



Yuma County Intergovernmental Public Transportation Authority

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

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

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

MONDAY, October 24, 2016 – 1:30 PM
Yuma County Department of Development Services – Aldrich Hall
2351 West 26th Street -- Yuma, AZ, 85364

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

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

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

The agenda for the meeting is as follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

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

Shelly Kreger, Transit Director

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

1. Adopt the September 26, 2016 regular minutes. Pg. 3

DISCUSSION & ACTION ITEMS:

1. Discussion and or action regarding the Maintenance Audit. No action required. Pg. 7
2. Discussion and or action regarding National Express Action Plan. No action required. Pg. 24
3. Discussion and or action regarding the YCIPTA Personnel Policies. Action required. Pg. 33
4. Discussion and or action regarding the IPTA Taxation Authority. No Action required. Pg. 80

PROGRESS REPORTS:

1. Operations Manager Report – George Rodriguez, National Express Operations Manager. *No action is required.* Pg. 91
2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.* Pg. 92
3. Transit Ridership & Customer Comment Report – Carol Perez, Management Analyst/Mobility Manager *No action is required. Provided at meeting.*
4. Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.* Pg. 94

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting is scheduled for Monday, November 28, 2016.

ADJOURNMENT

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

Shelly Kreger, Transit Director

The Yuma County Intergovernmental Transportation Authority (YCIPTA) met in Regular Session on Monday, September 26, 2016 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ, 85364. The Chairman called the meeting to order at 1:32 p.m.

Members present:

Brian Golding, Sr./Quechan Indian Tribe
Greg Wilkinson/City of Yuma
Larry Killman/ Town of Wellton
Paul Soto/Cocopah Indian Tribe
Michael Sabath/Northern Arizona University
Daniel Corr/Arizona Western College

Members Excused:

Susan Thorpe/Yuma County
Bill Lee/City of Somerton/Secretary
Ralph Velez/City of San Luis

Other Present:

Shelly Kreger/YCIPTA/Transit Director
Chona Medel/YCIPTA/Financial Services Operations Manager
Maritza Hernandez/YCIPTA/Office Specialist
George Rodriguez/National Express/Operations Manager
Jesus Aguilar/National Express/Safety and Training Manager

The Pledge of Allegiance was led by Dr. Corr

CALL TO PUBLIC:

No. 1: Gene Dalbey – Yuma Region Bicycle Coalition (YRBC)

Mr. Dalbey stated that he would like YCAT and YRBC to team up. Mr. Dalbey went over some options for carrying bikes on the buses. Mr. Dalbey wants to coordinate with YCAT to motivate bike users to ride YCAT.

CONSENT CALENDAR:

No. 1: Adopt the July 25, 2016 regular minutes.

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

VOICE VOTE: Motion Carries, 6-0 with Mr. Lee, Ms. Thorpe and Mr. Velez excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the YCIPTA Disadvantaged Business Enterprise Program. Action required.

Dr. Sabath inquired if the only change was making it from a two-year plan to a three-year plan.

Ms. Kreger confirmed that was the only change.

MOTION (Killman/Corr): Approve items as presented.

VOICE VOTE: Motion Carries, 6-0 with Mr. Lee, Ms. Thorpe and Mr. Velez excused.

No. 2: Discussion and or action regarding the YCIPTA/Quechan MOU Exhibit A. Amendment Six. Action required.

Ms. Kreger presented the information as contained in the member packet. Ms. Kreger stated that the amount was lower due to a reduction of service on the Turquoise Route 10.

Mr. Golding, Sr. continued the discussion regarding the change in the amount being supplied by ICTC TDA funding.

MOTION (Soto/Wilkinson): Approve items as presented.

VOICE VOTE: Motion Carries, 6-0 with Mr. Lee, Ms. Thorpe and Mr. Velez excused.

No. 3: Discussion and or action regarding the Intergovernmental Agreement between Town of Quartzite and YCIPTA for the Purposes of Coordinating Transit Services. Action required.

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

Mr. Wilkinson inquired as to the funding cost of the ridership.

Dr. Sabath inquired regarding who operated the Camel Express.

Ms. Kreger stated that the Town of Quartzsite provided that service.

Mr. Golding inquired regarding what the annual ridership would be for the route.

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

VOICE VOTE: Motion Carries, 6-0 with Mr. Lee, Ms. Thorpe and Mr. Velez excused.

No. 4: Discussion regarding the Transit IDEA 79 Project – Implementation of Smart Card Automatic Fare Collection (AFC) Technology in Small Transit Agencies for Standard Development. No action required.

Ms. Kreger presented the information as contained in the member packet. Ms. Kreger stated that this was a pilot program that implemented smart cards in a small transit agency. YCIPTA staff recommends not to proceed with the systems due to constant issues with the smart card system.

No action was taken.

No. 5: Discussion and update regarding vehicle audit and maintenance issues. No action required.

Ms. Kreger stated that on August 2016 staff reported to the Board via email an accident that had occurred involving a wheel coming off of the bus and striking another vehicle. Since the incident, staff hired a third-party inspector to audit all of the vehicles in YCAT fleet. The full report should be available for next month's meeting. Also, YCIPTA staff will have more surveillance cameras installed in the maintenance bays.

No action was taken.

PROGRESS REPORTS:

No. 1: Operations Manager Report – George Rodriguez, National Express Operations Manager. No action is required. Provided at meeting

Mr. Rodriguez stated that he would like to improve the YCAT transit system. Mr. Rodriguez further stated he would be providing oversight and more structure.

No action was taken.

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

Ms. Kreger presented the information as contained in the member packet. Ms. Kreger stated that 7 shelters had been installed.

No action was taken.

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

Ms. Perez was not available to present the report. Ms. Kreger presented the information as contained in the member packet.

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

Mrs. Medel provided the reconciled account balances for YCIPTA checking accounts held at 1st Bank Yuma for the following months as follows:

August 31, 2016

Greyhound \$10,323.03
General \$64,778.75
Payroll \$12,840.73
Fare Revenue \$47,878.33

August 31, 2016

YC Treasurer \$214,468.12

Greyhound sales by Month

July 2016 \$16,191.10

August 2016 \$13,078.95

Fare Revenue by Month

July 2016

YCAT \$26,566.83

On Call \$414.00

August 2016

YCAT \$34,510.07

On Call \$966.00

Accounts payable as of August 31, 2016 was \$36,723.44

Accounts receivable as of August 31, 2016 was \$142,957.59

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting is scheduled for Monday, October 24, 2016.

ADJOURNMENT

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:11 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this _____, 2016, Agenda Item _____

CAROL PEREZ, Board Secretary



Yuma County Intergovernmental Public Transportation Authority

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

October 24, 2016

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 Fleet Maintenance Audit
Report

Requested Action: Non required.

Background and Summary: On September 22, 2016 staff reported to the board that a maintenance audit would be performed during the month of September. This audit was completed and the report is attached for your review.

During the audit, 21 revenue service vehicles were inspected and were found to have issues with a total five vehicles were placed out of service by the inspector. Notes regarding the repair issues have been given to the interim Maintenance Manager and are in the process of being repaired.

Staff will inspect all vehicles, files, and repair orders to verify work has been completed properly.

Recommended Motion: None required.

Fiscal Impact: None

Legal Counsel Review: None.

Attachments: YCIPTA Fleet Maintenance Audit Report

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

Shelly Kreger, Transit Director

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

Approved for Submission



Shelly Kreger
Transit Director

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

Shelly Kreger, Transit Director

YCAT Maintenance Safety Inspection

Completed by

John P. Potts

1747 Pioneer Peak Dr.

Wasilla AK. 99654

(907) 887-6500

Johnpotts62@yahoo.com

This inspection is to verify the safety standard of the Yuma County Intergovernmental Public Transportation Authority busses and associated maintenance facility.

The YCAT bus fleet has been allowed to degrade to an unacceptable level. There are many reasons for this happening.

The maintenance manager did not keep accurate records for each vehicle. This allowed the vehicles to fall behind in the required preventive maintenance inspection (PMI) schedule. Upon inspection of the records I found that many of the defects found during the PMI were not addressed at that time or at a later date. Some of these became more serious as time passed without attention. With the small number of transit vehicles the need for all the repairs needed should be completed as they are discovered hence the importance of the Drivers inspections. As of the 23rd of September none of the September Driver Vehicle Inspection Reports, (DVIR) had been filed for any of the busses.

PMIs are the best tool that a maintenance department has to inspect and repair the vehicles they are responsible for. A full PMI should take approximately 4 to 6 hours to accomplish on a New Flyer for example. All wheels should be removed, the bearings should undergo a thorough cleaning, a visual inspection and greased or replaced as needed. The brakes should have a similar inspection of cleaning and dealt with accordingly. The rest of the bus should be thoroughly inspected and any repairs should be noted, parts ordered if needed. If parts aren't in stock, depending on the severity of the defect, the bus could be placed back in service until the necessary parts arrive. Once they arrive the bus should be scheduled for the noted repairs to be done.

When a bus would have an Out Of Service (OOS) defect, parts required were not ordered in a timely manner nor were they ordered with a high priority. Many items that were known to fail regularly were not kept in stock, i.e. the stanchion caps for the passenger handrails, wheel axle studs and nuts. Numerous busses were found with worn stanchion caps, some more serious than others none the less, this small part should be kept in stock.

There are several instances of hoses and wiring rubbing against the frame or other objects due to the retaining clamps not being reattached after a repair has been done. This could and has caused unnecessary repairs and road calls taking the mechanics away from other work.

Air conditioning is a fact of life in this area and without proper care and repair this is and will continue to be an ongoing plague among the fleet until better preventive maintenance becomes routine. There were numerous road calls for A/C issues and many of them could have been prevented. Several of the cover plates have been removed from the control board mounting area and not replaced when the repair was complete. Some spacers and retaining nuts have been lost or misplaced. This allows unauthorized persons access to the fuses and relays and the board itself allowing for shorting of the board diodes causing failure.

Parts Room / Tool Crib

Upon my arrival at the YCAT maintenance facility, the parts room/tool crib was in bad shape. There were layers upon layers of dust on everything. There was no organization to the parts with some parts on the ground or kicked under the shelving. Some of the brake rotors were leaning against others. This could cause premature warping, requiring them to be sent to a machine shop for truing or making them unusable. It is obvious that stocking parts has not been a priority due to the disheveled condition of the area.

From looking at the parts it is obvious that everyday parts such as belts, hoses, filters, etc. have not been stocked also a par level has not been established. This lack of inventory could possibly cause busses unavailable for its required routes.

The welder had repair manuals stacked upon it. The manuals were unorganized on the top shelf and had not been cared for in a long time. Many of the diagnostic tools looked as if they were placed on the shelf haphazardly. Being out of their protective cases collecting dust could be detrimental to the life of the tool in the sever climate they are in. This equipment is expensive and required to accurately diagnose the electronic systems of the fleet.

The torque wrenches have not been calibrated, or at least no record of calibration was available. These tools are required for proper installation of many parts on a vehicle. In the most recent event of the wheel assembly falling off of Y136 this could be part of the cause. If the wheel torque is not up to spec then this is a possibility.

The manuals have been dusted off and placed in a cabinet to keep them out of the weather. . A second torque wrench has been purchased and the other will be sent out for calibration.

Shop Safety

General housekeeping is in dire need. The amount of dust around the shop shows neglect of the work area. The floors need to be swept and the oil cleaned up after each vehicle is worked on.

The First Aid cabinets are out of date and need to be replenished with new up to date materials. The entire fleet needs to have the first aid kits restocked and checked at least monthly for needed items. This should also be part of the PM inspections.

The Safety Data Sheets are out of date. Since there is not a current SDS computer program these sheets need to be processed and kept current until the program is available. Also the wash bay has chemicals that need to have SDS sheets available at that location, due to its distance from the shop. Ref. 29 CFR 1910.1200 (b)(4)(i)

The flammable lockers need to be organized and the shelves labeled.. A flammable locker needs to be located at the wash bay to contain the chemicals used in that location. Ref. NFPA 30 and 30B.

The emergency eyewash stations and shower have been inspected on 09/13/2016. The shower valve is stiff and should be lubricated.

There are several non-grounded electrical tools throughout the shop. These need to have the 3 prong male ends replaced. The drill press, flood lights, extension cords and all electrical appliances need to be inspected and repaired as necessary. Ref. NFPA 70B and 70E

The waste oil containment area is littered with parts and needs to be cleaned out. No unrelated materials should be stored in the containment area. This area needs to have NFPA placards. These placards need to be located where they are visible for first responders in case of an emergency. It is recommended to have one on each corner facing the yard and on the adjacent sides of the building. Ref. NFPA 170

The Fleet

Having inspected the fleet, with a few exceptions, I find that it is in serious disrepair.

I will start off with the air conditioning. This is a severe climate and the maintenance needs are more rigorous than they would be in a more temperate climate. The entire air conditioning system is used full force all year long. That means the technicians need to be more vigilant on their repairs.

Overheating was one of the primary complaints, also that the A/C was blowing out hot air. There are only a few reasons for this. The condensers were not being cleaned as regularly as they should, the Freon being low, or the compressor isn't working correctly or at all, such as a belt having broken or fallen off, or just too loose to turn the compressor when it activates. There are a few other reasons but those are the obvious reasons.

All of the passport busses have had control boards replaced, some of them several times. This may be the fix but not necessarily the root cause. The condensers need to be blown out and washed occasionally. Without this the heat cannot dissipate which causes the fans to work harder and draw more amperage and in turn possibly overloading the boards and relays. Also if the fans are full of dust and dirt they may not spin properly or evenly, causing overheating.

Being in this severe climate all the rubber hoses need to be thoroughly inspected. Rubber tends to dry rot in such harsh dry environments. Many hoses were found, although most weren't leaking, they had become stiff and brittle from the weather. This includes but not limited to, the radiator, heater, transmission, and a/c hoses.

Along with the rubber hoses are the other rubber parts such as the body mounts, engine and transmission mounts, shock absorbers, sway bar links, etc. There are several vehicles with body mounts that are severely cracked and need replacement soon. There are places that rubber skirts are used to keep rocks and debris from doing damage to the condensers and radiators. They need inspected and replaced as needed.

The wiring harnesses although covered with plastic for the most part are susceptible to the sun, sand and heat. They need inspected as well. It is also imperative that the protective loom be in place when doing wiring repairs. The transmission wiring harness on Y-117 is missing the protective loom needed to protect it from rubbing on the top of the transmission and assorted objects near it.

Many of the fleet is suffering from leaking steering gear boxes. This could be from hoses leaking or seals that need replaced, or they may be overheating and the pressure is causing the fluid to push past the seals. It may be necessary to install power steering coolers. They are very similar to the transmission coolers that are already installed on most of your fleet.

Shock absorbers are relevant to the stability of a vehicle. Due to the road conditions and the climate, I would recommend they be replaced sooner than the factory recommendations. Most of the Passport and E-350 busses were in need of shock replacement when they were inspected. Don't wait for them to fail; timely replacement will prove to be a cost savings before something serious can happen.

The wheelchair lifts seem to be in working order, they have just been neglected like the rest of the fleet. The lifts in the E-350s need serious attention. Several of the lift rams and hoses are leaking. The upright supports are loose and need to be reworked with new bushings, cables and probably a good fluid exchange. It's important to use proper fluids so it doesn't deteriorate the pressure lines and seals.

Most of the flat ramps were in pretty good shape. They had a few cables that needed replaced and some lubrication needed but in good shape. I didn't have the pleasure of inspecting any ramps on the trolleys. I was told there was only one that worked and the rest all needed attention.

The emergency exit windows have problems with the latches becoming stiff from lack of lubrication, the weather, etc. One window being used by Saguaro actually had the rear window unlatched because the latches had broken and had been for several days according to the DVIR. Some of the windows I checked were very difficult to set back in place securely. Some of the technicians would simply slam them into place. This should be avoided due to the possibility of the glass breaking and showering someone with sharp pieces of glass. The frames need cleaned thoroughly and the retaining mechanisms need to be cleaned and lubricated. The replacement handles that were bought at Home Depot need to be discarded and the proper handles purchased from the dealer or a suitable parts department. I understand the need to keep costs down but there is also the need to find suitable substitutes that meet Department of Transportation specifications. This is another reason for having parts in stock. Without working handles the bus would be out of service.

There are many cosmetic issues as well. The driver seat cushions and covers are worn and need to be replaced. The folding seats in the Passports are missing some of the strut rods and brackets. They also tend to rattle to the point that if someone in a wheelchair were sitting close, their hand or fingers could get pinched. They are safe to sit on and are safe when stowed

but they are a little loose. Some of the interior lights are out, most were not written up on the DVIR.

I was witness to several acts of cannibalism while I was in Yuma. In one case the driver's air seat compressor regulator was removed from Y-132 and placed into Y-124. Y-124 was ready to go except for this part, which was not in stock. Y-132 was OOS for other reasons and would be down until parts came in. I understand the reason for keeping Y-124 in service but the regulator should have been in stock.

The power steering tank breather cap from Y-136 was moved to another bus because it was missing. One of the windows from Y-136 was also moved to another bus.

There is a proper procedure for cannibalizing parts. If the vehicle is out of service due to being retired from service or being down for an extended period of time. When parts are needed from these vehicles, clear documentation and approval from the Director and the Maintenance Manager should be required before any parts are exchanged. If a part is to be exchanged the faulty part should be placed inside the vehicle being cannibalized and the replacement part ordered to replace it, unless the cannibalized vehicle is being retired. A list of parts removed from the retired vehicle should be kept for inventory and possible sale of the retired vehicle.

The bike rack deployment lights work on about half of the fleet. On the Passports and the E-350s, having that extra three feet protruding off the front of the bus can be dangerous to passengers and cause the bus drivers to hit other obstacles in front of them. At least with these lights they have a reminder that the rack is deployed and need to be more vigilant.

It all boils down to this statement: You must inspect what you expect. The maintenance manager needs to get out of the office and check the work and morale of his mechanics. Check the parts room; keep it stocked with regularly used items. Insure that the software for the diagnostic equipment is up to date, and the manuals are current with the fleet on hand.

NOTES

The shop is fairly clean, mainly organized, could be better equipped.

The parts area is cluttered, unorganized and needs some serious attention.

