

## EXECUTIVE BOARD REGULAR MEETING AGENDA

*Local Governments and Citizens Working Together*

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### EXECUTIVE BOARD

#### Regular Meeting

Thursday, September 24, 2020  
1:30 P.M.

The Meeting will be held using GoToMeeting

by Video and/or Teleconference from the

Main Conference Room at the YMPO Offices at  
502 South Orange Avenue, Yuma, Arizona 85364.

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### YMPO EXECUTIVE BOARD

Chair	Martha Garcia, Vice-Mayor, City of Somerton.
Vice-Chair	Maria Cruz, Vice-Mayor, City of San Luis.
Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County.
Member	Cecilia McCollough, Mayor, Town of Wellton.
Member	Gary Knight, Councilmember, City of Yuma.
Member	Paul Patane, Southwest District Engineer, ADOT.
Member	Lynne Pancrazi, Board of Supervisors, Yuma County.
Member	Karen Watts, Deputy Mayor, City of Yuma.
Member	Chris Morris, Councilmember, City of Yuma.
Member	Cocopah Indian Tribe, member not yet identified.

A regular electronic meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization (YMPO) will be held on **Thursday, September 24, 2020**, starting at **1:30 p.m. using GoToMeeting Video/Teleconferencing from the YMPO Offices at 502 South Orange Street, Yuma, Arizona, 85364**, to discuss, consider, and/or take action with respect to the items listed below. Members MAY attend in person if they wish.

1. Call to Order and the Pledge of Allegiance.  
The meeting will be called to order and members will be asked to recite the Pledge of Allegiance.
2. Roll Call Attendance and Declaration of Votes.  
Crystal Figueroa, YMPO Accountant II and Executive Assistant, will call the attendance roll, and if any members of the City of Yuma and/or Yuma County are not in attendance, those members that are in attendance will have the opportunity to declare which members will carry their respective number of proxy votes.
3. Title VI Declaration and Call to the Public.  
De'Laurien McKenzie, YMPO Associate Planner, will read a brief message reminding member of our Title VI obligations. In addition, this item provides an opportunity for 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. Due to the revised nature of the meeting, members of the Public are requested to contact YMPO staff with any questions they may have.

4. Consent Agenda.
  - A. Approval of the August 27, 2020 Board Meeting Minutes.
  - B. YMPO Income/Expenditure Report for August 2020.

A copy of the draft minutes of the previous Board meeting from August 27, 2020, and the Income and Expenditure Report for August 2020, are being sent out with the agenda packet. Members will have the opportunity to review, report any changes, and/or approve the minutes of the August 27, 2020, Board meeting and to review, discuss, and acknowledge receipt of the financial report.

**This item is on the agenda for information, discussion, and/or action to approve the Consent Agenda. Copies of the draft minutes are attached for review as Item 4A and the Expenditure Reports as Item 4B.**

5. Possible New Offices for YMPO

As previously presented to the Board, Mr. Ward has met with representatives from the City of Yuma and Yuma County to review the steps needed to acquire real estate for a possible new office. In addition, Mr. Ward will present the results of an appraisal which is scheduled for delivery prior to the Board meeting and will report on his most recent findings regarding a possible option. The Board may decide to hear further details from Mr. Ward and possibly give guidance during an Executive Session. The Attorney that Mr. Ward has consulted with regarding this matter is expected to be available during the Executive Session regarding the possible search for property.

**This item is on the agenda for information, discussion and possible action regarding the search for possible new offices.**

6. **EXECUTIVE SESSION**

The Executive Board 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 Board, 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.

**This item is on the agenda for information, discussion, and/or action. The YMPO Chair will call for a motion to convene the YMPO in Executive Session for the Review and Discussion of possible new YMPO Offices.**

7. Reconvene to Public Meeting

**This item on the agenda is for action to reconvene back to the YMPO Regular Meeting.**

8. Possible New YMPO Offices - Open Discussion

This item is a follow up to the previous two agenda items. One possible action item is to review, discuss, and approve, a Resolution authorizing the Executive Director to negotiate with a property owner to acquire a commercial property that may become the new offices for YMPO.

**This item is on the agenda for information, discussion, and/or possible action, in open session, to review and approve a Resolution, authorizing the Executive Director to negotiate with a property owner to acquire a commercial property. Mr. Ward will present his item and further information is available in an information summary that is available as Item 8.**

9. Steps to Achieve the 2020 Census.

YMPO staff will give a brief update on recent efforts made by member agencies and upcoming events, regarding the Decennial Census. This will likely be the last update prior to the official end of the 2020 US Census on September 30, 2020.

**This item is on the agenda for information and discussion only at this stage. Mr. McKenzie will present this item and further information is provided in an information summary that is attached as Item 9.**

10. FY 2020-24 YMPO Transportation Improvement Program - Amendment #2

The FY 2020-2024 YMPO Transportation Improvement Program (TIP) was approved by the Executive Board at their meeting on June 27, 2019. Since that time, YMPO member agencies have requested changes to some of the Federally funded projects listed in the TIP. In addition, the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) staff have requested to make several changes to the transit projects listed in the TIP (Transit TIP Amendment #4). As a result, Amendment #2 to the YMPO TIP is needed to allow the projects to proceed.

**This item is on the agenda for information, discussion, and/or possible action to approve Amendment #2 to the FY 2020-24 YMPO TIP, to exchange Federal funds between phases of three highway projects, and to make several changes to transit projects. Mr. Gutierrez will present this item and**

**more information is listed in an Information Summary that is included as Item 10.**

11. Summary of Current Events/Board Member Reports/Executive Director's Report & Comments by Other Participants.

This agenda item is an opportunity for members and staff to update the Board regarding recent occurrences, as shown below. If written information is available, it will be included in an attached Information Summary.

