Yuma San Luis Cocopah Wellton Somerton Yuma County ADOT

Local Governments & Citizens Working Together

EXECUTIVE BOARD
REGULAR MEETING AGENDA

EXECUTIVE BOARD & Executive Session
Regular Meeting
Thursday, August 28, 2014
1:30 PM

Yuma County DDS
2351 W. 26th Street
Aldrich Auditorium
Yuma, Arizona 85364

YMPO EXECUTIVE BOARD

Chairman	Paul Soto, Cocopah Indian Tribe
Vice-Chairman	Maria Ramos, Councilmember, City of San Luis
Treasurer	Cody Beeson, Deputy Mayor, City of Yuma
Member	James Deermer, Mayor, Town of Wellton
Member	Greg Ferguson, Board of Supervisors, Yuma County
Member	Gary Knight, Councilmember, City of Yuma
Member	Russell McCloud, Board of Supervisors, Yuma County
Member	Martin Porchas, Mayor, City of Somerton
Member	Scott Omer, Director of MPD, ADOT
Member	Edward Thomas, Councilmember, City of Yuma

A REGULARLY SCHEDULED MEETING OF THE YUMA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD WILL BE HELD AT **1:30 P.M., THURSDAY, AUGUST 28, 2014 AT YUMA COUNTY DDS – ALDRICH AUDITORIUM, 2351 W. 26TH STREET, YUMA, ARIZONA 85364** TO DISCUSS, CONSIDER AND/OR TAKE ACTION WITH RESPECT TO THE TOPICS LISTED BELOW.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL ATTENDANCE

III. CALL TO THE PUBLIC:

This item is to provide an opportunity for presentation of comments by the public on subjects ***not on the agenda***. Individuals wishing to address the Board need not request permission in advance and are limited to three (3) minutes.

Introduction of State Transportation Board member, Deanna Beaver, La Paz County District.

IV. CONSENT AGENDA

A. EXECUTIVE BOARD MINUTES FOR JUNE 26, 2014
B. EXPENDITURE REPORT JUNE AND JULY 2014

Staff is requesting the approval of the consent agenda including the June 26, 2014 Executive Board Minutes and requesting an acknowledgement of receipt of June and July 2014 Expenditure Report. The TAC minutes are attached as a courtesy with no action required.

V. ADOT DISTRICT ENGINEER PRESENTATION

(Paul Patane, ADOT District Engineer)..... DISCUSSION

VI. ADOT KEY COMMERCE CORRIDORS
(Scott Omer, ADOT Director of MPD).....DISCUSSION

VII. TRANSPORATION IMPROVEMENT PROGRAM (TIP) AMENDEMENT #3
(Charles A. Gutierrez, YMPO).....DISCUSSION/ACTION
Staff is requesting an approval from the Board for TIP Amendment #3.

VIII. TITLE VI REPORT
(Charlene FitzGerald, YMPO) ..... DISCUSSION/ACTION
Staff is requesting an approval of the 2015 Title VI Report.

IX. ARIZONA STATE TRANSPORATION BOARD MEETING 2015
(Charlene FitzGerald, YMPO).....DISCUSSION/ACTION
Staff is requesting an approval to submit a letter to ADOT to request the YMPO to host an Arizona State Transportation Board Meeting in 2015.

X. HIGHWAY TRUST FUND INFORMATION
(Charlene FitzGerald, YMPO).....DISCUSSION

XI. YMPO ATTORNEY RESPONSES AND SELECTION
(Charlene FitzGerald, YMPO).....DISCUSSION/ACTION
Staff is requesting for a review and a selection of Legal Counsel for the YMPO based on the submittals provided.

XII. YMPO STRATEGIC PLAN
(Charlene FitzGerald, YMPO).....DISCUSSION/ACTION
Staff is requesting the Executive Director process the selection of the consultant firm to facilitate the Strategic Planning event and to write the plan. Two proposals were received. The costs will be funded through YMPO dues received in an estimated amount of $6,000.00 total costs.

XIII. EXECUTIVE DIRECTOR'S REPORT / SUMMARY OF CURRENT EVENTS / BOARD MEMBER REPORT & COMMENTS

A. STAFF REPORTS
B. TAC MINUTES
C. CONFERENCE UPDATES
D. I-11 CORRIDOR STUDY
E. MPO/COG DIRECTOR/PLANNER MEETINGS
F. RTAC
G. BORDER PROJECTS-ECONOMIC DEVELOPMENT AND TRANSPORTATION
H. STRATIGIC REGIONAL SAFETY PLAN

XIV. FUTURE AGENDA ITEMS

A. EXECUTIVE DIRECTOR'S REVIEW-SEPT
B. YMPO STRATEGIC PLAN AND VISION FOR THE FUTURE -OCT
C. 2014 AUDIT-NOV/DEC
D. PERSONNEL POLICY-A.S.R.S

XV. EXECUTIVE SESSION

The Board of Directors may vote to go into Executive Session during the noticed meeting Concerning any of the agenda items mentioned above. 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 personnel, public records, confidential legal advice or counsel, litigation, real estate or other matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). The Chair or other presiding officer shall instruct the persons present at the Executive Session regarding the confidentiality requirements of the Open Meeting Laws.

XVI. RECONVENE TO PUBLIC MEETING

XVII. PROGRESS REPORTS

A. NPRM on Performance webinar, June 24, Charlene FitzGerald and Charles A. Gutierrez participated

B. YMPO/ADOT Monthly Meeting, June 25, Charles A. Gutierrez and Charlene FitzGerald attended

C. Chamber Transportation Meeting, June 26, Charles A. Gutierrez attended

D. YMPO Executive Board Meeting , June 26, Charlene FitzGerald, Chona Medel, and Charles Gutierrez attended

E. San Luis II POE Presidential Permit, Traffic Projects, Environmental, and Feasibility Study, June 30, Charlene FitzGerald and Charles A. Gutierrez participated

F. 5310 Progress Reporting Webinar, June 27 and June 30, Mark Teuscher and Chona Medel participated

G. Yuma School District Number One Plan of Improvement Review TAC Meeting, July 1, Charles A. Gutierrez attended

H. YMPO/AMEC Conference Call, Charlene FitzGerald participated.

I. Bi-National Branding Meeting, July 9, Charlene FitzGerald attended

J. YMPO Regional Mobility Committee Quarterly Meeting, July 9, Mark Teuscher and Melissa Ramos participated

K. MPO/COG Director's Meeting, July 17, Charlene FitzGerald attended.

L. MPO/COG Planner's Meeting, July 18, Charlene FitzGerald attended, and Charles Gutierrez participated.

M. Mobility Manager Meeting, July 18, Charlene FitzGerald attended

N. San Luis Chamber/Yuma BIEN Outreach Meeting, July 23, Charlene FitzGerald and Melissa Ramos, attended.

O. U.S. Mexico Freight Planning Peer Exchange, July 28-30, Charlene FitzGerald attended.

P. Arizona League of Cities, August 19-22, Charlene FitzGerald attended.

Q. Planning for Operations Meeting, August 25-26, Charles Gutierrez attended.

R. YCIPTA Board meeting, August 25, Charlene FitzGerald attended.

S. Somerton Airport Feasibility Study Planning Meeting, August 27, Charlene FitzGerald attended.

T. GYEDC Economic Development Board meeting, August 28, Charlene FitzGerald attended.

XVIII. ADJOURNMENT

Notice: In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Charlene FitzGerald at 928-783-8911.

Future meeting locations:

Cocopah Resort	September 25, 2014
City of San Luis	October 30, 2014
Town of Wellton	December 4, 2014

Local Governments & Citizens Working Together

EXECUTIVE BOARD
REGULAR MEETING MINUTES

EXECUTIVE BOARD
Regular Meeting & Executive Session
Thursday, June 26, 2014
1:30 PM

City of Yuma
City One Plaza
Room 190
Yuma, Arizona 85364

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I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Proxy provided by City of San Luis, Councilman Joe Harper for Maria Ramos.
Meeting called to order at 1:32pm and pledge of allegiance was led by Scott Omer.

II. ROLL CALL ATTENDANCE

YMPO EXECUTIVE BOARD

Chairman	Paul Soto, Cocopah Indian Tribe
Vice-Chairman	Alex J. Harper for Maria Ramos, Councilmember, City of San Luis
Treasurer	Cody Beeson, Deputy Mayor, City of Yuma (arrived 1:33)
Member	Greg Ferguson, Board of Supervisors, Yuma County
Member	Gary Knight, Councilmember, City of Yuma
Member	Russell McCloud, Board of Supervisors, Yuma County
Member	Scott Omer, Director of MPD, ADOT
Member	Edward Thomas, Councilmember, City of Yuma (ARRIVED 1:35PM)

YMPO EXECUTIVE BOARD ABSENT

Member	James Deermer, Mayor, Town of Wellton
Member	Martin Porchas, Mayor, City of Somerton

YMPO STAFF PRESENT

Executive Director	Charlene FitzGerald
Senor Planning Manager	Charles Gutierrez
Accountant II	Chona Medel

ADDITIONAL ATTENDEES

Yuma Sun	Mara Knaub
Yuma Citizen	Tim Eisenmann
Cocopah Indian Tribe	Jonathan Athens
ADOT District Engineer	Paul Patane
United Civil Group	Sarah Simpson
ADOT – Public Affairs	Bruce Bartholomew
YCIPTA	John Andoh
US Customs & Border Patrol	Chris Leon
Saguaro Transportation	Edwardo Castro

III. CALL TO THE PUBLIC

No items were presented

IV. CONSENT AGENDA

A. EXECUTIVE BOARD MINUTES FOR MAY 29, 2014.
B. EXPENDITURE REPORT MAY 2014.

MOTION:
Councilmember Gary Knight motioned to approve consent agenda items.
Supervisor Russell McCloud seconded the motion.
VOTE:
The vote on motion was unanimous.

V. SAN LUIS I ORGIN AND DESTINATION UPDATE-NORTHBOUND POV'S, PRESENTATION

Executive Director Charlene FitzGerald introduced Sarah Simpson from the United Civil Group to present the new San Luis I Origin and Destination Study.

Ms. Simpson recapped the data collected for the Origin and Destination Study. She highlighted the fact of collecting data on the Mexico side was more beneficial to the study. She went over the presentation of the different areas of the study and informed the board of the new data for the study.

Supervisor Russell McCloud commented on how the board appreciated redoing the survey for the study and Mr. McCloud was satisfied with the data outcome of the study. He stated it was more of an accurate picture of what is actually going on with San Luis I Port of Entry.

MOTION:
Supervisor Russell McCloud motioned to reject the prior Origin and Destination Study and approve the new Origin and Destination Study presented.
Councilmember Gary Knight seconded the motion.
VOTE:
The votes on motion were 9 to 1 in favor of rejecting the previously presented Origin and Destination Study and approve the new Origin and Destination Study.

Supervisor Greg Ferguson explained the nay vote was due to the wording used in the motion and rejecting the prior study was harsh and could have negative repercussions to the consultant. Sarah, UCG, explained it would not and was very pleased with the outcome of the survey results.

VI. YUMA REGIONAL SHORT RANGE TRANSIT PLAN, PRESENTATION

Executive Director of YCIPTA, John Andoh, presented the Short Range Transit Plan. He recapped the chapters and highlights of the information provided in the Short Range Transit Plan. He highlighted the bus routes, revenue, and recommendations for the future.

Scott Omer questioned the proposed capital plan presented in the Short Range Transit Plan. He asked how YCIPTA was to move forward with the replacement of the buses. Mr. Andoh stated they had an anticipated plan of replacement in moderation and assured Mr. Omer the buses were not to be replaced all at once.

Councilmember Joe Harper questioned Mr. Andoh on the time of the San Luis Route to the Arizona Western Campus. Mr. Andoh stated the times of the two routes.

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Supervisor Greg Ferguson questioned the qualification needed to become a participant of the YCAT – On Call program. Mr. Andoh stated the qualifications and Supervisor Ferguson said he would refer the person that was questioning how to Mr. Andoh.

Councilman Edward Thomas questioned if there were any entities that were not able to make the contribution amounts. Mr. Andoh stated all entities are current and YCIPTA is working forward with the anticipation of the entities contributions.

MOTION:
Supervisor Russell McCloud motioned to approve the Short Range Transit Plan as presented.
Councilmember Joe Harper seconded the motion.
VOTE:
The vote on motion was unanimous.

VII. AMEND TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT #2 TO INCLUDE TRANSIT AMENDMENT FY 15

Senior Planning Manager, Charles Gutierrez, recapped the Transportation Improvement Program Amendment #2 to include the Transit Amendment FY 15.

MOTION:
Supervisor Greg Ferguson motioned to approve Amendment #2 of the Transportation Improvement Program to include Transit Amendment FY 15.
Supervisor Russell McCloud seconded the motion.
VOTE:
The vote on motion was unanimous.

VIII. CONSULTING FIRM SELECTION APPROVAL TO DEVELOP THE YUMA REGIONAL STRATEGIC TRANSPORTATON SAFTEY PLAN

Executive Director, Charlene FitzGerald, recapped the ranking sheet of the Yuma Regional Strategic Transportation Safety Plan. She recapped the individual companies that submitted a proposal. Ms. FitzGerald explained to the board that the lowest number of points was the award winning consulting firm. She recapped the staff report submitted and how the proposal for each company rated. She also recapped what percentage was needed for each category. Ms. FitzGerald asked the board for an approval to begin negotiations with AMEC Consulting, the award winning team.

MOTION:
Councilmember Gary Knight motioned to move forward with negotiations with AMEC Consulting Firm.
Deputy Mayor Cody Beeson seconded the motion.
VOTE:
The vote on motion was unanimous.

IX. BINATIONAL EFFORTS AND TRANSPORTATION

Executive Director, Charlene FitzGerald, recapped information provided in the board packet regarding the different Bi-National Border Region forums being held around Arizona, California, and Texas. Ms. FitzGerald also recapped the efforts to continue the action items at the Arizona Mexico Commission 2014 Summer Plenary, which consists of, expansion of San Luis I and allowing POV's at San Luis II. She also stated there are regional efforts to

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move forward to form a local Bi-National Committee and working with Economic Development to have combined efforts to promote economic benefits and opportunities. Ms. FitzGerald mentioned there is an Arizona Sonora Mega Region reactor panel that is going to present at the League of Cities 2014.

Joe Harper recapped the discussions that were held at the Arizona Mexico Commission concerning San Luis projects and stated there were still many problems San Luis is encountering with the delay of the Main Street project. Ms. FitzGerald recapped some of the projects delays in San Luis and why there were problems including seeking additional funding, combining the projects of Main Street and Archibald, the two additional lanes at the POE causing the need to take some of the park, leading to an Environmental causing a 4 month delay.

Ms. FitzGerald informed the board about ADOT's support of the pre-pass for San Luis II and how this may help in the future with the problems of inspections at the San Luis POE II.

Agenda Item was discussion only. No action was required

X. RESOLUTION 135 SUPPORTING POV's AT SAN LUIS II COMMERCIAL POE

Executive Director, Charlene FitzGerald, recapped the resolution and the support for development of the San Luis II Commercial Port of Entry for use by POV's.

Supervisor Greg Ferguson questioned San Luis Councilmember Joe Harper if the San Luis City Council has approved a resolution. Councilmember Joe Harper stated yes and recapped the problems with delays at the POE I.

United States Customs and Border Patrol, Chris Leon, discussed the traffic increase of the POV's and how statistically it has risen 500,000 vehicles per year which is a 22% increase and will continue to increase in the future years.

Ms. FitzGerald mentioned to the board the need for the Presidential Permit and a Feasibility Study in order to move forward with the development of the POE II for POV's. YMPO will work with CBP and others on a committee to develop an action plan.

MOTION:
Supervisor Greg Ferguson motioned to approve Resolution #135.
Supervisor Russell McCloud seconded the motion.
VOTE:
The vote on motion was unanimous

XI. UPWP FY 2015 AMENDMENT 1

Executive Director, Charlene FitzGerald, stated the reasons for the amendment number 1 and pointed out the additional funding sources for Mobility Management that was recapped in a handout staff report provided to the board.

Supervisor Greg Ferguson questioned the Mobility Manager's position description. Ms. FitzGerald recapped the position description and staff is working on developing a scope of work that all the MPO/COGs are staffing these positions.

MOTION:
Deputy Mayor Cody Beeson motioned to approve Amendment 1 of the FY 2015 UPWP.

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Councilmember Joe Harper seconded the motion.
VOTE:
The vote on motion was unanimous

XII. EXECUTIVE DIRECTOR'S REPORT / SUMMARY OF CURRENT EVENTS / BOARD MEMBER REPORT & COMMENTS

A. STAFF REPORTS
B. TAC MINUTES - DRAFT
C. CONFERENCE UPDATES
D. TRANSIT SHORT RANGE PLAN
E. I-11 CORRIDOR STUDY
F. RTAC
G. BORDER PROJECTS

XIII. FUTURE AGENDA ITEMS

A. CONSULTING FIRM SELECTION APPROVAL TO UPDATE THE RCMP 2016-AUG
B. YMPO ATTORNEY RESPONSES AND SELECTION-AUG
C. EXECUTIVE DIRECTOR'S REVIEW-AUG
D. ADOT DE PRESENTATIONS – AUGUST
E. ADOT FREIGHT CORRIDORS -AUGUST
F. ADOT FREIGHT PLAN-AUGUST
G. ADOT STB MEMBER INTRODUCTION - AUGUST
H. STAKEHOLDER PRESENTATIONS YRSTSP CONSULTANT-SEPT/OCT
I. YMPO LEASE RENEWEL OR RELOCATION-SEPT
J. PERSONNEL POLICY-A.S.R.S-SEPT
K. YMPO STRATEGIC PLAN AND VISION FOR THE FUTURE-NOV/DEC
L. 5310 2014 AWARDS AND MOBILITY MANAGEMENT EFFORTS, VOLUNTEER PROGRAM-OCT/NOV
M. 2014 AUDIT-NOV/DEC

Executive Director Charlene FitzGerald informed the board of some changes regarding the future agenda items. Ms. FitzGerald stated the Executive Director Review may need to be moved to September due to a full agenda in August. There would be a future agenda item for the AZTA Transit Board Seat, request for hosting the State Board Transportation meeting for calendar year 2015.

XIV. EXECUTIVE SESSION

No items presented.

XV. RECONVENE TO PUBLIC MEETING

No items presented.

XVI. PROGRESS REPORTS

A. **Statewide Arizona/Sonora Mega Region Developing and Brainstorming for August League Conference Call,** May 19, Charlene FitzGerald participated
B. **YMPO Trans Cad Training,** May 20, Charlene FitzGerald, Charles Gutierrez, and Chona Medel attended.
C. **Insurance Quotes with Montoya,** May 20, Charlene FitzGerald and Chona Medel attended.
D. **I11 Intermountain Corridor and Stakeholders Meeting,** May 21, Charlene FitzGerald participated.

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E. **YMPO ESTIP Training,** May 22, Charles Gutierrez, Chona Medel, Melissa Ramos attended.
F. **YPG luncheon for Richard Martins Retirement,** May 21, Charles A. Gutierrez and Charlene FitzGerald attended
G. **YMPO Executive Board Meeting,** May 29, Charles A. Gutierrez, Charlene FitzGerald, and Chona Medel attended
H. **YCIPTA Short Range Transit Plan TAC Meeting,** June 3, Charlene FitzGerald attended
I. **MPO/COG Director Meeting,** June 4, Charlene FitzGerald attended
J. **YMPO Regional Strategic Transportation Safety Plan,** June 4, Charles A. Gutierrez attended
K. **Arizona Annual Town Hall,** June 5, Charlene FitzGerald attended
L. **HSIP webinar,** June 9, Charlene FitzGerald participated
M. **Yuma Regional Strategic Transportation Safety Plan Ranking,** June 9, Charlene FitzGerald attended
N. **ADOT Statewide Freight Plan Meeting,** June 10, Charlene FitzGerald attended
O. **PEA FHWA Webinar,** June 11, Charlene FitzGerald participated
P. **5310/Mobility Management,** June 12, Charlene FitzGerald and Melissa Ramos attended.
Q. **Arizona Mexico Commission Summer Plenary,** June 19, Charlene FitzGerald attended
R. **AZTA Annual Strategic Planning,** June 20, Charlene FitzGerald attended
S. **NPRM on Performance Webinar,** June 24, Charlene FitzGerald participated

Executive Director Charlene FitzGerald informed the board she would be trying to incorporate all progress reports to follow the same format. She will be working on this item in the future.

