



Yuma County Intergovernmental Public Transportation Authority

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

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

MONDAY, July 25, 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,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

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

1. Adopt the June 27, 2016 regular minutes. **Page 4**

DISCUSSION & ACTION ITEMS:

1. Discussion and or action regarding the YCIPTA Disadvantaged Business Enterprise Program. Action required. **Page 9**
2. Discussion and or action regarding the updated Public Participation Plan. Action required. **Page 45**
3. Discussion and or action regarding the updated Title VI Plan. Action Required.
4. Discussion and or action regarding the updated Equal Employment Opportunity Plan. Action required **Page 51**
5. Discussion and or action regarding the updated Drug and Alcohol Policy. Action required. **Page 52**

PROGRESS REPORTS:

1. Operations Manager Report – Tiffany Turner, National Express Operations Manager. *No action is required.* **Page 56**
2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.* **Page 57**
3. Transit Ridership & Customer Comment Report – Carol Perez, Management Analyst/Mobility Manager *No action is required.* **Page 58**
4. Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.* **Page 63**

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting is scheduled for Monday, August 22, 2016. Staff is proposing cancelling this meeting as the Transit Director will be out of town.

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,
Michael Sabath - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,
Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

The Yuma County Intergovernmental Transportation Authority (YCIPTA) met in Regular Session on Monday, June 27, 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 1:33 p.m.

Members present:

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

Members Excused:

Bill Lee/City of Somerton/Secretary
Ralph Velez/City of San Luis

Other Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Management Analyst
Chona Medel/YCIPTA/Financial Services Operations Manager
Tiffany Turner/National Express/Operations Manager
Sergio Ortiz/National Express/Maintenance Manager

The Pledge of Allegiance was led by Mr. Larry Killman

CALL TO PUBLIC:

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

Mr. Gene Dalbey stated that he is trying to make Yuma county a bike friendly city. He further stated that in relation to the transportation, being able to ride YCAT ideal to use for longer distance cycling. Cyclist may board the bus to reach a far destination or use YCAT to return from cycling. Mr. Dalbey stated that since YCAT and cyclist both use the roads; there is a common interest. Usually, bicycles are an afterthought but would like to join in on discussion in regards to roadway; please consider YRBC.

CONSENT CALENDAR

No. 1: Adopt the May 23, 2016 regular minutes.

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

VOICE VOTE: Motion Carries, 7-0 with Mr. Lee and Mr. Velez excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the First Extension and Amendment of Memorandum of Understanding between the Yuma County Intergovernmental Public Transportation Authority, Imperial County Transportation Commission and Quechan Indian Tribe for Transit Services in Eastern Imperial County and the Eastern Imperial County Transit Operations and Implementation Business Plan.

Mrs. Kreger provided the background information as provided in the member packet. Mrs. Kreger stated that the Memorandum of Understanding (MOU) with the Imperial County Transportation Commission (ICTC) has not been approved by ICTC's Board. The MOU will be presented for board approval in their upcoming meeting.

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

VOICE VOTE: Motion Carries, 7-0 with Mr. Lee and Mr. Velez excused.

No. 2: Discussion and or action regarding the Amended Schedule B of the Independent Contractor Agreement between Yuma County Intergovernmental Public Transportation Authority and Saguaro Transportations Services.

Mrs. Kreger provided the background information as provided in the member packet. Mrs. Kreger stated that there was an increase of service hours for this program going from 2,000 to 4,000 revenue hours at a rate of \$27.96, totaling about \$112,000 a year.

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

VOICE VOTE: Motion Carries, 7-0 with Mr. Lee and Mr. Velez excused.

No. 3: Discussion and or action regarding the Legal Services RFP and award of contract to Byrne & Benesch, P.C.

Mrs. Kreger stated that the current contract for legal services expires June 30th. YCIPTA issued a request for proposal (RFP) with a due date of April 15, 2016. Only one proposal was submitted by April 15, 2016 which was from Byrne & Benesch, P.C. Staff reopened with new due date of June 15, 2016 with the intent of receiving more responses. Staff reached out to other law firms as well as Yuma County but by June 15, 2016 and no new RFP was received.

Ms. Thorpe requested a copy of the contract for legal services. Mrs. Kreger replied that a copy of the contract will be emailed.

Mr. Wilkinson stated that he would not be voting due to Byrne & Benesch becoming too many political. Mr. Wilkinson stated that there were too many issues against the City of Yuma.

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

VOICE VOTE: Motion Carries, 5 – ayes, 1 – nay, and 1 – abstained; with Mr. Lee and Mr. Velez excused.

No. 4: Discussion and or action to approve the Amended Personnel Policies.

Mrs. Kreger stated that staff is requesting an amendment to the following areas of the Personnel Policy:

1. Benefits for Probationary employees – all full time employees get enrolled automatically for ASRS but should receive all other benefits after ninety (90) days. Lately there has been a high turnover in the front office staff and it has been time consuming to add and remove employees.
2. Pay advance – This an addition, to assist in retaining good employees, with a cap at \$800
3. Holiday – This change relates as to when a holiday falls on Monday that the employee is scheduled off, the employee will receive a day off within that work week.
4. Cash out of the PTO – Another addition to assist in retaining good employees.

Mr. Mayle inquired if YCIPTA's Personnel Policy was based on the Yuma County Personnel Policy. Mrs. Kreger replied that the requested changes are not address in the Yuma County Personnel Policy.

Mr. Wilkinson stated that District 1 will no longer be with Yuma Area Benefits Consortium (YABC), this could cause a cost increase to Yuma County and YCIPTA.

Ms. Thorpe suggested that on item 2, the pay advance not to state a specific dollar amount but to leave it at the director's discretions but not to exceed one check. On item 3 should not be so specific but be at the director's discretions again. On item 4, there should be a mention as to the amount that they have to have as a balance in the bank.

Mr. Wilkinson agreed and stated that the employee should keep at least 80 hours of Paid time off (PTO) in the bank.

Ms. Thorpe stated that this item should be revised and brought back for the next meeting.

Mr. Mayle stated that in education it is illegal to provide pay advances and that legal should review the section on pay advances.

Mr. Golding stated that maybe combination of cashing out PTO hours and being paid early would be preferable than a pay advance. Mr. Golding requested for the Personnel Policy to be revised based on the Board's feedback and brought back to next meeting

No action was taken.

No. 5: Discussion regarding the San Luis Transit Circulation Study Draft Final

Report.

Mr. Mayle inquired if there was anything of concern in the plan. Mrs. Kreger stated that this was just a study not a plan so there wasn't anything of concern.

Ms. Thorpe inquired if the intent was to initiate the plan for the next fiscal year. Mrs. Kreger stated that it was unclear and that she was still working with the City of San Luis to determine if they will be going forward with the plan.

Mr. Wilkinson stated that he was in agreement as long as the City of San Luis funded the route.

No action Taken.

PROGRESS REPORTS:

No. 1: Operations Manager Report – Tiffany Turner, National Express Operations Manager. *No action is required.*

Ms. Turner presented the report as contained in the member packet. Ms. Turner stated that they have increased efforts to recruit to be fully staffed. Currently, there are three new hire drivers in training. Ms. Turner also stated that the air conditioning campaign has been completed. No action was taken.

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

Mrs. Kreger presented the report as contained in the member packet. Mrs. Kreger stated that she would be attending the Yuma Metropolitan Planning Organization (YMPO) Board meeting on Thursday. The executive director, Ms. Charlene FitzGerald, has resigned and Mrs. Kreger has offered to sign check and oversee until someone is recruited.

Mr. Mayle requested that staff check with legal in regards to auctioning off the vehicles to employees. No action taken.

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

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

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

Mrs. Kreger presented the report as contained in the member packet, Mrs. Medel was unavailable to present the report. Mrs. Kreger stated that the reason that the numbers are substantially higher is due to the Gilligs and 3 months of National Express invoices. No action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

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

Mrs. Kreger stated that there may not be a need for a meeting in July, nothing but personnel policy at this time.

Mr. Mayle thanked Mrs. Kreger and the YCIPTA staff for their hard work.

Mr. Golding presented a plaque for Mr. Mayle and thanked him for his participation on the YCIPTA board.

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



**Disadvantaged Business Enterprise Plan (DBE)
For Projects Funded Through
the Federal Transit Administration (FTA) Program
FY 2016-2017 & 2017-2018**

Prepared by: Yuma County Intergovernmental Public Transportation
Authority

Approved by YCIPTA Board of Directors on July 25, 2016

YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY
UNITED STATES DEPARTMENT OF TRANSPORTATION
DBE PROGRAM – 49 C.F.R. PART 26

POLICY STATEMENT

Section 26.1, 26.23 - Objectives/Policy Statement

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) have established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. YCIPTA receives federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, YCIPTA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of YCIPTA to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

For YCIPTA, the Financial Services Operations Manager has been delegated as the DBE Liaison Officer. In that capacity, the Financial Services Operations Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by YCIPTA in its financial assistance agreements with the Department of Transportation as it relates to the Federal Transit Administration (FTA) Section 5307 program. .

YCIPTA has disseminated this policy statement to all of the relative components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform, or are anticipated to perform work for our organizations on DOT assisted contracts. This distribution is accomplished through:

1. Adoption of the program by YCIPTA.
2. Publication available to all interested parties via YCIPTA's website
3. Inclusion in all relative competitive bid documents.

YCIPTA Transit Director

Date

TABLE OF CONTENTS

SUBPART A: GENERAL REQUIREMENTS

- a Objectives
- b Applicability
- c Definitions
- d Non Discrimination Requirements
- e Record Keeping Requirements
- f Federal Financial Assistance Agreement

SUBPART B: ADMINISTRATIVE REQUIREMENTS

- a DBE Program Updates
- b Policy Statement
- c DBE Liaison Officer
- d DBE Financial Institutions
- e Prompt Payment Mechanisms
- f Directory
- g Overconcentration
- h Business Development Program
- i Monitoring and Enforcement Mechanisms

SUBPART C: GOALS, GOOD FAITH EFFORTS AND COUNTING

- a Set Aside or Quotas
- b Overall Goals
- c Transit Vehicle Manufacturers Goals
- d Break out of Estimate Race Neutral and Race Conscious Participation
- e Contract Goals
- f Good Faith Efforts Procedures
- g Counting DBE Participation

SUBPART D: CERTIFICATIONS STANDARDS

- a Certification Process

SUBPART E: CERTIFICATION PROCEDURES

- a Unified Certification Programs
- b Procedures for Certification Decisions
- c Denials of Initial Requests For Certification
- d Removal of a DBE's Eligibility
- e Certification Appeals

SUBPART F: COMPLIANCE AND ENFORCEMENT

- a Information, Confidentiality Cooperation

ATTACHMENTS

- Attachment 1 Organizational Chart
- Attachment 2 DBE Directory
- Attachment 3 Monitoring and Enforcement Mechanisms
- Attachment 4 Overall Goal Calculation
- Attachment 5 Breakout of Estimated Race-Neutral and Race-Conscious participation
- Attachment 6 Forms
- Attachment 7 Certification Application Forms
- Attachment 8 Procedures for the Removal of a DBE's Eligibility
- Attachment 9 Regulations: 49 CFR Part 26
- Attachment 10 Business Development Program
- Attachment 11 Small Business Enterprise Program

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 - Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 - Applicability

YCIPTA are the recipients of federal transit funds authorized by Titles I, III, V and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the TEA-21, Pub. L. 105-178. Titles I, III, and V of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. 109-59, 119 Stat. 1144; and Divisions A and B of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. 112-141, 126 Stat. 405.

Section 26.5 - Definitions

YCIPTA will adopt the definitions contained in Section 26.5 for this program.

