
WILLIAM LOPER	Consulting-General	691269	11/17/2022	1,250.00
BALLARD POWER SYSTEMS	Inventory Repair Parts	691143	11/09/2022	1,231.58
DEAN HOLM	Consulting-General	691227	11/17/2022	1,167.65
C V WATER DISTRICT	Utilities	691285	11/29/2022	1,071.48
CLIFFORD SHERMAN	Contract Services - General	691225	11/17/2022	1,050.00
LIFECOM, INC.	Contract Services - General	691243	11/17/2022	1,050.00
GEYSER EQUIPMENT, LLC	Small Tools & Equipment	691106	11/02/2022	1,044.15
TEAMSTERS LOCAL 1932	Union Dues	691122	11/02/2022	1,012.01

**SunLine Transit Agency
Checks \$1,000 and Over
November 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
TEAMSTERS LOCAL 1932	Union Dues	691263	11/17/2022	1,012.01
QUADIENT FINANCE USA, INC.	Postage	691251	11/17/2022	1,000.00
Total Checks Over \$1,000	\$1,992,835.87			
Total Checks Under \$1,000	\$14,253.66			
Total Checks	\$2,007,089.53			

SunLine Transit Agency**CONSENT CALENDAR**

DATE: January 25, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statements for October and November 2022

Summary:

The attached report summarizes the Agency's credit card expenses for October and November 2022. Credit card transactions through the CEO/General Manager credit card align with the statement closing dates of November 3, 2022 and December 2, 2022. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of October 31, 2022 and November 30, 2022, for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/3/2022

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	10/4/2022	10/5/2022	Cisco Webex	Cisco WebEx; Renewal of Annual Membership		\$468.00
2	10/5/2022	10/5/2022	Luna Grill	Luna Grill Catering Order; Service planning visioning session		\$352.97
3	10/7/2022	10/9/2022	Airport Taxi	Airport Taxi Cab Fare for the APTA 2022 TRANSform Conference in Seattle, WA; Lauren Skiver, CEO/General Manager <i>*Receipt pending</i>		\$50.00
4	10/10/2022	10/11/2022	Teneo Linguistics	Translation services; September SunLine Board of Directors meeting		\$700.00
5	10/12/2022	10/13/2022	Sheraton	APTA 2022 TRANSform Conference in Seattle, WA - Lodging for 4 Nights; Lauren Skiver, CEO/General Manager		\$1,330.36
6	10/13/2022	10/14/2022	Sheraton	APTA 2022 TRANSform Conference in Seattle, WA - Lodging for 5 Nights; Brittney Sowell, Chief of Staff		\$1,662.95
7	10/17/2022	10/18/2022	TRYPPS	Courier services; Same day deliveries in August 2022		\$225.00
8	10/19/2022	10/19/2022	Aspens Mills	Aspen Mills Catering Order; Legislative visioning session		\$272.21
9	10/19/2022	10/21/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to Denver, CO for Travel to 2022 Clean Cities Training Workshop in Lakewood, CO; Yvonne Eckert, Project Manager		\$967.19
10	10/20/2022	10/23/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager <i>*Flight error; additional charge seen later in statement</i>		\$379.20
11	10/20/2022	10/23/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Frank Rytych, Chief Maintenance Officer <i>*Flight canceled; future credits provided</i>		\$379.20

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
12	10/20/2022	10/23/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Vanessa Mora, Chief Safety Officer <i>*Flight error; additional charge seen later in statement</i>		\$379.20
13	10/20/2022	10/23/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Brittney Sowell, Chief of Staff <i>*Flight error; additional charge seen later in statement</i>		\$379.20
14	10/21/2022	10/23/2022	Expedia	Expedia Trip Protection Fee for Rountrip Flight from Palm Springs, CA to Pasco, WA for Travel to DOT TSI Fundamentals of Bus Collision Investigation in Richland, WA; Bryan Valenzuela, Deputy Chief Safety Officer		\$96.37
15	10/21/2022	10/23/2022	Delta Airlines	Delta Airlines Roundtrip Flight from Palm Springs, CA to Pasco, WA for Travel to DOT TSI Fundamentals of Bus Collision Investigation in Richland, WA; Bryan Valenzuela, Deputy Chief Safety Officer		\$1,090.20
16	10/24/2022	10/27/2022	APTA	APTA 2022 TRANSform Conference October 9-12, 2022 - Registration; Isabel Acosta, Chief Transportation Officer <i>*Trip canceled; reimbursement from previous statement*</i>	\$1,100.00	
17	10/25/2022	10/27/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Francisco, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager's Preferred Seating		\$13.00
18	10/26/2022	10/27/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Brittney Sowell, Chief of Staff <i>*Additional charge as noted previously in statement</i>		\$550.00
19	10/26/2022	10/27/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Diego, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Vanessa Mora, Chief Safety Officer <i>*Additional charge as noted previously in statement</i>		\$270.00
20	10/26/2022	10/27/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Francisco, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager <i>*Additional charge as noted previously in statement</i>		\$270.00
21	10/29/2022	10/31/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Francisco, CA for Travel to Clean Buses in the US 2022 in San Francisco, CA; Lauren Skiver, CEO/General Manager		\$649.21

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
22	10/29/2022	10/31/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to San Francisco, CA for Travel to Clean Buses in the US 2022 in San Francisco, CA; Lauren Skiver, CEO/General Manager's Preferred Seating		\$13.00
23	10/31/2022	11/2/2022	United Airlines	United Airlines Flight from Palm Springs, CA to San Francisco, CA for Travel to 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager's Luggage Fee		\$35.00
Credits and Charges:					\$1,100.00	\$10,532.26



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	11/03/22
Next Statement Date	12/02/22

For Customer Service Call:
800-231-5511

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Monthly Spending Limit*	\$40,000
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*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$10,532.26
Cash Advances	+	\$0.00
Credits	-	\$1,100.00
Statement Total		\$9,432.26

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
10/04	10/05	2443099M6BM5A24BG	DRI* CISCO WEBEX cs.co/wbxhelpMN		468.00
10/05	10/05	2449215M6MKNPNMQM	EZCATERLUNA GRILL 8004881803 MA		352.97
10/07	10/09	2469216M82Z8G0NQ6	SQ *E CAB AIRPORT TAXI Seattle WA		50.00
10/10	10/11	2475542MB7Y32JKLE	TENEO LINGUISTICS COMPANY817-4419974 TX		700.00
10/12	10/13	2475542MD50ZJEW3L	SHERATON SEATTLE HOTEL SEATTLE WA		1,330.36
10/13	10/14	2475542ME50ZWSXYZ	SHERATON SEATTLE HOTEL SEATTLE WA		1,662.95
10/17	10/18	2413746MK01BBSGLZ	TRYPPS PALM SPRINGS CA		225.00
10/19	10/19	2449215MLMNLVFSMD	EZCATERASPEN MILLS BA 8004881803 MA		272.21
10/19	10/21	2469216MM35M525PL	UNITED 0167839603866800-932-2732 TX		967.19
		11/13/22	ECKERT MARTINEZ/IRAI		
		1 UA M	PALM SPRINGS DENVER		
		2 UA U	DENVER PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
10/20	10/23	2469216MN366G3Z0M	UNITED 0162442479659800-932-2732 TX		379.20
		11/01/22	SKIVER/LAURALEE		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA S	SAN FRANCISCO SAN DIEGO		
10/20	10/23	2469216MN366G3Z0X	UNITED 0162442479660800-932-2732 TX		379.20
		11/01/22	RYTYCH/FRANKCHARLES		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA S	SAN FRANCISCO SAN DIEGO		
10/20	10/23	2469216MN366G3Z1N	UNITED 0162442479662800-932-2732 TX		379.20
		11/01/22	MORA/VANESSAMARIE		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA S	SAN FRANCISCO SAN DIEGO		
10/20	10/23	2469216MN366G3Z15	UNITED 0162442479661800-932-2732 TX		379.20
		11/01/22	SOWELL/BRITTNEYBAIRD		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA S	SAN FRANCISCO SAN DIEGO		
10/21	10/23	2469216MN36AAAJ5L	EXPEDIA 72414886581859 EXPEDIA.COM WA		96.37

See reverse side for important information.

The transactions detailed on this statement are for informational use only.

Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	

ELITE CARD PAYMENT CENTER YTG
PO BOX 77066 29
MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT
LAURA SKIVER
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
71122
S318



Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
10/21	10/23	2471705MPTD019155 10/23/22	DELTA AIR 0067839831612SEATTLE WA VALENZUELA/BRYA		1,090.20
		1 DL T	PALM SPRINGS SALT LAKE CITY		
		2 DL U	SALT LAKE CITY PASCO		
		3 DLM	PASCO SALT LAKE CITY		
		4 DLM	SALT LAKE CITY PALM SPRINGS		
		11617270	EXPEDIA.COM TRA		
10/24	10/27	7463923MVS66DXJA6	APTA WASHINGTON DC	1,100.00	
10/25	10/27	2469216MV30AT0SMB	UNITED 0169805809772800-932-2732 TX		13.00
10/26	10/27	2469216MV30ARNYSD	UNITED 0162443468902800-932-2732 TX		550.00
		11/01/22	SOWELL/BRITTNEYBAIRD		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA B	SAN FRANCISCO PALM SPRINGS		
10/26	10/27	2469216MV30ARNYSM	UNITED 0162443470571800-932-2732 TX		270.00
		11/01/22	MORA/VANESSAMARIE		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA M	SAN FRANCISCO PALM SPRINGS		
10/26	10/27	2469216MV30ARNYTV	UNITED 0162443468220800-932-2732 TX		270.00
		11/01/22	SKIVER/LAURALEE		
		1 UA V	PALM SPRINGS SAN FRANCISCO		
		2 UA M	SAN FRANCISCO PALM SPRINGS		
10/29	10/31	2469216MZ33AL3VSJ	UNITED 0167840899142800-932-2732 TX		649.21
		11/09/22	SKIVER/LAURA LEE		
		1 AS S	PALM SPRINGS SAN FRANCISCO		
		2 UA M	SAN FRANCISCO PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
10/29	10/31	2469216MZ335N1FNY	UNITED 0169806679624800-932-2732 TX		13.00
10/31	11/02	2469216N134F0DVW2	UNITED 0169807020029800-932-2732 TX		35.00
11/03	11/03	000000000000COMPC	TOTAL PURCHASES	\$10,532.26	
			TOTAL RETURNS	\$1,100.00	
			TOTAL	\$9,432.26	

All transactions detailed above have been billed to the company control account.

Wells Fargo News

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SunLine Transit Agency Visa Credit Card Statement

Closing Date: 12/2/2022

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	11/3/2022	11/4/2022	CTA	CTA Fall Conference & Expo November 16-18, 2022 - Registration; Isabel Acosta, Chief Transportation Officer		\$500.00
2	11/3/2022	11/6/2022	United Airlines	United Airlines Flight from San Francisco, CA to Palm Springs, CA for Travel from 2022 CALACT Autumn Conference & Expo in Santa Rosa, CA; Lauren Skiver, CEO/General Manager's Luggage Fee		\$35.00
3	11/4/2022	11/6/2022	Hyatt Regency	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$759.00
4	11/4/2022	11/6/2022	Hyatt Regency	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Lodging for 3 Nights; Brittney Sowell, Chief of Staff		\$669.00
5	11/4/2022	11/6/2022	Hyatt Regency	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Lodging for 3 Nights; Vanessa Mora, Chief Safety Officer		\$669.00
6	11/4/2022	11/6/2022	Alamo	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Car Rental for 3 Days; Lauren Skiver, CEO/General Manager		\$428.35
7	11/4/2022	11/10/2022	Hyatt Regency	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Lodging for 3 Nights; Frank Rytych, Chief Maintenance Officer		\$711.00
8	11/12/2022	11/13/2022	Alamo	2022 CALACT Autumn Conference & Expo in Santa Rosa, CA - Car Rental Toll Fee; Lauren Skiver, CEO/General Manager		\$11.95
9	11/17/2022	11/20/2022	DoubleTree Airport	CTA Fall Conference & Expo November in Ontario, CA - Lodging for 1 Night; Isabel Acosta, Chief Transportation Officer		\$204.06
10	11/18/2022	11/20/2022	Sheraton	2022 Clean Cities Training Workshop in Lakewood, CO - Lodging for 3 Nights; Yvonne Eckert, Project Manager		\$493.95
11	11/18/2022	11/20/2022	DoubleTree Airport	CTA Fall Conference & Expo November in Ontario, CA - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$702.18
12	11/30/2022	12/1/2022	EIG Constant Contact	E-newsletter and mass e-mail software; Constant Contact Toolkit Bi-annual membership		\$243.00
Credits and Charges:					\$0.00	\$5,426.49



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	12/02/22
Next Statement Date	01/03/23

For Customer Service Call:
800-231-5511

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Monthly Spending Limit*	\$40,000
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*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$5,426.49
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$5,426.49

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
11/03	11/04	2444500N38PWHJFFH	FSP*CTA 916-446-4656 CA		500.00
11/03	11/06	2469216N42XA283YX	UNITED 0169807864584800-932-2732 TX		35.00
11/04	11/06	2405523N5M199VPX2	HYATT REGENCY SONOMA WIN 7072841234 CA		759.00
11/04	11/06	2405523N5M199WGF3	HYATT REGENCY SONOMA WIN 7072841234 CA		669.00
11/04	11/06	2405523N5M199W6Q3	HYATT REGENCY SONOMA WIN 7072841234 CA		669.00
11/04	11/06	2416407N41R0P1FLB	ALAMO RENT-A-CAR SAN FRANCISCO CA		428.35
11/04	11/10	2405523N9M19QLMAL	HYATT REGENCY SONOMA WIN SANTA ROSA CA		711.00
11/12	11/13	2443099NQ2DK6S07E	ALAMO TOLL 558882413 877-860-1284 CA		11.95
11/17	11/20	2475542NJ7M4NTXG6	DOUBLETREE AIRPORT ONTARIO CA		204.06
11/18	11/20	2469216NJ2XR7P444	SHERATON DENVER WEST LAKEWOOD CO		493.95
11/18	11/20	2475542NK7YEYF88S	DOUBLETREE AIRPORT ONTARIO CA		702.18
11/30	12/01	2490641NY4NKLQLL6	EIG*CONSTANTCONTACT.COM 855-2295506 MA		243.00
12/02	12/02	000000000000COMPC	TOTAL PURCHASES	\$5,426.49	
			TOTAL	\$5,426.49	

All transactions detailed above have been billed to the company control account.

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Automatic Payments: Never miss a payment, avoid late charges and protect your credit rating.

See reverse side for important information.



The transactions detailed on this statement are for informational use only.

Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	

ELITE CARD PAYMENT CENTER YTG
 PO BOX 77066 29
 MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT
 LAURA SKIVER
 32505 HARRY OLIVER TRL
 THOUSAND PALMS CA 92276-3501
 86126
 S311

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/31/2022

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	10/01/22	10/3/2022	Amazon	Battery for foggers		\$ 332.52
2	10/02/22	10/3/2022	Amazon	Alexa for Business Subscription		\$ 6.40
3	10/04/22	10/5/2022	Amazon	External hard drive		\$ 127.14
4	10/04/22	10/5/2022	JEM	Plumbing parts		\$ 179.27
5	10/04/22	10/5/2022	Amazon	External hard drive		\$ 67.87
6	10/05/22	10/5/2022	Mfg Edge	Valve repair parts		\$ 269.28
7	10/05/22	10/6/2022	Amazon	Hex keys		\$ 10.16
8	10/05/22	10/6/2022	SmartSign	Spill kit labels		\$ 51.76
9	10/05/22	10/6/2022	Jackson Racing	Specialty lubricant for fuel cell bus		\$ 1,231.26
10	10/08/22	10/10/2022	Amazon	Phone cases		\$ 139.90
11	10/08/22	10/10/2022	LED Light Expert	LED lights		\$ 331.23
12	10/12/22	10/14/2022	Sam's Club	Laptop for West Coast Center of Excellence		\$ 898.25
13	10/13/22	10/14/2022	NCE Safety	AED battery		\$ 170.29
14	10/14/22	10/17/2022	Amazon	Threaded foot valve return from September		\$ (89.70)
15	10/14/22	10/17/2022	Amazon	DVD drive		\$ 159.18
16	10/19/22	10/20/2022	Calendly	Calendar management subscription		\$ 96.00

17	10/21/22	10/24/2022	AED Superstore	Electrode pads		\$	118.53
18	10/24/22	10/25/2022	Amazon	UPS batteries (2)		\$	538.74
					\$	-	\$ 4,638.08



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX-7572	Currency	US Dollar
Reporting Period	10/1/2022 - 10/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 10/1/2022	10/3/2022	Amzn Mktp Us					332.52
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Facilities - Electrostatic Sprayer Batteries (3)					
<hr/>							
2 10/2/2022	10/3/2022	Amazon Web Services					6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800 Fund: 00				
		Amazon - Executive - Alexa for Business subscription					
<hr/>							
3 10/4/2022	10/5/2022	Amzn Mktp Us					127.14
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - IT Department - USB Hard Drives (2)					
<hr/>							
4 10/4/2022	10/5/2022	John M Ellsworth Co Inc					179.27
		Purchase John M Ellsworth Co Inc	General Ledger Code: 5049900010 Fund: 00				
		JME Sales - Facilities - Vent Cap & Overfill Alert					
<hr/>							
5 10/4/2022	10/5/2022	Amzn Mktp Us					67.87
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - IT Department - USB Hard Drive (1)					
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 10/5/2022	10/5/2022	Mfg Edge/Pumpcatalog.C					269.28
		Purchase Mfg Edge/Pumpcatalog.C	General Ledger Code: 5099900002 Fund: 00				
		Mfg Edge - Facilities - Check Valve for Bus Wash					
7 10/5/2022	10/6/2022	Amzn Mktp Us					10.16
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Operations - Hex Key Set					
8 10/5/2022	10/6/2022	Smartsign					51.76
		Purchase Smartsign	General Ledger Code: 5099900002 Fund: 00				
		Smartsign - Safety - Signs for Safety Trucks					
9 10/5/2022	10/6/2022	Jacksonracing					1,231.26
		Purchase Jacksonracing	General Ledger Code: 5049900022 Fund: 00				
		Jackson Racing - Finance - Inventory 10 liters Rotrex oil					
10 10/8/2022	10/10/2022	Amzn Mktp Us					139.90
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - IT Department - Iphone protective cases (10)					
11 10/8/2022	10/10/2022	Led Light Expert					331.23
		Purchase Led Light Expert	General Ledger Code: 5049900011 Fund: 00				
		LED Light Expert - Facilities - Replacement parking lot fixture					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12	10/12/2022	10/14/2022	Samsclub.Com				898.25
	Purchase Samsclub.Com		General Ledger Code: 5099900002 Fund: 00				
	Sam's Club - Performance - WCCoE Laptop						
13	10/13/2022	10/14/2022	Nce Empowering Safety				170.29
	Purchase Nce Empowering Safety		General Ledger Code: 5020300000 Fund: 00				
	NCE Safety - Safety Department - AED Battery						
14	10/14/2022	10/17/2022	Amzn Mktp Us				-89.70
	Credit Voucher Amzn Mktp Us		General Ledger Code: 5099900002 Fund: 00				
	Amazon - Facilities - Refund 4" Dixon Foot Valve (less shipping)						
15	10/14/2022	10/17/2022	Amzn Mktp Us				159.18
	Purchase Amzn Mktp Us		General Ledger Code: 5099900002 Fund: 00				
	Amazon - IT Department - External DVD Drive (3)						
16	10/19/2022	10/20/2022	Calendly				96.00
	Purchase Calendly		General Ledger Code: 5030300011 Fund: 00				
	Calendly.com - Marketing - Yearly Software Renewal						
17	10/21/2022	10/24/2022	Aed Superstore				118.53
	Purchase Aed Superstore		General Ledger Code: 5020300000 Fund: 00				
	AED Superstore - Defibrillator pads (2 sets)						

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/30/2022

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	11/02/22	11/3/2022	JME	Overfill alert gaufe		\$ 56.50
2	11/02/22	11/3/2022	Amazon	Alexa for Business Subscription		\$ 6.40
3	11/04/22	11/7/2022	Plumbing Hub	Currency conversion fee		\$ 1.66
4	11/04/22	11/7/2022	Plumbing Hub	Faucet handles		\$ 166.15
5	11/09/22	11/10/2022	Amazon	Face masks		\$ 696.00
6	11/10/22	11/11/2022	HD Pro	Valve repair parts		\$ 178.71
7	11/12/22	11/14/2022	eComfort	Replacement filter kit		\$ 527.98
8	11/13/22	11/14/2022	Amazon	Acrylic sign holder		\$ 30.59
9	11/15/22	11/16/2022	Amazon	Port switch		\$ 2,178.49
10	11/21/22	11/22/2022	Business Radio Licensing	FCC license application		\$ 110.00
11	11/23/22	11/25/2022	Amazon	Solar timer controller		\$ 274.65
12	11/23/22	11/25/2022	Amazon	Sink handles		\$ 10.18
13	11/25/22	11/28/2022	Amazon	Safety incentive prize		\$ 402.49
14	11/27/22	11/28/2022	Amazon	Safety incentive prize		\$ 459.17
15	11/28/22	11/29/2022	Amazon	Laptop screen replacement		\$ 63.21
16	11/29/22	11/29/2022	Amazon	Sink handles		\$ 10.92
					\$ -	\$ 5,173.10



Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX-7572	Currency	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 11/2/2022	11/3/2022	John M Ellsworth Co Inc					56.50
		Purchase John M Ellsworth Co Inc	General Ledger Code: 5049900010				
		JME - Overfill Alert Oil Tank - Facilities	Fund: 00				
2 11/2/2022	11/3/2022	Amazon Web Services					6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800				
		AWS - Alexa for Business Subscription - Executive	Fund: 00				
3 11/4/2022	11/7/2022						1.66
		Other Debits Currency Conversion Fee	Fund: 00				
		Plumbing Hub - Currency Conversion Fee - Facilities					
4 11/4/2022	11/7/2022	Sp Plumbinghubameric					166.15
		Purchase Sp Plumbinghubameric	General Ledger Code: 5030300011				
		Plumbing Hub - Delta Faucet Handles - Facilities	Fund: 00				
5 11/9/2022	11/10/2022	Amzn Mktp Us					696.00
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002				
			Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 11/10/2022	11/11/2022	Hd Supply Facilities					178.71
		Purchase Hd Supply Facilities	General Ledger Code: 5099900002				
		HD Pro - Delta Faucet Parts - Facilities	Fund: 00				
<hr/>							
7 11/12/2022	11/14/2022	Ecomfort.Com					527.98
		Purchase Ecomfort.Com	General Ledger Code: 5099900002				
		eComfort - Walter Filter Kits (5) - Facilities	Fund: 00				
<hr/>							
8 11/13/2022	11/14/2022	Amzn Mktp Us					30.59
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002				
			Fund: 00				
<hr/>							
9 11/15/2022	11/16/2022	Amzn Mktp Us					2,178.49
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002				
			Fund: 00				
<hr/>							
10 11/21/2022	11/22/2022	Businessradiolicensing					110.00
		Purchase Businessradiolicensing	General Ledger Code: 5049900010				
			Fund: 00				
<hr/>							
11 11/23/2022	11/25/2022	Amazon.Com*hw50h3mn0 Amzn					274.65
		Purchase Amazon.Com*hw50h3mn0 Amzn	General Ledger Code: 5099900002				
			Fund: 00				
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12 11/23/2022	11/25/2022	Amzn Mktp Us					10.18
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
13 11/25/2022	11/28/2022	Amzn Mktp Us					402.49
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
14 11/27/2022	11/28/2022	Amzn Mktp Us					459.17
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
15 11/28/2022	11/29/2022	Amzn Mktp Us					63.21
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Replacement Laptop Screen - IT Department					
16 11/29/2022	11/29/2022	Amazon.Com*y142c8t53					10.92
		Purchase Amazon.Com*y142c8t53	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Danco Faucet Handle - Facilities					

Transaction Count: 16

Total: 5,173.10

Employee Signature

Date

Authorized Approver Signature

Date

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 25, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for October and November 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of October 2022 are equal to 4/12^{ths} of the yearly budget. The FYTD budget values for the month of November 2022 are equal to 5/12^{ths} of the yearly budget.

Year to Date Summary

- As of October 31, 2022, the Agency's FYTD revenues are \$572,059 or 9.6% above the FYTD budget due to an increase in ridership over FY22.
- As of October 31, 2022, the Agency's FYTD expenditures are \$14,089,133 or 8.3% below the FYTD budget.
- As of November 30, 2022, the Agency's FYTD revenues are \$718,134 or 10.0% above the FYTD budget due to an increase in ridership over FY22.
- As of November 30, 2022, the Agency's FYTD expenditures are \$17,254,849 or 10.1% below the FYTD budget.

Monthly Spotlight:

- The negative variance in Natural Gas CNG is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
October 2022

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,529,001	137,919	127,417	10,502	558,889	509,667	49,222	63.4%
Other Revenue	37,500	3,345	3,125	220	13,170	12,500	670	64.9%
Total Operating Revenue	1,566,501	141,264	130,542	10,722	572,059	522,167	49,892	63.5%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,601,638	684,069	883,470	199,401	2,813,172	3,533,879	720,707	73.5%
Operator & Mechanic Overtime	1,067,000	104,093	88,917	(15,176)	535,337	355,667	(179,671)	49.8%
Administration Salaries & Wages	6,986,398	518,242	582,200	63,958	2,061,340	2,328,799	267,459	70.5%
Administration Overtime	105,449	6,605	8,787	2,182	37,392	35,150	(2,242)	64.5%
Fringe Benefits	11,124,750	684,242	927,063	242,821	3,104,574	3,708,250	603,676	72.1%
Communications	277,879	19,888	23,157	3,269	81,971	92,626	10,655	70.5%
Legal Services	398,485	60,924	33,207	(27,717)	218,634	132,828	(85,806)	45.1%
Computer/Network Software Agreement	750,000	50,873	62,500	11,628	205,310	250,000	44,690	72.6%
Uniforms	132,610	7,370	11,051	3,681	16,586	44,203	27,617	87.5%
Contracted Services	704,809	69,205	58,734	(10,471)	218,950	234,936	15,986	68.9%
Equipment Repairs	34,000	554	2,833	2,279	1,712	11,333	9,622	95.0%
Security Services	200,000	19,271	16,667	(2,604)	75,430	66,667	(8,764)	62.3%
Fuel - CNG	1,599,327	159,440	133,277	(26,163)	768,741	533,109	(235,632)	51.9%
Fuel - Hydrogen	1,250,000	117,069	104,167	(12,902)	422,793	416,667	(6,126)	66.2%
Tires	237,165	17,516	19,764	2,248	69,583	79,055	9,472	70.7%
Office Supplies	71,085	8,725	5,924	(2,801)	26,165	23,695	(2,470)	63.2%
Travel/Training	136,980	5,745	11,415	5,670	26,976	45,660	18,684	80.3%
Repair Parts	1,627,700	169,681	135,642	(34,040)	507,932	542,567	34,635	68.8%
Facility Maintenance	49,300	4,329	4,108	(221)	20,736	16,433	(4,303)	57.9%
Electricity - CNG & Hydrogen	1,345,000	140,382	112,083	(28,299)	491,102	448,333	(42,768)	63.5%
Natural Gas	1,325,000	182,575	110,417	(72,159)	857,770	441,667	(416,103)	35.3%
Water and Gas	13,500	904	1,125	221	3,756	4,500	744	72.2%
Insurance Losses	1,650,000	40,781	137,500	96,720	404,344	550,000	145,656	75.5%
Insurance Premium - Property	79,394	11,113	6,616	(4,496)	44,450	26,465	(17,986)	44.0%
Repair Claims	200,000	71,502	16,667	(54,836)	98,176	66,667	(31,509)	50.9%
Fuel Taxes	70,998	10,889	5,916	(4,972)	41,360	23,666	(17,694)	41.7%
Other Expenses	7,014,340	541,801	584,528	42,728	2,131,289	2,338,113	206,824	69.6%
Self Consumed Fuel	(2,967,162)	(277,776)	(247,264)	30,513	(1,196,448)	(989,054)	207,394	59.7%
Total Operating Expenses (Before Depreciation)	46,085,646	3,430,011	3,840,471	410,460	14,089,133	15,361,882	1,272,749	69.4%
Operating Expenses in Excess of Operating Revenue		\$ (3,288,747)			\$ (13,517,074)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	829,664	935,917	106,253	3,409,999	3,743,667	333,667	69.6%
State - LTF, LCTOP	24,349,683	1,798,776	2,029,140	230,365	7,393,145	8,116,561	723,416	69.6%
Federal	8,938,462	660,308	744,872	84,564	2,713,930	2,979,487	265,557	69.6%
Total Subsidies	44,519,145	3,288,747	3,709,929	421,182	13,517,074	14,839,715	1,322,641	69.6%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
October 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	29,885,236	1,997,251	2,490,436	493,185	8,551,815	9,961,745	1,409,930	71.4%
Services	5,284,960	474,982	440,413	(34,568)	1,696,252	1,761,653	65,401	67.9%
Fuels & Lubricants	3,064,617	289,528	255,385	(34,143)	1,264,813	1,021,539	(243,274)	58.7%
Tires	237,165	17,516	19,764	2,248	69,583	79,055	9,472	70.7%
Materials and Supplies	2,265,936	206,412	188,828	(17,584)	665,739	755,312	89,573	70.6%
Utilities	3,029,280	351,216	252,440	(98,776)	1,461,642	1,009,760	(451,882)	51.7%
Casualty & Liability	3,561,934	261,366	296,828	35,462	1,151,280	1,187,311	36,031	67.7%
Taxes and Fees	70,998	10,889	5,916	(4,972)	41,360	23,666	(17,694)	41.7%
Miscellaneous Expenses	1,652,682	98,628	137,724	39,096	383,096	550,894	167,798	76.8%
Self Consumed Fuel	(2,967,162)	(277,776)	(247,264)	30,513	(1,196,448)	(989,054)	207,394	59.7%
Total Operating Expenses (Before Depreciation)	46,085,646	3,430,011	3,840,471	410,460	14,089,133	15,361,882	1,272,749	69.4%
Revenues:								
Passenger Revenue	1,529,001	137,919	127,417	10,502	558,889	509,667	49,222	63.4%
Other Revenue	37,500	3,345	3,125	220	13,170	12,500	670	64.9%
Total Operating Revenue	1,566,501	141,264	130,542	10,722	572,059	522,167	49,892	63.5%
Net Operating Gain (Loss)		\$ (3,288,747)			\$ (13,517,074)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	829,664	935,917	106,253	3,409,999	3,743,667	333,667	69.6%
State - LTF, LCTOP	24,349,683	1,798,776	2,029,140	230,365	7,393,145	8,116,561	723,416	69.6%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	660,308	744,872	84,564	2,713,930	2,979,487	265,557	69.6%
Total Subsidies	44,519,145	3,288,747	3,709,929	421,182	13,517,074	14,839,715	1,322,641	69.6%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger revenue is due to an 22.8% increase in ridership over FY22.
- As of October, ridership was at 22.8% above FY22 FYTD totals.
- Total system ridership was 155,332 trips above FY22 FYTD amounts.

Ridership

	FY22-October	FY23-October	Variance	%Δ
Fixed Route	187,878	228,790	40,912	21.8%
Paratransit	8,878	9,101	223	2.5%
SolVan	1,277	1,699	422	33.0%
SunRide	406	612	206	50.7%
System Total	198,439	240,202	41,763	21.0%

Ridership

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	672,745	824,235	151,490	22.5%
Paratransit	32,766	35,225	2,459	7.5%
SolVan	5,650	6,625	975	17.3%
SunRide	1,680	2,088	408	24.3%
System Total	712,841	868,173	155,332	21.8%

Other Revenue

- The other revenue is within an accepted range of the budget amount.

Operator & Mechanic Salaries & Wages

- The positive variance in operator and mechanic wage expenditures is attributed to absences and vacant positions.

Operator & Mechanic Overtime

- The negative variance is primarily attributed to required overtime for operators and mechanics to cover absences.

Administration Salaries & Wages

- The positive variance in administrative salaries and wages is attributed to vacant positions across the Agency.

Administration Overtime

- The negative variance is primarily attributed to required overtime for staff to cover absences.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency.

Communications

- Savings in communications are primarily attributed to fewer YTD cellular expenditures.

Legal Services

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.
- Legal services have had higher expenses due to negotiations and labor legal counsel.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements.

Uniforms

- Savings in uniform expenditures are related to fewer employees utilizing the entire uniform allowance.

Contracted Services

- The positive variance in contracted services is attributed to multiple expense line items which have not yet been incurred.

Equipment Repairs

- The positive variance in equipment repair is attributed to a lower level of repairs than budgeted.

Security Services

- Security service costs have increased due to an increase in scope and services of guards.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.

Fuel - Hydrogen

- Fuel - Hydrogen expenditures are within an acceptable range of the budgeted amount.

Tires

- The lower tire expenditures are attributed to fewer miles than budgeted for.

Office Supplies

- Office Supplies expenditures are within an acceptable range of the budgeted amount.

Travel/Training

- The favorable variance for travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts

- The positive variance is primarily attributed to lower FYTD expenses than budgeted for.

Facility Maintenance

- The negative variance primarily due to timing of an annual expense.

Electricity - CNG & Hydrogen

- The unfavorable variance is due to the increased kilowatt usage in production of hydrogen.

Natural Gas

- The negative variance is attributed to increased natural gas usage due to an increase in outside fuel sales and cost of natural gas used to produce CNG.

Water and Gas

- Water and gas expenses are within an acceptable range of the budget.

Insurance Losses

- Insurance loss experience has not exceeded budgeted expectations as of September.

Insurance Premium - Property

- Insurance premiums for property increased exceeding budgeted amount.

Repair Claims

- Repair claim expenses are unfavorable due to the completion of large repairs in October.

Fuel Taxes

- The negative variance in fuel taxes is due to larger fleet fuel sales.

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active.

Self-Consumed Fuel

- The positive variance in self-consumed fuel is due to higher fuel cost.

SunLine Transit Agency
Budget Variance Report
November 2022

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,529,001	142,158	127,417	14,741	701,047	637,084	63,963	54.2%
Other Revenue	37,500	3,917	3,125	792	17,087	15,625	1,462	54.4%
Total Operating Revenue	1,566,501	146,075	130,542	15,533	718,134	652,709	65,425	54.2%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,601,638	696,613	883,470	186,857	3,509,785	4,417,349	907,565	66.9%
Operator & Mechanic Overtime	1,067,000	106,167	88,917	(17,250)	641,504	444,583	(196,921)	39.9%
Administration Salaries & Wages	6,986,398	487,617	582,200	94,582	2,548,957	2,910,999	362,042	63.5%
Administration Overtime	105,449	3,422	8,787	5,366	40,813	43,937	3,124	61.3%
Fringe Benefits	11,124,750	674,122	927,063	252,941	3,778,696	4,635,313	856,617	66.0%
Communications	277,879	20,422	23,157	2,735	102,394	115,783	13,389	63.2%
Legal Services	398,485	19,123	33,207	14,084	237,758	166,035	(71,722)	40.3%
Computer/Network Software Agreement	750,000	49,658	62,500	12,842	254,968	312,500	57,533	66.0%
Uniforms	132,610	103	11,051	10,948	16,690	55,254	38,564	87.4%
Contracted Services	704,809	34,941	58,734	23,793	253,891	293,670	39,779	64.0%
Equipment Repairs	34,000	0	2,833	2,833	1,712	14,167	12,455	95.0%
Security Services	200,000	18,856	16,667	(2,189)	94,286	83,333	(10,953)	52.9%
Fuel - CNG	1,599,327	213,811	133,277	(80,533)	982,552	666,386	(316,165)	38.6%
Fuel - Hydrogen	1,250,000	165,124	104,167	(60,957)	587,917	520,833	(67,084)	53.0%
Tires	237,165	17,600	19,764	2,164	87,184	98,819	11,635	63.2%
Office Supplies	71,085	(2,128)	5,924	8,051	24,037	29,619	5,582	66.2%
Travel/Training	136,980	8,837	11,415	2,578	35,813	57,075	21,262	73.9%
Repair Parts	1,627,700	224,415	135,642	(88,773)	732,346	678,208	(54,138)	55.0%
Facility Maintenance	49,300	1,910	4,108	2,198	22,646	20,542	(2,105)	54.1%
Electricity - CNG & Hydrogen	1,345,000	146,591	112,083	(34,508)	637,693	560,417	(77,276)	52.6%
Natural Gas	1,325,000	164,418	110,417	(54,001)	1,022,188	552,083	(470,104)	22.9%
Water and Gas	13,500	941	1,125	184	4,697	5,625	928	65.2%
Insurance Losses	1,650,000	33,722	137,500	103,778	438,066	687,500	249,434	73.5%
Insurance Premium - Property	79,394	11,113	6,616	(4,496)	55,563	33,081	(22,482)	30.0%
Repair Claims	200,000	2,025	16,667	14,642	100,200	83,333	(16,867)	49.9%
Fuel Taxes	70,998	12,075	5,916	(6,159)	53,435	29,582	(23,853)	24.7%
Other Expenses	7,014,340	435,467	584,528	149,062	2,566,756	2,922,642	355,886	63.4%
Self Consumed Fuel	(2,967,162)	(381,248)	(247,264)	133,985	(1,577,696)	(1,236,318)	341,379	46.8%
Total Operating Expenses (Before Depreciation)	46,085,646	3,165,716	3,840,471	674,755	17,254,849	19,202,353	1,947,504	62.6%
Operating Expenses in Excess of Operating Revenue		\$ (3,019,641)			\$ (16,536,715)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	761,775	935,917	174,141	4,171,775	4,679,583	507,809	62.9%
State - LTF, LCTOP	24,349,683	1,651,588	2,029,140	377,552	9,044,733	10,145,701	1,100,968	62.9%
Federal	8,938,462	606,277	744,872	138,595	3,320,208	3,724,359	404,152	62.9%
Total Subsidies	44,519,145	3,019,641	3,709,929	690,288	16,536,715	18,549,644	2,012,929	62.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
November 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	29,885,236	1,967,940	2,490,436	522,496	10,519,756	12,452,182	1,932,426	64.8%
Services	5,284,960	333,667	440,413	106,747	2,029,919	2,202,067	172,147	61.6%
Fuels & Lubricants	3,064,617	391,309	255,385	(135,924)	1,656,122	1,276,924	(379,198)	46.0%
Tires	237,165	17,600	19,764	2,164	87,184	98,819	11,635	63.2%
Materials and Supplies	2,265,936	235,086	188,828	(46,258)	900,825	944,140	43,315	60.2%
Utilities	3,029,280	341,505	252,440	(89,065)	1,803,147	1,262,200	(540,947)	40.5%
Casualty & Liability	3,561,934	184,061	296,828	112,767	1,335,342	1,484,139	148,798	62.5%
Taxes and Fees	70,998	12,075	5,916	(6,159)	53,435	29,582	(23,853)	24.7%
Miscellaneous Expenses	1,652,682	63,720	137,724	74,003	446,816	688,618	241,802	73.0%
Self Consumed Fuel	(2,967,162)	(381,248)	(247,264)	133,985	(1,577,696)	(1,236,318)	341,379	46.8%
Total Operating Expenses (Before Depreciation)	46,085,646	3,165,716	3,840,471	674,755	17,254,849	19,202,353	1,947,504	62.6%
Revenues:								
Passenger Revenue	1,529,001	142,158	127,417	14,741	701,047	637,084	63,963	54.2%
Other Revenue	37,500	3,917	3,125	792	17,087	15,625	1,462	54.4%
Total Operating Revenue	1,566,501	146,075	130,542	15,533	718,134	652,709	65,425	54.2%
Net Operating Gain (Loss)		\$ (3,019,641)			\$ (16,536,715)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	761,775	935,917	174,141	4,171,775	4,679,583	507,809	62.9%
State - LTF, LCTOP	24,349,683	1,651,588	2,029,140	377,552	9,044,733	10,145,701	1,100,968	62.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	606,277	744,872	138,595	3,320,208	3,724,359	404,152	62.9%
Total Subsidies	44,519,145	3,019,641	3,709,929	690,288	16,536,715	18,549,644	2,012,929	62.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger revenue is due to an 20.5% increase in ridership over FY22.
- As of November, ridership was at 20.5% above FY22 FYTD totals.
- Total system ridership was 184,997 trips above FY22 FYTD amounts.

Ridership

	FY22-November	FY23-November	Variance	%Δ
Fixed Route	177,680	207,091	29,411	16.6%
Paratransit	8,621	8,609	(12)	-0.1%
SolVan	1,243	1,446	203	16.3%
SunRide	499	562	63	12.6%
System Total	188,043	217,708	29,665	15.8%

Ridership

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	850,425	1,031,326	180,901	21.3%
Paratransit	41,387	43,834	2,447	5.9%
SolVan	6,893	8,071	1,178	17.1%
SunRide	2,179	2,650	471	21.6%
System Total	900,884	1,085,881	184,997	20.5%

Other Revenue

- The other revenue is within an accepted range of the budget amount.

Operator & Mechanic Salaries & Wages

- The positive variance in operator and mechanic wage expenditures is attributed to absences and vacant positions.

Operator & Mechanic Overtime

- The negative variance is primarily attributed to required overtime for operators and mechanics to cover absences.

Administration Salaries & Wages

- The positive variance in administrative salaries and wages is attributed to vacant positions across the Agency.

Administration Overtime

- The negative variance is primarily attributed to required overtime for staff to cover absences.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency.

Communications

- Savings in communications are primarily attributed to fewer YTD cellular expenditures.

Legal Services

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.
- Legal services have had higher expenses due to negotiations and labor legal counsel.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements.

Uniforms

- Savings in uniform expenditures are related to fewer employees utilizing the entire uniform allowance.

Contracted Services

- The positive variance in contracted services is attributed to multiple expense line items which have not yet been incurred.

Equipment Repairs

- The positive variance in equipment repair is attributed to a lower level of repairs than budgeted.

Security Services

- Security service costs have increased due to an increase in scope and services of guards.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.

Fuel - Hydrogen

- Fuel - Hydrogen expenditures are within an acceptable range of the budgeted amount.

Tires

- The lower tire expenditures are attributed to fewer miles than budgeted for.

Office Supplies

- Office Supplies expenditures are within an acceptable range of the budgeted amount.

Travel/Training

- The favorable variance for travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts

- The negative variance is primarily attributed to higher FYTD expenses for fixed route vehicles in the months of September through November.

Facility Maintenance

- The negative variance primarily due to timing of an annual expense.

Electricity - CNG & Hydrogen

- The unfavorable variance is due to the increased kilowatt usage in production of hydrogen.

Natural Gas

- The negative variance is attributed to increased natural gas usage due to an increase in outside fuel sales and cost of natural gas used to produce CNG.

Water and Gas

- Water and gas expenses are within an acceptable range of the budget.

Insurance Losses

- Insurance loss experience has not exceeded budgeted expectations as of September.

Insurance Premium - Property

- Insurance premiums for property increased exceeding budgeted amount.

Repair Claims

- Repair claim expenses are unfavorable due to the completion of large repairs in October.

Fuel Taxes

- The negative variance in fuel taxes is due to larger fleet fuel sales.

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active.

Self-Consumed Fuel

- The positive variance in self-consumed fuel is due to higher fuel cost.

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 25, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for November and December 2022

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contract, purchase orders and amendments signed in excess of \$25,000 and less than \$250,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

- For the month of November 2022, there were three (3) agreements and one (1) amendment executed between \$25,000 and \$250,000:

Vendor	Purpose	Amount
Dahl Taylor	T1/T2 Generator Study	\$55,303.00
Anderson Communication	Radio Tower Space -Edom Hill	\$57,356.00
Anderson Communication	Radio Tower Space -Indio Hill	\$75,259.00
Atkinson, Andelson, Loya, Rudd & Romo	Labor Counsel & Negotiations	\$55,000.00

- For the month of December 2022, there were two (2) purchase orders executed between \$25,000 and \$250,000.

Vendor	Purpose	Amount
BAE Systems	Batteries for FC12	\$39,190.00
Tyler Technologies	Annual OEM Licensing	\$60,613.69

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$250,000

November 2022

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Dahl Taylor	Engineering Study	To determine performance ability of T1/T2 Generators	FY23	\$60,000.00	\$55,303.00	Agreement
Anderson Communication	Tower Rental for 2 Way Radio - Edom Hill	Two way radio for bus dispatch communication	FY23 FY24 FY25 FY26 FY27	\$10,380.00 \$10,899.00 \$11,444.13 \$12,016.34 \$12,617.15	\$10,380.00 \$10,899.00 \$11,444.13 \$12,016.34 \$12,617.15	Agreement
Anderson Communication	Tower Rental for 2 Way Radio - Indio Hill	Two way radio for bus dispatch communication	FY23 FY24 FY25 FY26 FY27	\$13,620.00 \$14,301.00 \$15,016.23 \$15,767.04 \$16,555.39	\$13,620.00 \$14,301.00 \$15,016.23 \$15,767.04 \$16,555.39	Agreement
Atkinson, Andelson, Loya, Rudd & Romo	Legal Services - Labor Counsel & Negotiations	Labor Negotiations (amendment executed under CEO/GM authority)	FY23	\$55,000.00	\$55,000.00	Amendment

Contracts Signed Between \$25,000 and \$250,000

December 2022

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
BAE Systems	High Voltage Batteries	16 Batteries for FC12	FY23	\$39,190.00	\$39,190.00	Purchase Order
Tyler Technologies	OEM Licensing	Annual Software Renewal - Finance System (Tyler Incode 10)	FY23	\$60,613.69	\$60,613.69	Purchase Order

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 25, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of DirectorsRE: Union & Non-Union Pension Investment Asset Summary October and
November 2022Summary:

The pension asset summary demonstrates the market value of all assets as well as the total asset allocation for SunLine's union and non-union retirement plans. The following table states the target and range values for asset allocations based on the current investment policy:

Asset Class		Target	Range
Growth Assets			
	Domestic Equity	36.0%	16% – 56%
	International Equity	19.0%	0% - 39%
	Other		0% – 20%
Income Assets			
	Fixed Income	45.0%	25% - 65%
	Other	0.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.0%	0% – 20%

For the month of October, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	36.1%	16% – 56%
	International Equity	14.8%	0% - 39%
	Other	4.8%	0% – 20%
Income Assets			
	Fixed Income	36.4%	25% - 65%
	Other	2.9%	0% – 20%
Real Return Assets		2.9%	0% – 20%

Cash Equivalents	2.0%	0% – 20%
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Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	36.1%	16% – 56%
	International Equity	14.7%	0% - 39%
	Other	4.9%	0% – 20%
Income Assets			
	Fixed Income	36.4%	25% - 65%
	Other	2.9%	0% – 20%
Real Return Assets		2.9%	0% – 20%
Cash Equivalents		2.1%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of October, the market value of assets increased by \$952,756 and \$954,297 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
September 2022	\$32,707,071	\$32,824,117
October 2022	\$33,659,827	\$33,778,414
Increase (Decrease)	\$952,756	\$954,297

For the month of November, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	35.9%	16% – 56%
	International Equity	18.8%	0% - 39%
	Other	1.0%	0% – 20%
Income Assets			
	Fixed Income	36.9%	25% - 65%
	Other	0.7%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		6.7%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	35.9%	16% – 56%
	International Equity	18.8%	0% - 39%
	Other	1.0%	0% – 20%
Income Assets			
	Fixed Income	36.8%	25% - 65%
	Other	0.7%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		6.8%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of November, the market value of assets increased by \$1,985,517 and \$2,023,369 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
October 2022	\$33,659,827	\$33,778,414
November 2022	\$35,645,344	\$35,801,783
Increase (Decrease)	\$1,985,517	\$2,023,369

Recommendation:

Receive and file.

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	47.89	30,218.59	(5,552.80)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	47.89	30,314.37	(5,760.30)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	47.89	54,881.94	(15,173.04)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	47.89	114,409.21	(29,671.38)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	47.89	46,213.85	(12,660.80)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	47.89	339,875.33	(17,316.68)	1.01
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,720.00	57.68	156,892.32	47.89	130,260.80	(26,631.52)	0.39
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,074.00	39.10	393,892.39	30.51	307,357.74	(86,534.65)	0.91
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,884.00	39.22	544,524.93	30.51	423,600.84	(120,924.09)	1.26

Security Type Sub-Total **39,539.00** **1,797,357.93** **396.25** **1,477,132.67** **(320,225.26)** **4.39**

Exchange-Traded Fund - Equity									
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,440.00	155.89	380,371.12	139.56	340,526.40	(39,844.72)	1.01
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,500.00	138.29	345,724.75	139.56	348,900.00	3,175.25	1.04
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,263.00	156.88	511,899.11	139.56	455,384.28	(56,514.83)	1.35
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	242.53	182,140.03	6,181.48	0.54
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	242.53	644,159.68	(89,958.72)	1.91
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,784.00	95.51	170,388.77	97.92	174,689.28	4,300.51	0.52
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,251.00	117.36	381,537.03	97.92	318,337.92	(63,199.11)	0.95
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,257.00	107.25	134,813.12	97.92	123,085.44	(11,727.68)	0.37
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,234.00	106.97	132,000.86	97.92	120,833.28	(11,167.58)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	884.00	106.82	94,428.35	97.92	86,561.28	(7,867.07)	0.25
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,979.00	49.91	298,408.30	38.57	230,610.03	(67,798.27)	0.69
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	15,565.00	42.95	668,507.41	38.57	600,342.05	(68,165.36)	1.78
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,194.00	39.68	364,817.92	38.57	354,612.58	(10,205.34)	1.05
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	38.57	100,821.98	3,659.60	0.30
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,354.00	49.33	214,780.21	38.57	167,933.78	(46,846.43)	0.50
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	47.33	91,441.56	(11,997.72)	0.27

Detail of Securities Held & Market Analytics

For the Month Ending October 31, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity										
VANGUARD TOTAL INTL STOCK		921909768	VXUS	553.00	64.35	35,585.55	47.33	26,173.49	(9,412.06)	0.08
VANGUARD TOTAL INTL STOCK		921909768	VXUS	593.00	56.01	33,213.93	47.33	28,066.69	(5,147.24)	0.08
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,979.00	65.37	456,217.23	47.33	330,316.07	(125,901.16)	0.98
VANGUARD TOTAL INTL STOCK		921909768	VXUS	8,244.00	52.51	432,892.44	47.33	390,188.52	(42,703.92)	1.16
VANGUARD TOTAL INTL STOCK		921909768	VXUS	23,203.00	52.12	1,209,340.36	47.33	1,098,197.99	(111,142.37)	3.26
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	4,809.00	195.76	941,409.84	194.03	933,090.27	(8,319.57)	2.77
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	35,630.00	169.04	6,022,895.20	194.03	6,913,288.90	890,393.70	20.54
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	194.03	84,014.99	(17,272.37)	0.25
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,546.00	226.21	349,720.35	194.03	299,970.38	(49,749.97)	0.89
Security Type Sub-Total				141,648.00		14,390,917.82	2,646.29	14,443,686.87	52,769.05	42.90
Money Market Mutual Fund										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	679,683.16	1.00	679,683.16	1.00	679,683.16	0.00	2.02
Security Type Sub-Total				679,683.16		679,683.16	1.00	679,683.16	0.00	2.02
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	354,091.38	11.36	4,023,553.46	9.58	3,392,195.45	(631,358.01)	10.08
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	227,306.82	10.61	2,410,990.51	9.00	2,045,761.35	(365,229.16)	6.08
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	66,291.12	5.63	373,156.60	4.87	322,837.74	(50,318.86)	0.96
PACIFIC FUNDS FLOATING RATE INCOME FUND		69447T771	PLFRX	117,227.50	9.68	1,135,152.45	9.15	1,072,631.60	(62,520.85)	3.19
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTROX	229,841.92	14.63	3,362,626.94	11.57	2,659,271.05	(703,355.89)	7.90
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	243,062.83	10.29	2,500,778.16	8.33	2,024,713.36	(476,064.80)	6.02
Security Type Sub-Total				1,237,821.56		13,806,258.12	52.50	11,517,410.55	(2,288,847.57)	34.23
Mutual Fund - Equity										
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	35,725.71	26.38	942,527.42	21.42	765,244.76	(177,282.66)	2.27
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	31,093.23	19.14	595,178.73	13.24	411,674.42	(183,504.31)	1.22

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Equity									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,417.06	49.60	1,012,734.57	55.04	1,123,754.75	111,020.18	3.34
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	20,174.36	25.55	515,503.46	18.50	373,225.73	(142,277.73)	1.11
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.49	10.85	5.26	10.81	5.24	(0.02)	0.00
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	25.43	0.02	(0.01)	0.00
Security Type Sub-Total			107,410.85		3,065,949.47	144.44	2,673,904.92	(392,044.55)	7.94
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,792.99	46.23	683,913.34	43.09	637,430.06	(46,483.28)	1.89
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	184,722.79	6.50	1,199,804.98	5.34	986,419.69	(213,385.29)	2.93
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,635.54	27.52	677,896.01	25.65	631,901.69	(45,994.32)	1.88
Security Type Sub-Total			224,151.32		2,561,614.33	74.08	2,255,751.44	(305,862.89)	6.70
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	100.91	49,447.21	447.21	0.15
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	18,873.34	1.00	18,873.34	100.91	19,045.59	172.25	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	100.91	21,262.30	192.30	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.91	30,904.50	279.50	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.91	22,251.24	201.24	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	100.91	24,723.61	223.61	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.91	34,613.04	313.04	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	100.91	50,436.15	456.15	0.15
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	138.07	264,643.59	72,967.52	0.79
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	68,756.25	1.00	68,756.25	138.07	94,930.48	26,174.23	0.28
Security Type Sub-Total			510,830.66		510,830.66	1,083.44	612,257.71	101,427.05	1.82
Managed Account Sub-Total			2,941,084.56		36,812,611.49	4,398.00	33,659,827.32	(3,152,784.17)	100.00

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING						
Securities Sub-Total	\$2,941,084.56	\$36,812,611.49	\$4,398.00	\$33,659,827.32	(\$3,152,784.17)	100.00%
Accrued Interest				\$0.00		
Total Investments				\$33,659,827.32		

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,734.00	57.68	157,699.85	47.89	130,931.26	(26,768.59)	0.39
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	47.89	30,314.37	(5,760.30)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	47.89	115,175.45	(29,870.10)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	47.89	341,455.70	(17,397.20)	1.01
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	47.89	47,027.98	(12,883.84)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	47.89	30,218.59	(5,552.80)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	47.89	53,301.57	(14,736.12)	0.16
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	30.51	307,998.45	(86,715.04)	0.91
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,883.00	39.22	544,485.71	30.51	423,570.33	(120,915.38)	1.25

Security Type Sub-Total **39,606.00** **1,800,593.07** **396.25** **1,479,993.70** **(320,599.37)** **4.38**

Exchange-Traded Fund - Equity									
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,437.00	155.89	379,903.45	139.56	340,107.72	(39,795.73)	1.01
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,515.00	138.29	347,799.10	139.56	350,993.40	3,194.30	1.04
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,264.00	156.88	512,055.99	139.56	455,523.84	(56,532.15)	1.35
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	242.53	645,614.86	(90,161.94)	1.91
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	242.53	182,140.03	6,181.48	0.54
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	97.92	120,735.36	(11,158.53)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	97.92	318,240.00	(63,179.68)	0.94
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	97.92	122,987.52	(11,718.35)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	97.92	86,757.12	(7,884.87)	0.26
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,798.00	95.51	171,725.90	97.92	176,060.16	4,334.26	0.52
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,980.00	49.91	298,458.21	38.57	230,648.60	(67,809.61)	0.68
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,189.00	39.68	364,619.52	38.57	354,419.73	(10,199.79)	1.05
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	15,623.00	42.95	670,998.48	38.57	602,579.11	(68,419.37)	1.78
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,352.00	49.33	214,681.55	38.57	167,856.64	(46,824.91)	0.50
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	38.57	100,821.98	3,659.60	0.30
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	47.33	405,618.10	(44,392.60)	1.20

Detail of Securities Held & Market Analytics

For the Month Ending October 31, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	47.33	27,451.40	(5,034.40)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,215.00	52.12	1,209,965.80	47.33	1,098,765.95	(111,199.85)	3.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	47.33	81,123.62	(10,643.94)	0.24
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	47.33	325,772.39	(124,169.32)	0.96
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	47.33	29,912.56	(10,756.64)	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,671.00	169.04	6,029,825.84	194.03	6,921,244.13	891,418.29	20.49
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	194.03	300,940.53	(49,910.87)	0.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	194.03	84,014.99	(17,272.37)	0.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	194.03	956,761.93	(8,530.63)	2.83
Security Type Sub-Total			141,990.00		14,433,899.29	2,646.29	14,487,091.67	53,192.38	42.89
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	715,140.14	1.00	715,140.14	1.00	715,140.14	0.00	2.12
Security Type Sub-Total			715,140.14		715,140.14	1.00	715,140.14	0.00	2.12
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	355,182.25	11.36	4,035,043.06	9.58	3,402,645.91	(632,397.15)	10.07
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	227,998.19	10.61	2,418,676.38	9.00	2,051,983.69	(366,692.69)	6.07
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	66,463.83	5.63	374,128.13	4.87	323,678.85	(50,449.28)	0.96
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	117,366.19	9.68	1,136,489.56	9.15	1,073,900.63	(62,588.93)	3.18
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	230,772.93	14.62	3,374,800.83	11.57	2,670,042.76	(704,758.07)	7.90
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	244,068.91	10.29	2,511,676.14	8.33	2,033,094.01	(478,582.13)	6.02
Security Type Sub-Total			1,241,852.29		13,850,814.10	52.50	11,555,345.85	(2,295,468.25)	34.20
Mutual Fund - Equity									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	35,779.79	26.36	943,238.12	21.42	766,403.00	(176,835.12)	2.27
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	31,134.75	19.14	595,877.60	13.24	412,224.11	(183,653.49)	1.22

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Equity										
JENSEN QUALITY GROWTH-Y		476313408	JENYX	20,413.19	49.61	1,012,658.26	55.04	1,123,541.78	110,883.52	3.33
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	20,246.31	25.54	517,136.76	18.50	374,556.72	(142,580.04)	1.11
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.49	10.85	5.26	10.81	5.24	(0.02)	0.00
VANGUARD TOTAL STOCK MARKET INDEX		922908801	VITSX	0.00	75.00	0.03	94.46	0.04	0.01	0.00
Security Type Sub-Total				107,574.52		3,068,916.03	213.47	2,676,730.89	(392,185.14)	7.93
Mutual Fund - Other										
COHEN & STEERS INST REALTY SHARES		19247U106	CSRIX	14,792.83	46.22	683,699.03	43.09	637,423.18	(46,275.85)	1.89
PIMCO COMMODITY REAL RETURN STRATEGY		722005667	PCRIX	185,004.24	6.50	1,201,675.08	5.34	987,922.65	(213,752.43)	2.92
PRINCIPAL RE SECURITIES INST FUND		74253Q580	PIREX	24,634.90	27.51	677,656.12	25.65	631,885.13	(45,770.99)	1.87
Security Type Sub-Total				224,431.97		2,563,030.23	74.08	2,257,230.96	(305,799.27)	6.68
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	21,070.00	1.00	21,070.00	100.98	21,276.60	206.60	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	22,050.00	1.00	22,050.00	100.98	22,266.21	216.21	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	30,625.00	1.00	30,625.00	100.98	30,925.30	300.30	0.09
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	18,873.34	1.00	18,873.34	100.98	19,058.40	185.06	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,980.00	1.00	49,980.00	100.98	50,470.08	490.08	0.15
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	24,500.00	1.00	24,500.00	100.98	24,740.24	240.24	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,000.00	1.00	49,000.00	100.98	49,480.48	480.48	0.15
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	34,300.00	1.00	34,300.00	100.98	34,636.33	336.33	0.10
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	68,756.25	1.00	68,756.25	135.94	93,466.02	24,709.77	0.28
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	191,676.07	1.00	191,676.07	135.94	260,561.05	68,884.98	0.77
Security Type Sub-Total				510,830.66		510,830.66	1,079.72	606,880.71	96,050.05	1.80
Managed Account Sub-Total				2,981,425.58		36,943,223.52	4,463.31	33,778,413.92	(3,164,809.60)	100.00

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]						
Securities Sub-Total	\$2,981,425.58	\$36,943,223.52	\$4,463.31	\$33,778,413.92	(\$3,164,809.60)	100.00%
Accrued Interest				\$0.00		
Total Investments				\$33,778,413.92		

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	50.02	31,562.62	(4,208.77)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	50.02	48,269.30	(10,605.35)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	50.02	31,662.66	(4,412.01)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,720.00	57.68	156,892.32	50.02	136,054.40	(20,837.92)	0.38
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	50.02	57,322.92	(12,732.06)	0.16
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	7,097.00	50.33	357,192.01	50.02	354,991.94	(2,200.07)	1.00
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	50.02	119,497.78	(24,582.81)	0.34
Security Type Sub-Total				15,581.00		858,940.61	350.14	779,361.62	(79,578.99)	2.20
Exchange-Traded Fund - Equity										
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,500.00	138.29	345,724.75	148.82	372,050.00	26,325.25	1.04
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,440.00	155.89	380,371.12	148.82	363,120.80	(17,250.32)	1.02
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,263.00	156.88	511,899.11	148.82	485,599.66	(26,299.45)	1.36
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,656.00	276.40	734,118.40	257.00	682,592.00	(51,526.40)	1.92
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	751.00	234.30	175,958.55	257.00	193,007.00	17,048.45	0.54
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,234.00	106.97	132,000.86	101.84	125,670.56	(6,330.30)	0.35
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,784.00	95.51	170,388.77	101.84	181,682.56	11,293.79	0.51
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,257.00	107.25	134,813.12	101.84	128,012.88	(6,800.24)	0.36
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,251.00	117.36	381,537.03	101.84	331,081.84	(50,455.19)	0.93
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	884.00	106.82	94,428.35	101.84	90,026.56	(4,401.79)	0.25
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	6,816.00	38.86	264,869.76	43.41	295,882.56	31,012.80	0.83
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	9,194.00	39.68	364,817.92	43.41	399,111.54	34,293.62	1.12
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,614.00	37.17	97,162.38	43.41	113,473.74	16,311.36	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	15,565.00	42.95	668,507.41	43.41	675,676.65	7,169.24	1.90
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	4,354.00	49.33	214,780.21	43.41	189,007.14	(25,773.07)	0.53
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,193.00	42.18	92,500.74	43.41	95,198.13	2,697.39	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	5,979.00	49.91	298,408.30	43.41	259,548.39	(38,859.91)	0.73
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,979.00	65.37	456,217.23	53.50	373,376.50	(82,840.73)	1.05
VANGUARD TOTAL INTL STOCK		921909768	VXUS	2,875.00	51.82	148,982.21	53.50	153,812.50	4,830.29	0.43
VANGUARD TOTAL INTL STOCK		921909768	VXUS	593.00	56.01	33,213.93	53.50	31,725.50	(1,488.43)	0.09

Detail of Securities Held & Market Analytics

For the Month Ending November 30, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,203.00	52.12	1,209,340.36	53.50	1,241,360.50	32,020.14	3.48
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	53.50	441,054.00	8,161.56	1.24
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	53.50	1,006,870.00	105,960.36	2.82
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	53.50	29,585.50	(6,000.05)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	53.50	103,362.00	(77.28)	0.29
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	204.06	315,476.76	(34,243.59)	0.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	204.06	981,324.54	39,914.70	2.75
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,630.00	169.04	6,022,895.20	204.06	7,270,657.80	1,247,762.60	20.40
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	204.06	88,357.98	(12,929.38)	0.25
Security Type Sub-Total			172,352.00		15,798,180.17	3,017.77	17,017,705.59	1,219,525.42	47.75
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	2,373,987.00	1.00	2,373,987.00	1.00	2,373,987.00	0.00	6.66
Security Type Sub-Total			2,373,987.00		2,373,987.00	1.00	2,373,987.00	0.00	6.66
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	381,682.48	11.24	4,288,452.39	9.92	3,786,290.24	(502,162.15)	10.62
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	228,192.93	10.60	2,419,195.91	9.26	2,113,066.52	(306,129.39)	5.93
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	59,238.72	5.62	333,114.20	4.93	292,046.88	(41,067.32)	0.82
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	112,306.77	9.68	1,086,681.37	9.21	1,034,345.32	(52,336.05)	2.90
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	253,811.87	14.34	3,640,793.10	11.97	3,038,128.07	(602,665.03)	8.52
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	243,679.63	10.28	2,506,088.81	8.61	2,098,081.60	(408,007.21)	5.89
Security Type Sub-Total			1,278,912.39		14,274,325.78	53.90	12,361,958.63	(1,912,367.15)	34.68
Mutual Fund - Equity									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	26,524.78	27.70	734,770.32	24.78	657,283.99	(77,486.33)	1.84
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	21,294.58	19.39	412,811.63	15.27	325,168.18	(87,643.45)	0.91

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Equity									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,417.06	49.60	1,012,734.57	58.39	1,192,151.88	179,417.31	3.34
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	15,449.87	27.29	421,674.98	20.85	322,129.76	(99,545.22)	0.90
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.49	10.85	5.26	11.62	5.64	0.38	0.00
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	28.83	0.03	0.00	0.00
Security Type Sub-Total			83,686.76		2,581,996.79	159.74	2,496,739.48	(85,257.31)	6.99
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	102.24	50,099.70	1,099.70	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	102.24	21,542.87	472.87	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	18,873.34	1.00	18,873.34	102.24	19,296.91	423.57	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	102.24	22,544.87	494.87	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	102.24	35,069.79	769.79	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	102.24	25,049.85	549.85	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	102.24	31,312.31	687.31	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	102.24	51,101.70	1,121.70	0.14
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	138.07	264,643.59	72,967.52	0.74
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	68,756.25	1.00	68,756.25	138.07	94,930.48	26,174.23	0.27
Security Type Sub-Total			510,830.66		510,830.66	1,094.09	615,592.07	104,761.41	1.72
Managed Account Sub-Total			4,435,349.82		36,398,261.01	4,676.64	35,645,344.39	(752,916.62)	100.00
Securities Sub-Total			\$4,435,349.82		\$36,398,261.01	\$4,676.64	\$35,645,344.39	(\$752,916.62)	100.00%
Accrued Interest							\$0.00		
Total Investments							\$35,645,344.39		

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	50.02	49,119.64	(10,792.18)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	50.02	120,298.10	(24,747.45)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.02	31,562.62	(4,208.77)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.02	31,662.66	(4,412.01)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	50.02	55,672.26	(12,365.43)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,734.00	57.68	157,699.85	50.02	136,754.68	(20,945.17)	0.38
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	50.02	356,642.60	(2,210.30)	1.00

Security Type Sub-Total **15,628.00** **861,393.87** **350.14** **781,712.56** **(79,681.31)** **2.20**

Exchange-Traded Fund - Equity									
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,515.00	138.29	347,799.10	148.82	374,282.30	26,483.20	1.05
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,264.00	156.88	512,055.99	148.82	485,748.48	(26,307.51)	1.36
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,437.00	155.89	379,903.45	148.82	362,674.34	(17,229.11)	1.01
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	257.00	193,007.00	17,048.45	0.54
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	257.00	684,134.00	(51,642.80)	1.91
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	101.84	330,980.00	(50,439.68)	0.92
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	101.84	125,568.72	(6,325.17)	0.35
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,798.00	95.51	171,725.90	101.84	183,108.32	11,382.42	0.51
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	101.84	127,911.04	(6,794.83)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	101.84	90,230.24	(4,411.75)	0.25
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,980.00	49.91	298,458.21	43.41	259,591.80	(38,866.41)	0.73
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	43.41	113,473.74	16,311.36	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,189.00	39.68	364,619.52	43.41	398,894.49	34,274.97	1.11
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	43.41	95,979.51	2,719.53	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	15,623.00	42.95	670,998.48	43.41	678,194.43	7,195.95	1.89
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,352.00	49.33	214,681.55	43.41	188,920.32	(25,761.23)	0.53
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	43.41	300,180.15	31,463.25	0.84
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	53.50	31,030.00	(1,455.80)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	53.50	1,013,022.50	106,607.84	2.83
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	53.50	153,812.50	4,830.29	0.43

Detail of Securities Held & Market Analytics

For the Month Ending November 30, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	53.50	33,812.00	(6,857.20)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	53.50	91,699.00	(68.56)	0.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	53.50	368,240.50	(81,701.21)	1.03
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,215.00	52.12	1,209,965.80	53.50	1,242,002.50	32,036.70	3.47
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	53.50	458,495.00	8,484.30	1.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	204.06	316,497.06	(34,354.34)	0.88
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	204.06	88,357.98	(12,929.38)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	204.06	1,006,219.86	40,927.30	2.81
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,671.00	169.04	6,029,825.84	204.06	7,279,024.26	1,249,198.42	20.33
Security Type Sub-Total			172,926.00		15,851,273.04	3,017.77	17,075,092.04	1,223,819.00	47.70
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	2,425,301.37	1.00	2,425,301.37	1.00	2,425,301.37	0.00	6.77
Security Type Sub-Total			2,425,301.37		2,425,301.37	1.00	2,425,301.37	0.00	6.77
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	382,985.31	11.23	4,301,975.78	9.92	3,799,214.31	(502,761.47)	10.61
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	228,887.00	10.60	2,426,906.74	9.26	2,119,493.58	(307,413.16)	5.92
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	59,536.26	5.62	334,790.01	4.93	293,513.74	(41,276.27)	0.82
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	112,841.12	9.68	1,091,882.34	9.21	1,039,266.69	(52,615.65)	2.90
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	254,832.91	14.34	3,654,011.94	11.97	3,050,349.93	(603,662.01)	8.52
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	244,688.27	10.29	2,517,008.86	8.61	2,106,766.02	(410,242.84)	5.88
Security Type Sub-Total			1,283,770.86		14,326,575.67	53.90	12,408,604.27	(1,917,971.40)	34.65
Mutual Fund - Equity									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	26,616.23	27.66	736,325.13	24.78	659,550.28	(76,774.85)	1.84
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	21,365.92	19.39	414,269.96	15.27	326,257.63	(88,012.33)	0.91

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Equity									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,413.19	49.61	1,012,658.26	58.39	1,191,925.95	179,267.69	3.33
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	15,505.45	27.28	422,983.24	20.85	323,288.58	(99,694.66)	0.90
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.49	10.85	5.26	11.62	5.64	0.38	0.00
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITSX	0.00	75.00	0.03	99.40	0.04	0.01	0.00
Security Type Sub-Total			83,901.28		2,586,241.88	230.31	2,501,028.12	(85,213.76)	6.98
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	102.24	22,544.87	494.87	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	102.24	31,312.31	687.31	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	18,873.34	1.00	18,873.34	102.24	19,296.91	423.57	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	102.24	50,099.70	1,099.70	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	102.24	51,101.70	1,121.70	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	102.24	25,049.85	549.85	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	102.24	21,542.87	472.87	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	102.24	35,069.79	769.79	0.10
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	135.94	260,561.05	68,884.98	0.73
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	68,756.25	1.00	68,756.25	135.94	93,466.02	24,709.77	0.26
Security Type Sub-Total			510,830.66		510,830.66	1,089.83	610,045.07	99,214.41	1.70
Managed Account Sub-Total			4,492,358.17		36,561,616.49	4,742.95	35,801,783.43	(759,833.06)	100.00
Securities Sub-Total			\$4,492,358.17		\$36,561,616.49	\$4,742.95	\$35,801,783.43	(\$759,833.06)	100.00%
Accrued Interest							\$0.00		
Total Investments							\$35,801,783.43		

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 25, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for November and December 2022

Summary:

	Monthly Ridership		Monthly Variance	
	Nov-22	Nov-21	Net	Percent
Fixed Route	207,091	177,680	29,411	16.6%
SolVan	1,446	1,243	203	16.3%
SunRide	562	499	63	11.2%
Taxi Voucher*	233	278	-45	-19.3%
SunDial	8,609	8,621	-12	-0.1%
Total	217,941	188,321	29,620	15.7%

*Taxi Voucher rides are included for the system total; however, they are not NTD reportable.

	Monthly Ridership		Monthly Variance	
	Dec-22	Dec-21	Net	Percent
Fixed Route	202,560	173,621	28,939	16.7%
SolVan	1,525	1,336	189	14.1%
SunRide	586	514	72	12.3%
Taxi Voucher*	189	250	-61	-32.2%
SunDial	8,529	8,659	-130	-1.5%
Total	213,389	184,380	29,009	15.7%

*Taxi Voucher rides are included for the system total; however, they are not NTD reportable.

Yearly Ridership	
Fiscal Year 2023	1,300,536
Fiscal Year 2022	1,086,739
Ridership Increase	213,797

Fiscal year to date system ridership is up by 213,797 rides or 19.7% increase compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report November 2022

Fixed Route	Nov 2022	Nov 2021	FY 2023	FY 2022	Monthly KPI		Bikes		Wheelchairs		
			YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD	
Route 1	Coachella - Hwy 111 - Palm Springs	85,560	71,634	427,226	349,446	14.9	1.0	3,866	19,331	645	3,664
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	53,322	48,721	273,277	240,471	21.7	1.5	2,142	10,721	635	2,642
Route 3	Desert Hot Springs - Desert Edge	5,947	4,967	28,713	22,791	13.6	0.8	116	698	125	535
Route 4	Westfield Palm Desert - Palm Springs	17,049	14,974	86,065	75,062	9.9	0.7	671	3,054	105	543
Route 5	Desert Hot Springs - CSUSB - Palm Desert	2,047	1,240	8,599	2,935	7.3	0.3	64	246	3	18
Route 6	Coachella - Fred Waring - Westfield Palm Desert	8,781	5,667	38,668	27,883	6.2	0.5	308	1,317	34	207
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,305	5,379	26,944	25,617	11.0	0.8	189	984	49	222
Route 8	North Indio - Coachella -Thermal/Mecca	13,046	10,223	68,892	49,038	9.4	0.6	401	2,080	77	343
Route 9	North Shore - Mecca - Oasis	6,261	5,857	30,341	22,838	6.4	0.3	41	300	11	100
Route 10	Indio - CSUSB - San Bernardino - Metrolink	2,918	2,288	12,292	8,616	14.5	0.2	22	117	4	20
Route 200 SB	Palm Springs High School AM Tripper	350	304	1,486	1,210	34.8	1.6	1	12	-	1
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	82	161	313	700	7.1	0.5	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	206	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	22	48	109	207	3.2	0.2	-	-	-	2
Route 403 NB	Vista Chino /Sunrise PM Tripper	48	158	319	414	15.2	0.5	1	6	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	262	253	1,092	784	38.0	2.4	2	10	2	2
Route 501 NB	Palm Desert High School AM Tripper	-	-	-	95	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	285	300	1,353	1,377	18.5	1.2	-	7	-	1
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	741	880	3,235	3,186	45.8	3.0	-	14	-	-
Route 800 NB	Shadow Hills High School AM Tripper	1,168	2,224	4,983	7,422	71.9	3.5	2	3	-	-
Route 801 SB	Jackson / 44th PM Tripper	1,855	2,068	8,393	7,265	119.9	7.1	3	15	1	3
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	617	79	2,249	1,964	32.1	1.7	1	8	-	8
Route 803 NB	Shadow Hills High School AM Tripper	1,425	255	6,777	898	116.6	5.7	1	1	-	-
Fixed Route Total		207,091	177,680	1,031,326	850,425	13.5	0.8	7,831	38,924	1,691	8,311
SolVan		1,446	1,243	8,071	6,893						
SunRide		562	499	2,650	2,179						
Taxi Voucher		233	278	1,266	1,475						
SunDial		8,609	8,621	43,834	41,387	0.9	0.2				
System Total		217,941	188,321	1,087,147	902,359	10.5	0.7				
		Nov-22	Nov-21								
	Weekdays:	21	21								
	Saturdays:	4	4								
	Sundays:	4	4								
	Total Days:	29	29								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 6,699 rides, CSUSB with 2,201 rides. Mobile Ticketing contributed with 32,413 rides, the total for November 2022 includes 142 paratransit mobile tickets.



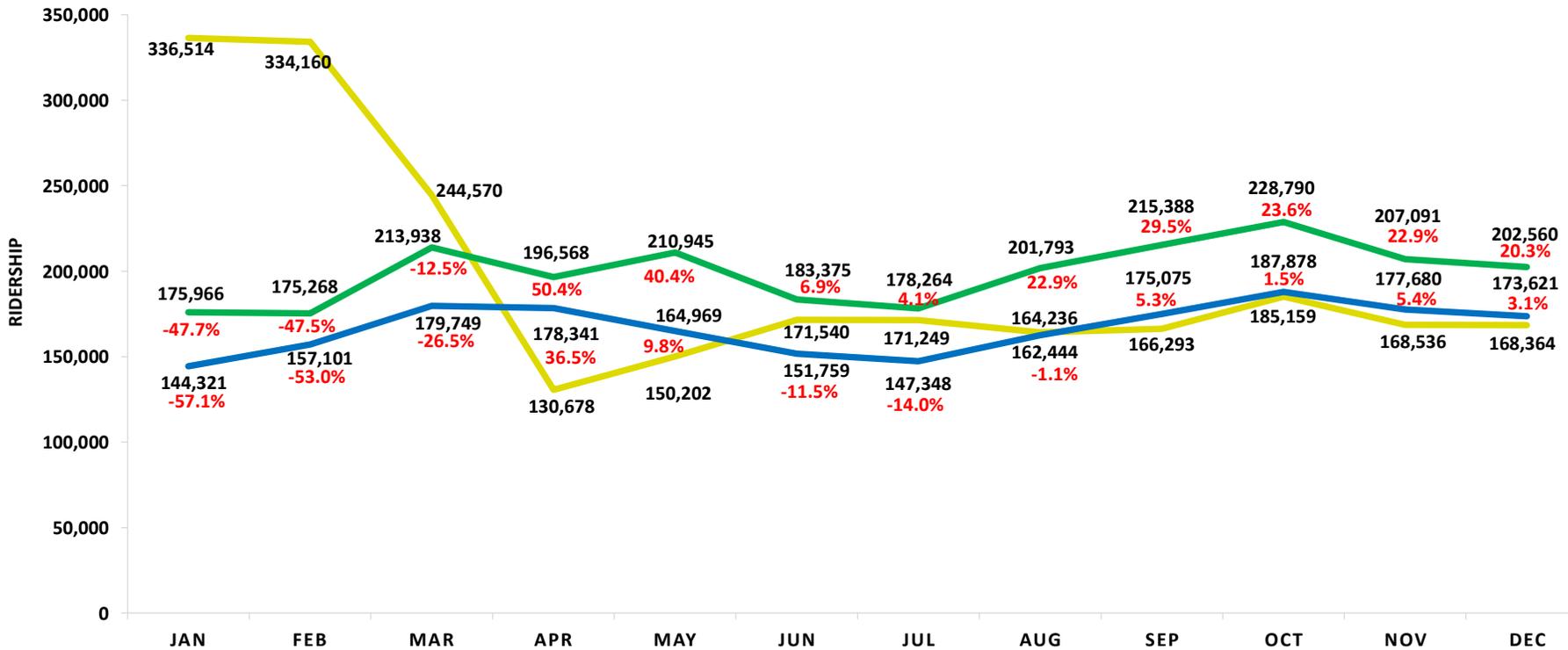
SunLine Transit Agency Monthly Ridership Report December 2022

Fixed Route	Dec 2022	Dec 2021	FY 2023	FY 2022	Monthly KPI		Bikes		Wheelchairs	
			YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1 Coachella - Hwy 111 - Palm Springs	84,336	72,822	511,562	422,268	15.0	1.0	3,729	23,060	621	4,285
Route 2 Desert Hot Springs - Palm Springs - Cathedral City	53,671	45,891	326,948	286,362	21.8	1.5	2,246	10,721	570	3,212
Route 3 Desert Hot Springs - Desert Edge	5,987	4,626	34,700	27,417	13.8	0.8	115	698	62	597
Route 4 Westfield Palm Desert - Palm Springs	16,985	14,892	103,050	89,954	10.0	0.7	715	3,054	108	651
Route 5 Desert Hot Springs - CSUSB - Palm Desert	1,741	1,204	10,340	4,139	7.3	0.3	97	246	9	27
Route 6 Coachella - Fred Waring - Westfield Palm Desert	8,397	6,519	47,065	34,402	6.3	0.5	329	1,317	49	256
Route 7 Bermuda Dunes - Indian Wells - La Quinta	5,717	5,419	32,661	31,036	11.2	0.8	292	984	35	257
Route 8 North Indio - Coachella - Thermal/Mecca	13,824	10,372	82,716	59,410	9.5	0.6	409	2,080	31	374
Route 9 North Shore - Mecca - Oasis	5,628	6,039	35,969	28,877	6.4	0.3	34	300	18	118
Route 10 Indio - CSUSB - San Bernardino - Metrolink	1,217	910	13,509	9,526	13.2	0.2	10	117	9	29
Route 200 SB Palm Springs High School AM Tripper	223	297	1,709	1,507	34.4	1.6	-	12	-	1
Route 400 SB Raymond Cree / Palm Springs HS Tripper	108	152	421	852	8.2	0.5	-	-	-	-
Route 401 SB Palm Canyon / Stevens AM Tripper	-	-	-	206	-	-	-	-	-	-
Route 402 NB Palm Canyon / Stevens AM Tripper	32	36	141	243	3.5	0.2	-	-	-	2
Route 403 NB Vista Chino / Sunrise PM Tripper	22	89	341	503	13.9	0.5	-	6	-	-
Route 500 SB Westfield Palm Desert PM Tripper	168	168	1,260	952	37.5	2.4	1	10	-	2
Route 501 NB Palm Desert High School AM Tripper	-	-	-	95	-	-	3	-	-	-
Route 700 SB/NB Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	278	324	1,631	1,701	41.0	1.2	61	7	-	1
Route 701 SB/NB Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	517	515	3,752	3,701	152.5	3.0	-	14	2	2
Route 800 NB Shadow Hills High School AM Tripper	828	1,634	5,811	9,056	172.8	3.5	-	3	-	-
Route 801 SB Jackson / 44th PM Tripper	1,364	1,688	9,757	8,953	245.4	7.0	7	15	-	3
Route 802 SB Hwy 111 / Golf Center Pkwy PM Tripper	486	-	2,735	1,964	111.2	1.7	-	8	-	8
Route 803 NB Shadow Hills High School AM Tripper	1,031	24	7,808	922	232	6	-	1	-	-
Fixed Route Total	202,560	173,621	1,233,886	1,024,046	13	1	8,048	42,653	1,514	9,825
SoIVan	1,525	1,336	9,596	8,229						
SunRide	586	514	3,236	2,693						
Taxi Voucher	189	250	1,455	1,725						
SunDial	8,529	8,659	52,363	50,046	1.9	0.1				
System Total	213,389	184,380	1,300,536	1,086,739	10.5	0.7				
	Dec-22	Dec-21								
Weekdays:	22	23								
Saturdays:	5	3								
Sundays:	3	4								
Total Days:	30	30								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 5,014 rides, CSUSB with 601 rides. Mobile Ticketing contributed with 30,772 rides, the total for December 2022 includes 196 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

— CY 2020
 — CY 2021
 — CY 2022
 %VAR. 2020 vs 2021
 %VAR. 2020 vs 2022



From March 21, 2020, thru September 4, 2021, SunLine operated at a reduced level of service, Level 3, in response to the COVID-19 pandemic.

January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.

FY 2022 data includes the resumption of the school trippers in March 2021, and the new Route 10 that started on July 12, 2021.

On October 17, 2021, SunLine commenced operations under Level 2.

Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020.

Ridership:

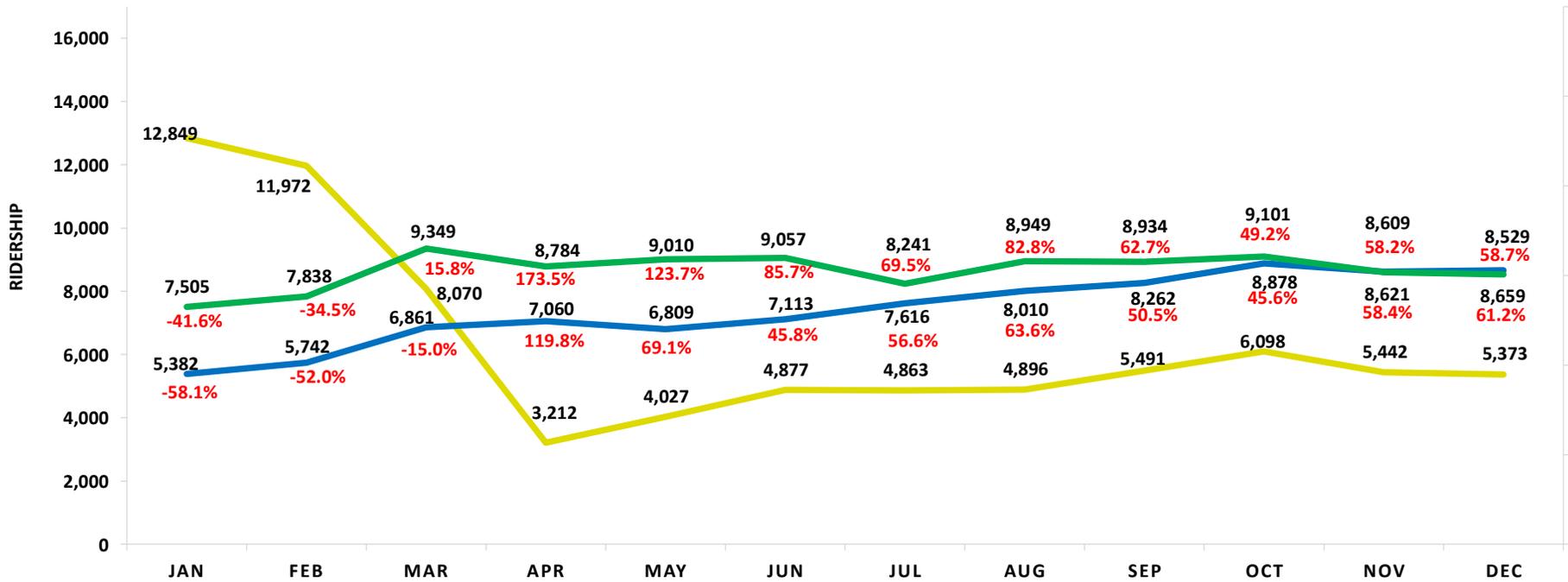
FY 2021 Actual = 2,088,342

FY 2022 Actual = 2,303,785

FY 2023 SRTP Predicted = 2,506,993

Paratransit Ridership COVID-19 Recovery

— CY 2020
 — CY 2021
 — CY 2022
 %VAR. 2020 vs 2021
 %VAR. 2020 vs 2022



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing the ridership growth from 2020 and 2021. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 25, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for November and December 2022

Summary:

The attached report summarizes SunDial's operation for the month of November and December 2022. This report identifies that for the month of November, the on-time performance for SunDial did not meet the internal service standard goal of 85% which is comparable to the fixed route service. In the month of December, SunDial did meet and exceeded the internal service standard goal.