XVII. ADJOURNMENT

MOTION:
Mr. Scott Omer motioned to adjourn at 2:51pm.
Councilmember Edward Thomas seconded the motion.
VOTE:
The vote on motion was unanimous

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Minutes prepared by:

Chona Medel
Accountant II

Minutes reviewed to form by:

Charlene FitzGerald, Executive Director
Yuma Metropolitan Planning Organization

Minutes adopted in regular session
On August 28, 2014

Paul Soto, Chairman
YMPO Executive Board

Yuma Metropolitan Planning Organization
Profit & Loss Budget Performance
June 2014

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	Jun 14	Jul '13 - Jun 14	YTD Budget	% of Budget	Changes	
Ordinary Income/Expense						
Income						
4000 · ADOT Grant						
4001 · PL	72,039.44	189,319.66	264,633.00	71.54%		
4002 · SPR	0.00	293,938.13	293,938.00	100.0%		
4003 · HSIP	0.00	0.00	300,000.00	0.0%		
4000 · ADOT Grant - Other	0.00	0.00	0.00	0.0%		
Total 4000 · ADOT Grant	72,039.44	483,257.79	858,571.00	56.29%		
4010 · FTA Grant						
4020 · 5303	0.00	78,217.78	82,914.00	94.34%		
4021 · 5304	3,750.79	71,344.00	71,344.00	100.0%		
Total 4010 · FTA Grant	3,750.79	149,561.78	154,258.00	96.96%		
4050 · ADEQ Grant	10,000.00	10,000.00	10,000.00	100.0%		
4051 · 5310 Saguaro Contibutions	0.00	12,667.17				
4200 · YMPO UPWP Dues	0.00	61,368.99	77,940.00	78.74%		
4400 · Interest Income	807.96	4,458.76				
4600 · Charges for Services						
4904 · Traffic Count Revenue	0.00	9,608.00	9,608.00	100.0%		
Total 4600 · Charges for Services	0.00	9,608.00	9,608.00	100.0%		
4700 · Other Revenue						
4790 · Other Income	937.68	53,172.52	45,156.00	117.75%		
4907 · Misc Revenue	0.00	8,838.00				
4700 · Other Revenue - Other	0.00	0.00	0.00	0.0%		
Total 4700 · Other Revenue	937.68	62,010.52	45,156.00	137.33%		
Total Income	87,535.87	792,933.01	1,155,533.00	68.62%		
Gross Profit	87,535.87	792,933.01	1,155,533.00	68.62%		
Expense						
5110 · Payroll Expenses						
5111 · Fringe Benefits	1,647.38	24,319.33	15,096.89	161.09%	(14,463.11)	1
5112 · Part Time Staff-Salaries	976.14	25,389.89	56,741.00	44.75%		
5113 · Full Time Staff-Salaries	20,713.60	286,454.32	319,156.00	89.75%		
5114 · 401K Employer Portion	681.20	10,613.74	10,613.74	100.0%	10,613.74	1
5115 · Health Insurance-ER Portion	2,550.00	31,809.66	37,200.00	85.51%		
5116 · ASRS	0.00	12,190.74	39,000.00	31.26%		
5117 · Workman's Comp Insurance	0.00	1,178.00	1,178.00	100.0%		
5118 · FUTA Payroll Expense	5.85	454.74	718.46	63.29%		
5119 · AZ SUI Expense	958.12	2,522.80	2,522.80	100.0%	2,522.80	1
5120 · Life Insurance	0.00	366.75	351.00	104.49%		
5121 · Employer Long Term Disability	0.00	1,056.57	1,056.57	100.0%	1,056.57	1
5122 · Payroll Other	0.00	270.00	270.00	100.0%	270.00	1
5110 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%		
Total 5110 · Payroll Expenses	27,532.29	396,626.54	483,904.46	81.96%		
5123 · Consulting Services	4,489.52	111,578.65	429,677.00	25.97%		
5124 · Staff Training/Education	0.00	1,462.34	5,000.00	29.25%		
5125 · Audit and Accounting	0.00	47,114.91	55,881.00	84.31%		

Yuma Metropolitan Planning Organization
Profit & Loss Budget Performance
June 2014

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	Jun 14	Jul '13 - Jun 14	YTD Budget	% of Budget	Changes	
5126 · Payroll Processing Fees	127.43	4,114.00	4,000.00	102.85%		
5131 · Data Process, Software, Hardwar	0.00	376.33	1,000.00	37.63%		
5132 · Furniture and Equipment	0.00	6,238.82	6,238.82	100.0%		
5140 · Legal	44.25	3,287.00	6,000.00	54.78%		
5151 · Building, Contents Insurance	0.00	4,537.21	5,000.00	90.74%		
5152 · Equipment Maintenance	303.39	728.45	1,150.00	63.34%		
5153 · Office Supplies	350.45	4,352.97	7,200.00	60.46%		
5154 · Postage	0.00	563.22	800.00	70.4%		
5155 · Printing	0.00	397.23	2,969.57	13.38%		
5156 · Professional Dues	0.00	16,601.00	17,052.00	97.36%		
5157 · Publications, Subscriptions	197.60	1,498.52	4,500.00	33.3%		
5158 · Registration Fees	0.00	3,200.00	6,000.00	53.33%		
5159 · Special Meetings	0.00	2,139.47	2,139.47	100.0%		
5160 · Telecommunications	1,116.44	9,440.96	11,000.00	85.83%		
5162 · Vehicle Insurance	0.00	5,188.21	7,000.00	74.12%		
5163 · Vehicle Maint., Repairs, Parts	63.79	3,784.83	4,500.00	84.11%		
5164 · YMPO Memberships & Dues	0.00	1,986.71	3,700.00	53.7%		
5165 · Finance Charges and Interest	195.00	916.29	1,000.00	91.63%	302.00	2
5166 · Website Maintenance	0.00	1,851.12	1,851.12	100.0%		
5167 · Miscellenous Consumables	28.39	6,599.92	7,000.00	94.29%	7,000.00	2
5168 · Recruitment Employee	0.00	159.50	159.50	100.0%	159.50	2
5169 · Miscellaneous-Expense	0.00	1,895.57	1,895.57	100.0%	1,895.57	2
5170 · Materials and Supplies	1,267.74	4,204.85	4,339.56	96.9%	500.00	2
5171 · Alarm System	0.00	367.00	497.00	73.84%		
5172 · Lease	2,792.56	28,848.61	33,000.00	87.42%		
5173 · Electric Bill	761.00	5,693.20	7,244.00	78.59%		
5174 · Grounds Maintence	190.00	2,050.00	2,336.00	87.76%	(364.00)	4
5175 · Janitorial	437.93	4,540.31	4,550.00	99.79%	450.00	3
5179 · Office Building Repairs	0.00	592.33	550.00	107.7%	(550.00)	3
5180 · Office Water	48.12	627.93	675.00	93.03%	100.00	3
5181 · Pest Control	0.00	364.00	364.00	100.0%	364.00	4
5182 · Sewer & Water	66.88	852.60	1,400.00	60.9%		
5190 · Travel - Local & Outside County	1,657.40	13,713.41	14,142.93	96.96%	(9,857.07)	2
5191 · Travel- Local Fuel Charges	262.13	3,093.20	9,816.00	31.51%		
Total Expense	41,932.31	701,587.21	1,155,533.00	60.72%	-	
Net Ordinary Income	45,603.56	91,345.80	0.00	100.0%		
Net Income	**45,603.56**	**91,345.80**	**0.00**	**100.0%**		

NOTE: LINE ITEM BUDGET CHANGES

1. Fringe Benefits were spread out into individual catagories to have a better accounting therefore need to take from the budgetary line item Fringe (account #5111) and spread it out into the respective accounts

2 Miscellenous consumbles, Employee Recruitement, Miscellaenous Expenses, and Material and Supplies were taken from the travel budget $9,857.07

3. Janitorial and Office Water were taken from office building repairs due to amount overage

4. Pest control was seperated and was included in grounds maintenance.

Yuma Metropolitan Planning Organization
Profit & Loss Budget Performance
July 2014

DRAFT

	Jul 14	YTD	YTD Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · ADOT Grant				
4001 · PL	0.00	0.00	264,633.00	0.0%
4002 · SPR	0.00	0.00	293,938.00	0.0%
4003 · HSIP	0.00	0.00	0.00	0.0%
Total 4000 · ADOT Grant	0.00	0.00	558,571.00	0.0%
4010 · FTA Grant				
4020 · 5303	0.00	0.00	82,914.00	0.0%
4021 · 5304	0.00	0.00	71,344.00	0.0%
Total 4010 · FTA Grant	0.00	0.00	154,258.00	0.0%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
4200 · YMPO UPWP Dues	0.00	0.00	61,369.00	0.0%
4600 · Charges for Services				
4904 · Traffic Count Revenue	0.00	0.00	9,608.00	0.0%
Total 4600 · Charges for Services	0.00	0.00	9,608.00	0.0%
4700 · Other Revenue	0.00	0.00	61,866.00	0.0%
Total Income	0.00	0.00	855,672.00	0.0%
Gross Profit	0.00	0.00	855,672.00	0.0%
Expense				
5110 · Payroll Expenses				
5111 · Fringe Benefits	1,810.98	1,810.98	26,646.00	6.8%
5112 · Part Time Staff-Salaries	3,249.46	3,249.46	56,883.00	5.71%
5113 · Full Time Staff-Salaries	20,578.80	20,578.80	319,156.00	6.45%
5114 · 401K Employer Portion	681.20	681.20		
5115 · Health Insurance-ER Portion	2,835.00	2,835.00	36,327.00	7.8%
5116 · ASRS	0.00	0.00	43,395.00	0.0%
5117 · Workman's Comp Insurance	892.00	892.00	873.00	102.18%
5118 · FUTA Payroll Expense	19.50	19.50		
5120 · Life Insurance	137.20	137.20		
5121 · Employer Long Term Disability	289.26	289.26		
5110 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total 5110 · Payroll Expenses	30,493.40	30,493.40	483,280.00	6.31%
5123 · Consulting Services	0.00	0.00	129,677.00	0.0%
5124 · Staff Training/Education	0.00	0.00	5,000.00	0.0%
5125 · Audit and Accounting	0.00	0.00	55,881.00	0.0%
5126 · Payroll Processing Fees	315.37	315.37	4,000.00	7.88%
5131 · Data Process, Software, Hardwar	0.00	0.00	1,000.00	0.0%

Yuma Metropolitan Planning Organization
Profit & Loss Budget Performance
July 2014

DRAFT

	Jul 14	YTD	YTD Budget	% of Budget
5132 · Furniture and Equipment	0.00	0.00	6,119.00	0.0%
5140 · Legal	1,118.25	1,118.25	6,000.00	18.64%
5151 · Building, Contents Insurance	0.00	0.00	5,000.00	0.0%
5152 · Equipment Maintenance	0.00	0.00	1,150.00	0.0%
5153 · Office Supplies	181.21	181.21	7,200.00	2.52%
5154 · Postage	0.00	0.00	800.00	0.0%
5155 · Printing	0.00	0.00	3,000.00	0.0%
5156 · Professional Dues	377.00	377.00	17,052.00	2.21%
5157 · Publications, Subscriptions	-21.72	-21.72	4,500.00	-0.48%
5158 · Registration Fees	1,557.70	1,557.70	6,000.00	25.96%
5159 · Special Meetings	0.00	0.00	1,500.00	0.0%
5160 · Telecommunications	611.29	611.29	11,000.00	5.56%
5162 · Vehicle Insurance	0.00	0.00	7,000.00	0.0%
5163 · Vehicle Maint., Repairs, Parts	1,272.05	1,272.05	7,272.00	17.49%
5164 · YMPO Memberships & Dues	0.00	0.00	3,700.00	0.0%
5165 · Finance Charges and Interest	-83.41	-83.41	698.00	-11.95%
5166 · Website Maintenance	66.00	66.00	800.00	8.25%
5167 · Miscellenous Consumables	53.61	53.61		
5170 · Materials and Supplies	10.33	10.33	3,472.00	0.3%
5171 · Alarm System	93.00	93.00	497.00	18.71%
5172 · Lease	2,156.18	2,156.18	33,000.00	6.53%
5173 · Electric Bill	906.06	906.06	7,244.00	12.51%
5174 · Grounds Maintence	160.00	160.00	2,700.00	5.93%
5175 · Janitorial	300.00	300.00	4,100.00	7.32%
5179 · Office Building Repairs	0.00	0.00	1,100.00	0.0%
5180 · Office Water	0.00	0.00	575.00	0.0%
5182 · Sewer & Water	71.30	71.30	1,400.00	5.09%
5190 · Travel - Local & Outside County	187.82	187.82	24,000.00	0.78%
5191 · Travel- Local Fuel Charges	613.63	613.63	9,955.00	6.16%
Total Expense	40,439.07	40,439.07	855,672.00	4.73%
Net Ordinary Income	-40,439.07	-40,439.07	0.00	100.0%
Net Income	**-40,439.07**	**-40,439.07**	**0.00**	**100.0%**

Yuma Metropolitan Planning Organization

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Local Governments and Citizens Working Together

To: Charlene FitzGerald, Executive Director

From: Charles A. Gutierrez, Senior Planning Manager

Date: August 14, 2014

Subject: **Staff Report August 28, 2014 Executive Board Meeting**

Transportation Improvement Plan (TIP) Amendment #3

ADOT has asked the YMPO to change the amount of the Loan for the SAN-12-08C: Ave E Widening project in the San Luis Region due to Construction Cost savings. The amount of the current approved loan amount is $1,055,136. The new amount will be $344,267. ADOT final determination of construction costs came in with a cost saving of $710,869 savings. ADOT is requesting the loan amount be reduced to the $344,267. The amount for the loan is now Fed: $344,267, Local: $20,809, Total: $365,076.

TIP YEAR/NO	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	FUNCTIONAL CLASSIFICATION	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2014	**FISCAL YEAR 2014**												
SOM-14-02D	City of Somerton	Hwy 95 Pavement Preserv.	Hwy 95; Avenue D to Avenue G	2.5	Design - Pavement Preservation	Princial Arterial	4	4	STP	$75,000	$4,533		$79,533
WEL-14-01D	Town of Wellton	Coyote Wash Multiuse Path	Los Angeles Avenue (Old Hwy 80)	0.1	Project Assessment-Multiuse Path Extension	Urban Minor	2	3	STP	$115,000	$6,951		$121,951
WEL-14-01D	Town of Wellton	Coyote Wash Multiuse Path	Los Angeles Avenue (Old Hwy 80)	0.1	ADOT FEE	Urban Minor	2		STP	$10,000	$604		$10,604
YC-14-01C	Yuma County	Cty 14th St: Overlay	County 14th St: Ave 3E to Ave A	3	Construction Overlay	Urban Collector	2	2	STP	$1,342,951	$81,175		$1,424,126
COC-12-11C	Cocopah Indian Tribe	Chapay St. Improvement	Chapay St-North Reservation	0.5	Construction-Pave Existing Dirt Road	N/A	2	2	PLHD	$230,000	$0	$141,529	$371,529
SAN-12-08C	City of San Luis	Avenue E Widening	County 25th to SR195	2.0	Construction - Rdwy Widening	Minor Arterial			CBI	$2,468,600	$149,215		$2,617,815
SAN-12-08C	City of San Luis	Avenue E Widening	County 25th to SR195	2.0	Construction - Rdwy Widening	Minor Arterial			STP	$344,267	$20,809		$365,076
SOM-TE-02	City of Somerton	Main Street: Somerton to Bingham-Somerton	South side of US95 (MP 12.05 to 12.3)	0.25-0.33	Construction				STP	$228,369	$13,804		$242,173
	LTAP								STP	$5,000			$5,000
	TOTAL FOR 2014									**$5,530,055**	**$320,062**	**$141,529**	**$5,991,646**
2015	**FISCAL YEAR 2015**												
WEL-14-01D	Town of Wellton	Coyote Wash Multiuse Path	Los Angeles Avenue (Old Hwy 80)	0.1	Design - Multiuse Path Extension	Urban Minor	2	3	STP	$313,310	$18,938		$332,248
SOM-14-02C	City of Somerton	Hwy 95 Pavement Preserv.	Hwy 95; Avenue D to Avenue G	2.5	Construction - Pavement Preservation	Princial Arterial	4	4	STP	$513,309	$31,027		$544,336
YU-12-10C	City of Yuma	Ave 3E to Araby Rd	Ave 3E to Hwy 95 to Araby Rd	4	Construction Widening-3E: I-8 to US95 Overlay-US95: 3E to Araby Rd	Urban Principal Arterial	2	4	STATE STP	$4,200,000	$253,871		$4,453,871
	LTAP								STP	$5,000			$5,000
	TOTAL FOR 2015									**$5,031,619**	**$303,836**		**$5,335,455**
2016	**FISCAL YEAR 2016**												
COY-16-01	City of Yuma	4th Ave. Widening & Improvements	4th Avenue; 32nd St to 40th St	1	Widening: Construction	Urban Minor	2	3	STP	$967,206	$58,463		$1,025,669
YC-13-02C	Yuma County	Somerton Ave & Cty 18th St Intersection Improvement	Somerton Ave and County 18th St		Construction	Local Road	2	2	HSIP	$497,051	$30,044		$527,095
	LTAP								STP	$5,000			$5,000
	TOTAL FOR 2016									**$1,469,257**	**$88,508**	**$0**	**$1,557,765**
2017	**FISCAL YEAR 2017**												
YC-17-01C	Yuma County	North Frontage Road	Fortuna Road to Foothills Blvd	2	Construction	Urban Major Collector	2	2	STP	$967,206	$58,463		$1,025,669
	LTAP								STP	$5,000			$5,000
	TOTAL FOR 2017									**$972,206**	**$0**	**$0**	**$972,206**
2018	**FISCAL YEAR 2018**												
YC-18-01C	Yuma County	County 14th Street	Ave. A to Ave. D	3	Overlay	Urban Collector/Rural Major Collector	2	2	STP	$832,206	$50,303		$882,509
SOM-18-01D	City of Somerton	Cesar Chavez Ave (Ave F)	Cano St. to Fulton St.	0.5	Design	Urban Major Collector	2	3	STP	$168,891	$10,209		$179,100
SAN-12-07C	City of San Luis	Juan Sanchez Blvd Improvemer	US95 to Avenue E-1/2	4	Construction	Urban Minor Arterial	2	4					$0
	LTAP								STP	$5,000			$5,000
	TOTAL FOR 2018									**$1,006,097**	**$60,512**	**$0**	**$1,066,609**
	TOTAL FOR FOUR YEAR PROGRAM									**$13,003,137**	**$712,406**	**$141,529**	**$13,857,072**
TIP YEAR/NO	**PROJECT SPONSOR**	**PROJECT NAME**	**PROJECT LOCATION**	**LENGTH**	**TYPE OF IMP - WK - STRU**	**FUNCTIONAL CLASSIFICATION**	**LANES BEFORE**	**LANES AFTER**	**FED AID TYPE**	**FEDERAL FUNDS**	**LOCAL MATCH**	**OTHER FUNDS**	**TOTAL COST**
2019	**FISCAL YEAR 2019**												

BRIDGE PROJECTS				Str#									
COY-BR-01	City of Yuma	Bridge Replacement	South Gila Canal at Avenue 7E		Construction				BR	$120,000	$30,000		$150,000
SOM-BR-02	City of Somerton	Bridge Replacement	Co. 17th St. at Somerton Ave		Design/Construct				BR	$283,000	$17,000		$300,000
YC-BR-03D	Yuma County	Bridge Replacement	Co. 19th St. (F1/2) Main Drain	9271	Design				BR	$150,000	$9,067		$159,067
YC-BR-03C	Yuma County	Bridge Replacement	Co. 19th St. (F1/2) Main Drain	9271	Construction				BR	$1,000,000	$60,445	$222,105	$1,282,550
YC-BR-03	Yuma County	Bridge Rehabilitation	Old Hwy 80 & Avenue 30-1/2	8424	Construction				BR	$1,000,000	$60,445	$20,000	$1,080,445
YC-BR-04D	Yuma County	Bridge Replacement	Co. 12th St & Ave D	8368	Design				BR	$200,000	$12,089		$212,089
YC-BR-04C	Yuma County	Bridge Replacement	Co. 12th St & Ave D	8368	Construction				BR	$800,000	$48,356		$848,356
	Bridge Project Total									**$3,553,000**	**$237,402**	**$242,105**	**$4,032,507**
Transportation Enhancements													
SOM-TE-02	City of Somerton	Main Street: Somerton to Bingham-Somerton	South side of US95 (MP 12.05 to 12.3)	0.25-0.33	Construction				TE 15	$92,532	$5,594		$98,126
COY-TE-04C	City of Yuma	Yuma East Wetlands/Shared Use Pathway	Quechan Dr. Brdg Ave 2E	1.5	Construction				TE 17	$411,960	$24,901		$436,861
SOM-TE-05D	City of Somerton	Somerton Canal Multi-Use Pathway	US 95 to County 17th St	1.0	Design				TE 17	$66,455	$4,017		$70,472
SOM-TE-05C	City of Somerton	Somerton Canal Multi-Use Pathway	US 95 to County 17th St	1.0	Construction				TE 17	$645,955	$39,045		$685,000
COY-TE-06D	City of Yuma	West Main Canal Multi-use Pathway	1st St. along Main Canal -south to West Main canal - West to Ave. B	1.0	Design				TE 18	$128,759	$7,783		$136,542
COY-TE-06C	City of Yuma	West Main Canal Multi-use Pathway	1st St. along Main Canal -south to West Main canal - West to Ave. B	1.0	Construction				TE 18	$553,266	$33,442		$586,708
SOM-TE-07D	City of Somerton	Cesar Chavez Multi-Use Pathway	Cesar Chavez Ave. (Ave. F) from US95 to Madison St.	1.0	Design				TE 18	$56,422	$3,410		$59,832
SOM-TE-07C	City of Somerton	Cesar Chavez Multi-Use Pathway	Cesar Chavez Ave. (Ave. F) from US95 to Madison St.	1.0	Construction				TE 18	$643,379	$38,889		$682,268
COY-TE-08D	City of Yuma	Fourth Ave Gateway	B-8 from Stateline (MP 0) to 1st St. (MP 0.28)	0.3	Scoping/Environmental				TE 18	$76,383	$4,617		$81,000
COY-TE-08D	City of Yuma	Fourth Ave Gateway	B-8 from Stateline (MP 0) to 1st St. (MP 0.28)	0.3	ADOT Prelimiary FEE				TE 18		$5,000		$5,000
COY-TE-08D	City of Yuma	Fourth Ave. Gateway	B-8 from Stateline (MP 0) to 1st St. (MP 0.28)	0.3	Design				TE 18	$154,180	$9,320		$163,500
COY-TE-08C	City of Yuma	Fourth Ave. Gateway	B-8 from Stateline (MP 0) to 1st St. (MP 0.28)	0.3	Construction				TE 18	$519,437	$31,507	$1,816	$552,760
	TOTAL TE Projects									**$3,348,728**	**$207,525**	**$1,816**	**$3,558,069**

O & M 2014													
	PROJECTED MAINTENANCE EXPENDITURES		**Note: YU-18-01C - County 14th Street will require loan form to FY 2017 of $500,000 to fund project in FY2018**										
	Jurisdiction	**Projected FY 2014**											
	City of Yuma	$7,160,639				YMPO TAC Recommended	8/14/2014						
	Yuma County	$6,133,193				YMPO EX. BD. Approved							
	City of San Luis	$822,000											
	City of Somerton	$45,000											
	Town of Wellton	$23,000											
	Total	$14,183,832											

Yuma Metropolitan Planning Organization

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Local Governments and Citizens Working Together

DATE: August 18, 2014

TO: Executive Board

FROM:YMPO Staff

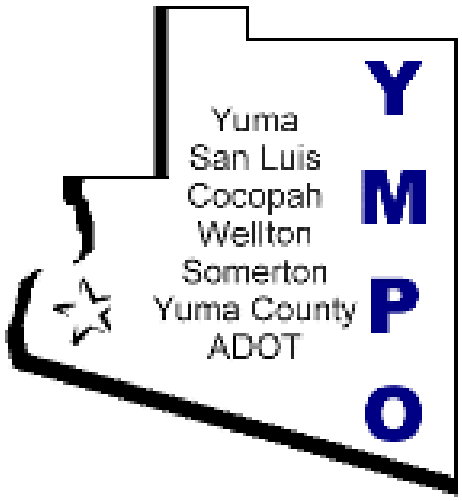
RE: 2014 YMPO Title VI Report

The YMPO 2014 Title VI is required report on the Title VI populations within the YMPO Region. This report is required to be maintained by the FHWA and FTA if the YMPO receive federal dollars. The report is required and submitted to ADOT every year. This report needs to be approval by the YMPO Executive Board.

