

Public Participation Plan

Central Yavapai Metropolitan Planning Organization

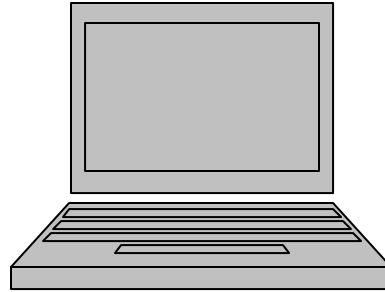
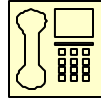
Members

Arizona Department of Transportation,
Town of Chino Valley, City of Prescott,
Town of Prescott Valley, and Yavapai County,
Arizona



Contact:

Jodi Rooney, CYMPO Administrator
7501 E. Civic Circle
Prescott Valley, AZ 86314
Phone: 928/759-5516
Fax: 928/759-3125
Email: jrooney@pvaz.net
www.cympo.com

**En español:**

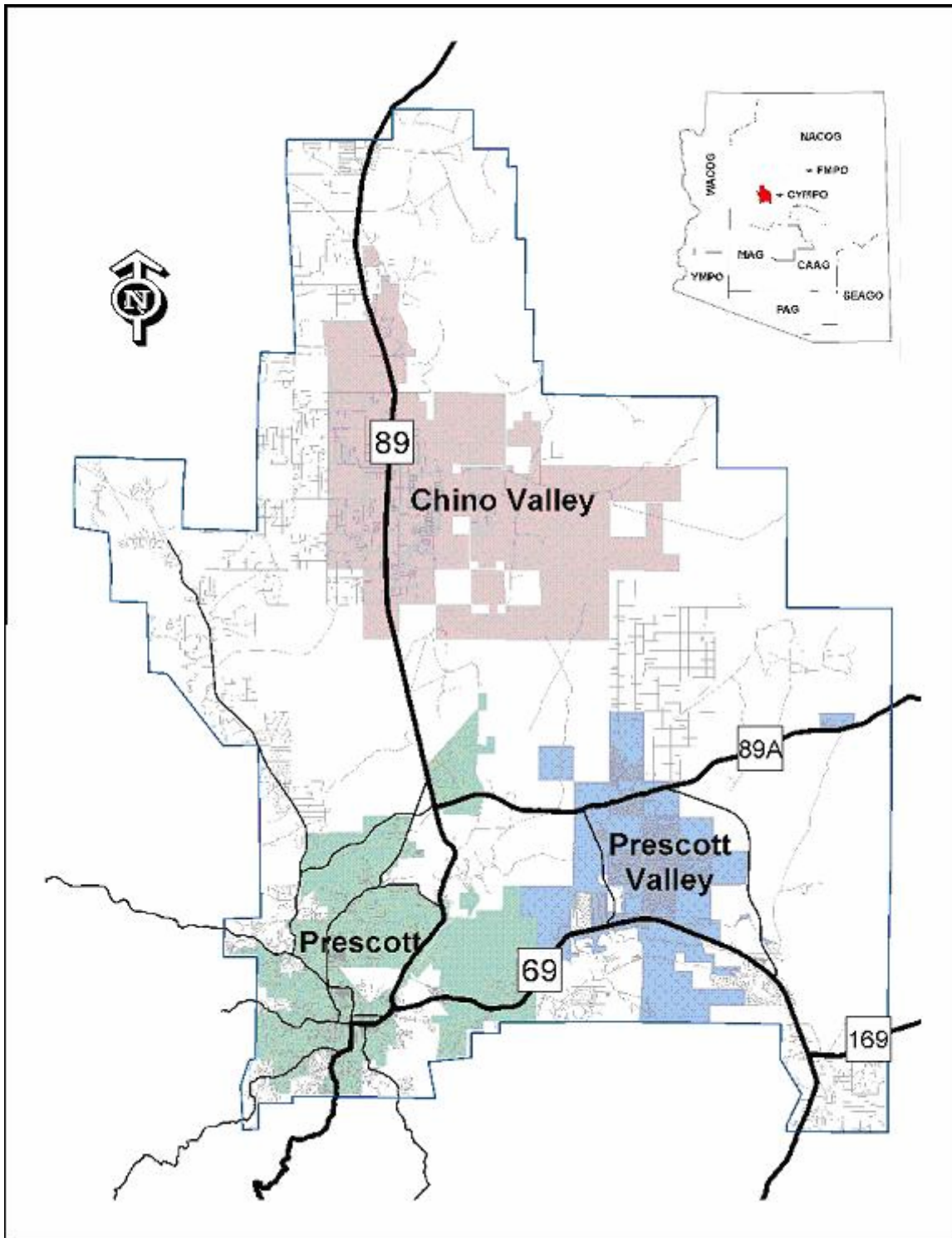
Para más información, si está interesado en participar en el planeamiento del proceso de transporte en su comunidad y necesita asistencia con idioma, por favor comuníquese:

Señora Jodi Rooney, Administradora
Teléfono: 928/759-5516
jrooney@pvaz.net

Central Yavapai Metropolitan Planning Organization (CYMPO) Public Participation

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CYMPO Planning Boundary

Central Yavapai Metropolitan Planning Organization Public Participation

Introduction

This document guides the public involvement activities conducted by the Central Yavapai Metropolitan Planning Organization (CYMPO). The purpose of public participation is to insure a proactive process affording the opportunity for the public to be involved in all phases of the multi-modal transportation planning process by providing complete information, timely public notice, sufficient periods for comment, full access to key decision points, and early and continuing engagement in developing transportation plans and programs. CYMPO encourages active public participation in identifying and commenting on transportation issues, programs, and projects at every stage of the planning process.

Commencing with the Transportation Equity Act of the 21st Century (TEA-21), the need for public participation in all stages of the transportation planning process was emphasized by requiring metropolitan planning organizations (MPOs) to “include provisions to ensure early and continuing involvement of the public in the development of plans and Transportation Improvement Programs (TIPs)”. The successor, Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), continues the tradition of public participation. Interested parties might include, but not be limited to: *citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, and representatives of the disabled*, as noted in Title 23 United States Code (USC), Section 134 I (5).

Background

The United States Congress created the requirement for establishing Metropolitan Planning Organizations. CYMPO was established in 2003 with responsibility for transportation planning within the regional area generally encompassing Chino Valley, Prescott, Prescott Valley, central Yavapai County, a portion of Dewey-Humboldt, and the state highway system within its boundaries. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing, and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. The City of Prescott is the fiscal and administrative agent for CYMPO. The region covered by CYMPO is over 400 square miles and is shown on the preceding map.

Governance Structure

The CYMPO Executive Board is the forum for cooperative decision-making on transportation related matters. This five-member board is comprised of principal elected officials from local government and a representative from the Arizona State Transportation Board.

CYMPO Executive Board Representation

1. Town of Chino Valley
2. City of Prescott
3. Yavapai County
4. Town of Prescott Valley
5. Arizona State Transportation Board

The executive Board provides policy guidance and direction for the metropolitan transportation planning process.



The Technical Advisory Committee (TAC) is an advisory committee to the Executive Board. The seven-member committee is comprised of the Public Works Directors from the four member agencies, as well as representatives from the Arizona Department of Transportation's Prescott District Engineering Office and Transportation Planning Division, and the United States Department of Agriculture (U.S.D.A.) Forest Service. In addition, there are ex-officio non-voting members from the Yavapai-Prescott Indian Tribe and the Town of Dewey-Humboldt.

CYMPO Technical Advisory Committee Representation

1. City of Prescott
2. Arizona Department of Transportation
3. Town of Prescott Valley
4. U.S. Forest Service
5. Town of Chino Valley

-
6. Arizona Department of Transportation
 7. Yavapai County
-

Executive Board and Technical Advisory Committee

The Executive Board and TAC meetings shall be held in conformance with the Arizona Open Meetings Law (A.R.S. Sec. 38-431, et seq.). The meeting agenda will be prepared and then posted at the following locations:

- Prescott Valley Civic Center
- Prescott Valley Police Department
- Central Arizona Seniors Center (C.A.S.A.)
- CYMPO website (www.cympo.com)

Meeting agendas will be forwarded in advance to member agencies (ADOT, Chino Valley, City of Prescott, Prescott Valley, and Yavapai County) as well as to the local radio stations and newspapers. Documentation to support the posting will be retained by the Prescott Valley Town Clerk's Office for three years after the fiscal year of posting. An advanced list of the upcoming year's regularly scheduled meetings will be advertised in the primary local newspaper on or before January 15th of each year.

Citizens, elected officials, and staff will have the opportunity to speak on transportation issues at every regular meeting during the call to the public and/or as each agenda item is considered.

Regular meetings of the Executive Board and TAC will be recorded and minutes drafted. Minutes will be available for public review upon request and available on the CYMPO website (www.cympo.com).



