



## Yuma County Intergovernmental Public Transportation Authority

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.ycipta.az.gov](http://www.ycipta.az.gov)

### AMENDED

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

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

**Please note: Due to the COVID-19 Pandemic, the Yuma County Intergovernmental Public Transportation Authority will hold this month's regular meeting via Global GoToMeeting to ensure the safety of the public, board members and staff. See meeting login information below. This meeting is open to the public.**

### VIA GOTOMEETING

#### YCIPTA BOD

Mon, Mar 22, 2021 1:30 PM - 3:30 PM (MST)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/749726229>

**You can also dial in using your phone.**

United States: [+1 \(646\) 749-3122](tel:+16467493122)

**Access Code:** 749-726-229

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/749726229>

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

---

#### Yuma County Intergovernmental Public Transportation Authority Board Of Directors

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton, Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County, Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

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 January 25, 2021 regular session minutes. Action required. Pg. 4

## **DISCUSSION & ACTION ITEMS:**

1. Discussion and or action regarding the YCIPTA Executive Board Binders. No action required Pg. 8
2. Discussion and or action regarding the Legal Services Request for Proposals and appointment of review committee. Action required. Pg. 11
3. Discussion regarding the YCIPTA's Short Range Transit Plan presented by Steve Wilkes from IBI Group. No action required. Pg. 49
4. Discussion and or action regarding the adoption of YCIPTA's Strategic Plan for FY2022-26 presented by Ehren Bingaman from TransPro Consulting. Action required. Pg. 51

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton, Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County, Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

5. Discussion and or action regarding increasing of Member Entity Dues. Possible action required. Pg. 85
6. Discussion and or action regarding the YCAT Maintenance Updates. No action required. Pg. 87
7. Discussion and or action regarding the YCIPTA Shelter and Bus Stop Permit status report. No action required. **Placeholder on agenda – No Updates at this time.**

### **PROGRESS REPORTS:**

1. Operations Manager Report – Oliver Cromwell, General Manager – RATP Dev. *No action required.* Pg. 114
2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.* Pg.. 117
3. Transit Ridership – Carol Perez, Transit Operations Manager. *No action is required.* Pg. 118
4. Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.* Pg. 122

### **SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:**

April 26, 2021

Short Range Transit Plan  
FY2019-2020 Performance Report

### **ADJOURNMENT**

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
 Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
 Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
 Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
 Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, January 25, 2021 virtual meeting via GoToMeeting. Ms. Zambrano, called the meeting to order at 1:31 p.m.

**Members Present:**

Dr. Michael Sabath/Northern Arizona University/ Chair  
Ralph Velez/City of San Luis /Secretary/Treasurer  
Susanna M. Zambrano/Arizona Western College  
Susan Thorpe/Yuma County  
Paul Soto/Cocopah Tribe  
Brian Golding, Sr./Quechan Tribe  
Larry Killman/Town of Wellton  
Philip Rodriguez/City of Yuma

**Members Excused:**

Jerry Cabrera/City of Somerton/Vice Chair

**Others Present:**

Shelly Kreger/YCIPTA/Transit Director  
Chona Medel/YCIPTA/Financial Service Operation Manager  
Carol Perez/YCIPTA/Transit Operations Manager

The Pledge of Allegiance was led by Ms. Susanna Zambrano.

**CALL TO PUBLIC:**

No comments were made. No action required; no action taken.

**CONSENT CALENDAR:**

**No. 1: Adopt the December 14, 2020 regular session minutes. Action required.**

**Motion** (Killman/Velez): To approve as presented.

**Voice Vote:** Motion Carries, (7-0) with Mr. Rodriguez and Mr. Cabrera being excused.

**DISCUSSION & ACTION ITEMS:**

**No. 1: Discussion and or action regarding the Election of Chairperson, Vice- Chairperson and Secretary/Treasurer. Action required.**

Ms. Kreger provided some background information for this item as contained in the member packet. Ms. Kreger stated that 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.

**Motion** (Thorpe/Golding): To approve Dr. Sabath move into Chair and Mr. Cabrera into Vice Chair.

**Voice Vote:** Motion Carries, (7-0) with Mr. Rodriguez and Mr. Cabrera being excused.

Mr. Killman nominated Mr. Velez for Secretary and Treasurer.

**Motion** (Killman/Sabath): To nominate Mr. Velez Secretary and Treasurer.

**Voice Vote:** Motion Carries, (7-0) with Mr. Rodriguez and Mr. Cabrera being excused.

Dr. Sabath presided as Chair for the remainder of the board meeting.

**No. 2: Discussion and or action regarding the term renewals for Philip Rodriguez – City of Yuma, Susan Zambrano – AWC and Paul Soto – Cocopah Indian Tribe. Action required.**

Ms. Kreger provided background information for this item as contained in the member packet. Ms. Kreger stated that Director terms for City of Yuma, Arizona Western College (AWC) and Cocopah Indian Tribe are to expire. Staff request to renew their terms for five (5) years to expire February 28, 2026.

**Motion** (Thorpe/Velez): To approve as presented.

**Voice Vote:** Motion Carries, (7-0) with Mr. Rodriguez and Mr. Cabrera being excused.

**No. 3: Discussion and or action to adopt Resolution 2021-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2021-2022. Action required.**

Ms. Kreger provided background information for this item as contained in the member packet. Ms. Kreger stated that this an annual requirement to have this resolution every year. Ms. Kreger further stated that the resolution would need to be signed by newly elected chair.

**Motion** (Golding/Velez): To approve as presented.

**Voice Vote:** Motion Carries, (7-0) with Mr. Rodriguez and Mr. Cabrera being excused.

**No. 4: Discussion and or action regarding the Community Transportation Committee. No action required.**

Ms. Kreger stated that she has only received applications from four (4) people for the committee.

Ms. Thorpe inquired if there was a minimum required to form the committee. Ms. Kreger stated that there was no minimum.

Mr. Rodriguez joined the meeting.

Mr. Golding stated that he supported idea of moving forward with the existing applications. Mr. Golding further stated that would prefer three (3) in case of a tie vote.

Dr. Sabath stated that a student from AWC would be beneficial to the committee.

Ms. Kreger stated that one application from an AWC student.

Ms. Thorpe stated that three (3) committee members would be good to move forward.

**Motion** (Thorpe/Zambrano): To approve the three applications received as appointees to Community Transportation Committee.

**Voice Vote:** Motion Carries, (8-0) with Mr. Cabrera being excused.

**No. 5: Discussion and or action regarding the YCAT Maintenance Updates. No action required. Placeholder on agenda – No Updates at this time.**

**No. 6: Discussion and or action regarding the YCIPTA Shelter and Bus Stop Permit status report. No action required. Placeholder on agenda – No Updates at this time.**

**PROGRESS REPORTS:**

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

Ms. Kreger stated that Mr. Cromwell was unavailable to attend the board meeting. The Board inquired regarding Mr. Cromwell attendance to the Board meetings. The Board inquired if the General Manager would attend the next meeting.

Ms. Kreger assured the Board that he would be in attendance at the next meeting. No action taken; no action required.

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

Ms. Kreger provided the report as contained in the member packet. Ms. Kreger noted that on January 4, 2021 service was again scaled back to a modified Saturday schedule.

Ms. Zambrano asked if there was a specific threshold to return back to regular service.

Ms. Kreger stated that staff was monitoring positive Covid cases as well as ridership to determine if returning to regular service would be ideal. No action taken; no action required.

**No. 3: Transit Ridership and Marketing Update – Carol Perez, Transit Operations Manager. *No action is required.***

Ms. Perez provided the report as contained in the member packet. No action taken; no action required.

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

Mrs. Medel provided the report as contained in the member packet. No action taken; no action required.

**SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:**

February 22, 2021

Short Range Transit Plan Strategic Plan  
FY2019-2020 Performance Report

**Motion** (Zambrano/Thorpe): To adjourn.

**Voice Vote:** Motion Carries, (8-0) with Mr. Cabrera being excused.

**ADJOURNMENT**

There being no further business to come before the Authority, the meeting was adjourned at 2:05 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this \_\_\_\_\_, 2021, Agenda Item \_\_\_\_\_.

\_\_\_\_\_  
Carol Perez, Board Secretary



## Yuma County Intergovernmental Public Transportation Authority

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076  
Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.yciptaz.gov](http://www.yciptaz.gov)

March 17, 2021

### Discussion and Action Item 1

To: Yuma County Intergovernmental Public Transportation Authority  
Board of Directors  
From: Shelly Kreger, Transit Director  
Subject: Discussion and or action regarding the YCIPTA Executive Board Binders

---

Requested Action: N/A

Background and Summary: Staff has been working on binders to hand out to all Executive Board Members containing a variety of information regarding YCIPTA, such as annual budgets, state statues, by-laws to name a few. Attached to this staff report is the table of contents. After the adoption of the new Strategic Plan and the Short-Range Transit Plan, these two items will be put into the binders and distributed to all.

After reviewing the table of contents, please advise if there is anything else that the Board feels should be included. It is staff's intent to give the YCIPTA Executive Board a one stop reference guide to all things that involve each member's support of YCIPTA while serving on the Board.

Financial Impacts: None.

Budgeted: N/A.

Recommended Motion: N/A

Legal Counsel Review: N/A

Attachments: YCIPTA Executive Board Binder table of contents

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director



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

Approved for submission:



Shelly Kreger  
Transit Director

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

## YCIPTA Board Binders

1. 2021 Meeting Schedule
2. Holiday Schedule
3. YCIPTA Contact list
4. 2021 Member terms
5. A.R.S. §28-9101
6. By-Laws
7. Acronyms
8. Strategic Plan
9. Current Budget
10. Current Audit/CAFR
11. Financial Policies
12. Funding Sources
13. Personnel Polices
14. Title VI
15. Annual Performance Report
16. Short Range Transit Plan
17. Fleet Replacement Plan



## Yuma County Intergovernmental Public Transportation Authority

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076  
Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.ycipta.az.gov](http://www.ycipta.az.gov)

March 17, 2021

### 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 Legal Services Request for  
Proposals (RFP)

---

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

**Background and Summary:** YCIPTA currently is under contract with Benesch & Davy, P.C for legal services through June 30, 2021 in which the contract ends with no renewal year options left. Staff is recommending that a new request for proposals be published in March 2021 in order to obtain a new contract for the new fiscal year beginning July 1, 2021.

**Financial Impacts:** None.

**Budgeted:** Yes

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

**Legal Counsel Review:** N/A

**Attachments:** Legal Services RFP

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

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

Approved for submission:



Shelly Kreger  
Transit Director

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director



***REQUEST FOR PROPOSALS (RFP)***  
***Legal Services***

**Release Date: Monday, March 22, 2021**

**Deadline for Submission: Friday, April 30, 2021**

**Contact Person: Shelly Kreger, Transit Director**

# YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY REQUEST FOR PROPOSALS

## LEGAL SERVICES

**RELEASE DATE:** Monday, March 22, 2021

**CLOSING DATE:** Proposals must be received by **Friday, April 30, 2021 by 4:00 P.M. Mountain Standard Time (MST)** at the address listed below:

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

---

## **INTRODUCTION**

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

Yuma County Area Transit (YCAT) is the marketing name for the YCIPTA and the fixed route transit system. YCAT OnCall is the marketing name for the demand responsive transit system. YCAT began in 2002 as a rebranded effort from what was previously known as Valley Transit. Greater Yuma Area Dial-A-Ride began in 1999 and was the county's first public transportation service. The Yuma Metropolitan Planning Organization (YMPO) had been the administrator of public transit service in Yuma County since 1999 utilizing Federal Transit Administration (FTA) funding that has been available to the Yuma Urbanized Area since 1980 when the urbanized area exceeded 50,000 in population. YCIPTA assumed all operations beginning July 1, 2012.

Weekday service consists of 10 routes operating between 5:30 am and 10:45 pm, although service span varies by route and only NightCAT runs after 8:07 pm. Six routes operate on Saturday between 9:15 am 6:30 pm. Most routes operate on hourly headways.

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

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

## **ABOUT YUMA COUNTY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **BACKGROUND OF RFP**

YCIPTA is releasing a Request For Proposal (RFP) for the purposes of providing legal counsel services to the YCIPTA Board of Directors and YCIPTA for a three year period with two one year options, commencing on Friday, July 1, 2021 continuing until June 30, 2024, with two one year options ending June 29, 2025 and June 30, 2026.

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

Questions & Comments. Any questions, requests for an interpretation or comments regarding the RFP must be submitted by facsimile, mail or email to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14<sup>th</sup> Street, Yuma, AZ 85365, fax: (928) 783-0309, email: skreger@ycipta.az.gov no later than 5:00 p.m., Monday, April 19, 2021.

**QUESTIONS OR COMMENTS WILL NOT BE RESPONDED TO OVER THE TELEPHONE.** A response to questions and comments will be posted online at [www.yciptaz.gov](http://www.yciptaz.gov) click on News on Wednesday, April 21, 2021 after receipt of said questions or request for an interpretation or comments by YCIPTA. PROPOSER shall rely only on written addenda provided by YCIPTA in submitting or revising proposals.

### **OBJECTIVE OF THIS RFP & SCOPE OF WORK**

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

- A. Act as General Counsel to YCIPTA and the YCIPTA Board of Directors. Legal Counsel will provide advice and interpretation of Arizona Revised Statutes as it applies to YCIPTA. Such information may involve federal laws as well as state and local statutes and ordinances.
- B. Typical Duties (not exhaustive):



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

C. Specific Duties:

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

D. Other:

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

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

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

### **DESIRED QUALIFICATIONS**

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

### **General Requirements**

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

### **Contract Terms**

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

### **RFP RESPONSE FORMAT**

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

***\*Important* - Please submit your RFP response with topical discussions corresponding to the numbers (excluding the cover letter, #1) in the outline below.**

**Numbered and lettered items will assist the review committee in evaluating your firm's qualifications.**

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

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

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

### **FINANCIAL PROPOSAL**

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

**Billing Rate Summary in Fee Per Hour**  
**Contract Period: July 1, 2021 through June 30, 2024, plus option years ending**  
**June 30, 2025 and June 30, 2026**  
(hourly rates by fiscal year)

	FY' 21-22	FY' 22-23	FY' 23-24	FY' 24-25	FY' 25-26
<b>Partners</b>					
<b>Associate</b>					
<b>Legal Assistance</b>					
<b>Clerical</b>					

**Contract Period: July 1, 2021 through June 30, 2024, plus option years ending**  
**June 30, 2025 and June 30, 2026**  
**General Corporate Services**  
(Retainer Rate by fiscal year)

	FY' 21-22	FY' 22-23	FY' 23-24	FY' 24-25	FY' 25-26
<b>Retainer Rate</b>					

**Retainer Rate includes:** \_\_\_\_\_

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

Please also provide the following information:

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

## **EVALUATION CRITERIA**

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

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

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

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

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

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

### **Firm Qualifications**

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

### **Staff Qualifications**

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

### **Proposed Budget**

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

## **SELECTION PROCESS**

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

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

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

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

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

## **GENERAL TERMS AND CONDITIONS**

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

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

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

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

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

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



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

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

#### **ADDITIONAL TERMS AND CONDITIONS**

The following conditions apply to this RFP:

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

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

### **THIRD PARTY AGREEMENT REQUIREMENTS**

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

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

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

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

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

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

7. Debarment and Suspension: Each PROPOSER must certify and submit documentation (such as a notarized affidavit) showing that neither the PROPOSER nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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

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

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

## **PROTEST PROCEDURES**

Protests Prior to Proposal Opening: Protests regarding any aspect of the attached materials and YCIPTA selection procedures must be submitted in writing (via mail, email or fax only) to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14<sup>th</sup> Street, Yuma, AZ 85365, fax: (928) 783-0309, email: [skreger@ycipta.az.gov](mailto:skreger@ycipta.az.gov), by 5:00 p.m., MST, Wednesday, April 28, 2021. The YCIPTA Transit Director will respond to these protests by Thursday, April 29, 2021 with an addendum to this RFP, by email and on

YCIPTA's website. This action completes the pre-opening administrative protest remedy at the YCIPTA level.

Protests After Proposal Opening/Announcement of Award: Protests regarding YCIPTA's proposed selection of PROPOSER after proposal opening and award announcement must be submitted in writing (via mail, email or FAX) to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14<sup>th</sup> Street, Yuma, AZ 85365, fax: (928) 783-0309, email: [skreger@ycipta.az.gov](mailto:skreger@ycipta.az.gov), by 5:00 p.m., MST, Wednesday, May 12, 2021. The YCIPTA Transit Director will respond to these protests by Thursday, May 13, 2021 by email and/or FAX. This action completes the proposal opening/award announcement administrative protest remedy at the YCIPTA level.

Under certain limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him at the YCIPTA level, an interested party may protest to the Federal Transit Administration (FTA) regarding the award of a Agreement pursuant to an FTA grant. The deadline for submitting protests to FTA prior to proposal opening is 5:00 p.m. MST, Wednesday, April 28, 2021. The deadline for submitting protests to FTA after opening/announcement of award is 5:00 p.m. MST, Friday, May 14, 2021.

FTA review of any protest will be limited to:

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

The protest filed with FTA shall:

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

Such protests should be sent to:

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

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

**PROPOSAL SUBMISSION**

Two (2) original copies and one (1) USB of the proposal must be sealed in an envelope and received, not postmarked, no later than **4:00 P.M. MST, Friday, April 30, 2021** at the YCIPTA administrative offices.

Mailed proposals should be sent to:

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

Proposals should be marked: **LEGAL SERVICES**

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

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

Monday, March 22, 2021	Release date of RFP
Monday, April 19, 2021	Questions for RFP due to YCIPTA by 5:00 p.m., MST.
Wednesday, April 21, 2021	Responses to Questions posted at <a href="http://www.ycat.org">www.ycat.org</a> click on Inside YCIPTA for RFP proposers.
Friday, April 30, 2021	RFP responses due no later than 4 P.M., MST.
Monday, May 3, 2021	RFP responses distributed to review committee.
Wednesday, May 12, 2021	Firms/entities notified of interview appointments (if applicable).
Tuesday, May 18, 2021	Interviews held, if determined by YCIPTA.
Wednesday, May 19, 2021	Letters to firm selected and to firms not selected are faxed and mailed out.

Monday, May 24, 2021

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

Monday, July 1, 2021

PROPOSER begins service.

## **FEDERAL REQUIREMENTS**

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

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

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

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

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

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



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

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

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

h) **Recycled Products.** The CONTRACTOR agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 USC 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

i) **Lobbying.** (1) Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 USC 1352. Such disclosures are forwarded from tier to tier up to YCIPTA.

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

j) **Access to Records and Reports.** (1) Where YCIPTA is the FTA Recipient or a sub-grantee of the FTA Recipient in accordance with 49 USC 5325(a) enters into a contract for a capital project or improvement (defined at 49 USC 5302(a) (1) through other than competitive bidding, the CONTRACTOR shall make available records related to the contract to YCIPTA, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

(2) The CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The CONTRACTOR agrees to maintain all books, records, accounts and reports required under this Agreement for a period of not less than three years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the

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

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

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

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

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

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

(2) The CONTRACTOR also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NON-COLLUSION AFFIDAVIT FOR CONTRACTOR**

STATE OF ARIZONA

COUNTY OF YUMA

\_\_\_\_\_ declares and says:

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Arizona.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**CERTIFICATION OF ELIGIBILITY (LABOR STANDARDS)**

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

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

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

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

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

Signature of Authorized Official: \_\_\_\_\_ Title: \_\_\_\_\_

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

Signature of Attorney/Secretary: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

I, \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_,  
that:

a. No Federal appropriated funds have been paid or will be paid, by on or behalf of the undersigned, to any person for influencing, or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL "Disclosure Form to Report Lobbying", in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, loans, and cooperative agreements) which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, of 20 \_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Title of Authorized Official: \_\_\_\_\_

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

CONTRACTOR: \_\_\_\_\_

1. CONTRACTOR overall DBE participation rate: \_\_\_\_\_

2. Names/Locations of DBEs contacted by CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Names/Locations of DBEs selected by CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. CONTRACTOR work force breakdown by race and gender:

TOTAL EMPLOYEES (as of \_\_\_\_\_): \_\_\_\_\_

**JOB CATEGORIES**

**EMPLOYEES**

**Male**

**Female**

Wht Blk Hsp Asn Nat

Wht Blk Hsp Asn Nat

Officials & Managers:

Professional:

Technical:

Sales:

Office/Clerical:

Craftsmen:

Laborers:

Service:

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

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_





## Yuma County Intergovernmental Public Transportation Authority

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.yciptaz.gov](http://www.yciptaz.gov)

March 17, 2021

### Discussion and Action Item 3

To: Yuma County Intergovernmental Public Transportation Authority  
Board of Directors  
From: Shelly Kreger, Transit Director  
Subject: Discussion regarding the YMPO/YCIPYA Short Range Transit Plan

Requested Action: N/A

Background and Summary: Federal statutes require that the YMPO, in partnership with the state and with local agencies, develop and periodically update a Long-Range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and fund programming responsibilities, YCIPTA receives federal funding through the TIP and is required to prepare, adopt, and submit an SRTP to YMPO, the State and FTA. SRTPs are usually funded in part by FTA Sections 5303, 5304, and/or 5307 funds. In this case, YCIPTA and YMPO are cooperatively working together to achieve and develop the SRTP.

IBI Group is the consulting firm that was hired to prepare the SRTP. The final complete document will be sent out to the Board on Monday or shortly thereafter which will allow approximately 30 days to review before bringing the SRTP back in April for approval.

Steve Wilkes from IBI Group will be giving a presentation on the progress and key highlights.

Financial Impacts: None.

Budgeted: N/A

Recommended Motion: N/A

---

#### Yuma County Intergovernmental Public Transportation Authority Board Of Directors

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton, Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian Golding, Sr.-Quechan Tribe, Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County, Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

Legal Counsel Review: N/A

Attachments:

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

Approved for submission:



Shelly Kreger  
Transit Director

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director



## Yuma County Intergovernmental Public Transportation Authority

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.ycipta.az.gov](http://www.ycipta.az.gov)

March 17, 2021

### Discussion and Action Item 4

To: Yuma County Intergovernmental Public Transportation Authority  
Board of Directors  
From: Shelly Kreger, Transit Director  
Subject: Discussion regarding the adoption of YCIPTA's Strategic Plan for FY2022-26.

---

**Requested Action:** Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve to adopt YCIPTA's Strategic Plan for FY2022-26

**Background and Summary:** YCIPTA's last Strategic Plan was prepared in 2013 and was well overdue to prepare a new plan. During the past several months staff has been working with TransPro Consulting on the Strategic Planning process for the next three to five years.

Ehren Bingaman of TransPro Consulting will be presenting YCIPTA's new Strategic Plan to the Board highlighting the new Vision and Mission statements as well as scorecards and work plan..