- A. Staff Reports - Future Meetings
- B. TAC Minutes
- C. Conference Updates (AZTA, RTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation

**This item is on the agenda for information, discussion, and for Board member and staff reports and comments.**

12. Possible Future Agenda Items.

The following items will be heard at a future meeting. Members are encouraged to suggest topics for discussion at a future Board meeting:

- A. Possible UPWP and Annual Budget Amendment.
- B. Future Regional Transportation Funds update.

**This item is on the agenda for information, discussion, and possible suggestions by members for future agenda items.**

13. Progress Reports.

Members and staff will update the Board on the progress of ongoing projects and other recent events.

- A. Sep 1 - Real Estate Acquisition discussion with COY attorney (PW).
- B. Sep 3 - Meet with YC Human Resources Director (PW, CG, CF).
- C. Sep 3 - COGs/MPOs Director's telemeeting (PW).
- D. Sep 3 - Personal briefing with De'Laurien (PW, DM).
- E. Sep 3 - Discuss possible future 5305 funding with CYMPO Director (PW).
- F. Sep 8 - Staff meeting (All staff).
- G. Sep 8 - City of San Luis Cesar Chavez Blvd discussion (PW, CG, SL staff).
- H. Sep 8 - Present to Regional Economic Development panel (PW).
- I. Sep 9 - YCIPTA/YMPO SRTP telemeeting (PW).
- J. Sep 9 - Reimbursement/DBA ADOT Presentation (CG)
- K. Sep 10 - YMPO TAC telemeeting (PW, CG, DM).
- L. Sep 11 - ADOT/COGs/MPOs Working Group telemeeting (PW, CG).

- M. Sep 14 - RTAC Management Committee telemeeting (PW).
- N. Sep 14 - COG/MPO Rural Summit Meeting (PW)
- O. Sep 14 - ADOT/YMPO Coordination telemeeting (PW, CG).
- P. Sep 15 - YMPO LRTP telemeeting with Kittelson (PW, CG, DM).
- Q. Sep 16 - ASCE Infrastructure Report Card telemeeting (PW).
- R. Sep 18 - AZSTB telemeeting (PW)
- S. Sep 21 - FHWA EDC 5 STEP Initiative (Skype meeting) (PW).
- T. Sep 22 - Roadbotics Presentation by KHA (PW, DM, CG)
- U. Sep 23-25 - Roads and Streets teleconference (El Conquistador).
- V. Sep 23 - YCIPTA/YMPO SRTP telemeeting (PW, MR).
- W. Sep 23 - 5310/5311 Transit 101 (CG)
- X. Sep 23 - AZDOA Data Management Presentation (CG)
- Y. Sep 23 - 5311 Implementation Meeting (CG)
- Z. Sep 24 - YMPO Executive Board telemeeting.
- AA. Sep 24 - 5310 Implementation Plan Meeting (CG)

14. 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. If you have any questions regarding YMPO programs, activities, or services, please contact Paul Ward or Charles Gutierrez at 928-783-8911.*

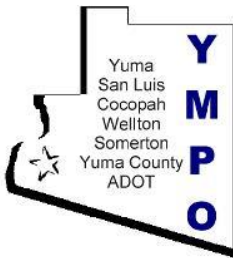
Anticipated Future 2020 Meeting Locations

The following meetings **MAY** be held electronically, depending on the Coronavirus situation. Further information will be provided and the location(s) **MAY** change.

October 29, 2020      City of Yuma, City One Plaza, Room 190, Yuma, Arizona 85364.

December 10, 2020      City of San Luis, Council Chambers, 1090 East Union Street,  
San Luis, Arizona 85349.

The combined November/December meeting of the YMPO Executive Board is usually accompanied by an invitation, from the City of San Luis, to a lunch prior to the meeting.



## EXECUTIVE BOARD REGULAR MEETING MINUTES

*Local Governments & Citizens Working Together*

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**Executive Board  
Regular Meeting  
Thursday, August 27, 2020  
1:30 P.M.**

**The Meeting was held using GoToMeeting  
By Video and/or Teleconference from the  
Main Conference Room at the YMPO Offices at  
502 South Orange Avenue, Yuma, Arizona 85364**

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1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning Organization (YMPO) Vice-Chair, Maria Cruz, called the YMPO Executive Board (the Board) meeting to order at 1:31 p.m. She called on ADOT Southwest District Engineer, Paul Patane, to lead the Pledge of Allegiance.

2. Roll Call Attendance.

The YMPO Executive Assistant/Accountant II, Crystal Figueroa, called the roll as follows:

YMPO Executive Board Members Present:

Vice-Chair	Maria Cruz, Vice-Mayor, City of San Luis *
Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County *
Member	Cecilia McCollough, Mayor, Town of Wellton *
Member	Gary Knight, Councilmember, City of Yuma *
Member	Paul Patane, ADOT Southwest District Engineer *
Member	Lynne Pancrazi, Board of Supervisors, Yuma County *
Member	Karen Watts, Deputy Mayor, City of Yuma *
Member	Chris Morris, Councilmember, City of Yuma*

^ Members attended in person.

\* ALL Members participated by teleconference.

YMPO Executive Board Members Absent:

Chair	Martha Garcia, Vice-Mayor, City of Somerton
Member	Vacant, Cocopah Indian Tribe

As five out of seven, constituent member agencies were present, the quorum requirement was met.

YMPO Staff Present:

Paul Ward	Executive Director
Charles Gutierrez	Senior Planning/Mobility Manager
Crystal Figueroa	Executive Assistant/Accountant II
DeLaurien McKenzie	Associate Planner

Additional Attendees:

Susan Thorpe                      Yuma County Administrator \*  
Barry Olsen                        Larry W Suciu Law Offices

Declaration of Votes:

Councilmember Knight announced that he held a proxy for Councilmember Karen Watts vote if she was not able to join the Board meeting.

3.     Title VI Declaration and Call to the Public  
DeLaurien McKenzie, YMPO Associate Planner, read the YMPO Title VI obligations. No members of the public addressed the Board.
  
