



Yuma County Intergovernmental Public Transportation Authority

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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, January 27, 2020 – 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 matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). 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.

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 December 9, 2019 regular session minutes. Pg. 4

DISCUSSION & ACTION ITEMS:

1. Welcome Philip Rodriguez – City Administrator, City of Yuma. No Action required.
2. Discussion and or action regarding the Election of Chairperson, Vice-Chairperson and Secretary/Treasurer. Action required. Pg. 9
3. Discussion and or action regarding the RATP Dev Action Plan to the Maintenance Audit. No action required. Pg. 19
4. Discussion and or action to adopt Resolution 2020-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2020-2021. Action required. Pg. 24
5. Public Hearing on the submission of the FTA Section 5310 and 5311 applications to the Arizona Department of Transportation and authorize the Transit Director to submit the applications. Action Required. Pg. 28
6. Discussion and or action regarding the FTA Public Transportation Agency Safety Plan Final Rule. No action required. Pg. 31
7. Discussion and or action regarding the Transit Directors use of one of the YCIPTA support vehicles. Action required. Pg. 35

PROGRESS REPORTS:

1. Operations Manager Report – Oliver Cromwell, General Manager – RATP Dev. *No action required* Pg. 37.

2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.* Pg. 38
3. Transit Ridership – Carol Perez, Transit Operations Manager. *No action is required.* Pg. 47
4. Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.* Pg. 49

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

Audit
Budget Amendment
Vanpool RFP

ADJOURNMENT

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting on Monday, December 9, 2019 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Vice Chair, Susanna Zambrano called the meeting to order at 1:37 P.M.

Members Present:

Susanna Zambrano/Arizona Western College/Vice Chairman
Michael Sabath/Northern Arizona University/Secretary/Treasurer
Ralph Velez/City of San Luis
Susan Thorpe/Yuma County
Ian McGaughey/City of Somerton
Brian Golding, Sr./Quechan Indian Tribe

Members Excused:

Larry Killman/Town of Wellton/Chairman
Jay Simonton/City of Yuma
Paul Soto/Cocopah Indian Tribe

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Chona Medel/YCIPTA/Financial Services Operations Manager
Steve Bethel/RATP Dev/Vice President – Rail
Paul Ward/YMPO/ Executive Director
Melissa Ramos/YMPO/Administrative Assistant
Minda Davy/Benesch and Davy/YCIPTA Legal

The Pledge of Allegiance was led by Mr. McGaughey

CALL TO PUBLIC: There were no public comments made but Call to Public was left open by the Vice Chair.

CONSENT CALENDAR:

No. 1: Adopt the October 28, 2019 regular session minutes.

MOTION (Velez/Golding): Approve items as presented.

VOICE VOTE: Motion Carries, 6-0 with Mr. Killman, Mr. Simonton and Mr. Soto excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the Proposed Consultant for the Short-Range Transit Plan. Action required.

Ms. Kreger presented the report as contained in the member packet.

Ms. Kreger stated that three proposals were received on time and were well qualified. The ones received were Kimley Horn, IBI Group and Nelson Nygaard.

Mr. Paul Ward stated that a fourth was received but it was not on time and could not be considered.

Ms. Thorpe requested the scores as stated on the Agenda.

Ms. Kreger stated that she did not bring the scores, however, the scores were very close.

Mr. McGaughey inquired as to why no proposals were received the first time.

Ms. Kreger stated she was unsure but in the second request for request for proposal (RFP) YMPO did broadened the number of agencies in the mailing list.

Mr. Ward stated that the three that submitted their bids were original mailing list.

MOTION (Velez/Sabath): Approve items as presented.

VOICE VOTE: Motion Carries, 6-0 with Mr. Killman, Mr. Simonton and Mr. Soto excused.

No. 2: Discussion and or action regarding the Draft RATP Dev Action Plan to the Maintenance Audit. No action required.

Ms. Kreger stated that RATP Dev provided an action plan to address the findings of the maintenance audit. Ms. Kreger also stated that the new Maintenance Manager would be starting the following day.

Mr. Bethel stated that a RATP Dev would be moving forward with a better maintenance plan.

Mr. Golding commented that the action plan made no mention of any measurable goals and no completion dates. Mr. Golding inquired as to what was the assurance of the maintenance plan moving towards a 100%.

Mr. Bethel stated that an updated plan would be brought before the Board for the next meeting.

Ms. Thorpe reiterated the expectations, stated that the new plan should responsibilities, dates, and measurement.

No action taken.

No. 3: Discussion and or action regarding the Purchase of Property for New Operations and Maintenance Facility. No action required.

Ms. Kreger presented the report as contained in the member packet.

Ms. Kreger stated that the property:

- Within city limits
- Accessible to City water, but at this time is septic
- In the City of Yuma plan to be rezoned from Agricultural to light industrial

Ms. Kreger stated that there was also a potential for a hub onsite.

Ms. Kreger also stated that since the price was under \$500,000 an appraisal was not required, however, staff will obtain anyway.

Mr. Sabath inquired regarding the rezoning, asked if there would be any issues.

Ms. Kreger stated that the rezoning was already in the City’s general plan. The pre-development meeting will be scheduled within the next week or so.

Mr. Golding inquired if there was any legal due diligence needed.

Ms. Kreger stated that Ms. Minda Davy is involved and has been reviewing.

Ms. Thorpe inquired if the structure would be torn down.

Ms. Kreger confirmed and stated that it was built prior to 1952 and likely had asbestos.

Mr. Velez stated that rezoning could not be guaranteed.

Ms. Kreger stated that there was no guarantee but it was likely.

Ms. Thorpe stated that YCIPTA should change the escrow to be contingent upon the rezoning being figured out.

Mr. Golding inquired if staff had any thought in procuring a construction manager.

Ms. Kreger stated that she had reached out to other transit agency to get a list provider.

No action taken.

No. 4: Discussion regarding the Strategic Planning Workshop Part I. No action required.

Vice Chair moved item to the end of the meeting.

No. 5: Discussion and/or consultation for legal advice with YCIPTA Legal Counsel regarding status of contractor’s personnel and related matters.

Item to be discussed in Executive Session.

No. 6: Discussion and or action regarding the Transit Director’s Annual Review.

Item to be discussed in Executive Session.

PROGRESS REPORTS:

No. 1: Operations Manager Report – Oliver Cromwell, General Manager – RATP Dev. No action required. NO REPORT AT THIS TIME

No. 2: Maintenance Manager Presentation – RATP Dev Maintenance Manager. No action is required. NO REPORT AT THIS TIME

No. 3: Transit Director Report – Shelly Kreger, YCIPTA Transit Director. No action is required.

Ms. Kreger presented the report as contained in the member packet. No action taken.

No. 4: Transit Ridership – Carol Perez, Transit Operations Manager. *No action is required.*

Ms. Perez presented the report as contained in the member packet. Ms. Perez presented the Board with a cat character that was created for YCAT’s marketing. No action taken.

No. 5: Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.*

Ms. Medel presented the report as contained in the member packet.

At 2:02 p.m. Upon vote of the Directors, the Chairman recesses the Regular Session and convenes Executive Session.

MOTION (McGaughey/Thorpe): recesses the Regular Session and convene Executive Session.
VOICE VOTE: Motion Carries, 6-0 with Mr. Killman, Mr. Simonton and Mr. Soto excused.

DISCUSSION & ACTION ITEMS CONTINUED:

No. 5: Discussion and/or consultation for legal advice with YCIPTA Legal Counsel regarding status of contractor’s personnel and related matters.

No action taken.

No. 6: Discussion and or action regarding the Transit Director’s Annual Review. Action required.

MOTION (Sabath/Velez): To approve an updated employment MOU reflecting the merit increase and including updated performance measures for 2020.

VOICE VOTE: Motion Carries, 6-0 with Mr. Killman, Mr. Simonton and Mr. Soto excused.

No. 4: Discussion regarding the Strategic Planning Workshop Part I. No action required.

Ms. Kreger presented the report as provided in the packet. Ms. Kreger led discussion for a strengths, weaknesses, opportunities, and threats (SWOT) analysis. Discussion ensued in regards to points that needed changes, additions and removals. The rest of the report will be brought before the Board in a future meeting to continue discussions.

ADJOURNMENT

Motion: (Sabath/ Golding): To adjourn the Board of Directors’ meeting.

VOICE VOTE: Motion Carries, 6-0 with Mr. Killman, Mr. Simonton and Mr. Soto excused.

There being no further business to come before the Authority, the meeting was adjourned at 3:09 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this _____, 2020, Agenda Item _____.

Carol Perez, Board Secretary



Yuma County Intergovernmental Public Transportation Authority

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January 27, 2020

Discussion and Action Item 2

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the Election of Chairperson, Vice
Chairperson and Secretary/Treasurer for FY2020

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors elect a new Chairperson, Vice-Chairperson and Secretary/Treasurer for calendar year 2020.

Background and Summary: As per the YCIPTA 2nd Amended and Restated Bylaws (Rev. 2014) Section 4.5 states “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.” Normal practice has been that the presiding Vice-Chairperson moves into the Chairperson position and the Secretary/Treasurer moves to the Vice-Chairperson position and then a new Secretary/Treasurer is elected.

Recommended Motion: Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors elect a new Chairperson, Vice-Chairperson and Secretary/Treasurer for calendar year 2020.

Fiscal Impact: None

Legal Counsel Review: N/A

Attachments: YCIPTA 2nd Amended and Restated Bylaws (Rev 2014)

For information on this staff report, please contact Shelly Kreger, Transit Director via email at skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission

A handwritten signature in black ink, appearing to read "Shelly Kreger", written in a cursive style.

Shelly Kreger, Transit Director

**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

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January 27, 2020

Discussion and Action Item 3

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the RATP Dev Action Plan to the
Maintenance Audit.

Requested Action: N/A

Background and Summary: At the October 28, 2019 board meeting the Maintenance Audit was presented to the board by Bobby Kuhn of Solutions for Transit. During the December 9, 2019 meeting a draft action plan was provided to the board. The board did not feel that the action plan presented was sufficient and asked for RATP Dev to provide a more detailed goal driven action plan to include measurables.

