



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

AMENDED

NOTICE AND AGENDA OF THE REGULAR MEETING THE BOARD OF DIRECTORS OF THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Yuma County Intergovernmental Public Transportation Authority ("YCIPTA") and to the general public that the Board of Directors will hold a meeting on:

MONDAY, February 22, 2016 – 1:30 PM
Yuma County Department of Development Services – Aldrich Hall
2351 West 26th Street -- Yuma, AZ, 85364

Unless otherwise noted, meetings held at the above location are open to the public.

The Board of Directors may vote to go into executive session during the noticed meeting concerning any of the agenda items mentioned below. If authorized by the requisite vote of the Directors, the executive session will be held immediately after the vote and will not be open to the public. The executive session, if held, will be at the same meeting location set forth above. The discussion may relate to confidential legal advice or counsel permitted pursuant to A.R.S. §§ 38-431.03(A)(3). The Chairman or other presiding officer shall instruct the persons present at the executive session regarding the confidentiality requirements of the Open Meeting Laws.

Pursuant to the Americans with Disabilities Act, reasonable accommodation requests may be made by contacting the Transit Director at 928-539-7076, ext 101 (TTY/TDD - Arizona Relay Service 711). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CALL TO PUBLIC: The public is invited to speak on any item or any area of concern that is within the jurisdiction of the YCIPTA Board of Directors. The Board is prohibited by the Arizona Open Meeting Law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five minute presentation.

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

CONSENT CALENDAR: The following items listed under the Consent Calendar will be considered as a group and acted upon by one motion with no separate discussion, unless a board member so requests. In that event, the item will be removed for separate discussion and action.

1. Adopt the November 23, 2015 regular minutes. *Page 4*

DISCUSSION & ACTION ITEMS:

1. Welcome new Board Members Susan Thorpe – Yuma County and Larry Killman – Town of Wellton. No action required.
2. Election of YCIPTA Board Officers for calendar year 2016. *Page 8*
Action required.
3. Reappointment of Greg Wilkinson – City of Yuma, Paul Soto – Cocopah Indian Tribe for an additional 5 years. No action required. *Page 10*
4. Discussion and or action regarding IPTA Taxation Authority SB1250 *Page 21*
5. San Luis Transit Study Update. No action required *Page 32*
6. FY2015 System Performance Report. Action required. *Page 44*
7. Legal Services RFP. Action required. *Page 77*
8. FY2016 Capital and Operating Budget Mid-Year Amendment. Action required. *Page 114*
9. ARBOC Bus Demo - Creative Bus Sales. No action required.
10. Transit Directors Annual Performance Review.

Upon vote of the Directors, the Chairman recesses the Regular Session and convenes Executive Session.

EXECUTIVE SESSION:

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

1. Discussion and/or consideration regarding Transit Directors annual performance review. This matter is brought in executive session pursuant to A.R.S. §§ 38-431.03(A)(1).

Chairman adjourns Executive Session and reconvenes Regular Session.

11. Discussion and/or action regarding Transit Directors annual performance review.

PROGRESS REPORTS:

1. Operations Manager Report – Tiffany Turner, National Express Operations Manager. *No action is required.* *Page 122*
2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.* *Page 123*
3. Transit Ridership & Customer Comment Report – Carol Perez, Administrative Assistant *No action is required.* *Page 125*
4. Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.* *Page 129*

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting is Monday, March 28, 2016 and will be held at Aldrich Hall, Yuma County Department of Development Services, 2351 West 26th Street -- Yuma, AZ, 85364. Agenda items to discuss are to be determined. The public is invited to attend.

ADJOURNMENT

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

The Yuma County Intergovernmental Transportation Authority (YCIPTA) met in Regular Session on Monday, November 23, 2015 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ, 85364. The Chairman called the meeting to order at 1:31 p.m.

Members present:

Greg Wilkinson/City of Yuma/Chairman
Brian Golding, Sr./Quechan Indian Tribe/Vice Chairman
Bill Lee/City of Somerton/Secretary/Treasurer
Paul Soto/Cocopah Indian Tribe
James W. Flory/Yuma County
Michael Sabath/Northern Arizona University

Members Excused:

Glenn Mayle/Arizona Western College

Other Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Management Analyst
Michael Klein/National Express/Operations Manager
Sergio Ortiz/National Express/Maintenance Manager

The Pledge of Allegiance was led by Mr. Wilkinson.

CALL TO PUBLIC: There were no public comments made.

CONSENT CALENDAR:

No. 1: Adopt the October 26, 2015 regular session minutes.

MOTION (Golding/Lee): Approve item as presented.

VOICE VOTE: Motion Carries, 5-0 with Mr. Mayle and Mr. Sabath excused.

DISCUSSION & ACTION ITEMS:

No. 1: Updated Addendum #5 to the MOU with Quechan Indian Tribe. Action required.

SK: revised addendum # 5, in calculations
Legal has reviewed.

MOTION (Soto/Flory): Approve item as presented.

VOICE VOTE: Motion Carries, 5-0 with Mr. Mayle and Mr. Sabath excused.

No. 2: Preliminary FY2015 Single Audit and CAFR. Action required.

Mrs. Kreger stated that Mrs. Medel was on her way to present. Mrs. Kreger further stated that currently, there were no findings in the financial audit. Mrs. Kreger stated that the Comprehensive Annual Financial Report (CAFR) has to be approved by the Board no later than December 1st and that hopefully YCIPTA will receive the award for excellence again this year.

Mr. Wilkinson inquired regarding revenues and expenses on page 30. He inquired as to why YCIPTA has negative numbers in the past two years.

Mrs. Kreger stated that the reason was probably due to the depreciation of the vehicles.

Mr. Wilkinson stated that he will readdress the question when Mrs. Medel arrives.

No action was taken.

No. 3: Personnel Subcommittee Appointee. Action required.

Mr. Wilkinson stated that Mr. Watenpaugh has retired and his position need to be filled in the Personnel Subcommittee. Mr. Golding volunteered to fill the vacancy.

(Wilkinson/Soto) Approved as presented.

MOTION (Soto/Flory): To appoint Mr. Golding to the

VOICE VOTE: Motion Carries, 5-0 with Mr. Mayle and Mr. Sabath excused.

Return to No. 2: Preliminary FY2015 Single Audit and CAFR. Action required.

Mr. Wilkinson inquired in regards to as to why some of the expenses exceed revenue the past two (2) years.

Mrs. Medel stated the reason was partly due to the depreciation of the vehicles and also the adjustments to pension and modifications to Governmental Accounting Standards Board (GASB) 68.

Mr. Wilkinson inquired as to the outlook for the following years.

Mrs. Medel stated that due to the vehicles it is expected to remain negative for the following years.

Mrs. Kreger stated that since YCIPTA would be purchasing of the new vehicles the depreciation value will go back up.

Mr. Wilkinson stated that he was not concerned about the depreciation.

Mr. Golding inquired if there no were any findings at this time.

Mrs. Kreger confirmed, stated that they were about 99% complete and currently no findings.

Mr. Wilkinson stated that this was a vast improvement from the previous years.

MOTION (Golding/Lee): To approve as presented.

VOICE VOTE: Motion Carries, 5-0 with Mr. Mayle and Mr. Sabath excused.

PROGRESS REPORTS:

No. 1: Operations Manager Report – Michael Klein, National Express Operations Manager. *No action is required.*

Mr. Klein presented the report as contained in the member packets. No action was taken.

No. 2: Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.*

Mrs. Kreger presented the report as contained in the member packet. Mrs. Kreger stated that the check for MV has not cleared as of yet. YCIPTA has not received any correspondence.

Mrs. Kreger also stated that YCAT will be providing transportation for the Rural Transportation Summit.

Mr. Michael Sabath arrived. No action was taken.

No. 3: Transit Ridership & Customer Comment Report – Carol Perez, Management Analyst. *No action is required.*

Mrs. Perez presented the report as contained in the member packet. Mrs. Perez stated that the revenue will be lower for the months of November and December due to the “stuff the bus” food drive. No action was taken.

No. 4: Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.*

Mrs. Medel presented the report as contained in the member packet. No action was taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting will be on Monday, January 25, 2016 and will be held at Aldrich Hall, Yuma County Department of Development Services, 2351 West 26th Street -- Yuma, AZ, 85364. Agenda items to discuss are to be determined. The public is invited to attend.

There being no further business to come before the Authority, the Chairman adjourned the meeting at 1:51 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY
Adopted this _____, 2016, Agenda Item _____

CAROL PEREZ, Board Secretary



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

February 22, 2016

Discussion and Action Agenda Item 2

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Election of Officers for Calendar Year 2016

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors elect a new Chairman, Vice Chairman and Secretary/Treasurer for calendar year 2016.

Background and Summary: The Transportation Authority bylaws adopted in 2011 and amended June 23rd, 2014 states that each calendar year, the Board shall formally elect a Chairperson, Vice Chairperson and Secretary/Treasurer. The last election was held in January 2015, which designated Greg Wilkinson, Chairman and Brian Golding, Sr., Vice Chairman, with Bill Lee elected as Secretary/Treasurer.

The process for conducting the elections shall consist of nominations and a motion made to elect a Chairperson, Vice Chairperson and Secretary/Treasurer.

Budgeted: N/A.

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors elect a new Chairman, Vice Chairman and Secretary/Treasurer for calendar year 2016.

Legal Counsel Review: N/A.

Attachments: None.

For information regarding this staff report, please contact Shelly Kreger by email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director



Shelly Kreger, Transit Director
02/22/16

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe**

Shelly Kreger, Transit Director



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

February 22, 2016

Discussion and Action Agenda Item 3

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Reappointment of Greg Wilkinson – City of Yuma and Paul Soto –
Cocopah Indian Tribe for additional term

Requested Action: No action required as the bylaws do not state that a reinstatement of term needs approval by board action.

Background and Summary: Article VI paragraph 4.2 of the amended YCIPTA bylaws state "The initial directors shall serve for terms of two (2), three (3), four (4) and five (5) years, to be determined by lots, with three (3) directors serving initial terms of three (3) years, three (3) directors serving initial terms of four (4) years and one (1) director serving initial terms of five (5) years. Succeeding directors shall serve full five (5) year terms in staggered rotation. Additional directors shall be allocated within this system to ensure an orderly and regular rotation of directors."

Budgeted: N/A.

Recommended Motion: None

Legal Counsel Review: N/A.

Attachments: YCIPTA By-Laws Amended June 23, 2014 and list of current directors.

For information regarding the election of officers, please contact Shelly Kreger skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

Shelly Kreger, Transit Director

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe**

Shelly Kreger, Transit Director

2015 Yuma County Intergovernmental Public Transportation Authority Board of Directors:

Greg Wilkinson, Chairman - City of Yuma, term ending 02/18/16

Brian Golding, Sr. - Vice Chairman - Quechan Indian Tribe, term ending 02/28/17

Bill Lee, Secretary/Treasurer - City of Somerton, term ending 02/28/20

Susan Thorpe - Yuma County, term ending 02/28/18

Michael Sabath - Northern Arizona University, term ending 02/28/19

Dr. Glenn Mayle – Arizona Western College, term ending 02/28/16

Ralph Velez - City of San Luis, term ending 02/28/18

Larry Killman – Town of Wellton, term ending 02/28/19

Paul Soto - Cocopah Indian Tribe, term ending 02/28/16

**SECOND AMENDED AND RESTATED BYLAWS
OF THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC
TRANSPORTATION AUTHORITY**

**ARTICLE I
PURPOSE AND CONSTRUCTION**

1.1. Coordination of public transportation services, and designing, operating and maintaining a transportation system to meet regional needs are the primary objectives of the Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”). The purpose of these Bylaws is to define the framework of the organization and the roles, responsibilities and expectations of its members.

1.2 YCIPTA was formed under the statutory authority defined in A.R.S. § 28-9101 et seq., and will continue to operate under, the guidelines established thereby. Any conflict between these Bylaws and the authority of A.R.S. § 28-9101 et seq. will be resolved in favor of statute.

1.3 The functions of YCIPTA include, but are not limited to, to the following:

- a. Acquire, develop, and provide for the provision of transit services in a manner that will meet the standards for maximum public use and will be most equitable, expedient, convenient and compatible with the public health, safety and well-being;
- b. Implement specific transit programs selected for implementation by the Board of Directors;
- c. Record and compute transit service use and report the same as required by local, state and federal law;
- d. Insure the cooperation, coordination and pooling of common resources, maximum efficiency and economy in governmental operations with respect to providing transit services;
- e. Inventory, classify and identify problems that may be solved with respect to transit services, though a comprehensive survey and plan involving multi-city and county cooperation;
- f. Facilitate actions and agreements among the governmental units for specific project development with respect to transit services; and
- g. Provide for the adoption of common policies with respect to problems which are common to the various member agencies of YCIPTA with respect to transit services.

**ARTICLE II
NAME AND PRINCIPAL OFFICE**

2.1 The name of the public intergovernmental transportation authority will be the Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”). YCIPTA is a corporate body and political subdivision of the State of Arizona, with all of the power and privileges appurtenant thereto.

2.2 The principal office of YCIPTA shall be at Yuma County Administration, 198 S. Main St., Yuma, Arizona 85364. YCIPTA may have such other offices as the Board of Directors may designate or as the business of YCIPTA may require from time to time.

ARTICLE III MEMBERS

3.1 Initial Members. The initial members of YCIPTA shall be as follows:

Yuma County

City of Yuma

City of Somerton

City of San Luis

Town of Wellton

Yuma Branch Campus of Northern Arizona University

Arizona Western College

3.2 Additional Members. Additional members, up to a maximum total of nine (9) members, may be added by a two-thirds (2/3) majority vote of all of the current Members of the Board of Directors.

3.3 The boundaries of YCIPTA include all of the area within the boundaries of the Cities of Yuma, Somerton, San Luis, and the Town of Wellton, as well as all of the unincorporated areas within Yuma County. The Board may, by a two-thirds (2/3) majority vote of all of the current Members, increase the membership of YCIPTA as provided in Sec. 3.2 to include additional municipalities or entities located in Yuma County authorized for membership in an intergovernmental public transportation authority pursuant to A.R.S. § 28-9102 (“New Member”). The vote to add a New Member shall be taken upon written application of the New Member.

3.4 Membership in YCIPTA is not transferable or assignable.

ARTICLE IV YCIPTA BOARD OF DIRECTORS

4.1 YCIPTA shall be governed by a Board of Directors consisting of nine (9) members (the “Board”). The Board shall be comprised of at least one (1) representative of each Member described in section 3.1. The remaining director positions, if any, shall be apportioned among the Member municipalities according to the population represented by each Member with priority beginning with the Member municipality representing the largest population.

For example, in the event all nine director positions have not been filled after each Member has appointed one representative, the Member municipality representing the largest population would have priority to appoint a second representative, then the Member municipality representing the second largest population would have priority to appoint a second representative, and so forth, until a total of nine director positions have been filled.

In the event that additional members join YCIPTA, the existing Member municipality representing the smallest population and having two directors shall select which one of the directors shall remain as the Member’s appointed representative and the other director position shall be apportioned to the new member entity.

4.2 The initial directors shall serve for terms of two (2), three (3), four (4) and five (5) years, to be determined by lots, with three (3) directors serving initial terms of three (3) years, three (3) directors serving initial terms of four (4) years and one (1) director serving initial terms of five (5) years. Succeeding directors shall serve full five (5) year terms in staggered rotation. Additional directors shall be allocated within this system to ensure an orderly and regular rotation of directors.

4.3 A member agency may remove its appointed director for cause, as determined by the governing body of such member agency. In the event a director is removed by a Member, or by YCIPTA, the Member shall promptly appoint a successor director.

4.4 YCIPTA may remove any director for cause. Cause shall include: (a) Conviction of a felony or misdemeanor involving moral turpitude; (b) Death; (c) Permanent disability (unable to perform duties for 180 consecutive days); or (d) Failure to attend three (3) or more consecutive board meetings within a running year.

4.5 At the first meeting of each calendar year, the Board shall elect a chairperson, a vice chairperson and a secretary-treasurer, who shall serve as the officers of YCIPTA. The chairperson shall be responsible for approving the development of meeting agendas and the conduct of each meeting of the Board. The chairperson shall have such powers, and be subject to such duties as are provided by the law of Arizona, by these Bylaws, or as may be conferred upon him or her by vote or resolution of the Board of Directors. In the absence or disability of the chairperson, the vice-chairperson shall have all the powers, and be subject to all the duties of the chairperson, so long as such absence or disability continues. The vice-chairperson shall have such powers and duties as may from time to time be conferred upon him or her by the Board. In the absence of the chairperson and vice-chairperson, the secretary-treasurer shall assume the responsibilities and duties of the chairperson. The secretary-treasurer shall be responsible for

reviewing YCIPTA's finances and maintaining YCIPTA's minutes and records, as is required by A.R.S. § 38-431, et. seq., and may delegate the day to day provision of these functions to the YCIPTA Transit Director.

4.6 The Board shall have all of the powers set forth in A.R.S. § 28-9122 (the “Statutory Powers”), and those powers necessary to implement the Statutory Powers.

4.7 Voting rights. Each member of the Board will have one equally weighted vote on any decision that is not concerned with program funding. For votes on funding matters, each member of YCIPTA will have one vote, regardless of the respective financial contributions of any individual entity toward program funding. Additional votes on program funding matters will be granted only to those member entities making financial contributions to the particular program being voted upon. In those instances, any entity contributing no less than 35% of funding for a specific program will be entitled to four (4) additional votes, for a total of five (5) votes.

4.8 The Board shall adopt rules (the “Rules and Regulations”) that are proper and necessary to the use, operation and maintenance of its Regional Transportation System, property, facilities and service. The Board shall hold one public hearing within the boundaries of YCIPTA prior to adopting Rules and Regulations and any amendments or additions to such Rules and Regulations.

4.9 The Board will conduct a periodic survey of public transportation needs in YCIPTA’s jurisdiction, and may adopt, with such additions and updates as it deems appropriate, a survey which has been conducted within the last two (2) years for all or part of the area included in YCIPTA (the “Transit Study”).

4.10 Each year, on or before the 31st day of March, the Board will produce and adopt a five-year public transportation program (the “Transportation Program”) that is consistent with the regional transportation plan approved by the Yuma Metropolitan Planning Organization (“YMPO”).

4.11 Directors shall receive no compensation for services as directors but may be reimbursed for any reasonable expenses approved by the Board.

4.12 The powers of the Board shall include, but are not limited to, the following:

- a. Make decisions as to the selection of the transit service contractor, if any, and provide for the maintenance and operation of equipment, facilities and the cost thereof; set fees to be charged for transit services; adopt the annual budget; and determine the ultimate use and disposal of equipment and facilities.
- b. Make decisions on transit service issues which shall be binding on all members.
- c. Approve or deny projects recommended to the Board for appropriate action.
- d. Either directly or indirectly through the transit service contractor, contract for and acquire real or personal property, employ agents and employees; develop, maintain

- and operate site and facilities; and acquire, hold, or dispose of property and incur debts, liabilities or obligations.
- e. Appoint committees composed of public officials, employees and private citizens to proffer non-binding advice to the Board.

ARTICLE V MEETINGS

5.1 All meetings of the Board and all committee meetings shall be open to the public and subject to the Arizona Open Meeting Law defined in A.R.S. § 38-431 et seq. Written notice and a complete meeting packet of each Board meeting shall be mailed or delivered electronically or in person to each director at least five (5) working days prior to the date fixed for such meeting, unless prevented by emergency circumstances.

5.2 Meetings of the Board shall be at least quarterly and held at any place and at such times as designated by the Board. In the absence of any such designation, meetings shall be held at YCIPTA's principal office.

5.3 Meetings shall, to the extent practicable, be governed by Robert's Rules of Order, and any other procedures and limitations as deemed necessary by the Chairperson of the Board.

5.4 A simple majority of the Board in office shall constitute a quorum for the transaction of business. A vote of a majority of the directors present at any meeting in which a quorum is present shall constitute action by the Board, unless a different vote is required by the these Bylaws or Arizona statute.

5.5 Any or all directors may participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear one another during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

ARTICLE VI DISSOLUTION AND RESIGNATION

6.1 By an absolute majority vote of all of the directors, the Board may propose at any Public Board meeting that YCIPTA be dissolved, provided that all contractual obligations and debts of YCIPTA are satisfied or transferred to another governmental entity or entities, and provided further that such governmental entity or entities will accept dedication of all the YCIPTA property and assume all of YCIPTA's obligations. A public hearing on the proposed dissolution shall be held not less than fifteen (15) nor more than thirty (30) days after the proposal is made.

6.2 Following the public hearing held pursuant to Section 6.1, the Board shall adopt by resolution a plan of termination to be executed within a stated period of time after it is

adopted. The plan of termination shall include a schedule for transferring the assets and obligations of YCIPTA to a governmental entity or entities named in the Plan.

6.3 The growth of Yuma County's population to more than two hundred thousand persons shall not cause the dissolution of YCIPTA pursuant to A.R.S. § 28-9104(C).

6.4 A member may resign from YCIPTA upon consultation with the Board, in which case the boundaries shall be amended pursuant to section 3.3. Prior to the Resignation of a member pursuant to this Section, the Board must determine how the resignation will impact the Regional Transportation System or the services provided to the remaining Members.

6.5 Resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

6.6 No Member shall have any right to the return or withdrawal of such Member's capital contributions until termination of YCIPTA, unless such withdrawal is consented to by all other Members or otherwise provided for herein. No interest shall be paid on capital contributions made to YCIPTA or returned to its Members.

6.7 No Member shall be individually liable for the obligations of YCIPTA. Except as otherwise provided in these Bylaws, a Member's liability for the obligations of YCIPTA shall be limited to the aggregate amount of the Member's agreed upon contribution to YCIPTA.

ARTICLE VII INSURANCE AND INDEMNIFICATION

7.1 Any member of the Board and any officer of YCIPTA, as a condition of accepting said office, shall be indemnified by YCIPTA against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit, or proceedings in which he or she is made a party by reason of having been or being a member of the Board or officer of YCIPTA, except for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of law, or for a transaction from which the person derives an improper personal benefit. Such right of indemnification is not to be deemed exclusive and shall not affect any right to which an officer or director may be entitled under the laws of the State of Arizona, these Bylaws, agreements, vote of Members, or otherwise.

7.2 To the extent permitted by law, each Member shall hold harmless and indemnify each other Member from any claim, liability or loss related to any funding, capital contribution, or in any manner whatsoever with regard to the individual participation by that Member to the fullest extent allowed by law, except for that caused by the intentional misconduct or sole negligence of a Member.

7.3 YCIPTA shall have the right to purchase and maintain insurance on behalf of its officers, directors, employees, and other agents, against any liability asserted against or incurred

by any officer, director, employee, or agent in such capacity or arising out of the officer's, director's, employee's, or agents status as such.

**ARTICLE VIII
AMENDMENT**

8.1 Amendments to these Bylaws may be adopted by the Board at any regular or special meeting by a majority vote of the Board, subject to the quorum requirement of section 5.4. Notice of any proposed amendments shall be included in a notice to the Members of the meeting at which the proposed amendment(s) is/are to be considered.

**ARTICLE IX
MISCELLANEOUS**

9.1 This Agreement is subject to termination for conflict of interest, pursuant to the provisions of A.R.S. § 38-511.

9.2 All checks, drafts, notes, bonds, bills of exchange, or other orders, instruments, or obligations for the payment of money shall be in accordance with guidelines established by Yuma County government.

9.3 The fiscal year shall commence on July 1 and end on June 30 and the Board shall adopt a budget prior to June 30.


9.4 The Board shall have the power to receive bequests, donations, grants, and gifts of all kinds of property, in fee simple, and to do all acts necessary to carry out the purposes of such in accordance with the terms of the bequests, donations, grants, or gifts.

9.5 By December 31, an annual report shall be prepared and presented to the Board, Members and interested parties.

9.6 The Transit Director, or his or her designee, shall assist the secretary-treasurer for YCIPTA, and shall cause notice of all meetings of the Board to be given as described in these Bylaws.

**ARTICLE X
ADOPTION AND CERTIFICATION**

10.1 These Bylaws were duly adopted by the Board of Directors of the Yuma County Intergovernmental Public Transportation Authority at a regular meeting originally held on August 22, 2011, amended on May 29, 2012, and the Second Amended and Restated Bylaws are hereby adopted this 23rd day of June, 2014.



ROBERT L. PICKELS, JR., Chairman

ATTEST:



JOHN ANDOH, Board Secretary



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

February 22, 2016

Discussion and Action Agenda Item 3

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding IPTA Taxation Authority SB1250

Requested Action: Staff recommends that the Yuma County Intergovernmental Transportation Authority Board of Directors take this item back to their respective councils for continued support and outreach to colleagues in the Legislature.

Background and Summary: The legislative proposal to give IPTA's the authority to ask voters to approve a sales tax (RTA's already have this authority) has once again stopped in the Senate Finance Committee. At this point, Senator Lesko has said she will not hear the bill. The County Supervisor's Association (CSA) is discussing alternatives with the bill's sponsor, Senator Shooter. However, CSA believes that showing the delegation how important this bill is to the community will be critical if this bill is to move forward.

What we want to do is create local pressure on the delegation so they can approach their colleagues in the Legislature and demonstrate how important this is to their community. YCIPTA staff has already provided a list of local community organizations that use and rely on the YCAT system to Jim Flory, Budget Director, Yuma County.

Budgeted: N/A.

Recommended Motion:

Legal Counsel Review: N/A.

Attachments: IPTA Case Study & SB1250

For information regarding this staff report, please contact Shelly Kreger skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

Approved for Submission



Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director



County Supervisors ASSOCIATION of arizona

Case Study

Yuma County IPTA

Formed in 2010, the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) is an IPTA that was formed by the Yuma County Board of Supervisors to administer, plan, operate, and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the cities of Yuma, San Luis, Somerton, Town of Wellton and the unincorporated Yuma County areas.

Since its formation, YCIPTA has secured several sources of federal revenue to supplement the ongoing transportation planning efforts of the region.

The only option the YCIPTA has is to ask the voters to levy a transportation excise tax, to dissolve as an IPTA and reform as an RTA. This move would not only require the organization to restart the federal funding process, but it would also create a large governance issue by eliminating representation by the Quechan and Cocopah Tribes, Northern Arizona University at Yuma, and Arizona Western College from the Board of Directors.

Furthermore, RTA's currently require the Board of Directors of the regional council of governments to sit as the Board of Directors for the RTA. Yuma County belongs to the Western Arizona Council of Governments (WACOG), which encompasses all of Yuma, La Paz, and Mohave counties.

IPTA Taxation Authority

Summary:

Grant an intergovernmental public transportation authority (IPTA), which has the same boundaries as the county in which it resides, the same authority as a regional transportation authority (RTA) to levy a one-half cent transportation excise tax if approved by the voters. This tax may only be levied under either an IPTA or RTA but not both.

Background:

RTAs are established in counties with a population between 400,000 and 1.2 million persons, and are optional for counties under 400,000 persons. The membership of an RTA consists of the county, each municipality in the county, and any other members of the regional council of governments.¹

IPTAs may be organized in counties with fewer than 200,000 persons. The governing body of one or more municipalities in the county may petition the board of supervisors to establish the IPTA. Once established, any state university or community college that is located in a municipality in the IPTA, or any Native American tribe that has a boundary within the county in which the IPTA is established, may become a member.²

Current statute allows voters to authorize the levy of a one-half cent transportation excise tax as a countywide tax or under an RTA.³ However, current statute does not allow for IPTAs to levy a sales tax with voter approval.

Fiscal Impact:

There is no anticipated state impact.

¹ A.R.S. § 48-5302

² A.R.S. § 28-9102

³ A.R.S. § 42-6106 authorizes the RTA to levy a ½ cent sales tax if approved by the voters and A.R.S. § 42-6107 authorizes the county board of supervisors to levy a ½ cent sales tax if approved by the voters.

REFERENCE TITLE: intergovernmental public transportation authority;
taxation

State of Arizona
Senate
Fifty-second Legislature
Second Regular Session
2016

SB 1250

Introduced by
Senator Shooter

AN ACT

AMENDING SECTIONS 28-9102, 28-9103, 28-9121, 28-9122 AND 28-9142, ARIZONA REVISED STATUTES; AMENDING TITLE 28, CHAPTER 26, ARTICLE 3, ARIZONA REVISED STATUTES, BY ADDING SECTION 28-9144; AMENDING SECTION 42-6106, ARIZONA REVISED STATUTES; RELATING TO INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITIES.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 28-9102, Arizona Revised Statutes, is amended to
3 read:
4 28-9102. Formation
5 A. An intergovernmental public transportation authority may be
6 organized as provided by this section in any county with a population of two
7 hundred thousand persons or less. ~~THE AUTHORITY MAY BE ORGANIZED AND~~
8 ~~CONFIGURED AS FOLLOWS:~~
9 1. ~~THE COUNTY BOARD OF SUPERVISORS MAY ORGANIZE THE AUTHORITY WITH~~
10 ~~BOUNDARIES COTERMINOUS WITH THE BOUNDARIES OF THE COUNTY.~~
11 ~~B.~~ 2. The governing body of one or more incorporated cities or towns
12 may petition the county board of supervisors to establish ~~an~~ THE authority
13 consisting of the area within the incorporated boundary of the municipality
14 or municipalities.
15 ~~C.~~ 3. If the organizing municipalities are not contiguous, the
16 unincorporated areas between the organizing municipalities must also be
17 included in the authority with the approval of the county board of
18 supervisors. The board of supervisors shall establish the boundaries of the
19 unincorporated area to be included in the authority.
20 ~~D.~~ 4. Incorporated cities and towns in different counties, each of
21 which meet the population limit prescribed by THIS subsection ~~A.~~, may
22 petition their respective county boards of supervisors to establish a joint
23 authority consisting of the combined areas within their respective municipal
24 boundaries and including any intervening unincorporated areas in the
25 counties.
26 ~~E.~~ B. The board of supervisors shall hold at least one hearing on the
27 petition in one of the petitioning municipalities to determine public support
28 for the authority and whether establishing the authority would be in the
29 public interest. In the case of petitioning municipalities in different
30 counties, the board of supervisors of each county shall hold separate
31 hearings and each board shall make its determination separately.
32 ~~F.~~ C. If the board of supervisors determines that establishing the
33 authority would serve the public convenience, necessity, safety or welfare,
34 the board of supervisors shall establish the authority by a resolution that
35 includes a description of the boundaries of the authority. In the case of an
36 authority in different counties, the county boards of supervisors shall
37 establish the authority by an intergovernmental agreement.
38 ~~G.~~ D. If an authority is established under this chapter, any
39 university that is under the jurisdiction of the Arizona board of regents and
40 that is located in a municipality in the authority, any community college
41 district that is located in a municipality in the authority, or any Indian
42 nation that has a boundary within a county in which an authority is
43 established, ~~may~~ become a member of the authority by intergovernmental
44 agreement.

1 D. The board shall elect a chairperson and other officers from among
2 its members and shall prescribe by rule their functions and terms and
3 conditions of appointment.

4 Sec. 4. Section 28-9122, Arizona Revised Statutes, is amended to read:
5 28-9122. Administrative powers and duties

6 A. The board shall:

7 1. Determine its organizational and procedural structure, adopt, amend
8 and repeal bylaws and rules consistent with the requirements of this chapter
9 and prescribe a system of accounts.

10 2. Employ a general manager and other employees as may be necessary
11 and prescribe the duties, terms and conditions of employment. The general
12 manager serves at the pleasure of the board. All employees shall be selected
13 on the exclusive basis of merit according to their qualifications.

14 3. Manage, set policy and conduct the business and affairs of the
15 authority.

16 4. Enter into contracts, including intergovernmental agreements.

17 5. Provide for payment of all debts and appropriate claims against the
18 authority from the appropriate funds.

19 6. Issue an annual report on or before December 1 containing a full
20 account of its transactions, activities and finances for the preceding fiscal
21 year and other facts and recommendations. The board shall transmit copies of
22 the report to each member municipality, university and county, to the
23 secretary of state, ~~to the Arizona state library, archives and public records~~
24 and, on request, to any member of the public.

25 B. The board may:

26 1. Delegate any powers and duties under this section to the general
27 manager.

28 2. Sue and be sued.

29 3. Adopt a seal for the authority to be used to attest to documents.

30 4. Retain outside professional services, including legal counsel.

31 5. Acquire suitable offices, furnishings and necessary equipment,
32 supplies and other personal property.

33 6. IF THE AUTHORITY'S BOUNDARIES ARE COTERMINOUS WITH THE COUNTY
34 BOUNDARIES, APPROVE A REQUEST TO THE COUNTY BOARD OF SUPERVISORS FOR AN
35 ELECTION TO APPROVE THE LEVY OF A COUNTY TRANSPORTATION EXCISE TAX AS
36 AUTHORIZED BY SECTION 42-6106.

37 ~~6-~~ 7. Perform all other acts necessary to carry out the purposes of
38 this chapter.

39 C. The board may not exercise the power of eminent domain.

40 ~~D. Immediately on organization, the board shall initiate proceedings~~
41 ~~to determine the application of federal voting laws to the authority and~~
42 ~~shall take any necessary action to comply with the applicable federal laws.~~

1 Sec. 5. Section 28-9142, Arizona Revised Statutes, is amended to read:
2 28-9142. Public transportation authority fund
3 A. The authority treasurer shall maintain a public transportation
4 authority fund consisting of all monies received by the authority, including:
5 1. Monies appropriated or paid to the authority from municipalities,
6 member universities and the county.
7 2. Monies received by the authority from the federal government or
8 this state.
9 3. Grants, gifts and other donations from any source.
10 4. Revenues collected by the authority as fares and other proceeds
11 from operating the public transportation system.
12 5. Monies received from the county transportation excise tax as
13 provided in section 42-6106.
14 B. Monies in the fund may be used for any lawful purpose of the
15 authority.
16 C. The authority treasurer may invest any unexpended monies in the
17 fund as provided in title 35, chapter 2, including in the local government
18 investment pool, if authorized by the state treasurer. Interest and other
19 income from investments shall be credited to the fund.
20 D. The authority treasurer shall invest the monies to mature at the
21 times when the fund assets will be required for the purposes of this article.
22 If the liquid assets in the fund become insufficient to meet the authority's
23 obligations, the board of directors shall:
24 1. Direct the authority treasurer to liquidate sufficient securities
25 to meet all of the current obligations.
26 2. Immediately notify the auditor general of the insufficiency. The
27 auditor general shall investigate and audit the circumstances surrounding the
28 depletion of the fund and report the findings to the board.
29 E. IF A COUNTY TRANSPORTATION EXCISE TAX IS APPROVED FOR THE AUTHORITY
30 BY THE QUALIFIED ELECTORS VOTING AT A COUNTYWIDE ELECTION, THE DEPARTMENT OF
31 REVENUE SHALL COLLECT ALL TAX MONIES PURSUANT TO SECTION 42-6106 AND DEPOSIT
32 THE MONIES MONTHLY PURSUANT TO SECTION 42-5014 IN THE PUBLIC TRANSPORTATION
33 AUTHORITY FUND. THE BENEFICIAL INTEREST IN THE FUND IS THE AUTHORITY THAT
34 LEVIES THE TAX, AND NEITHER THIS STATE NOR THE COUNTY HAS ANY BENEFICIAL
35 INTEREST, EITHER LEGAL OR EQUITABLE, IN THE FUND EXCEPT FOR THE REPAYMENT OF
36 ELECTION EXPENSES.
37 ~~E.~~ F. The board shall cause an annual audit to be conducted of the
38 fund by an independent certified public accountant within one hundred twenty
39 days after the end of the fiscal year. The board shall immediately file a
40 certified copy of the audit with the auditor general. The auditor general
41 may make further audits and examinations as necessary, but if the auditor
42 general takes no official action within thirty days after the audit is filed,
43 the audit is considered to be sufficient. The board shall pay all fees and
44 costs of the certified public accountant and auditor general under this
45 subsection from the fund.

1 Sec. 6. Title 28, chapter 26, article 3, Arizona Revised Statutes, is
2 amended by adding section 28-9144, to read:

3 28-9144. Election on intergovernmental public transportation
4 authority excise tax

5 A. THE BOARD OF DIRECTORS OF AN AUTHORITY WITH BOUNDARIES COTERMINOUS
6 WITH THE COUNTY BOUNDARIES, BY RESOLUTION CERTIFIED TO THE COUNTY BOARD OF
7 SUPERVISORS, MAY REQUEST THAT THE ISSUE OF LEVYING A COUNTY TRANSPORTATION
8 EXCISE TAX PURSUANT TO SECTION 42-6106 BE SUBMITTED TO THE QUALIFIED ELECTORS
9 AT A COUNTYWIDE SPECIAL ELECTION OR PLACED ON THE BALLOT AT A COUNTYWIDE
10 GENERAL ELECTION. WITHIN SIX MONTHS AFTER RECEIVING A CERTIFIED COPY OF THE
11 RESOLUTION, THE COUNTY BOARD OF SUPERVISORS SHALL EITHER CALL A SPECIAL
12 ELECTION OR PLACE THE ISSUE ON THE BALLOT OF A GENERAL ELECTION, SUBJECT TO
13 THE REQUIREMENTS OF THIS SECTION.