Section 26.7 - Non-Discrimination Requirements

YCIPTA never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering their DBE programs, YCIPTA will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 - Record Keeping Requirements

Reporting to DOT: 26.11(b)

YCIPTA will report DBE participation to DOT as follows:

YCIPTA will report DBE participation as required under 49 C.F.R. Part 26 for each entity. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

Bidders List: 26.11(c)

YCIPTA will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to

allow use of the bidder's list approach to calculating overall goals. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

YCIPTA will collect this information in the following ways: requiring prime bidders to report the names/addresses and other pertinent data, of all firms who provide quotes to them for sub-contracts, providing notices in solicitations and posting them on YCIPTA website.

Section 26.13 - Federal Financial Assistance Agreement

YCIPTA have signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a)

YCIPTA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. YCIPTA shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts.

The YCIPTA DBE Programs, as required by 49 CFR part 26 and as approved by DOT, are incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement.

Upon notification to YCIPTA of its failure to carry out their approved programs, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

This language will appear in financial assistance agreements with sub-recipients and sub-contracts.

Contract Assurance: 26.13b

YCIPTA will ensure that the following clause is placed in every DOT-assisted contract and sub-contract:

The contractor, sub-recipient or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these

requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as YCIPTA deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 - DBE Program Updates

Since YCIPTA may receive \$250,000 or more in federal funds per fiscal year, YCIPTA will carry out this program until all funds from DOT financial assistance have been expended. YCIPTA will update their respective DBE Programs as required under 49 C.F.R. Part 26.

Section 26.23 - Policy Statement

The Policy Statement is shown at the beginning of this document.

Section 26.25 - DBE Liaison Officer (DBELO)

YCIPTA has designated the following individual as the DBE Liaison Officer:

Financial Services Operations Manager
Yuma County Intergovernmental Public Transportation Authority
2715 East 14th Street
Yuma, AZ 85365
928-539-7076 ext 237
www.ycat.az.gov

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that YCIPTA complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Transit Director of YCIPTA concerning DBE program matters.

An organization chart displaying the DBELO's position in the organization is found in Attachment A to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has sole responsibility for administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all components within YCIPTA to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.

5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes YCIPTA 's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Transit Director of YCIPTA on DBE matters and achievement.
9. Participates in pre-bid meetings.
10. Provides DBEs with information and assistance in preparing bids.
11. Plans and participates in DBE training seminars.
12. Acts as liaison to the Uniform Certification Process in Arizona.
13. Provides outreach to DBEs and community organizations to advise them of contracting opportunities.
14. Maintains YCIPTA 's updated directory on certified DBEs that bid on federally funded projects.

Section 26.27 - DBE Financial Institutions

It is the policy of YCIPTA 's to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. We have made the following efforts to identify and use such institutions: research the credit unions and commercial banks in the community through on site visits and website reviews.

To date we have identified the following such institutions: None

Section 26.29 - Prompt Payment Mechanisms

YCIPTA will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from YCIPTA . The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of YCIPTA . This clause applies to both DBE and non-DBE subcontracts.

Any failure to comply with this section by the prime contractor shall be considered as a breach of the contract, subject to the provisions of the agreement. In addition, the prime contractor will not be reimbursed for work performed by subcontractors unless

and until the prime contractors ensures that the subcontractors are promptly paid for the work that they have performed.

Section 26.31 - Directory

The Arizona Department of Transportation (ADOT) maintains a directory identifying all firms eligible to participate as DBEs in the State of Arizona. The directory lists each firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. ADOT regularly maintains the Directory and makes it available online at http://www.azdot.gov/azdbe/DBE_search.aspx .

Further information about Arizona's Uniform Certification Program may be found at <http://www.azdot.gov/azdbe/index.asp> .

Section 26.33 - Overconcentration

YCIPTA has not identified that overconcentration exists in the types of work that DBEs perform.

Section 26.35 - Business Development Programs

YCIPTA has not established business development programs.

Section 26.37 - Monitoring and Enforcement Mechanisms

YCIPTA will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

YCIPTA will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.

YCIPTA will consider similar action under their respective legal authorities, including responsibility determinations in future contracts. Attachment 3 lists the regulation, provisions, and contract remedies available in the event of non-compliance with the DBE regulation by a participant in procurement activities.

YCIPTA will provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished via a reporting mechanism.

YCIPTA will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 - Set-asides or Quotas

YCIPTA does not use quotas in any way in the administration of this DBE program.

Section 26.45 - Overall Goals

A description of the methodology to calculate the overall goal and the goal calculations is provided in Attachment 4 to this program. This section of the program will be updated annually.

In accordance with Section 26.45(f), YCIPTA will submit their overall goals to DOT on August 1 of each year. Before establishing the overall goal each year, YCIPTA will consult with the local Chambers of Commerce and the Arizona Department of Transportation to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and YCIPTA's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, YCIPTA will publish a notice of the proposed overall goals, informing the public that the proposed goals and their rationale are available for inspection during normal business hours at their offices for 30 days following the date of the notice, and informing the public that comments will be accepted on the goals for 45 days from the date of the notice. The notice will be available on YCIPTA or YMPO's website and a local newspaper of general circulation. YCIPTA will issue their respective notices by June 1 of each year. These notices must include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

YCIPTA overall goal submission to DOT will include a summary of information and comments received during this public participation process and responses.

YCIPTA will begin using our overall goal on October 1 of each year, unless YCIPTA have received other instructions from DOT. If YCIPTA establish goals on a project basis, YCIPTA will begin using the goal by the time of the first solicitation for a DOT-assisted contract for the project.

Section 26.49 - Transit Vehicle Manufacturers (TVM) Goals

YCIPTA will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle for YCIPTA procurements, to certify that it has complied with the requirements of this section. Alternatively, YCIPTA may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Section 26.51(a-c) - Breakout of Estimated Race-Neutral & Race-Conscious Participation

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program. This section of the program will be updated annually when the goal calculation is updated.

Section 26.51(d-g) - Contract Goals

YCIPTA may use contract goals to meet any portion of the overall goal that YCIPTA do not forecast being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the overall goal that is not forecast to be met through the use of race-neutral means.

YCIPTA may establish contract goals on DOT-assisted contracts that have sub-contracting possibilities. YCIPTA need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each contract, such as the type and location of work and availability of DBEs to perform the particular type of work.

When contract goals are established, YCIPTA will express contract goals as a percentage of total amount of federal funding in a DOT-assisted contract.

Section 26.53 - Good Faith Efforts Procedures

Demonstration of Good Faith Efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts to recruit DBE sub-contractors or sub-consultants for federally funded proposals. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are shown in Appendix A to 49 CFR Part 26.

YCIPTA will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before authorizing the bidder/offeror to proceed with the scope of work.

Information to be Submitted (26.53(b))

YCIPTA treat bidder/offers' compliance with the good faith effort requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offers to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative Reconsideration (26.53(d))

Within 10 days of being informed by YCIPTA that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration.

Bidder/offers should make this request in writing to the following reconsideration official:

Transit Director
Yuma County Intergovernmental Public Transportation Authority
2715 East 14th Street
Yuma, AZ 85365
928-539-7076 ext 2101
www.ycat.az.gov

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts When a DBE is replaced on a Contract (26.53(f))

YCIPTA will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, YCIPTA will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the [Name of YCIPTA] to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of ____ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

Section 26.55 - Counting DBE Participation

YCIPTA will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61-26.73 - Certification Process

YCIPTA will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

Arizona Department of Transportation
Civil Rights Office
1135 N. 22nd Ave. 2nd Floor
Phoenix, AZ 85009
(602) 712-7761
<http://www.adotdbe.com/>

City of Phoenix
Equal Opportunity Department
Business Relations Division
251 W. Washington St. 7th Floor
Phoenix, AZ 85003
(602) 262-6790 or
(602) 534-1557/TTY

City of Tucson
Equal Opportunity Office
201 North Stone Avenue, 3rd Floor North
P.O. Box 27210
Tucson, AZ 85726-7210
(520) 791-4593

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 - Unified Certification Programs

YCIPTA has adopted the Arizona Unified Certification Program (AUCP) administered by the Certifying agencies of the AUCP. The AUCP meets all of the requirements of this section. The following is a description of the AUCP, which can be found at http://www.azdot.gov/azdbe/DBE_search.aspx:

The DBE program is intended to remedy past and current discrimination against disadvantaged businesses. It ensures a “level playing field” and fosters equal opportunity in all Department of Transportation assisted contracts that include highway, transit and airport programs.

The Arizona UCP has been established to facilitate statewide DBE certification. The UCP eliminates the need for DBE applicant businesses to obtain certification from multiple agencies, and provides reciprocity within Arizona. The Arizona Department of Transportation, City of Phoenix, and the City of Tucson are members of the Arizona UCP. The official UCP DBE database includes DBE firms certified by these three agencies. Bidders who are meeting goals on FAA and FTA contracts being let by other in-state entities can only use the DBEs certified by the Arizona UCP.

Section 26.83 - Procedures for Certification Decisions

Re-certifications 26.83(a) & (c)

YCIPTA will review the eligibility of DBEs, to make sure that they will meet the standards of Subpart E of Part 26. YCIPTA will complete this review no later than five years from the most recent certification date of each firm.

For firms that YCIPTA have reviewed and found eligible under 49 C.F.R. Part 26, we will again review their eligibility every five years. These reviews will include the following components: filing out a new application, performing on site visits in YCIPTA local area, and reviewing work history, qualifications and equipment of the firm.

“No Change” Affidavits and Notices of Change (26.83(j))

To the extent as required by the AUCP, YCIPTA require all DBEs to inform us, in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided with the AUCP’s application for certification.

YCIPTA also requires all owners of all DBEs to submit, on the anniversary date of their certification, a “no change” affidavit meeting the requirements of 26.83(j). The test of this affidavit is the following:

I swear (or affirm) that there have been no changes in the circumstances of [name of DBE firm] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR Part 26. There have been no material changes in the information provided with [name of DBE]'s application for certification, except for any changes about which you have provided written notice to YCIPTA under 26.83(j). [Name of firm] meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm's previous three fiscal years do not exceed \$16.6 million.

YCIPTA require DBEs to submit with this affidavit documentation of the firm's size and gross receipts.

YCIPTA will notify all currently certified DBE firms of these obligations. This notification will inform DBEs that to submit the "no change" affidavit, their owners must swear or affirm that they meet all regulatory requirements of Part 26, including personal net worth. Likewise, if a firm's owner knows or should know that he or she, or the firm, fails to meet a Part 26 eligibility requirement (e.g. personal net worth), the obligation to submit a notice of change applies.

Section 26.85 - Denials of Initial Requests for Certification

If the AUCP denies a firm's application or decertify it, it may not reapply until 12 months have passed from the action.

Section 26.87 - Removal of a DBE's Eligibility

In the event the AUCP proposes to remove a DBE's certification, YCIPTA will follow procedures consistent with 49 C.F.R., Section 26.87.

Section 26.89 - Certification Appeals

Any firm or complainant may appeal the AUCP decision in a certification matter to DOT. Such appeals may be sent to:

Department of Transportation
Office of Civil Rights Certification Appeals Branch
400 7th Street, SW
Room 2104
Washington, D.C. 20590

YCIPTA will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for DOT-assisted contracting.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 - Information, Confidentiality, Cooperation

YCIPTA will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, YCIPTA will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

YCIPTA will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of YCIPTA or DOT. This reporting requirement also extends to any certified DBE sub-contractor.