**Financial Impacts:** None.

**Budgeted:** N/A

**Recommended Motion:** N/A

**Legal Counsel Review:** N/A

**Attachments:** TransPro presentation and YCIPTA's Strategic Plan for FY2022-26.

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

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton, Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County, Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

Approved for submission:



Shelly Kreger  
Transit Director

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director



2021

# STRATEGIC PLAN

Yuma County Intergovernmental  
Public Transportation Authority





# TABLE OF CONTENTS

<b>3</b>	Letter from the Transit Director
<b>4</b>	Board of Directors
<b>5</b>	Mission and Vision
<b>6</b>	Executive Summary
<b>8</b>	Annual Goals
<b>9</b>	Performance Scorecard
<b>13</b>	Work Plan
<b>31</b>	Implementation



# LETTER FROM THE DIRECTOR



As the Yuma County population continues to increase, YCIPTA recognizes the value that a high-quality transportation system can bring to the community. The Yuma County Intergovernmental Public Transportation Authority is committed to delivering service that both supports the needs of the existing community and facilitates economic growth and connectivity across the region.

Over the next three to five years, we will be focused on realizing our vision to be recognized as the leader in

mobility solutions that empower riders and connect the Yuma County region. We strive to become the region's premier mobility resource, and we will continue to explore long-term funding models to sustain our vision.

This Strategic Plan outlines a road map for specific initiatives and programs the YCIPTA team will undertake over the next three to five fiscal years; it also provides a framework for measuring success beyond the five-year period. A well-crafted strategic plan provides the management team and stakeholders with guiding goals, projects, and programs to be implemented in the short term to achieve longer-term outcomes. In the event of an unforeseeable incident, like a global pandemic, the plan can be easily resumed once the crisis has been managed or has passed. Having clarity on the bigger picture also provides the organization with the freedom and flexibility to adapt the plan to changing conditions.

This plan details YCIPTA's aspirations and the steps for attaining goals. It articulates the Authority's vision for an elevated customer experience, operational excellence, financial sustainability, and a valuable partnership with the Yuma County community.

This is an ambitious and actionable plan. To ensure we are achieving our objectives, we are introducing a performance scorecard. The scorecard, which is comprised of quarterly metrics, will be used to actively report to the Board of Directors, our customers, and the community how well we are performing in efforts to achieve our goals.

YCIPTA's Strategic Plan for FY2022-26 will serve as the guiding vision for strategic success. I genuinely believe that this plan will elevate YCIPTA to new heights through a focused pursuit of excellence.

Sincerely,

Shelly Kreger  
Transit Director



# BOARD OF DIRECTORS



The YCIPTA Board of Directors is made up of nine members, representing each member community:

Michael Sabath, Chair  
**Northern Arizona University**

Jerry Cabrera, Vice Chair  
**City of Somerton**

Ralph Velez, Secretary/Treasurer  
**City of San Luis**

Brian Golding, Sr., **Quechan Tribe**

Larry Killman, **Town of Wellton**

Philip Rodriguez, **City of Yuma**

Paul Soto, **Cocopah Tribe**

Susan Thorpe, **Yuma County**

Susanna Zambrano, **Arizona Western College**



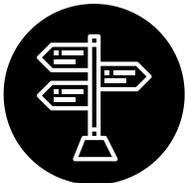
# MISSION AND VISION

WHY we are driven to do what we do.



## **Mission**

Mobility solutions that make essential connections possible.



## **Vision**

To be recognized as the leader in mobility solutions that empower and connect the community.





# EXECUTIVE SUMMARY

The Yuma County Intergovernmental Public Transportation Authority's (YCIPTA) Strategic Plan represents strategic initiatives outlining the highest priority initiatives that the team will work on over the 2022-26 fiscal years. The YCIPTA Executive Management Team and staff developed the plan to serve as a blueprint for operational excellence.

YCIPTA strives to balance the delivery of a high-quality customer experience with value to taxpayers, and this strategic plan offers a platform from which the agency will aim for these two high-level aspirations.

This strategic plan is crafted for personnel at all levels of the organization and Board as well as stakeholders in the community. Its contents convey with great clarity objectives for the fiscal year and how YCIPTA will achieve them.

The plan introduces a comprehensive performance scorecard that YCIPTA management will monitor and report on every quarter over the course of the year. The scorecard will allow YCIPTA - and all the organization's stakeholders - to track the Authority's performance and how well it is living up to its mission, vision, and goals for the year.

In its simplest form, the Strategic Plan represents four fundamental and integrated elements:

1. **WHY** YCIPTA leaders and staff are driven to deliver high quality service. This includes the organizational Mission and Vision.
2. **WHAT** outcomes YCIPTA strives to achieve. This encompasses annual goals for FY 2022-26, and the use of a performance scorecard system to monitor organizational performance on a quarterly basis.
3. **HOW** YCIPTA will work toward achieving the goals. This includes identification of specific work plan tactics that will be implemented by agency staff over the course of FY 2022-26.
4. **WHO** within YCIPTA is contributing to achievement of the goals. This involves the identification of staff members and teams responsible for the execution of the work plan, creating a culture of ownership and accountability.



# FRAMEWORK OVERVIEW

## WHY

**Mission:** Mobility solutions that make essential connections possible.

**Vision:** To be recognized as the leader in mobility solutions that empower and connect the community.

## WHAT

It will be a successful year for YCIPTA if we:

1. Establish a baseline of customer satisfaction and increase.
2. Deliver operational excellence across the organization.
3. Maintain partner revenue near-term, and source dedicated revenue long-term.
4. Establish a baseline of community understanding and impression of YCIPTA services.

## HOW

After identifying the agency's goals, success outcomes were selected to help prioritize areas of service and operations that most closely align with the defined goals. Then, a work plan was developed to encompass projects and programs that YCIPTA staff will strive to complete over the next three to five years.

## WHO

Performance in service and operational areas will be measured using a quarterly organizational performance scorecard. The performance scorecard comprises metrics that are significant to the quest for service excellence and value to taxpayers and tie directly to the four success outcomes identified. With the scorecard, all members of the workforce can see how their efforts support the success of the entire agency.

# ANNUAL GOALS/ SUCCESS OUTCOMES

Using the agency’s refined mission and vision statements as the guiding pillars for success, incremental goals were identified to guide project prioritization and support purposeful initiatives over the next three to five years. These four success outcomes describe WHAT the entire organization is working to achieve.

Success outcomes address the statement: “It will be a good year for YCIPTA, if the following goals are achieved”:



## **CUSTOMER SATISFACTION**

Establish a customer satisfaction or Net Promoter Score baseline and increase.



## **OPERATIONAL EXCELLENCE**

Achieve a score of 24 in a defined operational excellence index (this index will include the factors that are most important to customers, as expressed in a customer survey).



## **FINANCIAL SUSTAINABILITY**

Maintain partner revenue near-term, and source dedicated revenue long-term.



## **COMMUNITY VALUE**

Increase non-customer understanding and impression of YCIPTA services.

In order to track progress towards these defined outcomes, YCIPTA will introduce a performance scorecard. This scorecard will serve as the guiding tool for measurement and reporting of quarterly performance.



# PERFORMANCE SCORECARD

## Measuring What Matters

The YCIPTA Scorecard is a new tool to measure and monitor performance in the key areas identified as essential to success for the Authority. An important objective of the scorecard is to share with employees, Board members, stakeholders, and community members how YCIPTA is performing each quarter of the year in achieving its goals and outcomes. Another is to increase the understanding about contributions to organizational performance for every member of the workforce in ways they may not have ordinarily considered.

## How the Organizational Scorecard Functions

The scorecard provides measures of performance in each of YCIPTA's four Success Outcome areas:

1. Customer Satisfaction
2. Operational Excellence
3. Financial Sustainability
4. Community Value

One of the benefits of this performance scorecard is how easy it is to use. The scorecard is based on a 100-point system and is populated with metrics aligned with each Success Outcome. Each index is weighted and given a specified number of points reflecting its relative importance to YCIPTA's overall success.

Metrics within each index are also assigned weighted point values based on their significance to organizational goals for the year. For example, the Customer Satisfaction series of metrics carries 30 out of the scorecard's 100 points. This strategic area is one of the most critical to YCIPTA's ability to achieve success for the year. Therefore, it is the one of the most heavily weighted groups. Nine weighted metrics are contained within the Customer Satisfaction series. The sum of all nine metrics totals 30 points.

If every metric in the overall scorecard achieved exactly the goal established in the Strategic Plan, the overall score would equal 100 points.



# HOW TO READ YOUR SCORECARD

The Success Outcomes column represents the 4 outcomes identified as key to overall success for the year.

Each Metric has a clear definition.

<b>Scorecard</b>							
Success Outcome	Metric	Performance Goal 2022	Objective	Definition	Information System	Owner	Goal Points
Customer Satisfaction							
							30
Operational Excellence							
							30
Financial Sustainability							
							20
Community Value							
							20
<b>Overall Total</b>							<b>100</b>

Performance Goal reflects the actual performance number the YCIPTA team will strive to achieve.

The Metric column contains the performance metrics that most effectively gauge how well YCIPTA is performing to excel in each Success Outcome area.

Each Metric also has an Owner, who is responsible for reporting on the metric results.

Goal Points in this column reflect the maximum points that could be earned when performance goals are achieved.



# Scorecard

Success Outcome	Definition	Weighted Performance Goal
<p><b>Customer Satisfaction</b></p>	<p>Ensuring that YCIPTA customers have access to high quality mobility solutions that they actively and increasingly use is a priority for the agency. We want to ensure that our system provides customers with mobility solutions that connect the community and encourage independence.</p> <p><b>This set of metrics provides insight on our performance as it pertains to our ability to deliver high quality transportation services to riders.</b></p>	<p>30</p>
<p><b>Operational Excellence</b></p>	<p>YCIPTA is dedicated to providing innovative mobility solutions and developing and implementing programs that provide best in class service that empowers the community.</p> <p><b>This set of metrics helps monitor aspects of operations that are most critical to the delivery of high-quality transportation service.</b></p>	<p>30</p>
<p><b>Financial Sustainability</b></p>	<p>YCIPTA seeks to develop and implement financial practices that support long-term sustainability for the agency and the community. With the rapidly increasing population of Yuma County, YCIPTA is focused on establishing local revenue streams that can support agency growth.</p> <p><b>This set of metrics are aligned with maintaining partner revenue near-term, and sourcing dedicated revenue long-term.</b></p>	<p>20</p>
<p><b>Community Value</b></p>	<p>YCIPTA is committed to providing value to the wider Yuma County community, developing long-standing partnerships with community stakeholders and providing excellent public transit service. YCIPTA will continue to develop and implement a community outreach program to demonstrate our value and economic impact as a community partner and educate the public about the benefits of transit and how local funding is important to create a regional leader in mobility solutions.</p> <p><b>This set of metrics gauge our success at delivering value to the entire community.</b></p>	<p>20</p>
<p>Overall Total</p>		<p>100</p>



# Scorecard

Success Outcome	Metric	Performance Goal 2022	Objective	Definition	Information System	Owner	Goal Points
Customer Satisfaction	Customer Satisfaction - Fixed Route	Establish Baseline	Increase	% of customers who are satisfied or very satisfied with fixed route service.	Customer Survey	Anabel Teran	5
	Customer Satisfaction - YCAT On-Call	Establish Baseline	Increase	% of customers who are satisfied or very satisfied with demand-response service.	Customer Survey	Anabel Teran	2.5
	Net Promoter Score - Fixed Route	Establish Baseline	Increase	% Promoters minus % Detractors. On a 0-10 scale of how likely to recommend YCAT, Promoters are 9-10 and Detractors are 0-6.	Customer Survey	Oliver Cromwell	5
	Net Promoter Score - YCAT On-Call	Establish Baseline	Increase	% Promoters minus % Detractors. On a 0-10 scale of how likely to recommend YCAT On-Call, Promoters are 9-10 and Detractors are 0-6.	Customer Survey	Oliver Cromwell	2.5
	Customer Impression of Operators	Establish Baseline	Increase	% of customers who agree or strongly agree that operators are helpful and courteous.	Customer Survey	Brandy Brookins	3
	Contractor Compliance with Operator Training	Establish Baseline	Increase	% compliance with mandatory operator training requirements, as stated in contract.	Mandatory Training Data, Operations Contract	Carol Perez	3
	Percent of Negative Customer Comments	41%	Decrease	% of negative customer comments referring to employees.	Customer Comments	Anabel Teran	3
	Quality of Employee Performance Evaluations	75%	Increase	% of employee performance evaluations completed accurately, according to guidelines.	Employee Performance Evaluations	Anabel Teran	2
	Customer Understanding of Route Schedules and Transit Access Points	Establish Baseline	Increase	% of customers who agree or strongly agree that they are confident navigating the system.	Customer Survey	Carol Perez	4
							30
Operational Excellence	On-Time Performance - Fixed Route	Establish Baseline	Increase	% of actual on-time performance - fixed route.	Solutions for Transit, Monthly Performance Review	Oliver Cromwell	5
	On-Time Performance - YCAT On-Call	Establish Baseline	Increase	% of actual on-time performance - YCAT On-Call	Solutions for Transit, Monthly Performance Review	Oliver Cromwell	2.5
	Minutes of Delayed Service	11 hrs	Decrease	Average number of minutes of delayed service per month due to operators arriving late to the first stop by 5 minutes or more.	Solutions for Transit, Monthly Performance Review	Oliver Cromwell	3
	Unaccounted Revenue Time	9 hrs	Decrease	Total number of hours of unaccounted revenue time accrued due operators logging off before the end of revenue service.	Solutions for Transit, Monthly Performance Review	Oliver Cromwell	2
	Preventative Maintenance Inspections	100%	Target	% of scheduled preventative maintenance inspections completed on-time.	Solutions for Transit, Monthly Performance Review	Rick Lapa	4
	Distance Between Road Calls	4,000	Increase	Average distance between road calls (miles).	Solutions for Transit, Monthly Performance Review	Rick Lapa	3
	Passengers per Hour	10	Increase	Average number of passengers per revenue hour.	Solutions for Transit, Monthly Performance Review	Oliver Cromwell	0.5
	Customer Impression of Safety	Establish Baseline	Increase	% of customers who agree or strongly agree that they feel safe when riding YCAT buses.	Customer Survey	Brandy Brookins	3
	Safety - Actual	5	Increase	Total score on an index including existing safety measures: preventable accidents, passenger incidents, and passenger injuries.	Safety Statistics	Brandy Brookins	3
	Customer Impression of Vehicle Cleanliness	Establish Baseline	Increase	% of customers who agree or strongly agree that vehicles are clean.	Customer Survey	Rick Lapa	2
	Vehicle Cleanliness - Actual	Establish Baseline	Increase	Average audit score for vehicle cleanliness.	Cleanliness Audit Data	Rick Lapa	2
							30
Financial Sustainability	Overall Operating Cost	\$3,453,232	Target	Maintenance of total system operating costs at or below budgeted dollar amount.	Financial Data	Shelly Kreger	5
	Subsidy per Passenger	\$5.00	Decrease	Average public subsidy per boarding passenger.	Financial Data	Shelly Kreger	3
	Farebox Recovery Ratio	15%	Increase	% of operating expenses covered by passenger fares.	Financial Data	Shelly Kreger	3
	Variance from Adopted Budget	2%	Target	% above or below adopted budget.	Financial Data	Shelly Kreger	5
	Alternative Revenue	\$237,250	Target	Achieve 5% increase in revenue generated from sources other than farebox and local contribution/taxes (e.g. grants, advertising, partnerships).	Financial Data	Shelly Kreger	4
							20
Community Value	Community Members Feel that YCIPTA Provides Value to the Community	Establish Baseline	Increase	% of community members who agree or strongly agree that YCIPTA provides value to the community.	Community Survey	Shelly Kreger	6
	Community Perception of Financial Stewardship	Establish Baseline	Increase	% of community that agrees or strongly agrees that YCIPTA manages financial resources well.	Community Survey	Shelly Kreger	5
	Community Perception of the Quality of Communications Material	Establish Baseline	Increase	% of community members who agree or strongly agree that they are satisfied with quality of communications material.	Community Survey	Carol Perez	5
	Community Impression of Safety on Vehicle Services	Establish Baseline	Increase	% of community members who agree or strongly agree that they would feel safe while using YCAT services.	Community Survey	Brandy Brookins	2
	Annual Economic Impact	Establish Baseline	Increase	The annual change in business sales, jobs, value added, income, or tax revenue.	Economic Impact Study	Shelly Kreger	2
							20
<b>Overall Total</b>							<b>100</b>





# WORK PLAN

This section of the Strategic Plan describes HOW YCIPTA aims to achieve its annual goals. It outlines, in detail, numerous tactics that will unite in focus the agency's workforce. The march to organizational success rests in significant part on the completion of these tactics, each of which has been thoughtfully developed to align directly with at least one of the four Success Outcomes:

1. Customer Satisfaction
2. Operational Excellence
3. Financial Sustainability
4. Community Value

Each tactic has an owner who serves as the project manager and is responsible for oversight of a team charged with completing the tactic. Owners of tactics have developed the detailed tactic outlines presented on the following pages. Each worksheet provides a scope of work and quarterly milestones.

The YCIPTA leadership team will review progress of each tactic on a quarterly basis to ensure that initiatives are advancing as planned. If roadblocks are experienced, teams can make tactical adjustments to avoid negative impacts to the overall Strategic Plan.

This work plan covers both short-term and long-term strategic goals, outlining quarterly milestones for the upcoming two years and annual milestones for fiscal years 2024-2026.

# Work Plan | Tactics

## How to Read A Tactics Worksheet

<b>Start Here</b> The name of the tactic is located here. Each tactic aligns directly with at least one of the four strategic priority areas.	
<b>Strategic Priority:</b> Identifies by name which one of the four strategic priorities this work supports.	<b>Q1</b>
<b>Description:</b> Background and details about the purpose of the tactic can be found here.	<b>Q2</b>
<b>Team:</b> The name of the project owner is listed here, accompanied by a list of team members who will work together over the year to advance the tactic.	<b>Q3</b>
<b>Impacted Metrics:</b> Metrics within the organizational performance scorecard are reflected here.	<b>Q4</b>

WHY & WHAT

WHO

HOW

This section clearly lays out the tactic's quarterly goals and is used to keep the team focused on pushing the work forward incrementally over the course of the year.

## Customer Satisfaction

External Communications Enhancement	
<b>Strategic Priority:</b> Customer Satisfaction	<b>FY22 Q1</b> Engage a partner to redesign the look and feel of agency informational material.
<b>Description:</b> Simplify customer information materials - service schedules and route information (Targeted Service Improvement from Short Range Plan).	<b>FY22 Q2</b> Develop/edit content for communications material; use less transit jargon to make it more accessible.
	<b>FY22 Q3</b> Develop/edit content for communications material; use less transit jargon to make it more accessible.
	<b>FY22 Q4</b> Launch new communications material.
<b>Owner  </b> Carol Perez	<b>FY23 Q1</b> Design customer survey instrument to address customer perception of new communications material.
<b>Impacted Metrics:</b> <ul style="list-style-type: none"> <li>▶ Net Promoter Score</li> <li>▶ Customer Understanding of Route Schedules and Transit Access Points</li> <li>▶ Community Perception of the Quality of</li> <li>▶ Communications Material</li> </ul>	<b>FY23 Q2</b> Execute customer survey.
	<b>FY23 Q3</b> Analyze results and present to employees and Board members.
	<b>FY23 Q4</b> Update communications material to reflect survey results.

### Long-Term Actions: FY24 - 26

After circulating new communications material, YCIPTA staff will establish an annual cadence of customer survey execution to monitor the perception of communications material and make changes accordingly.

Customer Comments Tracking System	
<b>Strategic Priority:</b>  Customer Satisfaction	<b>FY22 Q1</b>
<b>Description:</b>  Develop and implement a system for tracking and responding to customer comments.	<b>FY22 Q2</b> Review the current system for recording and tracking customer comments and note any shortfalls and potential edits to the system.
	<b>FY22 Q3</b> Develop a new information system for tracking and responding to comments.
	<b>FY22 Q4</b> Implement a new information system for tracking and responding to comments.
<b>Owner</b>   Carol Perez <b>Team</b>   Anabel Teran	<b>FY23 Q1</b> Assign an internal champion responsible for recording the appropriate value for the "percent of negative comments" metric on agency scorecard.
<b>Impacted Metrics:</b>  ▶ Customer Satisfaction ▶ Net Promoter Score ▶ Percent of Negative Customer Comments	<b>FY23 Q2</b> Establish regular cadence for reporting customer comment summary to employees and Board.
	<b>FY23 Q3</b>
	<b>FY23 Q4</b>

**Long-Term Actions: FY24 - 26**

YCIPTA staff and operations contractor will use the tracking system to respond to customer concerns and address shortfalls in agency operation.

Employee Performance Evaluations	
<b>Strategic Priority:</b>  Customer Satisfaction	<b>FY22 Q1</b>
<b>Description:</b>  Execute regular employee performance evaluations.	<b>FY22 Q2</b> Establish regular cadence for executing employee evaluations.  Confirm performance evaluation content and method of distribution.
	<b>FY22 Q3</b> Confirm performance evaluation content and method of distribution.
	<b>FY22 Q4</b> Complete employee performance evaluations.
<b>Owner  </b> Carol Perez  <b>Team  </b> Anabel Teran, Shelly Kreger	<b>FY23 Q1</b>
<b>Impacted Metrics:</b>  <ul style="list-style-type: none"> <li>▶ Customer Impression of Operators</li> <li>▶ Contractor Compliance with Operator Training Requirements</li> <li>▶ Employee Performance Evaluations Completed</li> </ul>	<b>FY23 Q2</b>
	<b>FY23 Q3</b> .
	<b>FY23 Q4</b> Execute annual employee evaluations and prepare report.

**Long-Term Actions: FY24-26**

YCIPTA staff will execute annual employee evaluations and prepare reports. These employee performance evaluations will be used to restructure training programs, as needed.

Operator Training Program	
<b>Strategic Priority:</b>  Customer Satisfaction	<b>FY22 Q1</b> Review and document operator training requirements, as stated in RATP Dev contract.
<b>Description:</b> Review mandatory operator training requirements, bringing long-standing operators into the training programs. Record contractor compliance with training requirements, as stated in the contract agreement.	<b>FY22 Q2</b> Conduct internal audit of Contractor compliance with operator training requirements. Develop corrective action plan with clear deliverables, milestones, ownership, and reporting.
	<b>FY22 Q3</b> Conduct training needs assessment to gauge Operators' current performance and potential needs.
	<b>FY22 Q4</b> Compare the results of the training needs assessment to the mandatory training requirements and defined milestones from the action plan. Alter requirements accordingly.
<b>Owner  </b> Carol Perez  <b>Team  </b> Anabel Teran, Brandy Brookins	<b>FY23 Q1</b> Create information system for tracking operator participation in mandatory training programs, aligning the system with the action plan milestones previously defined.
<b>Impacted Metrics:</b> <ul style="list-style-type: none"> <li>▶ Customer Satisfaction</li> <li>▶ Net Promoter Score</li> <li>▶ Customer Impression of Operators</li> <li>▶ Contractor Compliance with Operator Training Requirements</li> <li>▶ Percent of Negative Customer Comments</li> </ul>	<b>FY23 Q2</b> Assign an internal champion responsible for updating tracking system and recording performance data on agency scorecard.
	<b>FY23 Q3</b> Launch new training programs and tracking system. Hold Kick-off meetings to discuss mandatory training plan among employees.
	<b>FY23 Q4</b> Monitor and record employee participation in training programs.