The 2014 Title VI Report has been updated with the latest population and census information. The report also includes an overview of what work the YMPO has done in the last year.

YUMA METROPOLITAN PLANNING ORGANIZATION

TITLE VI REPORT



NONDISCRIMINATION

IN

FEDERALLY ASSISTED PROGRAMS

July 2014

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TITLE VI REPORT

I. INTRODUCTION

This report covers the Title VI nondiscrimination in Federally Assisted Programs Implementation and Review program of the Yuma Metropolitan Planning Organization (YMPO). The report includes a description of the YMPO planning area, a statistical breakdown of the communities in the planning area, the YMPO organizational chart and composition of advisory boards and committees, the public involvement process, a summary of project effects and benefits, a summary of lawsuits alleging discrimination, a listing of federal assistance programs, and assurances.

II. YMPO ASSURANCES

GENERAL ASSURANCE

The Yuma Metropolitan Planning Organization HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the Arizona Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) of the Regulations, a copy of which is attached.

SPECIFIC ASSURANCES

More specifically and without limiting the above general assurance, the Yuma Metropolitan Planning Organization hereby gives the following specific assurances with its Federal Aid Highway and Federal Transit Program.

CERTIFICATION

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Yuma Metropolitan Planning Organization by the Department of Transportation under the Federal Aid Highway Program and Federal Transit Program and is binding on it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in the interest and other participants in the Federal Aid Highway and Transit Programs.

A. That the Recipient agrees that each "Transportation program" and each facility as defined in 49 CFR 21.23(b) and (e) and the Civil Rights Restoration Act of 1987, will be (with regard to a "program" or activity) conducted, or will be (with regard to a "facility") operated in compliance with all

nondiscriminatory requirements imposed by, or pursuant to, the Regulations and this agreement.

B. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all *Federal Aid Highway and Federal Transit Programs* and, in adapted form in all proposals for negotiated agreements:

The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, the Civil Rights Restoration Act of 1987 (Public Law 100.259). Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

C. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.

D. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

E. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

F. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.

G. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under *Federal Aid Highway and Federal Transit Programs;* and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under *Federal Aid Highway and Federal Transit Programs*.

H. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

I. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

J. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any

matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the Federal Aid Highway and Federal Transit Programs and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway and Federal Transit Programs. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Dated_____

Yuma Metropolitan Planning Organization (YMPO)
(Recipient)

by_____
(Signature of Authorized Official)

Attachments
Appendices A, B, C, D, E, F, G

III. YMPO ORGANIZATIONAL STAFFING & PROGRAM ADMINISTRATION

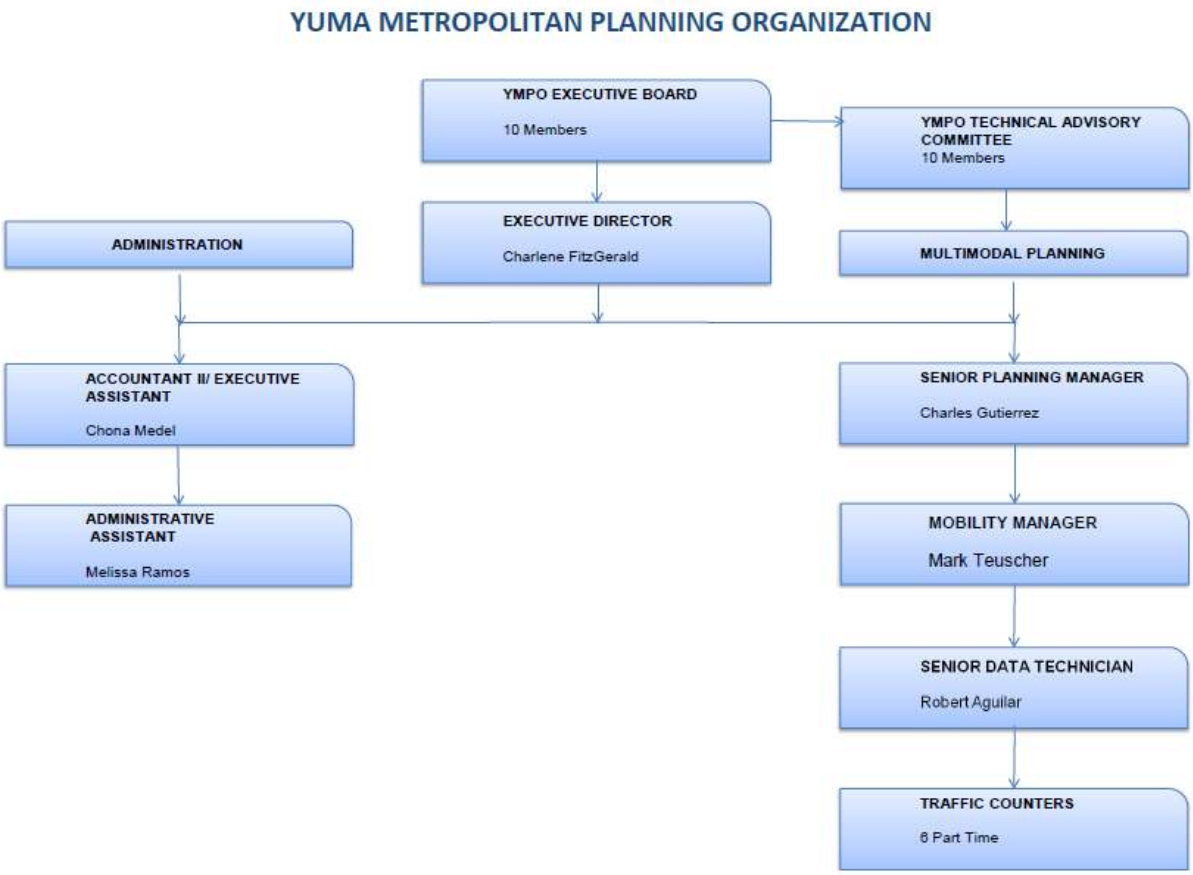
A. General Organization and Staffing

The Yuma Metropolitan Planning Organization (YMPO) has responsibilities for transportation planning in the Yuma County, Arizona area and in the Winterhaven, California area, making the YMPO a bi-state Metropolitan Planning Organization.

The Executive Director of the Yuma Metropolitan Planning Organization is responsible for ensuring the implementation of the YMPO Title VI program. The Executive Director of the YMPO, on behalf of the Executive Board, is responsible for the overall management of the Title VI programs and serves as the Title VI "Chief Officer". The day-to-day administration of the program lies with the Title VI Liaison under direct supervision of the YMPO Executive Director as depicted in Figure 1.

Executive Assistant
502 S. Orange Ave
Yuma, Arizona
ympo@ympo.org
Phone: 928-783-8911
Fax: 928-329-1674

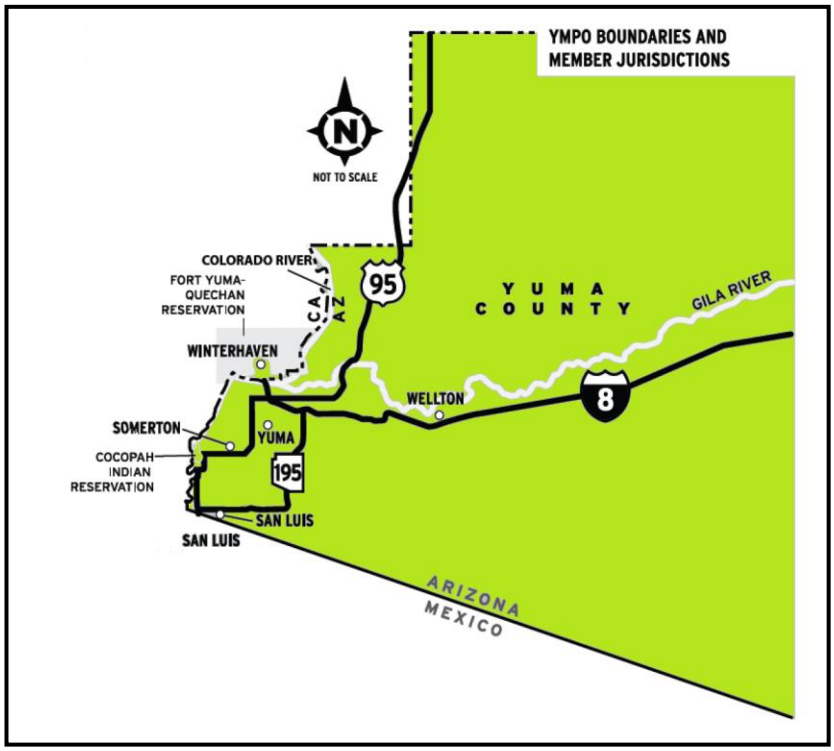
Figure 1: YMPO Organizational Chart



B. YMPO Planning Area

The planning area for the Yuma Metropolitan Planning Organization encompasses all of Yuma County and a portion of California (Figure 2). The boundary of the YMPO covers 5,522 square miles which includes all of Yuma County. The small area of Winterhaven, California covers less than 1% of the total MPO boundary area. This region is approximately 180 miles southwest of the City of Phoenix and 170 miles east of the City of San Diego. The land ownership percentages for Yuma County are 84% Federal, 10.5% Private, 5.3% State of Arizona, and .2% Tribal lands.

Figure 2 : YMPO Area Map



C. Title VI Liaison Responsibilities

The Title VI Liaison is charged with the responsibility for implementing, monitoring, and ensuring YMPO compliance with Title VI regulations, including but not limited to, the following activities.

1. Identify and eliminate discrimination.

2. Prepare a yearly Title VI Report as required per ADOT directives.

3. Conduct Title VI reviews of contractors, consultants, suppliers, and other recipients of Federal Aid Highway and Transit fund contracts administered through the YMPO.

4. Collect statistical data (race, color, sex, age, disability or national origin) of participates in and beneficiaries of Federal Aid Highway and Transit programs.

5. Process the disposition of Title VI complaints received by the YMPO.

6. Develop Title VI and other information for dissemination to the general public and, where appropriate, in languages other than English.

IV. YMPO MEMBERS

A. List of Member Communities

The organization of the YMPO consists of an Executive Board, a Technical Advisory Committee, Citizen Advisory Committees, and a small staff. Member agencies of the YMPO are Yuma County, the cities of Yuma, San Luis, and Somerton, the Town of Wellton, the Cocopah Indian Tribe, and the Arizona Department of Transportation.

B. Statistical Make up of Yuma County

Yuma County has a population of 210,500 [1]and contains 5,522 square miles of land. It is situated on the Colorado River in the southwestern corner of Arizona bordering Mexico. The county's overall population and specific population characteristics of the member agencies are as shown in Tables 1 and 2.

Table 1: YMPO Member Agency Populations

Member Agency	Census 2000 Population	Census 2010 Population	Estimated 2012 Population	Estimated 2014 Population
San Luis	15,322	25,505	31,080	34,319
Somerton	7,464	14,287	14,796	15,318
Wellton	1,829	2,882	2,974	3,067
Yuma	77,515	93,064	94,824	96,327
Unincorporated Areas	58,094	60,013	61,000	61,469
Cocopah Indian Tribe	1,025	817	837	826

Table 2 : 2011 American Community Survey 5- Year Average Demographic Profile

	Percentage of Total Community						
General Characteristic	**San Luis**	**Somerton**	**Wellton**	**City of Yuma**	**Cocopah Indian Community**	**Quechan Indian Community**	**Yuma County**
Male	52.0%	48.2%	47.7%	49.9%	48.3%	51.3%	51.2%
Female	48.0%	51.8%	52.3%	50.1%	51.7%	48.7%	48.8%
Hispanic/Latino (of any race)	94.4%	93.9%	40.1%	55.4%	3.0%	30.2%	60.1%
White	91.0%	92.6%	67.5%	71.9%	43.4%	37.1%	77.5%
Black/African American	1.9%	0.2%	2.3%	4.1%	0.0%	NA	2.8%
Am. Indian/Alaskan Native	1.1%	2.6%	4.2%	2.0%	54.1%	60.3%	2.3%
Poverty	35.4%	26.8%	12.5%	18.1%	33.6%	35.2%	20.8%

[1] Source: U.S. Census Bureau/American Fact Finder. "PEPANNRES: Population Estimate (as of July 1, 2012)." *Annual Estimates of Resident Population April 1, 2010 to July 1, 2012; 2012 Population Estimates*. Web. 30 July 2013 http://factfinder2.cesnsus.gov.

Male and Female Population Concentrations
Within the Yuma Region, 51.2 percent of the population was male and 48.8 percent was female.

Data Sources:
U.S. Census Bureau/American FactFinder. "DP05: Sex by Age." 2007-2011 *American Community Survey 5-Year Estimate*. Web. 18 July 2013 http://factfinder2.census.gov.

Hispanic/Latino (of any race) Population Concentrations
Within the Yuma Region, 60.1 percent of the population identified themselves as Hispanic or Latino. In the communities of San Luis and Somerton, nearly all residents identified themselves as Hispanic or Latino (94.4% and 93.9% respectively). Map 1 displays concentrations of Hispanic/Latino Populations in the Yuma Region. The orange-colored areas show census tracts with high concentrations of Hispanic Latino Populations relative the Yuma County average. 22 (or 40 percent) of the 55 census tracts have concentrations of Hispanic/Latino population greater than the County average.

Data Sources:
U.S. Census Bureau/American FactFinder. "DP05: Hispanic or Latino (of any race)." 2007-2011 *American Community Survey 5-Year Estimate*. Web. 18 July 2013 http://factfinder2.census.gov.

White Population Concentrations
Within the Yuma Region, 77.5 percent of the population classified themselves as White.

Data Sources:
U.S. Census Bureau/American FactFinder. "DP05: Race alone or in combination with one or more races, White." 2007-2011 *American Community Survey 5-Year Estimate*. Web. 18 July 2013 http://factfinder2.census.gov.

Black/African American Population Concentrations
Within the Yuma Region, only 2.8 percent of the population identified themselves as Black or African American. The highest concentration of Black/African American population is located in the City of Yuma. Map 2 indicates the location of those concentrations. Approximately 33 percent (or 18 out of 55 census tracts) had concentrations greater than the County average.

Data Sources:
U.S. Census Bureau/American FactFinder. "DP05: Race alone or in combination with one or more races, Black/African American." 2007-2011 *American Community Survey 5-Year Estimate*. Web. 18 July 2013 http://factfinder2.census.gov.

American Indian/Alaskan Native Population Concentrations
Within the Yuma Region, 2.3 percent of the population was American Indian or Alaskan Native. Not surprisingly, over half of those living the Cocopah and Quechan Indian Communities identify themselves as Native American. However, Somerton and Wellton had larger percentages of Native American populations compared to the County average. Map 3 displays the location of those concentrations. 34 percent (or 19 out of 55 census tracts) had concentrations exceeding Yuma County's average.

Data Sources:
U.S. Census Bureau/American FactFinder. "DP05: Race alone or in combination with one or more races, American Indian/Alaskan Native." 2007-2011 *American Community Survey 5-Year Estimate*. Web. 18 July 2013 http://factfinder2.census.gov.

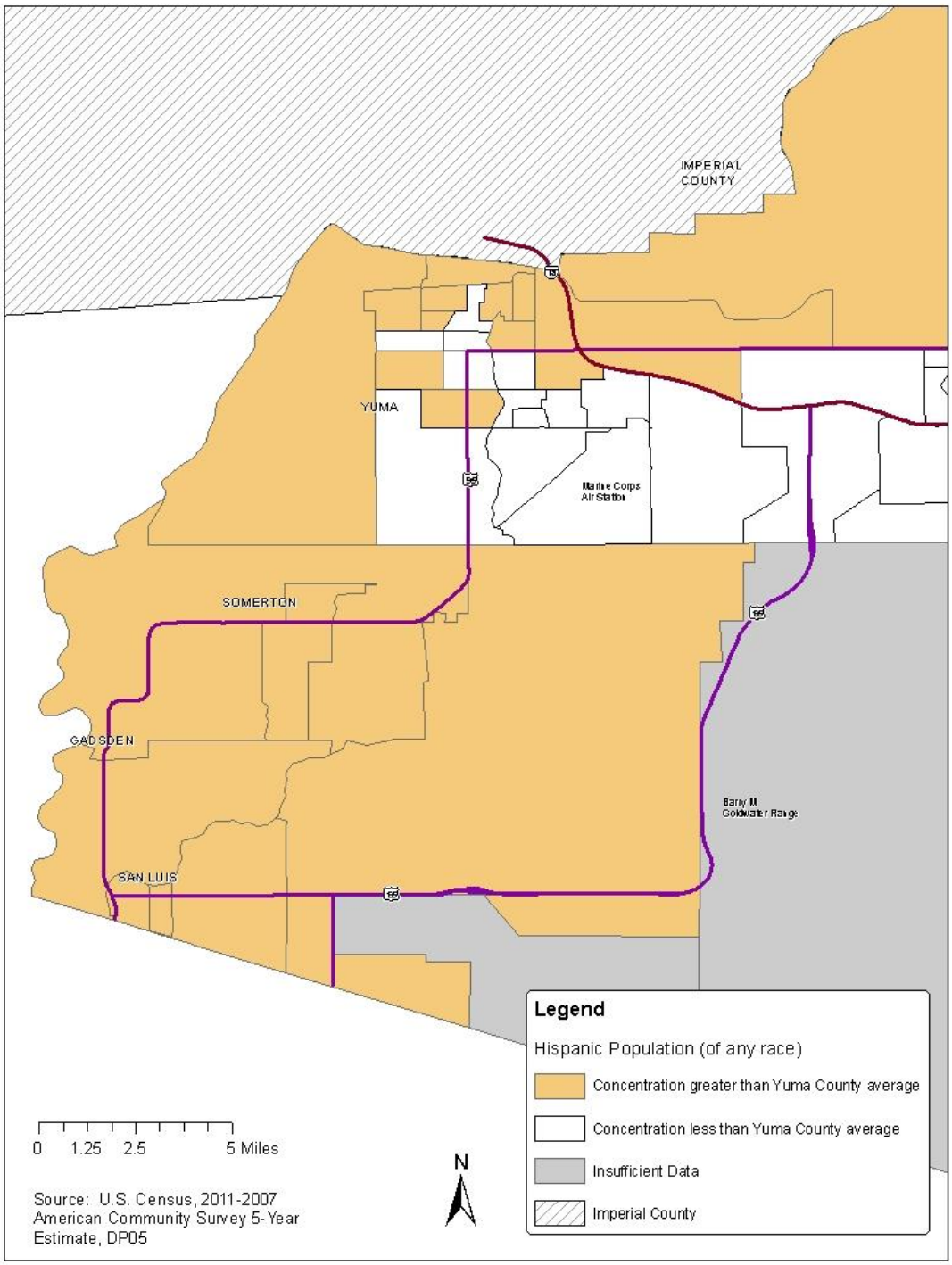
Concentration of those living in Poverty

20.8 percent of those in Yuma County lived below the poverty level in the past 12 months. Only Wellton and the City of Yuma have a smaller percentage of those individuals living in poverty relative to the region. This data represents all individuals not just those in families. Map 4 shows those concentrations in Yuma County. Approximately 38 percent (or 21 out of 55) of all census tracts in the County had greater concentrations of poverty then the Yuma County average.

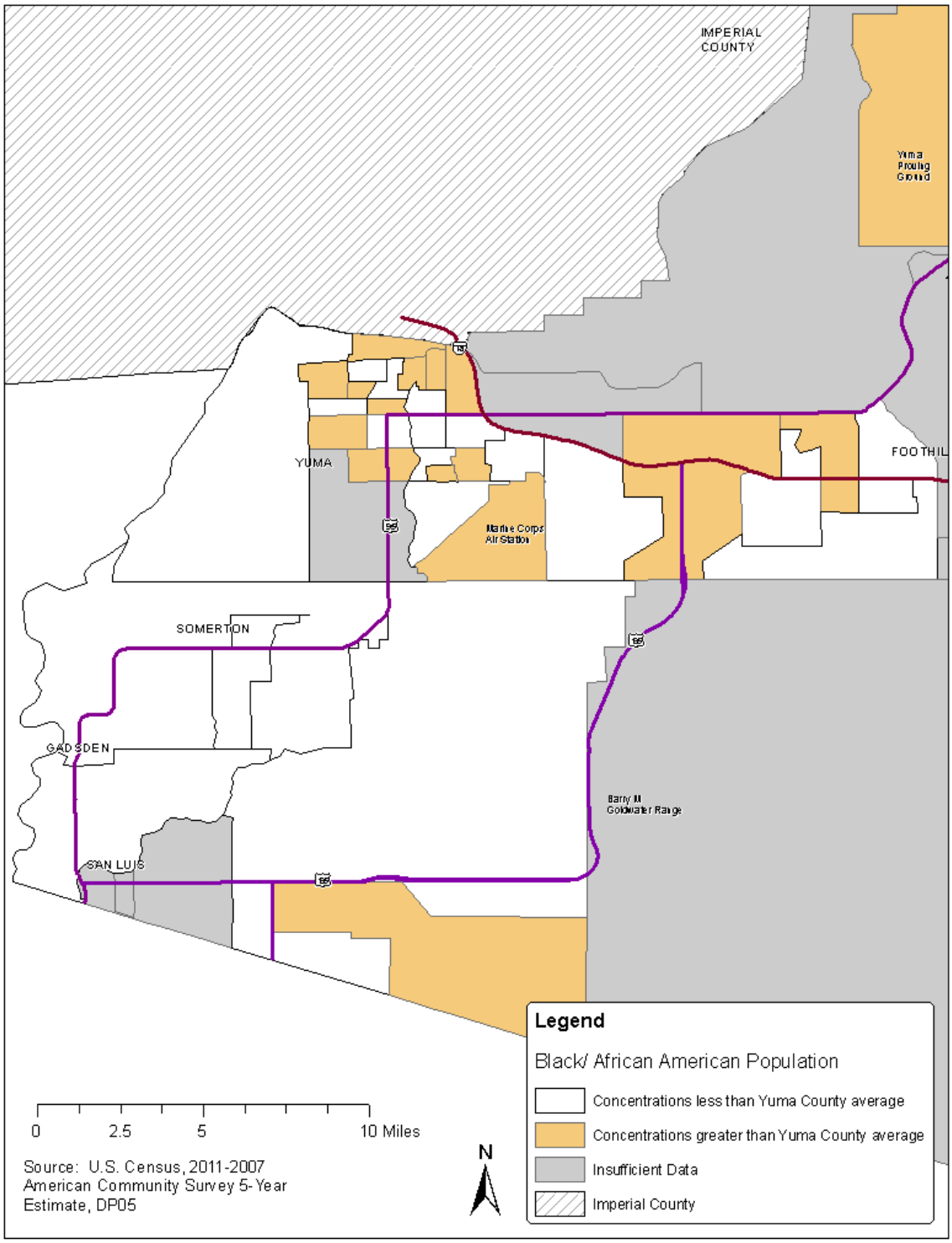
Data Sources:

U.S. Census Bureau/American FactFinder. "DP03: Percentage of families and people whose income in the past 12 months is below the poverty level- All people". 2007-2011 *American Community Survey 5-Year Estimate*. Web. 18 July 2013 http://factfinder2.census.gov.