4.     Consent Agenda
  - A.     Approval of the July 30, 2020, Board Meeting Minutes.
  - B.     YMPO Income/Expenditure Report for July 2020.

MOTION: Councilmember Gary Knight moved to approve the consent agenda, as presented. Secretary/Treasurer, Supervisor Martin Porchas seconded, and the motion was unanimously approved.

5.     Steps to Achieve the 2020 Census.  
Mr. McKenzie provided the monthly update to the 2020 Census and confirmed for the Board that the new date for the end of the Census will be September 30, 2020. He mentioned that the self-response phase will continue through September 30 and reported that households can still respond online through the phone and via mail. A census field data collection operation will proceed and assigned individuals will reach out to households that have not responded. Mr. McKenzie provided a brief summary of the most recent numbers for member agencies.

6.     Requested Changes to the YMPO Title VI Report  
Charles Gutierrez, Senior Planning/Mobility Manager presented to the Executive Board on the YMPO Title VI Plan of the 1964 Civil Rights Act Phase II which covered the Limited English Proficiency (LEP) Plan, and the Public Participation Plan. He mentioned some changes have been discussed with ADOT staff, which are being presented as training material, as well as possible Board approval.

MOTION: Councilmember Knight moved to approve requested changes to the YMPO Title VI Report. Secretary/Treasurer Porchas seconded, and the motion was unanimously approved.

7. Possible New Offices for YMPO

Mr. Ward presented on the continued search for a new office space. He noted that purchasing seems to be the most realistic option for the near- and long-term future for YMPO. He reviewed the advantages of purchasing and described the available office space at 230 West Morrison Street. He provided the Board with the steps necessary to move forward with potentially purchasing the building. These included authorization of an appraisal, negotiating a price for the property, and authorizing the expenditures within the UPWP. Mr. Ward introduced attorney Barry Olsen from Larry W Suci Law Offices. Mr. Olsen suggested to go into Executive Session to discuss details on appraisal.

MOTION: Councilmember Morris moved to go into Executive Session. Councilmember Knight seconded, and the motion was unanimously approved.

8. Executive Session

The Board met in Executive Session to discuss the circumstances regarding possible acquisition of a commercial property. There are no minutes available for this period.

9. Reconvene to Public Meeting

MOTION: Supervisor Pancrazi moved to reconvene to Public Meeting at 2:32 p.m. Councilmember Knight seconded, and the item was unanimously approved.

10. Possible New Offices for YMPO-Open Discussion

After some discussion in Executive Session, the Board delivered the following motion.

MOTION: Councilmember Knight moved to authorize YMPO Executive Director, Paul Ward, to proceed with procurement of an appraisal for the commercial property. Supervisor Pancrazi seconded, and the item was unanimously approved.

11. FY 2020-2021 YMPO Unified Planning Work Program (UPWP) Amendment #3

Mr. Ward introduced Amendment #3 of the FY 2020-21 UPWP, he mentioned that after the close of the fiscal year in June 2020, carried-forward and remaining study funds were calculated and brought-forward as a change in the UPWP. Mr. Ward mentioned that the Amendment currently does not include funds for acquiring new premises for YMPO Offices which will likely be presented in a future Board meeting. Crystal Figueroa, YMPO Executive Assistant/Accountant II reviewed the list of changes being requested to the FY 2021 of the FY 2020-21 YMPO UPWP, in detail. Ms. Figueroa mentioned programming the Cares Act Mobility Management funds into staff salaries and for carrying out the Regional Coordination Plan. She mentioned that the changes to the bringing forward of federal funds included the remaining balances for studies, increasing the budget by a total of \$205,671. Mr. Ward recommend including the necessary funds for the procurement of an appraisal of the interested commercial real estate after the selection of an appraisal company has been completed.



MOTION: Councilmember Knight moved to approve Amendment #3 to the current FY 2020-21 UPWP to the annual budget for FY 2021 and add up to \$3,000 in local funds for the procurement of an appraisal for commercial real estate. Supervisor Pancrazi seconded, and the item was unanimously approved.

12. Selection of Companies to provide Auditing and Accounting Services to YMPO

Secretary/Treasurer Porchas thanked the audit committee and YMPO staff for participating in the selection of companies to provide Audit and Accounting services to YMPO. Secretary/Treasurer Porchas stated that YMPO undergoes a yearly audit and the up to five-year contract had recently ended; therefore, YMPO re-advertised for both the Audit and Accounting Services, advertising a RFP for one and a RFQ for the other. He reported receiving a total of four proposals for each of the services. The Audit Committee reviewed, evaluated, and ranked all proposals and recommended the current Accounting and Audit firms to provide services.

Mr. Ward elaborated on the two recommended companies as Walker and Armstrong and The Pun Group and mentioned YMPO Staff was still considering what company would provide which service. He included that the proposals from both companies included pricing for completing a Comprehensive Annual Financial Report issued by Government Finance Officers Association. Mr. Ward mentioned that such report has never been done before for YMPO and thought it would be appropriate for recognition of excellence in financial reporting for YMPO.

MOTION: Councilmember Knight moved to authorize the Executive Director to contract with the two companies as recommended by the Audit Committee. Deputy Mayor Watts seconded, and the item was unanimously approved.

13. Summary of Current Events/Board Member Reports/Executive Director's Report & Comments by Other Participants.

- A. Staff Reports - Future Meetings.
- B. TAC Minutes.
- C. Conference Updates (AZTA, RTS, and Roads and Streets).
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities. Mr. Adam gave a Legislative Update at the Federal level.
- F. Projects - Economic Development and Transportation.

14. Possible Future Agenda Items.

The following items will be heard at a future meeting. Members are encouraged to suggest topics for discussion at a future Board meeting:

- A. Possible UPWP and Annual Budget Amendment.
- B. Future Regional Transportation Funds update.

15. Progress Reports.

Members and staff will update the Board on the progress of ongoing projects and other recent events.