Financial Impacts: N/A

Budgeted: N/A

Recommended Motion: N/A

Legal Counsel Review: No

Attachments: RATP Dev 2020 Maintenance Audit Action Plan

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

Approved for submission:

Shelly Kreger, Transit Director

Finding (detail)	Completion timeline	Responsible Party	Corrective Action	Comments	Completion details/closeout date
PMI services are not being performed on time, PMI's early or late	45 days starting 12/13/2019	Rick	Maintenance software will be monitored on a daily basis by the Maintenance Manager, PMI's will be scheduled, and all PMI forms will be QCed by the Maintenance Manager. Manager will also check all PMI forms for compliance with manufactures recommendations.	Maintenance Manager in the process of learning the Solution software	Update 12/20/19 Maintenance Manager now has access to the Maintenance software, Training is being scheduled. Manager is now scheduling PMI and QCing them when completed. Update 01/09/20 Maintenance Manager will start training with Solution software on 01/10/20 (Training Completed) Update 01/15/20 PMI on time performance has increased from 59.1 % in November to 73.2 % in December
Found or reported defects are not being addressed during the PMI	60 days starting 12/11/2019	Rick	Maintenance Manager will conduct training with all Mechanics (receipt page required) Training will include proper procedures for all PMI's that are preformed, Mechanics will be instructed in defect identification and repairs.	PMI Training has been started with Mechanic's	Update 12/20/19 PMI training has been started with Techs and is progressing. Update 01/09/20 Transit mechanic from sister location will began PMI training starting 01/27/20
Drivers written defects are not being addressed	45 days starting 12/13/2019	Rick	All Mechanic's will be trained in the proper procedure when addressing vehicle defects, identifying defects, documenting defects, repairing defects and completing paperwork.	Defect identifying training has been started this will also be an ongoing training as new defects are reported	Update 12/20/19 Defect procedure training is in progress, special attention is given to safety defects and Audit findings.
Work orders not being filled out or completed	45 days starting 12/13/2019	Rick	All Mechanic's will be trained in the proper procedure for making and completing a workorder including defect type, commenting on repairs made, hours worked on vehicle and parts used.	In Progress	Update 12/20/19 Training for W/O procedures is proceeding as scheduled.
Shop cleanliness	45 days starting 12/13/2019	Rick	The maintenance Manager will instruct all maintenance personal on the proper procedure for cleaning the shop area, this will include shop	In Progress	Update 12/20/19 Shop cleanliness training is proceeding as scheduled.

			organization, putting away equipment when not in use, safety hazards and overall shop cleanliness. (Receipt page required)		
Parts inventory in disorder	90 days starting 12/13/2019	Rick	The parts dept will need to be organized and inventoried an itemized list will be produced including prices that will be integrated into the Solution software for inventory control.	Additional resources may need to be brought in	Update 12/20/19 Inventory organization is proceeding, we may need more manpower to complete in a timely manner. Update 01/09/20 Temp help will start 01/14/20 and work on Inventory organization. Update for 01/17/20 Inventory count and organization is proceeding as scheduled.
Parts dept inventory software	Working with Solutions Software	Oliver	Will work with Solutions in creating a parts inventory software that will integrate with workorders.	Have contacted Solutions working on inventory list	Update 12/20/19 Solutions will need an inventory list to proceed. See previous item.
Bus cleanliness	60 days starting 12/13/2019	Rick	Maintenance Manager will train all cleaners/fulers on the proper procedures when cleaning a vehicle including interior, exterior, seats, floors rims etc. (Receipt page required)	In Progress	Update 12/20/19 Vehicle cleaning training is proceeding as scheduled.
Super cleans	60 days starting 12/13/2019	Rick	Maintenance Manager will train all cleaners/fulers on the proper procedures for performing a Super Clean on all vehicles including completing work orders.	Rick will modify doc as needed.	Update 12/20/19 Super clean training to date has not been started. 1 st super clean completed 01/09/20, Update for 1/17/20 Gathering three quotes for an upholstery cleaner.
"Go no Go" items	14 days starting 12/13/2019 New 14 days starting 01/10/20	Rick	Maintenance Manager will instruct all Mechanic's on "GO no GO" safety items that would take the vehicle out of service.	In Progress	Update 12/20/19 "GO no GO" safety item training is proceeding as scheduled. Update for 01/09/20 Additional training will be needed for Mechanics due to comprehension issues.

					In progress.
Tire safety and changing procedure	14 days starting 12/13/2019	Rick	Maintenance Manager will instruct all Mechanic's on the proper procedures for safely mounting and dismounting tires on vehicles including proper visual inspection and tread depth (receipt page required)	In Progress	Update 12/20/19 safely mounting and dismounting tires training is proceeding as scheduled. Completed.
Address all defects found during audit	Ongoing	Rick	Maintenance Manager will prioritize all defects found during audit and schedule accordingly.	All non-safety Audit Defects are scheduled during repairs or PMI's	Update 12/20/19 All audit finding are being prioritized, To date 166 of 333 audit defects completed. Update 01/09/20 220 out of 333 audit defects completed.
Warranty work	60 days starting 12/13/2019	Rick/Oliver	All warranty work will be reviewed, prioritized and scheduled for repair. Maintenance Manager will facilitate all schedules and logistics.	Management is compiling a list of warranty items.	Update 12/20/19 Maintenance Manager is gathering data on all warranty items at this time. Update 1/17/20 Warranty items are being addressed. Completed
Mechanic training	Ongoing	Rick/ Oliver	As all Mechanics have less than one year in public transit the Maintenance Manager and GM will schedule basic and advance training programs to bring the level of knowledge in line with other Ratpdev facilities	Rick will conduct in house training of Mechanic's additional training will be scheduled.	Update 12/20/19 Maintenance Manager has started basic training for the Techs. He has also reached out to training institutes and manufactures for training materials and or classes.
Mechanic CDLs	45 days starting 12/13/2019	Rick/Oliver/Anabel	As of now all Mechanic's do not have a CDL. Management will be working with all techs to insure CDL permits are attained and all Mechanics to be scheduled for there CDL test in a timely manner.	All Mechanics are required to have their CDL permit ASAP and CDL testing will be scheduled.	Update 12/20/19 To date all Mechanics have there CDL permits, CDL training will be scheduled within the next few weeks. Update 01/09/20 CDL training will start 01/16/20



Yuma County Intergovernmental Public Transportation Authority

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January 27, 2020

Discussion and Action Item 4

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action to adopt Resolution 2020-001, authorizing
the Transit Director to file for FTA funding for Fiscal Year 2020-2021.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors adopt Resolution 2020-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2020-2021.

Background and Summary: Each year the board is to adopt a resolution authorizing the Transit Director to apply for FTA funding. This resolution is required to be uploaded into FTA's TrAMS when applying for grants.

Financial Impacts: None.

Budgeted: N/A.

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors adopt Resolution 2020-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2020-2021

Legal Counsel Review: N/A

Attachments: Resolution 2020-001

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

Approved for submission:

A handwritten signature in black ink, appearing to read 'Shelly Kreger', with a long horizontal flourish extending to the right.

Shelly Kreger
Transit Director

YUMA COUNTY INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY

RESOLUTION NO. 2020-001



**RESOLUTION OF THE YUMA COUNTY
INTERGOVERNMENTAL PUBLIC TRANSPORTATION
AUTHORITY BOARD OF DIRECTORS AUTHORIZING
THE FILING OF APPLICATIONS WITH THE FEDERAL
TRANSIT ADMINISTRATION, AN OPERATING
ADMINISTRATION FOR THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR
FEDERAL TRANSPORTATION ASSISTANCE
AUTHORIZED BY 49 U.S.C. CHAPTER 53; TITLE 23.
UNITED STATES CODE, OR OTHER FEDERAL
STATUTES ADMINISTERED BY THE FEDERAL
TRANSIT ADMINISTRATION**

WHEREAS: The Yuma County Intergovernmental Public Transportation Authority was created to assume the administration, operations and maintenance of Yuma County Area Transit (YCAT) system which provides for the safe, economical and efficient transportation of local residents; and

WHEREAS: The Federal Transit Administration (FTA) has been delegated authority to award Federal financial assistance for a transportation project; and

WHEREAS: The grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost; and

WHEREAS: The Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project; and

WHEREAS: It is required by the U.S. Department of Transportation in accordance with the provisions of the Title VI of the Civil Rights Act of 1964, as amended, that Applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS: It is the goal of the applicant that minority business be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum opportunity

to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED THAT the Yuma County Intergovernmental Public Transportation Authority Board of Directors, authorizes

1. That the Transit Director is authorized to execute and file an application for Federal assistance on behalf of YCIPTA with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration.
2. That the Transit Director is authorized to execute and file an application on behalf of YCIPTA with the U.S. Department of Transportation, to aid in the financing of planning, capital and operating projects pursuant to Section 5208(f), 5303, 5304, 5305, 5307, 5310, 5311, 5311(f), 5313, 5320, 5339 and 5340 of the Urban Mass Transportation Act of 1964, as amended.
3. That the Transit Director is authorized to execute grant and cooperative agreements and file with its applications the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.
4. That the Transit Director is authorized to set forth and execute affirmative minority business policies in connection with the program of projects and budget procurement needs.
5. That the Transit Director is authorized to execute and file with such application an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
6. That the Transit Director is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects and budget.

Adopted this ___ day of _____ 2020

Susanna Zambrano, Chairperson

ATTEST:

Shelly Kreger, Transit Director



Yuma County Intergovernmental Public Transportation Authority

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January 27, 2020

Discussion and Action Agenda Item 5

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Public hearing on the submission of the FTA Sections 5310 and 5311 applications to the Arizona Department of Transportation and authorize the Transit Director to submit the applications.

Requested Board Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors hold a public hearing regarding the submission of an application for FTA Sections 5310 and 5311 funding to the Arizona Department of Transportation and authorize the Transit Director to submit the applications.

Background and Summary: Arizona Department of Transportation (ADOT) released a call for projects for various Federal Transit Administration (FTA) grants that were developed under the Fixing America's Surface Transportation Act (FAST Act), Public Law 112-141. As part of this call for projects, there are two sections in FAST Act under which YCIPTA is eligible to file for grants. Section 5310 is for the provision of elderly and persons with disabilities transportation. Section 5311 is for providing public transportation services in rural areas.

YCIPTA funds 49.62% of its transit services from FTA Section 5311 in the rural area. Another 9.56% includes the tribal reservations that are also in the rural areas. This includes funding for Cocopah Indian Tribe routes. YCIPTA has received FTA Section 5311 funds starting with FY 2012-2013. This program provides favorable matching ratios, as capital, administrative, preventative maintenance and planning costs are 80% federal and 20% local. Operational costs are 58% federal and 42% local. This has helped YCIPTA free up local match revenue for its urban area services and store funding in contingency for future capital projects.

It is YCIPTA's desires to apply again for FTA Section 5310 funding to fund an enhanced travel training program to continue to train seniors and persons with disabilities on how to use YCAT fixed and flex route services and reduce the dependency on YCAT OnCall services. This program would fund a portion of the current Transit Operations Manager position to perform travel training, community outreach activities, travel training materials and free bus passes for those successfully going through the travel training program. Costs are covered at a 80% federal and 20% local ratio.

ADOT as the designated recipient of FTA Sections 5310 and 5311 has developed a competitive process for the distribution of these funds in the small urban and rural areas of the State. The 5311 program is a two-year funding grant.

Staff will submit the following applications to ADOT after YCIPTA Board of Directors approval:

FTA Section 5310

- Funding for mobility management activities

FTA Section 5311

- Funding to administer, operate and maintain YCIPTA rural and intercity routes
- Possible funding to purchase replacement transit buses - depending on availability of match funds
- Funding to purchase passenger amenities such as bus stop signs and infoposts

The Board of Directors will also need to make a determination that there is no non-profit transportation provider that is readily available and/or willing to provide the project as proposed by YCIPTA within Yuma County in order for YCIPTA to be deemed eligible for FTA Section 5310 funding. Staff has made contact to surrounding non-profit providers to establish interest and none provides the proposed transit services.

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors hold a public hearing regarding the submission of an application for FTA Sections 5310 and 5311 funding to the Arizona Department of Transportation and authorize the Transit Director to submit the applications.

Fiscal Impact: N/A.

Legal Counsel Review: Benesch & Davy, P.C. will need to review the grant agreement prior to its submission to ADOT.

Attachments: None.