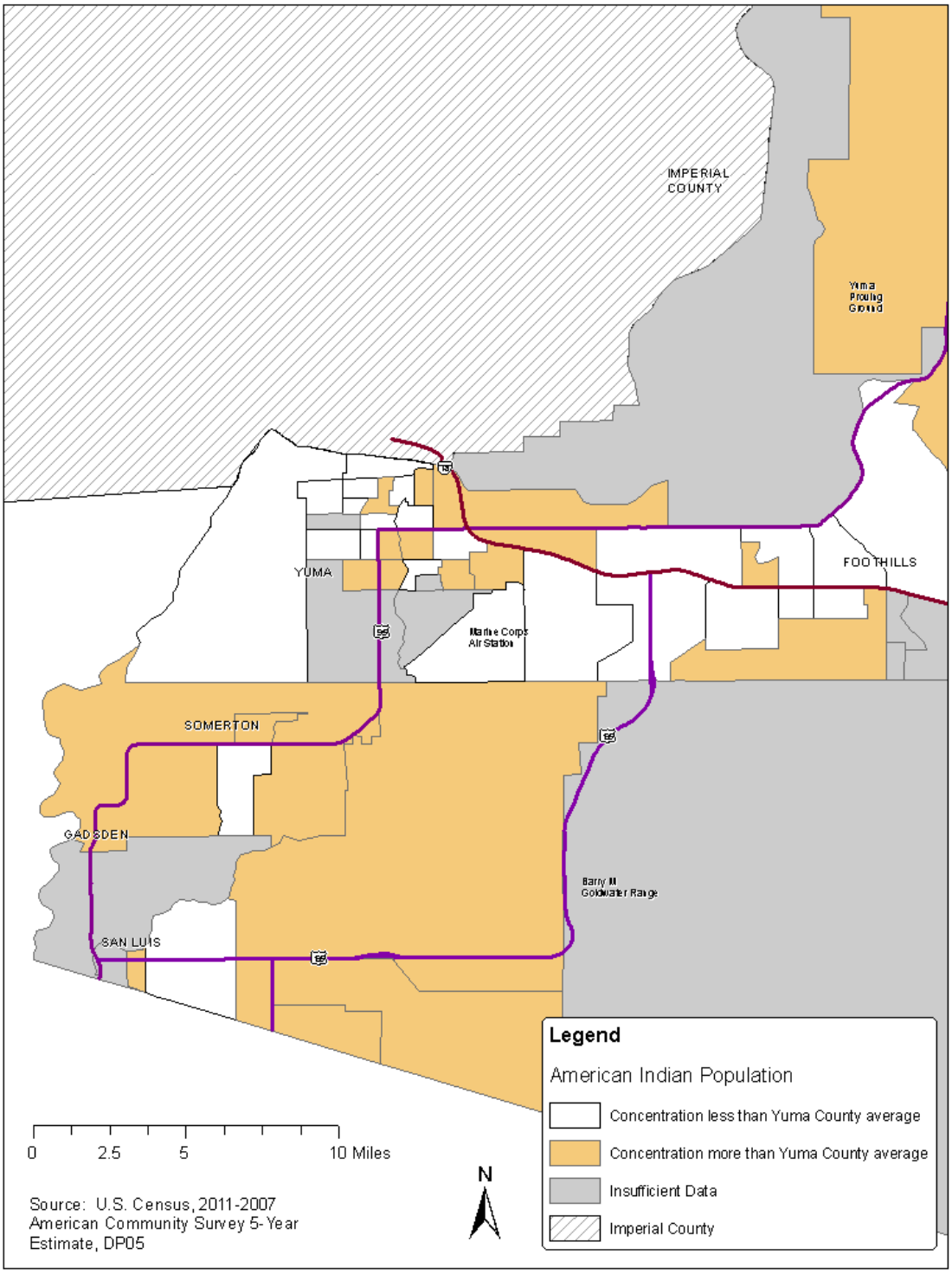
Map 1: Hispanic Population in Yuma County by Census Tract



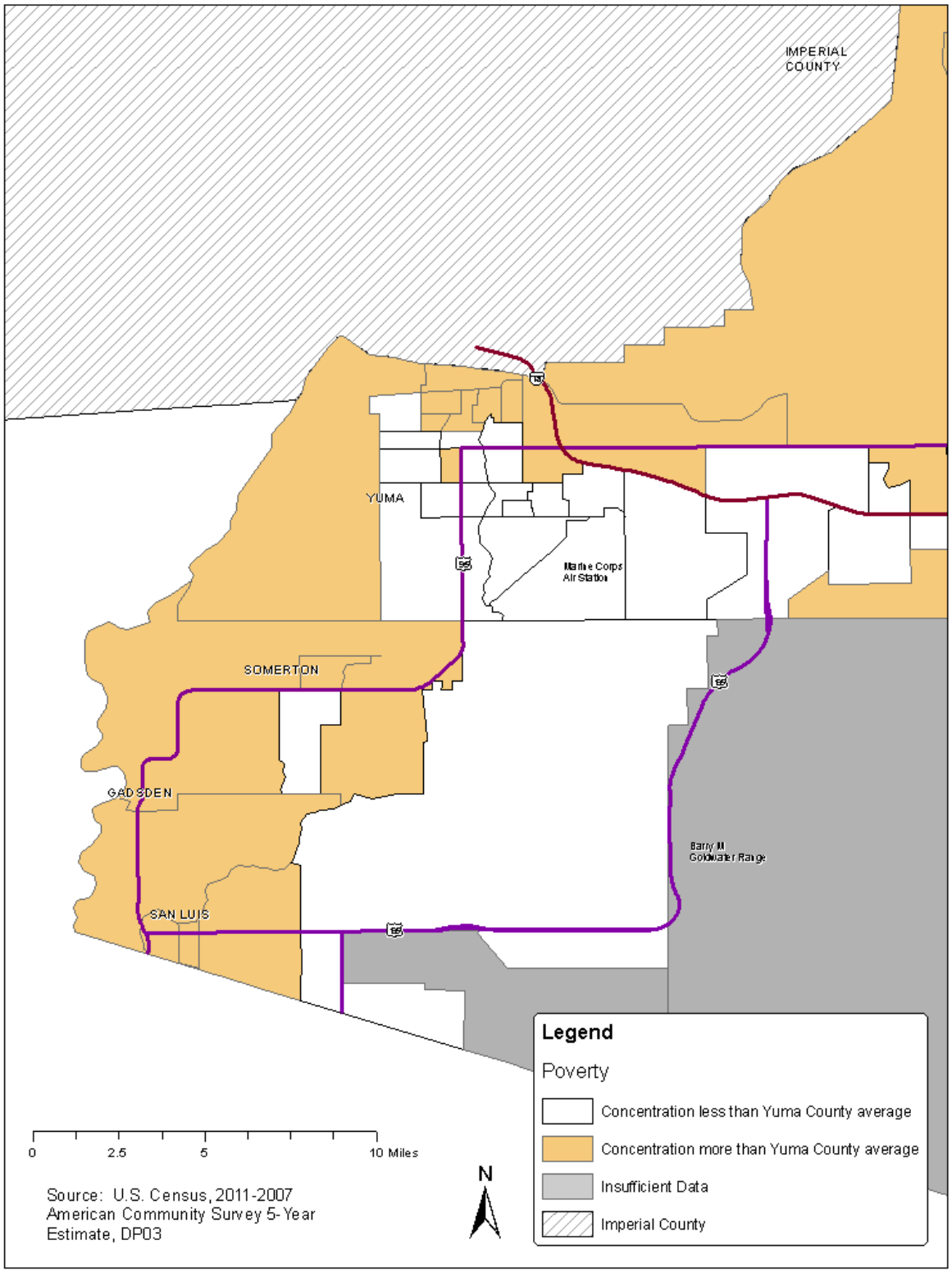
Map 2: Black/African American Population in Yuma County by Census Tract



Map 3: American Indian Population in Yuma County by Census Tract



Map 4: All Individuals Living Below the Poverty Level by Census Tract



C. Listing of Transportation Committees and Committee Composition

Yuma Metropolitan Planning Organization (YMPO) has responsibilities for transportation planning in the Yuma County, Arizona area and in the Winterhaven, California area, making the YMPO a bi-state Metropolitan Planning Organization. The YMPO consists of an Executive Board, a Technical Advisory Committee, Citizen Advisory Committees, and a small staff.

1. Executive Board

   The YMPO Executive Board is responsible for all actions, agreements and functions carried out by the Yuma Metropolitan Planning Organization. An Executive Director is hired by the Executive Board to administer day-to-day operations and direct YMPO staff. The Executive Board consists of elected officials from the YMPO member agencies: Yuma County, the cities of Yuma, San Luis and Somerton, the Town of Wellton, the Cocopah Indian Tribe, and one member from the State Transportation Board appointed by the Governor.

2. Technical Advisory Committee

   The YMPO Technical Advisory Committee (TAC) has the authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning and Work Program and Budget and to advise the Executive Board on appropriate actions to be taken. The TAC is composed of technical and/or managerial staff representatives from each of the member agencies. In addition, there are one or more ex-officio, non-voting representatives.

3. Audit Committee

   The YMPO Audit Committee is a three-member committee selected from the Executive Board to oversee Federal audit compliance.

4. Citizen Advisory Committees

   Specific citizen advisory committees are formed to advise the Executive Board and the Technical Advisory Committee on related matters. Members are selected for their expertise, as a representative of an organization or interest group, or as a citizen.

Table 3. YMPO Board and Committee Characteristics

Executive Board

	Gender		Race/Ethnicity				
	Male	Female	White	African American	Native American	Asian American	Hispanic
No.	9	1	6	1	1	0	2
Percent of Total	80 %	20 %	60 %	10 %	10 %	0 %	20 %

Technical Advisory Committee

	Gender		Race/Ethnicity				
	Male	Female	White	African American	Native American	Asian American	Hispanic
No.	9	1	7	0	0	0	3
Percent of Total	90 %	10 %	70 %	0%	0 %	0 %	30 %

V. COMPLAINT PROCESS

Any person who believes that he or she, either individually, as a member of any specific class of persons, or in connection with any minority contractor, has been subjected to discrimination prohibited by Title VI of Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 may file a complaint. The basis of the complaint must be (a) unequal treatment because of race, color, national origin, gender, age and/or disability, or (b) noncompliance with Title VI rules or guidelines adopted there under.

The Arizona Department of Transportation (ADOT) has the principal responsibility for processing, investigating, and resolving any complaint arising as a result of operations its sub recipients such as the YMPO. The YMPO will be responsible for processing, investigating and resolving complaints of discrimination by its member agencies.

The complaint process will follow the ADOT procedures. Complaints must be filed in writing with the ADOT Civil Rights Office, 1135 N 22nd Ave. 2nd Floor Mail Drop 154A, Phoenix, AZ 85009. The telephone number is 602-712-7761. Complaints received by the YMPO will be forwarded to the ADOT Civil Rights Office. All complaints will be promptly investigated by the ADOT Civil Rights Office.

VI. PROGRAM AREAS

A. Transportation Planning

The purpose of the YMPO's Transportation Planning Program is to assure that transportation and air quality planning and related issues and the implementation of projects, are effectively identified and coordinated by local, state, federal agencies and the general public.

Management of the planning process is under direction from the YMPO Executive Board thru the Executive Director. It is the function of the Executive Board to act as a policy body coordinating transportation planning, traffic engineering, and air quality conformity and related implementation activities within the overall regional comprehensive planning process.

The YMPO Technical Advisory Committee (TAC) provides review and input, as appropriate, and works closely with the YMPO's staff, providing guidance for development of all work activities.

The primary products of the Transportation Planning Process are preparing a 23-year Regional Transportation Plan, a 5-year Transportation Improvement Program, and the Air Quality Conformity Report.

B. Other Activities/Programs

1. Administration
2. Highway Performance Monitoring System (HPMS) Data
3. Functional Classification
4. Special Project Planning
5. Regional Planning
6. Public Participation Plan (PPP)
7. Public Transportation Planning
8. Environmental Overview
9. Capital Expenditures

C. Public Involvement

1. Process

MPO's axiom is **"Local Governments and Citizens Working Together."** The public input process used by the YMPO has many components. First and foremost, the elected representatives on the Executive Board receive citizen input from their communities in many ways. All have *Call to the Public* on their agency agendas and get direct input at that time. Several hold regular neighborhood meetings or lunch meetings to be available to their citizens to answer questions and receive input. In turn, the agency representatives carry forward this information to the YMPO Executive Board meetings and to the Technical Advisory Committee meetings for discussion. The YMPO Executive Board meetings are open to the public, with agendas posted 24 hours in advance, and an item identified as *Call to the Public* is on the agenda of each meeting providing a specific forum for citizen input.

Additionally, YMPO conducts official public meetings that are advertised and held on specific agenda items, including but not limited to the 5-Year Transportation Improvement Program (TIP), the 23-Year Regional Transportation Plan (RTP), and the Unified Planning Work Program and Budget (UPWPB). At times, the public meetings have been held twice on the same day--once in the afternoon, and again in the evening--and at as many as six different locations. YMPO conducts these public meetings in this manner in order to provide citizens ample opportunity to provide input. Moreover, YMPO staff will place in The Sun (a local newspaper of circulation) an advertisement in both English and Spanish prior to the final public meeting on the Regional Transportation Plan showing important elements of the Plan and requesting comments. At the public meetings, YMPO staff solicits and accepts written comments as well. This solicitation is designed to target minority groups that typically to do not respond to newspaper postings.

Moreover, YMPO will conduct an additional round of public meetings to seek input on technical analyses or alternatives that are defined as a result of the initial public input phase. For the RTP, YMPO will conduct a second series of public meeting at the same sites, and consultants performing transportation studies on the behalf of the YMPO will conduct similar public meetings. Finally, YMPO will send out letters of invitation for both sets of public meetings for the RTP.

2008-2009
Continuing its preparation for the development of the RTP, YMPO created a collaboration group representing a broad spectrum of public, tribal, and local agencies, including local non-profit agencies, to gather comments. Additionally, YMPO hosted several community forums, again soliciting public, tribal, and private entities, which supported development of the *Yuma Region Coordinated Human Services Plan* (the resulting efforts of United We Ride and Arizona Rides). YMPO also updated the Public Participation Plan to include the entities on the collaboration list, to include an entire section on project *Visualization*, and to update the language pertaining to a transit *Major Service Reduction*. Also, YMPO hosted several work sessions to support local agency FTA Section 5310, 5316, and 5317 grant

applications and ADOT Safe Routes to Schools Programs, again utilizing the collaboration group network.

The YMPO Executive Board held public meetings for the 2007-2011 TIP at their regular meetings. YMPO is using a 4 year TIP and will do a complete update 2011-2015. YMPO published the public notices for the meetings in The Sun and on the YMPO website.

2009-2010
Finalizing the development of the RTP, YMPO hosted several community forums, again soliciting public, tribal, and private entities. YMPO also updated the Public Participation Plan to include the entities on the collaboration list, to include an entire section on project *Visualization*, and to update the language pertaining to a transit *Major Service Reduction*. Also, YMPO hosted several work sessions to support local agency FTA Section 5307, 5310, 5316, and 5317 grant applications and ADOT Safe Routes to Schools Programs, again utilizing the collaboration group network. Many of the YMPO Executive Board meetings were televised and posted on the City and County websites and aired on the County and City channels. YMPO published the public notices for the meetings in The Sun and on the YMPO website.

2010-2011
Finalizing the development of the RTP, YMPO created a collaboration group representing a broad spectrum of public, tribal, and local agencies, including local non-profit agencies, to gather comments. Additionally, YMPO hosted several community forums, again soliciting public, tribal, and private entities. YMPO also updated the Public Participation Plan to include the entities on the collaboration list, to include an entire section on project *Visualization*, and to update the language pertaining to a transit *Major Service Reduction*. Also, YMPO hosted several work sessions to support local agency FTA Section 5307, 5310, 5316, and 5317 grant applications and ADOT Safe Routes to Schools Programs, again utilizing the collaboration group network. Many of the YMPO Executive Board meetings were televised and posted on the City and County websites and aired on the County and City channels. YMPO is using a 4 year TIP and developed a complete updated TIP for 2011-2015. YMPO published the public notices for the meetings in The Sun and on the YMPO website.

2011-2012
The YMPO provided a number of public involvement opportunities for the public this last year. YMPO has operated Yuma County Area Transit (YCAT) and Greater Yuma Area Dial-A-Ride (DAR) since 1996 and 1999 respectively in Yuma County. With the formation of YCIPTA, it assumed the management of transit operations from YMPO. A number of public meetings were held for public comment on this change to public transit which included the local governmental jurisdictions, Arizona Western College, the Cocopah and Quechan Indian Tribes, and public meetings. In addition to this change in transit, the YMPO is participating in a number of different studies which have included strong public involvement processes. Some of these studies include YMPO's *Yuma County Rail Corridor Study,* and ADOT PARA studies including *Expressway Corridor Study, Wellton, Foothills, Cocopah and San Luis Bi-national study, State Long Range Transportation Plan, and Tribal Forums.* All YMPO Executive Board meetings are published the public notices for the meetings on the YMPO website.

2012-2013
The Yuma County Intergovernmental Transportation Authority (YCIPTA) was formed in December 2011. The YMPO went through a transition phase in 2012 with Transfer of Assets and operations management of the YCAT and DAR systems to YCIPTA. The Transit Needs Study had been in progress and Yuma County and ADOT completed the study in 2012.

2013-2014
During the 2013 year YMPO developed the new Regional Transportation Plan (RTP) based on performance based planning according to the new MAP21 guidance. This RTP is one of the newest types of planning documents developed by YMPO to include linking transportation to Economic Development. YMPO held three open house forums in two locations. YMPO completed the separation of transit and worked with the newly formed agency and is developing a Short Range Transit Plan for the organization through the YMPO work plan. YMPO is conducting a Staging Area study for the Cocopah Indian Tribe for the land purchased located at the San Luis POE II. YMPO is conducting an Origin and Destination Study for the San Luis POE I. YMPO has created a wide range of stakeholders and has increased public involvement through email blasts, notices in the paper, website postings and other creative tool box ideas. YMPO had consulting firms participate in Farmer's Market and Yuma County Fair as an example of outreach to the community. YMPO set up a booth at the DBE workshop for stakeholder outreach. YMPO purchased booth (table and chairs) equipment to attend public events with YMPO information available. For the hearing impaired YMPO purchased equipment for sound and microphones for board meetings and other events.

2014-2015
The 2014 year was very busy for the YMPO. During the year the YMPO completed the Origin and Destination Study for the San Luis POE I. The YMPO will be developing a safety study for the YMPO Regional Strategic Transportation Safety Plan. This study will help in the development of safety projects to better use the regions HSIP funds. In addition to implementing this proposed study. The YMPO works very closely with Saguaro Transportation Services perform the Mobility Management program for the YMPO region. The YMPO will have the 2015 YMPO The Regional Transportation Coordination Plan rewriting by consultant. The developmnet of the new Regional Transportation Coordination Plan will help with the new Mobility Manage program in Yuma region.

2. Outreach to the Disadvantaged

YMPO ensures the participation of disadvantaged persons through localized meetings of elected Executive Board members in their respective areas and by advertising public meetings in both English and Spanish. Citizens who make comments or express interest in items at the public meeting or major informational meetings are placed on a mailing list to be notified of other meetings and any proposed actions. Moreover, several disabled and minority citizens have been selected to serve on YMPO Transit committees and the Yuma County Transportation Consortium.

The Cocopah Indian Nation gained membership to the YMPO in January 1999 with voting membership on the Executive Board and the TAC. This membership provides for input from the Cocopah Indian Nation on all transportation decisions affecting the planning area; in addition, this allows the Cocopah to express the entity's transportation needs for ~~there~~ their three Reservation locations.

VII. CONTRACTS AND SOLICITATIONS

YMPO contracts for some planning activities and professional services. The YMPO obtains consultant support by using a Request for Proposal (RFP) or Request for Qualifications (RFQ) procedure. Prior to advertising the RFP or RFQ, the YMPO will submit project information to ADOT who will determine a Disadvantage Business Enterprise (DBE) and/or race neutral goal(s). The requests are advertised with the DBE goal(s), and a short list of qualified applicants is determined from the proposals submitted. A selection committee is formed, interviews with the short-listed consultants are held, and a consultant is chosen. The Executive Board must approve a contract before the Executive Director is authorized to sign it. Purchases less than $2,500 may be done at the discretion of the Executive Director. Three verbal

quotes are required for purchases more than $2,500 and less than $50,000. For purchases between $50,000 and $100,000, three written quotes are required. The Executive Board must authorize purchases greater than $100,000 and must use sealed bids.

The consultants are required to conform to all Title VI provisions and those provisions specifically included in Request for Proposals and in the Contract for Services.

A. Request for Proposal

1. Solicitation

Respondents are notified that Disadvantaged Business Enterprises are encouraged to submit proposals to this request. The YMPO will ensure during the consultant selection process and award process, those respondents to this request will not be discriminated against based on sex, race, age, color, disability, creed, or national origin.