YCIPTA will perform interim audits of contract payments to DBEs. The audit will review payments to DBE sub-contractors to ensure that the actual amount paid to DBE sub-contractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

ATTACHMENTS

Attachment 1 - Organizational Chart

Attachment 2 - DBE Directory

Attachment 3 - Monitoring and Enforcement Mechanisms

Attachment 4 - Overall Goal Calculation

Attachment 5 - Breakout of Estimated Race-Neutral & Race-Conscious Participation

Attachment 6 - Forms for Demonstration of Good Faith Efforts

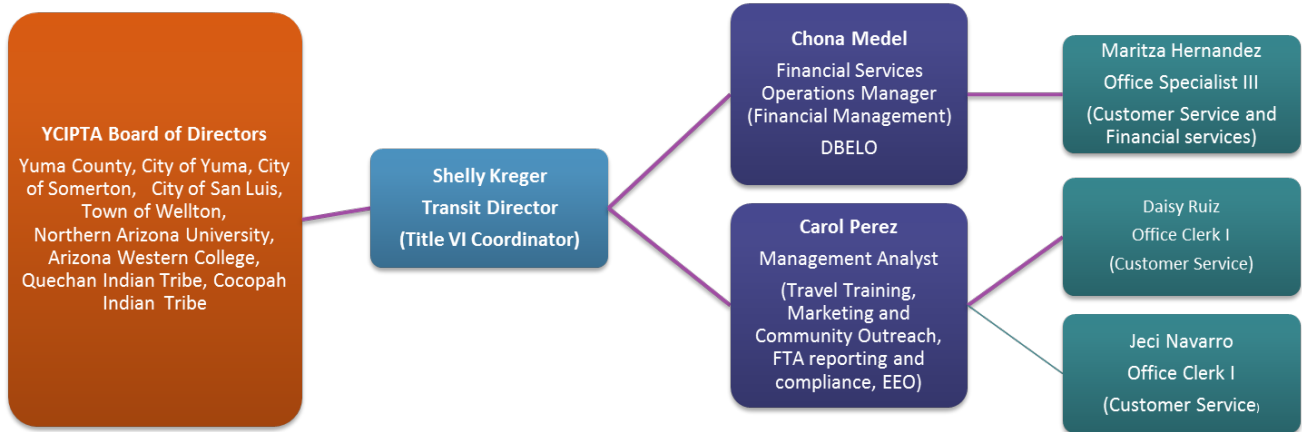
Attachment 7 - Certification Application

Attachment 8 - Procedures for Removal of DBE's Eligibility

Attachment 9 - Regulations: 49 CFR Part 26

Attachment 10 – Small Business Enterprise Program

ATTACHMENT 1 ORGANIZATIONAL CHART



The Financial Services Operations Manager has direct access to the Transit Director as the DBELO Officer for YCIPTA.

ATTACHMENT 2 DBE DIRECTORY

Arizona Unified Certification Program (UCP)

The Arizona UCP has been established to facilitate statewide DBE certification. The UCP eliminates the need for DBE applicant businesses to obtain certification from multiple agencies, and provides reciprocity within Arizona. The Arizona Department of Transportation, City of Phoenix, and the City of Tucson are Certifying members of the Arizona UCP. The official UCP DBE database includes DBE firms certified by these three agencies. Bidders who are meeting goals on FAA and FTA contracts being let by other in-state entities can only use the DBEs certified by the Arizona UCP.

The Arizona UCP DBE directory can be found at
http://www.azdot.gov/azdbe/DBE_search.aspx.

YCIPTA encourage prime contract bidders to search this directory when seeking sub-contractors that are certified as DBEs.

ATTACHMENT 3

MONITORING AND ENFORCEMENT MECHANISMS

YCIPTA have available several remedies to enforce the DBE requirements contained in its contracts, including, but are not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract
2. Breach of contract action pursuant to Arizona Revised Statutes 44-101
3. Any other enforcement mechanism in law or equity allowable in Arizona.

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR part 26
2. Enforcement action pursuant to 49 CFR part 31
3. Prosecution pursuant to 18 USC 1001.

ATTACHMENT 4
YCIPTA METHODOLOGY FOR ADOPTING AN
FY 2016-17 AND FY 2017-18 DBE GOAL FOR FTA PURPOSES

Pursuant to Section 49 CFR Part 26, YCIPTA present the following information as it relates to the development of YCIPTA methodology for adopting a DBE contracting goal for FFY 2017 for contracts funded through the Federal Transit Administration (FTA).

FTA-Assisted DBE Contracting Program for FFY 2017

The following represents YCIPTA projected FTA funded contracts and expenditures by work category and corresponding North American Industry Classification System (NAICS) for Federal Fiscal Year (FFY) 2017:

Table 1			
Amount of FTA Funding By Category			
<u>Work Category</u>	<u>NAICS Category</u>	<u>Estimated Dollar Value</u>	<u>% of Federal Funding by Work Category</u>
Construction-Specialty Trade	238	1,900,000	24.60%
Wholesale Trade-Non Durable Goods	424	528,700	6.85%
Wholesale Trade-Durable Goods	423	1,519,730	19.68%
Retail Trade-Electronics	443		
Telecommunications	517		
Other Information Services	519		
Transit/Ground Transportation	485	3,351,665	43.40%
Professional Services	541	423,453	5.48%
GRAND TOTAL		7,723,548	100.00%

STEP 1: Determination of Base Figure for the Relative Availability of DBE Firms

Determination of Relevant Geographical Market Area

To establish the Base Figure of the relative availability of DBEs in relation to all comparable firms available for the FFY 2017 DOT-assisted contracting program, both Census Bureau data and the ADOT DBE Directory were used (filtered to represent only DBE firms within the relevant geographical market area), as follows:

For the numerator: Arizona Department of Transportation (ADOT) DBE Directory
For the denominator: Census Bureau's Business Pattern Database (CBBP).

To derive the Base Figure for the relative availability of DBEs, the number of DBEs available in the ADOT DBE Directory (by NAICS Code), is divided by the number of all comparable CBBP firms (by NAICS Code) available. This ratio is multiplied by the projected FFY 2017 expenditures (by NAICS Code proportions). The resulting ratios are then summed. Application of this formula yields the following baseline information:

$$\text{Base Figure} = \sum (\% \text{Projected FFY 2017 Expenditures by NAICS Code}) \times \frac{\text{Number of All Ready, Willing, and Able Firms by NAICS Code}}{\text{Number of Ready, Willing, and Able DBEs by NAICS Code}}$$

49 C.F.R. Part 26 requires that YCIPTA set goals consistent with its own contracting circumstances. To calculate availability, the relevant geographical market area must first be determined to set overall goals based on demonstrable evidence of the relative availability of ready, willing, and able DBEs. The relevant geographical market area is the area in which the substantial majority of the contractors and subcontractors with which YCIPTA does business with are located and the area in which YCIPTA spends the majority of contracting dollars.

Unique factors affecting the development of the DBE Goal for FY 2016-17 include:

1. Recognition and local knowledge that as a small urban turnkey transit system, the majority of the FTA 5307 funds have been used over the years for direct operating costs in turn key contracts for which limited opportunities exist for DBE participation.
2. Recognition and local knowledge that there is limited DBE participation in the immediate geographic area, According to the ADOT DBE Database, there are only 8 registered DBE firms in all NAICS categories within Yuma County, which presents a significant limitation on YCIPTA opportunities to contract with DBE firms. Consequently, the relevant market area, for the purposes of this analysis, includes all of the State of Arizona to cast the broadest net possible for inclusion of DBE firms in YCIPTA contracting opportunities. The vast majority of DBE firms in the State of Arizona are in Maricopa County, which includes the Phoenix urbanized area, and Pima County, which includes the Tucson urbanized area.

3. The DBE firms certified by the Arizona Unified Certification Program with the most appropriate NAICS classification code (485113 - Bus and motor vehicle transit systems) are generally charter services who are not ready, willing, or able to bid on public fixed route contracts of this size and complexity.
4. There may exist opportunities for the prime contractor (currently National Express Transit) to utilize outside firms to provide necessary materials, supplies, and services under the prime transit operations and maintenance contract. As a prime contractor, the agreement with National Express Transit requires that good faith efforts be made to sub-contract for materials and supplies for vehicle maintenance.

B. Development of the Base Goal Figure

In order to determine an overall goal, the first step is to determine a base figure. The following table contains data on the ratio of DBE firms in the relevant market area based on the ADOT DBE Database and Census Bureau:

<u>Description of the Work</u>	<u>Available DBEs in the Region</u>	<u>Number of All Firms Available</u>	<u>Ratio (%) of DBE to Non-DBE Firms</u>
Construction-Specialty Trade	3	205	1.46%
Wholesale Trade-Non Durable Goods	0	60	0.00%
Wholesale Trade-Durable Goods			
Retail Trade-Electronics	0	125	0.00%
Telecommunications			
Other Information Services			
Transit/Ground Transportation	0	11	0.00%
Professional Services	4	222	1.80%
GRAND TOTAL	7	623	1.12%

Calculating the Base Figure

The Base Figure can be calculated using the information shown in Tables 1 and 2. The percentage that results is obtained by multiplying the percentage of federal funding available for each category by the relative availability of DBEs in that category as follows:

STEP 2: Adjustment to the Base DBE Relative Availability Figure

Adjustments to the base figure goal may be necessary and justified for a variety of reasons including: lower or higher than expected past participation by DBE firms or additional evidence from disparity studies. Unfortunately, very little data of this sort is currently available to YCIPTA . In past years, FTA funds were spent solely on turnkey operations contracts where there was very limited DBE availability. In addition, no comprehensive disparity study has been or is likely to be conducted in Yuma County.

<u>NAICS</u>	<u>Description</u>	<u># of Firms</u>	<u># DBEs</u>	<u>%DBE</u>	<u>FFY 2017</u>	<u>% of All</u>	<u>Step One</u>
					<u>Funding</u>	<u>Funding</u>	<u>Base Figure</u>
238	Construction-Specialty Trade	205	3	1.46%	1,900,000	24.60%	0.4%
424	Wholesale Trade-Non Durable Goods	60	0	0.00%	528,700	6.85%	0.00%
423/443/517/519	Wholesale Trade-Durable Goods; Retail Trade-Electronics; Telecommunications; Other Information Services	125	0	0.00%	1,519,730	19.68%	0.00%
485	Transit/Ground	0	11	0.00%	3,351,665	43.40%	0.00%
541	Professional Services	222	4	1.80%	423,453	5.47%	0.1%
STEP 1 BASE FIGURE TOTALS AND PERCENTAGE					7,723,548	100.00%	0.46%

Consequently, given all of the historic and current data available to YCIPTA and consideration of alternative methodologies for assessing the relative availability of DBE firms, YCIPTA have concluded that there is no reasonable basis upon which to adjust the Step 1 Base Goal of **.46percent.**

Public Participation

YCIPTA published this goal-setting information in the following publications:

- Passenger Transport
- Yuma Sun
- Online at www.ycat.org
-

Comments were received from these individuals or organizations:

- None

Summaries of these comments are as follows:

- Not applicable as no comments were received.

Our responses to these comments are as follows:

- Not applicable as no comments were received.

ATTACHMENT 5
SECTION 26.51: BREAKOUT OF ESTIMATED
RACE-NEUTRAL & RACE CONSCIOUS PARTICIPATION

YCIPTA are entities located within the Yuma small urbanized area with the majority of their FTA funding used for transit operating and maintenance purposes. YCIPTA will meet the maximum feasible portion of their overall DBE goals by using race-neutral means as required in Section 26.51(a). Planned outreach efforts by YCIPTA are all race/gender neutral, and it is anticipated that YCIPTA will accomplish their DBE goals solely through race/gender neutral means.

YCIPTA will use the following race neutral means to increase DBE participation:

1. Arranging solicitations, times for the presentations of bids, quantities, specifications and delivery schedules in a manner that facilitate DBE and other small businesses participation, such as unbundling large contracts to make them more accessible and encouraging prime contractors to sub-contract portions of the work effort.
2. Minimizing bonding requirements while exercising due diligence with public resources.
3. Providing technical assistance as requested.
4. Providing information and printed materials in a bilingual format upon request.
5. Coordinating with resource agencies such as workforce development, small business alliance, chambers of commerce and economic development centers.