- A. Aug 3 - Staff meeting.
- B. Aug 4 - FHWA Vehicle Size/Weight Workshop webinar (several).
- C. Aug 4 - P2P Projects and Milestones (ADOT) telemeeting.
- D. Aug 7 - COG, MPO and MPD Working Group telemeeting.
- E. Aug 7 - PMSS Subcommittee telemeeting.
- F. Aug 10 - RTAC Management Committee telemeeting.
- G. Aug 10 - Rural COG/MPO Rural Summit telemeeting.
- H. Aug 10 - ADOT/YMPO Coordination telemeeting.
- I. Aug 12 - YCIPTA/YMPO SRTP telemeeting.
- J. Aug 13 - TAC telemeeting.
- K. Aug 13 - Meet with Barry Olsen (Attorney).
- L. Aug 17 - FHWA EDC 5 STEP Initiative (Skype meeting).
- M. Aug 21 - AZSTB telemeeting.
- N. Aug 26 - YCIPTA/YMPO SRTP telemeeting.
- O. Aug 27 - EB telemeeting (tentatively City of Yuma, Room 190).

16. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:52 p.m.

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Preparation and Approval of Minutes:

Minutes prepared by:

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Crystal Figueroa, Executive Assistant  
and Accountant II, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on  
September 24, 2020

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Paul D. Ward, P.E., Executive Director  
Yuma Metropolitan Planning Organization

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Vice-Mayor Maria Cruz, Vice-Chair  
YMPO Executive Board

**Yuma Metropolitan Planning Organization**  
**Revenue & Expense Budget Performance**  
August 2020

	Aug 20	Jul - Aug 20	YTD Budget	% of Budget
<b>Income</b>				
<b>4000 · ADOT Grant</b>				
4001 · PL	0.00	0.00	484,677.00	0.0%
4002 · SPR	0.00	0.00	281,838.00	0.0%
4004 · STBG	0.00	0.00	265,000.00	0.0%
<b>Total 4000 · ADOT Grant</b>	0.00	0.00	1,031,515.00	0.0%
<b>4010 · FTA Grant</b>				
4020 · 5303/5305	0.00	0.00	151,730.00	0.0%
4021 · 5304	0.00	0.00	65,373.00	0.0%
<b>Total 4010 · FTA Grant</b>	0.00	0.00	217,103.00	0.0%
<b>4050 · ADEQ Grant</b>	0.00	0.00	10,000.00	0.0%
<b>4055 · 5310 Funds</b>				
4053 · CARES Act MM	0.00	0.00	72,902.00	0.0%
4055 · 5310 Funds - Other	0.00	0.00	62,652.00	0.0%
<b>Total 4055 · 5310 Funds</b>	0.00	0.00	135,554.00	0.0%
<b>4200 · YMPO UPWP Dues</b>	0.00	0.00	80,623.69	0.0%
<b>4400 · Interest Income</b>	1,305.62	3,955.19	31,000.00	12.76%
<b>4600 · Charges for Services</b>				
4904 · Traffic Count Revenue	0.00	0.00	12,402.00	0.0%
<b>Total 4600 · Charges for Services</b>	0.00	0.00	12,402.00	0.0%
<b>Total Income</b>	<b>1,305.62</b>	<b>3,955.19</b>	<b>1,518,197.69</b>	<b>0.26%</b>
<b>Gross Profit</b>	<b>1,305.62</b>	<b>3,955.19</b>	<b>1,518,197.69</b>	<b>0.26%</b>
<b>Expense</b>				
<b>5110 · Payroll Expenses</b>				
5111 · Fringe Benefits	2,169.51	4,178.61	29,802.00	14.02%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	1,083.00	2,694.68	9,092.00	29.64%
5112 · Part Time Staff-Salaries - Other	4,253.64	8,579.39	67,750.00	12.66%
<b>Total 5112 · Part Time Staff-Salaries</b>	<b>5,336.64</b>	<b>11,274.07</b>	<b>76,842.00</b>	<b>14.67%</b>
5113 · Full Time Staff-Salaries	23,064.05	43,456.19	295,676.00	14.7%
5115 · Health Insurance-ER Portion	4,470.00	8,940.00	53,640.00	16.67%
5116 · ASRS	2,882.29	5,607.43	38,542.00	14.55%
5117 · Workman's Comp Insurance	0.00	953.00	1,089.00	87.51%
5118 · FUTA Payroll Expense	34.45	62.22	546.00	11.4%
5120 · Life Insurance	121.43	364.29	1,560.00	23.35%
<b>Total 5110 · Payroll Expenses</b>	<b>38,078.37</b>	<b>74,835.81</b>	<b>497,697.00</b>	<b>15.04%</b>
<b>5123 · Consulting Services</b>				
5134 · Contractual-Local	0.00	12,965.45	35,145.00	36.89%
5123 · Consulting Services - Other	10,105.00	45,867.05	715,383.00	6.41%
<b>Total 5123 · Consulting Services</b>	<b>10,105.00</b>	<b>58,832.50</b>	<b>750,528.00</b>	<b>7.84%</b>
5124 · Staff Training/Education	0.00	0.00	6,914.00	0.0%
5125 · Audit Services	0.00	0.00	22,000.00	0.0%
5126 · Payroll Processing Fees	340.53	340.53	4,500.00	7.57%
5128 · Accounting Services	0.00	0.00	25,000.00	0.0%
5129 · Public Participation	0.00	0.00	1,000.00	0.0%
5131 · Data Process, Software, Hardware	574.48	574.48	8,000.00	7.18%
5132 · Furniture and Equipment	65.04	65.04	6,000.00	1.08%
5140 · Legal	2,179.25	2,658.25	7,500.00	35.44%
5150 · IT Support	0.00	0.00	1,000.00	0.0%
5151 · Building, Contents Insurance	0.00	0.00	6,000.00	0.0%
5152 · Equipment Maintenance	0.00	0.00	1,300.00	0.0%
5153 · Office Supplies	34.12	153.65	3,000.00	5.12%