I would also recommend that more parts be kept on hand. Those would be, at least one belt for each type of bus, i.e. one alternator belt, one a/c belt, one power steering belt, etc. Also an upper and lower radiator hose, all filters; air, oil, fuel, etc.

The tool crib/parts room has tools, very expensive tools that have not been placed back in the protective cases. The torque wrenches have not been calibrated for over a year. Manufacturer recommends that they be calibrated yearly as well as turned down to the lowest setting after each use.

Is the undercarriage damage from neglectful drivers?

Going through the records, some were found to be illegible and not understandable.

The September DVIRs have not been filed for any vehicles that I checked. I haven't found any work orders that correlate with past driver write-ups. I.E. vehicle D-117 has had the same write up for 12 days "Fuel gauge not working, and, Engine light on", no records were found to suggest any repairs or investigation into the issue had ever been accomplished.

A mechanical database is needed to maintain good records and insure inspection dates are met.

The shop has several trip hazards mainly the power cables from the 8 portable lift sections. They are laid on the floor between the posts and are constantly walked over. These wires need to be picked up after each use or possibly hung from the ceiling with enough slack to allow the required movement of the corner lifts.

Also the large shop doors are mechanically raised and lowered. The strain of lifting these doors could cause back strain and possible work time loss. The obvious solution is to have the doors motorized.

Y-132 (OOS)

During the inspection these items were found. The fan belt needed replaced due to misalignment on the pulleys. The belt has either been cut to a thinner size or was replaced with the wrong belt.

Body mounts are deteriorating and some are showing sever cracking and need replaced.

The Drop-Box section of the transmission is showing signs of leaking. I was informed this part had been replaced approximately 18 months ago.

Two top stanchion posts have broken free of the roof mount. This is a passenger safety issue and will put the bus out of service (OOS). These parts were ordered the same day on a priority 1 status and should be received by 9/21/16.

The driver seat compressor pressure switch was cannibalized from this bus and installed on Y-124 to complete its repairs and put it back into service. Since Y-132 is on OOS status I understand the cannibalization but this should not happen on a regular basis. Since this seems to be an ongoing problem with this model bus, these parts should be kept in stock. I was informed by Sergio that this is a new problem and that he consented to the part exchange. Stock parts are being ordered. There is no work order in the files for these needed repairs.

Y-201

The driver side windshield has a rock chip approx. 2 inches across and is in the drivers' field of vision. This would normally put the bus in OOS status but the replacement glass is in stock and the glass shop is coming to replace it the same day.

The brake warning system is out of working order and the shop is working to find the solution. This has a related issue of the wheelchair ramp being inoperative due to the parking brake not working properly.

I could not find a file for this bus.

Y-136 (OOS)

The driver seat cover is torn and needs to be recovered or replaced.

The first passenger seat on the right side in the wheelchair area has a worn spring and will not stay in the upright position on its own.

The fire extinguisher was found in a storage locker next to the front of the passenger area. It had abandoned clothing etc. on top of it. It should be permanently mounted behind the driver seat for easy access in case of an emergency.

Two power steering leaks were found. One by the steering pump and the other located at the cooler. There is also oil showing on the bottom of the transmission bell housing which could residue from the P/S leaks or may be a separate leak.

With the parking brake set the right rear brake rod allowed approximately 1½ inches of play. This is out of adjustment and is an OOS issue. The left side was secure and tight as it should have been.

There are two cracks in the left side H frame. This is also the bus that lost the wheel assembly a few weeks ago. The H-frame will have to be replaced before this bus can go back in service.

I could not find any work orders for these needed repairs.

Y-131

I found only one issue with this vehicle. The front wheel lug torque was checked at 300 Ft Lbs. The manufacturer spec is 400 Ft Lbs. This is approximately 5 weeks after the rear wheels came off bus Y-136. This

bus had been to the tire vender 2 weeks' prior for replacement of the front tires. The torque was not rechecked at the shop. The tire shop should torque to spec but with the accident still fresh in their minds, why weren't the lug nut torque checked?

Y-141

A severe air leak is heard from the back axle. The leak was found to be the left rear airbag. Upon further inspection, all airbags need to be replaced due to rubbing and small leaks.

Some LED running lights are out and or have only partial bulbs working.

The transmission lines are hanging too close to the ground. They are approx.6 inches off the ground. They actually hang below the rear axle which makes it very exposed for rock damage etc. There is adequate room to turn them to and support the hoses so they will be less susceptible to damage.

The exhaust pipe is rubbing against the left rear tow eyelet. This will eventually work a hole into the pipe resulting in premature need for replacement.

Y-144

Wheel torque not within specifications. Wheel torque should be 475 Ft lbs.

Several boards on top of the passenger seats are loose and make for a pinch point that could injure passengers.

The fuel cap was missing but soon replaced with one from stock.

All upper stanchion mounting points are loose and need to be secured. This could be accomplished by removing the factory rivets, which are failing, to thru-bolts, washers and cap nuts.

The rear brakes are misadjusted. The driver complained that when applying the brake, the trolley pulled to the left. The inspection found that the right rear oil seal was leaking and not allowing the brake shoes to grip the brake drum. The seal needs replaced and the shoes cleaned of oil if possible or replaced. If replacement is required, then both sides will need changed.

The air tank lanyard is missing on the left side. This needs to be replaced for the operator to be able to check his air tanks for water contamination. Also the lanyard for the right side is too long and hangs low enough to catch on road debris with possible damage to the air tank valve which could cause abrupt loss of air causing the bus brakes to lock up.

There is a piece of rubber from the side of the bus under the radiator that is designed to protect the radiator from rocks and debris. This is torn and is in need of replacement before damage is done.

Y-123

Wheel torque good at 140Ft lbs.

Front upper running light out.

Front and rear brakes need to be checked. Both are close to replacement tolerance. They have less than 30% thickness.

The wheelchair door support rams need to be replaced.

The supports and the lamp are in stock but were not installed at the time of inspection. Reason unknown.

.

Y-134

The wiper fluid cap is missing.

Wheel torque is good at 80 Ft lbs.

Transmission has a shudder when accelerating from a stop. This is possible torque convertor or clutch issues.

Y-133

The vehicle shudders when taking off from a stop. Transmission issues need attention.

Wiper fluid cap is missing.

The front right bumper skirt is missing.

Wheel torque is id good at 80 Ft lbs.

Y-116

The driver had written up the Fare Box for being inoperative on 09/21/16. No work order found that any work has been accomplished. Bike rack deployment wiring wasn't connected. It was tied back into the wiring harness. After being connected, the light remained on whether the rack was up or down.

Wheel torque checked out at 140 Ft lbs., factory spec.

The D.O.T. markings were coming loose and partially unreadable. This was promptly replaced.

The last section of exhaust pipe is loose and needs to be reclamped or possibly welded.

The wheel chair lift has a frayed wire attached to the back plate.

Both of the wheelchair door supports needed replaced. They were replaced immediately after my inspection.

The battery terminals are corroded and require cleaning.

Engine coolant is below the minimum mark in the reservoir.

The cargo step on the back of the bed is bent, almost unusable.

Found the left upper and lower ball joint, the right lower ball joint, and the steering stabilizer in need of replacement.

Y-137

This bus has multiple interior lights burned out. The driver had not written the bus up for any faults.

The washer fluid tank was empty.

A low tire was found on the left rear outer. The inner tire shows signs of an air bubble under the sidewall near the rim.

The right side tie rod end is worn but still within limits. The steering gear shows signs of leaking and has been for some time.

A/C condensers need to be blown out more often. The constant issue of being plugged with dust and debris contributes partly to the numerous road calls for air conditioning complaints.

The power steering tank cap was found missing. This has allowed dust and dirt to be introduced to the fluid and other components. The entire system needs to be flushed and refilled.

Y-129 (OOS)

Both motor mounts are worn out needing replacement.

The front left shock absorber is leaking and with the right having the same number of miles, they should be replaced as a pair. The rear shocks are in the same condition.

The front and middle carrier bearing are cracked and need replaced.

The rear brakes are low and the seals are showing signs of leakage. They should be replaced before any damage can be done. This is an OOS item.

The steering drag link is worn past tolerance and needs to be replaced before going back into service. This is an OOS item.

The gear box is leaking on this bus.

There is an exhaust leak at the engine and a bracket before the Catalytic Converter is broken.

The front bumper is cracked on the left side. This crack is weakening the integrity of the bumper and needs replaced as soon as possible.

Y-147

No issues to note. Wheel torque within spec.

Y-128

Right reverse light isn't working.

The emergency windows rattle. The latching mechanisms are worn or loose.

Could not find any repair orders since July 2016.

The right side Morride bracket showing cracks within replacement criteria.

There is a leak at the A/C condenser.

The drop down box is leaking from the rear output shaft. This seems to be a common failure with this configuration among this fleet.

The horn wiring is unprotected and should have had heat shrink tubing at the wire ends to protect the connections from the weather.

D-117

The DVIR book has the same write ups for 12 days that have not been repaired. "Check engine light is on, and, Fuel gauge doesn't work.

The driver's seat is torn and threadbare. The cover needs replaced.

The stanchion on the left as you enter has the rubber grommet worn out and it rattles.

The transmission wiring is missing the protective loom. This exposes the wires to unnecessary movement causing abrasive cuts and breaks in the wiring.

Inner and outer tie rod ends are at maximum tolerances and should be replaced soon. Preferably at the next oil change.

The wheel chair access door has a bent latch rod and the retaining strut is worn out and needs to be replaced.

Y-121 (OOS)

The rear emergency window latches are broken. The windows are swinging loose and the handles are hard to move. This is an Out of Service defect.

One of the front marker lights is not working.

One stanchion grommet has fallen out of the retaining ring.

The inner and outer tie rod ends need to be replaced.

The torsion bar bushings are worn and cracked. They need to be replaced before the alignment to insure correct measurements.

The radiator is leaking at the top tank.

The drivers' rear brake pads are down to 15-20%.

The Wheel chair access doors are in need of strut replacement.

Y-126

The outer side of the right rear is ground down to less than 30% of its useful life. The inner side looks normal. This could be due to a couple of things. The brake was both dragging and the driver didn't notice it until the caliper piston dislodged and allowed the pedal go to the floor, or the rear brakes have not been inspected as they should be. This was a road call on 9/26.

The body grommets need replaced as needed.

There is a coolant leak on the front of the engine. This could be the water pump or an associated hose.

The front tires are cupping. This could be the steering stabilizer in conjunction with the kingpins beginning to wear.

Y-125

The passenger area is in decent condition. It needs a bit of cleaning but nothing unsafe.

There is a transmission line rubbing on the frame. It has rubbed enough to show the metal liner under the rubber coating. This line is also leaking so when it's replaced it needs to be rerouted or tied away from the frame.

The drop box is leaking from the top of the box, probably the vent.

The fuel line is twisted to the point that it will starve the engine of fuel, causing poor performance and driver complaints.

The front tires are cupping which is likely due to the shocks needing replaced. They aren't leaking but may still be worn beyond their usefulness.

The rear bumper is cracked and need to be replaced. This raises a question of why the drivers are getting that close to objects with the back of the busses.

Y-143 (OOS)

This engine has a rear main seal leak and has been known for approximately 2 months.

One of the rear marker lights is not working.

The front brakes are out of adjustment. The front brake shoes are also extending out from the drum. This is due to possibly not attaching the retaining springs properly.

The air conditioning is also inoperative.

Y-127

Water from the rear A/C is dripping onto the seats and floor. This bus was put Out of Service due to the air conditioning but repairs were made and put back in service within a couple of hours. The A/C control board was cannibalized from another OOS bus to keep this on the road.

There are two stanchions that have loose grommets on the top.

The seats are dirty and have small stains.

The front bumper is bent on the driver's side.

The rear Morride support bar is cracked and needs to be repaired or replaced.

Two of the carrier bearings have cracks in the rubber support. They need replacing at the next service.

The right side transmission mount is worn and should be replaced before damage is done to the support.

There is a coolant leak at the back of the engine, possibly a heater hose that wasn't secured during a previous repair.

There is an oil leak at the right rear of the cylinder head.

Y-200

This bus has a clean bill of health.

SHOP SAFETY

General housekeeping is in dire need. The amount of dust and dirt especially in the parts containment area shows long neglect.

The flammable lockers are in disarray. They need to be organized and labeled. Ref. NFPA 30 & 30B.

The self-closing container that the shop uses for dirty rags doesn't close properly due to the lid being bent. Replacement would be advisable. Ref. 29CFR 1910.106A.29

First aid kits are out of date and need to be replenished with fresh supplies. Items from 2014 were discovered.

The emergency shower valve is stiff and should be lubricated or replaced. The eyewash station is well marked and has been inspected on 09/13/16.

There are non-grounded electrical tools that need to have the power cable ends replaced with 3-prong male ends. The drill press, the flood lamps, extension cords among others need to be inspected and repaired as needed. Ref. NFPA 70B and 70E

The waste oil containment area is littered with parts and needs to be cleaned. All unrelated materials will be removed and stored elsewhere. It is also in need of NFPA placards. These placards should be located where they are visible for first responders in case of a fire. It is recommended to have one on the front of the building nearest the street also on the gate side next to the fence. It is also recommended that 2 (two) additional signs be placed at the rear of the building next to the containment and on the yard side of the building. Ref. NFPA 170

The current Safety Data Sheets (SDS) is out of date and either needs to be updated or replaced by another system. If a computerized system is used it is recommended that the required documentation be provided at the wash bay, if required, due to the distance from the shop in case of an accidental exposure



Yuma County Intergovernmental Public Transportation Authority

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

October 24, 2016

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 National Express's Action Plan

Requested Action: Non required.

Background and Summary: At the request from staff, National Express has prepared a Maintenance Action Plan to address, correct and monitor the maintenance issues that have occurred with our fleet. Staff is working closely with National Express on this action plan to ensure the action plan is executed as stated and in a timely manner in order to bring the fleet and maintenance staff up to the standards that are required as per the contract.

Due to the severity of the issues within the maintenance department, YCIPTA has removed the maintenance manager and two technicians from the contract. National Express has brought in maintenance technicians from across the country to provide support during this process and to bring the fleet up to standards.

Recommended Motion: None required.

Fiscal Impact: None

Legal Counsel Review: None.

Attachments: National Express's Action Plan

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

Shelly Kreger, Transit Director

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

Approved for Submission



Shelly Kreger
Transit Director

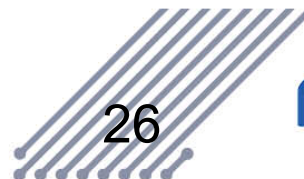
Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Brian Golding, Sr., Chairman – Quechan Indian Tribe, Bill Lee, Vice Chairman – City of Somerton,
Susan Thorpe – Sec/Treasurer – Yuma County, Greg Wilkinson – City of Yuma,
Dr. Michael Sabath - Northern Arizona University,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

Shelly Kreger, Transit Director



Yuma MX action plan

Presented 17 October 2016



1. Executive summary	3
2. Techs on site	4
3. Projects	5
4. Vehicle down list	7

Plan split between immediate fixes and long term plans

- Yuma has a number of maintenance issues due to shortage of skilled technicians , lack of oversight by Maintenance Manager and unskilled mechanics.
- Vehicles out of service peaked at 12 due to breakdowns or after inspection the vehicle was put out of service due to safety reasons.
- 7 vehicles being out of service at start of the action plan. Currently four vehicles out of service.
- Buses that are down are waiting on parts from Thermo King, Ricon, and The Alternator Shop here in Yuma.
- Received 22 Maintenance tech applications that narrowed down to 14 and Chris will narrow that down tonight. Will discuss the finals in the morning and set up interviews.
- Plan split between immediate fixes and longer term more permanent plans.
- All immediate fixes are in the process of being implemented or are complete.
- Long term fixes are progressing
- NEXT is committed to fixing the issues in as timely a manner as possible.

2. Techs on site

Four weeks of techs on site

	week 3 Oct to 7 Oct					week 10 Oct to 14 Oct					week 17 Oct to 21 Oct					week 24 Oct to 28 Oct				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Erik McAllister	✓	✓	✓	✓	✓															
Ron Joma	✓	✓	✓	✓	✓															
Daniel Shehan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓										
Daniel Schueller	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓
Cory Price		✓	✓	✓	✓	✓	✓													
Spencer Linz		✓	✓	✓	✓	✓	✓													
Chris											✓	✓	✓							
Ricky											✓	✓	✓							
Oscar (VTC)											✓	✓	✓	✓						
TBD (VTC)															✓	✓	✓	✓	✓	✓
Gus (VTC)											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gerry											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chava											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

3. Projects

Immediate project fixes

Project name	Description	Owner	Timing	Due date	Status
Techs	Post all open positions and begin recruiting for qualified, certified mechanics and manager	GR	Complete	Complete	
Vehicle repairs	Evaluate and prioritize vehicle repairs	MX	In progress	On going	
Vehicle repairs	Order all needed parts and supplies	GR/MX	In progress	On going	
Techs	Bring in temporary technicians to support the division	MX	Complete	Complete	
Techs	Establish structure and accountability in maintenance	MF/MX	In progress	12/31/2016	
Techs	Evaluate current staff	MX	In progress	12/31/2016	
Manager	Maintenance Manager shall have at least the minimum qualifications as required per the contract	MX	In progress	11/1/2016	
Reporting	Create project plan	JC	Complete	Complete	
Reporting	Send daily evening email on status of vehicles and plan	GR	On going	On going	

3. Projects

Short and longer term project fixes

Project name	Description	Owner	Timing	Due Date	Status
Process	implement maintenance software to track PMI cycles	MX	Complete	Complete	Green
Process	Improve work order procedures	MX	Still to start	12/15/2016	Red
Process	Establish daily tailgate meetings with techs at shift change	GR/MX	Complete	10/4/2016	Green
Process	Implement policies and procedures to ensure that preventive maintenance is done correctly	MX	Complete	ASAP	Green
Process	Train techs on policies and procedures to ensure that preventive maintenance is done correctly	MX	Still to start	1/31/2017	Red
Techs	Continuous training for techs	MX	Still to start	Begin 11/7-11/9	Red
Process	Schedule maintenance support staff visits and provide calendar	MX/JC/MF	Complete	ASAP	Green
Process	Monthly call with local, corporate staff and client on mx.	MX/JC/MF	Still to start	11/1/2016 for first one	Red
Tools	Order autometer electrical tester	MX	On order	10/21/2016	Red
Audit	Bi annual audit of files by Maintenance Leadership	MX	Still to start	12/1/2016 for first one	Red
Techs	Conduct PMx training	MX	Still to start	11/14/16 and 11/25/16	Red
Tools	Acquire shop equipment and tools needed both by items purchased by contractor and by client.	MX	In progress	11/16/2016	Red
Audit	Monthly audits of 5% of maintenance files by the GM	GR	Still to start	11/1/2016 for first one	Red

4. Vehicle down list

4 vehicles currently on down list

Shop Repairs Out of Service Vehicles				
Vehicle #	Description	Status/Vendor	Date OOS	Est. In Serv.
143	BAD AC COMPRESSOR	WAITING ON PARTS/SCHEMATIC		10/21/2016
142	WIRING HAS BEEN TAMPERED WITH	WAITING ON PARTS/SCHEMATIC		10/21/2016
117	WC LIFT	WAITING ON PARTS RICON		10/21/2016
131	AC	TS		10/21/2016

Vendor Repairs Out of Service Vehicles				
Vehicle #	Description	Status/Vendor	Date OOS	Est. In Serv.