In addition, YCIPTA will provide links on their respective web sites to the online training and information resources available from the ADOT Supportive Services Program. The ADOT Supportive Services office provides numerous opportunities for DBE-certified and DBE-eligible firms to learn about contracting opportunities at the state and local levels, and organizes conferences, networking events, presentations, special programs, training, and workshops. Information on these programs is located at <http://www.adotdbbe.com/programs> or http://azdot.gov/Inside_ADOT/CRO/DBEP_SS.asp.

ATTACHMENT 6
FORMS FOR DEMONSTRATION OF GOOD FAITH EFFORTS

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract and has attached documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature) Title

ATTACHMENT 6
FORMS FOR DEMONSTRATION OF GOOD FAITH EFFORTS

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above.

The estimated dollar value of this work is \$ _____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____
(Signature) (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)

ATTACHMENT 7 CERTIFICATION APPLICATION FORMS

The certification application forms for the AUCP are found at:

<https://adot.dbesystem.com/FrontEnd/StartVendor.asp?TN=adot&XID=3766> .

All firms must complete a Civil Rights Vendor Registration form. Firms that are eligible for DBE certification may also apply via this system. To be eligible to participate in the DBE program, your firm must be certified pursuant to United States Department of Transportation (US DOT) regulations which can be viewed on this web page. The specific regulations can also be found in 49 Code of Federal Regulation, Part 26. If you apply for DBE certification, you will be required to submit additional supporting documentation to ADOT. Any false or misleading information submitted by applicants will be grounds for denial, removal and/or prosecution. The DBE application will be displayed once the vendor registration is complete.

ATTACHMENT 8

PROCEDURES FOR REMOVAL OF DBE'S ELIGIBILITY

YCIPTA is not a certifying agency under the AUCP.

Ineligibility Complaints

Any person may file a written complaint alleging that a currently certified firm is not eligible and specifying the alleged reasons why the firm is ineligible. YCIPTA is not required to accept a general statement or allegation that a firm is ineligible, or an anonymous complaint. The complaint must include information supporting the assertion that the firm is ineligible and should not continue to be certified. Complainants identified must be protected as provided in Section 26.109(b).

YCIPTA will review their records concerning the firm and any materials provided by the complainant.

YCIPTA may request additional information or conduct any other investigation that YCIPTA deems necessary.

If YCIPTA determines that there is reasonable cause to believe that the firm is ineligible, YCIPTA will provide written notice to the firm that YCIPTA proposes to find the firm ineligible, setting forth the reasons. If YCIPTA determines that reasonable cause does not exist, YCIPTA will notify the complainant and the firm in writing of this determination and rationale. All statements of findings on the issue of reasonable cause must specifically reference the evidence in the record on which the statement is based.

Recipient Initiated

If based on notifications by the firm of a change in its circumstances or other information that comes to YCIPTA attention, YCIPTA determine that there is reasonable cause to believe that a currently certified firm is ineligible, YCIPTA will provide written notice to the firm that YCIPTA propose to find the firm ineligible, setting forth the reasons for the proposed determination. The statement of findings of reasonable cause must specifically reference the evidence in the record on which the statement is based.

DOT Directive

If DOT determines that a firm does not meet the requirements for eligibility, DOT will provide a notice setting forth the reasons for the record with relevant documentation, and the YCIPTA may initiate appropriate actions after consultation with DOT.

ATTACHMENT 9
REGULATION: 49 CFR PART 26

Please refer to: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl

ATTACHMENT 10
BUSINESS DEVELOPMENT PROGRAMS

YCIPTA have not established business development programs.

ATTACHMENT 11
SMALL BUSINESS ENTERPRISE PROGRAM



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

Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Small Business Program Effective August 1, 2016

Definition of a Small Business Enterprise (SBE): For purposes of this Program and in accordance with the State of Arizona's definition of "SBE" as set forth in Arizona Revised Statutes 41-2535 A. through C, a "Small Business Enterprise" is defined as:

A small business, including its affiliates, is independently owned and operated, is not dominant in its field, employs fewer than 100 full-time employees, or has grossed less than \$4 million in its last fiscal year.

Compliance with State of Arizona Small Business Eligibility Requirements: YCIPTA will utilize the State of Arizona certification to verify the status as a small business for participation in YCIPTA's Small Business Program. Contractors will only be eligible to benefit from the Program if they are a State of Arizona Certified SBE. Accordingly, the definition of a "Small Business Enterprise" will be modified as necessary to remain consistent with the State of Arizona's definition and certification eligibility of a "SBE".

YCIPTA encourages qualified small businesses to consider completing the application and review process required for certification as a SBE. Information on the certification process and its requirements may be obtained from the Arizona Department of Transportation Civil Rights/DBE website located at <http://www.azdbe.org/>

Small Business For Contracts <\$100,000: YCIPTA will set aside contracts for Small Business Enterprises (SBEs), provided that an adequate number of qualified small businesses can compete for the work.

The State of Arizona small business directory will be consulted to determine if there is an adequate pool of certified SBE vendors in the market area* that are ready, willing, and able to perform. The contract opportunity will be advertised in accordance with the purchasing policy, but only Small Businesses will be eligible for award. In those circumstances when only a single proposal or bid that has been solicited under this Program has been received, the contract will be re-solicited, unless there is a sound documented business reason to justify the lack of competition.

Self Perform Limit for Contracts >\$1,000,000: For contracts over \$1,000,000, YCIPTA shall use contract goals for SBE participation on contracts that have subcontracting possibilities. Contract goals shall be enforceable and compliance with the goal or good faith efforts to do so shall be a condition of contract award. Contract goals need not be established on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g.,

type and location of work and availability of SBEs to perform the particular type of work). The contract work items will be compared with eligible SBE contractors willing and available to work on the project. A determination will be made regarding which items are likely to be performed by the prime contractor and which ones are likely to be performed by subcontractor(s). The goal will then be incorporated into the contract documents. Contract goals will be expressed as a percentage of the total amount of a contract.

**Market area is defined as Yuma County.*

Approved:



Shelly Kreger
YCIPTA Transit Director

07/25/16
Date



**Yuma County
Intergovernmental Public
Transportation Authority**

**Public Participation
Plan**

Adopted ~~May 28, 2013~~ July 25, 2016

INTRODUCTION

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) formed on December 13, 2010 by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town of Wellton and the unincorporated Yuma County areas. Service is also provided on the Cocopah and Fort Yuma Indian Reservations as well as eastern Imperial County, including the unincorporated community of Winterhaven and El Centro, California. As part of this transportation planning process, YCIPTA desires and requests citizen input on the work, projects, and products proposed and created by YCIPTA.

YCIPTA recognizes the importance and necessity of the public participation process.

The following groups govern the activities of YCIPTA:

Within the YCIPTA Board of Directors, there are nine Board Members that consist of City, County, Town, Indian Tribe and educational institutional administrators from the member entities that set the overall policy for the transit system. Each member entity receives one vote on the Board of Directors. When financial contributions are discussed, the Board of Directors has opted towards a weighted voting structure to ensure that members that pay more into the system have fair representation. The Board of Directors meets on the 4th Monday of each month at 1:30 pm at Yuma County Development Services Building inside Aldrich Hall.

All meetings of YCIPTA Board of Directors are open to the public. Members of the public may request time on the agenda of the YCIPTA Board of Directors to comment on specific subjects of interest to the Board Members. A minimum of two weeks advance notice should be given for requested agenda time. Additional subcommittees and working groups may be appointed at any time by YCIPTA Chair to address specific transportation- related topics or areas of interest to YCIPTA.

GOALS AND OBJECTIVES

The public participation process required by 23 CFR 450 should "... provide complete information, timely public notice, full public access to key decisions, and support early and continuing participation of the public in developing plans and Transportation Improvement Programs..."

YCIPTA is committed to the availability of timely, complete information; to the notification of and public access to the decision-making process; and to ongoing public participation throughout the transportation planning process including, but not limited to, the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program, review of transit services, fares and operating perimeters and Federal Transit Administration (FTA) civil rights issues such as Title VI, Disadvantage Business Enterprise (DBE), Equal Opportunity Program (EEO) and Americans With Disabilities Act (ADA) and the Public Participation Process. Through this *Public Participation Process*, YCIPTA aims to identify methods for obtaining public

input and encouraging public participation in the transportation planning process.

STAKEHOLDERS AND PUBLIC GROUPS

YCIPTA has identified the following groups and individuals as those having potential interest in public input and participation opportunities:

- Neighborhood organizations;
- Homeowner associations;
- Chamber of Commerce and other business groups;
- Groups representing travel modes - transit, bicycle, pedestrian, freight;
- Advocacy groups for the disadvantaged and/or minority groups;
- Media – newspapers, television, radio;
- Governmental agencies;
- Educational Institutions (school districts, community colleges, private schools, State universities);
- Organizations or individuals who have been notified of public hearings for major projects, or organizations and individuals who have submitted written comments relating to public hearings for major projects, service changes and plans. These individuals and organizations would remain on the mailing list as long as the major project is under development.

INFORMATION ACCESS

All planning and programming information of YCIPTA is available for public review. The information can be viewed at the YCIPTA Bus Facility, 2715 East 14th Street, Yuma, AZ 85365. Additional information will also be posted online at www.ycipta.az.gov.

OUTREACH TECHNIQUES

Information about all YCIPTA meetings will be added to the existing Public Meeting Calendar that is produced weekly and that is distributed to local newspapers (Yuma Sun, San Luis News, El Noticia and Imperial Valley Press, as well as local radio stations in Yuma and El Centro, and is placed on YCIPTA's website. In addition, the agenda for the meetings will be posted in YCIPTA Bus Facility, each member agency posting boards and on the website, www.ycipta.az.gov, a minimum of twenty-four hours prior to the meetings.

Meeting information will also be included in the YCIPTA's newsletter, Cat Tales, as appropriate. This newsletter is published quarterly and distributed to transit passengers. Regular meetings, as well as special activities related to transit planning, Title VI and project development would be included.

Press releases to area newspapers, television stations, and radio stations will also be used to notify citizens of upcoming activities of YCIPTA.

YCIPTA maintains an active participation in the local government access cable channel. Programs describing the activities of YCIPTA will be included in the

programming.

YCIPTA's website, www.ycipta.az.gov, will be used to provide information about YCIPTA activities including information about the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program and Federal Transit Administration (FTA) civil rights documents such as Title VI and others. YCIPTA representatives will be listed along with contact information.

Formal notices for public input meetings are published in the Yuma Sun.

INPUT MECHANISMS

YCIPTA accepts input and comments from the public through a variety of means:

- a) YCIPTA's website at www.ycat.az.gov or www.ycipta.az.gov.
- b) By mail to 2715 East 14th Street, Yuma, AZ 85365.
- c) By emailing to skregerjandoh@ycipta.az.gov.
- d) By faxing a request or letter to 928.783.0309.

Comment forms can also be obtained at www.ycat.az.gov or www.ycipta.az.gov, by calling 928.539.7076, ext [101237](tel:9285397076) to have one mailed, by emailing a request to skregerjandoh@ycipta.az.gov or by faxing to 928.783.0309.

The public may submit comments to their respective YCIPTA Board of Directors members or direct to the Board itself. Comments on YCIPTA services, plans, reports, and programs may be made at public input meetings. YCIPTA ensures that all public input meeting locations are accessible in accordance with the Americans with Disabilities Act (ADA).

Members of the public, or a representative of a group, with expressed comments on a particular topic may request of YCIPTA Chairman an appointment to serve as a citizen representative on an appropriate subcommittee if one is activated.

Interested members of the public will be able to offer input to the committees at a public forum element of each agenda.

YCIPTA will consider and respond to all public input received during the planning and program development processes. If significant written or oral comments are received on transit services, FTA civil rights or plans, a summary, analysis, and report on the disposition of the comments will be made a part of the conclusion of the public participation process.

SCHEDULE

Notification and announcement of all upcoming public input meetings are made approximately 30 days in advance of the scheduled meeting through the methods described in the Outreach Techniques section of this plan. Legal notice of a scheduled public input meeting is published in the Yuma Sun approximately 30 days prior to the meeting.