14 B. IN ADDITION TO ANY OTHER REQUIREMENTS PRESCRIBED BY LAW, THE COUNTY
15 BOARD OF SUPERVISORS SHALL PREPARE AND PRINT A PUBLICITY PAMPHLET CONCERNING
16 THE BALLOT QUESTION AND MAIL ONE COPY OF THE PAMPHLET TO EACH HOUSEHOLD
17 CONTAINING A REGISTERED VOTER IN THE COUNTY. THE MAILINGS MAY BE MADE OVER A
18 PERIOD OF DAYS BUT SHALL BE MAILED FOR DELIVERY BEFORE THE EARLIEST DATE
19 REGISTERED VOTERS MAY RECEIVE EARLY BALLOTS FOR THE ELECTION. THE PUBLICITY
20 PAMPHLET SHALL CONTAIN:

- 21 1. THE DATE OF THE ELECTION.
- 22 2. THE LOCATION OF THE INDIVIDUAL HOUSEHOLD'S POLLING PLACE AND THE
23 TIME THE POLLS WILL BE OPEN.
- 24 3. A SUMMARY OF THE PRINCIPAL PROVISIONS OF THE ISSUE PRESENTED TO THE
25 VOTERS, INCLUDING THE RATE OF THE COUNTY TRANSPORTATION EXCISE TAX, THE
26 NUMBER OF YEARS THE TAX WILL BE IN EFFECT AND THE PROJECTED ANNUAL AND
27 CUMULATIVE AMOUNT OF REVENUES TO BE RAISED.
- 28 4. THE FORM OF THE BALLOT.
- 29 5. ANY ARGUMENTS FOR OR AGAINST THE BALLOT MEASURE. AFFIRMATIVE
30 ARGUMENTS, ARRANGED IN THE ORDER IN WHICH THE ELECTIONS DIRECTOR RECEIVED
31 THEM, SHALL BE PLACED BEFORE THE NEGATIVE ARGUMENTS, WHICH SHALL ALSO BE
32 ARRANGED IN THE ORDER IN WHICH THEY WERE RECEIVED.

33 C. NOT LATER THAN NINETY DAYS BEFORE THE DATE OF THE ELECTION, A
34 PERSON MAY FILE WITH THE COUNTY ELECTION OFFICER AN ARGUMENT THAT IS NOT MORE
35 THAN THREE HUNDRED WORDS IN LENGTH AND THAT EITHER ADVOCATES FOR OR OPPOSES
36 THE BALLOT MEASURE, SUBJECT TO THE FOLLOWING REQUIREMENTS:

- 37 1. THE PERSON WHO FILES THE ARGUMENT SHALL PAY TO THE ELECTION OFFICER
38 A PUBLICATION FEE PRESCRIBED BY THE BOARD OF SUPERVISORS. PAYMENT OF THE FEE
39 REQUIRED BY THIS PARAGRAPH, OR REIMBURSEMENT OF THE PAYOR, CONSTITUTES
40 SPONSORSHIP OF THE ARGUMENT.
- 41 2. IF THE ARGUMENT IS SPONSORED BY ONE OR MORE INDIVIDUALS, THE
42 ARGUMENT SHALL BE SIGNED BY EACH SPONSORING INDIVIDUAL.
- 43 3. IF THE ARGUMENT IS SPONSORED BY ONE OR MORE ORGANIZATIONS, THE
44 ARGUMENT SHALL BE SIGNED BY TWO EXECUTIVE OFFICERS OF EACH ORGANIZATION.

1 4. IF THE ARGUMENT IS SPONSORED BY ONE OR MORE POLITICAL COMMITTEES,
2 THE ARGUMENT SHALL BE SIGNED BY EACH COMMITTEE'S CHAIRPERSON OR TREASURER.

3 5. THE NAMES OF PERSONS WHO HAVE SIGNED ARGUMENTS AND THE NAMES OF
4 SPONSORING ORGANIZATIONS OR POLITICAL COMMITTEES SHALL APPEAR WITH THE
5 ARGUMENT IN THE PAMPHLET. THE PERSON OR PERSONS SIGNING THE ARGUMENT SHALL
6 ALSO GIVE THEIR RESIDENCE OR POST OFFICE ADDRESS AND A TELEPHONE NUMBER,
7 WHICH SHALL NOT APPEAR IN THE PAMPHLET.

8 D. IN ADDITION TO ANY OTHER BALLOT REQUIREMENTS PRESCRIBED BY LAW, THE
9 ELECTION OFFICER SHALL CAUSE THE FOLLOWING TO BE PRINTED ON THE OFFICIAL
10 BALLOT:

11 1. THE DESIGNATION OF THE MEASURE AS FOLLOWS: "RELATING TO
12 INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY EXCISE (SALES) TAXES".

13 2. INSTRUCTIONS DIRECTING THE VOTER TO THE FULL TEXT OF THE OFFICIAL
14 AND DESCRIPTIVE TITLES CONTAINING THE SUMMARY AS PRINTED IN THE SAMPLE BALLOT
15 AND POSTED IN THE POLLING PLACE.

16 3. THE QUESTION SUBMITTED TO THE VOTERS AS FOLLOWS:
17 DO YOU FAVOR THE LEVY OF A TRANSACTION PRIVILEGE (SALES)
18 TAX FOR PUBLIC TRANSPORTATION PURPOSES IN _____ COUNTY?
19 YES _____ NO _____

20 (A "YES" VOTE HAS THE EFFECT OF IMPOSING A TRANSACTION
21 PRIVILEGE (SALES) TAX IN _____ COUNTY FOR _____ YEARS TO
22 PROVIDE FUNDING FOR PUBLIC TRANSPORTATION PROJECTS.)

23 (A "NO" VOTE HAS THE EFFECT OF REJECTING THE TRANSACTION
24 PRIVILEGE (SALES) TAX FOR PUBLIC TRANSPORTATION PURPOSES IN
25 _____ COUNTY.)

26 E. FOR THE BALLOT QUESTION TO BE APPROVED, THE PROPOSED TRANSACTION
27 PRIVILEGE TAX MUST BE APPROVED BY A MAJORITY OF THE QUALIFIED ELECTORS VOTING
28 ON THE MEASURE.

29 F. EXCEPT AS OTHERWISE PROVIDED BY THIS SECTION, THE ELECTION UNDER
30 THIS SECTION SHALL BE CONDUCTED AS NEARLY AS PRACTICABLE IN THE MANNER
31 PRESCRIBED FOR GENERAL ELECTIONS IN TITLE 16.

32 G. THE COUNTY ELECTION OFFICER SHALL ACCOUNT FOR COSTS SPECIFICALLY
33 INCURRED WITH RESPECT TO THE BALLOT ISSUE UNDER THIS SECTION.

34 Sec. 7. Section 42-6106, Arizona Revised Statutes, is amended to read:
35 42-6106. County transportation excise tax

36 A. If approved by the qualified electors voting at a countywide
37 election, the regional transportation authority in any county, OR AN
38 INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY WITH BOUNDARIES COTERMINOUS
39 WITH THE COUNTY BOUNDARIES, shall levy and the department shall collect a
40 transportation excise tax up to the rate authorized by this section in
41 addition to all other taxes.

42 B. The tax shall be levied and collected:

43 1. At a rate of not more than ten ~~per-cent~~ PERCENT of the transaction
44 privilege tax rate prescribed by section 42-5010, subsection A in effect on

1 January 1, 1990 to each person engaging or continuing in the county in a
2 business taxed under chapter 5, article 1 of this title.

3 2. At a rate of not more than ten ~~per-cent~~ PERCENT of the rate
4 prescribed by section 42-5352, subsection A.

5 3. On the use or consumption of electricity or natural gas by retail
6 electric or natural gas customers in the county who are subject to use tax
7 under section 42-5155, at a rate equal to the transaction privilege tax rate
8 under paragraph 1 OF THIS SUBSECTION applying to persons engaging or
9 continuing in the county in the utilities transaction privilege tax
10 classification.

11 C. Any subsequent reduction in the transaction privilege tax rate
12 prescribed by chapter 5, article 1 of this title shall not reduce the tax
13 that is approved and collected as prescribed in this section. The department
14 shall collect the tax at a variable rate if the variable rate is specified in
15 the ballot proposition. The department shall collect the tax at a modified
16 rate if approved by a majority of the qualified electors voting.

17 D. The net revenues collected under this section:

18 1. In counties with a population exceeding four hundred thousand
19 persons, shall be deposited in the regional transportation fund pursuant to
20 section 48-5307.

21 2. In counties with a population of four hundred thousand or fewer
22 persons, shall be deposited in the public transportation authority fund
23 pursuant to section 28-9142 or the regional transportation fund pursuant to
24 section 48-5307 or shall be allocated between both funds.

25 3. IN INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITIES, SHALL BE
26 DEPOSITED IN THE PUBLIC TRANSPORTATION AUTHORITY FUND PURSUANT TO SECTION
27 28-9142.

28 E. The tax shall be levied under this section beginning January 1 or
29 July 1, whichever date occurs first after approval by the voters, and may be
30 in effect for a period of not more than twenty years.



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

February 22, 2016

Discussion and Action Agenda Item 5

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: San Luis Transit Study Update

Requested Action: No action required

Background and Summary: The Yuma Metropolitan Planning Organization is conducting a transit feasibility study for a potential new transit circulator route to serve residents of and visitors to the City of San Luis. The study will evaluate the feasibility of, and identify, a preferred route for a new bus circulator in San Luis.

Attached to this staff report is what came of the stakeholder interviews, public outreach flyers, as well as a map of possible circulator route.

Budgeted: N/A.

Recommended Motion: None

Legal Counsel Review: N/A.

Attachments:

For information regarding the San Luis Transit Study, please contact Shelly Kreger skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission

Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director



Yuma Metropolitan
Planning Organization

SAN LUIS TRANSIT CIRCULATION STUDY TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

TECHNICAL ADVISORY COMMITTEE (TAC) MEETING NO. 2

Thursday February 11, 2016

1:30 pm – 3:30 pm

City of San Luis

1090 E Union St, San Luis, AZ 85349

Discussion Items

I. Stakeholder Interviews Feedback/Report-out

- a. Stakeholder interviews were conducted on January 13, 2016. A stakeholder summary was distributed. The interview findings will be discussed and findings confirmed with the TAC.

II. Transit Route Alternatives

- a. Based on stakeholder interview findings, the consultant team has prepared a draft potential transit circulator route. The TAC will review the route, provide comment in advance of showing the route to the public (see Item III).

III. Public Outreach

- a. Mobile public outreach is scheduled for Tuesday, February 23, 2016 at 3 locations. Refer to the Public Outreach flier for details. Members of the public will be asked to provide input on key activity centers, destinations, origins, and the potential draft potential circulator route.

IV. Open Discussion

V. Next Steps

- a. Mobile displays (Tuesday, February 23, 2016)
- b. Develop Service Profile/ Preferred Route Alternative
- c. TAC Meeting No. 3, April 14, 2016, 1:30 pm – 3:30 pm
- d. Public meeting (April 2016)- following TAC Meeting No. 3

Attachments

Stakeholder Summary (January 13, 2016)

Draft Transit Route Alternatives Map

Public Outreach Notification Flyer

Public Outreach Intercept Survey / Question Form

San Luis Transit Circulation Study

Stakeholder Interviews Summary

January 13, 2016

Kimley-Horn conducted interviews with San Luis Transit Circulation Study project stakeholders in San Luis on January 13, 2016. Interviews were conducted with the following individuals:

- *Eric Jones – San Luis Chamber of Commerce*
- *Gary Black and Monica Valle – Comite de Bienestar*
- *Dr. Ray Aguilera and Bill Wagner – Gadsden School District*
- *Christopher Kasid – Parks and Recreation Director*
- *Alejandro Ramirez – San Luis Police Department*
- *Shelly Kreger – YCIPTA Transit Director (Interviewed by phone, January 19, 2016)*

Stakeholders to be interviewed were identified by City of San Luis staff. Interviews focused on informing the stakeholders about the project's scope and purpose to allow the interview to focus on information relevant to the specific project. Stakeholders were asked a number of questions, including:

- *Where are the key activity centers within the service area?*
- *What roads and/or intersections may pose the greatest risk to reliable service?*
- *How frequently and for how long (operating hours) should a potential circulator operate?*
- *What changes do you see coming to San Luis which could affect the circulator route?*
- *What other opportunities do you see which would make the circulator more successful?*

The results of our interviews are summarized in bullet form, below:

- Activity Centers:
 - Riedel Center
 - Family Health Clinic
 - San Luis Recreation Center
 - Walmart
 - Fernando Padilla Center for Elderly
 - Del Sol Grocery Store
 - Advanced Call Center Technologies
 - Schools (largest below)
 - Arizona Western Community College
 - San Luis High School
 - Numerous other middle school and elementary schools
 - Residential Areas
 - Bienestar Apartments – 155 units (690 10th Ave)
 - Las Casitas de San Luis Apartments – 76 units (541 6th Ave)
 - Elderly housing located just south of Walmart along 4th Ave (will have twice weekly dedicated shuttle for errands)

- Many students at local schools cross the international border on a daily basis, and use taxis located at 1st St and Urtuzuastegui St to get to school. Circulator service could potentially tap into this market, particularly for the high school.
- Shelters similar to the ones along US-95 would be beneficial, particularly for the hot summer months.
- Growth is occurring to the east of the city proper, along Juan Sanchez Blvd at Avenue F. However, providing transit service to these outlying areas may not be cost-effective.
- Potential exists to co-locate circulator stops at parks which have existing gazebo-type shelters.
- Late night soccer leagues at the community center and the park along 9th Ave at Urtuzuastegui St would benefit from longer operating hours. Games are usually over between 10:30-11pm. These leagues could potentially expand to the high school due to the need for extra field space.
- Service between schools and the community center in the afternoon, after school, would provide an important connection from 4-11pm.
- Traffic constraints exist along Juan Sanchez Blvd west of 4th Ave, with a large amount of pedestrian activity.
- During the high season (October to February) traffic can back up along US-95/Main St from the international border to County Road 22.
- The traffic morning peak is from 6-8am, and the afternoon peak is from 2-4pm.
- There are plans to potentially signalize intersections along Juan Sanchez Blvd at 1st Ave, 4th Ave, and 10th Ave.
- A sewage treatment facility is located at Juan Sanchez Blvd (G St) and Hidalgo Ave (Ave J). The smell can be unpleasant and could be a poor location for a stop.
- There is a strong flow students from San Luis to Yuma.
- There may be limited demand for a circulator service during the midday period. Demand is likely to be strongest during commuter periods.
- YCIPTA's current operating contract is for 36,000 operating hours. This can be adjusted by up to 10% without triggering a re-pricing.

Follows are key points identified by each interview.

Eric Jones – Chamber of Commerce

- The chamber supports the effort. Eric would arrange a meeting to present the study findings to the Chamber. They meet on the 4th Wednesday of each month.

Gary Black and Monica Valle – Comite Bienestar

- Comite Bienestar operates high-density residential housing units.
- They have 155 units on 10th Avenue (690 10th Avenue).
- They are developing a senior housing center on Marea Street. It will have its own transportation service that will operate 2 x per week, by appointment. It will be an hourly route, possibly 30 minutes.
- Bus stops should include shade and a bench.
- Potential public event to get public input is Fernando Padilla Recreation Center.

Dr. Ray Aguilera and Bill Wagner – Gadsden School District

- School buses pick up everyone outside of 1-mile radius from the school. Grades 4-6 walk. Bus will pick up grades 4-6 if no sidewalks are available.
- School district transports approximately 2,500 kids each day.

- School buses must add about 10 minutes to their travel time during the winter due to increased traffic.
- School district would like to see a YCAT route that helps takes special needs kids to Yuma each day for school. There are 204 special needs kids in the district.

Christopher Kasid – Parks and Recreation Director

- Community Center is open late; most activity is from 6:30 pm – 10:30 pm; buses would need to run late in order to be utilized.
- A stop inside of the park may be considered.
- Potential exists to co-locate circulator stops at parks which have existing gazebo-type shelters.

Alejandro Ramirez – San Luis Police Department

- They frequently address issues with YCAT buses parking in front of the McDonalds.
- Main Street from Sanchez to 22nd Street gets very crowded during peak season (October to February).
- Taxis park on U Street from 1st Street to Cesar Chavez Street.
- Corner of Juan Sanchez/10th Street gets very congested – ¼ mile queues.
- Several current bus stops are nothing more than a sign and a pole. Passengers will sit on the ground waiting for the bus.

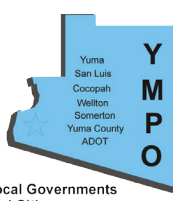
Shelly Kreger – YCIPTA Transit Director (Interviewed by phone, January 19, 2016)

- There may be limited demand for a circulator service during the midday period. Demand is likely to be strongest during commuter periods.
- YCIPTA's current operating contract is for 36,000 operating hours. This can be adjusted by up to 10% without triggering a re-pricing.
- Shelly suggested that the circulator route connect San Luis to Yuma, perhaps on limited service, to eliminate dead-head routes.



ATTENTION BUS USERS!

The Yuma Metropolitan Planning Organization (YMPO) is conducting a bus route circulation study in San Luis, Arizona to maximize service to the most bus riders!



The Study will evaluate the feasibility of, and identify a preferred route for **a new bus circulator in San Luis**. The new circulator route would better connect San Luis residents to schools, employment, and other key destinations.

We want to know what you need, and YMPO is making it easy for you to tell us by putting together a traveling display and questionnaire that will be in several locations in San Luis on **February 23, 2016**.

LOCATIONS - Tuesday, February 23, 2016

San Luis Walmart Super Center
1613 N. Main Street
Noon to 2 p.m.

San Luis U.S. Post Office
874 S. Main Street
2:30 to 4 p.m.

San Luis Senior Center
790 E. Juan Sanchez Blvd.
5 to 7 p.m.

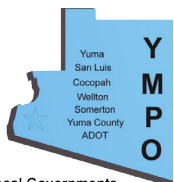
FOR MORE INFO PLEASE CONTACT

Charlene FitzGerald or Charles Gutierrez at YMPO offices 928-783-8911



ATENCIÓN USUARIOS DEL AUTOBÚS!

El YMPO (Organización de Planificación Metropolitana de Yuma) está llevando a cabo un estudio de la ruta de circulación de los autobuses en San Luis, Arizona, para maximizar el servicio a la mayoría de los pasajeros del autobús.



"Local Governments
And Citizens
Working Together"

El estudio evaluará

la viabilidad de una ruta preferida e identificará **una nueva ruta de circulación de los autobuses de San Luis**. La nueva ruta de circulación va a conectar a los residentes de San Luis a las escuelas, el empleo y otros destinos clave.

Queremos saber lo que necesitas,

y YMPO está haciendo más fácil que nos digas con una exhibición itinerante y un cuestionario que estará en varios lugares en San Luis **el 23 de febrero 2016**.

UBICACIONES - Martes, el 23 de febrero 2016

San Luis Walmart Super Center
1613 N. Main Street
el mediodía hasta 2 p.m.

San Luis U.S. Post Office
874 S. Main Street
2:30 hasta 4 p.m.

San Luis Senior Center
790 E. Juan Sanchez Blvd.
5 hasta 7 p.m.

Para más información por favor llame la oficina del YMPO al 928-783-8911.

YMPO San Luis Transit Circulator Study
PUBLIC OUTREACH COMMENT/SURVEY FORM
Tuesday, February 23, 2016

The Yuma Metropolitan Planning Organization (YMPO) is conducting a transit feasibility study for a potential new transit circulator route to serve residents of and visitors to the City of San Luis. The Study will evaluate the feasibility of, and identify a preferred route for a new bus circulator in San Luis. The new circulator route would better connect San Luis residents to schools, employment, and other key destinations. Your input is important to the study. Please take a few minutes to answer the questions below.

PART 1 - DEMOGRAPHIC QUESTIONS

1. What is your age group?
 - a. Under 13
 - b. 13-17
 - c. 18-24
 - d. 25-34
 - e. 35-44
 - f. 45-54
 - g. 55-64
 - h. 65 or more
2. Do you have a valid Arizona driver's license?
 - a. Yes
 - b. No
3. How many vehicles are available in your household?
 - a. Zero
 - b. One
 - c. Two
 - d. Three or more
4. How many drivers are in your household?
 - a. Zero
 - b. One
 - c. Two
 - d. Three or more
5. Please indicate total household income for everyone combined in your household:
 - a. Under \$15,000
 - b. \$15,000-\$24,999
 - c. \$25,000-\$34,999
 - d. \$35,000-\$49,999
 - e. \$50,000 or more
6. Gender:
 - a. Male
 - b. Female

YMPO San Luis Transit Circulator Study
PUBLIC OUTREACH COMMENT/SURVEY FORM
Tuesday, February 23, 2016

PART 2 - TRIP CHARACTERISTICS
QUESTIONS

1. How frequently do you ride the YCAT bus?
 - a. Once a week
 - b. Twice a week
 - c. Three times a week
 - d. Daily
 - e. 1-2 times per month
 - f. 3-4 times per month
 - g. Never
2. For what purpose do you ride the bus?
 - a. Work
 - b. School
 - c. Shopping
 - d. Social/Recreational
 - e. Other: _____
3. If you don't currently ride the bus, for what purpose would you consider riding the bus?
 - a. Work
 - b. School
 - c. Shopping
 - d. Social/Recreational
 - e. Other: _____
4. How frequently do you use a taxi service?
 - a. Once a week
 - b. Twice a week
 - c. Three times a week
 - d. Daily
 - e. 1-2 times per month
 - f. 3-4 times per month
 - g. Never
5. For what purpose do you take a taxi?
 - a. Work
 - b. School
 - c. Shopping
 - d. Social/Recreational
 - e. Social Services
 - f. Other: _____
 - g. I don't use taxi service
6. Where do most of your trips start from?
 - a. Home
 - b. Work
 - c. School
 - d. Shopping
 - e. Social Services
7. When you ride the bus, how do you normally get to the bus stop?
 - a. Walk
 - b. Drive alone
 - c. Drive with others
 - d. Bike
 - e. Transfer from another bus
 - f. Taxi
 - g. I don't ride the bus
8. How do you normally pay for the bus?
 - a. Cash
 - b. Day YCATPass
 - c. 31-Day YCATPass
 - d. 10-Day YCATPass
 - e. 10-Ride YCATPass
9. What fare type do you use on the bus?
 - a. Basic fare
 - b. Senior / Student/ Disability / Medicare discount

YMPO San Luis Transit Circulator Study
PUBLIC OUTREACH COMMENT/SURVEY FORM
Tuesday, February 23, 2016

PART 3 – TRANSIT CIRCULATOR NEEDS

1. What key points and activity centers should a potential transit circulator route serve (select all that apply)
 - a. Riedel Center
 - b. Walmart
 - c. Del Sol Grocery Store / Advanced Call Center Technologies
 - d. San Luis High School / Arizona Western College
 - e. Joe Orduno Park
 - f. International Border
 - g. Other: _____
 - h. Other: _____
2. How frequently should a potential transit circulator run?
 - a. 30 minutes
 - b. 1 hour
 - c. 2 hours
 - d. Other: _____
3. How early should a potential transit circulator service start?
 - a. 5:00 am
 - b. 6:00 am
 - c. 7:00 am
 - d. Other: _____
4. How late should a potential transit circulator service end?
 - a. 8:00 pm
 - b. 9:00 pm
 - c. 10:00 pm
 - d. Other: _____
5. Are you likely to use a potential transit circulator service?
 - a. Yes
 - b. No
 - c. Not sure
 - d. Why or Why not? _____
6. How much would you pay for this service?
 - a. \$1.00
 - b. \$1.50
 - c. \$2.00 (standard YCAT fare)
 - d. Other: _____
7. Should the potential transit circulator stay in San Luis or connect to other cities (e.g. Gadsden, Somerton, Yuma)?
 - a. Stay in San Luis
 - b. Connect to other cities
8. If the potential transit circulator left San Luis, where should it go?
 - a. Gadsden
 - b. Somerton
 - c. Yuma
 - d. Some combination of the above
 - e. Other: _____

**YMPO San Luis Transit Circulator Study
PUBLIC OUTREACH COMMENT/SURVEY FORM
Tuesday, February 23, 2016**

PART 4 – GENERAL COMMENTS

Do you have any general comments or suggestions for the study team to consider as they evaluate the feasibility of, and alternatives for a new transit circulator route to serve the City of San Luis?

Please provide your name and address (or email address) if you would like to receive future updates and notifications about the San Luis Transit Circulator Study.

Name:

Address:

Email Address:

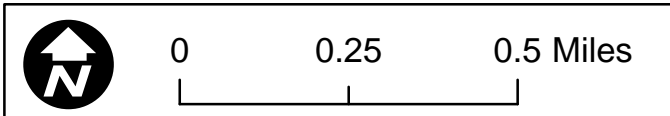
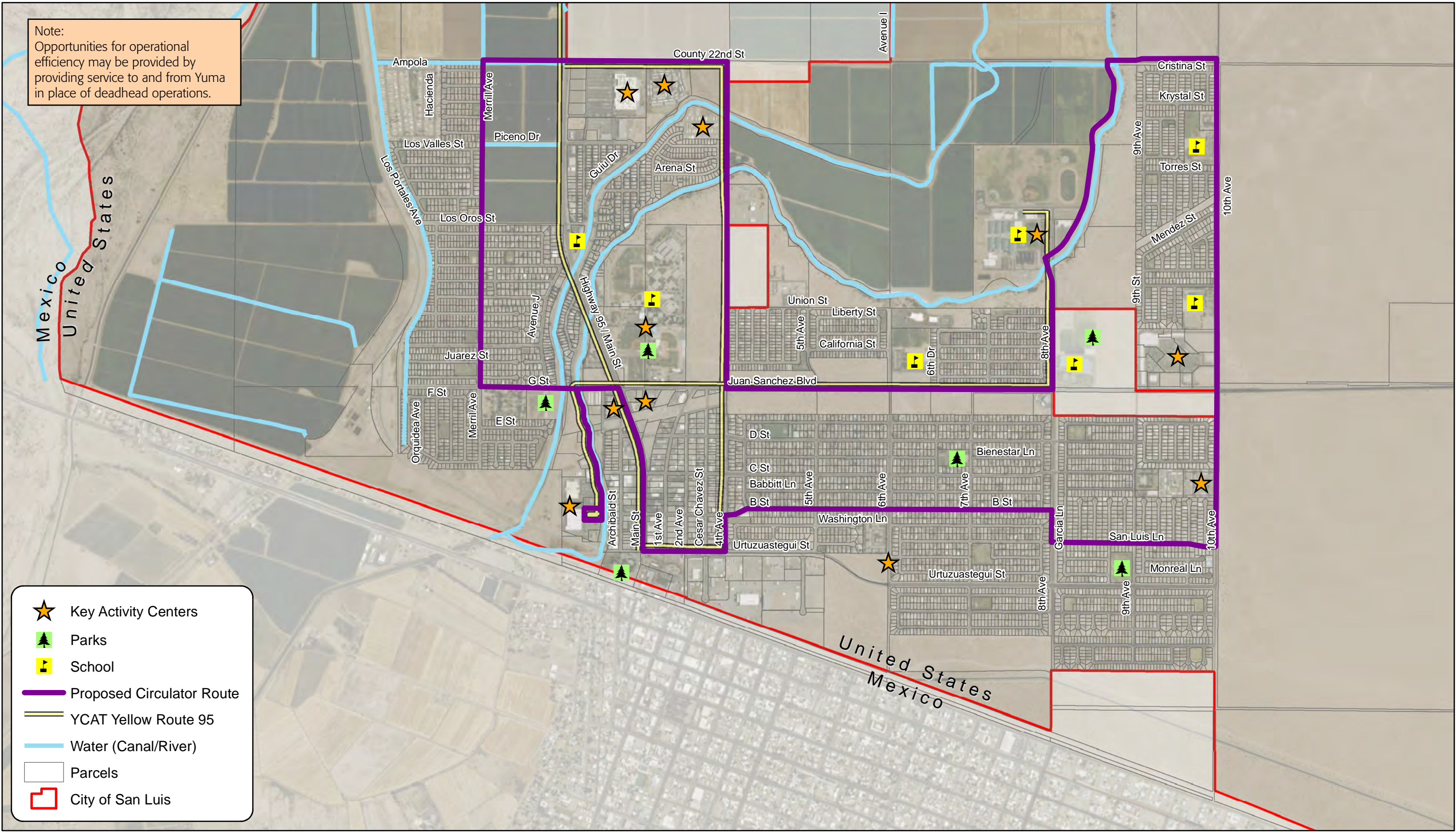
Please submit your comments to:

Gordley Group
Attention: San Luis Transit Circulator Study
2540 N. Tucson Blvd
Tucson, AZ 85716
520.327.6077
alice@gordleygroup.com

**For additional information about the study,
please contact:**

Charlene FitzGerald
Executive Director, Yuma Metropolitan Planning
Organization
502 S. Orange Ave
928-783-8911
cfitzgerald@ympo.org

Note:
 Opportunities for operational efficiency may be provided by providing service to and from Yuma in place of deadhead operations.



YMPO - San Luis Transit Circulation Study

DRAFT

Vicinity Map



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.yciptaz.gov

February 22, 2016

Discussion and Action Agenda Item 7

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: FY2014-2015 System Performance Report

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the FY2012-15 System Performance Report.

Background and Summary: YCAT continues to meet and exceed expectations in ridership, achievement of performance measures, but falling short of the 20% system-wide farebox recovery by 3%, even when prepaid fares and total operating expenses are considered. YCAT fixed route ridership decreased by .21% in FY 2014-15 from FY 2013-14

Though the August 18, 2014 restructuring made some changes in YCAT fixed route coverage, even with these changes it is estimated that at least 75% of the urbanized population has a bus route within a half mile reach This report has identified YCAT routes and network functionality for continued improvements in convenience, productivity, and reliability.

During FY 2014-2015, contract operating cost per hour (average of \$59.76 system-wide) was 19.88% higher than the previous year; anticipated contract operating expenses have increased in FY 2014-15 due to a change in operating contract and higher contract rates. The entire system has maintained an average subsidy per passenger (based on contract costs only) of about \$3.00 per passenger boarding between FYs 2011-12, FY 2012-13, and FY 2013-14, but has increased to \$4.00 in FY2014-2015. As expected, Yellow 95 is the champion performer with a subsidy of \$2.11 per boarding.

The network design implemented on August 18, 2014 now provides reliable timed connections at the Downtown Yuma Transit Center and at the West Yuma Transfer

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

Center. Reliable timed connections are also available at AWC/NAU/UA between Orange 2 (in effect, the “trunk line” to Yuma), Brown 3, Gold 8 and Silver 9.

With the August 18, 2014 changes, four buses are now utilized to maintain the 60-minute frequency, plus two peak only buses supplying 30-minute service during peak hours. Yellow 95 is now interlined with Orange 2, providing a one-seat ride to a majority of residents.

Between FY 2011-12 and FY 2014-15, YCAT fixed route ridership increased from 282,101 to 462,259 annual boardings, up 63.8%. Service supply (except for Turquoise 10) increased from 24,378 to 37,693 annual revenue vehicle hours, up 54.6%. In FY 2014-15, YCAT has closed on the limits of its financial capacity, and will not be expanding significantly in the near future. FY 2014-15 indicate total boardings of almost 475,000, a .21% decrease from FY 2013-14. However, the interlining of Orange 2 and Yellow 95 may be masking some continued ridership growth, since the volume of transfers decreased due to this change.

Budgeted: N/A.

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the FY2014-2015 System Performance Report

Legal Counsel Review: N/A.

Attachments: FY2014-2015 System Performance Report

For information regarding the FY2014-2015 System Performance Report, please contact Shelly Kreger skreger@ycipta.az.gov or call 928-539-7076, extension 101.

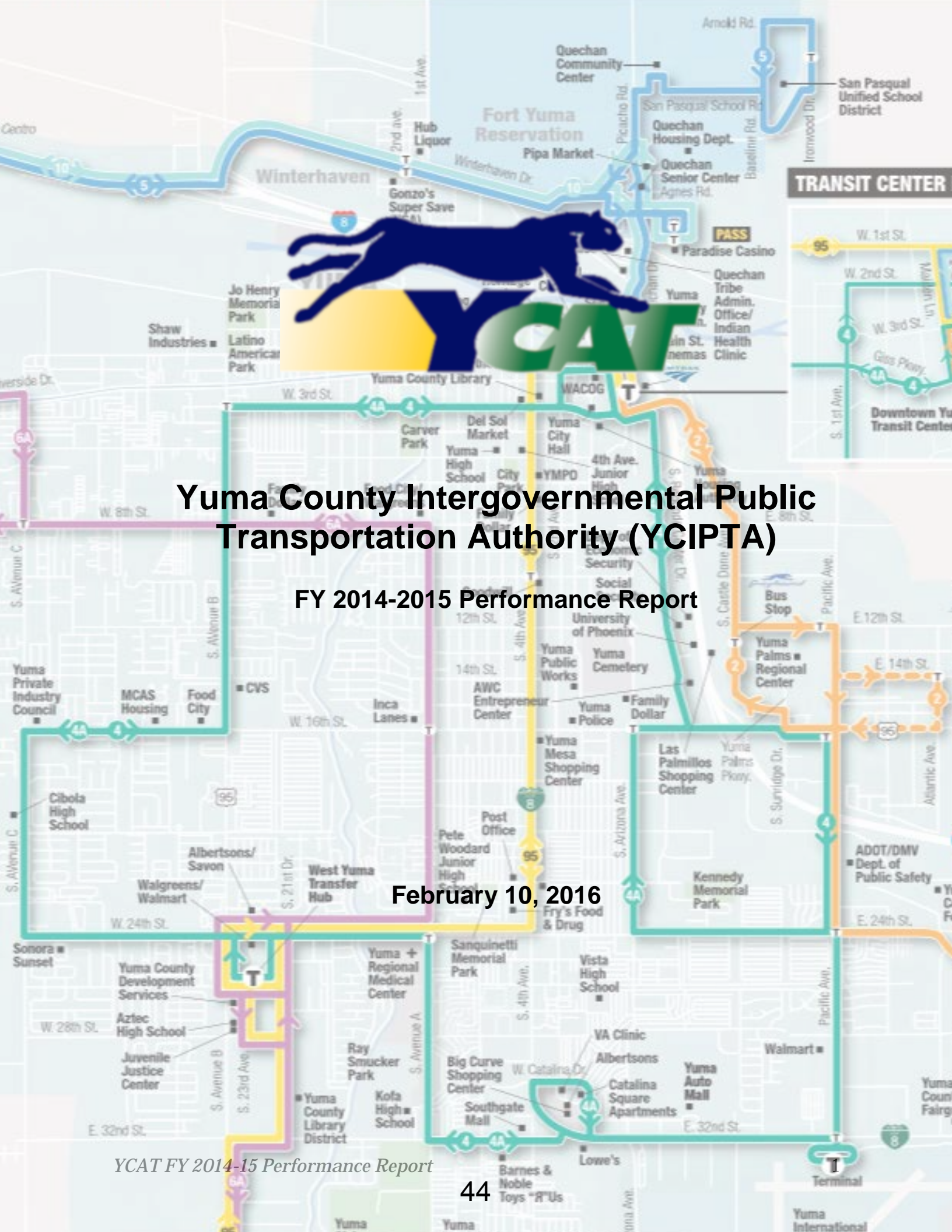
Approved for Submission



Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director



Yuma County Intergovernmental Public Transportation Authority (YCIPTA)

FY 2014-2015 Performance Report

February 10, 2016

Yuma County Intergovernmental Public Transportation Authority (YCIPTA)

Board of Directors

Greg Wilkinson, Chairman	City of Yuma
Brian Golding, Sr., Vice-Chairman	Quechan Indian Tribe
Bill Lee, Secretary/Treasurer	City of Somerton
Michael Sabath	Northern Arizona University
Dr. Glenn Mayle	Arizona Western College
Ralph Velez	City of San Luis
Susan Thorpe	Yuma County
Larry Killman	Town of Wellton
Paul Soto	Cocopah Indian Tribe

YCIPTA Management Staff

Shelly Kreger, Transit Director
Chona Medel, Financial Services Operation Manager
Carol Perez, Management Analyst
Wayne Benesch, Contract Legal Counsel

National Express (Contractor) Management Staff

Tiffany Turner, Operations Manager
Sergio Ortiz, Maintenance Manager

FY 2014-2015 Performance Report
Table of Contents

1. Introduction.....4

2. System and Routes Description Area.....5

3. Service Change History, 2013-2015.....11

Service Coverage & Service to “Transit Dependent” Persons.....16

4. YCAT System & Route Performance.....18

Fixed Route Operating Statistics & Performance Measure Trends..20

Demand Responsive Operating Statistics & Perf. Measures.....30

5. Conclusions and Recommendations.....31

Appendix A. YCAT Performance Source Data (for charts).....33

LIST OF FIGURES

1. YCIPTA Service Change Analysis Process.....1

2. YCAT Map & Service Area, Regional View.....7

3. YCAT Map & Service Area, Central Yuma.....7

4. 0.75 Mile Coverage, YCAT Fixed Route & Demand Responsive Service.....7

5. YCAT Service Profile, Effective Monday, August 18, 2014.....10

6. YCAT Performance Objectives, FY 2014-15.....18

7. YCAT Performance Analysis Summary Statistics.....19

8. Boarding Passengers by Route.....21

9. Boarding Passengers Change from Prior Year, Percent.....22

10. Revenue Vehicle Hours by Route.....24

11. Boarding Passengers Per Revenue Hour.....24

12. Contract Operating Expense by Route.....26

13. Contract Operating Expense per Revenue Vehicle Hour.....26

14. Contract Expense Per Boarding Passenger27

15. Estimated Subsidy Per Boarding Passenger (contract expense only).....27

16. Farebox Cost Recovery by Route, Cash Only (contact expense only).....28

17. YCAT Total Boardings vs. Prepaid Fare Boardings,.....29

18. YCAT Demand Responsive Operating Trends.....30

1. Introduction

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) has developed Transit Service Evaluation Guidelines to accomplish the following goals:

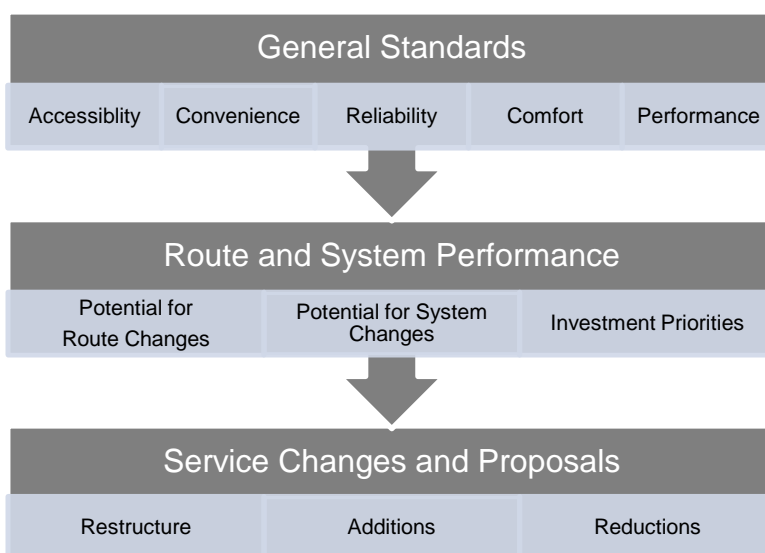
- To facilitate the use of limited resources;
- Determine the location of demand, planning, and implementation and management of Yuma County Area Transit (YCAT) service within the area.