Body Repairs Out of Service Vehicles				
Vehicle #	Description	Status/Vendor	Date OOS	Est. In Serv.

Support Vehicles Out of Service Vehicles				
Vehicle #	Description	Status/Vendor	Date OOS	Est. In Serv.



Yuma County Intergovernmental Public Transportation Authority

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

October 24, 2016

Discussion and Action Item 3

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

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the Amended Personnel Policies.

Background and Summary: The amended Personnel Policies was brought before the board at the June meeting and it was discussed that Item 2 not to state a specific dollar amount but to leave it at the directors discretion but not to exceed one normal paycheck amount. Item 3 should not be specific, but at the Directors discretion as well. And on Item 4 there should be a mention of at least 80 hours of PTO to remain on account after requested cash out.

2. Pay advances. Please refer to page 15 of the Personnel Policies.
3. Holidays. Please refer to page 15 of the Personnel Policies
4. Cash out of PTO. Please refer to page 18 of Personnel Policies.

All three items have been updated as per board discussion.

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the Amended Personnel Policies.

Fiscal Impact: None.

Legal Counsel Review: Legal Council has review.

Attachments: Redline version of the Amended Personnel Policies.

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

Shelly Kreger, Transit Director

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

Approved for Submission



Shelly Kreger
Transit Director

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

Shelly Kreger, Transit Director

**Yuma County Intergovernmental Public
Transportation Authority
Personnel Policy Manual**

**Effective:
July 1, 2016**

**Yuma County Intergovernmental Public Transportation Authority
Personnel Policy Manual**

TABLE OF CONTENTS

		Page
I	PREFACE	4
	General Provision	4
II	SELECTION OF STAFF	5
	Selection	5
	Interview and Evaluation	6
	Employment of Relatives	6
	Interview Expenses	7
	Relocation Expenses	7
III	AFTER EMPLOYMENT BEGINS	9
	Probation	9
	Reinstatement and Re-Employment	10
	Demotion	10
	References	10
IV	SALARIES AND EMPLOYEE CLASSIFICATION	10
	Exempt Employees	10
	Non-Exempt Employees	10
	Probationary Employees	10
	Regular Full-time Employees	11
	Regular Part-time Employees	11
	Temporary Employees	11
	Seasonal Employees	11
	Independent Contractors and Consultants are not Employees	11
	Limited Contract Employees	11
	Paid Interns	12
	Unpaid Interns	12
V	ASSIGNMENT OF DUTIES	12
	Job Description	12
	Annual Review	12
VI	WORK HOURS	12
	Standard Work Week	12
	Flexible Work Hours	12
	Compensatory Time	12
	Overtime Pay	13
	Non-Covered Employees and Exempt Employees	13
	Attendance	13
VII	Travel	14
VIII	PAY PERIODS	14
IX	HOLIDAYS	14
X	LEAVE OF ABSENCE	15
	Paid Time Off	15

	Bereavement Leave	19
	Family Medical Leave Act (FMLA)	19
	Other Forms of Leave	20
XI	RETIREMENT BENEFITS	24
XII	OTHER EMPLOYEE BENEFITS	24
	Life, Accident and Disability Insurance	24
	Workers Compensation	24
	Medical Insurance	25
	Dental Insurance	25
	Vision Insurance	25
	Employee Training Opportunities	25
	Employee Assistance Program	26
	Unemployment Compensation	26
	Memberships & Conferences	26
XIII	EMPLOYEE CONDUCT STANDARDS	27
	Political Activity	27
	Nondiscrimination	28
	Sexual Harassment	28
	Workplace Harassment	30
	EEOC/ADA/Affirmative Action/Other Federal Requirements	30
	Drug and Alcohol-Free Workplace	31
	Confidentiality	32
	Personnel Files	32
	Disclosure of Information	34
	Standard of Conduct	34
	Employee Evaluations	36
	Smoking	36
	E-mail and Voice Mail Use	36
	Gifts	37
	Workplace Safety	37
	Use of Property	38
	Use of YCIPTA Vehicles	38
XIV	TERMINATING EMPLOYMENT	38
	Termination	38
	Resignation	39
	Reduction in Force	39
	Exit Interview	40
XV	DISCIPLINARY ACTIONS	40
	Stages of Progressive Discipline	40
	Dischargeable Violations	41
	Standards of Conduct	41
	Prohibited Conduct	42
	Hearing Procedures	42
	Acknowledgement of Receipt	43

Yuma County Intergovernmental Public Transportation Authority Personnel Policy Manual

Effective December 1, 2011

Revised July 1, 2012, January 1, 2013, May 1, 2013, April 1, 2015 and July 1, 2016

I. PREFACE

The objective of the Yuma County Intergovernmental Public Transportation Authority, hereinafter referred to as "YCIPTA", is to operate, manage and maintain a public transit system in Yuma County.

The purpose of the Personnel Policy Manual is to guide YCIPTA staff. These policies should cover most operations. However, other specific details not covered shall be first discussed with the Transit Director and, if necessary, brought to and resolved by the Personnel Subcommittee of the Board of Directors.

Nothing in this Policy Manual or any other policy, procedure, booklet, manual or other document issued by or through YCIPTA creates or manifests a contract with an employee, unless the document expressly states that it is intended as a contract and is signed by the Transit Director. The Board of Directors retains the right to change any policy, rule or regulation affecting the terms and conditions of employment with YCIPTA at its own discretion, with or without employee consent.

A. General Provision

A. Delegation of Authority. Unless otherwise stated in these rules, the Transit Director may delegate any authority granted to the Transit Director in these policies.

B. Availability of Funds. The granting of any compensation in these rules is contingent upon the availability of funds, as determined by the Transit Director and the Board of Directors.

C. Conflict with Federal Requirements. The provisions of the Federal Hatch Act shall be applicable to these rules, and any provision of these rules which conflicts or is inconsistent with federal rules, regulation or standards governing the granting of federal funds to an agency shall not be applicable to such agency and the rules and regulations under applicable Federal Office of Management and Budget (OMB) guidelines shall be used.

D. Service of Notice. If any notice or document is to be given to any person or agency, the notice or document may be served personally or mailed to the last known residence or current business address of the addressee. Unless otherwise provided by law or these rules, service is complete upon mailing.

E. Correction of Errors. YCIPTA may correct a manifest error in these policies as necessary.

F. Disclosure of Information by Public Employees. Arizona Revised Statutes (A.R.S.) § 38-531 et seq shall apply to employment with YCIPTA.

II. SELECTION OF STAFF

A. **Selection** – The Transit Director shall be appointed by and serve at the pleasure of the YCIPTA Board of Directors. YCIPTA staff shall be hired and discharged by the Transit Director.

YCIPTA is an Equal Opportunity Employer and fills vacancies either by selecting current employees or by advertising outside YCIPTA. In all cases, YCIPTA seeks applicants who are the most qualified for the job, and considers merit, fitness, efficiency, character, conduct, as well as the needs of YCIPTA.

Temporary or contract positions of less than one (1) year in duration may be filled with a temporary YCIPTA employee, advertised externally, and/or filled by an applicant from a previous job search or by a former employee without an internal posting requirement. All other employment policy processes still apply.

Competitive recruiting consists of posting announcements at the Yuma County Human Resources Department, providing information on vacancies to other agencies and by posting on the Yuma County and YCIPTA Human Resources employment web pages and job lines. The opening date shall commence on the date the announcement first appears on the Yuma County and YCIPTA Human Resources employment web pages. If there are less than three (3) qualified applicants at the close of a competitive recruitment effort, the Transit Director may select from among those qualified or may reopen recruitment efforts.

The public announcement of vacancies shall specify the official title, salary range, typical duties to be performed (or where this information may be obtained), minimum qualifications, any special qualifications, the final date for receipt of applications or a statement of open continuous application and the method of application required.

All applications shall be on an official Yuma County or YCIPTA Employment Application. Applications must be filed with the Yuma County Human Resources Department, or as otherwise designated in the announcement, on or before the filing date specified in the announcement. Applications for open continuous position vacancies may be filed at any time.

It is the policy of YCIPTA to employ only those individuals entitled to work in the United States. Proof of U.S. citizenship or authorization to work in the U.S. is required of all employees. YCIPTA participates in the E-Verify program.

- B. Interview and Evaluation** - YCIPTA uses an interview process to select employees. The Transit Director, or his/her designee, selects those applicants to be interviewed who are best suited for employment with YCIPTA. A panel selected by the Transit Director, or his/her designee, generally conducts an initial interview. This panel typically consists of staff members but may also include non-staff members. At its discretion, YCIPTA may prescreen applicants by telephone interview. The interview panel may determine eligibility by means of testing, discussion and rating of the applicants. The Transit Director, or his/her designee, may conduct a second interview at his/her discretion or may participate in the initial interview.

A list of eligible applicants will be established, and anyone who is hired by YCIPTA must be hired from this list. The managing supervisor may, in his/her discretion, recommend that no one is hired from the list, and either that the position be re-advertised or that the position be left vacant. The Transit Director, or his/her designee, must approve all final hiring recommendations/decisions.

All applicants must possess good character, and be of good physical and mental ability to successfully perform the duties of the position. Applicants may be required to furnish, at their own expense, evidence of character, education, physical condition and/or other qualifications which are job related.

Preference points, authorized by A.R.S. § 38-492, will be added to an applicant's score after the final rating is determined, provided that a passing grade or rating is earned without the addition of such preference points. Such preference points shall not be applied to promotional evaluation procedures.

All interviews shall be conducted in person unless a candidate resides fifty (50) or more miles from the interview site, in which case the interview may be conducted by telephone.

YCIPTA shall check references and investigate a candidate's background, education and work history.

- C. Employment of Relatives** - The provisions of A.R.S. § 38-41, as amended by Laws 1982, Chap. 229, § 23, and as may be amended in the

future, relating to employment of relatives shall apply at all times to all positions within YCIPTA. Relatives shall not be employed in positions where one is in the supervisory chain of the other. Employees who become relatives after appointment shall not continue to be employed in violation of this policy. The Transit Director shall reappoint one of the two employees to an appropriate vacancy in accordance with these rules or one of the employees must resign.

D. Interview Expenses – Only executive level positions within YCIPTA shall be eligible for interview expense reimbursement. Interview expenses must be approved by the Personnel Subcommittee of the YCIPTA Board of Directors in order to secure reimbursement, and are subject to Internal Revenue Service (IRS) regulations, related to the applicant's travel, lodging, meals, local transportation and associated reasonable tips and fees. Any other expenses are not covered by this policy. Reimbursement expenses may be authorized to qualified applicants for their first and subsequent interview, not to exceed \$600.00 unless approved by the YCIPTA Board of Directors in advance. YCIPTA shall explain the reimbursement process, provide forms, and process reimbursement requests on behalf of the applicant.

E. Relocation Expenses – Relocation expenses may be provided, in the form of reimbursement, for the Transit Director position only, subject to YCIPTA's policies and procedures, and only after a Relocation Agreement is completed and approved by the Personnel Subcommittee. Reimbursable expenses are expenses, subject to IRS regulations, that only cover employee travel, food and lodging, packing, transportation, storage and unpacking of household goods and relocation costs of up to two (2) vehicles (non-recreational). Any other expenses are not covered by this policy. Covered employee is any new hire moving to Yuma County from another State or Country, subject to IRS provisions covering distance to the new location, which is hired to work for YCIPTA as the Transit Director.

IRS regulations require that all relocation expenses paid to an employee, or on behalf of the employee, must be reported as compensation. Accordingly, all such amounts will be included in the employee's taxable earnings on his/her W-2 for the year in which payment is made. Certain moving expenses may be allowed as a deduction. However, to the extent that moving expenses are not deductible or are in excess of deduction limitations, the employee will generally incur additional income taxes as a result of the reimbursement. Covered employees are responsible for paying their own taxes and seeking advice from their own tax advisor on reimbursements received from YCIPTA. Reimbursement expenses may be authorized by the Personnel Subcommittee up to \$3,000.00. Any

amounts greater than provided above must be approved by the Board of Directors before being authorized to the applicant.

YCIPTA shall explain the reimbursement process, provide forms, and process a reimbursement request, on behalf of the applicant, for processing. A Relocation Agreement form must be completed by the prospective Transit Director prior to any offer of assistance is made.

Once approved by the Personnel Subcommittee and Chairman of the Board of Directors, Human Resources will contact the prospective Transit Director and explain the relocation process. Human Resources will also send the Relocation Agreement and a copy of this Relocation Policy to the prospective Transit Director for his/her signature and approval. The Relocation Agreement will be in effect starting on the date Human Resources receives the signed agreement from the prospective Transit Director.

Only the following expenses are reimbursable: All expenses associated with the packing, loading/unloading, transportation, unpacking, and storage (up to one year) of household goods in Yuma County; charges for disconnecting/connecting major gas and electrical appliances, telephones/DSL; insurance premiums for household goods during the move and storage process; temporary living expenses for up to 45 days (meals, lodging, laundry, reasonable telephone charges and associated reasonable and customary gratuities); travel between the employee's old place of residence and Yuma County for one (1) home visit after starting work, a maximum of two (2) house hunting trips for the employee (and spouse), and the actual move itself.

Reimbursement expenses are not to be authorized for the following: Trailers, recreational vehicles, aircraft, or boats; any costs incurred as a result of the sale, purchase or alterations of the employee's residences; transportation of household goods from storage to the new home; transportation of livestock; perishables (food and non-food items); house plants; transportation of illegal items/substances; piano or organ tuning; deposits made on rental property and utilities; mortgage rate differentials; loss of school tuition or disposal of memberships in clubs; license plates, driver's license, or school transfer fees; purchase of a new TV or FM or radio antenna and/or satellite dish; boarding of pets; private mortgage insurance; any other item not expressly provided for above.

Relocation expenses shall be planned for and approved during the annual budget planning process.

III. AFTER EMPLOYMENT BEGINS

A. Probation - There are two types of probationary periods within YCIPTA's employment structure.

1. Original Probation - All new YCIPTA employees shall serve in an initial review period during the first six (6) months of hire known as the original probationary period. Employment beyond the six (6) months shall be upon satisfactory performance of the job duties as reviewed and determined by the Transit Director. At the sole discretion of the Transit Director or his/her designee, an employee's original probationary period may be extended if that employee's job performance is unsatisfactory and/or upon conduct by the employee that is not in compliance with YCIPTA's policies, procedures and code of conduct.

2. Promotional Probation – An employee who is promoted shall serve a promotional probationary period under the same rules as an original probation. An employee who fails to successfully complete a promotional probation shall revert to a vacancy in the class in which regular status was held immediately prior to the promotion, without the right of appeal. If such a vacancy does not exist, the rules governing reduction in force shall apply. A reversion shall not preclude the imposition of any disciplinary action.

B. Reinstatement and Re-Employment – The Transit Director shall require a former employee who is reinstated or re-employed to complete an original probationary period regardless of the job classification.

C. Demotion - A demoted employee shall not be required to serve a probationary period in the position to which he/she is demoted.

D. References - YCIPTA maintains a neutral reference policy. Unless compelled to do so by state or federal law, YCIPTA does not release employment information other than the fact of employment, the date(s) of employment, the position and the salary range for that position. All questions regarding references should be directed to the Transit Director.

IV. SALARIES AND EMPLOYEE CLASSIFICATION

The salary and job classification schedule adopted by YCIPTA's Board of Directors shall establish the salary of each employee at the time of hiring, and as amended thereafter by the Board of Directors. Payroll functions for YCIPTA are provided by Yuma County Financial Services Department.

Employee classification determines how an employee will be paid, including whether an employee will receive overtime pay and the type/level of benefits

received. YCIPTA determines employee classifications, including exempt and non-exempt status, based on job descriptions and the nature of the work performed consistent with the Fair Labor Standards Act (FLSA) and in compliance with federal and state non-exempt status guidelines.

- **Exempt Employees** hold executive, administrative, professional or other specified exempt positions. These employees are generally salaried. The salary is an exempt employee's compensation, regardless of the number of hours worked. They do not earn overtime and are expected to work as many hours as necessary to fully meet their responsibilities. The Transit Director position falls in this category.
- **Non-exempt Employees** perform work that does not qualify as exempt work according to the FLSA and Arizona law. These employees generally earn an hourly wage and are entitled to overtime pay for approved work performed in excess of eight (8) hours in one (1) calendar day or forty (40) hours per week.
- **Probationary Employees** are those employees who are working within their original probationary period, including those employees in a continued original probationary period as discussed in Section III (A)(1), or a promotional probationary period. The probationary period is used to evaluate performance and fitness for the position. The probationary period shall last six (6) months. At the sole discretion of the Transit Director, an employee's original probationary period may be extended if that employee's job performance is unsatisfactory and/or upon conduct by the employee that is not in compliance with YCIPTA's policies, procedures or code of conduct. Probationary employees may be eligible for some benefits offered by YCIPTA with some limitations for employees who are in their original probationary period or continued original probationary period as discussed herein and in Section III(A)(1), as opposed to an employee in a promotional probationary period. Additionally, an employee working within their original probationary period is not eligible for medical, dental and vision insurance benefits until the 61st day of employment.
- **Regular Full-time Employees** are those who are assigned to work a regular schedule of forty (40) hours per work week and whose work assignments do not have a specific ending date. These employees may be exempt or non-exempt. Full-time employees are eligible for benefits offered by YCIPTA.
- **Regular Part-time Employees** are those who are assigned to a regular work schedule that is less than forty (40) hours per work week and whose work assignments do not have a specific ending date. These employees may be salaried or hourly. Part-time employees who work over twenty (20) hours per work week are eligible for full health care benefits and other

benefits on a pro rata scale based on the percentage of hours worked in a work week in relation to a full time employee.