Regularly scheduled public input meetings occur on an as needed basis based on specific subject matter such as the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program, review of transit services, fares and operating perimeters and Federal Transit Administration (FTA) civil rights issues such as Title VI, Disadvantage Business Enterprise (DBE), Equal Opportunity Program (EEO) and Americans With Disabilities Act (ADA). Other public input meetings are held throughout the year, as necessary.

Updates and revisions to YCIPTA's Public Participation Plan require a 45-day comment period. YCIPTA Board of Directors will approve this document following the completion of the public comment period.

EVALUATION

YCIPTA will review this Public Participation Plan periodically in order to monitor the effectiveness of the procedures outlined in this document. Following evaluation of the outputs and outcomes of the Public Participation Plan, YCIPTA may revise these methods to incorporate new and innovative ways to involve the public in the transportation decision-making process.

CONTACT INFORMATION

YCIPTA believes firmly in the essential role of the public in the transportation planning process, welcoming any and all comments from citizens or groups concerning transportation issues.

YCIPTA may be contacted at the following:

Yuma County Intergovernmental Public Transportation Authority
2715 East 14th Street
Yuma, AZ 85365
Phone: (928) 539-7076
Fax: (928) 783-0309
Website: <http://www.ycipta.az.gov>



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

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

Adopted: July 25, 2016

Yuma County Intergovernmental Public Transportation Authority (YCIPTA) policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

YCIPTA is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in YCIPTA operations and prohibits unlawful discrimination by any employee of YCIPTA, including supervisors and coworkers. YCIPTA considers the attainment of equal employment a major objective and is committed to providing equal employment opportunities to all qualified persons.

YCIPTA will not discriminate with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. YCIPTA is an EEO employer and makes employment decisions on the basis of merit. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, YCIPTA-sponsored training, education, tuition assistance, social and recreational programs will be administered in a nondiscriminatory manner. All employment decisions shall be consistent with the principle of EEO policy.

An employee who believes that they have been subject to any form of unlawful discrimination shall provide a verbal or written complaint to the Transit Director. The complaint must be specific and must include the names of the individuals involved and the names of any witnesses. YCIPTA will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the complaint is against the Transit Director, the employee shall make the complaint to the Chair of the YCIPTA Board of Directors or the YCIPTA Legal Counsel.

If YCIPTA determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. YCIPTA will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.

Approved:

Shelly Kreger, Transit Director

07/25/2016

Date

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,
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Shelly Kreger, Transit Director



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

DRUG FREE WORKPLACE POLICY **Adopted: July 25, 2016**

I. PURPOSE

The purpose of this policy is to set forth the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) policy in compliance with the requirements of the Federal Drug-Free Workplace Act of 1988, which took effect March 17, 1989. Making the required certification of a drug-free work place is a precondition of receiving a contract or grant from a Federal agency beginning on March 18, 1989.

II. POLICY

YCIPTA must certify to the Federal Government that it will provide a drug-free workplace in connection with the performance of its Federal grants and contracts. It is the policy of YCIPTA to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program.

YCIPTA shall notify employees that:

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
- Employees must abide by the terms of this policy statement as a condition of employment.
- If convicted of a drug statute violation occurring in the workplace, employees are to report such to YCIPTA in writing no later than five days after such a conviction.

It shall also be YCIPTA policy to include drug-free awareness information in its Employee Assistance Program.

III. PROCEDURE

A. Employee Notification Statement

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Ralph Velez - City of San Luis, Larry Killman – Town of Wellton, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

The attached Employee Notification Statement shall be given to and signed by all employees referred to this Policy. A signed copy of the Employee Notification Statement shall be retained in the employee's personnel file.

B. Employee Program

YCIPTA Drug Free Awareness and Employee Assistance Program shall include information about:

1. The dangers of drug abuse in the workplace;
2. YCIPTA policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation and employee assistance programs;
4. The penalties which may be imposed upon employees for drug abuse violations occurring in the workplace.

C. Notice of Employee Convictions

The Act requires YCIPTA to notify the Federal Transit Administration Regional Counsel within 10 days after receiving notice (whether from an employee or some other source) of an employee's drug statute conviction for a workplace drug violation. Within 30 days of receiving such notice, YCIPTA is also required to take appropriate personnel action against such employee, up to and including termination, or to require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

D. Good Faith Compliance Efforts

YCIPTA will make a good faith effort to continue to maintain a drug-free workplace by implementing all of the above requirements. Our failure to comply with the provisions of this Act may subject YCIPTA to loss of payments under or termination of a contract, and to debarment as a federal contractor for up to five years.

IV. SUBSTANCE ABUSE POLICY STATEMENT

YCIPTA has the responsibility to maintain a safe and efficient working environment. Employees who work while under the influence of drugs or alcohol present a safety hazard to themselves and their co-workers. Moreover, the presence of drugs and alcohol in the workplace limits our ability to serve our customers.

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Shelly Kreger, Transit Director

A. The following conduct is grounds for discipline, up to and including termination:

1. Use, possession, sale, or solicitation of illegal drugs;
2. Unauthorized use of alcohol on YCIPTA premises;
3. Reporting to work under the influence of alcohol or illegal drugs.

Employees with alcohol or drug dependencies are encouraged to seek assistance through the Employee Assistance Program.

B. YCIPTA reserves the right to require employees while on duty or on YCIPTA property (including parking lots), to agree to inspections of their persons, vehicles, lockers, and/or their personal property, according to the state of the law. If an employee withholds consent to such an inspection, YCIPTA may discipline the employee, up to and including termination.

C. YCIPTA reserves the right to investigate any possible violations of this Substance Abuse Policy. If an employee refuses to participate in such an investigation, which may include medical testing for alcohol or drug use, YCIPTA may discipline the employee, up to and including termination. Such alcohol or drug testing shall be handled according to the state of the law.

V. SUBSTANCE ABUSE SEARCH AND INSPECTION POLICY

The use, possession, or sale of alcohol or non-prescription, illegal drugs by employees is strictly prohibited while on duty or on YCIPTA premises, including parking lots. Reporting to work under the influence of alcohol or non prescription, illegal drugs is also strictly prohibited. Violation of these policies will result in disciplinary action up to and including termination.


VI. DRUG FREE AWARENESS PROGRAM

YCIPTA will establish a drug-free awareness program for all its employees.

VII. GOOD FAITH EFFORT

YCIPTA will make a good faith effort to maintain a drug-free workplace, by implementing this policy.

Approved:



Shelly Kreger
Transit Director

Date 07/25/16

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Shelly Kreger, Transit Director

**YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION
AUTHORITY (YCIPTA)
EMPLOYEE NOTIFICATION STATEMENT REGARDING YCIPTA
DRUG-FREE WORKPLACE POLICY**

This statement is your official notification under the Drug-Free Workplace Act of 1988 that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Violation of this policy will result in appropriate disciplinary action, up to and including termination of employment, and/or the requirement that you satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment.

As a present condition of employment, the undersigned employee agrees to:

1. Abide by the terms of this statement; and
2. Notify YCIPTA of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

I have received a copy of this Employee Notification Statement, and I agree to abide by the terms of this Statement.

Employee Signature: _____

Print Name: _____

Date: _____

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Shelly Kreger, Transit Director

YCIPTA BOARD OF DIRECTORS UPDATE														
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD	
OPERATING DAYS	26	25	24	27	26	25	26						26	
OPERATORS														
<i>Full-time</i>	23	26	26	26	25	24	27							
<i>In training</i>	1	1	0	1	0	1	0							
<i>Graduated Training</i>	0	3	0	0	0	1	3							
<i>Notes: Current recruiting efforts include weekly interviews and job postings on Careerbuilder.com. Future efforts will include attendance local employment services job fairs and recruitment from Yuma Truck Driving School.</i> <i>General Updates: Operations is fully staffed and Maintenance has currently recruiting for a utility worker.</i>														
COMPLAINTS														
														DUPLICATES RECEIVED
<i>Mechanical Breakdown</i>	0	0	0	0	0	0	0							
<i>Heat/A/C Not Working</i>	0	0	0	0	0	0	2							
<i>Incorrect Fare Charged</i>	0	0	0	0	0	0	0							
<i>Incorrect Destination Displayed</i>	0	0	0	0	0	0	0							
<i>Early Departure from Stop</i>	0	0	0	0	0	1	0							
<i>Late Departure from Stop</i>	0	1	0	0	0	0	0							
<i>Inaccessible Stop(s)/Delays Due to Construction</i>	0	0	0	0	0	0	0							
<i>Unauthorized Drop-off Location</i>	0	0	0	0	0	0	0							
<i>Unauthorized Pick-up Location</i>	0	0	0	0	0	0	0							
<i>Vehicle at Capacity - No Seats</i>	0	0	0	0	0	0	0							
<i>Driver Failed to Make Assigned Stop(s)</i>	2	0	0	0	1	1	0							
<i>Driver Did Not Make Required ADA Announcement(s)</i>	0	0	0	0	0	0	0							
<i>Driver Exceeds Posted Speed Limit</i>	0	0	0	0	0	0	0							
<i>Driver Does Not Operate Vehicle Safely</i>	1	0	1	0	0	1	0							
<i>Driver Not Wearing Seatbelt</i>	0	0	0	0	0	0	0							
<i>Driver Not Wearing Nametag/ID Badge</i>	0	0	0	0	0	0	0							
<i>Unsafe Lane Change</i>	0	0	0	0	0	0	0							
<i>Driver Did Not Kneel Vehicle</i>	2	0	0	0	0	0	0							1
<i>Discourteous/Rude Driver</i>	2	0	1	2	1	0	1							
<i>Wheelchair Lift Not Working</i>	0	0	0	0	0	0	0							
<i>Other</i>	1	1	0	0	0	1	0							
TOTAL	8	2	2	2	2	4	0	0	0	0	0	0	0	1
COMPLIMENTS	0	0	1	0	2	2	1							
TOTAL PASSENGERS	35,319	33,295	37,168	37,596	36,713	32,347	25,390							
<i>COMMENTS AND/OR CONCERNS (LIST COMPLAINT CATEGORY):</i>														
<i>ACTION TAKEN: Drivers are subject to retraining and/or disciplinary action based on schedule adherence, service delivery, successful of execution of YCAT and NEXT safety standards.</i>														
ACCIDENTS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	OCT	SEP	NOV	YTD	PREV YTD
<i>Preventable Street Accidents</i>	1	0	0	1	0	1	0							0
<i>Preventable Yard Accidents</i>	0	0	0	0	0	0	0							0
<i>Non-Preventable Accidents</i>	0	1	2	1	1	2	0							0
<i>NTD Reportable Accidents</i>	0	1	0	1	1	1	0							0
TOTAL	1	2	2	3	2	1	0							0
<i>Notes: Preventable accident due to driver judgement in estimating clearance. Retraining included proper mirror checks and proper backing procedures.</i>														
TOTAL SERVICE HOURS	3095	2986	3020	3433	3209	3124	2914							
MILES OPERATED	78,076	75,315	77,176	86,447	81,425	80,112	74,474							
<i>Preventable Street Accidents Freq. Rate Per 50,000 Miles</i>	1.56	0.00	0.00	1.73	0.00	1.60	0.00							
<i>Preventable Yard Accidents Freq. Rate Per 50,000 Miles</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
<i>Non-Preventable Accident Freq. Rate Per 50,000 Miles</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
<i>NTD Reportable Accident Freq. Rate Per 50,000 Miles</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
<i>Notes: Mileage and service hours variances attributed to operating days and special events.</i>														



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Transit Director Report – June 2016