**Yuma Metropolitan Planning Organization**  
**Revenue & Expense Budget Performance**  
August 2020

	Aug 20	Jul - Aug 20	YTD Budget	% of Budget
5154 · Postage	0.00	0.00	500.00	0.0%
5155 · Printing	9.00	61.85	800.00	7.73%
5157 · Publications, Subscriptions	0.00	310.88	600.00	51.81%
5158 · Registration Fees	0.00	0.00	6,000.00	0.0%
5159 · Special Meetings	0.00	0.00	4,000.00	0.0%
5160 · Telecommunications	940.96	2,181.96	12,000.00	18.18%
5162 · Vehicle Insurance	4,693.40	4,693.40	5,000.00	93.87%
5163 · Vehicle Maint., Repairs, Parts	7.00	7.00	2,500.00	0.28%
5164 · YMPO Memberships & Dues	0.00	0.00	3,500.00	0.0%
5165 · Finance Charges and Interest	3.50	7.00	250.00	2.8%
5166 · Website Maintenance	0.00	68.00	1,500.00	4.53%
5167 · Miscellenous Consumables	3.05	14.22	2,000.00	0.71%
5169 · Miscellaneous-Expense	0.00	85.65	4,000.00	2.14%
5171 · Alarm System	0.00	93.00	1,000.00	9.3%
5172 · Lease	0.00	3,661.20	24,000.00	15.26%
5173 · Electric Bill	270.23	270.23	7,500.00	3.6%
5174 · Grounds Maintence	160.00	320.00	2,700.00	11.85%
5175 · Janitorial	375.00	675.00	4,500.00	15.0%
5179 · Office Building Repairs				
5181 · Pest Control	96.00	96.00	500.00	19.2%
5179 · Office Building Repairs - Other	0.00	0.00	1,000.00	0.0%
<b>Total 5179 · Office Building Repairs</b>	<b>96.00</b>	<b>96.00</b>	<b>1,500.00</b>	<b>6.4%</b>
5182 · Sewer & Water	102.75	201.46	1,300.00	15.5%
5190 · Travel - Local & Outside County	0.00	0.00	20,000.00	0.0%
5191 · T530- Traffic Count Fuel	2,062.63	2,567.38	4,635.00	55.39%
5630 · T530 Traffic Count Equipment				
5631 · T530-Local COY Materials	0.00	0.00	1,244.00	0.0%
5630 · T530 Traffic Count Equipment - Other	166.00	609.81	4,575.00	13.33%
<b>Total 5630 · T530 Traffic Count Equipment</b>	<b>166.00</b>	<b>609.81</b>	<b>5,819.00</b>	<b>10.48%</b>
<b>Total Expense</b>	<b>60,266.31</b>	<b>153,384.30</b>	<b>1,456,043.00</b>	<b>10.53%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4900 · In-Kind Match Revenue	5,741.64	15,499.94	185,713.00	8.35%
<b>Total Other Income</b>	<b>5,741.64</b>	<b>15,499.94</b>	<b>185,713.00</b>	<b>8.35%</b>
<b>Other Expense</b>				
9200 · In-Kind Match Expenses	5,741.64	15,499.94	185,713.00	8.35%
<b>Total Other Expense</b>	<b>5,741.64</b>	<b>15,499.94</b>	<b>185,713.00</b>	<b>8.35%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-58,960.69</b>	<b>-149,429.11</b>	<b>62,154.69</b>	<b>-240.42%</b>

10000 - Wells Fargo - YMPO General Account	\$45,364.63
10009 - Wells Fargo - YMPO Payroll Account	\$12,308.74
10100 - Yuma County Treasurer - YMPO Account	\$1,724,301.80
	<u>\$1,781,975.17</u>

# **YMPO INFORMATION SUMMARY AGENDA ITEM #5**

## **Possible New Offices for YMPO**

**DATE:** September 21, 2020

**SUBJECT:** Possible New Offices for YMPO

### **SUMMARY:**

As previously presented to the Executive Board, YMPO has been searching for a new office building. We have found a location that meets all the current needs and those of the foreseeable future. Mr. Ward has reviewed the processes followed by the City of Yuma and Yuma County and are summarized as follows:

1. Budget Authority - Include the property in the Work Program or amend the WP accordingly. Ensure that the funds available are unrestricted/unencumbered.
2. Governing Board Authority - Ensure that the Board has the authority to negotiate and to acquire property.
3. Property Inspection - It is recommended (but not required) to have the property inspected by qualified inspectors to review the condition of the property and potential hazards and liabilities.
4. Title Report - Obtain a title report to ensure clear ownership of the property.
5. Legal Description - Prepare a legal description for land purchases or an address for buildings.
6. Appraisal - An appraisal is required to determine market value of the property.
7. Enter negotiation with the owner.
8. Title Company - Title company prepares the warranty deed and escrow instructions.
9. Sign Documents and Pay.

### **PUBLIC INPUT:**

No input has been provided by members of the public on this subject.

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** YMPO would need to amend the Unified Planning Work Program and Annual Budget to authorize expenditure for the funds needed to acquire the real estate desired. A resolution authorizing the Executive Director to proceed with acquisition steps is being provided.

**POLICY:** YMPO has not adopted any policies with regard to owning property.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to approve a Resolution authorizing the Executive Director to take appropriate actions to acquire property. The Board may also discuss possible scenarios.

**PRIOR BOARD/COMMITTEE ACTIONS:**

This item has been discussed by the Board on four occasions in the past year. At the previous meeting, the Board authorized Mr. Ward to seek an appraisal of the property.

**CONTACT PERSON:**

Paul Ward, Executive Director, 928-783-8911.

# Yuma Metropolitan Planning Organization

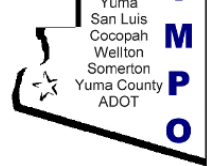
502 South Orange Avenue

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Yuma, Arizona 85364

Fax: (928) 329-1674

[www.ympo.org](http://www.ympo.org)



*Local Governments and  
Citizens Working Together*

## YUMA METROPOLITAN PLANNING ORGANIZATION RESOLUTION NO. 151

### A RESOLUTION OF THE YMPO EXECUTIVE BOARD, DIRECTING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE POSSIBLE ACQUISITION OF REAL ESTATE FOR A POSSIBLE NEW OFFICE.