In November, SunDial was under the internal service standard at 83.2%. Road closures due to adverse weather conditions, road construction and special events throughout the valley created heavy traffic and delays which affected our on-time performance. The following are specific events which created these delays:

- Palm Springs Pride Parade
- Coachella Run de los Muertos
- Palm Springs Veterans Parade routes
- Road work on Palm Dr. in Desert Hot Springs which began on November 14, 2022 and ended on December 15, 2022
- Palm Springs Festival of Lights Parade
- La Quinta Ironman Triathlon
- Coachella Christmas Parade
- Desert Hot Springs Holiday Parade and Festival
- Ongoing construction on Cook St.
- Wash closures at North Indian Canyon, Gene Autry Trail and Vista Chino

Fiscal-year-to-date, SunDial has maintained an on-time performance of 87.1%. Total vehicle miles for November 2022 decreased by 2,169 compared to November 2021. Total trips for the month of November were 8,270. When compared to November 2021 this is an increase of 161 trips or 2%.

Total passengers for the month of November were 8,609. When compared to November 2021 this is a decrease of 12 passengers or 0.1%. Mobility device

boardings for November 2022 increased 29% or 319 compared to November 2021. Field Supervisors performed 53 onboard inspections and 55 safety evaluations which included pre-trip inspections and trailing evaluations.

In December, SunDial met and exceeded the internal service standard at 88.5%. Fiscal-year-to-date, SunDial has maintained an on-time performance of 87.3%. Total vehicle miles for December 2022 increased by 962 compared to December 2021. Total trips for the month of December were 8,141. When compared to December 2021 this is an increase of five (5) trips or 0.1%.

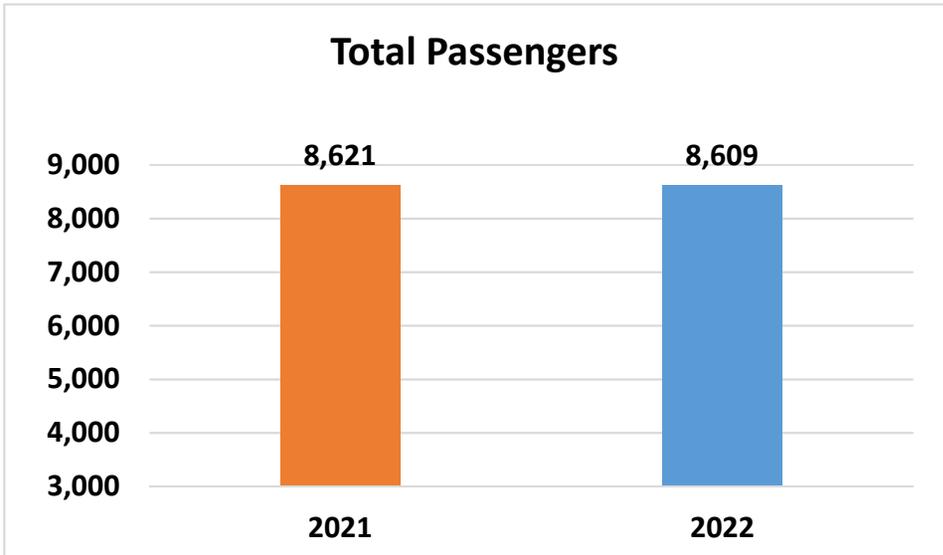
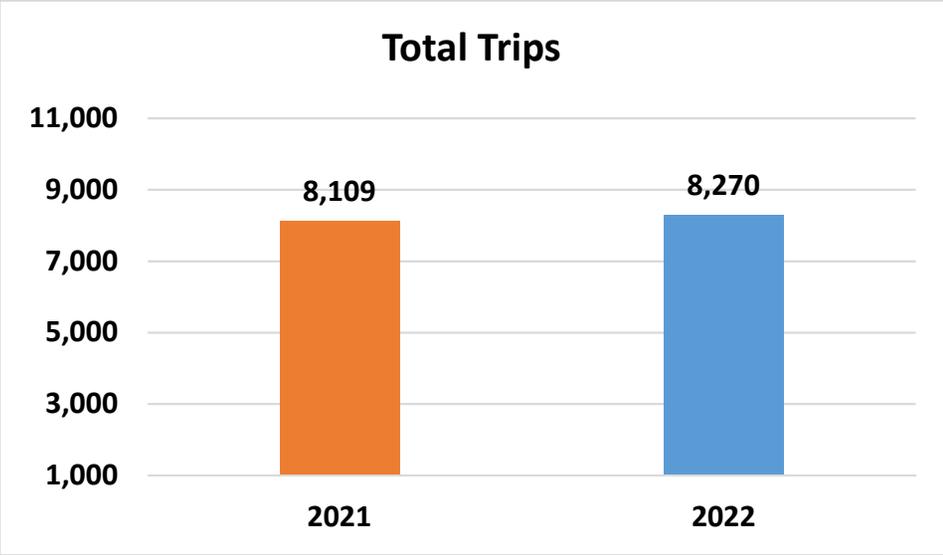
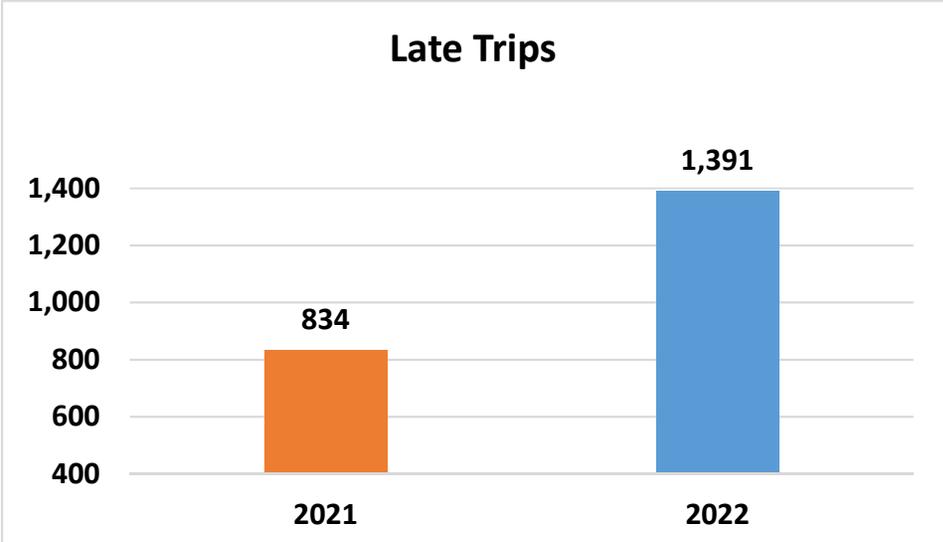
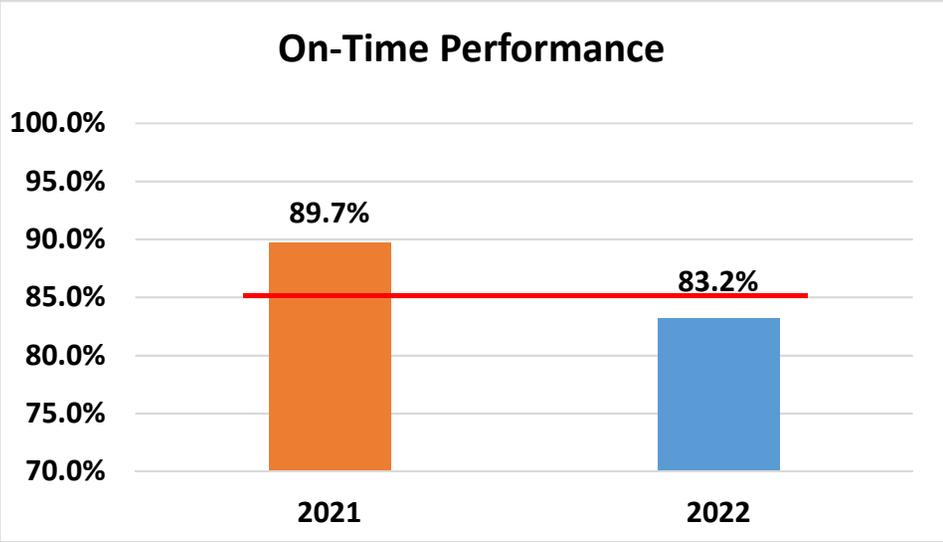
Total passengers for the month of December were 8,529. When compared to December 2021 this is a decrease of 130 passengers or 1.5%. Mobility device boardings for December 2022 increased 23% or 270 compared to December 2021. Field Supervisors performed 49 onboard inspections and 53 safety evaluations which included pre-trip inspections and trailing evaluations.

Recommendation:

Receive and file.

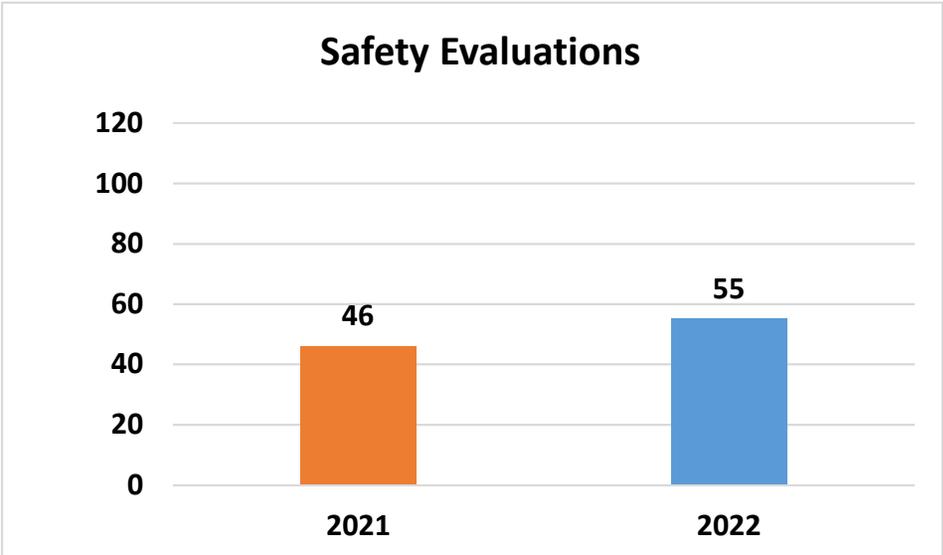
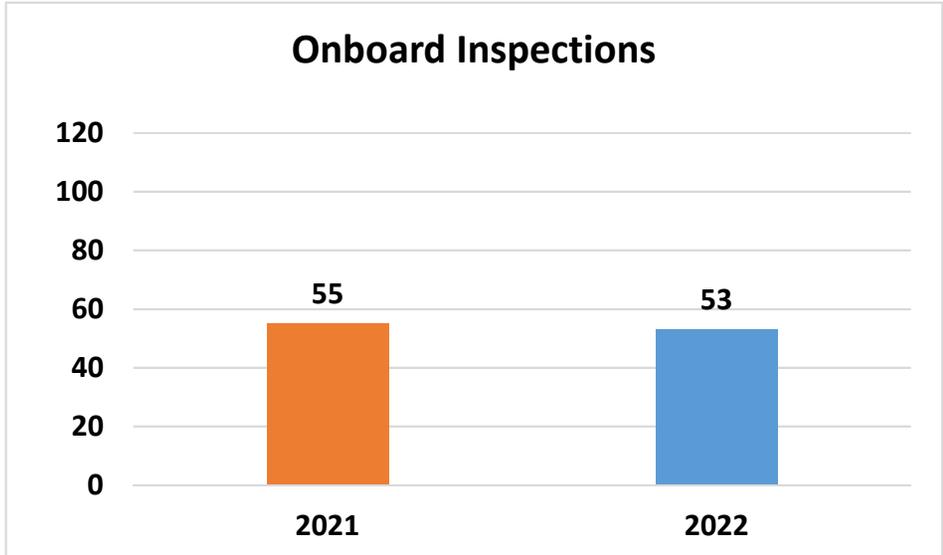
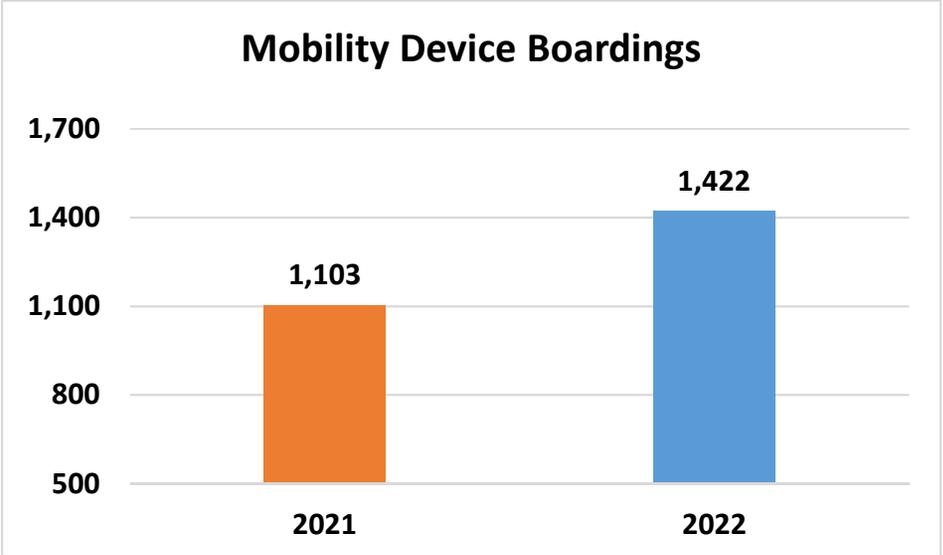
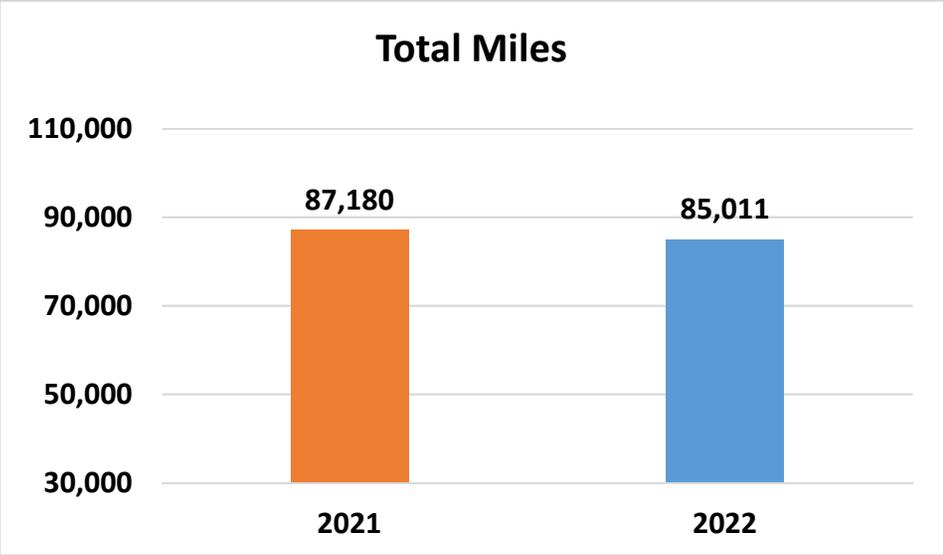
SunDial Operational Charts

November 2021 vs. November 2022



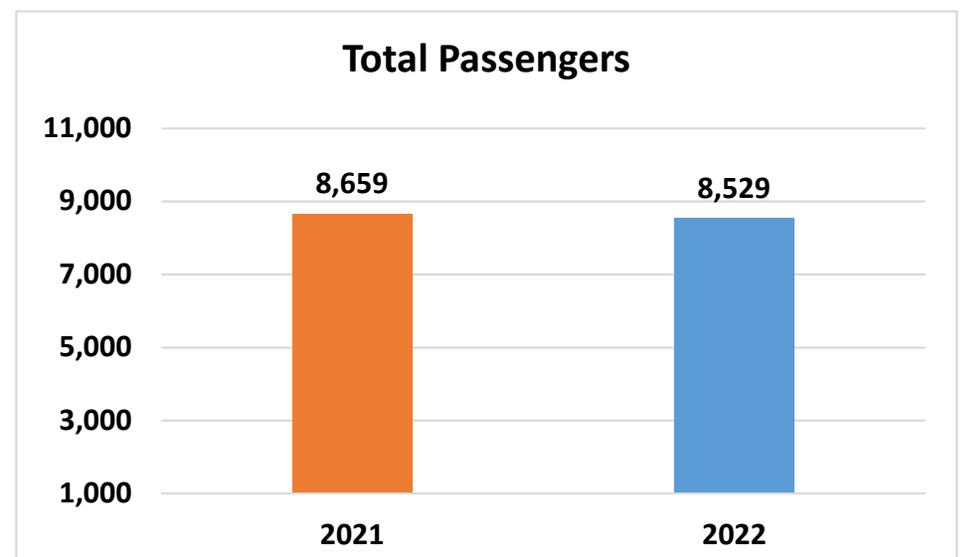
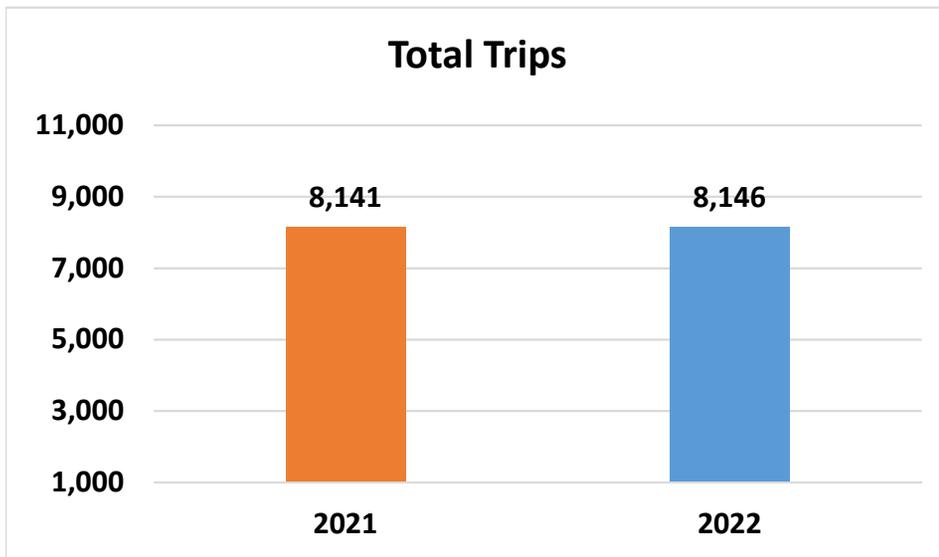
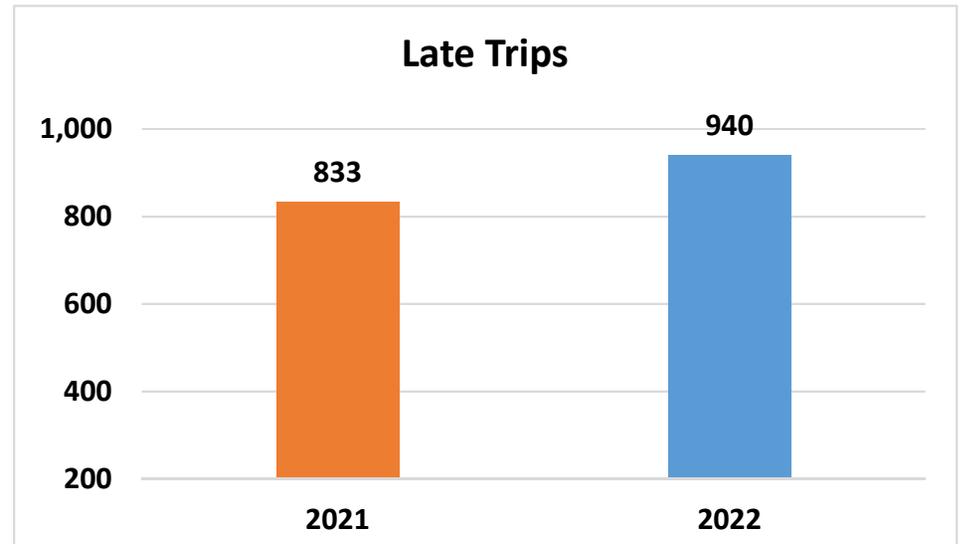
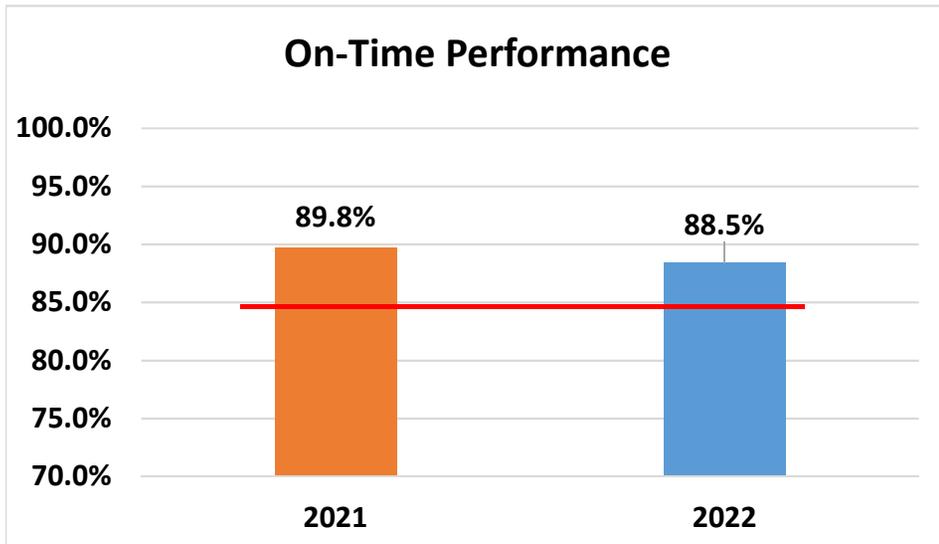
SunDial Operational Charts

November 2021 vs. November 2022



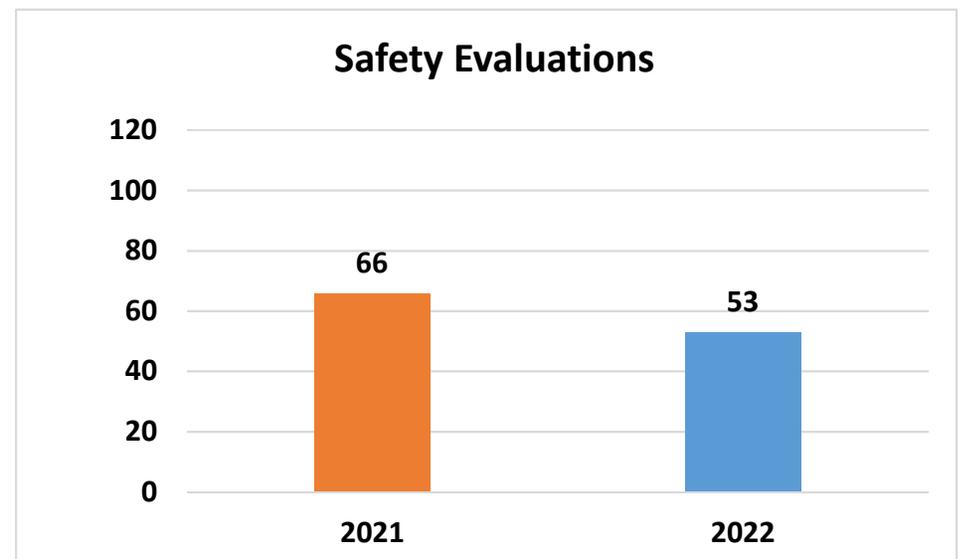
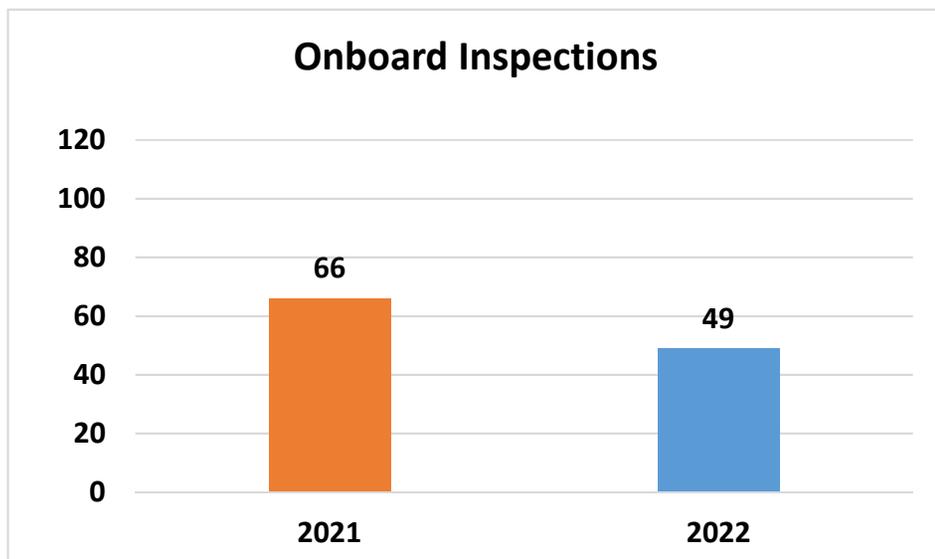
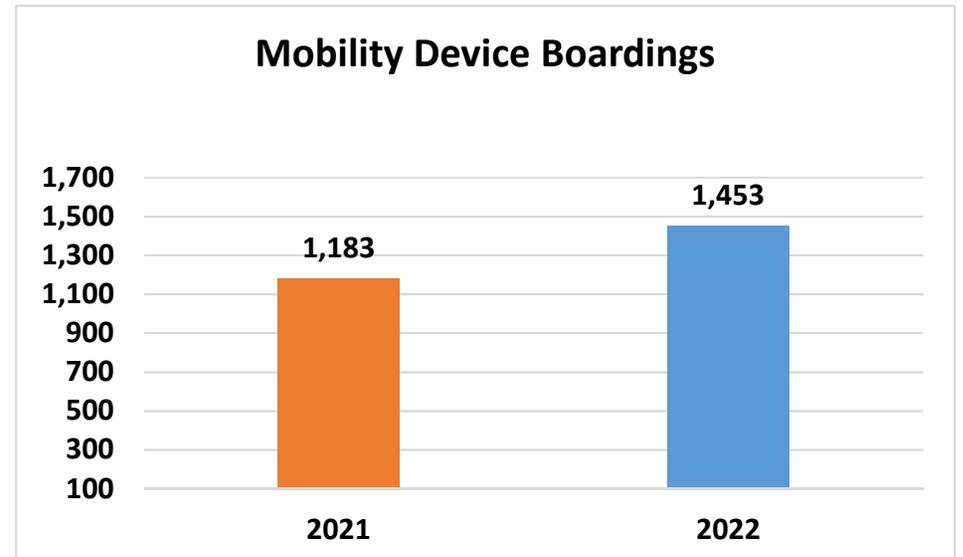
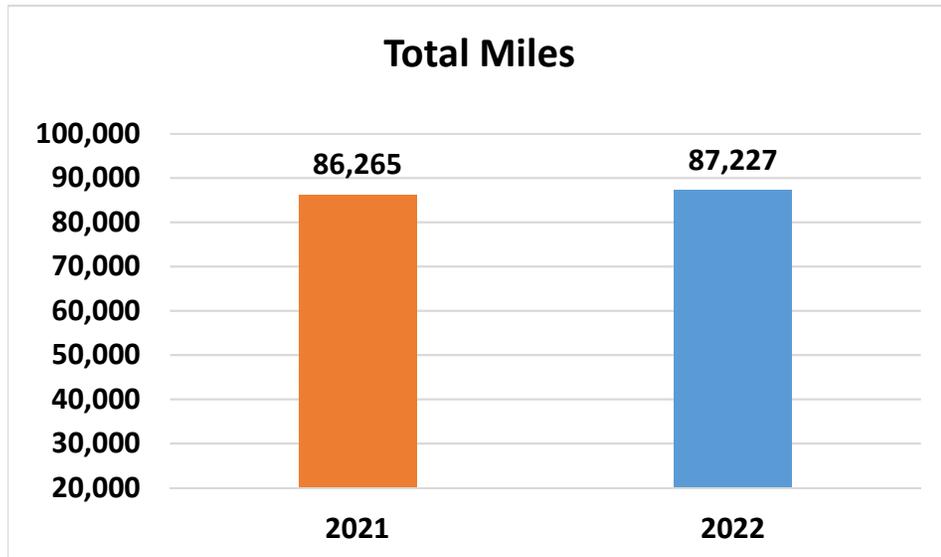
SunDial Operational Charts

December 2021 vs. December 2022



SunDial Operational Charts

December 2021 vs. December 2022



SunLine Transit Agency
CONSENT CALENDAR

DATE: January 25, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for November and December 2022

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, operator absences, fixed route customer complaints, paratransit customer complaints, advertising revenue and system performance. SunRide performance includes system-wide, trip booking method and geo-fence metrics for Desert Hot Springs/Desert Edge, Palm Desert, Coachella, Mecca/North Shore, Indio and Cathedral City. Included in this packet is ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with the various High Schools in the Coachella Valley, College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus.

SunRide

- Palm Desert had its best month to date with 203 rides by 211 passengers, up 5% from its second highest month.
- Mecca/North Shore had its best month for 2022 with 81 rides by 88 passengers.
- Coachella is currently experiencing a downward trend over the past three (3) months, down 115% (89 trips) over the high of 204 in September. This seems to be a pattern within this geofence where ridership increases and then drops off and steadily increases again.
- Outreaches are planned for each geo-fence in the first quarter of 2023 to build brand awareness.

Fixed Route

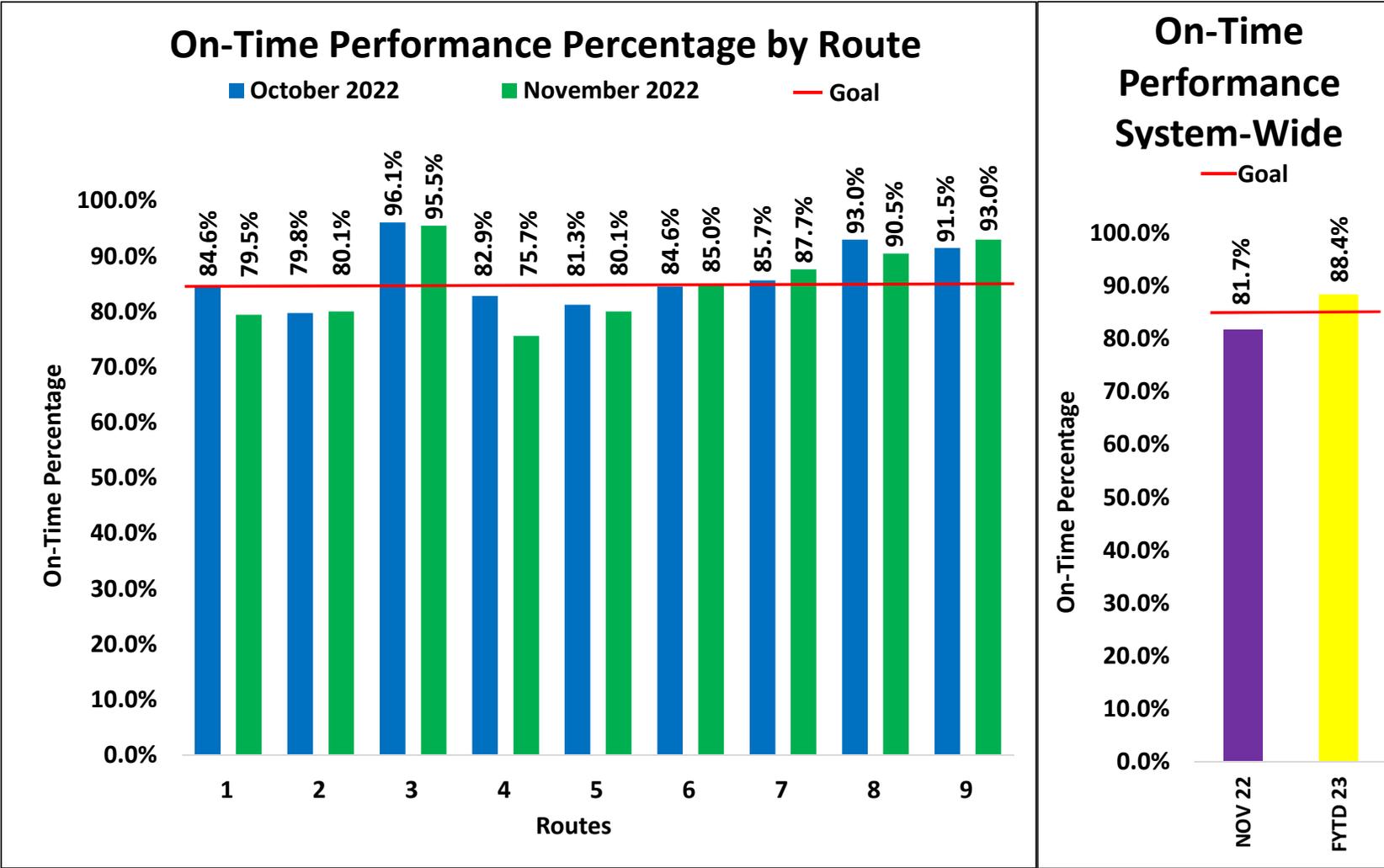
- Fixed route's on-time performance had a decrease of 1.2% from November 2022 to December 2022.
- For the months of November and December 2022, the Agency did not meet its service standard goal of 85%. Routes 1, 2, 4 and 5 also did not meet their

on-time performance for both months. All routes were impacted due to construction, weather conditions, traffic, shortage of operators and events throughout the valley.

- Routes 1, 2, & 4 - Palm Springs Pride Parade
- Route 1, 6 & 8 - Coachella Run de los Muertos
- Routes 1, 2 & 4 - Palm Springs Veterans Parade
- Route 2 - Road work on Palm Dr. in Desert Hot Springs which began on November 14, 2022 and ended on December 15, 2022
- Routes 1, 2 & 4 - Palm Springs Festival of Lights Parade
- Routes 1, 7 & 9 - Ironman Triathlon
- Routes 1, 6 & 8 - Coachella Christmas Parade
- Routes 2 & 3 - Desert Hot Springs Holiday Parade and Festival
- Route 5 - Ongoing construction on Cook St.
- Routes 2 & 4 - Wash closures at Gene Autry Trl. and Vista Chino
- Early departures remained the same when compared to the previous month. However, Route 7 and 8 saw an increase due to operator error, which management has taken corrective action.
- Late departures for December had an increase of 1.2% when compared to the previous month. This was due to the impact made by the events mentioned above.
- Route 5 continues to experience high traffic delays exiting Desert Hot Springs by the I-10 Freeway and evening traffic delays at Palm Dr. going northbound. Heavy traffic also effects Cook St. corridor in both directions due to construction delays causing high late departures.
- For the month of November 2021, 16% of SunLine's fixed route operator workforce was absent when compared to November 2022 at 19%.
- For the month of December 2021, 14.6% of SunLine's fixed route operator workforce was absent when compared to December 2022 at 20.7%.
- The December 2022 Haul Pass program ridership decrease is a result of CSUSB's last day of instruction being on December 2, 2022.

Recommendation:

Receive and file.

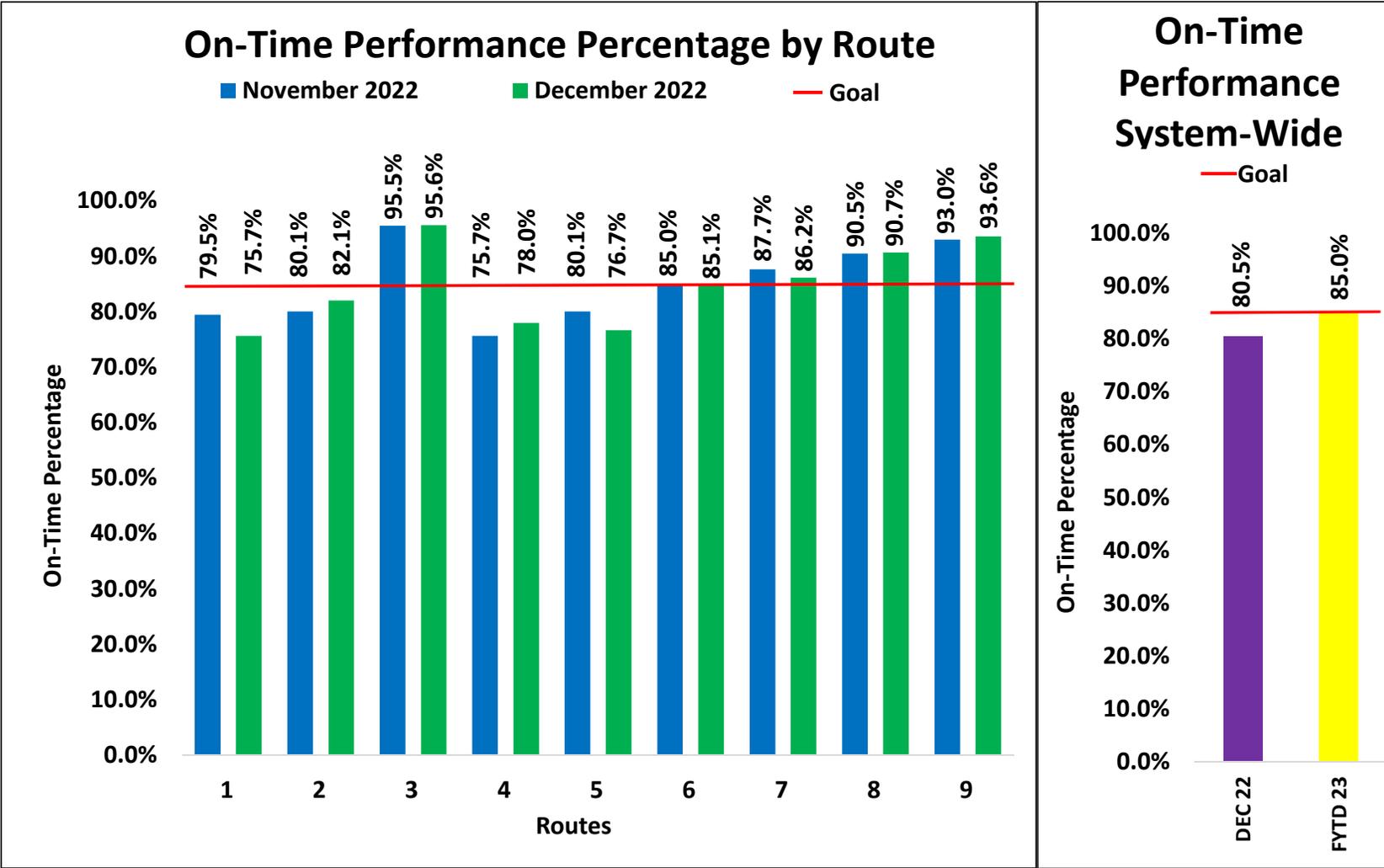


On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

Goal: Minimum target for on-time performance is 85%.

Note: For the month of November 2021, the Agency's on-time performance was at 83.4% when compared to November 2022 at 81.7%. This is a decrease of 1.7% .

Route 5 continues to experience high traffic delays exiting Desert Hot Springs by the I-10 and evening traffic delays at Palm Dr. going northbound. Heavy traffic also affects Cook St. corridor in both directions due to construction delays causing high late departures.



On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

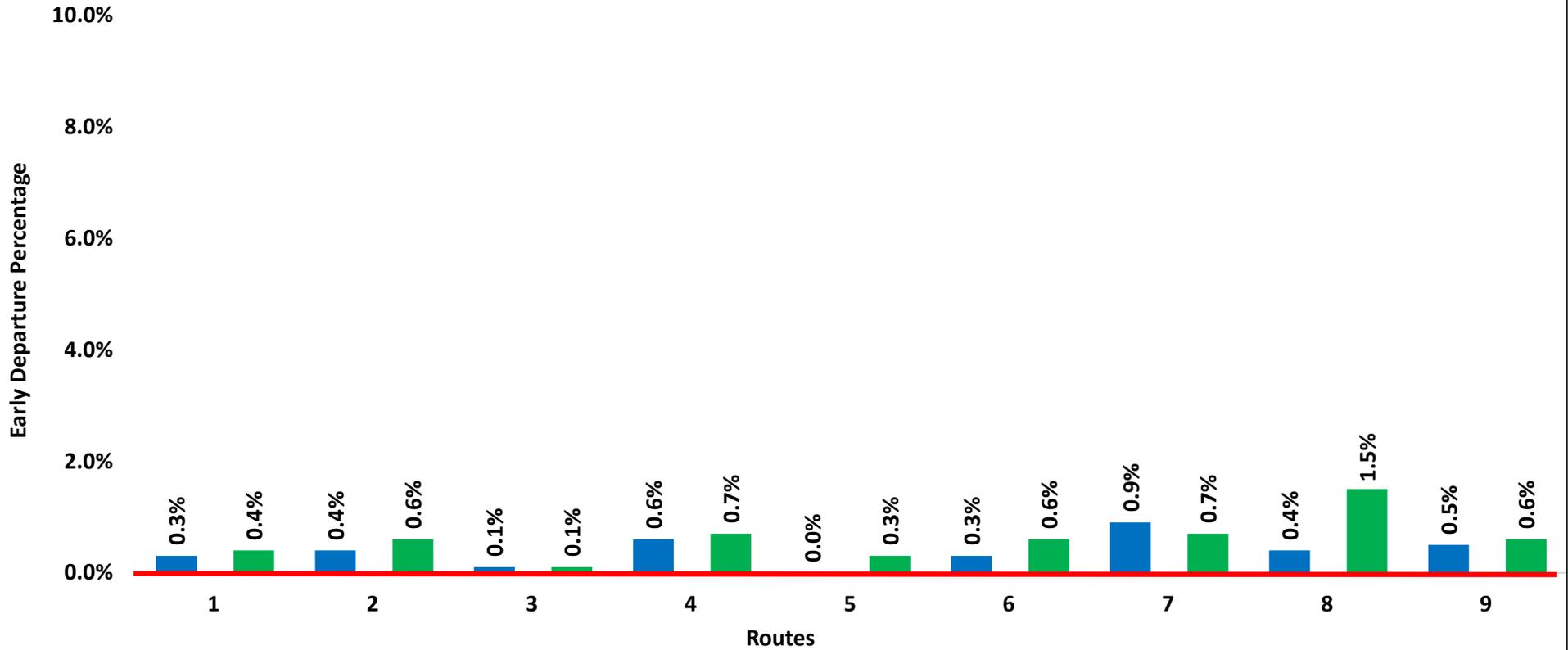
Goal: Minimum target for on-time performance is 85%.

Note: For the month of December 2021, the Agency's on-time performance was at 80.7% when compared to December 2022 at 80.5%. This is a decrease of 0.02%.

Route 5 continues to experience high traffic delays exiting Desert Hot Springs by the I-10 and evening traffic delays at Palm Dr. going northbound. Heavy traffic also affects Cook St. corridor in both directions due to construction delays causing high late departures.

Early Departure Percentage by Route

■ October 2021 ■ November 2022

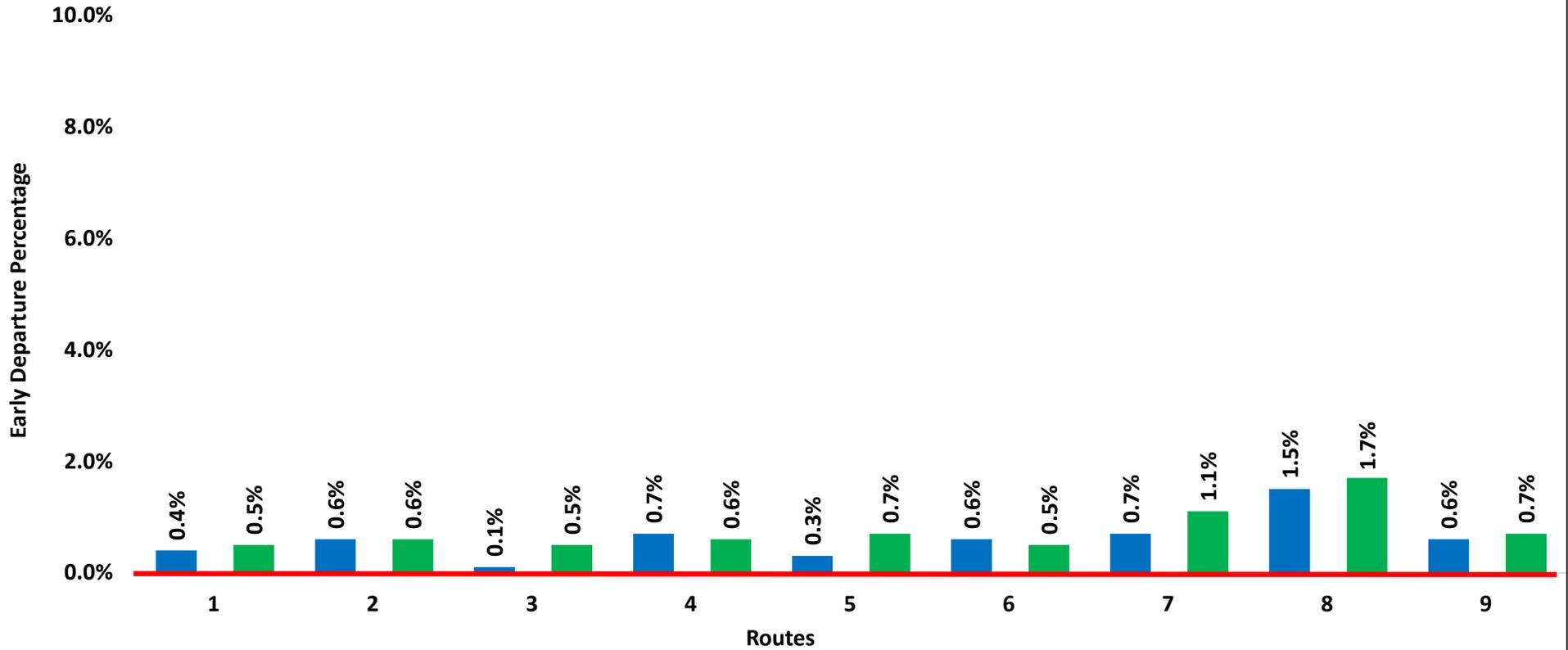


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Early Departure Percentage by Route

■ November 2022 ■ December 2022

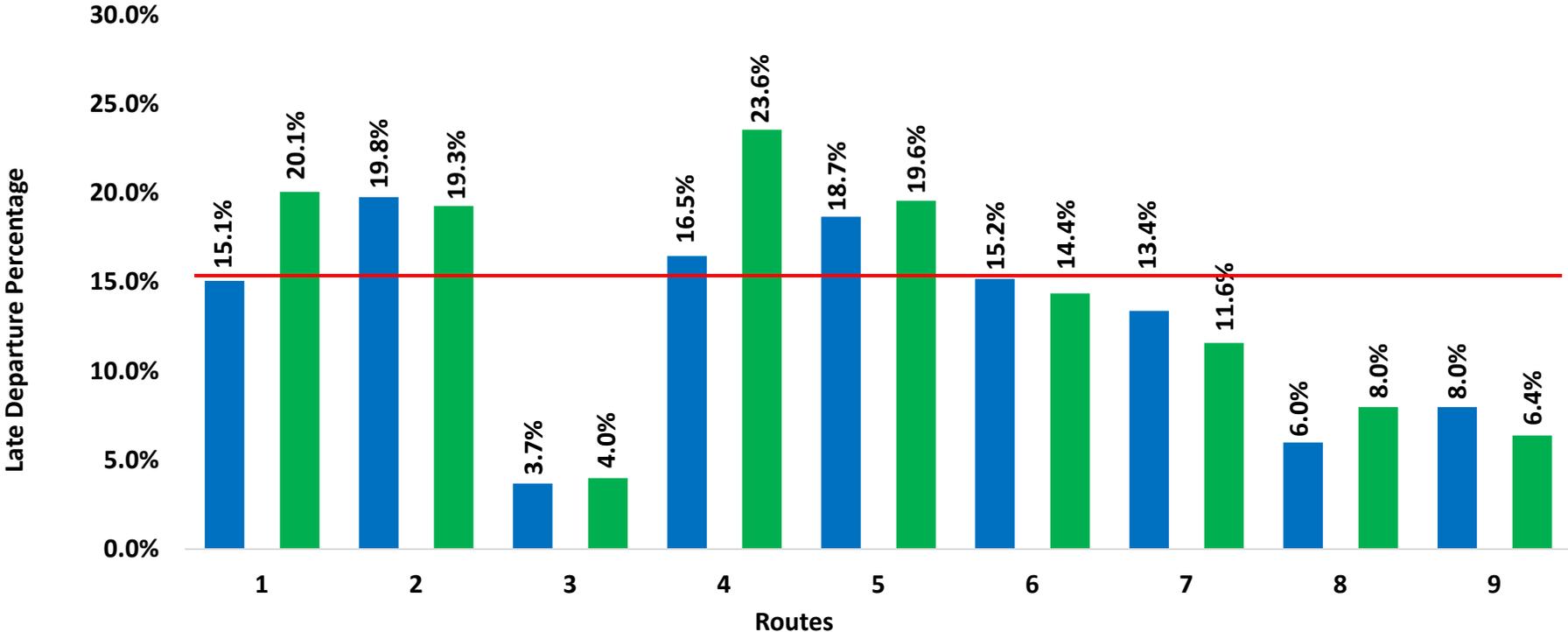


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Late Departure Percentage by Route

■ October 2022 ■ November 2022 — Goal



Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

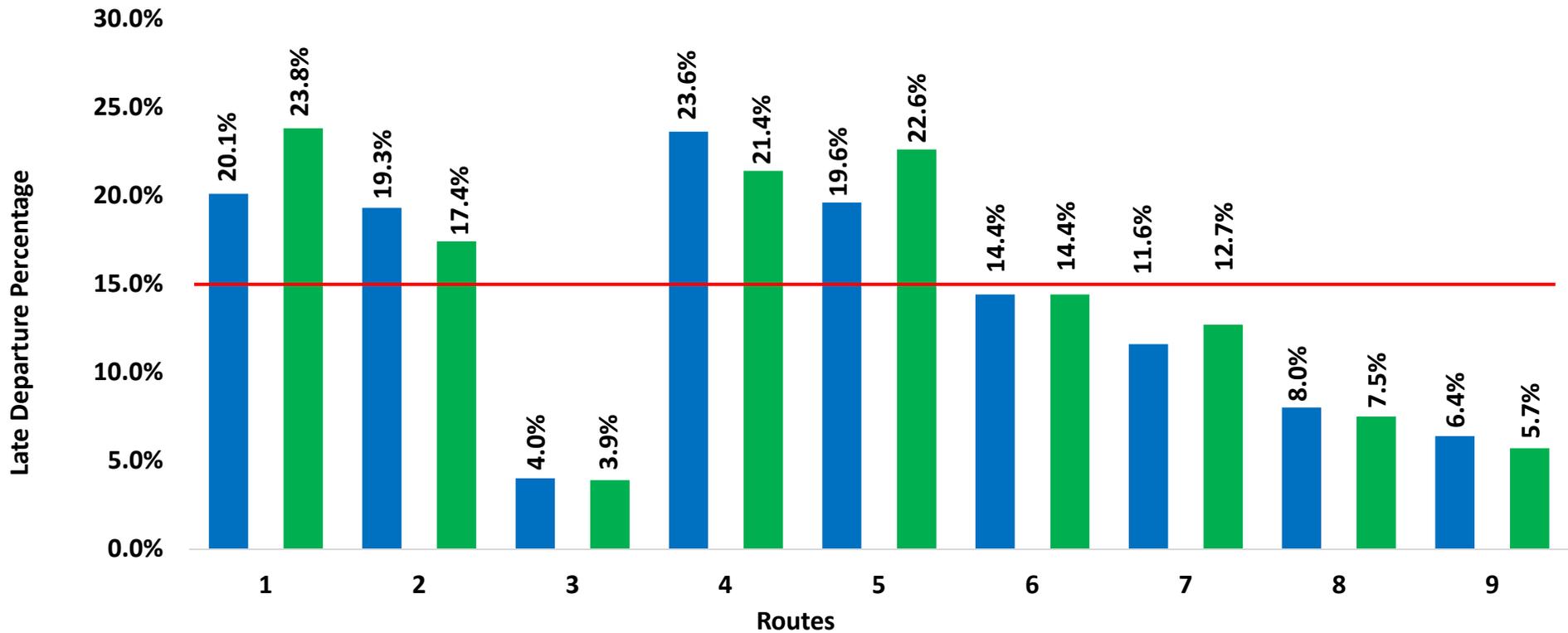
Goal: To ensure late departures remain below 15%.

Note: For the month of December, we did not meet the Agency's goal of 85% due to road closures/detours caused by construction, weather conditions, heavy ridership, traffic, shortage of operators and events throughout the Coachella Valley.

The Route 5 continues to experience construction and traffic delays during peak hours between Desert Hot Springs and Palm Desert causing it to have a high late departure percentage and not meet the Agency's overall goal.

Late Departure Percentage by Route

■ November 2022 ■ December 2022 — Goal



Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

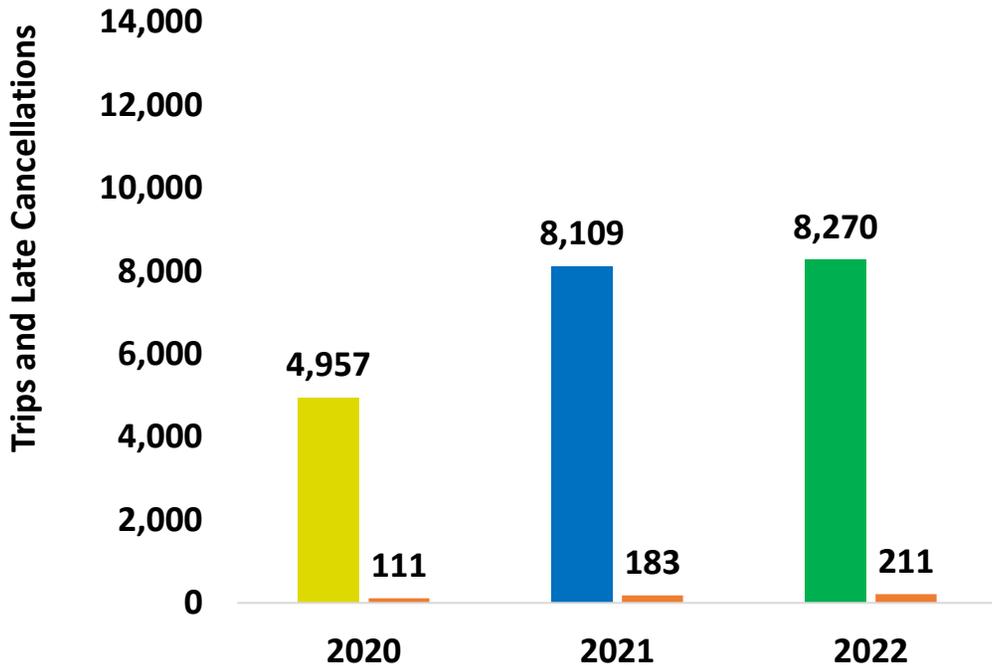
Goal: To ensure late departures remain below 15%.

Note: For the month of December, we did not meet the Agency's goal of 85% due to road closures/detours caused by construction, weather conditions, heavy ridership, traffic, shortage of operators and events throughout the Coachella Valley.

The Route 5 continues to experience construction and traffic delays during peak hours between Desert Hot Springs and Palm Desert causing it to have a high late departure percentage and not meet the Agency's overall goal.

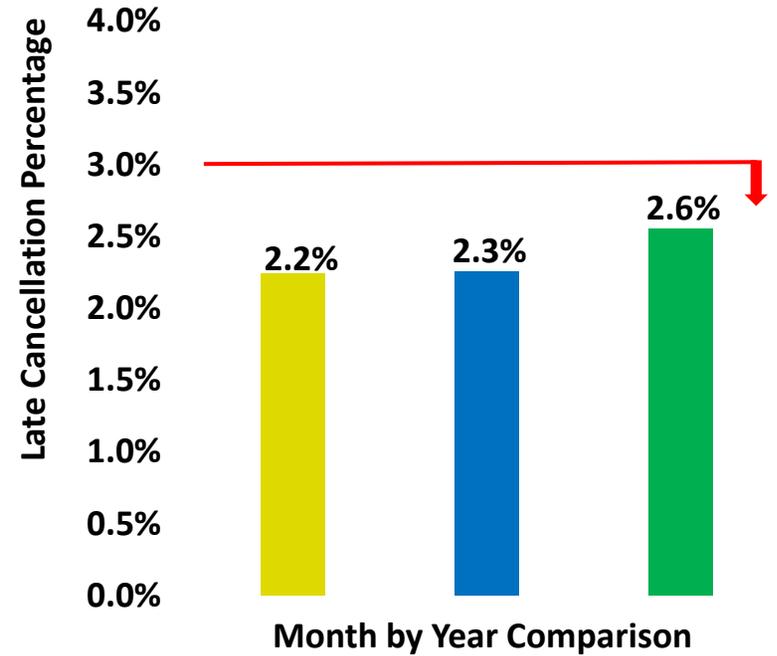
Total Trips vs. Late Cancellations November

■ Late Cancellations



Late Cancellation Percentage

■ FY21 ■ FY22 ■ FY23 — Goal



Trip: A one-way trip booked by the rider. A roundtrip is counted as two (2) trips.

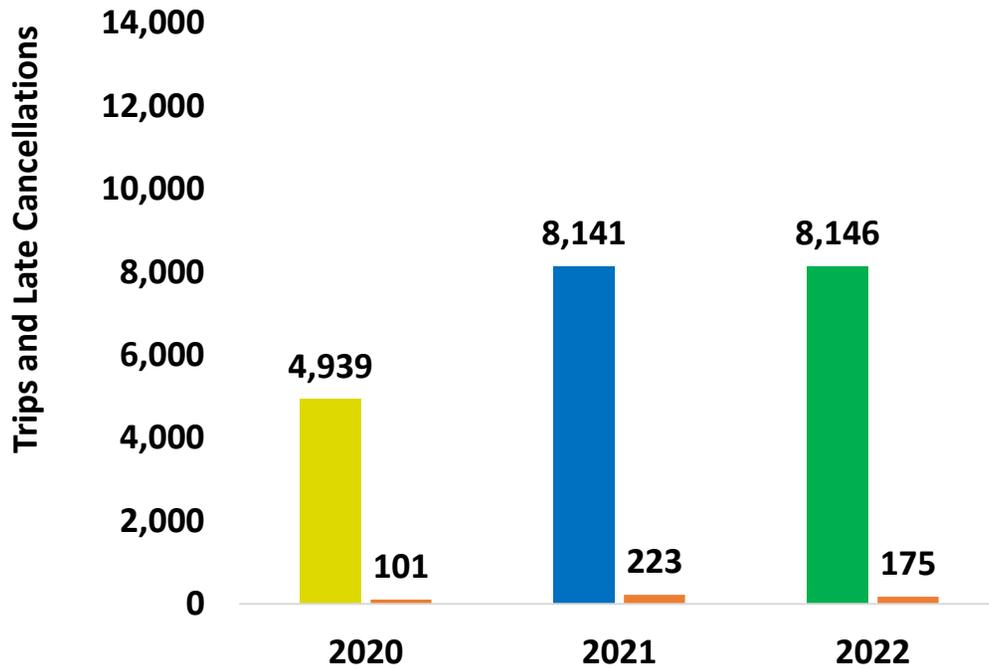
Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

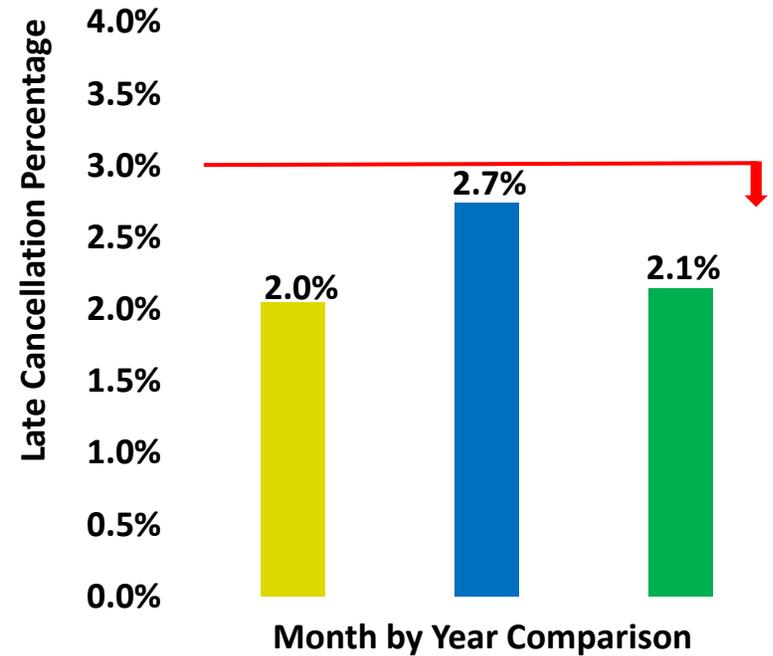
Total Trips vs. Late Cancellations December

■ Late Cancellations



Late Cancellation Percentage

■ FY21 ■ FY22 ■ FY23 — Goal



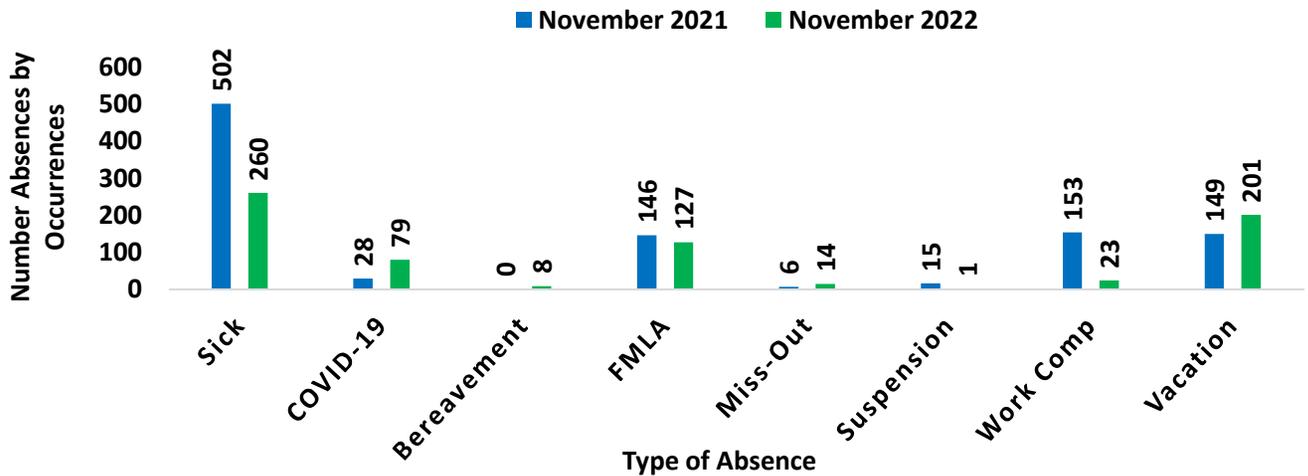
Trip: A one-way trip booked by the rider. A roundtrip is counted as two (2) trips.

Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

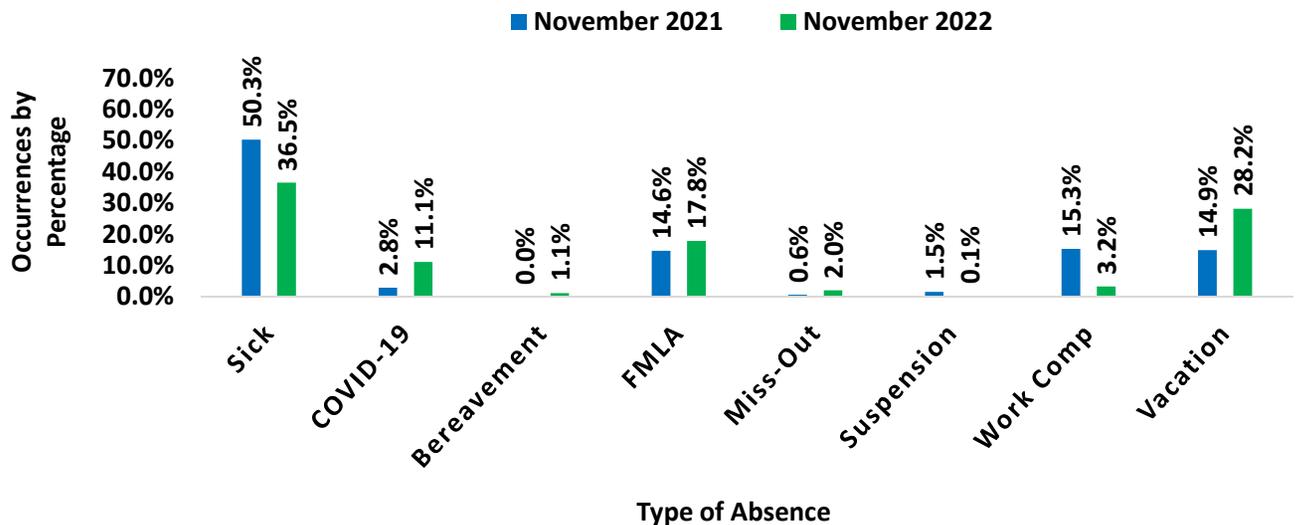
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

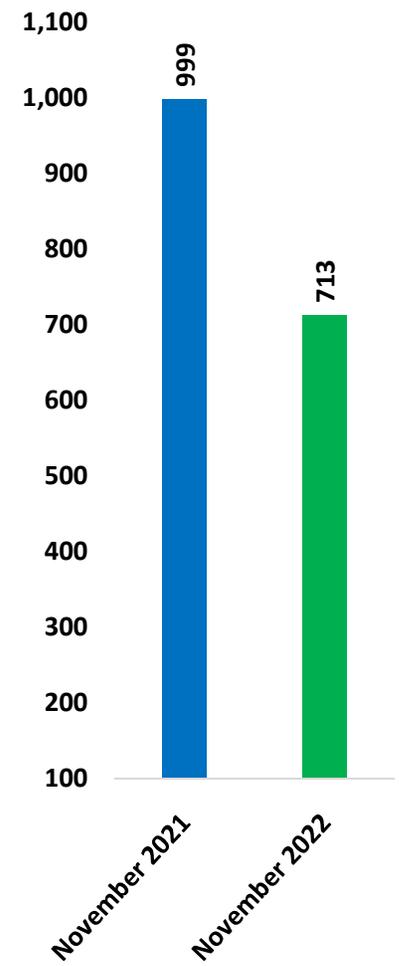
Operator Absence by Type



Operator Absence Type by Percentage

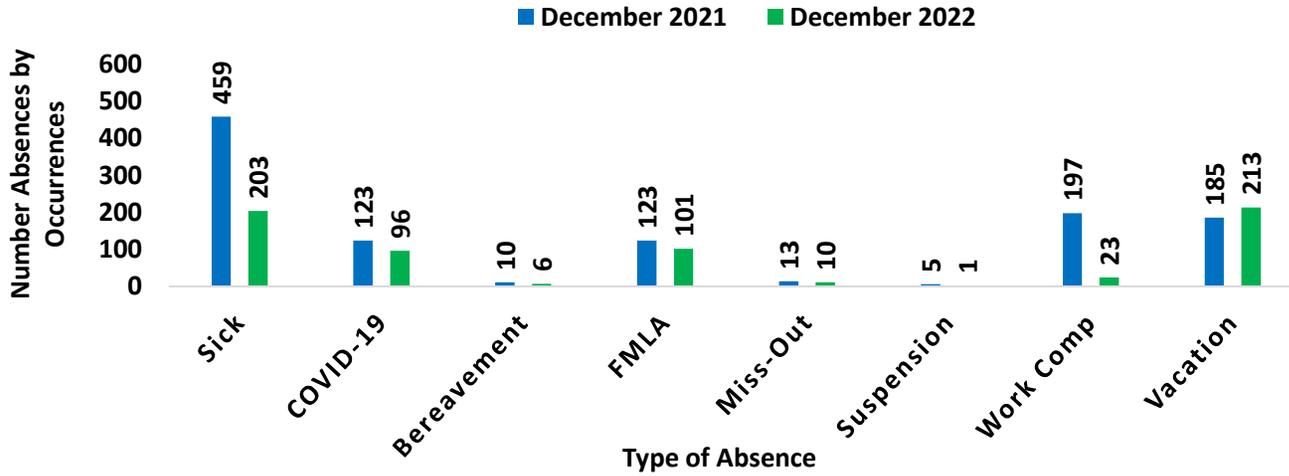


Total Absence Occurrences

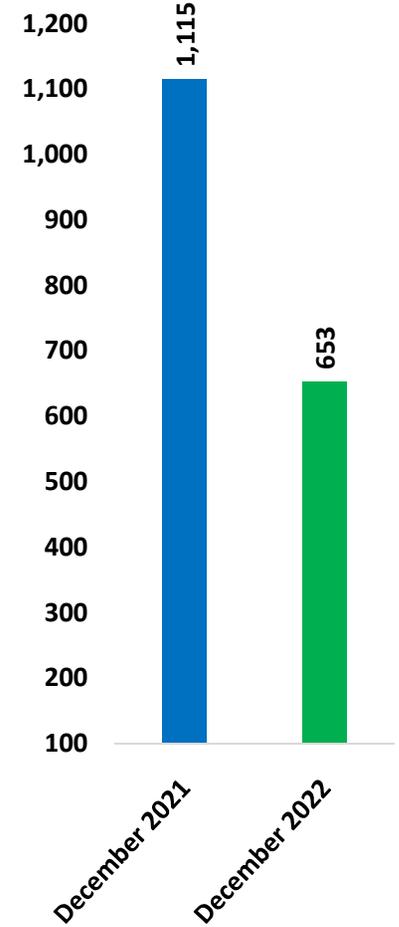


This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.
 For the month of November 2021, 16% of SunLine's fixed route operator workforce was absent when compared to November 2022 at 19%.

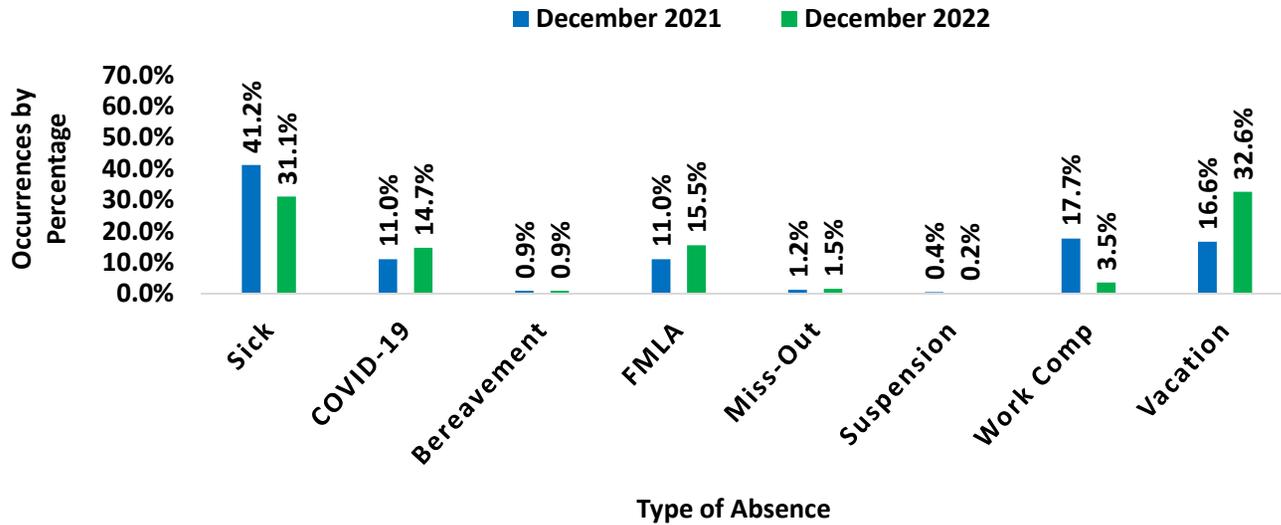
Operator Absence by Type



Total Absence Occurrences

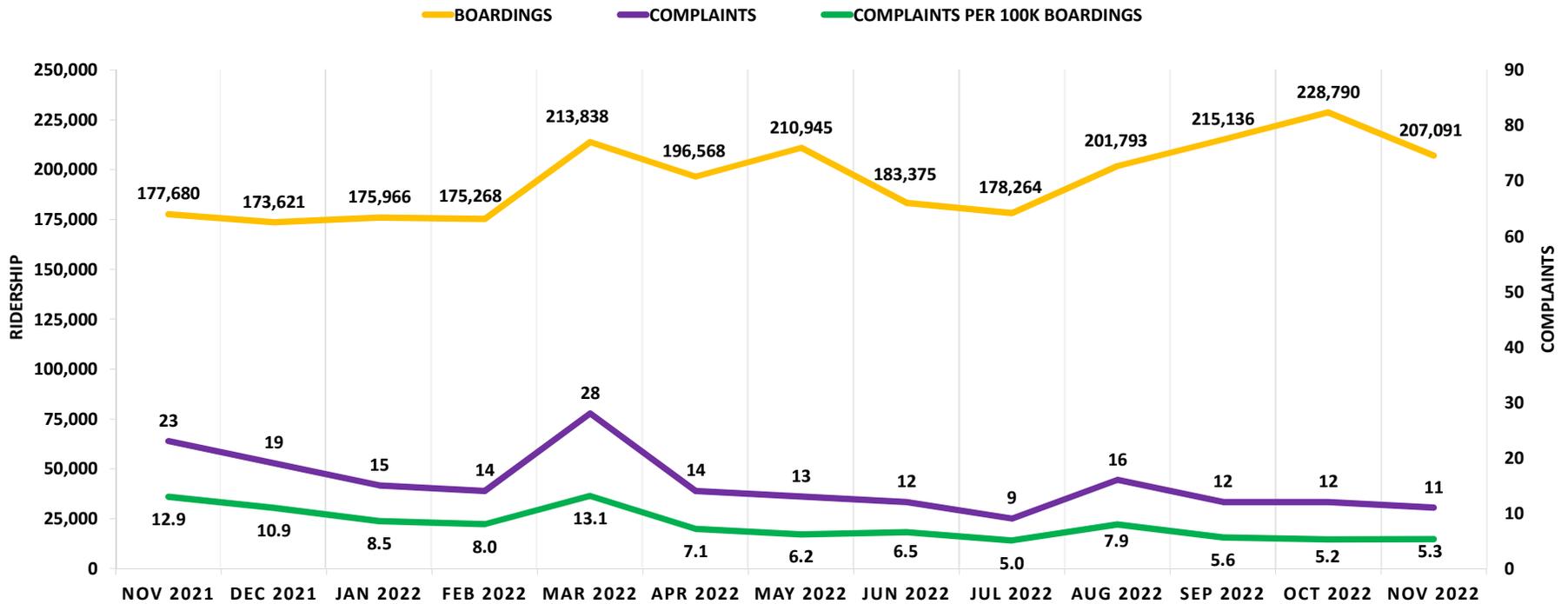


Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.
 For the month of December 2021, 14.6% of SunLine's fixed route operator workforce was absent when compared to December 2022 at 20.7%.

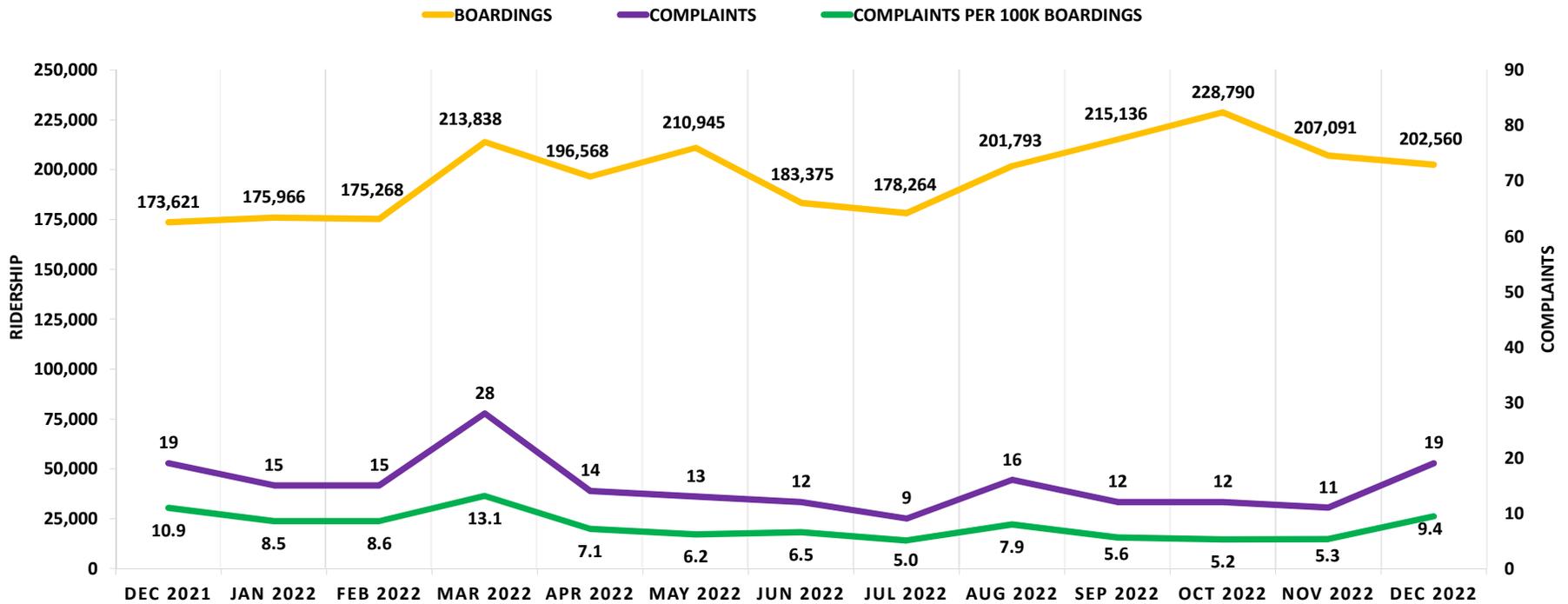
Fixed Route Customer Complaints November 2022



This chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 100,000 boardings for the fixed route system.

For the month of November, 99.99% of our total rides did not receive a complaint.

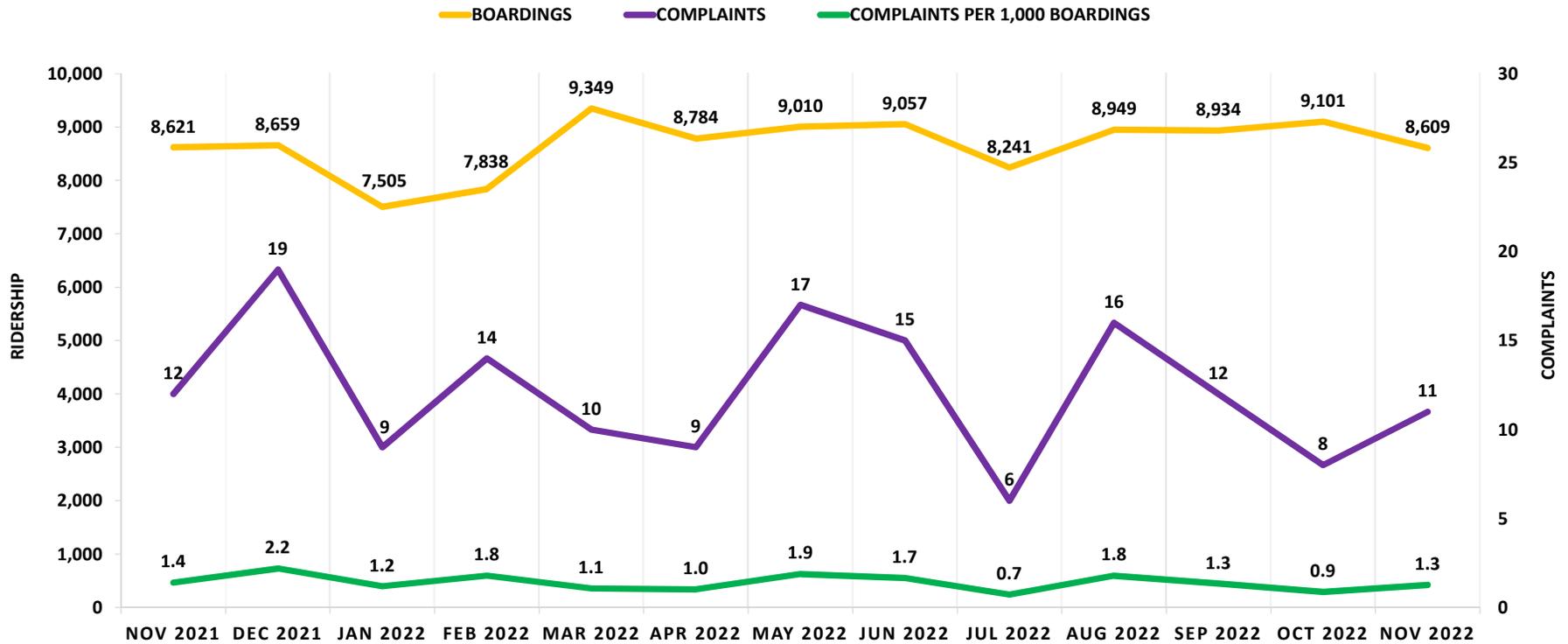
Fixed Route Customer Complaints December 2022



This chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 100,000 boardings for the fixed route system.

For the month of December, 99.99% of our total rides did not receive a complaint.

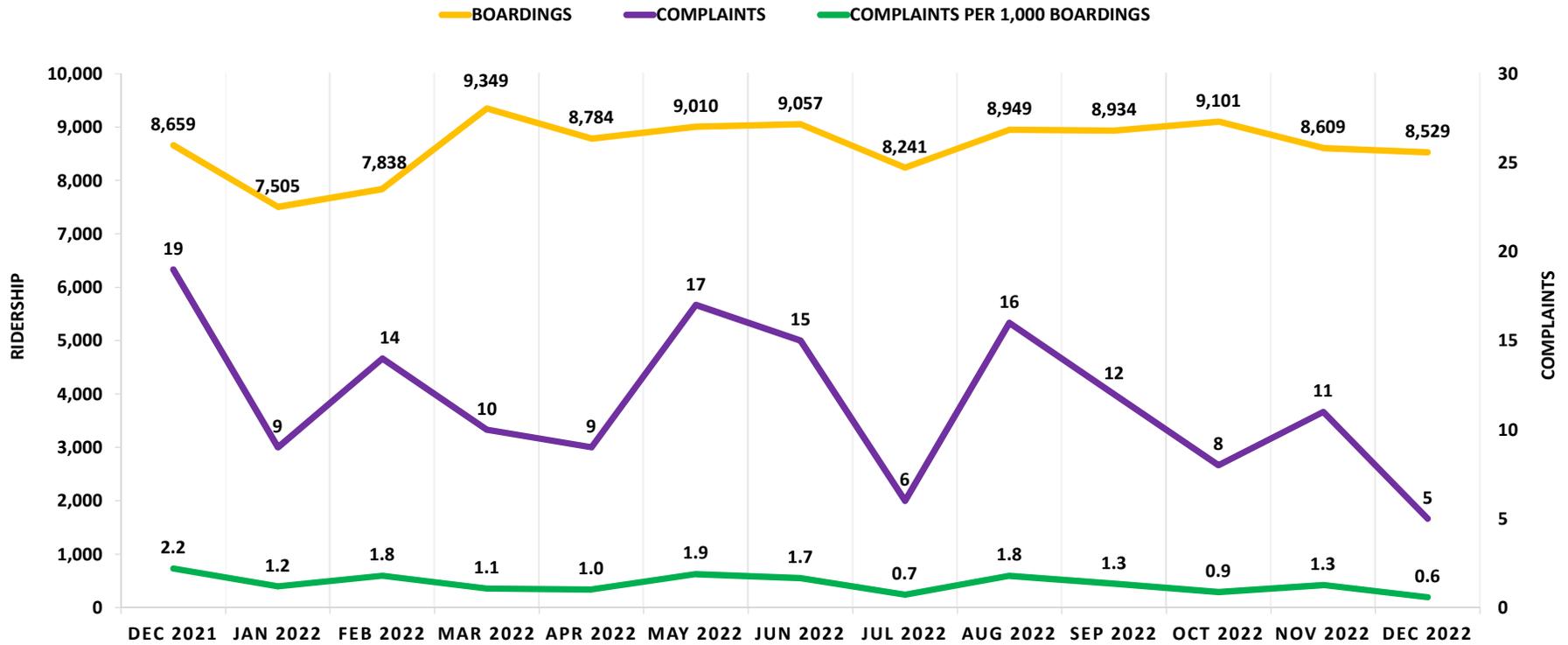
Paratransit Customer Complaints November 2022



This chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 1,000 boardings for the paratransit service.