- **Bus Shelters:** JWL Construction will be receiving permits and should begin construction on pads the week after. Walmart Ave B will be the first installation.
- **Preliminary Award for 5311:** Staff received notification of the preliminary award for the 5311 program. It appears that we will be receiving 2.4 million, which approximately \$700,000 will be for procurement of two Arboc buses.
- **New General Manager:** There will be a change in General Managers for National Express at our location. Tiffany Turner will be transferred to SolTrans in California and George Rodriguez from SolTrans will be coming down here to be our new GM.
- **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 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.
Install smart card units on Bus #118, #121, #122, #123, #141, #142, #143

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Shelly Kreger, Transit Director



RIDERSHIP AND FARES

Period: 6/1/2015 to 6/30/2015

Route	Cash Fares			Pass Media			Miscellaneous		Special Revenues					Statistics		Other Items	Total Pax
	Basic Cash	Deviations	Disc Cash	Day Pass	Disc Day	Passes Accepted	Xfers	Free	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes		
Orange 2	403	2	108	28	37	557	1	65	3	7	744	28	0	28	149	8	1,981
Brown 3	71	19	13	43	24	298	0	32	0	0	139	2	0	2	48	3	622
Green 4	768	0	380	158	154	1,356	6	225	102	101	566	217	2	55	131	17	4,035
Blue 5	409	0	126	97	30	450	0	96	6	1	34	91	0	17	35	15	1,340
Purple 6	358	0	318	114	35	369	0	157	48	0	44	1,995	1	41	121	9	3,439
Gold 8	31	7	7	22	27	69	0	16	0	0	64	0	0	0	8	1	236
Silver 9	28	0	3	9	2	17	0	27	6	8	265	2	0	0	0	0	367
Turquoise 10	144	2	54	4	1	12	0	0	0	0	4	0	0	2	3	0	219
Night Cat 11	23	0	3	5	1	17	0	0	0	0	48	15	0	0	1	0	112
Yellow 95	6,166	5	3,563	586	322	2,839	11	866	153	28	1,051	462	0	77	607	26	16,047
Special 96	0	0	0	0	0	0	0	298	0	0	0	0	0	0	0	0	298
Specials	0	0	0	0	0	0	0	57	0	0	0	0	0	0	0	0	57
Totals	8,401	35	4,575	1,066	633	5,984	18	1,839	318	145	2,959	2,812	3	222	1,103	79	28,753

Estimated Revenue Collected

Revenue Type: Each	Total
Basic Cash Fare: \$2.00	\$16,802.00
Deviations: \$2.00	\$70.00
Discount Cash Fare: \$1.00	\$4,575.00
Day Pass: \$5.00	\$5,330.00
Discount Day Pass: \$2.50	\$1,582.50
Newspapers/Guide: \$0.50-\$1.50	\$39.50
	\$28,399.00



RIDERSHIP AND FARES

Period: 6/1/2016 to 6/30/2016

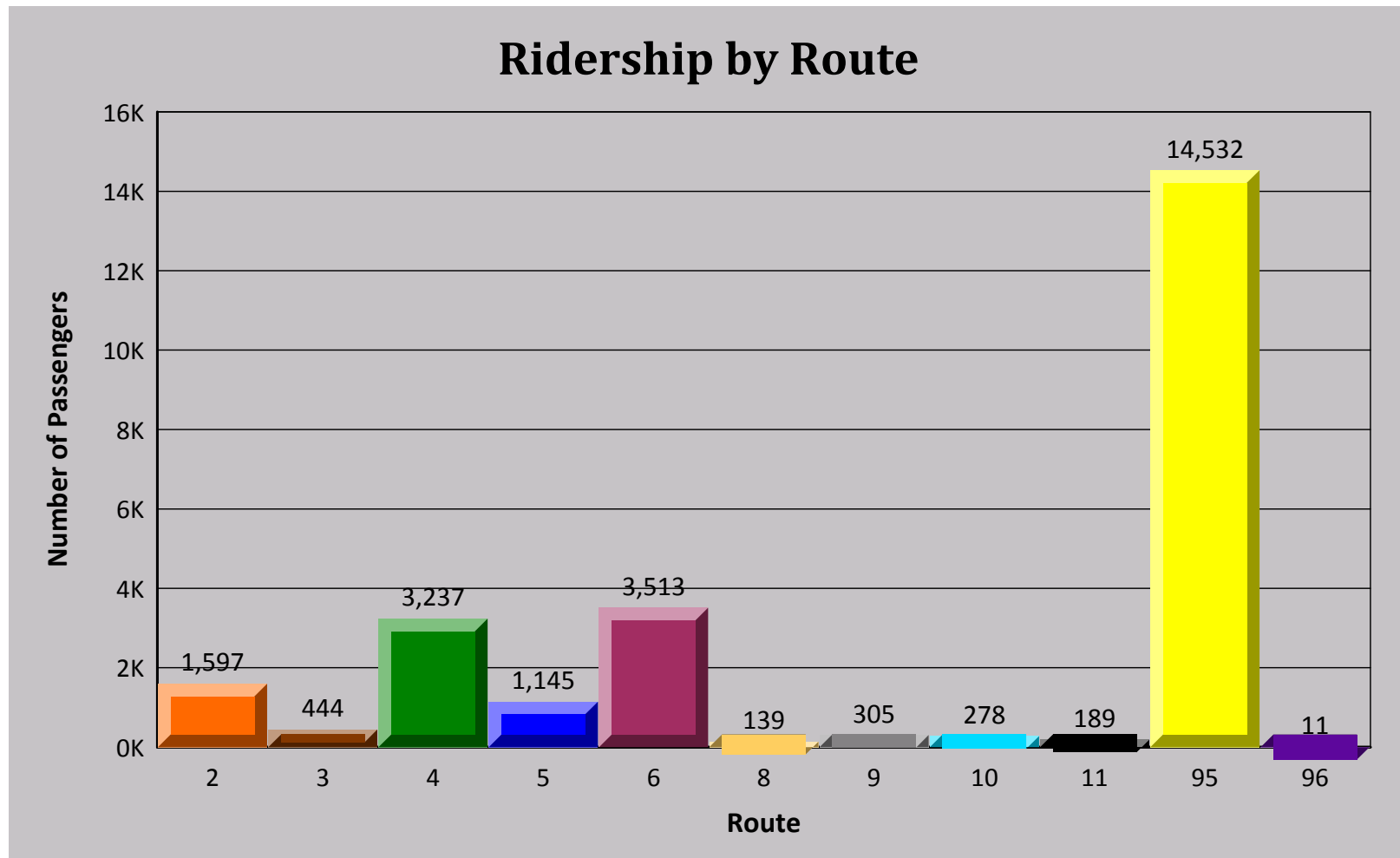
Route	Cash Fares			Pass Media			Miscellaneous		Special Revenues					Statistics		Other Items	Total Pax
	Basic Cash	Deviations	Disc Cash	Day Pass	Disc Day	Passes Accepted	Xfers	Free	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes		
Orange 2	256	0	114	34	21	414	0	141	10	0	584	20	3	12	64	10	1,597
Brown 3	41	21	31	29	27	184	0	19	0	0	108	2	3	4	45	10	444
Green 4	450	0	385	123	156	1,261	0	176	128	14	418	103	23	35	112	21	3,237
Blue 5	312	0	167	87	40	349	0	60	0	4	40	86	0	26	72	11	1,145
Purple 6	302	0	292	79	63	361	0	91	41	3	45	2,212	24	22	136	15	3,513
Gold 8	20	9	7	17	26	42	0	7	0	0	20	0	0	5	9	8	139
Silver 9	41	0	10	11	0	11	0	16	0	0	215	1	0	0	5	0	305
Turquoise 10	145	0	95	3	2	18	0	0	1	0	8	6	0	6	4	2	278
Night Cat 11	51	0	7	0	0	20	0	2	0	0	93	12	4	0	0	0	189
Yellow 95	5,576	0	3,702	517	337	2,436	0	588	199	10	776	336	55	74	524	97	14,532
Special 96	3	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	11
Totals	7,197	30	4,814	900	672	5,100	0	1,100	379	31	2,307	2,778	112	184	971	174	25,390

Estimated Revenue Collected

Revenue Type: Each	Total
Basic Cash Fare: \$2.00	\$14,394.00
Deviations: \$2.00	\$60.00
Discount Cash Fare: \$1.00	\$4,814.00
Day Pass: \$5.00	\$4,500.00
Discount Day Pass: \$2.50	\$1,680.00
Newspapers/Guide: \$0.50-\$1.50	\$87.00
	\$25,535.00



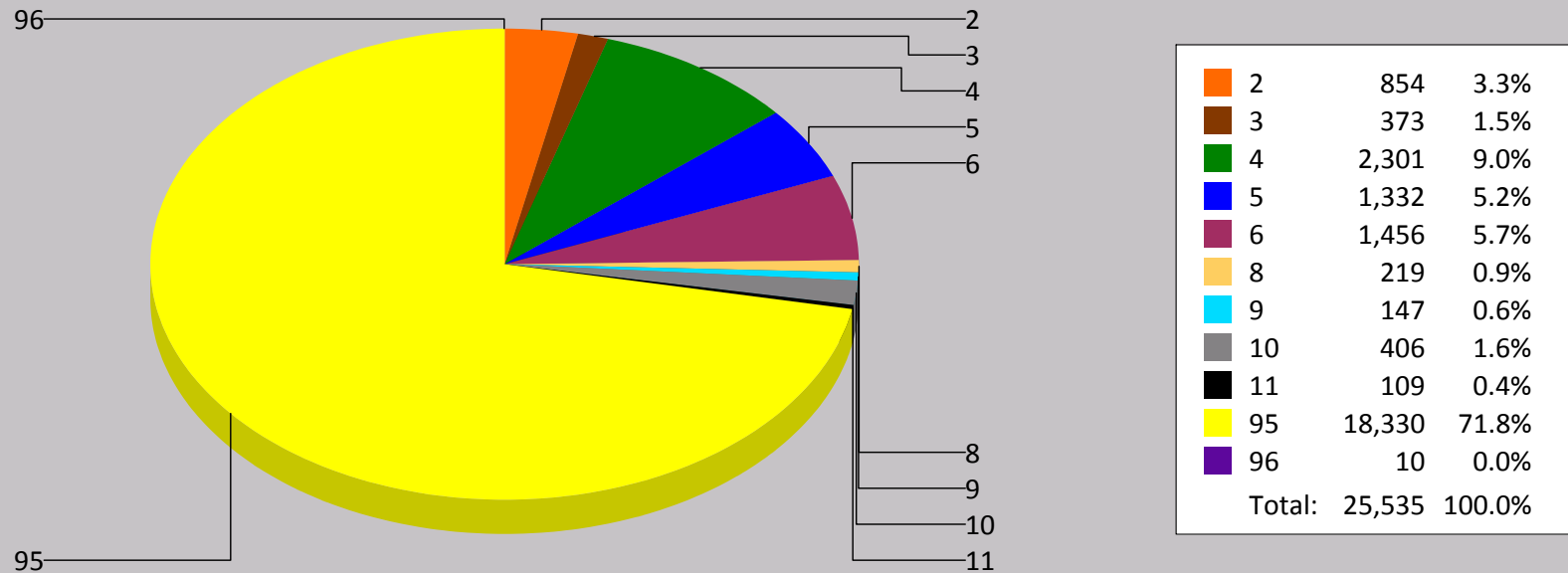
Period: 6/1/2016 to 6/30/2016





June 2016

Revenue by Route





ESTIMATED REVENUE

Period: 6/1/2016 to 6/30/2016

June 2016

	Basic Cash Fare	Discount Cash Fare	Deviations	Day Passes	Discount Day Passes	Newspapers	Rider Guides	Totals
Orange 2	512.00	114.00	0.00	170.00	52.50	5.00	0.00	\$853.50
Brown 3	82.00	31.00	42.00	145.00	67.50	5.00	0.00	\$372.50
Green 4	900.00	385.00	0.00	615.00	390.00	10.50	0.00	\$2,300.50
Blue 5	624.00	167.00	0.00	435.00	100.00	5.50	0.00	\$1,331.50
Purple 6	604.00	292.00	0.00	395.00	157.50	7.50	0.00	\$1,456.00
Gold 8	40.00	7.00	18.00	85.00	65.00	4.00	0.00	\$219.00
Silver 9	82.00	10.00	0.00	55.00	0.00	0.00	0.00	\$147.00
Turquoise 10	290.00	95.00	0.00	15.00	5.00	1.00	0.00	\$406.00
NightOwl 11	102.00	7.00	0.00	0.00	0.00	0.00	0.00	\$109.00
Yellow 95	11,152.00	3,702.00	0.00	2,585.00	842.50	48.50	0.00	\$18,330.00
	6.00	4.00	0.00	0.00	0.00	0.00	0.00	\$10.00
	\$14,394.00	\$4,814.00	\$60.00	\$4,500.00	\$1,680.00	\$87.00	\$0.00	\$25,535.00



Yuma County Intergovernmental Public Transportation Authority

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

Summary Financial Report for June 30, 2016

This report is a summary for the period June 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:

June 30, 2016

Greyhound	\$22,777.51
General	\$65,529.53
Payroll	\$26,119.25
Fare Revenue	\$36,211.50

May 31, 2016

YC Treasurer	\$399,872.81
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Greyhound sales by Month

May	\$19,781.15
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Fare Revenue by Month

May 2016

YCAT	\$34,760.68
On Call	\$535.00

Accounts payable as of June 30, 2016 was \$1,071,574.95

Accounts receivable as of June 30, 2016 was \$137,611.02

The amount of payables include the payable for the new buses which is \$807,642.00 in the month end payables which has been paid July 13, 2016. ADOT 5311 funds for new busses was received June 29, 2016.