Service guidelines help YCIPTA balance its services between productivity, social equity, geographic coverage, and investment needs. In most cases, flexible guidelines help define minimum thresholds that should be met. The performance indicators discussed and used in this report examine YCAT service at the route level for Fiscal Years 2014-2015

Service Evaluation Process

While eliminating transit service is not a goal in itself, given YCIPTA's limited budget, it may be necessary to reduce service in some areas and reallocate available resources to address important needs in other areas, or in some cases reduce poorly-performing services to balance the budget. Service performing below adopted productivity thresholds are first on the list for service changes designed to increase efficiency and effectiveness. However, not all routes that operate below YCIPTA's adopted productivity thresholds have the same priority for changes. For example, the major service restructuring recommended by YCIPTA's first Short Range Transit Plan, and implemented on August 18, 2014, included major changes that combined and streamlined routes operating below productivity standards, served areas with essentially no ridership, and/or largely duplicated other routes. Figure 1 below illustrates the service change/planning process for making service changes:

Figure 1. YCIPTA Service Change Analysis Process



2. System & Routes Description

Since YCIPTA's inception, transit service has been identified and marketed under the "Yuma County Area Transit" (YCAT) identity.

In general, YCAT route changes and new services are evaluated after 90 days of service, with adjustments made when necessary. YCIPTA began managing YCAT operations in January 2012, when the first round of major changes were implemented. Following these changes, several additional services were incrementally added including Brown Route 3 serving the Fortuna Foothills area; Turquoise 10 providing intercity service between Yuma and El Centro, California three days per week; NightCAT service providing evening flex service for Arizona Western College, Northern Arizona University, and University of Arizona (AWC/NAU/UA) students; and WelltonCAT, which was Friday-only local demand responsive service in that community.

This section describes service changes made incrementally to each route since 2012, as well as the major YCAT system restructuring implemented on August 18, 2014 as recommended in the agency's most recent *Short Range Transit Plan*. This document also includes a series of data tables and charts documenting YCAT performance during FY 2014-15.

YCAT provides a family of services that are designed to meet a wide array of travel needs. The four classes of the service are:

FIXED ROUTE services provide service on a recurring, set schedule along a fixed path with pickup and drop-off of passengers at bus stops at specific locations.

Urban (Orange 2, Green 4/4A, and Yellow 95)

Rural and Intercity services connect the Yuma urbanized area—"urbanized area" is defined by the U.S. Census as a built-up area of 50,000 persons or more—with "rural areas" including smaller cities and towns, e.g., such as Wellton, Somerton and San Luis. These routes include Blue 5,

Additional categories include:

FLEX – allows for deviations from a particular route path, to provide direct pickup and drop-off of passengers, who live in the designated geographic area of the basic route.

Urban (Brown 3 and Purple 6A)

Rural (Purple 6A and Gold 8) Purple 6A serves multiple roles, providing service to West Yuma (urban), the North Cocopah, East Cocopah, and West Cocopah Reservations, plus Somerton and unincorporated rural areas in the Highway 95 corridor.

Special Services (NightCAT, HolidayCAT, and contract Shuttle Service) – generally provides service for a targeted group of passengers, with a unique transportation need such as students returning to Yuma from AWC/NAU/UA on Monday-Thursday evenings.

DEMAND RESPONSIVE services (e.g., YCAT OnCall and formerly, WelltonCAT). YCAT's "OnCall" demand responsive service provides door-to-door service for persons eligible for the service under the federal Americans with Disabilities Act (ADA) of 1990. That is, persons with disabilities who are unable to use YCAT fixed route service. Vehicles are dispatched on a strictly as-needed basis, operating only when trip reservations have been made.

During FY 2013-14, YCAT began administering **VANPOOLS** in Yuma County, an arrangement in which a group of at least 7 passengers, with a volunteer driver, share the use and cost of a van to travel between prearranged destinations and employment location. Currently, Yuma Proving Ground (YPG) employees are the largest market served by the YCAT vanpools program. To date there are 35 vans in the vanpool program.

Figure 2 on the next page illustrates YCAT services at the countywide level; Figure 3 illustrates fixed route services in the central Yuma area. Figure 4 illustrates the YCAT OnCall service area, as well as the areas within 0.75 mile of YCAT fixed route service. Figure 5 provides a capsule description of existing YCAT fixed route, flex route and demand responsive services as of June 2015.

Figure 2. YCAT Map & Service Area, Regional View

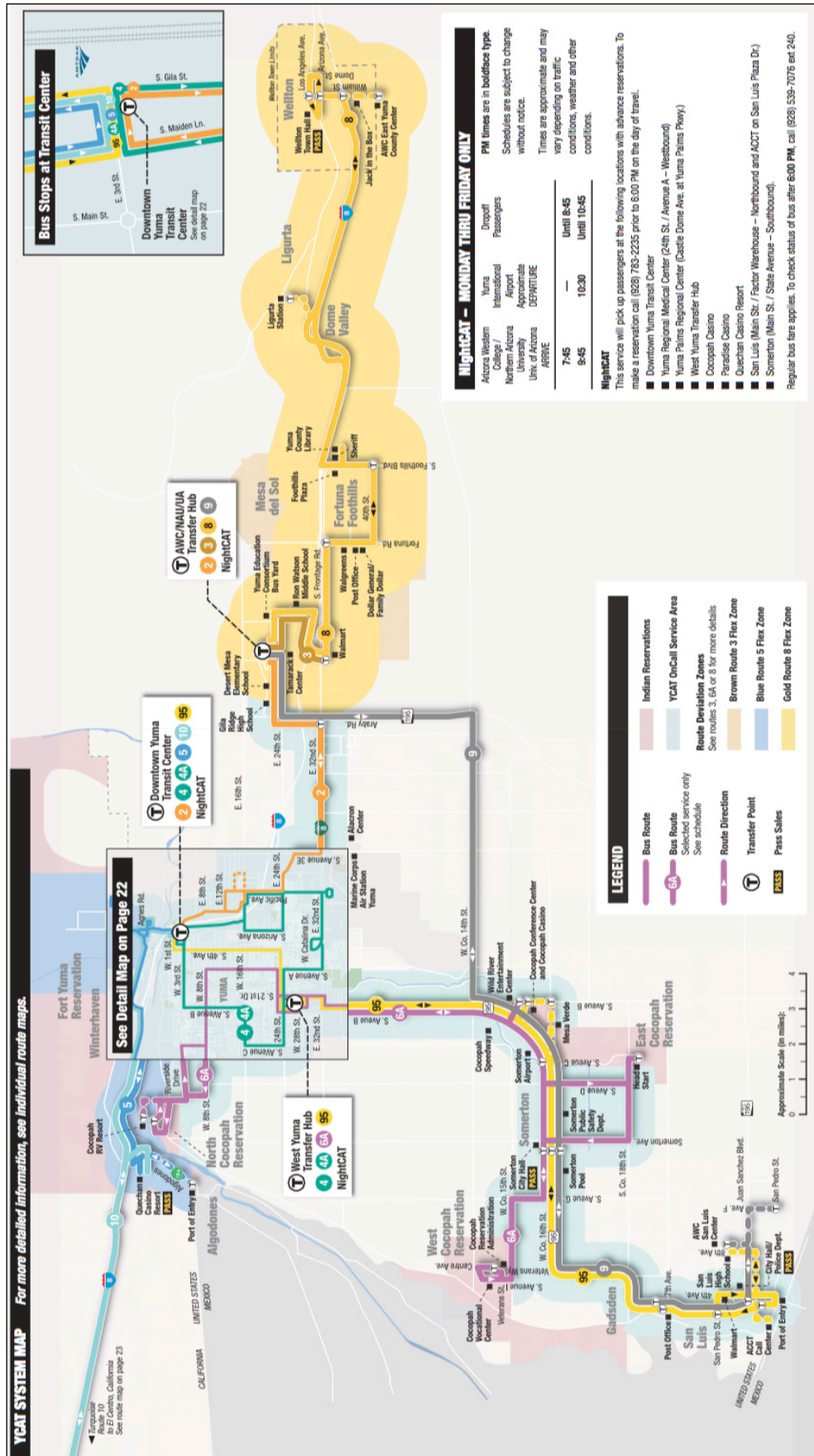


Figure 3. YCAT Fixed Route Map & Service Area, Central Yuma

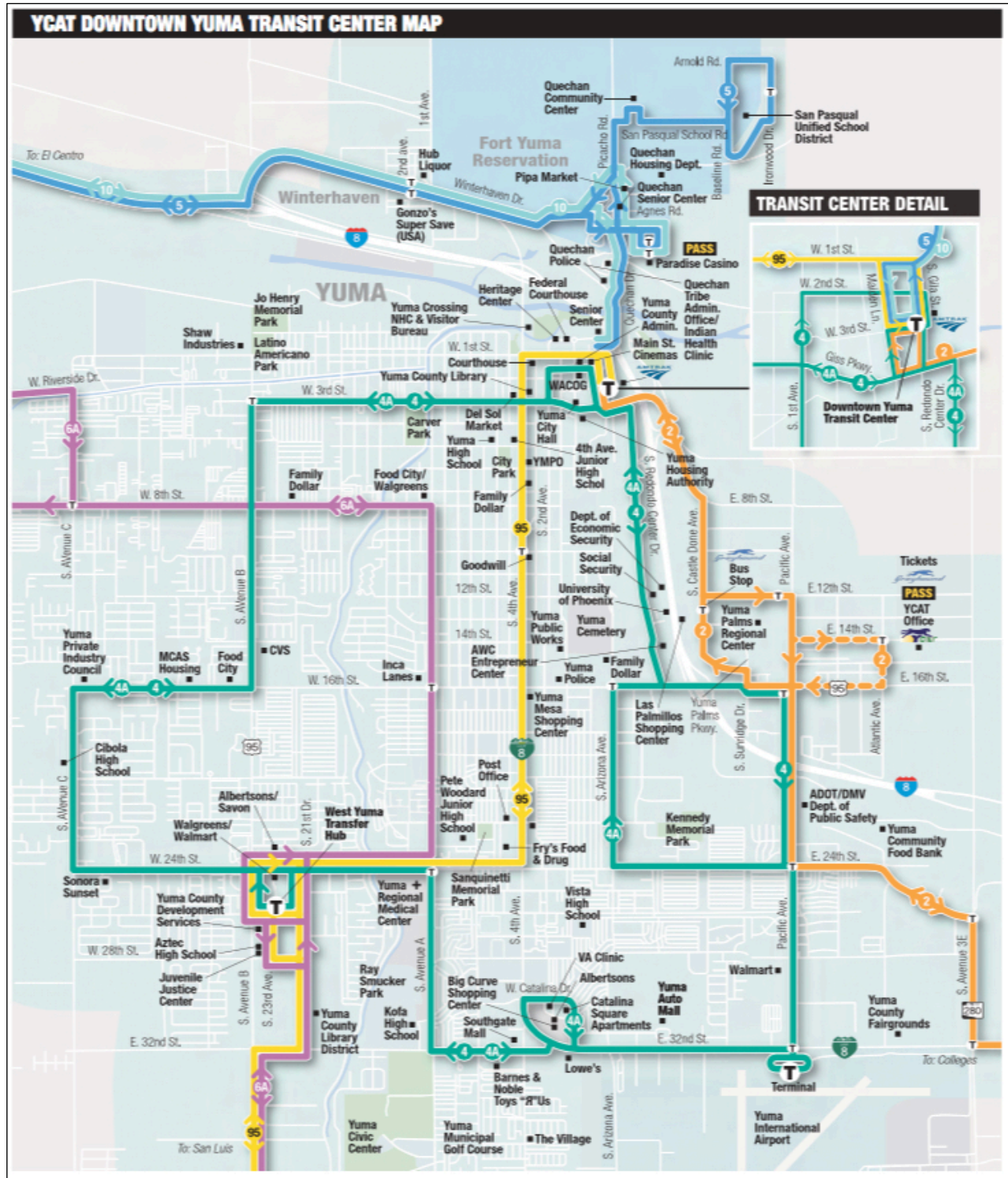


Figure 4. 0.75 Mile Coverage, YCAT Fixed Route & Demand Responsive Service

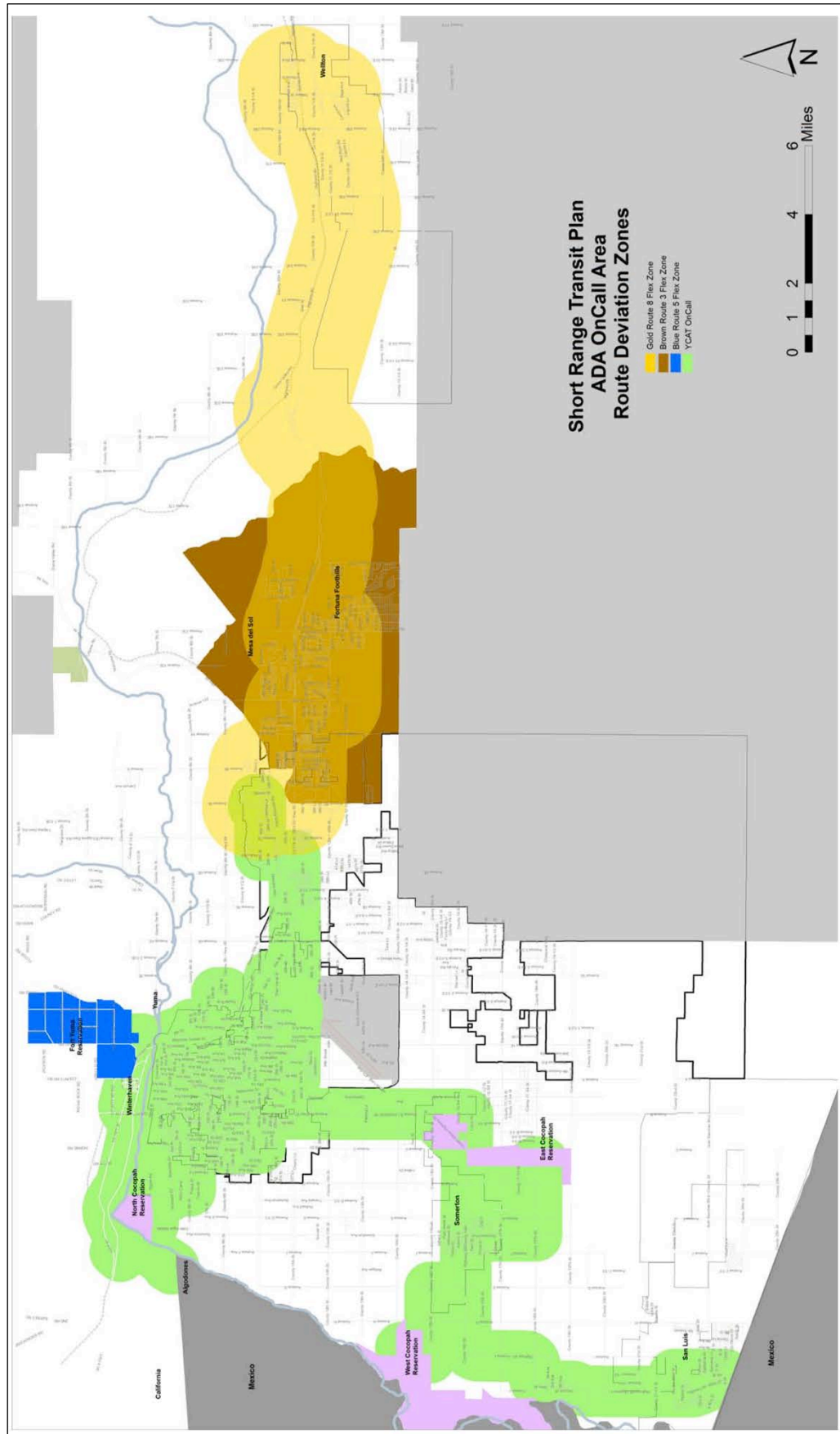


Figure 5. YCAT Service Profile, Effective Monday, August 18, 2014*

Route Number/Name	Type of Route	Headway	Peak Buses	Service Hours	Where Does Route Go?
Red Route1 Central Yuma Circulator via 4th Ave (Counter Clockwise)	Urban Fixed Route	60 min	1	6:30 am to 5:30 pm Monday-Friday 9:30 am to 4:30 pm Saturday DISCONTINUED Aug 2014	Service from Downtown Yuma Transit Center in a counter-clockwise direction in the City of Yuma serving 1st St, Paradise Casino, 4th Ave, West Yuma Transfer Hub at Walmart on 26th St at Ave B, E 32nd Street, Yuma Airport, S Pacific Ave, Yuma Palms Regional Ctr and Redondo Center Dr.
Orange Rte 2 East Yuma/Colleges (Clockwise)	Urban Fixed Route	60 min	1	6:20 am to 8:15 pm Monday-Friday 10:20 am to 6:21 pm - Saturday	Service from Downtown Yuma Transit Center via East 8th St, S. Castle Dome Pkwy (Yuma Palms), S. Pacific Ave, E. 24th St, S Ave 3E, E 32nd St, Araby Rd, E. 24th St to/from Arizona Western College (AWC)/Northern Arizona University (NAU)/University of Arizona (UA)
Brown Route 3 Fortuna Foothills Shuttle	Urban Flex Route	60 min	1	7:57 am to 6:24 pm Monday-Friday. Some trips via Route 8 NO Saturday service	Service from Arizona Western College (AWC)/Northern Arizona University (NAU), University of Arizona (UA) to the Fortuna Foothills in a point deviation checkpoint type of service.
Green Route 4/A Central Yuma Circulator via Pacific Avenue (Two way loop)	Urban Fixed Route	60 mi.	1	Route 4 - 6:53 am to 6:48 pm and Route 4A - 6:58 am to 5:53 pm Monday-Friday Route 4 - 9:53 am to 3:48 pm Saturday	Route 4 service clockwise within Yuma from Downtown Yuma Transit Center via S. Redondo Center Pkwy, E. 16th St, S. Pacific Ave, Yuma Airport, W. 32nd St, S Ave A, West Yuma Transfer Hub at Walmart on 26th St at Ave B, W. 24th Street, S Ave C, W. W 16th St, S Avenue B, W. 3rd St back to downtown Yuma. Route 4A service counterclockwise on same route, except via S. Arizona Ave and E 24th St rather than S. Pacific Ave, and eastbound deviation via Catalina Drive eastbound off W 32nd St.
Blue Route 5 Quechan Shuttle	Rural Fixed Route	60 min	1	7:19 am to 6:11 pm Monday-Friday 10:19 am to 4:11 pm Saturday	Two-way service within the Fort Yuma Indian Reservation and Winterhaven, from Paradise Casino via Picacho Road and I-8 to Andrade Port of Entry, Downtown Yuma Transit Center, Quechan Resort Casino. 5 trips serve Andrade weekdays, 3 trip Saturdays.
Purple Route 6/6A Avenues A & C Cocopah Shuttle	Rural Fixed Route	60 min Mon-Fri 3 round trips Saturdays	2	6:57 am to 6:30 pm Monday-Friday 3 round trips Saturdays from 10:57 am to 4:02 pm	From North Cocopah Reservation via Riverside Drive, Ave C, 8th St, Ave A, 24th St to West Yuma Transfer Hub at Walmart on 26th St/Ave B, Cocopah Casino, Somerton, East and West Cocopah Reservations. Two way service.
Violet Route 7 Cocopah Shuttle	Rural Flex Route	60 min.	1	7:45 am to 6:45 pm Monday-Friday DISCONTINUED Aug 2014	Deviated fixed route service between Cocopah West Reservation, Cocopah East Reservation (westbound only), Mesa Verde/Orange Grove, Cocopah Casino.
Gold Route 8 Interstate 8/Wellton	Rural Flex Route	2 round trips	1	6:55 am to 7:52 am; 2:57 pm- 4:52 pm Monday-Friday	Deviated fixed route service from AWC/NAU/UA, Fortuna Foothills and on request to Ligurta Station.
Silver Route 9 San Luis-AWC Connector	Rural Fixed Route	3 am and 2 pm trips	2	5:46 am to 9:15 am/3:15 pm- 6:16 pm Monday- Thursday	Two Way Service from AWC/NAU/UA to Somerton and San Luis via AWC San Luis Center State Route 95, and E County 14th St. (Service via Arizona 195 discontinued August 2014).
Turquoise Route 10 Interstate 8/El Centro	Urban Fixed Route	2 round trips 3 days/week	1	7:30 am-10:17 am/ 1:30 pm- 4:17 pm Mon & Wed 10:30 am-1:17 pm/2:30 pm -5:17 pm Saturday	Fixed route service from Quechan Paradise Casino, Downtown Yuma Transit Center, Yuma Palms, and Winterhaven to/from El Centro, California. Service to Imperial Valley Mall upon request. Note: Winter Schedule operates an hour later on all trips.
Yellow Route 95 S. 4th Ave, Highway 95 South (Yuma-Somerton- Gadsden-San Luis)	Urban/ Rural Fixed Route	30 min Peak (Mon-Fri); 60 min Midday & Saturday	4	5:35 am to 8:07 pm Monday- Friday 9:32 am to 6:43 pm Saturday	Service from Yuma Palms Regional Center, Downtown Yuma Transit Center to San Luis via West Yuma Transfer Hub, Somerton and Gadsden via US Highway 95 and Yuma Palms. Note: This route replaced former Red 1 on S 4th Ave in Yuma.
NightCAT	Shuttle	3 night trips	1	7:15 pm to 11:15 pm Monday-Friday.	Service from AWC/NAU/UA to requested bus stops in Winterhaven, Yuma, San Luis, Somerton, Cocopah & Fort Yuma Reservations, Winterhaven, and Fortuna Foothills and within ¼ mile radius of existing YCAT routes only.
YCAT OnCall	Urban and Rural Dial-A- Ride	Reservations next day in advance; u to 7 days in advance	2	5:50 am to 8:07 pm Monday- Friday 9:15 am to 6:43 pm Saturdays	Door to door service in compliance with ADA, providing complementary paratransit within ¼ mile of YCAT fixed routes. Services provided in southwestern Yuma County, portions of Imperial County, CA and Winterhaven, CA, excluding Wellton, El Centro, Tacna and Fortuna Foothills (covered by other services).
WelltonCAT	Shuttle	Fridays	-	3:00 pm to 7:00pm Fridays DISCONTINUED Aug 2014	General public demand response service within Wellton and surrounding areas.
YCAT Vanpool	Vanpool	n/a	35 vans	24 hours	Commute-oriented point to point service initiated by passengers using contracted vans with YCIPTA subsidy of up to \$300/month.

* Routes marked yellow discontinued on August 16, 2014, but shown in table due to data for 7/1/14-8/16/14.

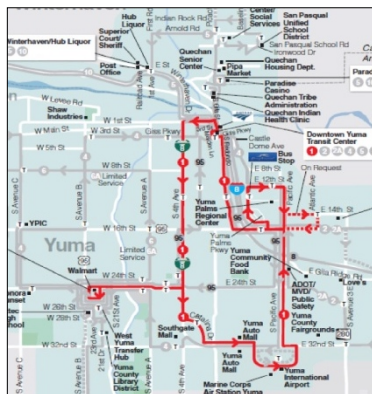
3. Service Change History, 2013-2015

Red 1 – Central Yuma (Counterclockwise)

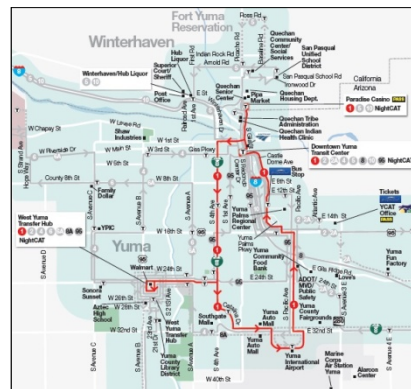
Route 1 was discontinued prior to 2012 for budgetary reasons, but the route was restored in January 2012. This route served major destinations in central Yuma including downtown, Yuma Palms Regional Center, Yuma International Airport, Yuma Regional Medical Center, and the West Yuma transfer center, as well as S. Pacific Avenue, S. 4th Street, Redondo Center Drive and other major streets. From January 2012 through January 2013, Route 1 also provided service across the Colorado River into California to serve Winterhaven and the Quechan Paradise Casino. From January 2013 to October 2013, Blue Route 5 replaced California service. Effective August 18, 2014, Red 1 was discontinued, various segments replaced by several routes.

The figures below show changes to Red 1 prior to its August 2014 discontinuance.

Post January 2013



Post October 2013

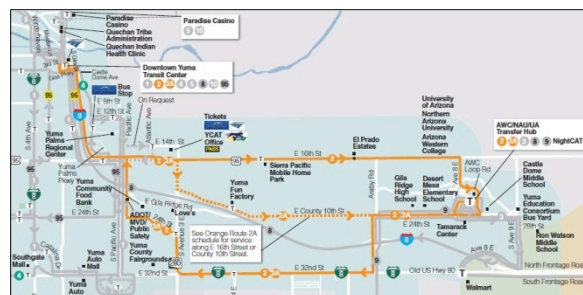


Orange 2 – Central Yuma – East Yuma – AWC/NAU/UA

Orange Route 2 underwent a number of incremental changes prior to its modification as part of YCAT’s major restructuring implemented in August 2014. These included variations in the routing between downtown Yuma and AWC/NAU/UA, and changes in the route’s late afternoon ending times due to low student ridership after 3:00 p.m.

The figures below show changes to Orange prior to the August 2014 changes.

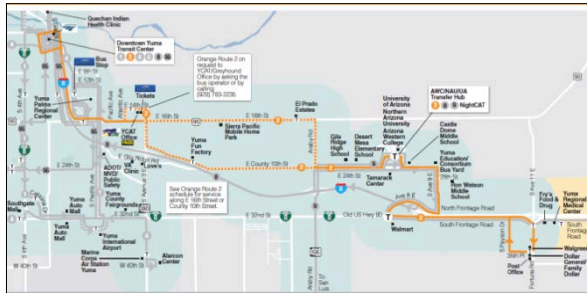
Post January 2013



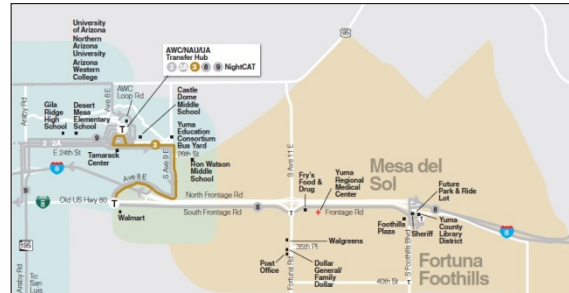
Brown 3 – Fortuna Foothills Flexroute

Brown Route 3 began service in Spring 2012 to serve the Fortuna Foothills area generally located east of the AWC/NAU/UA campus, straddling I-8. Service was modified in January 2013 to replace limited fixed route service previously provided by an Orange 2/2A service variation.

Post October 2013 (Orange 2/2A)



Post January 2013



Green 4 – Central Yuma (clockwise)

Green Route 4 was operated prior to the January 2012 changes, and survived earlier cuts that temporarily eliminated Red 1 for budgetary reasons. Modifications were made in January 2013 in order to improve on-time performance and eliminate a non-productive segment serving an industrial area east of MCAS-Yuma. Incremental changes were also made to

Post January 2013



Blue 5 – Yuma-Paradise Casino-Winterhaven-Quechan Reservation

Blue Route 5 began operation in January 2012 to accommodate trips crossing the Colorado River between Arizona and California, including to the Quechan Casino & Resort, Quechan Paradise Casino, Fort Yuma “Indian Hill,” Winterhaven and the Quechan Indian Reservation in general. Later, a connection to the border crossing at Algodones was added due to numerous requests. Blue 5 schedule changes were made often to improve on-time performance, plus changes to afternoon service ending times.

Post January 2013



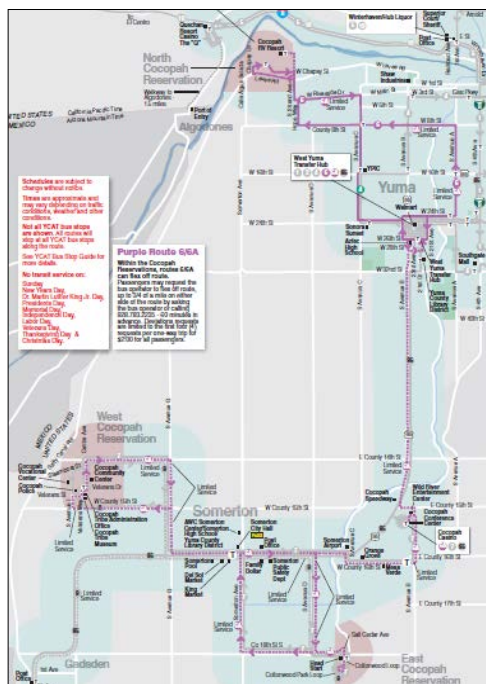
Post October 2013



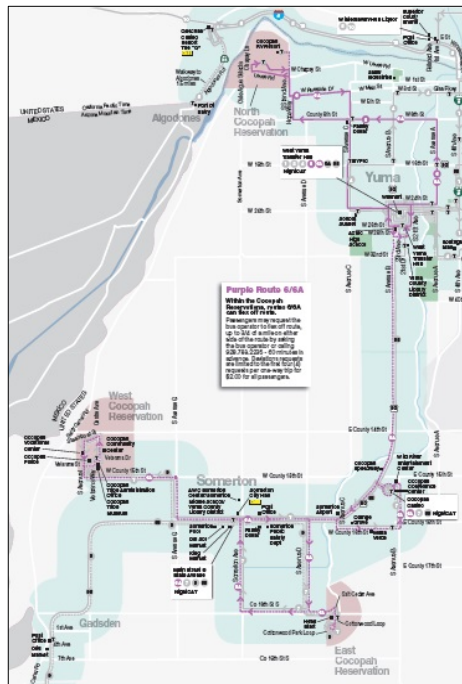
Purple 6/6A – Cocopah North, East, West, South-Yuma-Somerton

Purple Route 6/6A has undergone a series of changes designed to improve productivity and on-time performance. The current configuration of Purple 6A combined previous Purple 6, Purple 6A, and Violet 7 in October 2013. This combination occurred so the North, West and East Cocopah Reservation would be served by one route, rather than forcing tribal members to transfer at the West Yuma transit center or Cocopah Casino.

Post January 2013



Post October 2013



Violet 7 – West Cocopah-Somerton-East Cocopah-Cocopah Casino

This route was discontinued in early 2014, with service combined with Purple 6A. See maps above.

Gold 8/8A – (Yuma)-AWC/NAU/UA-Fortuna Foothills-Wellton

In January 2012, Gold 8 originally served the entire Yuma-AWC/NAU/UA-Fortuna Foothills-Wellton corridor. In late 2013, the route was changed to serve only the AWC/NAU/UA-Fortuna Foothills-Wellton segment, with connections through to Yuma provided by Orange 2 at AWC/NAU/UA. Gold 8 also covers the Fortuna Foothills area served by Brown 3, reducing expenses in that relatively low productivity area.

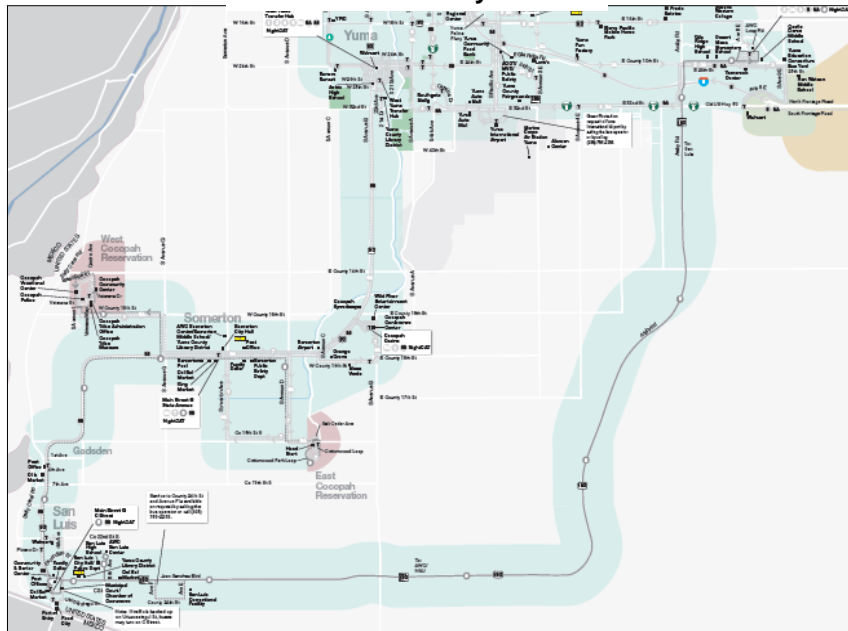
Post January 2012



Silver 9 – San Luis-AWC/NAU/UA

Silver Route 9 began operation in January 2012 to serve the need to connect students living in San Luis to AWC/NAU/UA. This route was modified to provide flex service on school nights, including drop-offs in Somerton and the Cocopah Reservations. This route was modified in August 2014 to provide direct services in the Highway 95 corridor to supplement Yellow 95, and to provide direct service between Somerton and AWC/NAU/UA, in addition to San Luis.