**Long-Term Actions: FY24-26**

In FY24, YCIPTA will conduct an employee survey to gauge the effectiveness and perceived value of the training program. Alterations will be made to training programs and requirements according to employee survey results and employee performance evaluations.

In FY25 and beyond, the team will establish and maintain an annual review of operator training programs, employee performance evaluations and employee survey.

## Operational Excellence

Real-Time Bus Tracking System	
<b>Strategic Priority:</b>  Operational Excellence	<b>FY22 Q1</b> Establish and document project schedule for system updates. Share schedule with selected vendor.
<b>Description:</b> Continue working with vendor to improve online real-time bus tracking system. Update GTFS data.	<b>FY22 Q2</b> Establish and document project schedule for system updates. Share schedule with selected vendor. Actively manage implementation.
	<b>FY22 Q3</b> Support vendor. Actively manage implementation.
	<b>FY22 Q4</b> Close out implementation and initiate long-term strategy.
<b>Owner  </b> Carol Perez	<b>FY23 Q1</b> Conduct customer survey to gauge satisfaction with online tracking system. Adjust system according to feedback from survey.
<b>Impacted Metrics:</b>  <ul style="list-style-type: none"> <li>▶ Customer Satisfaction</li> <li>▶ Net Promoter Score</li> <li>▶ On-Time Performance</li> </ul>	<b>FY23 Q2</b>
	<b>FY23 Q3</b>
	<b>FY23 Q4</b>

### Long-Term Actions: FY24-26

YCIPTA will conduct annual customer surveys to gauge satisfaction with the tracking system, and adjust the system according to feedback from the survey.

Website Update	
<b>Strategic Priority:</b> Operational Excellence	<b>FY22 Q1</b> Begin procurement process. Reach out to vendors for website update.
<b>Description:</b> Begin procurement process for website update.	<b>FY22 Q2</b> Issue RFP.
	<b>FY22 Q3</b>
	<b>FY22 Q4</b> Select vendor for website update.
<b>Owner  </b> Shelly Kreger	<b>FY23 Q1</b> Support consultant with delivery of new website.
<b>Impacted Metrics:</b> <ul style="list-style-type: none"> <li>▶ Customer Understanding of Route Schedules and Transit Access Points</li> <li>▶ Community Perception of the Quality of Communications Material</li> </ul>	<b>FY23 Q2</b>
	<b>FY23 Q3</b>
	<b>FY23 Q4</b>

**Long-Term Actions: FY24-26**

After launching the new website, YCIPTA will conduct a customer survey to gauge satisfaction with new website and content. The team will adjust the interface and content according to feedback.



Vehicle Cleanliness Audit	
<b>Strategic Priority:</b> Operational Excellence	<b>FY22 Q1</b> Identify standardized metrics on cleanliness for vehicles, bus stops, and stations that will meet strategic plan goal.
<b>Description:</b> Develop and document vehicle cleanliness audit system.	<b>FY22 Q2</b> Create a weighted Cleanliness Audit Checklist/ Tracking System.
	<b>FY22 Q3</b> Create a weighted Cleanliness Audit Checklist/ Tracking System.
	<b>FY22 Q4</b> Consolidate standard procedure documents from operations contractor and YCIPTA management. Document final Cleanliness Audit process.
<b>Owner  </b> Carol Perez <b>Team  </b> Rick Lapa	<b>FY23 Q1</b> Conduct initial Cleanliness Audit.
<b>Impacted Metrics:</b>  ▶ Customer Satisfaction ▶ Net Promoter Score ▶ Customer Impression of Vehicle Cleanliness ▶ Vehicle Cleanliness - Actual	<b>FY23 Q2</b> Analyze the results and make recommendations on process improvements based on the findings.
	<b>FY23 Q3</b> Analyze the results and make recommendations on process improvements based on the findings.
	<b>FY23 Q4</b>

**Long-Term Actions: FY24-26**

YCIPTA will conduct annual customer/community surveys to understand perceptions of cleanliness in comparison to audit results. The team will then implement recommended process improvements based on findings from initial cleanliness audit and customer perception survey.

The team will continue to monitor and track system cleanliness, and the agency scorecard metrics will be reviewed quarterly to determine if additional resources have improved processes.

Fleet Management Program	
<b>Strategic Priority:</b> Operational Excellence	<b>FY22 Q1</b> Use manufacturer guidelines to develop a vehicle maintenance program best practices document.
<b>Description:</b> Develop a strategic fleet maintenance program to ensure that the total fixed route fleet is available for service each day and meets pull-out requirements.	<b>FY22 Q2</b> Use manufacturer guidelines to develop a vehicle maintenance program best practices document.
	<b>FY22 Q3</b> Consolidate standard procedure documents from operations contractor and YCIPTA management. Document final maintenance best practices process.
	<b>FY22 Q4</b> Initiate training and implementation of maintenance program. Monitor performance.
<b>Owner</b>   Shelly Kreger <b>Team</b>   Oliver Cromwell, Rick Lapa	<b>FY23 Q1</b> Create a system to flag vehicles when scheduled maintenance is due.
<b>Impacted Metrics:</b> <ul style="list-style-type: none"><li>▶ Customer Satisfaction</li><li>▶ Net Promoter Score</li><li>▶ Preventative Maintenance Inspections</li><li>▶ Distance Between Road Calls</li></ul>	<b>FY23 Q2</b> Review and implement program. Make changes to best practices as necessary.
	<b>FY23 Q3</b>
	<b>FY23 Q4</b>

**Long-Term Actions: FY24-26**

YCIPTA will start a mid-life overhaul program on older vehicles in the fleet in FY24.

Performance Management Operations	
<b>Strategic Priority:</b> Operational Excellence	<b>FY22 Q1</b>
<b>Description:</b> Implement and maintain performance management system to track operations metrics.	<b>FY22 Q2</b>
	<b>FY22 Q3</b>
	<b>FY22 Q4</b>
<b>Owner  </b> Oliver Cromwell <b>Team  </b> Shelly Kreger	<b>FY23 Q1</b> Create information system for tracking operations performance metrics.
<b>Impacted Metrics:</b> <ul style="list-style-type: none"> <li>▶ Contractor Compliance with Operator Training Requirements</li> <li>▶ On-Time Performance</li> <li>▶ Preventative Maintenance Inspections</li> <li>▶ Distance Between Road Calls</li> </ul>	<b>FY23 Q2</b> Create information system for tracking operations performance metrics.
	<b>FY23 Q3</b> Identify an employee responsible for management of this system, and launch.
	<b>FY23 Q4</b> Use performance results to complete an annual evaluation of operations contractor.

**Long-Term Actions: FY24-26**

The management team will establish a quarterly cadence with the operations contractor to review performance.

## Financial Sustainability

Long-Term Financial Plan	
<b>Strategic Priority:</b> Financial Sustainability	<b>FY22 Q1</b> Update schedule for the construction or completion of each project.
<b>Description:</b> Develop long-term financial plan.	<b>FY22 Q2</b> Develop a classification, itemization, and explanation for the project expenditures. Develop 5-year capital and operating plan to be updated annually.
	<b>FY22 Q3</b> Develop/update high-level timetable and cost information for each item. Use success outcomes to prioritize all projects.
	<b>FY22 Q4</b> Develop high-level descriptions and justification for each project. Align with long-term revenue strategy to communicate outputs and anticipated outcomes of the capital and operating plan.
<b>Owner  </b> Shelly Kreger <b>Team  </b> Chona Medel	<b>FY23 Q1</b> Finalize plan and present to Board.
<b>Impacted Metrics:</b> <ul style="list-style-type: none"> <li>▶ Variance from Adopted Budget</li> <li>▶ Alternative Revenue</li> <li>▶ Community Perception of Financial Stewardship</li> </ul>	<b>FY23 Q2</b> Finalize plan and present to Board.
	<b>FY23 Q3</b>
	<b>FY23 Q4</b>

### Long-Term Actions: FY24-26

The Long-Term financial plan will begin executing in FY24. Milestones will be revisited and revised as needed.

Community Stakeholder Partnerships	
<b>Strategic Priority:</b> Financial Sustainability	<b>FY22 Q1</b>
<b>Description:</b> Develop partnerships with targeted community stakeholders to establish financial support for the future; secure long-term funding source in anticipation of reaching 200k population threshold.	<b>FY22 Q2</b>
	<b>FY22 Q3</b> Conduct relationship planning to identify community partners and leaders necessary to support long-term success of YCIPTA. Identify possible long-term funding sources.
	<b>FY22 Q4</b> Initiate targeted community outreach and start intentional relationship growth plan. Develop relationships with community partners by establishing a regular check-in cadence with contacts from each organization.
<b>Owner  </b> Shelly Kreger	<b>FY23 Q1</b> Create system for recording and tracking meetings and key takeaways.  Meet with two contacts per quarter.
<b>Impacted Metrics:</b>  ▶ Operating Cost per Hour ▶ Alternative Revenue ▶ Community Members Feel that YCIPTA Provides Value ▶ Community Perception of Financial Stewardship	<b>FY23 Q2</b> Meet with two contacts per quarter.
	<b>FY23 Q3</b> Meet with two contacts per quarter.
	<b>FY23 Q4</b> Meet with two contacts per quarter.

**Long-Term Actions: FY24-26**

The Transit Director will continue to meet with two contacts per quarter, and will edit, expand, or refine the list of possible long-term funding sources according to these meetings and relationship development.

Jurisdictional Reporting	
<b>Strategic Priority:</b>  Financial Sustainability	<b>FY22 Q1</b> Establish schedule for quarterly jurisdictional report.
<b>Description:</b>  Establish jurisdictional reporting to keep members up to date on agency activity and funding challenges; increase member dues.	<b>FY22 Q2</b> Create quarterly activity and financial report to be shared with member organizations. Align with quarterly performance scorecard outputs.
	<b>FY22 Q3</b> Create quarterly activity and financial report to be shared with member organizations. Align with quarterly performance scorecard outputs.
	<b>FY22 Q4</b> Finalize quarterly activity and financial report to be shared with member organizations. Align with quarterly performance scorecard outputs.
<b>Owner</b>   Shelly Kreger	<b>FY23 Q1</b> Present quarterly reports to member organizations; highlight need for increased funding.
<b>Impacted Metrics:</b>  <ul style="list-style-type: none"> <li>▶ Alternative Revenue</li> <li>▶ Community Members Feel that YCIPTA Provides Value</li> <li>▶ Community Perception of Financial Stewardship</li> </ul>	<b>FY23 Q2</b> Present quarterly reports to member organizations; highlight need for increased funding.
	<b>FY23 Q3</b> Present quarterly reports to member organizations; highlight need for increased funding.
	<b>FY23 Q4</b> Present quarterly reports to member organizations; highlight need for increased funding.

**Long-Term Actions: FY24-26**

The management team will present quarterly reports to member organizations; emphasize how increased funding was distributed.

Staffing Analysis	
<b>Strategic Priority:</b> Financial Sustainability	<b>FY22 Q1</b>
<b>Description:</b> Conduct staffing analysis - anticipate capacity thresholds.	<b>FY22 Q2</b>
	<b>FY22 Q3</b>
	<b>FY22 Q4</b>
<b>Owner</b>   Shelly Kreger <b>Team</b>   Chona Medel, Carol Perez	<b>FY23 Q1</b> Begin conducting a gap analysis; evaluate current positions.
<b>Impacted Metrics:</b> Variance from Adopted Budget	<b>FY23 Q2</b> Continue gap analysis: determine future staffing needs.
	<b>FY23 Q3</b> Continue gap analysis: determine future staffing needs.
	<b>FY23 Q4</b> Complete gap analysis: determine future staffing needs.

**Long-Term Actions: FY24-26**

YCIPTA will develop and implement staffing, succession and knowledge transfer plans, and continue to monitor and evaluate plan effectiveness.

## Community Value

Community Outreach Initiative	
<b>Strategic Priority:</b> Community Value	<b>FY22 Q1</b> Begin process of establishing a baseline for community perception through execution of a community survey.
<b>Description:</b> Develop and implement community outreach initiative to improve perception of YCIPTA as a trusted agency.	<b>FY22 Q2</b> Create community survey instrument.
	<b>FY22 Q3</b> Execute community survey.
	<b>FY22 Q4</b> Analyze survey results and record relevant data points on agency scorecard. Align activities with Community Stakeholder Partnerships tactic.
<b>Owner  </b> Carol Perez	<b>FY23 Q1</b> Use community survey results to establish baseline and develop actions to improve.
<b>Impacted Metrics:</b> <ul style="list-style-type: none"> <li>▶ Community Members Feel that YCIPTA Provides Value</li> <li>▶ Community Perception of Financial Stewardship</li> <li>▶ Community Perception of the Quality of Communications Material</li> </ul>	<b>FY23 Q2</b>
	<b>FY23 Q3</b>
	<b>FY23 Q4</b>

### Long-Term Actions: FY24-26

YCIPTA will conduct annual community surveys, using results to drive changes in service.



Economic Impact Study	
<b>Strategic Priority:</b>  Community Value	<b>FY22 Q1</b> Identify community stakeholders, and define current impact and metrics that can be used to measure growth and economic impacts.
<b>Description:</b> Execute localized economic impact study to determine how YCIPTA services affect the amount and type of economic activity in a region.	<b>FY22 Q2</b> Define economic impact assessment parameters and put a framework in place to clarify what data needs to be included in the economic impact assessment template.
	<b>FY22 Q3</b> Define economic impact assessment parameters and put a framework in place to clarify what data needs to be included in the economic impact assessment template.
	<b>FY22 Q4</b> Gather resources needed for execution of the study.
<b>Owner  </b> Shelly Kreger <b>Team  </b> Carol Perez	<b>FY23 Q1</b> Execute economic impact study.
<b>Impacted Metrics:</b>  <ul style="list-style-type: none"> <li>▶ Community Members Feel that YCIPTA Provides Value</li> <li>▶ Annual Economic Impact</li> </ul>	<b>FY23 Q2</b> Execute economic impact study.
	<b>FY23 Q3</b> Analyze results of economic impact study.
	<b>FY23 Q4</b> Use results to determine the appropriate prioritization of projects, and to alter existing services.

**Long-Term Actions: FY24-26**

The management team will continue to use the results to determine the appropriate prioritization of projects and to alter existing services. This economic impact study will be executed bi-annually, and changes in results will be monitored.

New Technology Procurement	
<b>Strategic Priority:</b> Community Value	<b>FY22 Q1</b>
<b>Description:</b> Explore procurement of new technologies to enhance service usability.	<b>FY22 Q2</b>
	<b>FY22 Q3</b>
	<b>FY22 Q4</b>
<b>Owner  </b> Shelly Kreger <b>Team  </b> Carol Perez	<b>FY23 Q1</b> Determine if there is current technology that we could service better if we had additional training.
<b>Impacted Metrics:</b> <ul style="list-style-type: none"> <li>▶ Customer Satisfaction</li> <li>▶ Net Promoter Score</li> <li>▶ Community Members Feel that YCIPTA Provides Value</li> </ul>	<b>FY23 Q2</b> Review costs and budget for existing technologies, and new technologies.
	<b>FY23 Q3</b> Review costs and budget for existing technologies, and new technologies.
	<b>FY23 Q4</b> Prioritize the enhancement of existing technologies and the procurement of new systems according to value to the agency and cost.

**Long-Term Actions: FY24-26**

YCIPTA will initiate audits for new technology systems before the implementation of these systems. Customer and community surveys will then be conducted to determine the new technology's performance. Surveys will be conducted annually, and decisions on technology improvements will be made according to the results.



# IMPLEMENTATION

## **Making the Plan Come Alive**

The YCIPTA team is focused on advancing the organizational success outcomes over the next 1-5 years. The strategic plan clearly defines the desired outcomes, metrics, tactics, and people necessary to support YCIPTA's growth. The management team has created an actionable plan that facilitates task prioritization and tracks performance so that the agency can celebrate successes.

The key to making a strategic plan come alive is a commitment to performance management that includes developing the systems necessary to measure and report progress. Furthermore, a strong champion in the organization driving performance management ensures effective delivery of tactics by owners. Lastly, reporting to the Board of Directors and community partners assures transparency in the agency's commitment to delivering defined strategic priorities. A successful implementation process is dependent on the effective assessment of existing agency processes, building information systems, establishing the cadence of quarterly reporting, and starting the highest priority tactics.

## **Keys to Successful Implementation**

**Champions:** the resource that drives coordination of the team's program of tactics and assures metrics from data is current and complete.

- An identified resource of the team to serve as the performance management champion.
- The champion will coordinate resources to develop the information systems necessary to populate the metrics.
- The champion will work with tactic and metric owners to assure the performance management program is achieving the defined success outcomes.

**Information Systems:** the tools and resources that allow the organization to measure the effectiveness of the tactics program.

- The champion will focus on assuring that information systems effectively measure what matters.
- The champion will develop information systems, where none exist, allowing team members to stay focused on the implementation of the tactics program.

**Transparency:** the method of sharing progress on achieving success outcomes and advancing performance management activities at the organization.

- The champion will drive the schedule of quarterly reporting, coordinating with key team members for information system outputs to populate the scorecard.
- The champion will provide analysis and insight on tactic effectiveness based on scorecard performance.
- The champion will prepare presentation tools and resources for public consumption of organizational performance.



**Yuma County  
Intergovernmental Public Transportation Authority**

2715 East 14th Street  
Yuma, AZ 85365  
928-539-7076 | [ycipta.org](http://ycipta.org)



## Yuma County Intergovernmental Public Transportation Authority

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.ycipta.az.gov](http://www.ycipta.az.gov)

March 17, 2021

### Discussion and Action Item 5

To: Yuma County Intergovernmental Public Transportation Authority  
Board of Directors  
From: Shelly Kreger, Transit Director  
Subject: Discussion and or action regarding the increase of Member Entity  
Dues.

---

**Requested Action:** Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve to increase Member Entity Dues.

**Background and Summary:** Since YCIPTA's inception local entity dues have remained the same each year with no increase. In looking to the future YCIPTA's cash match will need to be increased to meet the needs of acquiring future grants especially funding for the new facility.

While YCIPTA will also be working towards a more sustainable funding source such as a future sales tax, that is still a few years off. As well as the tax we will be looking for other funding sources and or partnerships.

Based on the current funding percentages for each entity the chart below shows how much each entity would be increased to at a level of 25%. YCIPTA understands that most every entity is currently in the budget process and it may not be possible to increase or this upcoming fiscal year, but this is a discussion that needs to be started.

---

#### Yuma County Intergovernmental Public Transportation Authority Board Of Directors

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton, Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County, Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

Agency	Annual Funding	% of total funding	25% increase	\$ of increase
Yuma County	\$ 154,960	25.01%	\$ 193,700	\$ 38,740
City of Yuma	\$ 200,000	32.28%	\$ 250,000	\$ 50,000
City of Somerton	\$ 29,919	4.83%	\$ 37,399	\$ 7,480
Town of Wellton	\$ 14,499	2.34%	\$ 18,124	\$ 3,625
City of San Luis	\$ 70,573	11.39%	\$ 88,216	\$ 17,643
Cocopah Indian Tribe	\$ 38,898	6.28%	\$ 48,623	\$ 9,725
Quechan Indian Tribe	\$ 5,757	0.93%	\$ 7,196	\$ 1,439
Northern Arizona University	\$ 5,000	0.81%	\$ 6,250	\$ 1,250
Arizona Western College	\$ 100,000	16.14%	\$ 125,000	\$ 25,000
	\$ 619,606	100.00%	\$ 774,508	\$ 154,902

Financial Impacts: Increase of \$154,902 in annual cash match

Budgeted: N/A

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve to increase Member Entity Dues.

Legal Counsel Review: N/A

Attachments: N/A

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

Approved for submission:



Shelly Kreger  
Transit Director

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
 Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
 Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
 Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
 Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director



## Yuma County Intergovernmental Public Transportation Authority

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.yciptaz.gov](http://www.yciptaz.gov)

March 17, 2021

### 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 YCAT Maintenance Update

Requested Action: N/A

Background and Summary: Included in this agenda item is monthly operational and maintenance reports for December through February, 2021. These reports give you a section of maintenance data for the month.

I have requested Oliver Cromwell, General Manager to reach out and get estimates for a maintenance audit for the fleet. With the COVID restrictions lifting we should be able to receive quotes and get the audit scheduled.

Financial Impacts: None.

Budgeted: N/A

Recommended Motion: N/A

Legal Counsel Review: N/A

Attachments: Monthly Operation and Maintenance Reports for

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

Approved for submission:

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director



Shelly Kreger  
Transit Director

---

**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian  
Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director





# December 2020 - YCAT

---

The following information is based on the services and analyses performed by Solutions for Transit for YCIPTA for the month of December 2020.

Solutions for Transit completed its monthly review and sent a final review document to YCIPTA staff on January 20, 2021.

## OPERATIONS

### Fixed Route

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

	Reported	Scheduled	Difference
Revenue Hours	2,558.1	2,564.5	(6.3)
Total Hours	2,935.1	2,964.7	(29.6)
Revenue Miles	55,191	55,169	22
Total Miles	62,468	62,649	(181)
Passengers per Revenue Hour		9.1	
Passengers per Revenue Mile		0.4	

### Demand Response

Following are the actual miles and hours:

Revenue Hours	238.4
Total Hours	333.7
Revenue Miles	4,059
Total Miles	6,224
Average Weekday Revenue Hours	9.9
Passengers per Revenue Hour	0.1
Passengers per Revenue Mile	0.0

**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 **675** entry errors, **47** GFI errors (information classified incorrectly in GFI), **68** time overlaps, **169** fixed route vs. GFI errors, and **4** unreported roadcalls.