For the month of November, 99.87% of our total rides did not receive a complaint.

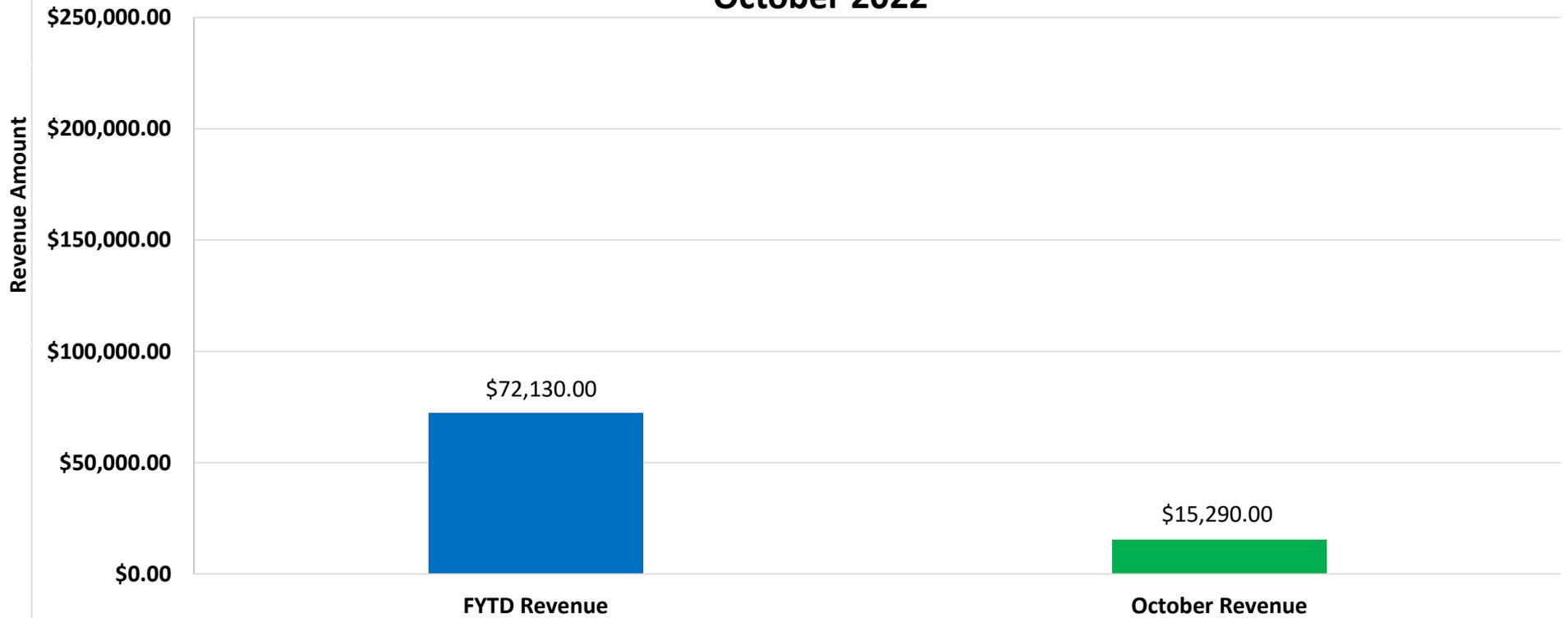
Paratransit Customer Complaints December 2022



This chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 1,000 boardings for the paratransit service.

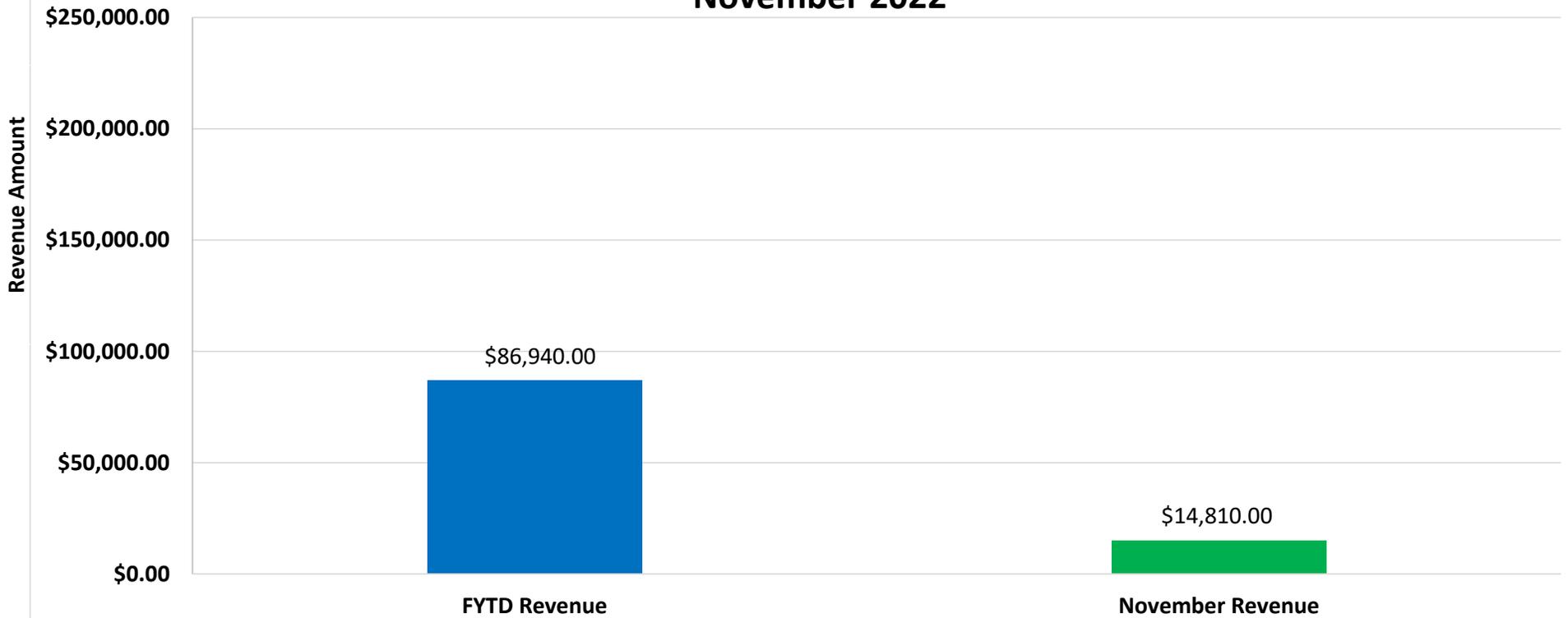
For the month of December, 99.94% of our total rides did not receive a complaint.

Advertising Revenue FYTD Budget vs FYTD Agency Revenue October 2022



Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

Advertising Revenue FYTD Budget vs FYTD Agency Revenue November 2022

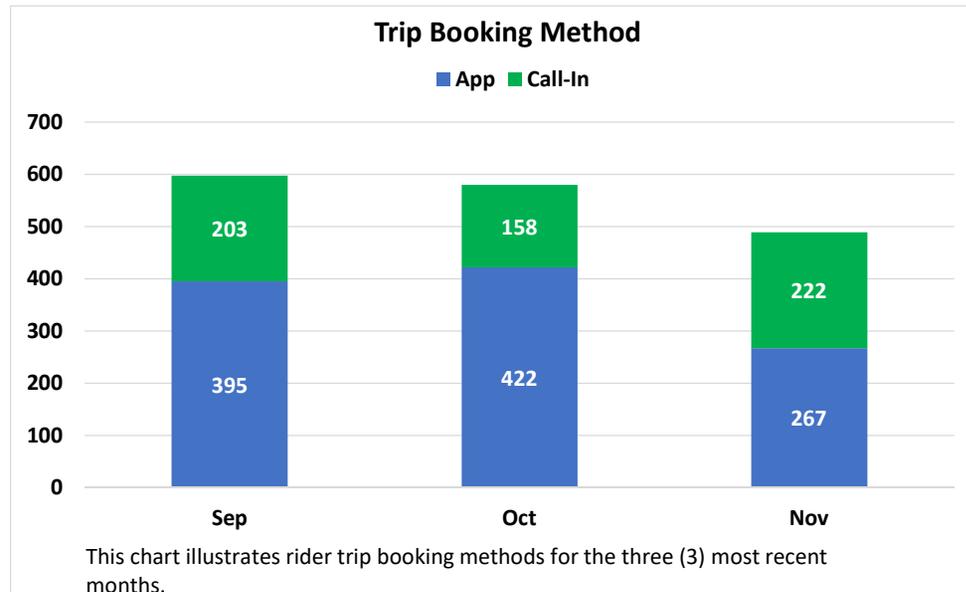
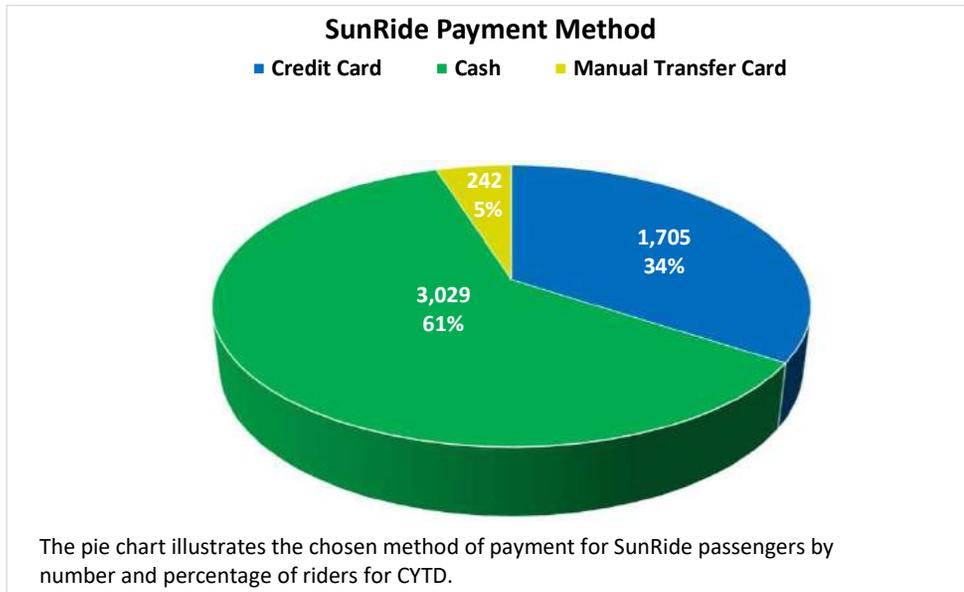
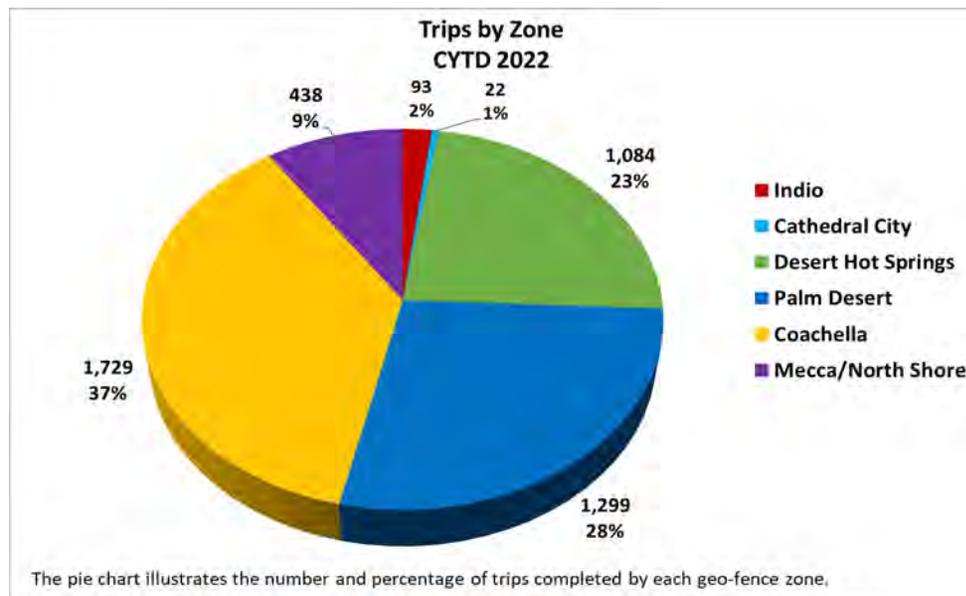
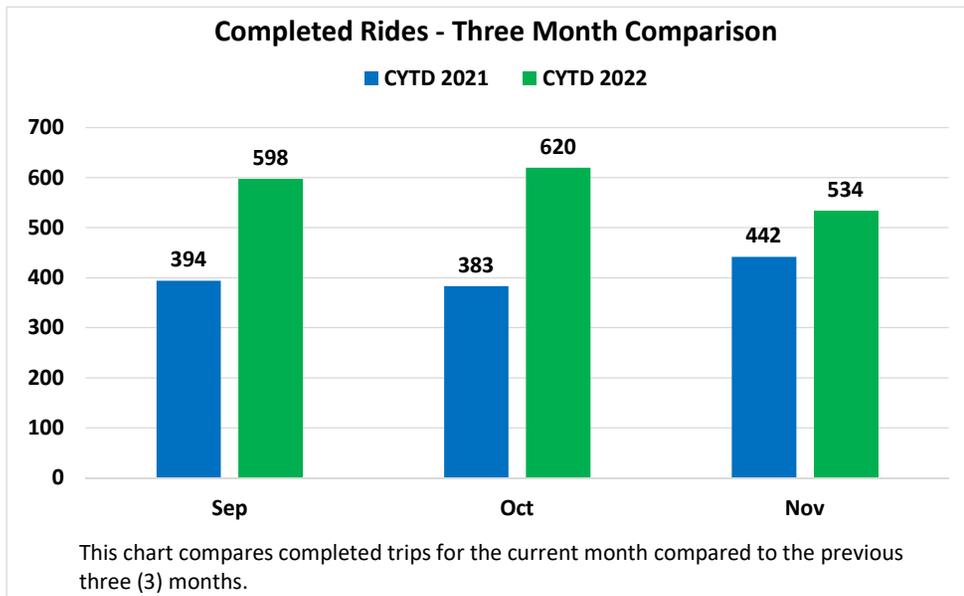


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

SunRide System-Wide Metrics CYTD 2022

Total Completed Trips: 4,665

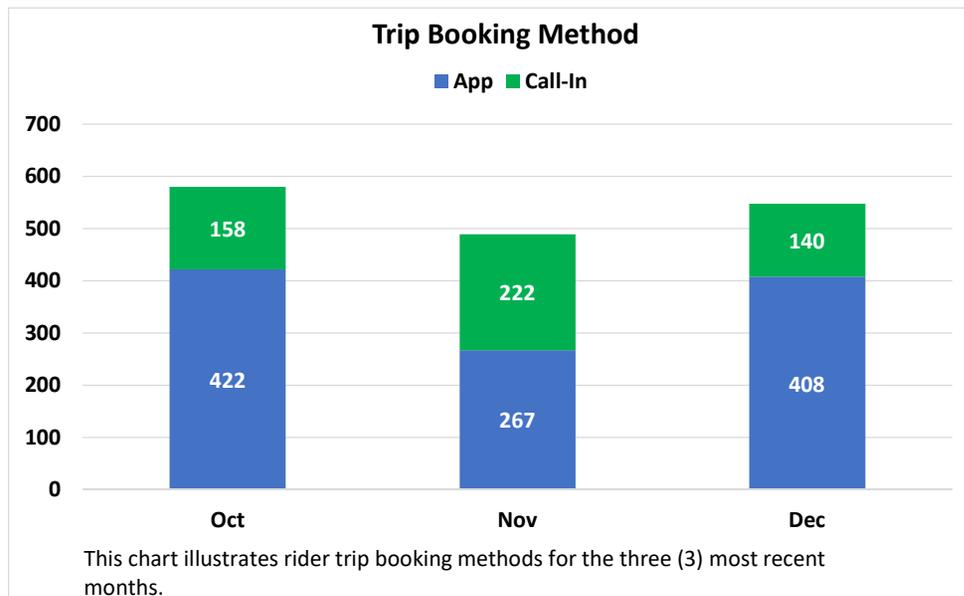
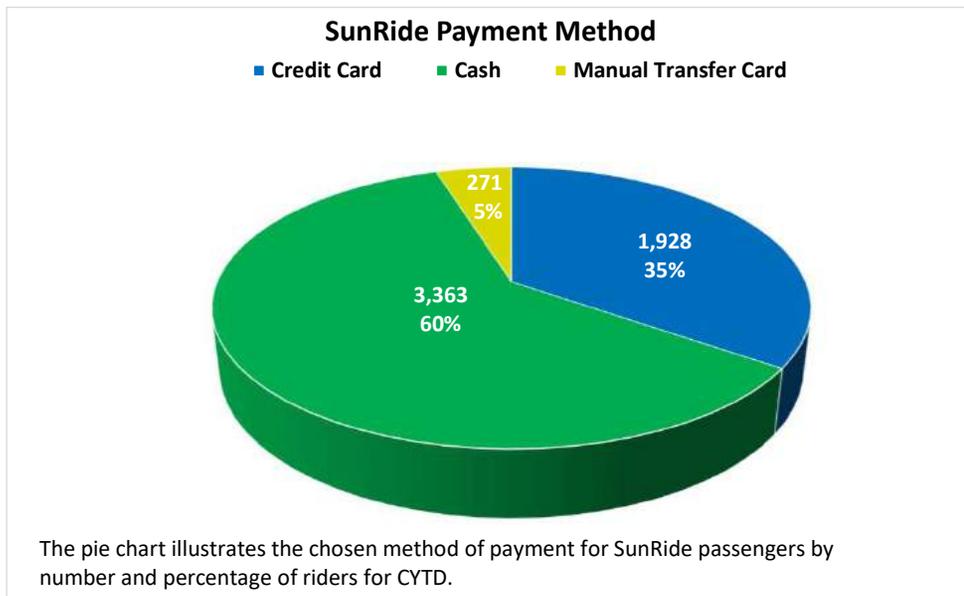
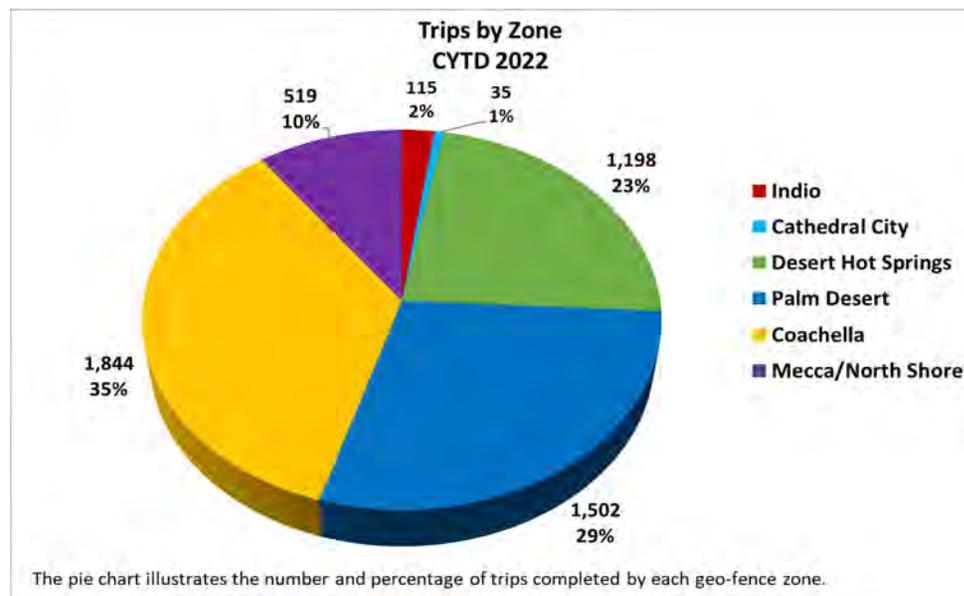
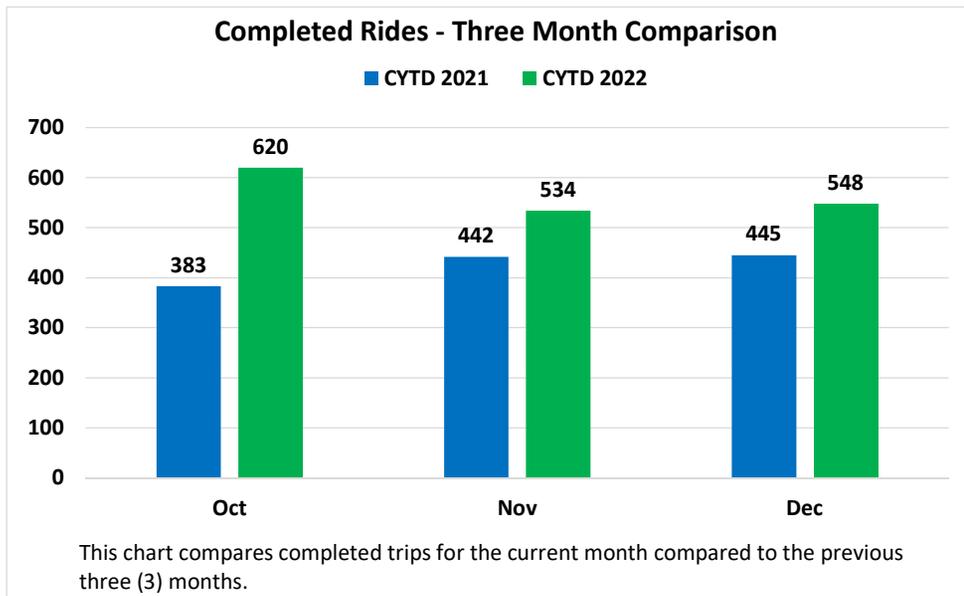
Total Number of Passengers: 4,976



SunRide System-Wide Metrics CYTD 2022

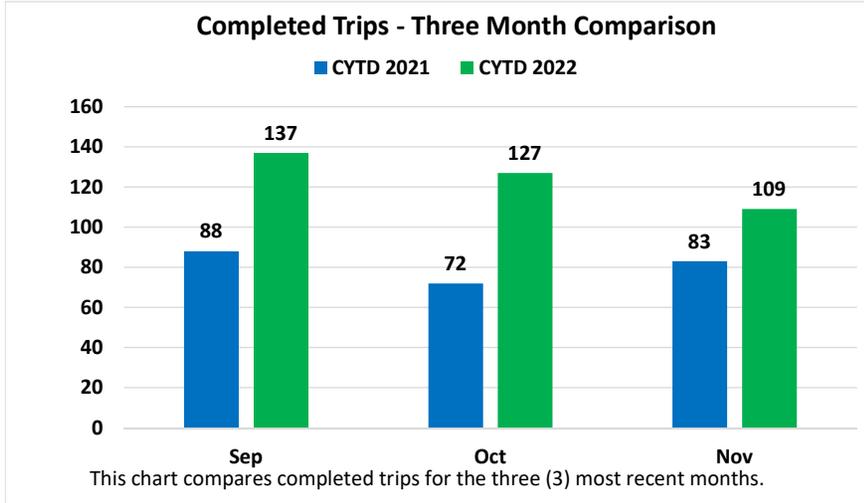
Total Completed Trips: 5,213

Total Number of Passengers: 5,562

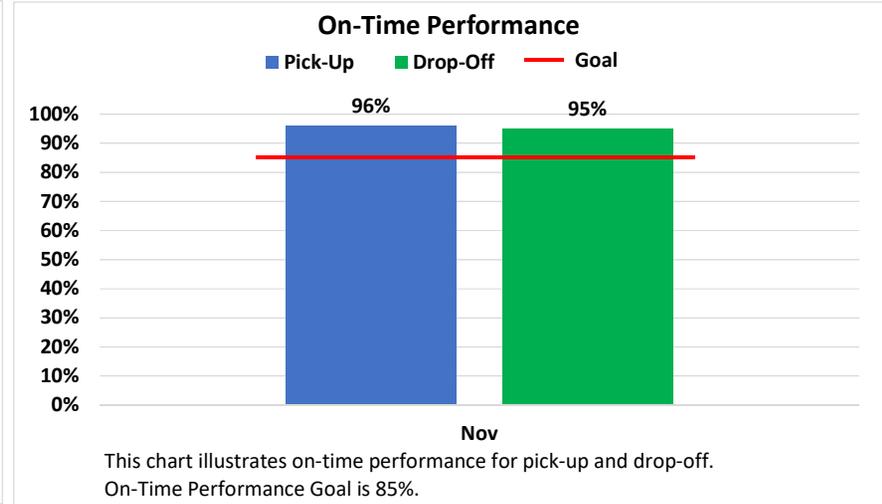
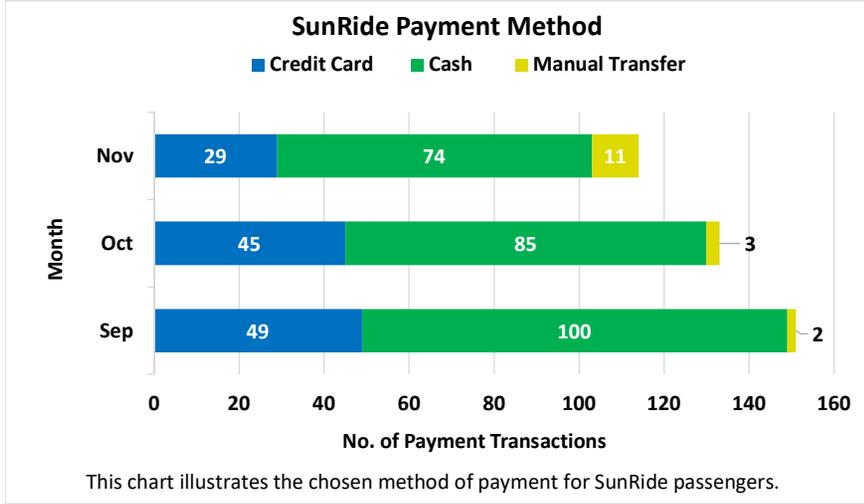
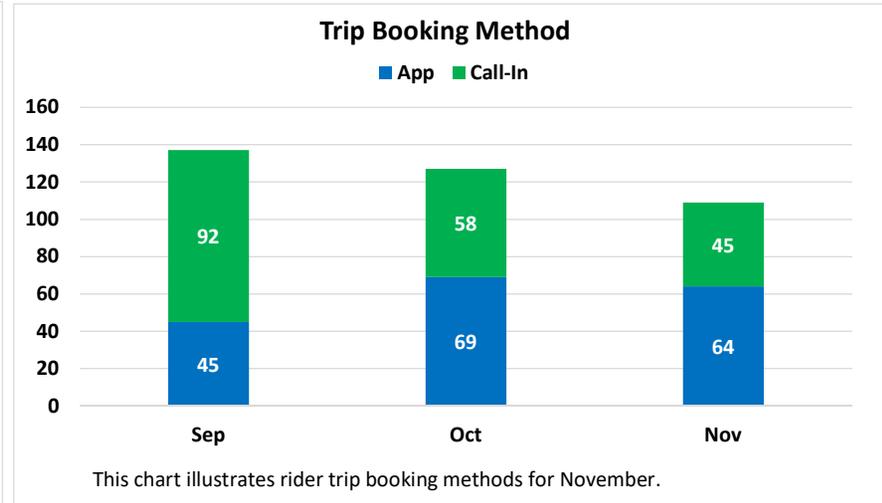


Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2022

Total Completed Trips: 1,084



Total Number of Passengers: 1,185

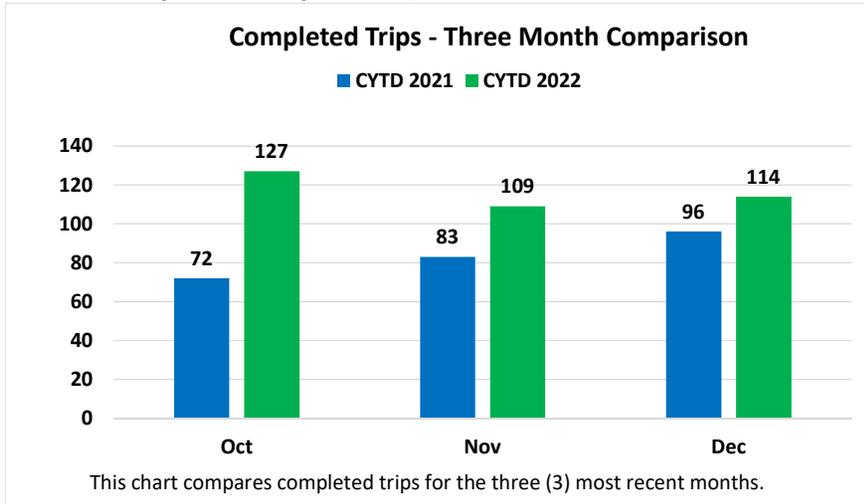


Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5

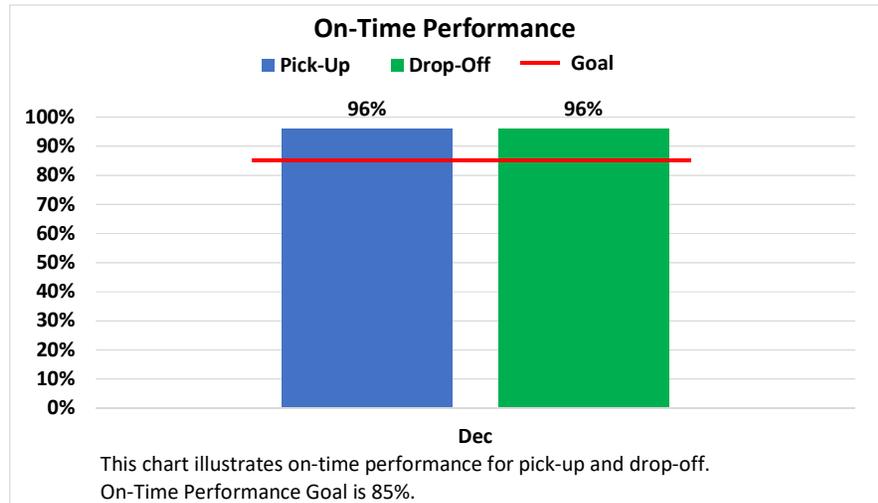
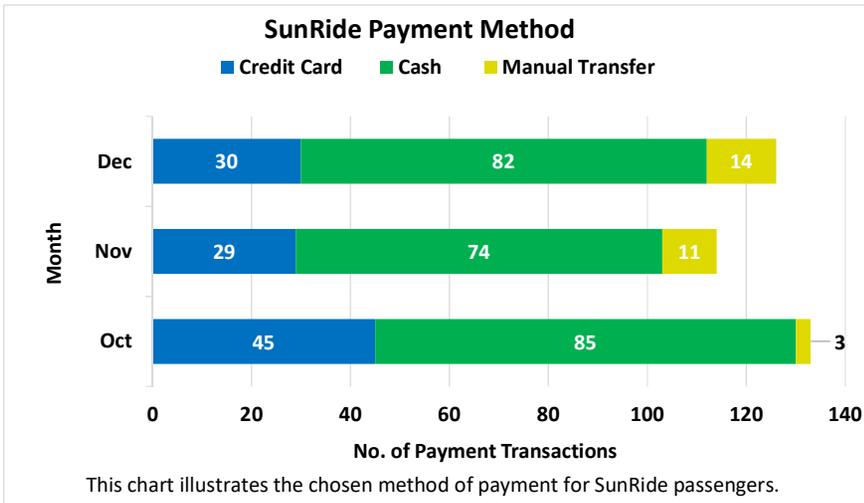
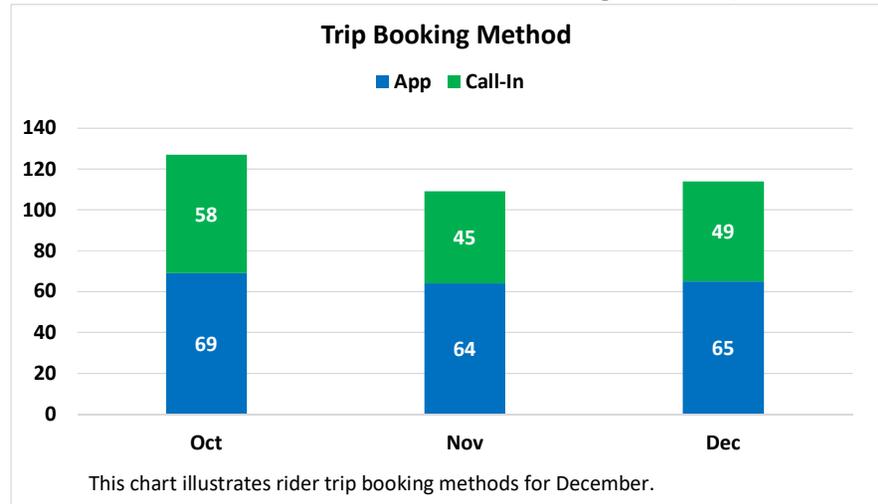


Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2022

Total Completed Trips: 1,198



Total Number of Passengers: 1,311



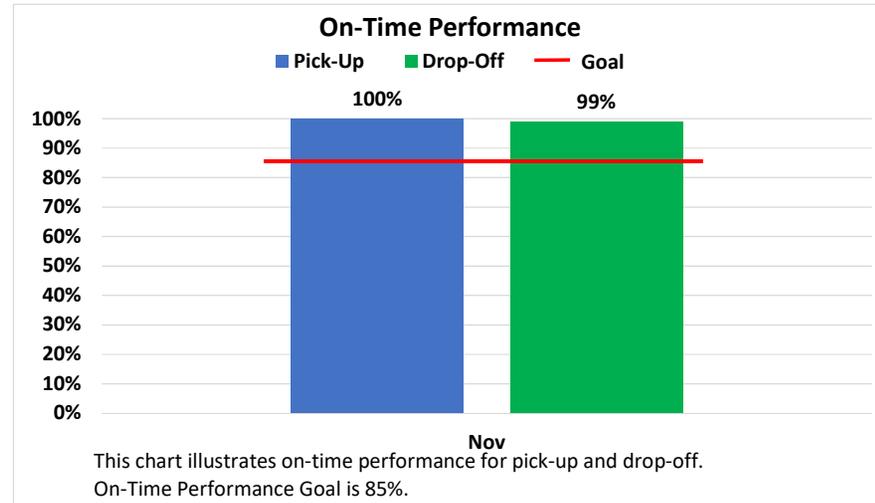
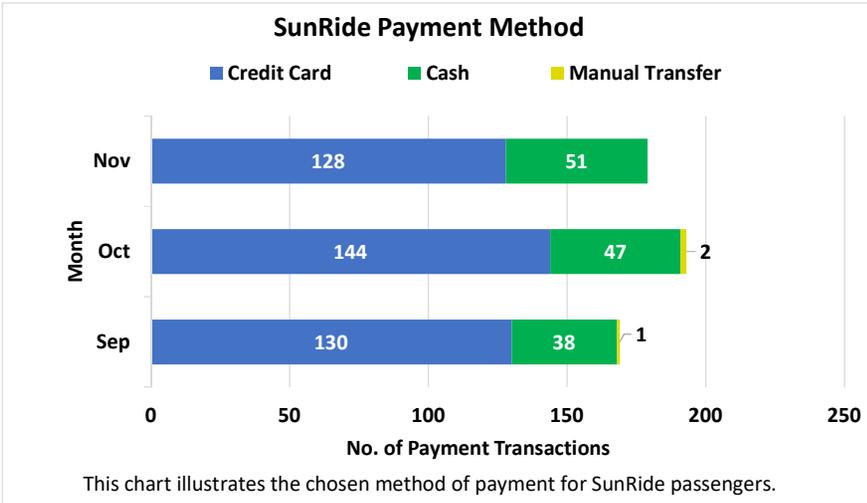
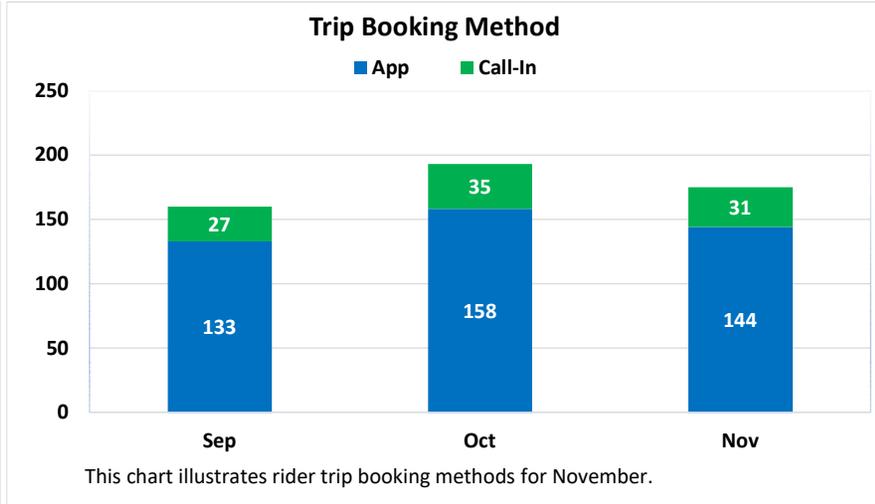
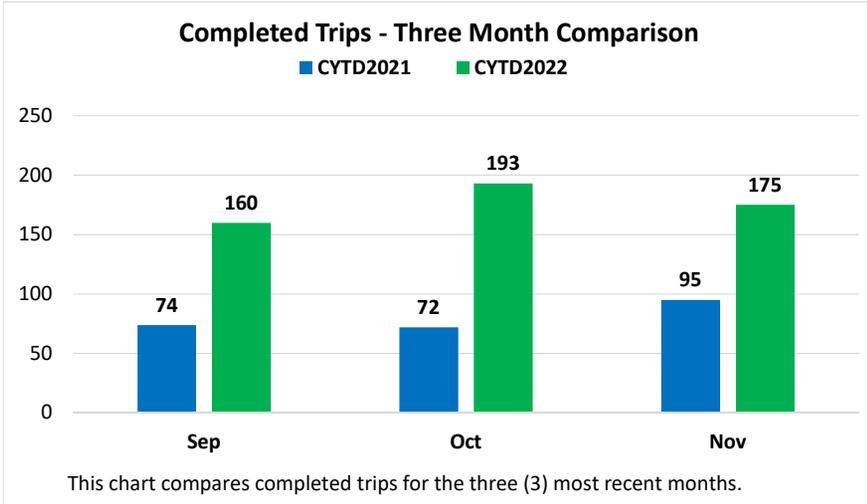
Customer Satisfaction Rating
Avg. rider trip rating 4.9
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2022

Total Completed Trips: 1,299

Total Number of Passengers: 1,355



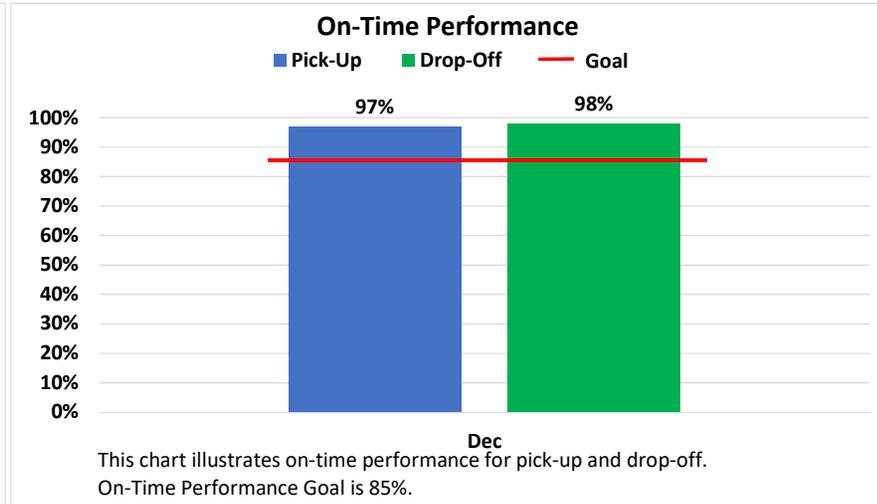
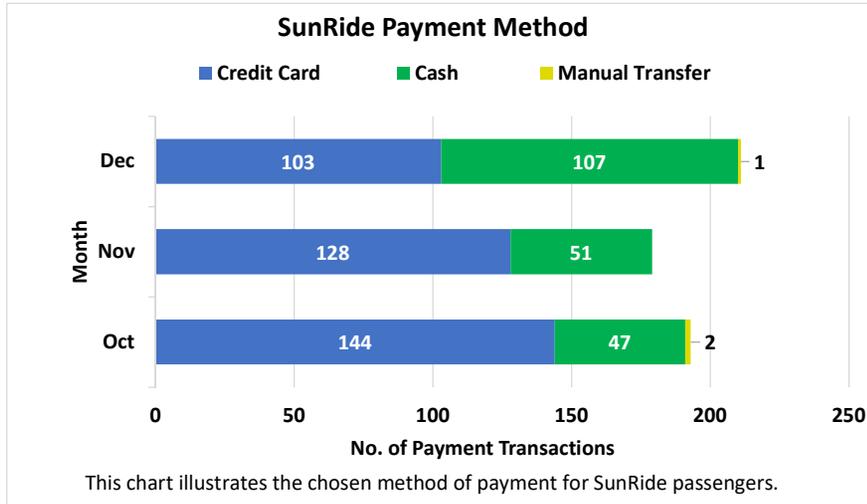
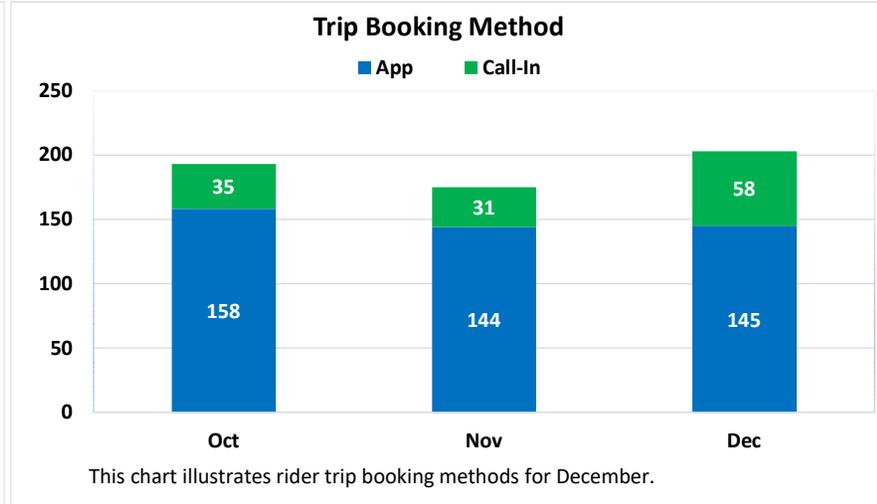
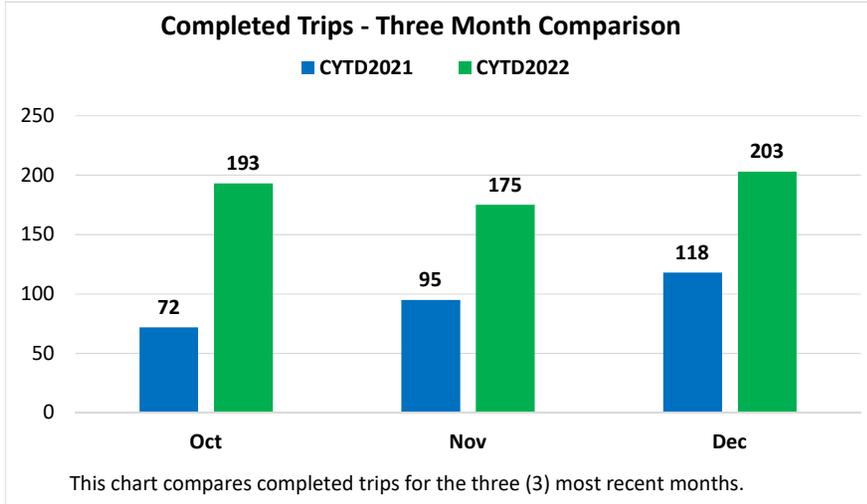
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2022

Total Completed Trips: 1,502

Total Number of Passengers: 1,566



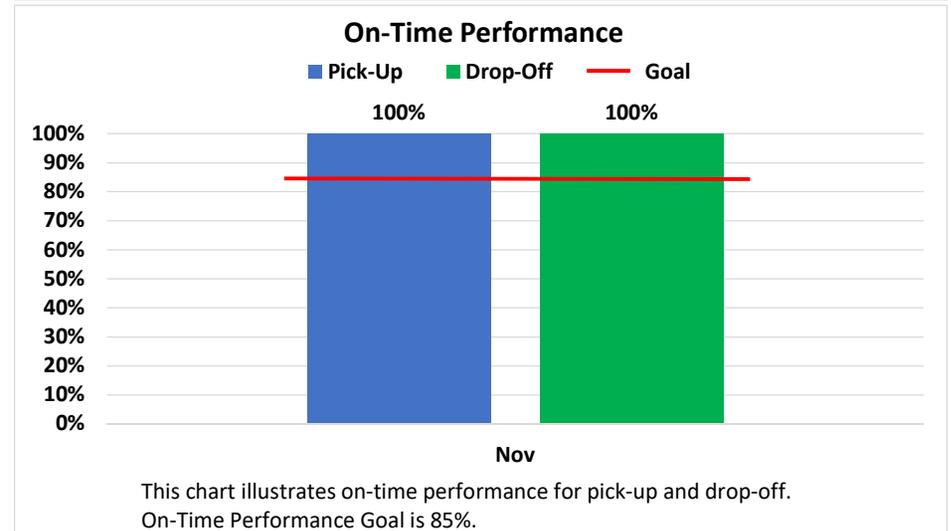
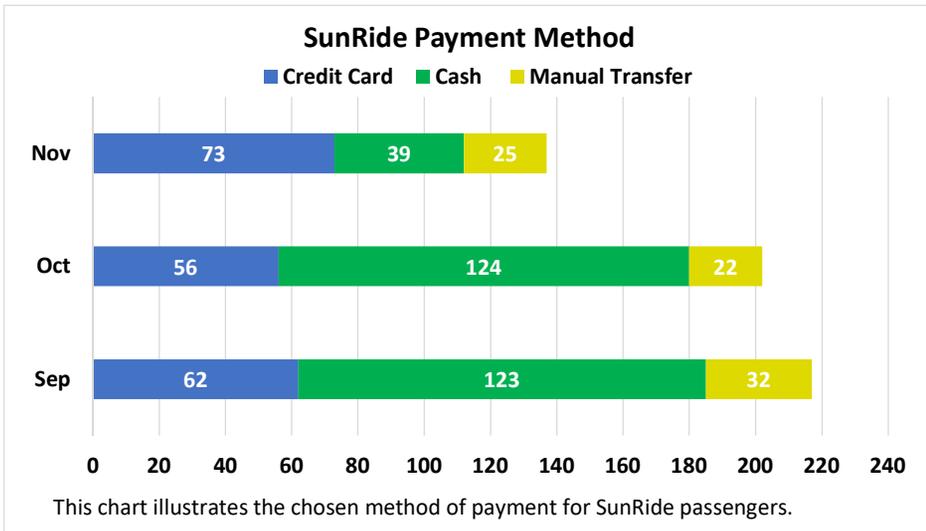
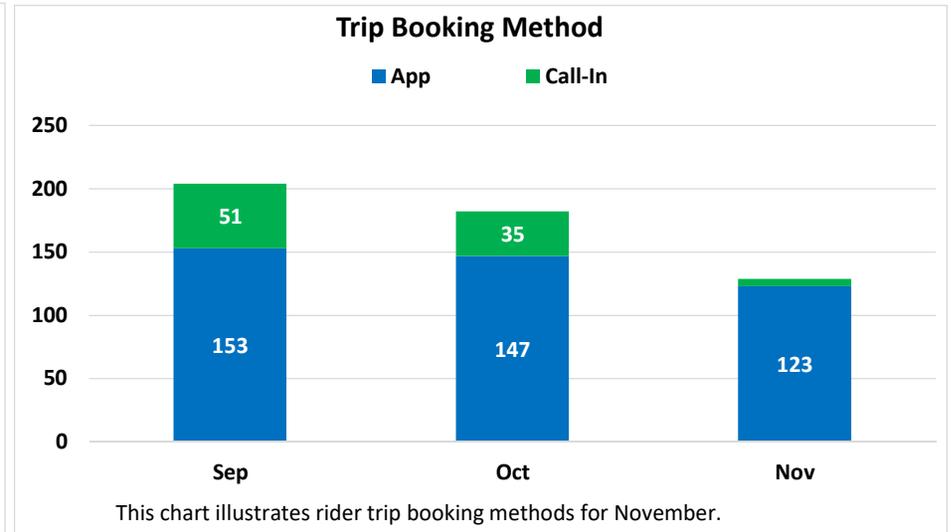
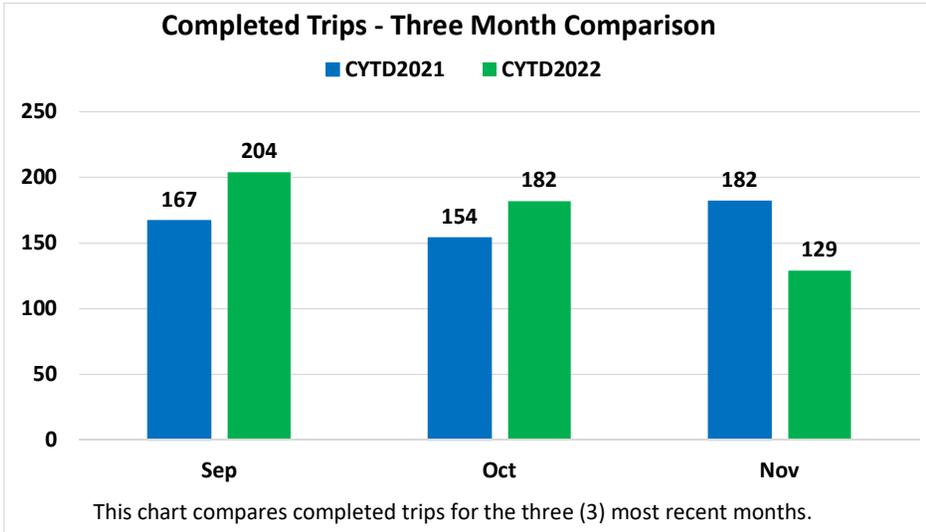
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2022

Total Completed Trips: 1,729

Total Number of Passengers: 1,810



Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5

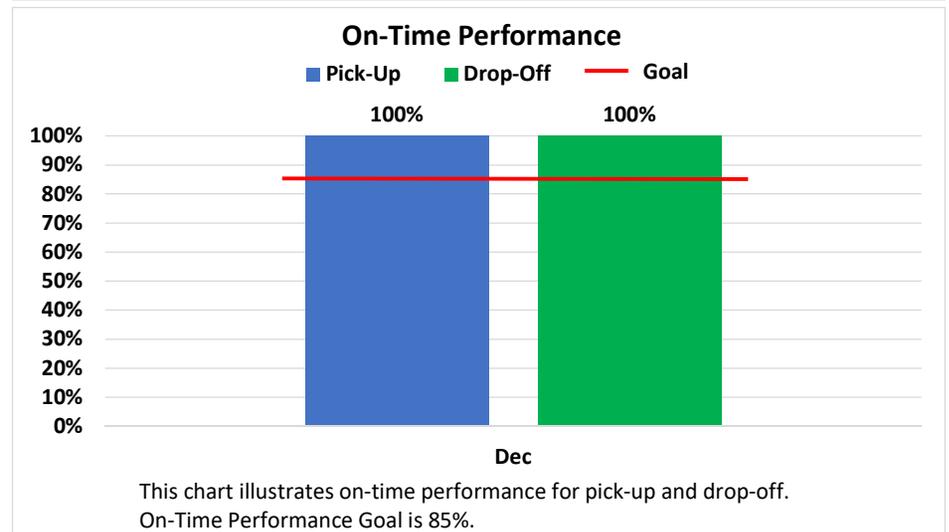
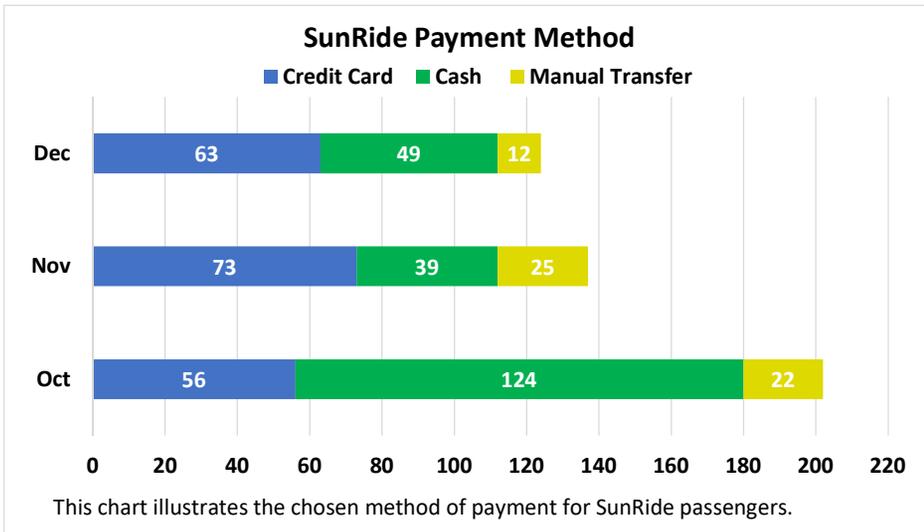
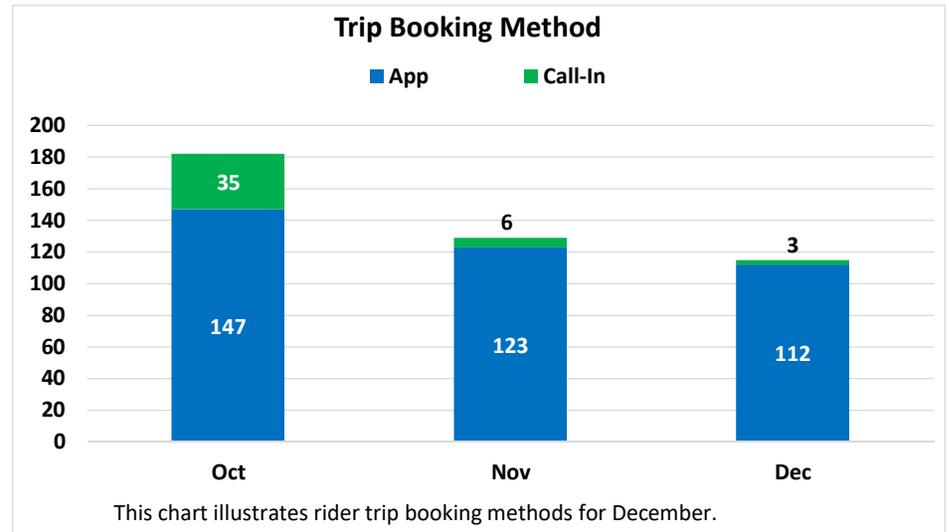
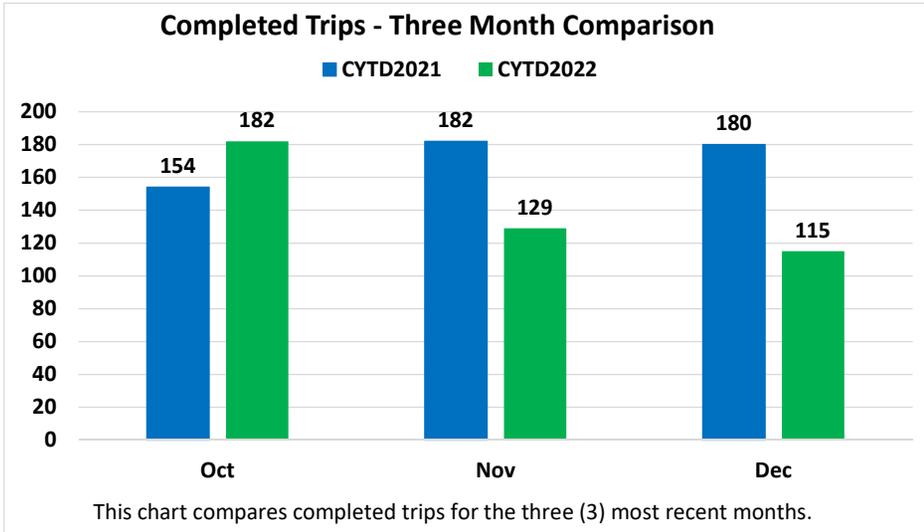


EXCEEDS GOAL!

Coachella Geo-Fence Metrics CYTD 2022

Total Completed Trips: 1,844

Total Number of Passengers: 1,934



Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5

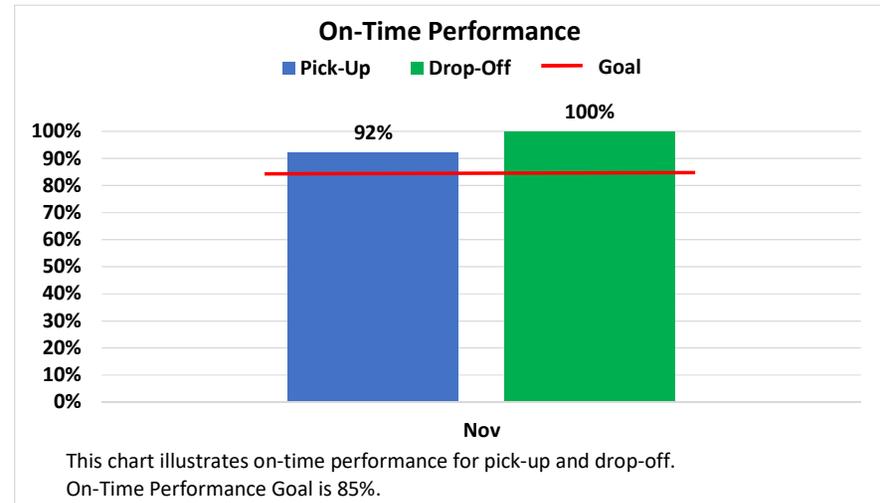
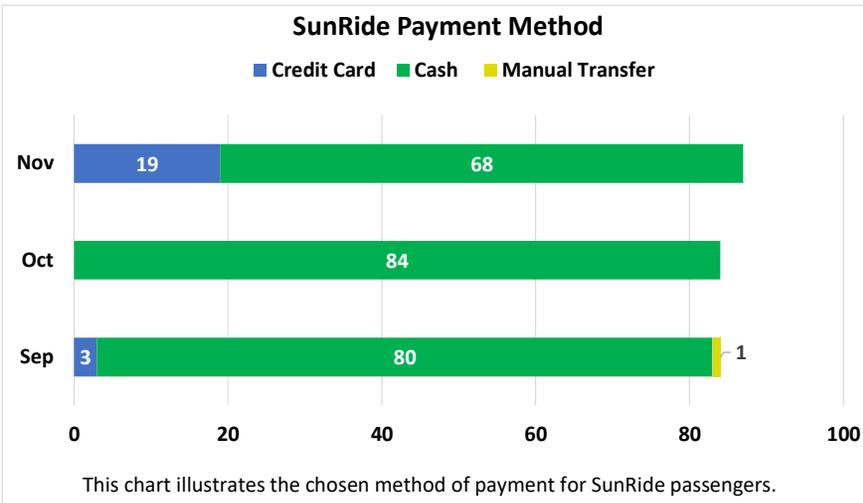
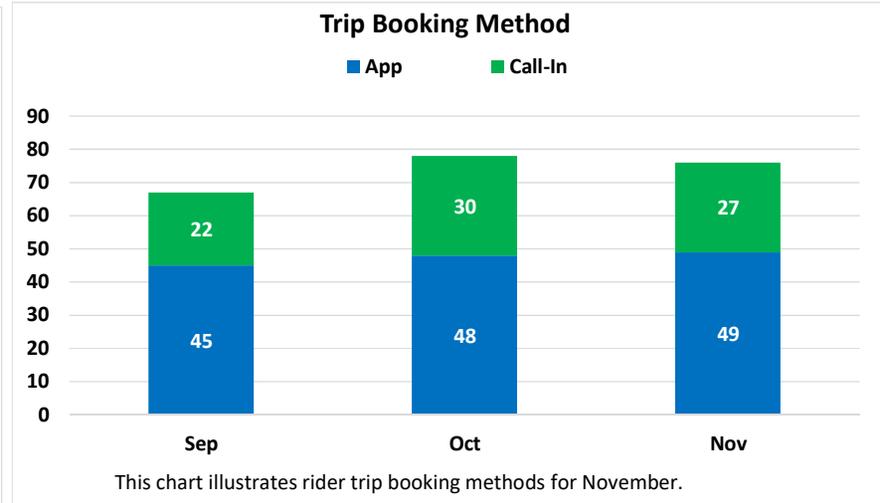
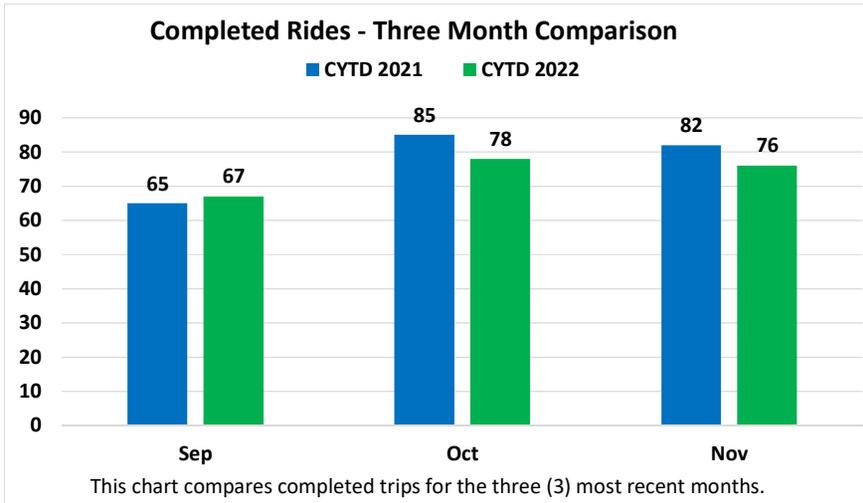


EXCEEDS GOAL!

Mecca/North Shore Geo-Fence Metrics CYTD 2022

Total Completed Trips: 438

Total Number of Passengers: 502



Customer Satisfaction Rating
Avg. rider trip rating: 4.8
Goal: 4.5

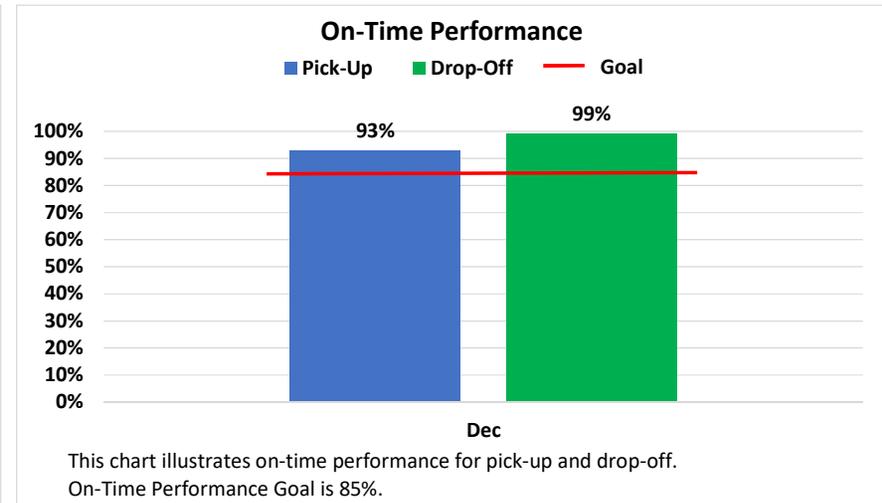
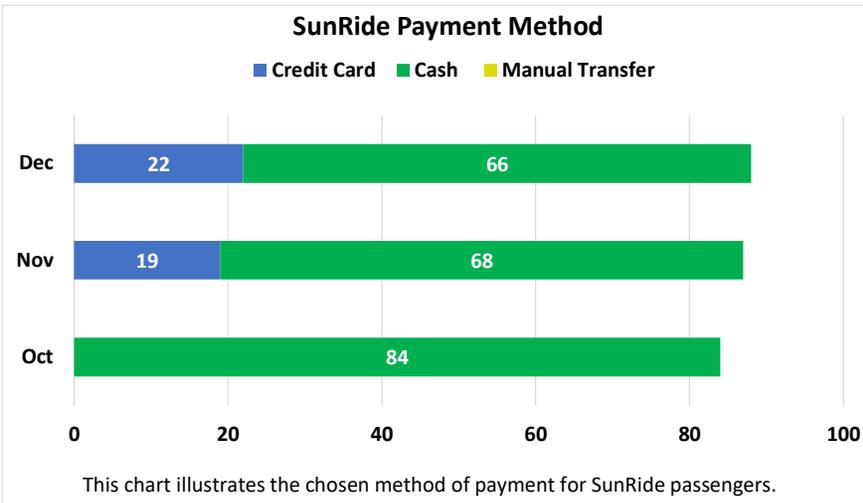
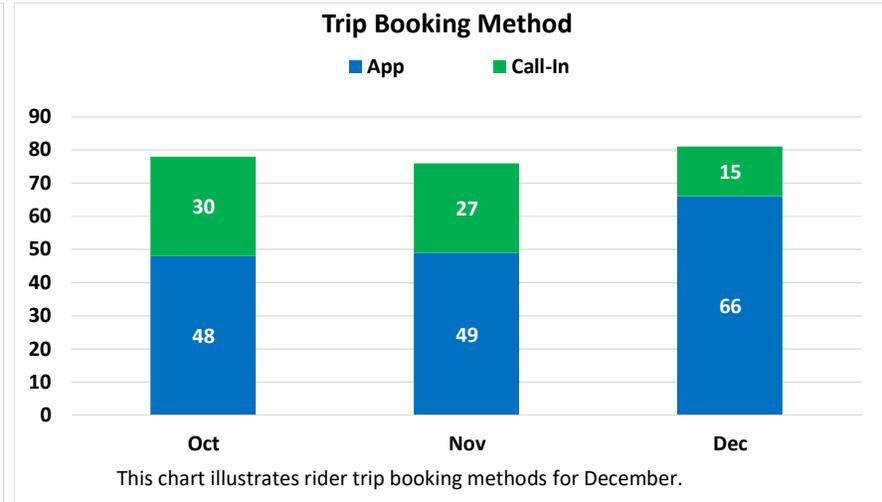
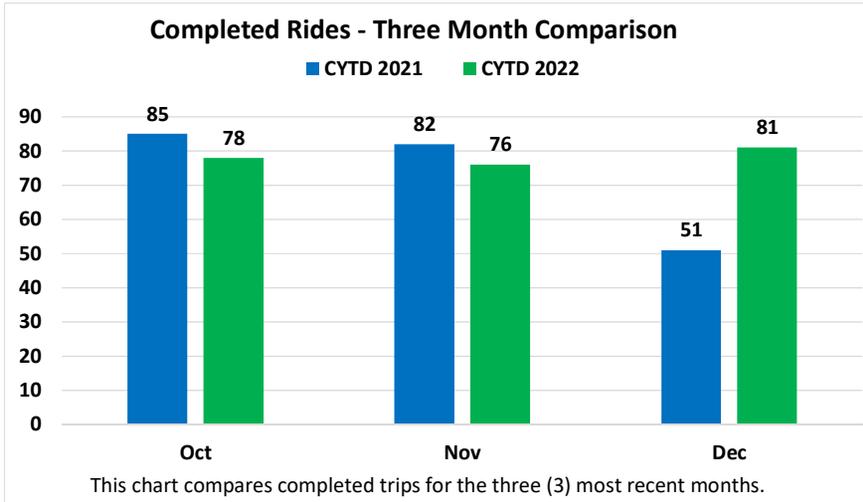


EXCEEDS GOAL!

Mecca/North Shore Geo-Fence Metrics CYTD 2022

Total Completed Trips: 519

Total Number of Passengers: 590

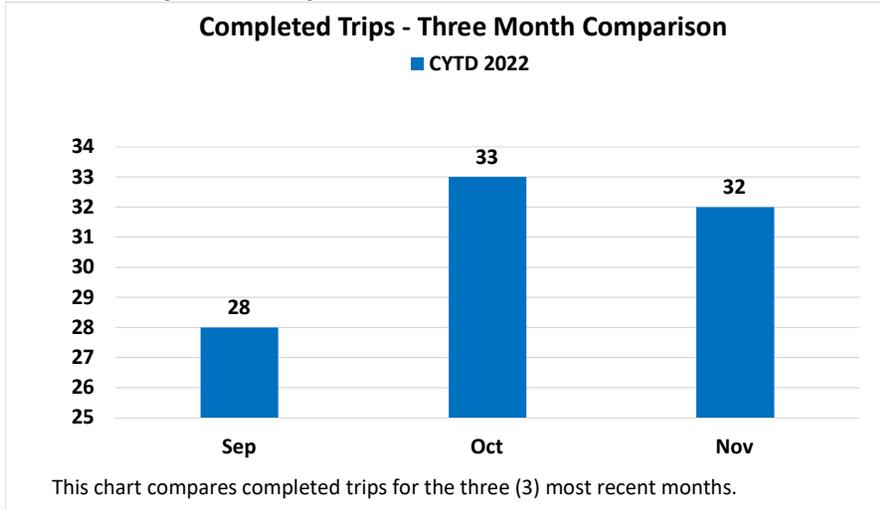


Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5

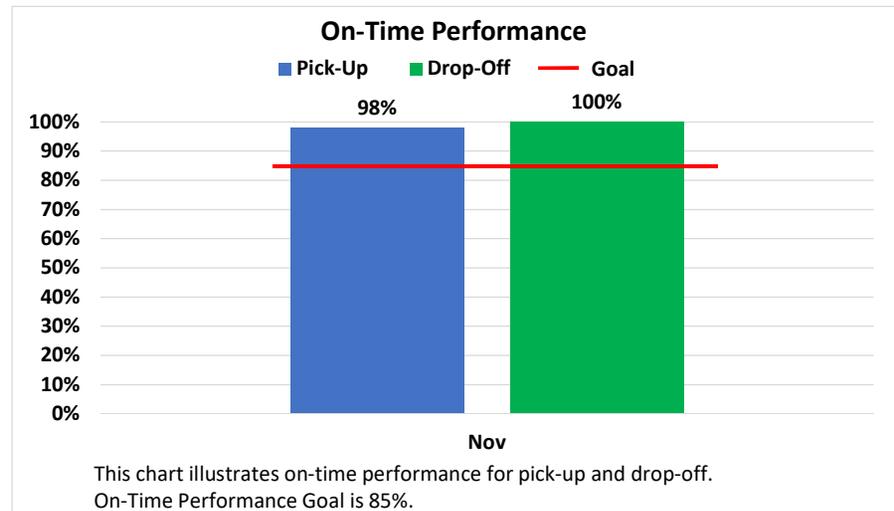
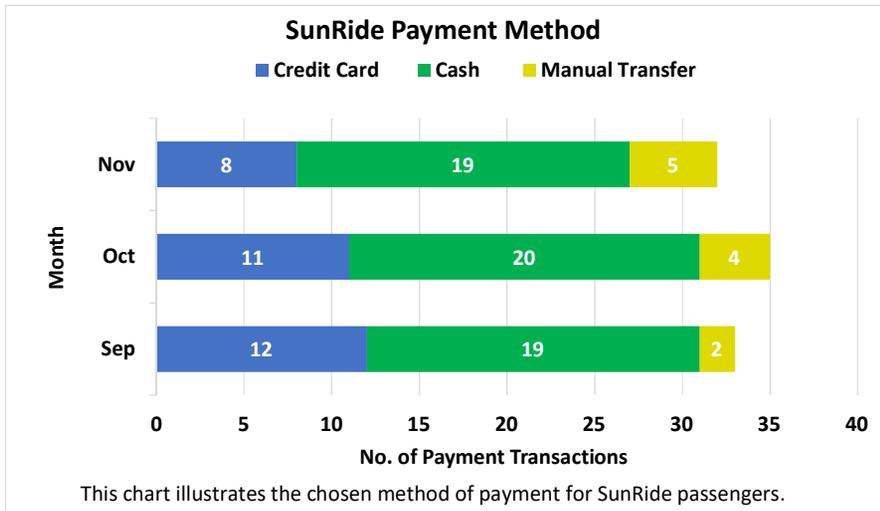
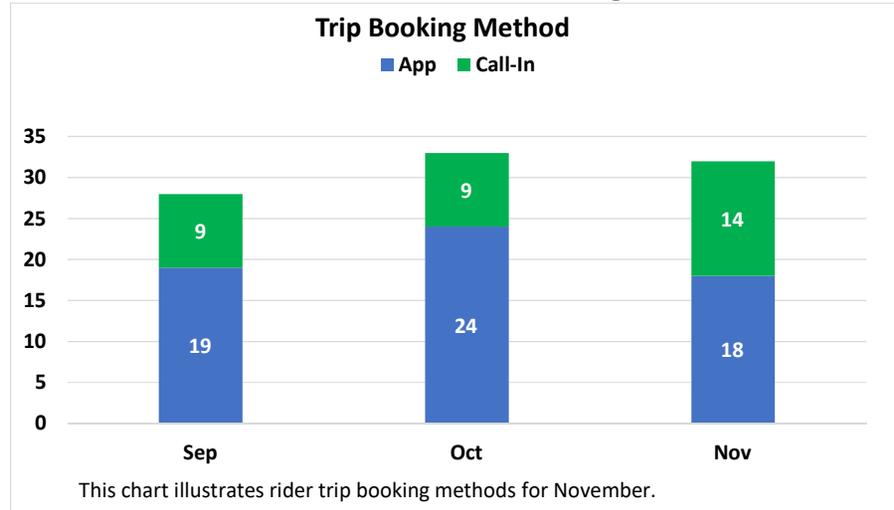


Indio Geo-Fence Metrics CYTD 2022

Total Completed Trips: 93



Total Number of Passengers: 100



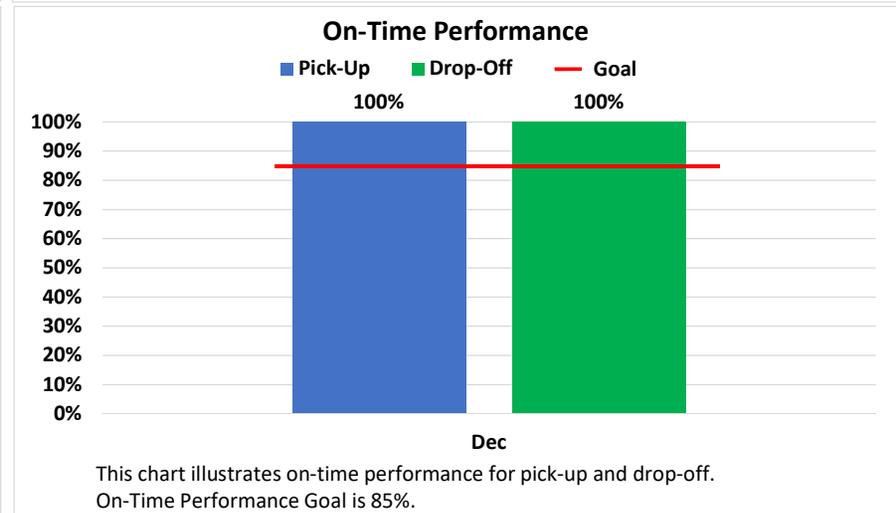
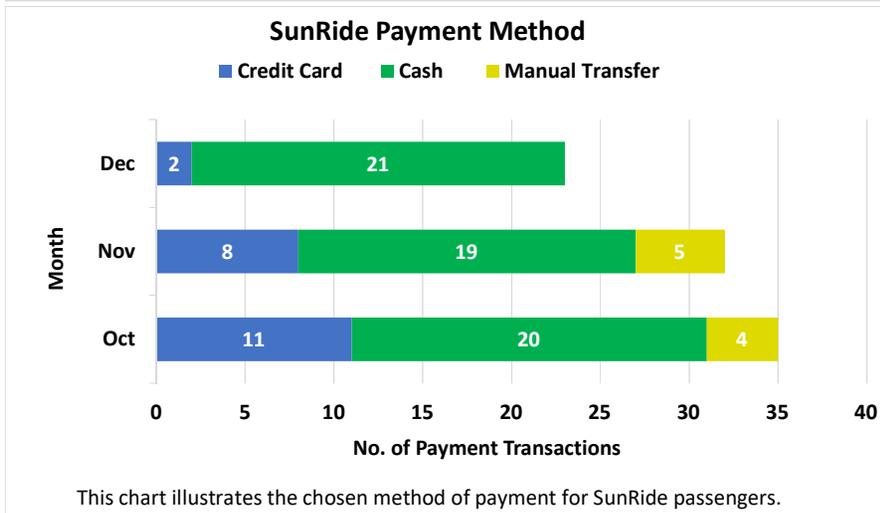
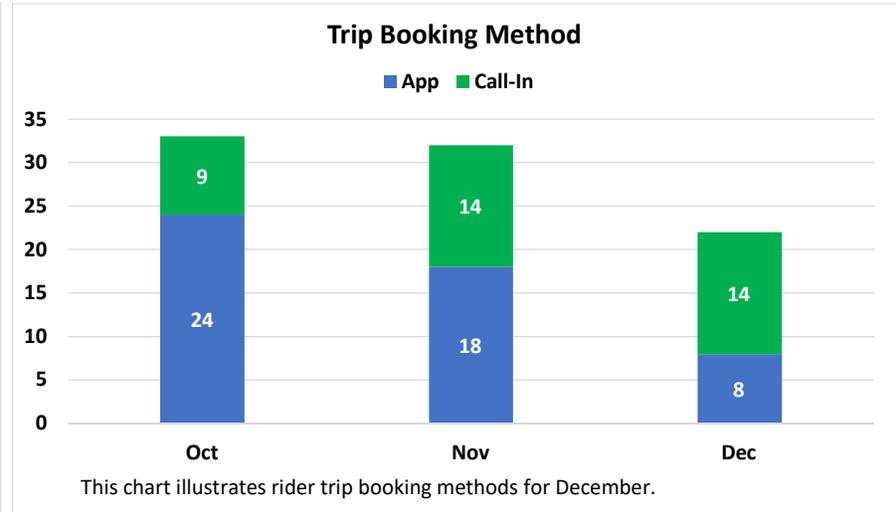
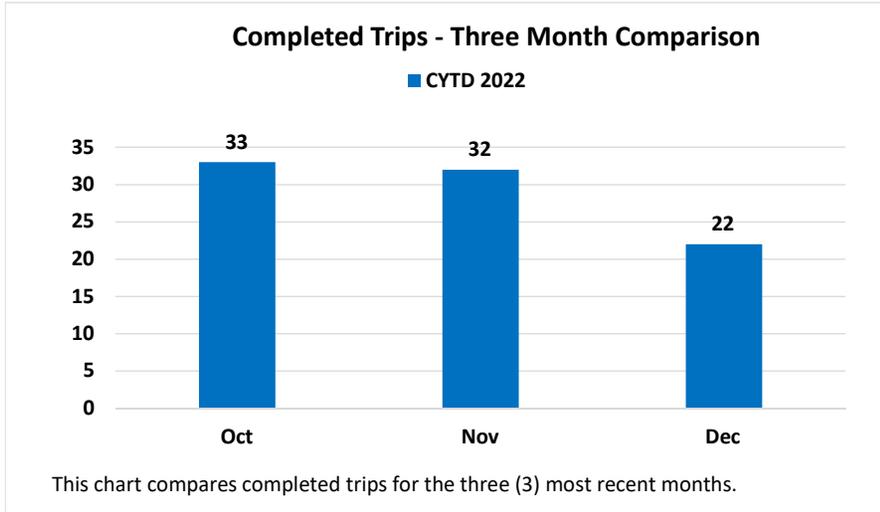
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Indio Geo-Fence Metrics CYTD 2022

Total Completed Trips: 115

Total Number of Passengers: 123



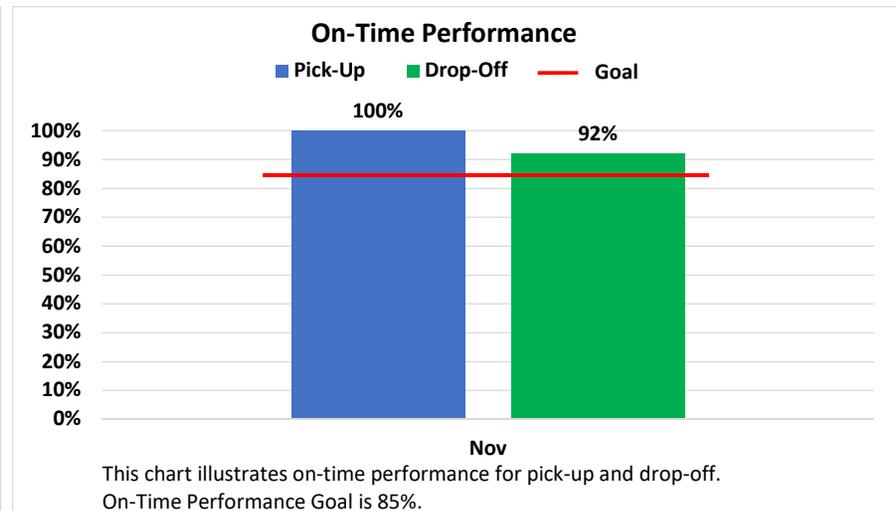
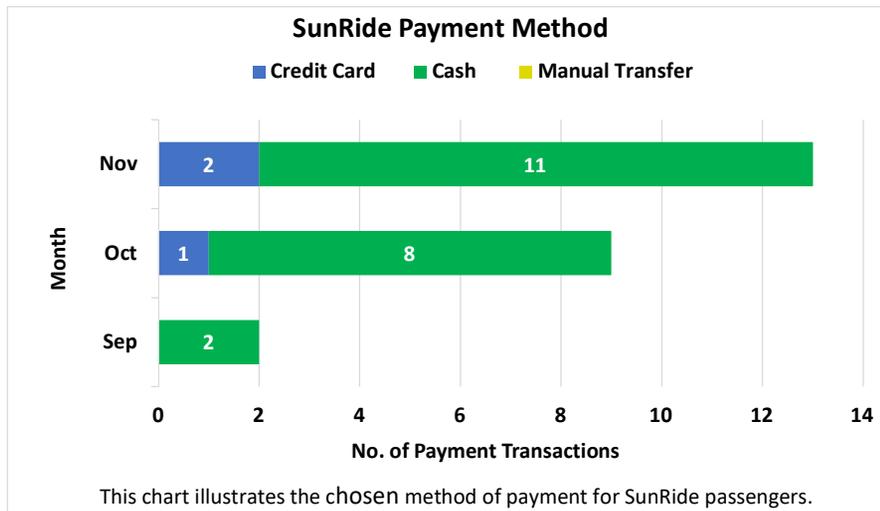
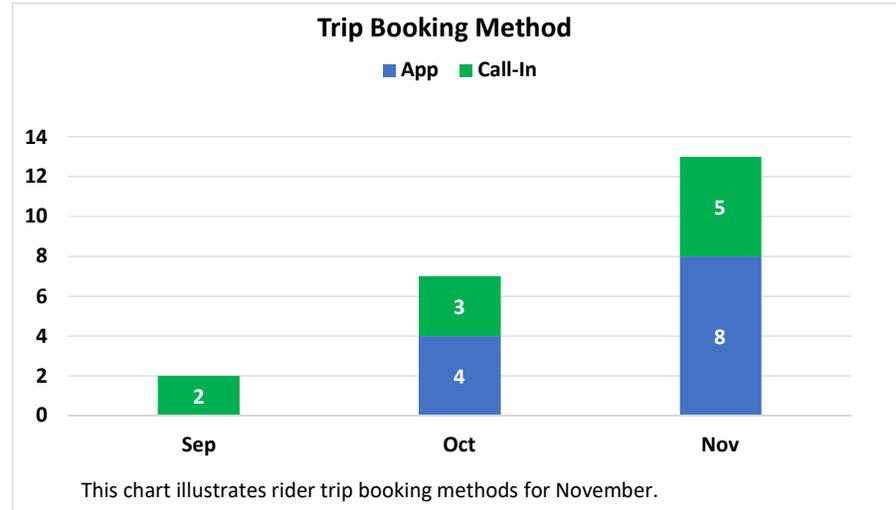
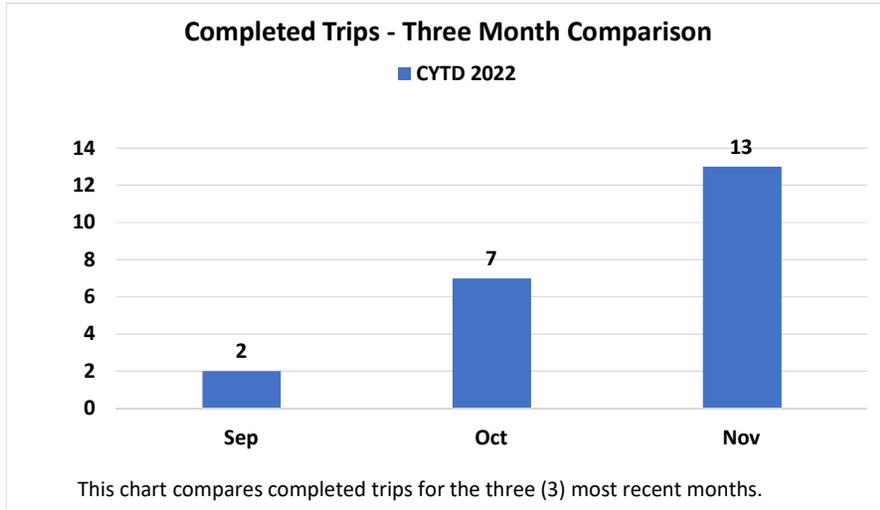
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Cathedral City Geo-Fence Metrics CYTD 2022