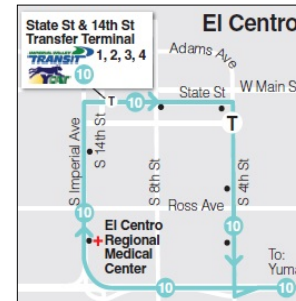
Post January 2013



Tuquoise 10 – Yuma-Quechan Reservation-EI Centro

Turquoise Route 10 began operation in FY 2012-13 in order to provide a 3-day-per-week connection between Yuma, the Cocopah Indian Reservation and El Centro, California. This route specifically was designed to meet the needs of Eastern Imperial County, California residents who needed access to various county or state functions, such as courts, Department of Motor Vehicles, and social and medical services only available in El Centro or other major Imperial County communities, not Winterhaven or on the Quechan Indian Reservation

Post January 2013



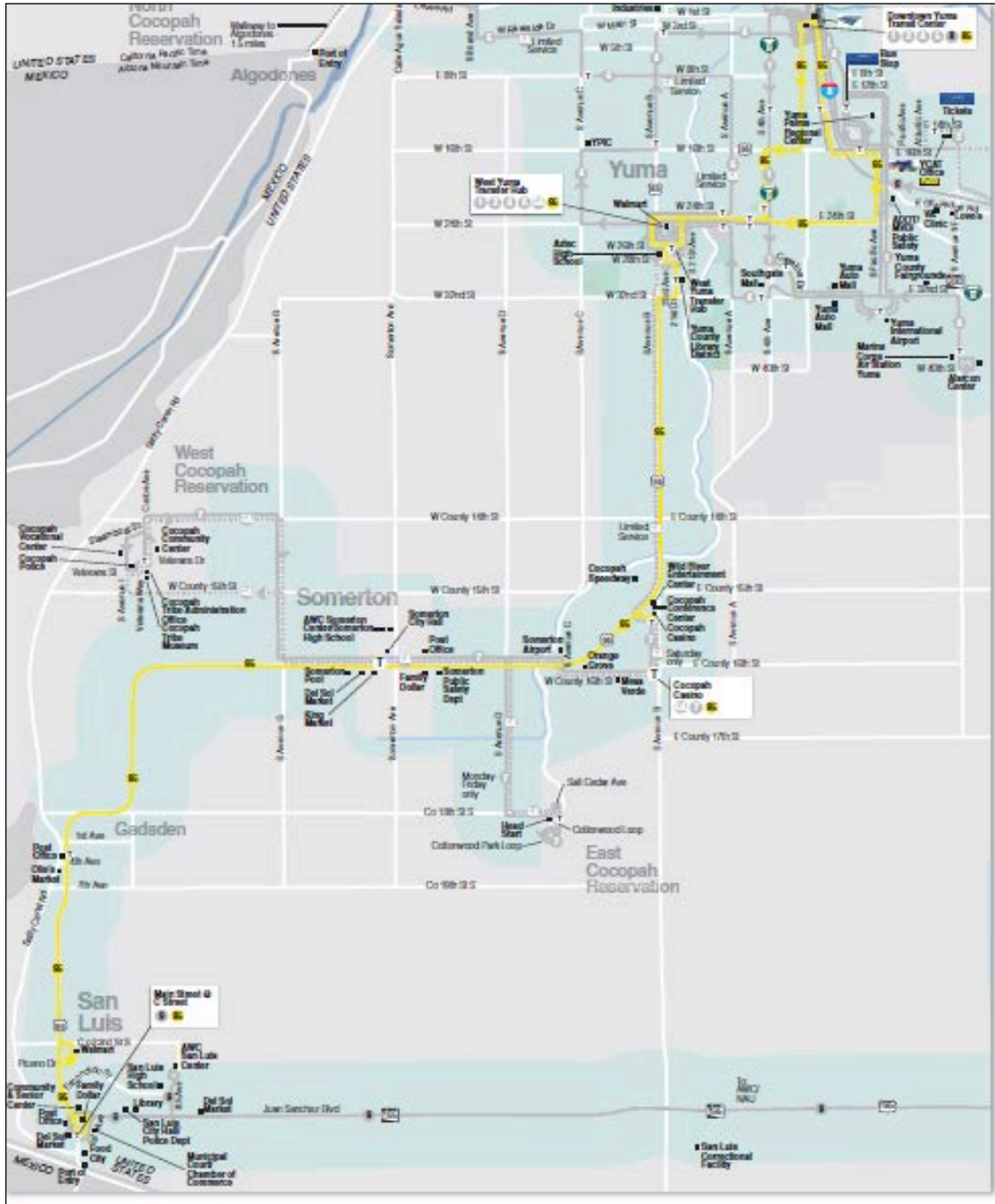
Post October 2013



Yellow 95 – Yuma-East Cocopah-Somerton-Gadsden-San Luis

Yellow Route 95 provides intercity semi-express bus service between Yuma, the East Cocopah/Cocopah Casino, Somerton, Gadsden, and San Luis, ending within a block of the Mexican border. Service frequencies have varied over the years, with service every 45 minutes over most of the span of service. Various combinations of entry into and leaving Central Yuma were also tried. Changes in Yellow 95 service ending times have also been made incrementally, plus an extension of selected trips to the ACCT Call Center in San Luis.

In August 2014, Yellow 95 was restructured to cover S. 4th Avenue in Central Yuma in both directions, replacing discontinued Red 1 on this segment. In addition, Yellow 95 buses are now through-routed with Orange 2 to/from AWC/NAU/UA.



Service Coverage & Service to “Transit Dependent” Persons

In a highly auto-oriented area like Yuma County, the primary role of transit has evolved to provide access and mobility for those, who for whatever reason, do not have access to a motor vehicle so that can access work, shopping, medical and other daily activities. “Accessibility” means that access to desired activities and destinations is readily available. In contrast, “mobility” refers to the physical movement needed to achieve access, regardless of mode.

In urbanized areas, the YCAT standard is at least 75% of the population shall have access to a fixed route bus stop within 0.5 mile, or a 10-minute walk. Since the primary role of YCAT is to serve those without access to a vehicle, the system should be readily available where “transit dependent” persons reside. Figure 4 illustrates the reach of transit effective with the August 2014 changes, compared to population within a 0.75 mile of a route, which is also the coverage area of ADA-required OnCall service. A majority of Yuma urbanized area and incorporated city residents live near a bus route.

In the route coverage analysis based on an evaluation of 2010 U.S. Census data completed for the *YCAT Transportation Development Plan* completed in 2011 and detailed in YCAT’s *FY 2013-2014 Performance Report*, about 77% of the population has a bus route within a half mile reach within the urbanized area.

The figure on page 14 of YCAT’s *FY 2013-2014 Performance Report* illustrates duplicate coverage areas; within half a mile in several parts of central Yuma, primarily occurring between Ave A and Pacific Avenue. “Duplicate coverage” means an area that has more than one route within walking distance. This is typical of areas with major activity centers or that are densely populated (the population density of several areas of Central Yuma exceed 8,000 persons per square mile).

Prior to the August 2014 service changes, three routes (Red 1, Green 4, and Yellow 95) convolutedly traverse nearly the same geographic area in one-way directional loops. Along Avenue A, route Purple 6 overlaps with Red 1, Green 4, and Yellow 95 along 4th Ave. One-way loops usually are less legible (*simplicity makes it easier to remember the transit system layout*), and increase travel time since one-way loops require much out-of-direction travel. A rider must typically return to their origin differently than to the destination, thus diminishing legibility and convenience.

Low-income status is also a key indicator of transit dependency. The Federal Transit Administration (FTA) defines a “low-income” person as someone whose median household income is at or below 150% of the U.S. Department of Health and Human Services (HHS) poverty guidelines. Pages 15 and 16 of YCAT’s *FY 2013-2014 Performance Report* illustrate low-income areas in the YCAT service area, based on American Community Survey median income data, as well as the following 2013 HHS thresholds at 150%: \$17,235 (1 *per* household); \$23,265 (2 *per* household); \$29,295 (3 *per* household); and \$35,325 (4 *per* household).

4. YCAT System & Route Performance

During FY 2014-2015, YCAT carried 462,259 passengers including YCAT OnCall demand responsive service, a .21% decrease from, the prior fiscal year. Compared to FY 2013-14, an additional 1,793 revenue vehicle hours (*scheduled hours of service available to passengers*). Additionally, a systemwide farebox recovery ratio of 17.13% farebox recovery ratio (*proportion of transit operating expenses covered by passenger fares*) was achieved.

In addition, prepaid pass programs were continued during FY 2014-15 for Arizona Western Collage, Northern Arizona University, University of Arizona, Aztec High School, and Yuma Private Industry Council Charter High School students, employees, and facility. This program allows students and employees with valid IDs to ride YCAT fixed route buses for free. Since in effect these programs are prepaid fares, they increase the achieved YCAT farebox recovery ratio still further

Figure 6 below provides performance measures used for system productivity analysis for FY 2014-15. Figure 7 summarizes key operating data by route. Subsequent figures illustrate the comparative performance of each route compared to one another and from one year to the next.

As a general rule, new transit service should fully meet established performance standards by the end of the second full year of operation. Expansion of existing service should be meeting at least 50% of the established performance standards during the first year of operations.

Figure 6. YCAT Performance Objectives, FY 2014-15

Service Categories	Performance Measures			
	Operating Cost per Hour Not Exceed	Passengers per Revenue Hour Not to Fall Below	Subsidy per Passenger Not to Exceed	Farebox Recovery Not to Fall Below
Urban Fixed (Routes 2, 4, 4A, and 95)	\$90.00	10	\$10.00	20%
Rural Fixed (Routes 5, 9, 10)		5		
Urban Flex (Routes 3 and 6, 6A)		4		
Rural Flex (Routes 6A and 8)		3		
Special Service (NightCAT and HolidayCAT)		3		
Shuttles (no current)		20		
Demand Response (YCAT OnCall) ¹		2.5		
Systemwide	\$90.00	15	\$17.50	20%

¹ Fully replacing previous Dial-A-Ride, YCAT OnCall is available to ADA customers only.

Figure 7. YCAT Performance Analysis Summary Statistics

ROUTE		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Red 1	Boardings	16,107	37,339	42,581	4,026
	Revenue Hours	1,784.0	3,568.0	3,145.0	419.6
	Operating Cost	\$ 84,679	\$ 158,054	\$ 154,423	\$ 24,672
Orange 2	Boardings	28,036	47,909	54,418	44,655
	Revenue Hours	3,235.0	3,634.0	3,061.0	4,120.1
	Operating Cost	\$ 165,922	\$ 160,989	\$ 150,308	\$ 242,262
Brown 3	Boardings	-	5,293	11,494	9,066
	Revenue Hours	-	1,396.0	2,848.0	2,434.4
	Operating Cost	\$ -	\$ 61,849	\$ 139,847	\$ 143,143
Green 4/Green 4A	Boardings	45,767	43,165	54,010	64,267
	Revenue Hours	3,537.0	3,645.0	3,440.0	5,823.9
	Operating Cost	\$ 165,922	\$ 161,489	\$ 168,923	\$ 342,445
Blue 5	Boardings	664	11,597	15,532	16,793
	Revenue Hours	289.0	3,405.0	3,544.0	3,112.3
	Operating Cost	\$ 13,664	\$ 150,828	\$ 174,024	\$ 183,003
Purple 6 (6A FY15)	Boardings	23,493	12,517	8,643	46,107
	Revenue Hours	3,098.0	2,486.0	1,434.0	5,907
	Operating Cost	\$ 161,536	\$ 110,117	\$ 70,606	\$ 347,302
Purple 6A	Boardings	742	4,700	14,246	-
	Revenue Hours	309.0	854.0	2,100.0	-
	Operating Cost	\$ 14,629	\$ 37,810	\$ 103,123	\$ -
Violet 7	Boardings	7,282	19,866	20,621	-
	Revenue Hours	1,283.0	2,774.0	2,048.0	-
	Operating Cost	\$ 63,540	\$ 122,889	\$ 100,557	\$ -
Gold 8	Boardings	953	1,831	1,832	7,353
	Revenue Hours	294.0	581.0	851.0	612.4
	Operating Cost	\$ 13,955	\$ 25,717	\$ 41,784	\$ 36,009
Silver 9	Boardings	2,281	10,892	14,035	16,248
	Revenue Hours	547.0	1,130.0	1,007.0	1,054.2
	Operating Cost	\$ 25,977	\$ 50,047	\$ 49,444	\$ 61,987
Turquoise 10	Boardings	-	1,027	2,651	5,597
	Revenue Hours	-	343.0	907.0	911.4
	Operating Cost	\$ -	\$ 16,178	\$ 44,522	\$ 53,590
Peach 13	Boardings	-	-	4,621	202
	Revenue Hours	-	-	1,053.0	84.0
	Operating Cost	\$ -	\$ -	\$ 51,702	\$ 4,939
Yellow 95	Boardings	155,962	176,214	214,031	241,263
	Revenue Hours	7,620.0	8,688.0	9,786.0	12,390.9
	Operating Cost	\$ 397,306	\$ 384,865	\$ 480,515	\$ 728,585
NightCAT	Boardings	814	2,639	3,163	3,848
	Revenue Hours	185.0	388.0	587.0	727.5
	Operating Cost	\$ 8,762	\$ 17,180	\$ 28,822	\$ 42,777
HolidayCAT	Boardings	-	1,358	1,334	1,619
	Revenue Hours	-	155.0	90.0	179.6
	Operating Cost	\$ -	\$ 3,588	\$ 4,419	\$ 10,560
GRAND TOTAL	Boardings	296,240	349,511	463,326	461,044
	Revenue Hours	22,223.0	32,892.0	36,939.0	37,777
	Operating Cost	\$ 1,189,267	\$ 1,570,215	\$ 1,764,596	\$ 2,221,276

IMPORTANT NOTE: Operating costs presented in this table are contract expenses only, and do not include YCIPTA costs for administration, overhead, fuel, insurance, etc.

Fixed Route Operating Statistics & Performance Measure Trends

Figures 8 through Figure 16 summarize changes in performance indicators for each individual route and the YCAT fixed route network as a whole, by Fiscal Year. These indicators are as follows:

Figure 8. Boarding Passengers by Route

Figure 9. Boarding Passengers Change from Prior Year

Figure 10. Revenue Vehicle Hours by Route

Figure 11. Boarding Passengers per Revenue Vehicle Hour

Figure 12. Contract Operating Expense by Route

Figure 13. Contract Operating Expense per Revenue Vehicle Hour

Figure 14. Contract Expense Per Boarding Passenger

Figure 15. Estimated Subsidy Per Boarding Passenger (contract expense only)

Figure 16. Estimated Farebox Cost Recovery by Route (contract expense only)

Definitions. A “boarding passenger” is one person boarding a bus one time, regardless of how many times an individual boards a bus in a given day (This is **not** the same as a “linked trip,” which is one individual traveling from one origin to one destination regardless of how many boardings and transfers are made in one trip. Estimating linked trips is an analytical challenge beyond the scope of the current analysis).

A “revenue vehicle hour” is a bus operating over a period of one hour, when transit service is available for use by passengers. Revenue vehicle hours specifically exclude the time required for a bus to travel to/from the bus garage and its service originating or ending point, e.g., when a bus is not available for passengers to use.

“Contract operating expense” is the cost to YCIPTA for bus service that is contracted out to the private sector for operations, including wages and benefits for drivers, dispatchers, contractor’s management and maintenance personnel. This expense specifically **does not** include YCIPTA’s direct expenses for non-contractor (e.g., public sector) wages and benefits, office expenses including rent, materials expense such as fuel and other supplies, insurance, administrative and other overhead costs.

“Cash fares” also do not include contractual prepaid fare programs for AWC/NAU/UA and other students, employees and Cocopah tribal members that allow cash-free boarding with only a valid ID. The “farebox cost recovery” for YCAT routes is calculated dividing cash fares by contract operating expenses. Though this farebox cost recovery calculation is overstated since direct, non-operating contract expenses are not included, it is approximately representative for the entire system, since prepaid fare revenues can legitimately be calculated as fares. An outcome unique to YCAT is that the Orange 2 and Silver 9 farebox recovery (and to an extent, that of Yellow 95) calculated here is low due to large numbers of AWC/NAU/UA students. This is also the case for Purple 6A, due to heavy usage by Cocopah tribal members who may board with a valid tribal ID.

Figure 8. Boarding Passengers by Route

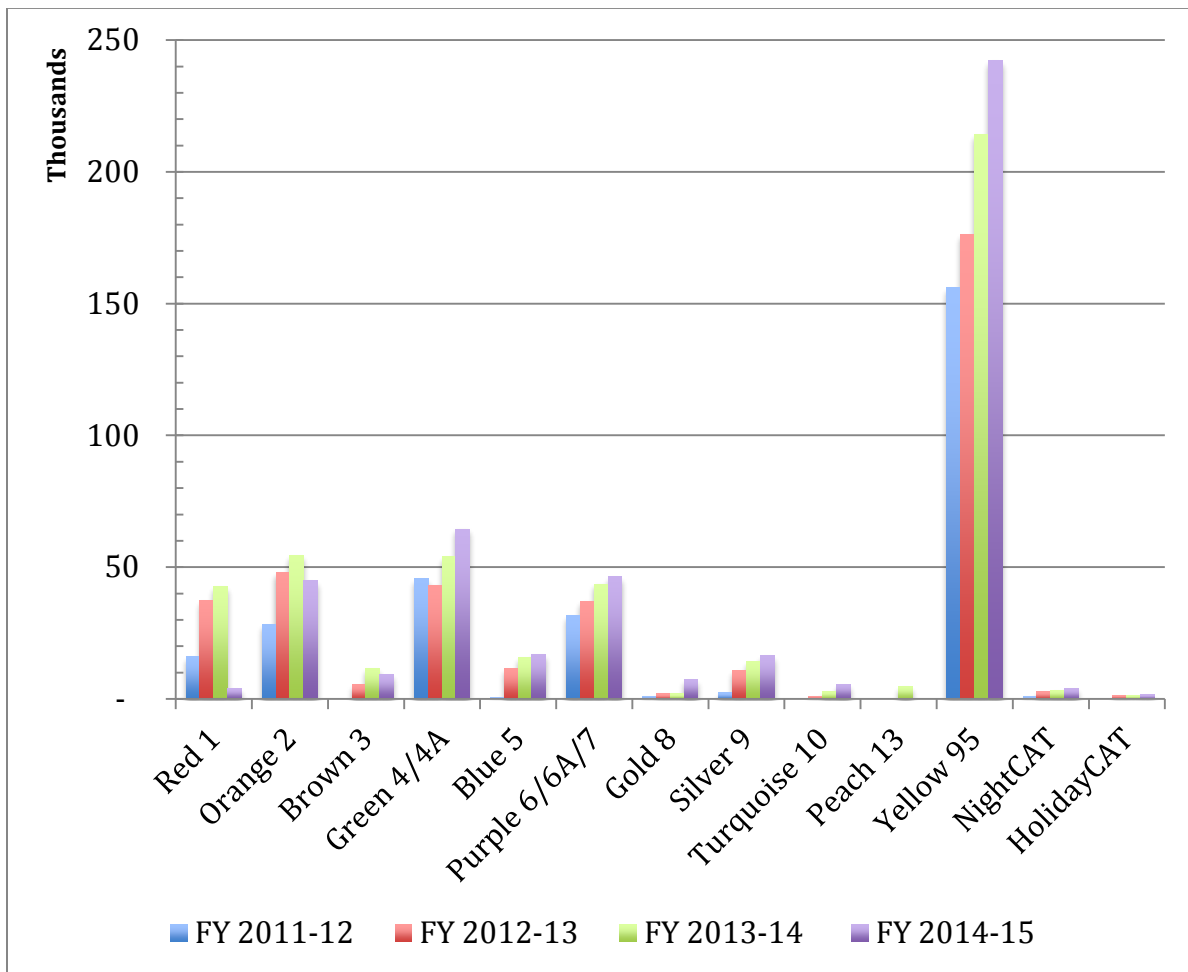
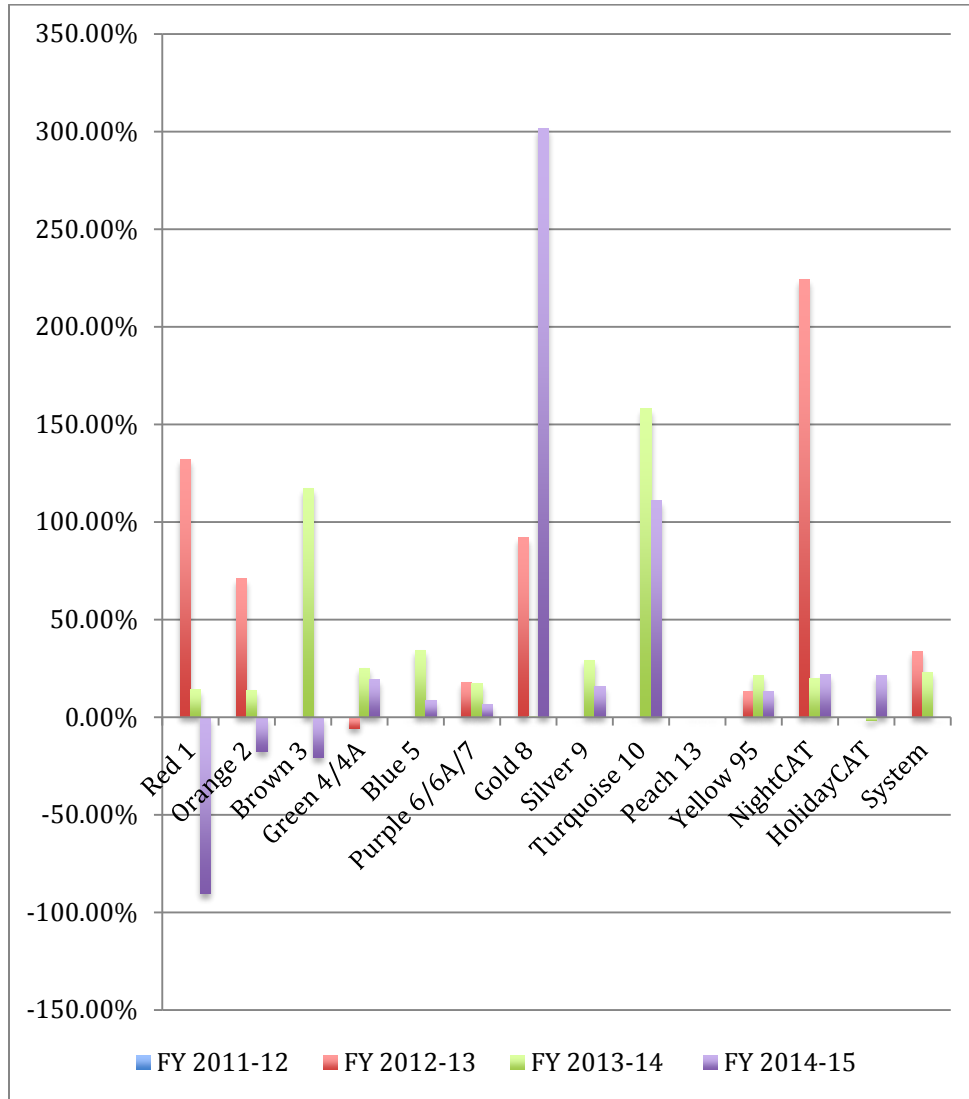


Figure 9. Boarding Passengers Change From Prior Yr, Percent #



As shown in Figure 8, most YCAT routes have experienced significant ridership increases in FYs 2011-12, 2012-13 and 2013-14 with a slight decrease of .21% in 2014-15.

Red 1 was discontinued with a 90% drop in ridership reflecting operation only between July 1 and August 16, 2014. Peach 13, a temporary shuttle for YRMC employees while a parking garage was under construction, was also discontinued.

As in the past Yellow 95 dominates and is quickly increasing its share of total YCAT patronage, constituting 52.3% in FY 2014-15 .

Effective on Monday, August 18, 2015, Yellow 95 and Orange 2 were restructured to “interline,” e.g., eastbound Yellow 95 buses become Orange 2 buses at the downtown Yuma transit center, and westbound Orange 2 buses transition to southbound/westbound Route 95. Yellow 95 also was restructured to incorporate the South 4th Avenue segment of previous Red 1 in both directions, and Orange 2 was rerouted in both directions via East 32nd Avenue and other connecting segments.

In FY 2014-15 boardings for Orange 2 showed a slight decline from FY 2013-14. However, since Yellow 95 and Orange 2 are now interlined, the combined share of both routes of all YCAT boardings increased from 57.9% in FY 2013-14 to 62.% in FY 2014-15 . While Orange 2 shows an estimated decline in FY 2014-15 of about 21% compared to FY 2013-14, most of this projected decline is probably explained by less much transferring between Yellow 95 and Orange 2 since the August 2014 restructuring.

Green Route 4/4A boardings have continued to grow each year with growth for FY 2014-15 to be up 16% from FY2013-2014. Green 4A provides counter clockwise service to Green 4’s clockwise operations, also replacing portions of discontinued Red 1.

Restructuring of Purple 6, Purple 6A, and Violet 7 into one continuous route, the current Purple 6A, has been successful in attracting strong ridership growth. In FY 2011-12, the former three routes collectively served 31,517 boardings. In FY 2012-13 there were 37,083 boardings (+17.7%), and during FY 2013-14, 43,510 boardings (+17.3%). However, after combining all routes ridership through June 30, 2015 totaled 46,320 (+6.5%).

In terms of ridership, in their configurations effective August 18, 2014, Orange 2, Green 4 Green 4A, Purple 6, Silver 9 and Yellow 95 constitute YCAT’s “core” routes. These six routes serve about 88%-90% of YCAT boardings, while constituting about 75% of YCAT revenue vehicle hours. Collectively these routes served about 13 passengers per revenue vehicle hour. This measure is discussed in more detail below.

The “lifeline” routes (Gold 3, Blue 5, Turquoise 10) have shown strong ridership growth since FY 2011-12, but their collective productivity is still relatively low, e.g., collectively less than 7.8 passengers per revenue vehicle hour. Gold Route 3 had the most increase from FY2013-2014 to FY2014-2015 at a rate of 81.67%

Figure 10. Revenue Vehicle Hours by Route

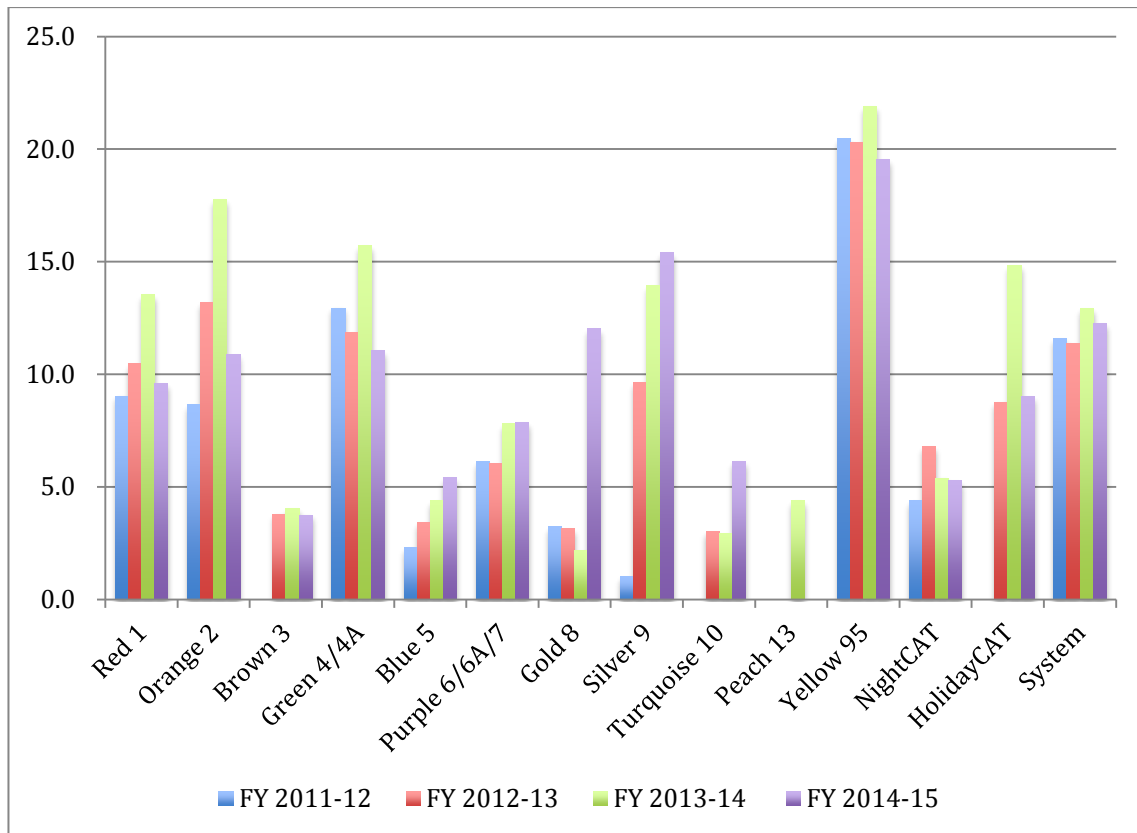
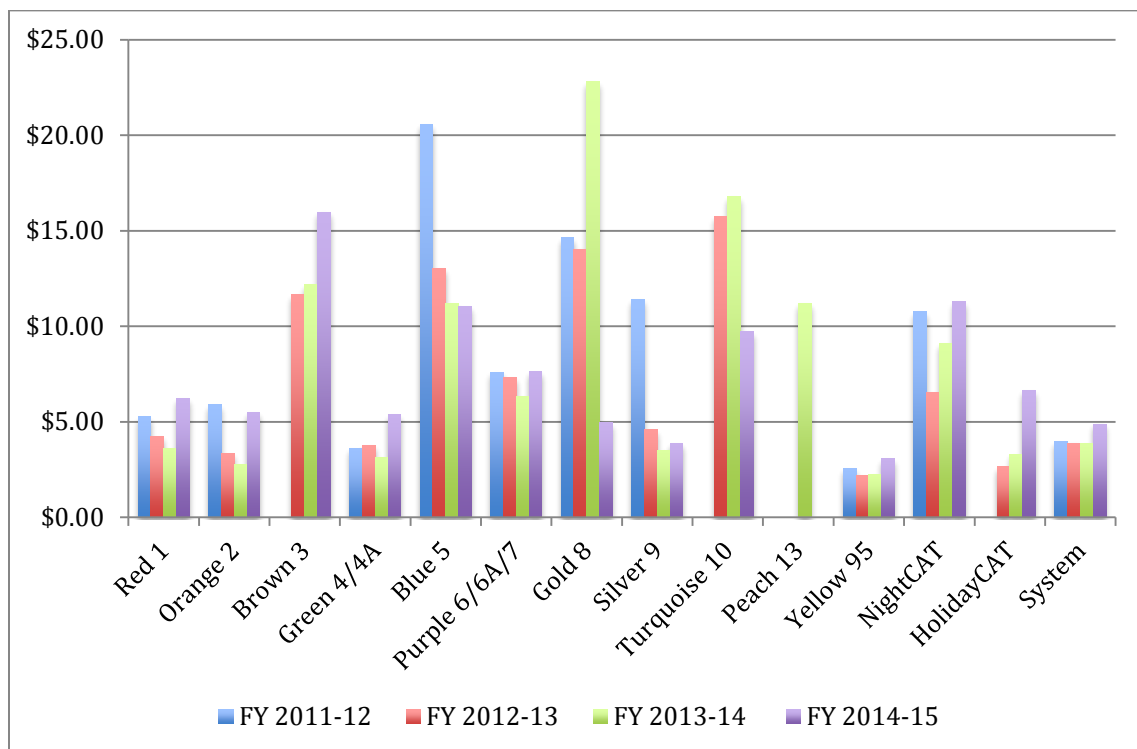


Figure 11. Boarding Passengers Per Revenue Vehicle Hour



As shown in Figure 11, YCAT productivity as measured by passenger boardings per revenue vehicle hour has increased slightly since FY 2011-12, e.g., up from about 11.5 to about 12.3 passenger boardings/revenue vehicle hour during FY 2014-15.

As expected, Yellow 95 leads all other routes by a wide margin averaging 20.0-21.0 boardings per revenue vehicle hour. Silver 9 has shown marked improvement in this productivity measure, averaging slightly less than 10 boardings/revenue vehicle hour in FY 2012-13, nearing 16 boardings/revenue vehicle hour during FY 2014-15.

In contrast, Orange 2 serving East Yuma and AWC/NAU/UA has seen a marked decline in the past year, from about 18.0 boardings/revenue vehicle hour in FY 2013-14 to about 11 boardings/revenue vehicle hour in FY 2014-15. However, this change is certainly an artifact of how Orange 2 and Yellow 95 were interlined beginning August 18, 2015. Many Orange 2 passengers previously transferring from Yellow 95 in downtown Yuma now board Yellow 95 “further down the line” and ride through to Orange 2 with transferring no longer required.

In contrast to growth on other routes, Brown 3 productivity has remained about the same over four years of operation, at about 4.0 passenger boardings per revenue vehicle hour on each route. In contrast, Blue 5 productivity has doubled to slightly more than 5.0 boardings/revenue vehicle hour, which is still well below the system average. Productivity on Gold 8 has shown the most increase from FY2013-2014 increasing from 2.2 to 12 passengers boardings per revenue vehicle hour. This is an increase of 81.67% from previous year. Turquoise 10 has improved to over 6.0 boardings/revenue vehicle hour, which implies about 8.0-9.0 riders per trip on this route, e.g., based on travel times between downtown Yuma and El Centro of about 1.5 hours in each direction.

Over the past four fiscal years, combined Purple 6/6A and Violet 7 (now Purple 6A only) has seen steady ridership increases and improved productively. Collective productivity was about 6.0 boardings/revenue vehicle hour during FY 2011-12, increasing to about 8.0 boardings/revenue vehicle hour in FY 2014-15.

NightCAT productivity has generally averaged slightly more than 5.0 passenger boardings/revenue vehicle hour over the past four years, with a bump to about 6.0 during FY 2012-13. Continuing holiday service during the winter holidays is acceptable at more than 10.0 boardings/revenue vehicle hour when service is operated.

Important Note: Figures 12, 13, 14, 15 and 16 are based on contract expenses only.