2. Qualifications and Selection Process

The choice of a consultant/firm will be determined by the applicants' technical merits and will be based on a combination of factors, including but not limited to the following: (1) Education of the staff assigned to the project, experience of the firm, the assigned project manager, and the assigned staff relative to the desired work; (2) References of bilateral processes or agreements from past clients to gauge competence, technical understanding of the issues, procedures, and tasks accomplished in reaching the objective; (3) Direct experience; 4) Project understanding and approach; and (5) the YMPO's has adopted ADOT's current race neutral Disadvantaged Business Enterprise program. Based on the above technical factors, the YMPO's selection committee will rank the submitted proposals. The consultant/firm ranked highest will be chosen for negotiation of a final cost, at which time the Review Committee may review the attached cost estimates.

B. Contracts

Other Responsibilities of Consultant

The CONSULTANT shall comply with, at its own expense, the provisions of all local, state and federal laws, regulations, ordinances, requirements, and codes that are applicable to the CONSULTANT as an employer of labor or otherwise. The CONSULTANT shall further comply with all laws, rules, regulations, and licensing requirements pertaining to its professional status and that of its employees, and shall require the same compliance of partners, associates, subcontractors, sub-consultants, and others employed or retained by it rendering any services hereunder.

VIII. PROJECT EFFECTS AND BENEFITS

The effects and benefits of YMPO projects, generally, are that transportation within the planning area is improved and that coordination has taken place among all agencies, assuring development of a complete, dependable, efficient, safe, aesthetically pleasing, and economical transportation system. It is a system that will provide safer and smoother traffic flow, will reduce fuel consumption, will optimize the use of citizens' personal and tax money, and will increase the efficiency of the existing transportation system. All citizens of the YMPO Planning Area benefit from these improvements.

Specifically, project improvements have increased roadway capacities and reduced air pollution across the YMPO Planning Area. Enhancement projects have increased greatly the number of bicycle paths and pedestrian walkways near irrigation canals and along the Colorado River. Construction of curbs, gutters,

and sidewalks on projects has increased pedestrian safety. Traffic signal installation and intersection geometric improvements have made travel safer for all citizens. The fixed-route Transit System for the Yuma Area ~~that~~ has greatly enhanced the mobility of many of the area's minority, elderly, and disabled residents in the City of Yuma urbanized areas and the rural communities of Somerton, San Luis, Wellton, and the three Cocopah Tribal Reservations. In FY 2007 and 2008, YMPO worked with CALTRANS to conduct a transit feasibility study for the Winterhaven/Quechan Indian Tribe area to determine how best to meet the transit needs of the residents in that area. In 2012 a Transit Needs study was completed. The study recommended the creation of a Regional Transit Authority to deal with the increasing transit needs within Yuma County. Based on the recommendation of the study the local jurisdictions created the Yuma County Intergovernmental Public Transportation Authority (YCIPTA).

Transit services with a demand response Dial-A-Ride and fixed-route bus service have been operating since 2001. As of 2009, Dial-A-Ride ridership has increased steadily while the bus service has expanded to seven fixed-routes. Dial-A-Ride and the fixed route services have significantly enhanced the mobility of low income, elderly, and disabled persons in the YMPO Planning Area, particularly during the 2004-2009 operational years. For example, the combined fixed route and demand response ridership for the month of October 2009 was approximately 30,000 trips. For the month of February 2009, the total trips provided were 33,000. Ridership continues to increase in the total number of trips. YCIPTA formed in 2010 and assumed transit operations in July 2012.

IX. LAWSUITS ALLEGING DISCRIMINATION

All the member agencies have been contacted, and none reported any lawsuits, claims, or complaints filed against them for discrimination relating to transportation and/or public transit.

X. FEDERAL ASSISTANCE PROGRAMS

The YMPO presently receives yearly grants of Federal Transit Administration Planning Section 5303, grant funds in addition to and MAP21 Surface Transportation Program (STP), SPR, and PL funds. Eligible entities within the YMPO planning area receive Section 5310, 5311, 5316, and 5317 which the 5310, 5316, and 5317 have been combined into one source of funds in competing for the grant statewide.

APPENDIX A: ADOT Required Clauses

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, or sex.

(4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Arizona Department of Transportation* or the *Federal Highway Administration and Federal Transit Administration to* be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Arizona Department of Transportation*, or the *Federal Highway Administration and Federal Transit Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the *Arizona Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration and Federal Transit Administration* may determine to be appropriate, including, but not limited to:

a) withholding of payments to the contractor under the contract until the contractor complies, and/or

b) Cancellation, termination or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract. or procurement as the *Arizona Department of Transportation* or the *Federal Highway Administration and Federal Transit* may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the *Arizona Department of Transportation* to enter into such litigation to protect the interests of the *Arizona Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B: ADOT Required ADOT Clauses

The following clauses shall he included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the *Arizona Department of Transportation* will accept title to the lands and maintain the project constructed thereon, in accordance with *Title 23, United States Code* the Regulations for the Administration of *Federal Aid for Highways and Transit* and the policies and procedures prescribed by *Federal Highway and Transit Administrations* of the Department of Transportation and Federal Transit Administration, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. .2000d to 2000d-4), and the Civil Rights Restoration Act of 1987 (Public Law 100.259) does hereby remise, release, quitclaim and convey unto the *Arizona Department of Transportation* all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *Arizona Department of Transportation* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the *Arizona Department of Transportation,* its successors and assigns.
The *Arizona Department of Transportation*, in consideration or the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, or sex he excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [and)* (2) that the Arizona Department of Transportation shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of -the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (Public Law 100.259) and as said Regulations may be amended and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX C: ADOT Required Clauses

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the *Arizona Department of Transportation pursuant* to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permitee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permitee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259) and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]*

That in the event of breach of any of the above nondiscrimination covenants, *Arizona Department of Transportation* shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deeds]*

That in the event of breach of any of the above nondiscrimination covenants, Arizona Department of Transportation shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of *Arizona Department of Transportation* and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by *Arizona Department of Transportation* pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permitee, etc. as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, national origin, or sex shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of, race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permitee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations. Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964), and the Civil Rights Restoration Act of 1987 (Public Law

100.259) and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]*

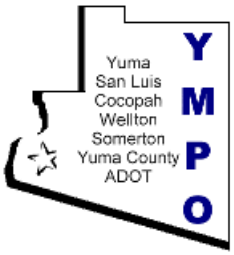
That in the event of breach of any of the above nondiscrimination covenants, Arizona Department of Transportation shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]*

That in the event of breach of any of the above nondiscrimination covenants, *Arizona Department of Transportation* shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of *Arizona Department of Transportation* and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX D: YMPO Limited English Proficiency Plan



YUMA METROPOLITAN

PLANNING ORGANIZATION

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

July 1, 2011

502 S. Orange Avenue
Yuma, AZ 85364
928-783-8911
Fax: 928-329-1674

www.ympo.org

The Yuma Metropolitan Planning Organization (YMPO) is responsible for an on-going, cooperative and comprehensive transportation planning process in Yuma County. This planning process guides the use of

federal and state dollars spent on existing and future transportation projects or programs, and the **Limited English Proficiency (LEP) Plan** plays an integral role in the process. This document will detail the LEP Plan, developed in conjunction with best practice standards for public involvement.

Introduction

On August 11, 2000, President William J. Clinton signed an executive order, **Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency,** to clarify Title VI of the Civil Rights Act of 1964. Its purpose was to ensure accessibility to programs and services to eligible persons who are not proficient in the English language.

This executive order stated that the individuals who do not speak English well and who have a limited ability to read, write, speak or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. It reads in part,

> Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.

Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided.

Federal financial assistance includes grants, training, and use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and other organizations. Title CI covers a recipient's entire program or activity. This means all components of a recipient's operations are covered. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order. The US Department of Transportation (DOT) published **Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient Person** in the December 14, 2005 Federal Register. The guidance explicitly identifies MPO's as organizations that must follow this guidance:

> The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, **metropolitan planning organizations,** and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation – not just the particular highway program or project – are covered by the DOT guidance.

The intent of this **Limited English Proficiency Plan** is to ensure access to the planning process and information published by the MPO where it is determined that a substantial number of residents in Yuma County do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or events will be provided to the degree that funding permits, based on current laws and regulations.

LAWS AND POLICIES GUIDING LIMITED ENGLISH PROFICIENCY PLANS

As part of the Metropolitan Planning Organization certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the LEP Plan will be assess and evaluated. The following matrix illustrates these laws, policies and considerations:

Title VI of the Civil Rights Act of 1964	**Limited English Proficiency Executive Order 13166**
Federal Law	Federal Policy
Enacted in 1964	Enacted in August 2000
Considers all persons	Considers eligible population
Contains monitoring and oversight compliance review requirements	Contains monitoring and oversight compliance review requirements
Factor criteria is required, no numerical or percentage thresholds	Factor criteria is required, no numerical or percentage thresholds
Provides protection on the basis of race, color, and national origin	Provides protection on the basis of national origin
Focuses on eliminating discrimination in federally funded programs	Focuses on providing LEP persons with meaningful access to services using four factor criteria
Annual Accomplishment and Upcoming Goals Report to FHWA	Annual Accomplishment and Upcoming Goals Report to FHWA

Who is an LEP individual?
As defined in the 2000 United States Census, it is any individual who speaks a language at home other than English as their primary language, and who speaks or understands English "not well" or "not at all".

Determining the Need
As a recipient of federal funding, the YMPO must take reasonable steps to ensure meaningful access to the information and services it provides. As noticed in the **Federal Register/Volume 70,**

Number 239/Wednesday, December 14, 2005/Notice, there are four factors to consider in Determining "reasonable steps":

Factor 1: The number and proportion of LEP persons in the eligible service area;
Factor 2: The frequency with which LEP persons encounter YMPO programs;
Factor 3: The importance of the service provided by YMPO programs;
Factor 4: The resources available and overall cost to the YMPO.

The DOT Policy Guidelines gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need in Yuma County in relation to the four factors and the transportation

planning process.

LEP ASSESSMENT FOR THE YUMA METROPOLITAN PLANNING ORGANIZATION

Factor 1: The Number and Proportion of LEP persons in the YMPO Service Area
The first step towards understanding the profile of individuals that could participate in the transportation planning process is a review of the 2010 Census Data. For planning purposes, YMPO is considering individuals that speak English "not well" or "not at all" and only the top three language groups are included in the analysis.

Table 1 is derived from the 2010 US
Census and shows the percentage of persons that speak English, Spanish, or another language at home. The City of San Luis has the greatest concentration of LEP persons – over 94%. The second highest is the City of Somerton with 93.5%.

Table 1: Limited English Proficiency Persons in the YMPO Planning Area and Local entities

Factor 2: The Frequency in which LEP Persons Encounter YMPO Programs
The growing size of the LEP population in this region will likely increase the probability of future contact with the YMPO. There have been several requests in the past to provide publications in Spanish as well as an interpreter for public meetings.

3: The Importance of Services Provided by YMPO Programs
The YMPO programs utilize federal funds to plan for future transportation project and therefore do not include any direct service or program that requires vital, immediate or emergency assistance such as medical treatment or services for basic needs (e.g., housing or food).
However, the YMPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice program and policy.

The impact of proposed transportation investments on underserved and underrepresented population groups is part of the evaluation process in use of federal funds in three (3) major areas for the YMPO:

	Language Spoken at Home		
	English	**Spanish**	**Other Languages**
San Luis	3.7 %	94.2 %	2.1 %
Somerton	5.6 %	93.5 %	0.9 %
Wellton	55.3 %	38.3 %	6.4 %
Gadsen	48.4 %	49.3 %	2.3 %
Dateland	31 %	69 %	-
Tacna	46.4 %	49.5 %	4.1 %
Yuma City	64.7 %	27.4 %	7.9 %
Yuma County	39.2 %	55.7 %	2.3 %

The annual Unified Work Program and Budget
The four year Transportation Improvement Program
The Regional Transportation Plan, covering 23 years

Inclusive public participation is a priority consideration in other MPO plans, studies and programs as well. The impacts of transportation improvements resulting from these planning activities have an

impact on all residents. Understanding and continued involvement are encouraged throughout the process. The YMPO is concerned with input from all stakeholders and every effort is taken to make the planning process as inclusive as possible.

As a result of the Transportation Improvement Program and Regional Transportation Plan, selected projects receive approval for federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These local and state organizations have their own policies to ensure LEP individuals can participate in the process that shapes where, how and when a specific transportation project is implemented.

Factor 4: The Resources Available and Overall YMPO Cost

Due to current financial constraints, translation of the large plan documents and maps are considered not warranted at this time. However, because of continued growth of the YMPO area and its LEP population, YMPO will create an inventory of language assistance measures that are currently provided and determine what additional services are needed to provide meaningful access to the LEP population. The YMPO will continue its efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and in consideration of available funding.

MEETING THE REQUIREMENTS

Engaging the diverse population within the YMPO service area is important. The YMPO is committed to providing quality services to all entities and citizens, including those with limited English proficiency. Spanish is the most dominant language spoken by LEP individuals in the YMPO service area. All language access activities detailed below will be coordinated in collaboration with the YMPO Executive Board and staff.

Safe Harbor Stipulation

Federal law provides a "safe harbor" stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with a greater certainty. A "safe harbor" means that as long as YMPO has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI. However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis.

Evidence of compliance with the recipient's written translation obligations under "safe harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. Translation can also be provided orally.

The "safe harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

Providing Notice to LEP Persons

US DOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Methods for notification may include:

1. Signage that indicates when free language assistance is available with advance notice;

2. Stating in outreach documents that language services are available;
3. Working with community-based organizations and other stakeholders to inform LEP individuals of YMPO services and the availability of language assistance;
4. Using automated telephone voicemail or menu to provide information about available language assistance services;
5. Including notices in local newspapers in languages other than English;
6. Providing notices on non-English-language radio and television about YMPO services and the availability of language assistance; and
7. Providing presentation and/or notices at schools and community-based organizations.

The YMPO will provide Spanish interpreter services, free of charge, at YMPO Executive Board meetings, workshops, public meeting, or events which will be noticed on the YMPO website, if notified seven (7) days prior to needed services. The YMPO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written test from one language into another.

The YMPO can advertise public meeting notices in the Bajo Del Sol newspaper that serves the Hispanic community throughout Yuma County.

Language Assistance
A goal of the YMPO Public Participation Plan is to provide user-friendly materials that will be appealing and easy to understand.

YMPO Staff Training
The YMPO will incorporate the **LEP Plan** into the **Public Participation Plan** at the next update. In order to establish meaningful access to information and services for LEP individuals, the YMPO will properly train its employees to assist in person and/or by telephone, LEP individuals who request assistance. YMPO Executive Board members will receive a copy of the **LEP Plan**, and have access to training, which will assure that they are fully aware of and understand the plan and its implementation.

APPENDIX E: YMPO Title VI Complaint Forms

YUMA METORPOLITAN PLANNING ORGANIZATION
TITLE VI COMPLAINT FORM

Name of Complainant _____

Home Address _____

City, ST, zip _____

Telephone _____ Home _____ Work

Email address _____

Race/Ethnic Group _____ Gender M F

Person discriminated against (if other than Complainant) _____

Home address _____

City, State, Zip _____

Telephone _____ Home _____ Work

1. SPECIFIC BASIS OF DISCRIMINATION (Check appropriate boxes]):

[ ] Race [ ] Color [ ] National Origin

[ ] Low Income[ ] Limited English Proficiency (LEP)

2. Date of alleged discriminatory act(s): _____

3. RESPONDENT (individual that complaint is filed against):
Name _____
Position _____
Work Location _____

4. Describe how you were discriminated against. What happened? Who was responsible? For additional space, attach additional sheets of paper

_____

_____

5. Did you file this complaint with another federal, state or local agency? Did you file this complaint with a federal or state court? Yes No

If answer is yes, circle the agency in which the complaint was filed.

Federal agency Federal Court State agency State court
Local agency Date filed: _____

6. Provide contact information for the filing agency or court:

Name _____
Address _____
City, ST, zip _____
Telephone _____

_____ _____
Signature Date

The complaint may be filed in writing with YMPO as follows:

Yuma Metropolitan Planning Organization
Attn: Title VI Liaison
502 South Orange Avenue
Yuma, AZ 85364

Complainants may also use the following to initiate the filing of a complaint:

By e-mail to: ympo@ympo.org Title VI Complaint in the subject line.
By telephone: YMPO Title VI Liaison - 928-783-8911, TTY/TDD users should use 711
By fax to: Attn: YMPO Title VI Liaison - 928-329-1674

(Attach any supporting documents)

YUMA METROPOLITAIN PLANNING ORGANIZATION
TITLE VI FORMULARIO DE QUEJA

Nombre de la persona que presenta la queja _____

Domicilio del participante _____

Ciudad, Estado, Codigo Postal _____

Telefono de la casa_____ Telefono de trabajo _____

Direccion de correo electronico _____

Raza/grupo etnico _____ Genero F □ M □

Persona discriminada (si no es la misma que presenta la queja)
_____

Domicilio particular _____

Ciudad, Estado, Codigo Postal _____

Telefono de casa _____ Telefono de trabajo _____

1. FUNDAMENTO ESPECIFICO DE LA DISCRIMINACION (Marque los casilleros que Correspondan):

□ Raza □ Color □ Origen Nacional □ Situacion Economica □
Dominio Limitado de Ingles □ Descriminado de otra manera □
2. Fecha del presumo acto o actos de discriminacion: _____

3. DEMANDADO (persona contra la cual se presenta la queja):

Nombre _____
Puesto de trabajo_____
Lugar de trabajo _____
Raza/grupo etnico _____

4. Describa de que manera fue discriminado. Que sucedio y quienes fueron los responsables? Si necesita mas espacio adjunte hojas adicionales, _____

_____

_____

5. Presento esa demanda ante otra agencia local, estatal, o federal, o ante un tribunal estatal o federal?

Si □ No □

6. Si la respuesta es si, marque los casilleros ante los cuales presento la demanda:

Agencia Federal □ Tribunal Fedreral □ Agencia Estatal □
Tribunal Estatal □ Agencia Local □

Fecha de presentacion: _____

7. Proporcione informacion de contacto de un representante del organismo adicional (agencia o tribunalante el cual presento la demanda:

Nombre_____
Domicilio _____
Ciudad, Estado, Codigo Postal _____
Telefono _____

Firme esta demanda en el espacio que figura a continuacion.

_____ _____
Firma Fecha

La queja pueded ser presentada por escrito a YMPO al domicilio:

Yuma Metropolitan Planning Organization
Attn: Title VI Liaison
502 South Orange Avenue
Yuma, AZ 85364

La queja pueded ser presentada por escrito con YMPO como sigue:

Por correo electonico a: ympo@ympo.org con titulo Title VI Queja en La Linea sujeta.
Por telefono a: YMPO Title VI Liaison - 928-783-8911, TTY/TDD Los usuarios deven USAR 711
*Por fax a:*Attn: YMPO Title VI Liaison - 928-329-1674

(Adjunte todos documentos de respaldo)

APPENDIX F: YMPO Title VI Complaint Procedure

YUMA METROPOLITAN PLANNING ORGANIZATION
TITLE VI COMPLAINT PROCEDURE

The Yuma Metropolitan Planning Organization (YMPO) is committed to ensuring that no person is excluded from participating in, or denied the benefits of, its services or programs on the basis of race, color or national origin as afforded under Title VI of the Civil Rights Act of 1964. The Yuma Metropolitan Planning Organization, as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of **race, color, or national origin**, be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.

This document outlines the Title VI complaint procedures related to providing programs, services and benefits. It does not, however, deny the complainant the right to file formal complaints with the Arizona Department of Transportation, the Secretary of the U.S. Department of Transportation, Equal Employment Opportunity Commission (EEOC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or to seek private counsel for complaints alleging discrimination, intimidation or retaliation of any kind that is prohibited by law.

Two Executive Orders extend Title VI protections to the **Complaint Procedure.** Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency (LEP). The YMPO is committed to enforcing the provisions of Title CI and protecting the rights and opportunities of all persons associated with the YMPO, or affected by its programs.

Any person who believes that they have been subjected to discrimination may file a written complaint with YMPO, Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA). Federal and state law requires complaints be filed within one hundred eighty (180) calendar days of the last alleged incident.

1. The complainant may download the complaint form from www.ympo.org request the complaint form from YMPO in person, via fax, email or in writing. The complainant may also submit a written statement that contains all of the information identified in Section 3, a through g below.
2. The complaint will include the following information:

    a. Name, address, and telephone number of the complainant.
    b. The basis of the complaint (race, color, national origin).
    c. The date or dates on which the alleged discriminatory event or events occurred.
    d. The nature of the incident that led the complainant to feel discrimination was a factor.
    e. Names, addresses and telephone numbers of persons who may have knowledge of the event.
    f. Other agencies or courts where complaint may have been filed, along with a contact name.]
    g. Complainant's signature and date.

If the complainant is unable to write a complaint, YMPO staff will assist the complainant. If requested by complainant, YMPO will provide a language or sign language interpreter.

The complaint may be filed in writing with YMPO as follows:

Yuma Metropolitan Planning Organization
Attn: Title VI Liaison
502 South Orange Avenue
Yuma, AZ 85364

Complainants may also use the following to initiate the filing of a complaint:

By e-mail to: ympo@ympo.org with Title VI Complaint in the subject line.
By telephone: YMPO Title VI Liaison - 928-783-8911, TTY/TDD users should use 711
By fax to: Attn: YMPO Title VI Liaison - 928-329-1674

1. YMPO will begin an investigation within fifteen (15) working days of receipt of a complaint.

2. YMPO will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. If the complainant fails to provide the requested information in a timely basis, YMPO may administratively close the complaint.

3. YMPO will complete the investigation within ninety (90) days of receipt of the complaint. If additional time for investigation is needed, the Complainant will be contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings and recommended corrective action.

4. A closing letter will be provided to the complainant. The respondent or respondent department will also receive a copy of the closing letter. Each will have five (5) working days from the receipt of the report to appeal. If neither party appeals, the complaint will be closed.

5. If required, the investigation report with recommendations and corrective actions taken will be forwarded to the FTA and/or ADOT, the complainant and the respondent.