**Whereas:** The Yuma Metropolitan Planning Organization (YMPO) desires to possibly acquire and purchase property for its operations;

**Whereas:** The YMPO Executive Board, is the YMPO governing body and has the authority to “coordinate and direct transportation planning, implementation thereof and related activities within the overall regional comprehensive planning process” and to negotiate and procure adequate office space for its operations;

**Whereas:** YMPO has leased the current and prior premises since its formation in 1983 and the current five-year lease for YMPO’s current office location expires at the end of calendar year 2020;

**Whereas:** YMPO’s current office location is an older building lacking energy efficiency and sufficient parking facilities to adequately accommodate Executive Board or Technical Advisory Committee meetings and is not feasible to accommodate YMPO’s foreseeable future needs;

**Whereas:** YMPO has identified a property located at 230 West Morrison Street, Yuma, Arizona, 85364 (Property) presently listed for lease or sale;

**Whereas:** It has been determined that the Property has sufficient space for YMPO’s operations, is more energy efficient, has adequate parking, and provides adequate space for growth within the YMPO organization to better serve YMPO’s member agencies.

**Whereas:** The Board deems it advisable that the YMPO proceed with the possible acquisition of the property and that the Board desires to amend the Unified Planning Work Program and Annual Budget to authorize the expenditure of appropriate funds to possibly acquire the real estate desired.

**NOW, THEREFORE, BE IT RESOLVED,** the Board hereby authorizes Paul Ward, the YMPO Executive Director, to negotiate the possible purchase of the Property, for a price



not to exceed the fair market value of the Property as determined by an independent appraisal presented and discussed during YMPO's Executive Session. And that Mr. Ward, is hereby authorized and empowered and on behalf of, and in the name of, YMPO, and on such terms and conditions and in an amount determined by Mr. Ward, but not to exceed the authority set by YMPO; to make, execute and deliver any and all instructions, including, but not limited to Contracts, Escrow Instructions, Deeds, Notes, Trust Deeds, Title Searches and Insurance, Trust Agreements and all other instruments in connection with the purchase and initial improvements of Property. Mr. Ward, after following appropriate procurement procedures, is further authorized to expend up to the limit discussed during the Executive Session for improvements to the Property, including but not limited to, addressing any code deficiencies, energy efficiency upgrades, and/or other modifications necessary to prepare the building for long-term use as YMPO's offices.

**ADOPTED and SIGNED** this 24th day of September 2020.

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Martha Garcia, Chair  
Yuma Metropolitan Planning Organization  
Vice-Mayor, City of Somerton

Attest:

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Paul D. Ward, P.E., Executive Director  
Yuma Metropolitan Planning Organization

# **YMPO INFORMATION SUMMARY AGENDA ITEM #9**

## **2020 U.S. Census Update**

**DATE:** September 21, 2020

**SUBJECT:** 2020 U.S. Census Update

### **SUMMARY:**

**Time is Running Out!** The END DATE for the Census Household, Self-Response period will be **September 30, 2020**. The self-reporting phase for the Census Bureau counting program will continue until September 30, 2020. Enumerators have already started the process of visiting households that have NOT self-responded and will conclude with all of their data-collection operations on the same date.

YMPO staff have been tracking results of the self-reporting rates released by Census Bureau sources and have provided the latest updates available for the YMPO region to the Executive Board, Technical Advisory Committee (TAC), and to member agency staffs. As of September 14, 2020, the average self-response rate for the YMPO region, as a whole, IS LESS THAN 50% of households (47.4%), with five of the 60-plus tracts registering as less than 25% of households responding. However, combining the enumerator's responses with the self-responses, the combined total for the State of Arizona increased from 62.6% to 85.9%. Although this response is sizable, it only registers on the combined list as 44th out of 50 States. Unfortunately, analysis of the combined rates is not currently available at the County level.

### **PUBLIC INPUT:**

No input has been provided by members of the public on this subject.

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** If households do not provide appropriate answers to the U.S. Census questions, the region stands to lose hundreds of millions of dollars over the next ten years in Federal and State-Shared Revenues. Currently, self-response rates for the YMPO exceed the response rates from the 2010 Census, but they badly lag behind those for the State of Arizona, and the U.S., as a whole. Although it is the aim of enumerators to count all of the households in the Census Bureau's records, **IF** they are not able to do so, the region's tax receipts will suffer for the next ten years. Having a higher than average self-response during the self-response stage is the safest way to satisfy the Census needs.

**POLICY:** YMPO has no direct, official, role in overseeing the U.S. Census.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, and comment only, at this stage.

### **PRIOR BOARD/COMMITTEE ACTIONS:**

Members have received a monthly update on the U.S. Census every month this year but, to date, no member agencies have requested YMPO assistance.

### **CONTACT PERSON:**

De'Laurien McKenzie, Associate Planner, 928-783-8911.

# **YMPO INFORMATION SUMMARY AGENDA ITEM #10**

## **FY 2020-2024 YMPO TIP Amendment #2**

**DATE:** September 17, 2020.

**SUBJECT:** FY 2020 - 2024 YMPO TIP Amendment #2.

### **SUMMARY:**

The FY 2020-2024 YMPO Transportation Improvement Program (TIP) was approved by the Executive Board at their meeting on June 27, 2019 and was submitted to the Governor for approval and inclusion in the State TIP. TIP Amendment #1 was approved in March 2020, and since that time, three YMPO member agencies have requested changes to some of the Federally funded projects listed and these changes are described below. In addition, the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) has requested to make several changes to transit projects, and these are described. As a result, Amendment #2 to the YMPO TIP is needed to allow the projects to proceed.