Figure 12. Contract Operating Expense By Route

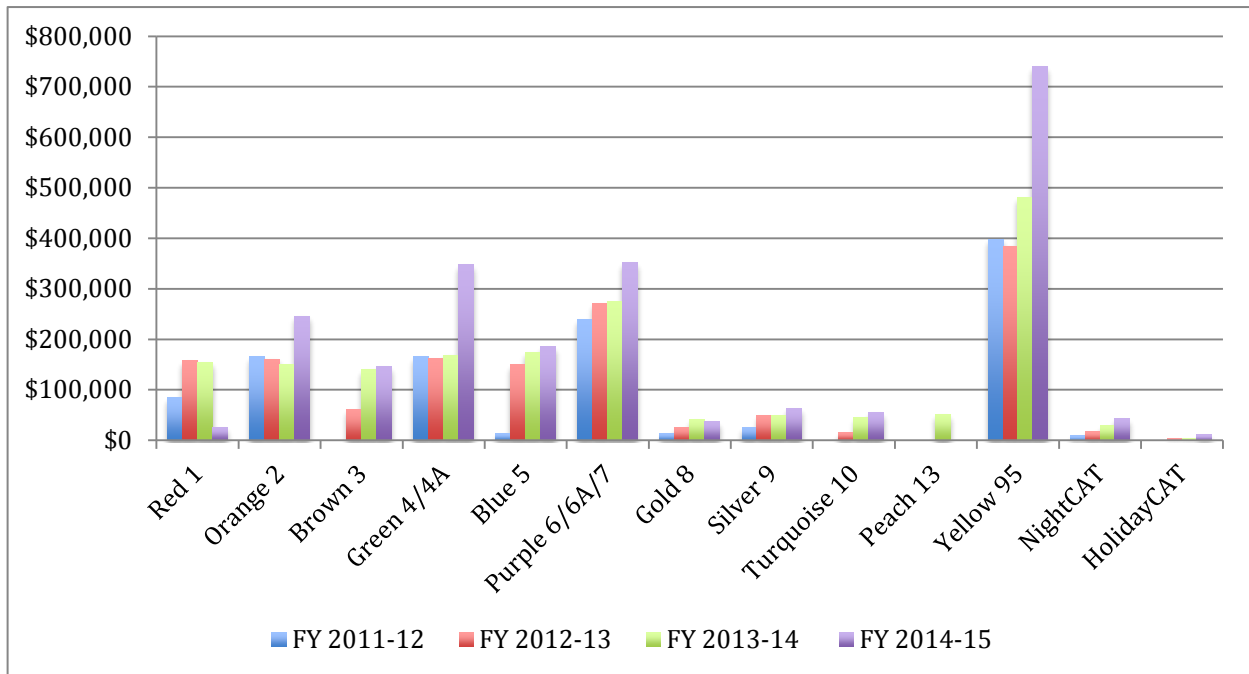


Figure 13. Contract Operating Expense Per Revenue Vehicle Hour

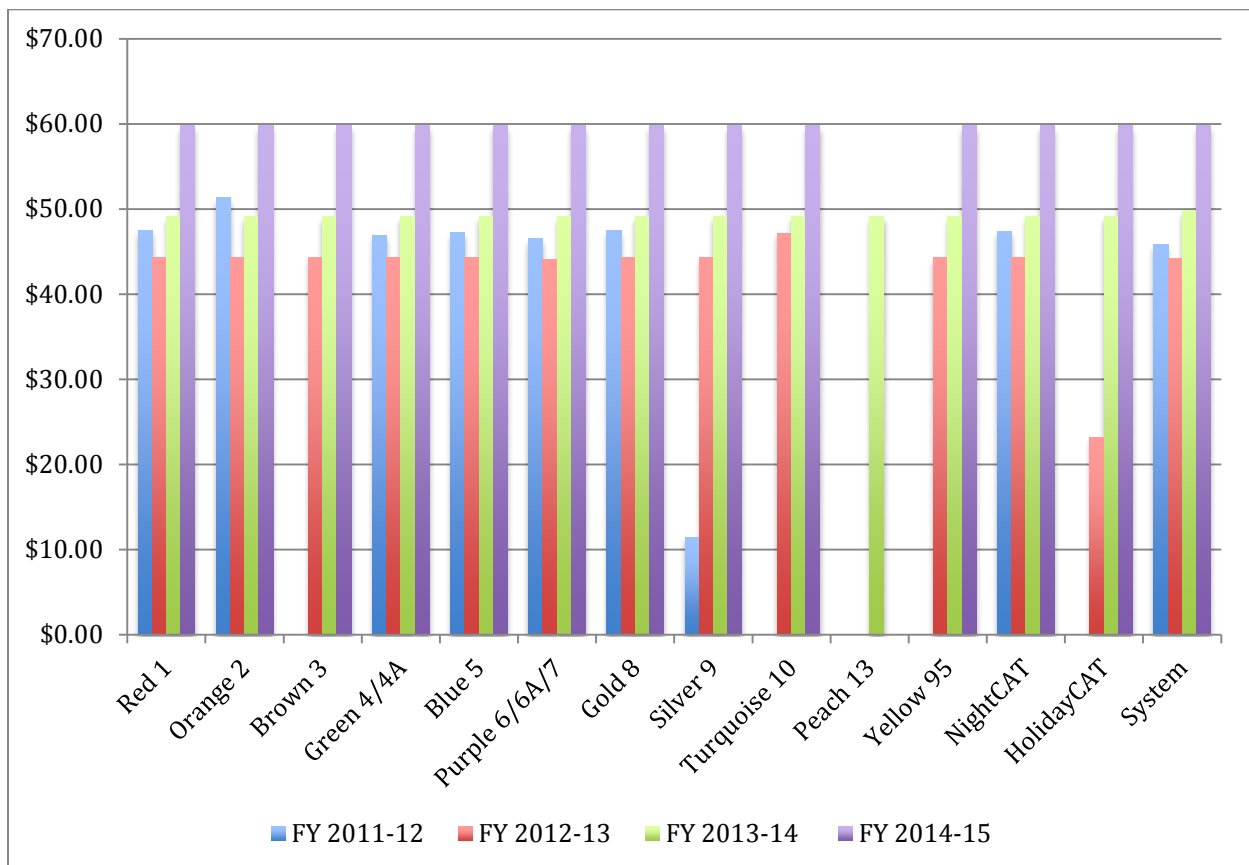


Figure 14. Contract Expense Per Boarding Passenger

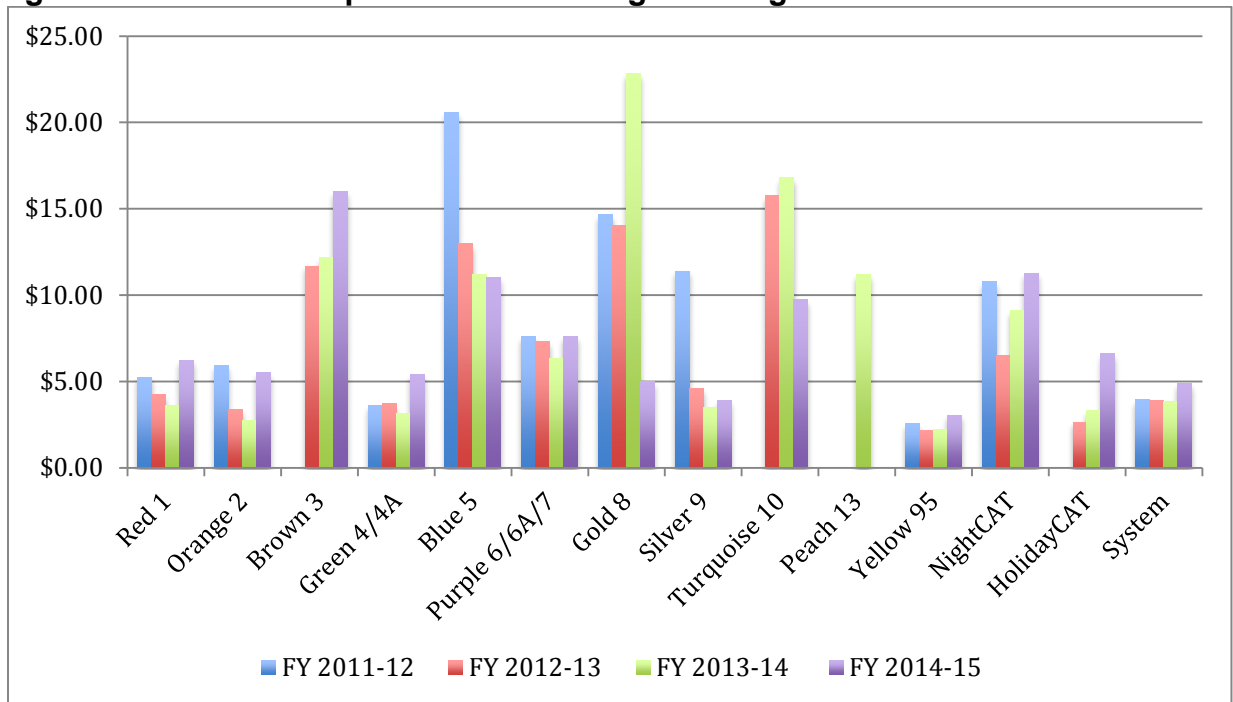
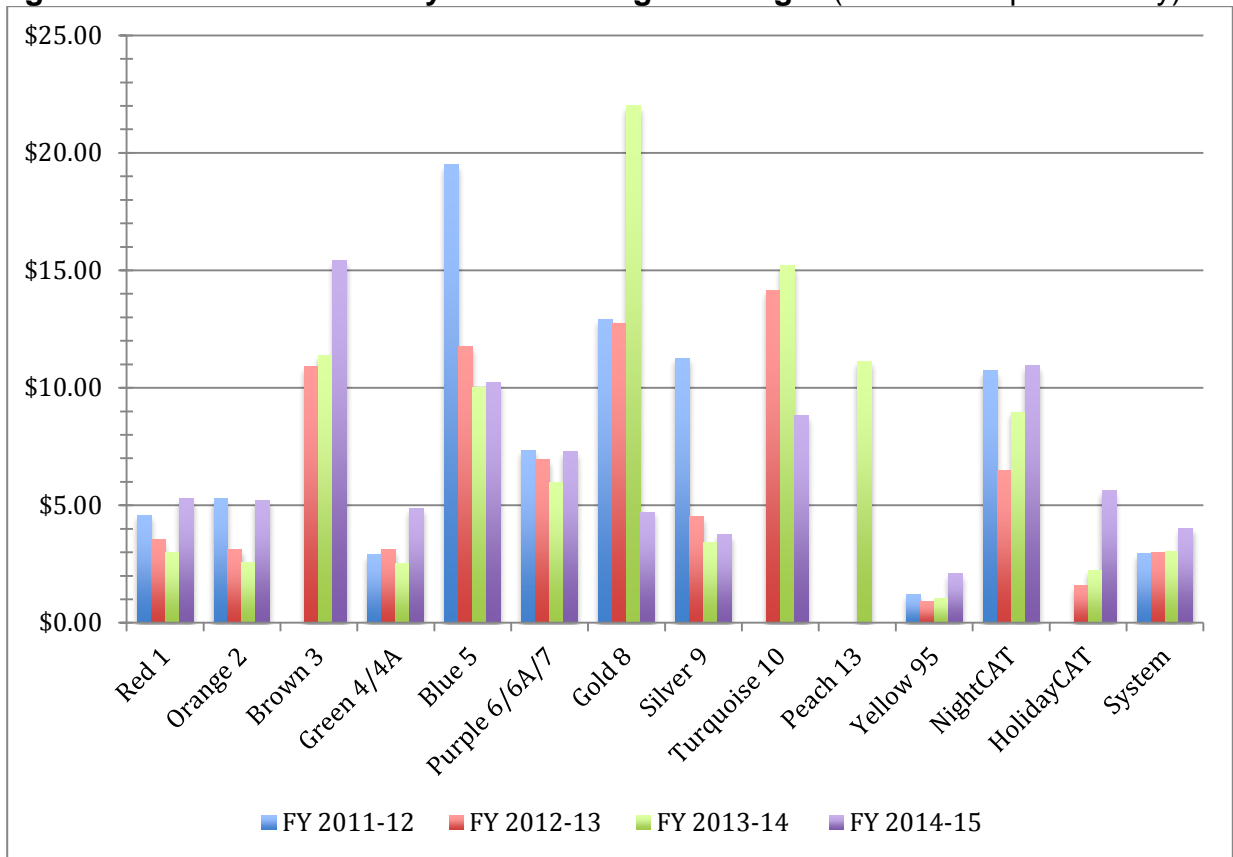


Figure 15. Estimated Subsidy Per Boarding Passenger (Contract Expense Only)



The results for Figures 12 through 16 generally closely follow the allocation of operating resources to a given route, e.g., primarily revenue vehicle hours. Miles operated have an influence on total costs, particularly for fuel and bus maintenance. However, the average speeds vary so much on different YCAT routes that revenue vehicle hours was considered to be a more influential on a route's operating expense.

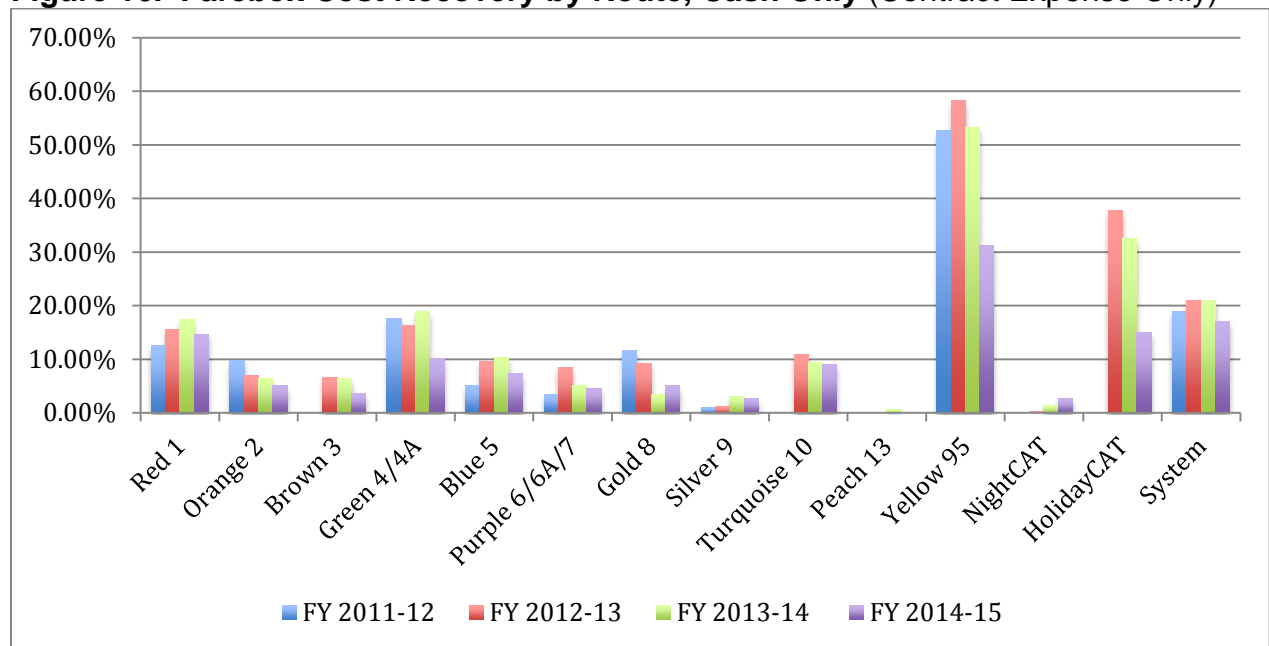
Net operating subsidy per boarding for the entire YCAT fixed route system remains at about \$4.00 based on contract costs and probably less than \$5.00 based on total YCAT operating costs, well below established standards.

As shown in Figure 15, YCAT's estimated subsidy per passenger (based on contract operating expenses only) has increased on most routes. And as expected, the most cost-effective route continues to be Yellow 95 at \$2.11 per boarding, followed by Silver 9 at \$3.77, Gold 8 at \$4.72, Green 4 about \$4.85, and Orange at \$5.22 per boarding.

In contrast and also as expected, lifeline routes have much higher subsidies per passenger. For example, Brown 3 subsidies have consistently been above \$10.00 per boarding based on contract expenses. Blue 5 subsidies have plummeted since FY 2011-12, but are still about \$10.00 per boarding. Turquoise 10 has also improved its patronage since service startup, subsidy per passenger boarding has dropped from \$15.21 to \$8.85. Almost a 50% decrease from previous fiscal year.

To some extent, the overall subsidy per boarding on a given route is probably less than it may appear, since the calculations on which Figures 12-16 are based do not include prepaid fare arrangements, such as that for AWC/NAU/UA and other students, as well as employees of AWC/NAU/UA and YRMC. This issue is discussed further below after Figure 16.

Figure 16. Farebox Cost Recovery by Route, Cash Only (Contract Expense Only)



According to Figure 16, YCAT's fixed route farebox cost recovery is about 17%, which has declined by 3% from the previous three fiscal years evaluated. This figure is

probably an accurate approximation of YCAT’s total overall farebox cost recovery, e.g., once other YCAT operating expenses are added to its contract expenses, and revenues obtained from prepaid fare programs including AWC/NAU/UA students and employees, Cocopah tribal members, other students and YRMC employees are added to cash fares.

The prepaid fare programs for students add what is properly classified as fare revenues to all YCAT routes. As shown in Figure 17 below, prepaid fares accounted for 42.7% of all YCAT fixed route boardings in FY 2014-15, but 93.4% on Silver 9, 72.6% on Orange 2, 67.9% on Purple 6A, 84% on Gold 8, 44.9% on Green 4/4A, 43.6% on Brown 3, and 27.8% on Yellow 95.

If transferring is estimated to be 25% of total ridership, then prepaid fares may account for closer to half of total “linked trips” made on any YCAT fixed route service. As previously mentioned, calculating linked trips is a complex exercise beyond the scope of this analysis. One method is to conduct onboard surveys and estimate how many transfers are made based on survey answers. It would also be possible to ascertain growth in total trip-making by comparing growth in passenger miles in a given fiscal year with prior years, based on on-board sampling conducted for YCAT’s annual report to the National Transit Database (NTD).

Figure 17. YCAT Total Boardings vs. Prepaid Fare Boardings

Route	Total Boardings	Prepaid Fare Boarding	Prepaid Fare Boarding Percent
Orange 2	44,721	32,473	72.6%
Brown 3	9,103	3,972	43.6%
Green 4/4A	64,393	28,929	44.9%
Blue 5	16,842	3,989	23.7%
Purple 6A	46,320	31,468	67.9%
Gold 8	7,358	6,179	84.0%
Silver 9	16,248	15,178	93.4%
Turquoise 10	5,597	2,371	42.4%
Yellow 95	242,043	67,298	27.8%
Night CAT	3,854	2,943	76.4%
System Total	456,479	194,800	42.7%

Demand Responsive Operating Statistics & Performance Measures

Figure 18 summarizes operating statistics and performance measures for YCAT's demand responsive service, YCAT OnCall.

Figure 18. YCAT Demand Responsive Operating Trends

SERVICE		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
YCAT OnCall	Boardings	14,307	3,568	7,209	6,585
	Revenue Hours	9,399.0	2,897.0	3,630.0	2,820.9
	Cash Fares	\$30,053	\$4,556	\$3,923	\$8,155
	Operating Cost	\$ 416,723	\$ 113,205	\$ 155,488	\$ 160,313
YCAT OnCall	Boardings/RVH	1.5	1.2	2.0	2.3
	Expense/Boarding	\$29.13	\$31.73	\$21.57	\$24.35
	Net Subsidy/Boarding	\$27.03	\$30.45	\$21.02	\$23.11
	Farebox Recovery %	7.2%	4.0%	2.5%	5.1%

As noted in the YCAT *Short Range Transit Plan* and elsewhere, YCAT-funded demand responsive service was reduced at the end of FY 2011-12 to provide service only as needed to persons with disabilities who are unable to use regular fixed route service, pursuant to the mandates of 1990's American with Disabilities Act (ADA).

5. Conclusions and Recommendations

YCAT continues to meet and exceed expectations in ridership, achievement of performance measures, but falling short of the 20% system-wide farebox recovery by 3%, even when prepaid fares and total operating expenses are considered. YCAT fixed route ridership decreased by .21% in FY 2014-15 from FY 2013-14

Though the August 18, 2014 restructuring made some changes in YCAT fixed route coverage, even with these changes it is estimated that at least 75% of the urbanized population has a bus route within a half mile reach, based on an evaluation of 2010 U.S. Census data for the 2011 YCAT Transportation Development Plan, which was for a less extensive fixed route network. This report has identified YCAT routes and network functionality for continued improvements in convenience, productivity, and reliability.

During FY 2014-2015, contract operating cost *per* hour (average of \$59.76 system-wide) was 19.88% higher than the previous year; anticipated contract operating expenses have increased in FY 2014-15 due to a change in operating contract and higher contract rates. The entire system has maintained an average subsidy per passenger (based on contract costs only) of about \$3.00 per passenger boarding between FYs 2011-12, FY 2012-13, and FY 2013-14, but has increased to \$4.00 in FY2014-2015. As expected, Yellow 95 is the champion performer with a subsidy of \$2.00 per boarding.

As noted in the FY 2013-14 Performance Report, Blue 5, Purple 6/6A, Gold 8, Turquoise 10, and in some cases, Yellow 95, did not provide reliable timed connections with local routes (Red 1, Orange 2/2A, Green 4, and Yellow 95) within a 15-minute wait time. The network design implemented on August 18, 2014 now provides reliable timed connections at the Downtown Yuma Transit Center and at the West Yuma Transfer Center. Reliable timed connections are also available at AWC/NAU/UA between Orange 2 (in effect, the “trunk line” to Yuma), Brown 3, Gold 8 and Silver 9.

In FY 2011-12 and prior fiscal years, Yellow 95 had a 60-minute frequency, similar to the local routes serving central Yuma. In FY 2012-13, this was changed to every 45 minutes using 3 buses. This increased wait time between transfers at the Downtown Yuma Transit Center, while attempting to increase capacity. With the August 18, 2014 changes, four buses are now utilized to maintain the 60-minute frequency, plus two peak only buses supplying 30-minute service during peak hours. Yellow 95 is now interlined with Orange 2, providing a one-seat ride to a majority of residents.

Between FY 2011-12 and FY 2014-15, YCAT fixed route ridership increased from 282,101 to 462,259 annual boardings, up 63.8%. Service supply (except for Turquoise 10) increased from 24,378 to 37,693 annual revenue vehicle hours, up 54.6%. In FY 2014-15, YCAT has closed on the limits of its financial capacity, and will not be expanding significantly in the near future. FY 2014-15 indicate total boardings of almost 500,000, a .21% decrease from FY 2013-14. However, the interlining of Orange 2 and Yellow 95 may be masking some continued ridership growth, since the volume of transfers decreased due to this change.

APPENDIX

APPENDIX A. YCAT Performance Source Data (Source: YCAT Statistical & Financial Reports)

Boaring Passengers by Route

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	16,107	28,036	-	45,767	664	31,517	953	2,281	-	-	155,962	814	-	282,101
FY 2012-13	37,339	47,909	5,293	43,165	11,597	37,083	1,831	10,892	1,027	-	176,214	2,639	1,358	376,347
FY 2013-14	42,581	54,418	11,494	54,010	15,532	43,510	1,832	14,035	2,651	4,621	214,031	3,163	1,334	463,212
FY 2014-15	4,026	44,721	9,103	64,393	16,842	46,320	7,358	16,248	5,597	135	242,043	3,854	1,619	462,259

Revenue Hours

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	1,784.0	3,235.0	-	3,537.0	289.0	5,153.0	294.0	2,281.0	-	-	7,620.0	185.0	-	24,378.0
FY 2012-13	3,568.0	3,634.0	1,396.0	3,645.0	3,405.0	6,144.0	581.0	1,130.0	343.0	-	8,688.0	388.0	155.0	33,077.0
FY 2013-14	3,145.0	3,061.0	2,848.0	3,440.0	3,544.0	5,582.0	851.0	1,007.0	907.0	1,053.0	9,786.0	587.0	90.0	35,901.0
FY 2014-15	419.6	4,120.1	2,434.4	5,823.9	3,112.3	5,906.5	612.4	1,054.2	911.4	-	12,391.8	727.5	179.6	37,693.7

Contract Operating Expense by Route

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	\$84,679	\$165,922	\$0	\$165,922	\$13,664	\$239,705	\$13,955	\$25,977	\$0	\$0	\$397,306	\$8,762	\$0	\$1,115,892
FY 2012-13	\$158,054	\$160,989	\$61,849	\$161,489	\$150,828	\$270,816	\$25,717	\$50,047	\$16,178	\$0	\$384,865	\$17,180	\$3,588	\$1,461,600
FY 2013-14	\$154,423	\$150,308	\$139,847	\$168,923	\$174,024	\$274,286	\$41,784	\$49,444	\$44,522	\$51,702	\$480,515	\$28,822	\$4,419	\$1,789,502
FY 2014-15	\$25,075	\$246,217	\$145,480	\$348,036	\$185,991	\$352,972	\$36,597	\$62,999	\$54,465	\$0	\$740,534	\$43,475	\$10,733	\$2,252,576

Boarding Passengers/Revenue Vehicle Hour

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	9.0	8.7	0.0	12.9	2.3	6.1	3.2	1.0	0.0	0.0	20.5	4.4	0.0	11.6
FY 2012-13	10.5	13.2	3.8	11.8	3.4	6.0	3.2	9.6	3.0	0.0	20.3	6.8	8.8	11.4
FY 2013-14	13.5	17.8	4.0	15.7	4.4	7.8	2.2	13.9	2.9	4.4	21.9	5.4	14.8	12.9
FY 2014-15	9.6	10.9	3.7	11.1	5.4	7.8	12.0	15.4	6.1	#DIV/0!	19.5	5.3	9.0	12.3

Contract Expense/Revenue Vehicle Hour

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	\$47.47	\$51.29	\$0.00	\$46.91	\$47.28	\$46.52	\$47.47	\$11.39	\$0.00	\$0.00	\$0.00	\$47.36	\$0.00	\$45.77
FY 2012-13	\$44.30	\$44.30	\$44.30	\$44.30	\$44.30	\$44.08	\$44.26	\$44.29	\$47.17	\$0.00	\$44.30	\$44.28	\$23.15	\$44.19
FY 2013-14	\$49.10	\$49.10	\$49.10	\$49.11	\$49.10	\$49.14	\$49.10	\$49.10	\$49.09	\$49.10	\$49.10	\$49.10	\$49.10	\$49.85
FY 2014-15	\$59.76	\$59.76	\$59.76	\$59.76	\$59.76	\$59.76	\$59.76	\$59.76	\$59.76	#DIV/0!	\$59.76	\$59.76	\$59.76	\$59.76

Contract Expense/Boarding Passenger

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	\$5.26	\$5.92	\$0.00	\$3.63	\$20.58	\$7.61	\$14.64	\$11.39	\$0.00	\$0.00	\$2.55	\$10.76	\$0.00	\$3.96
FY 2012-13	\$4.23	\$3.36	\$11.69	\$3.74	\$13.01	\$7.30	\$14.05	\$4.59	\$15.75	\$0.00	\$2.18	\$6.51	\$2.64	\$3.88
FY 2013-14	\$3.63	\$2.76	\$12.17	\$3.13	\$11.20	\$6.30	\$22.81	\$3.52	\$16.79	\$11.19	\$2.25	\$9.11	\$3.31	\$3.86
FY 2014-15	\$6.23	\$5.51	\$15.98	\$5.40	\$11.04	\$7.62	\$4.97	\$3.88	\$9.73		\$3.06	\$11.28	\$6.63	\$4.87

Cash Fares (excluding fare agreements)

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	\$ 10,697	\$ 16,836	\$ -	\$ 32,481	\$ 709	\$ 8,284	\$ 1,628	\$ 272	\$ -	\$ -	\$ 209,531	\$ -	\$ 21	\$ 280,459
FY 2012-13	\$ 25,977	\$ 11,237	\$ 4,088	\$ 26,222	\$ 14,435	\$ 13,380	\$ 2,362	\$ 639	\$ 1,645	\$ -	\$ 223,643	\$ 34	\$ 1,409	\$ 325,071
FY 2013-14	\$ 27,063	\$ 9,612	\$ 9,104	\$ 31,945	\$ 18,046	\$ 14,296	\$ 1,450	\$ 1,539	\$ 4,205	\$ 326	\$ 255,898	\$ 423	\$ 1,435	\$ 375,339
FY 2014-15	\$ 3,692	\$ 12,661	\$ 5,236	\$ 35,634	\$ 13,587	\$ 15,922	\$ 1,858	\$ 1,698	\$ 4,959		\$ 230,786	\$ 1,205	\$ 1,619	\$ 385,904

Farebox Cost Recovery By Route (Contract Expense Only)

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	12.59%	9.74%	0.00%	17.69%	5.08%	3.50%	11.62%	1.04%	0.00%	0.00%	52.65%	0.00%	0.00%	18.85%
FY 2012-13	15.50%	7.00%	6.67%	16.30%	9.61%	8.50%	9.22%	1.28%	10.83%	0.00%	58.30%	0.20%	37.80%	20.99%
FY 2013-14	17.52%	6.39%	6.51%	18.91%	10.37%	5.21%	3.47%	3.11%	9.44%	0.63%	53.25%	1.47%	32.47%	20.97%
FY 2014-15	14.72%	5.14%	3.60%	10.24%	7.31%	4.51%	5.08%	2.70%	9.10%	#DIV/0!	31.16%	2.77%	15.08%	17.13%

Boarding Passengers Change, From Prior Year (%) (FY 2010-11 not calculated)

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12														
FY 2012-13	131.82%	70.88%	0.00%	-5.69%	0.00%	17.66%	92.13%	0.00%	0.00%	0.00%	12.99%	224.20%	0.00%	33.41%
FY 2013-14	14.04%	13.59%	117.15%	25.12%	33.93%	17.33%	0.05%	28.86%	158.13%	0.00%	21.46%	19.86%	-1.77%	23.08%
FY 2014-15	-90.55%	-17.82%	-20.80%	19.22%	8.43%	6.46%	301.64%	15.77%	111.13%	0.00%	13.09%	21.85%	21.36%	-0.21%

Subsidy Per Boarding Passenger (Contract Expenses Only)

	Red 1	Orange 2	Brown 3	Green 4/4A	Blue 5	Purple 6/6A/7	Gold 8	Silver 9	Turquoise 10	Peach 13	Yellow 95	NightCAT	HolidayCAT	System
FY 2011-12	\$4.59	\$5.32	\$0.00	\$2.92	\$19.51	\$7.34	\$12.93	\$11.27	\$0.00	\$0.00	\$1.20	\$10.76	\$0.00	\$2.96
FY 2012-13	\$3.54	\$3.13	\$10.91	\$3.13	\$11.76	\$6.94	\$12.76	\$4.54	\$14.15	\$0.00	\$0.91	\$6.50	\$1.60	\$3.02
FY 2013-14	\$2.99	\$2.59	\$11.37	\$2.54	\$10.04	\$5.98	\$22.02	\$3.41	\$15.21	\$11.12	\$1.05	\$8.98	\$2.24	\$3.05
FY 2014-15	\$5.31	\$5.22	\$15.41	\$4.85	\$10.24	\$7.28	\$4.72	\$3.77	\$8.85		\$2.11	\$10.97	\$5.63	\$4.04



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

February 22, 2016

Discussion and Action Agenda Item 7

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Legal Services RFP

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the Legal Services RFP for publication.

Background and Summary: YCIPTA currently is under contract with Byrne & Benesch, P.C for legal services through June 30, 2016 in which the contract ends with no renewal year options left. Staff is recommending that a new request for proposals be published in March 2016 in order to obtain a new contract for the new fiscal year beginning July 1, 2016.

Budgeted: N/A.

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the Legal Services RFP for publication.

Legal Counsel Review: N/A.

Attachments:

For information regarding the Legal Services RFP, please contact Shelly Kreger skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission

Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director



REQUEST FOR PROPOSALS (RFP)
Legal Services

Release Date: Monday, March 1, 2016

Deadline for Submission: Friday, April 15, 2016

Contact Person: Shelly Kreger, Transit Director

YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY REQUEST FOR PROPOSALS

LEGAL SERVICES

RELEASE DATE: Monday, March 1, 2016

CLOSING DATE: Proposals must be received by **Friday, April 15, 2016 by 4:00 P.M. Mountain Standard Time (MST)** at the address listed below:

CONTACT PERSON: Shelly Kreger, Transit Director
Yuma County Intergovernmental Public Transportation Authority
Mailing: 2715 East 14th Street, Yuma, AZ 85365
Phone: (928) 539-7076, ext 101, Fax (928) 783-0309

INTRODUCTION

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) formed on December 13, 2010 by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town on Wellton and the unincorporated Yuma County areas.

Yuma County Area Transit (YCAT) is the marketing name for the YCIPTA and the fixed route transit system. YCAT OnCall is the marketing name for the demand responsive transit system. YCAT began in 2002 as a rebranded effort from what was previously known as Valley Transit. Greater Yuma Area Dial-A-Ride began in 1999 and was the county's first public transportation service. The Yuma Metropolitan Planning Organization (YMPO) has been the administrator of public transit service in Yuma County since 1999 utilizing Federal Transit Administration (FTA) funding that has been available to the Yuma Urbanized Area since 1980 when the urbanized area exceeded 50,000 in population.

YCAT operates seven fixed routes and a demand responsive service throughout the southwestern quadrant of Yuma County. YCAT operates Monday-Saturday from 6:00 am to approximately 6:00 pm with headways every 65 minutes. There is no service on Sundays or major holidays at this time. These services are provided under a contractual arrangement with National Express Transit a Delaware Corporation,

Today, a total of 10 routes operate Monday through Saturday on a fleet of 18 large fixed route buses, 3 trolley vehicles and 9 small cutaways and vans. In addition, YCAT

Vanpool operated by vRide and Enterprise provides a network of vanpools to employment areas in Yuma County not served by YCAT.

All buses and vans are owned by YMPO and were purchased with Federal Transit Administration funding.

ABOUT YUMA COUNTY

Yuma County has a colorful history, which lives on today in a fast-growing, vibrant community. In 1540, just 48 years after Columbus discovered the New World, 18 years after the conquest of Mexico by Cortez, and 67 years before the settlement of Jamestown, Hernando de Alarcon visited the site of what is now the current YCIPTA of Yuma. He was the first European to visit the area and to recognize the best natural crossing of the Colorado River. Much of Yuma County's later development occurred because of this strategic location.

From the 1850's through the 1870's, steamboats on the Colorado River transported passengers and goods to various mines, military outposts in the area, and served the ports of Yuma, Laguna, Castle Dome, Norton's Landing, Ehrenberg, Aubry, Ft. Mohave and Hardyville. During this time stagecoaches also carried the mail and passengers on bone-jarring rides through the area.

For many years, Yuma served as the gateway to the new western territory of California, which brought thousands from around the world in search of gold, or those who had it. In 1870, the Southern Pacific Railroad bridged the river. Yuma became a hub for the railroad and was selected as the county seat in 1864.

Yuma County is one of four original counties designated by the first Territorial Legislature. It maintained its original boundaries until 1983 when voters decided to split Yuma County into La Paz County in the north and a new "Yuma County" in the south.

The Ocean-to-Ocean Bridge (or Old Highway 80 Bridge) was the first vehicle bridge across the Colorado River. Prior to the construction of the bridge, cars were ferried across.

Yuma County is larger than the state of Connecticut. Much of Yuma County's 5,522 square miles is desert land accented by rugged mountains. Several river valley regions, however, contain an abundance of arable land which is irrigated with water from the Colorado River.

These valley areas have some of the most fertile soils in the world, having received silt and mineral deposits from Colorado and Gila River floods until the rivers were tamed by an intricate series of dams and canals.

Farming, cattle raising, tourism, and two military bases, US Marine Corp Air Station (MCAS) and US Army Yuma Proving Ground (YPG) are Yuma County's principal industries.

Some of the major attractions in Yuma County are the historical Territorial Prison, the Yuma Crossing Historic Park. Other great places to visit are the Kofa Mountain Range and Wildlife Refuge, and Martinez and Mittry Lakes.

Hunting is a popular sport, as the county offers a variety of different types of game. Major rivers in Yuma County are the Gila and the Colorado, the two most historic rivers in the Southwest.

The Marine Corps Air Station (MCAS), shares one of the longest runways in the country with the Yuma International Airport. Yuma has some of the cleanest skies and best flying weather in the United States.

Yuma County is bordered by California on the West and Mexico on the South. Living close to the Mexican border offers a great opportunity to experience multi-cultural and international business opportunities.

Arizona Western College (AWC) is located in Yuma County. This is a two-year community college, which offers higher education to full-time and part-time on-campus and off-campus students. AWC shares its campus with a satellite campus of Northern Arizona University (NAU) as well as the University of Arizona (UA), offering a variety of two year, four year and post graduate programs.

Yuma County has a year-round population of 195,751 residents. During the winter, the population increases by about 90,000 due to the sun-seeking Winter Visitors affectionately known as "Snowbirds".

BACKGROUND OF RFP

YCIPTA is releasing a Request For Proposal (RFP) for the purposes of providing legal counsel services to the YCIPTA Board of Directors and YCIPTA for a three year period with two one year options, commencing on Friday, July 1, 2016 continuing until June 30, 2019, with two one year options ending June 29, 2020 and June 30, 2021.

Pre-Proposal Conference. No pre-proposal meeting will be held for this solicitation.

Questions & Comments. Any questions, requests for an interpretation or comments regarding the RFP must be submitted by facsimile, mail or email to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14th Street, Yuma, AZ 85365, fax: (928) 783-0309, email: skreger@ycipta.az.gov no later than 5:00 p.m., Monday, April 4, 2016.

QUESTIONS OR COMMENTS WILL NOT BE RESPONDED TO OVER THE TELEPHONE. A response to questions and comments will be posted online at www.yciptaz.gov click on News on Wednesday, April 6, 2016 after receipt of said questions or request for an interpretation or comments by YCIPTA. PROPOSER shall rely only on written addenda provided by YCIPTA in submitting or revising proposals.

OBJECTIVE OF THIS RFP & SCOPE OF WORK

YCIPTA is seeking a PROPOSER providing legal counsel services to the YCIPTA Board of Directors and YCIPTA in a manner acceptable to YCIPTA and in strict compliance with the Agreement. Specific tasks are listed below:

- A. Act as General Counsel to YCIPTA and the YCIPTA Board of Directors. Legal Counsel will provide advice and interpretation of Arizona Revised Statutes as it applies to YCIPTA. Such information may involve federal laws as well as state and local statutes and ordinances.

B. Typical Duties (not exhaustive):

- Provide general legal advice.
- Represent YCIPTA in litigation.
- Maintain knowledge of issues facing YCIPTA and be prepared to offer legal opinions.
- Contracts--as needed prepare, review, consult, and approve.
- Board of Directors actions--review and approve legislative documents.
- Purchasing--participate and recommend appropriate purchasing actions, as needed.
- Grants--assist YCIPTA in federal and state grant process when requested.
- Work with other assigned member agencies Attorneys when requested.
- Attend work sessions and meetings with Board and staff when requested.

C. Specific Duties:

- Attend meetings of the YCIPTA Board of Directors upon request.
- Monthly, review and approve agenda items that require legal counsel review to be considered by the YCIPTA Board of Directors at their subsequent meetings.
- Report to and receive assignments from the Transit Director or his/her delegate. Board of Directors may also contact the Legal Counsel with own inquiries and Legal Counsel is authorized to respond to those inquiries as well.

D. Other:

- Provide prompt response to inquiries by YCIPTA. Establish reasonable completion dates for assignments and be accountable for adherence to such dates.
- Time spent by administrative staff on copying, faxing, mailing etc should not be billed at the attorney rate, but at an appropriate administrative rate only.
- Provide billing broken down by assignment.
- Handle Tort Liability when requested.
- Provide Bond Counsel services when requested.

- Provide Labor Counsel services when requested.

YCIPTA reserves the right on a specific case basis to use alternate counsel.

YCIPTA uses Federal Transit Administration (FTA) funds allocated to the YCIPTA. As such, the entire Agreement shall be subject to applicable rules and regulations of Federal, State and Local laws.