Complainants also have the right to complain directly to the FTA and/or ADOT. Complaints must be filed within one hundred eight (180) calendar days of the last alleged incident to the following agencies with a copy provided to YMPO.

ADOT Civil Rights Office
Attn: Title VI Program Manager
1135 N. 22nd Avenue, Mail Drop 154A
Phoenix, AZ., 85009
Voice: (602) 712-7761
Fax: (602) 712-8429
TDD: 711
lschrader@azdot.gov

APPENDIX G: YMPO Title VI Program Statement

YUMA METROPOLITAN PLANNING ORGANIZATION
TITLE VI PROGRAM STATEMENT

- ***Title VI of the Civil Rights Act of 1964***

The Yuma Metropolitan Planning Organization (YMPO) is committed to ensuring that no person is excluded from participating in, or denied the benefits of, its services or programs on the basis of race, color or national origin as afforded under Title VI of the Civil Rights Act of 1964. The Yuma Metropolitan Planning Organization (YMPO) as a federal grant recipient is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of **race, color, or national origin**, be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.

If you believe you have been subjected to discrimination under Title VI, you may file a written complaint with YMPO, Attn: Title VI Liaison, 502 South Orange Avenue, Yuma, AZ 85364, call 928-783-8911, fax to 928-329-1674 or email toympo@ympo.org, place in the subject line: Title VI Complaint.

General Information about Title VI

- ***What is Title VI of the Civil Rights Act of 1964?***

Title VI prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance.

The Yuma Metropolitan Planning Organization (YMPO) is committed to ensuring that no person is excluded from participating in, or denied the benefits of, its services or programs on the basis of race, color or national origin as afforded under Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

Click here to review YMPO's Title VI Complaint Procedure (link to attachment)
Click here to review YMPO's Title VI Plan *(link to http://ympo.org/wpcontent/uploads/2011/05/TitleVI2010_YMPO.pdf)*

- ***How do I file a Title VI Complaint?***

You must file a signed, written complaint within one hundred and eighty (180) days of the last date of alleged discrimination.

Download the Complaint Form – English
Download the Complaint Form – Spanish

The complaint should include the following information:

- Your name, address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where, and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.

The complaint may be filed in writing with YMPO as follows:

Yuma Metropolitan Planning Organization
Attn: Title VI Liaison
502 South Orange Avenue

Yuma, AZ 85364

Complainants may also use the following to initiate the filing of a complaint:

By e-mail to:	ympo@ympo.org with Title VI Complaint in the subject line.
By telephone:	YMPO Title VI Liaison - 928-783-8911, TTY/TDD users should use 711
By fax to:	Attn: YMPO Title VI Liaison - 928-329-1674

The Title VI Liaison will assist with writing a complaint if the complainant is unable to do so upon request.

- ***What happens to my complaint after it is submitted to YMPO?***

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by YMPO will be recorded in the Title VI Database and electronically assigned an ID number by the Title VI Liaison.

The YMPO Title VI Liaison reviews all customer feedback and researches complaints alleging discrimination based on race, color or national origin in a service or benefit. Upon request, the YMPO Title VI Liaison will provide appropriate assistance to complainants, including people with disabilities, or who are limited in the ability to communicate in English in accordance with YMPO's Limited English Proficiency Plan (click here to **download the plan**). – (Link *to http://ympo.org/limited-english-proficiency-plan/)*

In instances where additional information is needed for assessment or investigation of the complaint, the YMPO Title VI Liaison will contact the complainant in writing within 15 working days. Failure to provide the requested information by a certain date may result in the administrative closure of the complaint.

YMPO Title VI Liaison will investigate the complaint and prepare a draft written response subject to review by the YMPO Executive Director and YMPO Legal Counsel.

- ***How will I be notified of the outcome of my complaint?***

YMPO will send a final written response to the complainant and advise the complainant of his or her right to file a complaint externally. YMPO will use its best efforts to respond to Title VI complaints within 60 working days of its receipt of such complaints.

In addition to the complaint process at YMPO, individuals and organizations may also file a complaint by completing a Federal Transit Administration (FTA) Office of Civil Rights Title VI complaint form (click here – link to: *http://www.fta.dot.gov/documents/TitleVIComplaintform.doc*) and submitting directly to the FTA and/or Arizona Department of Transportation (ADOT). Complaints should be signed and include contact information and should be sent to YMPO and to:

ADOT Civil Rights Office
Attn: Title VI Program Manager
1135 N. 22nd Avenue, Mail Drop 154A
Phoenix, AZ., 85009
Voice: (602) 712-7761
Fax: (602) 712-8429
TDD: 711
lschrader@azdot.gov

Yuma Metropolitan Planning Organization

502 S. Orange Ave.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674

Yuma
San Luis
Cocopah
Wellton
Somerton
Yuma County
ADOT

Y M P O

Local Governments and Citizens Working Together

August 28, 2014

Mr. Stephen Christy (Chairman)
Arizona State Transportation Board of Directors
206 South 17th Avenue Room 100A
Phoenix, AZ 85007

Subject: State Transportation Board meeting

Dear Mr. Christy:

On behalf of the Executive Board of the Yuma Metropolitan Planning Organization, I extend an invitation to you and the Board of Directors of the Arizona State Transportation Board to hold your tentatively scheduled meeting in February, 2015 here in Yuma, Arizona. I have the understanding that the 2015 schedule is going to be scheduled soon. The local communities in the Yuma region would like to be considered as a location for one of your meetings in the cooler months of the year.

This would be an excellent opportunity to meet with the Board members and discuss matters relating to transportation in Yuma County.

I look forward to hearing from you in the near future in order to initiate planning for your visit. As always, thank you to the Board of Directors for your continuing service to the state and Yuma County. We look forward to working together in the future in these very lean times to work on transportation solutions and opportunities.

Sincerely,

Paul Soto, Chairman
Yuma Metropolitan Planning Organization

C: Charlene FitzGerald, YMPO Executive Director
Paul Patane, ADOT District Engineer
Deanna Beaver, Member, State Transportation Board

Yuma Metropolitan Planning Organization

502 S. Orange Ave.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674

Yuma
San Luis
Cocopah
Wellton
Somerton
Yuma County
ADOT
Y M P O

Local Governments and Citizens Working Together

TO: YMPO Executive Board

FROM: Charlene FitzGerald, Executive Director

Date: August 14, 2014

RE: Request for Proposal for Legal Services

On July 10, 2014, Yuma Metropolitan Planning Organization sent out letters to thirteen attorneys in the region to request a proposal for legal services. The letter had a scope of work enclosed, as well as, a deadline date of July 31, 2014.

As of July 31, 2014, we received two proposals from Byrne & Benesch, P.C. and Schneider & Onofry, P.C. Attached are a copy of the proposals and the scope of work.

YMPO Executive Director is requesting the board to approve selection of Byrne and Benesch for a 3-year contract period.

Yuma Metropolitan Planning Organization

OBJECTIVE AND SCOPE OF WORK

- Upon request, provide general legal advice to YMPO Executive Board or Executive Director on routine matters via telecommunication, email, or in person.
- Respond to YMPO Board inquiries by providing legal advice, upon request.
- Attend YMPO Executive Board Meetings, Technical Advisory Board Meeting and Staff Meeting upon request.
- Review, consult and approve complicated and controversial YMPO Executive Board and Executive Director Correspondence as requested.
- Representing the YMPO in the administration of all claims and litigation filed by or against it; provided, however, that special counsel may be retained to defend or prosecute actions requiring special expertise; further if outside counsel shall be retained in the event of a conflict of interest, which disqualifies the attorney(s) form such representation.
- Monitoring activities of any special counsel retained by the YMPO, upon request.
- Perform legal research and develop legal opinions upon request by YMPO Executive Board or Executive Director Legal opinions shall be prepared in a summarized written format suitable for presentation to the YMPO Executive Board, and incorporating in YMPO agenda packets.
- Review, consult, and approve for legal sufficiency continuing and proposed YMPO contracts, bylaws, and service agreements (including inter-local agreements, grant agreements, etc.)
- Assist the YMPO in federal and state grant process when requested.
- Advise and assist Executive Board or Executive Director in responding to claims and complaints regarding violations of civil rights, both federal and state.
- Upon request monitor the annual session of the Legislature to identify, analyze and track the passage of bills of interest to the YMPO
- Provide legal advice and counsel to YMPO Executive Board and Executive Director to ensure compliance with Federal, State, and local statutes, rules and regulations. This may lead to presentations by the Legal Counsel to the YMPO Board if and when needed.
- Initiate and conduct discovery including depositions on behalf of the YMPO and represent the YMPO in discovery initiated by opposing parties.
- Represent the YMPO before any Boards, Commissions, Courts, or Tribunals, when necessary.
- Prepare draft bills that may be recommended by the YMPO Board and ensure their distribution to local legislative delegation and appropriate committees, or sub committees
- Act as an intermediary between the YMPO and counsel for other agencies or legal entities
- Perform other legal services as may on occasion be specifically requested

WAYNE C. BENESCH
MINDA M. GREENE

LAW OFFICES
BYRNE & BENESCH, P.C.
230 W. MORRISON ST., YUMA, ARIZONA 85364
PHONE: (928) 782-1805 | FAX: (928) 782-1808
www.yumalawyers.com

PETER C. BYRNE
(1916 – 1994)
P.O. BOX 6446
YUMA, ARIZONA 85366

July 30, 2014

RECEIVED
JUL 30 2014
AM 3:58 PM

Charlene FitzGerald, Executive Director
Yuma Metropolitan Planning Organization
502 S. Orange Avenue
Yuma, AZ 85364

RE: Response to Request for Bid for Legal Representation

Dear Ms. FitzGerald:

Byrne & Benesch, P.C., is pleased to submit its Response to Request for Legal Representation. Byrne & Benesch, P.C. is a well-established law firm that has served the Yuma area for more than thirty (38) years.

Wayne C. Benesch has over 40 years of experience and is the sole shareholder and officer of the firm. Our firm possesses the requisite knowledge of applicable Federal and State Statutes, Court rules and other regulations pertinent to the areas of law concerned, as well as the skill, to perform the needed legal services. We pride ourselves on our honesty, integrity, experience and service.

The firm possesses extensive historical knowledge of, and familiarity with, the Yuma region, which is an advantage in dealing with the multitude of issues that arise in Yuma Metropolitan Planning Organization matters. We have represented the YMPO for many years as its legal counsel and have advised the Board and Executive Director on numerous legal matters.

The enclosed Response to Request for Bid addresses the following categories of legal services:

1. Upon request, provide general legal advice to YMPO Executive Board or Executive Director on routine matters via telecommunication, email or in person.
2. Respond to YMPO Board inquiries by providing legal advice, upon request.
3. Attend YMPO executive Board Meetings, Technical Advisory Board Meetings, and Staff Meetings upon request.
4. Review, consult and approve complicated and controversial YMPO Executive Board and Executive Director correspondence, as requested.
5. Represent YMPO in the administration of all claims and litigation filed by or against it; provided, however, that special counsel may be retained to defend or prosecute actions requiring special expertise; further if outside counsel shall be retained in the

event of a conflict of interest, which disqualifies the attorney(s) from such representation.

6. Monitor activities of any special counsel retained by YMPO, up request.
7. Perform legal research and develop legal opinions upon request by YMPO Executive Board or Executive Director. Legal opinions shall be prepared in a summarized written format suitable for presentation to te YMPO Executive Board, and incorporate in YMPO agenda packets.
8. Review, consult, and approve for legal sufficiency continuing and proposed YMPO contracts, bylaws, and service agreements (including inter-local agreements, grant agreements, etc.)
9. Assist YMPO in federal and state grant process when requested.
10. Advise and assist Executive Board or Executive Director in responding to claims and complaints regarding violations of civil rights, both federal and state.
11. Upon request, monitor the annual session of the Legislature to identify, analyze and track the passage of bills of interest to YMPO.
12. Provide legal advice and counsel to YMPO Executive Board and Executive Director to ensure compliance with Federal, State and local statutes, rules and regulations. This may lead to presentations by Legal Counsel to YMPO Board if and when needed.
13. Initiate and conduct discovery including depositions on behalf of YMPO and represent YMPO in discovery initiated by opposing parties.
14. Represent YMPO before any Boards, Commissions, Courts or Tribunals, when necessary.
15. Prepare draft bills that may be recommended by YMPO Board and ensure their distribution to local legislative delegation and appropriate committees or sub committees.
16. Act as an intermediary between YMPO and counsel for other agencies or legal entities.
17. Perform other legal services as may on occasion be specifically requested.

The firm's experience and knowledge is demonstrated in the enclosed proposal. References are furnished evidencing our reputation for providing quality legal services. The proposed fee structure of attorneys for legal services is set forth in the proposal. The resumes of Wayne C. Benesch and Minda M. Greene are attached. We have also attached biographical sketches of Mr. Benesch and Ms. Greene, which are posted on our website.

Byrne & Benesch, P.C., is fully insured under a professional liability policy rated A-1 by AM Best Rating service. Our firm is listed as a Preeminent Law Firm in Real Estate by Martindale-Hubbell.

We look forward to your favorable consideration of our proposal. If you have any questions, please feel free to contact me. We are available to meet with you or members of your Board of Directors, should you desire to speak with, or interview, us with regard to our qualifications, or this proposal.

Very truly yours,

BYRNE & BENESCH, P.C.

Wayne C. Benesch, Esq.

WCB/df
Enc.

PROPOSAL

FOR

LEGAL SERVICES

TO

YUMA METROPOLITAN PLANNING ORGANIZATION

July 30, 2014

BYRNE & BENESCH, P.C.
230 West Morrison Street
Yuma, AZ 85364
(928) 782-1805
Fax (928) 782-1808
www.yumalawyers.com

BYRNE & BENESCH, P.C.
RESPONSE TO REQUEST FOR BID FOR LEGAL REPRESENTATION
YUMA METROPOLITAN PLANNING ORGANIZATION

Proposal to Furnish Legal Services

1. Statement of Qualifications:

A. Experience of Firm: The law firm of Byrne & Benesch, P.C. ("B&B"), has extensive experience in many fields of law. The focus of the firm's practice areas is business and corporate law, employment law, real estate law, and contracts. The firm's representative list of clients evidences its experience with public and quasi-public entities. A representative list of transactions, clients and dates for services follows[1]:

PROJECT	CLIENT/DATES
Organizational Representation: –Review/revision of board resolutions, attendance at meetings, review of correspondence, contacts, etc.	Yuma Metropolitan Planning Organization ("YMPO") – (2009-present) Greater Yuma Port Authority ("GYPA")(2005-present) Housing Authority of City of Yuma ("HACY") (2003-2011) Industrial Dev. Authority of City of Yuma ("IDA") (1983-present) Yuma County Airport Authority ("YCAA")(2007-present) Yuma County Intergovernmental Public Transportation Authority ("YCIPTA") – (2011-present)
– Preparation of legal opinions or memoranda	IDA (1983-present) Yuma Private Industry Council ("YPIC")(1996-2005) Job Service Counseling Firm (2004-05) GYPA (2005-present) Yuma Metropolitan Planning Organization ("YMPO")(2000-present) YCAA (2007-present) YCIPTA (2011-present) Various businesses & organizations

[1] Due to ethical constraints, B&B is not at liberty to disclose the names of clients, or specifics regarding representation in any legal matters, except where the proceedings are public record, or where the client has authorized us to make public disclosure. Should YMPO desire any additional information regarding specific transactions or representations, B&B will endeavor to provide additional information.

General Corporate: –Preparation of corporate and LLC minutes, resolutions, and/or consents in lieu of meetings, incorporations and/or qualifying foreign corporations, and/or preparation of organizational documents	Several dozen corporations and limited liability companies
Real Estate (Other than litigation): –Declaration of Protective Covenants and Restrictions review and/or preparation	Multi-million dollar industrial park (2000-06) GYPA (2005-present) Various Homeowners Associations
– Negotiated settlement of complex owner zoning dispute involving resolution of conflicts between zoning regulations, Joint Land Use Plan and City's Military Airport Ordinance. Required acceptance & approval of MCAS and City, which was obtained.	5E, L.L.C. (2005-06)
Development: – Lease preparation and/or review, for Shopping Center, Commercial, Retail and Industrial	Yuma Crossing Nat'l Heritage Area Corp. ("YCNHA") (2002-present) GYPA (2002-present) Multiple clients (2002-present)
–Purchase Agreement/Escrow Instructions, Letters of Intent	Industrial Park (2002-06) Yuma Commerce Center (2004-present) Multiple clients
Joint Project With Public Entities: –Development Agreements –Intergovernmental Agreement (MOU) on transportation	Confidential (2004-present) YMPO (2004-present) GYPA (2009-present) YCIPTA (2011-present)
–Coordination of development of port of entry with various public entities –Improvement District research –Community Facilities District research	GYPA (2005-present) Confidential (2004-09) Multiple real estate developers (2006-09)

Environmental Compliance: –Assistance in responding to notices of alleged violations of environmental laws	Confidential (2003-05)
– Receipt of gift of real property undergoing site remediation for petroleum contamination	YCNHA (2006)
Public Procurement: –Research various aspects of public procurement law, (federal and state) render legal advice	Confidential (2004-05) GYPA (2005)(2008-09) YMPO (2004-present) YCAA (2008-09) YCIPTA (2011-present)
Contracting: –Non-Disclosure and Non-Competition Agreement preparation	Confidential (2002-06)
– Review/revise Contract for Transit Advertising	YMPO (2002-06)
– Independent Contractor agreement preparation	Various businesses (2002-06)
– Prepare/revise business sale documents	Sales of various business enterprises (more than 20 over past 10 years)
– Redemption Agreement	Confidential (2002-06)
– Exclusive Agency Agreement	Sale of beverage wholesaler (2000)
– Security Agreement, Secured Promissory Note	Confidential (2002-06)
– Purchase and Sale Agreement, Bill of Sale, Assignments, Deposit Account Control Agreement	Confidential (2002-06) YCAA (2007-present) YCIPTA (2011-present)

B. Experience/Qualifications of Assigned Professionals: Wayne C. Benesch will have principal responsibility for the YMPO representation. Mr. Benesch has practiced in Yuma for more than 43 years, and is well known in the community for his honesty and integrity. Mr. Benesch has extensive experience in real estate, contracting, public and quasi-public organizations, dispute resolution, Open Meeting Law, governmental relations and corporations. For example, Mr. Benesch performed legal services in the formation of the Industrial Authority of the City of Yuma, Arizona, ("IDA") in 1983, and the firm has represented the Authority since that time. The Authority has issued millions of dollars in industrial revenue bonds for manufacturing, multi-family housing and hospital construction in Yuma County.

2. Current Assignments: The firm is currently engaged in assisting the Greater Yuma Port Authority (GYPA) in the development of a 271 acre commercial port of entry subdivision. This endeavor involves negotiations with federal, state and local governmental agencies, sales and leasing of real estate, development of a 271 acre industrial park subdivision, construction contracting, site development with utility firms, and obtaining financing for installation of off-site improvements.

For many years, the firm has been extensively involved in the development of the Yuma Commerce Center Industrial Park, involving development of protective covenants and restrictions for the park,

compliance with zoning and subdivision requirements, extensive negotiations over implementation of the impact fee ordinance, sales and leasing of parcels within the Industrial Park, and preparation or review of financing and construction documents as deemed necessary by the developer.

The vast majority of the firm's practice consists of ongoing and repeat services for private entities, individuals and governmental or quasi-governmental agencies. In order to satisfy clientele of this nature, the firm must be service oriented and responsive to client needs in a prompt and efficient manner. Because of Byrne & Benesch's previous and current representation of YMPO and its representation of other federally funded public agencies such as YCIPTA, and quasi-public entities which are partially funded by federal and state grants, such as the Airport Authority, Byrne & Benesch is familiar with the pertinent federal statutes and regulations necessary to enable it to properly perform its services.

The ability of the firm to work in multiple areas will provide additional depth and flexibility for the firm in its representation of YMPO. YMPO may rest assured that, if awarded the contract for legal services, B&B is committed to, and will, provide the highest level of service in meeting the legal needs of YMPO.

3. Proposed Fees/Expenses:

Wayne C. Benesch	$295.00/hour
Minda M. Greene	$160.00/hour
Additional Lawyers	$150.00-$250.00/hour
Paralegals	$75.00-$95.00/hour

Costs: Long Distance	-	In state Long Distance - $3.50 per call
	-	Out of state Long Distance - $5.00 per call
Facsimile	-	$.50 per page
Copies	-	$.15 per page up to 10 pages
	-	$.10 per page thereafter
Postage	-	Actual amount required by US Postal Service
Court Costs	-	Actual amount as required by Fee Schedule of Clerk of Court
Service Fees	-	Actual amount charged by Process Server

Other out-of-pocket charges as incurred.

In the event YMPO would prefer a retainer or value billing arrangement, or some combination of billing methods, Byrne & Benesch is open to discussion on the subject.

BYRNE & BENESCH, P.C.

References

Camie Overton, Acting CEO
YRMC Administration
2400 S. Avenue A, Yuma AZ
(928) 336-7015

Tim Terkelsen, CPA
Terkelsen, Smith Tyree & Snell, PLLC
680 West 8th Street, Yuma AZ
(928) 782-9831

Mr. Doug Mellon
Mellon Farms
2191 South 4th Avenue, Yuma, AZ
(928) 782-4482

Ms. Gladys Wiggins, Executive Director
Yuma County Airport Authority
2191 E. 32nd Street, Yuma, AZ
(928) 726-5882

Mr. Bob Antle
Tanimura & Antle
P. O. Box 4070, Salinas, CA
(831) 455-2950

Terry Frydenlund, Pres./CEO
1st Bank Yuma
2415 S. 4th. Avenue A, Yuma AZ
(928) 217-9934

Robert Pickels, Esq., President
Greater Yuma Port Authority
502 S. Orange Ave., Yuma AZ
(928) 783-8911

Mr. Ken Rosevear
Yuma County Chamber of Commerce
180 W. 1st Street, Ste. A, Yuma, AZ
(928) 782-2567

Mr. William Craft
Wells Fargo Bank
1 E. 16th Street, Yuma, AZ
(928) 329-7630

Robert F. Ingold, Jr.
Yuma Commerce Center
1650 W. El Paseo Real, Yuma AZ
(928) 503-2503

Representative Clients

National Bank of Arizona

Industrial Development Authority, City of Yuma, Arizona

Houston International, Inc.