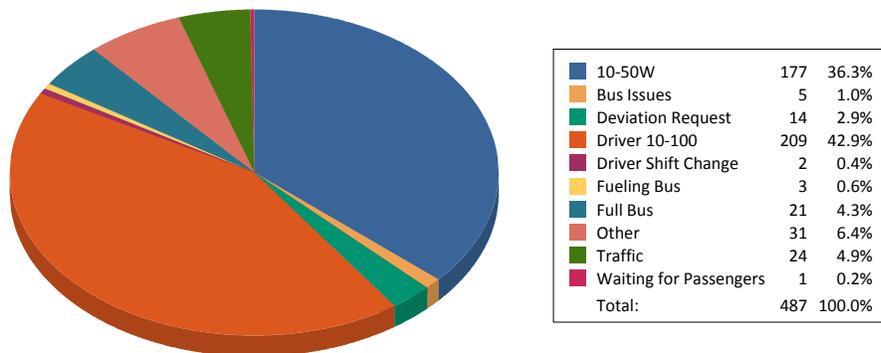
These errors were corrected before we submitted a final review to YCIPTA for billing authorization purposes.

**Late to First Stop:** There were **189** occurrences where the operator was late to the first stop by 5 minutes or more, resulting in **12 hours and 11 minutes** of delayed service.

**Logging Out Early:** There were **62** occurrences where the operator logged off before the end of revenue service totaling **15 hours 53 minutes** of unaccounted revenue time.

**Delays:** During the month of December, **487** delays were reported by your contractor. The average delay was **3** minutes. The delays are broken down as follows:

**Delays by Category**



**Customer Comments:** During the month of December, **4** complaints were called in. Of these your contractor followed up on **3**. In addition, **0** commendations were called in.

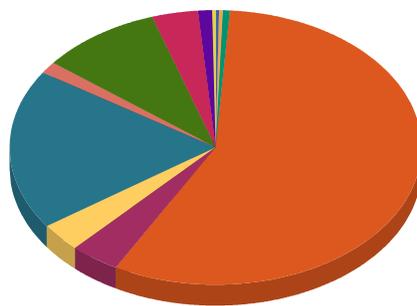
**MAINTENANCE**

**PMIs Completed:** There were **14** PMIs completed during the month of December. Of these, **0** were completed late based on the information entered into The Reporting Solution.

- Roadcalls:** There were 32 roadcalls/bus exchanges for the month of December.
- o **25** of these are roadcalls as defined by NTD (the bus did not complete its scheduled service)
  - o **2,832** 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**



Bus Exchange	1	0.3%
Campaign	1	0.3%
DVI	2	0.6%
DVI Defect	193	56.8%
PMI	14	4.1%
PMI Defect	11	3.2%
Pullout Complaint	64	18.8%
Recall	5	1.5%
Roadcall	32	9.4%
Safety Inspection	12	3.5%
Safety Inspection Defect	4	1.2%
Training	1	0.3%
<b>Total:</b>	<b>340</b>	<b>100.0%</b>

**Open Work Orders:**

There were **712** 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 2021

### Systemwide

	Quarter				Quarter				YTD
	Jul-20	Aug-20	Sep-20	Qtr Total	Oct-20	Nov-20	Dec-20	Qtr Total	
Weekday Ridership	10,540	12,034	16,177	38,751	19,567	17,932	20,508	58,007	96,758
Saturday Ridership	921	1,721	1,726	4,368	2,406	2,210	2,236	6,852	11,220
<b>Total Ridership</b>	<b>11,461</b>	<b>13,755</b>	<b>17,903</b>	<b>43,119</b>	<b>21,973</b>	<b>20,142</b>	<b>22,744</b>	<b>64,859</b>	<b>107,978</b>
Weekday Revenue Hours	1,493.5	1,836.8	2,283.2	5,613.5	2,394.4	2,105.8	2,337.8	6,838.1	12,451.6
Saturday Revenue Hours	150.0	250.8	205.2	606.1	277.3	222.9	220.3	720.6	1,326.6
<b>Total Revenue Hours</b>	<b>1,643.5</b>	<b>2,087.7</b>	<b>2,488.4</b>	<b>6,219.6</b>	<b>2,671.8</b>	<b>2,328.7</b>	<b>2,558.1</b>	<b>7,558.7</b>	<b>13,778.3</b>
Weekday Total Hours	1,710.0	2,116.1	2,646.5	6,472.6	2,764.2	2,434.9	2,676.2	7,875.3	14,347.9
Saturday Total Hours	169.4	284.8	233.7	687.9	317.6	256.8	258.9	833.3	1,521.2
<b>Total Hours</b>	<b>1,879.3</b>	<b>2,400.8</b>	<b>2,880.3</b>	<b>7,160.5</b>	<b>3,081.8</b>	<b>2,691.7</b>	<b>2,935.1</b>	<b>8,708.7</b>	<b>15,869.1</b>
Weekday Revenue Miles	33,238	40,125	49,211	122,574	51,395	45,394	50,681	147,470	270,044
Saturday Revenue Miles	3,025	5,063	4,125	12,213	5,599	4,551	4,510	14,660	26,873
<b>Total Revenue Miles</b>	<b>36,263</b>	<b>45,188</b>	<b>53,336</b>	<b>134,787</b>	<b>56,994</b>	<b>49,945</b>	<b>55,191</b>	<b>162,130</b>	<b>296,917</b>
Weekday Total Miles	38,426	46,403	56,947	141,776	59,303	52,410	57,278	168,991	310,767
Saturday Total Miles	3,484	5,851	4,757	14,092	6,437	5,204	5,190	16,831	30,923
<b>Total Miles</b>	<b>41,910</b>	<b>52,254</b>	<b>61,704</b>	<b>155,868</b>	<b>65,740</b>	<b>57,614</b>	<b>62,468</b>	<b>185,822</b>	<b>341,690</b>
# Operating Weekdays	22	21	21	64	22	19	22	63	127
# Operating Saturdays	4	5	4	13	5	4	4	13	26
<b># Total Operating Days</b>	<b>26</b>	<b>26</b>	<b>25</b>	<b>77</b>	<b>27</b>	<b>23</b>	<b>26</b>	<b>76</b>	<b>153</b>
Avg Weekday Ridership	479.1	573.0	770.3	605.5	889.4	943.8	932.2	920.7	761.9
Avg Saturday Ridership	230.3	344.2	431.5	336.0	481.2	552.5	559.0	527.1	431.5
<b>Avg Daily Ridership</b>	<b>440.8</b>	<b>529.0</b>	<b>716.1</b>	<b>560.0</b>	<b>813.8</b>	<b>875.7</b>	<b>874.8</b>	<b>853.4</b>	<b>705.7</b>
Wkday Ridership/Rev Hr	7.1	6.6	7.1	6.9	8.2	8.5	8.8	8.5	7.8
Sat Ridership/Rev Hr	6.1	6.9	8.4	7.2	8.7	9.9	10.1	9.5	8.5
Avg Weekday Rev Hours	67.9	87.5	108.7	87.7	108.8	110.8	106.3	108.5	98.0
Avg Saturday Rev Hours	37.5	50.2	51.3	46.6	55.5	55.7	55.1	55.4	51.0
Avg Weekday Rev Miles	1,511	1,911	2,343	1,915	2,336	2,389	2,304	2,341	2,126
Avg Saturday Rev Miles	756	1,013	1,031	939	1,120	1,138	1,128	1,128	1,034



# RIDERSHIP AND FARES

Period: 12/1/2020 to 12/31/2020

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	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes	Guides	
Orange 2	0	0	0	0	0	0	0	0	0	1,777	1	0	0	1	1	1	0	1	7	32	0	1,782
Brown 3	0	0	0	0	0	0	0	0	0	611	0	0	0	0	0	1	0	0	30	23	0	612
Green 4	0	0	0	0	0	0	0	0	0	2,274	2	0	0	0	0	0	0	0	15	76	0	2,276
Blue 5	0	0	0	0	0	0	0	0	0	1,336	0	0	0	0	0	1	0	0	17	67	0	1,337
Purple 6	0	0	0	0	0	0	0	0	0	1,553	0	1	1	0	0	0	0	0	55	27	0	1,555
Gold 8	0	0	0	0	0	0	0	0	0	159	0	0	0	0	0	0	0	0	7	7	0	159
Silver 9	0	0	0	0	0	0	0	0	0	123	0	1	0	0	0	0	0	0	0	3	0	124
Turquoise 10	0	0	0	0	0	0	0	0	0	164	0	0	0	0	0	0	0	0	4	10	0	164
Yellow 95	0	0	0	0	0	0	0	0	0	14,705	0	26	1	1	2	0	0	0	65	313	0	14,735
<b>Grand Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,702</b>	<b>3</b>	<b>28</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>200</b>	<b>558</b>	<b>0</b>	<b>22,744</b>

## REVENUE:

Total Revenue: \$0.00  
 Unclassified Revenue: \$0.00  
 As a % of Total: 0.00%



## TOTAL MILES AND HOURS BY ROUTE December 2020

Route	Revenue Hours	Non-Rev Hours	Total Hours	Revenue Miles	Non-Rev Miles	Total Miles
Orange Route 2	369.8	44.0	413.8	6,956	312	7,268
Brown Route 3	175.8	17.4	193.2	3,863	300	4,163
Green Route 4	285.9	20.9	306.8	4,538	255	4,793
Blue Route 5	254.5	12.5	267.0	6,157	163	6,320
Purple Route 6	261.1	26.3	287.4	5,756	500	6,256
Gold Route 8	58.3	19.5	77.8	1,853	581	2,434
Silver Route 9	59.8	76.7	136.5	2,110	1,895	4,005
Turquoise Route 10	67.2	13.3	80.5	3,007	197	3,204
Yellow Route 95	1,025.7	146.4	1,172.1	20,951	3,074	24,025

Totals for December 2020			
<b>Total Hours</b>	<b>2,935.13</b>	<b>Total Miles</b>	<b>62,468</b>
<b>Revenue Hours</b>	<b>2,558.15</b>	<b>Revenue Miles</b>	<b>55,191</b>
<b>Non-Revenue Hours</b>	<b>376.98</b>	<b>Non-Revenue Miles</b>	<b>7,277</b>



## OPERATING SUMMARY - On-Call Fiscal Year 2021

	Quarter				Quarter				YTD
	Jul-20	Aug-20	Sep-20	Qtr Total	Oct-20	Nov-20	Dec-20	Qtr Total	
Weekday Ridership	452	427	486	1,365	557	443	411	1,411	2,776
Saturday Ridership	25	35	42	102	60	31	36	127	229
<b>Total Ridership</b>	<b>477</b>	<b>462</b>	<b>528</b>	<b>1,467</b>	<b>617</b>	<b>474</b>	<b>447</b>	<b>1,538</b>	<b>3,005</b>
Weekday Revenue Hours	216.8	208.7	243.3	668.8	258.3	210.1	218.2	686.6	1,355.3
Saturday Revenue Hours	14.3	15.1	18.1	47.5	25.2	15.0	20.2	60.4	107.9
<b>Total Revenue Hours</b>	<b>231.1</b>	<b>223.8</b>	<b>261.4</b>	<b>716.3</b>	<b>283.5</b>	<b>225.1</b>	<b>238.4</b>	<b>747.0</b>	<b>1,463.3</b>
Weekday Total Hours	316.5	283.9	328.6	929.0	348.1	282.6	308.8	939.4	1,868.4
Saturday Total Hours	25.4	22.3	27.0	74.7	35.2	20.3	24.9	80.4	155.1
<b>Total Hours</b>	<b>341.9</b>	<b>306.2</b>	<b>355.6</b>	<b>1,003.6</b>	<b>383.2</b>	<b>302.9</b>	<b>333.7</b>	<b>1,019.8</b>	<b>2,023.4</b>
Weekday Revenue Miles	4,267	3,730	4,169	12,166	4,191	3,346	3,764	11,301	23,467
Saturday Revenue Miles	298	203	211	712	314	192	295	801	1,513
<b>Total Revenue Miles</b>	<b>4,565</b>	<b>3,933</b>	<b>4,380</b>	<b>12,878</b>	<b>4,505</b>	<b>3,538</b>	<b>4,059</b>	<b>12,102</b>	<b>24,980</b>
Weekday Total Miles	6,993	5,807	6,225	19,025	6,423	5,015	5,791	17,229	36,254
Saturday Total Miles	490	350	369	1,209	547	333	433	1,313	2,522
<b>Total Miles</b>	<b>7,483</b>	<b>6,157</b>	<b>6,594</b>	<b>20,234</b>	<b>6,970</b>	<b>5,348</b>	<b>6,224</b>	<b>18,542</b>	<b>38,776</b>
# Operating Weekdays	23	21	21	65	22	19	22	63	128
# Operating Saturdays	3	5	4	12	5	4	4	13	25
<b># Total Operating Days</b>	<b>26</b>	<b>26</b>	<b>25</b>	<b>77</b>	<b>27</b>	<b>23</b>	<b>26</b>	<b>76</b>	<b>153</b>
Avg Weekday Ridership	19.7	20.3	23.1	21.0	25.3	23.3	18.7	22.4	21.7
Avg Saturday Ridership	8.3	7.0	10.5	8.5	12.0	7.8	9.0	9.8	9.2
<b>Avg Daily Ridership</b>	<b>18.3</b>	<b>17.8</b>	<b>21.1</b>	<b>19.1</b>	<b>22.9</b>	<b>20.6</b>	<b>17.2</b>	<b>20.2</b>	<b>19.6</b>
Wkday Ridership/Rev Hr	2.1	2.0	2.0	2.0	2.2	2.1	1.9	2.1	2.0
Sat Ridership/Rev Hr	1.7	2.3	2.3	2.1	2.4	2.1	1.8	2.1	2.1
Avg Weekday Rev Hours	9.4	9.9	11.6	10.3	11.7	11.1	9.9	10.9	10.6
Avg Saturday Rev Hours	4.8	3.0	4.5	4.0	5.0	3.8	5.0	4.6	4.3
Avg Weekday Rev Miles	186	178	199	187	191	176	171	179	183
Avg Saturday Rev Miles	99	41	53	59	63	48	74	62	61



## PMIs COMPLETED

Period: 12/1/2020 - 12/31/2020

Bus #	Interval	Mileage at Previous PMI	Mileage at PMI	Miles Since Last PMI	On-Time	PMI
1	4000 miles	25	3,703	3,678	On Time	A-2
126	5000 miles	515,609	520,357	4,748	On Time	C
152	5000 miles	125,622	130,259	4,637	On Time	A-7
153	5000 miles	93,709	98,275	4,566	On Time	A-3
200	6000 miles	253,835	259,428	5,593	On Time	A-5
201	6000 miles	231,596	237,074	5,478	On Time	A-2
203	6000 miles	116,525	122,087	5,562	On Time	C
204	6000 miles	98,395	103,994	5,599	On Time	A-5
205	6000 miles	100,005	105,727	5,722	On Time	A-4
206	6000 miles	85,297	90,842	5,545	On Time	A-4
300	4000 miles	105,467	109,299	3,832	On Time	B-2
300	4000 miles	109,299	113,221	3,922	On Time	A-9
301	4000 miles	90,115	93,983	3,868	On Time	A-8
302	4000 miles	37,471	41,315	3,844	On Time	A-9

**PMIs Completed: 14**

<b>On Time: 14</b>	<b>100.0%</b>
<b>Early: 0</b>	<b>0.0%</b>
<b>Late: 0</b>	<b>0.0%</b>

Note: "On Time" is based on mileage not days.





# January 2021 - YCAT

---

The following information is based on the services and analyses performed by Solutions for Transit for YCIPTA for the month of January 2021.

Solutions for Transit completed its monthly review and sent a final review document to YCIPTA staff on February 23, 2021.

## **OPERATIONS**

### **Fixed Route**

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

	Reported	Scheduled	Difference
Revenue Hours	<b>1,502.7</b>	<b>1,504.2</b>	<b>(1.5)</b>
Total Hours	<b>1,833.6</b>	<b>1,866.8</b>	<b>(33.2)</b>
Revenue Miles	<b>33,393</b>	<b>33,769</b>	<b>(376)</b>
Total Miles	<b>39,931</b>	<b>41,228</b>	<b>(1,297)</b>
Passengers per Revenue Hour		<b>11.1</b>	
Passengers per Revenue Mile		<b>0.5</b>	

An additional 7.56 of revenue service time was used as "Plugs".

### **Demand Response**

Following are the actual miles and hours:

Revenue Hours	<b>216.8</b>
Total Hours	<b>317.9</b>
Revenue Miles	<b>4,139</b>
Total Miles	<b>6,557</b>
Average Weekday Revenue Hours	<b>10.6</b>
Passengers per Revenue Hour	<b>0.1</b>
Passengers per Revenue Mile	<b>0.0</b>

**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 **368** entry errors, **27** GFI errors (information classified incorrectly in GFI), **16** time overlaps, **57** fixed route vs. GFI errors, and **3** unreported roadcalls.

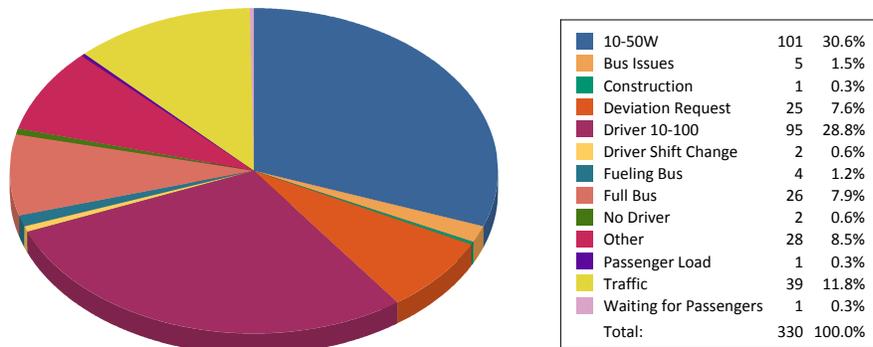
These errors were corrected before we submitted a final review to YCIPTA for billing authorization purposes.

**Late to First Stop:** There were **43** occurrences where the operator was late to the first stop by 5 minutes or more, resulting in **10 hours 56 minutes** of delayed service.

**Logging Out Early:** There were **68** occurrences where the operator logged off before the end of revenue service totaling **20 hours 21 minutes** of unaccounted revenue time.

**Delays:** During the month of January, **330** delays were reported by the contractor. The average delay was **5** minutes. The delays are broken down as follows:

**Delays by Category**



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

**MAINTENANCE**

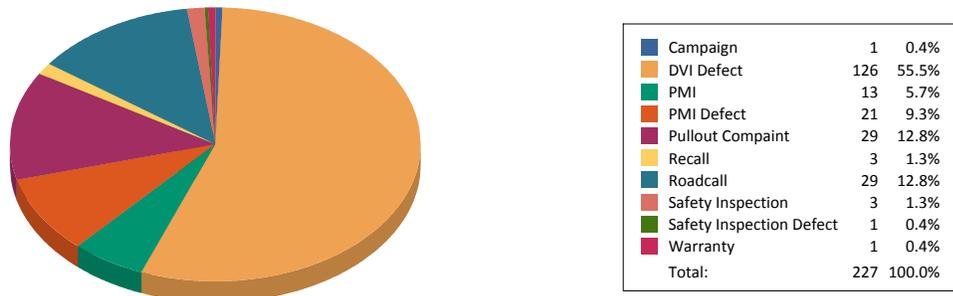
**PMIs Completed:** There were **13** PMIs completed during the month of January. Of these, **0** were completed late based on the information entered into The Reporting Solution.

**Roadcalls:** There were 29 roadcalls/bus exchanges for the month of January.

- o **25** of these are roadcalls as defined by NTD (the bus did not complete its scheduled service)
- o **8,181** 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 **959** 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**

- o Back-up: Solutions for Transit is backing up the GFI data once per week. It is being placed on the Solutions for Transit home server in Lodi. This separates the back-up from the live data and provides the City with the FTA required disaster recovery for the GFI farebox information.
- o Remote Connection to the GFI Server: The current connection is established through GoToAssist.
  - o Appliance Transfer 100% on time every 4 Hours



## OPERATING SUMMARY - Systemwide Fiscal Year 2021

### Systemwide

	Quarter				Quarter				Quarter		YTD
	Jul-20	Aug-20	Sep-20	Qtr Total	Oct-20	Nov-20	Dec-20	Qtr Total	Jan-21	Qtr Total	
Weekday Ridership	10,540	12,034	16,177	38,751	19,567	17,932	20,508	58,007	13,517	13,517	110,275
Saturday Ridership	921	1,721	1,726	4,368	2,406	2,210	2,236	6,852	2,710	2,710	13,930
<b>Total Ridership</b>	<b>11,461</b>	<b>13,755</b>	<b>17,903</b>	<b>43,119</b>	<b>21,973</b>	<b>20,142</b>	<b>22,744</b>	<b>64,859</b>	<b>16,227</b>	<b>16,227</b>	<b>124,205</b>
Weekday Revenue Hours	1,493.5	1,836.8	2,283.2	5,613.5	2,394.4	2,105.8	2,337.8	6,838.1	1,233.3	1,233.3	13,685.0
Saturday Revenue Hours	150.0	250.8	205.2	606.1	277.3	222.9	220.3	720.6	276.9	276.9	1,603.6
<b>Total Revenue Hours</b>	<b>1,643.5</b>	<b>2,087.7</b>	<b>2,488.4</b>	<b>6,219.6</b>	<b>2,671.8</b>	<b>2,328.7</b>	<b>2,558.1</b>	<b>7,558.7</b>	<b>1,510.3</b>	<b>1,510.3</b>	<b>15,288.5</b>
Weekday Total Hours	1,710.0	2,116.1	2,646.5	6,472.6	2,764.2	2,434.9	2,676.2	7,875.3	1,526.1	1,526.1	15,874.0
Saturday Total Hours	169.4	284.8	233.7	687.9	317.6	256.8	258.9	833.3	324.3	324.3	1,845.5
<b>Total Hours</b>	<b>1,879.3</b>	<b>2,400.8</b>	<b>2,880.3</b>	<b>7,160.5</b>	<b>3,081.8</b>	<b>2,691.7</b>	<b>2,935.1</b>	<b>8,708.7</b>	<b>1,850.4</b>	<b>1,850.4</b>	<b>17,719.6</b>
Weekday Revenue Miles	33,238	40,125	49,211	122,574	51,395	45,394	50,681	147,470	27,944	27,944	297,988
Saturday Revenue Miles	3,025	5,063	4,125	12,213	5,599	4,551	4,510	14,660	5,631	5,631	32,504
<b>Total Revenue Miles</b>	<b>36,263</b>	<b>45,188</b>	<b>53,336</b>	<b>134,787</b>	<b>56,994</b>	<b>49,945</b>	<b>55,191</b>	<b>162,130</b>	<b>33,575</b>	<b>33,575</b>	<b>330,492</b>
Weekday Total Miles	38,426	46,403	56,947	141,776	59,303	52,410	57,278	168,991	33,923	33,923	344,690
Saturday Total Miles	3,484	5,851	4,757	14,092	6,437	5,204	5,190	16,831	6,438	6,438	37,361
<b>Total Miles</b>	<b>41,910</b>	<b>52,254</b>	<b>61,704</b>	<b>155,868</b>	<b>65,740</b>	<b>57,614</b>	<b>62,468</b>	<b>185,822</b>	<b>40,361</b>	<b>40,361</b>	<b>382,051</b>
# Operating Weekdays	22	21	21	64	22	19	22	63	19	19	146
# Operating Saturdays	4	5	4	13	5	4	4	13	5	5	31
<b># Total Operating Days</b>	<b>26</b>	<b>26</b>	<b>25</b>	<b>77</b>	<b>27</b>	<b>23</b>	<b>26</b>	<b>76</b>	<b>24</b>	<b>24</b>	<b>177</b>
Avg Weekday Ridership	479.1	573.0	770.3	605.5	889.4	943.8	932.2	920.7	711.4	711.4	755.3
Avg Saturday Ridership	230.3	344.2	431.5	336.0	481.2	552.5	559.0	527.1	542.0	542.0	449.4
<b>Avg Daily Ridership</b>	<b>440.8</b>	<b>529.0</b>	<b>716.1</b>	<b>560.0</b>	<b>813.8</b>	<b>875.7</b>	<b>874.8</b>	<b>853.4</b>	<b>676.1</b>	<b>676.1</b>	<b>701.7</b>
Wkday Ridership/Rev Hr	7.1	6.6	7.1	6.9	8.2	8.5	8.8	8.5	11.0	11.0	8.1
Sat Ridership/Rev Hr	6.1	6.9	8.4	7.2	8.7	9.9	10.1	9.5	9.8	9.8	8.7
Avg Weekday Rev Hours	67.9	87.5	108.7	87.7	108.8	110.8	106.3	108.5	64.9	64.9	93.7
Avg Saturday Rev Hours	37.5	50.2	51.3	46.6	55.5	55.7	55.1	55.4	55.4	55.4	51.7
Avg Weekday Rev Miles	1,511	1,911	2,343	1,915	2,336	2,389	2,304	2,341	1,471	1,471	2,041
Avg Saturday Rev Miles	756	1,013	1,031	939	1,120	1,138	1,128	1,128	1,126	1,126	1,049