The City of Yuma has requested that the Surface Transportation Block Grant (STBG) Funds for one project be applied to a different project. This request is described in the attached Table One. Yuma County is requesting the federal funds for their YC-20-01 mill and overlay project be deferred one year. This request is described in the attached Table Two. ADOT/Yuma County is requesting the deferral of a bridge project by one year and a minor project name change. This request is described in the attached Table Three.

The Transit portion of the TIP is primarily funded through a Grant mechanism, so changes to transit projects often occur as the Grant deadline approaches. The project changes being requested are described in the attached Tables Four, Five, and Six and affect Yuma County Intergovernmental Public Transportation Authority (YCIPTA), Northern Arizona University, Helping Ourselves Pursue Enrichment, Saguaro Foundation, Rise Services, and YMPO for the 5310 projects.

### **PUBLIC INPUT:**

No input has been provided by members of the public on this subject.

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** The YMPO TIP development process allows all members the opportunity for consultation. YMPO forwards TIP Amendments to ADOT for approval by the Governor (or designee) and eventual inclusion in the State TIP.

**POLICY:** Development of the YMPO TIP is one of YMPO's six major responsibilities, as outlined in the YMPO By-Laws.

**ACTION NEEDED:**

This item is on the agenda for information, discussion, and/or possible action to approve Amendment #2 to the FY 2020 - 2024 YMPO TIP, to make changes to three agency's Federally funded highway projects and to make several changes to transit projects.

**CONTACT PERSON:**

Charles A. Gutierrez, Senior Planning/Mobility Manager, 928-783-8911

**FY 2020-2024 TIP Amendment #2 – TIP Tables**

The City of Yuma has requested that the Surface Transportation Block Grant (STBG) Funds on the COY-21-01: 8th Street Corridor project, programmed in FY 2023/24 be removed from that project and re-programmed for their COY-23-10 16th Street Corridor project for Right of Way in FY 2023 and Construction in FY 2024. The City has already constructed the 8th Street project with other funds.

<b>Table One – Highway TIP Project Modification for City of Yuma</b>											
TIP Proj. #	FY	Agency	Project Location	Work Type	Length	Lns Bef.	Lns Aft.	Fund Type	Federal \$	Local \$	Total \$
Delete the following two projects:											
COY-21-01	2023	Yuma	8th Street Corridor: Giss Pkwy/6th St to Pacific Ave/12th St.	Design	1.25	2	4	STBG	\$565,800	\$34,200	\$600,000
COY-21-01	2023	Yuma	8th Street Corridor: Giss Pkwy/6th St to Pacific Ave/12th St.	ROW	1.25	2	4	STBG	\$377,200	\$22,800	\$400,000
COY-21-01	2024	Yuma	8th Street Corridor: Giss Pkwy/6th St to Pacific Ave/12th St.	CON	1.25	2	4	STBG	\$2,000,000	&1,500,000	\$3,000,000
And apply the funds to the following project (the City is increasing their local matching funds)											
COY-23-10R	2023	Yuma	16th St: Maple Ave to 3rd Ave.	ROW	0.25	4	6	STBG	\$943,000	\$1,357,000	\$2,300,000
COY-23-10C	2024	Yuma	16th St: Maple Ave to 3rd Ave.	CON	0.25	4	6	STBG	\$2,000,000	\$1,100,000	\$3,100,000

**FY 2020-2024 TIP Amendment #2 – TIP Tables**

Yuma County is requesting the federal funds for their YC-20-01 Avenue B: 24th St to 32nd St; Mill and Overlay design project be deferred from FY 2020 to FY 2021 and the Construction phase be deferred from FY 2021 to FY 2022.

<b>Table Two – Highway TIP Project Modification for Yuma County</b>											
TIP Proj. #	FY	Agency	Project Location	Work Type	Length	Lns Bef	Lan Aft	Fund Type	Federal \$	Local \$	Total \$
Defer the following project											
YC-20-01	2021	Yuma County	Ave B: 24th St to 32nd St	Design	1.0	4	4	STBG		\$135,000	\$135,000
To FY 2021 as follows											
YC-20-01	2022	Yuma County	Ave B: 24th St to 32nd St	CON	1.0	4	4	HURF X	\$810,000	\$170,000	\$980,000

### FY 2020-2024 TIP Amendment #2 – TIP Tables

ADOT is requesting the YC-BR-03: Salinity Canal project be deferred from FY 2020 to 2021 and that the description of the project be slightly changed as follows:

<b>Table Three – Highway TIP Project Modification for ADOT/Yuma County</b>											
TIP Proj. #	FY	Agency	Project Location	Work Type	Length	Lns Bef	Lns Aft	Fund Type	Federal \$	Local \$	Total \$
Defer the following project											
YC-BR-03	2020	Yuma County	Salinity Canal Bridge Replace	Design	0.1			OSB	\$282,900	\$17,100	\$300,000
To FY 2021 as follows											
YC-BR-03	2021	Yuma County	Ave 28E at County 9th St (Salinity Canal Bridge): Replace	Design	0.1			OSB	\$282,900	\$17,100	\$300,000

<b>Table Four – Transit TIP Changes for YCIPTA</b>									
<b>YCIPTA is requesting the deletion of the following three projects:</b>									
TIP Project #	Agency	FY	Description	Fund Type	FY Available	Fed Funds	Local Funds	Total Funds	ALI #
YMPO-21-01	YCIPTA	2021	YCIPTA Planning	5307	FFY2019	\$0	\$0	\$0	44.24.00
YMPO-21-07	YCIPTA	2021	YCIPTA 3rd Party Contractual	5307	FFY 2020	\$0	\$0	\$0	11.7D.11
YMPO-21-13	YCIPTA	2021	STP	STP	FFY 2020	\$0	\$0	\$0	