- **Temporary Employees** are those employees who are assigned to work for a specified period of time. YCIPTA hires these individuals based on assessed YCIPTA needs. These employees are not eligible for benefits.
- **Seasonal Employees** are temporary employees who work seasonally and may be rehired without going through the interview process.
- **Independent Contractors and Consultants are not Employees** but are independent agents who perform specific work according to their agreements with YCIPTA. They are not eligible for benefits.
- **Limited Contract Employees** are hired to fill a specific short-term need based on a grant or other specific funding source. They do not need to apply to a posted position and may, or may not, be subject to an interview panel. Their contract is for a specific amount of time and is generally a minimum of a year in length. They are eligible for benefits after six (6) months of service, including participation in the retirement plan.
- **Paid Interns** are those employees who have applied for and been accepted to work for a limited amount of time, generally for less than a year, in a training capacity in relation to a degree related curriculum. These employees are not eligible for benefits.
- **Unpaid Interns** are those individuals who are receiving training through an approved educational internship program with an educational institution. They do not receive any compensation, nor benefits, other than credit at their educational institution.

V. ASSIGNMENT OF DUTIES

- A. **Job Description** - At the time of hiring, an employee shall be provided a job description of the position's responsibilities for which he/she is being hired. Job duties may be expanded or otherwise modified after the start of employment by the Transit Director or other immediate supervisor. The employee may request a review by the Transit Director of any matter relating to his/her employment at any time.
- B. **Annual Review** - Each year the Transit Director will provide an Annual Employee Review of each employee and document that review in an Employee Evaluation Form; the completed form will be discussed with the employee and placed in the employee file after the end of the review. Any resulting pay increase will be discussed during the annual review in accordance with the step scale for the salary range of that given position.

VI. WORK HOURS

- A. **Standard Work Week** - An employee work week shall consist of forty (40) hours per week for full time employees, with a one (1) hour lunch period and rest periods in the middle of the morning and middle of the afternoon for 15 minutes each rest period. The operating days and hours for YCIPTA administrative offices are subject to change by the Transit Director based on demands of YCIPTA.
- B. **Flexible Work Hours** may be authorized by the Transit Director as necessary by the nature of the work to be performed or upon request by an employee.
- C. **Compensatory Time** – The Transit Director, and such other employees directly appointed by the Board of Directors, will not be credited with compensatory time or receive direct remuneration for overtime hours worked. Other employees may, at times, be required to work non-standard hours and may be required to work more than the standard forty (40) hour work week. These employees may be granted compensatory time off for the overtime services performed based on an hour's compensatory time for each hour of overtime worked. Compensatory time shall be taken at a time mutually agreed upon by the employee and his/her supervisor.
- D. **Overtime Pay** - All work in excess of forty (40) hours per week, or in excess of an established work period, must be approved by the Transit Director for any non-exempt position. The Transit Director shall determine exemptions in accordance with the Fair Labor Standards Act, 29 U.S.C. Section 201, incorporated by reference herein and on file. Additional pay is at the rate of one and one-half times the employee's regular rate for each overtime hour worked.
- E. **Non-Covered Employees and Exempt Employees** are not covered by the Fair Labor Standards Act. Non-Covered employees include the Transit Director and any position designated by the Transit Director that is executive, administrative and/or professional in nature. Exempt employees are classified as exempt by certain provisions of the FLSA and do not have to be compensated for overtime when they work more than forty (40) hours in any given work week. These FLSA classifications are based on the employee's specific job description and duties, and apply regardless of the nature of the employer's business. FLSA regulations on exemptions also require that the employee be paid on a salary basis (rather than hourly) and specifies a minimum salary in order for the employee to qualify for the exemption.

- F. **Attendance** - YCIPTA depends on its employees to report to work regularly and on time. YCIPTA defines absences as “not reporting for work” and/or “not remaining at work as scheduled.” Absences may be excused or unexcused. Medical absences are considered to be excused, but YCIPTA reserves the right to require a doctor’s certificate for medical absences for more than two (2) consecutive days or more than three (3) days in any three (3) month period.

If you know you will be absent or late, you must notify your supervisor, the Transit Director and/or the Transit Director’s designee, no later than one (1) hour after the start of your workday, or as far in advance as possible. In the event of illness, emergency or accident, the employee, or representative of the employee, must notify the supervisor, the Transit Director and/or the Transit Director’s designee, no later than one (1) hour after the start of the work day or as soon as possible, and each day thereafter that the employee is unable to report to work, unless on a pre-approved leave of absence. If this procedure is not followed, YCIPTA may consider the absence unexcused and take appropriate disciplinary action.

Excessive, unexcused absences or tardiness for non-exempt staff is defined as more than three (3) instances in a three (3) month period. Excessive, unexcused absences for exempt employees are defined as more than three (3) instances in a three (3) month period. Unexcused or excessive absences or tardiness will result in discipline, as will any instance of untruthful reporting.

VII. TRAVEL

An employee shall receive reimbursement for expenses incident to required travel to accomplish YCIPTA duties equal to actual and necessary expenses of travel, including airline, taxi/transit/shuttle, car expenses, lodging, meals, parking and internet access. If travel is beyond Yuma County, the employee shall receive the IRS rate for each mile of necessary travel accomplished through use of a privately-owned vehicle. Non-exempt employees required to travel to accomplish YCIPTA duties shall receive reimbursement for expenses in compliance with A.R.S. § 38-621 et seq. Prior written approval authorizing reimbursement for travel must be obtained from the Transit Director.

VIII. PAY PERIODS

- A. YCIPTA employees will be paid every two (2) weeks, with 26 pay periods per year. Regular paydays will be on the Friday following the end of the pay period. The pay period begins on Monday and ends on Sunday. Employee contributions to Social Security, federal income tax, state income tax, retirement, other benefits and related withholdings shall be deducted each pay period accordingly. Other withholdings may be

authorized by the employee as well as instructed to the Transit Director. Employees shall report their time weekly to the Transit Director no later than 8:30 a.m. on the Monday of the work week immediately following the week being reported.

B. Pay Advances – At the Transit Director’s discretion, upon an employee’s written request, YCIPTA may provide an employee a pay advance subject to a written agreement between YCIPTA and the employee. Any single pay advance shall not exceed the amount of the employee’s normal paycheck~~\$800.00~~, and an employee may not receive a pay advance more than once per year.

IX. HOLIDAYS

The following are paid holidays for which, if falling within the normal work week, the employee will be excused from duty:

- New Year’s Day – January 1
- Dr. Martin Luther King Jr. Day – Third Monday of January
- Washington’s Birthday – Third Monday of February
- Memorial Day – Last Monday of May
- Independence Day – July 4
- Labor Day – First Monday of September
- Veterans’ Day – November 11
- Thanksgiving Day – Fourth Thursday of November
- Christmas Day – December 25
- One Floating Holiday - TBD

The Governor of the State of Arizona may proclaim other days as legal holidays. When a holiday falls on Sunday, it is observed on the following Monday. When a holiday occurs on a Saturday, it is observed on the preceding Friday. In the event the observed holiday falls on an employee’s day off during the week, that employee shall observe the holiday on a day that is approved of by the Director in advance~~during that same week and be excused from duty.~~

Employees shall observe one floating holiday throughout the year. Each employee shall request the date in which that employee wishes to observe the floating holiday with written advanced notice and the request must be approved by the Transit Director. Floating holiday days may not be accumulated to future years.

Any other “irregularities” in the holiday schedule will be resolved by the Transit Director and communicated to all employees.

X. LEAVE OF ABSENCE

A. Paid Time Off

1. Paid time off (PTO) provides employees flexibility and responsibility to manage their PTO for vacations, personal or family illness or injury; medical and dental appointments; personal business; and holidays not observed by YCIPTA.

2. PTO includes all periods of approved absence with pay, which are not chargeable to another category of leave.

3. Pay Period Accrual Rates:

a. All eligible employees will accrue PTO as defined below beginning from the date of employment.

b. PTO will continue to be accrued during any paid leave of absence.

c. Employees may not utilize leave without pay if they have available PTO, unless the time off without pay is a result of tardiness.

d. The following schedule of PTO accrual rates is based on the employee's number of years of credited service.

e. Pay period accruals shall be credited at the end of each pay period, provided the employee has been in an eligible pay status for at least one-half of the employee's working days in that pay period.

Years of Completed Service	Hours per Pay Period	Approximate Days Per Year
0-1	7.385	24
2-3	7.692	25
4-9	8.615	28
10-15	9.538	31
16-20	9.846	32
20 and up	10.154	33
Transit Director	10.154	33

f. Regular and probationary employees shall accrue PTO on the basis of the number of hours worked in the pay period at the following rates:

- 71.5 or more hours 100% of base rate
 - 55.5 to 71 hours 75% of base rate
 - 39.5 to 55 hours 50% of base rate
 - 39 or less hours 0% of base rate
4. Part-time employees who work one-quarter time, one-half time or three-quarters time will accrue a proportional amount of annual PTO. Part-time employees who work some other percentage of full-time (other than one-quarter time, one-half time, or three-quarters time) will accrue PTO at the next lower rate.
 5. Seasonal, temporary, emergency, clerical pool employees and part-time employees who work less than one-quarter time, shall not accrue PTO.
 6. **Credited Service**
 - a. The date of the beginning of credited service is the first day of the first complete pay period worked.
 - b. All current and previous periods of eligible service as an employee of YCIPTA shall be counted as credited service.
 - c. Military leave taken pursuant to A.R.S. §§ 26-168, 26-171 or 38-610 shall be counted as credited service.
 - d. Active military service of an employee who is restored to YCIPTA employment is not a break in service and shall be counted as credited service.
 7. **Use of PTO** - PTO may be taken at any time if approved by the Transit Director. PTO shall not be advanced to an employee.
 - a. PTO may be used for scheduled or unscheduled absences for a sick reason as defined below:
 1. Illness, injury or other medical condition which renders the employee unable to perform the duties of the position.
 2. Illness, injury, medical condition evaluation procedure or treatment by a licensed health care professional of a member of an employee's immediate family.

3. For the purposes of this section, immediate family member shall include an employee's spouse, dependent child, son, daughter, parent and/or individual who stands or stood in *loco parentis*, brother and/or sister if domiciled with the employee. The term "dependent child" is defined as a natural child, an adopted child, a foster child or a step child.
4. PTO may be used to care for the immediate grandparent of the employee, mother-in-law or father-in-law, but does not qualify under FMLA.
8. The Transit Director shall approve PTO requested as part of Family and Medical Leave (FMLA) for a serious health condition, defined under FMLA.
9. For absences greater than three (3) consecutive work days, the Transit Director may request medical verification by a health care provider.
10. The Transit Director has the authority to approve or disapprove PTO requested by an employee or may require that the approved PTO be postponed or otherwise adjusted for good cause.
11. The Transit Director is responsible for ensuring that all PTO is properly used and recorded.
12. An employee may request to cash out accrued PTO in lieu of taking time away from work and be paid for such PTO as long as there is a balance of a minimum 80 hours remaining-
13. PTO shall not be charged against an employee's accrued leave balance for an authorized holiday that occurs while the employee is using PTO.
14. **Separation** - An employee who separates from YCIPTA shall be paid for his/her unused PTO, up to 400 hours for benefit eligible employees and 200 hours for employees who are not benefit eligible, at the termination of employment and at his/her current rate of pay. Any PTO hours in excess of these limitations shall be forfeited.
15. **Conversion of Sick Time Prior to July 1, 2012** – At the time of conversion, all accumulated annual and sick leave will be converted to PTO.

B. Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify the Transit Director immediately. Up to three (8 hour) days of paid bereavement leave will be provided to full time employees with the Transit Director's approval.

YCIPTA defines "immediate family member" as an employee's spouse, child, grandchild, parents, grandparents, and siblings or those same relatives of the employee's spouse.

Approval of bereavement leave may be requested by telephone, if necessary. However, as much advance notice as possible (considering the circumstances) should be given. In the event that additional time off is needed associated with the bereavement leave, the Transit Director may grant additional days of unpaid leave. Employees may, with the Transit Director's approval, use available PTO for additional time off.

Time off without pay to attend the funeral of other relatives or friends may be granted at the discretion of the Transit Director.

C. Family Medical Leave Act (FMLA)

Purpose: It is the policy of YCIPTA to comply with the provisions of the Family and Medical Leave Act of 1993, as amended from time to time, and to provide eligible employees up to twelve (12) weeks of leave within a 12-month period for certain family and medical reasons. YCIPTA is a covered employer under the Family and Medical Leave Act of 1993, Public Law 103-3 [H.R.1]; February 5, 1993, 107 Stat. 6 to 107 Stat. 29. d. An employee's rights under the Act are set forth below in summary format and is not intended to be relied upon as a statement of YCIPTA's, nor an employee's, legal rights and obligations. The full text of the FMLA is available from the Transit Director for review by any employee, and the full text and any statutes or rules, which implement the FMLA, shall govern an employee's rights notwithstanding any provision of this Personnel Policy Manual, which may be inconsistent with the FMLA.

1. On occasion an employee may find it necessary to be away from work because he/she are ill or he/she must care for a family member. YCIPTA complies with applicable laws regarding family, medical and pregnancy leaves. YCIPTA's intention is to grant a leave of absence according to the law in effect at the time the leave is granted, and to grant benefits only to the extent the law requires, unless specifically stated otherwise.

An employee is eligible for FMLA leave if he/she has worked for YCIPTA for at least twelve (12) months, has worked at least 1,250 hours during the previous twelve (12) months, *and* works within 100 miles of other YCIPTA employees.

The Family Medical Leave Act of 1993 allows 12 weeks of paid or unpaid leave for any of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care; or
- To care for the employee's spouse, son, daughter or parent who has a serious health condition; or
- For the employee's own serious medical condition which makes the employee unable to perform his/her job duties.

If the employee is unwilling to, or unable to, return to work at the conclusion of the leave, YCIPTA may terminate his or her employment.

2. **Length of Leave** - The maximum time allowed for leave is twelve (12) work weeks in a continuous twelve (12) month period. This leave includes any time an employee is allowed to take because of pregnancy disability.

- Entitles an employee of up to twelve (12) work weeks in a year of unpaid leave to be with and assist a spouse, son, daughter or parent who is called to active duty in the U. S. Armed Forces.
- Entitles an employee of up to 26 work weeks of unpaid leave to care for a spouse, son, daughter or parent who suffered an injury or illness while on active duty in the U.S. Armed Forces that may render him or her unable to perform the duties of his or her office, grade, rank or rating.

The employee may opt to take PTO in lieu of unpaid FMLA time .

3. **Request for Leave, Advance Notice and Certification** - An employee must request leave as far in advance as possible. An employee may also be required to provide medical certification. If an employee does not follow these rules, YCIPTA may deny leave requests or the request may be delayed. In addition, if the employee has not contacted his/her supervisor at the end of the scheduled FMLA leave, YCIPTA will assume that the employee does not plan to return and has terminated employment.

- The employee must give YCIPTA thirty (30) days notice of his/her need for leave if the employee knows in advance. If the employee did not know that leave would be needed the requisite thirty (30) days in advance, then the employee must notify YCIPTA as soon as possible.
 - YCIPTA requires medical certification if the employee requests leave for his/her own serious medical condition or a family member's medical condition. This certification must be provided within fifteen (15) days of the request, unless it is not reasonably practicable. YCIPTA may request additional medical opinions at YCIPTA's expense. Employees are expected to cooperate with YCIPTA and the medical providers in obtaining any medical opinions.
 - If an employee takes leave for his/her own serious medical condition, the employee must obtain a certification from the attending health care provider that he/she is able to return to work before reporting back to work.
4. **Job Benefits and Protection** - YCIPTA will maintain and pay for the employee's current, YCIPTA-provided health care coverage for up to twelve (12) weeks during any twelve (12) month period. YCIPTA uses a rolling twelve (12) month period to calculate FMLA leave eligibility. An employee will continue to accrue PTO during this 12-week period. Under most circumstances, the employee will be restored to his/her original or equivalent position, along with equivalent compensation, benefits and employment terms. If an employee takes FMLA leave under this policy, the employee will not lose any benefit that accrued before the leave began. At YCIPTA's or the employee's option, some kinds of paid leave may be substituted for unpaid leave. If an employee is a "key employee," that employee's reinstatement may be subject to certain limitations. A "key employee" is defined as "a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 100 miles of the employee's worksite." The Transit Director will advise key employees of possible limitations when the employee makes the leave request.

If an employee elects not to return to work from FMLA leave under this policy, the employee will be required to repay insurance premiums paid by YCIPTA unless the employee cannot return to work for reasons beyond the employee's control.

C. **Other Forms of Leave**

1. **Jury and/or Civic Duties** – Upon substantiated application, an employee shall receive absence with pay as civic duty leave while serving as a juror, complying with a subpoena, voting or serving as a member of a governmental board, commission or similarly constituted governmental body.

Except for voting pursuant to A.R.S. § 16-401 (primary elections) or A.R.S. § 16-402 (general elections), an employee granted civic duty leave shall report for duty whenever the employee's presence is not required for the civic duty, unless:

- a. The distance to the work location would preclude timely reporting for the civic duty; or,
- b. The employee cannot return to work at least one (1) hour before the end of the work shift.

An employee who is subpoenaed as a witness by any court or administrative, executive or judicial body in this state may be absent with pay unless the testimony or evidence to be given relates to the employee's commercial, business or personal matters.