Total Completed Trips: 22

Total Number of Passengers: 24



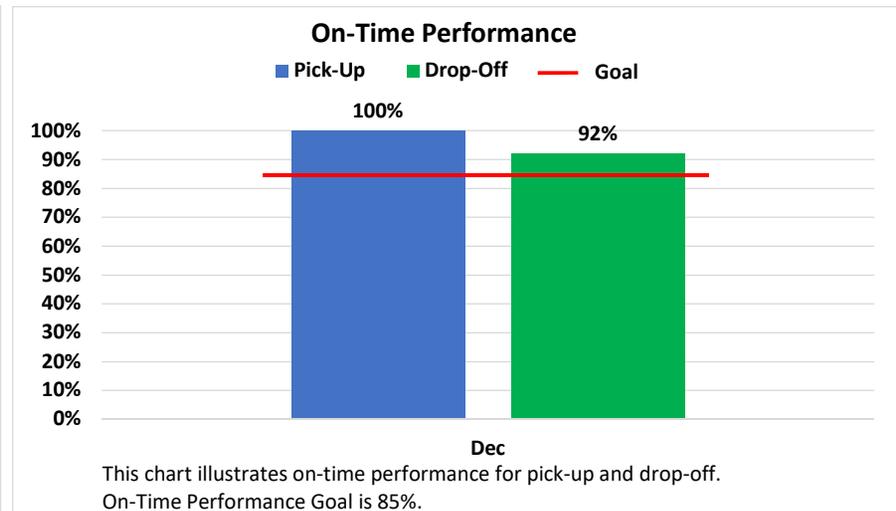
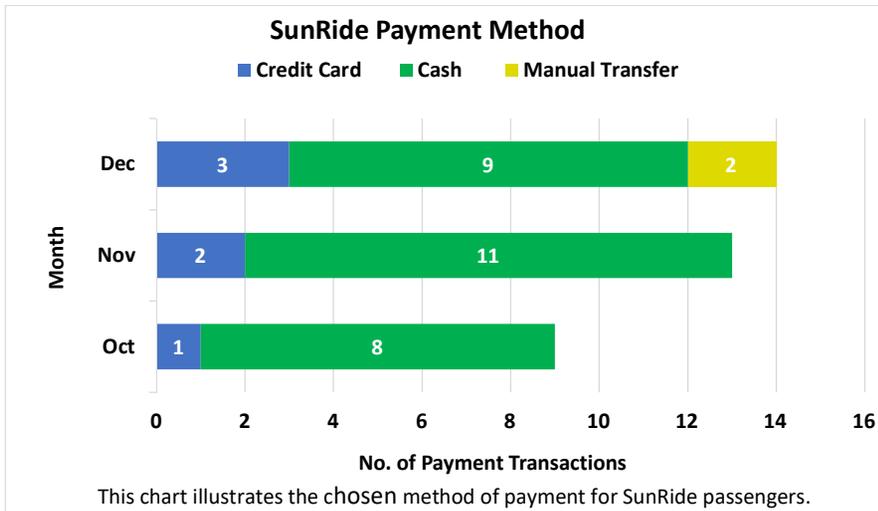
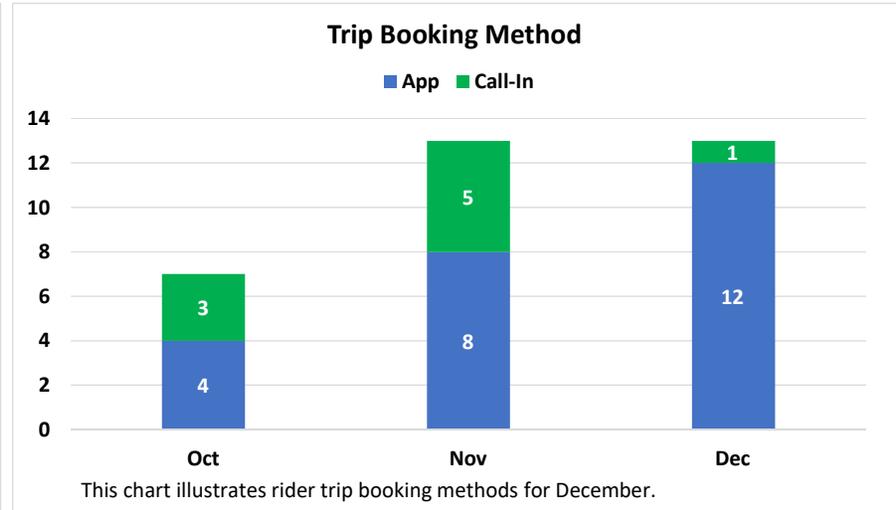
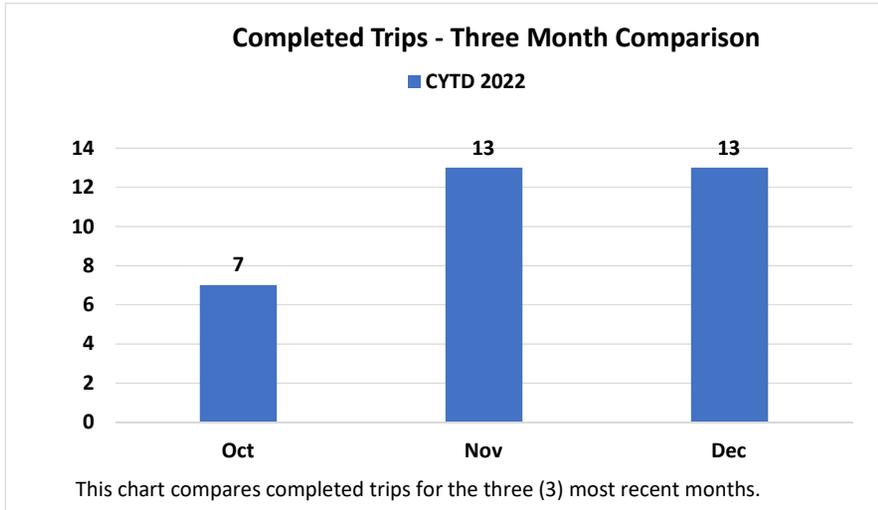
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Cathedral City Geo-Fence Metrics CYTD 2022

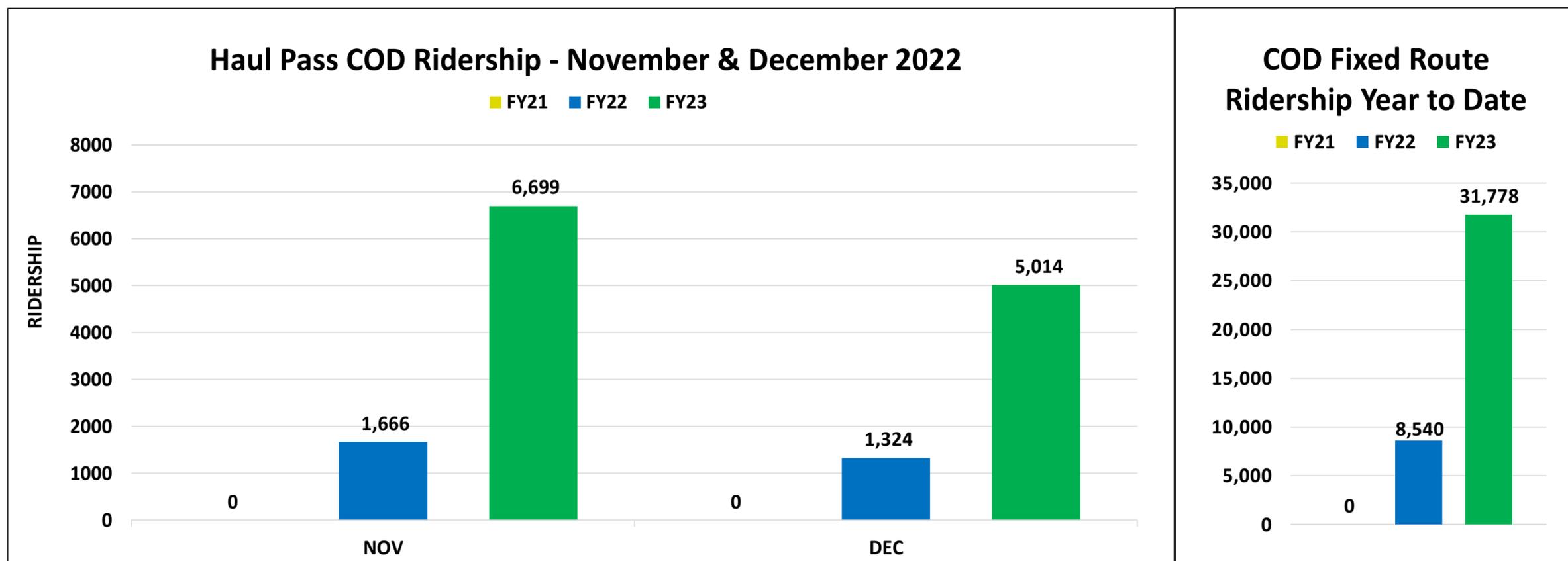
Total Completed Trips: 35

Total Number of Passengers: 38

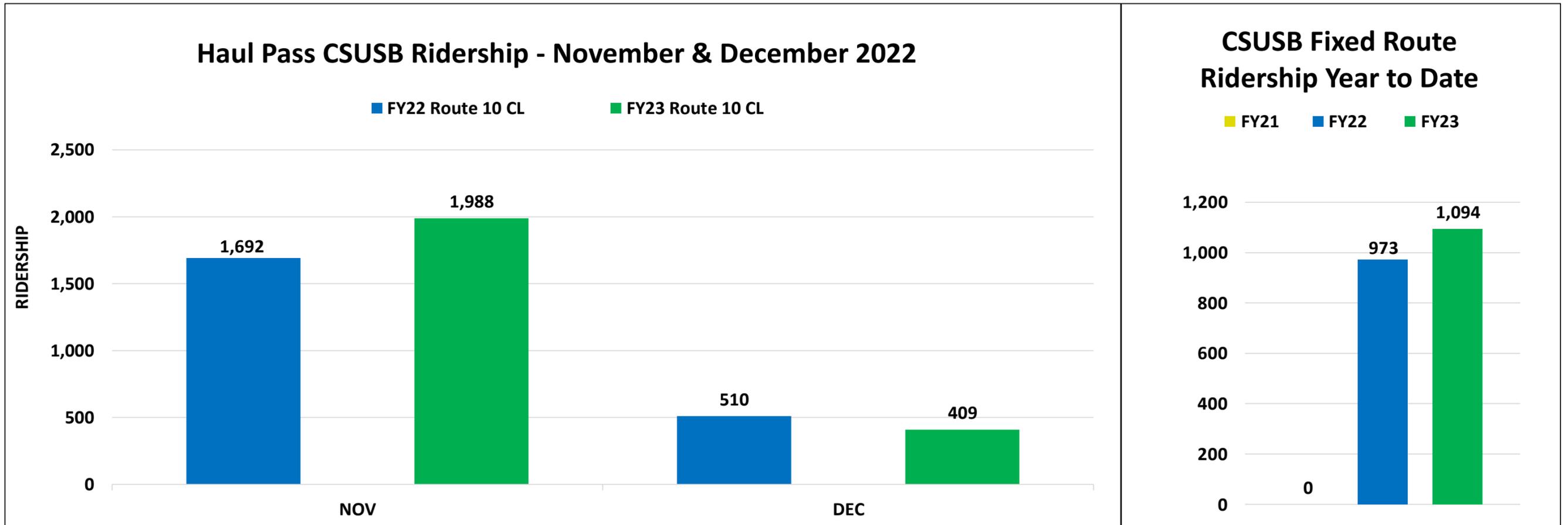


Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5





The Haul Pass program was introduced in August 2018.
 This chart represents monthly ridership on the Haul Pass COD.
 For November 2022, Haul Pass COD contributed with 6,699 rides from 419 unique riders.
 For December 2022, Haul Pass COD contributed with 5,014 rides from 376 unique riders.
 November & December 2020 have zero (0) ridership data due to SunLine not collecting fares until May 2021.



The Haul Pass CSUSB program was introduced in September 2019.

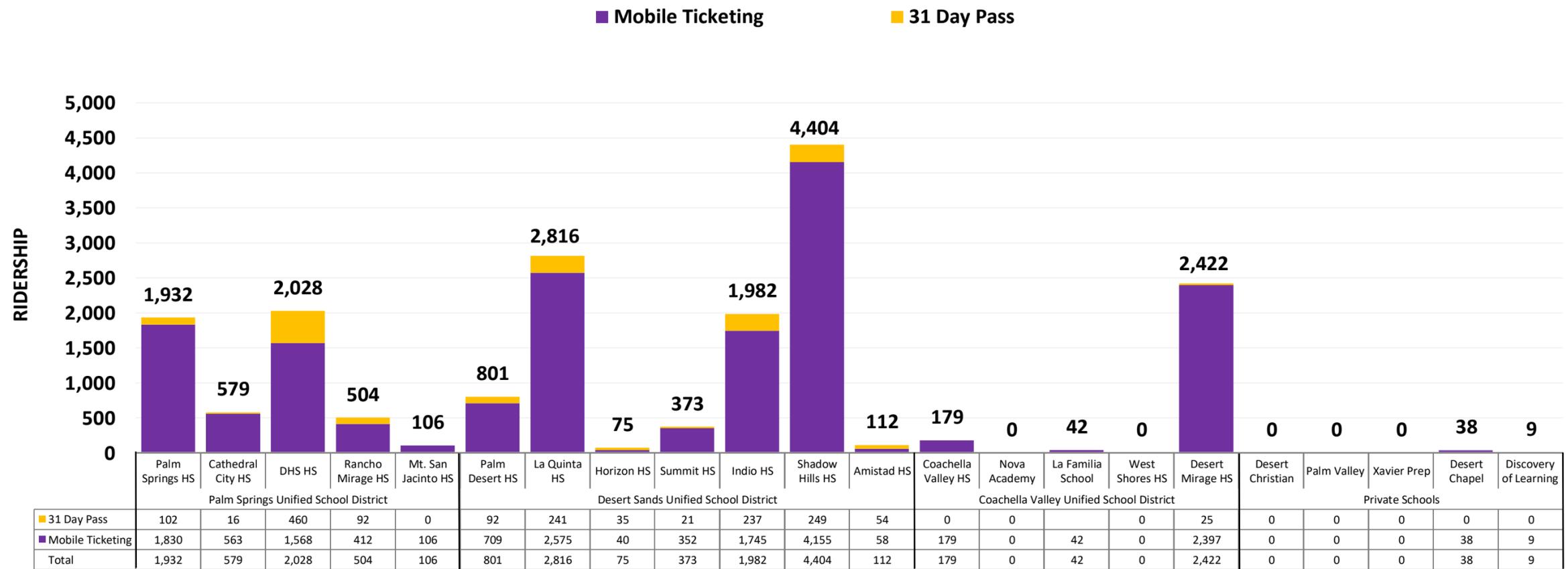
This chart represents monthly ridership on the Haul Pass CSUSB.

For November 2022, CSUSB contributed 2,201 rides from 237 unique users. From that total 1,988 rides were used on Route 10, and 210 rides on the fixed route system.

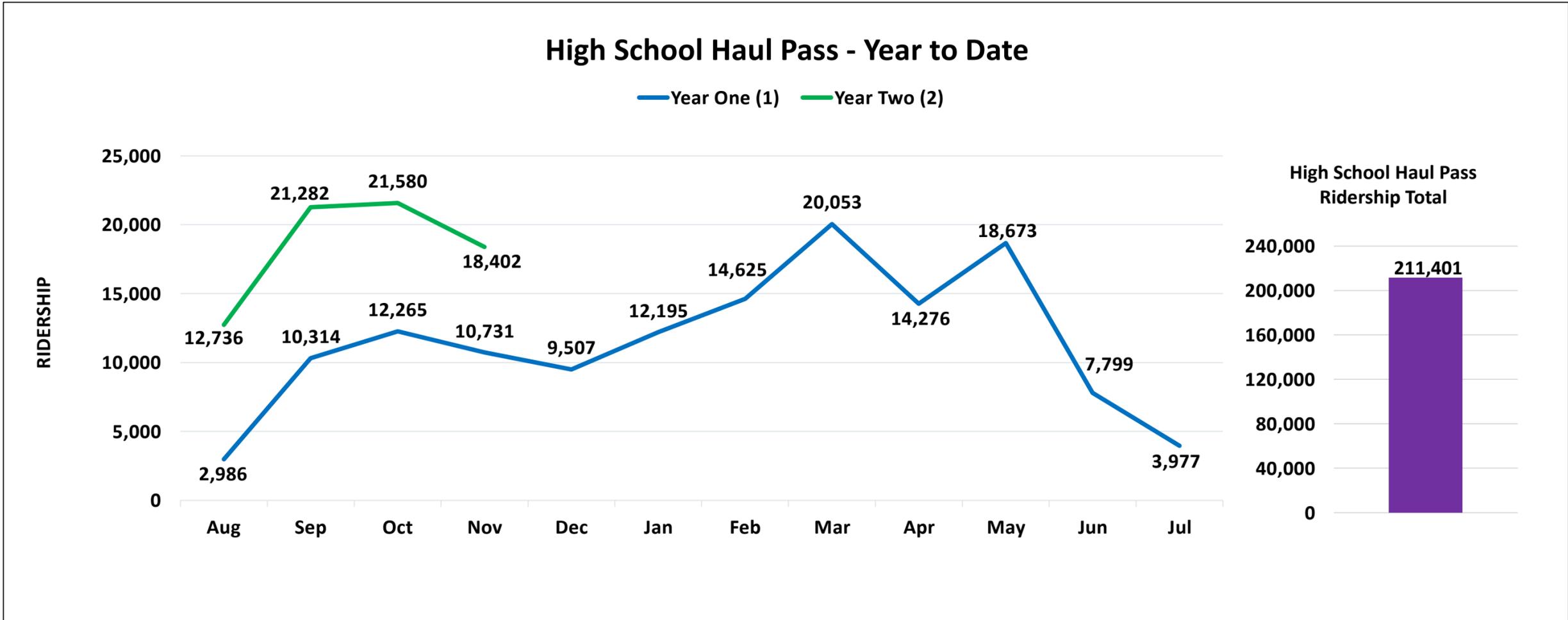
For December 2022, CSUSB contributed 601 rides from 154 unique users. From that total 409 rides were used on Route 10, and 192 rides on the fixed route system.

In May 2021, SunLine resumed fare collection.

High School Haul Pass - November 2022

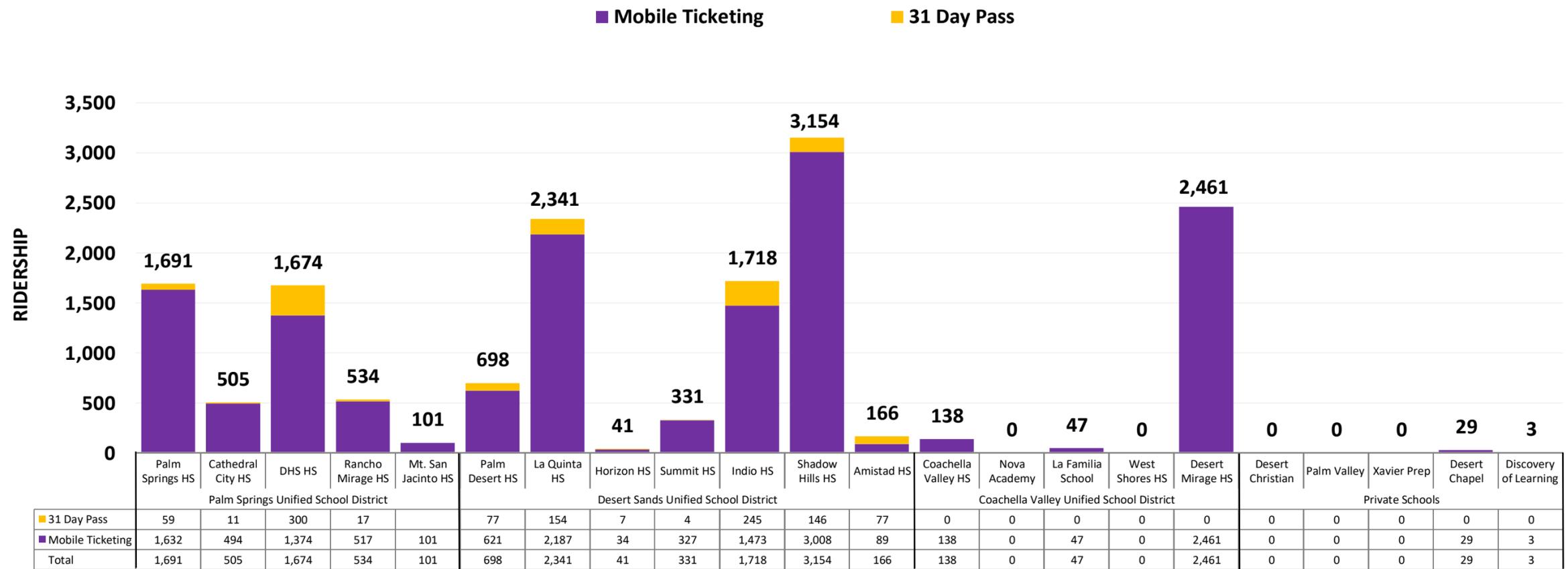


The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass.
 The total active users as of November 2022 are 3,056 using the High School Haul Pass.

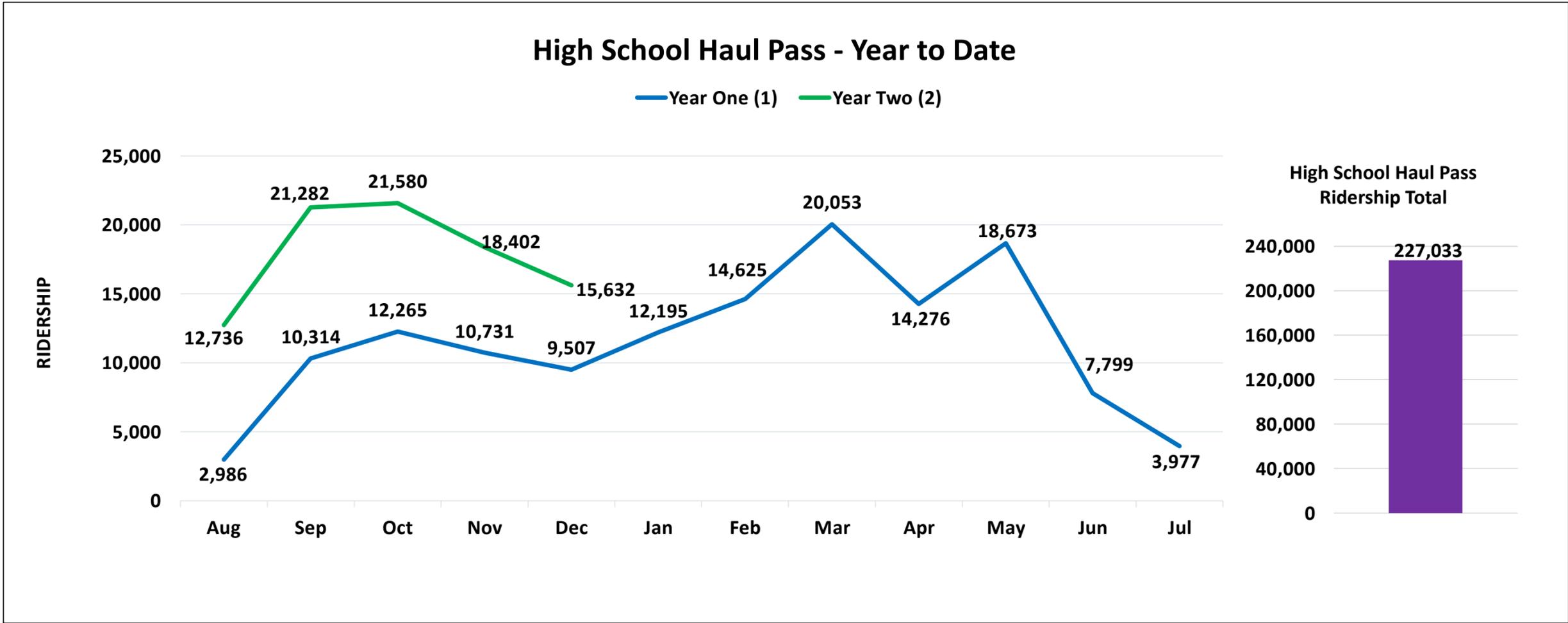


The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership comparison for the High School Haul Pass.

High School Haul Pass - December 2022

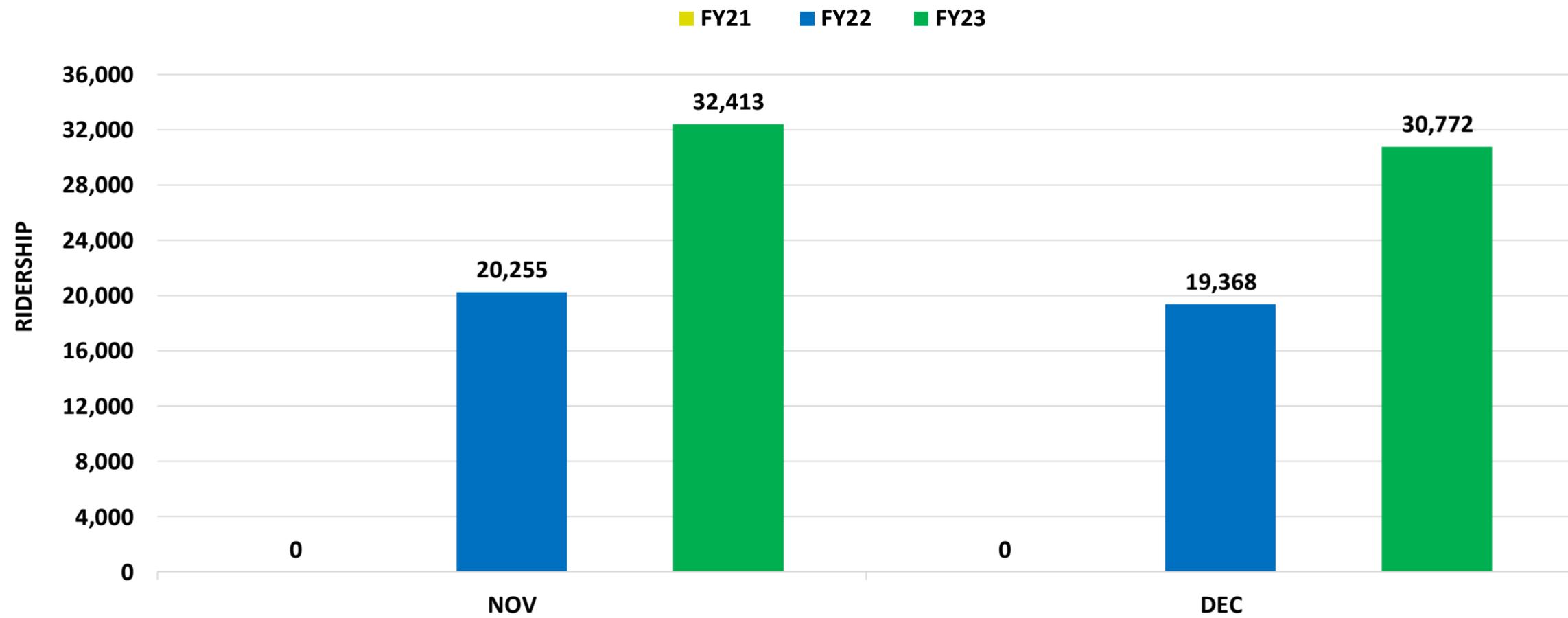


The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass.
 The total active users as of December 2022 are 3,132 using the High School Haul Pass.



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership comparison for the High School Haul Pass.

Mobile Ticketing Ridership - November & December 2022



This chart represents all monthly mobile ticketing usage based on the Token Transit app data.

The total for November 2022 includes 142 paratransit mobile tickets. A total of 2,023 unique users used mobile ticketing in the month of November.

The total for December 2022 includes 196 paratransit mobile tickets. A total of 2,036 unique users used mobile ticketing in the month of December.

November & December 2020 have zero (0) ticket usage due to SunLine not collecting fares until May 2021.

SunLine Transit Agency**CONSENT CALENDAR**

DATE: January 25, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of DirectorsRE: Quarterly Capital Projects Update for 4th Quarter Calendar Year 2022Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the fourth quarter of calendar year 2022, there are 16 large projects in progress. During the fourth quarter, projects had some impacts such as long lead time on vehicle deliveries and equipment accessibility due to the COVID-19 pandemic following similar trends nationwide. Any substantial impacts will be reported to the Board of Directors.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2022

Projects Update			
Project Title	Brief Description	Current Status	Funding
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine’s existing hydrogen refueling station with a new electrolyzer.	All five (5) buses and fueling station are in service. The fueling station is being used by staff to fuel SunLine’s fleet. The project team is working to finalize an amendment that will clarify the timeline for the site acceptance test, warranty period, and allocation of funds.	\$15,571,561
Purchase Five (5) New Flyer Fuel Cell Buses (SCAQMD Airshed Project)	This project is for the purchase of five (5) 40-foot fuel cell fixed route buses that will replace CNG buses.	Five (5) buses have been delivered and are in service. Project team is working with the funder to add one (1) additional bus at no cost to SunLine.	\$6,794,635
Liquid Hydrogen Station Project	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	The Notice to Proceed was issued by SunLine’s Procurement team. Kick-off meeting was held in mid-December 2022. Contractor is expected to submit design and engineering drawings to the project team for review and approval.	\$5,161,250
Center of Excellence Facility	This project is for the construction of a facility to serve as a training center and maintenance bay for the zero emission vehicles.	Design plans have been finalized by Riverside County. Staff has been preparing the bidding documents, which are expected to be released in January 2023.	\$3,097,654
Purchase of 15 Paratransit Vehicles	This project is to procure 15 Paratransit vehicles to replace old vehicles that have exceeded their useful life.	All 15 vehicles have been delivered to SunLine and are in service. Final project closeout documentation is in progress.	\$2,375,076

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2022

Project Title	Brief Description	Current Status	Funding
Land Acquisition	Land acquisition of approximately 5.87 acres, located north of SunLine's Division I in Thousand Palms. This property will position the Agency to provide improved operational choices for its customers and support the Agency's zero emission technology expansion.	Land acquisition is in escrow and expected to close in mid-January 2023.	\$2,100,000
Coachella Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	Site improvement plans were submitted to the City. Project team and City staff are working together on solidifying the project terms. Bidding documents are expected to be released in the first quarter of 2023.	\$1,813,500
Radio Replacement for Fixed Route Buses - Phase I	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	A kick-off meeting between the technical consultant and the project team was held. The technical consultant has provided the project team the scope of work and will assist with the procurement of a radio system. Upon the completion of the scope of work, staff will begin to work on bidding documents.	\$997,500
Purchase of MCI Commuter Bus	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The bus was delivered in December 2022. Maintenance staff is prepping the bus with make-ready equipment. The vehicle is expected to be in service by the end of January 2023.	\$950,000

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2022

Project Title	Brief Description	Current Status	Funding
SoCalGas/Hydrogen Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Construction phase was completed in mid-December. Commissioning phase and equipment integration is anticipated to be completed by the end of January 2023.	\$600,000
Operations Facility IT Equipment	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems for the new Operations Facility.	Information technology equipment has been delivered and installed. Final project closeout documentation is in progress.	\$230,291
Purchase of Five (5) Replacement Zero Emission Relief Cars	This project will allow the purchase of five (5) replacement Chevy Bolt 2022 cars and charging infrastructure.	Four (4) vehicles have been delivered and are in service. The remaining vehicle is expected to be delivered by mid-January 2023.	\$224,187
Purchase of Three (3) Microtransit Vehicles	This project is for the purchase of three (3) expansion microtransit vehicles to support the growing need of the Coachella Valley.	Three (3) vehicles have been delivered and are in service. The project team will begin to work on closing the project.	\$179,019
Purchase Shop Service CNG Vehicle (F-450)	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	Project team is working on issuing a purchase order through the state contract. Due to inventory shortages, there is a delay in manufacturing vehicles. Project team will release a purchase order upon vehicle availability.	\$119,750
Surveillance Camera Addition and Replacement	This project will allow the procurement and installation of new surveillance cameras to be installed at SunLine's Thousand Palms and Indio facilities.	Staff is working on the development of the scope of work. Upon completion, Procurement team will issue an invitation for bids in the first quarter of 2023.	\$109,582

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2022

Project Title	Brief Description	Current Status	Funding
H2Ride	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles.	One (1) vehicle has been delivered and is being prepped with make-ready equipment. The remaining three (3) vehicles are expected to be delivered during the first quarter of 2023.	\$99,000

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 25, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for December 2022

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date December 2022.

Recommendation:

Receive and file.

FY 22/23	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X							10	4
Palm Desert	X		X	X		X							10	4
Palm Springs	X		X	X									10	3
Cathedral City	X		X	X		X							10	4
Rancho Mirage	X		X			X							10	3
Indian Wells	X		X	X									10	3
La Quinta	X		X	X		X							10	4
Indio	X		X	X		X							10	4
Coachella	X			X		X							10	3
County of Riverside	X		X	X		X							10	4

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: January 25, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for October and November 2022

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
October 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Overhead Allocations Sept 2022	91111	10/13/2022	2,461.67
SUNLINE TRANSIT AGENCY	Overhead Allocations Oct 2022	91116	10/20/2022	2,461.67
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	91113	10/20/2022	2,425.50
Total Checks Over \$1,000	\$7,348.84			
Total Checks Under \$1,000	\$754.43			
Total Checks	\$8,103.27			

**SunLine Regulatory Administration
Checks \$1,000 and Over
November 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
Bank Code: SRA-SRA Operating				
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/10/2022	91127	11/17/2022	4,009.79
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/28/2022	91123	11/09/2022	2,515.22
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/23/2022	91129	11/29/2022	1,373.96
Total Checks Over \$1,000	\$7,898.97			
Total Checks Under \$1,000	\$2,211.06			
Total Checks	\$10,110.03			

SunLine Services Group
CONSENT CALENDAR

DATE: January 25, 2023 **RECEIVE & FILE**

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for October and November 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of October 2022 are equal to 4/12^{ths} of the yearly budget. The FYTD budget values for the month of November 2022 are equal to 5/12^{ths} of the yearly budget.

Year to Date Summary

- As of October 31, 2022, the organization's revenues are \$73,410 or 17.64% above the FYTD budget.
- As of October 31, 2022, expenditures are \$46,447 or 25.57% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$26,963.
- As of November 30, 2022, the organization's revenues are \$91,707 or 17.57% above the FYTD budget.
- As of November 30, 2022, expenditures are \$60,323 or 22.66% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$31,384.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
October 2022

Description	FY23 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,500	250	125	125	2,200	500	1,700	-46.7%
New Driver Permit Revenue	750	225	63	163	750	250	500	0.0%
Taxi Business Permit	96,000	6,875	8,000	(1,125)	30,875	32,000	(1,125)	67.8%
Driver Transfer Revenue	250	25	21	4	25	83	(58)	90.0%
Driver Renewal Revenue	1,500	325	125	200	875	500	375	41.7%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	17	(17)	100.0%
Vehicle Permit Revenue	85,000	12,455	7,083	5,372	38,685	28,333	10,351	54.5%
Other Revenue	650	-	54	(54)	-	217	(217)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	500	(500)	100.0%
Total Revenue	187,200	20,155	15,600	4,555	73,410	62,400	11,010	17.6%
Expenses:								
Salaries and Wages	89,364	5,659	7,447	1,788	14,386	29,788	15,402	83.9%
Fringe Benefits	32,076	1,670	2,673	1,003	2,170	10,692	8,522	93.2%
Services	27,015	467	2,251	1,785	19,390	9,005	(10,385)	28.2%
Supplies and Materials	4,193	1,382	349	(1,032)	6,354	1,398	(4,956)	-51.5%
Utilities	5,622	469	469	-	1,874	1,874	-	66.7%
Casualty and Liability	5,589	466	466	-	1,863	1,863	-	66.7%
Taxes and Fees	100	-	8	8	-	33	33	100.0%
Miscellaneous	23,241	63	1,937	1,874	411	7,747	7,336	98.2%
Total Expenses	187,200	10,175	15,600	5,425	46,447	62,400	15,953	25.6%
Total Operating Surplus (Deficit)	\$ -	\$ 9,980			\$ 26,963			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to an increase in Vehicle Permit Revenue.
- The negative variance in taxi trips is largely due to the seasonal decline during the summer months and the visitors who were still unable to go home last year due to COVID-19 restrictions who have since returned home.
- As of FYTD23, there is a decrease of 10,667 taxi trips compared to FYTD22.

Taxi Trips

	FY22-October	FY23-October	Variance	%Δ
Trips	14,528	11,561	(2,967)	-20.4%

Taxi Trips

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Trips	44,314	33,647	(10,667)	-24.1%

Salaries and Wages

- The favorable amount in salary and wage expenses is attributed to a vacant position.

Fringe Benefits

- The favorable amount in fringe benefit expenses is attributed to a vacant position.

Services

- The unfavorable variance in services is due to temporary help.

Supplies and Materials

- The unfavorable variance in supplies and materials is due to the cost of CNG fuel related to higher than anticipated use of CNG vehicles.

Utilities

- Utility expenses are within an acceptable range of the budget.

Casualty and Liability

- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees

- The favorable variance in taxes and fees is due to timing of expenses.

Miscellaneous

- The favorable variance in miscellaneous is due to timing of expenses for training which have not yet occurred.

SunLine Regulatory Administration
Budget Variance Report
November 2022

Description	FY23 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,500	825	125	700	3,025	625	2,400	-101.7%
New Driver Permit Revenue	750	225	63	163	975	313	663	-30.0%
Taxi Business Permit	96,000	8,562	8,000	562	39,437	40,000	(563)	58.9%
Driver Transfer Revenue	250	-	21	(21)	25	104	(79)	90.0%
Driver Renewal Revenue	1,500	100	125	(25)	975	625	350	35.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	21	(21)	100.0%
Vehicle Permit Revenue	85,000	8,585	7,083	1,502	47,270	35,417	11,853	44.4%
Other Revenue	650	-	54	(54)	-	271	(271)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	625	(625)	100.0%
Total Revenue	187,200	18,297	15,600	2,697	91,707	78,000	13,707	17.6%
Expenses:								
Salaries and Wages	89,364	6,234	7,447	1,213	20,620	37,235	16,615	76.9%
Fringe Benefits	32,076	2,003	2,673	670	4,173	13,365	9,192	87.0%
Services	27,015	2,174	2,251	78	21,564	11,256	(10,307)	20.2%
Supplies and Materials	4,193	2,371	349	(2,022)	8,725	1,747	(6,978)	-108.1%
Utilities	5,622	469	469	-	2,343	2,343	-	58.3%
Casualty and Liability	5,589	466	466	-	2,329	2,329	-	58.3%
Taxes and Fees	100	-	8	8	-	42	42	100.0%
Miscellaneous	23,241	159	1,937	1,778	570	9,684	9,114	97.5%
Total Expenses	187,200	13,875	15,600	1,725	60,323	78,000	17,677	22.7%
Total Operating Surplus (Deficit)	\$ -	\$ 4,422			\$ 31,384			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to an increase in Vehicle Permit Revenue.
- The negative variance in taxi trips is largely due to the seasonal decline during the summer months and the visitors who were still unable to go home last year due to COVID-19 restrictions who have since returned home.
- As of FYTD23, there is a decrease of 11,557 taxi trips compared to FYTD22.

Taxi Trips

	FY22-November	FY23-November	Variance	%Δ
Trips	12,567	11,677	(890)	-7.1%

Taxi Trips

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Trips	56,881	45,324	(11,557)	-20.3%

Salaries and Wages

- The favorable amount in salary and wage expenses is attributed to a vacant position.

Fringe Benefits

- The favorable amount in fringe benefit expenses is attributed to a vacant position.

Services

- The unfavorable variance in services is due to temporary help.

Supplies and Materials

- The unfavorable variance in supplies and materials is due to the cost of CNG fuel related to higher than anticipated use of CNG vehicles.

Utilities

- Utility expenses are within an acceptable range of the budget.

Casualty and Liability

- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees

- The favorable variance in taxes and fees is due to timing of expenses.

Miscellaneous

- The favorable variance in miscellaneous is due to timing of expenses for training which have not yet occurred.

SunLine Services Group
CONSENT CALENDAR

DATE: January 25, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – November and December 2022

Summary:

The attached charts summarize the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years.

For the month of November, there were 890 fewer taxi trips in November 2022 serviced by two (2) fewer cabs compared to November 2021 (64 cabs in 2022 compared to 66 cabs in 2021). For December, there were 1,239 fewer taxi trips in December 2022 serviced by two (2) fewer cabs compared to December 2021 (61 cabs in 2022 compared to 63 cabs in 2021).

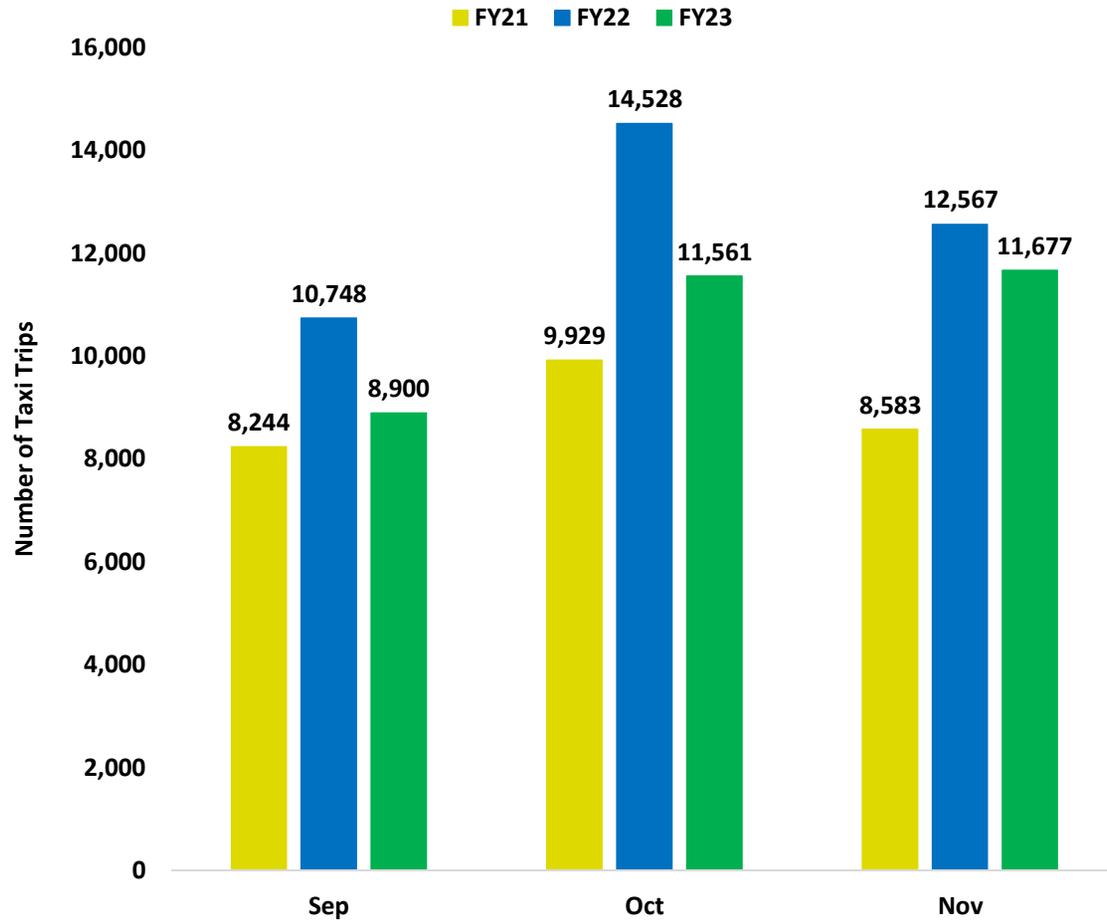
The decrease in trips for November and December 2022 is attributed to the decline in ridership associated with the seasonal visitors who returned home this year who were unable to last year due to COVID-19 restrictions.

There were 12,796 fewer taxi trips for FYTD22 compared to FYTD21.

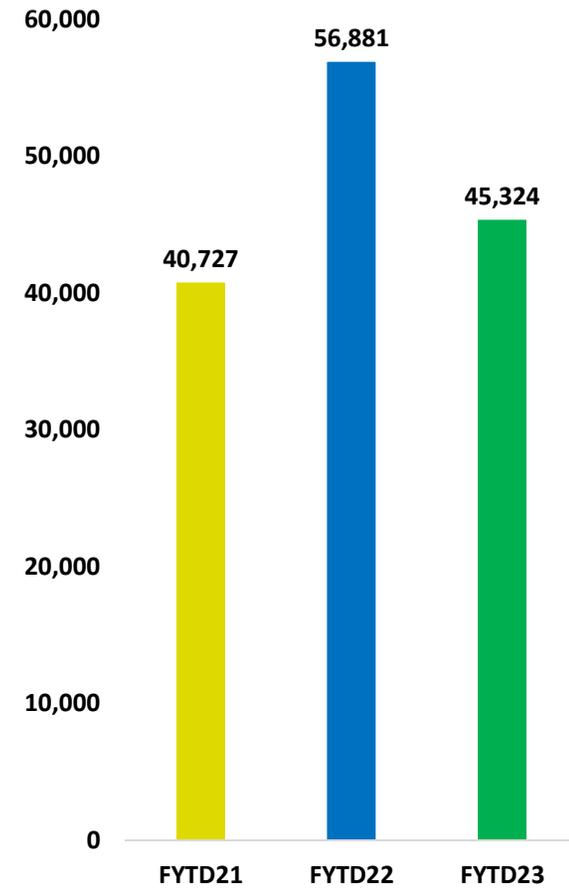
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of November 2022

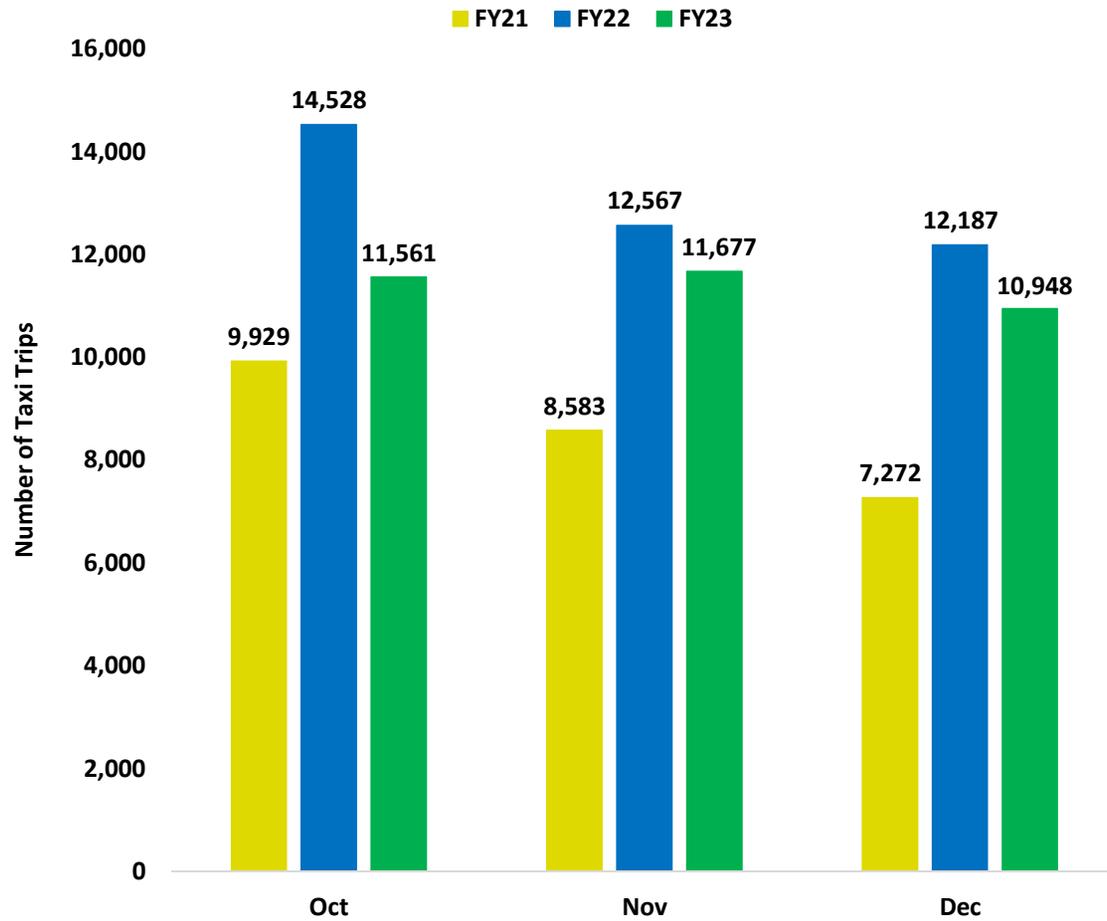


FYTD No. of Taxi Trips

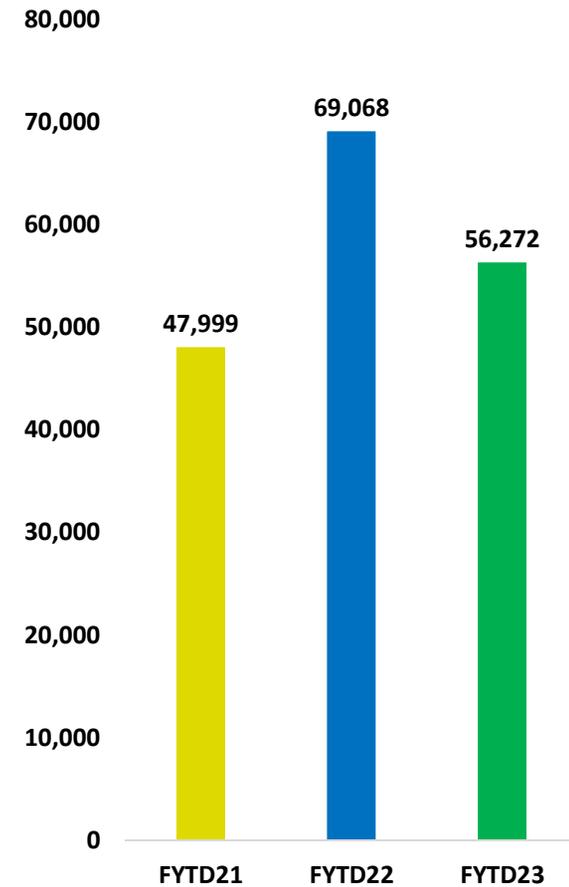


This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY21, FY22 and FY23.

Taxi Trip Three (3) Month Comparison as of December 2022



FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY21, FY22 and FY23.

**SunLine Transit Agency
SunLine Services Group**

DATE: January 25, 2023 **ACTION**

TO: Board of Directors

FROM: Glenn Miller, Chairperson of the Board

RE: Ratification of Provisional Committee Appointments

Recommendation

Ratify the provisional committee and committee officer appointments to the Finance/Audit Committee, Board Operations Committee, Strategic Planning & Operational Committee, and Taxi Committee.

Background

Section 8.1 of SunLine's Board bylaws notes that the Chairperson of the Board shall make provisional appointments for each Committee and each Committee's Chairperson and Vice Chairperson and shall provisionally fill vacancies as they may arise during the year. These appointments shall be considered for ratification by the Board at the next regular meeting.

The following provisional appointments were made to the Board's Committees:

Finance/Audit Committee

- Chairperson – Kathleen Kelly
- Vice-Chairperson – Nancy Ross
- Member – Russell Betts
- Member – Glenn Miller
- Member – Lisa Middleton

Board Operations Committee

- Chairperson – Russell Betts
- Vice-Chairperson – John Peña
- Member – Ty Peabody

- Member – Glenn Miller

Strategic Planning & Operational Committee

- Chairperson – Lisa Middleton
- Vice-Chairperson – Denise Delgado
- Member – Russell Betts
- Member – Ty Peabody
- Member – City of Rancho Mirage

Taxi Committee

- Chairperson – Kathleen Kelly
- Vice-Chairperson – John Peña
- Member – Denise Delgado
- Member – Nancy Ross

Financial Impact

No financial impact.

Attachment:

- [Item 10a](#) – SunLine Transit Agency/SunLine Services Group FY 2022/23 Board Committee Appointments

**SunLine Transit Agency/SunLine Services Group
Board Committee Assignments
FY 2022/23 COMMITTEE APPOINTMENTS**

	Finance/Audit Committee (5) Meet prior to each Board meeting	Board Operations Committee (4) Meet as needed	Strategic Planning & Operational Committee (5) Meet as needed	Taxi Committee (4) Meet as needed
John Peña La Quinta		V		V
Denise Delgado Coachella			V	M
Russell Betts Desert Hot Springs	M	C	M	
Lisa Middleton Palm Springs	M		C	
TBA Rancho Mirage			M	
Nancy Ross Cathedral City	V			M
Kathleen Kelly Palm Desert	C			C
Ty Peabody Indian Wells		M	M	
Glenn Miller Indio	M	M		
V. Manuel Perez Riverside County				

M indicates Committee Member; C indicates Committee Chair; V indicates Vice Chair

Updated 01/2023

**SunLine Transit Agency
SunLine Services Group**

DATE: January 25, 2023 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Eric Vail, General Counsel

RE: Discontinuation of Emergency Declaration and Return to Live In-Person Board Meetings

Recommendation

Recommend that the Board of Directors:

(1) Allow the joint STA/SSG Declaration of Emergency to expire at the conclusion of the Board meeting on February 22, 2023; and

(2) Adopt Joint STA/SSG Resolution No. 0802 making continued findings supporting a Hybrid Meeting for February 2023, and to resume live in-person Board and Board Committee meetings in March 2023.

Background

Emergency Declaration

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments were all addressing, SunLine Transit Agency (STA) and SunLine Services Group (SSG) proclaimed an emergency situation as outlined in Resolution No. 0775. Over the last two (2) plus years, the Board has continuously evaluated the resolution and made decisions regarding the need to extend the declaration. At the December 7, 2022 Board of Directors meeting, the Board extended the emergency declaration through its meeting of February 22, 2023 and noted that it would consider the matter at its January Board Meeting.

In a statement published on October 17, 2022 the Governor announced that the State's Declaration of Emergency for COVID-19 would be terminated as of February 28, 2023. The State's Secretary of Health & Human Resources noted that COVID-19 was no longer a crisis but a manageable situation.

The Emergency Declaration adopted by STA/SSG was largely based on the State Declaration of Emergency and prevalent local conditions. Beginning in mid-2022, local

member agencies of STA/SSG began returning to live in-person meetings. Since that time, local conditions have seen a dramatic drop in COVID-19 cases.

While the termination of the State's Declaration of Emergency does not in and of itself require STA/SSG to allow its emergency declaration to expire, it does mean that to continue its declaration, STA/SSG would need to specifically articulate critical COVID-19 related health and safety issues either prevalent in the valley or unique to STA/SSG's operation. At this time, staff is not able to articulate any such critical health and safety issues.

Based on this situation, General Counsel is recommending that the STA/SSG Boards allow the emergency declaration to expire at the end of the Board meeting on February 22, 2023. Staff will continue to monitor the status of COVID-19 impacts within the Coachella Valley and return to the Board in the event there is a resurgence of the virus that warrants consideration of a new emergency declaration.

Hybrid Meetings

SunLine's Board and Committee meetings have been conducted pursuant to the Governor's Executive Orders N-29-20 and N-08-21 suspending certain provisions of the Brown Act and permitting the use of teleconferencing for members of the body and the public. Those Executive Orders expired on September 30, 2021. In their place, the Governor signed AB 361, which went into effect on October 1, 2021. AB 361 amended the Brown Act to permit members of a legislative body to teleconference into a meeting during a state of emergency proclaimed by the Governor. Teleconferencing by members of the body under AB 361 can be done without having to comply with the requirement that the agenda list the location where members will be teleconferencing from, posting an agenda at that location, and allowing members of the public to attend the meeting from the teleconference location.

To teleconference under AB 361, the legislative body must make findings that either:

- a) State or local officials are imposing or recommending measures to promote social distancing, or
- b) "As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees."

If a teleconference meeting is held under AB 361, the body must reconsider the circumstances every 30 days and make new findings to support the need to continue to teleconference under AB 361.

The Board adopted Resolution No. 0801 authorizing Board and Committee meetings to be held via teleconference under AB 361 at its December 2022 meeting. AB 361 requires the Board to reconsider the circumstances of the state of emergency every 30 days and determine that either i) The state of emergency continues to directly impact the ability of the members to meet safely in person; or (ii) State or local officials continue to impose or

recommend measures to promote social distancing. The Board has reconsidered the circumstances of the state of emergency at each Board meeting since then and adopted resolutions authorizing the continued use of teleconferencing to conduct meetings.

When the STA/SSG emergency declaration expires, then the agencies will no longer meet the primary condition (being in a state of emergency) that allows the holding of hybrid meetings.

Therefore, General Counsel recommends adopting a resolution continuing the findings for a sequent 30 days which will allow the Board to have its Board and Committee meetings in a hybrid format, but to thereafter return to live in-person meeting beginning in March 2023.

COVID Concerns

As the Board returns to live in-person meetings, COVID-19 may remain a concern for many Board members, staff and members of the public. Although Board members and members of the public are not subject to Cal-OSHA requirements, STA/SSG must comply with these requirements related to employees. To accommodate reasonable concerns and to assist the agency in complying with Cal-OSHA regulations we recommend following a few simple guidelines which are provided below. For a more detailed summary of the agency's obligations under Cal-OSHA please see the attached reference guide related on workplace outbreaks.

Board members should follow these guidelines:

- If a Board member has severe cold or flu like symptoms, has tested positive for COVID-19, or is a care giver to a person with these symptoms, please stay home and contact staff to arrange to join the meeting by Zoom or phone. If at all possible, requests should be made prior to publication of the agenda.
- If you are healthy, but concerned about COVID-19 exposure in the live meeting, it is your option to wear a face covering at the meeting.
- If staff members needing to attend the Board or Committee meetings are part of a group exposed to an outbreak (as defined in Cal-OSHA regulations), they must wear face coverings and limit contact with members of the Board and public, or as determined by management, attend the meeting via Zoom.
- If the Administrative building is experiencing a major outbreak, then management may take preventative measures, including limiting access of Board members and public solely to the Board and Committee rooms; requiring all attendees to wear a face covering at all times, limiting meeting attendance to critical employees only, and requiring employees in the exposed group to attend only by Zoom.

Financial Impact

As SunLine is already implementing teleconferencing for Board and Committee meetings, there is no anticipated additional cost associated with continuing to teleconference.

Attachment:

- [Item 11a](#) – Resolution No. 0802
- [Item 11b](#) – COVID-19 Reference Guide

RESOLUTION NO. 0802

A JOINT RESOLUTION OF THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP AUTHORIZING THE BOARD OF DIRECTORS AND ITS COMMITTEES TO CONTINUE TO IMPLEMENT TELECONFERENCING FOR CONDUCTING PUBLIC MEETINGS PURSUANT TO AB 361

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of novel coronavirus disease 2019 (COVID-19); and

WHEREAS, on March 12, 2020, the Governor of California executed Executive Order N-25-20 which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 *et seq.*) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body; and

WHEREAS, on March 17, 2020, the Governor of California executed Executive Order N-29-20 which superseded and replaced the provisions of Executive Order N-25-20 related to the Brown Act and teleconferencing; and

WHEREAS, on June 11, 2021, the Governor of California executed Executive Order N-08-21 which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 amending Government Code § 54953 and permitting members of a legislative body to teleconference into a meeting without having to comply with the requirements of subdivision (b)(3) Government Code § 54953 during a proclaimed state of emergency if a) State or local officials are imposing or recommending measures to promote social distancing, or b) the body finds that “as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees;” and

WHEREAS, AB 361 imposes requirements to ensure members of the public are able to attend and participate in public meetings of a legislative body conducted via teleconference, including:

- Notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option;
- The legislative body shall take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments, until public access is restored;
- Prohibits the legislative body from requiring public comments to be submitted in advance of the meeting and specifies that the legislative body must provide an opportunity for members of the public to address the legislative body and offer comments in real time;
- Prohibits the legislative body from closing the public comment period until the public comment period has elapsed or until a reasonable amount of time has elapsed; and

WHEREAS, the Board of Directors adopted Resolution No. 0801 at its December 7, 2022 meeting making the findings required by AB 361 and authorizing Board of Director and Committee meetings to be held via teleconference; and

WHEREAS, pursuant to Government Code § 54953(e)(3), a legislative body that holds a meeting via teleconference pursuant to AB 361 must reconsider the circumstances of the state of emergency and make findings every 30 days to continue to meet via teleconference.

THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency and SunLine Services Group, as follows (collectively “Board of Directors”):

SECTION 1. The Board of Directors hereby declares that the recitals set forth above are true and correct, and incorporated into this resolution as findings of the Board of Directors.

SECTION 2. The SunLine Transit Agency continues to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and/or County of Riverside, as applicable. Based upon that guidance, in person attendance indoors at public meetings continues to present an imminent risk to the health and safety of attendees and those attendees have close contact with after attending a meeting in person. The Board of Directors desire to ensure that all persons desiring to attend public meetings may do so in a manner that protects the health and safety of the attendees, their families and other close contacts. While case rates are currently trending downwards, they are still higher than the post-omicron surge low in March 2022 of approximately 5 cases per 100,000 in population. Furthermore, there are still members of the community to whom COVID-19 presents significant health risks, including the immunocompromised, the elderly, and those with underlying medical concerns. Teleconferencing will provide increased meaningful participation options for both members of the legislative body and members of the public in a manner that protects the health and safety of the attendees, their families and other close contacts.

SECTION 3. The Board of Directors hereby declare that, pursuant to the findings in Sections 1 and 2, the Board of Directors has reconsidered the circumstances of the state of emergency and determined that it continues to directly impact the ability of the members to meet safely in person. The Board of Directors hereby authorizes the Board and its Committees to continue to meet via teleconference under AB 361 through February 2023, subject to the requirement that the required findings be made every 30 days.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Directors hereby declares that it would have adopted this Resolution and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

SECTION 5. This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED, at a meeting of the Board of Directors of SunLine Transit Agency and SunLine Services Group on this 25th day of January, 2023.

Glenn Miller
Chairperson of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
SUNLINE TRANSIT AGENCY)

I, Edith Hernandez, Clerk of the Board of SunLine Transit Agency and SunLine Services Group, hereby certify that Resolution No _____ was adopted by the Board of Directors of the SunLine Transit Agency and SunLine Services Group at a regular meeting held on the 25th day of January, 2023, and that the same was adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

EDITH HERNANDEZ
CLERK OF THE BOARD

CAL-OSHA’S NONEMERGENCY REGULATIONS¹
ON WORKPLACE OUTBREAKS AND THEIR IMPACT
ON EMPLOYEES ATTENDING
PUBLIC MEETINGS IN THE WORKPLACE

The following outline below provides an overview of the interplay between Cal-OSHA’s non-emergency COVID-19 prevention regulations,² specifically the regulations regarding outbreaks in the workplace, and staff’s participation in Board meetings during an outbreak.³ Staff, specifically, from the Agency’s Administration and Operations Departments attend the Agency’s Board meetings. The Agency’s Board meetings take place at the Agency’s Administration building.

- Revision to “outbreak” definition: an outbreak in the workplace is now defined as: “three or more employee COVID-19 cases within an exposed group⁴ . . . [who] visited the worksite⁵ during their infectious period at any time during a 14-day period.”
- An outbreak in the Operations building does not result in outbreak protocols in the Administration building and vice-versa;
- An outbreak in the Administration building means that employees in the exposed group, which would not include employees in the Operations building, have to wear face covering.
 - Board members are not required to wear face coverings under the regs, because they are not employees;
 - Operations employees who attend a board meeting during an outbreak in the Administration building, are also not required to wear face coverings under the regulations, because they are not in the exposed group.
- The Agency continues to have a responsibility to perform a hazard prevention assessment during an outbreak. The Agency needs to demonstrate action items to mitigate further cases/outbreaks. As such, although not required under the regulation, such action item may be requiring face coverings for all employees and Board members attending the Board meeting during an outbreak. Such requirement must be subject to exemptions provided from wearing face coverings under the regulations (Cal. Code Regs. tit. 8 § 3205, subd. (f)(2).)
- During a major outbreak, the Agency must provide respirators to all employees in the exposed group for voluntary use. Employees in the exposed group who are not wearing respirators must be separated by at least six feet from others:

¹ For reference, linked to this outline is a copy of Cal-OSHA published comparison of regulations between the temporary emergency regulations and the non-emergency regulations:

<https://www.dir.ca.gov/oshsb/documents/COVID-19-Prevention-Non-Emergency-txtcourtesyfinal.pdf>

² As of January 12, 2023, the Office of Administrative Law has yet to approve the proposed non-emergency regulations. Although their approval is imminent, at this moment in time, the temporary regulations continue in effect until approval of the non-emergency regulations.

³ Note: the non-emergency regulations consolidate the Major Outbreak section with the regular Outbreak section under the same section. (Cal. Code Regs. tit. 8, § 3205.1.)

⁴ Exposed group definition remains largely the same in the non-emergency regulations as it was under the temporary regulations.

⁵ Worksite definition was revised as follows: “the building, store, facility . . . or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.” (Cal. Code Regs. tit. 8, § 3205, subd. (b)(12).)

- If the Administration building is in major outbreak and an administrative employee in the exposed group is attending the Board meeting, and the employee is not wearing a respirator, the employee must maintain at least six (6) feet from others. A recommended alternative is to limit the number of employees attending in person if space constraints make six (6) feet of separation difficult.
- If the Administration building is in major outbreak, the Operations building employees do not have to wear a face covering nor a respirator since they are not part of the exposed group. However, the Agency may decide to require the employees to wear face coverings as a mitigation measure.
- If the Operations building is in major outbreak, the Administrative employees attending the Board meeting are not required to wear a face covering. However, the Operations employees are required to wear a face covering, and are encouraged to use respirators. An Operations employee who is not using a respirator during a major outbreak in their exposed group, is required to maintain six (6) feet of distancing from others while attending a Board meeting in the Administration building.

The Title VI Compliance Report contains the following key elements:

- The report's purpose and a list of relevant regulations. The Civil Rights Act of 1964 mandated that minority communities receive the same access to transit services funded with federal dollars as non-minority communities
- General information required: SunLine must submit an assurance signed by the CEO/General Manager stating that the Agency has complied with Title VI over the past three (3) years and will continue to do so over the next three (3) years
- Provide a summary of Civil Rights lawsuits brought against the Agency alleging racial discrimination (there are currently none)
- Summarize the pending financial assistance applications with the FTA
- Submit assurance that the Agency has followed Title VI requirements, describe current construction projects and assess their likely impact on minority communities
- A discussion of SunLine's service standards and policies
- A short list of procedures SunLine will follow to ensure continued compliance with Title VI, including analyzing each service change using census data to determine whether or not it would have an unfair impact on minorities
- An analysis of service changes made over the past three (3) fiscal years, outreach efforts, and proposed changes over the next three (3) fiscal years, with an assessment of their likely impact on minority communities

All the assessments completed indicate that SunLine is in full compliance with Title VI of the Civil Rights Act.

Financial Impact

No financial impact.

Attachments:

- [Item 12a](#) – FY 2023-2025 Title VI Triennial Plan Update



FY 2023-25

TITLE VI PROGRAM



Submitted in accordance with
Federal Transit Administration
Circular 4702.1B
January 25, 2023

TABLE OF CONTENTS

	PAGE
INTRODUCTION	1
I. GENERAL REPORTING REQUIREMENTS	2
A. Title VI Policy Notice	3
B. Title VI Procedures for Filing a Complaint.....	3
C. Title VI Investigations.....	3
D. Public Participation Plan	4
E. Limited English Proficiency	4
F. Membership of Non-Elected Boards, Councils, and Committees	4
G. Sub-Recipients Title VI Compliance.....	5
H. Facility Title VI Equity Analysis	5
I. Pending Applications for Funding	5
J. Civil Rights Compliance Review Activities	5
K. FTA Civil Rights Assurance	5
L. DOT Title VI Assurance	5
II. PROGRAM-SPECIFIC REQUIREMENTS.....	6
Set System-wide Standards and Policies	8
Major Service Change Policy	9
Disparate Impact Policy	10
Disproportionate Burden Policy	10
Data Collection and Reporting	10
Minority Population	11
Low-Income Population:.....	13
Service and Fare Equity Analysis	14
Transit Service Monitoring	14
III. FY 2023–TITLE VI TRIENNIAL PLAN UPDATE – APPENDICES	15
APPENDIX 1: TITLE VI DOCUMENTS.....	16
APPENDIX 2: PUBLIC PARTICIPATION PLAN	30
APPENDIX 3: POLICIES, ANALYSIS AND MONITORING	39
APPENDIX 4: CERTIFICATIONS AND ASSURANCES	63
APPENDIX 5: CENSUS DATA ANALYSIS MAPS.....	65
APPENDIX 6: PUBLIC HEARINGS/INVOLVEMENT, PLANNING REPORTS AND MONITORING REPORTS.....	72

List of Tables

Table 1. SunLine Service Area Demographic Survey - Minority Population	12
Table 2. SunLine Service Area Demographic Survey- Minority Proximity To Routes.	12
Table 3. SunLine Service Area Demographic Survey – Population Below Poverty	13

INTRODUCTION

This document was prepared by SunLine Transit Agency (SunLine) staff to comply with Title VI of the Civil Rights Act of 1964, including provisions detailed in U.S. Department of Transportation's Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

Section 601 of Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

To ensure that agencies receiving federal assistance are not discriminating against minority individuals or communities, regular Title VI reports must be filed with the federal agency providing financial assistance to the agency. To fulfill this requirement, SunLine has completed this Title VI Fiscal Year (FY) 2023–2025 Triennial Plan Update for submission to the FTA.

This report is prepared in accordance with the FTA Title VI guidelines as stated in FTA Circular 4702.1B and provides a review of SunLine's practices and operations with Title VI.

There are four main sections to this report:

- I. General Reporting Requirements — contains information concerning complaints alleging discrimination based on race, color, or national origin; fixed facility location; and pending applications for financial assistance.
- II. Program Specific Requirements — consists of information concerning service area demographics and service standards.
- III. Title VI Compliance Assessment — examines the quality of service with respect to minority and non-minority census tracts compared to the overall service area.
- IV. Other Areas of Consideration — includes information concerning service evaluation, service changes, and information dissemination.

As a supplement to this report, FTA requires that a census tract base map of the service area be provided with overlays depicting fixed transit routes, minority census tracts, and population information. The maps are submitted to the FTA with this report as appendices.

I. GENERAL REPORTING REQUIREMENTS

The FTA has established specific guidelines for Title VI reports. SunLine compiles and maintains data as required by the FTA. Title VI General Reporting Requirements include the following:

1. Copy of agency's Title VI notice to the public that indicates the agency complies with Title VI and informs members of the public of the protections against discrimination afforded to them by Title VI (this is included in Appendix 1 of this report).
2. Copy of the agency's instructions to the public regarding how to file a Title VI discrimination complaint including a copy of the complaint form (this is included in Appendix 1 of this report).
3. List of any public transport-related Title VI investigations, complaints, or lawsuits filed with the agency since the time of the last submission (there have been no complaints, investigations, or lawsuits in the period since the last submission of the Title VI Plan).
4. A public participation plan that includes an outreach plan to engage minority and limited English proficiency populations, as well as a summary of outreach efforts made since the last Title VI Plan submission (this is included in Appendix 2 of this report).
5. A copy of the agency's plan for providing language assistance to persons with limited English proficiency, based on the U.S. Department of Transportation (DOT) Limited English Proficient (LEP) Guidance (this is included in Appendix 2 of this report).
6. A table depicting the racial breakdown of the membership of any transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, membership of which is selected by the agency, as well as a description of efforts made to encourage the participation of minorities on such bodies.
7. Narrative or description of efforts made to ensure sub-recipients are complying with Title VI (there have been no sub-recipient Title VI program submissions in the period since the last submission of the Title VI Plan).
8. If the agency has constructed a facility, a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility (there has been no activity in this period since the last submission of the Title VI Plan).
9. Descriptions of all pending applications for financial assistance, and all financial assistance provided by other federal agencies. There are no pending applications.

10. Summary of all civil rights compliance review activities conducted in the last three years (there has been no activity in this period since the last submission of the Title VI Plan).
11. Signed FTA Civil Rights Assurance that all of the records and other information as required under FTA Circular 4702.1B have been or will be compiled, as appropriate, and maintained by the applicant.
12. Signed DOT Title VI Assurance.

Below are outlined SunLine efforts to satisfy these 12 categories:

A. Title VI Policy Notice

Please refer to Appendix 1 for a copy of the Agency’s Title VI Policy notice to the public (English & Spanish versions included). The notice is placed in all fixed route buses and paratransit vans, at major bus transfer locations, Rider’s Guide, on the Agency website and in all Agency administration buildings (including staff areas and public meeting rooms).

B. Title VI Procedures for Filing a Complaint

Please refer to Appendix 1 for a copy of the Agency’s Title VI Procedures for Filing a Complaint.

C. Title VI Investigations

There are currently no active complaints, investigations, or lawsuits against SunLine alleging discrimination on the basis of race, color, national origin with respect to transit service. There were two (2) complaints or lawsuits filed against SunLine regarding Title VI in the past three-year period since the last submission. Both complaints were investigated, and both were found to be unfounded.

Date	Basis of Discrimination	Summary of Allegation	Findings
10/30/2020	Color	Patron claimed a Hispanic operator called her “white trash” and wanted \$100 before unstrapping her mobility device.	Closed – Review of video found the complaint to be UNFOUNDED. Additionally, complainant refused to be interviewed.
2/22/2022	Race & Color	Patron claimed bus pulled early and tried to leave him because he “is a white male” & the operator “was a person of color”.	Closed – Review of video found the complaint to be UNFOUNDED.

D. Public Participation Plan

Please refer to Appendix 2 for a copy of SunLine’s Public Participation Plan, as well as a summary of outreach efforts (see Appendix 6) since the last Title VI Program submission.

SunLine informs the public of service changes and other important programs and activities, which pertain to SunLine through its information dissemination process. The Public Participation Plan provides a public comment process that is used prior to implementation of fare increases or significant service changes or any new programs.

This process allows the community to express their opinions or concerns about the proposed changes. The process calls for public hearings and also permits written comments mailed, e-mailed or faxed to the administrative offices, to ensure that the community has adequate opportunity to comment on any proposed changes. The materials and meetings are provided in both English and Spanish.

E. Limited English Proficiency

An analysis of the population of the SunLine service area has identified Spanish-speaking Hispanic-Latino populations who speak English less than very well concentrated within Coachella Valley, especially the eastern end of the service area. Please refer to Appendix 2 for a copy of SunLine’s Limited English Proficiency (LEP) Plan, to provide language assistance to persons with limited English proficiency.

To ensure that Spanish-speaking Hispanic-Latino populations within the Coachella Valley are able to obtain information on transit services and other agency programs, SunLine provides fare and other public information on the buses in both English and Spanish. SunLine brochures are translated in Spanish. Bilingual staff are also available to provide information over the telephone or in person, at the agency administration office.

All information posted on SunLine’s website is available in both Spanish and English. All public meetings and other community outreach conducted also provided Spanish-speaking staff to translate the meeting content, if requested.

F. Membership of Non-Elected Boards, Councils, and Committees

Please refer to Appendix 6 for a table depicting the racial breakdown of the membership of the SunLine Access Advisory Committee. Staff continuously makes efforts to attract minority representation on this committee, by reaching out to non-profit and other groups and the community. Examples include:

- Posting signs on our transit vehicles inviting people to join the ACCESS Advisory Committee, the purpose of the committee, and how to join. Signs are posted in English and Spanish.
- Engaging with members of the public at community events; inviting them to join the ACCESS Advisory Committee.
- Considerations include adding a flier to the “SunDial Welcome Packet” with information about the ACCESS Advisory Committee including how to join. Flier would be provided in English and Spanish.

G. Sub-Recipients Title VI Compliance

There are currently no sub-recipients.

H. Facility Title VI Equity Analysis

There were no facilities that require Title VI Equity Analysis and currently no sub-recipients.

I. Pending Applications for Funding

SunLine receives financial assistance through FTA Sections 5307, 5309, 5310, 5311 and 5311(f) programs.

J. Civil Rights Compliance Review Activities

The most recent review of SunLine’s Equal Employment Opportunity (EEO) Policy, including Affirmative Action Program, was completed and submitted in August 2020 per FTA EEO requirements.

K. FTA Civil Rights Assurance

A signed FTA Civil Rights Assurance indicating that all of the records and other information required under FTA Circular 4702.1B have been or will be compiled, as appropriate, and retained at SunLine’s administration office in Thousand Palms, is included in Appendix 4 of this document.

L. DOT Title VI Assurance

A signed Standard DOT Title VI Assurance is retained at SunLine’s administrative office in Thousand Palms. This Assurance is not included in this Title VI report, since it is maintained as part of the FTA "One-Time Submission" file.

II. PROGRAM-SPECIFIC REQUIREMENTS

This section provides specific information relative to Title VI requirements and guidelines for fixed-route transit providers. The requirements under Title VI fall within the following categories:

- System-wide standards and policies
- Collect and report data
- Evaluate service and fare equity changes
- Monitor transit service

Based on its existing fleet of 58 buses deployed in peak service, SunLine is required to address all items above.

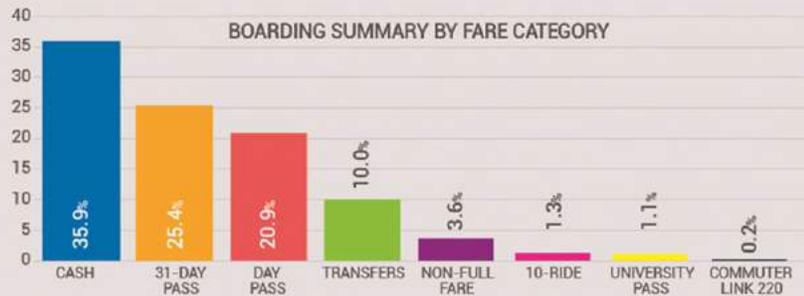
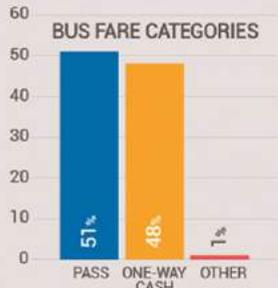
The 2019 SunLine Transit Rider Survey was an important source of information for the plan. It gave SunLine staff a pre-COVID ridership profile and described how riders used the transit system. The infographic on the next page shows the demographic characteristics of SunLine's riders before the pandemic. SunLine is preparing a new rider survey to assess changes resulting from the pandemic and the success of the Refueled Initiative. The extensive growth has prompted SunLine to work with the community to develop a new system that gives customers fewer transfers, better connectivity, and enhanced efficiency for years to come. Failure to restructure and make the transit system more efficient would deprive many residents of transit service.

The California Department of Finance estimates that the nine cities of the Coachella Valley had a population of just over 390,600 in January 2021. Riverside County has been growing faster than the state's population, and the Department of Finance projects this will continue through 2060. Within Riverside County, Southern California Association of Governments (SCAG) projects that the nine cities of the Coachella Valley will grow faster than the county between 2016 and 2045.

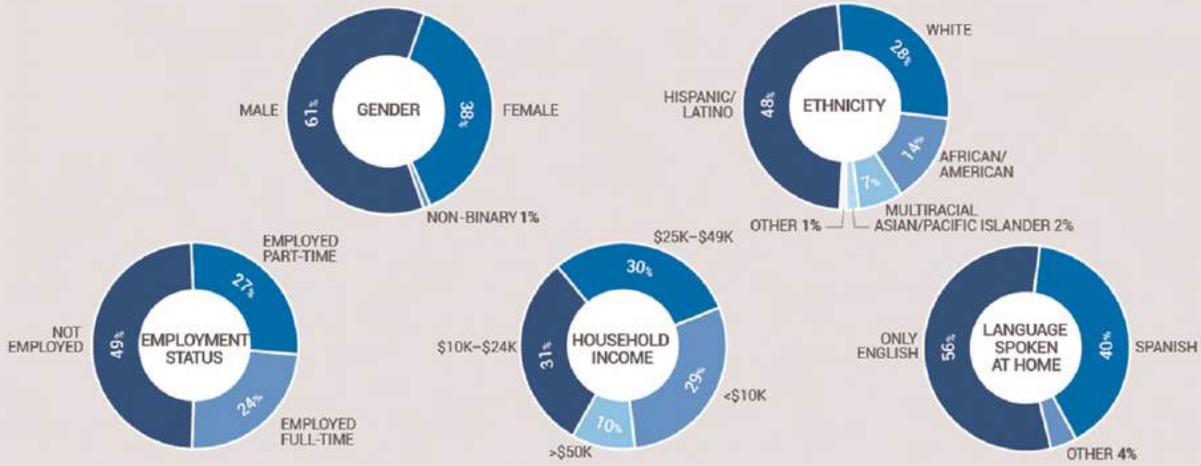
POPULATION PROFILE and RIDER CHARACTERISTICS

The SunLine Transit Rider Survey provided a snapshot of passenger characteristics, as summarized here.

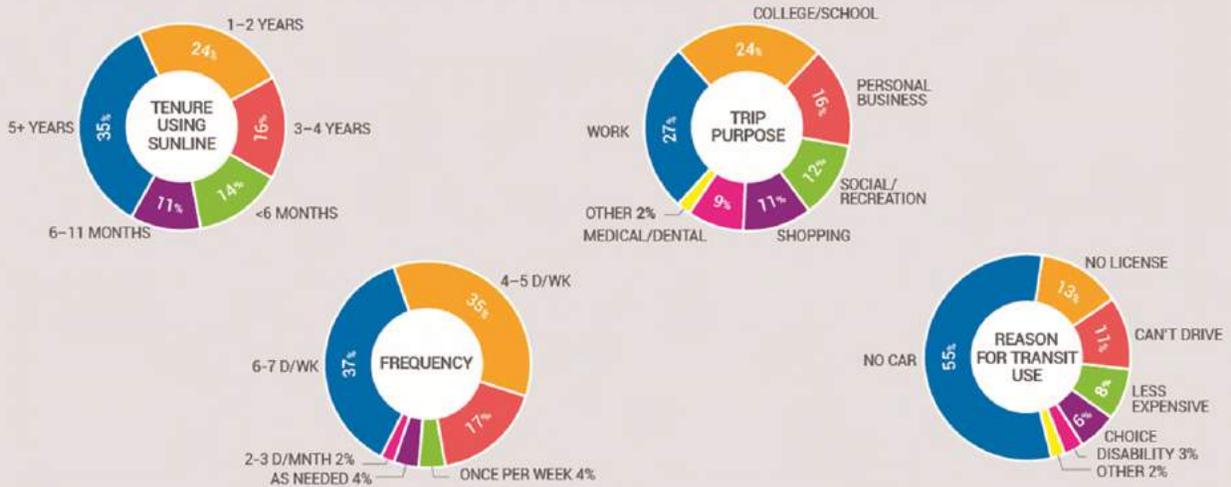
BOARDING FARE



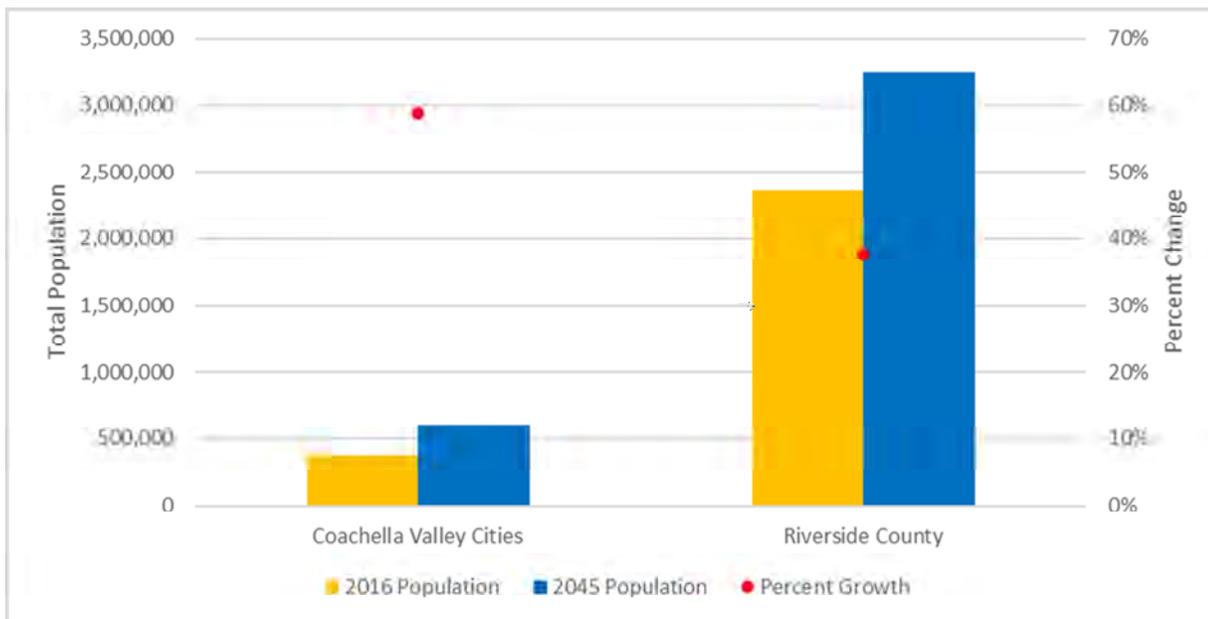
DEMOGRAPHICS



TRANSIT USE



Projections prepared by the SCAG show that the Riverside County population is expected to grow by 37.6 percent from 2016 to 2045. This means an increase from 2.36 million people in 2016 to 3.25 million people in 2045. In contrast, the population in Coachella Valley cities is projected to grow even faster, increasing 58.9 percent over the same 29-year period, from 378,200 in 2016 to 600,900 in 2045, as shown in the figure below. This percentage growth is 21.3 percentage points (56.6 percent) faster than for the county. Growth percentages within the Coachella Valley vary by city. In particular, Coachella and Desert Hot Springs are among the cities projected to grow the fastest within the SCAG region, ranking first and third, respectively, among all SCAG cities by percentage growth over the next three decades.