# RIDERSHIP AND FARES

Period: 1/1/2021 to 1/31/2021

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	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes	Guides	
Orange 2	0	0	0	0	0	0	0	0	0	1,098	0	8	0	1	0	0	0	1	14	39	0	1,108
Brown 3	0	0	0	0	0	0	0	0	0	382	0	0	0	0	0	1	0	0	8	7	0	383
Green 4	0	0	0	0	0	0	0	0	0	1,302	0	1	0	0	0	0	0	0	13	76	0	1,303
Blue 5	0	0	0	0	0	0	0	0	0	1,210	0	1	0	0	0	0	0	0	10	118	0	1,211
Purple 6	0	0	0	0	0	0	0	0	0	1,270	0	0	0	0	0	0	0	0	31	7	0	1,270
Gold 8	0	0	0	0	0	0	0	0	0	140	0	1	0	0	0	0	0	0	1	4	0	141
Silver 9	0	0	0	0	0	0	0	0	0	159	0	0	2	0	1	0	0	0	0	0	0	162
Turquoise 10	0	0	0	0	0	0	0	0	0	121	1	0	1	0	0	0	0	0	1	3	0	123
Yellow 95	0	0	0	0	0	0	0	0	0	10,518	0	7	1	0	0	0	0	0	62	219	0	10,526
<b>Grand Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,200</b>	<b>1</b>	<b>18</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>140</b>	<b>473</b>	<b>0</b>	<b>16,227</b>

**REVENUE:**

Total Revenue: \$0.00  
 Unclassified Revenue: \$0.00  
 As a % of Total: 0.00%



## TOTAL MILES AND HOURS BY ROUTE January 2021

Route	Revenue Hours	Non-Rev Hours	Total Hours	Revenue Miles	Non-Rev Miles	Total Miles
Orange Route 2	328.8	38.0	366.8	6,196	288	6,484
Brown Route 3	90.6	4.2	94.8	1,924	67	1,991
Green Route 4	155.1	20.1	175.2	2,419	213	2,632
Blue Route 5	164.4	17.0	181.4	4,037	187	4,224
Purple Route 6	168.9	22.9	191.8	3,634	499	4,133
Gold Route 8	55.5	25.9	81.4	1,724	697	2,421
Silver Route 9	62.0	85.6	147.6	2,117	2,030	4,147
Turquoise Route 10	61.1	16.3	77.4	2,739	173	2,912
Yellow Route 95	423.7	110.3	534.0	8,785	2,632	11,417

Totals for January 2021			
<b>Total Hours</b>	<b>1,850.43</b>	<b>Total Miles</b>	<b>40,361</b>
<b>Revenue Hours</b>	<b>1,510.27</b>	<b>Revenue Miles</b>	<b>33,575</b>
<b>Non-Revenue Hours</b>	<b>340.17</b>	<b>Non-Revenue Miles</b>	<b>6,786</b>



## OPERATING SUMMARY - On-Call Fiscal Year 2021

	Quarter				Quarter				Quarter		YTD
	Jul-20	Aug-20	Sep-20	Qtr Total	Oct-20	Nov-20	Dec-20	Qtr Total	Jan-21	Qtr Total	
Weekday Ridership	452	427	486	1,365	557	443	411	1,411	365	365	3,141
Saturday Ridership	25	35	42	102	60	31	36	127	43	43	272
<b>Total Ridership</b>	<b>477</b>	<b>462</b>	<b>528</b>	<b>1,467</b>	<b>617</b>	<b>474</b>	<b>447</b>	<b>1,538</b>	<b>408</b>	<b>408</b>	<b>3,413</b>
Weekday Revenue Hours	216.8	208.7	243.3	668.8	258.3	210.1	218.2	686.6	201.3	201.3	1,556.7
Saturday Revenue Hours	14.3	15.1	18.1	47.5	25.2	15.0	20.2	60.4	15.4	15.4	123.4
<b>Total Revenue Hours</b>	<b>231.1</b>	<b>223.8</b>	<b>261.4</b>	<b>716.3</b>	<b>283.5</b>	<b>225.1</b>	<b>238.4</b>	<b>747.0</b>	<b>216.8</b>	<b>216.8</b>	<b>1,680.0</b>
Weekday Total Hours	316.5	283.9	328.6	929.0	348.1	282.6	308.8	939.4	296.5	296.5	2,164.9
Saturday Total Hours	25.4	22.3	27.0	74.7	35.2	20.3	24.9	80.4	21.4	21.4	176.5
<b>Total Hours</b>	<b>341.9</b>	<b>306.2</b>	<b>355.6</b>	<b>1,003.6</b>	<b>383.2</b>	<b>302.9</b>	<b>333.7</b>	<b>1,019.8</b>	<b>317.9</b>	<b>317.9</b>	<b>2,341.4</b>
Weekday Revenue Miles	4,267	3,730	4,169	12,166	4,191	3,346	3,764	11,301	3,933	3,933	27,400
Saturday Revenue Miles	298	203	211	712	314	192	295	801	206	206	1,719
<b>Total Revenue Miles</b>	<b>4,565</b>	<b>3,933</b>	<b>4,380</b>	<b>12,878</b>	<b>4,505</b>	<b>3,538</b>	<b>4,059</b>	<b>12,102</b>	<b>4,139</b>	<b>4,139</b>	<b>29,119</b>
Weekday Total Miles	6,993	5,807	6,225	19,025	6,423	5,015	5,791	17,229	6,158	6,158	42,412
Saturday Total Miles	490	350	369	1,209	547	333	433	1,313	399	399	2,921
<b>Total Miles</b>	<b>7,483</b>	<b>6,157</b>	<b>6,594</b>	<b>20,234</b>	<b>6,970</b>	<b>5,348</b>	<b>6,224</b>	<b>18,542</b>	<b>6,557</b>	<b>6,557</b>	<b>45,333</b>
# Operating Weekdays	23	21	21	65	22	19	22	63	19	19	147
# Operating Saturdays	3	5	4	12	5	4	4	13	5	5	30
<b># Total Operating Days</b>	<b>26</b>	<b>26</b>	<b>25</b>	<b>77</b>	<b>27</b>	<b>23</b>	<b>26</b>	<b>76</b>	<b>24</b>	<b>24</b>	<b>177</b>
Avg Weekday Ridership	19.7	20.3	23.1	21.0	25.3	23.3	18.7	22.4	19.2	19.2	21.4
Avg Saturday Ridership	8.3	7.0	10.5	8.5	12.0	7.8	9.0	9.8	8.6	8.6	9.1
<b>Avg Daily Ridership</b>	<b>18.3</b>	<b>17.8</b>	<b>21.1</b>	<b>19.1</b>	<b>22.9</b>	<b>20.6</b>	<b>17.2</b>	<b>20.2</b>	<b>17.0</b>	<b>17.0</b>	<b>19.3</b>
Wkday Ridership/Rev Hr	2.1	2.0	2.0	2.0	2.2	2.1	1.9	2.1	1.8	1.8	2.0
Sat Ridership/Rev Hr	1.7	2.3	2.3	2.1	2.4	2.1	1.8	2.1	2.8	2.8	2.2
Avg Weekday Rev Hours	9.4	9.9	11.6	10.3	11.7	11.1	9.9	10.9	10.6	10.6	10.6
Avg Saturday Rev Hours	4.8	3.0	4.5	4.0	5.0	3.8	5.0	4.6	3.1	3.1	4.1
Avg Weekday Rev Miles	186	178	199	187	191	176	171	179	207	207	186
Avg Saturday Rev Miles	99	41	53	59	63	48	74	62	41	41	57





## PMIs COMPLETED

Period: 1/1/2021 - 1/31/2021

Bus #	Interval	Mileage at Previous PMI	Mileage at PMI	Miles Since Last PMI	On-Time	PMI
117	4000 miles	383,028	386,745	3,717	On Time	A-6
122	4000 miles	272,758	276,431	3,673	On Time	A-6
123	4000 miles	305,840	309,471	3,631	On Time	A-3
146	4000 miles	55,856	59,515	3,659	On Time	C
202	6000 miles	106,397	111,916	5,519	On Time	A-2
203	6000 miles	122,087	127,730	5,643	On Time	A-1
204	6000 miles	103,994	109,783	5,789	On Time	A-6
300	4000 miles	113,221	116,993	3,772	On Time	C
302	4000 miles	41,315	45,261	3,946	On Time	C
350	4000 miles	2,023	5,948	3,925	On Time	A-2
351	4000 miles	2,373	6,187	3,814	On Time	A-2
1101	4000 miles	43,591	47,387	3,796	On Time	C
1102	4000 miles	36,178	39,988	3,810	On Time	B-2

**PMIs Completed: 13**

<b>On Time: 13</b>	<b>100.0%</b>
<b>Early: 0</b>	<b>0.0%</b>
<b>Late: 0</b>	<b>0.0%</b>

Note: "On Time" is based on mileage not days.



# February 2021 - YCAT

---

The following information is based on the services and analyses performed by Solutions for Transit for YCIPTA for the month of February 2021.

Solutions for Transit completed its monthly review and sent a final review document to YCIPTA staff on March 10, 2021.

## OPERATIONS

### Fixed Route

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

	Reported	Scheduled	Difference
Revenue Hours	<b>1,462.9</b>	<b>1,466.6</b>	<b>(3.7)</b>
Total Hours	<b>1,834.6</b>	<b>1,850.7</b>	<b>(16.1)</b>
Revenue Miles	<b>33,190</b>	<b>33,408</b>	<b>(218)</b>
Total Miles	<b>40,526</b>	<b>41,414</b>	<b>(888)</b>

Passengers per Revenue Hour	<b>11.9</b>
Passengers per Revenue Mile	<b>0.5</b>

An additional 19.75 of revenue service time was used as "Plugs".

### Demand Response

Following are the actual miles and hours:

Revenue Hours	<b>241.1</b>
Total Hours	<b>339.3</b>
Revenue Miles	<b>4,046</b>
Total Miles	<b>6,570</b>
Average Weekday Revenue Hours	<b>12.0</b>
Passengers per Revenue Hour	<b>0.2</b>
Passengers per Revenue Mile	<b>0.0</b>

**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 **125** entry errors, **21** GFI errors (information classified incorrectly in GFI), **10** time overlaps, **45** fixed route vs. GFI errors, and **5** unreported roadcalls.

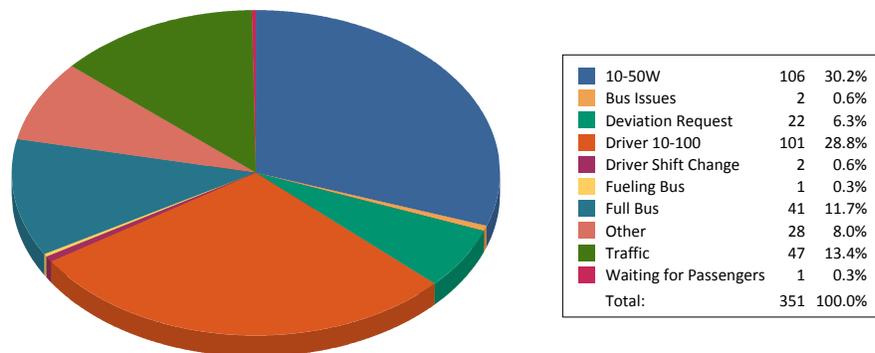
These errors were corrected before we submitted a final review to YCIPTA for billing authorization purposes.

**Late to First Stop:** There were **44** occurrences where the operator was late to the first stop by 5 minutes or more, resulting in **11 hours 40 minutes** of delayed service.

**Logging Out Early:** There were **98** occurrences where the operator logged off before the end of revenue service totaling **27 hours and 22 minutes** of unaccounted revenue time.

**Delays:** During the month of February, **351** delays were reported by RATPDev. The average delay was **4** minutes. The delays are broken down as follows:

**Delays by Category**



**Customer Comments:** During the month of February, **1** complaints were called in. Of these RATPDev followed up on **1**. In addition, **0** commendations were called in.

**MAINTENANCE**

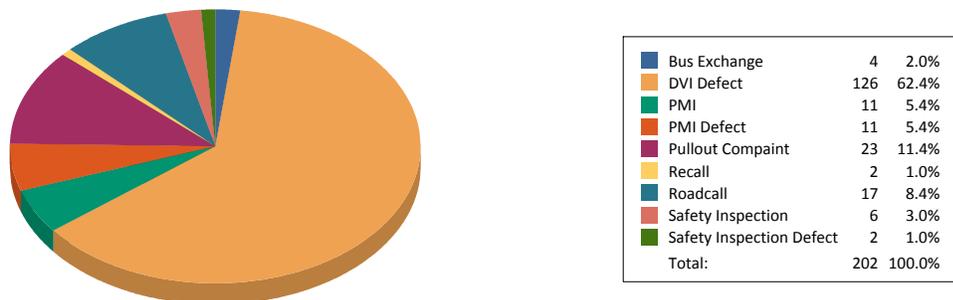
**PMIs Completed:** There were **11** PMIs completed during the month of February. Of these, **0** were completed late based on the information entered into The Reporting Solution.

**Roadcalls:** There were 17 roadcalls/bus exchanges for the month of February.

- o **16** of these are roadcalls as defined by NTD (the bus did not complete its scheduled service)
- o **3,060** 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 **90** 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 2021

### Systemwide

	Quarter				Quarter				Quarter			YTD
	Jul-20	Aug-20	Sep-20	Qtr Total	Oct-20	Nov-20	Dec-20	Qtr Total	Jan-21	Feb-21	Qtr Total	
Weekday Ridership	10,540	12,034	16,177	38,751	19,567	17,932	20,508	58,007	13,517	14,704	28,221	124,979
Saturday Ridership	921	1,721	1,726	4,368	2,406	2,210	2,236	6,852	2,710	2,195	4,905	16,125
<b>Total Ridership</b>	<b>11,461</b>	<b>13,755</b>	<b>17,903</b>	<b>43,119</b>	<b>21,973</b>	<b>20,142</b>	<b>22,744</b>	<b>64,859</b>	<b>16,227</b>	<b>16,899</b>	<b>33,126</b>	<b>141,104</b>
Weekday Revenue Hours	1,493.5	1,836.8	2,283.2	5,613.5	2,394.4	2,105.8	2,337.8	6,838.1	1,233.3	1,260.8	2,494.1	14,945.7
Saturday Revenue Hours	150.0	250.8	205.2	606.1	277.3	222.9	220.3	720.6	276.9	221.9	498.8	1,825.5
<b>Total Revenue Hours</b>	<b>1,643.5</b>	<b>2,087.7</b>	<b>2,488.4</b>	<b>6,219.6</b>	<b>2,671.8</b>	<b>2,328.7</b>	<b>2,558.1</b>	<b>7,558.7</b>	<b>1,510.3</b>	<b>1,482.6</b>	<b>2,992.9</b>	<b>16,771.2</b>
Weekday Total Hours	1,710.0	2,116.1	2,646.5	6,472.6	2,764.2	2,434.9	2,676.2	7,875.3	1,526.1	1,621.1	3,147.2	17,495.1
Saturday Total Hours	169.4	284.8	233.7	687.9	317.6	256.8	258.9	833.3	324.3	254.8	579.1	2,100.4
<b>Total Hours</b>	<b>1,879.3</b>	<b>2,400.8</b>	<b>2,880.3</b>	<b>7,160.5</b>	<b>3,081.8</b>	<b>2,691.7</b>	<b>2,935.1</b>	<b>8,708.7</b>	<b>1,850.4</b>	<b>1,875.9</b>	<b>3,726.3</b>	<b>19,595.5</b>
Weekday Revenue Miles	33,238	40,125	49,211	122,574	51,395	45,394	50,681	147,470	27,944	29,120	57,064	327,108
Saturday Revenue Miles	3,025	5,063	4,125	12,213	5,599	4,551	4,510	14,660	5,686	4,516	10,202	37,075
<b>Total Revenue Miles</b>	<b>36,263</b>	<b>45,188</b>	<b>53,336</b>	<b>134,787</b>	<b>56,994</b>	<b>49,945</b>	<b>55,191</b>	<b>162,130</b>	<b>33,630</b>	<b>33,636</b>	<b>67,266</b>	<b>364,183</b>
Weekday Total Miles	38,426	46,403	56,947	141,776	59,303	52,410	57,278	168,991	33,923	36,310	70,233	381,000
Saturday Total Miles	3,484	5,851	4,757	14,092	6,437	5,204	5,190	16,831	6,498	5,187	11,685	42,608
<b>Total Miles</b>	<b>41,910</b>	<b>52,254</b>	<b>61,704</b>	<b>155,868</b>	<b>65,740</b>	<b>57,614</b>	<b>62,468</b>	<b>185,822</b>	<b>40,421</b>	<b>41,497</b>	<b>81,918</b>	<b>423,608</b>
# Operating Weekdays	22	21	21	64	22	19	22	63	19	19	38	165
# Operating Saturdays	4	5	4	13	5	4	4	13	5	4	9	35
<b># Total Operating Days</b>	<b>26</b>	<b>26</b>	<b>25</b>	<b>77</b>	<b>27</b>	<b>23</b>	<b>26</b>	<b>76</b>	<b>24</b>	<b>23</b>	<b>47</b>	<b>200</b>
Avg Weekday Ridership	479.1	573.0	770.3	605.5	889.4	943.8	932.2	920.7	711.4	773.9	742.7	757.4
Avg Saturday Ridership	230.3	344.2	431.5	336.0	481.2	552.5	559.0	527.1	542.0	548.8	545.0	460.7
<b>Avg Daily Ridership</b>	<b>440.8</b>	<b>529.0</b>	<b>716.1</b>	<b>560.0</b>	<b>813.8</b>	<b>875.7</b>	<b>874.8</b>	<b>853.4</b>	<b>676.1</b>	<b>734.7</b>	<b>704.8</b>	<b>705.5</b>
Wkday Ridership/Rev Hr	7.1	6.6	7.1	6.9	8.2	8.5	8.8	8.5	11.0	11.7	11.3	8.4
Sat Ridership/Rev Hr	6.1	6.9	8.4	7.2	8.7	9.9	10.1	9.5	9.8	9.9	9.8	8.8
Avg Weekday Rev Hours	67.9	87.5	108.7	87.7	108.8	110.8	106.3	108.5	64.9	66.4	65.6	90.6
Avg Saturday Rev Hours	37.5	50.2	51.3	46.6	55.5	55.7	55.1	55.4	55.4	55.5	55.4	52.2
Avg Weekday Rev Miles	1,511	1,911	2,343	1,915	2,336	2,389	2,304	2,341	1,471	1,533	1,502	1,982
Avg Saturday Rev Miles	756	1,013	1,031	939	1,120	1,138	1,128	1,128	1,137	1,129	1,134	1,059



# RIDERSHIP AND FARES

Period: 2/1/2021 to 2/28/2021

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	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes	Guides	
Orange 2	0	0	0	0	0	0	0	0	0	1,116	0	3	0	0	1	0	0	0	12	44	0	1,120
Brown 3	0	0	0	0	0	0	0	0	0	327	1	0	0	0	0	0	0	0	10	5	0	328
Green 4	0	0	0	0	0	0	0	0	0	1,360	0	3	0	0	1	0	0	0	15	79	0	1,364
Blue 5	0	0	0	0	0	0	0	0	0	1,151	0	0	0	0	0	0	0	0	9	83	0	1,151
Purple 6	0	0	0	0	0	0	0	0	0	1,254	1	1	0	0	0	0	0	0	14	20	0	1,256
Gold 8	0	0	0	0	0	0	0	0	0	195	0	0	0	0	0	0	0	0	5	3	0	195
Silver 9	0	0	0	0	0	0	0	0	0	183	0	0	1	0	0	0	0	0	0	0	0	184
Turquoise 10	0	0	0	0	0	0	0	0	0	158	0	0	0	0	0	0	0	0	2	8	0	158
Yellow 95	0	0	0	0	0	0	0	0	0	11,141	1	0	0	0	0	1	0	0	72	208	0	11,143
Specials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,885</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>139</b>	<b>450</b>	<b>0</b>	<b>16,899</b>

## REVENUE:

Total Revenue: \$0.00  
 Unclassified Revenue: \$0.00  
 As a % of Total: 0.00%



## TOTAL MILES AND HOURS BY ROUTE February 2021

Route	Revenue Hours	Non-Rev Hours	Total Hours	Revenue Miles	Non-Rev Miles	Total Miles
Orange Route 2	322.7	38.0	360.7	6,074	276	6,350
Brown Route 3	88.2	5.3	93.6	1,891	106	1,997
Green Route 4	145.4	18.9	164.3	2,362	227	2,589
Blue Route 5	158.1	17.1	175.2	3,851	185	4,036
Purple Route 6	162.3	20.9	183.2	3,481	500	3,981
Gold Route 8	58.1	33.2	91.3	1,751	711	2,462
Silver Route 9	82.7	122.6	205.2	2,894	2,847	5,741
Turquoise Route 10	61.4	17.3	78.7	2,761	177	2,938
Yellow Route 95	403.7	120.0	523.6	8,571	2,832	11,403