Employees who are granted civic duty leave when called for jury duty or subpoenaed as a witness shall remit any fees or money received from the Court for such duty to YCIPTA, except for mileage allowance.

An employee serving as a member of a governmental board, commission or similarly constituted governmental body may be absent with pay while performing official duties with the body.

2. **Military Leave** – An employee who requests absence with pay on military leave pursuant to A.R.S. § 26-168, 26-171, or 38-610 shall submit a copy of the orders for duty with the request for military leave. All state and federal laws for military leave shall also apply.
3. **Industrial Leave** – An employee who sustains a job-related disability that is compensable under the Workers' Compensation Law, Title 23, Chapter 6 of the Arizona Revised Statutes shall be placed on PTO leave. If PTO leave is not available, the employee shall use compensatory leave, if available. After all applicable leave is exhausted, the employee shall be placed on unpaid industrial leave.

- a. An employee shall use PTO leave in an amount necessary to receive payments (leave payments plus Workers

Compensation payments) not to exceed the gross salary of the employee.

- b. If the employee receives a retroactive Workers Compensation payment for any period of job related disability and has received leave payments for that period, the employee shall reimburse the agency in the amount of the Workers' Compensation payments and the equivalent value of leave shall be restored to the employee's appropriate leave account. Finance will reduce the employment taxable wages by the amount of the Workers' Compensation payment.
- c. **Light duty.** In the event of a disability that impairs performance on the job, the Transit Director shall make every effort to accommodate the employee by placing he or she in a suitable position as reasonably determined by the Transit Director.
- d. **Restriction.** PTO leave with pay or leave without pay shall not be granted to an employee who fails to accept compensation available pursuant to the industrial injury and disease provisions of A.R.S. § 23-901 et seq.
- e. **Health Benefit Plan participation.**
 - 1. An employee who is on leave without pay due to a **job-related** disability may continue to participate in the Health Benefit Plan for a maximum of six (6) months by paying the employee contribution.
 - 2. At the end of this six-month period, an employee who remains on leave without pay due to a **job-related** disability may continue to participate in the Health Benefit Plan by paying both YCIPTA's and employee's contributions, until the employee returns to work or is determined to be eligible for Medicare coverage or Long Term Disability, whichever occurs first.
- f. **Life Insurance Plan participation.** An employee who is on leave without pay may continue to participate in the Basic Life and Accidental Death and Dismemberment Insurance Plan by paying YCIPTA's premium. An employee who elects to continue to participate in the Basic Plan may also continue any Supplemental coverage which is in force at the beginning of the leave without pay by continuing to pay the premium.

- g. **Disability Income Insurance Plan participation.** An employee who is on leave without pay may continue to participate in the Disability Income Insurance Plan by paying the premium.
 - h. **Termination.** The insurance coverage of an employee on leave without pay who allows payment of the premiums or contributions to become delinquent shall terminate at 11:59 p.m. on the last day of the period covered by the last premium or contribution paid.
 - i. **Accrual of leave -** An employee shall continue to accrue full leave credits as long as the employee is using two (2) or more hours of leave each day.
3. **Leave Without Pay –** May be allowed for a specific period upon written request to, and approved by, the Transit Director.

Leave of absences without pay shall be allowed one time for up to 12 months in any consecutive period of five (5) years, except for educational leave, which will be allowed to conform to the period of actual attendance at an accredited institution of higher learning. Limitations shall not apply to military service.

Leave of absence without pay, except in the case of military leave, shall only be authorized where the Transit Director determines that such leave will not be detrimental to YCIPTA.

4. **Extended Leave –** When an employee is on leave of absence without pay for any reason in excess of 15 calendar days, except military leave or while on leave following injuries sustained in the performance of YCIPTA duties, the anniversary date and periodic increase date of such employees shall be moved forward in an amount equal to the entire duration of that leave of absence. A leave of absence without pay for 15 calendar days or less will not affect the anniversary date.

Employees reporting to work at the end of an authorized leave of absence shall be employed, if practicable, in the same position or in another position in the same class held at the start of such leave of absence, provided further that return to employment will be in accordance with the rules regarding reduction-in-force and all other applicable rules.

The appointment and employment of any person in a position vacated under the provision governing leave without pay shall be temporary

under the meaning of this rule, except that the temporary period may be extended to cover the period of the leave of absence by the supervisor, and shall end no later than 30 days after the end of the leave of absence.

5. **Education Leave** - An employee may be sent to participate in a formal educational or training course of study at a college, university or technical school with pay based on the determination that the leave is in the best interest of YCIPTA. Such training shall be approved by the YCIPTA Board of Directors. See Section X.F. below.
6. **Administrative Leave** – The Transit Director may authorize an employee to be on administrative leave and absent with pay during a state of emergency declared by the Yuma County Board of Supervisors, State of Arizona or in other emergency situations such as extreme weather conditions, fire, flood or malfunction of publicly-owned or controlled machinery or equipment. The Transit Director may grant administrative leave to relieve an employee of duties temporarily during the investigation of alleged wrongdoing by the employee.
7. **Unauthorized Absence** – An unauthorized leave of absence shall be treated as absence without pay and, may be grounds for disciplinary action. Upon his/her return, the employee shall give a written statement to the Transit Director explaining the nature of his/her absence.
8. **Request for Leave** of absence, sick, annual or any leave listed above must be submitted to, and approved by, the Transit Director prior to the absence. In the case of an absence (sick, accident, etc.) where prior notification has not been submitted, proof of such illness, accident or other reason for failure to secure the requisite prior approval must be provided to the Transit Director.

XI. RETIREMENT BENEFITS

All YCIPTA employees shall be members of the retirement benefit program of the State of Arizona. YCIPTA shall withhold both the employee and employer contribution to be forwarded to the Arizona State Retirement System (ASRS) at a rate of 50% YCIPTA and 50% employee.

Participation in an optional deferred compensation program is available upon request by the employee. Additional details can be provided by the Transit Director, if interested.

XII. OTHER EMPLOYEE BENEFITS

A. **Life, Accident, and Disability Insurance** – YCIPTA provides up to \$50,000 in basic life insurance to all of its full-time employees. All employees of YCIPTA have the option to purchase additional life, accident and disability insurance benefits. See Employee Benefits Plan for further details, available online at http://www.ycipta.org/documents/Benefits_Plan_copy_1.pdf. Appropriate withholdings will be made.

B. **Workers Compensation** – YCIPTA provides workers' compensation insurance for all its employees at no cost to employees. This coverage applies to on-the-job injuries and certain occupational illnesses. Eligibility and benefits are determined by applicable law, and may include partial payment of wages or salary and medical treatment.

As workers' compensation benefits do not generally cover full wages or salary, an employee may elect to use accrued sick, vacation, or management leave to make up the difference between workers' compensation and regular wages or salary. Once accrued leave is exhausted, an employee will receive only workers' compensation.

If the employee is unable to work due to work-related injury, he/she may qualify for leave under the Family Medical Leave Act (FMLA). An employee should see the Transit Director if he/she believes that he/she needs FMLA leave.

In the event of a work-related injury, the employee must contact his/her supervisor or the Transit Director, or his/her designee, immediately. YCIPTA requires this notification even if the injury seems minor and/or no time is lost from work.

YCIPTA requires this information to ensure that any workers' compensation claim is handled correctly and in compliance with Arizona law. Failure to immediately report a work-related injury may result in disciplinary action.

D. **Medical Insurance** – YCIPTA provides all full-time employees with group medical or other medical insurance program for themselves and their dependents. See Employee Benefits Plan for further details, http://www.ycipta.org/documents/Benefits_Plan_copy_1.pdf. Appropriate withholdings will be made for additional insurance coverage.

E. **Dental Insurance** – YCIPTA provides all full-time employees with dental insurance. Additional coverage for dependants shall be at the employee's expense. See Employee Benefits Plan for further details,

http://www.ycipta.org/documents/Benefits_Plan_copy_1.pdf. Appropriate withholdings will be made for additional insurance coverage.

- F. **Vision Insurance** – YCIPTA provides all full-time employees with vision insurance. Additional coverage for family members shall be at the employee's expense. See Employee Benefits Plan for further details, http://www.ycipta.org/documents/Benefits_Plan_copy_1.pdf. Appropriate withholdings will be made for additional insurance coverage.
- G. **Employee Training Opportunities** – All full-time YCIPTA employees shall be eligible for reimbursement for the costs of educational training that pertains to YCIPTA business. Reimbursements allowed include registration fee or tuition and, if out of Yuma County, appropriate travel and related expenses as defined in Section VII herein, provided that:
- a. the requested course is judged by the Transit Director, and approved by the YCIPTA Board of Directors, to be applicable to the work of the employee;
 - b. the employee provides the Transit Director with a prior, written request to take the course;
 - c. the Board of Directors approves of the employee taking the course in advance of the employee's enrollment; and
 - d. the request is made sufficiently in advance to enable the tuition costs to be budgeted; and
 - e. the employee provides the Transit Director evidence that the authorized course was successfully completed with a passing grade.
- H. **Employee Assistance Program** - YCIPTA recognizes that many people encounter life situations where outside professional assistance would be beneficial. YCIPTA has an Employee Assistance Program with several goals: to retain valued employees, to restore performance through early problem identification and intervention, to motivate employees to seek help, and to make referrals to outside professionals. If YCIPTA believes that an employee's job performance is affected by mental or emotional problems, chemical dependencies or any other situation that affects the employee's job performance (marital, financial, etc.), YCIPTA may refer the employee to the Employee Assistance Program.

Referral to the program, diagnosis or treatment does not in itself jeopardize employment. It remains the employee's responsibility, however, to follow all YCIPTA policies and procedures at all times.

- I. **Unemployment Compensation** - YCIPTA provides unemployment compensation to qualifying former employees at no cost to them through the Arizona Department of Economic Security.
- J. **Memberships & Conferences** - It is the policy of YCIPTA to encourage employees to participate in trade and professional associations.
 1. YCIPTA may cover the cost of membership fees or dues in professional associations if approved in advance by the Transit Director and Board of Directors.
 2. YCIPTA's support of employees' attendance at professional conferences requires the approval of the Transit Director and Board of Directors. YCIPTA may contribute to the cost of attendance at such conferences according to the following principles:
 - a. **YCIPTA Time and Expense** - In certain circumstances, with preapproval of the Board of Directors, YCIPTA will pay expenses and allow administrative leave. Such circumstances may include an employee who has been invited to a conference to present a paper, give a speech or receive an award, or a conference that is deemed essential to one or more employees.
 - b. **YCIPTA Time, Individual Expense** - The Transit Director may grant administrative leave to an employee to attend a professional conference at the employee's expense. In approving such a request, the Transit Director or designee should consider relevancy, need, reasonableness, other workload and the impact on other employees.
 - c. **Individual Time and Expense** - The Transit Director may approve vacation for employees who wish to use their vacation time voluntarily to attend a professional conference at their own expense.
 - d. **Negotiated Terms** - The Transit Director, upon concurrence with the Board of Directors and the employee, may negotiate a cost-sharing arrangement based on options (a), (b) and (c) above. Example: YCIPTA pays conference fees and the employee pays travel expenses.
 3. YCIPTA shall pay for membership in professional organizations if such membership is a requirement for employment. YCIPTA shall also pay for any continuing education requirements associated with a required professional affiliation. YCIPTA's Legal Counsel shall be solely

responsible to oversee the obligation, and completion, of YCIPTA attorneys to obtain appropriate bar membership and satisfying continuing legal education requirements.

XIII. EMPLOYEE CONDUCT STANDARDS

- A. **Political Activity** – A federal law, the Hatch Act, restricts employee involvement in certain political activities. No solicitation is permitted in YCIPTA offices or facilities for any contribution to be used for partisan political purposes. An employee shall not, at any time, use his/her association with YCIPTA as a basis for influencing decisions in an election. YCIPTA employees are responsible for following the guidelines of the Hatch Act. The Act may be viewed at <http://www.osc.gov/hatchact.htm>.

The Hatch Act restricts the political activity of individuals principally employed by state, county or municipal executive agencies who work in connection with programs financed in whole or in part by federal loans or grants. Usually, employment with a state or local agency constitutes the principal employment of the employee in question. However, when an employee holds two or more jobs, principal employment is generally deemed to be that job which accounts for the most work time and the most earned income. YCIPTA uses federal grants for its operations, therefore, all YCIPTA employees fall under the provisions of the Hatch Act.

- B. **Nondiscrimination** – No employee of YCIPTA shall discriminate against an individual in violation of A.R.S. § 41-1461, et seq. or in violation of any Federal Law.
- C. **Sexual Harassment** – No person within YCIPTA shall violate the policy on sexual harassment as set forth herein. In addition to the steps below, nothing set forth herein shall be construed as depriving any employee of the right to initiate all proceedings seeking relief under any Federal or State laws or this policy. In addition, employees who are the victims of physical sexual harassment, are urged to contact the appropriate enforcement agencies, including the applicable police agencies, and seek criminal charges.
1. **Purpose** - The purpose of this policy is to clearly establish YCIPTA's opposition to, and disapproval of, any unwanted actions and advances of a sexual nature arising out of the work place situation.
 2. **Policy** - It is improper and against the policy of YCIPTA for an employee to ask for, or receive, sexual favors from another YCIPTA employee or prospective employee in return for, or as a condition

of, granting specific job or duty assignment, or any other action relating to employment.

It is improper for employees to conduct themselves in a manner which creates a "hostile working environment," such as, but not limited to, unwelcome sexual advances, requests for sexual favors, visual forms of harassment such as cartoons or drawings, physical interference with normal work or movement, such as blocking, following or touching an employee, verbal harassment such as jokes, slurs, derogatory comments, profanity and obscenity.

3. **Definition of Sexual Harassment** - Harassment based on sex is a violation of the Civil Rights Act of 1964, Title VII, Section 703. Unwelcome sexual advances or requests of a sexual nature constitute sexual harassment when:
 - A. Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment;
 - B. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A general definition for sexual harassment is any unwanted and/or unsolicited verbal comment, physical contact, gesture, invitation, proposition, demand or related action of a sexual nature which results in favorable or unfavorable employment decisions or creates an intimidating, hostile or offensive working environment.

Jokes of a sexual nature, sexual teases, and vulgar language could all lead to a charge of creating a hostile work environment which would interfere with an employee's ability to work.

Although some acts prohibited by this policy may not constitute unlawful harassment under state or federal law, employees who feel they are being subjected to prohibited harassment of any kind must bring the matter to the attention of the Transit Director or YCIPTA Personnel Subcommittee.

4. **Violation of Policy** - Violation of this policy shall be grounds for immediate disciplinary actions. Should any grievance proceeding

under these rules result in a finding that a violation of this policy has occurred, disciplinary action shall be commenced immediately under the disciplinary rules, and the grievance proceedings shall be terminated.

5. **Harassment Complaint Procedure** - Any employee who believes that he/she is a victim of sexual harassment should complain immediately to the Transit Director or the YCIPTA Personnel Subcommittee. Any employee who observes possible acts of harassment in the workplace shall immediately report what they he/she observed to the Transit Director or YCIPTA Personnel Subcommittee. In every instance in which a complaint or report of possible sexual harassment is received by a supervisor or the Transit Director, the supervisor or Transit Director shall immediately notify the YCIPTA Personnel Subcommittee.
6. **Harassment Investigation Procedure** - The Transit Director shall immediately, or as soon as reasonably possible, conduct an investigation of any complaint or report of possible sexual harassment whether made directly to the Transit Director or by referral. The Transit Director may designate a qualified investigator to perform the investigative duties, with the resulting report submitted to the Transit Director.

The parties and all witnesses, if any, shall be interviewed and written or recorded statements taken. The Transit Director shall conclude the investigation and submit written findings and conclusions to the YCIPTA Personnel Subcommittee within fifteen (15) working days of first receiving the report or complaint. The Transit Director shall advise the YCIPTA Personnel Subcommittee if either an allegation or denial is supported by convincing evidence. If, in the Transit Director's opinion, it is impossible to satisfactorily determine the truth or falsity of the complaint or report, the YCIPTA Personnel Subcommittee shall be advised that the allegations have not been substantiated. If the Transit Director determines that an act of harassment occurred, the Transit Director's report shall also include recommendations regarding what disciplinary and other remedial actions should be taken.

7. If action is warranted, the Transit Director shall immediately initiate the same. The Transit Director shall also notify YCIPTA's legal counsel with regard to the results of the investigation.

D. Workplace Harassment —YCIPTA employees shall not participate in any form of workplace harassment against another YCIPTA employee, contractor or member of the public. Workplace harassment includes, but

is not limited to, any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person, such as bullying, cyber-bullying, retaliation and sexual harassment. Further, an employee may violate this policy against workplace harassment through any method, including, but not limited to, in-person, telephonic and electronic communication.

E. EEOC / ADA / Affirmative Action / Other Federal Requirements –

YCIPTA is an Equal Opportunity Employer, complies with the Equal Employment Opportunity Commission (EEOC), Americans with Disabilities Act (ADA), Affirmative Action (AA) and all other applicable Federal employment-related guidelines as set forth by law. YCIPTA is required to, and shall, implement all programs deemed necessary to attain compliance.

F. Drug and Alcohol-Free Workplace - YCIPTA is committed to providing a safe, healthy and accident-free workplace. One of the conditions necessary to achieve such an environment is that the workplace be drug and alcohol free. This policy is developed in compliance with the Federal Drug Free Workplace Act of 1988, as amended.

YCIPTA is committed to programs that promote safety in the workplace, employee health and well-being, and public confidence. Consistent with the spirit and intent of this commitment, YCIPTA has a zero-tolerance policy when it comes to the use, possession or distribution of drugs and alcohol by employees.

The use, manufacture, possession or distribution of any controlled substance or alcohol by any employee while on YCIPTA property, or while on YCIPTA business, will be grounds for immediate dismissal.

The following activities are also expressly prohibited:

1. Reporting to work under the influence of a alcohol or a “prohibited drug,” as defined below.
2. The use, consumption, sale, purchase, transfer or possession of any prohibited drug by any employee during work hours, on work assignment, in or on YCIPTA property, including YCIPTA vehicles or personal vehicles used for YCIPTA business, at any time.
3. The consumption of alcohol by any employee during working hours, on work assignments or on YCIPTA property, including YCIPTA vehicles or personal vehicles used for YCIPTA business, at any time.