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

Approved for Submission

A handwritten signature in black ink, appearing to read 'Shelly Kreger', written in a cursive style.

Shelly Kreger
Transit Director



Yuma County Intergovernmental Public Transportation Authority

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January 27, 2020

Discussion and Action Item 6

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the FTA Public Transportation
Agency Safety Plan Final Rule.

Requested Action: N/A

Background and Summary: On July 19, 2018, FTA published the [Public Transportation Agency Safety Plan \(PTASP\) Final Rule](#), which requires certain operators of public transportation systems that receive federal funds under FTA's [Urbanized Area Formula Grants](#) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

- The PTASP rule became effective on July 19, 2019.
- FTA published a [Dear Colleague](#) letter on July 19, 2019, to alert the transit industry of the July 20, 2020 safety compliance deadline.

The plan must include safety performance targets. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by July 20, 2020. The plan must be updated and certified by the transit agency annually.

The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307). However, FTA is deferring applicability of this requirement for operators that only receive funds through FTA's [Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program](#) (Section 5310) and/or [Rural Area Formula Program](#) (Section 5311).

Since YCIPTA receives 5307 funding we are required under this final rule to have a Agency Safety Plan. Small public transportation providers (100 or fewer vehicles in peak revenue service) that do not operate rail transit systems and to whom the PTASP rule applies may have their states draft safety plans on their behalf, or they may opt to draft their own safety plans.

After discussion with ADOT, ADOT strongly urged us to develop our own plan as we did with the Transit Asset Management Plan (TAM). As part of this process we are required to notify the governing board of our agency.

Financial Impacts: N/A

Budgeted: N/A.

Recommended Motion: N/A

Legal Counsel Review: N/A

Attachments: PTASP Final Rule Fact Sheet

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

Approved for submission:



Shelly Kreger
Transit Director

Public Transportation Agency Safety Plan Final Rule

Fact Sheet



Overview

The Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) requires certain operators of public transportation systems that are recipients or sub-recipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS).

Effective Date

The final rule becomes effective on July 19, 2019. Each transit operator is required to certify that it has a safety plan meeting the requirements of the rule by July 20, 2020.

To Whom Does the PTASP Rule Apply?

The rule **applies** to:

- Recipients or sub-recipients of financial assistance under 49 U.S.C. § 5307 that operate a public transportation system.
- Operators of rail systems subject to FTA's State Safety Oversight Program.

The rule **does not apply** to:

- Commuter rail service that is regulated by the Federal Railroad Administration.
- Passenger ferry service that is regulated by the U.S. Coast Guard.
- An operator of a public transportation system that only receives financial assistance under the Formula Grants for Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310) and/or Formula Grants for Rural Areas Program (49 U.S.C. § 5311).

General Requirements for PTASPs

Each safety plan must include, at a minimum:

- An approval by the agency's Accountable Executive and Board of Directors (or an equivalent authority);
- The designation of a Chief Safety Officer;
- The documented processes of the agency's SMS, including the agency's Safety Management Policy and processes for Safety Risk Management, Safety Assurance, and Safety Promotion;
- An employee reporting program;
- Performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan (NSP);
- Criteria to address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the NSP; and
- A process and timeline for conducting an annual review and update of the safety plan.

A rail transit agency's safety plan also must include or incorporate by reference an emergency preparedness and response plan or procedures.

Who Develops and Implements a Safety Plan?

- Rail transit agencies to whom the PTASP rule applies must develop and implement their own safety plans.
- Small public transportation providers* that do not operate rail transit systems and to whom the PTASP rule applies may have their states draft safety plans on their behalf, or they may opt to draft their own safety plans. In either case, the small bus operator must implement the safety plan.
- Large bus operators (operating more than 100 vehicles in peak revenue service) to whom the PTASP rule applies must draft and implement their own safety plans.

*A small public transportation provider operates 100 or fewer vehicles in peak revenue service across all non-rail fixed route modes, or in any one non-fixed route mode.



Who Approves a Safety Plan?

- Each safety plan must be signed by an operator's Accountable Executive.
- Each safety plan must be approved by its Board of Directors or an equivalent authority (such as a mayor, county executive, or grant manager).
- State Safety Oversight Agencies (SSOAs) must approve the safety plans of the rail transit agencies they oversee.

Certification of Compliance

- Each transit agency must annually certify via FTA's [Certifications and Assurances](#) process that its safety plan meets the requirements of the final rule.
- States must certify safety plans on behalf of small public transportation providers that operate 100 or fewer vehicles in peak revenue service within their states, unless providers opt to certify their own safety plans upon notification to the state.

Documentation and Recordkeeping

- A transit agency must maintain documents that set forth its safety plan, including those related to SMS implementation.
- These documents must be made available upon request by FTA and other agencies with safety jurisdiction, such as the National Transportation Safety Board (NTSB) and SSOAs.
- A transit agency must maintain these documents for a minimum of three years after they are created.

PTASP and the National Public Transportation Safety Plan (NSP)

Under the PTASP rule, an operator is required to set safety performance targets based on the safety performance measures in the [NSP](#).

The NSP safety performance measures are:

- Fatalities
- Injuries
- Safety Events
- System Reliability (State of Good Repair)

SMS Components of a Safety Plan

Safety Management Policy

- Safety objectives
- Confidential employee reporting program
- Organizational accountabilities and safety responsibilities
- Designation of a Chief Safety Officer

Safety Risk Management

- Processes for hazard identification
- Risk assessment
- Mitigation development

Safety Assurance

All operators develop processes for:

- Safety performance monitoring and measurement

Rail and large bus operators develop processes for:

- Management of change
- Continuous improvement

Safety Promotion

- Comprehensive safety training program
- Safety communication

Relationship to [Transit Asset Management](#)

- A transit agency should consider the results of its asset condition assessments while performing safety risk management and safety assurance activities.
- The results of the condition assessments and subsequent SMS analysis should inform an operator's investment priorities.

Contact

For more information, please email PTASP_OA@dot.gov.



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January 27, 2020

Discussion and Action Item 7

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the Transit Directors use of one of the YCIPTA support vehicles.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors allow the Transit Director use of one of the YCIPTA support vehicles.

Background and Summary: The Transit Director is requesting board approval regarding the use of one of the newly purchase support vehicles for YCIPTA. YCIPTA purchased one Ford Expedition and one Ford Explorer using STP funding last month. The Ford Explorer is being used by staff for business purposes such as picking up and delivering greyhound packages, out of town travel and other errands as needed. The Expedition is also available for staff to use as needed.

The prior Transit Director was allowed to use one of the support vehicles for travel to and from work- and business-related travel, no personal use was allowed. When I took the position as Transit Director, I felt the support vehicle was needed more for contractor use than my use. YCIPTA did have a Ford Focus which staff used for business related activities but was to small for Greyhound packages, etc.

Since purchasing the two new YCIPTA vehicles the Ford Focus has been transferred over to the contractor for their use as support.

For the past 5 ½ years I have used my personal vehicle for all of the business-related activities and out of town travel, which has added a large amount of use and mileage on my personal vehicle. Most of the out of town travel was reimbursed at the state rate which is .445 cents instead of the federal rate of .575 cents. YCIPTA is required to use state rate.

I have contacted other agency heads in the area (equivalent professionals) and asked if they have a vehicle at their disposal. Some stated they have an agency vehicle that they use to and from work and work related, some were given a vehicle allowance, others received vehicle allowance plus mileage, while others just had vehicles available to check out.

My request to the board would be for one of the YCIPTA support vehicles to be assigned to the Transit Director for travel to and from work and only business-related travel. No personal use will be allowed. This vehicle would still be available for other staff to use if needed.

Staff has checked with our insurance agency and asked if use of this vehicle in this manner would increase our insurance premiums and the response was no.

Financial Impacts: None.

Budgeted: N/A.

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors allow the Transit Director use of one of the YCIPTA support vehicles.

Legal Counsel Review: N/A

Attachments: None

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

Approved for submission:



Shelly Kreger
Transit Director



YCAT Operations Manager Report

By: Oliver Cromwell GM RatpDev USA

Date: 01/27/2020

Maintenance overview:

Upon taking over responsibilities as the General Manager of YCAT in December 2019 one of my main goals has been restoring the YCAT fleet to FTA, ADOT, YCAT and public transit industry standards of safety and reliability, this ongoing process will be achieved through the combination of improved maintenance procedures including:

- Improving Preventive Maintenance Inspections being completed on time. This is being achieved through daily PMI reports generation by our Maintenance Manager and work assignments. PMI on time completion has increased from 59.1 % in Nov 2019 to 73.3 % in Dec 2019 our goal is 90% PMI on times by March 2020.
- Identifying, reporting, documenting and follow up on all defects reported by operators.
- Identifying any lack of knowledge in the maintenance team and addressing with appropriate training.
- Constructing and setting standard operating procedures for all maintenance activities to include PMI's, vehicle cleaning, shop cleaning, inventory control, work order procedures, bus stop maintenance etc.

Operations overview:

Operations assessment revealed staffing changes were needed, one being the lack of a Ratpdev Operations Manager on staff, which in turn caused under performance of the Operations and Safety (as the Safety Manager was also responsible for Operations). The current safety Manager has been promoted to Operations Manager and one road Supervisor has been promoted to Safety Manager. These changes along with constructing and setting standard operating procedures will help bring YCAT into industry standards

Overall:

It will take time and dedication and hard work to bring YCAT to the level it deserves, there are a lot of good and talented people at YCAT and I believe with the right guidance and training we can make YCAT great.



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Transit Directors Report December 2019 - January 2020

- **YPG 2020:** Transportation planning and schedule with YPG is ongoing for the February 15, 2020 event.
- **Filming Video:** AzTA marketing consultants will be in Yuma in January to do some filming of YCAT buses and riders for short videos to promote transit in Arizona. They are videoing mostly rural transit agencies. The videos that have been done already are really great. The theme is “Get Your AzTA on the Bus”.
- **Property Update:** Requested extension and was agreed to by seller. Due diligence period to July and close of escrow August. In the process of submittal of rezoning application and CUP. Still waiting to hear more from MCAS and City of Yuma for the septic.
- **CTAA:** I was elected as the Arizona State representative for CTAA (Community Transportation Association of America).
- **SWTA:** I was asked to run for an open seat of the South West Transit Association (SWTA) Board of Directors. I will know if I have been elected in February at the SWTA Conference.
- **2020 Flight/YC ITS Presentation:** Carol and I met with Yuma County ITS folks regarding the upcoming 2020 flight and how the data can be used to assist in future planning and analysis. More information to come.
- **Upcoming Projects:**
 - Bus Shelter procurement
 - Strategic Plan
 - Vanpool RFP
- **Upcoming Events/Conferences/Meetings:**
 - SWTA – Freedom through Transit – February 23-26, 2020
 - AzTA Annual Conference – April 13-15, 2020
 - CTAA Expo – May 31- 4, 2020



December 2019 - YCAT

The following information is based on the services and analyses performed by Solutions for Transit for YCIPTA for the month of December 2019.

Solutions for Transit completed its monthly review and sent a final review document to YCIPTA staff on January 07, 2020.

OPERATIONS

Fixed Route

Following are the actual miles and hours reported by the contractor vs. scheduled:

	Reported	Scheduled	Difference
Revenue Hours	2,833.1	2,790.8	42.3
Total Hours	3,156.9	3,098.2	58.7
Revenue Miles	60,256	60,164	92
Total Miles	67,314	67,319	(5)
Passengers per Revenue Hour		13.2	
Passengers per Revenue Mile		0.6	

3.17 hours of special service.