DESIRED QUALIFICATIONS

- A. Substantial knowledge and experience in the interpretation of state laws as they relate to municipal corporations, municipalities, and Arizona Intergovernmental Public Transportation Authorities (starting with A.R.S. 28-9101).
- B. Substantial knowledge and experience in the interpretation of federal laws as they relate to the United States Department of Transportation, Federal Transit Administration.
- C. Knowledge of Roberts Rules of Order as it relates to Parliamentary duties at public meetings.
- D. Substantial experience in working with agencies and public boards with multi-million dollar annual budgets.
- E. Experience in all aspects of contract law.
- F. Knowledge of funding, purchasing, and grants administration regulations of Arizona State and the Federal Transit Administration.
- G. Member of the Arizona State Bar. The selected firm will be required to declare that it will represent YCIPTA to the exclusion of all other clients having potential conflicts with the interests of YCIPTA.

General Requirements

PROPOSER shall have a minimum of five (5) years recent experience practicing law for a municipality or public agency in an operating environment similar to the Yuma area. At least two (2) years recent experience practicing law for a public transit system.

Contract Terms

Terms of Agreement to be those deemed acceptable by the YCIPTA Legal Counsel and shall adhere as closely as possible to the Professional Services Agreement attached.

RFP RESPONSE FORMAT

The RFP respondent shall submit two (2) originals and 1 CD of the proposal with all of the information requested. In order to simplify the proposal evaluation process, the proposals shall be submitted on 8 ½ by 11 inch paper and organized in the following format and order:

***Important - Please submit your RFP response with topical discussions corresponding to the numbers (excluding the cover letter, #1) in the outline below. Numbered and lettered items will assist the review committee in evaluating your firm's qualifications.**

The following items must be included in each proposal to be considered complete and responsive. PROPOSER should respond to these items in the order below. As part of the proposal, a cover letter shall be attached discussing a summary of the proposal, with contact information regarding the proposal and signed by the Chief Executive Officer, Owner or Chair of the proposer.

1. Completed Price Proposal indicating a retainer and hourly rate. Please quote your retainer and hourly rate for years one through three of the agreement and for the option period.
 - A) Retainer – Please quote a monthly retainer fee. This fee will cover the PROPOSERS attendance at the regular monthly Board meeting (upon request), administrative supplies, phone calls, mailing, emailing, review of Agreements and providing legal advice to the Transit Director and YCIPTA Board of Directors. It is estimated that up to 4 hours of time would be required on a monthly basis for these tasks.
 - B) Hourly Rate – All work performed outside of the scope included in the retainer fee, included those item excepted out but performed by the PROPOSERS, shall be billed at an hourly rate. The charges will be reviewed by the Board and all reasonable charges, once approved, will be paid at the hourly rate quoted in the response submitted by successful PROPOSERS.
2. If the Proposal is made by an individual, it shall be signed with his/her full name and his/her address shall be given; if it is made by a partnership, it shall state the partnership name and be signed by a member of the partnership, who shall also list the name and address of each member; and if it is made by a corporation, it shall be signed by two officers or by one officer with the corporate name attested by the corporate seal.
3. Profile of the firm including the firm's name, business address, and telephone number as well as a brief description of the firm's size (nationally and locally), date of establishment, type of organization, and local organizational structure. Include a discussion of the firm's capabilities and resources.
4. A resume/portfolio describing the firm's history and experience legal counsel services to municipalities and/or governmental agencies.

5. Resume(s) of all key personnel who would be responsible for providing legal counsel services to YCIPTA with a detailed explanation on their ability to meet the requirements of this RFP.
6. Three or more references, including at least one with whom the firm no longer does business with.
7. Any exceptions to the sample Agreement requested by the PROPOSER.
8. Completed Non-Collusion Affidavit for PROPOSER; Certification of Eligibility (Labor Standards); Certification Regarding Debarment; Lobby Restrictions Certification; and DBE/EEO Certification Forms: PROPOSER shall complete and sign the listed Certifications.
9. PROPOSER must provide documentation of insurance as a part of their proposal submission.
10. PROPOSER shall disclose any possible conflict of interest. The proposal should state whether or not the firm represents any labor unions or any public employee bargaining agents. Any potential conflicts of interest which the firm may encounter in rendering service should be identified, including but not limited to:
 - A) Any general representation of any YCIPTA member governmental unit.
 - B) Membership of any partner or associate of the firm on the council or other governing body of any member government.

FINANCIAL PROPOSAL

The financial proposal shall include a fee schedule of the various services that will be furnished. The schedule should cover a three (3) year period with two (2) one (1) year options. A format for the fee schedule is suggested below:

Billing Rate Summary in Fee Per Hour
Contract Period: March 1, 2012 through June 30, 2014, plus option years ending
June 30, 2015 and June 30, 2016
 (hourly rates by fiscal year)

	FY' 16-17	FY' 17-18	FY' 18-19	FY' 19-20	FY' 20-21
Partners					
Associate					
Legal Assistance					
Clerical					

Contract Period: July 1, 2016 through June 30, 2019, plus option years ending
June 30, 2020 and June 30, 2021
General Corporate Services
 (Retainer Rate by fiscal year)

	FY' 16-17	FY' 17-18	FY' 18-19	FY' 19-20	FY' 20-21
Retainer Rate					

Retainer Rate includes: _____

PROPOSERS firms are free to expand or delete the categories in this form or to use a table of their own design so long as the maximum billing rates for various classifications of professional and support services are disclosed.

Please also provide the following information:

- Incremental Billing Rates after Minimum Time _____
- Minimum time billed _____
- Copy cost per sheet _____
- Fax costs per sheet _____
- Travel time costs _____

EVALUATION CRITERIA

Proposals will be evaluated according to the most qualified in the opinion of the review committee. The review committee reserves the right to contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current clients of a proposer; solicit information from any available source deemed pertinent to the evaluation process. The review committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of YCIPTA.

All proposals will be rated by a panel of evaluators. The total points given to a proposal by the individual evaluators will be averaged to determine the proposals overall score. All proposals will be evaluated on the following basis:

- A. Experience - 65 points
- B. Compensation – 25 points
- C. Disadvantage Business Enterprise Participation – 10 points

YCIPTA also reserves the right to select a firm or individual directly after review of the proposals, or it may determine it advisable to conduct interviews prior to the awarding of the contract.

YCIPTA also reserves the right to accept the firm or individual's proposed fees or to enter into competitive negotiations with two or more qualified proposers. If negotiations are conducted, all affected firms or individuals will be notified in writing when to submit their best and final offer.

Proposals will be evaluated according to Firm Qualifications, Staff Qualifications, and Budget. The criteria are listed in their relative order of priority for evaluation purposes as defined below:

Firm Qualifications

The qualifications of each responding firm will be evaluated based on their demonstrated ability to perform the services described in the Scope Of Work. Work performed by any subcontractor will also be evaluated.

Staff Qualifications

The qualifications of staff and subcontractors assigned to the YCIPTA account will be evaluated based on their expertise and experience in furnishing the service described in the Scope Of Work.

Proposed Budget

Proposed price, both initial and over the term of the Agreement, is a consideration that will be weighed in relation to other evaluation criteria. Costs making up the price will be evaluated to determine reasonableness and that all costs are allowable.

SELECTION PROCESS

It is anticipated that proposals will be reviewed by YCIPTA staff, in conjunction with the review committee. Interviews with selected proposers may be held. Notifications of acceptance or rejection by YCIPTA will be made in writing to all proposers.

The review committee shall score each proposal and shall make a recommendation to the YCIPTA Board of Directors based on the criteria set forth above. The YCIPTA Board of Directors shall make the ultimate selection of the PROPOSER. YCIPTA Board of Directors will make the award consistent with Federal guidelines in order to better assure funding, and may take into account both objective and subjective impressions gained from the evidence and arguments presented at the public hearing, and on the product of such individual investigation as Board Members may make prior to the final decision.

1. General: YCIPTA has published this Request for Proposals. It is the intent to award the Agreement to the PROPOSER that most closely meets the specific needs of YCIPTA, not solely on the basis of price.
2. Best Value: Proposals will be evaluated as “Best Value” per the FTA Best Practices Manual, defined as follows: "Best Value" is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine (or derive) the offer deemed most advantageous and of the greatest value to the procuring agency."
3. Initial Screening: YCIPTA's Review Committee will make an initial evaluation of all proposals. Upon that initial evaluation, the Committee will rank the proposals received in general order of quality, and by how closely the proposals meet YCIPTA's needs. YCIPTA reserves the right to award Agreement to other than the lowest cost proposal allowing for a more responsive proposal that addresses all of the above criteria and best satisfies YCIPTA's needs. YCIPTA also reserves the right to reject all proposals. The Review Committee may consider criteria other than those listed below, as necessary, in the selection process.
4. Interviews, Inspections, Best and Final Offer (BAFO): PROPOSERS may be required, and shall be prepared to attend an interview with the Review Committee. The Project Manager must be available to answer questions at the interview. YCIPTA may choose, at its sole option, not to interview all PROPOSERS or conduct any interviews. YCIPTA may reject any or all proposals submitted, or at its sole discretion, award Agreement to the best PROPOSER without any interviews. YCIPTA may ask all PROPOSERS or only those determined to be within the competitive range to submit a Best and Final Offer

(BAFO). If this step is to be included, detailed instructions will be provided at the time of the request.

5. Selection Criteria: An initial screening of proposals for completeness, and to verify that minimum YCIPTA requirements are met will be undertaken, and YCIPTA will reject as non-responsive any proposal which does not include all the required documents or meet the minimum requirements, and no further evaluation of non-responsive proposals will be performed. YCIPTA may request additional information while reviewing proposals.

GENERAL TERMS AND CONDITIONS

RFP does not commit YCIPTA to award an Agreement, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. YCIPTA reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Submission of a proposal means that the PROPOSER hereby agrees to all terms and conditions set forth in all the pages of this solicitation. The proposer must contain within the proposal, a description of those terms and/or conditions to which the proposer does not agree.

1. Award: The firms/entities chosen to provide transit operations and maintenance services may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. Agreements for services will be awarded to firms on this list based upon the availability of staff and cost of services. YCIPTA reserves the right to award a contract/select a service provider without discussion based upon the initial proposals received, without interviews.

YCIPTA reserves the right to introduce additional terms and conditions at the time the final Agreement is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and or correcting defects, such as omissions or misstatements, which are discovered after the RFP, is issued.

2. Insurance: The PROPOSER is required to furnish evidence of insurance coverage including professional liability, and workers' compensation. The form of the insurance policy is subject to approval by YCIPTA and must be provided by insurers to transact insurance business in Arizona with a rating of "A" or better in the Best's Key Rating Guide, Property-Casualty, United States, 2015 Edition.

YCIPTA shall be furnished a copy of the policy **and** an endorsement that the "YCIPTA, its officers, employees, and agents are named as additional insureds" prior to PROPOSER commencing duties under this Agreement. Said policy of

liability insurance shall state, "coverage thereunder as applied to YCIPTA, its officers, employees, and agents shall be primary and non-contributing as to any other insurance and self-insurance as may be maintained by YCIPTA." The policy shall contain severability of interest, specifying that the coverage afforded by the policy applies separately to each insured thereunder. The policy shall be endorsed to expressly provide YCIPTA with thirty (30) calendar days advance written notice of cancellation, non-renewal, or material change in coverage.

4. Business License: A PROPOSER shall be required to obtain and maintain a current business license from the place of operation.
5. Professional Licensing: The PROPOSER, and any subproposers, shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of Arizona, and shall provide evidence of such to YCIPTA with their proposal or prior to commencement of the work in such form as YCIPTA shall require.
6. Assignment/Subcontracting: The selected PROPOSER shall not assign or subcontract services or responsibilities without the prior written consent of YCIPTA. YCIPTA acknowledges that subcontracting can be in YCIPTA's best interest, but reserves the right of final approval.

ADDITIONAL TERMS AND CONDITIONS

The following conditions apply to this RFP:

1. Solicitation & Withdrawal: YCIPTA reserves the right to withdraw this solicitation for a proposal at any time without prior notice. Further, YCIPTA makes no representations that any agreement will be awarded to any firm submitting a proposal.
2. Right of Rejection: YCIPTA reserves the right to reject any and all proposals submitted in response to this request and to reject any subproposers specified in any proposal pursuant to this RFP.
3. Pre-Contract Expenses: YCIPTA shall not be liable or responsible for any pre-agreement expenses incurred by any proposed or selected PROPOSER. PROPOSERS shall not include any such expenses as part of the price proposed set forth in its proposal. Pre-agreement expenses are defined as expenses incurred by PROPOSER in:
 - a. Preparing the proposal;
 - b. Submitting proposal to YCIPTA;
 - c. Negotiating with YCIPTA on any matter related to proposal; or
 - d. Any other expenses incurred by PROPOSER or PROPOSER prior to date of award.

4. Verbal Agreements: No prior, current or post-award verbal agreement(s) with any officer, agent or employee of YCIPTA shall affect, modify or supersede any terms or modifications of this request for proposals or any written agreement or option resulting from this process.
5. Addenda: Any changes to the proposal requirements will be made by written addendum. All parts of the Request for Proposals, including any and all Addenda and any other supporting documents that may be included as part of this solicitation, shall be considered part of the Agreement between YCIPTA and selected PROPOSER, and shall be incorporated therein.
6. Irregularities: YCIPTA reserves the right to waive any minor irregularities, informalities or oversights in the RFP documents, or any corresponding proposals at its sole discretion. The term "minor" as used herein means any PROPOSER or YCIPTA irregularity, or oversight that does not materially affect or alter the intent and purpose of this RFP, and which is not in violation of any State of Arizona or Federal Government rules, laws and regulations that may apply to this procurement.

THIRD PARTY AGREEMENT REQUIREMENTS

1. Audits and Inspections of Records: Selected PROPOSER agrees that YCIPTA, the Comptroller General of the United States, or any of their duly authorized representatives, shall, for the purpose of audit and examination, be permitted to inspect all work materials, payrolls and other data and records with regard to the project, and to audit the books, records and accounts with regard to the project. Further, PROPOSER agrees to maintain all required records for at least three (3) years after YCIPTA makes final payments, and all other matters pending between PROPOSER and YCIPTA are closed.
2. Equal Employment Opportunity: In connection with the execution of Agreement, PROPOSER shall not discriminate against any employee or applicant for employment because of race, religious creed, pregnancy, sexual orientation, religion, color, gender, or national origin. Selected PROPOSER shall take affirmative action to ensure that applicants are employed, and that employees are tested during their employment, without regard to their race, religious creed, pregnancy, sexual orientation, religion, color, gender, or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. PROPOSER further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.
3. Title VI - Civil Rights Act of 1964: During the performance of Agreement, PROPOSER, for itself, its assignees and successors in interest, agrees as follows:

PROPOSER shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time.

4. Fair Employment Practices: In connection with the performance of the work under Agreement, if the work is executed in the State of Arizona, PROPOSER shall certify compliance with the provisions of the State Fair Employment and Housing Act.
5. Interest of YCIPTA Personnel: By submitting a proposal, the PROPOSER represents and warrants that no Board Member, officer or employee of YCIPTA is in any manner interested directly or indirectly in the proposal or in Agreement which may be made under it, or in any expected profits to arise therefrom.
6. Disadvantaged Business Enterprise (DBE) Policy: YCIPTA receives financial assistance from the US Department of Transportation through the Federal Transit Administration (FTA). PROPOSERS are advised that, as required by federal law, the Arizona Department of Transportation (Department) has established a statewide overall DBE Program goal. The Department is required to report to the Federal Transit Administration (FTA) on DBE participation for all FTA-assisted contracts each year so that attainment efforts may be evaluated. In order to ascertain whether the statewide overall DBE goal is being achieved, the Department is tracking DBE participation on all federally assisted contracts.

This project is subject to Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In order to ensure the Department achieves its federally mandated statewide overall DBE goal, the Department encourages the participation of DBEs, as defined in 49 CFR 26, in the performance of contracts financed in whole or in part with federal funds. The PROPOSER shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

PROPOSER or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. PROPOSER shall carry out the applicable requirements of 49 CFR, Part 26 in the award and administration of U.S. Department of Transportation assisted contracts.

Failure by PROPSER to carry out these requirements is a material breach of Agreement, which may result in the termination of Agreement or other such remedy as YCIPTA may deem appropriate.

7. Debarment and Suspension: Each PROPOSER must certify and submit documentation (such as a notarized affidavit) showing that neither the PROPOSER nor its principals are presently debarred, suspended, proposed for debarment,

declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

8. Drug Free Workplace: PROPOSER must include with its proposal properly completed and executed certification of compliance with applicable state and federal Drug-Free Workplace Acts.
9. Restrictions on Lobbying: Each PROPOSER must include in its proposal a properly completed and executed certification regarding Restrictions on Lobbying in the form set forth as an exhibit hereto.
10. Interests of Members of, or Delegates to Congress: No members of, or delegates to, the Congress of the United States shall be admitted to any share or part of Agreement or to any benefit arising therefrom.
11. Laws to Be Observed: PROPOSER shall keep itself fully informed of all existing and future State and Federal laws, all municipal regulations of YCIPTA, and all such orders, decrees, ordinances and laws of bodies, or tribunals, including other municipalities or counties whether in the State of Arizona, or another State, having any jurisdiction or authority over which, in any manner, affect those engaged or employed in the work, or the materials used in the work, or in any way affect the conduct of the work.

Failure by PROPOSER to carry out these requirements is a material breach of Agreement, which may result in the termination of this Agreement or other such remedy as YCIPTA may deem appropriate.

12. Public Records Act: The Proposals received shall become the property of YCIPTA and are subject to public disclosure. Those parts of a Proposal which are defined by the PROPOSER as business or trade secrets and are reasonably marked "Trade Secrets", "Confidential", or "Proprietary" and placed in a separate envelope shall only be disclosed to the public if such disclosure is required or permitted under the Arizona Revised Statutes or otherwise by law. Proposers who indiscriminately and without justification identify most or their entire Proposal as exempt from disclosure may be deemed non-responsive. Proposals, excluding confidential information, will be available for review after posting of staff recommendation. Until YCIPTA's review committee announces its recommendation, no Proposals will be made available for public inspection.

PROTEST PROCEDURES

Protests Prior to Proposal Opening: Protests regarding any aspect of the attached materials and YCIPTA selection procedures must be submitted in writing (via mail, email or fax only) to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14th Street, Yuma, AZ 85365, fax: (928) 783-0309, email: skreger@ycipta.az.gov, by 5:00 p.m., MST, Wednesday, April 13, 2016. The YCIPTA Transit Director will respond to these

protests by Thursday, April 14, 2016 with an addendum to this RFP, by email and on YCIPTA's website. This action completes the pre-opening administrative protest remedy at the YCIPTA level.

Protests After Proposal Opening/Announcement of Award: Protests regarding YCIPTA's proposed selection of PROPOSER after proposal opening and award announcement must be submitted in writing (via mail, email or FAX) to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14th Street, Yuma, AZ 85365, fax: (928) 783-0309, email: skreger@ycipta.az.gov, by 5:00 p.m., MST, Wednesday, April 20, 2016. The YCIPTA Transit Director will respond to these protests by Thursday, April 28, 2016 by email and/or FAX. This action completes the proposal opening/award announcement administrative protest remedy at the YCIPTA level.

Under certain limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him at the YCIPTA level, an interested party may protest to the Federal Transit Administration (FTA) regarding the award of a Agreement pursuant to an FTA grant. The deadline for submitting protests to FTA prior to proposal opening is 5:00 p.m. MST, Wednesday, April 13, 2016. The deadline for submitting protests to FTA after opening/announcement of award is 5:00 p.m. MST, Friday, April 15, 2016.

FTA review of any protest will be limited to:

- (1) Violations of Federal Law or Regulations: Violations of State or local law shall be under the jurisdiction of State or local authorities.
- (2) Violation of YCIPTA's protest procedures or YCIPTA's failure to review a complaint or protest.

The protest filed with FTA shall:

- (1) Include the name and address of the protester.
- (2) Identify YCIPTA as the party responsible for the RFP process.
- (3) Contain a statement of the grounds for protest and any supporting documentation. (The grounds for protest filed with FTA must be fully supported to the extent feasible. Additional materials in support of an initial protest will only be considered if authorized by the FTA regulations).
- (4) Include a copy of the protest filed with YCIPTA, and a copy of YCIPTA's decision, if any.
- (5) Indicate the ruling or relief desired from FTA.

Such protests should be sent to:

Federal Transit Administration Region IX, 201 Mission Street, Suite 1650
San Francisco, CA 94105

A copy of such protests should also be sent to the YCIPTA Transit Director.

PROPOSAL SUBMISSION

Two (2) original copies and one (1) CD of the proposal must be sealed in an envelope and received, not postmarked, no later than **4:00 P.M. MST, Friday, April 15, 2016** at the YCIPTA administrative offices.

Mailed proposals should be sent to:

Shelly Kreger, Transit Director
Yuma County Intergovernmental Public Transportation
Authority
Mailing: 2715 East 14th Street, Yuma, AZ 85365

Proposals should be marked: **LEGAL SERVICES**

LATE PROPOSALS WILL NOT BE ACCEPTED.

ESTIMATED TIME FRAME (*Subject to change without notice*)

Monday, March 1, 2016	Release date of RFP
Monday, April 4, 2016	Questions for RFP due to YCIPTA by 5:00 p.m., MST.
Wednesday, April 6, 2016	Responses to Questions posted at www.ycat.org click on Inside YCIPTA for RFP proposers.
Friday, April 15, 2016	RFP responses due no later than 4 P.M., MST.
Monday, April 25, 2016	RFP responses distributed to review committee.
Wednesday, May 11, 2016	Firms/entities notified of interview appointments (if applicable).
Tuesday, May 24, 2016	Interviews held, if determined by YCIPTA.
Wednesday, May 25, 2016	Letters to firm selected and to firms not selected are faxed and mailed out.

Monday, June 27, 2016

Item goes before YCIPTA Board of Directors
requesting approval of the RFP respondent selected.

Monday, July 1, 2016

PROPOSER begins service.

FEDERAL REQUIREMENTS

CONTRACTOR warrants and covenants that it shall fully and completely comply with all applicable Federal, State and local laws and ordinances, and all lawful orders, rules and regulations issued by YCIPTA with jurisdiction in all aspects of its performance of this Agreement.

This Agreement is subject to a financial assistance contract between YCIPTA and the United States of America (hereinafter "Federal Government"), acting through the Department of Transportation (hereinafter "U.S. DOT"), and Federal Transit Administration (hereinafter "FTA"). Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives including without limitation those listed directly or by reference in the procedures and directives including without limitation those listed directly or by reference in the FTA Master Agreement between YCIPTA and FTA, as amended, and are incorporated herein by this reference.

The PROPOSER shall comply with these FTA requirements and as they may be amended or promulgated from time to time during the term of this Agreement. The PROPOSER shall not perform any act, fail to perform any act, or refuse to comply with any YCIPTA directives, which would cause YCIPTA to be in violation of the FTA terms and conditions. PROPOSER'S failure to comply with these FTA requirements and YCIPTA directives shall constitute a material breach of this Agreement.

a) Fly America. (Transportation of persons or property by air)

The CONTRACTOR agrees to comply with 49 USC 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The CONTRACTOR shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The CONTRACTOR agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

b) Charter Bus Requirements. The CONTRACTOR agrees to comply with 49 USC 5323(d) and 49 CFR Part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under one of the exceptions at 49 CFR 604.9. Any charter service provided under one of the exceptions must be "incidental," i.e., it must not interfere with or detract from the provision of mass transportation.

- c) **School Bus Requirements.** Pursuant to 69 USC 5323(f) and 49 CFR Part 605, recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and subrecipients may not use federally funded equipment, vehicles, or facilities.
- d) **Cargo Preference (use of U. S. flag vessel).** The CONTRACTOR agrees: (a) to use privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels; (b) to furnish within 20 working days following the date of loading for shipments originating within the United States or within 30 working days following the date of leading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding paragraph to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to YCIPTA (through the CONTRACTOR in the case of a subcontractor's bill-of-lading.) (c) to include these requirements in all subcontracts issued pursuant to this Agreement when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.
- e) **Energy Conservation.** The CONTRACTOR agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- f) **Clean Water.** (1) The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. The CONTRACTOR agrees to report each violation to YCIPTA and understands and agrees that YCIPTA will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
(2) The CONTRACTOR also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
- g) **Clean Air.** (1) The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ 7401 et seq. The CONTRACTOR agrees to report each violation to YCIPTA and understands and agrees that YCIPTA will, in

turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The CONTRACTOR also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

- h) **Recycled Products.** The CONTRACTOR agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 USC 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.
- i) **Lobbying.** (1) Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 USC 1352. Such disclosures are forwarded from tier to tier up to YCIPTA.
- (2) The CONTRACTOR also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
- j) **Access to Records and Reports.** (1) Where YCIPTA is the FTA Recipient or a sub-grantee of the FTA Recipient in accordance with 49 USC 5325(a) enters into a contract for a capital project or improvement (defined at 49 USC 5302(a) (1) through other than competitive bidding, the CONTRACTOR shall make available records related to the contract to YCIPTA, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.
- (2) The CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (3) The CONTRACTOR agrees to maintain all books, records, accounts and reports required under this Agreement for a period of not less than three years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the

performance of this Agreement, in which case Contractor agrees to maintain same until YCIPTA, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i) (11).

(4) FTA does not require the inclusion of these requirements in subcontracts

k) **Federal Changes.** Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between YCIPTA and FTA, as they may be amended or promulgated from time to time during the term of this Agreement. Contractor's failure to so comply shall constitute a material breach of this Agreement.

l) **No Obligation by the Federal Government.** (1) YCIPTA and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to YCIPTA, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The CONTRACTOR agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

m) **Program Fraud and False or Fraudulent Statements or Related.**(1) The CONTRACTOR acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC §§ 3801 et seq and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31 apply to its actions pertaining to this Project. Upon execution of the underlying contract, the CONTRACTOR certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this Agreement work is being performed. In addition to other penalties that may be applicable, the CONTRACTOR further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the CONTRACTOR to the extent the Federal Government deems appropriate.

(2) The CONTRACTOR also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or

certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 USC § 5307, the Government reserves the right to impose the penalties of 18 USC § 1001 and 49 USC § 5307(n)(1) on the CONTRACTOR, to the extent the Federal Government deems appropriate.

(3) The CONTRACTOR agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

- n) **Government-Wide Debarment and Suspension.** This Agreement is a covered transaction for purposes of 49 CFR Part 29. As such, the CONTRACTOR is required to verify that none of the CONTRACTOR, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The CONTRACTOR is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by YCIPTA. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to YCIPTA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- o) **Privacy Act.** The following requirements apply to the CONTRACTOR and its employees that administer any system of records on behalf of the Federal Government under any contract:

(1) The CONTRACTOR agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 USC § 552a. Among other things, the CONTRACTOR agrees to obtain the express consent of the Federal Government before the CONTRACTOR or its employees operate a system of records on behalf of the Federal Government. The CONTRACTOR understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

(2) The CONTRACTOR also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

p) **Civil Rights.** The following requirements apply to the underlying Agreement

(1) **Nondiscrimination:** In accordance with Title VI of the Civil Rights Act, as amended, 42 USC § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 USC § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 USC § 12132, and Federal transit law at 49 USC § 5332, the CONTRACTOR agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the CONTRACTOR agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) **Equal Employment Opportunity:** The following equal employment opportunity requirements apply to the underlying contract. (a) **Race, Color, Creed, National Origin, Sex:** In accordance with Title VII of the Civil Rights Act, as amended, 42 USC § 2000e, and Federal transit laws at 49 USC § 5332, the CONTRACTOR agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 USC § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The CONTRACTOR agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the CONTRACTOR agrees to comply with any implementing requirements FTA may issue. (b) **Age:** In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC § 623 and Federal transit law at 49 USC § 5332, the CONTRACTOR agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the CONTRACTOR agrees to comply with any implementing requirements FTA may issue. (c) **Disabilities:** In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 USC § 12112, the CONTRACTOR agrees that it will comply with the requirements of U.S. Equal Employment

Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the CONTRACTOR agrees to comply with any implementing requirements FTA may issue.

(3) The CONTRACTOR also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

q) **Transit Employee Protective Agreements.** (1) The CONTRACTOR agrees to comply with applicable transit employee protective requirements as follows:

(a) General Transit Employee Protective Requirements: To the extent that FTA determines that transit operations are involved, the CONTRACTOR agrees to carry out the transit operations work on the underlying contract in compliance with terms and conditions determined by the U.S. Secretary of Labor to be fair and equitable to protect the interests of employees employed under this Agreement and to meet the employee protective requirements of 49 USC A 5333(b), and U.S. DOL guidelines at 29 CFR Part 215, and any amendments thereto. These terms and conditions are identified in the letter of certification from the U.S. DOL to FTA applicable to YCIPTA's project from which Federal assistance is provided to support work on the underlying contract. The CONTRACTOR agrees to carry out that work in compliance with the conditions stated in that U.S. DOL letter. The requirements of this subsection (1), however, do not apply to any contract financed with Federal assistance provided by FTA either for projects for elderly individuals and individuals with disabilities authorized by 49 USC § 5310(a)(2), or for projects for nonurbanized areas authorized by 49 USC § 5311. Alternate provisions for those projects are set forth in subsections (b) and (c) of this clause.

(b) Transit Employee Protective Requirements for Projects Authorized by 49 USC: § 5310(a)(2) for Elderly Individuals and Individuals with Disabilities: If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 USC § 5310(a)(2), and if the U.S. Secretary of Transportation has determined or determines in the future that the employee protective requirements of 49 USC § 5333(b) are necessary or appropriate for the state and YCIPTA for which work is performed on the underlying contract, the CONTRACTOR agrees to carry out the Project in compliance with the terms and conditions determined by the U.S. Secretary of Labor to meet the requirements of 49 USC § 5333(b), U.S. DOL guidelines at 29 CFR Part 215, and any amendments thereto. These terms and conditions are identified in the U.S. DOL's letter of certification to FTA, the date of which is set forth Grant Agreement or

Cooperative Agreement with the state. The CONTRACTOR agrees to perform transit operations in connection with the underlying contract in compliance with the conditions stated in that U.S. DOL letter.

(c) Transit Employee Protective Requirements for Projects Authorized by 49 USC: § 5311 in Nonurbanized Areas: If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 USC § 5311, the CONTRACTOR agrees to comply with the terms and conditions of the Special Warranty for the Nonurbanized Area Program agreed to by the U.S. Secretaries of Transportation and Labor, dated May 31, 1979, and the procedures implemented by U.S. DOL or any revision thereto.

(2) The CONTRACTOR also agrees to include the any applicable requirements in each subcontract involving transit operations financed in whole or in part with Federal assistance provided by FTA.

r) **Disadvantaged Business Enterprise (DBE)**

(1) Policy: It is YCIPTA's policy and objective to promote and maintain a level playing field for DBE's in YCIPTA and Federal-aid contracts. It is YCIPTA's policy to ensure nondiscrimination in the award and administration of U.S. DOT assisted contracts based on the requirements of 49 CFR Parts 21 and 26.

(2) DBE Obligation: The CONTRACTOR agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard all contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. CONTRACTOR shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award of and performance of DOT assisted contracts.

s) **State and Local Law Disclaimer.** CONTRACTOR shall keep itself informed of, comply with, and shall cause all of its agents, employees, suppliers and subcontractors of any tier to observe and comply with all applicable State and local laws, regulations, and policies, including, but not limited to, all applicable terms and conditions prescribed for third party contracts by the U. S. Department of Transportation (DOT) and the Federal Transit Administration (FTA). It is the CONTRACTOR's responsibility to know and to comply with all state laws and regulations and local ordinances relating to public works projects which in any manner affect those engaged or employed in the work, or the materials used in the work, or which in any way affect the conduct of the work. If Contractor discovers any discrepancy or inconsistency between the plans, drawings, specifications, or contract for the work and any law, ordinance, regulation,

order or decree; the CONTRACTOR shall immediately provide written notice to YCIPTA.

- t) **Incorporation of Federal Transit Administration (FTA) Terms.** The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E, dated June 19, 2003, as amended, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The CONTRACTOR shall not perform any act, fail to perform any act, or refuse to comply with any YCIPTA requests, which would cause YCIPTA to be in violation of the FTA terms and conditions.
- u) **Drug and Alcohol Testing.** The CONTRACTOR agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Arizona, or YCIPTA to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 653 and 654 and review the testing process. The CONTRACTOR agrees further to certify annually its compliance with Parts 653 and 654 before February 15th of each year and to submit the Management Information System (MIS) reports before February 15th to YCIPTA's Transit Director. To certify compliance the CONTRACTOR shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.
- v) **Equal Employment Opportunity/Basic Requirements.** In connection with the execution of this Agreement, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

w) **Labor Provisions.** (1) **Overtime Requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of eight hours in any calendar day or in excess of forty hours in such work week unless such laborer or mechanic receives compensation at rate not less than one and one-half times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such work week, whichever is greater.

(2) **Violation; Liability for Unpaid Wages; Liquidated Damages.** In the event of any violation of the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5, the CONTRACTOR and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such district or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5 in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of eight hours or in excess of the standard of work week of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5.

(3) **Withholding for Unpaid Wages and Liquidated Damages.** DOT or YCIPTA shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the CONTRACTOR or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b) (2) of 29 CFR Section 5.5.

(4) **Nonconstruction Grants.** The CONTRACTOR or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of

hours worked, deductions made, and actual wages paid. Further, YCIPTA shall require the contracting officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the CONTRACTOR or subcontractor for inspection, copying, or transcription by authorized representatives of DOT and the Department of Labor, and the CONTRACTOR or subcontractor will permit representatives to interview employees during working hours on the job.

(5) Subcontracts. The CONTRACTOR or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (5) of this paragraph and also a clause requiring subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraph (1) through (5) of this paragraph.

- x) **Conflict of Interest**. No employee, officer, or agent of YCIPTA shall participate in selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, an organization which employs, or is about to employ, has a financial or other interest in the firm selected for award.

YCIPTA's officers, employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties of subagreements.

- y) **Breaches and Dispute Resolution**. All contracts in excess of \$100,000 shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. This may include provisions for bonding, penalties for late or inadequate performance, retained earnings, liquidated damages or other appropriate measures.

Disputes arising in the performance of this Agreement which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of YCIPTA. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the CONTRACTOR mails or otherwise furnishes a written appeal to the YCIPTA Manager. In connection with any such appeal, the CONTRACTOR shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of YCIPTA Manager shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.

Unless otherwise directed by YCIPTA, CONTRACTOR shall continue performance under this Agreement while matters in dispute are being resolved.

Claims for Damages - Should either party to the Agreement suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between YCIPTA and the CONTRACTOR arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which YCIPTA is located.

Rights and Remedies - The duties and obligations imposed by YCIPTA Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by YCIPTA, or CONTRACTOR shall constitute a waiver of any right or duty afforded any of them under the Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

NON-COLLUSION AFFIDAVIT FOR CONTRACTOR

STATE OF ARIZONA

COUNTY OF YUMA

_____ declares and says:

1. That he/she is the (owner, partner, representative, or agent) of _____, hereinafter referred to as (contractor) or (subcontractor).
2. That he/she is fully informed regarding the preparation and contents of this proposal for certain work in Yuma County, State of Arizona.
3. That his/her proposal is genuine, and is not collusive or a sham proposal.
4. That any of its officers, owners, agents, representatives, employees, or parties in interest, including this affiliate, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other CONTRACTOR, firm, or person to submit a collusive or sham proposal in connection with such contract, or to refrain to submitting a proposal in connection with such contract, or has in any manner, directly or indirectly, sought by unlawful agreement or connivance with any other CONTRACTOR, firm, or person to fix the price or prices in said proposal, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against YCIPTA, or any person interested in the proposed contract; and,
5. That the price or prices quoted in the proposal are fair and proper, and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the CONTRACTOR, or any of its agents, owners, representatives, employees, or parties in interest, including this affiliate.

I certify (or declare) under penalty of perjury, that the foregoing is true and correct.

Dated this _____ day of _____, 20____, at _____, Arizona.

Signed: _____

Title: _____

CERTIFICATION OF ELIGIBILITY (LABOR STANDARDS)

The _____ (Name of CONTRACTOR) hereby certifies that it is not included on the United States Comptroller General's Consolidated List of Persons or Firms currently Debarred for Violations of Various Public Agreements Incorporating Labor Standard Provisions.

Signed: _____

Title: _____

Date: _____

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT,
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant _____ (Name of CONTRACTOR) certified to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not, within a three year period preceding this proposal, been convicted, or had a civil judgment rendered against them for commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false Statements, or receiving stolen property;
- c. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for default.

If the primary participant is unable to certify to any of the Statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT, _____ (Name of CONTRACTOR) CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 USC SECTIONS 3801 ET SEQUA ARE APPLICABLE THERETO.

Signature of Authorized Official: _____ Title: _____

The undersigned chief legal counsel (or corporate secretary) for the _____ hereby certifies that the _____ has authority under State and local law to comply with the subject assurances and that the certification above has been legally made.