Further, it is a condition of employment that all YCIPTA employees agree to abide by the terms of the policy and to notify YCIPTA of any drug statute conviction no later than five (5) days after such a conviction. Every possible effort will be made to hold such information in confidence, but such information will have to be reported within ten (10) days of receiving actual notice from the employee to a State or Federal agency if grant or contract funding is involved.

Violators of this policy are subject to disciplinary action up to, and including, termination of employment. Sanctions may include, but are not limited to, a requirement that the employee participate in and successfully complete a drug abuse or alcohol abuse assistance or rehabilitation program and/or a requirement that the employee undergo random drug testing following return to employment. The Transit Director shall make disciplinary decisions with the concurrence of the Board of Directors. Under federal law, YCIPTA must take disciplinary action against the employee within thirty (30) days of receiving notice of conviction.

For the purpose of this policy, “prohibited drug” means marijuana, cocaine, cocaine derivatives, opiates (narcotics), hallucinogens (LSD, mescaline, etc.), phencyclidine (PCP), amphetamines and any other “controlled substance” as defined in the Controlled Substance Act, 21 U.S.C. § 812, Schedules I-V, as may be amended from time to time, except when the use is pursuant to the instructions of a physician.

To the extent permitted by state and federal law, all records created or obtained regarding the results of tests conducted under this policy shall remain confidential, and shall be released only upon the written authorization of the employee or potential employee tested. Medical review officers, legal counsel and management may review information regarding test results where such review is deemed necessary for insuring the health, welfare or safety of the public, employees or workers. This provision is intended to comply with the requirements regarding confidentiality of medical information under the Americans with Disabilities Act of 1990, as may be amended from time to time.

- G. Confidentiality** – Subject to the requirements of the Arizona Revised Statutes, confidential information regarding any of the members of the public that YCIPTA serves should in no way be divulged. Divulging confidential information will result in immediate discipline up to and including termination.

Information regarded as personal and confidential, including, but not limited to, payroll and other information, should be handled carefully. Managers should instruct their staff coming into contact with this

information as to what qualifies as personal and confidential. Staff must use "Confidential" envelopes for such materials or write "Personal and Confidential" on the envelopes. Upon receipt of materials marked Personal and Confidential, these materials should be left sealed and are only to be opened by the individual to whom they are addressed.

- H. Personnel Files** – Subject to the requirements of the Arizona Revised Statutes, Personnel files are owned by YCIPTA and maintained by the Transit Director or designee. Personnel files contain information on the employee's employment and salary history prior to and since his/her arrival at YCIPTA. YCIPTA acknowledges and supports employee's right to privacy. Access to employment records is carefully protected and particular attention is paid to proper usage of the information.

Personal information, like medical records or documents regarding health care benefits or worker's compensation claims, shall be kept separately from the personnel files containing the employee's application/resume, performance evaluations and documentation of disciplinary actions and notices of termination. Should an employee wish to review his/her file, he/she should contact the Transit Director.

1. **Content** - Each employee's official personnel file shall contain:
 - a. A copy of the job application for the employee's current position.
 - b. A copy of all performance appraisal reports.
 - c. A copy of personnel actions forms that have authorized changes in employment status, position, classification, pay or leave status.
 - d. Letters of commendation.
 - e. Insurance records.
 - f. Disciplinary actions.
2. **Access** - Subject to the requirements of the Arizona Revised Statutes, access to employee's official personnel file shall be limited to:
 - a. The employee or any individual who has written permission from the employee to review the personnel file.

- b. Personnel designated by the Transit Director as having a legal need for such information.
- c. Human Resources.
- d. Officials acting in response to court orders or subpoenas.
- e. An official of an agency of the Federal government, State government or any of their political subdivisions, but only when it is deemed by the Transit Director as appropriate to a proper function of the official requesting access.
- f. For purposes of subsection (e) of this section, an official is one who provides identification verifying that he/she is exercising powers and duties on behalf of the chief administrative head of a public body.

I. **Disclosure of Information** - The following information will be provided to any person pursuant to A.R.S. §§ 23-1361 and 39-121, et seq. :

- 1. Name of employee.
- 2. Date of employment.
- 3. Current and previous class titles and dates received.
- 4. Name of employee's current or last known supervisor.

J. **Standard of Conduct** - In addition to the conduct prohibited in the Arizona Revised Statutes, a violation of the standards of conduct listed in subsections (1), (2), and (3) below is cause for discipline and/or dismissal.

- 1. **Required Conduct** - Employees shall:
 - a. Maintain high standards of honesty, integrity and impartiality, free from any personal considerations, favoritism or partisan demands.
 - b. Conduct themselves in a professional and ethical manner.
 - c. Be courteous, considerate and prompt in dealing with fellow employees and in serving the public.

- d. Conduct themselves in a manner that will not bring discredit or embarrassment to YCIPTA.
- e. Comply with all federal and state laws and county rules and regulations.
- f. Report knowledge of any damage, theft or unauthorized removal of YCIPTA property to their immediate supervisor.
- g. Be on time for work, available during working hours and avoid unnecessary absences.

2. Prohibited Conduct - Employees shall not:

- a. Discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status or political affiliation.
- b. Use their official position for personal gain, attempt to use or use confidential information for personal advantage.
- c. Permit themselves to be placed under any kind of personal obligation which could lead any person to expect official favors.
- d. Perform any act in a private capacity which may in any way be construed to be an official act.
- e. Accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment or loan which is, or may appear to be, designed to influence the employee's official conduct. This provision does not prohibit acceptance by an employee of food, refreshments or unsolicited advertising or promotional material of nominal value.
- f. Directly or indirectly use, damage or allow the use of, or damage to, YCIPTA property of any kind, including property leased to YCIPTA, for other than officially authorized activities. All employees have a duty to protect and conserve YCIPTA property, including equipment, supplies and other property entrusted or issued to them.

- g. Engage in outside employment or other activity which is not compatible with the full and proper discharge of the duties and responsibilities of YCIPTA employment, or which tends to impair the employee's capacity to perform the duties and responsibilities in an acceptable manner.
 - h. Inhibit a YCIPTA employee from joining or refraining from joining an employee organization.
 - i. Engage in rebellious behavior, insubordination or any willful disobedience of YCIPTA policies or directives.
 - j. Engage in physical violence or threats of physical violence against fellow employees and the public.
 - k. Bully, retaliate against, or otherwise harass YCIPTA employees, contractors or members of the public either through in-person, telephonic or electronic methods.
3. **Employee Rights** - An employee shall not take any disciplinary or punitive action against another employee which impedes or interferes with that employee's exercise of any right granted under the law or these policies. Any employee who is found to have acted in reprisal toward an employee as a result of the exercise of the employee's rights may be suspended without pay for a period not to exceed thirty (30) days or dismissed. The Transit Director must consult with YCIPTA's legal counsel before taking any disciplinary action based on this policy.
- K. **Employee Evaluations** - Regular status employees shall be evaluated at least annually. All probationary employees shall be evaluated at the end of probationary period, including those employees in the initial six (6) month original probationary term, a continued original probationary period as discussed in Section III(A)(1), or a promotional probationary period.
- L. **Smoking** - YCIPTA does not allow smoking at any time in YCIPTA controlled, leased or owned buildings or within twenty (20) feet of an opening into the building or in YCIPTA vehicles, pursuant to A.R.S. §36-601.01.
- M. **E-mail and Voice Mail Use** - The use of e-mail and voice mail provide many advantages to YCIPTA. They improve productivity and provide the ability to communicate with other employees and outside contacts at virtually any time. The disadvantage is that employees assume that their messages are private, but privacy is not guaranteed. E-mail and voice

mail are like other YCIPTA files, and can be used in the discovery process linked to litigation. Additionally, because e-mail and voice mail allow users to respond immediately, many do so without consideration. The potential risk is increased due to the ability to respond so quickly that a person may later regret what was written or said.

All electronic and telephonic communication systems, and all communication and information transmitted by, received from, or stored in these systems, are the property of YCIPTA, and these systems are to be used for job-related communications only.

E-mail or voice mail shall not be used to transmit vulgar, profane, insulting or offensive messages, such as, but not limited to, racial or sexual slurs. Prohibited uses of e-mail and voice mail include, but are not limited to, soliciting outside business ventures, advertising for personal enterprises or causes, or soliciting for non-YCIPTA related purposes. This policy does not prohibit personal messages of a social nature that do not contain otherwise prohibited content. Employees are not permitted to use passwords, access a file or retrieve any stored communication unless authorized to do so, or unless they have received prior clearance from an authorized YCIPTA representative. All passwords are the property of YCIPTA.

Authorized representatives of YCIPTA, from time to time, may monitor the use of such equipment. Such monitoring may include accessing recorded messages, and printing and reading data files.

Employees who violate this policy are subject to disciplinary action, up to and including termination.

- N. **Gifts** - No employee may seek or accept any gift, service, favor, employment, engagement or economic opportunity that would tend to improperly influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her duties.
- O. **Workplace Safety** - Providing safe working conditions are a primary YCIPTA concern. YCIPTA strives to provide a safe workplace and to prevent accidents through staff member training. All employees are responsible for maintaining a safe workplace. YCIPTA encourages employees to make recommendations, suggestions or criticisms regarding any unsafe conditions. Employees should direct all such comments to their immediate supervisors, the Transit Director, or such designee who is responsible for correcting such problems when feasible. The safety and security of our employees is of vital importance. YCIPTA will not tolerate acts or threats of physical violence, including intimidation,

harassment and/or coercion, that involve or affect YCIPTA or which occurs on YCIPTA property.

YCIPTA takes all reports of threats and violence seriously. Any YCIPTA employee who witnesses or learns of threats or violent acts should report it immediately to his/her supervisor. If the risk of physical injury is imminent, the employee should contact a supervisor, a manager, or call 911. Supervisors who fail to report threats or acts of violence will be disciplined, up to and including termination.

The prohibition against threats and acts of violence applies to anyone involved in the operation of YCIPTA, including, but not limited to, YCIPTA employees, contract or temporary workers, vendors, clients and anyone else on YCIPTA property. YCIPTA will take appropriate disciplinary and/or legal action against anyone who violates this policy.

- P. **Use of Property** - YCIPTA strives to acquire, lease and maintain state-of-the-art facilities and equipment to perform the tasks assigned to it and to make its employees' jobs easier. In order to protect the trust given to YCIPTA, all YCIPTA employees must know and comply with YCIPTA rules regarding YCIPTA property.

The building, vehicles, desks, file cabinets, telephones, copiers, shredders, books, stationery and supplies are among the more obvious types of owned or leased YCIPTA property. In this day and age, however, it is important for all employees to recognize that YCIPTA property also includes technical resources such as computers, software, fax machines, Internet and Web access, YCIPTA intranet, e-mail, voicemail and electronic bulletin boards, whether leased or purchased. Employees should have no expectations of privacy regarding the use of these resources and YCIPTA may inspect or oversee any of these items at any time.

All YCIPTA property is to be used for YCIPTA business only. YCIPTA property may not be used for personal matters or to advance individual concerns. The only exceptions to this rule are that employees may make toll-free personal telephone calls, write personal emails and use the Internet on their breaks and lunch to the extent that such use complies with all other YCIPTA policies. YCIPTA property is not considered the private property of any employee. YCIPTA will monitor its use to ensure compliance, and reserves the right to discipline those who violate the policy.

In the event of unexplained losses or damage to YCIPTA property, YCIPTA expects its employees to participate in the investigation process and any program to reduce loss and damage. Employee participation in

investigations is mandatory, and failure to participate in good faith may result in discipline, up to and including discharge.

- Q. **Use of YCIPTA Vehicles** – Employees must exercise care and follow all operating instructions, safety standards and guidelines when operating YCIPTA vehicles. Failure of an employee to do so may affect that employee's eligibility to use YCIPTA vehicles. Any traffic violations received on or off the job can affect an employee's ability to perform the functions of their position at YCIPTA. It is the employee's responsibility to notify the Transit Director immediately if you lose your right to continue driving any vehicle, even temporarily, because YCIPTA's insurance carrier may no longer cover that employee as an eligible driver for YCIPTA. YCIPTA has the right to request a Motor Vehicle Record from an employee eligible to drive for YCIPTA at any time, and that employee is required to provide it upon request.

XIV. TERMINATING EMPLOYMENT

- A. **Termination** – As outlined in Section III(A)(1), each new employee shall serve an original probation period for six (6) consecutive months, at the end of which the employee's employment status shall generally be considered permanent. However, if the Transit Director has extended an employee's original probation period as permitted pursuant to Section III(A)(1), that employee's employment status shall not be considered permanent until such time as he/she achieves a satisfactory performance evaluation. Any probationary or permanent employee may be discharged, suspended or demoted for cause, or when the work of YCIPTA no longer justifies a continuance of the position he/she holds, or when a staff reduction is required by budget considerations. The reason for discharge of a permanent employee shall be presented to the employee in writing at least ten (10) working days prior to the effective date of termination. Permanent employees have the right of appeal to the Personnel Subcommittee within ten (10) working days of receipt of such termination notice, provided the permanent employee thinks cause for such action to be arbitrary or capricious.
- B. **Resignation** – If an employee plans to terminate employment with YCIPTA, he/she should give at least ten (10) working days advance notice, unless lesser notice is considered adequate or reasonable by the Transit Director because of extenuating circumstances. Notice of resignation must be in writing unless waived by the Transit Director. Leaving employment without notice, or being absent in excess of three (3) consecutive working days without authorization and/or notification, will be grounds for disciplinary action, up to and including termination of employment. An employee who fails to give such notice shall not be eligible for reinstatement.

- a. **Oral Resignation** - If an employee provides his/her resignation orally, the Transit Director shall confirm the resignation in writing.
 - b. **Refusal of Resignation** - The Transit Director may refuse to accept a resignation and dismiss an employee.
 - c. **Withdrawal of Resignation** - A resignation may be withdrawn only in writing by personal delivery to the Transit Director and not later than the end of the next working day after the employee gave notice of resignation. If a withdrawal is not submitted by this time, the resignation shall be final unless both the Transit Director and the employee agree, in writing, that the resignation may be withdrawn.
- C. **Reduction In Force** – The Transit Director shall request approval from the Board of Directors to conduct a reduction in force, indicating the reason for the reduction and the effective date of the reduction. Said reduction shall take effect thirty (30) days after the approval date of the reduction by the Board of Directors. If the reduction in force results from the abolition of a filled position, YCIPTA may not re-establish the position for two (2) years, unless the abolition of the position was due to fiscal constraints, legislative action or court order. When a program is abolished or service permanently terminates operation so that the phasing out of operations occurs over a period of not less than three (3) months, Human Resources, in consultation with the Transit Director, shall consider reduction in force activity, and shall develop and communicate to affected employees the appropriate alternative reduction in force procedures to permit staggered phase-out and transfer, reduction or separation of personnel as appropriate. Subject to work requirements, the Transit Director shall allow employees affected by a reduction in force to be released from work with pay to attend job interviews.
- D. **Exit Interview** - The purpose of this policy is to obtain feedback from terminating employees concerning working conditions, policies, supervision, and other matters related to their employment with YCIPTA. YCIPTA will use information obtained from exit interviews to identify problem areas and consider changes for their improvement.

YCIPTA will schedule an exit interview for voluntarily departing employees with the Transit Director. The departing employee will be requested to complete an exit interview form during the interview.

XV. DISCIPLINARY ACTIONS

- A. In most cases, YCIPTA follows the general guidelines of progressive discipline unless it determines that the steps of progressive discipline are inappropriate. The purpose of these guidelines is to identify problems, correct them at the earliest stage possible, reinforce YCIPTA expectations and assure equitable treatment.
1. Probationary Employees. An employee in the original probation period, including a continued original probationary period, may be disciplined at any level and/or discharged for any reason at any time, with or without notice. **A terminated original probationary employee, including an employee in a continued original probationary period, cannot grieve or appeal his/her discharge.**
 2. Permanent Employees. YCIPTA will generally apply the following progressive discipline action when dealing with violations and/or deficient performance by those employees who have successfully completed the original probation period.

YCIPTA complies with applicable state and federal laws regarding exempt employees.

B. Stages of Progressive Discipline

- **Step 1: Informal Counseling** – Based on the severity of the violation, the supervisor or Transit Director, or his/her designee, may elect to skip this step and begin at Step 2.
- **Step 2: Written Notice** – After the supervisor or Transit Director, or his/her designee, reviews the alleged violation and/or deficiency, the supervisor or Transit Director, or his/her designee, will generally ask the employee his/her views on the matter, advise the employee that the problem must be corrected, inform the employee that failure to correct the problem may result in further discipline up to and including termination, and issue a written notice to the employee, with a copy to the employee's personnel file.
- **Step 3: Second Notice** – If the employee does not achieve satisfactory performance or abide by YCIPTA rules, the employee's supervisor and the supervisor's superior may meet with the employee and proceed through the steps previously outlined in Step 2 and issue a second written notice to the employee, with a copy to the employee's personnel file. YCIPTA may also suspend the employee without pay, demote the employee or reduce the

employee's current step. Salaried employees may be suspended without pay only in increments of a week or more.

- **Step 4: Termination** – If YCIPTA determines that termination is appropriate, YCIPTA will notify the employee in writing.

C. **Dischargeable Violations** – In addition to the conduct prohibited in the Arizona Revised Statutes, a violation of the standards of conduct listed in subsections (D) and (E) below is cause for discipline or dismissal from YCIPTA employment.

D. **Standards of Conduct** – YCIPTA employees shall:

1. Maintain high standards of honesty, integrity and impartiality, free from any personal considerations, favoritism or partisan demands.
2. Conduct themselves in a professional and ethical manner.
3. Be courteous, considerate, and prompt in dealing with fellow employees and in serving the public.
4. Conduct themselves in a manner that will not bring discredit or embarrassment to YCIPTA.
5. Comply with all federal and state laws and county rules and regulations.
6. Report knowledge of any damage, theft or unauthorized removal of YCIPTA property to their immediate supervisor.
7. Be on time for work, available during working hours and avoid unnecessary absences.