Demand Response

Following are the actual miles and hours:

Revenue Hours	422.9
Total Hours	540.7
Revenue Miles	9,096
Total Miles	11,212
Average Weekday Revenue Hours	18.9
Passengers per Revenue Hour	2.3
Passengers per Revenue Mile	0.1

OPERATIONS DATABASE

Analysis of Contractor Invoice Data for Accuracy: Solutions for Transit reviewed the Total Miles and Hours by Day and Miles and Hours Reports to determine if there are entries that seemed high or low. We are using a 5% tolerance to determine if the entries need to be corrected or commented.

There were **164** entry errors, **43** GFI errors (information classified incorrectly in GFI), **25** time overlaps, **50** fixed route vs. GFI errors, and **12** unreported roadcalls.

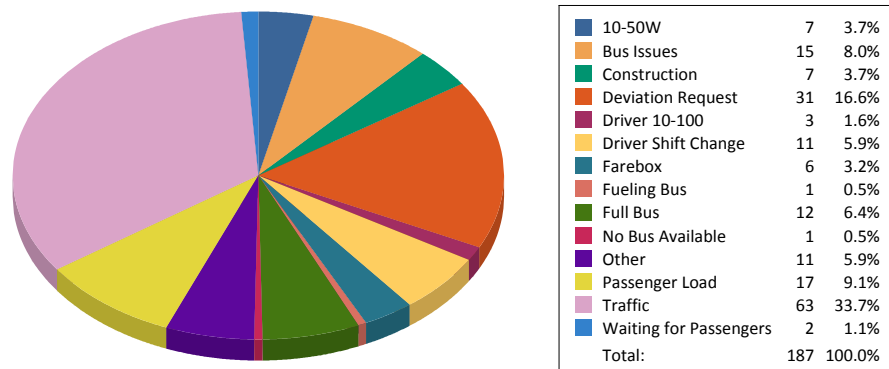
These errors were corrected before we submitted a final review to YCIPTA for billing authorization purposes.

Late to First Stop: There were **293** occurrences where the operator was late to the first stop by 5 minutes or more, resulting in **11 hours and 34 minutes** of delayed service.

Logging Out Early: There were **20** occurrences where the operator logged off before the end of revenue service totaling **3 hours and 24 minutes** of unaccounted revenue time.

Delays: During the month of December, **187** delays were reported by RATPDev. The average delay was **17** minutes. The delays are broken down as follows:

Delays by Category



Customer Comments: During the month of December, **8** complaints were called in. Of these RATPDev followed up on **5**. In addition, **0** commendations were called in.

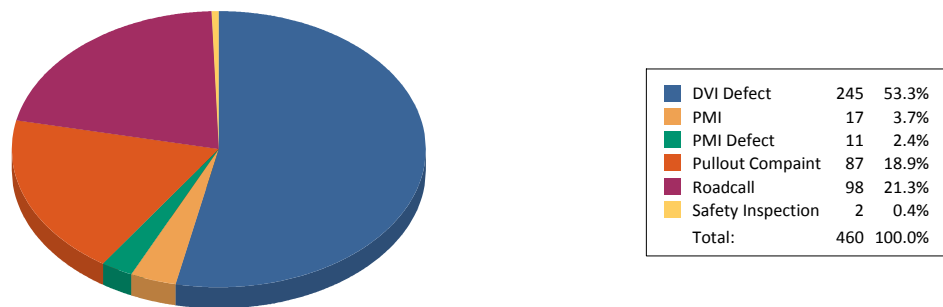
MAINTENANCE

PMIs Completed: There were **15** PMIs completed during the month of December. Of these, **4** were completed late based on the information entered into The Reporting Solution.

- Roadcalls:** There were 98 roadcalls/bus exchanges for the month of December.
- o **50** of these are roadcalls as defined by NTD (the bus did not complete its scheduled service)
 - o **1,658** miles between roadcalls as defined by NTD
 - o The industry standard for miles between roadcalls is 6,000 miles

Work Orders Created:

Work Orders by Type



Open Work Orders:

There were **404** open work orders.

REPORTS

Monthly Reports: The following Monthly Reports are attached:

- o Fixed Route Operating Summary - Systemwide
- o Ridership and Fares
- o Miles and Hours by Route
- o On Call Operating Summary
- o PMIs Completed

IT SUPPORT

Back-up: Solutions for Transit is backing up the data entered into The Reporting Solution daily. It is being placed on the Solutions for Transit home server in Lodi.



OPERATING SUMMARY - Systemwide Fiscal Year 2020

Systemwide

	Quarter				Quarter				YTD
	Jul-19	Aug-19	Sep-19	Qtr Total	Oct-19	Nov-19	Dec-19	Qtr Total	
Weekday Ridership	14,951	36,448	38,344	89,743	44,922	37,684	34,724	117,330	207,073
Saturday Ridership	1,019	2,722	2,301	6,041	2,539	3,568	2,716	8,822	14,863
Total Ridership	15,970	39,170	40,644	95,784	47,461	41,251	37,440	126,152	221,936
Weekday Revenue Hours	1,701.1	2,835.1	2,714.6	7,250.9	3,081.7	2,489.5	2,625.4	8,196.6	15,447.5
Saturday Revenue Hours	100.5	243.1	200.6	544.2	216.4	270.0	210.9	697.3	1,241.6
Total Revenue Hours	1,801.7	3,078.2	2,915.2	7,795.1	3,298.1	2,759.5	2,836.3	8,893.9	16,689.0
Weekday Total Hours	1,872.5	3,128.8	3,012.5	8,013.8	3,421.2	2,768.5	2,927.2	9,116.8	17,130.6
Saturday Total Hours	114.1	276.2	227.7	618.0	246.1	308.3	236.7	791.2	1,409.2
Total Hours	1,986.6	3,405.0	3,240.2	8,631.8	3,667.4	3,076.8	3,163.9	9,908.1	18,539.9
Weekday Revenue Miles	36,100	60,203	58,798	155,101	66,275	53,444	56,184	175,903	331,004
Saturday Revenue Miles	2,080	5,071	4,168	11,319	4,487	5,539	4,098	14,124	25,443
Total Revenue Miles	38,180	65,274	62,966	166,420	70,762	58,983	60,282	190,027	356,447
Weekday Total Miles	39,648	66,481	65,557	171,686	73,999	59,790	62,543	196,332	368,018
Saturday Total Miles	2,382	5,758	4,768	12,908	5,199	6,392	4,860	16,451	29,359
Total Miles	42,030	72,239	70,325	184,594	79,198	66,182	67,403	212,783	397,377
# Operating Weekdays	13	22	20	55	23	19	21	63	118
# Operating Saturdays	2	5	4	11	4	5	4	13	24
# Total Operating Days	15	27	24	66	27	24	25	76	142
Avg Weekday Ridership	1,150.1	1,656.7	1,917.2	1,631.7	1,953.1	1,983.4	1,653.5	1,862.4	1,754.9
Avg Saturday Ridership	509.3	544.4	575.1	549.2	634.7	713.5	678.9	678.6	619.3
Avg Daily Ridership	1,064.7	1,450.7	1,693.5	1,451.3	1,757.8	1,718.8	1,497.6	1,659.9	1,562.9
Wkday Ridership/Rev Hr	8.8	12.9	14.1	12.4	14.6	15.1	13.2	14.3	13.4
Sat Ridership/Rev Hr	10.1	11.2	11.5	11.1	11.7	13.2	12.9	12.7	12.0
Avg Weekday Rev Hours	130.9	128.9	135.7	131.8	134.0	131.0	125.0	130.1	130.9
Avg Saturday Rev Hours	50.3	48.6	50.1	49.5	54.1	54.0	52.7	53.6	51.7
Avg Weekday Rev Miles	2,777	2,737	2,940	2,820	2,882	2,813	2,675	2,792	2,805
Avg Saturday Rev Miles	1,040	1,014	1,042	1,029	1,122	1,108	1,025	1,086	1,060



RIDERSHIP AND FARES

Period: 12/1/2019 to 12/31/2019

Route	Cash Fares			Day Passes Sold		Passes Accepted				Free			Special Revenues					Statistics			Total Pax
	Basic Cash	Disc Cash	Deviations	Day Passes	Disc Day	Day Passes	31-Day Passes	1& 10 Ride	Paper Passes	< 5 & PCAs	Grey-hound	On Call ID	Aztec	YPIC	Colleges	Cocopa	Vista	WC	Bikes	Guides	
Orange 2	1,044	575	0	40	36	422	171	23	0	27	4	22	54	32	954	87	53	16	68	12	3,948
Brown 3	105	134	70	26	43	159	73	1	0	2	0	10	1	1	142	9	9	2	11	3	774
Green 4	311	293	1	36	77	395	147	16	0	20	2	14	58	80	179	135	746	12	29	12	2,932
Green 4A	165	205	0	29	65	225	95	16	0	4	31	7	47	127	185	94	478	15	25	5	2,090
Blue 5	284	164	0	61	66	332	113	11	0	35	13	5	14	7	38	123	3	16	52	8	1,830
Purple 6	298	269	0	43	33	160	77	26	0	179	3	10	174	6	75	2,140	47	67	59	0	4,059
Gold 8	28	21	37	15	18	46	38	0	0	1	0	3	1	1	62	1	32	0	3	0	295
Silver 9	74	12	0	4	0	3	75	0	0	4	0	1	0	1	586	0	4	9	1	0	771
Turquoise 10	210	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	15	7	1	211
Yellow 95	6,032	4,725	6	393	268	1,426	1,460	128	0	138	16	37	377	284	1,031	666	495	119	272	37	20,447
Specials	19	0	0	0	0	0	0	0	0	59	0	0	0	0	0	0	1	0	0	0	82
Grand Total:	8,571	6,398	114	647	606	3,168	2,249	221	0	470	69	109	726	539	3,252	3,255	1,868	271	527	78	37,440

REVENUE:

Total Revenue: \$28,088.47
 Unclassified Revenue: \$1,112.50
 As a % of Total: 3.96%



TOTAL MILES AND HOURS BY ROUTE December 2019

Route	Revenue Hours	Non-Rev Hours	Total Hours	Revenue Miles	Non-Rev Miles	Total Miles
Orange Route 2	354.1	42.0	396.1	6,662	300	6,962
Brown Route 3	170.3	15.0	185.4	3,468	280	3,748
Green Route 4	264.2	15.8	280.0	4,072	335	4,407
Green Route 4A	201.1	14.1	215.2	3,298	176	3,474
Blue Route 5	249.5	16.7	266.2	5,927	211	6,138
Purple Route 6	426.6	39.2	465.7	10,768	756	11,524
Gold Route 8	54.3	11.0	65.3	1,646	541	2,187
Silver Route 9	76.2	66.3	142.4	2,305	1,755	4,060
Turquoise Route 10	68.7	14.7	83.4	2,974	201	3,175
Yellow Route 95	968.2	88.9	1,057.1	19,136	2,503	21,639
Specials	3.2	3.9	7.0	26	63	89

Totals for December 2019			
Total Hours	3,163.92	Total Miles	67,403
Revenue Hours	2,836.32	Revenue Miles	60,282
Non-Revenue Hours	327.60	Non-Revenue Miles	7,121