Greater Yuma Port Authority

Greater Yuma Economic Development

Advanced Medical Laboratory

Yuma Metropolitan Planning Organization

Yuma County Intergovernmental Public Transportation Authority

Yuma Commerce Center

Yuma County Airport Authority

Yuma Crossing Nat'l Heritage Area Corp.

Achieve Human Services

WAYNE C. BENESCH
12172 Via Loma Vista, #9
Yuma, Arizona 85365

EDUCATION

University of Arizona, Tucson, Arizona
Bachelor of Science 1964
Juris Doctorate 1967

LANGUAGES

Fluent in Spanish

PROFESSIONAL EXPERIENCE

Byrne & Benesch, P.C., Law Firm April, 1976-Present
Yuma, Arizona
Shareholder/Attorney/President – Nature of Practice: Real Estate Law, Commercial, Business and Corporate Law, Civil Matters, Contracts, International Business Law with Mexico, Estate Planning and Probate. Act as legal counsel to numerous private, governmental and quasi-governmental organizations and agencies.

Bradshaw & Benesch, Law Firm April, 1973-March, 1976
Yuma, Arizona
Partner/Attorney

Yuma County Attorneys Office October, 1971 - March, 1973
Yuma, Arizona
Attorney

United States Air Force - JAG Corps December, 1967-September, 1971
Meritorious Service Medal 1971

First American Title Insurance & Trust Co. 1967
Legal Staff

PROFESSIONAL MEMBERSHIPS

State Bar of Arizona, Member 1967-Present
Committee on Professional Conduct 1975-1980
Local Administrative Committee 1981-1988
Chairman 1986-1988
Disciplinary Hearing Officer 1989-2003
Peer Review Committee 2001-2003
Unauthorized Practice of Law Task Force
Consumer Protection Committee

Yuma County Bar Association, Member	1971-Present
President	1974
American Bar Association, Member	1983-1989

COMMUNITY INVOLVEMENT - CIVIC ORGANIZATIONS

Caballeros de Yuma	1974-Present
President 1977-78, Board of Directors 1976-80 & 1985-86	
Salvation Army Advisory Board, Chairman	1975-1977
Southwest Arizona Futures Forum, Founding Member	
Board of Directors	2005-Present
Chairman	2006
Arizona-Mexico Commission, Member	1994-Present
Board of Directors	2002-2006
Arizona Town Hall, Member	1979-Present
Eight-Time Attendee	
Panel Chairman - Four Times	
Board of Directors	2000-2004
Nominating Committee	1988-2010
Kona Kai International Yacht Club, Member	1998-2005
Board of Directors	2001-2003
Commodore	2003
Yuma Leadership, Founding Member	
Board of Directors	1980-87/91-96
Secretary	1984-87
Steering Committee	1986
Yuma County Town Hall, Founding Member	
Steering Committee	1986
Chairman, 2nd Annual Town Hall	1987
Program Chairman	2001
City of Yuma Strategic Planning Program	
Process Advisory Committee	1989-1991
Yuma County Chamber of Commerce	
Board of Directors	1974-1979
Chairman	1978-1979
Committees: Transportation, Chairman	1975-1976
Military Affairs, Chairman	1974-1975
Economic Development	1979-1983
Chairman	1980

Nominating Committee	1979-1984
Search Committee for new CEO	1989
City of Yuma Personnel Board	1973-1985
Chairman	1982-1985
Army Civil Advisory Committee, Yuma Proving Ground	1974-1985
Chairman	1982
City of Yuma Charter Revision Committee	1975
City of Yuma Employee Benefit Trust Board of Trustees	1981-1983
University of Arizona Alumni Club of Yuma	1973-Present
President	1973-1985
Board of Directors	1973-2005
Yuma Area Law Enforcement Association	1971-1990
MCAS Civilian Advisory Committee	1988-1990
Yuma Regional Medical Center Endowment Advisory Committee	1984-1988
Rio Colorado Commission, Director	1993-2002
Chairman	2001
Southwest Arizona Flood Control Association	
Board of Directors, Secretary	1983-1987
Border Trade Alliance	

1644 E. 27th Place
Yuma, AZ 85365

Minda M. Greene

928-782-1805
mgreene@yumalawyers.com

LEGAL EXPERIENCE

Byrne & Benesch, P.C., Law Firm, Yuma, Arizona, 2013 – present
Associate Attorney—Business law, contracts, real estate, real property tax appeals, estate planning and probate

Yuma County Superior Court, Yuma, Arizona, 2013 – present
Independent Contractor/Volunteer—Review and revise legal forms for self-help website

Law Office of Catherine Groll, P.L.L.C., Okemos, Michigan, 2012 – 2013
Research Assistant—Researched and wrote legal memoranda for serious personal injury and civil litigation cases.

Aguirre Law Office, P.L.C., Yuma, Arizona, 2010 – 2011
Legal Assistant—Researched and wrote legal memoranda. Maintained case files and client database. Assisted attorney with trial preparation. Performed general office work. Teaching assistant for attorney's Civil Litigation class at Arizona Western College.

American Contractor Business Services, Inc., Flagstaff/Tucson, Arizona, 2002 – 2003
Licensing Specialist—Set up partnerships, corporations, and limited liability companies for new contractors. Filed paperwork with appropriate state agencies and obtained required bonds for specific licenses. Organized classes and training for contractors to pass state licensing tests. Awarded Employee of the Year Award in 2002.

LEGAL EDUCATION

Thomas M. Cooley Law School, Ann Arbor, Michigan
Juris Doctor, January, 2014
Class Rank: 96/329, Top 30% G.P.A.: 3.19, *Cum Laude*

Honors:	Recipient of Leadership Achievement Award Certificate of Merit (Top Grade) in Legal Research and Writing Senior Associate Editor on the Thomas M. Cooley Law Review Semi-Finalist in First Year Moot Court Competition Dean's List and Honor Roll, every term
Activities:	Executive Chair of Moot Court Board – Ann Arbor Helped organize and support American Red Cross blood drives Team Captain of Relay for Life Team, American Cancer Society

OTHER EDUCATION

Northern Arizona University, Flagstaff, Arizona
Bachelor of Science in Criminal Justice, May, 2006
Minor in Public Relations

Arizona Institute of Real Estate, Flagstaff, Arizona
Real Estate License, December, 2007

Realtor for ReMax Peak Properties, 2007 – 2008

1644 E. 27th Place
Yuma, AZ 85365

Minda M. Greene

928-782-1805
mgreene@yumalawyers.com

COMMUNITY INVOLVEMENT AND PROFESSIONAL AFFILIATIONS

Arizona State Bar, Member, 2014 – present

Yuma County Bar Association, Member, 2014 – present

Delta Theta Phi, Law Fraternity, Ann Arbor, Michigan, 2012 – present
Community Service Chair—Organized and facilitated all community service events for law fraternity.

Rotary International, Yuma, Arizona, 2009 – 2011, Flagstaff, Arizona, 2007 – 2008
Member of Fort Yuma Rotary Club and Route 66 Rotary Club—Served on Golf Tournament Committee, responsible for generating raffle prizes for the club's largest fundraiser and set a record high in raffle sales. Attended Rotary Youth Leadership Academy as a camp counselor.

Yuma Community Food Bank, Yuma, Arizona, 2010 – 2011
Volunteer—Completed data entry.

SCHNEIDER & ONOFRY, P.C.
ATTORNEYS AT LAW

Jon D. Schneider - (602) 200-1288 - jschneider@soarizonalaw.com
Woodrow & Associates, PLC - Of Counsel

July 24, 2014

Charlene FitzGerald, Executive Director
Yuma Metropolitan Planning Organization
502 S. Orange Avenue
Yuma, AZ 85364

3:29pm
RECEIVED JUL 28 2014

Re: *RFB for Legal Services*

Dear Charlene:

Schneider & Onofry, P.C. hereby submits its response to your request for quotes for legal services dated June 12, 2014, and agrees to perform as proposed in our Response, if awarded the contract.

Kindly advise in writing on or before August 31, 2014, or as soon thereafter as possible, if you should desire to accept this Response.

Very truly yours,

Jon Dr

Jon D. Schneider

JDS:rlc
Enclosures

I. QUALIFICATIONS AND BACKGROUND EXPERIENCE IN ARIZONA MUNICIPAL LAW

Michelle Swann spent five years at Curtis, Goodwin, Sullivan, Udall & Schwab, PLC, practicing exclusively in all areas of municipal law and commercial litigation. She has extensive experience representing municipal clients in cases involving constitutional torts, public records, open meeting law and First Amendment cases, contract disputes, civil rights laws, and employment matters, and commercial litigation. Representative municipal clients include, along with members of the Curtis, Goodwin, Sullivan, Udall & Schwab, PLC firm, acting as the City/Town attorney for the Town of Youngtown, Arizona, Town of Gilbert, Arizona, the City of Litchfield Park, Arizona, the Town of Wickenburg, Arizona, and providing legal services to other municipalities and special taxing districts, such as the Greene Reservoir Flood Control District and Arizona City Sanitary District.

II. QUALIFICATIONS AND BACKGROUND EXPERIENCE IN SERVING AS LEGAL COUNSEL OR IN PROVIDING CONSULTING SERVICES TO MUNICIPALITIES OR GOVERNMENTAL AGENCIES

Michelle Swann worked for over two years in the Civil Rights Division of the Arizona Attorney General, investigating and litigating cases arising under the Arizonans with Disabilities Act (including zoning and land use matters), Fair Housing Act (including zoning and land use matters), equal employment laws, and voting rights.

She has also represented the State of Arizona and its agencies. Representative cases are *Braunstein v. Arizona Dept. of Transp.*, 693 F.3d 1177 (9th Cir. 2012) (constitutional challenge to Department of Transportation's disadvantaged business enterprise program); *Arizona Farm Bureau Fed'n v. Brewer*, 226 Ariz. 16 (Ct. App. 2010) (constitutional challenge to State of Arizona's sweep of funds); *Arizona City Sanitary Dist. v. Olson*, 224 Ariz. 330 (Ct. App. 2010) (constitutional challenge to recall election laws); *Braunstein v. State of Arizona*, 1 CA-CV07-0280 (Ariz. Ct. App. 2008) (constitutional challenge to Department of Transportation method of awarding prime contractor contracts); *Gallegos v. Flores*, 1 CA-CV019-0178 (Ariz. Ct. App. 2012) (employment discrimination complaint); *CE Distribution, LLC v. New Sensor Corp.*, 380 F.3d 1107, 1009 (9th Cir. 2004) (landmark personal jurisdiction dispute).

III. QUALIFICATIONS AND BACKGROUND EXPERIENCE IN PLANNING, ZONING & LAND USE DEVELOPMENT

Michelle Swann worked in all aspects of zoning and land use law, including advising municipalities about the legalities of zoning and land use decisions, rendering legal advice to zoning boards and commissions, and investigating and litigating cases alleging violations of the Arizonans with Disabilities Act and Fair Housing Act, as well as drafting ordinances changing

zoning and land use laws to reflect changes in Arizona law, including the Medical Marijuana Act.

IV. GENERAL QUALIFICATIONS AND BACKGROUND EXPERIENCE INCLUDING CURRENT MAJOR CLIENTS (ESPECIALLY MUNICIPALITIES, AND/OR COUNTIES OR OTHER GOVERNMENT AGENCIES), AND AREAS OF SPECIALIZATION AND AREAS WHERE THE FIRM IS UNABLE TO REPRESENT THE TOWN

Schneider & Onofry has represented a number of public entities including the following: State of Arizona, Mesa Unified School District, Washington School District, and numerous counties throughout Arizona. In addition, Michelle Swann has represented the Town of Youngtown, Arizona, Town of Gilbert, Arizona, the City of Litchfield Park, Arizona, the Town of Wickenburg, Arizona, and provided legal services to other municipalities and special taxing districts, such as the Greene Reservoir Flood Control District, the Arizona City Sanitary District, and the Arizona Department of Transportation.

Currently, Schneider & Onofry is adverse to the Town of Quartzite, Arizona, involving personnel employment matters with former police department employees. The Firm is unable to represent the Town in federal utility matters or complex water law matters, but can oversee special counsel retained by the Town for such matters.

V. PREVIOUS EXPERIENCE SERVING MUNICIPAL GOVERNMENTS OF SIMILAR SIZE, OR LARGER SIZE AND COMPLEXITY TO HUACHUCA CITY

Michelle Swann spent five years at Curtis, Goodwin, Sullivan, Udall & Schwab, PLC, practicing exclusively in all areas of municipal law and commercial litigation. She has extensive experience representing municipal clients in cases involving constitutional torts, public records, open meeting law and First Amendment cases, contract disputes, civil rights laws, and employment matters, and commercial litigation. Representative municipal clients include, along with members of the Curtis, Goodwin, Sullivan, Udall & Schwab, PLC firm, acting as the City/Town attorney for the Town of Youngtown, Arizona, Town of Gilbert, Arizona, the City of Litchfield Park, Arizona, the Town of Wickenburg, Arizona, and providing legal services to other municipalities and special taxing districts, such as the Greene Reservoir Flood Control District and Arizona City Sanitary District.

Michelle was also an Assistant Attorney General in the Civil Rights Division of the Arizona Attorney General's Office, as well as a prosecutor for the Yavapai-Prescott Indian Tribe.

VI. PRINCIPAL ATTORNEY WHO WILL BE ASSIGNED TO THE YMPO

Michelle Swann practices in the areas of constitutional litigation, voting and elections laws, labor and employment law, civil rights and commercial litigation. She has extensive experience representing private, municipal, and government clients in cases

involving constitutional torts, First Amendment matters, public records laws and open meetings laws, civil rights laws and employment law. She has acted as general counsel for many municipalities – small and large – and regularly appears before federal, state, municipal and administrative bodies. Ms. Swann has practiced in all areas of municipal law, including contract and procurement, zoning and land use law, open meetings and public records laws issues, working with the police and fire departments engaged by the city (whether as employees or through intergovernmental contracts), intergovernmental agreements, collective bargaining and meet and confer negotiations and defense, franchise issues, and federal and state grant compliance.

Michelle has worked in the Civil Rights Division for the State of Arizona, and acted as a prosecutor for the Yavapai-Prescott Indian Tribe. Her practice encompasses all facets of labor and employment law, including counseling to employers on litigation avoidance through preventive measures, as well as civil rights violations and unfair competition.

VII. APPLICABLE TEAM MEMBER PROFILES

In addition to Michelle Swann, the following attorneys at Schneider & Onofry will perform professional services as deemed appropriate:

Chuck Onofry has 25 years of trial experience, has been elected to ABOTA, and maintains an "AV" rating. As an active member of the Defense Research Institute, Chuck has published several articles in "For the Defense" and he is a frequent speaker on a variety of defense-related topics. Chuck has had more than 30 jury trials and more than 80 cases go to arbitration. He served as a federal judicial clerk to the Honorable Roger G. Strand in the U.S. District Court, District of Arizona. Chuck was a partner with Jennings, Strouss & Salmon when he left to join Jon Schneider's firm.

Luane Rosen has 22 years of experience, including appeals and litigation, in the areas of contract disputes, professional liability, insurance coverage, construction defect, commercial motor vehicle liability, premises liability, and general liability matters.

Dee Giles has more than 6 years experience in the areas of First Amendment and constitutional law, personal injury, wrongful death, construction defect, employment and labor law, commercial litigation and general liability issues. He has also represented clients in numerous administrative proceedings before state agencies. Prior to joining Schneider & Onofry, Dee spent two years as a clerk at the Capital Habeas Unit of the Federal Public Defender's office.

VIII. REFERENCES

Mrs. Lloyce Robinson, former Town Manager, Town of Youngtown
15613 Bowling Green Drive
Sun City, AZ 85351
(623) 815-3692

The Hon. Michael LeVault, Mayor, Town of Youngtown and
12030 Clubhouse Square
Youngtown, AZ 85363
(623) 262-7744

Mr. Darryl Crossman, City Manager, City of Litchfield Park
214 W. Wigwam Blvd.
Litchfield Park, AZ 85340
(623) 935-5033

PROPOSED PRICE BREAKDOWN

See attached.

PROPOSAL PRICE BREAKDOWN SHEET
RFP
YMPO LEGAL SERVICES

The undersigned authorized representative agrees to provide the services as requested based on the following schedule of fees:

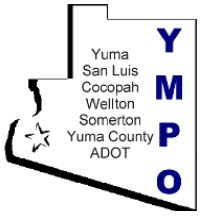
Hourly billing rate	Attorneys: $ 350.00 per hour
	Paralegals: $ 125.00 per hour

- No billing for travel time
- Civil litigation: Cost of filing pleadings, other litigation costs, such as deposition transcripts and records production.
- Not to exceed $10,000 annually without prior, written agreement from the YMPO Executive Director.

Yuma Metropolitan Planning Organization

502 S. Orange Ave.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674



Local Governments and Citizens Working Together

TO: YMPO Executive Board

FROM: Charlene FitzGerald, Executive Director

Date: August 14, 2014

RE: Yuma Metropolitan Planning Organization Strategic Planning Event

Staff is requesting the Executive Director process the selection of the consultant firm to facilitate the Strategic Planning event and to write the plan. Two proposals were received. The costs will be funded through YMPO dues received in an estimated amount of $6,000.00 total costs.

August 6, 2014

YMPO Strategic Plan

RESPONSE TO REQUEST FOR PROPOSAL

Partners for Strategic Action, Inc.
PSAPLANNING.COM | 13771 N. FOUNTAIN HILLS BLVD, SUITE 114-360 FOUNTAIN HILLS, AZ 85268

The Yuma Metropolitan Planning Organization (YMPO) is the transportation policy-making and planning organization for the Yuma region including the cities of Yuma, Somerton, San Luis, Winterhaven (CA); town of Welton; Yuma County; and the Cocopah Indian and Quechan Indian tribes.

In discussions with its executive director, development of a strategic plan for the organization is desired. It is anticipated that the process will build from work already completed by staff.

Partners for Strategic Action, Inc. (PSA) is pleased to respond to the request for strategic planning services. The following proposal outlines a program for developing YMPO's first strategic plan.

About Us

PSA's associates are experts in transforming organizations from *scattered* to **FOCUSED** by assessing where an organization is, determining where it wants to go, and designing an effective strategy to get there. Since establishment in 1992, we have assisted our clients in creating a vision, exploring possible futures, identifying policies and strategies to achieve the vision, and developing a strategic plan to ensure implementation. Planning strategically is an especially important element of today's successful organizations: while revenues are shrinking, our challenges are growing. PSA designs plans where resources, financial and human, are efficiently utilized by refocusing activity that forwards a clear mission and helps to realize the defined vision.

Strategic Planning

We provide a range of strategic planning services, from routine organizational maintenance (including facilitating leadership retreats) to designing long-range planning tools that define organizational mission, prioritize service delivery, and measure institutional effectiveness. PSA's strategic and economic development plans are designed to embrace a world of constant change while ensuring the values of the organization are not compromised.

To date, PSA has completed over 125 strategic planning efforts for local, regional and state governmental agencies throughout the Southwest.

Proposed Work Program

Reconnaissance and Preparations

August 2014

PSA will participate in phone calls and email preparations with the executive director. Additionally, PSA would review all work completed to date (i.e., internal SWOT analyses, etc.)

Pre-Retreat Activities

September 2014

A. SWOT Analysis

PSA will develop and distribute an electronic survey instrument to the board and other retreat participants to identify internal factors (the strengths and weaknesses internal to YMPO) and external factors (the opportunities and threats presented by the environment external to YMPO) impacting the organization. Additionally, a second electronic survey instrument will be distributed to other key stakeholders, such as members of the Technical Advisory Committee, to further inform the SWOT analysis.

One-on-one phone interviews will be conducted, as necessary, with board members prior to the retreat to better understand current issues.

B. Retreat Packet

PSA will complete an affinity analysis based on feedback received as part of the SWOT analysis. PSA will prepare a retreat packet informing participants on the expectations for the retreat and the context for retreat discussions.

Deliverable: Pre-retreat packet

Strategic Planning Retreat
October 2014

C. Facilitate Retreat
PSA will facilitate a retreat to review YMPO's strategic direction and develop a plan framework. PSA will review pre-retreat analysis and observations with participants, highlighting common themes and divergent viewpoints as a basis for dialogue and discussion.

Key retreat outcomes include:

- Development of a draft regional transportation (YMPO) vision
- Development of draft goals/objectives/strategies
- Identification of potential performance measures

Materials (easels, markers, etc.) will be provided by PSA; YMPO will be responsible for retreat logistics, refreshments, etc.

Deliverable: Retreat summary report

Strategic Plan Development
November 2014

D. Draft Strategic Plan
PSA will prepare a draft strategic plan for review by the executive director.

Deliverable: Draft strategic plan

E. Final Strategic Plan
PSA will prepare a final strategic plan for consideration by the board. If desired, PSA will attend a second meeting with the board to present the plan, facilitate discussion and/or finalize plan elements.

Deliverable: Final strategic plan

Fee
PSA's associated fee for facilitating this strategic planning process is $5,600 plus associated travel expenses (mileage and accommodations billed as expensed).

The fee for attendance at a second meeting would be $1,500 plus associated travel expenses (mileage and accommodations billed as expensed).

July 31, 2014

Yuma Metropolitan Planning Organization

Strategic Planning Services

GORDLEY GROUP

July 31, 2014

Charlene FitzGerald, Executive Director
Yuma Metropolitan Planning Organization
502 S. Orange Ave.
Yuma, Arizona 85364
cfitzgerald@ympo.org

Re: Strategic Planning Services Request for Quote

Dear Charlene:

Gordley Group is pleased to present our proposal for strategic planning services for Yuma Metropolitan Planning Organization (YMPO), as requested. Our combined expertise in strategic planning and workshop facilitation will ensure the successful development of a three- to five-year strategic plan that will address current and future conditions.

Gordley Group has worked successfully on a variety of projects throughout the region, and we have prior experience with and firsthand knowledge of YMPO and your area. We will provide the best services to effectively meet YMPO's strategic planning needs.

Our team's strong collaborative skills will provide cost-efficient and effective facilitation services by combining:

- Long-term experience facilitating connections between government agencies and their stakeholders, to provide better-supported and more sustainable decisions.
- Our well-nurtured, deep-rooted relationships in both rural and urban communities in Arizona and along the border, making us highly sensitive to and understanding of YMPO issues and concerns.
- Our ability to operate as an extension of our client's staff, providing a seamless interaction and ease to those we work with.