Public Involvement Tools, Techniques and Activities

CYMPO will utilize a variety of tools to educate and inform the public, which may include the interweaving of **visualization techniques** such as, but not limited to:

Maps	Charts/Flow Charts
Drawings	Illustrations
Tables	Power Point Presentation
Sketches	Diagrams
Video	Photographs
Artist Renderings	Images/Auto Shapes
Graphics	Callouts/Word Art
Geographic Information Systems (GIS)	Narrative Description

Use of these individual techniques or a combination thereof, will assist in the communication process.

Environmental Justice Activity

Title VI of the Civil Rights Act of 1964 requires outreach to underserved groups.

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

A further 1994 Presidential directive dictates, **"Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."** Executive Order 12898

Groups impacted: low-income and minority populations, which may include sub-groups of elderly and disabled.

CYMPO will make every effort to hold public meetings in facilities that are compliant with the Americans with Disabilities Act (ADA); and, arrange for reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, CYMPO will make due preparation, when appropriate, for persons requiring assistance, such as the hearing or visually impaired, upon request.

CYMPO will assist persons with limited English proficiency to participate in the transportation planning process. Staff will make every effort to provide Spanish translators and document translation, where feasible, upon request. Elderly persons or zero vehicle households who are not able to attend meetings may make a request for the information at CYMPO offices for delivery of materials to their homes. CYMPO staff, coordinating availability, is willing to go speak to

groups in an effort to eliminate participation barriers and involve citizens in the transportation process.

Current federal financial assistance for CYMPO is provided by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) via an annual transportation planning allocation. No lawsuits or complaints alleging discrimination on the basis of race, color, or national origin have been filed regarding CYMPO.

Master Distribution List

A master e-mail distribution list will be developed and maintained; interested persons may ask to be placed on or removed from the list by contacting CYMPO offices. This continuously updated list will be used to notify interested parties of upcoming meetings and other opportunities for public involvement. Furthermore, this list will include news media, community groups, business and professional groups, special interest groups, elected and appointed officials, affected agencies and interested citizens.

Newsletter

A newsletter will be produced at least semi-annually, distributed to all parties on the master distribution list and included on the CYMPO website. Each issue will contain staff contact information, meeting schedules, and information on current planning projects.

CYMPO Website (www.cympo.com)

CYMPO will develop and maintain an Internet website to provide the most current information available on various topics. The website contents are expected to include:

- Contact information
- Current Executive Board and Technical Advisory Committee information
- Meeting calendars and agendas
- Press releases
- Work products and publications
- Links to related agencies

Media Contact and Advertising

The media play a crucial role in getting information regarding significant transportation activities and issue to the public. CYMPO will maintain ongoing communication with the media through various means, including press releases and interviews.

The Prescott Courier will be utilized as the primary print medium for advertising transportation issues of interest to the general population. Public service announcement and interviews may be broadcast on local radio stations.

Meetings

Meetings are used to both inform the public of the planning process and solicit input, ideas, and feedback. The CYMPO Executive Board and Technical Advisory Committee meetings each include time on the agenda for general public comment on transportation related items.

Meetings may include informal presentation at regional sites, open house, round tables, or other community forums, and formal presentations to various service clubs, civic, and professional groups.

Public Comment and Response to Comments

Written comments received through the public involvement process will be included along with responses as an appendix to the document under review, as appropriate, or will otherwise be summarized and presented to the board or other body for awareness purposes.

CYMPO Work Products

The scope, depth, and duration of public involvement will vary depending on the CYMPO work product (document). The following section identifies the MPO's minimum input, review, and comment opportunities that will be offered before adoption.

Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan, also known as the 2030 Plan, is a comprehensive plan of the transportation system that covers, at the minimum, a 20-year planning horizon. Federal law requires that major updates occur at least every five years after it is adopted. The major update to the MTP would follow the same basic process, as follows:

- During the early stages of plan development, at least one formal public meeting will be hosted to involve interested parties
- Continuing engagement during development of the plan will occur in stages for the public and elected/appointed officials
- The Draft MTP will be presented to the CYMPO Technical Advisory Committee and Executive Board for review and comment prior to the public comment period
- The comment period on the draft MTP will last for 30 days; copies of the plan will be placed in accessible facilities and locations will be published in the primary newspaper
- Comment will be collected and response provided, as appropriate
- The Final Draft MTP, comment, and response will be presented to the CYMPO Technical Advisory Committee for review prior to Executive Board recommendation
- All written and appropriate public comments received will be made part of the final document
- The Final MTP will be presented to the CYMPO Executive Board for adoption