OPERATING SUMMARY - On-Call Fiscal Year 2020

	Quarter				Quarter				YTD
	Jul-19	Aug-19	Sep-19	Qtr Total	Oct-19	Nov-19	Dec-19	Qtr Total	
Weekday Ridership	924	1,101	1,055	3,080	1,033	834	919	2,786	5,866
Saturday Ridership	51	72	35	158	40	49	54	143	301
Total Ridership	975	1,173	1,090	3,238	1,073	883	973	2,929	6,167
Weekday Revenue Hours	413.7	404.6	380.1	1,198.4	415.9	354.1	397.5	1,167.5	2,365.9
Saturday Revenue Hours	19.0	28.2	17.7	64.8	19.2	21.1	25.4	65.7	130.4
Total Revenue Hours	432.7	432.7	397.8	1,263.2	435.0	375.3	422.9	1,233.2	2,496.3
Weekday Total Hours	531.0	514.0	484.3	1,529.2	545.5	468.1	511.5	1,525.2	3,054.4
Saturday Total Hours	22.9	32.6	21.5	77.0	23.2	25.3	29.2	77.7	154.7
Total Hours	553.9	546.6	505.7	1,606.2	568.7	493.4	540.7	1,602.8	3,209.0
Weekday Revenue Miles	8,105	8,419	7,505	24,029	9,434	7,359	8,714	25,507	49,536
Saturday Revenue Miles	324	481	292	1,097	313	403	382	1,098	2,195
Total Revenue Miles	8,429	8,900	7,797	25,126	9,747	7,762	9,096	26,605	51,731
Weekday Total Miles	10,269	10,470	9,601	30,340	11,982	9,599	10,745	32,326	62,666
Saturday Total Miles	389	531	346	1,266	373	461	467	1,301	2,567
Total Miles	10,658	11,001	9,947	31,606	12,355	10,060	11,212	33,627	65,233
# Operating Weekdays	23	22	20	65	23	19	21	63	128
# Operating Saturdays	4	5	4	13	4	5	4	13	26
# Total Operating Days	27	27	24	78	27	24	25	76	154
Avg Weekday Ridership	40.2	50.0	52.8	47.4	44.9	43.9	43.8	44.2	45.8
Avg Saturday Ridership	12.8	14.4	8.8	12.2	10.0	9.8	13.5	11.0	11.6
Avg Daily Ridership	36.1	43.4	45.4	41.5	39.7	36.8	38.9	38.5	40.0
Wkday Ridership/Rev Hr	2.2	2.7	2.8	2.6	2.5	2.4	2.3	2.4	2.5
Sat Ridership/Rev Hr	2.7	2.6	2.0	2.4	2.1	2.3	2.1	2.2	2.3
Avg Weekday Rev Hours	18.0	18.4	19.0	18.4	18.1	18.6	18.9	18.5	18.5
Avg Saturday Rev Hours	4.7	5.6	4.4	5.0	4.8	4.2	6.3	5.1	5.0
Avg Weekday Rev Miles	352	383	375	370	410	387	415	405	387
Avg Saturday Rev Miles	81	96	73	84	78	81	96	84	84



PMIs COMPLETED

Period: 12/1/2019 - 12/31/2019

Bus #	Interval	Mileage at Previous PMI	Mileage at PMI	Miles Since Last PMI	On Time	PMI
121	4000 miles	279,006	282,854	3,848	On Time	A-1
123	4000 miles	286,899	290,969	4,070	On Time	B-2
126	5000 miles	495,403	500,356	4,953	On Time	A-4
131	5000 miles	495,163	500,830	5,667	Late	B
132	5000 miles	516,038	521,268	5,230	On Time	A-1
151	5000 miles	101,154	106,150	4,996	On Time	A-2
153	5000 miles	69,407	74,615	5,208	On Time	A-6
201	6000 miles	196,500	202,506	6,006	On Time	B
202	6000 miles	49,194	54,800	5,606	On Time	C
203	6000 miles	50,554	56,571	6,017	On Time	C
204	6000 miles	50,893	57,519	6,626	Late	A-5
206	6000 miles	43,982	50,298	6,316	On Time	A-5
300	4000 miles	35,166	40,040	4,874	Late	A-7
301	4000 miles	33,952	38,673	4,721	Late	A-6
1100	4000 miles	7,702	11,532	3,830	On Time	A-3

PMIs Completed: 15

On Time: 11 73.3%

Early: 0 0.0%

Late: 4 26.7%

Notes: "On Time" is based on mileage not days.
 "N/A" indicates a set-up entry to start the PM cycle on new vehicles.



RIDERSHIP AND FARES

Period: 11/1/2019 to 11/30/2019

Route	Cash Fares			Day Passes Sold		Passes Accepted				Free			Special Revenues					Statistics			Total Pax
	Basic Cash	Disc Cash	Deviations	Day Passes	Disc Day	Day Passes	31-Day Passes	1& 10 Ride	Paper Passes	< 5 & PCAs	Grey-hound	On Call ID	Aztec	YPIC	Colleges	Cocopa	Vista	WC	Bikes	Guides	
Orange 2	932	444	1	43	38	407	356	15	6	34	7	13	49	28	1,505	58	63	16	64	9	4,061
Brown 3	105	113	58	26	37	166	72	1	5	0	1	9	0	0	161	0	17	3	16	3	715
Green 4	306	326	0	51	82	468	292	25	5	34	5	29	111	65	262	111	947	4	33	12	3,168
Green 4A	234	288	0	41	92	373	203	37	3	7	62	10	35	124	381	66	814	11	33	1	2,803
Blue 5	378	233	0	57	87	375	192	12	0	57	17	5	8	5	54	105	4	17	24	7	1,644
Purple 6	395	342	1	39	51	226	117	48	12	167	7	13	194	11	105	2,380	90	96	104	2	4,290
Gold 8	39	22	15	22	20	40	26	0	1	2	0	3	0	0	93	0	25	0	2	0	296
Silver 9	94	19	0	4	0	7	116	6	0	0	0	0	0	2	1,253	1	12	7	0	0	1,519
Turquoise 10	199	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	16	6	3	201
Yellow 95	7,464	5,576	0	575	335	1,926	1,988	224	79	119	62	63	607	259	1,732	558	623	78	288	45	22,549
Specials	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	6
Grand Total:	10,148	7,364	75	858	742	3,988	3,362	368	111	422	161	145	1,004	494	5,546	3,281	2,595	248	570	82	41,251

REVENUE:

Total Revenue: \$33,431.88
 Unclassified Revenue: \$1,763.14
 As a % of Total: 5.27%



RIDERSHIP AND FARES

Period: 12/1/2019 to 12/31/2019

Route	Cash Fares			Day Passes Sold		Passes Accepted				Free			Special Revenues					Statistics			Total Pax
	Basic Cash	Disc Cash	Deviations	Day Passes	Disc Day	Day Passes	31-Day Passes	1& 10 Ride	Paper Passes	< 5 & PCAs	Grey-hound	On Call ID	Aztec	YPIC	Colleges	Cocopa	Vista	WC	Bikes	Guides	
Orange 2	1,044	575	0	40	36	422	171	23	0	27	4	22	54	32	954	87	53	16	68	12	3,948
Brown 3	105	134	70	26	43	159	73	1	0	2	0	10	1	1	142	9	9	2	11	3	774
Green 4	311	293	1	36	77	395	147	16	0	20	2	14	58	80	179	135	746	12	29	12	2,932
Green 4A	165	205	0	29	65	225	95	16	0	4	31	7	47	127	185	94	478	15	25	5	2,090
Blue 5	284	164	0	61	66	332	113	11	0	35	13	5	14	7	38	123	3	16	52	8	1,830
Purple 6	298	269	0	43	33	160	77	26	0	179	3	10	174	6	75	2,140	47	67	59	0	4,059
Gold 8	28	21	37	15	18	46	38	0	0	1	0	3	1	1	62	1	32	0	3	0	295
Silver 9	74	12	0	4	0	3	75	0	0	4	0	1	0	1	586	0	4	9	1	0	771
Turquoise 10	210	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	15	7	1	211
Yellow 95	6,032	4,725	6	393	268	1,426	1,460	128	0	138	16	37	377	284	1,031	666	495	119	272	37	20,447
Specials	19	0	0	0	0	0	0	0	0	59	0	0	0	0	0	0	1	0	0	0	82
Grand Total:	8,571	6,398	114	647	606	3,168	2,249	221	0	470	69	109	726	539	3,252	3,255	1,868	271	527	78	37,440

REVENUE:

Total Revenue: \$28,088.47
 Unclassified Revenue: \$1,112.50
 As a % of Total: 3.96%



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

Summary Financial Report for November and December 2019

This report is a summary for the period November and December 2019. 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:

December 2019

Greyhound	\$9,128.17
General	\$58,156.33
Payroll	\$18,162.04
Fare Revenue	\$20,649.12

December 2019

YC Treasurer	\$296,242.42
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Greyhound sales by Month

November	\$ 9,192.39
December	\$12,222.57

Fare Revenue by Month

November 2019

YCAT	\$38,276.03
On Call	\$519.00

December 2019

YCAT	\$31,250.69
On Call	\$118.05

Accounts payable as of December 31, 2019 was \$716,392.24

Accounts receivable as of December 31, 2019 was \$753,326.12

The Auditors are will be finishing up Audit FY 2018 by Mid-February and are making arrangements to review financials for FY 2019.

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

2:58 PM
01/14/2020

December 2019

	Dec 19	Jul - Dec 19	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
40000 · Intergovernmental					
40700 · Miscellaneous Revenues					
40799-3 · Advertising Sales	0.00	0.00	16,000.00	-16,000.00	0.0%
40799-4 · Greyhound Commisions - YCIPTA	2,625.74	5,822.20	26,400.00	-20,577.80	22.05%
40799-5 · Interest	613.68	2,278.19	1,200.00	1,078.19	189.85%
40799-6 · Miscellaneous Revenues	126.37	395.88	2,000.00	-1,604.12	19.79%
Total 40700 · Miscellaneous Revenues	3,365.79	8,496.27	45,600.00	-37,103.73	18.63%
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	175,706.89	420,286.77	557,628.00	-137,341.23	75.37%
Total 40900 · Local Funding	175,706.89	937,025.77	1,074,367.00	-137,341.23	87.22%
41101 · State Grants					
41101-1 · ADOT 5311	0.00	255,049.22	1,157,552.00	-902,502.78	22.03%
41101-2 · ADOT 5310	0.00	14,140.44	25,000.00	-10,859.56	56.56%
Total 41101 · State Grants	0.00	269,189.66	1,182,552.00	-913,362.34	22.76%
41300 · Federal Grant Revenue					
41399-1 · FTA 5307	98,481.00	320,968.00	6,046,633.00	-5,725,665.00	5.31%
41399-4 · STP Capital Grant	0.00	88,415.00	301,240.00	-212,825.00	29.35%
Total 41300 · Federal Grant Revenue	98,481.00	409,383.00	6,347,873.00	-5,938,490.00	6.45%
Total 40000 · Intergovernmental	277,553.68	1,624,094.70	8,650,392.00	-7,026,297.30	18.78%
41000 · Charges for Service					
40100 · Fare Revenue					
40101 · YCAT Fares	31,368.74	221,556.85	455,748.00	-234,191.15	48.61%
40190 · On Call Fares	0.00	778.54	3,600.00	-2,821.46	21.63%
Total 40100 · Fare Revenue	31,368.74	222,335.39	459,348.00	-237,012.61	48.4%
Total 41000 · Charges for Service	31,368.74	222,335.39	459,348.00	-237,012.61	48.4%
Total Income	308,922.42	1,846,430.09	9,109,740.00	-7,263,309.91	20.27%
Gross Profit	308,922.42	1,846,430.09	9,109,740.00	-7,263,309.91	20.27%
Expense					
50100 · Salaries and Wages					
50102 · Regular Salaries and Wage	24,566.70	164,827.20	368,376.00	-203,548.80	44.74%
Total 50100 · Salaries and Wages	24,566.70	164,827.20	368,376.00	-203,548.80	44.74%
50200 · Fringe Benefits					
50201 · FICA- SS & Medicare	1,879.36	12,609.29	75,591.00	-62,981.71	16.68%