The Profit and Loss statement is included for the two fiscal years for comparison purposes. This report will be modified at the beginning of the fiscal year to combine the two reports.

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

	<u>Jun 16</u>	<u>Jul '15 - Jun 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	16,579.78	16,000.00	579.78	103.62%
40799-4 - Greyhound Commissions - YCIPTA	8,939.05	24,104.91	36,000.00	-11,895.09	66.96%
40799-5 - Interest	35.98	574.85	1,500.00	-925.15	38.32%
40799-6 - Miscellaneous Revenues	-28.50	586.16			
Total 40700 - Miscellaneous Revenues	<u>8,946.53</u>	<u>41,845.70</u>	<u>53,500.00</u>	<u>-11,654.30</u>	<u>78.22%</u>
40900 - Local Funding					
40900-2 - Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 - Contributions Public Entities	0.00	427,810.12	681,245.00	-253,434.88	62.8%
Total 40900 - Local Funding	<u>0.00</u>	<u>944,549.12</u>	<u>1,197,984.00</u>	<u>-253,434.88</u>	<u>78.85%</u>
41101 - State Grants					
41101-1 - ADOT 5311	0.00	1,590,349.91	1,799,267.00	-208,917.09	88.39%
41101-2 - ADOT 5310	0.00	21,095.46	40,000.00	-18,904.54	52.74%
41101-4 - Other State Grants	0.00	0.00	1,086.00	-1,086.00	0.0%
Total 41101 - State Grants	<u>0.00</u>	<u>1,611,445.37</u>	<u>1,840,353.00</u>	<u>-228,907.63</u>	<u>87.56%</u>
41300 - Federal Grant Revenue					
41399-1 - FTA 5307	0.00	1,293,532.00	3,734,729.00	-2,441,197.00	34.64%
41399-4 - STP Capital Grant	0.00	61,430.00	238,602.00	-177,172.00	25.75%
Total 41300 - Federal Grant Revenue	<u>0.00</u>	<u>1,354,962.00</u>	<u>3,973,331.00</u>	<u>-2,618,369.00</u>	<u>34.1%</u>
Total 40000 - Intergovernmental	<u>8,946.53</u>	<u>3,952,802.19</u>	<u>7,065,168.00</u>	<u>-3,112,365.81</u>	<u>55.95%</u>
41000 - Charges for Service					
40100 - Fare Revenue					
40101 - YCAT Fares	55,063.18	418,779.87	396,000.00	22,779.87	105.75%
40190 - On Call Fares	535.00	7,949.00	8,400.00	-451.00	94.63%
40191 - Fare Revenue - Other	0.00	4.92	14,800.00	-14,795.08	0.03%
Total 40100 - Fare Revenue	<u>55,598.18</u>	<u>426,733.79</u>	<u>419,200.00</u>	<u>7,533.79</u>	<u>101.8%</u>
Total 41000 - Charges for Service	<u>55,598.18</u>	<u>426,733.79</u>	<u>419,200.00</u>	<u>7,533.79</u>	<u>101.8%</u>
Total Income	<u>64,544.71</u>	<u>4,379,535.98</u>	<u>7,484,368.00</u>	<u>-3,104,832.02</u>	<u>58.52%</u>
Gross Profit	<u>64,544.71</u>	<u>4,379,535.98</u>	<u>7,484,368.00</u>	<u>-3,104,832.02</u>	<u>58.52%</u>
Expense					
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	17,498.35	246,496.27	241,971.00	4,525.27	101.87%
Total 50100 - Salaries and Wages	<u>17,498.35</u>	<u>246,496.27</u>	<u>241,971.00</u>	<u>4,525.27</u>	<u>101.87%</u>
50200 - Fringe Benefits					
50201 - FICA- SS & Medicare	1,338.62	18,856.89	20,640.00	-1,783.11	91.36%
50202 - ASRS	3,010.56	26,735.21	27,755.00	-1,019.79	96.33%
50203 - Health Insurance	2,675.00	28,385.00	36,720.00	-8,335.00	77.3%
50204 - FUTA	7.96	384.58	600.00	-215.42	64.1%
50205 - Life Insurance	45.10	511.75	1,500.00	-988.25	34.12%
50207 - State Unemployment	0.00	7,983.58	9,100.00	-1,116.42	87.73%
50208 - Workers Compensation Ins	0.00	1,239.00	2,300.00	-1,061.00	53.87%
Total 50200 - Fringe Benefits	<u>7,077.24</u>	<u>84,096.01</u>	<u>98,615.00</u>	<u>-14,518.99</u>	<u>85.28%</u>
50300 - Services					
50301-1 - ADA Paratransit	8,634.39	111,572.27	70,000.00	41,572.27	159.39%
50301-2 - Accounting & Audit	0.00	21,070.00	24,070.00	-3,000.00	87.54%
50301-3 - Vanpool Subsidy	10,800.00	111,600.00	126,000.00	-14,400.00	88.57%
50302 - Advertising	3,622.96	44,803.23	50,000.00	-5,196.77	89.61%
50303-1 - Legal Services	0.00	13,546.45	16,000.00	-2,453.55	84.67%
50303-2 - Cash Handel/Payroll Processing	406.34	5,940.42	5,700.00	240.42	104.22%
50303-3 - IT Support/Web Development	1,230.00	12,124.30	19,000.00	-6,875.70	63.81%
50304 - Temporary Help	1,998.80	12,308.40	7,000.00	5,308.40	175.83%
50305-0 - Bus Contractor	0.00	2,435,402.87	2,412,278.00	23,124.87	100.96%
50305-1 - Contract Costs	2,470.50	51,501.46	52,833.00	-1,331.54	97.48%

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

	<u>Jun 16</u>	<u>Jul '15 - Jun 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50305-2 - Equipment Maintenance	800.97	3,736.37	127,195.00	-123,458.63	2.94%
50305-3 - Office Equip Repair	0.00	770.00	3,000.00	-2,230.00	25.67%
50305-4 - Vehicle Repair & Maintance	0.00	1,278.98	203,500.00	-202,221.02	0.63%
50305-5 - Building Repairs & Maintance	950.26	11,123.67	12,000.00	-876.33	92.7%
50305-6 - Communications/Radio Service	125.32	14,511.20	14,550.00	-38.80	99.73%
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	30,324.52	18,400.00	11,924.52	164.81%
50306-1 - Bus Cleaning Services	0.00	5,207.50	28,240.00	-23,032.50	18.44%
50306 - Janitorial Service	0.00	2,325.24	20,000.00	-17,674.76	11.63%
50307 - Security Services	0.00	275.00			
50399 - Other MOU Passthrough Expense	0.00	10,166.83	10,167.00	-0.17	100.0%
Total 50300 - Services	31,039.54	2,899,987.71	3,221,933.00	-321,945.29	90.01%
50400 - Materials and Supplies					
50401 - Fuel, Oil, Lubricants	29,710.80	309,172.70	470,000.00	-160,827.30	65.78%
50499-1 - Office Supplies	599.51	5,898.26	5,000.00	898.26	117.97%
50499-2 - Postage	71.15	1,861.33	1,700.00	161.33	109.49%
50499-3 - Printing	725.04	15,808.12	21,000.00	-5,191.88	75.28%
50499-4 - Misc Materials & Supplies	102.01	2,867.33	22,500.00	-19,632.67	12.74%
Total 50400 - Materials and Supplies	31,208.51	335,607.74	520,200.00	-184,592.26	64.52%
50500 - Utilities					
50501 - Electrcity	1,583.65	16,981.35	18,000.00	-1,018.65	94.34%
50502-1 - Refuse Disposal	96.63	930.50	600.00	330.50	155.08%
50502-2 - Water - Offices	74.56	1,367.89	1,600.00	-232.11	85.49%
Total 50500 - Utilities	1,754.84	19,279.74	20,200.00	-920.26	95.44%
50600 - Casualty and Liability Insuranc					
50608-1 - Gen Liab Insurance	119.66	1,582.30	2,400.00	-817.70	65.93%
50608-2 - Prof. Liability Insurance	257.71	3,260.84	3,500.00	-239.16	93.17%
50608-3 - Automobile Insurance	386.75	5,863.38	6,500.00	-636.62	90.21%
Total 50600 - Casualty and Liability Insuranc	764.12	10,706.52	12,400.00	-1,693.48	86.34%
50900 - Miscellaneous Expenses					
50901 - Memberships/Dues/Subscriptions	80.00	16,870.61	18,000.00	-1,129.39	93.73%
50902 - Travel Expenses	1,866.84	18,781.22	20,000.00	-1,218.78	93.91%
50906 - Finance Charges/Penalties	5,742.96	23,384.25	19,100.00	4,284.25	122.43%
50999-1 - License and Permits	0.00	98.00	2,000.00	-1,902.00	4.9%
50999-2 - Training/Education	1,562.70	7,332.05	1,000.00	6,332.05	733.21%
50999-3 - Other Misc Expense	0.00	4,920.59	3,500.00	1,420.59	140.59%
50999-4 - Miscellaneous Consumables	0.00	253.80	1,800.00	-1,546.20	14.1%
50999-5 - Telephone/Internet	547.85	7,201.19	8,000.00	-798.81	90.02%
Total 50900 - Miscellaneous Expenses	9,800.35	78,841.71	73,400.00	5,441.71	107.41%
51200 - Leases and Rentals					
51212-1 - Building Lease	4,200.00	50,849.03	50,400.00	449.03	100.89%
51212-2 - Leases Rental Equipment	0.00	243.93	1,000.00	-756.07	24.39%
Total 51200 - Leases and Rentals	4,200.00	51,092.96	51,400.00	-307.04	99.4%
51600 - Capital Outlay					
51600-1 - Capital Outlay - less than \$5k	268.14	8,986.29	11,000.00	-2,013.71	81.69%
51600-3 - Buildings	0.00	0.00	1,900,000.00	-1,900,000.00	0.0%
51600-5 - Automobiles	0.00	813,250.00	963,000.00	-149,750.00	84.45%
51600-6 - Furniture and Equipment	4,636.04	65,288.93	370,249.00	-304,960.07	17.63%
Total 51600 - Capital Outlay	4,904.18	887,525.22	3,244,249.00	-2,356,723.78	27.36%
Total Expense	108,247.13	4,613,633.88	7,484,368.00	-2,870,734.12	61.64%
Net Ordinary Income	-43,702.42	-234,097.90	0.00	-234,097.90	100.0%
Net Income	-43,702.42	-234,097.90	0.00	-234,097.90	100.0%