Metropolitan Transportation Improvement Program (MTIP)

The Metropolitan Transportation Improvement Program is a short-term listing of projects expected to be in the immediate future. The MTIP is updated at least every two years, based on the following process:

- CYMPO will announce a call for projects 30 days before Technical Advisory Committee review

- CYMPO staff, in conjunction with the technical Advisory Committee, will prepare a Draft MTIP, which will be recommended to the Executive Board for public review
- The public review period on the MTIP will last 30 days
- Comment will be collected and response provided, as appropriate
- The Final Draft MTIP, comment, and response will be presented to the CYMPO Technical Advisory Committee prior to Executive Board recommendation
- The Final MTIP will be presented to the CYMPO Executive Board for adoption

Public Participation Plan (PPP)

The Public Participation document will be updated as required, based on the following process:

- CYMPO staff, in conjunction with the Technical Advisory Committee, will prepare a draft PPP
- Draft PPP will be presented to Executive Board prior to public review
- The comment period on the updated PPP will last 45 days
- The CYMPO Technical Advisory Committee shall review all written public comments and prepare responses prior to recommendation to the Executive Board for adoption

Amendments to Adopted Documents

Amendments to the MTP and the MTIP are occasionally necessary after they have been adopted. With the exception of emergency or exempt projects, amendments will utilize the following process:

- CYMPO will announce the proposed amendment via agenda posting
- Amendments will be reviewed by the TAC with a recommendation to the Executive Board for adoption
- Upon review by Executive Board, the amendment will either be approved or denied

Amendments Exempt from the Public Participation Plan

Certain amendments to adopted documents will be exempt from the public involvement process:

- Emergency projects, necessary for the safety and welfare of the citizenry
- Minor revisions or technical amendments, such as:
 - Minor cost changes
 - Changes in cost shares between agencies
 - Splitting projects, minor changes in project location
 - Typographical corrections
 - Other administrative changes including, but not limited to lead agency, contingency, and funding source

Appendix A: Summary Table of CYMPO Public Participation Procedures and Tools

Summary of CYMPO Public Participation Procedures and Tools

Public Participation Component	Meetings	Public Comment Period	Typical Public Participation Techniques	Additional Comment
Adopted Documents, Plans, and Programs				
Metropolitan Transportation Plan (MTP)	Initial and subsequent public meetings TAC Executive Board	30 days	Posted AZ Revised Statute Legal Notice News Release Website Comment Forms	Update every 4 years Comments received to be included in MTP
Metropolitan Transportation Improvement Program (MTIP)	TAC Executive Board	30 days	Posted AZ Revised Statute Legal Notice News Release Website Comment Forms	Update every 1-2 years Public comments provided to Executive Board
Public Participation Plan (PPP)	TAC Executive Board	45 days	Posted AZ Revised Statute Legal Notice News Release Website Comment Forms	Updated as required Public comments provided to Executive Board
Amendments to adopted documents	TAC Executive Board	N/A	Posted AZ Revised Statute Legal Notice News Release Website	Non-exempt amendments
Amendments Exempt from public participation	N/A	N/A	N/A	Emergency projects and minor revisions
Open Public Meetings				
Executive Board Meetings	Regularly scheduled meetings	N/A	Posted AZ Revised Statute Legal Notice Master distribution list Newsletter Website	Public comment accepted at meeting
TAC	Regularly scheduled meetings	N/A	Posted AZ Revised Statute Legal Notice Master distribution list Newsletter Website	Public comment accepted at meeting

Public Participation Component	Meetings	Public Comment Period	Typical Public Participation Techniques	Additional Comment
Outreach Components				
Title VI Environmental Justice	TAC Executive Board Public open houses	N/A	Mailings upon request News release Website Coordinate with school staff for information delivery as appropriate	Assist persons with limited English proficiency Speaking engagements coordinated at community, neighborhood, & faith based groups
Master Distribution List	N/A	N/A	Upon request and through comment forms, website, public meetings	Maintained and updated regularly
Newsletter	N/A	N/A	Sent to those on master distribution list and by request Website	Produced twice per year
CYMPO Website	N/A	N/A	Web address supplied with news releases, on business cards and on other web links	Maintained and updated regularly
Staff Presentations	Government, community groups, business and professional groups	N/A	N/A	Upon request; subject to staff availability
News Release	N/A	N/A	Sent to news media	N/A

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