E. **Prohibited Conduct** - YCIPTA employees shall not:

1. Discriminate because of race, color, religion, national origin, sex, age, disability, veteran status or political affiliation.
2. Use their official position for personal gain or attempt to use, or use, confidential information for personal advantage.
3. Permit themselves to be placed under any kind of personal obligation which could lead any person to expect official favors.
4. Perform any act in a private capacity which may in any way be construed to be an official act.

5. Accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment or loan which is, or may appear to be, designed to influence the employee's official conduct. This provision does not prohibit acceptance by an employee of food, refreshments or unsolicited advertising or promotional material of nominal value.
6. Directly or indirectly use, damage or allow the use of or damage to YCIPTA property of any kind, including property leased to the county, for other than officially authorized activities. All employees have a duty to protect and conserve YCIPTA property, including equipment, supplies and other property entrusted or issued to them.
7. Engage in outside employment or other activity which is not compatible with the full and proper discharge of the duties and responsibilities of YCIPTA employment, or which tends to impair the employee's capacity to perform the duties and responsibilities in an acceptable manner.
8. Inhibit a YCIPTA employee from joining or refraining from joining an employee organization.
9. Engage in rebellious behavior, insubordination or any willful disobedience of YCIPTA policies or directives and/or policies of their respective agencies.
10. Engage in physical violence and/or threats of physical violence against fellow employees and the public.

- F. **Hearing Procedures** – An employee who successfully completed his/her original probation period and who has been discharged or formally disciplined in writing by the Transit Director or designee, or who disputes a decision by the Transit Director or designee regarding an employment related grievance, may appeal such action to the Board of Directors. Such appeal shall be in writing, signed by the employee and delivered to or mailed to the Chairman of the Board of Directors with a copy to the YCIPTA Transit Director. An appeal must be filed with YCIPTA no later than thirty (30) days after the employee's termination date, (exclusive of accrued PTO time), or within thirty (30) days after formal written notice of the action appealed (other than discharge). Failure of the employee to appeal within this time period shall constitute a waiver of the employee's right of appeal provided by this section. The Chairman shall schedule the appeal without unreasonable delay at a regular, special or personnel meeting of YCIPTA Board of Directors during executive or open session in accordance with A.R.S. § 38-431.03. Following such hearing, the Board of Directors may sustain, overrule or modify the action of the Transit Director or designee. If the appeal is from an action discharging the employee, the Board of Directors may reinstate the employee with or without conditions attached to such reinstatement, and with or without

reimbursement of all or part of the salary and benefits lost as a result of said discharge.

**YCIPTA Personnel Policy Manual
Acknowledgment of Receipt**

I have received a copy of YCIPTA's Personnel Policy Manual. I understand I am responsible for reading, understanding and complying with the contents of the policies and procedures as they outline my responsibilities, benefits and the organization's policies. I also understand that if I have any questions regarding the contents of this document I will ask the Transit Director or my direct supervisor.

Further, I understand the following:

- This document represents a brief summary of some of the more important policies of YCIPTA and is not all-inclusive.
- YCIPTA retains the sole right in its business judgment to modify, suspend, interpret or cancel, in whole or in part, at any time, and with or without any notice, any of the published or unpublished policies or procedures.
- The contents of this policy and procedure document do not constitute an express or implied contract of employment.
- I have the right to end my work relationship with YCIPTA, with or without cause and with or without notice, and YCIPTA has an identical right.

Employee Name (Please print)

Signature

Date



Yuma County Intergovernmental Public Transportation Authority

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

October 24, 2016

Discussion and Action Item 4

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

Requested Action: No action required.

Background and Summary: Staff is requesting continued discussion on the direction that should be taken regarding the taxation authority options. First option being possibly hiring another lobbyist to help change the IPTA statutes with legislation similar to last year's SB1250, or second option of Yuma County creating an RTA and use the tax resources to fund IPTA projects.

Recommended Motion: None

Fiscal Impact: None.

Legal Counsel Review: None.

Attachments: SB1250 and the CSA IPTA Proposal

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

Approved for Submission

Shelly Kreger
Transit Director

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

Shelly Kreger, Transit Director



Intergovernmental Public Transportation Taxation Authority Proposal

Yuma County

Current Proposal Summary:

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

2016 Session

- Last year Yuma proposed and CSA ran [SB 1250 intergovernmental public transportation authority; taxation](#) (Shooter), which did not get through the legislative process.
- Last year's proposal sought to allow the IPTA to have the same taxation authority as an RTA, without having to create a 20 year transportation plan.
- Though we did discuss the idea of having an RTA "absorb" the IPTA at the end of the last legislative session, that idea seems unnecessarily complicated, because once an RTA is created, and a tax is passed by the voters, those revenues may be deposited into the IPTA (according to current statute [28-9142](#)) without drafting any additional legislation.
- Prior to the 2016 session, the board of an RTA was the same as the members of the local Council of Governments (COG), but CSA passed legislation last session ([HB 2373 regional transportation authority; membership](#) (Shope) *Ch. 295*) to limit the membership of an RTA to only those members of a COG within the boundaries of the county who created the RTA. In other words, prior to last session, any RTA created in Yuma would have a board with members from outside the county, but now that is no longer the case.

Options for 2017 Session

- Two paths available this year:
 1. Change the IPTA statutes with legislation similar to last years' [SB 1250 intergovernmental public transportation authority; taxation](#) (Shooter)
 2. Yuma County could create an RTA under existing law, to act as a collaborative entity with the IPTA, and use the tax resources to fund IPTA projects.

Creating an RTA

- A Regional Transportation Authority (RTA) is a tax levying, public improvement entity that may operate in all areas in the county in which it is organized.
- In counties with a population of fewer than 400,000 persons, a county board of supervisors may establish an RTA.
- Per statute, the voters of the county must approve the following in a county wide election:
 - A 20 year regional transportation plan ([48-5309](#)) that shall include a public transportation component and determinations on a variety of factors including, the impact of the plan on the environment and air quality and routes/access points/ridership for public transportation systems.
 - The revenue, a transportation excise tax, to fund the plan in a county wide election ([42-6106](#)). This may be done during a regular or special election. The county board of supervisors must produce a detailed publicity pamphlet that includes a map of any proposed routes and transportation corridors. This tax may be deposited into the IPTA, according to (according to current statute [28-9142](#))
- The RTA must annually produce a 5-year transportation improvement program that is consistent with the RTA plan elements (essentially how are the resources being used). If there are significant discrepancies regarding the budgets of the projects under the RTA there are additional public notice provisions in statute.
- The RTA must adopt a budget, hire employees, adopt rules, and appoint advisory committees etc. to implement the transportation projects and plans.

REFERENCE TITLE: intergovernmental public transportation authority;
taxation

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

SB 1250

Introduced by
Senator Shooter

AN ACT

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

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Section 28-9102, Arizona Revised Statutes, is amended to
3 read:

4 28-9102. Formation

5 A. An intergovernmental public transportation authority may be
6 organized as provided by this section in any county with a population of two
7 hundred thousand persons or less. ~~THE AUTHORITY MAY BE ORGANIZED AND~~
8 ~~CONFIGURED AS FOLLOWS:~~

9 1. ~~THE COUNTY BOARD OF SUPERVISORS MAY ORGANIZE THE AUTHORITY WITH~~
10 ~~BOUNDARIES COTERMINOUS WITH THE BOUNDARIES OF THE COUNTY.~~

11 ~~B.~~ 2. The governing body of one or more incorporated cities or towns
12 may petition the county board of supervisors to establish ~~an~~ THE authority
13 consisting of the area within the incorporated boundary of the municipality
14 or municipalities.

15 ~~C.~~ 3. If the organizing municipalities are not contiguous, the
16 unincorporated areas between the organizing municipalities must also be
17 included in the authority with the approval of the county board of
18 supervisors. The board of supervisors shall establish the boundaries of the
19 unincorporated area to be included in the authority.

20 ~~D.~~ 4. Incorporated cities and towns in different counties, each of
21 which meet the population limit prescribed by THIS subsection ~~A.~~, may
22 petition their respective county boards of supervisors to establish a joint
23 authority consisting of the combined areas within their respective municipal
24 boundaries and including any intervening unincorporated areas in the
25 counties.

26 ~~E.~~ B. The board of supervisors shall hold at least one hearing on the
27 petition in one of the petitioning municipalities to determine public support
28 for the authority and whether establishing the authority would be in the
29 public interest. In the case of petitioning municipalities in different
30 counties, the board of supervisors of each county shall hold separate
31 hearings and each board shall make its determination separately.

32 ~~F.~~ C. If the board of supervisors determines that establishing the
33 authority would serve the public convenience, necessity, safety or welfare,
34 the board of supervisors shall establish the authority by a resolution that
35 includes a description of the boundaries of the authority. In the case of an
36 authority in different counties, the county boards of supervisors shall
37 establish the authority by an intergovernmental agreement.

38 ~~G.~~ D. If an authority is established under this chapter, any
39 university that is under the jurisdiction of the Arizona board of regents and
40 that is located in a municipality in the authority, any community college
41 district that is located in a municipality in the authority, or any Indian
42 nation that has a boundary within a county in which an authority is
43 established, ~~may~~ become a member of the authority by intergovernmental
44 agreement.

1 Sec. 2. Section 28-9103, Arizona Revised Statutes, is amended to read:
2 28-9103. Corporate existence; rights and immunities; official
3 name

4 A. An authority is a corporate body and A political, TAX-LEVYING
5 PUBLIC IMPROVEMENT AND TAXING subdivision of this state that may act in its
6 official corporate name and has all of the rights and immunities of municipal
7 corporations that are granted by the constitution and statutes of this state,
8 including immunity of its property from taxation.

9 B. The initial board of directors of the authority shall adopt the
10 official name of the authority that shall contain the words
11 "intergovernmental public transportation authority".

12 Sec. 3. Section 28-9121, Arizona Revised Statutes, is amended to read:
13 28-9121. Organization; board of directors

14 A. The executive director of the regional council of governments shall
15 function as organizing director of the authority until replaced by a
16 permanent general manager by the initial board of directors.

17 B. A board of directors shall govern the authority, and the governing
18 bodies of the participating governmental entities shall appoint the board of
19 directors. The board of directors shall consist of at least five and not
20 more than nine members apportioned as follows:

21 1. The county board of supervisors shall appoint one member if any
22 part of the authority is located in an unincorporated area of the county. If
23 the authority is located in more than one county, each county board of
24 supervisors shall appoint one member of the board of directors.

25 2. If a university is a member of the authority pursuant to section
26 28-9102, subsection ~~G~~ D, the president of the university shall appoint one
27 member of the board of directors.

28 3. If a community college district is a member of the authority
29 pursuant to section 28-9102, subsection ~~G~~ D, the president or chancellor of
30 the community college district shall appoint one member of the board of
31 directors.

32 4. If an Indian nation is a member of the authority pursuant to
33 section 28-9102, subsection ~~G~~ D, the highest elected official of the Indian
34 nation shall appoint one member of the board of directors.

35 5. The remaining membership shall be apportioned among the
36 participating municipalities according to their respective populations.

37 C. Members of the board serve for ~~five-year~~ FIVE-YEAR terms ending on
38 January 1 of the appropriate year, except that:

39 1. The members of the initial board serve for terms of two, three,
40 four and five years, determined by lot. Succeeding members serve full ~~five~~
41 ~~year~~ FIVE-YEAR terms in staggered rotation.

42 2. The appointing governmental entity may remove any of its appointive
43 members for cause.

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

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

6 A. The board shall:

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

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

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

16 4. Enter into contracts, including intergovernmental agreements.

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

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

25 B. The board may:

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

28 2. Sue and be sued.

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

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

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

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

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

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

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

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

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

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

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

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

21 1. THE DATE OF THE ELECTION.

22 2. THE LOCATION OF THE INDIVIDUAL HOUSEHOLD'S POLLING PLACE AND THE
23 TIME THE POLLS WILL BE OPEN.

24 3. A SUMMARY OF THE PRINCIPAL PROVISIONS OF THE ISSUE PRESENTED TO THE
25 VOTERS, INCLUDING THE RATE OF THE COUNTY TRANSPORTATION EXCISE TAX, THE
26 NUMBER OF YEARS THE TAX WILL BE IN EFFECT AND THE PROJECTED ANNUAL AND
27 CUMULATIVE AMOUNT OF REVENUES TO BE RAISED.

28 4. THE FORM OF THE BALLOT.

29 5. ANY ARGUMENTS FOR OR AGAINST THE BALLOT MEASURE. AFFIRMATIVE
30 ARGUMENTS, ARRANGED IN THE ORDER IN WHICH THE ELECTIONS DIRECTOR RECEIVED
31 THEM, SHALL BE PLACED BEFORE THE NEGATIVE ARGUMENTS, WHICH SHALL ALSO BE
32 ARRANGED IN THE ORDER IN WHICH THEY WERE RECEIVED.

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

37 1. THE PERSON WHO FILES THE ARGUMENT SHALL PAY TO THE ELECTION OFFICER
38 A PUBLICATION FEE PRESCRIBED BY THE BOARD OF SUPERVISORS. PAYMENT OF THE FEE
39 REQUIRED BY THIS PARAGRAPH, OR REIMBURSEMENT OF THE PAYOR, CONSTITUTES
40 SPONSORSHIP OF THE ARGUMENT.

41 2. IF THE ARGUMENT IS SPONSORED BY ONE OR MORE INDIVIDUALS, THE
42 ARGUMENT SHALL BE SIGNED BY EACH SPONSORING INDIVIDUAL.

43 3. IF THE ARGUMENT IS SPONSORED BY ONE OR MORE ORGANIZATIONS, THE
44 ARGUMENT SHALL BE SIGNED BY TWO EXECUTIVE OFFICERS OF EACH ORGANIZATION.

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

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

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

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

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

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

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

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

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

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

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

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

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

42 B. The tax shall be levied and collected:

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

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

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

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

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

17 D. The net revenues collected under this section:

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

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

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

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

10/19/2016

October 2016 Operations Report

Operations:

- After evaluating our policies, procedures and staff, I identified a need to make some changes in staff. The changes were necessary to provide better overall service to our customers and employees.
- Overall the moral of the employees is on a big upswing, and advances in employee, management relations have been greatly improved.
- I continue to build a strong working relationship with union officials to make sure that any issues that arise are dealt with swiftly and fair to all parties.

Maintenance:

- We continue to bring in outside techs to assist in keeping our fleet properly maintained while we recruit technicians.
- We have made great progress in the maintenance and repair of our fleet.
- We have reduced road calls and coach exchanges significantly.

Staffing:

- Currently have three positions open in Maintenance, two technicians and a Maintenance Manager.
- We continue to recruit drivers and currently have a class of 4 students.

Training:

- Conducted reasonable suspicion training for staff members to include the client's staff.
- Conducted ADA / Empathy training, both classroom and hands on.

Overall I believe that we are moving forward and making progress and changes to benefit our passengers and clients.

Respectfully,

George Rodriguez
General Manager

National Express Transit Corporation
2715 East 14th Street
Yuma, AZ 85365
Voice: 928-373-8644



Yuma County Intergovernmental Public Transportation Authority

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

Transit Director Report – September & October 2016

- **Breast Cancer Awareness Month:** YCIPTA and National Express proudly supports Breast Cancer Awareness and has placed pink ribbons on most of the transit buses as well as staff sporting lovely pink shirts and buttons. YCIPTA will also be donating a day of fare revenue to a local breast cancer charity.
- **Surveillance Equipment:** Staff is currently receiving quotes on upgraded and also a complete new HD surveillance equipment. The current video equipment that is installed has poor quality video and there are not enough cameras to adequately monitor daily activities.
- **Annual Single Audit:** Should be complete by next board meeting so that it can have board approval before the December deadline
- **Reasonable Suspicion Training:** YCIPTA staff was able to participate and receive certification in Reasonable Suspicion training.
- **ADOT 5311 Grant:** On 7/21/16 YCIPTA had received a preliminary award notification from ADOT stating that we had been awarded (along with our operating funds) funds to purchase 2 – 35 ft. ARBOC buses (\$707,444). Last week we received a phone call from ADOT stating that they had made a mistake and that we were not awarded funds for vehicles. Staff is currently trying to work with ADOT to figure out the next steps.
- **New Reporting Software:** Staff is currently looking for a reporting software to replace Solutions for Transit.
- **Community Transit Committee:** Staff is preparing to hit the media and newspapers again regarding forming the committee. We have had no response and feel that it is important to try again to get the community involved more. This is an ongoing effort.
- **Upcoming Projects:** Listed below are the projects that YCIPTA staff will be embarking for the next several months:
 - Ongoing YCAT Workshop sessions to train new passengers on how to ride YCAT.
 - Monitor National Express performance.
 - Finalize and install bus stops in the City of Yuma and Yuma County, including bus shelters through relocation of existing bus

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

Shelly Kreger, Transit Director

shelters.

- Install advertising bus benches in Yuma and one on the Fort Yuma Indian Reservation.
- Purchase capital equipment as defined in the capital budget (decals for rest of YCAT fleet, NextBus for buses that do not have GPS tracking (i.e. 111, 112, 113, 133, 134, 135, 139, 140, 144), purchase security cameras, install metal bus stop signs.
- Surplus equipment - computers, buses and minivans.

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

Shelly Kreger, Transit Director



Yuma County Intergovernmental Public Transportation Authority

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

Summary Financial Report for September 2016

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

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

September 30, 2016

Greyhound	\$5,580.08
General	\$76,022.44
Payroll	\$3,074.24
Fare Revenue	\$1,939.51

August 31, 2016

YC Treasurer	\$96,686.50
--------------	-------------

Greyhound sales by Month

September 2016	\$9,035.80
----------------	------------

Fare Revenue by Month

September 2016

YCAT	\$37,055.67
On Call	\$662.70

Accounts payable as of September 30, 2016 was \$247,470.85

Accounts receivable as of September 30, 2016 was \$315,901.78

FY 2016 Audit site visit was completed on September 22, 2016. This is the first step of completing the FY 2016 Audit. Anticipated completion of the Audit is the beginning of December 2016.