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

	<u>Jun 15</u>	<u>Jul '14 - Jun 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
40000 - Intergovernmental					
40700 - Miscellaneous Revenues					
40799-2 - Greyhound Ticket Sales	-156,173.26	35,864.94	222,038.20	-186,173.26	16.15%
40799-3 - Advertising Sales	2,049.50	18,184.00	20,000.00	-1,816.00	90.92%
40799-4 - Greyhound Commissions - YCIPTA	0.00	0.00	29,500.00	-29,500.00	0.0%
40799-5 - Interest	29.19	747.95	2,500.00	-1,752.05	29.92%
40799-6 - Miscellaneous Revenues	5.50	39.89	938,926.75	-938,886.86	0.0%
40700 - Miscellaneous Revenues - Other	0.00	2,772.89			
Total 40700 - Miscellaneous Revenues	<u>-154,089.07</u>	<u>57,609.67</u>	<u>1,212,964.95</u>	<u>-1,155,355.28</u>	<u>4.75%</u>
40900 - Local Funding					
40900-1 - Local Cash Match	0.00	290.00			
40900-2 - Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 - Contributions Public Entities	-140,824.52	481,235.36	561,206.00	-79,970.64	85.75%
Total 40900 - Local Funding	<u>-140,824.52</u>	<u>998,264.36</u>	<u>1,077,945.00</u>	<u>-79,680.64</u>	<u>92.61%</u>
41101 - State Grants					
41101-1 - ADOT 5311	449,729.68	872,826.38	1,479,556.00	-606,729.62	58.99%
41101-2 - ADOT 5310	97,439.25	97,439.25	40,000.00	57,439.25	243.6%
41101-4 - Other State Grants	0.00	0.00	1,086.00	-1,086.00	0.0%
41101 - State Grants - Other	0.00	0.00	0.00	0.00	0.0%
Total 41101 - State Grants	<u>547,168.93</u>	<u>970,265.63</u>	<u>1,520,642.00</u>	<u>-550,376.37</u>	<u>63.81%</u>
41300 - Federal Grant Revenue					
41399-1 - FTA 5307	689,436.00	1,228,878.33	3,196,375.00	-1,967,496.67	38.45%
41399-3 - FTA 5316	0.00	97,834.05	97,834.05	0.00	100.0%
41399-4 - STP Capital Grant	119,500.00	119,500.00	184,992.00	-65,492.00	64.6%
41399-6 - Other Federal Grants	0.00	0.00	0.00	0.00	0.0%
Total 41300 - Federal Grant Revenue	<u>808,936.00</u>	<u>1,446,212.38</u>	<u>3,479,201.05</u>	<u>-2,032,988.67</u>	<u>41.57%</u>
Total 40000 - Intergovernmental	<u>1,061,191.34</u>	<u>3,472,352.04</u>	<u>7,290,753.00</u>	<u>-3,818,400.96</u>	<u>47.63%</u>
41000 - Charges for Service					
40100 - Fare Revenue					
40101 - YCAT Fares	28,399.43	382,416.39	452,917.00	-70,500.61	84.43%
40190 - On Call Fares	715.00	8,155.42	0.00	8,155.42	100.0%
40100 - Fare Revenue - Other	1,035.34	1,065.34			
Total 40100 - Fare Revenue	<u>30,149.77</u>	<u>391,637.15</u>	<u>452,917.00</u>	<u>-61,279.85</u>	<u>86.47%</u>
Total 41000 - Charges for Service	<u>30,149.77</u>	<u>391,637.15</u>	<u>452,917.00</u>	<u>-61,279.85</u>	<u>86.47%</u>
Total Income	<u>1,091,341.11</u>	<u>3,863,989.19</u>	<u>7,743,670.00</u>	<u>-3,879,680.81</u>	<u>49.9%</u>
Gross Profit	<u>1,091,341.11</u>	<u>3,863,989.19</u>	<u>7,743,670.00</u>	<u>-3,879,680.81</u>	<u>49.9%</u>
Expense					
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	16,511.93	226,442.19	259,259.00	-32,816.81	87.34%
Total 50100 - Salaries and Wages	<u>16,511.93</u>	<u>226,442.19</u>	<u>259,259.00</u>	<u>-32,816.81</u>	<u>87.34%</u>
50200 - Fringe Benefits					
50201 - FICA- SS & Medicare	1,273.90	17,443.31	19,833.00	-2,389.69	87.95%
50202 - ASRS	1,915.36	21,898.11	26,994.00	-5,095.89	81.12%
50203 - Health Insurance	2,628.32	26,665.50	34,740.00	-8,074.50	76.76%
50205 - Life Insurance	0.00	459.90	292.00	167.90	157.5%
50207 - State Unemployment	0.00	42.01	50.00	-7.99	84.02%
50208 - Workers Compensation Ins	0.00	2,087.77	1,729.00	358.77	120.75%
Total 50200 - Fringe Benefits	<u>5,817.58</u>	<u>68,596.60</u>	<u>83,638.00</u>	<u>-15,041.40</u>	<u>82.02%</u>
50300 - Services					
50301-1 - ADA Paratransit	7,333.58	160,313.44	128,834.00	31,479.44	124.43%

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

	<u>Jun 15</u>	<u>Jul '14 - Jun 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50301-2 · Accounting & Audit	0.00	25,931.03	29,357.00	-3,425.97	88.33%
50301-3 · Vanpool Subsidy 5316 Only	19,953.73	115,533.73	126,000.00	-10,466.27	91.69%
50302 · Advertising	3,058.37	58,350.59	63,929.22	-5,578.63	91.27%
50303-1 · Legal Services	1,547.50	83,973.13	23,636.72	60,336.41	355.27%
50303-2 · Cash Handel/Payroll Processing	384.25	5,496.42	6,000.00	-503.58	91.61%
50303-3 · IT Support/Web Development	845.00	16,595.96	17,000.00	-404.04	97.62%
50304 · Temporary Help	2,579.72	256,690.10	255,000.00	1,690.10	100.66%
50305-0 · Bus Contractor	183,275.39	1,697,151.16	1,709,217.28	-12,066.12	99.29%
50305-1 · Contract Costs	7,435.93	39,017.52	50,400.00	-11,382.48	77.42%
50305-2 · Equipment Maintenance	412.29	11,697.07	13,000.00	-1,302.93	89.98%
50305-3 · Office Equip Repair	0.00	2,561.55	3,000.00	-438.45	85.39%
50305-4 · Vehicle Repair & Maintance	0.00	298,740.51	287,052.78	11,687.73	104.07%
50305-5 · Building Repairs & Maintance	187.94	7,954.38	9,000.00	-1,045.62	88.38%
50305-6 · Communications/Radio Service	250.44	13,273.31	12,000.00	1,273.31	110.61%
50305-7 · Grounds Keeping/Pest Control	180.00	540.00	500.00	40.00	108.0%
50305-8 · Software Updates/Maintenance	0.00	50,137.13	31,940.00	18,197.13	156.97%
50306-1 · Bus Cleaning Services	6,249.00	39,145.40	39,500.00	-354.60	99.1%
50306 · Janitorial Service	1,617.00	21,640.71	23,004.00	-1,363.29	94.07%
50307 · Security Services	0.00	0.00	200.00	-200.00	0.0%
50399 · Other MOU Passthrough Expense	23,671.50	94,409.07	36,200.00	58,209.07	260.8%
Total 50300 · Services	258,981.64	2,999,152.21	2,864,771.00	134,381.21	104.69%
50400 · Materials and Supplies					
50401 · Fuel, Oil, Lubricants	34,861.73	438,334.99	471,150.00	-32,815.01	93.04%
50499-1 · Office Supplies	105.90	6,544.13	7,000.00	-455.87	93.49%
50499-2 · Postage	59.04	1,636.87	1,800.00	-163.13	90.94%
50499-3 · Printing	278.10	26,721.46	30,500.00	-3,778.54	87.61%
50499-4 · Misc Materials & Supplies	-162,643.98	3,865.83	168,360.00	-164,494.17	2.3%
Total 50400 · Materials and Supplies	-127,339.21	477,103.28	678,810.00	-201,706.72	70.29%
50500 · Utilities					
50501 · Electricity	3,050.97	17,852.77	15,000.00	2,852.77	119.02%
50502-1 · Refuse Disposal	56.84	598.40	600.00	-1.60	99.73%
50502-2 · Water - Offices	130.22	1,487.63	1,400.00	87.63	106.26%
Total 50500 · Utilities	3,238.03	19,938.80	17,000.00	2,938.80	117.29%
50600 · Casualty and Liability Insuranc					
50608-1 · Gen Liab Insurance	0.00	2,032.40	2,033.00	-0.60	99.97%
50608-2 · Prof. Liability Insurance	0.00	3,442.75	3,443.00	-0.25	99.99%
50608-3 · Automobile Insurance	0.00	60,079.90	6,237.00	53,842.90	963.28%
Total 50600 · Casualty and Liability Insuranc	0.00	65,555.05	11,713.00	53,842.05	559.68%
50900 · Miscellaneous Expenses					
50901 · Memberships/Dues/Subscriptions	145.00	7,381.28	8,400.00	-1,018.72	87.87%
50902 · Travel Expenses	2,374.13	10,209.58	10,000.00	209.58	102.1%
50906 · Finance Charges/Penalties	5,186.16	14,268.91	10,000.00	4,268.91	142.69%
50999-1 · License and Permits	80.00	12,949.50	12,870.00	79.50	100.62%
50999-2 · Training/Education	1,100.00	2,727.90	2,000.00	727.90	136.4%
50999-3 · Other Misc Expense	55.06	183.49	30,429.00	-30,245.51	0.6%
50999-4 · Miscellaneous Consumables	0.00	668.18	1,800.00	-1,131.82	37.12%
50999-5 · Telephone/Internet	583.88	7,566.05	8,672.00	-1,105.95	87.25%
Total 50900 · Miscellaneous Expenses	9,524.23	55,954.89	84,171.00	-28,216.11	66.48%
51200 · Leases and Rentals					
51205 · Auto/Truck Lease/Rental	0.00	0.00	0.00	0.00	0.0%
51212-1 · Building Lease	0.00	50,400.00	50,400.00	0.00	100.0%
51212-2 · Leases Rental Equipment	81.31	438.78	976.00	-537.22	44.96%

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

	<u>Jun 15</u>	<u>Jul '14 - Jun 15</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 51200 - Leases and Rentals	81.31	50,838.78	51,376.00	-537.22	98.95%
51600 - Capital Outlay					
51600-1 - Capital Outlay - less than \$5k	0.00	0.00	0.00	0.00	0.0%
51600-3 - Buildings	0.00	0.00	2,385,054.00	-2,385,054.00	0.0%
51600-5 - Automobiles	11,216.00	171,825.67	1,110,000.00	-938,174.33	15.48%
51600-6 - Furniture and Equipment	96,081.17	157,321.28	197,878.00	-40,556.72	79.5%
Total 51600 - Capital Outlay	<u>107,297.17</u>	<u>329,146.95</u>	<u>3,692,932.00</u>	<u>-3,363,785.05</u>	<u>8.91%</u>
Total Expense	<u>274,112.68</u>	<u>4,292,728.75</u>	<u>7,743,670.00</u>	<u>-3,450,941.25</u>	<u>55.44%</u>
Net Ordinary Income	817,228.43	-428,739.56	0.00	-428,739.56	100.0%
Net Income	<u><u>817,228.43</u></u>	<u><u>-428,739.56</u></u>	<u><u>0.00</u></u>	<u><u>-428,739.56</u></u>	<u><u>100.0%</u></u>