Set System-wide Standards and Policies

A set of system-wide Service Standards and Policies was adopted by SunLine’s Board of Directors at its July 2013 meeting and last revised on December 7, 2022 to reflect revised bus route numbers. The Service Standards did not change. A copy of this document is included in Appendix 3 of this document. The Service Standards and Policies document consists of three sections:

Service Design Standards: for deployment and design plus refinement of transit services. Standards include:

- Definition of the total 1,120 square mile SunLine Jurisdiction and 240 square mile Service Area.
- Minimum population threshold for service
- Minimum percentage of population within 0.75 miles of a bus route.
- SunLine Transit Network service tiers:
 - Trunk Routes

- Local Routes
- Regional Service
- Service Frequency
- Service Span
- Stop Spacing
- Route Spacing
- Route Alignment
- Connectivity
- Stop Amenities

Service Performance Standards: used in evaluating performance of existing transit services to continuously improve their productivity and sustainability:

- Service productivity standards by service tier (passengers per revenue hour)

Service Quality Standards: used to maintain and improve service delivery and the passenger experience, including:

- Service Scheduled Speed
- On-Time Performance (service reliability)
- Percent Service Delivered (service reliability)
- Miles between Service Interruption (service reliability)
- Load Standards (service comfort)
- Average Fleet Age (service comfort)
- Bus Deployment Policy

The metrics relating to the Service Standards Policy will be reported to the SunLine Board of Directors each fiscal year (each December for the previous fiscal year), with Service Performance Standard metrics calculated monthly for ongoing staff review.

SunLine is committed to planning and operating transit services guided by the above service standards policy, applied without regard to the race, color, or national origin of any person wishing to utilize these services.

Major Service Change Policy

Associated with the service standards is a SunLine policy is to consider a “major service change” any permanent service change (6 months or longer duration) of 25% or more in revenue hours and/or revenue miles, span of service, or alignment miles for a given route or the network overall for any day type (Weekday, Saturday, Sunday, and Holidays). Such changes require a public hearing and SunLine Board approval before implementation.

Any change above the 25% threshold may be considered potentially adverse and be subject to Title VI service and fare equity analysis. The analysis will determine whether the proposed changes are more impactful on minority and/or low-income communities than on the overall transit network, and that agency service standards have been consistently applied across the entire transit network.

Disparate Impact Policy

This requirement under Title VI determines whether the proposed changes are more impactful on minority population than on the overall population, a threshold of 20% or greater difference in impact on minority population compared to the non-minority population would be the point where a change is to be considered to have a disparate impact on the minority population.

If such a disparate impact is identified, it will be subject to review and determination of whether mitigation of the disparate impact can be achieved (subject to reanalysis of the revised proposal) or whether the change can still be justified based on having no other option to achieve the program goals that has less severe impact on the minority population resulting in the absence of the proposed change.

Disproportionate Burden Policy

This requirement under Title VI relates to the impact of proposed service or fare changes on the low-income population. Low-income population is those people living in a household at or below the poverty income level guidelines established (based on household size) by the U.S. Department of Health and Human Services. There is considered to be a disproportionate burden on the low-income population when that population has an impact of 20% or greater than the impact on the service area population overall for a proposed service or fare change.

If a disproportionate burden is identified, the proposed change would be subject to review and determination of whether mitigation of the adverse impact can be achieved (subject to re-analysis of the revised proposal) or whether the change can still be justified based on having no other option to achieve the program goals that has less severe impact on the low-income population.

Data Collection and Reporting

This section describes Title VI minority populations within SunLine service area in the Coachella Valley based on the American Community Service data analysis for 2022. SunLine reviewed the American Community data to identify the minority population for the overall service area, as well as for each of the fifteen local transit routes, to determine which transit routes have an above service area average level of minority population. An analysis of the low-income (in poverty) community was also made.

Minority Population

The racial classification for minority population SunLine used in the analysis, as outlined in Section I - 4 of FTA Circular 4702.1B, includes the following groups:

1. American Indian/Alaska Native.
2. Asian/Pacific Islander.
3. Black or African American.
4. Hispanic/Latino.
5. Other Races.

Based on these groups defining minority population, the data shows the following:

- 61.8% of the SunLine service area population belong to a minority group (231,470 out of 374,588 total population according to ACS 2020, 5-year estimates).
- Of the minority groups, 52.8% of the minority population is Hispanic/Latino, and 9% is other races or multiple races. Of the total service area population, 3% are African American, 3.6% Asian, .1% Native Hawaiian and Other Pacific Islander, 0.3% American Indian/Native Alaskan, and 1.7% two or more races.
- Routes varied from a low of 52.0% to a high of 99.0% minority population as a percentage of total population served (population within 0.75 miles' catchment of a transit route).
 - Six (6) out of the nine (9) local routes (Routes 1,2,3,6,8, and 9) were above the service area average minority population percentage of 61.8% and the other three (3) routes (Route 4, 5, and 7) at 52%, 57% and 49%% respectively were below area average minority population percentage.
 - Two routes (Routes 8, and 9) had percentage minority population catchments high above the service area average (85% or higher). These two routes are located in the eastern Coachella Valley (serving Indio, Coachella, Thermal, Mecca, Oasis and North Shore).
- Minority populations were determined using 2020 Census data 2020 American Community Survey data 5-year estimates, block group level. Table 1 below shows the overall SunLine service area as well as each route regarding minority population. See Appendix 5 for maps of this data.

TABLE 1. SUNLINE SERVICE AREA DEMOGRAPHIC SURVEY - MINORITY POPULATION

Route	Total Population	Hispanic Latino	Not Hispanic/Latino	White Alone	Black/African American Alone	American Indian/Alaska Native Alone	Asian Alone	Native Hawaiian and Other Pacific Islander alone	Other Race Alone	Two or More Races	Minority Population	
											Number	Percent
Route 1	122,887	68,364	54,522	44,787	3,939	265	3,421	132	260	1,701	78,100	63.6%
Route 2	81,171	42,028	39,150	29,438	3,059	413	4,403	161	40	1,630	51,733	63.7%
Route 3	26,029	15,019	11,010	7,507	2,048	174	659	11	143	465	18,522	71.2%
Route 4 (whippers)	89,620	35,812	53,810	43,333	2,751	432	5,337	188	148	1,610	46,287	51.6%
Route 5	55,017	24,566	30,451	23,696	2,771	384	2,151	40	121	1,275	31,321	56.9%
Route 6	108,461	73,318	35,144	28,472	2,550	90	2,314	65	195	1,460	79,989	73.7%
Route 7	38,863	15,038	23,826	19,878	837	15	1,726	52	88	1,235	18,985	48.9%
Route 8 (whippers)	89,235	75,269	13,968	11,631	798	91	671	22	186	570	77,604	87.0%
Route 9	7,462	7,315	146	84	0	7	44	0	1	10	7,378	98.9%
SunLine Local Network	356,450	194,088	162,367	130,512	10,779	1,170	12,873	399	711	5,921	225,938	63.4%
SunLine Service Area	374,588	197,905	176,682	143,118	11,068	1,266	13,567	443	738	6,478	231,470	61.8%
Riverside County	2,437,864	1,204,521	1,233,343	837,847	148,003	9,079	159,004	6,687	6,265	66,458	1,600,017	65.6%

Sources: ACS 2020 5-year estimates, block group level

- In terms of percentage of each route’s mileage, a review was made to determine if a given route’s total revenue mileage was located in a minority population that exceeded the average percentage of minority population in the overall transit service area (61.8%). The analysis showed:

Based on this analysis, all routes are regarded as minority transit route monitoring purposes. See Appendix 5 for maps of this data.

TABLE 2. SUNLINE SERVICE AREA DEMOGRAPHIC SURVEY- MINORITY PROXIMITY TO ROUTES

Route	One Way Distance (Miles)	Distance within Minority BG ¹ (Miles)	Percentage of Route within Minority BG ¹
Route 1	30.1	9.8	32.5%
Route 2	23.4	10.4	44.6%
Route 3	8.0	3.4	42.6%
Route 4	28.1	6.5	23.2%
Route 5	24.4	9.8	40.0%
Route 6	17.1	9.1	53.3%
Route 7	9.8	1.6	16.4%
Route 8	22.4	22.3	99.7%
Route 9	24.3	24.3	100.0%

¹ Minority Block Groups (BG) defined as any BG with a higher percentage of minority persons than the SunLine service area average (61.8%).

Sources: ACS 2020 5-year estimates, block group level

Low-Income Population:

An analysis was also completed of the distribution of low-income population in SunLine’s service area (as required for Title VI and Environmental Justice compliance).

This survey identified a 374,588 total population in the SunLine service area in the Coachella Valley. Of this population, 36,620 people were identified as low-income (“in poverty”). This means those people living in households at or below the household income poverty based on American Community Survey 2019. This gives a service area average of 19.1% of the population being low income.

Transit routes with higher than the service area average percentage low-income population were Routes 1,2,3,5,8, and 10. This is similar to the list of transit lines with above average proportion of minority population. Table 3 outlines the data. Maps included in Appendix 5 show the areas with higher than average minority and or low-income population. The eastern Coachella Valley is notable for have both high proportions of minority and low-income population.

TABLE 3. SUNLINE SERVICE AREA DEMOGRAPHIC SURVEY – POPULATION BELOW POVERTY

Route	Population for Whom Poverty Status is Determined	Population below Poverty	
		Number	Percent
Route 1	121,940	23,831	19.5%
Route 2	80,832	17,433	21.6%
Route 3	25,917	6,339	24.5%
Route 4	89,094	13,066	14.7%
Route 5	54,680	10,053	18.4%
Route 6	107,373	18,163	16.9%
Route 7	38,760	6,185	16.0%
Route 8	88,718	16,181	18.2%
Route 9	7,460	2,245	30.1%
Local Network	354,597	62,644	17.7%
Service Area	372,682	64,578	17.3%
Riverside County	2,398,354	300,424	12.5%
Source: ACS 2020 5-year estimates, block group level			

Service and Fare Equity Analysis

As part of the evaluation of any significant service change (more than 25% change in revenue miles and/or hours) for any line, a public hearing is conducted. All fare changes are also subject to a public hearing. The following hearings were held during the past three years:

- Thursday, August 27, 2020, from 10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM held at the City Council Chamber located at Palm Springs City Hall, 3200 E Tahquitz Canyon Way, Palm Springs, CA 92262
- Monday, August 31, 2020, from 10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM held at SunLine's Division 2 property located at 83255 CA-111, Indio, CA 92201
- Online Public Hearings will be held Tuesday, September 1, 2020, from 1:00 PM to 2:00 PM and Wednesday, September 2, 2020, from 5:30 PM to 6:30 PM
- Thursday, September 3, 2020, from 10:00 AM to 12:00 PM and 5:30 PM to 7:00 PM held at SunLine's Board Room located at 32-505 Harry Oliver Trail, Thousand Palms, CA 92276

A summary record for each of these meetings is attached in Appendix 6. The changes are believed to have been consistent with Title VI and did not negatively impact minority or low-income communities. **SunLine did not change the fares.**

Transit Service Monitoring

The metrics outlined in the Service Standards Policy (see Appendix 3) are calculated monthly for review by staff. With the newly amended Service Standards, an annual report will be provided to the SunLine Board of Directors each December.

All service standards have associated metrics. These metrics will be constantly tracked and responded to in order to ensure that a consistently high standard of service is delivered to all customers and citizens of the Coachella Valley regardless of their race, color, or national origin.

SUNLINE TRANSIT AGENCY
FY 2023–TITLE VI TRIENNIAL PLAN
UPDATE – APPENDICES

APPENDIX 1: TITLE VI DOCUMENTS

- A. TITLE VI POLICY STATEMENT
- B. TITLE VI PROGRAM SUMMARY
- C. TITLE VI NOTICES
- D. TITLE VI COMPLAINT FORMS



AGENCY TITLE VI POLICY STATEMENT

As the regional transit provider of public transportation whose employees have extensive daily contact with the public, SunLine Transit Agency [SunLine] recognizes its responsibility to the community which it serves and is committed to a policy of nondiscrimination. SunLine works to provide non-discriminatory public transportation in support of our mission *"To provide safe and environmentally conscious public transportation services and alternate fuel solutions to the meet the mobility needs of the Coachella Valley"* to enhance the social and economic quality of life for all residents in the Valley.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

SunLine grants all citizens equal access to all its transportation services under Title VI of the Civil Rights Act of 1964 and it is also the intent of SunLine, that all citizens are aware of their rights to such access. SunLine is committed to ensuring that no person is excluded from participation or denied benefits of its services on the basis of race, color or national origin as stipulated by Title VI of the Civil Rights Act of 1964, as amended. To that end it is SunLine's objective to:

1. Ensure that the level and quality of transportation service is provided without regard to race, color or national origin.
2. Promote fair participation in transportation decision making for all affected population;
3. Prevent the denial, reduction or delay in benefits related to programs and activities that benefits minority or low-income populations;

4. Ensure meaningful access is granted to programs and activities for people with Limited English Proficiency (LEP).

The Environmental Justice component of Title VI guarantees fair treatment for all people and provides for SunLine to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations, such as undertaking reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information SunLine provides. Environmental Justice Regulations are:

- (a) To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- (b) To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process;
- (c) To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The Compliance Officer is the designated Title VI Officer responsible for compliance and monitoring to ensure non-discriminatory provision of transit services and programs. In that capacity, the Planning Department is responsible for implementing all aspects of the Title VI program. However, along with the CEO/General Manager, all Department Directors, Managers, and their staff share the responsibility for making SunLine's Title VI Program a success. Implementation of the Title VI Program is accorded the same priority as compliance with all other legal obligations incurred by SunLine in its financial assistance agreements with the Department of Transportation.

Lauren Skiver, CEO/General Manager

Date



TITLE VI PROGRAM

SunLine Transit Agency (SunLine) Title VI Policy Statement

SunLine treats its customers with respect and integrity:

SunLine Transit Agency (SunLine), in accordance with the United States Department of Transportation Title VI Regulations (49 CFR part 21) operates its programs without regard to race, color, creed, national origin, sexual preference, marital status, age, medical condition, or disability in compliance with Title VI of the Civil Rights Act of 1964, California Civil Code section 51(b), or other applicable law.

SunLine's Title VI Policy Statement:

Title VI is a section of the Civil Rights Act of 1964 requiring that "No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." SunLine grants all citizens' equal access to all its transportation services under Title VI of the Civil Act, and it is also the intent of SunLine, that all citizens are aware of their rights to such access.

Complaint Process:

Filing a Title VI Complaint

Persons who believe they have received discriminatory treatment or practice under Title VI may file a complaint with SunLine. For information on filing a complaint, contact SunLine's Compliance Officer. Complaints must be in writing and must be filed no later than 180 calendar days of the alleged discriminatory incident.

Methods of filing a complaint

The preferred method is to file your complaint in writing using the Title VI Complaint Form and send it to:

SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
Attn: Title VI Officer

Verbal complaints will be accepted and transcribed by the Title VI Officer. To make a verbal complaint, call (760) 343-3456 and ask for the Title VI Officer. You also have the right to file your complaint with the United States Department of Transportation (USDOT), a federal or state agency, or a federal or state court.

Should a complaint be filed with SunLine and an external entity simultaneously, the external complaint may supersede the complaint to SunLine and the internal complaint procedures will be suspended pending the external entity's findings.

Investigations

Within 15 working days of receipt of the formal complaint, the Title VI Officer will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously). The investigation will address complaints filed against transit service offered by SunLine and will include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of their own choosing and may bring witnesses and present testimony and evidence in the course of the investigation.

The investigation will be conducted and completed within 60 days of the receipt of the formal complaint. The complainant will receive a letter stating the final decision of the Executive Director by the end of the 60-day time limit. The complainant shall be notified of their right to appeal the decision. Appeals may be made to the Federal Department of Transportation.



TITLE VI PROGRAM

As the regional transit provider, SunLine Transit Agency (SunLine), operates its programs in accordance with the United States Department of Transportation Title VI of the Civil Rights Act Regulations (49 CFR part 21), California Civil Code section 51(b).

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

Persons who believe they have received discriminatory treatment or practice under Title VI may file a complaint with SunLine Transit Agency. For information on filing a complaint, contact SunLine's Planning Department. Complaints must be in writing and must be filed no later than 180 calendar days of the alleged discriminatory incident. The preferred method is to file your complaint in writing using the Title VI Complaint Form and send it to:

**SunLine Transit Agency
Attn: Title VI Officer
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

Verbal complaints will be accepted and transcribed by the Title VI Officer. To make a verbal complaint, call 1-800-347-8628 and ask for the Title VI Officer. You also have the right to file your complaint with the United States Department of Transportation (USDOT), a federal or state agency, or a federal or state court. For further information please visit our website sunline.org

49 OB TITLE VI EN Mar 2016



Programa De Título VI

Como el proveedor de tránsito regional, La Agencia de Tránsito SunLine (SunLine), opera sus programas de acuerdo con el Departamento de Transporte del Título VI del Reglamento de la Ley de Derechos Civiles (49 CFR parte 21), la sección del Código Civil de California 51 (b) de los Estados Unidos.

El Título VI del Acta de Derechos Civiles de 1964 prohíbe la discriminación por motivos de raza, color u origen nacional en los programas y actividades que reciben asistencia financiera federal. Específicamente, el Título VI establece que "ninguna persona en los Estados Unidos, por motivos de raza, color, u origen nacional, será excluida de participar en, será negada los beneficios de, o será sujeta a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal." (42 U.S.C. Sección 2000d).

Las personas que creen que han recibido tratamiento o práctica discriminatoria bajo el Título VI, pueden presentar una queja con SunLine Transit Agency. Para obtener información sobre cómo presentar una queja, comuníquese con el Departamento de Planificación de SunLine. Las quejas deben ser por escrito y deben ser presentadas a más tardar 180 días del supuesto incidente discriminatorio. El método preferido es el de presentar su queja por escrito utilizando el Formulario de Quejas del Título VI y enviarlo a:

SunLine Transit Agency
Attn: Title VI Officer
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

Quejas verbales serán aceptadas y transcritas por el Oficial del Título VI. Para presentar una queja verbal, llame al 1-800-347-8628 y pregunte por el Oficial del Título VI. Usted también tiene el derecho de presentar una queja ante el Departamento de Transporte de los Estados Unidos (USDOT), una agencia federal o estatal, o por un tribunal federal o estatal. Para más información, por favor visite nuestro sitio web sunline.org

49 OB TITLE VI SP Mar 2016



LIST OF LOCATIONS WHERE TITLE VI NOTICE IS POSTED

SunLine Transit Agency’s Title VI notice to the public is currently posted at the following facility locations:

LOCATION NAME	ADDRESS	CITY
SunLine Division 1 Offices	32-505 Harry Oliver Trail	Thousand Palms
SunLine Division 2 Offices	83255 Highway 111	Indio
Thousand Palms Transit Hub	72-480 Varner Road	Thousand Palms
SunLine Coachella Transit Hub	790 Vine Street	Coachella

The Title VI notice and program information is provided at all major transfer locations, in fixed route buses, paratransit vehicles and on SunLine’s website at: www.sunline.org. New locations may be added as needed.



TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 requires that “No person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”. If you wish to submit a Title VI complaint to SunLine Transit Agency, please complete this form and send it to:

SunLine Transit Agency
Attn: Title VI Officer
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
Office (760) 343-3456
Fax (760) 343-0576

PLEASE PRINT CLEARLY

Name:

Address:

City, Street, Zip Code:

Telephone: Home: _____ Cell: _____

If applicable name and title of persons(s) who allegedly discriminated against you:

Please check which of the following best describes the type of discrimination experienced:

- Race
- Color
- National Origin

What date did the alleged incident take place?

Name the location where the alleged incident took place:

Is this activity or incident still on going?

In your own words, please describe the alleged incident and explain what happened and whom you believe was responsible:

Please list any person(s) we may contact for additional information to support your complaint.

Have you filed this complaint with any other federal and state agency, or with any federal or state court?

Yes

No

If yes, check all that apply:

Federal Agency

Federal Court

State Agency

State Court

Please provide the name and phone number of the contact persons at the agency/court where the complaint was filed:

Please sign below and attach any written or other information that you think is relevant to your complaint.

Signature: _____ Date: _____



FORMULARIO DE QUEJA DEL TÍTULO VI

El Título VI de la Ley de Derechos Civiles de 1964 prohíbe la discriminación en base a raza, color, ú origen nacional en programas y actividades que reciben asistencia financiera Federal. Específicamente, el Título VI dice que debido a su raza, color, ú origen nacional "ninguna persona en los Estados Unidos será excluida de participar, se le negará beneficios, ó será sometido a discriminación bajo ningún programa ó actividad que recibe ayuda económica Federal." Si usted desea presentar una queja del Título VI a la agencia de tránsito de SunLine, por favor llene el formulario y envíelo a:

SunLine Transit Agency
Attn: Title VI Officer
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
(760) 343-3456 (oficina)
(760) 343-0576 (fax)

POR FAVOR IMPRIMA CLARAMENTE

Nombre:

Dirección:

Ciudad, Estado, Código Postal:

Teléfono: Casa _____ Celular _____

Si es aplicable, escriba el nombre y título de la(s) persona(s) que discriminaron contra usted:

Por favor marque lo siguiente que mejor describa el tipo de discriminación que sufrió:

- Raza
- Color
- Origen nacional

Por favor firme abajo e incluya cualquier información por escrito que usted piense que sea pertinente a su queja.

Firma: _____ Fecha: _____

APPENDIX 2: PUBLIC PARTICIPATION PLAN

- A. LIMITED ENGLISH PROFICIENCY (LEP) PLAN
- B. PUBLIC PARTICIPATION PLAN



LIMITED ENGLISH PROFICIENCY (LEP) PLAN

In accordance with Title VI of the Civil Rights Act of 1964, SunLine Transit Agency (SunLine) as a federal grantee is obligated to reduce language barriers that could preclude meaningful access by Limited English Proficiency (LEP) persons to important benefits, programs, information and services offered by the agency. Executive Order 13166 requires agencies receiving federal assistance to improve access to all programs and services for LEP persons.

Purpose

This document establishes guidance for SunLine in establishing a LEP Plan as required by Section 2 of Executive Order 13166. It is SunLine's policy to provide meaningful access to its programs and services to persons who, as a result of national origin, are limited in English proficiency. This LEP Plan is established pursuant to and in accordance with Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency."

SunLine's mission is to ensure equal access to programs and services to all residents who use transit services provided in the Coachella Valley for their mobility needs. This Plan serves as guidance for staff in helping to ensure meaningful access to programs and services conducted by the Agency for persons who, as a result of national origin, are limited in English proficiency. SunLine has taken a number of steps, outlined in this document, to assist LEP individuals to access its programs and services, and is committed to improving access. As a federal grantee, SunLine will examine services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. This LEP Plan will guide SunLine's efforts to improve access to programs and services it currently provides.

SunLine LEP Plan is designed to assist staff by providing guidance on translation, interpreter, and outreach services for LEP persons seeking access to its programs. The first priority of the LEP Plan is to improve access for LEP individuals to critical services or activities. SunLine will focus on improving access to its other programs and services, particularly in those areas with regular contact with LEP persons. This LEP Plan is designed to address those instances in which SunLine staff directly interacts with and serves LEP persons.

LEP Needs Evaluation:

As part of the process of evaluating its LEP needs, SunLine uses the four factors analysis of programs, services, and information for patrons that use transit services offered in the Coachella Valley. These factors include:

1. Number or proportion of LEP persons eligible to be served or would likely be encountered by the program or grantee.
2. Frequency with which LEP individuals come in contact with the program or services.
3. Nature and importance of the program, activity, or service provided by the program to people’s lives; and
4. Resources available to the grantee and the cost involved.

SunLine’s uses a clearly defined model to assess needs of LEP persons within its service area which consists of:

A. Demographic Review and Evaluation:

This element allows the Planning staff to evaluate through research of census data to identify LEP persons who may need language assistance, as well as identify which language assistance will be provided.

According to data examined for SunLine’s service area and for each of the 9 local transit routes, and one commuter service operated the total service area population of 355,781, 42,243 (11.9%) of this population was considered less than very proficient in English. 40,459 (95.8% of this group speak Spanish with limited English proficiency. As a standard practice SunLine conducts all business and communications in English and in Spanish with Spanish speaking in house staff. Detailed data is shown in the table below.

Route	Total Population	Limited English Proficiency		Speak Spanish with Limited English Proficiency		Speak Other Indo-European Language with Limited English Proficiency		Speak Asian or Pacific Islander Language with Limited English Proficiency		Speak Other Language with Limited English Proficiency	
		Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Route 1	117,007	16,986	14.5%	16,332	96.1%	113	0.7%	513	3.0%	30	0.2%
Route 2	76,501	7,347	9.6%	6,831	93.0%	105	1.4%	409	5.6%	4	0.1%
Route 3	24,144	2,359	9.8%	2,211	93.7%	28	1.2%	119	5.0%	0	0.0%
Route 4	86,100	5,795	6.7%	5,273	91.0%	150	2.6%	370	6.4%	4	0.1%
Route 5	52,111	3,633	7.0%	3,344	92.0%	78	2.1%	204	5.6%	7	0.2%
Route 6	102,163	18,456	18.1%	17,960	97.3%	33	0.2%	405	2.2%	57	0.3%
Route 7	36,862	2,327	6.3%	1,997	85.8%	0	0.0%	329	14.1%	0	0.0%
Route 8	84,390	21,815	25.9%	21,713	99.5%	22	0.1%	37	0.2%	42	0.2%
Route 9	7,027	4,198	59.7%	4,193	99.9%	0	0.0%	3	0.1%	1	0.0%
Local Network	338,339	41,821	12.4%	40,075	95.8%	320	0.8%	1,358	3.2%	63	0.2%
Service Area	355,781	42,243	11.9%	40,459	95.8%	333	0.8%	1,387	3.3%	63	0.1%
Riverside County	2,281,746	182,640	8.0%	160,788	88.0%	3,740	2.0%	16,026	8.8%	2,086	1.1%

Note: Totals are for the population 5 years of age and older
Source: ACS 2020 5-year estimates, block group level

Based on this information, the agency has focused efforts to engage successfully with the LEP Hispanic/Latino people to ensure they can fully utilize SunLine Transit Agency services.

B. Internal Assessment:

This element enables staff to evaluate performance data on all routes, review existing services and programs, evaluate current demand for services, cost for providing services, as well as evaluate current level of language assistance offered to LEP persons. This helps in training staff on how to work with LEP persons and ensures that SunLine notifies LEP persons of programs.

The agency has monitored how LEP people engage with the agency. In regard to the information on our services (printed materials or on our website www.sunline.org), these are provided in both English and Spanish languages. Examples of printed materials provided in both languages include:

- SunDial Rider's Guide
- How to Ride SunBus
- How to Bike and Bus
- System Map
- Pass Outlet Information
- ADA Certification Application
- Mobility Training Program

Staff who speak Spanish are available at both the agency's customer service phone line (3.2% of calls in Spanish), SunDial reservations (4.6% of calls in Spanish), and at the agency's reception at Thousand Palms (less than 0.5% of enquiries were in Spanish).

The Agency also has an outreach specialist for attending public events or specially arranged meetings to promote the range of SunLine services, and this person is fluent in both Spanish and English.

SunLine planning section also has Spanish-speaking staff available for public hearings regarding transit service and fare proposed changes, as well as ensuring information (presentations, printed materials) are readily available. This is especially important in addressing service and fare changes in the east end of the Coachella Valley where LEP customers are most common, though it is a valley-wide issue. Attached (Appendix 6) are summaries of outreach materials.

C. External Assessment

This allows SunLine to conduct market research studies, evaluate the effectiveness and efficiency of existing programs, and services to determine the need for additional

services, as well as improve these services and programs. Furthermore, it enables staff to continue monitoring and updating the LEP guidance.



PUBLIC PARTICIPATION PLAN

PLAN GOALS AND OBJECTIVES

The goal of SunLine Transit Agency's Public Participation Plan is to offer a variety of opportunities for the general public to engage in transit planning and decision-making activities at SunLine in accordance with FTA Circular 4702.1B Chapter III-8 Promoting Inclusive Public Involvement. The objectives of the plan are as follows:

- To determine what non-English languages and other barriers may exist to public participation within the Coachella Valley.
- To provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
- To hold meetings in locations which are accessible and reasonably welcoming to all area residents, including, but not limited to, minority, LEP, and low-income members of the public.
- To utilize a variety of communication methods to capture public input from populations which are typically not likely to attend or engage in public meetings – which includes the deployment of SunLine's Transit Ambassador Street Teams and Mobile Outreach Vehicle.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by a plan, project, or program based on decisions related to recommendations or implementation actions.

General stakeholders within the SunLine Transit Agency service area include, but are not limited to:

- All nine (9) cities and ten (10) unincorporated communities
- Major Employers
- Major Colleges, Universities, and School Districts
- Non-profit and private business community
- Other regional and municipal transit providers including the Palo Verde Valley Transit Agency, Riverside Transit Agency, OmniTrans and Metrolink
- Public (including minority, LEP, and low-income populations)
- Riverside County
- Riverside County Transportation Commission (RCTC)

- SunLine Transit Agency Board of Directors
- ACCESS Advisory Committee
- SunLine Youth Sustainability Committee
- Southern California Association of Governments (SCAG)

In addition to general outreach efforts, SunLine Transit Agency staff routinely meets with social service providers, schools and other agencies through forums such as Riverside County Transportation Commission's (RCTC) Citizens Advisory Committee, SunLine's ACCESS Committee meetings, and OneFuture Coachella Valley's Business Engagement meetings.

Techniques utilized to engage the general population includes public notices of meetings in the local newspaper (Desert Sun), on the SunLine website, via social media, written and oral announcements on board SunLine buses, bus shelter advertisements, and presentations at community meetings. In addition, in-person efforts include the deployment of Transit Ambassador Street Teams at our bus stops and our Mobile Outreach Vehicle at high-traffic points like shopping centers and community parks. These techniques will continue and SunLine will continue to look for new ways to proactively engage members of the public.

Multilingual

As noted in previous sections, the Hispanic population makes up the greatest percent of the minority population in the SunLine Transit Agency service area (52.8%). Therefore, SunLine continues to strive to improve communication for the Spanish speaking community. Rider's Guides (published for each service change) are printed in both English and Spanish, as are all Rider Alerts and on-board signs. All public Hearings are held in both Spanish and English. Advertisements for SunLine Transit Agency are printed in both English and Spanish newspapers and announcements are made on local radio stations that serve both English and Spanish markets.

SunLine informs the public of service changes and other important activities which pertain to its service delivery through a specific information dissemination process. This policy states the public comment process that is used prior to the implementation of fare increases or significant service changes.

FARE/SERVICE CHANGE & PUBLIC COMMENT POLICY AND PROCEDURE

Basic Requirement

SunLine is required by Federal Transit Administration (FTA) guidelines to establish a policy, which defines the process used by SunLine to solicit and consider public comment prior to implementation of fare increases and significant service changes. The policy is also intended to differentiate between relatively minor changes, which do not

necessitate a formal public comment process, and major changes for which public input will be sought.

SunLine Policy

The Board of Directors has an adopted policy which requires that public comments be solicited prior to any permanent change which increases fares or results in a 25% or more change in revenue miles and/or hours or revenue alignment miles or span of service hours for a given route or the overall network on a given day type (Weekday, Saturday, Sunday or Major Holiday).

Public Notification

As required, the public comment process begins with publishing a legal notice in the local newspaper of wide general circulation. The notice will be offered in both English and Spanish. The notice will set a specific date, time, and location for one or more public hearings. Written comments, via mail, fax or email, will also be accepted on the proposed adjustments for a period of not less than 30 calendar days from initial publishing of the legal notice. Public hearings will be held no earlier than 30 days following the initial publication of the legal notice. Written comments will be accepted for a minimum of three (3) calendar days following a public hearing. Legal notices will inform the public of proposed changes for which the public comment process is being held, how comments will be received, and, if applicable, the locations, dates, and times of scheduled public hearings.

In addition, the following procedures, strategies, techniques, and media will continue to be utilized to engage and notify the public in the public hearing process prior to Board approval:

- Place printed materials on buses: on-board signs and/or rack cards describing the proposed changes
- Information available on website.
- Social media campaign on Facebook and Instagram.
- Press releases
- Presentations to community organizations
- Use of various illustrative techniques to convey the information, including, but not limited to, charts, graphs, photos, and maps

Scheduling Public Hearing Location and Time

Service changes that have system-wide impact (such as a fare change) may require multiple public hearing locations in order to maximize convenience to patrons that are affected, including minority populations most concentrated in the eastern end of the Coachella Valley. This will mean meetings will normally be scheduled at facilities located at both the west and east ends of the Coachella Valley, to provide easy access for those who may live at either end of the valley. To the extent possible, public hearings

will be scheduled at locations 1) in proximity to the area affected by the proposed adjustments, 2) at different times of day (mid-morning and early evening) weekdays, and 3) accessible by regular bus routes at times when these are operating. All facilities utilized for public hearings will be accessible to persons with disabilities. Special arrangements will be made for the sight or hearing impaired if requested at least 24 hours in advance. Translation services will be provided for Spanish speaking attendees at the public meetings and all key printed materials will be made available in Spanish.

Procedure for Conducting Public Hearings

Comment forms will be offered to attendees to register their presence and desire to speak or as an alternate method of providing their written comments. Public hearings will begin with a reading of the public notice. The purpose, proceedings, and proposed actions, which necessitated the public hearings, will be explained for clarification. Introductory proceedings will encourage the audience to comment on the proposed actions for which the hearing was scheduled. When the explanation of proposed actions is completed, the public are invited to offer their comments. The public are requested to limit their individual comments to three (3) minutes until all persons have been given the opportunity to speak. After all, registered persons have commented, a final opportunity is offered for any additional public comment. This offering will precede the close of the public hearing.

Documentation of Public Hearings

Official records of SunLine's public hearings on fare or major service adjustments will be generated by development of 1) affidavits of newspaper publications of public notices, and 2) notes of proceedings. Tape recordings of the public hearings will be the preferred means of recording public hearing documentation. Records of public comment will be maintained on file at SunLine.

Addressing Public Comments Received

All relevant comments, received verbally or in writing at a public hearing, or as otherwise conveyed to SunLine prior to the established deadline, will be entered into the public record of the comment process. Subsequent to the comment period, staff will evaluate and analyze all relevant comments received. SunLine Board of Directors will be notified by the CEO/General Manager of all public comment solicitations in advance of all scheduled public hearings on fare and service adjustments. Upon review by the Board, the CEO/General Manager will be directed accordingly to proceed with or amend the recommended service and/or fare changes.

APPENDIX 3: POLICIES, ANALYSIS AND MONITORING

- A. MAJOR SERVICE CHANGE POLICY
- B. DISPARATE IMPACT POLICY
- C. DISPROPORTIONATE BURDEN POLICY
- D. EQUITY ANALYSIS
- E. SERVICE STANDARDS POLICY
- F. MONTHLY PERFORMANCE MONITORING REPORT

A. SUNLINE TRANSIT AGENCY MAJOR SERVICE CHANGE POLICY

SunLine policy is to consider a “major service change” any permanent service change (6 months or longer duration) of 25% or more in revenue hours and/or revenue miles, span of service, or alignment miles for a given route or the network overall for any day type (Weekday, Saturday, Sunday, and Holidays). Such changes require a public hearing and SunLine Board approval before implementation.

Any change above the 25% threshold may be considered potentially adverse and be subject to Title VI service and fare equity analysis. The analysis will determine whether the proposed changes are more impactful on minority and/or low income communities than on the overall transit network, and that agency service standards have been consistently applied across the entire transit network.

B. SUNLINE TRANSIT AGENCY DISPARATE IMPACT POLICY

In order to determine whether the proposed changes are more impactful on minority population than on the overall population, a threshold of 20% or greater difference in impact on minority population compared to the non-minority population would be the point where a change is to be considered to have a disparate impact on the minority population.

If such a disparate impact is identified, it will be subject to review and determination of whether mitigation of the disparate impact can be achieved (subject to reanalysis of the revised proposal) or whether the change can still be justified based on having no other option to achieve the program goals that has less severe impact on the minority population resulting in the absence of the proposed change.

C. SUNLINE TRANSIT AGENCY DISPROPORTIONATE BURDEN POLICY

This policy is provided in relation to the impact of proposed service or fare changes on the low-income population. Low income population is those people living in a household at or below the poverty income level guidelines established (based on household size) by the U.S. Department of Health and Human Services. There is considered to be a disproportionate burden on the low-income population when that population has an impact of 20% or greater than the impact on the service area population overall for a proposed service or fare change.

If a disproportionate burden is identified, the proposed change would be subject to review and determination of whether mitigation of the adverse impact can be achieved (subject to reanalysis of the revised proposal) or whether the change can still be justified based on having no other option to achieve the program goals that has less severe impact on the low-income population.

D. TITLE VI EQUITY ANALYSIS OF PROPOSED SERVICE AND FARE CHANGES

1 What service and/or fare changes does SunLine propose? Please describe the nature of the change, the bases or rationale for the change, the modes of service impacted, and the communities affected by the change.

Service Changes. can include, but are not limited to, route extensions, route deletions, route additions, changes in hours or days of operation, changes due to contracting out transit services, and changes in headways.

Fare Changes. can include, but are not limited to, across-the-board fare increases or decreases on all modes of transit provided by SunLine, or fare changes provided on the agency's transit modes or made on fare payment media or fare payment types.

2 What are the impacts of the service changes on minority and/or low income communities?

Service Changes. For proposed major service changes that would reduce or expand frequency or span of hours of service or add or eliminate routes, SunLine produces maps of the routes that would be eliminated, reduced, added, or expanded, overlaid on a demographic map of the service area, that highlights traffic analysis zones where the total minority and low-income population is greater than the service area average. This will identify any routes or route segments subject to changes that will impact above service area average minority and/or low income populations.

Fare Changes. For proposed changes that would increase or decrease fares on certain transit modes or by fare payment type or payment media, SunLine will analyze any available information generated from ridership surveys indicating whether minority and/or low-income riders are more likely to use the specific fare type, payment type, or payment media that would be subject to change.

3 What are the transit alternatives available for riders who would be impacted by proposed service changes?

Service Changes. For proposed service changes, SunLine will analyze what, if any modes of transit or transit routes that is available for people affected by the service expansions or reductions. This analysis will compare the travel time and cost of the current route with the travel time and cost to the rider for the alternatives.

Fare Changes. For proposed fare changes, SunLine will analyze what, if any, alternative transit modes, fare payment types, or fare payment media are available for people affected by the fare change. This analysis should compare the fares paid under the change with fares that would be paid through available alternatives.

4 What, if any measures would SunLine take to avoid, minimize, or mitigate any adverse effects of the service and/or fare change on minority populations and/or low-income populations? What, if any enhancements or offsetting benefits would SunLine implement in conjunction with the service and/or fare change?

Measures that SunLine will take to avoid, minimize or mitigate any adverse effects of the service and/or fare change on minority and/or low income populations include

holding meetings to discuss the proposed service and/or fare changes as well as consider input from the public to mitigate or minimize such impacts.

5 Would the proposed service and/or fare change have a disproportionately high and adverse effect on minority populations and/or low-income populations?

A disproportionately high and adverse effect is one that (1) is predominately borne by a minority and/or a low-income population, or (2) will be suffered by the minority and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

In making determinations regarding disproportionately high and adverse effects on minority and low-income populations, mitigation and enhancements measures that will be taken and all offsetting benefits to the affected minority and low-income populations may be taken into account.

SunLine would only implement service reductions or fare increases that would have disproportionately high and adverse effects provided that the Agency can demonstrate that the action meets a substantial need that is in the public interest and that other alternatives would have more severe adverse effects than the preferred alternative.

6 What steps does SunLine plan to take to seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach and involvement activities?

SunLine has a public participation process that offers early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. SunLine has wide latitude to determine how, when, and how often specific public involvement measures should take place, and what specific measures are most appropriate. SunLine makes these determinations based on the composition of the population affected by its action, the type of public involvement process planned, as well as resources available to the Agency. Efforts to involve minority and low-income people in public involvement activities can include both comprehensive measures, such as placing public notices at selected bus stops, and in all vehicles, and measures targeted to overcome linguistic, institutional, cultural, or other barriers that may prevent minority and low-income populations from effectively participating in a recipient's decision-making. The agency is sensitive to engaging the minority and/or low income population, especially where they are most concentrated in the eastern Coachella Valley.

7 Does SunLine believe that it is necessary to disseminate information on the service changes/fare increases that is accessible to LEP persons? If so, what steps to provide information in languages other than English does SunLine propose?

Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are LEP. What steps a recipient decides to take should depend on the number and proportion of LEP persons served by the recipient, the frequency with which LEP individuals come into contact with the program, activity, or service, the nature and importance of the program, activity or service, and the resources available to the recipient and costs of providing language assistance. SunLine is sensitive to these factors in planning any hearing for service and/or fare changes, and other public meetings.

SERVICE STANDARDS POLICY

PURPOSE

The purpose of the Service Standards Policy is to provide a policy framework for guidance of staff in the design, operation, and management of SunLine Transit Agency's transit services.

SCOPE

The provisions of this policy shall apply to all SunLine staff in the design, operation, and management of SunLine's transit services.

POLICY

SunLine's Service Standards Policy objectives shall be to:

- a. Promote the continuous improvement of transit service throughout the Coachella Valley and the maximization of mobility benefits to the community.
- b. Support the agency in meeting Federal Title VI of the Civil Rights Act of 1964 (Title VI) requirements in avoiding arbitrary discriminatory decisions regarding provision of transit service.

PROCEDURES

1. Background

SunLine is the sole provider of regular scheduled fixed route (SunBus) and complementary Americans with Disabilities Act of 1990 (ADA) Paratransit (SunDial) service for the Coachella Valley in Southern California.

SunLine Transit Agency is a Joint Powers Authority established in 1977 to provide public transit services to nine member cities and seven Riverside County

unincorporated communities. It is governed by a Board of elected officials, one from each of the nine member cities, plus the county supervisor.

The stated vision, mission, and goals of the agency are as follows:

- Vision
 - SunLine Transit Agency is the regional transportation mode of choice.
- Mission:
 - To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.
- Goals:
 - To provide dynamic organizational leadership and change consistent with the growth of the transit agency.
 - To continue the advancement of innovative transportation and alternative fuel technologies.
 - To provide leadership for the region’s mobility needs.
 - To provide high quality transportation services that are safe, efficient, and effective.

1. Service Area and Transit Network

SunLine operates a range of services:

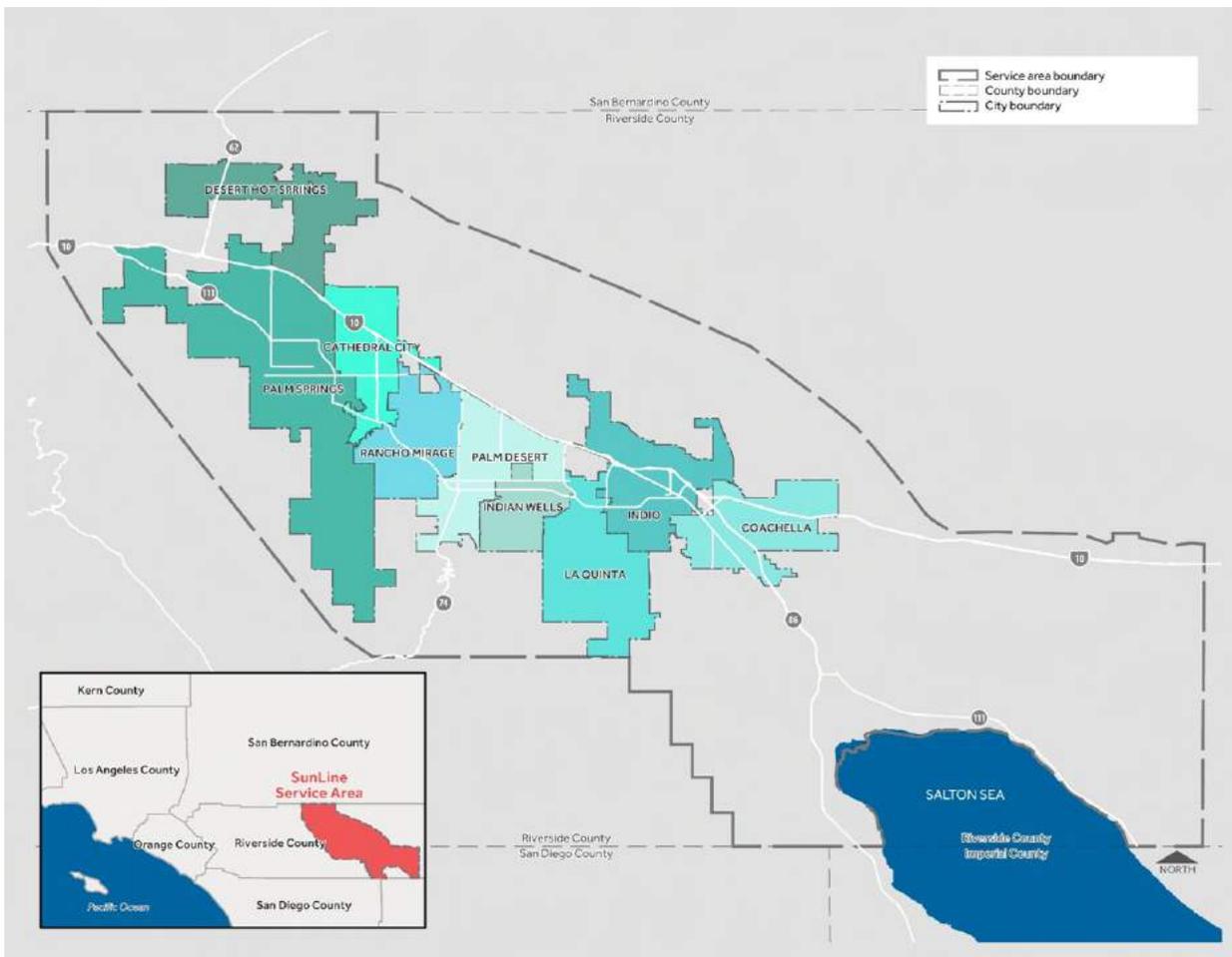
- SunBus provides nine (9) fixed transit routes throughout the Coachella Valley.
- SunLine Regional Service provides local and regional passenger bus service between the Coachella Valley and San Bernardino.
- SunDial provides transportation service required by the Americans with Disabilities Act of 1964 (ADA) for individuals with disabilities who are unable to use the SunBus fixed route service; the system must be comparable to the fixed route system.
- Half Fare Taxi Voucher Program is a curb-to-curb, premium demand response service designed to transport residents of the Coachella Valley who are 60 years

of age and older. It is provided through local taxi operators and is available 24 hours a day, year round. The continuation of this program is contingent upon grant funding.

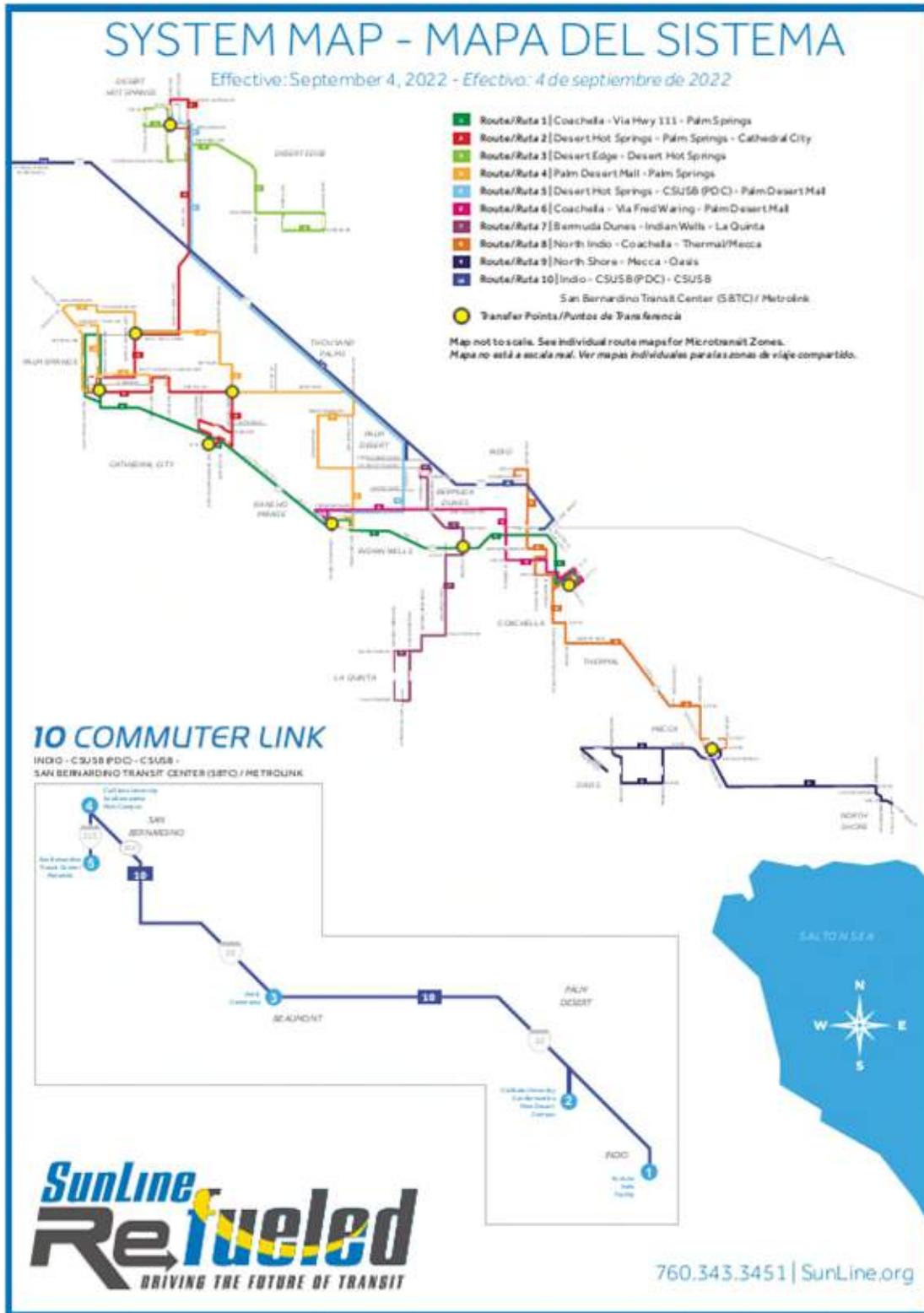
SunLine has a 1,120 square mile service area from the Highway 111/Interstate-10 Junction in the northwest to the Imperial County border in the southeast, bounded by mountains to the north and south. The agency currently serves the nine member cities (from west to east) of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, and Coachella, plus the seven unincorporated communities of Thousand Palms, Bermuda Dunes, Desert Edge, Thermal, Mecca, Oasis, and North Shore.

Below, Map 1 illustrates the SunLine service area; Map 2 shows the January 2021 fixed route transit network.

Map 1 – SunLine Service Area



Map 2 – SunLine Transit Service Network



2. Service Standards Overview

This document sets service standards for service design, service performance, service quality and service warrants.

- **2.1 Design Standards:** Design Standards refer to the design of transit services in regards to service tiers, frequency, service span, stop and route spacing, route alignment, connectivity, and stop amenities.
- **2.2 Performance Standards:** Performance Standards are used to evaluate the performance of existing transit services to continuously improve productivity and sustainability.
- **2.3 Quality Standards:** Quality Standards are used to maintain and improve the consistency and reliability of service delivery as well as the passenger experience.
- **2.4 Warrants Standards:** Warrants Standards provide a way to determine which areas within the large service area will have both the passenger demand and performance potential to produce cost effective fixed route transit service.

2.1 Service Design Standards

Service Tiers the SunLine transit network is classified into three tiers that define the service level and performance expectations for each service:

- **Trunk Routes** – Routes 1 and 2
- **Local Routes** – 3, 4, 5, 6, 7, 8 and 9
- **Regional Service** – Link 10

Minimum service level specifications or warrants are responsive to the service tiers, network connectivity, and ridership/demand requirements. Minimums may be exceeded where supported by demand and prioritized for funding of such higher service levels.

Trunk Routes are designed to deliver service in highly populated areas with high ridership and productivity anticipated, also known as ridership per revenue hour. Generally, to meet the demand, higher frequencies are required to accommodate the demand for service. Additionally, the service links travel between multiple communities often serving the Coachella Valley's busiest corridors.

Local Routes are designed to pick up and deliver passengers to a Trunk Route and therefore necessitate lower levels of service due to the provision of localized transportation. Generally, these routes typically have lower overall ridership and productivity.

Regional Service is designed to provide express service to regional destinations, improving access to jobs and job services across the county and beyond (via connection to the regional rail network and/or Trunk Routes).

Key attributes in relation to these services include:

- Stop frequencies and span
- Stop spacing
- Route spacing
- Route alignment
- Connectivity
- Stop amenities

Service Frequency and Service Span Standards

Service frequency is a leading factor that attracts new riders to a transit system. Frequency defines how long customers wait for bus service in relation to the time in which they arrive at the stop. Industry experience shows more customers spontaneously show up to stops instead of planning their trips, and higher levels of frequencies decrease the average wait time for random arrivals. While high frequency service is desirable, different mobility and service types warrant different levels of transit service.

Similar to service frequency, service span affects the variety of travel options passengers can choose to take. Routes with similar network roles should have similar spans in order to facilitate travel throughout the SunLine network. For both frequency and span, it is important to balance convenience for passengers with funding and resource constraints.

Below are the minimum service frequencies and spans considered sustainable with funding level increases expected for SunLine in the next two to five years. Services in each service type can operate more frequently or longer hours but should not operate less frequently or fewer hours than the minimum standard.

Table 1- Frequency and Span by Service Type	Frequency of Service		Span of Service	
	Weekday	Weekend	Weekday	Weekend
Trunk Routes	20/30 minutes	30 minutes	5:00 AM – 11:00 PM	5:00 AM – 11:00 PM
Local Routes	30/60 minutes	60 minutes	5:00 AM – 7:00 PM	9:00 AM – 6:00 PM
Regional Service	Based on demand	Based on demand	Based on demand	Based on demand

These are minimum standards established by SunLine and can be revised where sustainable (i.e., where demand warrants, performance measures can still be met, and increased funding can maintain operation). Desired performance goals are outlined in Section 4.

Stop Spacing Standard

The Stop Spacing Standard involves the distance between bus stops and where stops should be located. This involves balancing access to service while minimizing delay. Industry wisdom argues too many stops results in fewer riders because faster service operations is more important than minimizing walking distances. Adding stops slows down a route, making it less attractive to passengers. In some cases, a stop may need to be skipped (e.g. empty land with no development) or added (e.g. special customer access need or key destination).

SunLine has an established 0.5-mile target average stop spacing for all routes. Individual stop spacing can be varied based on local conditions with the average spacing target in mind.

Route Spacing Standard

Route spacing of at least one mile between parallel routes is considered essential for more sustainable service. Every effort is also made to avoid unproductive duplication of routes, as well as to avoid unproductive areas such as vacant land, gated resorts, and residential communities.

Route Alignment Standard

SunLine fixed route lines should be designed to provide service using direct pathways to varying origins and destinations; out-of-direction movements should be minimized. Direct service is more efficient; therefore, increases in fare revenue can be anticipated while operating costs are minimized.

Deviations resulting in indirect alignments which serve high volumes of passengers may occasionally be warranted. The impact to riders on the bus should be no more than five minutes per boarding gained on the deviation. The formula for calculating this impact is below:

$$\frac{(Passenger\ Load) * (Time\ of\ Deviation)}{Boardings\ Gained\ Along\ Deviation} \leq 5$$

For example, if a proposed deviation to a housing development would add 6 minutes in running time to a route, generate 40 new passenger boardings, and force 30 current riders to ride through the deviation, the time impact to current riders per boarding gained would be 4.5 minutes. Since this is less than 5 minutes, this deviation would be justified.

$$\frac{30\ current\ riders * 6\ minutes}{40\ new\ riders} = 4.5 < 5$$

There may be times where route deviations are warranted due to construction, special events, and/or inclement weather. These deviations are not subject to the same five-minute rule because they are temporary and often unavoidable.

Connectivity Standard

Existing service frequencies are reflective of service demand, but also are based on operating realities such as how long it consistently takes for a bus to make a round trip on a route. This mixture of service frequencies defines the experience when customers must connect between two routes.

SunLine will prioritize matching frequencies based on clock-face frequencies of 15, 30, and 60 minutes to facilitate connections between services. Having consistent intervals between trips on all services allows SunLine to schedule reliable transfers and makes the schedules easier to remember.

Stop Amenities Standard

SunLine provides amenities (a bench and waste container) at all stops where a sidewalk exists (and sufficient space is available).

All stops with at least 10 average daily passenger boardings should have a shelter installed, unless prevented by local conditions (such as available space or design issues, as determined in consultation with each city or the county).

New bus stops will be installed as mandated by ADA guidelines. As funding permits, the agency will upgrade existing stops to meet the standards set forth by ADA.

2.2 Service Performance Standards

Key Performance Indicators (KPI) are used across the industry to measure, evaluate, and compare transit service performance. The following KPI is recommended for measuring the performance of SunLine's service:

- Passengers per Revenue Hour

SunLine should regularly review service performance against service KPIs to better match service demand and supply within the financial and operational capacities of the agency. The KPIs are discussed in more detail below.

Passengers per Revenue Hour: This KPI measures service effectiveness or productivity based on ridership (passenger boardings) generated for each revenue hour of service operated (PPRH).

$$\frac{\textit{Passenger Boardings}}{\textit{Revenue Hours}}$$

The minimum performance expectations for each service tier is shown in Table 4 below. These KPIs are based on past performance and minimum standards set by peer agencies. SunLine's service area reflects both urban and rural characteristics. Rural population density is associated with lower ridership. Customer surveys reveal that 85% of SunLine's riders are transit dependent. Accordingly, some transit routes experience low performance, but are continued to support mobility in the Coachella Valley.

Routes performing at or above 125% of their service classification target will be candidates for increased investment while routes performing at or below 75% will be subject to corrective action. These options will be discussed in more detail later in this document.

Table 2	PPRH Standard
Trunk Routes – Routes 1 and 2	20 passengers per hour
Local Routes – Routes 3, 4, 5, 6, 7, 8 and 9	10 passengers per hour
Regional Service – Link 10	10 passengers per trip

2.3 Service Quality Standards

Service quality standards contribute to the reliability and consistency of the delivery of transit service. While riders are attracted to transit service based on frequency and span, they continue to use services because they can reliably get to their destinations on-time. Unreliable service often results in decreased ridership. Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- Service Scheduled Speed
- On-Time Performance (service reliability)
- Percent Service Delivered (service reliability)
- Miles between Service Interruption (service reliability)
- Load Standards (service comfort)
- Average fleet age (service comfort)
- Bus deployment policy

Each suggested metric is discussed in more detail below.

Service Scheduled Speed: Measures a routes scheduled service speed. The measure is calculated by dividing scheduled revenue hours by revenue miles for each route. This KPI monitors services needed to maintain reasonable speed to retain and grow ridership.

Table 3 below shows target performance for SunLine’s transit system. SunLine’s schedule average service speed standard is 12.5 miles per hour (MPH). It operates in a relatively uncongested environment, and this speed is expected to be maintained.

Through significant efforts to optimize existing operations with better service frequencies and removing causes of delay, bus service scheduled speeds may increase. This measure will require ongoing improvement over time to maintain and improve performance.

Table 3 – Service Scheduled Speed	Service Speed - Weekdays	Service Speed - Weekends
Service Mode		
Fixed-Route Bus	12.5 MPH	12.5 MPH

On-Time Performance: This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time-point within a range of zero minutes early to four minutes late. In order to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. The on-time performance target is 85% for all services.

The biggest impact for on-time performance is route detours. The target of 85% is consistent with those adopted by peer systems with automated measuring tools (automatic vehicle location (AVL) equipment).

Table 4 – On-Time Performance	On-Time Performance Standard
Service Mode	
Fixed Route Bus	85% (excepting major detours)

Percent Service Completed: This KPI measures service reliability as defined by percentage of trips completed daily. There are three components necessary in order to measure completed trips:

- 100 percent daily availability of both operators and fleet to meet service demands
- Miles between service interruptions
- Timely response to service interruptions (less than half an hour)

The target is consistent with that adopted by peer systems.

Table 5 – Percentage of Service Completed	Service Completed Minimum Standard
Service Mode	
Fixed Route Bus	99%

Miles Between Service Interruptions: This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of cause. SunLine’s standard is 5,000 miles. This measurement also includes bus exchanges where buses

are swapped out in service though service is often not interrupted. To meet this standard, both avoidance of service interruptions through early identification (e.g., planning for detours, proper fleet maintenance, etc.) and timely as well as proactive response to service interruptions.

Table 6 – Miles Between Service Interruptions	
Service Mode	Target Minimum Miles Between Service Interruptions (Road Calls)
Fixed Route Bus	5,000

Load Standards: This service quality KPI establishes load standards for various vehicle types and is measured for each trip operated. While it may be acceptable for some riders to stand for short distances or time periods (e.g. under 2 miles and/or 10 minutes) during peak periods, it is generally accepted that seating should be available for all riders during normal off-peak conditions.

Table 7 – Load Standards	
Service Period	Maximum Consistent Load Factor
Peak 40' bus	Average over 133% of seated load = 50 passengers
Off Peak 40' bus	Average 100% of seated load = 38 passengers
Peak 32' bus	Average over 133% of seated load = 39 passengers
Off Peak 32' bus	Average 100% of seated load = 29 passengers

Any vehicle operating at high speeds on highways (e.g., Routes 5, 8 and 10) requires all passengers to be seated, reducing the maximum load on these services to 100 percent of seated capacity.

Average Fleet Age: The age of the vehicle fleet affects performance and reliability of transit services as well as system attractiveness to customers. SunLine’s standard for average fleet age is no greater than 10 years. Adhering to the average fleet age standard will help ensure a reliable and comfortable passenger experience.

Table 8 - Vehicle Average Age	Average Fleet Age
Standard Transit Bus	No greater than 10 years

Bus Deployment Policy

Bus deployment specifies the type of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand

and trip loads. Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding issues.

Trunk Routes 1 and 2 should utilize 40-foot buses due to high passenger volumes/turnover, frequent stops, and route gradients in order to maintain reliable and on-time service.

Local Routes should use either 40-foot or 32-foot buses based on ridership demand. Routes with lower demand should use 32-foot buses to meet the demands of lower ridership and having fewer seats will not result in load or overcrowding issues.

Table 9 – Bus Deployment		Vehicle Type
Trunk Routes		40' buses
Local Routes	32' or 40' buses depending on ridership demand	
Regional Service		40' buses

SunLine will review the Bus Deployment Policy every two years beginning in 2018, and make necessary adjustments as the fleet is updated and to ensure compliance with Title VI requirements.

SunLine Transit Agency is in full compliance with Title VI of the Civil Rights Act of 1964 that protects people from discrimination based upon race, color, and national origin in programs and activities receiving federal financial assistance. SunLine insures equitable distribution of its assets in delivery of transit services to the people of Coachella Valley.

Buses are assigned according to successful completion maintenance functions without regard to route assignment, or vehicle age, except in size considerations as outlined above. Additionally, fuel cell and electric buses are assigned to routes with shorter distances and / or durations that are within acceptable range capacity of those vehicles.

Adequate number of buses are assigned to routes with high demand to avoid instances of overcrowding or passenger standees. All SunLine buses are fully air conditioned, and are 100% accessible to persons with disabilities.

2.4 Warrants Standards

Warrants Standards provide a way to determine which areas within the large service area will have both the passenger demand and performance potential to produce cost-effective fixed-route transit service. In order to ensure the financial sustainability of the agency, SunLine should only introduce new services that perform at or above the current system average. Planning new services around these guidelines will help

ensure successful performance of new routes. Providing a set of guidelines for which areas warrant all-day fixed-route service will help SunLine respond to future community requests for new service.

Network Role

New services should be evaluated for their place in the overall transit network. Each new route in the network will have a unique role, whether it is facilitating transfers with existing services, introducing service coverage to a recent development, or providing connections between current routes and major destinations. While successful new routes connect with existing services, they should not duplicate existing service or compete for passengers.

Market Opportunities

There is a strong correlation between service performance, surrounding population and employment densities; the more people with access to a route, the higher the route's ridership. Population-dense areas tend to coincide with mixed-use neighborhoods, walkable environments and higher populations of transit-friendly constituencies such as students, seniors, zero-vehicle households, and low-income populations.

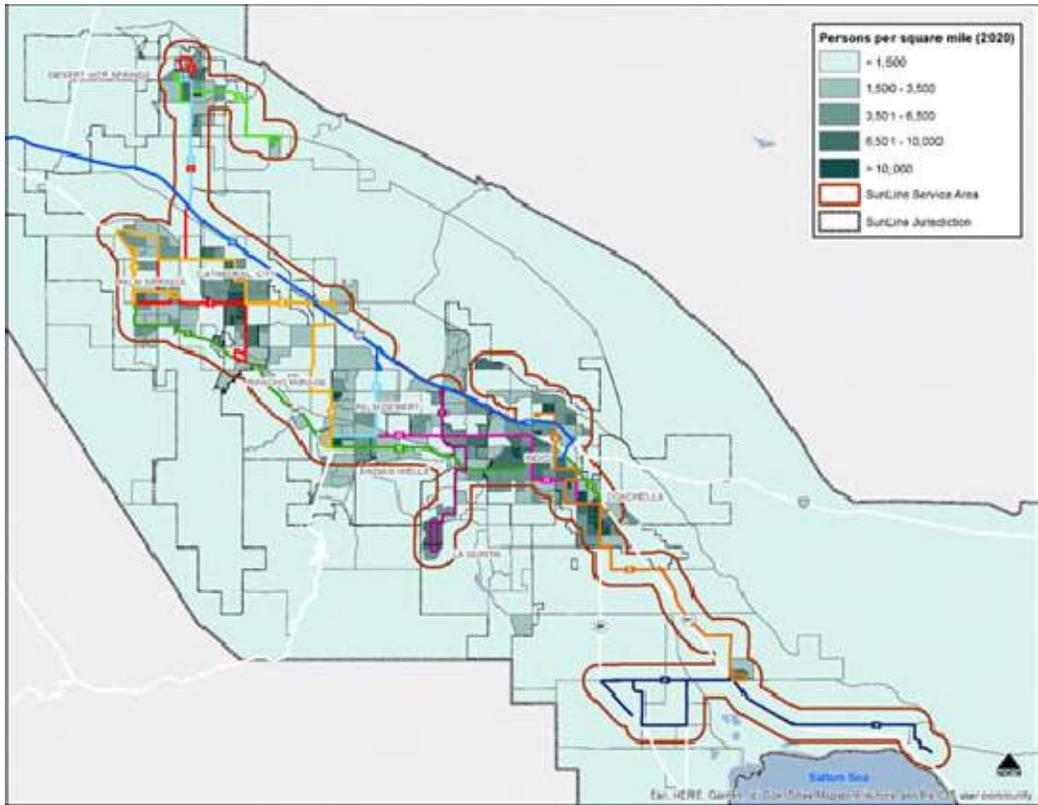
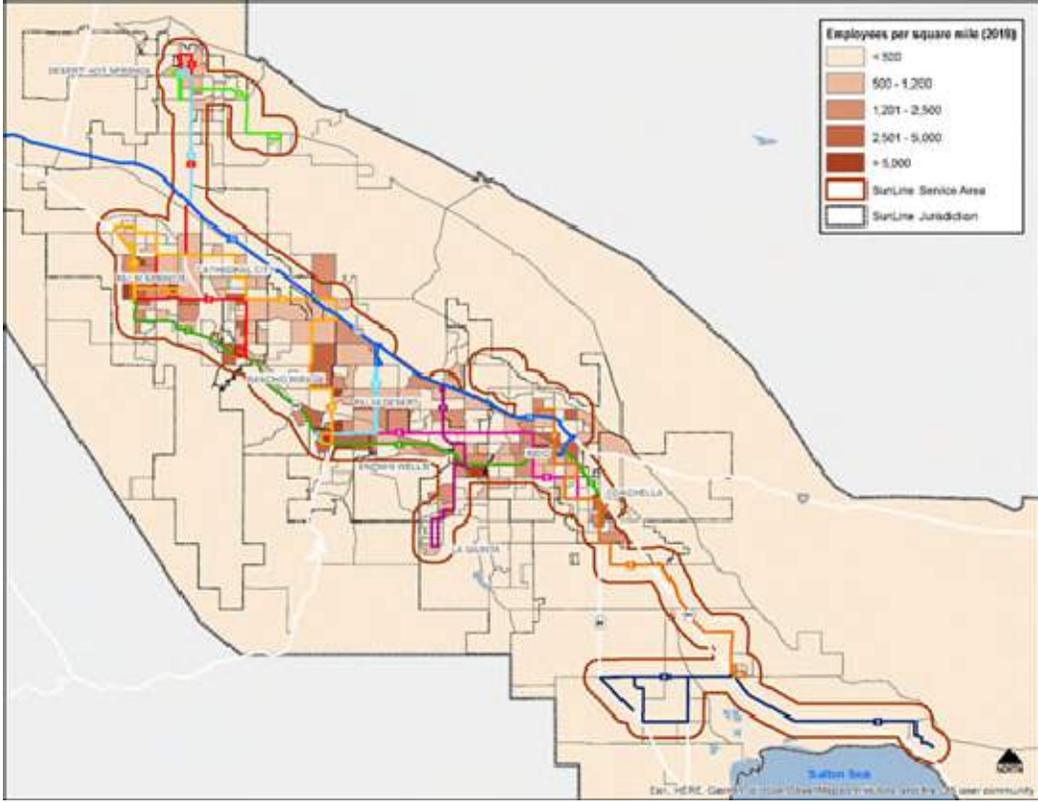
The minimum population and employment density for the introduction of new all-day fixed route transit service is an average of 10 people/jobs per acre within a half mile of the proposed route.

$$\frac{\text{Sum of population and jobs within } \frac{1}{2} \text{ mile of route}}{\text{Sum of population and employment acres within } \frac{1}{2} \text{ mile of route}} \geq 10$$

At densities over this minimum threshold, transit has the opportunity to play a meaningful role in public mobility. Areas with densities below this minimum threshold are not considered supportive of fixed route service and should not be subjected to further analysis. Areas in this category that have unmet needs may be served by alternative options to fixed route service.

Unmet Mobility Needs

SunLine should strongly consider the mobility needs of transit dependent populations when evaluating where to operate service. In assessing the area's demand for transit service, it is important to examine the presence of these demographic groups and identify any present unmet needs.



Key Destinations

Key destinations likely to generate higher demand for transit service include major area school, colleges, universities, hospitals, retail/commercial/entertainment centers with more than 10 people/jobs per acre, and open residential communities (not gated) to those with relatively lower income and vehicle ownership levels.

Evaluating New Services

New services should be implemented on weekdays only and operate between 6:00 AM and 7:00 PM. Once a new route has been implemented, it should be closely monitored to determine whether it is reaching its desired performance standards. The route should first be evaluated after six months to determine whether it meets more than two-thirds (2/3) of its performance standards. New services not meeting the minimum standards at the end of an 18-24-month trial period are subject to corrective action or discontinuation.

In some cases, trial periods for new services may vary based on the requirements of grant funding. For example, if a grant provided three years of funding for a route that did not meet standards, this route would still be operated for the full three-year period.

3. Major Service Change

According to the provisions of the Title VI, (FTA C4702.1B), no person in the United States shall, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

To comply with FTA C 4702.1B, SunLine has implemented the following policy regarding the Title VI Analysis of proposed impacted routes and/or schedule changes prior to the implementation of any significant service changes or fare increases.

A mandated service change occurs no more than three times a year, unless necessitated by service adjustments and/or other operational requirements. A major service change is defined by SunLine as any permanent service change (6 months or longer duration) of 25% or more in revenue hours and/or revenue miles, span of service, or alignment miles for a given route or the network overall for any day type (weekday, Saturday, Sunday, and Holiday). Such changes require a public hearing and SunLine Board approval before implementation.

Under Title VI requirements, SunLine also identifies a Disparate Impact Policy and Disproportionate Burden Policy to ensure low-income and minority populations are not adversely affected by service changes.

- **Disparate Impact Policy:** A disparate impact occurs when the impact of proposed service or fare changes to minority populations is 20% greater than the impact to non-minority populations.

- Disproportionate Burden Policy: A disproportionate burden occurs when the impact of proposed service or fare changes to low-income populations is 20% greater than the impact to non-low-income populations.

4. Reporting and Management

To monitor KPIs adequately, data will be reviewed monthly or quarterly, as most appropriate. The Board of Directors will receive an annual performance report in December.

All services will be monitored for adherence to the productivity, farebox recovery, subsidy per passenger and are divided into three tiers based on performance:

- High-performing service: performs at or above 125% of the tier productivity standard
- Average-performing service: performs between 76%-124% of the tier productivity standard
- Low-performing service: performs at or below 75% of the tier productivity standard

High-Performing Service - Green (125% or higher of tier standard)

Routes with high performance suggest the need for greater investment, as high performance may signal the presence of significant latent demand. This category of services constitutes the top-performing tier of the entire SunLine system. It is very important to maintain a high-quality level of service as well as to continue further investment. Creating standards for high-performing service prioritizes investment in the core system. Upgrading high-performing routes directs investment where it will be most effective.

The primary form of investment is in service frequency. Increasing frequency will prevent overcrowding on popular routes and make the service more attractive to a wider pool of potential customers. It will make the service more convenient for both current and future riders. Another investment is providing enhanced high-quality features along the route. Bus bulbs, bus-only lanes, and transit signal priority are all methods for decreasing delay and travel time along a route and improving the customer experience. Upgrading amenities at bus stops also makes services more attractive to riders and enhances the branding of SunLine services. All of these investments make buses more competitive with automobile travel.

Average-Performing Services- Yellow (76%-124% of tier standard)

Services in this category are adequately fulfilling their roles in the transit network, and no corrective action is required. These routes will be monitored on an ongoing basis to determine how their performance changes over time. While Green tier services should be prioritized for service investment, the same investment strategies can be applied to the Yellow tier services to improve system performance.

Low-Performing Services - Red (75% or below of tier standard)

Low-performing services indicate ridership demand is not high enough to justify the amount of resources being invested. Since SunLine works within the constraints of limited resources, it is important the use of each route is being maximized. Corrective Action Plans for low-performing services are designed to help improve performance to justify the level of resource investment. For productivity, routes will be considered to be “low-performing” if it does not reach 75% of the performance target for its tier. For the farebox and subsidy standards, the route must exceed the minimum threshold.

Corrective Action Plan

The *Corrective Action Plan* will examine the routing, schedule, route segments, and span of service in order to diagnose weaknesses in the route’s current operations. Using the information gathered, SunLine will develop a *Corrective Action Plan* for improving performance which will be implemented in the next feasible service change given the limitations in place regarding public process, public hearing (if required), and annual service change calendar. Areas of consideration follow:

- Segment-Level Analysis: A segment-level analysis may highlight a specific portion of the route that limits overall performance, causing it to perform below the standard for its tier. If a low-performing segment is identified, it can be modified in an attempt to raise the productivity of the route as a whole.
- Operational Analysis: Realigning service to cover only critical segments or eliminating unnecessary delay (e.g. deviations) are ways to reduce travel time and save resources, thereby raising performance levels while retaining ridership.
- Change in Service Levels: Adjusting the service levels of a low-performing route (e.g. by any combination of frequency, span, or day of week changes) may help tailor the transit product to its market, and subsequently increase productivity.
- Cost-Sharing: Exploring cost-sharing or public-private partnerships can reduce the amount of subsidy required to operate low-performing services. This is applicable for services that do not meet minimum performance standards yet serve a need identified by businesses, schools, attractions, or other organizations that may be willing to assist with funding operations in order to continue service.
- Targeted Marketing: Marketing tactics can help raise the public awareness of a service in need of improvement. Poor ridership may be a result of a lack of public knowledge of a route and investing in marketing can help reverse this trend. This is especially the case for targeted market groups like employment centers, shopping districts, schools, hospital, agencies, and other major destinations.
- Rider Outreach: Onboard surveys and rider interviews are methods for gaining valuable information on how a route can be improved. These methods can reveal information about popular destinations that a route may bypass or other aspects of a service that may be holding back ridership growth.

Consequences/Outcomes

Once a *Corrective Action Plan* is implemented the route must exceed “low-performing” in two of the three performance metrics for at least one quarter within the first three successive quarters or face further action which may include route elimination. If a route meets the expectations, the process of the *Corrective Action Plan* will be deemed concluded. Subsequent low performance will be reviewed as a new event.

In the event the corrective actions are unsuccessful in raising at least two of the metrics (productivity, farebox recovery, or subsidy per passenger) to above “low-performing” after six consecutive quarters, discontinuation may be necessary to ensure effective use of agency resources.

SunLine Transit Agency reserves the right to periodically review and revise the Service Standards Policy. Comments and suggestions are welcome by contacting SunLine Customer Service on 1-800-347-8628, 8:00 a.m. to 5:00 p.m., weekdays, or via email at www.sunline.org/customer.

Approved:

Lauren Skiver
CEO/ General Manager

APPENDIX 4: CERTIFICATIONS AND ASSURANCES

A. FTA CIVIL RIGHTS ASSURANCE (TITLE VI)



FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

A signed Federal Transit Administration (FTA) Civil Rights Assurance that all of the records and other information required under FTA Circular 4702.1B have been or will be compiled, as appropriate.

FEDERAL TRANSIT ADMINISTRATION

CIVIL RIGHTS ASSURANCE

The SunLine Transit Agency (SunLine) HEREBY CERTIFIES THAT, as a condition for receiving federal financial assistance under the Civil Rights Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The SunLine Transit Agency will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1B and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The SunLine Transit Agency will make it known to the public any person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

Lauren Skiver, CEO/General Manager

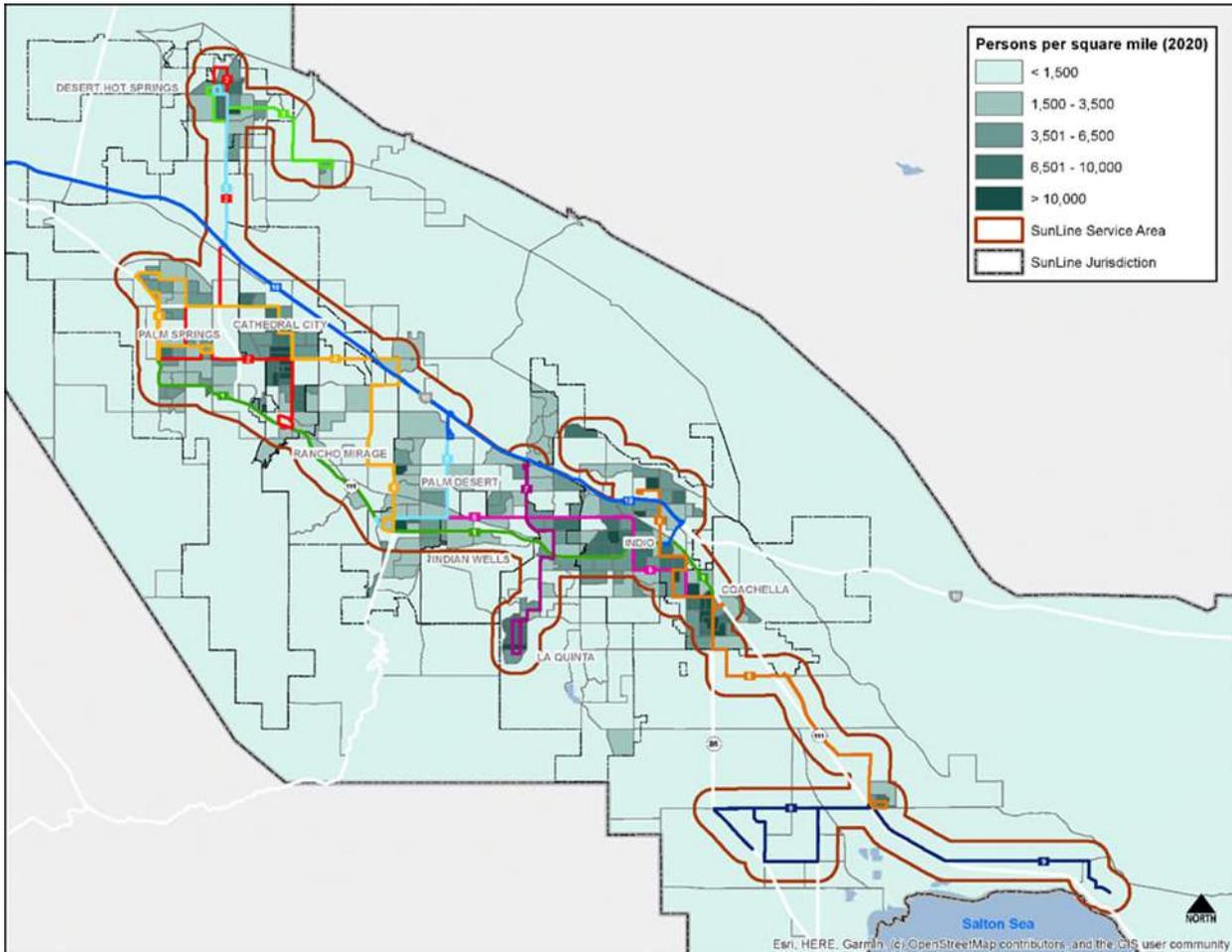
DATE

APPENDIX 5: CENSUS DATA ANALYSIS MAPS

- A. SUNLINE SERVICE AREA –
POPULATION DENSITY
- B. SUNLINE SERVICE AREA – POVERTY
POPULATION
- C. SUNLINE SERVICE AREA – MINORITY
POPULATION
- D. SUNLINE SERVICE AREA – LIMITED
ENGLISH POPULATION
- E. SUNLINE SERVICE AREA –
EMPLOYMENT
- F. SUNLINE TRANSIT PROPENSITY AND
EMPLOYMENT

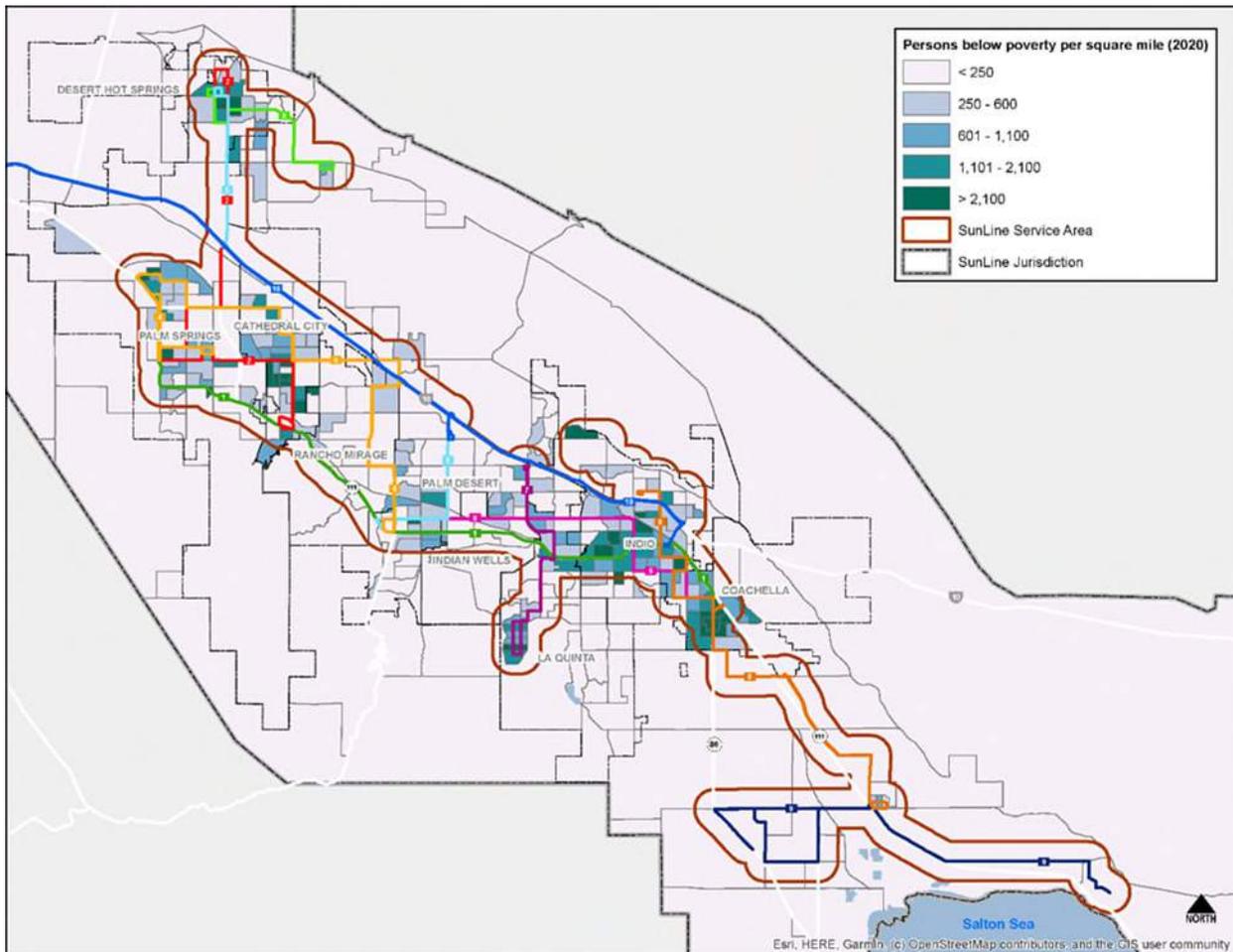
System Population:

Map A below provides population density data based on 2020 American Community Survey data.