Totals for February 2021			
<b>Total Hours</b>	<b>1,875.90</b>	<b>Total Miles</b>	<b>41,497</b>
<b>Revenue Hours</b>	<b>1,482.65</b>	<b>Revenue Miles</b>	<b>33,636</b>
<b>Non-Revenue Hours</b>	<b>393.25</b>	<b>Non-Revenue Miles</b>	<b>7,861</b>



## OPERATING SUMMARY - On-Call Fiscal Year 2021

	Quarter				Quarter				Quarter			YTD
	Jul-20	Aug-20	Sep-20	Qtr Total	Oct-20	Nov-20	Dec-20	Qtr Total	Jan-21	Feb-21	Qtr Total	
Weekday Ridership	452	427	486	1,365	557	443	411	1,411	365	453	818	3,594
Saturday Ridership	25	35	42	102	60	31	36	127	43	39	82	311
<b>Total Ridership</b>	<b>477</b>	<b>462</b>	<b>528</b>	<b>1,467</b>	<b>617</b>	<b>474</b>	<b>447</b>	<b>1,538</b>	<b>408</b>	<b>492</b>	<b>900</b>	<b>3,905</b>
Weekday Revenue Hours	216.8	208.7	243.3	668.8	258.3	210.1	218.2	686.6	201.3	227.7	429.0	1,784.4
Saturday Revenue Hours	14.3	15.1	18.1	47.5	25.2	15.0	20.2	60.4	15.4	13.4	28.8	136.7
<b>Total Revenue Hours</b>	<b>231.1</b>	<b>223.8</b>	<b>261.4</b>	<b>716.3</b>	<b>283.5</b>	<b>225.1</b>	<b>238.4</b>	<b>747.0</b>	<b>216.8</b>	<b>241.1</b>	<b>457.8</b>	<b>1,921.1</b>
Weekday Total Hours	316.5	283.9	328.6	929.0	348.1	282.6	308.8	939.4	296.5	323.1	619.6	2,488.0
Saturday Total Hours	25.4	22.3	27.0	74.7	35.2	20.3	24.9	80.4	21.4	16.2	37.6	192.7
<b>Total Hours</b>	<b>341.9</b>	<b>306.2</b>	<b>355.6</b>	<b>1,003.6</b>	<b>383.2</b>	<b>302.9</b>	<b>333.7</b>	<b>1,019.8</b>	<b>317.9</b>	<b>339.3</b>	<b>657.2</b>	<b>2,680.7</b>
Weekday Revenue Miles	4,267	3,730	4,169	12,166	4,191	3,346	3,764	11,301	3,933	3,861	7,794	31,261
Saturday Revenue Miles	298	203	211	712	314	192	295	801	206	185	391	1,904
<b>Total Revenue Miles</b>	<b>4,565</b>	<b>3,933</b>	<b>4,380</b>	<b>12,878</b>	<b>4,505</b>	<b>3,538</b>	<b>4,059</b>	<b>12,102</b>	<b>4,139</b>	<b>4,046</b>	<b>8,185</b>	<b>33,165</b>
Weekday Total Miles	6,993	5,807	6,225	19,025	6,423	5,015	5,791	17,229	6,158	6,228	12,386	48,640
Saturday Total Miles	490	350	369	1,209	547	333	433	1,313	399	342	741	3,263
<b>Total Miles</b>	<b>7,483</b>	<b>6,157</b>	<b>6,594</b>	<b>20,234</b>	<b>6,970</b>	<b>5,348</b>	<b>6,224</b>	<b>18,542</b>	<b>6,557</b>	<b>6,570</b>	<b>13,127</b>	<b>51,903</b>
# Operating Weekdays	23	21	21	65	22	19	22	63	19	19	38	166
# Operating Saturdays	3	5	4	12	5	4	4	13	5	4	9	34
<b># Total Operating Days</b>	<b>26</b>	<b>26</b>	<b>25</b>	<b>77</b>	<b>27</b>	<b>23</b>	<b>26</b>	<b>76</b>	<b>24</b>	<b>23</b>	<b>47</b>	<b>200</b>
Avg Weekday Ridership	19.7	20.3	23.1	21.0	25.3	23.3	18.7	22.4	19.2	23.8	21.5	21.7
Avg Saturday Ridership	8.3	7.0	10.5	8.5	12.0	7.8	9.0	9.8	8.6	9.8	9.1	9.1
<b>Avg Daily Ridership</b>	<b>18.3</b>	<b>17.8</b>	<b>21.1</b>	<b>19.1</b>	<b>22.9</b>	<b>20.6</b>	<b>17.2</b>	<b>20.2</b>	<b>17.0</b>	<b>21.4</b>	<b>19.1</b>	<b>19.5</b>
Wkday Ridership/Rev Hr	2.1	2.0	2.0	2.0	2.2	2.1	1.9	2.1	1.8	2.0	1.9	2.0
Sat Ridership/Rev Hr	1.7	2.3	2.3	2.1	2.4	2.1	1.8	2.1	2.8	2.9	2.8	2.3
Avg Weekday Rev Hours	9.4	9.9	11.6	10.3	11.7	11.1	9.9	10.9	10.6	12.0	11.3	10.7
Avg Saturday Rev Hours	4.8	3.0	4.5	4.0	5.0	3.8	5.0	4.6	3.1	3.3	3.2	4.0
Avg Weekday Rev Miles	186	178	199	187	191	176	171	179	207	203	205	188
Avg Saturday Rev Miles	99	41	53	59	63	48	74	62	41	46	43	56





## PMIs COMPLETED

Period: 2/1/2021 - 2/28/2021

Bus #	Interval	Mileage at Previous PMI	Mileage at PMI	Miles Since Last PMI	On-Time	PMI
126	5000 miles	520,357	525,182	4,825	On Time	A-1
152	5000 miles	130,259	134,923	4,664	On Time	C
200	6000 miles	259,428	265,073	5,645	On Time	A-6
201	6000 miles	237,074	242,689	5,615	On Time	A-3
203	6000 miles	127,730	133,262	5,532	On Time	A-2
206	6000 miles	90,842	96,295	5,453	On Time	A-5
301	4000 miles	93,983	97,973	3,990	On Time	B-2
302	4000 miles	45,261	49,250	3,989	On Time	A-1
303	4000 miles	2,765	6,586	3,821	On Time	A-2
351	4000 miles	6,187	10,088	3,901	On Time	A-3
1102	4000 miles	39,988	43,707	3,719	On Time	A-9

**PMIs Completed: 11**

<b>On Time: 11</b>	<b>100.0%</b>
<b>Early: 0</b>	<b>0.0%</b>
<b>Late: 0</b>	<b>0.0%</b>

Note: "On Time" is based on mileage not days.



Monthly YCIPTA board meeting report RatpDev

Oliver Cromwell GM

3/16/2021

This monthly report is intended to summarize any route operations, maintenance, management or finance operations or actions that fall outside of normal operations for YCAT public transit.

COVID 19.

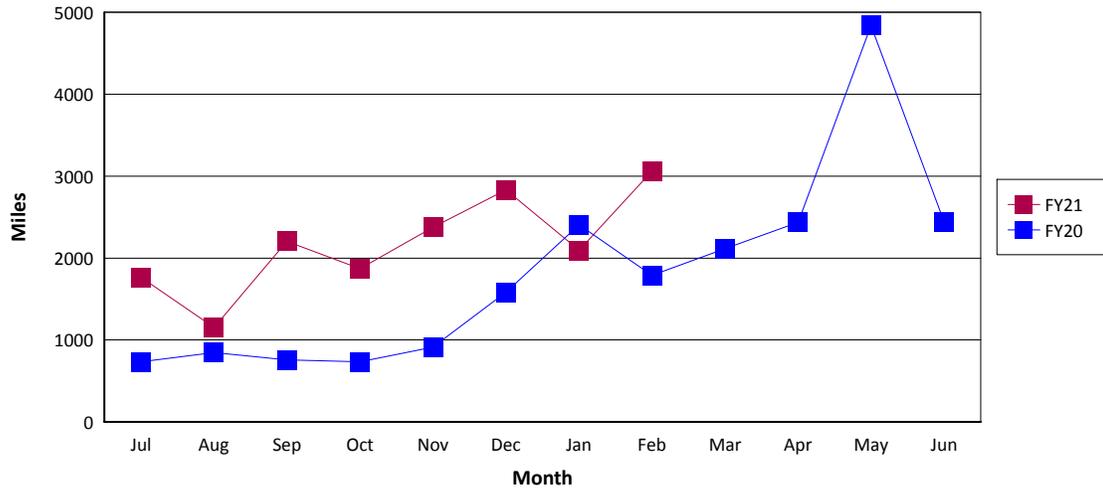
- A return to full service will begin starting Monday 3/22/2021 Safety precautions will still be implemented to protect our operators and the public, entry in rear door only unless wheelchair ramp is needed, reduced passenger capacity, some seats blocked off to increase passenger distance.
- We will continue our normal cleaning and sanitizing including sanitize all vehicles nightly in addition to sanitizing vehicles enroute at transfer points.
- Driver shields have been ordered for all Gillig buses ETA for delivery 4/21/2021. Drivers shields for all other revenue vehicles (5 different body styles) are in the design phase ETA unknown at this time.
- Fare collection will resume after all Driver shields have been installed. Final install date TBD.



# MILES BETWEEN ROADCALLS Fleetwide

## Miles Between Roadcalls

FY2021 vs FY2020



Month	Mileage FY21	Roadcalls FY21	Miles Between Roadcalls
Jul	49,425	28	1,765
Aug	61,124	53	1,153
Sep	70,558	32	2,205
Oct	74,745	40	1,869
Nov	66,470	28	2,374
Dec	70,790	25	2,832
Jan	48,160	23	2,094
Feb	48,961	16	3,060
Mar			
Apr			
May			
Jun			
<b>Year-To-Date:</b>	<b>490,233</b>	<b>245</b>	<b>2,001</b>



## PMIs COMPLETED

Period: 2/1/2021 - 2/28/2021

Bus #	Interval	Mileage at Previous PMI	Mileage at PMI	Miles Since Last PMI	On-Time	PMI
126	5000 miles	520,357	525,182	4,825	On Time	A-1
152	5000 miles	130,259	134,923	4,664	On Time	C
200	6000 miles	259,428	265,073	5,645	On Time	A-6
201	6000 miles	237,074	242,689	5,615	On Time	A-3
203	6000 miles	127,730	133,262	5,532	On Time	A-2
206	6000 miles	90,842	96,295	5,453	On Time	A-5
301	4000 miles	93,983	97,973	3,990	On Time	B-2
302	4000 miles	45,261	49,250	3,989	On Time	A-1
303	4000 miles	2,765	6,586	3,821	On Time	A-2
351	4000 miles	6,187	10,088	3,901	On Time	A-3
1102	4000 miles	39,988	43,707	3,719	On Time	A-9

**PMIs Completed: 11**

**On Time: 11      100.0%**  
**Early: 0          0.0%**  
**Late: 0            0.0%**

Note: "On Time" is based on mileage not days.



## Yuma County Intergovernmental Public Transportation Authority

---

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.ycipta.az.gov](http://www.ycipta.az.gov)

### Transit Directors Report February – March 2021

- Bi-weekly meetings regarding the Hotel Del Sol project with the City of Yuma, SPS+ Architects and other stakeholders. Discussing design and structural elements.
- Bi-weekly meeting regarding the Short-Range Transit Plan. Draft document to board in March, approval in April
- Bi-weekly meetings regarding the Strategic Planning Process.
- Elected to a full two year term as Director at Large for South West Transit Association (SWTA)
- Bi-weekly meetings with the Border Community/COVID Task Force with SWTA
- OMB Memo regarding audit extension. Item #13
- ARP contains \$30.5 billion to assist with operating costs, including payroll and PPE expenses. This includes dedicated funds to support rural transit agencies, transit service for the elderly and individuals with disabilities, and transit on Tribal lands. Tables have not been published yet so we do not know what our part will be.

---

#### Yuma County Intergovernmental Public Transportation Authority Board Of Directors

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton, Ralph Velez – Sec/Treas - City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton, Brian Golding, Sr.-Quechan Tribe, , Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County, Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director



# RIDERSHIP AND FARES

Period: 1/1/2020 to 1/31/2020

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	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopa	Vista	WC	Bikes	Guides	
Orange 2	669	314	0	36	35	376	151	18	0	28	11	0	20	21	31	1,162	32	30	8	47	0	2,934
Brown 3	119	102	85	43	50	159	81	3	0	3	0	0	11	0	5	217	18	9	4	13	0	820
Green 4	410	357	0	61	98	523	322	41	0	31	0	0	16	94	83	140	148	837	6	30	0	3,161
Green 4A	282	334	0	41	70	318	186	36	0	18	35	0	9	38	213	236	95	602	20	16	1	2,513
Blue 5	411	235	2	90	83	492	157	7	0	24	17	0	13	2	6	30	135	3	9	59	2	1,705
Purple 6	504	413	0	81	52	282	107	47	0	156	6	0	14	151	10	82	2,416	37	50	61	0	4,358
Gold 8	33	19	41	13	20	41	34	2	0	1	1	0	0	1	17	104	1	9	0	4	2	296
Silver 9	122	37	0	14	6	13	187	2	0	2	0	0	0	0	0	756	39	6	12	0	0	1,184
Turquoise 10	244	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	12	0	244
Yellow 95	8,287	6,241	4	562	333	2,173	2,281	232	0	116	28	0	45	428	324	1,181	594	576	122	356	5	23,401
Specials	4	0	0	0	0	0	0	0	0	51	0	0	0	0	0	0	0	0	0	0	0	55
<b>Grand Total:</b>	<b>11,086</b>	<b>8,052</b>	<b>132</b>	<b>941</b>	<b>747</b>	<b>4,377</b>	<b>3,506</b>	<b>388</b>	<b>0</b>	<b>430</b>	<b>98</b>	<b>0</b>	<b>128</b>	<b>735</b>	<b>689</b>	<b>3,908</b>	<b>3,478</b>	<b>2,109</b>	<b>257</b>	<b>598</b>	<b>10</b>	<b>40,672</b>

## REVENUE:

Total Revenue: \$36,619.97  
 Unclassified Revenue: \$1,950.34  
 As a % of Total: 5.33%



# RIDERSHIP AND FARES

Period: 1/1/2021 to 1/31/2021

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	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes	Guides	
Orange 2	0	0	0	0	0	0	0	0	0	1,098	0	8	0	1	0	0	0	1	14	39	0	1,108
Brown 3	0	0	0	0	0	0	0	0	0	382	0	0	0	0	0	1	0	0	8	7	0	383
Green 4	0	0	0	0	0	0	0	0	0	1,302	0	1	0	0	0	0	0	0	13	76	0	1,303
Blue 5	0	0	0	0	0	0	0	0	0	1,210	0	1	0	0	0	0	0	0	10	118	0	1,211
Purple 6	0	0	0	0	0	0	0	0	0	1,270	0	0	0	0	0	0	0	0	31	7	0	1,270
Gold 8	0	0	0	0	0	0	0	0	0	140	0	1	0	0	0	0	0	0	1	4	0	141
Silver 9	0	0	0	0	0	0	0	0	0	159	0	0	2	0	1	0	0	0	0	0	0	162
Turquoise 10	0	0	0	0	0	0	0	0	0	121	1	0	1	0	0	0	0	0	1	3	0	123
Yellow 95	0	0	0	0	0	0	0	0	0	10,518	0	7	1	0	0	0	0	0	62	219	0	10,526
<b>Grand Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,200</b>	<b>1</b>	<b>18</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>140</b>	<b>473</b>	<b>0</b>	<b>16,227</b>

**REVENUE:**

Total Revenue: \$0.00  
 Unclassified Revenue: \$0.00  
 As a % of Total: 0.00%



# RIDERSHIP AND FARES

Period: 2/1/2020 to 2/29/2020

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	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopa-h	Vista	WC	Bikes	Guides	
Orange 2	705	358	0	33	17	354	199	21	0	19	9	3	15	31	24	1,246	28	44	9	64	0	3,106
Brown 3	124	87	66	49	28	158	70	0	0	5	2	1	12	1	4	209	6	4	12	10	1	760
Green 4	384	358	0	62	85	532	289	24	0	21	3	3	13	115	89	197	64	685	10	25	1	2,924
Green 4A	301	330	0	54	73	299	176	28	0	13	27	1	12	101	211	244	52	558	10	22	0	2,480
Blue 5	338	243	0	90	75	378	164	12	0	24	4	0	23	6	3	47	67	3	6	52	0	1,477
Purple 6	470	343	0	79	65	222	113	44	0	84	1	0	18	165	17	70	1,582	31	61	64	0	3,304
Gold 8	29	22	48	5	19	20	31	3	0	0	0	0	0	0	19	85	3	7	0	0	0	243
Silver 9	125	77	0	5	2	6	112	0	0	2	0	0	1	1	4	1,060	2	1	19	3	0	1,398
Turquoise 10	207	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5	3	0	208
Yellow 95	7,716	5,354	1	650	344	1,790	2,139	223	0	117	54	3	40	463	300	1,540	363	553	116	317	2	21,649
Specials	4	1	0	1	0	0	0	0	0	60	0	604	0	0	1	2	3	0	1	0	0	676
<b>Grand Total:</b>	<b>10,403</b>	<b>7,173</b>	<b>115</b>	<b>1,028</b>	<b>708</b>	<b>3,760</b>	<b>3,293</b>	<b>355</b>	<b>0</b>	<b>345</b>	<b>100</b>	<b>615</b>	<b>134</b>	<b>883</b>	<b>672</b>	<b>4,700</b>	<b>2,170</b>	<b>1,886</b>	<b>249</b>	<b>560</b>	<b>4</b>	<b>38,225</b>

## REVENUE:

Total Revenue: \$35,033.82  
 Unclassified Revenue: \$2,310.54  
 As a % of Total: 6.60%





# RIDERSHIP AND FARES

Period: 2/1/2021 to 2/28/2021

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	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopa	Vista	WC	Bikes	Guides	
Orange 2	0	0	0	0	0	0	0	0	0	1,116	0	3	0	0	1	0	0	0	12	44	0	1,120
Brown 3	0	0	0	0	0	0	0	0	0	327	1	0	0	0	0	0	0	0	10	5	0	328
Green 4	0	0	0	0	0	0	0	0	0	1,360	0	3	0	0	1	0	0	0	15	79	0	1,364
Blue 5	0	0	0	0	0	0	0	0	0	1,151	0	0	0	0	0	0	0	0	9	83	0	1,151
Purple 6	0	0	0	0	0	0	0	0	0	1,254	1	1	0	0	0	0	0	0	14	20	0	1,256
Gold 8	0	0	0	0	0	0	0	0	0	195	0	0	0	0	0	0	0	0	5	3	0	195
Silver 9	0	0	0	0	0	0	0	0	0	183	0	0	1	0	0	0	0	0	0	0	0	184
Turquoise 10	0	0	0	0	0	0	0	0	0	158	0	0	0	0	0	0	0	0	2	8	0	158
Yellow 95	0	0	0	0	0	0	0	0	0	11,141	1	0	0	0	0	1	0	0	72	208	0	11,143
Specials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,885</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>139</b>	<b>450</b>	<b>0</b>	<b>16,899</b>

## REVENUE:

Total Revenue: \$0.00  
 Unclassified Revenue: \$0.00  
 As a % of Total: 0.00%



## Yuma County Intergovernmental Public Transportation Authority

2715 East 14<sup>th</sup> Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: [info@ycipta.az.gov](mailto:info@ycipta.az.gov), Web: [www.yciptaz.gov](http://www.yciptaz.gov)

### Summary Financial Report for January and February 2021

This report is a summary for the period January and February 2021. The attached monthly profit and loss statements are unaudited figures.