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

4:37 PM
01/14/2020

December 2018

	Dec 18	Jul - Dec 18	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
40000 · Intergovernmental					
40700 · Miscellaneous Revenues					
40799-3 · Advertising Sales	0.00	793.75	16,000.00	-15,206.25	4.96%
40799-4 · Greyhound Commisions - YCIPTA	-445.86	10,272.68	31,200.00	-20,927.32	32.93%
40799-5 · Interest	80.92	1,044.70	1,200.00	-155.30	87.06%
40799-6 · Miscellaneous Revenues	630.54	1,139.59	2,000.00	-860.41	56.98%
Total 40700 · Miscellaneous Revenues	265.60	13,250.72	50,400.00	-37,149.28	26.29%
40900 · Local Funding					
40900-2 · Local Transit Dues	0.00	510,982.00	516,739.00	-5,757.00	98.89%
40900-4 · Contributions Public Entities	119,830.37	453,153.92	494,023.00	-40,869.08	91.73%
Total 40900 · Local Funding	119,830.37	964,135.92	1,010,762.00	-46,626.08	95.39%
41101 · State Grants					
41101-1 · ADOT 5311	0.00	505,351.33	1,643,938.00	-1,138,586.67	30.74%
41101-2 · ADOT 5310	0.00	0.00	25,000.00	-25,000.00	0.0%
Total 41101 · State Grants	0.00	505,351.33	1,668,938.00	-1,163,586.67	30.28%
41300 · Federal Grant Revenue					
41399-1 · FTA 5307	45,915.00	549,330.00	8,618,502.00	-8,069,172.00	6.37%
41399-4 · STP Capital Grant	0.00	95,592.00	414,985.00	-319,393.00	23.04%
Total 41300 · Federal Grant Revenue	45,915.00	644,922.00	9,033,487.00	-8,388,565.00	7.14%
Total 40000 · Intergovernmental	166,010.97	2,127,659.97	11,763,587.00	-9,635,927.03	18.09%
41000 · Charges for Service					
40100 · Fare Revenue					
40101 · YCAT Fares	32,166.21	205,102.75	423,447.00	-218,344.25	48.44%
40190 · On Call Fares	163.17	1,611.57	6,663.00	-5,051.43	24.19%
Total 40100 · Fare Revenue	32,329.38	206,714.32	430,110.00	-223,395.68	48.06%
Total 41000 · Charges for Service	32,329.38	206,714.32	430,110.00	-223,395.68	48.06%
Total Income	198,340.35	2,334,374.29	12,193,697.00	-9,859,322.71	19.14%
Gross Profit	198,340.35	2,334,374.29	12,193,697.00	-9,859,322.71	19.14%
Expense					
50100 · Salaries and Wages					
50102 · Regular Salaries and Wage	23,485.83	141,075.78	359,677.00	-218,601.22	39.22%
Total 50100 · Salaries and Wages	23,485.83	141,075.78	359,677.00	-218,601.22	39.22%
50200 · Fringe Benefits					
50201 · FICA- SS & Medicare	1,796.68	11,648.75	72,691.00	-61,042.25	16.03%

	Dec 19	Jul - Dec 19	YTD Budget	\$ Over Budget	% of Budget
50202 - ASRS	2,975.02	20,526.47	44,610.00	-24,083.53	46.01%
50203 - Health Insurance	3,593.34	18,372.92	44,988.00	-26,615.08	40.84%
50204 - FUTA	4.87	97.99	500.00	-402.01	19.6%
50205 - Life Insurance	60.55	358.20	768.00	-409.80	46.64%
50207 - State Unemployment	0.00	0.00	3,000.00	-3,000.00	0.0%
50208 - Workers Compensation Ins	0.00	2,755.00	2,500.00	255.00	110.2%
50200 - Fringe Benefits - Other	0.00	-31.32			
Total 50200 - Fringe Benefits	8,513.14	54,688.55	171,957.00	-117,268.45	31.8%
50300 - Services					
50301-1 - ADA Paratransit	9,982.08	54,288.17	129,324.00	-75,035.83	41.98%
50301-2 - Accounting & Audit	0.00	0.00	38,000.00	-38,000.00	0.0%
50301-3 - Vanpool Subsidy	0.00	52,200.00	126,000.00	-73,800.00	41.43%
50302 - Advertising	1,477.40	22,137.53	80,000.00	-57,862.47	27.67%
50303-1 - Legal Services	4,095.00	9,708.75	25,800.00	-16,091.25	37.63%
50303-2 - Cash Handel/Payroll Processing	151.82	3,502.22	15,000.00	-11,497.78	23.35%
50303-3 - IT Support/Web Development	10,807.68	41,317.91	20,800.00	20,517.91	198.64%
50304 - Temporary Help	0.00	2,441.12	3,000.00	-558.88	81.37%
50305-0 - Bus Contractor	253,201.47	1,317,470.83	3,209,107.00	-1,891,636.17	41.05%
50305-1 - Contract Costs	2,083.33	14,369.77	100,000.00	-85,630.23	14.37%
50305-2 - Equipment Maintenance	128.97	2,168.03	20,000.00	-17,831.97	10.84%
50305-3 - Office Equip Repair	0.00	844.87	3,000.00	-2,155.13	28.16%
50305-4 - Vehicle Repair & Maintance	9,496.89	35,408.46	231,747.00	-196,338.54	15.28%
50305-5 - Building Repairs & Maintance	7,256.07	9,113.03	12,000.00	-2,886.97	75.94%
50305-6 - Communications/Radio Service	0.00	110.71	20,000.00	-19,889.29	0.55%
50305-7 - Grounds Keeping/Pest Control	39.00	234.00	1,500.00	-1,266.00	15.6%
50305-8 - Software Updates/Maintenance	0.00	2,911.22	55,000.00	-52,088.78	5.29%
50307 - Security Services	0.00	110.00	500.00	-390.00	22.0%
Total 50300 - Services	298,719.71	1,568,336.62	4,090,778.00	-2,522,441.38	38.34%
50400 - Materials and Supplies					
50401 - Fuel, Oil, Lubricants	30,588.62	217,437.32	458,700.00	-241,262.68	47.4%
50499-1 - Office Supplies	132.51	6,525.64	3,000.00	3,525.64	217.52%
50499-2 - Postage	84.04	531.73	1,500.00	-968.27	35.45%
50499-3 - Printing	190.44	8,864.73	20,000.00	-11,135.27	44.32%
50499-4 - Misc Materials & Supplies	103.57	1,849.13	35,400.00	-33,550.87	5.22%
Total 50400 - Materials and Supplies	31,099.18	235,208.55	518,600.00	-283,391.45	45.36%
50500 - Utilities					
50501 - Electricity	807.57	7,719.74	17,000.00	-9,280.26	45.41%
50502-1 - Refuse Disposal	218.08	1,275.03	2,000.00	-724.97	63.75%
50502-2 - Water - Offices	103.64	695.07	1,500.00	-804.93	46.34%
Total 50500 - Utilities	1,129.29	9,689.84	20,500.00	-10,810.16	47.27%

	Dec 18	Jul - Dec 18	YTD Budget	\$ Over Budget	% of Budget
50202 - ASRS	2,637.52	17,044.63	42,442.00	-25,397.37	40.16%
50203 - Health Insurance	2,720.96	19,028.96	43,488.00	-24,459.04	43.76%
50204 - FUTA	10.08	35.28	500.00	-464.72	7.06%
50205 - Life Insurance	60.55	260.15	768.00	-507.85	33.87%
50207 - State Unemployment	0.00	5,520.00	3,000.00	2,520.00	184.0%
50208 - Workers Compensation Ins	0.00	1,127.30	2,500.00	-1,372.70	45.09%
Total 50200 - Fringe Benefits	7,225.79	54,665.07	165,389.00	-110,723.93	33.05%
50300 - Services					
50301-1 - ADA Paratransit	0.00	56,632.31	126,000.00	-69,367.69	44.95%
50301-2 - Accounting & Audit	0.00	0.00	28,000.00	-28,000.00	0.0%
50301-3 - Vanpool Subsidy	9,600.00	59,280.00			
50302 - Advertising	5,293.62	21,600.78	80,000.00	-58,399.22	27.0%
50303-1 - Legal Services	3,450.00	18,800.25	45,000.00	-26,199.75	41.78%
50303-2 - Cash Handel/Payroll Processing	767.19	4,151.69	6,500.00	-2,348.31	63.87%
50303-3 - IT Support/Web Development	1,005.00	5,385.76	15,000.00	-9,614.24	35.91%
50304 - Temporary Help	0.00	2,664.68	3,000.00	-335.32	88.82%
50305-0 - Bus Contractor	8,625.90	1,163,312.68	2,892,863.00	-1,729,550.32	40.21%
50305-1 - Contract Costs	9,639.61	59,782.54	100,000.00	-40,217.46	59.78%
50305-2 - Equipment Maintenance	1,542.90	5,021.44	40,000.00	-34,978.56	12.55%
50305-3 - Office Equip Repair	0.00	1,222.42	3,000.00	-1,777.58	40.75%
50305-4 - Vehicle Repair & Maintance	5,381.11	155,958.99	280,000.00	-124,041.01	55.7%
50305-5 - Building Repairs & Maintance	45.00	6,538.94	12,000.00	-5,461.06	54.49%
50305-6 - Communications/Radio Service	1,280.09	14,930.09	20,000.00	-5,069.91	74.65%
50305-7 - Grounds Keeping/Pest Control	39.00	234.00	2,500.00	-2,266.00	9.36%
50305-8 - Software Updates/Maintenance	0.00	2,699.81	55,000.00	-52,300.19	4.91%
50306-1 - Bus Cleaning Services	491.40	5,740.20			
50307 - Security Services	0.00	0.00	500.00	-500.00	0.0%
Total 50300 - Services	47,160.82	1,583,956.58	3,709,363.00	-2,125,406.42	42.7%
50400 - Materials and Supplies					
50401 - Fuel, Oil, Lubricants	28,575.14	214,196.02	400,000.00	-185,803.98	53.55%
50499-1 - Office Supplies	315.56	2,294.89	3,000.00	-705.11	76.5%
50499-2 - Postage	147.67	557.15	3,000.00	-2,442.85	18.57%
50499-3 - Printing	396.16	12,312.16	25,000.00	-12,687.84	49.25%
50499-4 - Misc Materials & Supplies	722.00	809.45	35,400.00	-34,590.55	2.29%
Total 50400 - Materials and Supplies	30,156.53	230,169.67	466,400.00	-236,230.33	49.35%
50500 - Utilities					
50501 - Electricity	1,044.39	8,531.37	17,000.00	-8,468.63	50.19%
50502-1 - Refuse Disposal	168.33	936.09	1,500.00	-563.91	62.41%
50502-2 - Water - Offices	104.18	649.77	1,500.00	-850.23	43.32%
Total 50500 - Utilities	1,316.90	10,117.23	20,000.00	-9,882.77	50.59%