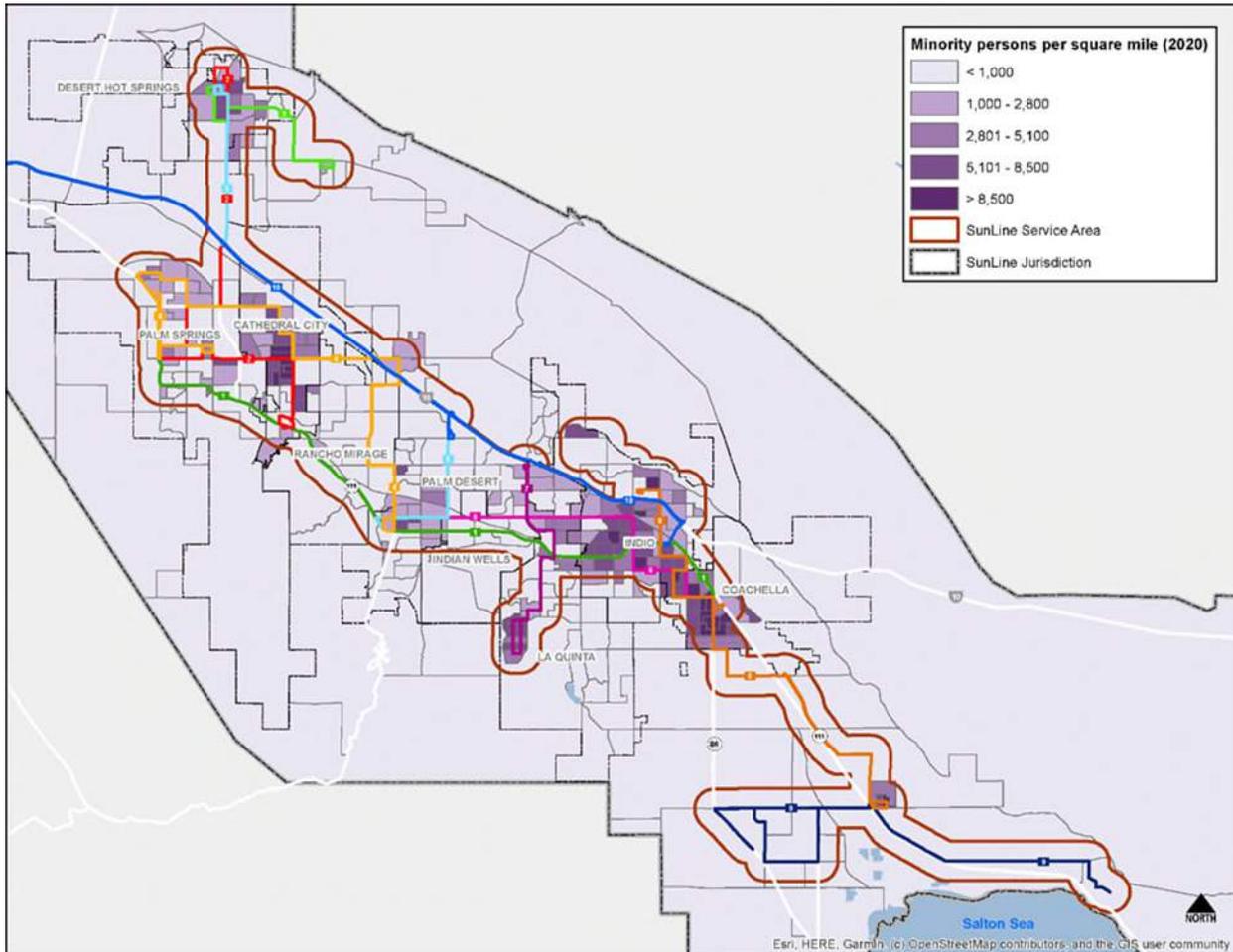
Low Income Population:

Map B below provides poverty density data based on 2020 American Community Survey data.



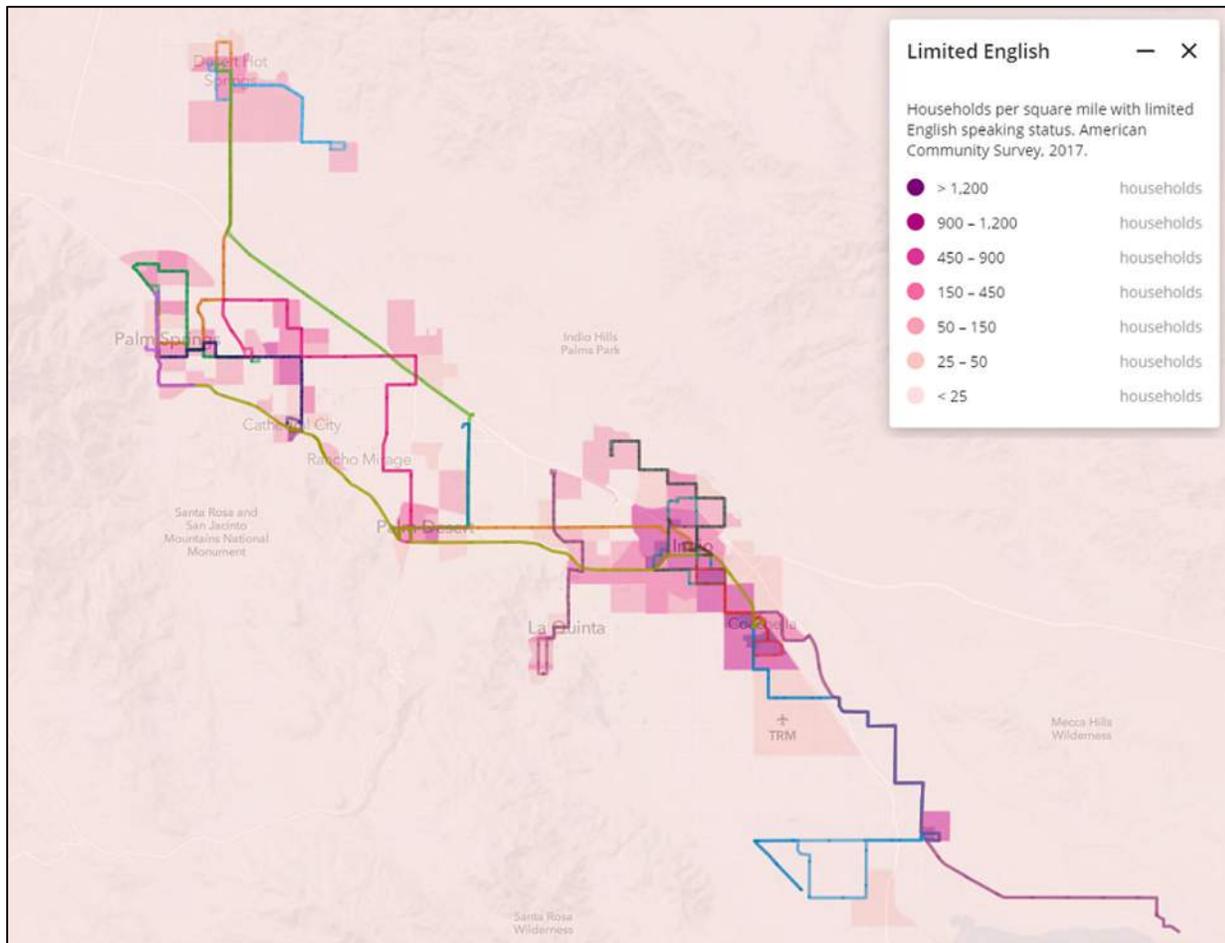
Minority Population:

Map C below provides minority density data based on 2020 American Community Survey data.



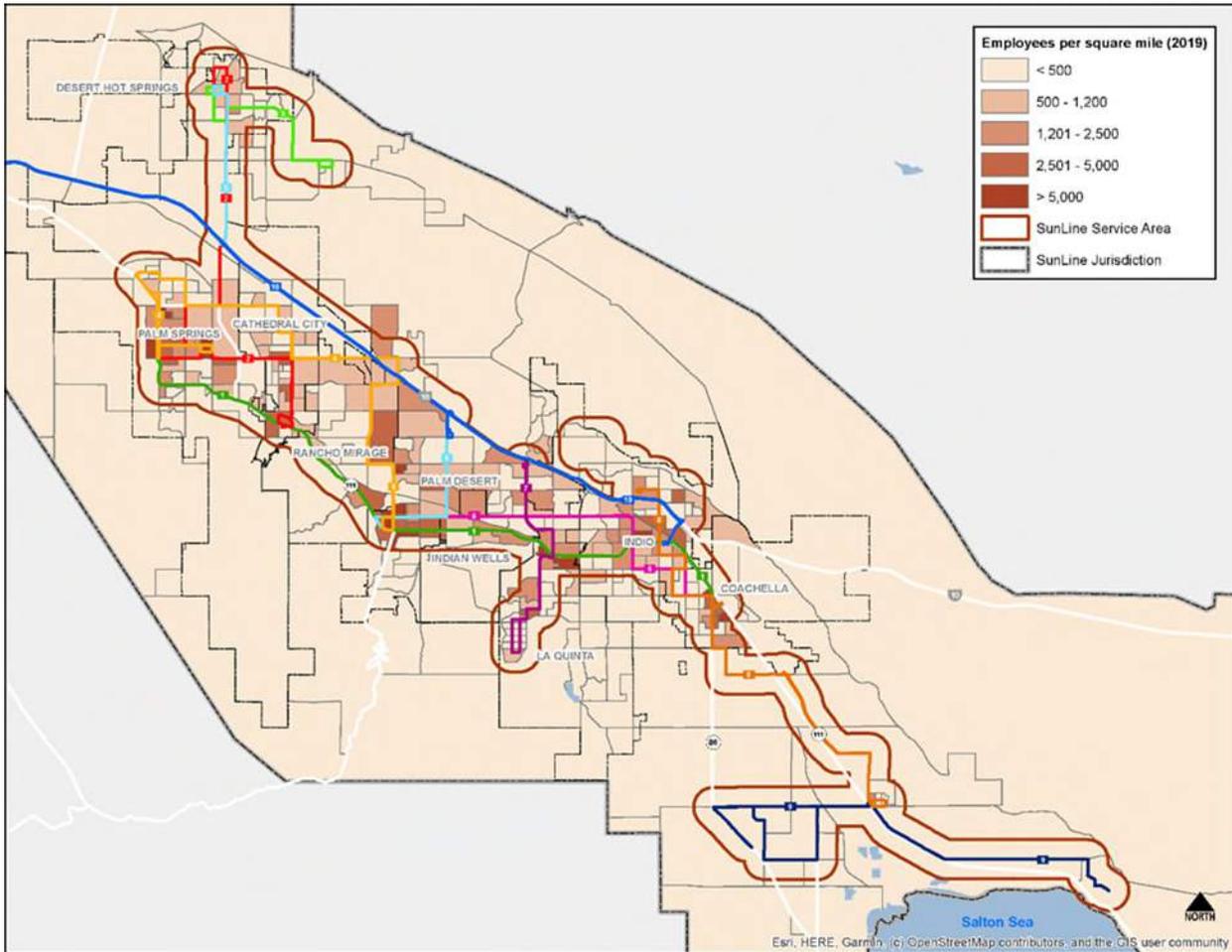
Limited English Population:

Map D below provides Limited English Population density data based on 2017 American Community Survey data.



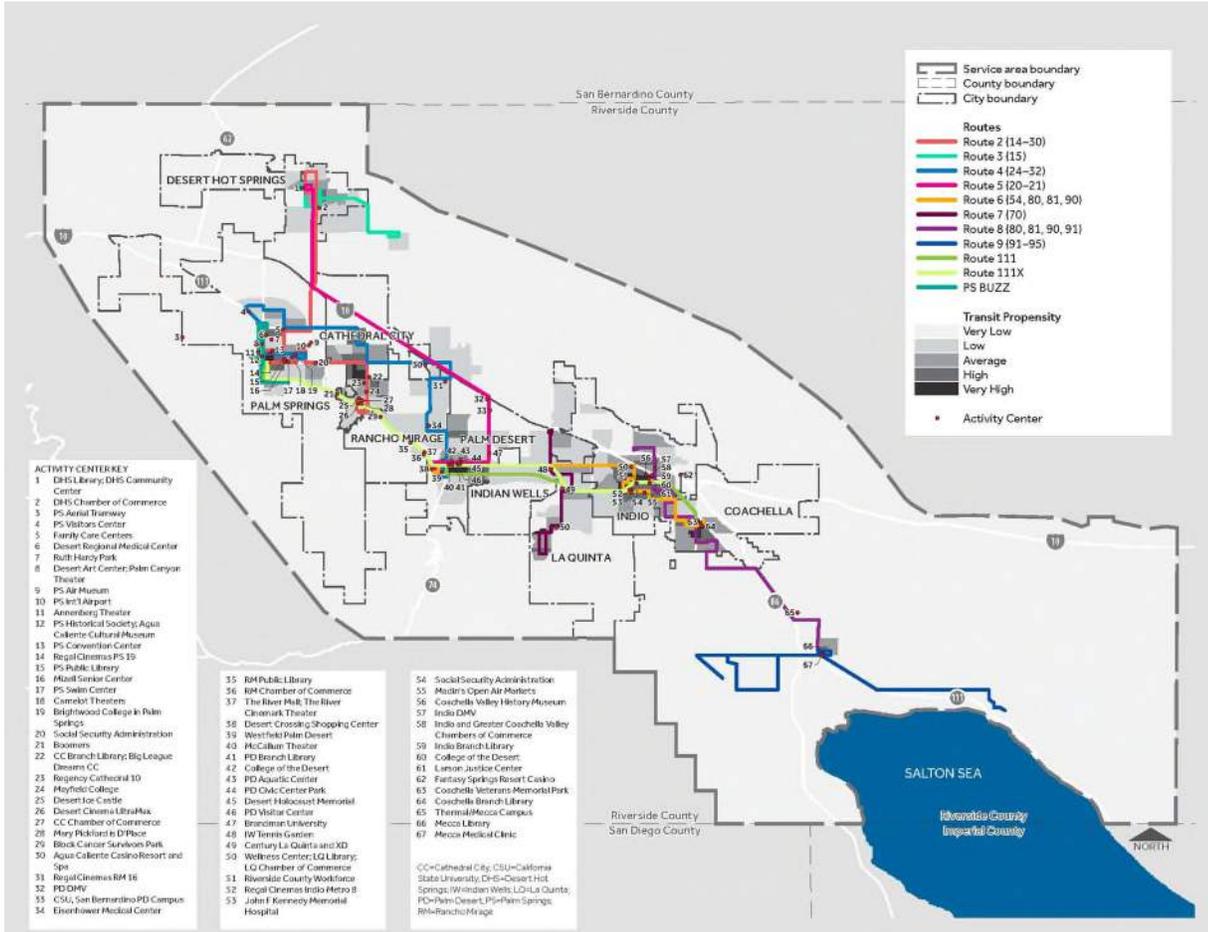
SunLine Service Area Employment:

Map E below provides service area employment density data based on 2019 American Community Survey data.



Transit Propensity and Employment Density:

Map F below provides service area transit propensity and employment density data based on 2017 American Community Survey data.



APPENDIX 6: PUBLIC HEARINGS/INVOLVEMENT, PLANNING REPORTS AND MONITORING REPORTS (Past documents – C to M noted in bold letters below are posted at (<https://www.sunline.org/civil-rights>))

- A. ACCESS COMMITTEE ROSTER
- B. NOTICE OF PUBLIC HEARINGS
- C. **REFUELED IMPLEMENTATION STATUS REPORT TO THE BOARD**
- D. **STATUS REPORT PRESENTATION**
- E. **COMMUNITY ENGAGEMENT REPORT**
- F. **SURVEY RESULTS REPORT**
- G. **REFUELED FINAL SYSTEM MAP NOVEMBER 2020**
- H. **OUTREACH PLAN**
- I. **REFUELED BOARD COMMITTEE PRESENTATION**
- J. **RIDER SURVEY REPORT**
- K. **NETWORK STUDY REPORT**
- L. **MONTHLY PERFORMANCE MONITORING REPORT**
- M. **PUBLIC HEARING PRESENTATION IN ENGLISH AND SPANISH**
- N. BUS STOP EQUITY ANALYSIS
- O. PROPOSED TRANSIT IMPROVEMENTS

**SUNLINE TRANSIT AGENCY
ACCESS COMMITTEE ROSTER 2022**

Last Name	First Name	Job Title	Company	Ethnicity	Term End
Jessie	Byron	Owner	Prowatch Caregivers	Black/African American	6/30/2024
Lester	Lisa	Assistant Director Employment & Cafeteria Services	Desert ARC	White/Caucasian	6/30/2024
Cole	Pilar	System Change Advocate/Community Organizer	Community Access Center	Black/African American	6/30/2024
Evans	Colleen (Chair)	Fixed Route Bus Rider		White/Caucasian	6/30/2023
Herrera	Patricia	Regional Manager	State Council on Developmental Disabilities	Hispanic/Latinx	6/30/2024
Schon	Joan	Fixed Route/Para Bus Rider		White/Caucasian	6/30/2024
Ritter	Krista	Orientation & Mobility Specialist	Braille Institute	White/Caucasian	6/30/2024
Rodea	Rebecca (Vice-Chair)	Fixed Route Bus Rider		White/Caucasian	6/30/2023
Allan	Ronald	Para Bus Rider		White/Caucasian	6/30/2023
Esquivel-Mayes	Karen	Orientation & Mobility Specialist	Braille Institute	Hispanic/Latino	6/30/2023

NOTICE OF PUBLIC HEARING

SunLine Transit Agency (SunLine), the regional mass transportation carrier in the Coachella Valley, will hold public hearings to obtain comments from citizens, regarding proposed service improvements. This opportunity to engage in public hearings is part of a larger SunLine initiative – *Refueled: Driving the Future of Transit*.

NOTICE IS HEREBY GIVEN that public hearings/open houses, all sessions conducted in Spanish and in English by SunLine staff will be held at the following dates, times, and locations:

1. Thursday, August 27, 2020, from 10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM held at the City Council Chamber located at Palm Springs City Hall, 3200 E Tahquitz Canyon Way, Palm Springs, CA 92262
2. Monday, August 31, 2020, from 10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM held at SunLine's Division 2 property located at 83255 CA-111, Indio, CA 92201
3. Online Public Hearings will be held Tuesday, September 1, 2020, from 1:00 PM to 2:00 PM and Wednesday, September 2, 2020, from 5:30 PM to 6:30 PM
4. Thursday, September 3, 2020, from 10:00 AM to 12:00 PM and 5:30 PM to 7:00 PM held at SunLine's Board Room located at 32-505 Harry Oliver Trail, Thousand Palms, CA 92276

The public is welcome at these informational public hearings/open houses any time within the specified hours to walk around, view, and discuss with staff the proposed service changes. For the in-person public hearings, SunLine staff will enforce social distancing during these time frames by conducting the presentation multiple times for small groups of attendees.

Comments may also be provided by mail, telephone at 855-925-2801 (project code: 9750), fax at 760-343-0576, email at refueled@sunline.org, or by mail to:

SunLine Transit Agency
Attention: Planning Department
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

All comments should be provided by Thursday, September 3, 2020. Due to the current COVID-19 pandemic, SunLine will provide multiple ways for the public to view and

provide input on the proposed plan. Detailed information on the plan can be viewed on SunLine’s website at www.SunLine.org or by attending information webinars. The dates, times, login instructions and links to public hearings and informational webinars can be found on SunLine’s website.

Service Proposals Planned for Implementation January 2021

- **Consolidated Fixed Route Network:** The Agency is proposing to consolidate 15 existing routes into 9 routes. This restructure will allow passengers to travel between major destinations with fewer transfers and less travel time.
- **SunRide:** A premium rideshare service will be piloted in four Coachella Valley zones to connect riders to the fixed-route network. Riders use this service with a smartphone app, which will call for a SunRide vehicle to pick them up at a destination within the designated zones and/or bus stops.
- **Route 111X:** This new route will provide faster service with limited stops along the Highway 111 corridor between Palm Springs and Indio.
- **Level of Service:** The COVID-19 pandemic of 2020 caused a major national and local disruption with the closures of businesses, schools, and entertainment venues with the implementation of national and statewide public health policies. Since mid-March SunLine has been operating a reduced level of service (Level-3) in response to the reduced demand. Moving forward to the post-COVID-19 era, SunLine will evaluate the demand for service and determine the appropriate level service to deliver based on the new financial projections.

Environment

No adverse environmental impact is anticipated as a result of these proposed service improvements.

IN THE ABSENCE OF ANY SUBSTANTIVE COMMENTS, THE PROPOSED SERVICE IMPROVEMENTS WILL BE IMPLEMENTED.

AVISO DE AUDIENCIA PÚBLICA

La Agencia de Tránsito SunLine (SunLine), el proveedor de transporte regional en el Valle de Coachella, llevará a cabo audiencias públicas para obtener comentarios de los ciudadanos sobre las propuestas a las mejoras del servicio. En estas, la oportunidad de participar en las audiencias públicas que son parte de la iniciativa más grande de SunLine:

Refueled: Driving the Future of Transit.

SE DA AVISO QUE las audiencias públicas a puertas abiertas realizadas por el personal de SunLine se llevarán a cabo en Inglés y en español en las siguientes fechas, horarios y lugares:

1. Jueves, 27 de agosto del 2020, de 10:00 AM a 12:00 PM y de 2:00 PM a 4:00 PM se llevara a cabo en la Cámara del Consejo de la ciudad ubicada en el ayuntamiento de Palm Springs, 3200 E Tahquitz Canyon Way, Palm Springs, CA 92262
2. Lunes, 31 de agosto del 2020, de 10:00 AM a 12:00 PM. y de 2:00 PM a 4:00 PM se llevara a cabo en la propiedad de la División 2 de SunLine ubicada en 83255 CA-111, Indio, CA 92201
3. Las audiencias públicas en línea se llevarán a cabo el martes, 1 de Septiembre del 2020 de 1:00 PM a 2:00 PM y el Miércoles 2 de septiembre de 2020 de 5:30 PM a 6:30 PM
4. Jueves, 3 de septiembre de 2020, de 10:00 AM a 12:00 PM y de 5:30 PM a 7:00 PM en la sala de juntas (*Board Room*) de SunLine ubicada en 32-505 Harry Oliver Trail, Thousand Palms, CA 92276

El público es bienvenido en estas audiencias públicas informativas a puertas abiertas en cualquier momento dentro de las horas señaladas para caminar al rededor, ver y discutir con el personal los cambios de servicio propuestas. Para las audiencias públicas en persona, el personal de SunLine hará cumplir el distanciamiento social durante las horas señaladas al realizar la presentación varias veces para pequeños grupos de asistentes.

También se pueden enviar comentarios por teléfono al 855-925-2801 (código del proyecto: 9750), fax al 760-343-0576, correo electrónico a refueled@sunline.org, o por correo a:

Agencia de tránsito de SunLine

Atención: Planning Department

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

Todos los comentarios deben presentarse antes del jueves, 3 de septiembre de 2020. Debido a la actual pandemia de COVID-19, SunLine proporcionará múltiples formas para que el público vea y brinde su opinión sobre el plan propuesto. Puede ver información detallada sobre el plan en el sitio web de SunLine en www.SunLine.org o asistiendo a seminarios web de información. Las fechas, horas, instrucciones de inicio de sesión y enlaces a audiencias públicas y seminarios web informativos se pueden encontrar en el sitio web de SunLine.

Propuestas de Servicio Planeadas para Implementación en Enero de 2021

- **Red de Ruta Fija Consolidada:** la agencia propone consolidar 15 rutas existentes en 9 rutas. Esta reestructuración permitirá a los pasajeros viajar entre los principales destinos con menos transferencias y menos tiempo de viaje.
- **SunRide:** se pondrá a prueba un servicio premium de viaje compartido en cuatro zonas del Valle de Coachella conectara a los pasajeros con la red de ruta fija. Los pasajeros usan este servicio con una aplicación de teléfono inteligente, que solicitará un vehículo SunRide para recogerlos en un destino dentro de las zonas designadas y o paradas de autobús.
- **Ruta 111X:** esta nueva ruta proporcionará un servicio más rápido con paradas limitadas a lo largo del corredor de la carretera 111 entre Palm Springs e Indio.
- **Nivel de servicio:** la pandemia de COVID-19 del 2020 causó una interrupción nacional y local importante con el cierre de negocios, escuelas y lugares de entretenimiento con la implementación de políticas de salud pública nacionales y estatales. Desde mediados de marzo, SunLine ha estado operando un nivel de servicio reducido (Nivel 3) en respuesta a la menor demanda. Avanzando hacia la era posterior de COVID-19, SunLine evaluará la demanda de servicio y determinará el nivel de servicio apropiado en base a las nuevas proyecciones financieras.

Medio Ambiente

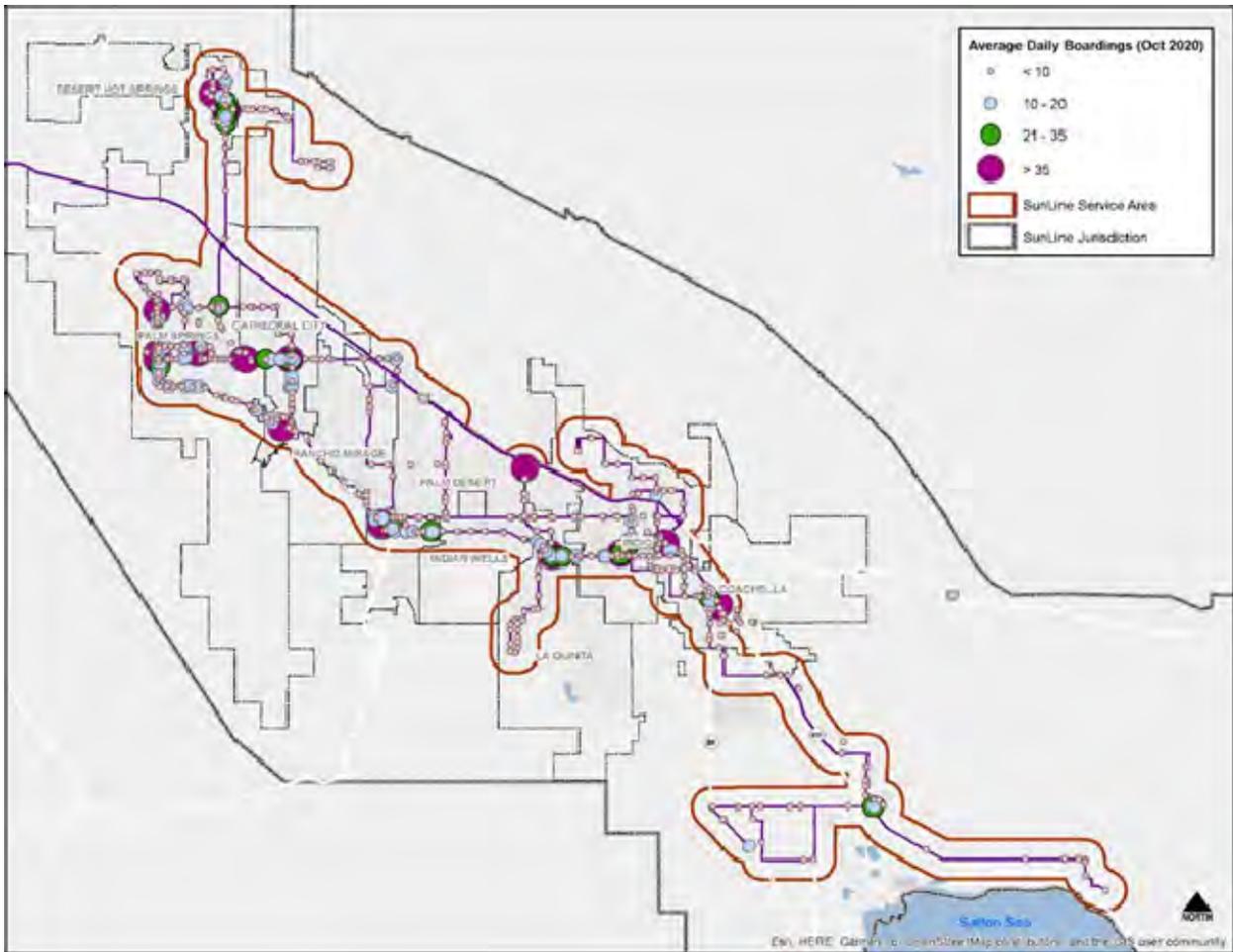
No se anticipa ningún impacto ambiental adverso como resultado de estas propuestas a las mejoras del servicio.

EN AUSENCIA DE COMENTARIOS SUSTANCIALES, LAS PROPUESTAS A LAS MEJORAS DEL SERVICIO SERÁN IMPLEMENTADAS.

Bus Stop Equity Analysis

SunLine’s current policy specifies that bus stops with more than 10 average boardings per day warrant a shelter. As shown in the table below, communities within the SunLine service area were evaluated to determine their respective shares of total bus stops, bus shelters, and stops with over 10 boardings per day. Twenty-nine bus stops currently meet this threshold but lack shelters. The map below shows the average daily boardings.

City/District	Total Stops	Total Shelters		Stops with 10+ boardings		Stops with Shelters and 10+ boardings		Gap to Policy Goal
		Count	Percent	Count	Percent	Count	Percent	
Cathedral City	61	50	82%	27	44%	27	100%	-
Coachella	34	21	62%	9	26%	7	78%	2
Desert Hot Springs	48	34	71%	26	54%	24	92%	2
Indian Wells	15	13	87%	1	7%	0	0%	1
Indio	87	39	45%	33	38%	25	76%	8
La Quinta	52	34	65%	19	37%	14	74%	5
Palm Desert	53	43	81%	28	53%	28	100%	-
Palm Springs	124	86	69%	55	44%	46	84%	9
Rancho Mirage	33	25	76%	11	33%	11	100%	-
Unincorporated Riverside County	70	27	39%	13	19%	11	85%	2
<i>Thermal</i>	8	2	25%	1	13%	1	100%	-
<i>Oasis</i>	10	2	20%	1	10%	1	100%	-
<i>Mecca</i>	20	9	45%	3	15%	3	100%	-
<i>One Hundred Palms</i>	3	2	67%	1	33%	1	100%	-
<i>Thousand Palms</i>	9	9	100%	5	56%	5	100%	-
<i>North Shore</i>	11	1	9%	0	0%	0	N/A	-
<i>Desert Edge</i>	7	0	0%	2	29%	0	0%	2
<i>Bermuda Dunes</i>	2	2	100%	0	0%	0	N/A	-
Total	577	372	64%	222	38%	193	87%	29



Proposed Transit Improvements

Except for the items noted, other proposals are financially unconstrained (improvements that are currently not funded).

Route #	Description	Annual Hours	Annual Miles	Expansion Buses (Excluding Spares)	Operating Cost	Capital Cost
1*	Coachella - Via Hwy 111 - Palm Springs. Increase weekday peak frequency from 20 minutes to every 15 minutes. Capital costs funded through an AHSC grant. Implementation date is tied to the completion of the Coachella Valley Mobility Hub. Tentative service start date is January 2024	6,120	91,910	4	\$ 704,840	\$ 4,800,000
1X*	Limited Stop Express Service between Indio -Palm Springs. Weekday peak limited stop service slated to start September 6, 2022	7,130	139,130	3	\$ 821,162	\$ 3,600,000
2	Desert Hot Springs - Palm Springs - Cathedral City. Increase weekday frequency from 20 minutes to every 15 minutes. Project not funded, implementation date to be determined.	13,300	175,570	4	\$ 1,531,761	\$ 4,800,000
3	Desert Edge - Desert Hot Springs. Increase weekday peak frequency from 60 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,922	34,276	1	\$ 221,357	\$ 1,200,000
4	Westfield Palm Desert - Palm Springs. Increase weekday peak frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	3,050	43,000	2	\$ 351,269	\$ 2,400,000
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert. Increase weekday peak frequency from 60 minutes to every 40 minutes. Project not funded, implementation date to be determined.	1,810	36,590	1	\$ 208,458	\$ 1,200,000
6	Coachella - Via Fred Waring - Westfield Palm Desert. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,450	36,200	1	\$ 282,167	\$ 1,200,000
7	Bermuda Dunes - Indian Wells - La Quinta. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,363	24,581	1	\$ 156,977	\$ 1,200,000
8	North Indio - Coachella -Thermal/Mecca. Increase weekday frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,050	34,210	1	\$ 236,099	\$ 1,200,000
9**	North Shore - Mecca - Oasis. Frequency was improved to every 60 min in Jan 21 from every 180 minutes.	1,922	34,276	1	\$ 221,357	\$ 1,200,000
10	Implement Commuter Link service between West Coachella Valley - CSUSB, San Bernardino Transit Center (SBTC)/Metrolink and Amtrak Station. Add 4 new roundtrips. Project not funded, implementation date to be determined. Staff is researching public/public or public private opportunities to fund and implement this service.	5,916	191,557	2	\$ 681,346	\$ 2,400,000
Total:				21	\$ 5,416,791	\$ 25,200,000

* Expansion buses are available

**When demand warrants, increase frequency to every 40 minutes from current 60 minutes



SunLine
Your
Ride to the **Future**

32505 Harry Oliver Trail
Thousand Palms, CA 92260

SunLine.org

SunLine Transit Agency

DATE: January 25, 2023 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Tina Hamel, Chief of Compliance/Labor Relations (DBELO/EEO)

RE: Equal Employment Opportunity & Affirmative Action Program
Statement Approval pursuant to Title VII of the Civil Rights Act of
1964; Title 49, Chapter 53, Section 5332 of the United States Code;
and the Federal Transit Administration's Circular 4704.1A

Recommendation

Recommend that the Board of Directors approve updates to SunLine's Equal Employment Opportunity & Affirmative Action Program and authorize the CEO/General Manager to sign and implement the program.

Background

SunLine Transit Agency has an established Equal Employment Opportunity & Affirmative Action (EEO/AA) Program pursuant to Title VII of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal Transit Administration's (FTA) Circular 4704.1A "Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients," dated April 20, 2017.

SunLine must issue a signed and dated policy statement that expresses SunLine's commitment to its EEO/AA Program, state its objectives and outline responsibilities for its implementation. SunLine must circulate the statement throughout the organization.

SunLine is a recipient of federal funds and is required to submit an updated plan to the FTA every four (4) years. This document addresses the updates requested by the FTA in the "Concur with Comments" letter the Agency received. Staff is asking that the Board of Directors approve the policy statement and affirm its support of EEO/AA by approving this program.

Financial Impact

No financial impact.

Attachments:

- [Item 13a](#) – Redlined Copy of 2020 Equal Employment Opportunity & Affirmative Action Program
- [Item 13b](#) – 2020 Equal Employment Opportunity & Affirmative Action Program (Redlined Changes Accepted)



**EQUAL EMPLOYMENT OPPORTUNITY
&
AFFIRMATIVE ACTION PROGRAM**

July 2020

Updated January 2023

**32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

Table of Contents

Introduction.....	3
Equal Employment Opportunity: Policy Statement.....	4
General Objectives.....	6
Designation of Responsibility (41 CFR §60-2.17a).....	7
Dissemination of Policy.....	11
Utilization Analysis.....	14
Goals and Timetables.....	15
Affirmative Action Program.....	17 17
Assessment of Employment Practices.....	20
Internal Monitoring and Reporting Plan (41 CFR §60-2.17d).....	24 24
Appendix A – Job Group Analysis and Description (41 CFR §60-2.12,60-2.13).....	26 26
Appendix B – Utilization Analysis by Job Category Chart.....	35
Appendix C – Salary Analysis.....	39 39
Appendix D – Employment Practices Charts.....	50
Appendix E – Organizational Chart (41 CFR §60-2.11).....	99 99
Appendix F – EEO Concurrence Compliance-Checklist.....	101
<u>Appendix G - Goals & Timetables from 2016 - 2019.....</u>	<u>104</u>

Introduction

SunLine Transit Agency (SunLine) was formed as a Joint Powers Authority in July 1977 by Riverside County and the cities of the Coachella Valley to operate a public transit system within the eastern portion of Riverside County. As the valley matured and grew, each of the cities joined the JPA until finally, all nine were members. The current members are Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and Riverside County.

SunLine is governed by a Board of Directors representing each of the ten entities. The County's representative is a member of the Board of Supervisors, and each city has its mayor or a member of its city council serve as its representative.

SunLine also operates the SunDial dial-a-ride system for persons with disabilities. SunLine's primary fixed route system operates 19 hours every day of the year with the exception of Thanksgiving and Christmas. Bargaining unit employees (motor coach operators, paratransit operators, mechanics and facility maintainers) are represented by the Amalgamated Transit Union, Local 1277.

As of June 2019, SunLine employed 370 persons. SunLine is a proud supporter of Equal Employment Opportunity and Affirmative Action (EEO/AA). Our statement of policy and affirmative action goals reflect SunLine's commitment to maintain a diversified and motivated workforce.

Equal Employment Opportunity: Policy Statement

SunLine Transit Agency is committed to equal employment opportunity. This commitment starts with the Board of Directors, which supports a results-oriented program aimed at achieving equal employment opportunity throughout all organizational levels at SunLine. The mission of SunLine is “To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.” Fundamental to SunLine’s mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with dignity and respect.

SunLine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SunLine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, disability, age, national origin, ancestry, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sexual orientation, pregnancy, victim of domestic violence, sexual assault, or stalking, protected veteran status, or any other legally protected status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary actions, termination, layoff, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who believes they have been discriminated or harassed has the right to file a complaint alleging such with the appropriate official.

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

SunLine will not tolerate discrimination or harassment based on any of the listed characteristics. Every employee has an obligation to ensure the work place is free of discrimination and harassment. Any employee, who has knowledge of or witnesses, discrimination or harassment must report it to their supervisor, manager, or EEO Officer. Additionally, SunLine expects its contractors to embrace the principles of EEO and to provide workplaces free of discrimination and harassment.

Equal opportunity can best be achieved through programmed recruitments and personnel practices aligned with Title VII and the Agency’s Affirmative Action Plans. Continued efforts to achieve and sustain equal employment opportunities for every employee and applicant requires participation from all levels throughout the Agency, especially at the management and supervisory levels. SunLine will remain proactive in ensuring compliance with its Affirmative Action Plan.

SunLine employees are critical in promoting SunLine as an employer of choice. All current employees of SunLine are requested to encourage qualified disabled persons, minorities, women, special disabled veterans, and Vietnam Era veterans to apply for employment.

SunLine prohibits retaliation against anyone through harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights to any federal, state or local law regarding EEO, Title VII for qualified individuals with disabilities, or qualified protected veterans.

Our employees have a right to work in an environment free from discrimination and it is the responsibility of every manager and supervisor to assure that a non-discriminatory environment exists. All department heads, managers and supervisors are assigned specific tasks in relation to SunLine's EEO/AA plan and understand that their work performance will be evaluated on the basis of the compliance with and support of the EEO/AA policies and practices, among other Agency policies.

The assignment of the operational task and accountability for implementing the EEO/AA programs is the responsibility of the Compliance Officer. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Tina Hamel, DBELO/EEO/Compliance/Eligibility Officer. She can be reached at (760) 343-3456 Ext. 1445 or via email at thamel@sunline.org. Ms. Hamel reports directly to me regarding EEO issues and acts with my authority with all levels of management, labor unions, and employees. All applicants and employees have a right to file complaints alleging discrimination with their direct supervisor, manager, department head or the Compliance Officer. In addition, our expectation is that all employees will lend their active support to EEO principles and practices.

SunLine is committed to undertaking and developing a written nondiscrimination program that set forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

The successful achievement of SunLine's EEO/AA program goals will benefit all employees by creating a more diverse working environment.

Lauren L. Skiver
CEO/General Manager
SunLine Transit Agency

Date

General Objectives

The general objectives of this Equal Employment Opportunity/Affirmative Action Program are to achieve and maintain employment levels for members of protected classes within the various job group categories throughout the organization in proportion to their availability in the local labor market. This will be achieved through targeted recruitments, increased hiring, promotion and training of qualified applicants and employees in these protected classes.

In order to achieve a work place that reflects the demographics of the communities served, SunLine will do the following:

- Evaluate personnel transactions and enforce the use of objective employment practices to ensure that members of these protected classes are not adversely impacted.
- Assign responsibility and accountability for Affirmative Action progress. The most crucial parts for the policy implementation are at the department heads, manager and supervisory levels where decisions affecting hiring, assignments, training, promotions, compensation and disciplinary actions are made.
- Provide training on personnel policies and fair employment practices to department heads, managers and supervisors to increase awareness and acceptance of race/cultural, sex and disability differences among employees and prohibiting unlawful harassment of employees in the workplace.
- Advertise and target recruitments to these populations that are underrepresented at various levels of the organization.
- Ensure that employees of an underrepresented class are provided the opportunity to attend necessary training and/or given special projects or assignments to make them competitive for promotions.
- Partner with local schools, colleges and universities to target underrepresented groups within a job group category to provide internships and promote development within an occupational specialty.
- Ensure employee recognition and incentives for performance and contributions to SunLine are awarded fairly to all employees regardless of status.

Designation of Responsibility

A. Program Responsibility

The primary responsibility for the establishment of the EEO/Affirmative Action Program rests with SunLine's Board of Directors. They are charged to:

- Set policy and provide leadership necessary to achieve affirmative action goals.
- Express commitment to the goal of establishing work force parity with the community's qualified work force.

The Board of Directors designates the CEO/General Manager to express and carry out the responsibilities of the Board of Directors on a day-to-day basis.

B. Agency Affirmative Action Officer

The assignment of the operational tasks and accountability for implementing the program as the EEO/Affirmative Action Officer is the responsibility of the Compliance Officer. The Compliance Officer shall have the responsibility to audit the requirements of the program and to:

- Establish and direct SunLine's EEO/AA Program to meet federal and state requirements and achieve utilization goals.
- Develop and reaffirm equal employment opportunity in all personnel actions taken by SunLine.
- Create a pro-active attitude among members of the management team for formal dissemination, both internal and external.
- Discuss equal opportunity at meetings with management staff members.
- Assure that management members understand their personal performance evaluations will reflect their performance as measured against the EEO/Affirmative Action Program.
- Develop the EEO/Affirmative Action Program and techniques for communication of policy. Provide training to all responsible personnel.
- Ensure the job-relatedness of all aspects of the personnel processes and concurs in all hires and promotions.

- Improve recruitment efforts to increase the number of qualified minority, women and disabled applicants.
- Inform all new employees of the EEO/Affirmative Action Program and Discrimination Complaint procedure. Assure that current legal information affecting affirmative action is disseminated to responsible officials.
- Investigate any discrimination complaint filed by employees and/ or applicants, and recommend appropriate remedies. Track all complaints, records of EEO inquiry and submits annual reports to that effect.
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
- Submits status reports concerning the program to the Board of Directors through the CEO/General Manager.
- Identify EEO/Affirmative Action problem area. Assist managerial and supervisory personnel in arriving at solutions to EEO/Affirmative Action problems and assists management in collecting and analyzing employment data. Design and implement audit and reporting systems which will:
 - Measure program effectiveness.
 - Identify areas requiring remedial action.
 - Determine degree to which goals and objectives have been attained.
- Serve as liaison between SunLine and relevant enforcement/reporting agencies and minority organizations as well as community action groups concerned with employment opportunities of minorities, women and the disabled.
- Assists in recruiting minority, persons with disabilities and women applicants and establish outreach sources for use by Human Resources.
- Assist in the identification of EEO/Affirmative Action problem areas and establishing of departmental goals and objectives.
- Become actively involved with local minority organizations, women's organizations, community action groups and community service programs.

- Perform periodic audits of training programs, hiring and promotion patterns to remove, as necessary, impediments to the attainment of SunLine's goals and objectives.
- Conduct regular discussions with supervisors and employees to be certain the EEO/Affirmative Action Policy is being followed.
- Conduct a review of the qualifications of all employees to ensure that minorities, women and persons with disabilities are given full opportunities for transfers and promotions.
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
- Provide career counseling for all employees.
- Conduct periodic audits to ensure that:
 - Appropriate EEO/Affirmative Action posters are properly displayed.
 - All employee facilities are, in fact, desegregated, both in policy and use, and that locker rooms and restrooms are comparable for both sexes.
 - Minority, female and persons with disabilities are afforded a full opportunity and are encouraged to participate in all of SunLine's sponsored educational, training, recreational, and social activities.
- Understand that their work performance is being evaluated on the basis of their EEO/Affirmative Action efforts and results, as well as other criteria.
- Take action to ensure acceptance by all employees of those placed through affirmative action efforts.
- Ensure that all interviews, offer of employment and/or wage commitments (equal pay regardless of race or sex) are consistent with the EEO guidelines.
- Participates in the review and/or investigation of complaints alleging discrimination.

C. **Responsibilities of Management**

All department heads, managers and supervisors are responsible to work with the EEO/Affirmative Action Officer to ensure the effectiveness of the affirmative action program include, but are not limited to, the following:

- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).
- Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary.
- Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.
- Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

Dissemination of Policy

A variety of means will be used to disseminate the program to employees, job applications, and the community. The EEO/Affirmative Action Officer is responsible to ensure that all of the following are accomplished:

A. Internal Dissemination

SunLine's written and signed policy statement from the CEO/GM (page 4-5) is printed and posted in common areas such as breakrooms.

The SunLine Board of Directors is committed to supporting the EEO/Affirmative Action Program as indicated in the "Policy Statement" section and the section to follow:

Meetings are held with employees and affinity groups to seek input on the EEO Program and its implementation. The following policy statement is included in the Employee Handbook, which is given to all employees at the time of hire:

SunLine is an Equal Employment Opportunity/Affirmative Action employer and is committed to a policy of equal employment opportunity for applicants and employees. As an equal opportunity employer decisions made concerning employment with SunLine will not be based on race, sex, color, ancestry, national origin, alienage, gender, sexual orientation, religion, creed, age, marital status, family status, pregnancy, military status, veteran status, medical condition, disability, genetic information or any other legally protected status. Employment decisions will comply with all laws prohibiting discrimination. SunLine's employment practices seek to place employees in the job that best suits their abilities, interests, and skills, as well as SunLine's needs.

SunLine recognizes the value of different cultures and their meaningful contributions to the development of our society.

The Harassment Policy is also disseminated to employees through the Employee Handbook, which is provided to all employees as a part of their orientation process. The Employee Handbook states:

In keeping with our commitment to provide a work environment that is free of discrimination, SunLine strictly prohibits and will not tolerate harassment in any form, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, disability, veteran status or genetics. Verbal, physical and visual conduct that create an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance is also considered harassment.

Meetings and roundtable discussions are held with all levels of management semi-annually to discuss the EEO Program and its implementation. Our management policy prohibits any employee or management person from any conduct (acts, words, or suggestions), which could be interpreted as related to sexual suggestion or harassment.

Any employee who believes they have been harassed by a co-worker or supervisor should promptly report the facts of the incident or incidents and the names of the individuals involved (generally in writing) to their supervisor. The Human Resources Department receives and reviews all complaints. If the determination from the Human Resources Department that the particular complaints fall within the guidelines for further investigation regarding possible EEO/Affirmative Action violations, the EEO/Affirmative Action Officer will investigate all such claims, all complaints demand a file to be opened and are tracked through filing systems of the Compliance Office. The complete particulars and appropriate corrective action may be reviewed with the CEO/General Manager before it is implemented. While SunLine holds everyone accountable to adhere to the policy of non-discrimination and prohibition of harassment of any kind, supervisors, managers and department heads are held to even higher standard because of their position of authority.

The actions that may be taken against an offender are the same as for any other disciplinary action. They include an oral warning, written warning, suspension and/or discharge. In addition to any disciplinary action, the offender may also be ordered to participate in non-disciplinary programs such as the Employee Assistance Program.

The actions which may be taken for the victim include written apology, shielding from backlash or retaliation, retraction of improper adverse action, leave of absence or special counseling.

To ensure that all current employees are aware of job opportunities for promotion and/or transfer, SunLine uses a job posting system. All postings are placed on all SunLine bulletin boards and posted on SunLine's intranet page.

SunLine posts the required federal and state EEO posters on all SunLine bulletin boards.

Certain employees of SunLine are currently represented by the Amalgamated Transit Union (ATU). The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following nondiscrimination provision in Article G-2, Section 1, paragraph 2:

SunLine and the Union agree that they shall not discriminate against any employee because of race, color, sex, sexual orientation, age, national origin, political or religious opinions or affiliation or citizenship status. SunLine and the Union shall meet and confer on any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws.

EEO training is conducted periodically for all employees and for managers. All new supervisors or managers receive EEO training within 90 days of hire or their appointment, if promoted.

B. External Dissemination

All recruiting sources are informed of SunLine’s EEO/Affirmative Action Program both orally and in writing. These sources are requested to actively recruit minorities, women and persons with disabilities for all positions listed.

When employment advertisements are placed they are placed in minority as well as other news media. All advertisements will contain the footer, “An EEO/Affirmative Action Employer.”

Appropriate minority and women’s organizations, community agencies, community leaders, secondary school, and colleges are notified of SunLine’s policy.

Prospective employees are informed of the existence of the EEO/Affirmative Action Program and such elements that will enable them to avail themselves of its benefits.

Written notification of this policy is sent to all contractors, sub-contractors, vendors and suppliers requesting appropriate action on their part.

Utilization Analysis

The purpose of a utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. The utilization analysis is also used to set placement goals for job groups that experienced underutilization.

SunLine's utilization analysis is comprised of three parts. These parts are:

- Examination of current workforce
- Availability analysis
- Utilization analysis with goals for next period

The current workforce analysis is based on SunLine's employment records as of April 2020. The appendices following this document are: "Job Group Analysis and Description", "Utilization Analysis by Job Category Chart", "Salary Analysis", "Employment Practices Charts", "Organizational Chart", and "EEO Concurrence Compliance Checklist".

Availability analysis was completed by analyzing the eight factors listed in the Federal Register Affirmative Action Program guidelines to arrive at the percent of females and minorities available in each job group. The [EEO-ALL06W Chart from the EEO Tabulation 2006-2010 \(5-year ACS data\) latest census data available](#) for Riverside County (the recruiting area for SunLine) was the source data. The eight factors are:

- Minority and female population in the applicable labor market area
- Minority and female unemployment force in the applicable labor market
- Percent of minority and female workforce as compared with the total workforce in the labor market area
- General availability of minorities and females having requisite skills in the labor market area
- The availability of minorities and females having requisite skills in an area in which SunLine can reasonably recruit; an expanded area may be utilized in some efforts
- The availability of promotable minorities and females in SunLine
- The existence of training institutions capable of training a person requisite skills
- The degree of training SunLine is reasonably able to undertake as a means of making all job classes available to minorities and females

Goals and Timetables

In SunLine's last report the minority population was 76% and no job group category was underutilized. SunLine's current minority population is 80%.

Since our last reporting we have increased our minority population by 4%, but are currently showing an underutilization in our Service-Maintenance category for two female minority groups. The two groups showing an underutilization for our current reporting period are: Hispanic/Latino (female) and Asian (female).

Although we still have an underutilization of females; we are continuing to make strides to correct this area. In our previous evaluation, 26% of the workforce was female. Our total increased to 29% of the current workforce. Since our last reporting SunLine continues to meet its goals for females in the following categories: Officials and Administrators, Technicians, Protective Service, Para-Professionals, and Skilled Craft Workers. Females are underutilized in the following job group categories: Professionals, Administrative Support, and Service-Maintenance Workers.

We have and will continue to address this underutilization of females. In fact, SunLine has seen an increase in the number of females being hired since our last reporting period. The increase in females hired has ranged from 21% to 50% per fiscal year.

Goals for the period ahead are shown in Appendix B. The 80% rule of thumb or "Whole Person Rule" was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a goal was established.

In establishing placement goals, SunLine applied the following principles:

- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. The Placement goals are guideposts that may be used as a measure of SunLine's progress in remedying areas of underutilization in our workforce.
- In all employment decisions, SunLine makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.

- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Agency to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

SunLine believes that through our good faith efforts to making all aspects of our EEO/AA programs work, we will achieve our placement goals. These placement goals are attainable with continued outreach and recruitment efforts targeted towards increasing a diverse pool of qualified applicants and with the implementation of action-oriented programs.

The Short Term Placement Goals have been established to address the more immediate actions needed over the next year to achieve our Long Term Placement Goals. Recruiting efforts will continue to concentrate on both females and minorities with an emphasis on those job groups where underutilization has occurred. Efforts will be increased to attract females from like positions from other public agencies. Searches will be made through trade publications and professional associations. SunLine will utilize female staff from our underutilized categories at job fairs to promote careers to females. The Agency will continue to develop internal female candidates.

SunLine provides a variety of training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment, safety, alternative fuels training for mechanics, mentor training for operators and management development.

One training program that has been implemented is SunLine University. Classes are offered on property and instructors range from department heads and managers, to professors from College of the Desert, our local community college. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest. We also offer external opportunities for growth with our Leadership Academy, Track 3B (SunLine University), participation in the Transit and Paratransit Management Certificate Program, and continuing to offer our Educational Reimbursement Program. These are some of the positive steps in our good faith efforts to contribute toward achieving our Affirmative Action goals.

SunLine's Long Term Goals are established to correct areas of female underutilization in the following EEO-4 Categories and are established for achievement in a four-year period:

- Increase female Professionals by 6 females
- Increase female Administrative Support by 9 females
- Increase female Service-Maintenance Workers by 48 females including
 - Hispanic/Latino females 21
 - Asian females 5

Affirmative Action Program

A review of total operations has been made to identify any problem area where appropriate corrective action will be instituted.

Underutilization is referenced in Appendix B for analysis. Goals have been established to provide needed correction.

Promotions and Transfers are available to all employees through our job posting system. All qualified employees (meeting minimum qualifications) who request a transfer or who apply for an opening are included in the selection processes. In all cases, SunLine will select the most qualified candidate to fill a vacant position.

Employment Application is in compliance with all legal requirements and has been revised to incorporate the provisions of the Americans with Disabilities Act (ADA).

Selection Criteria are uniform for all applicants competing for a specific position. All qualified applicants are considered equally. Supervisors and those who make hiring decisions are aware of SunLine's goals and are actively involved in their achievement.

Job Descriptions are written to eliminate any unfair advantages. Related equivalent experience can be used to qualify in lieu of educational requirements. For example, if a position requires a bachelor's degree and one year experience, an applicant with five years related equivalent work experience would qualify. That is, four years of experience to equal the degree requirement and one year of additional experience.

Testing consists of a formal interview panel and for some classifications, there is a basic skills tests consisting of 52 questions.

SunLine Sponsored Social Events and Special Programs are held for all employees and all employees are encouraged to participate.

All Facilities of SunLine are integrated. This includes offices, lunchrooms, restrooms, and all employee areas.

Seniority practices are governed by the MOU and the Employee Handbook. These seniority provisions do not have a disparate impact on minority group status or sex, for length of service or type of job held.

Management Support of this policy is insisted upon by the Board of Directors and the CEO/General Manager of SunLine Transit Agency.

Training for career improvement is provided to employees on an as-needed basis (i.e. mechanic's training). This training is given to all employees in a job group with no disparity by minority group status or sex.

Recruiting Area is large enough to include several minority communities. Public and private transportation is available equally to minority, females, and persons with disabilities.

Employee Attitude toward Equal Employment Opportunity is good and monitored by the Human Resources Department through exit interview and casual contact with various employees throughout SunLine. All employees have access to the Human Resources Department and other administrative management at all times, either casually or by appointment.

Technical Compliance is achieved through the posting of all required notices on SunLine bulletin boards. Applications for employment are retained in accordance with federal guidelines. Notice of our commitment to Equal Employment Opportunity/Affirmative Action is transmitted externally and internally as discussed elsewhere in this document.

SunLine Employee Handbook includes a special procedure for the investigation of complaints of discrimination or harassment under the Equal Employment Policy and Harassment Policy. This special procedure is as follows:

Employees who believe that they have been the subject of harassment, should contact (by phone, mail, or a visit) STA's representative for complaints or any STA supervisor or manager. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors or managers must report any complaints received immediately to the EEO Officer.

Employees also have the option of contacting the California Department of Fair Employment and Housing (DFEH) at <http://www.dfeh.ca>. or the federal Equal Employment Opportunity Commission (EEOC), www.eeoc.gov.

The EEO Officer will cause an investigation to be conducted by personally investigating or assigning appropriate staff or an external investigator. Everyone involved in an investigation will be admonished prior to any interviews that the matters under investigation are serious; that the employee/applicant must be honest and forthright in their responses; that they are not to discuss the matter with anyone other than the investigator; that they are not to interfere with the investigation or destroy evidence; and that retaliation against anyone participating in the investigation is prohibited.

The investigation process will incorporate the following:

- The complainant will be interviewed to clarify specific details about the alleged act(s) based on his or her recollection – the “who, what, when, where and why” of the incident; any witnesses or others who have mentioned similar treatment. Additionally, the

complainant would have the opportunity to provide any documents or evidence to support the claim.

- The accused will be interviewed to learn specific details about the alleged act based on his or her recollection. This is an opportunity for the accused to provide a response to the allegations and identify any witnesses, documents or other evidence regarding the specific allegations. The accused must be advised that, if the allegations are founded, he or she will be subject to disciplinary action up to and including termination.
- Interview witnesses and other individuals who may have first-hand knowledge regarding the matter(s) under investigation.
- Review any documents or evidence that may be available that are relevant to determining the facts of the case, which may include, but are not limited to, emails, computer usage, and video tapes.
- Conduct follow up interviews with the complainant, the accused or witnesses as may be necessary.
- Determine timeline of events, determine facts based on evidence, collaboration of witness statements, and witness credibility. Once the facts are established, the investigator must make a finding and recommendation. A finding may be, substantiated, partially substantiated, inconclusive, or unfounded.
- The investigator makes the determination as to the findings of the discrimination or harassment. If the complaint is deemed substantiated or partially substantiated, the Compliance Officer will determine the appropriate action. The details and the decision response are to be reviewed with the General Manager/CEO before being implemented. The decision is final and binding.
- The Compliance Officer will issue the decision to the complainant in a meeting and in writing and advise the accused of the decision in the same manner. He or she will assure that any disciplinary action determined is promptly taken.
- The final step is to advise witnesses and/or supervisors of the outcome only to the extent they may need to know to bring closure to the investigation. In addition, efforts to monitor the situation to protect the complainant and other potential victims are implemented.

Assessment of Employment Practices

SunLine has a policy to aggressively recruit the most qualified people to staff the agency. It affords equal opportunity for employment, selection, training, promotion, compensation and benefits to all persons without regard to race, color, age, sex, religion, national origin, marital status, disability, ancestry or any other protected class not related to the requirements of the work assignment.

The Human Resources Department shall be responsible for establishing recruitment and referral procedures and shall be responsible for all employment activity in SunLine.

SunLine actively seeks minorities and females for all employment opportunities. Recruitment orders and/or notices are distributed to various sources including, but not limited to, those agencies listed below:

Riverside County Workforce Development Center

44-199 Monroe Street

Indio, CA 92201

<https://rivcoworkforce.com/Home> (includes website)

College of The Desert

43-500 Monterey Avenue

Palm Desert, CA 92260

Transit Talent.com

www.transittalent.com

Newspaper advertising is normally placed in the Riverside Press-Enterprise and the Palm Springs Desert Sun. The Press-Enterprise is circulated in the high-minority communities located in eastern and western Riverside County.

The majority of applicants for positions below the professional and managerial level gain knowledge of openings through the state and county workforce development offices, newspaper advertisements, SunLine's website, www.sunline.org, and through the various organizations receiving a recruitment notice. Other sources of applicants are walk-ins and friends and relatives of SunLine employees.

Professional and managerial applicants are usually the result of local, regional and national newspaper and industry journal advertising, national job boards or respondents to recruitment notices sent to the various transit properties and public agencies.

The statistical information to support applicant flow data is voluntarily completed by applicants. A personnel requisition assists in tracking not only the sources of communicating the opening,

but recording of applicants and source. In the period, March 2016 – April 2020, the applicant flow data evaluation shows that 35% of our applicants are female and 78% are minority. Female applicants increased from the previous report from 26% to 35%, an increase of 9%. Additionally, the number of minority applicants increased since the last report up 3% from 75% to the current 78%. This is a reflection of SunLine’s continuing efforts to recruit females and minorities.

Over the reporting period, six (6) applicants self-identified as a person with a disability and applied for positions within the Paraprofessional, Administrative Support and Service-Maintenance job categories. Of those six (6) applicants, none were hired. There were three (3) employees who self-identified as a person with a disability that applied for promotions within the Paraprofessional and Administrative Support job categories. One (1) employee was promoted within the Paraprofessional job category. Please see “Appendix D Employment Practices Charts” for the breakdown by year and cross-referenced by sex and race.

Seventy-two (72) applicants self-identified as a veteran during the reporting period when applying for positions within the Paraprofessional, Administrative Support and Service-Maintenance job categories. Of those 72 applicants, one (1) was hired into Paraprofessional, two (2) were hired into Administrative Support and four (4) were hired into Service-Maintenance job categories. Nine (9) employees self-identified as a veteran and applied for promotions in the Officials, Professionals and Paraprofessionals job categories. A total of four (4) employees were promoted; one (1) in Officials, two (2) in Professionals and one (1) in Paraprofessionals job categories. Please see “Appendix D Employment Practices Charts” for the breakdown by year and cross-referenced by sex and race.

Selection procedures commence with the completion of an agency employment application.

The Human Resources Department conducts the initial review of the applicant’s qualifications using a system specially designed to be relevant to the job specifications shown on the Personnel Requisition and contained in the job description. Those applicants meeting the minimum requirements will be referred for an interview with the hiring manager or supervisor.

Prior to the panel interview, the Human Resources Department verifies previous employment history with the applicant as well as the driving record (for positions requiring a Class B driver’s license, or which will involve driving company vehicles) and the DMV report is requested when the application is submitted.

Following the interview and subsequent testing (noted above), a review of all formal candidates with the hiring manager is conducted to select the most qualified applicants to participate in a panel interview.

Where interview panels are used, they shall include minority or female members wherever practical or applicable. Interview questions are pre-planned and all candidates will receive the same battery of questions. All questions are constructed in such a way as to assure that they are relevant to the job in question and in no way infringe on any individual privacy matters. In the

event of any non-agency staff for a panel, the member will be given an orientation in proper interviewing techniques, including agency commitment to Equal Employment Opportunity/Affirmative Action guidelines prior to commencement of the interviews.

The applicants that complete the panel interview process are then considered for selection. If applicable, applicants for specified positions are given a written test of basic skills on a pass/fail basis. For positions that are represented by the union, Human Resources will review the terms and conditions of employment as agreed to in the Memorandum of Understanding. The best candidate is selected and a written conditional offer is made to the most qualified candidate. A formal, conditional offer is made that allows the agency to commence the required testing and background investigations.

The applications of finalists that are deemed eligible for hire will be filed for future consideration.

The results of all physical examinations required by SunLine prior to employment shall be used in confidence. No person outside of the Human Resources Department will be given specific results. However, any limitations or restrictions listed by the doctor will be discussed with the hiring news as part of an interactive process to determine any reasonable accommodations.

All new employees report to the Human Resources Department on their first day of employment for orientation. An orientation checklist is used to assure that all major areas of SunLine orientation, including special departmental procedures are covered. The employee, as well as the person(s) conducting the orientation, must sign the check list showing completion of each item. The completed checklist becomes a permanent part of the employee personnel file.

Seniority is not a part of any decision relation to promotions and transfers outside of the bargaining unit. Any matters within the bargaining unit which relate to seniority are contained in the MOU; such requirements have no disparate impact on any members of any protected class of employee. With the job posting system mentioned earlier, SunLine demonstrates its desire to fill job vacancies by promotion, transfer or qualified internal candidates whenever possible. The skills, attitudes and abilities demonstrated by past performance will be evaluated in considering internal candidates.

Compensation and benefits programs of SunLine are administered according to SunLine policy and requirements as set forth in the MOU for the bargaining unit personnel. These policies are applied uniformly and have no relationship to race, color, national origin or any other protected class. Some benefit levels and SunLine contributions toward benefits may vary in amount by employee groups: non-bargaining unit and bargaining unit personnel. The variation is the result of a negotiated labor agreement. Therefore, these benefits and contributions are governed by the Employee Handbook and MOU.

Termination and Disciplinary practices are established for all personnel through the Employee Handbook and for bargaining unit employees, the MOU. A probationary period applies to all employees either as new hires or for transfers and promotions. If an employee during the

orientation period is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released.

If an employee who has completed the orientation period performs in an unsatisfactory manner, the immediate supervisor will discuss the job performance with the employee. All employees are provided a period of time to improve performance deficiencies. The employee may be dismissed if no improvement is noted at the end of mutually agreed period of probation.

Discipline procedures are contained within SunLine's Employee Handbook for non-bargaining personnel and bargaining personnel are governed by the requirements of the MOU. All policies and procedures are progressive in nature and is administered without regard to any protected characteristics or classes.

The supervisor reviews the specific incident(s) with Human Resources prior to issuing the discipline that may result in loss of pay. This review has the purpose of assuring consistency in the application of policy and is a positive step toward the correction of the behavior. In the case of a disagreement between an employee and management all employees have access to the use of a grievance/complaint process which is set forth in the Employee Handbook and MOU of SunLine. No supervisor or department head may summarily dismiss an employee who has completed the orientation period.

When all corrective procedures have been exhausted, the employee is handled through appropriate and legal due process.

Internal Monitoring and Reporting Plan

In an effort to monitor goals and SunLine's commitment to Equal Employment/Affirmative Action, the Compliance Officer is responsible for submitting an annual summary of the progress made over the preceding 12 months to the General Manager/CEO. Assessments and any actions to provide correction will be determined and implemented. The evaluation process will highlight the policies and objectives that were accomplished. New objectives and timetables to remedy any deficiencies will be included in the report.

Subrecipients and contractors must conduct a detailed assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. Contracts contain language regarding complying with federal and state laws. SunLine Transit Agency does not have any subrecipients or contractors.

The Compliance Officer audits personnel activity on a monthly basis in order to measure the effectiveness of the Affirmative Action Program. The following actions are key to the auditing and reporting system:

- Monitoring of all personnel activity including: placements, transfers, promotions, terminations, and compensation at all levels to ensure nondiscrimination
- Requiring internal reporting on a scheduled basis as to the degree to which equal opportunity and organizational objectives are attained
- Review report results will all levels of management
- Advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance
- The department heads of Human Relations (HR) and Compliance serve on the SunLine negotiations team during contract negotiations with our collective bargaining units to ensure there is not disparate impact

Complaints are monitored by the Compliance Department. Pages 18-19 detail the processes for filing a complaint and the investigation. Every effort is made to ensure investigations are completed in a timely manner. Once completed, the complainant and subject are notified in writing of the outcome. The findings are sent the head of the department of the employee who was the subject of the investigation. If the complaint was found to be sustained, the head of the department will assess what level of disciplinary action will be issued. The Compliance Department will recommend and conduct retraining.

Records are kept in accordance with SunLine Transit Agency Records Management Policy/Retention Schedule. The files are secured in the Compliance Officer's office in a locked filing

cabinet. The complaints are filed by date and the name of the subject of the investigation to monitor trends.

At least once a month the Compliance Officer reviews workforce utilization by logging and tracking hirings, terminations and promotions within the Agency. The reports demonstrate the Agency's recruitment and selection choices are based on considerations that do not involve any protected classes. The data gathered has been used in various ways to find the best format to report our progress to management and staff. In 2016 and 2017, the Compliance Officer reported monthly metrics showing areas of our workforce that were underutilized and what was being done to engage those groups.

On April 22, 2019, during the weekly Chief's meeting, the Compliance Officer gave a presentation on the EEO Policy and new reporting requirements. She followed up with answers to questions that were asked and the effective date of the new requirements. The Compliance Officer attends all Chief's Meetings as part of the Executive Team.

Monthly, recurring, one-on-one meetings are held with CEO/General Manager to discuss updates in the Compliance Department. Meetings are held more frequently if requested. Matters discussed with the CEO/General Manager include updates to program requirements, EEO-4 reporting and workforce utilization.

The Compliance Officer held EEO Sexual Harassment and Discrimination Prevention training in safety meetings attended by Agency staff in June 2016, May 2017 and November 2018.

Appendix A

Job Group Analysis and Description

OFFICIALS AND ADMINISTRATORS

JOB GROUP 1

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>CEO/GENERAL MANAGER CHIEF OF HUMAN RELATIONS CHIEF FINANCIAL OFFICER CHIEF TRANSPORTATION OFFICER CHIEF MAINTENANCE OFFICER CHIEF PERFORMANCE OFFICER CHIEF SAFETY OFFICER/TAXI ADMIN. CHIEF OF PUBLIC AFFAIRS & CLERK OF THE BOARD DEPUTY CHIEF FINANCIAL OFFICER DEPUTY CHIEF OF TRANSPORTATION DEPUTY CHIEF OPERATING OFFICER-MAINTENANCE DEPUTY CHIEF SAFETY OFFICER/TAXI ADMINISTRATOR</p>	<p>CEO/GENERAL MANAGER FEEDER POSITION(S): CHIEF PERFORMANCE OFFICER CHIEF OPERATIONS OFFICER CHIEF FINANCIAL OFFICER</p> <p>CHIEF OF HUMAN RELATIONS FEEDER POSITION(S): HUMAN RESOURCES MANAGER</p>	<p>CHIEF PERFORMANCE OFFICER FEEDER POSITION(S): DEPUTY CPO/CAPITAL PROJECTS</p> <p>CHIEF SAFETY OFFICER FEEDER POSITION(S): DEPUTY CHIEF SAFETY OFFICER</p> <p>DEPUTY CHIEF FINANCIAL OFFICER FEEDER POSITION(S): ACCOUNTING MANAGER</p>
<p>SKILL SET</p> <p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>	<p>CHIEF FINANCIAL OFFICER FEEDER POSITION(S): DEPUTY CHIEF FINANCIAL OFFICER</p> <p>CHIEF OPERATING OFFICER FEEDER POSITION(S): DEPUTY COO SUPERINTENDENT OF TRANSPORTATION</p>	<p>DEPUTY CHIEF OPERATING OFFICER FEEDER POSITION(S): SUPERINTENDENT OF TRANSPORTATION</p> <p>DEPUTY CHIEF SAFETY OFFICER FEEDER POSITION(S): SENIOR SAFETY OFFICER</p>

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PROFESSIONALS

JOB GROUP 2

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING MANAGER ALTERNATIVE FUELS MANAGER HUMAN RESOURCES MANAGER SUPERINTENDENT OF TRANSPORTATION FACILITIES MAINTENANCE SUPERINTENDENT SUPERINTENDENT OF SAFETY & TRAINING MATERIALS & INVENTORY MANAGER PARATRANSIT OPERATIONS MANAGER TAXI ADMINISTRATOR TRANSIT PLANNING MANAGER COMPLIANCE OFFICER</p>	<p>ALTERNATIVE FUELS MANAGER FEEDER POSITION(S): ALTERNATIVE FUELS TECHNICIAN</p> <p>HUMAN RESOURCES MANAGER FEEDER POSITION(S): HUMAN RESOURCES TECH.</p> <p>FACILITIES MAINT. SUPERINTENDENT FEEDER POSITION(S): FACILITIES MAINTENANCE SUPERVISOR</p> <p>MATERIALS & INVENTORY MANAGER FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>ACCOUNTING MANAGER FEEDER POSITION(S): SENIOR ACCOUNTANT</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p>	<p>SUPERINTENDENT OF TRANSPORTATION FEEDER POSITION(S): PARATRANSIT OPERATIONS MANAGER LEAD CONTROLLER SENIOR SUPERVISOR</p> <p>SUPERINTENDENT OF TRAINING & SAFETY FEEDER POSITION(S): SENIOR TRAINING SUPERVISOR SENIOR SAFETY SUPERVISOR</p> <p>PARATRANSIT OPERATIONS MANAGER FEEDER POSITION: LEAD CONTROLLER SENIOR SUPERVISOR</p> <p>TAXI ADMINISTRATOR FEEDER POSITION(S): ASST. TAXI CAB ADMINISTRATOR 1</p> <p>TRANSIT PLANNING MANAGER FEEDER POSITION(S): PLANNING ANALYST</p> <p>COMPLIANCE OFFICER FEEDER POSITION(S): NONE</p>
SKILL SET		
<p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

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TECHNICIANS

JOB GROUP 3

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.



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PROTECTIVE SERVICE WORKERS

JOB GROUP 4

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

POSITION TITLES	ADVANCEMENT
SENIOR SAFETY OFFICER SAFETY OFFICER	SENIOR SAFETY OFFICER FEEDER POSITION(S): SAFETY OFFICER SAFETY OFFICER FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR
SKILL SET	
EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THIS POSITION.	

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PARA-PROFESSIONALS

JOB GROUP 5

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p style="text-align: center;"> LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT CONTROLLER SENIOR SUPERVISOR FIELD SUPERVISOR TRAINING SUPERVISOR OPERATIONS SYSTEM SPECIALIST OPERATIONS LABOR RELATIONS SUPERVISOR STOPS & ZONES SUPERVISOR </p>	<p style="text-align: center;"> LEAD CONTROLLER (FIXED ROUTE AND PARA) FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) SENIOR SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR FIELD SUPERVISOR FEEDER POSITION(S): MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> OPERATIONS SYSTEM SPECIALIST FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) FIELD SUPERVISOR OPERATIONS LABOR RELATIONS SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR ADMINISTRATIVE ASSISTANT MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>
SKILL SET	<p style="text-align: center;"> TRAINING SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR CONTROLLER (FIXED ROUTE & PARA) FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> STOPS & ZONES SUPERVISOR FEEDER POSITION(S): STOPS & ZONES TECHNICIAN A </p>
<p style="text-align: center;"> EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS. </p>		

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ADMINISTRATIVE SUPPORT

JOB GROUP 6

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING ASSISTANT PAYROLL ACCOUNTANT ADMINISTRATIVE ASSISTANT CLERK OF THE BOARD COIN COUNTER CONTRACTS ASSISTANT CUSTOMER SERVICE REPRESENTATIVE MARKETING SPECIALIST GRANTS ANALYST PARATRANSIT RESERVATIONIST PLANNING ANALYST PROJECT MANAGER ASSISTANT SENIOR ADMINISTRATIVE ASSISTANT TRANSIT PLANNING TECHNICIAN</p>	<p>ACCOUNTING ASSISTANT FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>SENIOR ADMINISTRATIVE ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>CLERK OF THE BOARD FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>COIN COUNTER FEEDER POSITION(S): NONE</p> <p>PAYROLL ACCOUNTANT FEEDER POSITION(S): ACCOUNT TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>MARKETING SPECIALIST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>	<p>TRANSIT PLANNING ANALYST & TECHNICIAN FEEDER POSITION(S): CONTROLLER FIELD SUPERVISOR MOTOR COACH OPERATOR</p> <p>ACCOUNTING CLERK FEEDER POSITION(S): COIN COUNTER</p> <p>PARATRANSIT RESERVATIONIST FEEDER POSITION(S): CUSTOMER SERVICE REPRESENTATIVE</p> <p>GRANTS ANALYST FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>PROJECT MANAGER ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>
SKILL SET		
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

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SKILLED CRAFT WORKERS

JOB GROUP 7

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

POSITION TITLES

**FACILITY CONSTRUCTION SPECIALIST
BODY MECHANIC
ELECTRONIC FAREBOX TECHNICIAN
FAREBOX ASSISTANT TECHNICIAN
MECHANIC A
MECHANIC A NON-REVENUE
MECHANIC B
STOPS & ZONES TECHNICIAN A
STOPS & ZONES TECHNICIAN B**

SKILL SET

**EMPLOYEES ADVANCING FROM
THE INTERNAL FEEDER POSITION
WILL HAVE DEVELOPED THE SKILLS
NECESSARY TO EXCEL IN THESE
POSITIONS.**

ADVANCEMENT

**FACILITY CONSTRUCTION
SPECIALIST
FEEDER POSITION(S):
FACILITIES MAINTENANCE
TECHNICIAN**

**BODY MECHANIC
FEEDER POSITION(S):
NONE**

**ELECTRONIC FAREBOX
TECHNICIAN
FEEDER POSITION(S):
FAREBOX ASSISTANT
TECHNICIAN**

**MECHANIC A
FEEDER POSITION(S):
MECHANIC B**

**MECHANIC B
FEEDER POSITION(S):
MATERIALS &
MECHANIC C**

**MECHANIC C
FEEDER POSITION(S):
NONE**

**MECHANIC A
NON-REVENUE
FEEDER POSITION(S):
NONE**

**STOPS & ZONES
TECHNICIAN A
FEEDER POSITION(S):
STOPS & ZONES
TECHNICIAN B**

**STOPS & ZONES
TECHNICIAN B
FEEDER POSITION(S):
NONE**

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SERVICE/MAINTENANCE WORKERS

JOB GROUP 8

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

POSITION TITLES

**PARATRANSIT OPERATOR
MOTOR COACH OPERATOR
FACILITY MAINTENANCE TECHNICIAN
LEAD UTILITY
UTILITY
ALTERNATIVE FUELS TECHNICIAN**

SKILL SET

EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.

ADVANCEMENT

**FULL TIME MOTOR COACH OPERATOR
FEEDER POSITION(S):
PART TIME MOTOR COACH OPERATOR**

**FULL TIME PARATRANSIT OPERATOR
FEEDER POSITION(S):
PART TIME PARATRANSIT OPERATOR**

**PART TIME MOTOR COACH OPERATOR
FEEDER POSITION(S):
FULL TIME PARATRANSIT OPERATOR
PART TIME PARATRANSIT OPERATOR**

**PART TIME PARATRANSIT OPERATOR
FEEDER POSITION(S):
NONE**

**FACILITIES MAINTENANCE TECHNICIAN
FEEDER POSITION(S):
NONE**

**LEAD UTILITY
FEEDER POSITION(S):
UTILITY**

**UTILITY
FEEDER POSITION(S):
NONE**

**ALTERNATIVE FUELS TECHNICIAN
FEEDER POSITION(S):
NONE**

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Appendix B

Utilization Analysis by Job Category Chart

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	All/AN	B	H/L	A	NHOPI	Multi	W	All/AN	B	H/L	A	NHOPI	Multi
1 - Officials & Administrators																				
Current Workforce	\$70,000-\$237,000	12	4	2	3	3	4	-	-	2	-	-	-	3	-	1	1	-	-	1
Percent in Category	^Entry		33.3%	16.7%	25.0%	25.0%	33.3%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	25.0%	0.0%	8.3%	8.3%	0.0%	0.0%	8.3%
Percent of Availability							40.4%	0.3%	2.3%	11.6%	3.0%	0.1%	1.3%	25.1%	0.3%	2.0%	10.6%	2.4%	0.1%	0.7%
Percent Underutilized													0%			2%				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
2 - Professionals																				
Current Workforce	\$54,000-\$75,000	20	8	6	1	5	8	-	-	6	-	-	-	1	-	-	4	1	-	-
Percent in Category	^Entry		40.0%	30.0%	5.0%	25.0%	40.0%	0.0%	0.0%	30.0%	0.0%	0.0%	0.0%	5.0%	0.0%	0.0%	20.0%	5.0%	0.0%	0.0%
Percent of Availability							26.0%	0.3%	2.4%	7.1%	4.3%	0.0%	0.8%	35.5%	0.3%	3.4%	12.7%	5.6%	0.3%	1.3%
Percent Underutilized													31%				1%			
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	6	-	-	-	-	-	-
Planned percent increase Year 1													5%							
Planned percent increase Year 2													5%							
Planned percent increase Year 3													10%							
Planned percent increase Year 4													11%							
3 - Technicians																				
Current Workforce	\$42,000-\$68,000	3	1	2	0	0	1	-	-	2	-	-	-	-	-	-	-	-	-	-
Percent in Category	^Entry		33.3%	66.7%			33.3%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							26.6%	0.0%	2.1%	12.6%	4.8%	0.0%	0.6%	22.2%	0.3%	4.5%	16.5%	7.8%	0.4%	1.5%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
4 - Protective Service																				
Current Workforce	\$50,000-\$53,000	3	0	3	0	0			1	2		-	-	-	-	-	-	-	-	-
Percent in Category	^Entry			100.0%			0.0%	0.0%	33.3%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							44.2%	0.9%	7.0%	25.0%	1.4%	0.0%	0.8%	9.9%	0.0%	2.1%	7.0%	0.1%	0.1%	1.3%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
5 - Paraprofessional																				
Current Workforce	\$46,000-\$57,000	30	7	16	1	6	7	-	2	13	-	-	1	1	-	1	3	-	-	2
Percent in Category	^Entry		23.3%	53.3%	3.3%	20.0%	23.3%	0.0%	6.7%	43.3%	0.0%	0.0%	3.3%	3.3%	0.0%	3.3%	10.0%	0.0%	0.0%	6.7%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce	\$13,000-\$59,000	44	5	9	5	25	5	-	1	7	1	-	-	5	-	1	20	2	-	2
Percent in Category	^Entry		11.4%	20.5%	11.4%	56.8%	11.4%	0.0%	2.3%	15.9%	2.3%	0.0%	0.0%	11.4%	0.0%	2.3%	45.5%	4.5%	0.0%	4.5%
Percent of Availability							17.5%	0.1%	2.2%	12.1%	1.9%	0.2%	0.7%	32.2%	0.4%	3.7%	24.1%	3.3%	0.1%	1.4%
Percent Underutilized														21%		1%				
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	9	-	-	-	-	-	-
Planned percent increase Year 1														5%						
Planned percent increase Year 2														5%						
Planned percent increase Year 3														5%						
Planned percent increase Year 4														6%						

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
7 - Skilled Craft																				
Current Workforce	\$42,000-\$64,000	30	2	27	0	1	2	-	4	23	-	-	-	-	-	1	-	-	-	-
Percent in Category	^Entry		6.7%	90.0%		3.3%	6.7%	0.0%	13.3%	76.7%	0.0%	0.0%	0.0%	0.0%	0.0%	3.3%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							36.6%	0.3%	2.1%	53.1%	1.9%	0.2%	1.7%	1.6%	0.0%	0.1%	2.1%	0.3%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
8 - Service-Maintenance																				
Current Workforce	\$25,000-\$50,000	228	27	142	8	51	27	-	13	121	5	-	3	8	-	11	38	-	-	2
Percent in Category	^Entry		11.8%	62.3%	3.5%	22.4%	11.8%	0.0%	5.7%	53.1%	2.2%	0.0%	1.3%	3.5%	0.0%	4.8%	16.7%	0.0%	0.0%	0.9%
Percent of Availability							14.5%	0.1%	2.0%	34.4%	2.2%	0.3%	1.2%	13.2%	0.2%	2.2%	26.2%	2.5%	0.2%	0.8%
Percent Underutilized											0%			10%			10%	3%		
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	Yes	Yes	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	22	-	-	21	5	-	-
Planned percent increase Year 1														2%			2%	0%		
Planned percent increase Year 2														2%			2%	1%		
Planned percent increase Year 3														3%			3%	1%		
Planned percent increase Year 4														3%			3%	1%		

Notes: Data source 2010 Census. The "Percent of Availability" for the Paraprofessionals category is left blank due to the 2010 Census not having a Paraprofessional category to gather the information from. The 2010 Census data shows two Protective Service categories, Sworn and Non-Sworn. For our Protective Service category we used the Non-Sworn census data. Planned percentage increases per year are based on percent underutilized. Please refer to "Utilization Analysis" page 14 and "Goals & Timetables" page 15 for narrative.