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

#### **February 2021**

Greyhound	\$1,868.81
General	\$35,951.54
Payroll	\$1,365.69
Fare Revenue	\$256.93

#### **February 2021**

YC Treasurer	\$61,477.05
--------------	-------------

#### **Greyhound sales by Month**

January 2021	\$3,695.00
February 2021	\$4,151.00

#### **Fare Revenue by Month**

##### **January 2021**

YCAT	\$0.00
On Call	\$0.00

##### **February 2021**

YCAT	\$0.00
On Call	\$0.00

*Accounts payable* as of February 28, 2021 was \$584,378.33

*Accounts receivable* as of February 28, 2021 was \$1,982,970.49

---

#### **Yuma County Intergovernmental Public Transportation Authority Board Of Directors**

Dr. Michael Sabath – Chairman - Northern Arizona University, Jerry Cabrera – Vice Chairman - City of Somerton,  
Ralph Velez –Sec/Treasurer- City of San Luis, Philip Rodriguez – City of Yuma, Larry Killman – Town of Wellton,  
Brian Golding, Sr.-Quechan Tribe, Paul Soto – Cocopah Tribe, Susan Thorpe – Yuma County,  
Susan M. Zambrano - Arizona Western College

Shelly Kreger, Transit Director

**Yuma County Intergovernmental Public Transportation Auth.**  
**Executive Board P&L**  
 February 2021

1:52 PM **Yuma County Intergovernmental Public Transportation Auth.**  
 03/15/2021 **Executive Board P&L**  
 Accrual Basis February 2020

	Feb 21	Jul '20 - Feb 21	YTD Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>40000 · Intergovernmental</b>					
<b>40700 · Miscellaneous Revenues</b>					
40799-3 · Advertising Sales	0.00	0.00	16,000.00	-16,000.00	0.0%
40799-4 · Greyhound Commisions - YCIPTA	-771.10	1,340.00	26,400.00	-25,060.00	5.08%
40799-5 · Interest	32.98	703.01	1,200.00	-496.99	58.58%
40799-6 · Miscellaneous Revenues	7.06	853.72	2,000.00	-1,146.28	42.69%
<b>Total 40700 · Miscellaneous Revenues</b>	<b>-731.06</b>	<b>2,896.73</b>	<b>45,600.00</b>	<b>-42,703.27</b>	<b>6.35%</b>
<b>40900 · Local Funding</b>					
40900-2 · Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 · Contributions Public Entities	24,584.15	384,252.84	702,757.00	-318,504.16	54.68%
<b>Total 40900 · Local Funding</b>	<b>24,584.15</b>	<b>900,991.84</b>	<b>1,219,496.00</b>	<b>-318,504.16</b>	<b>73.88%</b>
<b>41101 · State Grants</b>					
41101-1 · ADOT 5311	0.00	995,501.44	3,299,242.00	-2,303,740.56	30.17%
41101-2 · ADOT 5310	0.00	3,344.82	35,384.00	-32,039.18	9.45%
<b>Total 41101 · State Grants</b>	<b>0.00</b>	<b>998,846.26</b>	<b>3,334,626.00</b>	<b>-2,335,779.74</b>	<b>29.95%</b>
<b>41300 · Federal Grant Revenue</b>					
41399-1 · FTA 5307	0.00	2,341,312.00	11,363,548.00	-9,022,236.00	20.6%
41399-4 · STP Capital Grant	0.00	0.00	277,974.00	-277,974.00	0.0%
<b>Total 41300 · Federal Grant Revenue</b>	<b>0.00</b>	<b>2,341,312.00</b>	<b>11,641,522.00</b>	<b>-9,300,210.00</b>	<b>20.11%</b>
<b>Total 40000 · Intergovernmental</b>	<b>23,853.09</b>	<b>4,244,046.83</b>	<b>16,241,244.00</b>	<b>-11,997,197.17</b>	<b>26.13%</b>
<b>41000 · Charges for Service</b>					
<b>40100 · Fare Revenue</b>					
40101 · YCAT Fares	0.00	0.00	341,810.00	-341,810.00	0.0%
40190 · On Call Fares	0.00	0.00	2,700.00	-2,700.00	0.0%
<b>Total 40100 · Fare Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>344,510.00</b>	<b>-344,510.00</b>	<b>0.0%</b>
<b>Total 41000 · Charges for Service</b>	<b>0.00</b>	<b>0.00</b>	<b>344,510.00</b>	<b>-344,510.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>23,853.09</b>	<b>4,244,046.83</b>	<b>16,585,754.00</b>	<b>-12,341,707.17</b>	<b>25.59%</b>
<b>Gross Profit</b>	<b>23,853.09</b>	<b>4,244,046.83</b>	<b>16,585,754.00</b>	<b>-12,341,707.17</b>	<b>25.59%</b>
<b>Expense</b>					
<b>50100 · Salaries and Wages</b>					
50102 · Regular Salaries and Wage	20,159.39	177,251.22	380,780.00	-203,528.78	46.55%
50104 · Regular Salaries Paid Leave	5,308.37	60,454.34			
<b>Total 50100 · Salaries and Wages</b>	<b>25,467.76</b>	<b>237,705.56</b>	<b>380,780.00</b>	<b>-143,074.44</b>	<b>62.43%</b>
<b>50200 · Fringe Benefits</b>					
50201 · FICA- SS & Medicare	1,933.44	19,330.51	32,024.00	-12,693.49	60.36%

	Feb 20	Jul '19 - Feb 20	YTD Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>40000 · Intergovernmental</b>					
<b>40700 · Miscellaneous Revenues</b>					
40799-3 · Advertising Sales	0.00	0.00	16,000.00	-16,000.00	0.0%
40799-4 · Greyhound Commisions - YCIPTA	-1,023.71	5,770.56	26,400.00	-20,629.44	21.86%
40799-5 · Interest	5.96	2,897.71	1,200.00	1,697.71	241.48%
40799-6 · Miscellaneous Revenues	768.30	1,175.18	2,000.00	-824.82	58.76%
<b>Total 40700 · Miscellaneous Revenues</b>	<b>-249.45</b>	<b>9,843.45</b>	<b>45,600.00</b>	<b>-35,756.55</b>	<b>21.59%</b>
<b>40900 · Local Funding</b>					
40900-2 · Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 · Contributions Public Entities	0.00	476,051.86	557,628.00	-81,576.14	85.37%
<b>Total 40900 · Local Funding</b>	<b>0.00</b>	<b>992,790.86</b>	<b>1,074,367.00</b>	<b>-81,576.14</b>	<b>92.41%</b>
<b>41101 · State Grants</b>					
41101-1 · ADOT 5311	118,553.01	795,261.19	1,157,552.00	-362,290.81	68.7%
41101-2 · ADOT 5310	0.00	14,140.44	25,000.00	-10,859.56	56.56%
<b>Total 41101 · State Grants</b>	<b>118,553.01</b>	<b>809,401.63</b>	<b>1,182,552.00</b>	<b>-373,150.37</b>	<b>68.45%</b>
<b>41300 · Federal Grant Revenue</b>					
41399-1 · FTA 5307	0.00	617,078.00	6,046,633.00	-5,429,555.00	10.21%
41399-4 · STP Capital Grant	0.00	88,415.00	301,240.00	-212,825.00	29.35%
<b>Total 41300 · Federal Grant Revenue</b>	<b>0.00</b>	<b>705,493.00</b>	<b>6,347,873.00</b>	<b>-5,642,380.00</b>	<b>11.11%</b>
<b>Total 40000 · Intergovernmental</b>	<b>118,303.56</b>	<b>2,517,528.94</b>	<b>8,650,392.00</b>	<b>-6,132,863.06</b>	<b>29.1%</b>
<b>41000 · Charges for Service</b>					
<b>40100 · Fare Revenue</b>					
40101 · YCAT Fares	36,808.68	293,032.42	455,748.00	-162,715.58	64.3%
40190 · On Call Fares	105.00	953.54	3,600.00	-2,646.46	26.49%
<b>Total 40100 · Fare Revenue</b>	<b>36,913.68</b>	<b>293,985.96</b>	<b>459,348.00</b>	<b>-165,362.04</b>	<b>64.0%</b>
<b>Total 41000 · Charges for Service</b>	<b>36,913.68</b>	<b>293,985.96</b>	<b>459,348.00</b>	<b>-165,362.04</b>	<b>64.0%</b>
<b>Total Income</b>	<b>155,217.24</b>	<b>2,811,514.90</b>	<b>9,109,740.00</b>	<b>-6,298,225.10</b>	<b>30.86%</b>
<b>Gross Profit</b>	<b>155,217.24</b>	<b>2,811,514.90</b>	<b>9,109,740.00</b>	<b>-6,298,225.10</b>	<b>30.86%</b>
<b>Expense</b>					
<b>50100 · Salaries and Wages</b>					
50102 · Regular Salaries and Wage	28,418.68	219,773.93	368,376.00	-148,602.07	59.66%
<b>Total 50100 · Salaries and Wages</b>	<b>28,418.68</b>	<b>219,773.93</b>	<b>368,376.00</b>	<b>-148,602.07</b>	<b>59.66%</b>
<b>50200 · Fringe Benefits</b>					
50201 · FICA- SS & Medicare	2,174.03	17,704.86	75,591.00	-57,886.14	23.42%

Yuma County Intergovernmental Public Transportation Auth.  
**Executive Board P&L**  
 February 2021

1:52 PM Yuma County Intergovernmental Public Transportation Auth.  
 03/15/2021 **Executive Board P&L**  
 Accrual Basis February 2020

	Feb 21	Jul '20 - Feb 21	YTD Budget	\$ Over Budget	% of Budget		Feb 20	Jul '19 - Feb 20	YTD Budget	\$ Over Budget	% of Budget
50202 · ASRS	3,112.14	29,380.63	46,531.00	-17,150.37	63.14%	50202 · ASRS	0.00	25,119.93	44,610.00	-19,490.07	56.31%
50203 · Health Insurance	4,179.30	36,707.20	59,640.00	-22,932.80	61.55%	50203 · Health Insurance	3,952.67	25,539.10	44,988.00	-19,448.90	56.77%
50204 · FUTA	55.70	207.36	600.00	-392.64	34.56%	50204 · FUTA	-307.37	-9.64	500.00	-509.64	-1.93%
50205 · Life Insurance	65.05	587.15	840.00	-252.85	69.9%	50205 · Life Insurance	61.30	480.80	768.00	-287.20	62.6%
50207 · State Unemployment	0.00	0.00	1,500.00	-1,500.00	0.0%	50207 · State Unemployment	0.00	0.00	3,000.00	-3,000.00	0.0%
50208 · Workers Compensation Ins	0.00	1,690.00	3,000.00	-1,310.00	56.33%	50208 · Workers Compensation Ins	0.00	2,755.00	2,500.00	255.00	110.2%
<b>Total 50200 · Fringe Benefits</b>	<b>9,345.63</b>	<b>87,902.85</b>	<b>144,135.00</b>	<b>-56,232.15</b>	<b>60.99%</b>	<b>Total 50200 · Fringe Benefits</b>	<b>5,880.63</b>	<b>71,590.05</b>	<b>171,957.00</b>	<b>-100,366.95</b>	<b>41.63%</b>
50300 · Services						50300 · Services					
50301-1 · ADA Paratransit	0.00	55,093.80	145,836.00	-90,742.20	37.78%	50301-1 · ADA Paratransit	11,174.39	75,627.79	129,324.00	-53,696.21	58.48%
50301-2 · Accounting & Audit	0.00	16,872.50	38,000.00	-21,127.50	44.4%	50301-2 · Accounting & Audit	0.00	0.00	38,000.00	-38,000.00	0.0%
50301-3 · Vanpool Subsidy	10,060.72	82,070.72	126,000.00	-43,929.28	65.14%	50301-3 · Vanpool Subsidy	0.00	72,900.00	126,000.00	-53,100.00	57.86%
50302 · Advertising	498.20	28,649.08	80,000.00	-51,350.92	35.81%	50302 · Advertising	908.10	33,211.36	80,000.00	-46,788.64	41.51%
50303-1 · Legal Services	1,000.00	10,297.50	36,000.00	-25,702.50	28.6%	50303-1 · Legal Services	1,325.00	14,838.50	25,800.00	-10,961.50	57.51%
50303-2 · Cash Handel/Payroll Processing	154.56	1,515.84	24,000.00	-22,484.16	6.32%	50303-2 · Cash Handel/Payroll Processing	2,646.04	9,052.47	15,000.00	-5,947.53	60.35%
50303-3 · IT Support/Web Development	2,370.00	17,065.00	36,000.00	-18,935.00	47.4%	50303-3 · IT Support/Web Development	2,070.00	37,580.80	20,800.00	16,780.80	180.68%
50304 · Temporary Help	0.00	0.00	3,000.00	-3,000.00	0.0%	50304 · Temporary Help	0.00	2,441.12	3,000.00	-558.88	81.37%
50305-0 · Bus Contractor	0.00	1,901,260.78	3,307,396.00	-1,406,135.22	57.49%	50305-0 · Bus Contractor	257,343.67	1,838,698.04	3,209,107.00	-1,370,408.96	57.3%
50305-1 · Contract Costs	16,638.33	82,774.81	100,000.00	-17,225.19	82.78%	50305-1 · Contract Costs	2,083.33	19,061.43	100,000.00	-80,938.57	19.06%
50305-2 · Equipment Maintenance	0.00	9,062.48	20,000.00	-10,937.52	45.31%	50305-2 · Equipment Maintenance	0.00	2,168.03	20,000.00	-17,831.97	10.84%
50305-3 · Office Equip Repair	0.00	4,246.34	3,000.00	1,246.34	141.55%	50305-3 · Office Equip Repair	0.00	844.87	3,000.00	-2,155.13	28.16%
50305-4 · Vehicle Repair & Maintance	0.00	36,245.46	231,747.00	-195,501.54	15.64%	50305-4 · Vehicle Repair & Maintance	19,119.87	54,528.33	231,747.00	-177,218.67	23.53%
50305-5 · Building Repairs & Maintance	0.00	4,429.03	12,000.00	-7,570.97	36.91%	50305-5 · Building Repairs & Maintance	0.00	9,890.91	12,000.00	-2,109.09	82.42%
50305-6 · Communications/Radio Service	0.00	21,522.02	130,000.00	-108,477.98	16.56%	50305-6 · Communications/Radio Service	0.00	8,848.39	20,000.00	-11,151.61	44.24%
50305-7 · Grounds Keeping/Pest Control	444.60	444.60	1,500.00	-1,055.40	29.64%	50305-7 · Grounds Keeping/Pest Control	444.60	717.60	1,500.00	-782.40	47.84%
50305-8 · Software Updates/Maintenance	2,844.82	7,157.08	55,000.00	-47,842.92	13.01%	50305-8 · Software Updates/Maintenance	2,456.08	5,367.30	55,000.00	-49,632.70	9.76%
50306-1 · Bus Cleaning Services	9,553.00	75,970.00	72,000.00	3,970.00	105.51%	50306-1 · Bus Cleaning Services	0.00	0.00	0.00	0.00	0.0%
50307 · Security Services	0.00	330.00	1,000.00	-670.00	33.0%	50307 · Security Services	0.00	110.00	500.00	-390.00	22.0%
<b>Total 50300 · Services</b>	<b>43,564.23</b>	<b>2,355,007.04</b>	<b>4,422,479.00</b>	<b>-2,067,471.96</b>	<b>53.25%</b>	<b>Total 50300 · Services</b>	<b>299,571.08</b>	<b>2,185,886.94</b>	<b>4,090,778.00</b>	<b>-1,904,891.06</b>	<b>53.44%</b>
50400 · Materials and Supplies						50400 · Materials and Supplies					
50401 · Fuel, Oil, Lubricants	17,092.57	149,350.43	460,000.00	-310,649.57	32.47%	50401 · Fuel, Oil, Lubricants	30,368.67	280,321.25	458,700.00	-178,378.75	61.11%
50499-1 · Office Supplies	0.00	2,688.06	20,000.00	-17,311.94	13.44%	50499-1 · Office Supplies	411.46	7,884.30	3,000.00	4,884.30	262.81%
50499-2 · Postage	110.44	757.02	1,500.00	-742.98	50.47%	50499-2 · Postage	136.32	827.59	1,500.00	-672.41	55.17%
50499-3 · Printing	89.76	2,795.22	30,000.00	-27,204.78	9.32%	50499-3 · Printing	4,435.09	18,481.79	20,000.00	-1,518.21	92.41%
50499-4 · Misc Materials & Supplies	610.46	11,918.64	130,000.00	-118,081.36	9.17%	50499-4 · Misc Materials & Supplies	28.53	3,378.52	35,400.00	-32,021.48	9.54%
<b>Total 50400 · Materials and Supplies</b>	<b>17,903.23</b>	<b>167,509.37</b>	<b>641,500.00</b>	<b>-473,990.63</b>	<b>26.11%</b>	<b>Total 50400 · Materials and Supplies</b>	<b>35,380.07</b>	<b>310,893.45</b>	<b>518,600.00</b>	<b>-207,706.55</b>	<b>59.95%</b>
50500 · Utilities						50500 · Utilities					
50501 · Electricity	857.78	9,428.09	20,000.00	-10,571.91	47.14%	50501 · Electricity	1,046.31	9,849.32	17,000.00	-7,150.68	57.94%

**Yuma County Intergovernmental Public Transportation Auth.**  
**Executive Board P&L**  
 February 2021

1:52 PM **Yuma County Intergovernmental Public Transportation Auth.**  
 03/15/2021 **Executive Board P&L**  
 Accrual Basis February 2020

	Feb 21	Jul '20 - Feb 21	YTD Budget	\$ Over Budget	% of Budget		Feb 20	Jul '19 - Feb 20	YTD Budget	\$ Over Budget	% of Budget
50502-1 · Refuse Disposal	250.23	2,020.04	4,000.00	-1,979.96	50.5%	50502-1 · Refuse Disposal	217.04	1,710.15	2,000.00	-289.85	85.51%
50502-2 · Water - Offices	152.61	1,331.12	2,500.00	-1,168.88	53.25%	50502-2 · Water - Offices	128.13	980.71	1,500.00	-519.29	65.38%
<b>Total 50500 · Utilities</b>	<b>1,260.62</b>	<b>12,779.25</b>	<b>26,500.00</b>	<b>-13,720.75</b>	<b>48.22%</b>	<b>Total 50500 · Utilities</b>	<b>1,391.48</b>	<b>12,540.18</b>	<b>20,500.00</b>	<b>-7,959.82</b>	<b>61.17%</b>
50600 · Casualty and Liability Insuranc						50600 · Casualty and Liability Insuranc					
50608-1 · Gen Liab Insurance	0.00	1,836.00	4,000.00	-2,164.00	45.9%	50608-1 · Gen Liab Insurance	0.00	7,473.53	4,000.00	3,473.53	186.84%
50608-2 · Prof. Liability Insurance	0.00	4,596.53	3,500.00	1,096.53	131.33%	50608-2 · Prof. Liability Insurance	0.00	2,196.67	3,500.00	-1,303.33	62.76%
50608-3 · Automobile Insurance	0.00	3,256.00	4,500.00	-1,244.00	72.36%	50608-3 · Automobile Insurance	0.00	0.00	4,500.00	-4,500.00	0.0%
<b>Total 50600 · Casualty and Liability Insuranc</b>	<b>0.00</b>	<b>9,688.53</b>	<b>12,000.00</b>	<b>-2,311.47</b>	<b>80.74%</b>	<b>Total 50600 · Casualty and Liability Insuranc</b>	<b>0.00</b>	<b>9,670.20</b>	<b>12,000.00</b>	<b>-2,329.80</b>	<b>80.59%</b>
50900 · Miscellaneous Expenses						50900 · Miscellaneous Expenses					
50901 · Memberships/Dues/Subscriptions	92.15	6,278.79	20,000.00	-13,721.21	31.39%	50901 · Memberships/Dues/Subscriptions	92.15	12,255.95	15,000.00	-2,744.05	81.71%
50902 · Travel Expenses	0.00	6,000.00	30,000.00	-24,000.00	20.0%	50902 · Travel Expenses	4,824.35	19,678.75	30,000.00	-10,321.25	65.6%
50906 · Finance Charges/Penalties	22.00	86,847.42	20,000.00	66,847.42	434.24%	50906 · Finance Charges/Penalties	6,913.04	38,822.60	5,000.00	33,822.60	776.45%
50999-1 · License and Permits	0.00	203.00	300.00	-97.00	67.67%	50999-1 · License and Permits	0.00	128.00	300.00	-172.00	42.67%
50999-2 · Training/Education	-1,800.00	-1,386.00	71,797.00	-73,183.00	-1.93%	50999-2 · Training/Education	0.00	2,280.00	75,044.00	-72,764.00	3.04%
50999-3 · Other Misc Expense	60.90	2,655.58	8,000.00	-5,344.42	33.2%	50999-3 · Other Misc Expense	34.41	13,575.28	0.00	13,575.28	100.0%
50999-5 · Telephone/Internet	661.24	5,401.17	10,000.00	-4,598.83	54.01%	50999-5 · Telephone/Internet	1,159.88	5,614.77	8,000.00	-2,385.23	70.19%
<b>Total 50900 · Miscellaneous Expenses</b>	<b>-963.71</b>	<b>105,999.96</b>	<b>160,097.00</b>	<b>-54,097.04</b>	<b>66.21%</b>	<b>Total 50900 · Miscellaneous Expenses</b>	<b>13,023.83</b>	<b>92,355.35</b>	<b>133,344.00</b>	<b>-40,988.65</b>	<b>69.26%</b>
51200 · Leases and Rentals						51200 · Leases and Rentals					
51212-1 · Building Lease	8,800.00	39,000.00	50,400.00	-11,400.00	77.38%	51212-1 · Building Lease	4,200.00	33,600.00	50,400.00	-16,800.00	66.67%
<b>Total 51200 · Leases and Rentals</b>	<b>8,800.00</b>	<b>39,000.00</b>	<b>50,400.00</b>	<b>-11,400.00</b>	<b>77.38%</b>	<b>Total 51200 · Leases and Rentals</b>	<b>4,200.00</b>	<b>33,600.00</b>	<b>50,400.00</b>	<b>-16,800.00</b>	<b>66.67%</b>
51600 · Capital Outlay						51600 · Capital Outlay					
51600-3 · Buildings/Mutli Modal Center	0.00	55,049.25	2,896,632.00	-2,841,582.75	1.9%	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	363,879.47				51600-4 · Land	0.00	10,000.00			
51600-5 · Automobiles	0.00	239,194.00				51600-5 · Automobiles	0.00	113,878.40	163,224.00	-49,345.60	69.77%
51600-6 · Furniture and Equipment	0.00	265,115.82	677,652.00	-412,536.18	39.12%	51600-6 · Furniture and Equipment	0.00	93,917.10	646,850.00	-552,932.90	14.52%
<b>Total 51600 · Capital Outlay</b>	<b>0.00</b>	<b>923,238.54</b>	<b>3,574,284.00</b>	<b>-2,651,045.46</b>	<b>25.83%</b>	<b>Total 51600 · Capital Outlay</b>	<b>0.00</b>	<b>217,795.50</b>	<b>3,743,785.00</b>	<b>-3,525,989.50</b>	<b>5.82%</b>
<b>Total Expense</b>	<b>105,377.76</b>	<b>3,938,831.10</b>	<b>9,412,175.00</b>	<b>-5,473,343.90</b>	<b>41.85%</b>	<b>Total Expense</b>	<b>387,865.77</b>	<b>3,154,105.60</b>	<b>9,109,740.00</b>	<b>-5,955,634.40</b>	<b>34.62%</b>
<b>Net Ordinary Income</b>	<b>-81,524.67</b>	<b>305,215.73</b>	<b>7,173,579.00</b>	<b>-6,868,363.27</b>	<b>4.26%</b>	<b>Net Ordinary Income</b>	<b>-232,648.53</b>	<b>-342,590.70</b>	<b>0.00</b>	<b>-342,590.70</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-81,524.67</b>	<b>305,215.73</b>	<b>7,173,579.00</b>	<b>-6,868,363.27</b>	<b>4.26%</b>	<b>Net Income</b>	<b>-232,648.53</b>	<b>-342,590.70</b>	<b>0.00</b>	<b>-342,590.70</b>	<b>100.0%</b>

**Yuma County Intergovernmental Public Transportation Auth.**  
**Executive Board P&L**  
 January 2021

1:49 PM **Yuma County Intergovernmental Public Transportation Auth.**  
 03/15/2021 **Executive Board P&L**  
 Accrual Basis January 2020