	Dec 19	Jul - Dec 19	YTD Budget	\$ Over Budget	% of Budget
50600 - Casualty and Liability Insuranc					
50608-1 - Gen Liab Insurance	0.00	8,127.53	4,000.00	4,127.53	203.19%
50608-2 - Prof. Liability Insurance	0.00	2,196.67	3,500.00	-1,303.33	62.76%
50608-3 - Automobile Insurance	0.00	0.00	4,500.00	-4,500.00	0.0%
Total 50600 - Casualty and Liability Insuranc	0.00	10,324.20	12,000.00	-1,675.80	86.04%
50900 - Miscellaneous Expenses					
50901 - Memberships/Dues/Subscriptions	4,400.00	12,163.80	15,000.00	-2,836.20	81.09%
50902 - Travel Expenses	580.98	14,272.57	30,000.00	-15,727.43	47.58%
50906 - Finance Charges/Penalties	0.00	17,772.88	5,000.00	12,772.88	355.46%
50999-1 - License and Permits	110.00	128.00	300.00	-172.00	42.67%
50999-2 - Training/Education	0.00	2,280.00	75,044.00	-72,764.00	3.04%
50999-3 - Other Misc Expense	1,856.68	10,837.37			
50999-5 - Telephone/Internet	641.32	3,773.28	8,000.00	-4,226.72	47.17%
Total 50900 - Miscellaneous Expenses	7,588.98	61,227.90	133,344.00	-72,116.10	45.92%
51200 - Leases and Rentals					
51212-1 - Building Lease	4,200.00	25,200.00	50,400.00	-25,200.00	50.0%
Total 51200 - Leases and Rentals	4,200.00	25,200.00	50,400.00	-25,200.00	50.0%
51600 - Capital Outlay					
51600-3 - Buildings/Mutli Modal Center	0.00	0.00	2,933,711.00	-2,933,711.00	0.0%
51600-4 - Land	0.00	10,000.00			
51600-5 - Automobiles	23,919.40	113,878.40	163,224.00	-49,345.60	69.77%
51600-6 - Furniture and Equipment	0.00	93,917.10	646,850.00	-552,932.90	14.52%
Total 51600 - Capital Outlay	23,919.40	217,795.50	3,743,785.00	-3,525,989.50	5.82%
Total Expense	399,736.40	2,347,298.36	9,109,740.00	-6,762,441.64	25.77%
Net Ordinary Income	-90,813.98	-500,868.27	0.00	-500,868.27	100.0%
Net Income	-90,813.98	-500,868.27	0.00	-500,868.27	100.0%

	Dec 18	Jul - Dec 18	YTD Budget	\$ Over Budget	% of Budget
50600 - Casualty and Liability Insuranc					
50608-1 - Gen Liab Insurance	0.00	4,961.65	3,900.00	1,061.65	127.22%
50608-2 - Prof. Liability Insurance	0.00	0.00	3,500.00	-3,500.00	0.0%
50608-3 - Automobile Insurance	0.00	3,984.00	3,900.00	84.00	102.15%
Total 50600 - Casualty and Liability Insuranc	0.00	8,945.65	11,300.00	-2,354.35	79.17%
50900 - Miscellaneous Expenses					
50901 - Memberships/Dues/Subscriptions	4,486.00	9,359.80	18,000.00	-8,640.20	52.0%
50902 - Travel Expenses	670.35	17,058.35	30,000.00	-12,941.65	56.86%
50906 - Finance Charges/Penalties	352.17	2,276.40	5,000.00	-2,723.60	45.53%
50999-1 - License and Permits	80.00	98.00	300.00	-202.00	32.67%
50999-2 - Training/Education	0.00	699.00	25,000.00	-24,301.00	2.8%
50999-3 - Other Misc Expense	2,081.44	5,924.04	200,000.00	-194,075.96	2.96%
50999-5 - Telephone/Internet	596.78	3,946.85	8,000.00	-4,053.15	49.34%
Total 50900 - Miscellaneous Expenses	8,266.74	39,362.44	286,300.00	-246,937.56	13.75%
51200 - Leases and Rentals					
51212-1 - Building Lease	4,200.00	25,200.00	50,400.00	-25,200.00	50.0%
51212-2 - Leases Rental Equipment	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 51200 - Leases and Rentals	4,200.00	25,200.00	51,400.00	-26,200.00	49.03%
51600 - Capital Outlay					
51600-3 - Buildings/Mutli Modal Center	0.00	0.00	3,499,492.00	-3,499,492.00	0.0%
51600-5 - Automobiles	0.00	101,370.29	2,567,733.00	-2,466,362.71	3.95%
51600-6 - Furniture and Equipment	312.91	16,089.71	1,056,643.00	-1,040,553.29	1.52%
Total 51600 - Capital Outlay	312.91	117,460.00	7,123,868.00	-7,006,408.00	1.65%
Total Expense	122,125.52	2,210,952.42	12,193,697.00	-9,982,744.58	18.13%
Net Ordinary Income	76,214.83	123,421.87	0.00	123,421.87	100.0%
Net Income	76,214.83	123,421.87	0.00	123,421.87	100.0%

November 2019

	Nov 19	Jul - Nov 19	YTD Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
40000 - Intergovernmental				
40700 - Miscellaneous Revenues				
40799-3 - Advertising Sales	0.00	0.00	16,000.00	-16,000.00
40799-4 - Greyhound Commisions - YCIPTA	-2,557.27	3,196.46	26,400.00	-23,203.54
40799-5 - Interest	406.19	1,664.51	1,200.00	464.51
40799-6 - Miscellaneous Revenues	1.00	269.51	2,000.00	-1,730.49
Total 40700 - Miscellaneous Revenues	-2,150.08	5,130.48	45,600.00	-40,469.52
40900 - Local Funding				
40900-2 - Local Transit Dues	0.00	516,739.00	516,739.00	0.00
40900-4 - Contributions Public Entities	54,725.86	244,579.88	557,628.00	-313,048.12
Total 40900 - Local Funding	54,725.86	761,318.88	1,074,367.00	-313,048.12
41101 - State Grants				
41101-1 - ADOT 5311	0.00	255,049.22	1,157,552.00	-902,502.78
41101-2 - ADOT 5310	0.00	14,140.44	25,000.00	-10,859.56
Total 41101 - State Grants	0.00	269,189.66	1,182,552.00	-913,362.34
41300 - Federal Grant Revenue				
41399-1 - FTA 5307	0.00	222,487.00	6,046,633.00	-5,824,146.00
41399-4 - STP Capital Grant	88,415.00	88,415.00	301,240.00	-212,825.00
Total 41300 - Federal Grant Revenue	88,415.00	310,902.00	6,347,873.00	-6,036,971.00
Total 40000 - Intergovernmental	140,990.78	1,346,541.02	8,650,392.00	-7,303,850.98
41000 - Charges for Service				
40100 - Fare Revenue				
40101 - YCAT Fares	37,121.48	190,188.11	455,748.00	-265,559.89
40190 - On Call Fares	320.00	778.54	3,600.00	-2,821.46
Total 40100 - Fare Revenue	37,441.48	190,966.65	459,348.00	-268,381.35
Total 41000 - Charges for Service	37,441.48	190,966.65	459,348.00	-268,381.35
Total Income	178,432.26	1,537,507.67	9,109,740.00	-7,572,232.33
Gross Profit	178,432.26	1,537,507.67	9,109,740.00	-7,572,232.33
Expense				
50100 - Salaries and Wages				
50102 - Regular Salaries and Wage	26,640.49	140,260.50	368,376.00	-228,115.50
Total 50100 - Salaries and Wages	26,640.49	140,260.50	368,376.00	-228,115.50

November 2018

	Nov 18	Jul - Nov 18	YTD Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
40000 - Intergovernmental				
40700 - Miscellaneous Revenues				
40799-3 - Advertising Sales	0.00	793.75	16,000.00	-15,206.25
40799-4 - Greyhound Commisions - YCIPTA	3,568.29	10,718.54	31,200.00	-20,481.46
40799-5 - Interest	395.58	963.78	1,200.00	-236.22
40799-6 - Miscellaneous Revenues	8.00	509.05	2,000.00	-1,490.95
Total 40700 - Miscellaneous Revenues	3,971.87	12,985.12	50,400.00	-37,414.88
40900 - Local Funding				
40900-2 - Local Transit Dues	0.00	510,982.00	516,739.00	-5,757.00
40900-4 - Contributions Public Entities	48,064.99	333,323.55	494,023.00	-160,699.45
Total 40900 - Local Funding	48,064.99	844,305.55	1,010,762.00	-166,456.45
41101 - State Grants				
41101-1 - ADOT 5311	98,211.51	505,351.33	1,643,938.00	-1,138,586.67
41101-2 - ADOT 5310	0.00	0.00	25,000.00	-25,000.00
Total 41101 - State Grants	98,211.51	505,351.33	1,668,938.00	-1,163,586.67
41300 - Federal Grant Revenue				
41399-1 - FTA 5307	100,255.00	503,415.00	8,618,502.00	-8,115,087.00
41399-4 - STP Capital Grant	0.00	95,592.00	414,985.00	-319,393.00
Total 41300 - Federal Grant Revenue	100,255.00	599,007.00	9,033,487.00	-8,434,480.00
Total 40000 - Intergovernmental	250,503.37	1,961,649.00	11,763,587.00	-9,801,938.00
41000 - Charges for Service				
40100 - Fare Revenue				
40101 - YCAT Fares	26,672.73	172,936.54	423,447.00	-250,510.46
40190 - On Call Fares	381.00	1,448.40	6,663.00	-5,214.60
Total 40100 - Fare Revenue	27,053.73	174,384.94	430,110.00	-255,725.06
Total 41000 - Charges for Service	27,053.73	174,384.94	430,110.00	-255,725.06
Total Income	277,557.10	2,136,033.94	12,193,697.00	-10,057,663.06
Gross Profit	277,557.10	2,136,033.94	12,193,697.00	-10,057,663.06
Expense				
50100 - Salaries and Wages				
50102 - Regular Salaries and Wage	22,351.88	117,589.95	359,677.00	-242,087.05
Total 50100 - Salaries and Wages	22,351.88	117,589.95	359,677.00	-242,087.05