Appendix C

Salary Analysis

Salary Analysis: Officials & Administrators

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
CEO/General Manager	Officials & Administrators	\$ 236,524.00	0 1	0 0	Male Female	0 1	1					
Chief Financial Officer	Officials & Administrators	\$ 93,600.00	1 0	1 0	Male Female	1 0					1	
Chief Performance Officer	Officials & Administrators	\$ 136,427.00	1 0	0 0	Male Female	1 0	1					
Chief Maintenance Officer	Officials & Administrators	\$ 120,000.00	1 0	0 0	Male Female	1 0	1					
Chief of Human Relations	Officials & Administrators	\$ 70,866.40	0 1	0 0	Male Female	0 1	1					
Chief of Public Affairs & Clerk of the Board	Officials & Administrators	\$ 70,117.00	0 1	0 0	Male Female	0 1	1					
Chief Safety Officer/Taxi Administrator	Officials & Administrators	\$ 94,245.00	1 0	0 0	Male Female	1 0	1					
Chief Transportation Officer	Officials & Administrators	\$ 93,600.00	1 0	0 0	Male Female	1 0	1					
Deputy Chief Financial Officer	Officials & Administrators	\$ 73,964.00	0 1	0 1	Male Female	0 1		1				
Deputy Chief of Transportation	Officials & Administrators	\$ 77,043.00	0 1	0 1	Male Female	0 1					1	
Deputy Chief Safety Officer/Taxi Administrator	Officials & Administrators	\$ 59,758.40	0 1	0 1	Male Female	0 1						1
Deputy Chief Operating Officer-Maintenance	Officials & Administrators	\$ 80,122.00	1 0	1 0	Male Female	1 0					1	
Department Total			12	5	Male	5	4	0	0	0	2	0
% of Total				42%	% of Total	42%	33%	0%	0%	0%	17%	0%
					Female	5	3	1	0	0	1	1
					% of Total	42%	25%	8%	0%	0%	8%	8%

Salary Analysis: Professionals

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Superintendent of Transportation	Professionals	\$ 75,088.00	1	1	Male	1					1	
			0	0	Female	0						
Alternative Fuels Manager	Professionals	\$ 72,467.00	1	0	Male	1	1					
			0	0	Female	0						
Facilities Maintenance Superintendent	Professionals	\$ 70,408.00	1	0	Male	1	1					
			0	0	Female	0						
Procurement Manager	Professionals	\$ 70,283.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Superintendent	Professionals	\$ 69,992.00	1	1	Male	1					1	
			0	0	Female	0						
Maintenance Program Specialist Supervisor	Professionals	\$ 67,309.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Lead Supervisor	Professionals	\$ 67,163.00	1	1	Male	1					1	
			0	0	Female	0						
Accounting Manager	Professionals	\$ 66,186.00	0	0	Male	0						
			1	1	Female	1			1			
Human Resources Manager	Professionals	Vacant	0	0	Male	0						
			0	0	Female	0						
Senior Accountant	Professionals	\$ 65,853.00	0	0	Male	0						
			1	1	Female	1					1	
Superintendent of Facilities	Professionals	\$ 66,560.00	1	1	Male	1						1
			0	0	Female	0						
Transit Planning Manager	Professionals	Vacant	0	0	Male	0						
			0	0	Female	0						
Budget Manager/Financial Analyst	Professionals	\$ 64,688.00	0	0	Male	0						
			1	1	Female	1					1	
Superintendent of Safety & Training	Professionals	\$ 60,986.00	1	1	Male	1					1	
			0	0	Female	0						
Paratransit Operations Manager	Professionals	\$ 60,590.00	1	0	Male	1	1					
			0	0	Female	0						
Facility Maintenance Supervisor	Professionals	\$ 60,029.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Supervisor	Professionals	\$ 64,834.00	1	1	Male	1					1	
			0	0	Female	0						

Salary Analysis: Professionals (Cont.)

Maintenance Supervisor	Professionals	\$ 64,480.00	1	0	Male	1	1					
			0	0	Female	0						
Taxi Administrator	Professionals	\$ 59,237.00	0	0	Male	0						
			1	0	Female	1	1					
Project Manager	Professionals	\$ 58,906.00	1	1	Male	1		1				
			0	0	Female	0						
Customer Service Manager	Professionals	\$ 57,491.00	0	0	Male	0						
			1	1	Female	1					1	
Marketing & Events Manager	Professionals	\$ 55,994.00	1	1	Male	1					1	
			0	0	Female	0						
DBELO/EEO/Compliance/Eligibility Officer	Professionals	\$ 54,080.00	0	0	Male	0						
			1	1	Female	1					1	
Department Total			21	13	Male	15	7	0	1	0	6	1
% of Total				62%	% of Total	71%	33%	0%	5%	0%	29%	5%
					Female	6	1	0	1	0	4	0
					% of Total	29%	5%	0%	5%	0%	19%	0%

Salary Analysis: Technicians

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Materials & Inventory Supervisor	Technicians	\$ 46,280.00	1	1	Male	1					1	
			0	0	Female	0						
Assistant IT Administrator	Technicians	\$ 68,453.00	1	0	Male	1	1					
			0	0	Female	0						
IT Desktop Support Technician	Technicians	\$ 41,600.00	1	1	Male	1					1	
			0	0	Female	0						
Department Total			3	2	Male	3	1	0	0	0	2	0
% of Total				67%	% of Total	100%	33%	0%	0%	0%	67%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

Salary Analysis: Protective Service Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Safety Officer	Protective Service	\$ 52,541.00	1	1	Male	1					1	
			0	0	Female	0						
Safety Officer	Protective Service	\$ 51,376.00	1	1	Male	1		1				
			0	0	Female	0						
Safety Officer	Protective Service	\$ 50,128.00	1	1	Male	1					1	
			0	0	Female	0						
Department Total			3	3	Male	3	0	1	0	0	2	0
% of Total				100%	% of Total	100%	0%	33%	0%	0%	67%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

Salary Analysis: Para-Professionals

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Fixed Route Lead Controller	Para-Professionals	\$ 57,200.00	1	1	Male	1					1	
			0	0	Female	0						
Fixed Route Senior Supervisor	Para-Professionals	\$ 55,744.00	1	1	Male	1					1	
			0	0	Female	0						
Stops & Zones Supervisor	Para-Professionals	\$ 54,371.00	1	1	Male	1					1	
			0	0	Female	0						
Training Supervisor	Para-Professionals	\$ 54,080.00	2	2	Male	2		1				1
			0	0	Female	0						
Controller (Fixed Route & Paratransit)	Para-Professionals	\$ 54,080.00	5	3	Male	5	2				3	
			5	4	Female	5	1	1			2	1
Paratransit Lead Controller	Para-Professionals	\$ 54,080.00	1	1	Male	1					1	
			0	0	Female	0						
Operations System Specialist	Para-Professionals	\$ 54,080.00	1	0	Male	1	1					
			0	0	Female	0						
Operations Labor Relations Supervisor	Para-Professionals	\$ 50,086.40	0	0	Male	0						
			1	1	Female	1						1
Field Supervisor	Para-Professionals	\$ 48,402.00	1	1	Male	1					1	
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 48,069.00	2	0	Male	2	2					
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 47,840.00	1	1	Male	1					1	
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 47,611.00	1	0	Male	1	1					
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 47,195.00	1	1	Male	1		1				
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 46,904.00	1	1	Male	1					1	
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 45,760.00	4	3	Male	4	1				3	
			1	1	Female	1					1	
Department Total			30	22	Male	23	7	2	0	0	13	1
%				73%	% of Total	77%	23%	7%	0%	0%	43%	3%
					Female	7	1	1	0	0	3	2
					% of Total	23%	3%	3%	0%	0%	10%	7%

Salary Analysis: Administrative Support Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Financial Operations Analyst	ASW	\$ 55,058.00	0	0	Male	0						
			1	1	Female	1					1	
Risk Management Specialist	ASW	\$ 52,000.00	1	1	Male	1		1				
			0	0	Female	0						
Accounting Technician II	ASW	\$ 37,752.00	0	0	Male	0						
			1	1	Female	1					1	
Accounting Technician	ASW	\$ 45,531.00	0	0	Male	0						
			1	1	Female	1					1	
Accounting Technician	ASW	\$ 40,560.00	0	0	Male	0						
			1	1	Female	1					1	
Accounting Technician	ASW	\$ 39,520.00	1	0	Male	1	1					
			0	0	Female	0						
Accounting Technician	ASW	\$ 35,526.00	0	0	Male	0						
			1	0	Female	1	1					
Grants Analyst	ASW	\$ 47,840.00	0	0	Male	0						
			1	1	Female	1					1	
Project Manager Assistant	ASW	\$ 45,219.00	0	0	Male	0						
			1	1	Female	1					1	
Assistant Project Manager	ASW	\$ 45,906.00	0	0	Male	0						
			1	1	Female	1						1
Project Manager Assistant	ASW	\$ 39,707.00	0	0	Male	0						
			2	1	Female	2	1		1			
ADA Eligibility/Compliance Specialist	ASW	\$ 43,035.00	0	0	Male	0						
			1	1	Female	1		1				
Administrative Assistant	ASW	\$ 35,110.00	0	0	Male	0						
			1	1	Female	1					1	
Administrative Assistant	ASW	\$ 35,090.00	0	0	Male	0						
			1	0	Female	1	1					
Transit Planning Analyst	ASW	\$ 48,547.00	1	1	Male	1					1	
			0	0	Female	0						
Transit Planning Research Data Analyst	ASW	\$ 49,275.00	1	1	Male	1					1	
			0	0	Female	0						
Transit Infrastructure Technician	ASW	\$ 48,318.00	1	1	Male	1					1	
			0	0	Female	0						
Transit Communications Service Specialist	ASW	\$ 51,917.00	0	0	Male	0						
			1	0	Female	1	1					
Contracts Assistant	ASW	\$ 49,608.00	0	0	Male	0						
			1	1	Female	1			1			

Salary Analysis: Administrative Support Workers (Cont.)

Contracts Assistant	ASW	\$ 29,931.00	0	0	Male	0						
			1	1	Female	1					1	
Senior Administrative Assistant - Taxi	ASW	\$ 37,440.00	0	0	Male	0						
			1	1	Female	1					1	
Senior Administrative Assistant - Operations	ASW	\$ 30,264.00	1	1	Male	1					1	
			0	0	Female	0						
Performance Projects Assistant	ASW	\$ 47,216.00	0	0	Male	0						
			1	1	Female	1						1
Procurement Specialist	ASW	\$ 42,245.00	1	0	Male	1	1					
			0	0	Female	0						
Marketing Specialist	ASW	\$ 41,018.00	1	0	Male	1	1					
			0	0	Female	0						
Human Resources Technician	ASW	\$ 38,605.00	0	0	Male	0						
			1	1	Female	1					1	
Customer Service Representative	ASW	\$ 38,480.00	0	0	Male	0						
			1	0	Female	1	1					
Marketing Specialist	ASW	\$ 38,480.00	0	0	Male	0						
			1	1	Female	1					1	
Human Resources Specialist	ASW	\$ 37,960.00	1	0	Male	1	1					
			0	0	Female	0						
Paratransit Reservationist	ASW	\$ 37,835.00	0	0	Male	0						
			1	1	Female	1					1	
Materials & Inventory Technician	ASW	\$ 34,070.00	1	0	Male	1	1					
			0	0	Female	0						
Customer Service Representative	ASW	\$ 33,592.00	0	0	Male	0						
			1	1	Female	1					1	
Customer Service Representative	ASW	\$ 33,093.00	1	1	Male	1					1	
			0	0	Female	0						
Paratransit Reservationist	ASW	\$ 32,032.00	0	0	Male	0						
			1	1	Female	1					1	
Front Office Receptionist	ASW	\$ 31,678.00	0	0	Male	0						
			1	1	Female	1					1	
Coin Counter	ASW	\$ 30,181.00	0	0	Male	0						
			1	1	Female	1					1	
Paratransit Reservationist	ASW	\$ 29,328.00	1	1	Male	1					1	
			2	2	Female	2					2	
Coin Counter	ASW	\$ 12,792.00	1	1	Male	1					1	
			0	0	Female	0						
Coin Counter	ASW	\$ 12,593.00	0	0	Male	0						
			1	1	Female	1					1	
Coin Counter	ASW	\$ 12,480.00	0	0	Male	0						
			1	1	Female	1					1	
Department Total			43	33	Male	13	5	1	0	0	7	0
% of Total				77%	% of Total	30%	12%	2%	0%	0%	16%	0%
					Female	31	5	1	2	0	20	2
					% of Total	72%	12%	2%	5%	0%	47%	5%

Salary Analysis: Skilled Craft Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Mechanic A - Revenue	Skilled Craft Worker	\$ 63,585.60	12	12	Male	12					12	
			1	1	Female	1		1				
Body Mechanic	Skilled Craft Worker	\$ 63,585.60	1	0	Male	1	1					
			0	0	Female	0						
Mechanic A - Non-Revenue	Skilled Craft Worker	\$ 63,585.60	4	4	Male	4					4	
			0	0	Female	0						
Mechanic A - Non-Revenue	Skilled Craft Worker	\$ 56,305.60	1	1	Male	1					1	
			0	0	Female	0						
Facility Construction Specialist	Skilled Craft Worker	\$ 55,640.00	1	1	Male	1					1	
			0	0	Female	0						
Electronic Farebox Technician	Skilled Craft Worker	\$ 51,646.00	1	0	Male	1	1					
			0	0	Female	0						
Mechanic A - Revenue	Skilled Craft Worker	\$ 51,625.60	1	1	Male	1					1	
			0	0	Female	0						
Mechanic B	Skilled Craft Worker	\$ 50,731.20	1	1	Male	1					1	
			0	0	Female	0						
Stops & Zones Technician A	Skilled Craft Worker	\$ 49,712.00	4	4	Male	4			2		2	
			0	0	Female	0						
Stops & Zones Technician B	Skilled Craft Worker	\$ 46,051.20	3	3	Male	3		2			1	
			0	0	Female	0						
Farebox Assistant Technician	Skilled Craft Worker	\$ 41,870.00	1	1	Male	1					1	
				0	Female	0						
Department Total			31	29	Male	30	2	4	0	0	24	0
% of Total				94%	% of Total	97%	6%	13%	0%	0%	77%	0%
					Female	1	0	1	0	0	0	0
					% of Total	3%	0%	3%	0%	0%	0%	0%

Salary Analysis: Service/Maintenance Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Facility Maintenance Technician	Service/Maint	\$ 49,712.00	2	2	Male	2					2	
			0	0	Female	0						
Full Time Motor Coach Operator	Service/Maint	\$ 48,297.60	111	93	Male	93	18	10	3		78	2
			38	32	Female	32	6	7			25	
Utility	Service/Maint	\$ 46,051.20	11	10	Male	11	1				10	
			1	1	Female	1					1	
Alternative Fuels Technician	Service/Maint	\$ 43,243.00	1	1	Male	1					1	
			0	0	Female	0						
Full Time Paratransit Operator	Service/Maint	\$ 38,209.60	1	19	Male	25	6	1			17	1
			13	12	Female	13	1	3			7	2
Full Time Motor Coach Operator	Service/Maint	\$ 36,223.20	0	0	Male	0						
			1	1	Female	1					1	
Part Time Motor Coach Operator	Service/Maint	\$ 36,223.20	11	9	Male	11	2	1	1		7	
			1	0	Female	1	1					
Full Time Paratransit Operator	Service/Maint	\$ 35,068.80	2	2	Male	2			1		1	
			1	1	Female	1					1	
Part Time Motor Coach Operator	Service/Maint	\$ 34,663.20	0	0	Male	0						
			3	3	Female	3		1			2	
Part Time Paratransit Operator	Service/Maint	\$ 28,657.20	1	1	Male	1		1				
			0	0	Female	0						
Part Time Paratransit Operator	Service/Maint	\$ 26,301.60	5	5	Male	5					5	
			1	1	Female	1					1	
Department Total			204	193	Male	151	27	13	5	0	121	3
% of Total				95%	% of Total	74%	13%	6%	2%	0%	59%	1%
					Female	53	8	11	0	0	38	2
					% of Total	26%	4%	5%	0%	0%	19%	1%

Appendix D

Employment Practices

Charts

Hires-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	14	9	7	6	-	-	2	-	4	1	1	-	-	-	-	2
Total Hires	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	28.6%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes
2 - Professionals																
Number Applied	21	6	6	3	-	-	1	-	14	2	-	-	-	-	-	1
Total Hires	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	4.8%	16.7%	16.7%	33.3%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	28.6%	100.0%	50.0%	100.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	42	2	13	-	-	-	3	1	25	1	-	-	-	-	1	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	2.4%	0.0%	7.7%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	50	21	18	5	-	-	1	4	28	9	-	-	-	-	3	3
Total Hires	3	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	6.0%	0.0%	5.6%	0.0%	N/A	N/A	N/A	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	NA	77.8%	0.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes

Hires-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	103	158	33	39	-	1	10	16	53	73	2	12	-	-	5	17
Total Hires	6	11	4	1	-	-	1	1	1	6	-	1	-	-	-	2
Selection Rate	5.8%	7.0%	12.1%	2.6%	N/A	N/A	10.0%	6.3%	1.9%	8.2%	N/A	8.3%	N/A	N/A	N/A	11.8%
Ratio to Highest Rate	83.7%	100.0%	100.0%	21.2%	N/A	N/A	82.5%	51.6%	15.6%	67.8%	N/A	68.8%	N/A	N/A	N/A	97.1%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	14	1	2	-	-	-	-	-	12	-	-	-	-	-	-	1
Total Hires	2	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	8.3%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes
8 - Service-Maintenance																
Number Applied	108	28	16	5	-	-	11	2	69	18	5	1	-	-	7	2
Total Hires	25	7	5	2	-	-	1	1	18	3	1	-	-	-	-	1
Selection Rate	23.1%	25.0%	31.3%	40.0%	N/A	N/A	9.1%	N/A	26.1%	16.7%	20.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	92.6%	100.0%	78.1%	100.0%	N/A	N/A	22.7%	N/A	65.2%	41.7%	50.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	24	1	15	1	-	-	2	-	6	-	1	-	-	-	-	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	4.2%	0.0%	6.7%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A

Notes:

Promotions-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	4	-	2	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Promotions	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	75.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	15	2	5	-	-	-	-	-	10	1	-	-	-	-	-	1
Total Promotions	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	13.3%	0.0%	20.0%	N/A	N/A	N/A	N/A	N/A	10.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	20	5	5	1	-	-	1	1	14	2	-	-	-	-	-	1
Total Promotions	3	-	1	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	15.0%	0.0%	20.0%	0.0%	N/A	N/A	100.0%	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	20.0%	0.0%	N/A	N/A	100.0%	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes

Promotions-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	3	-	-	-	-	-	-	-	2	-	1	-	-	-	-	-
Total Promotions	2	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-
Selection Rate	66.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	No	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	10	-	2	-	-	-	-	-	8	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	10.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	12.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
Total Promotions	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	1	-	-	-	-	2	1	-	-	-	-	-	1
Total Trained	8	2	6	1	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	88.9%	66.7%	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	75.0%	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	8	1	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	6	1	5	1	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	50.0%	100.0%	62.5%	100.0%	N/A	N/A	N/A	N/A	25.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	50.0%	100.0%	62.5%	100.0%	N/A	N/A	N/A	N/A	25.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Trained	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Training Rate	33.3%	100.0%	50.0%	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	33.3%	100.0%	50.0%	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	16	3	4	1	-	-	1	1	11	1	-	-	-	-	-	-
Total Trained	11	-	3	-	-	-	-	-	8	-	-	-	-	-	-	-
Training Rate	68.8%	0.0%	75.0%	0.0%	N/A	N/A	0.0%	0.0%	72.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	0.0%	97.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Training-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	11	28	4	8	-	-	2	2	4	16	1	2	-	-	-	-
Total Trained	6	17	2	7	-	-	-	1	3	7	1	2	-	-	-	-
Training Rate	54.5%	60.7%	50.0%	87.5%	N/A	N/A	0.0%	50.0%	75.0%	43.8%	100.0%	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	89.8%	100.0%	50.0%	87.5%	N/A	N/A	0.0%	50.0%	75.0%	43.8%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	27	1	3	-	-	-	5	1	19	-	-	-	-	-	-	-
Total Trained	2	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-
Training Rate	7.4%	0.0%	0.0%	N/A	N/A	N/A	20.0%	0.0%	5.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	0.0%	26.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	163	50	34	8	-	1	15	8	108	31	4	-	-	-	2	2
Total Trained	25	7	5	2	-	-	1	1	18	3	1	-	-	-	-	1
Training Rate	15.3%	14.0%	14.7%	25.0%	N/A	N/A	6.7%	12.5%	16.7%	9.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	91.3%	58.8%	100.0%	N/A	N/A	26.7%	50.0%	66.7%	38.7%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	1			-	-	2	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	8	1			-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2				-	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-					-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	16	3	4	1			1	1	11	1	-	-	-	-	-	-
Total Involuntary Terminations	1	1					1	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	6.3%	33.3%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	18.8%	100.0%	100.0%	N/A	N/A	0.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Terminations-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	11	28	4	8			2	2	4	16	1	2	-	-	-	-
Total Involuntary Terminations	-	1					-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	3.6%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	163	50	34	8		1	15	8	108	31	4	-	-	-	2	2
Total Involuntary Terminations	2	-	1				1	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	1.2%	0.0%	2.9%	0.0%	N/A	N/A	6.7%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19							
Verbal	9	1						1	9							
Discipline Rate	33.3%	100.0%	0.0%	N/A	N/A	N/A	0.0%	100.0%	47.4%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	33.3%	100.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	5	-	1						4							
Discipline Rate	18.5%	0.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	21.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	2	-							2							
Discipline Rate	7.4%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	163	50	34	8		1	15	8	108	31	4				2	2
Verbal	6	2	1				1	1	4	1						
Discipline Rate	3.7%	4.0%	2.9%	0.0%	N/A	N/A	6.7%	12.5%	3.7%	3.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	92.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Written	2	1							2	1						
Discipline Rate	1.2%	2.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	1.9%	3.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	61.3%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	2	1						2	2						
Discipline Rate	1.8%	4.0%	2.9%	0.0%	N/A	N/A	0.0%	0.0%	1.9%	6.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	46.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Hires	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	23	3	8	-	-	-	1	-	11	3	1	-	-	-	2	-
Total Hires	2	-	1	-	-	-	-	-	1	1	-	-	-	-	-	-
Selection Rate	8.7%	0.0%	12.5%	N/A	N/A	N/A	0.0%	N/A	9.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	N/A	72.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Hires-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	53	80	10	21			3	8	40	40	-	4	-	-	-	7
Total Hires	4	9	1	4	-	-	1	-	2	5	-	-	-	-	-	-
Selection Rate	7.5%	11.3%	10.0%	19.0%	N/A	N/A	33.3%	0.0%	5.0%	12.5%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	67.1%	100.0%	30.0%	57.1%	N/A	N/A	100.0%	0.0%	15.0%	37.5%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Number Applied	90	8	10	-	-	-	10	-	68	8	1	-	-	-	1	-
Total Hires	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Selection Rate	3.3%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	4.4%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	168	77	29	12	2	-	23	12	102	42	2	-	-	-	10	11
Total Hires	23	7	4	-	-	-	1	-	18	7	-	-	-	-	-	-
Selection Rate	13.7%	9.1%	13.8%	0.0%	N/A	N/A	4.3%	0.0%	17.6%	16.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	66.4%	78.2%	0.0%	N/A	N/A	24.6%	0.0%	100.0%	94.4%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	No	No	N/A	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	23	4	6	3	-	-	6	-	10	1	-	-	-	-	1	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A

Notes:

Promotions-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	1				-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	1				-	-	-	-	1	-	-	-	-	-	-
Selection Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	1		1	-	-	-	-	-	-	1	-	-	-	-	-
Total Promotions	1	1	-	1	-	-	-	-	-	-	1	-	-	-	-	-
Selection Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	27	3	8	1	-	-	3	-	14	2	1	-	-	-	1	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	3.7%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	7.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	0.0%	N/A	N/A	0.0%	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	N/A	No	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Promotions-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	-	3	-	-	-	-	-	1	-	1	-	-	-	-	-	1
Total Promotions	-	3	-	-	-	-	-	1	-	1	-	-	-	-	-	1
Selection Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOP		M	
Number Applied	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	2	-	-	-	-	2	-	-	-	-	-	-	1
Total Trained	6	2	5	1	-	-	-	-	1	-	-	-	-	-	-	1
Training Rate	66.7%	66.7%	71.4%	50.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	71.4%	50.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	11	3	7	2	-	-	-	-	4	1	-	-	-	-	-	-
Total Trained	10	3	7	2	-	-	-	-	3	1	-	-	-	-	-	-
Training Rate	90.9%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	75.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	90.9%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	75.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Trained	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	3	4	1	-	-	-	1	1	12	1	-	-	-	-	-
Total Trained	16	2	3	1	-	-	-	1	-	12	1	-	-	-	-	-
Training Rate	94.1%	66.7%	75.0%	100.0%	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	70.8%	75.0%	100.0%	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Training-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	12	32	4	8	-	-	2	2	5	19	1	2	-	-	-	1
Total Trained	9	29	4	8	-	-	1	2	3	17	1	2	-	-	-	-
Training Rate	75.0%	90.6%	100.0%	100.0%	N/A	N/A	50.0%	100.0%	60.0%	89.5%	100.0%	100.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	82.8%	100.0%	100.0%	100.0%	N/A	N/A	50.0%	100.0%	60.0%	89.5%	100.0%	100.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	Yes	No	No	No	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	27	1	3	-	-	-	5	1	19	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	11.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	15.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																
Total Workforce	171	53	34	8	-	1	16	8	115	34	4	-	-	-	2	2
Total Trained	26	11	5	1	-	-	2	1	19	9	-	-	-	-	-	-
Training Rate	15.2%	20.8%	14.7%	12.5%	N/A	N/A	12.5%	12.5%	16.5%	26.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	73.3%	100.0%	55.6%	47.2%	N/A	N/A	47.2%	47.2%	62.4%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	2			-	-	2		-	-	-	-	-	1
Total Involuntary Terminations	1	-	1				-	-	-		-	-	-	-	-	-
Involuntary Termination Rate	11.1%	0.0%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	11	3	7	2			-	-	4	1	-	-	-	-	-	-
Total Involuntary Terminations	1	1	1	1			-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	9.1%	33.3%	0.0%	50.0%	N/A	N/A	N/A	N/A	25.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	27.3%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2				-	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-					-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	3	4	1			1	1	12	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Terminations-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	12	32	4	8			2	2	5	19	1	2	-	-	-	1
Total Involuntary Terminations	2	1		1			1	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	16.7%	3.1%	0.0%	12.5%	N/A	N/A	50.0%	0.0%	20.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	18.8%	100.0%	100.0%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	No	No	No	No	N/A	N/A	N/A	No
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	171	53	34	8		1	16	8	115	34	4	-	-	-	2	2
Total Involuntary Terminations	7	2	3				-	-	4	2	-	-	-	-	-	-
Involuntary Termination Rate	4.1%	3.8%	8.8%	0.0%	N/A	N/A	0.0%	0.0%	3.5%	5.9%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	92.2%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19							
Verbal	5	-							5							
Discipline Rate	18.5%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	26.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	1	1						1	1							
Discipline Rate	3.7%	100.0%	0.0%	N/A	N/A	N/A	0.0%	100.0%	5.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	3.7%	100.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
8 - Service-Maintenance																
Total Workforce	171	53	34	8		1	16	8	115	34	4				2	2
Verbal	9	-	2						7							
Discipline Rate	5.3%	0.0%	5.9%	0.0%	N/A	N/A	0.0%	0.0%	6.1%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Written	1	-							1							
Discipline Rate	0.6%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.9%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	4	3	1						3	3						
Discipline Rate	2.3%	5.7%	2.9%	0.0%	N/A	N/A	0.0%	0.0%	2.6%	8.8%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	41.3%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-														
Total Hires	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	10	3	2	-	-	-	-	2	-	3	2	2	-	-	-	1
Total Hires	1	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Selection Rate	10.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	50.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	Yes
4 - Protective Service																
Number Applied	18	4	7	-	-	-	-	3	-	8	3	-	-	-	-	1
Total Hires	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	5.6%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	12.5%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes
5 - Paraprofessional																
Number Applied	95	34	30	12	-	-	-	16	5	46	16	-	-	-	-	3
Total Hires	7	2	1	-	-	-	-	1	1	5	-	-	-	-	-	1
Selection Rate	7.4%	5.9%	3.3%	0.0%	N/A	N/A	N/A	6.3%	20.0%	10.9%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	79.8%	16.7%	0.0%	N/A	N/A	N/A	31.3%	100.0%	54.3%	0.0%	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A

Hires-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	55	109	11	17	-	-	6	11	33	71	1	2	-	-	4	8
Total Hires	4	9	2	1	-	-	-	-	1	6	1	1	-	-	-	1
Selection Rate	7.3%	8.3%	18.2%	5.9%	N/A	N/A	0.0%	0.0%	3.0%	8.5%	N/A	N/A	N/A	N/A	0.0%	12.5%
Ratio to Highest Rate	88.1%	100.0%	100.0%	32.4%	N/A	N/A	0.0%	0.0%	16.7%	46.5%	N/A	N/A	N/A	N/A	0.0%	68.8%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	23	2	3	-	-	-	3	-	15	2	-	-	-	-	2	-
Total Hires	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	13.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	Yes	N/A
8 - Service-Maintenance																
Number Applied	352	101	68	18	1	-	40	23	225	48	6	1	1	-	11	11
Total Hires	20	10	2	1	-	-	4	3	14	6	-	-	-	-	-	-
Selection Rate	5.7%	9.9%	2.9%	5.6%	N/A	N/A	10.0%	13.0%	6.2%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	57.4%	100.0%	22.5%	42.6%	N/A	N/A	76.7%	100.0%	47.7%	95.8%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Job Category	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities																
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	7	-	1	-	-	-	2	-	3	-	-	-	-	-	1	-
Total Hires	3	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	42.9%	N/A	100.0%	N/A	N/A	N/A	0.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A

Notes:

Promotions-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	13	4	6	1	-	-	1	-	6	-	-	-	-	-	-	3
Total Promotions	3	1	2	-	-	-	-	-	1	-	-	-	-	-	-	1
Selection Rate	23.1%	25.0%	33.3%	0.0%	N/A	N/A	0.0%	N/A	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	33.3%
Ratio to Highest Rate	92.3%	100.0%	100.0%	0.0%	N/A	N/A	0.0%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Number Applied	4	4	2	2	-	-	-	1	2	1	-	-	-	-	-	-
Total Promotions	1	1	-	1	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	25.0%	25.0%	0.0%	50.0%	N/A	N/A	N/A	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	11	1	3	-	-	-	1	-	7	1	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	9.1%	0.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	62	28	22	7	-	-	10	-	27	18	-	-	-	-	3	3
Total Promotions	4	4	1	-	-	-	-	-	3	3	-	-	-	-	-	1
Selection Rate	6.5%	14.3%	4.5%	0.0%	N/A	N/A	0.0%	N/A	11.1%	16.7%	N/A	N/A	N/A	N/A	0.0%	33.3%
Ratio to Highest Rate	45.2%	100.0%	13.6%	0.0%	N/A	N/A	0.0%	N/A	33.3%	50.0%	N/A	N/A	N/A	N/A	0.0%	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No

Promotions-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	1	6	1	3	-	-	-	-	-	2	-	-	-	-	-	1
Total Promotions	-	4	-	1	-	-	-	-	-	2	-	-	-	-	-	1
Selection Rate	0.0%	66.7%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	NA	100.0%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities																
Number Applied	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2	-	-	-	-	2	-	-	-	-	-	-	1
Total Trained	6	2	4	1	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	75.0%	66.7%	66.7%	50.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	88.9%	66.7%	50.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1	-	-	-	-	5	1	-	-	-	-	-	-
Total Trained	11	2	7	1	-	-	-	-	4	1	-	-	-	-	-	-
Training Rate	84.6%	100.0%	87.5%	100.0%	N/A	N/A	N/A	N/A	80.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	84.6%	100.0%	87.5%	100.0%	N/A	N/A	N/A	N/A	80.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	4	1	2	-	-	-	-	1	1	1	-	-	-	-	-	-
Total Trained	4	1	2	-	-	-	-	1	1	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	60.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	60.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	5	4	1	-	-	-	2	2	11	1	-	-	-	-	1
Total Trained	15	4	4	1	-	-	-	2	1	9	1	-	-	-	-	1
Training Rate	88.2%	80.0%	100.0%	100.0%	N/A	N/A	100.0%	50.0%	81.8%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	90.7%	100.0%	100.0%	N/A	N/A	100.0%	50.0%	81.8%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	No

Training-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	15	36	7	8	-	-	1	1	5	23	2	3	-	-	-	1
Total Trained	10	30	4	7	-	-	-	1	5	18	1	3	-	-	-	1
Training Rate	66.7%	83.3%	57.1%	87.5%	N/A	N/A	N/A	N/A	100.0%	78.3%	50.0%	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	80.0%	100.0%	57.1%	87.5%	N/A	N/A	N/A	N/A	100.0%	78.3%	50.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	Yes	Yes	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	28	1	3	-	-	-	5	1	20	-	-	-	-	-	-	-
Total Trained	4	-	1	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	14.3%	0.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	15.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	45.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9	-	1	19	11	119	36	4	-	-	-	2	1
Total Trained	33	14	5	4	-	-	5	3	22	7	-	-	-	-	1	-
Training Rate	18.9%	24.1%	16.1%	44.4%	N/A	N/A	26.3%	27.3%	18.5%	19.4%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	78.1%	100.0%	36.3%	100.0%	N/A	N/A	59.2%	61.4%	41.6%	43.8%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2			-	-	2	-	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1			-	-	5	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	4	1	2				1	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	1	-					1	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	25.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	No	N/A	N/A	N/A	Yes	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-					-	-	5	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	5	4	1			2	2	11	1	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No

Terminations-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	15	36	7	8			1	1	5	23	2	3	-	-	-	1
Total Involuntary Terminations	2	1	2				-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	13.3%	2.8%	28.6%	0.0%	N/A	N/A	N/A	N/A	0.0%	4.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	20.8%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	28	1	3				5	1	20	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9		1	19	11	119	36	4	-	-	-	2	1
Total Involuntary Terminations	7	-	2				1	-	4	-	-	-	-	-	-	-
Involuntary Termination Rate	4.0%	0.0%	6.5%	0.0%	N/A	N/A	5.3%	0.0%	3.4%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2					2							1
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1					5	1						
Verbal	1	-	1													
Discipline Rate	7.7%	0.0%	12.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Personal Improvement Plan	2	-	2													
Discipline Rate	15.4%	0.0%	25.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Demotion	-	1	-	1												
Discipline Rate	0.0%	50.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Discipline-Reporting Period Beginning April 2018

3 - Technicians																
Total Workforce	4	1	2					1		1	1	-	-	-	-	-
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 - Protective Service																
Total Workforce	5	-							5							
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	17	5	4	1			2	2	11	1						1
Verbal	4	-	3						1							
Discipline Rate	23.5%	0.0%	75.0%	0.0%	N/A	N/A	0.0%	0.0%	9.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
Written	3	-	2						1							
Discipline Rate	17.6%	0.0%	50.0%	0.0%	N/A	N/A	0.0%	0.0%	9.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	15	36	7	8			1	1	5	23	2	3				1
Verbal	1	1		1			1									
Discipline Rate	6.7%	2.8%	0.0%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	41.7%	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Written	-	1		1												
Discipline Rate	0.0%	2.8%	0.0%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Suspension	-	1								1						
Discipline Rate	0.0%	2.8%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	4.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Demotion	1	-							1							
Discipline Rate	6.7%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	20.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	28	1	3				5	1	20							
Verbal	12	1	1				3	1	8							
Discipline Rate	42.9%	100.0%	33.3%	N/A	N/A	N/A	60.0%	100.0%	40.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	42.9%	100.0%	N/A	N/A	N/A	55.6%	33.3%	83.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	2	-							2							
Discipline Rate	7.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	-							3							
Discipline Rate	10.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	15.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9		1	19	11	119	36	4				2	1
Verbal	79	29	9	2			8	7	58	20					4	
Discipline Rate	45.1%	50.0%	29.0%	22.2%	N/A	N/A	42.1%	63.6%	48.7%	55.6%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	90.3%	76.5%	100.0%	N/A	N/A	52.8%	34.9%	45.6%	40.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Written	15	9	3	1				4	11	4	1					
Discipline Rate	8.6%	15.5%	9.7%	11.1%	N/A	N/A	0.0%	36.4%	9.2%	11.1%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	55.2%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	21	10	4				1	1	16	8						1
Discipline Rate	12.0%	17.2%	12.9%	0.0%	N/A	N/A	5.3%	9.1%	13.4%	22.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	69.6%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	9	9	6	2			1	1	2	4		1				1
Total Hires	2	1	2		-	-		1			-		-	-	-	-
Selection Rate	22.2%	11.1%	33.3%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	50.0%	33.3%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
2 - Professionals																
Number Applied	98	55	42	16	-	-	4	8	41	24	4	2	-	-	7	5
Total Hires	6	2	2	1	-	-	-	-	3	1	-	-	-	-	1	-
Selection Rate	6.1%	3.6%	4.8%	6.3%	N/A	N/A	0.0%	0.0%	7.3%	4.2%	0.0%	N/A	N/A	N/A	14.3%	0.0%
Ratio to Highest Rate	100.0%	59.4%	33.3%	43.8%	N/A	N/A	0.0%	0.0%	51.2%	29.2%	0.0%	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	No	Yes
3 - Technicians																
Number Applied	50	4	19	-	-	-	8	1	15	3	5	-	-	-	3	-
Total Hires	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	4.0%	0.0%	5.3%	N/A	N/A	N/A	0.0%	N/A	6.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	78.9%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	Yes	N/A	N/A	N/A	Yes	N/A
4 - Protective Service																
Number Applied	-	-														
Total Hires	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	20	3	4	-	-	-	3	-	13	3	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	5.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	7.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Hires-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	141	169	44	37	1	-	6	10	71	104	4	7	2	-	13	11
Total Hires	7	7	4	1	-	-	1	-	2	5	-	1	-	-	-	-
Selection Rate	5.0%	4.1%	9.1%	2.7%	N/A	N/A	N/A	0.0%	2.8%	4.8%	N/A	14.3%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	83.4%	63.6%	18.9%	N/A	N/A	N/A	0.0%	19.7%	33.7%	N/A	100.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	Yes	Yes	Yes	N/A	No	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	10	1	1	-	-	-	-	-	9	1	-	-	-	-	-	-
Total Hires	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	20.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	22.2%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	143	41	26	5	2	-	6	7	96	24	8	1	-	-	5	4
Total Hires	22	6	3	1	-	-	1	2	16	3	2	-	-	-	-	-
Selection Rate	15.4%	14.6%	11.5%	20.0%	N/A	N/A	16.7%	28.6%	16.7%	12.5%	25.0%	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	95.1%	40.4%	70.0%	N/A	N/A	58.3%	100.0%	58.3%	43.8%	87.5%	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	3	2	2	-	1	-	-	-	-	2	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	11	2	4	1	-	-	1	-	6	-	-	1	-	-	-	-
Total Hires	2	1	-	-	-	-	-	-	2	-	-	1	-	-	-	-
Selection Rate	18.2%	50.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	33.3%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A

Notes:

Promotions-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	6	3	3	2	-	-	-	-	3	1	-	-	-	-	-	-
Total Promotions	3	3	2	2	-	-	-	-	1	1	-	-	-	-	-	-
Selection Rate	50.0%	100.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	33.3%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	50.0%	100.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	33.3%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	62	30	17	12	-	-	5	1	31	14	2	-	-	1	7	2
Total Promotions	4	-	1	-	-	-	-	-	2	-	-	-	-	-	1	-
Selection Rate	6.5%	0.0%	5.9%	0.0%	N/A	N/A	0.0%	N/A	6.5%	0.0%	0.0%	N/A	N/A	N/A	14.3%	0.0%
Ratio to Highest Rate	100.0%	NA	41.2%	0.0%	N/A	N/A	0.0%	N/A	45.2%	0.0%	0.0%	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	No	Yes

Promotions-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	5	11	2	1	-	1	-	1	2	6	-	-	-	-	1	2
Total Promotions	-	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-
Selection Rate	0.0%	36.4%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	0.0%	66.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	NA	100.0%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	Yes	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	6	7	4	-	-	-	-	2	1	-	-	-	-	-	1
Total Trained	4	3	2	2	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	44.4%	50.0%	28.6%	50.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	88.9%	100.0%	28.6%	50.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	17	3	6	1	-	-	-	-	10	2	-	-	-	-	1	-
Total Trained	15	3	5	1	-	-	-	-	10	2	-	-	-	-	-	-
Training Rate	88.2%	100.0%	83.3%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	88.2%	100.0%	83.3%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	Yes	N/A
3 - Technicians																
Total Workforce	4	-	3	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Trained	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-	-	-	-	-	-	1	-	4	-	-	-	-	-	-
Total Trained	5	-	-	-	-	-	-	1	-	4	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	24	7	9	1	-	-	2	1	13	4	-	-	-	-	-	1
Total Trained	21	5	9	-	-	-	2	1	10	4	-	-	-	-	-	-
Training Rate	87.5%	71.4%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	76.9%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	81.6%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	76.9%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes

Training-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	24	37	10	7	-	-	3	1	9	23	2	3	-	-	-	3
Total Trained	13	31	6	6	-	-	-	1	5	19	2	3	-	-	-	2
Training Rate	54.2%	83.8%	60.0%	85.7%	N/A	N/A	0.0%	N/A	55.6%	82.6%	100.0%	100.0%	N/A	N/A	N/A	66.7%
Ratio to Highest Rate	64.7%	100.0%	60.0%	85.7%	N/A	N/A	0.0%	N/A	55.6%	82.6%	100.0%	100.0%	N/A	N/A	N/A	66.7%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	No	No	No	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	29	1	4	-	-	-	4	1	21	-	-	-	-	-	-	-
Total Trained	4	-	1	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	13.8%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	14.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	57.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10	-	-	17	9	129	37	5	-	-	-	3	1
Total Trained	37	12	6	1	-	-	2	3	27	7	2	-	-	-	-	1
Training Rate	19.8%	21.1%	18.2%	10.0%	N/A	N/A	11.8%	33.3%	20.9%	18.9%	40.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	94.0%	100.0%	45.5%	25.0%	N/A	N/A	29.4%	83.3%	52.3%	47.3%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	6	7	4			-	-	2	1	-	-	-	-	-	1
Total Involuntary Terminations	1	1	1				-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	11.1%	16.7%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	66.7%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	17	3	6	1			-	-	10	2	-	-	-	-	1	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	5.9%	0.0%	16.7%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	N/A
3 - Technicians																
Total Workforce	4	-	3				-	-	1	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	25.0%	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-					1	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	24	7	9	1			2	1	13	4	-	-	-	-	-	1
Total Involuntary Terminations	2	-	2				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	8.3%	0.0%	22.2%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No

Terminations-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	24	37	10	7			3	1	9	23	2	3	-	-	-	3
Total Involuntary Terminations	1	3					-	-	1	1	-	1	-	-	-	1
Involuntary Termination Rate	4.2%	8.1%	0.0%	0.0%	N/A	N/A	0.0%	N/A	11.1%	4.3%	0.0%	33.3%	N/A	N/A	N/A	33.3%
Ratio to Lowest Rate	100.0%	51.4%	100.0%	100.0%	N/A	N/A	100.0%	N/A	0.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	Yes	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	29	1	4				4	1	21	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	3.4%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	4.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10			17	9	129	37	5	-	-	-	3	1
Total Involuntary Terminations	8	1	2	1			2	-	4	-	-	-	-	-	-	-
Involuntary Termination Rate	4.3%	1.8%	6.1%	10.0%	N/A	N/A	11.8%	0.0%	3.1%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	41.0%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	24	7	9	1			2	1	13	4						1
Verbal	2	5		1				3	2							1
Discipline Rate	8.3%	71.4%	0.0%	100.0%	N/A	N/A	0.0%	300.0%	15.4%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Lowest Rate	100.0%	11.7%	100.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	Yes
Written	3	3						2	3	1						-
Discipline Rate	12.5%	42.9%	0.0%	0.0%	N/A	N/A	0.0%	200.0%	23.1%	25.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	29.2%	100.0%	100.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No
Suspension	2	-	1						1							-
Discipline Rate	8.3%	0.0%	11.1%	0.0%	N/A	N/A	0.0%	0.0%	7.7%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	24	37	10	7			3	1	9	23	2	3				3
Verbal	1	1	1									1				
Discipline Rate	4.2%	2.7%	10.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	33.3%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	64.9%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	Yes	N/A	N/A	N/A	No
Written	2	-	2													-
Discipline Rate	8.3%	0.0%	20.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No

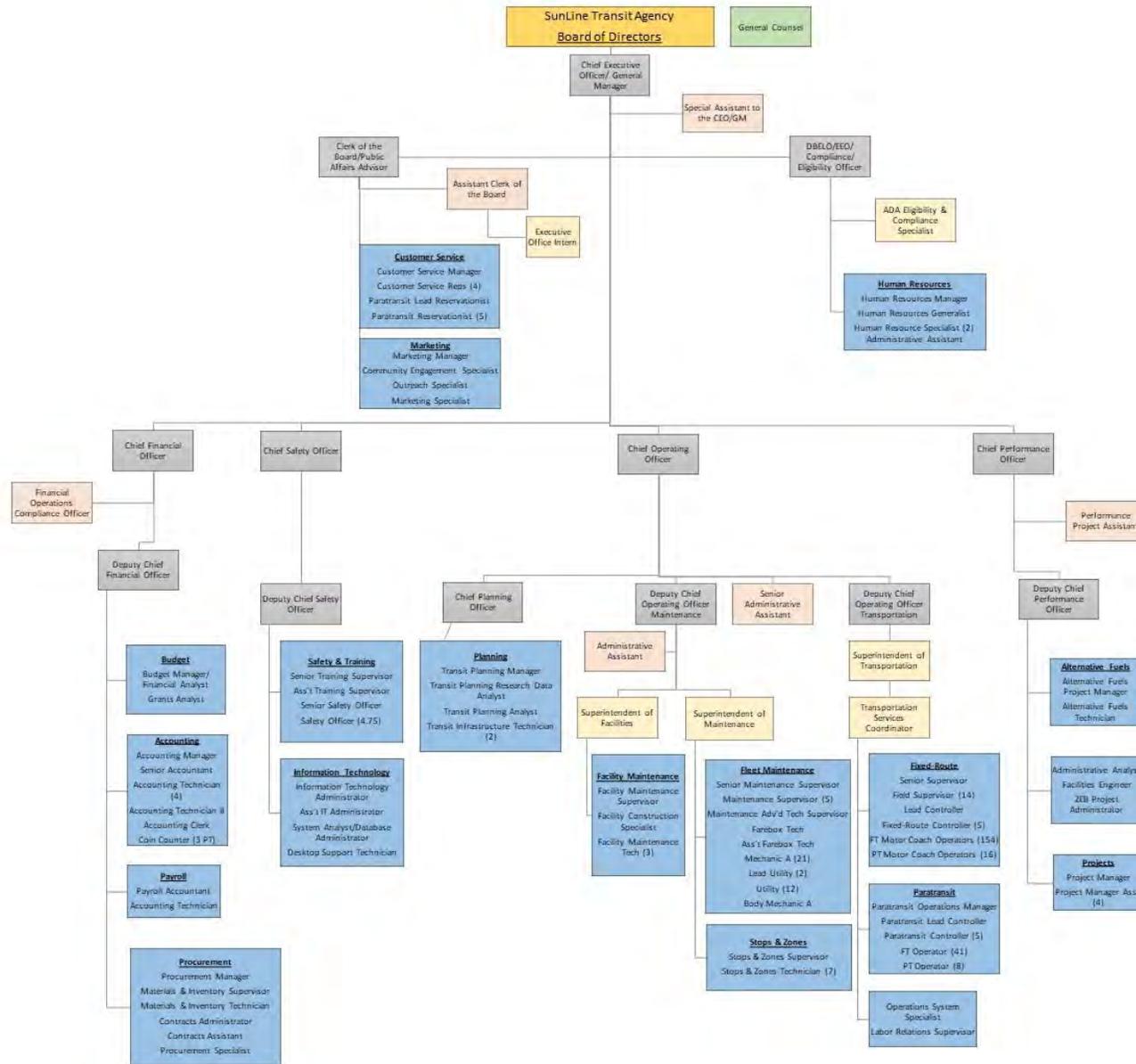
Discipline-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	29	1	4				4	1	21							-
Verbal	10	-	1						9							-
Discipline Rate	34.5%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	42.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	5	-							5							-
Discipline Rate	17.2%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	23.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	-	1						2							-
Discipline Rate	10.3%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	9.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10			17	9	129	37	5				3	1
Verbal	108	42	15	4			12	4	77	30	2				2	4
Discipline Rate	57.8%	73.7%	45.5%	40.0%	N/A	N/A	70.6%	44.4%	59.7%	81.1%	40.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	78.4%	88.0%	100.0%	N/A	N/A	56.7%	90.0%	67.0%	49.3%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A
Written	34	9	3	1			4	3	27	5						-
Discipline Rate	18.2%	15.8%	9.1%	10.0%	N/A	N/A	23.5%	33.3%	20.9%	13.5%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	86.8%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	Yes	Yes	No	No	N/A	N/A	N/A	N/A	N/A
Suspension	32	11	4	1				1	26	7	1				1	2
Discipline Rate	17.1%	19.3%	12.1%	10.0%	N/A	N/A	0.0%	11.1%	20.2%	18.9%	20.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	88.7%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Appendix E

Organizational Chart



Appendix F

EEO Concurrence

Compliance Checklist



EEO Concurrence

New Hire and Promotions

<i>Human Resources</i>	<i>Recruitment Information</i>
------------------------	--------------------------------

Department Name _____ Dept. Number _____
 Title of Job to be Filled _____ Pay Grade _____
 Number of Positions to be Filled _____ Interview Date(s) _____
 EEO Job Category _____ Permanent Temporary Part Time

<i>For EEO Use Only</i>	<i>EEO Concurrence Checklist</i>
-------------------------	----------------------------------

1. Is the EEO category underutilized? Yes No If yes, by which of the following:
 Women Disabled Black Hispanic Asian Native American Pacific Islander Mixed

2. Indicate: Gender of person(s) selected: Male _____ Female _____
 Race of person(s) selected: Black _____ Hispanic _____ Asian _____ Native American _____
 Pacific Islander _____ Mixed _____ Caucasian _____
 Veteran _____ Non-Veteran _____ Unknown _____
 Person(s) with Disability _____ If Known _____

3. Job Posting
 - _____ Checked requisite posting period
 - _____ Compared posting to job description
 - _____ Reviewed justification for internal or departmental only posting (if applicable)
 - _____ Verified Recruitment Plan – Ensure memo/e-mail is part of the packet

4. Job Description Review
 - _____ Determine whether this is an (1) existing position title or a (2) newly created position
 - _____ Examine whether the hiring department currently has incumbents in this position
 - _____ Check the reporting relationship to ensure it is appropriate for the position
 - _____ Review the salary grade; and confirm that it is appropriate for the job/position title
 - _____ Confirm the position has been placed in the proper EEO category
 - _____ Review exempt/non-exempt status

5. Applicant Pool Analysis

- Qualification verification of (a) candidates selected for interview, or (b) audit/re-screen all applicants
- Confirm whether all candidates interviewed are eligible; justification for eligible candidates not interviewed
- Diversity check/utilization reviewed

6. Compensation Analysis

- Determination of internal salary parity
- Justification for placement level in range

7. Interview Review Process Examination

- Diversity in interview panel
- Interview questions reviewed prior to interviews being conducted
- Interview packet review (questions, ranking, inappropriate remarks)

Name and position of persons who interviewed candidates (first interview)

Name and position of persons who interviewed candidates (second interview)

8. Finalizing Review

- Identify EEO concerns, if any
- If rejected, discuss issue with HR representative, if appropriate – Note concurrence on packet or attach justification for rejection if unable to resolve EEO concerns

Comments: _____

Compliance Officer: _____ Date: _____

Appendix G
Goals & Timetables
2016 – 2019

Goals and Achievements

In SunLine's last report the minority population was 68% and minorities were underutilized in the following job group categories: Executive/Senior Level Officials and Managers, Professionals and Administrative Support Workers

Since our last reporting we have met our goals and currently no job group category is underutilized. SunLine's current minority population is 76%.

There is still an under-utilization of females; however, continuing strides to correct this area are being implemented. In our previous evaluation, 28% of the workforce was female. Our total slightly decreased to 26% of the current workforce. Since our last reporting SunLine has meet its goals for females in the following categories: Executive/Senior Level Officials and Managers; First/Mid-Level Officials and Managers; Craft Workers; Operatives. Females are still under-utilized in the following job group categories: Laborers and Helpers, Service Workers.

We have and will continue to address this under-utilization of females. In fact, SunLine has seen an increase in the number of females being hired since July 1, 2015.

We continue to provide a variety of training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment, safety, alternative fuels training for mechanics and management development.

SunLine continues to offer an Educational Reimbursement Program. SunLine believes that these are all positive steps which will contribute toward achieving our Affirmative Action goals.

Goals for the period ahead are shown in Appendix E Recruiting efforts will continue to concentrate on both female and minority with an emphasis on those job groups where under-utilization has occurred.



**EQUAL EMPLOYMENT OPPORTUNITY
&
AFFIRMATIVE ACTION PROGRAM**

**July 2020
Updated January 2023**

**32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

Table of Contents

Introduction.....	3
Equal Employment Opportunity: Policy Statement.....	4
General Objectives.....	6
Designation of Responsibility (41 CFR §60-2.17a).....	7
Dissemination of Policy.....	11
Utilization Analysis.....	14
Goals and Timetables.....	15
Affirmative Action Program.....	177
Assessment of Employment Practices.....	20
Internal Monitoring and Reporting Plan (41 CFR §60-2.17d).....	244
Appendix A – Job Group Analysis and Description (41 CFR §60-2.12,60-2.13).....	266
Appendix B – Utilization Analysis by Job Category Chart.....	35
Appendix C – Salary Analysis.....	399
Appendix D – Employment Practices Charts.....	50
Appendix E – Organizational Chart (41 CFR §60-2.11).....	999
Appendix F – EEO Concurrence Compliance Checklist.....	101
Appendix G - Goals & Timetables from 2016 - 2019.....	104

Introduction

SunLine Transit Agency (SunLine) was formed as a Joint Powers Authority in July 1977 by Riverside County and the cities of the Coachella Valley to operate a public transit system within the eastern portion of Riverside County. As the valley matured and grew, each of the cities joined the JPA until finally, all nine were members. The current members are Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and Riverside County.

SunLine is governed by a Board of Directors representing each of the ten entities. The County's representative is a member of the Board of Supervisors, and each city has its mayor or a member of its city council serve as its representative.

SunLine also operates the SunDial dial-a-ride system for persons with disabilities. SunLine's primary fixed route system operates 19 hours every day of the year with the exception of Thanksgiving and Christmas. Bargaining unit employees (motor coach operators, paratransit operators, mechanics and facility maintainers) are represented by the Amalgamated Transit Union, Local 1277.

As of June 2019, SunLine employed 370 persons. SunLine is a proud supporter of Equal Employment Opportunity and Affirmative Action (EEO/AA). Our statement of policy and affirmative action goals reflect SunLine's commitment to maintain a diversified and motivated workforce.

Equal Employment Opportunity: Policy Statement

SunLine Transit Agency is committed to equal employment opportunity. This commitment starts with the Board of Directors, which supports a results-oriented program aimed at achieving equal employment opportunity throughout all organizational levels at SunLine. The mission of SunLine is “To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.” Fundamental to SunLine’s mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with dignity and respect.

SunLine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SunLine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, disability, age, national origin, ancestry, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sexual orientation, pregnancy, victim of domestic violence, sexual assault, or stalking, protected veteran status, or any other legally protected status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary actions, termination, layoff, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who believes they have been discriminated or harassed has the right to file a complaint alleging such with the appropriate official.

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

SunLine will not tolerate discrimination or harassment based on any of the listed characteristics. Every employee has an obligation to ensure the work place is free of discrimination and harassment. Any employee, who has knowledge of or witnesses, discrimination or harassment must report it to their supervisor, manager, or EEO Officer. Additionally, SunLine expects its contractors to embrace the principles of EEO and to provide workplaces free of discrimination and harassment.

Equal opportunity can best be achieved through programmed recruitments and personnel practices aligned with Title VII and the Agency’s Affirmative Action Plans. Continued efforts to achieve and sustain equal employment opportunities for every employee and applicant requires participation from all levels throughout the Agency, especially at the management and supervisory levels. SunLine will remain proactive in ensuring compliance with its Affirmative Action Plan.

SunLine employees are critical in promoting SunLine as an employer of choice. All current employees of SunLine are requested to encourage qualified disabled persons, minorities, women, special disabled veterans, and Vietnam Era veterans to apply for employment.

SunLine prohibits retaliation against anyone through harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights to any federal, state or local law regarding EEO, Title VII for qualified individuals with disabilities, or qualified protected veterans.

Our employees have a right to work in an environment free from discrimination and it is the responsibility of every manager and supervisor to assure that a non-discriminatory environment exists. All department heads, managers and supervisors are assigned specific tasks in relation to SunLine's EEO/AA plan and understand that their work performance will be evaluated on the basis of the compliance with and support of the EEO/AA policies and practices, among other Agency policies.

The assignment of the operational task and accountability for implementing the EEO/AA programs is the responsibility of the Compliance Officer. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Tina Hamel, DBELO/EEO/Compliance/Eligibility Officer. She can be reached at (760) 343-3456 Ext. 1445 or via email at thamel@sunline.org. Ms. Hamel reports directly to me regarding EEO issues and acts with my authority with all levels of management, labor unions, and employees. All applicants and employees have a right to file complaints alleging discrimination with their direct supervisor, manager, department head or the Compliance Officer. In addition, our expectation is that all employees will lend their active support to EEO principles and practices.

SunLine is committed to undertaking and developing a written nondiscrimination program that set forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

The successful achievement of SunLine's EEO/AA program goals will benefit all employees by creating a more diverse working environment.

Lauren L. Skiver
CEO/General Manager
SunLine Transit Agency

Date

General Objectives

The general objectives of this Equal Employment Opportunity/Affirmative Action Program are to achieve and maintain employment levels for members of protected classes within the various job group categories throughout the organization in proportion to their availability in the local labor market. This will be achieved through targeted recruitments, increased hiring, promotion and training of qualified applicants and employees in these protected classes.

In order to achieve a work place that reflects the demographics of the communities served, SunLine will do the following:

- Evaluate personnel transactions and enforce the use of objective employment practices to ensure that members of these protected classes are not adversely impacted.
- Assign responsibility and accountability for Affirmative Action progress. The most crucial parts for the policy implementation are at the department heads, manager and supervisory levels where decisions affecting hiring, assignments, training, promotions, compensation and disciplinary actions are made.
- Provide training on personnel policies and fair employment practices to department heads, managers and supervisors to increase awareness and acceptance of race/cultural, sex and disability differences among employees and prohibiting unlawful harassment of employees in the workplace.
- Advertise and target recruitments to these populations that are underrepresented at various levels of the organization.
- Ensure that employees of an underrepresented class are provided the opportunity to attend necessary training and/or given special projects or assignments to make them competitive for promotions.
- Partner with local schools, colleges and universities to target underrepresented groups within a job group category to provide internships and promote development within an occupational specialty.
- Ensure employee recognition and incentives for performance and contributions to SunLine are awarded fairly to all employees regardless of status.

Designation of Responsibility

A. Program Responsibility

The primary responsibility for the establishment of the EEO/Affirmative Action Program rests with SunLine's Board of Directors. They are charged to:

- Set policy and provide leadership necessary to achieve affirmative action goals.
- Express commitment to the goal of establishing work force parity with the community's qualified work force.

The Board of Directors designates the CEO/General Manager to express and carry out the responsibilities of the Board of Directors on a day-to-day basis.

B. Agency Affirmative Action Officer

The assignment of the operational tasks and accountability for implementing the program as the EEO/Affirmative Action Officer is the responsibility of the Compliance Officer. The Compliance Officer shall have the responsibility to audit the requirements of the program and to:

- Establish and direct SunLine's EEO/AA Program to meet federal and state requirements and achieve utilization goals.
- Develop and reaffirm equal employment opportunity in all personnel actions taken by SunLine.
- Create a pro-active attitude among members of the management team for formal dissemination, both internal and external.
- Discuss equal opportunity at meetings with management staff members.
- Assure that management members understand their personal performance evaluations will reflect their performance as measured against the EEO/Affirmative Action Program.
- Develop the EEO/Affirmative Action Program and techniques for communication of policy. Provide training to all responsible personnel.
- Ensure the job-relatedness of all aspects of the personnel processes and concurs in all hires and promotions.

- Improve recruitment efforts to increase the number of qualified minority, women and disabled applicants.
- Inform all new employees of the EEO/Affirmative Action Program and Discrimination Complaint procedure. Assure that current legal information affecting affirmative action is disseminated to responsible officials.
- Investigate any discrimination complaint filed by employees and/ or applicants, and recommend appropriate remedies. Track all complaints, records of EEO inquiry and submits annual reports to that effect.
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
- Submits status reports concerning the program to the Board of Directors through the CEO/General Manager.
- Identify EEO/Affirmative Action problem area. Assist managerial and supervisory personnel in arriving at solutions to EEO/Affirmative Action problems and assists management in collecting and analyzing employment data. Design and implement audit and reporting systems which will:
 - Measure program effectiveness.
 - Identify areas requiring remedial action.
 - Determine degree to which goals and objectives have been attained.
- Serve as liaison between SunLine and relevant enforcement/reporting agencies and minority organizations as well as community action groups concerned with employment opportunities of minorities, women and the disabled.
- Assists in recruiting minority, persons with disabilities and women applicants and establish outreach sources for use by Human Resources.
- Assist in the identification of EEO/Affirmative Action problem areas and establishing of departmental goals and objectives.
- Become actively involved with local minority organizations, women's organizations, community action groups and community service programs.

- Perform periodic audits of training programs, hiring and promotion patterns to remove, as necessary, impediments to the attainment of SunLine’s goals and objectives.
- Conduct regular discussions with supervisors and employees to be certain the EEO/Affirmative Action Policy is being followed.
- Conduct a review of the qualifications of all employees to ensure that minorities, women and persons with disabilities are given full opportunities for transfers and promotions.
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
- Provide career counseling for all employees.
- Conduct periodic audits to ensure that:
 - Appropriate EEO/Affirmative Action posters are properly displayed.
 - All employee facilities are, in fact, desegregated, both in policy and use, and that locker rooms and restrooms are comparable for both sexes.
 - Minority, female and persons with disabilities are afforded a full opportunity and are encouraged to participate in all of SunLine’s sponsored educational, training, recreational, and social activities.
- Understand that their work performance is being evaluated on the basis of their EEO/Affirmative Action efforts and results, as well as other criteria.
- Take action to ensure acceptance by all employees of those placed through affirmative action efforts.
- Ensure that all interviews, offer of employment and/or wage commitments (equal pay regardless of race or sex) are consistent with the EEO guidelines.
- Participates in the review and/or investigation of complaints alleging discrimination.

C. **Responsibilities of Management**

All department heads, managers and supervisors are responsible to work with the EEO/Affirmative Action Officer to ensure the effectiveness of the affirmative action program include, but are not limited to, the following:

- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).
- Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary.
- Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.
- Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

Dissemination of Policy

A variety of means will be used to disseminate the program to employees, job applications, and the community. The EEO/Affirmative Action Officer is responsible to ensure that all of the following are accomplished:

A. Internal Dissemination

SunLine's written and signed policy statement from the CEO/GM (page 4-5) is printed and posted in common areas such as breakrooms.

The SunLine Board of Directors is committed to supporting the EEO/Affirmative Action Program as indicated in the "Policy Statement" section and the section to follow:

Meetings are held with employees and affinity groups to seek input on the EEO Program and its implementation. The following policy statement is included in the Employee Handbook, which is given to all employees at the time of hire:

SunLine is an Equal Employment Opportunity/Affirmative Action employer and is committed to a policy of equal employment opportunity for applicants and employees. As an equal opportunity employer decisions made concerning employment with SunLine will not be based on race, sex, color, ancestry, national origin, alienage, gender, sexual orientation, religion, creed, age, marital status, family status, pregnancy, military status, veteran status, medical condition, disability, genetic information or any other legally protected status. Employment decisions will comply with all laws prohibiting discrimination. SunLine's employment practices seek to place employees in the job that best suits their abilities, interests, and skills, as well as SunLine's needs.

SunLine recognizes the value of different cultures and their meaningful contributions to the development of our society.

The Harassment Policy is also disseminated to employees through the Employee Handbook, which is provided to all employees as a part of their orientation process. The Employee Handbook states:

In keeping with our commitment to provide a work environment that is free of discrimination, SunLine strictly prohibits and will not tolerate harassment in any form, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, disability, veteran status or genetics. Verbal, physical and visual conduct that create an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance is also considered harassment.

Meetings and roundtable discussions are held with all levels of management semi-annually to discuss the EEO Program and its implementation. Our management policy prohibits any employee or management person from any conduct (acts, words, or suggestions), which could be interpreted as related to sexual suggestion or harassment.

Any employee who believes they have been harassed by a co-worker or supervisor should promptly report the facts of the incident or incidents and the names of the individuals involved (generally in writing) to their supervisor. The Human Resources Department receives and reviews all complaints. If the determination from the Human Resources Department that the particular complaints fall within the guidelines for further investigation regarding possible EEO/Affirmative Action violations, the EEO/Affirmative Action Officer will investigate all such claims, all complaints demand a file to be opened and are tracked through filing systems of the Compliance Office. The complete particulars and appropriate corrective action may be reviewed with the CEO/General Manager before it is implemented. While SunLine holds everyone accountable to adhere to the policy of non-discrimination and prohibition of harassment of any kind, supervisors, managers and department heads are held to even higher standard because of their position of authority.

The actions that may be taken against an offender are the same as for any other disciplinary action. They include an oral warning, written warning, suspension and/or discharge. In addition to any disciplinary action, the offender may also be ordered to participate in non-disciplinary programs such as the Employee Assistance Program.

The actions which may be taken for the victim include written apology, shielding from backlash or retaliation, retraction of improper adverse action, leave of absence or special counseling.

To ensure that all current employees are aware of job opportunities for promotion and/or transfer, SunLine uses a job posting system. All postings are placed on all SunLine bulletin boards and posted on SunLine's intranet page.

SunLine posts the required federal and state EEO posters on all SunLine bulletin boards.

Certain employees of SunLine are currently represented by the Amalgamated Transit Union (ATU). The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following nondiscrimination provision in Article G-2, Section 1, paragraph 2:

SunLine and the Union agree that they shall not discriminate against any employee because of race, color, sex, sexual orientation, age, national origin, political or religious opinions or affiliation or citizenship status. SunLine and the Union shall meet and confer on any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws.

EEO training is conducted periodically for all employees and for managers. All new supervisors or managers receive EEO training within 90 days of hire or their appointment, if promoted.

B. External Dissemination

All recruiting sources are informed of SunLine's EEO/Affirmative Action Program both orally and in writing. These sources are requested to actively recruit minorities, women and persons with disabilities for all positions listed.

When employment advertisements are placed they are placed in minority as well as other news media. All advertisements will contain the footer, "An EEO/Affirmative Action Employer."

Appropriate minority and women's organizations, community agencies, community leaders, secondary school, and colleges are notified of SunLine's policy.

Prospective employees are informed of the existence of the EEO/Affirmative Action Program and such elements that will enable them to avail themselves of its benefits.

Written notification of this policy is sent to all contractors, sub-contractors, vendors and suppliers requesting appropriate action on their part.

Utilization Analysis

The purpose of a utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. The utilization analysis is also used to set placement goals for job groups that experienced underutilization.

SunLine's utilization analysis is comprised of three parts. These parts are:

- Examination of current workforce
- Availability analysis
- Utilization analysis with goals for next period

The current workforce analysis is based on SunLine's employment records as of April 2020. The appendices following this document are: "Job Group Analysis and Description", "Utilization Analysis by Job Category Chart", "Salary Analysis", "Employment Practices Charts", "Organizational Chart", and "EEO Concurrence Compliance Checklist".

Availability analysis was completed by analyzing the eight factors listed in the Federal Register Affirmative Action Program guidelines to arrive at the percent of females and minorities available in each job group. The EEO-ALL06W Chart from the EEO Tabulation 2006-2010 (5-year ACS data) for Riverside County (the recruiting area for SunLine) was the source data. The eight factors are:

- Minority and female population in the applicable labor market area
- Minority and female unemployment force in the applicable labor market
- Percent of minority and female workforce as compared with the total workforce in the labor market area
- General availability of minorities and females having requisite skills in the labor market area
- The availability of minorities and females having requisite skills in an area in which SunLine can reasonably recruit; an expanded area may be utilized in some efforts
- The availability of promotable minorities and females in SunLine
- The existence of training institutions capable of training a person requisite skills
- The degree of training SunLine is reasonably able to undertake as a means of making all job classes available to minorities and females

Goals and Timetables

In SunLine's last report the minority population was 76% and no job group category was underutilized. SunLine's current minority population is 80%.

Since our last reporting we have increased our minority population by 4%, but are currently showing an underutilization in our Service-Maintenance category for two female minority groups. The two groups showing an underutilization for our current reporting period are: Hispanic/Latino (female) and Asian (female).

Although we still have an underutilization of females; we are continuing to make strides to correct this area. In our previous evaluation, 26% of the workforce was female. Our total increased to 29% of the current workforce. Since our last reporting SunLine continues to meet its goals for females in the following categories: Officials and Administrators, Technicians, Protective Service, Para-Professionals, and Skilled Craft Workers. Females are underutilized in the following job group categories: Professionals, Administrative Support, and Service-Maintenance Workers.

We have and will continue to address this underutilization of females. In fact, SunLine has seen an increase in the number of females being hired since our last reporting period. The increase in females hired has ranged from 21% to 50% per fiscal year.

Goals for the period ahead are shown in Appendix B. The 80% rule of thumb or "Whole Person Rule" was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a goal was established.

In establishing placement goals, SunLine applied the following principles:

- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. The Placement goals are guideposts that may be used as a measure of SunLine's progress in remedying areas of underutilization in our workforce.
- In all employment decisions, SunLine makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.

- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Agency to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

SunLine believes that through our good faith efforts to making all aspects of our EEO/AA programs work, we will achieve our placement goals. These placement goals are attainable with continued outreach and recruitment efforts targeted towards increasing a diverse pool of qualified applicants and with the implementation of action-oriented programs.

The Short Term Placement Goals have been established to address the more immediate actions needed over the next year to achieve our Long Term Placement Goals. Recruiting efforts will continue to concentrate on both females and minorities with an emphasis on those job groups where underutilization has occurred. Efforts will be increased to attract females from like positions from other public agencies. Searches will be made through trade publications and professional associations. SunLine will utilize female staff from our underutilized categories at job fairs to promote careers to females. The Agency will continue to develop internal female candidates.

SunLine provides a variety of training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment, safety, alternative fuels training for mechanics, mentor training for operators and management development.

One training program that has been implemented is SunLine University. Classes are offered on property and instructors range from department heads and managers, to professors from College of the Desert, our local community college. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest. We also offer external opportunities for growth with our Leadership Academy, Track 3B (SunLine University), participation in the Transit and Paratransit Management Certificate Program, and continuing to offer our Educational Reimbursement Program. These are some of the positive steps in our good faith efforts to contribute toward achieving our Affirmative Action goals.

SunLine's Long Term Goals are established to correct areas of female underutilization in the following EEO-4 Categories and are established for achievement in a four-year period:

- Increase female Professionals by 6 females
- Increase female Administrative Support by 9 females
- Increase female Service-Maintenance Workers by 48 females including
 - Hispanic/Latino females 21
 - Asian females 5

Affirmative Action Program

A review of total operations has been made to identify any problem area where appropriate corrective action will be instituted.

Underutilization is referenced in Appendix B for analysis. Goals have been established to provide needed correction.

Promotions and Transfers are available to all employees through our job posting system. All qualified employees (meeting minimum qualifications) who request a transfer or who apply for an opening are included in the selection processes. In all cases, SunLine will select the most qualified candidate to fill a vacant position.

Employment Application is in compliance with all legal requirements and has been revised to incorporate the provisions of the Americans with Disabilities Act (ADA).

Selection Criteria are uniform for all applicants competing for a specific position. All qualified applicants are considered equally. Supervisors and those who make hiring decisions are aware of SunLine's goals and are actively involved in their achievement.

Job Descriptions are written to eliminate any unfair advantages. Related equivalent experience can be used to qualify in lieu of educational requirements. For example, if a position requires a bachelor's degree and one year experience, an applicant with five years related equivalent work experience would qualify. That is, four years of experience to equal the degree requirement and one year of additional experience.

Testing consists of a formal interview panel and for some classifications, there is a basic skills tests consisting of 52 questions.

SunLine Sponsored Social Events and Special Programs are held for all employees and all employees are encouraged to participate.

All Facilities of SunLine are integrated. This includes offices, lunchrooms, restrooms, and all employee areas.

Seniority practices are governed by the MOU and the Employee Handbook. These seniority provisions do not have a disparate impact on minority group status or sex, for length of service or type of job held.

Management Support of this policy is insisted upon by the Board of Directors and the CEO/General Manager of SunLine Transit Agency.

Training for career improvement is provided to employees on an as-needed basis (i.e. mechanic's training). This training is given to all employees in a job group with no disparity by minority group status or sex.

Recruiting Area is large enough to include several minority communities. Public and private transportation is available equally to minority, females, and persons with disabilities.

Employee Attitude toward Equal Employment Opportunity is good and monitored by the Human Resources Department through exit interview and casual contact with various employees throughout SunLine. All employees have access to the Human Resources Department and other administrative management at all times, either casually or by appointment.

Technical Compliance is achieved through the posting of all required notices on SunLine bulletin boards. Applications for employment are retained in accordance with federal guidelines. Notice of our commitment to Equal Employment Opportunity/Affirmative Action is transmitted externally and internally as discussed elsewhere in this document.

SunLine Employee Handbook includes a special procedure for the investigation of complaints of discrimination or harassment under the Equal Employment Policy and Harassment Policy. This special procedure is as follows:

Employees who believe that they have been the subject of harassment, should contact (by phone, mail, or a visit) STA's representative for complaints or any STA supervisor or manager. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors or managers must report any complaints received immediately to the EEO Officer.

Employees also have the option of contacting the California Department of Fair Employment and Housing (DFEH) at <http://www.dfeh.ca>. or the federal Equal Employment Opportunity Commission (EEOC), www.eeoc.gov.

The EEO Officer will cause an investigation to be conducted by personally investigating or assigning appropriate staff or an external investigator. Everyone involved in an investigation will be admonished prior to any interviews that the matters under investigation are serious; that the employee/applicant must be honest and forthright in their responses; that they are not to discuss the matter with anyone other than the investigator; that they are not to interfere with the investigation or destroy evidence; and that retaliation against anyone participating in the investigation is prohibited.

The investigation process will incorporate the following:

- The complainant will be interviewed to clarify specific details about the alleged act(s) based on his or her recollection – the “who, what, when, where and why” of the incident; any witnesses or others who have mentioned similar treatment. Additionally, the

complainant would have the opportunity to provide any documents or evidence to support the claim.

- The accused will be interviewed to learn specific details about the alleged act based on his or her recollection. This is an opportunity for the accused to provide a response to the allegations and identify any witnesses, documents or other evidence regarding the specific allegations. The accused must be advised that, if the allegations are founded, he or she will be subject to disciplinary action up to and including termination.
- Interview witnesses and other individuals who may have first-hand knowledge regarding the matter(s) under investigation.
- Review any documents or evidence that may be available that are relevant to determining the facts of the case, which may include, but are not limited to, emails, computer usage, and video tapes.
- Conduct follow up interviews with the complainant, the accused or witnesses as may be necessary.
- Determine timeline of events, determine facts based on evidence, collaboration of witness statements, and witness credibility. Once the facts are established, the investigator must make a finding and recommendation. A finding may be, substantiated, partially substantiated, inconclusive, or unfounded.
- The investigator makes the determination as to the findings of the discrimination or harassment. If the complaint is deemed substantiated or partially substantiated, the Compliance Officer will determine the appropriate action. The details and the decision response are to be reviewed with the General Manager/CEO before being implemented. The decision is final and binding.
- The Compliance Officer will issue the decision to the complainant in a meeting and in writing and advise the accused of the decision in the same manner. He or she will assure that any disciplinary action determined is promptly taken.
- The final step is to advise witnesses and/or supervisors of the outcome only to the extent they may need to know to bring closure to the investigation. In addition, efforts to monitor the situation to protect the complainant and other potential victims are implemented.

Assessment of Employment Practices

SunLine has a policy to aggressively recruit the most qualified people to staff the agency. It affords equal opportunity for employment, selection, training, promotion, compensation and benefits to all persons without regard to race, color, age, sex, religion, national origin, marital status, disability, ancestry or any other protected class not related to the requirements of the work assignment.

The Human Resources Department shall be responsible for establishing recruitment and referral procedures and shall be responsible for all employment activity in SunLine.

SunLine actively seeks minorities and females for all employment opportunities. Recruitment orders and/or notices are distributed to various sources including, but not limited to, those agencies listed below:

Riverside County Workforce Development Center

44-199 Monroe Street

Indio, CA 92201

<https://rivcoworkforce.com/Home> (includes website)

College of The Desert

43-500 Monterey Avenue

Palm Desert, CA 92260

Transit Talent.com

www.transittalent.com

Newspaper advertising is normally placed in the Riverside Press-Enterprise and the Palm Springs Desert Sun. The Press-Enterprise is circulated in the high-minority communities located in eastern and western Riverside County.

The majority of applicants for positions below the professional and managerial level gain knowledge of openings through the state and county workforce development offices, newspaper advertisements, SunLine's website, www.sunline.org, and through the various organizations receiving a recruitment notice. Other sources of applicants are walk-ins and friends and relatives of SunLine employees.

Professional and managerial applicants are usually the result of local, regional and national newspaper and industry journal advertising, national job boards or respondents to recruitment notices sent to the various transit properties and public agencies.

The statistical information to support applicant flow data is voluntarily completed by applicants. A personnel requisition assists in tracking not only the sources of communicating the opening,

but recording of applicants and source. In the period, March 2016 – April 2020, the applicant flow data evaluation shows that 35% of our applicants are female and 78% are minority. Female applicants increased from the previous report from 26% to 35%, an increase of 9%. Additionally, the number of minority applicants increased since the last report up 3% from 75% to the current 78%. This is a reflection of SunLine’s continuing efforts to recruit females and minorities.

Over the reporting period, six (6) applicants self-identified as a person with a disability and applied for positions within the Paraprofessional, Administrative Support and Service-Maintenance job categories. Of those six (6) applicants, none were hired. There were three (3) employees who self-identified as a person with a disability that applied for promotions within the Paraprofessional and Administrative Support job categories. One (1) employee was promoted within the Paraprofessional job category. Please see “Appendix D Employment Practices Charts” for the breakdown by year and cross-referenced by sex and race.

Seventy-two (72) applicants self-identified as a veteran during the reporting period when applying for positions within the Paraprofessional, Administrative Support and Service-Maintenance job categories. Of those 72 applicants, one (1) was hired into Paraprofessional, two (2) were hired into Administrative Support and four (4) were hired into Service-Maintenance job categories. Nine (9) employees self-identified as a veteran and applied for promotions in the Officials, Professionals and Paraprofessionals job categories. A total of four (4) employees were promoted; one (1) in Officials, two (2) in Professionals and one (1) in Paraprofessionals job categories. Please see “Appendix D Employment Practices Charts” for the breakdown by year and cross-referenced by sex and race.

Selection procedures commence with the completion of an agency employment application.

The Human Resources Department conducts the initial review of the applicant’s qualifications using a system specially designed to be relevant to the job specifications shown on the Personnel Requisition and contained in the job description. Those applicants meeting the minimum requirements will be referred for an interview with the hiring manager or supervisor.

Prior to the panel interview, the Human Resources Department verifies previous employment history with the applicant as well as the driving record (for positions requiring a Class B driver’s license, or which will involve driving company vehicles) and the DMV report is requested when the application is submitted.

Following the interview and subsequent testing (noted above), a review of all formal candidates with the hiring manager is conducted to select the most qualified applicants to participate in a panel interview.

Where interview panels are used, they shall include minority or female members wherever practical or applicable. Interview questions are pre-planned and all candidates will receive the same battery of questions. All questions are constructed in such a way as to assure that they are relevant to the job in question and in no way infringe on any individual privacy matters. In the

event of any non-agency staff for a panel, the member will be given an orientation in proper interviewing techniques, including agency commitment to Equal Employment Opportunity/Affirmative Action guidelines prior to commencement of the interviews.

The applicants that complete the panel interview process are then considered for selection. If applicable, applicants for specified positions are given a written test of basic skills on a pass/fail basis. For positions that are represented by the union, Human Resources will review the terms and conditions of employment as agreed to in the Memorandum of Understanding. The best candidate is selected and a written conditional offer is made to the most qualified candidate. A formal, conditional offer is made that allows the agency to commence the required testing and background investigations.

The applications of finalists that are deemed eligible for hire will be filed for future consideration.

The results of all physical examinations required by SunLine prior to employment shall be used in confidence. No person outside of the Human Resources Department will be given specific results. However, any limitations or restrictions listed by the doctor will be discussed with the hiring news as part of an interactive process to determine any reasonable accommodations.

All new employees report to the Human Resources Department on their first day of employment for orientation. An orientation checklist is used to assure that all major areas of SunLine orientation, including special departmental procedures are covered. The employee, as well as the person(s) conducting the orientation, must sign the check list showing completion of each item. The completed checklist becomes a permanent part of the employee personnel file.

Seniority is not a part of any decision relation to promotions and transfers outside of the bargaining unit. Any matters within the bargaining unit which relate to seniority are contained in the MOU; such requirements have no disparate impact on any members of any protected class of employee. With the job posting system mentioned earlier, SunLine demonstrates its desire to fill job vacancies by promotion, transfer or qualified internal candidates whenever possible. The skills, attitudes and abilities demonstrated by past performance will be evaluated in considering internal candidates.

Compensation and benefits programs of SunLine are administered according to SunLine policy and requirements as set forth in the MOU for the bargaining unit personnel. These policies are applied uniformly and have no relationship to race, color, national origin or any other protected class. Some benefit levels and SunLine contributions toward benefits may vary in amount by employee groups: non-bargaining unit and bargaining unit personnel. The variation is the result of a negotiated labor agreement. Therefore, these benefits and contributions are governed by the Employee Handbook and MOU.

Termination and Disciplinary practices are established for all personnel through the Employee Handbook and for bargaining unit employees, the MOU. A probationary period applies to all employees either as new hires or for transfers and promotions. If an employee during the

orientation period is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released.

If an employee who has completed the orientation period performs in an unsatisfactory manner, the immediate supervisor will discuss the job performance with the employee. All employees are provided a period of time to improve performance deficiencies. The employee may be dismissed if no improvement is noted at the end of mutually agreed period of probation.

Discipline procedures are contained within SunLine's Employee Handbook for non-bargaining personnel and bargaining personnel are governed by the requirements of the MOU. All policies and procedures are progressive in nature and is administered without regard to any protected characteristics or classes.

The supervisor reviews the specific incident(s) with Human Resources prior to issuing the discipline that may result in loss of pay. This review has the purpose of assuring consistency in the application of policy and is a positive step toward the correction of the behavior. In the case of a disagreement between an employee and management all employees have access to the use of a grievance/complaint process which is set forth in the Employee Handbook and MOU of SunLine. No supervisor or department head may summarily dismiss an employee who has completed the orientation period.

When all corrective procedures have been exhausted, the employee is handled through appropriate and legal due process.

Internal Monitoring and Reporting Plan

In an effort to monitor goals and SunLine's commitment to Equal Employment/Affirmative Action, the Compliance Officer is responsible for submitting an annual summary of the progress made over the preceding 12 months to the General Manager/CEO. Assessments and any actions to provide correction will be determined and implemented. The evaluation process will highlight the policies and objectives that were accomplished. New objectives and timetables to remedy any deficiencies will be included in the report.

Subrecipients and contractors must conduct a detailed assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. Contracts contain language regarding complying with federal and state laws. SunLine Transit Agency does not have any subrecipients or contractors.

The Compliance Officer audits personnel activity on a monthly basis in order to measure the effectiveness of the Affirmative Action Program. The following actions are key to the auditing and reporting system:

- Monitoring of all personnel activity including: placements, transfers, promotions, terminations, and compensation at all levels to ensure nondiscrimination
- Requiring internal reporting on a scheduled basis as to the degree to which equal opportunity and organizational objectives are attained
- Review report results will all levels of management
- Advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance
- The department heads of Human Relations (HR) and Compliance serve on the SunLine negotiations team during contract negotiations with our collective bargaining units to ensure there is not disparate impact

Complaints are monitored by the Compliance Department. Pages 18-19 detail the processes for filing a complaint and the investigation. Every effort is made to ensure investigations are completed in a timely manner. Once completed, the complainant and subject are notified in writing of the outcome. The findings are sent the head of the department of the employee who was the subject of the investigation. If the complaint was found to be sustained, the head of the department will assess what level of disciplinary action will be issued. The Compliance Department will recommend and conduct retraining.

Records are kept in accordance with SunLine Transit Agency Records Management Policy/Retention Schedule. The files are secured in the Compliance Officer's office in a locked filing

cabinet. The complaints are filed by date and the name of the subject of the investigation to monitor trends.