Signature of Attorney/Secretary: _____
_____ Date: _____

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, _____, hereby certify on behalf of _____,
that:

- a. No Federal appropriated funds have been paid or will be paid, by on or behalf of the undersigned, to any person for influencing, or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, loans, and cooperative agreements) which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made, or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, of 20_____

Signature of Authorized Official: _____

Title of Authorized Official: _____

**CERTIFICATION DISADVANTAGED BUSINESS ENTERPRISE PROGRAM/
EQUAL EMPLOYMENT OPPORTUNITY**

CONTRACTOR: _____

1. CONTRACTOR overall DBE participation rate: _____

2. Names/Locations of DBEs contacted by CONTRACTOR:

3. Names/Locations of DBEs selected by CONTRACTOR:

4. CONTRACTOR work force breakdown by race and gender:

TOTAL EMPLOYEES (as of _____): _____

JOB CATEGORIES

EMPLOYEES

Male

Female

Wht Blk Hsp Asn Nat

Wht Blk Hsp Asn Nat

Officials & Managers:

Professional:

Technical:

Sales:

Office/Clerical:

Craftsmen:

Laborers:

Service:

Note: The above DBE/EEO Affidavit is part of CONTRACTOR Proposal. Signing this Proposal, on the signature portion thereof, shall also constitute signature of this DBE/EEO Affidavit.

By: _____ Title: _____

Date: _____



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

February 22, 2016

Discussion and Action Agenda Item 8

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Chona Medel, Financial Services Operations Manager
Subject: Fiscal Year 2015-16 Operating and Capital Budget Amendment One

Requested Action: Staff is requesting for the Yuma County Intergovernmental Public Transportation Authority Board of Directors to review and approve Fiscal Year 2015-16 Operating and Capital Budget Amendment One.

Background and Summary:

Fiscal Year 2015-2016 budget amendment one will changes the following line items:

50204 · FUTA increased line item \$600.00
Took an average monthly \$48 - FUTA was not originally budgeted

50207 · State Unemployment increased line item \$9,000.00
Unemployment was charged to YCIPTA because of the set up being exempt for quarterly and rate assignment. We cannot protest as it is considered a base period.

50305-1 · Contract Costs reduced line item \$10,167.00
Moved to 50399-YMPO Pass through

50305-6 · Communications/Radio Service increases line item \$1,500.00
Annual radio maintenance contract originally budgeted in furniture & equipment capital amount. One time charge need to add amount to budget for monthly radio charges

50305-8 · Software Updates/Maintenance reduced line item \$9,600.00
Moved to 50204 FUTA & 50207 State Unemployment

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

50306-1 · *Bus Cleaning Services reduced line item \$21,760.00*
Moved to account 50906 finance charge & 50902 travel

50399 · *Other MOU Pass-through Expense increased line item \$10,167.00*
MOU w/ YMPO was a pass through charge and was originally budgeted in contract cost amounts

50499-3 · *Printing reduced line item \$9,000.00*
Moved to 50901 Membership dues/subscriptions

50499-4 · *Misc. Materials & Supplies reduced line item \$2,500.00*
Moved to 50999-4 other Misc. Expenses

50901 · *Memberships/Dues/Subscriptions increased line item \$9,000.00*
APTA Dues were increased due to ops expenses extra amount was not originally budgeted

50902 · *Travel Expenses increased line item \$10,000.00*
Additional travel & training for transit director, finance manager & management analyst – NTD (new system), GFOA Account Academy, FTA Procurement Series Training

50906 · *Finance Charges/Penalties increased line item \$19,000.00*
Billing process was delayed due to new positions and rollovers. Yuma County had interest charged our registered warrants

50999-2 · *Training/Education reduced line item \$7,240.00*
Moved to 50902 travel expenses

50999-3 · *Other Misc. Expense increased line item \$2,500.00*
Holiday employee appreciation originally budgeted in miscellaneous consumables. AZTA sponsorship for annual event

51600-1 · *Capital Outlay - less than \$5k increased line item \$11,000.00*
Laptop for Finance, transit director, management analyst, & Microwave for office originally charged in furniture & equipment budget

51600-6 · *Furniture and Equipment reduced line item \$12,500.00*
Moved to account 51600-1 capital outlay under 5K & 50305-6 moved to communications/radio service

A full budget amendment document with summaries will be posted online at www.ycat.az.gov by March 15, 2016 after Board adoption.

Fiscal Impact: There is no fiscal impact due to the amount of the budget did not change only individual line item figures where changed.

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors adopts the FY 2015-2016 Operating and Capital Budget Amendment number one.

Legal Counsel Review: None is required.

Attachments: Proposed Fiscal Year 2015-2016 Operating and Capital Budget Amendment One.

For information regarding the proposed operating and capital budget, please contact Shelly Kreger, Transit Director via email at skreger@ycipta.az.gov or call 928-539-7076, extension 101 or Chona Medel, Financial Services Operations Manager via email to cmedel@ycipta.az.gov or call 928-539-7076, extension 237.

Approved for Submission



Shelly Kreger
Transit Director
02/22/2016

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Yuma County Intergovernmental Public Transportation Auth.
FY 2016 BUDGET AMENDMENT
BUDGET TO ACTUAL FROM JULY 1, 2015 TO FEBRUARY 17, 2016

		Jul 1, '15 - Feb 17, 16	FY 2016 Approved Budget	Proposed Amended Budget	\$ Over Budget using proposed amended budget	% of Budget using amended budget figures	ADDITIONS/ SUBTRACTIONS	MEMO / NOTES
Ordinary Income/Expense								
	Income							
	33500 · State Grants	0.00	0.00	0.00	0.00	0.0%		
	37000 · Rents							
	37010 · Rent	0.00	0.00	0.00	0.00	0.0%		
	37000 · Rents - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 37000 · Rents	0.00	0.00	0.00	0.00	0.0%		
	39520 · Contributions Private Sources	0.00	0.00	0.00	0.00	0.0%		
	40000 · Intergovernmental							
	40700 · Miscellaneous Revenues							
	40799-1 · Greyhound Ticket Sharing	0.00	0.00	0.00	0.00	0.0%		
	40799-2 · Greyhound Ticket Sales	0.00	0.00	0.00	0.00	0.0%		
	40799-3 · Advertising Sales	10,211.77	16,000.00	16,000.00	-5,788.23	63.82%		
	40799-4 · Greyhound Commissions - YCIPTA	6,757.52	36,000.00	36,000.00	-29,242.48	18.77%		
	40799-5 · Interest	218.17	1,500.00	1,500.00	-1,281.83	14.55%		
	40799-6 · Miscellaneous Revenues	333.99	0.00	0.00	333.99	100.0%		
	40700 · Miscellaneous Revenues - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 40700 · Miscellaneous Revenues	17,521.45	53,500.00	53,500.00	-35,978.55	32.75%		
	40900 · Local Funding							
	40900-1 · Local Cash Match	0.00	0.00	0.00	0.00	0.0%		
	40900-2 · Local Transit Dues	516,739.00	516,739.00	516,739.00	0.00	100.0%		
	40900-3 · YRMC Shuttle Peach rte	0.00	0.00	0.00	0.00	0.0%		
	40900-4 · Contributions Public Entities	309,725.37	681,245.00	681,245.00	-371,519.63	45.47%		
	40900 · Local Funding - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 40900 · Local Funding	826,464.37	1,197,984.00	1,197,984.00	-371,519.63	68.99%		
	41101 · State Grants							
	41101-1 · ADOT 5311	202,757.86	1,799,267.00	1,799,267.00	-1,596,509.14	11.27%		
	41101-2 · ADOT 5310	21,095.46	40,000.00	40,000.00	-18,904.54	52.74%		
	41101-4 · Other State Grants	0.00	1,086.00	1,086.00	-1,086.00	0.0%		
	41101 · State Grants - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 41101 · State Grants	223,853.32	1,840,353.00	1,840,353.00	-1,616,499.68	12.16%		
	41300 · Federal Grant Revenue							
	41399-1 · FTA 5307	643,868.00	3,734,729.00	3,734,729.00	-3,090,861.00	17.24%		
	41399-3 · FTA 5316	0.00	0.00	0.00	0.00	0.0%		
	41399-4 · STP Capital Grant	31,819.00	238,602.00	238,602.00	-206,783.00	13.34%		
	41399-6 · Other Federal Grants	0.00	0.00	0.00	0.00	0.0%		

Yuma County Intergovernmental Public Transportation Auth.
FY 2016 BUDGET AMENDMENT
BUDGET TO ACTUAL FROM JULY 1, 2015 TO FEBRUARY 17, 2016

		Jul 1, '15 - Feb 17, 16	FY 2016 Approved Budget	Proposed Amended Budget	\$ Over Budget using proposed amended budget	% of Budget using amended budget figures	ADDITIONS/ SUBTRACTIONS	MEMO / NOTES
	41300 · Federal Grant Revenue - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 41300 · Federal Grant Revenue	675,687.00	3,973,331.00	3,973,331.00	-3,297,644.00	17.01%		
	40000 · Intergovernmental - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 40000 · Intergovernmental	1,743,526.14	7,065,168.00	7,065,168.00	-5,321,641.86	24.68%		
	41000 · Charges for Service							
	40100 · Fare Revenue							
	40101 · YCAT Fares	241,111.04	396,000.00	396,000.00	-154,888.96	60.89%		
	40190 · On Call Fares	5,112.00	8,400.00	8,400.00	-3,288.00	60.86%		
	40191 · Fare Revenue - Other	0.96	14,800.00	14,800.00	-14,799.04	0.01%		
	40100 · Fare Revenue - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 40100 · Fare Revenue	246,224.00	419,200.00	419,200.00	-172,976.00	58.74%		
	41000 · Charges for Service - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 41000 · Charges for Service	246,224.00	419,200.00	419,200.00	-172,976.00	58.74%		
	Total Income	1,989,750.14	7,484,368.00	7,484,368.00	-5,494,617.86	26.59%		
	Cost of Goods Sold							
	50000 · Cost of Goods Sold	0.00	0.00	0.00	0.00	0.0%		
	Total COGS	0.00	0.00	0.00	0.00	0.0%		
	Gross Profit	1,989,750.14	7,484,368.00	7,484,368.00	-5,494,617.86	26.59%		
	Expense							
	46701 · Expense Budget Use Only							
	46740 · Reserve for Future Purchases	0.00	0.00	0.00	0.00	0.0%		
	46701 · Expense Budget Use Only - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 46701 · Expense Budget Use Only	0.00	0.00	0.00	0.00	0.0%		
	50100 · Salaries and Wages							
	50102 · Regular Salaries and Wage	155,275.27	241,971.00	241,971.00	-86,695.73	64.17%		
	50100 · Salaries and Wages - Other	0.00	0.00	0.00	0.00	0.0%		
	Total 50100 · Salaries and Wages	155,275.27	241,971.00	241,971.00	-86,695.73	64.17%		
	50200 · Fringe Benefits							
	50201 · FICA- SS & Medicare	11,878.57	20,640.00	20,640.00	-8,761.43	57.55%		
	50202 · ASRS	16,830.15	27,755.00	27,755.00	-10,924.85	60.64%		
	50203 · Health Insurance	19,590.00	36,720.00	36,720.00	-17,130.00	53.35%		
	50204 · FUTA	330.47	0.00	600.00	-269.53	55.08%	600.00	took avg 48*12=576 FUTA was not originally budgeted
	50205 · Life Insurance	425.25	1,500.00	1,500.00	-1,074.75	28.35%		
	50207 · State Unemployment	7,983.58	100.00	9,100.00	-1,116.42	87.73%	9,000.00	Unemployment was charged to YCIPTA because of the set up being exempt for quarterly and rate assignment. We can not protest as it is considered a base period.

Yuma County Intergovernmental Public Transportation Auth.
FY 2016 BUDGET AMENDMENT
BUDGET TO ACTUAL FROM JULY 1, 2015 TO FEBRUARY 17, 2016

	Jul 1, '15 - Feb 17, 16	FY 2016 Approved Budget	Proposed Amended Budget	\$ Over Budget using proposed amended budget	% of Budget using amended budget figures	ADDITIONS/ SUBTRACTIONS	MEMO / NOTES
50208 · Workers Compensation Ins	1,239.00	2,300.00	2,300.00	-1,061.00	53.87%		
50214 · Other - Fringe Benefits	0.00	0.00	0.00	0.00	0.0%		
50200 · Fringe Benefits - Other	0.00	0.00	0.00	0.00	0.0%		
Total 50200 · Fringe Benefits	58,277.02	89,015.00	98,615.00	-40,337.98	59.1%		
50300 · Services							
50301-1 · ADA Paratransit	63,426.80	70,000.00	70,000.00	-6,573.20	90.61%		
50301-2 · Accounting & Audit	21,070.00	24,070.00	24,070.00	-3,000.00	87.54%		
50301-3 · Vanpool Subsidy	70,200.00	126,000.00	126,000.00	-55,800.00	55.71%		
50302 · Advertising	25,493.44	50,000.00	50,000.00	-24,506.56	50.99%		
50303-1 · Legal Services	10,402.95	16,000.00	16,000.00	-5,597.05	65.02%		
50303-2 · Cash Handel/Payroll Processing	3,913.88	5,700.00	5,700.00	-1,786.12	68.67%		
50303-3 · IT Support/Web Development	6,972.50	19,000.00	19,000.00	-12,027.50	36.7%		
50304 · Temporary Help	4,868.60	7,000.00	7,000.00	-2,131.40	69.55%		
50305-0 · Bus Contractor	1,402,349.91	2,412,278.00	2,412,278.00	-1,009,928.09	58.13%		
50305-1 · Contract Costs	35,878.07	63,000.00	52,833.00	-16,954.93	67.91%	(10,167.00)	moved to 50399, YMPO Pass through
50305-2 · Equipment Maintenance	2,242.33	127,195.00	127,195.00	-124,952.67	1.76%		
50305-3 · Office Equip Repair	770.00	3,000.00	3,000.00	-2,230.00	25.67%		
50305-4 · Vehicle Repair & Maintenance	535.87	203,500.00	203,500.00	-202,964.13	0.26%		
50305-5 · Building Repairs & Maintenance	3,694.84	12,000.00	12,000.00	-8,305.16	30.79%		
50305-6 · Communications/Radio Service	13,876.78	13,050.00	14,550.00	-673.22	95.37%	1,500.00	Annual radio maintenance contract originally budgeted in furniture & equipment capital amount. One time charge need to add amount to budget for monthly radio charges
50305-7 · Grounds Keeping/Pest Control	399.00	2,000.00	2,000.00	-1,601.00	19.95%		
50305-8 · Software Updates/Maintenance	1,718.06	28,000.00	18,400.00	-16,681.94	9.34%	(9,600.00)	Moved to 50204 FUTA & 50207 State Unemployment
50306-1 · Bus Cleaning Services	5,207.50	50,000.00	28,240.00	-23,032.50	18.44%	(21,760.00)	Moved to 50906 fin charge & 50902 travel
50306 · Janitorial Service	2,325.24	20,000.00	20,000.00	-17,674.76	11.63%		
50307 · Security Services	0.00	0.00	0.00	0.00	0.0%		
50399 · Other MOU Pass-through Expense	10,166.83	0.00	10,167.00	-0.17	100.0%	10,167.00	MOU w/ YMPO was a pass through charge and was originally budgeted in contract cost amounts
50300 · Services - Other	0.00	0.00	0.00	0.00	0.0%		
Total 50300 · Services	1,685,512.60	3,251,793.00	3,221,933.00	-1,536,420.40	52.31%		
50400 · Materials and Supplies							
50401 · Fuel, Oil, Lubricants	194,224.04	470,000.00	470,000.00	-275,775.96	41.32%		
50499-1 · Office Supplies	3,663.72	5,000.00	5,000.00	-1,336.28	73.27%		
50499-2 · Postage	383.26	1,700.00	1,700.00	-1,316.74	22.55%		
50499-3 · Printing	13,471.65	30,000.00	21,000.00	-7,528.35	64.15%	(9,000.00)	Moved to 50901 Membership dues/subscriptions

Yuma County Intergovernmental Public Transportation Auth.
FY 2016 BUDGET AMENDMENT
BUDGET TO ACTUAL FROM JULY 1, 2015 TO FEBRUARY 17, 2016

	Jul 1, '15 - Feb 17, 16	FY 2016 Approved Budget	Proposed Amended Budget	\$ Over Budget using proposed amended budget	% of Budget using amended budget figures	ADDITIONS/ SUBTRACTIONS	MEMO / NOTES
50499-4 · Misc. Materials & Supplies	2,245.46	25,000.00	22,500.00	-20,254.54	9.98%	(2,500.00)	Moved to 50999-4 other Misc. Expenses
50400 · Materials and Supplies - Other	0.00	0.00	0.00	0.00	0.0%		
Total 50400 · Materials and Supplies	213,988.13	531,700.00	520,200.00	-306,211.87	41.14%		
50500 · Utilities							
50501 · Electricity	10,192.68	18,000.00	18,000.00	-7,807.32	56.63%		
50502-1 · Refuse Disposal	484.38	600.00	600.00	-115.62	80.73%		
50502-2 · Water - Offices	875.35	1,600.00	1,600.00	-724.65	54.71%		
50500 · Utilities - Other	0.00	0.00	0.00	0.00	0.0%		
Total 50500 · Utilities	11,552.41	20,200.00	20,200.00	-8,647.59	57.19%		
50600 · Casualty and Liability Insurance							
50608-1 · Gen Liab Insurance	1,103.66	2,400.00	2,400.00	-1,296.34	45.99%		
50608-2 · Prof. Liability Insurance	2,230.00	3,500.00	3,500.00	-1,270.00	63.71%		
50608-3 · Automobile Insurance	4,316.38	6,500.00	6,500.00	-2,183.62	66.41%		
50600 · Casualty and Liability Insurance - Other	0.00	0.00	0.00	0.00	0.0%		
Total 50600 · Casualty and Liability Insurance	7,650.04	12,400.00	12,400.00	-4,749.96	61.69%		
50900 · Miscellaneous Expenses							
50901 · Memberships/Dues/Subscriptions	16,581.83	9,000.00	18,000.00	-1,418.17	92.12%	9,000.00	APTA Dues were increased due to ops expenses extra amount was not originally budgeted additional travel & training for transit director, finance manager & management analyst NTD (new system), GFOA Account Academy, FTA Procurement Series Training.
50902 · Travel Expenses	12,155.51	10,000.00	20,000.00	-7,844.49	60.78%	10,000.00	Billing process was delayed due to new positions and rollovers. Yuma County had interest charged our registered warrants
50906 · Finance Charges/Penalties	12,836.89	100.00	19,100.00	-6,263.11	67.21%	19,000.00	
50907 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.0%		
50999-1 · License and Permits	98.00	2,000.00	2,000.00	-1,902.00	4.9%		
50999-2 · Training/Education	198.30	8,240.00	1,000.00	-801.70	19.83%	(7,240.00)	Moved to 50902 travel expenses
50999-3 · Other Misc. Expense	2,684.16	1,000.00	3,500.00	-815.84	76.69%	2,500.00	Holiday employee appreciation originally budgeted in miscellaneous consumables. AZTA sponsorship for annual event
50999-4 · Miscellaneous Consumables	253.80	1,800.00	1,800.00	-1,546.20	14.1%		
50999-5 · Telephone/Internet	4,628.16	8,000.00	8,000.00	-3,371.84	57.85%		
50900 · Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.0%		
Total 50900 · Miscellaneous Expenses	49,436.65	40,140.00	73,400.00	-23,963.35	67.35%		
51200 · Leases and Rentals							
51205 · Auto/Truck Lease/Rental	0.00	0.00	0.00	0.00	0.0%		
51212-1 · Building Lease	34,049.03	50,400.00	50,400.00	-16,350.97	67.56%		
51212-2 · Leases Rental Equipment	162.62	1,000.00	1,000.00	-837.38	16.26%		

Yuma County Intergovernmental Public Transportation Auth.
FY 2016 BUDGET AMENDMENT
BUDGET TO ACTUAL FROM JULY 1, 2015 TO FEBRUARY 17, 2016

	Jul 1, '15 - Feb 17, 16	FY 2016 Approved Budget	Proposed Amended Budget	\$ Over Budget using proposed amended budget	% of Budget using amended budget figures	ADDITIONS/ SUBTRACTIONS	MEMO / NOTES
51200 · Leases and Rentals - Other	0.00	0.00	0.00	0.00	0.0%		
Total 51200 · Leases and Rentals	34,211.65	51,400.00	51,400.00	-17,188.35	66.56%		
51300 · Depreciation Expense	0.00	0.00	0.00	0.00	0.0%		
51600 · Capital Outlay							
51600-1 · Capital Outlay - less than \$5k	2,572.94	0.00	11,000.00	-8,427.06	23.39%	11,000.00	Laptop for Finance, transit director, management analyst, & Microwave for office originally charged in furniture & equipment budget,
51600-2 · Infrastructure	0.00	0.00	0.00	0.00	0.0%		
51600-3 · Buildings	0.00	1,900,000.00	1,900,000.00	-1,900,000.00	0.0%		
51600-4 · Land	0.00	0.00	0.00	0.00	0.0%		
51600-5 · Automobiles	5,608.00	963,000.00	963,000.00	-957,392.00	0.58%		
51600-6 · Furniture and Equipment	60,652.89	382,749.00	370,249.00	-309,596.11	16.38%	(12,500.00)	moved to account 51600-1 capital outlay under 5K & 50305-6 moved to communications/radio service
51600 · Capital Outlay - Other	0.00	0.00	0.00	0.00	0.0%		
Total 51600 · Capital Outlay	68,833.83	3,245,749.00	3,244,249.00	-3,175,415.17	2.12%		
52000 · Pension Expense	0.00	0.00	0.00	0.00	0.0%		
Total Expense	2,284,737.60	7,484,368.00	7,484,368.00	-5,199,630.40	30.53%		
Net Ordinary Income	-294,987.46	0.00	0.00	-294,987.46	100.0%		
Other Income/Expense							
Other Income							
70000 · In Kind Contributions	0.00	0.00	0.00	0.00	0.0%		
90001 · Transfer of Fare revenue - YMPO	0.00	0.00	0.00	0.00	0.0%		
Total Other Income	0.00	0.00	0.00	0.00	0.0%		
Other Expense							
70001 · In Kind Expenses	0.00	0.00	0.00	0.00	0.0%		
71000 · Compensated Absences Expense	0.00	0.00	0.00	0.00	0.0%		
90000 · Local Match/Internal Transfer	0.00	0.00	0.00	0.00	0.0%		
Total Other Expense	0.00	0.00	0.00	0.00	0.0%		
Net Other Income	0.00	0.00	0.00	0.00	0.0%		
Net Income	-294,987.46	0.00	0.00	-294,987.46	100.0%	0.00	

YCIPTA BOARD OF DIRECTORS UPDATE														
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD	
OPERATING DAYS	26	25											26	
OPERATORS														
<i>Full-time</i>	23	26												
<i>In training</i>	1	1												
<i>Graduated Training</i>	0	3												
<small>Notes: Current recruiting efforts include weekly interviews and job postings on Careerbuilder.com. Future efforts will include attendance local employment services job fairs and recruitment from local CDL DrivOpen driver position. General Updates: 3 new hires graduated training. Driver run pick was conducted on 1/23/2016 and new driver assignments went into effect on 2/29/16.</small>														
COMPLAINTS														
														DUPLICATES RECEIVED
<i>Mechanical Breakdown</i>	0	0												
<i>Heat/A/C Not Working</i>	0	0												
<i>Incorrect Fare Charged</i>	0	0												
<i>Incorrect Destination Displayed</i>	0	0												
<i>Early Departure from Stop</i>	0	0												
<i>Late Departure from Stop</i>	0	1												
<i>Inaccessible Stop(s)/Delays Due to Construction</i>	0	0												
<i>Unauthorized Drop-off Location</i>	0	0												
<i>Unauthorized Pick-up Location</i>	0	0												
<i>Vehicle at Capacity - No Seats</i>	0	0												
<i>Driver Failed to Make Assigned Stop(s)</i>	2	0												
<i>Driver Did Not Make Required ADA Announcement(s)</i>	0	0												
<i>Driver Exceeds Posted Speed Limit</i>	0	0												
<i>Driver Does Not Operate Vehicle Safely</i>	1	0												
<i>Driver Not Wearing Seatbelt</i>	0	0												
<i>Driver Not Wearing Nametag/ID Badge</i>	0	0												
<i>Unsafe Lane Change</i>	0													
<i>Driver Did Not Kneel Vehicle</i>	2	0												1
<i>Discourteous/Rude Driver</i>	2	0												
<i>Wheelchair Lift Not Working</i>	0	0												
<i>Other</i>	1	1												
TOTAL	8	2	0	0	0	0	0	0	0	0	0	0	0	1
COMPLIMENTS	0	0												
TOTAL PASSENGERS	35,319	33,295												
COMMENTS AND/OR CONCERNS (LIST COMPLAINT CATEGORY):														
ACTION TAKEN: Drivers are subject to retraining and/or disciplinary action based on schedule adherence, service delivery, successful of execution of YCAT and NEXP safety standards.														
ACCIDENTS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	OCT	SEP	NOV	YTD	PREV YTD
<i>Preventable Street Accidents</i>	1													0
<i>Preventable Yard Accidents</i>	0													0
<i>Non-Preventable Accidents</i>	0													0
<i>NTD Reportable Accidents</i>	0													0
TOTAL	1													0
<small>Notes: Preventable accident due to driver judgement in estimating clearance. Retraining included proper mirror checks and proper backing procedures.</small>														
TOTAL SERVICE HOURS	3095													
MILES OPERATED	78,076													
<i>Preventable Street Accidents Freq. Rate Per 50,000 Miles</i>	1.56													
<i>Preventable Yard Accidents Freq. Rate Per 50,000 Miles</i>	0.00													
<i>Non-Preventable Accident Freq. Rate Per 50,000 Miles</i>	0.00													
<i>NTD Reportable Accident Freq. Rate Per 50,000 Miles</i>	0.00													
<small>Notes: Mileage variance attributed to observed holiday - Friday, 12/25/15 - Christmas Day</small>														



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

Transit Director Report – December 2015- January 2016

- **"Stuff the Bus":** YCAT's 4th annual Stuff the Bus campaign was held November 9 through December 19, 2015. For every non-perishable food item the rider will receive a free ride. We had set a goal of 15,000 lbs of food for this year's campaign. In 2014 we set a goal of 12,000 lbs and surpassed that amount by 800 lbs. This year's campaign only brought in a little over 8,000 lbs, which is still a considerable amount of food to help the community.
- **MV Closeout update:** As of January 7, 2016 the check sent to MV cleared the bank, this should end any further dispute.
- **New Schedules and Shelter Maps:** New schedules and shelter maps have arrived and are being distributed by December 1, 2015.
- **TRB Annual Conference:** I attended the Transportation Research Board Conference that was held in Washington, DC January 10 – 14, 2016. This was the first TRB conference that I have attended. During this conference there is a poster session where hundreds of IDEA Projects are displayed. YCIPTA and Acumen are completing a project titled "TRB Transit IDEA Project 79: Implementation of Smart Card AFC Standards for Small Transit Agencies". This project was one of the ones that were on display at the conference.
- **2016 SWTA Annual Conference:** I attended the annual South West Transit Association conference "Freedom Through Transit" held in Mesa, AZ February 1 – 3, 2016.
- **Cents A Bill Fare Boxes:** Soltrans out of Vallejo, Ca has offered YCIPTA there spare Cents A Bill fare boxes, the only cost to YCIPTA will be the shipping costs. YCIPTA will use these as spares.
- **FAST Act apportionment:** FY2016 apportionments were release on February 9, 2016. Yuma's apportionment for FY16 is \$2,347,405 which is \$159,744 less than prior year apportionment.
- **Bus Shelters:** Core Engineering will be submitting 5 bus shelter locations for permitting this week. We will be submitting the most needed shelter locations first. Especially at the Walmart on Ave. B
- **Upcoming Projects:** Listed below are the projects that YCIPTA staff will be embarking for the next several months:

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

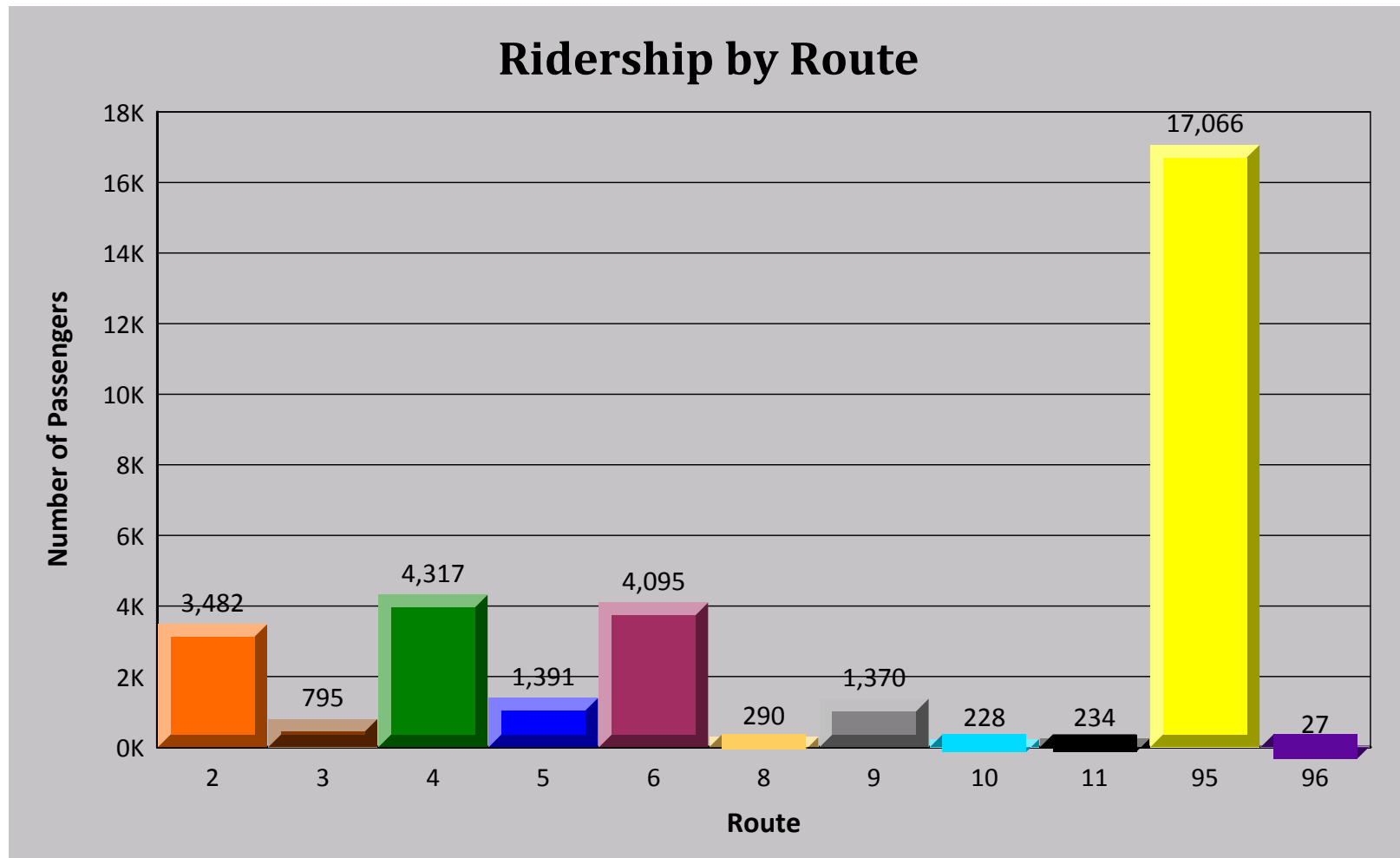
-
- Ongoing YCAT Workshop sessions to train new passengers on how to ride YCAT.
 - Monitor National Express performance.
 - Finalize and install bus stops in the City of Yuma and Yuma County, including bus shelters through relocation of existing bus shelters.
 - Install advertising bus benches in Yuma and one on the Fort Yuma Indian Reservation.
 - Finalize Community Transit Committee member recommendations.
 - Acumen pilot project for an autoloading feature via www.ycat.az.gov, still in process.
 - Purchase capital equipment as defined in the capital budget (decals for rest of YCAT fleet, NextBus for buses that do not have GPS tracking (i.e. 111, 112, 113, 133, 134, 135, 139, 140, 144), purchase security cameras, install metal bus stop signs, install more bus shelters).
 - Surplus equipment - computers, buses and minivans.
Install smart card units on Bus #118, #121, #122, #123, #141, #142, #143 and

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Greg Wilkinson, Chairman - City of Yuma, Brian Golding, Sr, Vice Chairman – Quechan Tribe,
Bill Lee – Sec/Treasurer - City of Somerton, Susan Thorpe - Yuma County,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

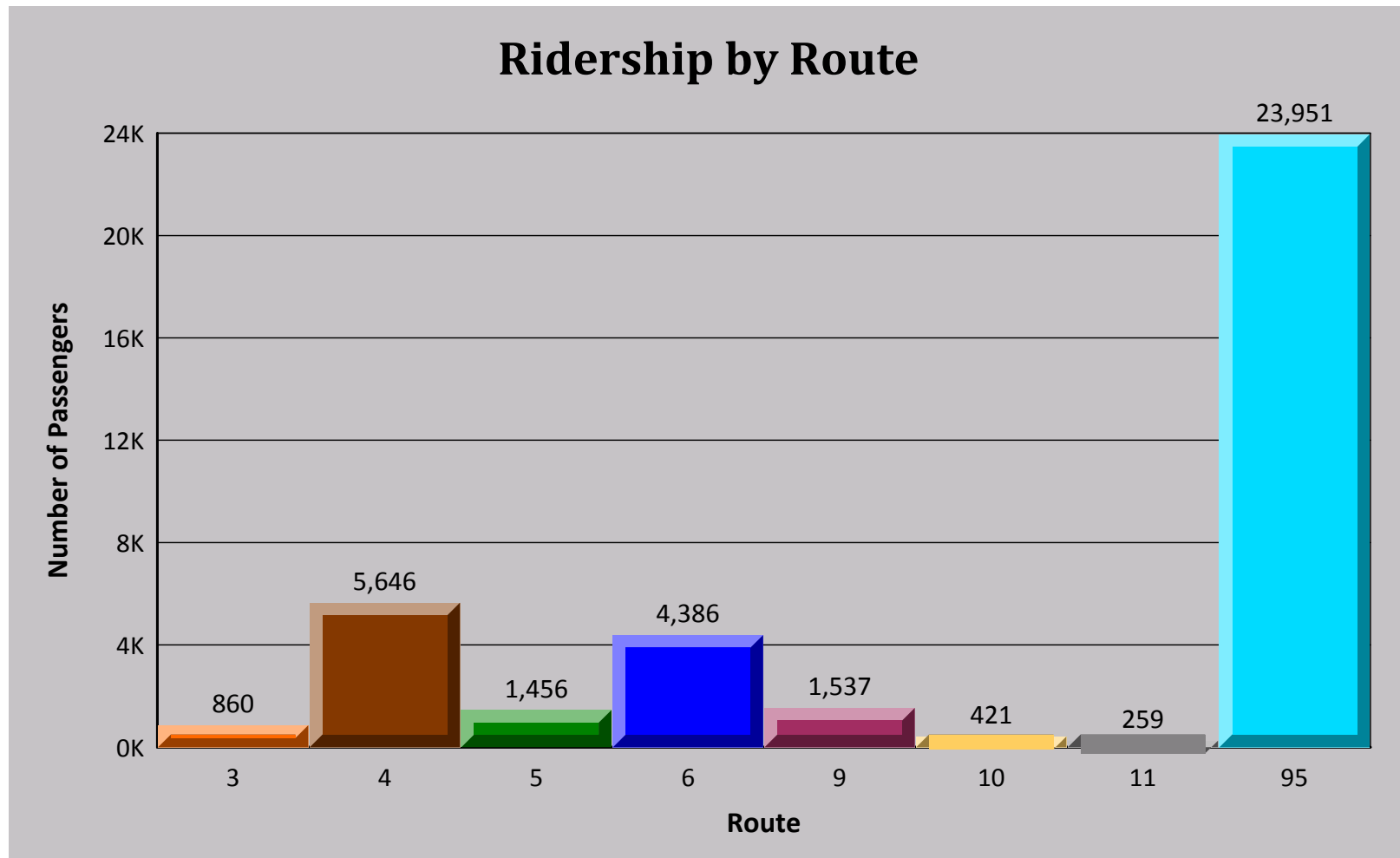


Period: 1/1/2016 to 1/31/2016





Period: 1/1/2015 to 1/31/2015





RIDERSHIP AND FARES

Period: 1/1/2016 to 1/31/2016

Route	Cash Fares			Pass Media			Miscellaneous		Special Revenues					Statistics		Other Items	Total Pax
	Basic Cash	Deviations	Disc Cash	Day Pass	Disc Day	Passes Accepted	Xfers	Free	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Orange 2	416	0	194	23	20	509	0	0	55	4	2,183	26	52	10	83	14	3,482
Brown 3	55	44	30	36	28	267	0	0	0	0	324	0	11	28	70	19	795
Green 4	623	0	632	192	128	1,199	0	2	356	240	634	182	129	44	103	32	4,317
Blue 5	467	2	151	88	55	386	0	0	0	1	91	148	2	25	26	10	1,391
Purple 6	368	0	323	63	69	291	0	0	178	3	101	2,673	26	38	161	32	4,095
Gold 8	15	13	8	17	20	76	0	0	0	3	123	0	15	5	18	9	290
Silver 9	73	0	29	3	0	12	0	0	8	1	1,244	0	0	0	3	0	1,370
Turquoise 10	137	0	71	5	2	12	0	0	1	0	0	0	0	10	13	4	228
NightOwl 11	34	0	9	1	0	9	0	0	0	0	140	41	0	0	2	0	234
Yellow 95	5,886	2	4,048	434	392	2,734	0	0	874	131	1,188	747	630	66	555	147	17,066
Summer 96	8	0	0	0	0	0	0	19	0	0	0	0	0	0	0	0	27
Totals	8,082	61	5,495	862	714	5,495	0	21	1,472	383	6,028	3,817	865	226	1,034	267	33,295

Estimated Revenue Collected

Revenue Type: Each	Total
Basic Cash Fare: \$2.00	\$16,164.00
Deviations: \$2.00	\$122.00
Discount Cash Fare: \$1.00	\$5,495.00
Day Pass: \$5.00	\$4,310.00
Discount Day Pass: \$2.50	\$1,785.00
Newspapers/Guide: \$0.50-\$1.50	\$133.50
	\$28,009.50



RIDERSHIP AND FARES

Period: 1/1/2015 to 1/31/2015

Route	Cash Fares			Pass Media			Miscellaneous		Special Revenues					Statistics		Other Items	Total Pax
	Basic Cash	Deviations	Disc Cash	Day Pass	Disc Day	Passes Accepted	Xfers	Free	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes		
Brown 3	73	26	39	64	49	326	2	0	0	19	259	3	0	8	22	7	860
Green 4	928	0	661	180	201	1,223	2	22	555	367	1,229	274	4	85	136	9	5,646
Blue 5	417	1	213	51	32	539	2	29	3	20	90	59	0	15	19	5	1,456
Purple 6	467	2	323	45	50	519	0	13	321	0	105	2,540	1	56	120	23	4,386
Silver 9	89	0	12	4	0	27	0	1	7	0	1,396	1	0	0	9	0	1,537
Turquoise 10	252	0	107	5	1	33	0	17	0	0	4	2	0	4	1	1	421
NightOwl 11	45	0	2	0	0	6	0	0	0	0	192	14	0	0	6	0	259
Yellow 95	8,395	0	4,797	516	329	3,808	6	24	705	187	4,389	785	10	82	800	66	23,951
Totals	10,666	29	6,154	865	662	6,481	12	106	1,591	593	7,664	3,678	15	250	1,113	166	38,516

Estimated Revenue Collected

Revenue Type: Each	Total
Basic Cash Fare: \$2.00	\$21,332.00
Deviations: \$2.00	\$58.00
Discount Cash Fare: \$1.00	\$6,154.00
Day Pass: \$5.00	\$4,325.00
Discount Day Pass: \$2.50	\$1,655.00
Newspapers/Guide: \$0.50-\$1.50	\$83.00
	\$33,607.00



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

Summary Financial Report for January 31, 2016

This report is a summary for the period November and January 2016. The attached monthly profit and loss statements are unaudited figures.