Thank you for considering our proposal. We look forward to the opportunity to provide strategic planning services to YMPO.

Sincerely,

Jan Gordley, President

Alice Templeton, Community Relations Director

2540 N. Tucson Blvd.
Tucson, AZ 85716
TEL: 520.327.6077
WEB: gordleygroup.com

OUR GUIDING PRINCIPLES:

TEAMWORK
We believe in the power of collaborative partnerships for a common good.

RESPECT
We respect individuality and celebrate diversity.

INTEGRITY
We do what we say we will do and remain true to who we are.

QUALITY
We pride ourselves in performing at the highest level and are committed to continuous improvement.

ENTHUSIASM
We love what we do and it shows.

Approach

The Yuma Metropolitan Planning Organization (YMPO) is seeking to create a Strategic Plan to improve the effectiveness of the YMPO in the next two to five years. YMPO is seeking assistance in evaluating the results of an internal assessment; facilitating the sharing of experiences, success stories, and challenges; collaborating on strategies to improve YMPO effectiveness; and formulating a vision that reflects what YMPO can offer to the region and the strategic plan to help them achieve their vision.

Services

We propose the following services and scope of work.

YMPO	Gordley Group Scope of Services
Develop initial plan for update process	**Augment** initial plan regarding working session
Clarify and confirm YMPO mandates: statutes and regulations	**Review** YMPO mandates
Clarify and confirm YMPO mission, values and stakeholders	**Review** YMPO mission, values and stakeholders
Conduct internal and external environment SWOT assessment (confidential questionnaire)	**Assist in evaluation** of SWOT analysis questionnaire results
Determine/confirm strategic focus areas	**Collaborate** with YMPO, address strategic focus in the design and facilitation of the working session
Determine strategic goals	**Collaborate** with YMPO, address strategic goals in the design and facilitation of the working session
Strategy development	**Collaborate** with YMPO, address strategy development in the design and facilitation of the working session
Formulation of future vision	**Collaborate** with YMPO, address vision in the design and facilitation of the working session
Determine evaluation metrics	**Collaborate** with YMPO, address evaluation metrics in the design and facilitation of the working session
Draft strategic plan	**Provide summary** of working session, review and assist with draft strategic plan
Approve final strategic plan	

PUBLIC MEETINGS

Gordley Group organized, planned and facilitated various public meetings for Yuma Metropolitan Planning Organization.

Strategic Working Session Design

- Engage all voices by use of whole group, small max-mix groups and pairs conversation and decision-making formats for focusing participants on issues, goals and strategies to move YMPO forward (whole-group engagement techniques like World Café, Appreciative Inquiry, Integrated Clarity)
- Clarify a "strategy for the strategy" based on organizational research (Does YMPO need an Adaptive, Classical, Visionary or Shaping strategy based on the environment it operates in?)
- Empower shared responsibility for action through participatory decision-making and consensus voting methods (vs. majority rules)
- Energize the group by focusing on an appreciative approach (what is working and how to have more of it) and clarity about YMPO's Brightness of the Future
- Surface and develop a plan to resolve Structural Conflicts (the sticky places where groups get stalled because two critical aspects seem to be in opposition with each other)

Facilitation Services

- Design conversations that matter based on the SWOT and other data of YMPO's current reality
- Facilitate group dialogue, define structural and interpersonal conflict points
- Recap, stack and track conversations
- Develop system for all voices to be heard in equal measure so a few people do not dominate the conversations
- Harness the emotional goodwill of the participants to keep them engaged as active stakeholders in the strategic process moving forward

Notes

The team will follow the general principles of the appreciative inquiry process, a forward-looking and positive technique developed to inform and inspire participants as they co-create and envision their ideal future.

Assumptions

- YMPO will provide one scribe to take notes during working session
- Two-night stay in Yuma for facilitator
- Two one-hour planning calls with YMPO Executive Director

"Alice was a champ and got us where we wanted to go! "

AMBER MOORE SMITH

Executive Director Metropolitan Pima Alliance, regarding facilitation services provided for MPA's strategic planning retreat.

Cost Estimate

Just as successful strategic planning combines expertise, a proven process and collaboration, so does careful allocation of funds and establishment of a budget. Preliminary cost estimates are shown here; however, the Gordley team will work with YMPO to discuss the scope of work and refine costs to provide a more detailed and specific budget. Once final budget allocations for services are established, we will provide all services and deliverables within the approved amount.

COST	
Initial Workshop Planning and Design	$3,100.00
Facilitation	$1,200.00
Summary	$600.00
Expenses (including travel)	$900.00
TOTAL	**$5,800.00**

Yuma Metropolitan Planning Organization

TECHNICAL ADVISORY
REGULAR MEETING MINUTES

TECHNICAL ADVISORY COMMITTEE (TAC)
Regular Meeting
Thursday, June 12, 2014
9:00 AM

GYEDC
899 Plaza Circle, Suite 2
Yuma, AZ 85365

YMPO TAC MEMBERS PRESENT

Vice-Chairman	Roger Patterson, Yuma County Engineer
Member	Joshua Scott, City Engineer, City of Yuma
Member	Mark Hoffman, Senior Planner, ADOT
Member	Joel Olea, Director of Public Works, City of Yuma
Member	Samuel Palacios, Public Works Director, City of Somerton

YMPO TAC MEMBERS ABSENT

Chairman	Joseph Grant, Public Works Director, Town of Wellton
Member	John Starkey, Building Safety Director, City of San Luis
Member	Monty Stansbury, Planning & Zoning Director, Yuma County
Member	Omar Heredia, Planner, Cocopah Indian Tribe
Member	Jennifer Albers, Principal Planner, City of Yuma

YMPO TAC EX-OFFICIO'S PRESENT

YCIPTA	John Andoh, Transit Director

YMPO TAC EX-OFFICIO'S ABSENT

CALTRANS	Jacob Armstrong
FHWA	Romare Truely
FTA	Alex Smith
EPA	Wienke Tax

YMPO STAFF PRESENT

Senior Transportation Planner	Mark Teuscher
Senior Planning Manager	Charles A. Gutierrez
Administrative Assistant	Melissa Ramos

I. CALL TO ORDER

Vice-Chairman Roger Patterson called the Technical Advisory Meeting to order at 9:05am.

A. City of Yuma declaration of votes: Joel Olea-2 and Joshua Scott-3

II. CALL TO THE PUBLIC

This item is to provide an opportunity for presentation of comments by the public. Individuals wishing to address the committee need not request permission in advance and are limited to three (3) minutes.

Charles Gutierrez announced that Mark Teuscher will no longer be working at the YMPO. Charles thanked Mark for his efforts and participation in the TAC and invited all TAC members to a luncheon located at the YMPO office on June 19, 2014 at 12:00pm.

III. APPROVAL OF THE MAY 2014 MINUTES

Samuel Palacios motioned to approve the minutes of May 8, 2014 as presented to the TAC.

Joshua Scott seconded

Motioned carried unanimously

Vice-Chairman Roger Patterson asked for an update on the Intelligent Transportation System (ITS) Inventory. Charles Gutierrez followed with he is planning a future presentation along with ADOT staff to be presented to TAC members to help get a better understanding about ITS Inventory.

IV. HIGHWAY SAFETY IMPROVEMENT PROGRAM UPDATE

Charles Gutierrez noticed an issue that needs Charlene FitzGerald's and possibly subcommittees' attention. Charles Gutierrez informed TAC members that money is available for FY 15 HSIP Program. If any agency needs to apply for a project that is for HSIP funding eligibility, that agency needs to submit to the YMPO for eligibility to ADOT and then TAC recommendation to the YMPO Executive Board. Joel Olea gave an update on the City of Yuma Sign Inventory Project. ADOT staff has indicated that $30,000 has been lost from this project due to paperwork not getting turned in on time at ADOT. Charles Gutierrez contacted ADOT staff to clear up confusion, and ADOT Staff said that due to personnel changes paperwork was not identified in time and the need to push this project forward necessitated the removal of $30, 000 from the Construction phase and put it to the Design phase. ADOT staff recommended using the balance of FY 15 or 16 to create a different phase of the project, so that the City of Yuma can phase the sign inventory project into separate years so that the inventory is not all lumped into a one year program. Charles and Joel Olea will work together on moving forward with the eligibility process for the next phase of sign program in the City of Yuma.

V. AMEND TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT #2 TO INCLUDE TRANSIT AMENDMENT FY 15

John Andoh presented the YCIPTA Transit TIP to the YMPO TIP. John explained each line item and the TAC asked questions. John explained that all funding levels are using FTA Section 5307, 5310, and 5311 along with Surface Transportation Program Funds for the Federal fiscal year 2014 revenues for the fiscal year 2014-2015.

John Andoh requested the TACs approved recommendation be forwarded to the YMPOs Executive Board for their consideration of approval.

Joel Olea motioned to amend TIP amendment #2 to include Transit Amendment FY 15.

Samuel Palacios seconded

Motioned carried unanimously

VI. SHORT RANGE TRANSIT PLAN (SRTP) (PRESENTATION)

John Andoh presented to the TAC members a presentation of the SRTP. YCIPTA staff in partnership with YMPO and ADOT has commissioned Publictransit.us to develop a SRTP for YCIPTA. The planning for the SRTP is five years from July 1st, 2014 through June 30th, 2019. This SRTP provides purpose to serve as a management and policy document for YCIPTA, as well as a means of annually providing Federal Transit Administration (FTA) and YMPO with information necessary to meet regional fund programming and planning requirements also to submit requests for federal, state, and regional funds for capital and operating purposes through the YMPO TIP to name a few. Financial Plans, Marketing Plans, Goals, Objectives and Standards, also Bus Stop Standards are also a few details available inside the SRTP. John Andoh requested comments on the SRTP from the TAC members. Comments are due June 20, 2014.

VII. TAC PROJECT STATUS REPORTS

Item 7 was moved ahead Items 6 and 7.

Town of Wellton:

Yuma County:

South Frontage Road- under construction, November completion
County 19th St Bridge- materials have been received
County 14th St Overlay- environmental approved, finals plans are going out to ADOT, City of Yuma, and Yuma County also the certifications, right a ways, and utilities are getting submitted
Highway 80- removing bridge deck- Union Pacific Railroad over pass east of Wellton
FYI: County 14th St. between Somerton Ave and Ave G contractor completed the paving. Intersection of Ave G will begin new 2 way road way that will be an alternative to get around Somerton.

City of San Luis:

US95/Main St.
Avenue E Roadway Widening

City of Yuma:

16th St.-4th Ave redevelopment- 95% design, completing constructability and construction phasing reviews, working on development agreements, time framing for this project utility relocates summer of 2015 intersection improvements paving and concert work summer of 2016

City of Somerton:

TE Project-Somerton Canal Pathway-100% design, waiting for ADOTs final comments.
TE Project-Main St: Bingham to Somerton Ave- Bid opening was last week. There was 1 bidder from Tucson.
TE Project-Cesar Chavez Pathway-15% design

ADOT:

Cocopah Indian Tribe:

YCIPTA:

YCIPTA will be featured in a National press article later in the month of June because of their ridership growth. RFP process has been finalized and will entering an agreement with MV Transportation. MV Transportation is based out of Dallas Texas. Operations with MV Transportation will be effective July 1st. YCIPTA has terminated Transportation Concepts contract affected May 31, 2014 due to Transportation Concepts service to the operations. Bus Stop Amenities is in process. Wellton, Somerton, and Yuma County have adopted the Bus Stop standards.

VIII. PROJECT UPDATES

A. **PARA projects- Yuma School District-** finalizing working paper #2 for improvements, next TAC meeting is scheduled for July 1st
Yuma Transportation Master Plan- draft final report is begin
developed and should be out next week for reviews and comments, next TAC meeting is July 10th
B. **Yuma Regional Strategic Transportation Safety Plan (YRSTSP) -** Charles Gutierrez will meet with Charlene FitzGerald along with subcommittee to discuss issues Charles came across.
C. **YMPO**

IX. NEW ITEMS OF BUSINESS FOR FUTURE AGENDAS

A. TIP Amendments
B. HSIP

Please have **NEW ITEMS OF BUSINESS FOR FUTURE AGENDAS** available two weeks prior to the scheduled TAC meeting.

X. PROGRESS REPORTS

A. **Monthly Progress Teleconference Meeting (0000-YC-SLS-SZ01),** May 5, Charles A. Gutierrez attended
B. **YMPO TAC Meeting,** May 8, Charles A. Gutierrez, Melissa Ramos, and Chona Medel attended
C. **Development & Scheduling Meeting,** May 12, Charles A. Gutierrez attended
D. **AzTA Board Meeting,** May 12, Charlene FitzGerald attended
E. **YMPO Interagency Consultation Meeting,** May 14, Charles A. Gutierrez and Charlene FitzGerald attended
F. **095 YU 0000 H8003 01C Monthly Meeting,** May 14, Charles A. Gutierrez participated
G. **H8003/H8017 US95/US95T Improvement projects Monthly Progress Meeting,** May 14, Charles A. Gutierrez attended
H. **San Luis Community Vision 2025,** May 15, Charles Gutierrez participated
I. **Binational Economic Forum,** May15-17, Charlene FitzGerald attended
J. **5310 Conference Call,** May 19, Charlene FitzGerald, Melissa Ramos, and Charles A. Gutierrez participated
K. **TransCAD Training,** May 20, Charles A. Gutierrez and Charlene FitzGerald participated

L. **YPG luncheon for Richard Martins Retirement,** May 21, Charles A. Gutierrez and Charlene FitzGerald attended

M. **E-STIP training,** May 22, Charles A. Gutierrez, Chona Medel, and Melissa Ramos participated

N. **H4599 US 95 Progress Meeting,** May 28, Charles A. Gutierrez participated

O. **YMPO Executive Board Meeting,** May 29, Charles A. Gutierrez, Charlene FitzGerald, and Chona Medel attended

P. **Monthly Progress Teleconference Meeting (0000-YU-SLS-SZ016 03D Ave E Roadway Widening; US Port of Entry to SR 195),** June 2, Charles A. Gutierrez attended

Q. **YCIPTA Short Range Transit Plan TAC Meeting,** June 3, Charlene FitzGerald attended

R. **MPO/COG Director Meeting,** June 4, Charlene FitzGerald attended

S. **YMPO Regional Strategic Transportation Safety Plan,** June 4, Charles A. Gutierrez attended

T. **Breakfast with Arizona Economists,** June 4, Charlene FitzGerald attended

U. **Arizona Town Hall,** June 5, Charlene FitzGerald attended

V. **Yuma Regional Strategic Transportation Safety Plan Ranking,** June 9, Charlene FitzGerald attended

XI. ADJOURNMENT

Vice-Chairman Roger Patterson adjourned the meeting at 10:13am.

Notice: In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Charles A. Gutierrez at 928-783-8911.

Minutes prepared by:	Minutes submitted by:	Minutes approved by:
Melissa Ramos	Charles Gutierrez	Roger Patterson YMPO TAC
YMPO Administrative Assistant	YMPO Senior Planning Manager	Vice-Chairman

Yuma Metropolitan Planning Organization

TECHNICAL ADVISORY
REGULAR MEETING MINUTES

TECHNICAL ADVISORY COMMITTEE (TAC)
Regular Meeting
Thursday, July10, 2014
9:00 AM

GYEDC
899 Plaza Circle, Suite 2
Yuma, AZ 85365

YMPO TAC MEMBERS PRESENT

Vice-Chairman	Roger Patterson, Yuma County Engineer
Member	Mark Hoffman, Senior Planner, ADOT
Member	Joel Olea, Director of Public Works, City of Yuma
Member	Samuel Palacios, Public Works Director, City of Somerton
Member	John Starkey, Building Safety Director, City of San Luis
Member	Jennifer Albers, Principal Planner, City of Yuma
Member	Monty Stansbury, Planning & Zoning Director, Yuma County

YMPO TAC MEMBERS ABSENT

Chairman	Joseph Grant, Public Works Director, Town of Wellton
Member	Omar Heredia, Planner, Cocopah Indian Tribe
Member	Joshua Scott, City Engineer, City of Yuma

YMPO STAFF PRESENT

Senior Planning Manager	Charles A. Gutierrez
Administrative Assistant	Melissa Ramos

I. CALL TO ORDER

Vice-Chairman Roger Patterson called the Technical Advisory Meeting to order at 9:05am.

A. City of Yuma declaration of votes: Joel Olea-3 and Jennifer Albers-2

II. CALL TO THE PUBLIC

This item is to provide an opportunity for presentation of comments by the public. Individuals wishing to address the committee need not request permission in advance and are limited to three (3) minutes.

Charles Gutierrez announced that Mark Teuscher will continue working for the YMPO and Mark Teuscher's title will be changing to Mobility Manager. Mark Teuscher will be the Mobility Manager for the Yuma region.

DRAFT

III. APPROVAL OF THE JUNE 2014 MINUTES

Vice-Chairman Roger Patterson requested that YMPO TAC EX-OFFICIO'S ABSENT be taken off the minutes and be noted when they are present.

Jennifer Albers motioned to approve the minutes of June 12, 2014 as amended by the TAC members.

Samuel Palacios seconded

Motioned carried unanimously

IV. ARIZONA BODER MASTE PLAN UDATE

Charles Gutierrez gave a brief demonstration on how to use the AZ BMP website and asked the TAC committee to review Chapter 8 in the Arizona Border Master Plan and to look for infrastructure projects that need to be updated. All materials needed to complete this update will be sent out by Charles Gutierrez. The due date for the update was extended to July 23 by Charles Gutierrez.

V. HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) UPDATE

Charles Gutierrez informed the TAC committee that there is approximately $490,000 of HSIP funds available for fiscal year 2015 and those funds need to be obligated quickly. If the funds are not obligated the funds may be loaned out to other jurisdictions and will be paid back at a later time just as funds were loaned out to SEGO in FY 14. Charles Gutierrez announced AMEC as the consulting firm for the Yuma Regional Strategic Transportation Safety Plan (YRSTSP). The contract is under negotiation and should be completed shortly. Charles Gutierrez gave the TAC members the opportunity to discuss and choose the process of how the TAC meetings will be held for the YRSTSP. Charles Gutierrez suggested the TAC members select a sub-committee and Charles Gutierrez will the project manager with guidance from Charlene FitzGerald. The final decision was that all TAC members will be involved with the process of the YRSTSP. The first meeting will take place in August. There will be several meetings during the process of the YRSTSP including public participation.

VI. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) UPDATE

Charles Gutierrez updated the TAC members on the loan reduction for FY 14 San Luis project SAN-12-08C Avenue E Widening. The original amount was $1,660,000 and the amount that it has been reduced to is $1,055,163. Prior to the YMPO Executive Board meeting in June there was recommendation to change the TIP.

VII. TAC PROJECT STATUS REPORTS

Town of Wellton:

Yuma County:

South Frontage Road- ongoing
County 19th St Bridge- ongoing
County 14th St Overlay- Bid opening was the 7th of November
Highway 80- ongoing

City of San Luis:

US95/Main St. – negotiating- construction should start in the summer
Avenue E Roadway Widening- goes out to bid in August

City of Yuma:

City of Somerton:

TE Project-Somerton Canal Pathway-100% design, waiting for ADOTs final comments.
TE Project-Main St: Bingham to Somerton Ave- Bidding was reviewed and the bid was over budget by 30% and will be advertised again
TE Project-Cesar Chavez Pathway-Project Assessment is complete and waiting for final reviews.
Main St. and Highway 95 pavement preservation- construction willing start between March and April of 2015

ADOT:

I8 project- paving is half way completed with bridge work ongoing and final completion is in September

Cocopah Indian Tribe:

YCIPTA:

VIII. PROJECT UPDATES

A. PARA projects- Yuma School District-TAC meeting was held for working paper #2 looking for comments. Working paper #2 has a detailed list of schools and improvements that could be done.

Yuma Transportation Master Plan- final TAC meeting is July 10 to discuss draft final report that was submitted and go over comments

B. Yuma Regional Strategic Transportation Safety Plan (YRSTSP)-AMEC is the selected consulting firm

C. YMPO- In-Kind Match sheets need to be completed and turned into YMPO staff. YRSTSP will require different In- Kind Match sheets. All of the time dedicated to the YRSTSP is completely In- Kind Match time. Please include all staff that contributes time to the YRSTSP.

IX. NEW ITEMS OF BUSINESS FOR FUTURE AGENDAS

A. TIP Amendments
B. HSIP

Please have **NEW ITEMS OF BUSINESS FOR FUTURE AGENDAS** available two weeks prior to the scheduled TAC meeting.

X. PROGRESS REPORTS

- **A.** **YMPO TAC Meeting,** June 12, Charles A. Gutierrez, Melissa Ramos, and Mark Teuscher attended
- **B.** **San Luis Rio Colorado Transportation and Development Tour to El Golfo,** June 16, Charlene FitzGerald attended
- **C.** **AMC, June 18-19,** Charlene FitzGerald attended
- **D.** **AMC, June 20,** Charles A. Gutierrez attended
- **E.** **AzTA's Annual "Advance",** June 20, Charlene FitzGerald attended
- **F.** **NPRM on Performance webinar,** June 24, Charles A. Gutierrez participated
- **G.** **YMPO/ADOT Monthly Meeting,** June 25, Charles A. Gutierrez and Charlene FitzGerald attended
- **H.** **Chamber Transportation Meeting,** June 26, Charles A. Gutierrez attended
- **I.** **YMPO Executive Board Meeting,** June 26, Charlene FitzGerald, Chona Medel, and Charles Gutierrez attended
- **J.** **San Luis II POE Presidential Permit, Traffic Projects, Environmental, and Feasibility Study**, June 30, Charlene FitzGerald and Charles A. Gutierrez participated
- **K.** **Yuma School District Number One Plan of Improvement Review TAC Meeting,** July 1, Charles A. Gutierrez attended
- **L.** **YMPO Regional Mobility Committee Quarterly Meeting,** July 9**,** Mark Teuscher and Melissa Ramos participated

XI. ADJOURNMENT

Vice-Chairman Roger Patterson adjourned the meeting at 10:17am.

Notice: **In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Charles A. Gutierrez at 928-783-8911.**

Minutes prepared by:	**Minutes Submitted by:**	**Minutes approved by:**
Melissa Ramos	Charles Gutierrez	Joseph Grant, YMPO TAC
YMPO Administrative Assistant	YMPO Senior Planning Manager	Chairman