<b>Table Five – Transit TIP Changes for YCIPTA</b>									
<b>YCIPTA is requesting the addition of the following 20 projects:</b>									
TIP Project #	Agency	FY	Description	Fund Type	FY Available	Fed Funds	Local Funds	Total Funds	ALI #
YMPO-21-14	YCIPTA	2021	YCIPTA Multimodal Transportation Center	5307	FFY 2015/16	\$1,894,344	\$473,586	\$2,367,930	11.34.03
YMPO-21-15	YCIPTA	2021	YCIPTA - Acquire Shop Equipment	STBG	FFY2017/18	\$34,891	\$2,109	\$37,000	11.42.06

**FY 2020-2024 TIP Amendment #2 – TIP Tables**

TIP Project #	Agency	FY	Description	Fund Type	FY Available	Fed Funds	Local Funds	Total Funds	ALI #
YMPO-21-16	YCIPTA	<b>2021</b>	YCIPTA - Acquire Accounting Software	STBG	FFY2017/18	\$56,580	\$3,420	\$60,000	11.42.20
YMPO-21-17	YCIPTA	<b>2021</b>	YCIPTA Facility (Prior Grant)	5307	FFY 2015	\$452,625	\$113,156	\$565,781	11.31.03
YMPO-21-18	YCIPTA	<b>2021</b>	Purchase Bus Shelters	5307	FFY 2017	\$266,917	\$66,729	\$333,646	11.42.11
YMPO-21-19	YCIPTA	<b>2021</b>	Purchase Signage	5307	FFY 2017	\$12,160	\$3,040	\$15,200	11.42.20
YMPO-21-20	YCIPTA	<b>2021</b>	Purchase NextBus/Radios	5307	FFY2018/19	\$197,605	\$49,401	\$247,006	11.42.20
YMPO-21-21	ADOT	<b>2021</b>	NAU Board of Regents-Door through Door Year 2	5310	FFY20	\$15,000	\$15,000	\$30,000	
YMPO-21-22	ADOT	<b>2021</b>	Helping Ourselves Pursue Enrichment Yuma Pass 6	5310	FFY20	\$24,070	\$6,018	\$30,088	
YMPO-21-23	ADOT	<b>2021</b>	Helping Ourselves Pursue Enrichment Yuma Operating	5310	FFY 20	\$28,000	\$28,000	\$56,000	
YMPO-21-24	ADOT	<b>2021</b>	Helping Ourselves Pursue Enrichment Prevent Maint	5310	FFY 20	\$9,272	\$2,318	\$11,590	
YMPO-21-25	ADOT	<b>2021</b>	NAU YMPO Preventive Maint	5310	FFY 20	\$862	\$216	\$1,078	
YMPO-21-26	ADOT	<b>2021</b>	NAU YMPO Preventive Maint	5310	FFY 20	\$3,112	\$778	\$3,890	
YMPO-21-27	ADOT	<b>2021</b>	Saguaro - Beyond ADA Paratransit year 2	5310	FFY 20	\$150,000	\$150,000	\$300,000	
YMPO-21-28	ADOT	<b>2021</b>	Saguaro - Expansion Cutaway	5310	FFY 20	\$63,750	\$11,250	\$75,000	
YMPO-21-29	ADOT	<b>2021</b>	Saguaro Expansion Mini Van	5310	FFY 20	\$49,300	\$8,700	\$58,000	
YMPO-21-30	ADOT	<b>2021</b>	Saguaro Other Mobility Management	5310	FFY 20	\$20,000	\$5,000	\$25,000	
YMPO-21-31	ADOT	<b>2021</b>	YMPO Regional Mobility Management	5310	FFY 20	\$42,000	\$10,500	\$52,500	
YMPO-21-32	ADOT	<b>2021</b>	YMPO CARES	5310	FFY 20	\$35,000	\$0	\$35,000	
YMPO-21-33	ADOT	<b>2021</b>	RISE Preventive Maint	5310	FFY 20	\$24,000	\$6,000	\$30,000	



**FY 2020-2024 TIP Amendment #2 – TIP Tables**

**Table Six – Transit TIP Changes for YCIPTA**

**The following projects have been changed to the Cares Act and funding has been decreased:**

TIP Project #	Agency	FY	Description	Fund Type	FY Available	Fed Funds	Local Funds	Total Funds	ALI #
YMPO-21-02	YCIPTA	2021	YCIPTA Maintenance Facility Lease	5307	CARES	\$28,305	\$0	\$28,305	30.09.08
YMPO-21-04	YCIPTA	2021	YCIPTA Preventative Maintenance	5307	CARES	\$375,000	\$0	\$375,000	30.09.08
YMPO-21-06	YCIPTA	2021	YCIPTA ADA Operations	5307	CARES	\$81,901	\$0	\$81,901	11.7C.00
YMPO-21-08	ADOT	2021	YCIPTA Rural Administration	5311	CARES	\$350,000	\$0	\$350,000	30.09.08
YMPO-21-09	ADOT	2021	YCIPTA Rural Operations	5311/ 5311(f)	CARES	\$674,353	\$0	\$674,353	30.09.08
YMPO-21-10	ADOT	2021	YCIPTA Rural Operations	5311/ 5311(f)	CARES	\$502,371	\$0	\$502,371	30.09.01
YMPO-21-11	ADOT	2021	YCIPTA Rural Maintenance and Capital	5311	CARES	\$150,000	\$0	\$150,000	30.09.01

**The following project has been changed to the Cares Act and funding has been increased:**

YMPO-21-03	YCIPTA	2021	YCIPTA Transit Operations	5307	CARES	\$3,538,907	\$0	\$3,538,907	30.09.08
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**The following project FFY Available has been changed and funding substantially increased:**

YMPO-21-05	YCIPTA	2021	YCIPTA Employee Training	5307	FFY 17/18	\$71,797	\$0	\$71,797	30.09.08
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**This project's FFY Available has been changed and funding decreased:**

YMPO-21-12	ADOT	2021	YCIPTA Mobility Management - Travel Training	5310	FFY 2020	\$10,382	\$2,596	\$12,978	11.7L.00
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