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

SEPTEMBER 2016 - FY 2017

	<u>Sep 16</u>	<u>Jul - Sep 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
40000 - Intergovernmental					
40700 - Miscellaneous Revenues					
40799-3 - Advertising Sales	0.00	6,502.50	16,000.00	-9,497.50	40.64%
40799-4 - Greyhound Commisions - YCIPTA	-1,039.81	854.10	30,000.00	-29,145.90	2.85%
40799-5 - Interest	2.74	687.72	0.00	687.72	100.0%
40799-6 - Miscellaneous Revenues	78.94	236.58			
Total 40700 - Miscellaneous Revenues	-958.13	8,280.90	46,000.00	-37,719.10	18.0%
40900 - Local Funding					
40900-2 - Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 - Contributions Public Entities	0.00	69,790.00	367,686.00	-297,896.00	18.98%
Total 40900 - Local Funding	0.00	586,529.00	884,425.00	-297,896.00	66.32%
41101 - State Grants					
41101-1 - ADOT 5311	0.00	0.00	1,055,757.37	-1,055,757.37	0.0%
41101-2 - ADOT 5310	0.00	0.00	50,000.00	-50,000.00	0.0%
Total 41101 - State Grants	0.00	0.00	1,105,757.37	-1,105,757.37	0.0%
41300 - Federal Grant Revenue					
41399-1 - FTA 5307	0.00	0.00	5,173,174.31	-5,173,174.31	0.0%
41399-4 - STP Capital Grant	0.00	0.00	145,792.00	-145,792.00	0.0%
Total 41300 - Federal Grant Revenue	0.00	0.00	5,318,966.31	-5,318,966.31	0.0%
Total 40000 - Intergovernmental	-958.13	594,809.90	7,355,148.68	-6,760,338.78	8.09%
41000 - Charges for Service					
40100 - Fare Revenue					
40101 - YCAT Fares	37,055.67	98,129.57	360,000.00	-261,870.43	27.26%
40190 - On Call Fares	662.70	2,042.70	8,400.00	-6,357.30	24.32%
40191 - Fare Revenue - Other	3.50	3.50			
Total 40100 - Fare Revenue	37,721.87	100,175.77	368,400.00	-268,224.23	27.19%
Total 41000 - Charges for Service	37,721.87	100,175.77	368,400.00	-268,224.23	27.19%
Total Income	36,763.74	694,985.67	7,723,548.68	-7,028,563.01	9.0%
Gross Profit	36,763.74	694,985.67	7,723,548.68	-7,028,563.01	9.0%
Expense					
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	29,693.79	66,662.38	260,190.00	-193,527.62	25.62%
Total 50100 - Salaries and Wages	29,693.79	66,662.38	260,190.00	-193,527.62	25.62%
50200 - Fringe Benefits					

SEPT 2015 - FY 2016

	<u>Sep 15</u>	<u>Jul - Sep 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
40000 - Intergovernmental					
40700 - Miscellaneous Revenues					
40799-3 - Advertising Sales	135.00	3,625.50	16,000.00	-12,374.50	22.66%
40799-4 - Greyhound Commisions - YCIPTA	-1,710.99	-1,975.71	36,000.00	-37,975.71	-5.49%
40799-5 - Interest	14.87	66.58	1,500.00	-1,433.42	4.44%
40799-6 - Miscellaneous Revenues	7.75	64.91			
Total 40700 - Miscellaneous Revenues	-1,553.37	1,781.28	53,500.00	-51,718.72	3.33%
40900 - Local Funding					
40900-2 - Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 - Contributions Public Entities	0.00	87,784.85	681,245.00	-593,460.15	12.89%
Total 40900 - Local Funding	0.00	604,523.85	1,197,984.00	-593,460.15	50.46%
41101 - State Grants					
41101-1 - ADOT 5311	0.00	-24,683.95	1,799,267.00	-1,823,950.95	-1.37%
41101-2 - ADOT 5310	21,095.46	21,095.46	40,000.00	-18,904.54	52.74%
41101-4 - Other State Grants	0.00	0.00	1,086.00	-1,086.00	0.0%
Total 41101 - State Grants	21,095.46	-3,588.49	1,840,353.00	-1,843,941.49	-0.2%
41300 - Federal Grant Revenue					
41399-1 - FTA 5307	0.00	0.00	3,734,729.00	-3,734,729.00	0.0%
41399-4 - STP Capital Grant	0.00	0.00	238,602.00	-238,602.00	0.0%
Total 41300 - Federal Grant Revenue	0.00	0.00	3,973,331.00	-3,973,331.00	0.0%
Total 40000 - Intergovernmental	19,542.09	602,716.64	7,065,168.00	-6,462,451.36	8.53%
41000 - Charges for Service					
40100 - Fare Revenue					
40101 - YCAT Fares	37,098.06	104,270.51	396,000.00	-291,729.49	26.33%
40190 - On Call Fares	757.00	2,107.00	8,400.00	-6,293.00	25.08%
40191 - Fare Revenue - Other	0.00	0.00	14,800.00	-14,800.00	0.0%
Total 40100 - Fare Revenue	37,855.06	106,377.51	419,200.00	-312,822.49	25.38%
Total 41000 - Charges for Service	37,855.06	106,377.51	419,200.00	-312,822.49	25.38%
Total Income	57,397.15	709,094.15	7,484,368.00	-6,775,273.85	9.47%
Gross Profit	57,397.15	709,094.15	7,484,368.00	-6,775,273.85	9.47%
Expense					
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	17,735.36	51,068.36	241,971.00	-190,902.64	21.11%
Total 50100 - Salaries and Wages	17,735.36	51,068.36	241,971.00	-190,902.64	21.11%
50200 - Fringe Benefits					

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

SEPTEMBER 2016 - FY 2017

	<u>Sep 16</u>	<u>Jul - Sep 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50201 · FICA- SS & Medicare	2,271.57	5,099.67	21,882.00	-16,782.33	23.31%
50202 · ASRS	3,408.86	7,653.93	29,870.00	-22,216.07	25.62%
50203 · Health Insurance	2,914.00	8,742.00	43,488.00	-34,746.00	20.1%
50204 · FUTA	4.15	20.07			
50205 · Life Insurance	51.70	161.70	1,500.00	-1,338.30	10.78%
50207 · State Unemployment	0.00	587.76	9,100.00	-8,512.24	6.46%
50208 · Workers Compensation Ins	0.00	567.23	2,300.00	-1,732.77	24.66%
Total 50200 · Fringe Benefits	8,650.28	22,832.36	108,140.00	-85,307.64	21.11%
50300 · Services					
50301-1 · ADA Paratransit	0.00	21,135.14	112,000.00	-90,864.86	18.87%
50301-2 · Accounting & Audit	0.00	0.00	24,070.00	-24,070.00	0.0%
50301-3 · Vanpool Subsidy	0.00	31,500.00	126,000.00	-94,500.00	25.0%
50302 · Advertising	4,625.13	13,154.04	55,000.00	-41,845.96	23.92%
50303-1 · Legal Services	900.00	3,485.00	10,000.00	-6,515.00	34.85%
50303-2 · Cash Handel/Payroll Processing	412.29	1,407.46	6,000.00	-4,592.54	23.46%
50303-3 · IT Support/Web Development	912.50	3,042.50	19,000.00	-15,957.50	16.01%
50304 · Temporary Help	1,781.83	6,404.06	3,000.00	3,404.06	213.47%
50305-0 · Bus Contractor	-10.00	201,741.76	2,585,000.00	-2,383,258.24	7.8%
50305-1 · Contract Costs	3,000.00	3,378.00	52,833.00	-49,455.00	6.39%
50305-2 · Equipment Maintenance	361.83	7,406.85	127,195.00	-119,788.15	5.82%
50305-3 · Office Equip Repair	770.00	770.00	3,000.00	-2,230.00	25.67%
50305-4 · Vehicle Repair & Maintance	0.00	0.00	528,665.68	-528,665.68	0.0%
50305-5 · Building Repairs & Maintance	420.56	2,275.68	12,000.00	-9,724.32	18.96%
50305-6 · Communications/Radio Service	125.28	13,375.92	15,000.00	-1,624.08	89.17%
50305-7 · Grounds Keeping/Pest Control	399.00	399.00	500.00	-101.00	79.8%
50305-8 · Software Updates/Maintenance	0.00	2,451.40	33,000.00	-30,548.60	7.43%
50306-1 · Bus Cleaning Services	0.00	0.00	33,115.00	-33,115.00	0.0%
50306 · Janitorial Service	0.00	0.00	28,240.00	-28,240.00	0.0%
50307 · Security Services	0.00	0.00	1,500.00	-1,500.00	0.0%
Total 50300 · Services	13,698.42	311,926.81	3,775,118.68	-3,463,191.87	8.26%
50400 · Materials and Supplies					
50401 · Fuel, Oil, Lubricants	26,997.49	82,665.56	470,000.00	-387,334.44	17.59%
50499-1 · Office Supplies	95.18	1,099.93	7,000.00	-5,900.07	15.71%
50499-2 · Postage	9.30	301.87	1,700.00	-1,398.13	17.76%
50499-3 · Printing	0.00	3,318.81	25,000.00	-21,681.19	13.28%
50499-4 · Misc Materials & Supplies	37.50	637.24	25,000.00	-24,362.76	2.55%
Total 50400 · Materials and Supplies	27,139.47	88,023.41	528,700.00	-440,676.59	16.65%

SEPT 2015 - FY 2016

	<u>Sep 15</u>	<u>Jul - Sep 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50201 · FICA- SS & Medicare	1,356.76	3,906.77	20,640.00	-16,733.23	18.93%
50202 · ASRS	2,863.49	4,753.75	27,755.00	-23,001.25	17.13%
50203 · Health Insurance	2,346.00	7,332.00	36,720.00	-29,388.00	19.97%
50204 · FUTA	92.18	92.18	600.00	-507.82	15.36%
50205 · Life Insurance	0.00	141.75	1,500.00	-1,358.25	9.45%
50207 · State Unemployment	4,586.37	7,495.17	9,100.00	-1,604.83	82.37%
50208 · Workers Compensation Ins	0.00	1,415.00	2,300.00	-885.00	61.52%
Total 50200 · Fringe Benefits	11,244.80	25,136.62	98,615.00	-73,478.38	25.49%
50300 · Services					
50301-1 · ADA Paratransit	21,073.31	28,836.80	70,000.00	-41,163.20	41.2%
50301-2 · Accounting & Audit	0.00	0.00	24,070.00	-24,070.00	0.0%
50301-3 · Vanpool Subsidy	10,200.00	20,400.00	126,000.00	-105,600.00	16.19%
50302 · Advertising	4,188.15	9,894.89	50,000.00	-40,105.11	19.79%
50303-1 · Legal Services	3,157.50	6,432.35	16,000.00	-9,567.65	40.2%
50303-2 · Cash Handel/Payroll Processing	369.02	1,173.48	5,700.00	-4,526.52	20.59%
50303-3 · IT Support/Web Development	845.00	2,727.50	19,000.00	-16,272.50	14.36%
50304 · Temporary Help	571.82	4,456.89	7,000.00	-2,543.11	63.67%
50305-0 · Bus Contractor	196,845.44	466,879.96	2,412,278.00	-1,945,398.04	19.35%
50305-1 · Contract Costs	25,571.01	27,146.01	52,833.00	-25,686.99	51.38%
50305-2 · Equipment Maintenance	418.83	1,292.06	127,195.00	-125,902.94	1.02%
50305-3 · Office Equip Repair	770.00	770.00	3,000.00	-2,230.00	25.67%
50305-4 · Vehicle Repair & Maintance	0.00	535.87	203,500.00	-202,964.13	0.26%
50305-5 · Building Repairs & Maintance	0.00	2,176.68	12,000.00	-9,823.32	18.14%
50305-6 · Communications/Radio Service	125.28	250.56	14,550.00	-14,299.44	1.72%
50305-7 · Grounds Keeping/Pest Control	0.00	399.00	2,000.00	-1,601.00	19.95%
50305-8 · Software Updates/Maintenance	0.00	1,718.06	18,400.00	-16,681.94	9.34%
50306-1 · Bus Cleaning Services	0.00	5,207.50	28,240.00	-23,032.50	18.44%
50306 · Janitorial Service	0.00	2,055.37	20,000.00	-17,944.63	10.28%
50399 · Other MOU Passthrough Expense	7,927.02	10,166.83	10,167.00	-0.17	100.0%
Total 50300 · Services	272,062.38	592,519.81	3,221,933.00	-2,629,413.19	18.39%
50400 · Materials and Supplies					
50401 · Fuel, Oil, Lubricants	28,592.45	92,813.69	470,000.00	-377,186.31	19.75%
50499-1 · Office Supplies	663.60	831.15	5,000.00	-4,168.85	16.62%
50499-2 · Postage	87.91	87.91	1,700.00	-1,612.09	5.17%
50499-3 · Printing	529.81	1,561.50	21,000.00	-19,438.50	7.44%
50499-4 · Misc Materials & Supplies	83.48	616.73	22,500.00	-21,883.27	2.74%
Total 50400 · Materials and Supplies	29,957.25	95,910.98	520,200.00	-424,289.02	18.44%

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

	SEPTEMBER 2016 - FY 2017					SEPT 2015 - FY 2016				
	Sep 16	Jul - Sep 16	YTD Budget	\$ Over Budget	% of Budget	Sep 15	Jul - Sep 15	YTD Budget	\$ Over Budget	% of Budget
50500 · Utilities										
50501 · Electricity	1,714.33	5,340.55	18,000.00	-12,659.45	29.67%	1,751.32	5,476.53	18,000.00	-12,523.47	30.43%
50502-1 · Refuse Disposal	86.47	132.87	1,200.00	-1,067.13	11.07%	66.34	200.02	600.00	-399.98	33.34%
50502-2 · Water - Offices	75.05	203.93	1,600.00	-1,396.07	12.75%	136.47	401.39	1,600.00	-1,198.61	25.09%
Total 50500 · Utilities	1,875.85	5,677.35	20,800.00	-15,122.65	27.3%	1,954.13	6,077.94	20,200.00	-14,122.06	30.09%
50600 · Casualty and Liability Insuranc										
50608-1 · Gen Liab Insurance	0.00	761.65	3,000.00	-2,238.35	25.39%	119.66	505.36	2,400.00	-1,894.64	21.06%
50608-2 · Prof. Liability Insurance	0.00	1,528.23	4,000.00	-2,471.77	38.21%	257.71	941.45	3,500.00	-2,558.55	26.9%
50608-3 · Automobile Insurance	0.00	1,735.17	9,000.00	-7,264.83	19.28%	386.75	1,145.63	6,500.00	-5,354.37	17.63%
Total 50600 · Casualty and Liability Insuranc	0.00	4,025.05	16,000.00	-11,974.95	25.16%	764.12	2,592.44	12,400.00	-9,807.56	20.91%
50900 · Miscellaneous Expenses										
50901 · Memberships/Dues/Subscriptions	150.00	8,022.00	18,000.00	-9,978.00	44.57%	1,509.83	11,001.83	18,000.00	-6,998.17	61.12%
50902 · Travel Expenses	1,869.49	2,887.35	25,000.00	-22,112.65	11.55%	392.00	3,157.17	20,000.00	-16,842.83	15.79%
50906 · Finance Charges/Penalties	30.00	3,494.09	15,100.00	-11,605.91	23.14%	630.29	8,311.00	19,100.00	-10,789.00	43.51%
50999-1 · License and Permits	0.00	0.00	300.00	-300.00	0.0%	0.00	0.00	2,000.00	-2,000.00	0.0%
50999-2 · Training/Education	0.00	0.00	10,000.00	-10,000.00	0.0%	0.00	198.30	1,000.00	-801.70	19.83%
50999-3 · Other Misc Expense	0.00	1,432.94	6,800.00	-5,367.06	21.07%	170.00	125.87	3,500.00	-3,374.13	3.6%
50999-4 · Miscellaneous Consumables	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	1,800.00	-1,800.00	0.0%
50999-5 · Telephone/Internet	578.17	1,672.33	8,000.00	-6,327.67	20.9%	755.18	1,829.84	8,000.00	-6,170.16	22.87%
50900 · Miscellaneous Expenses - Other	0.00	211.10								
Total 50900 · Miscellaneous Expenses	2,627.66	17,719.81	83,200.00	-65,480.19	21.3%	3,457.30	24,624.01	73,400.00	-48,775.99	33.55%
51200 · Leases and Rentals										
51212-1 · Building Lease	4,200.00	12,600.00	50,400.00	-37,800.00	25.0%	4,200.00	13,049.03	50,400.00	-37,350.97	25.89%
51212-2 · Leases Rental Equipment	156.53	156.53	1,000.00	-843.47	15.65%	81.31	81.31	1,000.00	-918.69	8.13%
Total 51200 · Leases and Rentals	4,356.53	12,756.53	51,400.00	-38,643.47	24.82%	4,281.31	13,130.34	51,400.00	-38,269.66	25.55%
51600 · Capital Outlay										
51600-1 · Capital Outlay - less than \$5k	0.00	0.00	20,000.00	-20,000.00	0.0%	0.00	0.00	11,000.00	-11,000.00	0.0%
51600-3 · Buildings	0.00	0.00	1,900,000.00	-1,900,000.00	0.0%	0.00	0.00	1,900,000.00	-1,900,000.00	0.0%
51600-5 · Automobiles	0.00	0.00	800,000.00	-800,000.00	0.0%	0.00	0.00	963,000.00	-963,000.00	0.0%
51600-6 · Furniture and Equipment	9,563.00	9,563.00	160,000.00	-150,437.00	5.98%	652.89	652.89	370,249.00	-369,596.11	0.18%
Total 51600 · Capital Outlay	9,563.00	9,563.00	2,880,000.00	-2,870,437.00	0.33%	652.89	652.89	3,244,249.00	-3,243,596.11	0.02%
Total Expense	97,605.00	539,186.70	7,723,548.68	-7,184,361.98	6.98%	342,109.54	811,713.39	7,484,368.00	-6,672,654.61	10.85%
Net Ordinary Income	-60,841.26	155,798.97	0.00	155,798.97	100.0%	-284,712.39	-102,619.24	0.00	-102,619.24	100.0%
Net Income	-60,841.26	155,798.97	0.00	155,798.97	100.0%	-284,712.39	-102,619.24	0.00	-102,619.24	100.0%