At least once a month the Compliance Officer reviews workforce utilization by logging and tracking hirings, terminations and promotions within the Agency. The reports demonstrate the Agency's recruitment and selection choices are based on considerations that do not involve any protected classes. The data gathered has been used in various ways to find the best format to report our progress to management and staff. In 2016 and 2017, the Compliance Officer reported monthly metrics showing areas of our workforce that were underutilized and what was being done to engage those groups.

On April 22, 2019, during the weekly Chief's meeting, the Compliance Officer gave a presentation on the EEO Policy and new reporting requirements. She followed up with answers to questions that were asked and the effective date of the new requirements. The Compliance Officer attends all Chief's Meetings as part of the Executive Team.

Monthly, recurring, one-on-one meetings are held with CEO/General Manager to discuss updates in the Compliance Department. Meetings are held more frequently if requested. Matters discussed with the CEO/General Manager include updates to program requirements, EEO-4 reporting and workforce utilization.

The Compliance Officer held EEO Sexual Harassment and Discrimination Prevention training in safety meetings attended by Agency staff in June 2016, May 2017 and November 2018.

Appendix A

Job Group Analysis and Description

OFFICIALS AND ADMINISTRATORS

JOB GROUP 1

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>CEO/GENERAL MANAGER CHIEF OF HUMAN RELATIONS CHIEF FINANCIAL OFFICER CHIEF TRANSPORTATION OFFICER CHIEF MAINTENANCE OFFICER CHIEF PERFORMANCE OFFICER CHIEF SAFETY OFFICER/TAXI ADMIN. CHIEF OF PUBLIC AFFAIRS & CLERK OF THE BOARD DEPUTY CHIEF FINANCIAL OFFICER DEPUTY CHIEF OF TRANSPORTATION DEPUTY CHIEF OPERATING OFFICER-MAINTENANCE DEPUTY CHIEF SAFETY OFFICER/TAXI ADMINISTRATOR</p>	<p>CEO/GENERAL MANAGER FEEDER POSITION(S): CHIEF PERFORMANCE OFFICER CHIEF OPERATIONS OFFICER CHIEF FINANCIAL OFFICER</p> <p>CHIEF OF HUMAN RELATIONS FEEDER POSITION(S): HUMAN RESOURCES MANAGER</p>	<p>CHIEF PERFORMANCE OFFICER FEEDER POSITION(S): DEPUTY CPO/CAPITAL PROJECTS</p> <p>CHIEF SAFETY OFFICER FEEDER POSITION(S): DEPUTY CHIEF SAFETY OFFICER</p> <p>DEPUTY CHIEF FINANCIAL OFFICER FEEDER POSITION(S): ACCOUNTING MANAGER</p>
<p>SKILL SET</p> <p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>	<p>CHIEF FINANCIAL OFFICER FEEDER POSITION(S): DEPUTY CHIEF FINANCIAL OFFICER</p> <p>CHIEF OPERATING OFFICER FEEDER POSITION(S): DEPUTY COO SUPERINTENDENT OF TRANSPORTATION</p>	<p>DEPUTY CHIEF OPERATING OFFICER FEEDER POSITION(S): SUPERINTENDENT OF TRANSPORTATION</p> <p>DEPUTY CHIEF SAFETY OFFICER FEEDER POSITION(S): SENIOR SAFETY OFFICER</p>

www.sunline.org

PROFESSIONALS

JOB GROUP 2

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING MANAGER ALTERNATIVE FUELS MANAGER HUMAN RESOURCES MANAGER SUPERINTENDENT OF TRANSPORTATION FACILITIES MAINTENANCE SUPERINTENDENT SUPERINTENDENT OF SAFETY & TRAINING MATERIALS & INVENTORY MANAGER PARATRANSIT OPERATIONS MANAGER TAXI ADMINISTRATOR TRANSIT PLANNING MANAGER COMPLIANCE OFFICER</p>	<p>ALTERNATIVE FUELS MANAGER FEEDER POSITION(S): ALTERNATIVE FUELS TECHNICIAN</p> <p>HUMAN RESOURCES MANAGER FEEDER POSITION(S): HUMAN RESOURCES TECH.</p> <p>FACILITIES MAINT. SUPERINTENDENT FEEDER POSITION(S): FACILITIES MAINTENANCE SUPERVISOR</p> <p>MATERIALS & INVENTORY MANAGER FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>ACCOUNTING MANAGER FEEDER POSITION(S): SENIOR ACCOUNTANT</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p>	<p>SUPERINTENDENT OF TRANSPORTATION FEEDER POSITION(S): PARATRANSIT OPERATIONS MANAGER LEAD CONTROLLER SENIOR SUPERVISOR</p> <p>SUPERINTENDENT OF TRAINING & SAFETY FEEDER POSITION(S): SENIOR TRAINING SUPERVISOR SENIOR SAFETY SUPERVISOR</p> <p>PARATRANSIT OPERATIONS MANAGER FEEDER POSITION: LEAD CONTROLLER SENIOR SUPERVISOR</p> <p>TAXI ADMINISTRATOR FEEDER POSITION(S): ASST. TAXI CAB ADMINISTRATOR 1</p> <p>TRANSIT PLANNING MANAGER FEEDER POSITION(S): PLANNING ANALYST</p> <p>COMPLIANCE OFFICER FEEDER POSITION(S): NONE</p>
SKILL SET		
<p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

TECHNICIANS

JOB GROUP 3

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

POSITION TITLES	ADVANCEMENT
<p>ADMINISTRATIVE ANALYST</p> <p>MATERIALS & INVENTORY SUPERVISOR</p> <p>ASSISTANT IT ADMINISTRATOR</p> <p>IT DESKTOP SUPPORT TECHNICIAN</p>	<p>ASSISTANT IT ADMINISTRATOR FEEDER POSITION(S): IT DESKTOP SUPPORT TECHNICIAN</p> <p>ADMINISTRATIVE ANALYST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANTS</p> <p>MATERIALS & INVENTORY SUPERVISOR FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN</p> <p>IT DESKTOP SUPPORT TECHNICIAN FEEDER POSITION(S): NONE</p>
SKILL SET	
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>	

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PROTECTIVE SERVICE WORKERS

JOB GROUP 4

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

POSITION TITLES	ADVANCEMENT
<p>SENIOR SAFETY OFFICER</p> <p>SAFETY OFFICER</p>	<p>SENIOR SAFETY OFFICER FEEDER POSITION(S): SAFETY OFFICER</p> <p>SAFETY OFFICER FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR</p>
SKILL SET	
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THIS POSITION.</p>	

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PARA-PROFESSIONALS

JOB GROUP 5

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p style="text-align: center;"> LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT CONTROLLER SENIOR SUPERVISOR FIELD SUPERVISOR TRAINING SUPERVISOR OPERATIONS SYSTEM SPECIALIST OPERATIONS LABOR RELATIONS SUPERVISOR STOPS & ZONES SUPERVISOR </p>	<p style="text-align: center;"> LEAD CONTROLLER (FIXED ROUTE AND PARA) FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) SENIOR SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR FIELD SUPERVISOR FEEDER POSITION(S): MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> OPERATIONS SYSTEM SPECIALIST FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) FIELD SUPERVISOR OPERATIONS LABOR RELATIONS SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR ADMINISTRATIVE ASSISTANT MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>
SKILL SET	<p style="text-align: center;"> TRAINING SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR CONTROLLER (FIXED ROUTE & PARA) FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> STOPS & ZONES SUPERVISOR FEEDER POSITION(S): STOPS & ZONES TECHNICIAN A </p>
<p style="text-align: center;"> EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS. </p>		

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ADMINISTRATIVE SUPPORT

JOB GROUP 6

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING ASSISTANT PAYROLL ACCOUNTANT ADMINISTRATIVE ASSISTANT CLERK OF THE BOARD COIN COUNTER CONTRACTS ASSISTANT CUSTOMER SERVICE REPRESENTATIVE MARKETING SPECIALIST GRANTS ANALYST PARATRANSIT RESERVATIONIST PLANNING ANALYST PROJECT MANAGER ASSISTANT SENIOR ADMINISTRATIVE ASSISTANT TRANSIT PLANNING TECHNICIAN</p>	<p>ACCOUNTING ASSISTANT FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>SENIOR ADMINISTRATIVE ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>CLERK OF THE BOARD FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>COIN COUNTER FEEDER POSITION(S): NONE</p> <p>PAYROLL ACCOUNTANT FEEDER POSITION(S): ACCOUNT TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>MARKETING SPECIALIST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>	<p>TRANSIT PLANNING ANALYST & TECHNICIAN FEEDER POSITION(S): CONTROLLER FIELD SUPERVISOR MOTOR COACH OPERATOR</p> <p>ACCOUNTING CLERK FEEDER POSITION(S): COIN COUNTER</p> <p>PARATRANSIT RESERVATIONIST FEEDER POSITION(S): CUSTOMER SERVICE REPRESENTATIVE</p> <p>GRANTS ANALYST FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>PROJECT MANAGER ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>
SKILL SET		
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

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SKILLED CRAFT WORKERS

JOB GROUP 7

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

POSITION TITLES

**FACILITY CONSTRUCTION SPECIALIST
BODY MECHANIC
ELECTRONIC FAREBOX TECHNICIAN
FAREBOX ASSISTANT TECHNICIAN
MECHANIC A
MECHANIC A NON-REVENUE
MECHANIC B
STOPS & ZONES TECHNICIAN A
STOPS & ZONES TECHNICIAN B**

SKILL SET

**EMPLOYEES ADVANCING FROM
THE INTERNAL FEEDER POSITION
WILL HAVE DEVELOPED THE SKILLS
NECESSARY TO EXCEL IN THESE
POSITIONS.**

ADVANCEMENT

**FACILITY CONSTRUCTION
SPECIALIST
FEEDER POSITION(S):
FACILITIES MAINTENANCE
TECHNICIAN**

**BODY MECHANIC
FEEDER POSITION(S):
NONE**

**ELECTRONIC FAREBOX
TECHNICIAN
FEEDER POSITION(S):
FAREBOX ASSISTANT
TECHNICIAN**

**MECHANIC A
FEEDER POSITION(S):
MECHANIC B**

**MECHANIC B
FEEDER POSITION(S):
MATERIALS &
MECHANIC C**

**MECHANIC C
FEEDER POSITION(S):
NONE**

**MECHANIC A
NON-REVENUE
FEEDER POSITION(S):
NONE**

**STOPS & ZONES
TECHNICIAN A
FEEDER POSITION(S):
STOPS & ZONES
TECHNICIAN B**

**STOPS & ZONES
TECHNICIAN B
FEEDER POSITION(S):
NONE**

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SERVICE/MAINTENANCE WORKERS

JOB GROUP 8

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

POSITION TITLES

**PARATRANSIT OPERATOR
MOTOR COACH OPERATOR
FACILITY MAINTENANCE TECHNICIAN
LEAD UTILITY
UTILITY
ALTERNATIVE FUELS TECHNICIAN**

SKILL SET

EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.

ADVANCEMENT

**FULL TIME MOTOR COACH OPERATOR
FEEDER POSITION(S):
PART TIME MOTOR COACH OPERATOR**

**FULL TIME PARATRANSIT OPERATOR
FEEDER POSITION(S):
PART TIME PARATRANSIT OPERATOR**

**PART TIME MOTOR COACH OPERATOR
FEEDER POSITION(S):
FULL TIME PARATRANSIT OPERATOR
PART TIME PARATRANSIT OPERATOR**

**PART TIME PARATRANSIT OPERATOR
FEEDER POSITION(S):
NONE**

**FACILITIES MAINTENANCE TECHNICIAN
FEEDER POSITION(S):
NONE**

**LEAD UTILITY
FEEDER POSITION(S):
UTILITY**

**UTILITY
FEEDER POSITION(S):
NONE**

**ALTERNATIVE FUELS TECHNICIAN
FEEDER POSITION(S):
NONE**

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Appendix B

Utilization Analysis by Job Category Chart

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
1 - Officials & Administrators																				
Current Workforce	\$70,000-\$237,000	12	4	2	3	3	4	-	-	2	-	-	-	3	-	1	1	-	-	1
Percent in Category	^Entry		33.3%	16.7%	25.0%	25.0%	33.3%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	25.0%	0.0%	8.3%	8.3%	0.0%	0.0%	8.3%
Percent of Availability							40.4%	0.3%	2.3%	11.6%	3.0%	0.1%	1.3%	25.1%	0.3%	2.0%	10.6%	2.4%	0.1%	0.7%
Percent Underutilized													0%			2%				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
2 - Professionals																				
Current Workforce	\$54,000-\$75,000	20	8	6	1	5	8	-	-	6	-	-	-	1	-	-	4	1	-	-
Percent in Category	^Entry		40.0%	30.0%	5.0%	25.0%	40.0%	0.0%	0.0%	30.0%	0.0%	0.0%	0.0%	5.0%	0.0%	0.0%	20.0%	5.0%	0.0%	0.0%
Percent of Availability							26.0%	0.3%	2.4%	7.1%	4.3%	0.0%	0.8%	35.5%	0.3%	3.4%	12.7%	5.6%	0.3%	1.3%
Percent Underutilized													31%				1%			
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	6	-	-	-	-	-	-
Planned percent increase Year 1														5%						
Planned percent increase Year 2														5%						
Planned percent increase Year 3														10%						
Planned percent increase Year 4														11%						
3 - Technicians																				
Current Workforce	\$42,000-\$68,000	3	1	2	0	0	1	-	-	2	-	-	-	-	-	-	-	-	-	-
Percent in Category	^Entry		33.3%	66.7%			33.3%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							26.6%	0.0%	2.1%	12.6%	4.8%	0.0%	0.6%	22.2%	0.3%	4.5%	16.5%	7.8%	0.4%	1.5%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
4 - Protective Service																				
Current Workforce	\$50,000-\$53,000	3	0	3	0	0			1	2			-	-	-	-	-	-	-	-
Percent in Category	^Entry			100.0%			0.0%	0.0%	33.3%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							44.2%	0.9%	7.0%	25.0%	1.4%	0.0%	0.8%	9.9%	0.0%	2.1%	7.0%	0.1%	0.1%	1.3%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
5 - Paraprofessional																				
Current Workforce	\$46,000-\$57,000	30	7	16	1	6	7	-	2	13	-	-	1	1	-	1	3	-	-	2
Percent in Category	^Entry		23.3%	53.3%	3.3%	20.0%	23.3%	0.0%	6.7%	43.3%	0.0%	0.0%	3.3%	3.3%	0.0%	3.3%	10.0%	0.0%	0.0%	6.7%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce	\$13,000-\$59,000	44	5	9	5	25	5	-	1	7	1	-	-	5	-	1	20	2	-	2
Percent in Category	^Entry		11.4%	20.5%	11.4%	56.8%	11.4%	0.0%	2.3%	15.9%	2.3%	0.0%	0.0%	11.4%	0.0%	2.3%	45.5%	4.5%	0.0%	4.5%
Percent of Availability							17.5%	0.1%	2.2%	12.1%	1.9%	0.2%	0.7%	32.2%	0.4%	3.7%	24.1%	3.3%	0.1%	1.4%
Percent Underutilized														21%		1%				
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	9	-	-	-	-	-	-
Planned percent increase Year 1														5%						
Planned percent increase Year 2														5%						
Planned percent increase Year 3														5%						
Planned percent increase Year 4														6%						

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
7 - Skilled Craft																				
Current Workforce	\$42,000-\$64,000	30	2	27	0	1	2	-	4	23	-	-	-	-	-	1	-	-	-	-
Percent in Category	^Entry		6.7%	90.0%		3.3%	6.7%	0.0%	13.3%	76.7%	0.0%	0.0%	0.0%	0.0%	0.0%	3.3%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							36.8%	0.3%	2.1%	53.1%	1.9%	0.2%	1.7%	1.6%	0.0%	0.1%	2.1%	0.3%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
8 - Service-Maintenance																				
Current Workforce	\$25,000-\$50,000	228	27	142	8	51	27	-	13	121	5	-	3	8	-	11	38	-	-	2
Percent in Category	^Entry		11.8%	62.3%	3.5%	22.4%	11.8%	0.0%	5.7%	53.1%	2.2%	0.0%	1.3%	3.5%	0.0%	4.8%	16.7%	0.0%	0.0%	0.9%
Percent of Availability							14.5%	0.1%	2.0%	34.4%	2.2%	0.3%	1.2%	13.2%	0.2%	2.2%	26.2%	2.5%	0.2%	0.8%
Percent Underutilized										0%				10%			10%	3%		
Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	Yes	Yes	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	22	-	-	21	5	-	-
Planned percent increase Year 1														2%			2%	0%		
Planned percent increase Year 2														2%			2%	1%		
Planned percent increase Year 3														3%			3%	1%		
Planned percent increase Year 4														3%			3%	1%		

Notes: Data source 2010 Census. The "Percent of Availability" for the Paraprofessionals category is left blank due to the 2010 Census not having a Paraprofessional category to gather the information from. The 2010 Census data shows two Protective Service categories, Sworn and Non-Sworn. For our Protective Service category we used the Non-Sworn census data. Planned percentage increases per year are based on percent underutilized. Please refer to "Utilization Analysis" page 14 and "Goals & Timetables" page 15 for narrative.

Appendix C

Salary Analysis

Salary Analysis: Officials & Administrators

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
CEO/General Manager	Officials & Administrators	\$ 236,524.00	0 1	0 0	Male Female	0 1	1					
Chief Financial Officer	Officials & Administrators	\$ 93,600.00	1 0	1 0	Male Female	1 0					1	
Chief Performance Officer	Officials & Administrators	\$ 136,427.00	1 0	0 0	Male Female	1 0	1					
Chief Maintenance Officer	Officials & Administrators	\$ 120,000.00	1 0	0 0	Male Female	1 0	1					
Chief of Human Relations	Officials & Administrators	\$ 70,866.40	0 1	0 0	Male Female	0 1	1					
Chief of Public Affairs & Clerk of the Board	Officials & Administrators	\$ 70,117.00	0 1	0 0	Male Female	0 1	1					
Chief Safety Officer/Taxi Administrator	Officials & Administrators	\$ 94,245.00	1 0	0 0	Male Female	1 0	1					
Chief Transportation Officer	Officials & Administrators	\$ 93,600.00	1 0	0 0	Male Female	1 0	1					
Deputy Chief Financial Officer	Officials & Administrators	\$ 73,964.00	0 1	0 1	Male Female	0 1		1				
Deputy Chief of Transportation	Officials & Administrators	\$ 77,043.00	0 1	0 1	Male Female	0 1					1	
Deputy Chief Safety Officer/Taxi Administrator	Officials & Administrators	\$ 59,758.40	0 1	0 1	Male Female	0 1						1
Deputy Chief Operating Officer-Maintenance	Officials & Administrators	\$ 80,122.00	1 0	1 0	Male Female	1 0					1	
Department Total			12	5	Male	5	4	0	0	0	2	0
% of Total				42%	% of Total	42%	33%	0%	0%	0%	17%	0%
					Female	5	3	1	0	0	1	1
					% of Total	42%	25%	8%	0%	0%	8%	8%

Salary Analysis: Professionals

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Superintendent of Transportation	Professionals	\$ 75,088.00	1	1	Male	1					1	
			0	0	Female	0						
Alternative Fuels Manager	Professionals	\$ 72,467.00	1	0	Male	1	1					
			0	0	Female	0						
Facilities Maintenance Superintendent	Professionals	\$ 70,408.00	1	0	Male	1	1					
			0	0	Female	0						
Procurement Manager	Professionals	\$ 70,283.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Superintendent	Professionals	\$ 69,992.00	1	1	Male	1					1	
			0	0	Female	0						
Maintenance Program Specialist Supervisor	Professionals	\$ 67,309.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Lead Supervisor	Professionals	\$ 67,163.00	1	1	Male	1					1	
			0	0	Female	0						
Accounting Manager	Professionals	\$ 66,186.00	0	0	Male	0						
			1	1	Female	1			1			
Human Resources Manager	Professionals	Vacant	0	0	Male	0						
			0	0	Female	0						
Senior Accountant	Professionals	\$ 65,853.00	0	0	Male	0						
			1	1	Female	1					1	
Superintendent of Facilities	Professionals	\$ 66,560.00	1	1	Male	1						1
			0	0	Female	0						
Transit Planning Manager	Professionals	Vacant	0	0	Male	0						
			0	0	Female	0						
Budget Manager/Financial Analyst	Professionals	\$ 64,688.00	0	0	Male	0						
			1	1	Female	1					1	
Superintendent of Safety & Training	Professionals	\$ 60,986.00	1	1	Male	1					1	
			0	0	Female	0						
Paratransit Operations Manager	Professionals	\$ 60,590.00	1	0	Male	1	1					
			0	0	Female	0						
Facility Maintenance Supervisor	Professionals	\$ 60,029.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Supervisor	Professionals	\$ 64,834.00	1	1	Male	1					1	
			0	0	Female	0						

Salary Analysis: Professionals (Cont.)

Maintenance Supervisor	Professionals	\$ 64,480.00	1	0	Male	1	1					
			0	0	Female	0						
Taxi Administrator	Professionals	\$ 59,237.00	0	0	Male	0						
			1	0	Female	1	1					
Project Manager	Professionals	\$ 58,906.00	1	1	Male	1		1				
			0	0	Female	0						
Customer Service Manager	Professionals	\$ 57,491.00	0	0	Male	0						
			1	1	Female	1					1	
Marketing & Events Manager	Professionals	\$ 55,994.00	1	1	Male	1					1	
			0	0	Female	0						
DBELO/EEO/Compliance/Eligibility Officer	Professionals	\$ 54,080.00	0	0	Male	0						
			1	1	Female	1					1	
Department Total			21	13	Male	15	7	0	1	0	6	1
% of Total				62%	% of Total	71%	33%	0%	5%	0%	29%	5%
					Female	6	1	0	1	0	4	0
					% of Total	29%	5%	0%	5%	0%	19%	0%

Salary Analysis: Technicians

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Materials & Inventory Supervisor	Technicians	\$ 46,280.00	1	1	Male	1					1	
				0	Female	0						
Assistant IT Administrator	Technicians	\$ 68,453.00	1	0	Male	1	1					
				0	Female	0						
IT Desktop Support Technician	Technicians	\$ 41,600.00	1	1	Male	1					1	
				0	Female	0						
Department Total			3	2	Male	3	1	0	0	0	2	0
% of Total				67%	% of Total	100%	33%	0%	0%	0%	67%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

Salary Analysis: Protective Service Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Safety Officer	Protective Service	\$ 52,541.00	1	1	Male	1					1	
			0	0	Female	0						
Safety Officer	Protective Service	\$ 51,376.00	1	1	Male	1		1				
			0	0	Female	0						
Safety Officer	Protective Service	\$ 50,128.00	1	1	Male	1					1	
			0	0	Female	0						
Department Total			3	3	Male	3	0	1	0	0	2	0
% of Total				100%	% of Total	100%	0%	33%	0%	0%	67%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

Salary Analysis: Para-Professionals

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Fixed Route Lead Controller	Para-Professionals	\$ 57,200.00	1	1	Male	1					1	
			0	0	Female	0						
Fixed Route Senior Supervisor	Para-Professionals	\$ 55,744.00	1	1	Male	1					1	
			0	0	Female	0						
Stops & Zones Supervisor	Para-Professionals	\$ 54,371.00	1	1	Male	1					1	
			0	0	Female	0						
Training Supervisor	Para-Professionals	\$ 54,080.00	2	2	Male	2		1				1
			0	0	Female	0						
Controller (Fixed Route & Paratransit)	Para-Professionals	\$ 54,080.00	5	3	Male	5	2				3	
			5	4	Female	5	1	1			2	1
Paratransit Lead Controller	Para-Professionals	\$ 54,080.00	1	1	Male	1					1	
			0	0	Female	0						
Operations System Specialist	Para-Professionals	\$ 54,080.00	1	0	Male	1	1					
			0	0	Female	0						
Operations Labor Relations Supervisor	Para-Professionals	\$ 50,086.40	0	0	Male	0						
			1	1	Female	1						1
Field Supervisor	Para-Professionals	\$ 48,402.00	1	1	Male	1					1	
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 48,069.00	2	0	Male	2	2					
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 47,840.00	1	1	Male	1					1	
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 47,611.00	1	0	Male	1	1					
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 47,195.00	1	1	Male	1		1				
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 46,904.00	1	1	Male	1					1	
			0	0	Female	0						
Field Supervisor	Para-Professionals	\$ 45,760.00	4	3	Male	4	1				3	
			1	1	Female	1					1	
Department Total			30	22	Male	23	7	2	0	0	13	1
% of Total				73%	% of Total	77%	23%	7%	0%	0%	43%	3%
					Female	7	1	1	0	0	3	2
					% of Total	23%	3%	3%	0%	0%	10%	7%

Salary Analysis: Administrative Support Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Financial Operations Analyst	ASW	\$ 55,058.00	0	0	Male	0						
			1	1	Female	1					1	
Risk Management Specialist	ASW	\$ 52,000.00	1	1	Male	1		1				
			0	0	Female	0						
Accounting Technician II	ASW	\$ 37,752.00	0	0	Male	0						
			1	1	Female	1					1	
Accounting Technician	ASW	\$ 45,531.00	0	0	Male	0						
			1	1	Female	1					1	
Accounting Technician	ASW	\$ 40,560.00	0	0	Male	0						
			1	1	Female	1					1	
Accounting Technician	ASW	\$ 39,520.00	1	0	Male	1	1					
			0	0	Female	0						
Accounting Technician	ASW	\$ 35,526.00	0	0	Male	0						
			1	0	Female	1	1					
Grants Analyst	ASW	\$ 47,840.00	0	0	Male	0						
			1	1	Female	1					1	
Project Manager Assistant	ASW	\$ 45,219.00	0	0	Male	0						
			1	1	Female	1					1	
Assistant Project Manager	ASW	\$ 45,906.00	0	0	Male	0						
			1	1	Female	1						1
Project Manager Assistant	ASW	\$ 39,707.00	0	0	Male	0						
			2	1	Female	2	1		1			
ADA Eligibility/Compliance Specialist	ASW	\$ 43,035.00	0	0	Male	0						
			1	1	Female	1		1				
Administrative Assistant	ASW	\$ 35,110.00	0	0	Male	0						
			1	1	Female	1					1	
Administrative Assistant	ASW	\$ 35,090.00	0	0	Male	0						
			1	0	Female	1	1					
Transit Planning Analyst	ASW	\$ 48,547.00	1	1	Male	1						
			0	0	Female	0					1	
Transit Planning Research Data Analyst	ASW	\$ 49,275.00	1	1	Male	1						
			0	0	Female	0					1	
Transit Infrastructure Technician	ASW	\$ 48,318.00	1	1	Male	1						
			0	0	Female	0					1	
Transit Communications Service Specialist	ASW	\$ 51,917.00	0	0	Male	0						
			1	0	Female	1	1					
Contracts Assistant	ASW	\$ 49,608.00	0	0	Male	0						
			1	1	Female	1			1			

Salary Analysis: Administrative Support Workers (Cont.)

Contracts Assistant	ASW	\$ 29,931.00	0	0	Male	0						
			1	1	Female	1					1	
Senior Administrative Assistant - Taxi	ASW	\$ 37,440.00	0	0	Male	0						
			1	1	Female	1					1	
Senior Administrative Assistant - Operations	ASW	\$ 30,264.00	1	1	Male	1					1	
			0	0	Female	0						
Performance Projects Assistant	ASW	\$ 47,216.00	0	0	Male	0						
			1	1	Female	1						1
Procurement Specialist	ASW	\$ 42,245.00	1	0	Male	1	1					
			0	0	Female	0						
Marketing Specialist	ASW	\$ 41,018.00	1	0	Male	1	1					
			0	0	Female	0						
Human Resources Technician	ASW	\$ 38,605.00	0	0	Male	0						
			1	1	Female	1					1	
Customer Service Representative	ASW	\$ 38,480.00	0	0	Male	0						
			1	0	Female	1	1					
Marketing Specialist	ASW	\$ 38,480.00	0	0	Male	0						
			1	1	Female	1					1	
Human Resources Specialist	ASW	\$ 37,960.00	1	0	Male	1	1					
			0	0	Female	0						
Paratransit Reservationist	ASW	\$ 37,835.00	0	0	Male	0						
			1	1	Female	1					1	
Materials & Inventory Technician	ASW	\$ 34,070.00	1	0	Male	1	1					
			0	0	Female	0						
Customer Service Representative	ASW	\$ 33,592.00	0	0	Male	0						
			1	1	Female	1					1	
Customer Service Representative	ASW	\$ 33,093.00	1	1	Male	1					1	
			0	0	Female	0						
Paratransit Reservationist	ASW	\$ 32,032.00	0	0	Male	0						
			1	1	Female	1					1	
Front Office Receptionist	ASW	\$ 31,678.00	0	0	Male	0						
			1	1	Female	1					1	
Coin Counter	ASW	\$ 30,181.00	0	0	Male	0						
			1	1	Female	1					1	
Paratransit Reservationist	ASW	\$ 29,328.00	1	1	Male	1					1	
			2	2	Female	2					2	
Coin Counter	ASW	\$ 12,792.00	1	1	Male	1					1	
			0	0	Female	0						
Coin Counter	ASW	\$ 12,593.00	0	0	Male	0						
			1	1	Female	1					1	
Coin Counter	ASW	\$ 12,480.00	0	0	Male	0						
			1	1	Female	1					1	
Department Total			43	33	Male	13	5	1	0	0	7	0
% of Total				77%	% of Total	30%	12%	2%	0%	0%	16%	0%
					Female	31	5	1	2	0	20	2
					% of Total	72%	12%	2%	5%	0%	47%	5%

Salary Analysis: Skilled Craft Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Mechanic A - Revenue	Skilled Craft Worker	\$ 63,585.60	12	12	Male	12					12	
			1	1	Female	1		1				
Body Mechanic	Skilled Craft Worker	\$ 63,585.60	1	0	Male	1	1					
			0	0	Female	0						
Mechanic A - Non-Revenue	Skilled Craft Worker	\$ 63,585.60	4	4	Male	4					4	
			0	0	Female	0						
Mechanic A - Non-Revenue	Skilled Craft Worker	\$ 56,305.60	1	1	Male	1					1	
			0	0	Female	0						
Facility Construction Specialist	Skilled Craft Worker	\$ 55,640.00	1	1	Male	1					1	
			0	0	Female	0						
Electronic Farebox Technician	Skilled Craft Worker	\$ 51,646.00	1	0	Male	1	1					
			0	0	Female	0						
Mechanic A - Revenue	Skilled Craft Worker	\$ 51,625.60	1	1	Male	1					1	
			0	0	Female	0						
Mechanic B	Skilled Craft Worker	\$ 50,731.20	1	1	Male	1					1	
			0	0	Female	0						
Stops & Zones Technician A	Skilled Craft Worker	\$ 49,712.00	4	4	Male	4		2			2	
			0	0	Female	0						
Stops & Zones Technician B	Skilled Craft Worker	\$ 46,051.20	3	3	Male	3		2			1	
			0	0	Female	0						
Farebox Assistant Technician	Skilled Craft Worker	\$ 41,870.00	1	1	Male	1					1	
				0	Female	0						
Department Total			31	29	Male	30	2	4	0	0	24	0
% of Total				94%	% of Total	97%	6%	13%	0%	0%	77%	0%
					Female	1	0	1	0	0	0	0
					% of Total	3%	0%	3%	0%	0%	0%	0%

Salary Analysis: Service/Maintenance Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Facility Maintenance Technician	Service/Maint	\$ 49,712.00	2	2	Male	2					2	
			0	0	Female	0						
Full Time Motor Coach Operator	Service/Maint	\$ 48,297.60	111	93	Male	93	18	10	3		78	2
			38	32	Female	32	6	7			25	
Utility	Service/Maint	\$ 46,051.20	11	10	Male	11	1				10	
			1	1	Female	1					1	
Alternative Fuels Technician	Service/Maint	\$ 43,243.00	1	1	Male	1					1	
			0	0	Female	0						
Full Time Paratransit Operator	Service/Maint	\$ 38,209.60	1	19	Male	25	6	1			17	1
			13	12	Female	13	1	3			7	2
Full Time Motor Coach Operator	Service/Maint	\$ 36,223.20	0	0	Male	0						
			1	1	Female	1					1	
Part Time Motor Coach Operator	Service/Maint	\$ 36,223.20	11	9	Male	11	2	1	1		7	
			1	0	Female	1	1					
Full Time Paratransit Operator	Service/Maint	\$ 35,068.80	2	2	Male	2			1		1	
			1	1	Female	1					1	
Part Time Motor Coach Operator	Service/Maint	\$ 34,663.20	0	0	Male	0						
			3	3	Female	3		1			2	
Part Time Paratransit Operator	Service/Maint	\$ 28,657.20	1	1	Male	1		1				
			0	0	Female	0						
Part Time Paratransit Operator	Service/Maint	\$ 26,301.60	5	5	Male	5					5	
			1	1	Female	1					1	
Department Total			204	193	Male	151	27	13	5	0	121	3
% of Total				95%	% of Total	74%	13%	6%	2%	0%	59%	1%
					Female	53	8	11	0	0	38	2
					% of Total	26%	4%	5%	0%	0%	19%	1%

Appendix D

Employment Practices

Charts

Hires-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	14	9	7	6	-	-	2	-	4	1	1	-	-	-	-	2
Total Hires	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	28.6%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes
2 - Professionals																
Number Applied	21	6	6	3	-	-	1	-	14	2	-	-	-	-	-	1
Total Hires	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	4.8%	16.7%	16.7%	33.3%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	28.6%	100.0%	50.0%	100.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	42	2	13	-	-	-	3	1	25	1	-	-	-	-	1	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	2.4%	0.0%	7.7%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	50	21	18	5	-	-	1	4	28	9	-	-	-	-	3	3
Total Hires	3	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	6.0%	0.0%	5.6%	0.0%	N/A	N/A	N/A	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	NA	77.8%	0.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes

Hires-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	103	158	33	39	-	1	10	16	53	73	2	12	-	-	5	17
Total Hires	6	11	4	1	-	-	1	1	1	6	-	1	-	-	-	2
Selection Rate	5.8%	7.0%	12.1%	2.6%	N/A	N/A	10.0%	6.3%	1.9%	8.2%	N/A	8.3%	N/A	N/A	N/A	11.8%
Ratio to Highest Rate	83.7%	100.0%	100.0%	21.2%	N/A	N/A	82.5%	51.6%	15.6%	67.8%	N/A	68.8%	N/A	N/A	N/A	97.1%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	14	1	2	-	-	-	-	-	12	-	-	-	-	-	-	1
Total Hires	2	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	8.3%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes
8 - Service-Maintenance																
Number Applied	108	28	16	5	-	-	11	2	69	18	5	1	-	-	7	2
Total Hires	25	7	5	2	-	-	1	1	18	3	1	-	-	-	-	1
Selection Rate	23.1%	25.0%	31.3%	40.0%	N/A	N/A	9.1%	N/A	26.1%	16.7%	20.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	92.6%	100.0%	78.1%	100.0%	N/A	N/A	22.7%	N/A	65.2%	41.7%	50.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	24	1	15	1	-	-	2	-	6	-	1	-	-	-	-	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	4.2%	0.0%	6.7%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A

Notes:

Promotions-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	4	-	2	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Promotions	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	75.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	15	2	5	-	-	-	-	-	10	1	-	-	-	-	-	1
Total Promotions	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	13.3%	0.0%	20.0%	N/A	N/A	N/A	N/A	N/A	10.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	20	5	5	1	-	-	1	1	14	2	-	-	-	-	-	1
Total Promotions	3	-	1	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	15.0%	0.0%	20.0%	0.0%	N/A	N/A	100.0%	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	20.0%	0.0%	N/A	N/A	100.0%	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes

Promotions-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	3	-	-	-	-	-	-	-	2	-	1	-	-	-	-	-
Total Promotions	2	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-
Selection Rate	66.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	No	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	10	-	2	-	-	-	-	-	8	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	10.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	12.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
Total Promotions	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	1	-	-	-	-	2	1	-	-	-	-	-	1
Total Trained	8	2	6	1	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	88.9%	66.7%	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	75.0%	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	8	1	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	6	1	5	1	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	50.0%	100.0%	62.5%	100.0%	N/A	N/A	N/A	N/A	25.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	50.0%	100.0%	62.5%	100.0%	N/A	N/A	N/A	N/A	25.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Trained	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Training Rate	33.3%	100.0%	50.0%	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	33.3%	100.0%	50.0%	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	16	3	4	1	-	-	1	1	11	1	-	-	-	-	-	-
Total Trained	11	-	3	-	-	-	-	-	8	-	-	-	-	-	-	-
Training Rate	68.8%	0.0%	75.0%	0.0%	N/A	N/A	0.0%	0.0%	72.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	0.0%	97.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Training-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	11	28	4	8	-	-	2	2	4	16	1	2	-	-	-	-
Total Trained	6	17	2	7	-	-	-	1	3	7	1	2	-	-	-	-
Training Rate	54.5%	60.7%	50.0%	87.5%	N/A	N/A	0.0%	50.0%	75.0%	43.8%	100.0%	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	89.8%	100.0%	50.0%	87.5%	N/A	N/A	0.0%	50.0%	75.0%	43.8%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	27	1	3	-	-	-	5	1	19	-	-	-	-	-	-	-
Total Trained	2	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-
Training Rate	7.4%	0.0%	0.0%	N/A	N/A	N/A	20.0%	0.0%	5.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	0.0%	26.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	163	50	34	8	-	1	15	8	108	31	4	-	-	-	2	2
Total Trained	25	7	5	2	-	-	1	1	18	3	1	-	-	-	-	1
Training Rate	15.3%	14.0%	14.7%	25.0%	N/A	N/A	6.7%	12.5%	16.7%	9.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	91.3%	58.8%	100.0%	N/A	N/A	26.7%	50.0%	66.7%	38.7%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	1			-	-	2	1	-	-	-	-	-	1
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	8	1			-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2				-	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-					-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	16	3	4	1			1	1	11	1	-	-	-	-	-	-
Total Involuntary Terminations	1	1					1	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	6.3%	33.3%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	18.8%	100.0%	100.0%	N/A	N/A	0.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Terminations-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	11	28	4	8			2	2	4	16	1	2	-	-	-	-
Total Involuntary Terminations	-	1					-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	3.6%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																
Total Workforce	163	50	34	8		1	15	8	108	31	4	-	-	-	2	2
Total Involuntary Terminations	2	-	1				1	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	1.2%	0.0%	2.9%	0.0%	N/A	N/A	6.7%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3 - Technicians																
Total Workforce	3	1	2						1	1						
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-							4	-						
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Discipline-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19							
Verbal	9	1						1	9							
Discipline Rate	33.3%	100.0%	0.0%	N/A	N/A	N/A	0.0%	100.0%	47.4%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	33.3%	100.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	5	-	1						4							
Discipline Rate	18.5%	0.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	21.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	2	-							2							
Discipline Rate	7.4%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	163	50	34	8		1	15	8	108	31	4				2	2
Verbal	6	2	1				1	1	4	1						
Discipline Rate	3.7%	4.0%	2.9%	0.0%	N/A	N/A	6.7%	12.5%	3.7%	3.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	92.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Written	2	1							2	1						
Discipline Rate	1.2%	2.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	1.9%	3.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	61.3%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	2	1						2	2						
Discipline Rate	1.8%	4.0%	2.9%	0.0%	N/A	N/A	0.0%	0.0%	1.9%	6.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	46.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Hires	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	23	3	8	-	-	-	1	-	11	3	1	-	-	-	2	-
Total Hires	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	8.7%	0.0%	12.5%	N/A	N/A	N/A	0.0%	N/A	9.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	N/A	72.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Hires-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	53	80	10	21			3	8	40	40	-	4	-	-	-	7
Total Hires	4	9	1	4	-	-	1	-	2	5	-	-	-	-	-	-
Selection Rate	7.5%	11.3%	10.0%	19.0%	N/A	N/A	33.3%	0.0%	5.0%	12.5%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	67.1%	100.0%	30.0%	57.1%	N/A	N/A	100.0%	0.0%	15.0%	37.5%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Number Applied	90	8	10	-	-	-	10	-	68	8	1	-	-	-	1	-
Total Hires	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Selection Rate	3.3%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	4.4%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	168	77	29	12	2	-	23	12	102	42	2	-	-	-	10	11
Total Hires	23	7	4	-	-	-	1	-	18	7	-	-	-	-	-	-
Selection Rate	13.7%	9.1%	13.8%	0.0%	N/A	N/A	4.3%	0.0%	17.6%	16.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	66.4%	78.2%	0.0%	N/A	N/A	24.6%	0.0%	100.0%	94.4%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	No	No	N/A	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	23	4	6	3	-	-	6	-	10	1	-	-	-	-	1	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A

Notes:

Promotions-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	1								1						
Total Promotions	-	1								1						
Selection Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	1		1							1					
Total Promotions	1	1		1							1					
Selection Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	2	-							2							
Total Promotions	1	-							1							
Selection Rate	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	27	3	8	1			3		14	2	1				1	
Total Promotions	1	-							1							
Selection Rate	3.7%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	7.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	0.0%	N/A	N/A	0.0%	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	N/A	No	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Promotions-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	-	3	-	-	-	-	-	1	-	1	-	-	-	-	-	1
Total Promotions	-	3	-	-	-	-	-	1	-	1	-	-	-	-	-	1
Selection Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	2	-	-	-	-	2	-	-	-	-	-	-	1
Total Trained	6	2	5	1	-	-	-	-	1	-	-	-	-	-	-	1
Training Rate	66.7%	66.7%	71.4%	50.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	71.4%	50.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	11	3	7	2	-	-	-	-	4	1	-	-	-	-	-	-
Total Trained	10	3	7	2	-	-	-	-	3	1	-	-	-	-	-	-
Training Rate	90.9%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	75.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	90.9%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	75.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Trained	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	3	4	1	-	-	-	1	1	12	1	-	-	-	-	-
Total Trained	16	2	3	1	-	-	-	1	-	12	1	-	-	-	-	-
Training Rate	94.1%	66.7%	75.0%	100.0%	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	70.8%	75.0%	100.0%	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Training-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	12	32	4	8	-	-	2	2	5	19	1	2	-	-	-	1
Total Trained	9	29	4	8	-	-	1	2	3	17	1	2	-	-	-	-
Training Rate	75.0%	90.6%	100.0%	100.0%	N/A	N/A	50.0%	100.0%	60.0%	89.5%	100.0%	100.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	82.8%	100.0%	100.0%	100.0%	N/A	N/A	50.0%	100.0%	60.0%	89.5%	100.0%	100.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	Yes	No	No	No	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	27	1	3	-	-	-	5	1	19	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	11.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	15.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	171	53	34	8	-	1	16	8	115	34	4	-	-	-	2	2
Total Trained	26	11	5	1	-	-	2	1	19	9	-	-	-	-	-	-
Training Rate	15.2%	20.8%	14.7%	12.5%	N/A	N/A	12.5%	12.5%	16.5%	26.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	73.3%	100.0%	55.6%	47.2%	N/A	N/A	47.2%	47.2%	62.4%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	2			-	-	2		-	-	-	-	-	1
Total Involuntary Terminations	1	-	1				-	-	-		-	-	-	-	-	-
Involuntary Termination Rate	11.1%	0.0%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	11	3	7	2			-	-	4	1	-	-	-	-	-	-
Total Involuntary Terminations	1	1		1			-	-	1		-	-	-	-	-	-
Involuntary Termination Rate	9.1%	33.3%	0.0%	50.0%	N/A	N/A	N/A	N/A	25.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	27.3%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2				-	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-					-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	3	4	1			1	1	12	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Terminations-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	12	32	4	8			2	2	5	19	1	2	-	-	-	1
Total Involuntary Terminations	2	1		1			1	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	16.7%	3.1%	0.0%	12.5%	N/A	N/A	50.0%	0.0%	20.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	18.8%	100.0%	100.0%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	No	No	No	No	N/A	N/A	N/A	No
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	171	53	34	8		1	16	8	115	34	4	-	-	-	2	2
Total Involuntary Terminations	7	2	3				-	-	4	2	-	-	-	-	-	-
Involuntary Termination Rate	4.1%	3.8%	8.8%	0.0%	N/A	N/A	0.0%	0.0%	3.5%	5.9%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	92.2%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19							
Verbal	5	-							5							
Discipline Rate	18.5%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	26.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	1	1						1	1							
Discipline Rate	3.7%	100.0%	0.0%	N/A	N/A	N/A	0.0%	100.0%	5.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	3.7%	100.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	171	53	34	8		1	16	8	115	34	4				2	2
Verbal	9	-	2						7							
Discipline Rate	5.3%	0.0%	5.9%	0.0%	N/A	N/A	0.0%	0.0%	6.1%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Written	1	-							1							
Discipline Rate	0.6%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.9%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	4	3	1						3	3						
Discipline Rate	2.3%	5.7%	2.9%	0.0%	N/A	N/A	0.0%	0.0%	2.6%	8.8%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	41.3%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-														
Total Hires	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	10	3	2	-	-	-	2	-	3	2	2	-	-	-	1	1
Total Hires	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	10.0%	0.0%	0.0%	N/A	N/A	N/A	50.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	Yes
4 - Protective Service																
Number Applied	18	4	7	-	-	-	3	-	8	3	-	-	-	-	-	1
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	5.6%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	12.5%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes
5 - Paraprofessional																
Number Applied	95	34	30	12	-	-	16	5	46	16	-	-	-	-	3	1
Total Hires	7	2	1	-	-	-	1	1	5	-	-	-	-	-	-	1
Selection Rate	7.4%	5.9%	3.3%	0.0%	N/A	N/A	6.3%	20.0%	10.9%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	79.8%	16.7%	0.0%	N/A	N/A	31.3%	100.0%	54.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A

Hires-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	55	109	11	17	-	-	6	11	33	71	1	2	-	-	4	8
Total Hires	4	9	2	1	-	-	-	-	1	6	1	1	-	-	-	1
Selection Rate	7.3%	8.3%	18.2%	5.9%	N/A	N/A	0.0%	0.0%	3.0%	8.5%	N/A	N/A	N/A	N/A	0.0%	12.5%
Ratio to Highest Rate	88.1%	100.0%	100.0%	32.4%	N/A	N/A	0.0%	0.0%	16.7%	46.5%	N/A	N/A	N/A	N/A	0.0%	68.8%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	23	2	3	-	-	-	3	-	15	2	-	-	-	-	2	-
Total Hires	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	13.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	Yes	N/A
8 - Service-Maintenance																
Number Applied	352	101	68	18	1	-	40	23	225	48	6	1	1	-	11	11
Total Hires	20	10	2	1	-	-	4	3	14	6	-	-	-	-	-	-
Selection Rate	5.7%	9.9%	2.9%	5.6%	N/A	N/A	10.0%	13.0%	6.2%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	57.4%	100.0%	22.5%	42.6%	N/A	N/A	76.7%	100.0%	47.7%	95.8%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	7	-	1	-	-	-	2	-	3	-	-	-	-	-	1	-
Total Hires	3	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	42.9%	N/A	100.0%	N/A	N/A	N/A	0.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A

Notes:

Promotions-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	13	4	6	1	-	-	1	-	6	-	-	-	-	-	-	3
Total Promotions	3	1	2	-	-	-	-	-	1	-	-	-	-	-	-	1
Selection Rate	23.1%	25.0%	33.3%	0.0%	N/A	N/A	0.0%	N/A	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	33.3%
Ratio to Highest Rate	92.3%	100.0%	100.0%	0.0%	N/A	N/A	0.0%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Number Applied	4	4	2	2	-	-	-	1	2	1	-	-	-	-	-	-
Total Promotions	1	1	-	1	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	25.0%	25.0%	0.0%	50.0%	N/A	N/A	N/A	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	11	1	3	-	-	-	1	-	7	1	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	9.1%	0.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	62	28	22	7	-	-	10	-	27	18	-	-	-	-	3	3
Total Promotions	4	4	1	-	-	-	-	-	3	3	-	-	-	-	-	1
Selection Rate	6.5%	14.3%	4.5%	0.0%	N/A	N/A	0.0%	N/A	11.1%	16.7%	N/A	N/A	N/A	N/A	0.0%	33.3%
Ratio to Highest Rate	45.2%	100.0%	13.6%	0.0%	N/A	N/A	0.0%	N/A	33.3%	50.0%	N/A	N/A	N/A	N/A	0.0%	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No

Promotions-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	1	6	1	3	-	-	-	-	-	2	-	-	-	-	-	1
Total Promotions	-	4	-	1	-	-	-	-	-	2	-	-	-	-	-	1
Selection Rate	0.0%	66.7%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	NA	100.0%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2	-	-	-	-	2	-	-	-	-	-	-	1
Total Trained	6	2	4	1	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	75.0%	66.7%	66.7%	50.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	88.9%	66.7%	50.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1	-	-	-	-	5	1	-	-	-	-	-	-
Total Trained	11	2	7	1	-	-	-	-	4	1	-	-	-	-	-	-
Training Rate	84.6%	100.0%	87.5%	100.0%	N/A	N/A	N/A	N/A	80.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	84.6%	100.0%	87.5%	100.0%	N/A	N/A	N/A	N/A	80.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	4	1	2	-	-	-	1	-	1	1	-	-	-	-	-	-
Total Trained	4	1	2	-	-	-	1	-	1	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	60.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	60.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	5	4	1	-	-	2	2	11	1	-	-	-	-	-	1
Total Trained	15	4	4	1	-	-	2	1	9	1	-	-	-	-	-	1
Training Rate	88.2%	80.0%	100.0%	100.0%	N/A	N/A	100.0%	50.0%	81.8%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	90.7%	100.0%	100.0%	N/A	N/A	100.0%	50.0%	81.8%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	No

Training-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	15	36	7	8	-	-	1	1	5	23	2	3	-	-	-	1
Total Trained	10	30	4	7	-	-	-	1	5	18	1	3	-	-	-	1
Training Rate	66.7%	83.3%	57.1%	87.5%	N/A	N/A	N/A	N/A	100.0%	78.3%	50.0%	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	80.0%	100.0%	57.1%	87.5%	N/A	N/A	N/A	N/A	100.0%	78.3%	50.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	Yes	Yes	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	28	1	3	-	-	-	5	1	20	-	-	-	-	-	-	-
Total Trained	4	-	1	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	14.3%	0.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	15.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	45.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9	-	1	19	11	119	36	4	-	-	-	2	1
Total Trained	33	14	5	4	-	-	5	3	22	7	-	-	-	-	1	-
Training Rate	18.9%	24.1%	16.1%	44.4%	N/A	N/A	26.3%	27.3%	18.5%	19.4%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	78.1%	100.0%	36.3%	100.0%	N/A	N/A	59.2%	61.4%	41.6%	43.8%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2			-	-	2	-	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1			-	-	5	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	4	1	2				1	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	1	-					1	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	25.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	No	N/A	N/A	N/A	Yes	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-					-	-	5	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	5	4	1			2	2	11	1	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No

Terminations-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	15	36	7	8			1	1	5	23	2	3	-	-	-	1
Total Involuntary Terminations	2	1	2				-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	13.3%	2.8%	28.6%	0.0%	N/A	N/A	N/A	N/A	0.0%	4.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	20.8%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	28	1	3				5	1	20	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9		1	19	11	119	36	4	-	-	-	2	1
Total Involuntary Terminations	7	-	2				1	-	4	-	-	-	-	-	-	-
Involuntary Termination Rate	4.0%	0.0%	6.5%	0.0%	N/A	N/A	5.3%	0.0%	3.4%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2					2							1
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1					5	1						
Verbal	1	-	1													
Discipline Rate	7.7%	0.0%	12.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Personal Improvement Plan	2	-	2													
Discipline Rate	15.4%	0.0%	25.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Demotion	-	1	-	1												
Discipline Rate	0.0%	50.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Discipline-Reporting Period Beginning April 2018

3 - Technicians																
Total Workforce	4	1	2				1		1	1	-	-	-	-	-	-
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 - Protective Service																
Total Workforce	5	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	17	5	4	1			2	2	11	1						1
Verbal	4	-	3						1							
Discipline Rate	23.5%	0.0%	75.0%	0.0%	N/A	N/A	0.0%	0.0%	9.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
Written	3	-	2						1							
Discipline Rate	17.6%	0.0%	50.0%	0.0%	N/A	N/A	0.0%	0.0%	9.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	15	36	7	8			1	1	5	23	2	3				1
Verbal	1	1		1					1							
Discipline Rate	6.7%	2.8%	0.0%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	41.7%	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Written	-	1		1												
Discipline Rate	0.0%	2.8%	0.0%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Suspension	-	1								1						
Discipline Rate	0.0%	2.8%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	4.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Demotion	1	-							1							
Discipline Rate	6.7%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	20.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	28	1	3				5	1	20							
Verbal	12	1	1				3	1	8							
Discipline Rate	42.9%	100.0%	33.3%	N/A	N/A	N/A	60.0%	100.0%	40.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	42.9%	100.0%	N/A	N/A	N/A	55.6%	33.3%	83.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	2	-	-				-	-	2							
Discipline Rate	7.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	-	-				-	-	3							
Discipline Rate	10.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	15.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-							
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-							
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-							
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9		1	19	11	119	36	4				2	1
Verbal	79	29	9	2			8	7	58	20					4	
Discipline Rate	45.1%	50.0%	29.0%	22.2%	N/A	N/A	42.1%	63.6%	48.7%	55.6%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	90.3%	76.5%	100.0%	N/A	N/A	52.8%	34.9%	45.6%	40.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Written	15	9	3	1				4	11	4	1					
Discipline Rate	8.6%	15.5%	9.7%	11.1%	N/A	N/A	0.0%	36.4%	9.2%	11.1%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	55.2%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	21	10	4				1	1	16	8						1
Discipline Rate	12.0%	17.2%	12.9%	0.0%	N/A	N/A	5.3%	9.1%	13.4%	22.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	69.6%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-	-						
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-	-						
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-	-						
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	9	9	6	2			1	1	2	4		1				1
Total Hires	2	1	2		-	-		1			-	-	-	-	-	-
Selection Rate	22.2%	11.1%	33.3%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	50.0%	33.3%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
2 - Professionals																
Number Applied	98	55	42	16	-	-	4	8	41	24	4	2	-	-	7	5
Total Hires	6	2	2	1	-	-	-	-	3	1	-	-	-	-	1	-
Selection Rate	6.1%	3.6%	4.8%	6.3%	N/A	N/A	0.0%	0.0%	7.3%	4.2%	0.0%	N/A	N/A	N/A	14.3%	0.0%
Ratio to Highest Rate	100.0%	59.4%	33.3%	43.8%	N/A	N/A	0.0%	0.0%	51.2%	29.2%	0.0%	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	No	Yes
3 - Technicians																
Number Applied	50	4	19	-	-	-	8	1	15	3	5	-	-	-	3	-
Total Hires	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	4.0%	0.0%	5.3%	N/A	N/A	N/A	0.0%	N/A	6.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	78.9%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	Yes	N/A	N/A	N/A	Yes	N/A
4 - Protective Service																
Number Applied	-	-														
Total Hires	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	20	3	4	-	-	-	3	-	13	3	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	5.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	7.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Hires-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	141	169	44	37	1	-	6	10	71	104	4	7	2	-	13	11
Total Hires	7	7	4	1	-	-	1	-	2	5	-	1	-	-	-	-
Selection Rate	5.0%	4.1%	9.1%	2.7%	N/A	N/A	N/A	0.0%	2.8%	4.8%	N/A	14.3%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	83.4%	63.6%	18.9%	N/A	N/A	N/A	0.0%	19.7%	33.7%	N/A	100.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	Yes	Yes	Yes	N/A	No	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	10	1	1	-	-	-	-	-	9	1	-	-	-	-	-	-
Total Hires	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	20.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	22.2%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	143	41	26	5	2	-	6	7	96	24	8	1	-	-	5	4
Total Hires	22	6	3	1	-	-	1	2	16	3	2	-	-	-	-	-
Selection Rate	15.4%	14.6%	11.5%	20.0%	N/A	N/A	16.7%	28.6%	16.7%	12.5%	25.0%	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	95.1%	40.4%	70.0%	N/A	N/A	58.3%	100.0%	58.3%	43.8%	87.5%	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	3	2	2	-	1	-	-	-	-	2	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	11	2	4	1	-	-	1	-	6	-	-	1	-	-	-	-
Total Hires	2	1	-	-	-	-	-	-	2	-	-	1	-	-	-	-
Selection Rate	18.2%	50.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	33.3%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A

Notes:

Promotions-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	6	3	3	2	-	-	-	-	3	1	-	-	-	-	-	-
Total Promotions	3	3	2	2	-	-	-	-	1	1	-	-	-	-	-	-
Selection Rate	50.0%	100.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	33.3%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	50.0%	100.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	33.3%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	62	30	17	12	-	-	5	1	31	14	2	-	-	1	7	2
Total Promotions	4	-	1	-	-	-	-	-	2	-	-	-	-	-	1	-
Selection Rate	6.5%	0.0%	5.9%	0.0%	N/A	N/A	0.0%	N/A	6.5%	0.0%	0.0%	N/A	N/A	N/A	14.3%	0.0%
Ratio to Highest Rate	100.0%	NA	41.2%	0.0%	N/A	N/A	0.0%	N/A	45.2%	0.0%	0.0%	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	No	Yes

Promotions-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	5	11	2	1	-	1	-	1	2	6	-	-	-	-	1	2
Total Promotions	-	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-
Selection Rate	0.0%	36.4%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	0.0%	66.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	NA	100.0%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	Yes	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	6	7	4	-	-	-	-	2	1	-	-	-	-	-	1
Total Trained	4	3	2	2	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	44.4%	50.0%	28.6%	50.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	88.9%	100.0%	28.6%	50.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	17	3	6	1	-	-	-	-	10	2	-	-	-	-	1	-
Total Trained	15	3	5	1	-	-	-	-	10	2	-	-	-	-	-	-
Training Rate	88.2%	100.0%	83.3%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	88.2%	100.0%	83.3%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	Yes	N/A
3 - Technicians																
Total Workforce	4	-	3	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Trained	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-	-	-	-	-	-	1	-	4	-	-	-	-	-	-
Total Trained	5	-	-	-	-	-	-	1	-	4	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	24	7	9	1	-	-	2	1	13	4	-	-	-	-	-	1
Total Trained	21	5	9	-	-	-	2	1	10	4	-	-	-	-	-	-
Training Rate	87.5%	71.4%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	76.9%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	81.6%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	76.9%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes

Training-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	24	37	10	7	-	-	3	1	9	23	2	3	-	-	-	3
Total Trained	13	31	6	6	-	-	-	1	5	19	2	3	-	-	-	2
Training Rate	54.2%	83.8%	60.0%	85.7%	N/A	N/A	0.0%	N/A	55.6%	82.6%	100.0%	100.0%	N/A	N/A	N/A	66.7%
Ratio to Highest Rate	64.7%	100.0%	60.0%	85.7%	N/A	N/A	0.0%	N/A	55.6%	82.6%	100.0%	100.0%	N/A	N/A	N/A	66.7%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	No	No	No	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	29	1	4	-	-	-	4	1	21	-	-	-	-	-	-	-
Total Trained	4	-	1	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	13.8%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	14.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	57.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10	-	-	17	9	129	37	5	-	-	-	3	1
Total Trained	37	12	6	1	-	-	2	3	27	7	2	-	-	-	-	1
Training Rate	19.8%	21.1%	18.2%	10.0%	N/A	N/A	11.8%	33.3%	20.9%	18.9%	40.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	94.0%	100.0%	45.5%	25.0%	N/A	N/A	29.4%	83.3%	52.3%	47.3%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	6	7	4			-	-	2	1	-	-	-	-	-	1
Total Involuntary Terminations	1	1	1				-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	11.1%	16.7%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	66.7%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	17	3	6	1			-	-	10	2	-	-	-	-	1	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	5.9%	0.0%	16.7%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	N/A
3 - Technicians																
Total Workforce	4	-	3				-	-	1	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	25.0%	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-					1	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	24	7	9	1			2	1	13	4	-	-	-	-	-	1
Total Involuntary Terminations	2	-	2				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	8.3%	0.0%	22.2%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No

Terminations-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	24	37	10	7			3	1	9	23	2	3	-	-	-	3
Total Involuntary Terminations	1	3					-	-	1	1	-	1	-	-	-	1
Involuntary Termination Rate	4.2%	8.1%	0.0%	0.0%	N/A	N/A	0.0%	N/A	11.1%	4.3%	0.0%	33.3%	N/A	N/A	N/A	33.3%
Ratio to Lowest Rate	100.0%	51.4%	100.0%	100.0%	N/A	N/A	100.0%	N/A	0.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	Yes	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	29	1	4				4	1	21	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	3.4%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	4.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10			17	9	129	37	5	-	-	-	3	1
Total Involuntary Terminations	8	1	2	1			2	-	4	-	-	-	-	-	-	-
Involuntary Termination Rate	4.3%	1.8%	6.1%	10.0%	N/A	N/A	11.8%	0.0%	3.1%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	41.0%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	24	7	9	1			2	1	13	4						1
Verbal	2	5		1				3	2							1
Discipline Rate	8.3%	71.4%	0.0%	100.0%	N/A	N/A	0.0%	300.0%	15.4%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Lowest Rate	100.0%	11.7%	100.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	Yes
Written	3	3						2	3	1						-
Discipline Rate	12.5%	42.9%	0.0%	0.0%	N/A	N/A	0.0%	200.0%	23.1%	25.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	29.2%	100.0%	100.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No
Suspension	2	-	1						1							-
Discipline Rate	8.3%	0.0%	11.1%	0.0%	N/A	N/A	0.0%	0.0%	7.7%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	24	37	10	7			3	1	9	23	2	3				3
Verbal	1	1	1									1				
Discipline Rate	4.2%	2.7%	10.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	33.3%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	64.9%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	Yes	N/A	N/A	N/A	No
Written	2	-	2													-
Discipline Rate	8.3%	0.0%	20.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No

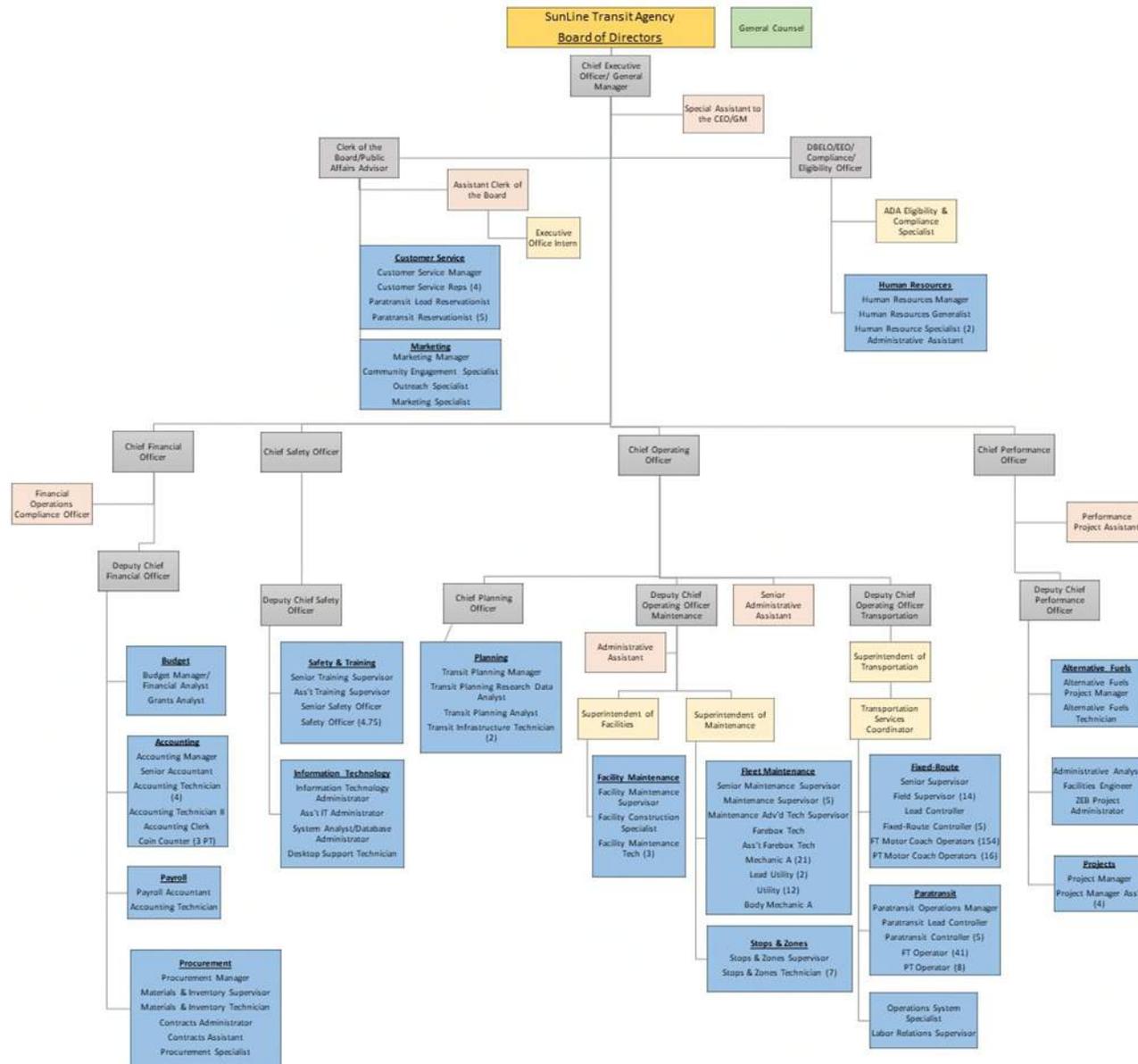
Discipline-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	29	1	4				4	1	21							
Verbal	10	-	1						9							
Discipline Rate	34.5%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	42.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	5	-	-				-	-	5							
Discipline Rate	17.2%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	23.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	-	1				-	-	2							
Discipline Rate	10.3%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	9.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10			17	9	129	37	5				3	1
Verbal	108	42	15	4			12	4	77	30	2				2	4
Discipline Rate	57.8%	73.7%	45.5%	40.0%	N/A	N/A	70.6%	44.4%	59.7%	81.1%	40.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	78.4%	88.0%	100.0%	N/A	N/A	56.7%	90.0%	67.0%	49.3%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A
Written	34	9	3	1			4	3	27	5						
Discipline Rate	18.2%	15.8%	9.1%	10.0%	N/A	N/A	23.5%	33.3%	20.9%	13.5%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	86.8%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	Yes	Yes	No	No	N/A	N/A	N/A	N/A	N/A
Suspension	32	11	4	1			1	26	7	1					1	2
Discipline Rate	17.1%	19.3%	12.1%	10.0%	N/A	N/A	0.0%	11.1%	20.2%	18.9%	20.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	88.7%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Appendix E

Organizational Chart



Appendix F

EEO Concurrence

Compliance Checklist



EEO Concurrence

New Hire and Promotions

<i>Human Resources</i>	<i>Recruitment Information</i>
------------------------	--------------------------------

Department Name _____ Dept. Number _____
 Title of Job to be Filled _____ Pay Grade _____
 Number of Positions to be Filled _____ Interview Date(s) _____
 EEO Job Category _____ Permanent Temporary Part Time

<i>For EEO Use Only</i>	<i>EEO Concurrence Checklist</i>
-------------------------	----------------------------------

1. Is the EEO category underutilized? Yes No If yes, by which of the following:
 Women Disabled Black Hispanic Asian Native American Pacific Islander Mixed

2. Indicate: Gender of person(s) selected: Male _____ Female _____
 Race of person(s) selected: Black _____ Hispanic _____ Asian _____ Native American _____
 Pacific Islander _____ Mixed _____ Caucasian _____
 Veteran _____ Non-Veteran _____ Unknown _____
 Person(s) with Disability _____ If Known _____

3. Job Posting
 _____ Checked requisite posting period
 _____ Compared posting to job description
 _____ Reviewed justification for internal or departmental only posting (if applicable)
 _____ Verified Recruitment Plan – Ensure memo/e-mail is part of the packet

4. Job Description Review
 _____ Determine whether this is an (1) existing position title or a (2) newly created position
 _____ Examine whether the hiring department currently has incumbents in this position
 _____ Check the reporting relationship to ensure it is appropriate for the position
 _____ Review the salary grade; and confirm that it is appropriate for the job/position title
 _____ Confirm the position has been placed in the proper EEO category
 _____ Review exempt/non-exempt status

5. Applicant Pool Analysis

- Qualification verification of (a) candidates selected for interview, or (b) audit/re-screen all applicants
- Confirm whether all candidates interviewed are eligible; justification for eligible candidates not interviewed
- Diversity check/utilization reviewed

6. Compensation Analysis

- Determination of internal salary parity
- Justification for placement level in range

7. Interview Review Process Examination

- Diversity in interview panel
- Interview questions reviewed prior to interviews being conducted
- Interview packet review (questions, ranking, inappropriate remarks)

Name and position of persons who interviewed candidates (first interview)

Name and position of persons who interviewed candidates (second interview)

8. Finalizing Review

- Identify EEO concerns, if any
- If rejected, discuss issue with HR representative, if appropriate – Note concurrence on packet or attach justification for rejection if unable to resolve EEO concerns

Comments: _____

Compliance Officer: _____

Date: _____

Appendix G

Goals & Timetables

2016 – 2019

Goals and Achievements

In SunLine's last report the minority population was 68% and minorities were underutilized in the following job group categories: Executive/Senior Level Officials and Managers, Professionals and Administrative Support Workers

Since our last reporting we have met our goals and currently no job group category is underutilized. SunLine's current minority population is 76%.

There is still an under-utilization of females; however, continuing strides to correct this area are being implemented. In our previous evaluation, 28% of the workforce was female. Our total slightly decreased to 26% of the current workforce. Since our last reporting SunLine has met its goals for females in the following categories: Executive/Senior Level Officials and Managers; First/Mid-Level Officials and Managers; Craft Workers; Operatives. Females are still underutilized in the following job group categories: Laborers and Helpers, Service Workers.

We have and will continue to address this under-utilization of females. In fact, SunLine has seen an increase in the number of females being hired since July 1, 2015.

We continue to provide a variety of training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment, safety, alternative fuels training for mechanics and management development.

SunLine continues to offer an Educational Reimbursement Program. SunLine believes that these are all positive steps which will contribute toward achieving our Affirmative Action goals.

Goals for the period ahead are shown in Appendix E Recruiting efforts will continue to concentrate on both female and minority with an emphasis on those job groups where underutilization has occurred.

SunLine Transit Agency

DATE:	January 25, 2023	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Rudy Le Flore, Chief Project Consultant	
RE:	Liquid Hydrogen Station Change Order/Change Directive	

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a Change Order/Change Directive to the contract with Cryogenic Industries, LLC (Cryogenic) in the amount of \$1,557,055.09 for owner directed changes.

Background

In February 2021, SunLine was announced as receiving an award from the California Energy Commission (CEC) for \$4,986,250 for a liquid hydrogen fueling station. The maximum amount available to small operators from CEC was \$5,000,000. This station will provide expanded fueling capabilities to support SunLine's fleet of zero emission buses.

SunLine managed a competition for the award of the contract to design and build the fueling station. Cryogenic was awarded a contract to design and build the liquid hydrogen fueling station for SunLine in July 2022. The amount of the fueling station award approved by the Board of Directors was \$6,200,955. At that time, staff notified the Board that it was seeking discretionary funding to bridge the gap between the CEC grant and the cost of the liquid hydrogen fueling station.

On August 16, 2022, SunLine was notified that it had been awarded Federal Transit Administration (FTA) discretionary funding in an amount of \$3,500,000 for the liquid hydrogen station. This amount not only bridges the gap in funding from the award amount, but also allows the Agency to exercise a separate bid item, which was not originally incorporated into the agreement due to its cost. With the discretionary funding received from the FTA, SunLine can include the additional fueling infrastructure represented by this separate bid item, which will double the station's fueling capacity. SunLine will utilize \$375,403 of State Transportation Assistance to match the \$8,486,250 won in discretionary funding to complete the total project budget.

Financial Impact

SunLine will program \$375,403 in FY24 to supplement the FTA funding of \$3,500,000 and CEC funding of \$4,986,250.

Attachment:

- [Item 14a](#) – Liquid Hydrogen Station Project Presentation



Liquid Hydrogen Station Project

Rudy Le Flore
Chief Project Consultant

Original Presentation to the Board of Directors: July 27, 2022
Financial Information Update: January 25, 2023

Project Layout

Alternate 1: Connect to Existing systems

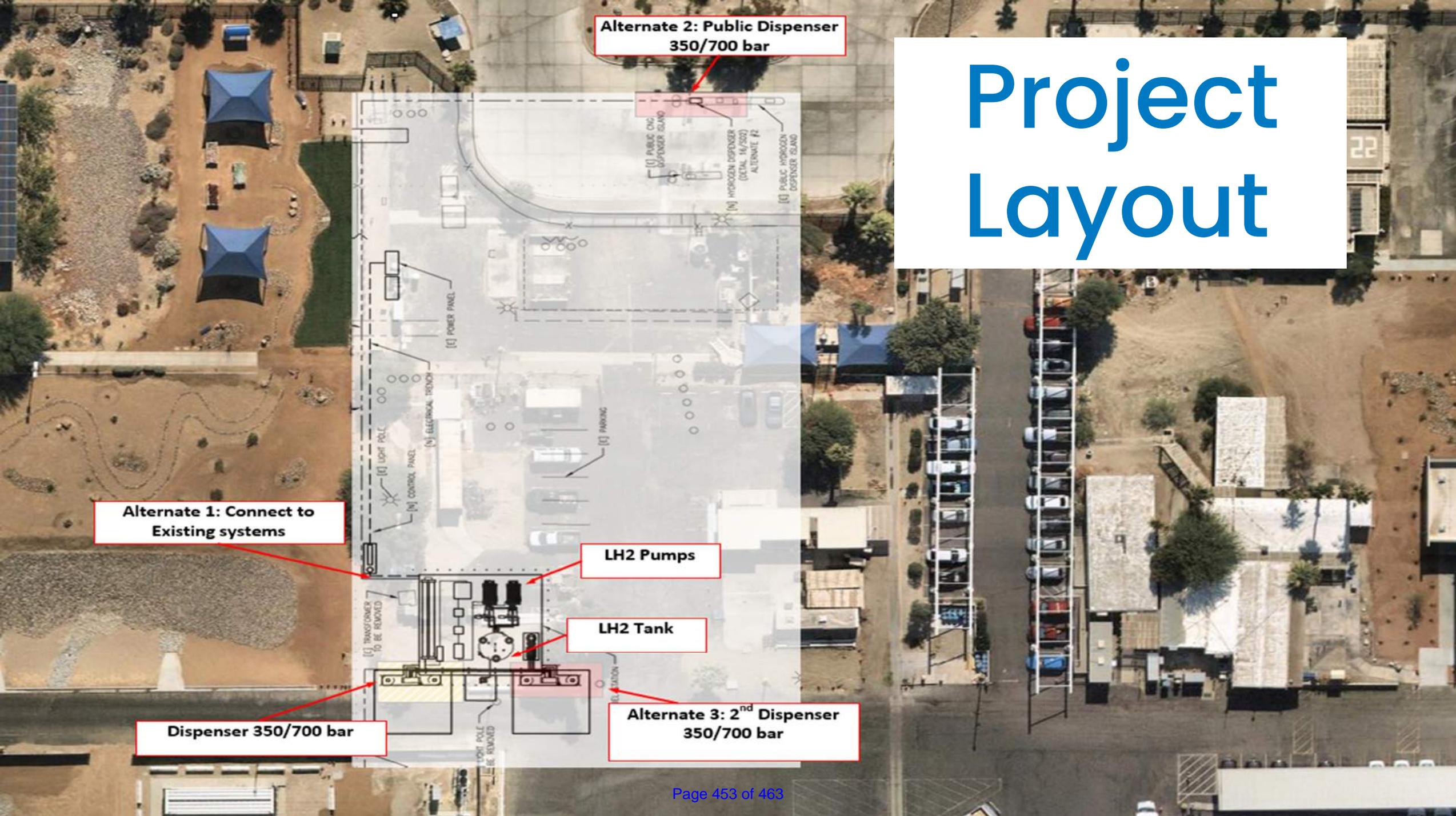
Alternate 2: Public Dispenser 350/700 bar

LH2 Pumps

LH2 Tank

Dispenser 350/700 bar

Alternate 3: 2nd Dispenser 350/700 bar



Budget & Funding



Presented to Board July 27, 2022

Proposed Budget

Item	Amount
Cryogenics Industries LLC Contract Amount	\$ 6,200,955
Project Management (CEC Funded)	\$ 228,643
Construction Management	\$ 300,000
Technical Support	\$ 75,000
Permits	\$ 100,000
SunLine Construction Consulting	\$ 75,000
Contingency	\$ 500,000
Total Amount:	\$ 7,479,598

Funding

Funds Source & Year	Amount
CEC Grant	\$ 4,986,250
CNG Rebate	\$ 175,000
Capital Funds for Public Fueling Station (FY21 & FY22)	\$ 2,318,348
Total Available Funds:	\$ 7,479,598

Budget & Funding

Update January 25, 2023



Revised Budget

Item	Amount
Cryogenics Industries LLC Contract Amount	\$ 6,200,955
Project Management (CEC Funded)	\$ 228,643
Construction Management	\$ 300,000
Technical Support	\$ 75,000
Permits	\$ 100,000
SunLine Construction Consulting	\$ 75,000
Contingency	\$ 500,000
Bid Item No. 3	\$ 1,557,055
Total Amount:	\$ 9,036,653

Funding

Funds Source & Year	Amount
CEC Grant	\$ 4,986,250
CNG Rebate	\$ 175,000
FTA Award of Low No Funds	\$ 3,500,000
STA Capital FY24 Funds	\$ 375,403
Total Available Funds:	\$ 9,036,653



Thank you!



SunLine Transit Agency

DATE: January 25, 2023 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Approval of Fuel Cell Extended Warranty Agreement

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a one (1) year agreement with three (3) one (1) year option periods with Ballard Power Systems Inc. (Ballard) for a total amount not to exceed \$1,054,500, upon approval as to form by General Counsel.

Background

SunLine currently owns ten fuel cell vehicles made by various manufacturers. Due to the nature of the grants in which the vehicles were awarded, extended warranties were not purchased at the time of award. The warranty on these vehicles have since met their expiration and SunLine is recommending continued warranty coverage for these vehicles. SunLine's Maintenance Department requires technical support from these manufacturers for this proprietary equipment. This will provide SunLine cost certainty over this period for all warranty eligible corrective maintenance parts and labor related to the vehicles.

Financial Impact

The total financial impact of \$1,054,500 will be funded out of SunLine's yearly operating budget. The costs associated with FY23 will be covered under the existing operating budget. The remainder will be programmed in future fiscal year operating budget requests.

SunLine Transit Agency

DATE: January 25, 2023 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Walter Watcher, Procurement Officer

RE: Purchase of Transit Asset Management Software

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with EAM Solutions, LLC for the purchase and implementation of Transit Asset Management (TAM) software system, for a total cost not to exceed \$433,550.00 including tax, upon approval as to form by General Counsel.

Background

Staff requires the services of a firm to provide and implement TAM software for the Agency. This project requires a firm experienced in TAM software implementation and with proven abilities in software integration, facilities and personnel to effectively carry out this project.

On August 17, 2022, staff issued Request for Proposals (RFP) 22-017. The RFP was advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the RFP document. On September 29, 2022 seven (7) proposals were received. Out of the seven (7) proposals received, six (6) firms were invited to in person interviews and software product demonstrations. The firms brought technical personnel and gave demonstrations that highlighted how each firm would accomplish the installation and migration for their proposed software. The firms answered questions that dealt with technical and performance issues that were specific to implementing new software for SunLine and configuring it to provide the best results for use in the transit industry.

An evaluation committee representing staff from SunLine's Maintenance, Information Technology, Facilities and Finance departments evaluated the proposals and software offerings in accordance with the criteria listed in the RFP. Upon completion of the review 21 Tech LLC, and EAM Solutions, LLC were the two highest ranked proposals. Both firms were invited to submit Best and Final Offer (BAFO) pricing.

EAM Solutions submitted a best and final offer proposal that reflected a complete understanding of the Agency's needs for the installation and migration to the new

software. The costs in their proposal reflected the analysis of the current Fleetnet Software, identifying current business processes, research and design of tools that convert data to a format that is compatible with the new software, new software implementation, training and configuration to produce the best practices in the industry.

Financial Impact

The financial impact of \$433,550.00 will be funded via section 5307 and State Transit Assistance funds approved by the Board in the Agency's FY15 Short Range Transit Plan.

Attachment:

- [Item 16a](#) – Price Analysis
- [Item 16b](#) – Solicitation List



REQUEST FOR PROPOSAL
Transit Asset Management System Software
23-017

PRICE ANALYSIS

September 29, 2022 Initial Proposals	TransTrack Systems Inc	TT <i>FASTER</i> LLC	Fulcrum Technologies Inc	Trapeze Software Group, Inc.	EAM Solutions	Avail Technologies Inc	21Tech LLC
	\$127,907	\$157,460	\$292,166	\$409,312	\$559,117	\$599,479	\$635,372
Total Proposal	\$127,907	\$157,460	\$292,166	\$409,312	\$559,117	\$599,479	\$635,372

December 2022 Best and Final Offer Proposals (BAFO)	EAM Solutions	21Tech LLC
	\$433,550	\$460,884
Total BAFO	\$433,550	\$460,884

	Difference	Delta
Difference between EAM Solutions and 21Tech 2022 BAFO proposals	-\$27,334	-6.30%

There was adequate price competition since seven (7) bidders independently contended for the contract that is to be awarded. From the seven (7) proposals, six (6) companies were requested to interview and provide demonstrations. Best and Final Offers were requested from two (2) of the remaining six (6) vendors. Award is based on the highest evaluated proposal score for the evaluation criteria elements; Software Offering/Work Plan, Cost, Qualification & Related Experience, Staffing & Organization and Completeness of Response.

Based upon the results noted above, it is determined that the price submitted by EAM Solutions is considered fair and reasonable and represents the best value to the Agency.


Sara Parrish, Contract Administrator
3-Jan-23

Solicitation List – 23-017

21Tech LLC
9000 Crow Canyon Rd, #200
Danville, CA 94506
415 355 9090
Dilraj Kahai
dilraj.kahai@21tech.com

Trapeze Group
5265 Rockwell Drive NE
Cedar Rapids, IA 52402
319 743 1000
Skip Maurer
skip.maurer@trapezegrup.com

Fulcrum Technologies, Inc.
1400 112th Avenue NE, Ste 100
Bellevue, WA 98004
206 336 5656
Tam Williams
twilliams@fulcrum.net

TransTrack Systems, Inc
5265 Rockwell Drive NE
Cedar Rapids, IA 52402
319 318 2400
David Jackson
dave.jackson@transtrack.net

Avail Technologies, Inc.
1960 Old Gatesburg Rd, #200
State College, PA 16803
814 234 3394
Yaroslav Kronin
ykronin@availtec.com

EAM Solutions
1717 St. James Place, Suite 600
Houston, TX 77056
936 355 0072
Keith Carman
keith.Carman@eamsolutions.net

FASTER Asset Solutions
760 Lynnhaven Parkway, Ste 203
Virginia Beach, VA 23452
866 514 2513
Adam Tolbert
adam.t@fasterasset.com

Advoco, Inc
864-630-1221
jsturkey@advocoinc.com

ABS Group
Genesis Solutions
1701 City Plaza Drive
Spring, TX 77389
Randall Smith
RanSmith@absconsulting.com
(No Bid)

Stratum Consulting Partners
Dolly Bush
(951) 536-5201
dolly.bush@stratumcp.com

Stellar Services, Inc
Liang Chen
(212) 432-2846
contact@stellarservices.com

Raintek Enterprises Inc
Rohan Nitti
(714) 610-2068
usa@rainteksol.com

Hexagon EAM
paul.lobascio@hexagon.com
Nicole Lane
nicole.lane@hexagon.com

Hardcat
Anthea Gedge
agedge@hardcat.com

Data Transfer Solutions
Jeff Freund
407-806-4200
jeff.freund@dtsgis.com

Cambridge Systematics
Wendy Williamson
415-407-4675
wwilliamson@camsys.com

SunLine Transit Agency

DATE: January 25, 2023 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Walter Watcher, Procurement Officer

RE: Local Preference Program

Background

The Infrastructure Investment and Jobs Act (IIJA) changed the requirements of the Federal Transit Administration (FTA) with respect to local preferences. Specifically, the law eliminated the prohibition on granting geographic preferences on federally funded projects. The IIJA ends prohibitions on local hiring and allows recipients of federal transportation grants to implement a local hiring preference for construction work. The law states in relevant part that...

“SEC. 25019. LOCAL HIRING PREFERENCE FOR CONSTRUCTION JOBS.

(a) AUTHORIZATION.—

(1) IN GENERAL.—A recipient or subrecipient of a grant provided by the Secretary under title 23 or 49, United States Code, may implement a local or other geographical or economic hiring preference relating to the use of labor for construction of a project funded by the grant, including prehire agreements, subject to any applicable State and local laws, policies, and procedures.

(2) TREATMENT.—The use of a local or other geographical or economic hiring preference pursuant to paragraph (1) in any bid for a contract for the construction of a project funded by a grant described in paragraph (1) shall not be considered to unduly limit competition.”

Though no regulatory guidance has been provided by the FTA relative to the implementation of this change in law, it is Staff’s intention to develop a framework which would allow SunLine to take advantage of this change in federal law. The FTA has not yet changed their procurement circular to reflect the change in law. However, staff will put in place guidelines to take advantage of this opportunity provided by this change.

This change applies only to construction projects and will allow this body to seek opportunities to increase the economic impact of SunLine's construction projects in the Coachella Valley.

Staff will develop policies that will allow for the implementation of this change in federal law.