	Nov 19	Jul - Nov 19	YTD Budget	\$ Over Budget
50200 - Fringe Benefits				
50201 - FICA- SS & Medicare	2,037.98	10,729.93	75,591.00	-64,861.07
50202 - ASRS	3,226.17	17,520.13	44,610.00	-27,089.87
50203 - Health Insurance	3,593.34	14,779.58	44,988.00	-30,208.42
50204 - FUTA	26.95	93.12	500.00	-406.88
50205 - Life Insurance	60.55	297.65	768.00	-470.35
50207 - State Unemployment	0.00	0.00	3,000.00	-3,000.00
50208 - Workers Compensation Ins	0.00	2,755.00	2,500.00	255.00
Total 50200 - Fringe Benefits	8,944.99	46,175.41	171,957.00	-125,781.59
50300 - Services				
50301-1 - ADA Paratransit	12,950.39	44,306.09	129,324.00	-85,017.91
50301-2 - Accounting & Audit	0.00	0.00	38,000.00	-38,000.00
50301-3 - Vanpool Subsidy	10,500.00	52,200.00	126,000.00	-73,800.00
50302 - Advertising	4,202.72	20,660.13	80,000.00	-59,339.87
50303-1 - Legal Services	1,080.00	5,613.75	25,800.00	-20,186.25
50303-2 - Cash Handel/Payroll Processing	582.22	3,350.40	15,000.00	-11,649.60
50303-3 - IT Support/Web Development	2,070.00	30,510.23	20,800.00	9,710.23
50304 - Temporary Help	0.00	2,441.12	3,000.00	-558.88
50305-0 - Bus Contractor	257,930.06	1,064,269.36	3,209,107.00	-2,144,837.64
50305-1 - Contract Costs	3,953.12	12,286.44	100,000.00	-87,713.56
50305-2 - Equipment Maintenance	1,886.00	2,039.06	20,000.00	-17,960.94
50305-3 - Office Equip Repair	0.00	844.87	3,000.00	-2,155.13
50305-4 - Vehicle Repair & Maintance	7,183.06	25,911.57	231,747.00	-205,835.43
50305-5 - Building Repairs & Maintance	0.00	1,856.96	12,000.00	-10,143.04
50305-6 - Communications/Radio Service	110.71	110.71	20,000.00	-19,889.29
50305-7 - Grounds Keeping/Pest Control	39.00	195.00	1,500.00	-1,305.00
50305-8 - Software Updates/Maintenance	0.00	2,911.22	55,000.00	-52,088.78
50307 - Security Services	0.00	110.00	500.00	-390.00
Total 50300 - Services	302,487.28	1,269,616.91	4,090,778.00	-2,821,161.09
50400 - Materials and Supplies				
50401 - Fuel, Oil, Lubricants	32,145.45	186,848.70	458,700.00	-271,851.30
50499-1 - Office Supplies	3,730.47	6,393.13	3,000.00	3,393.13
50499-2 - Postage	60.00	447.69	1,500.00	-1,052.31
50499-3 - Printing	2,086.58	8,674.29	20,000.00	-11,325.71
50499-4 - Misc Materials & Supplies	1,305.02	1,745.56	35,400.00	-33,654.44
Total 50400 - Materials and Supplies	39,327.52	204,109.37	518,600.00	-314,490.63
50500 - Utilities				

	Nov 18	Jul - Nov 18	YTD Budget	\$ Over Budget
50200 - Fringe Benefits				
50201 - FICA- SS & Medicare	1,709.94	9,852.07	72,691.00	-62,838.93
50202 - ASRS	2,637.52	14,407.11	42,442.00	-28,034.89
50203 - Health Insurance	3,020.00	16,308.00	43,488.00	-27,180.00
50204 - FUTA	10.08	25.20	500.00	-474.80
50205 - Life Insurance	0.00	199.60	768.00	-568.40
50207 - State Unemployment	0.00	5,520.00	3,000.00	2,520.00
50208 - Workers Compensation Ins	0.00	1,127.30	2,500.00	-1,372.70
Total 50200 - Fringe Benefits	7,377.54	47,439.28	165,389.00	-117,949.72
50300 - Services				
50301-1 - ADA Paratransit	11,100.59	56,632.31	126,000.00	-69,367.69
50301-2 - Accounting & Audit	0.00	0.00	28,000.00	-28,000.00
50301-3 - Vanpool Subsidy	9,600.00	49,680.00		
50302 - Advertising	774.90	16,307.16	80,000.00	-63,692.84
50303-1 - Legal Services	3,532.50	15,350.25	45,000.00	-29,649.75
50303-2 - Cash Handel/Payroll Processing	735.14	3,384.50	6,500.00	-3,115.50
50303-3 - IT Support/Web Development	845.00	4,380.76	15,000.00	-10,619.24
50304 - Temporary Help	0.00	2,664.68	3,000.00	-335.32
50305-0 - Bus Contractor	217,734.51	1,154,686.78	2,892,863.00	-1,738,176.22
50305-1 - Contract Costs	9,642.99	50,142.93	100,000.00	-49,857.07
50305-2 - Equipment Maintenance	1,064.84	3,478.54	40,000.00	-36,521.46
50305-3 - Office Equip Repair	0.00	1,222.42	3,000.00	-1,777.58
50305-4 - Vehicle Repair & Maintance	18,862.78	150,577.88	280,000.00	-129,422.12
50305-5 - Building Repairs & Maintance	597.02	6,493.94	12,000.00	-5,506.06
50305-6 - Communications/Radio Service	0.00	13,650.00	20,000.00	-6,350.00
50305-7 - Grounds Keeping/Pest Control	39.00	195.00	2,500.00	-2,305.00
50305-8 - Software Updates/Maintenance	0.00	2,699.81	55,000.00	-52,300.19
50306-1 - Bus Cleaning Services	2,149.20	5,248.80		
50307 - Security Services	0.00	0.00	500.00	-500.00
Total 50300 - Services	276,678.47	1,536,795.76	3,709,363.00	-2,172,567.24
50400 - Materials and Supplies				
50401 - Fuel, Oil, Lubricants	32,664.28	185,620.88	400,000.00	-214,379.12
50499-1 - Office Supplies	0.00	1,979.33	3,000.00	-1,020.67
50499-2 - Postage	120.00	409.48	3,000.00	-2,590.52
50499-3 - Printing	6,945.55	11,916.00	25,000.00	-13,084.00
50499-4 - Misc Materials & Supplies	10.70	87.45	35,400.00	-35,312.55
Total 50400 - Materials and Supplies	39,740.53	200,013.14	466,400.00	-266,386.86
50500 - Utilities				

	Nov 19	Jul - Nov 19	YTD Budget	\$ Over Budget
50501 - Electricity	1,086.37	6,912.17	17,000.00	-10,087.83
50502-1 - Refuse Disposal	217.04	1,056.95	2,000.00	-943.05
50502-2 - Water - Offices	98.75	591.43	1,500.00	-908.57
Total 50500 - Utilities	1,402.16	8,560.55	20,500.00	-11,939.45
50600 - Casualty and Liability Insuranc				
50608-1 - Gen Liab Insurance	0.00	8,127.53	4,000.00	4,127.53
50608-2 - Prof. Liability Insurance	0.00	2,196.67	3,500.00	-1,303.33
50608-3 - Automobile Insurance	0.00	0.00	4,500.00	-4,500.00
Total 50600 - Casualty and Liability Insuranc	0.00	10,324.20	12,000.00	-1,675.80
50900 - Miscellaneous Expenses				
50901 - Memberships/Dues/Subscriptions	100.00	7,763.80	15,000.00	-7,236.20
50902 - Travel Expenses	3,213.62	13,691.59	30,000.00	-16,308.41
50906 - Finance Charges/Penalties	0.00	17,772.88	5,000.00	12,772.88
50999-1 - License and Permits	18.00	18.00	300.00	-282.00
50999-2 - Training/Education	0.00	2,280.00	75,044.00	-72,764.00
50999-3 - Other Misc Expense	8,500.13	8,980.69		
50999-5 - Telephone/Internet	635.36	3,131.96	8,000.00	-4,868.04
Total 50900 - Miscellaneous Expenses	12,467.11	53,638.92	133,344.00	-79,705.08
51200 - Leases and Rentals				
51212-1 - Building Lease	4,200.00	21,000.00	50,400.00	-29,400.00
Total 51200 - Leases and Rentals	4,200.00	21,000.00	50,400.00	-29,400.00
51600 - Capital Outlay				
51600-3 - Buildings/Mutli Modal Center	0.00	0.00	2,933,711.00	-2,933,711.00
51600-4 - Land	10,000.00	10,000.00		
51600-5 - Automobiles	89,959.00	89,959.00	163,224.00	-73,265.00
51600-6 - Furniture and Equipment	123.33	93,917.10	646,850.00	-552,932.90
Total 51600 - Capital Outlay	100,082.33	193,876.10	3,743,785.00	-3,549,908.90
Total Expense	495,551.88	1,947,561.96	9,109,740.00	-7,162,178.04
Net Ordinary Income	-317,119.62	-410,054.29	0.00	-410,054.29
Net Income	-317,119.62	-410,054.29	0.00	-410,054.29

	Nov 18	Jul - Nov 18	YTD Budget	\$ Over Budget
50501 - Electricity	1,100.20	7,486.98	17,000.00	-9,513.02
50502-1 - Refuse Disposal	168.33	767.76	1,500.00	-732.24
50502-2 - Water - Offices	105.27	545.59	1,500.00	-954.41
Total 50500 - Utilities	1,373.80	8,800.33	20,000.00	-11,199.67
50600 - Casualty and Liability Insuranc				
50608-1 - Gen Liab Insurance	0.00	4,961.65	3,900.00	1,061.65
50608-2 - Prof. Liability Insurance	0.00	0.00	3,500.00	-3,500.00
50608-3 - Automobile Insurance	0.00	3,984.00	3,900.00	84.00
Total 50600 - Casualty and Liability Insuranc	0.00	8,945.65	11,300.00	-2,354.35
50900 - Miscellaneous Expenses				
50901 - Memberships/Dues/Subscriptions	100.00	4,873.80	18,000.00	-13,126.20
50902 - Travel Expenses	3,029.71	16,388.00	30,000.00	-13,612.00
50906 - Finance Charges/Penalties	0.00	1,924.23	5,000.00	-3,075.77
50999-1 - License and Permits	18.00	18.00	300.00	-282.00
50999-2 - Training/Education	129.00	699.00	25,000.00	-24,301.00
50999-3 - Other Misc Expense	1,250.97	3,842.60	200,000.00	-196,157.40
50999-5 - Telephone/Internet	660.98	3,350.07	8,000.00	-4,649.93
Total 50900 - Miscellaneous Expenses	5,188.66	31,095.70	286,300.00	-255,204.30
51200 - Leases and Rentals				
51212-1 - Building Lease	4,200.00	21,000.00	50,400.00	-29,400.00
51212-2 - Leases Rental Equipment	0.00	0.00	1,000.00	-1,000.00
Total 51200 - Leases and Rentals	4,200.00	21,000.00	51,400.00	-30,400.00
51600 - Capital Outlay				
51600-3 - Buildings/Mutli Modal Center	0.00	0.00	3,499,492.00	-3,499,492.00
51600-5 - Automobiles	0.00	101,370.29	2,567,733.00	-2,466,362.71
51600-6 - Furniture and Equipment	0.00	15,776.80	1,056,643.00	-1,040,866.20
Total 51600 - Capital Outlay	0.00	117,147.09	7,123,868.00	-7,006,720.91
Total Expense	356,910.88	2,088,826.90	12,193,697.00	-10,104,870.10
Net Ordinary Income	-79,353.78	47,207.04	0.00	47,207.04
Net Income	-79,353.78	47,207.04	0.00	47,207.04