Reconciled account balances for YCIPTA checking accounts held at 1st Bank Yuma for the following months are as follows:

January 31, 2016

Greyhound	\$12,280.75
General	\$369,188.86
Payroll	\$45,120.02
Fare Revenue	\$37,862.91

January 31, 2016

YC Treasurer	\$66,487.97
--------------	-------------

Greyhound sales by Month

November	\$12,024.30
December	\$17,464.10
January	\$13,198.35

Fare Revenue by Month

November 2015

YCAT	\$25,085.45
On Call	\$607.50

December 2015

YCAT	\$39,000.29
On Call	\$658.00

January 2016

YCAT	\$34,278.29
On Call	\$810.00

Accounts payable as of January 31, 2016 was \$26,218.84

Accounts receivable as of January 31, 2016 was \$66,512.72.

The annual NTD Report was submitted and is pending review from FTA as of January 31, 2016. YCIPTA's FY 2015 CAFR was submitted on December 30, 2015 to the Government Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting Program. We are hoping we can continue our streak for the certificate award program two years in a row.

Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
November 2015

	<u>Nov 15</u>	<u>Jul - Nov 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
40000 - Intergovernmental					
40700 - Miscellaneous Revenues					
40799-3 - Advertising Sales	0.00	7,266.77	16,000.00	-8,733.23	45.42%
40799-4 - Greyhound Commissions - YCIPTA	1,969.97	5,973.88	36,000.00	-30,026.12	16.59%
40799-5 - Interest	23.06	120.09	1,500.00	-1,379.91	8.01%
40799-6 - Miscellaneous Revenues	-2.50	37.21			
40700 - Miscellaneous Revenues - Other	<u>36.00</u>	<u>36.00</u>			
Total 40700 - Miscellaneous Revenues	<u>2,026.53</u>	<u>13,433.95</u>	<u>53,500.00</u>	<u>-40,066.05</u>	<u>25.11%</u>
40900 - Local Funding					
40900-2 - Local Transit Dues	0.00	571,739.00	516,739.00	55,000.00	110.64%
40900-4 - Contributions Public Entities	102,325.43	135,110.28	681,245.00	-546,134.72	19.83%
40900 - Local Funding - Other	<u>0.00</u>	<u>25.00</u>			
Total 40900 - Local Funding	<u>102,325.43</u>	<u>706,874.28</u>	<u>1,197,984.00</u>	<u>-491,109.72</u>	<u>59.01%</u>
41101 - State Grants					
41101-1 - ADOT 5311	149,990.65	125,306.70	1,799,267.00	-1,673,960.30	6.96%
41101-2 - ADOT 5310	0.00	0.00	40,000.00	-40,000.00	0.0%
41101-4 - Other State Grants	0.00	0.00	1,086.00	-1,086.00	0.0%
Total 41101 - State Grants	<u>149,990.65</u>	<u>125,306.70</u>	<u>1,840,353.00</u>	<u>-1,715,046.30</u>	<u>6.81%</u>
41300 - Federal Grant Revenue					
41399-1 - FTA 5307	17,476.00	98,912.00	3,734,729.00	-3,635,817.00	2.65%
41399-4 - STP Capital Grant	0.00	0.00	238,602.00	-238,602.00	0.0%
Total 41300 - Federal Grant Revenue	<u>17,476.00</u>	<u>98,912.00</u>	<u>3,973,331.00</u>	<u>-3,874,419.00</u>	<u>2.49%</u>
Total 40000 - Intergovernmental	<u>271,818.61</u>	<u>944,526.93</u>	<u>7,065,168.00</u>	<u>-6,120,641.07</u>	<u>13.37%</u>
41000 - Charges for Service					
40100 - Fare Revenue					
40101 - YCAT Fares	25,083.95	163,691.03	396,000.00	-232,308.97	41.34%
40190 - On Call Fares	607.50	3,620.50	8,400.00	-4,779.50	43.1%
40191 - Fare Revenue - Other	0.00	0.00	14,800.00	-14,800.00	0.0%
Total 40100 - Fare Revenue	<u>25,691.45</u>	<u>167,311.53</u>	<u>419,200.00</u>	<u>-251,888.47</u>	<u>39.91%</u>
Total 41000 - Charges for Service	<u>25,691.45</u>	<u>167,311.53</u>	<u>419,200.00</u>	<u>-251,888.47</u>	<u>39.91%</u>
Total Income	<u>297,510.06</u>	<u>1,111,838.46</u>	<u>7,484,368.00</u>	<u>-6,372,529.54</u>	<u>14.86%</u>
Gross Profit	<u>297,510.06</u>	<u>1,111,838.46</u>	<u>7,484,368.00</u>	<u>-6,372,529.54</u>	<u>14.86%</u>
Expense					
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	25,844.52	105,685.75	241,971.00	-136,285.25	43.68%
Total 50100 - Salaries and Wages	<u>25,844.52</u>	<u>105,685.75</u>	<u>241,971.00</u>	<u>-136,285.25</u>	<u>43.68%</u>
50200 - Fringe Benefits					
50201 - FICA- SS & Medicare	1,977.12	8,085.02	20,640.00	-12,554.98	39.17%
50202 - ASRS	2,770.72	11,599.25	27,755.00	-16,155.75	41.79%
50203 - Health Insurance	2,640.00	12,180.00	36,720.00	-24,540.00	33.17%
50204 - FUTA	8.64	170.76			
50205 - Life Insurance	47.25	236.25	1,500.00	-1,263.75	15.75%
50207 - State Unemployment	177.77	7,743.58	100.00	7,643.58	7,743.58%
50208 - Workers Compensation Ins	-176.00	1,239.00	2,300.00	-1,061.00	53.87%
Total 50200 - Fringe Benefits	<u>7,445.50</u>	<u>41,253.86</u>	<u>89,015.00</u>	<u>-47,761.14</u>	<u>46.35%</u>
50300 - Services					
50301-1 - ADA Paratransit	8,006.31	48,329.96	70,000.00	-21,670.04	69.04%
50301-2 - Accounting & Audit	0.00	10,535.00	24,070.00	-13,535.00	43.77%
50301-3 - Vanpool Subsidy 5316 Only	9,900.00	39,900.00	126,000.00	-86,100.00	31.67%
50302 - Advertising	5,265.53	18,798.23	50,000.00	-31,201.77	37.6%

Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
November 2015

	<u>Nov 15</u>	<u>Jul - Nov 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50303-1 - Legal Services	1,300.00	9,499.35	16,000.00	-6,500.65	59.37%
50303-2 - Cash Handel/Payroll Processing	1,345.38	2,966.18	5,700.00	-2,733.82	52.04%
50303-3 - IT Support/Web Development	900.00	4,472.50	19,000.00	-14,527.50	23.54%
50304 - Temporary Help	0.00	4,456.89	7,000.00	-2,543.11	63.67%
50305-0 - Bus Contractor	201,607.00	1,016,864.80	2,412,278.00	-1,395,413.20	42.15%
50305-1 - Contract Costs	3,031.13	33,090.69	63,000.00	-29,909.31	52.53%
50305-2 - Equipment Maintenance	0.00	1,292.06	127,195.00	-125,902.94	1.02%
50305-3 - Office Equip Repair	0.00	770.00	3,000.00	-2,230.00	25.67%
50305-4 - Vehicle Repair & Maintance	0.00	535.87	203,500.00	-202,964.13	0.26%
50305-5 - Building Repairs & Maintance	187.50	2,370.40	12,000.00	-9,629.60	19.75%
50305-6 - Communications/Radio Service	125.18	13,626.10	13,050.00	576.10	104.42%
50305-7 - Grounds Keeping/Pest Control	0.00	399.00	2,000.00	-1,601.00	19.95%
50305-8 - Software Updates/Maintenance	0.00	1,718.06	28,000.00	-26,281.94	6.14%
50306-1 - Bus Cleaning Services	0.00	5,207.50	50,000.00	-44,792.50	10.42%
50306 - Janitorial Service	0.00	2,325.24	20,000.00	-17,674.76	11.63%
50399 - Other MOU Passthrough Expense	0.00	10,166.83			
Total 50300 - Services	231,668.03	1,227,324.66	3,251,793.00	-2,024,468.34	37.74%
50400 - Materials and Supplies					
50401 - Fuel, Oil, Lubricants	23,655.12	146,727.64	470,000.00	-323,272.36	31.22%
50499-1 - Office Supplies	200.31	1,246.39	5,000.00	-3,753.61	24.93%
50499-2 - Postage	75.05	262.48	1,700.00	-1,437.52	15.44%
50499-3 - Printing	5,263.70	7,117.38	30,000.00	-22,882.62	23.73%
50499-4 - Misc Materials & Supplies	0.00	1,685.46	25,000.00	-23,314.54	6.74%
Total 50400 - Materials and Supplies	29,194.18	157,039.35	531,700.00	-374,660.65	29.54%
50500 - Utilities					
50501 - Electricity	1,097.73	7,976.94	18,000.00	-10,023.06	44.32%
50502-1 - Refuse Disposal	67.34	333.70	600.00	-266.30	55.62%
50502-2 - Water - Offices	100.09	600.76	1,600.00	-999.24	37.55%
Total 50500 - Utilities	1,265.16	8,911.40	20,200.00	-11,288.60	44.12%
50600 - Casualty and Liability Insuranc					
50608-1 - Gen Liab Insurance	119.66	744.68	2,400.00	-1,655.32	31.03%
50608-2 - Prof. Liability Insurance	257.71	1,456.87	3,500.00	-2,043.13	41.63%
50608-3 - Automobile Insurance	386.75	1,919.13	6,500.00	-4,580.87	29.53%
Total 50600 - Casualty and Liability Insuranc	764.12	4,120.68	12,400.00	-8,279.32	33.23%
50900 - Miscellaneous Expenses					
50901 - Memberships/Dues/Subscriptions	1,255.00	12,381.83	9,000.00	3,381.83	137.58%
50902 - Travel Expenses	969.37	9,972.10	10,000.00	-27.90	99.72%
50906 - Finance Charges/Penalties	32.00	9,053.64	100.00	8,953.64	9,053.64%
50999-1 - License and Permits	0.00	0.00	2,000.00	-2,000.00	0.0%
50999-2 - Training/Education	0.00	198.30	8,240.00	-8,041.70	2.41%
50999-3 - Other Misc Expense	113.74	379.36	1,000.00	-620.64	37.94%
50999-4 - Miscellaneous Consumables	0.00	216.80	1,800.00	-1,583.20	12.04%
50999-5 - Telephone/Internet	761.18	3,316.52	8,000.00	-4,683.48	41.46%
50900 - Miscellaneous Expenses - Other	0.00	47.35			
Total 50900 - Miscellaneous Expenses	3,131.29	35,565.90	40,140.00	-4,574.10	88.61%
51200 - Leases and Rentals					
51212-1 - Building Lease	4,200.00	21,449.03	50,400.00	-28,950.97	42.56%
51212-2 - Leases Rental Equipment	0.00	81.31	1,000.00	-918.69	8.13%
Total 51200 - Leases and Rentals	4,200.00	21,530.34	51,400.00	-29,869.66	41.89%
51600 - Capital Outlay					
51600-1 - Capital Outlay - less than \$5k	0.00	2,493.80			
51600-3 - Buildings	0.00	0.00	1,900,000.00	-1,900,000.00	0.0%

Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
 November 2015

	<u>Nov 15</u>	<u>Jul - Nov 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
51600-5 - Automobiles	5,608.00	5,608.00	963,000.00	-957,392.00	0.58%
51600-6 - Furniture and Equipment	0.00	652.89	382,749.00	-382,096.11	0.17%
Total 51600 - Capital Outlay	5,608.00	8,754.69	3,245,749.00	-3,236,994.31	0.27%
Total Expense	309,120.80	1,610,186.63	7,484,368.00	-5,874,181.37	21.51%
Net Ordinary Income	-11,610.74	-498,348.17	0.00	-498,348.17	100.0%
Net Income	<u>-11,610.74</u>	<u>-498,348.17</u>	<u>0.00</u>	<u>-498,348.17</u>	<u>100.0%</u>

Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
December 2015

	<u>Dec 15</u>	<u>Jul - Dec 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
40000 - Intergovernmental					
40700 - Miscellaneous Revenues					
40799-3 - Advertising Sales	1,750.00	9,016.77	16,000.00	-6,983.23	56.36%
40799-4 - Greyhound Commissions - YCIPTA	-1,203.54	4,770.34	36,000.00	-31,229.66	13.25%
40799-5 - Interest	50.94	171.03	1,500.00	-1,328.97	11.4%
40799-6 - Miscellaneous Revenues	110.78	147.99			
40700 - Miscellaneous Revenues - Other	0.00	36.00			
Total 40700 - Miscellaneous Revenues	<u>708.18</u>	<u>14,142.13</u>	<u>53,500.00</u>	<u>-39,357.87</u>	<u>26.43%</u>
40900 - Local Funding					
40900-2 - Local Transit Dues	50,000.00	621,739.00	516,739.00	105,000.00	120.32%
40900-4 - Contributions Public Entities	43,576.02	178,686.30	681,245.00	-502,558.70	26.23%
40900 - Local Funding - Other	0.00	25.00			
Total 40900 - Local Funding	<u>93,576.02</u>	<u>800,450.30</u>	<u>1,197,984.00</u>	<u>-397,533.70</u>	<u>66.82%</u>
41101 - State Grants					
41101-1 - ADOT 5311	0.00	125,306.70	1,799,267.00	-1,673,960.30	6.96%
41101-2 - ADOT 5310	0.00	0.00	40,000.00	-40,000.00	0.0%
41101-4 - Other State Grants	0.00	0.00	1,086.00	-1,086.00	0.0%
Total 41101 - State Grants	<u>0.00</u>	<u>125,306.70</u>	<u>1,840,353.00</u>	<u>-1,715,046.30</u>	<u>6.81%</u>
41300 - Federal Grant Revenue					
41399-1 - FTA 5307	437,791.00	536,703.00	3,734,729.00	-3,198,026.00	14.37%
41399-4 - STP Capital Grant	0.00	0.00	238,602.00	-238,602.00	0.0%
Total 41300 - Federal Grant Revenue	<u>437,791.00</u>	<u>536,703.00</u>	<u>3,973,331.00</u>	<u>-3,436,628.00</u>	<u>13.51%</u>
Total 40000 - Intergovernmental	<u>532,075.20</u>	<u>1,476,602.13</u>	<u>7,065,168.00</u>	<u>-5,588,565.87</u>	<u>20.9%</u>
41000 - Charges for Service					
40100 - Fare Revenue					
40101 - YCAT Fares	39,000.29	202,691.32	396,000.00	-193,308.68	51.19%
40190 - On Call Fares	658.00	4,278.50	8,400.00	-4,121.50	50.94%
40191 - Fare Revenue - Other	0.00	0.00	14,800.00	-14,800.00	0.0%
Total 40100 - Fare Revenue	<u>39,658.29</u>	<u>206,969.82</u>	<u>419,200.00</u>	<u>-212,230.18</u>	<u>49.37%</u>
Total 41000 - Charges for Service	<u>39,658.29</u>	<u>206,969.82</u>	<u>419,200.00</u>	<u>-212,230.18</u>	<u>49.37%</u>
Total Income	<u>571,733.49</u>	<u>1,683,571.95</u>	<u>7,484,368.00</u>	<u>-5,800,796.05</u>	<u>22.5%</u>
Gross Profit	<u>571,733.49</u>	<u>1,683,571.95</u>	<u>7,484,368.00</u>	<u>-5,800,796.05</u>	<u>22.5%</u>
Expense					
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	20,963.48	126,649.23	241,971.00	-115,321.77	52.34%
Total 50100 - Salaries and Wages	<u>20,963.48</u>	<u>126,649.23</u>	<u>241,971.00</u>	<u>-115,321.77</u>	<u>52.34%</u>
50200 - Fringe Benefits					
50201 - FICA- SS & Medicare	1,603.69	9,688.71	20,640.00	-10,951.29	46.94%
50202 - ASRS	1,228.85	12,828.10	27,755.00	-14,926.90	46.22%
50203 - Health Insurance	2,640.00	14,820.00	36,720.00	-21,900.00	40.36%
50204 - FUTA	8.64	179.40			
50205 - Life Insurance	47.25	283.50	1,500.00	-1,216.50	18.9%
50207 - State Unemployment	0.00	7,743.58	100.00	7,643.58	7,743.58%
50208 - Workers Compensation Ins	0.00	1,239.00	2,300.00	-1,061.00	53.87%
Total 50200 - Fringe Benefits	<u>5,528.43</u>	<u>46,782.29</u>	<u>89,015.00</u>	<u>-42,232.71</u>	<u>52.56%</u>
50300 - Services					
50301-1 - ADA Paratransit	0.00	48,329.96	70,000.00	-21,670.04	69.04%
50301-2 - Accounting & Audit	10,535.00	21,070.00	24,070.00	-3,000.00	87.54%
50301-3 - Vanpool Subsidy 5316 Only	0.00	39,900.00	126,000.00	-86,100.00	31.67%
50302 - Advertising	1,433.27	20,231.50	50,000.00	-29,768.50	40.46%

Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
December 2015

	<u>Dec 15</u>	<u>Jul - Dec 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50303-1 - Legal Services	1,362.50	10,861.85	16,000.00	-5,138.15	67.89%
50303-2 - Cash Handel/Payroll Processing	387.77	3,353.95	5,700.00	-2,346.05	58.84%
50303-3 - IT Support/Web Development	800.00	5,272.50	19,000.00	-13,727.50	27.75%
50304 - Temporary Help	0.00	4,456.89	7,000.00	-2,543.11	63.67%
50305-0 - Bus Contractor	-10,306.92	1,006,557.88	2,412,278.00	-1,405,720.12	41.73%
50305-1 - Contract Costs	1,325.00	34,415.69	63,000.00	-28,584.31	54.63%
50305-2 - Equipment Maintenance	213.96	1,506.02	127,195.00	-125,688.98	1.18%
50305-3 - Office Equip Repair	0.00	770.00	3,000.00	-2,230.00	25.67%
50305-4 - Vehicle Repair & Maintance	0.00	535.87	203,500.00	-202,964.13	0.26%
50305-5 - Building Repairs & Maintance	0.00	2,370.40	12,000.00	-9,629.60	19.75%
50305-6 - Communications/Radio Service	125.34	13,751.44	13,050.00	701.44	105.38%
50305-7 - Grounds Keeping/Pest Control	0.00	399.00	2,000.00	-1,601.00	19.95%
50305-8 - Software Updates/Maintenance	0.00	1,718.06	28,000.00	-26,281.94	6.14%
50306-1 - Bus Cleaning Services	0.00	5,207.50	50,000.00	-44,792.50	10.42%
50306 - Janitorial Service	0.00	2,325.24	20,000.00	-17,674.76	11.63%
50399 - Other MOU Passthrough Expense	0.00	10,166.83			
Total 50300 - Services	5,875.92	1,233,200.58	3,251,793.00	-2,018,592.42	37.92%
50400 - Materials and Supplies					
50401 - Fuel, Oil, Lubricants	21,275.28	168,002.92	470,000.00	-301,997.08	35.75%
50499-1 - Office Supplies	145.21	1,391.60	5,000.00	-3,608.40	27.83%
50499-2 - Postage	0.00	262.48	1,700.00	-1,437.52	15.44%
50499-3 - Printing	5,742.33	12,859.71	30,000.00	-17,140.29	42.87%
50499-4 - Misc Materials & Supplies	473.28	2,158.74	25,000.00	-22,841.26	8.64%
Total 50400 - Materials and Supplies	27,636.10	184,675.45	531,700.00	-347,024.55	34.73%
50500 - Utilities					
50501 - Electricity	1,099.33	9,076.27	18,000.00	-8,923.73	50.42%
50502-1 - Refuse Disposal	66.34	400.04	600.00	-199.96	66.67%
50502-2 - Water - Offices	164.33	765.09	1,600.00	-834.91	47.82%
Total 50500 - Utilities	1,330.00	10,241.40	20,200.00	-9,958.60	50.7%
50600 - Casualty and Liability Insuranc					
50608-1 - Gen Liab Insurance	239.32	984.00	2,400.00	-1,416.00	41.0%
50608-2 - Prof. Liability Insurance	515.42	1,972.29	3,500.00	-1,527.71	56.35%
50608-3 - Automobile Insurance	773.50	2,692.63	6,500.00	-3,807.37	41.43%
Total 50600 - Casualty and Liability Insuranc	1,528.24	5,648.92	12,400.00	-6,751.08	45.56%
50900 - Miscellaneous Expenses					
50901 - Memberships/Dues/Subscriptions	660.00	13,041.83	9,000.00	4,041.83	144.91%
50902 - Travel Expenses	675.66	10,647.76	10,000.00	647.76	106.48%
50906 - Finance Charges/Penalties	2,194.11	11,247.75	100.00	11,147.75	11,247.75%
50999-1 - License and Permits	80.00	80.00	2,000.00	-1,920.00	4.0%
50999-2 - Training/Education	0.00	198.30	8,240.00	-8,041.70	2.41%
50999-3 - Other Misc Expense	1,223.25	1,602.61	1,000.00	602.61	160.26%
50999-4 - Miscellaneous Consumables	37.00	253.80	1,800.00	-1,546.20	14.1%
50999-5 - Telephone/Internet	491.32	3,807.84	8,000.00	-4,192.16	47.6%
50900 - Miscellaneous Expenses - Other	0.00	47.35			
Total 50900 - Miscellaneous Expenses	5,361.34	40,927.24	40,140.00	787.24	101.96%
51200 - Leases and Rentals					
51212-1 - Building Lease	4,200.00	25,649.03	50,400.00	-24,750.97	50.89%
51212-2 - Leases Rental Equipment	81.31	162.62	1,000.00	-837.38	16.26%
Total 51200 - Leases and Rentals	4,281.31	25,811.65	51,400.00	-25,588.35	50.22%
51600 - Capital Outlay					
51600-1 - Capital Outlay - less than \$5k	5,755.99	8,249.79			
51600-3 - Buildings	0.00	0.00	1,900,000.00	-1,900,000.00	0.0%

Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
 December 2015

	<u>Dec 15</u>	<u>Jul - Dec 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
51600-5 - Automobiles	0.00	5,608.00	963,000.00	-957,392.00	0.58%
51600-6 - Furniture and Equipment	60,000.00	60,652.89	382,749.00	-322,096.11	15.85%
Total 51600 - Capital Outlay	<u>65,755.99</u>	<u>74,510.68</u>	<u>3,245,749.00</u>	<u>-3,171,238.32</u>	<u>2.3%</u>
Total Expense	<u>138,260.81</u>	<u>1,748,447.44</u>	<u>7,484,368.00</u>	<u>-5,735,920.56</u>	<u>23.36%</u>
Net Ordinary Income	<u>433,472.68</u>	<u>-64,875.49</u>	<u>0.00</u>	<u>-64,875.49</u>	<u>100.0%</u>
Net Income	<u>433,472.68</u>	<u>-64,875.49</u>	<u>0.00</u>	<u>-64,875.49</u>	<u>100.0%</u>

**Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
January 2016**

	<u>Jan 16</u>	<u>Jul '15 - Jan 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
40000 - Intergovernmental					
40700 - Miscellaneous Revenues					
40799-3 - Advertising Sales	1,195.00	10,211.77	16,000.00	-5,788.23	63.82%
40799-4 - Greyhound Commissions - YCIPTA	5,151.26	9,921.60	36,000.00	-26,078.40	27.56%
40799-5 - Interest	47.14	218.17	1,500.00	-1,281.83	14.55%
40799-6 - Miscellaneous Revenues	125.00	333.99			
Total 40700 - Miscellaneous Revenues	<u>6,518.40</u>	<u>20,685.53</u>	<u>53,500.00</u>	<u>-32,814.47</u>	<u>38.67%</u>
40900 - Local Funding					
40900-2 - Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 - Contributions Public Entities	40.00	315,850.37	681,245.00	-365,394.63	46.36%
Total 40900 - Local Funding	<u>40.00</u>	<u>832,589.37</u>	<u>1,197,984.00</u>	<u>-365,394.63</u>	<u>69.5%</u>
41101 - State Grants					
41101-1 - ADOT 5311	0.00	202,757.86	1,799,267.00	-1,596,509.14	11.27%
41101-2 - ADOT 5310	0.00	21,095.46	40,000.00	-18,904.54	52.74%
41101-4 - Other State Grants	0.00	0.00	1,086.00	-1,086.00	0.0%
Total 41101 - State Grants	<u>0.00</u>	<u>223,853.32</u>	<u>1,840,353.00</u>	<u>-1,616,499.68</u>	<u>12.16%</u>
41300 - Federal Grant Revenue					
41399-1 - FTA 5307	107,165.00	643,868.00	3,734,729.00	-3,090,861.00	17.24%
41399-4 - STP Capital Grant	0.00	31,819.00	238,602.00	-206,783.00	13.34%
Total 41300 - Federal Grant Revenue	<u>107,165.00</u>	<u>675,687.00</u>	<u>3,973,331.00</u>	<u>-3,297,644.00</u>	<u>17.01%</u>
Total 40000 - Intergovernmental	<u>113,723.40</u>	<u>1,752,815.22</u>	<u>7,065,168.00</u>	<u>-5,312,352.78</u>	<u>24.81%</u>
41000 - Charges for Service					
40100 - Fare Revenue					
40101 - YCAT Fares	34,278.29	236,969.61	396,000.00	-159,030.39	59.84%
40190 - On Call Fares	810.00	5,088.50	8,400.00	-3,311.50	60.58%
40191 - Fare Revenue - Other	0.96	0.96	14,800.00	-14,799.04	0.01%
Total 40100 - Fare Revenue	<u>35,089.25</u>	<u>242,059.07</u>	<u>419,200.00</u>	<u>-177,140.93</u>	<u>57.74%</u>
Total 41000 - Charges for Service	<u>35,089.25</u>	<u>242,059.07</u>	<u>419,200.00</u>	<u>-177,140.93</u>	<u>57.74%</u>
Total Income	<u>148,812.65</u>	<u>1,994,874.29</u>	<u>7,484,368.00</u>	<u>-5,489,493.71</u>	<u>26.65%</u>
Gross Profit	<u>148,812.65</u>	<u>1,994,874.29</u>	<u>7,484,368.00</u>	<u>-5,489,493.71</u>	<u>26.65%</u>
Expense					
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	18,721.52	145,370.75	241,971.00	-96,600.25	60.08%
Total 50100 - Salaries and Wages	<u>18,721.52</u>	<u>145,370.75</u>	<u>241,971.00</u>	<u>-96,600.25</u>	<u>60.08%</u>
50200 - Fringe Benefits					
50201 - FICA- SS & Medicare	1,432.18	11,120.89	20,640.00	-9,519.11	53.88%
50202 - ASRS	2,962.82	15,790.92	27,755.00	-11,964.08	56.89%
50203 - Health Insurance	2,640.00	17,460.00	36,720.00	-19,260.00	47.55%
50204 - FUTA	103.48	282.88			
50205 - Life Insurance	94.50	378.00	1,500.00	-1,122.00	25.2%
50207 - State Unemployment	0.00	7,983.58	100.00	7,883.58	7,983.58%
50208 - Workers Compensation Ins	0.00	1,239.00	2,300.00	-1,061.00	53.87%
Total 50200 - Fringe Benefits	<u>7,232.98</u>	<u>54,255.27</u>	<u>89,015.00</u>	<u>-34,759.73</u>	<u>60.95%</u>
50300 - Services					
50301-1 - ADA Paratransit	15,096.84	63,426.80	70,000.00	-6,573.20	90.61%
50301-2 - Accounting & Audit	0.00	21,070.00	24,070.00	-3,000.00	87.54%
50301-3 - Vanpool Subsidy	10,200.00	70,200.00	126,000.00	-55,800.00	55.71%
50302 - Advertising	3,467.25	25,493.44	50,000.00	-24,506.56	50.99%
50303-1 - Legal Services	1,300.00	12,161.85	16,000.00	-3,838.15	76.01%
50303-2 - Cash Handel/Payroll Processing	499.32	3,853.27	5,700.00	-1,846.73	67.6%
50303-3 - IT Support/Web Development	1,700.00	6,972.50	19,000.00	-12,027.50	36.7%
50304 - Temporary Help	0.00	4,456.89	7,000.00	-2,543.11	63.67%
50305-0 - Bus Contractor	194,361.29	1,402,349.91	2,412,278.00	-1,009,928.09	58.13%
50305-1 - Contract Costs	137.38	34,553.07	63,000.00	-28,446.93	54.85%

Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
January 2016

	<u>Jan 16</u>	<u>Jul '15 - Jan 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50305-2 - Equipment Maintenance	736.31	2,242.33	127,195.00	-124,952.67	1.76%
50305-3 - Office Equip Repair	0.00	770.00	3,000.00	-2,230.00	25.67%
50305-4 - Vehicle Repair & Maintance	0.00	535.87	203,500.00	-202,964.13	0.26%
50305-5 - Building Repairs & Maintance	1,211.22	3,694.84	12,000.00	-8,305.16	30.79%
50305-6 - Communications/Radio Service	125.34	13,876.78	13,050.00	826.78	106.34%
50305-7 - Grounds Keeping/Pest Control	0.00	399.00	2,000.00	-1,601.00	19.95%
50305-8 - Software Updates/Maintenance	0.00	1,718.06	28,000.00	-26,281.94	6.14%
50306-1 - Bus Cleaning Services	0.00	5,207.50	50,000.00	-44,792.50	10.42%
50306 - Janitorial Service	0.00	2,325.24	20,000.00	-17,674.76	11.63%
50399 - Other MOU Passthrough Expense	0.00	10,166.83			
Total 50300 - Services	228,834.95	1,685,474.18	3,251,793.00	-1,566,318.82	51.83%
50400 - Materials and Supplies					
50401 - Fuel, Oil, Lubricants	18,451.53	186,454.45	470,000.00	-283,545.55	39.67%
50499-1 - Office Supplies	2,147.71	3,663.72	5,000.00	-1,336.28	73.27%
50499-2 - Postage	120.78	383.26	1,700.00	-1,316.74	22.55%
50499-3 - Printing	292.76	13,471.65	30,000.00	-16,528.35	44.91%
50499-4 - Misc Materials & Supplies	86.72	2,245.46	25,000.00	-22,754.54	8.98%
Total 50400 - Materials and Supplies	21,099.50	206,218.54	531,700.00	-325,481.46	38.79%
50500 - Utilities					
50501 - Electricity	1,116.41	10,192.68	18,000.00	-7,807.32	56.63%
50502-1 - Refuse Disposal	84.34	484.38	600.00	-115.62	80.73%
50502-2 - Water - Offices	110.26	875.35	1,600.00	-724.65	54.71%
Total 50500 - Utilities	1,311.01	11,552.41	20,200.00	-8,647.59	57.19%
50600 - Casualty and Liability Insuranc					
50608-1 - Gen Liab Insurance	0.00	984.00	2,400.00	-1,416.00	41.0%
50608-2 - Prof. Liability Insurance	0.00	1,972.29	3,500.00	-1,527.71	56.35%
50608-3 - Automobile Insurance	1,237.00	3,929.63	6,500.00	-2,570.37	60.46%
Total 50600 - Casualty and Liability Insuranc	1,237.00	6,885.92	12,400.00	-5,514.08	55.53%
50900 - Miscellaneous Expenses					
50901 - Memberships/Dues/Subscriptions	3,440.00	16,481.83	9,000.00	7,481.83	183.13%
50902 - Travel Expenses	1,507.75	12,155.51	10,000.00	2,155.51	121.56%
50906 - Finance Charges/Penalties	1,589.14	12,836.89	100.00	12,736.89	12,836.89%
50999-1 - License and Permits	18.00	98.00	2,000.00	-1,902.00	4.9%
50999-2 - Training/Education	0.00	198.30	8,240.00	-8,041.70	2.41%
50999-3 - Other Misc Expense	1,034.20	2,684.16	1,000.00	1,684.16	268.42%
50999-4 - Miscellaneous Consumables	0.00	253.80	1,800.00	-1,546.20	14.1%
50999-5 - Telephone/Internet	767.11	4,609.70	8,000.00	-3,390.30	57.62%
Total 50900 - Miscellaneous Expenses	8,356.20	49,318.19	40,140.00	9,178.19	122.87%
51200 - Leases and Rentals					
51212-1 - Building Lease	4,200.00	34,049.03	50,400.00	-16,350.97	67.56%
51212-2 - Leases Rental Equipment	0.00	162.62	1,000.00	-837.38	16.26%
Total 51200 - Leases and Rentals	4,200.00	34,211.65	51,400.00	-17,188.35	66.56%
51600 - Capital Outlay					
51600-1 - Capital Outlay - less than \$5k	0.00	2,572.94			
51600-3 - Buildings	0.00	0.00	1,900,000.00	-1,900,000.00	0.0%
51600-5 - Automobiles	0.00	5,608.00	963,000.00	-957,392.00	0.58%
51600-6 - Furniture and Equipment	0.00	60,652.89	382,749.00	-322,096.11	15.85%
Total 51600 - Capital Outlay	0.00	68,833.83	3,245,749.00	-3,176,915.17	2.12%
Total Expense	290,993.16	2,262,120.74	7,484,368.00	-5,222,247.26	30.23%
Net Ordinary Income	-142,180.51	-267,246.45	0.00	-267,246.45	100.0%
Net Income	-142,180.51	-267,246.45	0.00	-267,246.45	100.0%