	Jan 21	Jul '20 - Jan 21	YTD Budget	\$ Over Budget	% of Budget		Jan 20	Jul '19 - Jan 20	YTD Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>						<b>Ordinary Income/Expense</b>					
<b>Income</b>						<b>Income</b>					
<b>40000 · Intergovernmental</b>						<b>40000 · Intergovernmental</b>					
<b>40700 · Miscellaneous Revenues</b>						<b>40700 · Miscellaneous Revenues</b>					
40799-3 · Advertising Sales	0.00	0.00	16,000.00	-16,000.00	0.0%	40799-3 · Advertising Sales	0.00	0.00	16,000.00	-16,000.00	0.0%
40799-4 · Greyhound Commisions - YCIPTA	630.19	2,111.10	26,400.00	-24,288.90	8.0%	40799-4 · Greyhound Commisions - YCIPTA	972.07	6,794.27	26,400.00	-19,605.73	25.74%
40799-5 · Interest	65.71	670.03	1,200.00	-529.97	55.84%	40799-5 · Interest	611.57	2,891.75	1,200.00	1,691.75	240.98%
40799-6 · Miscellaneous Revenues	1.64	846.66	2,000.00	-1,153.34	42.33%	40799-6 · Miscellaneous Revenues	11.00	406.88	2,000.00	-1,593.12	20.34%
<b>Total 40700 · Miscellaneous Revenues</b>	<b>697.54</b>	<b>3,627.79</b>	<b>45,600.00</b>	<b>-41,972.21</b>	<b>7.96%</b>	<b>Total 40700 · Miscellaneous Revenues</b>	<b>1,594.64</b>	<b>10,092.90</b>	<b>45,600.00</b>	<b>-35,507.10</b>	<b>22.13%</b>
<b>40900 · Local Funding</b>						<b>40900 · Local Funding</b>					
40900-2 · Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%	40900-2 · Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 · Contributions Public Entities	39,199.18	359,668.69	702,757.00	-343,088.31	51.18%	40900-4 · Contributions Public Entities	55,765.09	476,051.86	557,628.00	-81,576.14	85.37%
<b>Total 40900 · Local Funding</b>	<b>39,199.18</b>	<b>876,407.69</b>	<b>1,219,496.00</b>	<b>-343,088.31</b>	<b>71.87%</b>	<b>Total 40900 · Local Funding</b>	<b>55,765.09</b>	<b>992,790.86</b>	<b>1,074,367.00</b>	<b>-81,576.14</b>	<b>92.41%</b>
<b>41101 · State Grants</b>						<b>41101 · State Grants</b>					
41101-1 · ADOT 5311	122,551.12	995,501.44	3,299,242.00	-2,303,740.56	30.17%	41101-1 · ADOT 5311	33,339.86	676,708.18	1,157,552.00	-480,843.82	58.46%
41101-2 · ADOT 5310	0.00	3,344.82	35,384.00	-32,039.18	9.45%	41101-2 · ADOT 5310	0.00	14,140.44	25,000.00	-10,859.56	56.56%
<b>Total 41101 · State Grants</b>	<b>122,551.12</b>	<b>998,846.26</b>	<b>3,334,626.00</b>	<b>-2,335,779.74</b>	<b>29.95%</b>	<b>Total 41101 · State Grants</b>	<b>33,339.86</b>	<b>690,848.62</b>	<b>1,182,552.00</b>	<b>-491,703.38</b>	<b>58.42%</b>
<b>41300 · Federal Grant Revenue</b>						<b>41300 · Federal Grant Revenue</b>					
41399-1 · FTA 5307	247,442.00	2,341,312.00	11,363,548.00	-9,022,236.00	20.6%	41399-1 · FTA 5307	0.00	617,078.00	6,046,633.00	-5,429,555.00	10.21%
41399-4 · STP Capital Grant	0.00	0.00	277,974.00	-277,974.00	0.0%	41399-4 · STP Capital Grant	0.00	88,415.00	301,240.00	-212,825.00	29.35%
<b>Total 41300 · Federal Grant Revenue</b>	<b>247,442.00</b>	<b>2,341,312.00</b>	<b>11,641,522.00</b>	<b>-9,300,210.00</b>	<b>20.11%</b>	<b>Total 41300 · Federal Grant Revenue</b>	<b>0.00</b>	<b>705,493.00</b>	<b>6,347,873.00</b>	<b>-5,642,380.00</b>	<b>11.11%</b>
<b>Total 40000 · Intergovernmental</b>	<b>409,889.84</b>	<b>4,220,193.74</b>	<b>16,241,244.00</b>	<b>-12,021,050.26</b>	<b>25.98%</b>	<b>Total 40000 · Intergovernmental</b>	<b>90,699.59</b>	<b>2,399,225.38</b>	<b>8,650,392.00</b>	<b>-6,251,166.62</b>	<b>27.74%</b>
<b>41000 · Charges for Service</b>						<b>41000 · Charges for Service</b>					
<b>40100 · Fare Revenue</b>						<b>40100 · Fare Revenue</b>					
40101 · YCAT Fares	0.00	0.00	341,810.00	-341,810.00	0.0%	40101 · YCAT Fares	34,772.43	256,223.74	455,748.00	-199,524.26	56.22%
40190 · On Call Fares	0.00	0.00	2,700.00	-2,700.00	0.0%	40190 · On Call Fares	70.00	848.54	3,600.00	-2,751.46	23.57%
<b>Total 40100 · Fare Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>344,510.00</b>	<b>-344,510.00</b>	<b>0.0%</b>	<b>Total 40100 · Fare Revenue</b>	<b>34,842.43</b>	<b>257,072.28</b>	<b>459,348.00</b>	<b>-202,275.72</b>	<b>55.97%</b>
<b>Total 41000 · Charges for Service</b>	<b>0.00</b>	<b>0.00</b>	<b>344,510.00</b>	<b>-344,510.00</b>	<b>0.0%</b>	<b>Total 41000 · Charges for Service</b>	<b>34,842.43</b>	<b>257,072.28</b>	<b>459,348.00</b>	<b>-202,275.72</b>	<b>55.97%</b>
<b>Total Income</b>	<b>409,889.84</b>	<b>4,220,193.74</b>	<b>16,585,754.00</b>	<b>-12,365,560.26</b>	<b>25.45%</b>	<b>Total Income</b>	<b>125,542.02</b>	<b>2,656,297.66</b>	<b>9,109,740.00</b>	<b>-6,453,442.34</b>	<b>29.16%</b>
<b>Gross Profit</b>	<b>409,889.84</b>	<b>4,220,193.74</b>	<b>16,585,754.00</b>	<b>-12,365,560.26</b>	<b>25.45%</b>	<b>Gross Profit</b>	<b>125,542.02</b>	<b>2,656,297.66</b>	<b>9,109,740.00</b>	<b>-6,453,442.34</b>	<b>29.16%</b>
<b>Expense</b>						<b>Expense</b>					
<b>50100 · Salaries and Wages</b>						<b>50100 · Salaries and Wages</b>					
50102 · Regular Salaries and Wage	21,253.43	157,091.83	380,780.00	-223,688.17	41.26%	50102 · Regular Salaries and Wage	38,190.05	191,355.25	368,376.00	-177,020.75	51.95%
50104 · Regular Salaries Paid Leave	4,214.33	55,145.97				50104 · Regular Salaries Paid Leave					
<b>Total 50100 · Salaries and Wages</b>	<b>25,467.76</b>	<b>212,237.80</b>	<b>380,780.00</b>	<b>-168,542.20</b>	<b>55.74%</b>	<b>Total 50100 · Salaries and Wages</b>	<b>38,190.05</b>	<b>191,355.25</b>	<b>368,376.00</b>	<b>-177,020.75</b>	<b>51.95%</b>
<b>50200 · Fringe Benefits</b>						<b>50200 · Fringe Benefits</b>					
50201 · FICA- SS & Medicare	1,933.44	17,397.07	32,024.00	-14,626.93	54.33%	50201 · FICA- SS & Medicare	2,921.54	15,530.83	75,591.00	-60,060.17	20.55%

**Yuma County Intergovernmental Public Transportation Auth.**  
**Executive Board P&L**  
 January 2021

1:49 PM **Yuma County Intergovernmental Public Transportation Auth.**  
 03/15/2021 **Executive Board P&L**  
 Accrual Basis January 2020

	Jan 21	Jul '20 - Jan 21	YTD Budget	\$ Over Budget	% of Budget		Jan 20	Jul '19 - Jan 20	YTD Budget	\$ Over Budget	% of Budget
<b>50202 · ASRS</b>	3,112.14	26,268.49	46,531.00	-20,262.51	56.45%	<b>50202 · ASRS</b>	4,624.78	25,119.93	44,610.00	-19,490.07	56.31%
<b>50203 · Health Insurance</b>	4,179.30	32,527.90	59,640.00	-27,112.10	54.54%	<b>50203 · Health Insurance</b>	3,213.51	21,586.43	44,988.00	-23,401.57	47.98%
<b>50204 · FUTA</b>	151.66	151.66	600.00	-448.34	25.28%	<b>50204 · FUTA</b>	199.74	297.73	500.00	-202.27	59.55%
<b>50205 · Life Insurance</b>	51.70	522.10	840.00	-317.90	62.16%	<b>50205 · Life Insurance</b>	61.30	419.50	768.00	-348.50	54.62%
<b>50207 · State Unemployment</b>	0.00	0.00	1,500.00	-1,500.00	0.0%	<b>50207 · State Unemployment</b>	0.00	0.00	3,000.00	-3,000.00	0.0%
<b>50208 · Workers Compensation Ins</b>	0.00	1,690.00	3,000.00	-1,310.00	56.33%	<b>50208 · Workers Compensation Ins</b>	0.00	2,755.00	2,500.00	255.00	110.2%
<b>Total 50200 · Fringe Benefits</b>	<b>9,428.24</b>	<b>78,557.22</b>	<b>144,135.00</b>	<b>-65,577.78</b>	<b>54.5%</b>	<b>Total 50200 · Fringe Benefits</b>	<b>11,020.87</b>	<b>65,709.42</b>	<b>171,957.00</b>	<b>-106,247.58</b>	<b>38.21%</b>
<b>50300 · Services</b>						<b>50300 · Services</b>					
<b>50301-1 · ADA Paratransit</b>	7,224.55	55,093.80	145,836.00	-90,742.20	37.78%	<b>50301-1 · ADA Paratransit</b>	0.00	64,453.40	129,324.00	-64,870.60	49.84%
<b>50301-2 · Accounting &amp; Audit</b>	0.00	16,872.50	38,000.00	-21,127.50	44.4%	<b>50301-2 · Accounting &amp; Audit</b>	0.00	0.00	38,000.00	-38,000.00	0.0%
<b>50301-3 · Vanpool Subsidy</b>	9,900.00	72,010.00	126,000.00	-53,990.00	57.15%	<b>50301-3 · Vanpool Subsidy</b>	10,500.00	72,900.00	126,000.00	-53,100.00	57.86%
<b>50302 · Advertising</b>	4,336.81	28,150.88	80,000.00	-51,849.12	35.19%	<b>50302 · Advertising</b>	6,697.37	32,303.26	80,000.00	-47,696.74	40.38%
<b>50303-1 · Legal Services</b>	1,000.00	9,297.50	36,000.00	-26,702.50	25.83%	<b>50303-1 · Legal Services</b>	3,804.75	13,513.50	25,800.00	-12,286.50	52.38%
<b>50303-2 · Cash Handel/Payroll Processing</b>	341.39	1,361.28	24,000.00	-22,638.72	5.67%	<b>50303-2 · Cash Handel/Payroll Processing</b>	2,332.31	6,406.43	15,000.00	-8,593.57	42.71%
<b>50303-3 · IT Support/Web Development</b>	2,110.00	14,695.00	36,000.00	-21,305.00	40.82%	<b>50303-3 · IT Support/Web Development</b>	2,930.57	35,510.80	20,800.00	14,710.80	170.73%
<b>50304 · Temporary Help</b>	0.00	0.00	3,000.00	-3,000.00	0.0%	<b>50304 · Temporary Help</b>	0.00	2,441.12	3,000.00	-558.88	81.37%
<b>50305-0 · Bus Contractor</b>	241,770.84	1,901,260.78	3,307,396.00	-1,406,135.22	57.49%	<b>50305-0 · Bus Contractor</b>	0.00	1,581,354.37	3,209,107.00	-1,627,752.63	49.28%
<b>50305-1 · Contract Costs</b>	17,727.33	66,136.48	100,000.00	-33,863.52	66.14%	<b>50305-1 · Contract Costs</b>	2,608.33	16,978.10	100,000.00	-83,021.90	16.98%
<b>50305-2 · Equipment Maintenance</b>	139.80	9,062.48	20,000.00	-10,937.52	45.31%	<b>50305-2 · Equipment Maintenance</b>	0.00	2,168.03	20,000.00	-17,831.97	10.84%
<b>50305-3 · Office Equip Repair</b>	0.00	4,246.34	3,000.00	1,246.34	141.55%	<b>50305-3 · Office Equip Repair</b>	0.00	844.87	3,000.00	-2,155.13	28.16%
<b>50305-4 · Vehicle Repair &amp; Maintance</b>	0.00	36,245.46	231,747.00	-195,501.54	15.64%	<b>50305-4 · Vehicle Repair &amp; Maintance</b>	0.00	35,408.46	231,747.00	-196,338.54	15.28%
<b>50305-5 · Building Repairs &amp; Maintance</b>	326.50	4,429.03	12,000.00	-7,570.97	36.91%	<b>50305-5 · Building Repairs &amp; Maintance</b>	777.88	9,890.91	12,000.00	-2,109.09	82.42%
<b>50305-6 · Communications/Radio Service</b>	2,500.97	21,522.02	130,000.00	-108,477.98	16.56%	<b>50305-6 · Communications/Radio Service</b>	0.00	8,848.39	20,000.00	-11,151.61	44.24%
<b>50305-7 · Grounds Keeping/Pest Control</b>	0.00	0.00	1,500.00	-1,500.00	0.0%	<b>50305-7 · Grounds Keeping/Pest Control</b>	39.00	273.00	1,500.00	-1,227.00	18.2%
<b>50305-8 · Software Updates/Maintenance</b>	0.00	4,312.26	55,000.00	-50,687.74	7.84%	<b>50305-8 · Software Updates/Maintenance</b>	0.00	2,911.22	55,000.00	-52,088.78	5.29%
<b>50306-1 · Bus Cleaning Services</b>	9,717.00	66,417.00	72,000.00	-5,583.00	92.25%	<b>50306-1 · Bus Cleaning Services</b>	0.00	0.00	0.00	0.00	0.0%
<b>50307 · Security Services</b>	0.00	330.00	1,000.00	-670.00	33.0%	<b>50307 · Security Services</b>	0.00	110.00	500.00	-390.00	22.0%
<b>Total 50300 · Services</b>	<b>297,095.19</b>	<b>2,311,442.81</b>	<b>4,422,479.00</b>	<b>-2,111,036.19</b>	<b>52.27%</b>	<b>Total 50300 · Services</b>	<b>29,690.21</b>	<b>1,886,315.86</b>	<b>4,090,778.00</b>	<b>-2,204,462.14</b>	<b>46.11%</b>
<b>50400 · Materials and Supplies</b>						<b>50400 · Materials and Supplies</b>					
<b>50401 · Fuel, Oil, Lubricants</b>	15,446.98	132,257.86	460,000.00	-327,742.14	28.75%	<b>50401 · Fuel, Oil, Lubricants</b>	32,515.26	249,952.58	458,700.00	-208,747.42	54.49%
<b>50499-1 · Office Supplies</b>	299.24	2,688.06	20,000.00	-17,311.94	13.44%	<b>50499-1 · Office Supplies</b>	947.20	7,472.84	3,000.00	4,472.84	249.1%
<b>50499-2 · Postage</b>	26.87	646.58	1,500.00	-853.42	43.11%	<b>50499-2 · Postage</b>	159.54	691.27	1,500.00	-808.73	46.09%
<b>50499-3 · Printing</b>	70.91	2,705.46	30,000.00	-27,294.54	9.02%	<b>50499-3 · Printing</b>	5,181.97	14,046.70	20,000.00	-5,953.30	70.23%
<b>50499-4 · Misc Materials &amp; Supplies</b>	848.68	11,308.18	130,000.00	-118,691.82	8.7%	<b>50499-4 · Misc Materials &amp; Supplies</b>	962.21	3,349.99	35,400.00	-32,050.01	9.46%
<b>Total 50400 · Materials and Supplies</b>	<b>16,692.68</b>	<b>149,606.14</b>	<b>641,500.00</b>	<b>-491,893.86</b>	<b>23.32%</b>	<b>Total 50400 · Materials and Supplies</b>	<b>39,766.18</b>	<b>275,513.38</b>	<b>518,600.00</b>	<b>-243,086.62</b>	<b>53.13%</b>
<b>50500 · Utilities</b>						<b>50500 · Utilities</b>					
<b>50501 · Electricity</b>	939.87	8,570.31	20,000.00	-11,429.69	42.85%	<b>50501 · Electricity</b>	1,083.27	8,803.01	17,000.00	-8,196.99	51.78%

**Yuma County Intergovernmental Public Transportation Auth.**  
**Executive Board P&L**  
**January 2021**

1:49 PM **Yuma County Intergovernmental Public Transportation Auth.**  
03/15/2021 **Executive Board P&L**  
Accrual Basis **January 2020**

	Jan 21	Jul '20 - Jan 21	YTD Budget	\$ Over Budget	% of Budget		Jan 20	Jul '19 - Jan 20	YTD Budget	\$ Over Budget	% of Budget
50502-1 · Refuse Disposal	253.09	1,769.81	4,000.00	-2,230.19	44.25%	50502-1 · Refuse Disposal	218.08	1,493.11	2,000.00	-506.89	74.66%
50502-2 · Water - Offices	137.92	1,178.51	2,500.00	-1,321.49	47.14%	50502-2 · Water - Offices	157.51	852.58	1,500.00	-647.42	56.84%
<b>Total 50500 · Utilities</b>	<b>1,330.88</b>	<b>11,518.63</b>	<b>26,500.00</b>	<b>-14,981.37</b>	<b>43.47%</b>	<b>Total 50500 · Utilities</b>	<b>1,458.86</b>	<b>11,148.70</b>	<b>20,500.00</b>	<b>-9,351.30</b>	<b>54.38%</b>
50600 · Casualty and Liability Insuranc						50600 · Casualty and Liability Insuranc					
50608-1 · Gen Liab Insurance	0.00	1,836.00	4,000.00	-2,164.00	45.9%	50608-1 · Gen Liab Insurance	-654.00	7,473.53	4,000.00	3,473.53	186.84%
50608-2 · Prof. Liability Insurance	0.00	4,596.53	3,500.00	1,096.53	131.33%	50608-2 · Prof. Liability Insurance	0.00	2,196.67	3,500.00	-1,303.33	62.76%
50608-3 · Automobile Insurance	0.00	3,256.00	4,500.00	-1,244.00	72.36%	50608-3 · Automobile Insurance	0.00	0.00	4,500.00	-4,500.00	0.0%
<b>Total 50600 · Casualty and Liability Insuranc</b>	<b>0.00</b>	<b>9,688.53</b>	<b>12,000.00</b>	<b>-2,311.47</b>	<b>80.74%</b>	<b>Total 50600 · Casualty and Liability Insuranc</b>	<b>-654.00</b>	<b>9,670.20</b>	<b>12,000.00</b>	<b>-2,329.80</b>	<b>80.59%</b>
50900 · Miscellaneous Expenses						50900 · Miscellaneous Expenses					
50901 · Memberships/Dues/Subscriptions	0.00	6,186.64	20,000.00	-13,813.36	30.93%	50901 · Memberships/Dues/Subscriptions	0.00	12,163.80	15,000.00	-2,836.20	81.09%
50902 · Travel Expenses	0.00	6,000.00	30,000.00	-24,000.00	20.0%	50902 · Travel Expenses	581.83	14,854.40	30,000.00	-15,145.60	49.52%
50906 · Finance Charges/Penalties	22.00	86,825.42	20,000.00	66,825.42	434.13%	50906 · Finance Charges/Penalties	14,136.68	31,909.56	5,000.00	26,909.56	638.19%
50999-1 · License and Permits	0.00	203.00	300.00	-97.00	67.67%	50999-1 · License and Permits	0.00	128.00	300.00	-172.00	42.67%
50999-2 · Training/Education	0.00	414.00	71,797.00	-71,383.00	0.58%	50999-2 · Training/Education	0.00	2,280.00	75,044.00	-72,764.00	3.04%
50999-3 · Other Misc Expense	457.97	2,594.68	8,000.00	-5,405.32	32.43%	50999-3 · Other Misc Expense	2,703.50	13,540.87	0.00	13,540.87	100.0%
50999-5 · Telephone/Internet	663.94	4,739.93	10,000.00	-5,260.07	47.4%	50999-5 · Telephone/Internet	681.61	4,454.89	8,000.00	-3,545.11	55.69%
<b>Total 50900 · Miscellaneous Expenses</b>	<b>1,143.91</b>	<b>106,963.67</b>	<b>160,097.00</b>	<b>-53,133.33</b>	<b>66.81%</b>	<b>Total 50900 · Miscellaneous Expenses</b>	<b>18,103.62</b>	<b>79,331.52</b>	<b>133,344.00</b>	<b>-54,012.48</b>	<b>59.49%</b>
51200 · Leases and Rentals						51200 · Leases and Rentals					
51212-1 · Building Lease	4,400.00	30,200.00	50,400.00	-20,200.00	59.92%	51212-1 · Building Lease	4,200.00	29,400.00	50,400.00	-21,000.00	58.33%
<b>Total 51200 · Leases and Rentals</b>	<b>4,400.00</b>	<b>30,200.00</b>	<b>50,400.00</b>	<b>-20,200.00</b>	<b>59.92%</b>	<b>Total 51200 · Leases and Rentals</b>	<b>4,200.00</b>	<b>29,400.00</b>	<b>50,400.00</b>	<b>-21,000.00</b>	<b>58.33%</b>
51600 · Capital Outlay						51600 · Capital Outlay					
51600-3 · Buildings/Mutli Modal Center	55,049.25	55,049.25	2,896,632.00	-2,841,582.75	1.9%	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	363,879.47				51600-4 · Land	0.00	10,000.00			
51600-5 · Automobiles	0.00	239,194.00				51600-5 · Automobiles	0.00	113,878.40	163,224.00	-49,345.60	69.77%
51600-6 · Furniture and Equipment	9,507.71	265,115.82	677,652.00	-412,536.18	39.12%	51600-6 · Furniture and Equipment	0.00	93,917.10	646,850.00	-552,932.90	14.52%
<b>Total 51600 · Capital Outlay</b>	<b>64,556.96</b>	<b>923,238.54</b>	<b>3,574,284.00</b>	<b>-2,651,045.46</b>	<b>25.83%</b>	<b>Total 51600 · Capital Outlay</b>	<b>0.00</b>	<b>217,795.50</b>	<b>3,743,785.00</b>	<b>-3,525,989.50</b>	<b>5.82%</b>
<b>Total Expense</b>	<b>420,115.62</b>	<b>3,833,453.34</b>	<b>9,412,175.00</b>	<b>-5,578,721.66</b>	<b>40.73%</b>	<b>Total Expense</b>	<b>141,775.79</b>	<b>2,766,239.83</b>	<b>9,109,740.00</b>	<b>-6,343,500.17</b>	<b>30.37%</b>
<b>Net Ordinary Income</b>	<b>-10,225.78</b>	<b>386,740.40</b>	<b>7,173,579.00</b>	<b>-6,786,838.60</b>	<b>5.39%</b>	<b>Net Ordinary Income</b>	<b>-16,233.77</b>	<b>-109,942.17</b>	<b>0.00</b>	<b>-109,942.17</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-10,225.78</b>	<b>386,740.40</b>	<b>7,173,579.00</b>	<b>-6,786,838.60</b>	<b>5.39%</b>	<b>Net Income</b>	<b>-16,233.77</b>	<b>-109,942.17</b>	<b>0.00</b>	<b>-109,942.17</b>	<b>100.0%</b>